



<b>Volume No. 3—Automated Systems Applications</b>	<b>TOPIC NO. 70310—Cardinal</b>
<b>Function No. 70300—FAACS Online</b>	<b>TOPIC Security</b>
	<b>DATE June 2023</b>

## Table of Contents

---

Overview .....	2
Introduction .....	2
FAACS Security Officer .....	2
Instructions for Completing the Security Authorization Form .....	3
Logon IDs .....	6
Establishing Your Password .....	9
Personal Options to Reset Your Own Passwords .....	10
Resetting Suspended Logon Identifications.....	11
Internal Control .....	11
Internal Control .....	11
Deleting Access for Terminated or Re-Assigned Employees.....	12
Contacts.....	12
DOA Contact .....	12
Subject Cross References.....	12
References.....	12

---

<b>Volume No. 3—Automated Systems Applications</b>	<b>TOPIC NO. 70310—Cardinal</b>
<b>Function No. 70300—FAACS Online</b>	<b>TOPIC Security</b>
	<b>DATE June 2023</b>

## Overview

**Introduction** The Fixed Asset Accounting and Control System (FAACS) security function allows access to FAACS only 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.

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
- need access to the 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. All persons authorized to “release” capital asset transactions into the FAACS Online System must also sign the form. **A sample form (FAACS-S3) and instructions follow.**

*Continued to next page*

<b>Volume No. 3—Automated Systems Applications</b>	<b>TOPIC NO. 70310—Cardinal</b>
<b>Function No. 70300—FAACS Online</b>	<b>TOPIC Security</b>
	<b>DATE June 2023</b>

## Overview, Continued

---

### Instructions for Completing the Security Authorization Form

The FAACS Security Officer completes the following information on the *FAACS Authorized Signatures* (FAACS-S3) form which follows below—


- 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 Print 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
- emails a PDF containing signatures to the DOA FAACS Unit at [FAACS@doa.virginia.gov](mailto:FAACS@doa.virginia.gov)
- DOA prefers to receive emailed PDF copies of the various FAACS security forms.

---

*Continued on next page*

<b>Volume No. 3—Automated Systems Applications</b>	<b>TOPIC NO. 70310—Cardinal</b>
<b>Function No. 70300—FAACS Online</b>	<b>TOPIC Security</b>
	<b>DATE June 2023</b>

## Overview, Continued

### DEPARTMENT OF ACCOUNTS FAACS Authorized Signatures

**Form: FAACS-S3**

Agency Number: \_\_\_\_\_ Agency Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ FAX Number: \_\_\_\_\_

Date: \_\_\_\_\_ FAACS Security Officer (Print-sign below): \_\_\_\_\_

*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) and have been properly trained in the use of FAACS.*

**Authorized Person:**

(Please Print) \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Authorized Person:**

(Please Print) \_\_\_\_\_

Signature: \_\_\_\_\_


Title: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Please forward to: (A scanned PDF copy sent via email to [faacs@doa.virginia.gov](mailto:faacs@doa.virginia.gov)) is preferred to mailing)**

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

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

<b>Volume No. 3—Automated Systems Applications</b>	<b>TOPIC NO. 70310—Cardinal</b>
<b>Function No. 70300—FAACS Online</b>	<b>TOPIC Security</b>
	<b>DATE June 2023</b>

## Overview, Continued

### FAACS Authorized Signatures (Continuation Page)

**Authorized Person:**

**(Please Print)** \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Authorized Person:**

**(Please Print)** \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Authorized Person:**

**(Please Print)** \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Authorized Person:**


**(Please Print)** \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Email Address: \_\_\_\_\_

*Continued on next page*

<b>Volume No. 3—Automated Systems Applications</b>	<b>TOPIC NO. 70310—Cardinal</b>
<b>Function No. 70300—FAACS Online</b>	<b>TOPIC Security</b>
	<b>DATE June 2023</b>

## Overview, Continued

### Logon IDs

When establishing a person's Logon ID using the *FAACS Authorized Signatures* (FAACS-S3) form, each new user is assigned a status of **H**old or **R**elease as requested by the Agency Security Officer. Users may also obtain “Inquiry” security status that allows “view only” access to FAACS.

**R** status allows a user to create “release” or “hold” transactions for the Masterfile. These users can also create “hold” Summary Financial Data Form 4 transactions but cannot create “release” transactions as only DOA can release these transactions. “Release” access allows these users to:

- add,
- change, or
- delete capital asset records on Masterfile records.

**H** status allows the user to enter transactions, but this user cannot “release” transactions in FAACS. Another user with **R** status must “release” the transactions to be processed.

It is up to agency management to determine which status should be granted to individual users. Each user should only be assigned the highest security access necessary for the user to perform their job responsibilities.


