**OASIS BI Pending Fixed Asset Report WV-FIN-AM-043 Fixed Asset Documents**

Graphical user interface, text, application

Description automatically generated

The cover page will list the different **Doc Phase Code** values.

Graphical user interface, text

Description automatically generated

When refreshing the report use the prompt for **Document Phase Code = 2 for PENDING documents**.

Graphical user interface, application

Description automatically generated

To select a specific dept code use the 1st prompt for “Doc Dept”. The reason is because there are records that have a ‘blank’ Dept and Unit fields but the Doc Dept is always populated. See example below.

Table

Description automatically generated

The report can be exported to excel.

Graphical user interface, text, application, table

Description automatically generated