

MFG-16 Cost Management Setup

Purpose

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

Introduction and Overview

Using this document, the user will be able to set up and configure cost management structures, including cost elements, to remain in compliance with policies and to utilize system navigation to locate, review, and interpret cost information such as materials, labor, and overhead.

Cost Management Setup

There are 10 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 **password**.

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

Image



Step 5. On the Home page, select **Supply Chain Execution**.

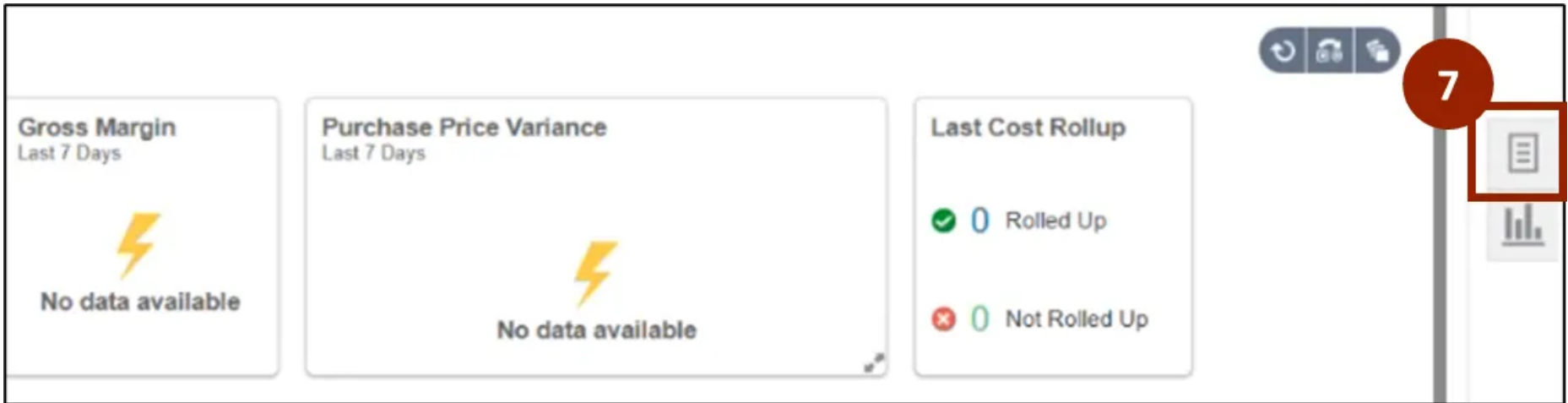
Step 6. Within the **Supply Chain Execution** tab, select **Cost Accounting**.

Image



Step 7. On the Cost Accounting Page, navigate to the **Tasks** icon.

Image



Step 8. Within the **Tasks** tab, select **Manage Cost Scenarios** to begin creating a cost scenario.

Image



Step 9. On the Manage Cost Scenario Page, navigate to the **Plus (+)** icon.

Image

Manage Cost Scenarios ?

Search

** Scenario Starts with

** Cost Organization Equals

Results

9

+ - X [icon] [icon] Clear [icon] [icon] Detach

Scenario	Cost Organization	Cost Book
No search conducted.		
Columns Hidden: 3		

Step 10. Within the **Edit Cost Scenario** tab, input and/or select the appropriate option from the following:

- Scenario
- Cost Organization
- Cost Book
- Effective Date
- Scenario Type

Select **Save** once you select the option.

Image

10

* Scenario DAC Resources AC Aug-25

* Cost Organization DAC - Cost Organization ▼

* Cost Book DAC - Accrual Cost Book ▼

* Effective Date 8/1/25 ⓘ

* Scenario Type Regular items ▼

State New

Status ↻ New

Comments

Attachments None ➕

Manage Resource Rates

There are 10 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 **Tasks** icon.

Step 5. Within the **Tasks** tab, select **Manage Resource Rates**.

