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.

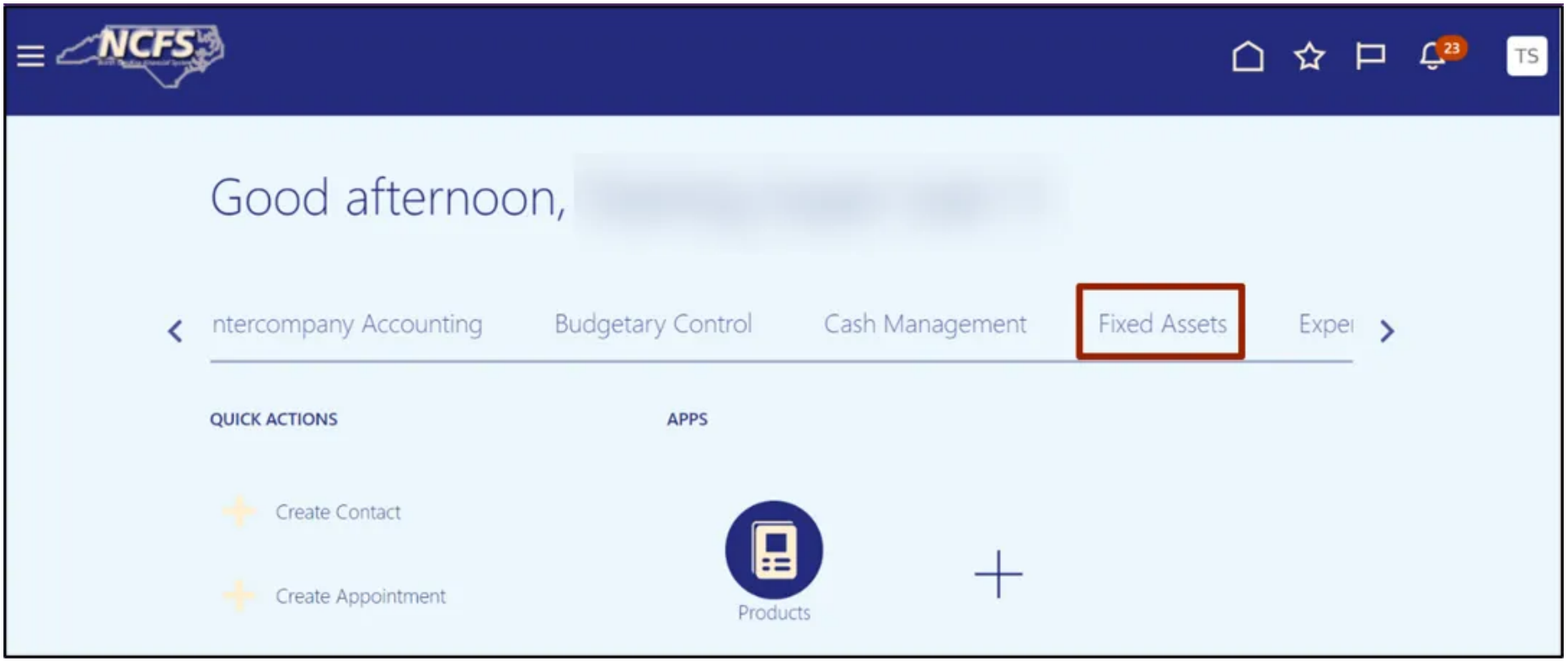
Prepare Source Lines for existing Fixed Assets in Oracle

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.

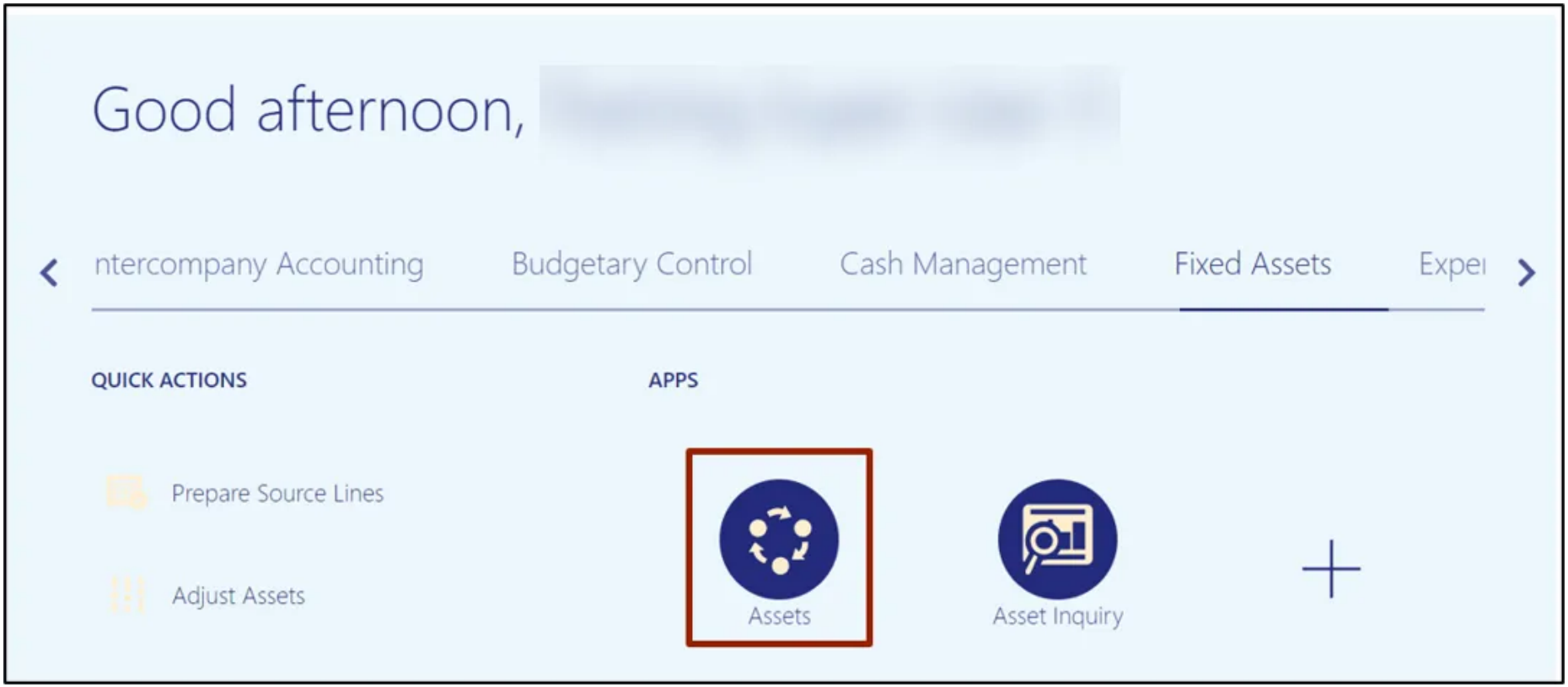
Step 2. On the **Home** page, click the **Fixed Assets** tab.

