



TRANSFER ASSETS IN SPREADSHEET

QUICK REFERENCE GUIDE FA-14

FA

Purpose

The purpose of this Quick Reference Guide (QRG) is to provide a step-by-step explanation on how to Transfer Assets using the ADFDI Spreadsheet upload tool in the North Carolina Financial System (NCFS).

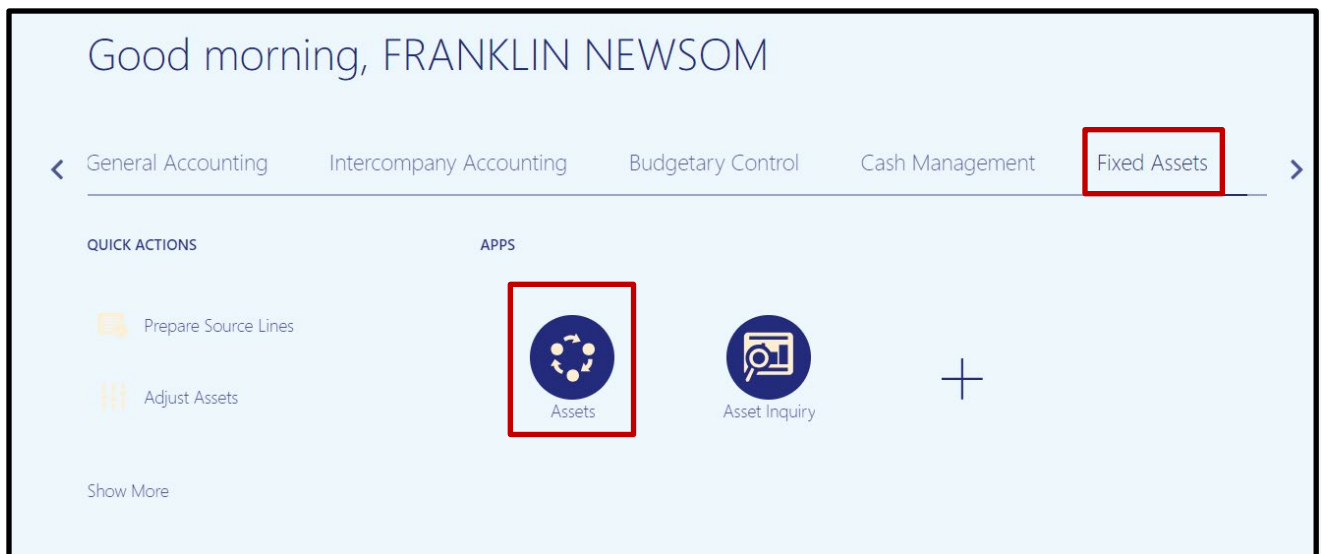
Introduction and Overview

This QRG explains how to use the transfer assets in spreadsheet tool in NCFS.

Transfer Assets in Spreadsheet

To transfer assets in spreadsheet 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, under the **Fixed Assets** tab, click the **Assets** app.



3. On the **Assets** page, click **Tasks**.

The screenshot shows the 'Assets' page for 'AGENCY 5200 CASH BOOK - USD'. It features several summary cards for different asset categories:

- Additions:** 785 Incomplete, 1 Exception, 0 Ready to Post
- Adjustments:** 0 Incomplete
- Transfers:** 1 Incomplete
- Retirements:** 2 Incomplete, 9 Exceptions, 1 Ready to Post
- Depreciation:** Dec-2023

Below these cards is a table of asset records with the following columns: Description, Invoice Number, Cost, In Service Date, Category, PO Number, Units, Comments, and Project Number.

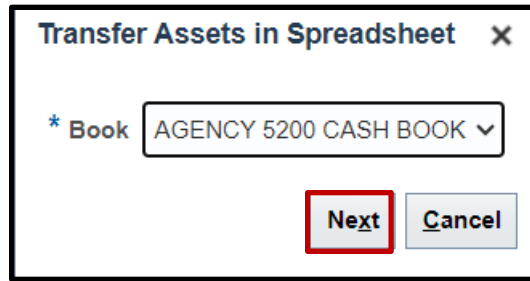
| Description | Invoice Number | Cost | In Service Date | Category | PO Number | Units | Comments | Project Number |
|--|----------------|------------|-----------------|------------------------------|-----------|-------|----------|----------------|
| DAC CED JOB# 4282 | 3-C11582 | 483,489.72 | 9/28/23 | BUILDINGS-BLDG\GENERAL CONTI | | 1 | | |
| 1 Kenwood NX-5700BK/5A--50 watt VHF NXDN ... | 4929 | 432,138.00 | 11/20/23 | EQUIPMENT-EQUIP\VOICE COMMU | EP6480615 | 300 | | |
| CE JOB# 4282 | 4-C11582 | 408,466.78 | 10/28/23 | BUILDINGS-BLDG\GENERAL CONTI | | 1 | | |

4. Click the **Transfer Assets in Spreadsheet** task.

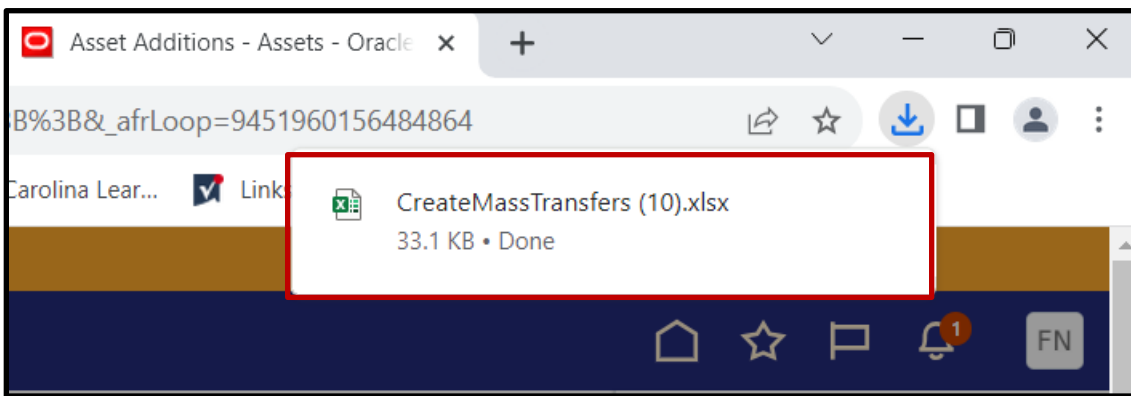
The screenshot shows a navigation menu with a 'Tasks' section. The menu items are:

- Transactions**
 - Add Asset
 - Add Assets in Spreadsheet
 - Prepare Source Lines
 - Adjust Assets
 - Adjust Assets in Spreadsheet
 - Capitalize CIP Assets
 - Transfer Assets
 - Transfer Assets in Spreadsheet** (highlighted with a red box)
 - Retire Assets
 - Retire Assets in Spreadsheet
 - Reinstate Assets
 - Update Descriptive Details
- Accounting**
 - Create Accounting
 - Create Adjustment Journal
 - Review Journal Entries

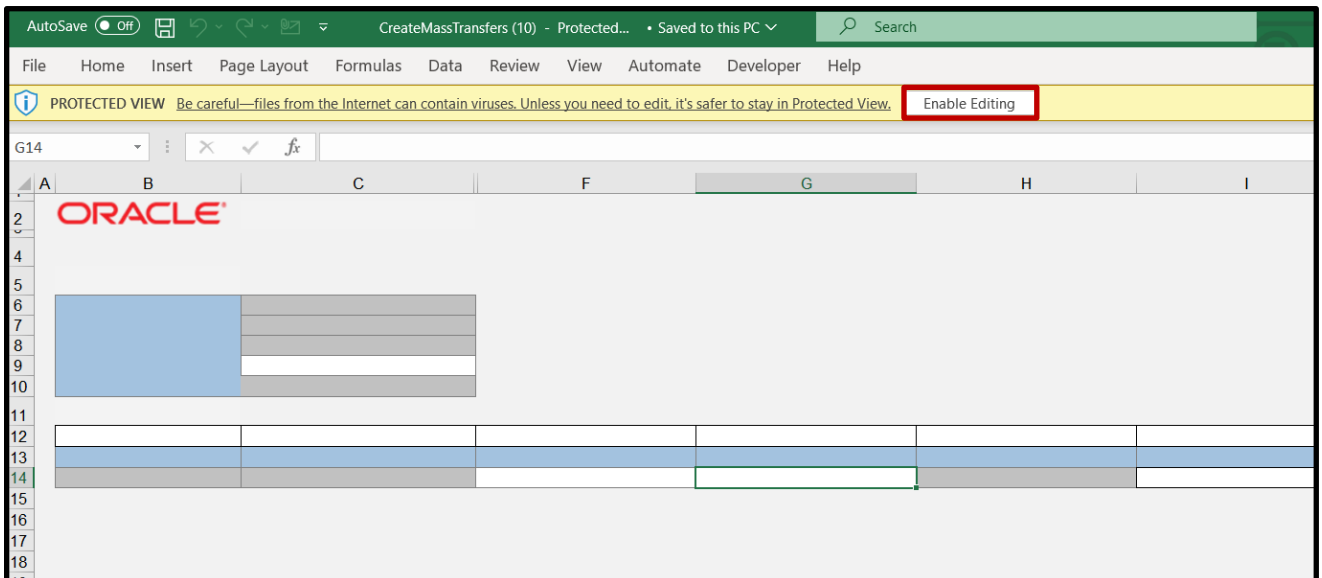
- A popup will appear. Confirm you are using the correct accounting book (typically your agencies Cash book) and click **Next**.



