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**.

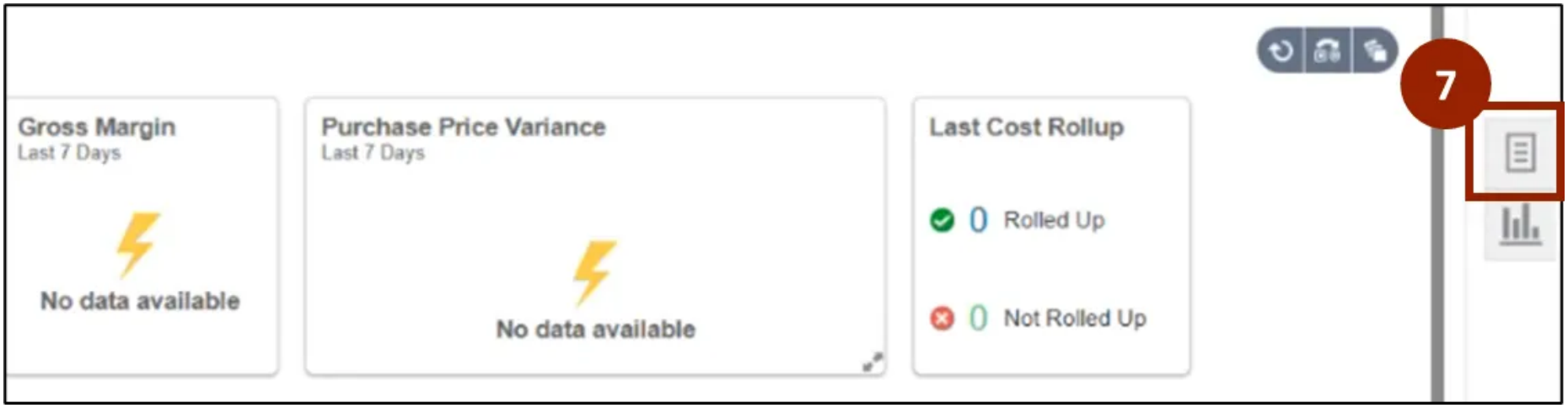
Step 6. Within the **Supply Chain Execution** tab, select **Cost Accounting**.

Image



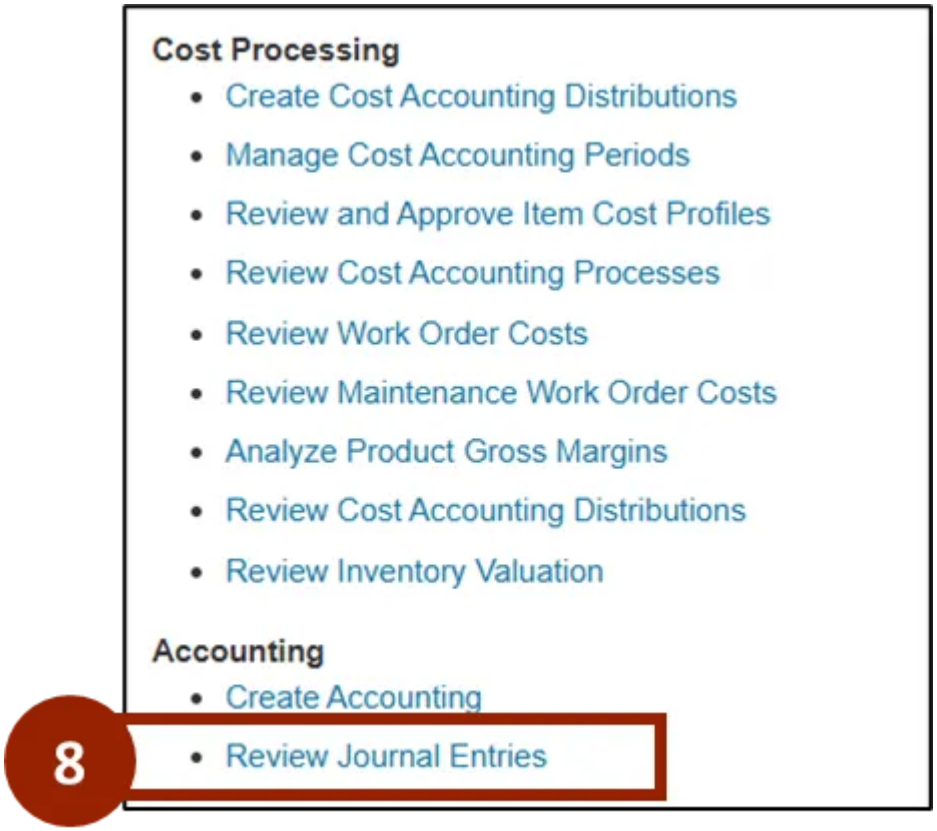
Step 7. On the Cost Accounting page, navigate to the **Task** icon.

