Volume No. 3—Automated Systems Applications	TOPIC NO.	70355—Cardinal
Function No. 70300—FAACS Online	TOPIC	FAACS DOWNLOAD
CARDINAL	DATE	January 2020

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Overview

Introduction
The purpose of this topic is to provide guidance on downloading data and FAACS records from the Fixed Asset Accounting and Control System (FAACS). An Excel download feature has been added to FAACS that makes downloading information easy to perform.

Whenever an **XLS** button is shown on any FAACS screen (Master File or Other Screens such as the FAACS Tables), the user can click this **XLS** button to download the information into Excel. Please note that when downloading FAACS information into Excel, leading zeros **will be dropped** from the download.

One such example of this occurs in the FAACS Master File where the Asset ID contains leading zeros. For instance "000000007" and the Excel download would show this Asset id as "7" since the leading zeros were dropped.

If the leading zeros are required, users will need to insert a column to the left of the downloaded column containing the "dropped" zeros. This new column should contain the following text "A00000000"and then as second column should be inserted to the left of this new column.

This new column containing the text plus the original column where the leading zeros were dropped should be "concatenated" using the Excel "concatenate" function. You would then insert a third column and use the "right" function in Excel to restore the leading zeros to this third column.

Procedures

Masterfile Download Illustration	The following screens provide a walkthrough of how to download the FAACS Master File.

1. Click the "XLS" menu button
2. A pop-up message will appear that asks if you want open or save the Excel download as follows:

3. Click the "Open" button. This opens an Excel workbook of the FAACS Masterfile containing three worksheets. For purposes of this CAPP topic, we will only discuss the "DATA1" worksheet. See below. Note that in the "Identification" column leading zeros have been dropped from the Identification number.
4. You have just performed and Excel download in FAACS.

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Procedures, Continued

AGENCY	CATE	IDENTIFICATION	DESC_01	CONTROLLED_IND	ACQ_DATE	DISPOSAL_COD	TOTAL_AMOUNT
151	2	95202	LEASEHOLD IMPROVEMENTS	Capitalized	2012-06-25 00:00:00.0		451,036.00
151	2	95208	LEASEHOLD IMPROVEMENTS	Capitalized	2013-04-01 00:00:00.0		68,099.00
151	3	60901	CARDINAL FINANCIAL SYSTEM	Capitalized	2016-07-01 00:00:00.0		64,090,572.84
151	3	60902	CARDINAL UPGRADE	Capitalized	2017-06-01 00:00:00.0		10,993,666.80
151	3	61502	PB SYSTEM BASE	Capitalized	2010-09-01 00:00:00.0		6,279,277.00
151	3	61503	PB SYSTEM UPGRADE	Capitalized	2013-03-01 00:00:00.0		6,686,174.00
151	4	34	PERSONAL COMPUTER	Controlled	1984-03-09 00:00:00.0	T - Transfer Out	3,070.00
151	4	729	XEROX FAX MACHINE	Controlled	1990-06-20 00:00:00.0	T - Transfer Out	3,384.00
151	4	752	DELL P111 450KGXL/M	Controlled	1999-09-03 00:00:00.0	T - Transfer Out	989.00
151	4	753	DELL PIII 450K GXVM & BAS	Controlled	1999-06-23 00:00:00.0	T - Transfer Out	1,512.00
151	4	754	DELL P111 450KGL/M BASE	Controlled	1999-06-18 00:00:00.0	T - Transfer Out	1,459.00
151	4	755	DELL P111 450 GXL/M BASE	Controlled	1999-06-03 00:00:00.0	T - Transfer Out	1,560.00
151	4	756	TEKTRONIX 850 PP COLOR	Controlled	2000-06-02 00:00:00.0	T - Transfer Out	3,008.81
151	4	757	DELL 667 MHZ/133	Controlled	2000-06-08 00:00:00.0	T - Transfer Out	1,585.00
151	4	759	DELL 667 MHR/133	Controlled	2000-06-08 00:00:00.0	T - Transfer Out	1,585.00
151	4	760	DELL 667 GX110/M BASE	Controlled	2000-06-09 00:00:00.0	T - Transfer Out	1,561.00
151	4	762	DELL 667 GX110/M BASE	Controlled	2000-06-09 00:00:00.0	T - Transfer Out	1,561.00
151	4	763	DELL LATITUDE PENTIUM	Controlled	2000-06-07 00:00:00.0	T - Transfer Out	3,743.00
151	4	764	DELL LATITUDE PENTIUM	Controlled	2000-06-07 00:00:00.0	T - Transfer Out	3,743.00
151	4	769	DELL LATITUDE	Controlled	2001-06-13 00:00:00.0	T - Transfer Out	3,032.90

