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| <b>Volume No. 3—Automated Systems Applications</b>                                | <b>TOPIC NO. 70320—Cardinal</b> |
| <b>Function No. 70300—FAACS Online</b>  | <b>TOPIC System Flow</b>        |
|  | <b>DATE June 2023</b>           |

## Table of Contents

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|   |   |
|---|---|
| Overview .....                          | 2 |
| Introduction .....                      | 2 |
| System Flow .....                       | 2 |
| FAACS Financial Reporting File .....    | 3 |
| FAACS Master File .....                 | 3 |
| Diagram of FAACS System Flow .....      | 3 |
| Navigation .....                        | 4 |
| Main Menu .....                         | 4 |
| Additional Menus on the Main Menu ..... | 4 |
| Personal Options Menu .....             | 4 |
| Master File Menu .....                  | 5 |
| Transaction File Menu .....             | 5 |
| Summary File Menu .....                 | 5 |
| FAACS Tables Menu .....                 | 6 |
| Contacts .....                          | 6 |
| DOA Contact .....                       | 6 |
| Subject Cross References .....          | 6 |
| References .....                        | 6 |

|   |                                 |
|---|---------------------------------|
| <b>Volume No. 3—Automated Systems Applications</b>                                | <b>TOPIC NO. 70320—Cardinal</b> |
| <b>Function No. 70300—FAACS Online</b>  | <b>TOPIC System Flow</b>        |
|  | <b>DATE June 2023</b>           |

## Overview

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### Introduction

FAACS is accessed online using a standard web browser such as Microsoft Internet Explorer or Google Chrome. FAACS data input fields are subject to system edit criteria and error messages will appear when an invalid value is entered into a specific data field.

FAACS incorporates a Transaction File that lists any newly created asset transactions or “update” transactions with a status of “hold” or “incomplete.”

**FAACS is 100% web-based; this means that once a transaction is “released” it will no longer appear on the Transaction File. “Released” transactions immediately update the corresponding FAACS Master File or Financial Reporting File.**

Even though “released” transactions are no longer visible on the Transaction File; only transactions having “release” status will be sent to Cardinal during the nightly interface. Asset records with a “Hold” or “Incomplete” status will remain on the Transaction File until these records are reviewed, corrected and subsequently “released.” Automated screen edits monitor the data entry process and generally ensure that only valid data is entered into FAACS.

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### System Flow

Transactions residing on the Transaction File that have a “hold” or “incomplete” status are not processed in the nightly interface to Cardinal. As noted above, “released” transactions that have passed all the online edits **immediately update the FAACS Master File**. This requires users to modify internal control procedures to ensure that only reviewed and approved transactions are “released” from the Transaction File.

FAACS creates an interface that updates Cardinal balances each night. FAACS also generates a report (FACW291R) showing all transactions that were “released” on a given day. This report and others are available **directly within FAACS**.

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|   |                                 |
|---|---------------------------------|
| <b>Volume No. 3—Automated Systems Applications</b>                                | <b>TOPIC NO. 70320—Cardinal</b> |
| <b>Function No. 70300—FAACS Online</b>  | <b>TOPIC System Flow</b>        |
|  | <b>DATE June 2023</b>           |

## Overview, Continued

### FAACS Financial Reporting File

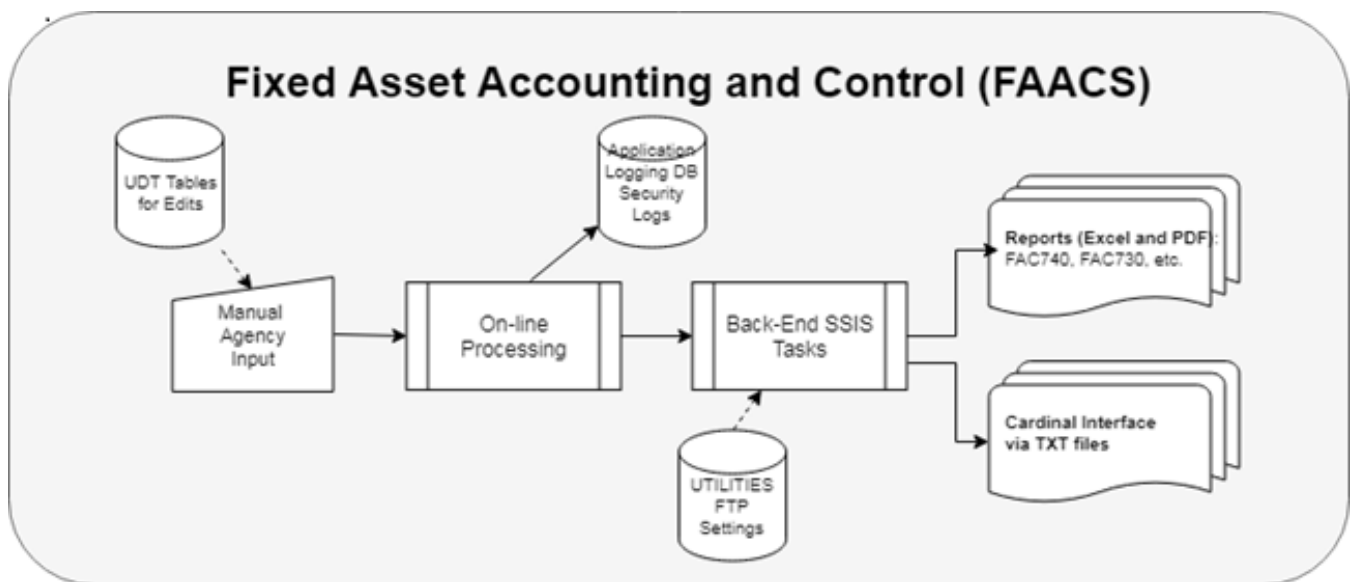
The FAACS Financial Reporting File is used to produce periodic financial reports, e.g., FAC730, FAC732, FAC 737, and 751, etc. (Refer to CAPP Topic No. 70365, *Reports*.)


