



<b>Volume No. 3—Automated Systems Applications</b>	<b>TOPIC NO. 70620-LAS Plus</b>
<b>Function No. 70600—LAS Online</b>	<b>TOPIC LOGGING ON AND OFF</b>
	<b>DATE June 2023</b>

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## Overview

### Introduction

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

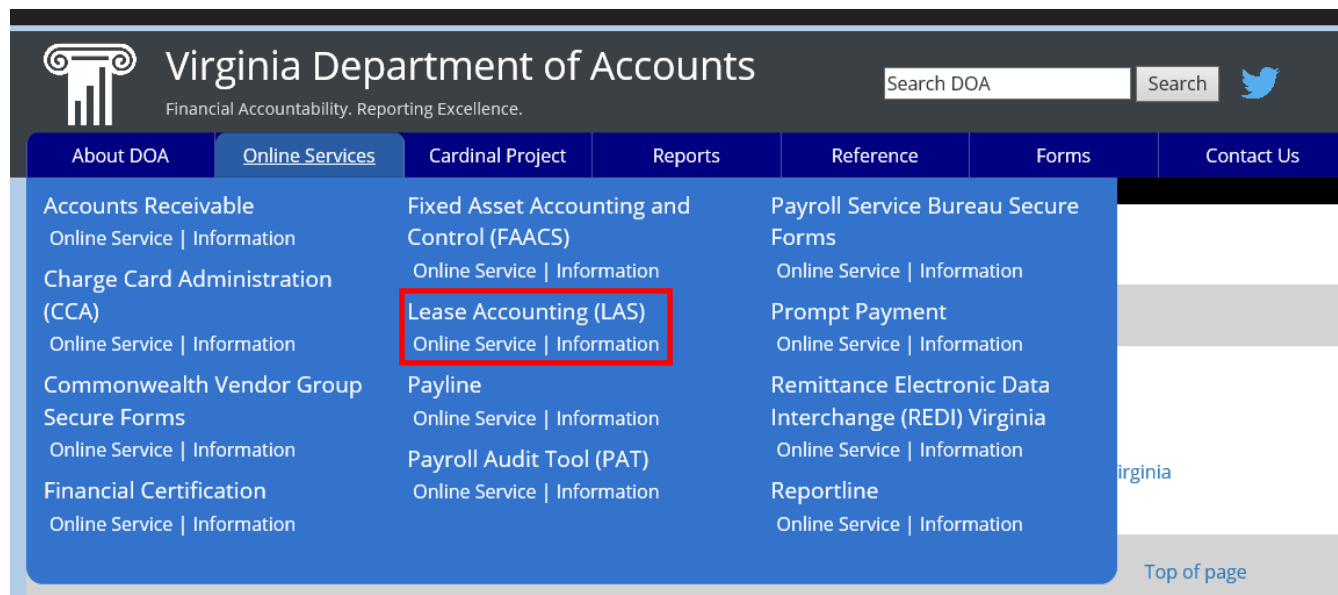
Once you have an assigned User ID and password, the following set of instructions must be followed to access LAS Plus.

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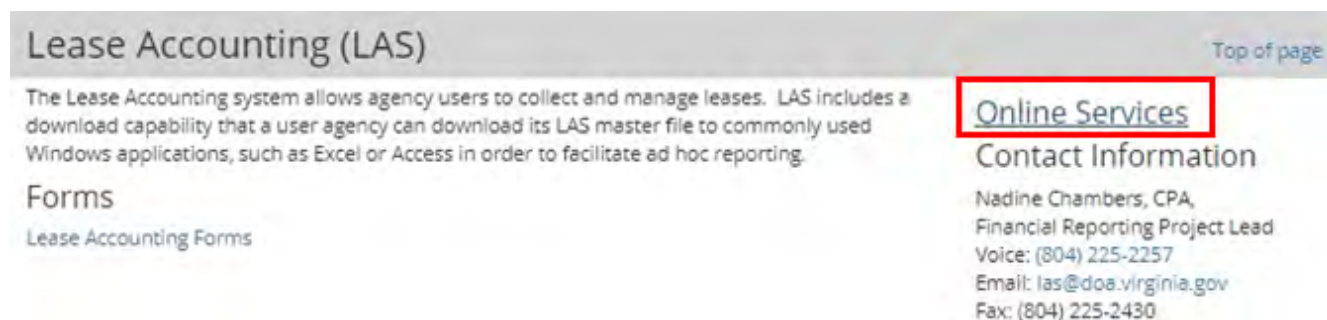
## Logging On

### Access the DOA Home Page

Users access LAS Plus through the DOA Home page at: [www.doa.virginia.gov](http://www.doa.virginia.gov). At the Online Services link, click on the Lease Accounting (LAS Plus) link and then click the Online Services link under the Lease Accounting link. See below.




