



PERFORM PERIOD MANAGEMENT ACTIVITIES

FA

QUICK REFERENCE GUIDE FA-06

Purpose

The purpose of this Quick Reference Guide (**QRG**) is to provide a step-by-step explanation of how to Perform Period Management Activities in the North Carolina Financial System (**NCFS**).

Introduction and Overview

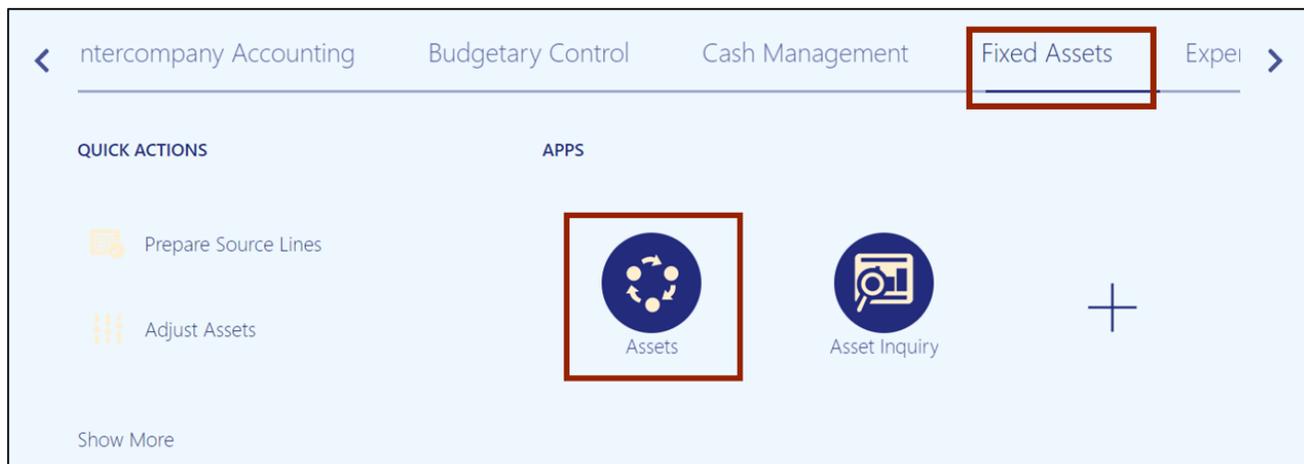
This QRG covers the process of performing period close management activities by performing period close process and reviewing and syncing periods for CASH and GASB Books.

Perform Period Close Process for CASH Book

To perform the period close process for CASH book, please follow the steps below:

Method 1: Single Book Close

1. Log in to the NCFS portal with your credentials to access the system.
2. On the **Home** page, click the **Fixed Assets** tab and select the **Assets** app.



3. Click the **Tasks** [☰] icon and select **Manage All Books** from the **Tasks** pane.

4. The **Manage All Books** page opens. Scroll down to **Asset Book Monitor** section and select the CASH asset book.

In this example, we choose **AGENCY 1900 CASH BOOK**.

Note: To perform period management activities for a GASB Book, select the required GASB book on this step and proceed ahead.

Period Close Date	Book	Book Class	Ledger	Completed Transactions		Last Run
				Completed Additions	Completed Retirements	
3/31/23	AGENCY 1900 CASH BOOK	Corporate	NC CASH US	2	0	
1/31/23	AGENCY 1400 CASH BOOK	Corporate	NC CASH US	10	11	
1/31/23	AGENCY 1400 GASB BOOK	Tax	NC ACCRUAL US	7	11	

5. Click the **Calculate Depreciation** button.

The screenshot shows the 'Manage All Books' interface. At the top right is a 'Done' button. Below the title bar are several tabs, with 'Asset Book Monitor' selected. A toolbar contains buttons for 'View', 'Calculate Depreciation' (highlighted with a red box), 'Create Accounting', 'Close Period', 'Open Previous Period', 'Copy from Corporate', and 'Calculate Lease Expenses'. Below the toolbar is a table with columns: 'Period Close Date', 'Book', 'Book Class', 'Ledger', 'Completed Transactions' (sub-columns: 'Completed Additions', 'Completed Retirements'), and 'Last Run' (sub-column: 'Last Create Mass').

