FA-17 Editing an Invoice Number on a Fixed Asset Record

Purpose

The purpose of this Quick Reference Guide (**QRG**) is to provide a step-by-step explanation on how to Edit or Add Invoice Number Information to a Fixed Asset Record in the North Carolina Financial System (**NCFS**).

Introduction and Overview

This QRG explains how to edit or add invoice number information to a fixed asset record in NCFS.

Limitations

Invoice number can only be changed for manually added assets; an asset which originated as a Fixed Asset source line from an invoice creation cannot be changed.

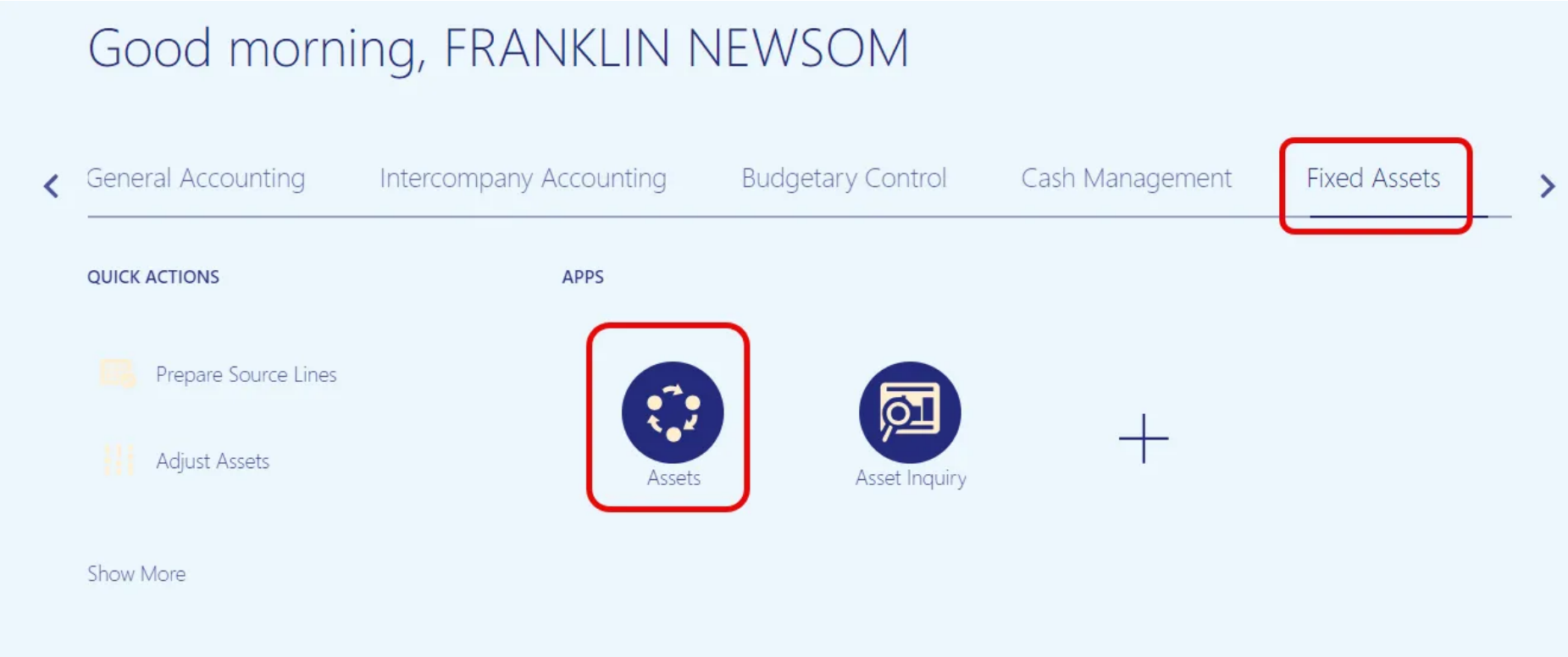
Editing an Invoice Number on a Fixed Asset Record

To edit an invoice number on a fixed asset record, please follow the steps below. There are 7 steps to complete this process.