The screenshot shows the Virginia Department of Accounts website. The navigation bar includes links for About DOA, Online Services, Cardinal Project, Reports, Reference, Forms, and Contact Us. The Online Services menu is expanded, showing various services. 'Lease Accounting (LAS)' is highlighted with a red box, and its sub-link 'Online Service | Information' is also highlighted with a red box. Other services listed include Accounts Receivable, Charge Card Administration (CCA), Commonwealth Vendor Group, Financial Certification, Fixed Asset Accounting and Control (FAACS), Payline, Payroll Audit Tool (PAT), Payroll Service Bureau Secure Forms, Prompt Payment, Remittance Electronic Data Interchange (REDI) Virginia, and Reportline.



The screenshot shows the Lease Accounting (LAS) page. The 'Online Services' link is highlighted with a red box. Below it, the 'Contact Information' section is visible, listing Nadine Chambers, CPA, as the Financial Reporting Project Lead. Contact details include Voice: (804) 225-2257, Email: [las@doa.virginia.gov](mailto:las@doa.virginia.gov), and Fax: (804) 225-2430.

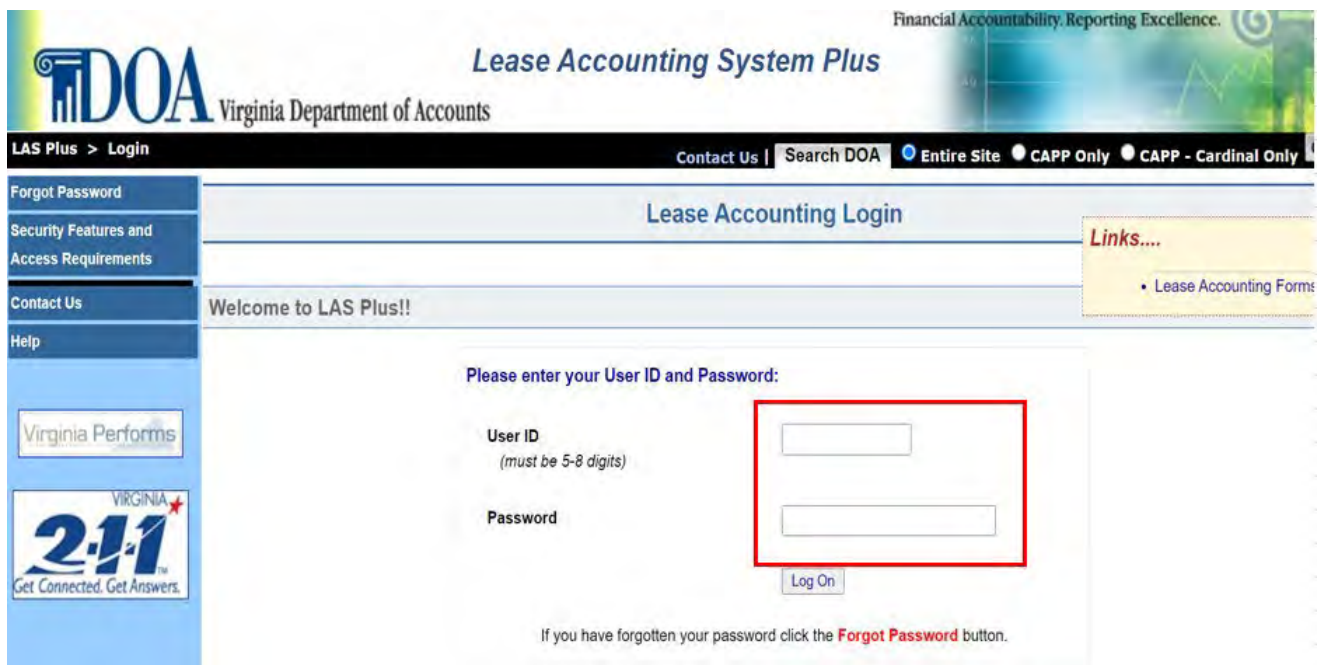
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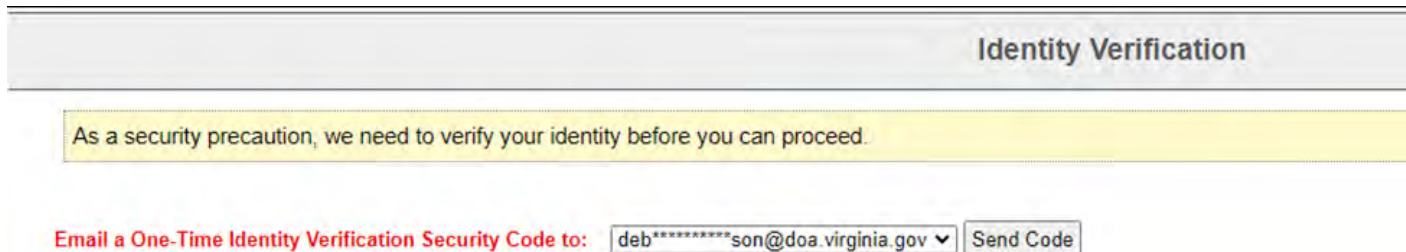
## Logging On, Continued

