



ADDING AN RTU ASSET (LEASED ASSET)

FA

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

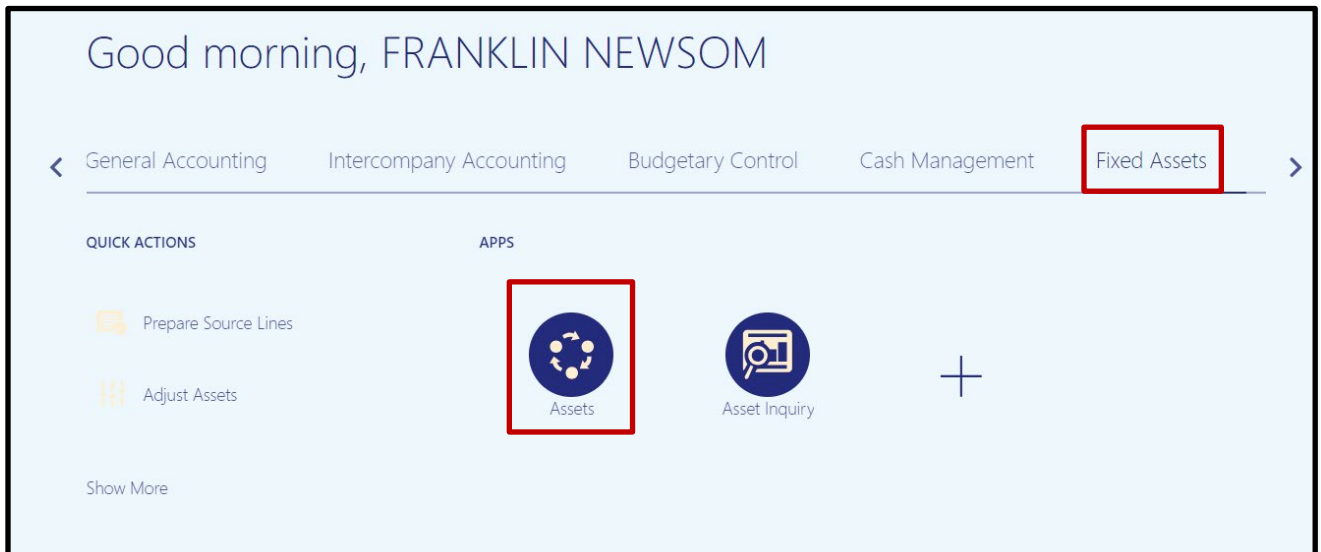
This QRG explains how to add RTU category assets in NCFS.

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**.

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

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	EP6480615	300		
CE JOB# 4282	4-C11582	408,466.78	10/28/23	BUILDINGS-BLDG\GENERAL CONTI		1		

