



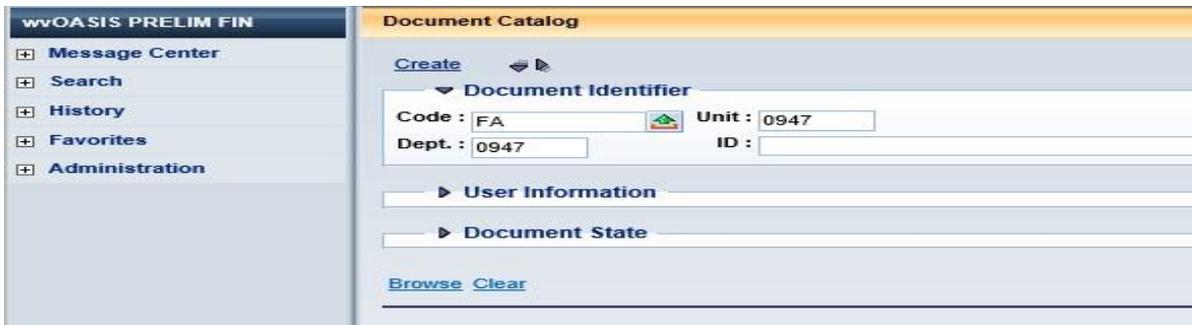
### Add a Fixed Asset (FA) Standalone Record for Land

The following instructions will provide the minimum requirements for adding a fixed asset record to wvOASIS for Land. NOTE: More characters may be available for storing information than will be viewable on a report.

- (L) = Legislation/Other Requirement
- (S) = System Requirement
- (O) = Optional

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 SECTION/General Information Tab**

LEFT SIDE OF SCREEN

Document Name (0)                      Optional field for agency use

RIGHT SIDE OF SCREEN

Auto Generate FA Number (S)    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

Fixed Asset Description (L)        Type your description of the land. This should be a detailed description as it will appear on reports as the primary description. Be sure to include the physical address and the lot number, as applicable.



## HEADER SECTION/Responsibility Center Tab

**Custodian (S)** Type your custodian code or click on the pick list arrow to search for and select the appropriate code. If you do not want to assign the Land to an individual, you have the option of selecting the generic, default custodian for your department.

**NOTE:** For the chart of account elements below, it is common to select codes that are the primary spending accounts for your department – this information will usually match the chart of account elements on the Accounting tab.

**Fund (S)** Type your fund number that “owns” the asset

**Sub Fund (S)** Type your sub-fund number that “owns” the asset

**Department (S)** Type your department number that “owns” the asset

**Unit (S)** Type your unit number that “owns” the asset

**Other (S)** Other chart of account elements may also be typed, such as activity or program

The screenshot displays the 'Responsibility Center' tab in the MOASIS system. It features a grid of input fields for various accounting and asset management data. The fields are organized into two main columns. The left column includes fields for Custodian (0947094701), Accounting Template, Fund (9080), Sub Fund (0000), Department (0947), Unit (0947), Sub Unit, Appr Unit, Object, and Sub Object. The right column includes Revenue, Sub Revenue, Dept Object, Dept Revenue, Activity, Sub Activity, Function, Sub Function, Reporting, and Sub Reporting. On the far right, there are fields for Task, Sub Task, Task Order, Major Program, Program, Phase, Program Period, Location, and Sub Location. Each field has a small green arrow icon next to it, indicating a pick list or search function.

You can also attach supporting documents 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.

Click **SAVE**



### COMPONENT SECTION/Component General Information Tab

Click Insert New Line

- Component Number (S)** Type the Component Number. The common number to use for the first line is 001
- Commodity Code (S)** Type or search for and select the appropriate Commodity Code number.  
For example 95100000 = Land Parcels
- Units (S)** Type the appropriate number of units based upon the unit of measure selected. For example, if ACRE is selected as the unit of measure, you can type the number of acres, or if EA (each) is selected for a parcel, you can type 1 for 1 parcel
- Unit of Measure (S)** For example, select ACRE to record acreage or EA (each) for Parcel
- Plat Number (L)** Type your projected future use of the land, if different than the current use
- Tag Number (O)** Type the tag number as defined by your department
- Description 3 (L)** Type your current use of the land
- Description 5 (L)** Type your description of any buildings or improvements located on the land

