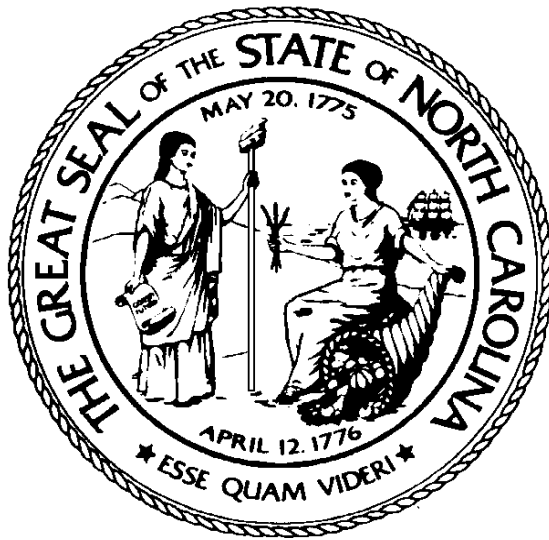


# Fixed Assets Training Course

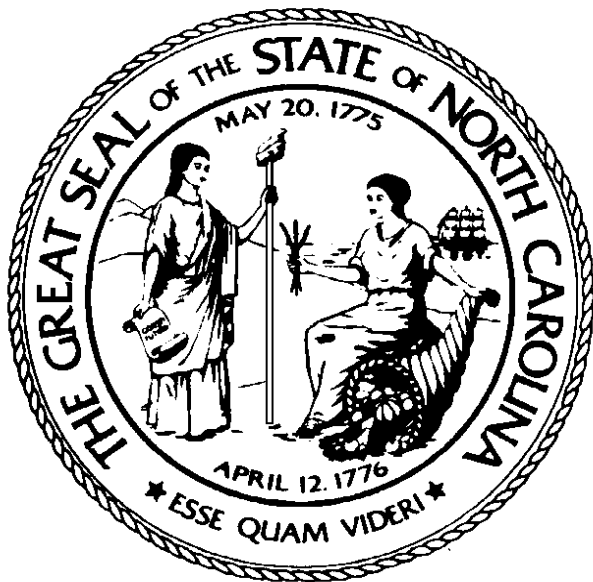


State of North Carolina

# NC Accounting System



North Carolina Accounting System  
**Fixed Assets**  
Training Course  
*Ninth Edition*



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State Controller  
May 25, 2011

This training was prepared by:  
**The Office of the State Controller**  
<http://www.osc.nc.gov>

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## TABLE OF CONTENTS

Introduction and Overview .....	1
Overview .....	1
Audience .....	1
Length .....	1
Objectives.....	1
Reports.....	1
Forms .....	1
Policies .....	2
Procedures .....	2
Quick Reference Guides (QRGs).....	2
Assets Overview.....	2
The Assets Interface .....	3
Adding An Asset .....	5
Adding an Asset Without the Interface.....	7
Copy Master/Copy Transaction Feature .....	19
Copy Master .....	19
Copy Transaction .....	21
Adding an Asset Through the Interface .....	27
Deleting an Item From the Temporary Level.....	39
Purging of Temporary Assets.....	43
Changing an Asset.....	45
Transferring an Asset within an Agency.....	49
Transferring an Asset Between Agencies .....	51
Retiring an Asset.....	53
Transaction File Inquiry .....	57
Transaction File Inquiry Overview.....	57
Summary Inquiry .....	57
Detail Inquiry .....	59
Resetting a Transaction .....	61
Inquiring on an Asset .....	65
Fixed Assets Reports.....	73
Fixed Asset Transaction Validation Report.....	75
Fixed Asset Transaction Validation Report Control Totals Report.....	77
Fixed Asset Audit Ledger Report.....	79

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Fixed Asset Audit Ledger - Control Totals Report .....	81
Fixed Asset Transactions - Account Exclusion .....	83
Generated Fixed Asset Transactions (CAP).....	85
Generated Fixed Asset Transactions (INV) .....	87
Fixed Asset Transactions Under Threshold.....	89
Active Asset Reconciliation Report General FA Account Group.....	91
Capital Assets Acquisition Report General FA Account Group .....	93
Retired Asset Retirement Date Report .....	95
Capital Assets Reconciliation Report General FA Account Group .....	97
Capital Assets Retirement Report - General FA Account Group.....	99
Current Year Cost Adjustments to Prior Year Acquisitions Report.....	101
Assets Transferred-In Report.....	103
Assets Transferred-Out Report.....	105
Capital Assets Prior Year Acquisition Report General FA Account Group .....	107
Assets Policies.....	109
Additions Policy.....	111
Buildings Policy.....	113
Capitalization/Classification Policy.....	115
Changing Location of Assets Policy.....	117
Collections Policy (Works of Art, etc.).....	119
Depreciation Policy .....	121
Fixed Asset Grants Policy.....	123
Impairment of Capital Assets Policy .....	125
Infrastructure Policy .....	127
Internal Policy/Procedure Books Policy .....	133
Land Policy .....	135
Lease Obligations Policy.....	137
Libraries Policy.....	139

