

Volume No. 3—Automated Systems Applications	TOPIC NO.	70315
Function No. 70300—FAACS Online	TOPIC	LOGGING ON AND OFF
	DATE	July 2012

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Overview

Introduction

Each user of the Fixed Asset Accounting and Control System (FAACS) is granted a Logon Identification and password following the procedures covered in CAPP Topic No. 70310, *Security*.

Once the user has an assigned LOGON ID and initial password, the following set of screens and instructions must be followed to access the FAACS web-based online System.

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Logging On

Access the
DOA Home
Page

Access FAACS from the DOA Homepage: www.doa.virginia.gov. At the DOA Homepage, click on FIXED ASSET ACCOUNTING link on the right hand side.

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Logging On, Continued

Access Screen This brings the user to the FAACS access screen. Click on FAACS On-line Application link in the Links box or the first bullet: FAACS On-Line Application.

The screenshot shows a web browser window titled "Fixed Asset Accounting System (FAACS) - Virginia Department of Accounts - Microsoft Internet Expl...". The address bar shows the URL: http://www.doa.virginia.gov/Financial_Reporting/FAACS/FAACS_Main.cfm. The page header includes the Virginia.gov logo and navigation links: "Online Services | Commonwealth Sites | Help | Governor". A search bar is present with the text "Search Virginia.gov". The main content area is titled "Fixed Asset Accounting System (FAACS)" and features contact information for Robert D. Eddleton, Assistant Director of Financial Reporting. A "Links..." box contains two items: "FAACS On-line Application" and "FAACS Forms". Below this, the "FAACS Online Application" section describes the new web-based application and lists several links: "FAACS On-Line Application", "FAACS Production Schedule", "Consumer Price Index Listing [PDF] [Excel]", and "CIP Documentation Worksheet [Excel]". A left-hand navigation menu lists various categories under "Accounting and Reporting", including "Financial Reporting", "Agency Risk Management", "Internal Control Standards (ARMICS)", "Accounts Receivable", "Annual MELP Report", "CAFR Report", "Cash Mgmt Improvement Act (CMA)", "Fixed Asset Accounting", "Financial Statement", and "Directives".

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Logging On, Continued

Log-In Screen This will take the user to the FAACS log-in screen. Enter the logon id (user ID) and password. Click the CONTINUE action button on the bottom of the screen to proceed.

