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

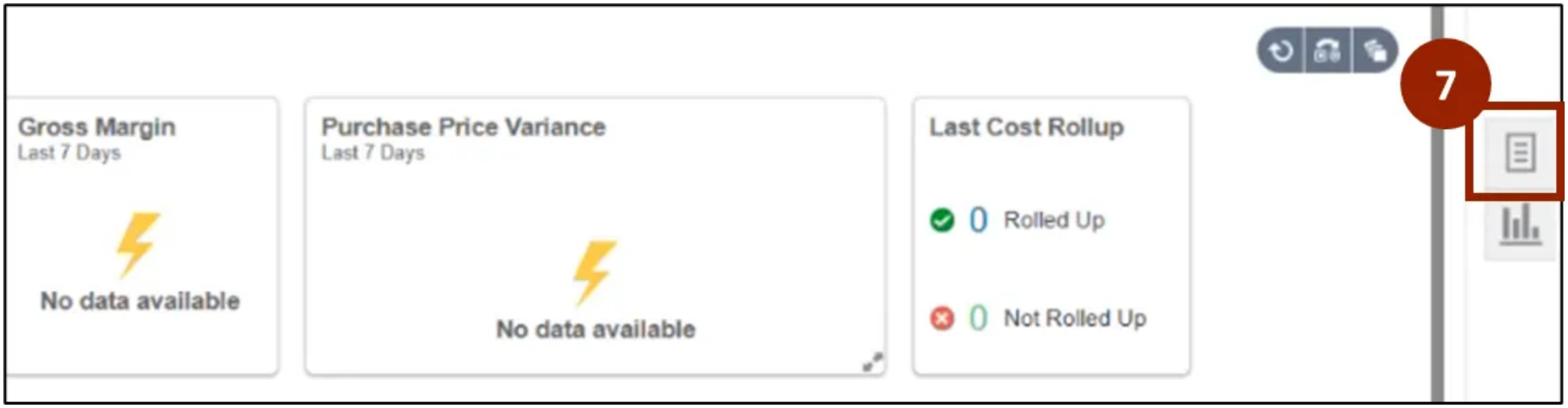
Step 5. On the Home page, select **Supply Chain Execution**.

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

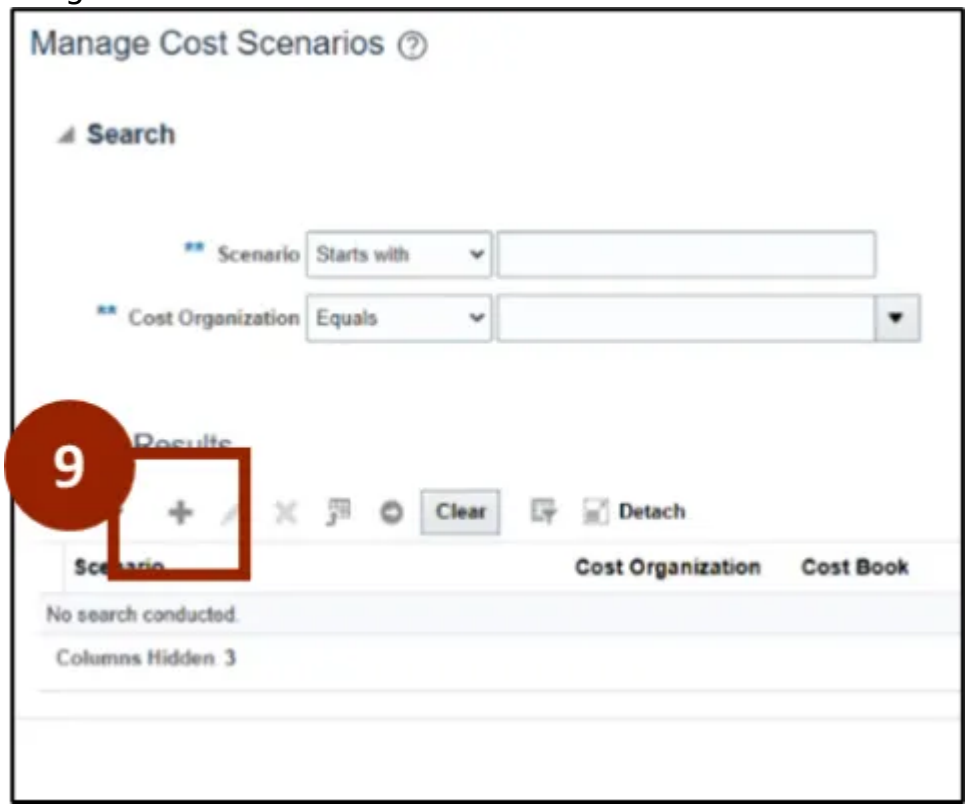


Step 8. Within the **Tasks** tab, select **Manage Cost Scenarios** to begin creating a cost scenario.

Image

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

Image



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.

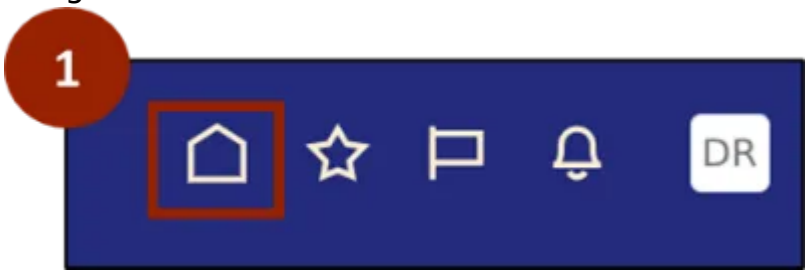
Image

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**.

