



CREATE ASSET TRANSACTIONS BY ADFDI SPREADSHEET

FA

QUICK REFERENCE GUIDE FA-03

Purpose

The purpose of this Quick Reference Guide (**QRG**) is to provide a step-by-step explanation of how to add and create asset transactions using the Application Development Framework Desktop Integration (ADFDI) spreadsheet in the North Carolina Financial System (**NCFS**).

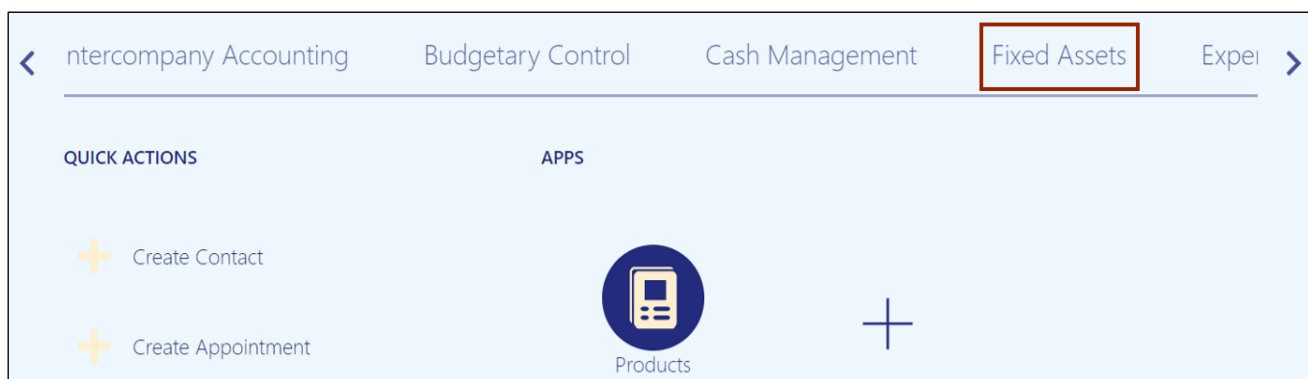
Introduction and Overview

This QRG covers the steps to create asset transactions using the Application Development Framework Desktop Integration (ADFDI) spreadsheet, which will enable you to make asset additions in the spreadsheet and post it back to the system.

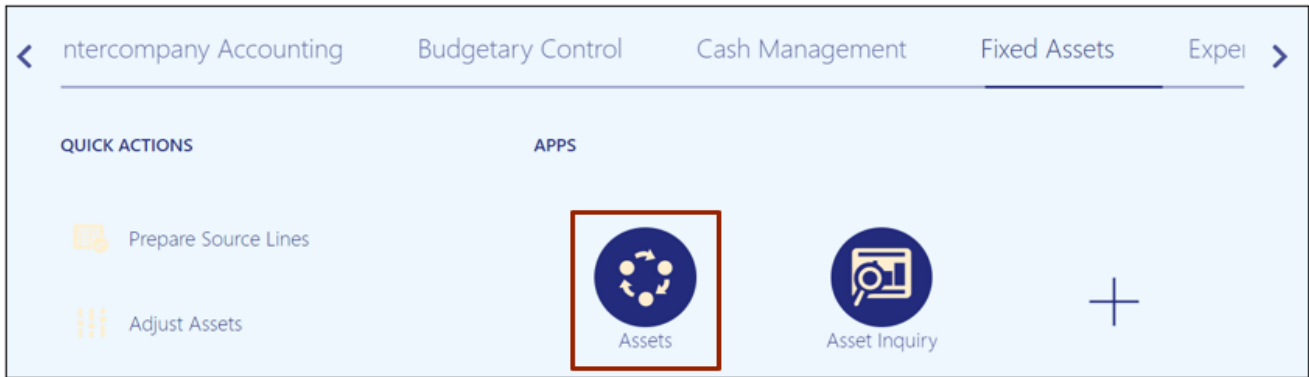
Create Asset Transactions by Spreadsheet


To add assets and create asset transactions using spreadsheet, please follow the steps below:

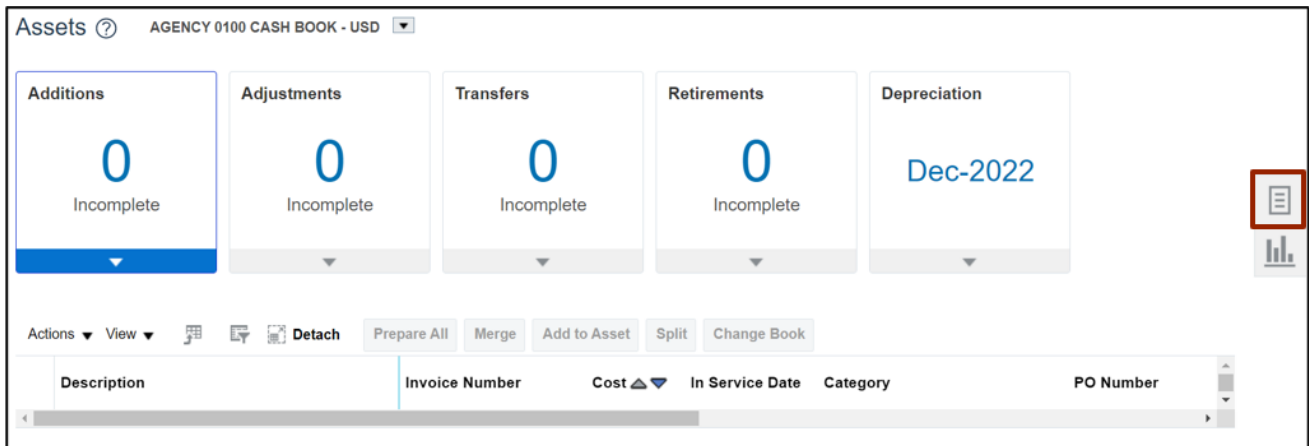
1. Log in to the NCFS portal with your credentials to access the system.
2. On the **Home** page, click the **Fixed Assets** tab.



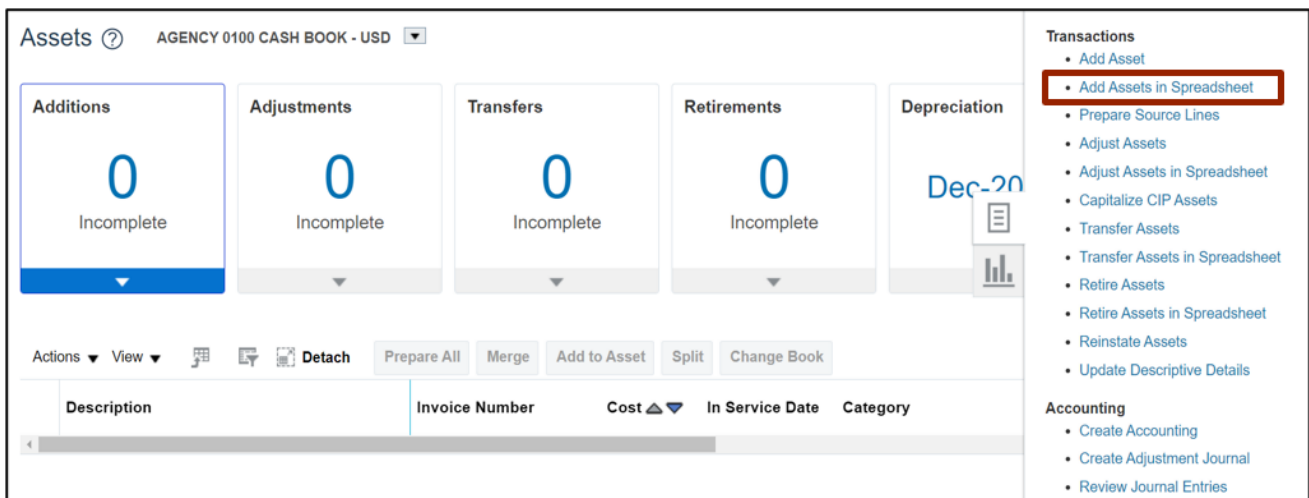
3. Click the **Assets** app.



