FA-20 Combining the INT-FA-006 and INT-FA-007

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)
    - 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.

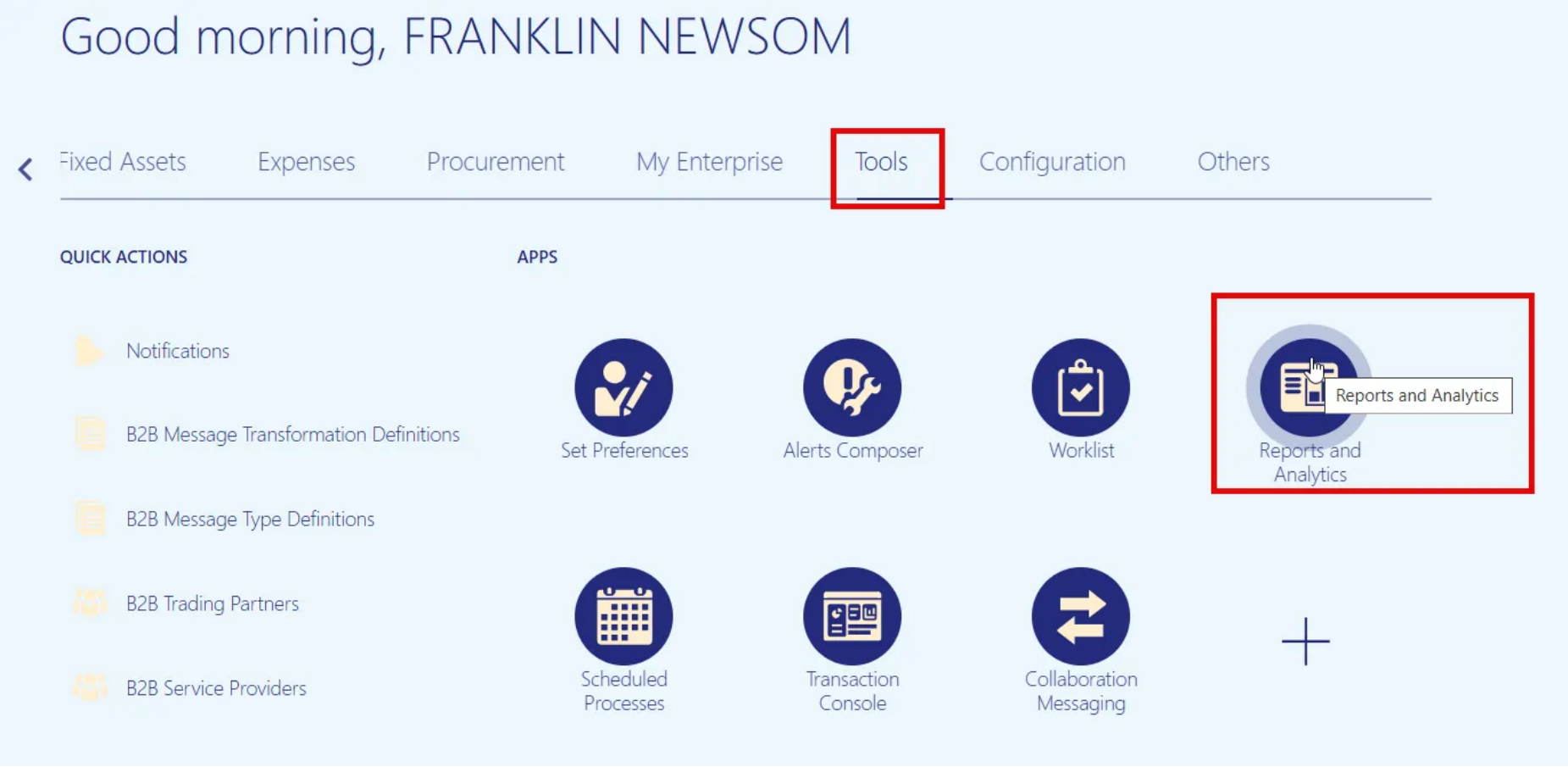
Generating INT-FA-006 and INT-FA-007

To generate the INT-FA-006 and INT-FA-007, please follow the steps below. There are 7 steps to complete this process.

