



VIEW ITEM COSTS

INV

QUICK REFERENCE GUIDE INV-06

Purpose

The purpose of this Quick Reference Guide (**QRG**) is to provide a step-by-step explanation on how to View Item Costs in the North Carolina Financial System (**NCFS**).

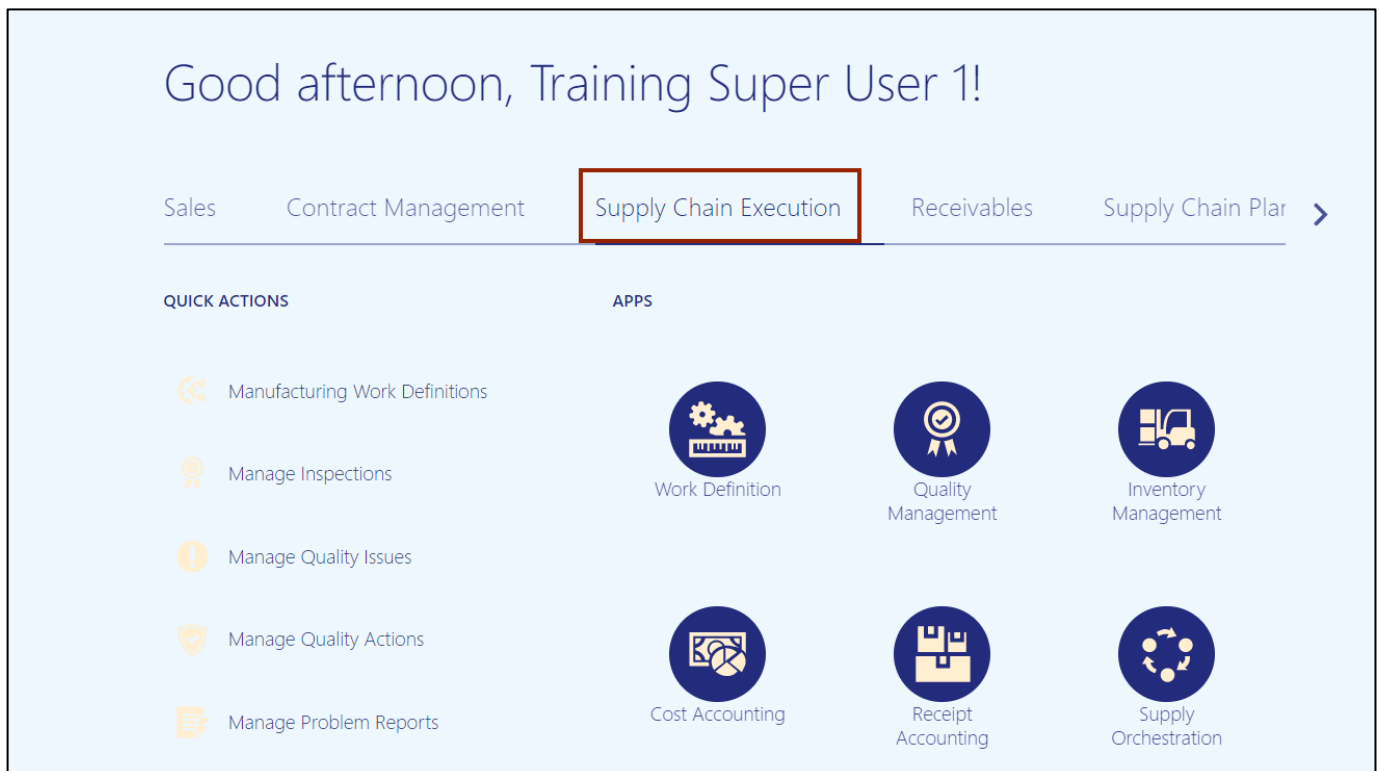
Introduction and Overview

This QRG covers the explanation on how to view item costs in **NCFS** which will enable you to generate and view item cost during a specific period.

