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| <b>Volume No. 3—Automated Systems Applications</b>                                | <b>TOPIC NO. 70340—Cardinal</b>  |
| <b>Function No. 70300—FAACS Online</b>  | <b>TOPIC DATA ELEMENT CHANGE</b> |
|  | <b>DATE January 2020</b>         |

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## Overview

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**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 errors that must be corrected. *Accordingly, 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” table, choose the “FAACS Tables” on the Main menu. The “Data Element” Table is the first table under the “FAACS Tables” menu and therefore the system defaults to the “Data Element” table. Only DOA can “Add” or “Edit” the Data Element Table.


**FAACS Tables - Data Element Table**

**Form:** All ▾    **Description:**     View    Add New Record    XLS

**Records 1 - 50 of 175**    First Previous Next Last

|        | Form | Line | Element | Position | Length | Data Description |                       |
|--------|------|------|---------|----------|--------|------------------|-----------------------|
| Edit   |      | 1    | 01      | 03       | 0006   | 0003             | AGENCY-FORM 1         |
| Delete |      |      |         |          |        |                  |                       |
| Edit   |      | 1    | 02      | 03       | 0035   | 0001             | ACQUISITION BASIS     |
| Delete |      |      |         |          |        |                  |                       |
| Edit   |      | 1    | 02      | 04       | 0037   | 0001             | ACQUISITION METHOD    |
| Delete |      |      |         |          |        |                  |                       |
| Edit   |      | 1    | 02      | 05       | 0039   | 0001             | CONTROL INDICATOR     |
| Delete |      |      |         |          |        |                  |                       |
| Edit   |      | 1    | 02      | 06       | 0041   | 0001             | OWNERSHIP STATUS      |
| Delete |      |      |         |          |        |                  |                       |
| Edit   |      | 1    | 02      | 07       | 0043   | 0001             | AVAILABILITY CODE     |
| Delete |      |      |         |          |        |                  |                       |
| Edit   |      | 1    | 02      | 08       | 0045   | 0001             | CONDITION CODE        |
| Delete |      |      |         |          |        |                  |                       |
| Edit   |      | 1    | 02      | 09       | 0047   | 0001             | TAG INDICATOR         |
| Delete |      |      |         |          |        |                  |                       |
| Edit   |      | 1    | 02      | 10       | 0049   | 0011             | NOMENCLATURE          |
| Delete |      |      |         |          |        |                  |                       |
| Edit   |      | 1    | 03      | 01       | 0061   | 0008             | AGENCY LIST NUMBER    |
| Delete |      |      |         |          |        |                  |                       |
| Edit   |      | 1    | 03      | 02       | 0070   | 0008             | AGENCY VOUCHER NUMBER |
| Delete |      |      |         |          |        |                  |                       |
| Edit   |      | 1    | 03      | 03       | 0079   | 0008             | AGENCY PO/REQ NUMBER  |
| Delete |      |      |         |          |        |                  |                       |
| Edit   |      | 1    | 03      | 04       | 0088   | 0004             | FISCAL YEAR           |
| Delete |      |      |         |          |        |                  |                       |
| Edit   |      | 1    | 03      | 05       | 0093   | 0002             | FISCAL FUNDING MONTH  |
| Delete |      |      |         |          |        |                  |                       |
| Edit   |      | 1    | 03      | 06       | 0096   | 0008             | ORGANIZATION          |
| Delete |      |      |         |          |        |                  |                       |

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## Procedures, Continued

### Data Element Change Procedures, continued

Selecting the “Edit” button on the “Data Element” Table allows the DOA user to modify the specific Data Element selected. In this example, we are going to illustrate how a “Data Element field” would be updated. Changing a Data Element is rarely performed.

**FAACS Data Element Table - Edit Record**


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| Form | Line | Element | Position | Length | Data Description |
|------|------|---------|----------|--------|------------------|
| 1    | 01   | 03      | p006     | 0003   | AGENCY-FORM 1    |

If changes were necessary, the DOA user would enter the corrected information in one of the fields shown above. Clicking the “**Accept**” button would allow the change to be submitted in FAACS.

The system would display a message that the change transaction has been successful.

If additional changes were necessary, the DOA user will repeat the process until all required changes had been made.

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## Contacts

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