

Volume No. 3—Automated Systems Applications	TOPIC NO.	70620
Function No. 70600—LAS Online	TOPIC	LAS LOGGING ON AND OFF
	DATE	July 2012

Table of Contents

Overview	2
Introduction.....	2
Logging On	3
Access the DOA Home Page	3
Access the Financial Reporting Webpage.....	4
Access the LAS Application Webpage	5
LAS Log-In Screen	6
Broadcast Messages Screen	7
Main Menu Screen	8
Logging Off.....	9
Log-Off Menu Button	9
Return to Log-In Screen.....	10
Contacts	11
DOA Contact	11
Subject Cross References	11
References.....	11

Volume No. 3—Automated Systems Applications	TOPIC NO.	70620
Function No. 70600—LAS Online	TOPIC	LAS LOGGING ON AND OFF
	DATE	July 2012

Overview

Introduction

The Department of Accounts (DOA) grants each user of the Lease Accounting System (LAS) a Logon Identification account and password as discussed in CAPP Topic No. 70615, *Security*. **LAS “Update” assess will only be granted to users that have attended a “live” LAS training session or completed the online LAS Training and passed the online LAS Certification Test.**

Once you have an assigned LOGON ID and password, the following set instructions must be followed to access the online Lease Accounting System.

Volume No. 3—Automated Systems Applications	TOPIC NO.	70620
Function No. 70600—LAS Online	TOPIC	LAS LOGGING ON AND OFF
	DATE	July 2012

Logging On

Access the DOA Home Page

Users access LAS through the DOA Home page at: www.doa.virginia.gov. At the DOA Homepage, click on the “Accounting and Reporting” link located on the left hand side of the webpage.

The screenshot displays the 'Accounting and Reporting' page of the Virginia Department of Accounts. The browser window title is 'Accounting and Reporting - Virginia Department of Accounts - Microsoft Internet Explorer provided by DEPARTMENT OF ACCOUNTS'. The address bar shows the URL 'http://www.doa.virginia.gov/Accounting_Reporting_Main.cfm'. The page features a left-hand navigation menu with links such as 'Home', 'Functional Org Chart [PDF]', 'Site Contents', and 'Accounting and Reporting'. The main content area is titled 'Accounting and Reporting' and includes contact details for Randy McCabe, CPA, CGFM, Assistant State Comptroller. Below this is an 'Overview' section with a paragraph describing the unit's responsibilities. An 'Organization' section contains a hierarchical chart with Lewis R. McCabe at the top, reporting to four directors: Melinda L. Pearson (General Accounting), Sharon H. Lawrence (Financial Reporting), Douglas N. Page (Finance and Administration), and Kimberly N. White (Financial Systems Replacement Initiative). A 'Links...' box on the right lists 'Financial Reporting', 'General Accounting', 'Finance and Administration', and 'Stimulus Accounting and Reporting'. The Windows taskbar at the bottom shows the start button, several application icons, and the system clock at 11:41 AM.

Continued on next page

Volume No. 3—Automated Systems Applications	TOPIC NO.	70620
Function No. 70600—LAS Online	TOPIC	LAS LOGGING ON AND OFF
	DATE	July 2012

Logging On, Continued

Access the Financial Reporting Webpage

Access the “Financial Reporting” webpage under “Accounting and Reporting.” Select the “Lease Accounting” link on the right hand side of the webpage to open the link to the “Lease Accounting” webpage.

Continued on next page

Volume No. 3—Automated Systems Applications	TOPIC NO.	70620
Function No. 70600—LAS Online	TOPIC	LAS LOGGING ON AND OFF
	DATE	July 2012

Logging On, Continued

Access the LAS Application Webpage

This takes the user to the “Lease Accounting” webpage. Click on “Lease Accounting On-line Application” hyperlink in the “Links” box on the right side of the webpage or the “web-based application” hyperlink in the first paragraph on the webpage to access the Lease Accounting System.

