

FA-08 Create and Manage Assets from Source Lines

Purpose

The purpose of this Quick Reference Guide (**QRG**) is to provide a step-by-step explanation on how to Create and Manage Assets from Source Lines from the Mass Addition Interface (Prepare Mass Additions) in the North Carolina Financial System (**NCFS**).

Introduction and Overview

This QRG covers how to Prepare Mass Additions in NCFS. Mass Addition from Source Lines is the process of adding multiple assets from a source outside of the Assets module. This functionality is used to add assets from payables and includes the process of preparing source lines as new assets.

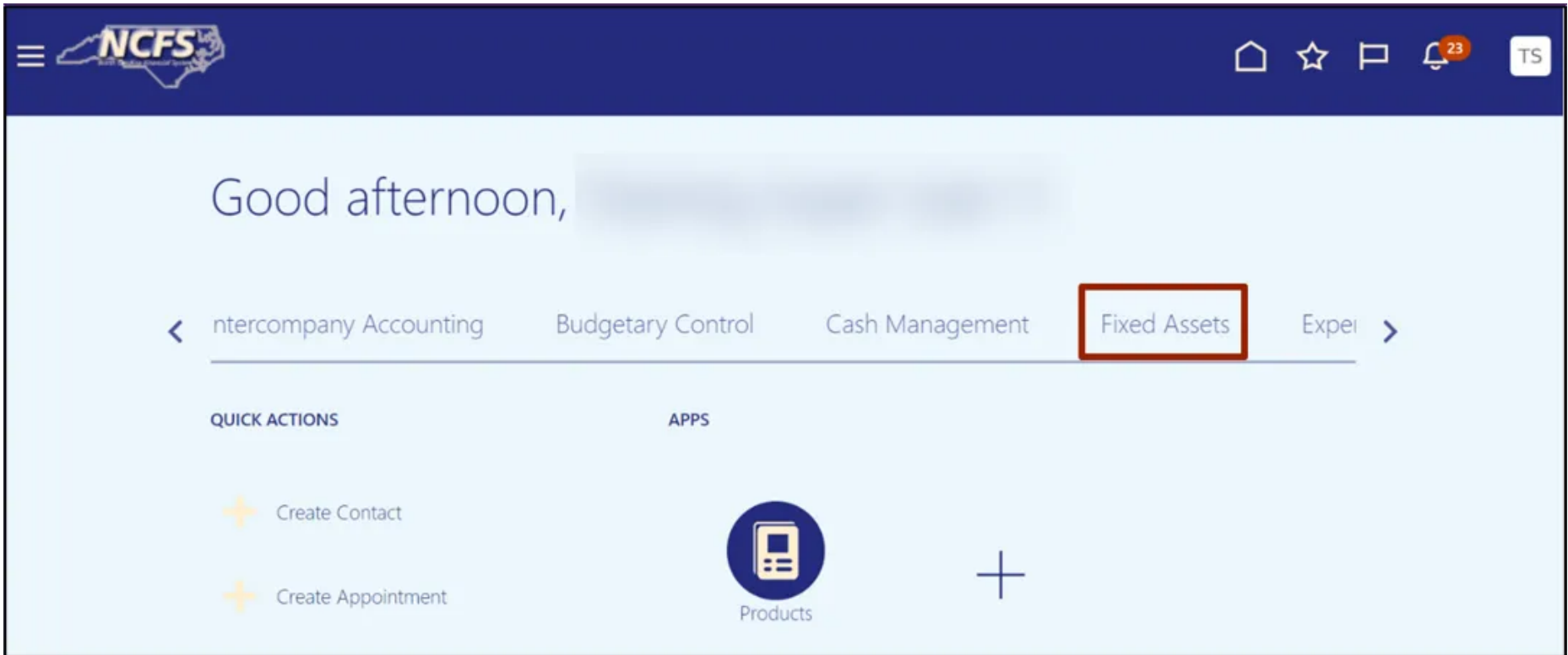
Prepare Source Lines for existing Fixed Assets in Oracle

To Prepare Source Lines for existing Fixed Assets in Oracle, please follow the steps below. There are 12 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 **Fixed Assets** tab.

Image



Step 3. Click the **Assets** app.

Image

Good afternoon, [blurred]

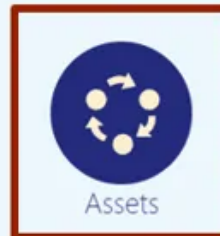
< Intercompany Accounting Budgetary Control Cash Management Fixed Assets Experi >

QUICK ACTIONS

 Prepare Source Lines

 Adjust Assets

APPS



Step 4. On the **Book** drop-down choice list, select the appropriate Asset Book option.

