

Volume No. 3—Automated Systems Applications	TOPIC NO.	70340
Function No. 70300—FAACS Online	TOPIC	DATA ELEMENT CHANGE
	DATE	May 2009

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Overview

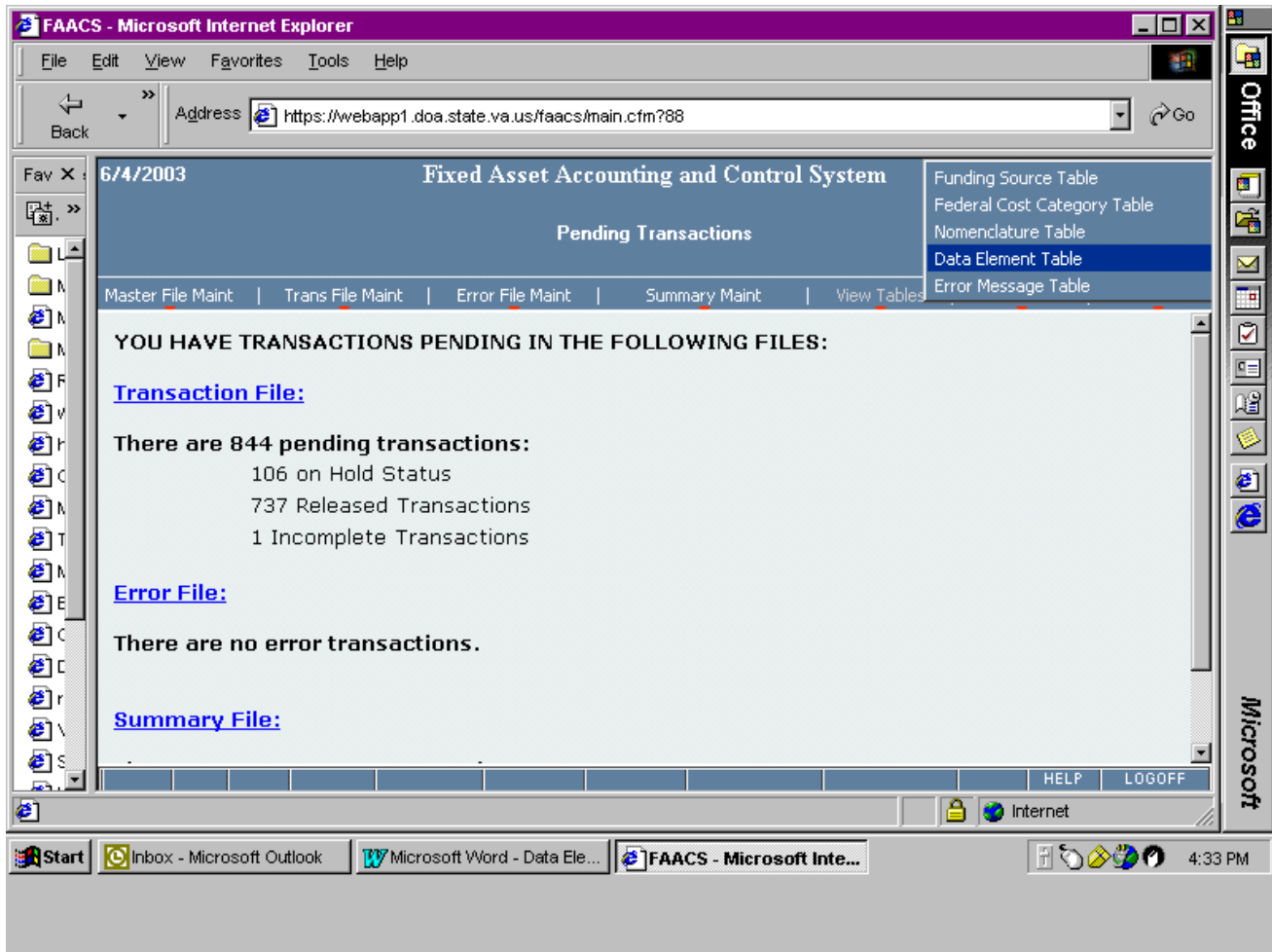
Introduction

FAACS has a data element change feature. This feature allows changes to data elements for specific assets without going through the usual data screens. However, this feature does not contain the screen edits that are usually in effect when data entry is performed from the regular screens. For this reason, use of this feature can result in error file items that must be corrected. Accordingly, caution should be exercised if this feature is used. It is accessed from the “**Restricted**” option on the navigation bar. *Only the Department of Accounts has access to make changes to the Data Element Table.*

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Procedures

Data Element Change Procedures To access data element change, choose **Restricted** on the navigation bar and click on **Data Element Table**.

