

RUN OPEN PERIOD

Program

GL

QUICK REFERENCE GUIDE GL-20

Purpose

The purpose of this Quick Reference Guide (**QRG**) is to provide a step-by-step explanation of how to Run the Open Period Program for General Ledger (**GL**) in the North Carolina Financial System (**NCFS**).

Introduction and Overview

This QRG covers the steps to run the open period program in NCFS. This enables you to open an accounting period of a ledger in NCFS.

Run Open Period Program

To Run Open Period Program 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 and click the Period Close app.





3. On the **Period Close** page, if your desired Data Access Set does not display, click **Change** link.

Data Access Set: NC ACCRUAL US [Change]			
Period Close			
Close Status		?	
View By Single Ledger V Ledger NC ACCRUAL US	✓ Accounting Period Jun-23 ✓ ♥		Ξ
	General Ledger		
	(Never Opened)		

4. The *Change Data Access Set* pop-up appears. On the *Data Access Set* field, select the desired choice from the drop-down choice list and click the **OK** button.

Data Access Set: NC CASH US [Change]		
Period Close		
Close Status		0
View By Single Ledger v Ledger NC CASH US	Change Data Access Set ×	E
	* Data Access Set NC CASH US V OK Cancel	

5. Click the Tasks icon and click Manage Accounting Periods.

Data Access Set: NC CASH US [Change]	Accounting Periods
Period Close	Manage Accounting Periods Close Monitor
Close Status	Multicurrency Revalue Balances Translate Balances Haracon Constant Balances
View By Single Ledger VIC CASH US Accounting Period May-23 V C	Manage Currency Rates Balances Transfer Transfer Balances to Secondary Ledgers Year-End Processing Create Income Statement Closing Journals Create Balance Sheet Closing Journals
Receivables (Open) (Never Opened) (Never Opened)	Balance Inquiry Inquire and Analyze Balances Inquire and Analyze Average Balances Inquire on Journal Lines Inquire on Detail Balances
Outstanding Subledger Transactions	Financial Reports Open Workspace for Financial Reports

6. On the **Manage Accounting Periods** page, click the **Ledger** link whose period is to be opened.

Data Access Set: NC CASH US [Cha	nge]								
Manage Accounting Pe	eriods ⑦								D <u>o</u> ne
Applicati	Open Next Period	✓ Close Current Period	Effective As-of Da	te 6/2/23	Ú.	10 =			
				Current Period		Prio	r Period	Next	Period
Ledger			Name	St	itus I	Name	Status	Name	Status
All Ledgers									
NC CASH US			Jun-23		· · ·	May-23		13_Jun-23	•
						Dpen 🗐	Closed 🔒 Closed	ntly Future Futerable	 Never Opened

7. On the Edit Accounting Period Statuses page, select the Accounting Period to be opened.

Data Access Set: NC CASH US [Change]					
Edit Accounting Period Statuses: NC CASH	US ⑦				Done
* Ledger NC CASH US ~ Application General Ledger Actions • View • Format • Open Period Close Period	Late Open Next Encumbrance 1	tear Status All	ce Year 2020 Period Apr-23 ✓ ♥ ☞ ↓ Wr	ap	
Accounting Period	Period Number	Year	Start Date	End Date	Status
May-23	11	2023	5/1/23	5/31/23	/
Apr-23	10	2023	4/1/23	4/30/23	
Mar-23	9	2023	3/1/23	3/31/23	
Feb-23	8	2023	2/1/23	2/28/23	D

In this example, we choose May-23. Click the Open Period button.

8. A pop-up appears with the process number, acknowledging that the request has been submitted.

Data Access Set: NC CASH US [C Your process	2186789 has been s	ubmitted. (GL-78	0975)	×	☆ 戸	Ç CW
* Ledger NC CASH US → Application General Ledger Actions ▼ View ▼ Format ▼ Open Period Close Period	Latest C	Dpen Encumbrance Year 24 Latest Open Period A	220 pr-23 ✓ ♥ ☞ ↔ Wrap			
Accounting Period	Period Number	Year	Start Date	End Date		Status
May-23	11	2023	5/1/23	5/31/23		/ 1
Apr-23	10	2023	4/1/23	4/30/23		D

Note: Click the **Refresh** [••] icon to review the updated status of the period. Users can alternatively navigate to the **Scheduled Processes** app to monitor status of the submitted process. If the **Status** value does not change from a pencil, navigate to **Scheduled Processes** to view the error.

9. Click the **Done** button. You are now redirected to the **Manage Accounting Periods** page.

Data Access Set: NC CASH US [Cf	✓ Your process 2186789 has been submitted. (GL-780975)	x	☆	Þ	Û	CW
Edit Accounting Period	Statuses: NC CASH US ②					D <u>o</u> ne
* Ledg Applicati	ger NC CASH US v Latest Open Encumbrance Year 2020 ion General Ledger Latest Open Period Apr-23					

10. The *Status* field displays the **Open** icon for the selected **Ledger**.

Data Access Set: NC CASH US [Change]				
Manage Accounting Periods ⑦				D <u>o</u> ne
Application General Ledger V				
Actions View Format Open Next Period Close Current Period Effective Ast	s-of Date 5/22/23	i v = t i	2	
Ledger	Current Period	Prior Perio	bd	Next Period
Ledger	Current Period Name State	Prior Perio us Name	od I Status Name	Next Period Status
Ledger	Current Period Name State	Prior Perio us Name	d I	Next Period Status
Ledger All Ledgers C CASH US	Current Period Name State May-23	Prior Perio	d Name	Next Period Status

Wrap-Up

Run open period program using the steps above to open an accounting period of a ledger.

Additional Resources

Web Based Training (WBT)

• GL 105: GL Period Management