Image



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

Image



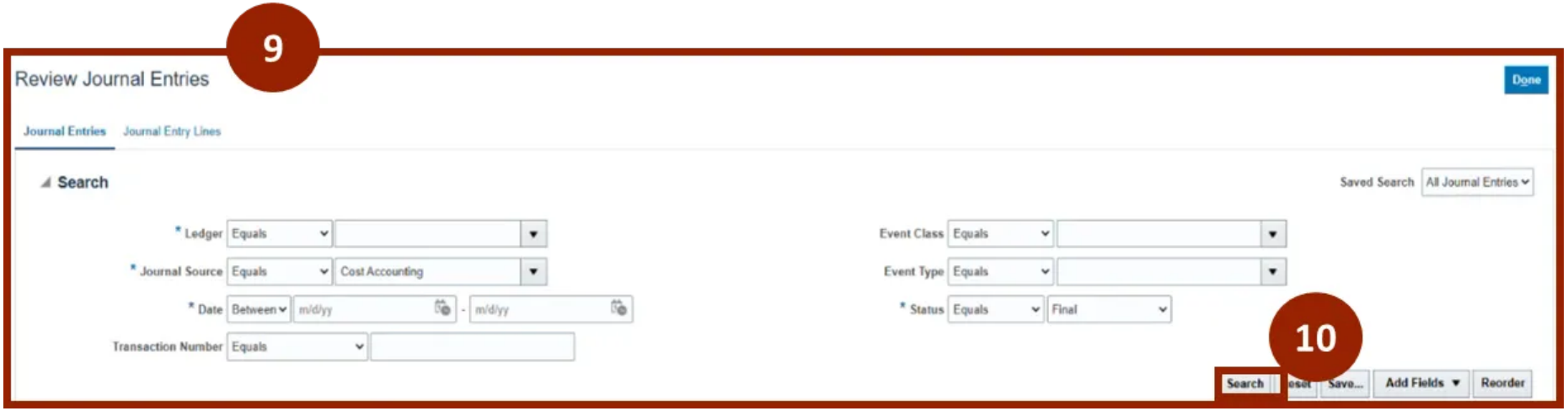
Step 9. On the Review Journal Entries screen, input and/or select the appropriate options from the following:

- 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.

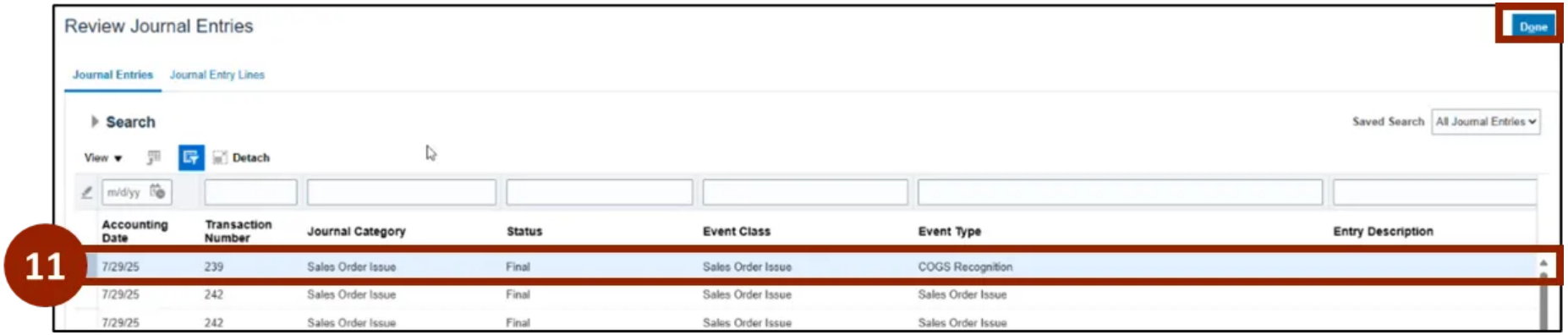
Step 10. Select **Search**.

