



Volume No. 3—Automated Systems Applications	TOPIC NO. 70620-LAS 87
Function No. 70600—LAS Online	TOPIC LOGGING ON AND OFF
	DATE March 2020

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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.**

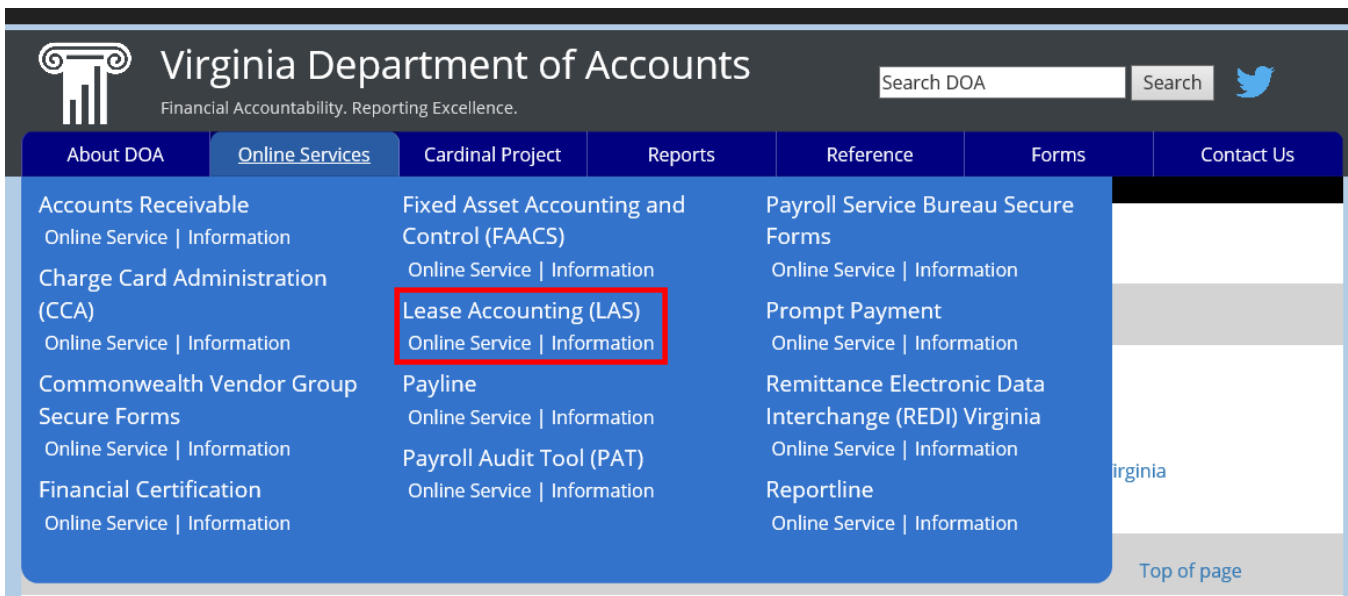
Once you have an assigned User ID and password, the following set of instructions must be followed to access LAS 87.

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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.



The screenshot shows the Virginia Department of Accounts website. The header includes the logo and the text "Virginia Department of Accounts" with the tagline "Financial Accountability. Reporting Excellence." There is a search bar and a Twitter icon. The navigation menu includes "About DOA", "Online Services", "Cardinal Project", "Reports", "Reference", "Forms", and "Contact Us". The "Online Services" dropdown menu is open, 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.

