FA-22 Editing Previously Deleted Source Lines

Purpose

The purpose of this Quick Reference Guide (**QRG**) is to provide a step-by-step explanation on how to edit previously deleted source lines in the North Carolina Financial System (**NCFS**).

Introduction and Overview

Source lines in NCFS Fixed Asset are pending transaction lines found on the Asset Dashboard which have been interfaced from NCFS Invoicing. Deleting lines which should not be fully posted to the asset books are a daily task for NCFS asset users. The steps below detail how to recover these lines in case of accidental or erroneous deletion.

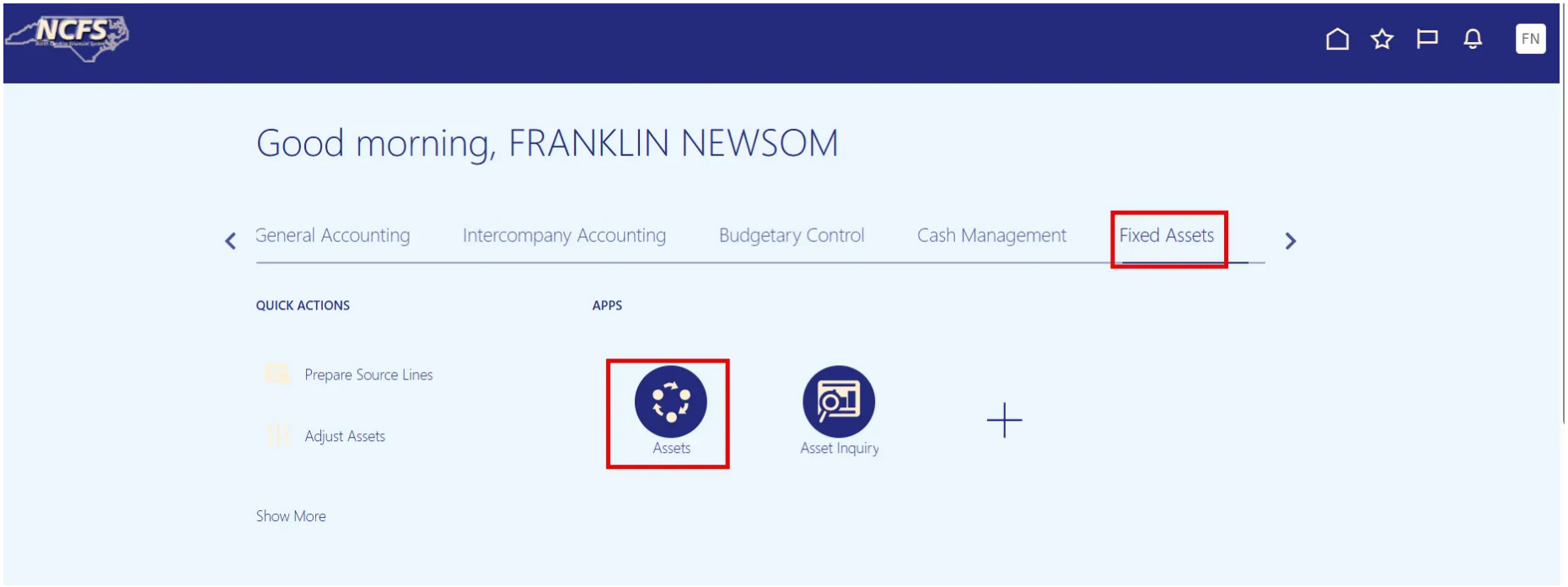
Copying Data to NCFS Fixed Assets ADFDi Spreadsheets

There are 7 steps to complete this process.