Image



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

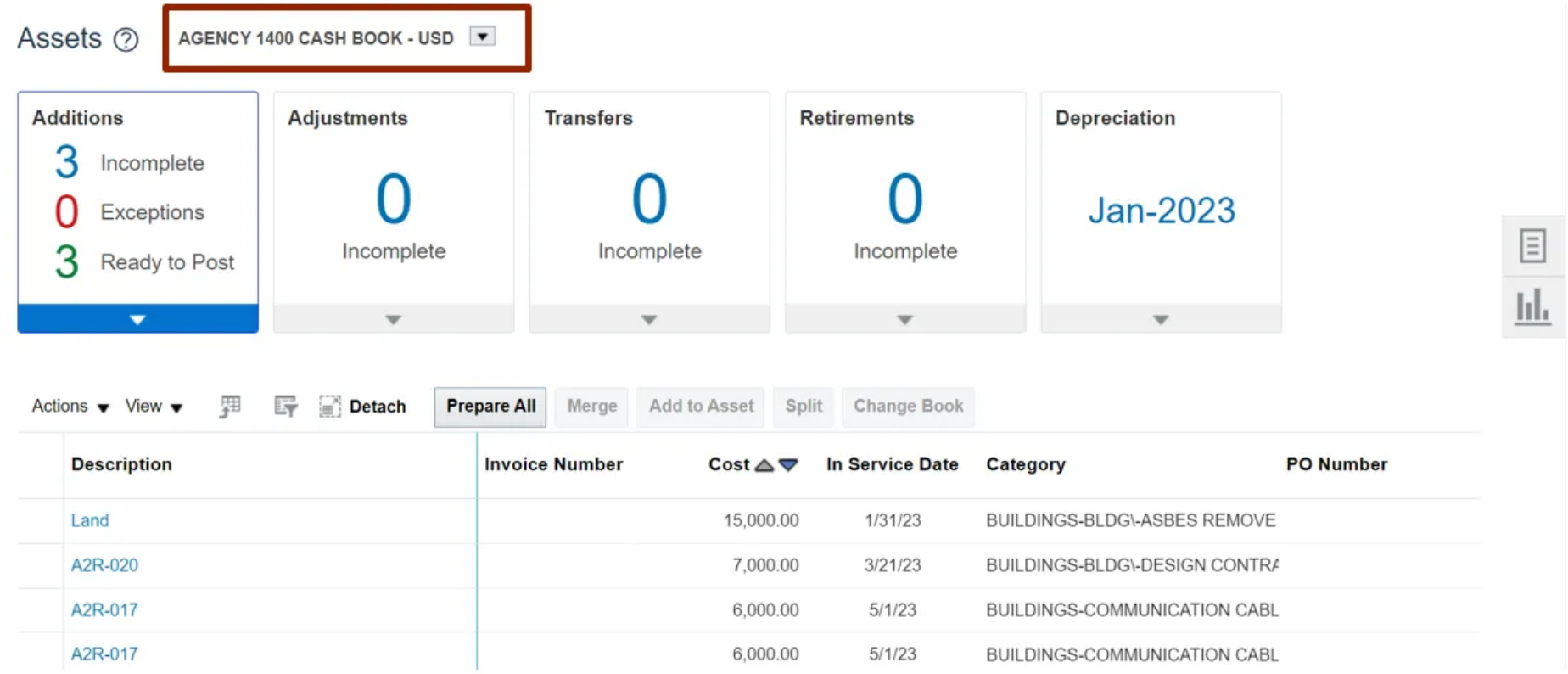
Image



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

