

# PERFORM PERIOD MANAGEMENT

## ACTIVITIES

## **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.

Assets ? Agency	0100 CASH BOOK - USD	T				Transactions <ul> <li>Add Asset</li> </ul>
Additions	Adjustments	Transfers	Retirements	Depreciation		Add Assets in Spreadsheet     Prepare Source Lines     Adjust Assets
0 Incomplete	0 Incomplete	0 Incomplete	0 Incomplete	Dec-2022	Ξ	Adjust Assets in Spreadsheet     Capitalize CIP Assets     Transfer Assets     Transfer Assets in Spreadsheet
-	~	~	~	~	<u>lıh</u>	<u>Retire Assets</u> Betire Assets in Spreadchest
Actions    View	Detach Prej	pare All Merge Add to Asset	t Split Change Book			Reinstate Assets     Update Descriptive Details
Description		Invoice Number Cost		Category	PO Num	Accounting
4						Create Adjustment Journal
						Review Journal Entries
						General
						Inquire Assets     Perform What-if Analysis
						Manage All Books
						Manage Units of Production

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.

Manage All Bo	oks						D <u>o</u> ne
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		Create Assounting	Close Period	Open Bravieus Baried	Conv from Corporate	Calculate Lagon Expanses	~
VIEW VIEW		Create Accounting	Close Fellou	Open Flevious Feriou	Copy non corporate	ransactions	Last Run
Period Close Date	Book	Book Clas	s Ledger		Completed Additions	Completed Retirements	Last Create Mass
3/31/23	AGENCY 1900 CAS	SH BOOK Corporate	NC CAS	HUS	2	0	A
1/31/23	AGENCY 1400 CAS	SH BOOK Corporate	NC CAS	HUS	10	11	
1/31/23	AGENCY 1400 GAS	SB BOOK Tax	NC ACC	RUAL US	7	11	-

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

Manage All Boo	ks								D <u>o</u> ne
									×
									×
Asset Book Monito	r (?)								8
View 🗸 🔄 Ca	alculate Depreciation	Create Ac	counting	Close F	Period	Open Previous Period	Copy from Corporate	Calculate Lease Expenses	ò
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3/31/23	AGENCY 1900 CAS	SH BOOK	Corporate		NC CAS	HUS	2	0	-
1/31/23	AGENCY 1400 CAS	SH BOOK	Corporate		NC CAS	HUS	10	11	
1/31/23	AGENCY 1400 GAS	SB BOOK	Тах		NC ACC	RUAL US	7	11	-
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6. A pop-up appears, which states that the asset depreciation was submitted.

Manage All Bo	ooks 🗸 🕹	set depreciatio	n was sub	omitted.		×	Done
Asset Book Mon	itor ⑦						22 22 23
View 👻 🕎	Calculate Depreciation	Create Accounting	Close Period	Open Previous Period	Copy from Corporate	Calculate Lease Expenses	;
Period Close Date	Book	Book Class			Completed T	Last Run	
renou close Date	BOOK	Book Class	Leuger		Completed Additions	Completed Retirements	Last Create Mass
3/31/23	AGENCY 1900 CA	SH BOOK Corporate	NC CASH	HUS	2	0	<u>^</u>

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

Manage All Book	S						D <u>o</u> ne
Þ							8
Asset Book Monitor (	?						8
View 🔻 🔄 Calo	culate Depreciation	Create Accounting	Close Period	Open Previous Period	Copy from Corporate	Calculate Lease Expenses	6
Pariad Class Data	Deele	Dark Char	Ladara		Completed T	Last Run	
Period Close Date	воок	BOOK Class	Leager		Completed Additions	Completed Retirements	Last Create Mass
3/31/23	AGENCY 1900 CASH	BOOK Corporate	NC CASI	H US	2	0	<b>^</b>
1/31/23	AGENCY 1400 CASH	BOOK Corporate	NC CASI	H US	10	11	
1/31/23	AGENCY 1400 GASB	BOOK Tax	NC ACCI	RUAL US	7	11	-

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

Manage All Bool	ks	Create Accounting		D <u>o</u> ne
		Book	AGENCY 1900 CASH BOOK	· · · · · · · · · · · · · · · · · · ·
		Process Category	~	8
Asset Book Monitor	r (?)	* End Date	5/31/23	8
View 👻 🕎 Ca	alculate Depreciatior	* Accounting Mode	Final ~	Lease Expenses
Period Close Date	Book	* Process Events	All	s Last Run
		* Report Style	Summary ~	d Retirements Last Create Mass
3/31/23	AGENCY 1900 0	* Transfer to General Ledger	Yes V	0
1/31/23	AGENCY 1400 0	* Post in General Ledger	Yes v	11
1/31/23	AGENCY 1400 0	Journal Batch		
		Include User Transaction Identifiers	No v	
			Sub <u>m</u> it Cance	

