**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.

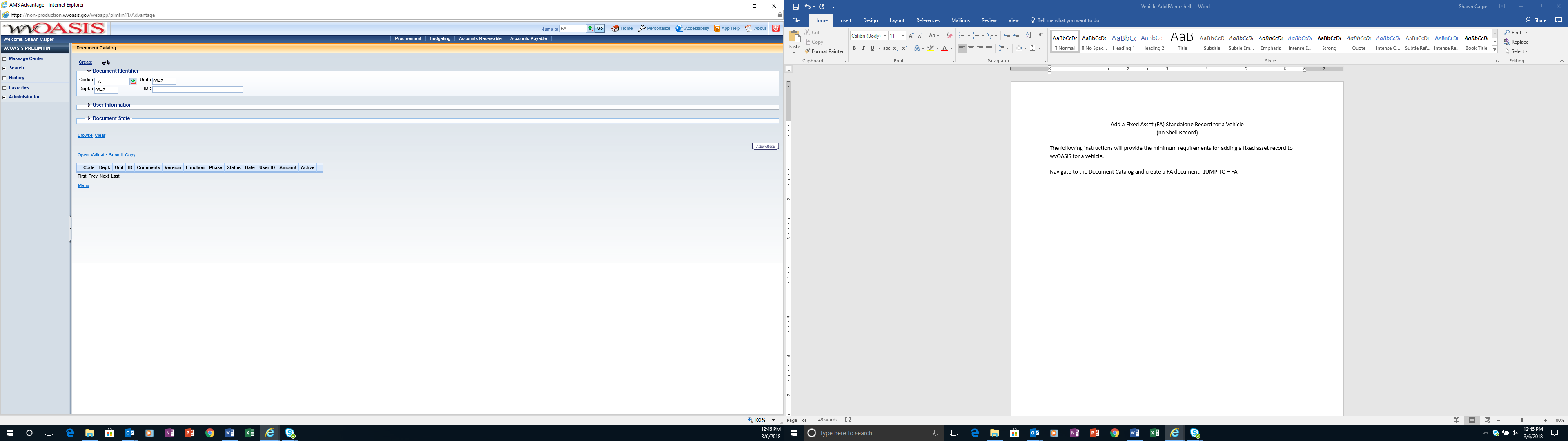
Navigate to the Document Catalog and create a FA document <OR> JUMP TO = FA