### LAS Plus Log-In Screen

Selecting the Online Services link on the Lease Accounting webpage opens the LAS Plus Log On screen. Enter your assigned User ID and password. Click on the “Log On” menu button on the screen or hit the Enter key on your keyboard.




The user will then need to have a code sent to their e-mail address



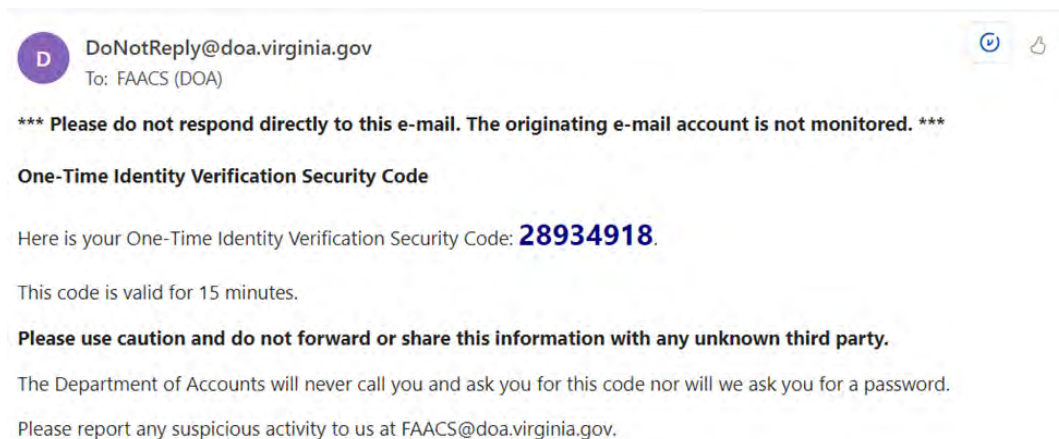
Once the user clicks on Send Code they will receive an e-mail with a code that is valid for 15 minutes.

