



# CREATE AND MANAGE ASSETS FROM SOURCE LINES FROM THE MASS ADDITION INTERFACE (PREPARE MASS ADDITIONS)

FA

QUICK REFERENCE GUIDE FA-08

## Purpose

The purpose of this Quick Reference Guide (QRG) is to provide a step-by-step explanation on how to Create and Manage Assets from Source Lines from the Mass Addition Interface (Prepare Mass Additions) in the North Carolina Financial System (NCFS).

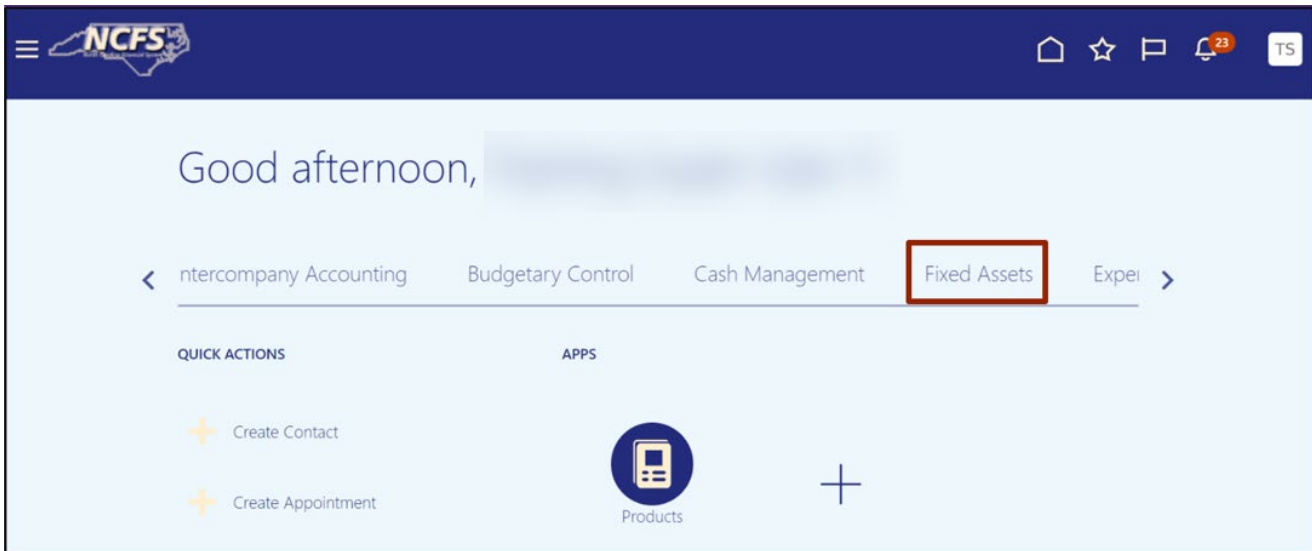
## Introduction and Overview

This QRG covers how to Prepare Mass Additions in NCFS. Mass Addition from Source Lines is the process of adding multiple assets from a source outside of the Assets module. This functionality is used to add assets from payables and includes the process of preparing source lines as new assets.

