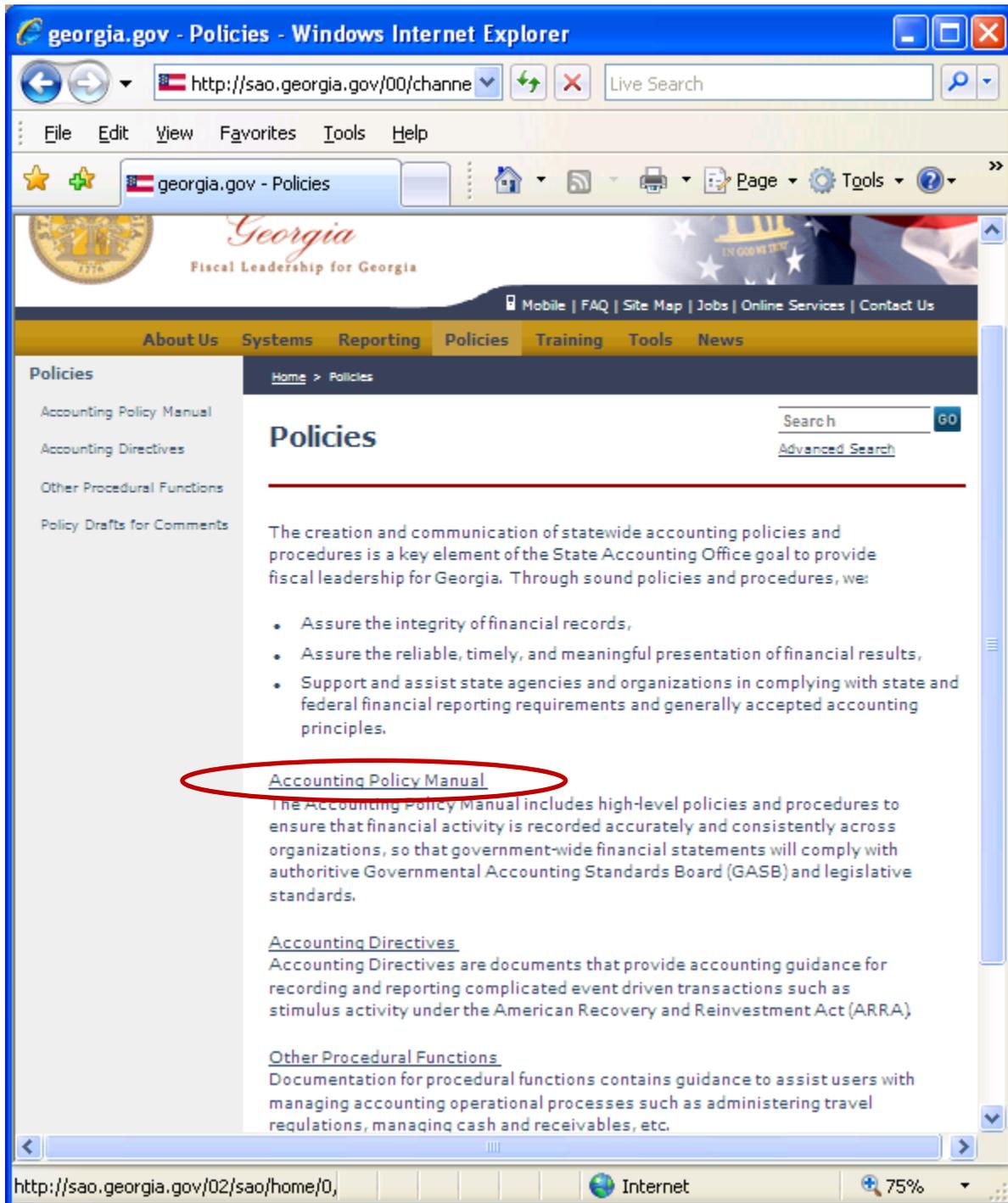


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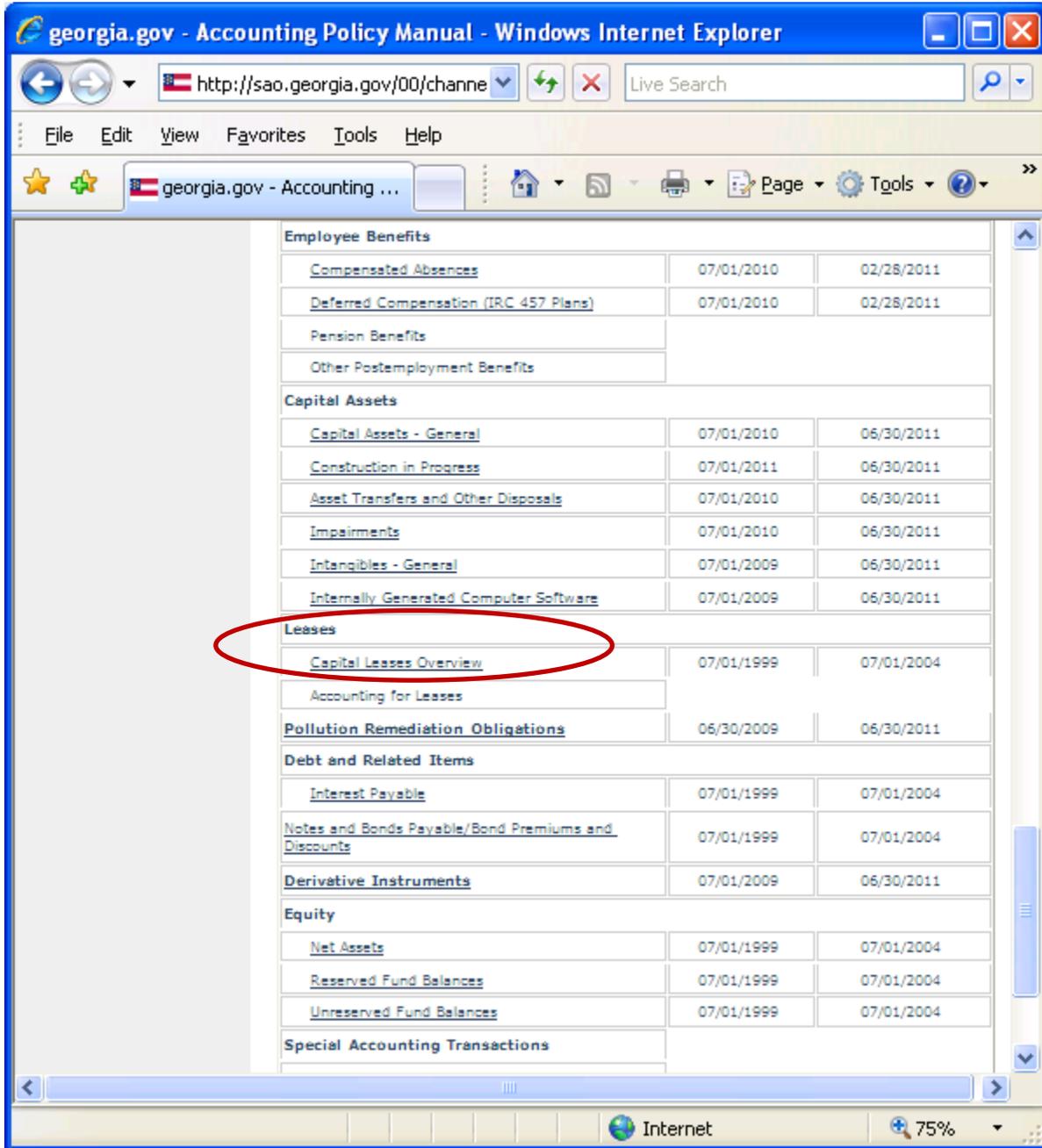
**OPTION 1:**

1. Click on a policy-type (e.g., Accounting Policy Manual, Accounting Directives, etc.) for an index of policies by category. Then select the appropriate policy title in the index.



