FA-24 Adding a Grouped Asset

Purpose

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

Introduction and Overview

In NCFS, Grouped Assets are assets whose individual costs are less than the capitalization threshold for an individual asset when purchased as a group of similar assets at or near the same time and the aggregate value is significant. Assets which are part of a group should be of the same minor category. Professional judgement is required to determine of a purchase should be recorded as a capitalized grouped asset. Resources to aid in this determination can be found on the OSC website.

In NCFS, we represent Grouped Assets as a single capitalized asset for each group. It is not required to record the individual expensed assets to NCFS to record a capitalized Grouped Asset; however, you should check with your specific agency's policy for direction.

Adding a Capitalized Grouped Asset

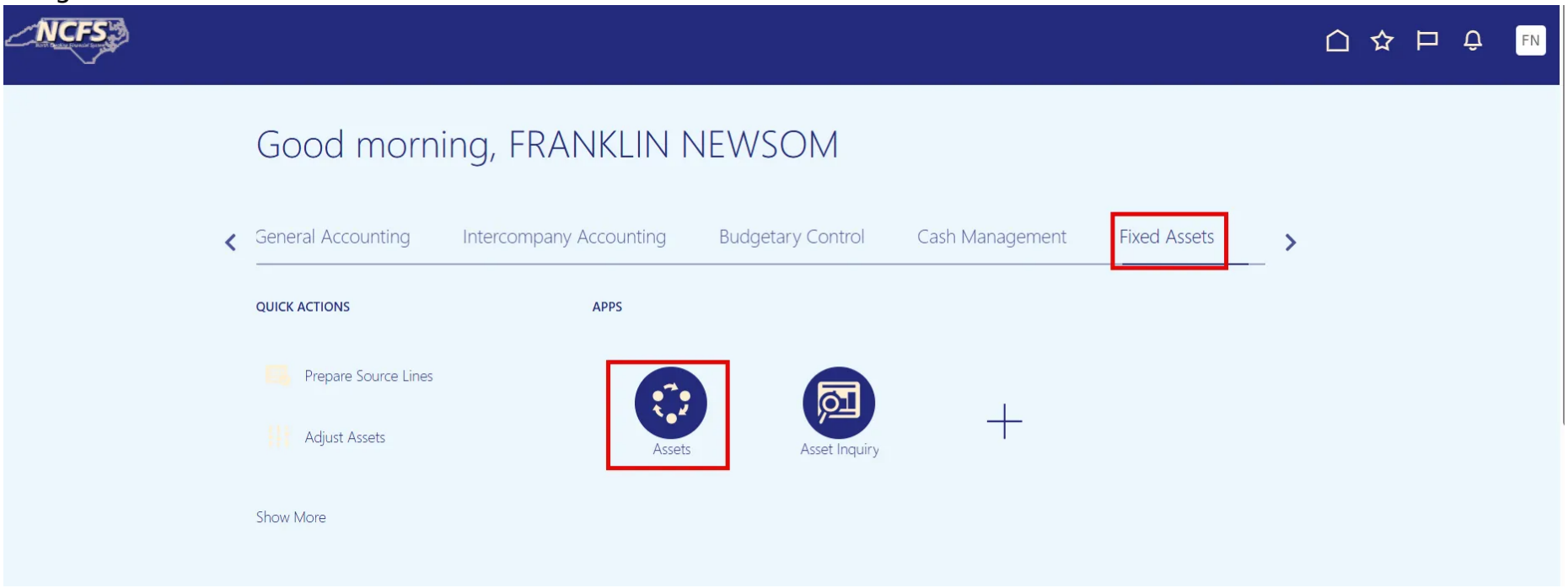
To Add a Grouped Asset, please follow the steps below. There are 7 steps to complete this process.

Step 1. Determine if the purchase is of significant value to be recorded as a capitalized Grouped Asset. Resources to aid in this determination can be found on the OSC website.

Step 2. Log in to the NCFS portal with your credentials to access the system.

