FA-16 Removing Exception and Transaction Lines in Fixed Assets

Purpose

The purpose of this Quick Reference Guide (**QRG**) is to provide a step-by-step explanation on how to Remove Transaction Lines, such as retirement exception lines, from the Fixed Assets dashboard in the North Carolina Financial System (**NCFS**).

Introduction and Overview

This QRG explains how to remove transaction lines and retirement exception lines in NCFS. These steps can be used to delete any transaction line that appears on the Fixed Assets dashboard.

Removing Transaction Lines from the Fixed Assets Dashboard

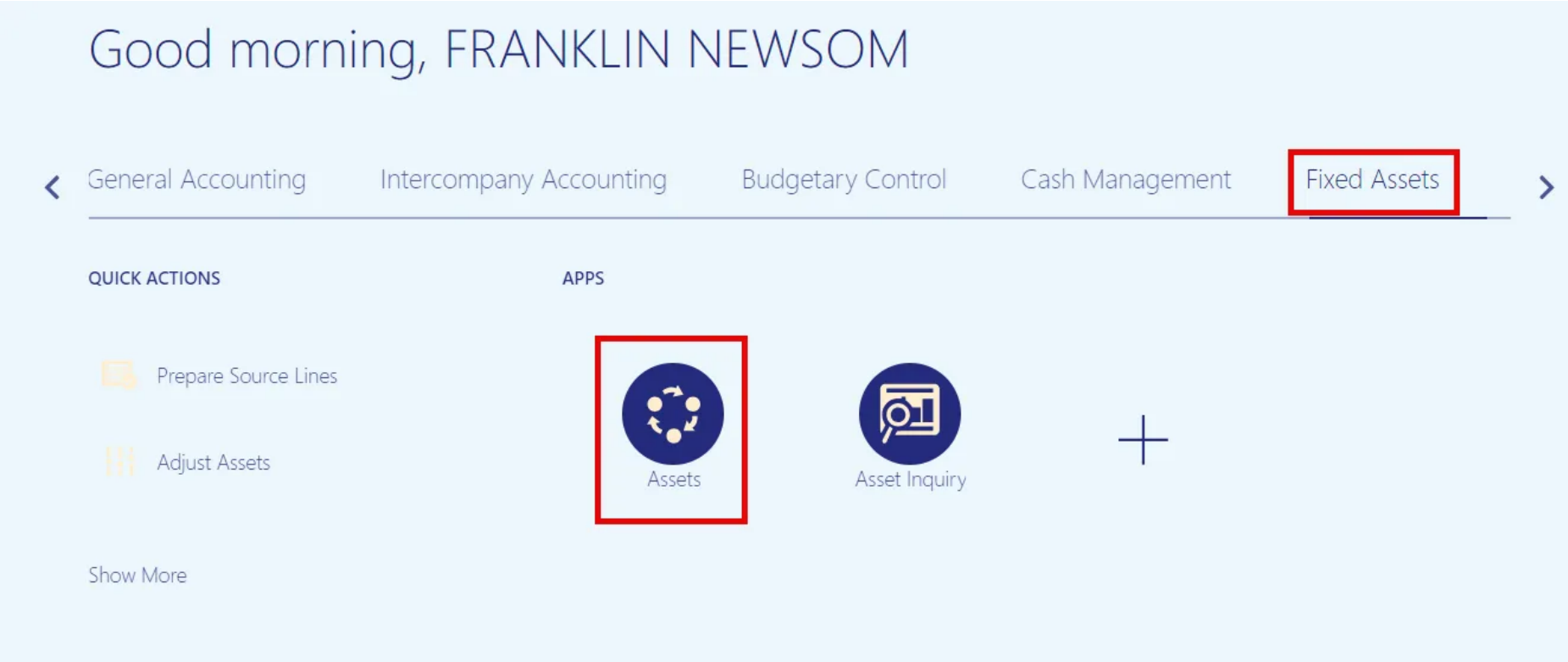
On the Fixed Assets dashboard, transaction lines are stored and displayed. These lines are in a pending status until changed. The status of “Delete” is used to remove a transaction line. This status only deletes the pending transaction; it does not influence the asset.

To remove a transaction line from the Fixed Assets dashboard, please follow the steps below. There are 10 steps to complete this process.

