UPDATE FIXED ASSETS SETUP AND CONFIGURATION

FA

Purpose

The purpose of this Quick Reference Guide (**QRG**) is to provide a step-by-step explanation of how to Update Fixed Assets Setup and Configurations in the North Carolina Financial System (**NCFS**).

Introduction and Overview

This QRG covers the process of updating setup and configurations for Fixed Assets in NCFS which includes updates of locations, categories, and asset books etc.

> **User Tip:**
>
> The following are prerequisites to update setup and configurations:
>
> 1. Gather all required information required for the new setup or updates to the existing configurations.
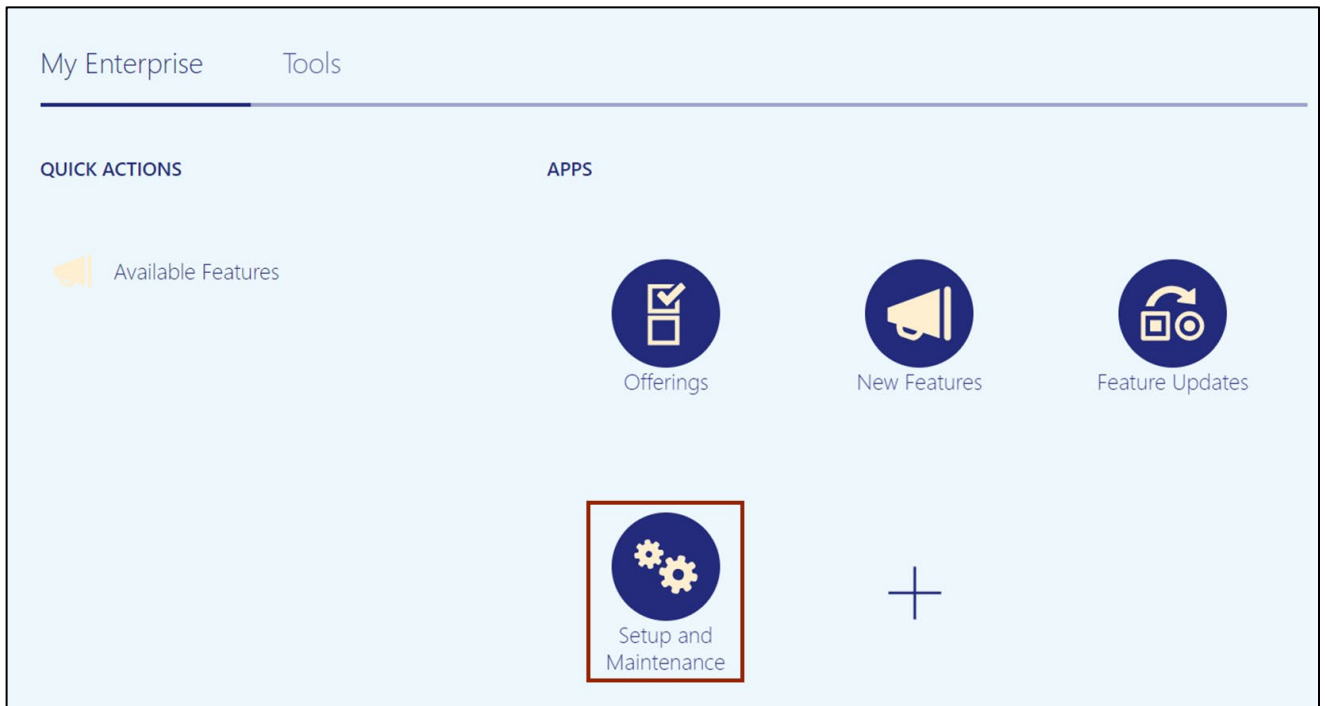
Update Fixed Assets Setup and Configurations

