

WEST VIRGINIA JOINT COMMITTEE ON GOVERNMENT AND FINANCE
ASSET MANAGEMENT MANUAL & GUIDE
Revision: AUGUST 2022

Contents

General Information	3
Inventory Coordinator, Surplus/Recycling Coordinator, and Tracker Duties & Responsibilities....	5
Acquisition and Recording of Assets.....	6
Custody of Assets	8
Transfer of Assets	8
Destruction of Assets.....	10
Annual Certification and Physical Inventory Count.....	11
Appendix 1: Adding a Fixed Asset.....	13
Appendix 2: Cancelling a Fixed Asset	23
Appendix 3: Modifying a Fixed Asset.....	25
Appendix 4: Removing an Asset from Service (Retirement/Surplus)	30
Appendix 5: Locating wvOASIS Worklist, Approving Documents	32
Appendix 6: Frequently Asked Questions	35
Appendix 7: Logging into Oasis Financials	37
Appendix 8: Looking Up an Asset	38
Appendix 9: Asset Reports	40
Pulling Reports	40
List of Common Reports with Prompts	44
Saving, Printing, & Modifying the Reports.....	46
Appendix 10: Reference Tables.....	47
Table 1: Accounting Template Listing/Unit Listing	47
Table 2: Quick Paths/Jump To Codes.....	48
Table 3: Custodian List as of August 1, 2022	49
Table 4: Location Listing as of August 1, 2022	54

General Information

Authority:

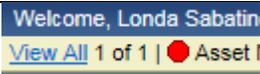
The West Virginia Joint Committee on Government and Finance (Joint Committee) is exempt from state purchasing rules per WV Code 5A-3-1, as such this manual contains the procedures and controls related to Asset Management.

Purpose:

The purpose of the Asset Management Manual is to provide direction to Joint Committee staff on acquiring, recording, inventorying, maintaining, and disposing of Assets.

Definitions/Terminology:

* (asterisk)	Wildcard Character in wvOASIS
Auto Apply	Button located on the Header and Component Sections of Fixed Asset Documents. When selected, this feature populates certain fields, which are pulled from the Fixed Asset tables using the fixed asset number.
Buyer	Individual assigned by the Legislative Manager to order the items approved by the Legislative Manager via wvOASIS.
Coordinator	Individual assigned by the Legislative Manager to function as the Inventory Control Coordinator.
Custodian	Individual who has custody and is responsible for the safe keeping of the asset.
Fixed Asset Acquisition Document (FA)	A document used to record all newly acquired, donated or memo assets.
Fixed Asset Cancellation Document (FC)	Document used to cancel (undo) a wrongly entered asset into wvOASIS.
Fixed Asset Disposition Document (FD)	Document used to record the disposition of existing assets.
Fixed Asset Modification Document (FM)	Document used to process modifications such as location change or custodian change.
Fixed Asset Number	System assigned number that identifies an asset.
Memo Asset	An asset that does not meet the capitalization threshold requirements but is required to be tracked by the Joint Committee.
Non-Reportable Assets	Commodities that are valued at less than \$1,000 or have a useful life of less than one year, or Assets expendable in nature.

	Examples of Non-Reportable Assets include: calculators, skids of paper, office supplies, etc.
OASIS	The wvOASIS Information System
OASIS PO	Any Purchase Order (APO) or Delivery Order (ADO) from the OASIS Procurement Module
Pick List	 Icon used to access a search window to look up values for the field (also called the Christmas tree icon).
Purchaser	An individual assigned by the Legislative Manager to order the items approved by the Legislative Manager via OASIS. Purchasers are normally also P-Card Holders.
Receiver	An individual assigned by the Legislative Manager to receive items ordered by Joint Expenses and authorized to create RC Documents in wvOASIS.
Red Meatball	 Indicates missing or incorrect information which must be corrected before the system will submit the document.
Reportable Assets	All equipment, vehicles, and other items, excluding expendable commodities as defined by Non-Reportable Assets, that has an original acquisition cost of \$1,000 or more and a useful life of one year or longer, with the exception of the following: <ol style="list-style-type: none"> 1. Firearms regardless of cost; 2. All computers (including laptops, tablets, and central processing units); or 3. All printers and other electronic devices with an acquisition cost of \$500 or more Any other items determined by the Legislative Manager upon advice from Division Directors (GPS Units, Portable PA systems).
Requestor	An individual assigned by the Legislative Manager to request items via wvOASIS.
Surplus/Recycling Coordinator	The individual assigned by the Legislative Manager to coordinate the disposal of Reportable and Non-Reportable Assets
Tracker	An individual assigned by the Division Director to assist the Coordinator in monitoring the movement of assets.
wvOASIS	State of West Virginia's integrated business management software.

Additional Information:

Office Supplies, equipment, postage, duplicating facilities, etc., are to be used only for office business. Employees should not use these supplies and facilities for personal purposes.

Any assets removed from the offices of the Joint Committee will be done so for official purposes only and must be approved in advance by the employee's Division head or the

Legislative Manager. For assets not assigned to a specific individual, full justification shall accompany such a request on the Equipment Sign In/Out Forms provided.

For assets assigned to specific individuals, the bottom of the Equipment Assignment Form will be completed by the employee's Division Head giving approval to remove the equipment from the offices of the Joint Committee, for employees whose job duties necessitate working from remote locations or the employee to be able to access the Joint Committee servers while not physically in the office.

Employees should refer to the Joint Committee Anti-Fraud Policy for reporting potential fraud or fraudulent activity to the appropriate persons.

Inventory Coordinator, Surplus/Recycling Coordinator, and Tracker Duties & Responsibilities

The Legislative Manager shall designate an individual to be the Inventory Control Coordinator (Coordinator). The Coordinator will be responsible for:

1. Maintaining the Joint Expense's Asset Inventory in wvOASIS;
2. Submitting proper and timely information to the Legislative Manager and Fiscal Office as required;
3. Performing a complete physical inventory, with the assistance of the Trackers, every three (3) years;
4. Reviewing the Annual Certifications submitted by the Inventory Trackers and updating wvOASIS as needed;
5. Notifying and training Inventory Tracker's on the procedures regarding the care and proper disposition of all Joint Committee owned Assets as outlined in this manual; and
6. Notifying and training employees on the procedures regarding the care and proper disposition of all state-owned Assets as outlined in this manual.

The Legislative Manager shall assign an employee as the Surplus/Recycling Coordinator. The Surplus/Recycling Coordinator will be responsible for:

1. Coordinating transfer of assets to Surplus Property, Recycling, and other companies for destruction/removal from the Joint Committee;
2. Inspect items identified by Inventory Trackers as having reached the end of their useful life to determine the best method of disposal;
3. Coordinate with LASD on destruction of electronic devices;

4. Prepare necessary documentation and schedule pickups of assets needing to be removed from Joint Committee;
5. Update the OASIS records for any assets removed from service;
6. Assist the Inventory Coordinator during the physical inventory;
7. Functions as the backup for the Inventory Coordinator

Each Division Director shall assign an employee as the division's Inventory Tracker (Tracker) and provide an email to the Coordinator and Director of LASD with the employee's contact information. The Tracker will be responsible for:

1. Notifying the Coordinator of any Reportable Asset assignment changes;
2. Assisting the Coordinator with the Annual Certifications and tri-annual physical inventory; and
3. Updating OASIS records with any fixed asset changes, such as changes to the custodian and/or locations, adding new assets, etc.;
4. Submitting proper and timely information and/or documents to the Coordinator and Fiscal Office, as required;
5. Complying with the procedures listed in this manual.

Acquisition and Recording of Assets

Determination of Acquisition Cost:

The acquisition cost of an Asset is the actual cost of the Asset, as evident by invoices and purchase orders. The acquisition cost may also be determined by a reasonable method of estimation when no invoice or purchase order exists. Documentation related to the estimate, and on the estimation method used, should be maintained in the appropriate file for audit purposes.

Assets should be inventoried on a "per item" basis. Individual items making one working component are to be inventoried as one Asset. For example, Laptops and the coordinating dock and power supply cord should be recorded as a single component.

Group purchases should not be recorded in aggregate.

Individual Assets should be recorded in wvOASIS only if the individual Asset meets the requirements of a Reportable Asset. Each unit must bear a separate numbered inventory tag.

Ordering Assets:

All requests for purchasing Assets must be entered into wvOASIS by a Requestor. Requestors should follow the Joint Committee on Government & Finance’s Procurement Manual when ordering assets. Note: The Fixed Asset check box on the Commodity section needs to be checked when processing the APO/ADO for the fixed asset.

Receiving Assets:

There are nine shipping locations (receiving areas) for Joint Committee:

Location Code	Name
SP2071	Joint Committee on Govt & Finance - (East Wing Rm E132)
SP2072	Joint Committee on Govt & Finance - LASD (MB49)
SP2073	Joint Committee on Govt & Finance - Duplicating (MB26)
SP2074	Joint Committee on Govt & Finance - (West Wing Dock)
SP2075	Commission on Special Investigations
SP2605	Joint Committee on Govt & Finance - Post Audit
SP2606	Legislative Claims Commission
SP2607	Joint Committee on Govt & Finance - Public Information
SP2608	Joint Committee on Govt & Finance - PERD

Receivers will check that items received match packing slip and purchase order, then receive the items in wvOASIS using a RC Document. (See Joint Committee Procurement Manual for instructions on how to complete the RC Document).

Each Receiver will be provided with a small quantity of bar codes by the Coordinator. The Coordinator will keep a spreadsheet noting which bar codes were assigned and periodically confirm any unused barcodes are in the Receiver’s custody. The Receiver is responsible for the bar codes assigned.

The Receiver/Tracker will enter the new asset into wvOASIS using a FA Document and secure the barcode to the Asset in a visible area. Once the asset has been received and the information entered in wvOASIS, the Receiver should transfer the Asset to the appropriate division. A copy of the packing slip or other documentation showing the Manufacture, Model Number, and Serial Number if available, should be attached to the FA Document. (See [Appendix 1: Adding a Fixed Asset](#)).

If the Receiver records an item as a fixed asset by accident, he/she should notify the Coordinator in writing. The Coordinator will then review the entry and determine if the item was incorrectly added and if so, will prepare a Fixed Asset Cancellation (FC) document to remove the item from the system. (See [Appendix 2: Cancelling a Fixed Asset](#)).

If the Coordinator finds a receiver/tracker has not been entering the information, the Coordinator will inform the Director of Administration, the Tracker's Division Director, and the Fiscal Officer.

Quarterly, the Fiscal Officer will provide the Coordinator a Potential Asset Report from the wvOASIS System. The Fiscal Officer will perform a review of the report prior to providing it to the Coordinator and remove any Non-Reportable Commodities and include the OASIS PO Number related to the transactions.

1. The Coordinator will review the report to determine if there are any additional items which need to be tagged and entered the wvOASIS Fixed Asset System.
2. The Coordinator will investigate to determine why the items were not recorded in the Inventory upon receipt.

Custody of Assets

When Assets are assigned to an employee, an Equipment Assignment Form must be completed. This form is to be completed by the Tracker and signed by the employee. **The forms should all be completed digitally and digitally signed.** After May 1, 2022, paper forms will no longer be accepted.

The Tracker is also required to prepare a Fixed Asset Modification (FM) Document in wvOASIS to record the changes to the asset record. The signed Equipment Assignment Form must be attached to the Header of the FM Document. (See [Appendix 3: Modifying a Fixed Asset](#)).

The form should also be saved to the Asset Management Forms located on the geordi server. All forms should use the following naming convention: Bar Code.Custodian First & Last Name.Form Name. (For example, 00000.JohnDoe.EquipmentAssignmentForm) The Inventory Coordinator and Fiscal Office staff will approve all FM documents in wvOASIS.

Equipment Assignment Forms are not used for assets assigned to a division and not a specific individual. Equipment which is assigned to a Division and may be mobile in nature (cameras, tv's) shall use an Equipment Sign In-Out Log to track the location of the item. The Tracker is responsible for ensuring the log is completed and updated.

Transfer of Assets

When an Asset is reassigned to another employee or division, the person assigned with moving the Assets must notify the Tracker of the barcode and new location of the Asset. The Tracker must update the wvOASIS record with the new information using a FM

Document and attach the necessary forms: The following table lists the most common type of transfers as well as which Tracker should prepare the forms/update OASIS.

