Table of Contents

Overview 2
Introduction 2
Logging On 3
Access the DOA Home Page 3
Access Screen 4
Log-In Screen 5
Broadcast Messages Screen 6
FAACS Main Menu 7
Logging Off 8
Log Off Menu Button 8
Returns to Log In Screen 9
Resetting Passwords 10
Personal Options Information Screen 10
Resetting Forgotten Passwords 11
Forgot Password – Allows Users to Reset Their Passwords 11
Enter Answers to Two Challenge Questions to Reset Password 12
Send Password Menu Button Requires the User to Enter a Pass Phrase to Reset Their Password 12
Security of Your Personal Information Warning Banner 13
Contacts 13
DOA Contact 13
Subject Cross References 13
References 13

Overview

Introduction

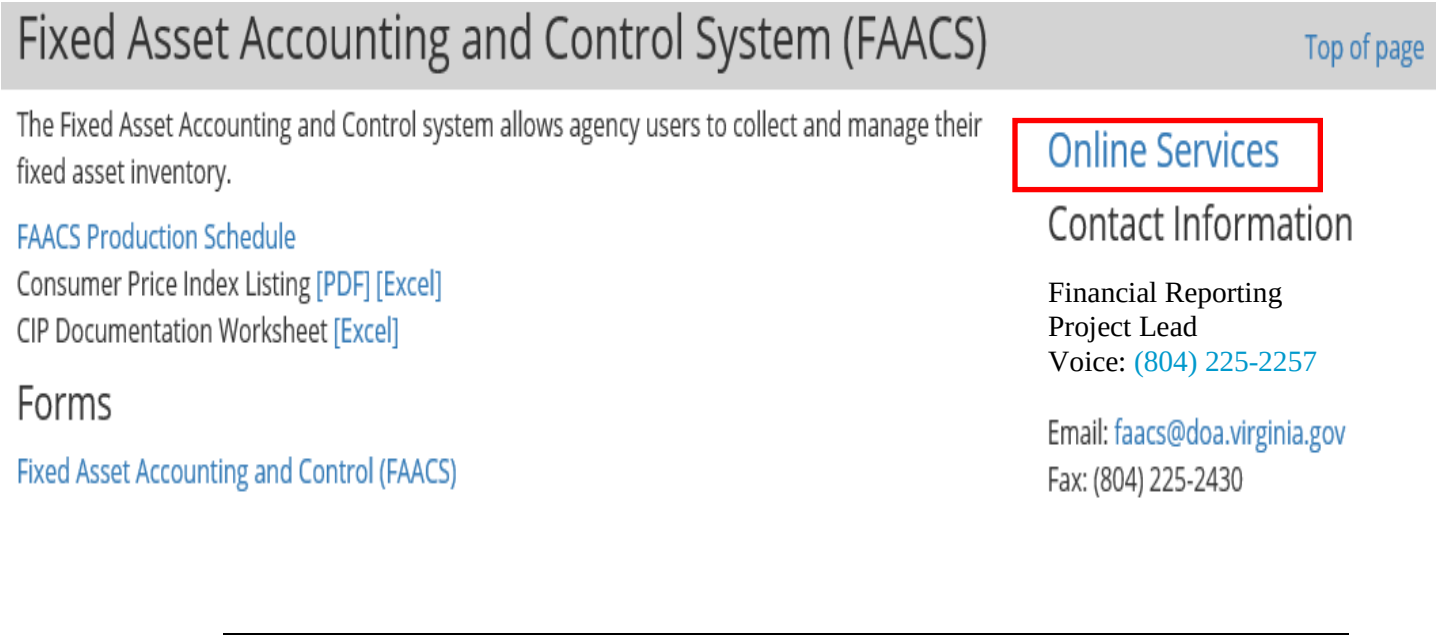
Each user of the Fixed Asset Accounting and Control System (FAACS) may be granted a Logon Identification and password following the procedures covered in CAPP Topic No. 70310, *Security*.

