

MFG-21 Costing Accounting Periods

Purpose

The purpose of this Quick Reference Guide (**QRG**) is to provide a step-by-step guide of how to execute the Costing Accounting Periods process in the North Carolina Financial System (**NCFS**).

Introduction and Overview

This QRG covers the process of Costing Accounting Periods. This process provides information on how to Run report to view costing account balances, identify exceptions and errors in cost accounting periods using reports and review cost accounting distributions processes and exceptions.

Subledger Period Close Exceptions Report

There are 17 steps to complete this process.

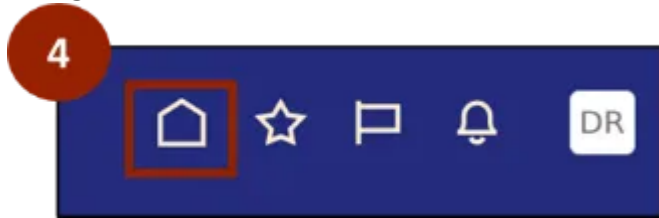
Step 1. Log in to the NCFS portal using the **Company Single Sign-On (SSO)** button.

Step 2. Enter your **@dac.nc.gov** email address.

Step 3. Click **Next**, then enter your **password**.

Step 4. Begin from the Home page, or click the **Home** icon.

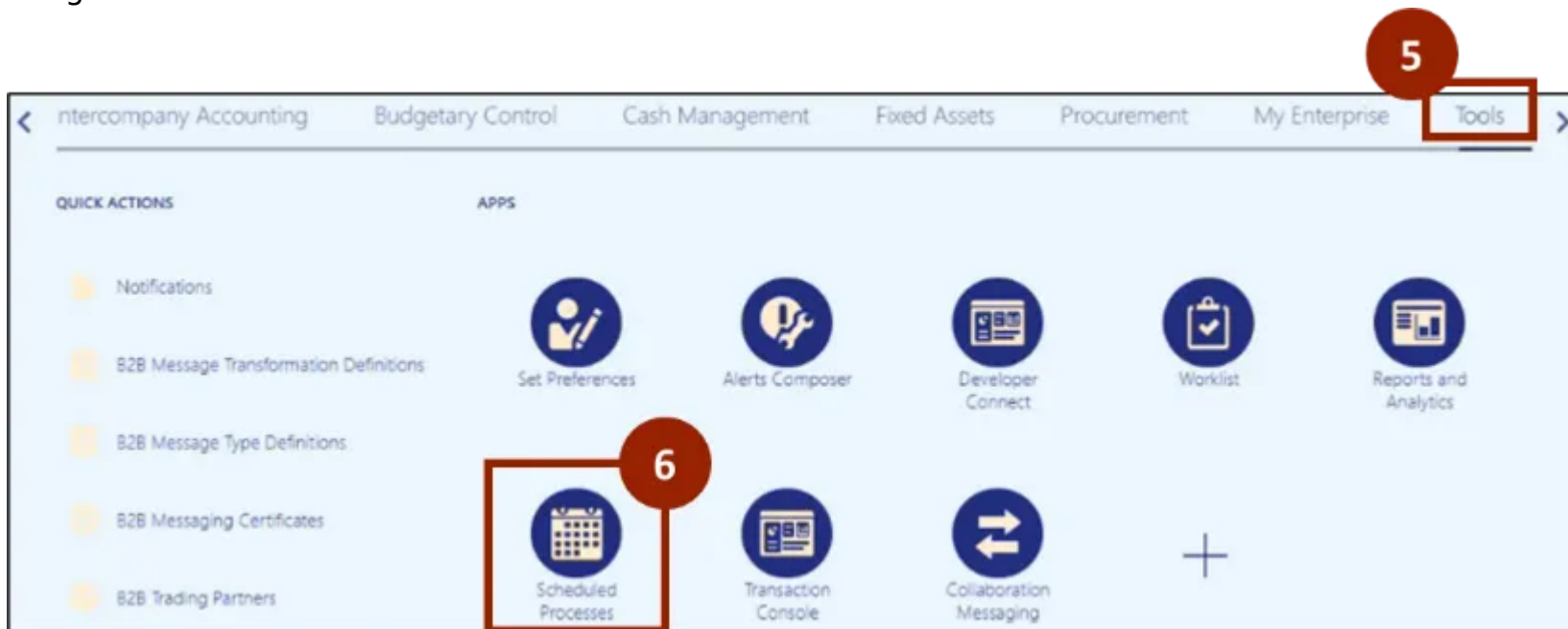
Image



Step 5. On the Home page, select **Tools**.