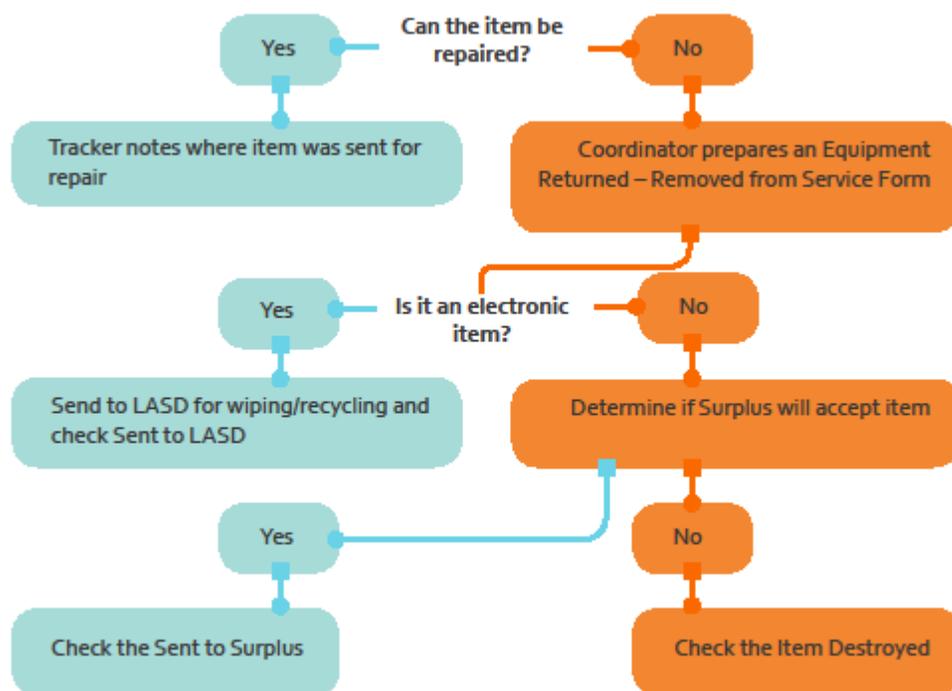
Type of Transfer	Tracker Responsible	Forms Required to be attached.	Fields to update on FM
Asset moves to a new location (no other changes).	Tracker for the division the employee is assigned to	No Form Required.	Location Code.
Unassigned Asset being assigned to an individual.	Tracker for the division the employee is assigned to	Equipment Assignment Form (signed by Tracker & employee).	Custodian & Location (if necessary).
Employee returning an asset to a division – asset is not being reassigned.	Tracker for the division the employee is assigned to	Equipment Returned Form (signed by Tracker and employee).	Custodian & Location (if necessary).
Asset returned by employee and reassigned to another specific employee. (Same division)	Tracker for the division	Equipment Returned Form (signed by Tracker and returning employee) Equipment Assignment Form (signed by Tracker & new employee).	Custodian & Location (if necessary).
Asset returned by employee and reassigned to another specific employee (different divisions)	Tracker of new division (need to coordinate with prior tracker to get needed form)	Equipment Returned Form (signed by employee and Tracker of original division) and Equipment Assigned form (signed by employee and Tracker of new Division)	Custodian & Location (if necessary)
Employee transfers to new division	Tracker for new division	No forms attached	Custodian & Location (if necessary)

All Asset Forms are found on the Staff Webpage under the Inventory and Asset Protection Folder.

Destruction of Assets

When a Reportable Asset has reached the end of its useful life, the Tracker shall notify the Surplus/Recycling Coordinator. Periodically, the Surplus/Recycling Coordinator will send an email requesting a list of items which need to be either sent to Surplus Property or recycled.

The Surplus/Recycling Coordinator shall inspect the item to determine the best method for disposal, provided that, for electronic devices (computers, laptops, printers), LASD will make the determination. The decision tree below shall be used as a guide for determining the status of the item:



The Surplus/Recycling Coordinator will be responsible for tracking items to be sent to Surplus or recycled, except for electronic items, those will be the responsibility of LASD. For items sent to Surplus or Recycling, the Surplus/Recycling Coordinator prepares the WV-103 Surplus Property Retirement Form and calls to schedule the pickup.

Items determined to be Sent to Surplus or need to be recycled should be stored in the following areas until they are removed from the Joint Committee premises:

1. All electronic items should be stored by LASD and an inventory maintained by the Tracker for LASD. The Tracker can use Custodian Code "To Be Surplused" or "To be Recycled" to identify these items in the wvOASIS system, instead of the Division Custodian Code.

2. All non-electronic items should be stored in the Division the item(s) were assigned and an inventory maintained by the Tracker for the Division. The Tracker can use Custodian Code "To Be Surplused" or "To be Recycled" to identify these items in the wvOASIS system, instead of the Division Custodian Code. If the division does not have space for the item(s) they should coordinate with the Surplus/Recycling Coordinator on where the item(s) will be stored.

Once the items have been picked up by Surplus Property or recycled, the Surplus/Recycling Coordinator will prepare a Fixed Asset Disposition (FD) Document to remove the item from active inventory. The Fiscal Office will approve the FD Documents in the wvOASIS system. (See Appendix 5: Removing an Asset from Service).

Electronic Items

Any electronic device that is going to be recycled must have the hard drive removed and kept by LASD. LASD shall make the determination on what is to be done with the hard drive.

Hard drives that can be reused, but contain sensitive data, are DOD wiped and used as spare hard drives as needed. Hard drives that cannot be repurposed are to be physically destroyed on-site by either LASD or by a contracted company.

Annual Certification and Physical Inventory Count

Around June 1st, the Coordinator will prepare the Annual Certification Form which lists all Assets assigned to an employee and provide these forms to the Trackers. The Trackers are responsible for providing these forms (digitally) to the employee and investigating any discrepancies. The employees must return the Annual Certification Forms back to the Division Tracker by June 15th.

Any discrepancies noted on the forms should be communicated to the Coordinator in writing. If needed, the Tracker should have employees prepare any necessary Equipment Assigned or Equipment Returned Forms.

Upon receipt of the Annual Certification Forms, the Tracker will review the forms and prepare an Annual Certification Cover sheet for the Coordinator noting any discrepancies. The Tracker will also make any necessary updates to the wvOASIS records. The Tracker will attach the appropriate supporting documentation to the wvOASIS document. The Annual Certification Cover Sheet must be signed by the Division Director. The Tracker has until June 25th to email the Annual Certification Forms and Cover Sheet to the Coordinator. The Coordinator shall inform the Legislative Manager of any division which did not provide the Cover Sheet and related forms by June 25th.

The Coordinator shall review the Cover Sheets and approve the adjustments in wvOASIS by June 30th.

Using his/her judgement, the Coordinator shall select a small sample of items to be physically located. The sample should include at least three (3) items from any discrepancies noted on the Annual Certification Cover Sheets. The Coordinator should document which items were physically located.

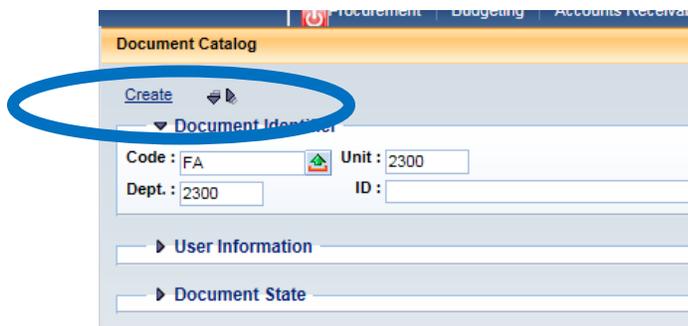
Every three years, the Coordinator shall perform a complete physical inventory. The Trackers will assist the Coordinator in the physical inventory. The Coordinator will provide instructions to the Trackers on the procedures to use. At the end of the physical inventory the Inventory Coordinator will complete the Physical Inventory Certification and submit to the Fiscal Office and Legislative Manager.

Appendix 1: Adding a Fixed Asset

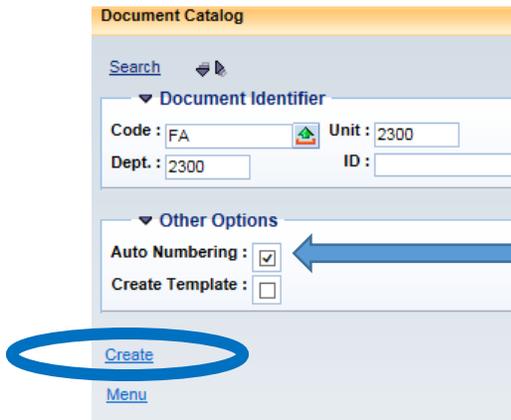
1. Log into Oasis Financials. Once on the Home Screen, type FA in the “Jump to Box” then click Go or press Enter.



2. This opens the Document Catalog. To create a new Asset Document, enter 2300 as the Dept and enter the appropriate Unit code from Table 1 as the Unit then click Create. E.g.) LASD's Unit is 5494.



3. Click the Auto Numbering checkbox in the Other Options. Then click Create. This will open a new Fixed Asset Acquisition document (FA).



4. On the Header Section General Information Tab complete as follows:
 - A. Auto Generate FA Number – check marked.
 - B. Fixed Asset Description – first five digits should be the barcode followed by a space a dash and another space then a short description of what the item is.
 - C. Document Name – short description of the Asset
 - D. Memo Asset – this should be checked if it is equipment which is less than \$500 which we are including for tracking purposes only (items prone to walking off).

The screenshot displays the 'Fixed Asset Acquisition (FA)' system interface. At the top, a header bar shows 'Fixed Asset Acquisition(FA) Dept: 2300 ID: 180000009184 Ver.: 1 Function: New Phase: Draft' and 'Modified by sutherlandfe1, 06/06/2018'. Below this is a 'Header' section with a navigation bar containing tabs: 'General Information', 'Extended Doc Description', 'Responsibility Center', 'Composite Asset Information', 'Infrastructure', 'Fixed Asset Intent Reference', and 'Document Information'. The 'General Information' tab is active. On the left side, there are several input fields: 'Document Name', 'Record Date', 'Budget FY', 'Fiscal Year', 'Period', 'Document Description', and 'Complex/Building'. On the right side, there are more fields: 'Auto Generate FA Number' (checked), 'Prefix', 'Fixed Asset Number' (A0392112), 'Fixed Asset Description' (00242 MICROSOFT SURFACE DOCK FOR MICROSOFT SURFACE PRO 3 & 4), 'Document Total: \$129.99', 'Final Asset Value: \$129.99', 'Event Type' (FA01), 'Memo Asset' (checked), 'Asset System Number', 'Asset System Description', and 'Ref Type' (Partial). Annotations are present: a blue box with 'C' and an arrow pointing to the 'Document Name' field; a blue box with 'A' and an arrow pointing to the 'Auto Generate FA Number' checkbox; a blue box with 'B' and an arrow pointing to the 'Fixed Asset Description' field; and a blue box with 'D' and an arrow pointing to the 'Memo Asset' checkbox.

5. Click Save prior to moving to next step.

6. On the Responsibility Center tab of the Header complete as follows:
 - A. Custodian – click the Picklist to open a search box type the employees last name in box or use the custodian list from Table 3 .
 - a. Note: all numbering formats for the custodians are 2300 then the division’s 2-digit alpha code (e.g.) BD – Budget; LS – Legislative Services, etc.) then a sequential number.
 - b. If you type 2300 and the 2-digit alpha code in the box a drop-down list will appear and show all available custodians for that division.
 - B. Accounting Template – enter the Accounting Template for the appropriate Division see (Table 1).

The screenshot displays the WOASIS system interface. At the top, the logo 'WOASIS' is visible. Below it, a welcome message reads 'Welcome, Felisha N Sutherland'. A status bar indicates 'Document validated successfully'. The main header shows 'Fixed Asset Acquisition(FA) Dept: 2300 ID: 180000009184 Ver.: 1 Function: New Phase: Draft Modified by sutherland'. The 'Header' section is active, and the 'Responsibility Center' tab is selected. The 'Custodian' field is set to '2300PD0011' and is highlighted with a blue box labeled 'A'. The 'Accounting Template' field is empty and highlighted with a blue box labeled 'B'. Other fields include Fund (0175), Sub Fund (0000), Department (2300), Unit (5486), Sub Unit, Appr Unit (10400), Object, and Sub Object. Each field has a picklist icon (up and down arrows) to its right.

7. Next click the Component Header and on the Component General Information tab complete as follows:
 - A. Component Number: each component should have a unique number beginning with 0001.
 - B. Commodity: Use the Pick list to search for Commodity code related to the item or review the reference list.
 - C. Units: Number of items.
 - D. Tag Number: Bar code number.
 - E. Base Asset: Checkmarked.
 - F. Description 1: PICS PO Number.
 - G. Extended Document Description: 1,500-character text field to provide additional information about the asset.

8. On the Specification tab complete the needed information such as Manufacturer, Model, Serial Number, Commodity Specs (additional information needing to be captured).

- On the Acquisition Details tab complete the following fields: Acquisition Date (date received) and Acquisition Method (majority of time it will be VPUR).

Header	
Component	Total Lines: 1 Fixed Asset Number: A0392112 Component Number: 0001
Fixed Asset Number	Component Number
A0392112	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	Fi
Acquisition Date: 09/27/2017							Vendor: <input type="text"/>	
Acquisition Method: VPUR							Vendor Name: <input type="text"/>	
Purchasing Authority: <input type="text"/>							Alias/DBA: <input type="text"/>	
Memo Disposal Value: \$0.00 <input type="text"/>								

- On the Component Location Details tab enter the Location ID from the Location List or select using the Pick List.

Header	
Component	Total Lines: 1 Fixed Asset Number: A0392112 Comp
Fixed Asset Number	Component Number
A0392112	0001
From 1 to 1 Total: 1	

Component General Information	Specification	Acquisition Details	Component Location Details
Location: E140			
Sub Location: <input type="text"/>			
Complex / Building: <input type="text"/>			

11. On the Component Classification tab enter the following (all remaining fields will auto populate when saved/validated):
- A. Fixed Asset Classification: Select Memo if the Memo box was checked on the Header General info tab, otherwise select Adjustment.
 - B. Fixed Asset Catalog: the most common codes are listed below additional codes can be located using the Pick List:
 - a. 05 – Computer Equipment
 - b. 10 – Office/Communication Equipment
 - c. 23 – Firearms
 - d. 25 – Software (off the Shelf)
 - e. 26 – Software (Internally Generated)
 - C. In Service Date: Date asset was received.