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

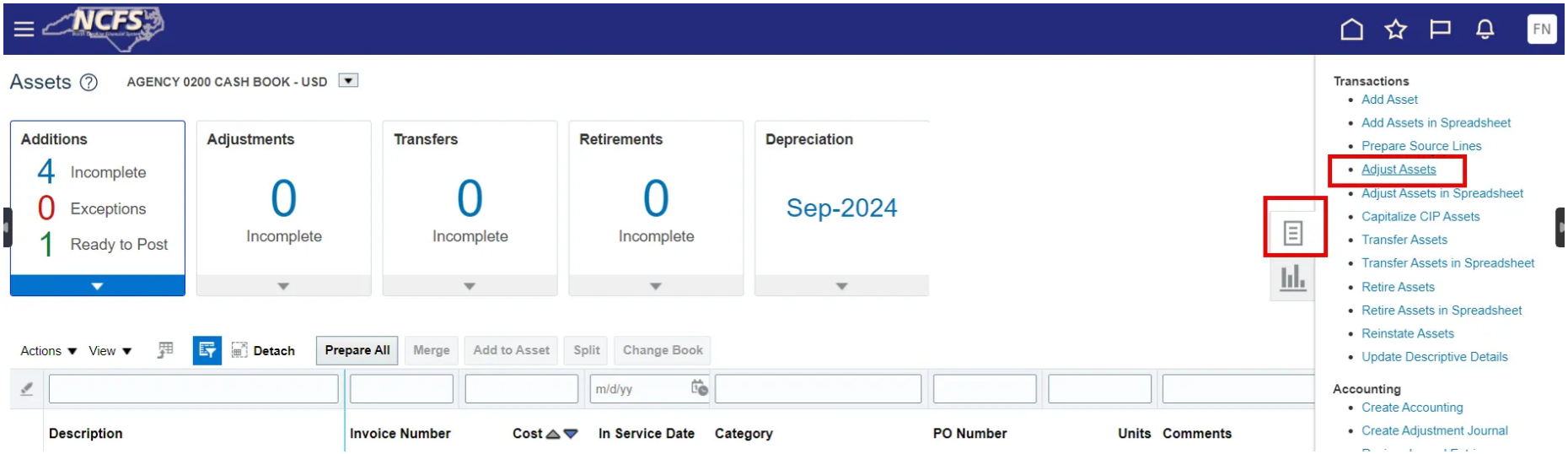
Step 2. On the **Home** page, under the **Fixed Assets** tab, click the **Assets** app.

Image



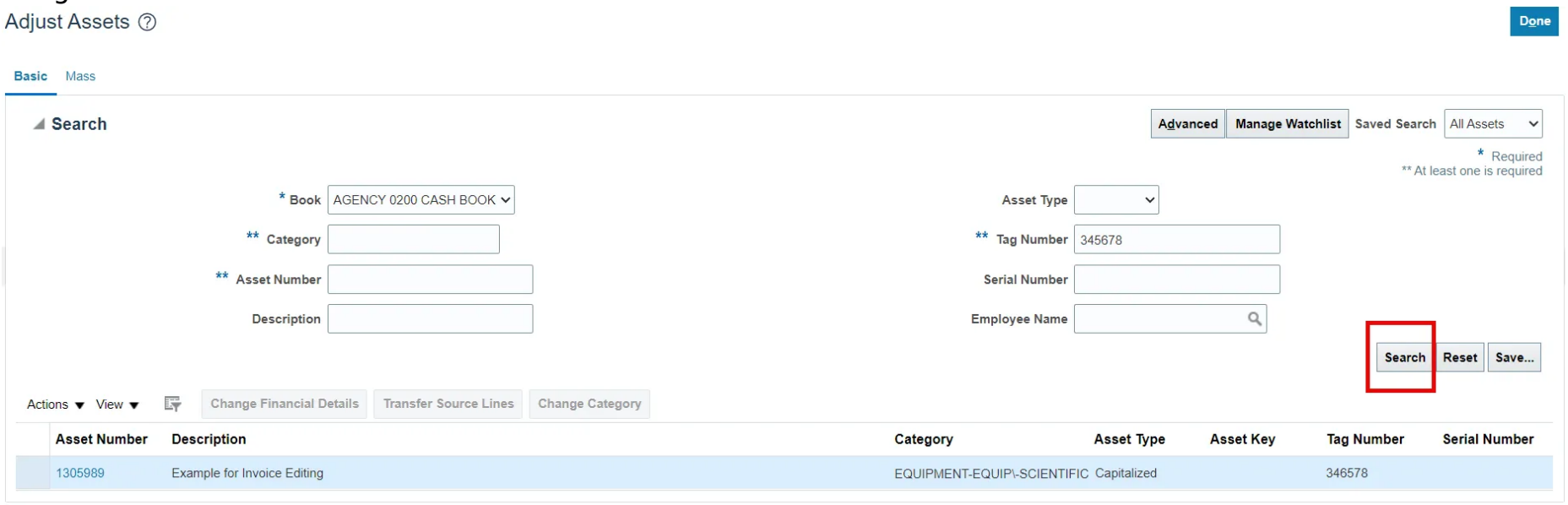
Step 3. Open the task list and click on the **Adjust Assets** task.

