

Volume No. 3—Automated Systems Applications	TOPIC NO.	70620 – Cardinal
Section No. 70600—Lease Accounting System	TOPIC	LAS Logging On and Off
	DATE	October 2018

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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.

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Logging On

**Access the
DOA Home
Page**

Users access LAS through the DOA Home page at: www.doa.virginia.gov. At the Online Services link, click on the “Lease Accounting (LAS) 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 menu includes 'About DOA', 'Online Services', 'Cardinal Project', 'Reports', 'Reference', 'Forms', and 'Contact Us'. The 'Online Services' dropdown menu is open, listing 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.

Lease Accounting (LAS)

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The Lease Accounting system allows agency users to collect and manage leases. LAS includes a download capability 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.

Forms

[Lease Accounting Forms](#)

[Online Services](#)

Contact Information

Robert D. Eddleton, CPA, CIA,
Assistant Director
Voice: (804) 225-2257
Email: faacs@doa.virginia.gov
Fax: (804) 225-2430

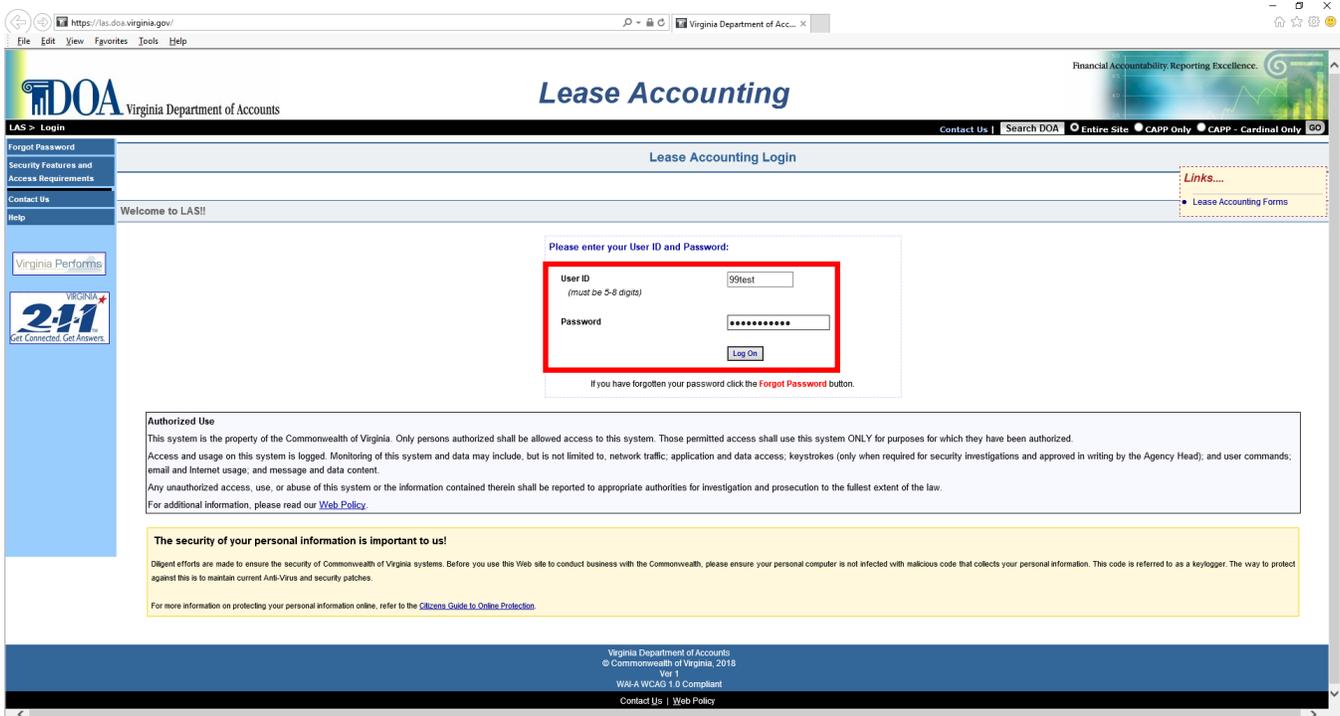
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Logging On, Continued

LAS Log-In Screen

Selecting the “Online Services” link on the “Lease Accounting” webpage opens 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.



