

Add a Fixed Asset (FA) from a Shell Record for a Vehicle

The following instructions will provide the minimum requirements for adding a fixed asset record to wvOASIS that references a shell record for a vehicle.

Navigate to the Document Catalog and either search and select the shell record you want to use to add the fixed asset, or you can search for the appropriate shell record using the browse screen for your department. You can also JUMP TO = FA.

NOTE: the prefix for a shell record only contains one L – SHEL.

To browse for a shell record, you can:

Code: FA
 Department: Type your department number
 ID: Type the shell number or to browse you can type SHEL* or SHEL18*, for example

Click Browse

You can select the shell record you want to complete by clicking on the ID link.

[Open](#) [Validate](#) [Submit](#) [Copy](#)

	Code	Dept.	Unit	ID	Comments	Version	Function	Phase	Status	Date	User ID	Amount
<input type="checkbox"/>	FA		4285	SHEL180000000193	No	1	New	Final	Submitted	7/18/17	batch	\$25,473.00
<input type="checkbox"/>	FA		4285	SHEL180000000194	No	1	New	Final	Submitted	7/18/17	batch	\$25,473.00
<input type="checkbox"/>	FA		4285	SHEL180000000197	No	1	New	Final	Submitted	7/19/17	batch	\$25,473.00
<input type="checkbox"/>	FA		4285	SHEL180000000358	No	1	New	Final	Submitted	7/21/17	batch	\$52,750.00
<input type="checkbox"/>	FA		4285	SHEL180000000359	No	1	New	Final	Submitted	7/21/17	batch	\$52,750.00
<input type="checkbox"/>	FA		4285	SHEL1800000001413	No	1	New	Final	Submitted	9/11/17	batch	\$39,378.00

HEADER/General Information Tab

- Document Name Type the description of the vehicle (YEAR MAKE MODEL)
- Document Description Type the Purchase Order number, if applicable
- Fixed Asset Description Type the description of the vehicle (YEAR MAKE MODEL). This should be a detailed description as it will appear on reports
- Auto Generate FA Number Check the box, so the system will assign a unique A number. When you click Validate, the Fixed Asset number field will populate with the unique A number

Header

General Information Extended Doc Description Responsibility Center Composite Asset Information Infrastructure Maintenance Fixed Asset Intent Reference Document Information

Document Name: 2018 Jeep Cherokee

Record Date:

Budget FY:

Fiscal Year:

Period:

Document Description:

Complex/Building:

Auto Generate FA Number:

Prefix:

Fixed Asset Number:

Fixed Asset Description: 2018 JEEP CHEROKEE

Document Total: \$23,683.10

Final Asset Value: \$23,683.10

Event Type: FA01

Memo Asset:

Asset System Number:

Asset System Description:

HEADER/Responsibility Center Tab

- Custodian Type the custodian code or click on the pick list arrow to search for and select the appropriate code
- Fund Type the fund number that “owns” the asset
- Sub Fund Type the sub-fund number that “owns” the asset
- Department Type the department number that “own” the asset
- Unit Type the unit number that “owns” the asset

Other

Other chart of account elements may also be typed, such as activity or program

The screenshot shows a software interface with a header bar and a main content area. The header bar is orange and contains the word "Header". Below the header bar is a navigation menu with several tabs: "General Information", "Extended Doc Description", "Responsibility Center" (which is highlighted), "Composite Asset Information", "Infrastructure Maintenance", "Fixed Asset Intent Reference", and "Document Information". The main content area is a light blue grid with various input fields. Each field has a small green arrow icon next to it, indicating that it is a dropdown menu. The fields are arranged in three columns. The first column contains: Custodian (0947094701), Accounting Template, Fund (9080), Sub Fund (0000), Department (0947), Unit (0947), Sub Unit, Appr Unit, Object, and Sub Object. The second column contains: Revenue, Sub Revenue, Dept Object, Dept Revenue, Activity, Sub Activity, Function, Sub Function, Reporting, and Sub Reporting. The third column contains: Task, Sub Task, Task Order, Major Program, Program, Phase, Program Period, Location, and Sub Location.

You can also attach supporting document to the Header. To add an attachment, you can click on File located on the bottom, right hand section of the screen and then click on Attachments. Attachments must be in .pdf format. Fleet Management attaches the Dealer Invoice to their entries.