Component		Total Lines: 1	Fixed Asset Number: A0394610	Component Number: 001					
Fixed Asset Number	Component Number	Component							
A0394610	001								
From 1 to 1 Total: 1		First	Previous	Next	Last				
<b>Component General Information</b>		Specification	Acquisition Details	Component Location Details	Component Classification	Cost, Valuation & Depreciation	FAPR Reference	Internal Sale Details	Fixed Asset Intent Reference
Component Number:	001	Commodity:	95100000	Units:	217.00000	Unit of Measure:	ACRE	Tag Number:	LAND
								Base Asset:	<input checked="" type="checkbox"/>
								Description 1:	
								Description 2:	
								Description 3:	
								Description 4:	
								Description 5:	NO BUILDINGS OR IMPROVEMENTS

Click SAVE



### COMPONENT SECTION/Specification Tab

- Mfr Part Number (L)                      Type the name of the county where the land is located
  
- Model Number (L)                        Type the Parcel ID – format = xx-xx-xxxx-xxxx-xxxx  
    county-district-map-parcel-subparcel  
    Visit [www.mapwv.gov/flood/map/](http://www.mapwv.gov/flood/map/) to search for parcel ID
  
- Drawing (L)                                Type the deed book and page number, as recorded for legal purposes
  
- Piece (L)                                    Type the code to show ownership of mineral/land rights and any other  
    information such as partial mineral right ownership:  
  
    C = Coal                      O = Oil                      G = Gas                      T = Timber  
  
    Leave field blank to indicate no ownership.
  
- Commodity Specs (L)                      Describe the current utilization of the land. If the land is fully utilized,  
    leave this field blank, otherwise:  
  
    2 options are available for you to type in this field:  
  
    NOT BEING USED OR SUBSTANTIALLY UNDERUSED

#### LEFT SIDE OF SCREEN

#### RIGHT SIDE OF SCREEN

Click SAVE



### COMPONENT SECTION/Acquisition Details Tab

Acquisition Date (L) Type/Select the date the land was acquired

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

The screenshot shows the 'Acquisition Details' tab selected. The header displays 'Component', 'Total Lines: 1', 'Fixed Asset Number: A0394610', and 'Component Number: 001'. Below this, a table lists the 'Fixed Asset Number' (A0394610) and 'Component Number' (001). The 'Acquisition Details' section includes the following fields:

- Acquisition Date: 08/08/2014
- Acquisition Method: VPUR
- Purchasing Authority: [Empty field]
- Memo Disposal Value: \$0.00

Click SAVE

### COMPONENT SECTION/Component Location Details Tab

Location (S) Type or search and select the Location for the land. NOTE: If you do not want to assign the Land to a specific Location, you have the option of selecting the generic, default Location for your department.

The screenshot shows the 'Component Location Details' tab selected. The header displays 'Component', 'Total Lines: 1', 'Fixed Asset Number: A0387156', and 'Component Number: 0001'. Below this, a table lists the 'Fixed Asset Number' (A0387156) and 'Component Number' (0001). The 'Component Location Details' section includes the following fields:

- Location: 0312
- Sub Location: [Empty field]
- Complex / Building: [Empty field]



### COMPONENT SECTION/Component Classification Tab

Fixed Asset Classification (S)    Select Adjustment

Fixed Asset Catalog (S)        Type or Select 14 for land.

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

In Service Date: (S)            Enter the In-Service date – generally this will be the same as the Acquisition Date.

Note: The useful life will populate with a zero, because this element is used to calculate the useful life for depreciation purposes. Since land is a non-depreciable asset, this field will populate with 0.

The screenshot displays the 'Component Classification' tab within a software application. At the top, a header bar shows 'Component' with 'Total Lines: 1', 'Fixed Asset Number: A0394610', and 'Component Number: 001'. Below this is a table with columns for 'Fixed Asset Number' and 'Component Number', containing the values 'A0394610' and '001' respectively. A navigation bar below the table includes 'From 1 to 1 Total: 1' and 'First'/'Prev' buttons. The main content area features a tabbed interface with the following tabs: 'Component General Information', 'Specification', 'Acquisition Details', 'Component Location Details', 'Component Classification' (selected), 'Cost, Valuation & Depreciation', and 'FAPR'. The 'Component Classification' tab contains the following fields:

- Fixed Asset Classification: Adjustment (dropdown menu)
- Fixed Asset Catalog: 14 (text input with a selection icon)
- Fixed Asset Type: L (text input with a selection icon)
- Fixed Asset Group: 200 (text input with a selection icon)
- Useful Life: 0 (text input)
- In Service Date: (calendar icon)



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

Depreciation Method (S) If you have clicked SAVE, this field should populate with Not Applicable. Otherwise, select Not Applicable

Depreciation Structure (S) Select Not Applicable

Fixed Asset Number	Component Number	Component To
A0394610	001	
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"/>		
<div style="display: flex; justify-content: space-between;"> <span>Component General Information</span> <span>Specification</span> <span>Acquisition Details</span> <span>Component Location Details</span> <span>Component Classification</span> <span><b>Cost, Valuation &amp; Depreciation</b></span> <span>FAPR Reference</span> <span>Internal Sale Details</span> <span>Fixed Asset Intent Reference</span> </div>		
Closing Costs: <input type="text" value="\$0.00"/> Salvage Value: <input type="text" value="\$0.00"/> Valuation Date: <input type="text"/> <input type="button" value="Calendar"/> Valuation Amount: <input type="text"/>	Component Total: \$0.00 Final Component Value: \$0.00 Depreciation Method: <input type="text" value="Not Applicable"/> Depreciation Structure: <input type="text" value="Not Applicable"/>	

**ACCOUNTING SECTION/General Information Tab**

Click Insert New Line

Line Amount (L) Type the purchase price of the land

Funding Fiscal Year (S) Type the Funding FY – for example: 2019 (generally the current year)

Funding Budget FY (S) Type the Budget FY – for example: 2019 (generally the current year)

Responsibility Center Posting (S) Select Yes

Accounting Line	Line Amount	Event Type	
1	\$198,000.00	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"/>			
<div style="display: flex; justify-content: space-between;"> <span><b>General Information</b></span> <span>References</span> <span>Fixed Asset Intent Reference</span> <span>Fund Accounting</span> <span>Detail Accounting</span> </div>			
Event Type: FA01 Accounting Template: <input type="text"/> <input type="button" value="Calendar"/> Line Description: <input type="text"/> Line Amount: <input type="text" value="\$198,000.00"/> Internal Sale Gain/Loss Amount: <input type="text"/>	Budget FY: <input type="text"/> Fiscal Year: <input type="text"/> Period: <input type="text"/> Funding Fiscal Year: <input type="text" value="2019"/> Funding Budget FY: <input type="text" value="2019"/> Responsibility Center Posting: <input type="text" value="Yes"/>		

Click SAVE



## ACCOUNTING SECTION/Fund Accounting Tab

The chart of account references below do not post any expense – informational purposes only

- Fund (S) Type your fund referenced on the payment document
- Sub Fund (S) Type your sub fund referenced on the payment document
- Department (S) Type your department referenced on the payment document
- Unit (S) Type your unit referenced on the payment document
- Appr Unit (S) Type your appropriation unit referenced on the payment document
- Object (S) Type your object referenced on the payment document
- Sub Object (S) Type your 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.

Accounting Line	Line Amount	Event Type
1	\$198,000.00	FA01

From 1 to 1 Total: 1

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

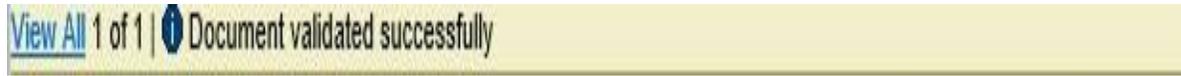
Fund: 9080    Object: 6202  
Sub Fund: 0000    Sub Object: 0000  
Department: 0947    Revenue:  
Unit: 0947    Sub Revenue:  
Sub Unit:    BSA:  
Appr Unit: 09900    Sub BSA:

Click SAVE

Click VALIDATE



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



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.

**NOTE: Two required elements for adding a fixed asset record is a Custodian (CUSD) code and a Location (LOC) code. You can access these two tables to review the codes for your department by using the JUMP TO code listed in the parenthesis. Departments are authorized to add their own location codes.**

**If you need a custodian code added, please email [financeteam@wvoasis.gov](mailto:financeteam@wvoasis.gov)**

In addition to the system assigning a unique A number for the asset, the system will also assign a unique FA number for the document. The FA number will generally be used to find the fixed asset document in the system, whereas, the A number will be used for certain fixed asset searches, and this A number will appear on reports.