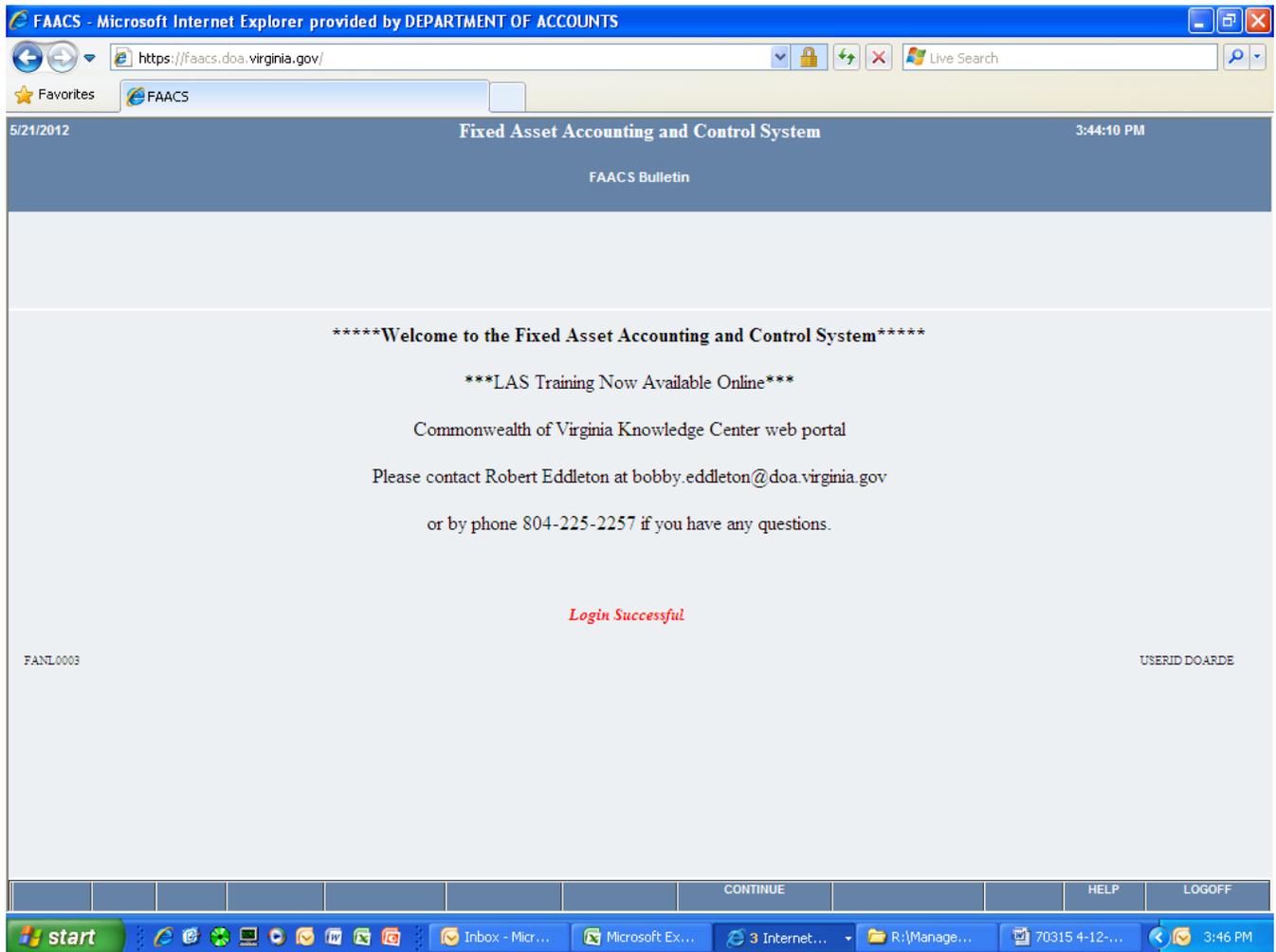
Passwords expire after 90 days. To change the password, enter the logon ID and old password, then enter and confirm the new password. New passwords must be at least 8 characters long (no spaces) and contain the required elements as shown in CAPP Topic No. 70310, *Security*. FAACS allows users to reset forgotten passwords by answering three security challenge questions. The process for resetting a forgotten password is explained later in this CAPP Topic. Click the CONTINUE action button to proceed.

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Logging On, Continued

Bulletin Screen The user will then come to the FAACS bulletin screen. This screen contains pertinent information regarding FAACS and a message that the user's Log-In was successful. The user is now in the system and may perform data entry and inquiry functions. Click on the CONTINUE action button.



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Logging On, Continued

Pending Transactions Screen

This takes the user to the FAACS pending transactions screen shown below.

To **view** master file or transaction file records or **enter/edit** transactions, click on the appropriate navigation bars at the top of the screen and use the appropriate action buttons at the bottom of the screen. An example of a FAACS Masterfile record is shown on next page. Additional information on data entry is contained in CAPP Topic No. 70325, *Data Entry*.

FAACS - Microsoft Internet Explorer provided by DEPARTMENT OF ACCOUNTS

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail Stop

Address <https://faacs.doa.virginia.gov/> Go

6/8/2010 Fixed Asset Accounting and Control System 1:10:17 PM

Pending Transactions

Master File Maint | Trans File Maint | Error File Maint | Summary Maint | View Tables | Restricted | Other

YOU HAVE TRANSACTIONS PENDING IN THE FOLLOWING FILES:

Transaction File:

There are 304 pending transactions:

- 222 on Hold Status
- 81 Released Transactions
- 1 Incomplete Transactions

Error File:

There are no error transactions.

Summary File:

There are 2 summary transactions.

- 2 on Hold Status
- 0 Released Transactions
- 0 Incomplete Transactions

FANL0005 USERID DOARDE

HELP LOGOFF

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Logging Off

Log-Off Action Button To log off FAACS, click on the LOGOFF action button located in the lower, right-hand corner on all FAACS screens.

