



COST MANAGEMENT SETUP

MFG

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

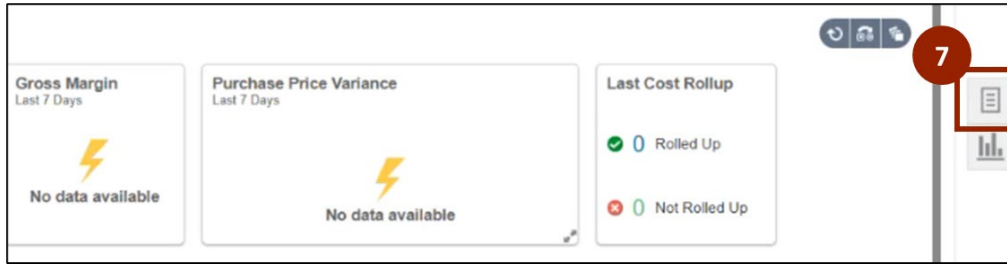
1. Click the **Company Single Sign-On (SSO)** button.
2. Enter your **dac.nc.gov** email address.
3. Click **Next**, then enter **password**.
4. Begin from the **Home** page, or click the **Home** icon.



5. On the **Home** page, select **Supply Chain Execution**.
6. Within the **Supply Chain Execution** tab, select **Cost Accounting**.



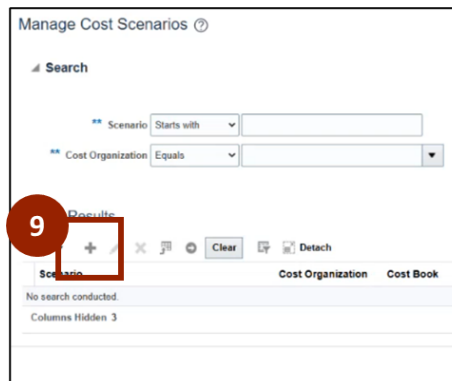
7. On the **Cost Accounting** Page, navigate to the **Tasks** icon.



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



9. On the **Manage Cost Scenario** Page, navigate to the + icon.



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.



Manage Resource Rates

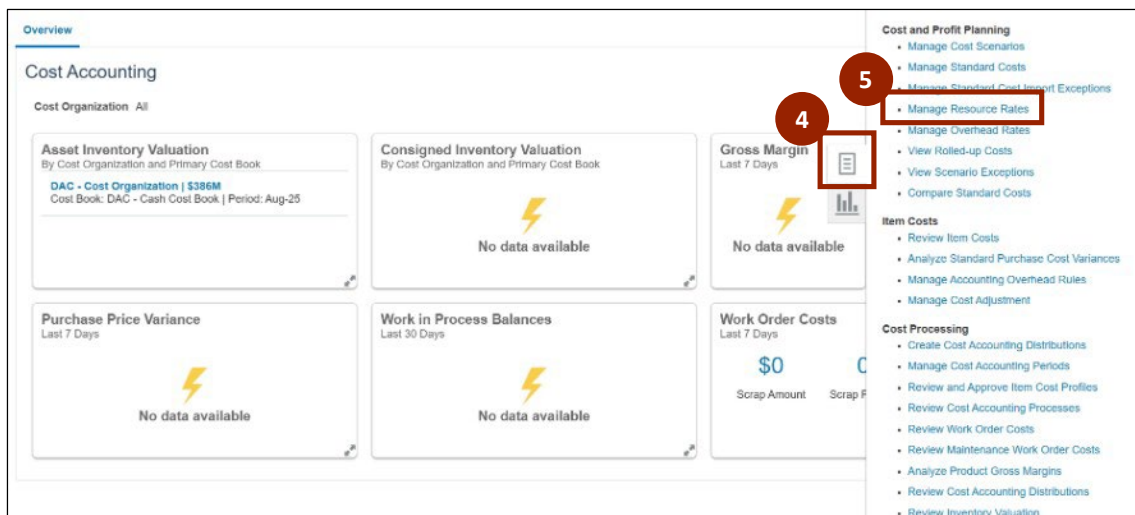
1. Begin from the **Home** page, or click the **Home** icon.



