



# CREATE/MANAGE ASSET TRANSACTIONS, INCLUDING ADDITIONS, TRANSFER, ADJUSTMENTS, RETIREMENTS

## QUICK REFERENCE GUIDE FA-01

FA

### Purpose

The purpose of this Quick Reference Guide (**QRG**) is to provide a step-by-step explanation on how to Create/Manage Asset Transactions, including Additions, Transfer, Adjustments, and Retirements in the North Carolina Financial System (**NCFS**).

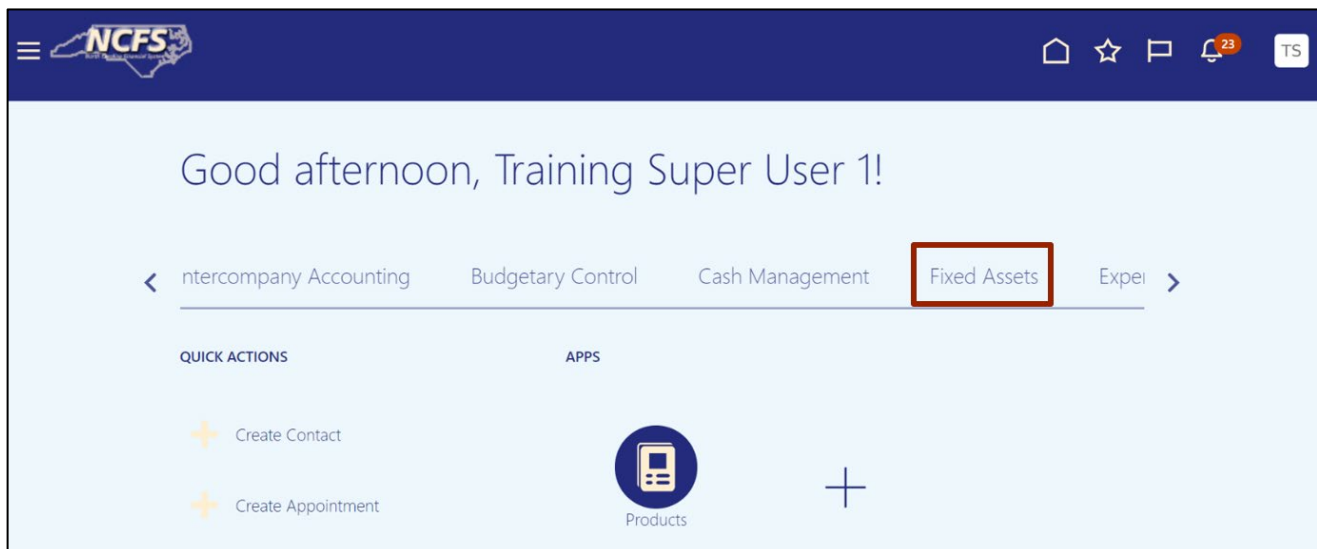
### Introduction and Overview

This QRG covers how to add or create an asset record, transfer asset to accommodate business requirement, adjust the number of units transferred, and retire them when no longer in use either completely or partially in NCFS.

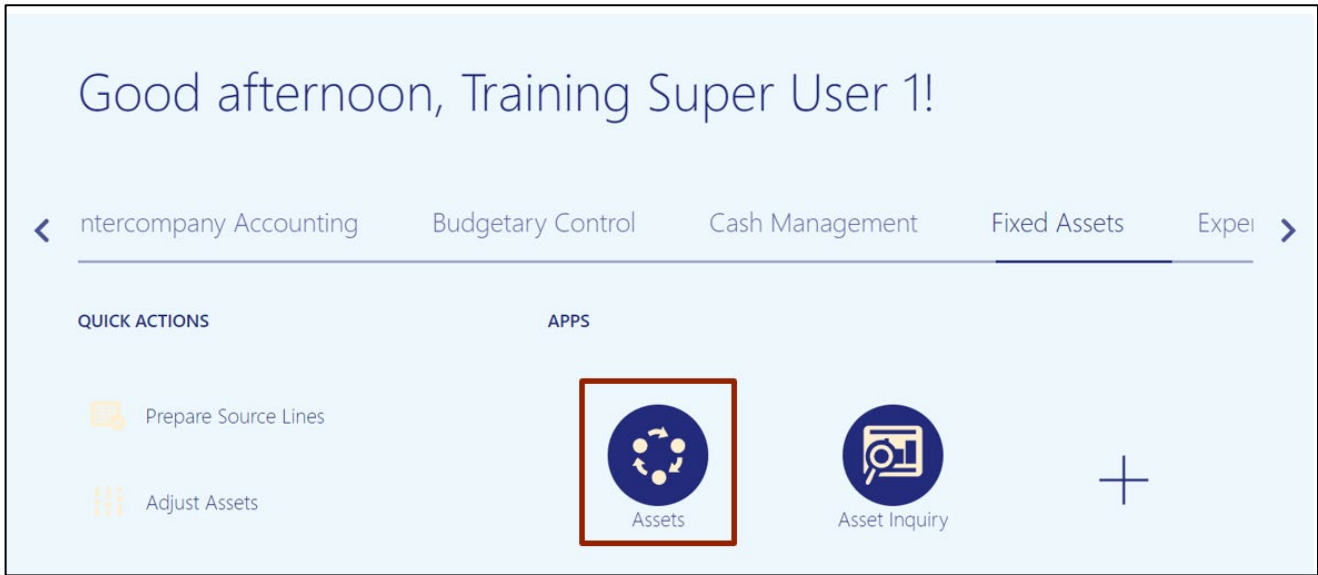
### Manual Asset Addition in NCFS

To perform manual asset addition in NCFS, please follow the steps below:

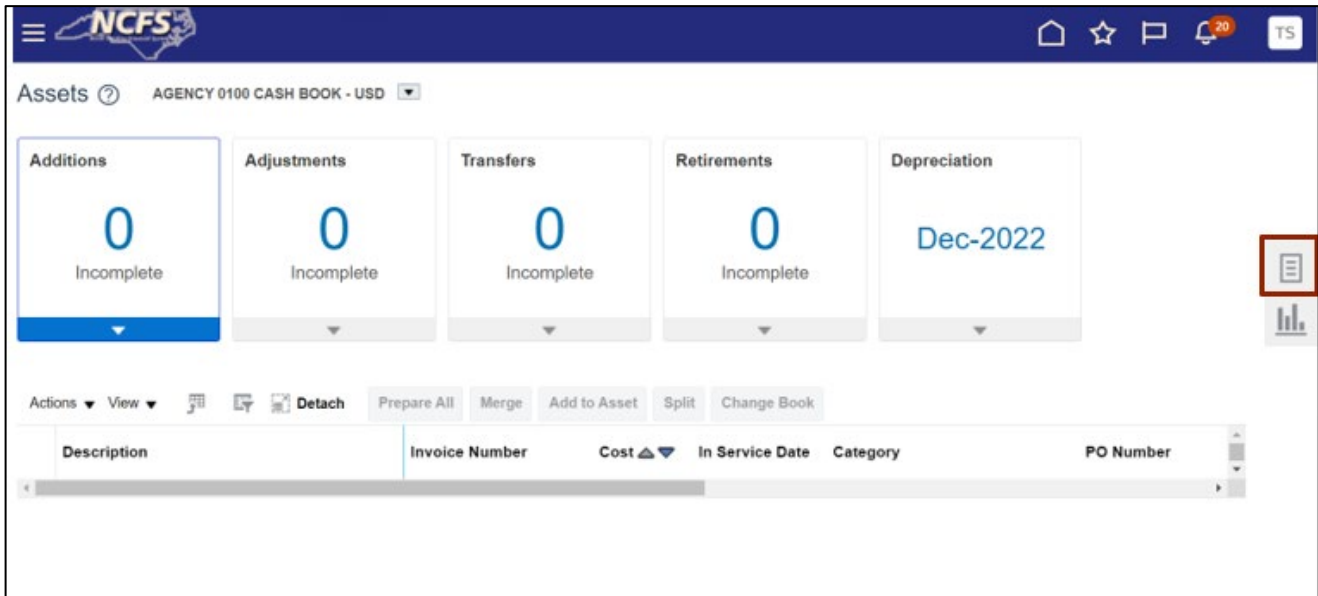
1. Log on to the NCFS portal with your credentials to access the system.
2. On the **Home** page, click the **Fixed Assets** tab.



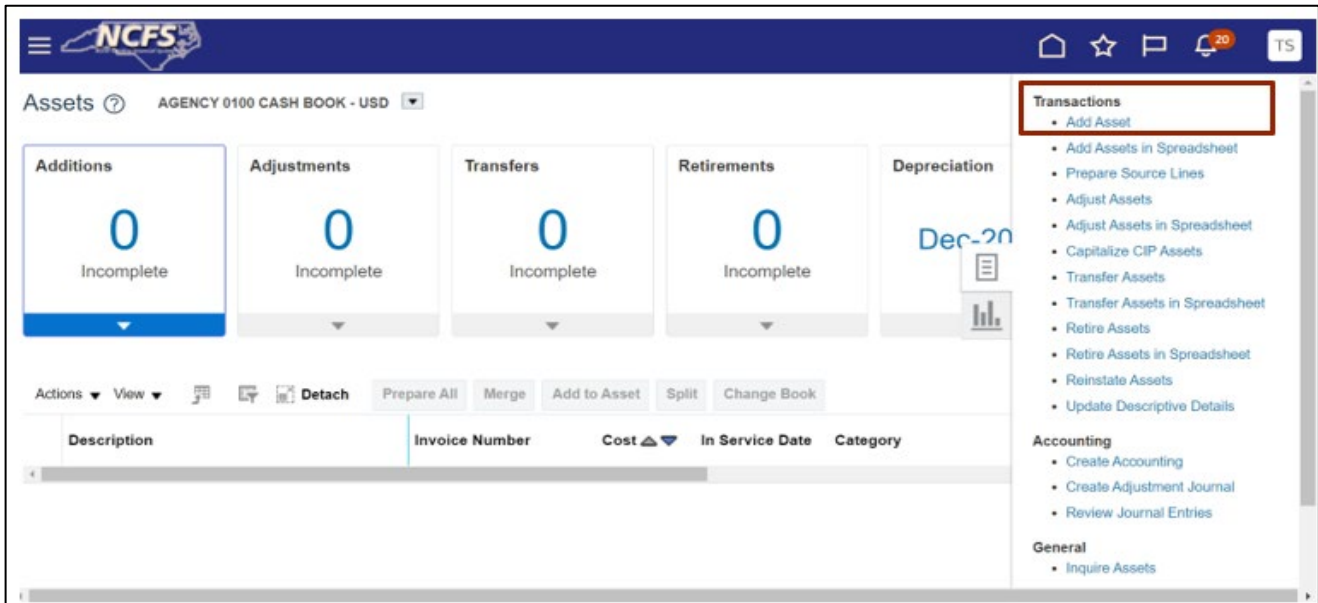
3. Click the **Assets** app.



4. On the **Assets** page, click the **Tasks** [ ] icon.



5. Under the **Transactions** section, click **Add Asset**.



6. The **Add Asset** pop-up appears. From the **Book** drop-down choice list, select the appropriate Asset Book option.

In this example, we choose: **AGENCY 1400 CASH BOOK**.

The 'Add Asset' pop-up form is shown. It has a title bar with 'Add Asset' and a close button. The form contains several required fields, each marked with an asterisk: 'Book' (dropdown menu, selected 'AGENCY 1400 CASH BOOK'), 'Asset Type' (dropdown menu, selected 'Capitalized'), 'Category' (text input field), 'Description' (text input field with a dropdown arrow), 'Cost' (text input field), 'Units' (text input field, value '1'), 'Expense Account' (text input field), and 'Location' (text input field). There are also three buttons at the bottom: 'Next', 'Submit', and 'Cancel'.

7. Click the **Search** [🔍] icon to fill in the **Category** field details.

The screenshot shows the 'Add Asset' form with the following fields: \* Book (AGENCY 1400 CASH BOOK), \* Asset Type (Capitalized), \* Category (empty, highlighted with a red box and a search icon), \* Description (empty), \* Cost (empty), \* Units (1), \* Expense Account (empty, with a search icon), and \* Location (empty, with a search icon). At the bottom are buttons for Next, Submit, and Cancel.