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, Continued

Access Screen

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

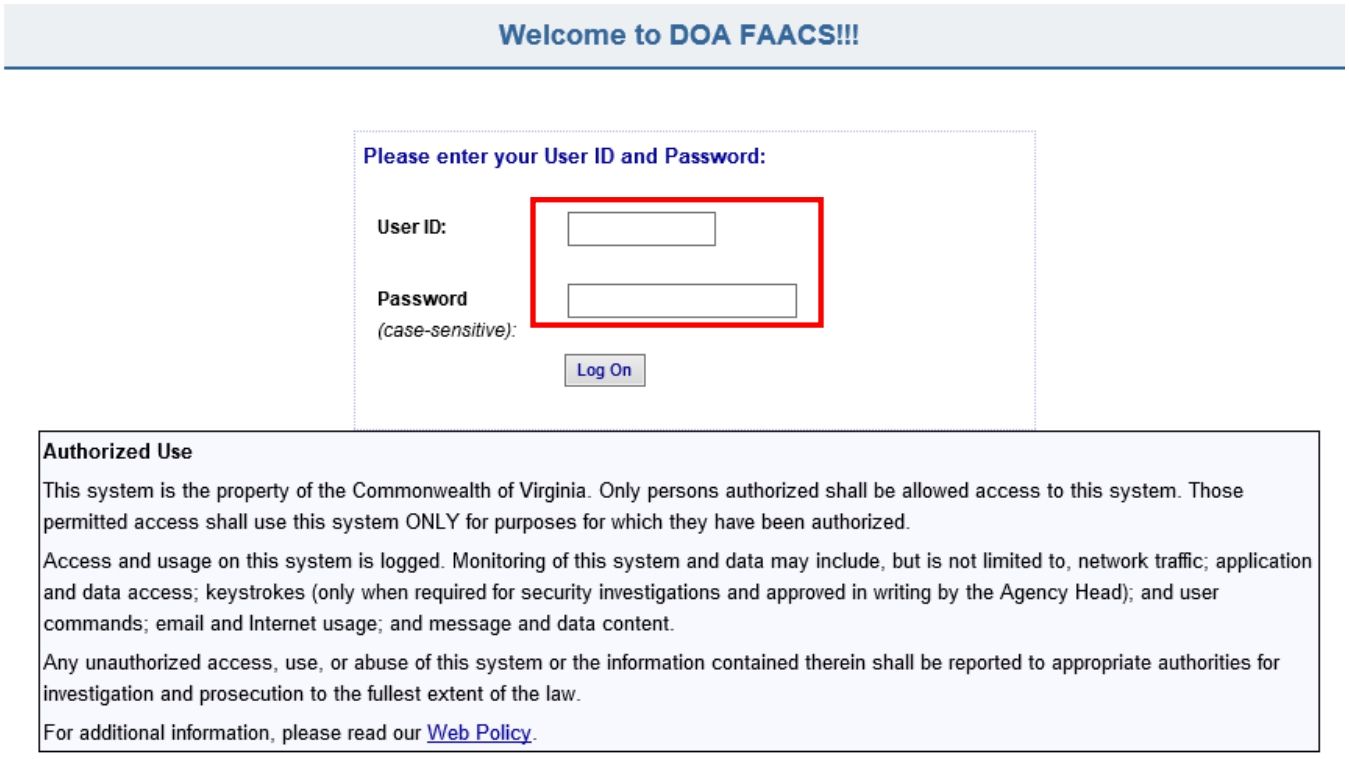


Continued on next page

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.

