

COMBINING THE INT-FA-006 AND

# **INT-FA-007**

FA

**QUICK REFERENCE GUIDE FA-20** 

### Purpose

The purpose of this Quick Reference Guide (**QRG**) is to provide a step-by-step explanation on how to combine the FBR Fixed Assets Outbound Interface to FCCS Report (INTFA006) and FBR Fixed Assets Begin Balance Outbound Interface to FCCS Report (INTFA007) in the North Carolina Financial System (**NCFS**).

# Introduction and Overview

This QRG explains how to combine the INT-FA-006 and INT-FA-007 reports. Combined, these reports provide a full view of year-end asset position but need to be combined manually. The specific function of each report is below:

- FBR Fixed Assets Outbound Interface to FCCS Report (INTFA006)
  - Shows changes in the asset record since the start of the parameter fiscal year.
- FBR Fixed Assets Begin Balance Outbound Interface to FCCS Report (INTFA007)
  - $\circ$   $\;$  Shows the beginning balances of the asset record for the parameter fiscal year.

When combined, the reports will show a beginning balance and changes to that balance resulting in a full view of end-of-year for Fixed Assets.

#### Generating INT-FA-006 and INT-FA-007

To generate the INT-FA-006 and INT-FA-007:

1. Log in to the NCFS portal with your credentials to access the system.



2. On the Home page, under the Tools tab, click the Reports and Analytics app.



3. On the **Reports and Analytics** page, click Browse Catalogue.

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Reports and Analytics ⑦			Browse Catalog
All Folders »			
Filter All types v Favorites Q Clear Filters			
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NC Fixed Assets Invoice Report (RPTAP023).xdo  /shared/Custom/FBR Custom/Report/Accounts Payable/NC Fixed Assets Invoice Report (RPTAP023)	Created By Last Updated By	Batch User 10/5/23 3:51 AM	
NC Fixed Assets Invoice Report (RPTAP023)	Spatted By		



4. A new tab will open. Navigate to the Fixed Assets folder with the following path in the Folder pane: Shared Folders -> Custom -> FBR Custom -> Report -> Fixed Asset.

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My Folders		FBR Fixed Assets Begin Balance Outbound Interface to FCCS Report (INTFA007)   Last Expand More ▼
Common Content		FBR Fixed Assets Outbound Interface to FCCS Report (INTFA006)   Last Modified 6/16/2025 Expand More ▼
Custom		NC Asset Additions by Agencies Report (RPTFA013)   Last Modified 6/26/2024 6:18:22 AM   O <sub>V</sub> Expand More ▼
<ul> <li>Customer Relationship Management</li> <li>FBR Custom</li> </ul>		NC Asset Adjustments by Agencies Report (RPTFA014)   Last Modified 7/19/2024 10:20:28 AV Expand More ▼
Conversion		NC Asset Extract Register Report (RPTFA017)   Last Modified 10/5/2023 5:06:24 PM   Owner Ba Expand More ▼
Report		NC Asset List for Physical Counting Report (RPTFA010) Last Modified 2/17/2025 8:09:13 AM Expand More ▼
Accounts Receivable		NC Asset Retirements by Agencies Report (RPTFA016)   Last Modified 10/10/2024 5:05:33 AM Expand More ▼
<ul> <li>Budget</li> <li>Cash Management and Treasury</li> </ul>		NC Asset Transfers by Agencies Report (RPTFA015)   Last Modified 10/5/2023 5:06:24 PM   Ox Expand More ▼
Expense     Fixed Asset		NC Asset Type Reconciliation Report (RPTFA012)   Last Modified 10/5/2023 5:06:24 PM   Owne Expand More ▼
<ul> <li>FBR Fixed Assets Begin Balance Outbo</li> <li>FBR Fixed Assets Outbound Interface to</li> </ul>		NC Assets Interface Audit Trail Report (RPTFA005)   Last Modified 10/5/2023 5:06:25 PM   Own Expand More ▼
		NC Canceled Invoice Line Report (RPTFA001)   Last Modified 10/5/2023 5:06:25 PM   Owner Bat Expand More ▼
∡ Tasks	_	NC Deleted Capitalized Source Lines Deport (DBTEA002) Last Medified 40/E/2003 E/08/3E DA

5. Below the FBR Fixed Asset Begin Balance Outbound Interface to FCCS Report (INTFA007), click the expand button. Once in the report folder, click the Open button.