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

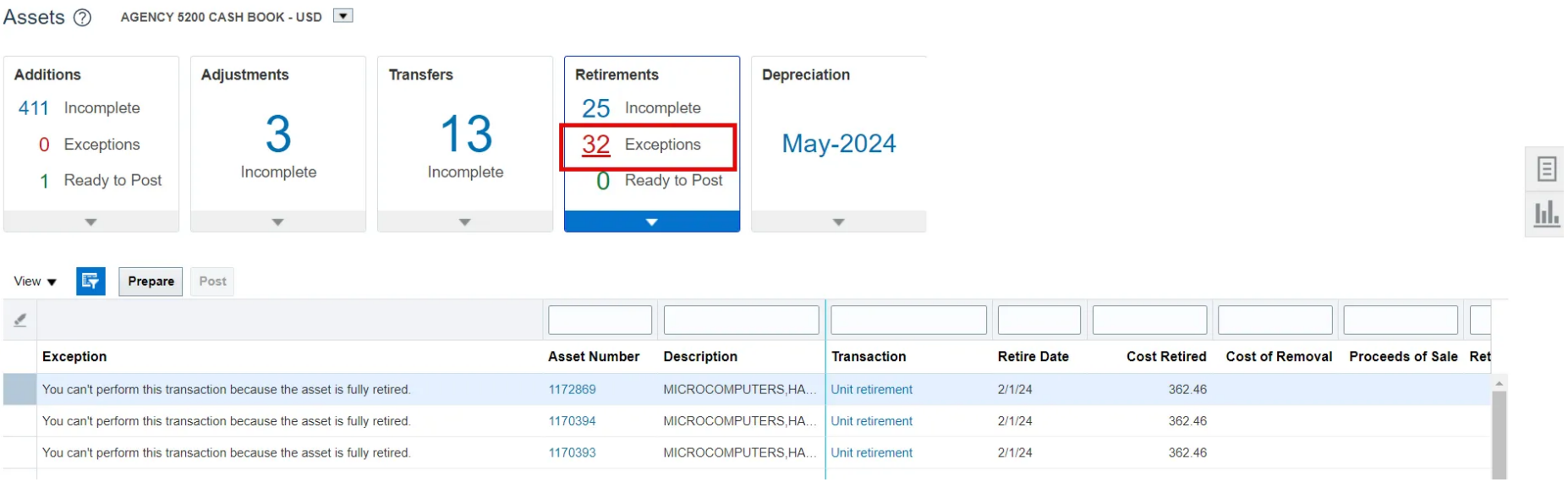
Step 2. On the **Home** page, under the **Fixed Assets** tab, click the **Assets** app.

Image



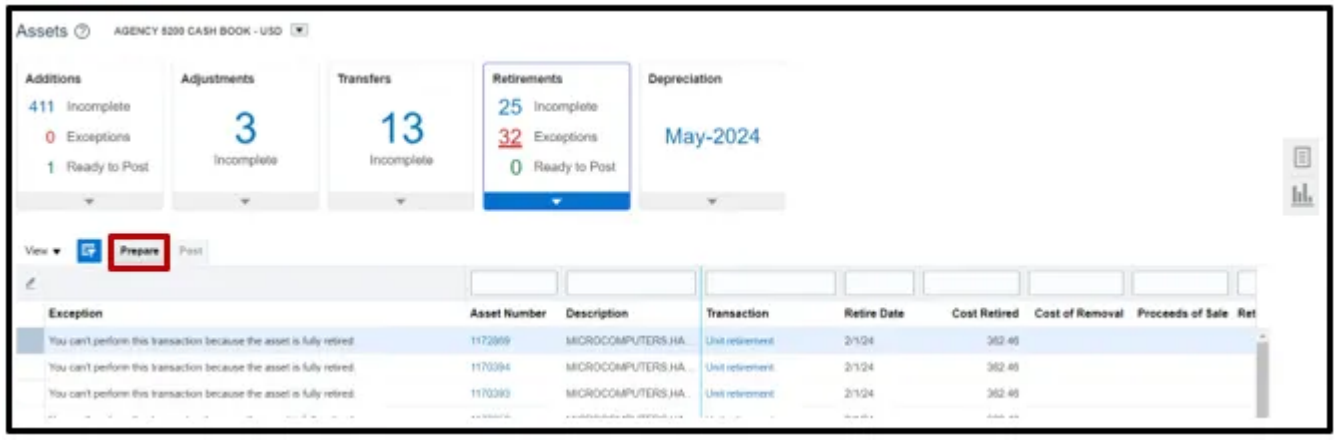
Step 3. In this example, the removal of a Retirement Exception line will be presented. This process can be followed for any transaction type or line. On the **Assets** page, click **Exceptions** within the **Retirements** tile.

