

FA-15 Adding an RTU Asset (Leased Asset)

Purpose

The purpose of this Quick Reference Guide (**QRG**) is to provide a step-by-step explanation on how to Add RTU Category Assets for right to use, leased, and other intangible assets in the North Carolina Financial System (**NCFS**).

Introduction and Overview

This QRG explains how to add RTU category assets in NCFS.

Adding an RTU Asset

A Right to Use Asset (RTU) is a lessee's right to use an asset over the duration of the lease. They are typically unowned and time limited assets.

To add an RTU Asset in NCFS, please follow the steps below. There are 10 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

Good morning, FRANKLIN NEWSOM

< General Accounting Intercompany Accounting Budgetary Control Cash Management **Fixed Assets** >

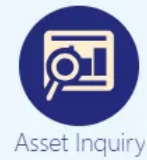
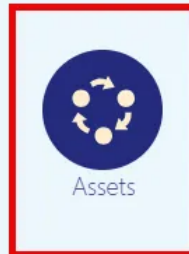
QUICK ACTIONS

 Prepare Source Lines

 Adjust Assets

Show More

APPS



Step 3. On the **Assets** page, click **Tasks**.

Image

Additions

785 Incomplete

1 Exception

0 Ready to Post

Adjustments

0

Incomplete

Transfers

1

Incomplete

Retirements

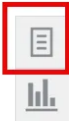
2 Incomplete

9 Exceptions

1 Ready to Post

Depreciation

Dec-2023

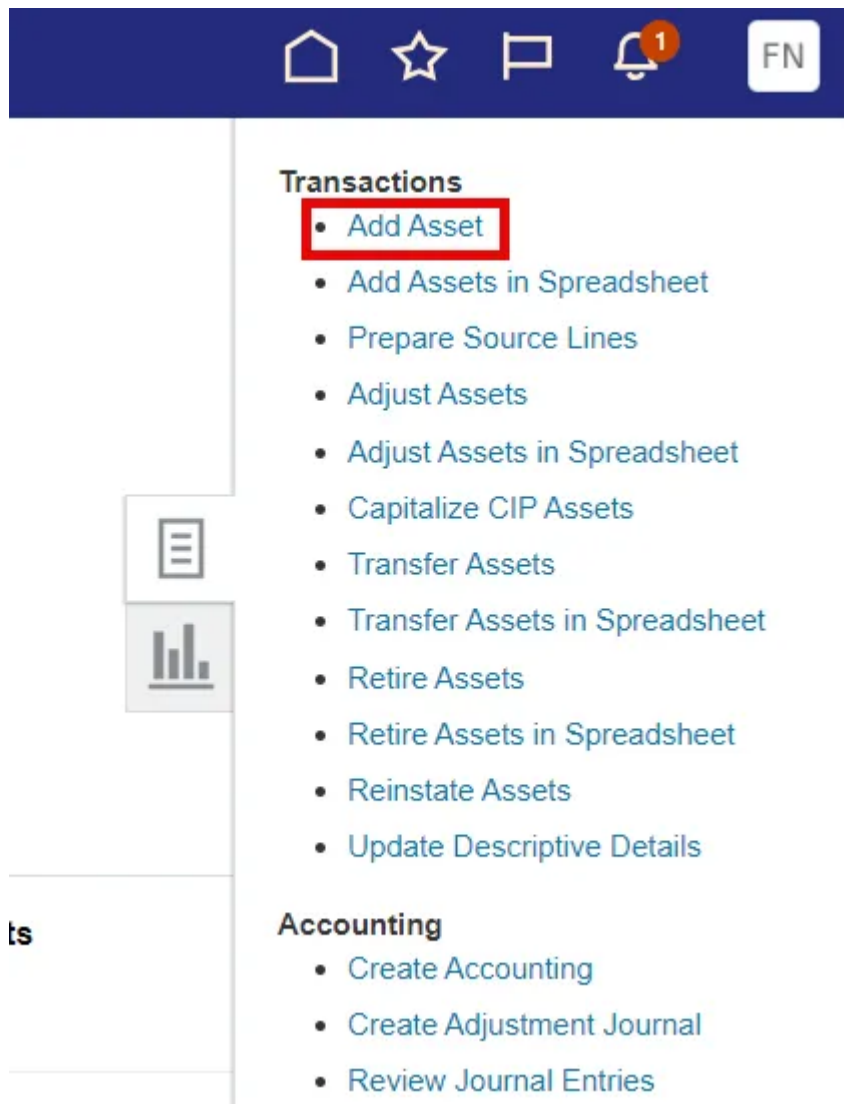


Actions ▼ View ▼ **Detach** **Prepare All** Merge Add to Asset Split Change Book

Description	Invoice Number	Cost	In Service Date	Category	PO Number	Units	Comments	Project Number
DAC CED JOB# 4282	3-C11582	483,489.72	9/28/23	BUILDINGS-BLDG\GENERAL CONTI		1		
1 Kenwood NX-5700BK/5A--50 watt VHF NXDN ...	4929	432,138.00	11/20/23	EQUIPMENT-EQUIP\VOICE COMMU EP5460615		300		
CE JOB# 4282	4-C11582	408,466.78	10/28/23	BUILDINGS-BLDG\GENERAL CONTI		1		

Step 4. Click the **Add Asset** task.

