

Volume No. 3—Automated Systems Applications	<b>TOPIC NO.</b>	<b>70355</b>
Function No. 70300—FAACS Online	<b>TOPIC</b>	<b>FAACS DOWNLOAD</b>
	<b>DATE</b>	August 2012

## Table of Contents

---

<b>Overview .....</b>	<b>2</b>
Introduction.....	2
<b>Procedures .....</b>	<b>3</b>
Initial Navigation .....	3
Master File Download.....	5
FAACS Table Download .....	20
<b>Contacts .....</b>	<b>22</b>
DOA Contact .....	22
<b>Subject Cross References .....</b>	<b>22</b>
References.....	22

Volume No. 3—Automated Systems Applications	<b>TOPIC NO.</b>	<b>70355</b>
Function No. 70300—FAACS Online	<b>TOPIC</b>	<b>FAACS DOWNLOAD</b>
	<b>DATE</b>	August 2012

## Overview

---

### Introduction

The purpose of this topic is to provide guidance on downloading data and records from the Fixed Asset Accounting and Control System (FAACS). The following procedures provide a step-by-step guide on using the FAACS downloading screens.

---

Volume No. 3—Automated Systems Applications	<b>TOPIC NO.</b>	<b>70355</b>
Function No. 70300—FAACS Online	<b>TOPIC</b>	<b>FAACS DOWNLOAD</b>
	<b>DATE</b>	August 2012

## Procedures

### Initial Navigation

To use the FAACS download capability, access FAACS (Refer to CAPP Topic No. 70315, *Logging On and Off*). Then go to the “**Other**” navigation bar and click on “Download Transactions.”

*Continued on next page*

Volume No. 3—Automated Systems Applications	<b>TOPIC NO.</b>	<b>70355</b>
Function No. 70300—FAACS Online	<b>TOPIC</b>	<b>FAACS DOWNLOAD</b>
	<b>DATE</b>	August 2012

## Procedures, Continued

---

This will bring the user to the FAACS File Download Screen with two choices.

---



*Continued on next page*

Volume No. 3—Automated Systems Applications	<b>TOPIC NO.</b>	<b>70355</b>
Function No. 70300—FAACS Online	<b>TOPIC</b>	<b>FAACS DOWNLOAD</b>
	<b>DATE</b>	August 2012

## Procedures, Continued

### Master File Download

From the FAACS File Download Screen choose “Master File.”

This will bring the user to a screen that has a drop down menu that allows the user to choose from the agencies that the user has security to access (if more than one).

Using the drop down menu, choose the agency to be downloaded. Next choose the asset category or all (categories) to be downloaded. “All” is the default choice. The user may also choose to download capitalized, controlled or all assets for the download. Again, “All” is the default choice. The preferred file type is “txt” (tabs) which is the default.

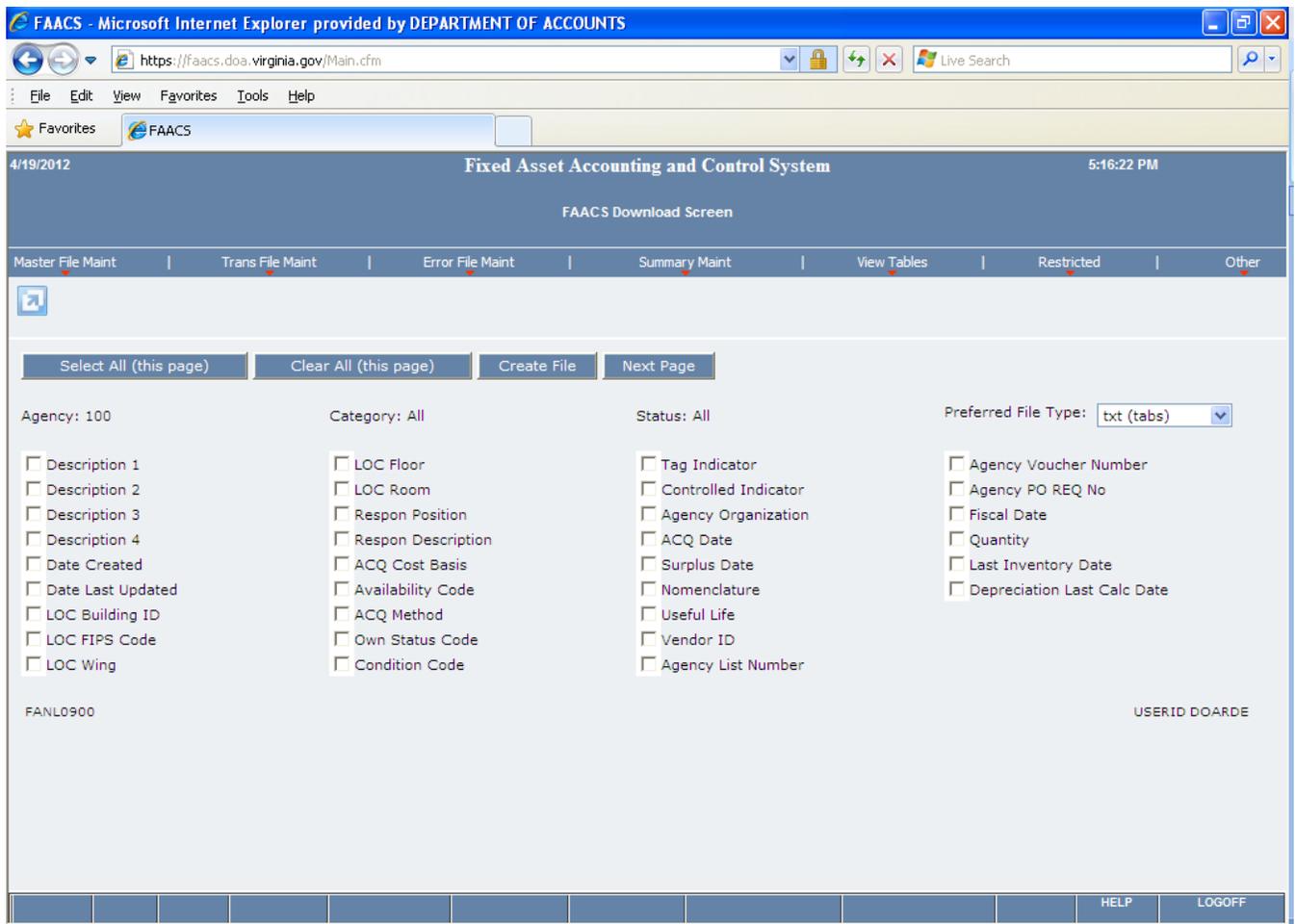
*Continued on next page*

Volume No. 3—Automated Systems Applications	<b>TOPIC NO.</b>	<b>70355</b>
Function No. 70300—FAACS Online	<b>TOPIC</b>	<b>FAACS DOWNLOAD</b>
	<b>DATE</b>	August 2012

## Procedures, Continued

At this point, the user may choose to download the master file for the agency given the choices so far by clicking on “Create File.” Alternatively, the user may choose to select only certain data elements. Four additional screens may be accessed that allow the user to choose either groups of data elements or individual data elements. For this process, the user should choose “Next Page.”

The first of the four screens is presented below:



This screen contains basic descriptive data elements that are either required or the most used fields in FAACS. The user may choose all of the presented elements by clicking on “Select All” or select individual data elements by clicking the box next to the elements to be chosen.