Fixed Asset Number		Component Number	
0001		0001	

First Previous Next Last

Information Specification Acquisition Details Component Location Details **Component Classification** Cost, Valuation & Depreciation

Fixed Asset Classification: Memo

Fixed Asset Catalog: 05 

Fixed Asset Type: E 

Fixed Asset Group: 100 

Useful Life: 3

In Service Date: 09/27/2017 

12. On the Cost Valuation & Depreciation Tab enter the following:
 - A. Depreciation Method: Straight Line for all assets.
 - B. Depreciation Structure: Responsibility Center for all assets.

Modified by sutherlandfe1, 06/06/2018

Component Number: 0001

Component Number	Component Total

First Previous Next Last

Component Classification **Cost, Valuation & Depreciation** FAPR Reference Internal Sale Details Fixed Asset Intent F

Component Total: \$129.99

Final Component Value: \$129.99

Depreciation Method: Straight Line

Depreciation Structure: Responsibility Center

13. Leave the FAPR Reference tab Blank (Fiscal Office will modify once asset has been paid for).
14. If needed, enter the Warranty information in the Warranty Section, check the Pick List on the FA Warranty Type to see if the Warranty type is already set up, if not type in the relevant warranty info.

15. On the Accounting Section General Information Tab enter the following:
 - A. Entering the Accounting Template for the Division (see Table 1) unless the equipment is IT related (computers, tablets, printers, etc.) then use LASD's Template.
 - B. Line Description: Enter a description of the item
 - C. Line Amount: Total Cost of Asset/Component.
 - D. Funding Fiscal Year: Fiscal Year the asset was purchased.
 - E. Funding Budget FY: Fiscal Year the asset was purchased.

Fixed Asset Acquisition(FA) Dept: 2300 ID: 180000009184 Ver.: 1 Function: New Phase: Draft Modified by sutherlandfe1, 06/06/2018

Header

Component Total Lines: 1 Fixed Asset Number: A0392112 Component Number: 0001
 Warranty Fixed Asset Number: none Component Number: none FA Warranty Number: none
 Accounting Total Lines: 1 Accounting Line: 1 Line Amount: \$129.99

Accounting Line	Line Amount	Event Type	Respo
1	\$129.99	FA01	Yes

From 1 to 1 Total: 1

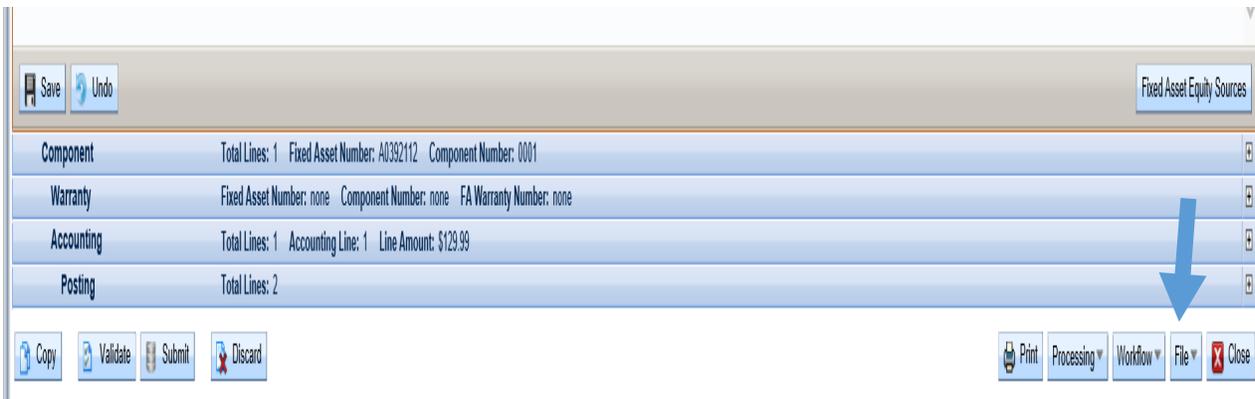
First Previous Next Last

General Information References Fixed Asset Intent Reference Fund Accounting Detail Accounting

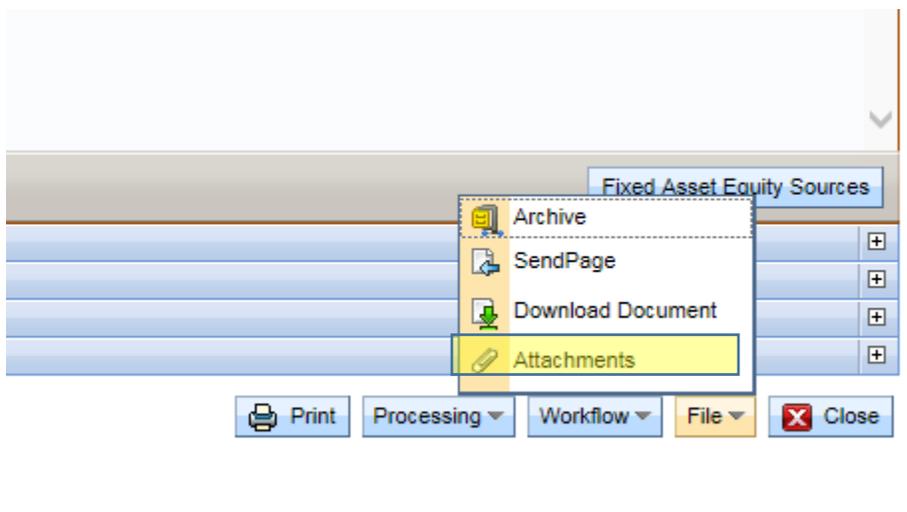
Event Type: FA01 Budget FY:
 Accounting Template:  
 Line Description:
 Line Amount: \$129.99
 Internal Sale Gain/Loss Amount:
 Historic Asset Cost:
 Accum Depr Amount: \$0.00

Fiscal Year:
 Period:
 Funding Fiscal Year: 2017
 Funding Budget FY: 2017
 Responsibility Center Posting: Yes

16. Attach any supporting documentation.
 - A. Asset Assignment Forms should be entered on the Header Section (Click the Header Section to reopen it)
 - B. Documentation showing Serial Number should be entered on the Component Section (Click the Component Section to reopen it)
- 17.. At the bottom of the screen, click the File menu.



18. Then click the Attachments option.



19. Select Upload.



20. Click Browse and locate your attachment, then click Open. Add a short description and Click Upload.

Upload Cancel

Attachment File : Browse...

Description :

Attachment Type : Standard ▾

21. You will return to the screen in Step 18, verify the file is listed, then click Return to Document.

22. Click Save.

Component	Total Lines: 1 Fixed Asse
Warranty	Fixed Asset Number: none
Accounting	Total Lines: 1 Accounting
Posting	Total Lines: 2

Save Undo

Copy Validate Submit Discard

23. Click Validate.

24. If there are errors a Red circle (meatball) will appear at the top of the screen, fix the error then click save and Validate again. Continue this until you get Document Validated Successfully message.

25. Once you get the Document Validated Successfully message, click Submit, check to make sure the message reads Pending Approval and Close the document.

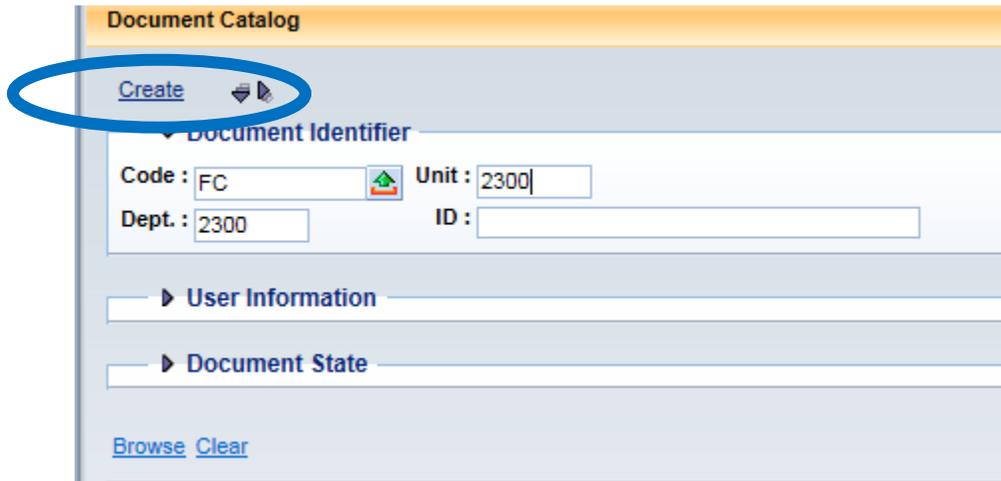
Appendix 2: Cancelling a Fixed Asset

Fixed Asset Cancellation Documents are used to remove items which were incorrectly recorded as assets.

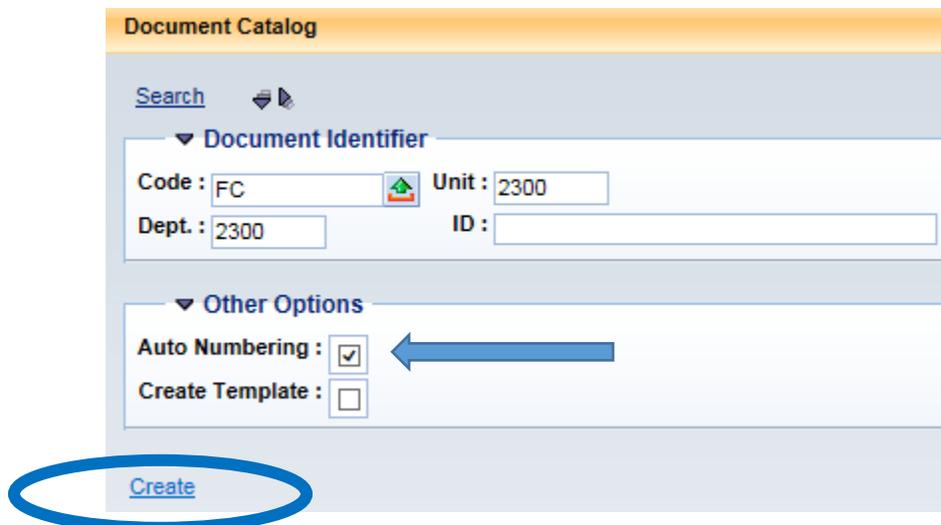
1. In the Jump Box type FC, then click GO or press Enter.



2. This opens the Document Catalog. To create a new Cancellation Document, enter 2300 as the Dept and enter the appropriate Unit code from Table 1 as the Unit then click Create. E.g.) LASD's Unit is 5494.



3. Click the Auto Numbering checkbox in the Other Options. Then click Create.



4. The Cancellation Document is opened. Type or look up the Fixed Asset Number (this is the A number assigned when the asset was entered).
 - a. To look up the Fixed Asset Number, click the Pick List (Green arrow) next to the Fixed Asset Number Box. This will open a search box where you can enter the bar code in the Asset Description. Note: this will only work if the barcode is listed as the first part of the Asset Description.
 - b. Otherwise run the WV-FIN-AM-002 Asset by Tag Number Report to locate the Fixed Asset Number.
5. Then click Auto Apply to load the asset information into the document.
6. In the Document Description, record the reason for the cancellation. Then click Save, Validate, and once you get the Document Validated Successfully message at the top of the screen, click Submit.
7. If you get a red meatball, click on the error message and fix, then click Validate again.

Fixed Asset Cancellation(FC) Dept: 2300 ID: 180000000093 Ver.: 1 Function: New Phase: Draft Modified by sabatinol, 06/06/2018

Header

General Information Extended Doc Description Responsibility Center Composite Asset Information Document Information

Document Name:

Record Date:

Budget FY:

Fiscal Year:

Period:

Fixed Asset Number:

Fixed Asset Description:

Document Total: \$0.00

Final Accumulated Depreciation: \$0.00

Final Asset Value: \$0.00

Final Net Book Value:

Event Type: FA11

Memo Asset:

Asset System Number:

Asset System Description:

Document Description:

Save Undo Auto Apply

Component	Fixed Asset Number: none	Component Number: none
Accounting	Total Lines: 0	Accounting Line: none Line Amount: none
Posting	Total Lines: 0	

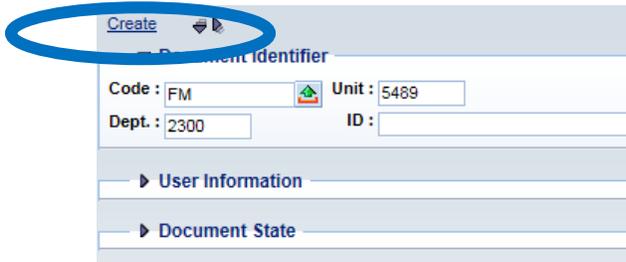
Copy Validate Submit Discard Print Processing Workflow File Close

Appendix 3: Modifying a Fixed Asset

1. Log into wvOASIS Financials. In the Jump To box, type FM then click Go or press Enter.



2. This opens the Document Catalog. To create a modification document, enter 2300 as the Dept and the Unit code of the division the employee is employed by. (See Table 1). Then click Create.