Image



Step 4. Search for your asset to be edited.

Image



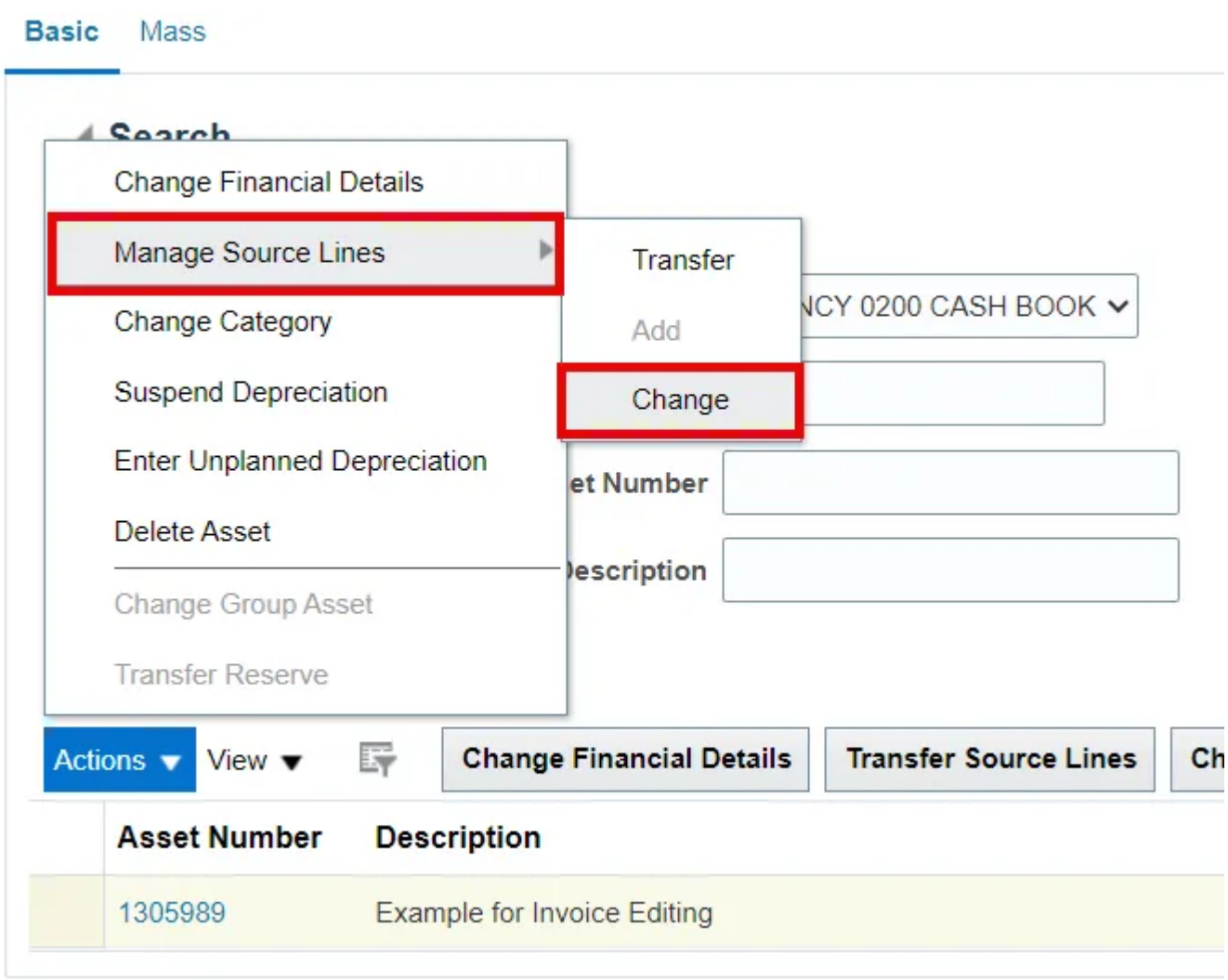
Step 5. Select the asset record (click the description and have the line highlighted). Then open the **Actions** drop-down list.

