



SUBLEDGER ACCOUNTING

MFG

Purpose

The purpose of this Quick Reference Guide (**QRG**) is to provide a step-by-step guide of how to navigate **subledger accounting** in the North Carolina Financial System (**NCFS**).

Introduction and Overview

This QRG covers the process for navigating subledger accounting in NCFS.

Review Journal Entries Screen Navigation

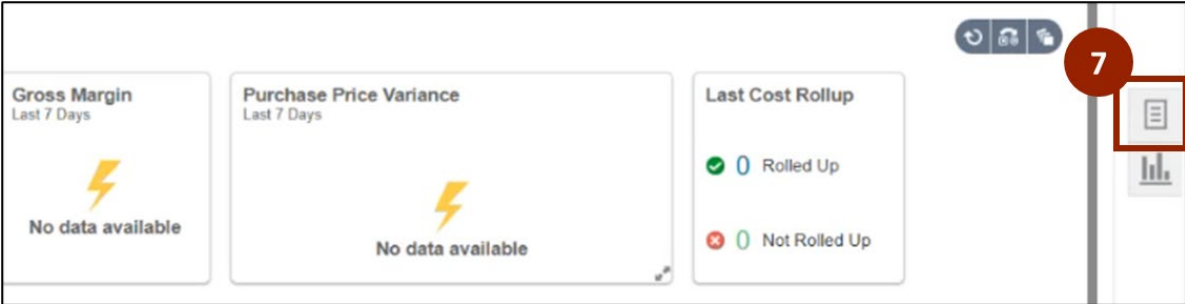
1. Click the **Company Single Sign-On (SSO)** button.
2. Enter your **dac.nc.gov** email address.
3. Click **Next** then enter your **password**.
4. Begin from the **Home** page, or click the **Home** icon.



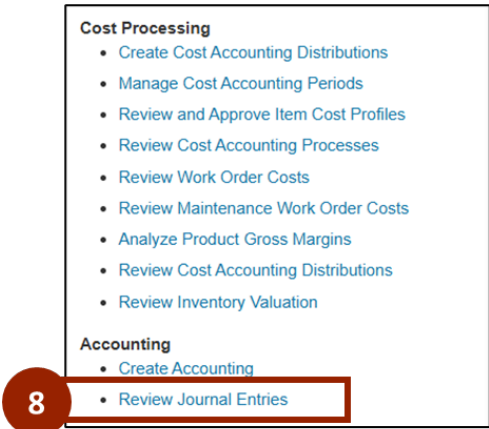
5. On the **Home** page, select **Supply Chain Execution**.
6. Within the **Supply Chain Execution** tab, select **Cost Accounting**.



7. On the **Cost Accounting** page, navigate to the **Task** icon.



8. Within the **Task** tab, select **Review Journal Entries**.

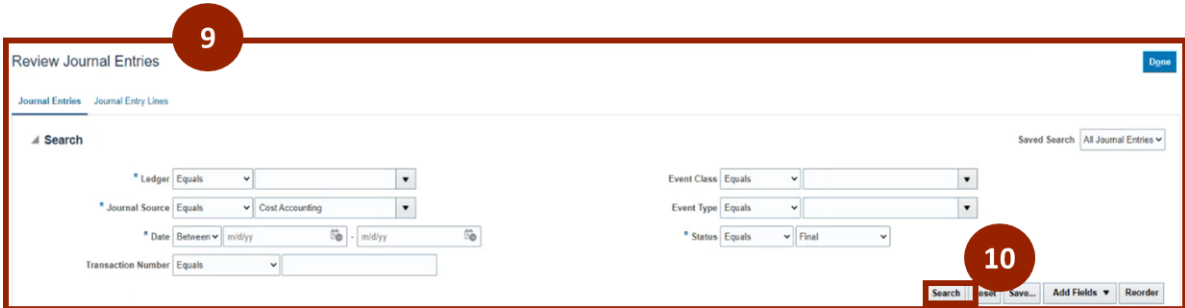


9. On the **Review Journal Entries** screen, input and/or select the appropriate options from the following:

- *Ledger*: Select the **appropriate ledger**
- *Journal Source*: Select **Cost Accounting**
- *Date*
- *Event Class*

Note: Select the *Event Class* to narrow the search for specific transactions types, such as Sales Order Issue or WIP Material Transactions.

10. Select **Search**.



11. Select a **row** to view more details and journal entries.

Review Journal Entries

Journal Entries Journal Entry Lines

Search

View Format Find Detach

Accounting Date Transaction Number Journal Category Status Event Class Event Type Entry Description

7/29/25 239 Sales Order Issue Final Sales Order Issue COGS Recognition

7/29/25 242 Sales Order Issue Final Sales Order Issue Sales Order Issue

7/29/25 242 Sales Order Issue Final Sales Order Issue Sales Order Issue

12. Scroll down to view **Journal Entries** associated with highlighted row.

Journal Summary Transaction Summary

View Journal Entry

Ledger: NC-ACCUAL US

Accounting Date: 7/29/25

Balance Type: Actual

Journal Category: Sales Order Issue

Status: Final

Entry Description

Lines

View

Print

Copy

Line	Account	Accounting Class	Accounted (USD)
			DebitCredit
1	5200-790225-53800001-52000000-00000000-00000000-00000000-00000000	Deferred cost of go.	88.67
2	5200-790225-53800001-52000000-00000000-00000000-00000000-00000000	Deferred cost of go.	88.67
3	5200-790225-71600009-52000000-00000000-00000000-00000000-00000000	Inventory valuation	88.67
4	5200-790225-71600009-52000000-00000000-00000000-00000000-00000000	Inventory valuation	88.67
Total			187.34187.34

13. Select **Transaction Summary** tab to view details such as item number, quantity, and warehouse.

14. Select **View Transactions**.

Journal Summary Transaction Summary

Cost Organization: DAC - Cost Organization Transaction Date: 7/29/25

Inventory Organization: 428136R Valuation Unit: DACCO-428136R

Cost Book: DAC - Accrual Cost Book Sales Order: 242

Item: 0022105

Quantity: -12

UOM: EACH

15. View the *Cost Transactions* for the selected Journal Entry.

16. Select **Done**.

Review Cost Accounting Distributions

* Search By: Classic Search

Search Results: Cost Transactions

View Format Find Detach View Details

Transaction Details: Costing Details

Cost Organization	Cost Book	Subinventory	Costing Status	Accounting Status	Item	Item Description	Resource	Type	Number	Date	Transaction Quantity or Amount	Transaction UOM
DAC - Cost Organization	DAC - Accr...		Fully costed	Final accounted	0022105	CUSTOM OVE...		COGS Recognition	24003 - 100%	7/29/25 12:00 AM	-12	EACH

Wrap-Up

NCFS users can navigate ***subledger accounting*** by following the steps outlined above.

Additional Resources

Instructor Led Training (ILT)

- MFG111 – Manage Costing 2