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Overview

Transactions

Three types of transactions may be input into FAACS.

- An **add** transaction is appropriate when a new asset has been acquired and is to be added to the FAACS Master File.
- A **change** transaction is generated when a change is to be made to an existing asset record on the Master File.
- A **delete** transaction will remove an existing asset record from the Master File.

Caution: Delete transactions should only be used on rare occasions. Delete transactions do not leave an audit trail. They merely eliminate the asset record including all accumulated depreciation. A delete transaction should only be used to remove incorrect information from the Master File that can not be removed in any other way. The incorrect data will presumably be replaced by correct data. One **exception** to this rule is for "controlled" assets. Controlled assets should be "deleted" rather than "disposed" since these records will never purge from the FAACS Master File when they are "disposed."

Do not confuse **delete** with **disposal**. When an asset has been traded in, lost, stolen or transferred to DGS for sale as surplus, its Master File record should not be deleted. Instead, a change transaction that modifies the asset record to include disposal information should be entered. Three years after the disposal date entered in the asset record, the record will be purged by the system. The resulting *Purged Asset Report* serves as an audit trail for the disposal process.

Key Field Information

The FAACS Master File contains a 1500-byte record for each asset that is entered. Each asset record is identified by its "key" field information and is the *address* field. Three data elements comprise the key field information as follows:

- Agency number (3 characters)
- Asset Category (1 character).
  1 = land; **2 =** buildings; **3 =** infrastructure; **4** = equipment
- FAACS ID (9 characters). This typically is or incorporates the asset's tag number for equipment. All nine characters must be filled. If the tag number, and/or other relevant information to be included, is less than 9 characters, the left most characters should be zero filled.

Continued on next page

Overview, Continued

Data Elements

Each record contains a uniform set of data elements. Data elements vary from one to 25 characters (or bytes) in length totaling 1500 bytes for each record. Data elements contain specified information in a predetermined format for each data element. The data elements are subject to systems edits to ensure that only properly formatted and appropriate data is contained.

Some data elements are required. An asset can not be added to the system unless all required data elements contain valid and appropriately formatted data. The remaining data elements are optional. Most data elements are formatted to accept alpha/numeric data and are left justified. Some data elements are formatted to contain dollar amounts. These accept numeric data only in dollars and cents (with decimal) format, are right justified.

For a listing of all FAACS data elements that includes relevant information on each, refer to *FAACS Data Elements* in this subtopic.

Systems Edits

Data entered into each data element or field is subject to systems edits. This is to ensure that inappropriate data is not entered into a field. This topic includes detailed specifications for valid data to be entered into each of the data elements.

If the data is in the FAACS Universal Descriptor Table (UDT), an on-line table lookup is performed to ensure that the data is valid and agrees to the UDT.

Tables

FAACS is a table-driven system. A table is a file that contains only valid data elements. Where applicable, transaction data is compared to tables as part of the edit process.

FAACS tables include:

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

Continued on next page

Overview, Continued

Tables, continued

Universal Descriptor Tables include:

- Universal Descriptor Tables, i.e., agency, program, project, FIPS code and cost code tables.
- Transaction Code Decision Table. The transaction code must match the asset category used.

The user may access FAACS tables for inquiry purposes but the Universal Descriptor Tables and Transaction Code Decision Table are not available online.

FAACS Screens

Overview

Data entry and inquiry functions are accessed through the use of menu buttons listed on the Main menu. Refer to CAPP Topic No. 70320, *System Flow*, for information on how transactions are processed in FAACS. For inquiry or input of new (add, change or delete) transactions, access the Master File through the Master File menu button on the Main menu. To access transactions that have been previously entered but not yet approved because the transaction status is "hold" or "incomplete" access the Transaction File by using the Transaction File menu button on the Main menu.

Note: Once the status of a transaction record has been changed to "release" and the record does not contain any errors, the record will immediately update the Master File and can no longer be viewed on the Transaction File.

To enter summary transactions (CIP) use the Summary File menu button on the Main menu.

The on-line system has two basic presentations for asset records. These are the

- Detailed FAACS asset record, and
- Summarized asset information

Continued on next page

FAACS Screens, Continued

Detailed FAACS Asset Record

This presents one asset record at a time and includes all the data elements for the asset record. The Master File – View Record Detail screen allows the user to view all data elements.

Master File - View Record Detail Processing Window

Master File List | Edit Record | Delete Record | Add New Record | View Transaction History | PDF

Agency	Category:	ID:	Status:	Dep Calculated:
151	2 - Buildings	000095202	Master File Record	10/31/2019

Asset Description 1	Asset Description 2	Asset Description 3	Asset Description 4
LEASEHOLD IMPROVEMENTS	CEILING, PAINT,FLOOR DEMO		

Building ID	FIPS	Wing	Floor	Room	Responsible Position	Responsible Description
00133	760				DIR 0F ADMIN	

ACQ Basis	Availability	ACQ Method	Ownership Status	Condition
H - Historical Cost	U - Unavailable	P - Purchase	A - By VA Agency (COV)	O - Operable

Tag	Control Indicator	Organization	ACQ Date	Surplus Date
Y - Yes	Capitalized		06/25/2012	

Nomenclature	Useful Life	Vendor ID	Agency List Number	Voucher
09200003500	020			15110379

PO Number	Fiscal Funding Year	Fiscal Funding Month	Quantity	Last Inventory Date
	2012	12	1	02/28/2019

Disposal Date	Disposal Proceeds	Disposal Code	Disposal Quantity	Disposal Description

Serial Number	Model	Manufacturer	Comp Agy	Comp Cat	Comp ID	Salvage Value
						0.00

TRN	FUND	PRG	SA	EL	PROJ	CC	AMOUNT	FS	GRANT OR CONTRACT	ORG	ACCUM DEP	DEP EXP
614	1500	799					451,036.00	40	SPWO #54859		167,259.44	7,517.26

Continued on next page

FAACS Screens, Continued

Summarized Asset Information

This presents one line of information for each asset displayed but allows as many as twenty assets to be viewed at one time on a screen. The information displayed for each asset in this mode includes FAACS Key field information (agency number, category and FAACS ID), asset description, acquisition date, disposal code (if the asset has been disposed) and funding amount. The summary presentation includes the ability to click on "detail" button by each asset presented to access to the detailed information for the selected asset.

FAACS Master File Maintenance

Processing Window

Agency: 151 | Category: All | Identification: | Control: All | Disposal: All | Fully Depreciated: All | View | Add New Record | XLS

Records 1 - 50 of 314 First Previous Next Last

	Agency	Category	ID	Description	ACQ Date	Control	Disposal	Fully Depreciated	Fund Amount
Detail	151	2 - Buildings	000095202	LEASEHOLD IMPROVEMENTS	06/25/2012	Capitalized		No	451,036.00
Detail	151	2 - Buildings	000095208	LEASEHOLD IMPROVEMENTS	04/01/2013	Capitalized		No	68,099.00
Detail	151	3 - Infrastructure	000060901	CARDINAL FINANCIAL SYSTEM	07/01/2016	Capitalized		No	64,090,572.84
Detail	151	3 - Infrastructure	000060902	CARDINAL UPGRADE	06/01/2017	Capitalized		No	10,993,666.80
Detail	151	3 - Infrastructure	000061502	PB SYSTEM BASE	09/01/2010	Capitalized		No	6,279,277.00
Detail	151	3 - Infrastructure	000061503	PB SYSTEM UPGRADE	03/01/2013	Capitalized		No	6,686,174.00
Detail	151	4 - Equipment	000000034	PERSONAL COMPUTER	03/09/1984	Controlled	T - Transfer Out	No	3,070.00
Detail	151	4 - Equipment	000000729	XEROX FAX MACHINE	06/20/1990	Controlled	T - Transfer Out	No	3,384.00
Detail	151	4 - Equipment	000000752	DELL P111 450KGXL/M	09/03/1999	Controlled	T - Transfer Out	No	989.00
Detail	151	4 - Equipment	000000753	DELL PIII 450K GXVM & BAS	06/23/1999	Controlled	T - Transfer Out	No	1,512.00
Detail	151	4 - Equipment	000000754	DELL P111 450KGL/M BASE	06/18/1999	Controlled	T - Transfer Out	No	1,459.00
Detail	151	4 - Equipment	000000755	DELL P111 450 GXL/M BASE	06/03/1999	Controlled	T - Transfer Out	No	1,560.00
Detail	151	4 - Equipment	000000756	TEKTRONIX 850 PP COLOR	06/02/2000	Controlled	T - Transfer Out	No	3,008.81
Detail	151	4 - Equipment	000000757	DELL 667 MHZ/133	06/08/2000	Controlled	T - Transfer Out	No	1,585.00
Detail	151	4 - Equipment	000000759	DELL 667 MHR/133	06/08/2000	Controlled	T - Transfer Out	No	1,585.00
Detail	151	4 - Equipment	000000760	DELL 667 GX110/M BASE	06/09/2000	Controlled	T - Transfer Out	No	1,561.00
Detail	151	4 - Equipment	000000762	DELL 667 GX110/M BASE	06/09/2000	Controlled	T - Transfer Out	No	1,561.00
Detail	151	4 - Equipment	000000763	DELL LATITUDE PENTIUM	06/07/2000	Controlled	T - Transfer Out	No	3,743.00

