Table of Contents

Overview

Introduction

The purpose of this topic is to provide guidance to agencies regarding the automated interface process that imports the Fixed Asset Accounting and Control System (FAACS) data into the Cardinal Accounting System (Cardinal). The Department of Accounts (DOA) controls the automated interface process between FAACS and Cardinal.

FAACS runs depreciation once per month and agencies must certify that all Cardinal capital asset account balances including depreciation is reconciled to FAACS or the agency's internal system.

Agencies must ensure that FAACS properly interfaces transactions into Cardinal. The FAACS/Cardinal interface is crucial for:

- reconciling Cardinal to ensure all capital asset balances are properly reflected; and for,
- preparing the Commonwealth's Annual Comprehensive Annual Financial Report (ACFR).

Policy

Policy

Agencies must ensure that FAACS data properly interfaces to Cardinal for reconciliation purposes and for ACFR preparation.

Procedures

FAACS / Cardinal Interface – General

The FAACS/Cardinal interface consists of an automated process that interfaces FAACS transactions to Cardinal.

The data used to construct the financial disclosures required for inclusion in the ACFR is maintained in FAACS or within the agency's own internal capital asset system(s). **FAACS contains reports/downloads that are available directly from within FAACS. Users no longer have to log into Reportline to access FAACS reports.** Some of the FAACS reports are available in both PDF and Excel format.

FAC731 Report, *Schedule of General Fixed Assets by Function*, and FAC734 Report, *Annual Schedule of Changes in General Fixed Assets by Function*, are used by the agencies to prepare directive submissions for the ACFR. FAC733 Report, *Schedule of General Fixed Assets by Sources* is used by agencies to identify the source of the monies used to purchase the governmental capital assets.

Procedures, Continued

Interface Processing (Cycle-Frequency)

Summarized financial transactions are sent to Cardinal from FAACS on a daily basis. Cardinal processes the FAACS interface file nightly and updates the appropriate Cardinal capital asset account balances during its "Batch" processing.

Cardinal Interface Transactions

Transaction codes are pre-defined, three-digit numbers that are entered within the various data entry fields in FAACS. (See CAPP Topic No. 70325, *Data Entry,* for further details.) Cardinal converts the FAACS transaction codes to update the corresponding Cardinal capital asset account balances. Transaction codes uniquely identify each accounting event related to the acquisition, disposal, and depreciation of capital assets both in the account group and in the proprietary and trust funds. FAACS runs depreciation on a monthly basis. Transaction codes are critical to FAACS because they:

1. Identify the General Ledger Accounts and Cardinal Accounts that each transaction will debit and credit, and

2. Specify the edit criteria that the transaction must meet (for example: coding requirements).

The transaction codes that may be used for agency entries in FAACS are listed in numeric sequence on the following pages. The titles and the established debit and credit general ledger account entries for each transaction are shown. These transaction codes are used for both "controlled" and "capitalizable" assets but only "capitalizable" transactions update account balances in Cardinal.

Agencies are required to use only those transaction codes listed in this topic in FAACS. The Department of Accounts (DOA) has the responsibility for assigning all transaction codes. Cardinal uses the transaction codes generated in FAACS to process capital asset amounts to the Cardinal capital asset account balances.

The next eleven columns indicate the data elements that are required, optional, or not allowed to be coded by the agency for that particular transaction. The final column of the exhibit indicates whether the transaction code may be used with the General Fixed Asset Account Group or a proprietary or trust fund.

Interface Transactions Table

TRANSACTION CODE TABLE

Key: R = Required
   Blank Space - Optional
   N = Not Allowed
   F = Fund
   A = Account Group