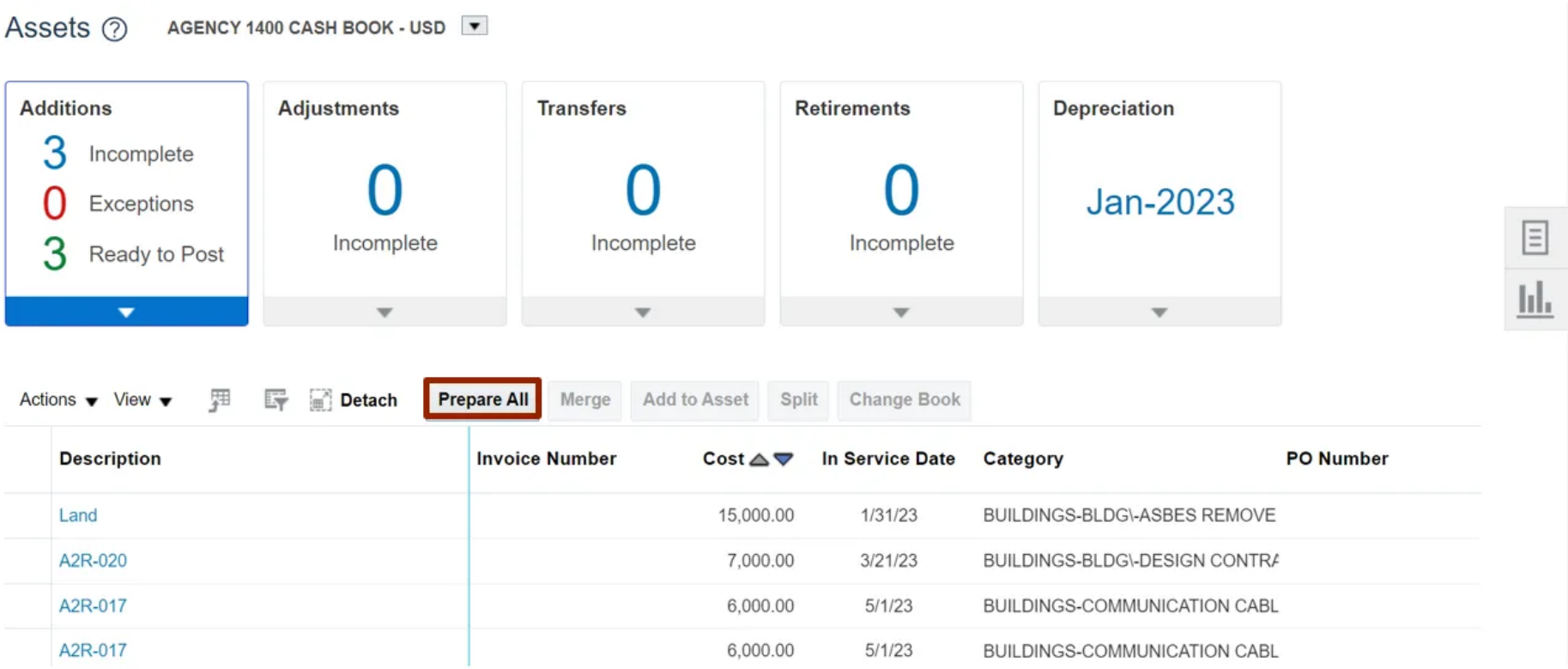
In this example, we choose **AGENCY 1400 CASH BOOK**.

Image



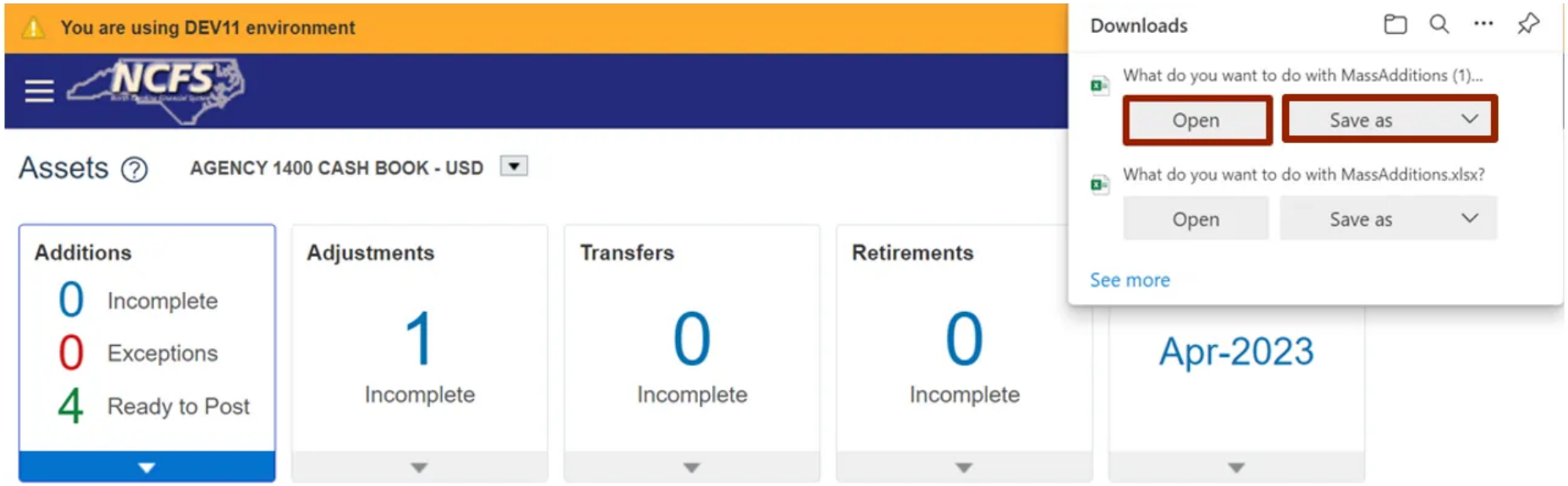
Step 5. Click the **Prepare All** button.

