



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).

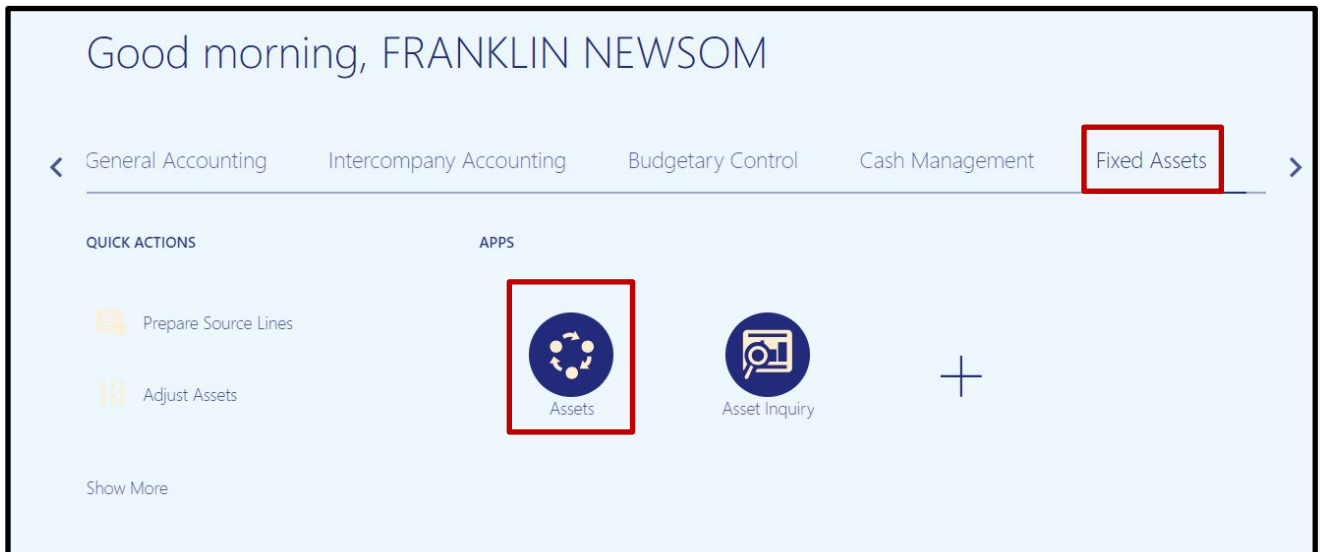
Introduction and Overview

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.

The screenshot shows the NCFS Assets dashboard for 'AGENCY 0200 CASH BOOK - USD'. The 'Additions' tile is highlighted with a red box and shows 14 Incomplete, 0 Exceptions, and 0 Ready to Post items. Other summary cards show 0 Incomplete items for Adjustments, Transfers, and Retirements, and a Depreciation card for Nov-2024. Below the summary cards is a toolbar with buttons for 'Prepare All', 'Merge', 'Add to Asset', 'Split', and 'Change Book'. A table below the toolbar lists asset records with columns for Description, Invoice Number, Cost, In Service Date, Category, and PO Number.

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

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

This screenshot is similar to the previous one but includes an additional column 'Units' and 'Comments' in the table. A red box highlights the white space to the left of the first row's description, 'WEBEX BOARD PRO 55 DISPLAY UNIT', indicating where to click to select the record for editing.

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...	

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.

The screenshot shows a software interface titled "Assignments". At the top, there are controls for "View" (with a dropdown arrow), a plus sign, a minus sign, and a "Distribution Set" dropdown menu. Below this is a table with the following columns: "Units", "Employee Name", "Employee Number", "Depreciation Expense Account", and "Location". The table contains one data row with the following values: "1" in the Units column, a search icon in the Employee Name column, a search icon in the Employee Number column, "0200-100072-54539001-0201600-00000" in the Depreciation Expense Account column, and "NC-WAKE-RALEIGH-901 CORPORATE" in the Location column. Below the table, there is a "Total" row showing "1" in the Units column. At the bottom left of the interface, there is a "Financial Details" button with a right-pointing arrow, which is highlighted with a red box. Below this button is a link that says "Expand Financial Details".

Wrap-Up

Edit a single source line record using the steps above.

Additional Resources

- FA 100: Asset Manager (ILT)