

FA-22 Editing Previously Deleted Source Lines

Purpose

The purpose of this Quick Reference Guide (**QRG**) is to provide a step-by-step explanation on how to edit previously deleted source lines in the North Carolina Financial System (**NCFS**).

Introduction and Overview

Source lines in NCFS Fixed Asset are pending transaction lines found on the Asset Dashboard which have been interfaced from NCFS Invoicing. Deleting lines which should not be fully posted to the asset books are a daily task for NCFS asset users. The steps below detail how to recover these lines in case of accidental or erroneous deletion.

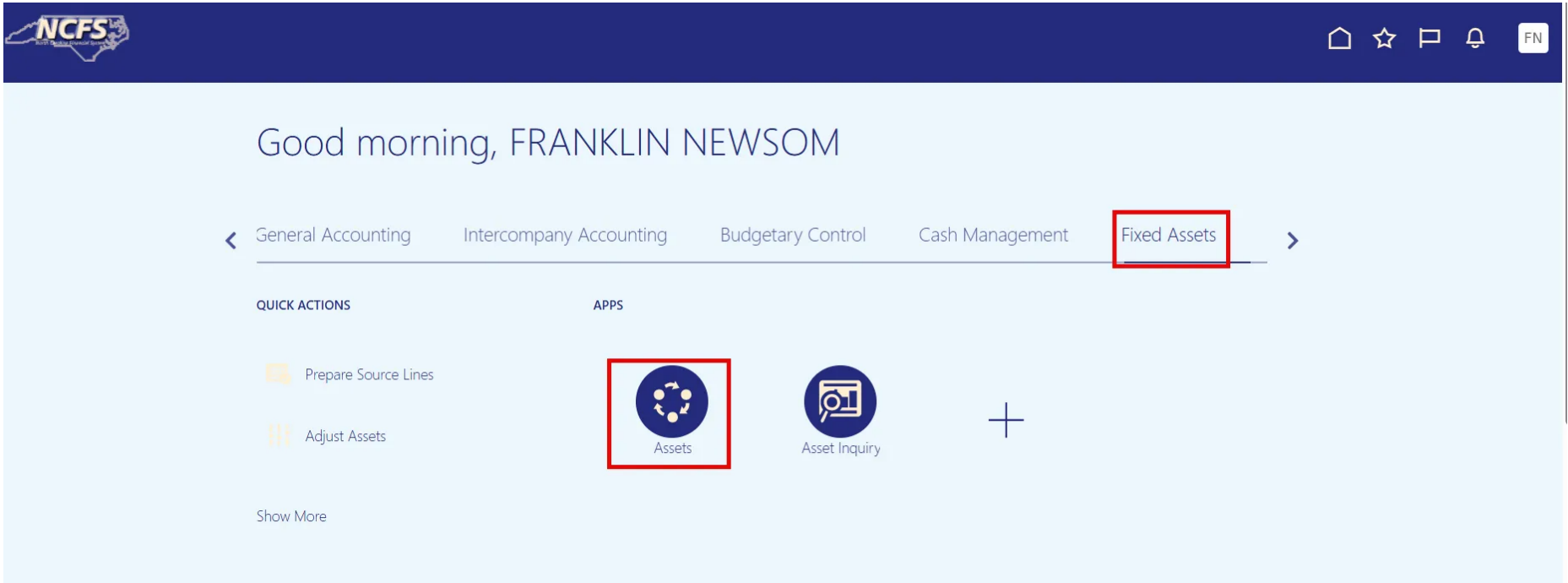
Copying Data to NCFS Fixed Assets ADFDi Spreadsheets

There are 7 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, under the **Fixed Assets** tab, click the **Assets** app.

Image



Step 3. On the **Asset Dashboard** page, open the **Tasks** list and click **Prepare Source Lines**.

Image





FN

Assets  AGENCY 0100 CASH BOOK - USD 

Additions

99 Incomplete

0 Exceptions

0 Ready to Post

Adjustments

0 Incomplete

Transfers

0 Incomplete

Retirements

0 Incomplete

Depreciation

Jan-2026

Actions  View        



Description

Invoice Number

Cost 

In Service Date

Category

PO Number

Units

Comments

APP24 11/30/2025

7,268,561.91

11/30/25

GENERAL INFRASTRUCTURE-OTH

1

Transactions

Add Asset

Add Assets in Spreadsheet

Prepare Source Lines

Adjust Assets

Adjust Assets in Spreadsheet

Capitalize CIP Assets

Transfer Assets

Transfer Assets in Spreadsheet

Retire Assets

Retire Assets in Spreadsheet

Reinstate Assets

Update Descriptive Details

Accounting

Create Accounting

Create Adjustment Journal

Review Journal Entries

General

Step 4. The Prepare Source Lines page will appear. Use the search feature to find your deleted line. Use the **Queue** field to include the “Deleted” status by opening the Drop-Down list. Click **Search** to run the inquiry.

Image

NCFS

Prepare Source Lines ?

Search

Book: AGENCY 0100 CASH BOOK

Queue: Delete

Invoice Number

Description

Supplier

PO Number

Project Number

Project Asset Name

Preparer

Transaction Group

Search Reset Save...

Actions View Detach Prepare All Post All Merge Add to Asset Split Change Book

Description	Invoice Number	Cost	In Service Date	Category	PO Number	Units	Comments	Project Number	Asset N
			m/d/yy						

Step 5. Locate your source line within the search results and highlight the line by clicking. Edit the source line by opening the **Actions** Drop-Down list and choosing **Edit**.

Image

Prepare Source Lines ?

Search

Actions View Detach Prepare All Post All Merge Add to Asset Split Change Book

Description	Invoice Number	Cost	In Service Date	Category	PO Number	Units	Comments	Project Number	Asset N
Dell Servers - PowerEdge MX760C Server Per ...	6011723006526	43,987,959.36	10/30/23	EQUIPMENT-LAN EQUIPMENT-NON	NC480524	1			

Image

Edit Source Line: 6011723006526

Save and Close

Cancel

Currency = USD

* Queue

Delete

Asset Number

* Description 1 Dell Servers - PowerEdge

* Cost 43,987,959.36

Descriptive Details

Tag Number

Serial Number

* In Service Date 10/30/23

* Asset Type Capitalized

Category EQUIPMENT-LAN EQUIPMENT-NONE

Preparer

Bought New

☐ In use

Book AGENCY 0100 CASH BOOK

Fiscal Year 2026

Open Period Jan-2026

☒ Capitalization threshold evaluated

NCAS Payment Number

Asset Purchase Type

Image

Queue Status	Description
New	The record is newly created and is yet to be finalized.
On Hold	Set by User. This status is a “flag” to hold on completing the transaction.
Delete	Upon setting this status, the transaction line will be deleted once submitted or posted.
Error	Set by the NCFS system. This status notes that NCFS prevented transaction submission due to missing information or other error.
Book Changed	Set by OSC. Transaction line was moved across books. Treat this status equivalent to “New”.
Post	Transaction is ready to be finalized. Upon posting/submission, transaction will process.

Step 7. Once saved, the Source Line has been moved to its new status and you have successfully edited a previously deleted Source Line.

Wrap-Up

The steps above detail how to locate and edit a previously deleted Source line.

Additional Resources

- [FA 100: Asset Manager \(ILT\)](#)

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