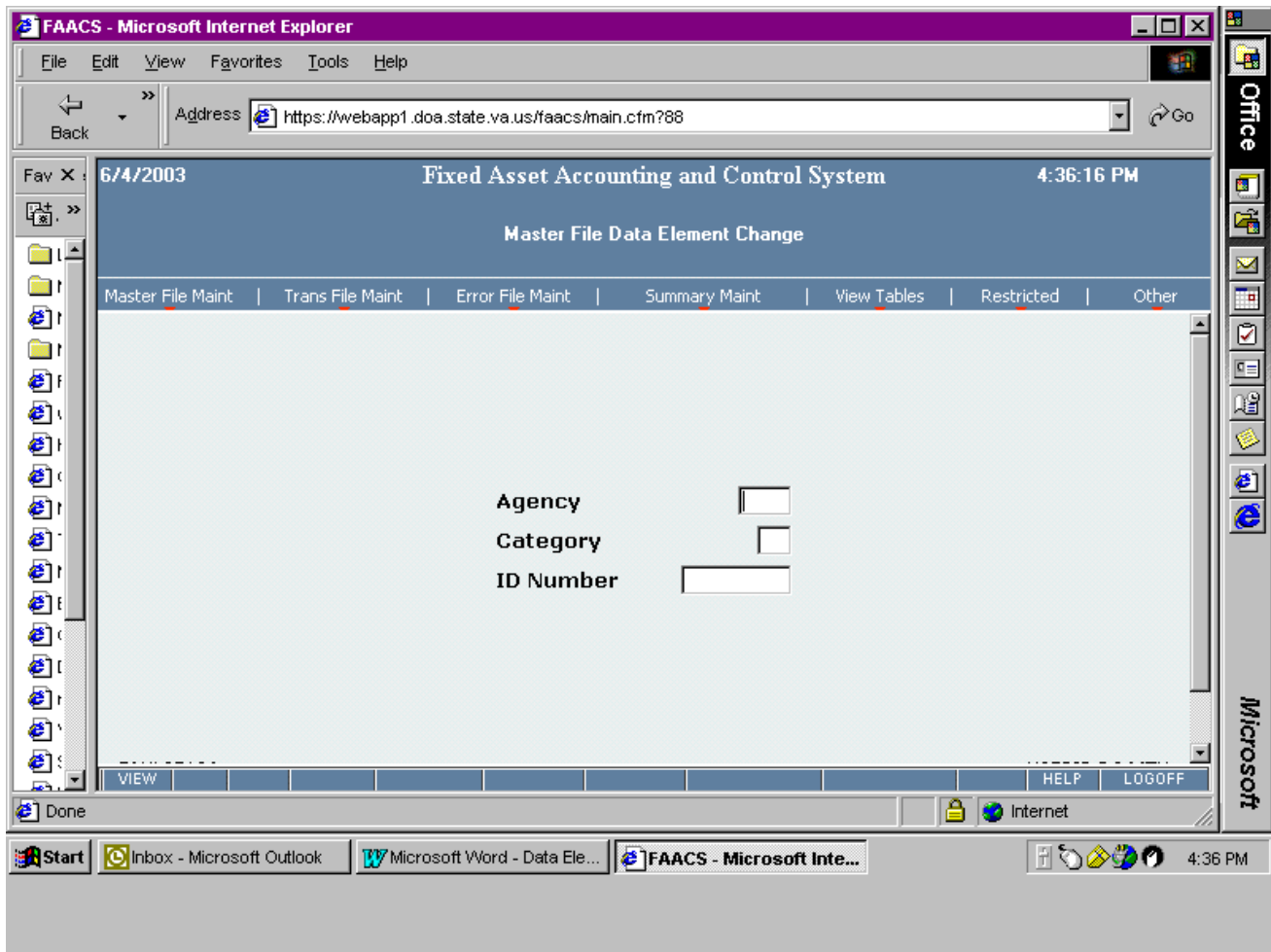


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Procedures, Continued

Choosing **Data Element Table** will bring you to a screen that gives you the option to indicate a specific desired asset.