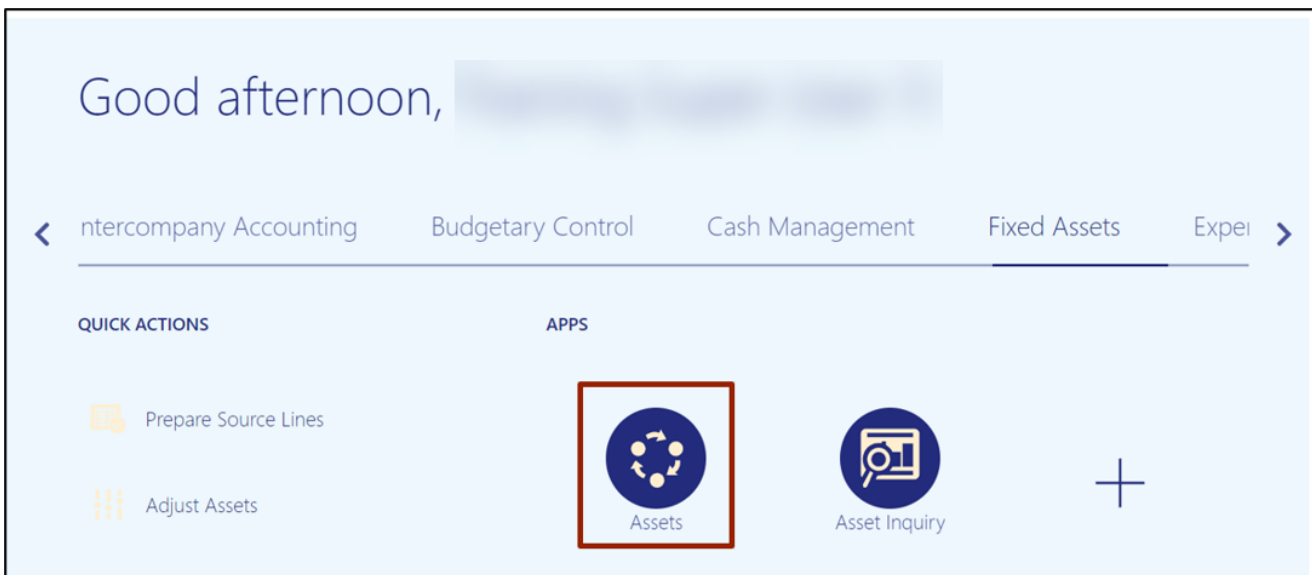
## Prepare Source Lines for existing Fixed Assets in Oracle

To Prepare Source Lines for existing Fixed Assets in Oracle, please follow the steps below:

1. Log in to the NCFS portal with your credentials to access the system.
2. On the **Home** page, click the **Fixed Assets** tab.



3. Click the **Assets** app.



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4. On the **Book** drop-down choice list, select the appropriate Asset Book option.

In this example, we choose **AGENCY 1400 CASH BOOK**.

Assets ? AGENCY 1400 CASH BOOK - USD

Additions: 3 Incomplete, 0 Exceptions, 3 Ready to Post

Adjustments: 0 Incomplete

Transfers: 0 Incomplete

Retirements: 0 Incomplete

Depreciation: Jan-2023

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

| Description | Invoice Number | Cost      | In Service Date | Category                     | PO Number |
|-------------|----------------|-----------|-----------------|------------------------------|-----------|
| Land        |                | 15,000.00 | 1/31/23         | BUILDINGS-BLDG-ASBES REMOVE  |           |
| A2R-020     |                | 7,000.00  | 3/21/23         | BUILDINGS-BLDG-DESIGN CONTRA |           |
| A2R-017     |                | 6,000.00  | 5/1/23          | BUILDINGS-COMMUNICATION CABL |           |
| A2R-017     |                | 6,000.00  | 5/1/23          | BUILDINGS-COMMUNICATION CABL |           |

