

## **FA-14 Transfer Assets in Spreadsheet**

### **Purpose**

The purpose of this Quick Reference Guide (**QRG**) is to provide a step-by-step explanation on how to Transfer Assets using the ADFDI Spreadsheet upload tool in the North Carolina Financial System (**NCFS**).

### **Introduction and Overview**

This QRG explains how to use the transfer assets in spreadsheet tool in NCFS.

### **Transfer Assets in Spreadsheet**

To transfer assets in spreadsheet in NCFS, please follow the steps below. There are 11 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

# Good morning, FRANKLIN NEWSOM

< General Accounting Intercompany Accounting Budgetary Control Cash Management **Fixed Assets** >

QUICK ACTIONS

 Prepare Source Lines

 Adjust Assets

Show More

APPS



Assets

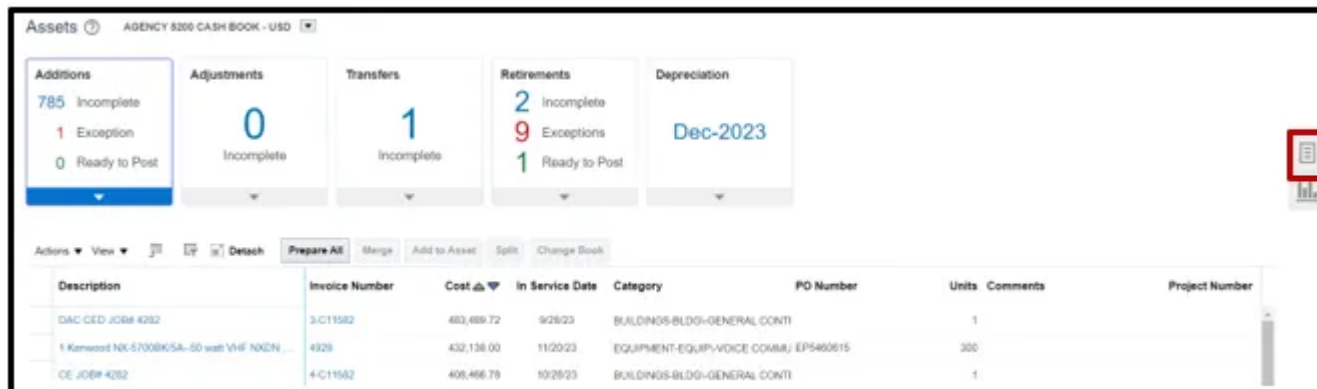


Asset Inquiry



Step 3. On the **Assets** page, click **Tasks**.

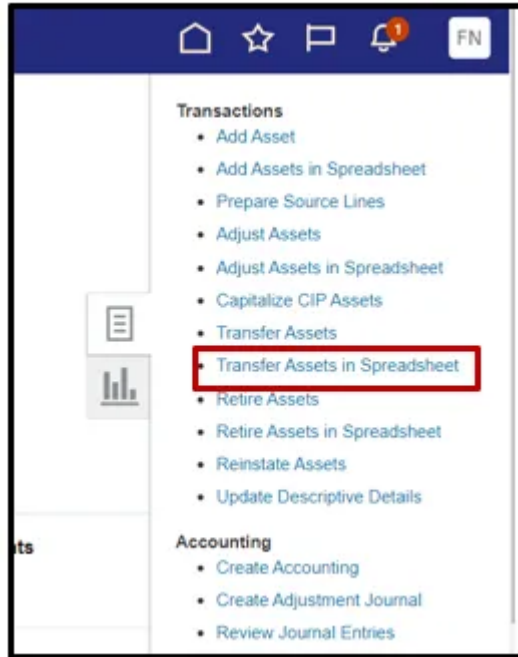
Image

A screenshot of the 'Assets' page in a software application. The page has a header 'Assets' with a dropdown menu showing 'AGENCY 8200 CASH BOOK - USD'. Below the header, there are five summary cards: 'Additions' (785 Incomplete, 1 Exception, 0 Ready to Post), 'Adjustments' (0 Incomplete), 'Transfers' (1 Incomplete), 'Retirements' (2 Incomplete, 9 Exceptions, 1 Ready to Post), and 'Depreciation' (Dec-2023). To the right of these cards is a 'Tasks' icon, which is highlighted with a red box. Below the summary cards, there is a table with columns: Description, Invoice Number, Cost, In Service Date, Category, PO Number, Units, Comments, and Project Number. The table contains three rows of data.