In this example, we choose **AGENCY 1400 CASH BOOK**.

Image

Assets AGENCY 1400 CASH BOOK - USD 

Additions

3

Incomplete

0

Exceptions

3

Ready to Post

Adjustments

0

Incomplete

Transfers

0

Incomplete

Retirements

0

Incomplete

Depreciation

Jan-2023

Actions  View 

Detach

Prepare All

Merge

Add to Asset

Split

Change Book

Description	Invoice Number	Cost  	In Service Date	Category	PO Number
Land		15,000.00	1/31/23	BUILDINGS-BLDG\ASBES REMOVE	
A2R-020		7,000.00	3/21/23	BUILDINGS-BLDG\DESIGN CONTRA	
A2R-017		6,000.00	5/1/23	BUILDINGS-COMMUNICATION CABL	
A2R-017		6,000.00	5/1/23	BUILDINGS-COMMUNICATION CABL	

Step 5. Click the **Prepare All** button.

Image

Additions
3 Incomplete
0 Exceptions
3 Ready to Post

Adjustments
0
Incomplete

Transfers
0
Incomplete

Retirements
0
Incomplete

Depreciation
Jan-2023

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

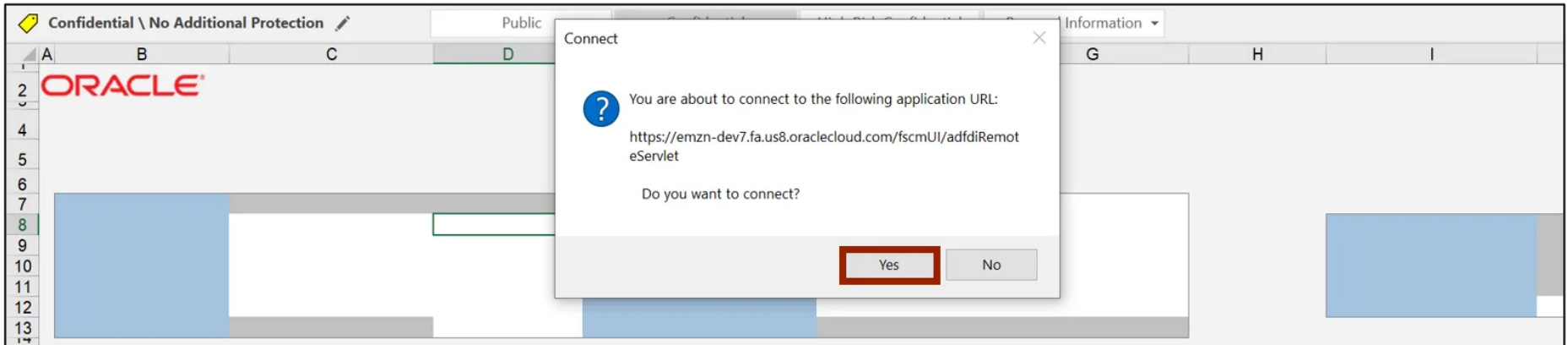
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A2R-017		6,000.00	5/1/23	BUILDINGS-COMMUNICATION CABL	

Step 6. Click the **Open** button to open the downloaded Excel file or click the **Save As** button to save a copy of the downloaded Excel file.

