INV-06 View Item Costs

Purpose

The purpose of this Quick Reference Guide (**QRG**) is to provide a step-by-step explanation on how to View Item Costs in the North Carolina Financial System (**NCFS**).

Introduction and Overview

This QRG covers the explanation on how to view item costs in NCFS which will enable you to generate and view item cost during a specific period.

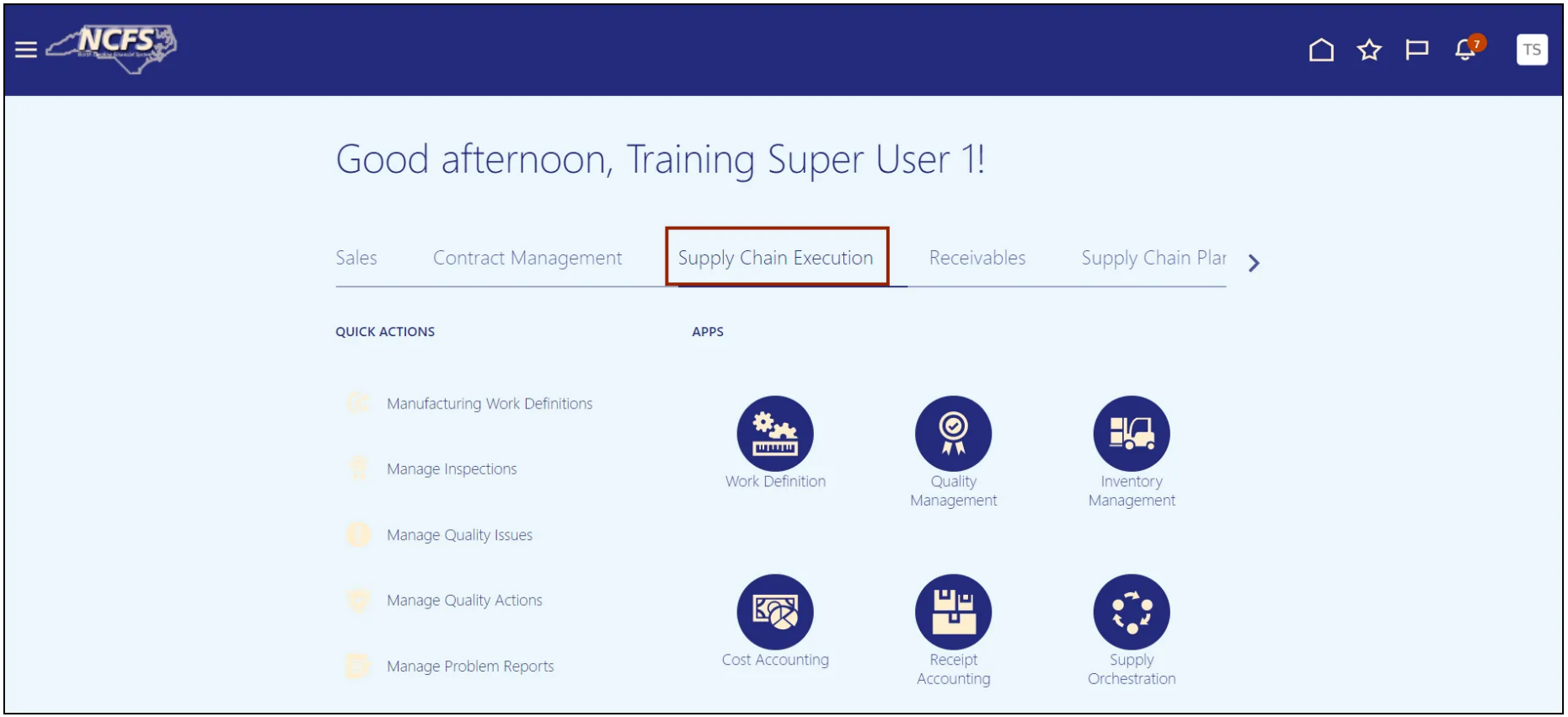
Generate Items Cost

To view item cost in NCFS, please follow the steps below. There are 9 steps to complete this process.

