



<b>Volume No. 3—Automated System Applications</b>	<b>TOPIC NO. 70365—Cardinal</b>
<b>Function No. 70300—FAACS Online</b>	<b>TOPIC Reports</b>
	<b>DATE January 2020</b>

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## Overview

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The Fixed Asset Accounting and Control System (FAACS) generates numerous reports to meet end-user objectives (major report categories). The number of informational elements entered into the system enables FAACS to store and produce needed information in a variety of report formats. This topic discusses each of the major reporting categories and contains detailed descriptions of the reports produced for each activity. Due to size limitations; the report/download examples contained in this CAPP topic only show key fields so that the significant information from each report/download can be presented.

The major activities and report categories which are contained in FAACS are:

- Online Transactions;
- Planning and Budgeting;
- Purchasing and Surplus Property;
- Master File Extracts (multi-purpose)
- Physical Control;
- Maintenance;
- Risk Management;
- Grant Management;
- Financial Accounting and Reporting; and,
- System Control Reports.

Much of the information displayed on various FAACS reports has been created to permit state agencies to prepare agency financial reports in accordance with generally accepted accounting principles for capital assets for governmental, proprietary, and fiduciary fund types. Specifically, agencies should be able to produce financial statements displaying capital asset totals by major asset category on the agency's Statement of Net Position, if applicable. FAACS information may also be used to produce schedules which show capital asset additions and deletions by major asset category as well as other information, such as program and fund totals.

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## FAACS Reports/Downloads

All FAACS reports/downloads are now available directly within FAACS. Users no longer have to log onto Reportline to obtain the reports/downloads. Users simply click on the Reports/Downloads menu button on the Main Menu to access the various reports/downloads. Some reports/downloads are available only to DOA as these are used for statewide balances of FAACS to Cardinal. The FAACS Reports/Download web page is shown below: Users simply select each link to view the report or download. Most of the reports are available only as Excel downloads but selected reports may also be downloaded as PDF reports. Depending upon the web browser used, each report/download may require a slightly different process to open the report/download.

### FAACS Report/Download Menu

Main Menu	<h4>FAACS Reporting - Reports/Downloads</h4> <div style="text-align: right; margin-top: 10px;"> <a href="#">Show All Reports</a> <a href="#">Hide All Reports</a> <a href="#">Show Report Descriptions</a> </div> <hr/> <p><b>- Daily Reports</b></p> <p><b>Daily Reports:</b> Agency: <input type="text" value="All"/> Report Date: <input type="text" value="Run On 12/19/2019"/></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2"></th> <th>Report ID</th> <th>Report Title</th> </tr> </thead> <tbody> <tr> <td><input type="button" value="PDF"/></td> <td><input type="button" value="XLSX"/></td> <td>ACTBF710-1</td> <td>Cardinal Interface Activity</td> </tr> <tr> <td><input type="button" value="PDF"/></td> <td><input type="button" value="XLSX"/></td> <td>FAC740 (DOA Only)</td> <td>Financial Reporting File Balances by Fund and GLA</td> </tr> <tr> <td><input type="button" value="PDF"/></td> <td><input type="button" value="XLSX"/></td> <td>FACW291H</td> <td>Listing of Transactions with Status of Hold or Incomplete</td> </tr> <tr> <td><input type="button" value="PDF"/></td> <td><input type="button" value="XLSX"/></td> <td>FACW291R</td> <td>Listing of Transactions with Status of Released</td> </tr> </tbody> </table> <div style="margin-top: 10px;"> <p><b>+ Monthly Reports</b></p> <p><b>+ Preliminary Close Reports</b></p> <p><b>+ Year End Close Reports</b></p> <p><b>+ Masterfile Extracts</b></p> </div>			Report ID	Report Title	<input type="button" value="PDF"/>	<input type="button" value="XLSX"/>	ACTBF710-1	Cardinal Interface Activity	<input type="button" value="PDF"/>	<input type="button" value="XLSX"/>	FAC740 (DOA Only)	Financial Reporting File Balances by Fund and GLA	<input type="button" value="PDF"/>	<input type="button" value="XLSX"/>	FACW291H	Listing of Transactions with Status of Hold or Incomplete	<input type="button" value="PDF"/>	<input type="button" value="XLSX"/>	FACW291R	Listing of Transactions with Status of Released
		Report ID	Report Title																		
<input type="button" value="PDF"/>		<input type="button" value="XLSX"/>	ACTBF710-1	Cardinal Interface Activity																	
<input type="button" value="PDF"/>		<input type="button" value="XLSX"/>	FAC740 (DOA Only)	Financial Reporting File Balances by Fund and GLA																	
<input type="button" value="PDF"/>		<input type="button" value="XLSX"/>	FACW291H	Listing of Transactions with Status of Hold or Incomplete																	
<input type="button" value="PDF"/>		<input type="button" value="XLSX"/>	FACW291R	Listing of Transactions with Status of Released																	
Personal Options																					
Master File																					
Transaction File																					
Summary File																					
Reports/Downloads																					
FAACS Tables																					
DOA Utilities																					
Log Off																					

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## On-Line Transactions


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The FAACS online reports assist persons responsible for fiscal and property management with accounting for and reconciling capital asset transactions entered on the Data Entry File. These reports provide users a mechanism to review daily online capital asset activity. These reports include:

- Listing of "Released" Transactions (FACW291R)
  - Listing of Transactions With Status of Hold or Incomplete (FACW291H)
- 

<b>REPORT NAME:</b>	LISTING OF "RELEASED" TRANSACTIONS FACW291R
<b>DESCRIPTION AND CONTENTS:</b>	Provides a listing of released transactions that update the FAACS Master File or Financial Reporting File. Details shown for each asset include identification number, action code, entry date, acquisition date, fund amount, voucher number, organization, nomenclature, controlling indicator, and disposal code.
<b>PURPOSE:</b>	To provide agencies with information regarding transactions released for update. This report can also be used to reconcile transactions entered in FAACS online.
<b>ASSET CATEGORIES:</b>	Land Buildings Infrastructure Equipment (Capitalized and Controlled) Construction in Progress Accounts
<b>FREQUENCY OF DISTRIBUTION:</b>	The Listing of Released Transactions Report is created nightly in FAACS for agencies releasing transactions during the day.
<b>ORDER OF DATA:</b>	Assets reported on the Listing of Released Transaction Report are listed according to FAACS identification number within the asset category.

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## FACW291R Released Transactions Report

### Fixed Asset Accounting and Control Released Transactions

Run Date: 10/28/2019


Run Time: 17:30

Report Date: 10/28/2019 17:30

Agy	Cat	Asset ID	Status	Action	Description	Entry Date	ACQ Date	Fund Amount	Voucher No	ORG	Nomenclature	Control Ind	Disposal Code
413		591359135	Released	Add	Form 04	10/28/2019		136,500.00				Capitalized	
<b>Agency 413 - Released Transactions:</b>						<b>Total Count: 1</b>		<b>Total Amount: \$136,500.00</b>					
501		501042006	Released	Add	Form 04	10/28/2019		23,490,528.6				Capitalized	
<b>Agency 501 - Released Transactions:</b>						<b>Total Count: 1</b>		<b>Total Amount: \$23,490,528.62</b>					
701	4	010591587	Released	Add	2019 FORD TRANSIT	10/28/2019	10/21/2019	29,162.33	NA	059	06400065400	Capitalized	
701	4	010591588	Released	Add	2019 FORD TRANSIT	10/28/2019	10/21/2019	29,162.33	NA	059	06400065400	Capitalized	
701	4	010591589	Released	Add	2019 FORD TRANSIT	10/28/2019	10/21/2019	29,162.33	NA	059	06400065400	Capitalized	
701	4	010591590	Released	Add	2019 FORD TRANSIT	10/28/2019	10/21/2019	29,162.33	NA	059	06400065400	Capitalized	
<b>Agency 701 - Released Transactions:</b>						<b>Total Count: 4</b>		<b>Total Amount: \$116,649.32</b>					
724	4	724001811	Released	Edit	8 DRAWER FILE	10/28/2019	11/18/1992	953.00	317720	69	04400010400	Capitalized	T - Transfer Out
724	4	724003622	Released	Edit	SKILLET, TILT	10/28/2019	06/24/1997	5,894.00	PRO14431	64	08400050000	Capitalized	K - Cannibalized
724	4	724004402	Released	Edit	CABINET ROLL FILM	10/28/2019	05/08/2003	1,922.50	317390	69	04400010400	Capitalized	T - Transfer Out
724	4	724004542	Released	Edit	PARKER BATH WITH	10/28/2019	09/27/2012	11,311.00	60575860		04400009800	Capitalized	K - Cannibalized
724	4	724004543	Released	Edit	PARKER BATH	10/28/2019	09/07/2005	11,911.10	60492280		04400009800	Capitalized	K - Cannibalized
724	4	724004544	Released	Edit	PARKER BATH	10/28/2019	06/04/2003	12,168.16	60440350		04400009800	Capitalized	K - Cannibalized
724	4	724004546	Released	Edit	PARKER BATH TUB	10/28/2019	09/07/2005	11,911.10	60492280	443	04400009800	Capitalized	K - Cannibalized
<b>Agency 724 - Released Transactions:</b>						<b>Total Count: 7</b>		<b>Total Amount: \$56,070.86</b>					
756	4	181003408	Released	Add	HOBART 6801 MEAT	10/28/2019	08/09/2019	4,145.00	PCARD	AGRI	08400099500	Controlled	
756	4	191004512	Released	Add	WESTFIELD AUGER	10/28/2019	09/16/2019	5,205.00	00020965	AGRI	08400070300	Capitalized	
756	4	191004513	Released	Add	MILLER PORTABLE	10/28/2019	07/19/2019	2,868.79	PCARD	AGRI	08400068500	Controlled	
756	4	531001023	Released	Add	KOSHER TRAY SEALING	10/28/2019	08/30/2019	85,653.00	00020569	AGRI	08400050100	Capitalized	
756	4	560622471	Released	Edit	CARRIER ULTRA	10/28/2019	07/01/2015	6,400.00	00111720	062	08400103600	Capitalized	
<b>Agency 756 - Released Transactions:</b>						<b>Total Count: 5</b>		<b>Total Amount: \$104,271.79</b>					
771	4	711000806	Released	Add	ICE MACHINE 4A	10/28/2019	10/04/2019	2,312.78	1108		08400052300	Controlled	
771	4	711000807	Released	Add	ICE MACHINE - STAND	10/28/2019	10/04/2019	2,312.78	1108		08400052300	Controlled	

FACW291R

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**REPORT NAME:** LISTING OF TRANSACTIONS WITH STATUS OF HOLD OR INCOMPLETE FACW291H

**DESCRIPTION AND CONTENTS:** Provides a listing of transactions remaining on the Transaction File or the Summary Financial Data File with a status of "hold" or "incomplete." Details listed for each asset include identification number, action code, entry date, acquisition date, fund amount, voucher number, organization, nomenclature, control indicator, and disposal code.