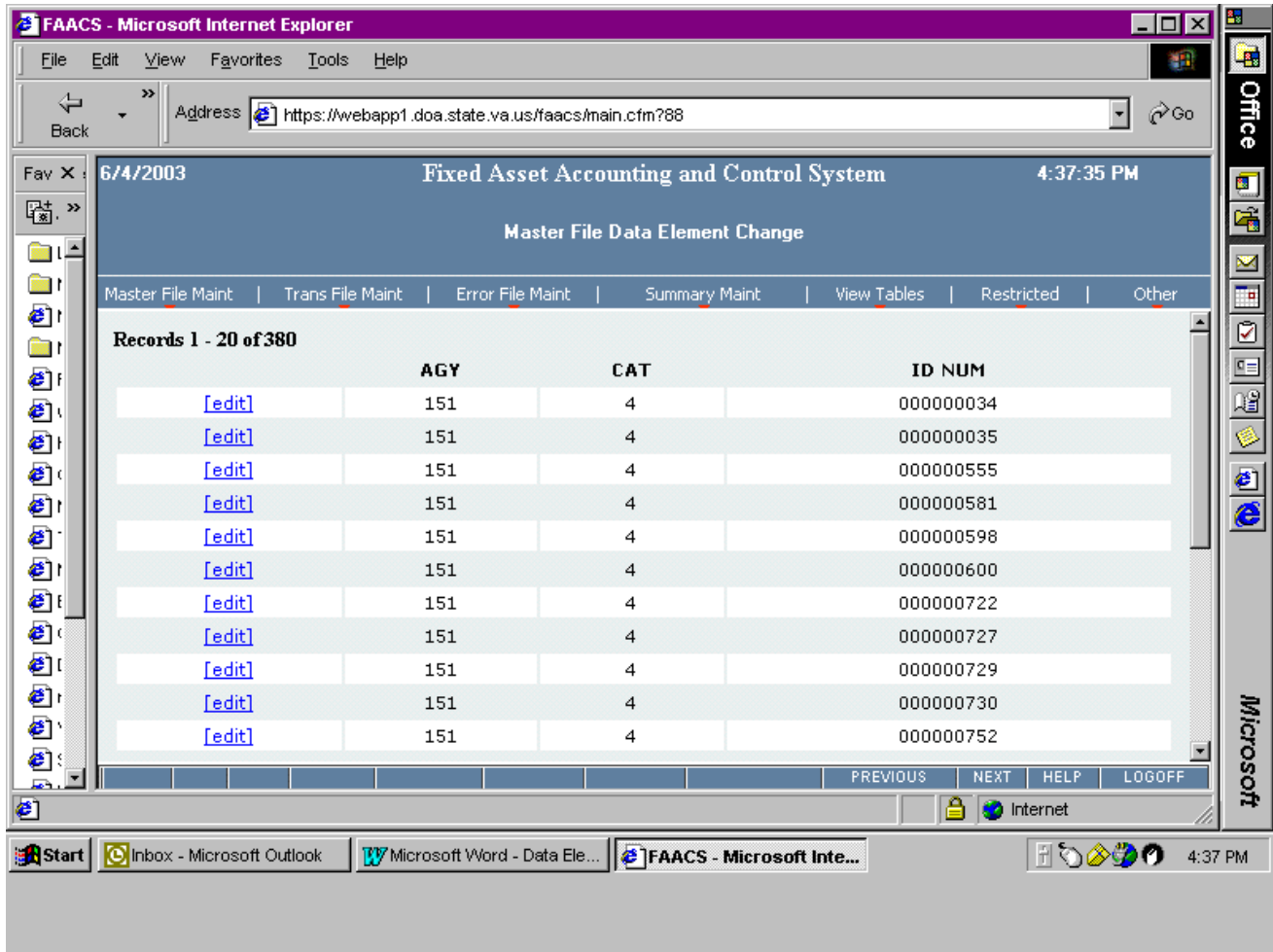
You may indicate a specific FAACS ID or click on **VIEW** to access a listing of your agency's assets. If you choose a specific ID, the listing will begin with that ID. Otherwise it will begin with the lowest ID for you agency.

