

FA-12 View Assets and Asset Transactions

Purpose

The purpose of this Quick Reference Guide (**QRG**) is to provide a step-by-step explanation of how to View Asset and Asset Transactions in the North Carolina Financial System (**NCFS**).

Introduction and Overview

This QRG covers the process of viewing assets and asset transactions. Assets can be viewed by conducting a basic search or an advanced search. A basic search is the simplest form of search that is based on a specific set of attributes. An advanced search provides a reduced and filtered range of results by the usage of additional search fields.

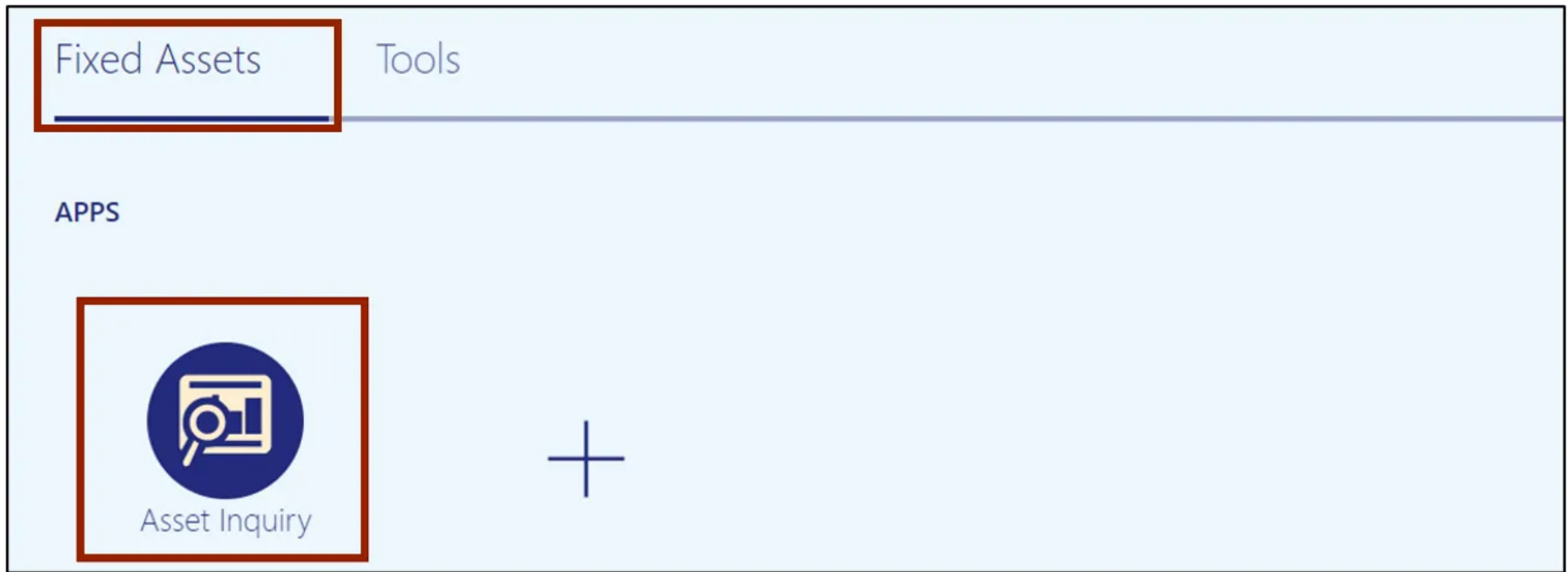
View Asset and Asset Transactions

To view asset and asset transactions, please follow the steps below. There are 16 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, click the **Fixed Assets** tab and select the **Asset Inquiry** app.

Image



Step 3. Select the **Assets** tab, by default it allows to conduct a basic **Assets** inquiry.

Image

Asset Inquiry ?

Assets

Transactions

Recent Additions

Recent Retirements

Search

AdvancedManage WatchlistSaved SearchAll Assets

* Book

AGENCY 1400 CASH BOOK

** Category

Asset Number

Description

Asset Type

** Tag Number

Serial Number

Employee Name

SearchResetSave...

* Required
** At least one is required

Step 4. Select the appropriate asset book on the **Book** field from the drop-down choice list. Enter information in at least one field of ****Category**, ****Asset Number**, or ****Tag Number** and click the **Search** button.

