



MANAGE AR PERIOD CLOSE

OTC

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

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:

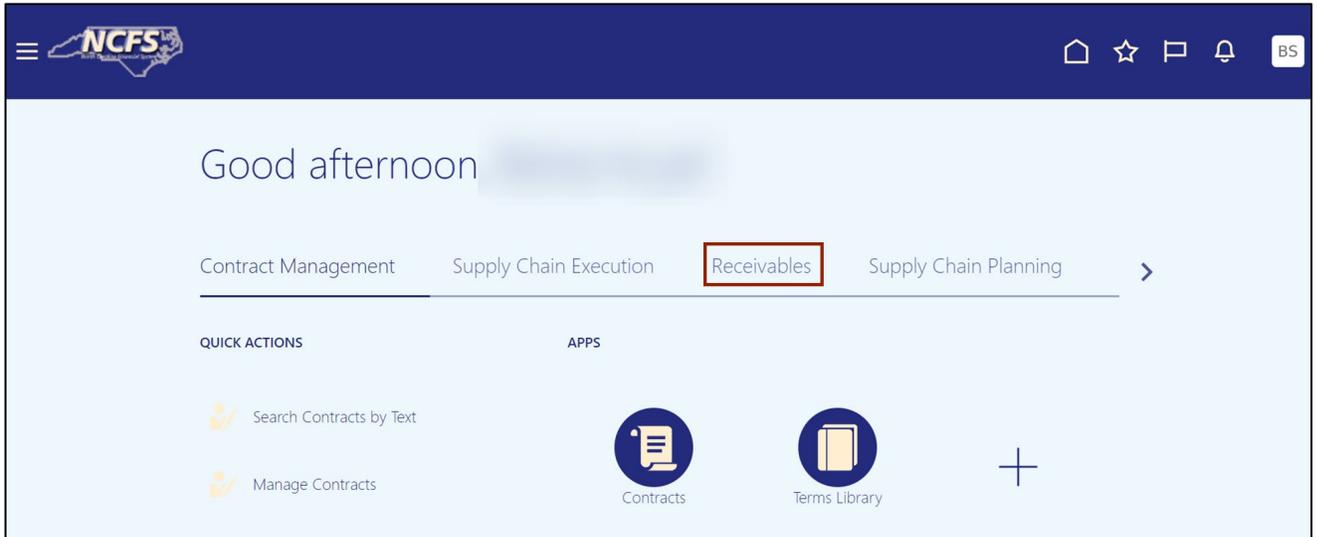
The following are prerequisites to update setup and configurations:

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.

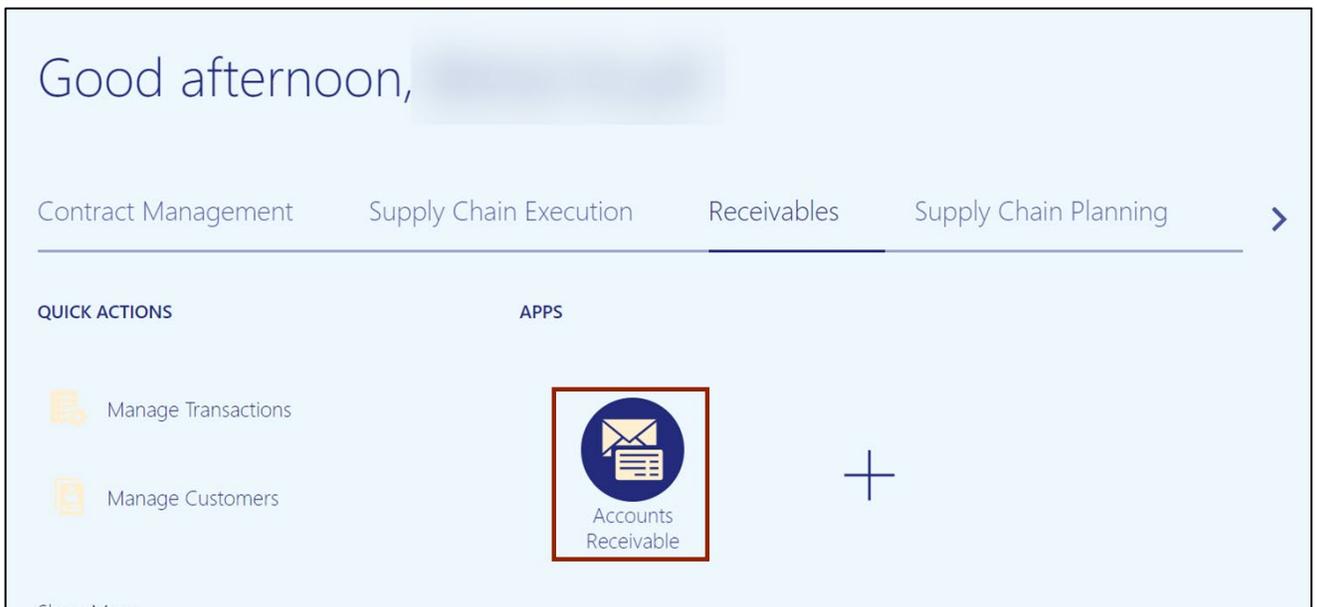
Update Fixed Assets Setup and Configurations

