

Brickyard News

Louisiana Property Assistance Agency

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Auction Information

The next two auctions will be on January 13th and February 10th. 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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(225) 342-6849 Main

(225) 342-6853 Compliance

(225) 342-6855 Fleet

www.doa.louisiana.gov/lpaa

Who do I contact for....?

Do you know who you are trying to get in touch with at LPAA? Just like we do not know who is who at your agency, you may not know who to contact at LPAA when you need assistance. How about...



When I need a password? The quickest way to request a new password is to email Rebecca.kleinpeter@la.gov. You can also request a password through the Incircuit.com homepage. Rebecca can also be contacted with any Protégé questions.

When I have compliance questions? Any compliance questions should be directed to your agency's assigned Compliance Officer (Aggie Higginbotham, Carla James, John Gilbeaux, or Stan Aaron). If they are not available, you can contact Floyd Rector, the Compliance Supervisor, at 225-342-6853 or by email at floyd.rector@la.gov.

When I have questions about my agency's vehicles? If your Compliance Officer is not available, you can contact Bobby Hill, the State Fleet Manager, at 225-342-6855 or by email at bobby.hill@la.gov.

When I need surplus property from your warehouse? As a counter sale purchaser, you can visit the warehouse at any time for surplus property. If you have questions about what is currently in our warehouse, you can contact the warehouse directly at 225-342-2797 or Alton Couvillion, the Warehouse Supervisor, at 225-342-3405. If you are looking for surplus vehicles, you can contact Vera McClain at 225-342-6833.

When I have questions about a J-4? Sheryl Ferguson handles J-4s and invoicing. She can be reached by email at Sheryl.ferguson@la.gov or by phone at 225-342-6851.

When I need to inquire on a tag request? When you need to request tags, you can fax the completed form to Jean Carpenter at 225-342-6891. Jean can be reached at 225-342-6857.

When I have questions about CLK? Patti Wilson is LPAA's CLK coordinator. She can be reached by email at patti.wilson@la.gov or phone at 225-342-6890.

At any time, you can contact the front office at 225-342-6849 or the Compliance Section at 225-342-6853. Visit our website for an entire list of LPAA contacts.

Personnel Changes

We regretfully announce that Jack Bowden has resigned from our agency. He was a valuable asset to LPAA and we are sad to see him go. Temporarily, the person that will be taking Jack's place scheduling pick-ups can be reached at the same contact information as Mr. Bowden. The change should not affect any previously scheduled pick-ups or transfers that need to be picked-up in the future. If you have any questions, call 225-342-3407.



Agencies also have the option of delivering their surplus property to LPAA after they have received an approved transfer. Normally, Dedra Matthews schedules deliveries, but she will be out on maternity leave for January and most of February. Until she returns, you can contact Sheryl Ferguson at 225-342-6851 or by email at Sheryl.ferguson@la.gov to schedule a delivery.

For general information, you can reach the receptionist at 225-342-6849.

Protégé Updates

We are pleased to announce new release of the latest Protege upgrade. These releases, which have taken place over the last two months, have changed numerous screens in Protégé. We are confident you will be pleased with the new features and look forward to your feedback. Here are the changes you will see:

Location Code Changes:

This new release contains new features dealing with the location codes of your property records. Much like the class code feature, the location code field will have a large look-up button. You will notice this on many different screens.

Adding an asset. When you attempt to add an asset now, you must type something into the location field before tabbing to another field. When you tab out of the location field, you will get a pop-up window. This window will have all of the locations matching what you typed in. For example, if your location codes are words and you type "COMP" into the location field and hit tab, your pop-up screen will list locations beginning with "comp," like Compliance, Composition, etc. If your locations are in number format and you type "10" into the location field and hit tab, your pop-up screen will list all of your locations beginning with 10 (i.e. 1012, 1011, 1035, etc).

Adding a location to your inventory. If you need another location added to your inventory, you must manually add it before you can use it on any assets. To do so, go to Contacts > By Agency, and type in your agency number. You will see three tabs (Contacts, Address, Locations). Click on the Locations tab. You can "show all" of your locations or you can "insert" a location. When you click insert, you can enter the location information and click save. This saves that location and makes it available to be used on any existing assets.

Deleting a location from your inventory. If you need to delete a location from your inventory, you must manually delete it. To do so, go to Contacts > By Agency, and type in your agency number. You will see three tabs (Contacts, Address, Locations). Click on the Locations tab then click on the location you wish to delete. You will get a pop-up screen with the location detail, the cancel and save buttons, and a delete location button. If you choose to delete the location and the location is still being used on an asset, you will receive an error message.

Changing an asset's location. If you need to change the location on an asset, follow these instructions. Call up your asset, put your cursor in the location field, and type the location you need the asset to be. You can use partial matches to find the correct location code (i.e. if your locations are in number format and you type "10" into the location field and hit tab, your pop-up screen will list all of your locations beginning with 10). After selecting the correct location, be sure to save your record.