To update Fixed Assets Setup and Configuration in NCFS, please follow the steps below:
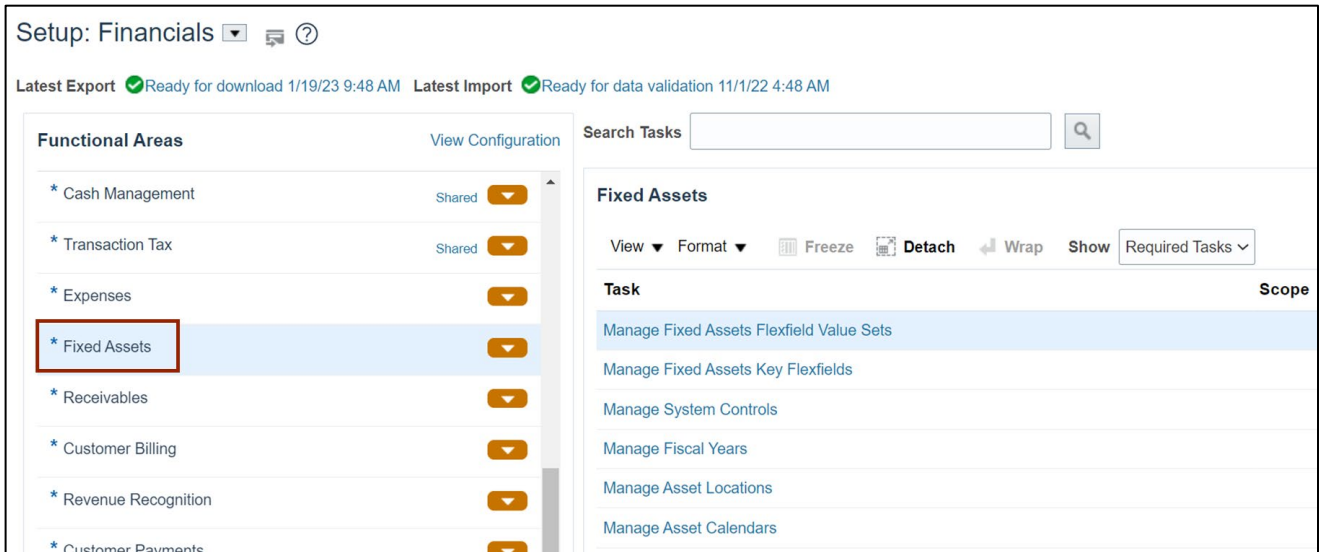
1. Log in to the NCFS portal with your credentials to access the system.