Continued on next page

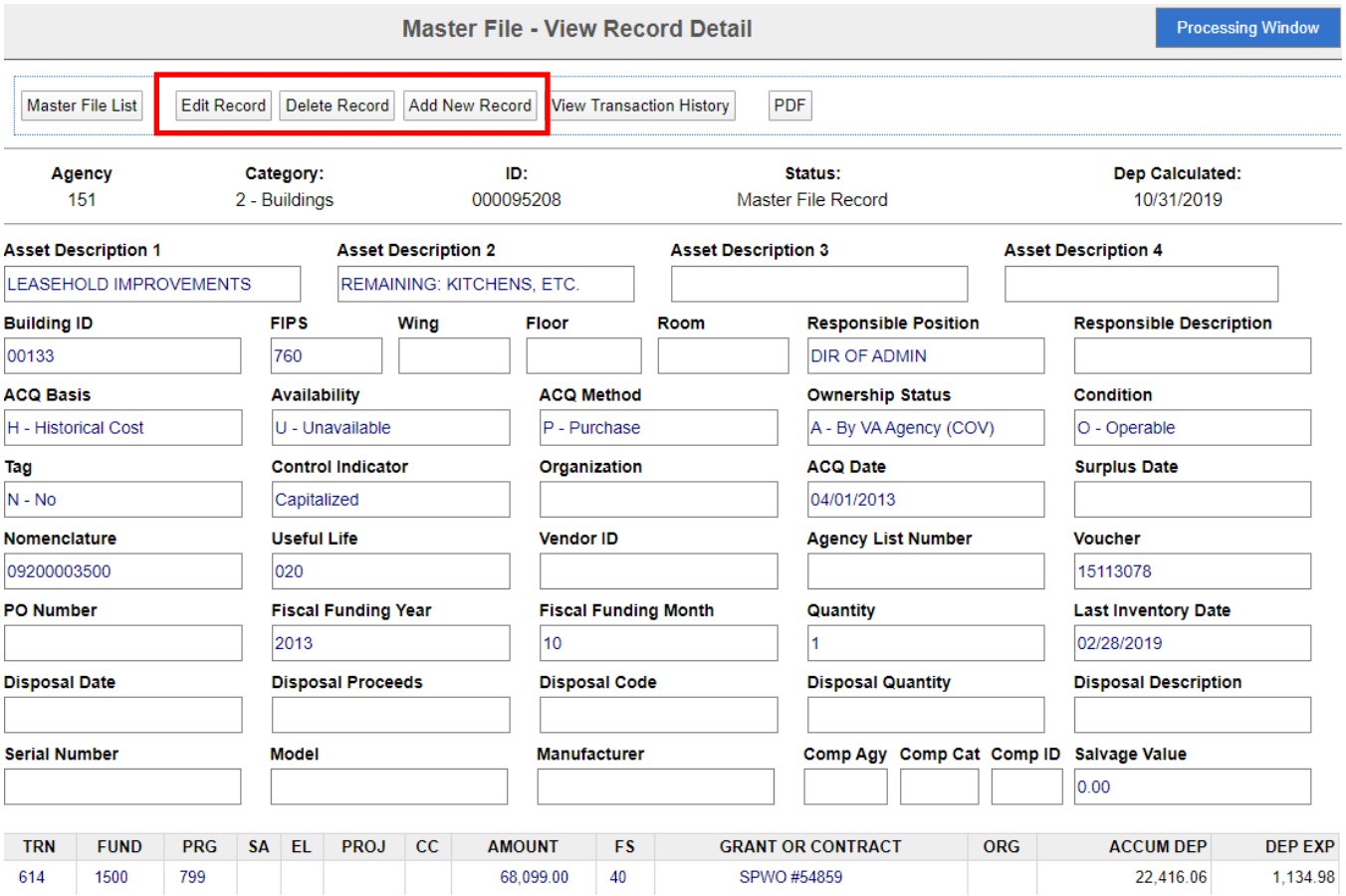
FAACS Screens, Continued

Inquiry

The inquiry function may be used in both formats. The Master File can be scrolled backward and forward in either presentation.

Navigation around FAACS is accomplished by clicking on the various menu buttons within the Main menu (refer to CAPP Topic No. 70320, *System Flow*). Actions within the screens are accomplished by using the various action buttons near the top of each screen.

Use of the action buttons is straightforward. For example, **to edit, delete or add new record**, click on the appropriate button. When data has been entered, click on the **Accept** button. Inquiry users my only review transactions or download reports.



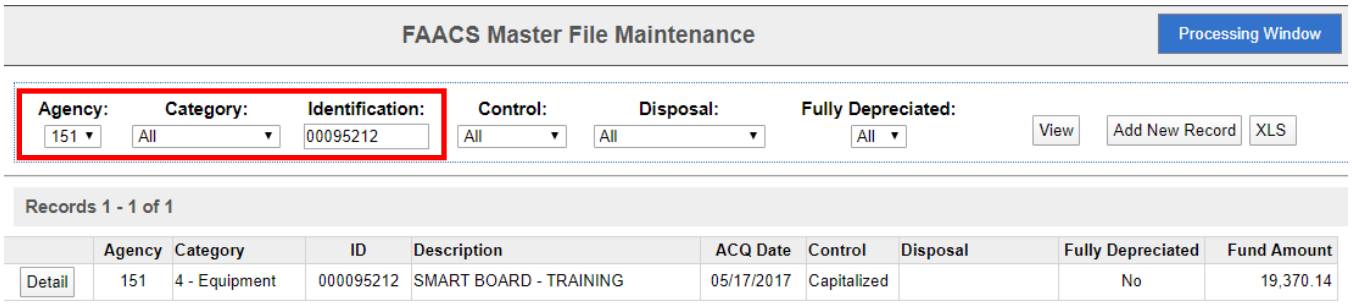
Use of Main Menu

Overview

The various menu buttons on the Main menu allow user access for both data entry and inquiry depending upon the user's security access.

Master File Listing

"The Master File Listing" allows the user to enter an agency number, an asset category and a specific FAACS ID for an asset. Click on the **View** action button to obtain a screen that presents summary asset information for the FAACS asset identification number entered. If a FAACS ID is not entered, the presentation begins with the lowest FAACS ID for the category entered. Below is an example of where a specific Master File asset identification number was entered. Clicking the "View" button displayed the requested asset in summary format.



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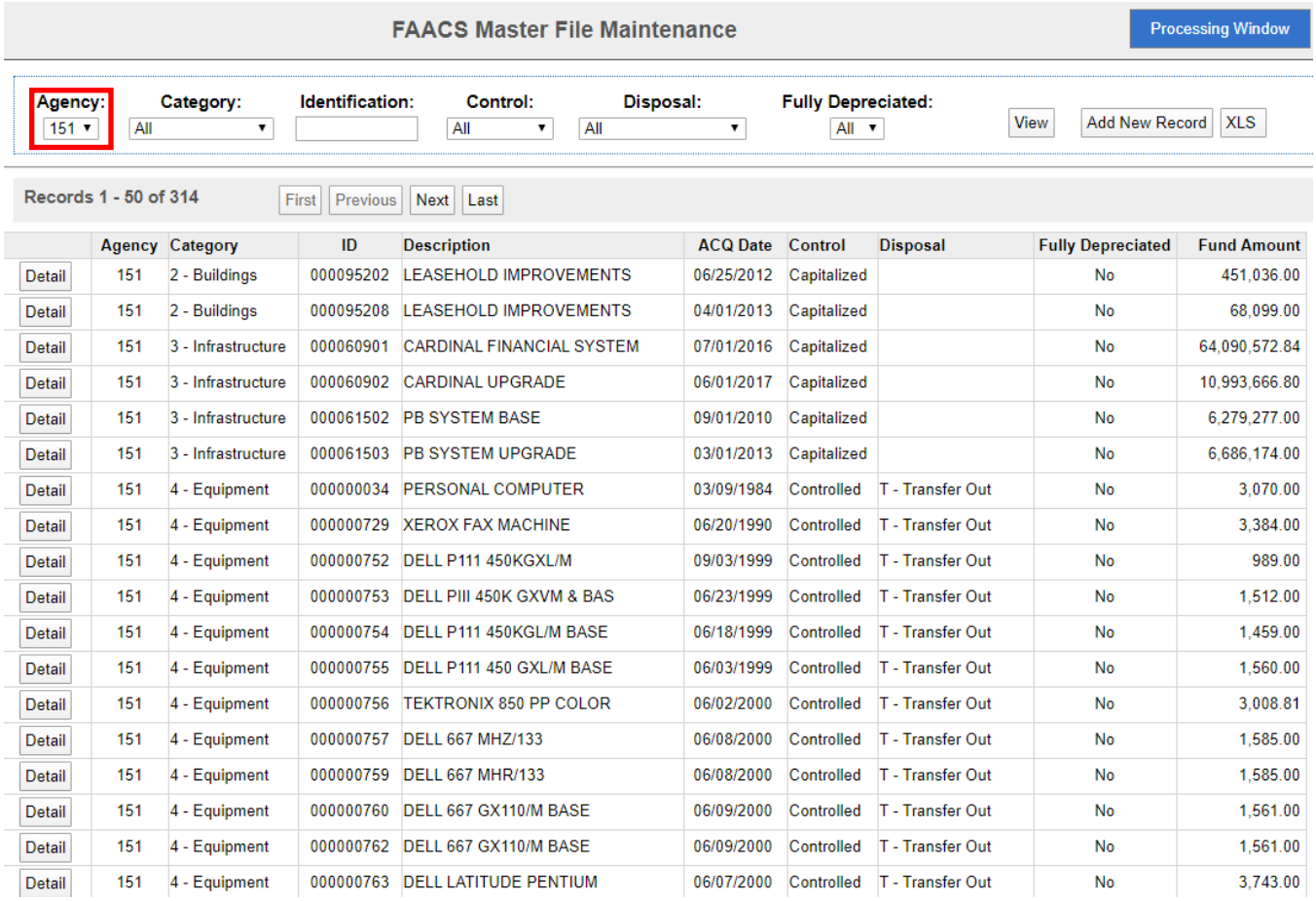
Use of Main Menu, Continued

Master File Listing, continued

When you click the Master File button in the Main menu, you will get a summarized asset information screen by selecting the agency number.