The screenshot shows the 'Lease Accounting Login' page. At the top, there is a navigation bar with 'Contact Us', 'Search DOA', 'Entire Site', 'CAPP Only', and 'CAPP - Cardinal Only'. The main content area has a 'Lease Accounting Login' header. Below this is a 'Welcome to LAS!!' message. The central focus is a login form titled 'Please enter your User ID and Password:'. This form contains two input fields: 'User ID' (with the value '99test') and 'Password' (masked with asterisks). A 'Log On' button is positioned below the password field. A red rectangular box highlights the entire login form area. Below the form, there is a link for 'Forgot Password'. Underneath the login form is a section titled 'Authorized Use' with text regarding system access and a link to the 'Web Policy'. Below that is a yellow box with the heading 'The security of your personal information is important to us!' and text about data security and a link to the 'Citizens Guide to Online Protection'. The footer contains the Virginia Department of Accounts logo, copyright information for 2018, version 'Ver 1', 'WAL-A WCAG 1.0 Compliant' status, and links for 'Contact Us' and 'Web Policy'.

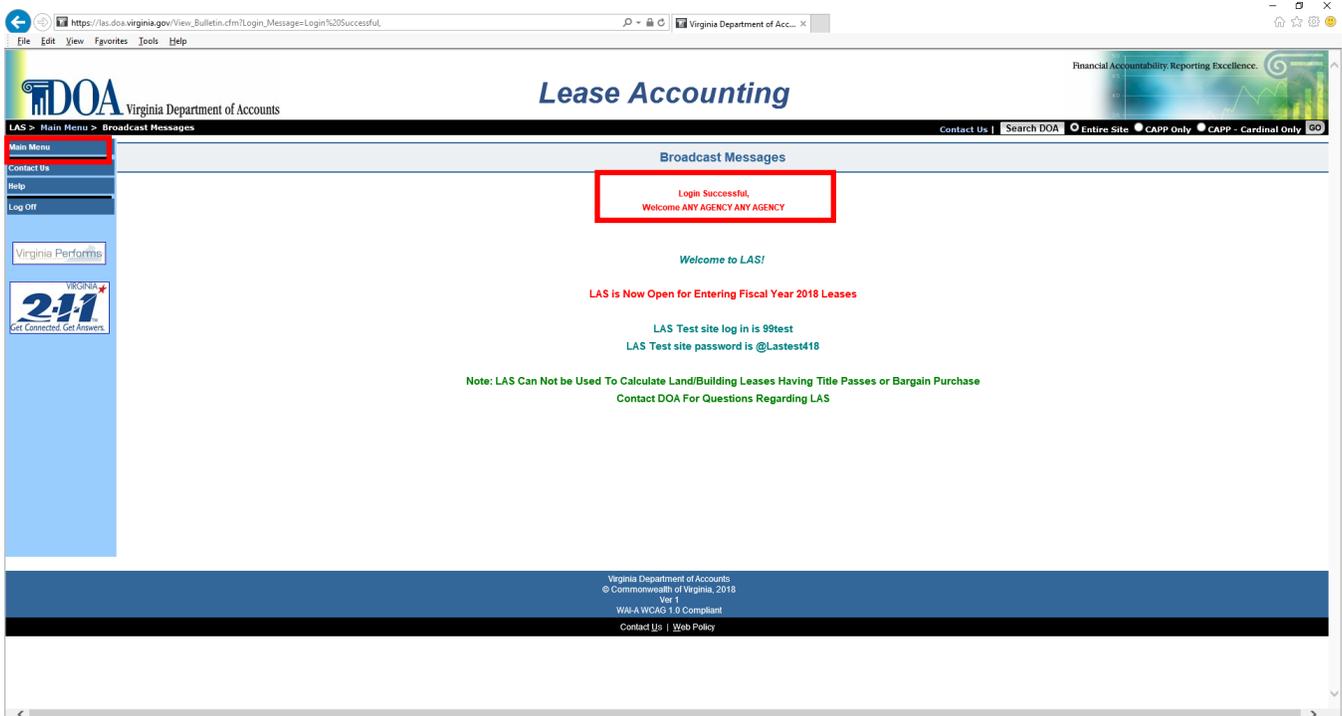
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Logging On, Continued

