



CREATE ACCOUNTING

FA

QUICK REFERENCE GUIDE FA-05

Purpose

The purpose of this Quick Reference Guide (**QRG**) is to provide a step-by-step explanation of how to run Create Accounting for fixed assets in the North Carolina Financial System (**NCFS**).

Introduction and Overview

This QRG covers the process of running create accounting for Assets in NCFS which will enable you to account and post the FA transactions in the general ledger for the CASH and ACCRUAL ledger.



User Tip:

The following are prerequisites to run create accounting:

1. Process all incomplete transactions.
2. Run Periodic Mass Copy to copy asset transactions from CASH to GASB book.
3. Validate Mass Copy.

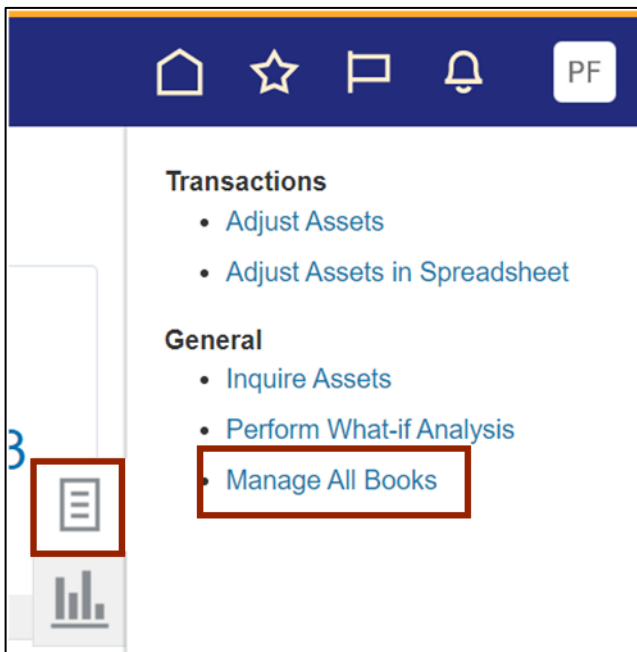
Create Accounting for Assets

To run create accounting for Assets 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, click the **Fixed Assets** tab. Click the **Assets** app.

