

Brickyard News

Louisiana Property Assistance Agency

Special points of interest:

- Welcome to FY10
- Transfer Remarks
- Change Requests
- Training Dates
- User Updates
- Password Maintenance



Auction Information

The next two auctions will be on July 11 and August 8.. Remember you can view the items at the auction site three days prior to the auction date. For a copy of the auction brochure and buyers guide, please view our website the week of the auction.

La Property Assistance Agency

P O Box 94095

1059 Brickyard Lane

Baton Rouge LA 70804-9095

(225) 342-6849 Main

(225) 342-6853 Compliance

(225) 342-6855 Fleet

- www.doa.louisiana.gov/lpaa

Welcome to FY09/10!

FY08/09 has come to an end and its time to balance and reconcile your property records. Same as in quarterly balancing, numerous reports should be ran and filed.

An additions report compared to your actual purchases for this fiscal year will show you if any items over \$1,000 were purchased and not tagged.

Deletions reports should be checked to be sure any requested dispositions were removed from your inventory.

If you have any open transfers, then the **monthly transfer report-from me** will show them. This report gives you any transfer numbers created during the date range you provide, which will also help with your deletions report.

Running vehicle reports are very important. Most agencies use these reports for their proposed budget. The **vehicle utilization and maintenance report** should be checked to make sure each months vehicle mileage and maintenance was entered. The vehicle **MPG exception report** will allow you to catch errors easily if mileage and gas was entered incorrectly.

If you have any questions about balancing your property or fleet records, contact your Compliance Officer.



Surplus Transfers

LPAA understands once an item is deemed no longer usable for that agency, you need the item picked up in a timely manner. For LPAA to be sure of this, the remarks on surplus transfers must be detailed and accurate.

All surplus transfers must have the following in the remarks:

- **Contact name**
- **Contact phone number/email**
- **Physical location of property/address**
 - **which includes street address and city**

Any surplus transfers created without said information in the remarks will be placed in a pending file. These transfers will remain in the pending file until we research the contact information and address. This will prolong your pick-up. So help us help you and be sure to put the correct remarks in the remarks section.

A new agreement has been signed for FY09/10 for CLK. For the time being, CLK will not be picking up statewide. They will only be picking up in Baton Rouge and surrounding areas. Please do not put "for CLK" in any of your transfer remarks.

If you have more surplus transfer questions, contact Angela at angela.barker@la.gov.

Change Requests



Some fields in AMS can not be updated without approval from LPAA. The most common ones are serial number, acquisition date, acquisition price, and status. These fields require a change request to be completed.

When you click on the envelope button next to these fields, it gives you a pop-up that requests the correct information and remarks for reasons why you need to change it. Once submitted, these requests go into a "pending approval" file that only LPAA can see. This means the fields do not automatically approve, and it may take a short time before the change is reviewed.

Once the request is reviewed and action taken, the user will receive an email notifying them if the change request is approved or disapproved. If the request is disapproved, please look closely at the comments for correct instructions. These are the most common reasons for disapproval:

- Status requests should only go from UNLOCATED TO ACTIVE or INACTIVE TO ACTIVE. If you request any other status change, it will be rejected.
- If a dollar sign or comma is put in an acquisition cost, the request will be rejected.
- If you do not use a correct date format (mm/dd/yyyy), the request will be rejected.

If you have any questions on how to update AMS or submit a change request, contact your Compliance Officer.

Training Dates



We will begin our fall training sessions in August. We found after scheduling numerous classes, that most people sign up but do not show up or sign up and cancel at last minute. This usually results in many class cancellations. Currently, the request for training form must be signed by the property manager. If an employee signs up and is a no show, that employee will not be able to attend another training without written permission from the agency head. We will be holding three different classes.

1. **Property Training/AMS Training.** This all day class will go through all of the property rules and regulations along with an extensive AMS tutorial. This class should be utilized by new property managers or property liaisons.
2. **Fleet Training/AMS Training.** This all day class will go through all of the fleet rules and regulations along with an extensive fleet AMS tutorial. This class should be utilized by new fleet managers or fleet liaisons.
3. **Combined Property/Fleet Training.** This all day class will go through the rules and regulations of property and fleet along with a short overview of AMS. This class would be best attended as a refresher.

