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.

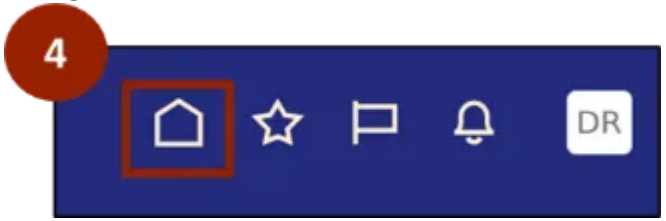
Step 1. Log in to the NCFS portal using the **Company Single Sign-On (SSO)** button.

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.

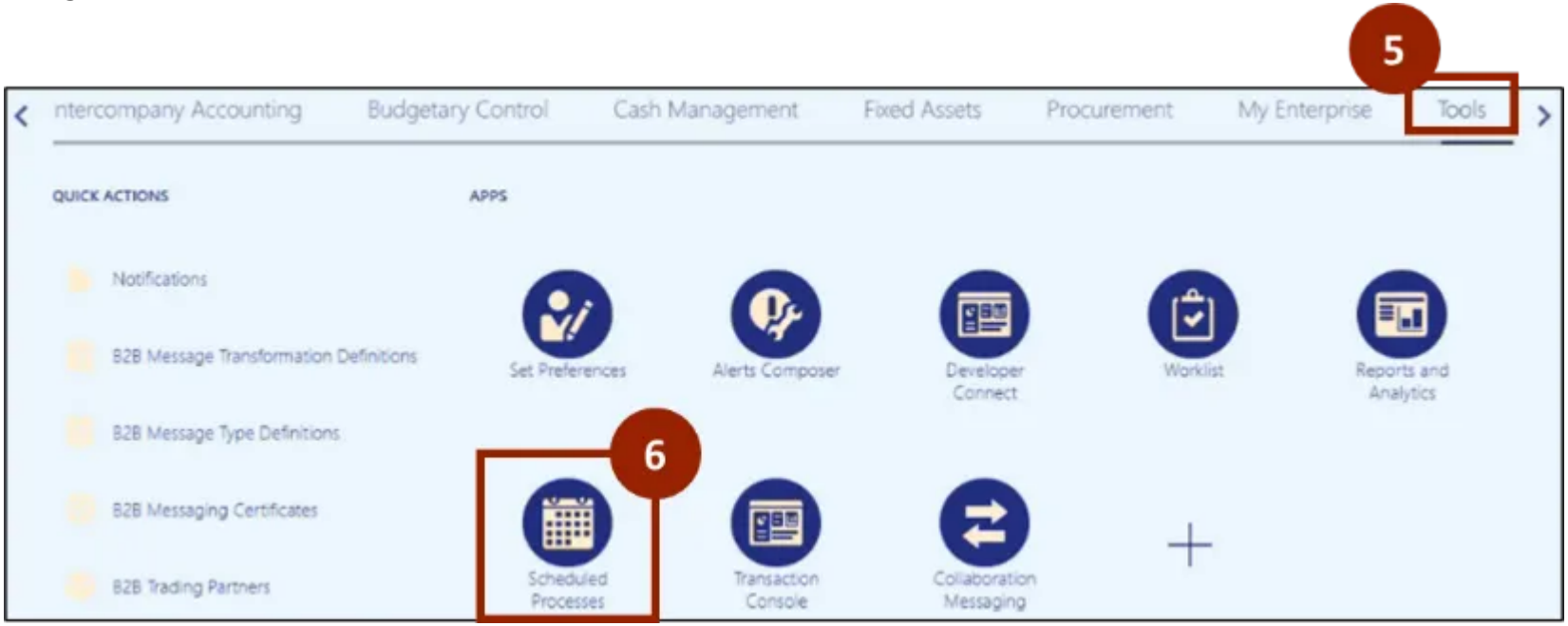
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Step 5. On the Home page, select **Tools**.