Create

Document Identifier

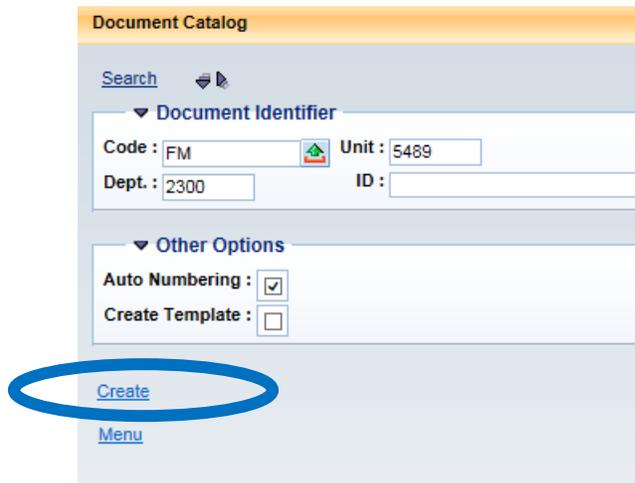
Code : FM Unit : 5489

Dept. : 2300 ID :

User Information

Document State

3. Check the auto numbering box, then click Create.



Document Catalog

Search

Document Identifier

Code : FM Unit : 5489

Dept. : 2300 ID :

Other Options

Auto Numbering :

Create Template :

Create

Menu

4. This opens a new Fixed Asset Modification Document. To look up the Fixed Asset:
 - a. Click the Pick List by the Fixed Asset Number.
 - b. In the new dialog box:
 - i. Enter 2300 as the Department.
 - ii. Enter the bar code and the (*) wildcard as the Asset Description enter the bar code.
 - iii. Click Browse.
 - c. Once the asset appears click the Select hyperlink to choose the Asset you want to modify.
 - d. When you return to the General Information Tab click Auto Apply to pull the information into the document.

Header

General Information | Extended Doc Description | Responsibility Center | Composite Asset Information | Maintenance

Document Information

Document Name:

Record Date:

Budget FY:

Fiscal Year:

Period:

Document Description:

Fixed Asset Description:

Asset System Number:

Asset System Description:

Fixed Ass. Number:

Event Type: FA05

Memo Asset:

New Fixed Asset Description:

Browse Clear

Fixed Asset Number:

Asset Description:

Department:

Unit:

Composite Indicator:

Memo Asset Indicator:

	Fixed Asset Number	Asset Description	Department	Unit	Composi
Select	0000865	2008 DODGE RAM 3500	0802	5020	
Select	0000866	2000 HONDA REBEL CMZ 250C	0802	5020	
Select	0000867	2012 SUZUKI VSTORM DL100	0802	5020	
Select	0000868	2011 CAN-AM SPYDER	0802	5020	
Select	0000869	2013 HARLEY DAVIDSON	0802	5020	
Select	0000870	2012 KAWASAKI VERSEY LE650-C	0802	5020	
Select	0000871	2010 CHEVROLET SUBURBAN	0802	5020	
Select	0000872	2005 K C TRAILER	0802	5020	

Save Undo Auto Apply

5. On the Header Section General Information Tab - In the Doc Name, enter a short description of what the modification is e.g., transferring asset, updating location, etc. Then click Save.

6. If changing the responsible party (Custodian) of the asset, click the Header Section Responsibility Center Tab and type in the new Custodian number. You can find Custodian numbers as follows:
 - a. Using Custodian List in Table 2.
 - b. Click the Pick list and type in the last name followed by the (*) wildcard symbol, then click enter and select the appropriate individual.
 - c. If you type 2300 and the 2-digit alpha code in the box, a drop-down list will appear and show the custodians available for that division (limited to showing 11 names at a time).

The screenshot displays a software interface with an orange header bar labeled "Header". Below the header, there are several tabs: "General Information", "Extended Doc Description", "Responsibility Center" (which is selected and highlighted in dark blue), "Composite Asset Information", and "Maintenance". A "Document Information" tab is also visible below the main tabs.

The main content area is divided into several sections. On the left, there are fields for:

- Custodian: 2300230001
- New Custodian: 2300PI0006 (with a pick list icon)
- Fund: 0175
- Sub Fund: 0000
- Department: 2300
- Unit: 2300
- Sub Unit:
- Appr Unit: 09900
- Object:
- Sub Object:

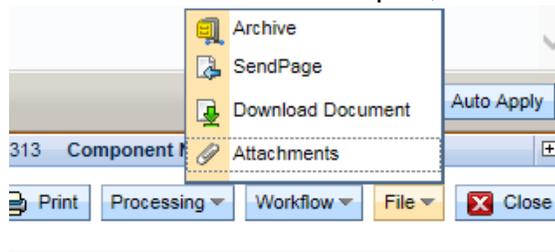
On the right, there are fields for:

- Revenue:
- Sub Revenue:
- Task:
- Sub Task:
- Sub Function:
- Reporting:
- Sub Reporting:
- Location:
- Sub Location:

A dropdown menu is open over the "New Custodian" field. It contains a "Browse" link, a "Clear" link, and a search field with "Custodian Name : TICE*". Below the search field is a table with two columns: "Custodian" and "Custodian Name". The table has one row highlighted in yellow: "2300PI0006 TICE, JOHN D". Below the table are "Select", "Cancel", "First", "Previous", "Next", and "Last" options.

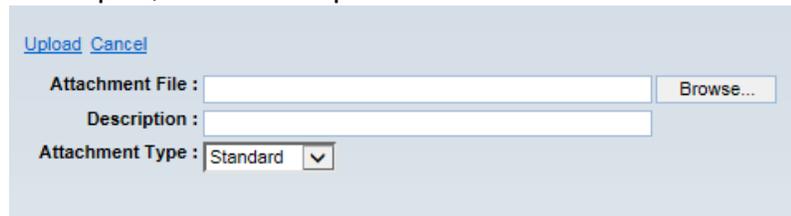
7. To change the Assets physical location, click the Component Section Component Location/Condition Tab and enter the new Location (See Table 3).

8. If any of the following information needs updated, click the appropriation tab and update with new information:
 - a. Commodity Code/Tag Number – Component General Information.
 - b. Serial Number/manufacturer – Specification Tab.
 - c. Date acquired/vendor – Acquisition Details.
9. Attach a scanned copy of the Equipment Assignment Form to the Header Section:
 - a. With the header Section open, click File then Attachments.



- b. Then Click Upload.

- c. Click Browse to open a window to choose the file you want to attach and click open, then click Upload.



The screenshot shows a light blue form with the following elements:

- Links: [Upload](#) and [Cancel](#)
- Attachment File: A text input field followed by a [Browse...](#) button.
- Description: A text input field.
- Attachment Type: A dropdown menu with "Standard" selected.

- d. Verify the document uploaded, then click Return to Document.
10. Click Save and then Validate. If there are errors a Red circle (meatball) will appear at the top of the screen. Fix the error then click save and Validate again. Continue this until you get Document Validated Successfully message.
 11. Once you receive the Document Validated Successfully message, click Submit. Check to make sure the message now reads Pending Approval and then Close the document.

Appendix 4: Removing an Asset from Service (Retirement/Surplus)

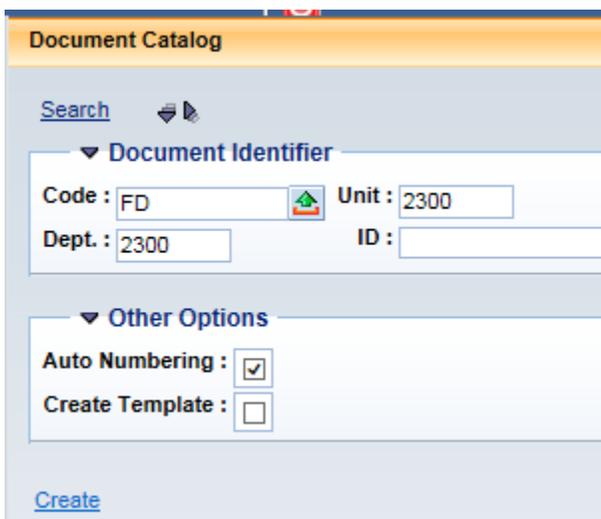
The Inventory Coordinator should be the only individual who prepares Fixed Asset Disposition documents in the system. These documents will remove the asset from the inventory.

1. In the Jump To box type FD, then click Go, enter the Dept and Unit number then click Create.



The screenshot shows the wvOASIS web application interface. At the top, there is a navigation bar with the wvOASIS logo, a "Jump to:" field containing "FD", a "Go" button, and a "Home" button. Below the navigation bar, a welcome message reads "Welcome, Londa Sabatino". The main menu includes "Message Center", "Search", "Document Catalog", "Contract Catalog", "Report Search", "History", "Favorites", and "Administration". The "Document Catalog" section is active, displaying a "Create" button and a "Document Identifier" section. The "Document Identifier" section contains the following fields: "Code" (FD), "Unit" (2300), "Dept." (2300), and "ID" (empty). Below this section are "User Information" and "Document State" sections, both currently collapsed. At the bottom of the form, there are "Browse" and "Clear" links.

2. Select Autonumbering and click Create.



This screenshot shows a close-up of the "Document Catalog" creation form. The "Document Identifier" section is visible, with "Code" set to "FD", "Unit" set to "2300", and "Dept." set to "2300". Below this, the "Other Options" section is expanded, showing two checkboxes: "Auto Numbering" (checked) and "Create Template" (unchecked). A "Create" button is located at the bottom of the form.

3. This opens a new Fixed Asset Disposition Document. To look up the Fixed Asset:
 - a. Click the Pick List by the Fixed Asset Number.
 - b. In the new dialog box enter Dept 2300 and in the Asset Description enter the bar code and the * wildcard then click Browse.
 - c. Once the asset appears, click the Select hyperlink to choose the Asset you want to modify.

4. When you return to the General Information Tab, click Auto Apply to pull the information into the document.

Fixed Asset Disposition(FD) Dept: 2300 ID: 190000001114 Ver.: 1 Function: New Phase: Draft Modified by s

Header

General Information Extended Doc Description Responsibility Center Composite Asset Information Disposition Infor

Document Information

Document Name: Fixed Asset Number: A0391505

Record Date:

Budget FY:

Fiscal Year:

Period:

Document Description:

[Browse](#) [Clear](#)

Fixed Asset Number: Asset Description:

Department: Unit:

Composite Indicator: Memo Asset Indicator:

	Fixed Asset Number	Asset Description	Department	Unit	Composi
Select	0000865	2008 DODGE RAM 3500	0802	5020	
Select	0000866	2000 HONDA REBEL CMZ 250C	0802	5020	
Select	0000867	2012 SUZUKI VSTORM DL100	0802	5020	
Select	0000868	2011 CAN-AM SPYDER	0802	5020	
Select	0000869	2013 HARLEY DAVIDSON	0802	5020	
Select	0000870	2012 KAWASAKI VERSEY LE650-C	0802	5020	
Select	0000871	2010 CHEVROLET SUBURBAN	0802	5020	
Select	0000872	2005 K C TRAILER	0802	5020	

Final Net Book Value:

Event Type: FA04

Memo Asset:

Asset System Number:

Asset System Description:

Save Undo Auto Apply

5. On Disposition Information Tab, enter the Disposition Date and Method. Then click Save.
6. Verify the Component section information was inferred, then click Validate to check for errors.
7. If there are errors, correct and click Validate again. Once you receive the "Document Validated Successfully message, click Submit.

Appendix 5: Locating wvOASIS Worklist, Approving Documents

Once a document has been submitted to workflow it will be sent to the appropriate worklist for approval. If a document needs to be returned for corrections or additional information, the rejected document will be found in the employees wvOASIS worklist.

Documents which have been returned by the Inventory Coordinator and/or Fiscal Office for corrections will be listed on the employees wvOASIS Worklist. The Worklist is also where the Inventory Coordinator/Fiscal Office will grab documents for approval.