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

Manage All Books	Confirmation ×	Done
	The process ID 2168025 has been submitted.	22 22 23
Asset Book Monitor (?)	.49	3
View	Close Period Open Previous Period Copy	from Corporate Calculate Lease Expenses

#### 10. Select AGENCY 1900 CASH BOOK again and click the Close Period button.

Manage All Bool	<s< th=""><th></th><th></th><th></th><th></th><th></th><th></th><th>D<u>o</u>ne</th></s<>							D <u>o</u> ne
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Asset Book Monitor	0		-					8 8
View 🔻 🔄 Ca	Iculate Depreciation	Create Accountin	ng Clo	se Period	Open Previous Period	Copy from Corporate	Calculate Lease Expenses	5
Pariad Class Date	Book	Book				Completed T	Last Run	
Feriod Close Date	BOOK	BOOK	lass	Leager		Completed Additions	Completed Retirements	Last Create Mass
3/31/23	AGENCY 1900 CAS	SH BOOK Corpor	ate	NC CASH	HUS	2	0	A
1/31/23	AGENCY 1400 CAS	SH BOOK Corpor	ate	NC CASH	HUS	10	11	
1/31/23	AGENCY 1400 GAS	SB BOOK Tax		NC ACCF	RUAL US	7	11	-
4								F

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

Manage All Books		Done
р ()		
Asset Book Monitor ?		8
View 👻 🔄 Calculate Depreciation	A Warning	sulate Lease Expenses
Pariad Class Data Bask	The depreciation program will close the period and you can't reopen it. Do you want to continue?	tions Last Run
Period Close Date Book	Yes No	pleted Retirements Last Create Mass
3/31/23 AGENCY 1900 CASH	BOOK Corporate NC CASH US 2	0

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

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Manage All Boo	oks						D <u>o</u> ne
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Asset Book Monito	or (?)						8
View 🗸 🔄 🕻	Calculate Depreciation	Create Accounting	Close Period	Open Previous Period	Copy from Corporate	Calculate Lease Expense	5
Pariod Close Date	Pook	Book Class	Lodgor	-	Completed T	Last Run	
Ferrou Close Date	BOOK	BOOK Class	s Leager		Completed Additions	Completed Retirements	Last Create Mass
3/31/23	AGENCY 1900 CAS	SH BOOK Corporate	NC CASE	HUS	2	0	·

**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.



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3. Click the Schedule New Process button.

Overview	?										
▶ Search									Saved Search	Last hour	~
Search Result	s (?)										
View 💿 Flat	.ist 🔿 H	Hierarchy									
Actions 👻 Vi	ew 👻 🔹	Schedule New Process	Resubmit	Put On Hold	Cancel Process	Release Process	View Log	Ð			
Name						Process ID	Status		Scheduled Time	Submission Time	
ESS proces	s to check	Search Cloud Service avail	lability			2194841	Wait		5/26/23 9:32 AM EDT	5/26/23 9:27 AM EDT	-

4. Select the Job Set radio button.

Overview ⑦	
	Schedule New Process
Search	Type 🔵 Job Set
Search Results ?	
	Name 🗸 🗸
View  Flat List Hierarch Actions  View  Sched	Description
Name	Submission Time
ESS process to check Search	5/26/23 9:27 AM EDT
Rebuild Learning Item Stop V	OK Cancel 5/26/23 9:26 AM EDT
Rebuild Learning Item Stop W	ого письх 2 точово оценовава отделе о 20 ліп EDT 5/26/23 9:25 AM EDT

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.

Overview ?			
	Schedule New Process		
Search	Type 🔵 Job 💿 Job Set	h Last hour ~	
Search Results ?			
Mieure 🔿 Elet Liet 🔿 Hierore	Name NC Calculate Depreciation for CASH BOOKS Job Set		
Actions View Sched	Description Custom Calculate Depreciation Job Set for State of NC		
Name		Submission Time	
ESS process to check Search		5/26/23 9:27 AM EDT	*
Rebuild Learning Item Stop V	OK Cancel	5/26/23 9:26 AM EDT	
Rebuild Learning Item Stop V		5/26/23 9:25 AM EDT	