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

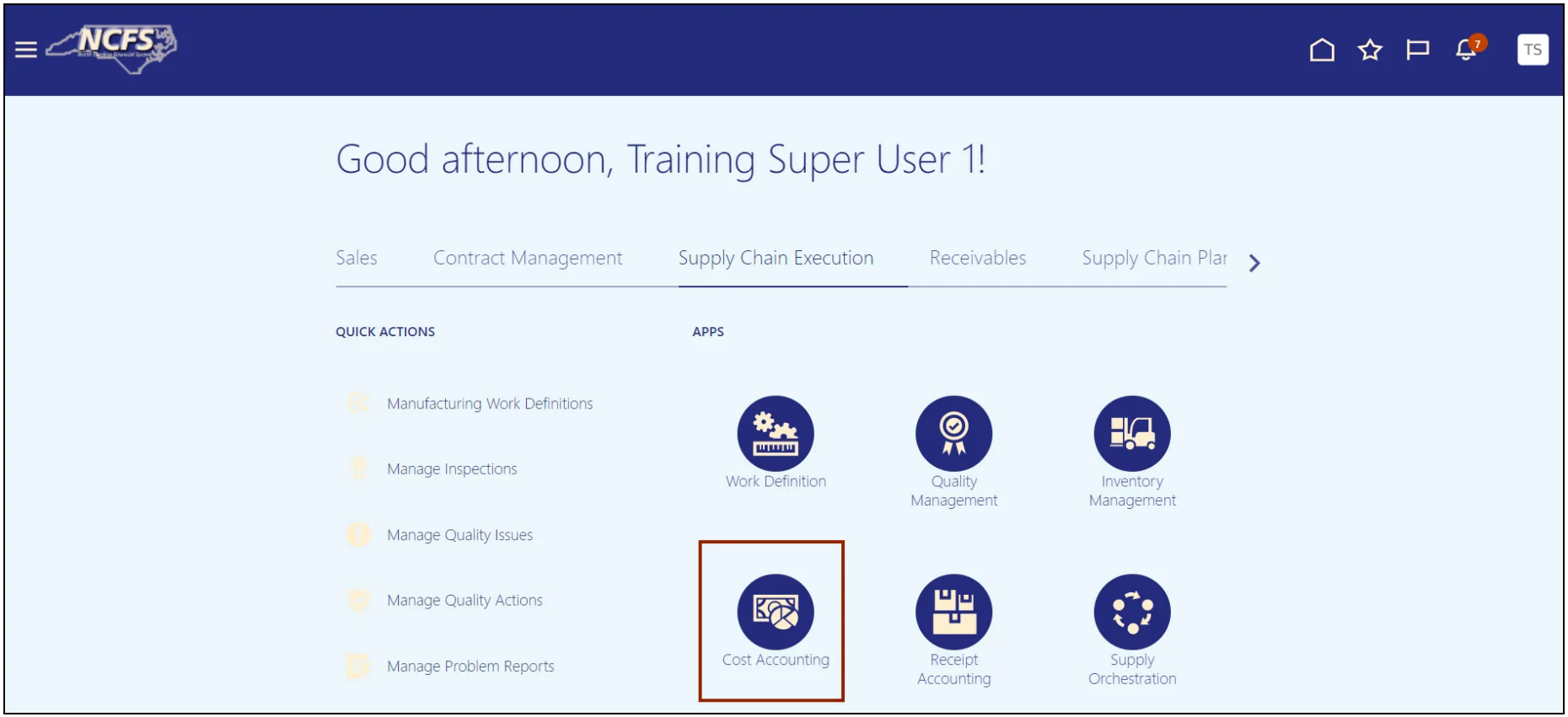
Step 2. On the **Home** page, click the **Supply Chain Execution** tab.