**PURPOSE:** To provide agencies with information for transactions remaining on the Transaction File or Summary Financial Data File.

**ASSET CATEGORIES:** Land  
Buildings  
Infrastructure  
Equipment (Capitalized and Controlled)  
Construction in Progress

**FREQUENCY OF DISTRIBUTION:** The Listing of Transactions with Status of Hold or Incomplete Report is distributed daily to agencies having transactions with "H" or "I" status on the Transaction File or Summary Financial Data File.

**ORDER OF DATA:** Assets reported on the Listing of Transactions with a Status of Hold or Incomplete Report are listed according to FAACS identification number within each asset category.

## FACW291H Hold or Incomplete Transactions Report

### Fixed Asset Accounting and Control Transactions with a Status of Hold or Incomplete


Run Date: 11/22/2019

Run Time: 17:30

Report Date: 11/22/2019 17:30

Agy	Cat	Asset ID	Status	Action	Description	Entry Date	ACQ Date	Fund Amount	Voucher No	ORG	Nomenclature	Control Ind	Disposal Code
111	4	000070845	Incomplete	Edit	MICROPHONE	11/22/2019	04/28/2011	5,432.26	4000017N	MS1	08400010000	Capitalized	
Agency 111 - Incomplete Transactions:						Total Count: 1		Total Amount: \$5,432.26					

	Count	Amount
Report 11/22/2019 17:30 - Total Transactions:	1	5,432.26

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## Planning and Budgeting


Individuals engaged in this major reporting activity require reports that enable them to accurately forecast future capital asset needs based on current depreciation patterns. Such reports are reviewed annually, or more frequently if desired, in order to determine current accumulated depreciation totals, replacement cost information, disposal trends, and other information needed to project future replacement and maintenance costs, and to determine the costs and benefits associated with repair versus replacement decisions. The planning and budgeting reports are:

- Asset Masterfile Replacement Report (FAC317)
- Disposal History Report (FAC30040).

REPORT NAME:	ASSET MASTER FILE REPLACEMENT DOWNLOAD (FAC317)
DESCRIPTION AND CONTENTS:	A detailed listing of capital assets having 5 years (or less) remaining in useful life. This report is available within FAACS as an Excel download by agency. Key details for each capital asset listed on the report include identification number, item description, acquisition date and cost, end of useful life date, maintenance cost, and other informational fields.
PURPOSE:	To provide agencies with the detailed information needed to project future replacement and maintenance costs and to evaluate the relative merits of repairing or replacing capital assets.
ASSET CATEGORIES:	Building Infrastructure Equipment (Controlled and Capitalized)
FREQUENCY OF DISTRIBUTION:	The Asset Master File Replacement Download is compiled monthly and available directly within FAACS.
ORDER OF DATE:	Assets reflected on the Asset Master File Replacement Download are listed according to inventory (FAACS ID) number within the asset category.

### FAC317, Asset Master File Replacement Download

AGENCY	IDENTIFICATION	CATEGORY_TITLE	CONTROLLED	DESCRIPTION1	ACQ DATE	USEFUL LIFE	END OF USEFUL LIFE	REMAINING USEFUL LIFE	MAINTENANCE COST	FUND AMOUNT
151	ID 000022241	4 - Equipment		TRANE AIR CONDITIONER UNI	2006-03-16	15	2021-03-16	1	0	12,165.00
151	ID 000061502	3 - Infrastructure		PB SYSTEM BASE	2010-09-01	10	2020-09-01	1	0	6,279,277.00
151	ID 000061503	3 - Infrastructure		PB SYSTEM UPGRADE	2013-03-01	10	2023-03-01	3	0	6,686,174.00
151	ID 000095211	4 - Equipment		SMART BOARD/GA&FR/3RD FL	2015-04-29	10	2025-04-29	5	0	14,252.05

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**REPORT NAME:** ASSET MASTER FILE DISPOSAL HISTORY DOWNLOAD (FAC30040)

**DESCRIPTION AND CONTENTS:** A cumulative listing of assets disposed of by an agency during the most recent three year period. (Data regarding each disposal is reflected on the report for three years after the disposal date and is then dropped from the report.) Key details provided for each asset disposal include acquisition and disposal dates, acquisition amounts, disposal code, useful life, and actual life and other informational fields.

**PURPOSE:** To provide information for the analysis of useful life estimates, as well as for audit purposes.

**ASSET CATEGORIES:** Buildings  
Infrastructure  
Equipment (Controlled and Capitalized)


**FREQUENCY OF DISTRIBUTION:** The Asset Master File Disposal History Download is compiled monthly and available directly within FAACS.

**ORDER OF DATA:** Assets included on the download are listed according to inventory (FAACS ID) number within the asset category.

### FAC30040, Asset Master File Disposal History Download

RECORD TYPE	AGENCY	CATEGORY TITLE	CONTROLLED		DESCRIPTION1	ACQ DATE	DISPOSAL DATE	ACQUISITION COST	DISPOSAL_CODE	USEFUL LIFE	ACTUAL LIFE
			IND	IDENTIFICATION							
Detail	151 4 -	Equipment	Controlled	ID 000000034	PERSONAL COMPUTER	03/09/1984	05/11/2005	3,070.00	T - Transfer Out	5	36
Detail	151 4 -	Equipment	Controlled	ID 000000729	XEROX FAX MACHINE	06/20/1990	06/30/2005	3,384.00	T - Transfer Out	20	30
Detail	151 4 -	Equipment	Controlled	ID 000000752	DELL P111 450KGXL/M	09/03/1999	05/11/2005	989.00	T - Transfer Out	5	21
Detail	151 4 -	Equipment	Controlled	ID 000000753	DELL PIII 450K GXVM & BAS	06/23/1999	05/11/2005	1,512.00	T - Transfer Out	5	21
Detail	151 4 -	Equipment	Controlled	ID 000000754	DELL P111 450KGL/M BASE	06/18/1999	05/11/2005	1,459.00	T - Transfer Out	5	21
Detail	151 4 -	Equipment	Controlled	ID 000000755	DELL P111 450 GXL/M BASE	06/03/1999	05/11/2005	1,560.00	T - Transfer Out	5	21
Detail	151 4 -	Equipment	Controlled	ID 000000756	TEKTRONIX 850 PP COLOR	06/02/2000	07/13/2005	3,008.81	T - Transfer Out	5	20
Detail	151 4 -	Equipment	Controlled	ID 000000757	DELL 667 MHZ/133	06/08/2000	05/11/2005	1,585.00	T - Transfer Out	5	20
Detail	151 4 -	Equipment	Controlled	ID 000000759	DELL 667 MHR/133	06/08/2000	05/11/2005	1,585.00	T - Transfer Out	5	20
Detail	151 4 -	Equipment	Controlled	ID 000000760	DELL 667 GX110/M BASE	06/09/2000	05/11/2005	1,561.00	T - Transfer Out	5	20
Detail	151 4 -	Equipment	Controlled	ID 000000762	DELL 667 GX110/M BASE	06/09/2000	05/11/2005	1,561.00	T - Transfer Out	5	20
Detail	151 4 -	Equipment	Controlled	ID 000000763	DELL LATITUDE PENTIUM	06/07/2000	05/11/2005	3,743.00	T - Transfer Out	5	20
Detail	151 4 -	Equipment	Controlled	ID 000000764	DELL LATITUDE PENTIUM	06/07/2000	05/11/2005	3,743.00	T - Transfer Out	5	20
Detail	151 4 -	Equipment	Controlled	ID 000000769	DELL LATITUDE	06/13/2001	05/11/2005	3,032.90	T - Transfer Out	5	19
Detail	151 4 -	Equipment	Controlled	ID 000000770	POWER EDGE 2500	06/05/2001	05/11/2005	3,461.00	T - Transfer Out	5	19
Detail	151 4 -	Equipment	Controlled	ID 00000751-	DELL P 6300	12/04/1998	05/17/2007	1,846.00	S - Sale or Trade-In	5	21
Detail	151 4 -	Equipment	Controlled	ID 000015748	COMPUTER, COMPAC PERSONAL	04/15/1986	05/12/2005	1,960.00	T - Transfer Out	7	34
Detail	151 4 -	Equipment	Controlled	ID 000019063	COPIER/CANNON	09/08/1993	05/17/2007	1,287.92	S - Sale or Trade-In	5	27
Detail	151 4 -	Equipment	Controlled	ID 000019186	IBM PC/W/MONITOR	10/25/1993	05/12/2005	3,530.00	T - Transfer Out	5	27
Detail	151 4 -	Equipment	Controlled	ID 000019557	IBM PC W/MONITOR	11/08/1993	05/12/2005	3,530.00	T - Transfer Out	5	26
Detail	151 4 -	Equipment	Controlled	ID 000019574	TAPE DRIVE CIPHER	03/29/1994	05/12/2005	1,670.00	T - Transfer Out	5	26



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## Master File Extract Downloads

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The Master File Extract Downloads are available within FAACS to provide various information for all assets recorded on the FAACS Master File. Agencies can download their Master File records from within FAACS into Excel at any time to provide detailed information regarding each asset record contained in FAACS including agency availability, surplus dates, disposal dates, etc.

The Master File downloads can be sorted or filtered as needed to easily identify any assets that are currently surplus by one division or department that could be used by another division or department within the agency without having to purchase a new asset. A secondary use of the download is to provide each agency with detailed information for asset control and stewardship and various other management functions.


The Master File Extract downloads include:

- Master File Download.
- FAC307 Download (4 options available)

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<b>REPORT NAME:</b>	MASTER FILE DOWNLOAD
<b>DESCRIPTION AND CONTENTS:</b>	A complete listing of assets on an agency's Master File. Key details provided for each asset including agency, category, asset identification number, useful life, description, acquisition date, acquisition amount, accumulated depreciation, salvage value, surplus date, and other informational fields.
<b>PURPOSE:</b>	To provide information for the analysis of all Master File asset records.
<b>ASSET CATEGORIES:</b>	Land Buildings Infrastructure Equipment (Controlled and Capitalized)
<b>FREQUENCY OF DISTRIBUTION:</b>	The Asset Master File Download is available for any users having download access in FAACS. The FAC307 downloads are compiled monthly.
<b>ORDER OF DATA:</b>	Assets included on the download are listed according to inventory (FAACS ID) number within the asset category.

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REPORT NAME: FAC307 Download (4 Options)  
AA1  
AA2  
AA3  
AA3-47

DESCRIPTION AND CONTENTS: Each option of the FAC307 provides a slightly different information from the FAACS Master File. The AA1 Is the shortest and provides summary information by agency and asset category. The AA3 is the most detailed. Some of the key fields in the AA3 include: agency, asset category, controlled indicator, asset identification number, description, acquisition date, funding source, acquisition amount, accumulated depreciation, disposal date and other informational fields.