5. Click the **Prepare All** button.

Assets ? AGENCY 1400 CASH BOOK - USD

Additions: 3 Incomplete, 0 Exceptions, 3 Ready to Post

Adjustments: 0 Incomplete

Transfers: 0 Incomplete

Retirements: 0 Incomplete

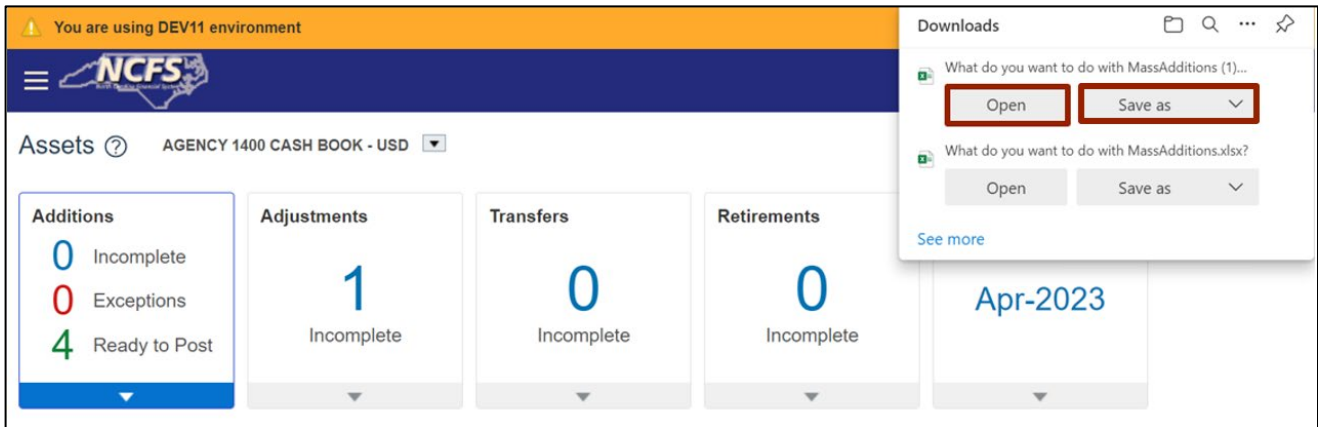
Depreciation: Jan-2023

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

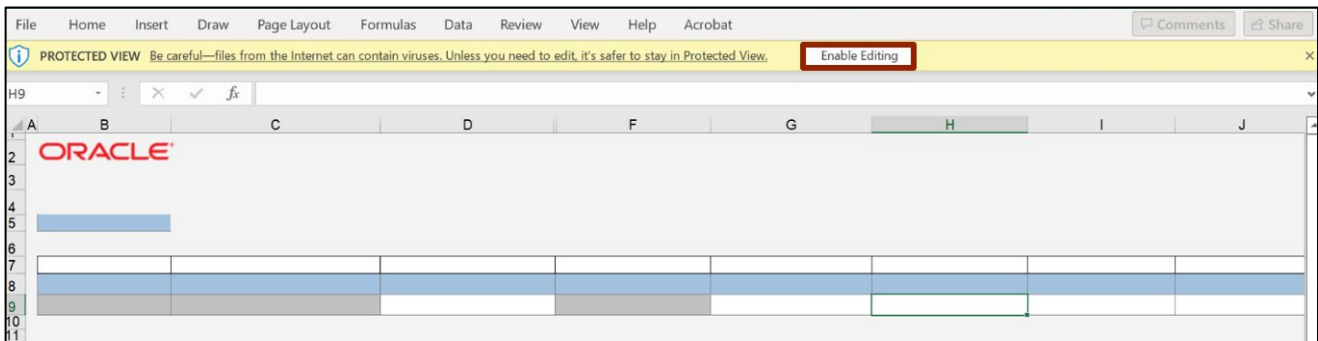
| Description | Invoice Number | Cost      | In Service Date | Category                     | PO Number |
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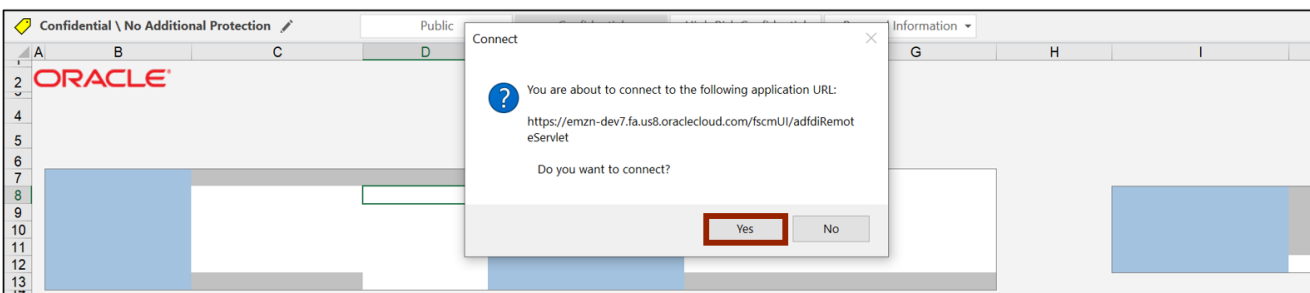
- Click the **Open** button to open the downloaded Excel file or click the **Save As** button to save a copy of the downloaded Excel file.