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

Image

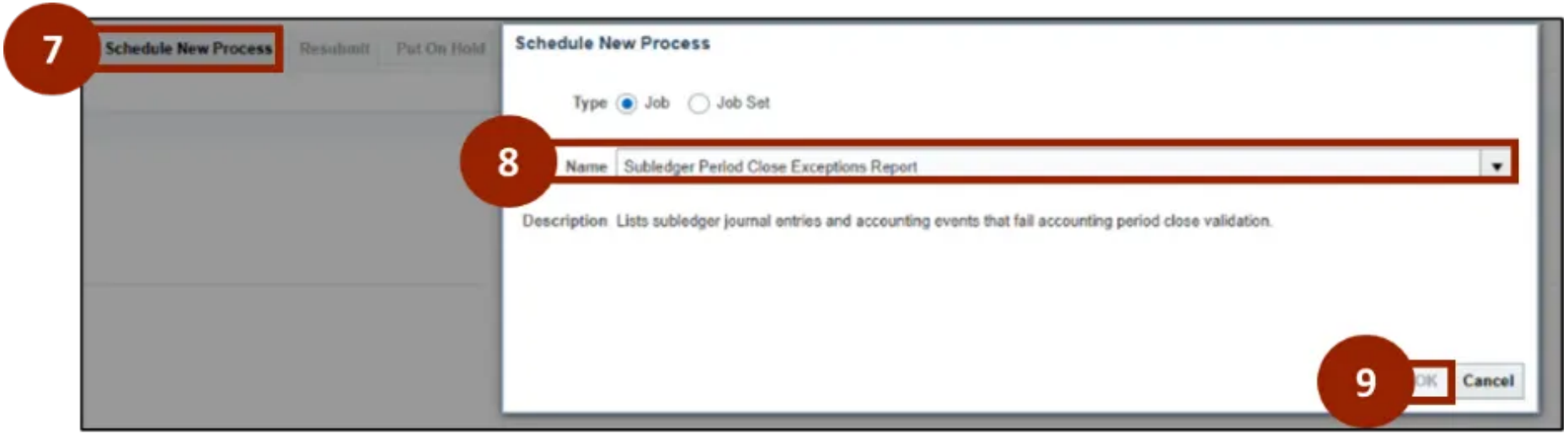


Step 7. Select **Schedule New Process**.

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

Step 9. Select **OK**.

Image

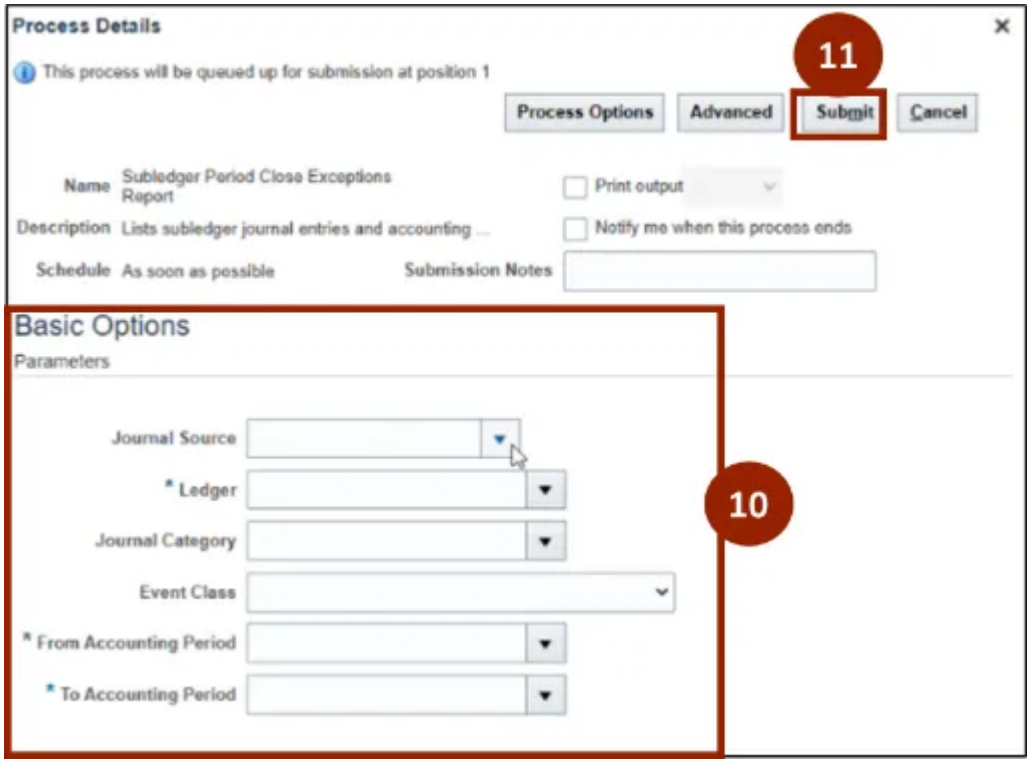


Step 10. On the Process Details screen, input and/or select the appropriate option from the following:

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

Step 11. Select **Submit**.