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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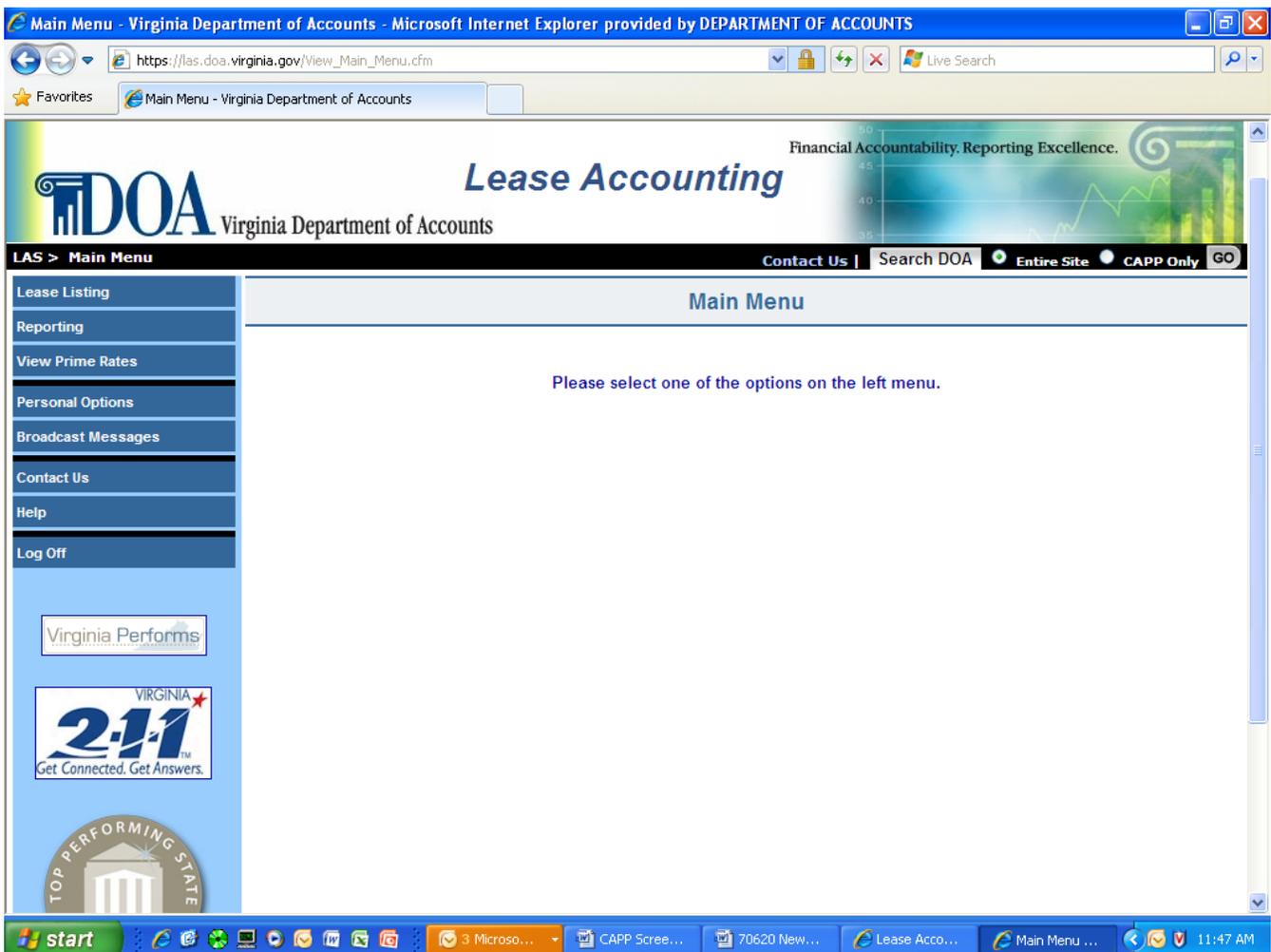
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Logging On, Continued

