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:

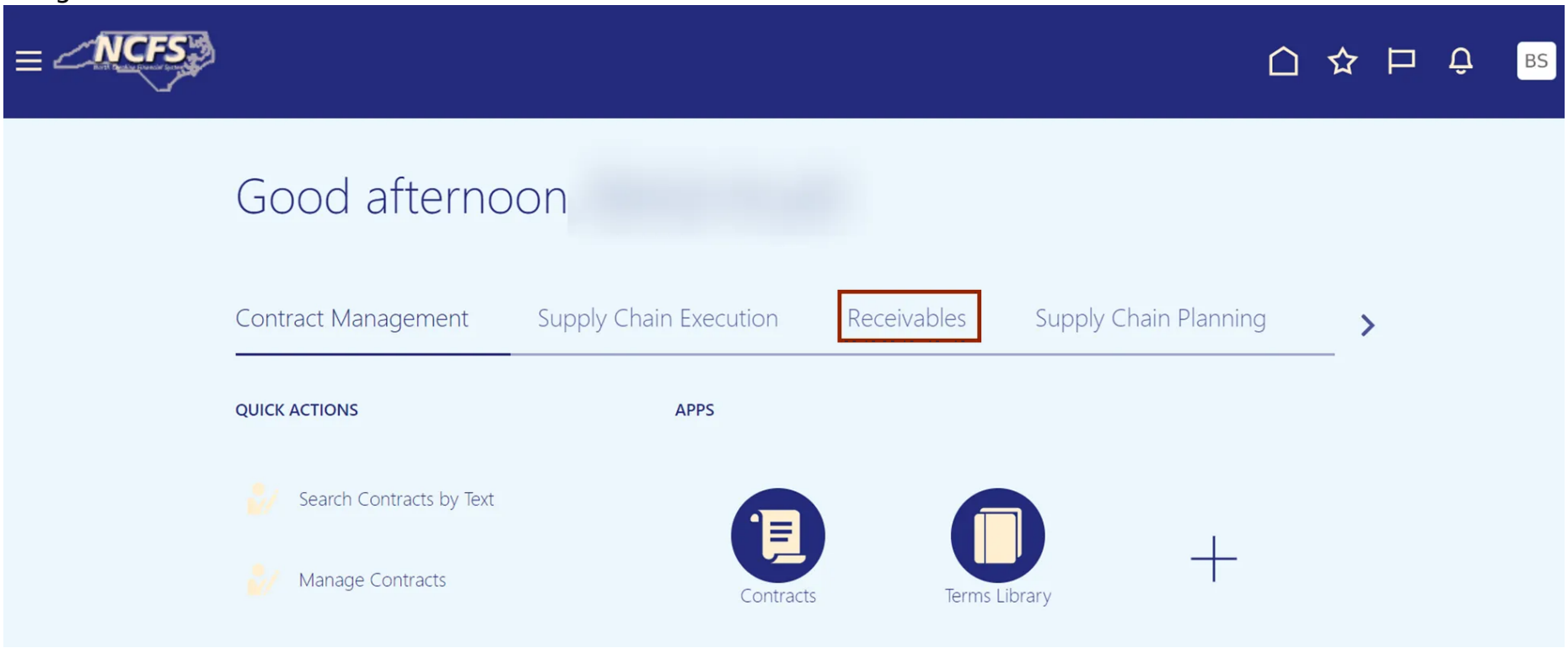
1. Gather all required information to make the update.
2. Confirm all incomplete transactions have been processed.
3. Confirm create accounting has run is FINAL mode.