**DOA will allow “Release” access only to users that have completed the online FAACS training and passed the online test.**

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

- request a new logon id in FAACS,
- change information regarding a logon id, or
- delete a logon id by DOA staff.

**A sample form follows this subsection.**

*Continued on next page*

<b>Volume No. 3—Automated Systems Applications</b>	<b>TOPIC NO. 70310—Cardinal</b>
<b>Function No. 70300—FAACS Online</b>	<b>TOPIC Security</b>
	<b>DATE June 2023</b>

## Overview, Continued

### Logon IDs, continued

The FAACS-S1 form is used by DOA to establish a user's authorized access to FAACS. Agency Security Officers should provide the completed forms showing the authorized signature(s) to DOA via email (preferred) as only DOA personnel can establish a new user in FAACS. Agencies should allow at least three days for DOA to create the new FAACS Logon ID.

DOA will contact each new user with their FAACS Logon ID and initial password and assist the user in logging on the FAACS the first time. The user must change and confirm their temporary password to one only known by the user.

DOA maintains electronic copies of the *FAACS Logon Request* and *Authorized Signature* forms by agency number to document the establishment of the new user's access in FAACS.

**Summary Financial Data Transactions** are transactions that do not create a FAACS Masterfile record. For most agencies, Summary Financial Data transactions (Form 4s) are used only for Construction-in-Progress (CIP). All Agencies have "Hold" security for Form 4 transactions, as only DOA can "release" these transactions. Users must notify DOA via email when a Form 4 is ready for "release."


Whenever a Form 4 transaction results in a reduction to CIP, the agency will be required to provide DOA with the corresponding asset that has been or will be created in FAACS.

**Data Element Change** is restricted to DOA.

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

Other appropriate coding information is included on the form.

*Continued on next page*

<b>Volume No. 3—Automated Systems Applications</b>	<b>TOPIC NO. 70310—Cardinal</b>
<b>Function No. 70300—FAACS Online</b>	<b>TOPIC Security</b>
	<b>DATE June 2023</b>

## Overview, Continued

### DEPARTMENT OF ACCOUNTS

#### FAACS LOGON REQUEST FORM FOR \_\_\_\_\_ LOGON ID (Data Entry or Inquiry)

Form: FAACS-S1

Dated: \_\_\_\_\_

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: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

#### 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:** \_\_\_\_\_ **Date:** \_\_\_\_\_



<b>Volume No. 3—Automated Systems Applications</b>	<b>TOPIC NO. 70310—Cardinal</b>
<b>Function No. 70300—FAACS Online</b>	<b>TOPIC Security</b>
	<b>DATE June 2023</b>

## 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 42 days. New FAACS passwords are required to be at least 14 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.

*Continued on next page*

<b>Volume No. 3—Automated Systems Applications</b>	<b>TOPIC NO. 70310—Cardinal</b>
<b>Function No. 70300—FAACS Online</b>	<b>TOPIC Security</b>
	<b>DATE June 2023</b>

## Overview, Continued

### Personal Options to Reset Your Own Passwords


FAACS provides a security feature that allows users to reset their own passwords by answering two 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 [\[Forgot Password\]](#) link on the FAACS Login screen.
2. Enter the FAACS User ID and click the [Submit](#) menu button to access the next screen.
3. Answer the challenge questions and click the [Submit Challenge Answers](#) menu button.
4. Another option exists where you can enter your email address and FAACS will email you a temporary link to update your password.
5. Complete the FAACS – Forgot Password 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 two 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](#) screen requires that a new FAACS password must be entered to save the answers to the security challenge questions. Users will only be able to update their passwords and submit new challenge questions **once every 24 hours**.

Contact DOA for assistance if you encounter any problems.

*Continued on next page*

<b>Volume No. 3—Automated Systems Applications</b>	<b>TOPIC NO. 70310—Cardinal</b>
<b>Function No. 70300—FAACS Online</b>	<b>TOPIC Security</b>
	<b>DATE June 2023</b>

## Overview, Continued

### Resetting Suspended Logon Identifications

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

After the fifth 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, the agency security officer or FAACS user submits a password reset request via email or telephone to the FAACS contacts shown at the end of this CAPP topic. A temporary password will be sent via encrypted e-mail.

Users can prevent account lockouts by using the “Personal Options” feature previously discussed 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 not a system requirement.

Agencies should develop internal control procedures to ensure that assets are properly recorded on the system and verification of data on the Masterfile 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.

*Continued on next page*

<b>Volume No. 3—Automated Systems Applications</b>	<b>TOPIC NO. 70310—Cardinal</b>
<b>Function No. 70300—FAACS Online</b>	<b>TOPIC Security</b>
	<b>DATE June 2023</b>



## 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** Financial Reporting Project Lead  
 (804) 225-225  
 FAX (804) 225-2430  
 [faacs@doa.virginia.gov](mailto:faacs@doa.virginia.gov)

## Subject Cross References

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