8. The **Category** pop-up appears. Choose the **Major Category** from the drop-down list.

In this example, we selected **BUILDINGS**.

The screenshot shows the 'Category' pop-up form with the following fields: MAJOR CATEGORY (BUILDINGS, highlighted with a red box), MINOR CATEGORY (empty), and FUTURE CATEGORY (empty). At the bottom are buttons for Search, Reset, OK, and Cancel. The background shows the 'Add Asset' form with the Book field set to 'AGENCY 1400 CASH BOOK' and buttons for Next, Submit, and Cancel.

9. Choose the *Minor Category* from the drop-down list.

In this example, we selected **APPRAISAL FEES-BLDG**.

The screenshot shows a 'Category' dialog box within an 'Add Asset' window. The 'Book' is set to 'AGENCY 1400 CASH BOOK'. Under 'Hide Segments', there are three dropdown menus: 'MAJOR CATEGORY' (BUILDINGS), 'MINOR CATEGORY' (APPRAISAL FEES-BLDG), and 'FUTURE CATEGORY' (empty). The 'MINOR CATEGORY' dropdown is highlighted with a red box. At the bottom are buttons for 'Search', 'Reset', 'OK', and 'Cancel'.

10. Choose the *Future Category* from the drop-down list.

In this example, we selected **NONE**.

The screenshot shows the same 'Category' dialog box. In this instance, the 'FUTURE CATEGORY' dropdown is highlighted with a red box and shows 'NONE' selected. The 'MAJOR CATEGORY' is 'BUILDINGS' and the 'MINOR CATEGORY' is 'APPRAISAL FEES-BLDG'. At the bottom are buttons for 'Search', 'Reset', 'OK', and 'Cancel'. Below the dialog box, 'Next', 'Submit', and 'Cancel' buttons are visible.

11. Click the **OK** button.

The screenshot shows the 'Add Asset' dialog box with a sub-dialog titled 'Category'. The 'Category' dialog has a 'Hide Segments' icon and three dropdown menus: 'MAJOR CATEGORY' set to 'BUILDINGS', 'MINOR CATEGORY' set to 'APPRAISAL FEES-BLDG', and 'FUTURE CATEGORY' set to 'NONE'. At the bottom of the 'Category' dialog are buttons for 'Search', 'Reset', 'OK' (highlighted with a red box), and 'Cancel'. The main 'Add Asset' dialog has 'Next', 'Submit', and 'Cancel' buttons at the bottom.

12. The **Category** field details are updated. Choose the *Description* from the drop-down list.

In this example, we selected **Test**.

The screenshot shows the 'Add Asset' dialog box with the following fields: '\* Book' (AGENCY 0100 CASH BOOK), '\* Asset Type' (Capitalized), '\* Category' (BUILDINGS-APPRAISAL FEES\BLDG), '\* Description' (Test, highlighted with a red box), '\* Cost' (empty), '\* Units' (1), '\* Expense Account' (--55430010-0000000-0000000-0000-00), and '\* Location' (empty). Buttons for 'Next', 'Submit', and 'Cancel' are at the bottom.

13. Enter the **Amount** in the **Cost** field.

In this example, we choose: **Cost – 3000.**

**Add Asset** [X]

\* Book AGENCY 0100 CASH BOOK [v]

\* Asset Type Capitalized [v]

\* Category BUILDINGS-APPRAISAL FEES\BLDG [EQ]

\* Description Test [v]

\* Cost 3,000.00

\* Units 1

\* Expense Account --55430010-0000000-0000000-0000-00 [EQ]

\* Location [EQ]

Next Submit Cancel

14. To add **Location**, click the **Search [EQ]** icon.

**Add Asset** [X]

\* Book AGENCY 1400 CASH BOOK [v]

\* Asset Type Capitalized [v]

\* Category [EQ]

\* Description [v]

\* Cost [ ]

\* Units 1

\* Expense Account [EQ]

\* Location [EQ]

Next Submit Cancel

15. The *Location* pop-up appears. Click the **Search** button.

The screenshot shows a 'Location' pop-up window with a close button (X) in the top right corner. Below the title bar is a 'Hide Segments' button with a left-pointing triangle. The main area contains seven dropdown menus labeled STATE, COUNTY, CITY, ADDRESS, ZIPCODE, BUILDING, and ROOM. At the bottom, there are four buttons: 'Search' (highlighted with a red box), 'Reset', 'OK', and 'Cancel'.

16. Under **Show Segments** section, select the required **Address** from the list of addresses.

In this example, we choose: **COUNTY – WAYNE**.

The screenshot shows the 'Location' pop-up window with a 'Show Segments' button (right-pointing triangle) at the top. Below it is a table with columns: STATE, COUNTY, CITY, ADDRESS, and a small number in the right margin. The row with STATE 'NC', COUNTY 'WAYNE', CITY 'GOLDSBORO', and ADDRESS '201 STEV MILL ...' is highlighted with a red box.

STATE	COUNTY	CITY	ADDRESS	
NC	GRANVILLE	BUTNER	100 H STREET	2
NC	WAYNE	GOLDSBORO	201 STEV MILL ...	2
NC	WAYNE	GOLDSBORO	201 STEV MILL ...	2
NC	PITT	GREENVILLE	2577 W FIFTH ST	2
NC	BURKE	MORGANTON	1000 S STERLI...	2
NC	WAKE	RALEIGH	2 S. SALISBUR...	2
NC	BURKE	MORGANTON	1000 S STERLI...	2
NC	BURKE	MORGANTON	1000 S STERLI...	2
NC	BURKE	MORGANTON	1000 S STERLI...	2
NC	BURKE	MORGANTON	1000 S STERLI...	2
NC	BURKE	MORGANTON	1000 S STERLI...	2
NC	BURKE	MORGANTON	1000 S STERLI...	2
NC	BURKE	MORGANTON	1000 S STERLI...	2
NC	WAYNE	GOLDSBORO	201 STEV MILL ...	2



17. Click the **OK** button.

Location ✕

▶ Show Segments

STATE	COUNTY	CITY	ADDRESS	Z
NC	GRANVILLE	BUTNER	100 H STREET	2
NC	WAYNE	GOLDSBORO	201 STEV MILL ...	2
NC	WAYNE	GOLDSBORO	201 STEV MILL ...	2
NC	WAYNE	GOLDSBORO	201 STEV MILL ...	2
NC	PITT	GREENVILLE	2577 W FIFTH ST	2
NC	BURKE	MORGANTON	1000 S STERLI...	2
NC	WAKE	RALEIGH	2 S. SALISBUR...	2
NC	BURKE	MORGANTON	1000 S STERLI...	2
NC	BURKE	MORGANTON	1000 S STERLI...	2
NC	BURKE	MORGANTON	1000 S STERLI...	2
NC	BURKE	MORGANTON	1000 S STERLI...	2
NC	BURKE	MORGANTON	1000 S STERLI...	2
NC	BURKE	MORGANTON	1000 S STERLI...	2
NC	BURKE	MORGANTON	1000 S STERLI...	2
NC	WAYNE	GOLDSBORO	201 STEV MILL ...	2

◀  ▶

|

18. Click the **OK** button to add details.

Location ✕

Hide Segments

STATE  NC

COUNTY  WAYNE

CITY  GOLDSBORO

ADDRESS  201 STEV MILL RD

ZIPCODE  27530

BUILDING  ADM 2

ROOM  H214

|

19. The Location field information is updated. Click the **Next** button.

The 'Add Asset' form contains the following fields and values:

- \* Book: AGENCY 0100 CASH BOOK
- \* Asset Type: Capitalized
- \* Category: BUILDINGS-APPRAISAL FEES\BLDG
- \* Description: (empty)
- \* Cost: 3,000.00
- \* Units: 1
- \* Expense Account: --55430010-0000000-0000000-0000-00
- \* Location: NC-WAYNE-GOLDSBORO-201 STEV

Buttons: Next (highlighted), Submit, Cancel

20. The *Expense Account* pop-up appears. From the **Agency** drop-down choice list, select the appropriate Agency.

In this example, we choose **1400 (OFFICE OF THE STATE CONTROLLER)**.

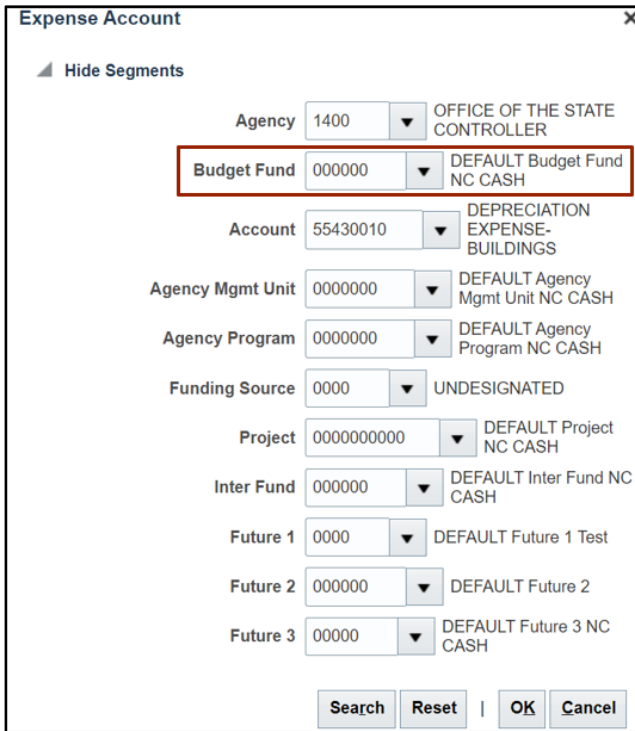
The 'Expense Account' pop-up form contains the following fields and values:

- Agency: 1400 (OFFICE OF THE STATE CONTROLLER) - highlighted with a red box
- Budget Fund: (empty)
- Account: 55430010 (DEPRECIATION EXPENSE-BUILDINGS)
- Agency Mgmt Unit: 0000000 (DEFAULT Agency Mgmt Unit NC CASH)
- Agency Program: 0000000 (DEFAULT Agency Program NC CASH)
- Funding Source: 0000 (UNDESIGNATED)
- Project: 0000000000 (DEFAULT Project NC CASH)
- Inter Fund: 000000 (DEFAULT Inter Fund NC CASH)
- Future 1: 0000 (DEFAULT Future 1 Test)
- Future 2: 000000 (DEFAULT Future 2)
- Future 3: 00000 (DEFAULT Future 3 NC CASH)

Buttons: Search, Reset, OK, Cancel

21. Click the *Budget Fund* drop-down choice list and select the appropriate Budget Fund.

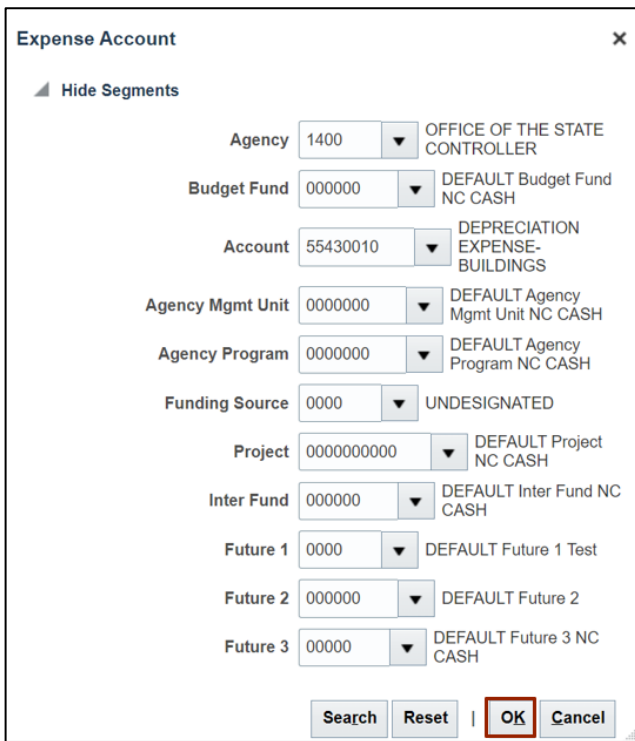
In this example, we choose: **Budget Fund – 000000 (DEFAULT Budget Fund NC CASH)**.