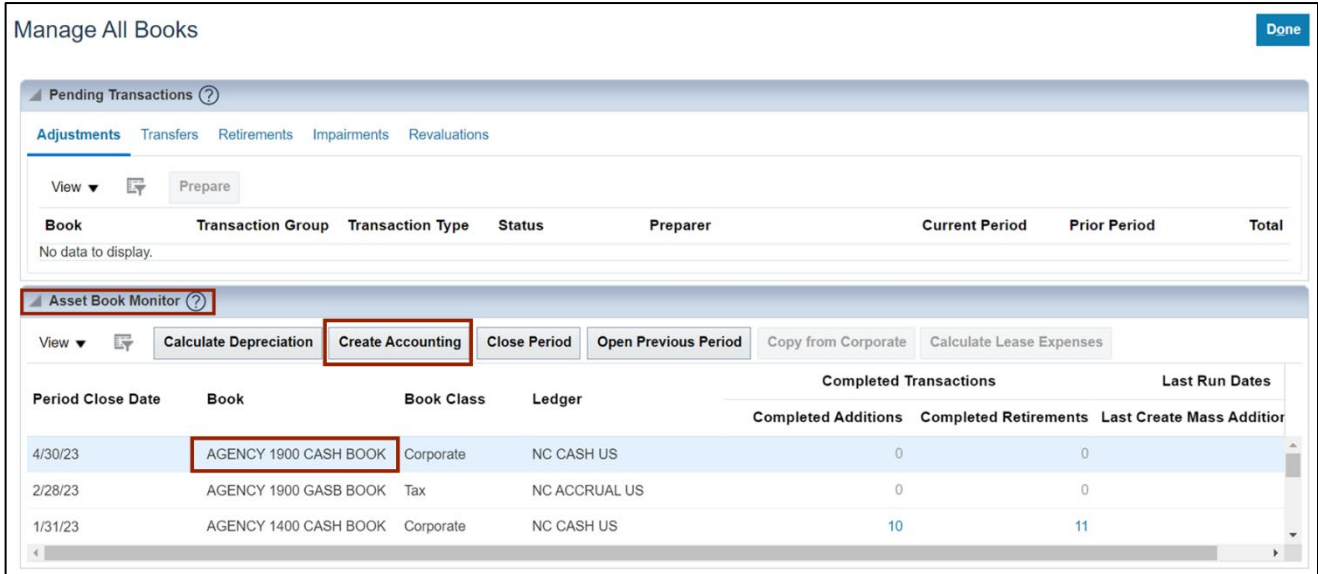


3. The **Assets** dashboard page opens. Click the **Tasks** icon and click on **Manage All Books**.

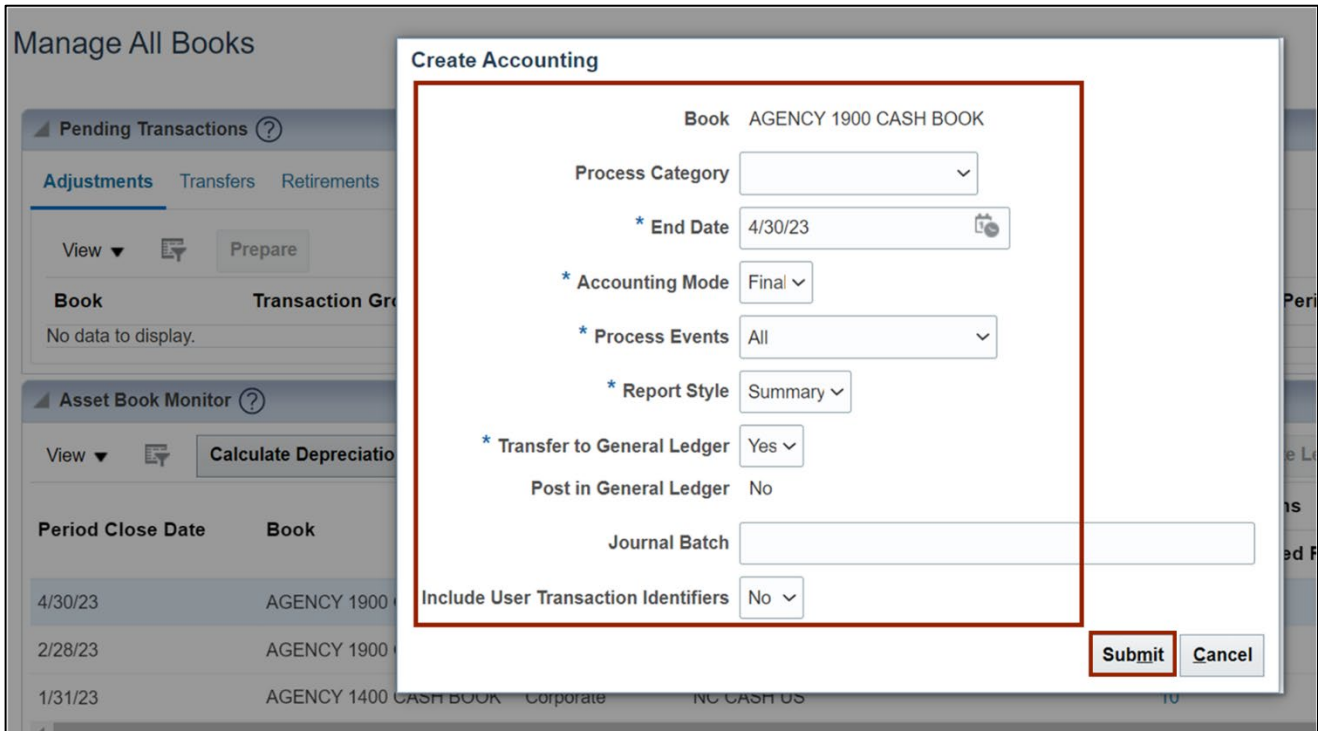


- On the **Manage All Books** page, select the **Asset Book Monitor** section. Select the required Book from the **Book** field to run Create Accounting.