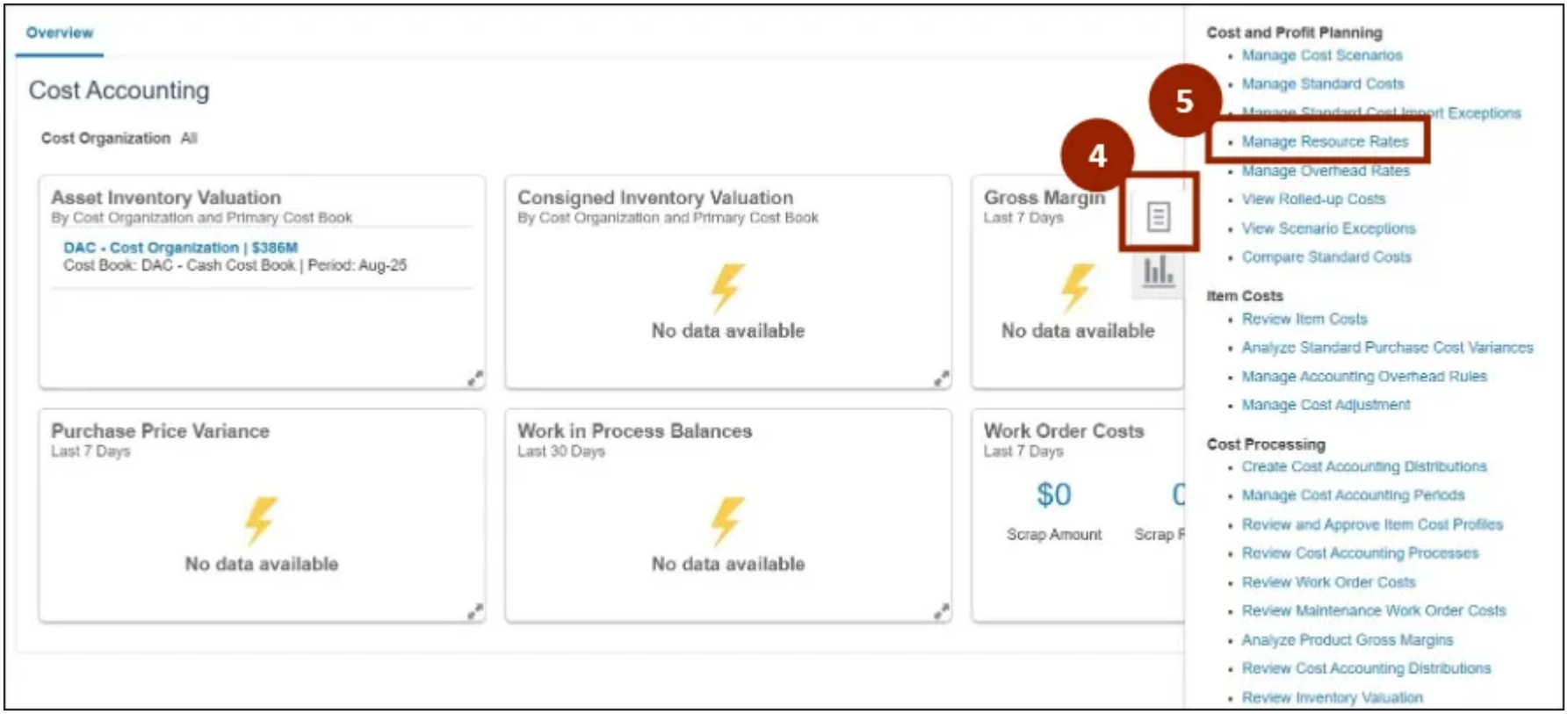
Step 3. Within the **Supply Chain Execution** tab, select **Cost Accounting**.

Image

Step 4. On the Cost Accounting Page, navigate to the **Tasks** icon.

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

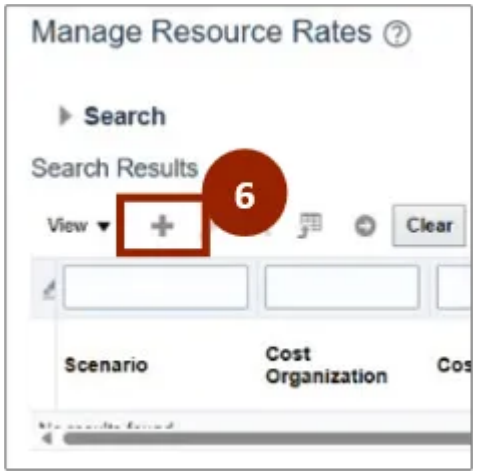
Image



To add resource rates individually.

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

Image

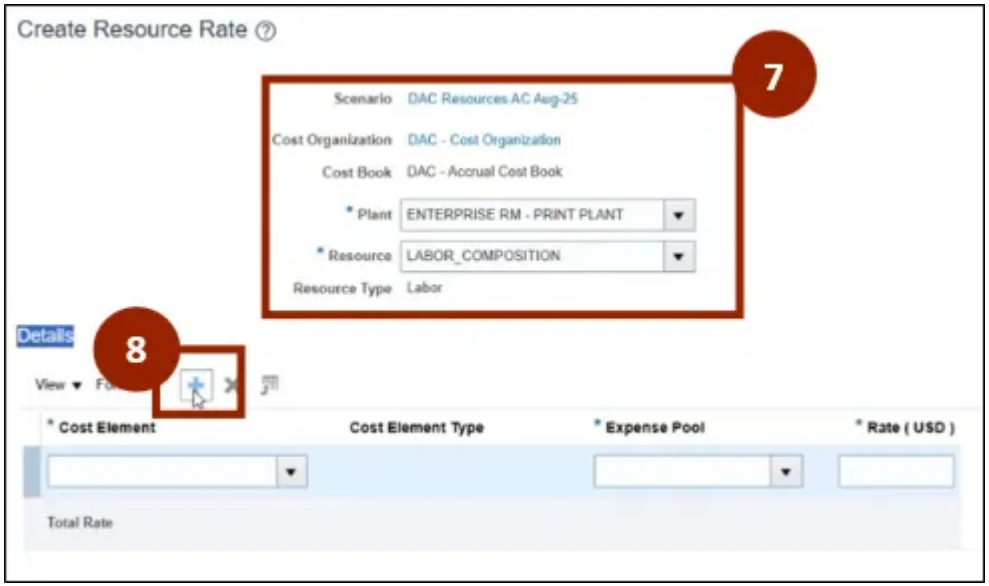


Step 7. Within the **Create Resource Rate** tab, input and/or select the appropriate option from the following:

- Scenario
- Plant
- Resource

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

Image



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

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

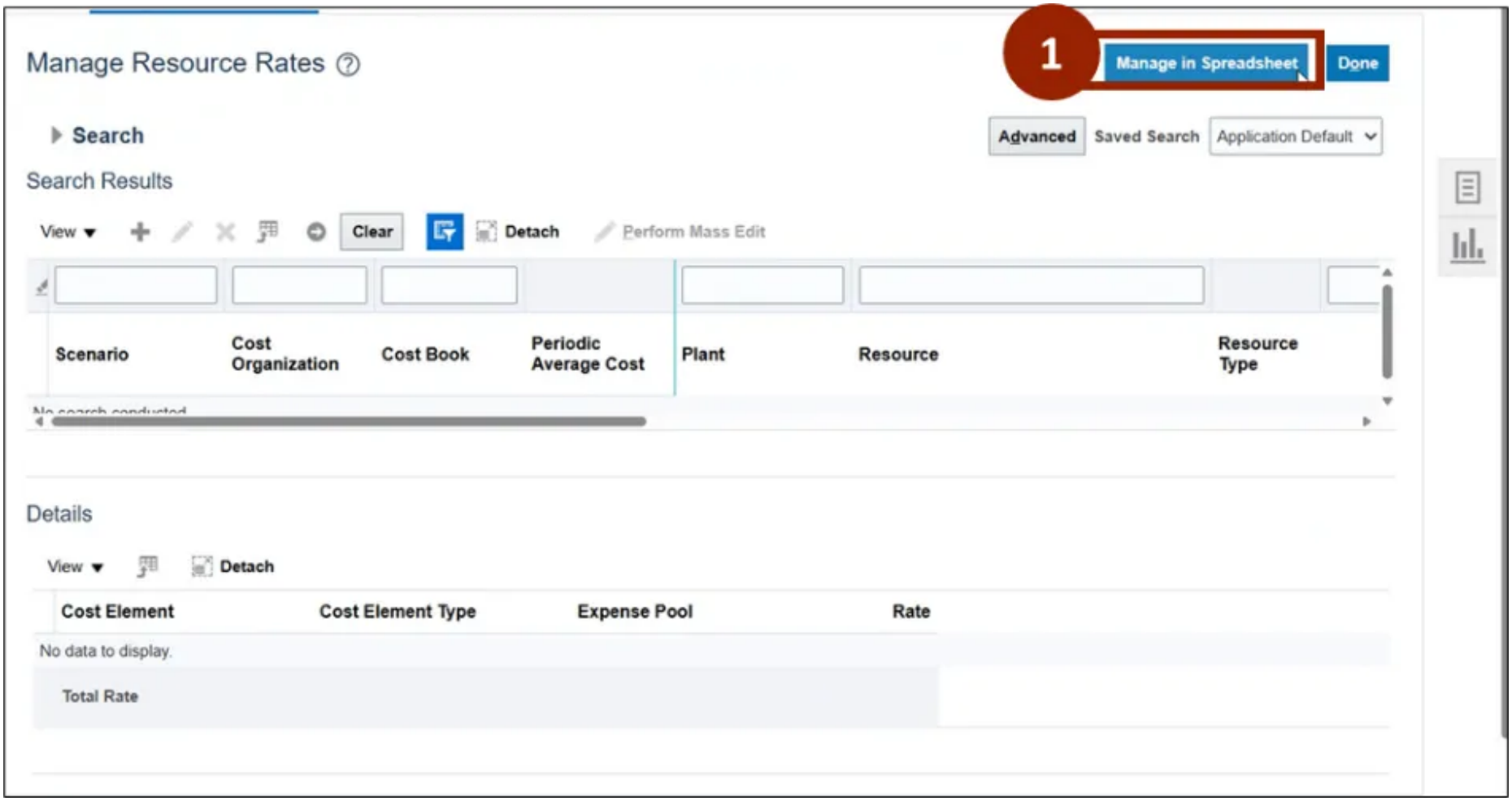
Image

Manage Resource Rates in Spreadsheet

There are 15 steps to complete this process.

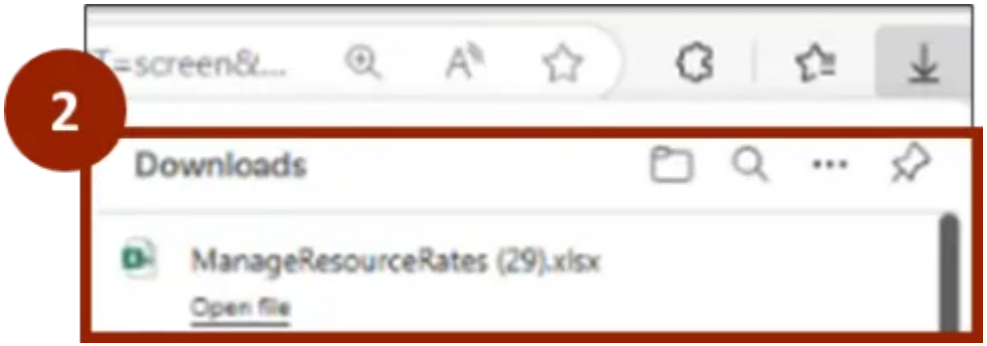
Step 1. Select **Manage in Spreadsheet** button to download the Manage Resource Rates file.

