

FA-18 Editing a Single Source Line (Temporary Asset) Record

Purpose

The purpose of this Quick Reference Guide (**QRG**) is to provide a step-by-step explanation on how to Edit a single source line in the North Carolina Financial System (**NCFS**).

Introduction and Overview

This QRG explains how to edit single source line record in NCFS. Source lines records are records that have yet to be added as a full asset within the Assets module of NCFS. Source lines are generated when an invoice is keyed to a fixed asset account number (between account numbers 54110000 and 54740000) and hits the General Ledger. Please note, an invoice does not need to be fully paid to create a source line in the Assets module.

Editing a Source Line 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

Good morning, FRANKLIN NEWSOM

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

QUICK ACTIONS

 Prepare Source Lines

 Adjust Assets

Show More

APPS



Asset Inquiry



Step 3. On the Assets dashboard, ensure you are within the Additions tile.

Image

Additions

14 Incomplete

0 Exceptions

0 Ready to Post



Adjustments

0 Incomplete



Transfers

0 Incomplete



Retirements

0 Incomplete



Depreciation

Nov-2024



Actions 

View 





 Detach

Prepare All

Merge

Add to Asset

Split

Change Book

				m/d/yy 			
Description	Invoice Number	Cost  	In Service Date	Category	PO Number		
WEBEX BOARD PRO 55 DISPLAY UNIT	V2865813	9,526.08	7/10/24	EQUIPMENT-OTH EQUIP\AUDIO\VIS	NC524914		

Step 4. Select the source line record to be edited by clicking the white space to the left of the line’s description.

Image

Assets ?
AGENCY 0200 CASH BOOK - USD

Additions
14 Incomplete
0 Exceptions
0 Ready to Post

Adjustments
0 Incomplete

Transfers
0 Incomplete

Retirements
0 Incomplete

Depreciation
Nov-2024

Actions
View
Detach
Prepare All
Merge
Add to Asset
Split
Change Book

m/d/yy

Description	Invoice Number	Cost	In Service Date	Category	PO Number	Units	Comments	Project Number
WEBEX BOARD PRO 55 DISPLAY UNIT	V2865813	9,526.08	7/10/24	EQUIPMENT-OTH EQUIP-AUDIO/VIS	NC524914	1	WAITING ON INFORMATION FRO...	

Step 5. From the **Actions** drop-down list, choose **Edit**.

Image

Actions
View
Detach
Prepare All
Merge
Add to Asset
Split
Change Book

Export to Excel
Edit
Merge
Add to Asset

Invoice Number
Cost
In Service Date
Category
PO Number

UNIT
V2865813
9,526.08
7/10/24
EQUIPMENT-OTH EQUIP-AUDIO/VIS
NC524914

Step 6. You will have navigated to the **Edit Source Line** page. From here, make any changes to the record as you need, set your **Queue** status (refer to the below table), then use the **Save and Close** button to record your changes.

Image

Currency = USD

* Queue On hold ▼

Asset Number

* Description WEBEX BOARD PRO 55 DI ▼

* Cost 9,526.08

▲ Descriptive Details

Tag Number

Serial Number WZS2808L053

Parent Asset Number ▼

* In Service Date 7/10/24

* Asset Type Capitalized ▼

Category EQUIPMENT-OTH EQUIP-AUDIO/VISU

Preparer RUMBLE, HEIDE

Book AGENCY 0200 CASH BOOK

Fiscal Year 2025

Open Period Nov-2024

✓ Capitalization threshold evaluated

Bought New ▼

☒ In use☐ Intangible

NCAS Payment Number

Asset Purchase Type ▼

Asset Status ▼

Queue Status

Description

New	The record is newly created and is yet to be finalized.
On Hold	Set by User. This status as a 'flag' to hold on to completing the transaction.
Delete	Upon setting this status, the transaction line will be deleted once submitted or posted.
Error	Set by NCFS. This status is noted that NCFS prevented a transaction submission due to missing information or other.
Book Changed	Set by OSC. Transaction line was moved across books.
Post	Transaction is ready to be finalized. Upon posting/submission, transaction will process.

Step 7. This page contains many fields to be changed. Scroll down the page to view them all. Also, if financial details need to be edited, click the arrow next to Financial Details, located near the bottom of the page, to view more fields.

Image

Assignments

View ▼



Distribution Set



	* Units	Employee Name	Employee Number	* Depreciation Expense Account	* Location
▶	1			0200-100072-54539001-0201600-000001	NC-WAKE-RALEIGH-901 CORPORATE
Total	1				



Financial Details

Expand Financial Details

Wrap-Up

Edit a single source line record using the steps above.

Additional Resources

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

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