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Overview

Introduction

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

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

Access the DOA Home Page

Access FAACS from the DOA Homepage: www.doa.virginia.gov. At the DOA Homepage, click on the Online Services link and then click the Fixed Asset Accounting and Control (FAACS) link.
Logging On, Continued

Access Screen  This brings the user to the FAACS homepage screen. Click the Online Services link to proceed to the FAACS application.

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**Fixed Asset Accounting and Control System (FAACS)**

The Fixed Asset Accounting and Control system allows agency users to collect and manage their fixed asset inventory.

**Online Services**

**Contact Information**

Financial Reporting
Project Lead
Voice: (804) 225-2257

Email: faacs@doa.virginia.gov
Fax: (804) 225-2430

**Forms**

Fixed Asset Accounting and Control (FAACS)
Logging On, Continued

Log-In Screen  This will take the user to the FAACS login screen. Enter the user ID and password and click the Log On button or the “Enter” key to enter the system.

Welcome to DOA FAACS!!

Please enter your User ID and Password:

User ID: [Blank Box]
Password (case-sensitive): [Blank Box]

Log On

Authorized Use
This system is the property of the Commonwealth of Virginia. Only persons authorized shall be allowed access to this system. Those permitted access shall use this system ONLY for purposes for which they have been authorized.

Access and usage on this system is logged. Monitoring of this system and data may include, but is not limited to, network traffic; application and data access; keystrokes (only when required for security investigations and approved in writing by the Agency Head); and user commands, email and Internet usage, and message and data content.

Any unauthorized access, use, or abuse of this system or the information contained therein shall be reported to appropriate authorities for investigation and prosecution to the fullest extent of the law.

For additional information, please read our Web Policy.

Continued on next page
Logging On, Continued

**Broadcast Messages Screen**

The user will then come to the FAACS Broadcast Messages screen. This screen contains pertinent information regarding FAACS and a confirmation that the user’s Login was successful. The user is now logged on to the system and may perform data entry and other functions by clicking the Main Menu button on the left side of the screen.
Logging On, Continued

**FAACS Main Menu**

This takes the user to the FAACS Main Menu screen shown below.

To **view** Master File or Transaction file records or **enter/edit** transactions, click on the appropriate menu buttons on the left side of the screen. An example of a FAACS Master File record is shown on next page. Additional information on data entry is contained in CAPP Topic No. 70325, *Data Entry.*
## Logging Off

### Log Off Menu Button

To log off FAACS, click on the Log Off menu button (which is always the last menu button on any screen).

---

### An example of a FAACS Masterfile Record

![Master File - View Record Detail](image)

<table>
<thead>
<tr>
<th>Agency</th>
<th>Category</th>
<th>ID</th>
<th>Status</th>
<th>Dep Calculated</th>
</tr>
</thead>
<tbody>
<tr>
<td>151</td>
<td>2 - Buildings</td>
<td>000005208</td>
<td>Master File Record</td>
<td>10/31/2019</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Asset Description 1</th>
<th>Asset Description 2</th>
<th>Asset Description 3</th>
<th>Asset Description 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>LEASEHOLD IMPROVEMENTS</td>
<td>REMAINING: KITCHENS, ETC.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Building ID</th>
<th>FIPS</th>
<th>Wing</th>
<th>Floor</th>
<th>Room</th>
<th>Responsible Position</th>
<th>Responsible Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>00135</td>
<td>760</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Tag</th>
<th>N - No</th>
<th>Nomenclature</th>
<th>09200003800</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>PO Number</th>
<th>Fiscal Funding Year</th>
<th>Fiscal Funding Month</th>
<th>Quantity</th>
<th>Last Inventory Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2013</td>
<td>10</td>
<td>1</td>
<td>02/28/2019</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Disposal Date</th>
<th>Disposal Proceeds</th>
<th>Disposal Code</th>
<th>Disposal Quantity</th>
<th>Disposal Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Serial Number</th>
<th>Model</th>
<th>Manufacturer</th>
<th>Comp Agy</th>
<th>Comp Cat</th>
<th>Comp ID</th>
<th>Salvage Value</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TRN</th>
<th>FUND</th>
<th>PRG</th>
<th>SA</th>
<th>EL</th>
<th>PROJ</th>
<th>CC</th>
<th>AMOUNT</th>
<th>FS</th>
<th>GRANT OR CONTRACT</th>
<th>ORG</th>
<th>ACCUM DEP</th>
<th>DEP EXP</th>
</tr>
</thead>
<tbody>
<tr>
<td>614</td>
<td>1500</td>
<td>799</td>
<td>88,099.60</td>
<td>40</td>
<td>SPIWO #54859</td>
<td>22,416.66</td>
<td>1,134.98</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Continued on next page*
Logging Off, Continued

Returns to Log In Screen

Clicking the Log Off menu button returns the user to the Log In screen.

