Add a Fixed Asset (FA) Standalone Record for Rivers, Streams, and Waterways

The following instructions will provide the minimum requirements for adding a fixed asset record to wvOASIS for Rivers, Streams, and Waterways. 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
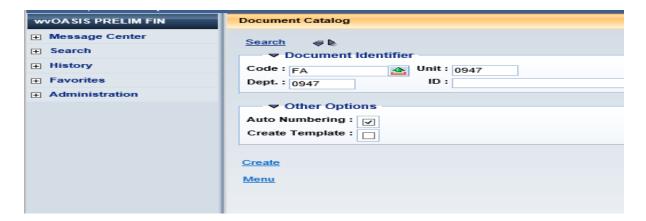
Type the code: FA
Type your department number
Type your unit number
Click Create

Click the Auto Numbering box and click Create

HEADER SECTION/General Information Tab

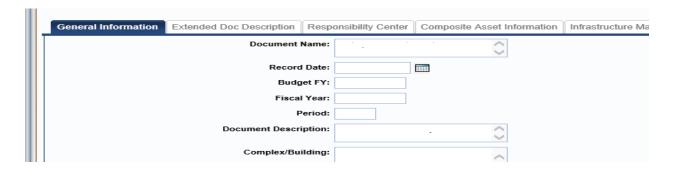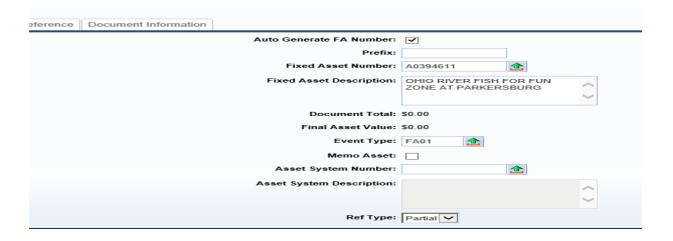|	
Document Name (O)	Optional field for agency use (60 characters)
Fixed Asset Description (L)	Type your description of the river, stream, or waterway. This should be a detailed description as it will appear on reports as the primary description. Be sure to include the physical address and the lot number, as applicable.
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

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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 this asset 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 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 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

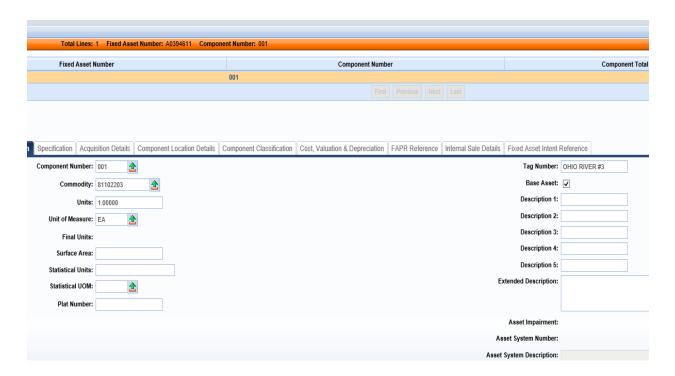|	
Component Number (S)	Type the Component Number. The common number to use for the first line is 001
Commodity Code (S)	Type or search for and select the appropriate Commodity Code number. For example 81102203 = Inland Waterways
Units (S)	Type the appropriate number of units based upon the unit of measure selected – for example, 1 for one waterway
Unit of Measure (S)	For example, EA for Each
Plat Number (L)	Type your projected future use of the river, stream, or waterway
Tag Number (O)	Type the tag number as defined by your department.
Description 3 (L)	Type your current use of the river, stream, or waterway