Code	Title	FAACS General Ledger Account Debit	FAACS General Ledger Account Credit	Agency	Category	Identification Number	Cost Code	Fund/Detail	Program	Subprogram	Element	Project Number	Grant Number	Funding Source	Fund or Account Group
612	Land Acquisition-General Fixed Asset Account Group (GFAAG)	365	798	R	R	R		R	R					R	A
613	Land Disposal - GFAAG	798	365	R	R	R		R	R					R	A
614	Building Acquisition - GFAAG	366	798	R	R	R		R	R					R	A
615	Building Disposal - GFAAG	798	366	R	R	R		R	R					R	A
616	Improvements Other Than Buildings Acquisition - GFAAG	368	798	R	R	R		R	R					R	A
617	Improvements Other Than Buildings Disposal - GFAAG	798	368	R	R	R		R	R					R	A
618	Equipment Acquisition - GFAAG	370	798	R	R	R		R	R					R	A
619	Equipment Disposal - GFAAG	798	370	R	R	R		R	R					R	A
620	Accumulated Depreciation - Improvements Other Than Buildings, Increase - GFAAG	798	367	R	R	R		R	R					R	A
621	Accumulated Depreciation - Improvements Other Than Buildings, Decrease - GFAAG	367	798	R	R	R		R	R					R	A
622	Construction in Progress - Increase - GFAAG	372	798	R	R	R		R	R				R	R	A
623	Accumulated Depreciation - Buildings Decrease - GFAAG	369	798	R	R	R		R	R					R	A
625	Accumulated Depreciation - Equipment - GFAAG - Decrease	371	798	R	R	R		R	R					R	A
626	Construction in Progress - Decrease - GFAAG	798	372	R	R	R		R	R				R	R	A
627	Land Disposal - Proprietary and Trust Fund (P&TF)	790	365	R	R	R		R						N	F
628	Land Acquisition - P&TF	365	797	R	R	R		R						N	F
629	Building Disposal P&TF	790	366	R	R	R		R						N	F
630	Accumulated Depreciation - Buildings, Increase GFAAG	798	369	R	R	R		R	R					R	A
631	Improvements Other Than Buildings Disposal P&TF	790	368	R	R	R		R						N	F
632	Building Acquisition - P&TF	366	797	R	R	R		R						N	F
633	Equipment Disposal - P&TF	790	370	R	R	R		R						N	F
634	Improvements Other Than Buildings Acquisition - P&TF	368	797	R	R	R		R						N	F

Interface Transactions Table (continued)

TRANSACTION CODE TABLE

Key: R = Required
Blank Space - Optional
N = Not Allowed
F = Fund
A = Account Group

Code	Title	Debit	Credit	Agency	Category	Identification Number	Cost Code	Fund/Detail	Program	Subprogram	Element	Project Number	Grant Number	Funding Source	Fund or Account Group
635	Accumulated Depreciation Improvements Other Than Buildings - Decrease - P&TF	367	790	R	R	R		R						N	F
636	Equipment Acquisition - P&TF	370	797	R	R	R		R						N	F
637	Accumulated Depreciation - Buildings, Decrease P&TF	369	790	R	R	R		R						N	F
638	Construction in Progress Increase P&TF	372	797	R	R	R		R	R			R		N	F
639	Accumulated Depreciation - Equiment Decrease P&TF	371	790	R	R	R		R						N	F
640	Accumulated Depreciation - Equipment Increase P&TF	796	371	R	R	R		R	R					R	A
642	Construction in Progress - Decrease P&TF	797	372	R	R	R		R	R			R		N	F
644	Accum. Dep. Improvement Other Than Buildings Prior Year Adjustment GFAAG	796	367	R	R	R		R	R					R	A
645	Accum. Dep. Buildings - Prior Year Adjustment GFAAG	790	369	R	R	R		R	R					R	A
646	Accum. Depr. Equipment Prior Year Adjustment GFAAG	798	371	R	R	R		R	R					R	A
647	Accum. Depr. Improvements Other Than Buildings Prior Year Adjustment - P&TF	797	367	R	R	R		R						N	F
648	Accum. Depr. Equipment Prior Year Adjustment - P&TF	797	369	R	R	R		R						N	F
649	Accum. Depr. Equipment Prior Year Adjustment - P&TF	797	371	R	R	R		R						N	F
650	Accumulated Depreciation - Improvements other Than Buildings Increase - P&TF	791	367	R	R	R		R						N	F
660	Accumulated Depreciation - Buildings Increase - P&TF	791	369	R	R	R		R						N	F
670	Accumulated Depreciation Increase - Equipment - P&TF	791	371	R	R	R		R						N	F

Continued on next page

Procedures, Continued

FAACS General Ledger Accounts Cardinal Accounts

The structure, assignment, and use of all general ledger account codes are controlled by DOA. The following general ledger account codes in FAACS and account codes in the Cardinal system are used to account for capital assets and depreciation.