How to access your worklist

A Worklist is a listing of all documents assigned to you, which are awaiting approval. Click the Message Center in the Secondary Navigation Panel, then Click Worklist. The Worklist page opens displaying the work items for you, with your name displayed in the Select Worklist field. Your Worklist should be reviewed at least daily.

wwOASIS PROD FIN

Worklist

Select Worklist: Londa Sabatino [Change Worklist Role Order](#)

Level:

Code:

Dept:

ID:

Submitter ID:

Escalated Item:

[Browse](#) [Clear](#)

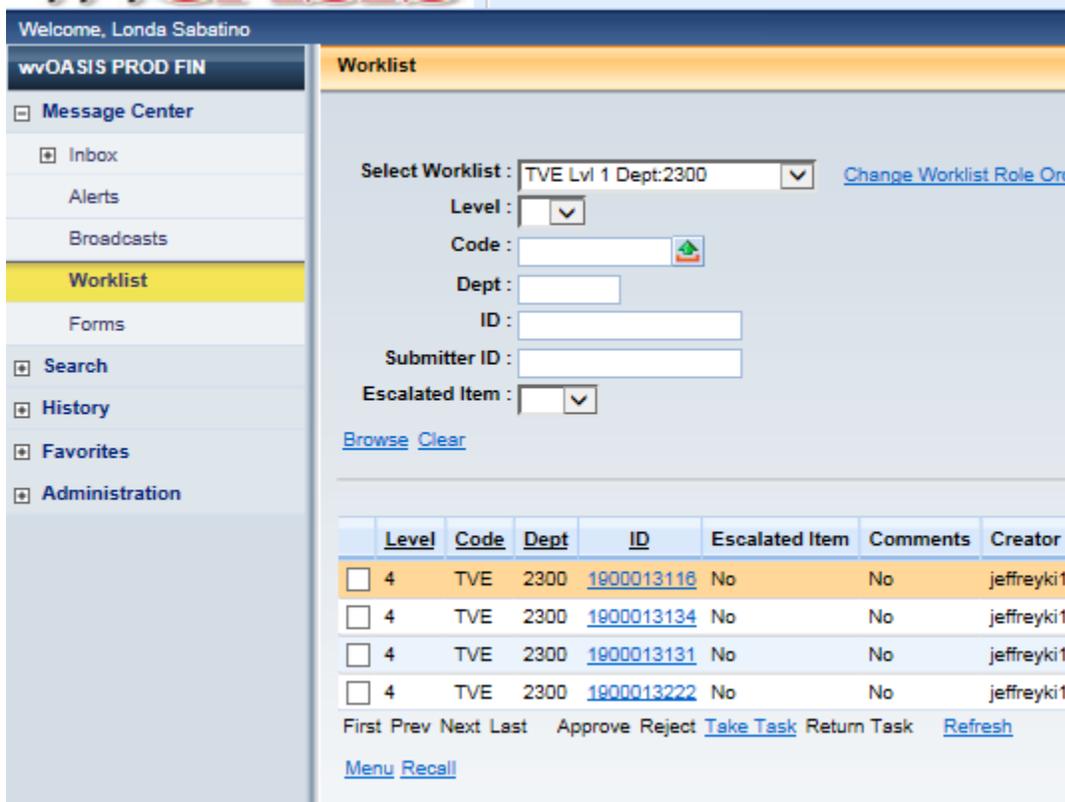
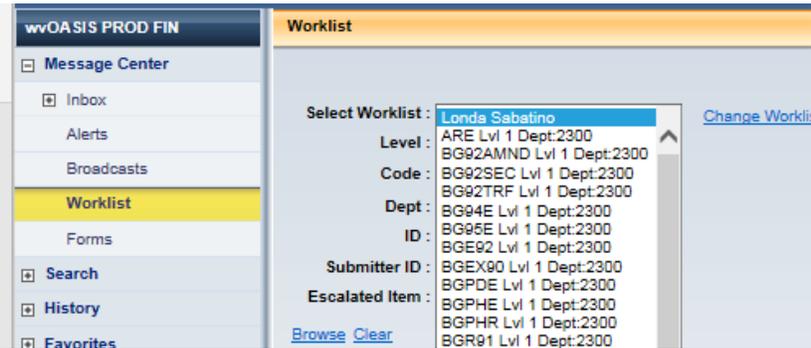
Level	Code	Dept	ID	Escalated Item	Comments	Creator ID	Submitter ID
-------	------	------	----	----------------	----------	------------	--------------

First Prev Next Last [Approve](#) [Reject](#) Take Task [Return Task](#) [Refresh](#)

[Menu Recall](#)

How to approve documents

The Fiscal Office and the Inventory Coordinator will have additional workflow roles. Each type of document has its own Worklist. To select a role, click the Select Worklist drop-down list to display the various roles you are assigned. Selecting the role will open its Worklist to show any documents which require approval.



To approve documents: Click the checkbox and then click the Take Task link to add the documents into your Worklist. Then click the Worklist link on the Secondary Navigation Panel to return to your Worklist. The selected items will now be listed.

Welcome, Londa Sabatino

wwOASIS PROD FIN

Message Center

- Inbox
- Alerts
- Broadcasts
- Worklist**
- Forms

Search

History

Favorites

Administration

Worklist

Select Worklist : Londa Sabatino [Change Worklist Role C](#)

Level :

Code :

Dept :

ID :

Submitter ID :

Escalated Item :

[Browse](#) [Clear](#)

	Level	Code	Dept	ID	Escalated Item	Comments	Created
<input type="checkbox"/>	4	TVE	2300	1900013116	No	No	jeffreyk
<input type="checkbox"/>	4	TVE	2300	1900013131	No	No	jeffreyk
<input type="checkbox"/>	4	TVE	2300	1900013134	No	No	jeffreyk
<input type="checkbox"/>	4	TVE	2300	1900013222	No	No	jeffreyk

First Prev Next Last [Approve](#) [Reject](#) Take Task [Return Task](#) [Refresh](#)

[Menu](#) [Recall](#)

Once the items are in your Worklist, click the ID hyperlink to open the Document. The Inventory Coordinator and/or Fiscal Office will review the document to ensure all necessary fields and attachments are included. Once the review is complete the Inventory Coordinator/Fiscal Office will choose either Approve or Reject as applicable.

Upon the Approval of the Inventory Coordinator and Fiscal Office, the document will go to the Phase Final and update the record in the system.

Appendix 6: Frequently Asked Questions

What to do about rejected documents?

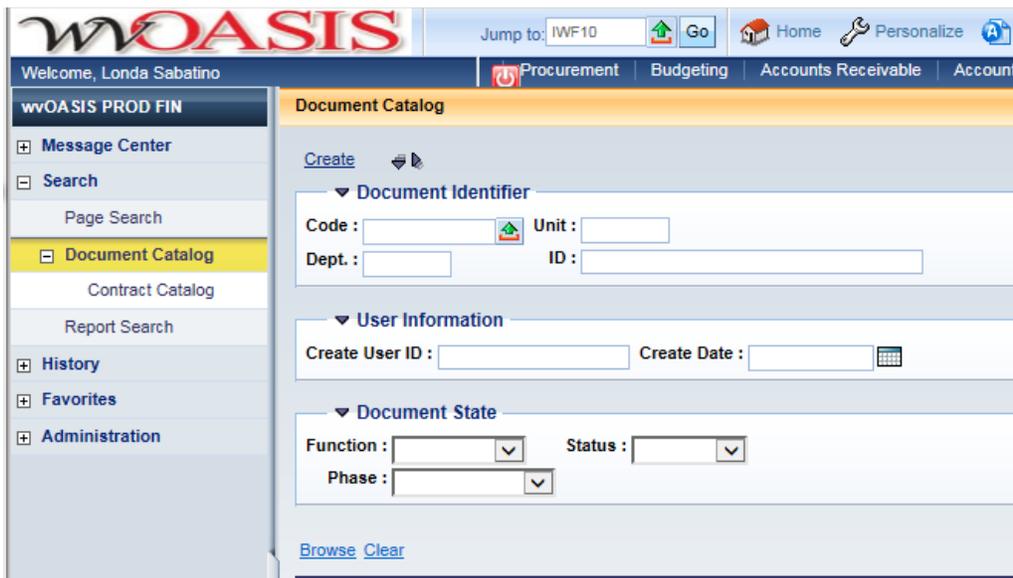
If the Inventory Coordinator/Fiscal Office rejects the document, it will reappear in the Worklist of the person who submitted the document. The Inventory Coordinator/Fiscal Office will also email the individual the reason(s) the document was rejected. Once the corrections have been made the document should be Submitted again into workflow.

How do I know where my document is at in the workflow?

There are two ways to check the status of your documents, one using the Approval Log and the other using the Document Catalog.

1. Document Catalog

Click Search on the Secondary Navigation Panel, then Click Document Catalog.



The screenshot displays the 'wvOASIS PROD FIN' Document Catalog interface. The top navigation bar includes 'Jump to: IWF10', 'Go', 'Home', and 'Personalize'. The left sidebar contains navigation options: Message Center, Search, Document Catalog (highlighted), Contract Catalog, Report Search, History, Favorites, and Administration. The main content area is titled 'Document Catalog' and features a 'Create' button. It is divided into three sections: 'Document Identifier' with input fields for Code, Unit, Dept., and ID; 'User Information' with input fields for Create User ID and Create Date; and 'Document State' with dropdown menus for Function, Status, and Phase. At the bottom of the form are 'Browse' and 'Clear' links.

Click the Arrow next to User Information and Document State to view those options. Type your wvOASIS User Id in the Create User ID box to search for all documents created by you. You can also use the following prompts to help narrow the search:

- A. Code: Type the letter code of the document type.
 1. FA – Acquisition Doc.
 2. FM – Modification.
- B. ID: Type the document id of the document you are searching for. Note: You can use the (*) wildcard to replace the zeros after the first 2 digits e.g.) Doc Id 1900013222 can be typed as 19*13222.
- C. Create Date: Date you created the document.
- D. Phase: Status of the request.

1. Draft – Document either has not been submitted for approval or has been rejected for correction.
2. Pending – Document has been submitted for approval but has not completed the approval process.
3. Final – Document has been approved and assets have been added/updated in system.
 - E. Status: You can also use this to specifically look for Rejected Documents by selecting Rejected as the Status.
2. Approval Log

Type IWF09 in the Jump to Box and hit Enter. On the Screen enter the Doc Code and Doc ID of the document you are looking for, then click Browse. Note: This log only works if the document has already been approved and/or rejected by the Inventory Coordinator/Fiscal Office.

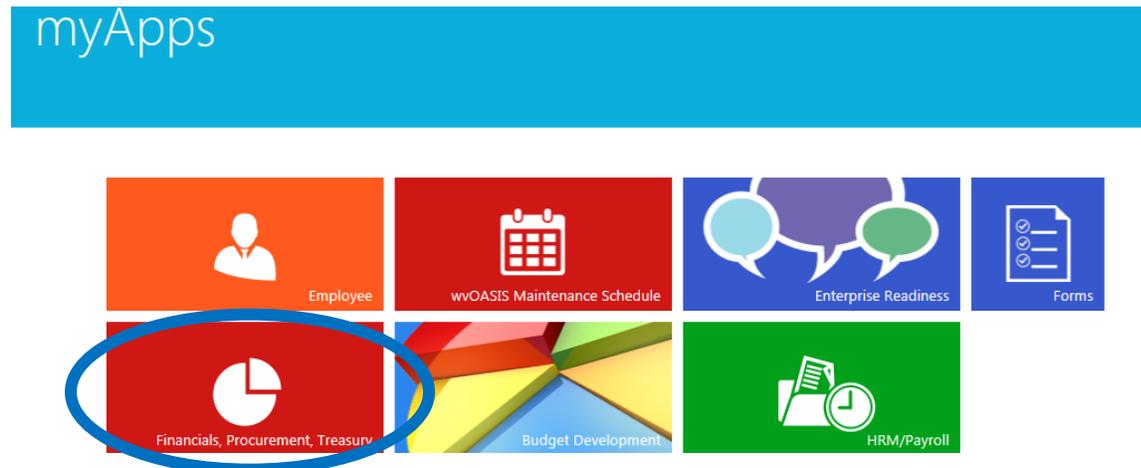
The screenshot shows the wvOASIS web application interface. The browser address bar displays the URL: https://prod-fin.wvoasis.gov/webapp/prdfin11/Advantage. The page title is "AMS Advantage - Internet Explorer". The main content area is titled "Approval Log" and contains a search form with the following fields: "Approval Rule ID", "Doc Dept", "User ID", "Doc Code", and "Doc ID". The "Doc Code" field is populated with "FM" and the "Doc ID" field is populated with "19*1170". Below the search form is a table with the following columns: "Approval Rule ID", "Doc Code", "Doc Dept", "Doc ID", "User ID", "Doc Vers.", "Event Date", "Approval Level", "Status Before", and "Status After". The table contains two rows of data:

Approval Rule ID	Doc Code	Doc Dept	Doc ID	User ID	Doc Vers.	Event Date	Approval Level	Status Before	Status After
✓ 4321	FM	2300	190000001170	sutherlandfe1	1	9/17/2018 11:22:12 AM	4	Pending	Approved
4321	FM	2300	190000001170	sabatino1	1	9/18/2018 4:51:54 PM	5	Pending	Approved

At the bottom of the table, there are navigation links: "First Prev Next Last".

Appendix 7: Logging into Oasis Financials

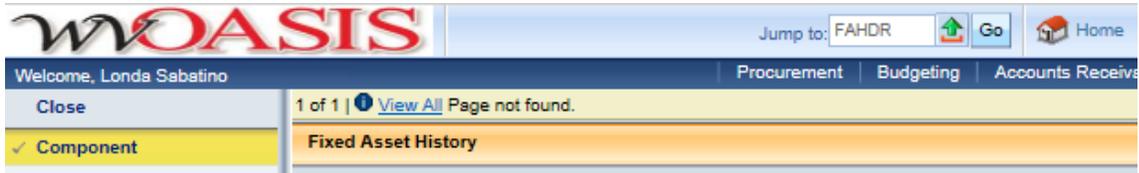
1. Log into myApps.
2. Click the Red Financials Procurement Treasury Button.



3. This will open the Financial module, which opens in a new window.

Appendix 8: Looking Up an Asset

1. In the Jump To Box type FARHDR. Then either click Go or press Enter.



2. Click Search. In the Search Dialog box, type the Bar Code followed by the (*) wildcard in the Asset Description and 2300 in the Department. Then Click Ok.

The screenshot shows the Search Dialog box with the following fields and values:

- Fixed Asset Number :
- Summary Asset Value :
- Asset Description : 04740*
- Department : 2300
- Unit :
- Activity :
- Asset Type :
- Asset Group :
- Acquisition Date :
- Last Depreciation Date :
- Asset System Number :
- Asset System Description :
- FN Doc Code :
- FN Doc Dept :
- FN Doc ID :

Buttons at the bottom: [Ok](#) [Clear](#) [Cancel](#)

3. Highlight the Fixed Asset Number and push CTRL+C to copy the number. Then type FAHIST into the Jump To Box and either click Go or press Enter.

