

Brickyard News

Louisiana Property Assistance Agency

Special points of interest:

- LaGov/ERP Project
- Keeping Consistent
- Important Reminders
- MV-7 Info
- Obtaining Property



Auction Information

The next two auctions will be on September 12 and October 10. 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

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LaGov Statewide ERP Financial System

In November 2008, the Division of Administration issued the following email to all Incircuit (AMS/Protégé) users:

In Spring of 2008, Governor Jindal and DOA Commissioner Angele Davis signed a contract with IBM to develop a State-wide ERP financial system. This system is scheduled to **replace** the functionality of the ISIS financial system as well as many subsidiary systems. In keeping with the Governor's Transparency initiatives, <http://www.doa.louisiana.gov/ERP/index.htm> was launched this month. Project statuses and information on this site are updated regularly.



In addition, please note that the new ERP system will include moveable property assets currently housed in Protégé for ISIS agencies only. Non-ISIS agencies will continue to use Protégé as usual. As part of the effort to convert moveable property assets into the new system, ERP will begin requesting clean up of certain types of data.

With that said, to make the conversion from Protege to SAP a pleasurable one, we are asking that agencies review their inventory and begin data clean up. Here are some fields you can begin to work with:

- SAP allows only 50 characters for an asset description. Please check Protege to make sure your descriptions do not exceed 50 characters.
- Please be sure your location codes and person responsible fields are current and up-to-date. If you have any erroneous codes, such as "Claiborne Building" spelled three different ways, please correct.

LPAA is aware that some agencies began their inventory clean-up at that time, but some did not. In August, primary government agencies began receiving emails regarding the new LaGov (ERP) System and data preparation. We understand this has caused some confusion, but we are here to help. As we always say, we are Louisiana Property **Assistance** Agency and are dedicated to keeping agencies in compliance.

Following the Data Preparation Instructions issued by the LaGov System, we are going to give you examples of formatting issues, field lengths, and new data for existing fields that need to be updated. Incircuit never had restrictions, and users were allowed to enter as much information as needed for property management. Without updating these fields to the new restrictions, conversion to LaGov will be unsuccessful. According to the LaGov Project, all agencies will continue to update and maintain asset data in Incircuit until the new system is implemented.



So, don't panic. Relax. We are here to help. This issue of the Brickyard News will give you all the shortcuts and information you need to keep your assets updated, but if at any time you need assistance with the LaGov Project, they can be reached at LaGov-ERP-Support@la.gov.

Keeping Consistent

Consistency is one great aspect of property management. Keeping your records in order will help you in the long run, not only during inventory time, but through the life cycle of the assets. Take the time to review the following fields for consistency in your inventory.

Make/Model Fields

Some agencies have multiple people entering information in the system. This could lead to formatting issues in numerous fields. One of the most common is in the “make” field. The example given by LaGov is how the agency identifies “Chevrolet.” One person may put “Chevy” in the field, while another may put “Chev” or “Chevy S-10.” Be sure to use the full name of the make, and do not add any model information in that field. For example, the make of a computer would be “Dell” and the model would be “Optiplex GX620.” These fields can be updated at any time, by pulling the asset up, correcting the information, and clicking Save.



Serial Number Field

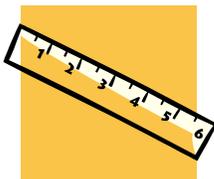
The serial number field, much like the make field, should only contain the information on the serial number. Please be sure this field does not have repeated make/model information or contain the number sign (#). The serial number field is a protected field, and you must submit a change request to update.

Location Field

As LPAA explains on a regular basis, your location field is a major part of property management. You will need to know where the items are located to be able to do an accurate inventory. Check your location codes for duplicates or locations spelled different ways that mean the same thing. For example, you don't want to have “Building A”, “Bldg A”, and “B-A” all listed for one location. They mean the same thing. To see your location codes, go to Contacts > By Agency Number > enter your agency number > click Search > when your organization detail screen comes up, in the middle of the screen you will see a “Locations” tab. This is where you can updated locations.

