



COMMONWEALTH of VIRGINIA

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TO: Agency Fiscal Officers & CAPP Manual Users

FROM: Amanda Simpson, Director, Compliance Oversight and Federal Reporting,
Department of Accounts

SUBJECT: Commonwealth Accounting Policies and Procedures (CAPP) Manual—
Update No. 189 / LAS Plus Topics 31205, 31220, 70605, and 70610

Three Topics Revised Updates to Topics 31205, 31220 and 70605 substantive changes are below; minor changes to 70610

Status Summary Sheet

An updated *Status Summary Sheet* is shown on our web site and displays the following for each *CAPP Manual* topic:

- Number and Title
- Page Length
- Latest Revision Date

https://www.doa.virginia.gov/reference/CAPP/Status_Summary.pdf

DOA's CAPP Manual Contact

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Page Occurrence
31205-Las Plus

Update

13	Last paragraph	Updated to say "Users must record all long-term lease information and payment stream data in the Lease Accounting System (LAS Plus) within 30 days from the beginning of the lease term. Both long-term and short-term lease data must be recorded no later than the "end of the fiscal year" closing date for LAS Plus. Remove "Once the system opens for fiscal year 2023".
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31220-Las Plus

6	Second paragraph	Updated first sentence to state "Agencies have 30 days from the inception of a long-term lease term (first lease payment) to input the lease information into LAS Plus except at year-end when all long-term and short-term leases with payments beginning during the month of June or earlier must be entered into LAS Plus on or before the fiscal year-end system close date."
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70605-Las Plus

2	Lease Policy	Reword last sentence "Agencies have 30 days from the inception of the long-term lease (first lease payment) to input the lease information into the LAS Plus except at year end when all long-term and short-term leases with payments beginning during the month of June or earlier in the fiscal year must be entered on or before the LAS Plus fiscal year-end system close date."
4	Las Plus Input Screen	The screen shot was replaced.