FA-19 Pre Built Reports - Fixed Assets

Purpose

The purpose of this Quick Reference Guide (**QRG**) is to provide list of the Fixed Assets (FA) pre-built reports and their descriptions available in the North Carolina Financial System (**NCFS**).

Process Area	Report Number	Report Name	Report Description

			As part of this specification, the Canceled Invoice Line Report (CILR) will be developed to generate list of source lines related to asset invoice lines purchases that were canceled or to credit/debit memos lines created for assets returns in Oracle Cloud Accounts Payable System. These records would interface to Mass Additions Interface as source lines with cost of zero or less. The Asset Accountant will review the source lines with cost of zero or less in the Mass Additions Interface before deleting the related source lines from Mass Additions Interface or retiring the related assets from Oracle Cloud Fixed Assets System.
FA	RPT-FA-001	RPT-FA-001 Canceled Invoice Line Report	Report data flow: • Once scheduled <<Custom AP to FA Interface program>> Interface runs successfully, an Asset Account will run The Canceled Invoice Line Report in Oracle Cloud Fixed Assets System. • An Asset Accountant will review the CILR report output to validate that the source lines from MAI and/or assets from the Fixed Assets System correspond with AP Invoice Lines. • Once link between Source Lines and/or assets is validated against AP Invoice Lines, an Asset Accountant will delete the source lines from MAI or retire the assets in Oracle Cloud Fixed Assets System.

FA	RPT-FA-002	RPT-FA-002 Deleted Capitalized Source Lines Report

As part of this specification, the Deleted Capitalized Source Lines Report will be developed to generate the list of Source Lines that were deleted from the Mass Additions Interface from the date of last ‘Delete Mass Additions’ ESS program run.

Report data flow:

- Asset Clerks will review the Source Lines in the Mass Additions Interface and make necessary changes/maintenance (Split, Merge, Hold, Delete, Post).
- Asset Accountants/Agency Management will generate the Deleted Capitalized Source Lines Report for the selected period.
- Asset Accountants/Agency Management will review the results and take the necessary actions on the deleted capitalized Source Lines.

FA	RPT-FA-005	RPT-FA-005 Assets Interface Audit Trail Report	As part of this specification, the Assets Interface Audit Trail Report will be developed to be generated on monthly basis or as needed to show an audit trail for the Source Lines in the Mass Additions Interface that were updated/maintained in the Mass Additions Interface. The report will display both the old and new values that were modified in the last 60 days from the current period. Report data flow: • Asset Clerks will review the Source Lines in the Mass Additions Interface and make necessary changes/maintenance (Split, Merge, Hold, Delete, Post, etc). • Asset Accountants will generate the Assets Interface Audit Trail Report for the period. • Asset Accountants will review the results and take necessary action on the modified Source Line as needed.

FA	RPT-FA-007	RPT-FA-007 Deleted Source Lines Report	As part of this specification, Deleted Source Lines Report will be developed to generate the all the source lines (expense or capitalized) that have been deleted for the past 90 days or from the last ‘Delete Mass Additions’ ESS run. This report will be critical to validate or inquire on source lines that have been deleted. Report data flow: • Asset Clerk/Asset Accountant will review source lines that are interfaced into Oracle Fixed Assets and either delete or post the source lines. • Asset Accountant, Asset Clerks and Centralized Asset Accountant will generate this Deleted Source Lines report to review the source lines that were deleted in the past 90 days or from the last ‘Delete Mass Additions’ ESS run. • Based on the report, Asset Accountant or Asset Clerks can reinstate the deleted source line manually as necessary.

FA	RPT-FA-008	RPT-FA-008_SWCAP Assets Report	As part of this specification, NC SWCAP Assets Report (RPTFA008) will be developed to generate the consolidated list of all active capitalized assets and assets that are retired during the current or last fiscal year. This report will also show assets that has depreciated fully. Report data flow: • All agency Asset Accountant team will review source lines in mass additions interface and post all the assets for the current period. • During year-end and or any time during the current year, ACFR Team will generate this SWCAP Assets report for the current or previous fiscal year for analysis.