Image



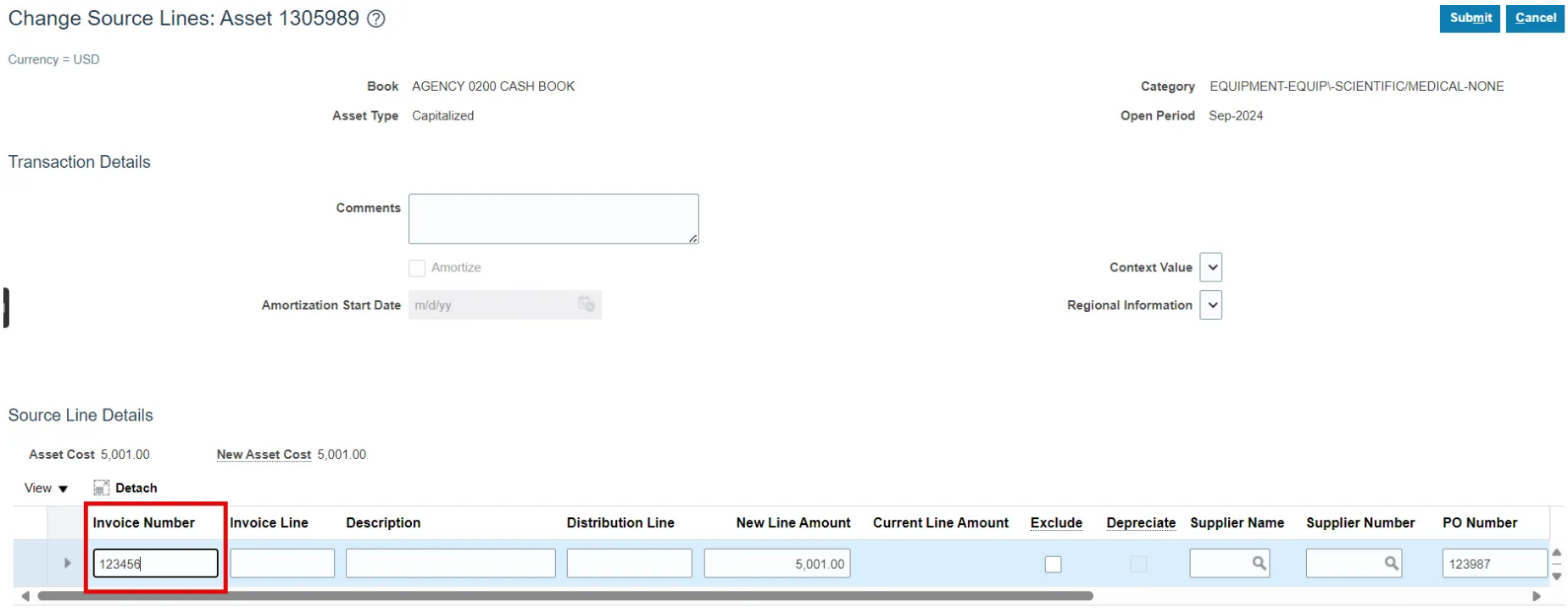
Step 6. Navigate to **Manage Source Lines** and then click **Change**.

Image



Step 7. The Change Source Line page will appear. On this page, edit or enter the Invoice Number as necessary. Click **Submit** when finished with your updates. You have successfully updated this asset record's invoice number.

Image



Wrap-Up

Edit the invoice number on a fixed asset record for a manually added asset using the steps above.

Additional Resources

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

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