Table of Contents

Overview ........................................................................................................................................... 4
Introduction ......................................................................................................................................... 4
Online Environment Error Messages ................................................................................................. 4
Routine Edit Error Messages ............................................................................................................... 5
View Error Message Table in FAACS ................................................................................................. 5
Contacts ........................................................................................................................................... 5
DOA Contact ...................................................................................................................................... 5
Online Environment Error Messages ................................................................................................. 6
Agency Number ................................................................................................................................. 6
Assets Added ..................................................................................................................................... 6
Asset Not Added ............................................................................................................................... 6
Asset Exists ....................................................................................................................................... 6
Asset Does Not Exist ...................................................................................................................... 7
Invalid Data Entry ............................................................................................................................ 7
File Status ......................................................................................................................................... 8
Security Invalid ............................................................................................................................... 8
Deletion Confirmation ...................................................................................................................... 8
Miscellaneous Messages .................................................................................................................. 8
Routine Edit Error Messages ........................................................................................................... 9
E060: Funding Source Missing or Invalid ......................................................................................... 9
E108: Asset Category Missing or Invalid ........................................................................................... 9
E109: Identification Number Cannot Be Spaces ................................................................................ 9
E110: Acquisition Date Must = MM/DD/YYYY ............................................................................... 9
E111: Acquisition Cost Basis is Invalid ........................................................................................... 9
E112: Acquisition Cost Method is Invalid ....................................................................................... 10
E113: Asset Value < Cap Limit Must Control ................................................................................. 10
E114: Own Status Code is Missing or Invalid ............................................................................... 10
E115: Availability Code is Missing or Invalid ................................................................................. 10
E116: Condition Code is Missing or Invalid ................................................................................... 10
E117: Tag Indicator is Missing or Invalid ....................................................................................... 11
E118: Nomenclature Invalid for Asset Category ............................................................................ 11
E119: Nomenclature Code is Missing or Invalid .......................................................................... 11
E120: Fiscal Year is Not Numeric .................................................................................................... 11
E121: Fiscal Month is Not Numeric ................................................................................................ 11
E122: Fiscal Month Cannot be Greater Than 12 or Less Than 1 .................................................... 11
E123: Acquisition Date Greater Than Current Date ...................................................................... 11
E124: Quantity is Not Numeric ....................................................................................................... 12
E125: Responsible Position is Missing ............................................................................................ 12
E126: Last Physical Inventory Date Must = MM/DD/YYYY ............................................................ 12
E128: Location Building ID is Missing ................................................................. 12
E130: Acquisition Date Must Be in the Current Fiscal Year ........................................ 12
E131: Missing/Invalid FIPS Code ............................................................................. 12
E132: FIPS: Code Not Found in FIPS Table ............................................................. 12
E133: Negotiated Use Allowance is Invalid ............................................................. 12
E134: Salvage Value is Not Numeric ....................................................................... 13