4. On the **Assets** page, click the **Tasks** [] icon.

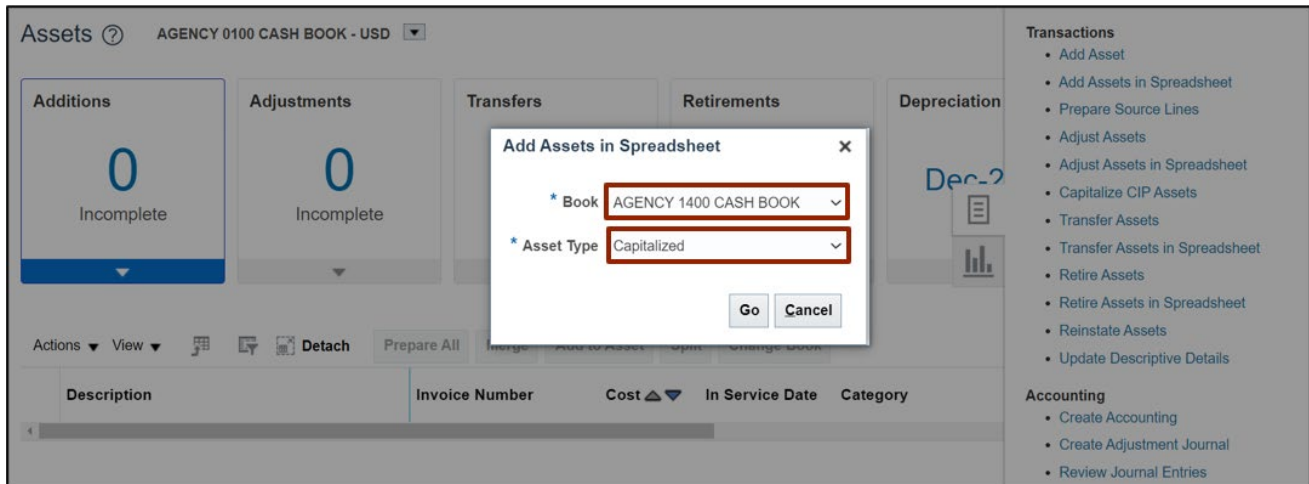


5. From the **Transactions** section, click **Add Assets in Spreadsheet**.

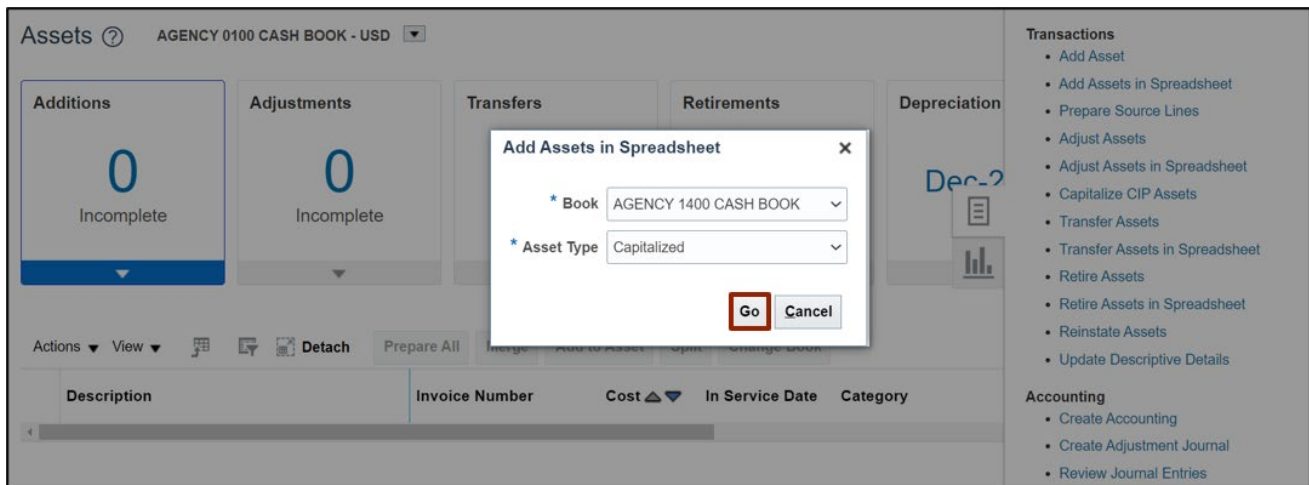


- On the *Add Assets in Spreadsheet* pop-up, select the applicable **Book** and **Asset Type** from the respective drop-down choice lists.

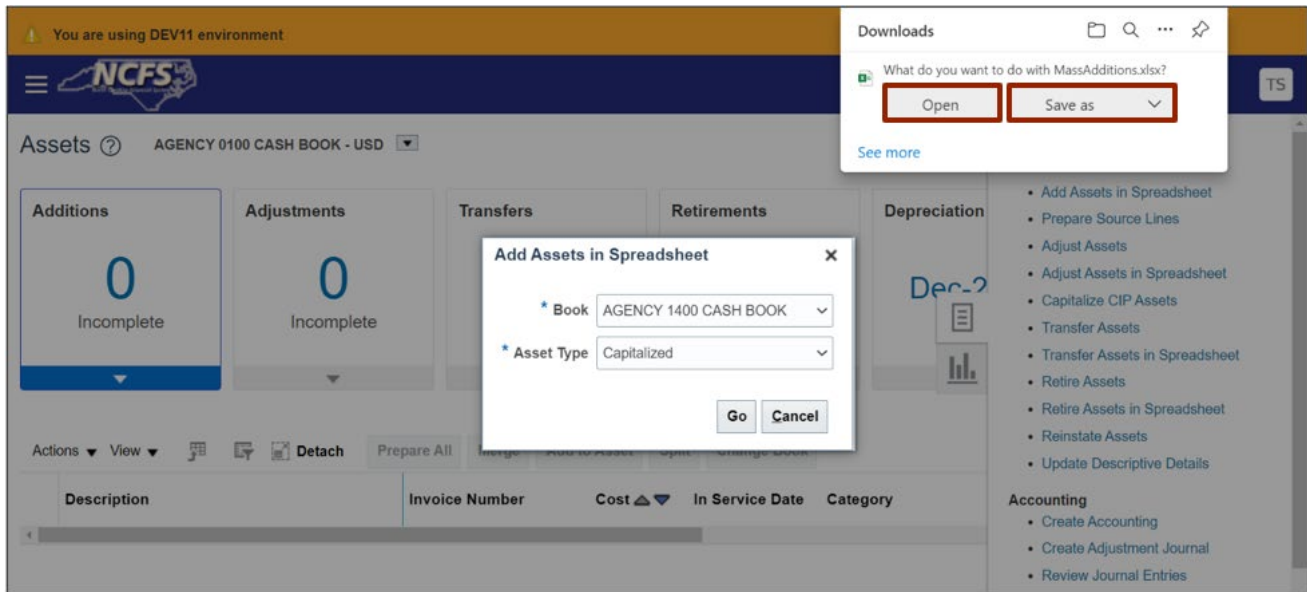
In this example, we choose **AGENCY 1400 CASH BOOK** for **Books** field and **Capitalized** for **Asset Type** field.



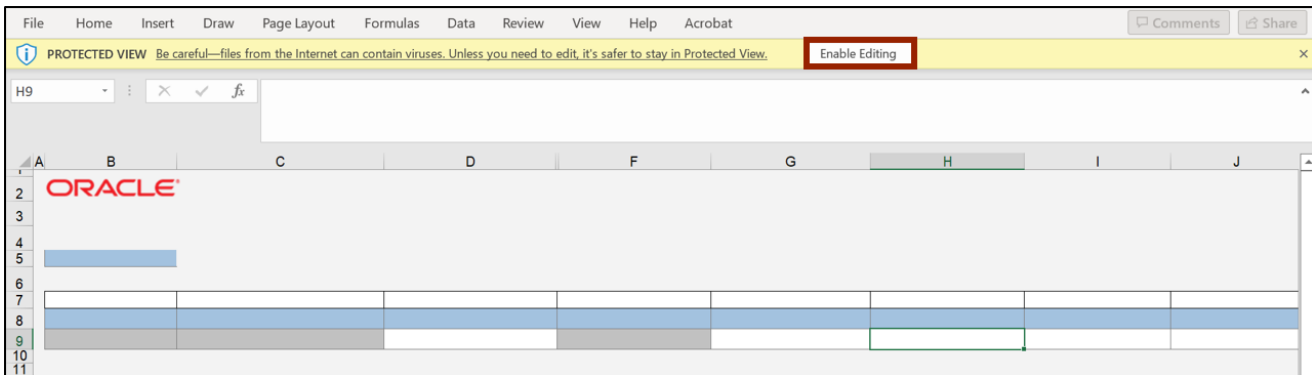
- Click the **Go** button to download the excel file for the respective asset book and type.



