FA-12 View Assets and Asset Transactions

Purpose

The purpose of this Quick Reference Guide (**QRG**) is to provide a step-by-step explanation of how to View Asset and Asset Transactions in the North Carolina Financial System (**NCFS**).

Introduction and Overview

This QRG covers the process of viewing assets and asset transactions. Assets can be viewed by conducting a basic search or an advanced search. A basic search is the simplest form of search that is based on a specific set of attributes. An advanced search provides a reduced and filtered range of results by the usage of additional search fields.

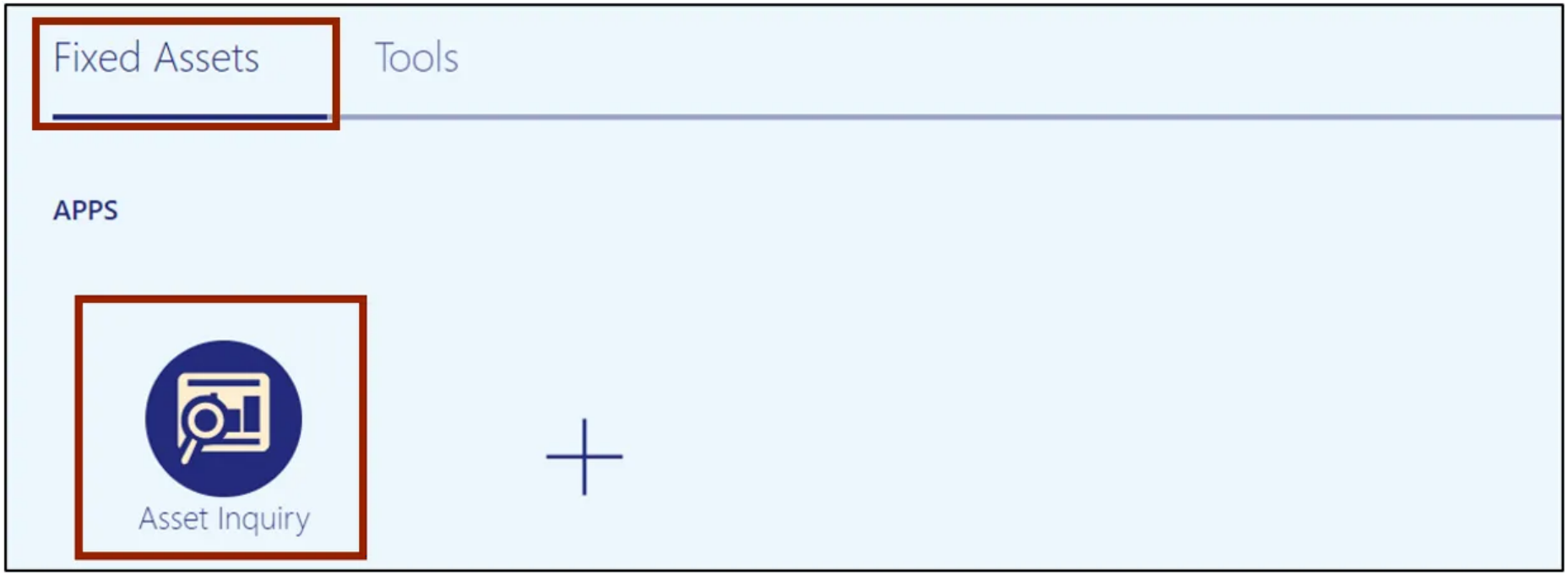
View Asset and Asset Transactions

To view asset and asset transactions, please follow the steps below. There are 16 steps to complete this process.

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

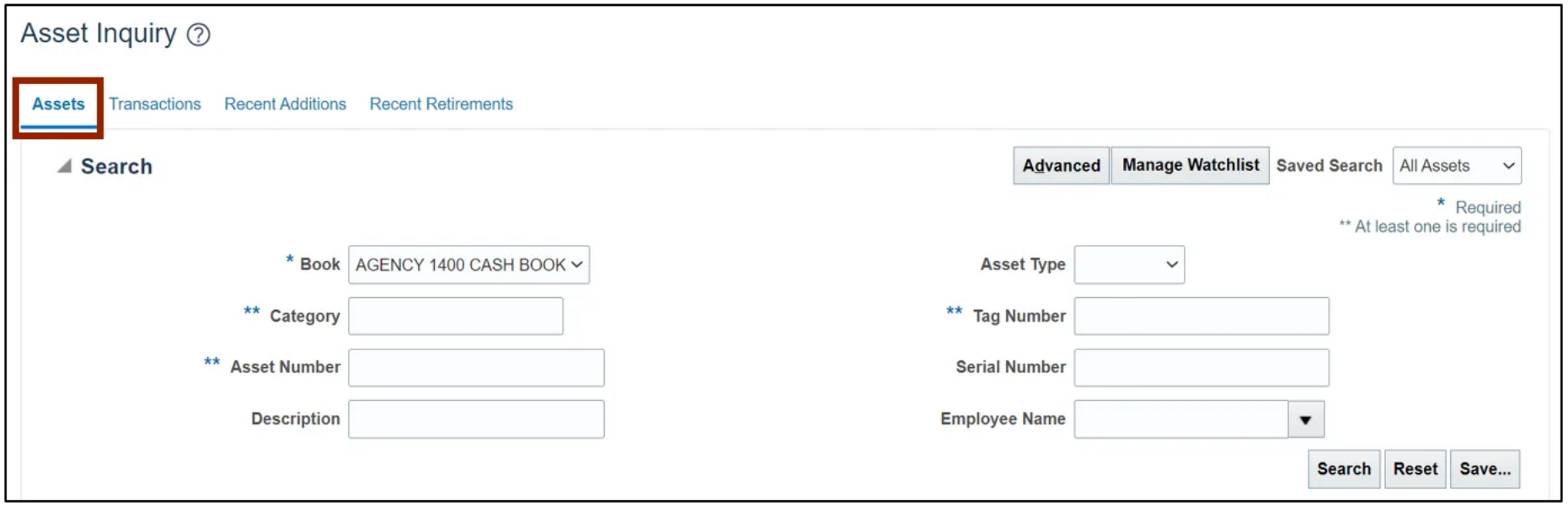
Step 2. On the **Home** page, click the **Fixed Assets** tab and select the **Asset Inquiry** app.