Record Displayed.

AGENCY	ASSET CATEGORY	ID	REC CREATED	REC LAST UPDATED	PG ACTION	TRN TYPE		
100	4-Equipment	000000001	01281993	09032004	View	View		
DESC LINE 1		VOTING SYSTEM-CHAMBER		DESC LINE 2				
DESC LINE 3				DESC LINE 4				
BLDG ID	FIPS	WING	FLOOR	ROOM	RESP POSITION	RESPONSIBLE DESC		
00038	760				CLERK OFFICE			
ACQ BASIS	AVAIL CODE	ACQ MET	OWN STAT	COND				
H-Historical Cost	U-Unavailable	P-Purchase	A-By VA Agency (COV)	O-Operable				
TAG	CONT IND	ORGANIZATION	ACQ DATE	SURPLUS DATE	NOMENCLATURE	USEFUL LIFE		
Y-Yes	Capitalized		09211984		10400000100	020		
VENDOR ID	AGY LIST NUM	VOUCHER	P O NUM	FFY	FFM	QUANTITY	LAST INV DATE	
		00000568		1985	03	1	09211984	
DEP LAST CALC	DISP DATE	DISP PROCEEDS	DISP CODE	DISP QTY	DISPOSAL DESCRIPTION			
08312004								
SERIAL NUMBER	MODEL	MANUFACTURER	COMP AGY	COMP CAT	COMP ID	SALVAGE VALUE		

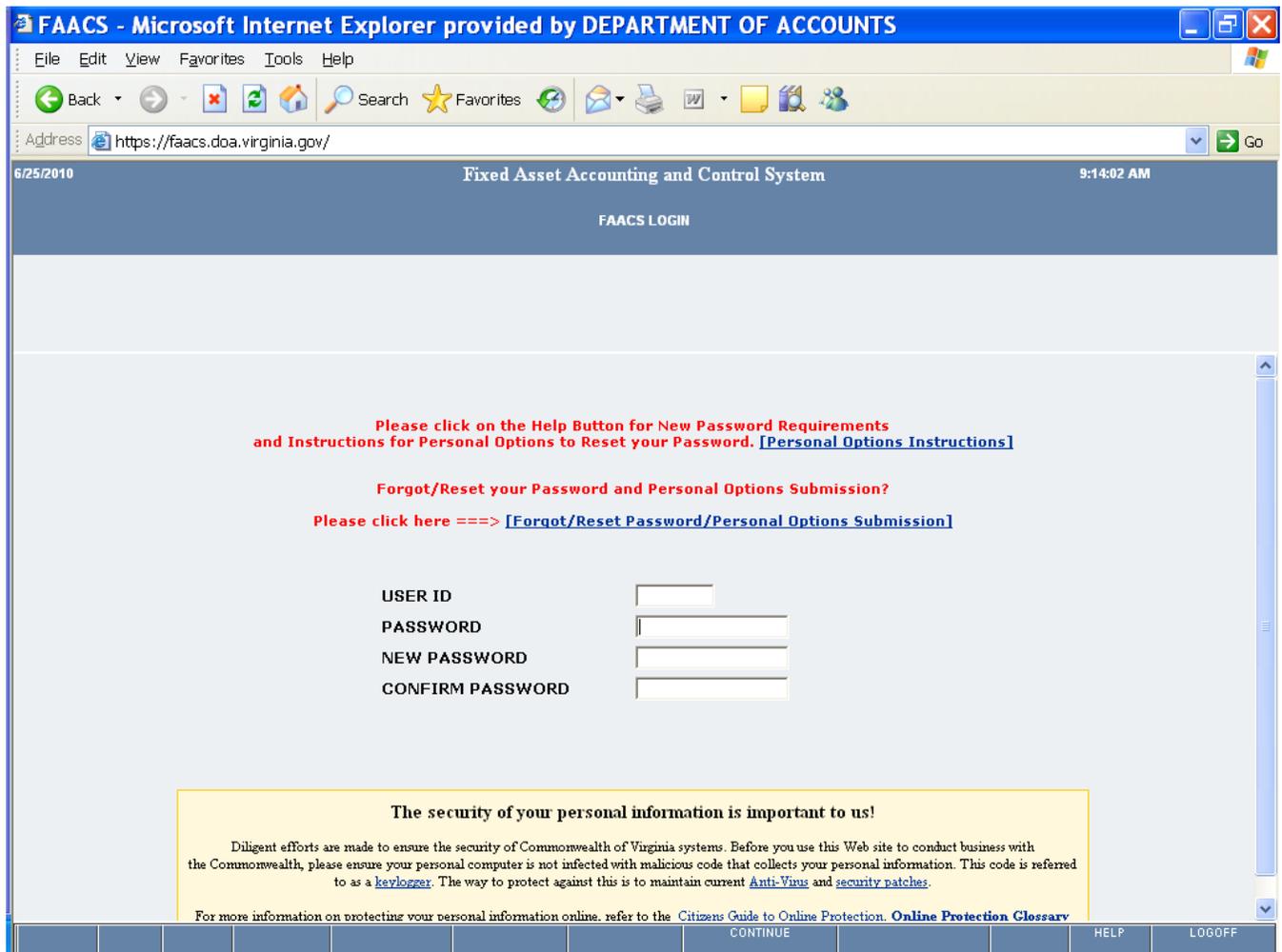
VIEW ADD EDIT DELETE PREVIOUS NEXT HELP LOGOFF