Lease Accounting (LAS)

[Top of page](#)

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

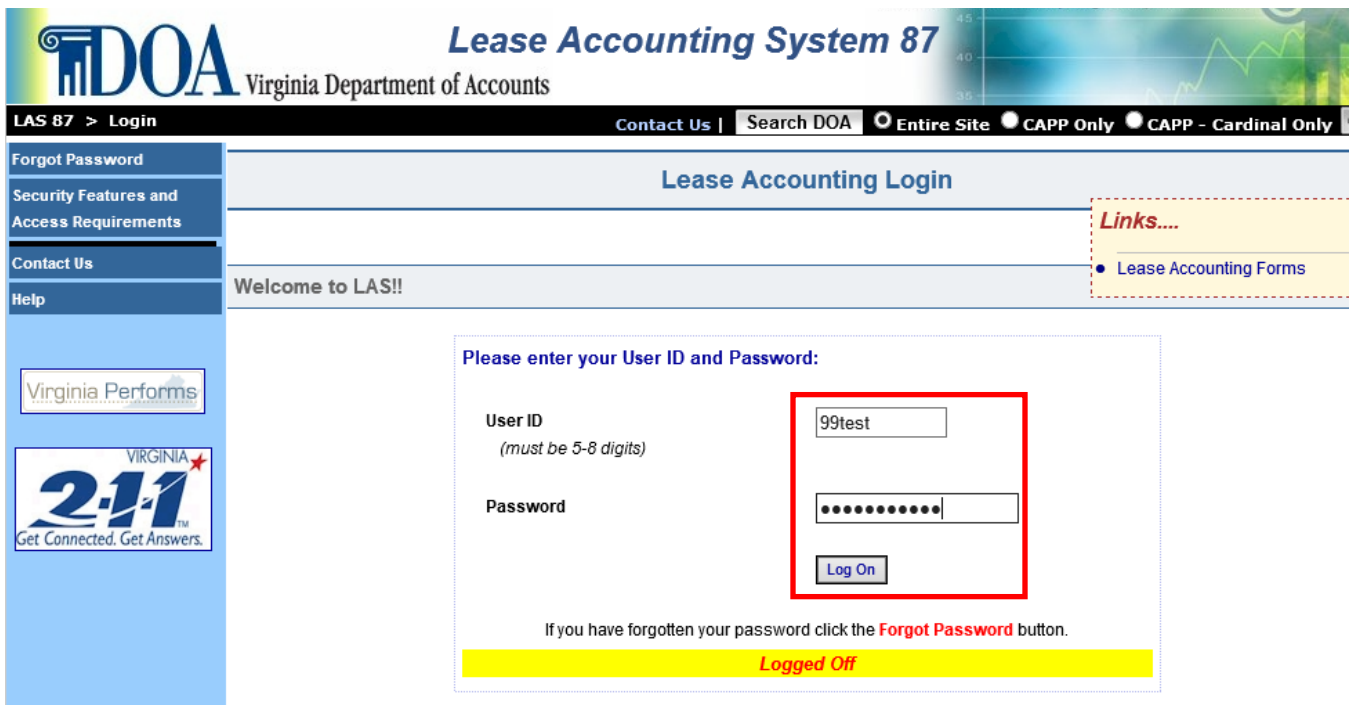
Nadine Chambers, CPA,
 Financial Reporting Project Lead
 Voice: (804) 225-2257
 Email: las@doa.virginia.gov
 Fax: (804) 225-2430

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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.



The screenshot displays the 'Lease Accounting System 87' login interface. At the top, the Virginia Department of Accounts (DOA) logo is visible alongside the system name. A navigation bar includes a breadcrumb trail 'LAS 87 > Login', a 'Contact Us' link, a search function, and site selection options. A sidebar on the left provides quick access to 'Forgot Password', 'Security Features and Access Requirements', 'Contact Us', and 'Help'. The main content area features a 'Lease Accounting Login' header and a 'Welcome to LAS!!' message. The central login form, highlighted with a red box, contains fields for 'User ID' (with a note that it must be 5-8 digits) and 'Password', followed by a 'Log On' button. A 'Forgot Password' link is located below the password field. At the bottom of the form area, a yellow bar indicates the user is 'Logged Off'.