The image shows a dialog box titled "Expense Account" with a close button (X) in the top right corner. At the top left, there is a "Hide Segments" button with a small triangle icon. The dialog contains several fields, each with a text input and a dropdown arrow. The "Budget Fund" field is highlighted with a red rectangular border. The values in the fields are: Agency (1400), Budget Fund (000000), Account (55430010), Agency Mgmt Unit (0000000), Agency Program (0000000), Funding Source (0000), Project (0000000000), Inter Fund (000000), Future 1 (0000), Future 2 (000000), and Future 3 (00000). At the bottom, there are four buttons: "Search", "Reset", "OK", and "Cancel".

Agency	1400	OFFICE OF THE STATE CONTROLLER
<b>Budget Fund</b>	<b>000000</b>	<b>DEFAULT Budget Fund NC CASH</b>
Account	55430010	DEPRECIATION EXPENSE-BUILDINGS
Agency Mgmt Unit	0000000	DEFAULT Agency Mgmt Unit NC CASH
Agency Program	0000000	DEFAULT Agency Program NC CASH
Funding Source	0000	UNDESIGNATED
Project	0000000000	DEFAULT Project NC CASH
Inter Fund	000000	DEFAULT Inter Fund NC CASH
Future 1	0000	DEFAULT Future 1 Test
Future 2	000000	DEFAULT Future 2
Future 3	00000	DEFAULT Future 3 NC CASH

22. Click the **OK** button.



The image shows the same "Expense Account" dialog box as in the previous image. The "OK" button at the bottom is now highlighted with a red rectangular border. All other elements, including the "Budget Fund" field, remain the same.

Agency	1400	OFFICE OF THE STATE CONTROLLER
Budget Fund	000000	DEFAULT Budget Fund NC CASH
Account	55430010	DEPRECIATION EXPENSE-BUILDINGS
Agency Mgmt Unit	0000000	DEFAULT Agency Mgmt Unit NC CASH
Agency Program	0000000	DEFAULT Agency Program NC CASH
Funding Source	0000	UNDESIGNATED
Project	0000000000	DEFAULT Project NC CASH
Inter Fund	000000	DEFAULT Inter Fund NC CASH
Future 1	0000	DEFAULT Future 1 Test
Future 2	000000	DEFAULT Future 2
Future 3	00000	DEFAULT Future 3 NC CASH

23. The **Expense Account** field information is updated. Click the **Next** button.

**Add Asset** ✕

\* Book

\* Asset Type

\* Category  EQ

\* Description  ▼

\* Cost

\* Units

\* Expense Account  EQ

\* Location  EQ

Next
Submit
Cancel

24. Under **Descriptive Details** section, enter the details in the required field.

**Add Asset** ? Save and Close ▼ Submit Cancel

Currency = USD

Asset Number

\* In Service Date  EQ

\* Description  ▼

Asset Type

\* Cost

Book

Category

Fiscal Year

Open Period

▲ **Descriptive Details**

Tag Number <input style="width: 100%;" type="text"/>	Ownership <input style="width: 100%;" type="text" value="Owned"/>	Additional Description <input style="width: 100%;" type="text"/>
Serial Number <input style="width: 100%;" type="text"/>	Bought <input style="width: 100%;" type="text" value="New"/>	NCAS Location <input style="width: 100%;" type="text"/>
Parent Asset Number <input style="width: 100%;" type="text"/> ▼	<input checked="" type="checkbox"/> In use	NCAS Payment Number <input style="width: 100%;" type="text"/>
Manufacturer <input style="width: 100%;" type="text"/>	<input type="checkbox"/> Intangible	Asset Purchase Type <input style="width: 100%;" type="text"/>
Model <input style="width: 100%;" type="text"/>	<input checked="" type="checkbox"/> In physical inventory	Asset Status <input style="width: 100%;" type="text"/>
Commitment <input style="width: 100%;" type="text"/>	Legacy Level 1 and 2 <input style="width: 100%;" type="text"/>	Attachments <input style="width: 100%;" type="text" value="None"/> +
Investment Law <input style="width: 100%;" type="text"/>	Legacy Budget & Fund <input style="width: 100%;" type="text"/>	Asset Key <input style="width: 100%;" type="text"/> <span style="float: right;">EQ</span>
Property Type <input style="width: 100%;" type="text" value="Real"/> ▼	Legacy Tag Number <input style="width: 100%;" type="text"/>	

25. On the **Attachments** tab, click the **[+]** icon.

Descriptive Details

Tag Number	<input type="text"/>	Ownership	Owned	Additional Description 2	<input type="text"/>
Serial Number	<input type="text"/>	Bought	New	NCAS Location	<input type="text"/>
Parent Asset Number	<input type="text"/>	<input checked="" type="checkbox"/> In use		NCAS Payment Number	<input type="text"/>
Manufacturer	<input type="text"/>	<input type="checkbox"/> Intangible		Asset Purchase Type	<input type="text"/>
Model	<input type="text"/>	<input checked="" type="checkbox"/> In physical inventory		Asset Status	<input type="text"/>
Commitment	<input type="text"/>	Legacy Level 1 and 2	<input type="text"/>	<b>Attachments</b> None <b>+</b>	
Investment Law	<input type="text"/>	Legacy Budget & Fund	<input type="text"/>	Asset Key	<input type="text"/>
Property Type	Real	Legacy Tag Number	<input type="text"/>	Regional Information	<input type="text"/>
Property Class	<input type="text"/>	Additional Description 1	<input type="text"/>		

26. The *Attachment* pop-up appears. Click the **Choose File** option.

Attachments

Type	Category	* File Name or URL	Title	Description	Attached By
File	Fixed Assets	<b>Choose File</b> No file chosen	<input type="text"/>	<input type="text"/>	Training Supe

Rows Selected 1

OK Cancel

27. Once a file is selected, click the **OK** button.

Attachments

Type	Category	* File Name or URL	Title	Description	Attached By
File	Fixed Assets	Choose File No file chosen	<input type="text"/>	<input type="text"/>	Training Supe

Rows Selected 1

**OK** Cancel

28. Click the **Submit** button.

Add Asset ?

Save and Close
Submit
Cancel

Currency = USD

Asset Number <input type="text"/> * Description <input type="text" value="test"/> * Cost <input type="text" value="3,000.00"/>	* In Service Date <input type="text" value="12/31/22"/> Asset Type Capitalized Book AGENCY 0100 CASH BOOK	Category BUILDINGS-APPRAISAL FEES-BLDG-NONE Fiscal Year 2023 Open Period Dec-2022
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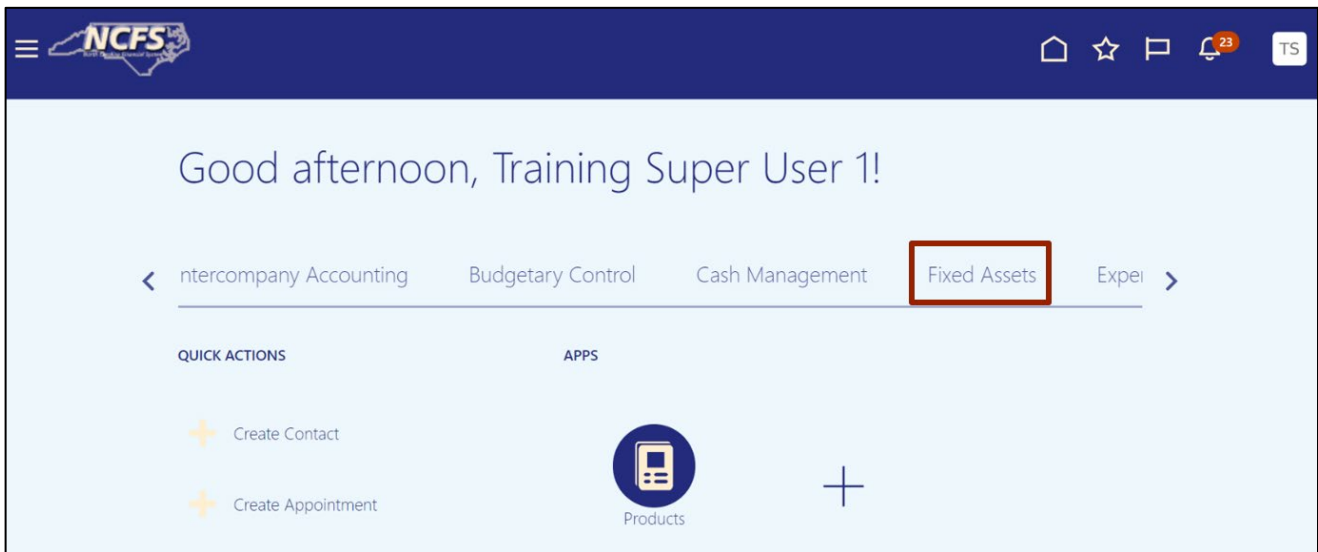
Descriptive Details

Tag Number <input type="text"/> Serial Number <input type="text"/> Parent Asset Number <input type="text"/> Manufacturer <input type="text"/> Model <input type="text"/> Commitment <input type="text"/> Investment Law <input type="text"/> Property Type <input type="text" value="Real"/>	Ownership <input type="text" value="Owned"/> Bought <input type="text" value="New"/> <input checked="" type="checkbox"/> In use <input type="checkbox"/> Intangible <input checked="" type="checkbox"/> In physical inventory Legacy Level 1 and 2 <input type="text"/> Legacy Budget & Fund <input type="text"/> Legacy Tag Number <input type="text"/>	Additional Description 2 <input type="text"/> NCAS Location <input type="text"/> NCAS Payment Number <input type="text"/> Asset Purchase Type <input type="text"/> Asset Status <input type="text"/> Attachments None + Asset Key <input type="text"/>
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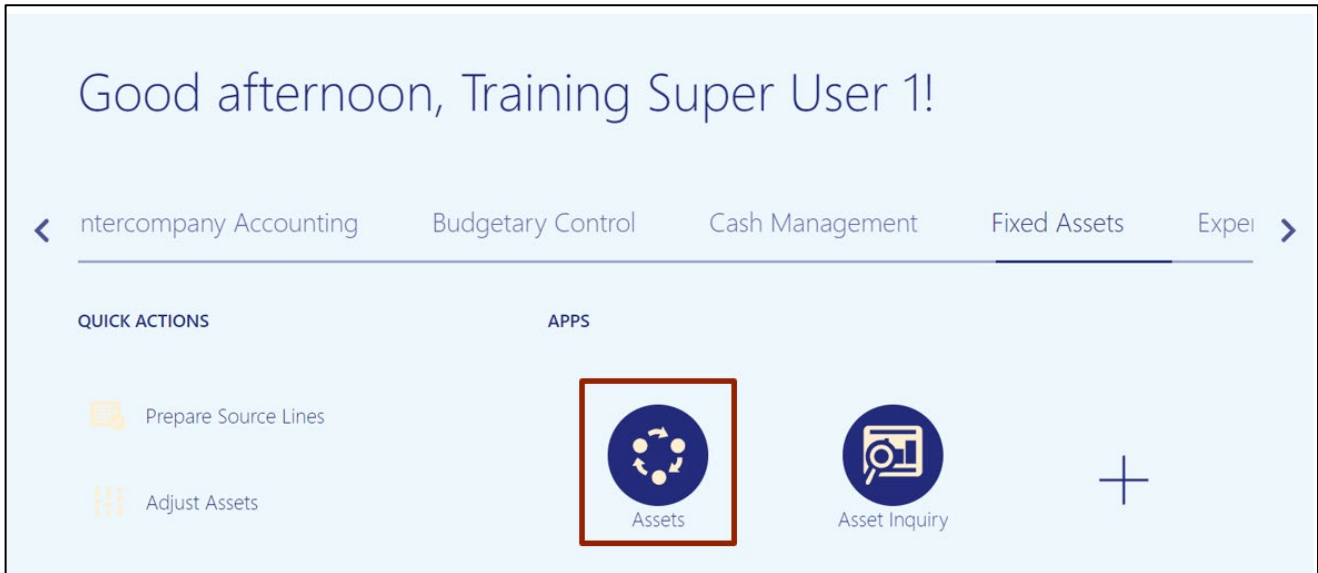
**Transfer Fixed Asset (Agency, Location, and/or Employee)**

To transfer fixed asset (agency, location, and/or employee), please follow the steps below:

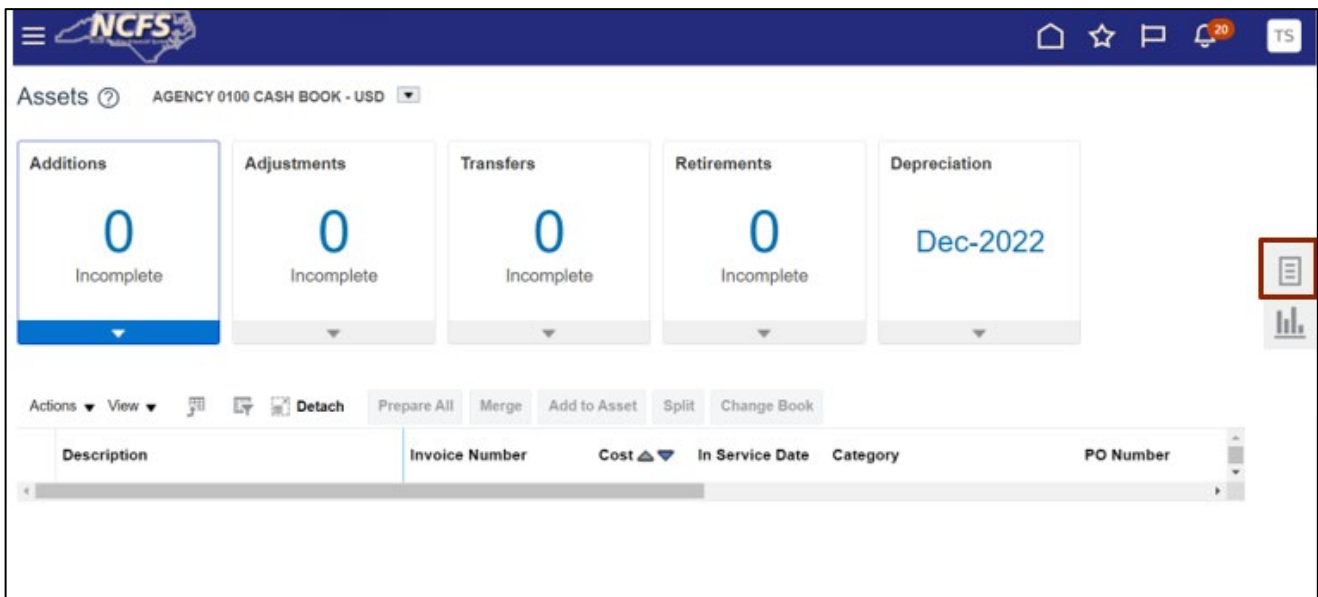
1. Log in to the NCFS portal with your credentials to access the system.
2. On the **Home** page, click the **Fixed Assets** tab.



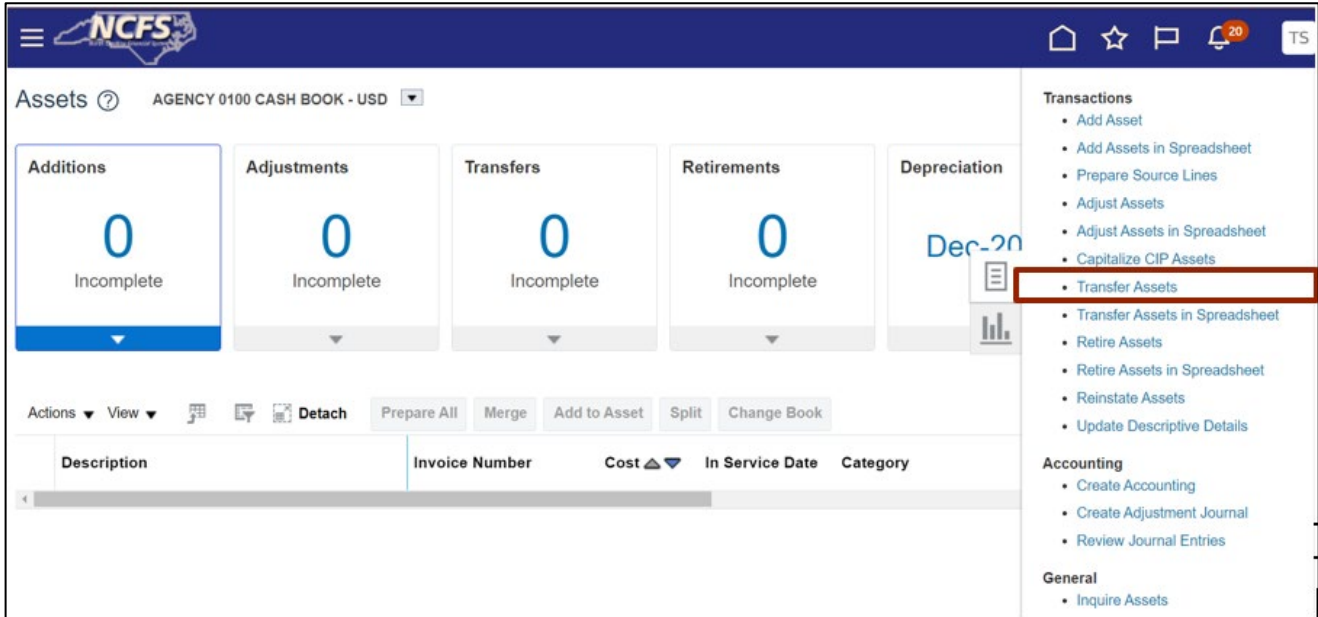
3. Click the **Assets** app.



4. On the **Assets** page, click the **Tasks** [☰] icon.

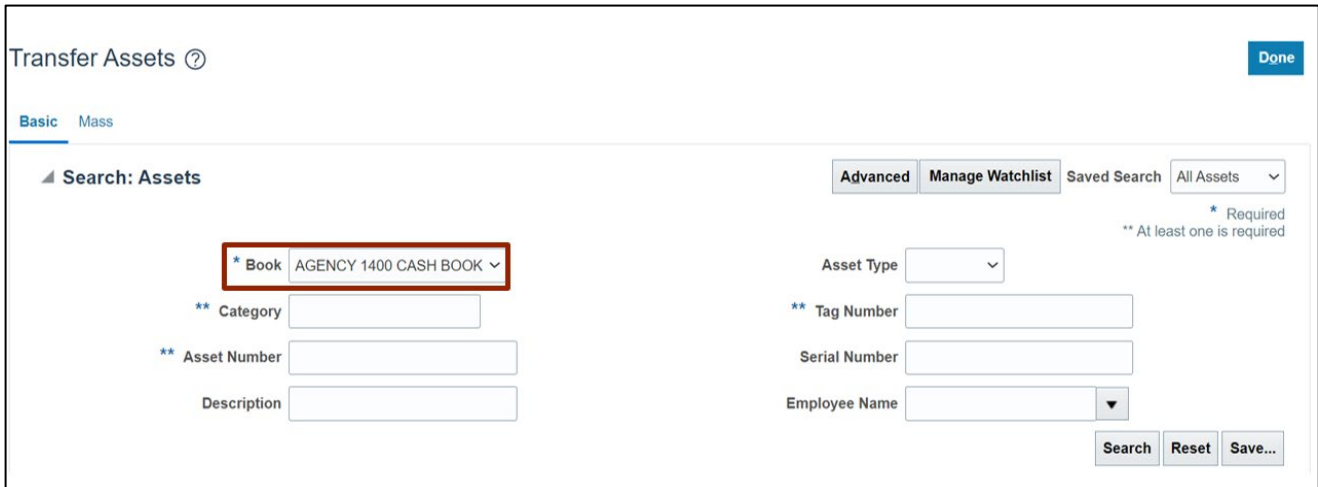


5. Under the **Transactions** tab, click **Transfer Assets**.



6. On the **Transfer Assets** page, click the *Book* drop-down choice list, and select the appropriate Asset Book option.

In this example, we choose: **AGENCY 1400 CASH BOOK**.





7. Enter the **Asset Number** in the **Asset Number** field.

In this example, we choose **1**.

The screenshot shows the 'Search: Assets' form. The 'Asset Number' field is highlighted with a red box and contains the value '1'. Other fields include 'Book' (AGENCY 1400 CASH BOOK), 'Category', 'Description', 'Asset Type', 'Tag Number', 'Serial Number', and 'Employee Name'. There are 'Search', 'Reset', and 'Save...' buttons at the bottom right.

8. Enter the details in the **Description** field.

The screenshot shows the 'Search: Assets' form. The 'Description' field is highlighted with a red box and contains the value 'A2R'. Other fields include 'Book' (AGENCY 1400 CASH BOOK), 'Category', 'Asset Number' (1), 'Asset Type', 'Tag Number', 'Serial Number', and 'Employee Name'. There are 'Search', 'Reset', and 'Save...' buttons at the bottom right.

9. Click the **Search** button.

The screenshot shows the 'Search: Assets' form. The 'Search' button is highlighted with a red box. Other fields include 'Book' (AGENCY 1400 CASH BOOK), 'Category', 'Asset Number' (1), 'Description' (A2R), 'Asset Type', 'Tag Number', 'Serial Number', and 'Employee Name'. There are 'Reset' and 'Save...' buttons next to the 'Search' button.

10. Under the **Search: Assets** section, click the **Asset Number** link.

Transfer Assets ? Done

Basic Mass

Search: Assets Advanced Manage Watchlist Saved Search All Assets ▼

View ▼ 📄 Transfer Asset Adjust Units

Asset Number	Description	Category	Asset Type	Asset Key	Tag Number	Serial Number
1517361	A2R-023	BUILDINGS-BLDG CONSTY-GEN LAB-I	Capitalized			
1517407	A2R-086	BUILDINGS-BLDG CONSTY-GEN LAB-I	Capitalized			

11. Click the **Transfer Asset** button.

Transfer Assets ? Done

Basic Mass

Search: Assets Advanced Manage Watchlist Saved Search All Assets ▼

View ▼ 📄 Transfer Asset Adjust Units

Asset Number	Description	Category	Asset Type	Asset Key	Tag Number	Serial Number
1517361	A2R-023	BUILDINGS-BLDG CONSTY-GEN LAB-I	Capitalized			
1517407	A2R-086	BUILDINGS-BLDG CONSTY-GEN LAB-I	Capitalized			

12. On the **Transfer Asset: Asset** page, under the **Assignment Details** section, click the **Add** **[+]** icon.

Transfer Asset: Asset 1517361 ? Submit Cancel

Book AGENCY 1400 CASH BOOK Category BUILDINGS-BLDG CONSTY-GEN LAB-INMATE-NONE

Asset Type Capitalized Open Period Jan-2023

Transaction Details

Comments

\* Transfer Date  📅 Context Value ▼

Regional Information ▼

Assignment Details

View ▼ + ×

	* New Units	Current Units	Employee Name	Employee Number	* Depreciation Expense Account	* Location
	<input type="text" value="1"/>	1	.		. 1400-204903-55430010-0000000-0000000-0000-000	NC-WAYNE-GOLDSBORO-201 STEV MILL RD-27530-AC
<b>Total</b>	<b>1</b>	<b>1</b>				

13. Enter the details in **New Units** field.

In this example, we choose in row one New Unit as **1** and row two Unit as **0**.

Assignment Details

View ▾ + ×

	* New Units	Current Units	Employee Name	Employee Number	* Depreciation Expense Account	* Location
	1					
	0	1			1400-204903-55430010-0000000-0000000-0000-000	NC-WAYNE-GOLDSBORO-201 STEV MILL RD-27530-AC
<b>Total</b>	<b>1</b>	<b>1</b>				

14. Enter the details in the **Employee Name**, **Employee Number**, and **Depreciation Expense Account** field as necessary.