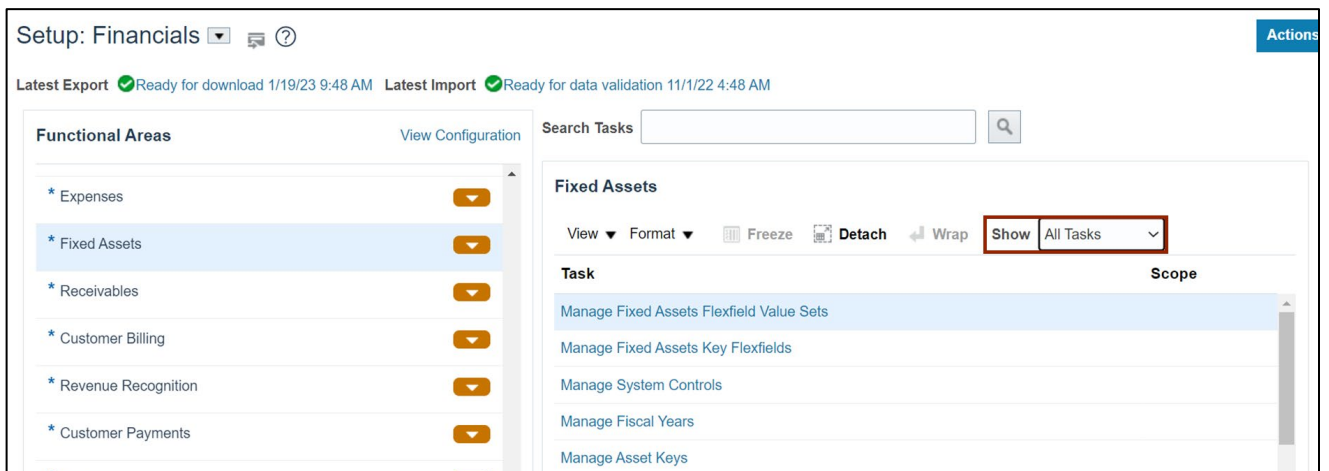2. On the **Home** page, Click on **My Enterprise** tab.
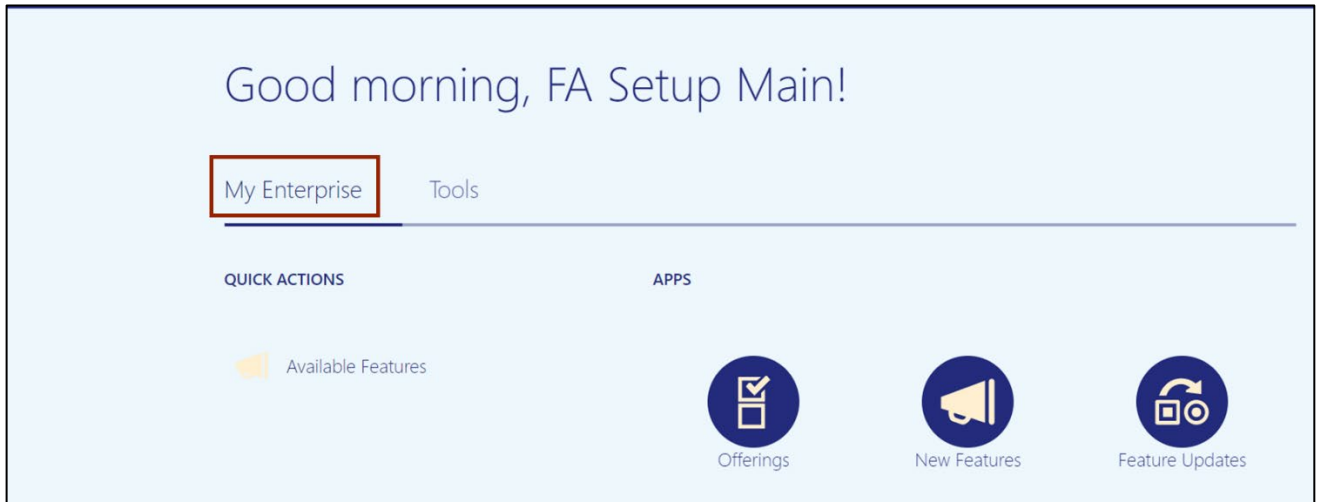
3. Click on **Setup and Maintenance** app.

4. On the **Setup: Financials** page, click *****Fixed Assets** under the *Functional Areas.*

5. On the right-hand side of the page, select **All Tasks** from the *Show* drop-down choice list.

6. The *Fixed Assets* section will show all the configuration tasks that are available for Fixed Assets.
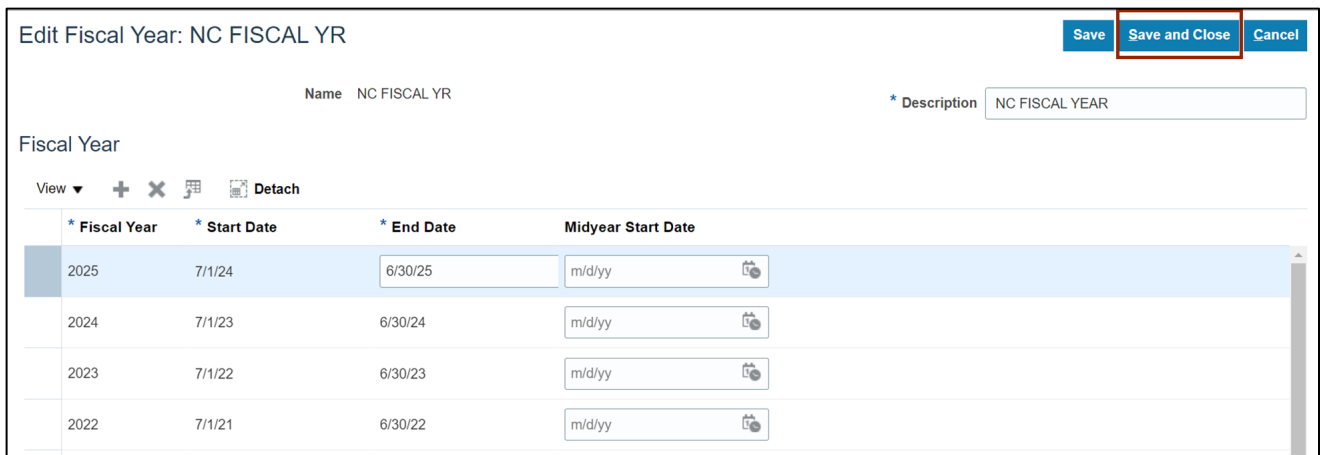