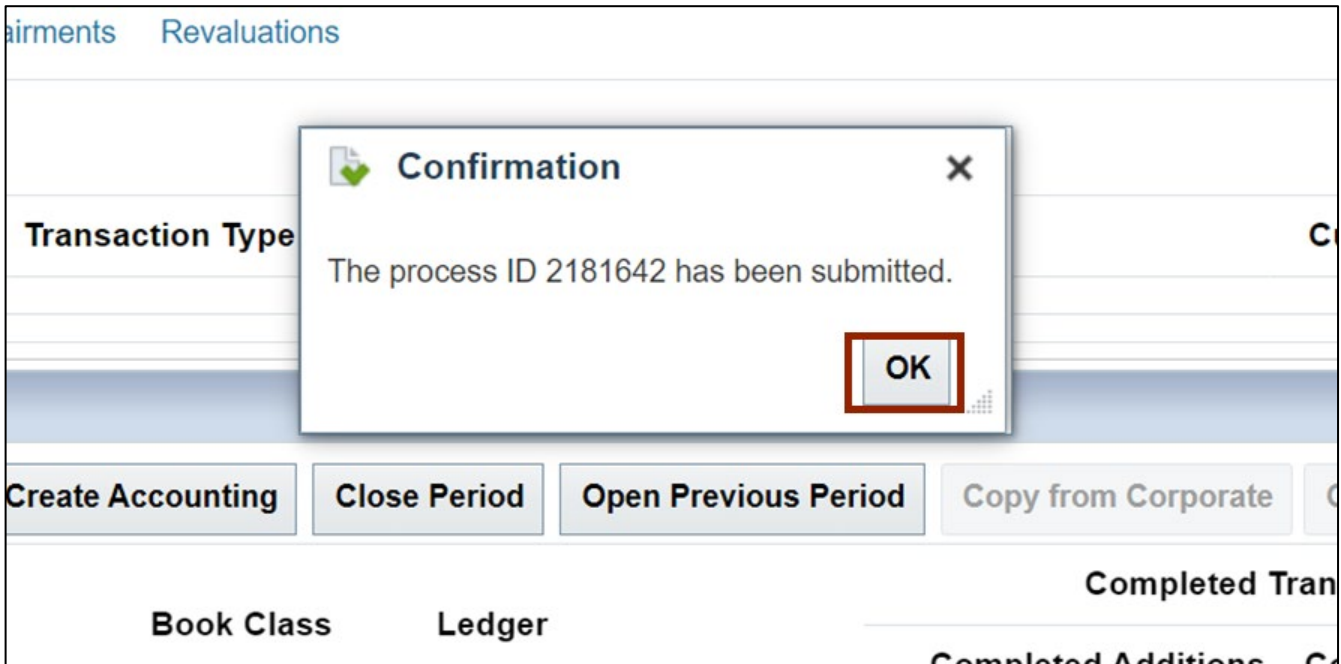
In this example, we choose **AGENCY 1900 CASH BOOK**. Click the **Create Accounting** button.



- The *Create Accounting pop-up* appears, select the applicable **End Date**, **Accounting Mode** (Draft or Final), **Process Events**, **Report Style**, **Transfer to GL**, and **Post in GL** from the respective drop-down choice list. Click the **Submit** button.



6. The *Confirmation* pop-up appears. Click the **OK** button.



7. On the **Home** page, click the **Tools** tab. Click the **Scheduled Processes** app.



- On the Overview page, click on the **Refresh** [↻] button until the process status shows **Succeeded**.

Overview ?

▶ Search Saved Search Last hour

Search Results ?

View Flat List Hierarchy

Actions ▼ View ▼ **Schedule New Process** Resubmit Put On Hold Cancel Process Release Process View Log ↻

Name	Process ID	Status	Scheduled Time
Create Accounting Execution Report	2181644	Succeeded	5/19/23 3:30 PM EDT
Create Accounting: Subprocess	2181643	Succeeded	5/19/23 3:29 PM EDT

- Click the **Create Accounting Execution Report** process. Click the **Republish** icon.

Actions ▼ View ▼ **Schedule New Process** Resubmit Put On Hold Cancel Process Release Process View Log ↻

Name	Process ID	Status	Scheduled Time
Create Accounting Execution Report	2181644	Succeeded	5/19/23 3:30 PM EDT
Create Accounting: Subprocess	2181643	Succeeded	5/19/23 3:29 PM EDT

[Process Details](#) [Status Details](#)

Create Accounting Execution Report, 2181644

Status Succeeded Schedule Start 5/19/23 3:30 PM EDT External Job Type BIP Job External Job Status NA

Log

Attachment [ESS_L_2181644](#)

