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Overview

Introduction

The Fixed Asset Accounting and Control System (FAACS) security function allows access to FAACS by authorized users. Users may have either a "Release" or "Hold" security status for data entry. Users may also obtain "Inquiry" security status that allows "view only" access to FAACS.

Effective for FY2014, new users requiring "release" access to FAACS will be required to take the online FAACS training and pass the online FAACS knowledge test.

FAACS requires the assignment of an agency Security Officer. The Security Officer's role is to manage the access to the web-based online system.

FAACS Security Officer

The primary duty of the FAACS Security Officer is to control an agency's access to FAACS by its personnel.

The position serves as the key liaison between DOA and all agency personnel who

- interact with FAACS,
- submit data to FAACS, and
- hold an interest in FAACS web-based online data and reports.

The Security Officer may be the agency's fiscal officer or anyone who has been delegated financial data security authority by the agency head.

For FAACS Online, the Security Officer must sign and submit a FAACS Authorized Signatures (FAACS-S3) form. The form should be signed by all persons authorized to release capital asset transactions into the FAACS Online System. **A sample form (FAACS-S3) and instructions follow**.

Overview, Continued

Instructions for Completing the Security Authorization Form

The FAACS Security Officer completes the following information:

1   Agency Number
2   Agency Name
3   Security Officer's Telephone Number
4   Security Officer's FAX Number
5   Date Form
6   Signature of FAACS Security Officer
7   Prints the name, title and email address of person(s) authorized to release transactions in FAACS.

The Security Officer

- obtains the signatures of the authorized personnel,
- maintains a copy for the agency files, and
- forwards the original form to the DOA FAACS Section.

DEPARTMENT OF ACCOUNTS

FAACS Authorized Signatures

Form: FAACS-S3

Agency Number: Agency Name:

Date: _____   FAACS Security Officer: _____

The following person(s) are either authorized or have been delegated authority by the agency head to release transactions into the Fixed Asset Accounting and Control System (FAACS).

Authorized Person:
  (Please Print)   _____

Signature   _____

Title: _____

Email Address: _____

                 FAACS _____

Authorized Person:
  (Please Print)   _____

Signature   _____

Title: _____

Email Address: _____

                 FAACS _____

Please forward to:

Department of Accounts
Financial Reporting Unit
P.O. Box 1971
Richmond, VA 23215-1971

(Please use the continuation, if more than two (2) authorized persons.)

FAACS Authorized Signatures

Authorized Person:
(Please Print)   _____

Signature   _____

Title: _____

Email Address   _____

FAACS _____

Authorized Person:
(Please Print)   _____

Signature   _____

Title: _____

Email Address   _____

FAACS _____

Authorized Person:
(Please Print)   _____

Signature   _____

Title: _____

Email Address   _____

FAACS _____

Authorized Person:
(Please Print)   _____

Signature   _____

Title: _____

Email Address   _____

FAACS _____

Authorized Person:
(Please Print)   _____

Signature   _____

Title: _____

Email Address   _____

FAACS _____

Overview, Continued

Logon IDs

When setting up a person's Logon ID using the FAACS Authorized Signatures (FAACS-S3) form, each person is given a status of **H**old or **R**elease. Users may also obtain "Inquiry" security status that allows "view only" access to FAACS.

R status allows a person to hold or release transactions to the nightly Edit/Update process to
- add,
- change, or
- delete capital asset MASTER FILE records.

H status means that the person may key transactions, but is not allowed to release transactions to the nightly edit/update. Another person with **R** status must release the transactions to be processed. The default mode for transactions that are entered is the security status assigned to the user. It is up to agency management to determine which status is assigned to a user.

The FAACS Logon Request Form (FAACS-S1) is used to

- establish a new logon id for the FAACS web-based Online system,
- change information regarding a logon id, or
- delete a logon id by DOA staff.
A sample form follows this subsection.

The FAACS-S1 form is used by DOA to establish a user's authorized access to the FAACS web-based Online System through the Security Table. Agency Security Officers are notified by a DOA staff member when the logon id's and other security data have been established in FAACS.

Agencies should allow one day for the FAACS Logon Id to be assigned. The agency submits a FAACS S1 (FAACS Logon Request Form) to the Capital Asset Section at DOA. DOA performs a review of the FAACS form S1 and enters the logon id to the security table. DOA then assigns a temporary password and notifies the agency of the logon id and temporary password. The user must change and confirm the temporary password to one only known by the user. As soon as the access to FAACS Online is granted, the *FAACS Logon Request Form* is signed by an authorized DOA staff member and a copy of the *FAACS Logon Request Form* is returned to the agency.