Image



Step 5. A popup will appear. Confirm you are using the correct accounting book (typically your agencies Cash book) and click the **List Of Values** icon next to **Category**.

Image

Add Asset



* Book	AGENCY 5200 CASH BOOK	▼
* Asset Type	Capitalized	▼
* Category		
* Description		▼
* Cost		
* Units		1
* Expense Account		
* Location		

Next Submit Cancel

Step 6. The **Category** selection list of values will appear. Enter a major RTU category and minor RTU category. Click **OK** when finished.

Image

Category



▲ Hide Segments

MAJOR CATEGORY

MINOR CATEGORY

FUTURE CATEGORY

Search

Reset

OK

Cancel



RTU Categories:

Major Category	Minor Category	Future Category
RTU-GENL INFRASTRUCTURE	RTU-GENL INFRASTRUCTURE	None
RTU-LAND AND PERM EASE	RTU-LAND AND PERM EASE	None
RTU-MACH & EQUIP	RTU-MACH & EQUIP	None
RTU-BUILDINGS	RTU-BUILDINGS	None
RTU-LAND & PERM EASE	RTU-LAND & PERM EASE	None

Step 7. Complete the remaining fields and click **Next**.

Image

Add Asset



* Book	AGENCY 5200 CASH BOOK	▼
* Asset Type	Capitalized	▼
* Category	RTU\BUILDINGS-RTU\BUILDINGS-NC	
* Description	Test RTU Asset	▼
* Cost	10,001.00	
* Units	1	
* Expense Account	5200-108026-54240000-00000000-000000	
* Location	NC-----	

Next

Submit

Cancel

Step 8. The **Add Asset** page will appear. Scroll to the bottom of the page, and expand the Financial Details section. Then, adjust Life in Years and Life in Months as necessary.

Image

Assignments

View + × Distribution Set

* Units	Employee Name	Employee Number	* Depreciation Expense Account	* Location
1			5200-108026-54240000-0000000-000000	NC-----
Total 1				

Financial Details

Transaction Details

Comments

☐ Amortize

Context Value

Amortization Start Date

Regional Information

Image

Financial Details

General Advanced Rules Revaluation Source Lines Regional Information

Salvage Value Type

Salvage Value Amount

Salvage Value Percent

Depreciation Factor

* Depreciation Method

* Life in Years

* Life in Months

☒ Depreciate

☐ Fully depreciate in current period

* Prorate Convention

Prorate Date

YTD Depreciation

Depreciation Reserve

Group Asset Number

Group Asset Description

Reduction Rate Percent

Cash Generating Unit

Bonus Rule

YTD Bonus Depreciation

Bonus Depreciation Reserve

YTD Impairment

Impairment Reserve

Original Cost

Net Book Value

Recoverable Cost

Lease Number

Transaction Details

Comments

☐ Amortize

Context Value

Amortization Start Date

Regional Information

Step 9. Scroll to the top of the page. Once all details have been added, click **Submit** to post the asset.

Image

Add Asset ?

Currency = USD

Asset Number

* Description

Test RTU Asset

* Cost

10,001.00

* In Service Date

2/9/24

Asset Type

Capitalized

Book

AGENCY 5200 CASH BOOK

Category

RTU-BUILDINGS-RTU-BUILDINGS-NONE

Fiscal Year

2024

Open Period

Feb-2024

Save and Close

Submit

Cancel

Descriptive Details

Tag Number

Serial Number

Parent Asset Number

Manufacturer

Model

Commitment

Investment Law

Bought

New

☒ In use

☐ Intangible

☒ In physical inventory

Legacy Level 1 and 2

Legacy Budget & Fund

Legacy Tag Number

NCAS Payment Number

Asset Purchase Type

Asset Status

Federally-Funded

Attachments

None

Asset Key

Regional Information

Step 10. If Useful Life changes were made in Step 8, submit a ticket to OSC by emailing ncfs@ncosc.gov. Provide asset number, tag number, or other defining information. OSC will adjust useful life in the GASB book.

Adding an RTU Asset from a Source Line

To add an RTU Asset from a source line in NCFS, please follow the steps below. 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

Good morning, FRANKLIN NEWSOM

< General Accounting Intercompany Accounting Budgetary Control Cash Management **Fixed Assets** >

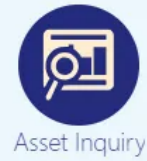
QUICK ACTIONS

 Prepare Source Lines

 Adjust Assets

Show More

APPS



Step 3. On the **Assets** page, click the asset description hyperlink for your source line.

