

GL-20 Run Open Period Program

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. There are 10 steps to complete this process.

Step 1. Log in to the NCFS portal with your credentials to access the system.

Step 2. On the **Home** page, click the **General Accounting** tab and click the **Period Close** app.

Image

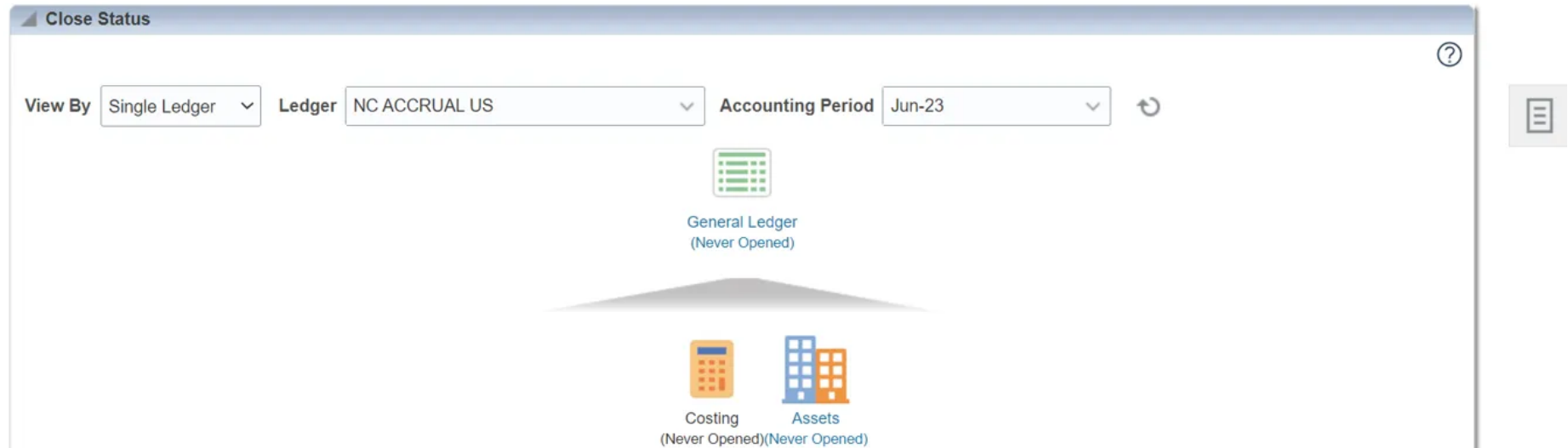


Step 3. On the **Period Close** page, if your desired Data Access Set does not display, click **Change** link.

Image

Data Access Set: NC ACCRUAL US [\[Change\]](#)