---

Maintenance Policy .....	141
Missing/Stolen Assets Policy .....	143
Physical Inventory Policy .....	145
Renovation/Improvements Policy.....	147
Separation of Duties Policy.....	149
Tagging Policy .....	151
Transfers of Capital Assets Policy .....	153

**PROCEDURES**

Procedure 1: Signing On to the Fixed Assets Module .....	155
Procedure 2: Changing Your Passwords.....	157
Procedure 3: Signing off the Fixed Assets Module .....	159
Procedure 4: Using NCAS Information Guide (SIG) .....	161
Procedure 5: Glossary .....	163

**QUICK REFERENCE GUIDES**

QRG 1: General Government Capital Asset Depreciation .....	165
QRG 2: Asset Short Form Maintenance (Screen 260).....	167
QRG 3: Asset Transfer (Screen 262).....	169
QRG 4: Asset Retirement (Screen 264).....	171
QRG 5: Additional Description Maintenance (Screen 275).....	173



## Procedure 1: Signing On to the Fixed Assets Module

1. Type **CICSSCCP** or **CICSNC23** (whichever has been specified at your agency) at the State Sign-On Banner and press **Enter**.
2. Type **your User ID** in the USERID field. (This is also called your RACF ID.)
3. Type **the billing code for your agency (XXX-XXX)** in the BILL CODE field.
4. Type **your password** in the PASSWORD field and press **Enter**. A message is displayed across the top of the screen telling you that you are now signed on to the system. The message then disappears, leaving a blinking cursor at the top of a blank screen.
5. Type **MSAS** at the cursor and press **Enter**. The NCAS banner screen is displayed.
6. Type **your NCAS System ID** in the OPERATOR ID field.
7. Type **your password** in the PASSWORD field and press **Enter**. You are now signed on to the North Carolina Accounting System. The screen displays the following list of options:
  - A for Payroll/Personnel
  - B for Financial Systems
  - C for Manufacturing Systems
  - D for Health Care
  - E for Information Expert
8. If you get the message **PASSWORD NOT ON FILE**, press **Pause**, **F2**, or **F3** twice to return to the blank screen with the flashing cursor in step 5. Repeat steps 6 through 8.
9. **Tab** to the ACTION field at the bottom of the screen.
10. There are two ways of entering the Fixed Assets module:
  - Type **.FA** in the ACTION field and press **Enter** to begin working in the Fixed Assets module. (You must type the period.) The *Fixed Assets Module Menu* screen is displayed.

OR

  - Choose **B** from the menu and press **Enter**. You see a list of system ID numbers and names. Enter **8** and press **Enter**. The *Fixed Assets Module Menu* screen is displayed.



## Procedure 2: Changing Your Passwords

You have a password that goes with your User ID (your RACF ID) and a password that goes with your NCAS System ID. The first time you access the system, you use passwords that have been provided for you.

These passwords should be changed immediately. You are prompted to change the password for the RACF ID every 60 days; however, once you change the password that goes with your NCAS System ID, you are not required to change it again (unless you choose to change it).

### To change your password on the CICS screen:

The system prompts you to change this password every 60 days. You can change this password at any time--you do not need to wait for the system to prompt you.

1. When prompted, type a **new password**, containing six to eight characters and no spaces, in the NEW PSWD field and press . You see the message **RE-ENTER NEW PASSWORD FOR VERIFICATION**.
2. Type the **new password** again in the NEW PSWD field and press  to verify it. Your new password works the next time you sign on.

### To change your password on the NCAS screen:

Once you change this password, you are not required to change it again, however, you can choose to change it at anytime.

1.  to the NEW PSWD field.
2. Type a **new password** containing six to eight characters and no spaces.
3.  to the VERIFY field, type the new password again and press  to verify it. Your new password works the next time you sign on.



## Procedure 3: Signing off the Fixed Assets Module

It is very important to sign off the North Carolina Accounting System properly. If you do not follow these instructions, you will not be able to reconnect to the system until your terminal is released by the Office of the State Controller.


### From any screen:

1. Type **SO** in the ACTION field and press .
2. Press either , , or  to clear your screen.
3. Type **logoff** on the blank screen and press .

When the State Sign-On Banner displays, you have signed off the system.



## Procedure 4: Using NCAS Information Guide (SIG)

1. Open the Internet.
2. Type **http://www.osc.state.nc.us** for the address of the OSC's web page.
3. Click on the **NC Accounting System** button (located on the left hand side of the screen).
4. Click on the blue text button labeled **Click Here to View the SIG**.
5. Click on the door or rectangle labeled **Accounting System**.  
 Bookmark this location for future use.
6. Click on the **Documentation** door.
7. Click on **Policies and Procedures**.
8. Click on the **Policies** filing cabinet drawer.
9. Click on the **Fixed Assets** folder.
10. Click on the **policy** you want to view.



## Procedure 5: Glossary

### Assets

Assets acquired for use in operations. These assets are generally not for resale, and have an estimated useful life to an organization of at least one year. Also known as property, plant, and equipment. Examples include land, buildings, machinery, and furniture.