Image

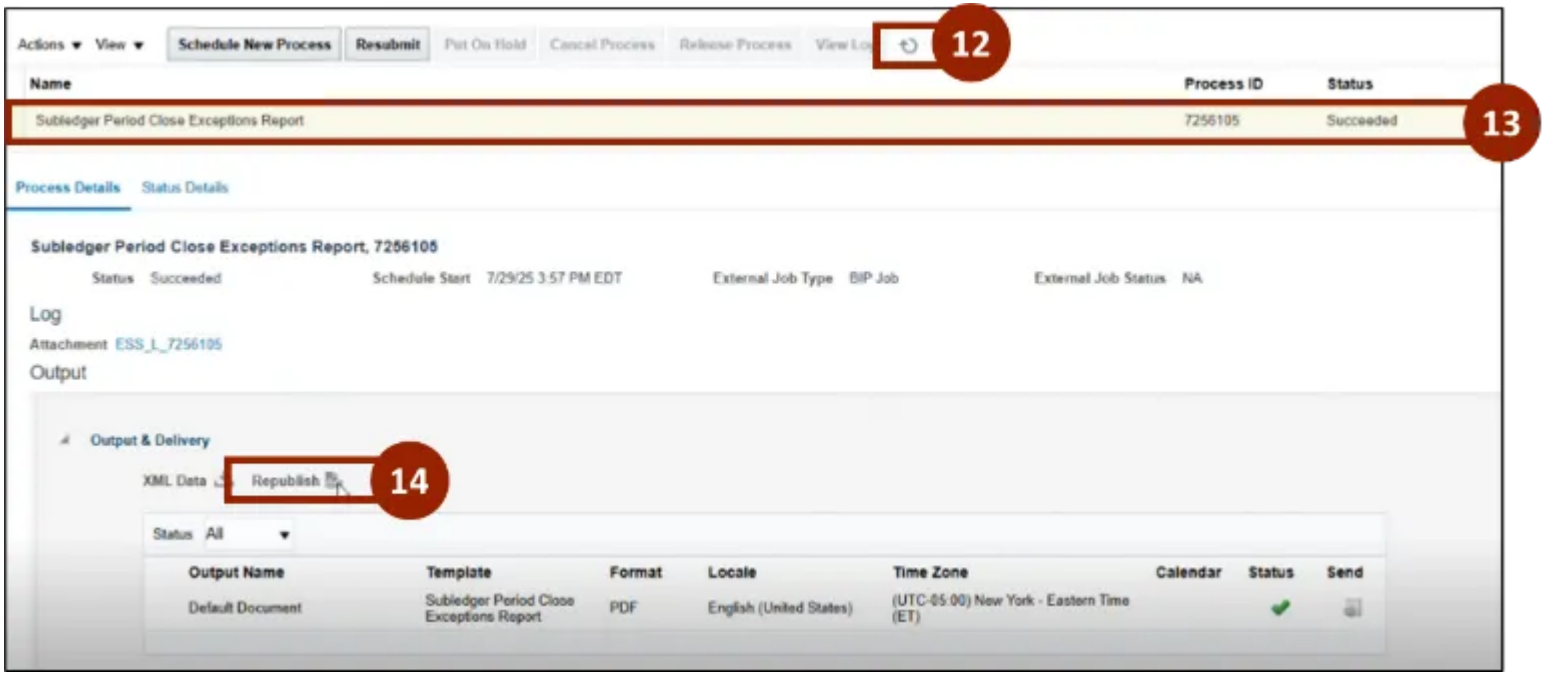


Step 12. Select the **Refresh** icon.

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

Step 14. Select **Republish**.