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Step 3. Select the **Assets** tab, by default it allows to conduct a basic **Assets** inquiry.

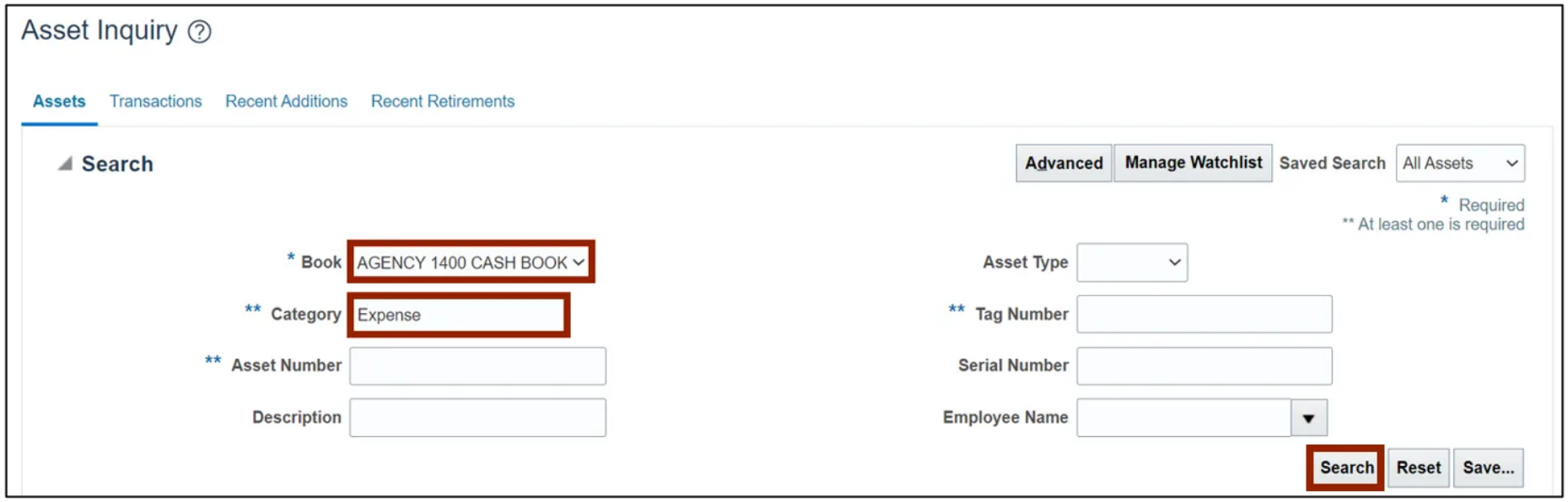
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Step 4. Select the appropriate asset book on the ***Book*** field from the drop-down choice list. Enter information in at least one field of ****Category,*** ****Asset Number,*** or ****Tag Number*** and click the **Search** button.

In this example, we choose **AGENCY 1400 CASH BOOK** for the ***Book*** field and **Expense** for ***Category*** field.

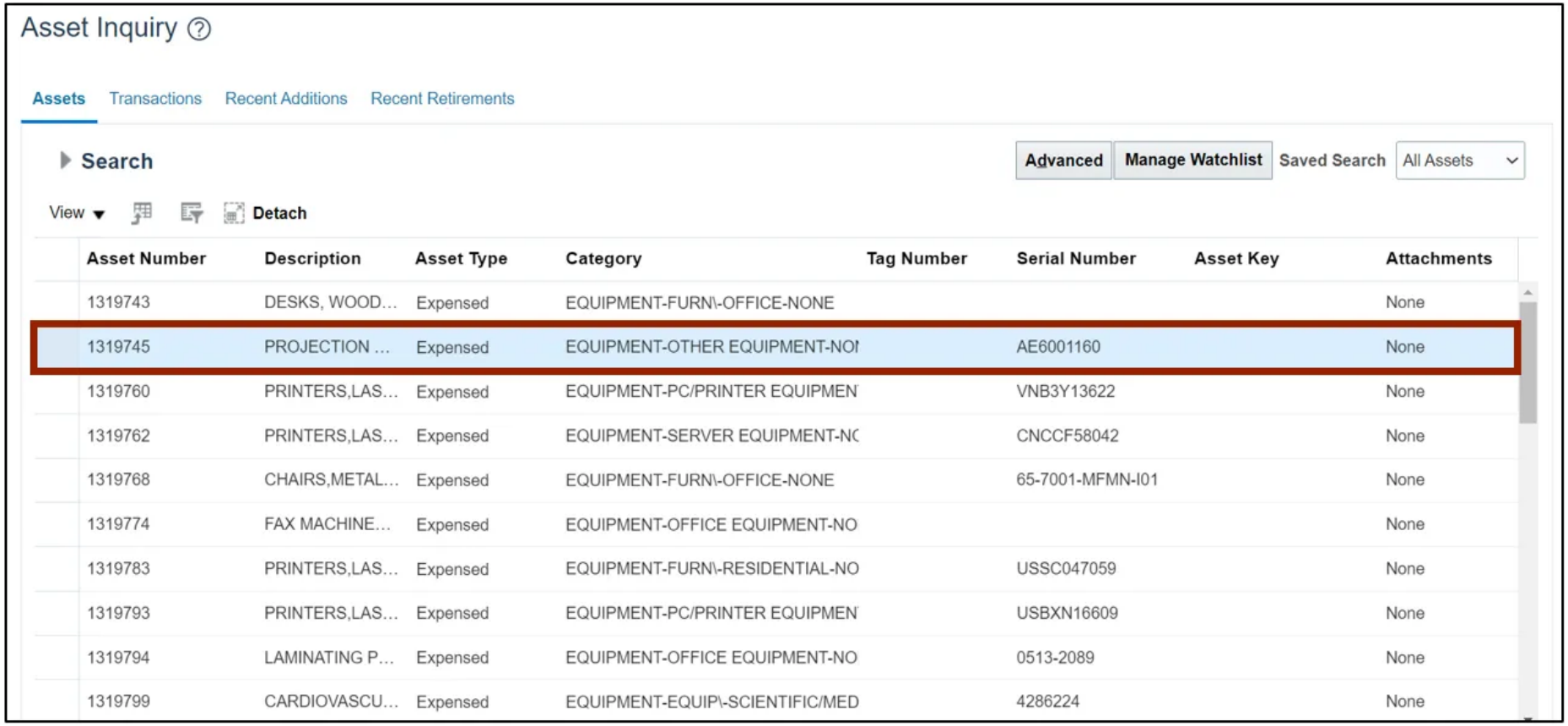
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Step 5. All the assets relevant to the entered parameters are displayed on this page. Click once to select the required entry to view more information.