Image



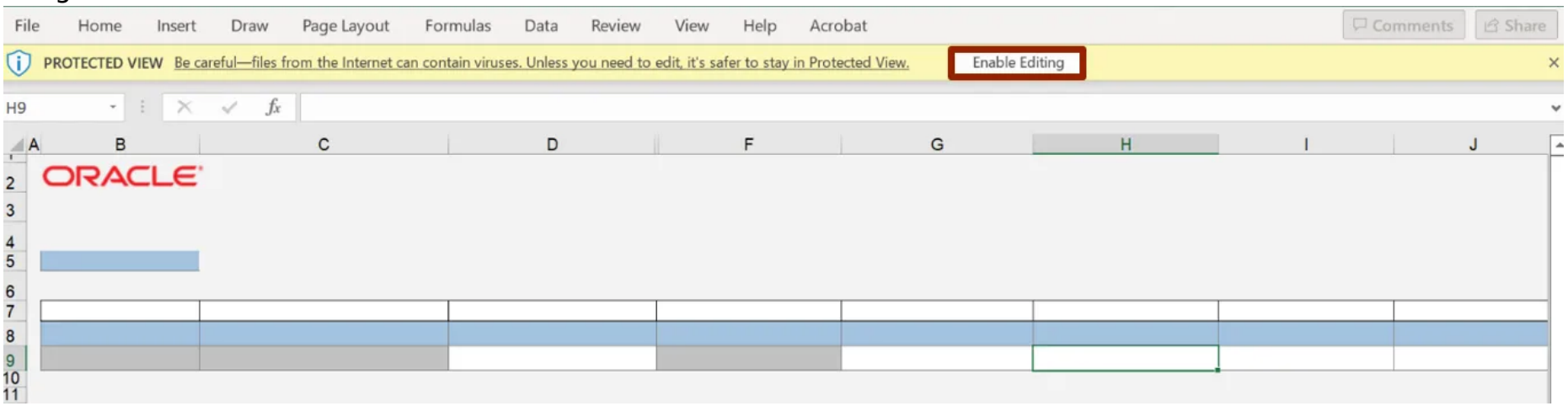
Step 6. Click the **Open** button to open the downloaded Excel file or click the **Save As** button to save a copy of the downloaded Excel file.

Image



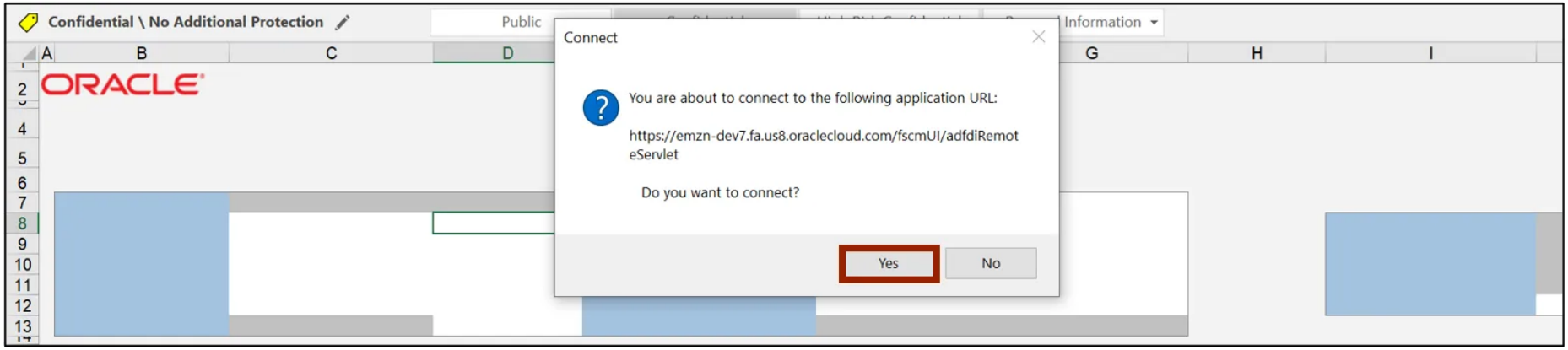
Step 7. Open the excel file and click the **Enable Editing** button.