Overview, Continued

Summary Transactions are transactions that do not create a FAACS master file record. For most agencies, Summary entries are used only for Construction-in-Progress (CIP). Agencies have only "Hold" security for Summary transactions, DOA releases Summary transactions.

Data Element Change is a short hand way of creating change transactions. This feature contains only very minimal screen edits and so is restricted to knowledgeable users. Only DOA may make changes to the Data Element Table. All other users have restricted access.

Open/Close (O/C) is restricted to DOA.

Other appropriate coding information is included on the form.

DEPARTMENT OF ACCOUNTS

FAACS LOGON REQUEST FORM FOR _____ LOGON ID
(Data Entry or Inquiry)

Form: FAACS-S1   **Date: _____**

Agency Number:_____ _____   Agency Name: _____

Phone Number: FAX Number: _____   FAACS Coordinator: _____

Email address _____

I *certify that this agency maintains a system of internal control over on-line access to FAACS adequate to prevent unauthorized access to or changes in the data contained therein, and that the use of this form constitutes an integral part of that internal control system.*

Date: _____   FAACS Security Officer: _____

Access Agencies: __ __ __   __ __ __   __ __ __   __ __ __   __ __ __   __ __ __   __ __ __   __ __ __   __ __ __   __ __ __

                             __ __ __   __ __ __   __ __ __   __ __ __   __ __ __   __ __ __   __ __ __   __ __ __   __ __ __   __ __ __

                             __ __ __   __ __ __   __ __ __   __ __ __   __ __ __   __ __ __   __ __ __   __ __ __   __ __ __   __ __ __

                             __ __ __   __ __ __   __ __ __   __ __ __   __ __ __   __ __ __   __ __ __   __ __ __   __ __ __   __ __ __

                             __ __ __   __ __ __   __ __ __   __ __ __   __ __ __   __ __ __   __ __ __

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VALID CODES AND MATRIXES LISTED AT BOTTOM OF FORM

Code	FAACS Logon ID	User Name	Data Entry	Data Element	Summary	O/C	Tables

New User Email Address (es) _____

_____

Valid Codes for "Code"
   A = Add
   C = Change
   D = Delete

Codes for Data Entry,
H   =   **Hold (Transactions can have a hold or incomplete status).**
R   =   **Release (Transactions can have a hold, release, or incomplete status).**
I   **Inquiry (Inquiry only, can not enter transactions).**
Blank =   **No access to this feature.**
Summary =**Agencies only given "Hold" capability, "Released" by DOA.**

Valid Codes for Tables (Tab) Bulletin (Bul),
U   = **Update (Update to these features restricted to DOA only)**
I   = **Inquiry**
Blank = **No access to this feature.**
Open/Close (O/C) restricted to DOA ONLY *

DOA USE ONLY
Please enter initial and date.

Password Chg   _____   _____

FAACS Sec   _____   _____

Agy Copy   _____   _____

MAIL FORM TO: DEPARTMENT OF ACCOUNTS
                     FINANCIAL REPORTING UNIT
                     P.O. BOX 1971, RICHMOND, VA 23218-1971

      DOA AUTHORIZED SIGNATURE: _____

DEPARTMENT OF ACCOUNTS

FAACS Online Form to Reset Password

Form: FAACS-S2   **Date:** _____

Agency Number: _____   **Agency Name:** _____

Phone Number: _____   FAX Number: _____

Date: _____   FAACS Security Officer: _____

In an attempt to either change their passwords or logon to the system, the person(s) listed below have reached the maximum number of allowable attempts. Please have the passwords reset at your earliest convenience.

Data Entry ID#	**Name**

DOA (Fixed Asset Accounting and Control System)

Date: Authorized Signature:

Agency Person Notified of Password Change:

_____

Please Forward to:

Department of Accounts
Financial Reporting Unit
P.O. Box 1971
Richmond, VA 23218-1971
or
FAX Form to 225-2430
DEPARTMENT OF ACCOUNTS

(Please call prior to sending FAX)

Overview, Continued

Establishing Your Password

Once notified that the user is authorized to use FAACS, follow Logon instructions in CAPP Topic No. 70315, *Logging On and Off*, to get to the Logon screen.