Close Accounts Receivables Period

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

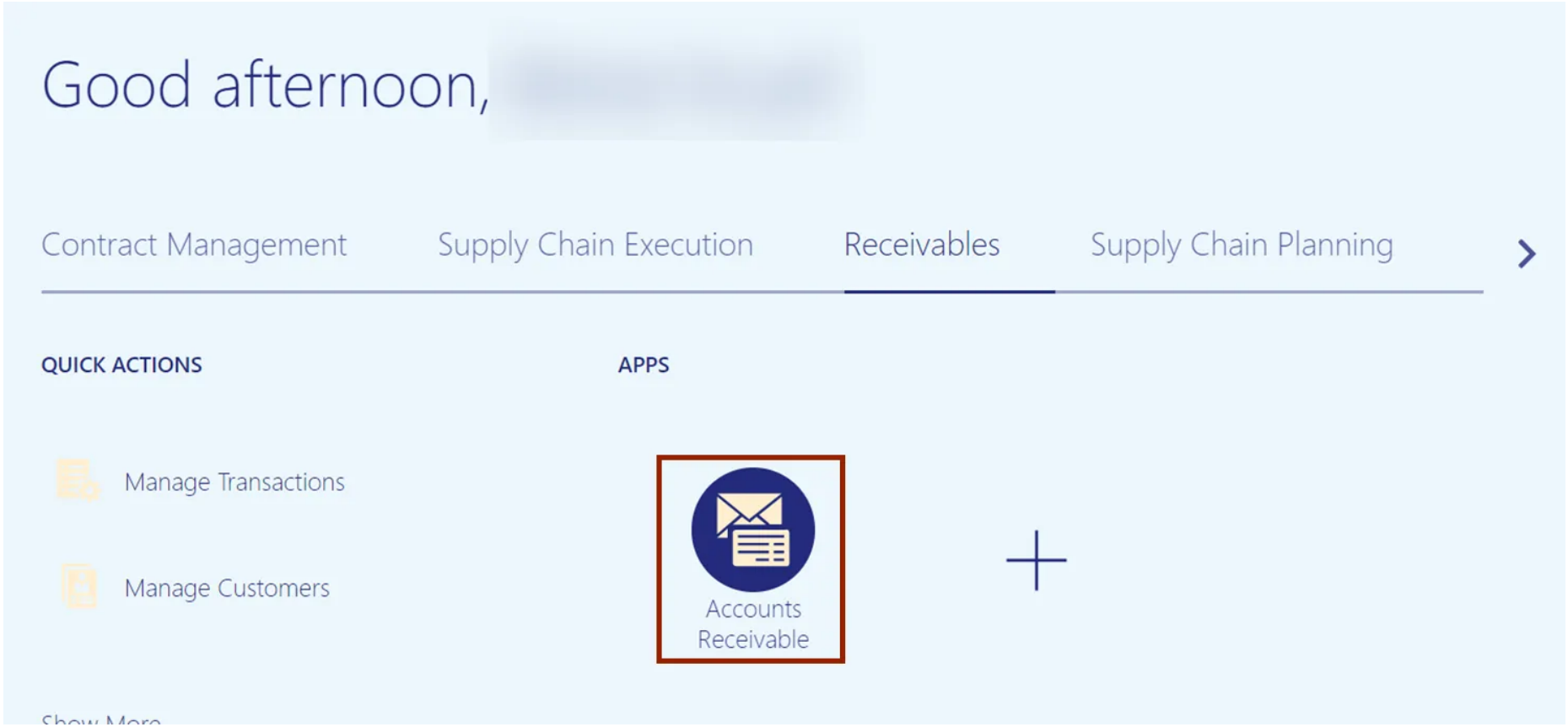
Step 1. On the **Home** Page, click on the **Receivables** tab.

Image



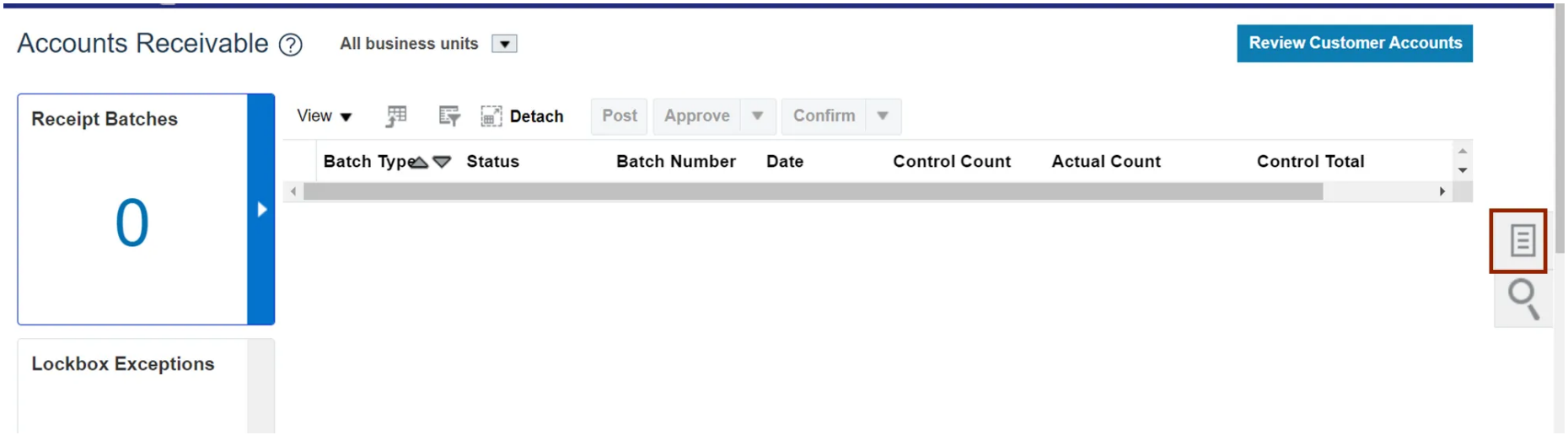
Step 2. Click on the **Accounts Receivables** app.

