



EDITING AN INVOICE NUMBER ON A FIXED ASSET RECORD

QUICK REFERENCE GUIDE FA-17

FA

Purpose

The purpose of this Quick Reference Guide (QRG) is to provide a step-by-step explanation on how to Edit or Add Invoice Number Information to a Fixed Asset Record in the North Carolina Financial System (NCFS).

Introduction and Overview

This QRG explains how to edit or add invoice number information to a fixed asset record in NCFS.

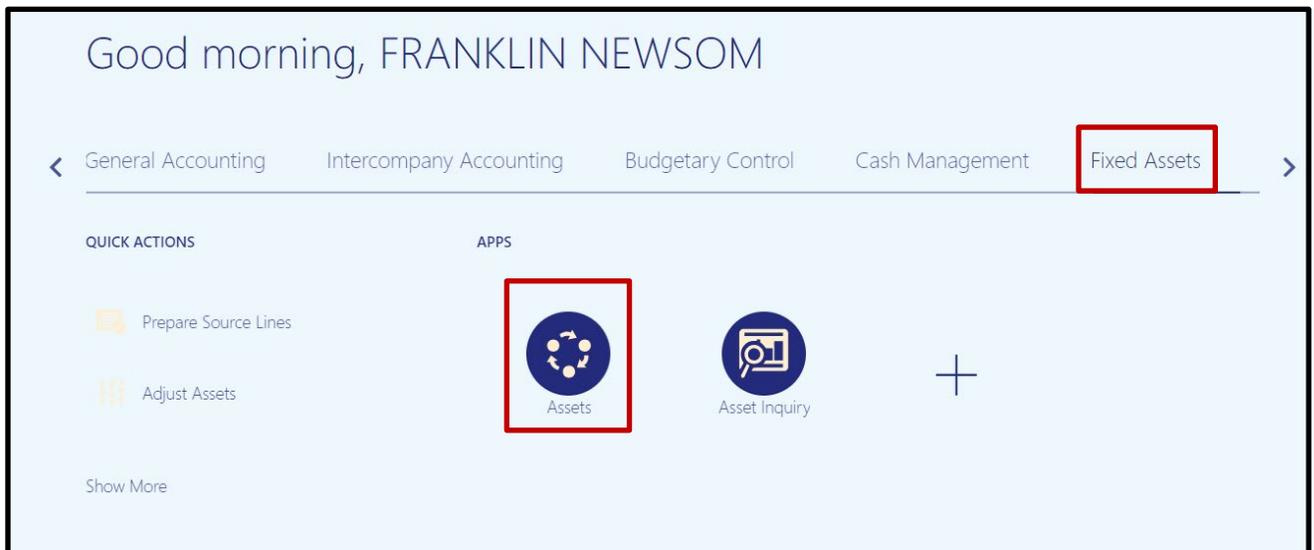
Limitations

Invoice number can only be changed for manually added assets; an asset which originated as a Fixed Asset source line from an invoice creation cannot be changed.

Editing an Invoice Number on a Fixed Asset 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. Open the task list and click on the **Adjust Assets** task.

The screenshot shows the NCFS Assets dashboard for 'AGENCY 0200 CASH BOOK - USD'. The dashboard includes summary cards for Additions (4 Incomplete, 0 Exceptions, 1 Ready to Post), Adjustments (0 Incomplete), Transfers (0 Incomplete), Retirements (0 Incomplete), and Depreciation (Sep-2024). A right-hand menu lists various tasks, with 'Adjust Assets' highlighted in a red box. Below the dashboard is a toolbar with actions like 'View', 'Detach', 'Prepare All', 'Merge', 'Add to Asset', 'Split', and 'Change Book', followed by a table header with columns: Description, Invoice Number, Cost, In Service Date, Category, PO Number, Units, and Comments.

4. Search for your asset to be edited.

The screenshot shows the 'Adjust Assets' search interface. It features a search form with fields for Book (AGENCY 0200 CASH BOOK), Category, Asset Number, Description, Asset Type, Tag Number (345678), Serial Number, and Employee Name. The 'Search' button is highlighted in a red box. Below the search form is a table with columns: Asset Number, Description, Category, Asset Type, Asset Key, Tag Number, and Serial Number. The first row is highlighted in blue and contains the following data: 1305989, Example for Invoice Editing, EQUIPMENT-EQUIP-SCIENTIFIC, Capitalized, and 345678.

5. Select the asset record (click the description and have the line highlighted). Then open the **Actions** drop-down list.

This screenshot is identical to the previous one, but with the 'Actions' dropdown menu open and highlighted in a red box. The table row for 'Example for Invoice Editing' remains highlighted in blue.

6. Navigate to **Manage Source Lines** and then click **Change**.

The screenshot shows a software interface with a search bar and a dropdown menu. The dropdown menu is open, showing several options. The 'Manage Source Lines' option is highlighted with a red box, and a sub-menu is visible next to it with the 'Change' option also highlighted with a red box. Below the menu, there are buttons for 'Change Financial Details', 'Transfer Source Lines', and 'Change'. At the bottom, there is a table with two columns: 'Asset Number' and 'Description'.

Asset Number	Description
1305989	Example for Invoice Editing

7. The Change Source Line page will appear. On this page, edit or enter the Invoice Number as necessary. Click **Submit** when finished with your updates. You have successfully updated this asset record's invoice number.

Change Source Lines: Asset 1305989

Currency = USD

Book: AGENCY 0200 CASH BOOK
Asset Type: Capitalized
Category: EQUIPMENT-EQUIP-SCIENTIFIC/MEDICAL-NONE
Open Period: Sep-2024

Transaction Details

Comments:

Amortize
Amortization Start Date: m/d/yy

Context Value:
Regional Information:

Source Line Details

Asset Cost 5,001.00 New Asset Cost 5,001.00

View Detach

Invoice Number	Invoice Line	Description	Distribution Line	New Line Amount	Current Line Amount	Exclude	Depreciate	Supplier Name	Supplier Number	PO Number
1234567				5,001.00		<input type="checkbox"/>	<input type="checkbox"/>			123987

Wrap-Up

Edit the invoice number on a fixed asset record for a manually added asset using the steps above.

Additional Resources

- FA 100: Asset Manager (ILT)

