

Volume No. 3—Automated Systems Applications	TOPIC NO.	70340
Function No. 70300—FAACS Online	TOPIC	DATA ELEMENT CHANGE
	DATE	July 2012

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Overview

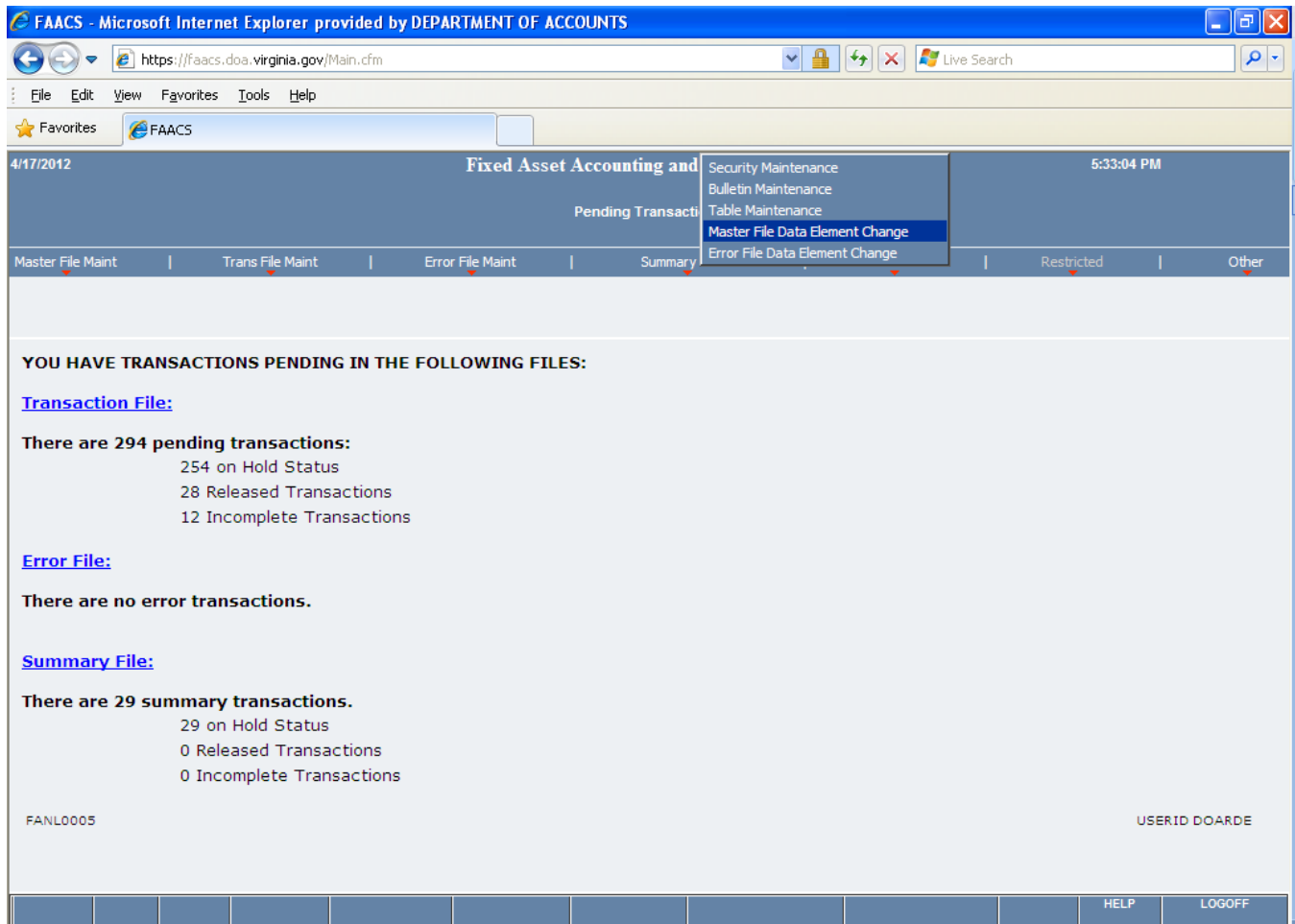
Introduction

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 the “**Restricted**” navigation bar and click on “**Master File Data Element Change.**”