7. Click the Manage Fiscal Years link.

8. The **Manage Fiscal Years** page opens. Click the NC FISCAL YR link.

9. Click the **plus** icon (➕) to add new fiscal year. A new row will be added automatically with the ***Start Date*** and ***End Date*** prefilled.
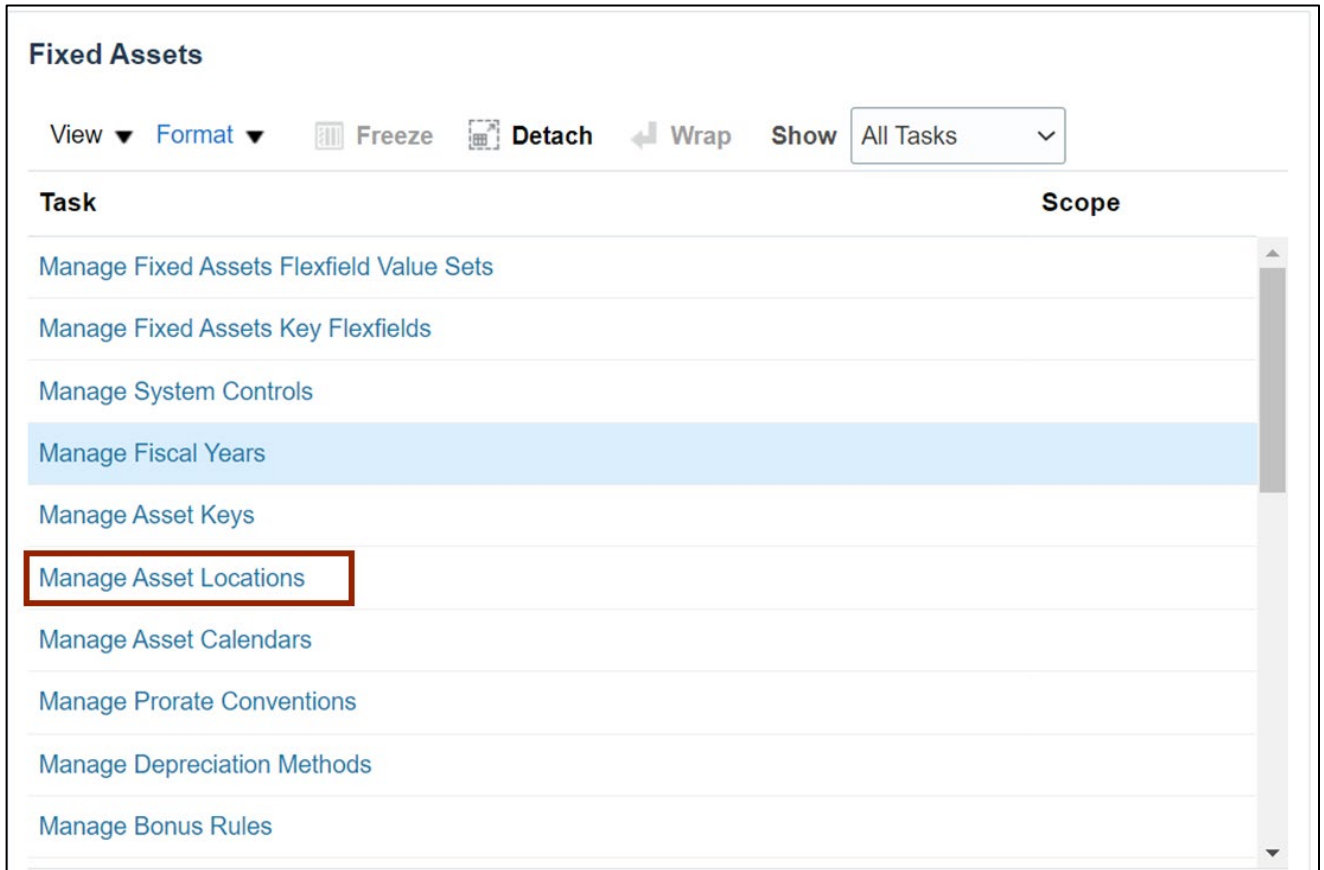

