



<b>Volume No. 3—Automated Systems Applications</b>	<b>TOPIC NO. 70315—Cardinal</b>
<b>Function No. 70300—FAACS Online</b>	<b>TOPIC LOGGING ON AND OFF</b>
	<b>DATE January 2020</b>

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## Overview


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### 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.

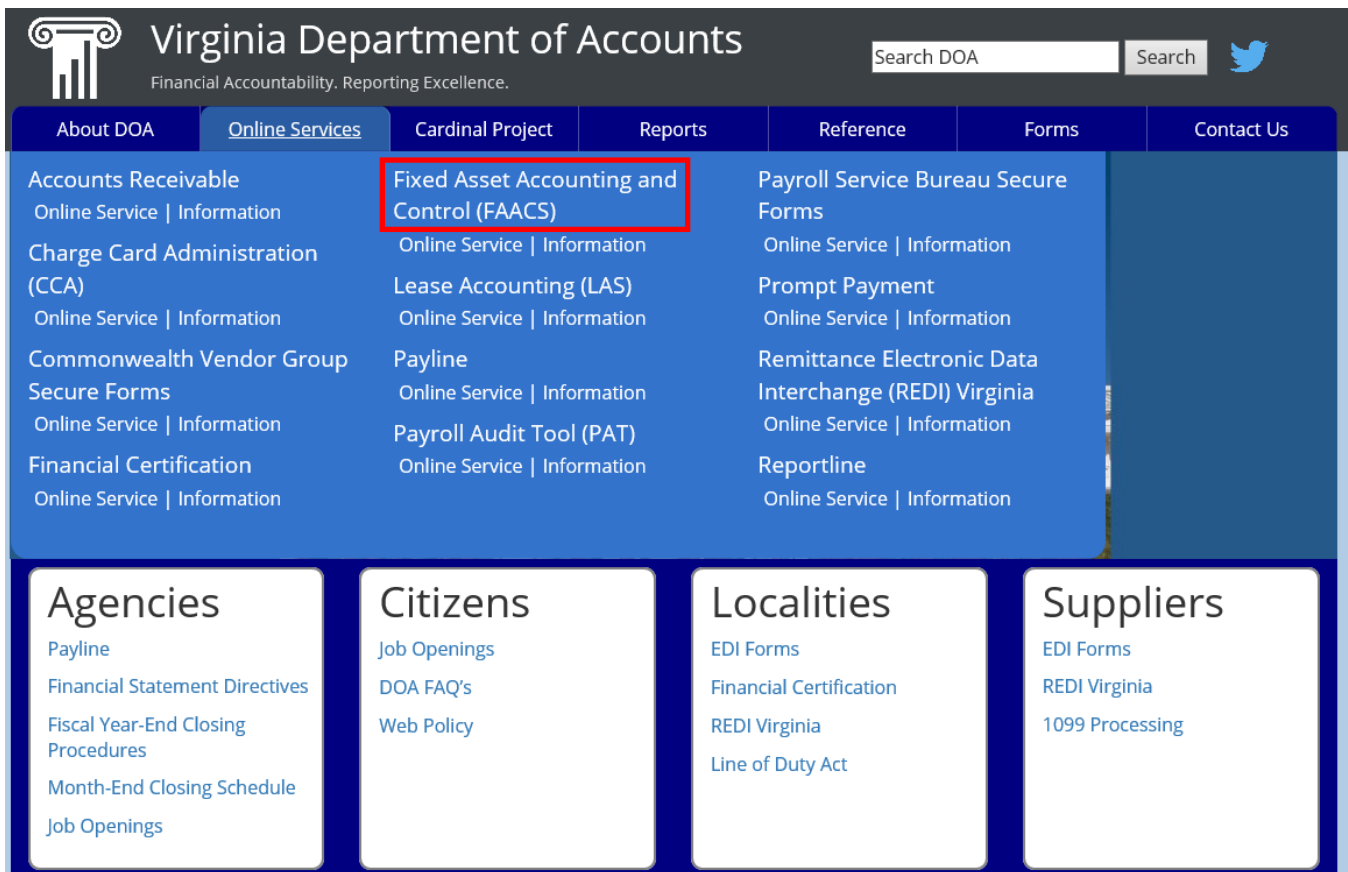
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## Logging On


### Access the DOA Home Page

Access FAACS from the DOA Homepage: [www.doa.virginia.gov](http://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.



