



REMOVING EXCEPTION AND TRANSACTION LINES IN FIXED ASSETS

QUICK REFERENCE GUIDE FA-16

FA

Purpose

The purpose of this Quick Reference Guide (QRG) is to provide a step-by-step explanation on how to Remove Transaction Lines, such as retirement exception lines, from the Fixed Assets dashboard in the North Carolina Financial System (NCFS).

Introduction and Overview

This QRG explains how to remove transaction lines and retirement exception lines in NCFS. These steps can be used to delete any transaction line that appears on the Fixed Assets dashboard.

Removing Transaction Lines from the Fixed Assets Dashboard

On the Fixed Assets dashboard, transaction lines are stored and displayed. These lines are in a pending status until changed. The status of “Delete” is used to remove a transaction line. This status only deletes the pending transaction; it does not influence the asset.

To remove a transaction line from the Fixed Assets dashboard:

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.



- In this example, the removal of a Retirement Exception line will be presented. This process can be followed for any transaction type or line. On the **Assets** page, click **Exceptions** within the **Retirements** tile.

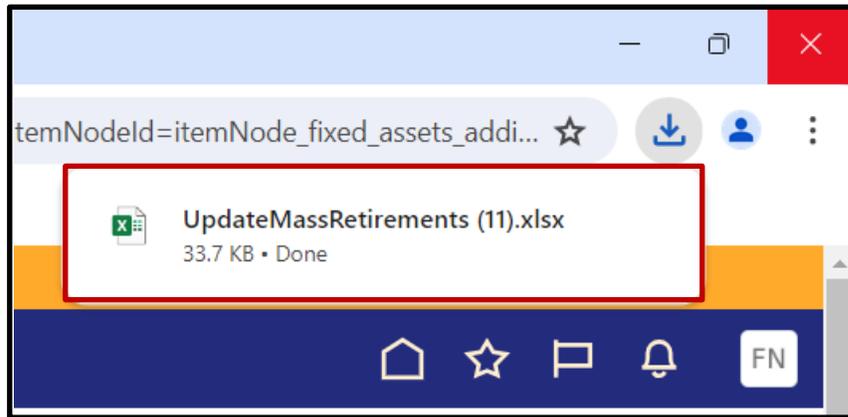
The screenshot shows the 'Assets' page for 'AGENCY 5200 CASH BOOK - USD'. The 'Retirements' tile is active and shows 25 Incomplete, 32 Exceptions (highlighted in red), and 0 Ready to Post. Below the tiles is a table with columns: Exception, Asset Number, Description, Transaction, Retire Date, Cost Retired, Cost of Removal, Proceeds of Sale, and Ret.

Exception	Asset Number	Description	Transaction	Retire Date	Cost Retired	Cost of Removal	Proceeds of Sale	Ret
You can't perform this transaction because the asset is fully retired.	1172869	MICROCOMPUTERS,HA...	Unit retirement	2/1/24	362.46			
You can't perform this transaction because the asset is fully retired.	1170394	MICROCOMPUTERS,HA...	Unit retirement	2/1/24	362.46			
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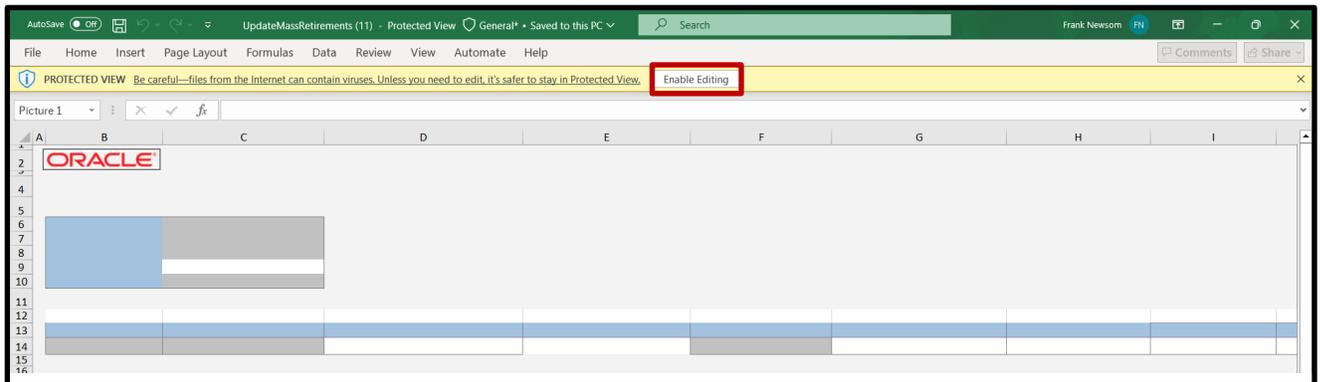
- Click **Prepare**.

This screenshot is identical to the previous one, but the 'Prepare' button in the top navigation bar is highlighted with a red box.