Step 6. Within the **Tools** tab, select **Scheduled Processes**.

Image

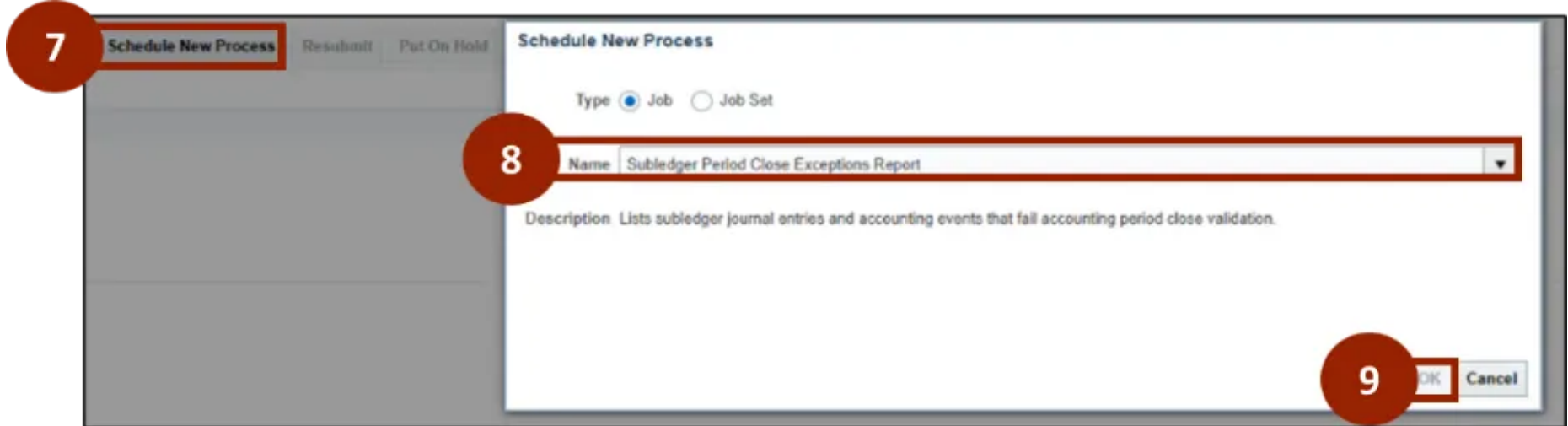


Step 7. Select **Schedule New Process**.

Step 8. Type into the Name box **Subledger Period Close Exceptions Report**.

Step 9. Select **OK**.

Image



Step 10. On the Process Details screen, input and/or select the appropriate option from the following:

- Journal Source: Select **Cost Accounting**
- Ledger: Select the **appropriate ledger**
- From Accounting Period
- To Accounting Period

Step 11. Select **Submit**.

Image

Process Details ✕

This process will be queued up for submission at position 1

Process Options **Advanced** **11** **Submit** **Cancel**

Name Subledger Period Close Exceptions Report ☐ Print output

Description Lists subledger journal entries and accounting ... ☐ Notify me when this process ends

Schedule As soon as possible Submission Notes

Basic Options

Parameters

Journal Source

* Ledger

Journal Category

Event Class

* From Accounting Period

* To Accounting Period

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Step 12. Select the **Refresh** icon.

Step 13. Select and highlight the succeeded row **Subledger Period Close Exceptions Report**.

Step 14. Select **Republish**.

Image

Actions ▾ View ▾ Schedule New Process Resubmit Put On Hold Cancel Process Release Process View Log  12

Name	Process ID	Status
Subledger Period Close Exceptions Report	7256105	Succeeded

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Process Details Status Details

Subledger Period Close Exceptions Report, 7256105

Status: Succeeded Schedule Start: 7/29/25 3:57 PM EDT External Job Type: BIP Job External Job Status: NA

Log

Attachment: [ESS_I_7256105](#)

Output

Output & Delivery

XML Data  Republish  14

Status: All ▾

Output Name	Template	Format	Locale	Time Zone	Calendar	Status	Send
Default Document	Subledger Period Close Exceptions Report	PDF	English (United States)	(UTC-05:00) New York - Eastern Time (ET)			

Step 15. Select the **Report** icon.

