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**.

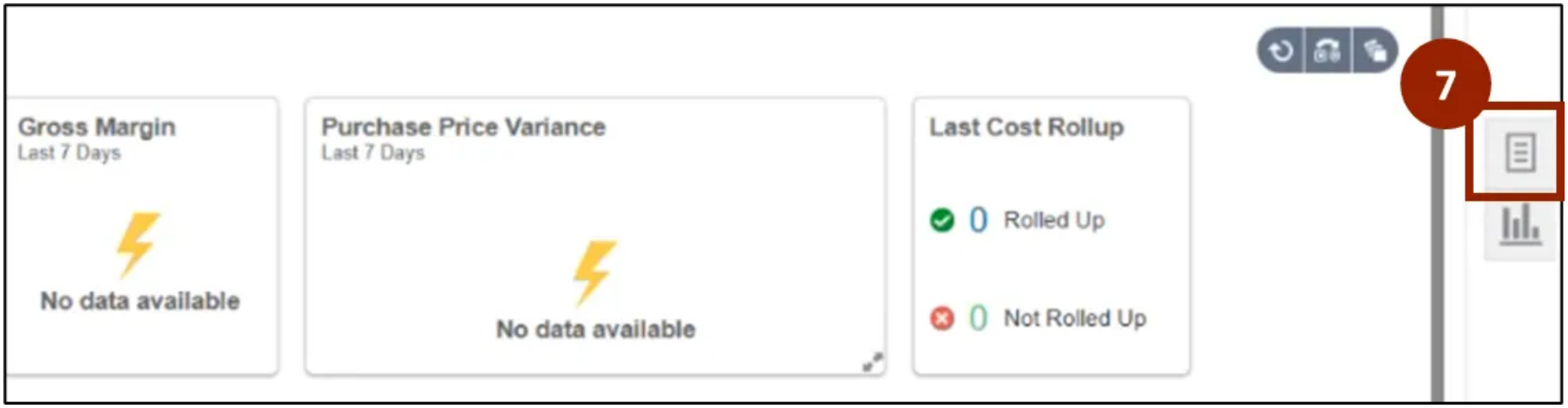
Step 6. Within the **Supply Chain Execution** tab, select **Cost Accounting**.

Image



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

Image



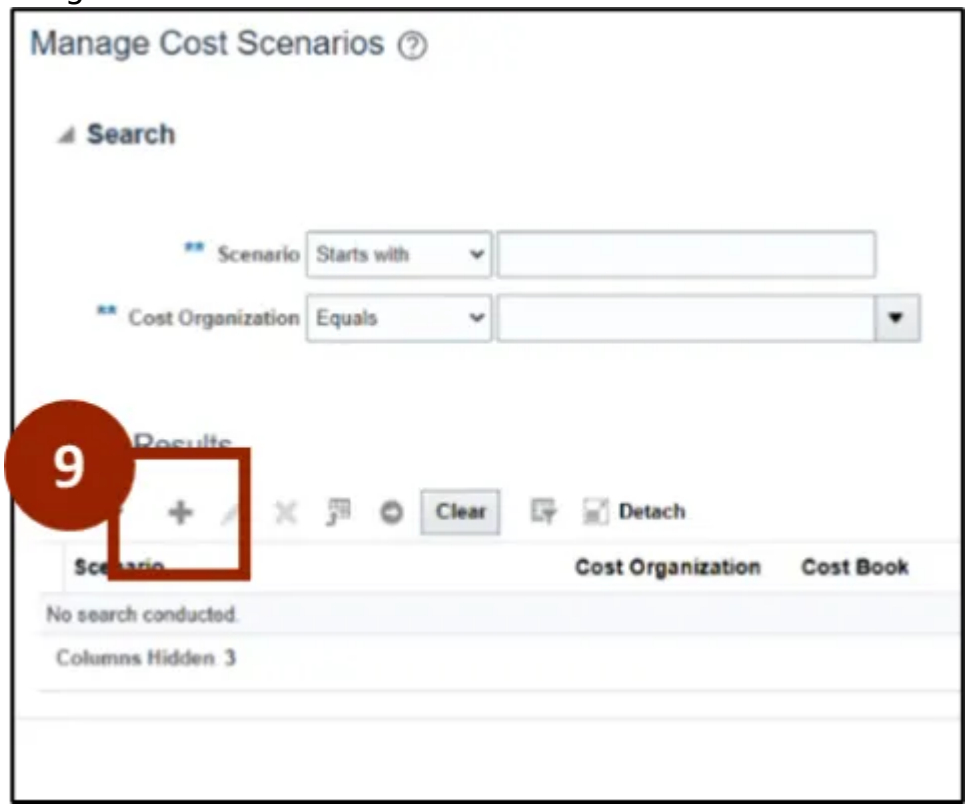
Step 8. Within the **Tasks** tab, select **Manage Cost Scenarios** to begin creating a cost scenario.