Type the code: FA

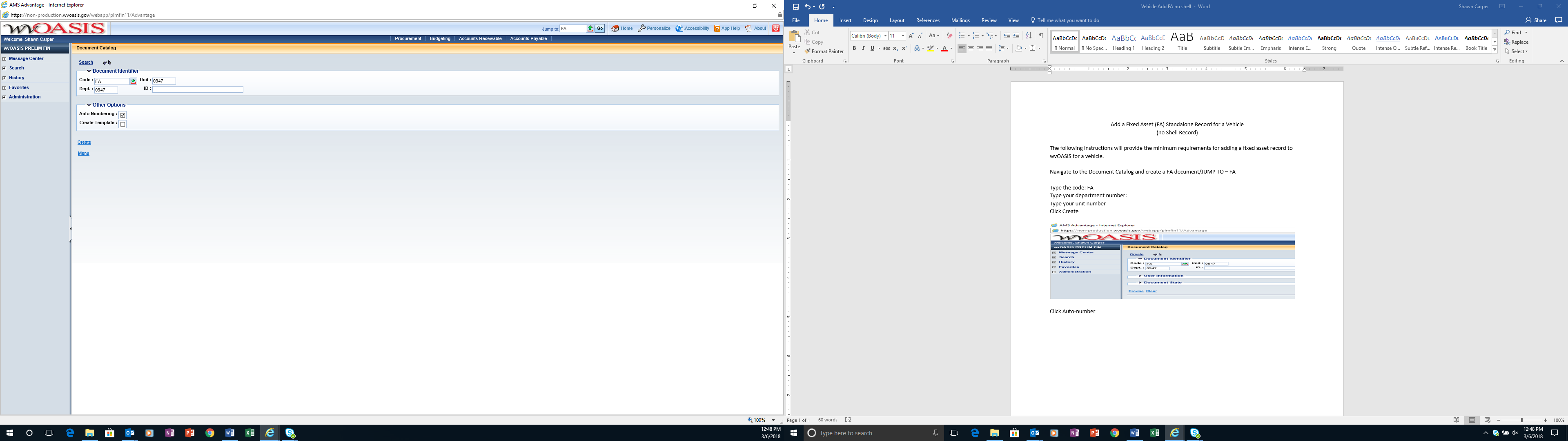
Type your department number

Type your unit number

Click Create



Click the Auto Numbering box and click Create



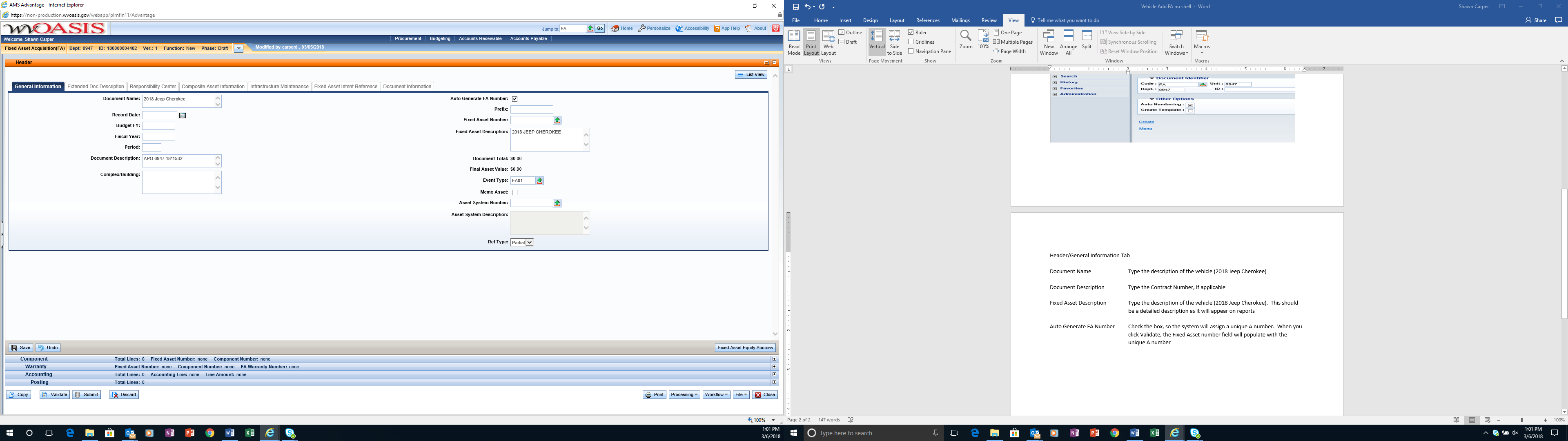
**HEADER/General Information Tab**

Document Name Type the description of the vehicle (2018 Jeep Cherokee)

Document Description Type the Purchase Order Number, if applicable

Fixed Asset Description Type the description of the vehicle (2018 Jeep Cherokee). 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/Responsibility Center Tab**

Custodian Type the custodian code or click on the pick list arrow to search for and select the appropriate code

