



## Add a Fixed Asset (FA) Standalone Record for Leased Building/Space

The following instructions will provide the minimum requirements for adding a fixed asset record to wvOASIS for Leased Building/Space. 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

### LEFT SIDE OF SCREEN

Document Name (O)                      Optional field for agency use (60 characters)

### 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 leased space. 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 Lease 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: 00000002 = HB 4236 RS 2018 Operating Leases

**Units (S)** Type the appropriate number of units based upon the unit of measure selected. For example, 1 for one lease.

**Unit of Measure (S)** For example, EA for Each

**Surface Area (L)** Type the total number of square feet of leased space

**Plat Number (L)** Type your projected future use of the leased space, if different from current use

**Tag Number (O)** Type the tag number as defined by your department

**Description 3 (L)** Type your current use of the leased space

**Description 4 (L)** If you lease this space FROM another State agency, type that agency's four digit department number followed by LESSOR to indicate your agency is leasing the space FROM someone else.

For example: 0233 LESSOR

If you lease this space FROM a private sector individual or entity, type their name followed by their vendor ID number.

For example: ABC Rental Company 000000123456

The screenshot shows the 'Component General Information' tab in the OASIS system. At the top, a summary bar displays 'Component', 'Total Lines: 1', 'Fixed Asset Number: A0394612', and 'Component Number: 001'. Below this is a table with columns for 'Fixed Asset Number', 'Component Number', and 'Component Total', showing the values 'A0394612', '001', and 'Component Total' respectively. The table also includes navigation buttons: 'From 1 to 1 Total: 1', 'First', 'Previous', 'Next', and 'Last'. The main form area contains several input fields: 'Component Number' (001), 'Commodity' (00131500), 'Units' (1.00000), 'Unit of Measure' (EA), 'Final Units' (empty), and 'Surface Area' (12,000). On the right side, there are fields for 'Tag Number' (LEASE 1), 'Base Asset' (checked), and 'Description' fields (Description 1, 2, 3, 4, 5). Description 4 is populated with '0233 Lessor'.



**COMPONENT SECTION/Specification Tab**

- Mfr Part Number (L)                      Type the name of the county where the leased property is located
- Serial Number (L)                         Type the date period for your lease (term of lease FROM and TO dates)
- Specification (L)                         Type the monthly rental amount (if period is other than month, you should note that after amount, such as annually or quarterly)
- Commodity Specs (L)                      Describe the current utilization of the leased space. If the space 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

Supplier Part Number (L)                Type the Lease Number

Header		
Component		
Total Lines: 1 Fixed Asset Number: A0394612 Component Number: 001		
Fixed Asset Number	Component Number	Component Total
A0394612	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 style="background-color: #0056b3; color: white; padding: 2px;">Specification</span> <span>Acquisition Details</span> <span>Component Location Details</span> <span>Component Classification</span> <span>Cost, Valuation &amp; Depreciation</span> <span>FAPR Reference</span> <span>Internal Sale Details</span> <span>Fixed Asset Intent Reference</span> </div>		
Manufacturer: <input type="text"/> Mfr Part Number: <input type="text" value="Kanawha"/> Product/Category: <input type="text"/> Model Number: <input type="text"/> Drawing: <input type="text"/> Piece: <input type="text"/>	Serial Number: <input type="text" value="01/01/18 - 12/31/20"/> Specification: <input type="text" value="\$10,000 per month"/> Warranty Type: <input type="text" value="v"/> Commodity Specs: <input type="text"/> Supplier Part Number: <input type="text" value="WVERP 18-4311"/>	

Click SAVE



### COMPONENT SECTION/Acquisition Details Tab

Acquisition Date (L) Type/Select the date the Lease originally started. NOTE: If the original start date of the lease is not known, use the current lease start (FROM) date.

Acquisition Method (S) Type or search for and select the acquisition method. Type or Select OPLE for Operating Lease.