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

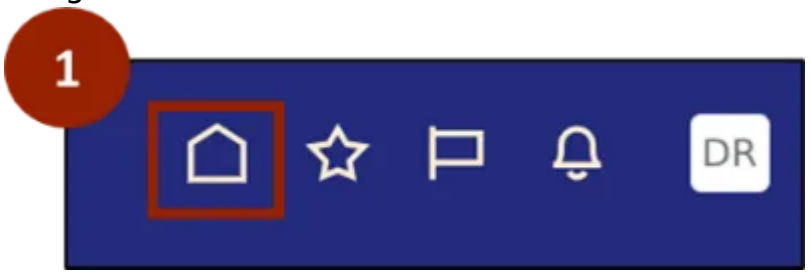


Manage Resource Rates

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**.

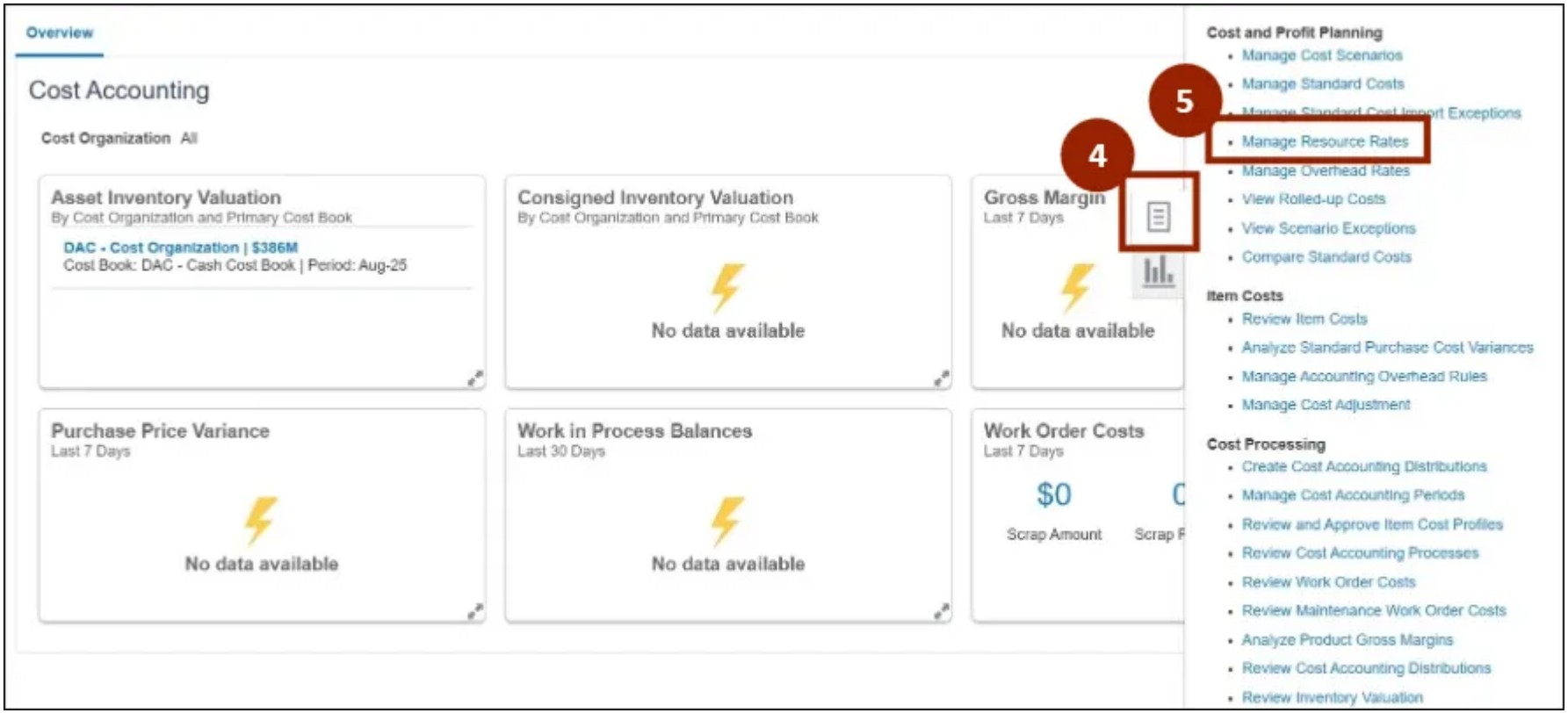
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Step 4. On the Cost Accounting Page, navigate to the **Tasks** icon.

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

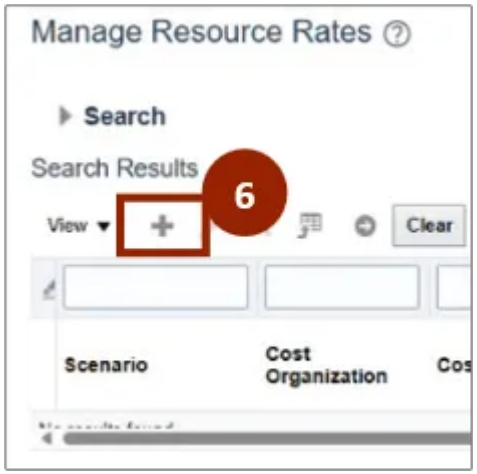
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To add resource rates individually.