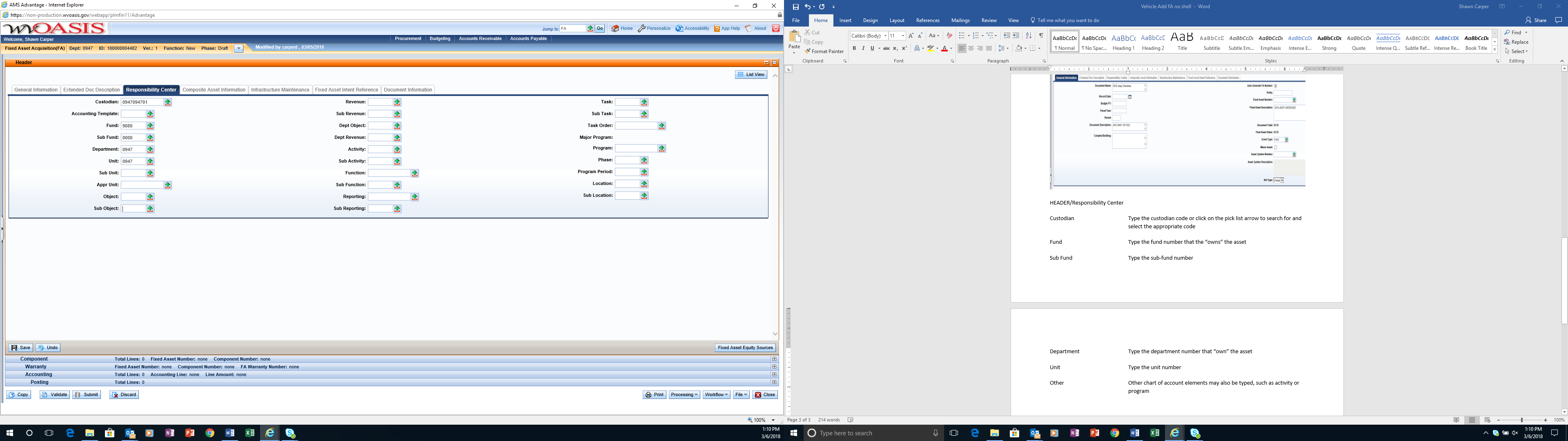
Fund Type the fund number that “owns” the asset

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



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 001

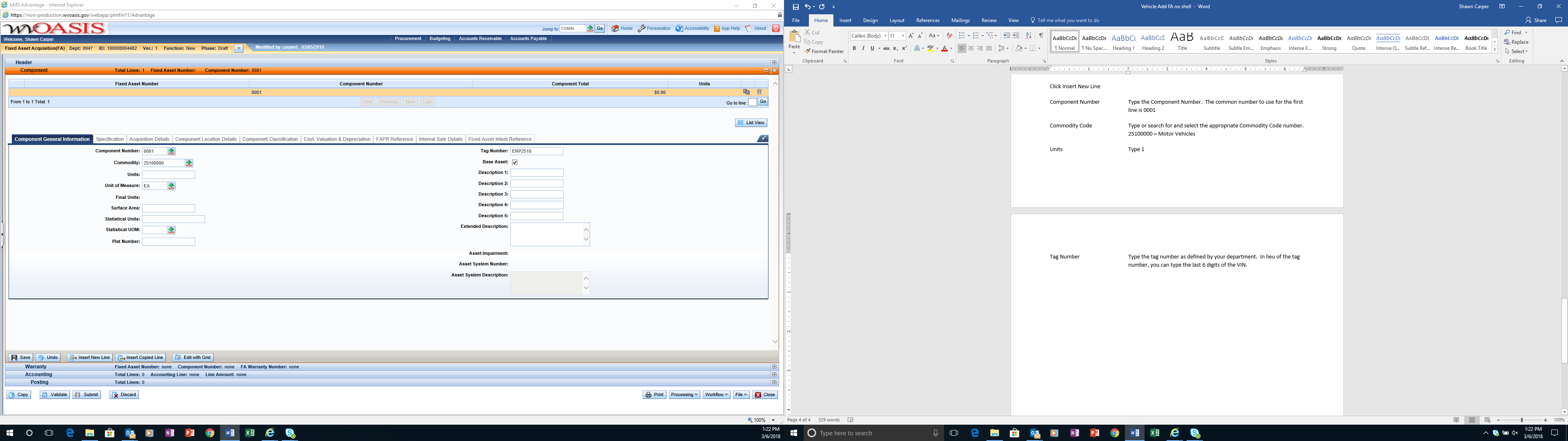
Commodity Code Type or search for and select the appropriate Commodity Code number.