	Agency	Category	ID	Description	ACQ Date	Control	Disposal	Fully Depreciated	Fund Amount
Detail	151	2 - Buildings	000095202	LEASEHOLD IMPROVEMENTS	06/25/2012	Capitalized		No	451,036.00
Detail	151	2 - Buildings	000095208	LEASEHOLD IMPROVEMENTS	04/01/2013	Capitalized		No	68,099.00
Detail	151	3 - Infrastructure	000060901	CARDINAL FINANCIAL SYSTEM	07/01/2016	Capitalized		No	64,090,572.84
Detail	151	3 - Infrastructure	000060902	CARDINAL UPGRADE	06/01/2017	Capitalized		No	10,993,666.80
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Detail	151	3 - Infrastructure	000061503	PB SYSTEM UPGRADE	03/01/2013	Capitalized		No	6,686,174.00
Detail	151	4 - Equipment	000000034	PERSONAL COMPUTER	03/09/1984	Controlled	T - Transfer Out	No	3,070.00
Detail	151	4 - Equipment	000000729	XEROX FAX MACHINE	06/20/1990	Controlled	T - Transfer Out	No	3,384.00
Detail	151	4 - Equipment	000000752	DELL P111 450KGXL/M	09/03/1999	Controlled	T - Transfer Out	No	989.00
Detail	151	4 - Equipment	000000753	DELL PIII 450K GXVM & BAS	06/23/1999	Controlled	T - Transfer Out	No	1,512.00
Detail	151	4 - Equipment	000000754	DELL P111 450KGL/M BASE	06/18/1999	Controlled	T - Transfer Out	No	1,459.00
Detail	151	4 - Equipment	000000755	DELL P111 450 GXL/M BASE	06/03/1999	Controlled	T - Transfer Out	No	1,560.00
Detail	151	4 - Equipment	000000756	TEKTRONIX 850 PP COLOR	06/02/2000	Controlled	T - Transfer Out	No	3,008.81
Detail	151	4 - Equipment	000000757	DELL 667 MHZ/133	06/08/2000	Controlled	T - Transfer Out	No	1,585.00
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Detail	151	4 - Equipment	000000762	DELL 667 GX110/M BASE	06/09/2000	Controlled	T - Transfer Out	No	1,561.00
Detail	151	4 - Equipment	000000763	DELL LATITUDE PENTIUM	06/07/2000	Controlled	T - Transfer Out	No	3,743.00

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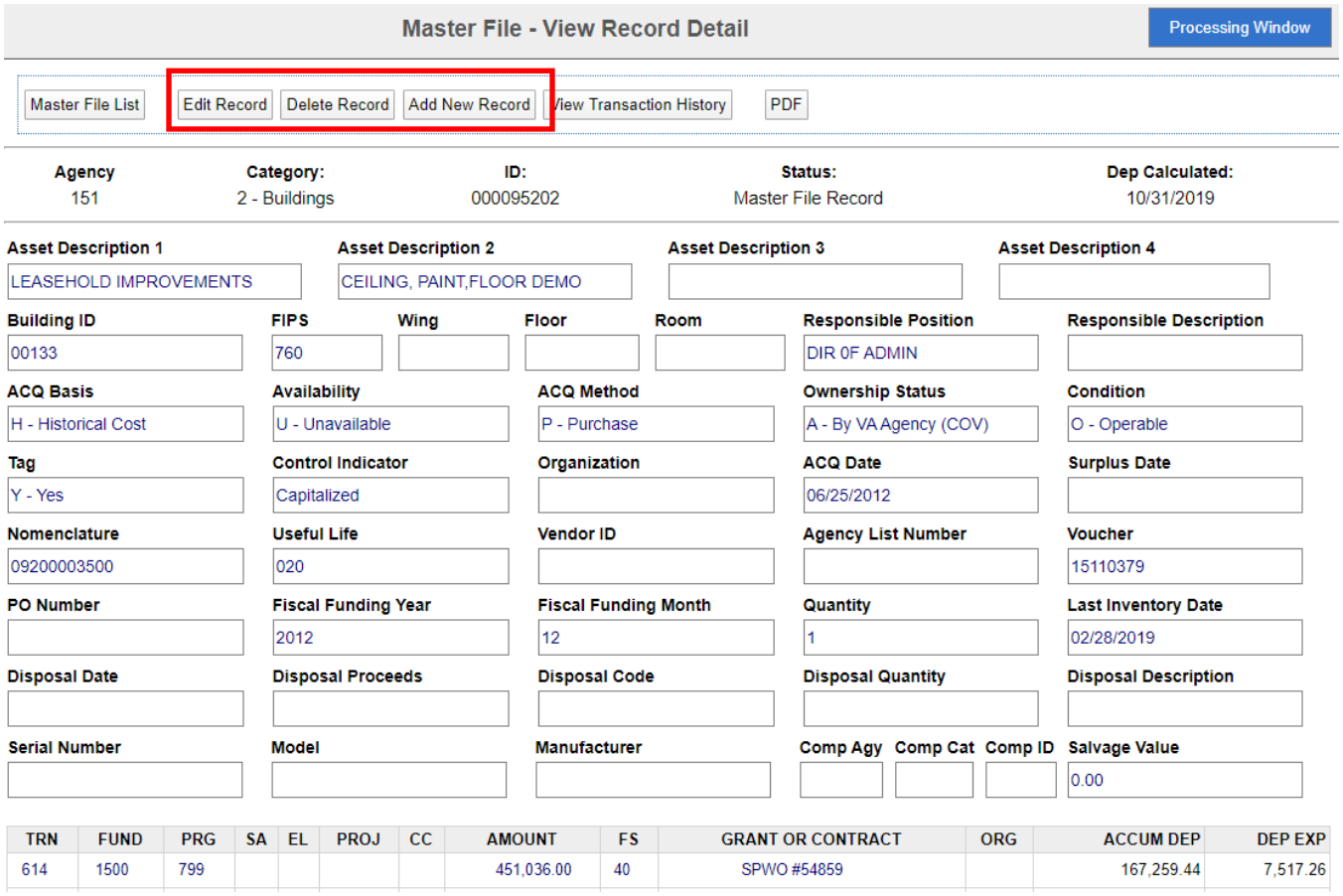
Use of Main Menu, Continued

Detail, Edit, or Add New Record

Selecting the "**Detail**" button in the Master File listing screen allows the user to "**Edit** or **Delete**" the existing record or to "**Add New Record**" to the Master File record.



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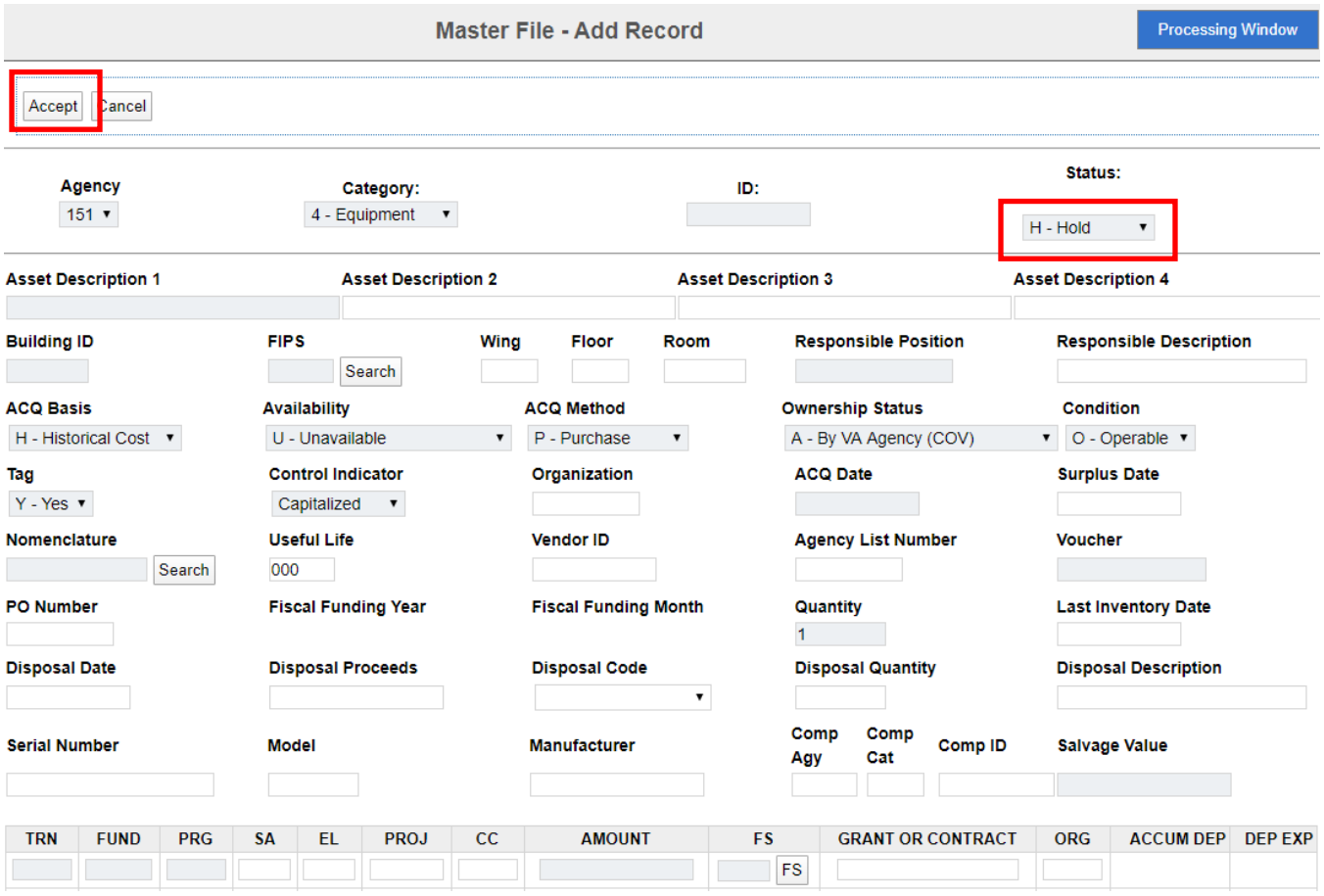
Use of Main Menu, Continued

Detail, Edit, or Add New Record, continued

Data entry is accomplished using the detailed record screen format. To add an asset, use the "**ADD New Record**" action button obtain a blank detailed screen. Enter the information into the data elements as appropriate and click "Accept." Note that the "add" record defaults to a status of "hold" which allows a second user to review and approve the transaction prior to "release."



