



MAINTAIN OR ADJUST ITEM COSTS

QUICK REFERENCE GUIDE INV-04

INV

Purpose

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

Introduction and Overview

This QRG covers how to maintain or adjust item costs in NCFS.



User Tip:

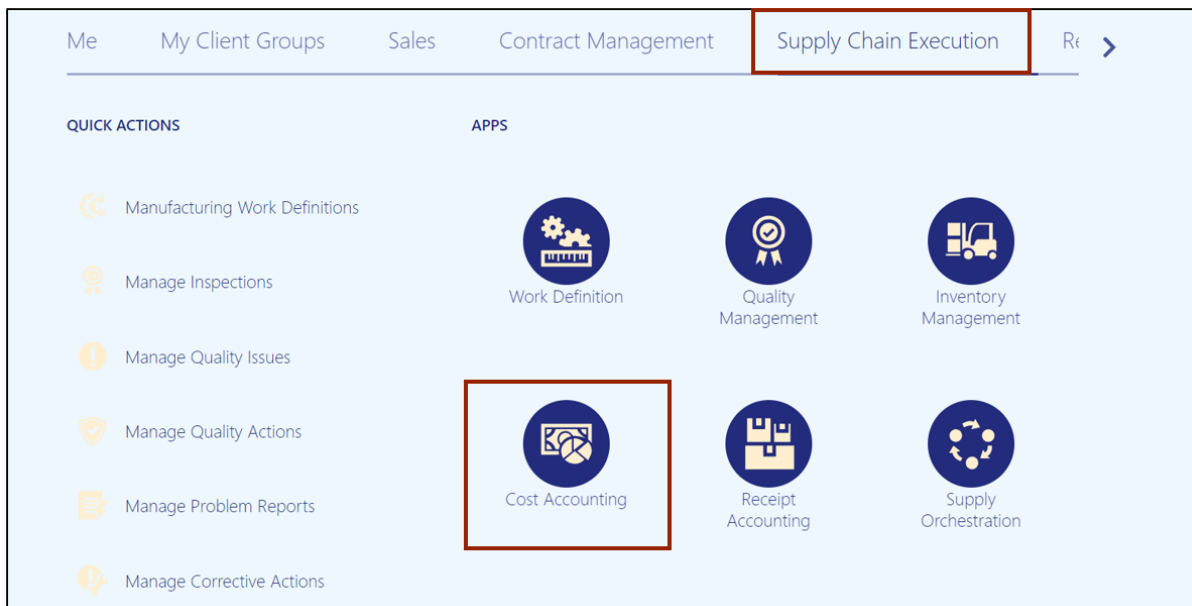
The following are prerequisites to maintain or adjust item costs:

1. Cost Accountant views the average cost of Item(s) in inventory and the daily average cost change report.

Maintain or Adjust Item Costs

To maintain and adjust item cost in NCFS, please follow the steps below:

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



3. Click the **Tasks []** icon. In the **Item Costs** section, click **Manage Cost Adjustment**.

The screenshot shows the 'Cost Accounting' overview page. It features several data widgets: 'Inventory Valuation' at \$48.47M, 'Gross Margin' (No data available), 'Purchase Price Variance' (No data available), 'Work in Process Balances' (No data available), and 'Work Order Costs' (\$0 Scrap Amount, 0% Scrap Percentage, \$0 Total Variance). A 'Tasks []' icon is highlighted in the Purchase Price Variance widget. The right sidebar contains navigation links for 'Cost and Profit Planning', 'Item Costs', and 'Cost Processing'. The 'Item Costs' section has 'Manage Cost Adjustment' highlighted with a red box.

4. In the **Cost Adjustments** field, click the **Create** radio button. From the **Cost Adjustment Type** drop-down choice list, select **Perpetual Average Item Cost**. Click the **Next** button.

The screenshot shows the 'Manage Cost Adjustment' form. At the top, there is a progress bar with four steps: 1. Select, 2. Search, 3. Adjust, and 4. Review and Submit. Below the progress bar, the 'Cost Adjustments' field has two radio buttons: 'Create' (selected) and 'Edit'. The 'Cost Adjustment Type' dropdown menu is set to 'Perpetual Average Item Cost'. At the bottom right, there are buttons for 'Back', 'Next' (highlighted with a red box), 'Void', 'Save and Close', and 'Submit'.