FAACS/Cardinal Code/Title

365/182650	Land
366/183660	Buildings
367/183670	Accumulated Depreciation - Improvements Other Than Buildings/Infrastructure
368/183680	Improvements other than Buildings/Infrastructure
369/18369	Accumulated Depreciation - Buildings
370/183700	Equipment
371/183730	Accumulated Depreciation - Equipment
372/182720	Construction in Progress
798/257980	Investment in General Fixed Assets
790/257900	Disposal of Fixed Assets at Book Value
797/257970	Investment in Fixed Assets - Proprietary and Trust Funds
791/257910	Depreciation Expense - Proprietary and Trust Funds

Procedures, Continued

Interface Reconciliation

To ensure accuracy and uniformity in the preparation and reconciliation of financial data input to Cardinal, the reconciliation procedures outlined in CAPP Topic No. 20905, *Reconciliation Requirements,* must be followed. **Exhibit 1** shows an overview of the interface reconciliation process. More information regarding reconciliation requirements is included in CAPP Topic No. 30905, *Requirements.*

The ACTB710, *Cardinal Interface Activity Report* identifies the batch amount and batch count for capital asset transactions sent to Cardinal. The report shows the composition of summary transactions passed to Cardinal and identifies each detailed transaction to its source document. The ACTB710 report must be reconciled weekly to the Transactions Posted on the Cardinal Trial Balance. The reconciliation is by agency, fund and account level. If the account balances do not agree, the discrepancy must be researched and resolved before the agency can certify Cardinal account balances monthly.

The Financial Reporting File Balances Report (FAC730) is used to ensure that the financial balances recorded on the FAACS Financial Reporting File are in agreement with the financial balances recorded on the Cardinal Trial Balance. This report must be reconciled to the Cardinal Trial Balance by Business Unit and Fund. The reconciliation is by business unit/agency, fund, and general ledger account. If the balances do not agree, the discrepancy must be researched and resolved.

NOTE: Entries affecting Accumulated Depreciation GLA's are system generated monthly. Typically, agencies do not enter entries using transaction codes that impact Accumulated Depreciation GLA's except for Summary FAACS users that enter assets and depreciation using the Summary Financial Data File (Form 4).