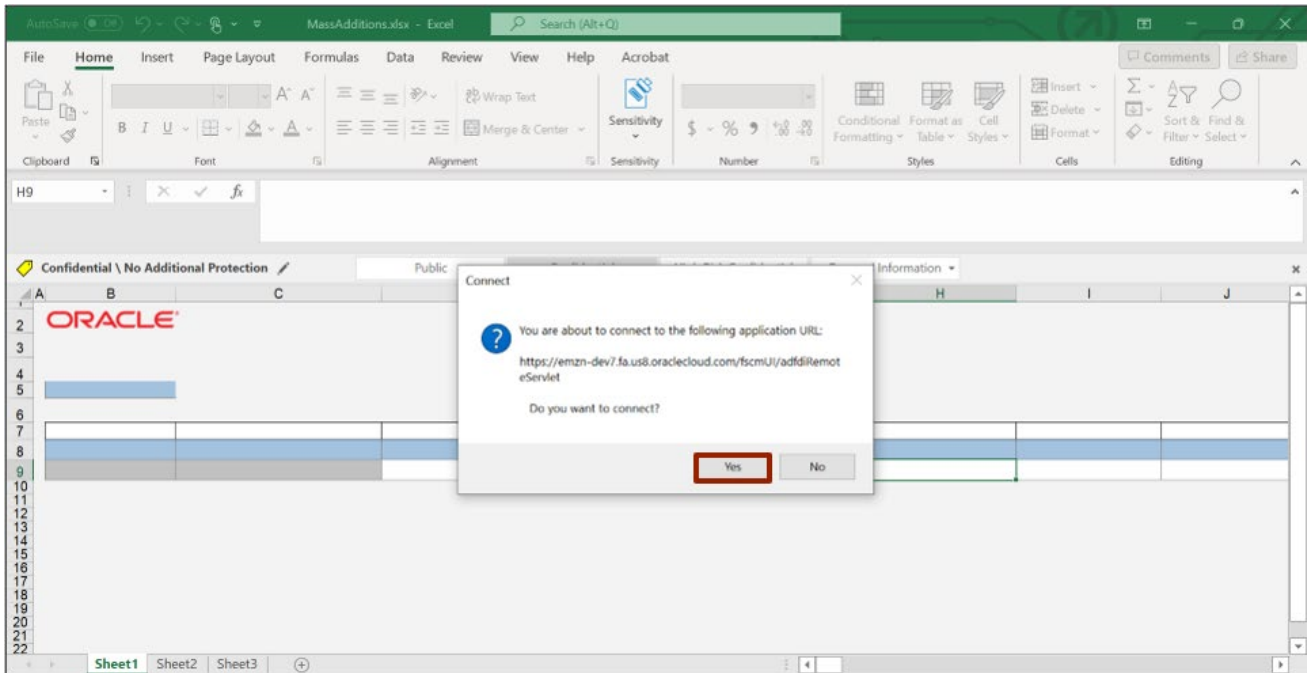
- Click the **Open** button to open the downloaded excel file or click the **Save As** button to save a copy of the downloaded Excel file.



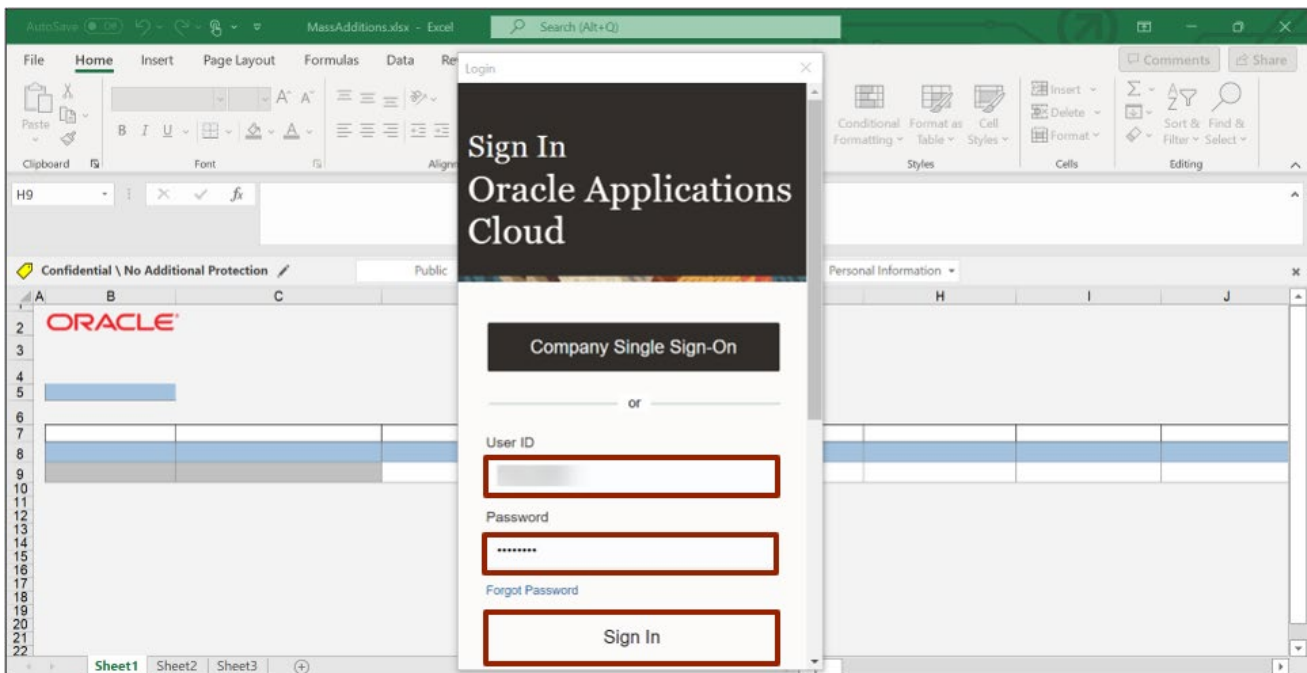
- Open the spreadsheet and click the **Enable Editing** button on top of the Excel file.



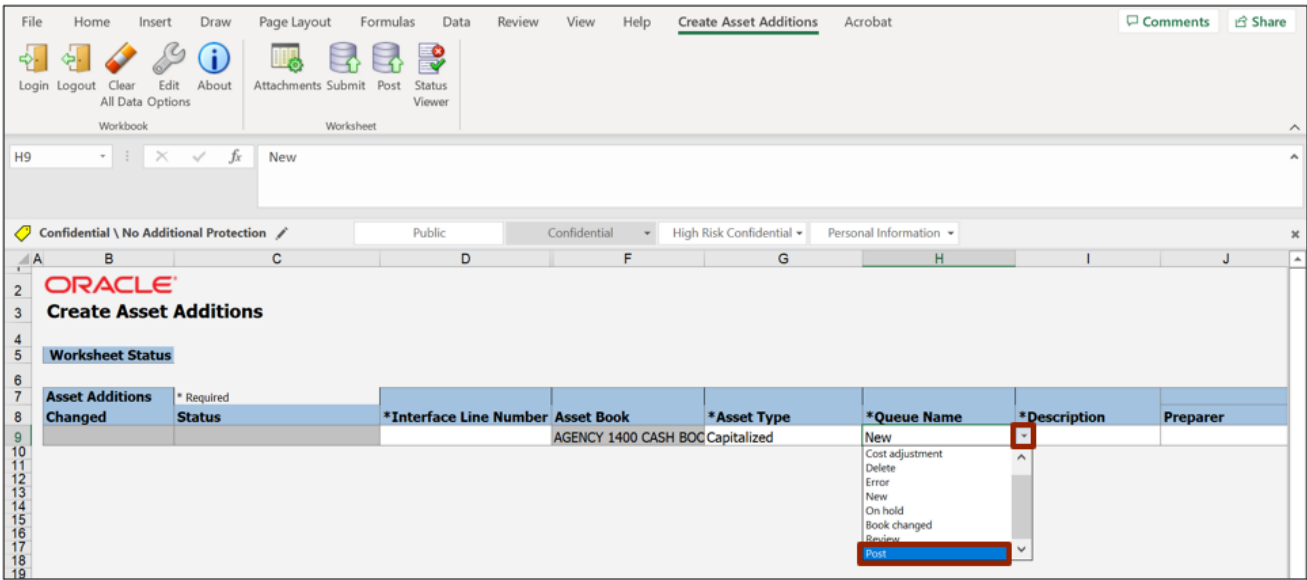
- Once the Excel file is opened, click **Yes** on the *Connect* pop-up message to successfully connect to the server.



- On the NCFS portal *Login* pop-up, enter the **User ID** and **Password** credentials and click the **Sign In** button.