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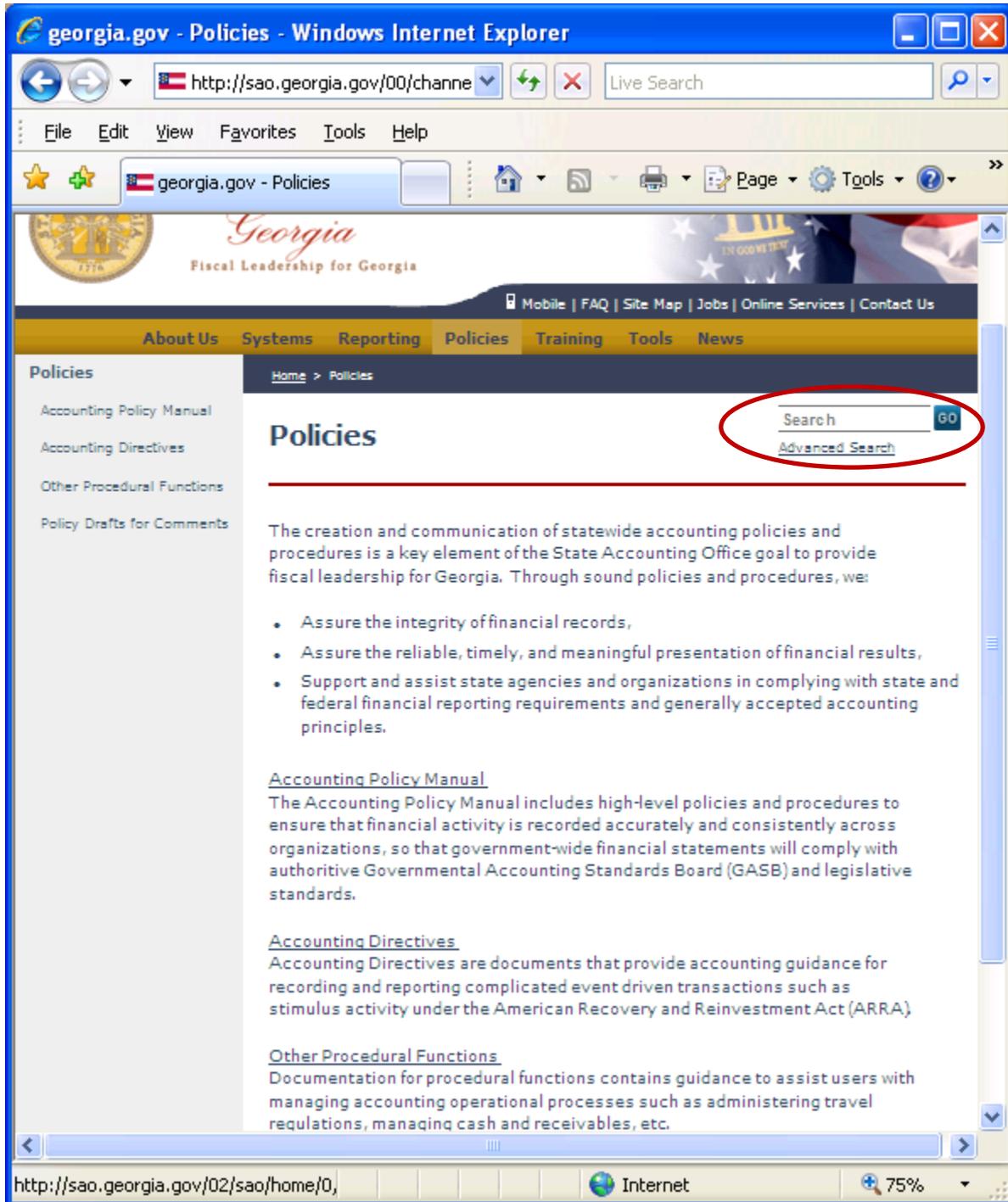
2. Scroll the index until finding a title for the topic of interest (e.g. capital lease).



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**OPTION 2:**

1. Use the Advanced Search link under the gold bar to search by key phrase:



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2. Enter a key phrase in the “Search for:” box and select “State Accounting Office” from the “Show results for:” drop down menu to limit the search to the SAO website. Results include reporting guidance, an Accounting Directive, the year-end forms index, and News items.

The screenshot shows a search interface with the following elements:

- Search for:** lease accounting
- Show results for:** State Accounting Office
- Search Within Results** (with sub-links for Advanced Search and Search Tips)
- Search for: lease accounting** Results 1 - 7 of about 7. Search took 0.02 seconds.
- Narrow your search** (with various related links like capital lease, accounting training, etc.)
- Recommended Site(s):** State Accounting Office (http://sao.georgia.gov/)
- Search Results:**
  - State of Georgia Leases Reporting Guidance Accounting ...** (with arrow pointing to "Reporting Guidance")
  - Definition of Lease Term and Leases Associated with Copier ...** (with arrow pointing to "Accounting Directive")
  - georgia.gov - Accounting Directive - Lease Memo**
  - georgia.gov - Accounting Directives**
  - georgia.gov - Reporting Forms** (with arrow pointing to "Forms Index")
  - georgia.gov - News**
  - georgia.gov - News by Categories** (with arrow pointing to "News")
- Footer:** In order to show you the most relevant results, we have omitted some entries very similar to the 7 already displayed. If you like, you can repeat the search with the omitted results included.

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3. Additional items may be located by clicking the “repeat the search with the omitted results included” link (see above screen shot). In this example, a PDF of the Statewide Accounting Policy & Procedure for capital leases also appears as shown below:

