Editing a Single Source Line (Temporary Asset) Record

Quick Reference Guide FA-18

FA

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**).

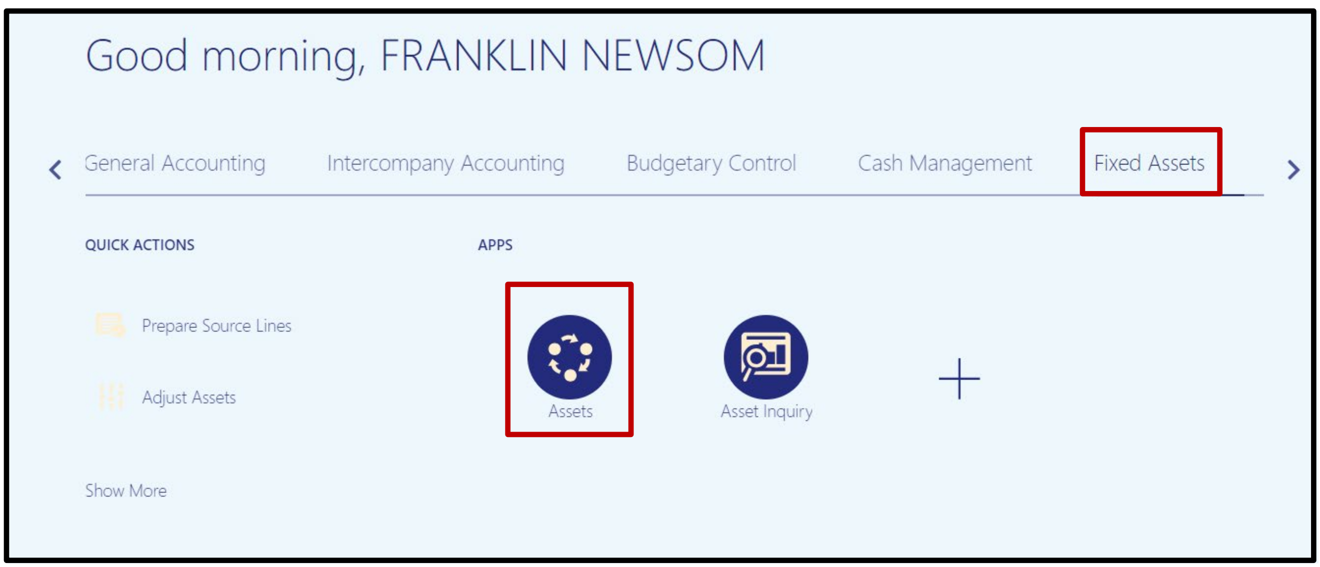
Introduction and Overview

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.

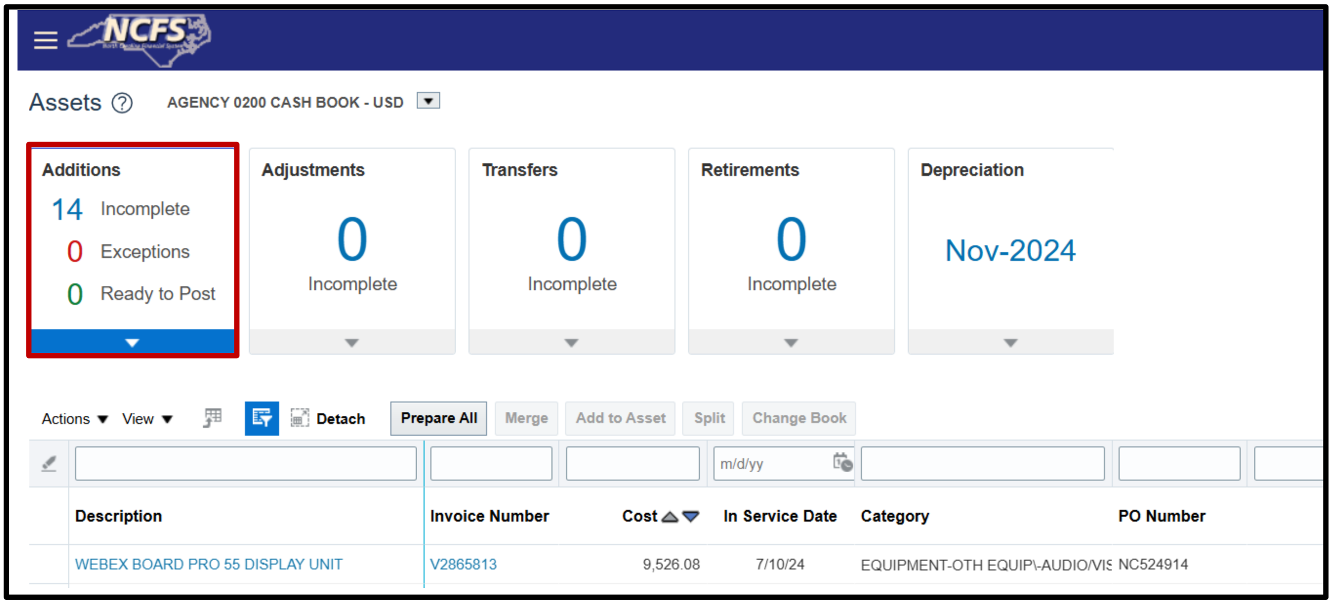
Editing a Source Line record

To edit an invoice number on a fixed asset record:

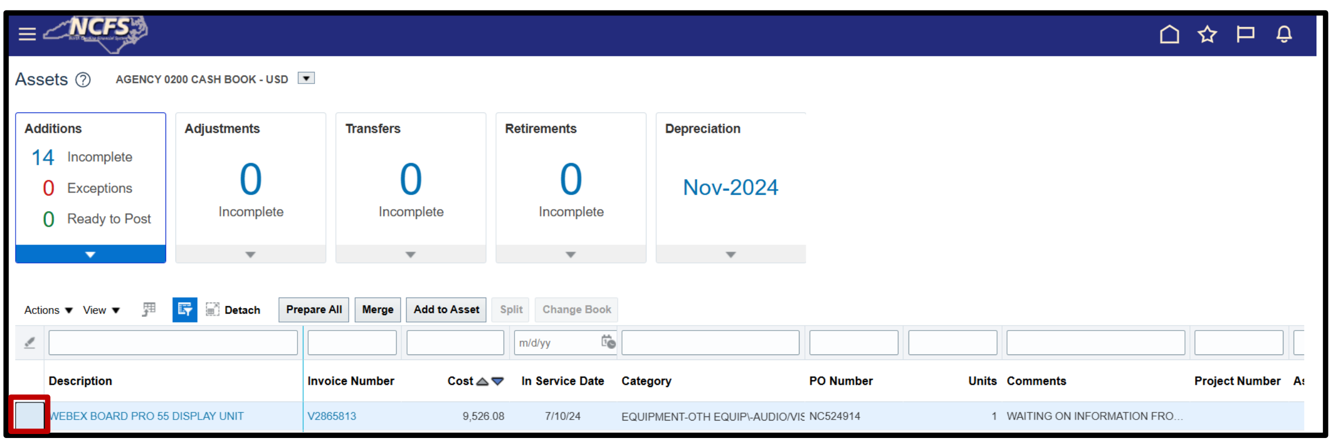
1. Log in to the NCFS portal with your credentials to access the system.
2. On the **Home** page, under the **Fixed Assets** tab, click the **Assets** app.



