**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.

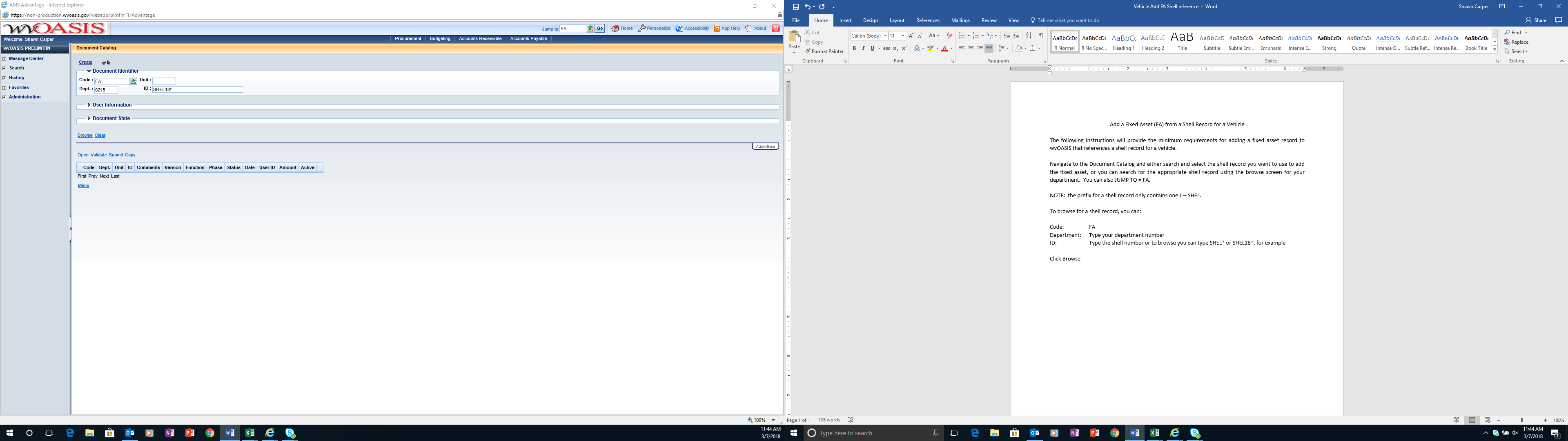
To browse for a shell record, you can:

Code: FA

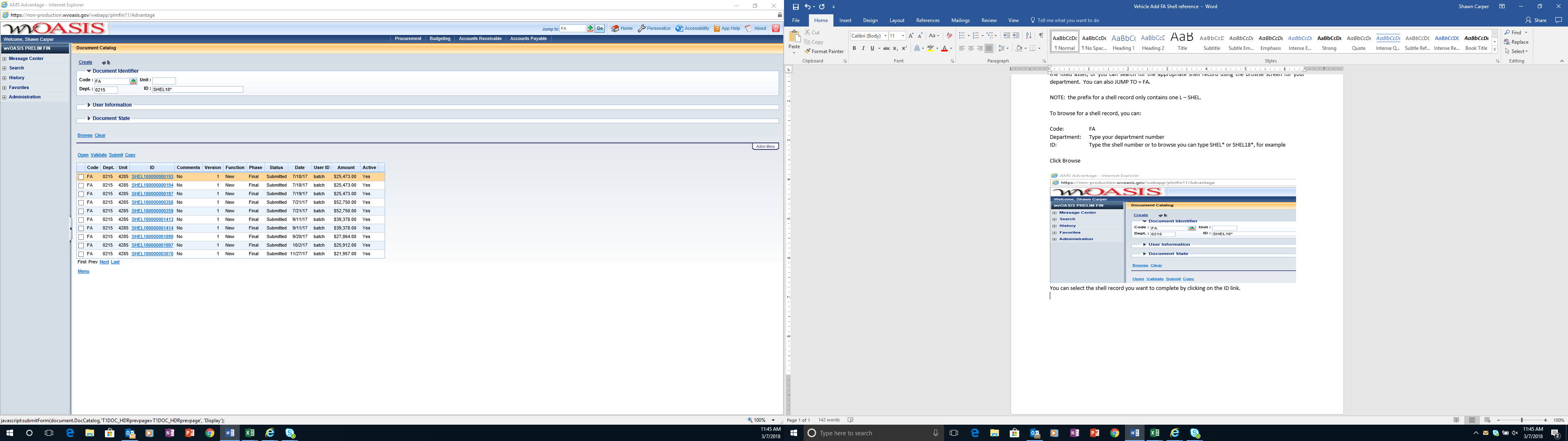
Department: Type your department number

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

Click Browse



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

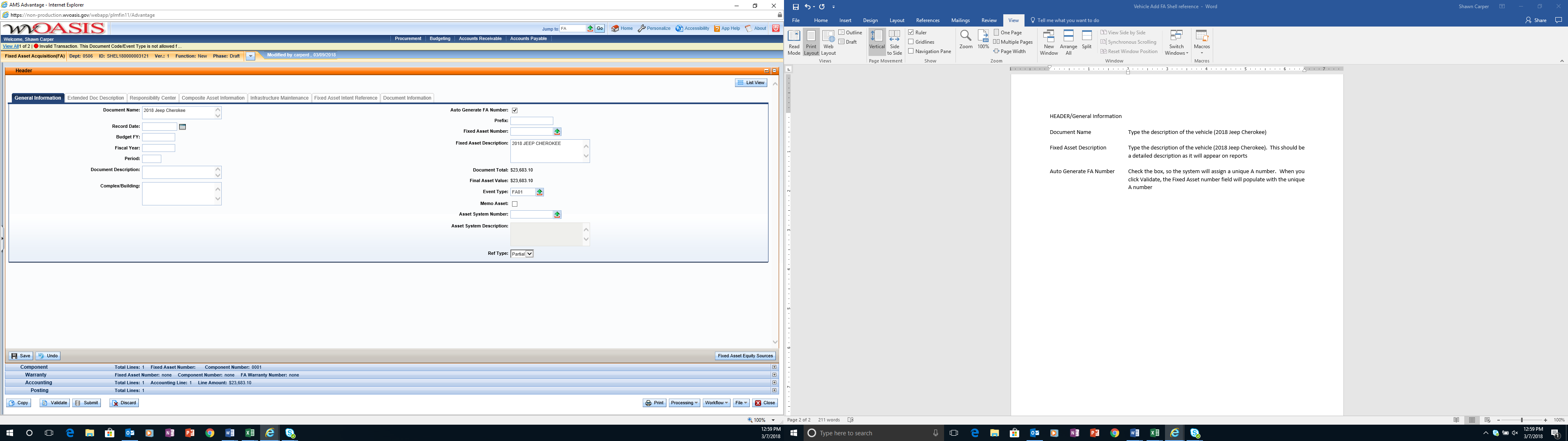


**HEADER/General Information Tab**

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/Responsibility Center Tab**

Custodian Type the custodian code or click on the pick list arrow to search for and select the appropriate code