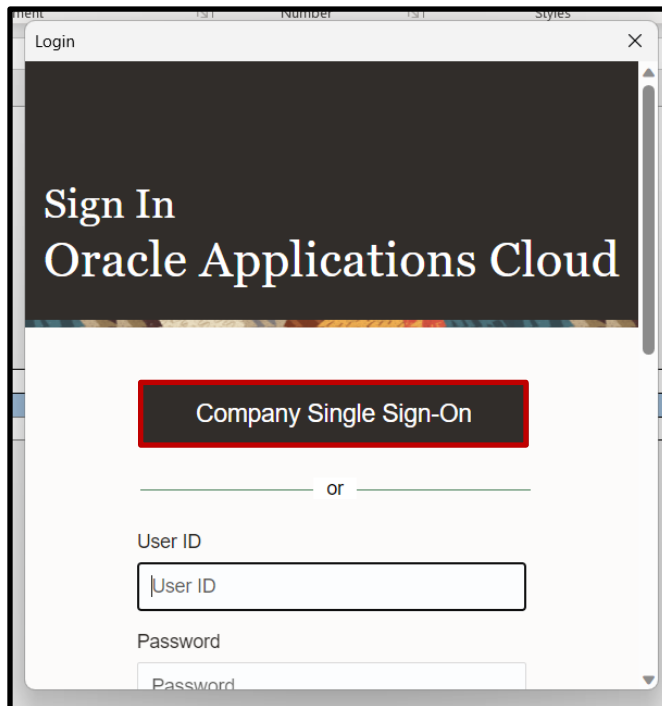
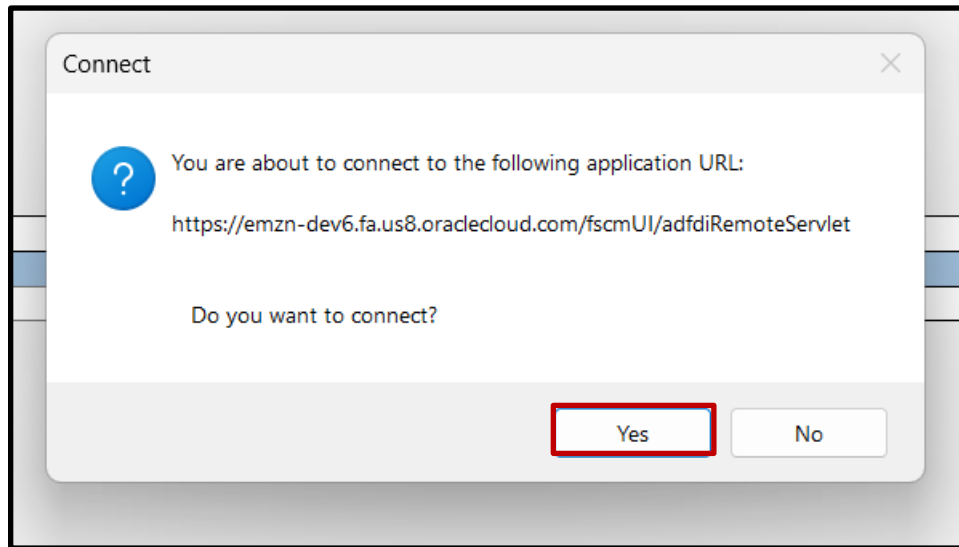
- An excel sheet will be downloaded. Click the download to open.



- An excel sheet will open. Click **Enable Editing**.