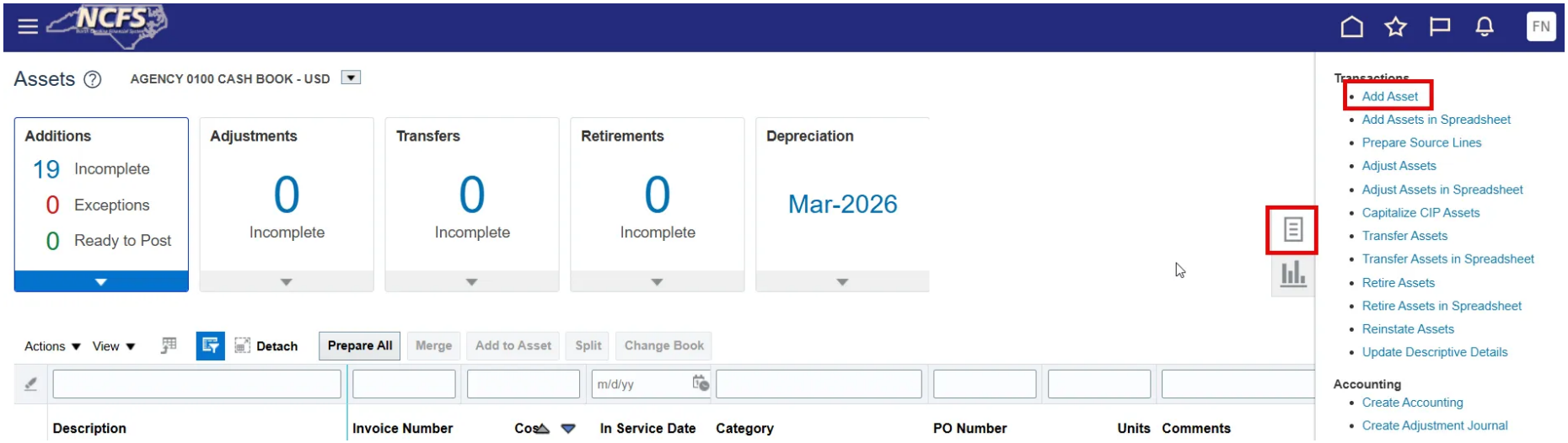
Step 3. On the Home page, under the **Fixed Assets** tab, click the **Assets** app.

Image



Step 4. Through the **Tasks** list, begin the task of **Add Asset**.