E135: Missing Description Line ................................................................................ 13
E136: Component Agency is Invalid ....................................................................... 13
E137: Component Category is Invalid ..................................................................... 13
E138: Component Identification is Invalid ................................................................ 13
E139: Installation Date Must be MM/DD/YYYY ...................................................... 13
E140: Acceptance Date Must Be MM/DD/YYYY ..................................................... 13
E141: Agency Not Permitted to Input to FAACS ..................................................... 13
E142: Asset is Not Owned and Not Controlled ....................................................... 14
E143: Control Indicator Must be a "C" or Blank .................................................... 14
E144: Nomenclature Code is Not Numeric ............................................................ 14
E145: Agency Loan To Code is Invalid ................................................................ 14
E146: Replacement Index Not Numeric ................................................................ 14
E147: Asterisk Invalid for Description 1 ................................................................. 14
E149: Last Physical Inventory Date Greater Than Current Date ............................. 14
E150: Useful Life Less Than 2 Years Must be Controlled ....................................... 15
E151: GFAAG Fund Disallowed for Agency ........................................................... 15
E156: Component ID Not Found in Masterfile ....................................................... 15
E159: Nomenclature Code Not Found in Tables .................................................... 15
E170: Acquisition Date Must = MM/DD/YYYY ..................................................... 15
E171: Cost Code Invalid ....................................................................................... 15
E179: Acquisition Date is Not Numeric ................................................................ 15
E180: Zero Not Allowed for Asset Quantity .......................................................... 15
E181: Fund Code is Invalid or Missing .................................................................. 16
E189: Salvage Value Equals or Exceeds Acquisition Cost .................................... 16
E191: Program is invalid or missing ..................................................................... 16
E201: Service Area Code is invalid ..................................................................... 16
E211: Element Code is Invalid ............................................................................. 16
E231: Funding Code is Invalid ............................................................................. 16
E239: Surplus Date Required For Surplus Code ................................................... 16
E240: Surplus Code Required for Surplus Date ..................................................... 16
E241: Funding Amount is Not Numeric ................................................................. 17
E249: Disposal Info Requires Disposal Code ......................................................... 17
E250: Disposal Date Must = MM/DD/YYYY .......................................................... 17
E251: Disposal Date is Missing ............................................................................ 17
E252: Disposal Proceeds Not Numeric .................................................................. 17
E253: Disposal Code is Invalid ............................................................................ 17
E254: Disposal Quantity Exceeds Asset Quantity ................................................ 17
<table>
<thead>
<tr>
<th>TOPIC NO.</th>
<th>60303—Cardinal</th>
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<tbody>
<tr>
<td>TOPIC</td>
<td>FAACS ERROR MESSAGES</td>
</tr>
<tr>
<td>DATE</td>
<td>January 2020</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Error Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>E255</td>
<td>Surplus Date Must = MM/DD/YYYY</td>
</tr>
<tr>
<td>E256</td>
<td>Maintenance Inception Must = MM/DD/YYYY</td>
</tr>
<tr>
<td>E257</td>
<td>Maintenance Expiration Must = MM/DD/YYYY</td>
</tr>
<tr>
<td>E258</td>
<td>Maintenance Renewal Date Must = MM/DD/YYYY</td>
</tr>
<tr>
<td>E259</td>
<td>Warranty Expiration Date Must = MM/DD/YYYY</td>
</tr>
<tr>
<td>E260</td>
<td>Maintenance Amount Field Not Numeric</td>
</tr>
<tr>
<td>E261</td>
<td>Must be Plus or Minus for Cumulative Cost</td>
</tr>
<tr>
<td>E262</td>
<td>Replacement Value Not Numeric</td>
</tr>
<tr>
<td>E263</td>
<td>Replacement Basis Code is Invalid</td>
</tr>
<tr>
<td>E264</td>
<td>Actual Value is Not Numeric</td>
</tr>
<tr>
<td>E265</td>
<td>Actual Value Basis Code is Invalid</td>
</tr>
<tr>
<td>E266</td>
<td>Insurance Expiration Must = MM/DD/YYYY</td>
</tr>
<tr>
<td>E267</td>
<td>Insurance Policy Type Code is Invalid</td>
</tr>
<tr>
<td>E277</td>
<td>Disposal Quantity is Not Numeric</td>
</tr>
<tr>
<td>E278</td>
<td>Last Appraisal Date Must = MM/DD/YYYY</td>
</tr>
<tr>
<td>E279</td>
<td>Disposal Date Must Be in the Current Fiscal Year</td>
</tr>
<tr>
<td>E281</td>
<td>Transaction Code is Invalid</td>
</tr>
<tr>
<td>E282</td>
<td>Funding Source Required</td>
</tr>
<tr>
<td>E330</td>
<td>Asset Value Exceeds System Limitation</td>
</tr>
<tr>
<td>E331</td>
<td>Transaction Code Invalid</td>
</tr>
<tr>
<td>E339</td>
<td>Useful Life Less Than Minimum Permitted</td>
</tr>
<tr>
<td>E340</td>
<td>Useful Life Exceeds Maximum Permitted</td>
</tr>
<tr>
<td>E351</td>
<td>Project Code Required Program 998</td>
</tr>
<tr>
<td>E361</td>
<td>Program 998 Required Project Code</td>
</tr>
<tr>
<td>E971</td>
<td>Change Not Allowed on Disposed Asset</td>
</tr>
</tbody>
</table>