FINANCIAL RECONCILIATION PROCESS Exhibit 1
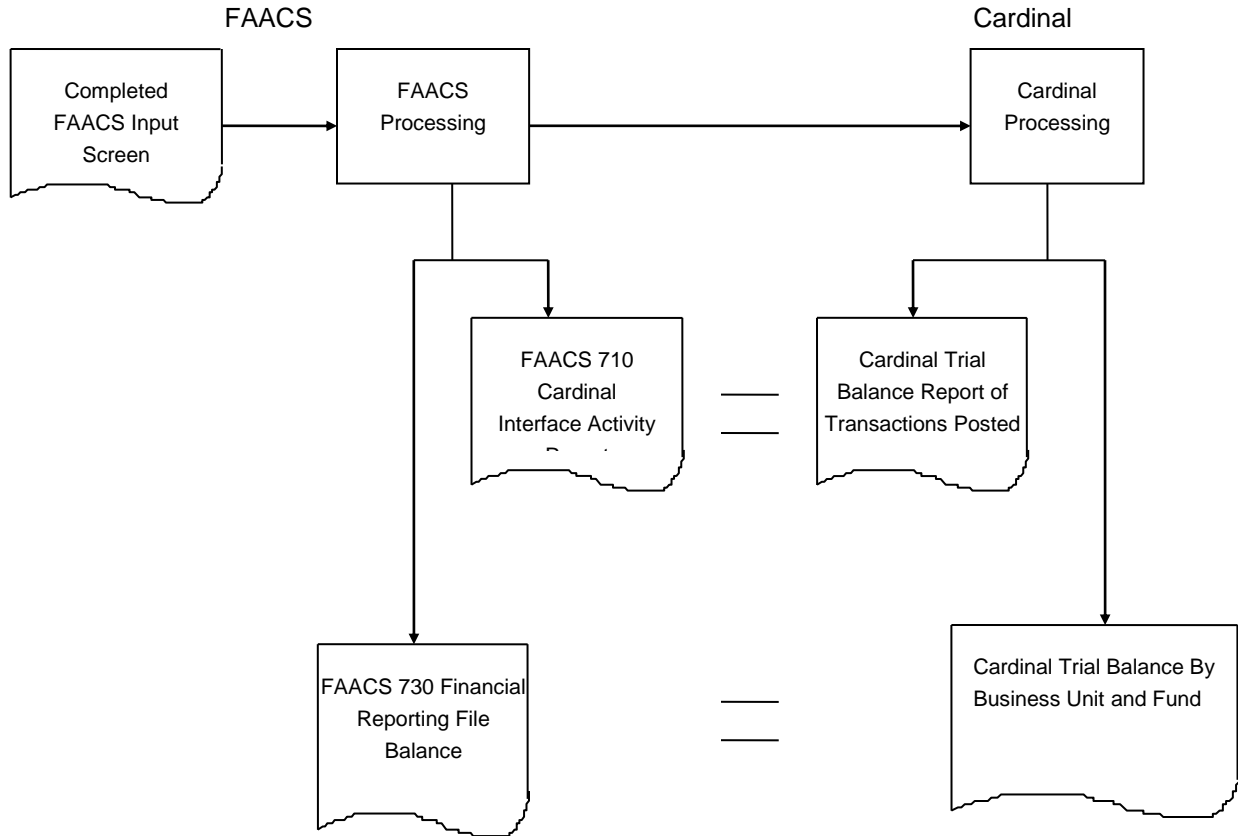
FAACS   Cardinal

FAACS Interface Report Used for Reconciling Cardinal Balances

FIXED ASSET ACCOUNTING AND CONTROL
Cardinal Interface Activity

Run Date: 11/01/2019   **Run Time: 17:35**

151 - DEPARTMENT OF ACCOUNTS

Fiscal Year: 2020   Fiscal Month: 04

Tran Code	Fund	Prog	Project	Fund Src	Rev Code	Transaction Amount	Cat	Asset ID	Nomenclature	Batch ID	Agency Voucher	Agency PO/REQ
630	1500	799		40		1,879.32	2	000095202	09200003500	FAACDEP	15110379	
630	1500	799		40		283.75	2	000095208	09200003500	FAACDEP	15113078	
630	**1500**	**799**				**2,163.07**		**Detail Sequence Number:**		**00001**		
640	1500	724		40		88.23	4	000095213	07400014200	FAACDEP	00002095	
640	1500	724		40		316.66	4	000095214	07400014200	FAACDEP	00002648	
640	**1500**	**724**				**404.89**		**Detail Sequence Number:**		**00002**		
640	1500	737		40		118.77	4	000095211	07400014200	FAACDEP	00000967	
640	**1500**	**737**				**118.77**		**Detail Sequence Number:**		**00003**		
640	1500	799		40		67.58	4	000022241	08400109500	FAACDEP	15160322	E352020
640	1500	799		40		743.96	4	000095203	08400200900	FAACDEP	15110379	
640	1500	799		40		1,185.30	4	000095204	08400200900	FAACDEP	06252012	
640	1500	799		40		1,035.18	4	000095210	08400200900	FAACDEP	15113078	
640	1500	799		40		153.50	4	000095212	07400014200	FAACDEP	00002096	
640	**1500**	**799**				**3,185.52**		**Detail Sequence Number:**		**00004**		
650	0609	711		40		534,088.11	3	000060901	07310015500	FAACDEP	00000198	
650	0609	711		40		91,613.89	3	000060902	07310015500	FAACDEP	INF2017	
650	**0609**	**711**				**625,702.00**		**Detail Sequence Number:**		**00005**		
650	0615	711		40		52,327.30	3	000061502	07310014500	FAACDEP	00299462	
650	0615	711		40		55,718.11	3	000061503	07310014500	FAACDEP	00369678	
650	**0615**	**711**				**108,045.41**		**Detail Sequence Number:**		**00006**		
670	0608	826		50		342.78	4	000095202	08400192000	FAACDEP	15112375	
670	**0608**	**826**				**342.78**		**Detail Sequence Number:**		**00007**		