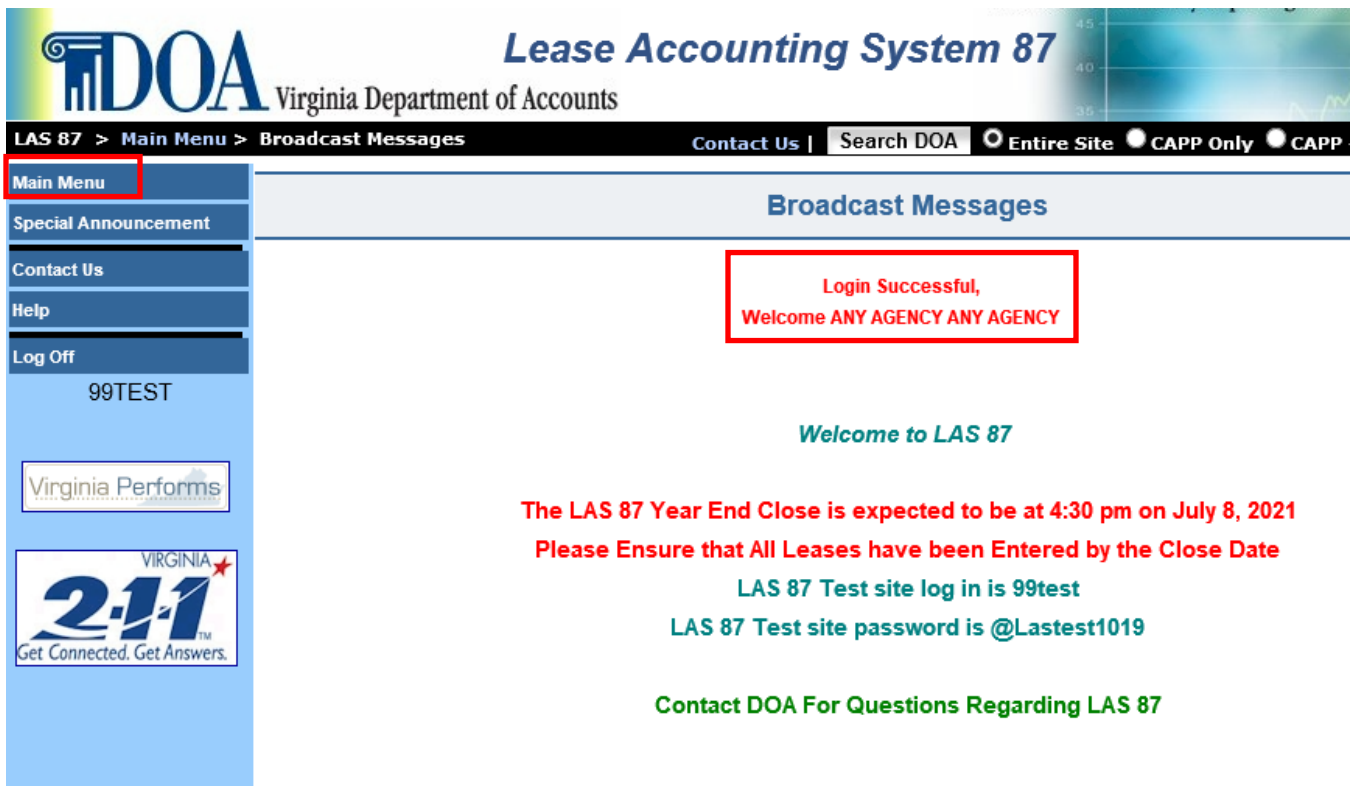
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Logging On, Continued

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.



DOA Virginia Department of Accounts

Lease Accounting System 87

LAS 87 > Main Menu > Broadcast Messages

Contact Us | Search DOA | Entire Site | CAPP Only | CAPP

Main Menu

Special Announcement

Contact Us

Help

Log Off

99TEST

Virginia Performs

VIRGINIA
2-1-1
Get Connected. Get Answers.