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Procedures, Continued

Once you choose **VIEW**, the following Master File Data Element Change screen will appear.



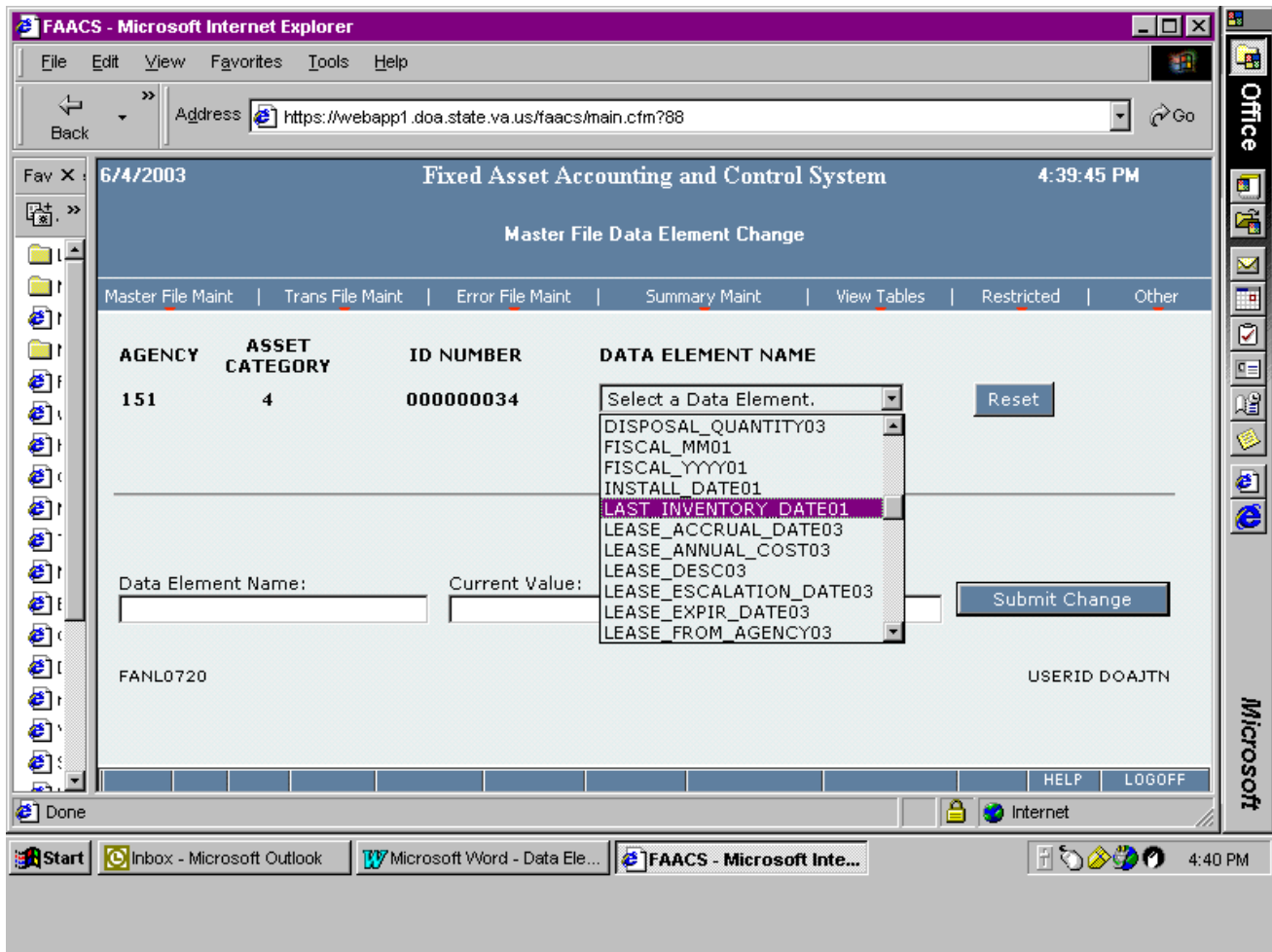
Use the **NEXT** and **PREVIOUS** action buttons to scroll through the master file until you find the asset ID you wish to change. Click on “**edit**” beside the asset you wish to impact.