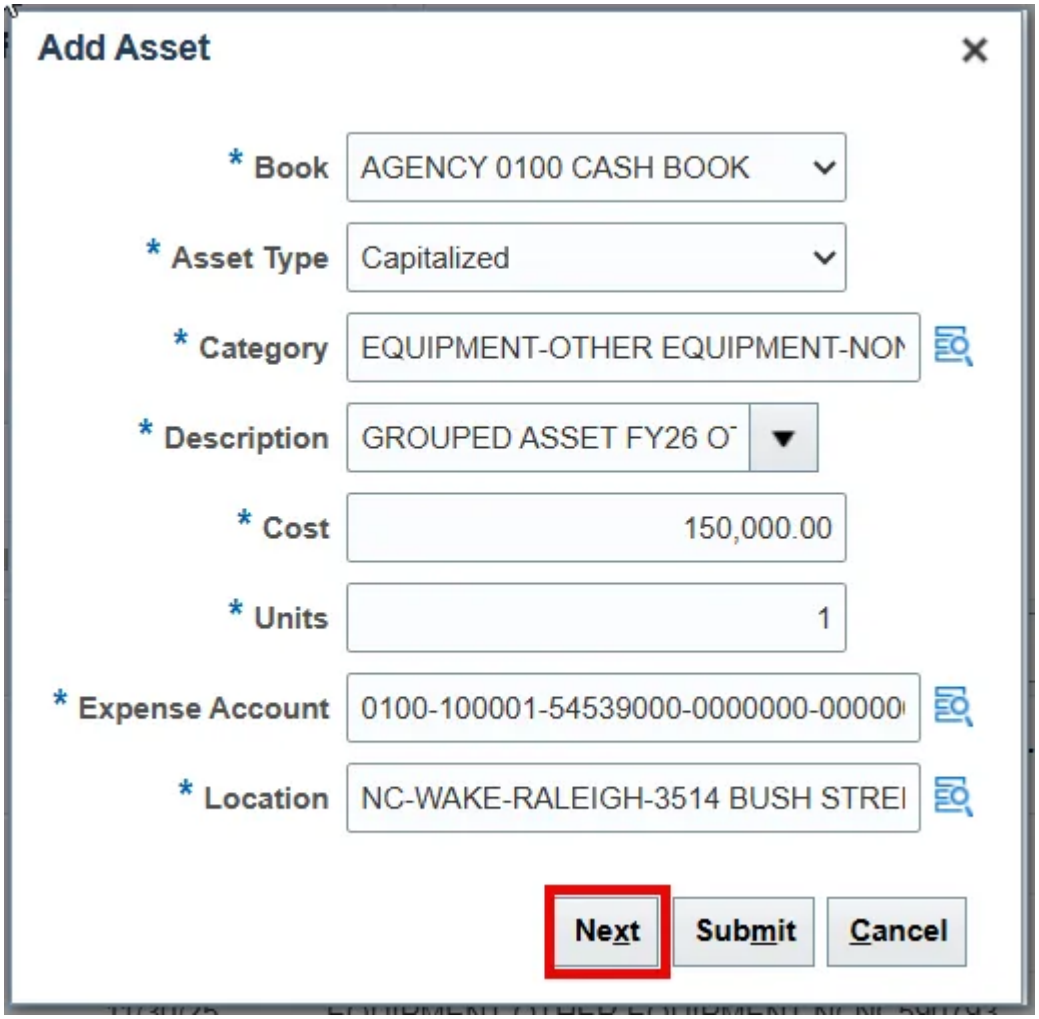
Image



Step 5. Complete each section of the **Add Asset** pop-up. Click **Next** when finished to review.

- **Book** – Do not edit; defaults to the current asset book.
- **Asset Type** – Set to Capitalized
- **Category** – Same category combination as each expensed asset.
- **Description** – Format should begin with GROUPED ASSET FY## MINOR CATEGORY
  - Example: GROUPED ASSET FY26 OTHER EQUIPMENT
- **Cost** – The sum value of all expensed assets represented in the group.
  - Example: 1,000 laptops of $2,000 each were purchased. Cost should be $2,000,000.
- **Units** – Set to 1 in most cases. Contact OSC if you feel your purchase should differ.
- **Expense Account** – Budget Fund should be equivalent to the fund used for the purchase.
- **Location** – Choose the best location or HQ location.