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

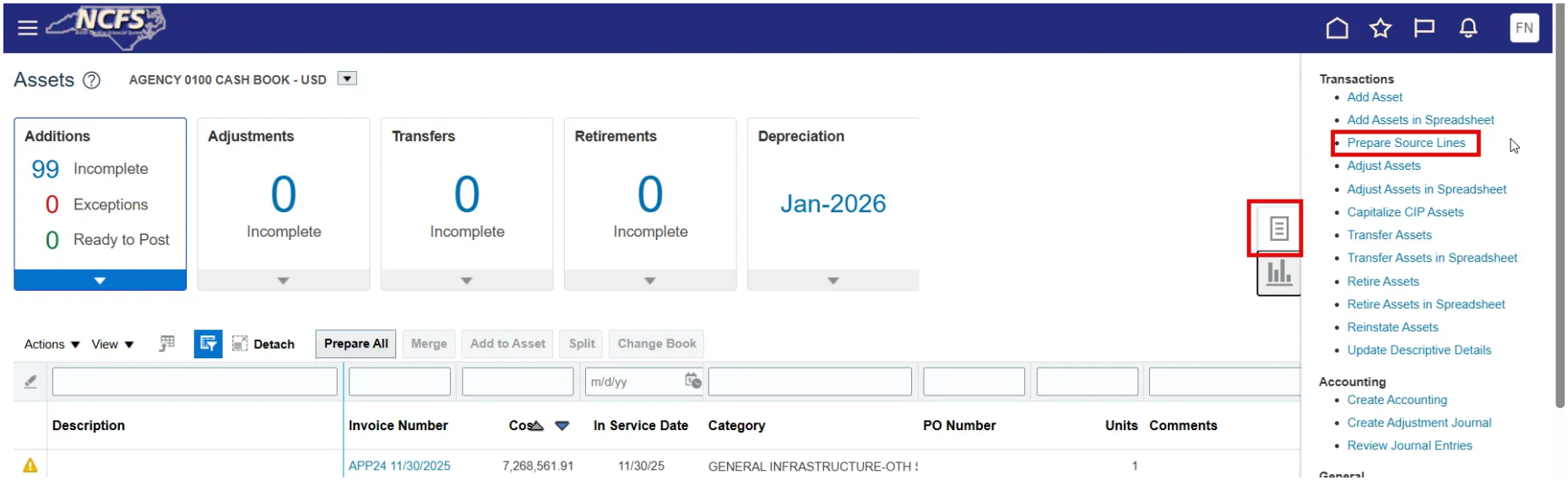
Step 2. On the **Home** page, under the **Fixed Assets** tab, click the **Assets** app.

Image



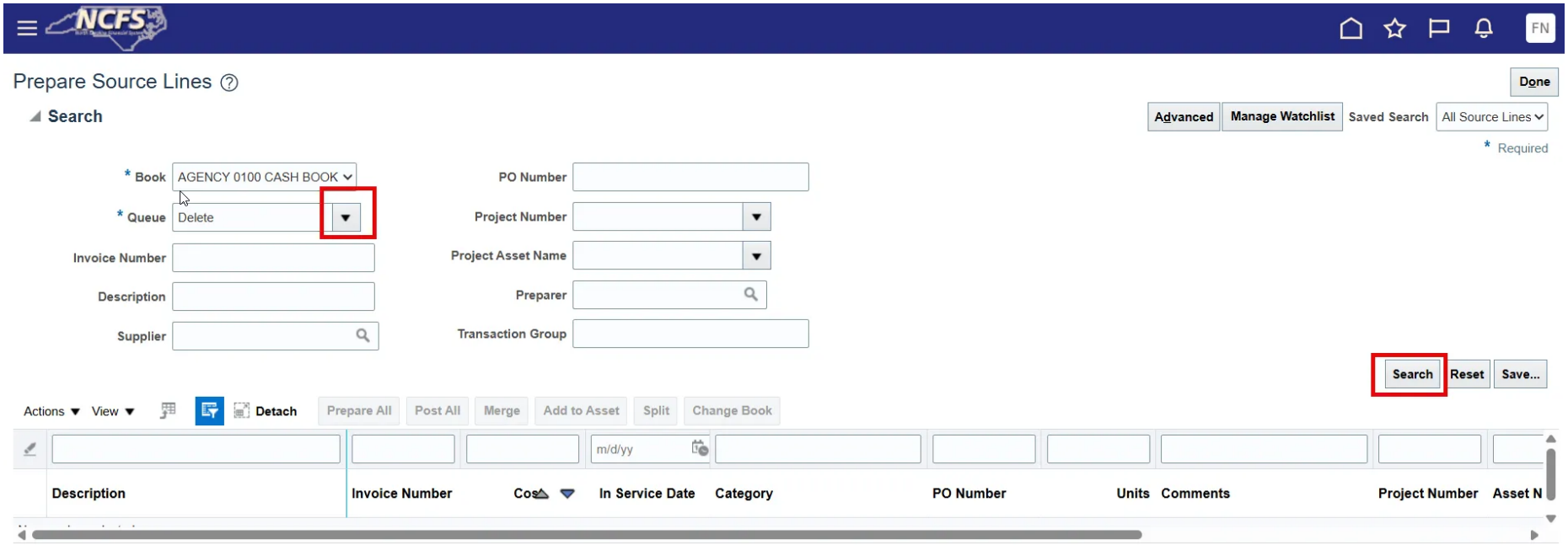
Step 3. On the **Asset Dashboard** page, open the **Tasks** list and click **Prepare Source Lines**.