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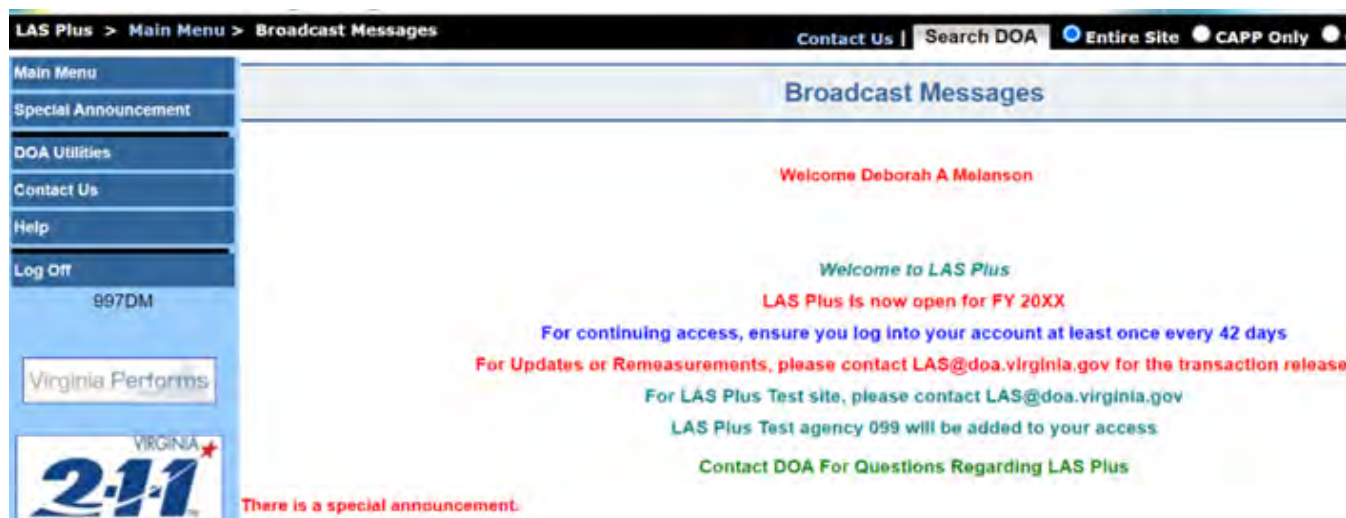
## Logging On, Continued

### LAS Plus Log- In Screen, continued




### Broadcast Messages Screen

Once the code is entered and submitted, the user will then come to the LAS Plus Broadcast Messages Screen. This screen contains a message that your Login was successful. You are now logged into LAS Plus and may perform lease entry and inquiry functions as allowed by the security settings for your User ID. Click on the Main Menu Button on the left hand side of the screen.



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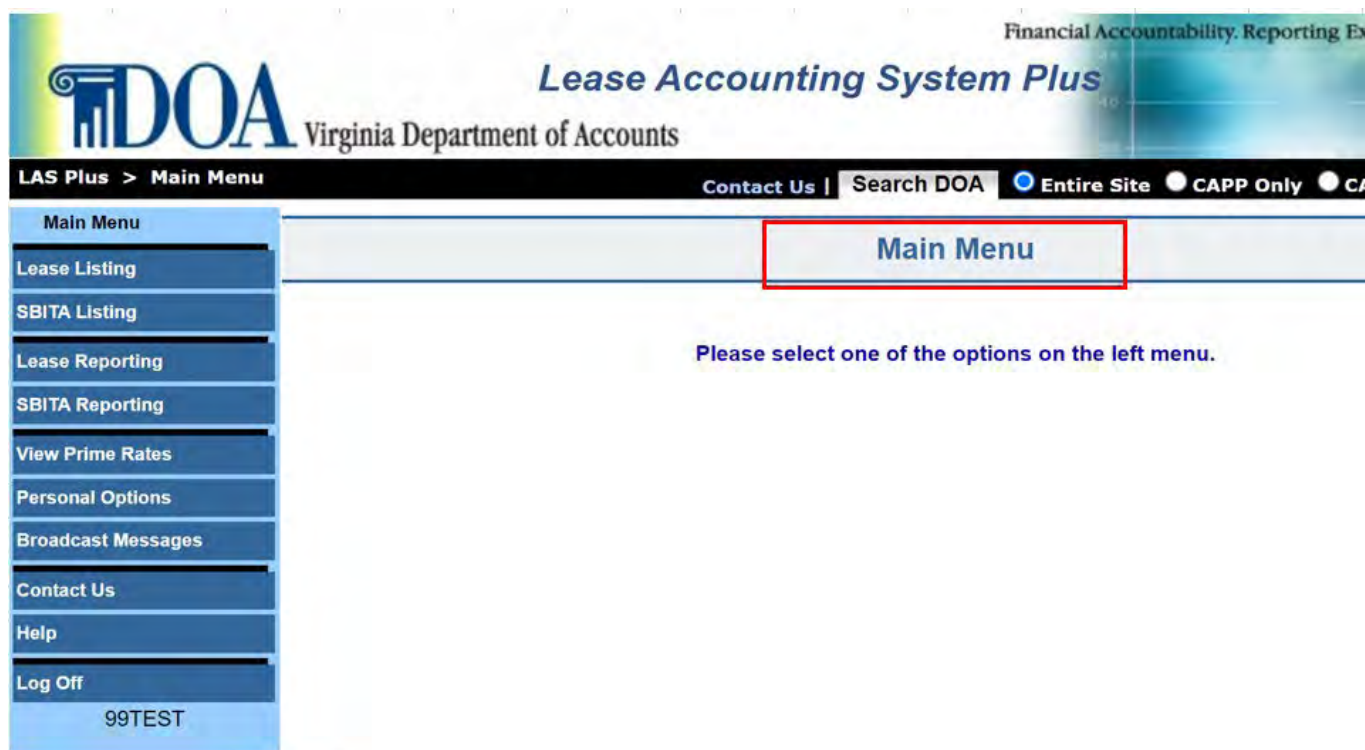
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## Logging On, Continued