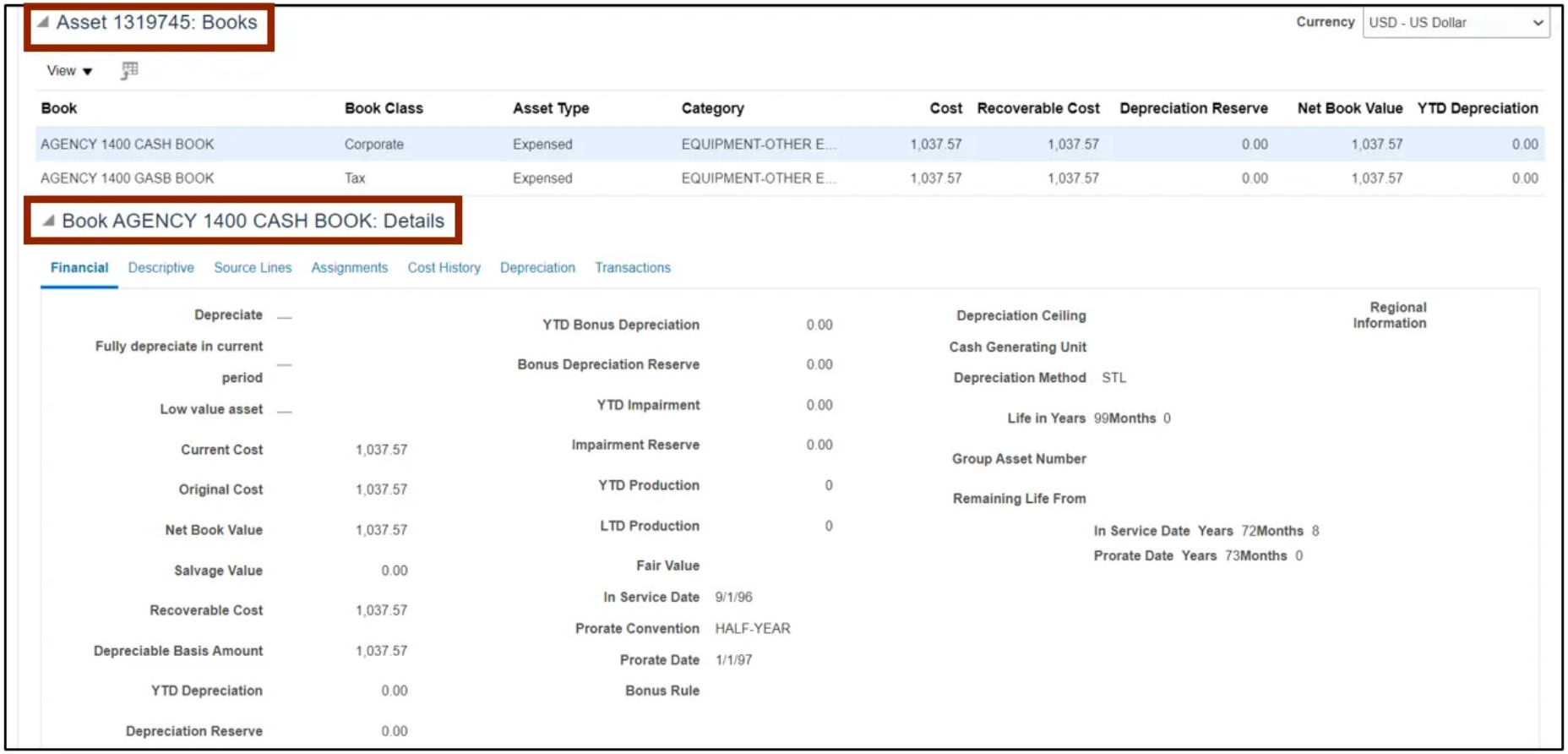
In this example, we choose to view ***Asset Number*- 1319745**.