Step 16. Select **PDF**.

Image

P_JE_SOURCE	Cost Accounting	P_APPLICATION_ID	707
P_LEDGER_ID	300000007992941	P_JE_CATEGORY_NAME	
P_EVENT_CLASS_CODE		P_PERIOD_FROM	Jul-25
P_EFFECTIVE_PERIOD_NUM_FROM	20260001	P_PERIOD_TO	Jul-25
P MODE	P REPORT STYLE		
Subledger Period Close ...			
HTML			
PDF			
RTF			

Step 17. Scroll to view the entire **Subledger Period Close Exceptions Report**.

Image

ORACLE
NC ACCRUAL US

Subledger Period Close Exception Report

Report Date 7/29/25 3:58 PM

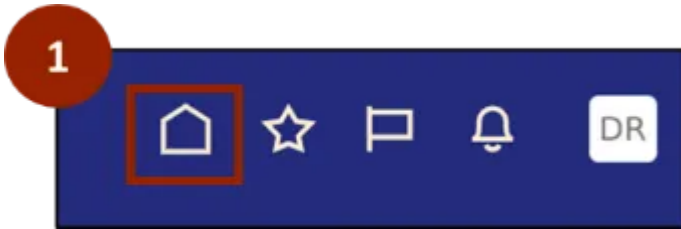
Report Parameters	
Ledger	NC ACCRUAL US
Period From	Jul-25
Period To	Jul-25
Journal Source	Cost Accounting
Event Class	
Journal Category	

Period Costing Accounting Balances by Supporting References Report

There are 14 steps to complete this process.

Step 1. Begin from the Home page, or click the **Home** icon.