| Description                             | Invoice Number | Cost       | In Service Date | Category                     | PO Number | Units | Comments | Project Number |
|-----------------------------------------|----------------|------------|-----------------|------------------------------|-----------|-------|----------|----------------|
| DAC CED JOB# 4282                       | 3-C11582       | 483,889.72 | 9/28/23         | BUILDINGS-BLDG-GENERAL CONTI |           | 1     |          |                |
| 1 Kenwood NK-5700BK/SA-50 watt VHF NXDN | 4328           | 432,138.00 | 11/20/23        | EQUIPMENT-EQUIP-VOICE COMM/J | EP5460615 | 300   |          |                |
| CE JOB# 4282                            | 4-C11582       | 408,466.78 | 10/28/23        | BUILDINGS-BLDG-GENERAL CONTI |           | 1     |          |                |

Step 4. Click the **Transfer Assets in Spreadsheet** task.

Image



Step 5. A popup will appear. Confirm you are using the correct accounting book (typically your agencies Cash book) and click **Next**.

Image

**Transfer Assets in Spreadsheet** ✕

\* Book

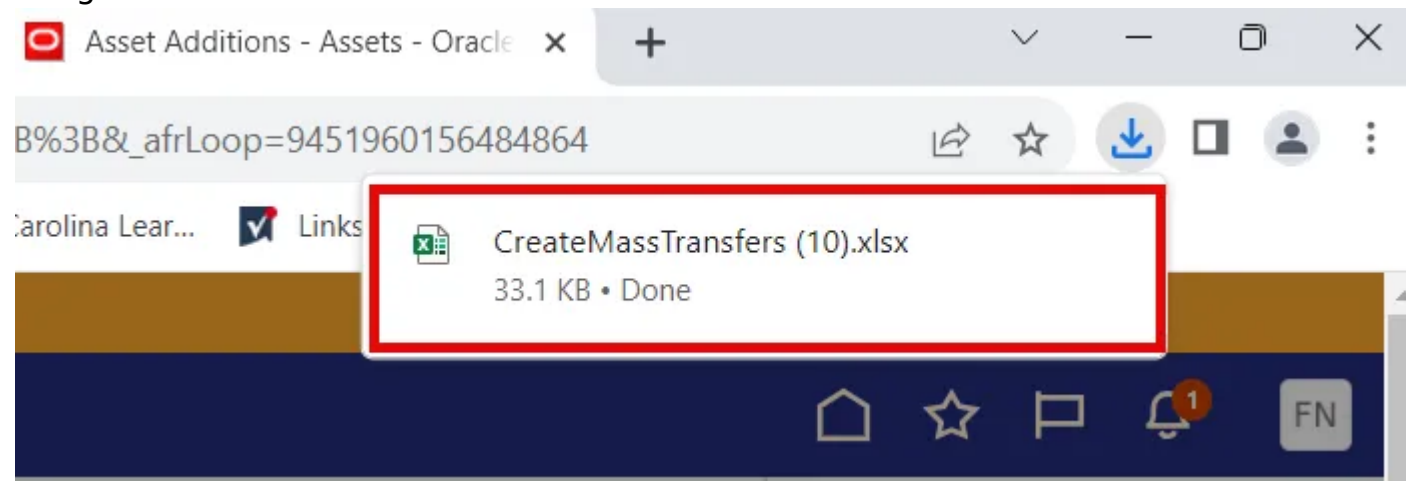
AGENCY 5200 CASH BOOK ▼

**Next**

Cancel

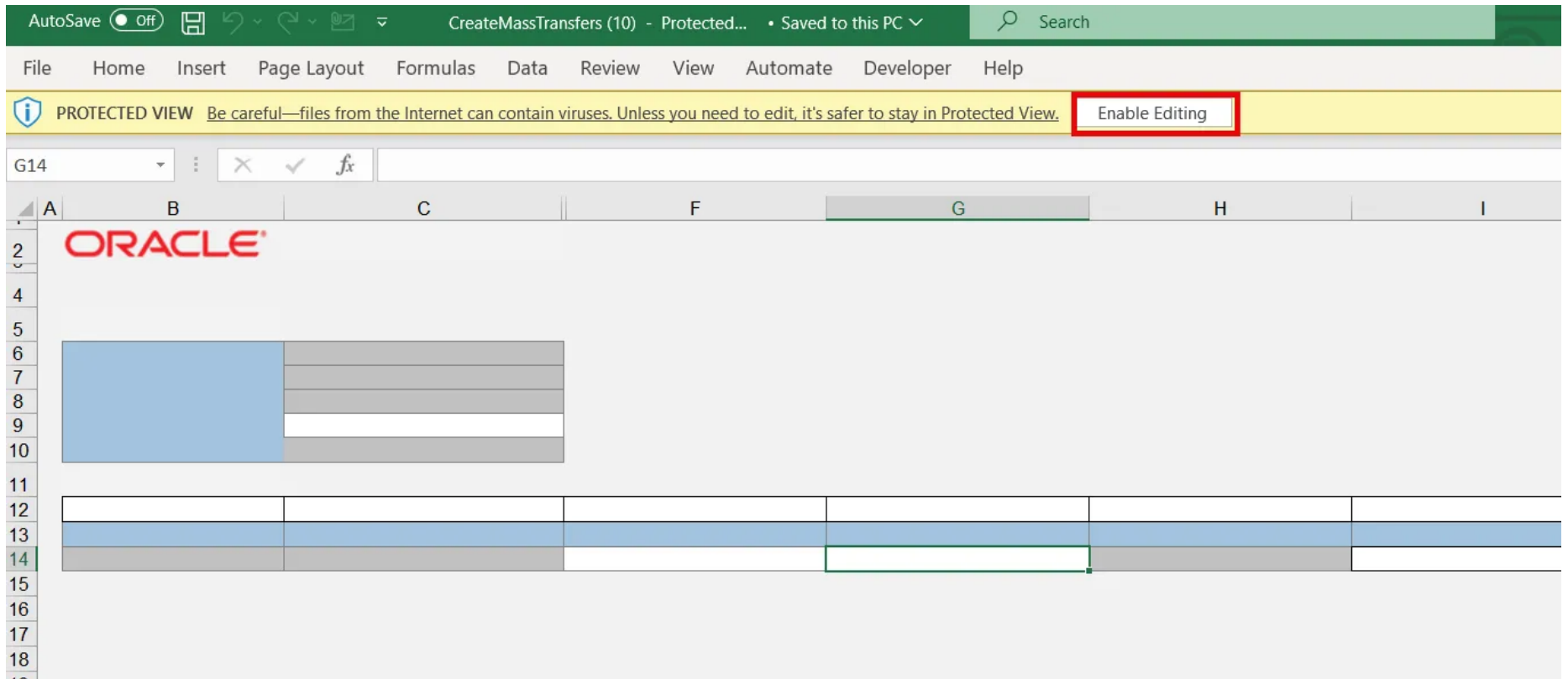
Step 6. An excel sheet will be downloaded. Click the download to open.

Image



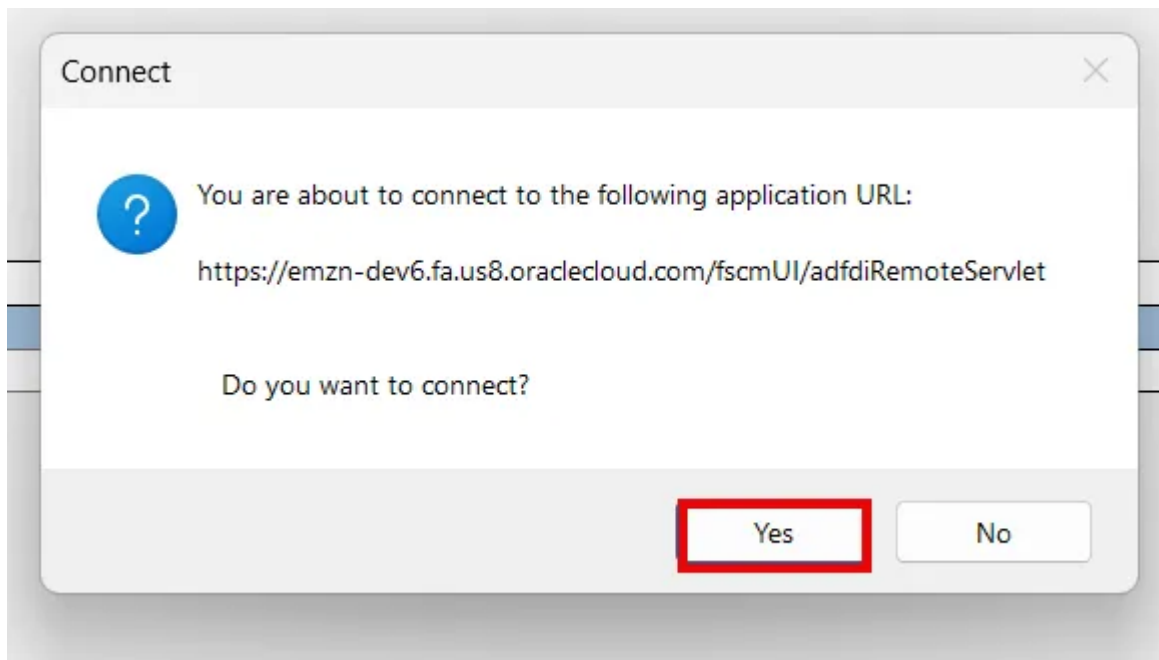
Step 7. An excel sheet will open. Click **Enable Editing**.