Image

Overview

Cost Accounting

Cost Organization All

Asset Inventory Valuation

By Cost Organization and Primary Cost Book

DAC - Cost Organization | \$386M

Cost Book: DAC - Cash Cost Book | Period: Aug-25

Consigned Inventory Valuation

By Cost Organization and Primary Cost Book

No data available

Gross Margin

Last 7 Days

No data available

Purchase Price Variance

Last 7 Days

No data available

Work in Process Balances

Last 30 Days

No data available

Work Order Costs

Last 7 Days

\$0

Scrap Amount Scrap F

Cost and Profit Planning

- Manage Cost Scenarios
- Manage Standard Costs
- Manage Standard Cost Import Exceptions
- Manage Resource Rates**
- Manage Overhead Rates
- View Rolled-up Costs
- View Scenario Exceptions
- Compare Standard Costs

Item Costs

- Review Item Costs
- Analyze Standard Purchase Cost Variances
- Manage Accounting Overhead Rules
- Manage Cost Adjustment

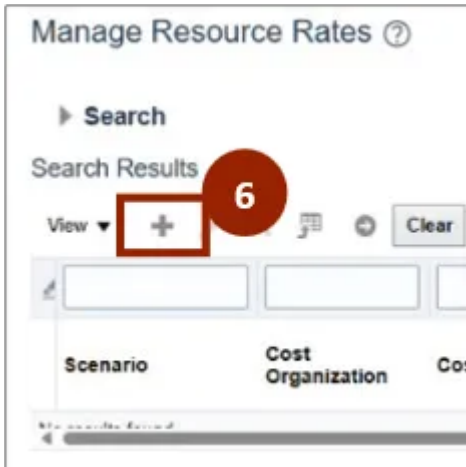
Cost Processing

- 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

To add resource rates individually.

Step 6. On the Manage Resource Rates page, navigate to the **Plus (+)** icon.

Image



Step 7. Within the **Create Resource Rate** tab, input and/or select the appropriate option from the following:

- Scenario
- Plant
- Resource

Step 8. In the Details section select the **Plus (+)** icon.

Image

Create Resource Rate ?

Scenario: DAC Resources AC Aug-25

Cost Organization: DAC - Cost Organization

Cost Book: DAC - Accrual Cost Book

* Plant: ENTERPRISE RM - PRINT PLANT

* Resource: LABOR_COMPOSITION

Resource Type: Labor

Details

View ▾ Format ▾

* Cost Element	Cost Element Type	* Expense Pool	* Rate (USD)

Total Rate

Step 9. Within the new row select the appropriate from the following:

- Cost Element: Select **Overhead**.
- Expense Pool: Select the appropriate **expense pool** depending on the Resource type (Labor or Equipment).
- Rate: Enter **0** as rate value.

Image

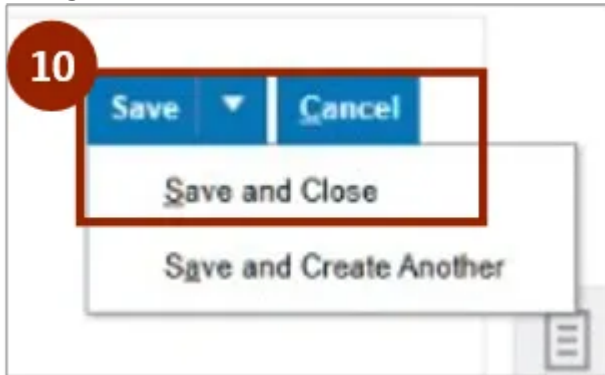
View ▾ Format ▾

* Cost Element	Cost Element Type	* Expense Pool	* Rate (USD)

Total Rate

Step 10. Click **Save and Close**.

Image



Manage Resource Rates in Spreadsheet

There are 15 steps to complete this process.

Step 1. Select **Manage in Spreadsheet** button to download the Manage Resource Rates file.

Image

Manage Resource Rates ?

1

Manage in Spreadsheet

Done

Search

Advanced Saved Search Application Default

Search Results

View + - Clear Detach Perform Mass Edit

Scenario	Cost Organization	Cost Book	Periodic Average Cost	Plant	Resource	Resource Type
No search conducted						