Period Close Date	Book	Book Class	Ledger	Completed Transactions		Last Run
				Completed Additions	Completed Retirements	
3/31/23	AGENCY 1900 CASH BOOK	Corporate	NC CASH US	2	0	
1/31/23	AGENCY 1400 CASH BOOK	Corporate	NC CASH US	10	11	
1/31/23	AGENCY 1400 GASB BOOK	Tax	NC ACCRUAL US	7	11	

6. A pop-up appears, which states that the asset depreciation was submitted.

The screenshot shows the same 'Manage All Books' interface as in step 5, but with a notification pop-up at the top center. The pop-up has a green checkmark icon and the text 'Asset depreciation was submitted.' The 'Calculate Depreciation' button is no longer highlighted. The table below is partially visible, showing the first row.

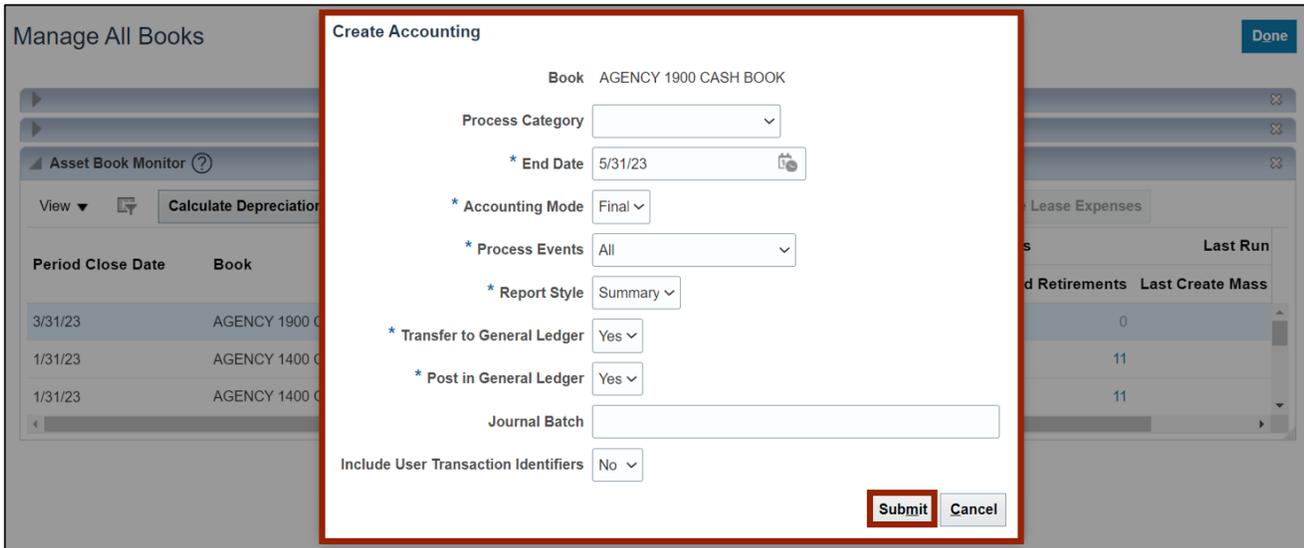
Period Close Date	Book	Book Class	Ledger	Completed Additions	Completed Retirements	Last Run
3/31/23	AGENCY 1900 CASH BOOK	Corporate	NC CASH US	2	0	