Procedures, continued

5. Insert a column to the left of the column where the leading zeros were dropped and enter "A00000000" in every cell in this new column

AGENCY	CATEGORY	Add Zeros	IDENTIFICATION	DESC_01	CONTROLLED_IND	ACQ_DATE	DISPOSAL_COD	TOTAL_AMOUNT	
151	2	A00000000	95202	LEASEHOLD IMPROVEMENTS	Capitalized	2012-06-25 00:00:00.0		451,036.00	
151	2	A00000000	95208	LEASEHOLD IMPROVEMENTS	Capitalized	2013-04-01 00:00:00.0		68,099.00	
151	3	A00000000	60901	CARDINAL FINANCIAL SYSTEM	Capitalized	2016-07-01 00:00:00.0		64,090,572.84	
151	3	A00000000	60902	CARDINAL UPGRADE	Capitalized	2017-06-01 00:00:00.0		10,993,666.80	
151	3	A00000000	61502	PB SYSTEM BASE	Capitalized	2010-09-01 00:00:00.0		6,279,277.00	
151	3	A00000000	61503	PB SYSTEM UPGRADE	Capitalized	2013-03-01 00:00:00.0		6,686,174.00	
151	4	A00000000	34	PERSONAL COMPUTER	Controlled	1984-03-09 00:00:00.0	T - Transfer Out	3,070.00	
151	4	A00000000	729	XEROX FAX MACHINE	Controlled	1990-06-20 00:00:00.0	T - Transfer Out	3,384.00	
151	4	A00000000	752	DELL P111 450KGXL/M	Controlled	1999-09-03 00:00:00.0	T - Transfer Out	989.00	
151	4	A00000000	753	DELL PIII 450K GXVM & BAS	Controlled	1999-06-23 00:00:00.0	T - Transfer Out	1,512.00	
151	4	A00000000	754	DELL P111 450KGL/M BASE	Controlled	1999-06-18 00:00:00.0	T - Transfer Out	1,459.00	
151	4	A00000000	755	DELL P111 450 GXL/M BASE	Controlled	1999-06-03 00:00:00.0	T - Transfer Out	1,560.00	
151	4	A00000000	756	TEKTRONIX 850 PP COLOR	Controlled	2000-06-02 00:00:00.0	T - Transfer Out	3,008.81	
151	4	A00000000	757	DELL 667 MHZ/133	Controlled	2000-06-08 00:00:00.0	T - Transfer Out	1,585.00	
151	4	A00000000	759	DELL 667 MHR/133	Controlled	2000-06-08 00:00:00.0	T - Transfer Out	1,585.00	
151	4	A00000000	760	DELL 667 GX110/M BASE	Controlled	2000-06-09 00:00:00.0	T - Transfer Out	1,561.00	
151	4	A00000000	762	DELL 667 GX110/M BASE	Controlled	2000-06-09 00:00:00.0	T - Transfer Out	1,561.00	
151	4	A00000000	763	DELL LATITUDE PENTIUM	Controlled	2000-06-07 00:00:00.0	T - Transfer Out	3,743.00	
151	4	A00000000	764	DELL LATITUDE PENTIUM	Controlled	2000-06-07 00:00:00.0	T - Transfer Out	3,743.00	
151	4	A00000000	769	DELL LATITUDE	Controlled	2001-06-13 00:00:00.0	T - Transfer Out	3,032.90	

Procedures, continued

6. Insert a second column to "concatenate" the new column with the original column where the leading zeros were dropped and then copy the formula to last row of data in the Excel sheet.

