

Brickyard News

Special points of interest:

- Welcome to FY11
- Passwords
- Training Info
- Sneak Peeks!



The next auction dates are July 10th and August 14th! Remember you can view the items at the auction site three days prior to the auction date. For a copy of the auction pictures 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

(225) 342-6849

(225) 342-6853 Compliance

(225) 342-6891 Fax

www.doa.la.gov/lpaa

Louisiana Property Assistance Agency

Welcome to FY11

Fiscal year 2009/2010 has come to a close, and we want to make sure everyone is ready for fiscal year 2011. What can you look forward to this year with LPAA?

Keeping up with personnel changes at LPAA may have been difficult these past few months, and we have a few more changes coming your way. Don't be discouraged when trying to contact someone because you can always count on getting your questions answered by calling 225-342-6853 or 225-342-6849.



This year the Asset Management System (AMS) will receive a much needed upgrade. Although we are not set on the date of the upgrade, we have begun testing and writing a new Users Guide. The upgrade will include a self-service password reset, customizable reports, document attachments, and other features extremely useful to property and fleet management.

To tie in the personnel changes and new AMS upgrade, Tom Lohman has been promoted to the Compliance Office Supervisor. Tom has planned to begin training sessions on rules and regulations and certifications in August. AMS training will resume once the upgrade is completed. If you have any questions before you are able to attend training, contact your compliance officer.

Speaking of compliance officers, we would like to welcome Ben Mercer to our compliance staff. Ben comes to our agency from another state agency. He can be reached at 225-342-3479 or ben.mercer@la.gov. John Gilbeaux has also announced his retirement. He has been at LPAA almost 20 years and is already deeply missed!

So to start this new fiscal year out good, be sure to balance last year's inventory. Run the additions report to make sure all items over \$1,000 were entered. Run the deletions report to make sure anything you disposed of has been removed from inventory. Check your agency's open transfers to make sure you don't have any outstanding. Vehicle reports are also important. Run your agency's utilization and maintenance past due report to see if any vehicles need to be updated.

As always, we are Louisiana Property ASSISTANCE Agency and we are here to help.

Requesting a Password

Please do not email anyone at LPAA directly to reset your password. Users are encouraged to click "Need Help Signing In" when they are in need of a password.

AMS passwords are the hardest part of asset management. Thankfully, with the new upgrade users will be able to self-service their password resets. This means, you'll be asked a few questions the first time you sign in and those questions will be used to reset your password, much like any other program does. When the new system resets your password it will be computer generated. Actually, it will be generated to the point where you'll need to copy/paste the password. Here is an example a password the self-service reset will use **Msj6xTKvvZ_pEM**.

Training Classes and Dates

In March we asked for feedback on training classes and demand. We did not receive a lot of responses, but we do appreciate the people who took time to let us know what they would be interest in. Here is the tentative training schedule:

August 4 9 am—4 pm > Rules and Regulations. This class will cover property and fleet.

August 5 9 am—4 pm > Compliance Inventory/Certification training with Q&A AMS.

August 19 9 am—4 pm > Asset Management System (AMS) for Beginners.*

August 24 9 am—4 pm > Asset Management System (AMS) for Beginners.*

September 1 9 am—4 pm > Rules and Regulations along with Compliance Inventory/Certification.

September 2 9 am—12 pm > Asset Management System Advanced.*

*Depending on when the AMS8 upgrade is put into production, more classes will be added.

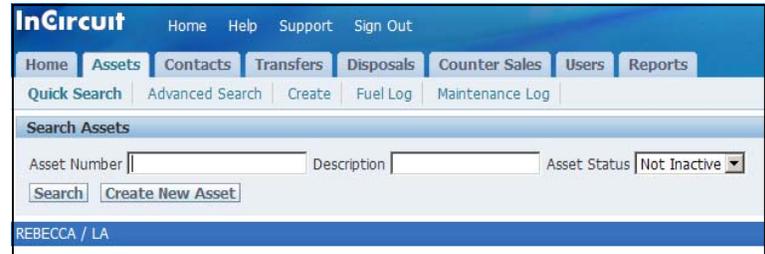
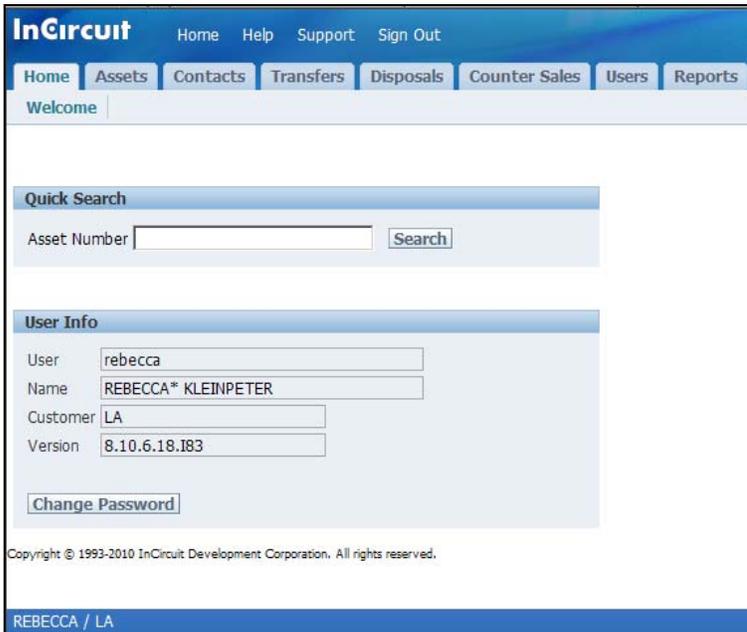