7. Select **AGENCY 1900 CASH BOOK** again and click the **Create Accounting** button.

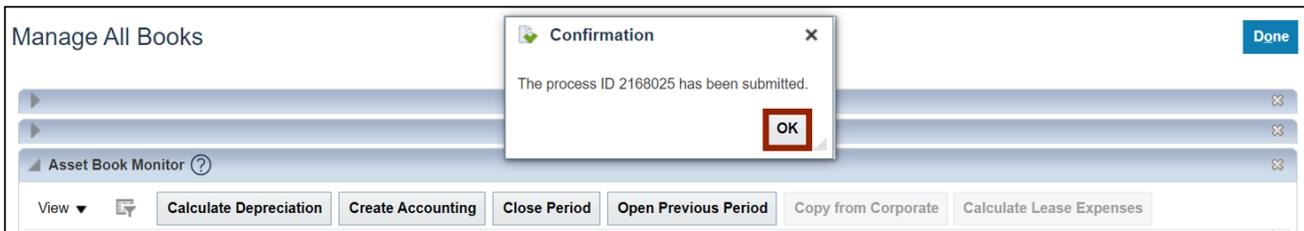
The screenshot shows the 'Manage All Books' interface. The 'Create Accounting' button in the toolbar is highlighted with a red box. The table below is fully visible, with the first row highlighted in blue.

Period Close Date	Book	Book Class	Ledger	Completed Transactions		Last Run
				Completed Additions	Completed Retirements	
3/31/23	AGENCY 1900 CASH BOOK	Corporate	NC CASH US	2	0	
1/31/23	AGENCY 1400 CASH BOOK	Corporate	NC CASH US	10	11	
1/31/23	AGENCY 1400 GASB BOOK	Tax	NC ACCRUAL US	7	11	

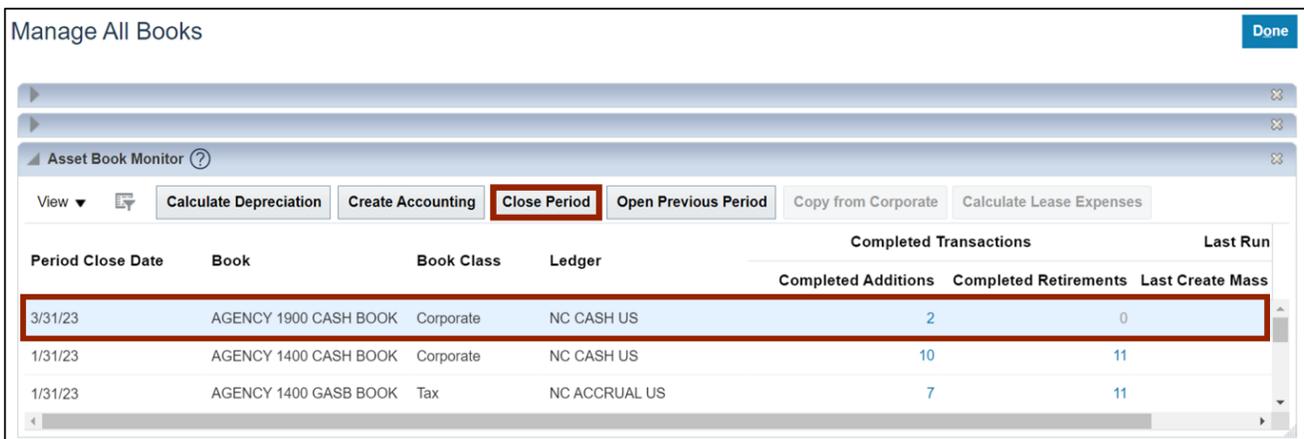
- The *Create Accounting* pop-up appears. Enter the required parameters and click the **Submit** button.



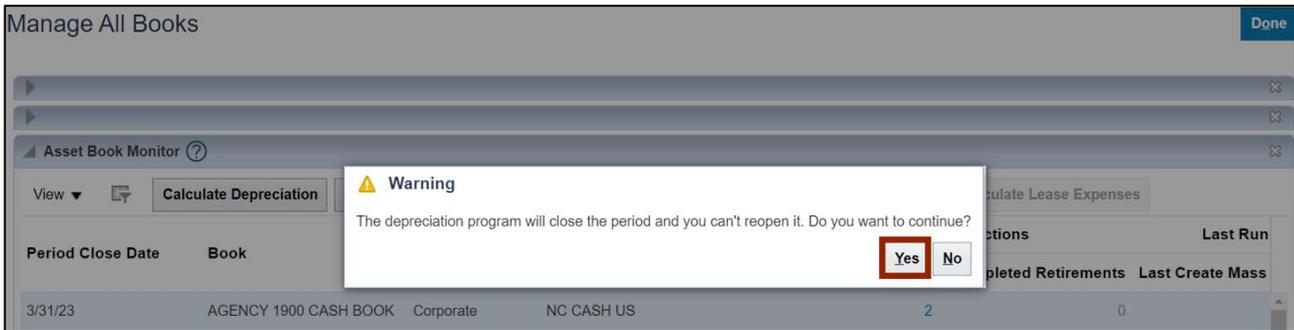
- The *Confirmation* pop-up appears, which indicates that the process has been submitted. Click the **OK** button.