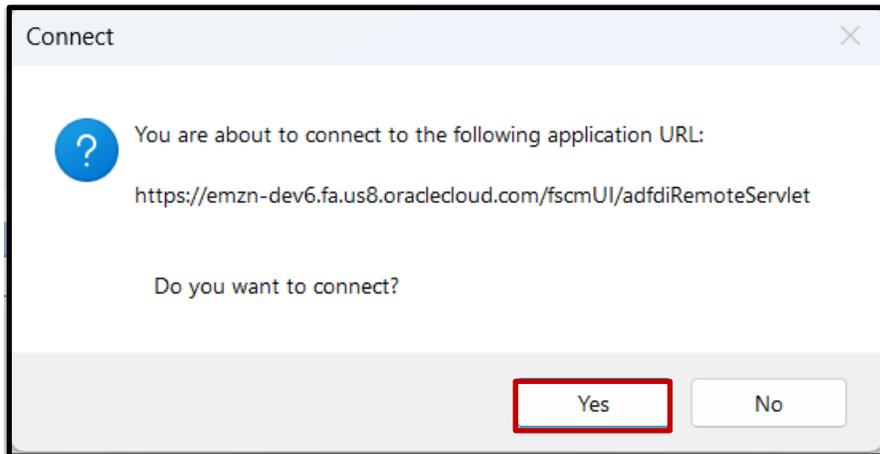
5. An excel file will be downloaded. Open this file.



6. Once the excel file is open, click **Enable Editing**.



- A popup will appear asking to connect to NCFs. Click **Yes**. Another popup will appear requesting a log in. Log in to the NCFs linked excel sheet with your credentials used in Step 1 of this QRG.



- Find the line to be removed. Change its Posting Status to **Delete** by using the drop-down list.

Skip to Step 10 unless your transaction is a retirement exception.

ORACLE Retire Assets in Spreadsheet

* Required

Asset Book	AGENCY 5200 CASH BOOK
Currency	USD
Open Period	May-2024
Transaction Group	Retire Assets MV
Worksheet Status	

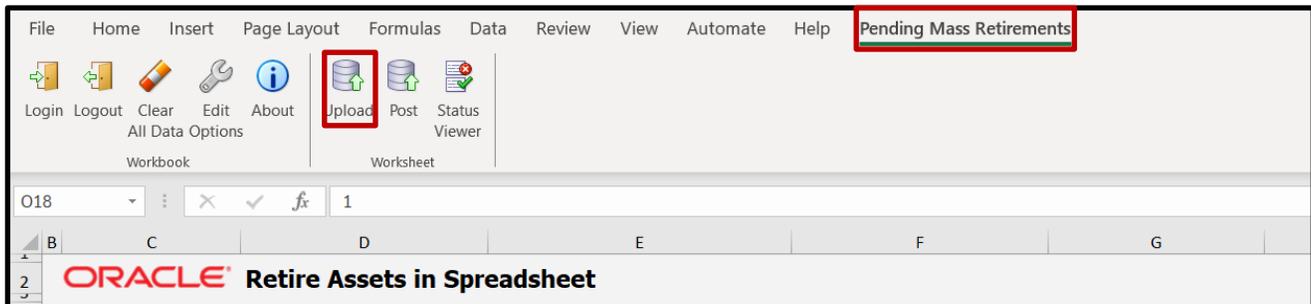
Asset Retirements

Changed	Row Status	*Interface Line Number	Asset Number	Asset Description	*Posting Status	Preparer	*Retire Date	Cost Retir
▲		1	1142749	MICROCOMPUTERS,HAND	Delete		10/1/2023	
		2	1165709	COPY MACHINES,BOND PA	Error		10/1/2023	
		3	1164635	COPY MACHINES,BOND PA	Error		10/1/2023	
		4	1180347	COPY MACHINES,BOND PA	Error		10/1/2023	
		5	1143762	COPY MACHINES,BOND PA	Error		10/1/2023	
		33	1170394	MICROCOMPUTERS,HAND	Error		2/1/2024	
		34	1170393	MICROCOMPUTERS,HAND	Error		2/1/2024	
		38	1172869	MICROCOMPUTERS,HAND	Error		2/1/2024	

- For retirement exception transactions, set the Cost Retired (Column K) to be equal to the Asset Cost (Column L). Ensure the Units Retired (Column N) is left blank. Ensure Retire Date (Column J) and Retirement Convention (Column Y) are filled with accurate data.

Preparer	*Retire Date	**Cost Retired	Asset Cost	Total Asset Units	**Units Retired	Units Empl
	10/1/2023	0.00	0.00	1		1
	10/1/2023		0.00	1		1
	10/1/2023		0.00	1		1
	10/1/2023		0.00	1		1
	10/1/2023		0.00	1		1
	10/1/2023		0.00	1		1
	2/1/2024		0.00	1		1
	2/1/2024		0.00	1		1
	2/1/2024		0.00	1		1

- On the excel banner, navigate to Pending Mass Retirement (name will change based on transaction type). Click **Upload**. Confirm in NCFS that the transaction line has been removed from your Fixed Assets Dashboard.



Wrap-Up

Remove a transaction or exception line using the steps above.

Additional Resources

- FA 100: Asset Manager (ILT)