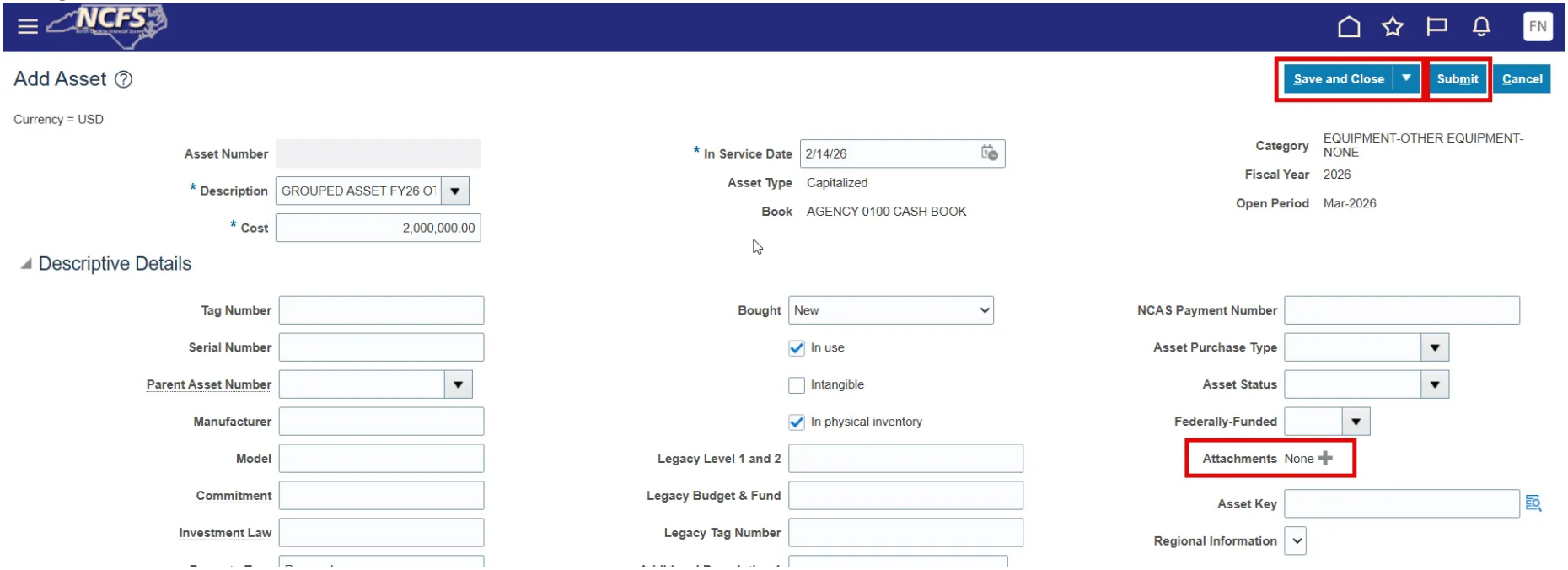
Image



Step 6. The **Add Asset** page should appear. Edit the asset details and review the asset details on this page. You can click **Save and Close** to save your work or **Submit** to fully post the capitalized Grouped Asset.

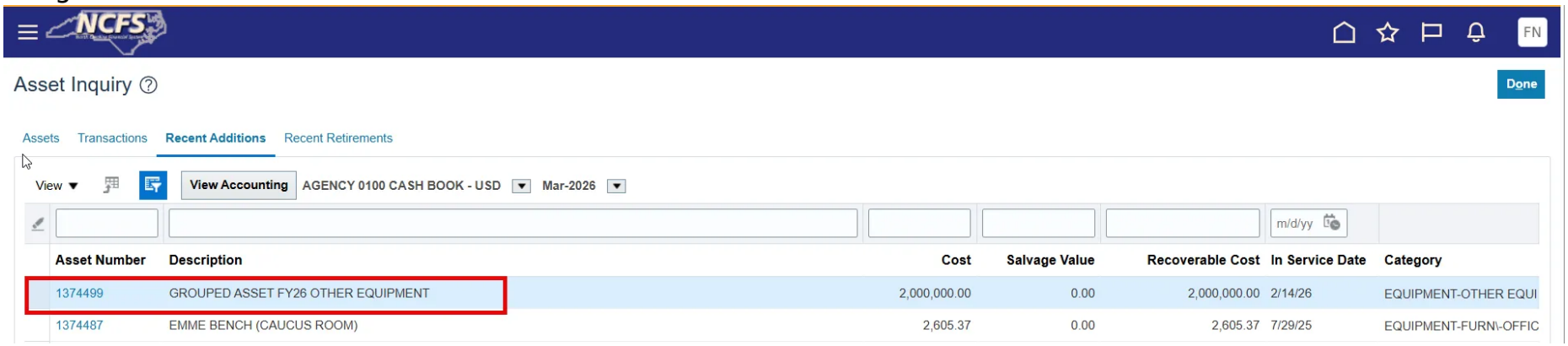
Note: Attachments can be added on this page. It is recommended, but not required, to attach a list of the expense assets related to the capitalized group asset.

Image



Step 7. Once fully posted, confirm asset addition with **Asset Inquiry**. You have successfully added a capitalized Grouped Asset.

Image



Wrap-Up

The steps above detail how to add a capitalized Grouped Asset.

Additional Resources

- FA 100: Asset Manager (ILT)

First Published

Thu, 04/16/2026

Last Updated

Thu, 04/16/2026
Printable PDF