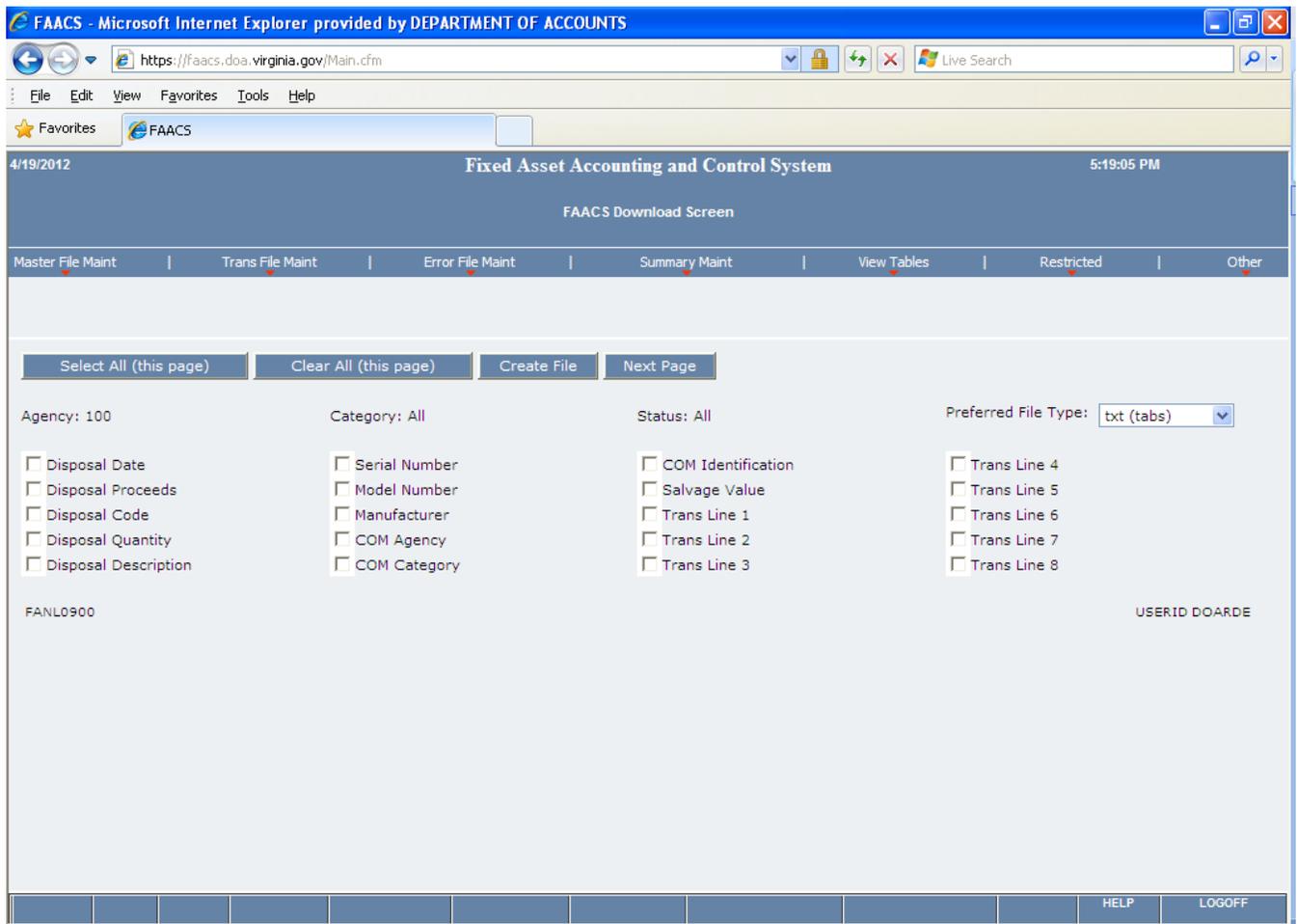
*Continued on next page*

Volume No. 3—Automated Systems Applications	<b>TOPIC NO.</b>	<b>70355</b>
Function No. 70300—FAACS Online	<b>TOPIC</b>	<b>FAACS DOWNLOAD</b>
	<b>DATE</b>	August 2012

## Procedures, Continued

If the user chooses “Next Page,” the following page will appear. This screen contains disposal data elements, additional descriptive data elements and the eight transaction lines of financial and programmatic data and the transaction lines containing the transaction codes, amounts and other information.

The user **must** choose all relevant transaction lines **if an agency uses more than one transaction line of coding on any of its assets. This is because the correct amounts for funding amount, accumulated depreciation and depreciation expense year-to-date are the sum of all used transaction lines for each asset.**



The user may choose to create the file or go to the next page to choose to include additional data elements.

*Continued on next page*

Volume No. 3—Automated Systems Applications	<b>TOPIC NO.</b>	<b>70355</b>
Function No. 70300—FAACS Online	<b>TOPIC</b>	<b>FAACS DOWNLOAD</b>
	<b>DATE</b>	August 2012

## Procedures, Continued

This screen contains additional data elements. Included are maintenance contact information data. None of these are required in FAACS and most are not used in most instances.

The user may create the file or access one final page of data elements.

*Continued on next page*

Volume No. 3—Automated Systems Applications	<b>TOPIC NO.</b>	<b>70355</b>
Function No. 70300—FAACS Online	<b>TOPIC</b>	<b>FAACS DOWNLOAD</b>
	<b>DATE</b>	August 2012

## Procedures, Continued

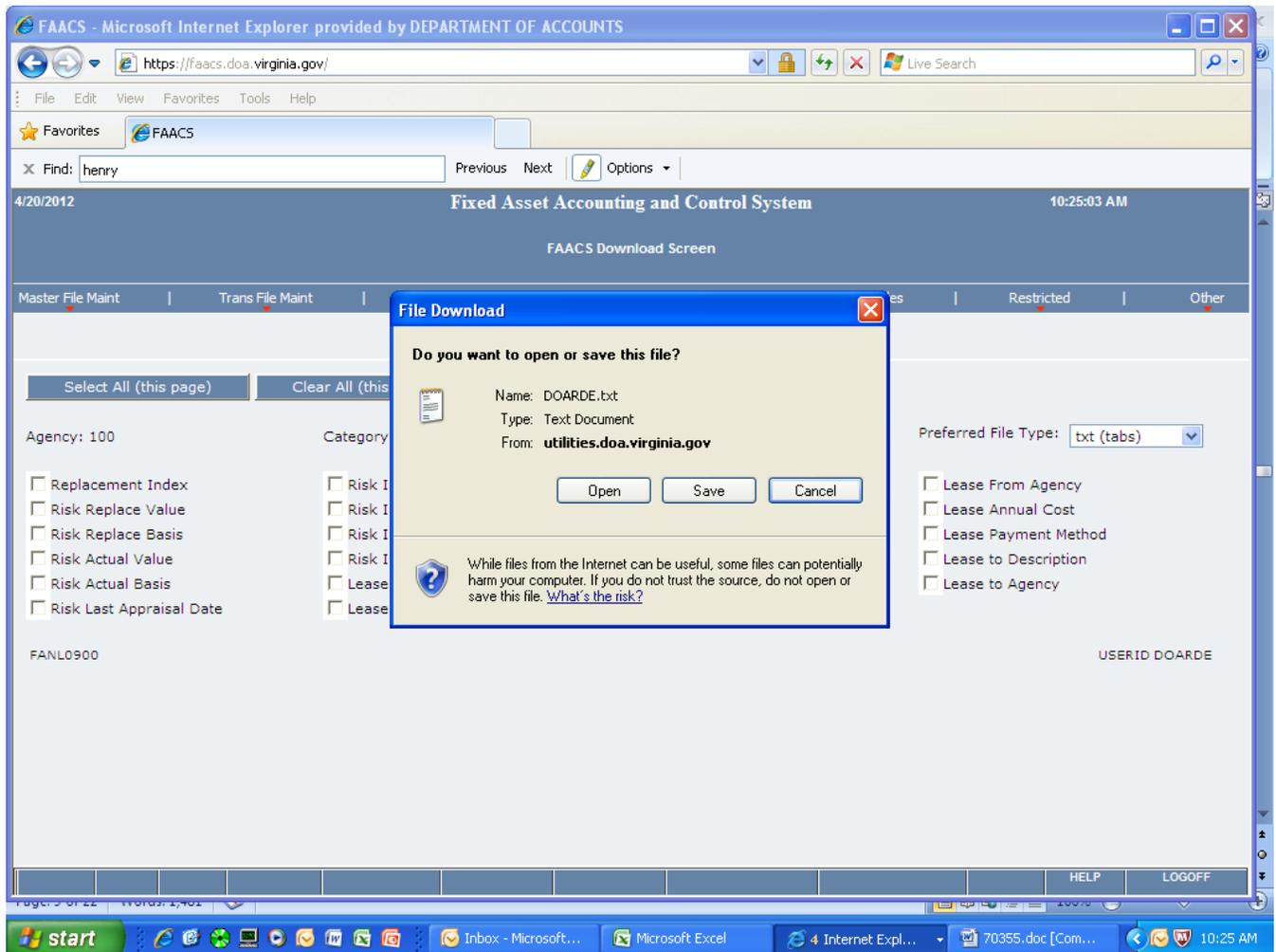
This final page contains the remaining data elements offered for inclusion in the download. When all data elements have been chosen, the user should click on “Create File” to begin the download process.

