



Add a Fixed Asset (FA) Standalone Record for a Vehicle (no Shell Record)

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

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 | 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 | Document Catalog

Search

Document Identifier

Code : FA Unit : 0947

Dept. : 0947 ID :

Other Options

Auto Numbering :

Create Template :

Create

Menu

HEADER/General Information Tab

Document Name

Type the description of the vehicle (2018 Jeep Cherokee)



- Document Description Type the Purchase Order Number, if applicable
- Fixed Asset Description Type the description of the vehicle (2018 Jeep Cherokee). This should be a detailed description as it will appear on reports
- Auto Generate FA Number 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

HEADER/Responsibility Center Tab

- Custodian Type the custodian code or click on the pick list arrow to search for and select the appropriate code
- Fund Type the fund number that "owns" the asset
- Sub Fund Type the sub-fund number that "owns" the asset
- Department Type the department number that "own" the asset
- Unit Type the 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 document 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. Fleet Management will attach the dealer invoice and/or the purchasing invoice for those vehicles they acquire.

Click SAVE

COMPONENT SECTION/Component General Information Tab

Click Insert New Line

Component Number Type the Component Number. The common number to use for the first line is 001

Commodity Code Type or search for and select the appropriate Commodity Code number.
25100000 = Motor Vehicles

Units Type 1

Unit of Measure Select EA for Each

Tag Number Type the tag number as defined by your department. In lieu of the tag number, you can type the last 6 digits of the VIN.



Component Total Lines: 1 Fixed Asset Number: Component Number: 0001

Fixed Asset Number: 0001 Component Number: 0001

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

Component Number: 0001
 Commodity: 25100000
 Units:
 Unit of Measure: EA
 Final Units:
 Surface Area:
 Statistical Units:
 Statistical UOM:
 Plat Number:

Tag Number: ERP2510
 Base Asset:
 Description 1:
 Description 2:
 Description 3:
 Description 4:
 Description 5:
 Extended Description:

Click SAVE
 COMPONENT/Specification Tab

Manufacturer Type the make of the vehicle. Jeep

Model Number Type the model of the vehicle. Cherokee

Drawing Type the year of the vehicle. 2018

Serial Number Type the VIN for the vehicle

Specification Type the color of the vehicle

Fixed Asset Acquisition(FA) Dept: 0947 ID: 180000004482 Ver.: 1 Function: New Phase: Draft Modified by carperd , 03/05/2018

Header

Component Total Lines: 1 Fixed Asset Number: Component Number: 0001

Fixed Asset Number: 0001 Component Number: 0001

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: JEEP
 Mfr Part Number:
 Product/Category:
 Model Number: CHEROKEE
 Drawing: 2018

Serial Number: 1JP30492L3027FZ1
 Specification: White
 Warranty Type:
 Commodity Specs:

Click SAVE
 COMPONENT/Acquisition Details Tab

Acquisition Date Type/Select the date the vehicle was acquired/delivered

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



Component Total Lines: 1 Fixed Asset Number: Component Number: 0001

| Fixed Asset Number | Component Number |
|--------------------|------------------|
| 0001 | 0001 |

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

Acquisition Date: 03/01/2018
 Acquisition Method: VPUR
 Purchasing Authority:
 Memo Disposal Value: \$0.00

Vendor:
 Vendor Name:
 Alias/DBA:

Click SAVE

COMPONENT/Component Location Details Tab

Location Type or search and select the Location for the vehicle

Header

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

| Fixed Asset Number | Component 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/Component Classification Tab

Fixed Asset Classification Select Adjustment

Fixed Asset Catalog 02 = Vehicles 1 ton and under (title will change from Vehicles – Agency Owned in near future)

03 = Vehicles over 1 ton (title will change from Vehicles – Travel Management in near future)

06 = General Machinery/Equip (use this code for ATV's)

In Service Date Type/Select the date the vehicle was acquired/delivered – this date will match the Acquisition Date

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



| Header | |
|---|---|
| Component | |
| Total Lines: 1 | Fixed Asset Number: A0387156 Component Number: 0001 |
| Fixed Asset Number | Component Number |
| A0387156 | 0001 |
| From 1 to 1 Total: 1 | |
| Component General Information Specification Acquisition Details Component Location Details Component Classification Cost, Valuation & Depreciation | |
| Fixed Asset Classification: Adjustment <input type="text"/> | |
| Fixed Asset Catalog: 02 <input type="text"/> | |
| Fixed Asset Type: E <input type="text"/> | |
| Fixed Asset Group: 100 <input type="text"/> | |
| Useful Life: 3 <input type="text"/> | |
| In Service Date: <input type="text"/> | |

COMPONENT/Cost, Valuation & Depreciation Tab

Depreciation Structure Select Responsibility Center

| Header | |
|---|---|
| Component | |
| Total Lines: 1 | Fixed Asset Number: A0387156 Component Number: 0001 |
| Fixed Asset Number | Component Number |
| A0387156 | 0001 |
| 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 | |
| Closing Costs: \$0.00 <input type="text"/> | |
| Salvage Value: \$0.00 <input type="text"/> | |
| Valuation Date: <input type="text"/> | |
| Valuation Amount: <input type="text"/> | |
| Replacement Date: <input type="text"/> | |
| Component Total: \$0.00 | |
| Final Component Value: \$0.00 | |
| Depreciation Method: Straight Line <input type="text"/> | |
| Depreciation Structure: Responsibility Center <input type="text"/> | |

ACCOUNTING/General Information Tab

Click Insert New Line

Line Amount Type the purchase price of the vehicle

Funding Fiscal Year Type the Funding FY – for example: 2018

Funding Budget FY Type the Budget FY – for example: 2018



Responsibility Center Posting Select Yes

warranty fixed asset number: none component number: none RA warranty number: none

Accounting Total Lines: 1 Accounting Line: 0 Line Amount:

| Accounting Line | Line Amount | Event Type |
|-----------------|-------------|------------|
| 0 | | |

From 1 to 1 Total: 1

General Information References Fixed Asset Intent Reference Fund Accounting Detail Accounting

Event Type: _____ Budget FY:

Accounting Template:

Line Description:

Line Amount: 28,525.00 Fiscal Year:

Internal Sale Gain/Loss Amount: _____ Period:

Funding Fiscal Year: 2018 Funding Budget FY: 2018

Responsibility Center Posting:

Click SAVE

ACCOUNTING/Fund Accounting Tab

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



| Header | | |
|------------|--------------------------|---|
| Component | Total Lines: 1 | Fixed Asset Number: A0387156 Component Number: 0001 |
| Warranty | Fixed Asset Number: none | Component Number: none FA Warranty Number: none |
| Accounting | Total Lines: 1 | Accounting Line: 1 Line Amount: \$28,525.00 |

| Accounting Line | Line Amount | Event Type |
|-----------------|-------------|------------|
| 1 | \$28,525.00 | FA01 |

From 1 to 1 Total: 1

First Previous Next

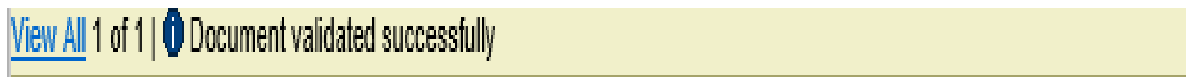
General Information References Fixed Asset Intent Reference **Fund Accounting** Detail Accounting

| | | | |
|-------------|-------|--------------|------|
| Fund: | 9080 | Object: | 5206 |
| 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.