To attend a training, please complete the training request form on LPAA’s website. Keep in mind this is only a request, and confirmation will be sent through email. <http://www.doa.louisiana.gov/lpaa/training.htm>

If you have any questions on training dates or class material, contact Rebecca at rebecca.kleinpeter@la.gov.

Sneak Peek of AMS8

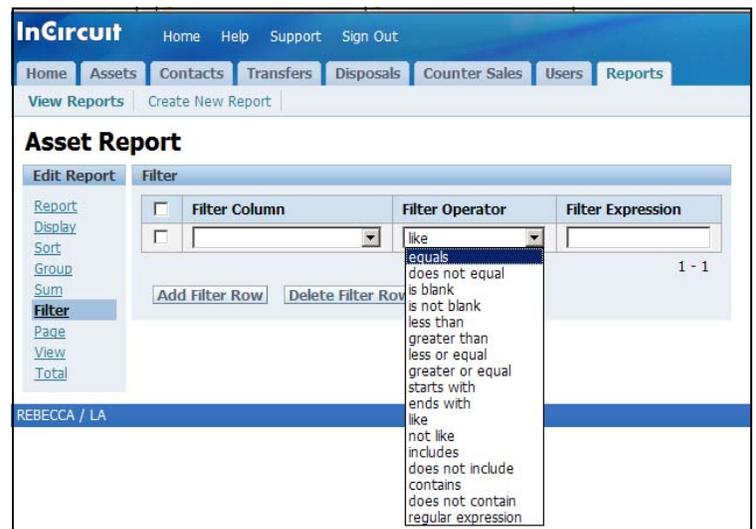
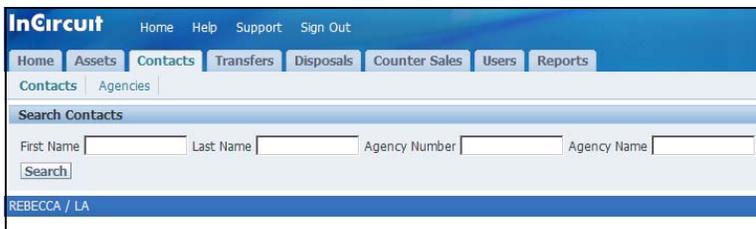
Here are some sneak peek screen shots of the new AMS8 upgrade! If you have any questions, contact Rebecca. (Zoom into the Adobe file to see the small details).



Home screen at log in (left)

Assets tab (above) - replaces assets search by number

Contacts tab (below) - replaces contact by name/agency



Sneak Peek of AMS8

This is a screen print of an asset and vehicle. Sections expand to show more info.

Asset Detail

Asset Number * 24821-002338 Status * Active

Agency * 24821 - DIVISION OF ADMINISTRATION-LA, PRC Unlocated Year

Class * COMPUTER -- Acquisition --

Description DELL COMPUTER Net Book Value \$735.87

Asset Type ASSET Original Acq Cost \$735.87

Make DELL Original Acquisition Date 01/12/2006

Model GX620 Acquisition Cost * \$735.87

Model Year 2004 Acquisition Date * 01/12/2006

Serial Number 16J2691 Acquisition Method * Original Purchase

-- Summary -- PO Number * 3976961

Person Responsible AGGIE HIGGINBOTHAM ISIS 806

Building S09946 Lease Begin

Floor 1 Lease End

Room REBECCA Warranty Exp Date

Location * PURCHASING -- Disposition --

Cost Center 806Q010100 Disposition Date

-- Parent Attachment -- Disposition Amount

Parent Asset Number Disposition Method

Type of Attachment Remarks

-- Notes --

Notes 1

Notes 2

Notes 3

Accounting

Documents & Images

Child Attachments

History

Validation

InCircuit Home Help Support Sign Out

[Home](#) [Assets](#) [Contacts](#) [Transfers](#) [Disposals](#) [Counter Sales](#) [Users](#) [Reports](#)

[Quick Search](#) [Advanced Search](#) [Create](#) [Fuel Log](#) [Maintenance Log](#)