Image



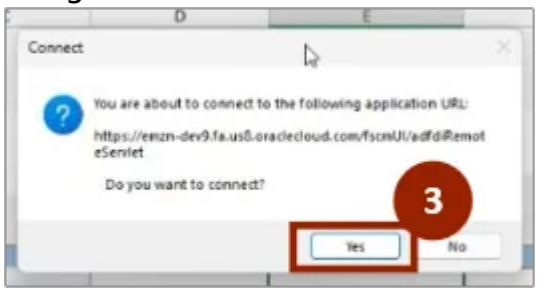
Step 2. Download and open the **Manage Resource Rates** spreadsheet and enable editing.

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.

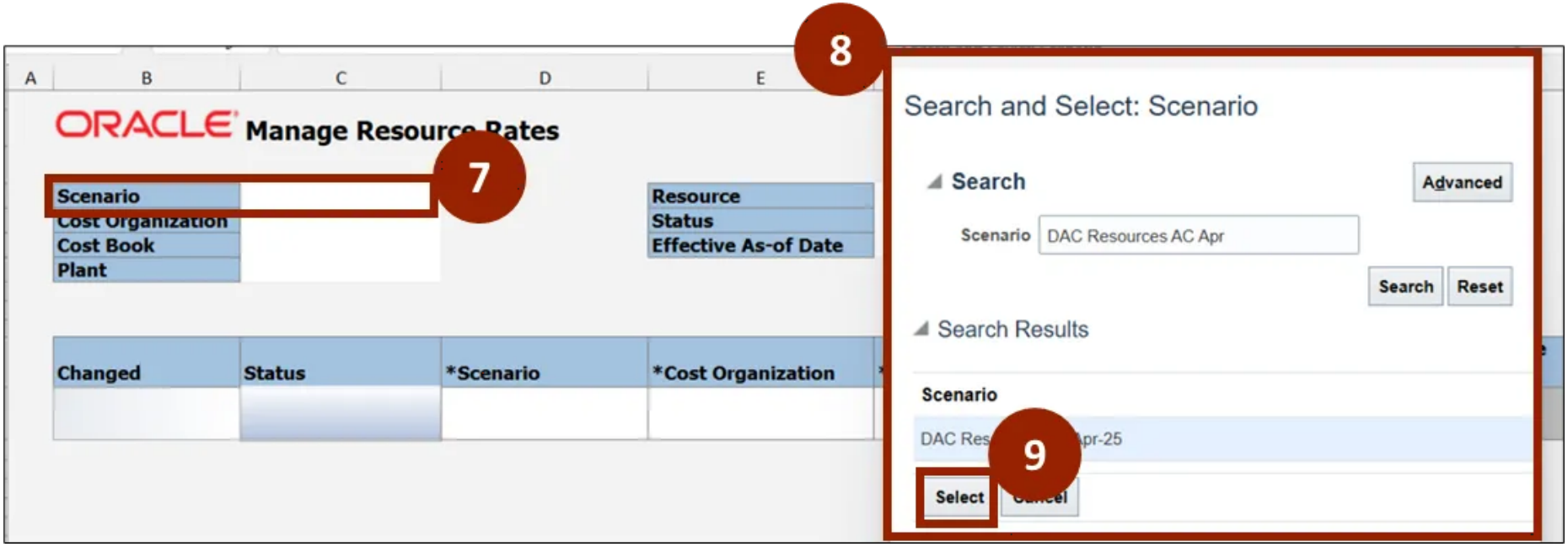
Step 6. Click **Next** then enter **password**.

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

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

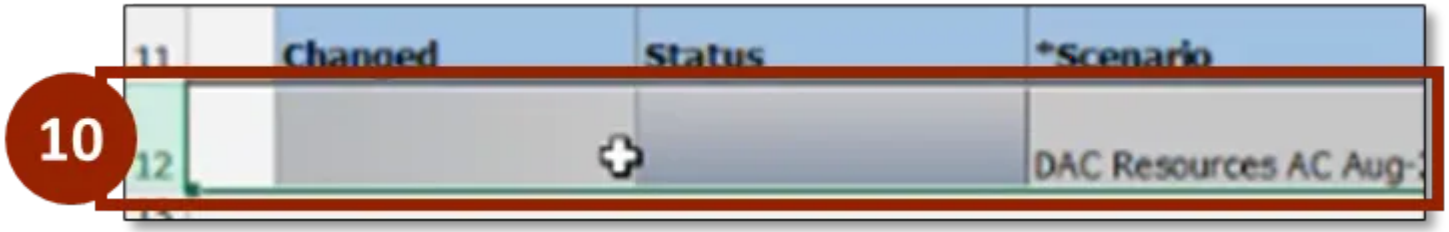
Step 9. Click **Select**.

Image



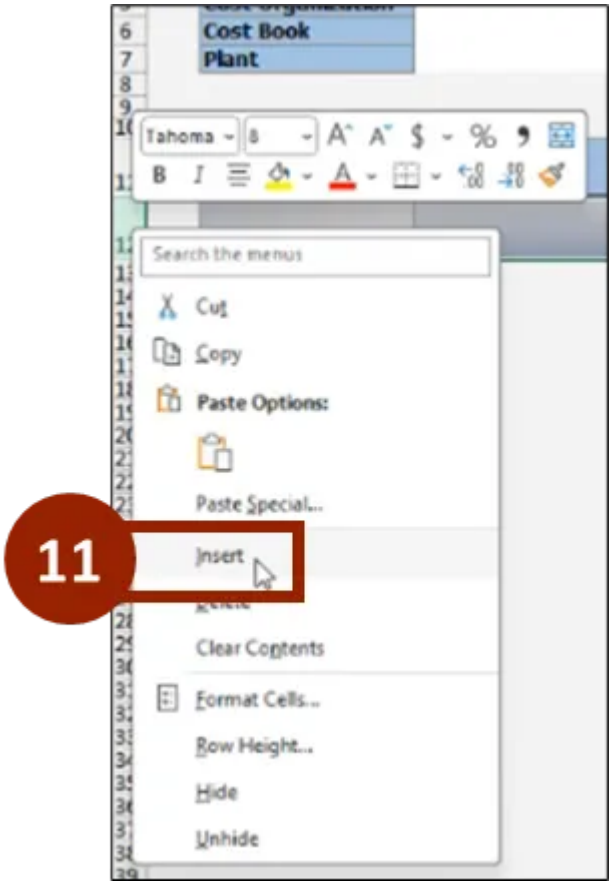
Step 10. Select the **entire row** by clicking on the cell number to the far left under the blue title row.