2. On the **Home** page, select **Supply Chain Execution**.
3. Within the **Supply Chain Execution** tab, select **Cost Accounting**.

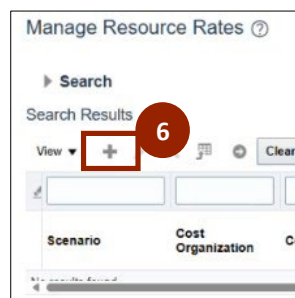


4. On the **Cost Accounting** Page, navigate to the **Tasks** icon.
5. Within the **Tasks** tab, select **Manage Resource Rates**.



To add resource rates individually:

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



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

- *Scenario*
- *Plant*
- *Resource*

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

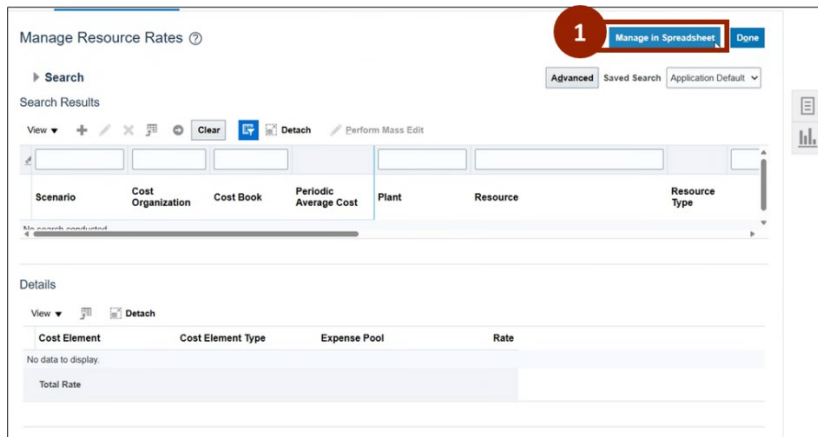
9. Within the new row select the appropriate from the following:

- *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.

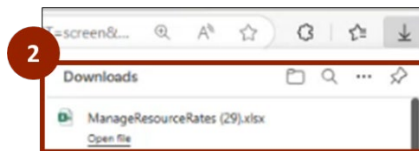
10. Click **Save and Close**.

Manage Resource Rates in Spreadsheet

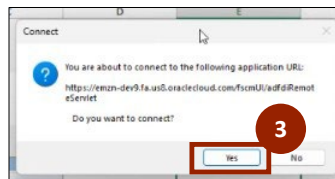
1. Select **Manage in Spreadsheet** button to download the Manage Resource Rates file.



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

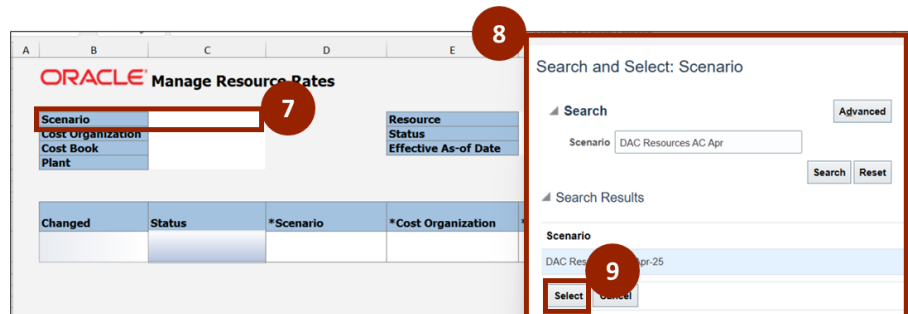


3. Click **Yes** from the pop-up window.

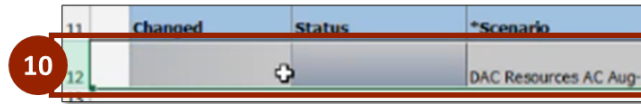


To continue, you may need to reenter your log in credentials:

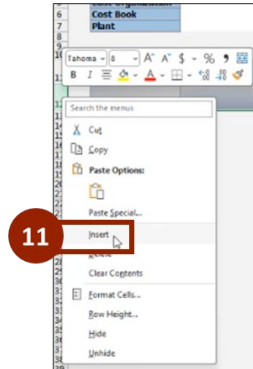
4. Click the **Company Single Sign-On (SSO)** button.
5. Enter your **dac.nc.gov** email address.
6. Click **Next** then enter **password**.
7. Double click in **Scenario** cell.
8. Manually enter **Scenario Name** and search **Cost Scenario**.
9. Click **Select**.



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



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



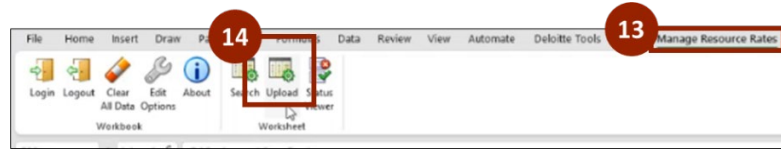
12. Within the new rows enter the following information:

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

12

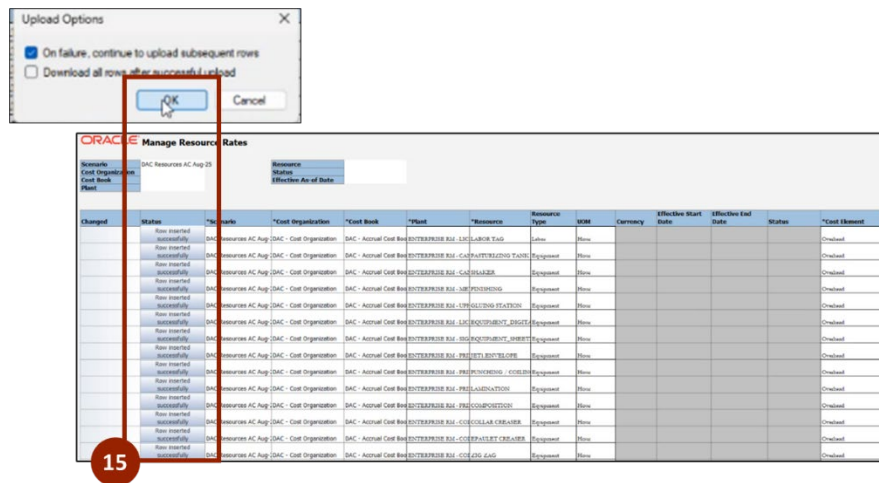
id	Status	*Scenario	*Cost Organization	*Cost Book	*Plant	*Resource	Resource Type	UOM	Currency	Effective Start Date	Effective End Date	Status	*Cost Element	Cost Element Type	*Expense Pool	*Rate
1		DAC Resources AC Aug	DAC - Cost Organization	DAC - Annual Cost Book	DAC - Annual Cost Book	DAC - Annual Cost Book	EQUIPMENT	HJR	USD	8/1/2025	12/31/4712	PUBLISHED	Overhead	Overhead	EQUIPMENT	0.00
2		DAC Resources AC Aug	DAC - Cost Organization	DAC - Annual Cost Book	DAC - Annual Cost Book	DAC - Annual Cost Book	EQUIPMENT	HJR	USD	8/1/2025	12/31/4712	PUBLISHED	Overhead	Overhead	EQUIPMENT	0.00
3		DAC Resources AC Aug	DAC - Cost Organization	DAC - Annual Cost Book	DAC - Annual Cost Book	DAC - Annual Cost Book	EQUIPMENT	HJR	USD	8/1/2025	12/31/4712	PUBLISHED	Overhead	Overhead	EQUIPMENT	0.00
4		DAC Resources AC Aug	DAC - Cost Organization	DAC - Annual Cost Book	DAC - Annual Cost Book	DAC - Annual Cost Book	EQUIPMENT	HJR	USD	8/1/2025	12/31/4712	PUBLISHED	Overhead	Overhead	EQUIPMENT	0.00
5		DAC Resources AC Aug	DAC - Cost Organization	DAC - Annual Cost Book	DAC - Annual Cost Book	DAC - Annual Cost Book	EQUIPMENT	HJR	USD	8/1/2025	12/31/4712	PUBLISHED	Overhead	Overhead	EQUIPMENT	0.00
6		DAC Resources AC Aug	DAC - Cost Organization	DAC - Annual Cost Book	DAC - Annual Cost Book	DAC - Annual Cost Book	EQUIPMENT	HJR	USD	8/1/2025	12/31/4712	PUBLISHED	Overhead	Overhead	EQUIPMENT	0.00
7		DAC Resources AC Aug	DAC - Cost Organization	DAC - Annual Cost Book	DAC - Annual Cost Book	DAC - Annual Cost Book	EQUIPMENT	HJR	USD	8/1/2025	12/31/4712	PUBLISHED	Overhead	Overhead	EQUIPMENT	0.00
