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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.
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.

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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.

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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.

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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.

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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.

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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.
## 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.

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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.

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Contacts

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Subject Cross References

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