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

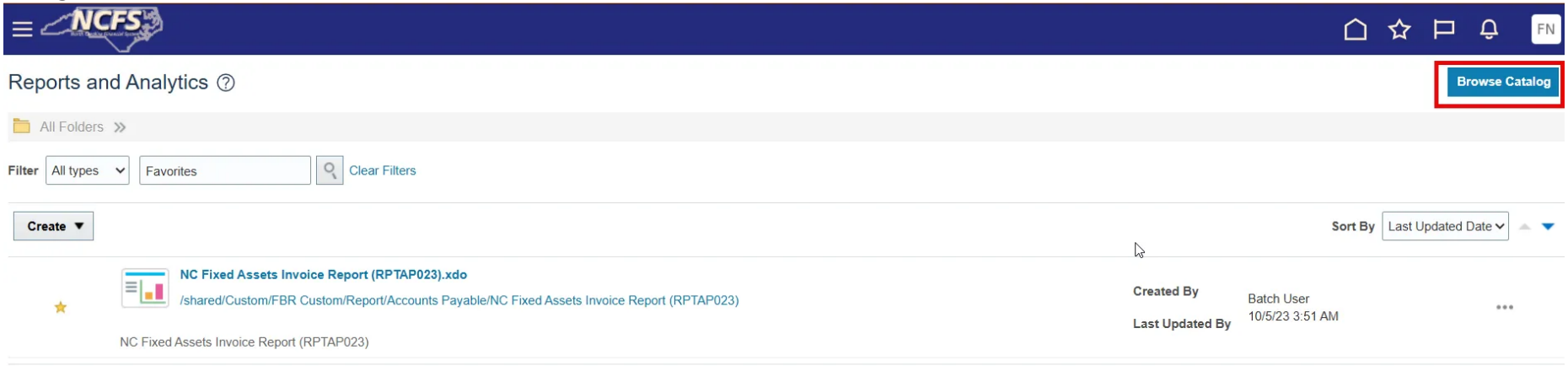
Step 2. On the **Home** page, under the **Tools** tab, click the **Reports and Analytics** app.

Image



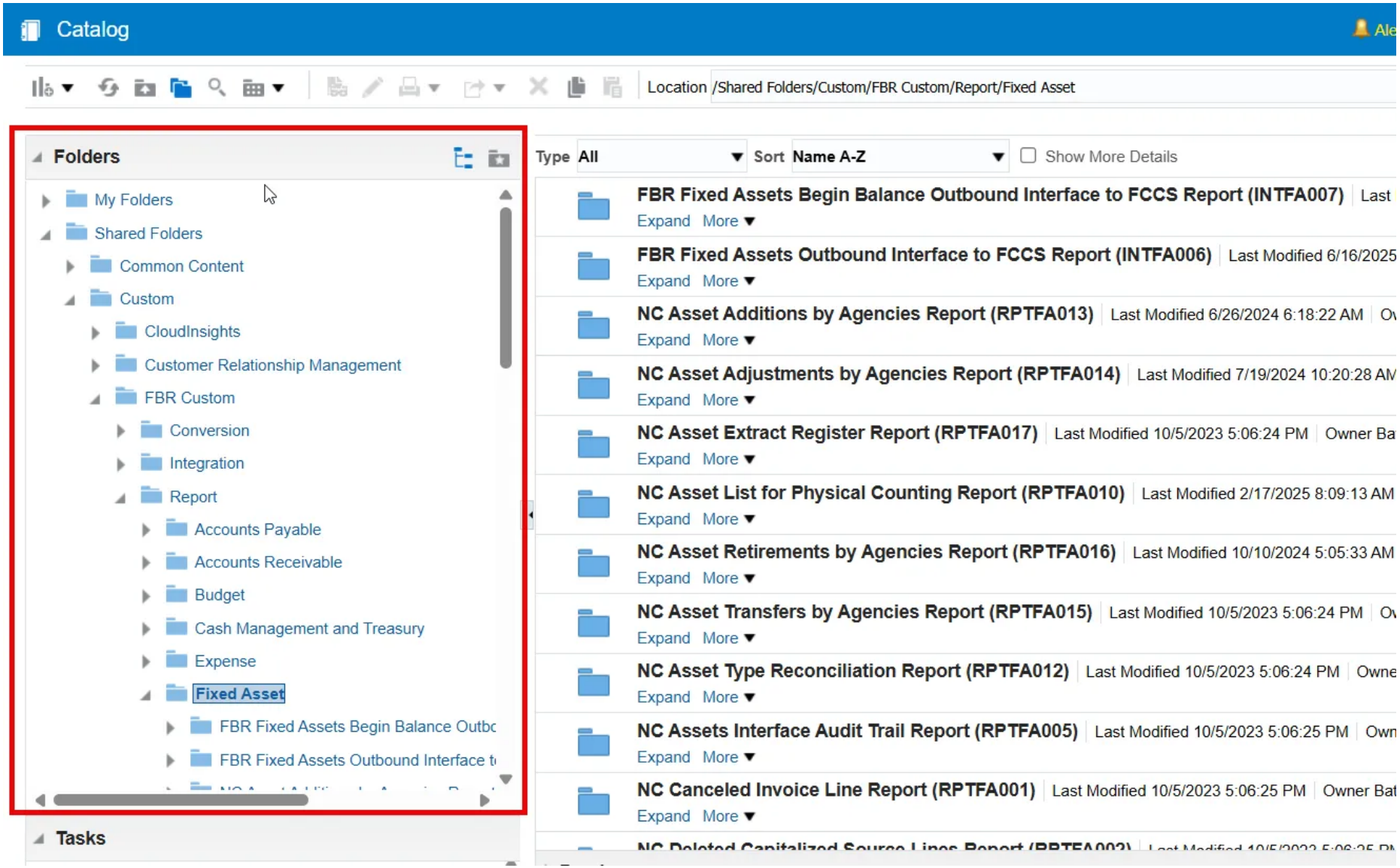
Step 3. On the **Reports and Analytics** page, click Browse Catalogue.