Assignment Details

View ▾ + ×

	* New Units	Current Units	Employee Name	Employee Number	* Depreciation Expense Account	* Location
	1					
	0	1			1400-204903-55430010-0000000-0000000-0000-000	NC-WAYNE-GOLDSBORO-201 STEV MILL RD-27530-AC
<b>Total</b>	<b>1</b>	<b>1</b>				

15. Click the **Submit** button.

Transfer Asset: Asset 1517361 ⓘ

**Submit** **Cancel**

Book AGENCY 1400 CASH BOOK  
 Asset Type Capitalized  
 Category BUILDINGS-BLDG CONST-GEN LABI-INMATE-NONE  
 Open Period Jan-2023

Transaction Details

Comments

\* Transfer Date 1/31/23

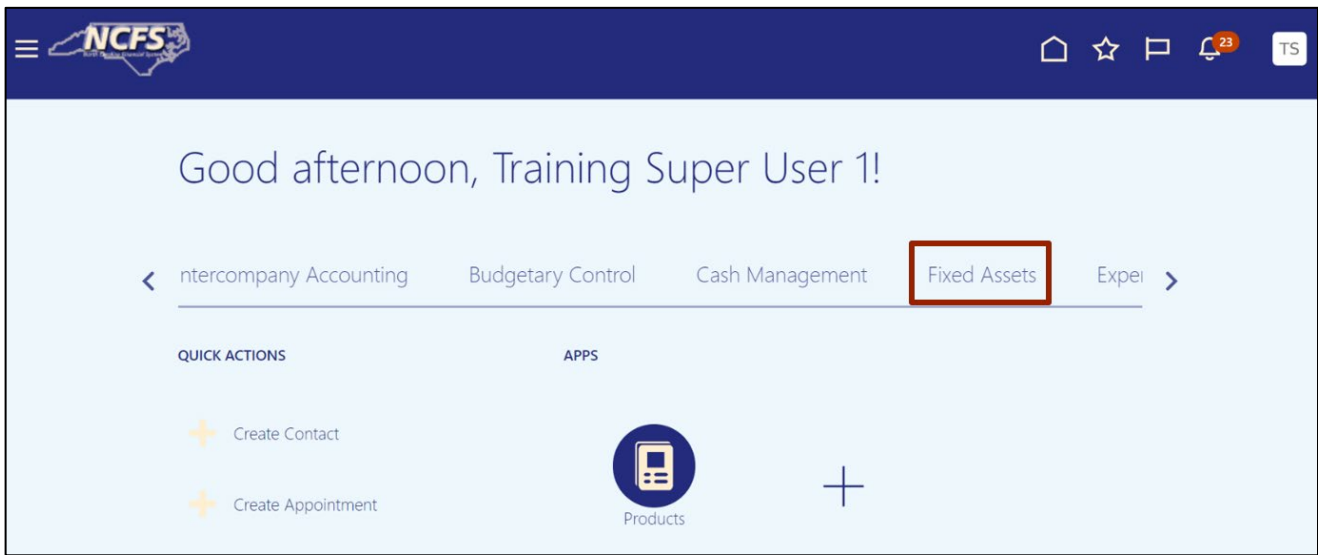
Context Value

Regional Information

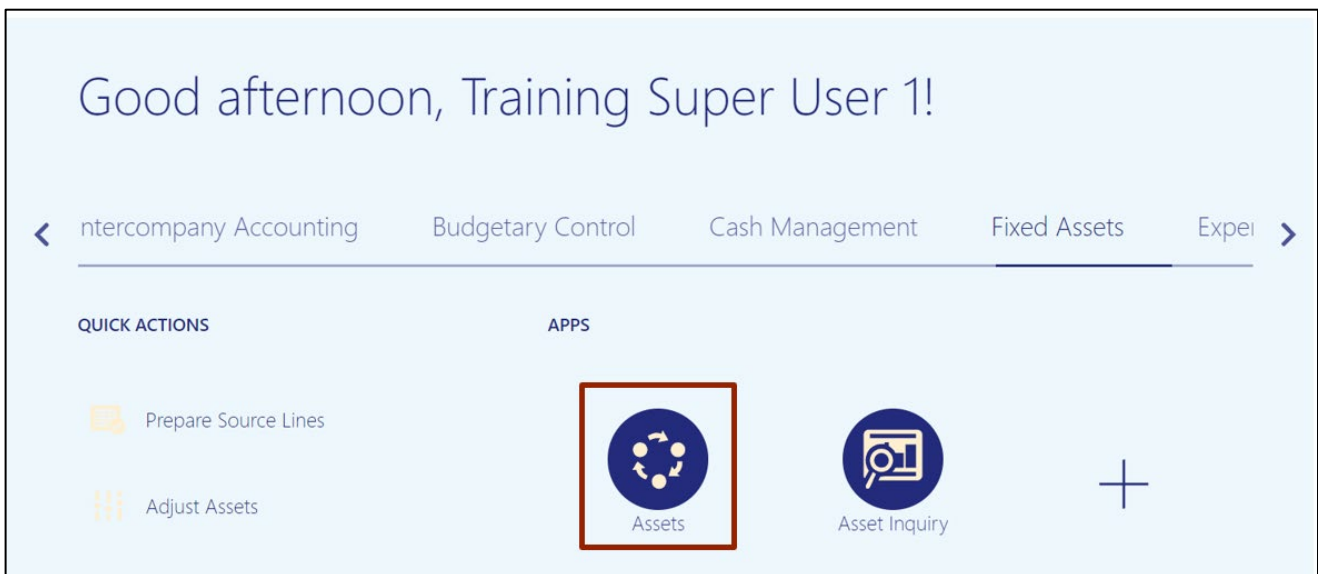
## Adjust the Financial Details (Cost) of a Fixed Asset

To adjust the financial details (cost) of a fixed asset, please follow the steps below:

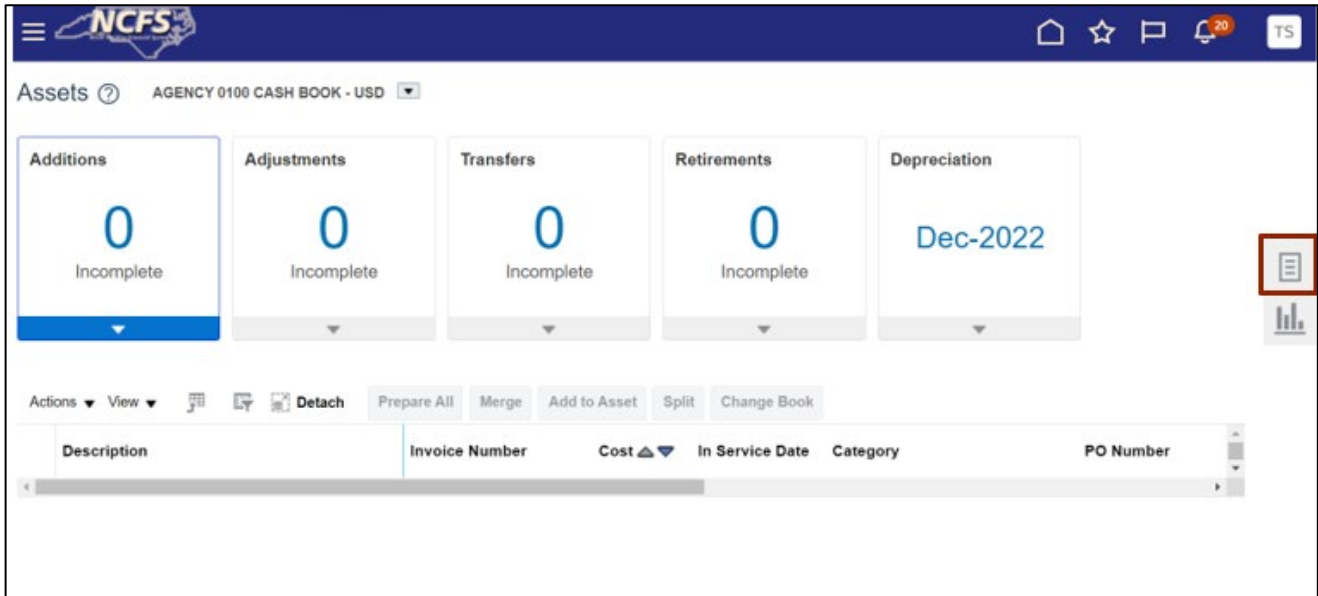
1. Log in to the NCFS portal with your credentials to access the system.
2. On the **Home** page, click the **Fixed Assets** tab.



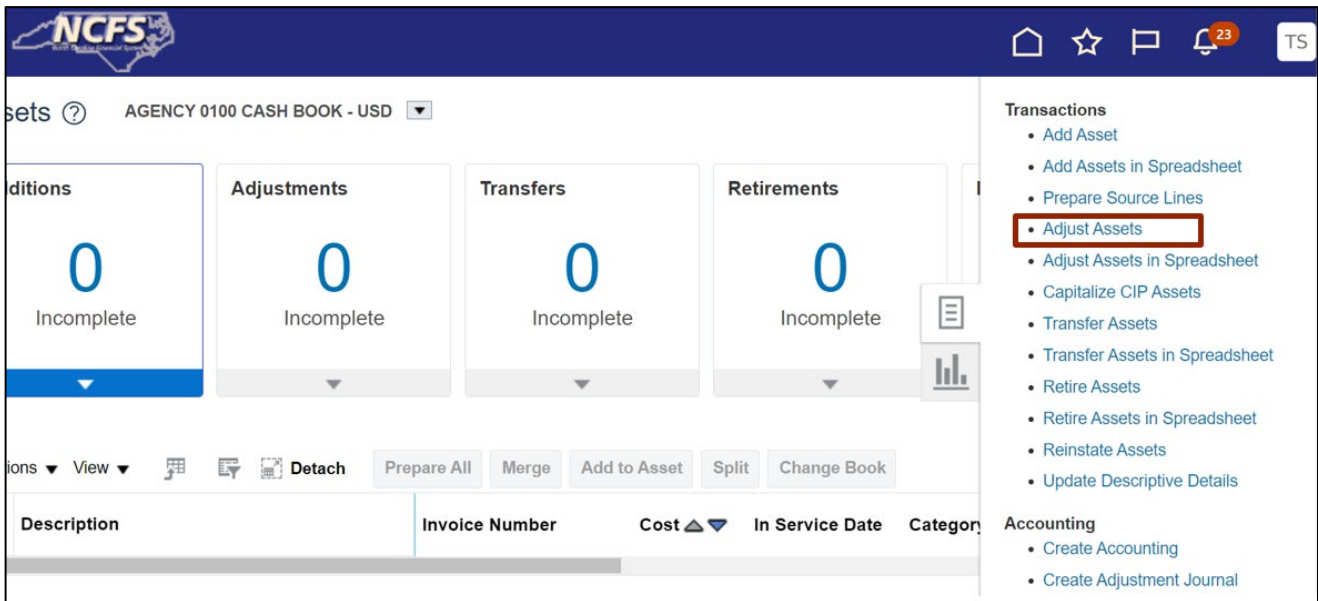
3. Click the **Assets** app.



4. On the **Assets** page, click the **Tasks** [☰] icon.



5. Under the **Transactions** tab, click **Adjust Assets**.



- 6. On the **Adjust Assets** page, enter the details in the **Search** field and any one field marked by\*\* in the search criteria Section.

Adjust Assets ? Do

Basic Mass

Search Advanced Manage Watchlist Saved Search All Assets v

\* Required  
\*\* At least one is required

* Book	AGENCY 1400 CASH BOOK v	Asset Type	v
** Category		** Tag Number	
** Asset Number	1	Serial Number	
Description		Employee Name	v

Search Reset Save...

- 7. Click the **Search** button.

Adjust Assets ? Do

Basic Mass

Search Advanced Manage Watchlist Saved Search All Assets v

\* Required  
\*\* At least one is required

* Book	AGENCY 1400 CASH BOOK v	Asset Type	v
** Category		** Tag Number	
** Asset Number	1	Serial Number	
Description		Employee Name	v

Search Reset Save...