Image



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

Image

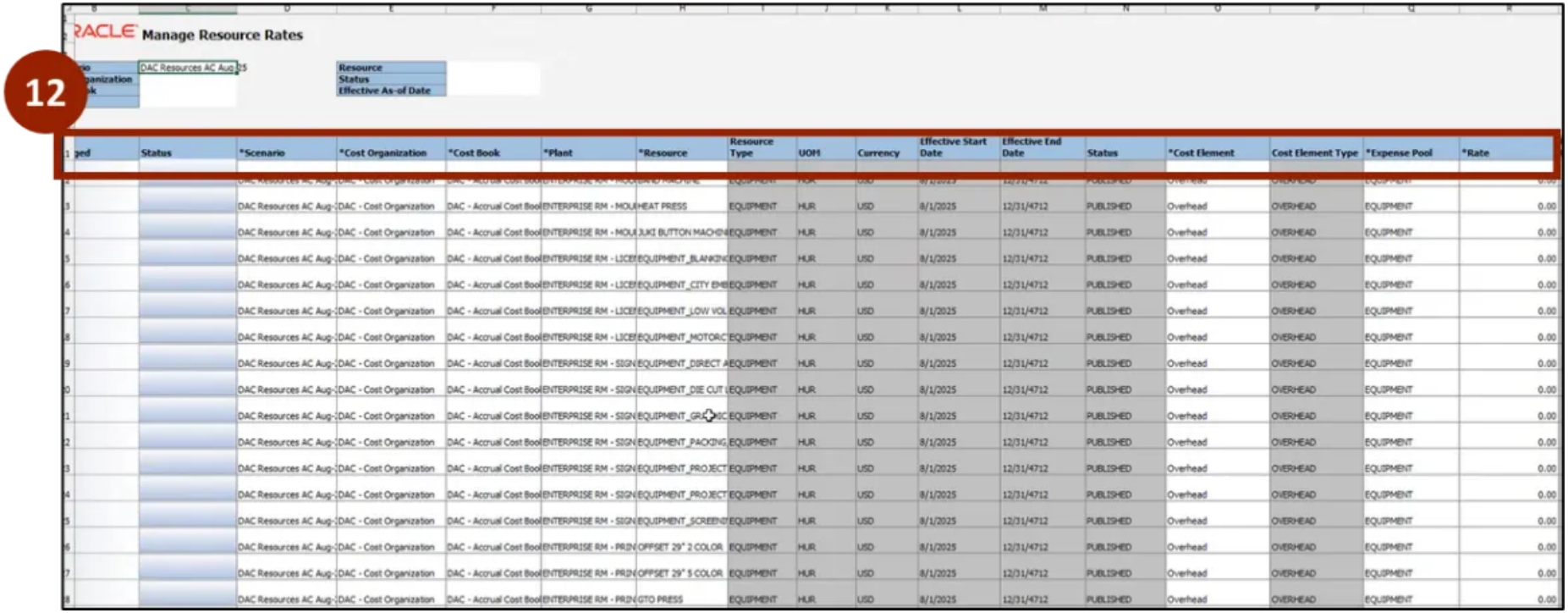


Step 12. Within the new rows enter the following information:

- 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 o the Resource type (LABOR or EQUIPMENT).

- Rate: Enter **0** as rate value.