Image



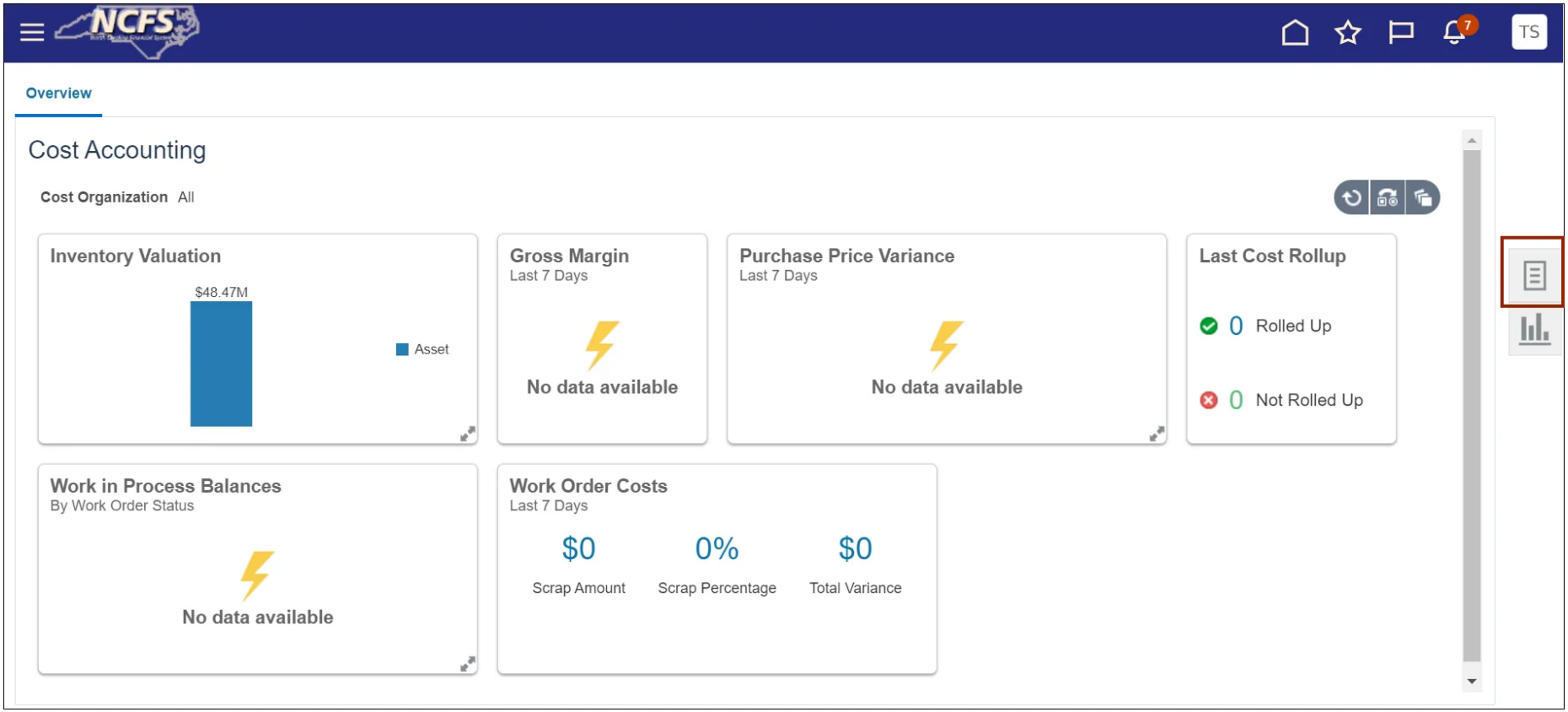
Step 3. Click the **Cost Accounting** app.