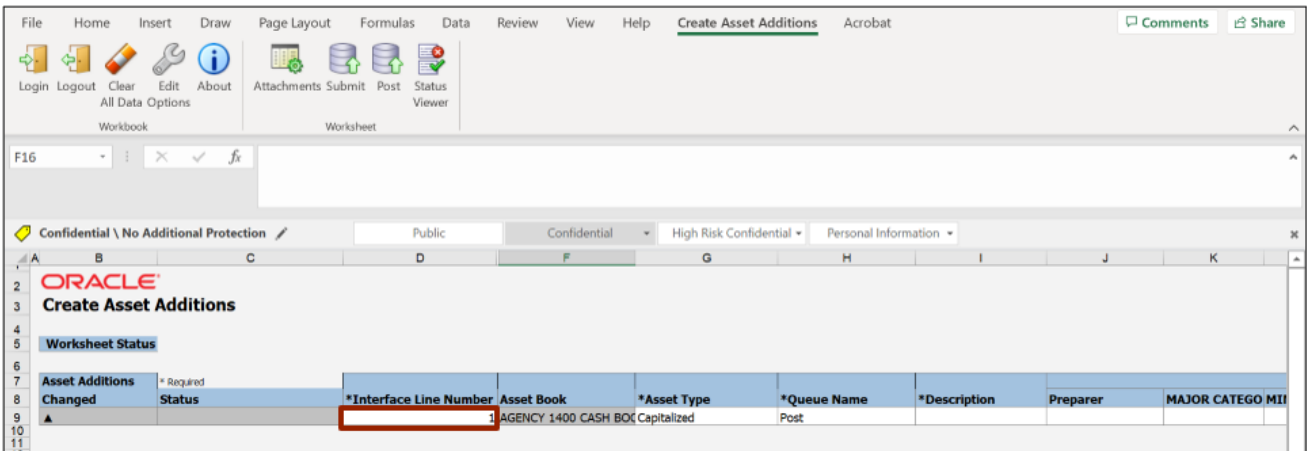


12. On the **Queue Name** field, click the drop-down choice list [▼] icon and change the status to **Post**.

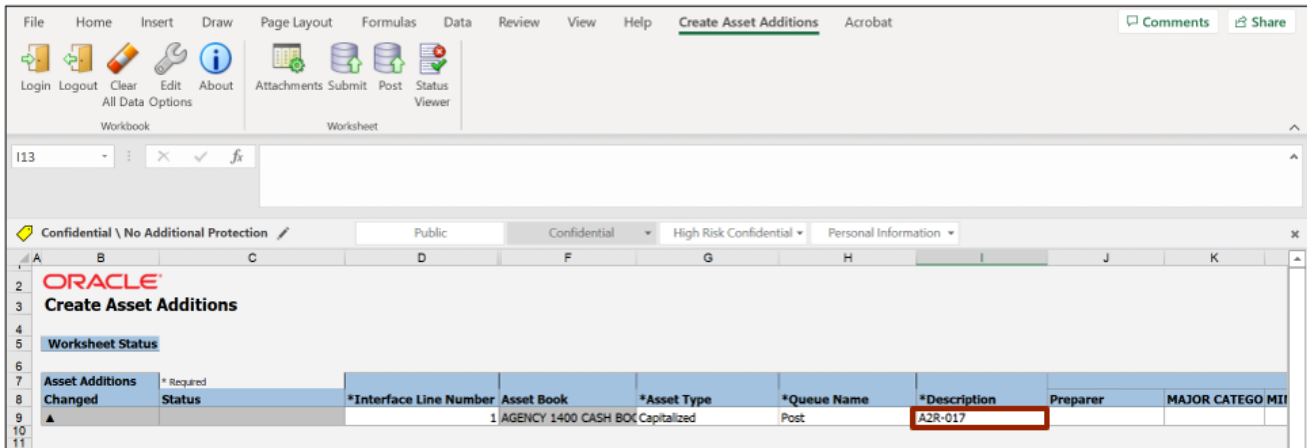


13. Next, fill in the information on the specified fields with unique identifiers for the Interface Lines to match with each created asset. An asterisk (*) next to a column header indicates that it is a required field. Enter a number on the **Interface Line Number** field.

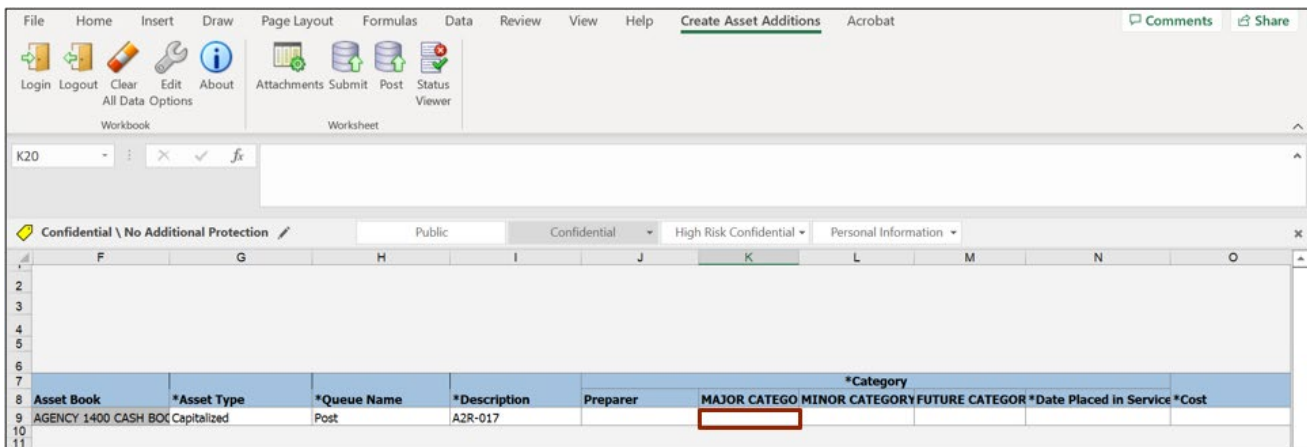
In this example, we entered **1**.




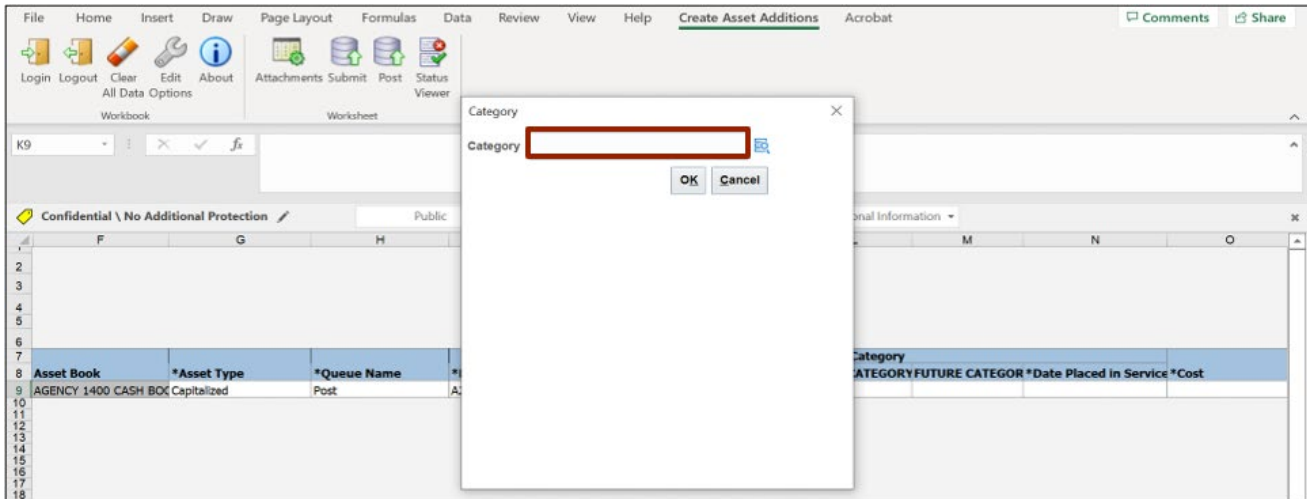
14. Enter the **Asset Description** on the **Description** field.



15. Scroll right to find the **Category** section. To fill in the field information under this section, double click the cell below the **Major Category** field to open a pop-up.