Image



Step 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**.

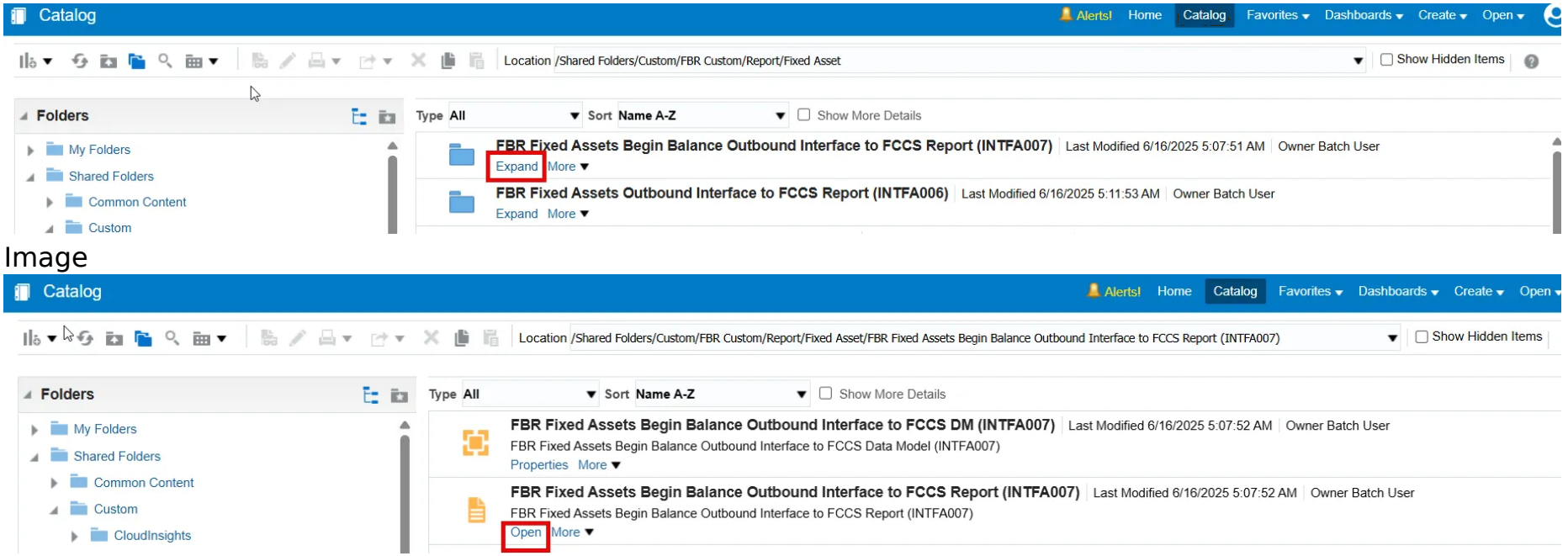
Image



Step 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.