Field Lengths

As stated earlier, Incircuit did not have field character restrictions, unlike the new LaGov System. The following lengths have been indentified by the LaGov System:



- Description—40 characters
- Make—30 characters
- Model—20 characters
- Serial— 30 characters
- Floor—30 characters
- Room—30 characters
- Cost Center—30 characters

With the exception of the serial number field, all of these fields can be edited at any time. Simply call up the record, make the changes, and click Save.

Person Responsible Field

According to LaGov, some fields in Incircuit will be formatted completely different. One of those fields is the Person Responsible Field. The current names in this field (Billy Bob) will need to be changed to the nine-character SAP HR employee ID (P00012345). Currently, this only pertains to primary government agencies. Good news is there is a quick way to update this field. Start by calling up your person responsible information by going to Contacts > By Agency Number > enter your agency number > click Search > when your organization detail screen comes up, in the middle of the screen you will see a “Person Responsible” tab. This is where you will change your persons name to their personnel numbers. Simply select their name, change it to their nine-character number, and click Save. This will update all of their personally assigned items to their personnel number.

If you have any questions on updating other fields, you can refer to the Asset Management Users Guide, contact the LaGov Project, or send a support request.

Important Reminders



- Please do not email anyone directly for a password reset. All password requests must go through Incircuit. To receive a temporary password, go to www.incircuit.com and click on "Need Help Signing In." Be sure to use your correct email address, and an LPAA employee will email you a temporary password shortly.
- Be sure to put the proper information in the remarks section of any transfers. As posted in a previous Brickyard News, any surplus pick-ups without the proper information will be placed in a pending file and may not be picked up in a timely manner.
- If your agency employees would like to shop for your agency in the LPAA warehouse, they must have prior approval from the property manager. This approval can come as a written memo or on the State Agency Counter Sales Purchaser Update form. Please fax the information to 225-342-6891.
- We are still having issues with people canceling or not showing up for scheduled trainings. Due to low registration, the September training has been canceled. If you would like to request on-on-one training, contact your Compliance Officer. If you would like to request a copy of the Asset Management Users Guide, email rebecca.kleinpeter@la.gov.
- Please review the "How to do Receipts for Property" in the January 2008 Brickyard News. It's a great shortcut!

Reimbursement for Personally Owned Vehicle Use (MV-7)

It shall be the responsibility of the agency transportation coordinator to insure that records are kept on all mileage reimbursement to state employees that have used privately owned vehicles to travel on state business. This reimbursement information shall be reported **monthly** to the state fleet manager no later than the thirteenth day following the end of the month to which the report pertains. A more extensive report on mileage reimbursement shall be filed with the state fleet manager for each fiscal year by the thirtieth day following the end of the fiscal year (LAC 34:XI.103.2.G.D).

This is done by using a Reimbursement for Personally Owned Vehicle Form MV-7 (DA5215). The form is located on LPAA's website or can be obtained by calling Forms Management at (225) 219-9570. The monthly and fiscal report can be sent by using the same form. The number of employees above or below the annual breakeven mileage should only be given for the fiscal year report, not monthly. If you have any questions concerning reimbursement for personally-owned vehicle use, contact Rick Janis at (225) 342-6855 or Richard.janis@la.gov.

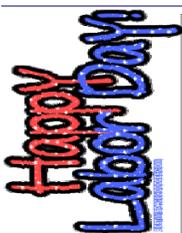


Obtaining Surplus Property

There are a few ways you can obtain surplus property for agency or personal use.

1. If it is determined your agency has a need for an item out of our warehouse, notify your property manager. With their approval, the agency can come pick it up and be invoiced. The invoice needs to be paid within 30 days and the items must be used within the agency.
2. If you would like to obtain items for personal use, you can attend our monthly auctions. The second Saturday of every month LPAA holds an auction at 1059 Brickyard Lane in Baton Rouge. Auctions start at 8 am rain or shine! Anything purchased at the auction must be paid for the same day, and is used for personal use. You do not need permission to attend the auctions; they are open to the public.
3. If you are interested in online auctions, LPAA sells electronic equipment and as-is/where-is items on GovDeals.com. Its free to register! Much like the live public auction, these auctions are also open to the public.

Check out our website at www.doa.la.gov/lpaa/auction.htm for more information on auctions.



Happy Columbus Day!