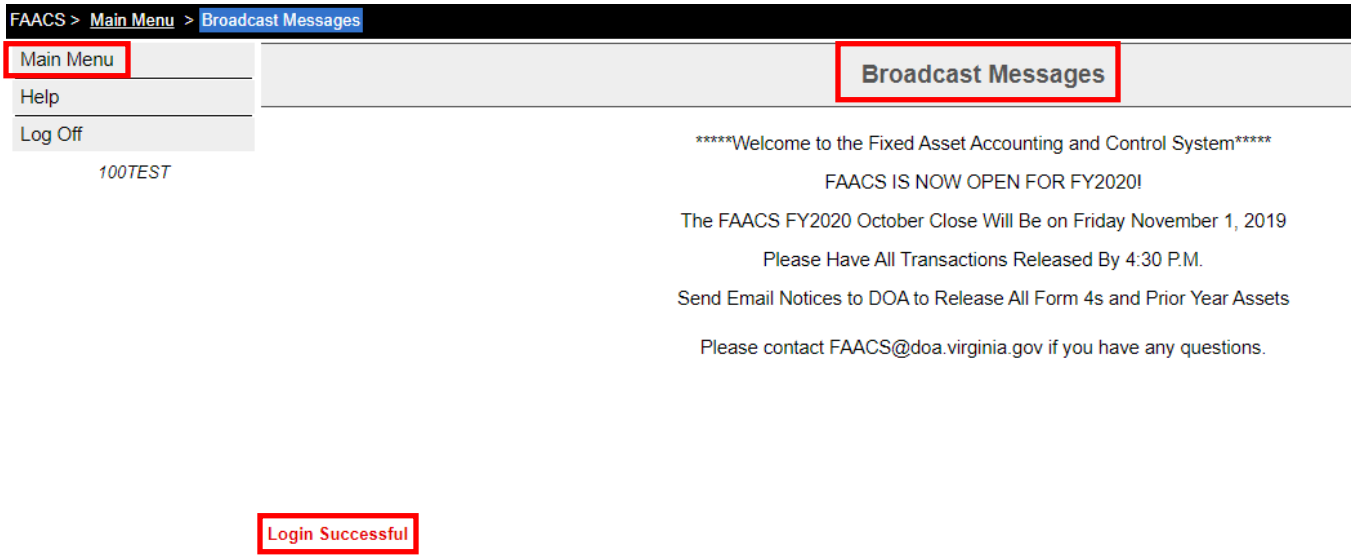


Continued on next page

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.



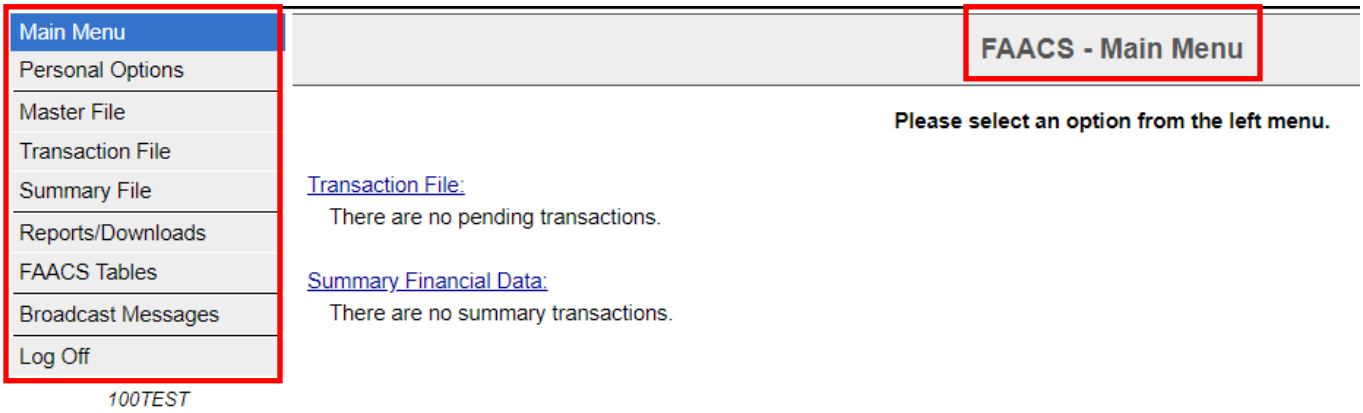
Continued on next page

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*.