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This will bring you to a screen for that particular asset.



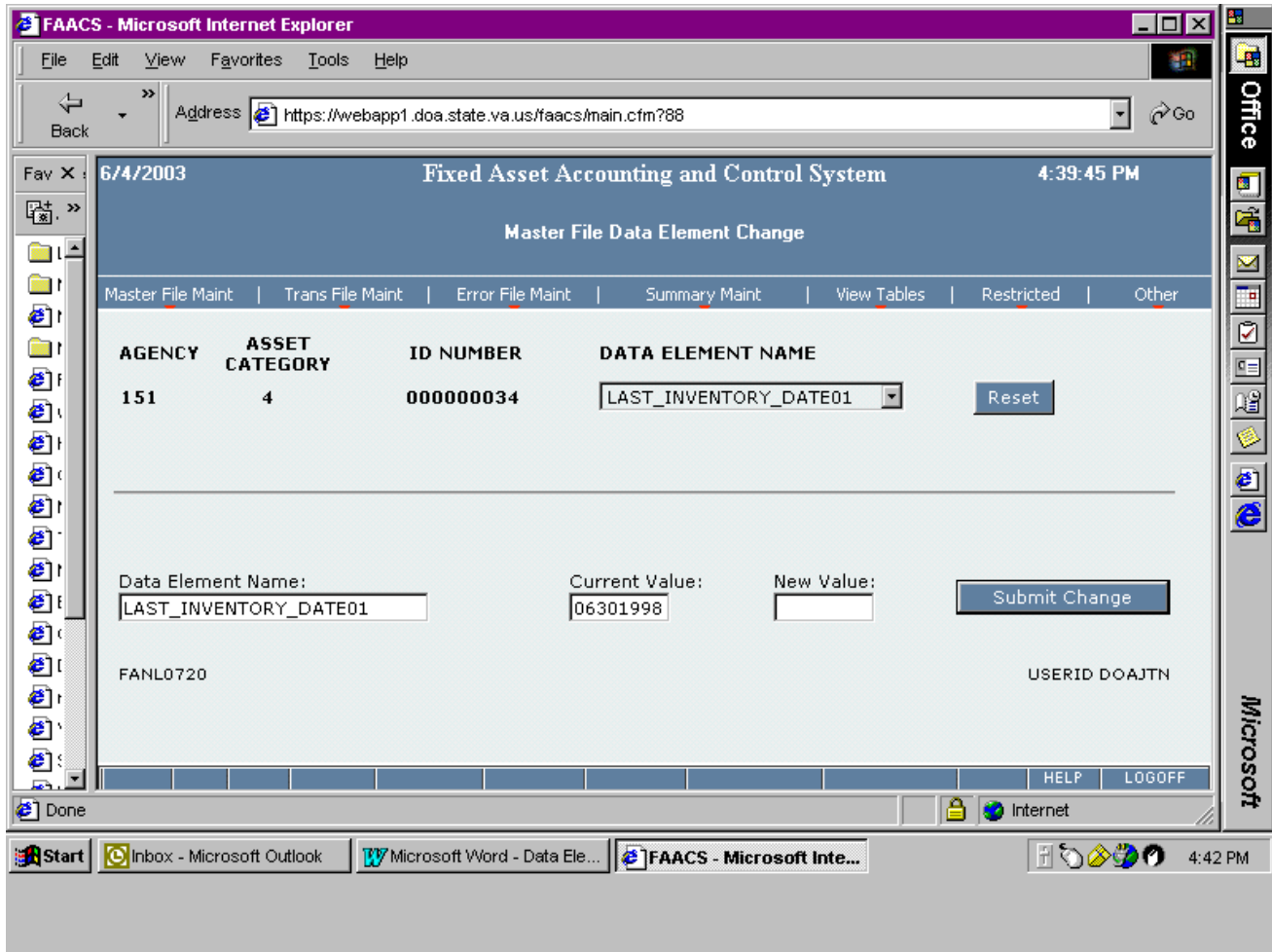
Under the **DATA ELEMENT NAME**, use the drop down menu to choose the data element that you want to change. In this example, LAST INVENTORY DATA is to be changed.