### Book Type

A term used by the system to define whether an asset is:

1. Depreciable
2. Fully Depreciated
3. Non-Depreciable (CAP > or = \$5000)
4. Inventory (INV < \$500)
5. Reference

### Capitalized Assets

Assets whose value is greater than or equal to \$5000. Capitalized assets are classified for inclusion in financial reports.

### Components

Separate physical part of an asset that when added together with all the physical asset parts make up the whole asset. Separate physical parts no longer are classified as components. Individual items are classified as separate assets, depending upon how they were acquired.

### Depreciation

The systematic expensing of original cost of fixed assets.

### Depreciation Methods

Formulas used to calculate depreciation expense. The most commonly used method used in the NCAS FA module is straight line gross.

### GAAP

Generally Accepted Accounting Principles - A set of uniform minimum standards and guidelines for financial accounting and reporting that govern the form and content of the financial statements of an entity.

### Intangible Asset

Assets which benefit the organization through the special rights and privileges of their ownership as opposed to the physical characteristics. Examples are patents, copyrights, leases, and licenses.

## **Interface**

Program that feeds information from AP to FA when a payment is made against an invoice received from a vendor.

## **Inventoried Assets**

Goods or objects that are valued between \$500 and \$4999 at one of four different thresholds established by your agency: \$500, \$1000, \$2500, or \$5000.

## **Invoice**

The invoice is a vendor's request for payment for a portion of a purchase order which has been filled.

## **Levels of Control**

Hold user-defined information about each fixed asset.

## **Permanent Level**

Contain information about items that have been designated fixed assets.

## **Personal Assets**

Tangible assets.

## **Real Assets**

Land and buildings.

## **SIG**

System Information Guide for the North Carolina Accounting System. FA policy can be found on the SIG.

## **Tangible Asset**

Also known as Fixed Assets; property, plant, and equipment. The assets have a physical presence.

## **Temporary Level**

Provide a temporary holding area for information about AP item files. Only L1/L2 exist at temporary level.

## QRG 1: General Government Capital Asset Depreciation

July 3, 2001

### MEMORANDUM NO. SAD 02-12

**TO:** Chief Financial Officers

**FROM:** Robert L. Powell  
State Controller

**SUBJECT:** General Government Capital Asset Depreciation

GASB Statement 34 requires governmental funds to report depreciation on depreciable capital assets in the governmental-wide statements for the 2002 Comprehensive Annual Financial Report (CAFR). The Office of the State Controller (OSC) will calculate the depreciation for the governmental funds who are using the North Carolina Fixed Asset System (FAS). It is imperative that the data in this system be accurate. When entering an asset into the fixed assets system, one of the fields needing close attention is the ACQ CODE (acquisition code) field. The following are the choices for this field: P for purchased; C for constructed; D for donated; or I for inventory conversion. If a user does not fill in the ACQ CODE (acquisition code) field, P for purchased defaults in this field. Other fields, which OSC will rely on, are the ACQ date (acquisition date) field, the retirement date field, and the cost field. Please review the data in this system periodically to ensure correctness.

OSC will require agencies not using the FAS system to report detail asset information including accumulated depreciation by asset caption beginning for the fiscal year-ending June 30, 2002. A financial worksheet will be included in the 2002 year-end close package to report this information.

Any inquiries regarding this matter should be directed to your OSC analyst. Thank you for your attention to this matter.

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**Web Site:** [http://www.osc.state.nc.us/sigdocs/sig\\_docs/prev\\_memos/2002/Memo-SAD02-12.html](http://www.osc.state.nc.us/sigdocs/sig_docs/prev_memos/2002/Memo-SAD02-12.html)



**QRG 2: Asset Short Form Maintenance (Screen 260)**



**QRG 3: Asset Transfer (Screen 262)**



**QRG 4: Asset Retirement (Screen 264)**



**QRG 5: Additional Description Maintenance (Screen 275)**

\*\*\* ADDITIONAL DESCRIPTION MAINTENANCE \*\*\*

L1/L2 :

ASSET:

ASSET NUMBER

FUNCTION  
CODE

DESCRIPTION

DESCRIPTION LINE 1 :

DO NOT ENTER ANYTHING ON THIS LINE

DESCRIPTION LINE 2 :

ADDITIONAL DESCRIPTION

DESCRIPTION LINE 3 :

ADDITIONAL DESCRIPTION

DESCRIPTION LINE 4 :

BUILDING = SQUARE FOOTAGE/LAND = ACREAGE

DESCRIPTION LINE 5 :

STATE PROPERTY CONTROL COMPLEX AND ASSET NUMBER

DESCRIPTION LINE 6 :

PLAT BOOK (COUNTY/BOOK/PAGE)

DESCRIPTION LINE 7 :

ADDITIONAL DESCRIPTION

DESCRIPTION LINE 8 :

VENDOR NUMBER      VENDOR SHORT NAME      BUY ENTITY

DESCRIPTION LINE 9 :

AP CONTROL CONTROL      INVOICE NUMBER      PAYING  
GROUP      DATE      ENTITY  
NUMBER

A = ADD

C = CHANGE