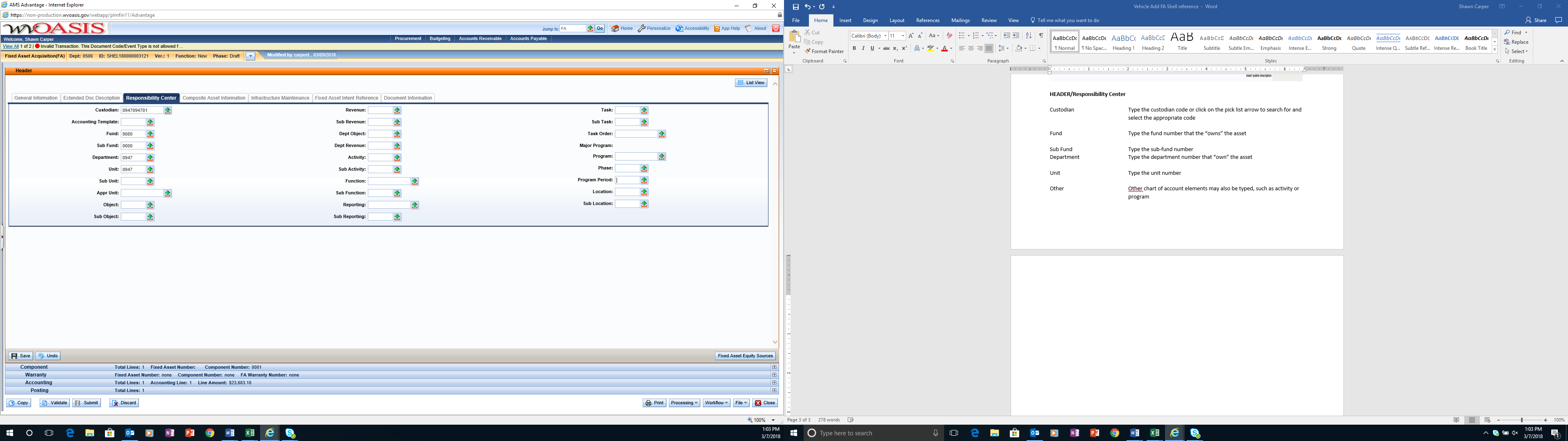
Fund Type the fund number that “owns” the asset

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



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 attaches the Dealer Invoice to their entries.

Click SAVE

**COMPONENT SECTION/Component General Information Tab**

This information will be populated from the procurement document.

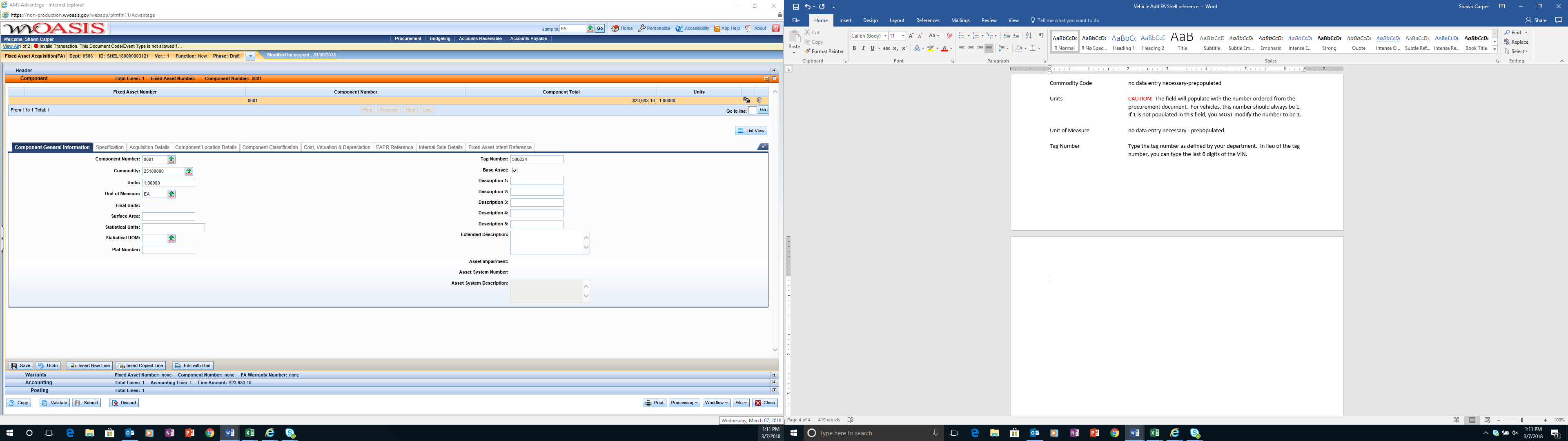
Component Number no data entry necessary-prepopulated