Image

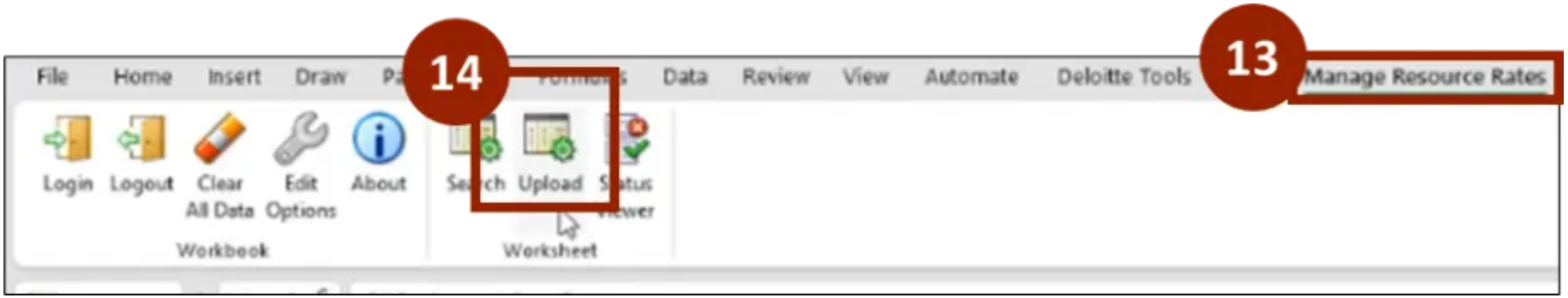


Status	*Scenario	*Cost Organization	*Cost Book	*Plant	*Resource	Resource Type	UOM	Currency	Effective Start Date	Effective End Date	Status	*Cost Element	Cost Element Type	*Expense Pool	*Rate
	DAC Resources AC Aug-	DAC - Cost Organization	DAC - Accrual Cost Book	ENTERPRISE RM - MOU	HEAT PRESS	EQUIPMENT	HUR	USD	8/1/2025	12/31/4712	PUBLISHED	Overhead	OVERHEAD	EQUIPMENT	0.00
	DAC Resources AC Aug-	DAC - Cost Organization	DAC - Accrual Cost Book	ENTERPRISE RM - MOU	JUKI BUTTON MACHINE	EQUIPMENT	HUR	USD	8/1/2025	12/31/4712	PUBLISHED	Overhead	OVERHEAD	EQUIPMENT	0.00
	DAC Resources AC Aug-	DAC - Cost Organization	DAC - Accrual Cost Book	ENTERPRISE RM - LICE	EQUIPMENT_BLANKIN	EQUIPMENT	HUR	USD	8/1/2025	12/31/4712	PUBLISHED	Overhead	OVERHEAD	EQUIPMENT	0.00
	DAC Resources AC Aug-	DAC - Cost Organization	DAC - Accrual Cost Book	ENTERPRISE RM - LICE	EQUIPMENT_CITY EMB	EQUIPMENT	HUR	USD	8/1/2025	12/31/4712	PUBLISHED	Overhead	OVERHEAD	EQUIPMENT	0.00
	DAC Resources AC Aug-	DAC - Cost Organization	DAC - Accrual Cost Book	ENTERPRISE RM - LICE	EQUIPMENT_LOW VOL	EQUIPMENT	HUR	USD	8/1/2025	12/31/4712	PUBLISHED	Overhead	OVERHEAD	EQUIPMENT	0.00
	DAC Resources AC Aug-	DAC - Cost Organization	DAC - Accrual Cost Book	ENTERPRISE RM - LICE	EQUIPMENT_MOTORC	EQUIPMENT	HUR	USD	8/1/2025	12/31/4712	PUBLISHED	Overhead	OVERHEAD	EQUIPMENT	0.00
	DAC Resources AC Aug-	DAC - Cost Organization	DAC - Accrual Cost Book	ENTERPRISE RM - SIGN	EQUIPMENT_DIRECT A	EQUIPMENT	HUR	USD	8/1/2025	12/31/4712	PUBLISHED	Overhead	OVERHEAD	EQUIPMENT	0.00
	DAC Resources AC Aug-	DAC - Cost Organization	DAC - Accrual Cost Book	ENTERPRISE RM - SIGN	EQUIPMENT_DIE CUT	EQUIPMENT	HUR	USD	8/1/2025	12/31/4712	PUBLISHED	Overhead	OVERHEAD	EQUIPMENT	0.00
	DAC Resources AC Aug-	DAC - Cost Organization	DAC - Accrual Cost Book	ENTERPRISE RM - SIGN	EQUIPMENT_GRA	EQUIPMENT	HUR	USD	8/1/2025	12/31/4712	PUBLISHED	Overhead	OVERHEAD	EQUIPMENT	0.00
	DAC Resources AC Aug-	DAC - Cost Organization	DAC - Accrual Cost Book	ENTERPRISE RM - SIGN	EQUIPMENT_PACKING	EQUIPMENT	HUR	USD	8/1/2025	12/31/4712	PUBLISHED	Overhead	OVERHEAD	EQUIPMENT	0.00
	DAC Resources AC Aug-	DAC - Cost Organization	DAC - Accrual Cost Book	ENTERPRISE RM - SIGN	EQUIPMENT_PROJECT	EQUIPMENT	HUR	USD	8/1/2025	12/31/4712	PUBLISHED	Overhead	OVERHEAD	EQUIPMENT	0.00
	DAC Resources AC Aug-	DAC - Cost Organization	DAC - Accrual Cost Book	ENTERPRISE RM - SIGN	EQUIPMENT_PROJECT	EQUIPMENT	HUR	USD	8/1/2025	12/31/4712	PUBLISHED	Overhead	OVERHEAD	EQUIPMENT	0.00
	DAC Resources AC Aug-	DAC - Cost Organization	DAC - Accrual Cost Book	ENTERPRISE RM - SIGN	EQUIPMENT_SCREEN	EQUIPMENT	HUR	USD	8/1/2025	12/31/4712	PUBLISHED	Overhead	OVERHEAD	EQUIPMENT	0.00
	DAC Resources AC Aug-	DAC - Cost Organization	DAC - Accrual Cost Book	ENTERPRISE RM - PRIN	OFFSET 29" 2 COLOR	EQUIPMENT	HUR	USD	8/1/2025	12/31/4712	PUBLISHED	Overhead	OVERHEAD	EQUIPMENT	0.00
	DAC Resources AC Aug-	DAC - Cost Organization	DAC - Accrual Cost Book	ENTERPRISE RM - PRIN	OFFSET 29" 5 COLOR	EQUIPMENT	HUR	USD	8/1/2025	12/31/4712	PUBLISHED	Overhead	OVERHEAD	EQUIPMENT	0.00
	DAC Resources AC Aug-	DAC - Cost Organization	DAC - Accrual Cost Book	ENTERPRISE RM - PRIN	GTO PRESS	EQUIPMENT	HUR	USD	8/1/2025	12/31/4712	PUBLISHED	Overhead	OVERHEAD	EQUIPMENT	0.00

Step 13. Select **Manage Resource Rates**.

Step 14. Select **Upload**.