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

Image

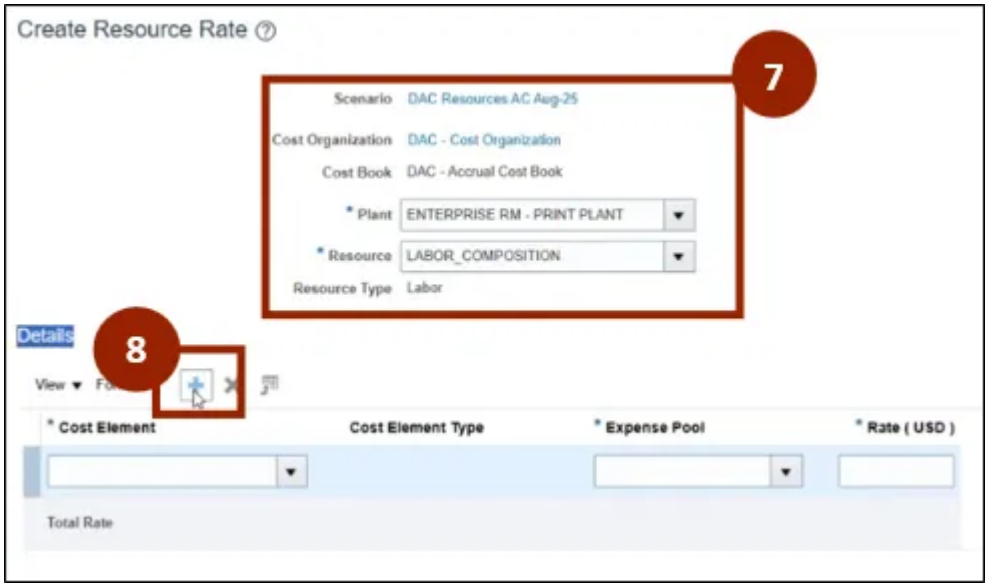


Step 7. Within the **Create Resource Rate** tab, input and/or select the appropriate option from the following:

- 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

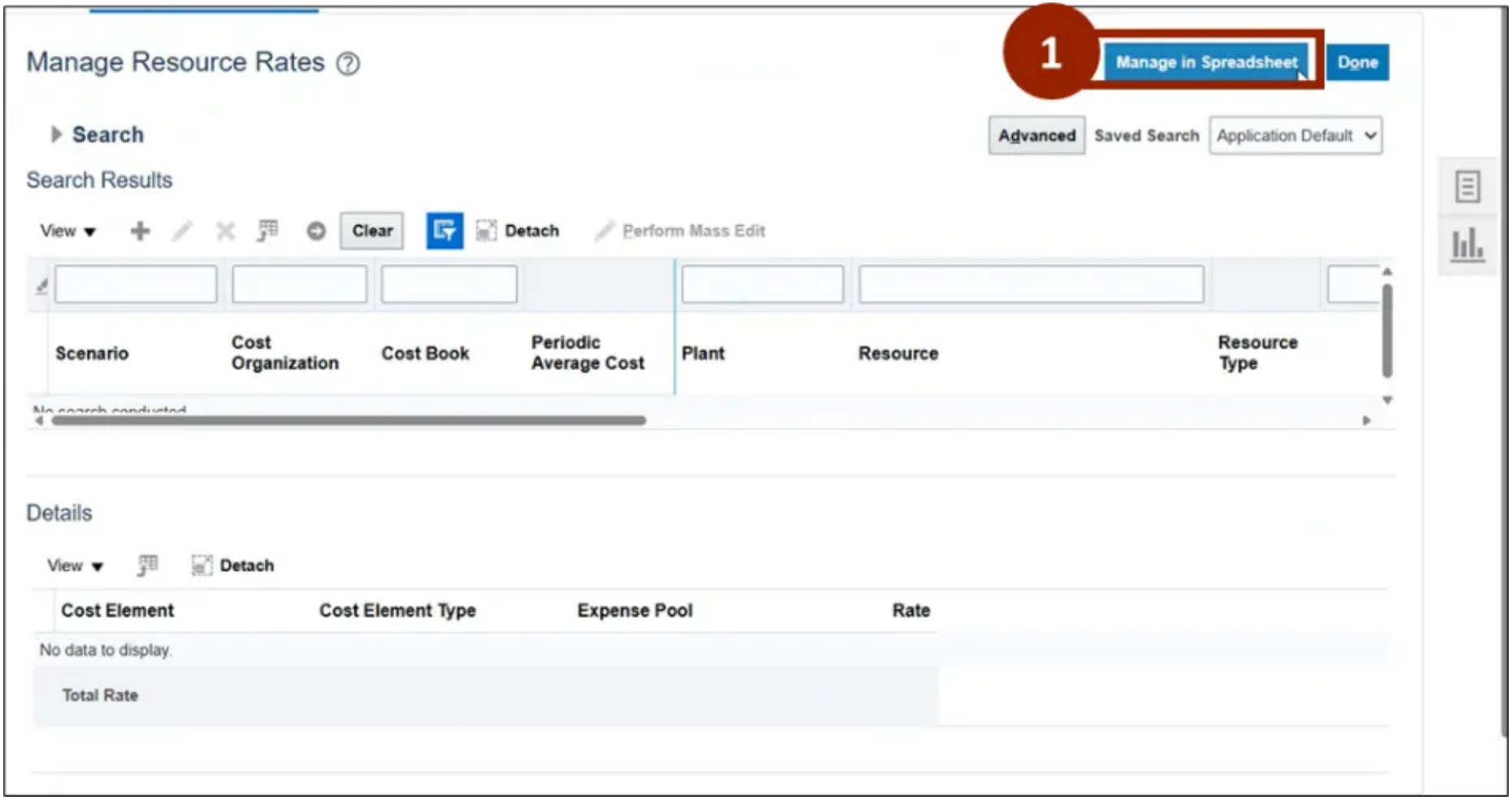


Manage Resource Rates in Spreadsheet

There are 15 steps to complete this process.