Image



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

Image



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

Image



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

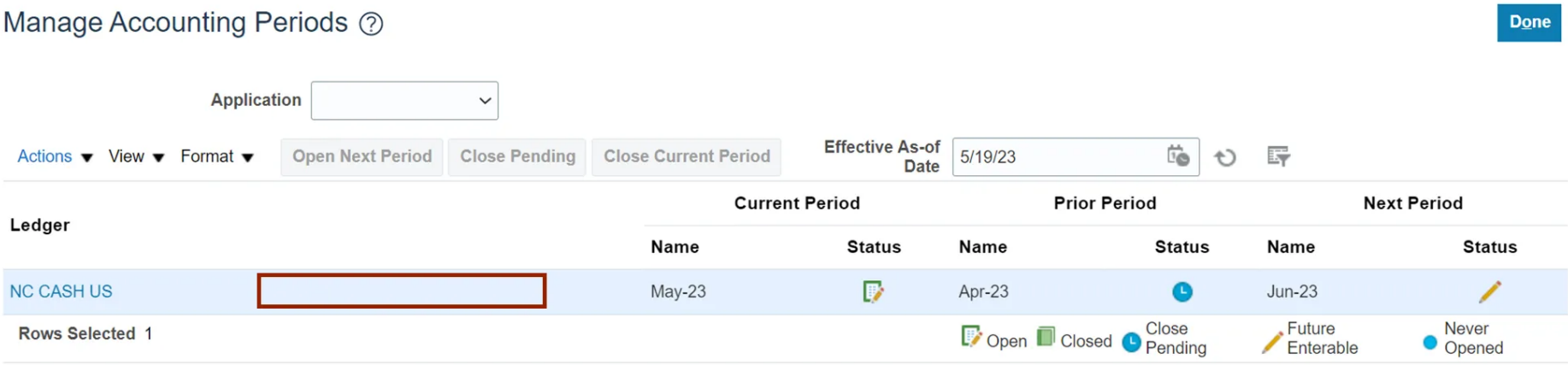
Accounting

- Create Adjustment Journal
- Review Journal Entries
- Receivables to Ledger Reconciliation

Receivables Periods

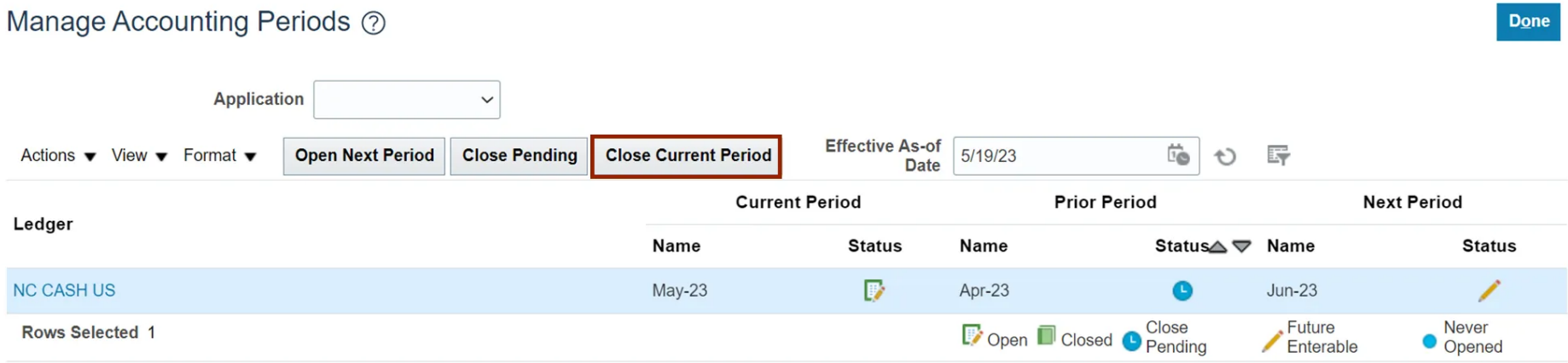
Step 5. On the **Manage Accounting Periods** page, highlight the current period by placing and clicking your cursor between ***Ledger*** and ***Name***.