Main Menu Screen

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

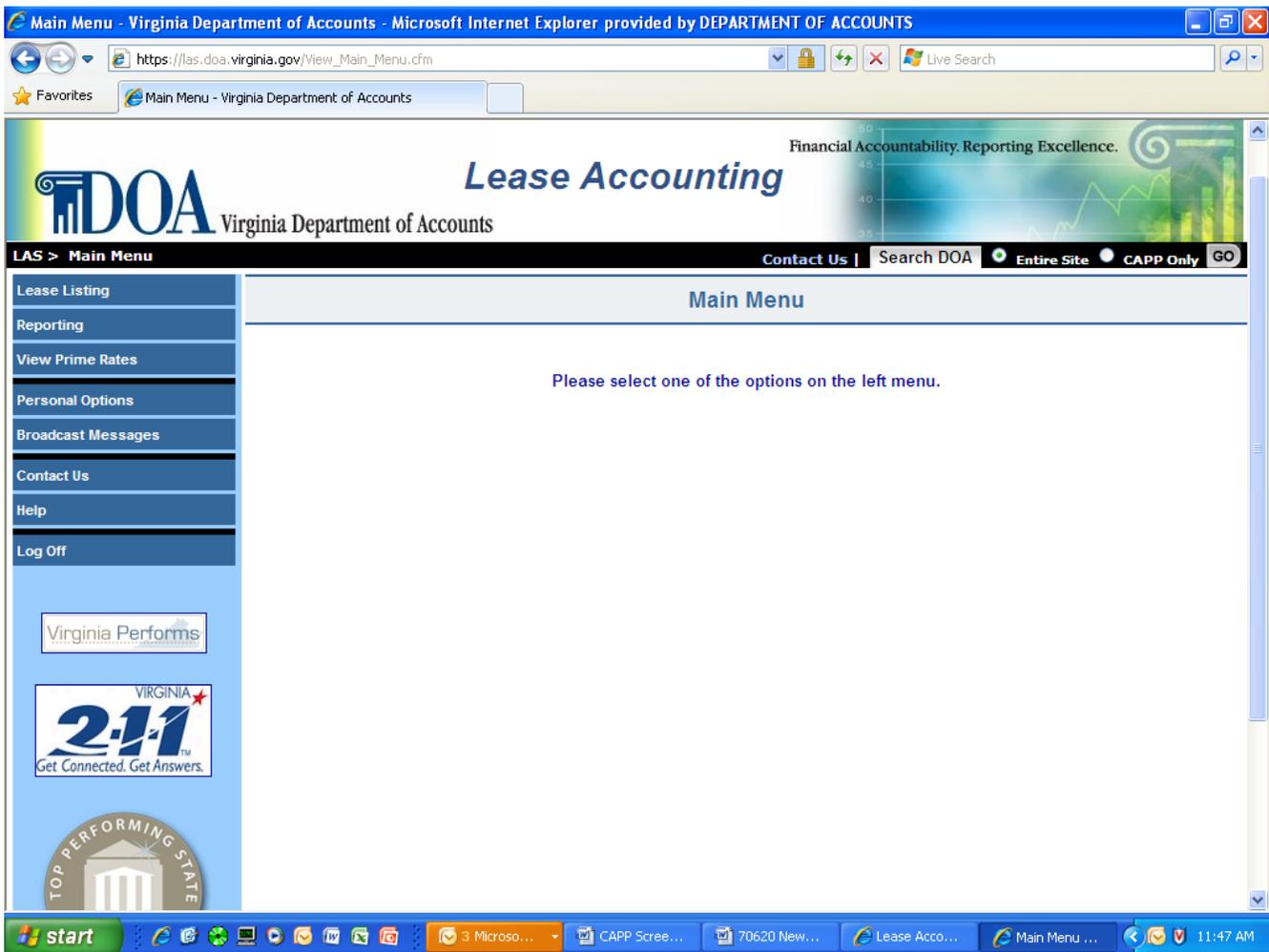
To **view** existing lease records or **enter/edit** transactions, click on the appropriate menu buttons on the left side of the screen. Additional information on LAS data entry is contained in CAPP Topic No. 70605, *LAS Input Documents*.