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In the lower portion of the screen, the data element name that was selected will be displayed along with the current value for the chosen data element.

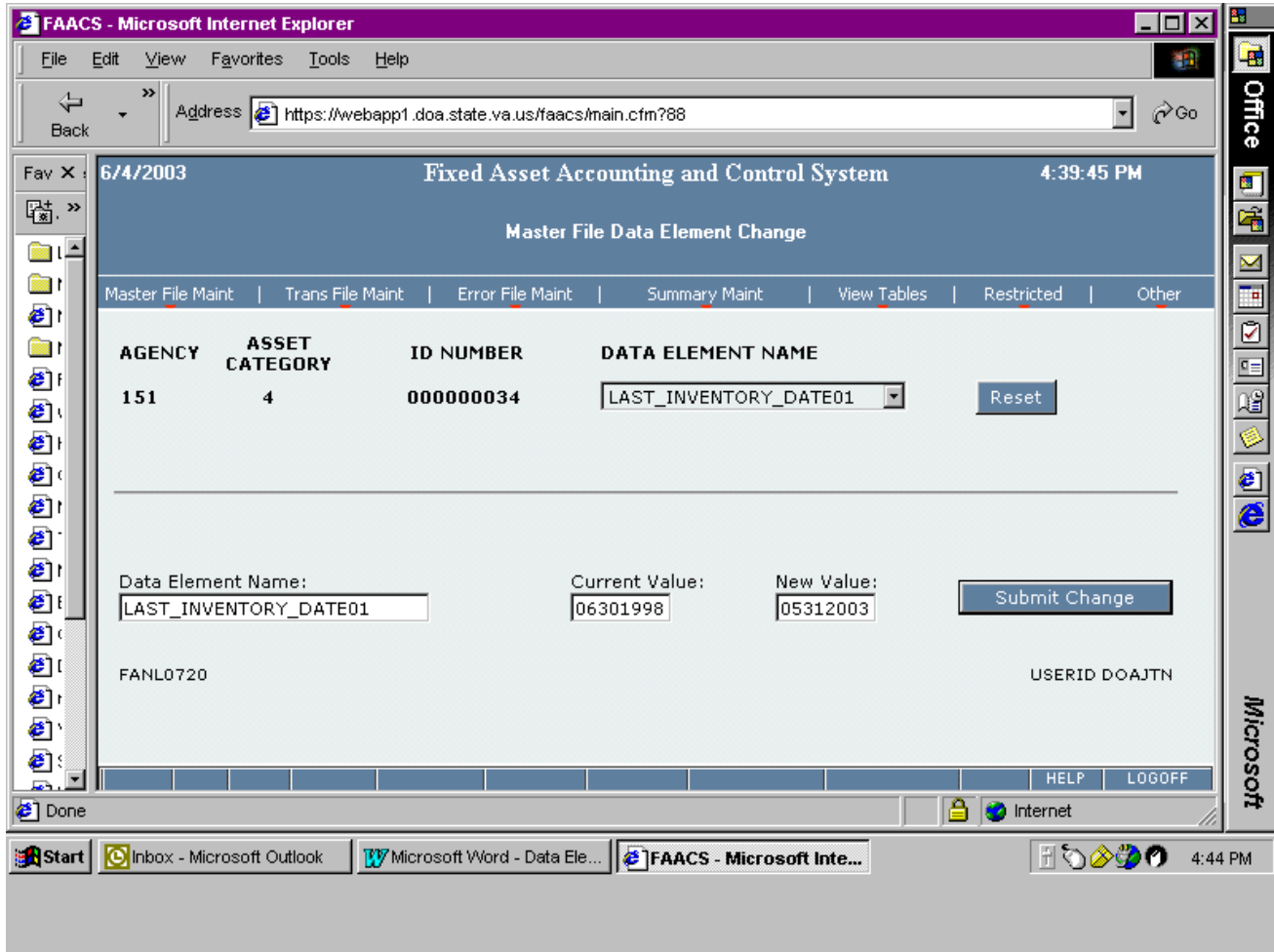


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In the “New Value” block, enter the value that you intend to change to for this chosen data element.