- When prompted to connect, click **Yes**. Then, use your credentials to log in.



- Enter a Transaction Group name. This is a free form field that accepts alpha-numeric characters.

ORACLE Transfer Assets in Spreadsheet

* Required

| | |
|---------------------------|-----------------------|
| Book | AGENCY 5200 CASH BOOK |
| Currency | USD |
| Open Period | Dec-2023 |
| *Transaction Group | Example Group Name |
| Worksheet Status | |

Assignments

| Changed | Row Status | *Interface Line Number | *Asset Number |
|---------|------------|------------------------|---------------|
| | | | |
| | | | |

- Complete the transaction lines. Required fields are listed below:

Column G: Interface Line Number – A number indicating the interface line

Column H: Asset Number – The NCFS Asset Number. Note this may not be the Tag number

Column J: Transaction Type – Drop-down list of transaction types

Column K: Posting Status – Drop-down list of status' like "On-Hold" or "Post"

Column M: Transfer Date – MM/DD/YYYY format date of transaction

Current Assignment Columns

Column O: Units – Number of current units

Column R: Depreciation Expense Account – Current depreciation expense account associated with the asset. Full accounting string will consist of numbers and dashes

Example: 5200-108110-54534000-0000000-0000000-0000-00000000000-000000-0000-0000000-00000

Column S: Location – Current asset location. Full location string will consist of location IDs and dashes

Example: NC-WAKE-RALEIGH-3512 BUSH ST-27609-00000-0000

New Assignment Columns

Column T: Units – Number of future units

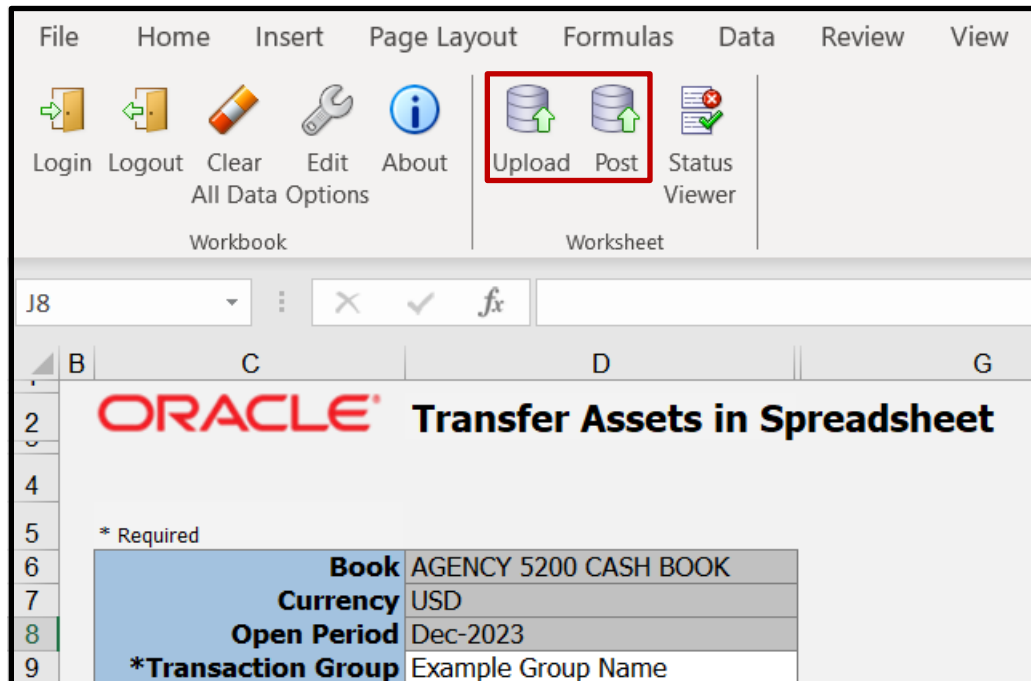
Columns W - AG: Depreciation Expense Account – New depreciation expense account to be associated with the asset

Columns AH - AN: Location – New asset location

Note: All the above columns must be completed for the transaction to process without errors. If any fields are left blank, NCFS will assume the field should be considered blank; this may result in incorrect values.



11. One all lines are completed, click **Submit** to send the data to NCFS before final submission, or click **Post** to post the lines and complete the transfers.



Wrap-Up

Transfer assets in spreadsheet using the steps above in NCFS.

Additional Resources

- FA 100: Asset Manager (ILT)