The screenshot shows the following content on the webpage:

- Header:** DOA Virginia Department of Accounts. Slogan: Financial Accountability. Reporting Excellence.
- Navigation:** Home > Accounting and Reporting > Financial Reporting > Lease Accounting. Includes 'Contact Us', 'Search DOA', 'Entire Site', and 'CAPP Only' options.
- Left Sidebar:**
 - Home
 - Functional Org Chart [PDF]
 - Site Contents
 - General DOA Information
 - Accounting and Reporting
 - Financial Reporting
 - Agency Risk Management and Internal Control Standards (ARMICS)
 - Accounts Receivable
 - Annual MELP Report
 - CAFR Report
 - Cash Mgmt Improvement Act (CMIA)
 - Fixed Asset Accounting
 - Financial Statement Directives
 - Financial Reporting Forms

- Main Content Area:**
- Lease Accounting**
- Contact: Robert D. Eddleton, Assistant Director, Financial Reporting. Voice: (804) 225-2257. Email: LAS@doa.virginia.gov OR Bobby.Eddleton@doa.virginia.gov. Fax: (804) 225-2430.
- Web-Based Lease Accounting**
- Text: DOA has developed a new [web-based application](#) to replace the older LAS data entry/inquiry system. Users key transactions directly into an internet application for processing into LAS.
- Text: The new web-based system includes a download capability for LAS so that a user agency can download its LAS master file to commonly used Windows applications, such as EXCEL or ACCESS in order to facilitate ad hoc reporting.
- Links....** (highlighted in a dashed box):
- Lease Accounting On-line Application (LAS)
- Lease Accounting Forms

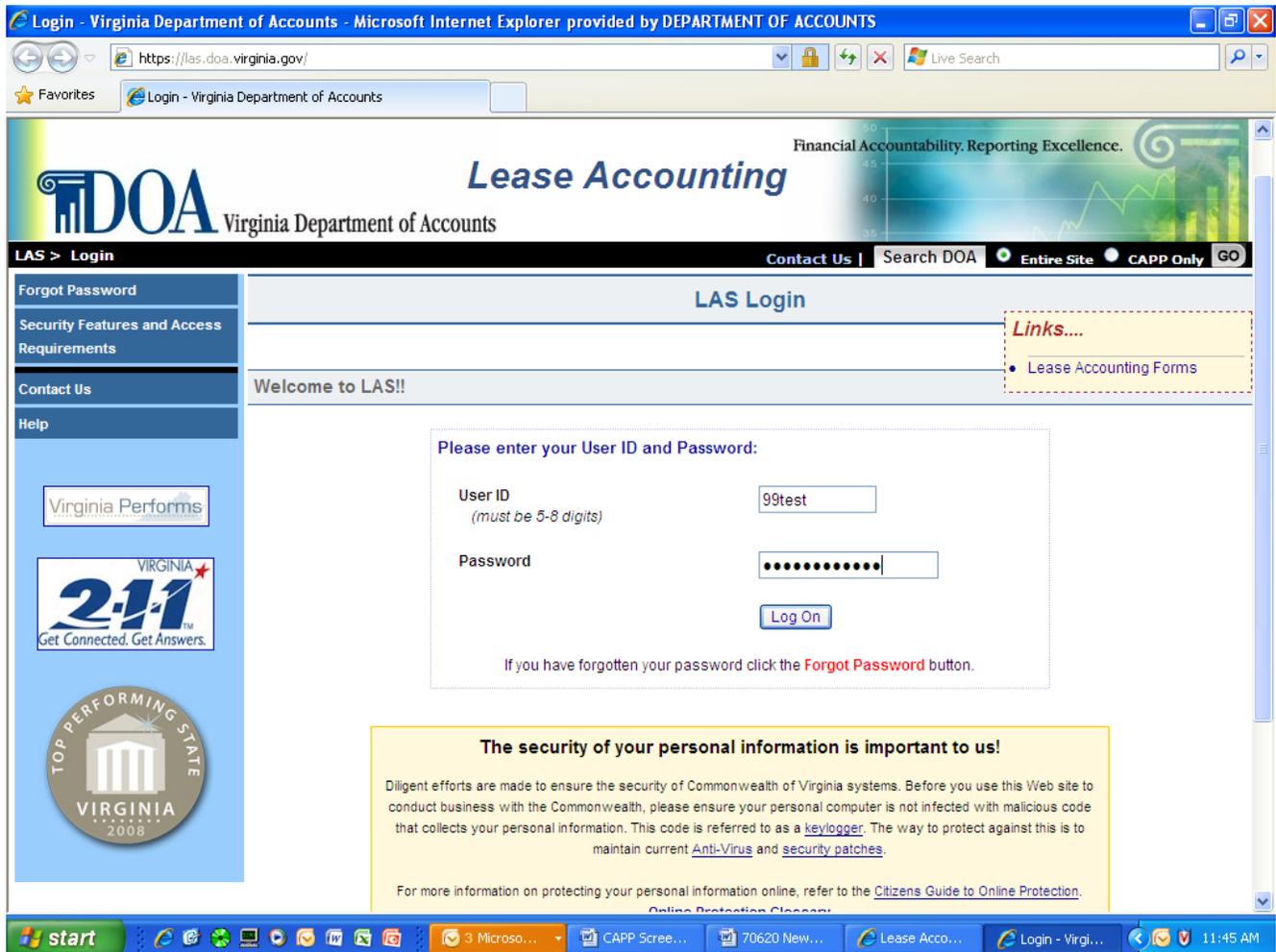
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Volume No. 3—Automated Systems Applications	TOPIC NO.	70620
Function No. 70600—LAS Online	TOPIC	LAS LOGGING ON AND OFF
	DATE	July 2012