The screenshot shows the Virginia Department of Accounts website. The header includes the logo, the text "Virginia Department of Accounts" with the tagline "Financial Accountability. Reporting Excellence.", and a search bar. The main navigation menu is blue and includes "About DOA", "Online Services", "Cardinal Project", "Reports", "Reference", "Forms", and "Contact Us". Under "Online Services", there are three columns of links. The link "Fixed Asset Accounting and Control (FAACS)" is highlighted with a red box. Below the navigation menu are four white boxes with blue borders: "Agencies", "Citizens", "Localities", and "Suppliers", each containing a list of related links.

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## Logging On, Continued

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**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)

[Top of page](#)

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

[FAACS Production Schedule](#)

Consumer Price Index Listing [\[PDF\]](#) [\[Excel\]](#)

CIP Documentation Worksheet [\[Excel\]](#)

### Forms

[Fixed Asset Accounting and Control \(FAACS\)](#)

[Online Services](#)

### Contact Information

Financial Reporting

Project Lead


Voice: [\(804\) 225-2257](tel:(804)225-2257)

Email: [faacs@doa.virginia.gov](mailto:faacs@doa.virginia.gov)

Fax: (804) 225-2430

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## Logging On, Continued

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**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.

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**Welcome to DOA FAACS!!!**

Please enter your User ID and Password:

User ID:

Password

(case-sensitive):

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](#).

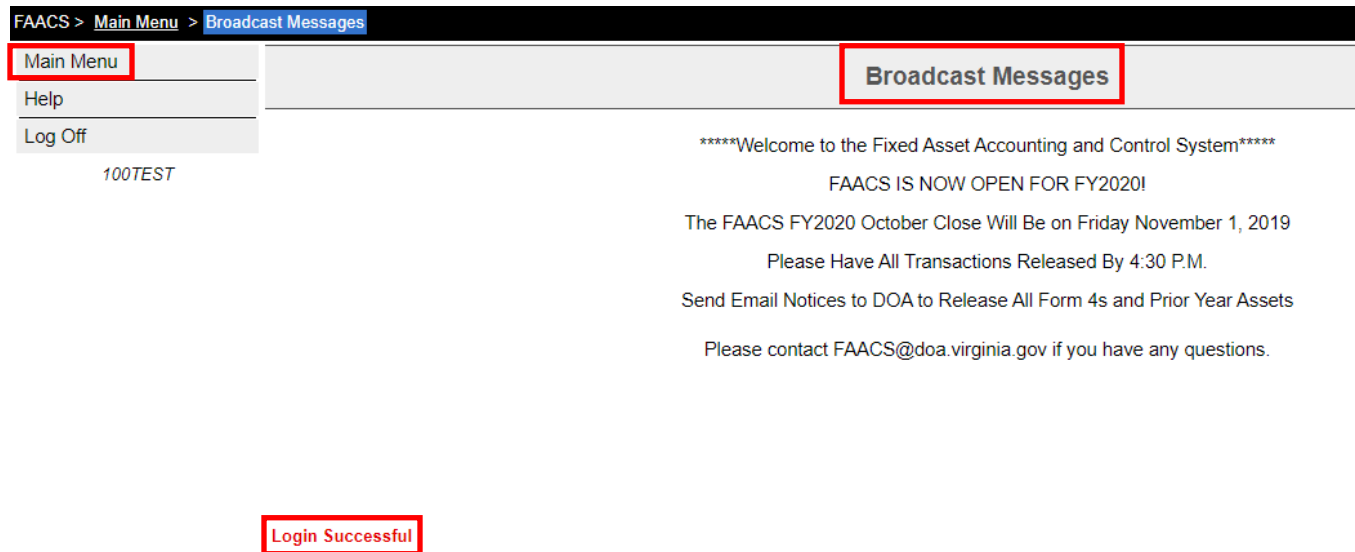
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## Logging On, Continued

### 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.



FAACS > Main Menu > Broadcast Messages

Main Menu  
Help  
Log Off

100TEST

Broadcast Messages

\*\*\*\*\*Welcome to the Fixed Asset Accounting and Control System\*\*\*\*\*

FAACS IS NOW OPEN FOR FY2020!

The FAACS FY2020 October Close Will Be on Friday November 1, 2019


Please Have All Transactions Released By 4:30 P.M.

Send Email Notices to DOA to Release All Form 4s and Prior Year Assets

Please contact FAACS@doa.virginia.gov if you have any questions.

Login Successful

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## 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*.