Create A New Transaction

Overview

To create a new transaction, access the Master File via the **Master File menu button** in the Main menu. Choose the "**Add New Record."** A basic screen that contains the first asset (lowest FAACS ID number) that your security allows will appear. If the user wants to access the detail screen of an specific asset and knows the FAACS ID, this may be accomplished by clicking in the FAACS ID field, entering the number of the desired asset record and clicking "View."

Adding a New Asset

To add an asset, click on the "**ADD New Record"** action button. This will clear the screen to accept data for the new asset being added. Key the data into the screen. Be sure all required fields contain appropriate data. Required fields are highlighted in light grey, while optional fields are white.

While in the data entry mode, you will be able to access several tables that will assist in the data entry function. These are:

- FIPS code table
- Nomenclature code table
- Funding source code table

The next three screens demonstrate accessing the FIPS code table screen. The nomenclature code and funding source code tables are accessed in a similar manner during data entry when adding an asset.

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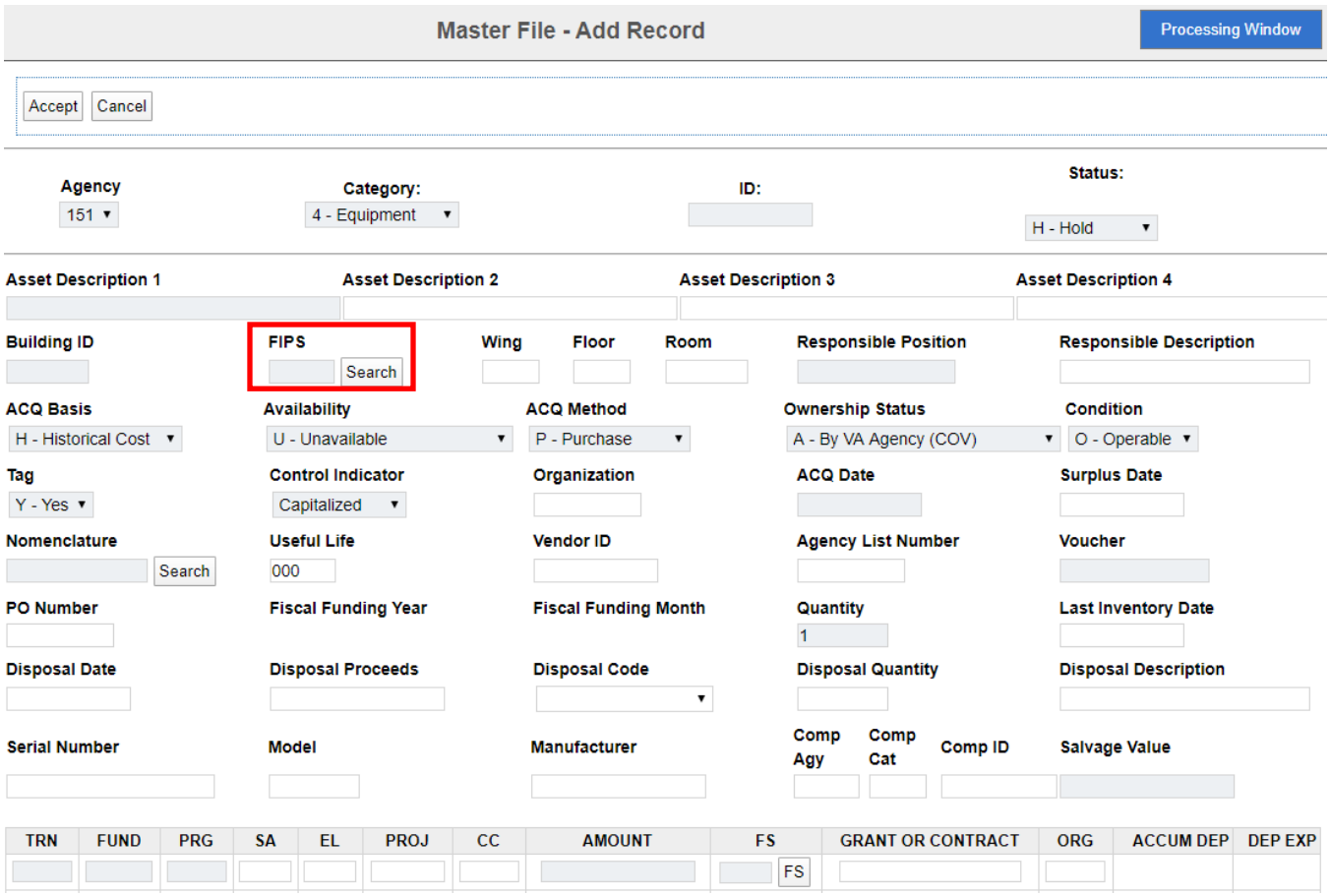
Create A New Transaction, Continued

Adding a New Asset, continued

Note the "Search FIPS" button on this screen for adding a new asset record.



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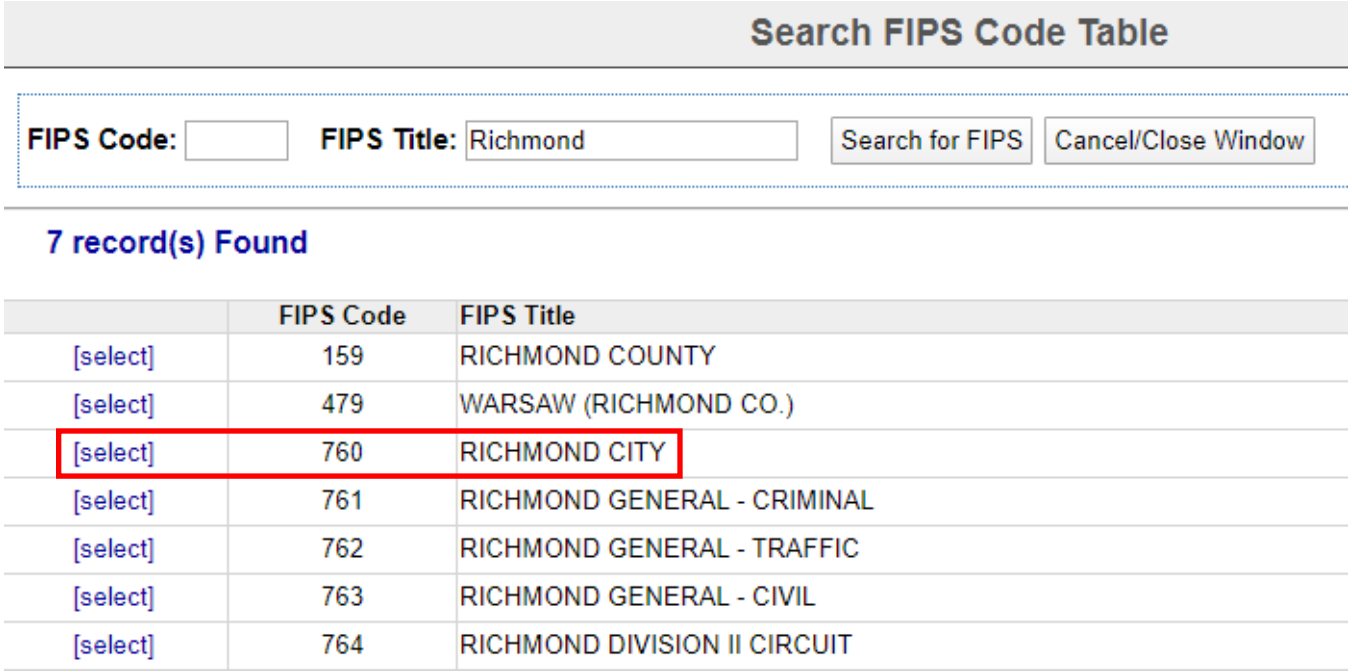
Create A New Transaction, Continued

Adding a New Asset, continued

Clicking on the "Search FIPS" button will access the search FIPS table screen. Key in the FIPS location you are looking for (in this example, Richmond).

Click on "Search" and the relevant part of the table will be displayed on the screen.

To choose the desired code, click on "select." In this example the Richmond City was selected.



	FIPS Code	FIPS Title
[select]	159	RICHMOND COUNTY
[select]	479	WARSAW (RICHMOND CO.)
[select]	760	RICHMOND CITY
[select]	761	RICHMOND GENERAL - CRIMINAL
[select]	762	RICHMOND GENERAL - TRAFFIC
[select]	763	RICHMOND GENERAL - CIVIL
[select]	764	RICHMOND DIVISION II CIRCUIT

Data elements that have a limited number of allowable choices have drop down menus with these choices. These have default positions that are the most used of the choices.