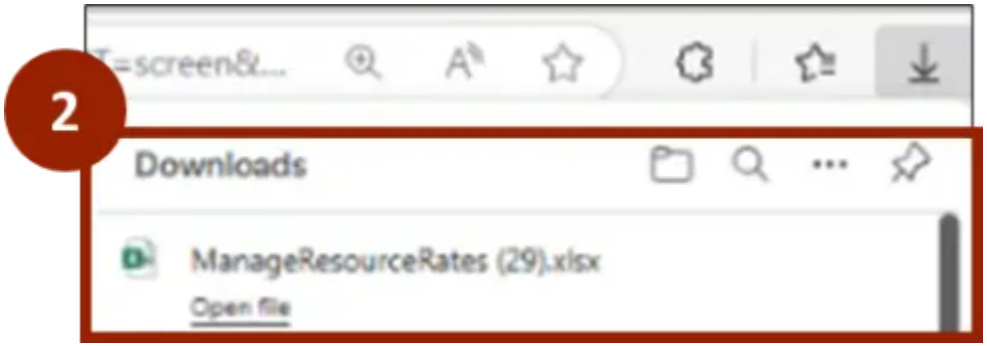
Step 1. Select **Manage in Spreadsheet** button to download the Manage Resource Rates file.

Image



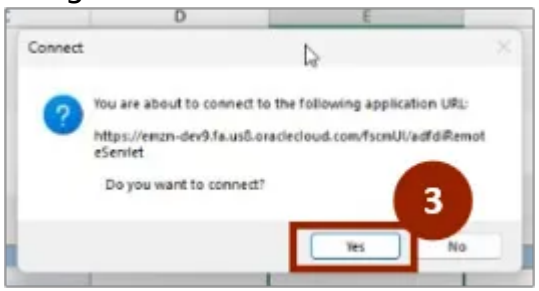
Step 2. Download and open the **Manage Resource Rates** spreadsheet and enable editing.

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.

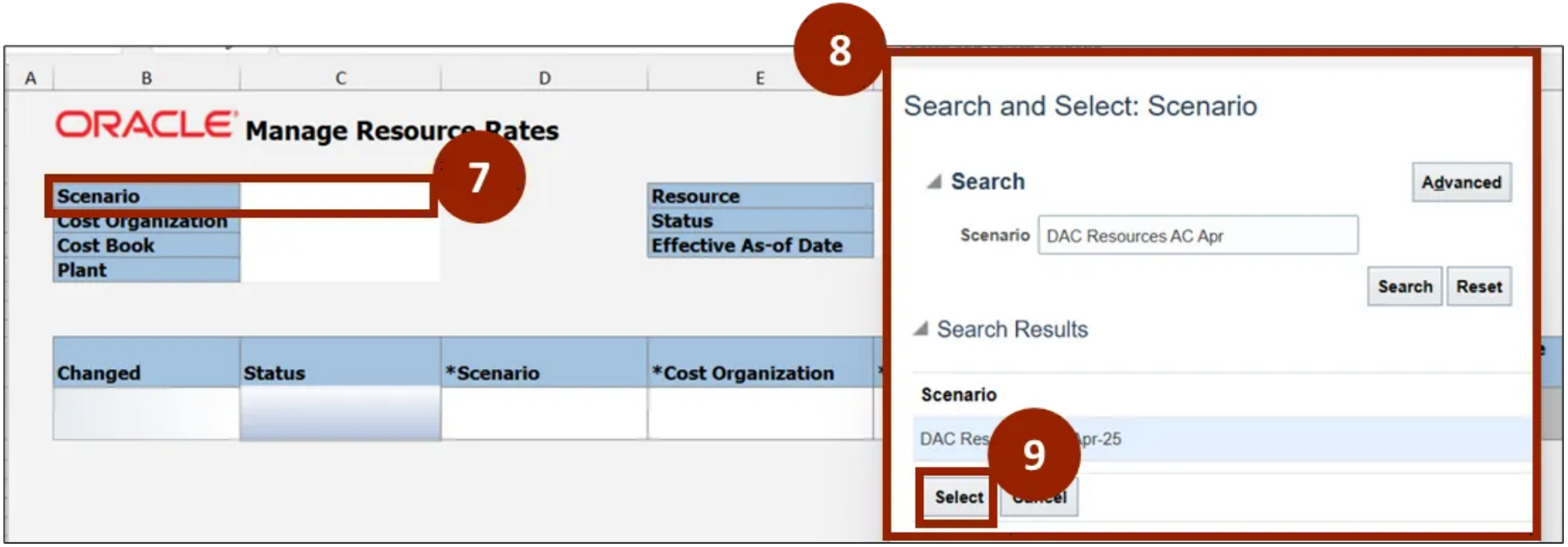
Step 6. Click **Next** then enter **password**.