Image



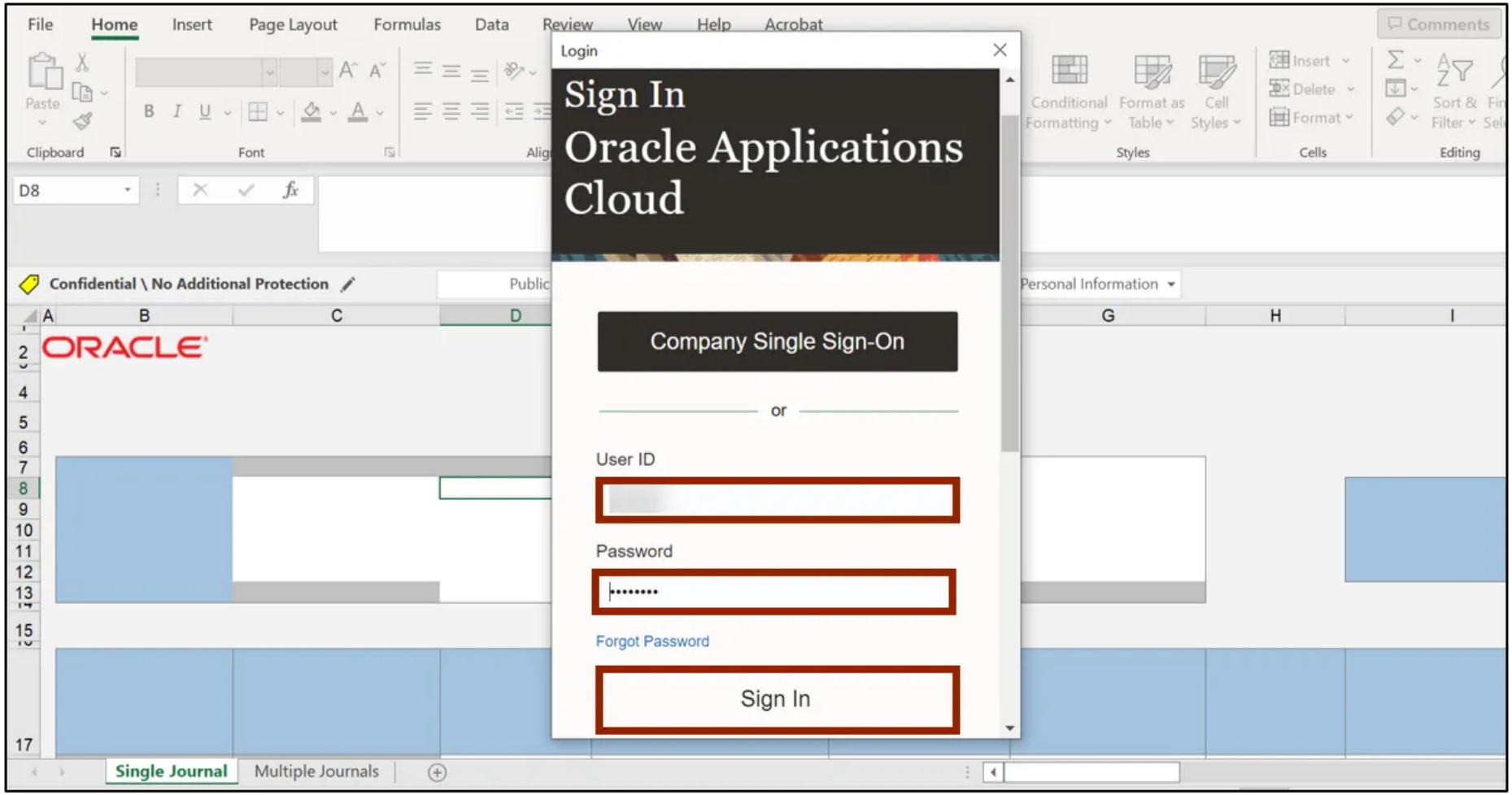
Step 8. On the *Connect* pop-up, click the **Yes** button to successfully connect to the server.

Image



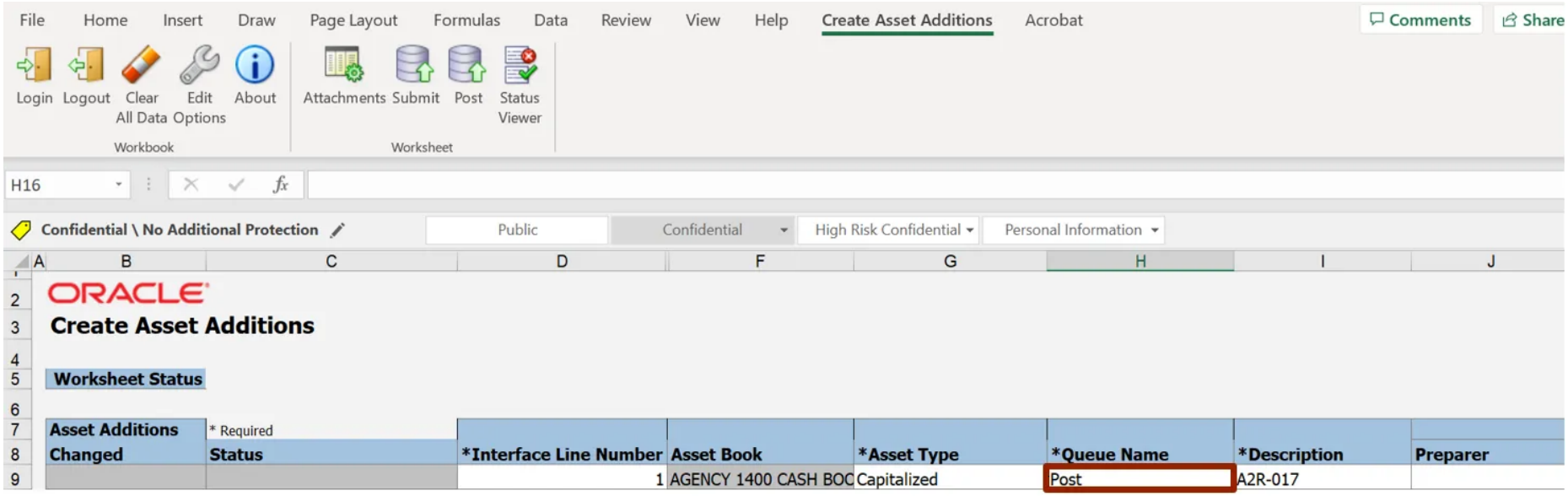
Step 9. On the NCFS portal *Login* pop-up, enter your **User ID** and **Password** credentials and click the **Sign In** button.