Image



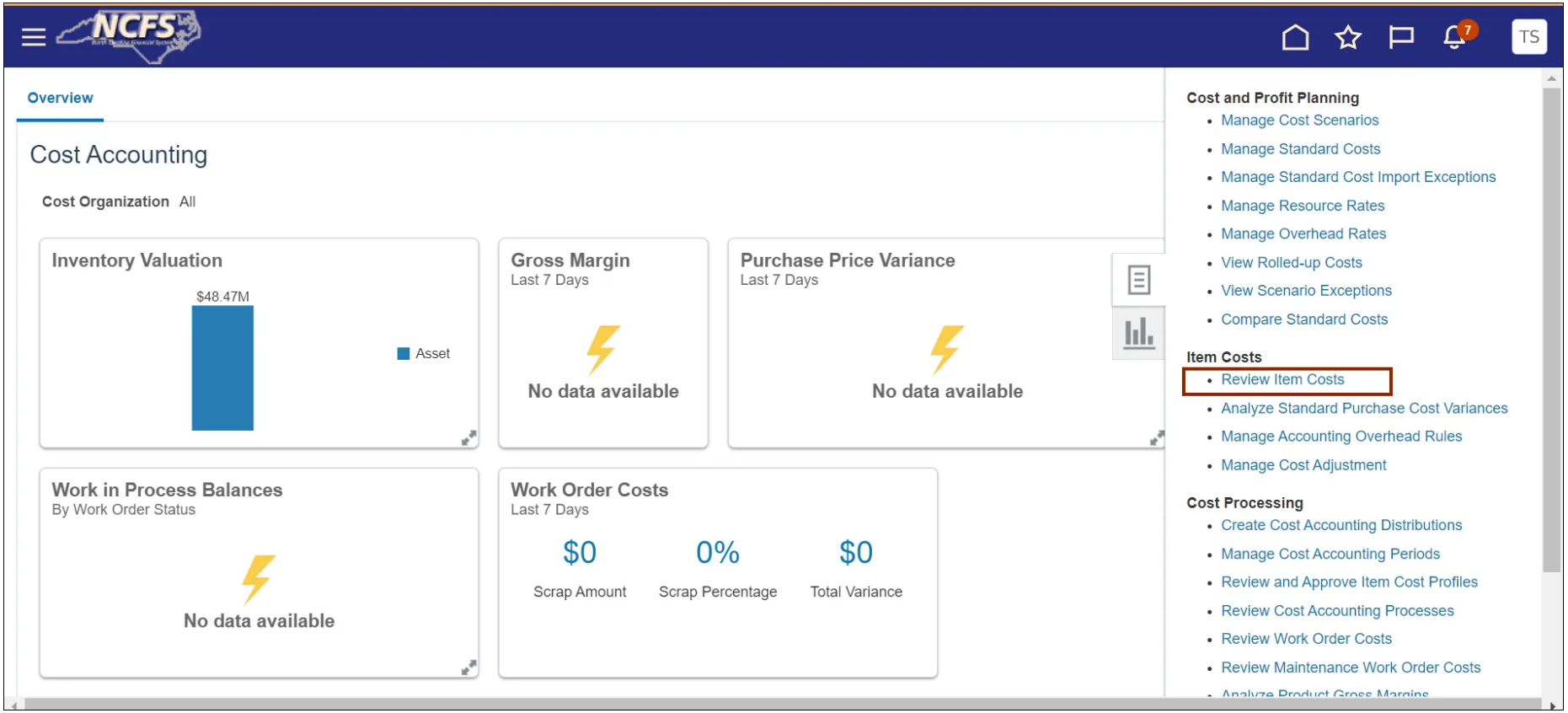
Step 4. On the **Cost Accounting** page, click the **Tasks** icon.