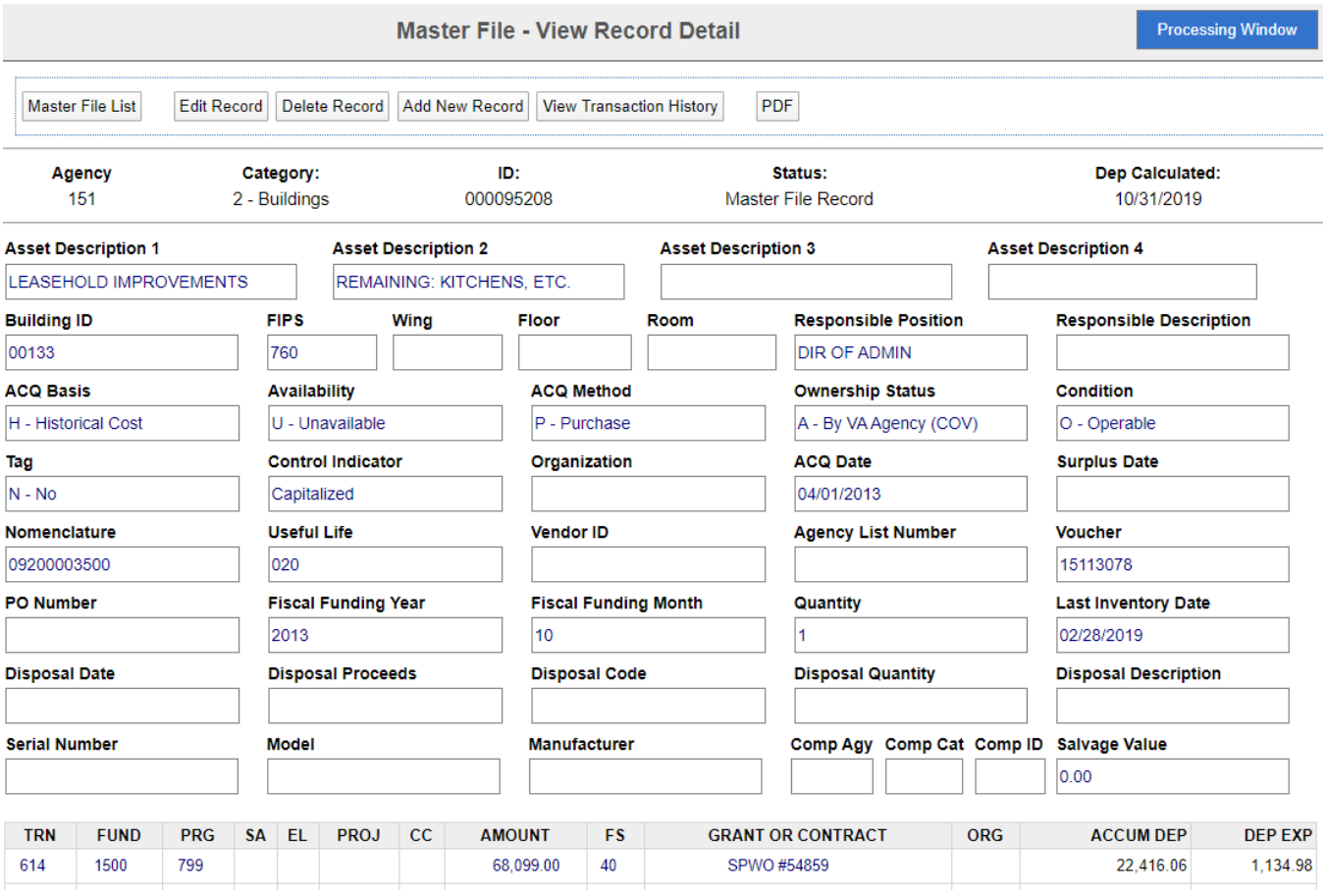


Logging Off

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

Processing Window

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

Agency	Category:	ID:	Status:	Dep Calculated:
151	2 - Buildings	000095208	Master File Record	10/31/2019

Asset Description 1	Asset Description 2	Asset Description 3	Asset Description 4
LEASEHOLD IMPROVEMENTS	REMAINING: KITCHENS, ETC.		