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

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

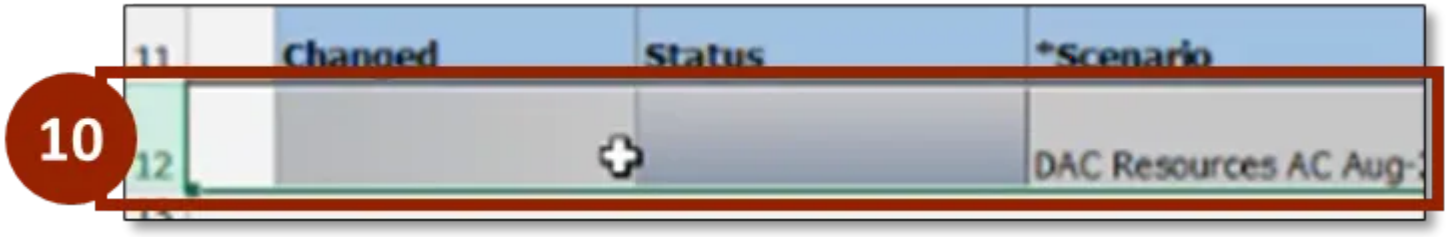
Step 9. Click **Select**.

Image



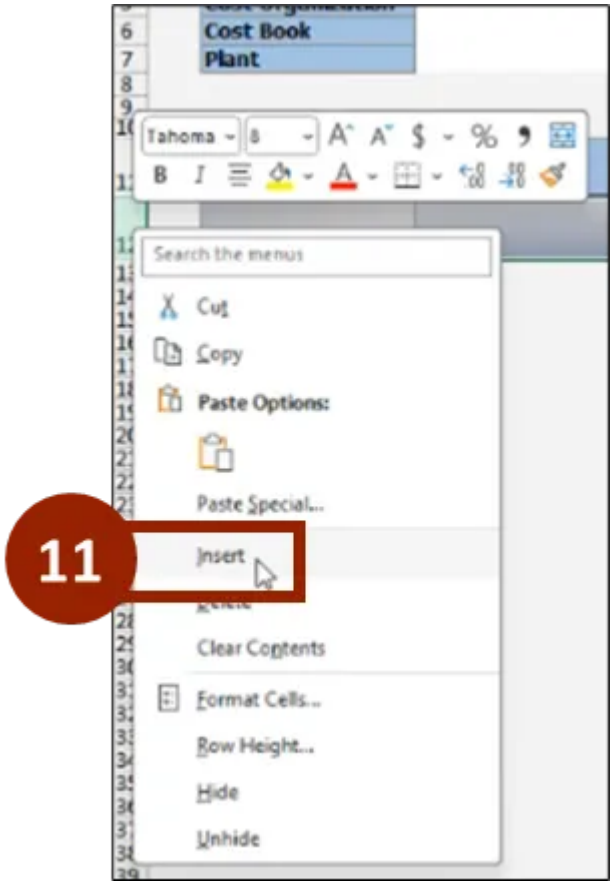
Step 10. Select the **entire row** by clicking on the cell number to the far left under the blue title row.