The screenshot shows the WVOASIS web application interface. The browser address bar displays "https://non-production.wvoasis.gov/webapp/plmfin11/Advantage". The page header includes the WVOASIS logo and a welcome message for Shawn Carper. A navigation bar shows "Fixed Asset Acquisition(FA)" with details: Dept: 0947, ID: 19000000156, Ver.: 1, Function: New, Phase: Draft, and Modified by carperd on 07/05/2018. Below this is a table with columns "Fixed Asset Number" and "Component Number", showing a single row with values A0394612 and 001. A tabbed interface at the bottom includes "Acquisition Details" as the active tab, with other tabs for "Component General Information", "Specification", "Component Location Details", "Component Classification", "Cost, Valuation & Depreciation", and "FAPF". The "Acquisition Details" form contains fields for "Acquisition Date" (07/02/2018), "Acquisition Method" (OPLE), "Purchasing Authority" (empty), and "Memo Disposal Value" (\$0.00).

Click SAVE

### COMPONENT SECTION/Component Location Details Tab

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

The screenshot shows the WVOASIS web application interface with the "Component Location Details" tab active. The browser address bar displays "https://non-production.wvoasis.gov/webapp/plmfin11/Advantage". The page header includes the WVOASIS logo and a welcome message for Shawn Carper. A navigation bar shows "Fixed Asset Acquisition(FA)" with details: Dept: 0947, ID: 19000000156, Ver.: 1, Function: New, Phase: Draft, and Modified by carperd on 07/05/2018. Below this is a table with columns "Fixed Asset Number" and "Component Number", showing a single row with values A0387156 and 0001. A tabbed interface at the bottom includes "Component Location Details" as the active tab, with other tabs for "Component General Information", "Specification", "Acquisition Details", "Component Classification", and "Cost, V". The "Component Location Details" form contains fields for "Location" (0312), "Sub Location" (empty), and "Complex / Building" (empty).



## COMPONENT SECTION/Component Classification Tab

Fixed Asset Classification (S)    Select Adjustment

Fixed Asset Catalog (S)        Type or Select 29 for Leased Building (select this code for any leased space – building, office, etc.)

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 leased building/space is a non-depreciable asset, this field will populate with 0.

Header	
Component	Total Lines: 1    Fixed Asset Number: A0394612    Component Number: 001
Fixed Asset Number	Comp
A0394612	001
From 1 to 1 Total: 1	

  

Component General Information	Specification	Acquisition Details	Component Location Details	Component Classification	Cost, Valuation & D
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Fixed Asset Classification:	Adjustment	▼
Fixed Asset Catalog:	29	
Fixed Asset Type:	C	
Fixed Asset Group:	200	
Useful Life:	0	
In Service Date:		



## 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	Component Number	Component Total	
A0394611	001		
From 1 to 1 Total: 1			
First Previous Next Last			
Component General Information			
Closing Costs:	\$0.00	Component Total: \$0.00	
Salvage Value:	\$0.00	Final Component Value: \$0.00	
Valuation Date:		Depreciation Method: Not Applicable	
Valuation Amount:		Depreciation Structure: Not Applicable	
Replacement Date:			

## ACCOUNTING SECTION/General Information Tab

Click Insert New Line

Line Amount (S) Type the dollar amount of the leased building/space as 0 (zero)

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		Budget FY: <input type="text"/>	
Accounting Template: <input type="text"/>		Fiscal Year: <input type="text"/>	
Line Description: <input type="text"/>		Period: <input type="text"/>	
Line Amount: \$0.00		Funding Fiscal Year: 2019	
Internal Sale Gain/Loss Amount:		Funding Budget FY: 2019	
Historic Asset Cost:		Responsibility Center Posting: Yes	
Accum Depr Amount: \$0.00			

Click SAVE





**ACCOUNTING SECTION/Fund Accounting Tab (for when payment will be made)**

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	\$0.00	FA01

From 1 to 1 Total: 1

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

Fund:	9080	Object:	3207
Sub Fund:	9080	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.

**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.