

FA-25 Changing the Book for a Source Line

Purpose

The purpose of this Quick Reference Guide (**QRG**) is to provide a step-by-step explanation on how to change the book for a source line in the North Carolina Financial System (**NCFS**).

Introduction and Overview

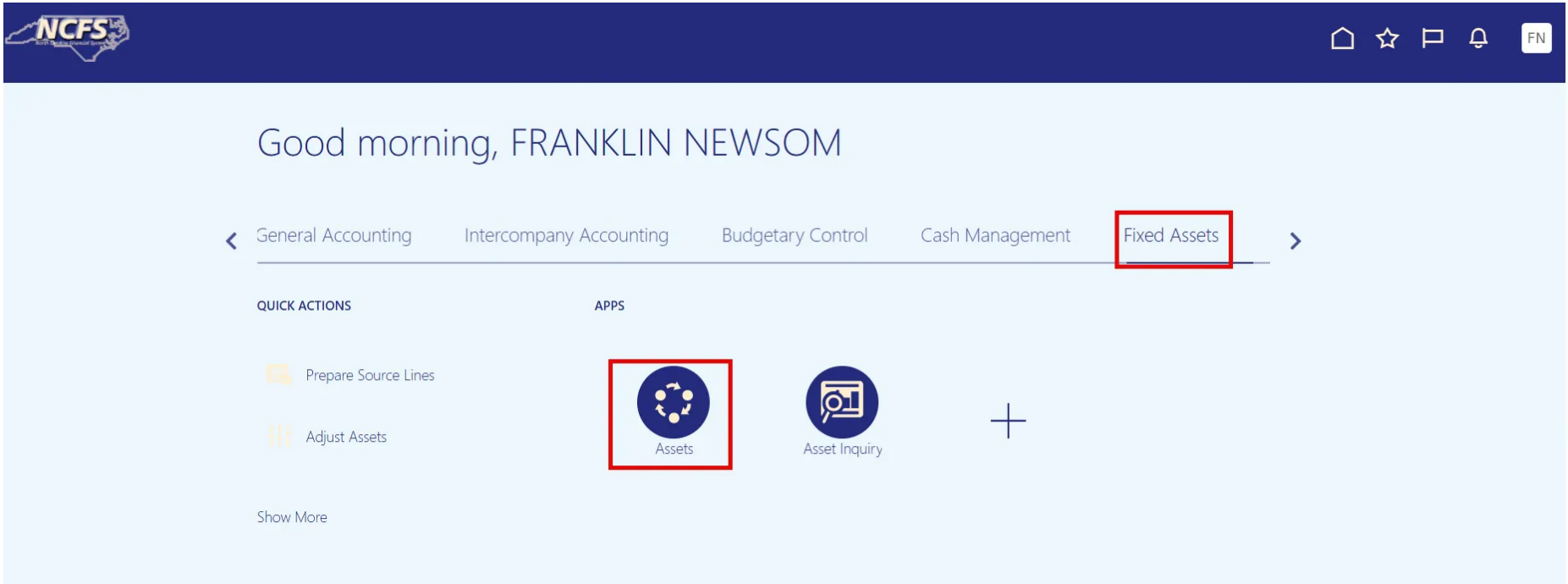
In NCFS, Source Lines are interfaced invoice records as pending asset additions. There are various reasons to move these lines from one book to another prior to addition, such as if the asset was purchased by one agency on behalf of another. These lines can be moved from one book to another with the Change Book feature. A user must have data access to more than one asset book to perform this action; if you are unable to do so, please contact the OSC help desk by messaging NCFS@ncosc.gov.

Changing the Book for a Source Line

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, locate and select the line or lines to be moved to a new book. You can select multiple lines by holding the CTRL key and clicking the white space at each line.

Image





AE

Assets  AGENCY 0100 CASH BOOK - USD 

Additions

60 Incomplete

0 Exceptions

0 Ready to Post

Adjustments

0 Incomplete

Transfers

0 Incomplete

Retirements

0 Incomplete

Depreciation

Aug-2026

Actions  View    Detach

Prepare All

Merge

Add to Asset

Split

Change Book

	Description	Invoice Number	Cost	In Service Date	Category	PO Number	Units	Comments	Project Number
		APP24 11/30/2025	7,268,561.91	11/30/25	GENERAL INFRASTRUCTURE-OTH :		1		
		0097002	276,907.54	11/10/25	GENERAL INFRASTRUCTURE-OTH :		1		
		42458	100,000.00	12/15/25	BUILDINGS-BLDG\CONSULTANT CC		1		
		42458	100,000.00	12/15/25	BUILDINGS-BLDG\CONSULTANT CC		1		

Step 4. Click the **Change Book** button.

Image

Home
Star
Flag
1
AE

Assets ?
AGENCY 0100 CASH BOOK - USD

Additions
60 Incomplete
0 Exceptions
0 Ready to Post

Adjustments
0 Incomplete

Transfers
0 Incomplete

Retirements
0 Incomplete

Depreciation
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Actions View

Detach
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	42458	100,000.00	12/15/25	BUILDINGS-BLDG\CONSULTANT CC		1		

Step 5. Use the Drop-Down list to choose the new **Book** and click **Submit**.

Image

Lines Selected for Book Change (3)

* New Book
AGENCY 1000 CASH

Current Book
AGENCY 0100 CASH BOOK

View

Invoice Number	Project Number	Description	Preparer	PO Number	Units	Cost
0097002					1	276,907.54
APP24 11/30/2025					1	7,268,561.91
42458					1	100,000.00

Submit
Cancel

Wrap-Up

The steps above detail how to Change the Book for a Source Line.

Additional Resources

- [FA 100: Asset Manager \(ILT\)](#)

First Published

Mon, 08/24/2026

Last Updated

Mon, 08/24/2026

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