PURPOSE: To provide information for the analysis of all Master File asset records.


ASSET CATEGORIES: Land  
Buildings  
Infrastructure  
Equipment (Controlled and Capitalized)

FREQUENCY OF DISTRIBUTION: The Asset Master File Disposal History Download is compiled monthly and available directly within FAACS.

ORDER OF DATA: Assets included on the download are listed according to inventory (FAACS ID) number within asset category.

### 307 Option AA3

RECORD TYPE	AGENCY	CATEGORY TITLE	CONTROLLED IND	IDENTIFICATION	DESCRIPTION	ACQUISITION DATE	FUND SOURCE	FUND AMOUNT	ACCUM DEPRECIATION
Detail	151	2 - Buildings	Capital	ID 000095202	LEASEHOLD IMPR	06/25/2012	40	451,036.00	167,259.44
Detail	151	2 - Buildings	Capital	ID 000095208	LEASEHOLD IMPR	04/01/2013	40	68,099.00	22,416.06
Capital, Undisposed Total:	151	2 - Buildings	Capital					519,135.00	189,675.50
Capital Total:	151	2 - Buildings	Capital					519,135.00	189,675.50
Detail	151	3 - Infrastructure	Capital	ID 000060901	CARDINAL FINANC	07/01/2016	40	64,090,572.84	21,363,524.40
Detail	151	3 - Infrastructure	Capital	ID 000060902	CARDINAL UPGRA	06/01/2017	40	10,993,666.80	2,656,802.81
Detail	151	3 - Infrastructure	Capital	ID 000061502	PB SYSTEM BASE	09/01/2010	40	6,279,277.00	5,756,003.95
Detail	151	3 - Infrastructure	Capital	ID 000061503	PB SYSTEM UPGR	03/01/2013	40	6,686,174.00	4,457,449.40
Capital, Undisposed Total:	151	3 - Infrastructure	Capital					88,049,690.64	34,233,780.56
Capital Total:	151	3 - Infrastructure	Capital					88,049,690.64	34,233,780.56
Detail	151	4 - Equipment	Capital	ID 000022241	TRANE AIR CONDIT	03/16/2006	40	12,165.00	11,083.64
Detail	151	4 - Equipment	Capital	ID 000095202	PSB FILING SYSTE	01/01/2012	50	102,835.00	32,221.38
Detail	151	4 - Equipment	Capital	ID 000095203	2ND FLOOR CUBIC	06/25/2012	40	223,189.00	66,212.44
Detail	151	4 - Equipment	Capital	ID 000095204	3RD FLOOR CUBIC	06/25/2012	40	355,589.00	105,491.70
Detail	151	4 - Equipment	Capital	ID 000095210	2ND FL CUBICLE S	04/01/2013	40	310,554.00	81,779.22
Detail	151	4 - Equipment	Capital	ID 000095211	SMART BOARD/G,	04/29/2015	40	14,252.05	6,532.33
Detail	151	4 - Equipment	Capital	ID 000095212	SMART BOARD - T	05/17/2017	40	19,370.14	4,605.00
Detail	151	4 - Equipment	Capital	ID 000095213	SMART BOARD - J	05/17/2017	40	10,592.56	2,646.90
Detail	151	4 - Equipment	Capital	ID 000095214	SMART BOARDS-F	07/13/2018	40	38,149.40	5,066.56
Capital, Undisposed Total:	151	4 - Equipment	Capital					1,086,696.15	315,639.17
Capital Total:	151	4 - Equipment	Capital					1,086,696.15	315,639.17


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## Physical Control Reporting

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A vital function of any property management system is to ensure physical control over assets in that system. FAACS reports designed to assist agency property managers in achieving effective internal control over agency assets are as follows:

- Agency Inventory Report (FAC30010)
  - Inventory by Responsible Position (FAC316)
  - Accounting and Control Master Display (FAC319 and FAC307, Option AA3, Master File Download)
  - Assets by Location (FAC30080)
  - Master Inventory Organization and Nomenclature (FAC308)
  - Asset Inventory Report (FAC332)
-

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**REPORT NAME:** AGENCY INVENTORY DOWNLOAD (FAC30010)

**DESCRIPTION AND CONTENTS:** A listing of all agency controlled and capitalized assets. Specific details reported for each asset include inventory number (FAACS ID), item description, responsible position and description, acquisition cost, and location.

**PURPOSE:** To assist an agency in maintaining control over its capital assets, especially in conducting periodic physical inventories. This report may also be utilized to assist in statistical sampling. (See CAPP Topic No. 30505, *Physical Inventory*.)


**ASSET CATEGORIES:** Land  
Buildings  
Infrastructure  
Equipment (Controlled and Capitalized)

**FREQUENCY OF DISTRIBUTION:** The Agency Inventory Download is compiled monthly and available directly within FAACS.

**ORDER OF DATA:** Assets listed on the Agency Inventory Download are grouped according to organization division or section. The download may be sorted or filtered as needed.

### FAC30010 Asset Masterfile Inventory Download

RECORD_TYPE	AGENCY	IDENTIFICATION	DESCRIPTION1	RESPONSIBLE_POSITION	ACQUISITION_COST	FIPS_CODE	BLDG_ID
Detail	151	ID 000061502	PB SYSTEM BASE	DIR OF ADMIN	6,279,277.00	L 760	133
Detail	151	ID 000061503	PB SYSTEM UPGRADE	DIR OF ADMIN	6,686,174.00	L 760	133
Total Organization: , Nomenclature: 07 3 100145 00	151	x			12,965,451.00		
Detail	151	ID 000095211	SMART BOARD/GA&FR/3RD FL	M PEARSON	14,252.05	L 760	133
Detail	151	ID 000095212	SMART BOARD - TRAINING	FIN. & ADMIN	19,370.14	L 760	133
Detail	151	ID 000095213	SMART BOARD - JOHN TYLER	DIR. S&P	10,592.56	L 760	133
Detail	151	ID 000095214	SMART BOARDS-PARAGON	PROJ MGR	38,149.40	L 760	133
Total Organization: , Nomenclature: 07 4 000142 00	151	x			82,364.15		
Detail	151	ID 000022241	TRANE AIR CONDITIONER UNI	ROOF	12,165.00	L 760	133
Total Organization: , Nomenclature: 08 4 001095 00	151	x			12,165.00		
Detail	151	ID 000095202	PSB FILING SYSTEM	PSB DIRECTOR	102,835.00	L 760	133
Total Organization: , Nomenclature: 08 4 001920 00	151	x			102,835.00		
Detail	151	ID 000095203	2ND FLOOR CUBICLE SYSTEM	DIR FIN/ADM	223,189.00	L 760	133
Detail	151	ID 000095204	3RD FLOOR CUBICLE SYSTEM	DIR FIN/ADMI	355,589.00	L 760	133
Detail	151	ID 000095210	2ND FL CUBICLE SYS REMAIN	DIR OF ADMIN	310,554.00	L 760	133
Total Organization: , Nomenclature: 08 4 002009 00	151	x			889,332.00		
Detail	151	ID 000095202	LEASEHOLD IMPROVEMENTS	DIR OF ADMIN	451,036.00	L 760	133
Detail	151	ID 000095208	LEASEHOLD IMPROVEMENTS	DIR OF ADMIN	68,099.00	L 760	133
Total Organization: , Nomenclature: 09 2 000035 00	151	x			519,135.00		

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**REPORT NAME:** INVENTORY REPORT BY RESPONSIBLE POSITION (FAC316)

**DESCRIPTION AND CONTENTS:** A detailed listing of an agency's capital assets grouped according to positions within the agency assigned responsibility for those assets. Specific details listed for each asset assigned to a given position number include location, identification number, condition code, availability code, model number, serial number, acquisition date and cost, and last inventory date.

**PURPOSE:** To assist an agency in maintaining control over its capital assets and in conducting periodic physical inventories.


**ASSET CATEGORIES:** Land  
Buildings  
Infrastructure  
Equipment (Controlled and Capitalized)

**FREQUENCY OF DISTRIBUTION:** The Inventory Report by Responsible Position is compiled monthly and available directly within FAACS.

**ORDER OF DATA:** Assets on the Inventory Report by Responsible Position Download are listed according to identification number within each location by responsible position. The download may be sorted or filtered as needed.

### FAC316 Asset Masterfile Inventory Download by Location and Responsible Position

RECORD_TYPE	AGENCY	RESPON_POSITION	FIPS CODE	BLDG_ID	FLOOR	WING	ROOM	IDENTIFICATION	DESCRIPTION	FUND AMOUNT	ACQ. DATE	ORG CODE	LAST INVENTORY DATE
Detail	151	921 ADMIN	L 760	133	2			ID 000021109	FORKLIFT	4,884.00	06/27/1989	921	02/28/2019
Total Location	151	921 ADMIN	L 760	133	2			x		4,884.00			
Total Position 921 ADMIN LO	151	921 ADMIN	x							4,884.00			
Detail	151	DIR OF ADMIN	L 760	133				ID 000095202	LEASEHOLD IMPROVEMENTS	451,036.00	06/25/2012		02/28/2019
Total Location	151	DIR OF ADMIN	L 760	133				x		451,036.00			
Total Position DIR OF ADMIN	151	DIR OF ADMIN	x							451,036.00			
Detail	151	DIR FIN/ADM	L 760	133				ID 000095203	2ND FLOOR CUBICLE SYSTEM	223,189.00	06/25/2012		02/28/2019
Total Location	151	DIR FIN/ADM	L 760	133				x		223,189.00			
Total Position DIR FIN/ADM	151	DIR FIN/ADM	x							223,189.00			
Detail	151	DIR FIN/ADMI	L 760	133				ID 000095204	3RD FLOOR CUBICLE SYSTEM	355,589.00	06/25/2012		02/28/2019
Total Location	151	DIR FIN/ADMI	L 760	133				x		355,589.00			
Total Position DIR FIN/ADMI	151	DIR FIN/ADMI	x							355,589.00			
Detail	151	DIR OF ADMIN	L 760	133				ID 000061502	PB SYSTEM BASE	6,279,277.00	09/01/2010		02/28/2019
Detail	151	DIR OF ADMIN	L 760	133				ID 000061503	PB SYSTEM UPGRADE	6,686,174.00	03/01/2013		02/28/2019
Detail	151	DIR OF ADMIN	L 760	133				ID 000095208	LEASEHOLD IMPROVEMENTS	68,099.00	04/01/2013		02/28/2019
Detail	151	DIR OF ADMIN	L 760	133				ID 000095210	2ND FL CUBICLE SYS REMAIN	310,554.00	04/01/2013		02/28/2019
Total Location	151	DIR OF ADMIN	L 760	133				x		13,344,104.00			
Total Position DIR OF ADMIN	151	DIR OF ADMIN	x							13,344,104.00			
Detail	151	DIR. S&P	L 760	133				ID 000095213	SMART BOARD - JOHN TYLER	10,592.56	05/17/2017		02/28/2019
Total Location	151	DIR. S&P	L 760	133				x		10,592.56			
Total Position DIR. S&P	151	DIR. S&P	x							10,592.56			
Detail	151	FIN & ADMIN	L 760	133				ID 000060902	CARDINAL UPGRADE	10,993,666.80	06/01/2017		02/28/2019
Total Location	151	FIN & ADMIN	L 760	133				x		10,993,666.80			

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REPORT NAME: SUMMARIZED MASTER DISPLAY DOWNLOAD (FAC319)

DESCRIPTION AND CONTENTS: A summarized display of capital asset data on the FAACS accounting and control master file.