Broadcast Messages

**Login Successful,
Welcome ANY AGENCY ANY AGENCY**


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

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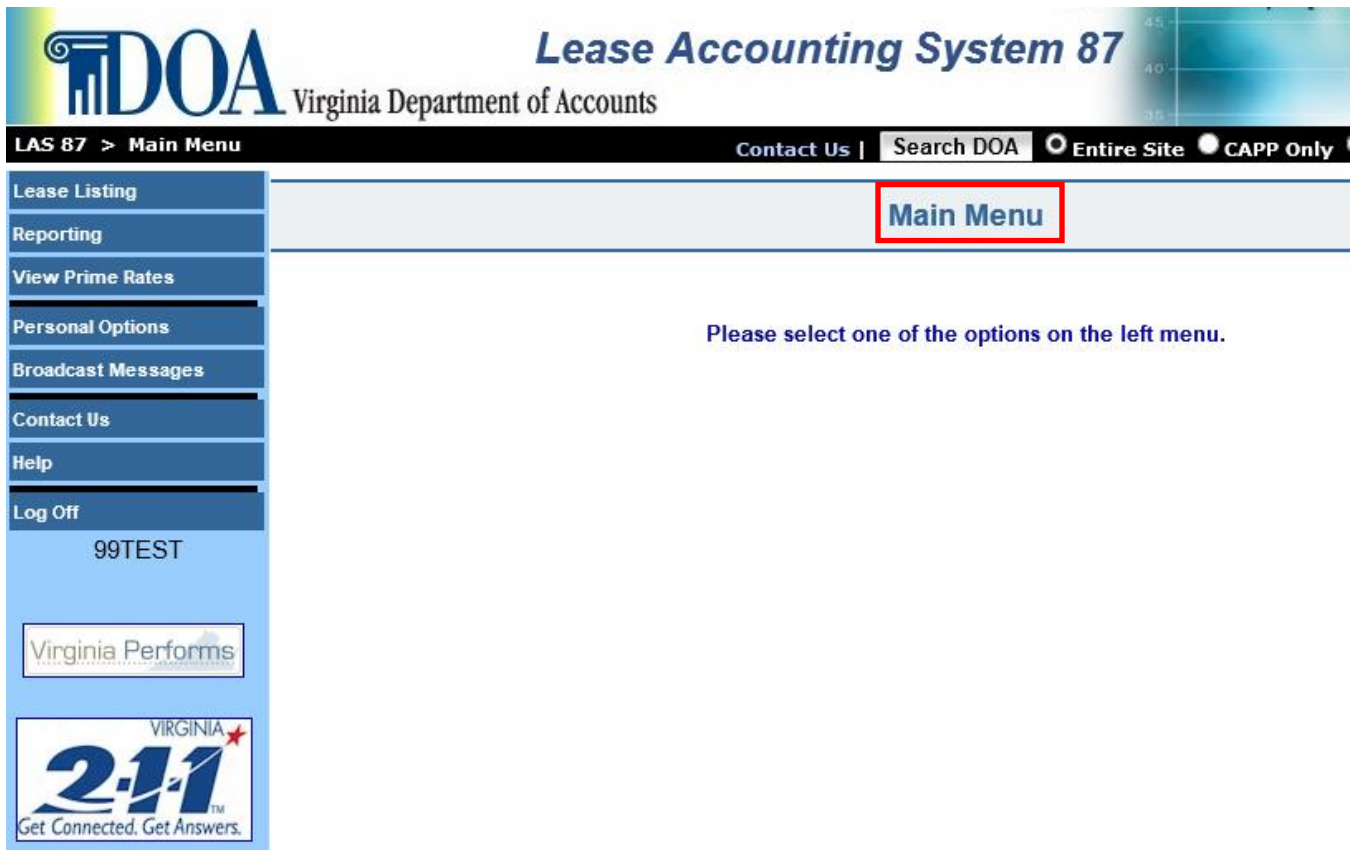
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Logging On, Continued

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*.