Building ID	FIPS	Wing	Floor	Room	Responsible Position	Responsible Description
00133	760				DIR OF ADMIN	

ACQ Basis	Availability	ACQ Method	Ownership Status	Condition
H - Historical Cost	U - Unavailable	P - Purchase	A - By VA Agency (COV)	O - Operable

Tag	Control Indicator	Organization	ACQ Date	Surplus Date
N - No	Capitalized		04/01/2013	

Nomenclature	Useful Life	Vendor ID	Agency List Number	Voucher
09200003500	020			15113078

PO Number	Fiscal Funding Year	Fiscal Funding Month	Quantity	Last Inventory Date
	2013	10	1	02/28/2019

Disposal Date	Disposal Proceeds	Disposal Code	Disposal Quantity	Disposal Description

Serial Number	Model	Manufacturer	Comp Agy	Comp Cat	Comp ID	Salvage Value
						0.00

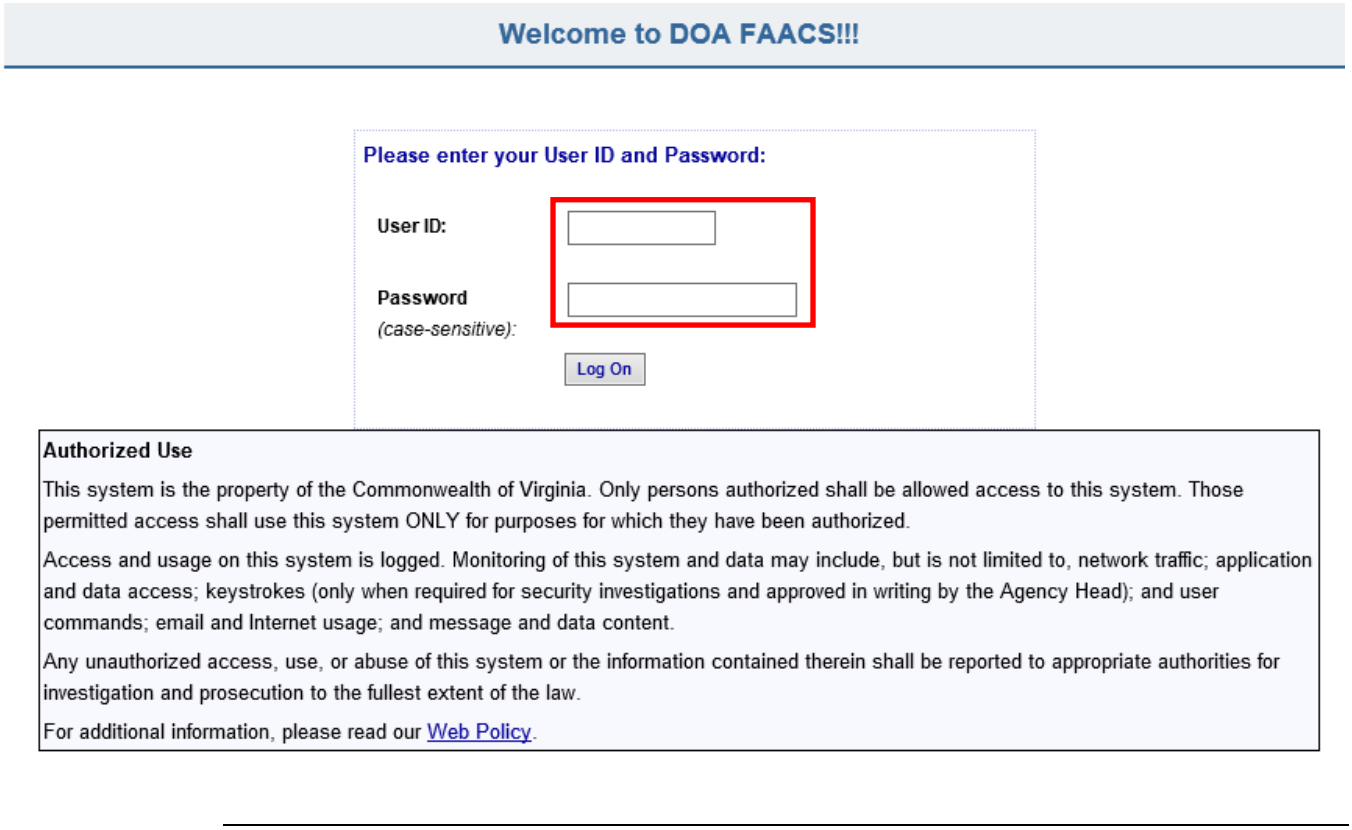
TRN	FUND	PRG	SA	EL	PROJ	CC	AMOUNT	FS	GRANT OR CONTRACT	ORG	ACCUM DEP	DEP EXP
614	1500	799					68,099.00	40	SPWO #54859		22,416.06	1,134.98