The screenshot shows the wOASIS application interface with the 'Fixed Asset Registry Header' displayed. The table below shows the search results:

Fixed Asset Number	Asset Description	Department	Unit	Summary Asset Value
A000296135	04740 - CISCO CATALYST 3560 24 10/100/1000T POE+4SFP STD IMG	2300	2300	\$2,741.55

Below the table, there is a 'General Information' section with the following details:

- Fixed Asset Number : A000296135
- Summary Asset Value : \$2,741.55
- Summary Accumulated Depreciation : \$2,741.55
- Summary Net Book Value : \$0.00
- Summary Valuation Amount : \$0.00
- Asset Description : 04740 - CISCO CATALYST 3560 24 10/100/1000T POE+4SFP STD IMG
- Summary Closing Costs : \$0.00
- Summary Salvage Value : \$0.00
- Summary Selling Price : \$0.00
- Historic Asset Cost : \$2,741.55
- Asset System Number :
- Asset System Description :

- A search box will pop up, paste the copied FA Number into the Search box, then click OK.

- The information for the Asset will be displayed (old records listed first) to see the current information select the last record listed.

Fixed Asset History

Component Summary

	FA Number	FA Component Number	Document ID	Document Component Total
	A000298135	0001	FA 2300 CNV150000028444	\$2,741.55
	A000298135	0001	FE 2300 CNV150000031494	\$0.00
✓	A000298135	0001	FM 2300 190000001172	\$0.00

First Prev Next Last

Component Details

Search

▼ Journal Record Identification

FA Number : A000298135	Doc Record Date : 09/18/2018	FN Doc Code :
FA Component Number : 0001	Run Time : 09-18-18 04:51:45	FN Doc Dept :
Doc Code : FM	Fiscal Period : 3	FN Doc ID :
Doc Dept : 2300	Last User ID : sbatinol	
Doc ID : 190000001172	Asset System Number :	
Event Type : FA05	Asset System Description :	

► Responsibility Center

► Location

► Classification Information

► Component Details

► Specifications

To see all information related to the asset, click the down arrow to expand all sections

- If you want to view the documents to see the specific changes or access attached documents, click the Doc Id hyperlink.

Appendix 9: Asset Reports

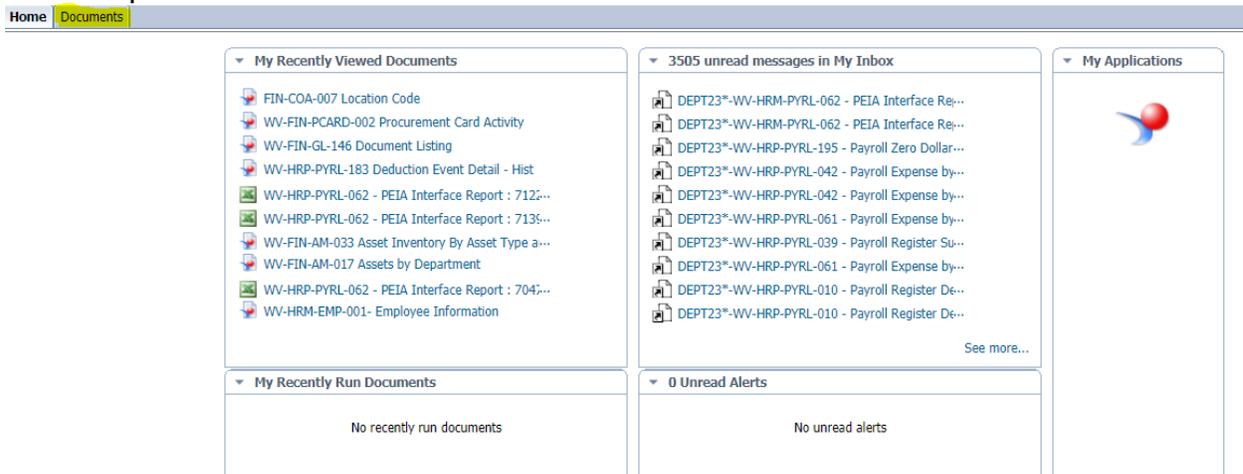
Business Intelligence is the Reporting Software for the OASIS System. There is a 24-hour lag time between the OASIS System and Business Intelligence Reports. This means the reports will only pull information which has been approved to a final status as of the day before the report is pulled.

Pulling Reports

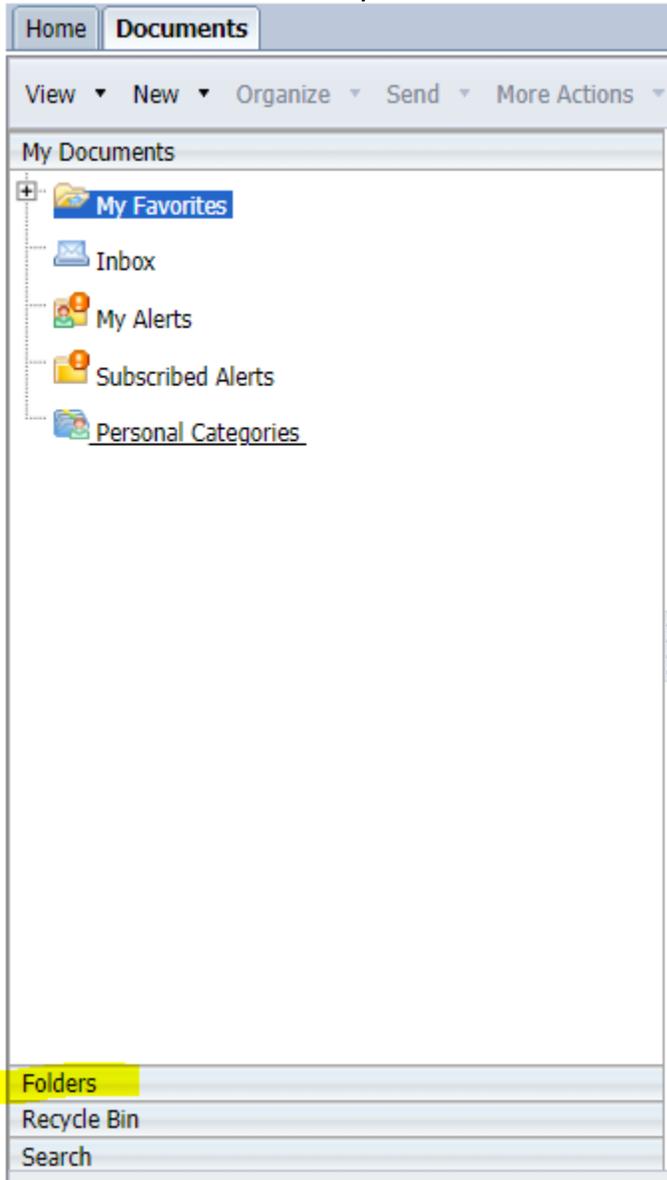
1. On the myApps dashboard click the Business Intelligence Icon to open the Reporting Software.



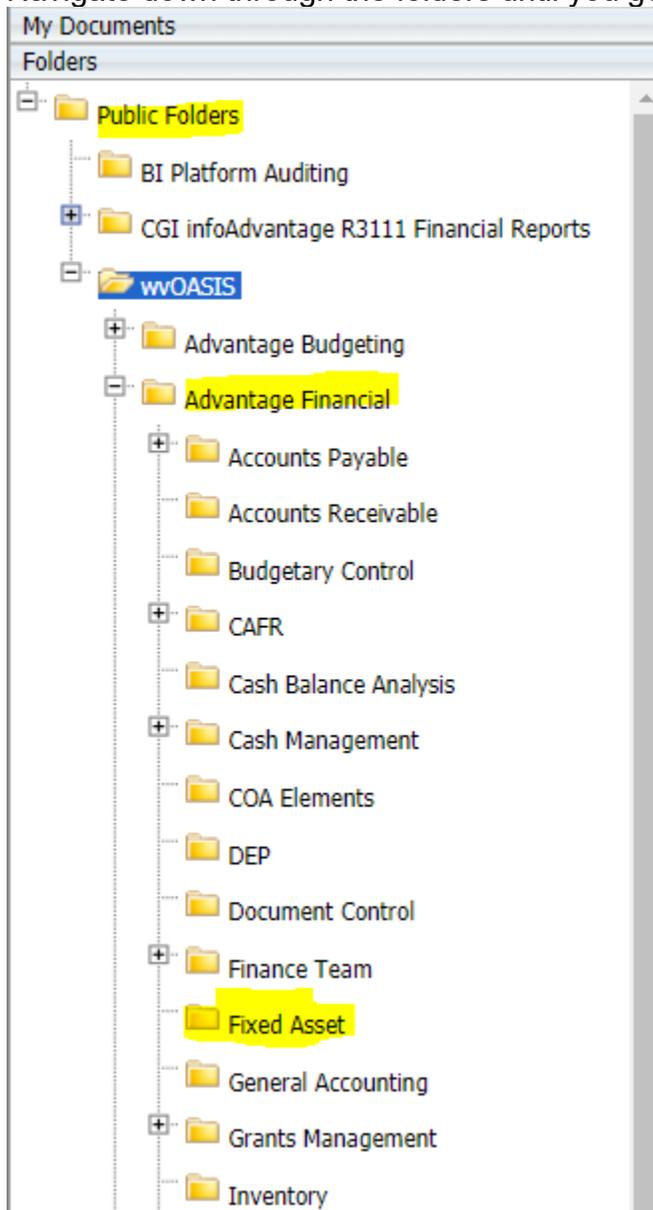
2. A new window will open the Home window will be the default display once you pull a report it will be listed in the My Recently Viewed Documents. To pull a new report click the Documents Tab.



3. On the Documents tab you may need to scroll down to see the Folders section click the Folders to open that section.



4. Navigate down through the folders until you get the Fixed Asset Folder



5. There are many available reports. The most common reports used will be the following:
- WV-FIN-AM-017 Assets by Department
 - WV-FIN-AM-020 Assets assigned to Custodian
 - WV-FIN-AM-012 Tag Inventory by Asset Location
 - WV-FIN-AM-040 Custodian Listing (only shows custodian numbers who have assets assigned in system)
 - WV-FIN-AM-002 Assets by Tag Number

6. To pull a report double click the report name. A new tab will open in the window so you can enter the search parameters

Title	Type	Description	Created By
WV-FIN-AM-012 Tag Inventory Report by Asset Location	Web Intelligence		Administrator
WV-FIN-AM-016 Fixed Asset Transaction Detail	Web Intelligence		Administrator
WV-FIN-AM-017 Assets by Department	Web Intelligence		Administrator
WV-FIN-AM-017V Vehicles by Department	Web Intelligence		newelldo1
WV-FIN-AM-020 Assets Assigned to Custodian	Web Intelligence		Administrator

7. There are two ways to enter report criteria the first is using the User Prompt Input section and the second is using the Refresh All button

a. If the User Prompt Input is available you enter your criteria in that section, then click Run.

User Prompt Input

Advanced Run

Enter value(s) for Department: (optional)

Enter value(s) for Unit: (optional)

Enter value(s) Fund: (optional)

Enter Fixed Asset Type(s): (optional)

Enter Fixed Asset Catalog Code(s): (optional)

Enter Fixed Asset Catalog(s): (optional)

Enter value(s) for Commodity Code: (optional)

Enter Asset Location Code(s): (optional)

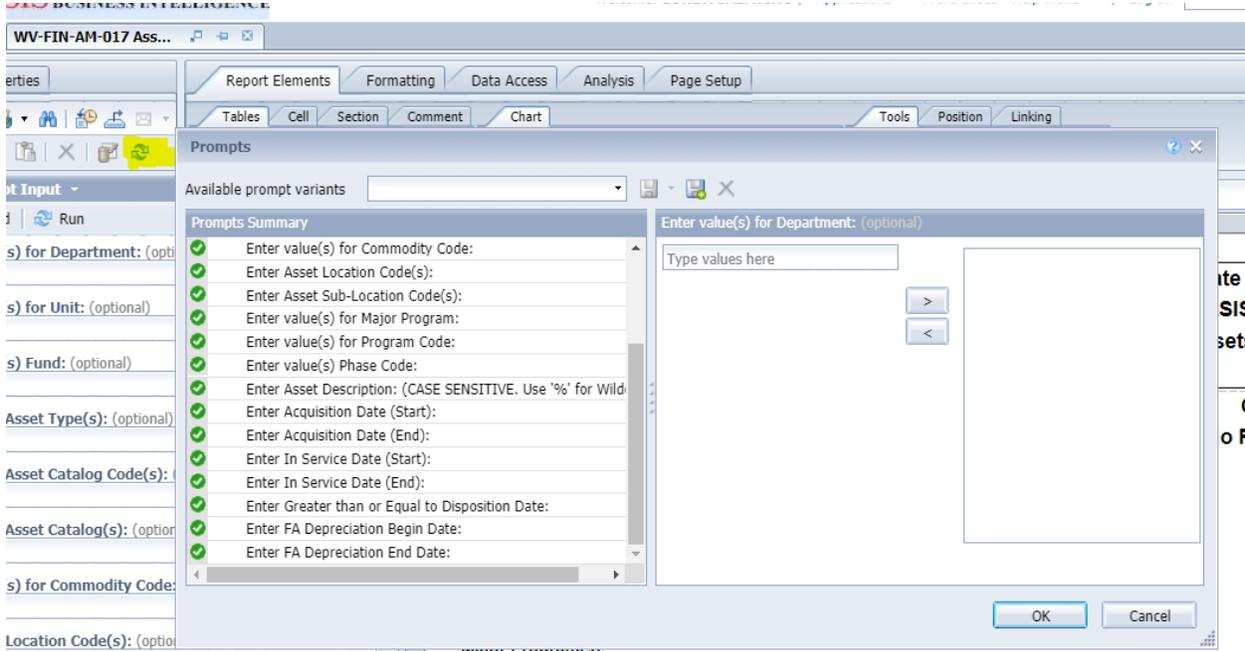
Enter Asset Sub-Location Code(s): (optional)

Report ID: WV-FIN-AM-017
Run Date: 09/13/2021
Run Time: 1:18:13 PM

Prompts and Parameters
Department(s):
Unit(s):
Fund(s):
Fixed Asset Type(s):
Fixed Asset Catalog Code(s):
Fixed Asset Catalog(s):
Major Program(s):

WV-FIN-AM-017 Cover Page

- b. The Refresh All button opens a dialog box which has the same fields as the User Prompt Input. This way is easier if you need to run a report for multiple values. For example, assets assigned to all custodians for a specific division. Also, if a report has any required fields, they will have a red arrow next to the field name.



