



COSTING ACCOUNTING PERIODS

MFG

QUICK REFERENCE GUIDE

Purpose

The purpose of this Quick Reference Guide (QRG) is to provide a step-by-step guide of how to execute the **Costing Accounting Periods** process in the North Carolina Financial System (NCFS).

Introduction and Overview

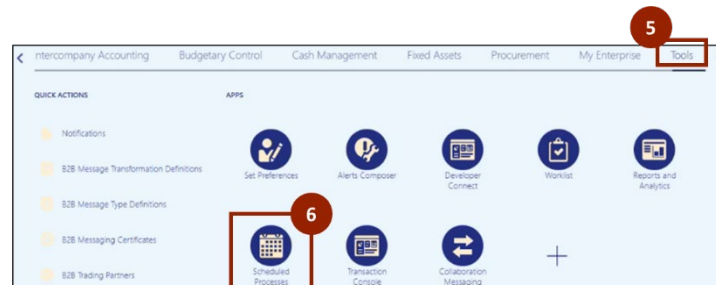
This QRG covers the process of **Costing Accounting Periods**. This process provides information on how to Run report to view costing account balances, identify exceptions and errors in cost accounting periods using reports and review cost accounting distributions processes and exceptions.

Subledger Period Close Exceptions Report

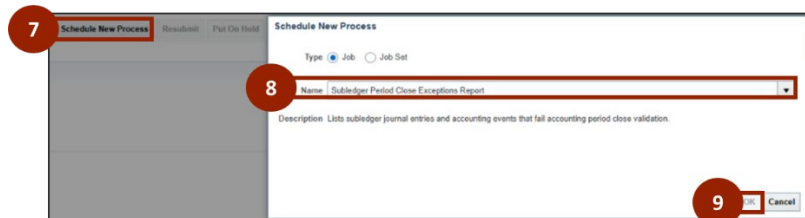
1. Log in to the NCFS portal using the **Company Single Sign-On (SSO)** button.
2. Enter your **dac.nc.gov** email address.
3. Click **Next**, then enter your **password**.
4. Begin from the **Home** page, or click the **Home** icon.



5. On the **Home** page, Select **Tools**.
6. Within the **Tools** tab, select **Scheduled Processes**.



7. Select **Schedule New Process**.
8. Type into the **Name** box **Subledger Period Close Exceptions Report**.
9. Select **OK**.



10. On the **Process Details** screen, Input and/or select the appropriate option from the following:

- *Journal Source*: Select **Cost Accounting**
- *Ledger*: Select the **appropriate ledger**
- *From Accounting Period*
- *To Accounting Period*

11. Select **Submit**.

12. Select the **Refresh** icon.

13. Select and highlight the succeeded row **Subledger Period Close Exceptions Report**.

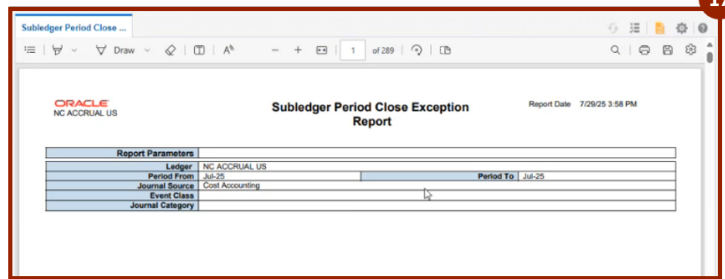
14. Select **Republish**.

Output Name	Template	Format	Locale	Time Zone	Calendar	Status	Send
Default Document	Subledger Period Close Exceptions Report	PDF	English (United States)	(UTC-05:00) New York - Eastern Time (ET)		✓	

15. Select the **Report** icon.

16. Select **PDF**.

17. Scroll to view the entire **Subledger Period Close Exceptions Report**.



Period Costing Accounting Balances by Supporting References Report

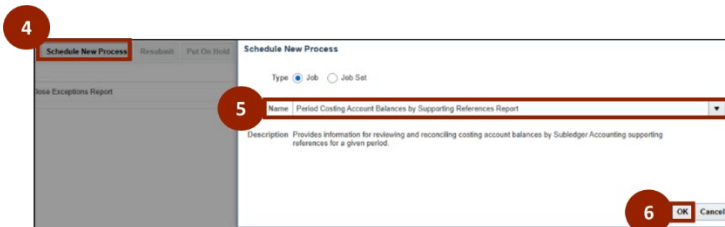
1. Begin from the **Home** page, or click the **Home** icon.



2. On the **Home** page, select **Tools**.
3. Within the **Tools**, select **Scheduled Processes**.



4. Select **Schedule New Process**.
5. Type into the **Name** box **Period Costing Account Balances by Supporting References Report**.
6. Select **OK**.



7. On the **Process Details** screen, Input and/or select the appropriate option from the following:
 - *Summarization Level*
 - *Primary Ledger*: Select **Yes** to filter by primary ledger or select **No** to show results from non-primary ledgers
 - *Ledger*: Select the appropriate ledger
 - *Period*
 - *Accounting Line Type*: Select **Inventory Valuation**
8. Select **Submit**.