Image



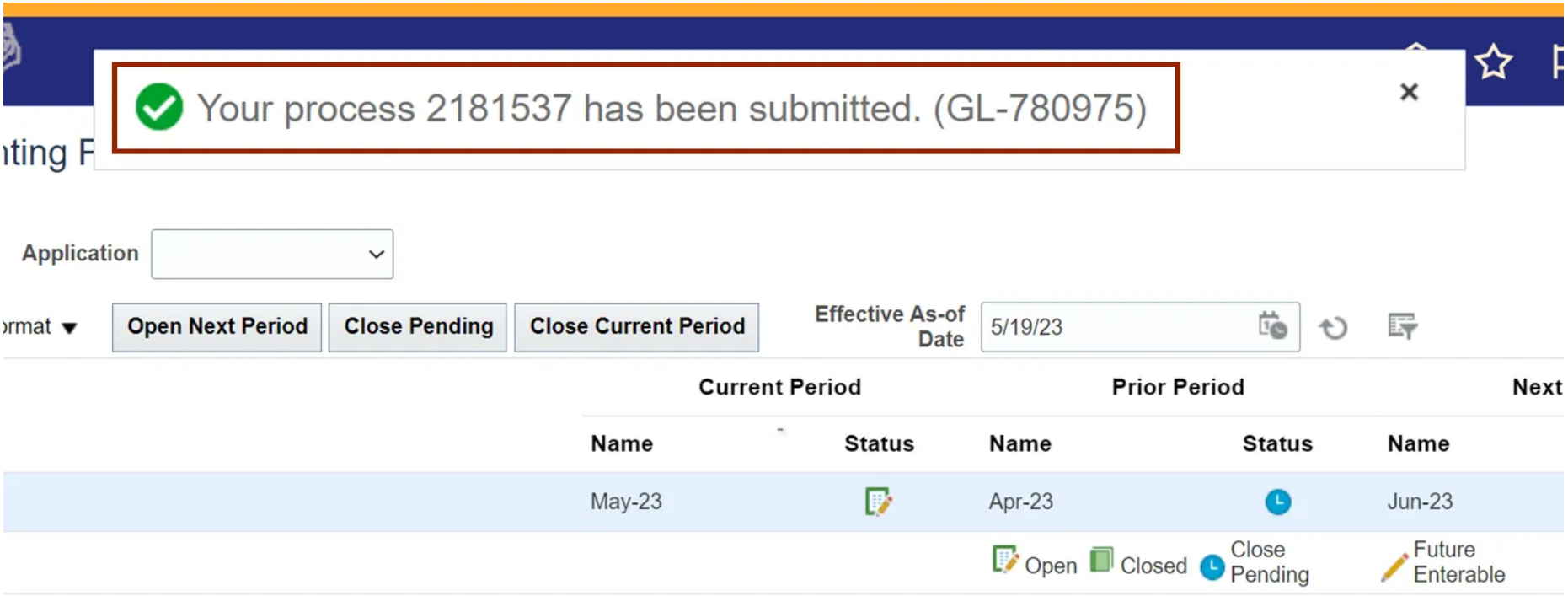
Step 6. Click on the **Close Current Period** button to close the current open period.