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


Home Star Flag Bell FN

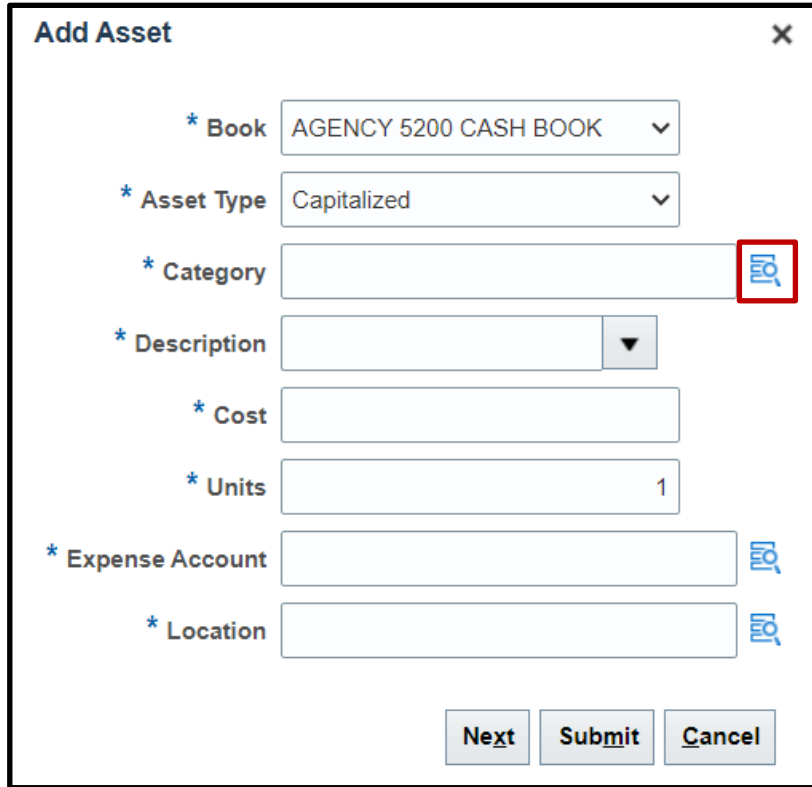
Transactions

- Add Asset
- Add Assets in Spreadsheet
- Prepare Source Lines
- Adjust Assets
- Adjust Assets in Spreadsheet
- Capitalize CIP Assets
- Transfer Assets
- Transfer Assets in Spreadsheet
- Retire Assets
- Retire Assets in Spreadsheet
- Reinstate Assets
- Update Descriptive Details

Accounting

- Create Accounting
- Create Adjustment Journal
- Review Journal Entries

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**.

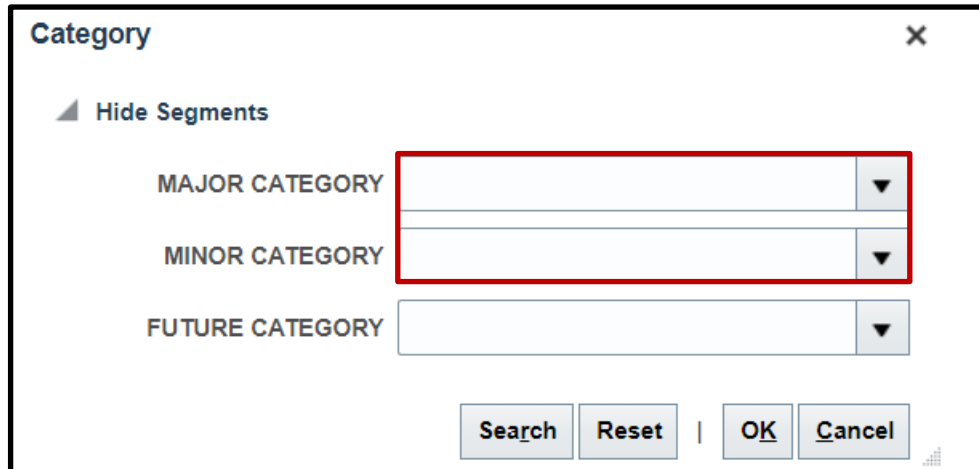


The screenshot shows the 'Add Asset' form with the following fields and values:

- * Book: AGENCY 5200 CASH BOOK
- * Asset Type: Capitalized
- * Category: [Empty] (List Of Values icon highlighted in red)
- * Description: [Empty]
- * Cost: [Empty]
- * Units: 1
- * Expense Account: [Empty] (List Of Values icon)
- * Location: [Empty] (List Of Values icon)

Buttons at the bottom: Next, Submit, Cancel

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



The screenshot shows the 'Category' selection popup with the following fields:

- MAJOR CATEGORY: [Empty] (highlighted in red)
- MINOR CATEGORY: [Empty] (highlighted in red)
- FUTURE CATEGORY: [Empty]

Buttons at the bottom: 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

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

Add Asset ✕

* **Book** ▼

* **Asset Type** ▼

* **Category** 🔍

* **Description** ▼

* **Cost**

* **Units**

* **Expense Account** 🔍

* **Location** 🔍

- 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.

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

Amortization Start Date: m/d/yy

Context Value

Regional Information

Financial Details

General | Advanced Rules | Revaluation | Source Lines | Regional Information

Salvage Value Type: Percent	Prorate Date: 1/1/24	YTD Bonus Depreciation: 0.00
Salvage Value Amount: 0.00	YTD Depreciation: 0.00	Bonus Depreciation Reserve: 0.00
Salvage Value Percent: 0	Depreciation Reserve: 0.00	YTD Impairment:
Depreciation Factor:	Group Asset Number:	Impairment Reserve:
* Depreciation Method: STL	Group Asset Description:	Original Cost:
* Life in Years: 55	Reduction Rate Percent:	Net Book Value: 0.00
* Life in Months: 0	Cash Generating Unit:	Recoverable Cost: 10,001.00
<input checked="" type="checkbox"/> Depreciate	Bonus Rule:	Lease Number:
<input type="checkbox"/> Fully depreciate in current period		
* Prorate Convention: HALF-YEAR		

