

### 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



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

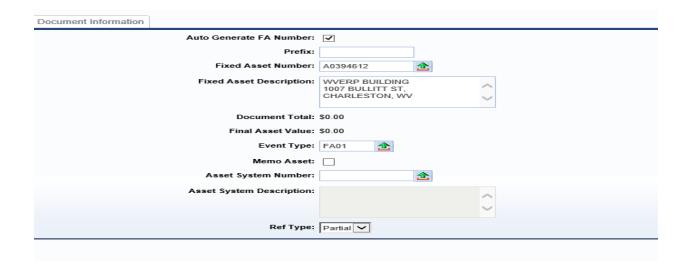
Auto Generate FA Number (S) Check the box, so the system will assign a unique A number. When you

click Validate, the Fixed Asset number field will populate with the unique

A number

Fixed Asset Description (L) Type your description of the 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.





### **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



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

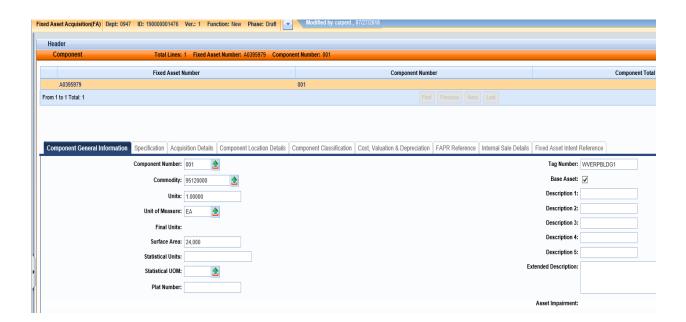
Tag Number (O) Type the tag number as defined by your department

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



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

county-district-map-parcel-subparcel

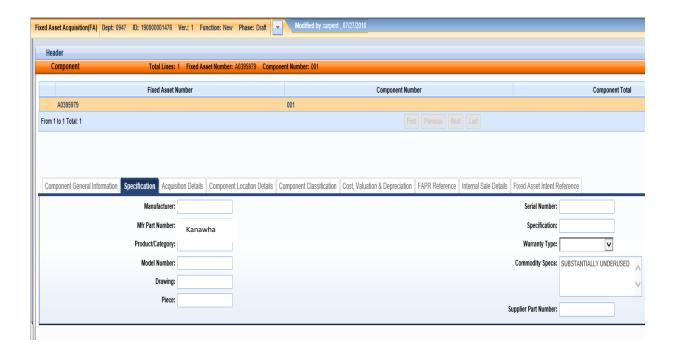
Visit www.mapwv.gov/flood/map/ to search for parcel ID

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



Click SAVE



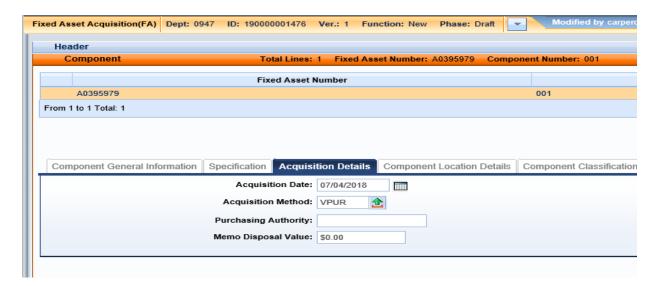
# **COMPONENT SECTION/Acquisition Details Tab**

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



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.





### **COMPONENT SECTION/Component Classification Tab**

Fixed Asset Classification (S) Select Adjustment

Fixed Asset Catalog (S) Type or Select 16 for Buildings

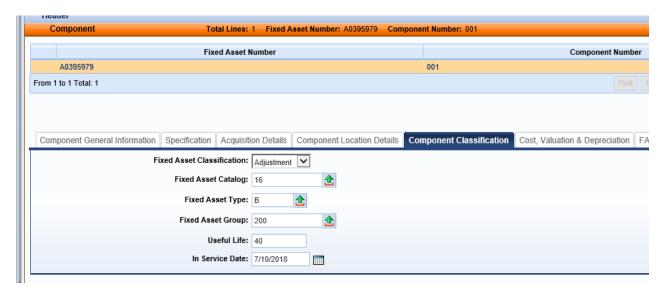
In Service Date (S)

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.

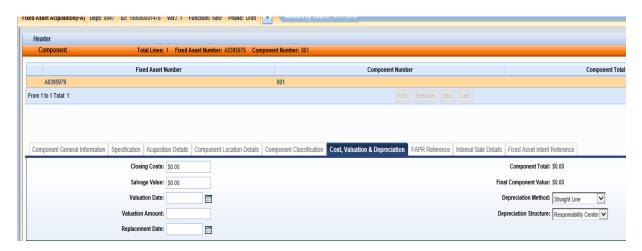


# **COMPONENT SECTION/Cost, Valuation & Depreciation Tab**

Depreciation Method (S)

This field should populate with straight line, if not select this option

Depreciation Structure (S) Select Responsibility Center





# **ACCOUNTING SECTION/General Information Tab**

Click Insert New Line

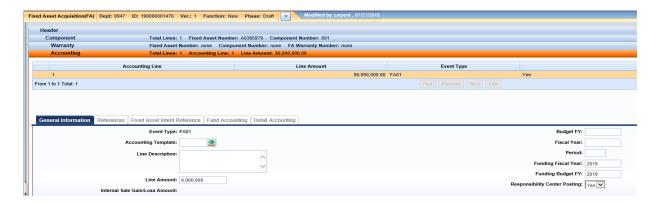
Line Amount (L) Type the purchase price of the building

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

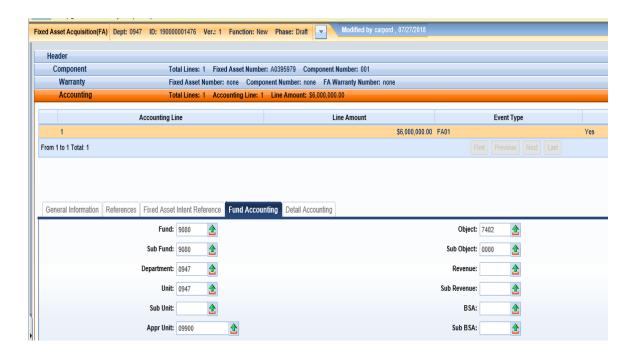
Object (S) Type your object referenced on the payment document

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.





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.

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 <a href="mailto:financeteam@wvoasis.gov">financeteam@wvoasis.gov</a>

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.