PURPOSE: Download to show contents of the accounting and control Master File in a summarized format.


ASSET CATEGORIES: Land  
Buildings  
Infrastructure  
Equipment (Controlled and Capitalized)

FREQUENCY OF DISTRIBUTION: The Summarized Master Display Download is compiled monthly and available directly within FAACS.

ORDER OF DATA: Assets reported on the Summarized Master Display report are listed according to asset identification number within each asset category.

### FAC319 Summarized Master Display Download

RECORD TYPE	AGENCY	CATEGORY	IDENTIFICATION	DESCRIPTION	CONT. IND	ACQUISITION DATE	DISP. COD	FIPS CODE	BLDG ID	FLOOR	WING	ROOM	FUND_AMOUNT
Detail	151	2	ID 000095202	LEASEHOLD IMPROVEMENTS		06/25/2012		L 760	133				451,036.00
Detail	151	2	ID 000095208	LEASEHOLD IMPROVEMENTS		04/01/2013		L 760	133				68,099.00
Detail	151	3	ID 000060902	CARDINAL UPGRADE		06/01/2017		L 760	133				10,993,666.80
Detail	151	3	ID 000061502	PB SYSTEM BASE		09/01/2010		L 760	133				6,279,277.00
Detail	151	3	ID 000061503	PB SYSTEM UPGRADE		03/01/2013		L 760	133				6,686,174.00
Detail	151	4	ID 000000034	PERSONAL COMPUTER	C	03/09/1984	T	L 760	133	4	TO	SE-SW	3,070.00
Detail	151	4	ID 000000729	XEROX FAX MACHINE	C	06/20/1990	T	L 760	133	4			3,384.00
Detail	151	4	ID 000000752	DELL P111 450KGXL/M	C	09/03/1999	T	L 760	133	4T		H	989.00
Detail	151	4	ID 000000753	DELL PIII 450K GXVM & BAS	C	06/23/1999	T	L 760	133	2			1,512.00
Detail	151	4	ID 000000754	DELL P111 450KGL/M BASE	C	06/18/1999	T	L 760	133	2			1,459.00
Detail	151	4	ID 000000755	DELL P111 450 GXL/M BASE	C	06/03/1999	T	L 760	133	2			1,560.00
Detail	151	4	ID 000000756	TEKTRONIX 850 PP COLOR	C	06/02/2000	T	L 760	133	2			3,008.81
Detail	151	4	ID 000000757	DELL 667 MHZ/133	C	06/08/2000	T	L 760	133	2			1,585.00
Detail	151	4	ID 000000759	DELL 667 MHR/133	C	06/08/2000	T	L 760	133	2			1,585.00
Detail	151	4	ID 000000760	DELL 667 GX110/M BASE	C	06/09/2000	T	L 760	133	2			1,561.00
Detail	151	4	ID 000000762	DELL 667 GX110/M BASE	C	06/09/2000	T	L 760	133	2			1,561.00
Detail	151	4	ID 000000763	DELL LATITUDE PENTIUM	C	06/07/2000	T	L 760	133	2			3,743.00
Detail	151	4	ID 000000764	DELL LATITUDE PENTIUM	C	06/07/2000	T	L 760	133	2			3,743.00
Detail	151	4	ID 000000769	DELL LATITUDE	C	06/13/2001	T	L 760	133	2			3,032.90
Detail	151	4	ID 000000770	POWER EDGE 2500	C	06/05/2001	T	L 760	133	2			3,461.00
Detail	151	4	ID 00000751-	DELL P 6300	C	12/04/1998	S	L 760	133				1,846.00
Detail	151	4	ID 000015748	COMPUTER, COMPAC PERSONAL	C	04/15/1986	T	L 760	133	3			1,960.00
Detail	151	4	ID 000019063	COPIER/CANNON	C	09/08/1993	S	L 760	133	2			1,287.92

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REPORT NAME: SUMMARIZED MASTER DISPLAY Download (FAC307, Option AA3)

This report was discussed earlier in this CAPP topic and will not be discussed again here.

REPORT NAME: ASSETS BY LOCATION DOWNLOAD (FAC30080)

DESCRIPTION AND CONTENTS: A detailed listing of all capital assets located within particular areas. Details provided for each capital asset include location (FIPS code, and building, floor, wing, and room numbers), nomenclature code, item description, inventory number, acquisition and replacement costs, manufacturer's serial number, and condition code.

PURPOSE: To assist an agency in maintaining control over its capital assets, especially in conducting periodic physical inventories.


ASSET CATEGORIES: Land  
Buildings  
Infrastructure  
Equipment (Controlled and Capitalized)

FREQUENCY OF DISTRIBUTION: The Assets by Location Download is compiled monthly and available directly within FAACS.

ORDER OF DATA: Users can sort or filter the download as needed.

### FAC30080 Assets by Location Download

RECORD_TYPE	AGENCY	AGENCY ORGANIZATION	FIPS CODE	BLDG ID	WING	FLOOR	ROOM	IDENTIFICATION	NOMENCLATURE	DESCRIPTION1	ACQUISITION_COST
Detail	151		L 760	133				ID 000061502	07 3 100145 00	PB SYSTEM BASE	6,279,277.00
Detail	151		L 760	133				ID 000061503	07 3 100145 00	PB SYSTEM UPGRADE	6,686,174.00
Detail	151		L 760	133				ID 000095202	09 2 000035 00	LEASEHOLD IMPROVEMENTS	451,036.00
Detail	151		L 760	133				ID 000095203	08 4 002009 00	2ND FLOOR CUBICLE SYSTEM	223,189.00
Detail	151		L 760	133				ID 000095204	08 4 002009 00	3RD FLOOR CUBICLE SYSTEM	355,589.00
Detail	151		L 760	133				ID 000095208	09 2 000035 00	LEASEHOLD IMPROVEMENTS	68,099.00
Detail	151		L 760	133				ID 000095210	08 4 002009 00	2ND FL CUBICLE SYS REMAIN	310,554.00
Detail	151		L 760	133				ID 000095211	07 4 000142 00	SMART BOARD/GA&FR/3RD FL	14,252.05
Detail	151		L 760	133		2		ID 000095202	08 4 001920 00	PSB FILING SYSTEM	102,835.00
Detail	151		L 760	133		RF		ID 000022241	08 4 001095 00	TRANE AIR CONDITIONER UNI	12,165.00
Total Agency Organization: , FIPS Code: L 760, Bldg ID:	151		L 760	133	x						14,503,170.05
Detail	151		L 760	133				ID 000060902	07 3 100155 00	CARDINAL UPGRADE	10,993,666.80
Detail	151		L 760	133				ID 000095212	07 4 000142 00	SMART BOARD - TRAINING	19,370.14
Detail	151		L 760	133				ID 000095213	07 4 000142 00	SMART BOARD - JOHN TYLER	10,592.56
Detail	151		L 760	133				ID 000095214	07 4 000142 00	SMART BOARDS-PARAGON	38,149.40
Detail	151		L 760	133				ID 000095215	07 4 000142 00	MONITOR & VIDEO CONF EQ	15,564.71
Detail	151		L 760	133				ID 000095216	07 4 000142 00	VIDEO CONFERENCE EQUIP	36,144.37
Total Agency Organization: , FIPS Code: L 760, Bldg ID:	151		L 760	133	x						11,113,487.98
Total Agency Organization: , FIPS Code: L 760	151		L 760	x	x						25,616,658.03

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**REPORT NAME:** MASTER INVENTORY FOR ADP EQUIPMENT BY ORGANIZATION AND NOMENCLATURE (FAC308)

**DESCRIPTION AND CONTENTS:** A detailed listing by agency of all data contained on the Master File for each asset listed. Details provide agency number, organization number, nomenclature code, FAACS ID number, location, item description, cost, responsible person, condition code, acquisition method, availability code, plus all other Master File detail for all ADP equipment records.

**PURPOSE:** Report to show contents of the accounting and control Master File in a detailed format for all ADP equipment records.

**ASSET CATEGORIES** ADP Equipment (Controlled and Capitalized)


**FREQUENCY OF DISTRIBUTION:** The master inventory by organization and nomenclature download is compiled monthly and available directly within FAACS.

**ORDER OF DATA:** Assets listed in this report are grouped according to organization code and then by nomenclature code within organization. The download may be sorted or filtered as needed.

### FAC308 Master File Inventory for ADP Equipment by Organization and Nomenclature Download

AGENCY	AGENCY ORG	NOMENCLATURE	CATEGORY	IDENTIFICATION	FIPS CODE	BLDG ID	DESCRIPTION	RESPON_POSITION	PURCHASE_AMOUNT
151		7310014500	3	ID 000061502	L 760	133	PB SYSTEM BASE BASE SYSTEM CAP FY2012	DIR OF ADMIN	6,279,277.00
151		7310014500	3	ID 000061503	L 760	133	PB SYSTEM UPGRADE UPGRADE TO BASE PB SYSTEM	DIR OF ADMIN	6,686,174.00
151		7310015500	3	ID 000060902	L 760	133	CARDINAL UPGRADE	FIN & ADMIN	10,993,666.80
151		7400014200	4	ID 000095211	L 760	133	SMART BOARD/GA&FR/3RD FL JAMES MADISON CONF	M PEARSON	14,252.05
151		7400014200	4	ID 000095212	L 760	133	SMART BOARD - TRAINING	FIN. & ADMIN	19,370.14
151		7400014200	4	ID 000095213	L 760	133	SMART BOARD - JOHN TYLER JOHN TYLER CONFERENCE	DIR. S&P	10,592.56
151		7400014200	4	ID 000095214	L 760	133	SMART BOARDS-PARAGON PARAGON PLACE	PROJ MGR	38,149.40
151		7400014200	4	ID 000095215	L 760	133	MONITOR & VIDEO CONF EQ GW CONFERENCE ROOM	FIN & ADMIN	15,564.71
151		7400014200	4	ID 000095216	L 760	133	VIDEO CONFERENCE EQUIP PARAGON PLACE	PROJ MGR	36,144.37



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**REPORT NAME:** ASSET INVENTORY (FAC332)

**DESCRIPTION AND CONTENTS:** A detailed listing of all capital assets by asset category, building number, FIPS code, and organization.

