

MANAGE AR PERIOD

CLOSE

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QUICK REFERENCE GUIDE AR-10

Purpose

The purpose of this Quick Reference Guide (**QRG**) is to provide a step-by-step explanation of how to close Accounts Receivables (**AR**) period in the North Carolina Financial System (**NCFS**).

Introduction and Overview

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This QRG covers the process of closing period for Accounts Receivables in NCFS which includes updates of locations, categories, and asset books etc.



User Tip:

The following are prerequisites to update setup and configurations:

- 1. Gather all required information to make the update.
- 2. Confirm all incomplete transactions have been processed.
- 3. Confirm create accounting has run is FINAL mode.



Update Fixed Assets Setup and Configurations

To update Fixed Assets Setup and Configuration in NCFS, please follow the steps below:

1. On the **Home** Page, click on the **Receivables** tab.

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	Good afterno	on					
	Contract Management	Supply Chain Execution	Receivables	Supply Chain Planning	>		
	QUICK ACTIONS	APPS					
	Search Contracts by Text						
	Manage Contracts	Contracts	s Terms Lik	orary			

2. Click on the Accounts Receivables app.

Good afterno	don,			
Contract Management	Supply Chain Execution	Receivables	Supply Chain Planning	>
QUICK ACTIONS	APPS			
Manage Transactions				
Manage Customers	Accounts Receivable	-	_	
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3. On the Accounts Receivables page, click on the Tasks [\square] icon.

Accounts Receiva	ble ⑦ All business units 💌			Review Customer Account	ts
Receipt Batches	View 🔻 🎵 📑 Detach	Post Approve v Confirm	m v		
	Batch Type≙ ♥ Status	Batch Number Date	Control Count Actual Count	Control Total	-
0	•			,	
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Lockbox Exceptions					

4. From the Tasks pane, click Manage Accounting Periods.



5. On the **Manage Accounting Periods** page, highlight the current period by placing and clicking your cursor between *Ledger* and *Name.*

Manage Accounting Periods ⑦								
Applica	tion	~						
Actions ▼ View ▼ Format ▼	Open Next Period	Close Pending	Close Current Period	Effective As-of Date	5/19/23	i 🕹	E	
Lodgor			Current	Period	Prior Per	iod	N	ext Period
Leuger			Name	Status	Name	Status	Name	Status
NC CASH US			May-23		Apr-23	0	Jun-23	1
Rows Selected 1					🕞 Open 🗐 Closed 🌘	Close Pending	Future Enterable	Never Opened

6. Click on the **Close Current Period** button to close the current open period.

Manage Accounting Periods ⑦							
Application ~							
Actions View View Format View Open Next Period Close Pending	Close Current Period	Effective As-of Date	5/19/23	i 0	Ę		
Lodger	Current	Period	Prior Perio	bd	N	lext Period	
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Ledger NC CASH US	Current Name May-23	t Period Status	Prior Perior Name Apr-23	od Status≙ ⊽ L	Name Jun-23	lext Period Status	

7. A confirmation message is displayed on the screen stating the period close process has been submitted.

Your process 2181537 has been submitted. (GL-780975) ★							
Application The mate Period Close Pending Close Current Period Effective As-of Date 5/19/23							
			Curre	nt Period	Prior Pe	riod	Nex
			Name	Status	Name	Status	Name
			May-23	D	Apr-23	6	Jun-23
					🕞 Open 🔳 Closed (Close Pending	Future / Enterable

8. Click the **Refresh** [♥] button.

Manage Accounting Periods	3					D <u>o</u> ne
Application	~					
Actions View View Format View	xt Period Close Pending	Close Current Period	Effective As-of Date	5/19/23	U F	
Lodger		Current	Period	Prior Period	N	ext Period
Leager		Name	Status	Name Status	⊾⊽ Name	Status
NC CASH US		May-23	D	Apr-23	Jun-23	1
Rows Selected 1				Open Closed Pending	Future Enterable	Never Opened

9. Verify the *Current Period* shows the correct period.

Manage Accounting Pe	eriods ⑦			
Applicati	on	~		
Actions ▼ View ▼ Format ▼	Open Next Period	Close Pending	Close Current Period	Effective As-of Date
Ledger			Curren	t Period
Leuger			Name	Status
NC CASH US			Jun-23	

Wrap-Up

Manage AR Periods using the above steps to close the Accounts Receivables period.

Additional Resources

Web Based Training (WBT)

• AR105: Period Management