



VIEW ASSET AND ASSET TRANSACTIONS

FA

QUICK REFERENCE GUIDE FA-12

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).

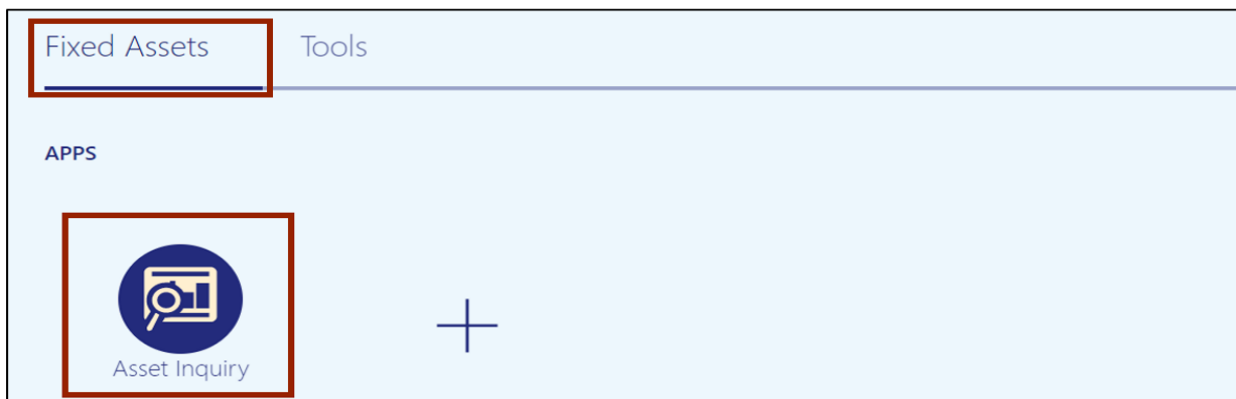
Introduction and Overview

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:

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



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

The screenshot shows the 'Asset Inquiry' interface. At the top, there are four tabs: 'Assets', 'Transactions', 'Recent Additions', and 'Recent Retirements'. The 'Assets' tab is highlighted with a red box. Below the tabs is a search section with a 'Search' button and a dropdown menu set to 'All Assets'. There are several input fields: '* Book' (a dropdown menu showing 'AGENCY 1400 CASH BOOK'), '** Category' (an empty text box), '** Asset Number' (an empty text box), and 'Description' (an empty text box). On the right side, there are fields for 'Asset Type', '** Tag Number', 'Serial Number', and 'Employee Name'. A legend indicates that '*' denotes a required field and '**' denotes that at least one of the fields is required. At the bottom right, there are three buttons: 'Search', 'Reset', and 'Save...'.

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.

This screenshot shows the same 'Asset Inquiry' form as above, but with data entered. The '* Book' dropdown menu is now set to 'AGENCY 1400 CASH BOOK' and is highlighted with a red box. The '** Category' text box now contains the word 'Expense' and is also highlighted with a red box. The other fields remain empty. The 'Search' button at the bottom right is also highlighted with a red box. The rest of the interface, including the tabs and legend, is identical to the previous screenshot.

- 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**.

Asset Inquiry ?

Assets Transactions Recent Additions Recent Retirements

Search Advanced Manage Watchlist Saved Search All Assets

View Grid Print 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

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

Asset 1319745: Books Currency USD - US Dollar

View Grid

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		
YTD Depreciation	0.00	Prorate Date	1/1/97		
Depreciation Reserve	0.00	Bonus Rule			

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

Asset Inquiry ?

Assets Transactions Recent Additions Recent Retirements

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...

- 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.

Asset Inquiry ?

Assets Transactions Recent Additions Recent Retirements

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

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

Asset Inquiry ?

Assets Transactions Recent Additions Recent Retirements

Search Basic Manage Watchlist Saved Search All Assets

View [Icons] Detach

Asset Number	Description	Asset Type	Category	Tag Number	Serial Number	Asset Key	Attachments
1319743	DESKS, WOOD...	Expensed	EQUIPMENT-FURNI-OFFICE-NONE				None
1319768	CHAIRS,METAL...	Expensed	EQUIPMENT-FURNI-OFFICE-NONE		65-7001-MFMN-I01		None
1319816	CHAIRS,METAL...	Expensed	EQUIPMENT-FURNI-OFFICE-NONE		65-7001-BK		None
1319783	PRINTERS,LAS...	Expensed	EQUIPMENT-FURNI-RESIDENTIAL-NO		USSC047059		None

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

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...

- 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.

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...

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

Asset Inquiry ?

Assets **Transactions** Recent Additions Recent Retirements

Search Advanced Manage Watchlist Saved Search All Transactions

View Grid Print 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	

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

Asset Inquiry ?

Assets **Transactions** Recent Additions Recent Retirements

Search Advanced Manage Watchlist Saved Search All Transactions

* Book AGENCY 1400 CASH BOOK Transaction Type From Period To Period

Transaction Number From Asset To Asset

Search Reset Save...

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

Asset Inquiry ⓘ

Assets Transactions Recent Additions Recent Retirements

Search Basic Manage Watchlist Saved Search All Transactions ▾

* 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

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**.

Asset Inquiry ⓘ

Assets Transactions Recent Additions Recent Retirements

Search Basic 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	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

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

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 Meas
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