Image

Assets ? AGENCY 5200 CASH BOOK - USD

Additions 785 Incomplete 1 Exception 0 Ready to Post	Adjustments 0 Incomplete	Transfers 1 Incomplete	Retirements 2 Incomplete 9 Exceptions 1 Ready to Post	Depreciation Dec-2023
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Actions View Detach Prepare All Merge Add to Asset Split Change Book

Description	Invoice Number	Cost	In Service Date	Category	PO Number	Units	Comments	Project Number
DMC CED JOB# 4282	3-C11582	483,489.72	9/28/23	BUILDINGS-BLDG-GENERAL CONTI		1		
1 Kenwood NX-5700BK/SA--50 watt VHF NXDN ...	4929	432,138.00	11/29/23	EQUIPMENT-EQUIP-VOICE COMMU EP5400815		300		
CE JOB# 4282	4-C11582	408,466.78	10/26/23	BUILDINGS-BLDG-GENERAL CONTI		1		

Step 4. The **Edit Source Line** page will appear. Click the **List Of Values** icon next to **Category**.

Image

Edit Source Line: 475845

Save and Close

Cancel

Currency = USD

* Queue

New

Asset Number

* Description

cntr3275340032

* Cost

6,365.00

* In Service Date

6/28/23

* Asset Type

Capitalized

Category

EQUIPMENT-OTHER EQUIPMENT-NOT

Preparer

Book

AGENCY 5200 CASH BOOK

Fiscal Year

2024

Open Period

Feb-2024

Capitalization threshold evaluated

✓

Descriptive Details

Tag Number

Serial Number

Bought

New

In use

☐

NCAS Payment Number

Asset Purchase Type

Step 5. The **Category** selection list of values will appear. Enter a major RTU category and minor RTU category. Click **OK** when finished.

Image

Category



▲ Hide Segments

MAJOR CATEGORY



MINOR CATEGORY



FUTURE CATEGORY



Search

Reset

|

OK

Cancel



RTU Categories:

Major Category	Minor Category	Future Category
RTU-GENL INFRASTRUCTURE	RTU-GENL INFRASTRUCTURE	None
RTU-LAND AND PERM EASE	RTU-LAND AND PERM EASE	None
RTU-MACH & EQUIP	RTU-MACH & EQUIP	None
RTU-BUILDINGS	RTU-BUILDINGS	None
RTU-LAND & PERM EASE	RTU-LAND & PERM EASE	None

Step 6. Scroll to the bottom of the page, and expand the Financial Details section. Then, adjust Life in Years and Life in Months as necessary.

Image

Assignments

View + X Distribution Set

* Units	Employee Name	Employee Number	* Depreciation Expense Account	* Location
1			5200-108026-54240000-0000000-00000	NC-----
Total 1				

Financial Details

Transaction Details

Comments

☐ Amortize

Context Value

Amortization Start Date m/d/yy

Regional Information

Image

Financial Details

General Advanced Rules Revaluation Source Lines Regional Information

Salvage Value Type Percent

Salvage Value Amount 0.00

Salvage Value Percent 0

Depreciation Factor

* Depreciation Method STL

* Life in Years 55

* Life in Months 0

☒ Depreciate

☐ Fully depreciate in current period

* Prorate Convention HALF-YEAR

Prorate Date 1/1/24

YTD Depreciation 0.00

Depreciation Reserve 0.00

Group Asset Number

Group Asset Description

Reduction Rate Percent

Cash Generating Unit

Bonus Rule

YTD Bonus Depreciation 0.00

Bonus Depreciation Reserve 0.00

YTD Impairment

Impairment Reserve

Original Cost

Net Book Value 0.00

Recoverable Cost 10,001.00

Lease Number

Transaction Details

Comments

☐ Amortize

Context Value

Amortization Start Date m/d/yy

Regional Information

Step 7. Scroll to the top of the page. Once all details have been added, change the **Queue** to **Post** and click **Save and Close** to post the asset.

Image

Edit Source Line: 475845

Currency = USD

The screenshot shows a web form for adding an asset. At the top right are 'Save and Close' and 'Cancel' buttons. The form is divided into several sections. On the left, under 'Descriptive Details', are fields for 'Tag Number', 'Serial Number', and 'Parent Asset Number'. In the center, there's a dropdown menu for '* Queue' with options: 'New', 'Book changed', 'Delete', 'New', 'On hold', and 'Post'. The 'Post' option is highlighted with a red box. Below this is the '* Cost' field with the value '6,365.00'. To the right of the queue dropdown are fields for '* In Service Date' (6/28/23), '* Asset Type' (Capitalized), 'Category' (EQUIPMENT-OTHER EQUIPMENT-NON), and 'Preparer'. Further right, there's a 'Bought' dropdown (New) and checkboxes for 'In use' and 'Intangible'. On the far right, there are fields for 'Book' (AGENCY 5200 CASH BOOK), 'Fiscal Year' (2024), 'Open Period' (Feb-2024), and 'NCAS Payment Number'. A checkmark indicates 'Capitalization threshold evaluated'.

Step 8. If Useful Life changes were made in Step 8, submit a ticket to OSC by emailing ncfs@ncosc.gov. Provide asset number, tag number, or other defining information. OSC will adjust useful life in the GASB book.

Wrap-Up

Add an RTU asset using the steps above in NCFS.

Additional Resources

- Virtual Instructor-Led Training (vILT)
 - [FA100: Asset Accounting](#)

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