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



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



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



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.



The report can be exported to excel.