- In **Search: Perpetual Average Item Cost** section, enter the **Cost Organization**, **Cost Book**, and **Item** details. Click the **Search** button.

Overview **Manage Cost Adjustment** x

Progress: 1 Select → **2 Search** → 3 Adjust → 4 Review and Submit

Create Cost Adjustments: Perpetual Average Item ... ?

Buttons: Back Next Void **Save and Close** Submit

Search: Perpetual Average Item Cost Advanced Saved Search All Perpetual Average Item Costs v

* Required

* Cost Organization Equals DHHS - Cost Organization

* Cost Book Equals DHHS - Cash Cost Book

* Item Equals 3000322

Buttons: **Search** Reset Save...

- Select the **Item Record** link.

Overview **Manage Cost Adjustment** x

Progress: 1 Select → **2 Search** → 3 Adjust → 4 Review and Submit

Create Cost Adjustments: Perpetual Average Item Cost ?

Search: Perpetual Average Item Cost Advanced Saved Search All Perpetual Average Item Costs v

Search Results: Perpetual Average Item Cost

Actions View Detach

Cost Organization	Cost Book	Item	Valuation Unit	Total Unit Cost	Cost Date	Cost Profile
DHHS - Cost Or...	DHHS - Cash C...	3000322	DHHSCO-31MAIN	25.63310 USD	11/19/22 12:00 AM	DHHS - Asset Cost Profile
DHHS - Cost Or...	DHHS - Cash C...	3000322	DHHSCO-37CE...	35.96300 USD	11/19/22 12:00 AM	DHHS - Asset Cost Profile
DHHS - Cost Or...	DHHS - Cash C...	3000322	DHHSCO-34MAIN	25.66500 USD	11/19/22 12:00 AM	DHHS - Asset Cost Profile

Rows Selected 1

- Click the **Done** button.

Overview **Manage Cost Adjustment** x

Progress: 1 Select → **2 Search** → 3 Adjust → 4 Review and Submit

Create Cost Adjustments: Perpetual Average Item Cost ?

Search: Perpetual Average Item Cost Advanced Saved Search All Perpetual Average Item Costs v

Search Results: Perpetual Average I

Actions View Detach

Valuation Unit Details: DHHSCO-31MAIN

Cost Organization DHHS - Cost Organization

Cost Book DHHS - Cash Cost Book

Valuation Unit DHHSCO-31MAIN

Description Automatically Created

Valuation Structure Code NC Inventory Asset

Description

Valuation Structure Type ASSET

Flexfield Structure COST_ORG_INV_ORG

Valuation Structure Mode Both auto and manual

Segment Values

Account Code	Values
Cost Organization-Inventory Organization	DHHSCO-31MAIN

Buttons: **Done**

8. Click the **Next** button.

Overview **Manage Cost Adjustment** x

✓ — 2 — ✓ — 4
 Select — Search — Adjust — Review and Submit

Create Cost Adjustments: Perpetual Average Item Cost ?

Back Next Void Save and Close Submit

▶ Search: Perpetual Average Item Cost

Advanced Saved Search All Perpetual Average Item Costs

Search Results: Perpetual Average Item Cost

Actions View View Detach

Cost Organization	Cost Book	Item	Valuation Unit	Total Unit Cost	Cost Date	Cost Profile
DHHS - Cost Or...	DHHS - Cash C...	3000322	DHHSCO-31MAIN	25.63310 USD	11/19/22 12:00 AM	DHHS - Asset Cost Profile
DHHS - Cost Or...	DHHS - Cash C...	3000322	DHHSCO-37CE...	35.98360 USD	11/19/22 12:00 AM	DHHS - Asset Cost Profile
DHHS - Cost Or...	DHHS - Cash C...	3000322	DHHSCO-34MAIN	25.66500 USD	11/19/22 12:00 AM	DHHS - Asset Cost Profile

Rows Selected: 1

9. Select **Manual Adjustment** from the *Reason Code* drop-down choice list. Select the **Adjustment Date** as the current date of the Cost Adjustment. Enter the new cost, amount change or percent change details in *Valuation Unit: Cost Details* field. Click the **Next** button.