Transaction Details

Comments

Amortize

Amortization Start Date: m/d/yy

Context Value

Regional Information

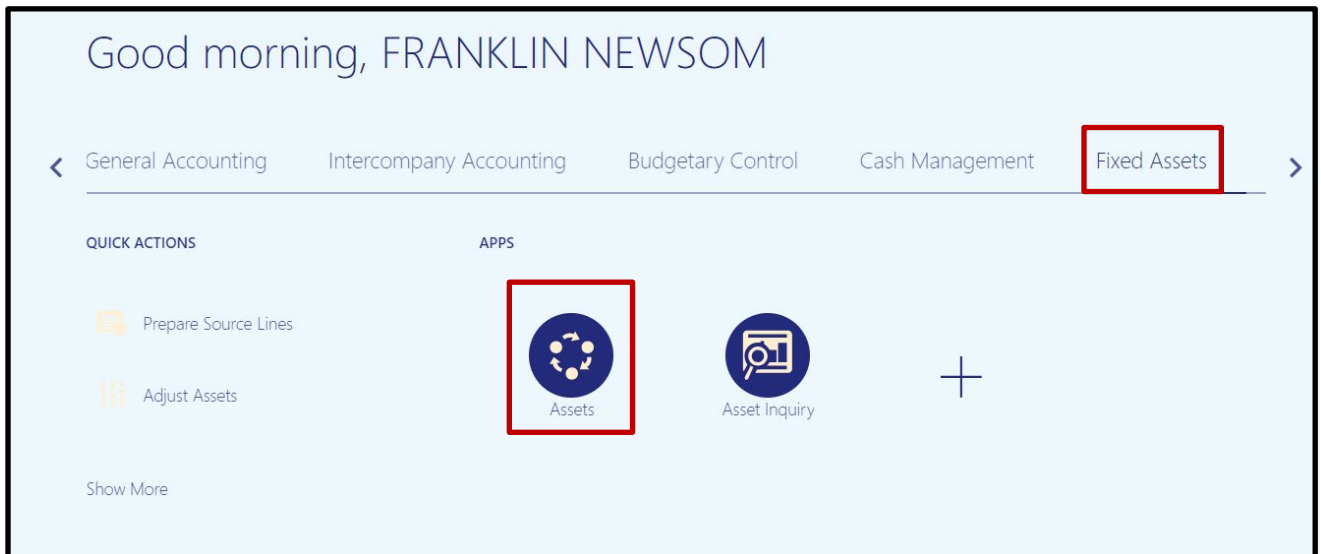
9. Scroll to the top of the page. Once all details have been added, click **Submit** to post the asset.

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.

The screenshot shows the 'Assets' page for 'AGENCY 5200 CASH BOOK - USD'. It features summary cards for Additions (785 Incomplete, 1 Exception, 0 Ready to Post), Adjustments (0 Incomplete), Transfers (1 Incomplete), Retirements (2 Incomplete, 9 Exceptions, 1 Ready to Post), and Depreciation (Dec-2023). Below these are action buttons like 'Prepare All', 'Merge', 'Add to Asset', 'Split', and 'Change Book'. A table lists asset lines with columns for Description, Invoice Number, Cost, In Service Date, Category, PO Number, Units, Comments, and Project Number. The first row, 'DAC CED JOB# 4282', is highlighted with a red box.

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	EP6480615	300		
CE JOB# 4282	4-C11582	408,466.78	10/28/23	BUILDINGS-BLDG-GENERAL CONTI		1		

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

The screenshot shows the 'Edit Source Line: 475845' page. It includes fields for Queue (New), Asset Number, Description (cntr3275340032), Cost (6,365.00), In Service Date (6/28/23), Asset Type (Capitalized), Category (EQUIPMENT-OTHER EQUIPMENT-NON), Preparer, Tag Number, Serial Number, Bought (New), In use checkbox, NCAS Payment Number, and Asset Purchase Type. The 'Category' field is highlighted with a red box.

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

The screenshot shows the 'Category' selection dialog box. It has a 'Hide Segments' toggle and three input fields: MAJOR CATEGORY, MINOR CATEGORY, and FUTURE CATEGORY. The MAJOR CATEGORY and MINOR CATEGORY fields are highlighted with a red box. At the bottom are buttons for Search, Reset, OK, and 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

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.

Assignments

View + X Distribution Set

* Units	Employee Name	Employee Number	* Depreciation Expense Account	* Location
1			5200-108026-54240000-000000-00000	NC-----
Total	1			

Financial Details

Transaction Details

Comments

Amortize

Amortization Start Date m/d/yy

Context Value

Regional Information

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

Amortization Start Date m/d/yy

Context Value

Regional Information



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)