Follow the instructions to change your password. Each user establishes a unique password that may be easily remembered. Passwords need to be changed frequently and at a minimum every 90 days. New FAACS passwords are required to be at least 8 characters long (no spaces) and must have at least three of the four criteria shown below.

1. Must contain at least 1 upper case letter
2. Must contain at least 1 lower case letter
3. Must contain at least 1 number, and
4. Must contain at least 1 special character (@, #, $, etc.)

FAACS "remembers" each user's last 24 passwords; therefore, the same password can not be reused for 24 password renewal cycles. Furthermore, FAACS users are not permitted to reset their own passwords more frequently than once every 24 hours.

Overview, Continued

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. FAACS users can access the personal options information screens and establish answers to the security challenge questions as follows:

1. Click the **[Forgot/Reset Password/Personal Options Submission]** link on the FAACS Login screen.
2. Enter the FAACS User ID and click the **Submit** menu button to access the next screen.
3. Enter the current FAACS password and click the **Submit Personal Options** menu button. (The current password is required the first time that the security challenge questions are submitted.)
4. Complete the Personal Options Information Screen by:

   - Verifying your email address (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 you remember your actual password, and
   - Clicking the **Submit** menu button to save the answers to the security challenge questions and reset the FAACS password.

Completing the **Personal Options Submission** screens require that a new FAACS password must be entered to save the answers to the security challenge questions. If users have changed their FAACS password using the **New Password** and **Confirm Password** fields on the FAACS login screen, they will **not** be able to enter their personal information options and submit the security challenge questions for **at least 24 hours.**

The **[Personal Options Instructions]** link near the middle of the FAACS login screen provides instructions for submitting the personal information options.

After the security challenge questions answers have been saved, users may reset a forgotten password by entering correct answers to the security challenge questions at Step 3 above to gain access to the Personal Options Information screen at Step 4. In addition, the saved password hint will be visible at Step 3 to assist users in remembering a forgotten password. Contact DOA for assistance if you encounter any problems.

Overview, Continued

Resetting Suspended Logon Identifications

FAACS Online allows users three attempts to logon to the system.

After the third unsuccessful attempt, the password will be suspended. If this occurs, the logon id must be reset and a new temporary password established by DOA and provided to the user to re-establish the user's authorization.

To request DOA to reset a password, Form FAACS-S2 may be completed, signed by the agency Security Officer, and sent to DOA at the address noted on the form. An alternative is the agency security officer or FAACS user submits a password reset request via e-mail to DOA FAACS personnel. Please include your telephone number when sending the request.

The form may also be faxed or the FAACS security officer may request that a password be reset by Email. See DOA CONTACT Section below.

Users can prevent account lockouts by using the "Personal Options to Reset Your Own Passwords" feature discussed previously in this CAPP Topic whenever they are uncertain of their actual password.

Internal Control

Internal Control

The agency may assign "Hold" status to personnel responsible for initially keying new or modified asset transactions and "Release" status to personnel responsible for reviewing and approving the information keyed. However, this is <u>not</u> a requirement.

Agencies should develop internal procedures which ensure assets are properly recorded on the system and verification of data on the MASTER FILE with the source documents.

Security Officers should remind users about the importance of maintaining secret passwords to restrict access to FAACS Online to only authorized personnel.

Internal Control, Continued

Deleting Access for Terminated or Re-Assigned Employees

When an employee terminates employment or no longer needs access to FAACS due to changes in job responsibilities, the FAACS Security Officer should submit a new FAACS Security Form (S1) to the Department of Accounts requesting the employee's FAACS security access be terminated. This is true for all employees having access to FAACS including "Release," "Hold," or "Inquiry" security access. The request to terminate an employee's access should be sent to the Department of Accounts within 5 business days of the employee's termination or changing of job responsibilities. The request for terminating FAACS access should be included in the agency's personnel exit or re-assignment process.

Passwords should never be shared at the agency between users. DOA will provide written documentation via email that the terminated employees FAACS access has been deleted. The FAACS Security Officer or other authorized personnel should retain supporting documentation to show that the individual's access to FAACS was deleted timely.

Contacts

DOA Contact

Assistant Director, Financial Reporting
☎   (804) 225-2257
FAX   (804) 225-2430
E-mail: finrept@doa.virginia.gov

Subject Cross References

References   CAPP Topic No. 70315, *Logging On and Off*