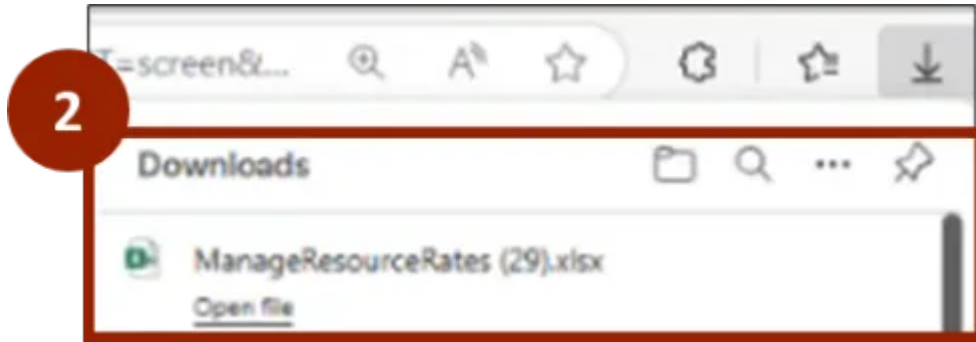
Details

View Detach

Cost Element	Cost Element Type	Expense Pool	Rate
No data to display.			
Total Rate			

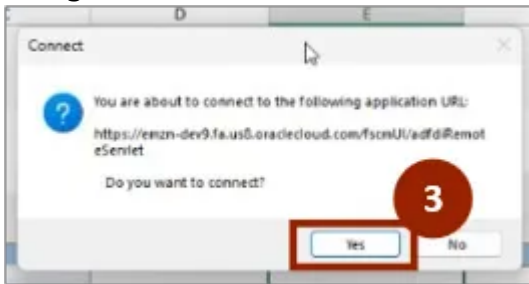
Step 2. Download and open the **Manage Resource Rates** spreadsheet and enable editing.

Image



Step 3. Click **Yes** from the pop-up window.

Image



To continue, you may need to reenter your log in credentials.

Step 4. Click the **Company Single Sign-On (SSO)** button.

Step 5. Enter your **@dac.nc.gov** email address.

Step 6. Click **Next** then enter **password**.

Step 7. Double click in **Scenario** cell.

Step 8. Manually enter **Scenario Name** and search **Cost Scenario**.

Step 9. Click **Select**.

Image

The screenshot shows the Oracle Manage Resource Rates interface. A search dialog box titled "Search and Select: Scenario" is open on the right side. The dialog has a "Search" section with a text input field containing "DAC Resources AC Apr" and buttons for "Advanced", "Search", and "Reset". Below this is a "Search Results" section showing a single result: "DAC Resources AC Apr-25". A red box highlights the "Select" button in the "Search Results" section, with a red circle containing the number 9 next to it. Another red circle containing the number 8 is positioned above the dialog box. On the main interface, a red box highlights the "Scenario" field in the "Resource" section, with a red circle containing the number 7 next to it.

Step 10. Select the **entire row** by clicking on the cell number to the far left under the blue title row.

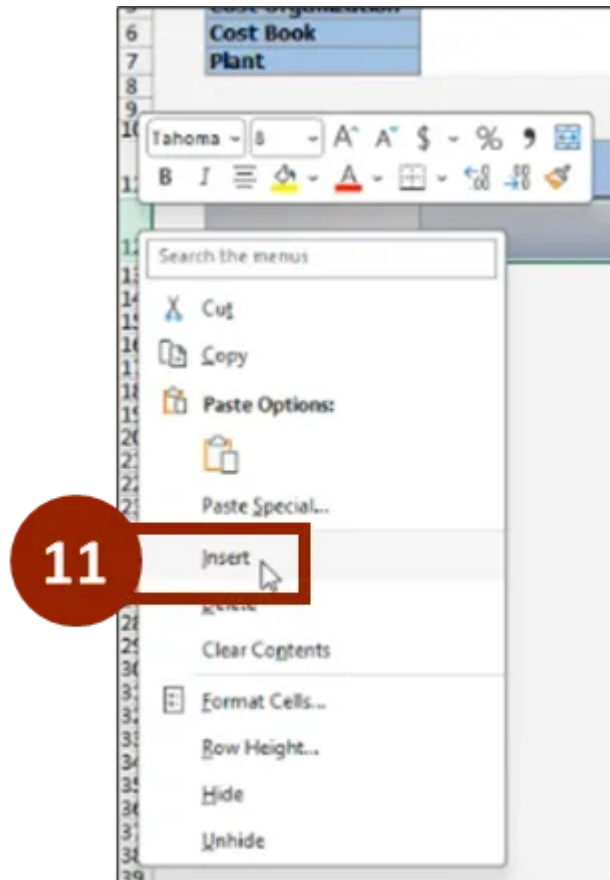
Image

The screenshot shows an Excel spreadsheet with a table. The table has four columns: "Changed", "Status", "*Scenario", and "*Cost Organization". The first row is highlighted in blue. A red box highlights the entire row 12, which contains the text "DAC Resources AC Aug-25". A red circle containing the number 10 is positioned to the left of the row number 12.