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.



Click SAVE

**COMPONENT/Specification Tab**

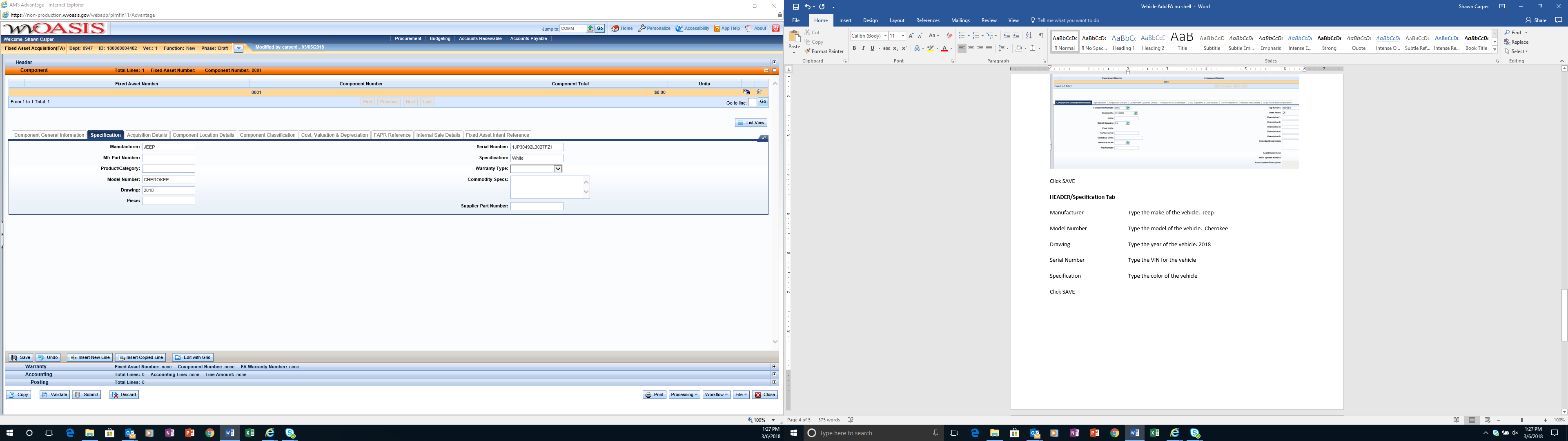
Manufacturer Type the make of the vehicle. Jeep