Image



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

Image

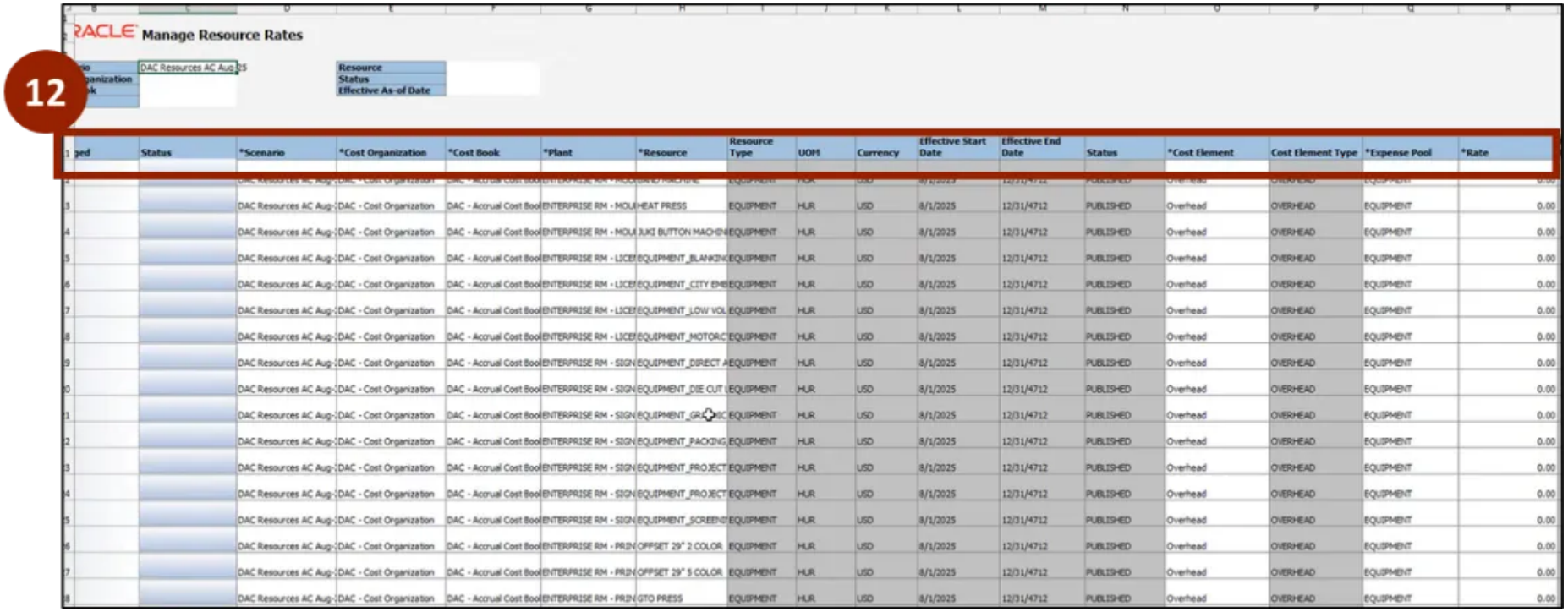


Step 12. Within the new rows enter the following information:

- 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.

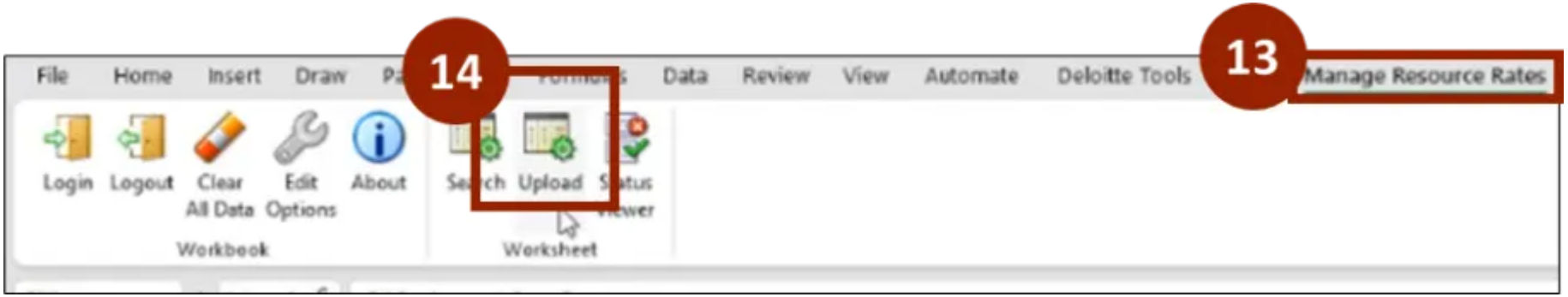
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Step 13. Select **Manage Resource Rates**.

Step 14. Select **Upload**.

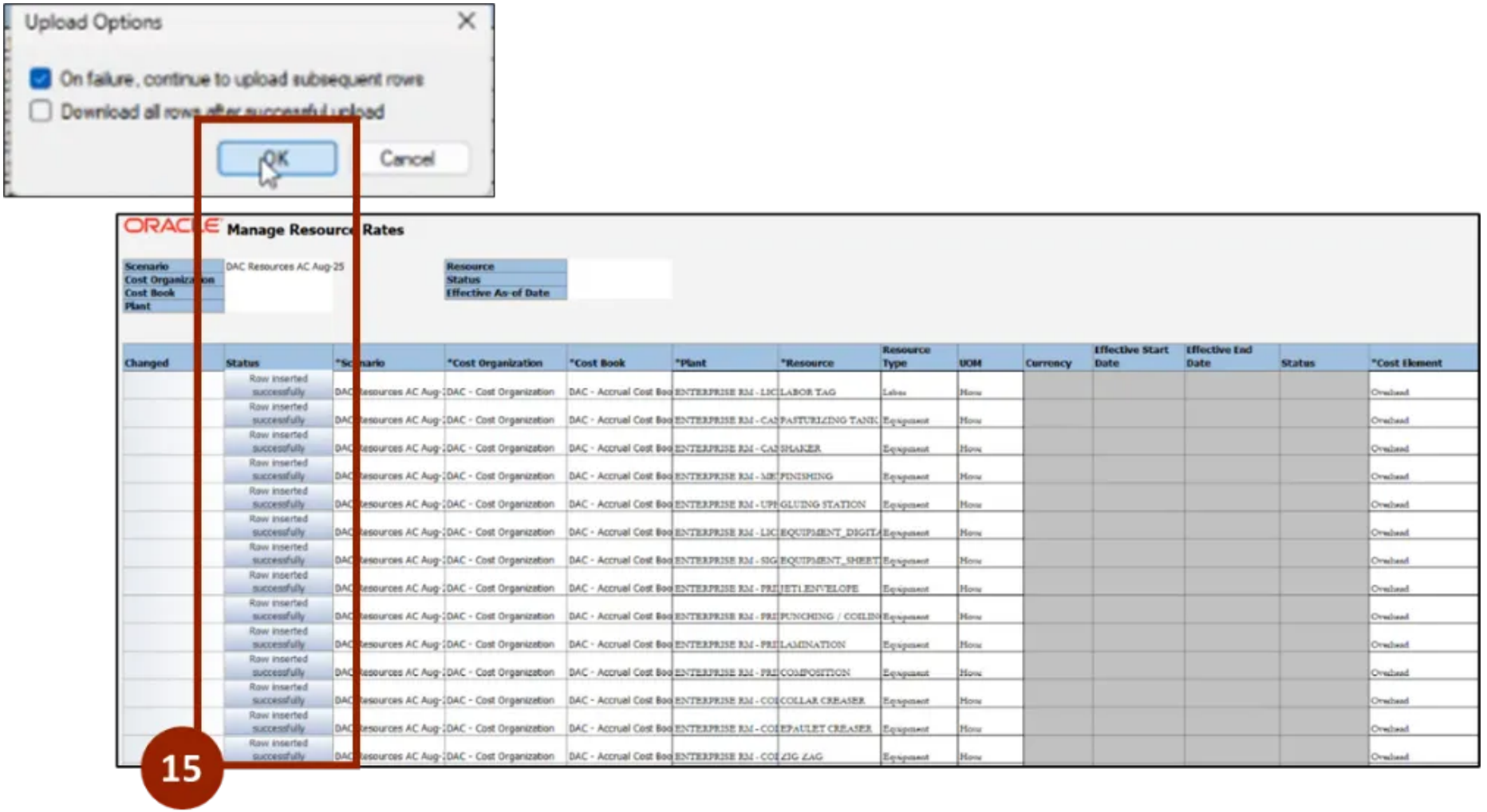
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Step 15. Select **OK** from the pop-up to view status of rows after import.