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6. Ensure the parameter values are correct then click Apply. INT-FA-007 will begin to generate as a download.

â	FBR Fixed Assets Begin Balance Outbound Interface	Home Catal	og Favorites <del>v</del>	Dashboards 👻	Create 🗸	Open 👻	
	Fiscal Year 2025   Book Selection AGENCY 0200 GASB BOOK   Apply  FBR FA Begin Balance FC			6 ⊞	X ×	¢ 0	

7. Click Catalog to go back to the folder structure. Repeat steps 5 and 6 for INT-FA-006.

₭ FBR Fixed Assets Begin Balance Outbound Interface	Home Catalog	Favorites   Dashboards   Create   Open
Fiscal Year 2025    Book Selection AGENCY 0200 GASB BOOK    Apply  FBR FA Begin Balance FC		5 := ∑ < ¢ Ø

#### Combining INT-FA-006 and INT-FA-007

To combine the INT-FA-006 and INT-FA-007:

- 1. Once both reports have downloaded, open both in Excel.
- In this QRG, we will be taking data from INT-FA-007 and combining it with INT-FA-006 for both tabs of the excel reports. Open INT-FA-007 and navigate to the FA Outbound Detail Report tab. Find the last row number of your report. In this example, our last row is 4,144.

A1	$1 \qquad \checkmark  i  \times  \checkmark  f_x  \lor$	AGENCY 0200 GASB BOOK								
1	А	В	С	D	E	F	G	н	1	J
1 2 3	North Caroli	CFFS In Financial System	Fixed	North O d Assets Begi	Carolina Finar ffice of State Co n Balance Outb	ncial System ntroller ound Interface	to FCCS			
4 5		$\searrow$			06/17/2025 10:32:25	AM				
6	Parameters		r							
7	Fiscal Year	2025	-							
8	Book Selection	ASSET BOOK FOR GASB								
9	<u>A</u>	TROUT DO OTET OT OTROD	1							
10	Agency	Asset Number	Asset Desc	Entered Period	Effective Period	In Service Date	Asset Type	Transaction Type	Transaction Date	GASB Fund
138	AGENCY 0200 GASB BOOK	1303647	SBITA: PRESIDIO (1/2/23-1/1/26)			01/02/2023	CAPITALIZED			11000G 1
139	AGENCY 0200 GASB BOOK	1303648	SBITA: AXON ENTERPRISES (7/2/23-6/30/33)			07/02/2023	CAPITALIZED			11000G 10
140	AGENCY 0200 GASB BOOK	1303648	SBITA: AXON ENTERPRISES (7/2/23-6/30/33)			07/02/2023 CAPITALIZED				11000G 10
14:	AGENCY 0200 GASB BOOK	1303649	SBITA: PRESIDIO (7/28/23- 7/27/26)			07/28/2023	CAPITALIZED			11000G 10
142	AGENCY 0200 GASB BOOK	1303649	SBITA: PRESIDIO (7/28/23- 7/27/26)			07/28/2023	CAPITALIZED			11000G 10
143	AGENCY 0200 GASB BOOK	1303650	SBITA: DELL (5/1/23 - 4/30/26)			05/01/2023	CAPITALIZED			11000G 10
1140	4 AGENCY 0200 GASB BOOK	1303650	SBITA: DELL (5/1/23 - 4/30/26)			05/01/2023	CAPITALIZED			11000G 10



3. In the cell navigator type the following:

#### A11:X(Row)

(Row) is equal to the last row of your report. In this example, we typed A11:X4144 into our cell navigator. Then, click enter to select the data.