Model Number Type the model of the vehicle. Cherokee

Drawing Type the year of the vehicle. 2018

Serial Number Type the VIN for the vehicle

Specification Type the color of the vehicle

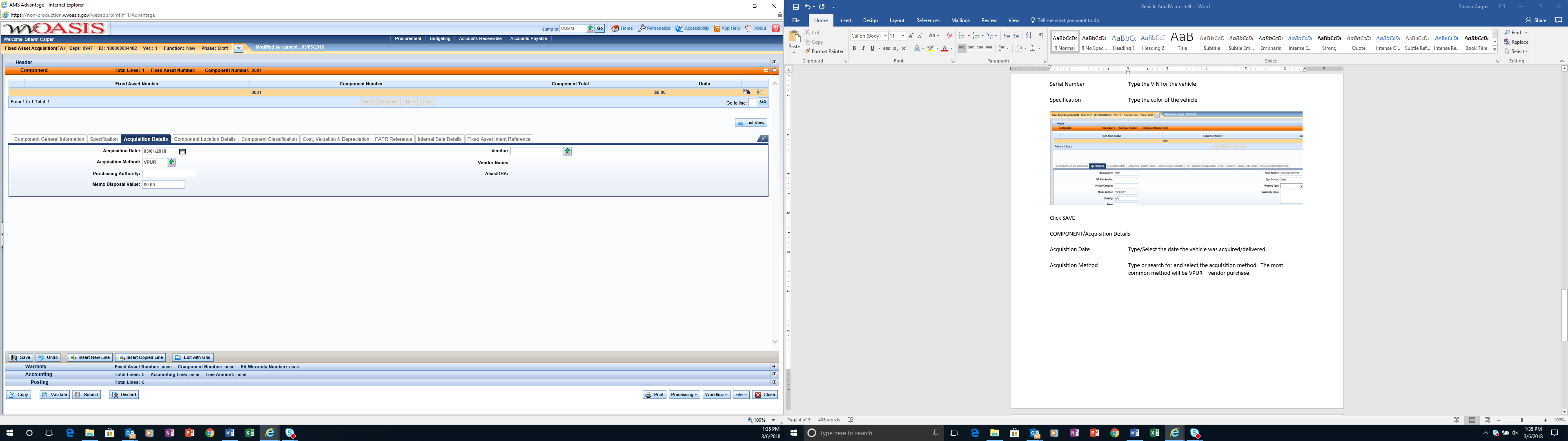


Click SAVE

**COMPONENT/Acquisition Details Tab**

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

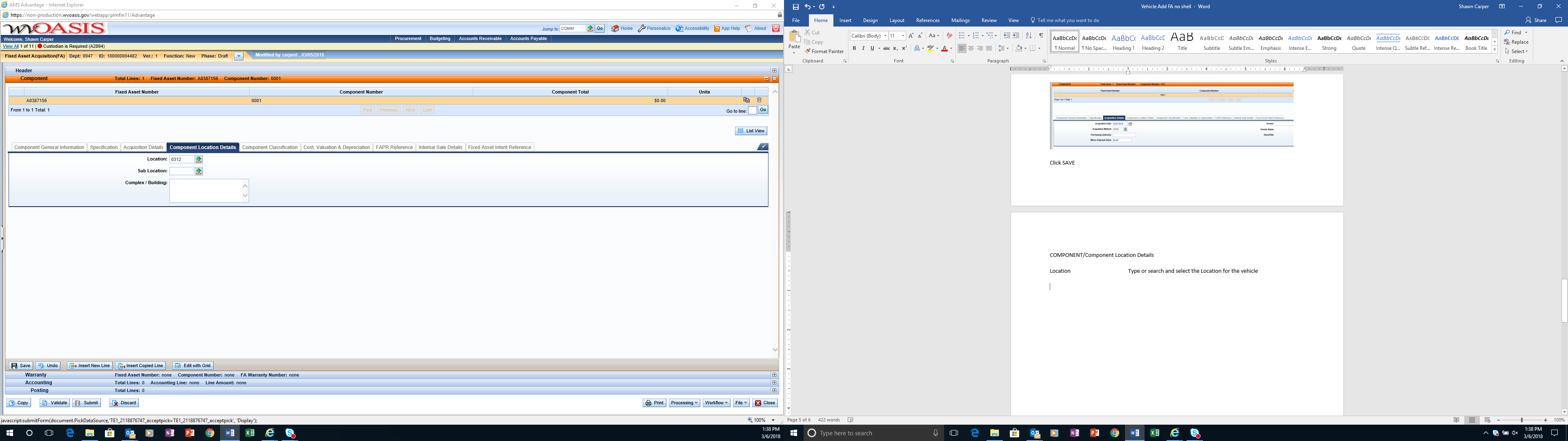
Acquisition Method Type or search for and select the acquisition method. The most common method will be VPUR – vendor purchase