10. Click the **Save and Close** button to save the updates.

Manage Asset Locations

To manage Asset Locations in NCFS, please follow the steps below:

1. Navigate to **Setup and Maintenance** (**Home** page > **My Enterprise** tab > **Setup and Maintenance** app) and click the **Manage Asset Locations** link**.**

2. On the **Manage Asset Locations** page, click the **Search** button to query existing locations.
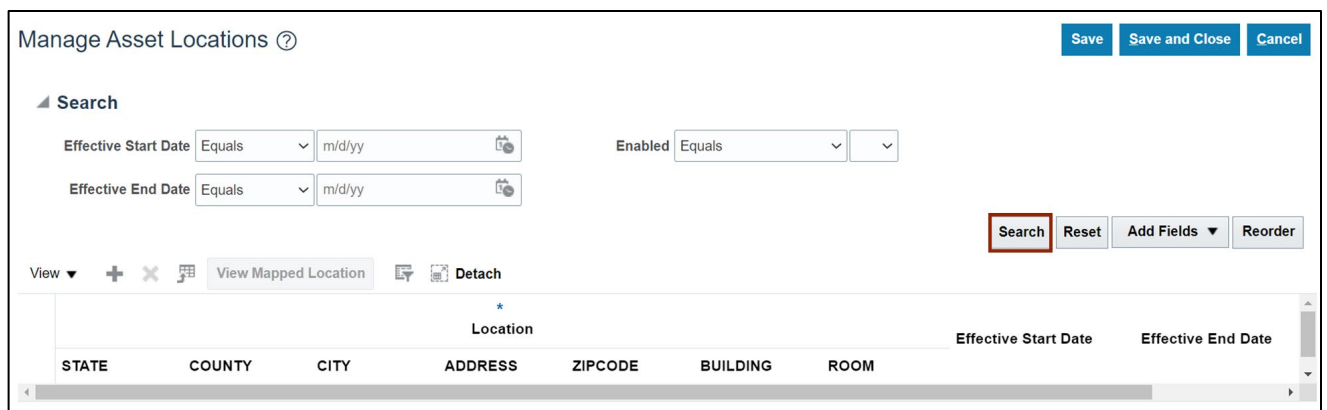
3. Update the *Effective Start Date, Effective End Date* and **Enabled** flag as required.


4. Click the **Save and Close** to save the updates.

5. Click the **plus** [+] icon to add a new asset location.

6.   Enter the information or select the available values by clicking on the drop-down choice list for each field.

   Note: If a value is not available on the drop-down choice list, follow steps 40-52 to add the *STATE, COUNTY, CITY, ADDRESS, ZIPCODE, BUILDING, and ROOM.*