Process Details

This process will be queued up for submission at position 1

Process Options Advanced **Submit** Cancel

Name: Period Costing Account Balances by Supporting R...
 Description: Provides information for reviewing and reconcil...
 Schedule: As soon as possible
 Submission Notes:

Basic Options

Parameters

* Summarization Level: Accounting line type and account
 * Primary Ledger: No
 * Ledger: NC ACCRUAL US
 Cost Organization: DAC - Cost Organization
 Cost Book: DAC - Accrual Cost Book
 * Period: Jul-25
 * Accounting Line Type: Inventory Valuation
 Account Range: 3 Filter Conditions Defined
 Exclude Accounts with No Activity: No

9. Select the **Refresh** icon.
10. Select and highlight the **Succeeded** row **Period Costing Account Balances by Supporting References Report**.
11. Select **Republish**.

Actions View Schedule New Process Resubmit Put On Hold Cancel Process Release Process View Log

Name	Process ID	Status
Purge Prior Cost Accounting Process Errors	7256136	Succeeded
Period Costing Account Balances by Supporting References Report	7256121	Succeeded

Process Details Status Details

Period Costing Account Balances by Supporting References Report, 7256121

Status: Succeeded Schedule Start: 7/29/25 4:00 PM EDT External Job Type: BIP Job External Job Status: NA

Log
 Attachment: ESS_t_7256121 (1 more...)

Output

Output & Delivery

XML Data: **Republish**

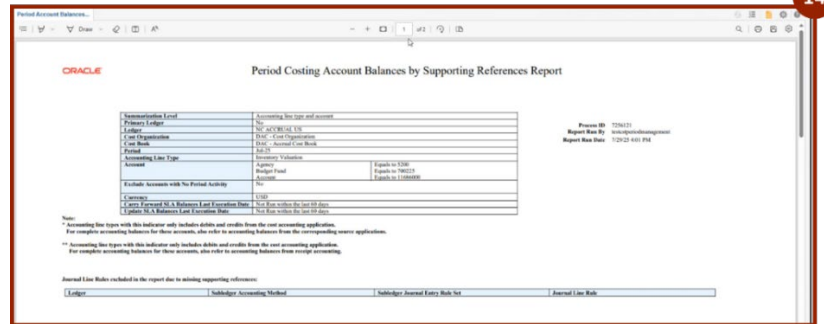
Output Name	Template	Format	Locale	Time Zone	Calendar	Status	Send
Default Document	Period Account Balances Report	XLXS	English (United States)	(UTC-05:00) New York - Eastern Time (ET)		✓	

12. Select the **Report** icon.
13. Select **PDF**.

Period Account Balances...

HTML PDF RTF

14. Scroll to view the entire **Period Costing Account Balances by Supporting References Report**.



Cost Accounting Processes

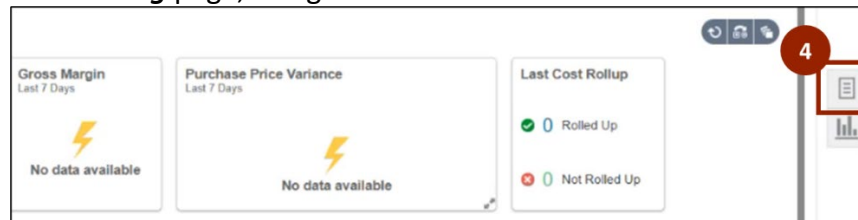
1. Begin from the **Home** page, or click the **Home** icon.



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 **Task** icon.



5. Within the **Task** tab, select **Review Cost Accounting Processes**.



6. On the **Review Cost Accounting Processes** screen, input and/or select the appropriate option from the following:
 - *Run Control*: Select **DAC Run Control**
 - *Process ID*
 - *Message Type*: Select **Error, Warning**
7. Select **Search**.

8. View **Exceptions Search Results Area**.
9. Select **Done**.

Run Control	Process ID	Processor	Message Type	Cost Organization	Cost Book	Message	Record Count
DAC Run Control	7255554	Preprocessor	Error	DAC - Cost Organization	DAC - Cash Cost Book	Mapping does not exist for component mapping group code DAC - INV Cost Component and set name Common Set and cost comp...	2
DAC Run Control	7255554	Preprocessor	Error	DAC - Cost Organization	DAC - Accrual Cost Book	Mapping does not exist for component mapping group code DAC - INV Cost Component and set name Common Set and cost comp...	2
DAC Run Control	7255554	Preprocessor	Error	DAC - Cost Organization	DAC - Mod Accrual Cost1	Mapping does not exist for component mapping group code DAC - INV Cost Component and set name Common Set and cost comp...	2
DAC Run Control	7255554	Cost processor	Warning	DAC - Cost Organization	DAC - Cash Cost Book	This issue transaction is fully coded but not yet fully depleted because there are unresolved negative inventory quantities.	1
DAC Run Control	7255554	Cost processor	Warning	DAC - Cost Organization	DAC - Mod Accrual Cost1	This issue transaction is fully coded but not yet fully depleted because there are unresolved negative inventory quantities.	1
DAC Run Control	7255554	Cost processor	Warning	DAC - Cost Organization	DAC - Accrual Cost Book	This issue transaction is fully coded but not yet fully depleted because there are unresolved negative inventory quantities.	1

Wrap-Up

NCFS users can reference the **Costing Accounting Periods** using the steps above.

Additional Resources

Virtual Instructor Led Training (vILT)

- MFG111: Manage Costing 2