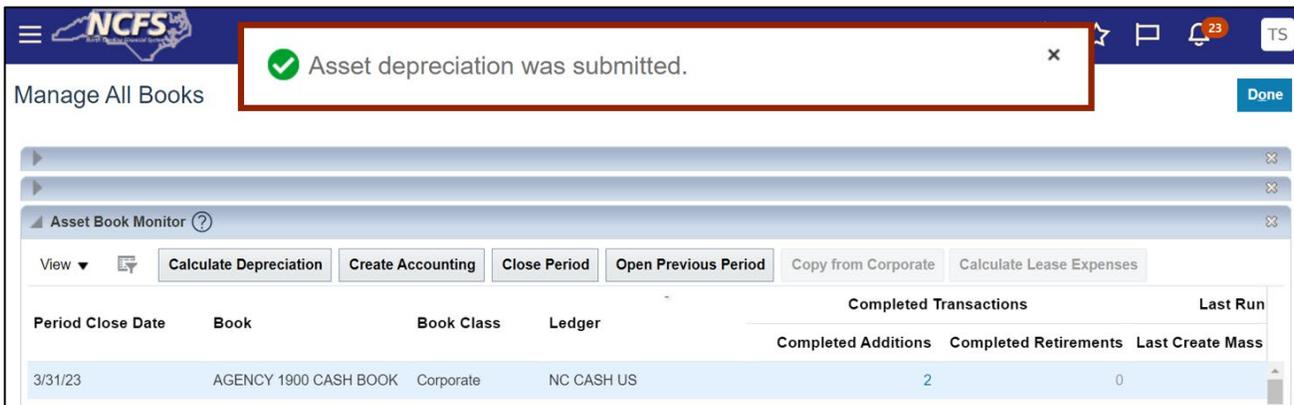
- Select **AGENCY 1900 CASH BOOK** again and click the **Close Period** button.



11. A *Warning* pop-up will appear, click the **Yes** button to proceed ahead.



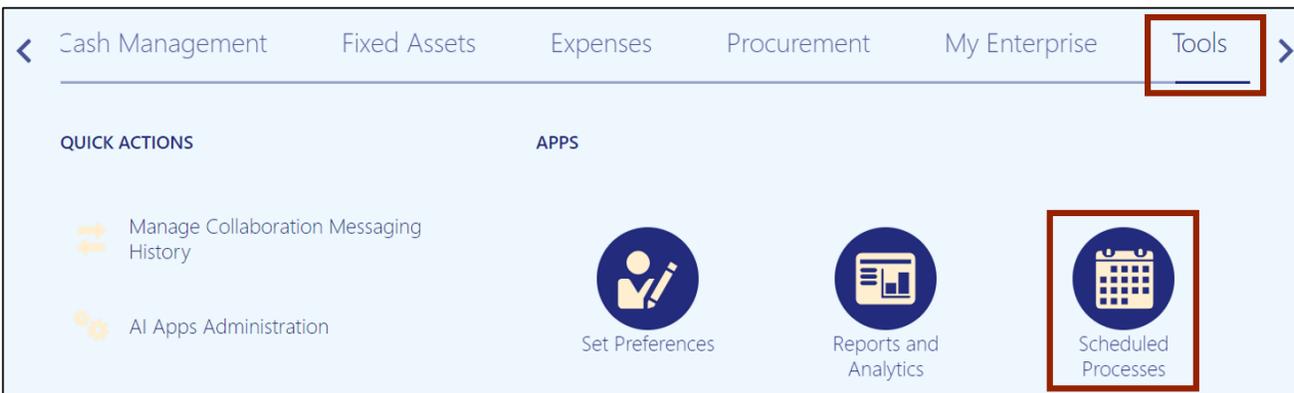
12. A pop-up appears, which states that the Asset depreciation was submitted.