Image



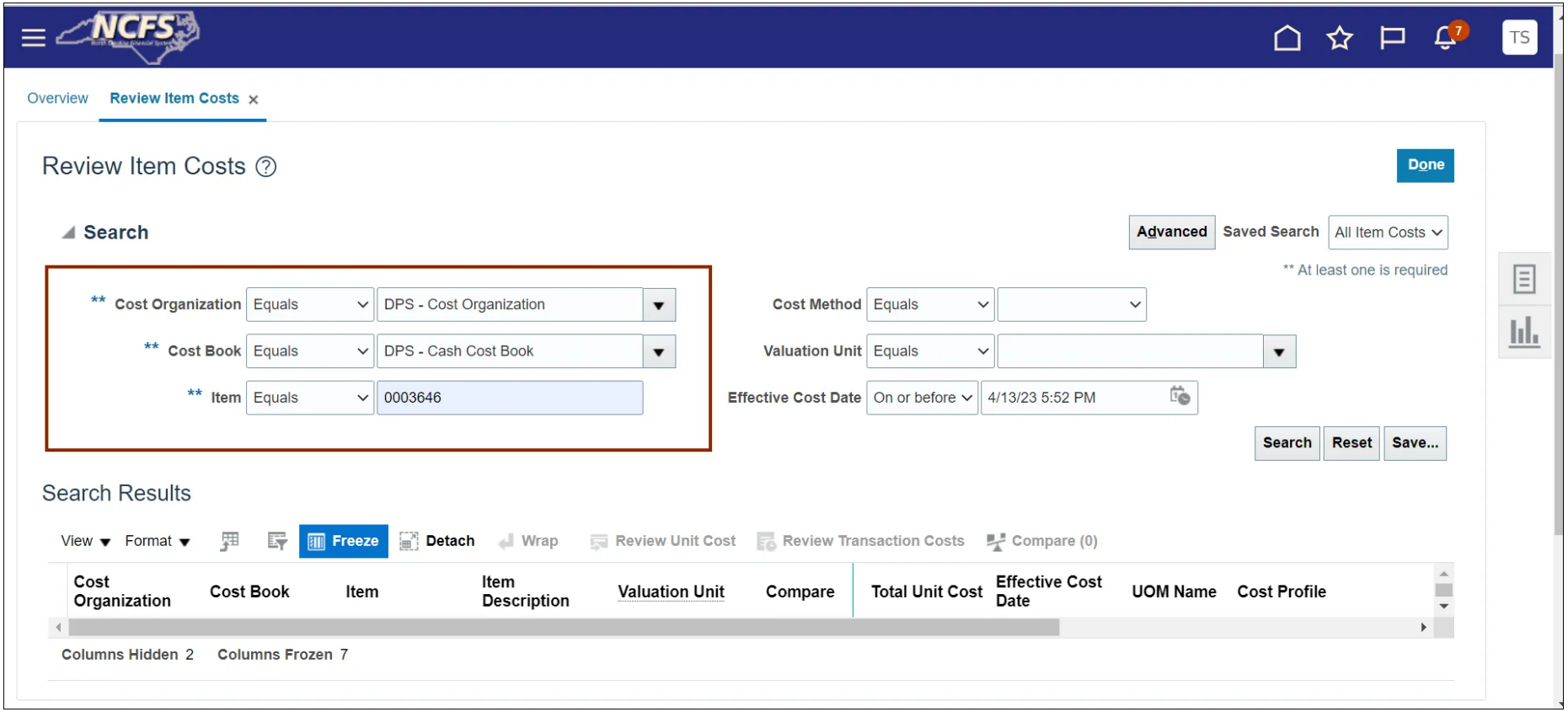
Step 5. Under **Items Cost** area, click **Review Item Costs**.

Image



Step 6. On the **Review Item Costs** page, enter the **Cost Organization** and any one field marked by** in the search criteria Section.