Click SAVE

COMPONENT SECTION/Specification Tab

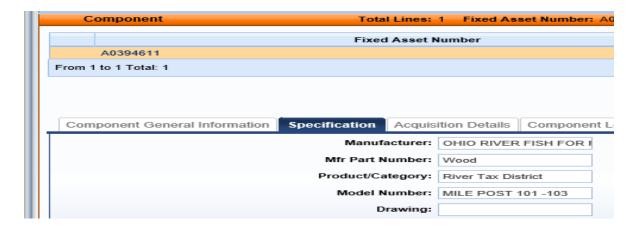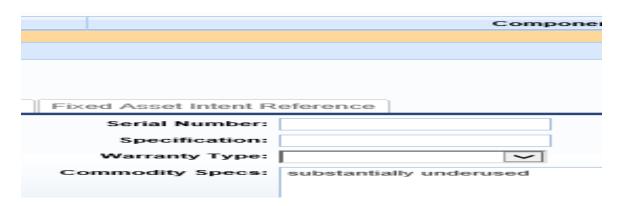|	
Manufacturer (L)	Type your description of the waterway
Mft Part Number (L)	Type the County where the waterway is located
Product/Category (L)	Type the Tax District where the waterway is located
Model Number (L)	Type the Mile Post references, as applicable (NOTE: if the interest or property is under the Ohio River this information is required)
Commodity Specs (L)	Describe the current utilization of the waterway. If the waterway is fully utilized, leave this field blank, otherwise:

2 options available for you to type in this field:

NOT BEING USED OR SUBSTANTIALLY UNDERUSED

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Click SAVE

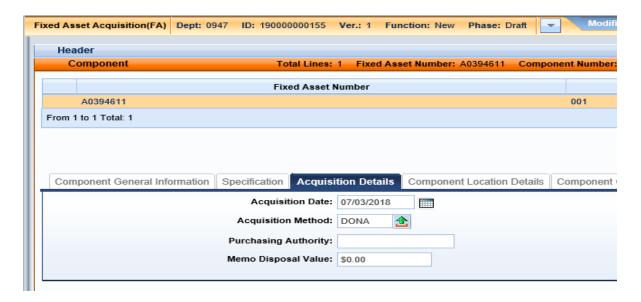**COMPONENT SECTION/Acquisition Details Tab**

Acquisition Date (L)   Type/Select the date the river, stream, or waterway was acquired

Acquisition Method (S)   Type or search for and select the acquisition method. The most
                              common method may be VPUR – vendor purchase; however, for
                              waterways, DONA – Donated may also be applicable

Click SAVE

COMPONENT SECTION/Component Location Details Tab

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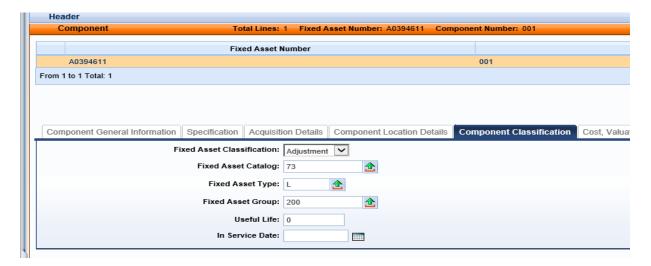   option of selecting the generic, default Location for your department.

COMPONENT SECTION/Component Classification Tab

Fixed Asset Classification (S)   Select Adjustment

Fixed Asset Catalog (S)   Type or Select 73 for rivers, streams, and waterways

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

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

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

ACCOUNTING SECTION/General Information Tab

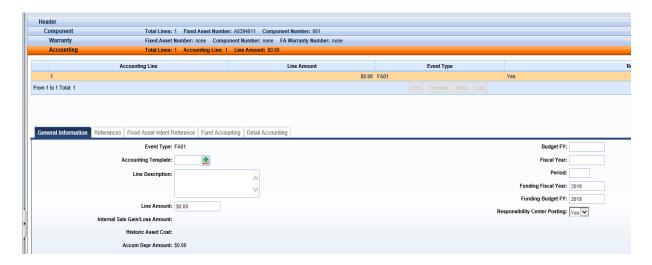Click Insert New Line

Line Amount (S)   Type the purchase price of the waterway or 0, if donated

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

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.

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.

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

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.