After you type your criteria in the type values here you must click the right arrow to add it to the search criteria.

Once you enter your criteria if you are using the Prompt Input click the Run icon. If you used the Refresh All click OK to run the report.

List of Common Reports with Prompts

Assets by Department

This report is used when you want a complete listing of all Joint Committee Assets. You will need to use the following prompt:

- Department – 2300

You cannot use this report to see all assets assigned to a specific division, as all computer equipment is assigned to LASD when it is initially entered, and later switched to individual custodians. The system keeps the asset in the original unit it was assigned as custodians are not assigned to a specific unit in OASIS. To get a list of all assets for a specific division use the Assets Assigned to Custodian report.

Assets Assigned to Custodian

This report can either be used to obtain a list of all assets assigned to a specific custodian or all assets for a specific division (both assigned to a specific employee(s) and assigned to division. You will need to use the following prompt(s):

- Department – 2300
- Custodian Code – you can use a single code to run it for a specific individual, or multiple codes to run for multiple employees. You can also use the search box below where you enter the custodian code (located when you use the Refresh All only, you can type 2300XX (2 digital code for division) and add all codes to see all assets for a specific division.

Tag Inventory by Asset Location

This report lists the assets by Asset Location. You can run this report for either a single location or multiple locations. You will need to use the following prompts:

- Department – 2300
- Location Code – leave blank if you want to pull all locations for the Department, otherwise you can enter one or more location codes.

Custodian Listing

This report lists all **active** custodian codes in the system. A custodian code is considered active if it there is equipment assigned to the code. You will use the following prompts:

- Custodian Code – use 2300XX% (XX should be the 2-digit code for the division you want to look up the codes for. If you want the codes for all Departments use 2300%.

Assets by Tag Number

This report will show all assets acquired during a specific period. You will use the following prompts:

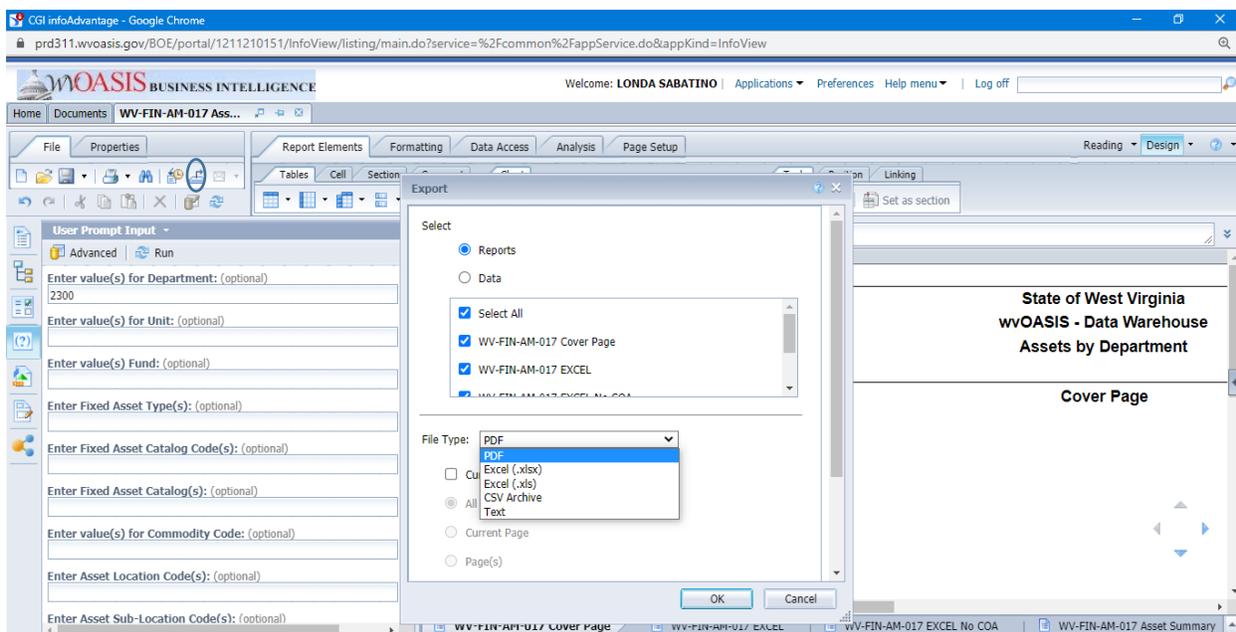
- Acq Start Date – Beginning date of period
- Acq End Date – Ending date of period
- Department – 2300

Saving, Printing, & Modifying the Reports

Once the report has ran you can download the report to Excel or open a PDF version for printing/saving.



For either option click the Export Icon . From the file type choose pdf if you want to print the report without further editing or excel (.xlsx) to open the report in excel for further editing/formatting.



If you selected to export the report to excel, you will need to click the report name in the download dialog box if the report doesn't automatically open.



Appendix 10: Reference Tables

Table 1: Accounting Template Listing/Unit Listing

Division	Accounting Templates	Dept	Unit Number	Fund	Appro
Administration/Legislative Manager's Office	LMADM	2300	5481	0175	10400
Budget	LMBD	2300	5482	0175	10400
Claims Commission	LMCC	2300	5483	0175	10400
CSI	LMCSI	2300	5484	0175	10400
CSI – Special Fund	CSI	2300	5484	1702	00900
Fiscal Office	LMFD	2300	5485	0175	10400
Legislative Services	LMLS	2300	5486	0175	10400
Post Audit	LMPA	2300	5487	0175	10400
PERD	PERD	2300	5488	0175	10400
Public Info	LMPI	2300	5489	0175	10400
Joint Committee	JCGF	2300	5490	0175	10400
Rule Making	LMR	2300	5493	0175	10600
LASD	LASD	2300	5494	0175	10700
CVCF	CVCF	2300	5495	1731	13000
Print Shop/Duplicating	LMDP	2300	5496	0175	10500
Regulatory and Fiscal Affairs	LMRFA	2300	5497	0175	10400

Table 2: Quick Paths/Jump To Codes

Jump To Code	Name	Description
FARHDR	Fixed Asset Registry Header	Contains FA Number, Description, Summary of Asset Cost and Custodian Information used to get FA number of a specific tagged asset
FAHIST	Fixed Asset History	Shows the History of the asset, contains links to every document which made a change to the asset record
FA	Fixed Asset Acquisition	Search list for looking for or creating a FA Document
FM	Fixed Asset Modification	Search list for looking for or creating a non-financial modification to the Asset
FD	Fixed Asset Disposal	Search list for looking for or creating documents to remove the Fixed Asset from service
FC	Fixed Asset Cancellation	Search list for looking for or creating documents to cancel an asset added by mistake or duplicated record

Table 3: Custodian List as of August 1, 2022

Custodian Code	Custodian Name	Short Name	Inventory Officer
Administration/Legislative Manager's Office			
2300AD0000	ADMINISTRATION DIVISION	ADMIN	GAY LOGSTON
2300LM0001	ALLRED, AARON	A. ALLRED	GAY LOGSTON
2300LM0005	KLEE, OLIVIA	O KLEE	GAY LOGSTON
2300AD0002	LOGSTON, GAY	G LOGSTON	GAY LOGSTON
2300AD0005	PRICE, WILL	W PRICE	GAY LOGSTON
2300AD0001	RILEY, SHANNON	S RILEY	GAY LOGSTON
2300LM0006	SAMPLES, JEREMIAH	J. SAMPLES	GAY LOGSTON
Budget			
2300BD0001	BUDGET DIVISION	BUDGET	WILL SPENCER
2300BD0001	CICCONI, LISA A	L. CICCONI	WILL SPENCER
2300BD0002	SPENCER, WILLIAM H	W. SPENCER	WILL SPENCER
Claims Commission/Crime Victims Compensation Fund			
2300CC0000	CLAIMS COMMISSION	CLAIMS	LESLIE ROBERTS
2300CV0000	CRIME VICTIMS	CV	LESLIE ROBERTS
2300CV0001	ANDRSON-FORTSON, MONIQUE D	M. ANDERSON-FORTSON	LESLIE ROBERTS
2300CC0001	BRYANT, RONALD	R. BRYANT	LESLIE ROBERTS
2300CC0009	COOKE, ANDREW	A. COOKE	LESLIE ROBERTS
2300CC0003	ELLIOTT, MELISSA M	M. ELLIOTT	LESLIE ROBERTS
2300CV0006	HUGHES, EMILEE	E HUGHES	LESLIE ROBERTS
2300CC0005	KAWASH, JANET N	J. KAWASH	LESLIE ROBERTS
2300CC0011	LAYMAN, MEGUMI	M. LAYMAN	LESLIE ROBERTS
2300CC0006	MARTIN, JAMES R	J. MARTIN	LESLIE ROBERTS
2300CC0008	ROBERTS, LESLIE	L. ROBERTS	LESLIE ROBERTS
2300CC0010	SHOTT, JOHN	J. SHOTT	LESLIE ROBERTS
2300CV0005	SHUPE, AMY R	A. SHUPE	LESLIE ROBERTS
Commission on Special Investigations			
2300CS0000	COMMISSION ON SPECIAL INVESTIGATION	CSI	SHERRY LAWSON
2300CS0011	BAILES, JESSE	J. BAILES	SHERRY LAWSON
2300CS0002	EPLIN, RICKY D	R. EPLIN	SHERRY LAWSON
2300CS0003	LAWSON, SHERRY M	S. LAWSON	SHERRY LAWSON

Custodian Code	Custodian Name	Short Name	Inventory Officer
2300CS0009	MCCORD, KENNETH	K MCCORD	SHERRY LAWSON
2300CS0008	PARSONS, BARRY	B PARSONS	SHERRY LAWSON
2300CS0005	POWERS, JAMES S	J. POWERS	SHERRY LAWSON
2300CS0006	ROBINSON, MICHAEL G	M. ROBINSON	SHERRY LAWSON
2300CS0007	SHRINER, JEFFREY D	J. SHRINER	SHERRY LAWSON
Fiscal Office			
2300FD0000	FISCAL DIVISION	FISCAL	GAY LOGSTON
2300FD0005	CLAY, MORGAN	M CLAY	GAY LOGSTON
2300FD0001	JEFFREY, KIMBERLY A	K. JEFFREY	GAY LOGSTON
2300FD0002	RIFFE, JAMES K	J. RIFFE	GAY LOGSTON
2300FD0003	SABATINO, LONDA M	L. SABATINO	GAY LOGSTON
Regulatory and Fiscal Affairs			
2300FN0000	FISCAL AND REGULATORY AFFAIRS	RFA	PETER SHIRLEY
2300FN0007	JONES, CHRISTOPHER	C JONES	PETER SHIRLEY
2300FN0006	MURPHY, STEVEN	S MURPHY	PETER SHIRLEY
2300FN0001	SHIRLEY, PETER	P Shirley	PETER SHIRLEY
2300FN0004	WALKER, BROOKE	B WALKER	PETER SHIRLEY
2300FN0005	YOUNG, STEPHAN A	S YOUNG	PETER SHIRLEY
Joint Committee			
2300JC0000	JOINT COMMITTEE ON GOVERNMENT AND FINANCIAL	JOINT	ADAM TERRY
2300JC0006	AZEVEDO, MARJORIE	M AZEVEDO	GAY LOGSTON
2300JC0007	COBB, WANDA	W COBB	ADAM TERRY
2300JC0022	FERRARI, KATHLEEN	K FERRARI	GAY LOGSTON
2300JC0024	FRY, KRISTEN	K FRY	GAY LOGSTON
2300JC0029	FRY, MICHAEL	M FRY	GAY LOGSTON
2300JC0011	GOAD, FRANCES	G GOAD	GAY LOGSTON
2300JC0003	HOUSE OF DELEGATES	HOD	OLIVIA KLEE
2300JC0012	KENT, RALPH	R. KENT	ADAM TERRY
2300JC0025	LESTER, REBECCA	R. LESTER	GAY LOGSTON
2300JC0023	MOSS, JENNY	J MOSS	GAY LOGSTON
2300JC0027	PARRA, STACIE	S. PARRA	GAY LOGSTON
2300JC0020	RALSTON, HOLLY	H RALSTON	GAY LOGSTON