Image



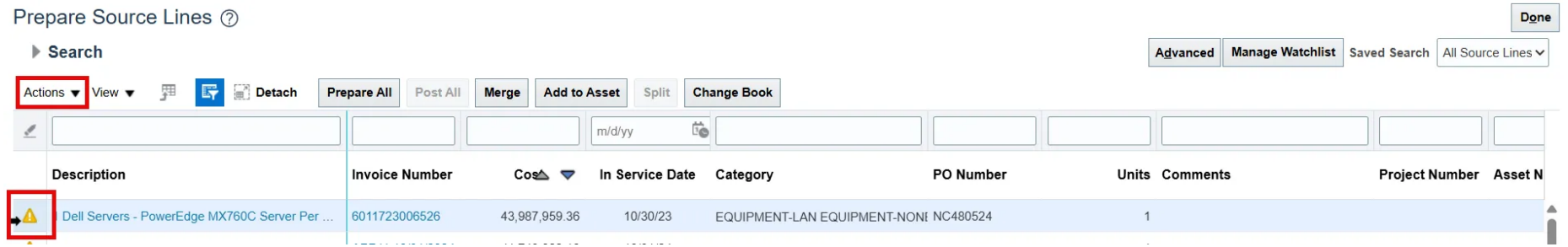
Step 4. The Prepare Source Lines page will appear. Use the search feature to find your deleted line. Use the **Queue** field to include the “Deleted” status by opening the Drop-Down list. Click **Search** to run the inquiry.