Image



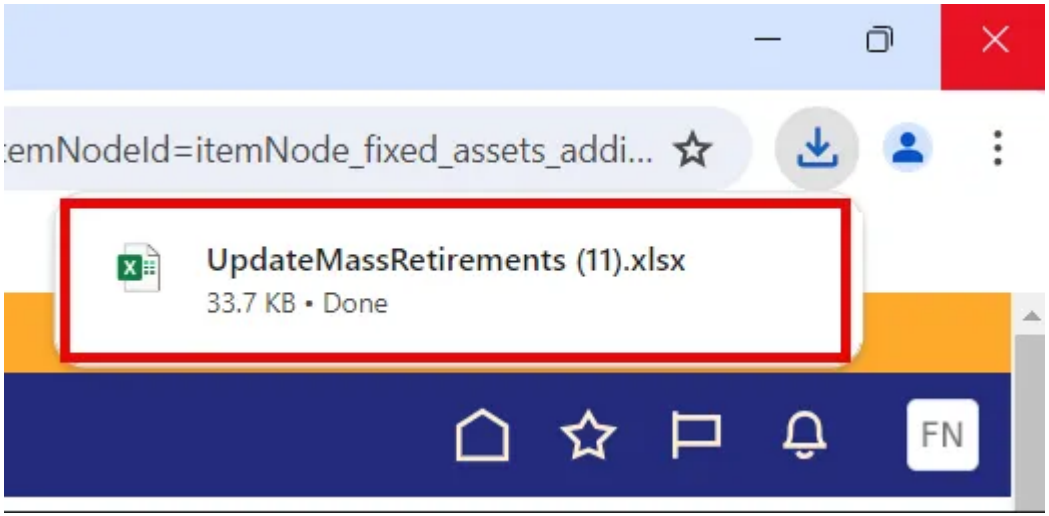
Step 4. Click **Prepare**.

Image



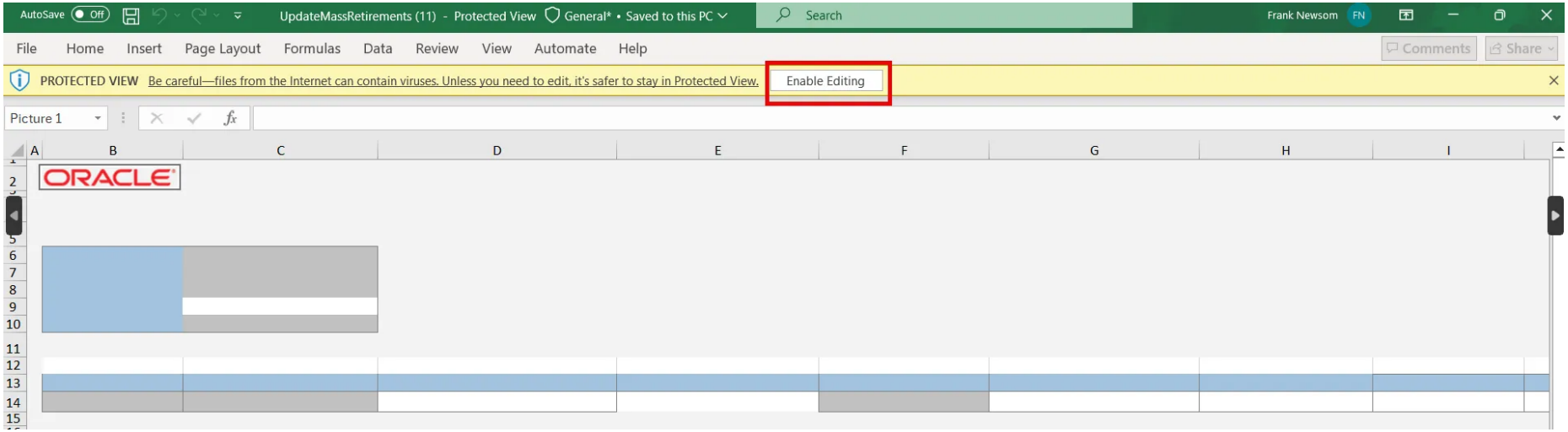
Step 5. An excel file will be downloaded. Open this file.