<ul style="list-style-type: none"> <li style="background-color: #4a7ebb; color: white; padding: 2px;">Main Menu</li> <li style="padding: 2px;">Personal Options</li> <li style="padding: 2px;">Master File</li> <li style="padding: 2px;">Transaction File</li> <li style="padding: 2px;">Summary File</li> <li style="padding: 2px;">Reports/Downloads</li> <li style="padding: 2px;">FAACS Tables</li> <li style="padding: 2px;">Broadcast Messages</li> <li style="padding: 2px;">Log Off</li> </ul>	<b>FAACS - Main Menu</b>
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**Please select an option from the left menu.**

[Transaction File:](#)  
There are no pending transactions.

[Summary Financial Data:](#)  
There are no summary transactions.

*100TEST*

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## 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**
Processing Window

Master File List
Edit Record
Delete Record
Add New Record
View Transaction History
PDF

<b>Agency</b> 151	<b>Category:</b> 2 - Buildings	<b>ID:</b> 000095208	<b>Status:</b> Master File Record	<b>Dep Calculated:</b> 10/31/2019
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<b>Asset Description 1</b> LEASEHOLD IMPROVEMENTS	<b>Asset Description 2</b> REMAINING: KITCHENS, ETC.	<b>Asset Description 3</b>	<b>Asset Description 4</b>
--	---	----------------------------	----------------------------

<b>Building ID</b> 00133	<b>FIPS</b> 760	<b>Wing</b>	<b>Floor</b>	<b>Room</b>	<b>Responsible Position</b> DIR OF ADMIN	<b>Responsible Description</b>
<b>ACQ Basis</b> H - Historical Cost	<b>Availability</b> U - Unavailable	<b>ACQ Method</b> P - Purchase	<b>Ownership Status</b> A - By VA Agency (COV)	<b>Condition</b> O - Operable		
<b>Tag</b> N - No	<b>Control Indicator</b> Capitalized	<b>Organization</b>	<b>ACQ Date</b> 04/01/2013	<b>Surplus Date</b>		
<b>Nomenclature</b> 09200003500	<b>Useful Life</b> 020	<b>Vendor ID</b>	<b>Agency List Number</b>	<b>Voucher</b> 15113078		
<b>PO Number</b>	<b>Fiscal Funding Year</b> 2013	<b>Fiscal Funding Month</b> 10	<b>Quantity</b> 1	<b>Last Inventory Date</b> 02/28/2019		
<b>Disposal Date</b>	<b>Disposal Proceeds</b>	<b>Disposal Code</b>	<b>Disposal Quantity</b>	<b>Disposal Description</b>		
<b>Serial Number</b>	<b>Model</b>	<b>Manufacturer</b>	<b>Comp Agy</b>	<b>Comp Cat</b>	<b>Comp ID</b>	<b>Salvage Value</b> 0.00

TRN	FUND	PRG	SA	EL	PROJ	CC	AMOUNT	FS	GRANT OR CONTRACT	ORG	ACCUM DEP	DEP EXP
614	1500	799					68,099.00	40	SPWO #54859		22,416.06	1,134.98

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## Logging Off, Continued

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

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**Welcome to DOA FAACS!!!**

Please enter your User ID and Password:

User ID:

Password

(case-sensitive):

Log On


### Authorized Use

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## 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**

---

<b>User ID:</b>	100TEST
<b>Password:</b>	<input type="text"/> ? <i>(Leave blank for no change)</i>
<b>Email Address 1:</b>	<input type="text" value="test@doa.virginia.gov"/>
<b>Verify Email Address 1:</b>	<input type="text"/> <i>(Leave blank if no change to Email Address 1)</i>
<b>Email Address 2:</b>	<input type="text"/>
<b>Verify Email Address 2:</b>	<input type="text"/> <i>(Leave blank if no change to Email Address 2)</i>
<b>Challenge Question 1:</b>	City in which you were born ▼ <input type="text" value="..."/>
<b>Challenge Question 2:</b>	Name of your first pet ▼ <input type="text" value="..."/>
<b>Hint:</b>	<input type="text" value="@Faacstest"/>
<b>Date Password Changed:</b>	12/03/2019 03:30:00 PM