Image



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

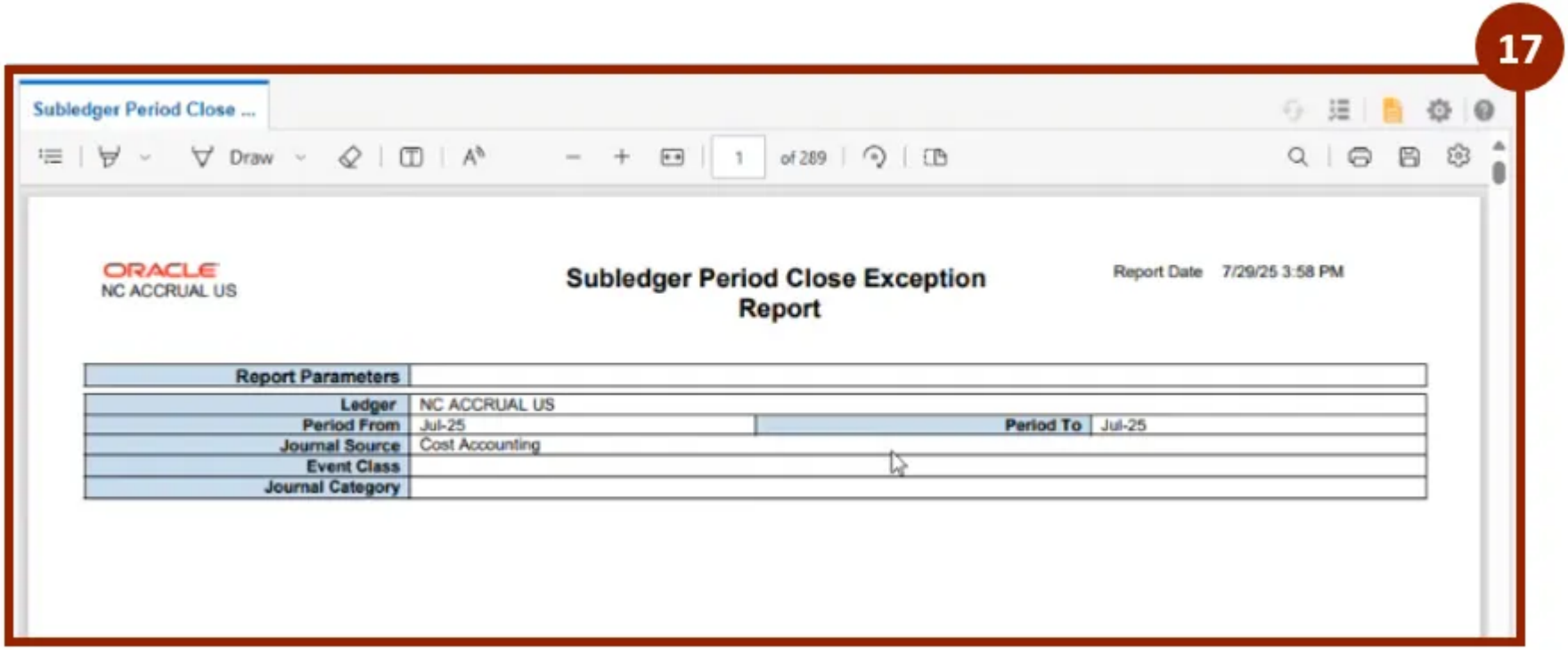
Step 16. Select **PDF**.