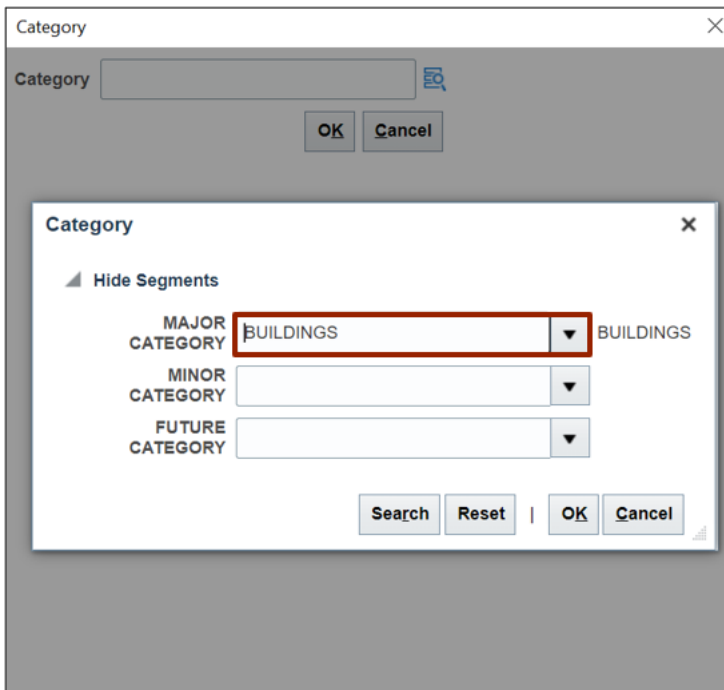


16. The *Category* pop-up appears. Enter the required asset category on the **Category** field. Alternatively, select the **Category** by clicking the **Magnifying Glass** [] icon.

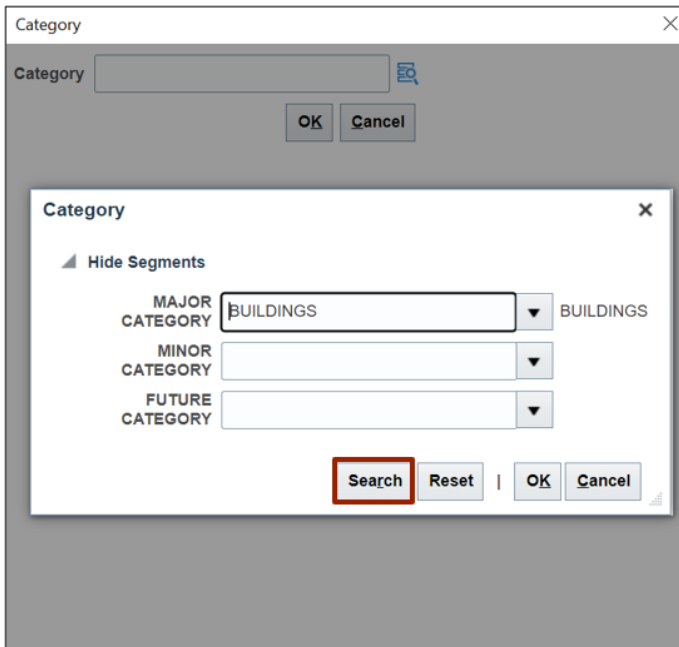


17. The *Category* pop-up appears. Enter the specific major asset category, such as Buildings, on the **Major Category** field. Alternatively, select the **Major Category** from the respective drop-down choice list.

In this example, we choose **BUILDINGS**.

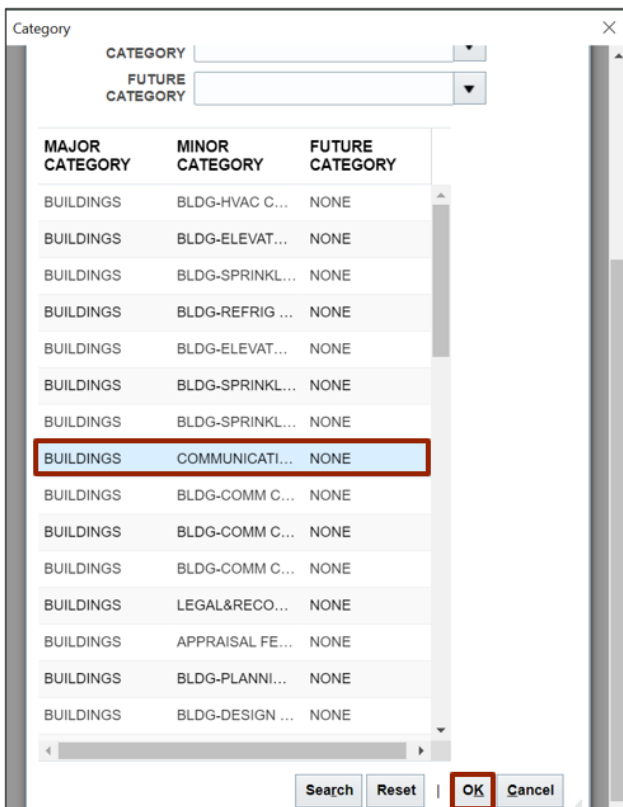


18. Click the **Search** button to get a list of all the relevant **Major, Minor, and Future Categories**.



19. Select the required **Minor Category** from the list.

In this example, we choose **COMMUNICATION CABLE** Click the **OK** button.



- On the main *Category* pop-up, click the **OK** button. The selected information will auto-populate in the relevant fields of the Excel file.



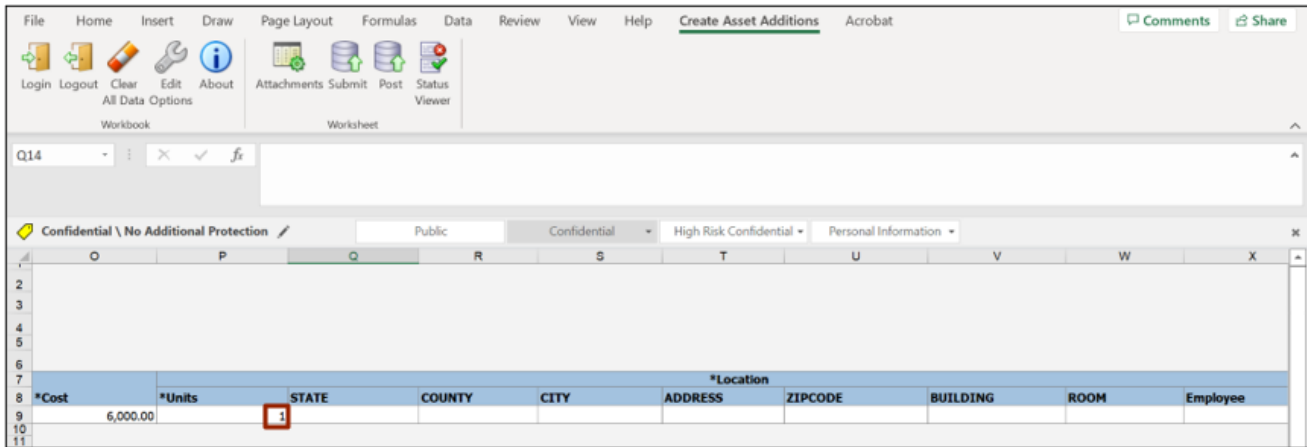
- Enter the relevant date on the ***Date Placed in Service*** field, and the cost of the asset on the ***Cost*** field.

In this example, we choose **6000**.

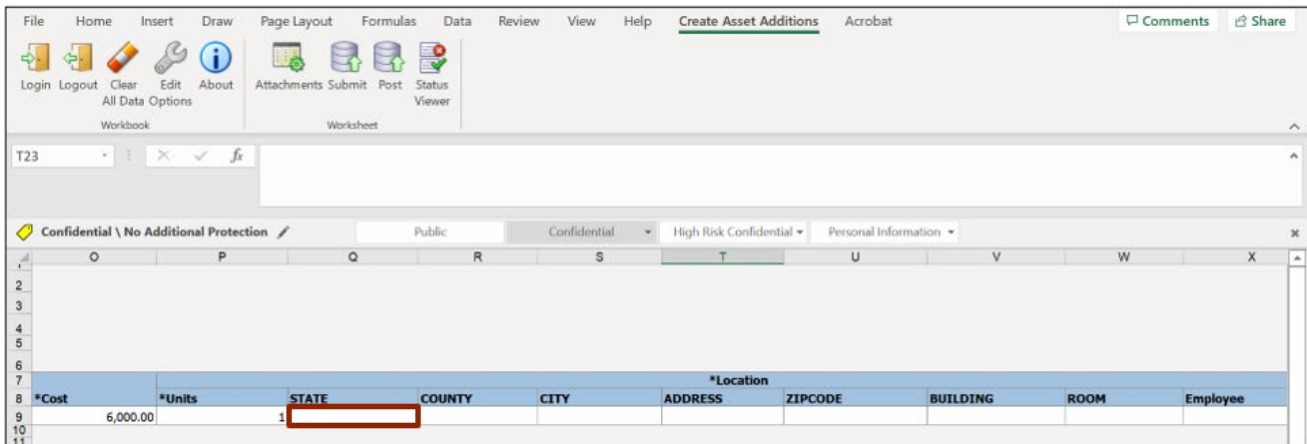
*Asset Type	*Queue Name	*Description	Preparer	*Category			*Date Placed in Service	*Cost	*Units
				MAJOR CATEGO	MINOR CATEGORY	FUTURE CATEGOR			
Capitalized	Post	AZR-017		BUILDINGS	COMMUNICATION C	NONE	5/1/2023	6,000.00	