In this example, we choose **AGENCY 1400 CASH BOOK** for the **Book** field and **Expense** for **Category** field.

Image

Asset Inquiry ?

Assets Transactions Recent Additions Recent Retirements

Search

Advanced Manage Watchlist Saved Search All Assets

* Book AGENCY 1400 CASH BOOK

** Category Expense

** Asset Number

Description

Asset Type

** Tag Number

Serial Number

Employee Name

Search Reset Save...

* Required
** At least one is required

Step 5. All the assets relevant to the entered parameters are displayed on this page. Click once to select the required entry to view more information.

In this example, we choose to view **Asset Number- 1319745**.

Image

Asset Inquiry ?

Assets Transactions Recent Additions Recent Retirements

Search

Advanced Manage Watchlist Saved Search All Assets

View Detach

Asset Number	Description	Asset Type	Category	Tag Number	Serial Number	Asset Key	Attachments
1319743	DESKS, WOOD...	Expensed	EQUIPMENT-FURNI-OFFICE-NONE				None
1319745	PROJECTION ...	Expensed	EQUIPMENT-OTHER EQUIPMENT-NOI		AE6001160		None
1319760	PRINTERS,LAS...	Expensed	EQUIPMENT-PC/PRINTER EQUIPMEN		VNB3Y13622		None
1319762	PRINTERS,LAS...	Expensed	EQUIPMENT-SERVER EQUIPMENT-NC		CNCCF58042		None
1319768	CHAIRS,METAL...	Expensed	EQUIPMENT-FURNI-OFFICE-NONE		65-7001-MFMN-I01		None
1319774	FAX MACHINE...	Expensed	EQUIPMENT-OFFICE EQUIPMENT-NO				None
1319783	PRINTERS,LAS...	Expensed	EQUIPMENT-FURNI-RESIDENTIAL-NO		USSC047059		None
1319793	PRINTERS,LAS...	Expensed	EQUIPMENT-PC/PRINTER EQUIPMEN		USBXN16609		None
1319794	LAMINATING P...	Expensed	EQUIPMENT-OFFICE EQUIPMENT-NO		0513-2089		None
1319799	CARDIOVASCU...	Expensed	EQUIPMENT-EQUIP\SCIENTIFIC/MED		4286224		None

Step 6. Scroll down to view asset information on the **Asset 1319745: Books** and **Book AGENCY 1400 CASH BOOK: Details** sections.

Image

▲ Asset 1319745: Books

CurrencyUSD - US Dollar

View

Book	Book Class	Asset Type	Category	Cost	Recoverable Cost	Depreciation Reserve	Net Book Value	YTD Depreciation
AGENCY 1400 CASH BOOK	Corporate	Expensed	EQUIPMENT-OTHER E...	1,037.57	1,037.57	0.00	1,037.57	0.00
AGENCY 1400 GASB BOOK	Tax	Expensed	EQUIPMENT-OTHER E...	1,037.57	1,037.57	0.00	1,037.57	0.00

▲ Book AGENCY 1400 CASH BOOK: Details

Financial

Descriptive

Source Lines

Assignments

Cost History

Depreciation

Transactions

Depreciate	—	YTD Bonus Depreciation	0.00	Depreciation Ceiling	Regional Information
Fully depreciate in current period	—	Bonus Depreciation Reserve	0.00	Cash Generating Unit	
Low value asset	—	YTD Impairment	0.00	Depreciation Method	STL
Current Cost	1,037.57	Impairment Reserve	0.00	Life in Years	99Months 0
Original Cost	1,037.57	YTD Production	0	Group Asset Number	
Net Book Value	1,037.57	LTD Production	0	Remaining Life From	
Salvage Value	0.00	Fair Value		In Service Date	Years 72Months 8
Recoverable Cost	1,037.57	In Service Date	9/1/96	Prorate Date	Years 73Months 0
Depreciable Basis Amount	1,037.57	Prorate Convention	HALF-YEAR	Bonus Rule	
YTD Depreciation	0.00	Prorate Date	1/1/97		
Depreciation Reserve	0.00	Bonus Rule			

Step 7. To conduct an advanced **Assets** inquiry, click the **Assets** tab. Then, click the **Advanced** button.

Image

Asset Inquiry ?