Image



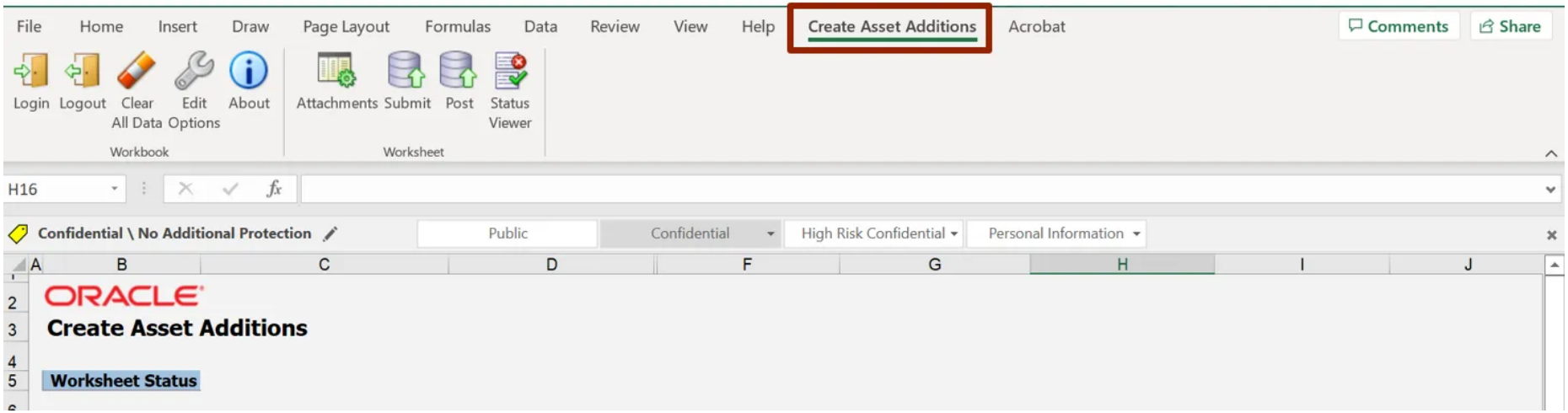
Step 10. Click the ***Queue Name** drop-down choice list, then select **Post** on the assets you would like to post.

Image



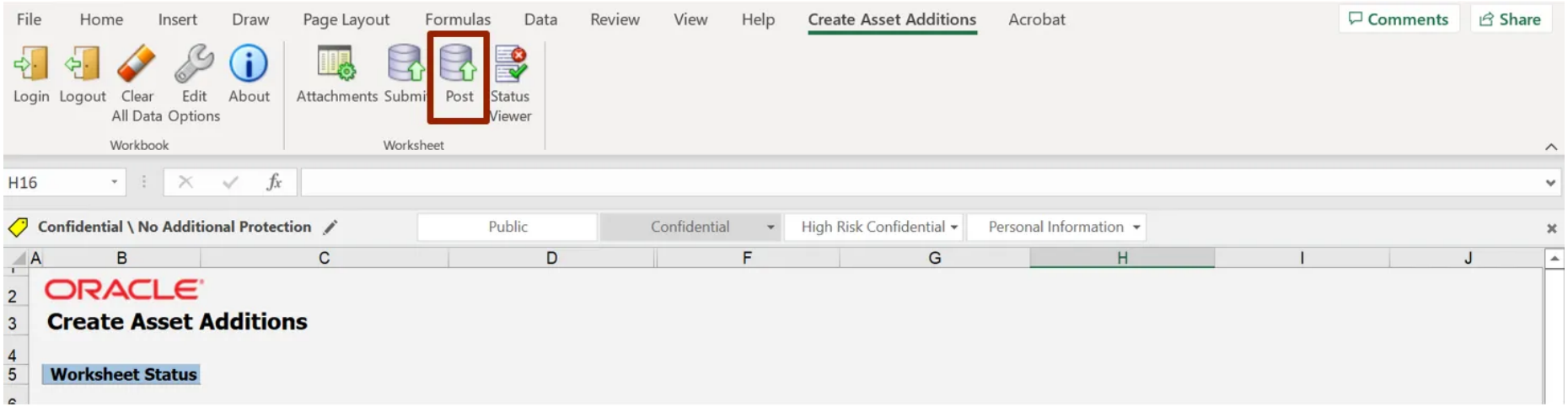
Step 11. On the Microsoft Excel Banner, click the **Create Asset Additions** tab.