Image



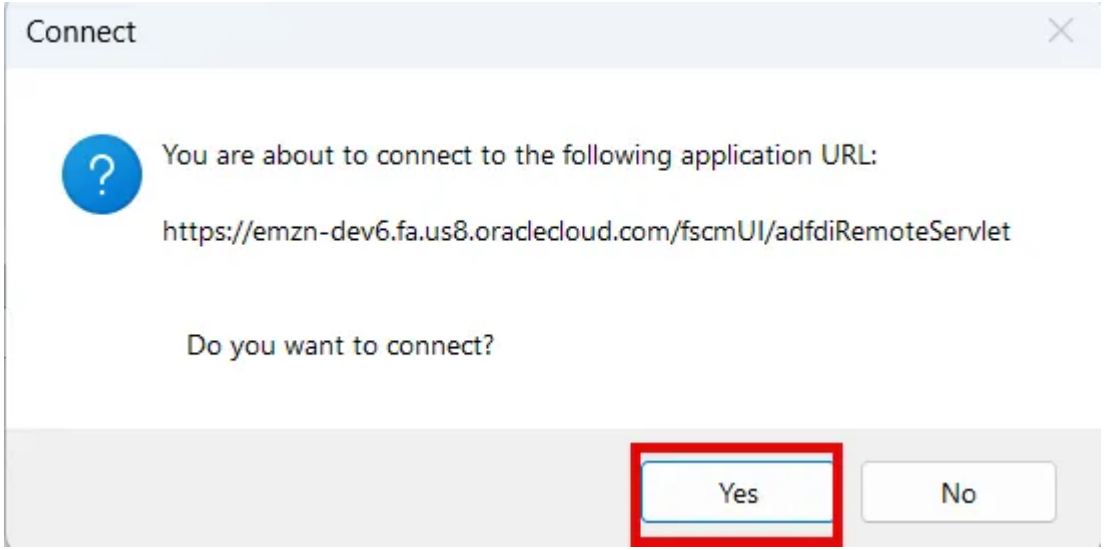
Step 6. Once the excel file is open, click **Enable Editing**.

Image



Step 7. A popup will appear asking to connect to NCFS. Click **Yes**. Another popup will appear requesting a log in. Log in to the NCFS linked excel sheet with your credentials used in Step 1 of this QRG.

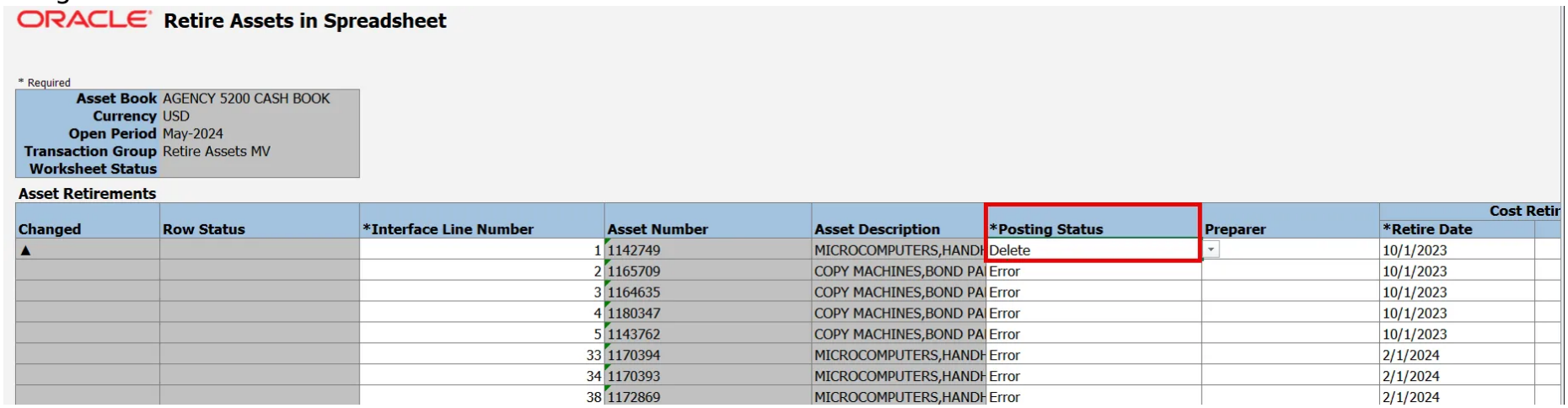
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Step 8. Find the line to be removed. Change its Posting Status to **Delete** by using the drop-down list.