**PURPOSE:** To assist an agency in maintaining control of its capital assets, especially in conducting periodic physical inventories.


**ASSET CATEGORIES** Land  
Buildings  
Infrastructure  
Equipment (Controlled and Capitalized)

**FREQUENCY OF DISTRIBUTION:** The Asset Inventory Download is compiled monthly and available directly within FAACS.

**ORDER OF DATA:** Assets are grouped by asset identification within each asset category, items are shown by building number and organization. Assets are listed in ascending numerical order by FAACS ID number.

### FAC332 Asset Master File Inventory by Category and Location Download

RECORD_TYPE	AGENCY	CATEGORY	BLDG ID	FIPS CODE	AGENCY ORG. CODE	IDENTIFICATION	DESCRIPTION1	FLOOR	WING	ROOM	ACQUISITION COST
Detail	151	2	133	L 760		ID 000095202	LEASEHOLD IMPROVEMENTS				451,036.00
Detail	151	2	133	L 760		ID 000095208	LEASEHOLD IMPROVEMENTS				68,099.00
Total Category: 2, Building: 00133, FIPS: L 760, Organization:											
	151	2	133	L 760		x					519,135.00
Total Category: 2, Building: 00133, FIPS: L 760											
	151	2	133	L 760	x	x					519,135.00
Total Category: 2, Building: 00133											
	151	2	133	x	x	x					519,135.00
Total Category: 2											
	151	2	x	x	x	x					519,135.00
Detail	151	3	133	L 760		ID 000061502	PB SYSTEM BASE				6,279,277.00
Detail	151	3	133	L 760		ID 000061503	PB SYSTEM UPGRADE				6,686,174.00
Total Category: 3, Building: 00133, FIPS: L 760, Organization:											
	151	3	133	L 760		x					12,965,451.00
Total Category: 3, Building: 00133, FIPS: L 760											
	151	3	133	L 760	x	x					13,484,586.00
Total Category: 3, Building: 00133											
	151	3	133	x	x	x					13,484,586.00
Detail	151	4	133	L 760		ID 000095211	SMART BOARD/GA&FR/3RD FL				14,252.05
Total Category: 4, Building: 00133, FIPS: L 760, Organization:											
	151	4	133	L 760		x					1,018,584.05
Detail	151	4	133	L 760	921	ID 000021109	FORKLIFT	2			4,884.00
Total Category: 4, Building: 00133, FIPS: L 760, Organization: 921											
	151	4	133	L 760	921	x					4,884.00
Total Category: 4, Building: 00133, FIPS: L 760											
	151	4	133	L 760	x	x					1,023,468.05
Total Category: 4, Building: 00133											
	151	4	133	x	x	x					1,023,468.05

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## Maintenance Reporting

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Agency property managers may wish to review information on capital assets that are covered by maintenance contracts, or assets that have undergone repair (whether covered by a maintenance contract or not), in order to make decisions regarding future maintenance contracting. Few if any agencies use FAACS to record maintenance costs. Therefore currently there are no specific reports/downloads solely for maintenance costs. The FAC308 shown previously has some fields for maintenance contracts and the FAC317 shown previously contains a column for maintenance costs. These will not be presented again here.

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## Grant Management Reporting

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There are no specific reports currently being generated in FAACS that provide details on assets purchased with grant or contract/numbers as all capitalizable assets in FAACS depreciate even when purchased with federal funds. Agencies may filter the Master File downloads for Funding Source 20-29 to determine assets that have been federally funded. The Ownership Status of “G-By Federal Government” may also be used to identify federally funded assets contained in the Master File Download.

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## Financial Accounting and Reporting


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Reports produced within this category have been designed to meet the State's financial accounting and reporting needs. These reports will be used to present capital asset information on the State's Government-wide Statement of Net Position as well as to indicate when state assets have been fully depreciated. An additional function of this report group is to provide the detail and summary information regarding depreciation expense that an agency utilizes in developing its indirect cost proposal. Reports produced within this group are as follows:

- Schedule of General Fixed Assets by Funding Sources (FAC733)
- Schedule of General Fixed Assets by Function and Subfunction (FAC731 and FAC741)
- Monthly Schedule of Changes in General Fixed Asset by Function/Subfunction (FAC732 and FAC742)
- Annual Schedule of Changes in General Fixed Assets by Function/ Subfunction (FAC734 and FAC744)
- Straight Line Calculation Audit Report (FAC32010 and FAC32020)
- Fully Depreciated Asset Report (FAC32050)
- Purged Asset Report (FAC32060)

**NOTE:** See also Subsection 800, "System Control Reports, FAC730," Financial Reporting File Balances. This may also be considered an important report for financial accounting and reporting purposes.

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REPORT NAME: SCHEDULE OF GENERAL FIXED ASSETS BY SOURCES  
(FAC733) available to DOA only.

DESCRIPTION AND CONTENTS: General Capital assets: Funding sources for land, buildings and improvements, infrastructure, equipment, construction in progress, and total general capital assets. Investment in General Capital assets From: General obligation bonds, federal grants, non-federal grants, general fund revenues, special fund revenues, gifts, local funds, and total investment in general capital assets.


PURPOSE: Provide the data required for the preparation of the supplemental schedules recommended for the CAFR.

ASSET CATEGORIES: Land  
Buildings  
Infrastructure  
Equipment  
Construction in Progress

ORDER OF DATA: Agency Number, Funding Source and Category

### FAC733 Schedule of General Fixed Assets Download (DOA Only)

RECORD_TYPE	AGENCY	FUND_SOURCE_DESC	LAND	BUILDINGS	INFRASTRUCTU	EQUIPMENT	CIP	FUND_SOURCE_TOTAL
Detail	151	40 - GENERAL FUND REVENUES	-	519,135.00	-	1,035,570.23	-	1,554,705.23
Detail	151	50 - SPECIAL FUND REVENUES	-	-	-	-	-	-
Agency 151 Total:	151		-	519,135.00	-	1,035,570.23	-	1,554,705.23

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<b>Function No. 70300—FAACS Online</b>	<b>TOPIC Reports</b>
	<b>DATE January 2020</b>

REPORT NAME: SCHEDULE OF GENERAL FIXED ASSETS BY FUNCTION AND SUBFUNCTION (FAC731 AND FAC741) Both reports are available to DOA only.

DESCRIPTION AND CONTENTS: Agency, function code, subfunction code, land, buildings, Infrastructure, equipment, subfunction total, function total, total general capital assets allocated to function, construction in progress, and total general capital assets.

PURPOSE: Provide the data required for the preparation of the supplemental schedules recommended for the CAFR.

ASSET CATEGORIES: Land  
Buildings  
Infrastructure  
Equipment  
Construction in Progress


ORDER OF DATA: Agency and Function

### FAC731 Schedule of General Fixed Assets by Function Download

RECORD_TYPE	AGENCY	FUNCTION_DESC	LAND	BUILDINGS	INFRASTRUCTURE	EQUIPMENT	CIP	FUNCTION_TOTAL
Detail	151	07 - GENERAL GOVERNMENT	-	519,135.00	-	1,035,570.23	-	1,554,705.23
Agency 151 Total:	151		-	519,135.00	-	1,035,570.23	-	1,554,705.23

### FAC741 General Fixed Assets by Function and Category Download

FUNCTION_DESC	LAND	BUILDINGS	INFRASTRUCTURE	EQUIPMENT	CIP	FUNCTION_TOTAL
01 - EDUCATION	5,853,826.92	41,352,195.14	14,181,150.05	22,837,900.50	9,535.91	84,234,608.52
03 - ADMINISTRATION OF JUSTICE	37,633,790.83	525,643,086.30	234,296,752.49	542,153,927.37	33,421,871.14	1,373,149,428.13
04 - INDIVIDUAL AND FAMILY SERVICES	20,037,272.00	301,990,312.88	365,538,519.87	77,228,763.68	173,070,655.14	937,865,523.57
05 - RESOURCE AND ECONOMIC DEVELOPMENT	248,973,751.89	183,407,753.55	108,726,632.69	117,326,446.23	8,484,775.68	666,919,360.04
06 - TRANSPORTATION	2,936,432,049.03	576,758,156.94	40,773,234,055.77	1,090,559,435.81	2,953,908,956.57	48,330,892,654.12
07 - GENERAL GOVERNMENT	10,610,792.62	156,061,037.83	165,463,794.17	59,221,008.85	22,466,411.44	413,823,044.91
08 - ENTERPRISES	-	1,035,775.65	1,269,999.31	10,186,417.67	2,194,929.44	14,687,122.07
09 - CAPITAL OUTLAY	431,639,033.40	2,763,709,253.09	452,805,577.46	297,977,294.03	439,097,615.35	4,385,228,773.33
	3,691,180,516.69	4,549,957,571.38	42,115,516,481.81	2,217,491,194.14	3,632,654,750.67	56,206,800,514.69

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<b>Function No. 70300—FAACS Online</b>	<b>TOPIC Reports</b>
	<b>DATE January 2020</b>

REPORT NAME: MONTHLY SCHEDULE OF CHANGES IN FIXED ASSETS BY FUNCTION/SUBFUNCTION (FAC732 AND FAC742-DOA Only)

DESCRIPTION AND CONTENTS: Agency, function code, subfunction code, dollar values for general capital assets on July 1st each year, additions, deductions, general capital assets on June 30th each year, function total, construction in progress, and total general capital assets.

PURPOSE: Currently utilized by DOA for analysis purposes.