Image

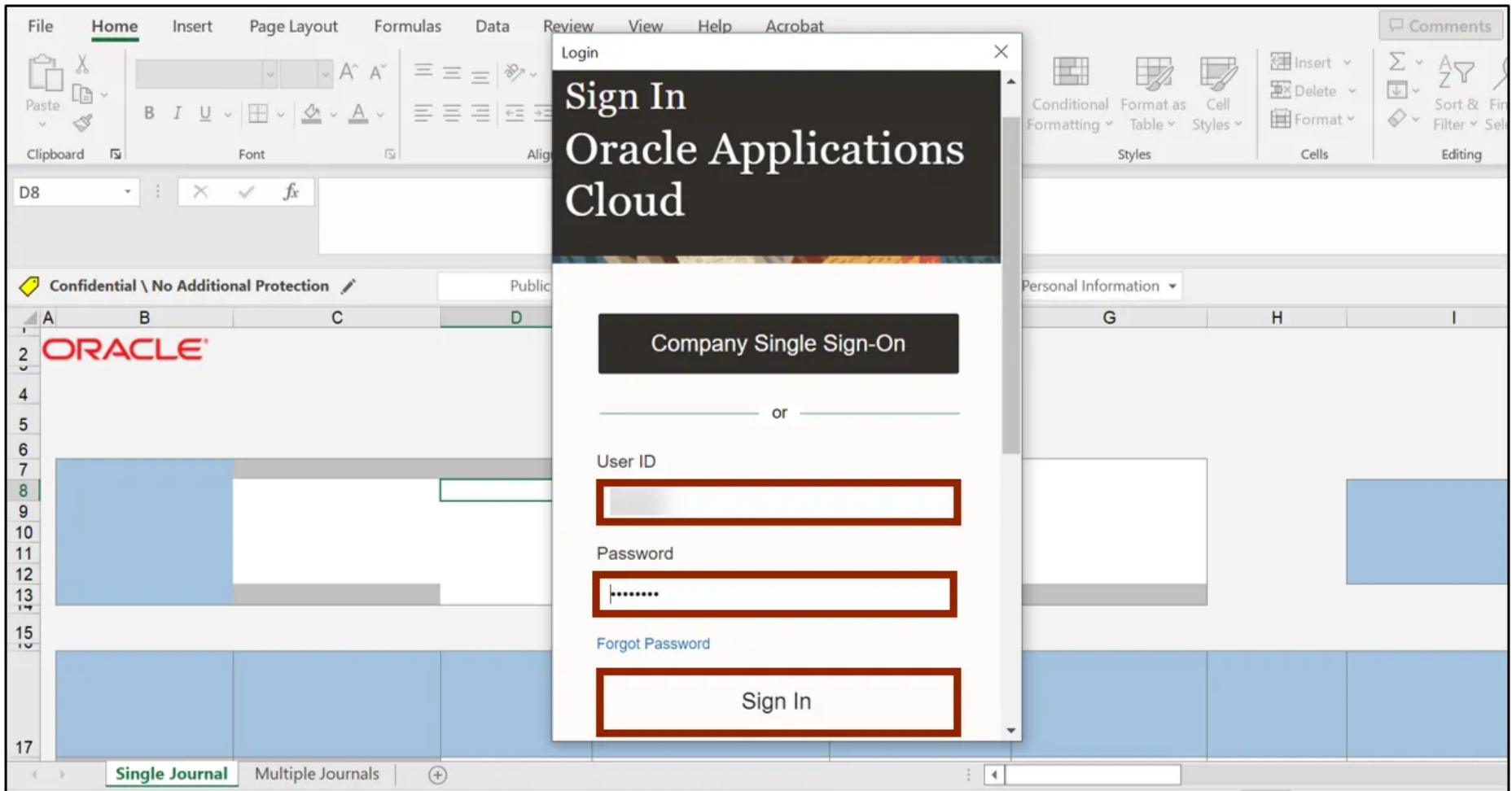
Step 8. On the *Connect* pop-up, click the **Yes** button to successfully connect to the server.

Image



Step 9. On the NCFS portal *Login* pop-up, enter your **User ID** and **Password** credentials and click the **Sign In** button.

Image



Step 10. Click the ***Queue Name** drop-down choice list, then select **Post** on the assets you would like to post.

Image

File Home Insert Draw Page Layout Formulas Data Review View Help Create Asset Additions Acrobat Comments Share

Login Logout Clear Edit About All Data Options Attachments Submit Post Status Viewer

Workbook Worksheet

H16

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ORACLE®
Create Asset Additions

Worksheet Status

Asset Additions Changed	* Required Status	*Interface Line Number	Asset Book	*Asset Type	*Queue Name	*Description	Preparer
		1	AGENCY 1400 CASH BOC	Capitalized	Post	A2R-017	

Step 11. On the Microsoft Excel Banner, click the **Create Asset Additions** tab.

Image

File Home Insert Draw Page Layout Formulas Data Review View Help Create Asset Additions Acrobat Comments Share

Login Logout Clear Edit About All Data Options Attachments Submit Post Status Viewer