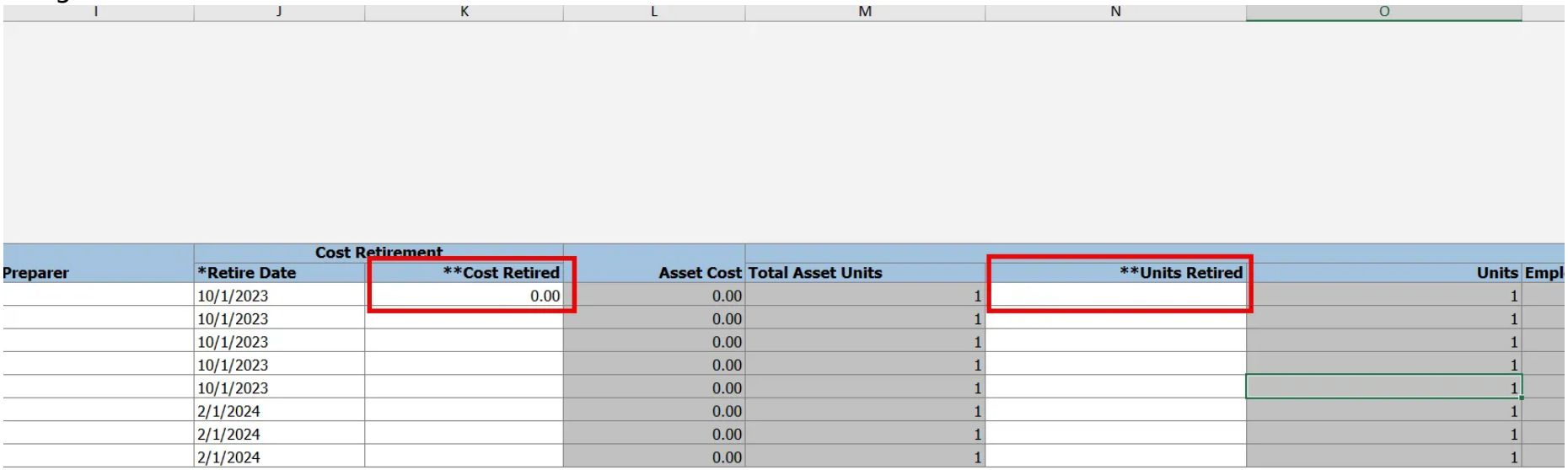
Skip to Step 10 unless your transaction is a retirement exception.

Image



Step 9. For retirement exception transactions, set the Cost Retired (Column K) to be equal to the Asset Cost (Column L). Ensure the Units Retired (Column N) is left blank. Ensure Retire Date (Column J) and Retirement Convention (Column Y) are filled with accurate data.

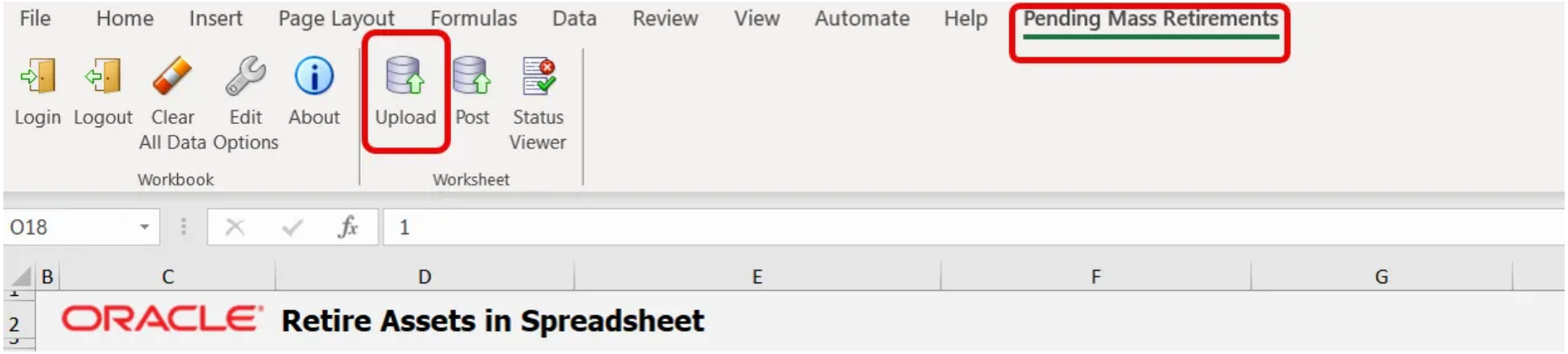
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I	J	K	L	M	N	O
		Cost Retirement				
Preparer	*Retire Date	**Cost Retired	Asset Cost	Total Asset Units	**Units Retired	Units
	10/1/2023	0.00	0.00	1		1
	10/1/2023		0.00	1		1
	10/1/2023		0.00	1		1
	10/1/2023		0.00	1		1
	10/1/2023		0.00	1		1
	2/1/2024		0.00	1		1
	2/1/2024		0.00	1		1
	2/1/2024		0.00	1		1

Step 10. On the excel banner, navigate to Pending Mass Retirement (name will change based on transaction type). Click **Upload**. Confirm in NCFS that the transaction line has been removed from your Fixed Assets Dashboard.

Image



Wrap-Up

Remove a transaction or exception line using the steps above.

Additional Resources

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

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