Image



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

Image



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

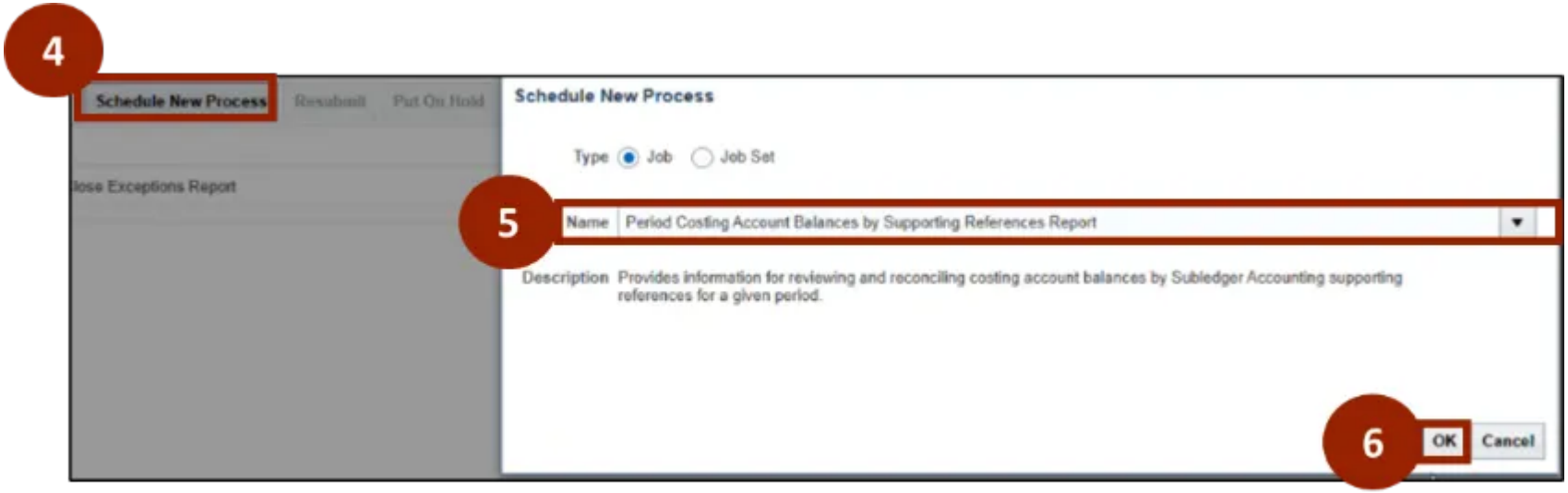


Step 4. Select **Schedule New Process**.

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

Step 6. Select **OK**.