8		DAC Resources AC Aug	DAC - Cost Organization	DAC - Annual Cost Book	DAC - Annual Cost Book	DAC - Annual Cost Book	EQUIPMENT	HJR	USD	8/1/2025	12/31/4712	PUBLISHED	Overhead	Overhead	EQUIPMENT	0.00
9		DAC Resources AC Aug	DAC - Cost Organization	DAC - Annual Cost Book	DAC - Annual Cost Book	DAC - Annual Cost Book	EQUIPMENT	HJR	USD	8/1/2025	12/31/4712	PUBLISHED	Overhead	Overhead	EQUIPMENT	0.00
10		DAC Resources AC Aug	DAC - Cost Organization	DAC - Annual Cost Book	DAC - Annual Cost Book	DAC - Annual Cost Book	EQUIPMENT	HJR	USD	8/1/2025	12/31/4712	PUBLISHED	Overhead	Overhead	EQUIPMENT	0.00
11		DAC Resources AC Aug	DAC - Cost Organization	DAC - Annual Cost Book	DAC - Annual Cost Book	DAC - Annual Cost Book	EQUIPMENT	HJR	USD	8/1/2025	12/31/4712	PUBLISHED	Overhead	Overhead	EQUIPMENT	0.00
12		DAC Resources AC Aug	DAC - Cost Organization	DAC - Annual Cost Book	DAC - Annual Cost Book	DAC - Annual Cost Book	EQUIPMENT	HJR	USD	8/1/2025	12/31/4712	PUBLISHED	Overhead	Overhead	EQUIPMENT	0.00
13		DAC Resources AC Aug	DAC - Cost Organization	DAC - Annual Cost Book	DAC - Annual Cost Book	DAC - Annual Cost Book	EQUIPMENT	HJR	USD	8/1/2025	12/31/4712	PUBLISHED	Overhead	Overhead	EQUIPMENT	0.00
14		DAC Resources AC Aug	DAC - Cost Organization	DAC - Annual Cost Book	DAC - Annual Cost Book	DAC - Annual Cost Book	EQUIPMENT	HJR	USD	8/1/2025	12/31/4712	PUBLISHED	Overhead	Overhead	EQUIPMENT	0.00
15		DAC Resources AC Aug	DAC - Cost Organization	DAC - Annual Cost Book	DAC - Annual Cost Book	DAC - Annual Cost Book	EQUIPMENT	HJR	USD	8/1/2025	12/31/4712	PUBLISHED	Overhead	Overhead	EQUIPMENT	0.00
16		DAC Resources AC Aug	DAC - Cost Organization	DAC - Annual Cost Book	DAC - Annual Cost Book	DAC - Annual Cost Book	EQUIPMENT	HJR	USD	8/1/2025	12/31/4712	PUBLISHED	Overhead	Overhead	EQUIPMENT	0.00
17		DAC Resources AC Aug	DAC - Cost Organization	DAC - Annual Cost Book	DAC - Annual Cost Book	DAC - Annual Cost Book	EQUIPMENT	HJR	USD	8/1/2025	12/31/4712	PUBLISHED	Overhead	Overhead	EQUIPMENT	0.00
18		DAC Resources AC Aug	DAC - Cost Organization	DAC - Annual Cost Book	DAC - Annual Cost Book	DAC - Annual Cost Book	EQUIPMENT	HJR	USD	8/1/2025	12/31/4712	PUBLISHED	Overhead	Overhead	EQUIPMENT	0.00