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.

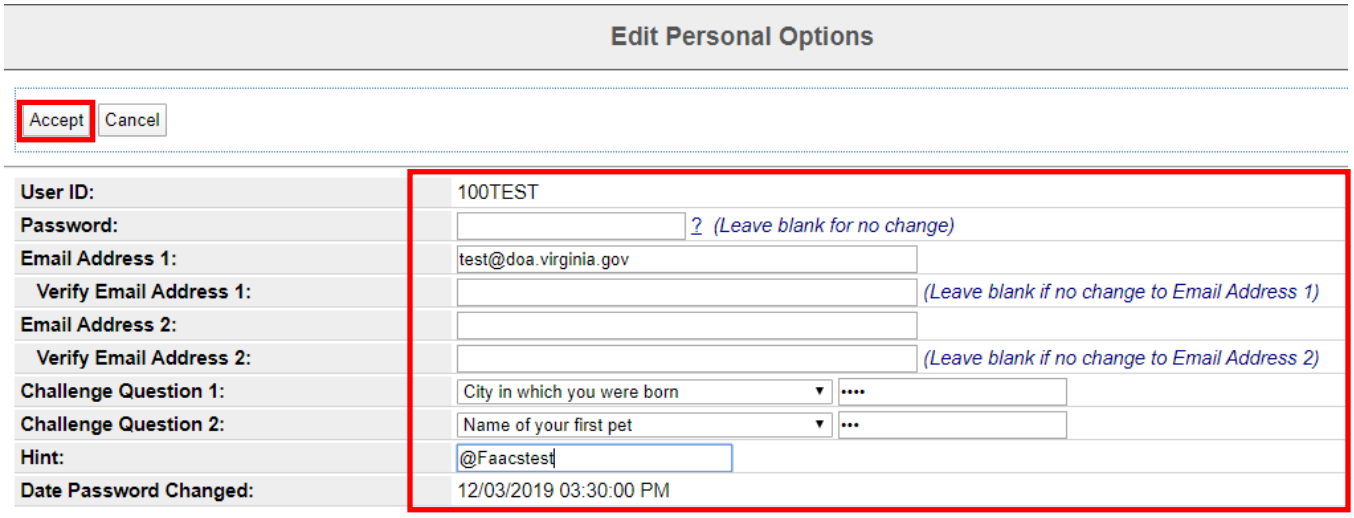


Resetting Passwords

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.