	Changed	Status	*Scenario	*Cost Organization
11				
12			DAC Resources AC Aug-25	

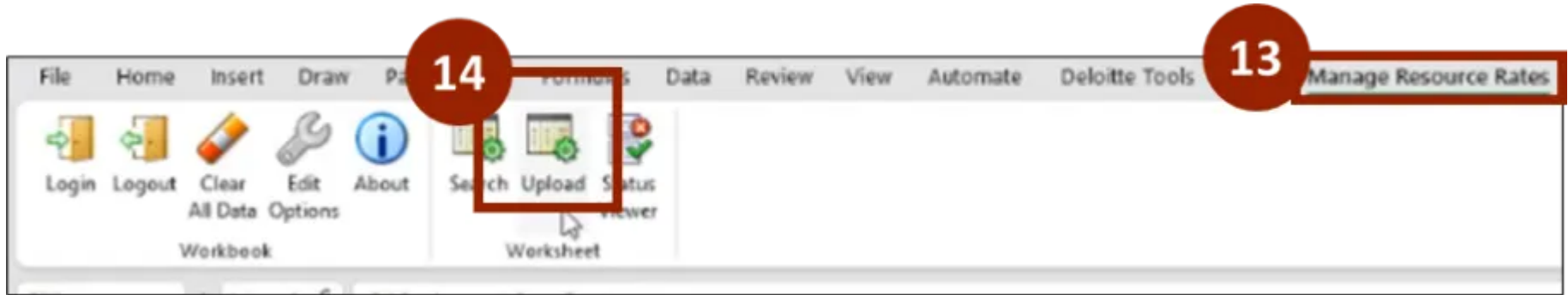
Step 11. Use the **Insert** row feature in Excel to add new lines as needed.

Image



Step 12. Within the new rows enter the following information:

- Scenario: Enter the **Cost Scenario Name**.
- Cost Organization: **DAC - Cost Organization**.
- Cost Book: Enter the **Cost Book Name**.
- Plant: Enter the **Plant Name**.
- Resource: Enter the **Resource Name**.
- Cost Element: Select **Overhead**.
- Expense Pool: Select the appropriate **expense pool** depending on the Resource type (LABOR or EQUIPMENT).



Step 15. Select **OK** from the pop-up to view status of rows after import.

Note: Once rows are inserted successfully, return to the NCFS screen in your web browser to access the Manage Resource Rates screen.

Image

Upload Options

☒ On failure, continue to upload subsequent rows

☐ Download all rows after successful upload

OK Cancel

ORACLE Manage Resource Rates

Scenario: DAC Resources AC Aug-25
 Cost Organization:
 Cost Book:
 Plant:

Resource Status:
 Effective As of Date:

Changed	Status	*Scenario	*Cost Organization	*Cost Book	*Plant	*Resource	Resource Type	UOM	Currency	Effective Start Date	Effective End Date	Status	*Cost Element
	Row inserted successfully	DAC Resources AC Aug-25	DAC - Cost Organization	DAC - Accrual Cost Book	ENTERPRISE RM - LSC	LABOR TAG	Labor	Hour					Overhead
	Row inserted successfully	DAC Resources AC Aug-25	DAC - Cost Organization	DAC - Accrual Cost Book	ENTERPRISE RM - CAS	PASTEURIZING TANK	Equipment	Hour					Overhead
	Row inserted successfully	DAC Resources AC Aug-25	DAC - Cost Organization	DAC - Accrual Cost Book	ENTERPRISE RM - CAS	SHAKER	Equipment	Hour					Overhead
	Row inserted successfully	DAC Resources AC Aug-25	DAC - Cost Organization	DAC - Accrual Cost Book	ENTERPRISE RM - MOP	FINISHING	Equipment	Hour					Overhead
	Row inserted successfully	DAC Resources AC Aug-25	DAC - Cost Organization	DAC - Accrual Cost Book	ENTERPRISE RM - UPP	GLUING STATION	Equipment	Hour					Overhead
	Row inserted successfully	DAC Resources AC Aug-25	DAC - Cost Organization	DAC - Accrual Cost Book	ENTERPRISE RM - LSC	EQUIPMENT_DIGITAL	Equipment	Hour					Overhead
	Row inserted successfully	DAC Resources AC Aug-25	DAC - Cost Organization	DAC - Accrual Cost Book	ENTERPRISE RM - SIG	EQUIPMENT_SHEET	Equipment	Hour					Overhead
	Row inserted successfully	DAC Resources AC Aug-25	DAC - Cost Organization	DAC - Accrual Cost Book	ENTERPRISE RM - PRE	JET ENVELOPE	Equipment	Hour					Overhead
	Row inserted successfully	DAC Resources AC Aug-25	DAC - Cost Organization	DAC - Accrual Cost Book	ENTERPRISE RM - PRE	PUNCHING / COILIN	Equipment	Hour					Overhead
	Row inserted successfully	DAC Resources AC Aug-25	DAC - Cost Organization	DAC - Accrual Cost Book	ENTERPRISE RM - PRE	LAMINATION	Equipment	Hour					Overhead
	Row inserted successfully	DAC Resources AC Aug-25	DAC - Cost Organization	DAC - Accrual Cost Book	ENTERPRISE RM - PRE	COMPOSITION	Equipment	Hour					Overhead
	Row inserted successfully	DAC Resources AC Aug-25	DAC - Cost Organization	DAC - Accrual Cost Book	ENTERPRISE RM - COL	COLLAR CREASER	Equipment	Hour					Overhead
	Row inserted successfully	DAC Resources AC Aug-25	DAC - Cost Organization	DAC - Accrual Cost Book	ENTERPRISE RM - COL	PAULET CREASER	Equipment	Hour					Overhead
	Row inserted successfully	DAC Resources AC Aug-25	DAC - Cost Organization	DAC - Accrual Cost Book	ENTERPRISE RM - COL	ZIG ZAG	Equipment	Hour					Overhead

15

Publish Cost Scenarios

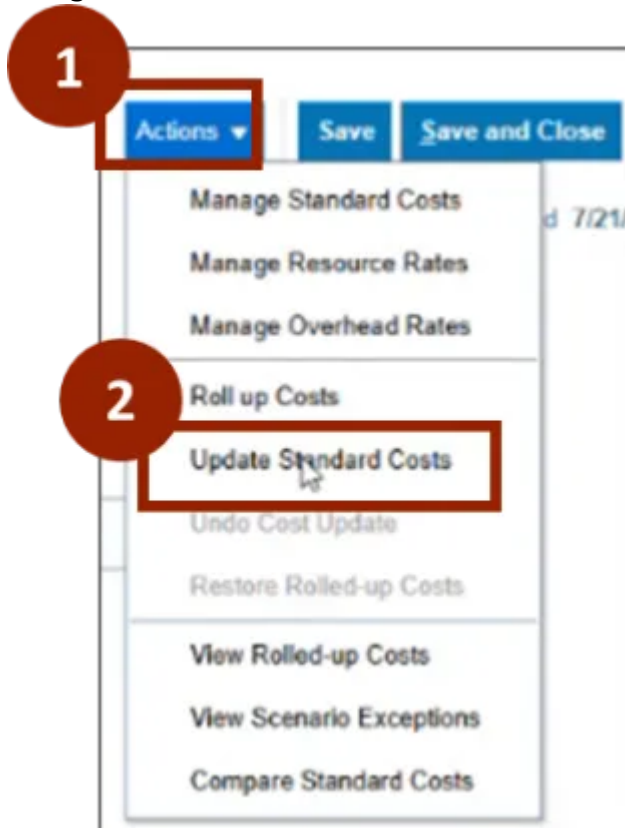
After cost scenario(s) are created and resource rates are added, the cost scenario should be published to view the manufacturing cost rate per unit.

The upcoming steps will show how to publish cost scenarios. There are 10 steps to complete this process.

Step 1. From the Manage Cost Scenario screen, click **Actions**.

Step 2. Select **Update Standard Costs**.