Image

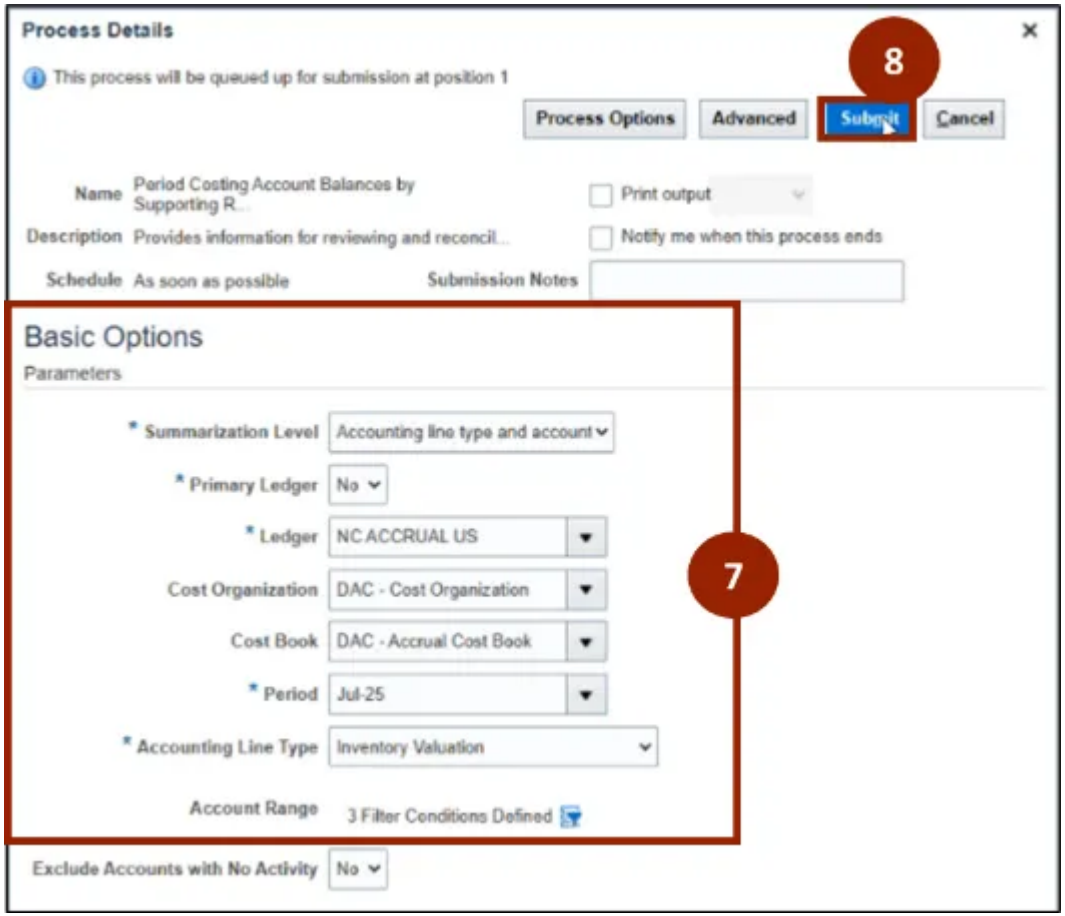


Step 7. On the Process Details screen, input and/or select the appropriate option from the following:

- 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

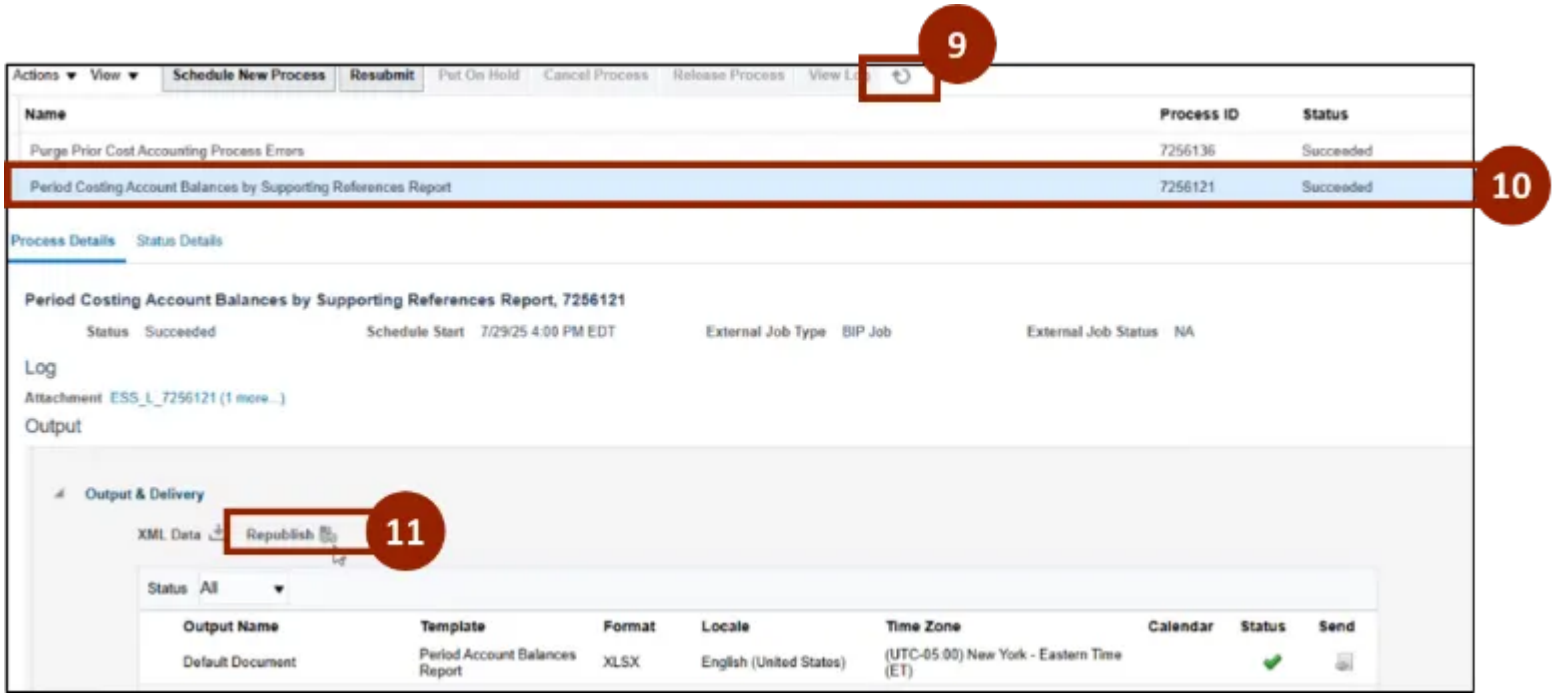


Step 9. Select the **Refresh** icon.