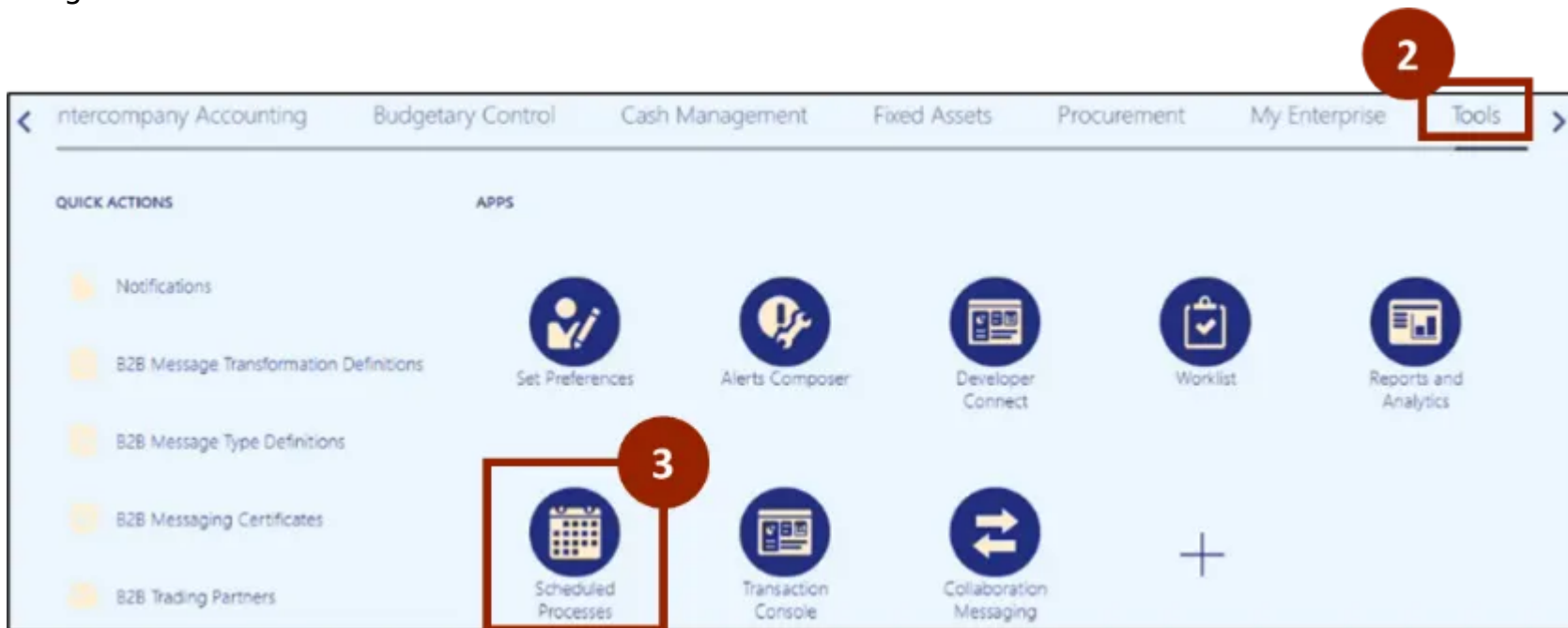
Image



Step 2. On the Home page, select **Tools**.

Step 3. Within the Tools, select **Scheduled Processes**.

Image

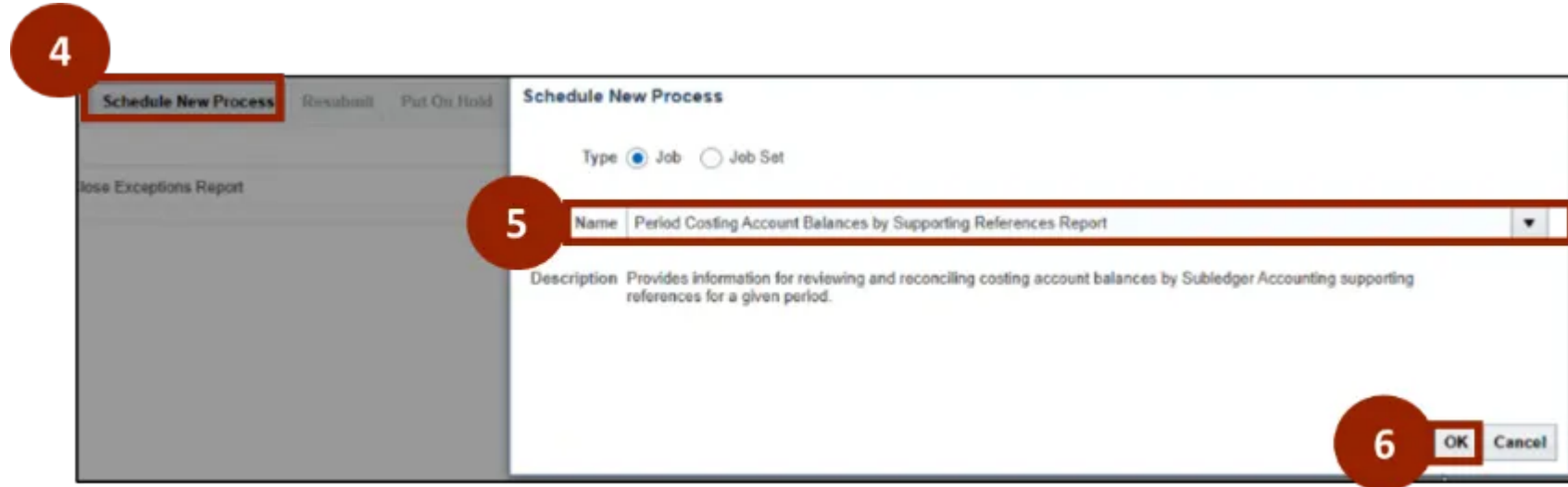


Step 4. Select **Schedule New Process**.

Step 5. Type into the Name box **Period Costing Account Balances by Supporting References Report**.

Step 6. Select **OK**.

Image



Step 7. On the Process Details screen, input and/or select the appropriate option from the following:

- Summarization Level
- Primary Ledger: Select **Yes** to filter by primary ledger or select **No** to show results from non-primary ledgers
- Ledger: Select the appropriate ledger
- Period
- Accounting Line Type: Select **Inventory Valuation**

Step 8. Select **Submit**.

