MANAGE ABC CLASSES, ASSIGNMENT GROUPS & CLASSIFICATION SETS

INV

QUICK REFERENCE GUIDE INV-03

Purpose

The purpose of this Quick Reference Guide (**QRG**) is to provide a step-by-step explanation on how to Manage ABC classes, Assignment groups, and Classification Sets in the North Carolina Financial System (**NCFS**).

Introduction and Overview

This QRG covers how to manage ABC classes, assignment groups, & classification sets NCFS.

Manage ABC Classes, Assignment Groups, & Classification Sets

To manage ABC classes, assignment groups, & classification sets in NCFS, please follow the steps below:

1. Log in to the NCFS portal with your credentials to access the system.

2. On the **Home** page, under the **My Enterprise** tab, click the **Setup and Maintenance** app.

NCFS
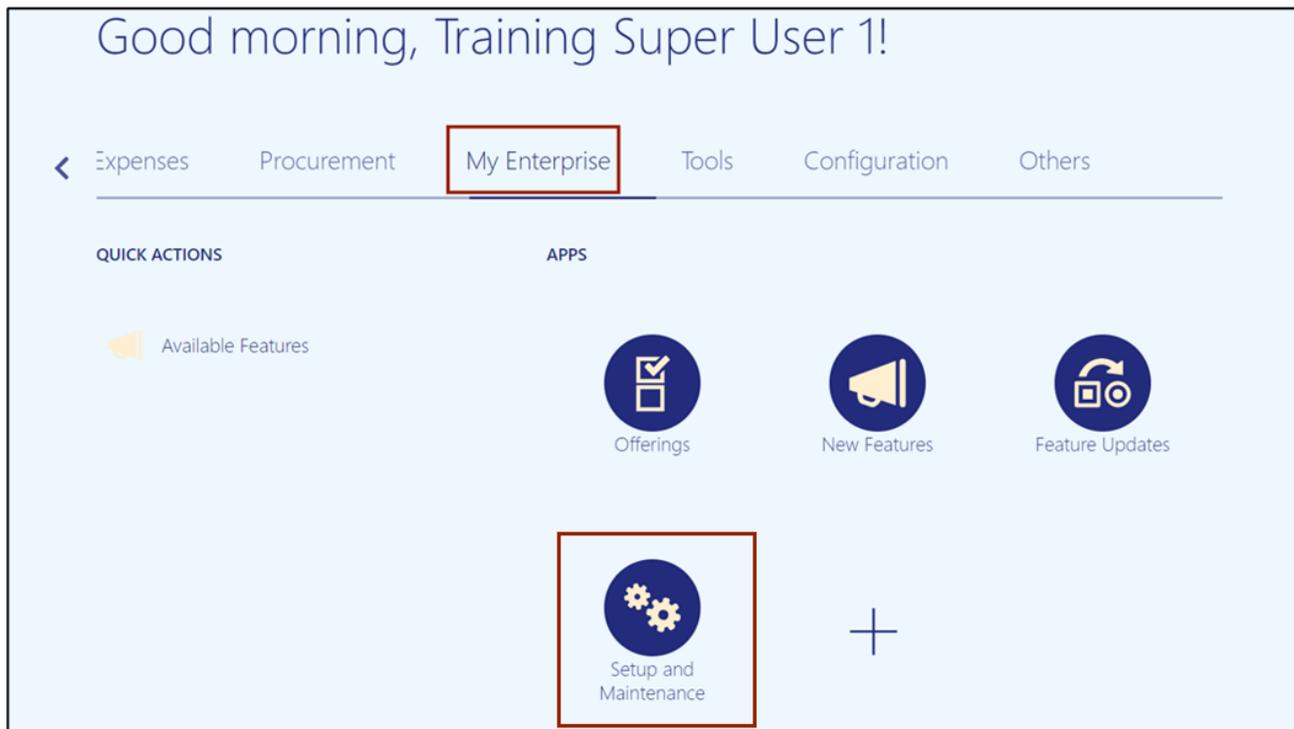
3. Select the **Manufacturing and Supply Chain Materials Management** option from the *Setup: Financials* drop-down choice list.