Image



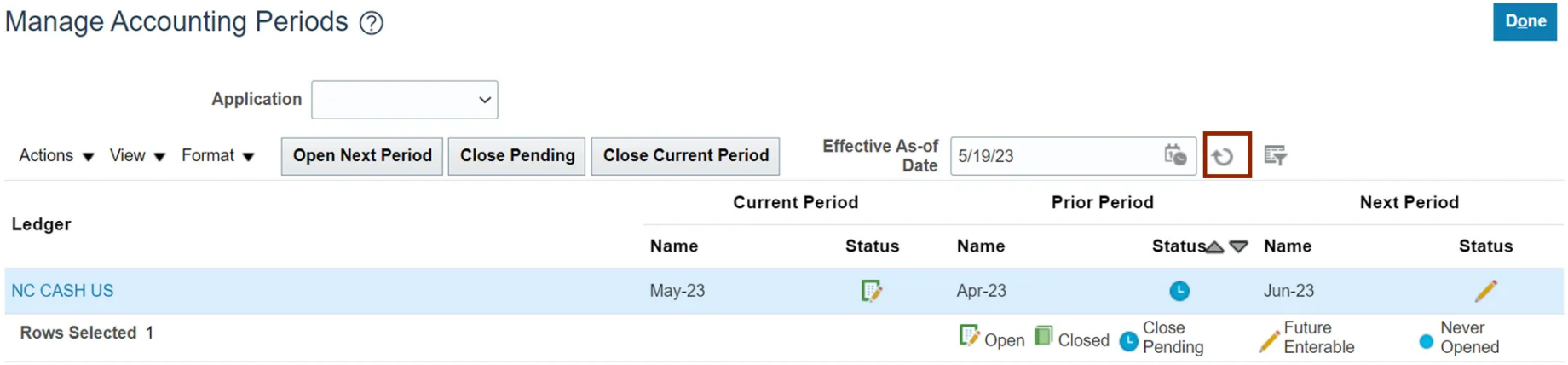
Step 7. A confirmation message is displayed on the screen stating the period close process has been submitted.

Image



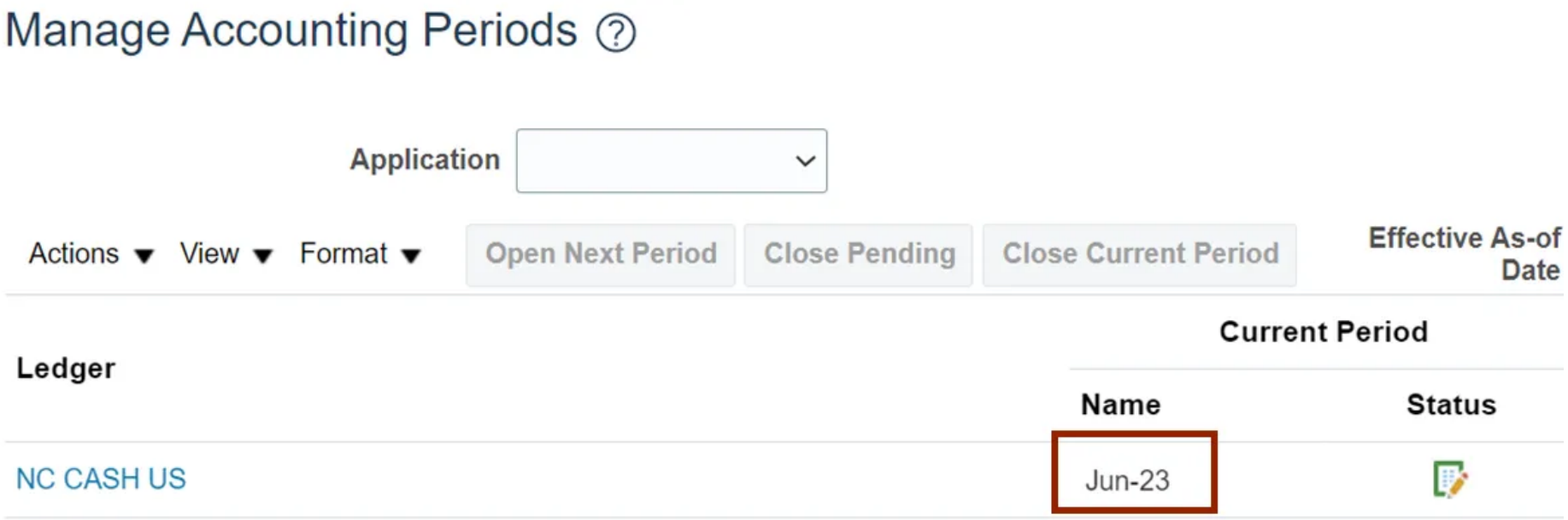
Step 8. Click the **Refresh** button.

Image



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

Image



Wrap-Up

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

Additional Resources

- Web Based Training (WBT)
  - AR105: Period Management

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