*Continued on next page*

Volume No. 3—Automated Systems Applications	<b>TOPIC NO.</b>	<b>70355</b>
Function No. 70300—FAACS Online	<b>TOPIC</b>	<b>FAACS DOWNLOAD</b>
	<b>DATE</b>	August 2012

## Procedures, Continued

This will bring you to a screen that offers the choice between “Open,” “Save” or “Cancel” the file download. Ensure that “Save” is selected.

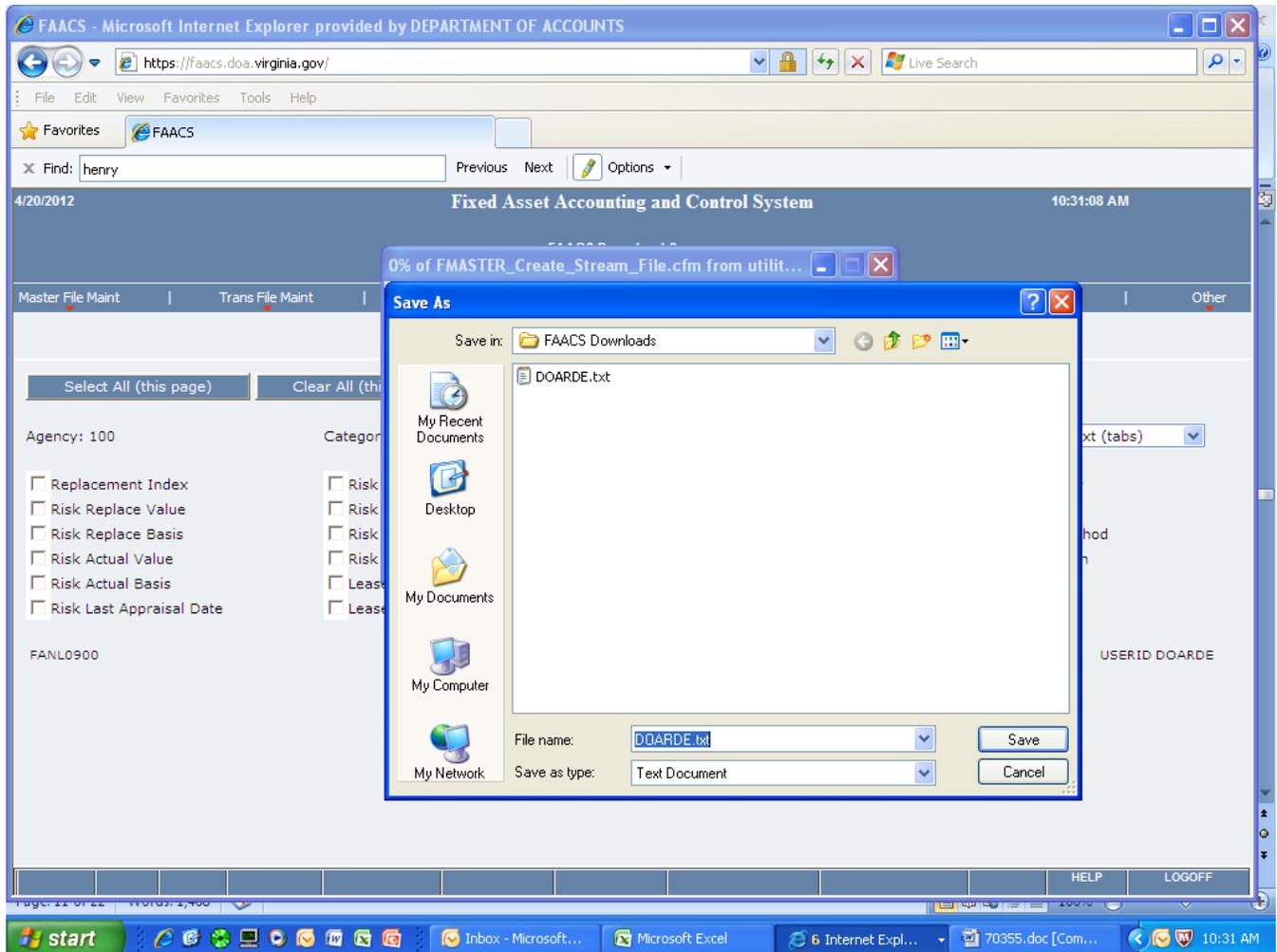


*Continued on next page*

Volume No. 3—Automated Systems Applications	<b>TOPIC NO.</b>	<b>70355</b>
Function No. 70300—FAACS Online	<b>TOPIC</b>	<b>FAACS DOWNLOAD</b>
	<b>DATE</b>	August 2012

## Procedures, Continued

The user will then come to the Save screen.