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

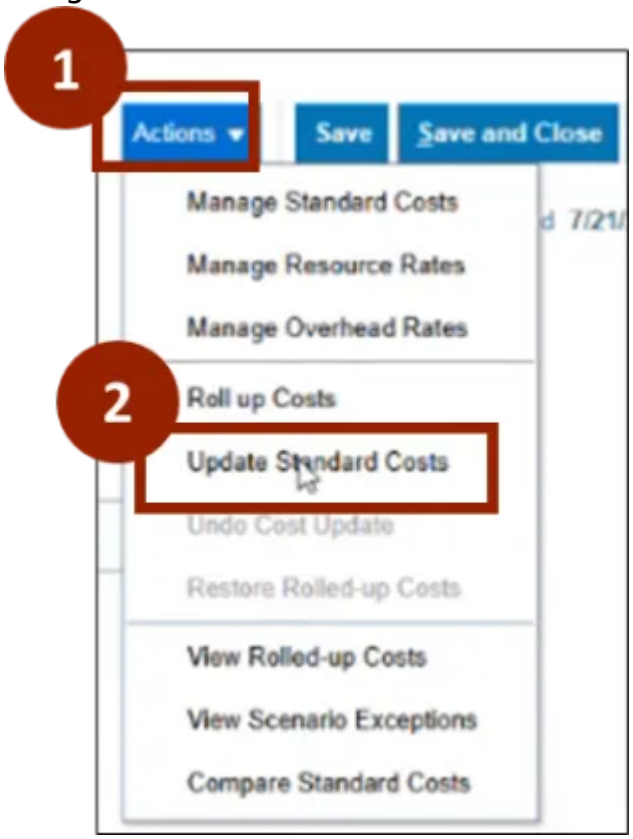
After cost scenario(s) are created and resource rates are added, the cost scenario should be published to view the manufacturing cost rate per unit.

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**.

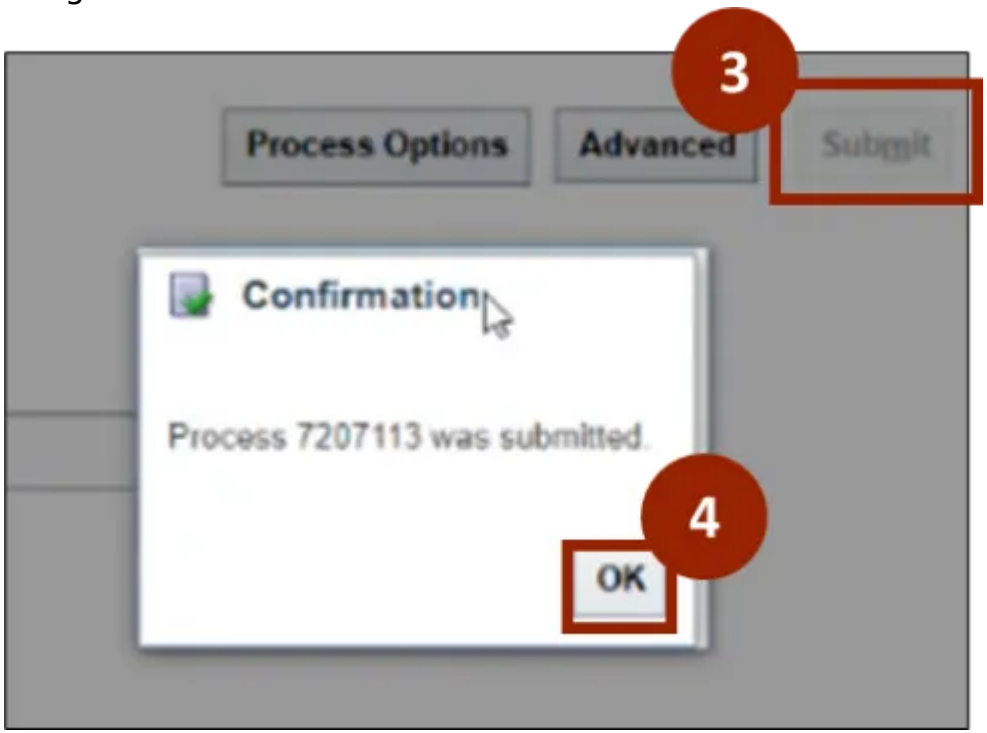
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Step 3. Select **Submit**.