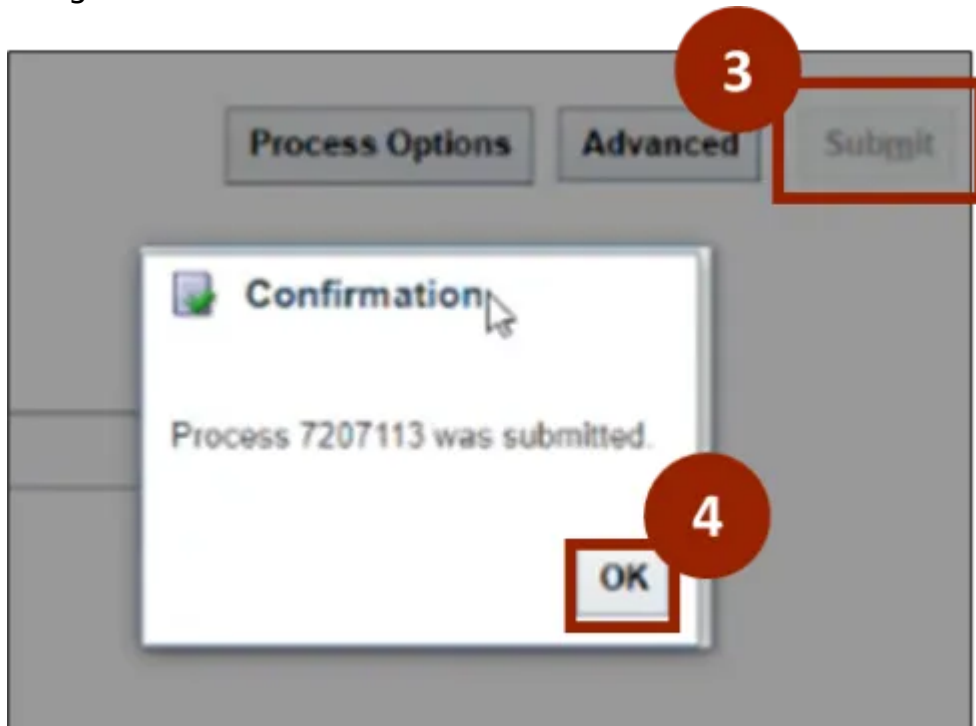
Image



Step 3. Select **Submit**.

Step 4. Click **OK** to make resource rates effective.

Image



Step 5. To verify successful completion, select the **refresh** icon by the status option to see Completed Successfully.

Image

Actions ▼

Effective Date 8/1/25

Scenario Type Regular Items

State New

Status ↺ New

Comments

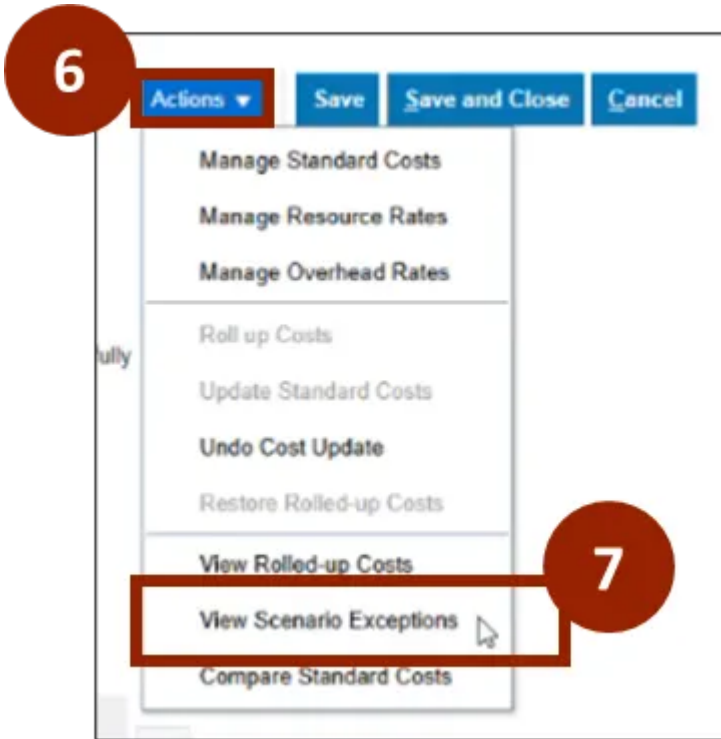
Attachments None +

5

Step 6. Select **Actions**.