Batch

Data Type	Date	Type	Number	Agency	Amount	Batch Count	Detail Rec Read
A	11/01/2019	F	416	151	739,962.44	7	15

FAACS Monthly Financial Reporting Balances used to Reconcile Cardinal Monthly

Fixed Asset Accounting and Control
Financial Reporting File Balances by Agency, Fund, and GLA

Run Date: 11/01/2019   As of 10/31/2019   Run Time: 17:35

Agency: 151

			Transactions		
Fund	GLA	Beginning Balance	Debits	Credits	Ending Balance
0601	372	33,101,070.93	0.00	0.00	33,101,070.93
0601	797	(33,101,070.93)	0.00	0.00	(33,101,070.93)
Fund/Fund Detail 0601 Total:		0.00	0.00	0.00	0.00
0608	370	102,835.00	0.00	0.00	102,835.00
0608	371	(31,878.60)	0.00	342.78	(32,221.38)
0608	791	1,028.34	342.78	0.00	1,371.12
0608	797	(71,984.74)	0.00	0.00	(71,984.74)
Fund/Fund Detail 0608 Total:		0.00	342.78	342.78	0.00
0609	367	(23,394,625.21)	0.00	625,702.00	(24,020,327.21)
0609	368	75,084,239.64	0.00	0.00	75,084,239.64
0609	791	1,877,106.00	625,702.00	0.00	2,502,808.00
0609	797	(53,566,720.43)	0.00	0.00	(53,566,720.43)
Fund/Fund Detail 0609 Total:		0.00	625,702.00	625,702.00	0.00
0615	367	(10,105,407.94)	0.00	108,045.41	(10,213,453.35)
0615	368	12,965,451.00	0.00	0.00	12,965,451.00
0615	791	324,136.27	108,045.41	0.00	432,181.68
0615	797	(3,184,179.33)	0.00	0.00	(3,184,179.33)
Fund/Fund Detail 0615 Total:		0.00	108,045.41	108,045.41	0.00
Fund Group 06 Total:		0.00	734,090.19	734,090.19	0.00
1500	366	519,135.00	0.00	0.00	519,135.00
1500	369	(187,512.43)	0.00	2,163.07	(189,675.50)
1500	370	983,861.15	0.00	0.00	983,861.15
1500	371	(279,708.61)	0.00	3,709.18	(283,417.79)
1500	798	(1,035,775.11)	5,872.25	0.00	(1,029,902.86)
Fund/Fund Detail 1500 Total:		0.00	5,872.25	5,872.25	0.00
Fund Group 15 Total:		0.00	5,872.25	5,872.25	0.00
Agency 151 Total:		0.00	739,962.44	739,962.44	0.00

Internal Control

Internal Control

Each agency and institution should implement cost beneficial internal control procedures to ensure that:

- Accurate, uniform and timely information is reported and interfaced; and

- FAACS and Cardinal reconciliation procedures are followed.

Records Retention

General

Records should be maintained for a period of at least three years or longer, if necessary, to be in compliance with policies established by the Records Management Section, The Library of Virginia. The retention period generally starts at the close of the fiscal period.

For pending, ongoing or unresolved litigation, audits or claims, retain documentation until completion, resolution or negotiation of settlements and retain according to standard schedules. Provide for the periodic destruction of records not subject to permanent deposit in accordance with policies and procedures established by the Records Management Section, Virginia State Library and Archives.

DOA Contact

Contact

Financial Reporting Project Lead
☎ (804) 225-2257
FAX (804) 225-2430
✉ faacs@doa.virginia.gov

Subject Cross References

References   CAPP Topic No. 20905, *Reconciliation Requirements*

CAPP Topic No. 30905, *Requirements*

CAPP Topic No. 70325, *Data Entry*