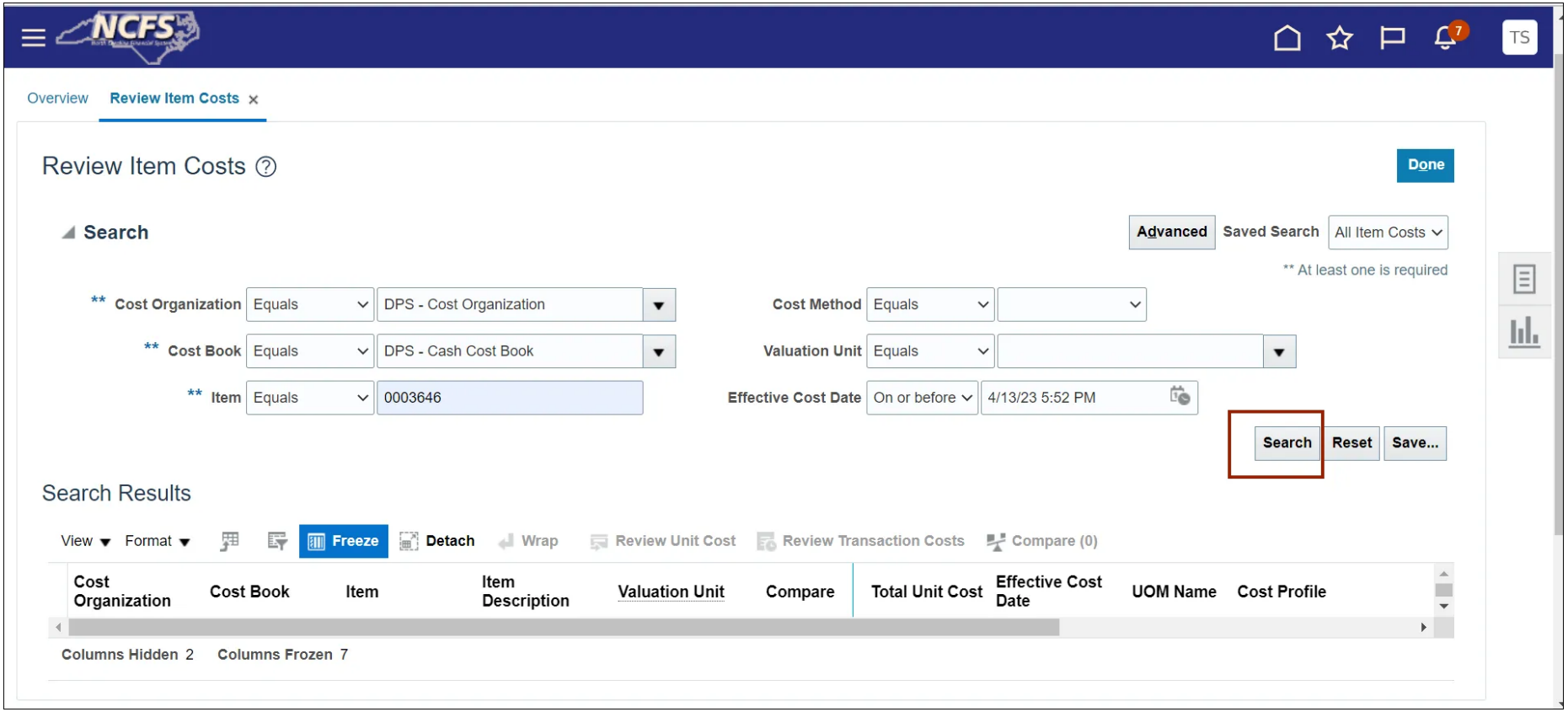
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Note: Costs will be available across multiple books. It should be in sync across all the cost books.