Actions v View v Change Financial Details Transfer Source Lines Change Category

8. Under the **Search** section, select the required **Asset**.

Adjust Assets ? Done

Basic Mass

Search Advanced Manage Watchlist Saved Search All Assets

Actions View Change Financial Details Transfer Source Lines Change Category

Asset Number	Description	Category	Asset Type	Asset Key	Tag Number	Serial Number
1319659	PRINTERS,LASER FOR ...	EQUIPMENT-PC/PRINTER EQUIF	Expensed			CNDCG5M1GL
1319677	MULTI-FUNCTION OFFIC...	EQUIPMENT-OFFICE EQUIPMEN	Expensed			CMT0083
1319694	PRINTERS,LASER FOR ...	EQUIPMENT-PC/PRINTER EQUIF	Expensed			VNB3Y08843
1319743	DESKS, WOOD MAHOGA...	EQUIPMENT-FURNI-OFFICE-NOI	Expensed			
1319745	PROJECTION SCREENS,...	EQUIPMENT-OTHER EQUIPMEN	Expensed			AE6001160
1319760	PRINTERS,LASER FOR ...	EQUIPMENT-PC/PRINTER EQUIF	Expensed			VNB3Y13622
1319762	PRINTERS,LASER FOR ...	EQUIPMENT-SERVER EQUIPMEI	Expensed			CNCCF58042

9. Click the **Change Financial Details** button.

Adjust Assets ? Done

Basic Mass

Search Advanced Manage Watchlist Saved Search All Assets

Actions View Change Financial Details Transfer Source Lines Change Category

Asset Number	Description	Category	Asset Type	Asset Key	Tag Number	Serial Number
1319646	PRINTERS,LASER FOR MICROCOMPUTE...	EQUIPMENT-PC/PRINTER EQUIF	Expensed			CNDYC07718
1319659	PRINTERS,LASER FOR MICROCOMPUTE...	EQUIPMENT-PC/PRINTER EQUIF	Expensed			CNDCG5M1GL
1319677	MULTI-FUNCTION OFFICE MACHINES TO...	EQUIPMENT-OFFICE EQUIPMEN	Expensed			CMT0083
1319694	PRINTERS,LASER FOR MICROCOMPUTE...	EQUIPMENT-PC/PRINTER EQUIF	Expensed			VNB3Y08843
1319743	DESKS, WOOD MAHOGANY EXECUTIVE ...	EQUIPMENT-FURNI-OFFICE-NOI	Expensed			
1319745	PROJECTION SCREENS, STD. AND REAR ...	EQUIPMENT-OTHER EQUIPMEN	Expensed			AE6001160
1319760	PRINTERS,LASER FOR MICROCOMPUTE...	EQUIPMENT-PC/PRINTER EQUIF	Expensed			VNB3Y13622
1319762	PRINTERS,LASER FOR MICROCOMPUTE...	EQUIPMENT-SERVER EQUIPMEI	Expensed			CNCCF58042

10. On the **Change Financial Details: Asset** page, under the **Financials Details** section, enter the Amount in the **Cost** field.

Change Financial Details: Asset 1319646 ? Submit Cancel

Currency = USD

Book AGENCY 1400 CASH BOOK Category EQUIPMENT-PC/PRINTER EQUIPMENT-NONE  
Asset Type Expensed Open Period Jan-2023

Transaction Details

Comments

Amortize

Amortization Start Date m/d/yy

Context Value

Regional Information

Financial Details

**General** Advanced Rules Regional Information

\* Cost  Fully depreciate in current period

Salvage Value Type Amount

Salvage Value Amount

Salvage Value Percent

Bonus Rule

Cash Generating Unit

Depreciation Ceiling

11. Click the **Submit** button.

Change Financial Details: Asset 1319646 ? Submit Cancel

Currency = USD

Book AGENCY 1400 CASH BOOK Category EQUIPMENT-PC/PRINTER EQUIPMENT-NONE  
Asset Type Expensed Open Period Jan-2023

Transaction Details

Comments

Amortize

Amortization Start Date m/d/yy

Context Value

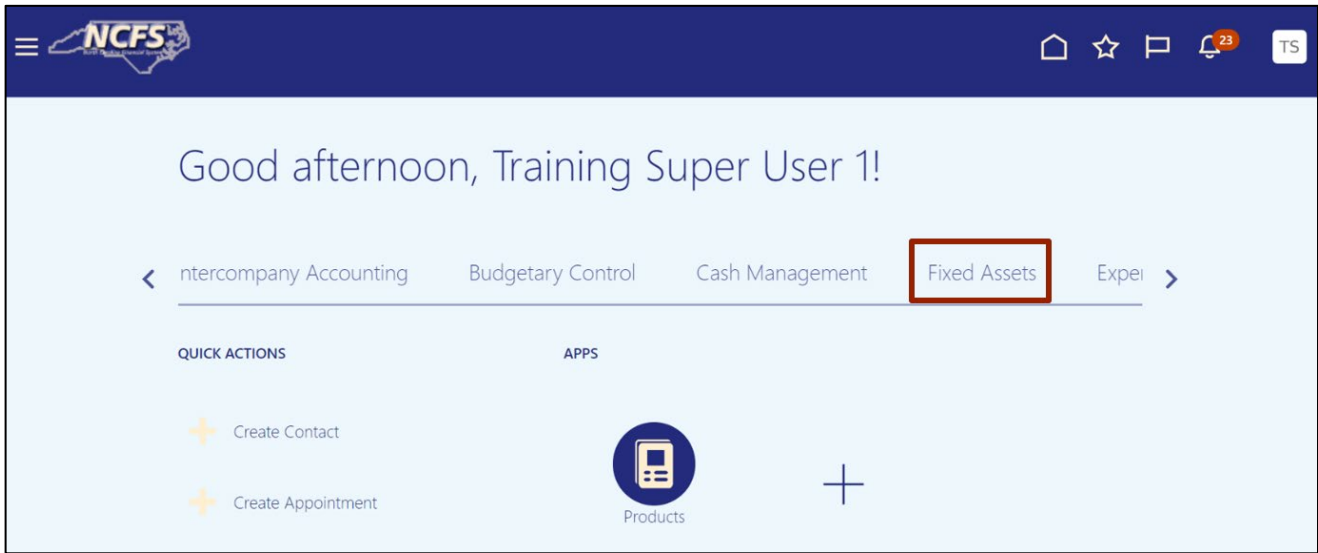
Regional Information



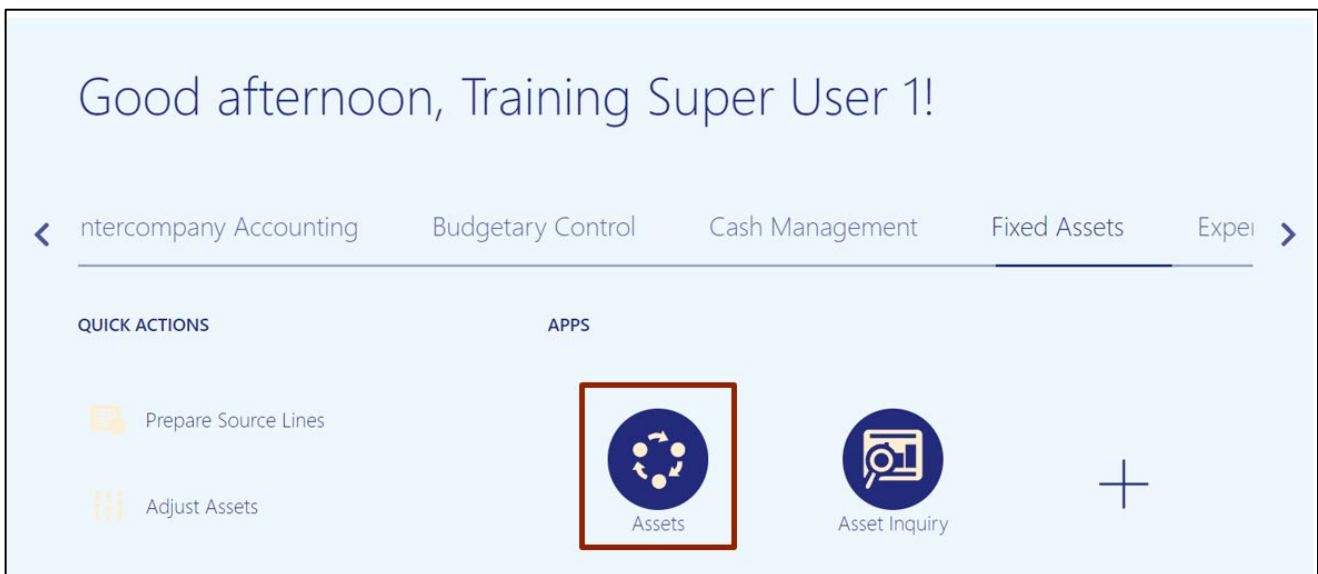
## Adjust Units on an Asset


To adjust units on an asset, please follow the steps below:

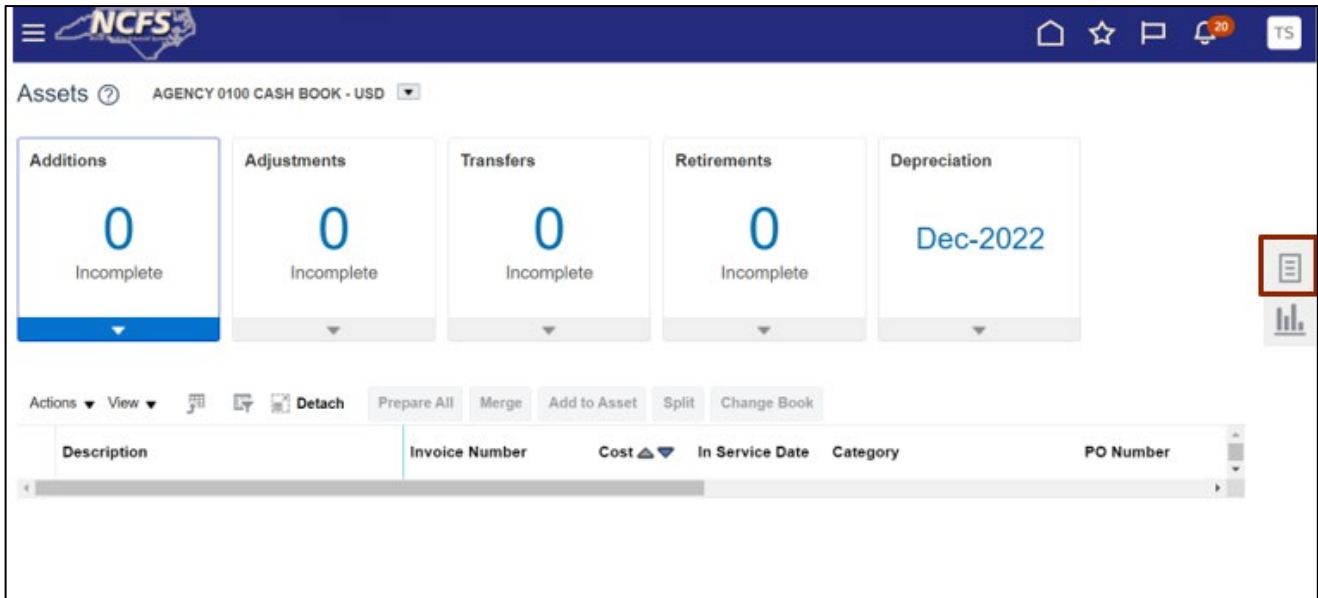
1. Log in to the NCFS portal with your credentials to access the system.
2. On the **Home** page, click the **Fixed Assets** tab.



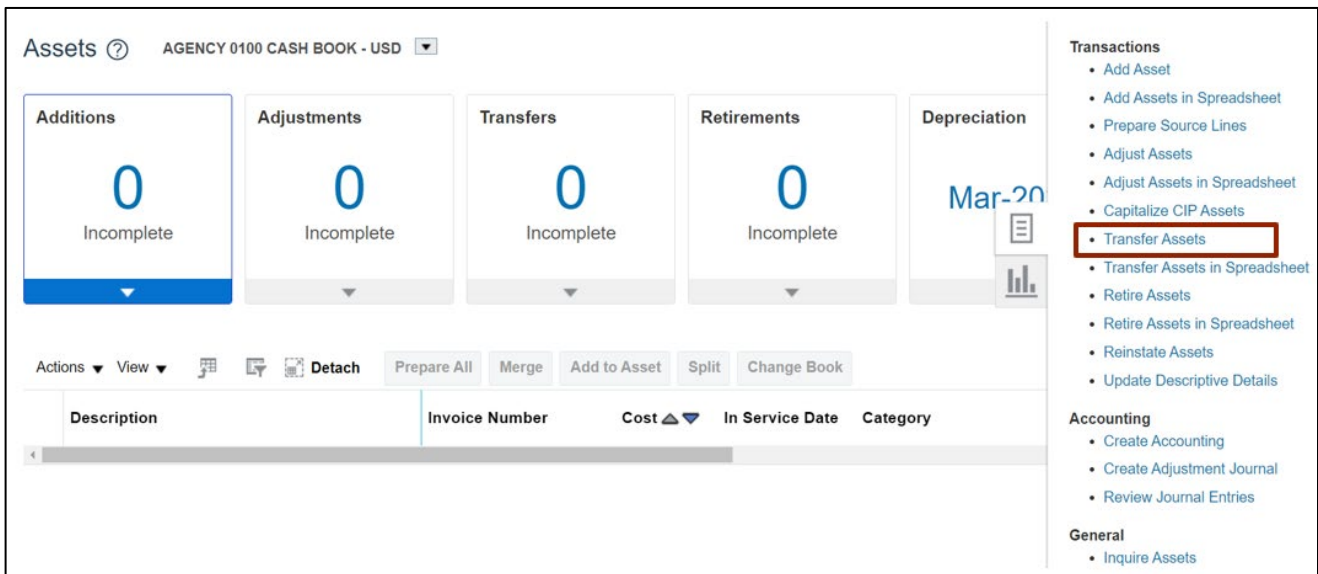
3. Click the **Assets** app.