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**

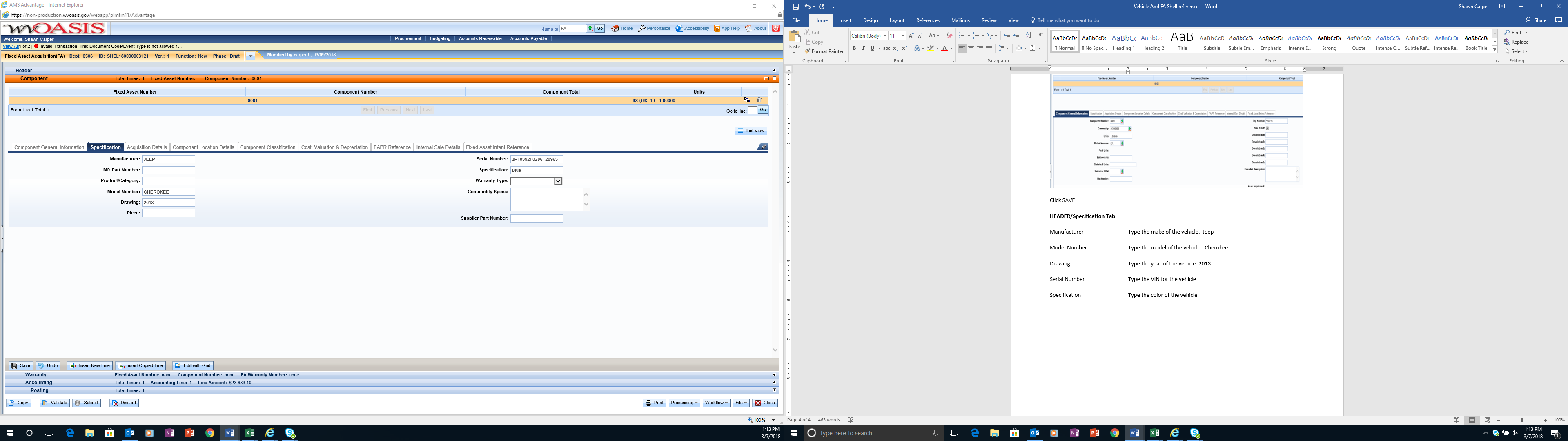
Manufacturer Type the make of the vehicle. Jeep