Image



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

Image



Delete Mass Additions Source Lines Using ADFDI Spreadsheet

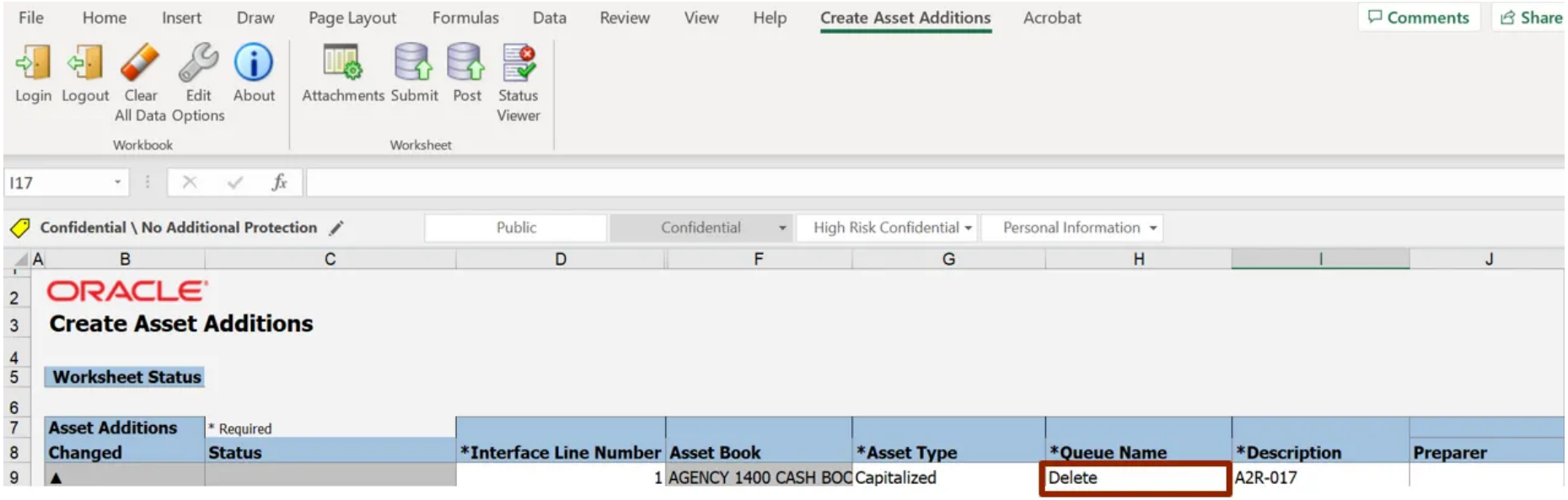
To delete mass additions source lines using ADFDI Spreadsheet, please follow the steps below. There are 5 steps to complete this process.

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.

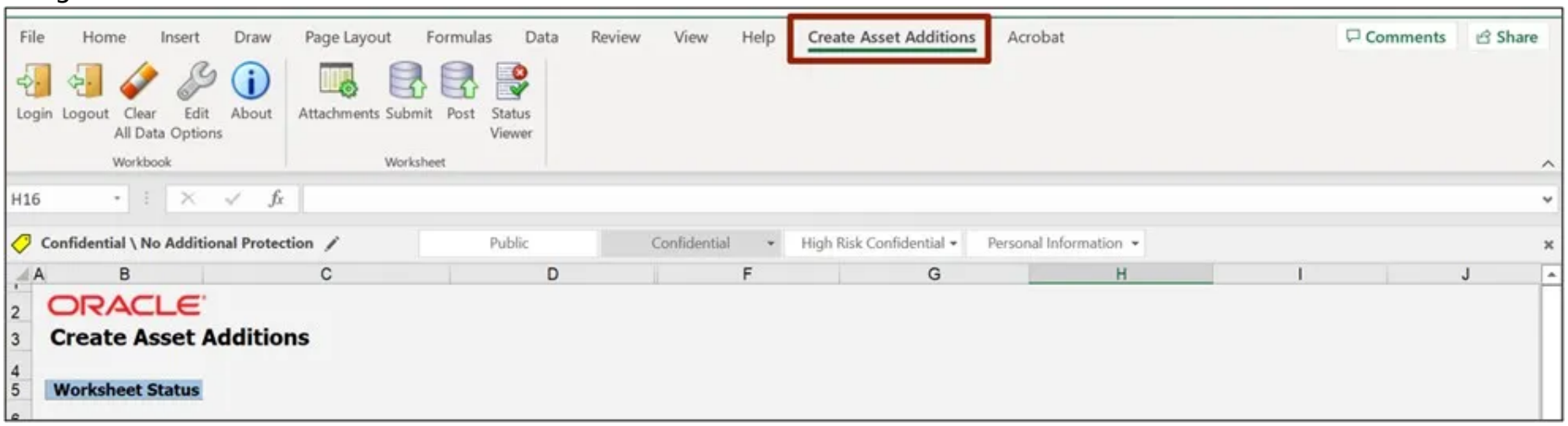
2. Click the ***Queue Name** drop-down choice list, then select **Delete** on the assets you would like to delete.