22. On the **Units** field, enter the number of asset units.

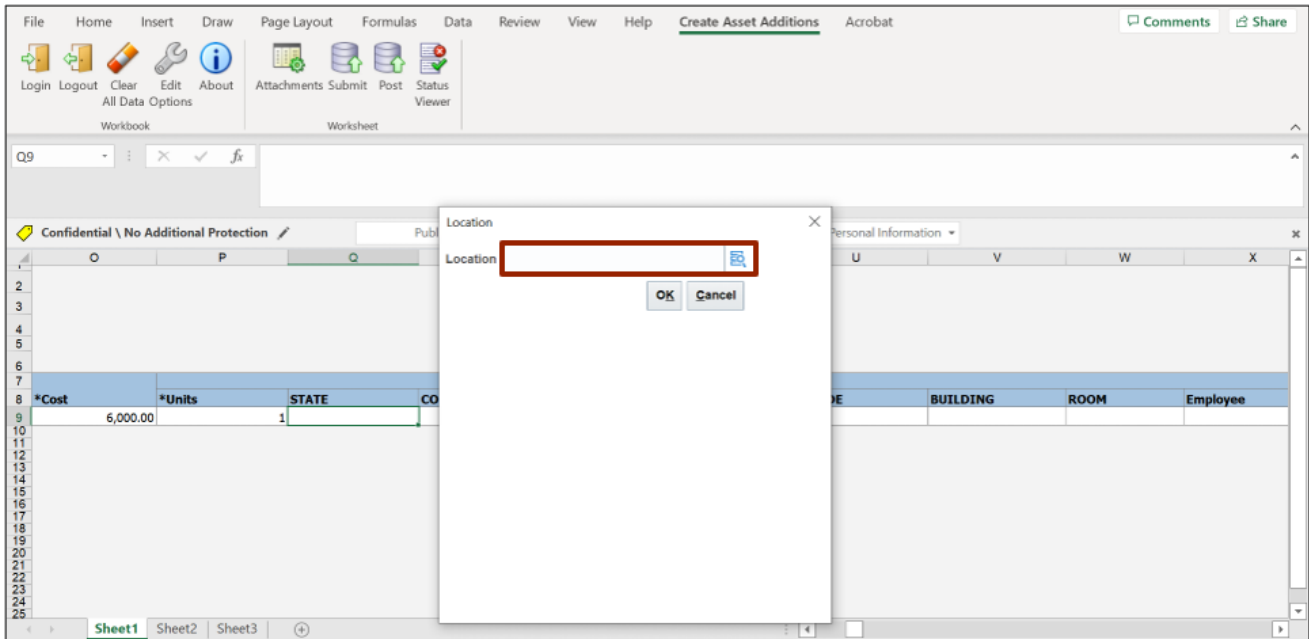
In this example, we choose **1**.



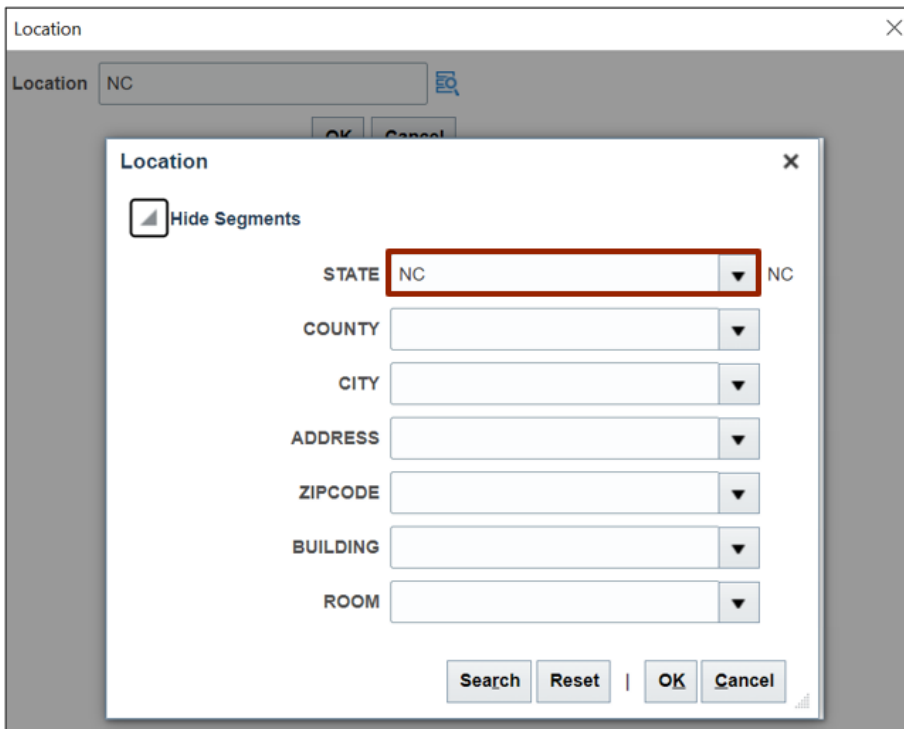
23. Scroll right to find the **Location** section. To fill in the field information under the **Location** section, double-click the cell below the **State** field to open a pop-up.



24. The *Location* pop-up appears. Enter the required asset location on the **Location** field. Alternatively, select the **Location** by clicking the **Magnifying Glass** [] icon.



25. The *Location* pop-up appears. On the **State** field, enter **NC**. Alternatively, select **NC** from the drop-down choice list.



26. Click the **Search** button to get a list of all the location details.

Location

Location NC

Location

Hide Segments

STATE NC

COUNTY

CITY

ADDRESS

ZIPCODE

BUILDING

ROOM

Search Reset OK Cancel

27. Select the required location details from the list. Click the **OK** button.

In this example, we choose **BURKE MORGANTON 1000 S STERLING 2**.

Location

Show Segments

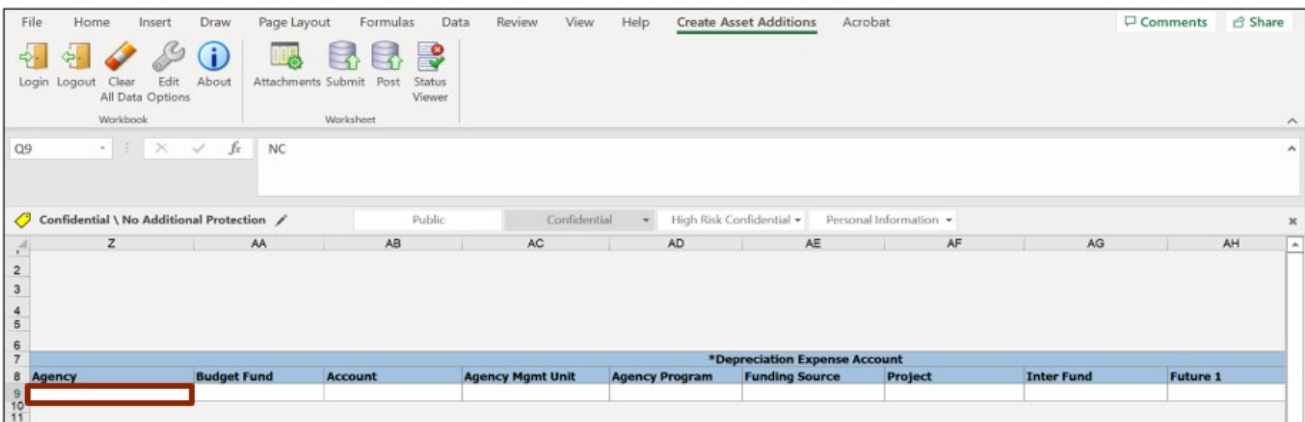
STATE	COUNTY	CITY	ADDRESS	Z
NC	BURKE	MORGANTON	1000 S STERLI...	2
NC	WAKE	RALEIGH	2 S. SALISBUR...	2
NC	BURKE	MORGANTON	1000 S STERLI...	2
NC	BURKE	MORGANTON	1000 S STERLI...	2
NC	BURKE	MORGANTON	1000 S STERLI...	2
NC	BURKE	MORGANTON	1000 S STERLI...	2
NC	BURKE	MORGANTON	1000 S STERLI...	2
NC	BURKE	MORGANTON	1000 S STERLI...	2
NC	WAYNE	GOLDSBORO	201 STEV MILL ...	2
NC	WAYNE	GOLDSBORO	201 STEV MILL ...	2
NC	WAYNE	GOLDSBORO	201 STEV MILL ...	2
NC	WAYNE	GOLDSBORO	201 STEV MILL ...	2
NC	WAYNE	GOLDSBORO	201 STEV MILL ...	2
NC	WAYNE	GOLDSBORO	201 STEV MILL ...	2