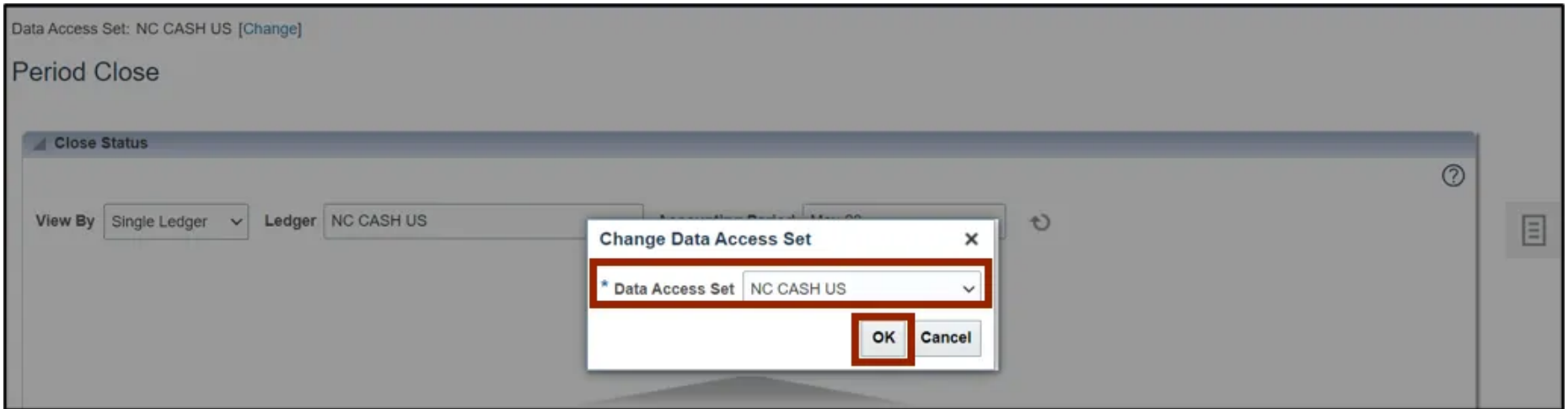
Period Close



The image shows a software window titled "Close Status". At the top left, it says "Data Access Set: NC ACCRUAL US" with a blue "[Change]" link next to it. Below this, there are three dropdown menus: "View By" set to "Single Ledger", "Ledger" set to "NC ACCRUAL US", and "Accounting Period" set to "Jun-23". To the right of these is a refresh icon. In the center, there is a green icon of a ledger with the text "General Ledger (Never Opened)" below it. Below that, there is a large grey arrow pointing downwards. At the bottom, there are two icons: an orange calculator icon labeled "Costing (Never Opened)" and a blue and orange building icon labeled "Assets (Never Opened)". A help icon (?) is in the top right corner, and a menu icon is on the far right edge.

Step 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.

Image



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

Image

Period Close

Close Status

View By: Single Ledger Ledger: NC CASH US Accounting Period: May-23 


General Ledger
(Future Enterable)

 Receivables
(Open)  Costing
(Never Opened)  Projects
(Never Opened)  Payables
(Open)  Assets
(Never Opened)

Outstanding Subledger Transactions

Accounting Periods

- [Manage Accounting Periods](#)
- [Close Monitor](#)

Multicurrency

- [Revalue Balances](#)
- [Translate Balances](#)
- [Manage Currency Rates](#)

Balances Transfer

- [Transfer Balances to Secondary Ledgers](#)

Year-End Processing

- [Create Income Statement Closing Journals](#)
- [Create Balance Sheet Closing Journals](#)

Balance Inquiry

- [Inquire and Analyze Balances](#)
- [Inquire and Analyze Average Balances](#)
- [Inquire on Journal Lines](#)
- [Inquire on Detail Balances](#)

Financial Reports

- [Open Workspace for Financial Reports](#)

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

Image

Ledger	Current Period		Prior Period		Next Period	
	Name	Status	Name	Status	Name	Status
All Ledgers						
NC CASH US	Jun-23		May-23		13_Jun-23	

Open
 Closed
 Permanently Closed
 Future Enterable
 Never Opened

Image

Edit Accounting Period Statuses: NC CASH US [?](#)

Done

* Ledger NC CASH US ▼ Latest Open Encumbrance Year 2020
Application General Ledger Latest Open Period Apr-23

Actions ▼ View ▼ Format ▼ **Open Period** Close Period Open Next Encumbrance Year Status All ▼    Wrap

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	
Jan-23	7	2023	1/1/23	1/31/23	

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

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.

Image

✕
☆
📄
🔔
CW

✓ Your process 2186789 has been submitted. (GL-780975)

Data Access Set: NC CASH US [C]

Edit Accounting Period Statuses: NC CASH US ?

Done

* Ledger

NC CASH US ▼

Application

General Ledger

Latest Open Encumbrance Year 2020

Latest Open Period Apr-23

Actions ▼ View ▼ Format ▼

Open Period
 Close Period
 Open Next Encumbrance Year

 Status

All ▼

↺
📄
↻
 Wrap

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	

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

Image

✕
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CW

✓ Your process 2186789 has been submitted. (GL-780975)

Data Access Set: NC CASH US [C]

Edit Accounting Period Statuses: NC CASH US ?

Done

* Ledger

NC CASH US ▼

Application

General Ledger

Latest Open Encumbrance Year 2020

Latest Open Period Apr-23

Actions ▼ View ▼ Format ▼

Open Period
 Close Period
 Open Next Encumbrance Year

 Status

All ▼

↺
📄
↻
 Wrap

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	

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

Image

Data Access Set: NC CASH US [\[Change\]](#)

Manage Accounting Periods ?

Done

Application General Ledger

Actions ▼ View ▼ Format ▼ Open Next Period Close Current Period Effective As-of Date 5/22/23

Ledger	Current Period		Prior Period		Next Period	
	Name	Status	Name	Status	Name	Status
▲ ■ All Ledgers						
■ NC CASH US	May-23		Apr-23		Jun-23	

Rows Selected 1

Open Closed Permanently Closed Future Enterable Never Opened

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](#)

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