

FA-23 Suspend Depreciation of an Asset During Asset Addition

Purpose

The purpose of this Quick Reference Guide (**QRG**) is to provide a step-by-step explanation on how to suspend depreciation on an asset during addition in the North Carolina Financial System (**NCFS**).

Introduction and Overview

In NCFS, capitalized assets depreciate by the Straight-Line Method (STL) and by a half-year depreciation convention. Assets added to NCFS are, by default, prorated to January 1 of the fiscal year of addition. Capitalized assets are set to depreciate by default during asset addition.

There may be situations where you do not want an asset to depreciate by STL or with a half-year convention; this most often occurs for RTU or SBITA category assets that have a set schedule. In these situations, OSC recommends suspending depreciation and making manual depreciation adjustments instead.

An agency can choose to suspend depreciation during asset addition. Suspending depreciation on a previously posted asset, restarting depreciation on a posted asset, and making manual depreciation adjustments is an OSC only task; please submit a ticket to NCFS@ncosc.gov with these requests.

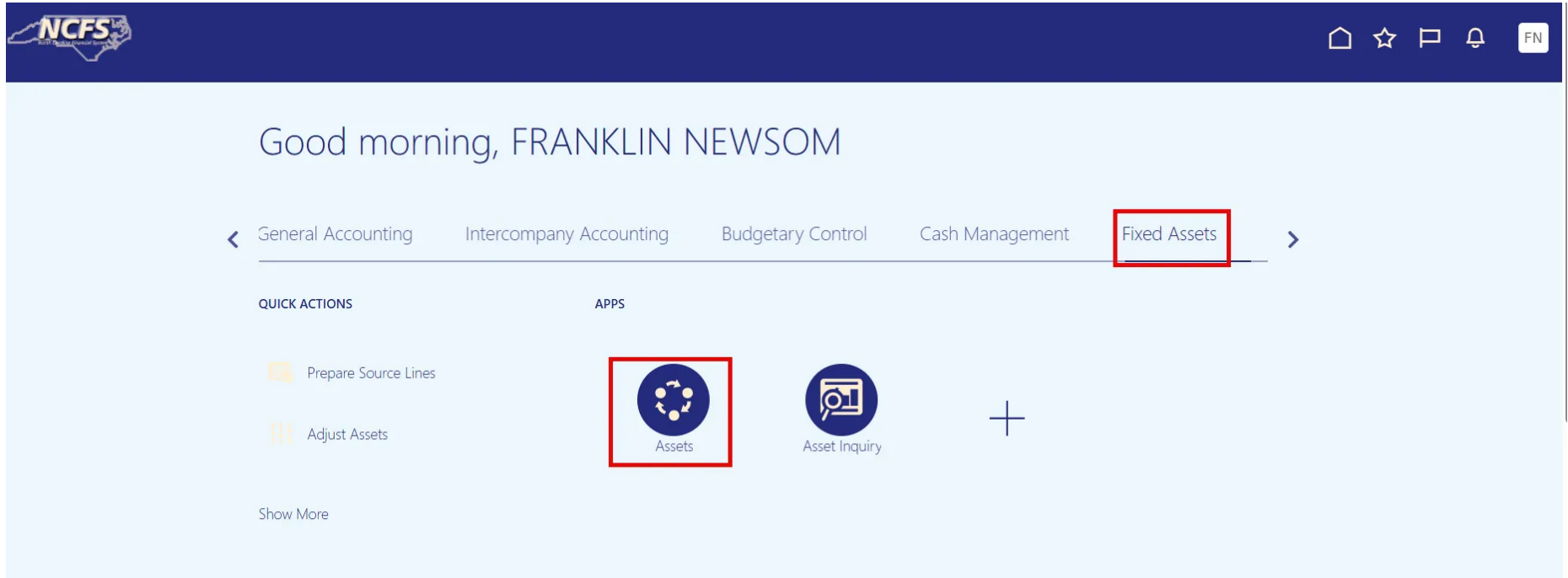
Suspend Depreciation of an Asset during Addition

There are 8 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, within the **Additions** tile, locate your source line or manual addition line. Click the description hyperlink to open the Edit Source Line (or Edit Asset) page.

Image



Note: If no description hyperlink is available, you can access the Edit page by selecting the line, opening the **Actions** drop-down list, and selecting **Edit**.

Image








FN

Edit Source Line: N26-1034

Save and Close
Cancel

Currency = USD

* Queue
New

Asset Number

* Description
inv# N26-1034 - Proposal# 2

* Cost
7,181.17

* In Service Date
1/14/26

* Asset Type
Capitalized

Category
EQUIPMENT-FURNI-OFFICE-NONE

Preparer

Book
AGENCY 0300 CASH BOOK

Fiscal Year
2026

Open Period
Jan-2026

Capitalization threshold evaluated

Descriptive Details

Tag Number

Serial Number

Parent Asset Number

Manufacturer

Model

Commitment

Investment Law

Property Type
Personal

Property Class

Ownership
Owned

Bought
New

In use

Intangible

In physical inventory

Legacy Level 1 and 2

Legacy Budget & Fund

Legacy Tag Number

Additional Description 1

Additional Description 2

NCAS Payment Number

Asset Purchase Type

Asset Status

Federally-Funded

Attachments
None

Asset Key

Regional Information

Step 5. Open the Financial Details by clicking the **arrow to the left**.

Image

Investment Law

Property Type

Personal

Property Class

Ownership

Owned

Legacy Tag Number

Additional Description 1

Additional Description 2

NCAS Location

Regional Information

Assignments

View

Distribution Set

	* Units	Employee Name	Employee Number	* Depreciation Expense Account	* Location
	1			0300-100201-54511000-0000000-000000	
Total	1				

Financial Details

Transaction Details

Comments

Amortize

Amortization Start Date

m/d/yy

Context Value

Regional Information

Step 6. De-select the **Depreciate** toggle.

Image

Financial Details

General Advanced Rules Source Information Regional Information

Salvage Value Type	Amount	☐ Low value asset	
Salvage Value Amount	0.00	* Prorate Convention	HALF-YEAR
Salvage Value Percent		Prorate Date	1/1/26
Depreciation Factor		YTD Depreciation	0.00
Depreciation Method	STL	Depreciation Reserve	0.00
Life in Years	25	Group Asset Number	
Life in Months	0	Group Asset Description	
☐ Depreciate		Reduction Rate Percent	
☐ Fully depreciate in current period		Cash Generating Unit	
		Bonus Rule	
		YTD Bonus Depreciation	0.00
		Bonus Depreciation Reserve	0.00
		YTD Impairment	
		Impairment Reserve	
		Net Book Value	7,181.17
		Recoverable Cost	7,181.17
		Lease Number	

Transaction Details

Step 7. Scroll to the top to and click **Save and Close**.

Image



FN

Edit Source Line: N26-1034

Currency = USD

* QueueNew

Asset Number

* Descriptioninv# N26-1034 - Proposal# 2

* Cost7,181.17

* In Service Date1/14/26

* Asset TypeCapitalized

CategoryEQUIPMENT-FURNI-OFFICE-NONE

Preparer

BookAGENCY 0300 CASH BOOK

Fiscal Year2026

Open PeriodJan-2026

Capitalization threshold evaluated

Save and Close

Cancel

Descriptive Details

Step 8. You have successfully saved this source line or manual addition to have suspended depreciation. Monthly depreciation will not occur for this asset once fully posted.

Wrap-Up

The steps above detail how to suspend depreciation of an asset during addition.

Additional Resources

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

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