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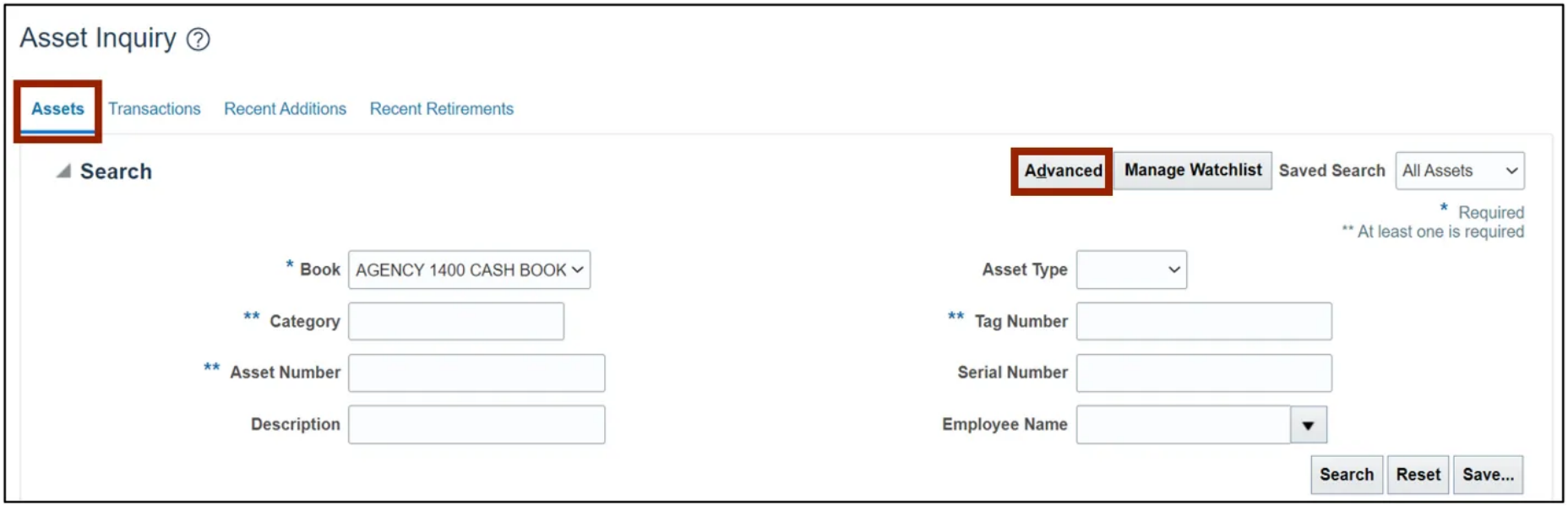
Step 6. Scroll down to view asset information on the ***Asset 1319745: Books*** and ***Book AGENCY 1400 CASH BOOK: Details*** sections.

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Step 7. To conduct an advanced **Assets** inquiry, click the **Assets** tab. Then, click the **Advanced** button.

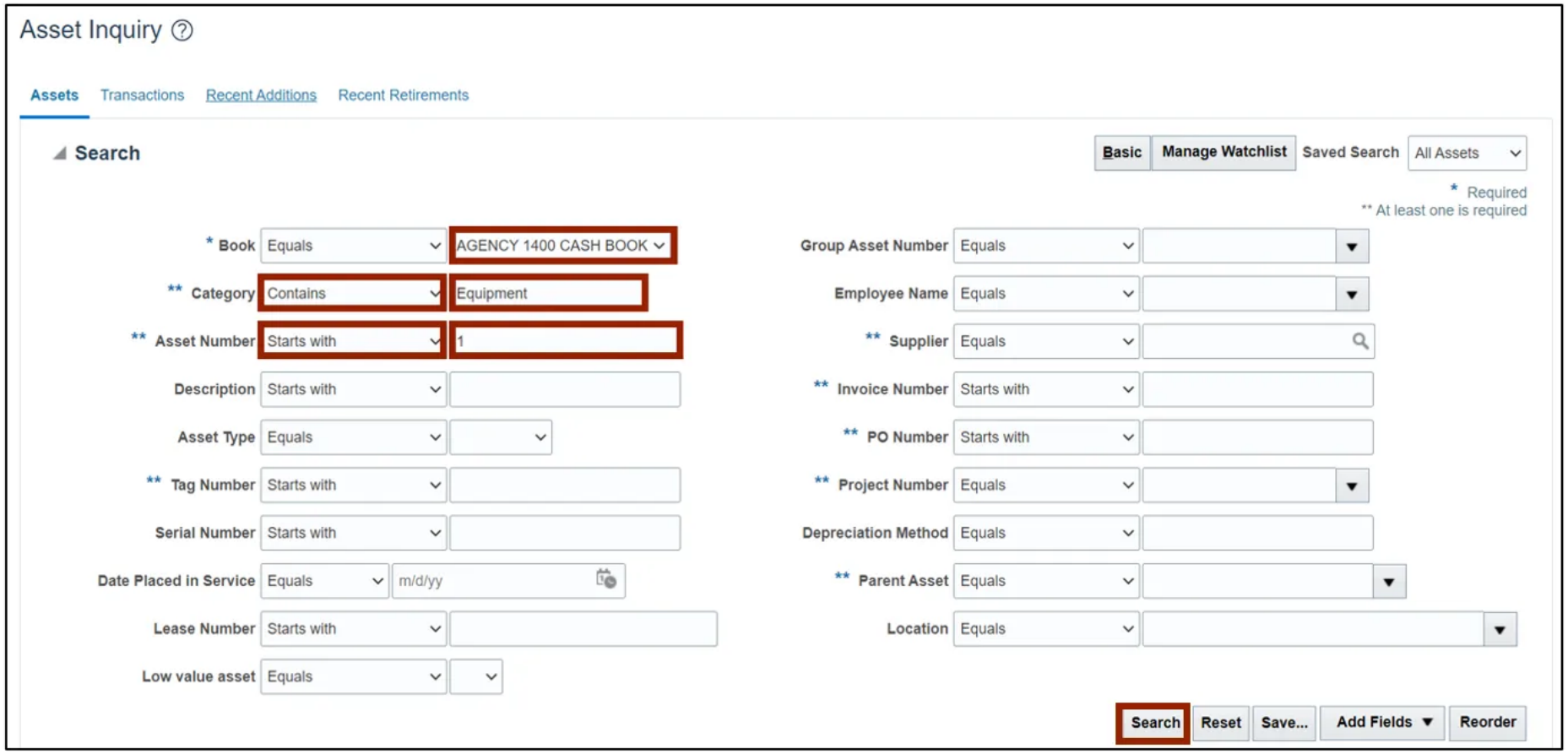
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Step 8. Select the appropriate asset book on the ***Book*** field from the drop-down choice list. Enter any other relevant advanced information on the other fields. Modify the conditional operators by selecting **Equals, Contains, Starts with**, and so on from the drop-down choice list. Then, click the **Search** button.

