

From: Cardinal Project

To: Cardinal Project

Subject: Recording FAACS Activity in Cardinal

Date: Wednesday, October 15, 2014 10:22:00 AM

This email is being sent to the Wave 1 Fiscal Officers, Primary Contacts, and GL SMEs.

Each month, the Fixed Asset Accounting and Control System (FAACS) generates an entry (Batch Type F) to record asset and depreciation activity in CARS. In order to replicate this entry in Cardinal, Wave 1 agencies will need to manually enter a journal entry in Cardinal to record this same activity. The journal entry should be recorded in Cardinal prior to the close of the same accounting period as was used in CARS. This will be an ongoing activity for Wave 1 agencies until the interface from FAACS to Cardinal is implemented in February 2016.

Please refer to the following job aid on the Cardinal Website for instructions and assistance:

Statewide Toolbox>Job Aids>General Ledger>SW GL332-Crosswalk

from FAACS Transaction Codes to Cardinal Accounts

http://www.cardinalproject.virginia.gov/Statewide%20Job%20Aids/General_Ledger/SW_GL332_Crosswalk_from_FAACS_Transaction_Codes_to_Cardinal_Accounts.pdf

The following should be noted in reference to making these entries:

- Entries should be posted in Cardinal each month before the fiscal month closes
- Select **Do Not Send to CARS** from the **CARS Indicator** drop-down menu on the header tab when creating the journal in Cardinal so the entry is not interfaced back into CARS
- Refer to the Crosswalk from FAACS Transaction Codes to Cardinal Accounts in the job aid above to identify the Accounts to be debited and credited
- A Program value must be entered on all journals as XXXX999, where XXXX is the Cardinal Program value (the first three digits are the same as the CARS Program value, followed by a zero)
- Use the Cardinal Fund that corresponds to the CARS Fund
- All journal lines require a Department value

Thank you for your continued support with the implementation of Cardinal.

Sincerely,
The Cardinal Project