



## Add a Fixed Asset (FA) from a Shell Record for a Vehicle

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

Navigate to the Document Catalog and either search and select the shell record you want to use to add the fixed asset, or you can search for the appropriate shell record using the browse screen for your department. You can also JUMP TO = FA.

NOTE: the prefix for a shell record only contains one L – SHEL.

To browse for a shell record, you can:

Code: FA

Department: Type your department number

ID: Type the shell number or to browse you can type SHEL\* or SHEL18\*, for example

Click Browse

AMS Advantage - Internet Explorer  
https://non-production.wvoasis.gov/webapp/plmfin11/Advantage

**wvOASIS**

Welcome, Shawn Carper

**wvOASIS PRELIM FIN**

- Message Center
- Search
- History
- Favorites
- Administration

**Document Catalog**

Create

Document Identifier

Code : FA Unit :  
Dept. : 0215 ID : SHEL18\*

User Information  
Document State

Browse Clear

Open Validate Submit Copy

You can select the shell record you want to complete by clicking on the ID link.



[Open](#) [Validate](#) [Submit](#) [Copy](#)

	Code	Dept.	Unit	ID	Comments	Version	Function	Phase	Status	Date	User ID	Amount
<input type="checkbox"/>	FA		4285	<a href="#">SHEL180000000193</a>	No	1	New	Final	Submitted	7/18/17	batch	\$25,473.00
<input type="checkbox"/>	FA		4285	<a href="#">SHEL180000000194</a>	No	1	New	Final	Submitted	7/18/17	batch	\$25,473.00
<input type="checkbox"/>	FA		4285	<a href="#">SHEL180000000197</a>	No	1	New	Final	Submitted	7/19/17	batch	\$25,473.00
<input type="checkbox"/>	FA		4285	<a href="#">SHEL180000000358</a>	No	1	New	Final	Submitted	7/21/17	batch	\$52,750.00
<input type="checkbox"/>	FA		4285	<a href="#">SHEL180000000359</a>	No	1	New	Final	Submitted	7/21/17	batch	\$52,750.00
<input type="checkbox"/>	FA		4285	<a href="#">SHEL1800000001413</a>	No	1	New	Final	Submitted	9/11/17	batch	\$39,378.00

### HEADER/General Information Tab

- Document Name                      Type the description of the vehicle (2018 Jeep Cherokee)
- 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

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General Information
Extended Doc Description
Responsibility Center
Composite Asset Information
Infrastructure Maintenance
Fixed Asset Intent Reference
Document Information

Document Name:

Record Date:

Budget FY:

Fiscal Year:

Period:

Document Description:

Complex/Building:

Auto Generate FA Number:

Prefix:

Fixed Asset Number:

Fixed Asset Description:

Document Total: \$23,683.10

Final Asset Value: \$23,683.10

Event Type:

Memo Asset:

Asset System Number:

Asset System Description:

### 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

Header

General Information | Extended Doc Description | **Responsibility Center** | Composite Asset Information | Infrastructure Maintenance | Fixed Asset Intent Reference | Document Information

Custodian: 0947094701

Accounting Template:

Fund: 9000

Sub Fund: 0000

Department: 0947

Unit: 0947

Sub Unit:

Appr Unit:

Object:

Sub Object:

Revenue:

Sub Revenue:

Dept Object:

Dept Revenue:

Activity:

Sub Activity:

Function:

Sub Function:

Reporting:

Sub Reporting:

Task:

Sub Task:

Task Order:

Major Program:

Program:

Phase:

Program Period:

Location:

Sub Location:

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**

This information will be populated from the procurement document.

Component Number no data entry necessary-prepopulated

Commodity Code no data entry necessary-prepopulated



- Units CAUTION: The field will populate with the number ordered from the procurement document. For vehicles, this number should always be 1. If 1 is not populated in this field, you **MUST** modify the number to be 1.
- Unit of Measure no data entry necessary - prepopulated
- 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.

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



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

Fixed Asset Number	Component Number	Component Total
	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 Serial Number: JP10392FQ286F20965  
 Mfr Part Number: Specification: Blue  
 Product/Category: Warranty Type:   
 Model Number: CHEROKEE Commodity Specs:   
 Drawing: 2018 Supplier Part Number:   
 Piece:

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

The Vendor number and Vendor name will populate from the procurement source document.

Acquisition Date: 03/01/2018 Vendor: 000000110771  
 Acquisition Method: VPUR Vendor Name: MOORE M  
 Purchasing Authority: Alias/DBA:  
 Memo Disposal Value: \$0.00

Click SAVE

**COMPONENT/Component Location Details**

Location Type or search and select the Location for the vehicle



Header

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

Fixed Asset Number	Component Number
	0001

From 1 to 1 Total: 1

Component General Information | Specification | Acquisition Details | **Component Location Details** | Component Classification | Cost, Valuation & Depreciation | FAPR Referenc

Location: 0312

Sub Location:

Complex / Building:

Click SAVE

### COMPONENT/Component Classification Tab

Fixed Asset Classification      Normal will be prepopulated

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.



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

Fixed Asset Number	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

Fixed Asset Classification: Normal  
 Fixed Asset Catalog: 02  
 Fixed Asset Type: E  
 Fixed Asset Group: 100  
 Useful Life: 3  
 In Service Date:

BSA: 1840  
 Sub BSA:  
 OBSA: 1801  
 Sub OBSA:  
 Accum Depr BSA: 1845  
 Accum Depr Sub BSA:

### COMPONENT/Cost, Valuation & Depreciation Tab

Depreciation Structure      Select Responsibility Center

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

Fixed Asset Number	Component Number	Component T
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  
 Salvage Value: \$0.00  
 Valuation Date:  
 Valuation Amount:

Component Total: \$23,683.10  
 Final Component Value: \$23,683.10  
 Depreciation Method: Straight Line  
 Depreciation Structure: Responsibility Center

### ACCOUNTING/General Information Tab

Line Amount      CAUTION: The line amount may be the total from the procurement document if more than one item was procured and multiple shell records were not created. You MUST make sure the amount is for one asset - vehicle

Funding Fiscal Year      will prepopulate

Funding Budget FY      will prepopulate

Responsibility Center Posting      Select Yes



Accounting			
Total Lines: 1    Accounting Line: 1    Line Amount: \$23,683.10			
Accounting Line	Line Amount	Event Type	
1	\$23,683.10	FA01	Yes

From 1 to 1 Total: 1    [First](#) [Previous](#) [Next](#) [Last](#)

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

Event Type: FA01    Budget FY:

Accounting Template:

Line Description:

Line Amount: \$23,683.10    Fiscal Year:

Internal Sale Gain/Loss Amount:     Period:

Historic Asset Cost:     Funding Fiscal Year: 2018

Accum Depr Amount: \$0.00    Funding Budget FY: 2018

Responsibility Center Posting: Yes

Click SAVE

### ACCOUNTING/Fund Accounting Tab

The Chart of Account elements on this screen will populate from the source procurement document.

### ACCOUNTING/References

The elements on this screen will populate from the related source documents

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.