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

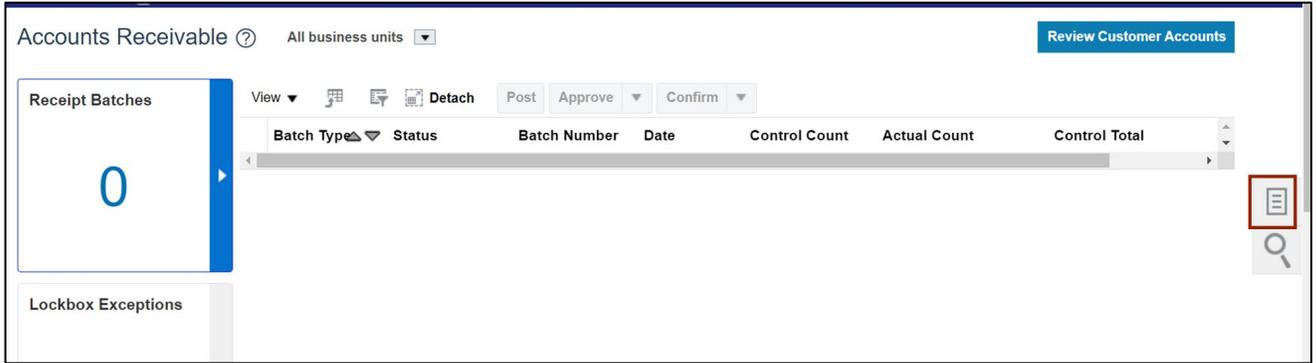
1. On the **Home** Page, click on the **Receivables** tab.



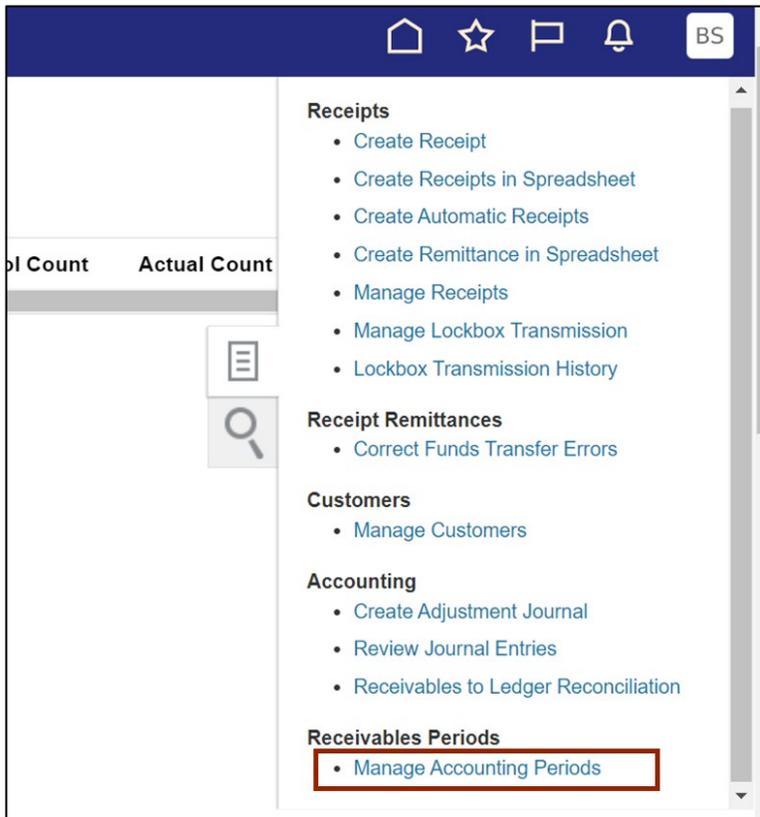
2. Click on the **Accounts Receivables** app.



3. On the **Accounts Receivables** page, click on the **Tasks** [] icon.



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



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

Manage Accounting Periods ? Done

Application

Actions ▾ View ▾ Format ▾ Open Next Period Close Pending Close Current Period Effective As-of Date 5/19/23

Ledger	Current Period		Prior Period		Next Period	
	Name	Status	Name	Status	Name	Status
NC CASH US	May-23		Apr-23		Jun-23	
Rows Selected 1						

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

Manage Accounting Periods ? Done

Application

Actions ▾ View ▾ Format ▾ Open Next Period Close Pending Close Current Period Effective As-of Date 5/19/23

Ledger	Current Period		Prior Period		Next Period	
	Name	Status	Name	Status	Name	Status
NC CASH US	May-23		Apr-23		Jun-23	
Rows Selected 1						

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

Application

Format ▾ Open Next Period Close Pending Close Current Period Effective As-of Date 5/19/23

Name	Status	Prior Period		Name
		Name	Status	
May-23		Apr-23		Jun-23

8. Click the **Refresh** [↻] button.

Manage Accounting Periods ? Done

Application

Actions ▾ View ▾ Format ▾ Open Next Period Close Pending Close Current Period Effective As-of Date 5/19/23 ↻ 🗨

Ledger	Current Period		Prior Period		Next Period	
	Name	Status	Name	Status	Name	Status
NC CASH US	May-23		Apr-23		Jun-23	

Rows Selected 1
 Open
 Closed
 Close Pending
 Future Enterable
 Never Opened

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

Manage Accounting Periods ?

Application

Actions ▾ View ▾ Format ▾ Open Next Period Close Pending Close Current Period Effective As-of Date

Ledger	Current Period	
	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