Click SAVE

**COMPONENT/Component Location Details Tab**

Location Type or search and select the Location for the vehicle



**COMPONENT/Component Classification Tab**

Fixed Asset Classification Select Adjustment

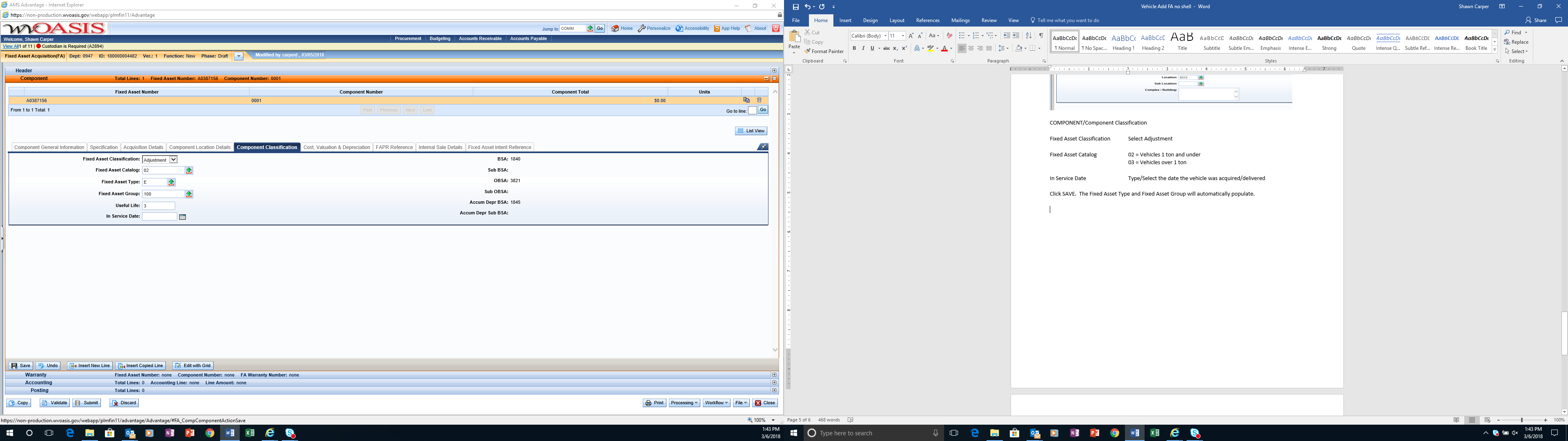
Fixed Asset Catalog 02 = Vehicles 1 ton and under (title will change from Vehicles – Agency Owned in near future)

03 = Vehicles over 1 ton (title will change from Vehicles – Travel Management in near future)

06 = General Machinery/Equip (use this code for ATV’s)

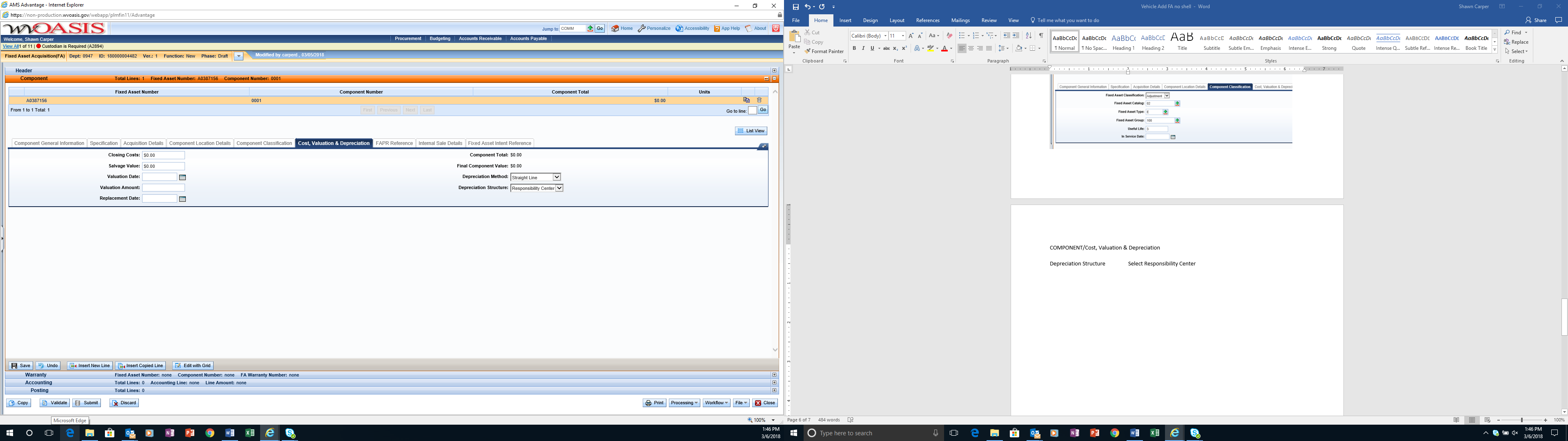
In Service Date Type/Select the date the vehicle was acquired/delivered – this date will match the Acquisition Date