Workbook Worksheet

H16

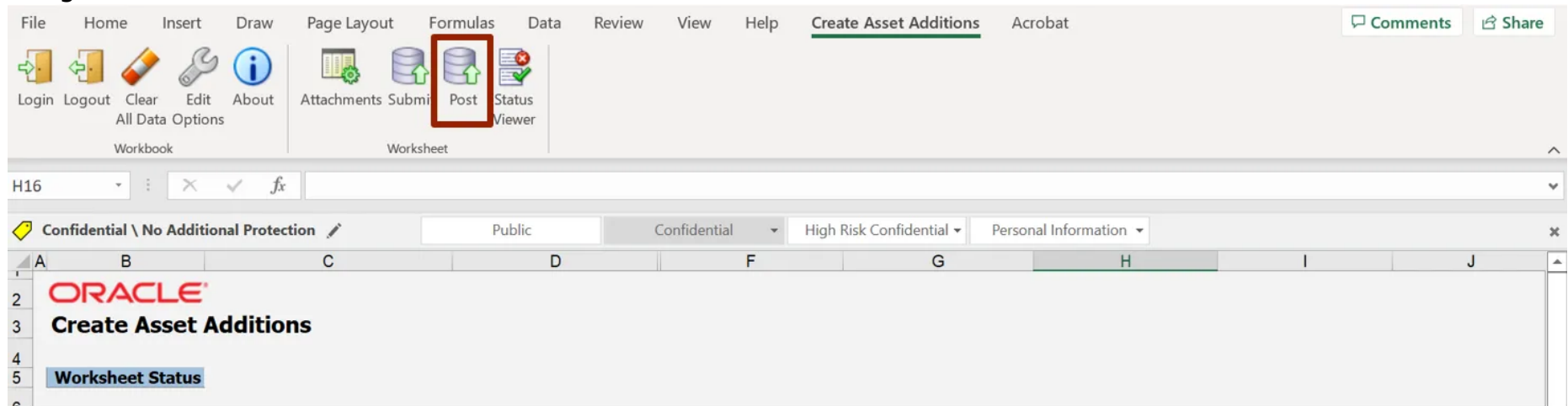
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Create Asset Additions

Worksheet Status

Step 12. Click the **Post** button.

Image



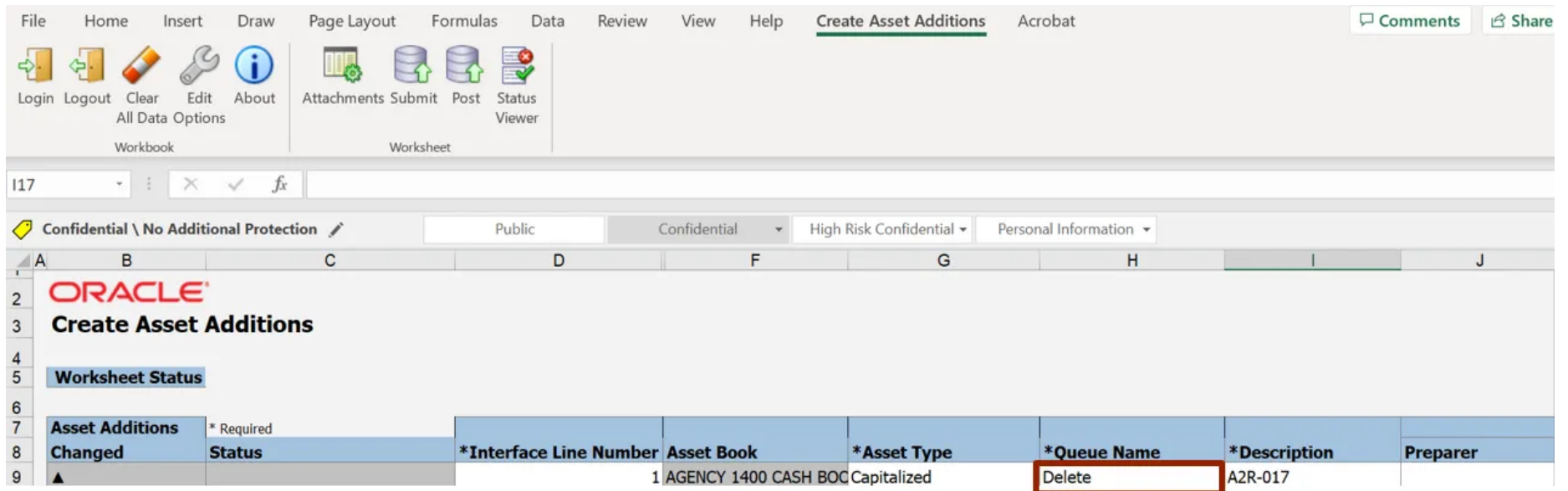
Delete Mass Additions Source Lines Using ADFDI Spreadsheet

To delete mass additions source lines using ADFDI Spreadsheet, please follow the steps below. There are 5 steps to complete this process.

Note: Source lines are to be posted or deleted. Users do not need to delete a source line after posting.