7.   Scroll to the right and click the **Enabled** checkbox to enable the location.

8.   Click the **Save and Close** button to save the new location.
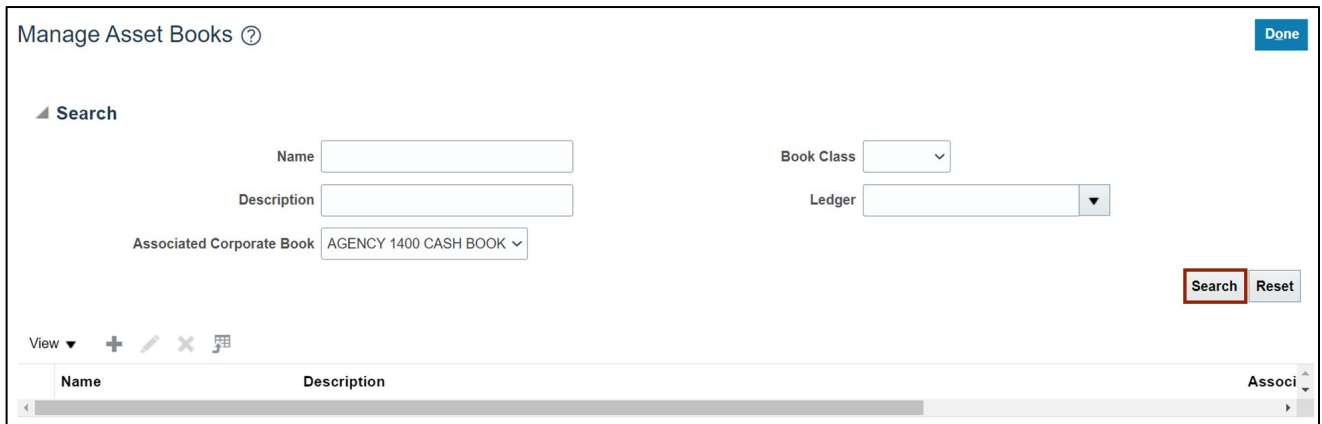
Manage Asset Calendars

To manage Asset Calendars in NCFS, please follow the steps below:

1. Navigate to **Setup and Maintenance** (**Home** page > **My Enterprise** tab > **Setup and Maintenance** app) and click the **Manage Asset Calendars** link.
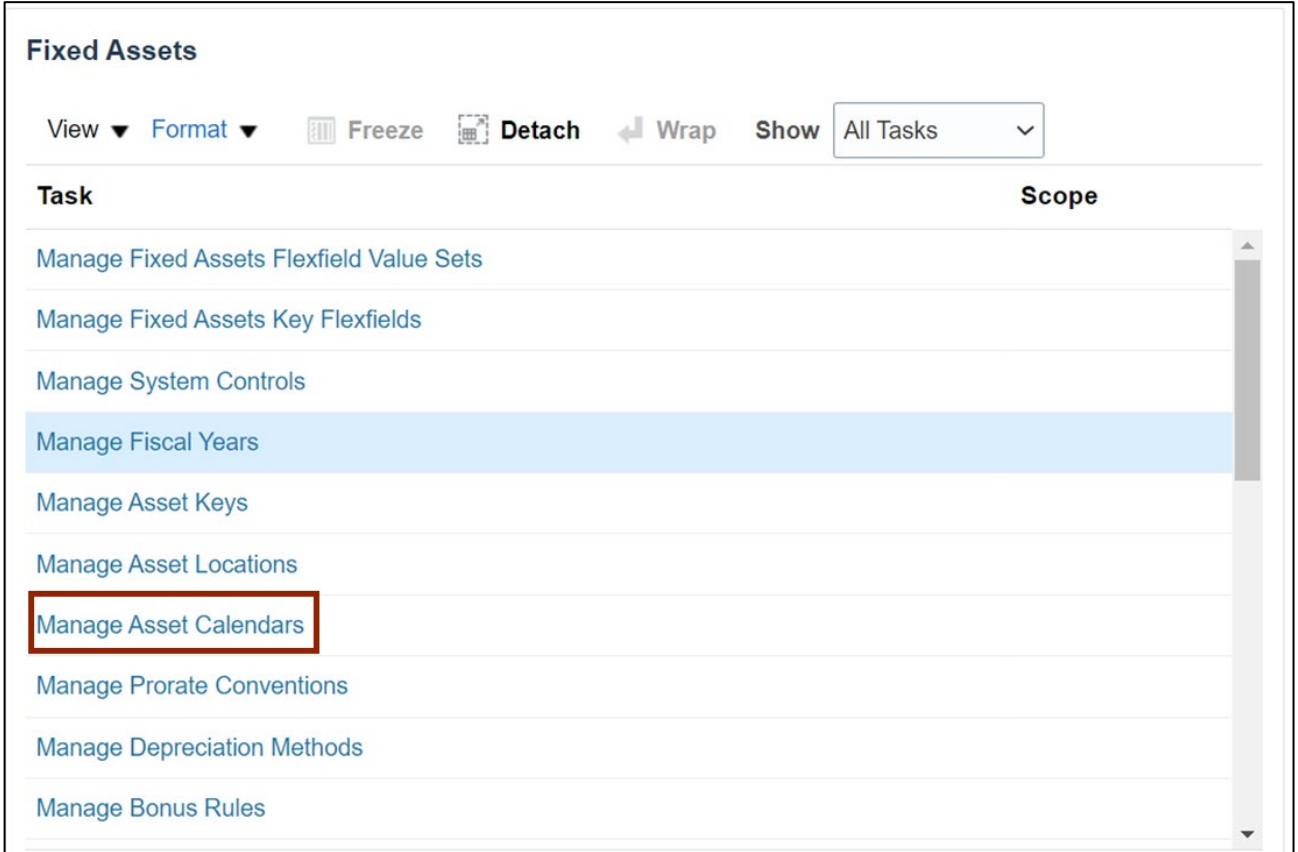
2. Click the **FA MONTHLY** link to open the calendar.
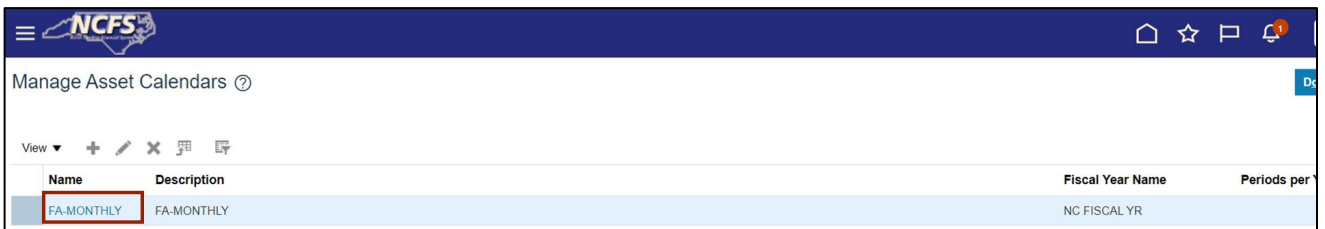
3. Click the **plus** [+] icon to add new period to the calendar.