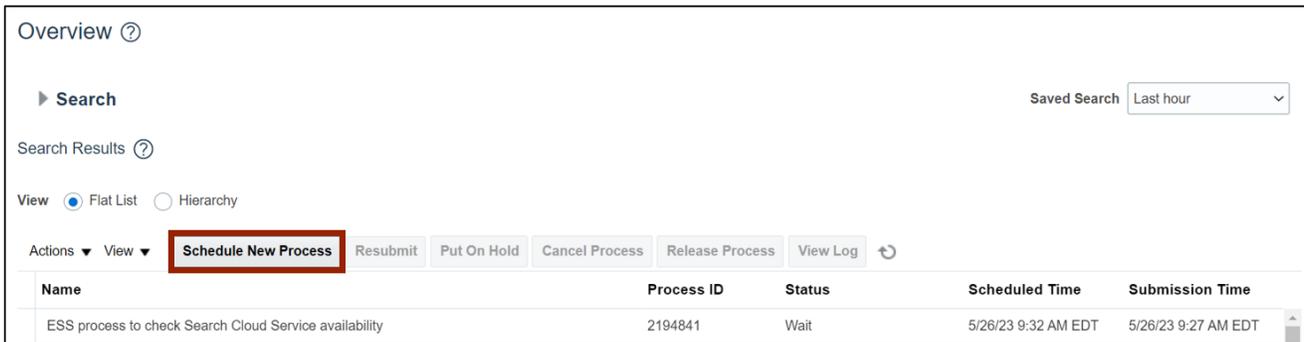
Note: To perform the Period Close process for GASB Books, follow steps 1-3. Select the appropriate GASB Book on step 4 and continue by following steps 5-12.

Method 2: All Books Close

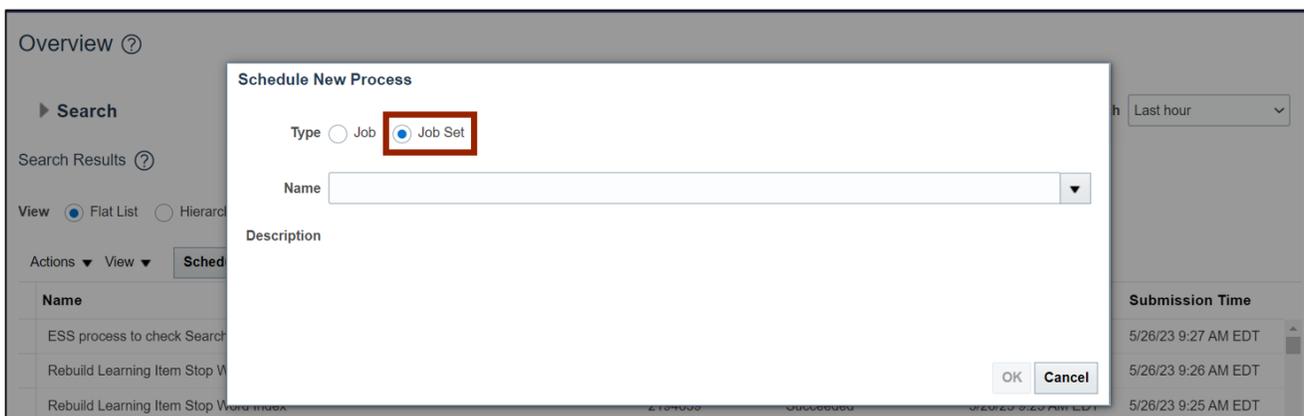
1. Log in to the NCFs portal with your credentials to access the system.
2. On the **Home** page, click the **Tools** tab and select the **Schedule Processes** app.