Search Reset OK Cancel

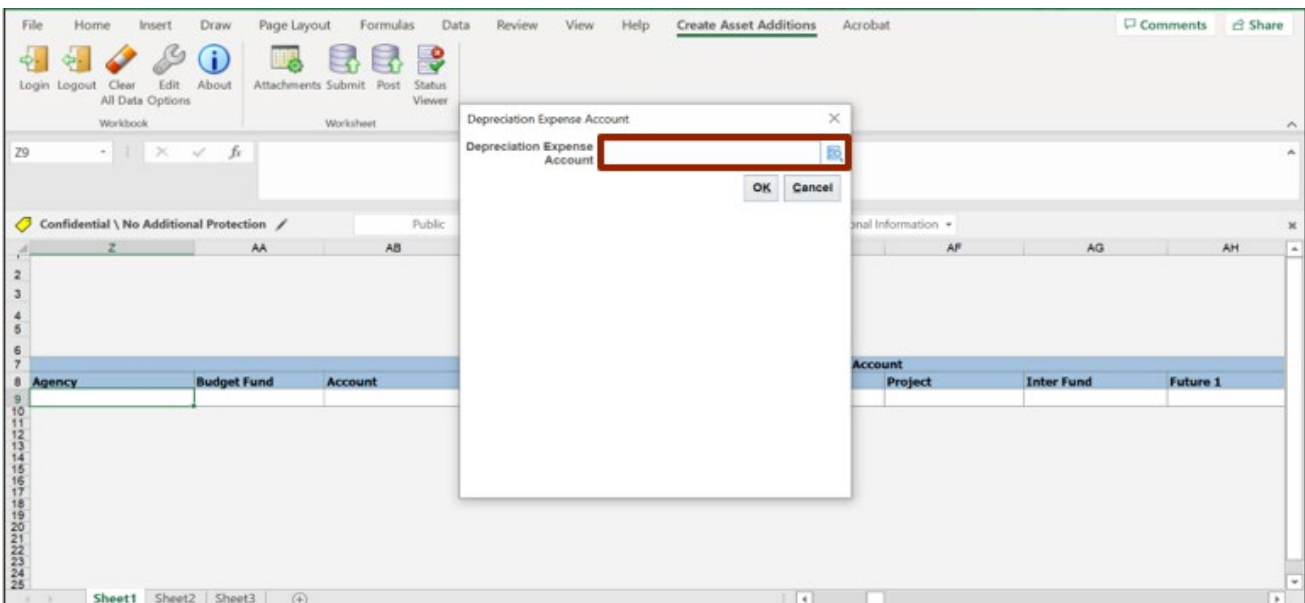
28. On the main *Location* pop-up, click the **OK** button. The information will auto populate on the relevant fields of the Excel file.



29. Scroll right to find the **Depreciation Expense Account** section. To fill in the field information under this section, double-click the cell below the **Agency** field to open a pop-up.



30. The *Depreciation Expense Account* pop-up appears. Enter the required account on the **Depreciation Expense Account** field. Alternatively, select the account by clicking the **Magnifying Glass** [] icon.



31. The *Depreciation Expense Account* pop-up appears. Enter the **Agency, Budget Fund, Account Number**. Alternatively, select these options from the respective drop-down choice list.

Depreciation Expense Account

Hide Segments

Agency 1400 OFFICE OF THE STATE CONTROLLER

Budget Fund 102000 OSC 1000 OFFICE OF STATE CONTROLLER

Account 55430000 DEPRECIATION EXPENSE

Agency Mgmt Unit 0000000 DEFAULT Agency Mgmt Unit NC CASH

Agency Program 0000000 DEFAULT Agency Program NC CASH

Funding Source 0000 UNDESIGNATED

Project 0000000000 DEFAULT Project NC CASH

Inter Fund 0000000 DEFAULT Inter Fund NC CASH

Future 1 0000 DEFAULT Future 1 Test

Future 2 0000000 DEFAULT Future 2

Future 3 0000000 DEFAULT Future 3 NC CASH

Search Reset | OK Cancel

32. Click the **Search** button to get a list of all the depreciation expense details.

Depreciation Expense Account

Hide Segments

Agency 1400 OFFICE OF THE STATE CONTROLLER

Budget Fund 102000 OSC 1000 OFFICE OF STATE CONTROLLER

Account 55430000 DEPRECIATION EXPENSE

Agency Mgmt Unit 0000000 DEFAULT Agency Mgmt Unit NC CASH

Agency Program 0000000 DEFAULT Agency Program NC CASH

Funding Source 0000 UNDESIGNATED

Project 0000000000 DEFAULT Project NC CASH

Inter Fund 0000000 DEFAULT Inter Fund NC CASH

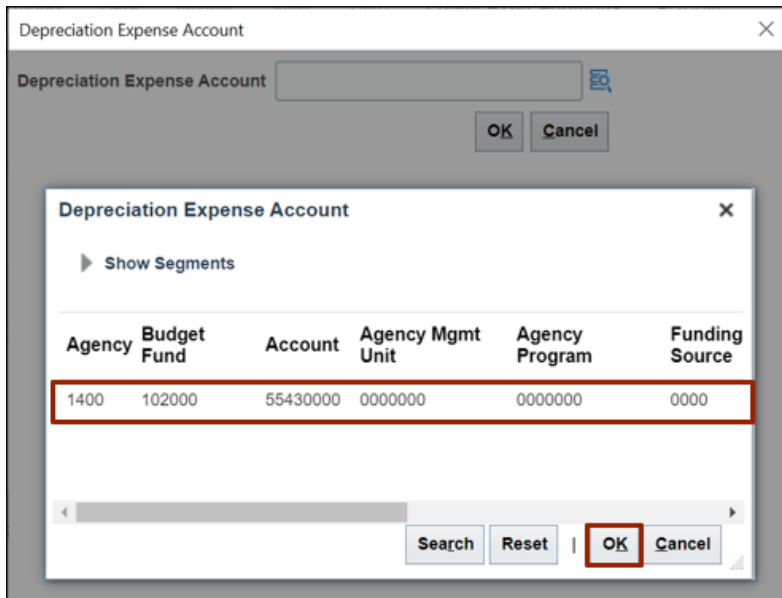
Future 1 0000 DEFAULT Future 1 Test

Future 2 0000000 DEFAULT Future 2

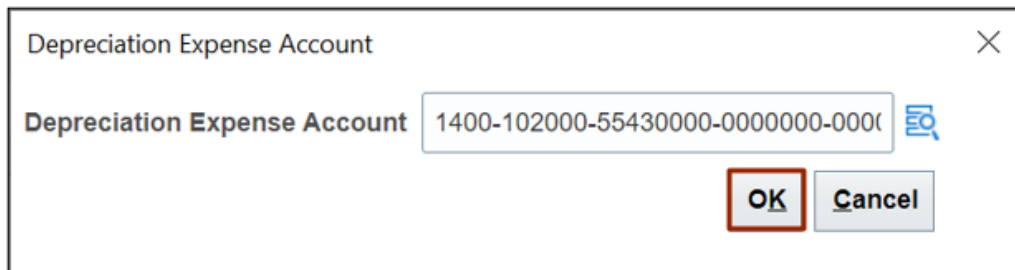
Future 3 0000000 DEFAULT Future 3 NC CASH