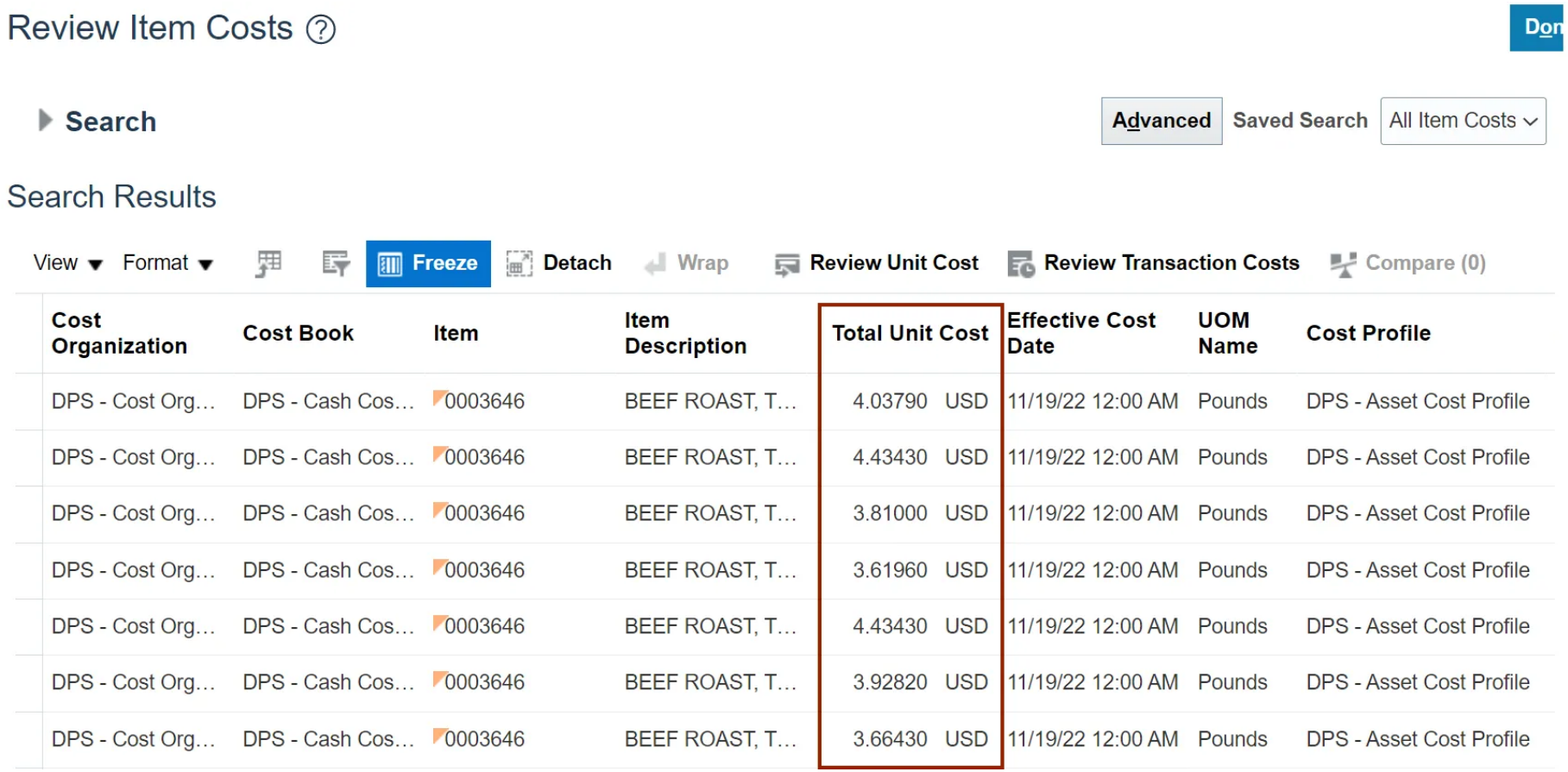
Step 7. Click the **Search** button.