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.

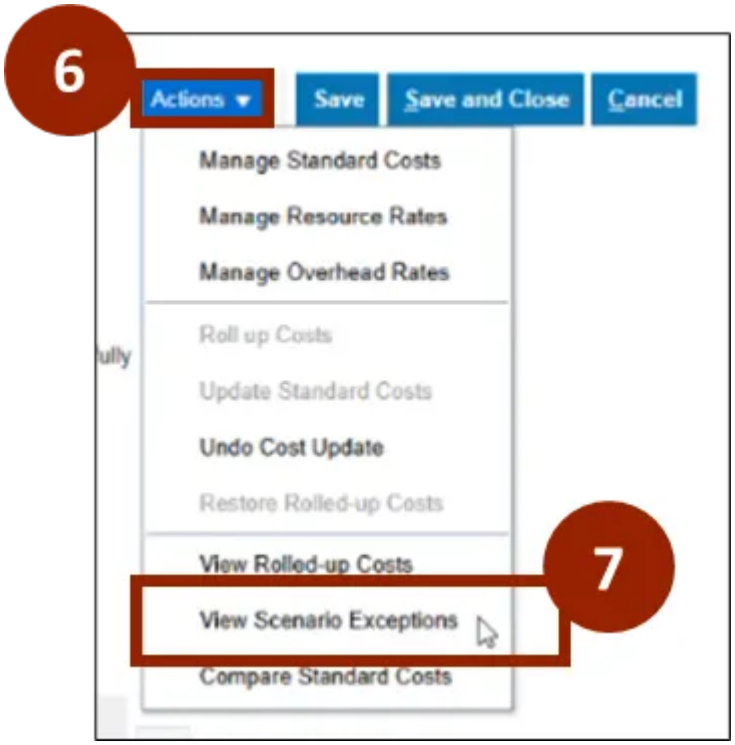
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Step 6. Select **Actions**.

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

Image



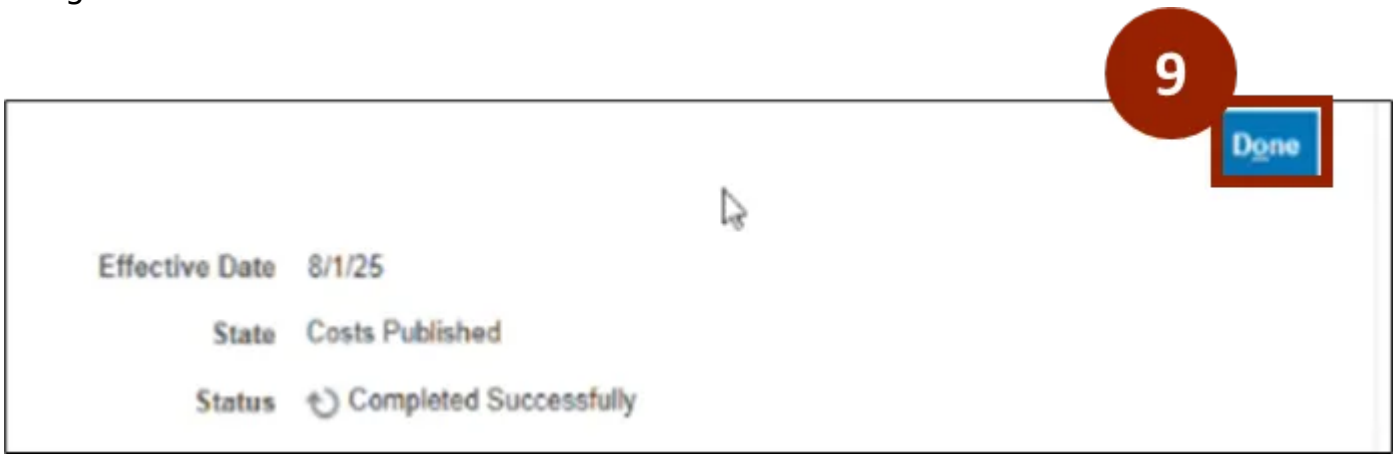
Step 8. In the Message field, click the **Information** icon to view errors and make corrections.

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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