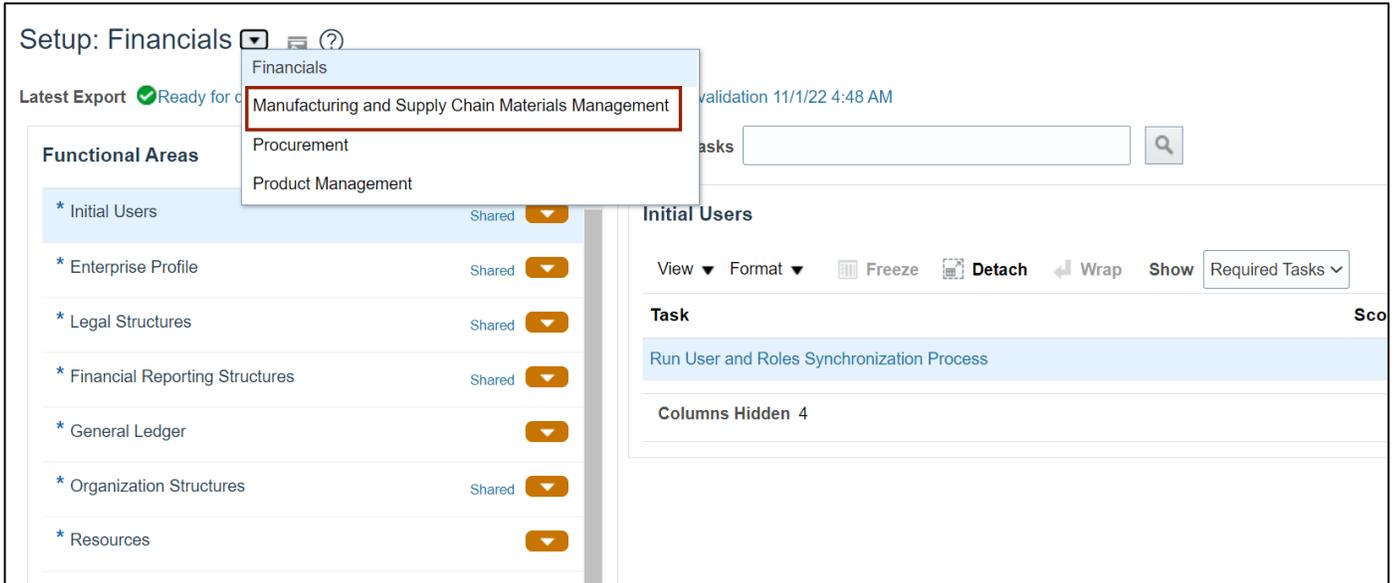
4. In the *Inventory Management* section, click the **Manage ABC Classes** link.
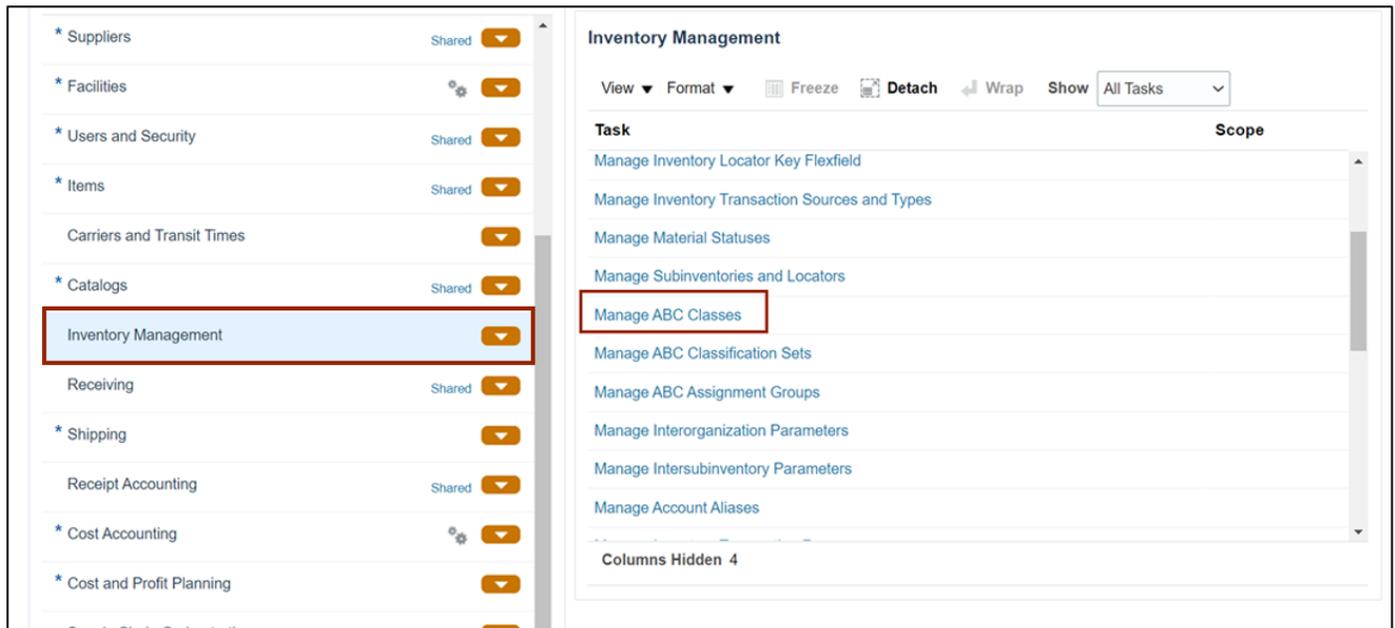
5. Select the **Organization**. In this example, we chose **4210451.**
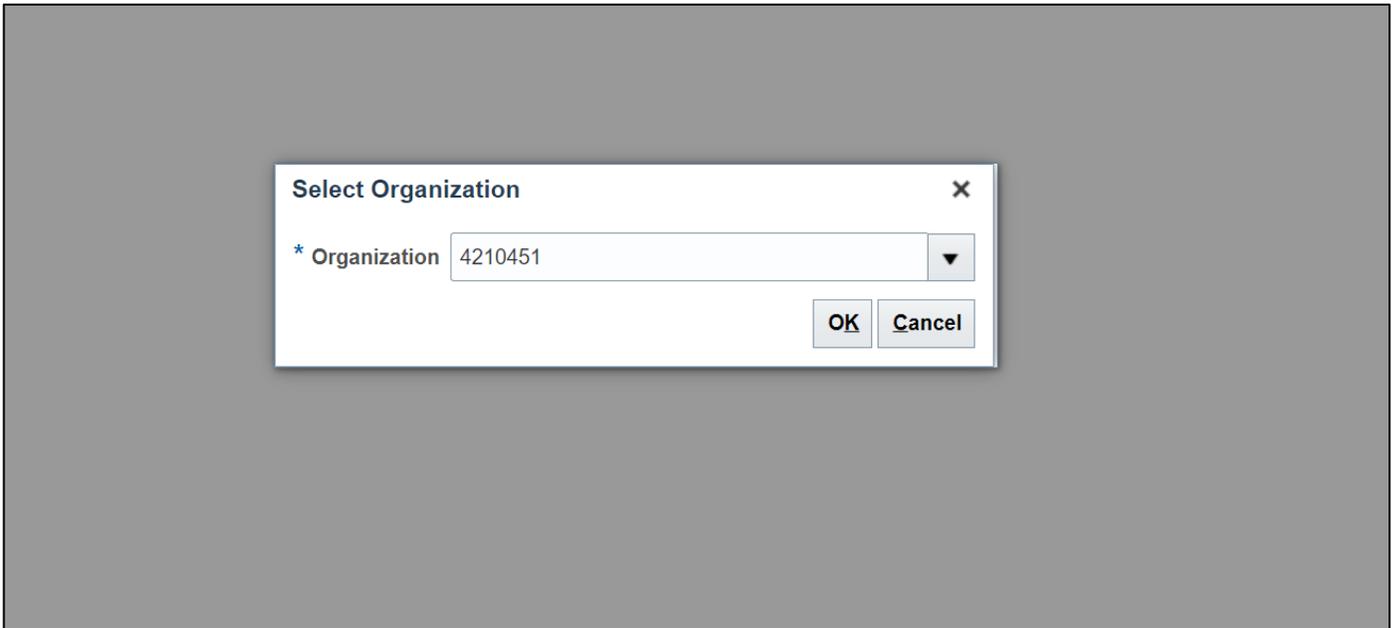
6. On the **Manage ABC Classes** page, click the **Add [+]** Icon and enter the **ABC Class** and **Description**. Click the **Save and Close** button.

