

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



Click the Auto Numbering box and click Create

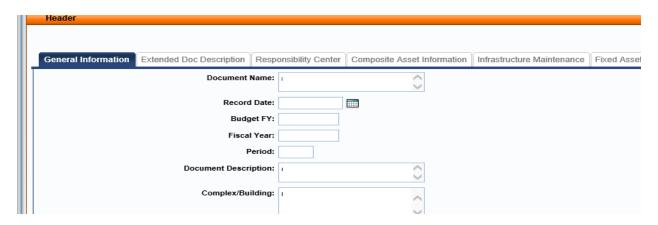




HEADER SECTION/General Information Tab

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



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

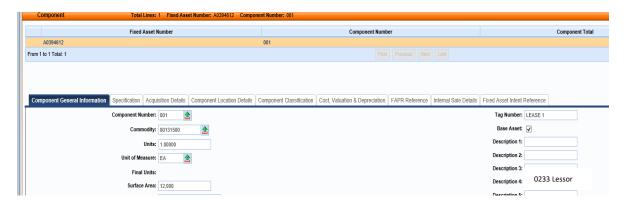
agency is leasing the space FROM someone else.

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





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)

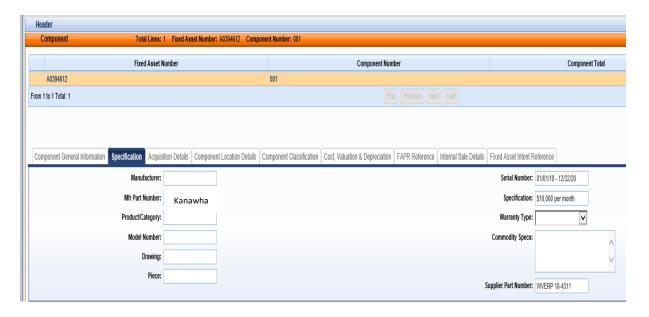
Commodity Specs (L) Describe the current utilization of the leased space. If the space is fully

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



Click SAVE



COMPONENT SECTION/Acquisition Details Tab

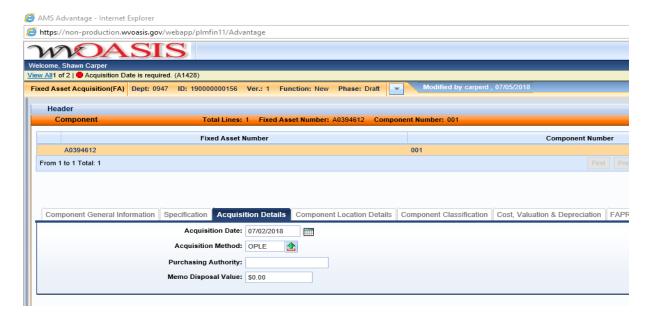
Acquisition Date (L) Type/Select the date the Lease originally started. NOTE: If the original

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.



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.





COMPONENT SECTION/Component Classification Tab

Fixed Asset Classification (S) Select Adjustment

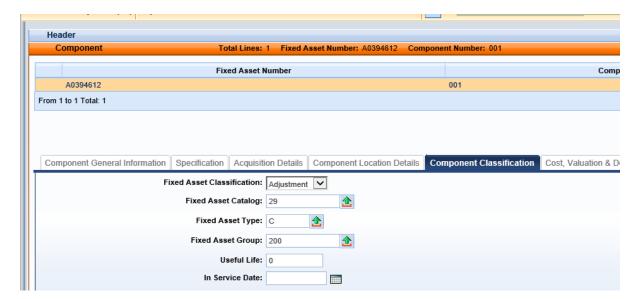
Fixed Asset Catalog (S)

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.





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



ACCOUNTING SECTION/General Information Tab

Click Insert New Line

Line Amount (S)

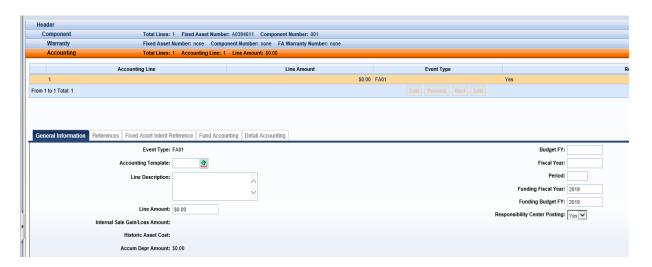
Type the dollar amount of the leased building/space as 0 (zero)

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



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

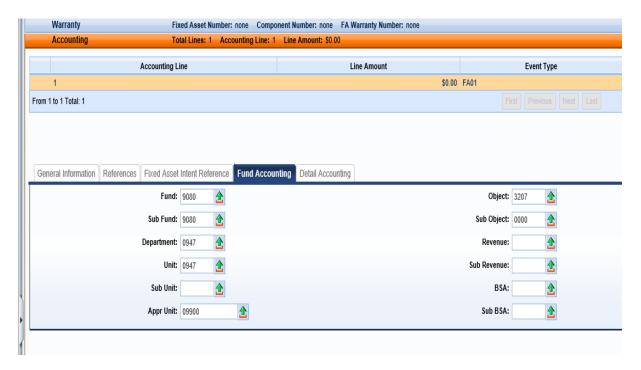
Appr Unit (S) Type your appropriation unit referenced on the payment document

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.



Click SAVE

Click VALIDATE



If no errors are present, you will see the following message

View All 1 of 1 | 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.