ADDING AN RTU ASSET (LEASED ASSET)

QUICK REFERENCE GUIDE FA-15

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**).
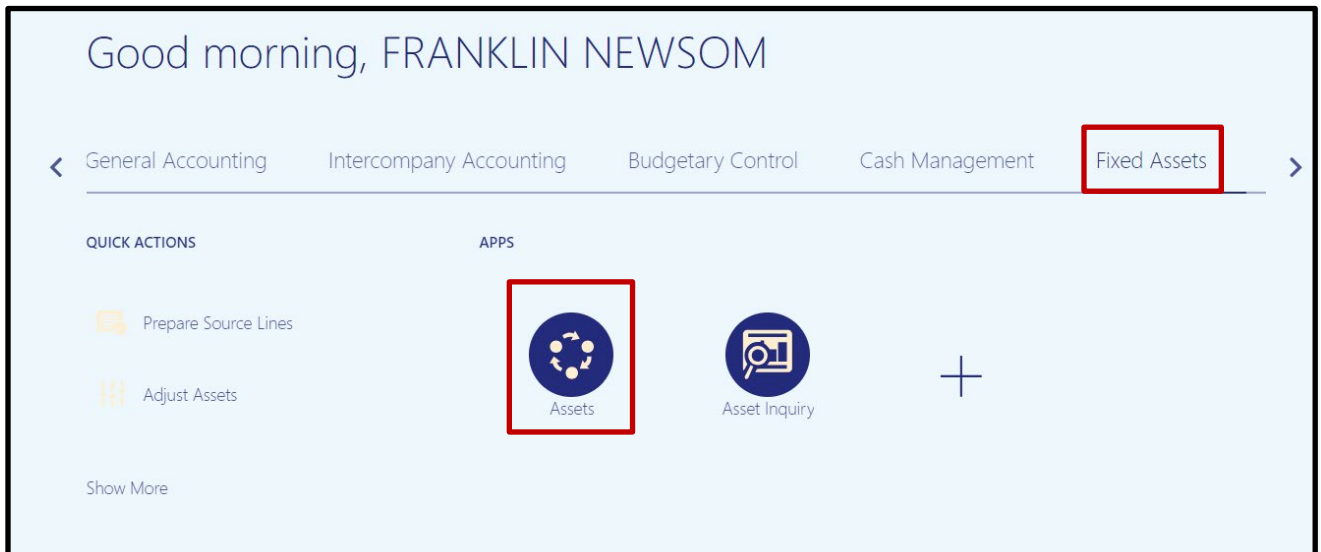
Introduction and Overview

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:

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

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

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

4. Click the **Add Asset** task.
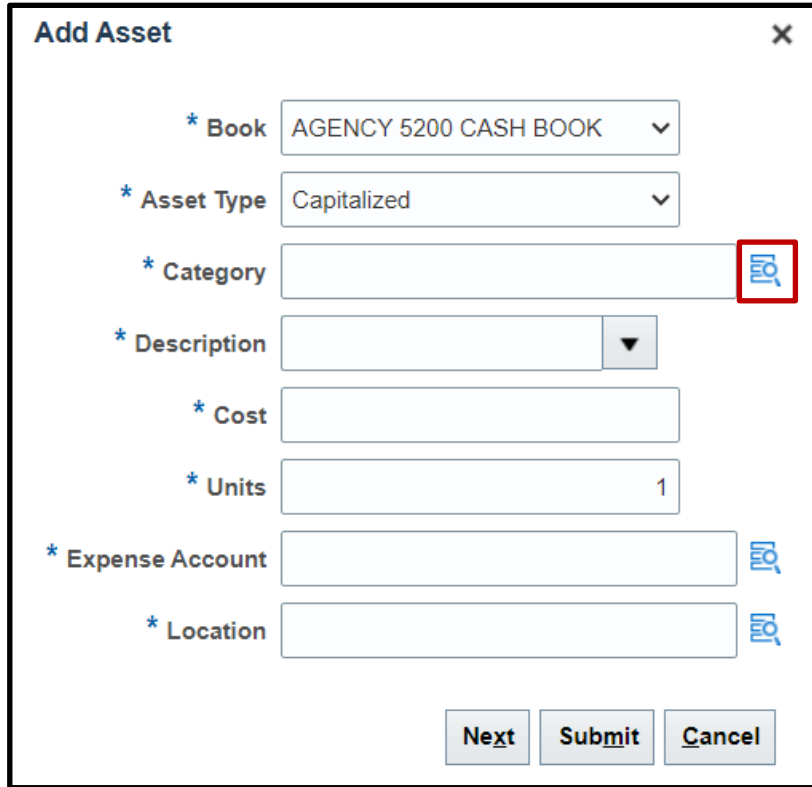
5. A popup will appear. Confirm you are using the correct accounting book (typically your agencies Cash book) and click the List Of Values icon ![icon] next to **Category.**
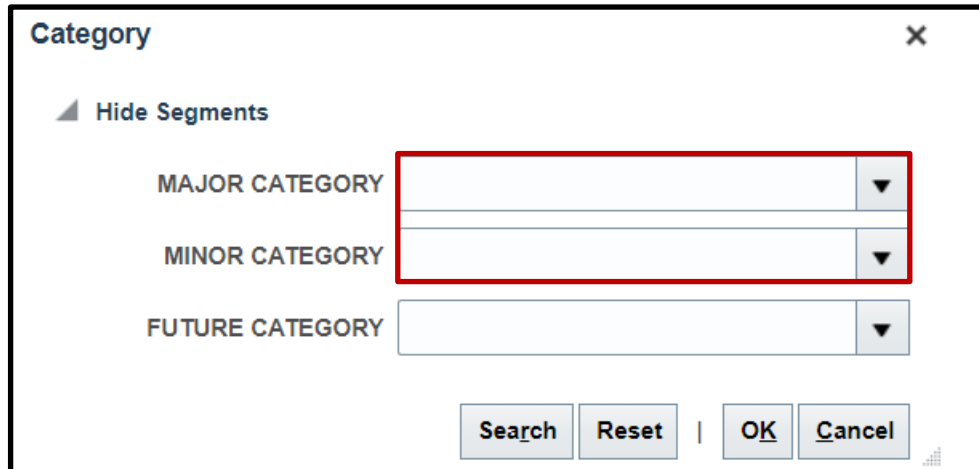