4. Enter all the information for the period and click on **Save and Close** button when complete.

Manage Asset Books

To manage Asset Books in NCFS, please follow the steps below:

1. Navigate to **Setup and Maintenance** (**Home** page > **My Enterprise** tab > **Setup and Maintenance** app) and click the **Manage Asset Books** link**.**

Fixed Assets
View ▼ Format ▼   ☐ Freeze ☐ Detach ◁ Wrap Show
Task
Manage Fixed Assets Flexfield Value Sets
Manage Fixed Assets Key Flexfields
Manage System Controls
Manage Fiscal Years
Manage Asset Locations
Manage Asset Calendars
Manage Prorate Conventions
Manage Depreciation Methods
Manage Asset Books
Manage Asset Categories
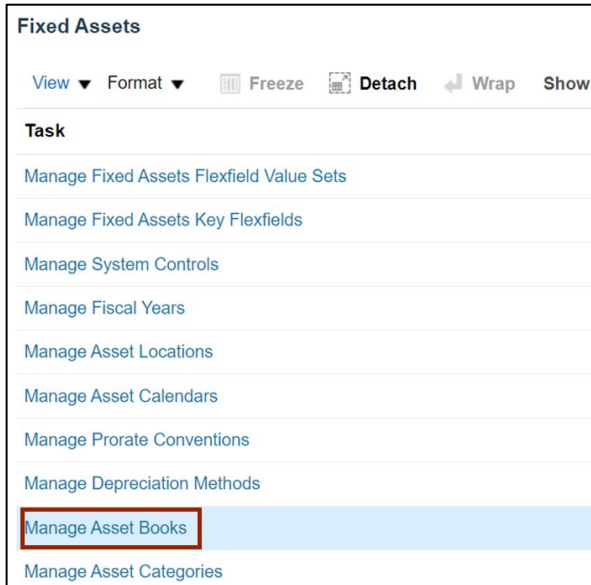
2. Enter the search parameters and click the **Search** button.

