

VIEW PERIOD

MANAGEMENT

GL

DASHBOARD

QUICK REFERENCE GUIDE GL-08

Purpose

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

Introduction and Overview

In this QRG, you will learn how to use the NCFS Period Management Dashboard to view the period statuses of the General Ledger and all the subledger modules, holistically.

View Period Management Dashboard

To View the Period Management Dashboard in NCFS, 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 General Accounting tab.

Good afterr	noon, GL PERIOD) MANAGE	EMEN	t main!
General Accounting	Intercompany Accounting	My Enterprise	Tools	Others
QUICK ACTIONS	APPS			
Manage Journals				
Create Journal	General	Journal	ls	Period Close
Manage Approvals for	r Journals	a d		
Import Journals	+			

NORTH CAROLINA OFFICE OF THE STATE CONTROLLER



3. Click the **Period Close** app.

Good afterr	noon, GL PERIOE) MANAGE	emen	T MAIN!
General Accounting	Intercompany Accounting	My Enterprise	Tools	Others
QUICK ACTIONS	APPS			
Manage Journals				
Create Journal	General	Journa	ls	Period Close
Manage Approvals for	r Journals	d		
Import Journals	1			

4. On the **Period Close Dashboard**, click the **Change** button next to **Data Access Set** to change access set. In this example, choose **NC CASH US**.

Note: If the data access set is not already selected this is a mandatory step.

View By Single Ledger V Ledger NC CASH US Accounting Period May-23 V C General Ledger (Closed)	Close S	Status								
General Lødger (Closed)	View By	Single Ledger V	Ledger	NC CASH US		 Accounting 	Period May-23		v €	
General Lodger (Closed)							(
(Closed)										
						0	(Closed)			
					Receivables	Costing	Projects	Pavables	Assets	

5. Here is the **Period Close Dashboard**. In the *Close Status* section, select the desired accounting period from the *Accounting Period* drop-down choice list.

Data Access Set: NC CASH US [Change] Period Close			
Close Status	_		0
View By Single Ledger V Ledger NC CASH US		✓ Accounting Period May-23 ✓ ♥	U
		General Ledger (Closed)	
	Receivables	Costing Projects Payables Assets	

6. On the **Period Close Dashboard**, the status of the selected Accounting period is displayed.

In this example, it is **Closed.**

ſ	ata Access Set: NC CASH US [Change]				
1	Period Close				
L	Close Status				
L					0
	View By Single Ledger V Ledger NC CASH US	~ Acc	counting Period May-23	⊻ Đ	
			General Ledger		
L			(Closed)		
				e 🏢	
		Receivables Cost (Open) (Never C	ting Projects Opened) (Never Opened)	Payables Assets(1/52) (Open) (Partially Closed)	

7. In the *Close Status* section, click on the respective icons to view the period status for each subledger.

Close Status		C
iew By Single Ledger 🗸 Ledger NC CASH US	✓ Accounting Period May-23 ✓ ♥	
	General Ledger (Closed)	

Note: There are also additional sections in Period Management Dashboard that let you monitor realtime data. Scroll-down on the Period Management Dashboard to see these features,

 Outstanding Subledger Transactions - This will notify you of anything that has errors or is in draft mode, as well as anything that has been accounted for but not transferred to the ledger. Additionally, you may drill further into the transactions listed here to perform any necessary reconciliation or investigation.

🖌 Outstanding Subledger Transa	ctions	
Ledger NC CASH US	Accounting Period Apr-23 V Source Payables	 ▼ ♥ Submit Subledger Period Close Exceptions Report
Unaccounted	A	Create Accounting
Error	A	
Draft	-	

2) Intercompany Period Status – You can open and close periods by transaction type on the Intercompany Period Status page.

Intercompany Pe	riod Status			
Actions View	开 IP Close Sweep			
Period Name	Transaction Type Name Description	Status	Latest Open Period	Open Transactions
May-23	IC Transfer Out	Never opened	Apr-23	0

Wrap-Up

View the Period Management Dashboard using the steps above to view the period statuses of the general ledger and all subledger modules.

Additional Resources

Web Based Training (WBT)

• GL105: GL Period Management