Image



Step 8. When prompted to connect, click **Yes**. Then, use your credentials to log in.

Image



Image

Login



# Sign In Oracle Applications Cloud

Company Single Sign-On

\_\_\_\_\_ or \_\_\_\_\_

User ID

User ID

Password

Password

Step 9. Enter a Transaction Group name. This is a free form field that accepts alpha-numeric characters.

Image

The screenshot shows the Oracle 'Transfer Assets in Spreadsheet' interface. At the top, the Oracle logo is followed by the title 'Transfer Assets in Spreadsheet'. Below this, a table lists fields for transaction setup. The 'Transaction Group' field is highlighted with a red border and contains the text 'Example Group Name'. To the right of this table is an empty input box. Below the table is a section titled 'Assignments' which contains a table with four columns: 'Changed', 'Row Status', '\*Interface Line Number', and '\*Asset Number'. The first row of the 'Assignments' table is highlighted in blue.

| Book                  | Agency |
|-----------------------|--------|
| AGENCY 5200 CASH BOOK |        |
| Currency              |        |
| USD                   |        |
| Open Period           |        |
| Dec-2023              |        |
| *Transaction Group    |        |
| Example Group Name    |        |
| Worksheet Status      |        |

**Assignments**

| Changed | Row Status | *Interface Line Number | *Asset Number |
|---------|------------|------------------------|---------------|
|         |            |                        |               |
|         |            |                        |               |

Step 10. Complete the transaction lines. Required fields are listed below:

- **Column G:** Interface Line Number – A number indicating the interface line
- **Column H:** Asset Number – The NCFS Asset Number. Note this may not be the Tag number
- **Column J:** Transaction Type – Drop-down list of transaction types
- **Column K:** Posting Status – Drop-down list of status' like "On-Hold" or "Post"
- **Column M:** Transfer Date – MM/DD/YYYY format date of transaction

### Current Assignment Columns

- **Column O:** Units – Number of current units

- **Column R:** Depreciation Expense Account – Current depreciation expense account associated with the asset. Full accounting string will consist of numbers and dashes
  - **Example:** 5200-108110-54534000-0000000-0000000-0000-00000000000-000000-0000-000000-00000
- **Column S:** Location – Current asset location. Full location string will consist of location IDs and dashes
  - **Example:** NC-WAKE-RALEIGH-3512 BUSH ST-27609-00000-0000