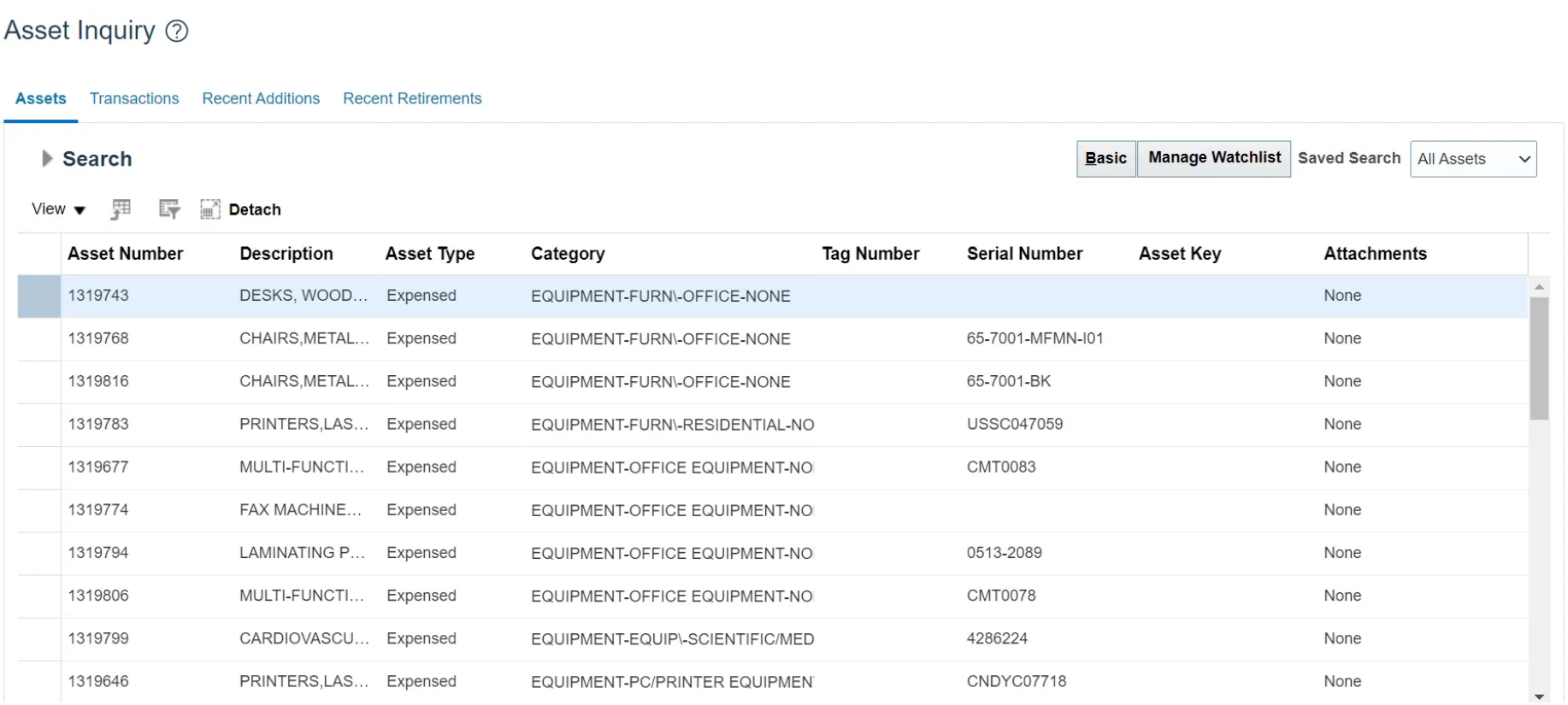
In this example, we choose **Contains Equipment** in the ***Category*** field and **Starts with 1** in the ***Asset Number*** field.