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

Step 11. Select **Republish**.

Image



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

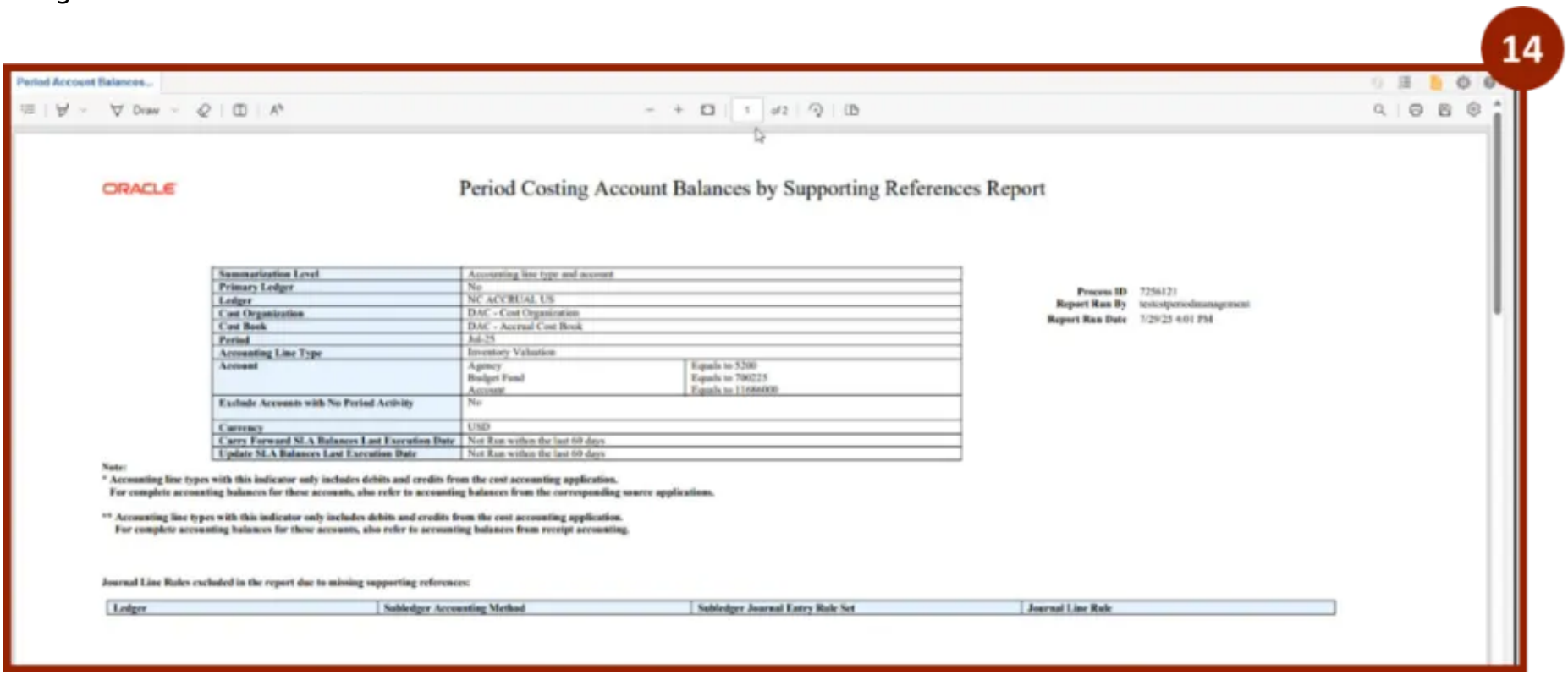
Step 13. Select **PDF**.

Image



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

Image



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**.