Image



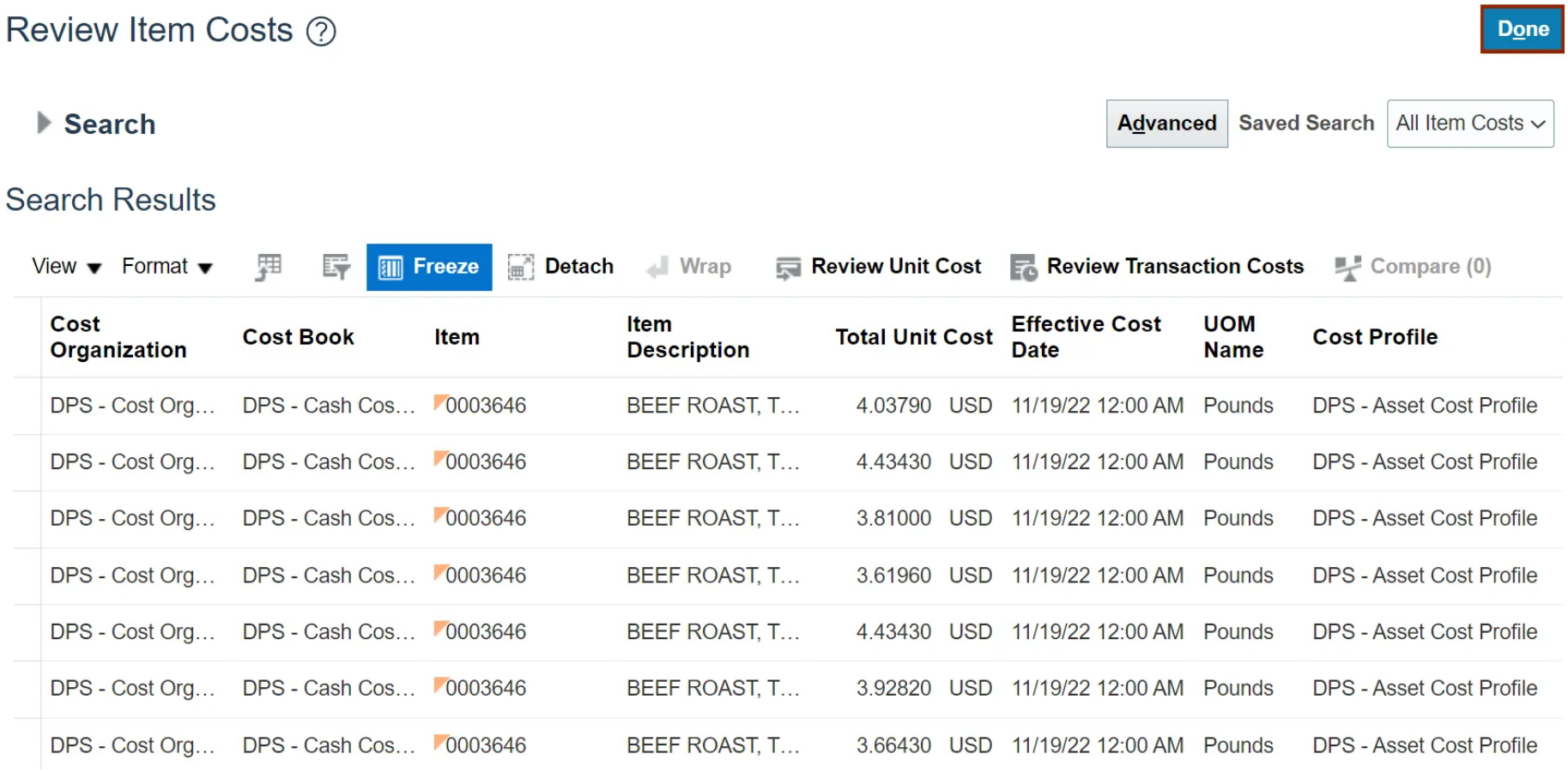
Step 8. Review details of the item costs.

Image



Step 9. Click the **Done** button to leave the page.

Image



Wrap-Up

View Item Costs using the steps above in NCFS.

Additional Resources

- Virtual Instructor-Led Training (vILT)
  - INV 105: Warehouse Management

    - INV 106: Warehouse Transactions
- Web-based Training (WBT)
    - INV 001: Inventory Inquiry
    - INV 103: Warehouse Staff
    - INV 104: Warehouse Receiving
    - INV 110: Warehouse Approver

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