## 6. Select the required *Process Name.*

A You are using DEV11 environme	Process Details	×			
	This process will be queued up for submission at position 1	Submit Cancel	☆	· 🏳 📬	TS
Overview ⑦	Process Set Name NC Calculate Depreciation for CASH BOOKS Job Set Submission Notes				
Search	Description Custom Calculate Depreciation Job Set for State of NC		earch	Last hour	~
Search Results ⑦	Processes Schedule Notification				
View   Flat List  Hierarchy	Process Name Path Parent Process Set				
Actions View View Schedule N	NC Close AGEN 1 NC Calculate Depreciation for CASH BOOKS Job Set	<u>م</u>			
Name	NC Close AGEN 2 NC Calculate Depreciation for CASH BOOKS Job Set	-		Submission Tin	ne
ESS process to check Search Clou	Process Details : NC Close AGENCY 0100 CASH BOOK		DT	5/26/23 9:27 AM E	EDT ^
Rebuild Learning Item Stop Word I	Parameters		DT	5/26/23 9:26 AM E	EDT
Rebuild Learning Item Stop Word I	* Asset Book AGENCY 0100 CASH BOO		DT	5/26/23 9:25 AM E	EDT
Rebuild Learning Item Stop Word I	* Close Period Yes ~		DT	5/26/23 9:25 AM E	EDT

## 7. Click the **Submit** button.

▲ You are using DEV11 environme	Process Details		×				
= _NCFS	This process will be queued up for submission at position 1      Submit      Cancel					С <mark>и</mark>	TS
Overview ⑦ Process Set Name NC Calculate Depreciation for CASH BOOKS Job Set Submission Notes							
Search	Description Custom Calculate Depreciation Job Set for Stat	te of NC		earch	Last hour		~
Search Results ⑦	Processes Schedule Notification						
View   Flat List  Hierarchy	Process Name Path Parent Process Set						
Actions View View Schedule N	NC Close AGEN 1 NC Calculate Depreciation	on for CASH BOOKS Job Set	^				
Name	NC Close AGEN 2 NC Calculate Depreciation	on for CASH BOOKS Job Set	-	ę	Submiss	ion Time	
ESS process to check Search Clou	Process Details : NC Close AGENCY 0100 CASH BOOK			DT 5	6/26/23 9:	27 AM ED	r 🔺
Rebuild Learning Item Stop Word I	Parameters			DT 5	6/26/23 9:	26 AM ED	r 👘
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8. A *Warning* pop-up appears. Click the **Continue** button.

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Overview (2)	The following step paths may have mandatory parameters. If those parameters are not specified the process set may terminate in an error state.					
▶ Search Search Results ⑦	- 51 - 50 - 60 - 60 - 47 - 48 - 44 - 44			Saved Search	Last hour V	
View   Flat List  Hierarchy	• 43 • 42 • 41					
Actions View View Schedule New Process Resubmit Put On Hold Cancel Process	- 39 - 38 - 37					
Name	• 57 • 36 • 35	D	Status	Scheduled Time	Submission Time	
ESS process to check Search Cloud Service availability	• 34 • 33		Wait	5/26/23 9:32 AM EDT	5/26/23 9:27 AM EDT	
Rebuild Learning item stop word index	• 32 • 31		wait	5/26/23 9:30 AM EDT	5/26/23 9:26 AM EDT	
Rebuild Learning item stop word index	• 30		Succeeded	5/26/23 9:25 AM EDT	5/26/23 9:25 AM EDT	
Reduild Learning item Stop Word Index	• 40 • 27 • 26		Succeeded	5/26/23 9:25 AM ED1	5/20/23 9.25 AMI EDT	<u>,</u>
	• 25 • 24					
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	• 16 • 15					
	• 14 • 13					
	• 12 • 11 • 10					
	• 9 • 8					
	• 7 • 6					
	• 5					
	• 3 Do you want to continue?					
	Continue Cancel					

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

Overview (?)	Process Set Name NC Calculate Depreciation for CASH BOOKS Job Set	Confirmation	
▶ Search	Description Custom Calculate Depreciation Job Set for State of NC	Process 2194900 was submitted.	~
Search Results (?)	Processes Schedule Notification	ок	
View  Flat List Hierarchy	Process Name Path Parent Process Set		

**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.

<	ntercompany Accounting	Budgetary Control	Cash Management	Fixed Assets	Expei 🖒
	QUICK ACTIONS	APPS			
	Prepare Source Lines				
	Adjust Assets	Asset	Asset Inquiry	+	
	Show More				

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

Assets ⑦ Agenc	Y 1900 CASH BOOK - USD 💌	]			
Additions	Adjustments	Transfers	Retirements	Depreciation	
0 Incomplete	0 Incomplete	0 Incomplete	0 Incomplete	Apr-2023	
~	<b>.</b>	Ŧ	•	<b>~</b>	

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



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

Assets ⑦ Agency	900 GASB BOOK - USD 💌			
Additions	Adjustments	Transfers	Retirements	Depreciation
0 Incomplete	0 Incomplete	0 Incomplete	0 Incomplete	Jan-2023
▼	~	~	▼	•

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



## 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