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



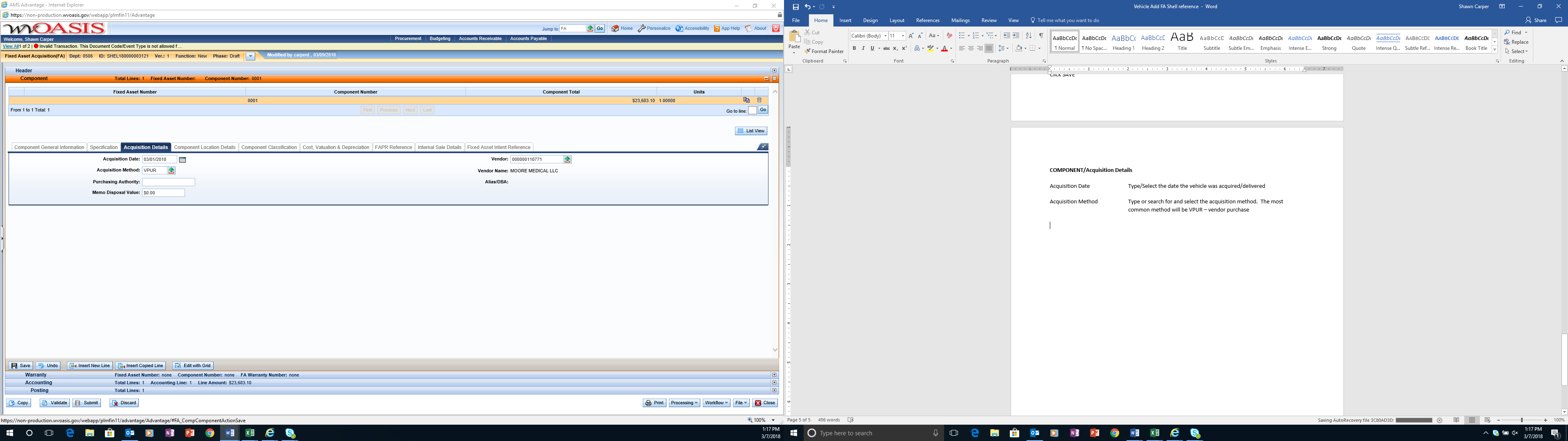
Click SAVE

**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

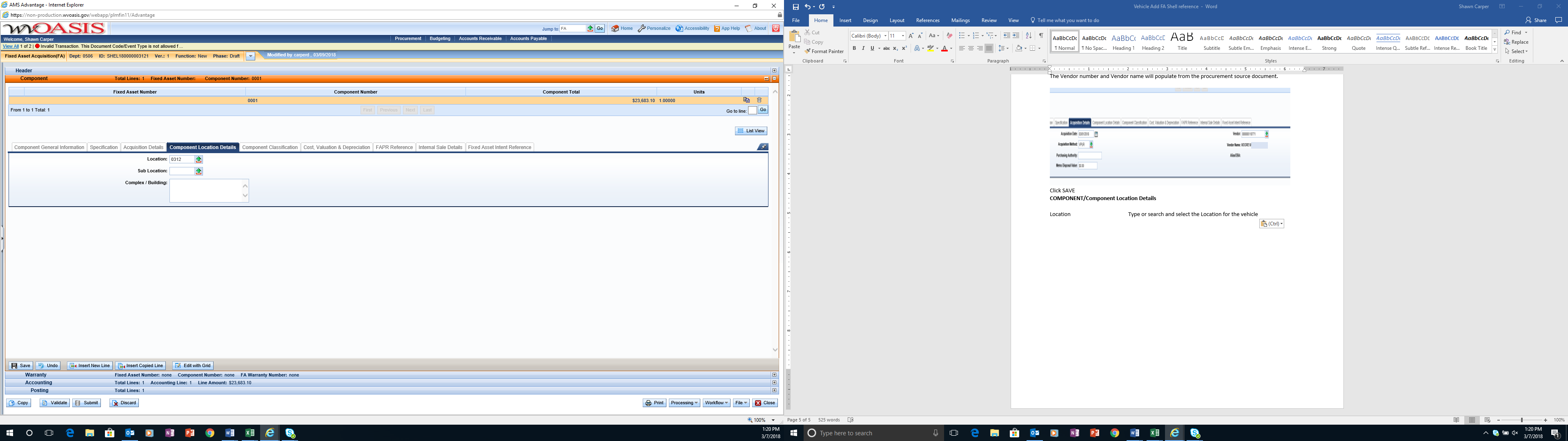
The Vendor number and Vendor name will populate from the procurement source document.



Click SAVE

**COMPONENT/Component Location Details**

Location Type or search and select the Location for the vehicle



Click SAVE

**COMPONENT/Component Classification Tab**

Fixed Asset Classification Normal will be prepopulated

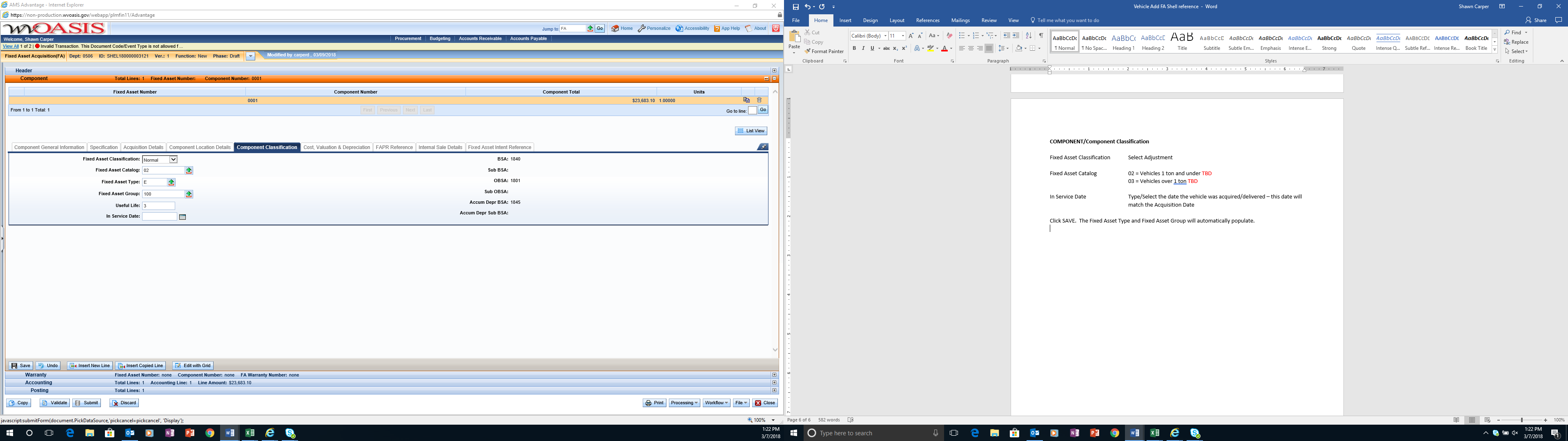
Fixed Asset Catalog 02 = Vehicles 1 ton and under (title will change from Vehicles – Agency Owned in near future)