Output

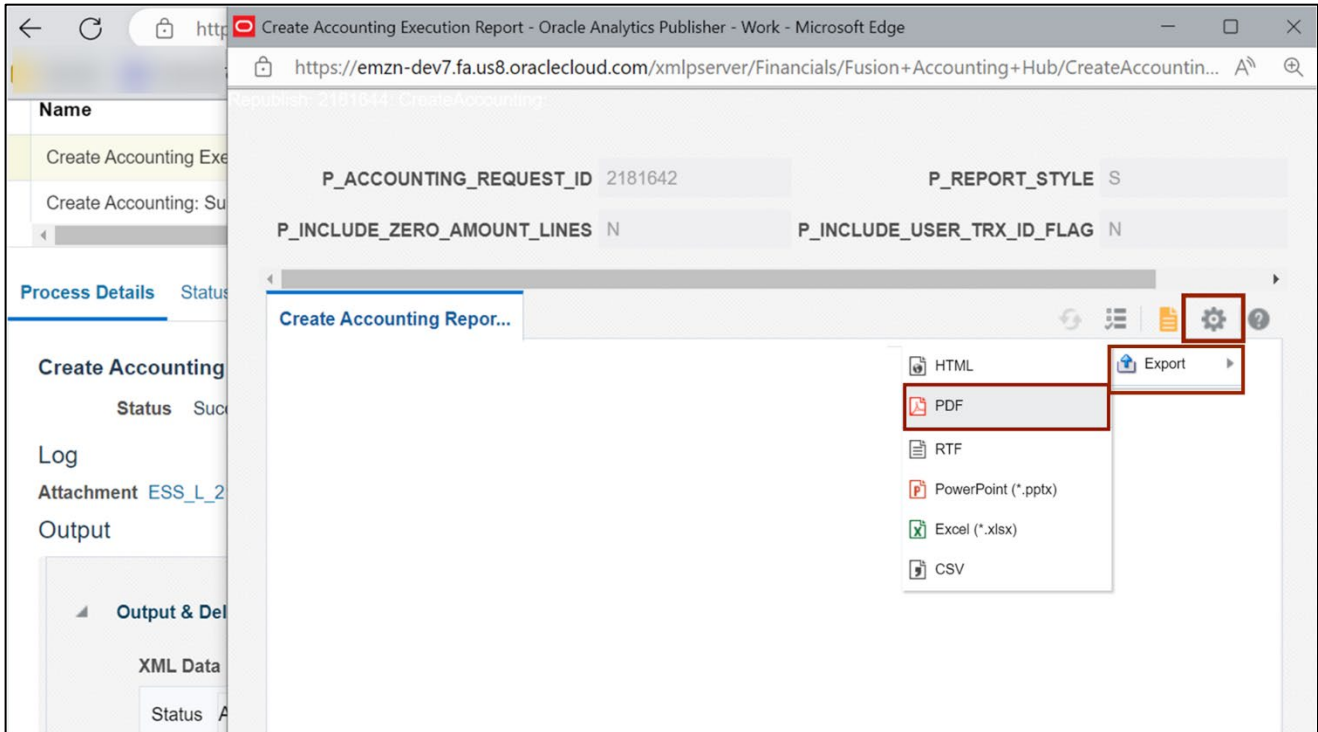
Output & Delivery

XML Data Republish

Status All ▼

Output Name	Template	Format	Locale	Time Zone	Calendar	Status
Default Document	Create Accounting Report	PDF	English (United States)	(UTC-05:00) New York - Eastern Time (ET)		✔

10. A new Create Accounting page opens, click on the **Settings** [⚙️] icon. Click the **Export** option. Export the report output as per the desired format. In this example, we choose **PDF**.



11. The Create Accounting Execution Report will be displayed.

ORACLE		Create Accounting Execution Report			Report Date	
NC CASH US					6/1/23 1:12 AM	
					Page 1 of 36	
Accounting Event Summary						
Event Class	Number of Transactions	Number of Events Processed	Number of Events with Warning	Number of Events in Error		
Addition	16	0	0	16		
Periodic Depreciation	42	0	0	42		
Transfer	1	0	0	1		
Subledger Journal Entries Summary						
Ledger	Final Journal Entries	Draft Journal Entries	Invalid Journal Entries	Incomplete Journal Entries		
NC CASH US	0	0	59	0		
Journal Entry Errors and Warnings						
Event Class	Event Type	Ledger	Transaction Number	Journal Entry Status	Journal Line Number	Error and Warning Message
Addition	Addition	NC CASH US	3126063	Invalid		A corresponding rule wasn't found in the intercompany balancing rules setup for defining a ledger intercompany account.
Addition	Addition	NC CASH US	3126077	Invalid		A corresponding rule wasn't found in the intercompany balancing rules setup for defining a ledger intercompany account.
Addition	Addition	NC CASH US	3126379	Invalid	2	The account 1900-101515-12731000-0000000-0000000-0000-0000000000-000000-0000-000000 is invalid. You must review the error: Agencies should only be able to use budget funds assigned to them..
Addition	Addition	NC CASH US	3126383	Invalid	2	The account 1900-101512-12732000-0000000-0000000-0000-0000000000-000000-0000-000000 is invalid. You must review the error: Agencies should only be able to use budget funds assigned to them..
Addition	Addition	NC CASH US	3126387	Invalid	2	The account 1900-101514-12732000-0000000-0000000-0000-0000000000-000000-0000-000000 is invalid. You must review the error: Agencies should only be able to use budget funds assigned to them..

Wrap-Up

Create Accounting for Assets process gives you the ability to generate accounting for Asset transactions and validate (DRAFT mode) and post the accounting entries (FINAL mode) to the General Ledger.

Additional Resources

Virtual Instructor-Led Training (vILT)

- FA100: Asset Accounting