Logging On, Continued

LAS Log-In Screen

This brings the user to the LAS Log On screen. Enter your assigned LOGON ID (user ID) and password. Click on the “Log On” menu button on the left side of the screen or hit the “Enter” key on your keyboard to logon to LAS and access the “Broadcast Messages” Screen in LAS.



Passwords expire after 90 days. To change your password, enter your assigned LOGON ID and old password; then enter your new password. This procedure may also be followed to change your password at any time even when your old password has not expired. See CAPP Topic No. 70615, *LAS Security* for LAS password requirements. Click the Log On menu button or hit the “Enter” on your keyboard to access the Broadcast Messages Screen in LAS.

Continued on next page

Volume No. 3—Automated Systems Applications	TOPIC NO.	70620
Function No. 70600—LAS Online	TOPIC	LAS LOGGING ON AND OFF
	DATE	July 2012

Logging On, Continued

Broadcast Messages Screen

You will then come to the LAS “Broadcast Messages” Screen. This screen contains a message that your Login was successful. You are logged into LAS and may perform lease entry and inquiry functions as allowed by the security settings for your LOGON ID. Click on the Main Menu Button on the left hand side of the screen.

The screenshot shows a Microsoft Internet Explorer browser window displaying the 'Broadcast Messages - Virginia Department of Accounts' page. The address bar shows the URL: https://las.doa.virginia.gov/View_Bulletin.cfm?Login_Message=Login%20Successful. The page header includes the DOA logo and the text 'Lease Accounting' and 'Financial Accountability. Reporting Excellence.' The navigation bar shows 'LAS > Main Menu > Utilities/Security > Broadcast Messages'. The main content area displays the following messages:

- Login Successful, Welcome ANY AGENCY ANY AGENCY
- Welcome to LAS!
- LAS is Now Open for Entering FY12 Leases
- PLEASE UPDATE YOUR EMAIL ADDRESS USING THE PERSONAL OPTIONS PAGE.
- LAS Test site log in is 99test
- LAS Test site password is @Lastest0412
- Note: LAS Can Not be Used To Calculate Land/Building Leases Having Title Passes or Bargain Purchase
- Contact DOA For Questions Regarding LAS

The left sidebar contains a 'Main Menu' with options: Main Menu, Contact Us, Help, and Log Off. Below the menu are logos for 'Virginia Performs', '2-1-1 VIRGINIA Get Connected. Get Answers.', and 'TOP PERFORMING STATE VIRGINIA 2008'.

Continued on next page

Volume No. 3—Automated Systems Applications	TOPIC NO.	70620
Function No. 70600—LAS Online	TOPIC	LAS LOGGING ON AND OFF
	DATE	July 2012