Custodian Code	Custodian Name	Short Name	Inventory Officer
2300JC0021	REED, JOHN	J REED	ADAM TERRY
2300JC0004	SENATE	SEN	OLIVIA KLEE
2300JC0028	SEVILLA, MELISSA	M SEVILLA	GAY LOGSTON
2300JC0015	STEORTS, SHARON	S STEORTS	ADAM TERRY
2300JC0016	TINNEY, RUTH	R TINNEY	ADAM TERRY
2300JC0001	TO BE RECYCLED	TBR	FELISHA SUTHERLAND
2300JC0002	TO BE SURPLUSED	TBS	FELISHA SUTHERLAND
2300JC0017	WOLPERT, BOB	B WOLPERT	ADAM TERRY
2300JC0026	YATES, VIRGINIA	V YATES	GAY LOGSTON
LASD			
2300LD0000	LEGISLATIVE AUTOMATED SYSTEMS DIVISION	LASD	BRIAN DOWNEY/ SAM ROWE
2300LD0005	DOWNEY, BRIAN D	B. DOWNEY	BRIAN DOWNEY/ SAM ROWE
2300LD0006	FERNANDEZ, EMMANUEL N	E. FERNANDEZ	BRIAN DOWNEY/ SAM ROWE
2300LD0017	HALL, MICHAEL J	M HALL	BRIAN DOWNEY/ SAM ROWE
2300LD0010	MCVEY, JOSHUA T	J. MCVEY	BRIAN DOWNEY/ SAM ROWE
2300LD0015	PACK, ROBERT	R Pack	BRIAN DOWNEY/ SAM ROWE
2300LD0012	ROWE, RAY S	R. ROWE	BRIAN DOWNEY/ SAM ROWE
2300LD0013	SHEEN, JOSE MARIE D	J. SHEEN	BRIAN DOWNEY/ SAM ROWE
2300LD0017	HALL, MICHAEL J	M HALL	BRIAN DOWNEY/ SAM ROWE
2300LD0018	SHIRRIEL, CARLOS	C SHIRRIEL	BRIAN DOWNEY/ SAM ROWE
2300LD0019	MILLER, JARED	J MILLER	BRIAN DOWNEY/ SAM ROWE
2300LD0020	WRIGHT, THOMAS	T WRIGHT	BRIAN DOWNEY/ SAM ROWE
Legislative Services			
2300LS0000	LEGISLATIVE SERVICES	LS	ADAM TERRY
2300LS0013	ALDER, MELISSA	M. ALDER	ADAM TERRY
2300LS0001	BURRELL, DOREN C	D. BURRELL	ADAM TERRY
2300LS0003	ELLISON, ANNE L	A. ELLISON	ADAM TERRY
2300LS0010	KIDD, AARON	A KIDD	ADAM TERRY
2300LS0004	OLSEN, RICHARD F	R. OLSEN	ADAM TERRY
2300LS0006	SUTHERLAND, FELISHA N	F. SUTHERLAND	ADAM TERRY

Custodian Code	Custodian Name	Short Name	Inventory Officer
2300LS0012	TERRY, ADAM	A TERRY	ADAM TERRY
PERD			
2300PD0000	PERFORMANCE EVALUATION RESEARCH DIVISION	PERD	TABITHA CLENDENIN
2300PD0025	BARNETT, AUSTIN	A. BARNETT	TABITHA CLENDENIN
2300PD0003	BROWN, KEITH M	K. BROWN	TABITHA CLENDENIN
2300PD0004	BROWNING, NOAH T	N. BROWNING	TABITHA CLENDENIN
2300PD0005	BURTON, BRANDON	B. BURTON	TABITHA CLENDENIN
2300PD0006	CARNEY, CHRISTOPHER F	C. CARNEY	TABITHA CLENDENIN
2300PD0021	CHRISTIAN, BROOKE	B CHRISTIAN	TABITHA CLENDENIN
2300PD0007	CLENDENIN, TABITHA L	T. CLENDENIN	TABITHA CLENDENIN
2300PD0017	GRIFFITH, LUKAS	L GRIFFITH	TABITHA CLENDENIN
2300PD0020	HYPES, BROOKE	B HYPES	TABITHA CLENDENIN
2300PD0024	KOVAL, HARRY	H KOVAL	TABITHA CLENDENIN
2300PD0010	MOONEY, GLORIA J	G. MOONEY	TABITHA CLENDENIN
2300PD0022	PENNY, ALEXANDER	A PENNY	TABITHA CLENDENIN
2300PD0012	SYLVIA, JOHN	J. SYLVIA	TABITHA CLENDENIN
Post Audit			
2300PA0000	POST AUDIT	POST AUDIT	TERRI STOWERS
2300PA0002	BAUMGARNER, CHRISTIAN T	C. BAUMGARNER	TERRI STOWERS
2300PA0003	BISHOP, MELISSA D	M. BISHOP	TERRI STOWERS
2300PA0029	BLUNDEN, KELLY	K BLUNDEN	TERRI STOWERS
2300PA0004	CANADA, CHRISTOPHER	C. CANADA	TERRI STOWERS
2300PA0005	CANADA, HUGH O	H. CANADA	TERRI STOWERS
2300PA0037	CASTO, JACOB	J CASTO	TERRI STOWERS
2300PA0007	CICCARELLO, EVELYN M	E CICCARELLO	TERRI STOWERS
2300PA0028	CLERE, SARAH	S CLERE	TERRI STOWERS
2300PA0035	EDMONDS, ASHLEY	A EDMONDS	TERRI STOWERS
2300PA0038	FLETCHER, TERRY	T FLETCHER	TERRI STOWERS
2300PA0012	FRIDLEY, ADAM R	A. FRIDLEY	TERRI STOWERS
2300PA0013	HAMILTON, NATHAN M	NA. HAMILTON	TERRI STOWERS
2300PA0014	HAMILTON, NICHOLAS P	NI. HAMILTON	TERRI STOWERS
2300PA0016	JONES, KENNETH M	K. JONES	TERRI STOWERS

Custodian Code	Custodian Name	Short Name	Inventory Officer
2300PA0030	KOLB, MAXWELL	M KOLB	TERRI STOWERS
2300PA0017	LYNCH, STANLEY D	S. LYNCH	TERRI STOWERS
2300PA0018	MAYS, RANDOLPH S	R. MAYS	TERRI STOWERS
2300PA0041	MIDKIFF, MICHAEL	M MIDKIFF	TERRI STOWERS
2300PA0020	ROBINSON, JUSTIN D	J. ROBINSON	TERRI STOWERS
2300PA0021	RUMMEL, RITA J	R. RUMMEL	TERRI STOWERS
2300PA0025	STOWERS, TERRI	T STOWERS	TERRI STOWERS
2300PA0022	STRAWDERMAN, JUDITH A	J. STRAWDERMAN	TERRI STOWERS
2300PA0036	THAPA, SUSHMITA	S THAPA	TERRI STOWERS
2300PA0033	WALKER, BRIANNA	B WALKER	TERRI STOWERS
2300PA0026	YOUNG, CAROL A	C YOUNG	TERRI STOWERS
Print Shop			
2300DP0000	DUPLICATING	PRINT SHOP	SETH WRIGHT
2300DP0001	WRIGHT, SETH D	S. WRIGHT	SETH WRIGHT
2300DP0002	THOMAS, PHILLIP S	P. THOMAS	SETH WRIGHT
2300DP0004	RAYHILL, DEBRA	D RAYHILL	SETH WRIGHT
Public Information			
2300PI0000	PUBLIC INFORMATION	PI	DEANNIA SPELOCK
2300PI0001	BENNETT, PERRY L	B. PERRY	DEANNIA SPELOCK
2300PI0010	DEBOLT, VIRGINIA	V DEBOLT	DEANNIA SPELOCK
2300PI0007	LOUDERMILK, DENNIS	D LOUDERMILK	DEANNIA SPELOCK
2300PI0002	MARSDEN, STEPHEN B	S. MARSDEN	DEANNIA SPELOCK
2300PI0003	MARSHALL, CHRISTOPHER E	C. MARSHALL	DEANNIA SPELOCK
2300PI0004	ROSS, DREW J	D. ROSS	DEANNIA SPELOCK
2300PI0005	SPELOCK, DEANNIA M	D. SPELOCK	DEANNIA SPELOCK
2300PI0006	TICE, JOHN D	J. TICE	DEANNIA SPELOCK

Table 4: Location Listing as of August 1, 2022

Location	Location Name	Location Short Name
151B	Proofers Room	Proofers Room
2300	Default Location Code	Default Loc
6R	Delegate Office	HoD Office
CSI	Commission on Special Investigations	CSI
E126	Administration	Administration
E128	Legislative Manager	Leg Mgr
E130	Legislative Manager Conference Room	Leg Man Conf Rm
E132	Joint Committee on Government & Finance	Joint Committee
E140	Legislative Services	Leg. Services
E146	Drafter's Ally	Drafter's Ally
E200	Roads & Transportation Comm. Chair & HoD Minor Comm. Staff	R&T Comm Chair
E215	House Committee on Government Organization	House Gov. Org.
E220	Delegates Suite	HoD Office
E231	Delegates Suite	Delegates
EWLD	East Wing Loading Dock	EW Dock
EWSG	East Wing Shaft Ground	EW Shaft Ground
FLAT	Flatwoods	Flatwoods
HODC	House Chamber	House Chamber
M200	House Fiscal Office	House Fiscal
M211	Senate Clerk's Office	Senate Clerk
M212	House Clerk's Office	House Clerk
M223	Counsel to Senate President	Counsel to SP
M224	House Minority Leader	HoD Min Leader
M228	House Speaker's Office	House Speaker
M236	House Member's Lounge	HD Members Lnge
M241	Senate Junior Rules	Senate Jr Rules
M245	Senate Minority Leader	Sen Min Leader
M254	House Shaft 1 South	HoD Shaft 1 S
M256	House Shaft 1 North	HoD Shaft 1 N
M257	Senate Shaft 2 North	SEN Shaft 2 N
M260	House Minority Staff	HoD Min Staff

Location	Location Name	Location Short Name
M261	Senate Shaft 1 North	SEN Shaft 1 N
M263	Senate Shaft 1 South	SEN Shaft 1 S
M264	House Minority Leader	HoD Min Leader
M274	House Doorkeeper's Office	HoD Doorkeeper
M275	Women's Private Restroom	Womens Restroom
M276	Delegate Office	HoD Office
M279	Senate Payroll	Senate Payroll
M400	Counsel to House Judiciary	HoD Jud Counsel
M401	Richie Novak	Senate IT
M404	John S. Sibray Law Library - House Judiciary Staff	HoD Jud Staff
M416	House Shaft 2 South	HoD Shaft 2 S
M419	Senate Shaft 2 South	SEN Shaft 2 S
M434	House Education Committee Chair	HoD Ed Chair
M438	House Finance Committee Staff	HoD Fin. Staff
M439	Senate Health & Human Resources Committee Chairman	Sen H&HR Chair
M441	Senate Transportation & Infrastructure Committee	Sen. T&I Comm
M450	House Finance Committee Staff	HoD Fin. Staff
M456	House Shaft 2 North	HoD Shaft 2 N
M457	Senate Shaft 2 North	SEN Shaft 2 N
M465	Senate Finance Committee Chairman	Sen. Fin. Chair
M470	House Finance Committee Staff	HoD Fin. Staff
MB26	Duplicating	Duplicating
MB27	Office of Reference & Information	Public Info
MB3	House Supply Room	HoD Supply
MB32	Secretary of State - Break Room/Storage	SOS Break Rm
MB37	LASD -Legislative Automated Systems Division	LASD Training
MB39	LASD - Legislative Automated Systems Division	LASD Video Rm
MB43	LASD - Legislative Automated Systems Division	LASD Storage
MB46	Press Room	Press Room
MB48	Post Audit	Post Audit
MB49	LASD - Legislative Automated Systems Division	LASD - Main
MB60	Basement Proofreading Room	Base Proofer
MB66	Phone Room/Electrical Closet	Phone Room

Location	Location Name	Location Short Name
MB71	MB Shaft East	MB Shaft East
MB99	Electrical/IT Closet	Electrical/IT
PA32	Post Audit - MB32A	Post Audit
PBS	Public Broadcasting	WVPB
R150	Delegates Suite	HoD Office
R151	Delegates Suite	HoD Office
ROT	Rotunda	Rotunda
S2WC	Senate 2nd W Closet	SEN 2 W Closet
SENC	Senate Chamber	Senate Chamber
TELE	OFF SITE TELEWORK	TELEWORK
W200	Senator's Office	Senate Office
W201	Senate Attorney	Senate Attorney
W204	Senator's Office	Senator Office
W208	Senate Judiciary Committee Room	Sen Jud Comm Rm
W209	Senator's Office	Senate Office
W210	Senate Judiciary Chairman	Sen Jud Chair
W213	Senator's Office	Senate Office
W314	PERD and Budget & Fiscal Affairs Division	PERD & Budget
W325	Post Audit	PA - Cubicals
W329	Post Audit - Main	PA - Main
W330	Joint Committee Conference Room	JC Conf. Room
W332	Fiscal & Regulatory Affairs	FRA
W334	Claims Commission & Crime Victims Compensation Fund	CC & CV
WB14	Closet	Closet
WWLD	West Wing Loading Dock	WW Dock