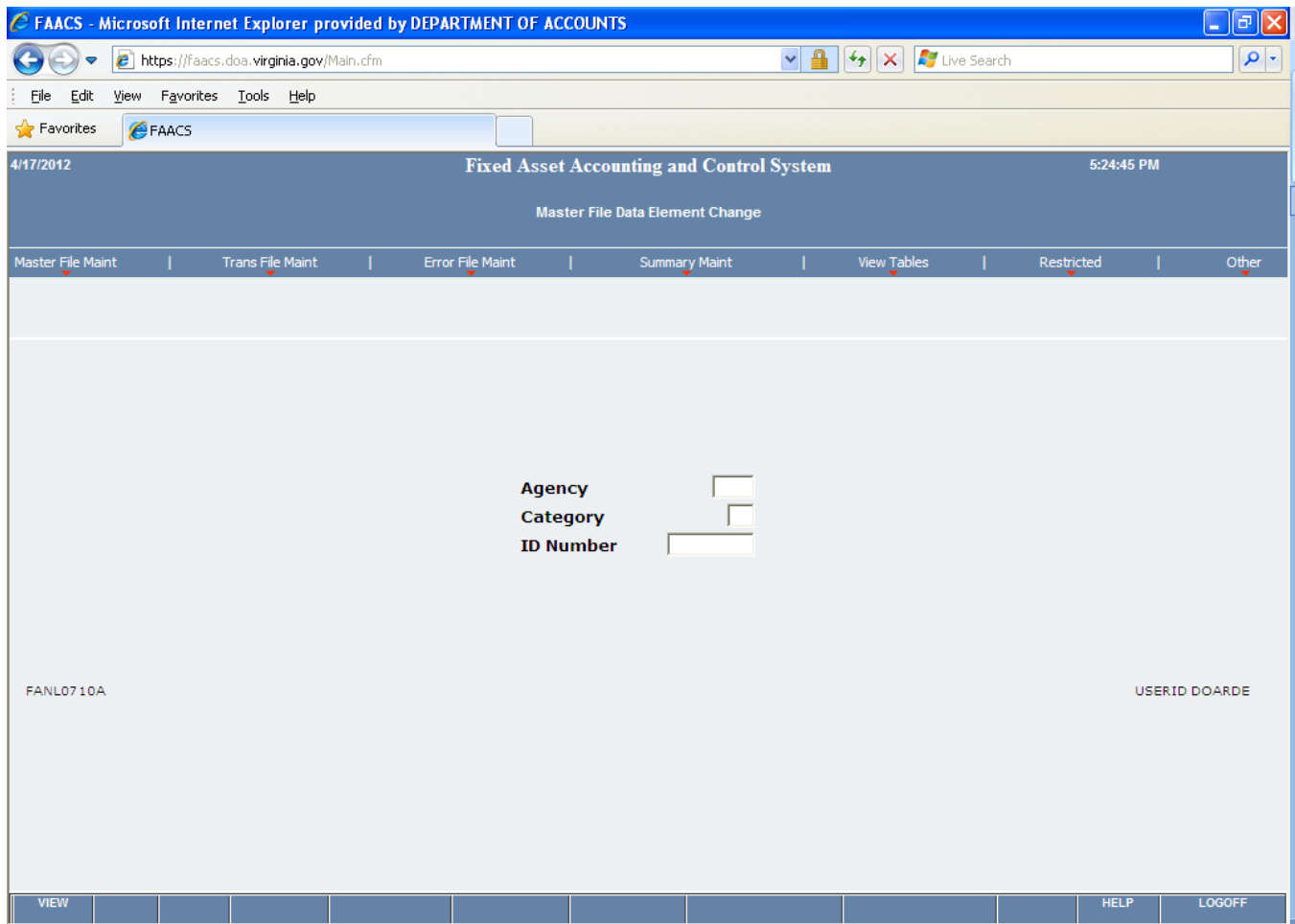


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Procedures, Continued

Choosing “**Master File Data Element Change**” will display a screen that provides the option to select a specific asset.



