Table of Contents

Overview...........................................................................................................................................2
   Introduction.......................................................................................................................................2
Logging On ...........................................................................................................................................3
   Access the DOA Home Page..............................................................................................................3
   LAS 87 Log-In Screen......................................................................................................................4
   Broadcast Messages Screen.............................................................................................................5
   Main Menu Screen..........................................................................................................................6
Logging Off ..........................................................................................................................................7
   Log Off Menu Button.........................................................................................................................7
   Return to Log In Screen....................................................................................................................8
Contacts..............................................................................................................................................9
   DOA Contact..................................................................................................................................9
Subject Cross References....................................................................................................................9
   References......................................................................................................................................9
<table>
<thead>
<tr>
<th>Volume No. 3—Automated Systems Applications</th>
<th>TOPIC NO.</th>
<th>70620-LAS 87</th>
</tr>
</thead>
<tbody>
<tr>
<td>Function No. 70600—LAS Online</td>
<td>TOPIC</td>
<td>LOGGING ON AND OFF</td>
</tr>
<tr>
<td></td>
<td>DATE</td>
<td>March 2020</td>
</tr>
</tbody>
</table>

## Overview

### Introduction

The Department of Accounts (DOA) grants each user of the Lease Accounting System (LAS 87) a Logon Identification account and password as discussed in CAPP Topic No. 70615-LAS 87, Security. **LAS 87 Update access will only be granted to users that have completed the online LAS 87 Training and passed the online LAS 87 Certification Test.**

Once you have an assigned User ID and password, the following set of instructions must be followed to access LAS 87.
Logging On

Access the DOA Home Page

Users access LAS 87 through the DOA Home page at: www.doa.virginia.gov. At the Online Services link, click on the Lease Accounting (LAS 87) link and then click the Online Services link under the Lease Accounting link. See below.
Logging On, Continued

LAS 87 Log-In Screen

Selecting the Online Services link on the Lease Accounting webpage opens the LAS 87 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 to logon to LAS 87 and access the Broadcast Messages Screen in LAS 87.

Continued on next page
Logging On, Continued

Broadcast Messages Screen

The user will then come to the LAS 87 Broadcast Messages Screen. This screen contains a message that your Login was successful. You are now logged into LAS 87 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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Welcome to LAS 87

The LAS 87 Year End Close is expected to be at 4:30 pm on July 8, 2021
Please Ensure that All Leases have been Entered by the Close Date
LAS 87 Test site log in is 99test
LAS 87 Test site password is @Lastest1019

Contact DOA For Questions Regarding LAS 87

Continued on next page
Logging On, Continued

Main Menu Screen

You will then see the LAS 87 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 87 data entry is contained in CAPP Topic No. 70605 – LAS 87, *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.

Continued on next page
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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Logged Off

Continued on next page
Contacts

DOA Contact  Financial Reporting Project Lead
☎  (804) 225-2257
Fax  (804) 225-2430
✉  las@doa.virginia.gov

Subject Cross References

References  CAPP Topic No. 70605-LAS 87, *Input Documents*
CAPP Topic No. 70615-LAS 87, *Security*