Click SAVE

COMPONENT SECTION/Component General Information Tab

This information will be populated from the procurement document.

Component Number no data entry necessary-prepopulated

Commodity Code no data entry necessary-prepopulated

Units **CAUTION:** The field will populate with the number ordered from the procurement document. For vehicles, this number should always be 1. If 1 is not populated in this field, you **MUST** modify the number to be 1.

Unit of Measure No data entry necessary - prepopulated

Tag Number Type the tag number as defined by your department. In lieu of the tag number, you can type the last 6 digits of the VIN.

Component			
Fixed Asset Number		Component Number	
A0431626		01	
From 1 to 1 Total: 1			

Component General Information | Specifications | Acquisition Details | Component Location Details | Component Classification | Cost, Valuation & Depreciation | FAPR Reference | Internal Sale Details | Fixed Asset Intent Reference | Insurance

Component Number: 01
Commodity: 25101500
Units: 1.00000
Unit of Measure: EA
Final Units:
Surface Area:
Statistical Units:
Statistical UOM:
Plat Number:
Survey Data:
Decal ID:
Debt ID:
Asset Status:
Asset Status Name:

Tag Number: 157897
Base Asset:
Description 1:
Description 2:
Description 3:
Description 4:
Description 5:
Property ID:
Property Description:
Extended Description:
Asset Impairment:
Asset System Number:
Asset System Description:

Click SAVE

COMPONENT/Specification Tab

Vehicle Make Type the make of the vehicle

Vehicle Model Type the model of the vehicle

Vehicle Year Type the year of the vehicle

VIN Type the VIN for the vehicle

Serial Number Type the VIN for the vehicle (due to the 3.11 Oasis upgrade, if the serial number does not also include the VIN, it will not be searchable by this field in FARCOMP (fixed asset registry component) jump-to)

Specification Type the color of the vehicle

Component Total Lines: 1 Fixed Asset Number: A0434459 Component Number: 01

Fixed Asset Number		Component Number		Component Total
A0434459		01		
From 1 to 1 Total: 1				

Component General Information | **Specifications** | Acquisition Details | Component Location Details | Component Classification | Cost, Valuation & Depreciation | FAPR Reference | Internal Sale Details | Fixed Asset Intent Reference | Insurance

Manufacturer:
Mfr Part Number:
Product/Category:
Model Number:
Drawing:
Piece:
Supplier Part Number:
Weight:
Size:
Vehicle Year: 2021
Vehicle Make: FORD
Vehicle Model: EXPLORER
VIN: 1FMSK8B86MGA96659
License Plate:
Fuel Type:

Serial Number: 1FMSK8B86MGA96659
Specification: WHITE
Warranty Type:
Industry Identification:
Barcode:
Commodity Spec:
Hazardous Materials:
Permits/Certifications:
Disposal Restrictions:

Click SAVE

COMPONENT/Acquisition Details Tab

Acquisition Date Type/Select the date the vehicle was acquired/delivered

Acquisition Method Type or search for and select the acquisition method (the most common method will be VPUR = vendor purchase)

The Vendor number and Vendor name will populate from the procurement source document.

The screenshot shows the 'Acquisition Details' tab selected in a software interface. The tab bar includes: Specification, Acquisition Details (active), Component Location Details, Component Classification, Cost, Valuation & Depreciation, FAPR Reference, Internal Sale Details, and Fixed Asset Intent Reference. The form contains the following fields:

- Acquisition Date: 03/01/2018 (with a calendar icon)
- Acquisition Method: VPUR (with a dropdown arrow icon)
- Purchasing Authority: (empty text box)
- Memo Disposal Value: \$0.00
- Vendor: 00000110771 (with a dropdown arrow icon)
- Vendor Name: MOORE M (with a dropdown arrow icon)
- Alias/DBA: (empty text box)

Click SAVE

COMPONENT/Component Location Details

Location Type or search and select the Location for the vehicle

The screenshot shows the 'Component Location Details' tab selected in a software interface. The tab bar includes: Component General Information, Specification, Acquisition Details, Component Location Details (active), Component Classification, Cost, Valuation & Depreciation, and FAPR Reference. The form contains the following fields:

- Location: 0312 (with a dropdown arrow icon)
- Sub Location: (empty text box with a dropdown arrow icon)
- Complex / Building: (empty text box with a dropdown arrow icon)

At the top of the form, there is a 'Header' section with the following information:

- Component: Total Lines: 1 Fixed Asset Number: Component Number: 0001
- Fixed Asset Number: 0001
- Component Number: 0001
- From 1 to 1 Total: 1 (with 'First', 'Previous', and 'Next' navigation buttons)

Click SAVE

COMPONENT/Component Classification Tab

Fixed Asset Classification Normal will be prepopulated

Fixed Asset Catalog 02 = Vehicles 1 ton and under

 03 = Vehicles over 1 ton

 32 = Agency third party leased vehicles

 50 = Licensed trailers

In Service Date Type/Select the date the vehicle was acquired/delivered – this date will match the Acquisition Date

Click SAVE. The Fixed Asset Type, Fixed Asset Group, and Useful Life will automatically populate.

Component Total Lines: 1 Fixed Asset Number: Component Number: 0001

Fixed Asset Number	Component Number
0001	

From 1 to 1 Total: 1 First Previous Next Last

Component General Information Specification Acquisition Details Component Location Details **Component Classification** Cost, Valuation & Depreciation FAPR Reference Internal Sale Details Fixed Asset Intent Reference

Fixed Asset Classification: Normal BSA: 1840

Fixed Asset Catalog: 02 Sub BSA:

Fixed Asset Type: E OBSA: 1801

Fixed Asset Group: 100 Sub OBSA:

Useful Life: 3 Accum Depr BSA: 1845

In Service Date: Accum Depr Sub BSA:

COMPONENT/Cost, Valuation & Depreciation Tab

Depreciation Structure Select Responsibility Center

Component		
Total Lines: 1	Fixed Asset Number:	Component Number: 0001
Fixed Asset Number	Component Number	Component Total
0001		
From 1 to 1 Total: 1		
<input type="button" value="First"/> <input type="button" value="Previous"/> <input type="button" value="Next"/> <input type="button" value="Last"/>		
Component General Information Specification Acquisition Details Component Location Details Component Classification Cost, Valuation & Depreciation FAPR Reference Internal Sale Details Fixed Asset Intent Reference		
Closing Costs: \$0.00		Component Total: \$23,683.10
Salvage Value: \$0.00		Final Component Value: \$23,683.10
Valuation Date: <input type="text"/>		Depreciation Method: Straight Line
Valuation Amount: <input type="text"/>		Depreciation Structure: Responsibility Center

ACCOUNTING/General Information Tab

- Line Amount CAUTION: The line amount may be the total from the procurement document if more than one item was procured and multiple shell records were not created. You MUST make sure the amount is for one asset - vehicle
- Funding Fiscal Year will prepopulate
- Funding Budget FY will prepopulate
- Responsibility Center Posting Select Yes

Accounting			
Total Lines: 1	Accounting Line: 1	Line Amount: \$23,683.10	
Accounting Line	Line Amount	Event Type	
1	\$23,683.10	FA01	Yes
From 1 to 1 Total: 1			
<input type="button" value="First"/> <input type="button" value="Previous"/> <input type="button" value="Next"/> <input type="button" value="Last"/>			
General Information References Fixed Asset Intent Reference Fund Accounting Detail Accounting			
Event Type: FA01		Budget FY: <input type="text"/>	
Accounting Template: <input type="text"/>		Fiscal Year: <input type="text"/>	
Line Description: <input type="text"/>		Period: <input type="text"/>	
Line Amount: \$23,683.10		Funding Fiscal Year: 2018	
Internal Sale Gain/Loss Amount:		Funding Budget FY: 2018	
Historic Asset Cost:		Responsibility Center Posting: Yes	
Accum Depr Amount: \$0.00			

Click SAVE

ACCOUNTING/Fund Accounting Tab

The Chart of Account elements on this screen will populate from the source procurement document.

ACCOUNTING/References

The elements on this screen will populate from the related source documents

Click VALIDATE

If no errors are present, you will see the following message

[View All](#) 1 of 1 |  Document validated successfully

If errors are present, you can correct the errors and then click Validate again.

Once the document is free of errors,

Click SUBMIT

The document can now be reviewed and approved by the appropriate person within the organization.