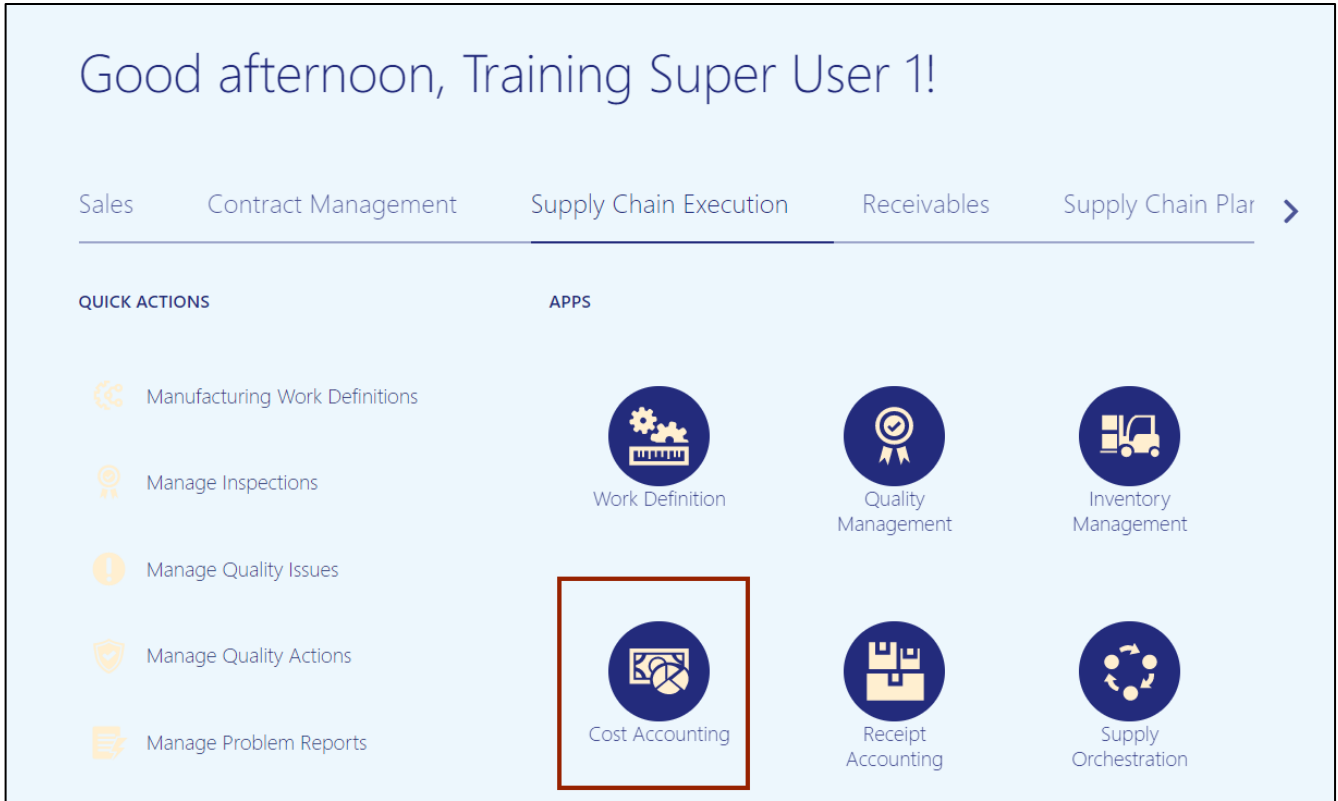
Generate Items Cost

To view item cost in NCFS, please follow the steps below:

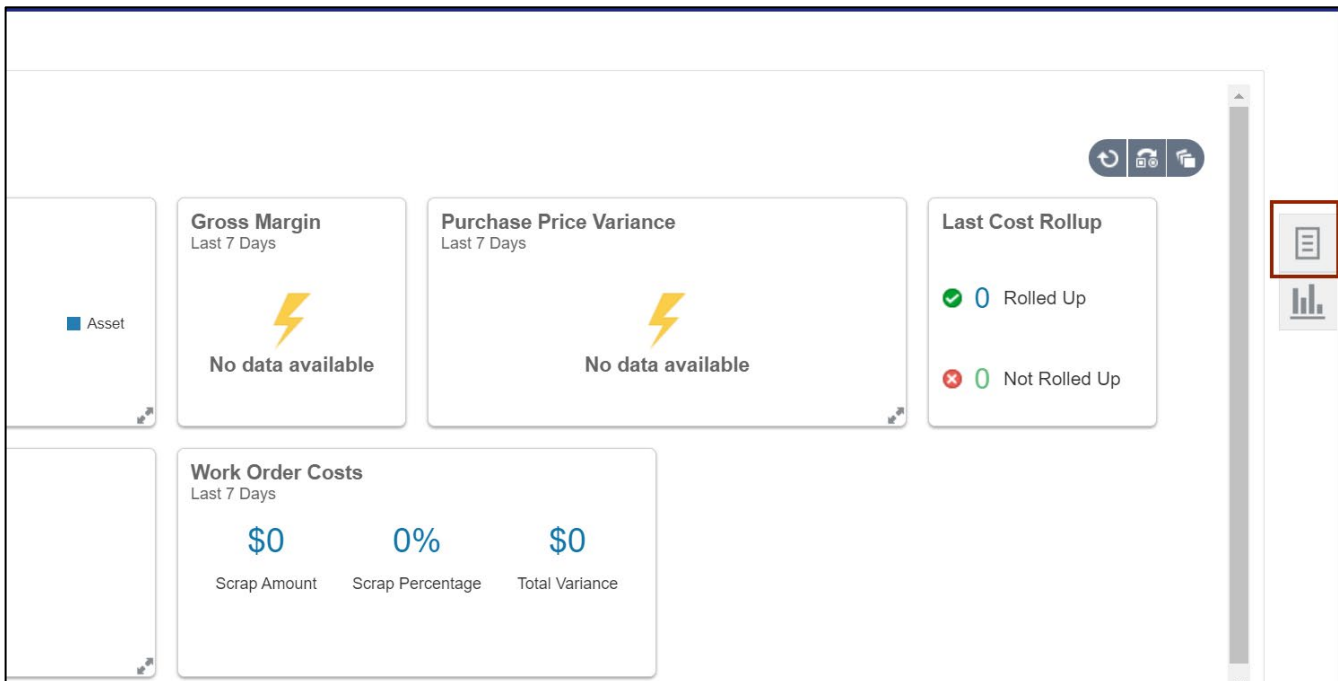
1. Log in to the NCFS portal with your credentials to access the system.
2. On the **Home** page, click the **Supply Chain Execution** tab.



