

AR-10 Manage AR Period Close - OSC Only

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:

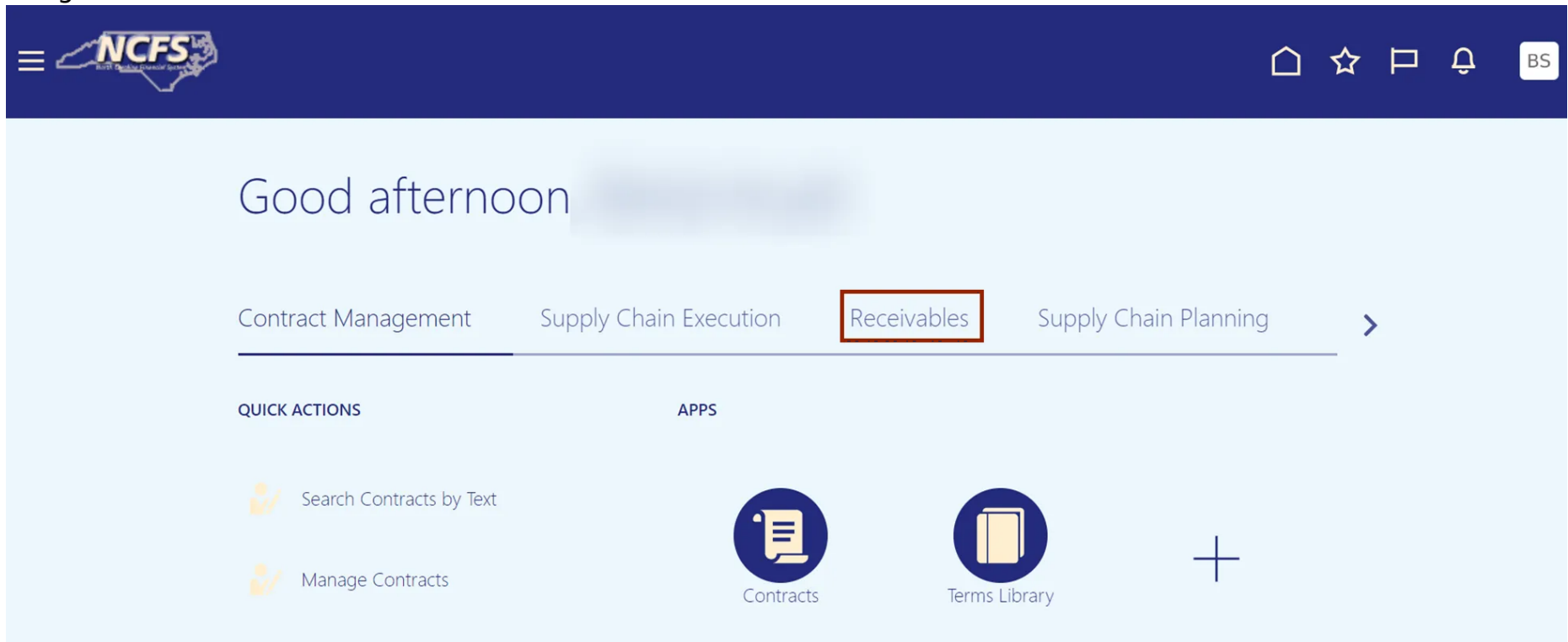
1. Gather all required information to make the update.
2. Confirm all incomplete transactions have been processed.
3. Confirm create accounting has run is FINAL mode.

Close Accounts Receivables Period

To close Accounts Receivables period in NCFS, please follow the steps below. There are 9 steps to complete this process.

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

Image



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

Image

Good afternoon, [blurred]

Contract Management

Supply Chain Execution

Receivables

Supply Chain Planning



QUICK ACTIONS

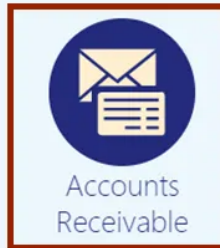


Manage Transactions



Manage Customers

APPS



Show More

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

Image

Accounts Receivable ?

All business units

Review Customer Accounts

Receipt Batches

0

Lockbox Exceptions

View

Detach

Post

Approve

Confirm

Batch Type	Status	Batch Number	Date	Control Count	Actual Count	Control Total
------------	--------	--------------	------	---------------	--------------	---------------

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

Image



BS

ol Count

Actual Count



Receipts

- [Create Receipt](#)
- [Create Receipts in Spreadsheet](#)
- [Create Automatic Receipts](#)
- [Create Remittance in Spreadsheet](#)
- [Manage Receipts](#)
- [Manage Lockbox Transmission](#)
- [Lockbox Transmission History](#)

Receipt Remittances

- [Correct Funds Transfer Errors](#)

Customers

- [Manage Customers](#)

Accounting

- [Create Adjustment Journal](#)
- [Review Journal Entries](#)
- [Receivables to Ledger Reconciliation](#)

Receivables Periods

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

Image

Manage Accounting Periods ? Done

Application

Actions View Format

Open Next Period

Close Pending

Close Current Period

 Effective As-of Date 5/19/23

	Current Period		Prior Period		Next Period	
Ledger	Name	Status	Name	Status	Name	Status
NC CASH US			Apr-23		Jun-23	
Rows Selected 1			Open	Closed Close Pending	Future Enterable	Never Opened

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

Image

Manage Accounting Periods ? Done

Application

Actions View Format

Open Next Period

Close Pending

Close Current Period

 Effective As-of Date 5/19/23

	Current Period		Prior Period		Next Period	
Ledger	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

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

Image

✓ Your process 2181537 has been submitted. (GL-780975)

Application

Format ▼

Open Next Period

Close Pending

Close Current Period

Effective As-of Date 5/19/23

Current Period		Prior Period		Next
Name	Status	Name	Status	Name
May-23		Apr-23		Jun-23
Open Closed Close Pending Future Enterable				

Step 8. Click the **Refresh** button.

Image

Application

Actions ▾View ▾Format ▾

Open Next PeriodClose PendingClose Current Period

Effective As-of Date5/19/23

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	

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

Image

Manage Accounting Periods ?

Application

Actions ▾View ▾Format ▾

Open Next PeriodClose PendingClose 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](#)

First Published

Tue, 07/25/2023

Last Updated

Tue, 10/14/2025

[View PDF](#)