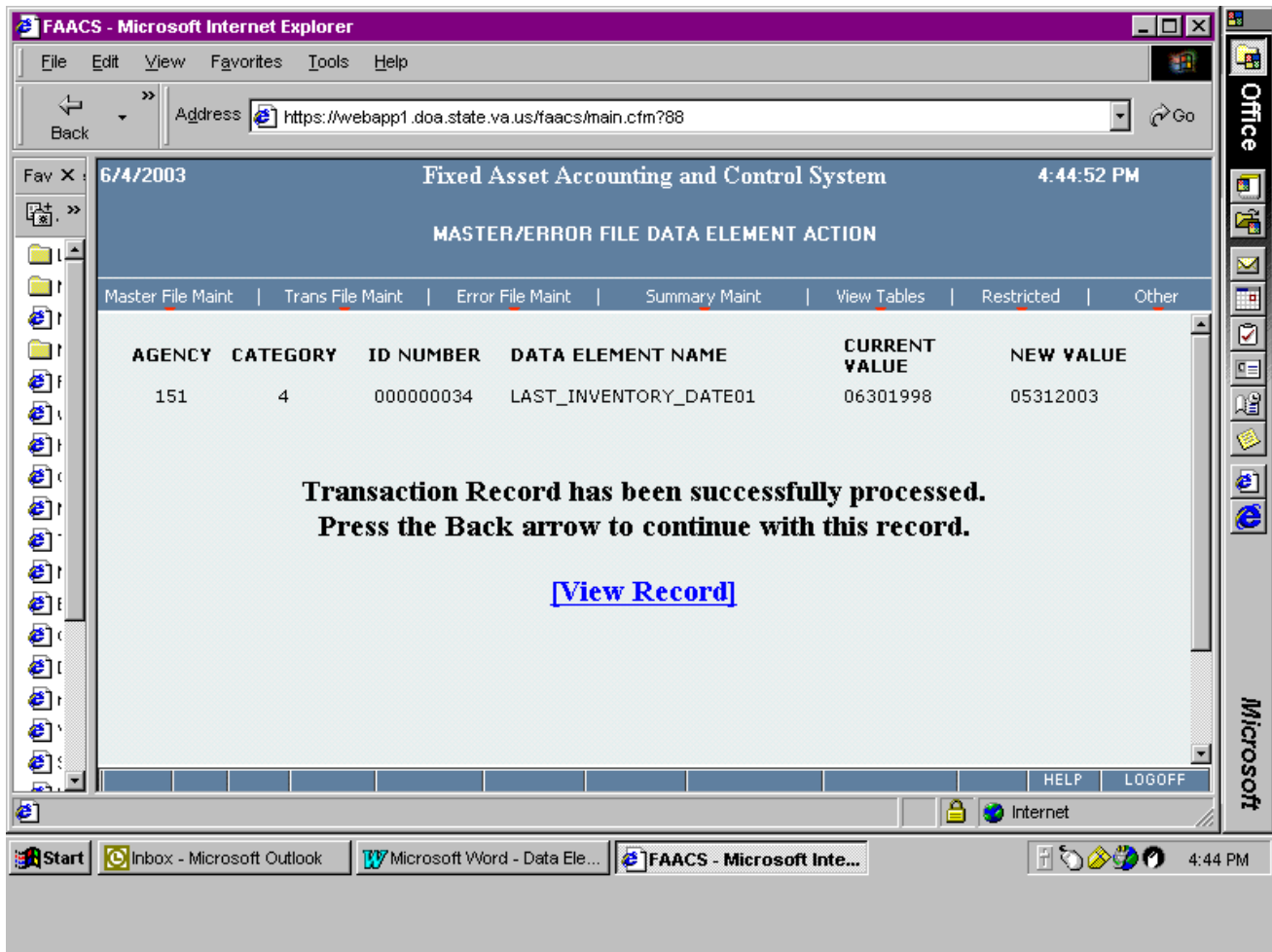
Once you have filled in the “New Value” block, click on the **Submit Change** button.

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You will get a message that your change transaction has been successful.



If you wish to make additional changes to the same asset, you can do so. Also, you can make changes to other assets as well.

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Contacts

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