



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

wvOASIS PRELIM FIN

- Message Center
- Search
- History
- Favorites
- Administration

Document Catalog

Create

Document Identifier

Code : FA Unit : 0947
Dept. : 0947 ID :

User Information

Document State

[Browse](#) [Clear](#)

Click the Auto Numbering box and click Create

wvOASIS PRELIM FIN

- Message Center
- Search
- History
- Favorites
- Administration

Document Catalog

Search

Document Identifier

Code : FA Unit : 0947
Dept. : 0947 ID :

Other Options

Auto Numbering :
Create Template :

[Create](#)

[Menu](#)



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

LEFT SIDE OF SCREEN

General Information | Extended Doc Description | Responsibility Center | Composite Asset Information | Infrastructure Ma

Document Name: [text box]

Record Date: [calendar icon]

Budget FY: [text box]

Fiscal Year: [text box]

Period: [text box]

Document Description: [text box]

Complex/Building: [text box]

RIGHT SIDE OF SCREEN

Reference | Document Information

Auto Generate FA Number:

Prefix: [text box]

Fixed Asset Number: A0394611 [home icon]

Fixed Asset Description: OHIO RIVER FISH FOR FUN ZONE AT PARKERSBURG [dropdown arrow]

Document Total: \$0.00

Final Asset Value: \$0.00

Event Type: FA01 [home icon]

Memo Asset:

Asset System Number: [text box] [home icon]

Asset System Description: [text box] [dropdown arrow]

Ref Type: Partial [dropdown arrow]



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

Fixed Asset Number	Component Number	Component Total
001		

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

Component Number: 001	Tag Number: OHIO RIVER #3
Commodity: 81102203	Base Asset: <input checked="" type="checkbox"/>
Units: 1.00000	Description 1: <input type="text"/>
Unit of Measure: EA	Description 2: <input type="text"/>
Final Units:	Description 3: <input type="text"/>
Surface Area: <input type="text"/>	Description 4: <input type="text"/>
Statistical Units: <input type="text"/>	Description 5: <input type="text"/>
Statistical UOM: <input type="text"/>	Extended Description: <input type="text"/>
Plat Number: <input type="text"/>	Asset Impairment: <input type="text"/>
	Asset System Number: <input type="text"/>
	Asset System Description: <input type="text"/>

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

LEFT SIDE OF SCREEN

The screenshot shows a software interface with a top header bar containing "Component", "Total Lines: 1", and "Fixed Asset Number: A0394611". Below this is a table with one row for "Fixed Asset Number" with value "A0394611" and a summary row "From 1 to 1 Total: 1". A tabbed interface below the table has four tabs: "Component General Information", "Specification" (which is selected), "Acquisition Details", and "Component L...". The "Specification" tab contains the following fields:

- Manufacturer: OHIO RIVER FISH FOR F...
- Mfr Part Number: Wood
- Product/Category: River Tax District
- Model Number: MILE POST 101 -103
- Drawing: (empty field)

RIGHT SIDE OF SCREEN

The screenshot shows the right side of the software interface. At the top, a header bar contains "Component". Below this is a section titled "Fixed Asset Intent Reference" with the following fields:

- Serial Number: (empty field)
- Specification: (empty field)
- Warranty Type: (dropdown menu with a downward arrow)
- Commodity Specs: substantially underused

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

Fixed Asset Acquisition(FA) Dept: 0947 ID: 190000000155 Ver.: 1 Function: New Phase: Draft

Header

Component	Total Lines: 1	Fixed Asset Number: A0394611	Component Number:
Fixed Asset Number			
A0394611			001
From 1 to 1 Total: 1			

Component General Information Specification **Acquisition Details** Component Location Details Component

Acquisition Date: 07/03/2018

Acquisition Method: DONA

Purchasing Authority:

Memo Disposal Value: \$0.00

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.

Fixed Asset Acquisition(FA) Dept: 0947 ID: 190000000155 Ver.: 1 Function: New Phase: Draft

Header

Component	Total Lines: 1	Fixed Asset Number: A0387156	Component Number: 0001
Fixed Asset Number			
A0387156			0001
From 1 to 1 Total: 1			

Component General Information Specification Acquisition Details **Component Location Details** Component Classification Cost, V

Location: 0312

Sub Location:

Complex / Building:



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.

Header	
Component	
Total Lines: 1 Fixed Asset Number: A0394611 Component Number: 001	
Fixed Asset Number	
A0394611	001
From 1 to 1 Total: 1	
<div style="display: flex; justify-content: space-between;"> Component General Information Specification Acquisition Details Component Location Details Component Classification Cost, Valua </div>	
<p>Fixed Asset Classification: <input type="text" value="Adjustment"/></p> <p>Fixed Asset Catalog: <input type="text" value="73"/> </p> <p>Fixed Asset Type: <input type="text" value="L"/> </p> <p>Fixed Asset Group: <input type="text" value="200"/> </p> <p>Useful Life: <input type="text" value="0"/></p> <p>In Service Date: <input type="text"/> </p>	

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

Header	
Component	
Total Lines: 1 Fixed Asset Number: A0394611 Component Number: 001	
Fixed Asset Number	
A0394611	001
From 1 to 1 Total: 1	
<div style="display: flex; justify-content: flex-end; margin-right: 10px;"> First Previous Next Last </div>	
<div style="display: flex; justify-content: space-between;"> Component General Information Specification Acquisition Details Component Location Details Cost, Valuation & Depreciation FAPR Reference Internal Sale Details Fixed Asset Intent Reference </div>	
<p>Closing Costs: <input type="text" value="\$0.00"/></p> <p>Salvage Value: <input type="text" value="\$0.00"/></p> <p>Valuation Date: <input type="text"/> </p> <p>Valuation Amount: <input type="text"/></p> <p>Replacement Date: <input type="text"/> </p>	
<p>Component Total: \$0.00</p> <p>Final Component Value: \$0.00</p> <p>Depreciation Method: <input type="text" value="Not Applicable"/></p> <p>Depreciation Structure: <input type="text" value="Not Applicable"/></p>	



ACCOUNTING SECTION/General Information Tab

Click Insert New Line

Line Amount (\$) 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

Header			
Component	Total Lines: 1	Fixed Asset Number: A0394611	Component Number: 001
Warranty	Fixed Asset Number: none	Component Number: none	FA Warranty Number: none
Accounting	Total Lines: 1	Accounting Line: 1	Line Amount: \$0.00
Accounting Line	Line Amount	Event Type	R
1	\$0.00	FA01	Yes
From 1 to 1 Total: 1			
First Previous Next Last			
General Information			
Event Type: FA01			
Accounting Template:	<input type="text"/>	Budget FY:	<input type="text"/>
Line Description:	<input type="text"/>	Fiscal Year:	<input type="text"/>
Line Amount:	<input type="text" value="\$0.00"/>	Period:	<input type="text"/>
Internal Sale Gain/Loss Amount:	<input type="text"/>	Funding Fiscal Year:	<input type="text" value="2019"/>
Historic Asset Cost:	<input type="text"/>	Funding Budget FY:	<input type="text" value="2019"/>
Accum Depr Amount: \$0.00		Responsibility Center Posting:	<input checked="" type="checkbox"/>

Click SAVE



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.