3. Click the **Schedule New Process** button.



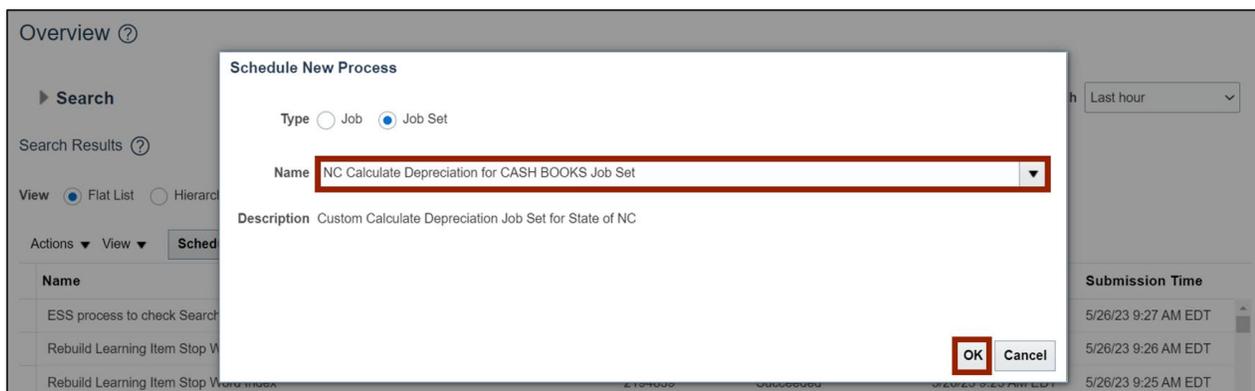
4. Select the **Job Set** radio button.



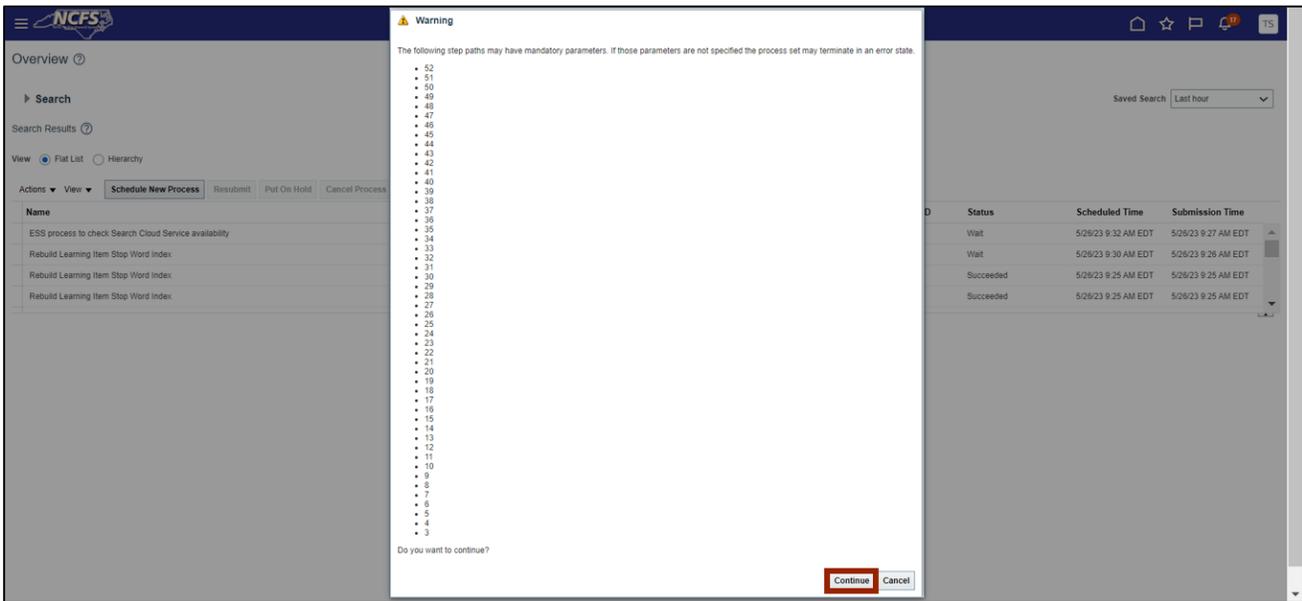
5. On the **Name** field, select **NC Calculate Depreciation**.