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)

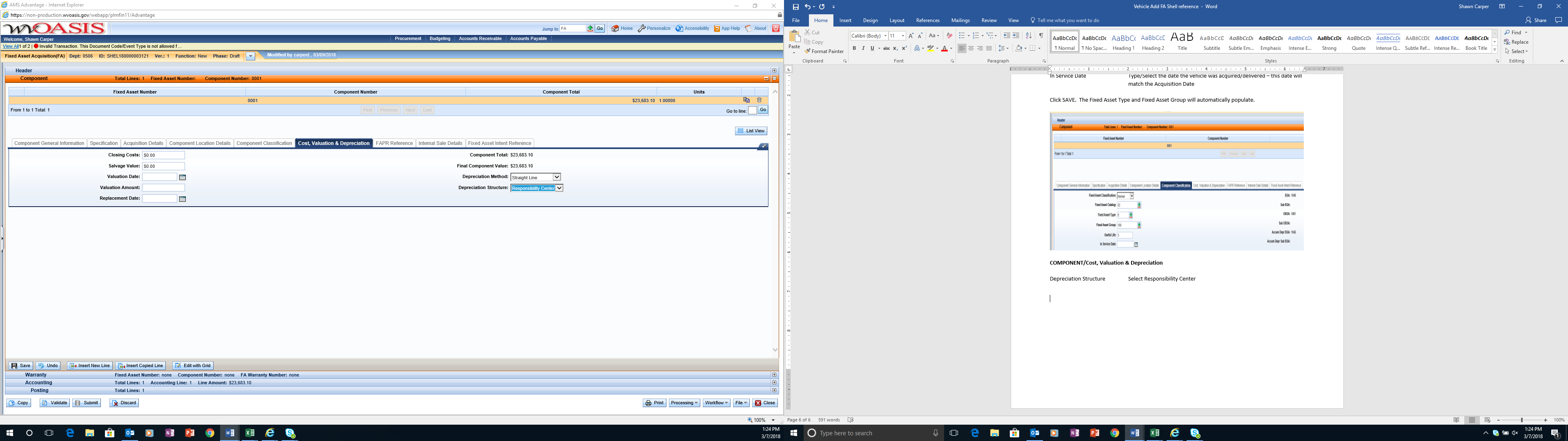
In Service Date Type/Select the date the vehicle was acquired/delivered – this date will match the Acquisition Date