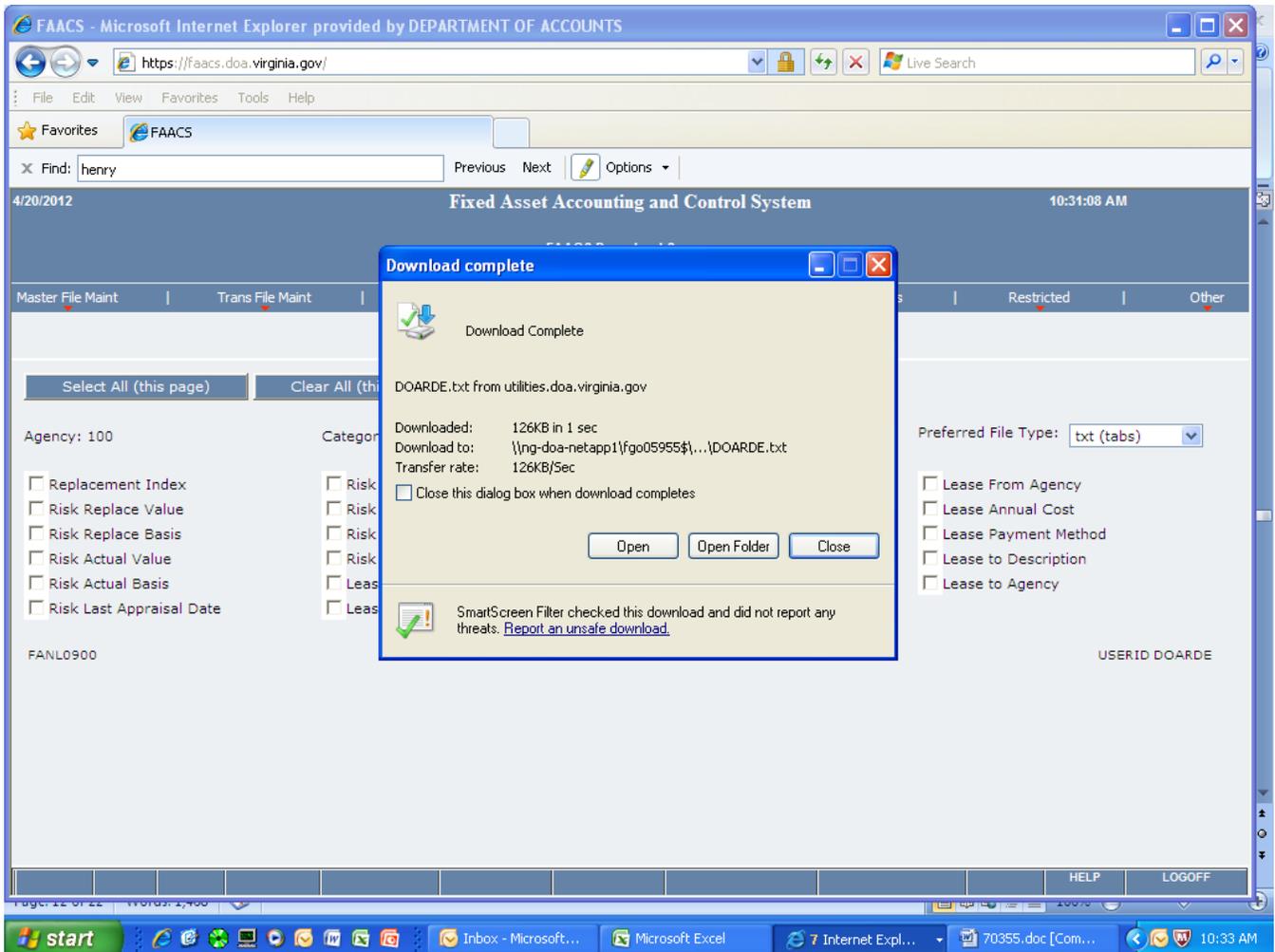
Indicate where you want the document to be saved and then Click on “Save.” The file will be saved on the user’s PC as a text document.

*Continued on next page*

Volume No. 3—Automated Systems Applications	<b>TOPIC NO.</b>	<b>70355</b>
Function No. 70300—FAACS Online	<b>TOPIC</b>	<b>FAACS DOWNLOAD</b>
	<b>DATE</b>	August 2012

## Procedures, Continued

The user will get a message ‘Download Complete’ when the file has been saved.



Click on “CLOSE” and then log off of FAACS.

Open EXCEL and access the document. For the document to show up, Files of Type should be changed from Microsoft Excel Files to either “All” files or “Text” files.

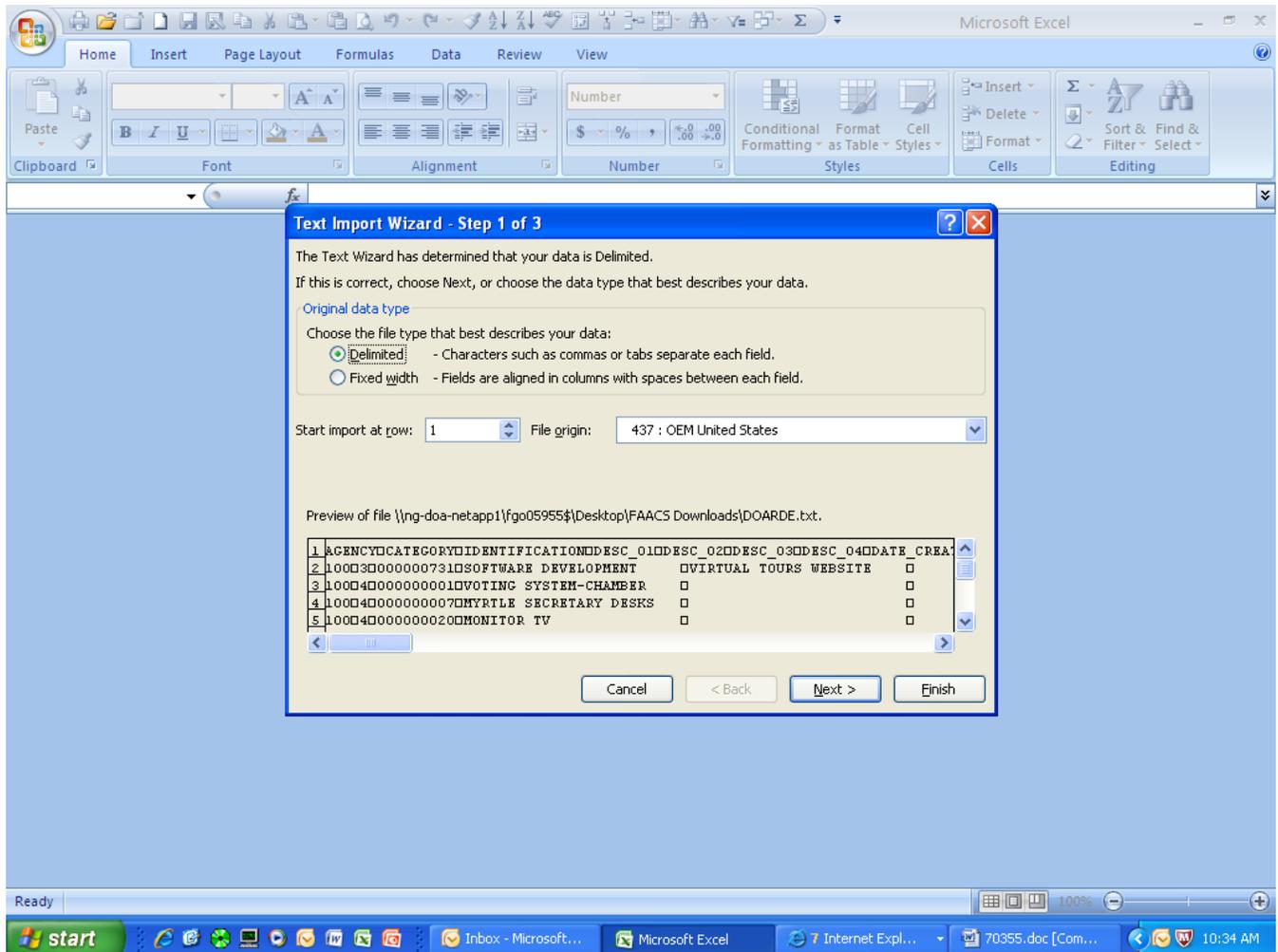
When you locate the file, open it.

