

## Add a Fixed Asset (FA) Standalone Record for a Vehicle (no Shell Record)

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

Navigate to the Document Catalog and create a FA document <OR> JUMP TO = FA

Type the code: FA

Type your department number

Type your unit number

Click Create

The screenshot shows the 'wvOASIS PRELIM FIN' interface with a sidebar containing 'Message Center', 'Search', 'History', 'Favorites', and 'Administration'. The main area is titled 'Document Catalog' and has a 'Create' button. Below it, the 'Document Identifier' section is expanded, showing 'Code : FA', 'Unit : 0947', and 'Dept. : 0947'. There are also 'User Information' and 'Document State' sections which are currently collapsed. At the bottom of the form, there are 'Browse' and 'Clear' links.

Click the Auto Numbering box and click Create

This screenshot is similar to the previous one but shows the 'Other Options' section expanded. It contains two checkboxes: 'Auto Numbering' which is checked, and 'Create Template' which is unchecked. The 'Code', 'Unit', and 'Dept.' fields remain the same. The 'Create' button is now visible at the bottom of the form area.

### 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

The screenshot displays the 'Fixed Asset Acquisition(FA)' system interface. At the top, a header bar shows 'Dept: 0947 ID: 18000004482 Ver.: 1 Function: New Phase: Draft' and 'Modified by carperd, 03/05/2018'. Below this is a 'Header' section with a navigation menu containing 'General Information', 'Extended Doc Description', 'Responsibility Center', 'Composite Asset Information', 'Infrastructure Maintenance', 'Fixed Asset Intent Reference', and 'Document Information'. The 'General Information' tab is active, showing various input fields: 'Document Name' (2018 Jeep Cherokee), 'Record Date', 'Budget FY', 'Fiscal Year', 'Period', 'Document Description' (APO 0947 18\*1532), and 'Complex/Building'. On the right side, there are checkboxes for 'Auto Generate FA Number' (checked), 'Memo Asset', and 'Asset System Number'. Other fields include 'Prefix', 'Fixed Asset Number', 'Fixed Asset Description' (2018 JEEP CHEROKEE), 'Document Total: \$0.00', 'Final Asset Value: \$0.00', 'Event Type' (FA01), 'Asset System Description', and 'Ref Type' (Partial).

### 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

General Information	Extended Doc Description	Responsibility Center	Composite Asset Information	Infrastructure Maintenance	Fixed Asset Intent Reference	Document Information
Custodian: 0947094701					Revenue:	Task:
Accounting Template:					Sub Revenue:	Sub Task:
Fund: 9080					Dept Object:	Task Order:
Sub Fund: 0000					Dept Revenue:	Major Program:
Department: 0947					Activity:	Program:
Unit: 0947					Sub Activity:	Phase:
Sub Unit:					Function:	Program Period:
Appr Unit:					Sub Function:	Location:
Object:					Reporting:	Sub Location:
Sub Object:					Sub Reporting:	

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

Click Insert New Line

**Component Number** Type the Component Number. The common number to use for the first line is 01

**Commodity Code** Type or search for and select the appropriate Commodity Code number. (Ex. 25100000 = Motor Vehicles)

**Units** Type 1

**Unit of Measure** Select EA for Each

**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	Total Lines: 1	Fixed Asset Number: A0431626	Component Number: 01
A0431626		01	Component Total
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									Tag Number: 15787
Commodity: 25101500									Base Asset:
Units: 1.00000									Description 1:
Unit of Measure: EA									Description 2:
Final Units:									Description 3:
Surface Area:									Description 4:
Statistical Units:									Description 5:
Statistical UOM:									Property ID:
Plat Number:									Property Description:
Survey Data:									Extended Description:
Decal ID:									Asset Impairment:
Debit ID:									Asset System Number:
Asset Status:									Asset System Description:
Asset Status Name:									

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      First   Previous   Next   Last

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:       Serial Number: 1FMSK8BB6MGA96659

Mfr Part Number:       Specification: WHITE

Product/Category:       Warranty Type:

Model Number:       Industry Identification:

Drawing:       Barcode:

Piece:       Commodity Specs:

Supplier Part Number:       Hazardous Materials:

Weight:       Permits/Certifications:

Size:       Disposal Restrictions:

Vehicle Year: 2021

Vehicle Make: FORD

Vehicle Model: EXPLORER

VIN: 1FMSK8BB6MGA96659

License Plate:

Fuel Type:

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)