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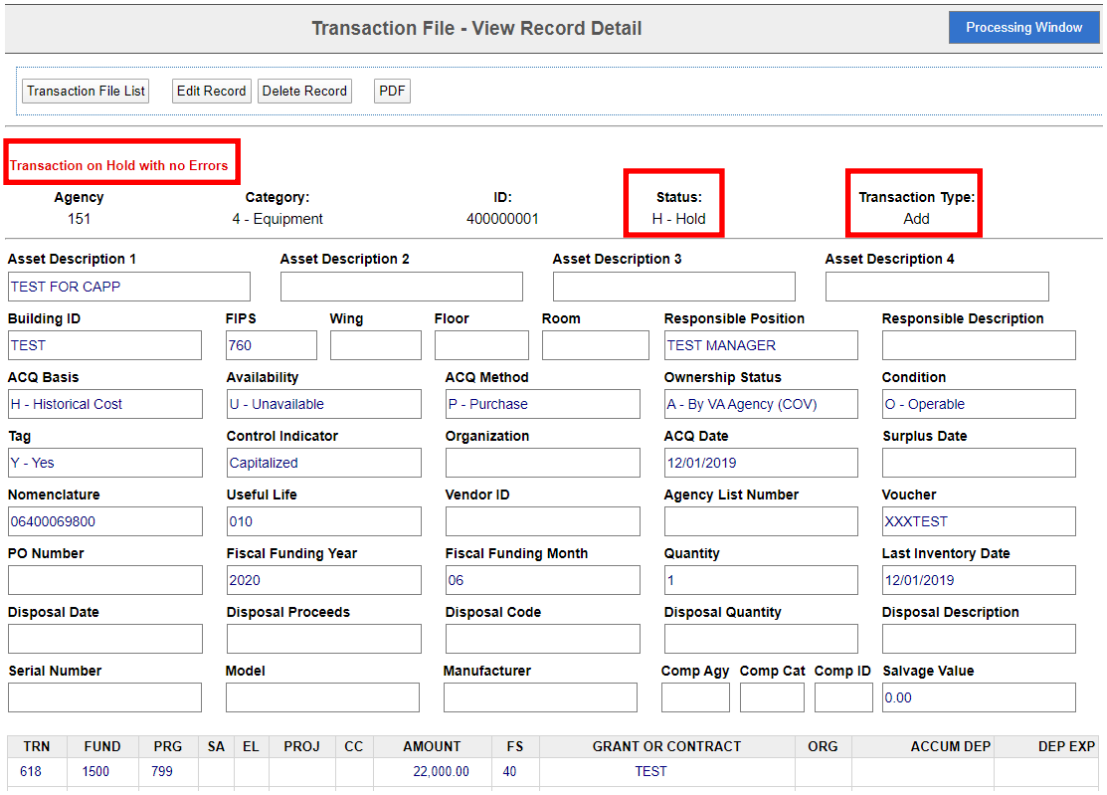
Create A New Transaction, Continued

Adding a New Asset, continued

When you have completed entering data, click on "**ACCEPT.**" If all required data was entered and was valid, you will get a message that the "add" was successful and the new asset record is now on the Transaction File.



If any of the required fields have been omitted or if data entered was not valid, you will get an error message that the transaction is incomplete. You will get an error message at the top of the screen and the data element(s) that are incorrect will be highlighted in red. Go to the data elements with incorrect data and correct them. Click on "**ACCEPT**" and the message should indicate a successful outcome.

The ADD transaction has now been created without errors on the Transaction File with a status of "hold". Once the record has been reviewed and approved by a second user, the status can be changed to "release." **The "release" transaction will immediately update the Master File and will no longer appear on the Transaction File**.

Continued on next page

Create A New Transaction, Continued

Changing an Existing Asset

To make a change to an existing asset record, access the asset record on the Master File via the **Master File listing**. If you know the FAACS ID of the asset you wish to change, enter the asset identification number and other fields (agency number, category) for the asset. Click on "**View"** button near the top the screen. This will bring up the summary asset information screen for the asset. Click on **"Detail"** button to the left of the asset number and the detail screen for the asset is presented.

Next, click on **Edit**. This allows you to edit or make changes to the asset record. Tab to the field(s) that you wish to change. Key in your changes and click on **Accept** button for the changes to be incorporated into the asset record. A message indicating that the transaction has been entered successfully should appear.

If invalid information has been entered, you will get a message that the transaction is incomplete. You will get an error message at the top right hand side of the screen and the data element(s) that are incorrect will be highlighted in red. Go to the data elements with incorrect data and correct them. Click on **Accept** button and this time, the message should indicate a successful outcome.

The change transaction has been created on the transaction file. Once the record has been reviewed and approved by a second user, the status can be changed to "release." **The "release" transaction will immediately update the Master File and will no longer appear on the Transaction File**. If the transaction status is not changed from "hold", it will remain on the Transaction File until it is "released." Transactions left on "hold" will be purged after 60 days.

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Create A New Transaction, Continued

Deleting an Existing Asset

To delete an existing asset, you must access the detailed asset record on the Master File. See above directions for accessing a detailed asset record under **Changing an Existing Asset**. To delete the record, click on "**Delete"** button. You will get a message asking you to confirm your intention to delete the asset. You will also have to provide justification as to why you are deleting the asset record. Click accordingly using either the "**Accept"** (or "**Cancel"**) button. You will get a message indicating that your delete transaction has been created.

The delete transaction has been created on the transaction file. **Once the delete transaction has been reviewed and approved and the record status has been changed to "release," clicking on the "accept" button immediately updates the Master File. The record is no longer visible on the Transaction File or the Master File.**

Existing Transactions Residing on the Transaction File

Editing Existing Transactions

New transactions that have been created reside on the Transaction File until being "released." Once the record has been reviewed and approved by a second user, the status can be changed to "release." **The "release" transaction will immediately update the Master File and will no longer appear on the Transaction File**.

You may access transactions on the Transaction File at any time prior to "release." Transactions on the transaction file may be viewed, changed, deleted or have their status changed up until being "released." The Transaction File contains a listing of all transactions that are waiting to be released. These transactions residing on the Transaction File includes both "hold" or "incomplete" transactions.

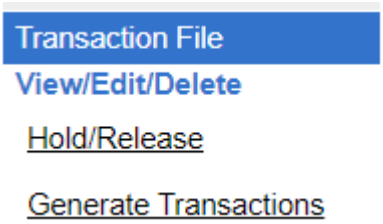
To access the transaction file, choose the Transaction File menu button on the Main Menu bar. The choices offered below are available in the Transaction File menu.

- View/Edit/Delete
- Hold/Release
- Generate Transactions

Continued on next page

Existing Transactions Residing on the Transaction File, Continued

Note the choices from the Transaction File menu button on the screen below.



Clicking on the Transaction File menu button displays all transactions on the Transaction File in the summary format (based on the user's security profile). Users may also display a specify Transaction File asset by entering key information such as the agency number and asset identification number. Clicking on "**Detail**" button to the left of the desired asset number will access the detailed information format for the asset. The Transaction File listing works in the similar manner as the Master File listing.

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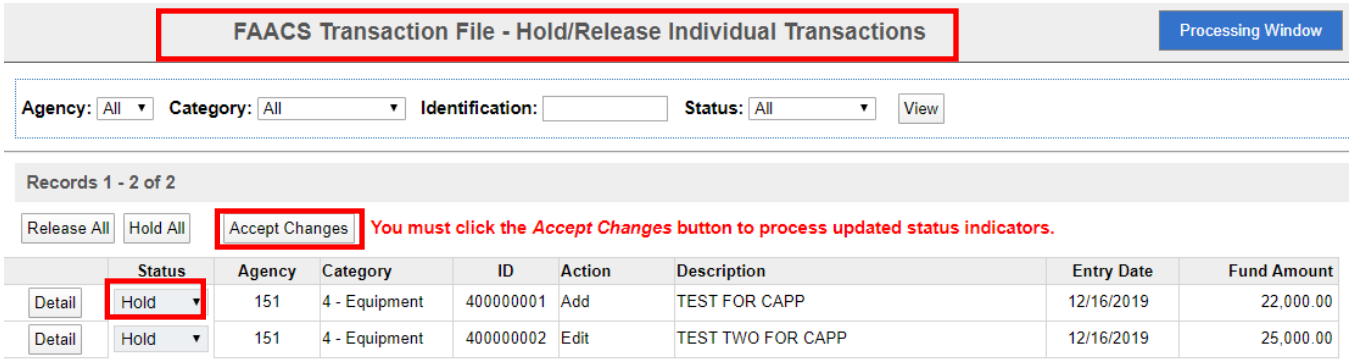
Existing Transactions Residing on the Transaction File, Continued

"**View**" allows the user to bring up the detailed asset record format. This works the same way as described for the Master File, except that "Add" is not an option. If you wish to make a change to a transaction file record, access the record. Click on **Edit** and tab to the desired field(s). Key in the intended change(s) and click on **Accept**.

If you wish to delete a transaction file record, access the record and click on "**Delete"**. As is the case with deleting a Master File record, the user will be asked to confirm the intention to delete. In the case of deletion of a Transaction File record, the record will immediately cease to exist and the Master File will not be updated.

Changing Security Status of a Transaction

To change the security status of transaction file records, use the **Transaction File** menu. Two choices are offered. Individual hold transactions may be viewed and released. Choose **Hold/Release** under the Transaction File menu button. To change the status of a single transaction, use the drop down menu to the left of the asset number and click on "**Accept"** button.



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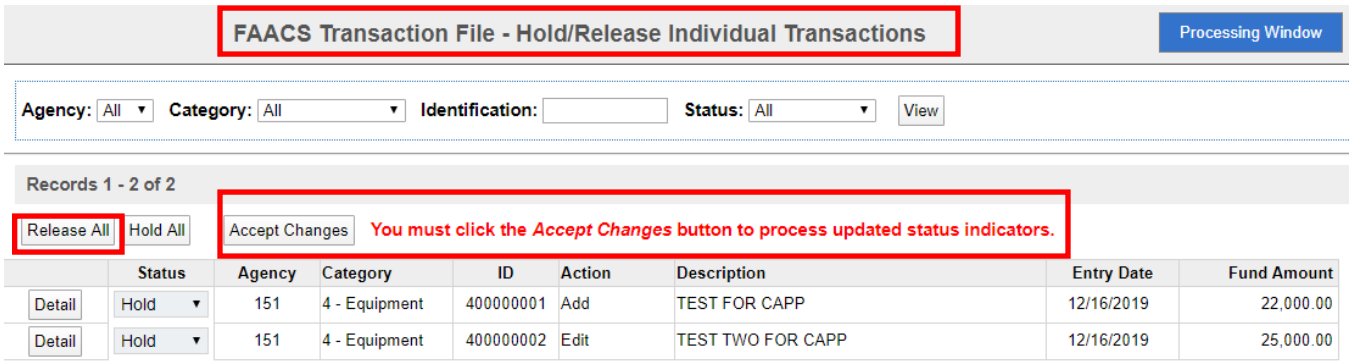
Existing Transactions Residing on the Transaction File, Continued

The options for **Hold/Release Individual Transactions and "Release All"** are shown below. Choose agency number and, if desired, category and then **VIEW**. Note that you also have the option to change the status of all records on the Transaction File from "Hold" to "Release" by selecting the "Release All" button. Once you have made the desired changes click the "Accept Changes" button and the status of the updated records will change as desired. All records should be reviewed and approved prior to "releasing all" **since this will cause the transactions to immediately update the Master File**.