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



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

Depreciation Structure Select Responsibility Center



**ACCOUNTING/General Information Tab**

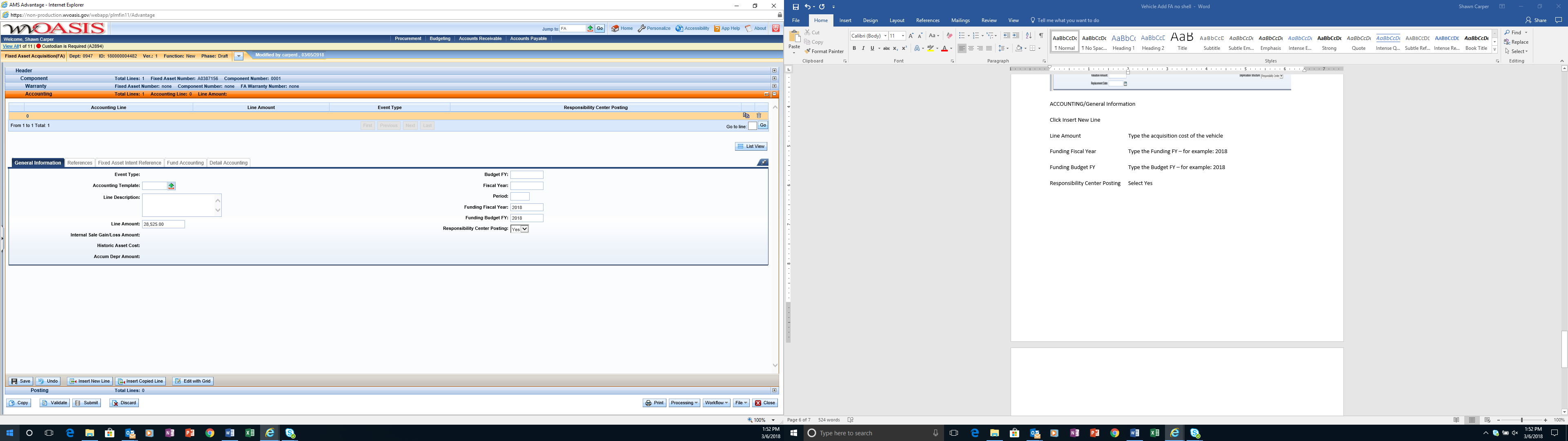
Click Insert New Line

Line Amount Type the purchase price of the vehicle

Funding Fiscal Year Type the Funding FY – for example: 2018

Funding Budget FY Type the Budget FY – for example: 2018

Responsibility Center Posting Select 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