- Open the excel file and click the **Enable Editing** button.

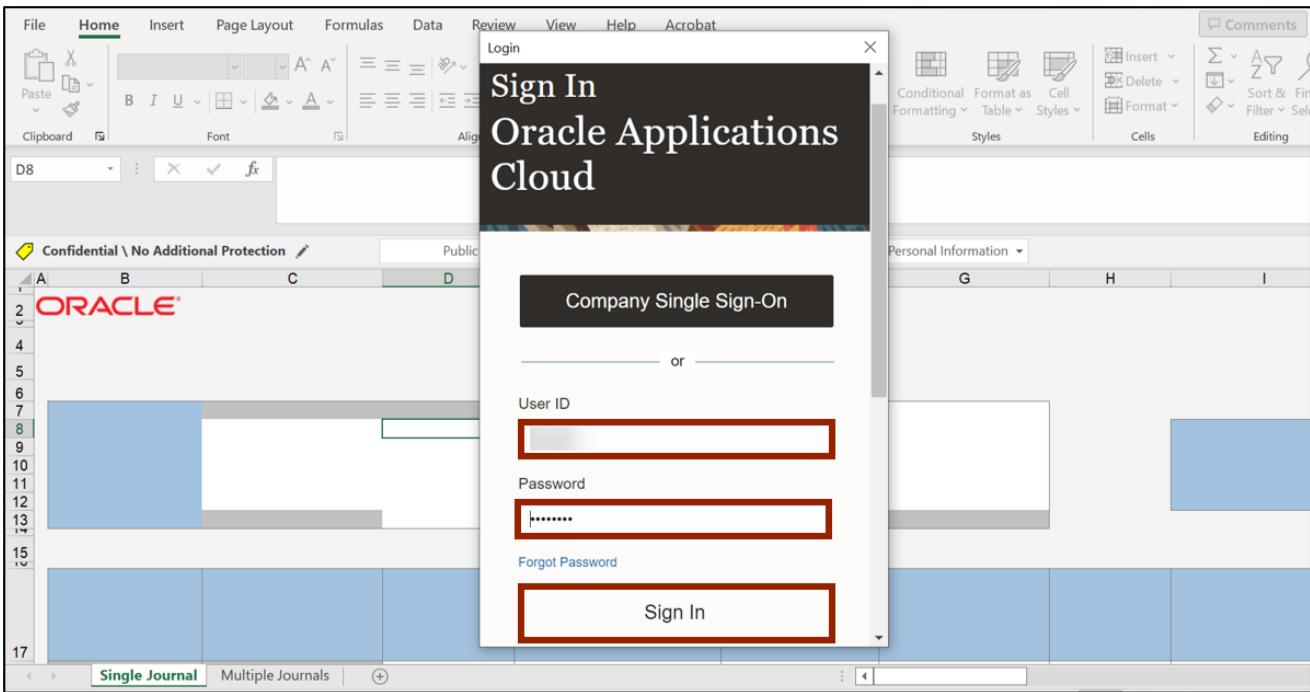


- On the *Connect* pop-up, click the **Yes** button to successfully connect to the server.