### Main Menu Screen

You will then see the LAS Plus 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 Plus data entry is contained in CAPP Topic No. 70605 – LAS Plus, *Input Documents*.



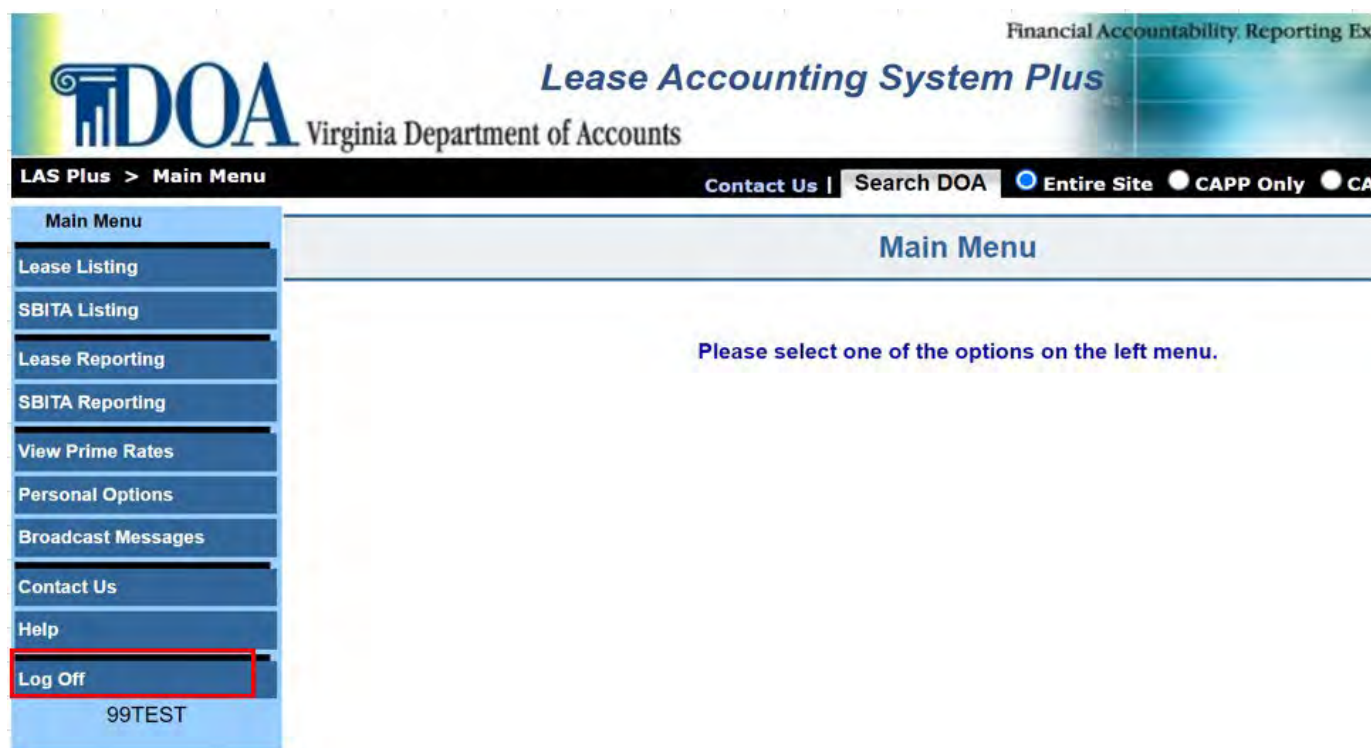


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## Logging Off

### 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.



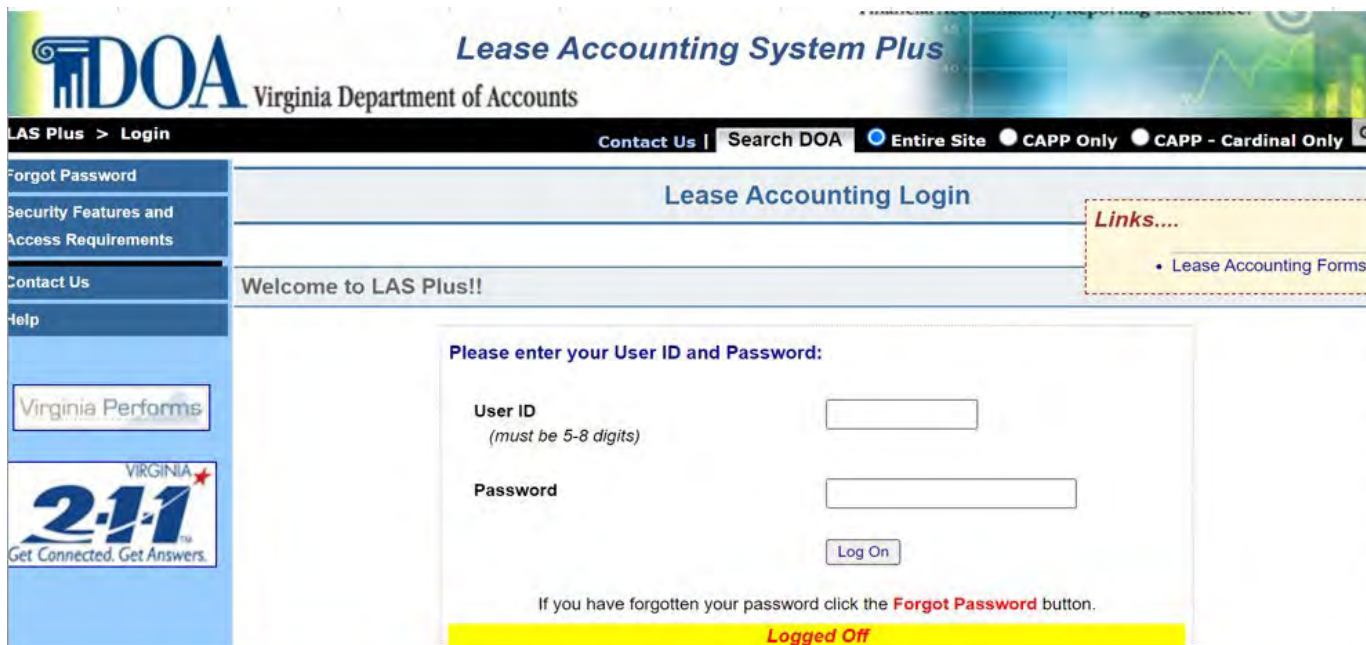
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## Logging Off, Continued

### 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.



**DOA** Virginia Department of Accounts

**Lease Accounting System Plus**

LAS Plus > Login

Contact Us | Search DOA | ☒ Entire Site ☐ CAPP Only ☐ CAPP - Cardinal Only

**Lease Accounting Login**

Links....

- Lease Accounting Forms

Welcome to LAS Plus!!

Please enter your User ID and Password:

User ID   
(must be 5-8 digits)


Password

Log On

If you have forgotten your password click the **Forgot Password** button.



**Logged Off**



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## Contacts

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**DOA Contact**      Financial Reporting Project Lead  
 (804) 225-2257  
FAX (804) 225-2430  
 las@doa.virginia.gov

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## Subject Cross References

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

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