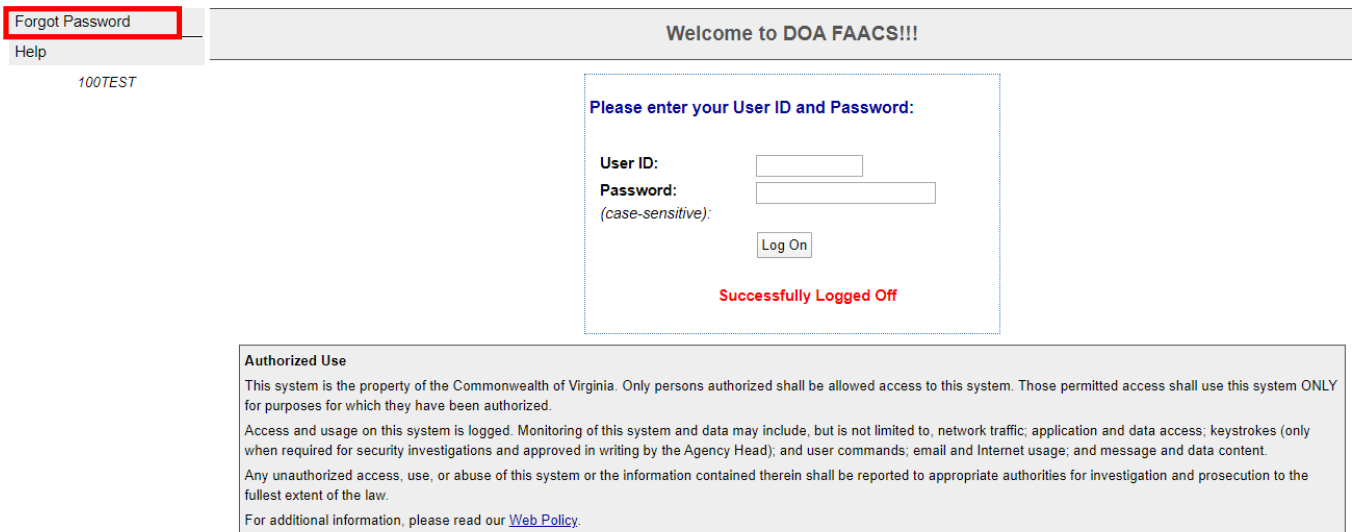
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## Resetting Forgotten Passwords

### 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.



Forgot Password  
Help

100TEST

Welcome to DOA FAACS!!!

Please enter your User ID and Password:

User ID:

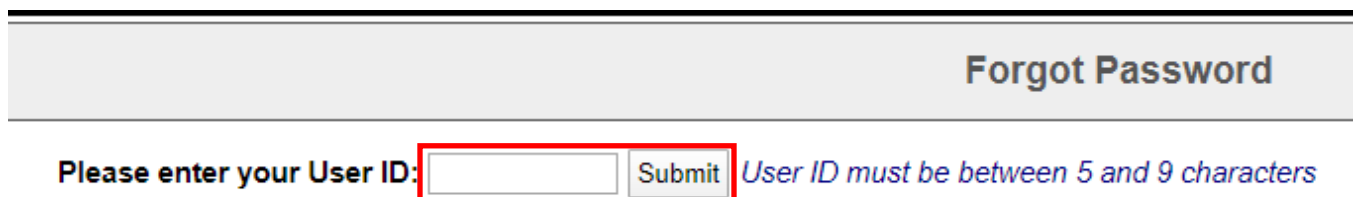
Password:   
(case-sensitive):

Log On

Successfully Logged Off

**Authorized Use**  
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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](#).


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



Forgot Password

Please enter your User ID:  Submit *User ID must be between 5 and 9 characters*

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## Resetting 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.

**FAACS - Forgot Password**

User ID:	100TEST		
Password Hint:	@Faacs1219		
Answer my security questions and reset my password now:	City in which you were born:	<input type="text"/>	<b>Submit Challenge Answers</b>
	Name of your first pet:	<input type="text"/>	
Send new password to my email address:	<input type="text"/>	<b>Send Password</b>	<i>must match previously stored email address</i>

### 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.

**FAACS - Forgot Password**


Please enter a personal pass phrase (any word or phrase of your choosing with 5 to 25 characters).

Pass Phrase:  **Submit Pass Phrase**

**REMEMBER YOUR PASS PHRASE!**

**YOU WILL BE REQUIRED TO PROVIDE THIS PASS PHRASE WHEN USING YOUR TEMPORARY PASSWORD TO ACCESS THE FAACS APPLICATION FOR THE FIRST TIME.**

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## 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](mailto: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*