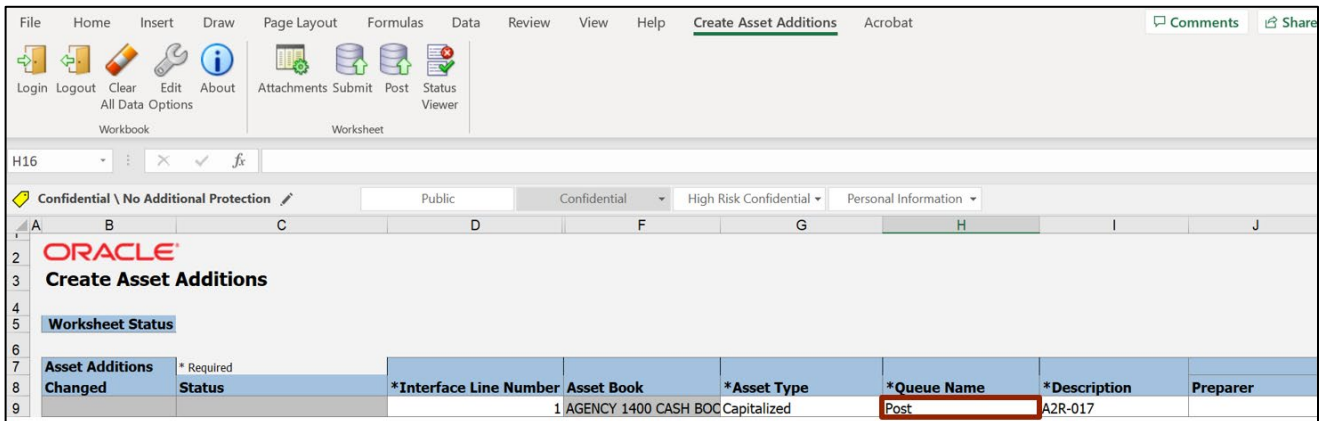


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(Prepare Mass Additions)**

- On the NCFCS portal *Login* pop-up, enter your **User ID** and **Password** credentials and click the **Sign In** button.

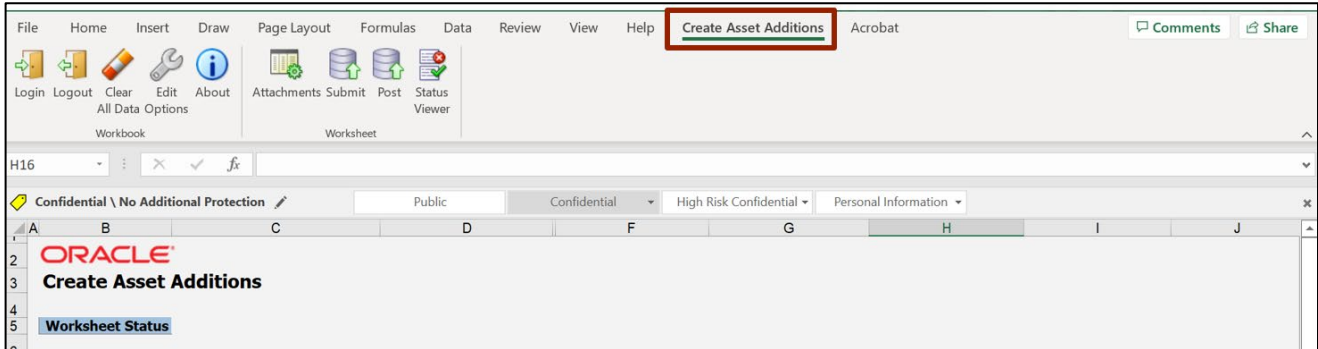


- Click the **\*Queue Name** drop-down choice list, then select **Post** on the assets you would like to post.