6. The **Category** selection list of values will appear. Enter a major RTU category and minor RTU category. Click **OK** when finished.

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

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

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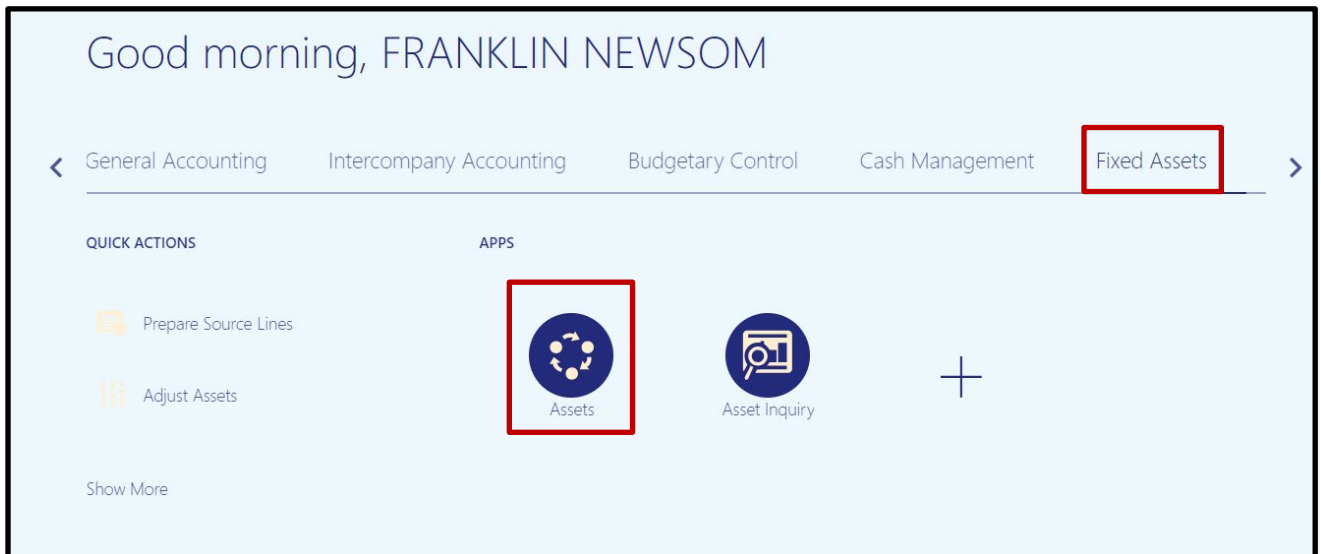
9. Scroll to the top of the page. Once all details have been added, click **Submit** to post the asset.

10. If Useful Life changes were made in Step 8, submit a ticket to OSC by emailing ncfs@osc.nc.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:

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

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

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

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

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

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

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.

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.

8. If Useful Life changes were made in Step 8, submit a ticket to OSC by emailing ncfs@osc.nc.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

- FA 100: Asset Manager (ILT)