Example of Routine Edit Error Messages in FAACS
Overview

Introduction

This topic provides a list of messages that occur in the FAACS online system’s screens and reports. FAACS users may encounter two types of messages.

FAACS has edit routines designed to ensure all data entered into FAACS master file asset records is valid. One set of errors and related messages results from systems edits that ensure the validity of data entered in FAACS data elements. FAACS compares data entry values to corresponding data contained in the Universal Descriptor Table and generates an error when the values do not match. These messages are termed routine edit error messages. These error messages generally include the correct format or values for the related data element.

Another set of messages has been made necessary by the use of the online data entry environment. Some of these are error messages that require correction and others merely communicate additional information.

These are not contained in the error message table but are an integral part of the online operating environment. They do not have assigned code numbers. These messages may be termed online environment messages. These messages are generally self-explanatory.

Up to four messages can be displayed simultaneously on the screens of the FAACS online system. All errors must be corrected by the user before the transaction can be “released” or the system will create an “incomplete” transaction record. Incomplete transactions will not be processed.

Since this topic contains only messages that occur frequently, an agency may encounter messages NOT listed in this topic. If this occurs, first determine whether the message provides sufficient explanation to correct the situation. If NOT, contact DOA at faacs@doa.virginia.gov or refer to the Financial Reporting Project Lead listed on the next page.

Online Environment Error Messages

Online Environment error messages provide a list of errors resulting from the incorrect use of the online system. These error messages appear on screens in the FAACS online system. Some of these represent errors requiring correction, while others represent conditions requiring no action.
Overview, Continued

Routine Edit Error Messages

Routine Edit error messages provides a list of coded error messages resulting from the FAACS data element edit function that frequently appear on screens in the FAACS online system and in related reports.

View Error Message Table in FAACS

The Error Message Table can be accessed in FAACS by clicking the “FAACS Tables” menu button and selecting “Error Message” from the dropdown listing. Users can then view the Error Message Table onscreen or download the table using the XLS download button. Note: The download option creates an Excel spreadsheet of the Error Message Table that can be sorted or filtered based upon the users’ needs. Leading zeros are dropped whenever the download feature is used. An example of the Error Message Table is shown on page 22 of this CAPP topic. Contact the Department of Accounts if you have questions or need help in viewing the Error Message Table in FAACS.

Contacts

DOA Contact

Financial Reporting Project Lead
☎ (804) 225-2257
FAX (804) 225-2430
✉ faacs@doa.virginia.gov
Online Environment Error Messages

Agency Number
When an agency has NOT entered an agency number, has NOT entered a correct agency number, or has entered an agency number that they are NOT authorized to use, either of the following online messages may appear:

- Agency Not Valid
- Agency Security Not An Auth Agy
- Invalid Agency - No Security
- Not Authorized For This Agency Agency
- No Authorization To Update Files

Assets Added
If an asset IS ADDED OR IS UPDATED SUCCESSFULLY to the selected file, the following messages may appear:

- Add Successful
- File Updated
- Transaction On Transaction File
- Records Successfully Updated
- Record Changed
- Record Deleted

Asset Not Added
If an asset IS NOT ADDED OR UPDATED SUCCESSFULLY to the selected file, the following messages may appear:

- Add Not Successful
- No Records Changed
- Update Not Successful

Asset Exists
If an asset ALREADY EXISTS on one of the system files, the following messages may appear:

- Record Already Exists
- Record Already Exists On Trans File
- Transaction On Transaction File