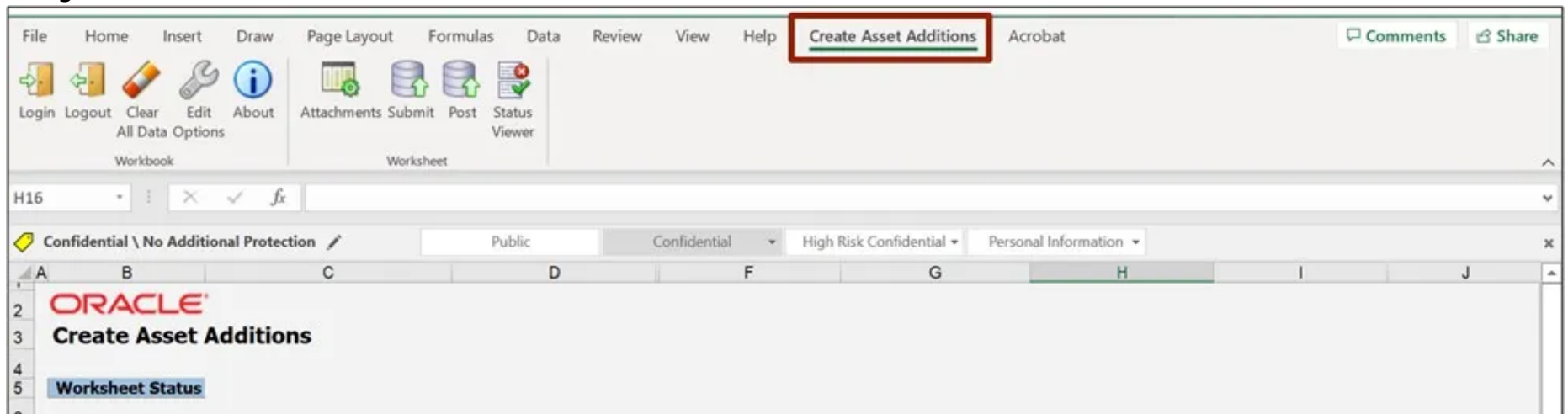
1. Follow steps 1-9 above.
2. Click the ***Queue Name** drop-down choice list, then select **Delete** on the assets you would like to delete.

Image



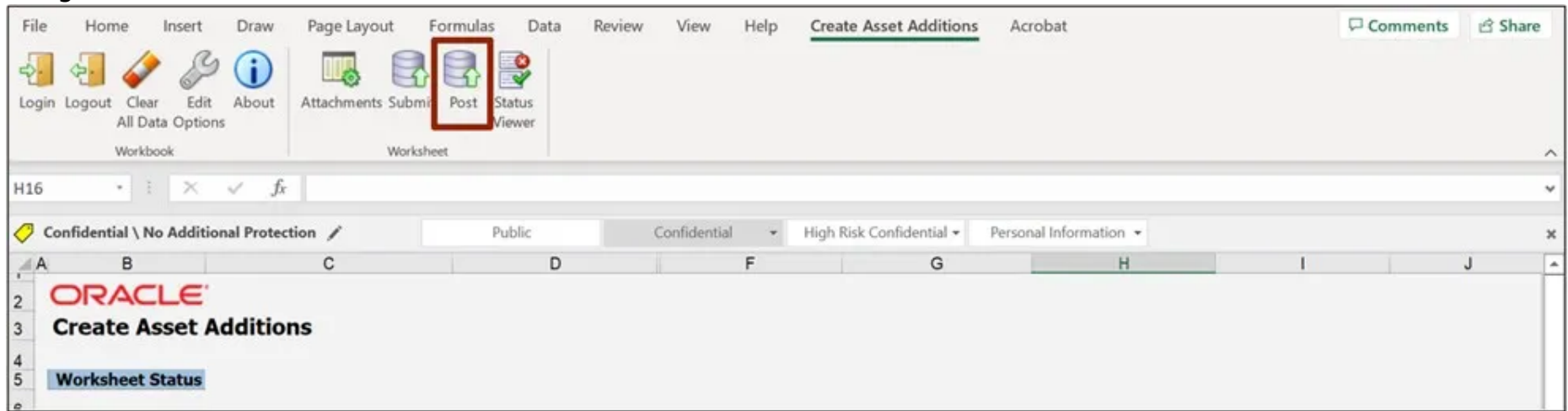
3. On the Microsoft Excel Banner, click the **Create Asset Additions** tab.

Image



4. Click the **Post** button.

Image



5. The *Confirmation* pop-up page is displayed. Click the **OK** button.

Image



Wrap-Up

Users can Create and Manage Assets from Source Lines as it adds multiple assets from a source outside of the Assets module in NCFS by following the steps explained above.

Additional Resources

- Web-Based Training (WBT)
 - [FA102- FA Asset Additions](#)

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