Create Cost Adjustments: Perpetual Average Item Cost ?

Back Next Void Save Save and Close Submit

Adjustment Number New

Reason Code Manual Adjustment

Adjustment Date 2/16/24 4:22 PM

Adjustment Status Pending

Actions View View Detach

Cost Organization	Cost Book	Item	Valuation Unit	Receipt Number	Original Receipt Quantity	Remaining Receipt Quantity	UOM Name	Total Unit Cost	Cost Date
DHHS - Cost Or...	DHHS - Cash C...	3000322	DHHSCO-31MAIN		12.00000	EACH		25.63310 USD	10/5/23 12:00 AM

Valuation Unit DHHSCO-31MAIN: Cost Details

Actions View View Detach

Cost Element	Cost Element Type	Unit Cost	New Cost	Amount Change	Percent Change	Comments
Item Price	MATERIAL	25.6331 USD	25.6331	0.0000	0.00000	
Total Unit Cost		25.6331 USD	25.6331 USD	0.0000 USD	0.00000	



10. Review the Cost Adjustment and click the **Save** button.

Overview [Manage Cost Adjustment](#) x

✓ — ✓ — ✓ — 4
 Select Search Adjust Review and Submit

Create Cost Adjustments: Perpetual Average Item Cost

Back Next Void Save Save and Close Submit

Adjustment Number **New** Adjustment Date 2/16/24 4:22 PM
 Reason Code Manual Adjustment Adjustment Status Pending

Actions View ▼ 📄 Detach

Cost Organization	Cost Book	Item	Valuation Unit	Receipt Number	Original Receipt Quantity	Remaining Receipt Quantity	UOM Name	Total Unit Cost	Total New Cost	Cost Date
DHHS - Cost Or...	DHHS - Cash C...	3000322	DHHSO-31MAIN			12.00000	EACH	25.63310 USD	25.63310 USD	10/5/23 12:00 AM

11. Click the **OK** button.

Overview [Manage Cost Adjustment](#) x

✓ — ✓ — ✓ — 4
 Select Search Adjust Review and Submit

Create Cost Adjustments: Perpetual Average Item Cost

Back Next Void Save Save and Close Submit

Adjustment Number **10001** Adjustment Date 2/16/24 4:22 PM
 Reason Code Manual Adjustment Adjustment Status Pending

Actions View ▼ 📄 Detach

Cost Organization	Cost Book	Item	Valuation Unit	Receipt Number	Original Receipt Quantity	Remaining Receipt Quantity	UOM Name	Total Unit Cost	Total New Cost	Cost Date
DHHS - Cost Or...	DHHS - Cash C...	3000322	DHHSO-31MAIN					25.63310 USD	25.63310 USD	10/5/23 12:00 AM

Save Confirmation

Your changes for adjustment number 10001 were saved.

OK

12. Click the **Submit** button.

Overview [Manage Cost Adjustment](#) x

✓ — ✓ — ✓ — 4
 Select Search Adjust Review and Submit

Create Cost Adjustments: Perpetual Average Item Cost

Back Next Void Save Save and Close Submit

Adjustment Number **10001** Adjustment Date 2/16/24 4:22 PM
 Reason Code Manual Adjustment Adjustment Status Pending

Actions View ▼ 📄 Detach

Cost Organization	Cost Book	Item	Valuation Unit	Receipt Number	Original Receipt Quantity	Remaining Receipt Quantity	UOM Name	Total Unit Cost	Total New Cost	Cost Date
DHHS - Cost Or...	DHHS - Cash C...	3000322	DHHSO-31MAIN			12.00000	EACH	25.63310 USD	25.63310 USD	10/5/23 12:00 AM



Note: Cost Adjustment must be repeated for all the cost books i.e., Cash Book, Accrual Book, and Modified Accrual Book so that cost remains in sync across all three cost books. The New Item cost will be reflected in the system once the costing processes runs through Batch Schedule, typically the next day.

Wrap-Up/Important Notes

Maintain and adjust item cost using the steps above to view the updated average cost of Item(s) in inventory and the daily average cost change report.

Additional Resources

Virtual Instructor-Led Training (vILT)

- INV102: Inventory Cost Accounting