Continued on Next Page
Online Environment Error Messages, Continued

Asset Does Not Exist

If an asset DOES NOT EXIST on the selected file, the following messages may appear:

- Asset Not On File
- Asset Not On Master File
- Record Not Found On DE File
- Record To Delete NOT On File
- Requested Record Not Found
- No Record Found
- No Record For ID
- Asset Not On Transaction File
- Record Does Not Exist On Transaction File
- Record Not Found On File
- Record To Update Not On File
- No Data To Retrieve
- No Record On File
- No Record To Delete

Invalid Data Entry

When invalid data has been entered in a field, the following messages may appear:

- Invalid Date
- Invalid Data Entry
- Invalid Data Length
- Invalid Inquiry Value
- Invalid Entry Date
- Invalid Release Value
- Invalid Status - Must Be: H or R
- Useful Life Not Numeric or I
- Invalid Table-80 Value
- Invalid Table-82 Value
- Invalid Table-84 Value
- Invalid Table-87 Value

Invalid Data - Element
- Invalid Data Entry Value
- Invalid Element No.
- Invalid Error Correct Value
- Error Exists In Element #
- Invalid Status Code
- Invalid User Agency
- Status Filed Must Be R or H
- Invalid Table-81 Value
- Invalid Table-83 Value
- Invalid Table-85 Value
- Continued on next page
Online Environment Error Messages, Continued

File Status
If the user has reached the BEGINNING OF FILE, END OF FILE or there are NO MORE RECORDS TO DISPLAY, the following messages may appear:

- Beg of File
- End of File
- End of File for Agency
- No More Records For ID
- No More Record To Display
- Reached Beginning of File
- Record End of File

Security
Invalid
If a user has NOT been set up in the FAACS SECURITY FILE OR DOES NOT HAVE THE APPROPRIATE SECURITY, the following messages may appear:

- No Security For Updating
- Security Violation
- Status Access Authorization Is Needed
- Status Code Security Violation

Deletion
Confirmation
To confirm whether TO DELETE A RECORD OR NOT, the following messages may appear:

- Delete Record (Y or N)
- Do You Want to Delete The Record
- The Data Entry Record Was Deleted

Miscellaneous
Messages
Data Item Is Longer Than Allowed - This message may appear during a data element change, when the data entered for the field is longer than the maximum allowable.
Routine Edit Error Messages

E060: Funding Source
Missing or Invalid
Valid codes for funding source are:
10 - General Obligation Bond
15 - Revenue Bonds
20 - Federal Grant
30 - Non-Federal Grant
40 - General Fund Revenues
45 - Virginia College Building Authority
47 - Virginia Public Building Authority
48 - Contributed Capital VPBA
50 - Special Fund Revenues
60 - Gifts/Donations
70 - Local Funds
80 - Other Funds
85 - Treasury Board Financing
87 - Other Installment Purchases
90 - Higher Education

If the expenditure document specifies fund 0100, Funding Source must be "40." See CAPP Topic No. 60304 for more information on Funding Source Codes.

E108: Asset Category
Missing or Invalid
Valid codes for asset category are:
1 - Land
2 - Buildings
3 - Improvements other than buildings
4 - Equipment

E109: Identification Number Cannot Be Spaces
Alpha or other non-numeric characters cannot be entered in the identification number filed.

E110: Acquisition Date
Must = MM/DD/YYYY
The date format is 2-digit month, 2-digit day, and 4-digit year.