Component		Total Lines: 1	Fixed Asset Number:	Component Number: 0001
Fixed Asset Number		Component Number		
A0387156		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
Acquisition Date:	03/01/2018	Vendor:		
Acquisition Method:	VPUR	Vendor Name:		
Purchasing Authority:		Alias/DBA:		
Memo Disposal Value:	\$0.00			

Click SAVE

**COMPONENT/Component Location Details Tab**

Location

Type or search and select the Location for the vehicle

Header		Total Lines: 1	Fixed Asset Number: A0387156	Component Number: 0001
Component		Fixed Asset Number		
A0387156		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
Location:		0312		
Sub Location:				
Complex / Building:				

**COMPONENT/Component Classification Tab**

Fixed Asset Classification

Select Adjustment

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.

Header	
Component	
Total Lines: 1	Fixed Asset Number: A0387156 Component Number: 0001
Fixed Asset Number	Component Number
A0387156	0001
From 1 to 1 Total: 1	
Component General Information   Specification   Acquisition Details   Component Location Details   <b>Component Classification</b>   Cost, Valuation & Depreciation	
Fixed Asset Classification: Adjustment <input type="text"/>	
Fixed Asset Catalog: 02 <input type="text"/>	
Fixed Asset Type: E <input type="text"/>	
Fixed Asset Group: 100 <input type="text"/>	
Useful Life: 3 <input type="text"/>	
In Service Date: <input type="text"/>	

**COMPONENT/Cost, Valuation & Depreciation Tab**

Depreciation Structure

Select Responsibility Center

Header	
Component	
Total Lines: 1	Fixed Asset Number: A0387156 Component Number: 0001
Fixed Asset Number	Component Number
A0387156	0001
From 1 to 1 Total: 1	
Component General Information   Specification   Acquisition Details   Component Location Details   Component Classification   <b>Cost, Valuation &amp; Depreciation</b>   FAPR Reference   Internal Sale Details   Fixed Asset Intent Reference	
Closing Costs: \$0.00	Component Total: \$0.00
Salvage Value: \$0.00	Final Component Value: \$0.00
Valuation Date: <input type="text"/>	Depreciation Method: Straight Line
Valuation Amount: <input type="text"/>	Depreciation Structure: Responsibility Center
Replacement Date: <input type="text"/>	

**ACCOUNTING/General Information Tab**

Click Insert New Line

Line Amount                      Type the purchase price of the vehicle

Funding Fiscal Year              Type the Funding FY

Funding Budget FY                Type the Budget FY

Responsibility Center Posting    Select Yes

Warranty      Fixed Asset Number: none      Component Number: none      FA Warranty Number: none

**Accounting**      Total Lines: 1      Accounting Line: 0      Line Amount:

Accounting Line	Line Amount	Event Type
0		

From 1 to 1 Total: 1     

**General Information**    References    Fixed Asset Intent Reference    Fund Accounting    Detail Accounting

Event Type:

Accounting Template:

Line Description:

Line Amount: 28,525.00

Internal Sale Gain/Loss Amount:

Budget FY:

Fiscal Year:

Period:

Funding Fiscal Year: 2018

Funding Budget FY: 2018

Responsibility Center Posting: Yes

Click SAVE

### ACCOUNTING/Fund Accounting Tab

- Fund      Type the fund referenced on the payment document
- Sub Fund      Type the sub fund referenced on the payment document
- Department      Type the department referenced on the payment document
- Unit      Type the unit referenced on the payment document
- Appr Unit      Type the appropriation unit referenced on the payment document
- Object      Type the object referenced on the payment document
- Sub Object      Type the sub object referenced on the payment document

The Detail Accounting tab is also available for typing additional chart of accounts elements such as activity or program.

Header			
Component	Total Lines: 1	Fixed Asset Number: A0387156	Component Number: 0001
Warranty	Fixed Asset Number: none	Component Number: none	FA Warranty Number: none
Accounting	Total Lines: 1	Accounting Line: 1	Line Amount: \$28,525.00

  

Accounting Line	Line Amount	Event Type
1	\$28,525.00	FA01

From 1 to 1 Total: 1

First Previous Next

  

General Information References Fixed Asset Intent Reference **Fund Accounting** Detail Accounting

Fund: 9080	Object: 5206
Sub Fund: 0000	Sub Object: 0000
Department: 0947	Revenue:
Unit: 0947	Sub Revenue:
Sub Unit:	BSA:
Appr Unit: 09900	Sub BSA:

Click SAVE

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.