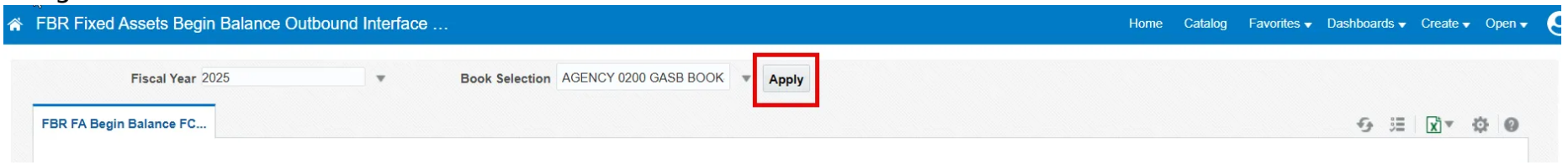
Image

Image



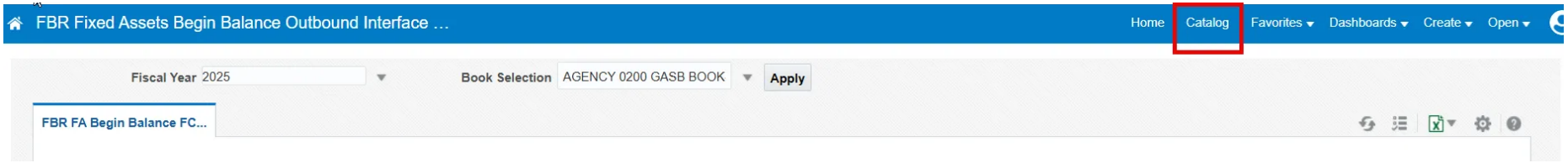
Step 6. Ensure the parameter values are correct then click **Apply**. INT-FA-007 will begin to generate as a download.

Image



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

Image



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

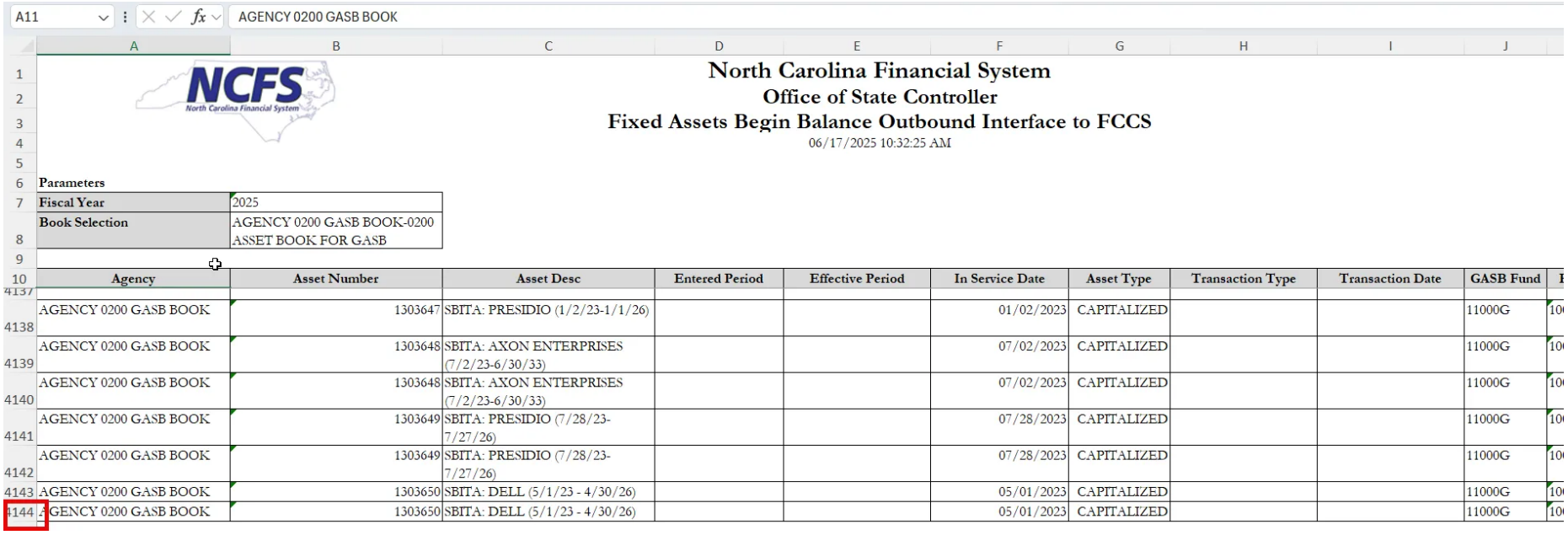
To combine the INT-FA-006 and INT-FA-007, please follow the steps below. There are 8 steps to complete this process.