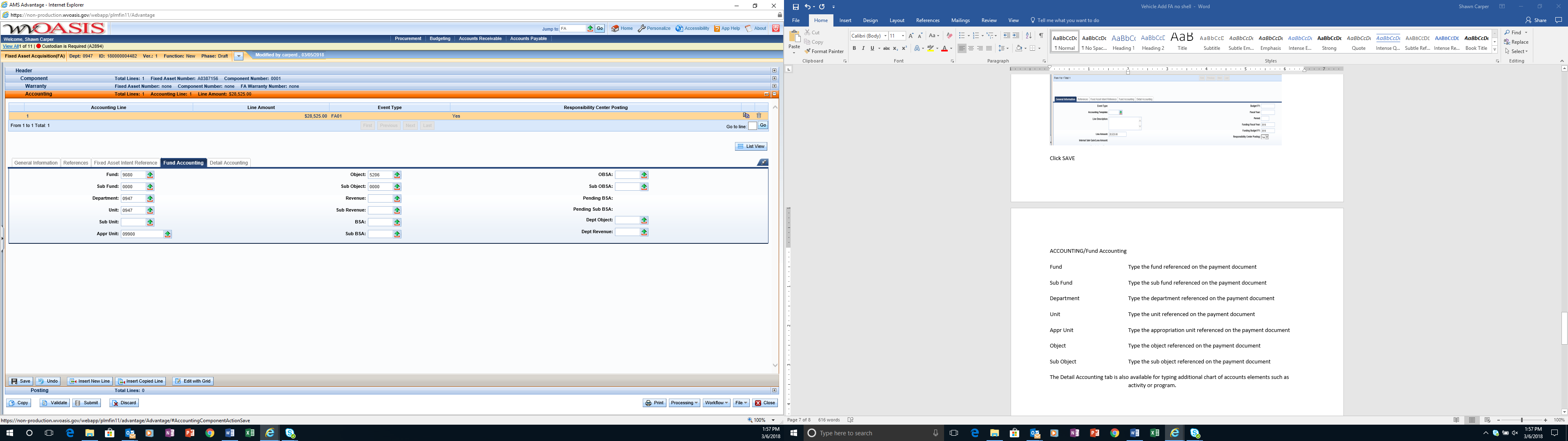
Unit Type the unit referenced on the payment document

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

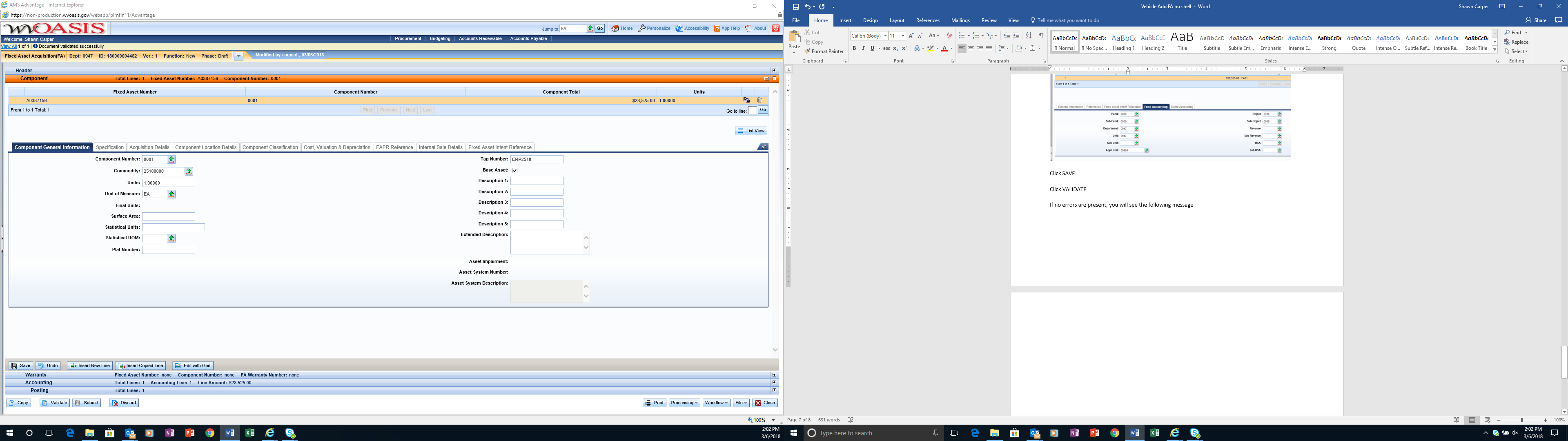
The Detail Accounting tab is also available for typing additional chart of accounts elements such as activity or program.



Click SAVE

Click VALIDATE

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



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.