Search Reset | OK Cancel

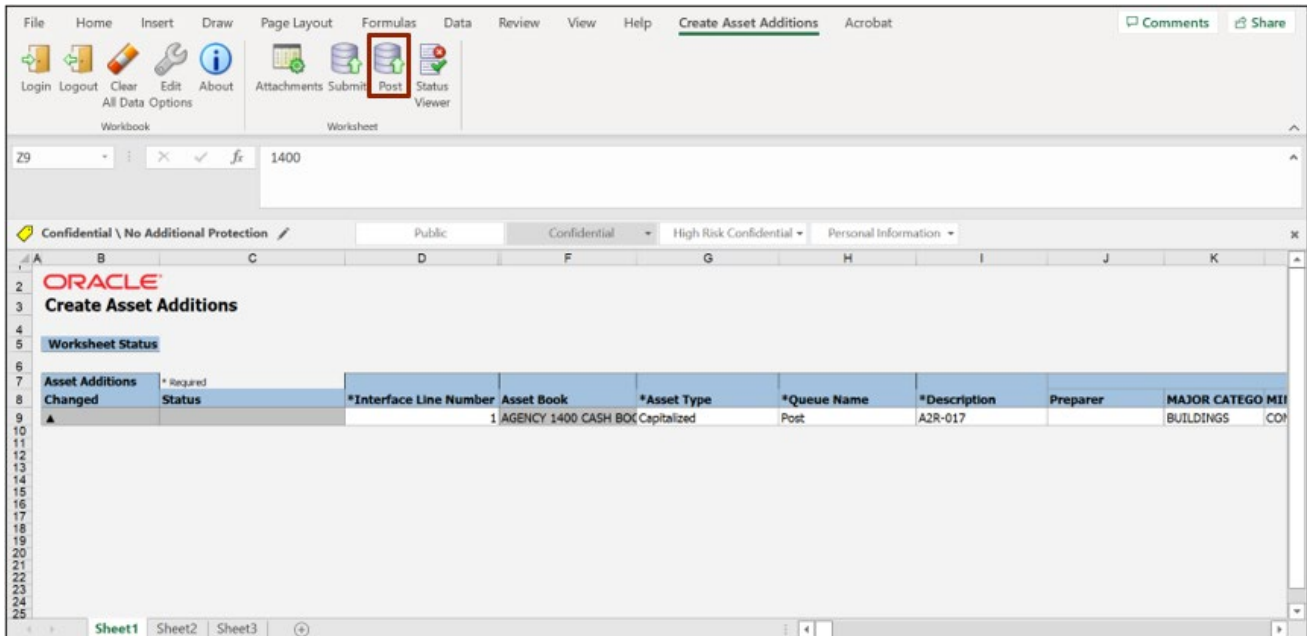
33. Select the required depreciation expense details from the list. Click the **OK** button.



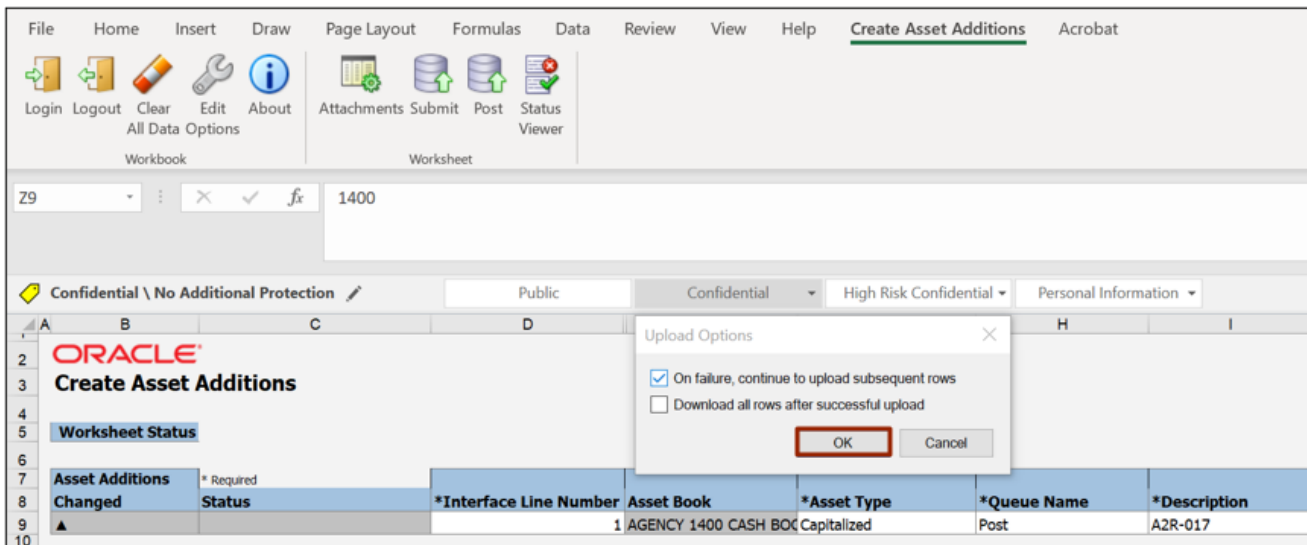
34. On the main *Depreciation Expense Account* pop-up, click the **OK** button. The information will auto populate on the relevant fields of the Excel file.



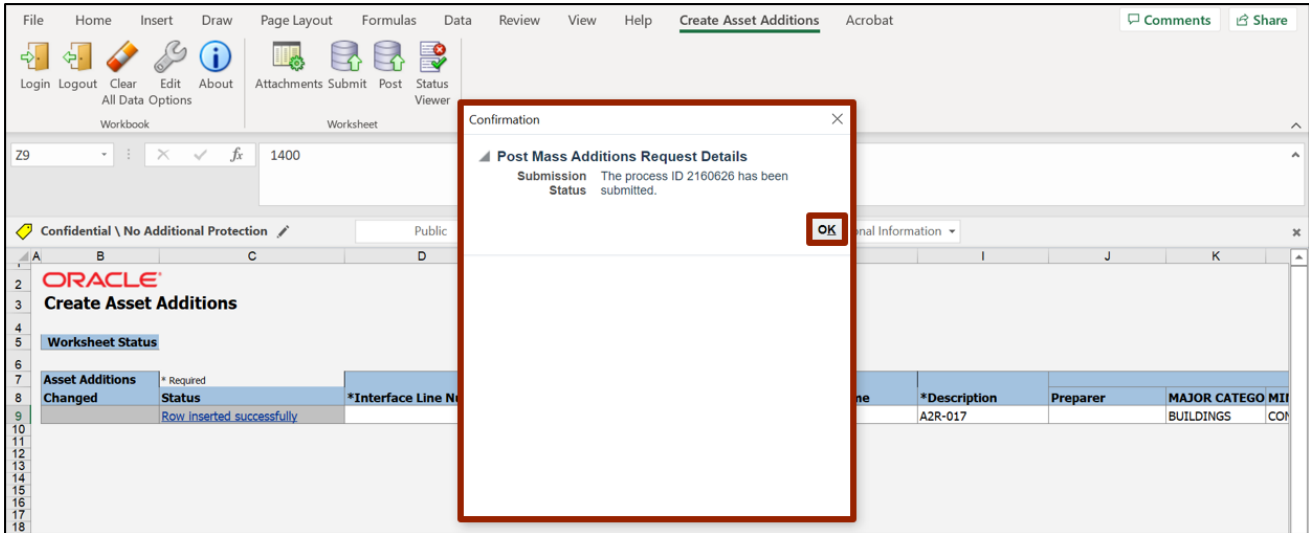
35. Click the **Post** button to post the asset addition into the system.



36. On the *Upload Options* pop-up, click the **OK** button.



37. A Confirmation pop-up appears. Click the **OK** button.



38. Once the Submission Status states that the asset addition has been submitted, the **Status** field has been updated with **Row Inserted Successfully**.

Asset Additions Changed	* Required Status	*Interface Line Number	Asset Book	*Asset Type	*Queue Name	*Description	Preparer	MAJOR CATEGOR	MI
	Row inserted successfully	1	AGENCY 1400 CASH BO	Capitalized	Post	A2R-017		BUILDINGS	CON

39. To confirm that the asset addition has been posted into the system, navigate back to the **Assets** page in NCFS. Select the appropriate **Asset Book** by clicking the **Drop-Down Choice List [▼]** icon.

Assets ? AGENCY 1400 CASH BOOK - USD ▼

Additions

3 Incomplete

0 Exceptions

3 Ready to Post

Adjustments

0

Incomplete

Transfers

0

Incomplete

Retirements

0

Incomplete

Depreciation

Jan-2023

Actions ▼ View ▼ Detach Prepare All Merge Add to Asset Split Change Book

Description	Invoice Number	Cost ▲ ▼	In Service Date	Category	PO Number
Land		15,000.00	1/31/23	BUILDINGS-BLDG-ASBES REMOVE	
A2R-020		7,000.00	3/21/23	BUILDINGS-BLDG-DESIGN CONTRA	
A2R-017		6,000.00	5/1/23	BUILDINGS-COMMUNICATION CABL	

40. Find the newly added assets in the table below.

Description	Invoice Number	Cost	In Service Date	Category	PO Number
Land		15,000.00	1/31/23	BUILDINGS-BLDG\ASBES REMOVE	
A2R-020		7,000.00	3/21/23	BUILDINGS-BLDG\DESIGN CONTRA	
A2R-017		6,000.00	5/1/23	BUILDINGS-COMMUNICATION CABL	

Wrap-Up

Create asset transactions by adding assets in the ADFDI spreadsheet using the steps above.

Additional Resources

Virtual Instructor-Led Training (vILT)

- FA100: Asset Accounting