E111: Acquisition Cost
Basis is Invalid
Valid codes are:
A - Appraisal
E - Estimate
H - Historical

Continued on next page
Routine Edit Error Messages, Continued

E112: Acquisition Cost Method is Invalid

**Valid codes are:**
- P - Purchase
- L - Lease *(This should never be used)*
- I - Installment Purchase
- C - Construction
- T - Trade-in
- D - Donation or gift
- O - Method other than those listed above
- N - Not applicable

E113: Asset Value < Cap Limit Must Control

A transaction has been entered as capitalizable with an amount below the cap limit. See also CAPP Topic No. 30305, *Capitalized and Controlled Assets.*

E114: Own Status Code is Missing or Invalid

**Valid codes are:**
- A - Owned by an agency of the Commonwealth of Virginia (COV)
- G - owned by COV and the federal government
- S - Federally owned
- F - Jointly owned by COV and another state
- C - Jointly owned by COV and a locality
- P - Jointly owned by COV and a private organization
- O - Other
- L - Leased *(“Leased” should never be used in FAACS as all leases should be entered in LAS not FAACS)*

E115: Availability Code is Missing or Invalid

**Valid codes are:**
- A - Available
- U - Unavailable
- S - Surplus

E116: Condition Code is Missing or Invalid

**Valid codes are:**
- A - Available
- U - Unavailable
- S - Surplus

Continued on next page
Routine Edit Error Messages, Continued

E117: Tag Indicator is Missing or Invalid

Valid codes:
- Y - Yes
- N - No

E118: Nomenclature Invalid for Asset Category

A list of valid nomenclature codes is located in CAPP Topic No. 60302, Nomenclature Codes.

E119: Nomenclature Code is Missing or Invalid

A list of valid nomenclature codes is located in CAPP Topic No. 60302, Nomenclature Codes.

E120: Fiscal Year is Not Numeric

Fiscal year must be a 4-digit number.

E121: Fiscal Month is Not Numeric

Fiscal month must be a 2-digit number.

E122: Fiscal Month Cannot be Greater Than 12 or Less Than 1

Fiscal month must be a number between 1 to 12, inclusive.

E123: Acquisition Date Greater Than Current Date

The acquisition date cannot be greater than the current date.

Continued on next page
Routine Edit Error Messages, Continued

---

E124: Quantity is Not Numeric
Quantity is a 6-digit numeric field.

---

E125: Responsible Position is Missing
Responsible position is a 12-digit alpha/numeric field.

---

E126: Last Physical Inventory Date Must = MM/DD/YYYY
The date format is 2-digit month, 2-digit day, and 4-digit year.

---

E128: Location Building ID is Missing
Building ID is a 5-digit alpha/numeric filed.

---

E130: Acquisition Date Must Be in the Current Fiscal Year
*When it becomes necessary to enter an asset with a prior year(s) acquisition date, you must contact DOA via email to release this transaction in FAACS.*

---

E131: Missing/Invalid FIPS Code
The FIPS code is a required field and must contain a valid FIPS number.

---

E132: FIPS: Code Not Found in FIPS Table
The FIPS code is a required field and must contain a valid FIPS number.

---

E133: Negotiated Use Allowance is Invalid
This represents the negotiated use allowance granted for an asset in indirect cost pool. The current rates are 2% for buildings and 6 2/3% for equipment.
Routine Edit Error Messages, Continued

E134: Salvage Value is Not Numeric
Salvage value is a 12-digit number.

E135: Missing Description Line
The first description line is required.

E136: Component Agency is Invalid
The agency code has not been set up in the Universal Descriptor table. A valid agency number must be used.

E137: Component Category is Invalid
Valid codes for asset category are:
1 - Land
2 - Buildings
3 - Improvements other than buildings
4 - Equipment

E138: Component Identification is Invalid
Component ID must exist on FAACS master file.

E139: Installation Date Must be MM/DD/YYYY
The date format is 2-digit month, 2-digit day, and 4-digit year.

E140: Acceptance Date Must Be MM/DD/YYYY
The date format is 2-digit month, 2-digit day, and 4-digit year.

E141: Agency Not Permitted to Input to FAACS
The agency code has not been set up in the Universal Descriptor table. A valid agency number must be used.

Continued on next page
Routine Edit Error Messages, Continued

E142: Asset is Not Owned and Not Controlled

Asset has an ownership status code of "L" and does not have the controlled indicator set to "C."