Step 1. Once both reports have downloaded, open both in Excel.

Step 2. 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.

Image



A11 AGENCY 0200 GASB BOOK

North Carolina Financial System
Office of State Controller
Fixed Assets Begin Balance Outbound Interface to FCCS
06/17/2025 10:32:25 AM

Parameters

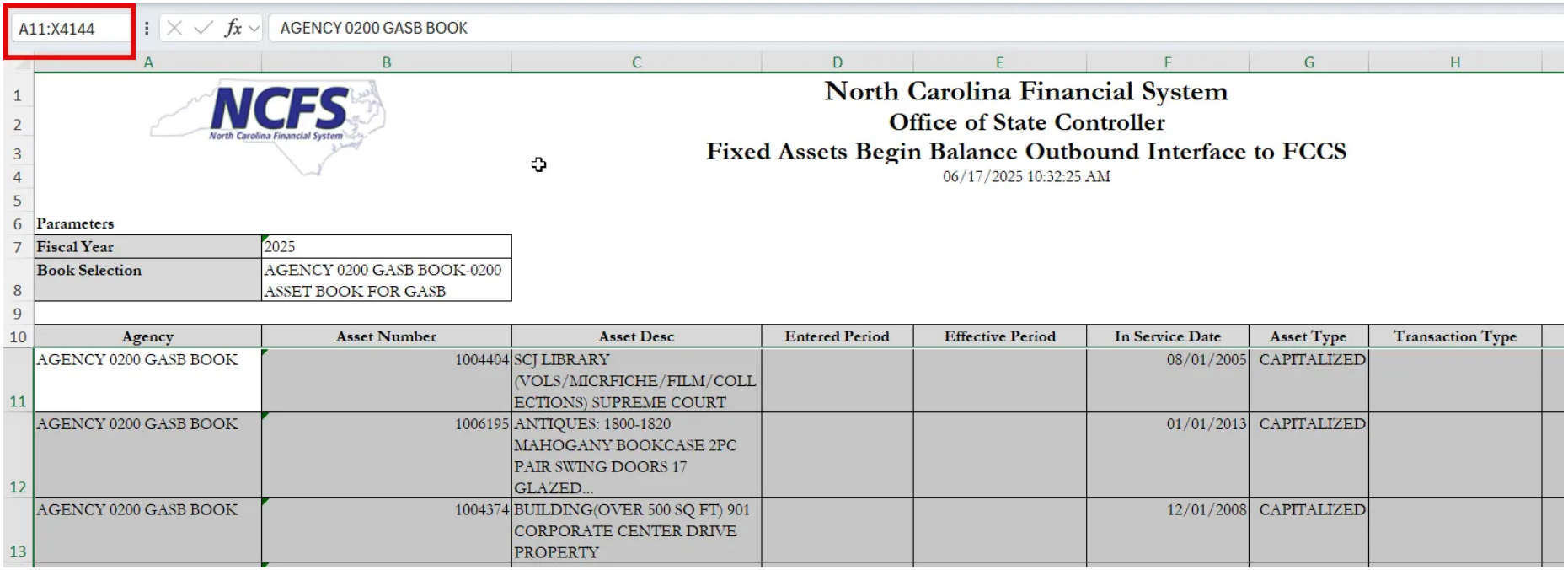
Fiscal Year	2025
Book Selection	AGENCY 0200 GASB BOOK-0200 ASSET BOOK FOR GASB

