

## Commonwealth of Virginia CARS Security Table Maintenance

I hereby request that you update the CARS Security Table as specified below. In conjunction with this request, I certify that this action conforms to all requirements for the security table maintenance specified in the Commonwealth Accounting Policies and Procedures Manual. Further, I certify that this agency maintains a system of internal control over on-line access to CARS adequate to prevent unauthorized access to or changes in the data contained therein, and that the use of this form constitutes an integral part of the internal control system.

By typing my name below and submitting this form to DOA, I am certifying that I am the CARS Security Officer of the agency and authorize the update to the CARS Security Table as specified on this form.

**Name:** \_\_\_\_\_, CARS Security Officer  
**Agency:** \_\_\_\_\_  
**Phone Number:** \_\_\_\_\_ **Extension:** \_\_\_\_\_  
**E-mail Address:** \_\_\_\_\_ **Date Submitted:** \_\_\_\_\_

### Function:

### User Information

**User ID:** \_\_\_\_\_ **User Type:** \_\_\_\_\_  
**First Name:** \_\_\_\_\_ **Last Name:** \_\_\_\_\_  
**Agency:** \_\_\_\_\_

### Access Agencies

### Table Maintenance Functions

Function	01	No Access	ORG Level 1	10	No Access	Task	19	No Access	CDS	35	No Access
Subfunction	02	No Access	ORG Level 2	11	No Access	Phase/Year	20	No Access	Revenue Class	36	No Access
Program	03	No Access	ORG Level 3	12	No Access	FIPS	21	No Access	Project Type	37	No Access
Service Area	04	No Access	ORG Level 4	13	No Access	PSD	22	No Access	Subsidiary Account	38	No Access
Element	05	No Access	GLA	14	No Access	Bank Code	23	No Access	Federal Catalog	39	No Access
Fund	06	No Access	Major Object	15	No Access	Payment Type	24	No Access	Batch Type	40	No Access
Fund Detail	07	No Access	Subobject	16	No Access	Pre-Audit	30	No Access	Register Type	41	No Access
Secretarial	08	No Access	Revenue Source	17	No Access	GAAP Fund	31	No Access	Error Code	51	No Access
Agency	09	No Access	Project	18	No Access	GAAP Subfund	32	No Access	Error Element	52	No Access
						CAFR Conversion	33	No Access	VA Power Acct. No.	53	No Access
Transaction Code		No Access	Cost Code		No Access	Vendor Edit		No Access	Project Control		No Access
Security		No Access	System Mgmt		No Access						

### Financial Data Functions

Data Entry	No Access	Error Correction	No Access	Financial Inquiry	No Access	1099 File Inquiry	No Access
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### Other Functions

Report Request	No Access	News Screen	No Access	Required Edit Option	No Access		
Forced Entry	No Access	Reverse Code	No Access	Modifier	No Access		

**DEPARTMENT OF ACCOUNTS USE ONLY**

**The Security Table maintenance specified above:**

Meets requirements specified in the CAPP Manual and CARS edit criteria.

Does not meet CAPP Manual requirements and will be returned to agency.

Signature card verified.

**DBA Approval:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Data Entry by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**DOA Review:** \_\_\_\_\_

**Date:** \_\_\_\_\_