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 (YEAR MAKE MODEL)

Document Description Type the Purchase Order number, if applicable

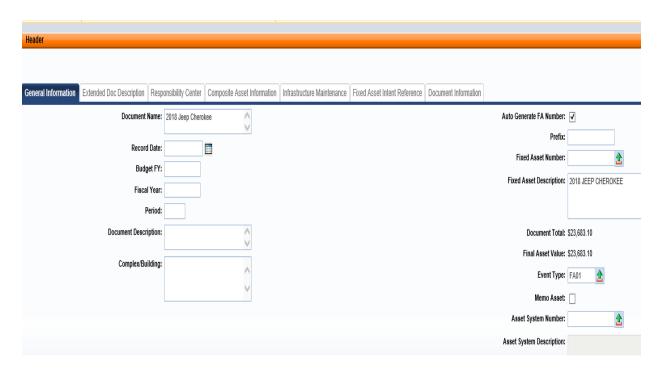
Fixed Asset Description Type the description of the vehicle (YEAR MAKE MODEL). This should be

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



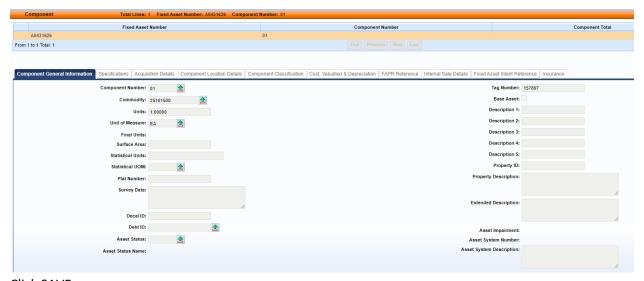
You can also attach supporting document to the Header. To add an attachment, you can click on File located on the bottom, right hand section of the screen and then click on Attachments. Attachments must be in .pdf format. Fleet Management attaches the Dealer Invoice to their entries.

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

Vehicle Make Type the make of the vehicle

Vehicle Model Type the model of the vehicle

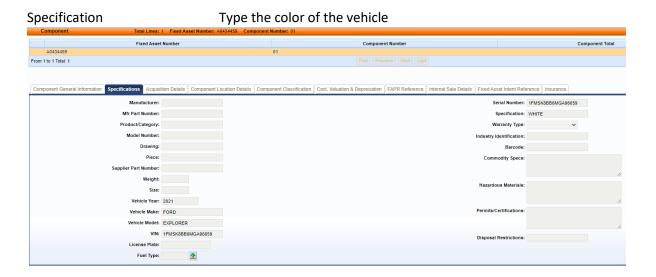
Vehicle Year Type the year of the vehicle

VIN Type the VIN for the vehicle

Serial Number Type the VIN for the vehicle (due to the 3.11 Oasis upgrade, if the serial

number does not also include the VIN, it will not be searchable by this

field in FARCOMP (fixed asset registry component) jump-to)



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)

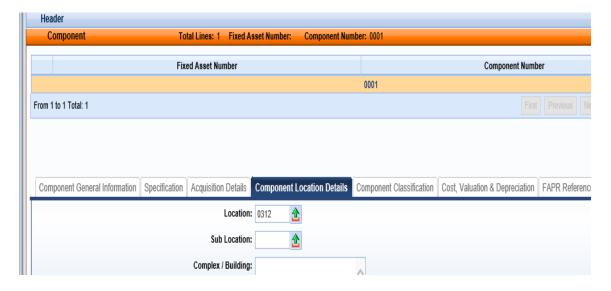
The Vendor number and Vendor name will populate from the procurement source document.



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

03 = Vehicles over 1 ton

32 = Agency third party leased vehicles

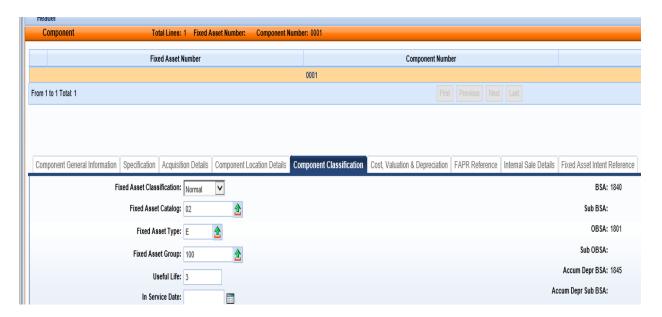
50 = Licensed trailers

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

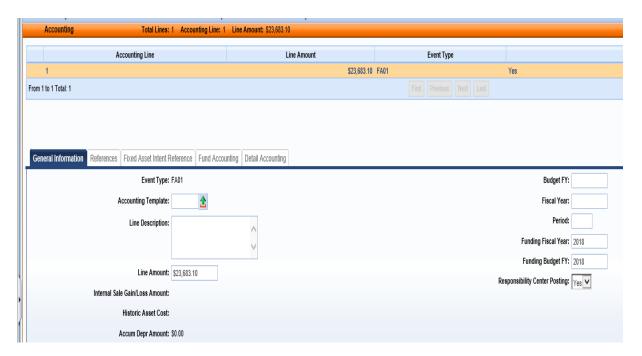
document if more than one item was procured and multiple shell records were not created. You MUST make sure the amount is for one

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.