4. On the **Assets** page, click the **Tasks** [  ] icon.



5. Under the **Transactions** tab, click **Transfer Assets**.



- 6. On the **Transfer Assets** page, enter the relevant data under **Search: Assets** section. Click the **Book** drop-down choice list and select the appropriate Asset Book option.

In this example, we choose: **Book - AGENCY 1400 CASH BOOK** and **Asset Number – 1**.

The screenshot shows the 'Transfer Assets' page with the 'Search: Assets' section highlighted by a red box. The form contains the following fields: '\* Book' (dropdown menu with 'AGENCY 1400 CASH BOOK' selected), '\*\* Category' (text input), '\*\* Asset Number' (text input with '1' entered), 'Description' (text input), 'Asset Type' (dropdown menu), '\*\* Tag Number' (text input), 'Serial Number' (text input), and 'Employee Name' (dropdown menu). At the bottom right of the form are 'Search', 'Reset', and 'Save...' buttons. A legend indicates '\* Required' and '\*\* At least one is required'.

- 7. Click the **Search** button.

This screenshot is identical to the previous one, but with a red box highlighting the 'Search' button at the bottom right of the form. The rest of the page content, including the 'Transfer Assets' header, 'Basic Mass' tabs, and the 'Search: Assets' form fields, remains the same.

8. Under the **Search: Assets** section, select the required **Asset**.

Transfer Assets ? Done

Basic Mass

Search: Assets Advanced Manage Watchlist Saved Search All Assets

View Transfer Asset Adjust Units

Asset Number	Description	Category	Asset Type	Asset Key	Tag Number	Serial Number
1319659	PRINTERS,LASER FOR MICRO...	EQUIPMENT-PC/PRINTER EQUIPMEN	Expensed			CNDCCG5M1GL
1319677	MULTI-FUNCTION OFFICE MACHI...	EQUIPMENT-OFFICE EQUIPMENT-NO	Expensed			CMT0083
1319694	PRINTERS,LASER FOR MICRO...	EQUIPMENT-PC/PRINTER EQUIPMEN	Expensed			VNB3Y08843
1319743	DESKS, WOOD MAHOGANY EXE...	EQUIPMENT-FURN-OFFICE-NONE	Expensed			
1319745	PROJECTION SCREENS, STD. A...	EQUIPMENT-OTHER EQUIPMENT-NOI	Expensed			AE6001160
1319760	PRINTERS,LASER FOR MICRO...	EQUIPMENT-PC/PRINTER EQUIPMEN	Expensed			VNB3Y13622
1319762	PRINTERS,LASER FOR MICRO...	EQUIPMENT-SERVER EQUIPMENT-NC	Expensed			CNCCF58042
1319768	CHAIRS,METAL ONSLOW EXECU...	EQUIPMENT-FURN-OFFICE-NONE	Expensed			65-7001-MFMN-...

9. Select the **Adjust Units** button.

Transfer Assets ? Done

Basic Mass

Search: Assets Advanced Manage Watchlist Saved Search All Assets

View Transfer Asset Adjust Units

Asset Number	Description	Category	Asset Type	Asset Key	Tag Number	Serial Number
1517381	Washer/Dryer	BUILDINGS-BLDG-ASBES REMOVE C	Capitalized			
1319646	PRINTERS,LASER FOR MICRO...	EQUIPMENT-PC/PRINTER EQUIPMEN	Expensed			CNDYC07718
1319659	PRINTERS,LASER FOR MICRO...	EQUIPMENT-PC/PRINTER EQUIPMEN	Expensed			CNDCCG5M1GL
1319677	MULTI-FUNCTION OFFICE MACHI...	EQUIPMENT-OFFICE EQUIPMENT-NO	Expensed			CMT0083
1319694	PRINTERS,LASER FOR MICRO...	EQUIPMENT-PC/PRINTER EQUIPMEN	Expensed			VNB3Y08843
1319743	DESKS, WOOD MAHOGANY EXE...	EQUIPMENT-FURN-OFFICE-NONE	Expensed			

10. On the **Adjust Units: Asset** page, under the **Unit Details** section, enter the units required in the **New Units** field.

In this example, we choose value **3**.

Adjust Units: Asset 1319646 Submit Cancel

Book AGENCY 1400 CASH BOOK Category EQUIPMENT-PC/PRINTER EQUIPMENT-NONE  
 Asset Type Expensed Open Period Jan-2023

Transaction Details

Comments

Transfer Date 1/31/23 Context Value

Regional Information

Unit Details

View  +  X

	* New Units	Example format: ###.###	Name	Employee Number	* Depreciation Expense Account	* Location
	<input type="text" value="3"/>	1	.		. 1400-102000-55430030-1405140-0000000-0000-000	NC-WAKE-RALEIGH-3514 BUSH ST
<b>Total</b>	<b>1</b>	<b>1</b>				

11. Click the **Submit** button.

Adjust Units: Asset 1319646 Submit Cancel

Book AGENCY 1400 CASH BOOK Category EQUIPMENT-PC/PRINTER EQUIPMENT-NONE  
 Asset Type Expensed Open Period Jan-2023

Transaction Details

Comments

Transfer Date 1/31/23 Context Value

Regional Information

Unit Details

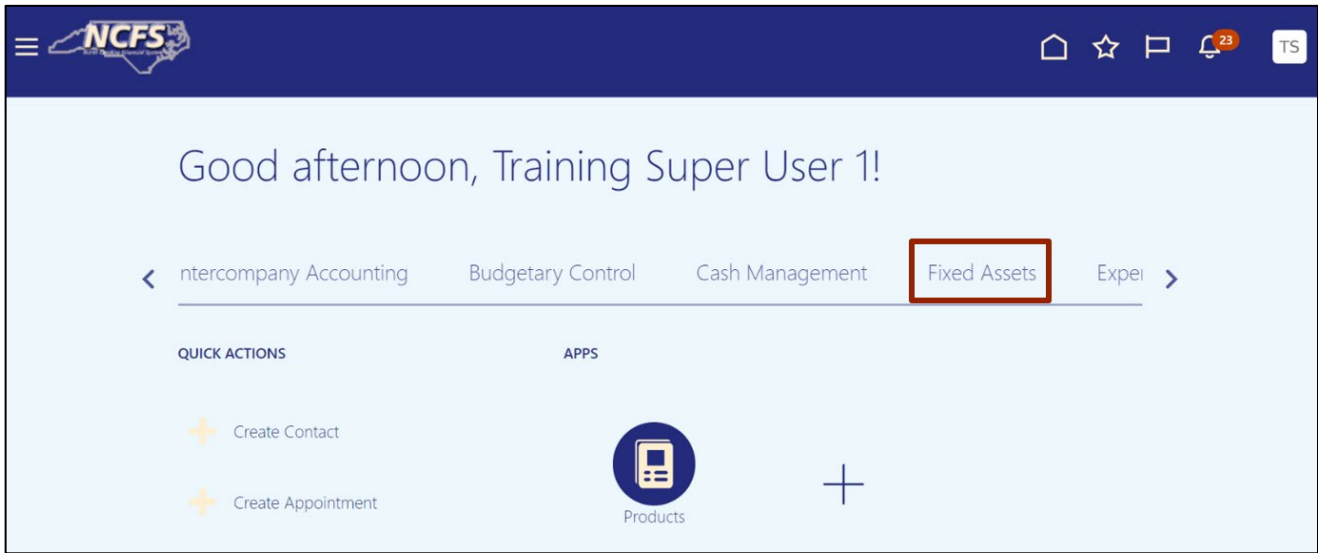
View  +  X

	* New Units	Example format: ###.###	Name	Employee Number	* Depreciation Expense Account	* Location
	<input type="text" value="3"/>	1	.		. 1400-102000-55430030-1405140-0000000-0000-000	NC-WAKE-RALEIGH-3514 BUSH ST
<b>Total</b>	<b>1</b>	<b>1</b>				

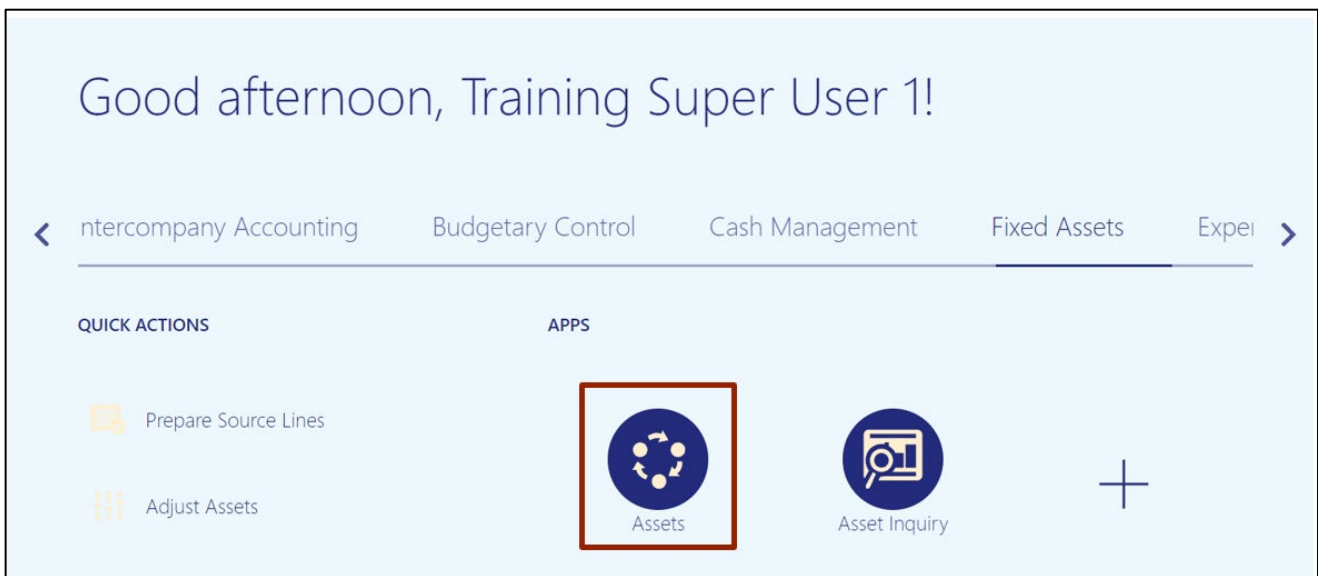
## Retire Asset Unit and Retire Asset Cost


To retire asset unit and retire asset cost, please follow the steps below:

1. Log in to the NCFS portal with your credentials to access the system.
2. On the **Home** page, click the **Fixed Assets** tab.