Image



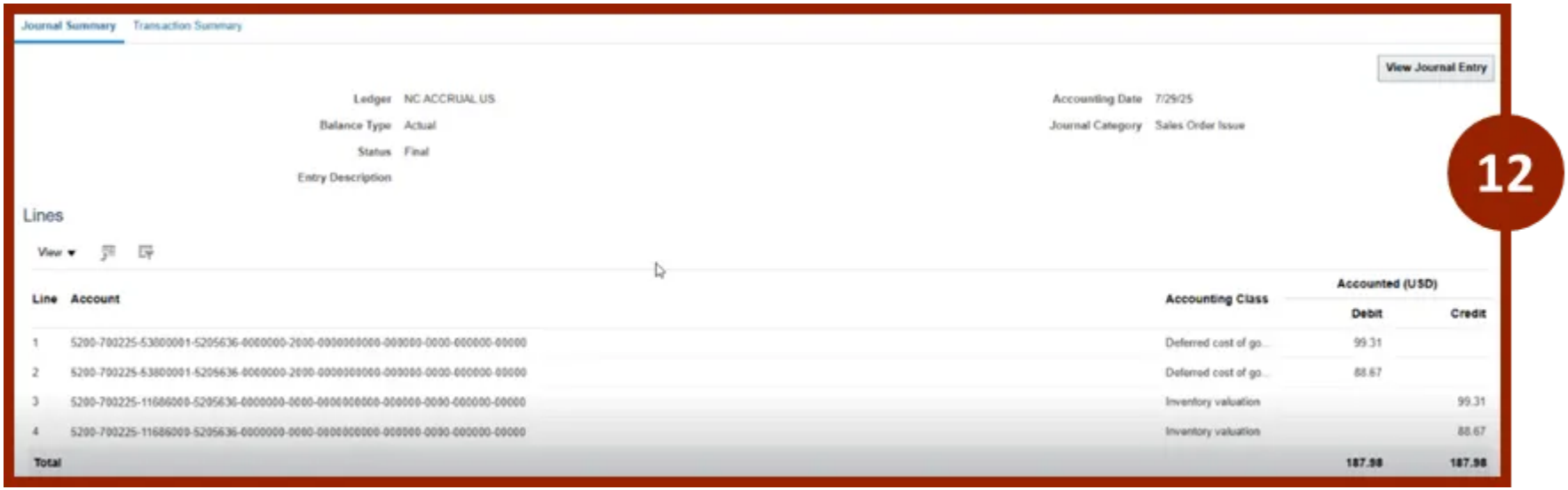
Step 11. Select a **row** to view more details and journal entries.

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

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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**.

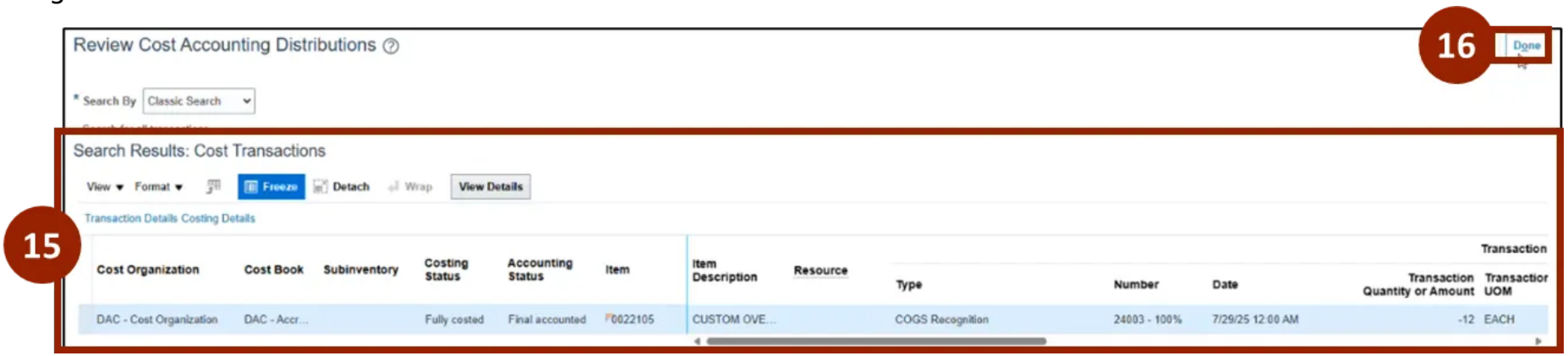
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Step 15. View the Cost Transactions for the selected Journal Entry.

Step 16. Select **Done**.

Image



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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