7. In the *Inventory Management* section, click **Manage ABC Classification Sets.**
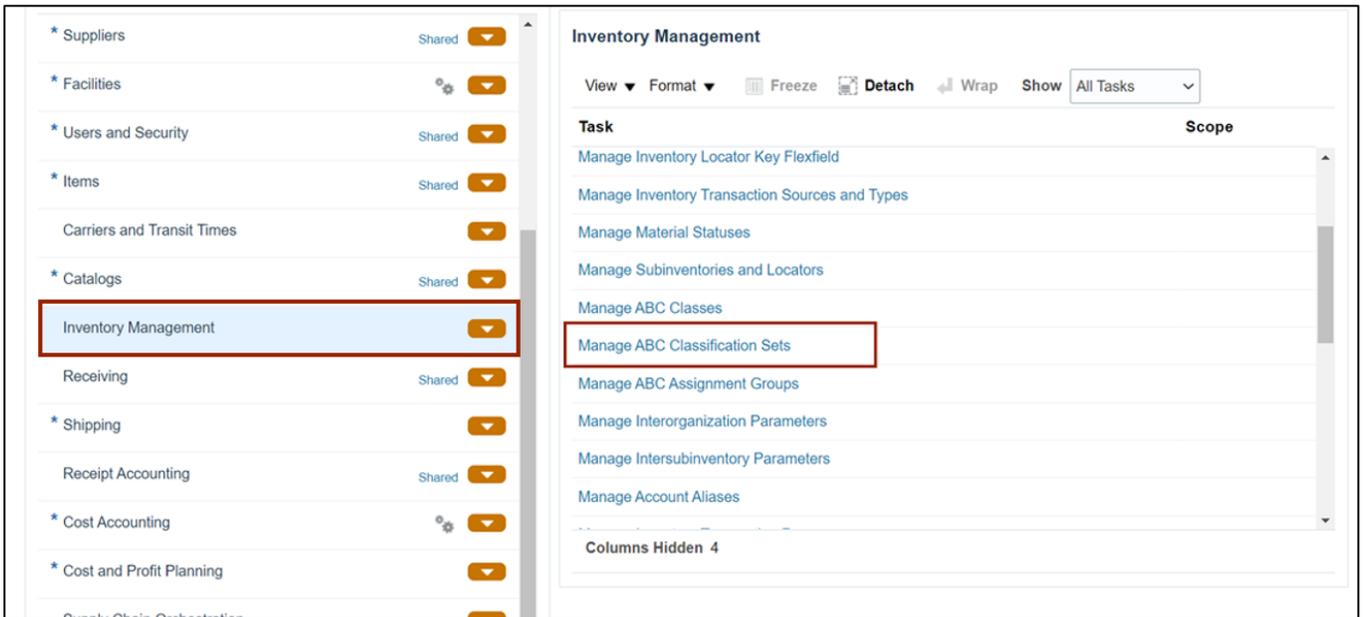
8. Enter the information in *Create ABC Classification Set* section and the *Criteria* field. Click the **Submit** button.

