


Advanced security options are now available for your account

Two-Factor authentication is a security process in which the user provides two means of identification from separate categories of credentials.  
[Tell me more!](#)

Employee	wvOASIS Maintenance Schedule	Enterprise Readiness	Forms
Financials, Procurement, Treasury	ESS Employee Self Service	Business Intelligence Reporting	VISTA
wvOASIS System Information	wvOASIS Cycle Operations Dashboard	KRONOS Time and Leave	P-Card Training



myApps > myOASIS

myApps

Financials, Procurement, Treasury

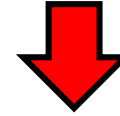
Pop-up blockers may prevent you from accessing portions of this site.

*The Financial system will be available from 7:00 AM to 7:00 PM unless otherwise notified.*

Financial Production

UAT WAVE 1 Modules

In the Jump To box enter  
**PRCUU** for open transactions.  
**PRCUT** for past transactions.




A screenshot of the wvOASIS web application interface. The browser window title is 'AMS Advantage - Internet Explorer' and the address bar shows 'https://prod-fin.wvoasis.gov/webapp/prdfin11/Advantage'. The application header includes the 'wvOASIS' logo, a 'Jump to:' input field with a 'Go' button, and navigation links for 'Home', 'Personalize', 'Accessibility', 'App Help', and 'About'. A dark blue navigation bar contains links for 'Procurement', 'Budgeting', 'Accounts Receivable', and 'Accounts Payable'. A left sidebar menu is titled 'wvOASIS PROD FIN' and lists 'Message Center', 'Search', 'History', 'Favorites', and 'Administration'. The main content area features a background image of interlocking puzzle pieces. A black circle highlights the 'Jump to:' input field, and a red arrow points to it from above. The bottom right corner shows a zoom level of 100%.

### Add attachments

45903	****	82341409	NATIONAL EQUIPMENT CO	\$1,193.00	No	Not
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**Details**

[Save](#) [Undo](#)   [Search](#)   

▼ **General Info**

Administrator ID :	45903	Pay :	<input type="checkbox"/>
PCard ID :	<input type="text"/>	Reviewed :	<input type="checkbox"/>
Card Number :	<input type="text"/>	Delete :	<input type="checkbox"/>
Cardholder Name :	<input type="text"/>	Unprocessed Reason ID :	3,4
Master Account :	*****1370	Transaction ID Number :	2653062
Merchant ID :	303235716998	Transaction Reference Number :	24326848317286064600
Merchant Name :	TR TAX & ACCTG-PROF	Billing Cycle Start Date :	10/16/2018
Transaction Date :	11/12/2018	Billing Cycle End Date :	11/15/2018
Bank Posting Date :	11/14/2018	Schedule Payment Date :	11/30/2018
Taxpayer ID Type :	<input type="text"/>	MCC Code :	8999
Taxpayer ID :	751297386	MCC Code Description :	Professional Services - N
Amount :	\$117.00	Receipt Date :	11/14/2018
Reconciliation Status :	Not Reconciled	Receiver :	<input type="text"/>
Dispute Reason Code :	<input type="text"/>	Receiver Name :	<input type="text"/>
Dispute Reason Description :	<input type="text"/>	Traveler ID :	<input type="text"/>
Dispute Comments :	<input type="text"/>	Last Modified On :	11-15-2018 09:00:58
		VCA Card Number :	<input type="text"/>

★ Only enter the Receiver Name if the receiver is **not you**. Click the arrow to the right to search names. If the receiver is not in that list leave blank.

\*\*\*When everything is complete come back to this section to change the Reconciliation Status to "Valid Transaction".

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Reference Table Attachments

File Name	Type	Date	User ID
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[Upload](#)  
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[Search](#)  
[Delete](#)

File Name : Description :  
Type :  
Date :  
User ID :

[Return](#)  
[View Attachment History](#)



Upload attachments here.

Make sure there is always something in the unit field. I use EA for everything. Some letter combinations will throw an error. Change to EA if this happens. **The comment section** is where you write the BUSINESS PURPOSE. This is where you explain how this purchase relates to university business. Use names when possible. EX. "Event registration for XYZ conference, attended by faculty member Jane Doe" This section is now required by state code.