DOA Virginia Department of Accounts

Lease Accounting System 87

LAS 87 > Main Menu Contact Us | Search DOA Entire Site CAPP Only

Lease Listing

Reporting

View Prime Rates

Personal Options

Broadcast Messages

Contact Us

Help

Log Off


99TEST

Virginia Performs

VIRGINIA
2-1-1
Get Connected. Get Answers.

Main Menu


Please select one of the options on the left menu.

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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.

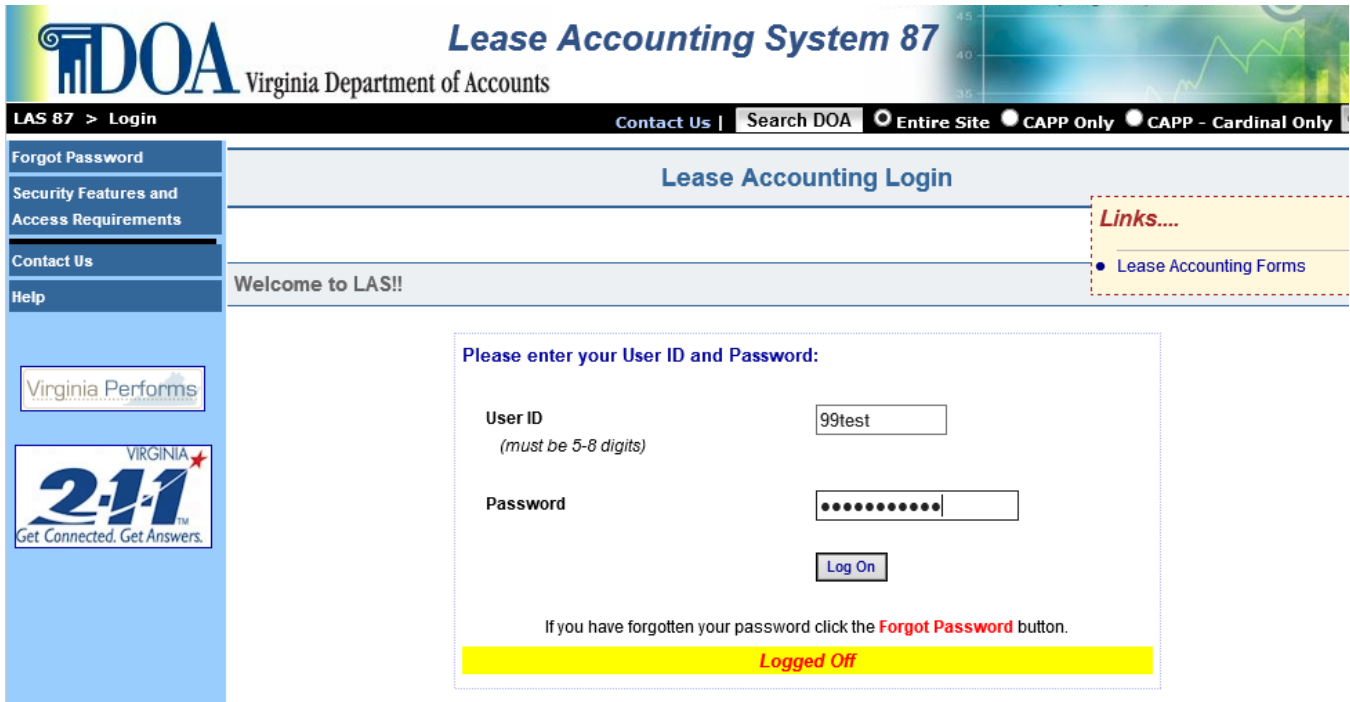
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Logging Off, Continued

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 87

LAS 87 > Login | Contact Us | Search DOA | Entire Site | CAPP Only | CAPP - Cardinal Only

Lease Accounting Login

Welcome to LAS!!

Please enter your User ID and Password:

User ID (must be 5-8 digits)

Password


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

Logged Off

Links...

- Lease Accounting Forms

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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*
