



Volume No. 3—Automated Systems Applications	TOPIC NO.	70305—Cardinal
Function No. 70300—FAACS Online	TOPIC	OVERVIEW
	DATE	July 2022

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Overview

Background The Fixed Asset Accounting and Control web-based Online System (FAACS) provides agency access to FAACS via the DOA Homepage.

The online system allows agencies to

- Enter new asset information,
 - Modify existing information, and
 - Correct transactions containing errors on the Transaction File.
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Online System Features Key features of the online system include:

- Menu Selections. A series of navigation menu offer options such as viewing summary or detailed asset information.
- On-screen edits. On-screen edits ensure that transactions meet minimum requirements before they are “released” to the system.
- Online access to system tables for quick reference.
- Screens designed in a similar format.
- Online access to all MASTERFILE information on FAACS.


Note: FAACS is 100% web-based and no longer uses the mainframe to process asset transactions. Therefore, whenever a transaction is “released” within the system,

- 1) **the corresponding data file such as the Masterfile or Financial Reporting File is updated immediately; and,**
- 2) **the “released” transaction will no longer appear on the Transaction File or the Summary File listings.**

Only transactions that have a status of “hold” or “incomplete” will appear in these listings. FAACS generates a report (FACW291R) during the nightly interface process to Cardinal showing all transactions that were “released” on a given day.

Training DOA offers training in the use of FAACS Online. CAPP Manual Function No. 70300 is designed to supplement training in the use of the online system.

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Overview, Continued

FAACS Online Navigational Options

The web-based FAACS system has been designed for ease of access and navigation within screens.

Use the mouse to point and click on menu buttons (left side of screens) or action buttons (top of screens) to execute functions and move around within the system.

The *Tab* key is programmed to move to the next data element during the data entry function.

Security

Security features include the ability to control employees who are allowed to "Release" asset transactions for processing and which employees are allowed to have only "Hold" status. A person with "Release" security should always save transactions as "Hold" during the data entry/update process to allow a second user to review the transactions prior to changing the status to "Release."

Agency Security Officers are defined and other security requirements are covered in CAPP Topic No. 70310, *Security*.


Interface Requirements

Summarized capital asset information is required for all agencies and institutions for the Annual Report of the Commonwealth. This information is obtained from the FAACS online system which interfaces with Cardinal or from agency-based capital asset systems. Interface requirements are published in CAPP Topic No. 70360, *Interface Requirements*.

Reports

The system produces reports that provide agencies and DOA with information on transactions "Released" each day for processing as well as transactions which are on "Hold" or which have a status of "Incomplete." The reports provide an audit trail of transactions processed and serve as a reminder of asset transactions still pending.

All FAACS reports/downloads may be viewed within the FAACS application.

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Online Data Entry and Inquiry Screen Layouts

Data Entry Screens

CAPP Topic No. 70325, *FAACS Online: Data Entry/Inquiry* highlights the various data entry fields and inquiry screens in FAACS and provides additional information.

Internal Control

Internal Control

For some data element fields, the system automatically defaults to the most used coding. Procedures should be in place at each agency to ensure that these defaults are identified and that changes to these fields are made when necessary.


Agencies should develop in-house procedures which ensure:

- Proper identification of data element fields to be entered in FAACS and
 - Appropriate reviews and reconciliations to ensure that actual data input to the system is accurate and correct.
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Contacts

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