*Continued on next page*

Volume No. 3—Automated Systems Applications	<b>TOPIC NO.</b>	<b>70355</b>
Function No. 70300—FAACS Online	<b>TOPIC</b>	<b>FAACS DOWNLOAD</b>
	<b>DATE</b>	August 2012

## Procedures, Continued

You will come to the Text Import Wizard screen, step 1 of 3.



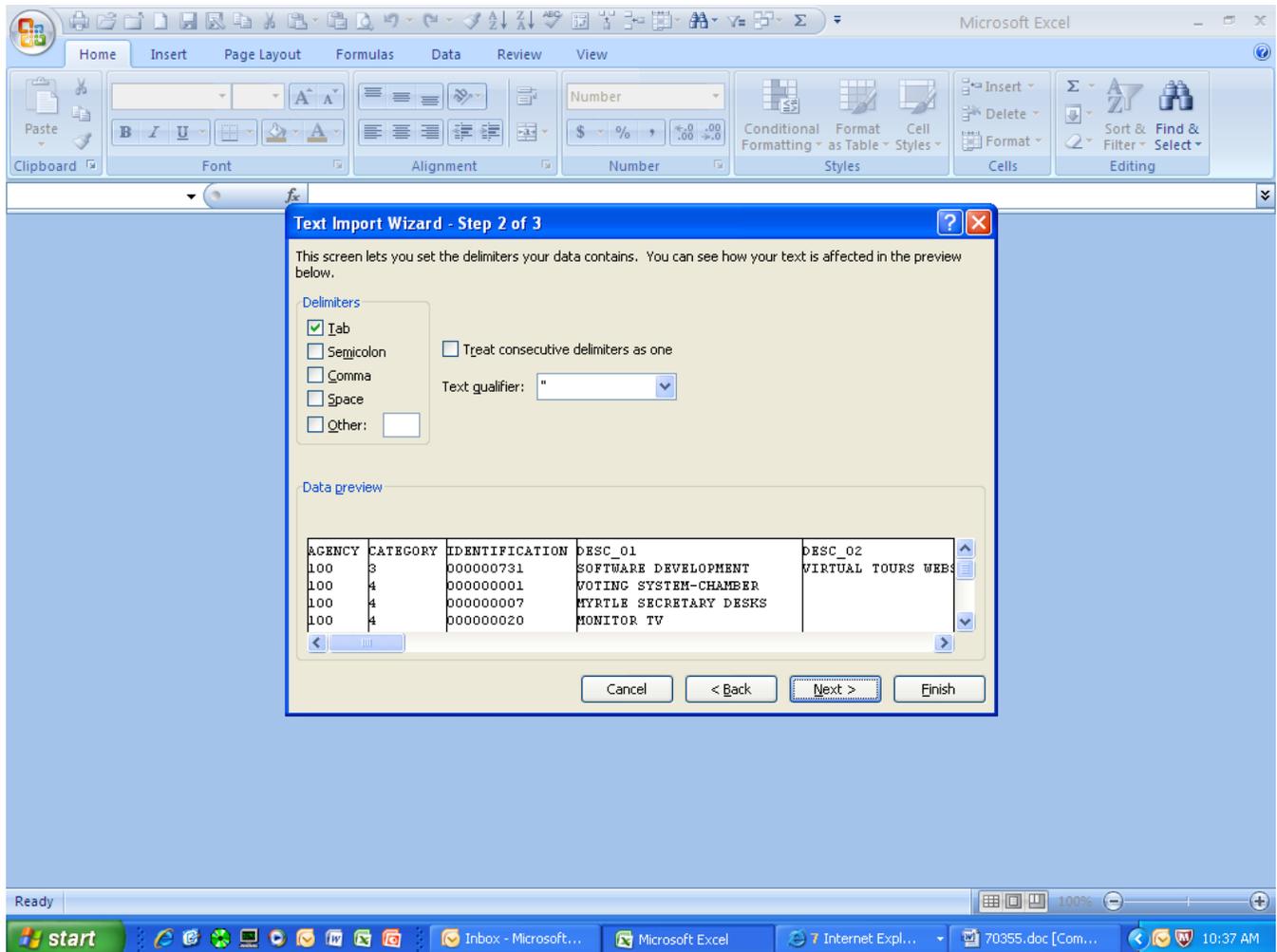
Choose Delimited in the “Original data type” box. Make the “Start import at row” field 1. Choose Windows in the “File Origin” field. Click on “Next.”

*Continued on next page*

Volume No. 3—Automated Systems Applications	<b>TOPIC NO.</b>	<b>70355</b>
Function No. 70300—FAACS Online	<b>TOPIC</b>	<b>FAACS DOWNLOAD</b>
	<b>DATE</b>	August 2012

## Procedures, Continued

This will bring up Step 2 of 3 of the Text Import Wizard.



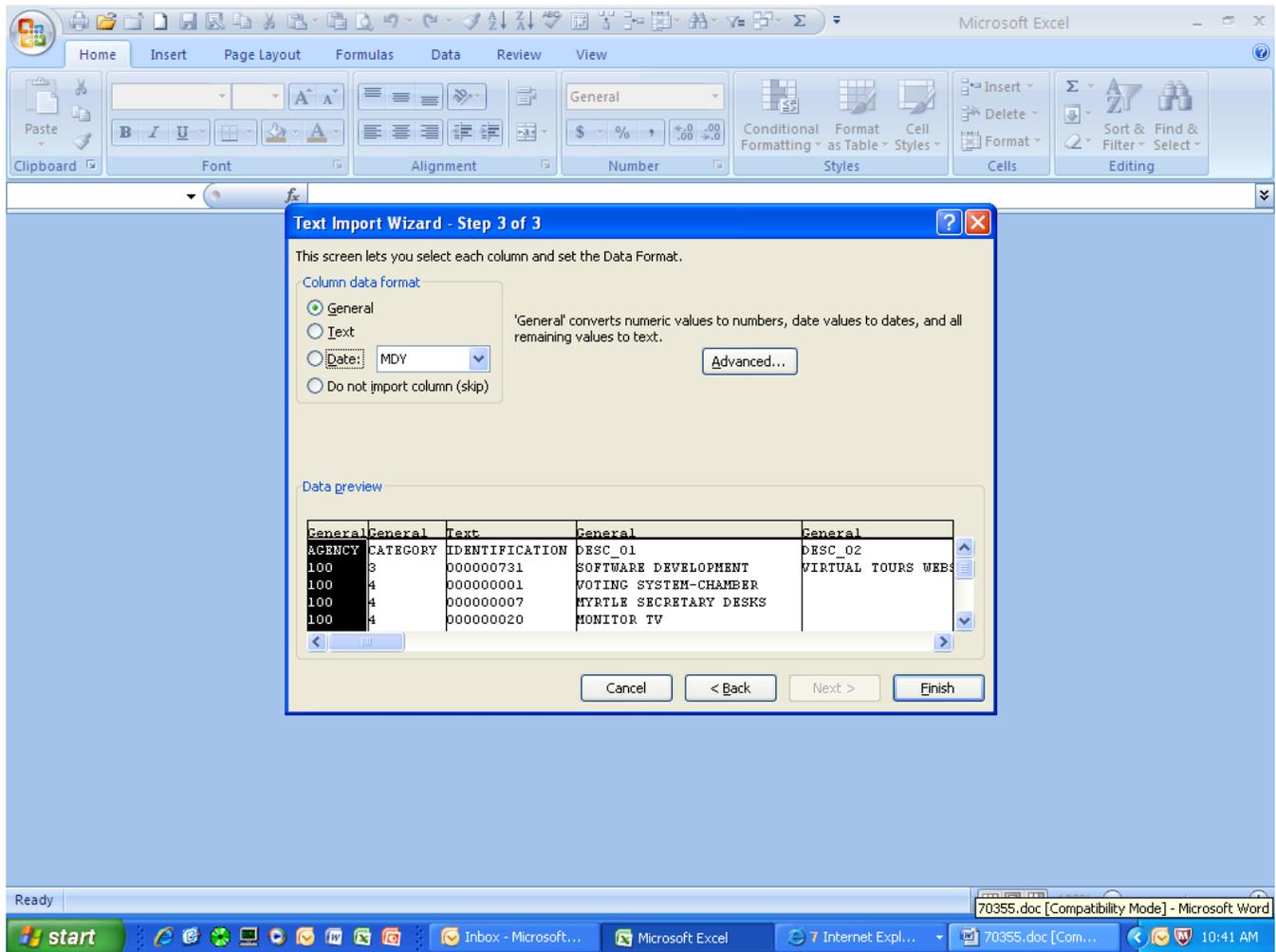
Choose “Tab” in the Delimiters box and choose “none” as the Text Qualifier. Click on Next.