ASSET CATEGORIES: Land  
Buildings  
Infrastructure  
Equipment  
Construction in Progress


ORDER OF DATA: Agency and Function

### FAC732 Schedule of Changes in General Fixed Assets by Agency, Fund and GLA Download

AGENCY	FUNCTION_DESC	BEGINNING_BALANCE	ADDS	DEDS	ENDING_BALANCE
151	07 - GENERAL GOVERNMENT	1,502,996.15	51,709.08	-	1,554,705.23
151	CIP - CONSTRUCTION IN PROGRESS	-	-	-	-

### FAC742 Schedule of Changes in General Fixed Assets by Function Download

FUNCTION_DESC	BEGINNING_BALANCE	ADDS	DEDS	ENDING_BALANCE
01 - EDUCATION	83,993,681.12	231,391.49	-	84,225,072.61
03 - ADMINISTRATION OF JUSTICE	1,338,522,155.92	1,627,980.85	422,579.78	1,339,727,556.99
04 - INDIVIDUAL AND FAMILY SERVICES	764,397,492.94	403,203.71	5,828.22	764,794,868.43
05 - RESOURCE AND ECONOMIC DEVELOPMENT	657,640,494.16	939,517.79	145,427.59	658,434,584.36
06 - TRANSPORTATION	45,372,881,809.77	4,147,712.26	45,824.48	45,376,983,697.55
07 - GENERAL GOVERNMENT	388,621,921.82	2,734,711.65	-	391,356,633.47
08 - ENTERPRISES	12,492,192.63	-	-	12,492,192.63
09 - CAPITAL OUTLAY	3,943,948,437.17	2,226,684.81	43,964.00	3,946,131,157.98
CIP - CONSTRUCTION IN PROGRESS	3,625,935,146.97	14,134,783.90	7,415,180.20	3,632,654,750.67

<b>Volume No. 3—Automated System Applications</b>	<b>TOPIC NO. 70365—Cardinal</b>
<b>Function No. 70300—FAACS Online</b>	<b>TOPIC Reports</b>
	<b>DATE January 2020</b>

REPORT NAME: ANNUAL SCHEDULE OF CHANGES IN FIXED ASSETS BY FUNCTION/SUBFUNCTION (FAC734 AND FAC744)

DESCRIPTION AND CONTENTS: Agency, function code, subfunction code, dollar values for general capital assets on July 1st each year, additions, deductions, general capital assets on June 30th each year, function total, construction in progress, and total general capital assets.


PURPOSE: Currently utilized by DOA for analysis purposes.

ASSET CATEGORIES: Land  
Buildings  
Infrastructure  
Equipment  
Construction in Progress

ORDER OF DATA: Agency and Function

### FAC734 Schedule of Changes in General Fixed Assets by Agency and Function Download

PROGRAM - FAC734		COMMONWEALTH OF VIRGINIA - DEPARTMENT OF ACCOUNTS			RUN DATE 7/09/2019	
REPORT - FAC734		FIXED ASSET ACCOUNTING AND CONTROL SYSTEM			RUN TIME 17:57:58	
AGENCY PAGE 1	SCHEDULE OF CHANGES IN HIGHER EDUCATION, PROPRIETARY & TRUST FUND			REPORT PAGE 1		
FIXED ASSETS BY FUND GROUP/FUNCTION						
AGENCY NO. 151 AS OF 06/30/2019						
OPTION 2						
CD	FUNCTION DESCRIPTION	FUND	GENERAL FIXED ASSETS 7/01/2018	ADDITIONS	DEDUCTIONS	GENERAL FIXED ASSETS 6/30/2019
07	GENERAL GOVERNMENT		.00	.00	.00	.00
	0601		.00	.00	.00	.00
08	ENTERPRISES		102,835.00	.00	.00	102,835.00
	0608		102,835.00	.00	.00	102,835.00
07	GENERAL GOVERNMENT		75,084,239.64	.00	.00	75,084,239.64
	0609		75,084,239.64	.00	.00	75,084,239.64
07	GENERAL GOVERNMENT		12,965,451.00	.00	.00	12,965,451.00
	0615		12,965,451.00	.00	.00	12,965,451.00
	TOTAL FUND GROUP 06		88,152,525.64	.00	.00	88,152,525.64
	CONSTRUCTION IN PROGRESS		30,768,931.20	3,922,921.80	1,590,782.07	33,101,070.93
	TOTAL GENERAL FIXED ASSETS		118,921,456.84	3,922,921.80	1,590,782.07	121,253,596.57

<b>Volume No. 3—Automated System Applications</b>	<b>TOPIC NO. 70365—Cardinal</b>
<b>Function No. 70300—FAACS Online</b>	<b>TOPIC Reports</b>
	<b>DATE January 2020</b>


### FAC744 Schedule of Changes in General Fixed Assets by Function Download

PROGRAM - FAC744 COMMONWEALTH OF VIRGINIA - DEPARTMENT OF ACCOUNTS RUN DATE 7/09/2019  
 REPORT - FAC744 FIXED ASSET ACCOUNTING AND CONTROL SYSTEM RUN TIME 17:57:34  
 SCHEDULE OF CHANGES IN GENERAL FIXED ASSETS BY FUNCTION REPORT PAGE 1

AS OF 06/30/2019

OPTION 1

FUNCTION CD	DESCRIPTION	GENERAL FIXED ASSETS 7/01/2018	ADDITIONS	DEDUCTIONS	GENERAL FIXED ASSETS 6/30/2019
01	EDUCATION	78,553,471.42	5,774,756.53	791,803.50	83,536,424.45
03	ADMINISTRATION OF JUSTICE	1245,061,453.91	103,394,022.78	16,846,274.44	1331,609,202.25
04	INDIVIDUAL AND FAMILY SERVICES	608,479,735.10	193,024,075.76	37,327,287.91	764,176,522.95
05	RESOURCE AND ECONOMIC DEVELOPMENT	612,355,748.85	50,069,160.82	5,883,726.59	656,541,183.08
06	TRANSPORTATION	43614,266,841.21	2035,847,490.94	363,683,038.19	45286,431,293.96
07	GENERAL GOVERNMENT	346,602,242.96	49,783,475.79	8,502,946.36	387,882,772.39
08	ENTERPRISES	13,112,702.99	126,409.50	341,010.00	12,898,102.49
09	CAPITAL OUTLAY	3784,257,828.40	155,870,915.70	12,186,136.61	3927,942,607.49
	CONSTRUCTION IN PROGRESS	4144,473,966.92	1676,133,240.98	2179,980,729.25	3640,626,478.65
	STATEWIDE TOTALS	54447,163,991.76	4270,023,548.80	2625,542,952.85	56091,644,587.71

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<b>Function No. 70300—FAACS Online</b>	<b>TOPIC Reports</b>
	<b>DATE January 2020</b>

**REPORT NAME:** STRAIGHT LINE CALCULATION AUDIT REPORT FORMAT 1 (FAC32010)

**DESCRIPTION AND CONTENTS:** A listing of depreciation information, detailed by fund, for depreciable assets within an agency. Specific information provided for each asset includes the amount funded by each source and the accumulated depreciation, depreciation expense and salvage value relating to that source. Assets funded by a single source are listed only once on the report, whereas assets funded by multiple sources appear more than once. NOTE: Fully depreciated assets, assets not owned by the agency, and assets costing less than \$500 are not considered depreciable and therefore are not included on this report.


**PURPOSE:** To provide detailed backup for summary information on the Indirect Cost Recovery Report (FAC32040), as well as for audit purposes.

**ASSET CATEGORIES:** Building  
Infrastructure  
Equipment (Capitalized)

**FREQUENCY OF DISTRIBUTION:** The Straight Line Calculation Audit Report Format 1 is compiled monthly and available directly within FAACS.


**ORDER OF DATA:** Data on the report is sequenced so that all depreciable assets for a given organization within an agency are listed together. Within each organization report section, assets are then listed according to General Ledger Account within each fund code. Totals are provided for each General Ledger Account reflected on the report.



<b>Volume No. 3—Automated System Applications</b>	<b>TOPIC NO. 70365—Cardinal</b>
<b>Function No. 70300—FAACS Online</b>	<b>TOPIC Reports</b>
	<b>DATE January 2020</b>

### FAC32010 Straight Line Calculation Audit Format 1 Download

RECORD_TYPE	AGENCY	FUFD	IDENTIFICATION	DESCRIPTION1	ACQ_DATE	USEFUL LIFE	ACTUAL LIFE	FUND AMOUNT	ACCUM DEPRECIATION	DEPRECIATION FY	DEPRECIATION EXPENSE
Detail	151	06 08	ID 000095202	PSB FILING SYSTEM	01/01/2012	25	8	102,835.00	32,564.16	1,713.90	342.78
Total Agency Organization: , Fund: 06 08, GLA: 370	151	06 08	x					102,835.00	32,564.16	1,713.90	342.78
Total Agency Organization: , Fund: 06 08	151	06 08	x					102,835.00	32,564.16	1,713.90	342.78
Detail	151	06 09	ID 000060902	CARDINAL UPGRADE	06/01/2017	10	3	10,993,666.80	2,748,416.70	458,069.45	91,613.89
Total Agency Organization: , Fund: 06 09, GLA: 368	151	06 09	x					11,096,501.80	2,780,980.86	459,783.35	91,956.67
Total Agency Organization: , Fund: 06 09	151	06 09	x					11,096,501.80	2,780,980.86	459,783.35	91,956.67
Detail	151	06 15	ID 000061502	PB SYSTEM BASE	09/01/2010	10	10	6,279,277.00	5,808,331.26	261,636.53	52,327.31
Detail	151	06 15	ID 000061503	PB SYSTEM UPGRADE	03/01/2013	10	7	6,686,174.00	4,513,167.52	278,590.58	55,718.12
Total Agency Organization: , Fund: 06 15, GLA: 368	151	06 15	x					12,965,451.00	10,321,498.78	540,227.11	108,045.43
Total Agency Organization: , Fund: 06 15	151	06 15	x					12,965,451.00	10,321,498.78	540,227.11	108,045.43
Detail	151	15 00	ID 000095202	LEASEHOLD IMPROVEMENTS	06/25/2012	20	8	451,036.00	169,138.75	9,396.57	1,879.31
Detail	151	15 00	ID 000095208	LEASEHOLD IMPROVEMENTS	04/01/2013	20	7	68,099.00	22,699.80	1,418.72	283.74
Total Agency Organization: , Fund: 15 00, GLA: 366	151	15 00	x					519,135.00	191,838.55	10,815.29	2,163.05

<b>Volume No. 3—Automated System Applications</b>	<b>TOPIC NO. 70365—Cardinal</b>
<b>Function No. 70300—FAACS Online</b>	<b>TOPIC Reports</b>
	<b>DATE January 2020</b>

**REPORT NAME:** STRAIGHT LINE CALCULATION DEPRECIATION FORMAT 2 (FAC32020)


**DESCRIPTION AND CONTENTS:** A listing of depreciation information for depreciable assets within an agency. Specific information provided for each asset includes inventory number, item description, acquisition cost and date, useful life, actual life, salvage value, depreciation expense, accumulated depreciation, and an indicator for those assets whose funding was from more than one source. NOTE: This report lists each depreciable asset only once, regardless of the number of fund sources. Fully depreciated assets, assets not owned by the agency, and assets costing less than \$500 are not considered depreciable and therefore are not included on this report.

**PURPOSE:** To provide detailed backup for summary information on the Indirect Cost Recovery Report (FAC32040), as well as for audit purposes.

**ASSET CATEGORIES:** Buildings  
Infrastructure  
Equipment (Capitalized)


**FREQUENCY OF DISTRIBUTION:** The Straight Line Calculation Audit Report Format 2 is compiled monthly and available directly within FAACS.