3. Click the **Cost Accounting** app.



4. On the **Cost Accounting** page, click the **Tasks** icon.



5. Under **Items Cost** area, click **Review Item Costs**.

6. On the **Review Item Costs** page, enter the **Cost Organization** and any one field marked by** in the search criteria Section.

Note: Costs will be available across multiple books. It should be in sync across all the cost books.

7. Click the **Search** button.

Review Item Costs ? Done

Search Advanced Saved Search All Item Costs

** At least one is required

** Cost Organization

** Cost Book

** Item

Cost Method

Valuation Unit

Effective Cost Date

Search Reset Save...

8. Review details of the item costs.

Review Item Costs ? Done

Search Advanced Saved Search All Item Costs

Search Results

View

Cost Organization	Cost Book	Item	Item Description	Total Unit Cost	Effective Cost Date	UOM Name	Cost Profile
DPS - Cost Org...	DPS - Cash Cos...	0003646	BEEF ROAST, T...	4.03790 USD	11/19/22 12:00 AM	Pounds	DPS - Asset Cost Profile
DPS - Cost Org...	DPS - Cash Cos...	0003646	BEEF ROAST, T...	4.43430 USD	11/19/22 12:00 AM	Pounds	DPS - Asset Cost Profile
DPS - Cost Org...	DPS - Cash Cos...	0003646	BEEF ROAST, T...	3.81000 USD	11/19/22 12:00 AM	Pounds	DPS - Asset Cost Profile
DPS - Cost Org...	DPS - Cash Cos...	0003646	BEEF ROAST, T...	3.61960 USD	11/19/22 12:00 AM	Pounds	DPS - Asset Cost Profile
DPS - Cost Org...	DPS - Cash Cos...	0003646	BEEF ROAST, T...	4.43430 USD	11/19/22 12:00 AM	Pounds	DPS - Asset Cost Profile
DPS - Cost Org...	DPS - Cash Cos...	0003646	BEEF ROAST, T...	3.92820 USD	11/19/22 12:00 AM	Pounds	DPS - Asset Cost Profile
DPS - Cost Org...	DPS - Cash Cos...	0003646	BEEF ROAST, T...	3.66430 USD	11/19/22 12:00 AM	Pounds	DPS - Asset Cost Profile



9. Click the **Done** button to leave the page.

Review Item Costs **Done**

▶ Search Advanced Saved Search All Item Costs ▾

Search Results

View ▾ Format ▾ Freeze Detach Wrap Review Unit Cost Review Transaction Costs Compare (0)

Cost Organization	Cost Book	Item	Item Description	Total Unit Cost	Effective Cost Date	UOM Name	Cost Profile
DPS - Cost Org...	DPS - Cash Cos...	0003646	BEEF ROAST, T...	4.03790 USD	11/19/22 12:00 AM	Pounds	DPS - Asset Cost Profile
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Wrap-Up

View Item Costs using the steps above in NCFS.

Additional Resources

Virtual Instructor-Led Training (vILT)

- INV 105: Warehouse Management (vILT)
- INV 106: Warehouse Transactions (vILT)

Web-based Training (WBT)

- INV 001: Inventory Inquiry (WBT)
- INV 103: Warehouse Staff (WBT)
- INV 104: Warehouse Receiving (WBT)
- INV 110: Warehouse Approver (WBT)

