



## Add a Fixed Asset (FA) Standalone Record for State Owned Building

The following instructions will provide the minimum requirements for adding a fixed asset record to wvOASIS for a State Owned Building. 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

wwOASIS 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

wwOASIS 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)

The screenshot shows the 'Header' section of the software interface. At the top, there is a navigation bar with tabs: 'General Information' (selected), 'Extended Doc Description', 'Responsibility Center', 'Composite Asset Information', and 'Infrast'. Below the tabs, the 'General Information' tab is active, displaying several input fields: 'Document Name' (text box), 'Record Date' (calendar icon), 'Budget FY' (text box), 'Fiscal Year' (text box), 'Period' (text box), 'Document Description' (text box), and 'Complex/Building' (text box).

### 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 building. 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.

The screenshot shows the 'Document Information' section of the software interface. It contains the following fields and values: 'Auto Generate FA Number' (checked), 'Prefix' (empty text box), 'Fixed Asset Number' (A0394612), 'Fixed Asset Description' (WVERP BUILDING 1007 BULLITT ST, CHARLESTON, WV), 'Document Total' (\$0.00), 'Final Asset Value' (\$0.00), 'Event Type' (FA01), 'Memo Asset' (unchecked), 'Asset System Number' (empty text box), 'Asset System Description' (empty text box), and 'Ref Type' (Partial).



## HEADER SECTION/Responsibility Center Tab

**Custodian (S)** Type the 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 Building 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

The screenshot displays the 'Responsibility Center' tab in the WOASIS 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 several empty fields for Task, Sub Task, Task Order, Major Program, Program, Phase, Program Period, Location, and Sub Location. Each field has a small pick list arrow icon next to it, indicating that many of these values are selected from a predefined list.

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 95120000 = Permanent Buildings and Structures
- Units (S) Type the appropriate number of units based upon the unit of measure selected – for example, 1 for one building
- Unit of Measure (S) For example, EA for Each
- Surface Area (L) Type the total number of square feet of the building
- Tag Number (O) Type the tag number as defined by your department
- Description 3 (L) Type your current use of the building
- Description 5 (L) Type your description for the land the building resides upon
- Plat Number (L) Type your projected future use of the building, if different than current use

Fixed Asset Acquisition(FA) Dept: 0947 ID: 19000001476 Ver.: 1 Function: New Phase: Draft Modified by carperd , 07/27/2018

Header  
Component Total Lines: 1 Fixed Asset Number: A0395979 Component Number: 001

Fixed Asset Number	Component Number	Component Total
A0395979	001	

From 1 to 1 Total: 1 [First] [Previous] [Next] [Last]

Component General Information | Specification | Acquisition Details | Component Location Details | Component Classification | Cost, Valuation & Depreciation | FAPR Reference | Internal Sale Details | Fixed Asset Intent Reference

Component Number: 001  
Commodity: 95120000  
Units: 1.00000  
Unit of Measure: EA  
Final Units:  
Surface Area: 24,000  
Statistical Units:  
Statistical UOM:  
Plat Number:

Tag Number: WVERPBLDG1  
Base Asset:   
Description 1:  
Description 2:  
Description 3:  
Description 4:  
Description 5:  
Extended Description:  
Asset Impairment:

Click SAVE



### COMPONENT SECTION/Specification Tab

Mfr Part Number (L) Type the name of the county where the building 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

Commodity Specs (L) Describe the current utilization of the building. If the building 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

Fixed Asset Acquisition (FA) Dept: 0947 ID: 190000001476 Ver.: 1 Function: New Phase: Draft Modified by: carperd, 07/27/2018

Header

Component Total Lines: 1 Fixed Asset Number: A0395979 Component Number: 001

Fixed Asset Number	Component Number	Component Total
A0395979	001	

From 1 to 1 Total: 1

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

Manufacturer:  Serial Number:

Mfr Part Number: Kanawha Specification:

Product/Category:  Warranty Type:

Model Number:  Commodity Specs: SUBSTANTIALLY UNDERUSED

Drawing:  Supplier Part Number:

Piece:

Click SAVE



### COMPONENT SECTION/Acquisition Details Tab

Acquisition Date (L)                      Type/Select the acquisition date for this building.

Acquisition Method (S)                      Type or search for and select the acquisition method. Type or Select VPUR (vendor purchase) as an example

Fixed Asset Acquisition (FA) Dept: 0947 ID: 19000001476 Ver.: 1 Function: New Phase: Draft Modified by carper

**Header**

Component	Total Lines: 1	Fixed Asset Number: A0395979	Component Number: 001
Fixed Asset Number			
A0395979		001	
From 1 to 1 Total: 1			

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

Acquisition Date: 07/04/2018  
Acquisition Method: VPUR  
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 Building. NOTE: IF you do not want to assign the Building to a specific Location, you have the option of selecting the generic, default Location for your department.

Fixed Asset Acquisition (FA) Dept: 0947 ID: 19000001476 Ver.: 1 Function: New Phase: Draft Modified by carper

**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 16 for Buildings

In Service Date (S)            A Building record **MUST** contain an in-service date for depreciation to calculate. The In Service date may or may not be the same as the Acquisition date.

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

The screenshot shows the 'Component Classification' tab. At the top, it displays 'Component', 'Total Lines: 1', 'Fixed Asset Number: A0395979', and 'Component Number: 001'. Below this is a table with columns for 'Fixed Asset Number' and 'Component Number', showing 'A0395979' and '001' respectively. A summary row indicates 'From 1 to 1 Total: 1'. The main form area contains the following fields:

- Fixed Asset Classification: Adjustment (dropdown)
- Fixed Asset Catalog: 16 (text input with up/down arrows)
- Fixed Asset Type: B (text input with up/down arrows)
- Fixed Asset Group: 200 (text input with up/down arrows)
- Useful Life: 40 (text input)
- In Service Date: 7/10/2018 (calendar icon)

## COMPONENT SECTION/Cost, Valuation & Depreciation Tab

Depreciation Method (S)        This field should populate with straight line, if not select this option

Depreciation Structure (S)     Select Responsibility Center

The screenshot shows the 'Cost, Valuation & Depreciation' tab. It displays 'Component', 'Total Lines: 1', 'Fixed Asset Number: A0395979', and 'Component Number: 001'. Below this is a table with columns for 'Fixed Asset Number', 'Component Number', and 'Component Total', showing 'A0395979', '001', and an empty field respectively. A summary row indicates 'From 1 to 1 Total: 1'. The main form area contains the following fields:

- Closing Costs: \$0.00 (text input)
- Salvage Value: \$0.00 (text input)
- Valuation Date: (calendar icon)
- Valuation Amount: (text input)
- Replacement Date: (calendar icon)
- Component Total: \$0.00 (text input)
- Final Component Value: \$0.00 (text input)
- Depreciation Method: Straight Line (dropdown)
- Depreciation Structure: Responsibility Center (dropdown)



## ACCOUNTING SECTION/General Information Tab

Click Insert New Line

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

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.





Fixed Asset Acquisition(FA) Dept: 0947 ID: 19000001476 Ver.: 1 Function: New Phase: Draft Modified by carperd 07/27/2018

Header			
Component	Total Lines: 1	Fixed Asset Number: A0395979	Component Number: 001
Warranty	Fixed Asset Number: none	Component Number: none	FA Warranty Number: none
Accounting	Total Lines: 1	Accounting Line: 1	Line Amount: \$6,000,000.00

Accounting Line	Line Amount	Event Type	
1	\$6,000,000.00	FA01	Yes

From 1 to 1 Total: 1

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

Fund:	9080	Object:	7402
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.