Commodity Lines

Total Number of CL : 1


CL Transaction Grand Total : \$4,794.18

Commodity Line	Commodity Code	Commodity Name	Quantity	Unit Price	Unit	Contract Amount	Amount	Accounting Profile	Accounting Template	Transaction Type
✓ 1	00000000	PCard Default Commodity	1.00000	\$4,794.18	EA	\$0.00	\$4,794.18		WL0488	

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Save Undo Delete Insert Copy Paste Edit With Grid

Commodity Line Information

Commodity Code : 00000000	Ref Doc Code : <input type="text"/>
Commodity Name : PCard Default Commodity	Ref Doc Dept : <input type="text"/>
Bank Commodity Description : <input type="text"/>	Ref Doc ID : <input type="text"/>
Quantity : 1.00000	Ref Vendor Line : <input type="text"/>
Unit Price : \$4,794.18	Ref Commodity Line : <input type="text"/>
 Unit : EA	Accounting Profile : <input type="text"/>
Amount : \$4,794.18	Accounting Template : WL0488
Contract Amount : \$0.00	Comments : <input type="text"/>
Line Type : Item	Transaction Type : <input type="text"/>
Detail Car Rental : <input type="text"/>	Itinerary : <input type="text"/>
Detail Lodging : <input type="text"/>	Merchant : <input type="text"/>
Detail Airline : <input type="text"/>	

Accounting Lines

Total Number of AL : 1

AL Transaction Grand Total : \$117.00

Commodity Line	Accounting Line	Amount	Fund	Appr Unit	Object
✓ 1	1	\$117.00		09900	

First Prev Next Last

Save Undo Delete Insert Copy Paste Clear Edit with Grid

Amount : \$117.00

Accounting Template ID : WL0488

Budget FY :

Fiscal Year :

Period :

Fund Accounting

Fund :	Object :	OBSA :
Sub Fund :	Sub Object :	Sub OBSA :
Department : 0488	Revenue :	Dept Object :
Unit :	Sub Revenue :	Dept Revenue :
Sub Unit :	BSA :	
Appr Unit : 09900	Sub BSA :	

Detail Accounting

The Department will always be 0488

The Appr Unit is 09900

## To add an accounting line

Accounting Lines  
Total Number of AL : 1  
AL Transaction Grand Total : \$117.00

Commodity Line	Accounting Line	Amount	Fund	Appr Unit	Object
✓ 1	1	\$117.00		09900	

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Amount :

Accounting Template ID :

Budget FY :

Fiscal Year :

Period :

▼ **Fund Accounting**

Fund : <input type="text"/>	Object : <input type="text"/>	OBSA : <input type="text"/>
Sub Fund : <input type="text"/>	Sub Object : <input type="text"/>	Sub OBSA : <input type="text"/>
Department : <input type="text" value="0488"/>	Revenue : <input type="text"/>	Dept Object : <input type="text"/>
Unit : <input type="text"/>	Sub Revenue : <input type="text"/>	Dept Revenue : <input type="text"/>
Sub Unit : <input type="text"/>	BSA : <input type="text"/>	
Appr Unit : <input type="text" value="09900"/>	Sub BSA : <input type="text"/>	

► **Detail Accounting**

Change the amount.....Click Insert to add a new line

Add the second amount.

Add codes as usual. Insert **Department 0488** and **Appr Unit 09900** as well.....Repeat for more than two lines.

**Accounting Lines**

Total Number of AL : 1

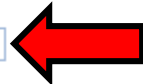
AL Transaction Grand Total : \$117.00

Commodity Line	Accounting Line	Amount	Fund	Appr Unit	Object
1	1	\$117.00		09900	
✓ 1	1				

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Amount :



Accounting Template ID :

Budget FY :

Fiscal Year :

Period :



**▼ Fund Accounting**

Fund : <input type="text"/>	Object : <input type="text"/>	OBSA : <input type="text"/>
Sub Fund : <input type="text"/>	Sub Object : <input type="text"/>	Sub OBSA : <input type="text"/>
Department : <input type="text"/>	Revenue : <input type="text"/>	Dept Object : <input type="text"/>
Unit : <input type="text"/>	Sub Revenue : <input type="text"/>	Dept Revenue : <input type="text"/>
Sub Unit : <input type="text"/>	BSA : <input type="text"/>	
Appr Unit : <input type="text"/>	Sub BSA : <input type="text"/>	

**▶ Detail Accounting**



Look for Error Messages Here. Click view all to see what could be going wrong. After seeing this error, always hit undo and re-enter the information changing whatever caused the error.

1 of 1 |  [View All](#) The Unit Measure does not exist on the Unit Measurement Table. (W1220) 

**Unprocessed Procurement Card Activity**

Total Number of Transactions : 23  
Total Transaction Amount : \$46,177.72

	<u>Administrator ID</u>	<u>Master Account</u>	<u>Card Number</u>	<u>Merchant ID</u>	<u>Merch</u>
✓	45903	*****	*****	303235716998	TR TAX & ACC
	45903	*****	*****	372025901888	IHEART MEDI.
	45903	*****	*****	09-8032341409	NATIONAL EC

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Details