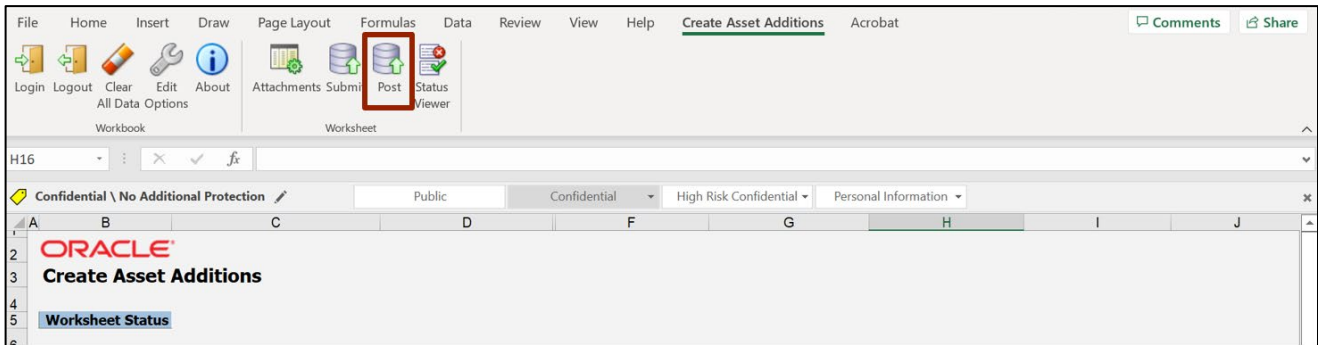


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11. On the Microsoft Excel Banner, click the **Create Asset Additions** tab.



12. Click the **Post** button.

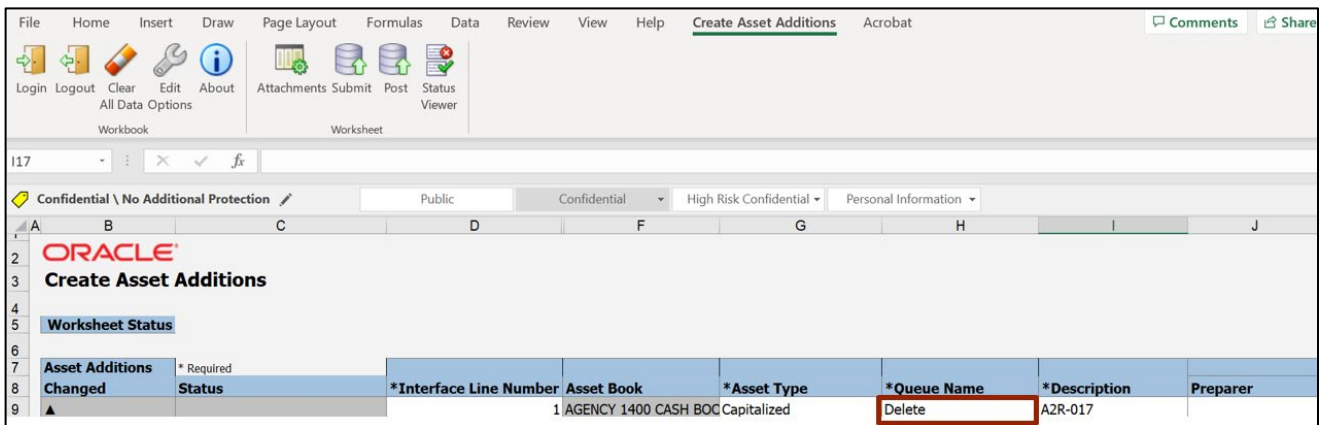


## Delete Mass Additions source lines using ADFDI Spreadsheet

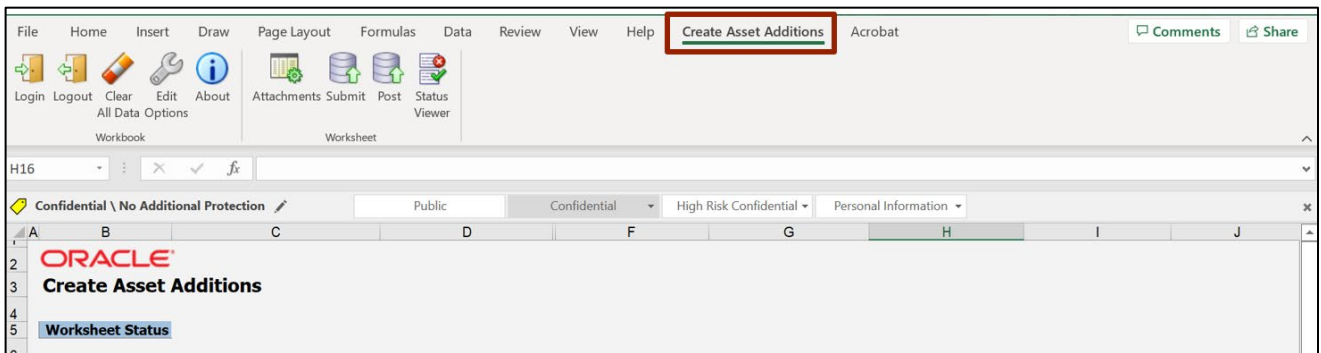
To delete mass additions source lines using ADFDI Spreadsheet, please follow the steps below:

Note: Source lines are to be posted or deleted. Users do not need to delete a source line after posting.