7	11:X4144 : $\times \checkmark f_2$	AGENCY 0200 GASB BOOK						
	А	В	С	D	E	F	G	Н
1 2 3 4 5 6	Parameters		•   Fixed	North ( Of d Assets Begin	Carolina Finar ffice of State Co n Balance Outbo 06/17/2025 10:32:25	ncial System ntroller ound Interface	to FCCS	
7	Fiscal Year	2025						
	Book Selection	AGENCY 0200 GASB BOOK-0200						
9		ASSET BOOK FOR GASE						
10	Agency	Asset Number	Asset Desc	Entered Period	Effective Period	In Service Date	Asset Type	Transaction Type
11	AGENCY 0200 GASB BOOK	1004404	SCJ LIBRARY (VOLS/MICRFICHE/FILM/COLL ECTIONS) SUPREME COURT			08/01/2005	CAPITALIZED	
12	AGENCY 0200 GASB BOOK	1006195	ANTIQUES: 1800-1820 MAHOGANY BOOKCASE 2PC PAIR SWING DOORS 17 GLAZED			01/01/2013	CAPITALIZED	
13	AGENCY 0200 GASB BOOK	1004374	BUILDING(OVER 500 SQ FT) 901 CORPORATE CENTER DRIVE PROPERTY			12/01/2008	CAPITALIZED	

- 4. Copy this data (keyboard shortcut ctrl+c).
- 5. Navigate from INT-FA-007 to INT-FA-006.
- 6. In the A column cell of the first blank row at the bottom of INT-FA-006, paste the data from INT-FA-007.

A33	301 $\checkmark$ : $\times \checkmark f_x \checkmark$	AGENCY 0200 GASB BOOK								
	А	В	С	D	E	F	G	н	1	J
1 2		CFS to Financial System		North O	Carolina Finar ffice of State Co	ncial System Introller	0			
3			¢	Fixed Asse		terface to FCC	5			
4					06/1//2025 10:56:1	AM				
6	Parameters									
7	Fiscal Year	2025								
	Book Selection	AGENCY 0200 GASB BOOK-0200								
8		ASSET BOOK FOR GASB								
10	Agency	Asset Number	Asset Desc	Entered Period	Effective Period	In Service Date	Asset Type	Transaction Type	Transaction Date	GASB F
	AGENCY 0200 GASB BOOK	1303649	SBITA: PRESIDIO (7/28/23-	Aug-2024	Aug-2024	07/28/2023	CAPITALIZED	FULL RETIREMENT	08/28/2024	11000G
3298			7/27/26)	_						
2200	AGENCY 0200 GASB BOOK	1310777	SBITA: PRESIDIO CISCO	Oct-2024	Jul-2024	07/01/2024	CAPITALIZED	ADDITION	07/01/2024	11000G
3299	ACTINICS 0200 GASB BOOK	1310777	SECURITY (//1/24-6/30/29)	Oct-2024	Ju1_2024	07/01/2024	CAPITALIZED	ADDITION	07/01/2024	11000G
0500		1910///	SECURITY (7/1/24-6/30/29)	0002021	1021021	01/01/2021	CITITIE	inspirion	01/01/2021	
	AGENCY 0200 GASB BOOK	1004404	SCJ LIBRARY			08/01/2005	CAPITALIZED			11000G
2201			(VOLS/MICRFICHE/FILM/COLL							
5501	AGENCY 0200 GASB BOOK	1006195	ANTIQUES: 1800-1820			01/01/2013	CAPITALIZED			11000G
_		-	MAHOGANY BOOKCASE 2PC			01/01/2010	0.1111111111111111111111111111111111111			
			PAIR SWING DOORS 17							
3302			GLAZED							
	AGENCY 0200 GASB BOOK	1004374	BUILDING(OVER 500 SQ FT) 901			12/01/2008	CAPITALIZED			11000G
3303			PROPERTY							