Manage Asset Books ⑦	Done

◢ Search

Name [ ]	Book Class [▼]
Description [ ]	Ledger [▼]
Associated Corporate Book [AGENCY 1400 CASH BOOK ▼]	

Search   Reset

View ▼ ＋ ✎ ✕ 畐

Name	Description	Associ

3. Click the **Edit 'pencil'** icon [🖊].

4. Edit the **Asset Book** details as needed.

5. Scroll to the bottom of the page to **Accounts** section to edit account details as needed.

6. Scroll down to the **Rules** section and edit the **Reference Data Groups** and **Invoice Rules** tabs as needed.

7. Scroll to the top of the page and click the **Save and Close** button to save the update.

8. Click the **plus**[+] icon to create new Asset Book.

9. Enter all the details as required for the new asset book.

10. Scroll to the **Accounts** section and add the account details.

11. Scroll down to the **Rules** section and enter the details as required in Reference Data Groups and Invoice Rules.

12. Scroll up and click the **Save and Close** button to save the new asset book.

Manage Asset Categories

To manage Asset Categories in NCFS, please follow the steps below:

1. Navigate to **Setup and Maintenance** (**Home** page > **My Enterprise** tab > **Setup and Maintenance** app) and click the **Manage Asset Categories** link**.**

2. Enter the search parameters.

3. Click the **Search** button.

4. Select the **Asset Category** that you would like to update.

5. Click on the **Edit icon** [🖉].

6. Update the asset category details as required and click the **Save and Close** button.

7. To add a new **Asset Category,** click on the **plus** [➕] icon from the **Manage Asset Category** page.

8. Enter all the details or select from drop-down choice list to *Create Category* such as, *CATEGORY TYPE, *Ownership, MAJOR CATEGORY,* and *MINOR CATEGORY.* Note: If *MAJOR CATEGORY*, *MINOR CATEGORY,* and *FUTURE CATEGORY* are not available on the list, please follow steps 12-24.

9. Click the **plus** [] icon to associate the new asset category with asset book(s) as required.

10. Select the Asset Book from the drop-down and enter the Accounting Rules details as needed.

11. Scroll to the top and click on **Save and Close** to save the new category.

12. The following steps are to be followed if the Asset Categories and Asset Locations values are not available on the drop-down choice list. Navigate to **Setup and Maintenance** *page* following steps 1-5 above.

13. Under **Fixed Assets** tasks, click on **Manage Fixed Assets Flexfield Value Sets.**

14. On the **Manage Fixed Assets Flexfield Value Sets** page, click on the *Module* drop-down choice list.

15. Select **Assets** from the drop-down choice list.

16. Click the **Search** button.

17. Search results are displayed.

18. The ***Description** of the value set states where the value will be added.

    For Example: Adding values to **FA City Location Value Set** will make the new value available in the *City* field in step 17. Similarly, adding values to **FA Major Asset Category Value Set** will make the new value available in the **Major Category.**

19. To add new values to the value set code, click the specific **Value Set Code.**

20. Click the **Edit** [🖊] icon.

21. On the **Edit Value Sets** page, click the **Manage Values** button.

22. On **Manage Values** page, click the **Plus** [+] icon.

23. Enter the ***Value*** as needed.

24. Click the **Save and Close** button to save the updates. You must click on **Save and Close** button multiple times to return to **Manage Fixed Assets Flexfield Value** *Sets* page.

25. Follow steps 12 - 24 to add values to any of the value sets listed in step 12.

Wrap-Up

Update the Fixed Assets Setup and Configuration using the steps above. This provides you the ability to add new configuration items as well as update existing configuration items based on business needs.

Additional Resources

Virtual Instructor-Led Training (vILT)

- FA101: Asset Management