Image

Process Details ✕

ℹ This process will be queued up for submission at position 1

Process Options
Advanced
Submit
Cancel

Name Period Costing Account Balances by Supporting R...
Description Provides information for reviewing and reconcil...
Schedule As soon as possible **Submission Notes**

☐ Print output
☐ Notify me when this process ends

Basic Options

Parameters

* Summarization Level Accounting line type and account ▾
 * Primary Ledger No ▾
 * Ledger NC ACCRUAL US ▾
 Cost Organization DAC - Cost Organization ▾
 Cost Book DAC - Accrual Cost Book ▾
 * Period Jul-25 ▾
 * Accounting Line Type Inventory Valuation ▾
 Account Range 3 Filter Conditions Defined

Exclude Accounts with No Activity No ▾

Step 9. Select the **Refresh** icon.

Step 10. Select and highlight the **Succeeded** row **Period Costing Account Balances by Supporting References Report**.

Step 11. Select **Republish**.

Image

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10

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Actions View Schedule New Process Resubmit Put On Hold Cancel Process Release Process View Log

Name	Process ID	Status
Purge Prior Cost Accounting Process Errors	7256136	Succeeded
Period Costing Account Balances by Supporting References Report	7256121	Succeeded

Process Details Status Details

Period Costing Account Balances by Supporting References Report, 7256121

Status: Succeeded Schedule Start: 7/29/25 4:00 PM EDT External Job Type: BIP Job External Job Status: NA

Log

Attachment: ESS_L_7256121 (1 more...)

Output

Output & Delivery

XML Data: Republish

Output Name	Template	Format	Locale	Time Zone	Calendar	Status	Send
Default Document	Period Account Balances Report	XLSX	English (United States)	(UTC-05:00) New York - Eastern Time (ET)		✓	

Step 12. Select the **Report** icon.

Step 13. Select **PDF**.

Image

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13

Period Account Balances...