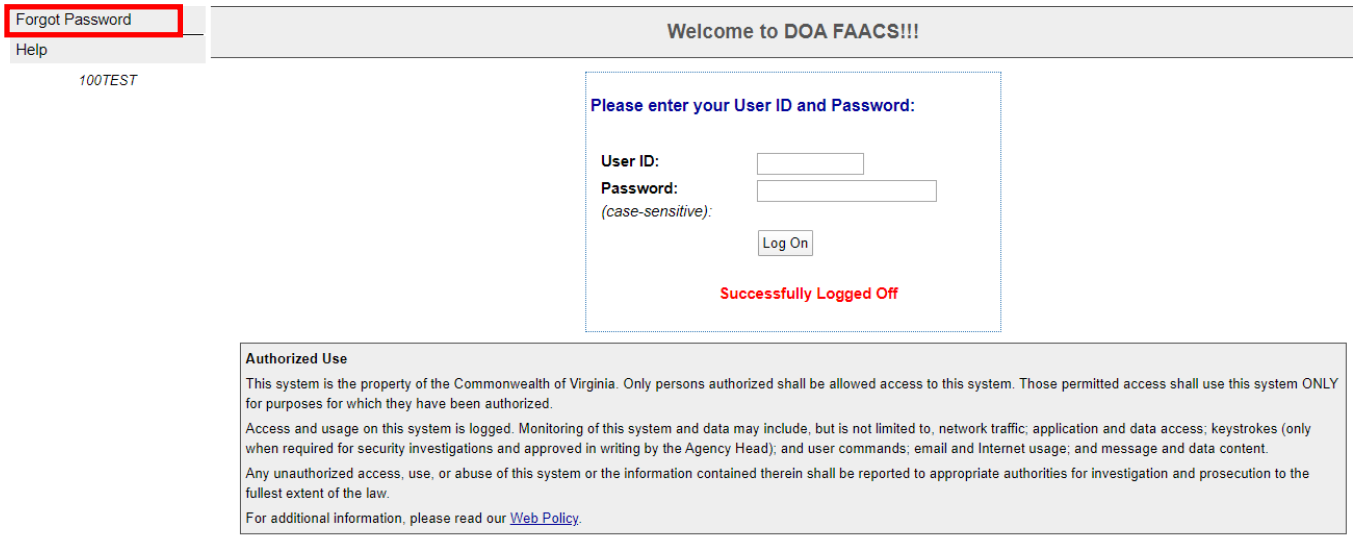


Resetting Forgotten Passwords

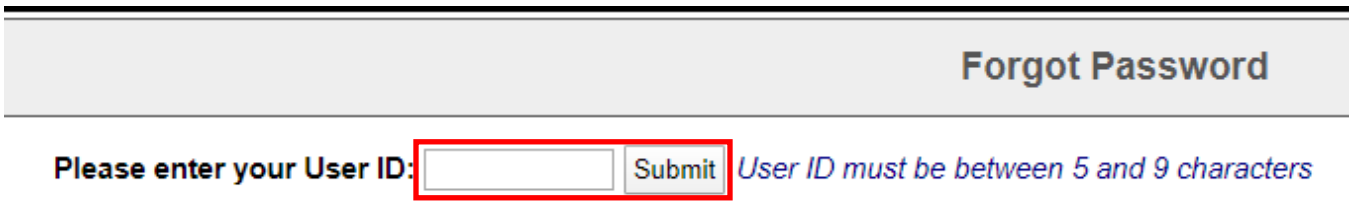
Forgot Password – Allows Users to Reset Their Passwords

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.