13. Select **Manage Resource Rates**.
14. Select **Upload**.



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

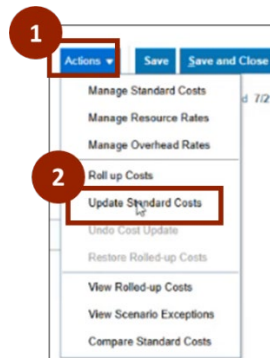
Note: Once rows are inserted successfully, return to the **NCFS** screen in your web browser to access the **Manage Resource Rates** screen.



Publish Cost Scenarios

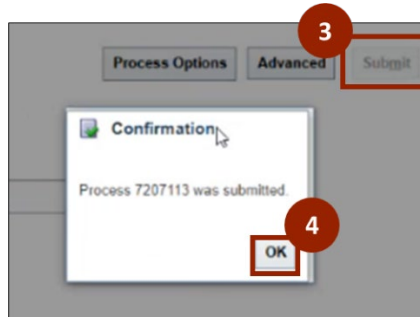
After cost scenario(s) are created and resource rates are added, the cost scenario should be published to view the manufacturing cost rate per unit. The upcoming slides will show how to publish cost scenarios:

1. From the **Manage Cost Scenario** screen, click **Actions**.
2. Select **Update Standard Costs**.

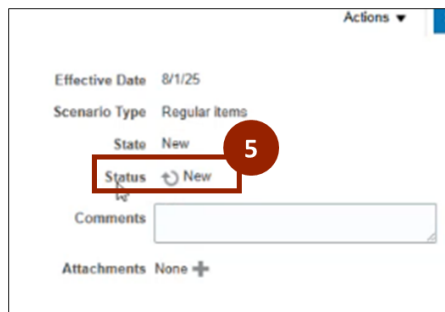


3. Select **Submit**.

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



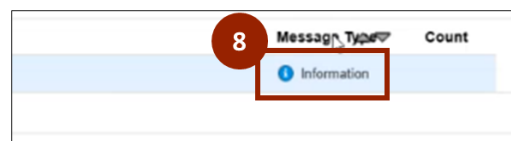
5. To verify successful completion, select the **refresh** icon by the status option to see *Completed Successfully*.



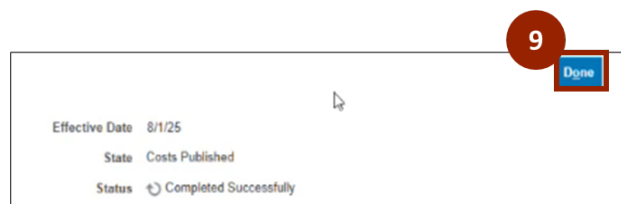
6. Select **Actions**.
7. Select **View Scenario Exceptions**.



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



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



10. Click **Save and Close**.



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