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Multiple Transaction Generator

Overview

The multiple transaction generator is used to generate multiple add transactions based on a transaction that has been entered and is on the transaction file. This feature could be useful when many assets have been acquired with the same make and model, such as personal computers or motor vehicles. Up to 25 transactions may be generated at one time. Users would then only have to edit unique fields for each asset record such as serial numbers or vehicle identification numbers without have to enter the various data fields for each record created.

To use this feature, choose **Multiple Transaction Generator** from **the Transaction File menu button**. The key field information for the asset record to be replicated must entered and the number of transactions to be generated is specified.

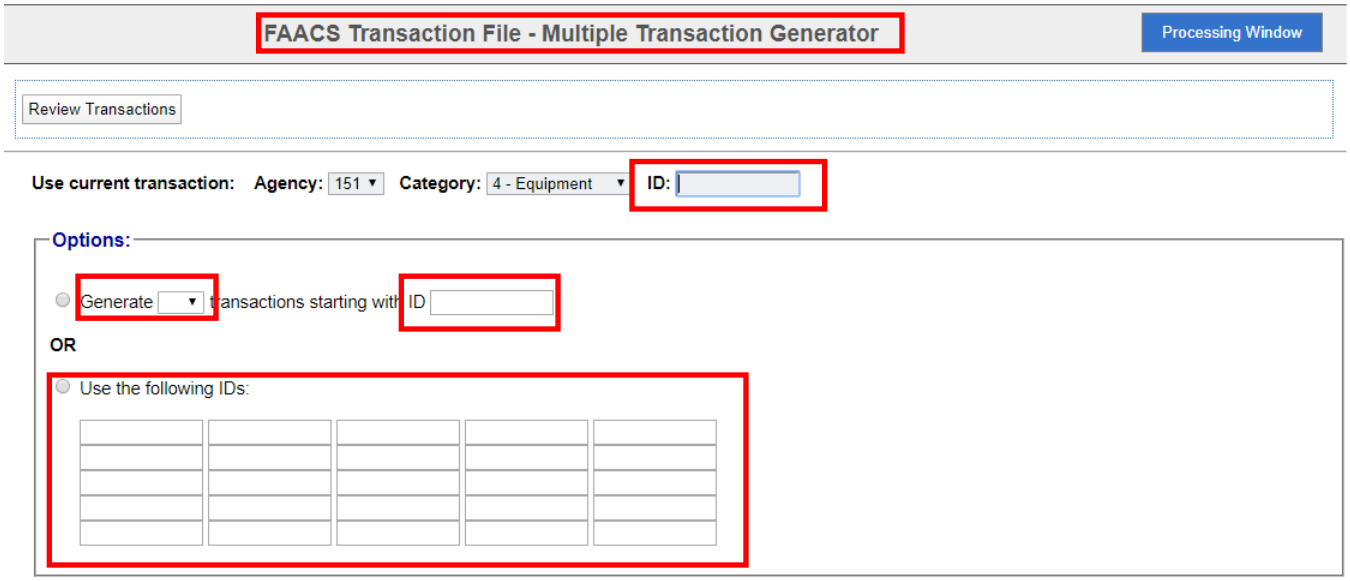
See below for an example of the **Multiple Transaction Generator.** Two possible options are available.

Continued on next page

Multiple Transaction Generator, Continued

Assigning Consecutive Numbers

If the user plans to assign consecutive numeric tag numbers to the assets, the starting ID is indicated. Use the dropdown to create the number of assets desired (up to 25 at a time). Option 2 allows the user to select specific identification numbers for each new asset added.



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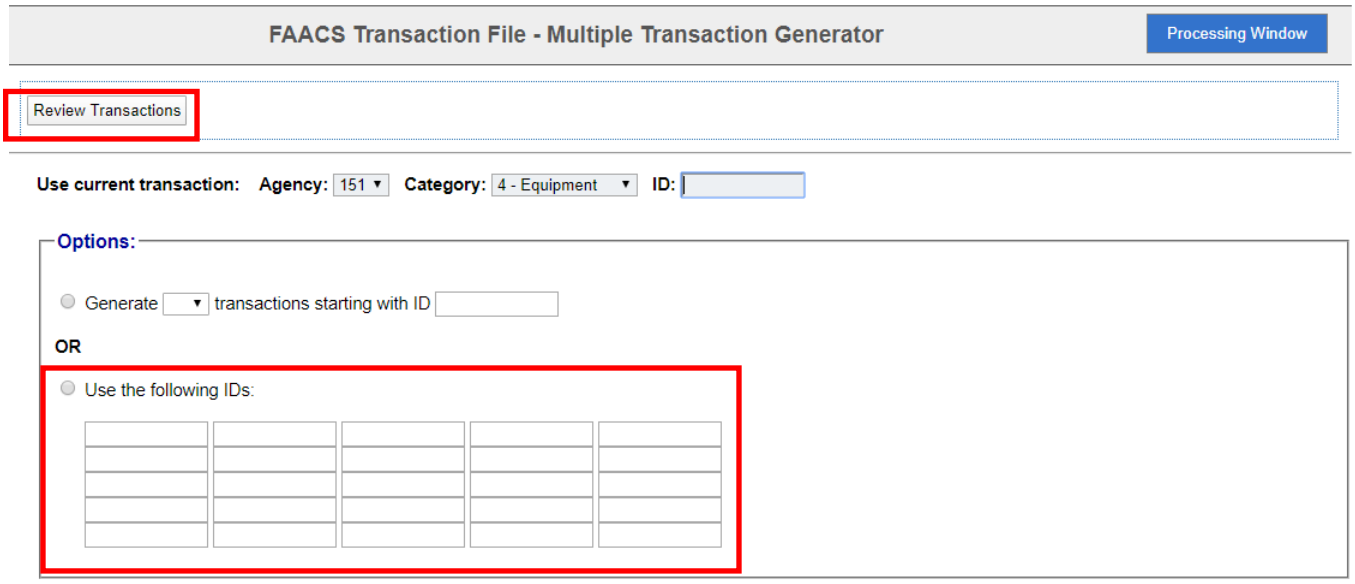
Multiple Transaction Generator, Continued

Option 2 Assigning Specified Numbers

If the user does not plan to assign consecutive numbers or if the IDs will contain alpha characters, the IDs to be assigned must be entered in the blocks provided.

After selecting the desired method of creating the new transactions, click on the "**Review Transactions**" button to create the new asset records. In this example, we are using Option 2 because the new transactions will contain an alpha character in the identification number.

Once the transactions have been generated, it may still be appropriate to access the records and make changes to certain fields, such as location, responsible person, organization code or serial number.



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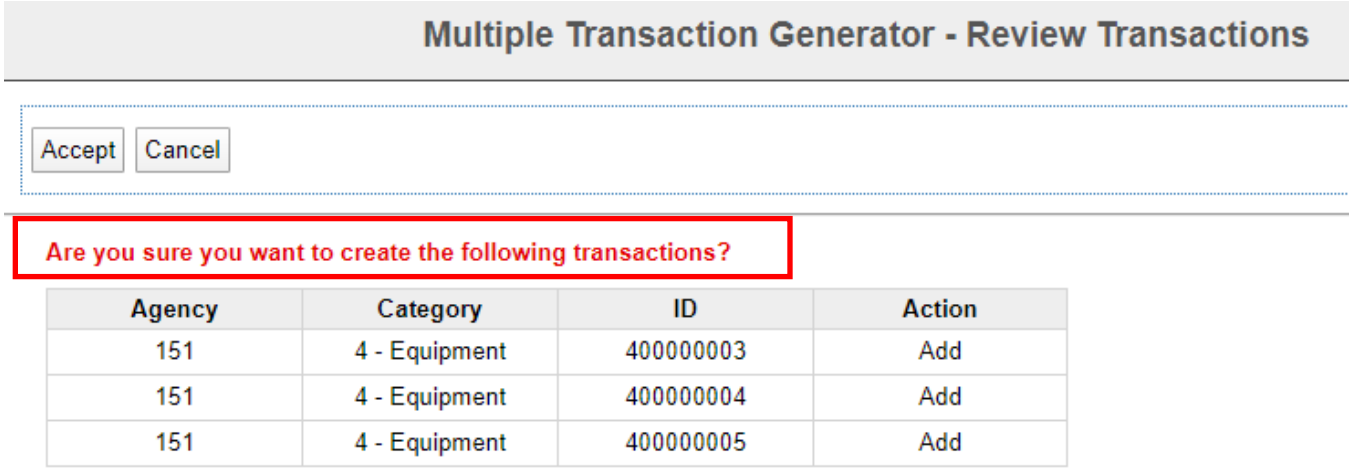
Multiple Transaction Generator, Continued

The system provides a "warning" message asking the user if they are sure that they want to create the new transactions.