Image



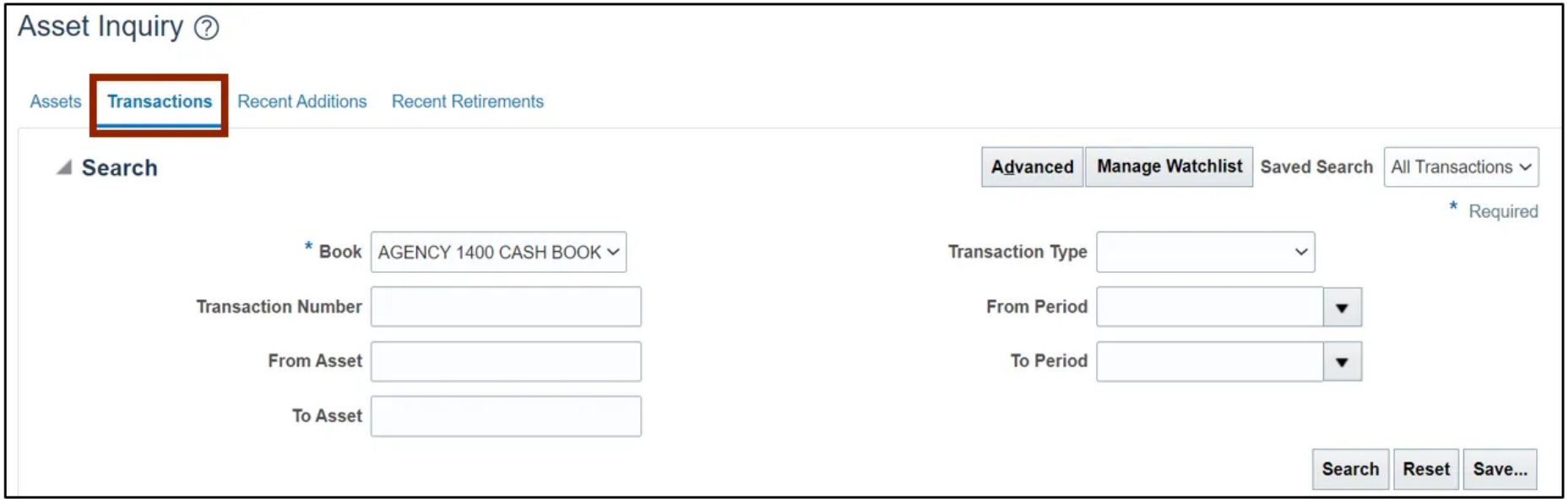
Step 9. All the asset transactions relevant to the parameters entered are displayed on this page. Select the required entry to view more information.

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Step 10. To conduct a basic **Transactions** inquiry, navigate to the **Transactions** tab.

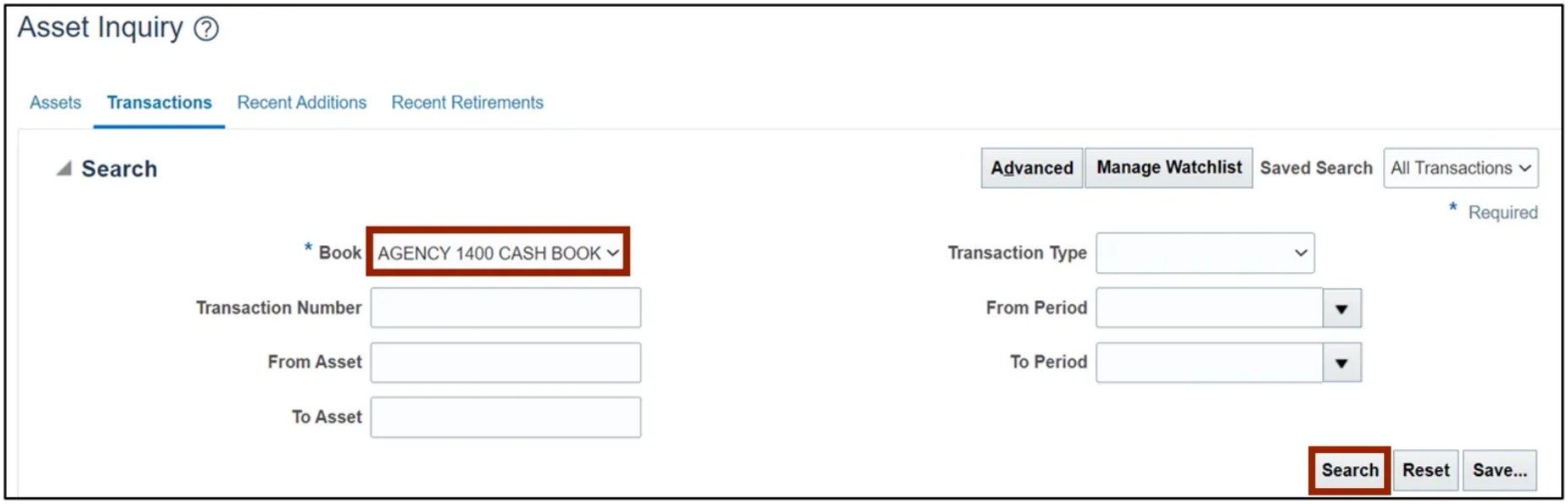
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Step 11. Select the appropriate asset book on the ***Book*** field from the drop-down choice list. Enter any other relevant information on the other fields, if required, and click the **Search** button.