E143: Control Indicator Must be a "C" or Blank

A "C" is this field indicates that the agency wishes to control the asset within FAACS, and that it does not meet the Comptroller's criteria for asset capitalization. Otherwise this field should be blank.

E144: Nomenclature Code is Not Numeric

A list of valid nomenclature codes is located in CAPP Topic No. 60302, "Nomenclature Codes."

E145: Agency Loan To Code is Invalid

The agency code has not been set up in the Universal Descriptor table. A valid agency number must be used.

E146: Replacement Index Not Numeric

Replacement index must be a 12-digit number.

E147: Asterisk Invalid for Description 1

An asterisk cannot be placed in the description field when adding an asset.

E149: Last Physical Inventory Date Greater Than Current Date

Last physical inventory date cannot be greater than current date.

Continued on next page
Routine Edit Error Messages, Continued

E150: Useful Life Less Than 2 Years Must be Controlled
Asset should be controlled, if useful life is less than 2 years

E151: GFAAG Fund Disallowed for Agency
Fund code 15 is not allowed for this agency

E160: Component ID Not Found in Masterfile
Component ID must exist on the FAACS master file.

E169: Nomenclature Code Not Found in Tables
A list of valid nomenclature codes is located in CAPP Topic No. 60302, Nomenclature Codes.

E170: Acquisition Date Must = MM/DD/YYYY
The date format is 2-digit month, 2-digit day, and 4-digit year.

E171: Cost Code Invalid
The cost code has not been set up in the Universal Descriptor table. A valid cost code number must be used.

E179: Acquisition Date is Not Numeric
The date format is 2-digit month, 2-digit day, and 4-digit year.

E180: Zero Not Allowed for Asset Quantity
The quantity cannot be zero.

Continued on next page
Routine Edit Error Messages, Continued

E181: Fund Code is Invalid or Missing
Valid codes are 1500, or codes in 0300 series, 0500 series, 0600 series, or 0700 series.

E189: Salvage Value Equals or Exceeds Acquisition Cost
Salvage value cannot be greater than or equal to the acquisition cost.

E191: Program is invalid or missing
A list of Program codes are located in CAPP Topic No. 60105, Program Codes.

E201: Service Area Code is invalid
A list of Service Area codes are located in CAPP Topic No. 60105, Program Codes.

E211: Element Code is Invalid
A list of Element codes are located in CAPP Topic No. 60105, Program Codes.

E231: Funding Code is Invalid
Funding source code is invalid. For list of valid funding source, see error message E060.

E239: Surplus Date Required For Surplus Code
The date format is 2-digit month, 2-digit day, and 4-digit year.

E240: Surplus Code Required for Surplus Date
A surplus code of “S” in the availability code field is required if a surplus date is entered.

Continued on next page
Routine Edit Error Messages, Continued

E241: Funding Amount is Not Numeric
Funding amount is a 12-digit number.

E249: Disposal Info Requires Disposal Code
Disposal information field is required if a disposal code is entered.

E250: Disposal Date Must = MM/DD/YYYY
The date format is 2-digit month, 2-digit day, and 4-digit year.

E251: Disposal Date is Missing
The date format is 2-digit month, 2-digit day, and 4-digit year.

E252: Disposal Proceeds Not Numeric
Disposal proceeds is a 12-digit number.

E253: Disposal Code is Invalid
Valid codes are:
- S - Sale or Trade-in
- A - Abandoned
- L - Lost or Stolen
- T - Transfer
- C - Casualty Loss
- K - Cannibalized

E254: Disposal Quantity Exceeds Asset Quantity
Disposal quantity cannot exceed the asset quantity.
Routine Edit Error Messages, Continued

E255: Surplus Date Must = MM/DD/YYYY
The date format is 2-digit month, 2-digit day, and 4-digit year.

E256: Maintenance Inception Must = MM/DD/YYYY
The date format is 2-digit month, 2-digit day, and 4-digit year.