Image

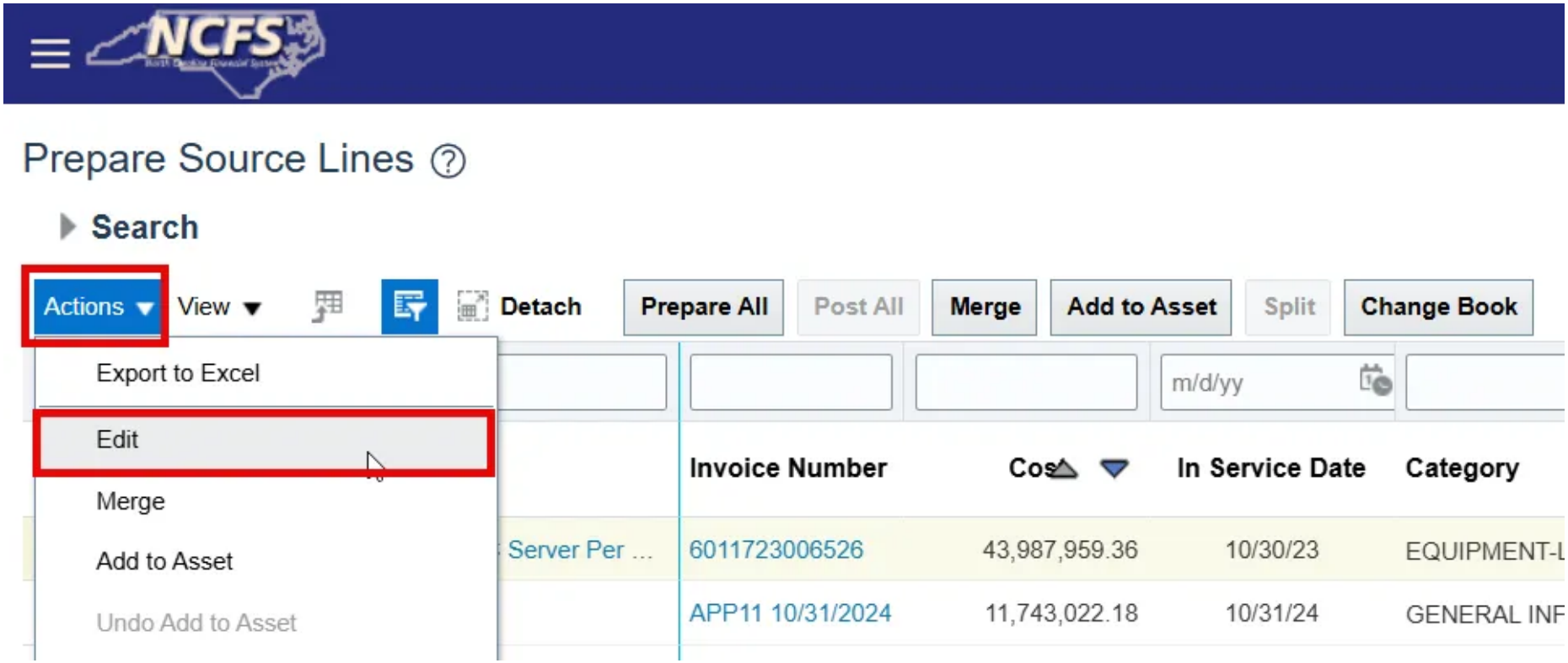


Step 5. Locate your source line within the search results and highlight the line by clicking. Edit the source line by opening the **Actions** Drop-Down list and choosing **Edit**.

Image

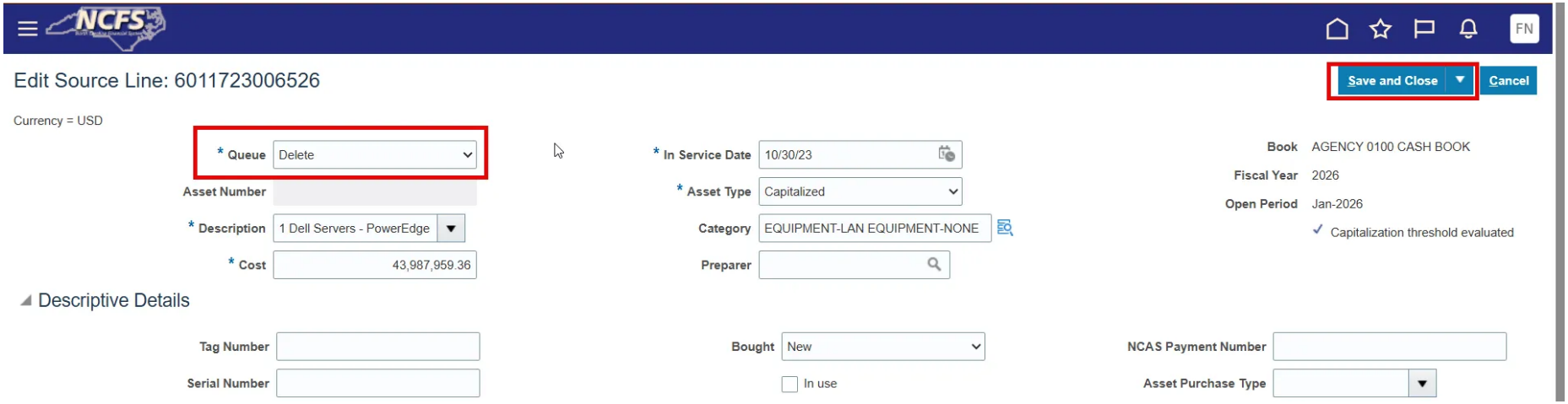


Image



Step 6. The Edit Source Line page will open. Change the Queue status to an appropriate status with the Drop-Down list and make any needed corrections, then click Save and Close. See below for Queue status details.

Image


NCFS
FN
Edit Source Line: 6011723006526
Save and Close
Cancel
Currency = USD
* Queue
Delete
Asset Number
* Description
1 Dell Servers - PowerEdge
* Cost
43,987,959.36
* In Service Date
10/30/23
* Asset Type
Capitalized
Category
EQUIPMENT-LAN EQUIPMENT-NONE
Preparer
Book
AGENCY 0100 CASH BOOK
Fiscal Year
2026
Open Period
Jan-2026
Capitalization threshold evaluated
Descriptive Details
Tag Number
Serial Number
Bought
New
In use
NCAS Payment Number
Asset Purchase Type

Image

Queue Status	Description
New	The record is newly created and is yet to be finalized.
On Hold	Set by User. This status is a “flag” to hold on completing the transaction.
Delete	Upon setting this status, the transaction line will be deleted once submitted or posted.
Error	Set by the NCFS system. This status notes that NCFS prevented transaction submission due to missing information or other error.
Book Changed	Set by OSC. Transaction line was moved across books. Treat this status equivalent to “New”.
Post	Transaction is ready to be finalized. Upon posting/submission, transaction will process.

Step 7. Once saved, the Source Line has been moved to its new status and you have successfully edited a previously deleted Source Line.

Wrap-Up

The steps above detail how to locate and edit a previously deleted Source line.

Additional Resources

- FA 100: Asset Manager (ILT)

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