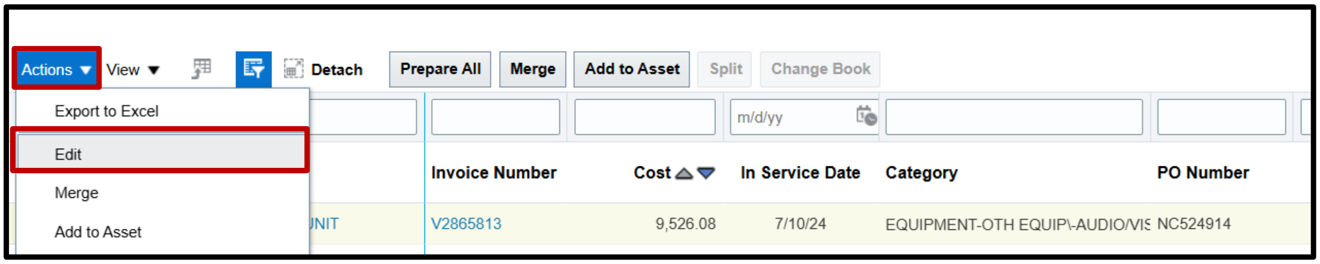
3. On the Assets dashboard, ensure you are within the Additions tile.



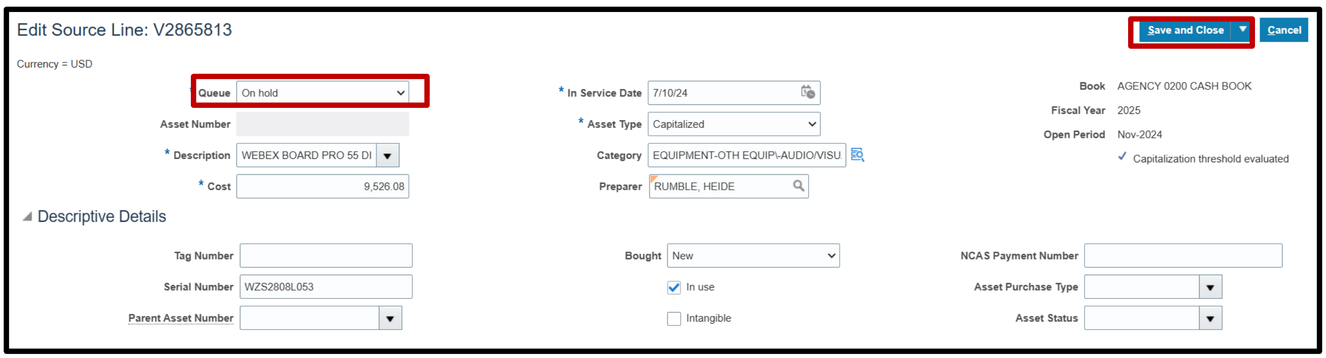
4. Select the source line record to be edited by clicking the white space to the left of the line's description.



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

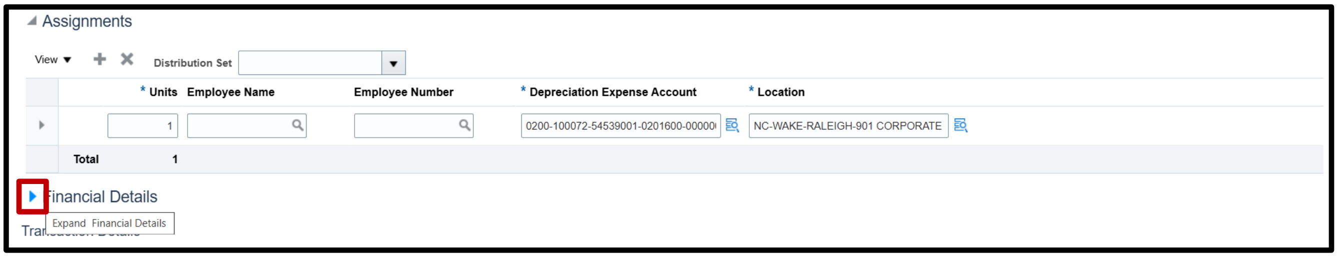


6. You will have navigated to the **Edit Source Line** page. From here, make any changes to the record as you need, set your **Queue** status (refer to the below table), then use the **Save and Close** button to record your changes.



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 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 a noted that NCFS prevented 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.

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.



Wrap-Up

Edit a single source line record using the steps above.

Additional Resources

- FA 100: Asset Manager (ILT)