Assets Transactions Recent Additions Recent Retirements

Search

Advanced Manage Watchlist Saved Search All Assets ▾

* Required
** At least one is required

* Book AGENCY 1400 CASH BOOK ▾

** Category

** Asset Number

Description

Asset Type

** Tag Number

Serial Number

Employee Name

Search Reset Save...

Step 8. Select the appropriate asset book on the **Book** field from the drop-down choice list. Enter any other relevant advanced information on the other fields. Modify the conditional operators by selecting **Equals**, **Contains**, **Starts with**, and so on from the drop-down choice list. Then, click the **Search** button.

In this example, we choose **Contains Equipment** in the **Category** field and **Starts with 1** in the **Asset Number** field.

Image

Asset Inquiry ?

[Assets](#) [Transactions](#) [Recent Additions](#) [Recent Retirements](#)

Search

Basic **Manage Watchlist** Saved Search All Assets ▼

* Required
** At least one is required

* Book	Equals ▼	AGENCY 1400 CASH BOOK ▼
** Category	Contains ▼	Equipment
** Asset Number	Starts with ▼	1
Description	Starts with ▼	
Asset Type	Equals ▼	▼
** Tag Number	Starts with ▼	
Serial Number	Starts with ▼	
Date Placed in Service	Equals ▼	m/d/yy 
Lease Number	Starts with ▼	
Low value asset	Equals ▼	▼

Group Asset Number	Equals ▼		▼
Employee Name	Equals ▼		▼
** Supplier	Equals ▼		
** Invoice Number	Starts with ▼		
** PO Number	Starts with ▼		
** Project Number	Equals ▼		▼
Depreciation Method	Equals ▼		
** Parent Asset	Equals ▼		▼
Location	Equals ▼		▼

Search **Reset** **Save...** **Add Fields ▼** **Reorder**

Step 9. All the asset transactions relevant to the parameters entered are displayed on this page. Select the required entry to view more information.

Image

Asset Inquiry ?

[Assets](#) [Transactions](#) [Recent Additions](#) [Recent Retirements](#)

Search

BasicManage WatchlistSaved SearchAll Assets

View

Detach

	Asset Number	Description	Asset Type	Category	Tag Number	Serial Number	Asset Key	Attachments
	1319743	DESKS, WOOD...	Expensed	EQUIPMENT-FURN\OFFICE-NONE				None
	1319768	CHAIRS,METAL...	Expensed	EQUIPMENT-FURN\OFFICE-NONE		65-7001-MFMN-I01		None
	1319816	CHAIRS,METAL...	Expensed	EQUIPMENT-FURN\OFFICE-NONE		65-7001-BK		None
	1319783	PRINTERS,LAS...	Expensed	EQUIPMENT-FURN\RESIDENTIAL-NO		USSC047059		None
	1319677	MULTI-FUNCTI...	Expensed	EQUIPMENT-OFFICE EQUIPMENT-NO		CMT0083		None
	1319774	FAX MACHINE...	Expensed	EQUIPMENT-OFFICE EQUIPMENT-NO				None
	1319794	LAMINATING P...	Expensed	EQUIPMENT-OFFICE EQUIPMENT-NO		0513-2089		None
	1319806	MULTI-FUNCTI...	Expensed	EQUIPMENT-OFFICE EQUIPMENT-NO		CMT0078		None
	1319799	CARDIOVASCU...	Expensed	EQUIPMENT-EQUIP\SCIENTIFIC/MED		4286224		None
	1319646	PRINTERS,LAS...	Expensed	EQUIPMENT-PC/PRINTER EQUIPMEN		CNDYC07718		None

Step 10. To conduct a basic **Transactions** inquiry, navigate to the **Transactions** tab.

Image

Asset Inquiry ?

Assets **Transactions** Recent Additions Recent Retirements

Search

Advanced Manage Watchlist Saved Search All Transactions ▾

* Required

* Book AGENCY 1400 CASH BOOK ▾

Transaction Number

From Asset

To Asset

Transaction Type

From Period ▾

To Period ▾

Search Reset Save...

Step 11. Select the appropriate asset book on the **Book** field from the drop-down choice list. Enter any other relevant information on the other fields, if required, and click the **Search** button.

In this example, we choose **AGENCY 1400 CASH BOOK** on the **Book** field.

Image

Asset Inquiry ?