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Logging Off, Continued

Returns to Log-In Screen This returns the user to the Log-In screen. Clicking on the LOG OFF Action Button located in the screen's lower, right-hand corner closes the FAACS Log-In screen.



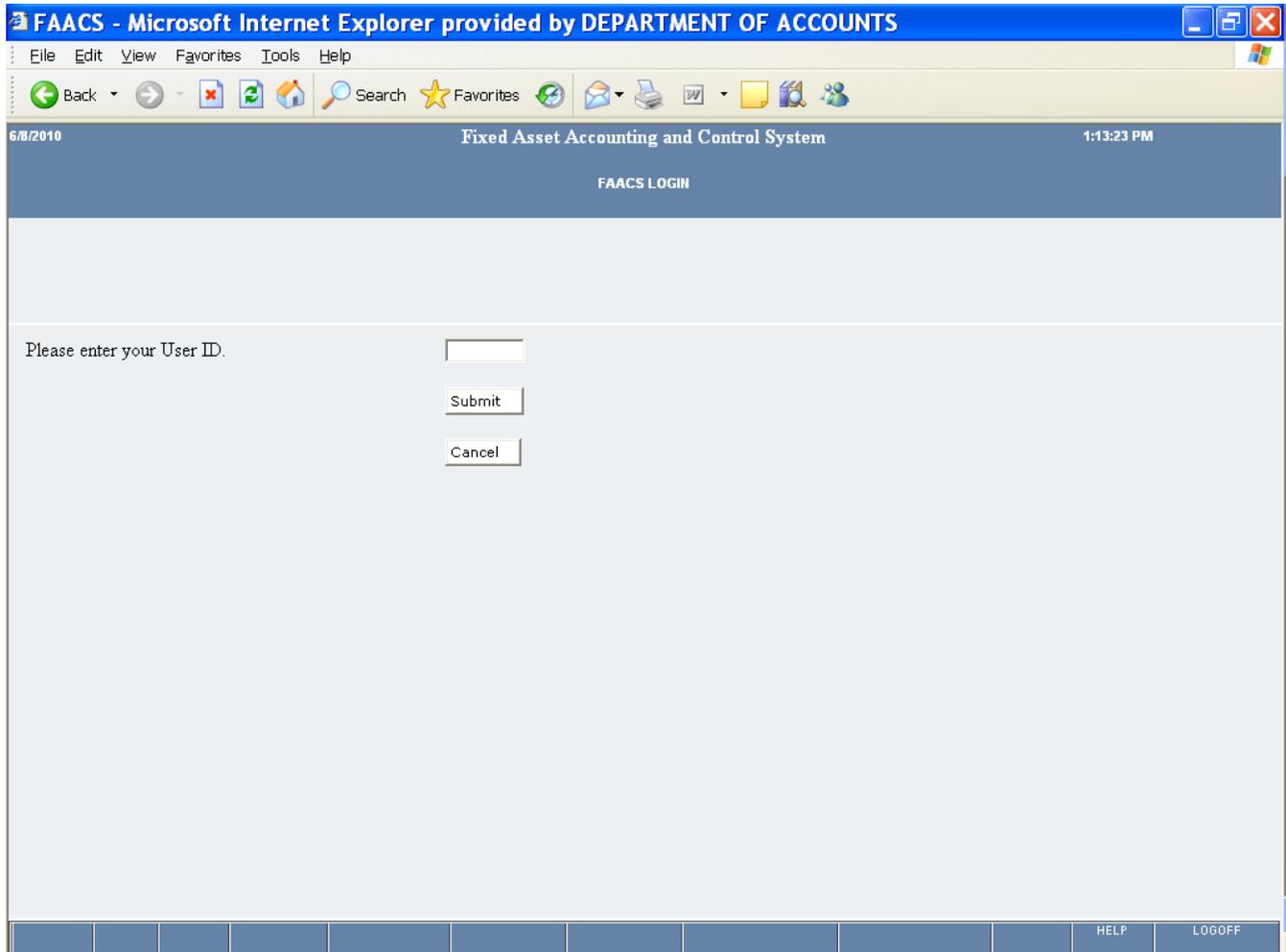
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Resetting Forgotten Passwords