E257: Maintenance Expiration Must = MM/DD/YYYY
The date format is 2-digit month, 2-digit day, and 4-digit year.

E258: Maintenance Renewal Date Must = MM/DD/YYYY
The date format is 2-digit month, 2-digit day, and 4-digit year.

E259: Warranty Expiration Date Must = MM/DD/YYYY
The date format is 2-digit month, 2-digit day, and 4-digit year.

E260: Maintenance Amount Field Not Numeric
Maintenance is a 12-digit number.

E261: Must be Plus or Minus for Cumulative Cost
Valid Codes are:
- - Minus
+ - Plus

E262: Replacement Value Not Numeric
Replacement value is 12-digit number.

Continued on next page
Routine Edit Error Messages, Continued

E263: Replacement Basis Code is Invalid
Valid codes are:
- S - System calculated
- A - Appraisal
- E - Estimated

E264: Actual Value is Not Numeric
Actual value is a 12-digit number.

E265: Actual Value Basis Code is Invalid
Valid codes are:
- S - System calculated
- A - Appraisal
- E - Estimated
- H - Historical

E266: Insurance Expiration Must = MM/DD/YYYY
The date format is 2-digit month, 2-digit day, and 4-digit year.

E267: Insurance Policy Type Code is Invalid
Valid codes are:
- S — Self-insured
- B — Blanket policy
- I — Individual policy

E277: Disposal Quantity is Not Numeric
Disposal quantity is a 6-digit number.

E278: Last Appraisal Date Must = MM/DD/YYYY
The date format is 2-digit month, 2-digit day, and 4-digit year.

Continued on next page
## Routine Edit Error Messages, Continued

<table>
<thead>
<tr>
<th>Error Code</th>
<th>Description</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>E279</td>
<td>Disposal Date Must Be in the Current Fiscal Year</td>
<td>When it becomes necessary to dispose of an asset with a prior year(s) disposal date, you must contact DOA via email to release this transaction in FAACS. Users will also be required to provide an explanation online.</td>
</tr>
<tr>
<td>E281</td>
<td>Transaction Code is Invalid or Missing</td>
<td>The transaction code is a required field and must be a valid code listed on the Universal Descriptor Table.</td>
</tr>
</tbody>
</table>
| E321       | Funding Source Required | [Refer to Error Message E060 for a list of valid funding source codes.]
| E330       | Asset Value Exceeds System Limitation | [Self-Explanatory] |
| E331       | Transaction Code Invalid | The transaction code is a required field and must be a valid code listed on the Universal Descriptor Table. |
| E339       | Useful Life Less Than Minimum Permitted | Useful life varies by more than 20% from that permitted by nomenclature code. |
| E340       | Useful LifeExceeds Maximum Permitted | Useful life varies by more than 20% from that permitted by nomenclature code |
| E351       | Project Code Required Program 998 | Refers to capital outlay project code only. |
| E361       | Program 998 Required Project Code | Refers to capital outlay project code. |
### Routine Edit Error Messages, Continued

<table>
<thead>
<tr>
<th>Topic</th>
<th>Error Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>E971: Change Not Allowed on Disposed Asset</td>
<td>[Self-Explanatory]</td>
</tr>
</tbody>
</table>

**Note:** The actual error messages shown above may appear slightly different in FAACS due to abbreviations or slashes, etc.
Example of Routine Edit Error Messages in FAACS

**FAACS Tables - Error Message Table**

<table>
<thead>
<tr>
<th>Severity Level</th>
<th>Error Number</th>
<th>Message</th>
<th>Form</th>
<th>Line</th>
<th>Element</th>
<th>Position</th>
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</thead>
<tbody>
<tr>
<td>E</td>
<td>001</td>
<td>ACTION CODE MUST BE A 1, 2, OR 3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E</td>
<td>002</td>
<td>DELETE AND RECORD NOT FOUND</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E</td>
<td>003</td>
<td>ACTION CODE ADD &amp; RECORD ON FILE</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
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