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



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

Depreciation Structure Select Responsibility Center



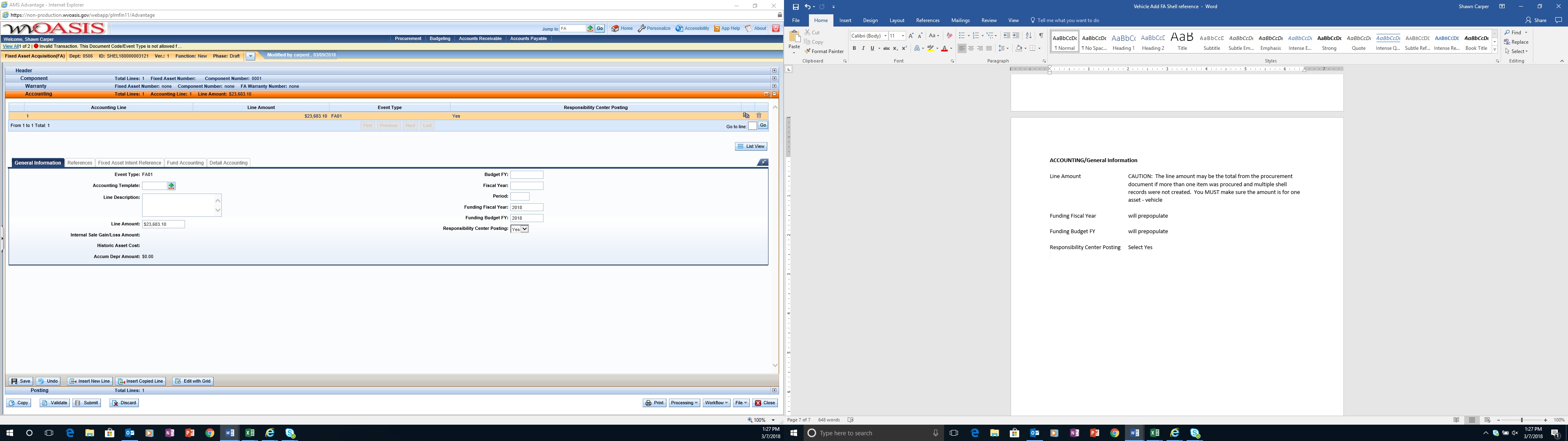
**ACCOUNTING/General Information Tab**

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



Click SAVE

**ACCOUNTING/Fund Accounting Tab**

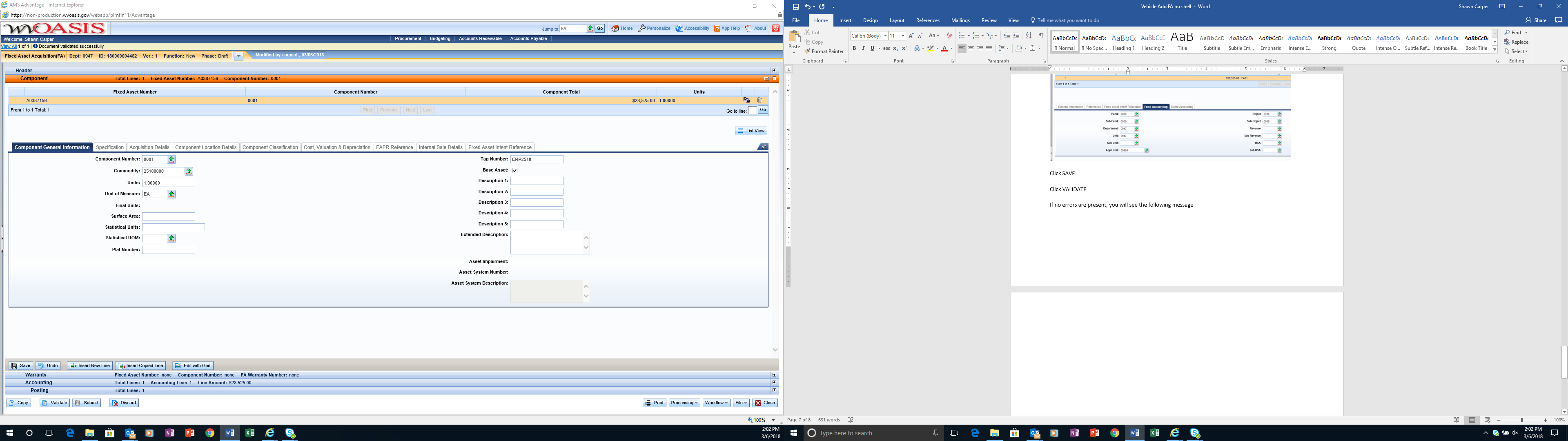
The Chart of Account elements on this screen will populate from the source procurement document.

**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.