Image



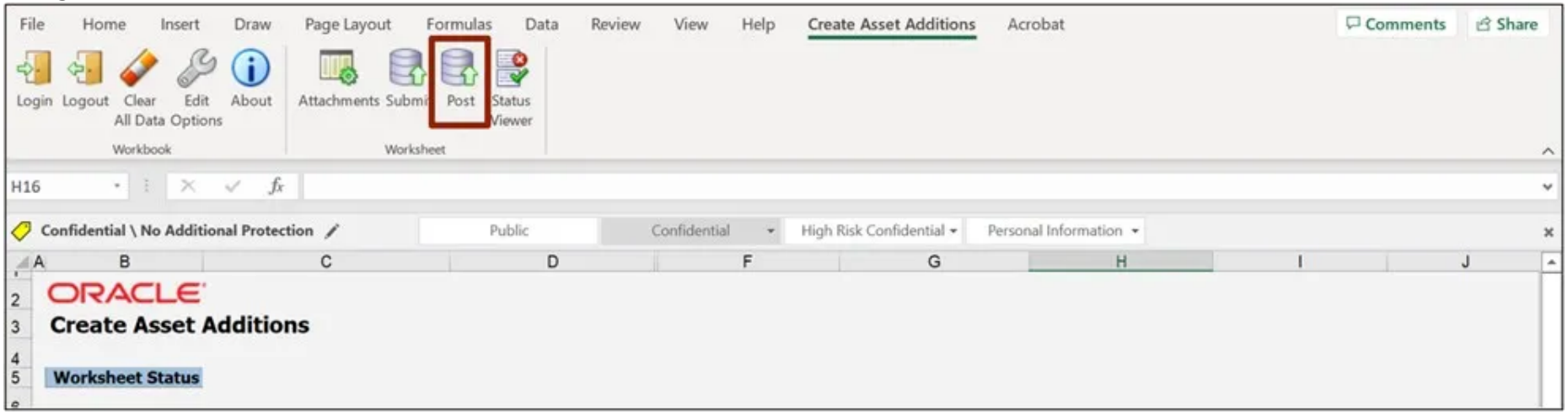
3. On the Microsoft Excel Banner, click the **Create Asset Additions** tab.

Image



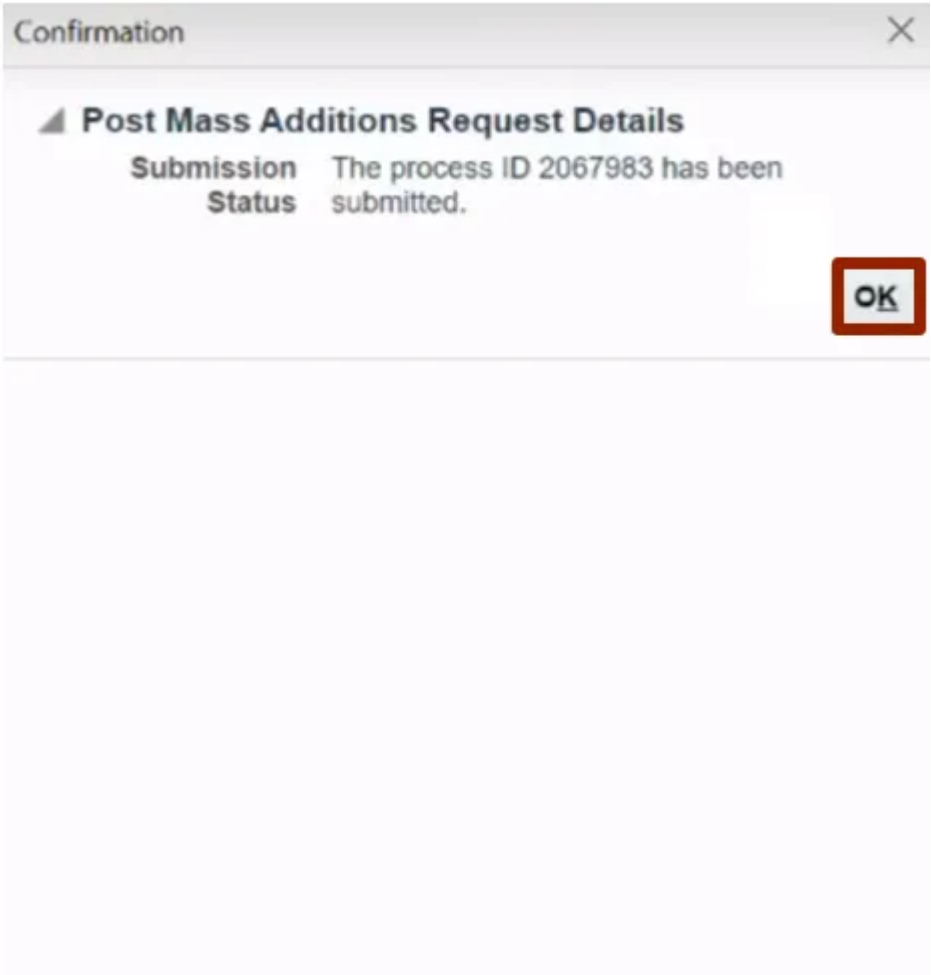
4. Click the **Post** button.

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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