Assets Transactions Recent Additions Recent Retirements

Search

* Book AGENCY 1400 CASH BOOK ▼

Transaction Number

From Asset

To Asset

Transaction Type

From Period

To Period

Advanced

Manage Watchlist

Saved Search

All Transactions ▼

* Required

Search

Reset

Save...

Step 12. All the asset transactions relevant to the parameters entered are displayed on this page. Select the required entry to view more information.

Image

Asset Inquiry ?

[Assets](#) [Transactions](#) [Recent Additions](#) [Recent Retirements](#)

► Search

Advanced

Manage Watchlist

Saved Search

All Transactions ▾

View ▾

 Detach

View Accounting

Related Transactions

 Social

									
	Transaction Number	Transaction Type	Related Transactions	Asset Number	Description	Period Name	Effective Period	Amortize	Am Sta
►	3130508	Transfer in		1517412	Land	Jan-2023	Jan-2023	No	
►	3130507	Addition		1517412	Land	Jan-2023	Jan-2023	No	
►	3130504	Transfer in		1517411	Equipment	Jan-2023	Dec-2022	No	
►	3130503	Addition		1517411	Equipment	Jan-2023	Dec-2022	No	
►	3129496	Transfer in		1517407	A2R-086	Jan-2023	Jan-2023	No	
►	3129495	Addition		1517407	A2R-086	Jan-2023	Jan-2023	No	
►	3126471	Adjustment		1517371	FA-SCN-005-1	Jan-2023	Jan-2023	No	

Step 13. To conduct an advanced **Asset Transactions** inquiry, navigate to the **Transactions** tab. Then, click the **Advanced** button to go to the advanced search.

Image

Asset Inquiry ?

Assets **Transactions** Recent Additions Recent Retirements

Search

Advanced Manage Watchlist Saved Search All Transactions ▾

* Required

* Book AGENCY 1400 CASH BOOK ▾

Transaction Number

From Asset

To Asset

Transaction Type

From Period

To Period

Search Reset Save...

Step 14. Select the appropriate asset book on the **Book** field from the drop-down choice list. Enter any relevant advanced information on the other fields. Modify the conditional operators by selecting **Equals, Contains, Starts with**, and so on from the drop-down choice list. Then, click the **Search** button.

In this example, we choose **Greater than or equal to 1517000** on the **Transaction Number** field

Image

Asset Inquiry ?

Assets Transactions Recent Additions Recent Retirements

▲ Search

Basic Manage Watchlist Saved Search All Transactions ▼

* Required

* Book Equals ▼ AGENCY 1400 CASH BOOK ▼

Transaction Number Greater than or equal to ▼ 1517000

From Asset Greater than or equal to ▼

To Asset Less than or equal to ▼

Transaction Type Equals ▼

From Period Equals ▼

To Period Equals ▼

Context Value Equals ▼

Search Reset Save... Add Fields ▼ Reorder

Step 15. All the asset transactions relevant to the parameters entered are displayed on this page. Click once to select the required entry to view more information.

In this example, we choose to view **Transaction Number- 3130503**.

Image

Asset Inquiry ?

Assets **Transactions** Recent Additions Recent Retirements

Search

Basic Manage Watchlist Saved Search All Transactions

View View Accounting Related Transactions Social

Transaction Number	Transaction Type	Related Transactions	Asset Number	Description	Period Name	Effective Period	Amortize	Amortization Start Date	Transaction Date
3130508	Transfer in		1517412	Land	Jan-2023	Jan-2023	No		1/31/23
3130503	Addition		1517411	Equipment	Jan-2023	Dec-2022	No		12/15/22
3130504	Transfer in		1517411	Equipment	Jan-2023	Dec-2022	No		12/15/22

Step 16. Scroll down to view transaction information on the **3130503: Transaction Details** section.

Image

3130503: Transaction Details

View Detach

Current Cost (USD)	Salvage Value (USD)	Recoverable Cost (USD)	Liability	Method	Life in Months	Life in Periods	Basic Rate	Adjusted Rate	Unit of Measure
5,000.00	0.00	5,000.00	0.00	STL	240				

Wrap-Up

View assets and asset transactions through a basic or an advanced search using the steps above.

Additional Resources

- Web-Based Training (WBT)

- [FA001: Fixed Asset Inquiry](#)

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