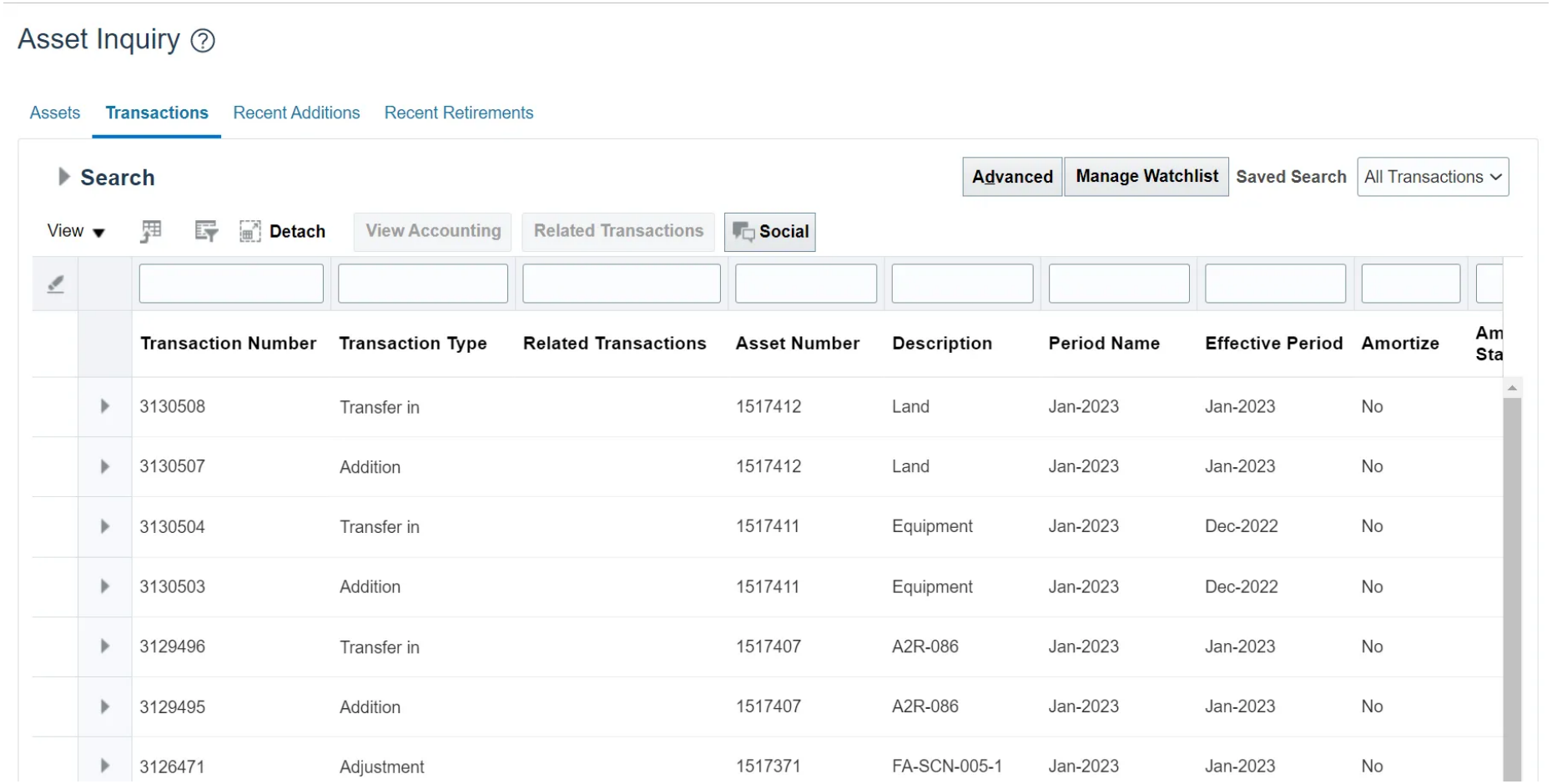
In this example, we choose **AGENCY 1400 CASH BOOK** on the ***Book*** field.

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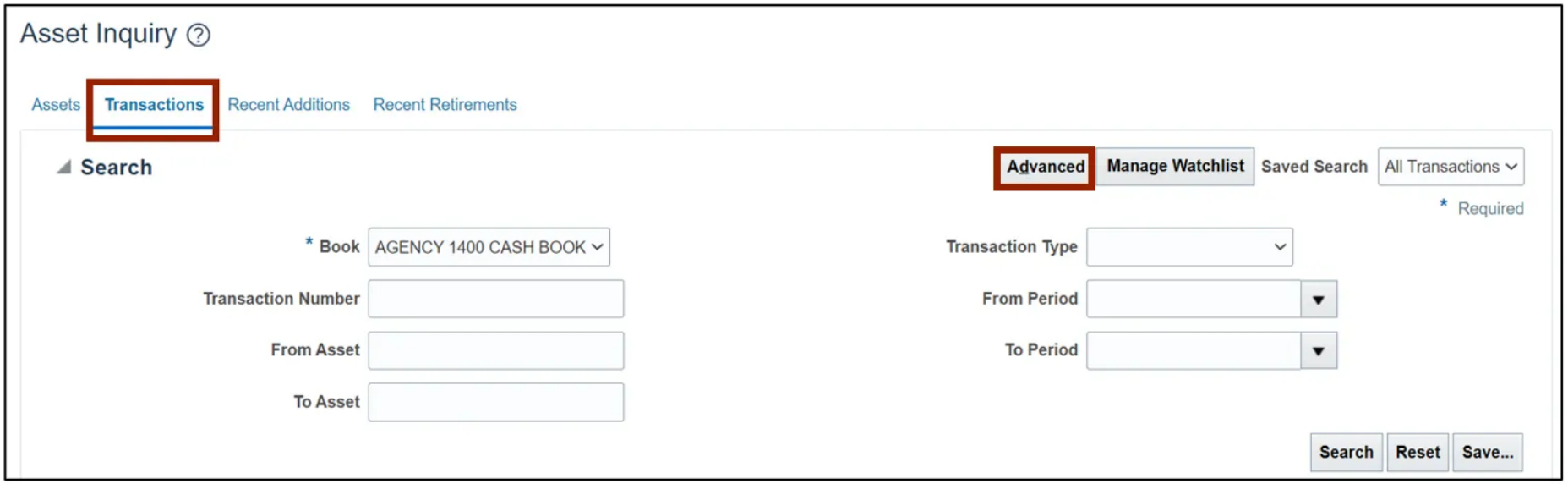
Step 12. All the asset transactions relevant to the parameters entered are displayed on this page. Select the required entry to view more information.

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Step 13. To conduct an advanced **Asset Transactions** inquiry, navigate to the **Transactions** tab. Then, click the **Advanced** button to go to the advanced search.