Personal Options to Reset Your Own Passwords

FAACS provides a security feature that allows users to reset their own passwords by answering three security challenge questions as follows.

1. Click the [\[Forgot/Reset Password/Personal Options Submission\]](#) link shown on the previous FAACS Login screen to access the personal options security screens. A valid FAACS password is required the first time that you access the personal options screens.
2. Enter the FAACS user id and click the **Submit** menu button on the screen shown below.

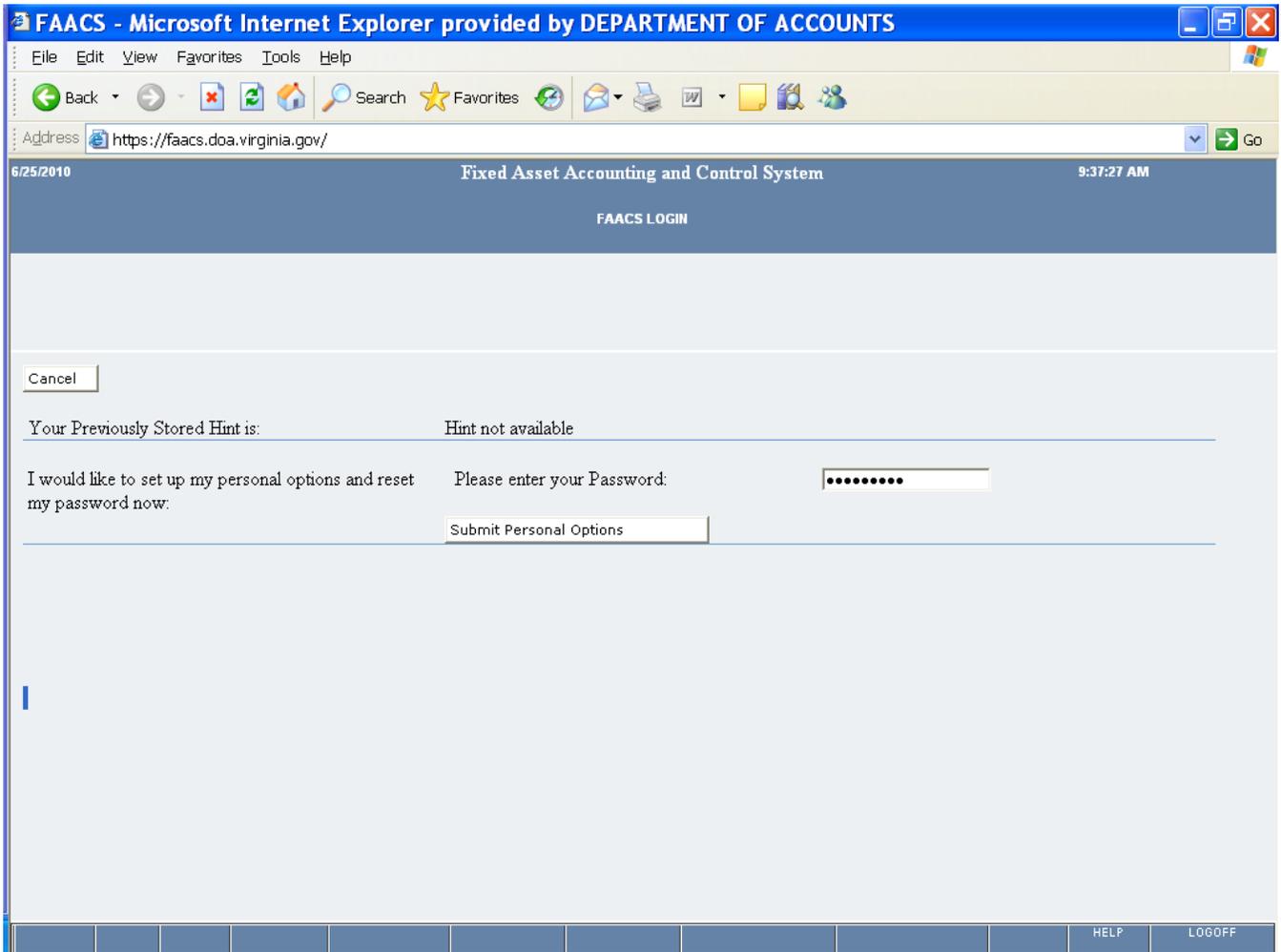