*Continued on next page*

Volume No. 3—Automated Systems Applications	<b>TOPIC NO.</b>	<b>70355</b>
Function No. 70300—FAACS Online	<b>TOPIC</b>	<b>FAACS DOWNLOAD</b>
	<b>DATE</b>	August 2012

## Procedures, Continued

This will bring up Step 3 of 3 of the Text Import Wizard. Format the FAACS Identification fields as “Text.” Format all fields containing dates as “Date” and format all fields containing amounts as “General.” *Note: All amounts are imported without decimal places and must be multiplied by .01 to show the dollars and cents.*



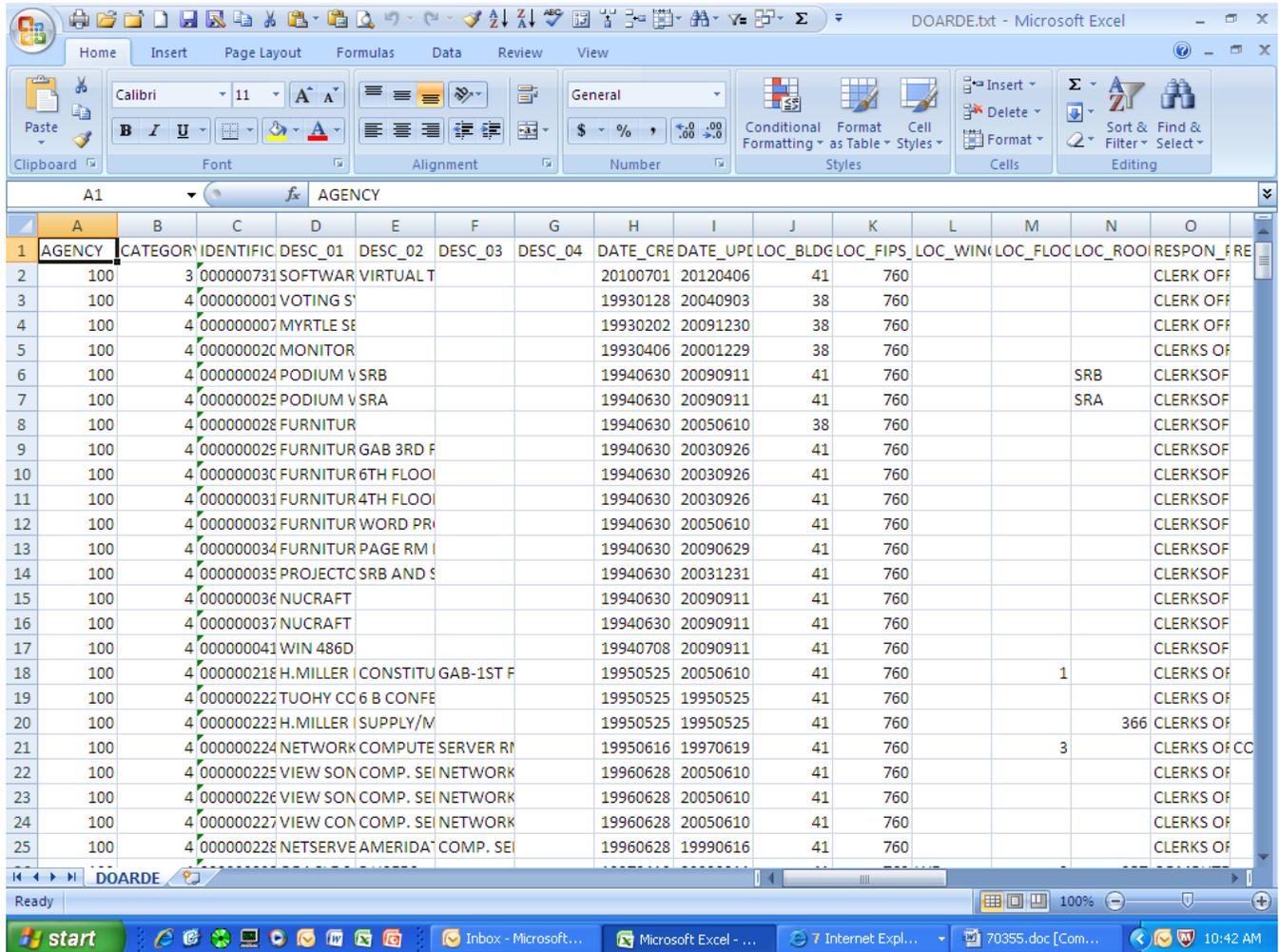
Click on FINISH.

*Continued on next page*

Volume No. 3—Automated Systems Applications	<b>TOPIC NO.</b>	<b>70355</b>
Function No. 70300—FAACS Online	<b>TOPIC</b>	<b>FAACS DOWNLOAD</b>
	<b>DATE</b>	August 2012

## Procedures, Continued

This will open the file in Excel as a text document (.txt file extension).