Agency	Asset Number	Asset Desc	Entered Period	Effective Period	In Service Date	Asset Type	Transaction Type	Transaction Date	GASB Fund
AGENCY 0200 GASB BOOK	1303647	SBITA: PRESIDIO (1/2/23-1/1/26)			01/02/2023	CAPITALIZED			11000G
AGENCY 0200 GASB BOOK	1303648	SBITA: AXON ENTERPRISES (7/2/23-6/30/33)			07/02/2023	CAPITALIZED			11000G
AGENCY 0200 GASB BOOK	1303648	SBITA: AXON ENTERPRISES (7/2/23-6/30/33)			07/02/2023	CAPITALIZED			11000G
AGENCY 0200 GASB BOOK	1303649	SBITA: PRESIDIO (7/28/23-7/27/26)			07/28/2023	CAPITALIZED			11000G
AGENCY 0200 GASB BOOK	1303649	SBITA: PRESIDIO (7/28/23-7/27/26)			07/28/2023	CAPITALIZED			11000G
AGENCY 0200 GASB BOOK	1303650	SBITA: DELL (5/1/23 - 4/30/26)			05/01/2023	CAPITALIZED			11000G
AGENCY 0200 GASB BOOK	1303650	SBITA: DELL (5/1/23 - 4/30/26)			05/01/2023	CAPITALIZED			11000G

Step 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.

Image

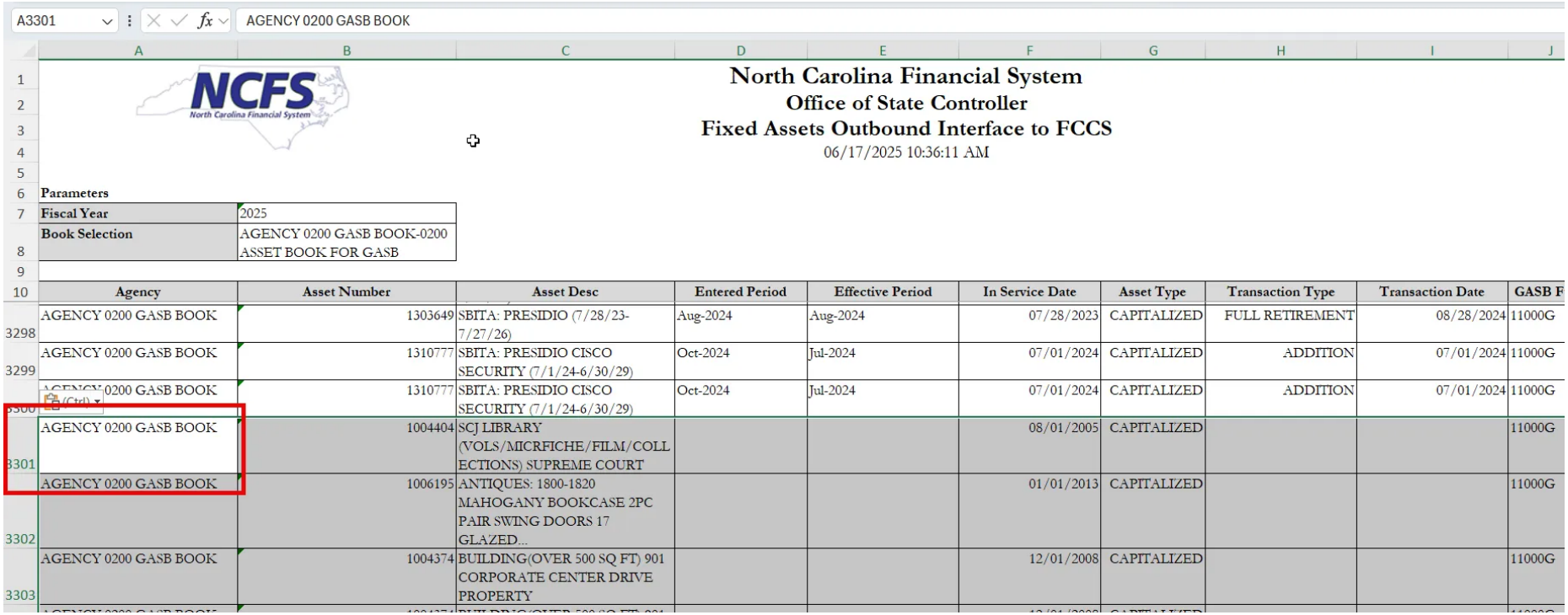


Step 4. Copy this data (keyboard shortcut ctrl+c).