**ORDER OF DATA:** Data on the report is sequenced so that all depreciable assets for a given organization, e.g., department or division, within an agency are listed together. Within each organization report section, assets are then listed according to asset category. Totals are provided for each asset category reflected on the report.

<b>Volume No. 3—Automated System Applications</b>	<b>TOPIC NO. 70365—Cardinal</b>
<b>Function No. 70300—FAACS Online</b>	<b>TOPIC Reports</b>
	<b>DATE January 2020</b>

### FAC32020 Straight Line Calculation Audit Format 2 Download

RECORD_TYPE	AGENCY	CATEGORY	IDENTIFICATION	DESCRIPTION1	ACQ_DATE	USEFUL LIFE	ACTUAL LIFE	FUND AMOUNT	ACCUM DEPRECIATION	DEPRECIATION FY	DEPRECIATION EXPENSE
Detail	151	2 - Buildings	ID 000095202	LEASEHOLD IMPROVEMENTS	06/25/2012	20	8	451,036.00	169,138.75	9,396.57	1,879.31
Detail	151	2 - Buildings	ID 000095208	LEASEHOLD IMPROVEMENTS	04/01/2013	20	7	68,099.00	22,699.80	1,418.72	283.74
Total Agency Organization: , Category: 2 - Buildings											
	151	2 - Buildings	x					519,135.00	191,838.55	10,815.29	2,163.05
Detail	151	3 - Infrastructu	ID 000060902	CARDINAL UPGRADE	06/01/2017	10	3	10,993,666.80	2,748,416.70	458,069.45	91,613.89
Detail	151	3 - Infrastructu	ID 000061502	PB SYSTEM BASE	09/01/2010	10	10	6,279,277.00	5,808,331.26	261,636.53	52,327.31
Detail	151	3 - Infrastructu	ID 000061503	PB SYSTEM UPGRADE	03/01/2013	10	7	6,686,174.00	4,513,167.52	278,590.58	55,718.12
Total Agency Organization: , Category: 3 - Infrastructure											
	151	3 - Infrastructu	x					23,959,117.80	13,069,915.48	998,296.56	199,659.32
Detail	151	4 - Equipment	ID 000022241	TRANE AIR CONDITIONER UNI	03/16/2006	15	14	12,165.00	11,151.23	337.93	67.59
Detail	151	4 - Equipment	ID 000095202	PSB FILING SYSTEM	01/01/2012	25	8	102,835.00	32,564.16	1,713.90	342.78
Detail	151	4 - Equipment	ID 000095203	2ND FLOOR CUBICLE SYSTEM	06/25/2012	25	8	223,189.00	66,956.40	3,719.80	743.96
Detail	151	4 - Equipment	ID 000095204	3RD FLOOR CUBICLE SYSTEM	06/25/2012	25	8	355,589.00	106,677.00	5,926.50	1,185.30
Detail	151	4 - Equipment	ID 000095210	2ND FL CUBICLE SYS REMAIN	04/01/2013	25	7	310,554.00	82,814.40	5,175.90	1,035.18
Detail	151	4 - Equipment	ID 000095211	SMART BOARD/GA&FR/3RD FL	04/29/2015	10	5	14,252.05	6,651.09	593.83	118.76
Detail	151	4 - Equipment	ID 000095212	SMART BOARD - TRAINING	05/17/2017	10	3	19,370.14	4,758.50	767.50	153.50
Detail	151	4 - Equipment	ID 000095213	SMART BOARD - JOHN TYLER	05/17/2017	10	3	10,592.56	2,735.13	441.15	88.23
Detail	151	4 - Equipment	ID 000095214	SMART BOARDS-PARAGON	07/13/2018	10	2	38,149.40	5,383.22	1,583.30	316.66
Detail	151	4 - Equipment	ID 000095215	MONITOR & VIDEO CONF EQ	10/25/2019	10	1	15,564.71	259.41	259.41	259.41
Detail	151	4 - Equipment	ID 000095216	VIDEO CONFERENCE EQUIP	10/25/2019	10	1	36,144.37	602.41	602.41	602.41
Total Agency Organization: , Category: 4 - Equipment											
	151	4 - Equipment	x					1,138,405.23	320,552.95	21,121.63	4,913.78
Total Agency Organization: , Category: 151 x											
	151	x	x					25,616,658.03	13,582,306.98	1,030,233.48	206,736.15

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**REPORT NAME:** FULLY DEPRECIATED ASSET Download (FAC32050)

**DESCRIPTION AND CONTENTS:** A detailed listing of an agency's fully depreciated assets. Specific information listed for each fully depreciated asset includes inventory number, item description, nomenclature code (see CAPP Topic No. 30315, *Nomenclature Codes*), acquisition date (YEAR/MO/DAY), useful life, actual life, acquisition cost, federal cost, net cost, accumulated depreciation, and salvage value.

**PURPOSE:** To provide agencies with information regarding fully depreciated assets, especially for use in negotiating use allowances.


**ASSET CATEGORIES:** Buildings  
Infrastructure  
Equipment (Capitalized)

**FREQUENCY OF DISTRIBUTION:** The Fully Depreciated Asset Download is compiled monthly and available directly within FAACS.

**ORDER OF DATA:** Data on the report is sequenced so that all fully depreciated assets for a given organization within an agency are listed together. Within each organization report section, assets are then listed according to nomenclature code within each asset category.

### FAC32050 Fully Depreciated Asset Download

AGENCY	ORG CODE	CATEGORY	NOMENCLATURE	IDENTIFICATION	DESCRIPTION1	ACQ_DATE	USEFUL LIFE	ACTUAL LIFE	ACQUISITION COST	ACCUM DEP
154	132 4 - Equipment	04 4 000115 00	ID 000009550	CUSTOM-DISPLAY-CASES-WALL	08/15/1990	10	30	10,686.87	10,152.87	
154	132 4 - Equipment	04 4 000224 00	ID 000012420	PUBLIC ADDRESS SYSTEM	08/14/1995	10	25	13,412.00	13,412.00	
154	132 4 - Equipment	06 4 000027 00	ID 000001047	TRACTOR-DIESEL	07/01/1982	10	38	5,238.00	4,714.00	
154	132 4 - Equipment	08 4 000929 00	ID 000012479	CLOSED CIRCUIT TELEVISION	03/30/1998	5	22	112,561.93	112,561.93	
154	143 4 - Equipment	04 4 000225 00	ID 000012413	ULTRA SYSTEMS SINGLE CUT	06/19/1995	10	25	7,100.00	7,100.00	
154	151 4 - Equipment	06 4 000008 00	ID 000016140	2001 SAVANA GMC CARGO VAN	01/09/2001	4	19	18,332.00	18,332.00	
154	151 4 - Equipment	06 4 000019 00	ID 000016153	2001 CHEVY EXPRESS VAN	05/28/2001	4	19	259,784.00	259,784.00	
154	151 4 - Equipment	06 4 000019 00	ID 000016158	2001 CHEVY EXPRESS VAN	04/03/2001	4	19	261,140.00	261,140.00	
154	151 4 - Equipment	06 4 000019 00	ID 000016196	1997 FORD E450 CUT AWAY	11/02/2000	4	20	9,700.00	9,700.00	
154	151 4 - Equipment	06 4 000019 00	ID 000016206	2001 CHEVY EXPRESS VAN	12/01/2000	4	19	246,092.50	246,092.50	
154	151 4 - Equipment	06 4 000019 00	ID 000016217	SAVANA GMC CARGO VAN 2001	12/19/2000	4	19	18,332.00	18,332.00	
154	151 4 - Equipment	06 4 000022 00	ID 000012477	1997 WELLS FARGO TRAILER	10/01/1997	4	23	19,054.00	19,054.00	

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	<b>DATE January 2020</b>

REPORT NAME: PURGED ASSET Download (FAC32060)

DESCRIPTION AND CONTENTS: A listing of assets purged from the Fixed Asset Accounting and Control System. Information regarding disposed capital assets is retained in FAACS for a period of three years following disposal after which it is automatically purged from the system. Detailed information for each purged asset reported on FAC32060 includes inventory number, nomenclature code, item description, acquisition date and cost, disposal date, and disposal code.

PURPOSE: To provide historical data regarding assets purged from FAACS.

ASSET CATEGORIES: Land  
Buildings  
Infrastructure  
Equipment (Controlled and Capitalized)

FREQUENCY OF DISTRIBUTION: The Purged Record Download is compiled monthly and available directly within FAACS.

ORDER OF DATA: Assets reported on the Purged Record Download are listed according to agency, asset category, and organization code.

### FAC32060 Purged Asset Download


PROGRAM - FAC32002	COMMONWEALTH OF VIRGINIA - DEPT OF CORRECTIONS-CENTRAL ADMINISTRATI	RUN DATE 12/02/2019
REPORT - FAC32060	FIXED ASSET ACCOUNTING AND CONTROL SYSTEM	RUN TIME 17:38:44
AGENCY PAGE 1	PURGED RECORD REPORT	REPORT PAGE 5
	AS OF NOVEMBER 30, 2019	

AGENCY NO. 701

ORGANIZATION: 022

ASSET CATEGORY: EQUIPMENT

INVENTORY NUMBER	NOMENCLATURE CODE	ITEM DESCRIPTION	ACQUISITION DATE	ACQUISITION COST	DISPOSAL DATE	DISPOSAL CODE	OWNSHP CODE
010210517	06400001000	CARGO VAN 1999 WHITE	19990413	18,044.00	20161114	S	
010210519	06400001000	CCU POWHATAN CARGO VAN 1999 WHITE	19990406	18,044.00	20161102	S	
010210520	06400001000	CCU POWHATAN CARGO VAN 1999 WHITE	19990406	18,044.00	20161102	S	
		CCU POWHATAN					
ASSET CATEGORY TOTAL:				54,132.00	# OF ITEMS:	3	
ORGANIZATION TOTAL:				54,132.00	# OF ITEMS:	3	
AGENCY TOTAL:				54,132.00	# OF ITEMS:	3	


<b>Volume No. 3—Automated System Applications</b>	<b>TOPIC NO. 70365—Cardinal</b>
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## System Control Reports

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System Control Reports are intended to provide agencies with the detail needed to monitor and control data input to the Fixed Asset Accounting and Control System, and to facilitate the reconciliation between Cardinal and FAACS. Specific reports provided for system control are as follows:

- Cardinal Interface Activity Report/Download (ACTBF710-1)
  - Financial Reporting File Balances (FAC730). (Also may be considered important for financial accounting and reporting.)
  - Summarized Totals by Asset Categories (FAC307, Option AA1)
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<b>Volume No. 3—Automated System Applications</b>	<b>TOPIC NO. 70365—Cardinal</b>
<b>Function No. 70300—FAACS Online</b>	<b>TOPIC Reports</b>
	<b>DATE January 2020</b>

**REPORT NAME:** INTERFACE ACTIVITY REPORT (ACTB710-1)

**DESCRIPTION AND CONTENTS:** A detailed listing of transactions for capitalized assets entered into the Fixed Asset Accounting and Control System. Individual line items on the "Cardinal Interface Activity Report" are summarized by program number within transaction code. These summary totals, labeled "DETAIL SEQ NO X" on ACTBF710, are posted to Cardinal and agree with transaction amounts listed on Cardinal Trial Balance Report which can be run on demand. Similarly, the monthly total for these amounts agrees with the total capital asset activity indicated on the Cardinal Trial Balance of General Ledger Accounts by Business Unit and Fund.

