

MFG-22 Subledger Accounting

Purpose

The purpose of this Quick Reference Guide (**QRG**) is to provide a step-by-step guide of how to navigate subledger accounting in the North Carolina Financial System (**NCFS**).

Introduction and Overview

This QRG covers the process for navigating subledger accounting in NCFS.

Review Journal Entries Screen Navigation

There are 16 steps to complete this process.

Step 1. Click 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 **Supply Chain Execution**.

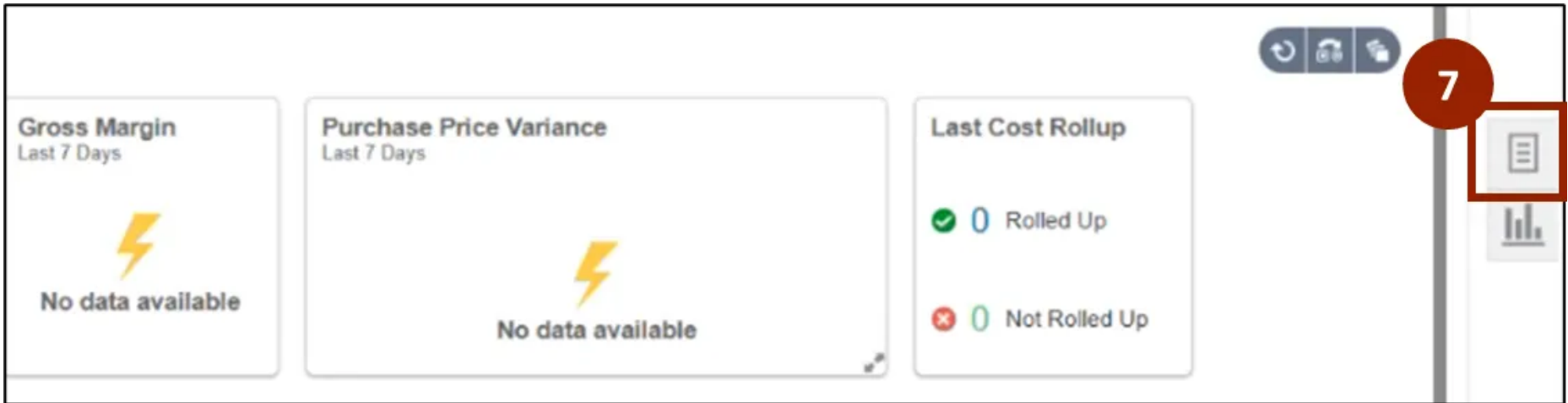
Step 6. Within the **Supply Chain Execution** tab, select **Cost Accounting**.

Image



Step 7. On the Cost Accounting page, navigate to the **Task** icon.

Image



Step 8. Within the **Task** tab, select **Review Journal Entries**.

Image

Cost Processing

- Create Cost Accounting Distributions
- Manage Cost Accounting Periods
- Review and Approve Item Cost Profiles
- Review Cost Accounting Processes
- Review Work Order Costs
- Review Maintenance Work Order Costs
- Analyze Product Gross Margins
- Review Cost Accounting Distributions
- Review Inventory Valuation

Accounting

- Create Accounting
- Review Journal Entries

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Step 9. On the Review Journal Entries screen, input and/or select the appropriate options from the following:

- Ledger: Select the **appropriate ledger**
- Journal Source: Select **Cost Accounting**
- Date
- Event Class

Note: Select the Event Class to narrow the search for specific transactions types, such as Sales Order Issue or WIP Material Transactions.

Step 10. Select **Search**.

Image

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Review Journal Entries

Journal Entries

Journal Entry Lines

Search

Ledger

Equals

Journal Source

Equals

Cost Accounting

Date

Between

m/d/yy

-

m/d/yy

Transaction Number

Equals

Event Class

Equals

Event Type

Equals

Status

Equals

Final

Saved Search

All Journal Entries

Search

Reset

Save...

Add Fields

Reorder

Step 11. Select a **row** to view more details and journal entries.

Image

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Review Journal Entries

Journal Entries

Journal Entry Lines

Search

View

Detach

m/d/yy

Saved Search

All Journal Entries

Accounting Date	Transaction Number	Journal Category	Status	Event Class	Event Type	Entry Description
7/29/25	239	Sales Order Issue	Final	Sales Order Issue	COGS Recognition	
7/29/25	242	Sales Order Issue	Final	Sales Order Issue	Sales Order Issue	
7/29/25	242	Sales Order Issue	Final	Sales Order Issue	Sales Order Issue	

Step 12. Scroll down to view Journal Entries associated with highlighted row.

Image

Journal Summary

Transaction Summary

Ledger

NC ACCRUAL US

Balance Type

Actual

Status

Final

Entry Description

Accounting Date

7/29/25

Journal Category

Sales Order Issue

View Journal Entry

1

Lines

View

Line	Account	Accounting Class	Accounted (USD)	
			Debit	Credit
1	5200-700225-53000001-5205636-0000000-2000-0000000000-000000-0000-000000-000000	Deferred cost of go...	99.31	
2	5200-700225-53000001-5205636-0000000-2000-0000000000-000000-0000-000000-000000	Deferred cost of go...	88.67	
3	5200-700225-11600009-5205636-0000000-0000-0000000000-000000-0090-000000-000000	Inventory valuation		99.31
4	5200-700225-11600009-5205636-0000000-0000-0000000000-000000-0090-000000-000000	Inventory valuation		88.67
Total			187.98	187.98

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Step 13. Select **Transaction Summary** tab to view details such as item number, quantity, and warehouse.

Step 14. Select **View Transactions**.

Image

Journal Summary

Transaction Summary

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Cost Organization

DAC - Cost Organization

Inventory Organization

428136R

Cost Book

DAC - Accrual Cost Book

Item

0022105

Quantity

-12

UOM

EACH

Transaction Date

7/29/25

Valuation Unit

DACCO-428136R

Sales Order

242

14

View Transaction

13

14

Step 15. View the Cost Transactions for the selected Journal Entry.

Step 16. Select **Done**.

Image

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Done

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Review Cost Accounting Distributions ?

* Search By Classic Search

Search Results: Cost Transactions

View Format Freeze Detach Wrap View Details

Transaction Details Costing Details

Cost Organization	Cost Book	Subinventory	Costing Status	Accounting Status	Item	Item Description	Resource	Type	Number	Date	Transaction Quantity or Amount	Transaction UOM
DAC - Cost Organization	DAC - Accr...		Fully costed	Final accounted	0022105	CUSTOM OVE...		COGS Recognition	24003 - 100%	7/29/25 12:00 AM	-12	EACH

Wrap-Up

NCFS users can navigate subledger accounting by following the steps outlined above.

Additional Resources

- Instructor Led Training (ILT)
 - [MFG111 – Manage Costing 2](#)

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