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Resetting Forgotten Passwords, Continued

Enter Existing Password to Access Personal Options Screen

- Enter the user's current FAACS password and click the **Submit Personal Options** menu button. (The current FAACS password is required the first time that the user submits their security challenge questions.)



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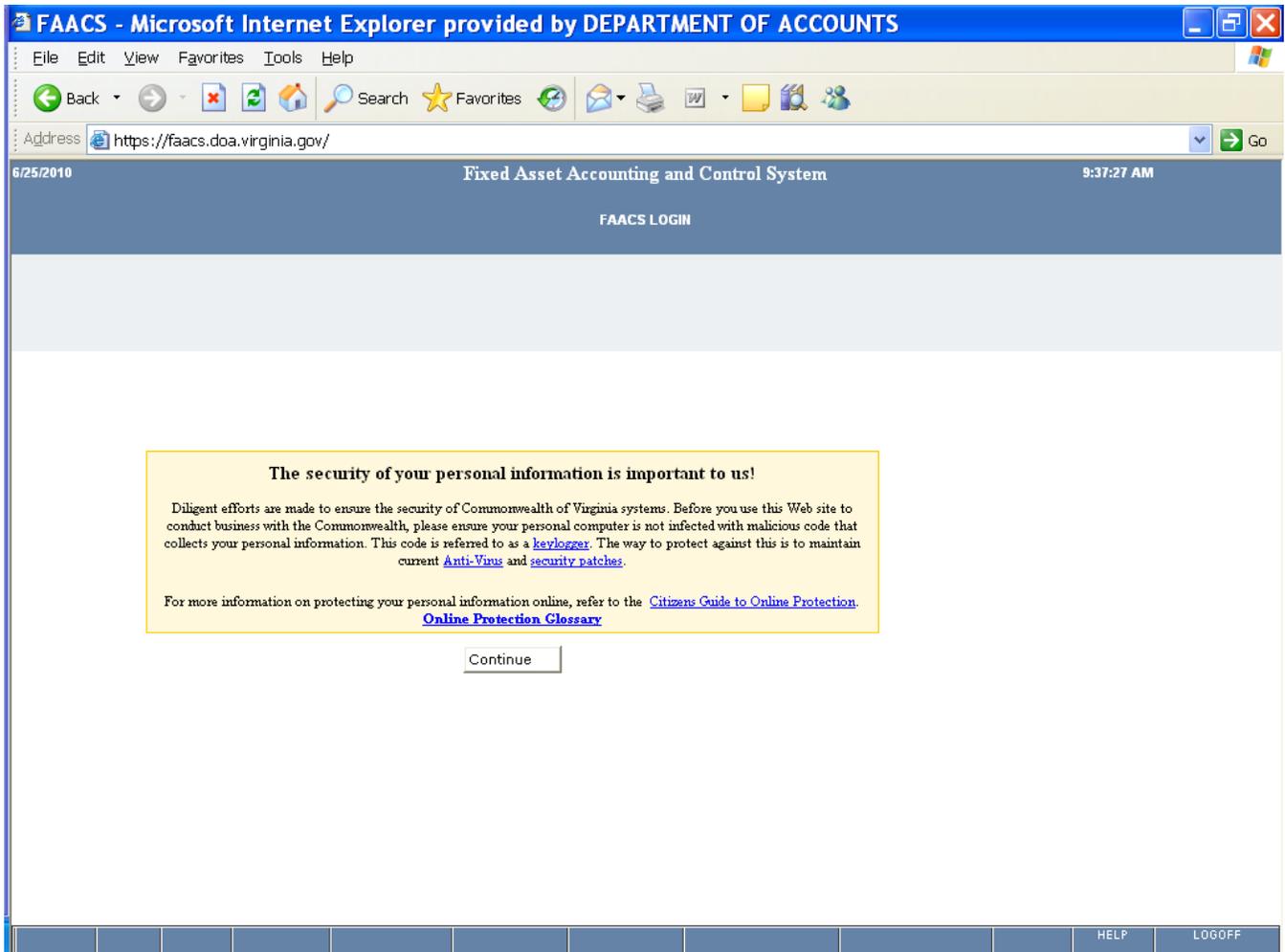
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Resetting Forgotten Passwords, Continued