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Procedures, continued

7. Insert a third column and use the "right" function in Excel to restore the values in "concatenated" column to the number of characters in the online FAACS Master File. Copy this formula to the last row containing data. You may recall from earlier CAPP topics that the FAACS Asset Identification Number is 9 alpha-numeric characters. Note that after performing steps 5, 6 and 7 that the "Right" column now contains a 9 character Asset Identification Number with leading zeros.

AGENCY	CATEGORY	Right	Concatenate	Add Zeros	IDENTIFICATION	DESC_01	CONTROLLED_IND	ACQ_DATE	DISPOSAL_COD	TOTAL_AMOUNT
151	2	000095202	A0000000095202	A00000000	95202	LEASEHOLD IMPROVEMENTS	Capitalized	2012-06-25 00:00:00.0		451,036.00
151	2	000095208	A0000000095208	A00000000	95208	LEASEHOLD IMPROVEMENTS	Capitalized	2013-04-01 00:00:00.0		68,099.00
151	3	000060901	A0000000060901	A00000000	60901	CARDINAL FINANCIAL SYSTEM	Capitalized	2016-07-01 00:00:00.0		64,090,572.84
151	3	000060902	A0000000060902	A00000000	60902	CARDINAL UPGRADE	Capitalized	2017-06-01 00:00:00.0		10,993,666.80
151	3	000061502	A0000000061502	A00000000	61502	PB SYSTEM BASE	Capitalized	2010-09-01 00:00:00.0		6,279,277.00
151	3	000061503	A0000000061503	A00000000	61503	PB SYSTEM UPGRADE	Capitalized	2013-03-01 00:00:00.0		6,686,174.00
151	4	000000034	A0000000034	A00000000	34	PERSONAL COMPUTER	Controlled	1984-03-09 00:00:00.0	T - Transfer Out	3,070.00
151	4	000000729	A0000000729	A00000000	729	XEROX FAX MACHINE	Controlled	1990-06-20 00:00:00.0	T - Transfer Out	3,384.00
151	4	000000752	A0000000752	A00000000	752	DELL P111 450KGXL/M	Controlled	1999-09-03 00:00:00.0	T - Transfer Out	989.00
151	4	000000753	A0000000753	A00000000	753	DELL PIII 450K GXVM & BAS	Controlled	1999-06-23 00:00:00.0	T - Transfer Out	1,512.00
151	4	000000754	A0000000754	A00000000	754	DELL P111 450KGL/M BASE	Controlled	1999-06-18 00:00:00.0	T - Transfer Out	1,459.00
151	4	000000755	A0000000755	A00000000	755	DELL P111 450 GXL/M BASE	Controlled	1999-06-03 00:00:00.0	T - Transfer Out	1,560.00
151	4	000000756	A0000000756	A00000000	756	TEKTRONIX 850 PP COLOR	Controlled	2000-06-02 00:00:00.0	T - Transfer Out	3,008.81
151	4	000000757	A0000000757	A00000000	757	DELL 667 MHZ/133	Controlled	2000-06-08 00:00:00.0	T - Transfer Out	1,585.00
151	4	000000759	A0000000759	A00000000	759	DELL 667 MHR/133	Controlled	2000-06-08 00:00:00.0	T - Transfer Out	1,585.00
151	4	000000760	A0000000760	A00000000	760	DELL 667 GX110/M BASE	Controlled	2000-06-09 00:00:00.0	T - Transfer Out	1,561.00
151	4	000000762	A0000000762	A00000000	762	DELL 667 GX110/M BASE	Controlled	2000-06-09 00:00:00.0	T - Transfer Out	1,561.00
151	4	000000763	A0000000763	A00000000	763	DELL LATITUDE PENTIUM	Controlled	2000-06-07 00:00:00.0	T - Transfer Out	3,743.00
151	4	000000764	A0000000764	A00000000	764	DELL LATITUDE PENTIUM	Controlled	2000-06-07 00:00:00.0	T - Transfer Out	3,743.00

Other Excel Downloads

In addition to the FAACS Masterfile, users may download other information from FAACS including:

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

The same process as shown in steps 1 through 7 can be repeated to restore the leading zeros in these other tables as well as any other Excel downloads that may be performed in FAACS.

Contacts

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