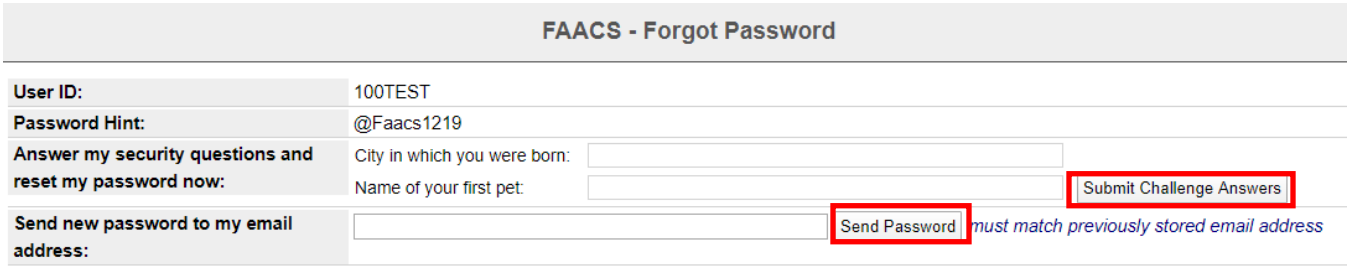


Continued on next page

Resetting Forgotten Passwords, continued

Enter Answers to Two Challenge Questions to Reset Password

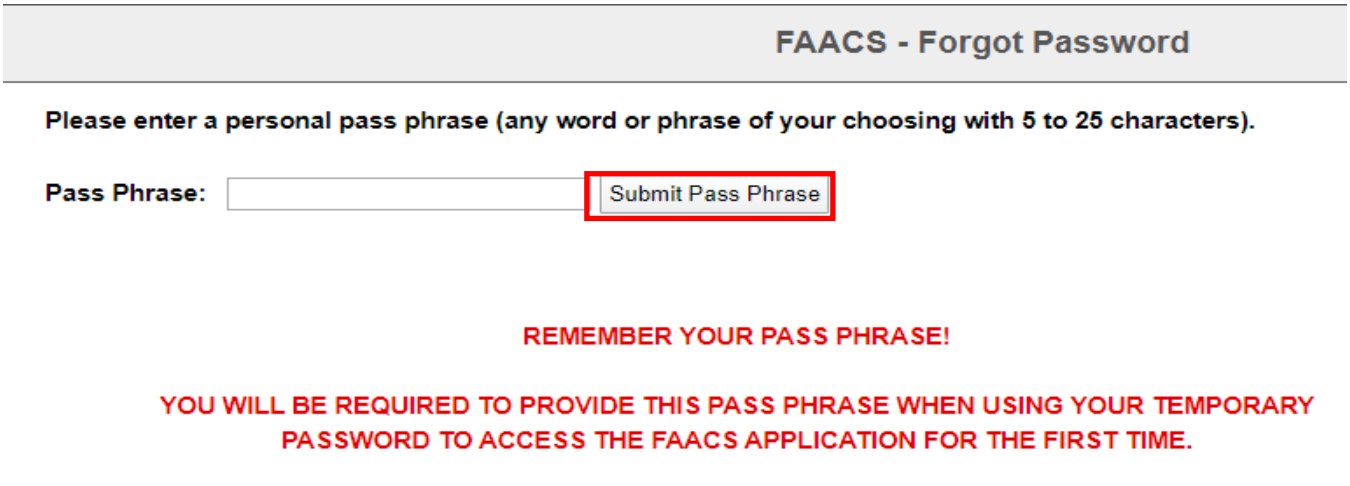
- Enter the previously saved answers to the security challenge question and click the **Submit Challenge Answers** button. This will allow the user to reset their FAACS password. As an alternative, the user may also have the system send a password reset link to the email address of the user by entering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



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.

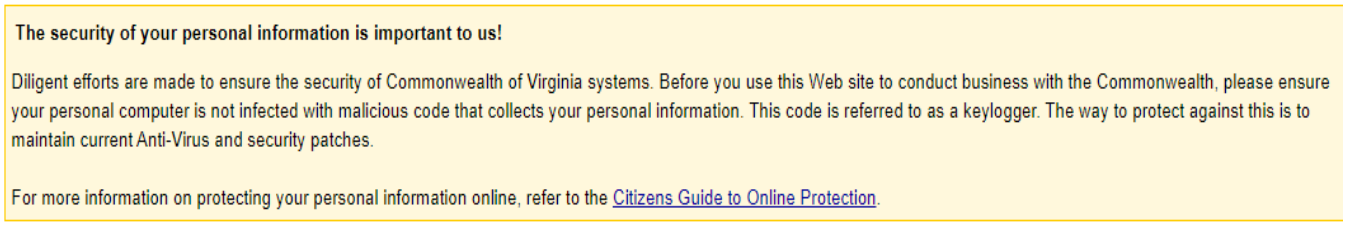


Continued on next page

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*