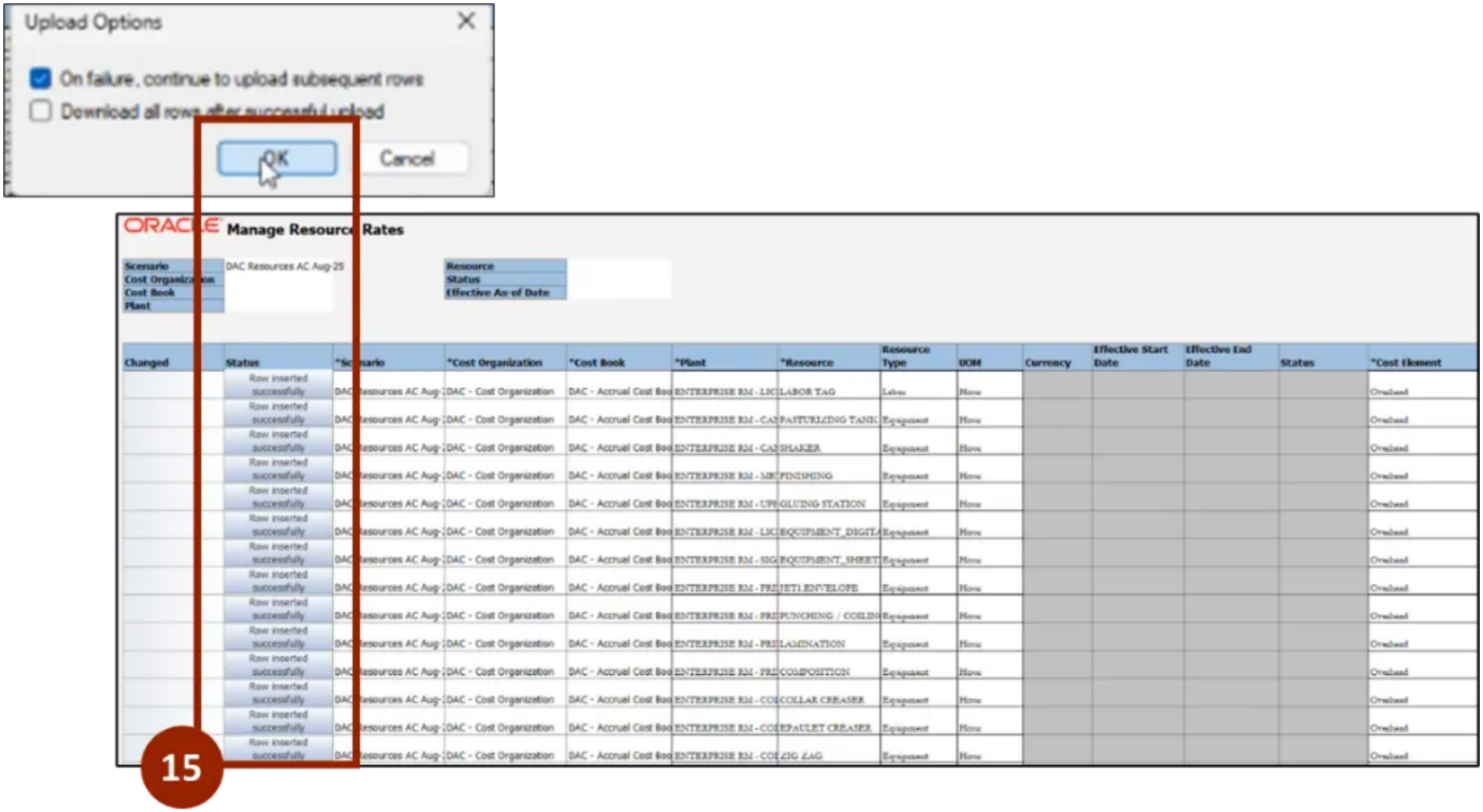
Image



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



Publish Cost Scenarios

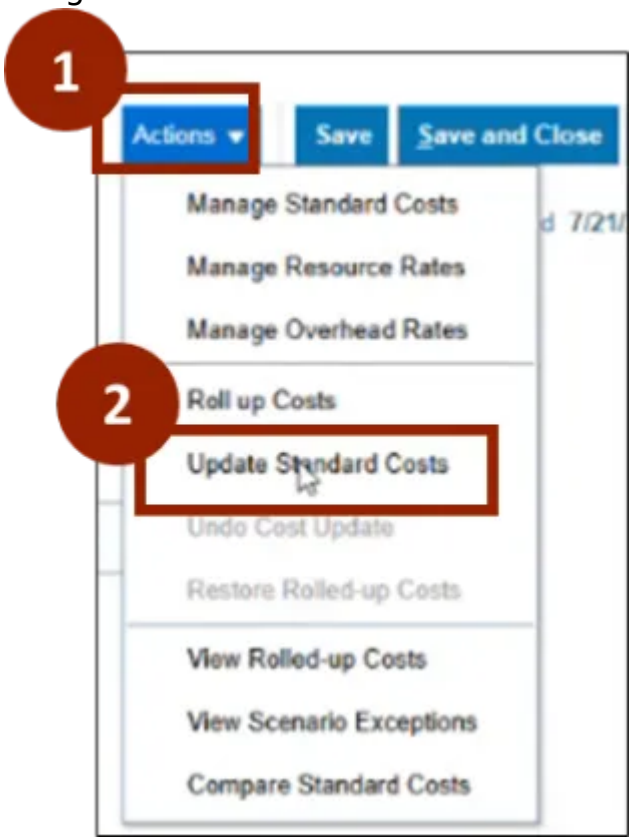
After cost scenario(s) are created and resource rates are added, the cost scenario should be published to view the manufacturing cost rate per unit.

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**.