Logging On, Continued

Main Menu Screen

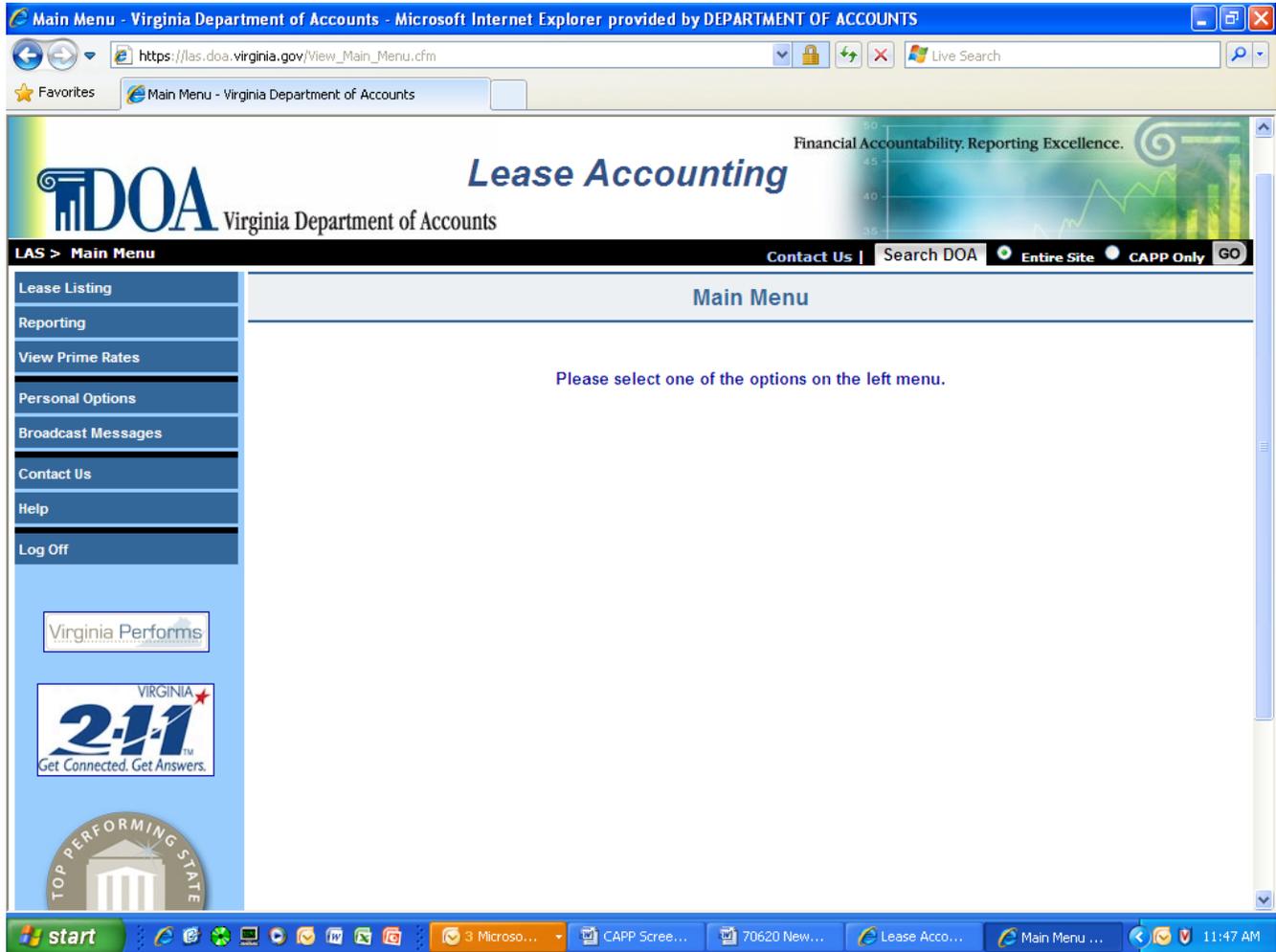
You will then see the LAS “Main Menu” Screen.

To **view** existing lease records or **enter/edit** transactions, click on the appropriate menu buttons on the left side of the screen. Additional information on LAS data entry is contained in CAPP Topic No. 70605, *LAS Input Documents*.

Volume No. 3—Automated Systems Applications	TOPIC NO.	70620
Function No. 70600—LAS Online	TOPIC	LAS LOGGING ON AND OFF
	DATE	July 2012

Logging Off

Log-Off Menu Button To log off, click on the “Log Off” menu button located in the lower, left-hand corner of the menu bar.



Continued on next page

Volume No. 3—Automated Systems Applications	TOPIC NO.	70620
Function No. 70600—LAS Online	TOPIC	LAS LOGGING ON AND OFF
	DATE	July 2012

Logging Off, Continued

Return to Log-In Screen

This returns you to the Log On Screen. You can close the application link by clicking on the “x” located in the upper right hand corner of the webpage.

Continued on next page

Volume No. 3—Automated Systems Applications	TOPIC NO.	70620
Function No. 70600—LAS Online	TOPIC	LAS LOGGING ON AND OFF
	DATE	July 2012

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. 70605, *LAS Input Documents*
 CAPP Topic No. 70615, *LAS Security*