Search Assets

Asset Number 24821-002338 Description Asset Status Not Inactive

Assets

View	Number	Description	Serial Num
	24821-002338	DELL COMPUTER	16J2691

1 - 1

REBECCA / LA

InCircuit Home Help Support Sign Out

[Home](#) [Assets](#) [Contacts](#) [Transfers](#) [Disposals](#) [Counter Sales](#) [Users](#) [Reports](#)

[Quick Search](#) [Advanced Search](#) [Create](#) [Fuel Log](#) [Maintenance Log](#)

Search Assets

Asset Number 24821-001811 Description Asset Status Not Inactive

Assets

View	Number	Description	Serial Num
	24821-001811	#5 - INTERNATIONAL 4700 4X2	1HTSCAAM7VH442275

1 - 1

REBECCA / LA

Vehicle Asset Detail

Asset Number * 24821-001811 Status * Active

Agency 24821 - DIVISION OF ADMINISTRATION-LA, PRC Unlocated Year

Vehicle Type TRUCK - Truck -- Vehicle --

Segmentation MEDIUM/HEAVY TRUCKS - MEDIUM/HEAVY TRUCKS Series

Description * #5 - INTERNATIONAL 4700 4x2 Key Code S09946

Make INTERNATIONAL Usage Code

Model 4000 SERIES Spec Number

Model Year 1997 Transmission Make

VIN * 1HTSCAAM7VH442275 Transmission Model

-- Summary -- Engine Make INTERNATIONAL

Parish * EAST BATON ROUGE Engine Model DT466

Location * WAREHOUSE -- Acquisition --

License Plate * 133867 Net Book Value \$0.00

Unit Num #5 Original Acq Cost \$26,277.00

Fuel Type DIESEL Original Acquisition Date 06/28/1996

Vehicle Use * STATEWIDE TRAVEL Acquisition Cost * \$26,277.00

Cost Center 806Q010100 Acquisition Date * 06/28/1996

-- Parent Attachment -- Acquisition Method * Original Purchase

Parent Asset Number PO Number * 3215990

Type of Attachment Lease Begin

Lease End

Warranty Exp Date

-- Disposition --

Disposition Date 04/20/2010

Disposition Amount \$0.00

Disposition Method Deceased

-- Notes --

Notes 1

Notes 2

Notes 3

Additional Measurements [Add Additional Measurements](#)

Accounting

Documents & Images

Assignment

Child Attachments

Fuel/Mileage

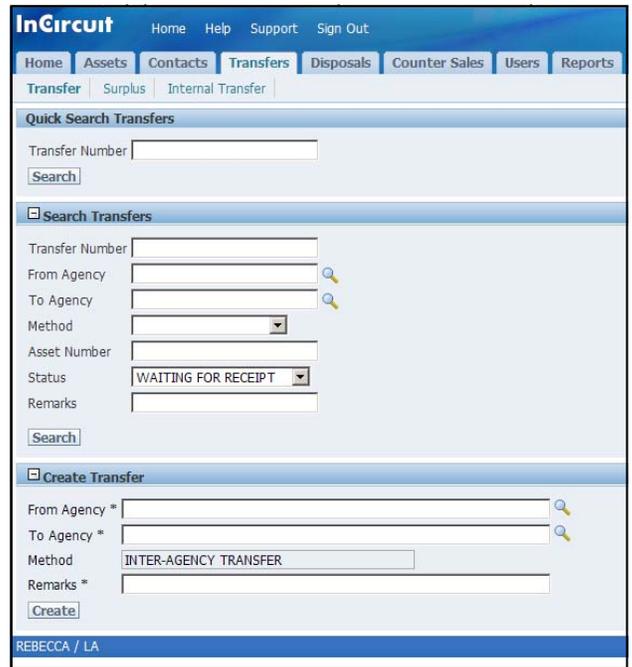
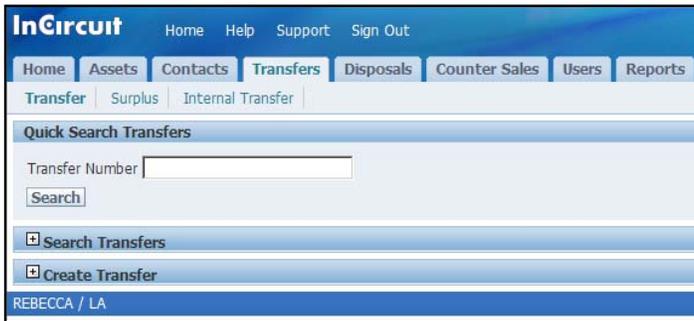
Maintenance/Repair

Maintenance/Repair History

History

Sneak Peek of AMS8

Transfers, Surplus, and Disposals are separated. Below is the initial transfer tab not expanded and expanded.



Current reports remain the same, but users can build their own reports by selecting the fields they want added.