Welcome to DOA FAACS!!!

Please enter your User ID and Password:

User ID: [Blank]

Password (case-sensitive): [Blank]

Log On

Authorized Use

This system is the property of the Commonwealth of Virginia. Only persons authorized shall be allowed access to this system. Those permitted access shall use this system ONLY for purposes for which they have been authorized.

Access and usage on this system is logged. Monitoring of this system and data may include, but is not limited to, network traffic; application and data access; keystrokes (only when required for security investigations and approved in writing by the Agency Head); and user commands, email and Internet usage, and message and data content.

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For additional information, please read our Web Policy.
## Resetting Passwords

**Personal Options Information Screen**

FAACS passwords expire every 90 days. Following a successful login, each user may change their password by clicking on the **Personal Options** menu button within the Main menu to access their Personal Options. Complete the Personal Options Information screen by:

- Entering a new FAACS password
- Verifying the user’s email address (please notify DOA if the initial email address is incorrect),
- Selecting and answering two 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 **Accept** menu button to save the answers to the security challenge questions and reset the FAACS password.

### Edit Personal Options

<table>
<thead>
<tr>
<th>User ID:</th>
<th>100TEST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Password:</td>
<td></td>
</tr>
<tr>
<td>Email Address 1:</td>
<td><a href="mailto:bast@boa.virginia.gov">bast@boa.virginia.gov</a></td>
</tr>
<tr>
<td>Verify Email Address 1:</td>
<td></td>
</tr>
<tr>
<td>Email Address 2:</td>
<td></td>
</tr>
<tr>
<td>Verify Email Address 2:</td>
<td></td>
</tr>
<tr>
<td>Challenge Question 1:</td>
<td>City in which you were born</td>
</tr>
<tr>
<td>Challenge Question 2:</td>
<td>Name of your first pet</td>
</tr>
<tr>
<td>Hint:</td>
<td>@Faacs1es</td>
</tr>
<tr>
<td>Date Password Changed:</td>
<td>12/03/2019 03:30:00 PM</td>
</tr>
</tbody>
</table>

2 (Leave blank for no change)

(Leave blank if no change to Email Address 1)

(Leave blank if no change to Email Address 2)
Resetting Forgotten Passwords

Forgot Password – Allows Users to Reset Their Passwords

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

1. Click the Forgot Password link shown on the FAACS Log in screen to reset your password.

2. Enter the FAACS user id and click the Submit menu button on the screen shown below.

User ID must be between 5 and 9 characters

Continued on next page
Reseting Forgotten Passwords, continued

Enter Answers to Two Challenge Questions to Reset Password

- Enter the previously saved answers to the security challenge question and click the Submit Challenge Answers button. This will allow the user to reset their FAACS password. As an alternative, the user may also have the system send a password reset link to the email address of the user by entering users email address and clicking the Send Password menu button.

Send Password Menu Button Requires the User to Enter a Pass Phrase to Reset Their Password

Using the send password option requires the user to enter a security pass phrase that will be required when entering the temporary password that the system will email to the user. See the screen below regarding the security pass phrase.

- After entering your pass phrase click the Submit Pass Phrase menu button so that the system saves the user’s pass phrase.

Continued on next page
Resetting Forgotten Passwords, continued

Security of Your Personal Information Warning Banner

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

```
The security of your personal information is important to us!
Diligent efforts are made to ensure the security of Commonwealth of Virginia systems. Before you use this Web site to conduct business with the Commonwealth, please ensure your personal computer is not infected with malicious code that collects your personal information. This code is referred to as a keylogger. The way to protect against this is to maintain current Anti-Virus and security patches.
For more information on protecting your personal information online, refer to the Citizens Guide to Online Protection.
```

Contacts

DOA Contact

Financial Reporting Project Lead
☎ (804) 225-2257
FAX (804) 225-2430
✉ faacs@doa.virginia.gov

Subject Cross References

References

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