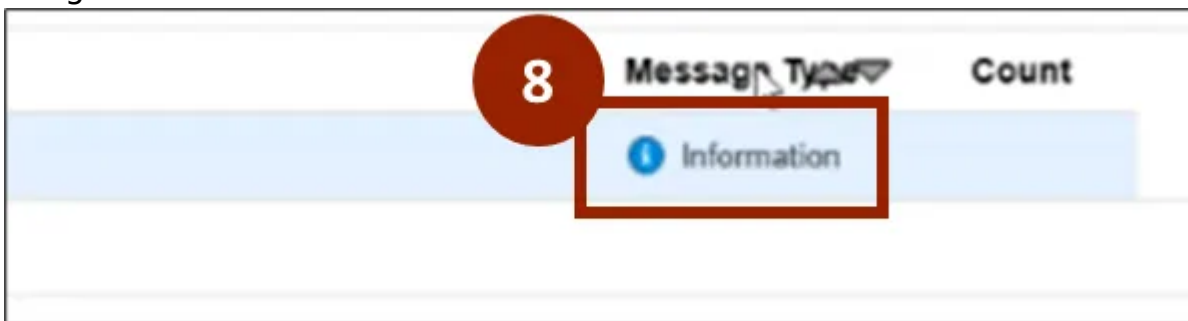
Step 7. Select **View Scenario Exceptions**.

Image



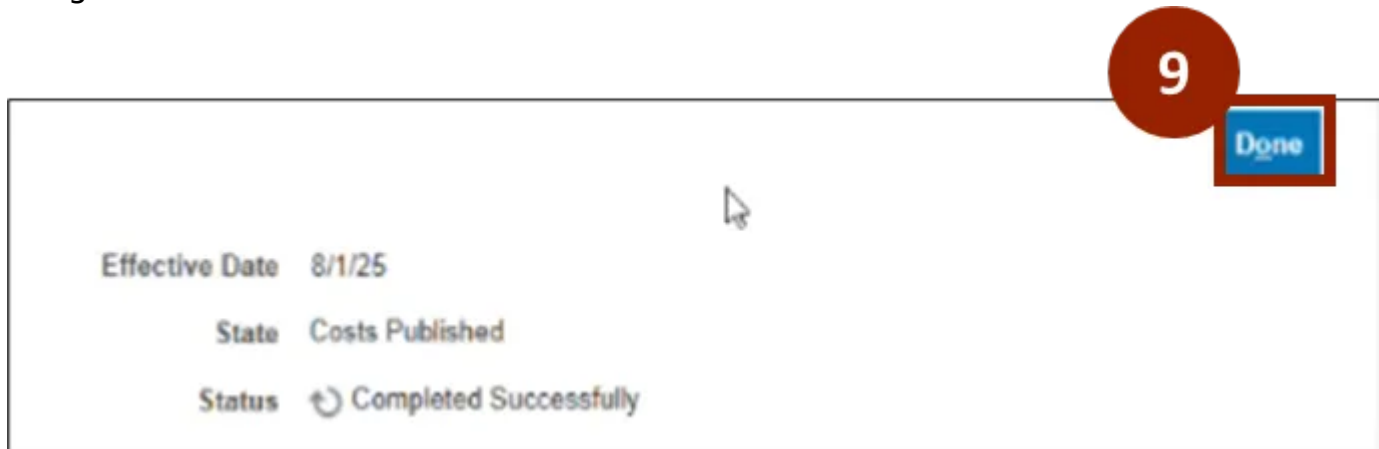
Step 8. In the Message field, click the **Information** icon to view errors and make corrections.

Image



Step 9. Once reviewed, click **Done**.

Image



Step 10. Click **Save and Close**.

Image



Wrap-Up

NCFS users can setup cost management by following the steps outlined above.

Additional Resources

- Instructor Led Training (ILT)
 - [MFG110 - Manage Costing 1](#)

- Web-based Training (WBT)
 - [MFG100: Introduction to NCFS Manufacturing](#)
 - [MFG101: The Journey Through NCFS Manufacturing](#)

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