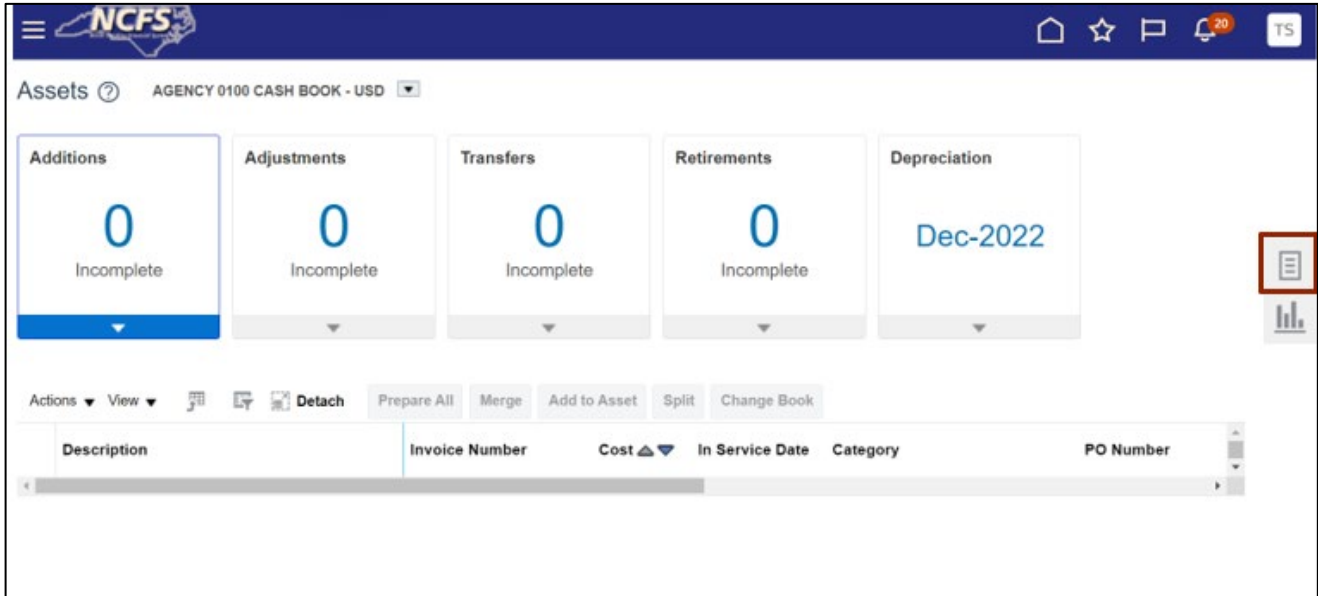


3. Click the **Assets** app.

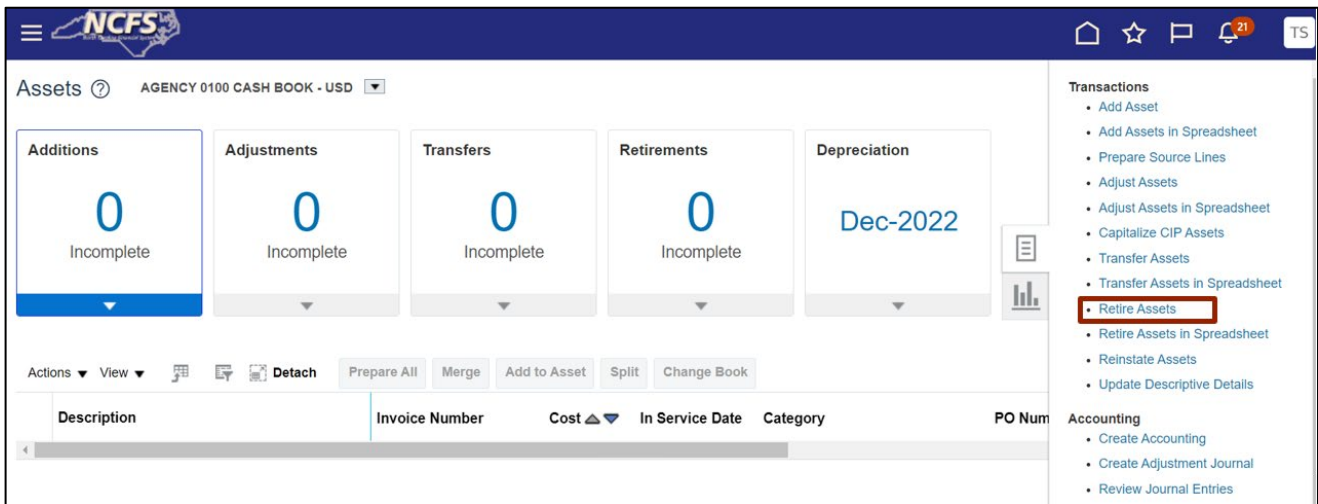


4. On the **Assets** page, click the **Tasks** [  ] icon.

# QRG FA-01 – Create/Manage Asset Transactions, Including Additions, Transfers, Adjustments, Retirements



5. Under the **Transactions** tab, click **Retire Assets**.



6. On the **Retire Assets** page, under the **Search: Assets** section, enter the relevant information. Click the **Book** drop-down choice list and select the appropriate Asset Book option.

In this example, we choose: *Book* as **AGENCY 1400 CASH BOOK** and *Asset Number* as **1**.

The screenshot shows the 'Retire Assets' page with the 'Search: Assets' section. A red box highlights the following fields: '\* Book' (AGENCY 1400 CASH BOOK), '\*\* Asset Number' (1), and 'Description'. Other visible fields include '\*\* Category', 'Asset Type', '\*\* Tag Number', 'Serial Number', and 'Employee Name'. Buttons for 'Search', 'Reset', and 'Save...' are at the bottom right. A 'Done' button is in the top right corner.

7. Click the **Search** button.

This screenshot is identical to the previous one, but the 'Search' button is now highlighted with a red box, indicating the next step in the process.



8. Under the **Search: Assets** section, select the required **Asset**.

Retire Assets ? Done

Basic Mass

► **Search: Assets** Advanced Manage Watchlist Saved Search All Assets ▼

Actions ▼ View ▼ Detach Retire Cost Retire Units

Asset Number	Description	Category	Serial Number	Tag Number	Asset Key	Asset Type
1517381	Washer/Dryer	BUILDINGS-BLDG\-ASBES F				Capitalized
1319659	PRINTERS,LASER FOR MICROCOMPUTERS H...	EQUIPMENT-PC/PRINTER E CNDG5M1GL				Expensed
1319677	MULTI-FUNCTION OFFICE MACHINES TOSHIBA...	EQUIPMENT-OFFICE EQUIF CMT0083				Expensed
1319694	PRINTERS,LASER FOR MICROCOMPUTERS TR...	EQUIPMENT-PC/PRINTER E VNB3Y08843				Expensed
1319743	DESKS, WOOD MAHOGANY EXECUTIVE DESK ...	EQUIPMENT-FURN\-OFFICE				Expensed
1319745	PROJECTION SCREENS, STD. AND REAR MOT...	EQUIPMENT-OTHER EQUIF AE6001160				Expensed
1319760	PRINTERS,LASER FOR MICROCOMPUTERS TR...	EQUIPMENT-PC/PRINTER E VNB3Y13622				Expensed

9. Click the **Retire Units** button.

Retire Assets ? Done

Basic Mass

► **Search: Assets** Advanced Manage Watchlist Saved Search All Assets ▼

Actions ▼ View ▼ Detach Retire Cost Retire Units

Asset Number	Description	Category	Serial Number	Tag Number	Asset Key	Asset Type
1517381	Washer/Dryer	BUILDINGS-BLDG\-ASBES F				Capitalized
1319659	PRINTERS,LASER FOR MICROCOMPUTERS H...	EQUIPMENT-PC/PRINTER E CNDG5M1GL				Expensed
1319677	MULTI-FUNCTION OFFICE MACHINES TOSHIBA...	EQUIPMENT-OFFICE EQUIF CMT0083				Expensed
1319694	PRINTERS,LASER FOR MICROCOMPUTERS TR...	EQUIPMENT-PC/PRINTER E VNB3Y08843				Expensed
1319743	DESKS, WOOD MAHOGANY EXECUTIVE DESK ...	EQUIPMENT-FURN\-OFFICE				Expensed
1319745	PROJECTION SCREENS, STD. AND REAR MOT...	EQUIPMENT-OTHER EQUIF AE6001160				Expensed
1319760	PRINTERS,LASER FOR MICROCOMPUTERS TR...	EQUIPMENT-PC/PRINTER E VNB3Y13622				Expensed

10. Under the **Assignment Details** section, enter the units required in the **Retired Units** fields.

In this example, we choose value **1**.

Transaction Details

Comments

Regional Information

\* Retire Date 1/31/23

Context Value

Assignment Details

View

	* Retired Units	Units	Employee Name	Employee Number	Depreciation Expense Account	Location
	<input type="text" value="1"/>	1			1400-000000-55430010-000( NC-----	
<b>Total</b>	<b>1</b>	<b>1</b>				

11. Click the **Submit** button.

Retire Units: Asset 1517381

Currency = USD

Book AGENCY 1400 CASH BOOK

Asset Type Capitalized

Category BUILDINGS-BLDG-ASBES REMOVE CONTRA-NONE

Open Period Jan-2023

Transaction Details

Comments

Regional Information

\* Retire Date 1/31/23

Context Value

Save and Close  **Submit**  Cancel

12. Click the **Retire Cost** button.

Note: The steps for **Retire Units** and **Retire Costs** (Steps 1–8) are similar. Step 9 describes how to **Retire Unit**, and Step 11 describes how to **Retire Cost**.

The screenshot shows the 'Retire Assets' page. At the top right is a 'Done' button. Below the page title are tabs for 'Basic' and 'Mass'. A search bar contains 'Search: Assets'. To the right of the search bar are buttons for 'Advanced', 'Manage Watchlist', 'Saved Search', and a dropdown menu for 'All Assets'. Below the search bar are 'Actions', 'View', 'Detach', 'Retire Cost' (highlighted with a red box), and 'Retire Units' buttons. A table lists assets with columns: Asset Number, Description, Category, Serial Number, Tag Number, Asset Key, and Asset Type. The first row is highlighted in yellow.

Asset Number	Description	Category	Serial Number	Tag Number	Asset Key	Asset Type
1517381	Washer/Dryer	BUILDINGS-BLDG-ASBES I				Capitalized
1319659	PRINTERS,LASER FOR MICROCOMPUTERS H...	EQUIPMENT-PC/PRINTER E CNDG5M1GL				Expensed
1319677	MULTI-FUNCTION OFFICE MACHINES TOSHIBA...	EQUIPMENT-OFFICE EQUIF CMT0083				Expensed
1319694	PRINTERS,LASER FOR MICROCOMPUTERS TR...	EQUIPMENT-PC/PRINTER E VNB3Y08843				Expensed
1319743	DESKS, WOOD MAHOGANY EXECUTIVE DESK ...	EQUIPMENT-FURNI-OFFICE				Expensed
1319745	PROJECTION SCREENS, STD. AND REAR MOT...	EQUIPMENT-OTHER EQUIF AE6001160				Expensed
1319760	PRINTERS,LASER FOR MICROCOMPUTERS TR...	EQUIPMENT-PC/PRINTER E VNB3Y13622				Expensed

13. On **Retire Cost: Asset** page, under **Retirement Details** section, enter the details in the **Cost Retired** field.

In this example, we choose: **1**.

The screenshot shows the 'Retire Cost: Asset 1319659' form. At the top right are 'Save and Close', 'Submit', and 'Cancel' buttons. Below the title, it says 'Currency = USD'. The form is divided into sections: 'Transaction Details' and 'Retirement Details'. In the 'Retirement Details' section, the '\* Cost Retired' field is highlighted with a red box and contains the value '1.00'. A tooltip next to it says 'Example format: ##0.00;##0.00'. Other fields include 'Book' (AGENCY 1400 CASH BOOK), 'Asset Type' (Expensed), 'Category' (EQUIPMENT-PC/PRINTER EQUIPMENT-NONE), 'Open Period' (Feb-2023), 'Comments', 'Regional Information', 'Trade in Asset', 'Proceeds of Sale', and 'Check or Invoice Number'.

14. Click the **Submit** button.

Retire Units: Asset 1517381 ?

Currency = USD

Book AGENCY 1400 CASH BOOK      Category BUILDINGS-BLDG-ASBES REMOVE  
 Asset Type Capitalized      Open Period Jan-2023

Transaction Details

Comments

\* Retire Date 1/31/23

Context Value

Regional Information

Assignment Details

View

	* Retired Units	Units	Employee Name	Employee Number	Depreciation Expense Account	Location
	<input type="text" value="1"/>	1			1400-000000-55430010-0000	NC-----
<b>Total</b>	<b>1</b>	<b>1</b>				

Buttons: Save and Close, **Submit**, Cancel

## Wrap-Up

Using the above steps you can add or create an asset record, transfer asset to accommodate business requirement, adjust the number of units transferred, and retire them when no longer in use either completely or partially in NCFS.

## Additional Resources

### Virtual Instructor-Led Training (vILT)

- FA100: Asset Accounting