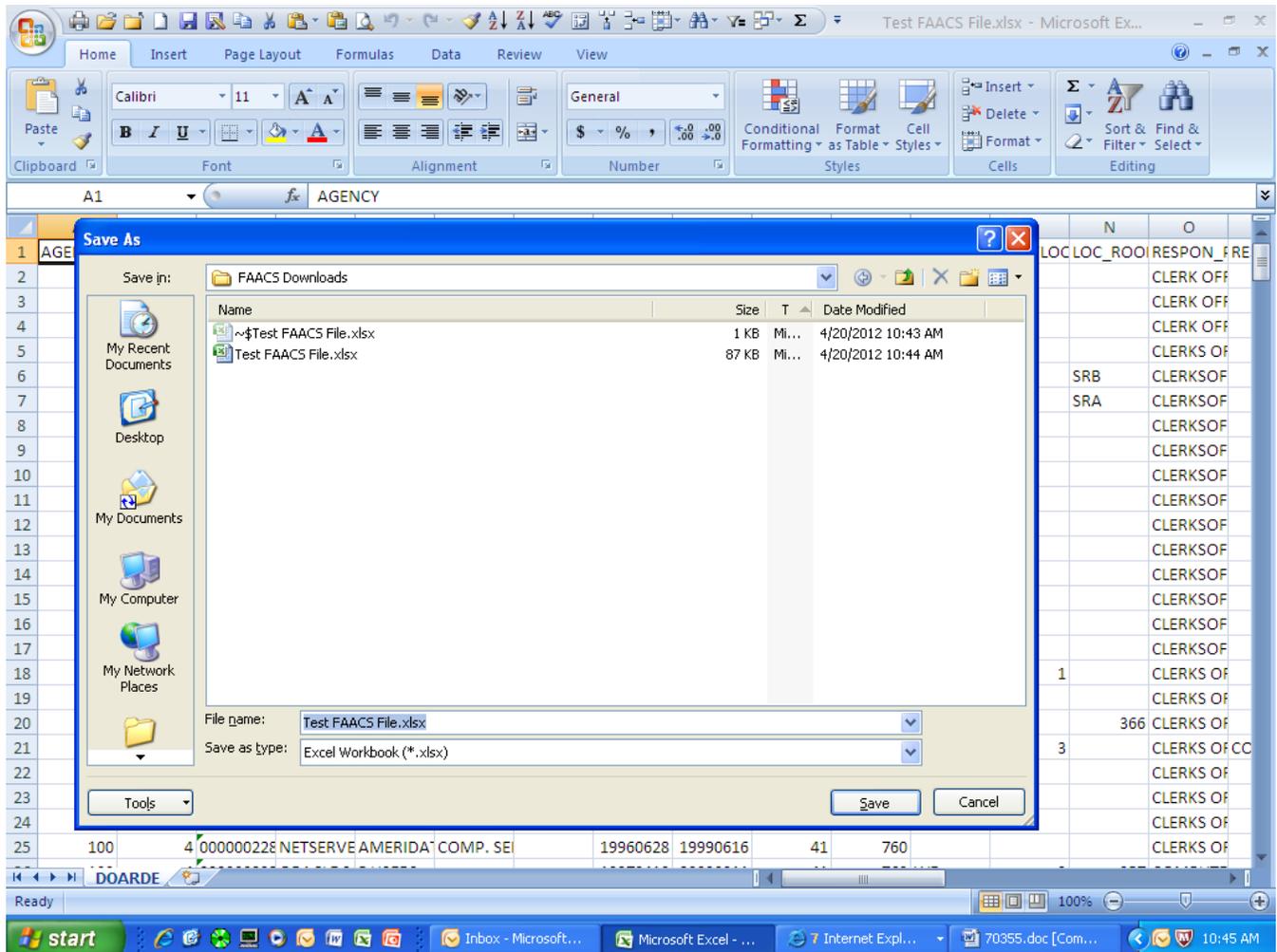
Choose File from the menu bar, and then Save As to save the file as an Excel file. Give the file a name in the “File name:” box and make sure that the “Save as type:” box is Microsoft Excel (.xlsx extension (or xls. if earlier Excel)). Then choose “Save.”

*Continued on next page*

Volume No. 3—Automated Systems Applications	<b>TOPIC NO.</b>	<b>70355</b>
Function No. 70300—FAACS Online	<b>TOPIC</b>	<b>FAACS DOWNLOAD</b>
	<b>DATE</b>	August 2012

## Procedures, Continued

The file is now an Excel spreadsheet.



The master file that has been downloaded is the master file as it exists on the day it is downloaded. Each time new transactions are posted to the master file during a nightly edit update, the master file will change effective the next business day. The master file may be downloaded whenever desired.

*Continued on next page*

Volume No. 3—Automated Systems Applications	<b>TOPIC NO.</b>	<b>70355</b>
Function No. 70300—FAACS Online	<b>TOPIC</b>	<b>FAACS DOWNLOAD</b>
	<b>DATE</b>	August 2012

## Procedures, Continued

Please note that the file contains headings at the top of each column. Each column represents one of the FAACS fields (or data elements) while each row represents a FAACS record. Each record is identified by its key field information (agency number, category number and FAACS ID). Use Excel's tools to manipulate the data, as you desire to develop reports customized for your needs. Delete columns that you don't need. Use the sort and/or filter commands. Some columns may need to be widened or narrowed. Columns may be shifted around.

For the columns that contain dollars and cents, take the following steps:

<b>Step</b>	<b>Action</b>	
1	Insert a column to the right of the column that has the dollars and cents in it (funding amount, accumulated depreciation or depreciation expense YTD columns).	
2	In the new column, put a formula that multiplies the amount in the "dollar and cents" column times .01.	
3	Copy the formula to the remaining rows in the column.	
4	Insert an additional column to the right of the one just created.	
5	Copy the column with the formulas into this new column.	
	<b>Step</b>	<b>Action</b>
	A	Highlight the first column (the one with the formulas) that was created.
	B	Choose Edit from the menu bar.
	C	Choose Copy.
	D	Highlight the new (at this point, empty) column by clicking on the letter at the top of the column.
	E	Choose Edit from the menu bar.
	F	Choose Paste Special.
	G	Click on Values and then OK.
6	Format the column as currency.	
	<b>Step</b>	<b>Action</b>
	A	Highlight the column by clicking on the letter at the top of the column.
	B	Choose Format.
	C	Choose Cells.
	D	Choose Currency and then OK.
7	Sum the column.	
8	Delete or hide the other 2 columns.	

*Continued on next page*

Volume No. 3—Automated Systems Applications	<b>TOPIC NO.</b>	<b>70355</b>
Function No. 70300—FAACS Online	<b>TOPIC</b>	<b>FAACS DOWNLOAD</b>
	<b>DATE</b>	August 2012

**Procedures, Continued**

---

The financial and programmatic lines of coding for each record may contain up to eight lines of code. To determine the totals for each asset in the case of multiple lines of coding, insert columns at the end of the series of the eight groups of financial and programmatic coding and insert formulas that sum the eight funding amount, accumulated depreciation or depreciation expense YTD columns.

**TIP: Many agencies manage their assets based on the location (FIPS, building ID, floor, wing & room) fields, the Organization code field or the responsible position fields. Sorting on nomenclature code can help subcategorize equipment assets by federal cost category.**