1. Follow steps 1-9 above.
2. Click the **\*Queue Name** drop-down choice list, then select **Delete** on the assets you would like to delete.

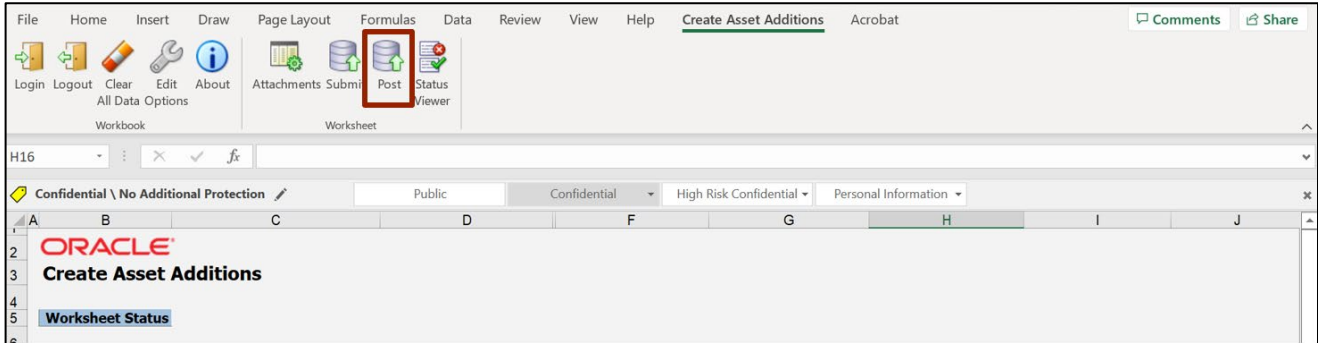


3. On the Microsoft Excel Banner, click the **Create Asset Additions** tab.

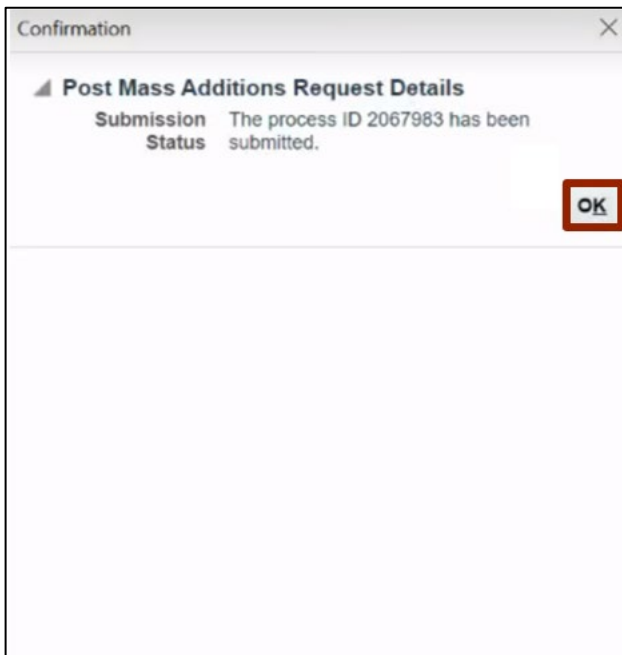


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4. Click the **Post** button.



5. The *Confirmation* pop-up page is displayed. Click the **OK** button.



### Wrap-Up

Users can Create and Manage Assets from Source Lines as it adds multiple assets from a source outside of the Assets module in NCFS by following the steps explained above.

### Additional Resources

#### Web-Based Training (WBT)

- FA-102- FA Asset Additions