Agency	Category	ID	Action
151	4 - Equipment	400000003	Add
151	4 - Equipment	400000004	Add
151	4 - Equipment	400000005	Add

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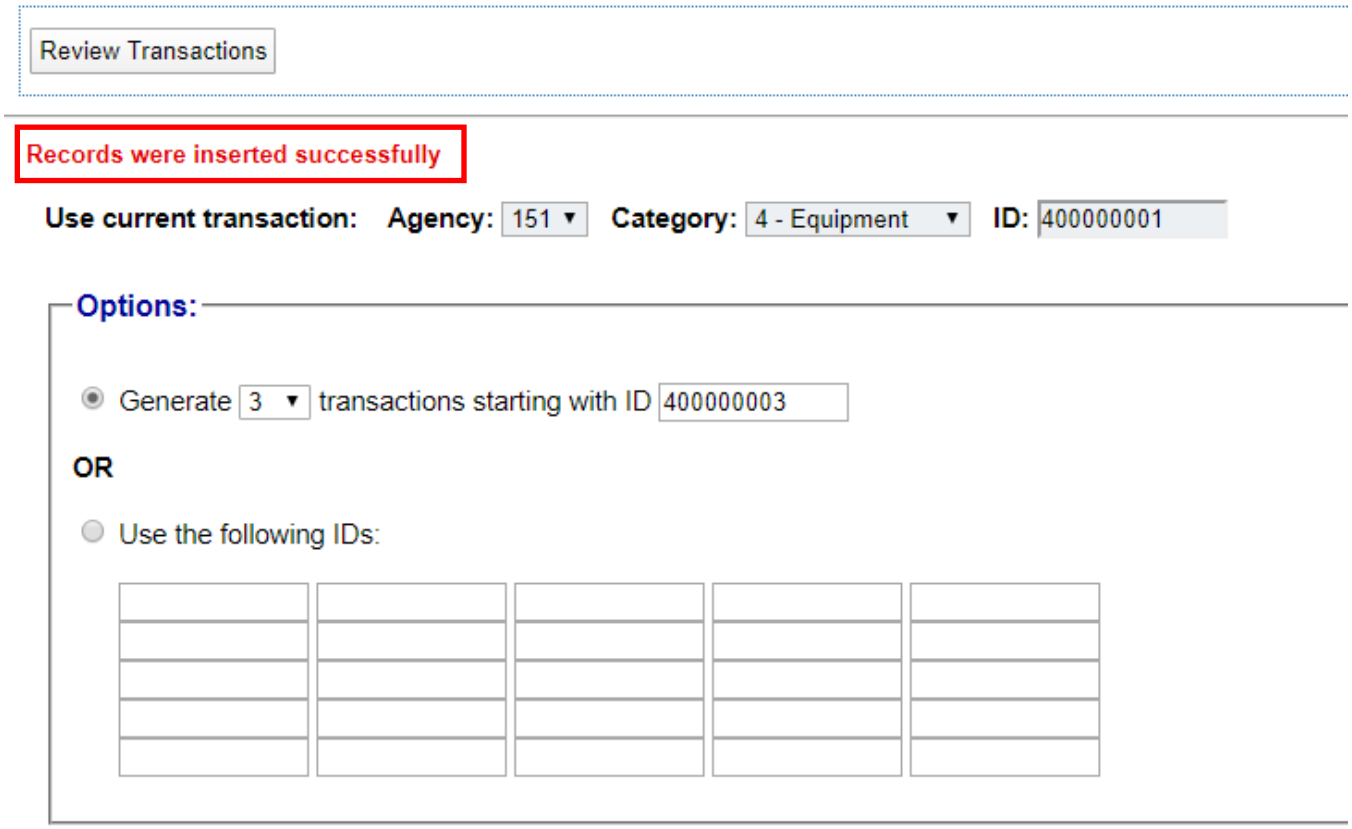
Multiple Transaction Generator, Continued

Click the "**Accept**" to create the new transactions. The system will then provide a message that the records were inserted successfully.



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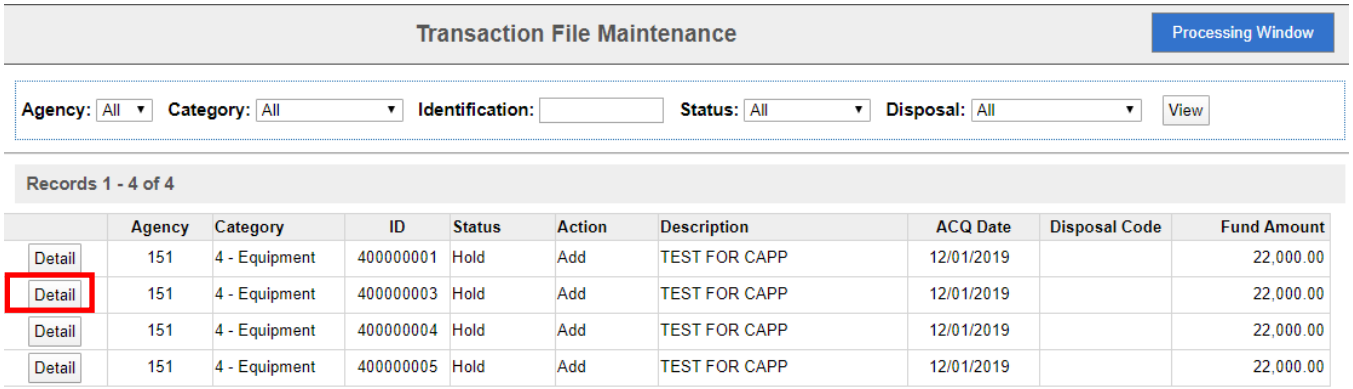
Multiple Transaction Generator, Continued

The newly created records can now be reviewed on the Transaction File in order to make changes for serial numbers, location, responsible positions, etc. Click the "**Detail**" button to view each asset record and make any necessary changes.



	Agency	Category	ID	Status	Action	Description	ACQ Date	Disposal Code	Fund Amount
Detail	151	4 - Equipment	400000001	Hold	Add	TEST FOR CAPP	12/01/2019		22,000.00
Detail	151	4 - Equipment	400000003	Hold	Add	TEST FOR CAPP	12/01/2019		22,000.00
Detail	151	4 - Equipment	400000004	Hold	Add	TEST FOR CAPP	12/01/2019		22,000.00
Detail	151	4 - Equipment	400000005	Hold	Add	TEST FOR CAPP	12/01/2019		22,000.00

FAACS Data Elements

Legend: R = Required; R* = Required in Certain Situations; O = Optional (Agencies may require certain information); A = Alpha; N = Numeric

SCREEN FIELDS			SCREEN FIELD DESCRIPTION
DESC LINE 1	R	A/N 25	ASSET DESCRIPTION
DESC LINE 2-4	0	A/N 25	ASSET DESCRIPTION - additional 25 A/N characters/line
BLDG ID	R*	A/N 5	STRUCTURE IDENTIFICATION (or Building housing equipment) - REQUIRED IF asset is Equipment
FIPS	R	N 3	FIPS Code identifying city, town or county where asset is located. Refer to FIPS CODE Table.
WING	O	A/N 2	Wing of Building identified under BLDG ID
FLOOR	O	A/N 2	FLOOR OF BUILDING identified under BLDG ID (used primarily for equipment.)
ROOM	O	A/N 2	ROOM OF BUILDING identified under BLDB ID (used primarily for equipment)
RES POSITION NUMBER	R	A/N 12	POSITION NUMBER of person responsible for asset (usually Personnel Dept.'s position number.)
RESPONSIBLE DESCRIP	O	A/N 25	POSITION TITLE OR PERSON'S NAME matching above POSITION NUMBER
ACQ BASIS	R	A 1	VALUATION BASIS OF COST: H - Historical Cost = Original Cost E - Estimated Cost using Agency Method A - Appraisal value determined by external appraiser
ACQ MET	R	A 1	METHOD used to acquire asset: P - Purchase T - Trade-in L – Lease (**This should never be used in FAACS**) D - Donation/GiftI - InstallmentO - Other Method C - Construction N - Not applicable (owned by non-COV)
AVAIL CODE	R	A 1	AVAILABILITY: U -Unavailable for use by others S -Surplus property available for use by other agencies. (Must insert date under SURPLUS DATE on next line of screen) A -Available for part-time use by other divisions within the agency

Continued on next page

FAACS Data Elements, Continued

Legend: R = Required; R* = Required in Certain Situations; O = Optional (Agencies may require certain information); A = Alpha; N = Numeric

SCREEN FIELDS			SCREEN FIELD DESCRIPTION
OWN STAT	R	A 1	OWNERSHIP STATUS: A - Owned by Agency of Commonwealth of VA (COV) G - Owned by Federal Government *F -Owned jointly by COV and Federal Government* S - Owned jointly by COV and another State C - Owned jointly by COV and a private organization O - Other status L - Leased (CONTROL INDICATOR must be C) **(Lease assets should be entered into LAS not FAACS)**
COND	R	A 1	CONDITION OF ASSET: O - Operable; I - Inoperable
TAG	R	A 1	INVENTORY TAG APPLIED: Y - Yes; N - No
COND IND	R	A 1	CONTROL INDICATOR: Insert C if Asset Value </* capitalized limit. Insert C if leased asset; otherwise, leave blank.
ORGANIZATION	O	A/N 8	COST CENTER division, department, campus, etc. describing controlling organization
ACQ DATE	R	N 8	DATE ACQUIRED - Date agency purchased or took control. Show MM/DD/YYYY
SURPLUS DATE	R*	N 8	DATE asset became SURPLUS PROPERTY. AVAIL CODE must be S. Show MM/DD/YYYY. Required only for surplus transactions.
NOMENCLATURE	R	N 11	NOMENCLATURE CODE describes asset's useful life, etc. Refer to the Nomenclature Table.
USEFUL LIFE	O*	N 3	USEFUL LIFE in years. Included in NOMENCLATURE CODE. Insert here only if life varies from standard life. Deviations of *greater than* 20% are not accepted.
VENDOR ID	O	A/N 10	VENDOR IDENTIFICATION NUMBER - Insert vendor name or identifying number.
AGY LIST NUM	O	A/N 8	AGENCY LIST NUMBER from batch with expenditure voucher
VOUCHER	R	A/N 8	VOUCHER NUMBER assigned by Agency to expenditure
P O NUM	O	A/N 8	PURCHASE ORDER or Requisition Number if issued
FFY	O	N 4	FISCAL FUNDING YEAR - Use only if different from acquisition year.
FFM	O	N 2	FISCAL FUNDING MONTH -Use only if different from acquisition month.
QUANTITY	R*	N 6	NUMBER OF ASSETS - Default is 1; Zero fill. Required only if more than one asset with the same dollar value is assigned to one tag number. Using one record for multiple assets is discouraged.
LAST INV DATE	O	N 8	DATE OF LAST PHYSICAL INVENTORY; Show MM/DD/YYYY.