In this example, we choose **NC Calculate Depreciation for CASH BOOKS Job Set**. Next, click the **OK** button.

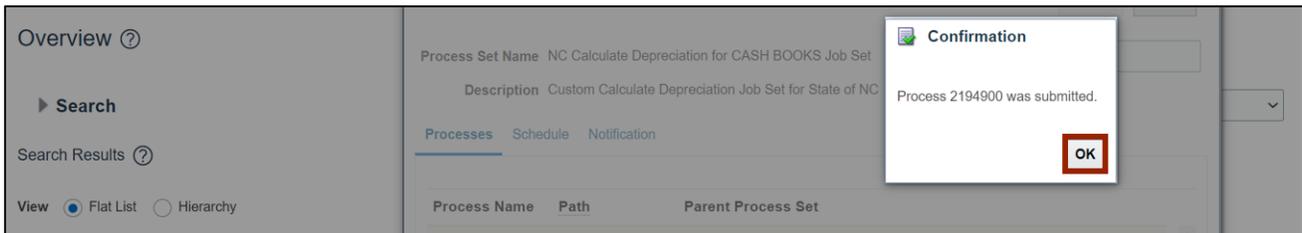
Note: To perform period management activities for a GASB Book, select **NC Calculate Depreciation for GASB BOOKS Job Set** on the **Name** field and proceed ahead.



8. A *Warning* pop-up appears. Click the **Continue** button.



9. The *Confirmation* pop-up appears. Click the **OK** button.

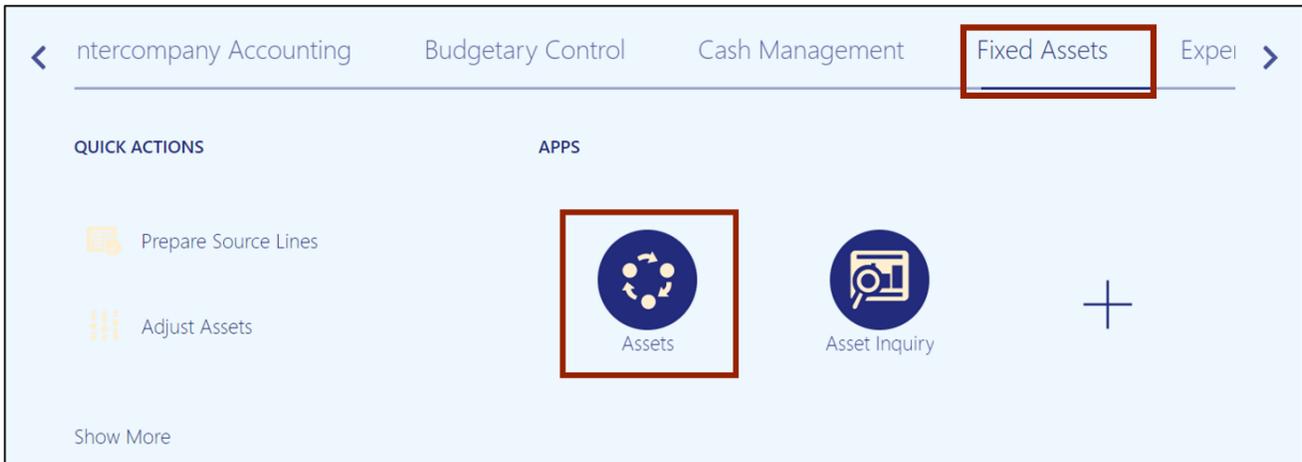


Note: To perform the Period Close process for GASB Books, follow steps 1-4. In step 5, on the *Schedule New Process* pop-up, select **NC Calculate Depreciation for GASB BOOKS Job Set** on the **Name** field. Continue by following steps 6-9.