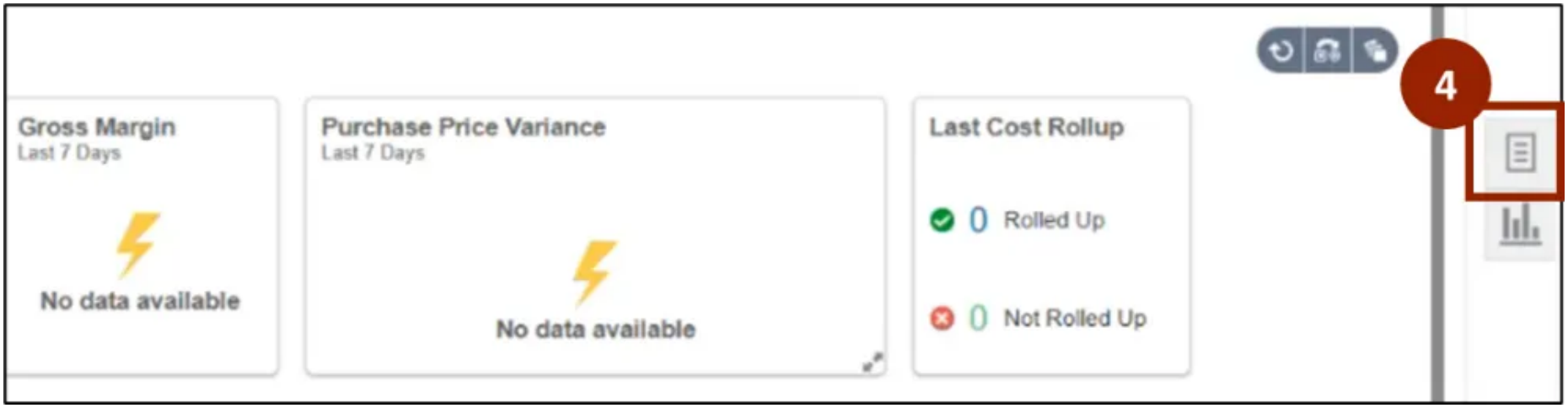
Step 3. Within the **Supply Chain Execution** tab, select **Cost Accounting**.

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**.

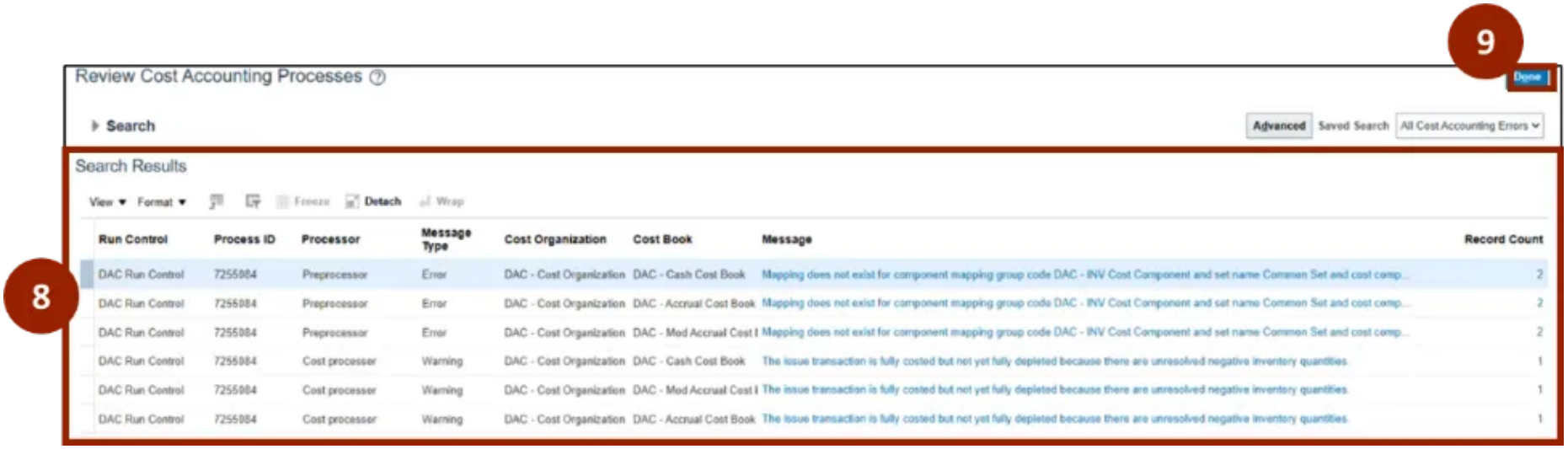
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Step 8. View Exceptions Search Results Area.

Step 9. Select **Done**.

Image



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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Printable PDF