HTML

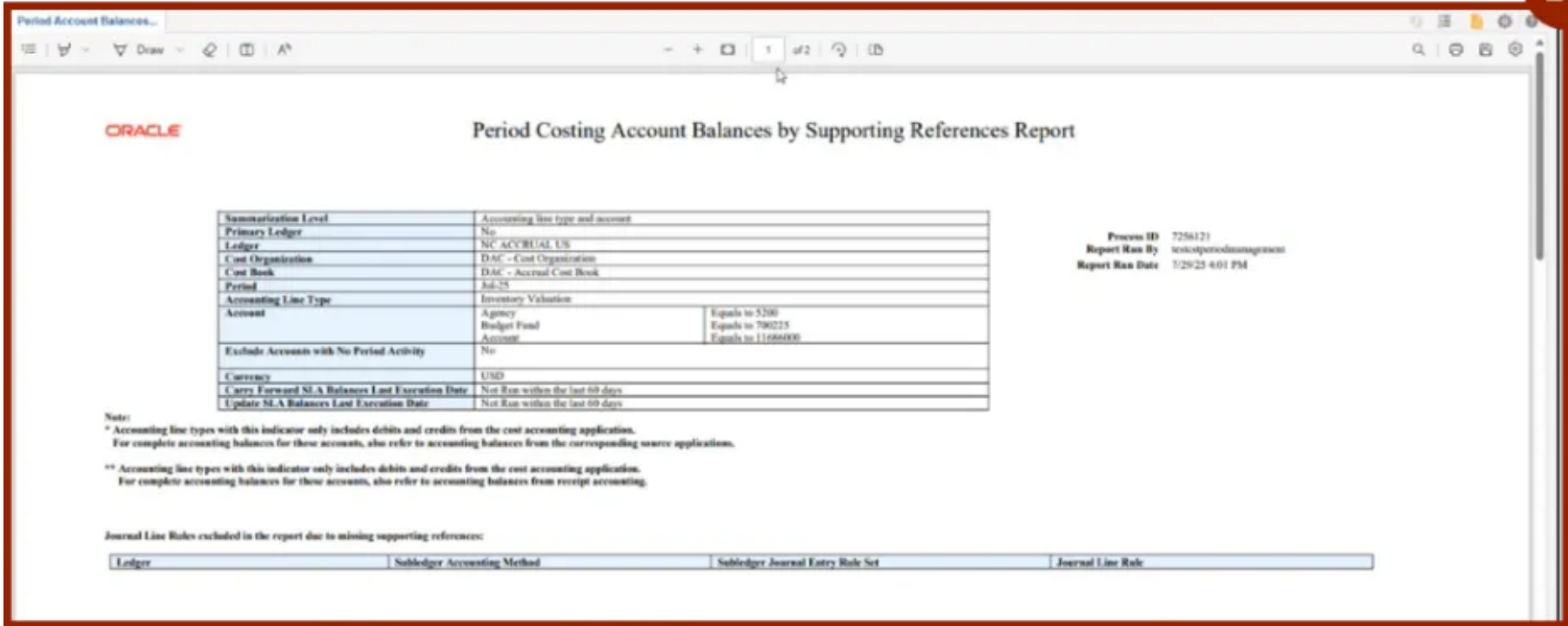
PDF

RTF

Step 14. Scroll to view the entire **Period Costing Account Balances by Supporting References Report**.

Image

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The screenshot displays the Oracle Period Costing Account Balances by Supporting References Report. The report is titled "Period Costing Account Balances by Supporting References Report" and includes the Oracle logo. The report parameters are as follows:

Summary Level	Accounting line type and account
Primary Ledger	No
Ledger	NC ACCRUAL US
Cost Organization	DAC - Cost Organization
Cost Book	DAC - Accrual Cost Book
Period	Jul-25
Accounting Line Type	Inventory Valuation
Account	Agency Budget Fund Account
Exclude Accounts with No Period Activity	No
Currency	USD
Carry Forward SLA Balances Last Execution Date	Not Run within the last 60 days
Update SLA Balances Last Execution Date	Not Run within the last 60 days

Process ID: 7256121
Report Run By: scottspendmanagement
Report Run Date: 3/29/25 4:01 PM

Note:
* Accounting line types with this indicator only includes debits and credits from the cost accounting application.
For complete accounting balances for these accounts, also refer to accounting balances from the corresponding source applications.
** Accounting line types with this indicator only includes debits and credits from the cost accounting application.
For complete accounting balances for these accounts, also refer to accounting balances from receipt accounting.

Journal Line Rules excluded in the report due to missing supporting references:

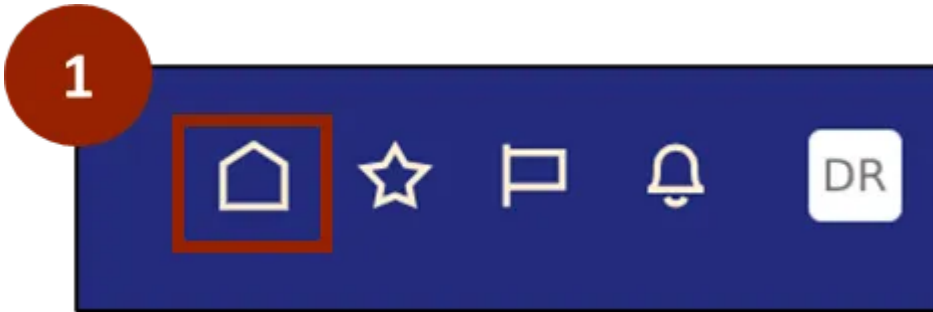
Ledger	Subledger Accounting Method	Subledger Journal Entry Rule Set	Journal Line Rule
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Cost Accounting Processes

There are 9 steps to complete this process.

Step 1. Begin from the Home page, or click the **Home** icon.