Security of Your Personal Information Warning Banner

A FAACS security banner screen is then displayed to notify the user of the importance of personal information security.

- Click the **Continue** menu button to access the Personal Options Information screen.



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Resetting Forgotten Passwords, Continued

Personal Options Information Screen

Complete the Personal Options Information screen by:

- Verifying the user’s email address (please notify DOA if the initial email address is incorrect),
- Entering and verifying a new FAACS password,
- Selecting and answering three security challenge questions (from a dropdown menu of eight possible questions),
- Entering a FAACS password “hint” to help the user remember the actual password, and
- Clicking the **Submit** menu button to save the answers to the security challenge questions and reset the FAACS password.

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Resetting Forgotten Passwords, Continued

Resetting Your Password on the Personal Options Information Screen

Users can reset their FAACS password as follows:

1. Verify the user’s email address (please notify DOA if the initial email address is incorrect),
2. Enter and verify a new FAACS password,
3. Click the **Submit** menu button to reset the FAACS password and return to the FAACS Login screen.

When accessing the Personal Options Information screen using the **Submit Challenge Answers** menu button on the previous page, users are not required submit new answers to the security challenge questions or to update their password “Hint.” DOA recommends that the password “Hint” be updated whenever the password is changed.

The screenshot shows the FAACS LOGIN interface. At the top, the browser title is "FAACS - Microsoft Internet Explorer provided by DEPARTMENT OF ACCOUNTS". The address bar shows "https://faacs.doa.virginia.gov/". The page content includes a "Fixed Asset Accounting and Control System" header, a "FAACS LOGIN" title, and a form with the following fields:

- Cancel button
- Submit button
- Please enter new personal information.**
- Email Address 1:
- Verify Email Address 1:
- Password: ? Required *Password is case-sensitive.*
- Verify Password: Required *Password is case-sensitive.*
- Challenge Question 1: Name of your first pet (dropdown) Required
- Challenge Question 2: Your first car (dropdown) Required
- Challenge Question 3: Place in which you last vacationed (dropdown) Required
- Hint:

At the bottom right of the page, there are links for "HELP" and "LOGOFF".

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Contacts

DOA Contact Assistant Director, Financial Reporting
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 FAX (804) 225-2430
 E-mail: finrept@doa.virginia.gov

Subject Cross References

References CAPP Topic No. 70310, *Security*
 CAPP Topic No. 70320, *System Flow*
 CAPP Topic No. 70325, *Data Entry*