Step 5. Navigate from INT-FA-007 to INT-FA-006.

Step 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.

Image



North Carolina Financial System
Office of State Controller
Fixed Assets Outbound Interface to FCCS
06/17/2025 10:36:11 AM

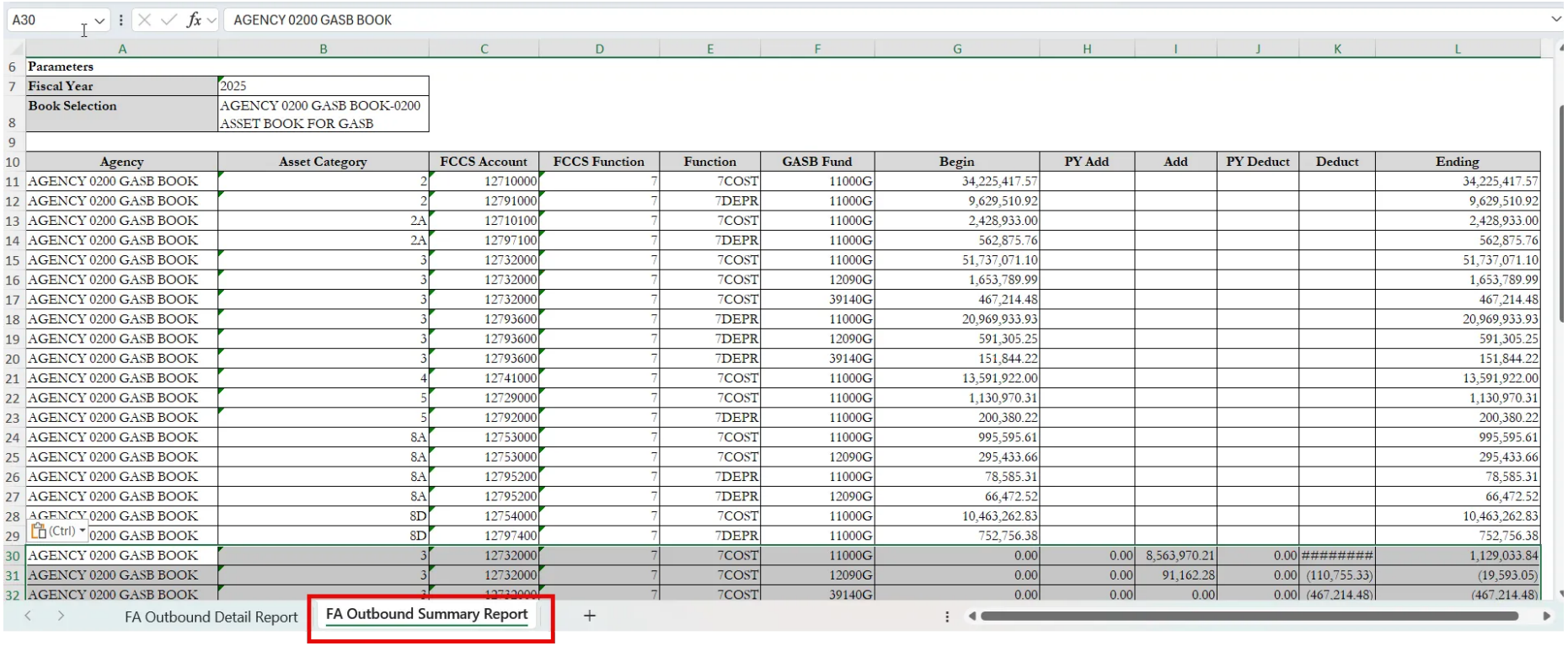
Parameters

Fiscal Year	2025
Book Selection	AGENCY 0200 GASB BOOK-0200 ASSET BOOK FOR GASB

	Agency	Asset Number	Asset Desc	Entered Period	Effective Period	In Service Date	Asset Type	Transaction Type	Transaction Date	GASB F
3298	AGENCY 0200 GASB BOOK	1303649	SBITA: PRESIDIO (7/28/23-7/27/26)	Aug-2024	Aug-2024	07/28/2023	CAPITALIZED	FULL RETIREMENT	08/28/2024	11000G
3299	AGENCY 0200 GASB BOOK	1310777	SBITA: PRESIDIO CISCO SECURITY (7/1/24-6/30/29)	Oct-2024	Jul-2024	07/01/2024	CAPITALIZED	ADDITION	07/01/2024	11000G
3300	AGENCY 0200 GASB BOOK	1310777	SBITA: PRESIDIO CISCO SECURITY (7/1/24-6/30/29)	Oct-2024	Jul-2024	07/01/2024	CAPITALIZED	ADDITION	07/01/2024	11000G
3301	AGENCY 0200 GASB BOOK	1004404	SCJ LIBRARY (VOLS/MICRFICHE/FILM/COLLECTIONS) SUPREME COURT			08/01/2005	CAPITALIZED			11000G
3302	AGENCY 0200 GASB BOOK	1006195	ANTIQUES: 1800-1820 MAHOGANY BOOKCASE 2PC PAIR SWING DOORS 17 GLAZED...			01/01/2013	CAPITALIZED			11000G
3303	AGENCY 0200 GASB BOOK	1004374	BUILDING(OVER 500 SQ FT) 901 CORPORATE CENTER DRIVE PROPERTY			12/01/2008	CAPITALIZED			11000G

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

Image



Parameters	
Fiscal Year	2025
Book Selection	AGENCY 0200 GASB BOOK-0200 ASSET BOOK FOR GASB

Agency	Asset Category	FCCS Account	FCCS Function	Function	GASB Fund	Begin	PY Add	Add	PY Deduct	Deduct	Ending
AGENCY 0200 GASB BOOK	2	12710000	7	7COST	11000G	34,225,417.57					34,225,417.57
AGENCY 0200 GASB BOOK	2	12791000	7	7DEPR	11000G	9,629,510.92					9,629,510.92
