

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.

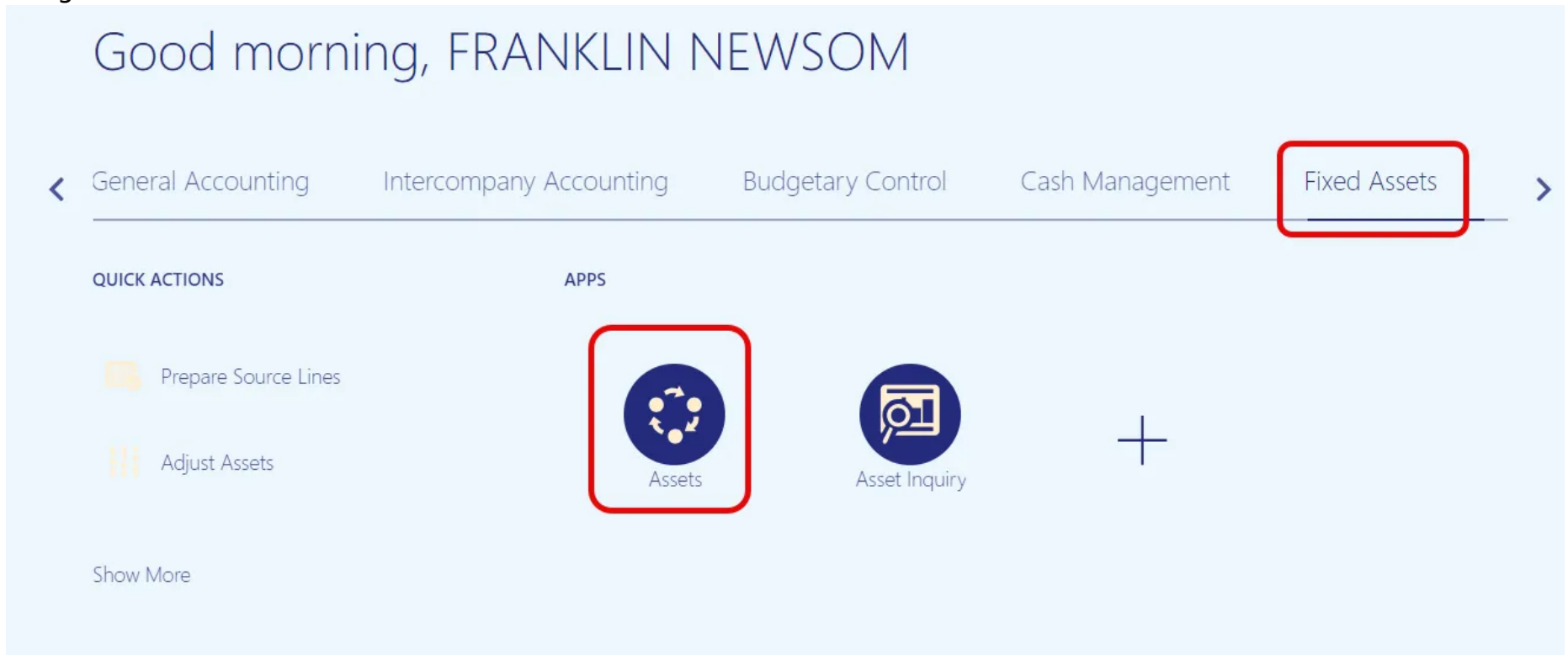
Editing an Invoice Number on a Fixed Asset Record

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



Assets ?

AGENCY 0200 CASH BOOK - USD

Additions

4 Incomplete

0 Exceptions

1 Ready to Post

Adjustments

0 Incomplete

Transfers

0 Incomplete

Retirements

0 Incomplete

Depreciation

Sep-2024

Transactions

Adjust Assets

Adjust Assets in Spreadsheet

Capitalize CIP Assets

Transfer Assets

Transfer Assets in Spreadsheet

Retire Assets

Retire Assets in Spreadsheet

Reinstate Assets

Update Descriptive Details

Accounting

Create Accounting

Create Adjustment Journal

Actions

View

Detach

Prepare All

Merge

Add to Asset

Split

Change Book

Description	Invoice Number	Cost	In Service Date	Category	PO Number	Units	Comments
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Step 4. Search for your asset to be edited.

Image

Adjust Assets ?

Basic

Mass

Search

Advanced

Manage Watchlist

Saved Search

All Assets

* Book

AGENCY 0200 CASH BOOK

** Category

** Asset Number

Description

Asset Type

** Tag Number

345678

Serial Number

Employee Name

Search

Reset

Save...

Actions

View

Change Financial Details

Transfer Source Lines

Change Category

Asset Number	Description	Category	Asset Type	Asset Key	Tag Number	Serial Number
1305989	Example for Invoice Editing	EQUIPMENT-EQUIP\SCIENTIFIC	Capitalized		346578	

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

Image

The screenshot shows the 'Adjust Assets' interface. At the top, there's a 'Basic' tab and a 'Mass' tab. Below the tabs is a search section with various filters: 'Book' (set to 'AGENCY 0200 CASH BOOK'), 'Category', 'Asset Number', 'Description', 'Asset Type', 'Tag Number' (set to '345678'), 'Serial Number', and 'Employee Name'. There are also buttons for 'Advanced', 'Manage Watchlist', 'Saved Search', and 'All Assets'. A 'Search' button is at the bottom right of the search section. Below the search section is a table with columns: 'Asset Number', 'Description', 'Category', 'Asset Type', 'Asset Key', 'Tag Number', and 'Serial Number'. The first row of the table is highlighted in blue and contains the following data: '130585', 'Example for Invoice Editing', 'EQUIPMENT-EQUIP-SCIENTIFIC Capitalized', and '345678'. The 'Actions' dropdown menu is highlighted with a red box.

Asset Number	Description	Category	Asset Type	Asset Key	Tag Number	Serial Number
130585	Example for Invoice Editing	EQUIPMENT-EQUIP-SCIENTIFIC Capitalized			345678	

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

Image

Search

- Change Financial Details
- Manage Source Lines** ▶
- Change Category
- Suspend Depreciation
- Enter Unplanned Depreciation
- Delete Asset
- Change Group Asset
- Transfer Reserve

Transfer

Add

Change

Agency 0200 CASH BOOK ▼

Asset Number

Description

Actions ▼ View ▼ 

Change Financial Details **Transfer Source Lines** **Ch**

Asset Number	Description
1305989	Example for Invoice Editing

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

Change Source Lines: Asset 1305989 ?

Submit Cancel

Currency = USD

Book AGENCY 0200 CASH BOOK
Asset Type Capitalized

Category EQUIPMENT-EQUIP-SCIENTIFIC/MEDICAL-NONE
Open Period Sep-2024

Transaction Details

Comments

☐ Amortize

Amortization Start Date m/d/yy

Context Value

Regional Information

Source Line Details

Asset Cost 5,001.00

New Asset Cost 5,001.00

View ▾ Detach

	Invoice Number	Invoice Line	Description	Distribution Line	New Line Amount	Current Line Amount	Exclude	Depreciate	Supplier Name	Supplier Number	PO Number
	123456				5,001.00		☐	☐			123987

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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