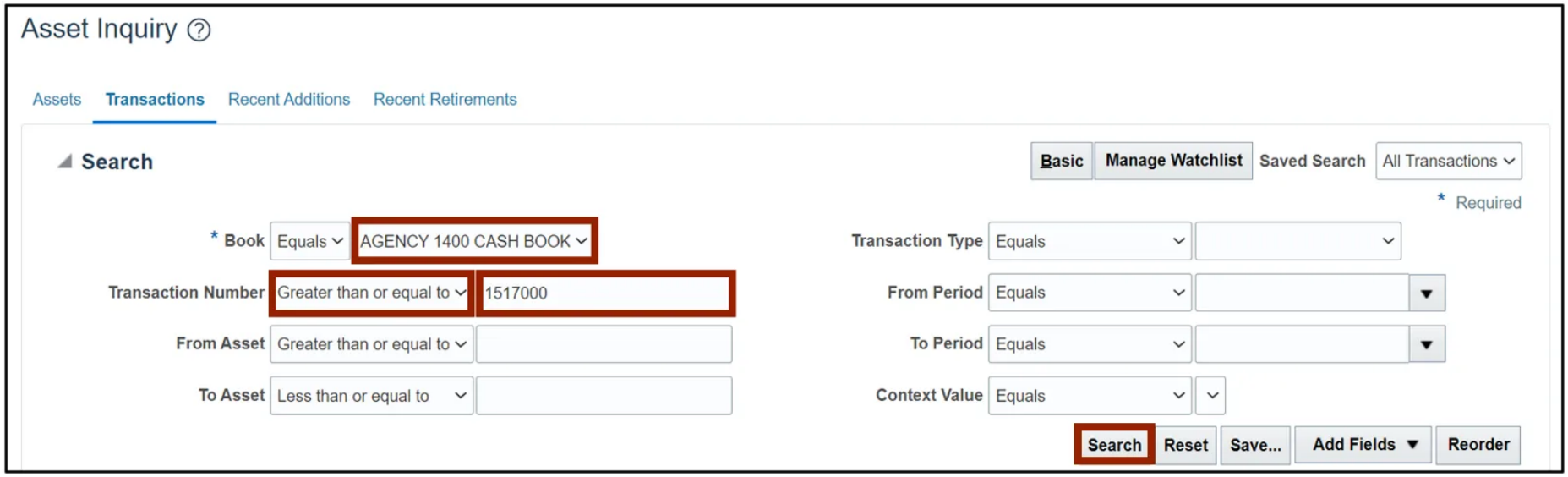
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Step 14. Select the appropriate asset book on the ***Book*** field from the drop-down choice list. Enter any relevant advanced information on the other fields. Modify the conditional operators by selecting **Equals, Contains, Starts with**, and so on from the drop-down choice list. Then, click the **Search** button.

In this example, we choose **Greater than or equal to 1517000** on the ***Transaction Number*** field

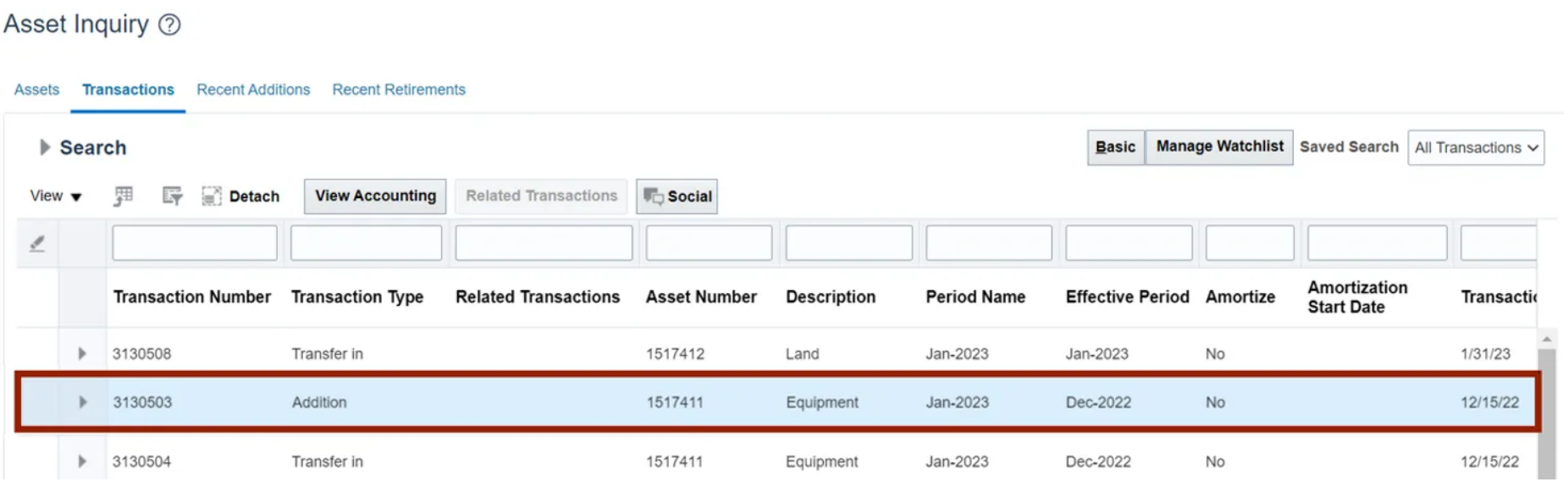
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Step 15. All the asset transactions relevant to the parameters entered are displayed on this page. Click once to select the required entry to view more information.

In this example, we choose to view **Transaction Number- 3130503**.

Image



Step 16. Scroll down to view transaction information on the ***3130503: Transaction Details*** section.

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Wrap-Up

View assets and asset transactions through a basic or an advanced search using the steps above.

Additional Resources

- Web-Based Training (WBT)

- FA001: Fixed Asset Inquiry

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