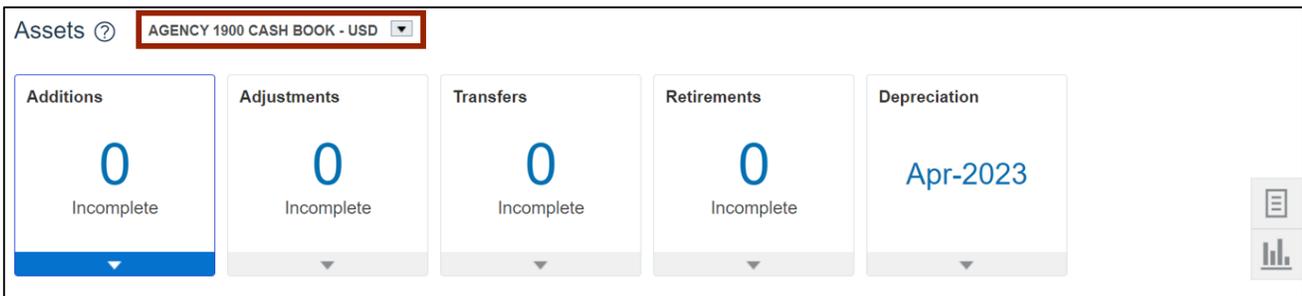
Review Periods in CASH and GASB

To review periods in CASH and GASB, please follow the steps below:

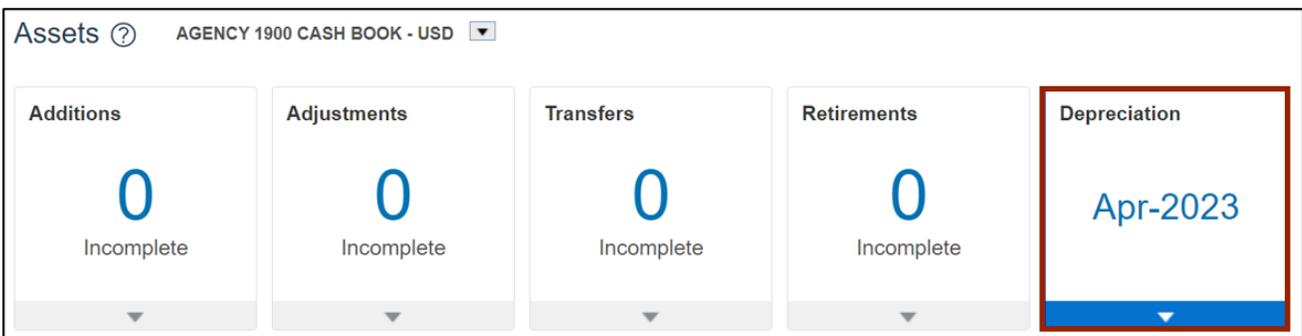
1. Log in to the NCFS portal with your credentials to access the system.
2. On the **Home** page, click the **Fixed Assets** tab and select the **Assets** app.



3. Select the appropriate **Cash Agency Asset Book** by clicking the drop-down choice list icon [▼].



4. Review the *Depreciation* infotile and verify that current open period and the depreciation month and year matches.



- Next, select the appropriate **GASB Agency Asset Book** by clicking the drop-down choice list icon [▼].

The screenshot shows the 'Assets' interface. At the top, there is a dropdown menu labeled 'AGENCY 1900 GASB BOOK - USD'. Below this are five tiles: 'Additions', 'Adjustments', 'Transfers', 'Retirements', and 'Depreciation'. Each of the first four tiles displays a large '0' and the word 'Incomplete'. The 'Depreciation' tile displays 'Jan-2023'.

- Review the *Depreciation* infotile and verify that current open period and the depreciaiton month and year matches.

This screenshot is identical to the previous one, but the 'Depreciation' tile is highlighted with a red border to indicate it is the focus of the review step.

Wrap-Up

Perform period management activities using the steps above, for performing period close process, and reviewing and syncing periods for CASH Book and GASB Book.

Additional Resources

Virtual Instructor-Led Training (vILT)

- FA101: Asset Management