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FAACS Data Elements, Continued

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SCREEN FIELDS			SCREEN FIELD DESCRIPTION
TRN	R	N 3	TRANSACTION CODE - CARS Transaction Code. (See CAPP Topic No. 70360, "Interface Requirements.")
FUND	R	N 4	FUND - Governmental Fund type users (General Fund, Special Revenue Fund, etc.) use 1500; higher education and proprietary funds users use proper fund code.
PROG	R	N 3	PROGRAM CODE used on the expenditure document.
SP	O	N 2	SUBPROGRAM code if indicated on the expenditure document. If 00 is used, leave this field blank.
EL	O	N 2	ELEMENT - Code if indicated on the expenditure document. If 00 is used, leave this field blank.
PROJ	O	N 5	PROJECT CODE - Code if indicated on the expenditure document. If the code is 00, leave this field blank.
CC	O	N 3	COST CODE - Use this CARS Code if indicated on the expenditure document.
AMOUNT	R	N 10.2	AMOUNT allocated to the transaction line. Amount must be right-justified, zero filled. The total of all Amount lines must equal the total acquisition cost of the asset. Include two places for cents. If the total amount (sum of all amount fields) is < $5000, the CONT IND (Control Indicator) on Screen 1 must be C.
FS	R	N 2	FUNDING SOURCE - Indicates the source of funds used to acquire an asset. If the FUND to which expenditure is charged is 0100, use FS 40. Refer to the Funding Source Table.
GRANT	O	A/N 20	GRANT OR CONTRACT NUMBER - Use valid grant or contract number assigned by the Grantor Agency and appearing on the Notification of Grant Award OR CONTRACT #.
ORG	O	A/N 3	FUNDING ORGANIZATION - Indicates the Federal Grantor Agency. Refer to the Funding Organization Table.
DISP DATE	R*	N 8	DISPOSAL DATE - Date that agency disposed of an asset. The MM/DD/YYYY must be included if DISP CODE is shown. Only required on disposal transaction.
DISP PROCEEDS	R*	N(10.2)	DISPOSAL PROCEEDS - Amount, if any, received from the disposition. Right justify, zero fill. DISP CODE and DISP DATE must also be filled.

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FAACS Data Elements, Continued

Legend: R = Required; R* = Required in Certain Situations; O = Optional (Agencies may require certain information); A = Alpha; N = Numeric

SCREEN FIELDS			SCREEN FIELD DESCRIPTION
DISP CODE	R*	A 1	DISPOSAL CODE - Required if asset is disposed of: S = Sale or Trade-in T = Transfer Out A = AbandonedC = Casualty Loss L = Lost or Stolen K = Cannibalized If CODE is entered, DISPOSAL DATE must also be entered.
DISP QTY	R*	N 6	DISPOSAL QUANTITY - If blank, system defaults to 1. Quantity must be entered when actual QUANTITY (Screen 1) is greater than 1.
DISPOSAL DESCRIPTION	O	A/N 25	DISPOSAL INFORMATION - Not to be used for describing asset.
SERIAL NUMBER	O	A/N 20	SERIAL NUMBER OR MANUFACTURER'S NUMBER
MODEL NUMBER	O	A/N 6	MODEL NUMBER OR STYLE - Used primarily for equipment.
MANUFACTURER	O	A/N 16	MANUFACTURER'S NAME
COMP AGY/CAT/ID#	O		COMPONENT ID - Consisting of 3-part code to identify the main or aggregate asset of which this asset is a component. NOTE that the main or aggregate asset should be added to the system prior to entering component.
AGY		N 3	AGENCY - Identifies the agency number assigned to the main or aggregate asset.
CAT		N 1	ASSET CATEGORY - Indicates the Asset Category of the main or aggregate asset. Refer to the ASSET CAT in the FAACS ID NUMBER of the main asset.
ID #			A/N 9 IDENTIFICATION NUMBER - of the main or aggregate asset.
AGY LOAN TO	O	N 3	AGENCY NUMBER of Agency receiving an asset on loan. This identifies the physical location of the item.
NEG USE ALL	O	N(3.2)	NEGOTIATED USE ALLOWANCE - as granted for a particular asset in indirect cost negotiations when that allowance differs from the standard allowance. **(This can no longer be used per Uniform Guidance)**
SALVAGE VALUE	R	N10.2	SALVAGE VALUE assigned to an asset. Zero is a valid value. This field is required.
INSTALL DATE	O	N 8	INSTALLATION DATE - Date installed. MM/DD/YYYY
ACCEPTANCE DATE	O	N 8	ACCEPTANCE DATE - Indicates the date formally accepted by agency. MMDDYYYY
APR #	O	A/N 5	APPROVAL NUMBER assigned by Department of Information Technology to ADP equipment requests prior to acquisition.

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FAACS Data Elements, Continued

Legend: R = Required; R* = Required in Certain Situations; O = Optional (Agencies may require certain information); A = Alpha; N = Numeric

SCREEN FIELDS			SCREEN FIELD DESCRIPTION
MAINTENANCE:			
CONTRACT #	O	A/N 12	MAINTENANCE CONTRACT NUMBER
VENDOR ID#	O	A/N 10	VENDOR IDENTIFICATION NUMBER - Taxpayer Identification Number or Name.
CONTACT PERSON	O	A/N 25	MAINTENANCE CONTACT PERSON'S name and telephone number. Left justify.
INCEP DATE	O	N 8	INCEPTION DATE of maintenance service contract
EXP DATE	O	N 8	EXPIRATION DATE of maintenance service contract
RENEWAL DATE	O	N 8	RENEWAL DATE - Last date for contract renewal in order to provide uninterrupted service. MM/DD/YYYY
WARRANTY EXP DATE	O	N 8	WARRANTY EXPIRATION DATE – MM/DD/YYY
AMOUNT	O	N 10.2	MAINTENANCE AMOUNT - to be recorded against asset.
+/-	O	A 1	+ =Add MAINTENANCE AMOUNT to cumulative total of asset. - =Deduct MAINTENANCE AMOUNT from cumulative total of asset. If blank and if a value is shown in MAINTENANCE AMOUNT, the amount will be added.
RISK MANAGMENT:			
REP INDX	O	N 3.2	CONSUMER PRICE INDEX (CPI) - System fills with 1.00 if left blank.
REP VALUE	O	N 10.2	REPLACEMENT VALUE of asset i.e., the current cost to acquire a comparable asset. If blank and the REPLACEMENT INDEX was coded, the asset's replacement value will automatically be calculated.
REP BASIS	O	A 1	REPLACEMENT BASIS - Basis of calculation: S =System Calculated A =Appraisal E =Estimated
ACT VALUE	O	N10.2	ACTUAL VALUE - Actual or resale value of asset. If blank, system will calculate.
VAL BASIS	O	A 1	VALUE BASIS - Method used to determine asset's actual value: S =System Calculated A =Appraisal E = Estimated H = Historical

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FAACS Data Elements, Continued

Legend: R = Required; R* = Required in Certain Situations; O = Optional (Agencies may require certain information); A = Alpha; N = Numeric

SCREEN FIELDS			SCREEN FIELD DESCRIPTION
LAST APP DATE	O	N 8	LAST APPRAISAL DATE - Date of last appraisal (used primarily for appreciating art collections and similar items. MMDDYYY
POLICY EXP DATE	O	N 8	POLICY EXPIRATION DATE - MMDDYYY
POLICY TYPE	O	A 1	TYPE OF INSURANCE POLICY: S = Self-insured B = Blanket policy I = Individual policy
INSURANCE POLICY #	O	A/N 15	INSURANCE POLICY NUMBER
INSURANCE POLICY DESCRIPTION	O	A/N 25	INSURANCE POLICY DESCRIPTION
LEASE ID	O	A/N 7	LEASE IDENTIFICATION : **(Lease assets should be entered into LAS not FAACS) Therefore, all Lease Fields should never be used.** If Lessee, enter 3-digit Agency Number plus 4-digit Lease ID. If Lessor, enter 000 plus your 4-digit Lease ID.
LEASE TYPE	O	A 1	LEASE TYPE: 0 = Operating C = Capital (Required if LEASE ID is entered on screen.
LEASE INCEP DATE	O	N 8	LEASE INCEPTION DATE -Date lease began MM/DD/YYYY.
LEASE EXP DATE	O	N 8	LEASE EXPIRATION DATE - Date lease ends MM/DD/YYYY.

LEASE DESCRIPTION	O	A/N 25	DESCRIPTIVE INFORMATION up to 25 characters.
ESCALATION DATE	O	N 8	DATE on which asset's lease cost will escalate.
ACCRUAL DATE	O	N 8	ACCRUAL DATE from the lease agreement. MM/DD/YYYY.

LEASE FROM DESCRIP	O	A/N 25	DESCRIPTION OF LESSOR.
AGENCY LEASED FROM	O	N 3	AGENCY NO. if Lessor is a state agency.
LEASED COST	O	N 10.2	AMOUNT of periodic lease payment. Must be coded if PAYMENT METH is coded.
PAYMENT METH	O	A 1	PAYMENT METHOD - Indicates the frequency of periodic lease payments: M = Monthly; Q = Quarterly; S - Semi-annually; A = Annually; O = Other
----------LEASE TO DESCRIP		O	A/N 25 LEASE TO DESCRIPTION - Description of Lessee.
AGENCY LEASED TO	O	N 3	AGENCY NO. of Lessee

Contacts

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Subject Cross References

References

CAPP Topic No. 70320—*System Flow*