The user may indicate a specific FAACS ID or click on “**VIEW**” to access a listing of the agency’s assets. If the user chooses a specific ID, the listing will begin with that ID. Otherwise, it will begin with the lowest ID for the agency.

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Procedures, Continued

Once the user chooses “**VIEW**,” the following Master File Data Element Change screen will appear.

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Master File Data Element Change

Master File Maint | Trans File Maint | Error File Maint | Summary Maint | View Tables | Restricted | Other

Records 1 - 20 of 331

	AGY	CAT	ID NUM
[edit]	151	4	00000034
[edit]	151	4	00000035
[edit]	151	4	00000555
[edit]	151	4	00000581
[edit]	151	4	00000598
[edit]	151	4	00000600
[edit]	151	4	00000722
[edit]	151	4	00000727
[edit]	151	4	00000729
[edit]	151	4	00000730
[edit]	151	4	00000752
[edit]	151	4	00000753
[edit]	151	4	00000754
[edit]	151	4	00000755
[edit]	151	4	00000756
[edit]	151	4	00000757
[edit]	151	4	00000759
[edit]	151	4	00000760
[edit]	151	4	00000762

PREVIOUS NEXT HELP LOGOFF

Use the “**NEXT**” and “**PREVIOUS**” action buttons to scroll through the master file until the asset ID the user wishes to change is found. Click on “**edit**” beside the asset ID that needs to be updated.

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Procedures, Continued

This will display a screen for that particular asset.

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

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Procedures, Continued

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.

FAACS - Microsoft Internet Explorer provided by DEPARTMENT OF ACCOUNTS

https://faacs.doa.virginia.gov/Main.cfm

4/17/2012 Fixed Asset Accounting and Control System 5:37:10 PM

Master File Data Element Change

Master File Maint | Trans File Maint | Error File Maint | Summary Maint | View Tables | Restricted | Other

AGENCY	ASSET CATEGORY	ID NUMBER	DATA ELEMENT NAME
151	4	00000034	LAST_INVENTORY_DATE01

Reset

Data Element Name: LAST_INVENTORY_DATE01 Current Value: 06301998 New Value: Submit Change

FANL0720 USERID DOARDE

HELP LOGOFF

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Procedures, Continued

In the “New Value” block, enter the value to be changed for the chosen data element.

Once the user has updated the “New Value” block, click on the **Submit Change** button.

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Procedures, Continued

This will display a message that the change transaction has been successful.

The screenshot shows a Microsoft Internet Explorer browser window titled "FAACS - Microsoft Internet Explorer provided by DEPARTMENT OF ACCOUNTS". The address bar shows "https://faacs.doa.virginia.gov/Main.cfm". The browser's Favorites bar contains a link to "FAACS".

The main content area of the web application displays the following information:

- Date: 4/17/2012
- System Name: Fixed Asset Accounting and Control System
- Time: 5:41:59 PM
- Page Title: MASTER/ERROR FILE DATA ELEMENT ACTION
- Navigation Menu: Master File Maint | Trans File Maint | Error File Maint | Summary Maint | View Tables | Restricted | Other
- Table Data:

AGENCY	CATEGORY	ID NUMBER	DATA ELEMENT NAME	CURRENT VALUE	NEW VALUE
151	4	000000034	LAST_INVENTORY_DATE01	06301998	03312012

Transaction Record has been successfully processed.
Press the Back arrow to continue with this record.

[\[View Record\]](#)

MASTER_DATA_ELEMENT_ACTION USERID DOARDE

HELP LOGOFF

If the user wishes to make additional changes to the same asset, repeat the process for the desired change. Also, the user can make changes to other assets as well.

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Contacts

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