FA	RPT-FA-010	RPT-FA-010_Assets_list_for_Physical_Counting	As part of this specification, NC Asset List for Physical Counting Report (RPTFA010) will be developed to generate the list of assets by Asset book and physical location. Report data flow: • Before asset audit is performed State/Agency Asset Accountant team will generate this Asset List for Physical Count Report for a specific location • State/Agency will audit the physical asset in a specific location and update the fields – Inventory taken date, Units Physically Counted and Asset Exists for each asset in the generated report output. • Asset Accountant will then use the report to enter data in Manage Physical Inventory – Enter ADFDI spreadsheet and submit spreadsheet to analyze the results.

FA	RPT-FA-012	RPT-FA-012 Asset Type Reconciliation Report	As part of this specification, the NC Asset Type Reconciliation Report (RPTFA012) will be developed to generate the list of Assets that have the incorrect Asset Type based on the State designated Capitalization Threshold. Report data flow: • Asset Accountants/Agency Management will generate the Asset Type Reconciliation Report for the selected period. • Asset Accountants/Agency Management will review the results and take the necessary actions on the Assets that have the incorrect Asset Type.

FA	RPT-FA-013	RPT-FA-013 NC Asset Additions by Agency	As part of this specification, NC Asset Additions by Agencies Report (RPTFA013) will be developed to generate the list of assets by Asset book that were added as source lines (temporary) or posted as assets on a daily basis or for specific date range. Report data flow: • Assets are added to Oracle Cloud Fixed Assets via AP Invoice, mass additions using ADFDI or by manual additions. • State/Agency Asset Accountant team will generate this report • ‘NC Asset Additions by Agencies Report’. • State/Agency will review the output and make changes in Oracle Cloud Fixed Assets system if necessary.

FA	RPT-FA-014	RPT-FA-014 NC Asset Adjustments by Agency	As part of this specification, NC Asset adjustments by Agency Report will be developed to generate the list of assets by Asset book that were adjusted (changes in Unit, Cost, Category, life in years/months, Date Place in Service) in the given date range period. Report data flow: • Adjustments (changes in Unit, Cost, Category, life in years/months, Date Place in Service) are made on existing assets in Oracle Cloud Fixed Assets system. • State/Agency Asset Accountant team will generate this report • ‘NC Asset Adjustments by Agencies Report’. • State/Agency will view the output for analysis.

FA	RPT-FA-015	RPT-FA-015 NC Asset Transfers by Agency	As part of this specification, NC Asset Transfer by Agencies Report will be developed to generate the list of assets by Asset book that were transferred (assigned/reassigned to employee, transferred to different location, change in depreciation expense account) within the asset book. The report can be scheduled daily or for specific date range. Report data flow: • Assets are transferred within the same asset book in Oracle Cloud Fixed Assets • State/Agency Asset Accountant team will generate this report • ‘NC Asset Transfer by Agencies Report’. • State/Agency will review the report output.

FA	RPT-FA-016	RPT-FA-016 NC Asset Retirements by Agency	As part of this specification, NC Asset Transfers by Agencies Report will be developed to generate the list of assets that were retired by Asset Book. The report can be scheduled daily or for specific date range. Report data flow: • Assets are retired in an asset book in Oracle Cloud Fixed Assets • State/Agency Asset Accountant team will generate this report • ‘NC Asset Retirements by Agencies Report’. • State/Agency will review the report output.

FA	RPT-FA-017	RPT-FA-017 NC Asset Extract Register Report	As part of this specification, NC Asset Additions for DAC will be developed to generate the list of all active assets by Asset book that were added in the NCFS system as of report run date. Report data flow: • Assets are added to Oracle Cloud Fixed Assets via AP Invoice, mass additions using ADFDI or by manual additions. • State/Agency Asset Accountant team will generate this report • ‘NC Asset Extract Register Report’. • State/Agency will review the output and make changes in Oracle Cloud Fixed Assets system if necessary.

First Published

Wed, 01/08/2025

Last Updated

Wed, 08/13/2025

Printable PDF