Class instructors are Floyd Rector and Rebecca Kleinpeter. Upon request we can also come to your agency and do a special training on rules for employees.

For class dates, times, and request form, visit our website at <http://www.doa.louisiana.gov/lpaa/training.htm>.

AMS Users

Every other month we remind you of the importance of having your information correct in AMS. This includes emails, phone numbers, fax numbers, and agency addresses. Unfortunately, many people are not checking their information. Please help us keep up to date and check your, and your fellow employee's, information for correctness. We are slowly receiving word that some agencies are going to the "@la.gov" email address. If you are one of those agencies or your email has changed, please send a support request and let us know.



As we have been doing since September 2005, we will begin user deletions this month. Persons who have not accessed the system in over a year will be automatically deleted without notification. Persons who have been issued an ID and password, but have not logged on within three months of that issuance will be deleted.

We suggest all agencies run the User Access List under the Contact Reports, and be sure that all persons who have access to their property are still employed at the agency and still need the access.

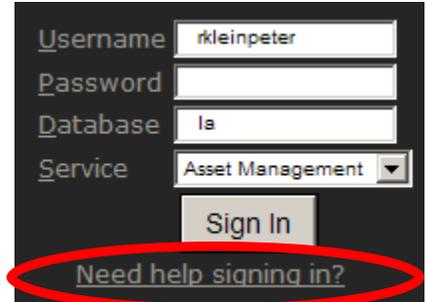
Password Maintenance

We understand the headache that can come with having to keep so many passwords for our jobs. With these passwords expiring every 30 days, having to follow so many password rules, and trying to keep the password up to date, things can get stressful. Many people are beginning to email LPAA directly for a password or calling. **The fastest way to get your password reset is to do it online.**

Please submit all password requests by using the “Need help signing in” feature on the Incircuit login page.

Your first step is to make sure your user name is correct. The database you are logging into is “LA” (for Louisiana). Asset Management should be the service you are trying to enter. After verifying that all of this information is correct, follow the instructions on the “Need help signing in” link.

When submitting this request, be sure to put your first and last name, your phone number, and a correct email address. Keep in mind we currently do not have questions in place to help reset your password, and we can not see your old password. An LPAA representative will email you a temporary password within minutes.



Username	<input type="text" value="rkleinpeter"/>
Old password	<input type="password"/>
New password	<input type="password"/>
Repeat new password	<input type="password"/>
Contact name	KLEINPETER, REBECCA

Once you receive the email with a temporary password, you must follow the email exactly. Passwords are case sensitive so if you receive a temporary password with upper and lower case, you must use the same format when logging in. Keep in mind the temporary password given by LPAA is now considered your old password. Many people try to use their password before the reset, and lock themselves out again.

- Must not include any spaces.
- Must be at least 6 characters long.
- Must have at least one letter.
- Must have at least one digit.
- Must not contain more than two consecutive repeated characters.
- Must not contain your name, initials, username, or their reverse.
- Must not be any of the previous three passwords.

As always, passwords must follow these rules:

Important Reminders

- Always mail a copy of your annual certification of inventory to the Legislative Auditors Office (P O Box 94397, Baton Rouge, LA 70804). You’ll want to have a copy on file for yourself also. Agencies are not to keeping this information and relying on LPAA to fax it to them “asap.”. If you are not sure what should be in your property files, please contact your Compliance Officer or refer to the rules and regulations.
- Do you have the correct phone numbers and email addresses for your Compliance Officer?

• Floyd Rector, Compliance Supervisor	Floyd.rector@la.gov	225-342-6852
• Rick Janis, Fleet Manager	Richard.janis@la.gov	225-342-6855
• Aggie Higginbotham, Compliance Officer	Aggie.higginbotham@la.gov	225-342-6858
• John Gilbeaux, Compliance Officer	John.gilbeaux@la.gov	225-342-4324
• Stan Aaron, Compliance Officer	Stanley.aaron@la.gov	225-342-3022
• Tom Lohman, Compliance Officer	Tom.lohman@la.gov	225-342-3479