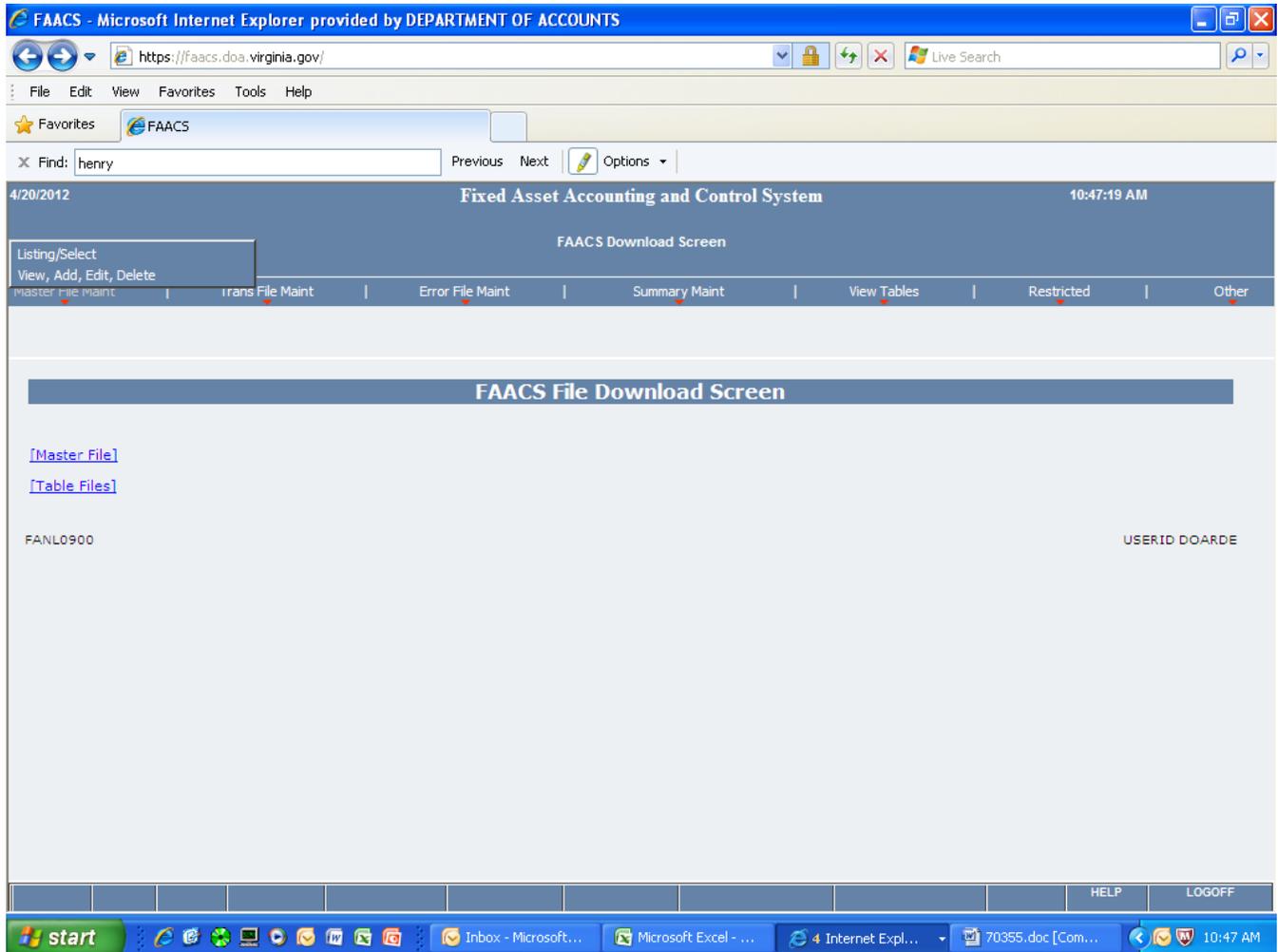
---

*Continued on next page*

Volume No. 3—Automated Systems Applications	<b>TOPIC NO.</b>	<b>70355</b>
Function No. 70300—FAACS Online	<b>TOPIC</b>	<b>FAACS DOWNLOAD</b>
	<b>DATE</b>	August 2012

## Procedures, Continued

**FAACS Table Download** From the FAACS File Download Screen, choose “Table Files.”

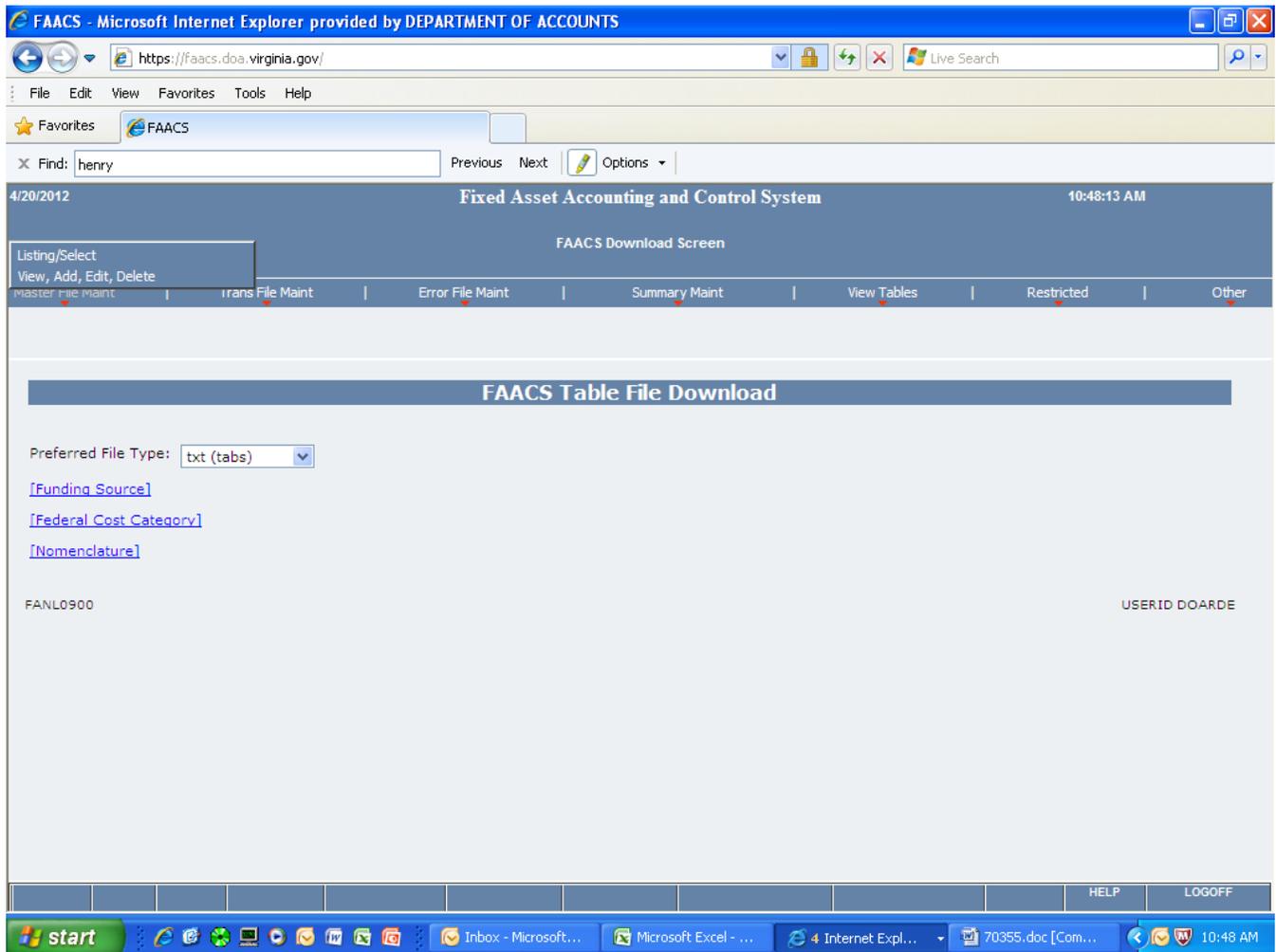


*Continued on next page*

Volume No. 3—Automated Systems Applications	<b>TOPIC NO.</b>	<b>70355</b>
Function No. 70300—FAACS Online	<b>TOPIC</b>	<b>FAACS DOWNLOAD</b>
	<b>DATE</b>	August 2012

## Procedures, Continued

The next screen allows the user to choose which table file to download. Choose the desired table. Follow the steps outlined above to open the file as a text file and then save it as an Excel file.



Volume No. 3—Automated Systems Applications	<b>TOPIC NO.</b>	<b>70355</b>
Function No. 70300—FAACS Online	<b>TOPIC</b>	<b>FAACS DOWNLOAD</b>
	<b>DATE</b>	August 2012

## Contacts

---

**DOA Contact**    Assistant Director, Financial Reporting  
 (804) 225-2257  
 FAX (804) 225-2430  
 [finrept@doa.virginia.gov](mailto:finrept@doa.virginia.gov)

---

## Subject Cross References

---

**References**    CAPP Topic No. 70315, *Logging On and Off*

---