**PURPOSE:** To facilitate reconciliation between Cardinal and FAACS.

**FREQUENCY OF DISTRIBUTION:** Variable. The Cardinal Interface Activity Report is generated each time FAACS transactions for capitalized assets are posted to Cardinal, which may occur as frequently as daily. If an agency enters transactions that post to Cardinal, the report will be available on the following day.

**ASSET CATEGORIES:** Land  
Buildings  
Infrastructure  
Equipment (Capitalized Only)  
Construction in Progress (CIP)

**ORDER OF DATA:** Activity on the Cardinal Interface Activity Report is listed according to transaction code. Within each transaction code, activity is listed according to program and project numbers.

**ACTBF710-1 Cardinal Interface Report**  
**FIXED ASSET ACCOUNTING AND CONTROL**  
**Cardinal Interface Activity**


Run Date: 12/27/2019

Run Time: 17:35

151 - DEPARTMENT OF ACCOUNTS

Fiscal Year: 2020 Fiscal Month: 06

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	
<b>630</b>	<b>1500</b>	<b>799</b>				<b>2,163.07</b>		<b>Detail Sequence Number: 00001</b>				
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		40		129.71	4	000095215	07400014200	FAACDEP	00003244	
640	1500	724		40		301.20	4	000095216	07400014200	FAACDEP	00003244	
<b>640</b>	<b>1500</b>	<b>724</b>				<b>835.80</b>		<b>Detail Sequence Number: 00002</b>				

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REPORT NAME: FINANCIAL REPORTING FILE BALANCES (FAC730)

DESCRIPTION AND CONTENTS: A monthly report on General Ledger account balances relating to capital assets. Information provided for each General Ledger Account listed on the report includes beginning balance, total debit transactions for the month, total credit transactions for the month, and ending balance.

PURPOSE: To facilitate reconciliation between Cardinal and FAACS.

ASSET CATEGORIES: Land  
Buildings  
Infrastructure  
Equipment (Capitalized Only)  
Construction in Progress (CIP)


FREQUENCY OF DISTRIBUTION: The Financial Reporting File Balances is compiled monthly and available directly within FAACS.

ORDER OF DATA: Data on the Financial Reporting File Balances Report is listed according to General Ledger Account Number within each fund by agency.

### FAC730 Financial Reporting File Balances

RECORD TYPE	FY	FM	AGENCY	FUFD	GLA	BEGINNING BALANCE	DEBITS	CREDITS	ENDING BALANCE
Detail	2020	6	151	15 00	366	519,135.00	-	-	519,135.00
Detail	2020	6	151	15 00	369	(191,838.55)	-	2,163.07	(194,001.62)
Detail	2020	6	151	15 00	370	1,035,570.23	-	-	1,035,570.23
Detail	2020	6	151	15 00	371	(287,988.79)	-	4,140.09	(292,128.88)
Detail	2020	6	151	15 00	798	(1,074,877.89)	6,303.16	-	(1,068,574.73)
Detail 15 00 Total:	2020	6	151	15 00		-	6,303.16	6,303.16	-
Agency 151 Total:	2020	6	151			-	6,303.16	6,303.16	-



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REPORT NAME: SUMMARIZED TOTALS BY ASSET CATEGORIES (FAC307, Option AA1)

DESCRIPTION AND CONTENTS: A monthly report of master file balances by asset category. Information provided for each asset category includes funding amount for controlled assets, disposed controlled assets, capital assets, and disposal capital assets. All options of the FAC307 are compiled monthly.

PURPOSE: To facilitate reconciliation between the FAACS Master File and the FAACS Financial Reporting File.


ASSET CATEGORIES: Land  
Buildings  
Infrastructure  
Equipment

ORDER OF DATA: Data in the report is listed by category within each agency.

**NOTE:** Option AA3 presented under section on Physical Control Reports.

### FAC307 Option AA1

RECORD TYPE	AGENCY	CATEGOR Y TITLE	CONTROLLED IND	DISPOSED	FUND AMOUNT	ACCUM DEPRECIATION	CAP FUNDING LESS DISPOSED	CAP ACCUM LESS DISPOSED	ASSET COUNT
Detail	151	2 -	Capital		519,135.00	194,001.62			2
Detail	151	2 -	Capital	Disposed	-	-			-
Capital	151	2 -	Capital		519,135.00	194,001.62	519,135.00	194,001.62	2
Detail	151	2 -	Controlled		-	-			-
Detail	151	2 -	Controlled	Disposed	-	-			-
Controlle	151	2 -	Controlled		-	-			-
Category	151	2 -			519,135.00	194,001.62	519,135.00	194,001.62	2
Detail	151	3 -	Capital	Disposed	-	-			-
Capital	151	3 -	Capital		519,135.00	194,001.62	519,135.00	194,001.62	4
Detail	151	3 -	Controlled		-	-			-
Detail	151	3 -	Controlled	Disposed	-	-			-
Controlle	151	3 -	Controlled		-	-			-
Category	151	3 -			519,135.00	194,001.62	519,135.00	194,001.62	4
Detail	151	4 -	Capital		1,138,405.23	325,035.82			11
Detail	151	4 -	Capital	Disposed	-	-			-
Capital	151	4 -	Capital		1,138,405.23	325,035.82	1,138,405.23	325,035.82	11
Detail	151	4 -	Controlled		4,884.00	-			1
Detail	151	4 -	Controlled	Disposed	670,109.05	-			298
Controlle	151	4 -	Controlled		674,993.05	-			299
Category	151	4 -			1,813,398.28	325,035.82	1,138,405.23	325,035.82	310
Agency	151				2,851,668.28	713,039.06	2,176,675.23	713,039.06	316

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**REPORT NAME:** Changes Affecting Prior Year (FAC700)

**DESCRIPTION AND CONTENTS:** A monthly report of Master File asset records that were added or disposed of during the current month having prior fiscal year acquisition dates or disposal dates.

This is a new report and will not be available until the new FAACS web-based system becomes live in February 2020. When an agency adds or disposes an asset with a prior fiscal year acquisition date or disposal date, the agency will be required to enter the reason(s) why the acquisition date or disposal date is not in the current fiscal year. The FAC700 report will compile this information.

**Note:** Only assets entered into the new FAACS web system with the above conditions beginning in February 2020 will be shown on this report. Therefore, this report will not provide the appropriate details for any assets entered into FAACS prior to the rollover to the new FAACS web in February 2020

**PURPOSE:** To facilitate reconciliation between the FAACS Master File and the FAACS Financial Reporting File and to provide details for assets added or disposed with prior year acquisition or disposal dates.

**ASSET CATEGORIES:** Land  
Buildings  
Infrastructure  
Equipment

**FREQUENCY OF DISTRIBUTION:** Monthly beginning with the 2020 February FAACS close.

### FAC700 Changes Affecting Prior Year


**Note:** This report will not be available until the new FAACS web becomes live in February 2020.

## Distribution and Requests for Reports Procedures

FAACS reports are generated daily, monthly and annually in FAACS depending on the report/download and may be viewed or downloaded as needed by the agency. Cardinal reports/downloads can be run on demand.

Some reports are restricted to DOA use only whereas others can be downloaded as needed by each agency.

**Please note that all available FAACS reports/download can now be accessed directly from within FAACS. Users no longer have to logon to Reportline to obtain FAACS reports/downloads.**

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## Cardinal Reports/Downloads - General

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Cardinal reports/downloads will be the agencies' source of financial accounting data for reporting capital assets on their annual financial statements. All accounting entries related to capital assets will be processed into FAACS and automatically update Cardinal reports. Cardinal downloads will provide the following data related to capital assets to meet the financial disclosure requirements:

- Major Asset Categories (by general ledger account)
- Accumulated Depreciation
- Net Change as the result of Additions and Deletions
- Investment in General Capital asset Credit (governmental fund)


The interface between FAACS and Cardinal is to provide State agencies with one source of information for developing their annual and interim financial statements. The following Cardinal reports/downloads will be effected by the FAACS/Cardinal interface:

- Cardinal Trial Balance of the Cardinal Accounts
  - Cardinal Trial Balance by Fund and Cardinal Account
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## Trial Balance – Cardinal Trial Balance

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- The Cardinal Trial Balance by business unit and fund will be the source of information for the individual agencies to develop their financial statements. The capital asset information will be individually reflected on the report for inclusion in agency financial statements. The Cardinal Trial Balance should, for capital asset GLA's and accounts, be the same as the FAC730 for the agency. Various options are available for the Cardinal Trial balance reports/downloads.
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## Potential Fixed Assets - Selected Items (Cardinal VGL\_Potential\_Fixed Assets query)

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Potential Fixed Assets (Cardinal VGL\_Potential\_Fixed Assets query)

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Cardinal VGL\_Potential\_Fixed Assets query can be run on demand and will provide a listing of transactions that are potential capital assets. The key to the listing will be the major object code level for capital items. This report is a tool to aid agencies in monitoring new acquisitions to determine if the item should be capitalized. This report should be utilized by the individual charged with property management function to ensure she/he is being notified of capital assets acquisitions. This report will not update FAACS. Agencies must complete the proper accounting input forms to update the capital asset data maintained in FAACS or in their agency based systems. The Cardinal VGL\_Potential\_Fixed Assets query can be filtered as desired to identify expenditures charged to Cardinal in the amount of \$5000.00 or greater, that carry capital asset object codes.

For each item listed on Cardinal VGL\_Potential\_Fixed Assets query that should be capitalized, the agency should enter the items on the FAACS Masterfile or in the agency's Internal system (for Summary Users).

If any item listed on the Cardinal VGL\_Potential\_Fixed Assets query should not be capitalized, the agency should maintain documentation why the item(s) should not be capitalized. Local and Summary users should continue to use the Cardinal VGL\_Potential\_Fixed Assets query as a tool for ensuring that all acquisitions and related costs are recorded in their systems.

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## DOA Contact

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Financial Reporting Project Lead

☎ (804) 225-2257

FAX (804) 225-2430

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

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## Subject Cross References

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CAPP Topic No. 30315, *Nomenclature Codes*

CAPP Topic No. 30505, *Physical Inventory*

CAPP Topic No. 30705, *Surplus Property Management*

CAPP Topic No. 70360, *Interface Requirements*

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