These reports present beginning balance, debits, credits and ending balance for the reporting period (monthly, quarterly, fiscal year). See also the Cardinal Trial Balance Report/Download.

### FAACS Master File

The FAACS Master File contains detailed information in all capital asset reports. The Master File is used to create reports for the stewardship and control function of assets and for taking asset inventories.

## Diagram of FAACS System Flow



|   |                                 |
|---|---------------------------------|
| <b>Volume No. 3—Automated Systems Applications</b>                                | <b>TOPIC NO. 70320—Cardinal</b> |
| <b>Function No. 70300—FAACS Online</b>  | <b>TOPIC System Flow</b>        |
|  | <b>DATE June 2023</b>           |

## Navigation

### Main Menu

FAACS screens are accessed by using the Main menu which is displayed on the left hand side of the “Broadcast Messages” screen. Additional processing steps are accomplished by use of action buttons usually near the top of each screen within these menus.

### Additional Menus on the Main Menu


The FAACS Main Menu contains the following menus that allow the user to perform various tasks within FAACS.:

- Personal Options
- Master File
- Transaction File
- Summary File
- FAACS Tables
- Broadcast Messages
- Log Off

### Personal Options Menu

The Personal Options menu allows users to update their personal information such as passwords, telephone numbers, email addresses, challenge questions and hints. New users are required to update their initial DOA assigned passwords and create challenge questions and answers the first time that they log in to FAACS.

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|   |                                 |
|---|---------------------------------|
| <b>Volume No. 3—Automated Systems Applications</b>                                | <b>TOPIC NO. 70320—Cardinal</b> |
| <b>Function No. 70300—FAACS Online</b>  | <b>TOPIC System Flow</b>        |
|  | <b>DATE June 2023</b>           |

## Navigation, Continued

### Master File Menu

The Master File menu allows users to access the FAACS Master File. This allows users to generate new transactions that will ultimately update the Master File. The transactions may be:

- To add new assets to the Master File
- To change or delete assets currently residing on the Master File

The Master File menu allows access to the Master File for the inquiry function.

New transactions that have been generated in the Master File having a “hold” or “incomplete” status will be retained on the Transaction File. **Once the status of these transactions is changed to “release,” the transaction will immediately update the Master File. Updates to the Master File may be reviewed immediately in FAACS.**

“Released” transactions also update the Financial Reporting File. The Financial Reporting File interfaces with Cardinal nightly. Transactions having “Hold” or “Incomplete” status will remain on the Transaction File until corrected and “released” by a user with release capability.

### Transaction File Menu


The Transaction File menu allows access to the Transaction File. This file contains all transactions that have not yet been “released.” At any time prior to their release, all transactions residing on the Transaction File may be viewed, edited or deleted. **Changing the status from “Hold” to “Release” immediately updates the FAACS Master File and the “released” transaction will no longer be visible on the Transaction File.** Only users having “release” access to FAACS can change the status of a transaction on the Transaction File from “Hold” to “Release.”

### Summary File Menu

Summary entries are entries that impact the FAACS financial reporting file, but do not create a permanent record on the FAACS Master File. For most FAACS users, Summary entries are created to track Construction-in-Progress (CIP).

The Summary Maintenance menu is used to generate and view, change and/or delete summary entries. This menu is used also to correct error file items associated with Summary entries.

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|   |                                 |
|---|---------------------------------|
| <b>Volume No. 3—Automated Systems Applications</b>                                | <b>TOPIC NO. 70320—Cardinal</b> |
| <b>Function No. 70300—FAACS Online</b>  | <b>TOPIC System Flow</b>        |
|  | <b>DATE June 2023</b>           |

## Navigation, Continued

### FAACS Tables Menu


The FAACS Tables menu allows users access to view FAACS tables. Tables that may be viewed are:

- Data Element Table
- Error Message Table
- Federal Cost Category Table
- Funding Source Table, and
- Nomenclature Table

## Contacts

### DOA Contact

Financial Reporting Project Lead

 (804) 225-2257

FAX (804) 225-2430

 [faacs@doa.virginia.gov](mailto:faacs@doa.virginia.gov)

## Subject Cross References

### References

CAPP Topic No. 70365, *Reports*