Department of Accounts
CARS Security Maintenance Form Instructions

Complete the name, agency, phone number, extension (if applicable) and e-mail address of the CARS Security Officer (CSO). Date Submitted will be auto-populated once the user submits to DOA.

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

Complete the *User Information* area with the correct data for the CARS user to whom the User ID will be assigned. All User Information fields are required to be completed.

User Information

User ID: _____	**User Type:** _____ ▾
First Name: _____	**Last Name:** _____
Agency: _____ ▾	

Select Add, Change or Delete for the *Function*. **For changes**, complete all of the fields through Access Agencies and only the additional or changed fields in the Table Maintenance, Financial Data or Other Functions areas.

Complete the *Access Agencies* area with at least one agency selected from the first drop-down box.

Access Agencies

Complete the *Table Maintenance Functions*, *Financial Data Functions* and *Other Functions* areas for the User Type designated. Refer to CAPP Topic 70220 for the functions affiliated with a specific User Type. Based on the User Type indicated, drop-down boxes may reflect I for Inquiry, U for Update, Y for Yes, or blank if no access is allowed. If the User ID is to be deleted, do not complete any of the following functions.

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

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		

Please do not key data in the *Department of Accounts Use Only* area.

After all information has been entered, the CSO should 1) print the form for agency records by clicking **Print Form** and 2) submit the form by clicking the **Submit to DOA** button. If a required field is not completed when the Submit button is clicked, an error message(s) will appear identifying the field(s) that needs data or correction. Correct the field and click Submit again. If all required fields are completed, the CARS Security Maintenance Form will be attached to an e-mail and sent to DOA (gacct@doa.virginia.gov). CARS Security Maintenance Forms processed by DOA staff will be returned via e-mail to the CSO who sent the request. Returned forms should be kept for agency records.