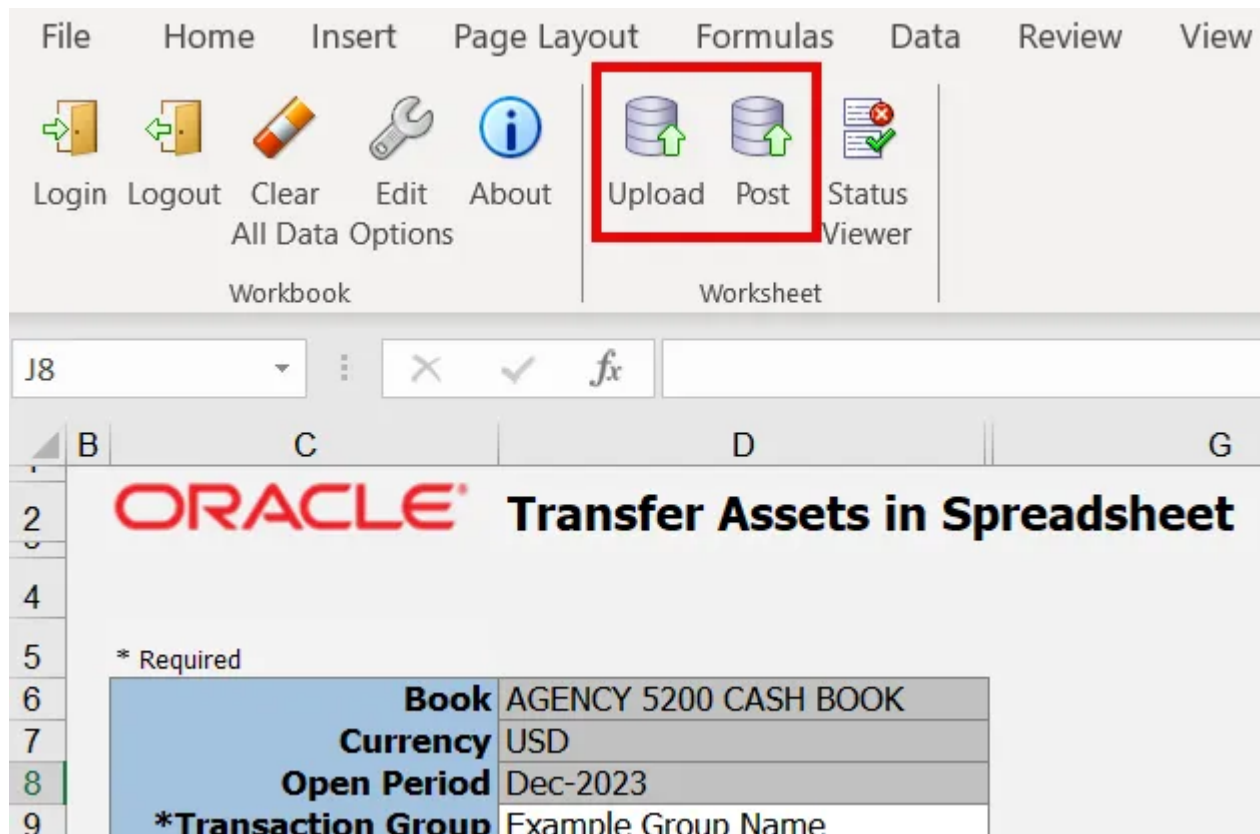
### **New Assignment Columns**

- **Column T:** Units – Number of future units
- **Columns W - AG:** Depreciation Expense Account – New depreciation expense account to be associated with the asset
- **Columns AH - AN:** Location – New asset location

Note: All the above columns must be completed for the transaction to process without errors. If any fields are left blank, NCFS will assume the field should be considered blank; this may result in incorrect values.

Step 11. Once all lines are completed, click **Submit** to send the data to NCFS before final submission, or click **Post** to post the lines and complete the transfers.

Image



The screenshot shows the Oracle Financials interface. The top menu bar includes File, Home, Insert, Page Layout, Formulas, Data, Review, and View. The 'Formulas' tab is active, and the 'Upload' and 'Post' buttons are highlighted with a red box. Below the menu bar, there are icons for Login, Logout, Clear, Edit, About, Upload, Post, and Status Viewer. The 'Upload' and 'Post' buttons are labeled 'Upload' and 'Post' respectively. The 'Status Viewer' button is labeled 'Status Viewer'. Below the menu bar, there is a 'Workbook' section with a 'J8' dropdown and a 'Worksheet' section with 'Upload' and 'Post' buttons. The main area shows a spreadsheet with the Oracle logo and the title 'Transfer Assets in Spreadsheet'. The spreadsheet has columns B, C, D, and G. Row 2 contains the title. Row 3 is empty. Row 4 is empty. Row 5 contains the text '\* Required'. Row 6 contains the text 'Book' and 'AGENCY 5200 CASH BOOK'. Row 7 contains the text 'Currency' and 'USD'. Row 8 contains the text 'Open Period' and 'Dec-2023'. Row 9 contains the text '\*Transaction Group' and 'Example Group Name'.

| Book               | AGENCY 5200 CASH BOOK |
|--------------------|-----------------------|
| Currency           | USD                   |
| Open Period        | Dec-2023              |
| *Transaction Group | Example Group Name    |

## Wrap-Up

Transfer assets in spreadsheet using the steps above in NCFS.

## Additional Resources

- Virtual Instructor-Led Training (vILT)
  - [FA100: Asset Accounting](#)

## **First Published**

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## **Last Updated**

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