Image



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

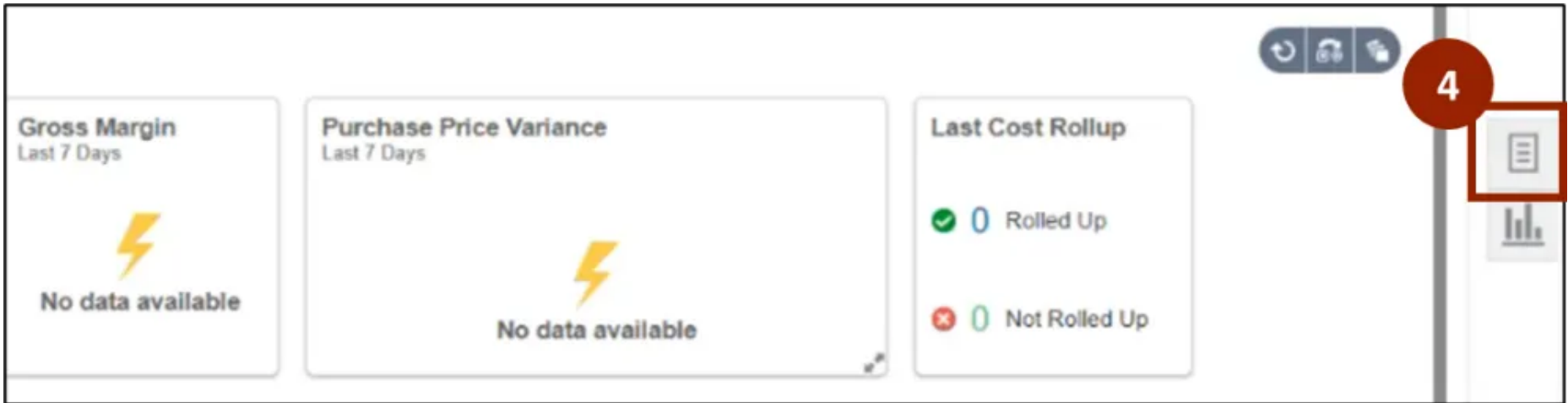
Step 3. Within the **Supply Chain Execution** tab, select **Cost Accounting**.

Image



Step 4. On the Cost Accounting page, navigate to the **Task** icon.

Image



Step 5. Within the **Task** tab, select **Review Cost Accounting Processes**.

Image



Step 6. On the Review Cost Accounting Processes screen, input and/or select the appropriate option from the following:

- Run Control: Select **DAC Run Control**
- Process ID
- Message Type: Select **Error, Warning**

Step 7. Select **Search**.

Image

The screenshot shows the 'Review Cost Accounting Processes' search interface. A red box labeled '6' highlights the search criteria section on the left, which includes dropdowns for Run Control, Process ID, Processor, Message Type, and Message. A red circle labeled '7' highlights the 'Search' button at the bottom right of the interface.

Review Cost Accounting Processes ?

Search

** Run Control Equals [dropdown]

** Process ID Equals [dropdown]

Processor Equals [dropdown]

Message Type Equals [dropdown] Error [dropdown]

Message Equals [dropdown]

Advanced Saved Search All Cost Accounting Errors [dropdown]

** At least one is required

Search [button] [button] [button]

Step 8. View Exceptions Search Results Area.

Step 9. Select **Done**.

Image

Review Cost Accounting Processes ⓘ

Search

Advanced Saved Search All Cost Accounting Errors ▾

Search Results

View ▼ Format ▼     

Run Control	Process ID	Processor	Message Type	Cost Organization	Cost Book	Message	Record Count
DAC Run Control	7255084	Preprocessor	Error	DAC - Cost Organization	DAC - Cash Cost Book	Mapping does not exist for component mapping group code DAC - INV Cost Component and set name Common Set and cost comp...	2
DAC Run Control	7255084	Preprocessor	Error	DAC - Cost Organization	DAC - Accrual Cost Book	Mapping does not exist for component mapping group code DAC - INV Cost Component and set name Common Set and cost comp...	2
DAC Run Control	7255084	Preprocessor	Error	DAC - Cost Organization	DAC - Mod Accrual Cost I	Mapping does not exist for component mapping group code DAC - INV Cost Component and set name Common Set and cost comp...	2
DAC Run Control	7255084	Cost processor	Warning	DAC - Cost Organization	DAC - Cash Cost Book	The issue transaction is fully costed but not yet fully depleted because there are unresolved negative inventory quantities.	1
DAC Run Control	7255084	Cost processor	Warning	DAC - Cost Organization	DAC - Mod Accrual Cost I	The issue transaction is fully costed but not yet fully depleted because there are unresolved negative inventory quantities.	1
DAC Run Control	7255084	Cost processor	Warning	DAC - Cost Organization	DAC - Accrual Cost Book	The issue transaction is fully costed but not yet fully depleted because there are unresolved negative inventory quantities.	1

Wrap-Up

NCFS users can reference the Costing Accounting Periods using the steps above.

Additional Resources

- Virtual Instructor Led Training (vILT)
 - [MFG111: Manage Costing 2](#)

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