    This redirects you to the **Set-up and Maintenance** page.
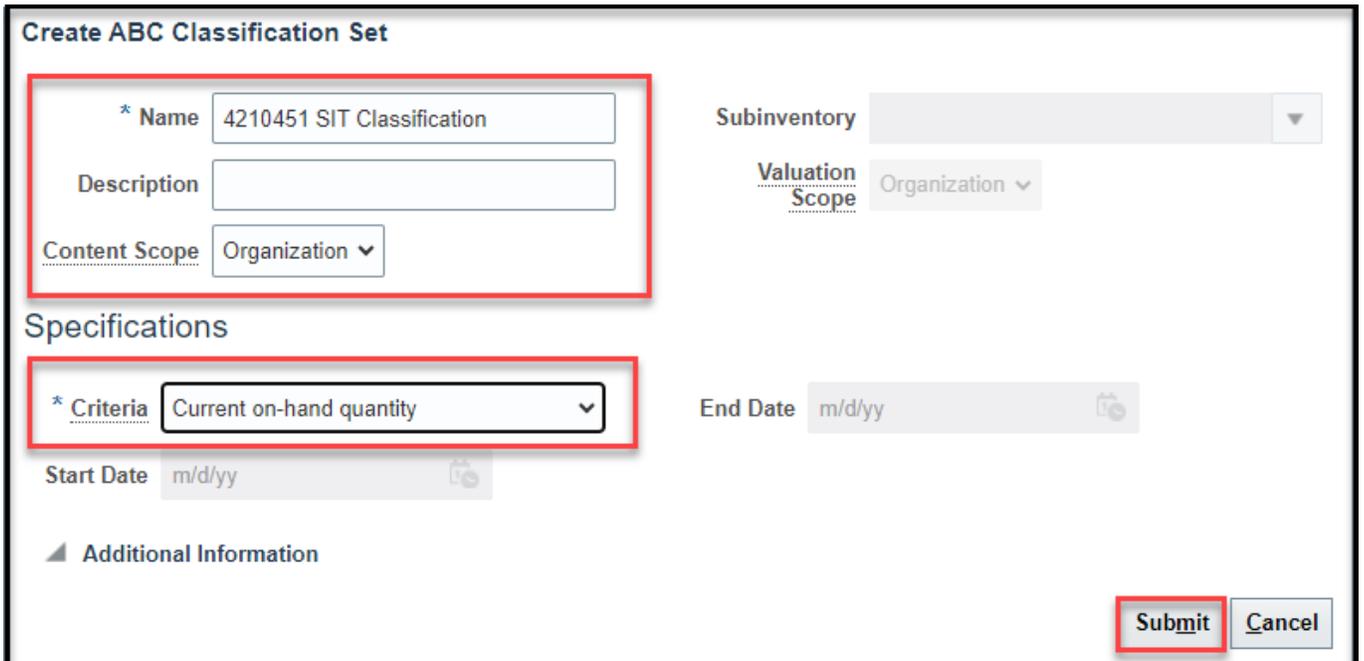
9. In the *Inventory Management* section, click the **Manage ABC Assignment Groups.**
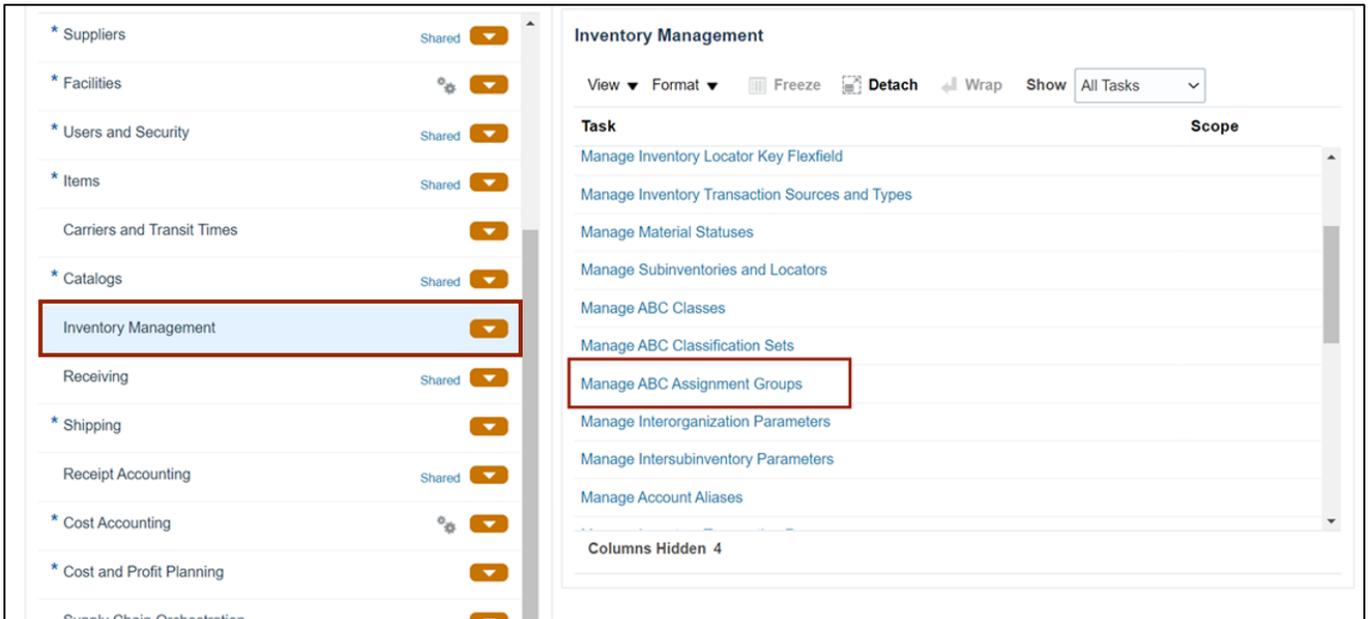
10. Enter the **Assignment Group Name** and **ABC Classification Set.**

11. In the *ABC Classes* section, click the **Add [+]** icon. Enter the required details and click the **Save and Close** button.

12. In the *Inventory Management* section, click the **Manage ABC Assignment Groups** link.

13. Click the **Perform ABC Assignments** button.

14. Enter the **Sequence** number and click the **Submit** button.

Wrap-Up

Manage ABC classes, assignment groups & classification sets using the steps above in NCFS.

Additional Resources

Virtual Instructor-Led Training (vILT)

- INV 101: Inventory Agency Manager (ILT)
- INV 109: Inventory Item Maintenance (ILT)