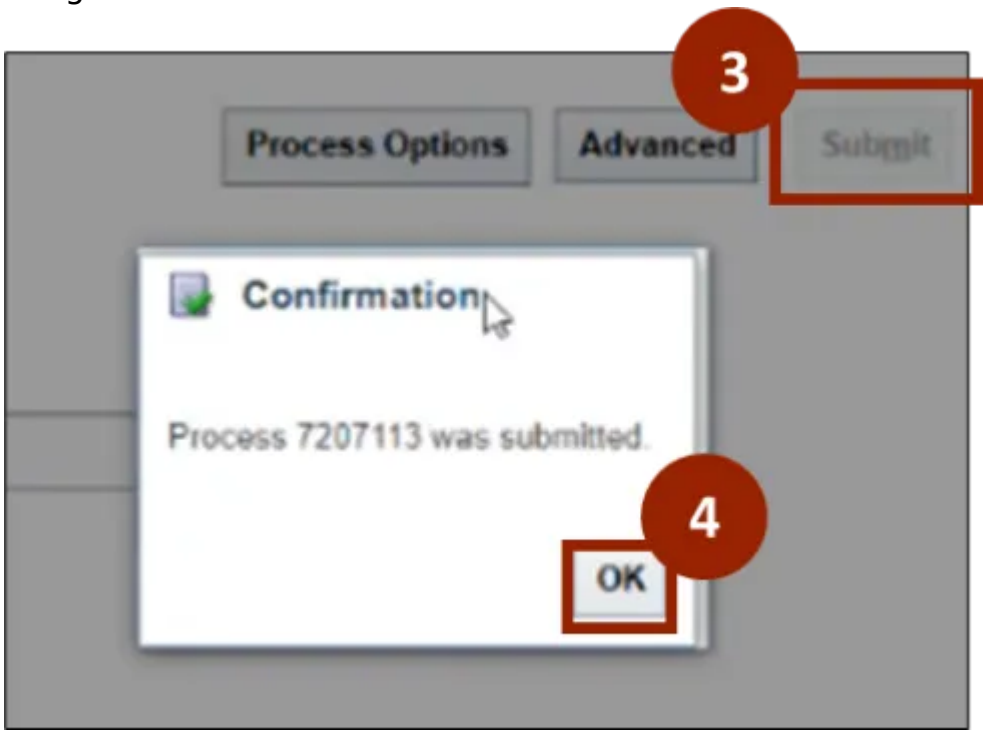
Image



Step 3. Select **Submit**.

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

Image



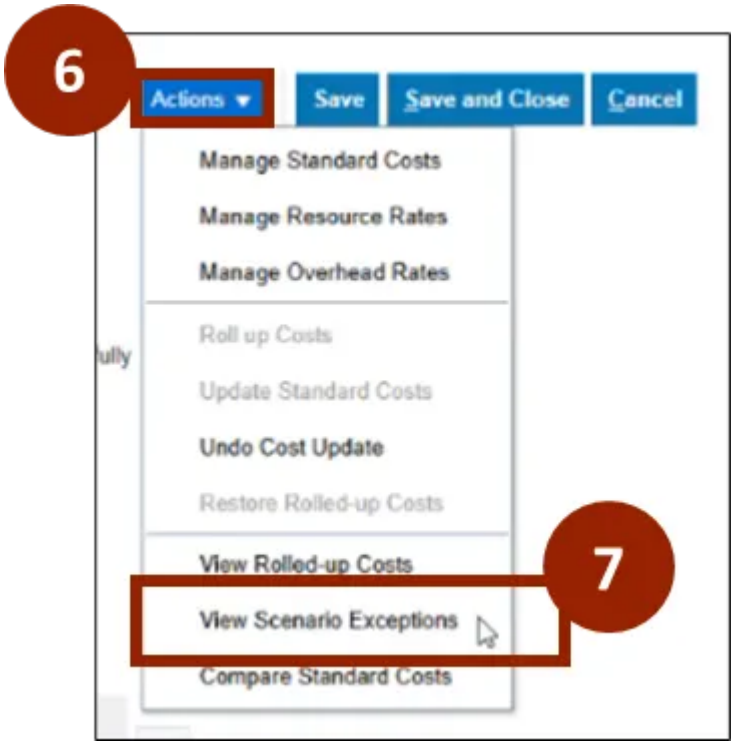
Step 5. To verify successful completion, select the **refresh** icon by the status option to see Completed Successfully.

Image

Step 6. Select **Actions**.

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

Image

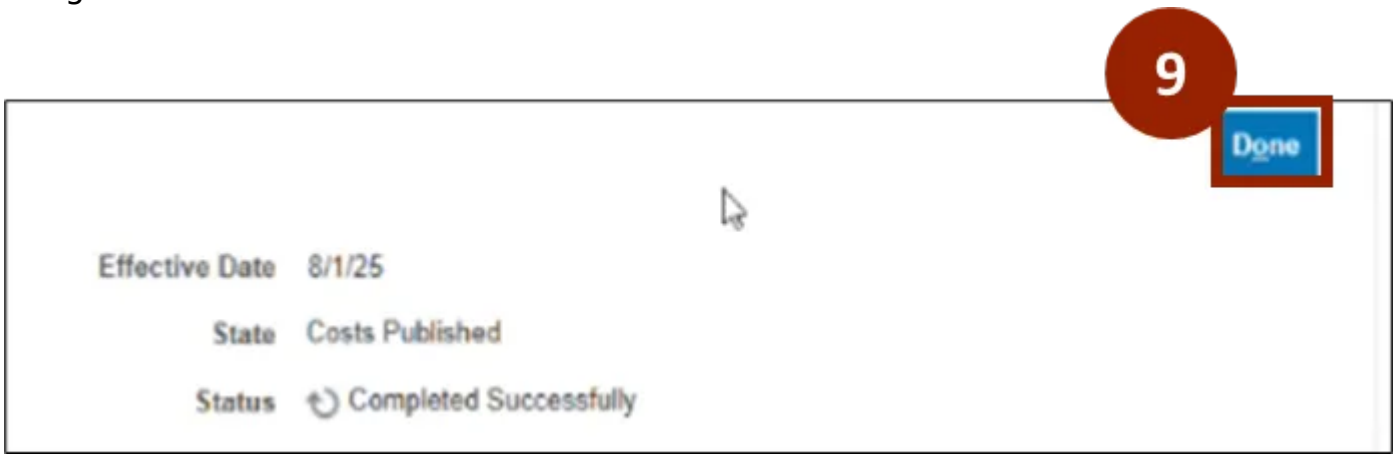


Step 8. In the Message field, click the **Information** icon to view errors and make corrections.

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

First Published

Mon, 11/17/2025

Last Updated

Mon, 11/17/2025
View PDF