AGENCY 0200 GASB BOOK	2A	12710100	7	7COST	11000G	2,428,933.00					2,428,933.00
AGENCY 0200 GASB BOOK	2A	12797100	7	7DEPR	11000G	562,875.76					562,875.76
AGENCY 0200 GASB BOOK	3	12732000	7	7COST	11000G	51,737,071.10					51,737,071.10
AGENCY 0200 GASB BOOK	3	12732000	7	7COST	12090G	1,653,789.99					1,653,789.99
AGENCY 0200 GASB BOOK	3	12732000	7	7COST	39140G	467,214.48					467,214.48
AGENCY 0200 GASB BOOK	3	12793600	7	7DEPR	11000G	20,969,933.93					20,969,933.93
AGENCY 0200 GASB BOOK	3	12793600	7	7DEPR	12090G	591,305.25					591,305.25
AGENCY 0200 GASB BOOK	3	12793600	7	7DEPR	39140G	151,844.22					151,844.22
AGENCY 0200 GASB BOOK	4	12741000	7	7COST	11000G	13,591,922.00					13,591,922.00
AGENCY 0200 GASB BOOK	5	12729000	7	7COST	11000G	1,130,970.31					1,130,970.31
AGENCY 0200 GASB BOOK	5	12792000	7	7DEPR	11000G	200,380.22					200,380.22
AGENCY 0200 GASB BOOK	8A	12753000	7	7COST	11000G	995,595.61					995,595.61
AGENCY 0200 GASB BOOK	8A	12753000	7	7COST	12090G	295,433.66					295,433.66
AGENCY 0200 GASB BOOK	8A	12795200	7	7DEPR	11000G	78,585.31					78,585.31
AGENCY 0200 GASB BOOK	8A	12795200	7	7DEPR	12090G	66,472.52					66,472.52
AGENCY 0200 GASB BOOK	8D	12754000	7	7COST	11000G	10,463,262.83					10,463,262.83
AGENCY 0200 GASB BOOK	8D	12797400	7	7DEPR	11000G	752,756.38					752,756.38
AGENCY 0200 GASB BOOK	3	12732000	7	7COST	11000G	0.00	0.00	8,563,970.21	0.00	########	1,129,033.84
AGENCY 0200 GASB BOOK	3	12732000	7	7COST	12090G	0.00	0.00	91,162.28	0.00	(110,755.33)	(19,593.05)
AGENCY 0200 GASB BOOK	3	12732000	7	7COST	39140G	0.00	0.00	0.00	0.00	(467,214.48)	(467,214.48)

Step 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

- Virtual Instructor-Led Training (vILT)
  - FA100: Asset Accounting

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