7. Repeat steps 2 through 4 for the FA Outbound Summary Report tab.

A3	30 $_{\rm v}$ $\sim$ 1 $\times$ $_{\rm fx}$ agency 0200 gasb book $\sim$											
	1	-	-		-	-	-					
4	A	В	С	D	E	F	G	Н		J	K	·
6	Parameters	2025	1									
/	Fiscal Year	2025										
	Book Selection	AGENCY 0200 GASB BOOK-0200										1
0		ASSET BOOK FOR GASE	I									
10	Agency	Asset Category	FCCS Account	FCCS Function	Function	GASB Fund	Begin	PY Add	Add	PY Deduct	Deduct	Ending
11	AGENCY 0200 GASB BOOK	2	12710000	7	7COST	11000G	34,225,417.57					34,225,417.57
12	AGENCY 0200 GASB BOOK	2	12791000	7	7DEPR	11000G	9,629,510.92					9,629,510.92
13	AGENCY 0200 GASB BOOK	2A	12710100	7	7COST	11000G	2,428,933.00					2,428,933.00
14	AGENCY 0200 GASB BOOK	2A	12797100	7	7DEPR	11000G	562,875.76					562,875.76
15	AGENCY 0200 GASB BOOK	3	12732000	7	7COST	11000G	51,737,071.10					51,737,071.10
16	AGENCY 0200 GASB BOOK	3	12732000	7	7COST	12090G	1,653,789.99					1,653,789.99
17	AGENCY 0200 GASB BOOK	3	12732000	7	7COST	39140G	467,214.48					467,214.48
18	AGENCY 0200 GASB BOOK	3	12793600	7	7DEPR	11000G	20,969,933.93					20,969,933.93
19	AGENCY 0200 GASB BOOK	3	12793600	7	7DEPR	12090G	591,305.25					591,305.25
20	AGENCY 0200 GASB BOOK	3	12793600	7	7DEPR	39140G	151,844.22					151,844.22
21	AGENCY 0200 GASB BOOK	4	12741000	7	7COST	11000G	13,591,922.00					13,591,922.00
22	AGENCY 0200 GASB BOOK	5	12729000	7	7COST	11000G	1,130,970.31					1,130,970.31
23	AGENCY 0200 GASB BOOK	5	12792000	7	7DEPR	11000G	200,380.22					200,380.22
24	AGENCY 0200 GASB BOOK	8A	12753000	7	7COST	11000G	995,595.61					995,595.61
25	AGENCY 0200 GASB BOOK	8A	12753000	7	7COST	12090G	295,433.66					295,433.66
26	AGENCY 0200 GASB BOOK	8A	12795200	7	7DEPR	11000G	78,585.31					78,585.31
27	AGENCY 0200 GASB BOOK	8A	12795200	7	7DEPR	12090G	66,472.52					66,472.52
28	AGENCY 0200 GASB BOOK	8D	12754000	7	7COST	11000G	10,463,262.83					10,463,262.83
29	LO (Ctrl) * 0200 GASB BOOK	8D	12797400	7	7DEPR	11000G	752,756.38					752,756.38
30	AGENCY 0200 GASB BOOK	3	12732000	7	7COST	11000G	0.00	0.00	8,563,970.21	0.00	#########	1,129,033.84
31	AGENCY 0200 GASB BOOK	3	12732000	7	7COST	12090G	0.00	0.00	91,162.28	0.00	(110,755.33)	(19,593.05)
32	AGENCY 0200 GASB BOOK	ſ <b></b>	12732000	7	7COST	39140G	0.00	0.00	0.00	0.00	(467,214,48)	(467,214.48)
	< > FA Outbound	Detail Report FA Outbound S	ummary Report	+			: •					

8. With the two reports combined, you are able to filter on a single asset number to see the full view of an asset.

# Wrap-Up

Generate and combine INT-FA-006 and INT-FA-007 using the steps above.

## **Additional Resources**

• FA 100: Asset Manager (ILT)