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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.



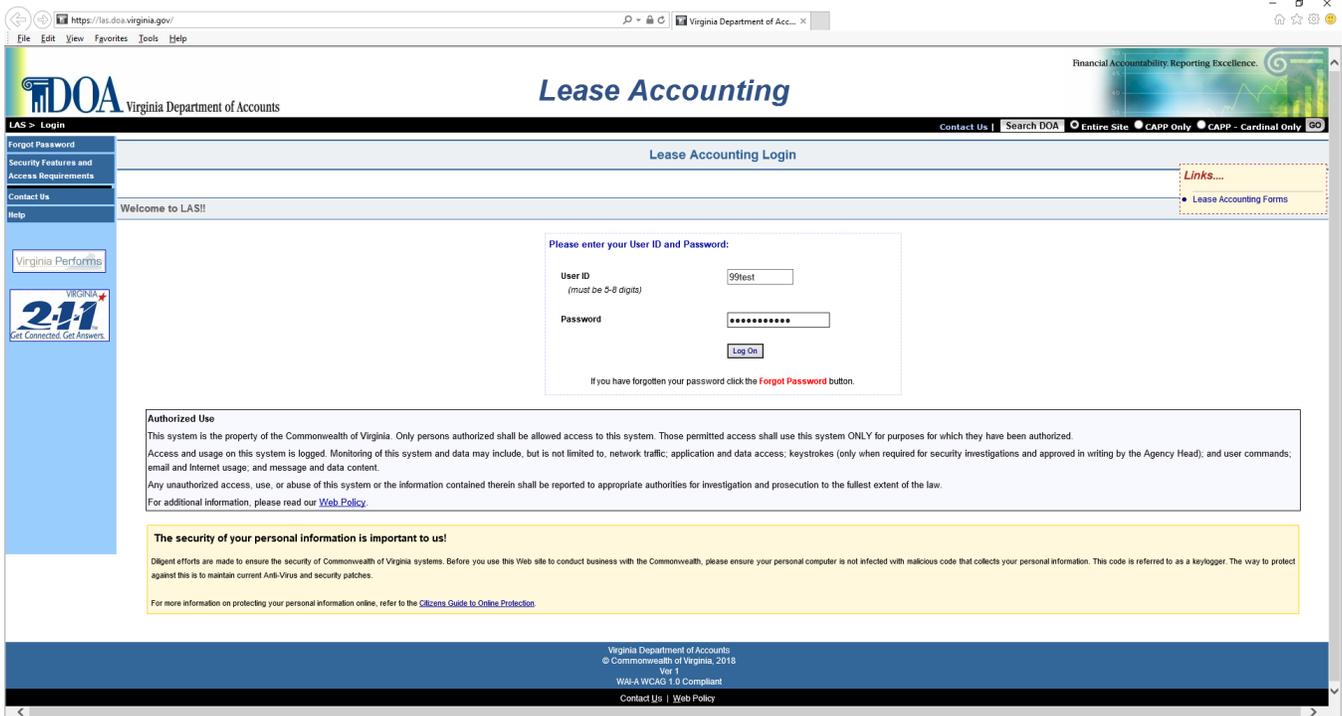
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Logging Off, Continued

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.



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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*