Printing Transfer Details:



When agencies deliver property to the surplus warehouse or property is picked-up from your agency, you must have a transfer detail report printed for LPAA employees to sign saying they received the items. How many times have you created your transfer and forgot the transfer number before you could print the transfer detail report? Now, once you are done adding assets to a transfer, and you can click CLOSE, then have an option of a PRINT button. Clicking this button allows you to print the transfer detail report directly from the transfer screen, instead of the reports screen. This applies to all types of transfers-not just surplus.

New Information Added:



If you have added new assets in the past month, you have noticed that now you can add an ASSET, EQUIPMENT, or VEHICLE. Along with the new equipment module, numerous fields have been added, but are not required to be completed. Keep in mind that when adding assets, only fields with an asterisk (*) are required fields. The added fields have changed the look of the asset detail screen. Equipment and vehicles now have added tabs where the new information will be posted. Additional information was also included when adding fuel and mileage.

Summary	Vehicle	Capacity	Assignment	Fuel/Mileage	Maint/Repair	Completed	Acq/Disp	Validation	Accounting	History
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We encourage agencies to take advantage of the new fields provided, such as entering hours for equipment and transmission and engine information. Although these fields will be favorably used with our larger agencies, we have made it available to everyone. If you have any questions about the new equipment module, contact Bobby Hill at 225-342-6855.

Protégé Updates (con't)

Adding Asset Saving Features:

The Add Asset screen now contains three choices, which will make data entry faster and easier. Your choices are:

Save & View—This option saves the new asset, then pulls up the saved asset for you to view.

Save & Same— This option saves the asset, then allows you to add another asset with the same/similar values. This option can be compared to the old “Use previous data” link. If you choose this, the top of the screen will have a link if you need to view the asset previously saved.

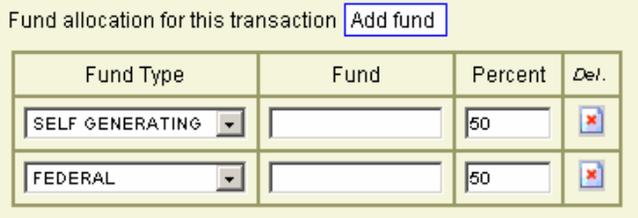
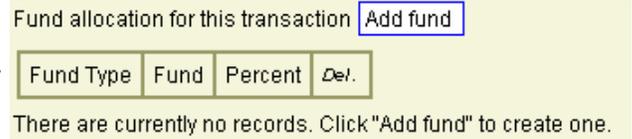
Save & New— Choosing this option saves the asset, then directs you to a blank add asset screen.



If you have any questions on adding assets, email Rebecca at Rebecca.kleinpeter@la.gov.

Creating Funding:

The function to add funding has changed its appearance, but not the way you add it. On the add asset screen you will see in the bottom right hand corner a button saying “Add Fund.” Clicking this will add fields below the funding options. You no longer have an option for split funding. To do multiple funding, simply click the “Add Fund” button as many times as needed.



The options are *Fund Type* (which is a drop-down menu of different funds), *Fund* (this field is for agency use and can be used for internal reference to the specific fund), *Percent* (this field must be numeric, and is the percentage of funds used to purchase the asset). There is a delete option, but you must refresh your screen for the deleted line to go away.

Report Categories:

Categories
Asset Reports
Auction Reports
Certification Reports
Contact Reports
Counter Sales/WVS Reports
Depreciation Reports
LPAA Reports
Classification Reports
Net Change Reports
Transfer Reports
Vehicle Reports
ALL

Where did the reports go? No reports have been removed from Protege, actually some new reports have been added. So where is the change? Instead of one large list of reports, they are now categorized. This helps you locate which type of report you need in a timely manner. Don't worry, for those of you who had the list memorized, there is an option for ALL. This option allows you to see the reports as you use to—in one long list. We hope categorizing the list will help with confusion on which reports to use for the annual certification of inventory, since now there is a “Certification Reports” option. This also removes reports that only LPAA employees have access to and categorizes them, like the “Auction Reports” or the “LPAA Reports.”

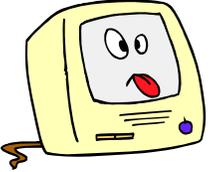
So which reports are new? Check out the new Vehicle Reports. You can now pull vehicle utilization and maintenance by locations. This will help to keep up with data entry if your agency has vehicles in numerous locations. Another report that will be beneficial to your agency is the Past Due Maintenance Report. This report can be pulled by asset or location. It will allow you to keep up with preventative maintenance required on each active vehicle at your agency. This report will be reviewed by your Compliance Officers to see if you are doing preventative maintenance regularly on vehicles you currently own.

With so many ways to search assets, you can create almost any report. If you need a specific report or information, contact Rebecca or your Compliance Officer for help with searching and creating reports.

Keep in mind that most of the updates done to Protégé are by customer request. If you have any requests or reports you would like to see, email Rebecca or click the “Support” button in Protégé and submit your request.

From the Auditors

- When sending equipment to the surplus warehouse, please send all components along with the item. For example, if your agency is going to surplus a laptop computer, be sure to surplus the power cord that goes with it. We don't surplus vehicles without the tires, so why send items that will not work without the parts that go along with it.



- When assets are in unlocated status, agencies are expected to continue looking for the asset. In the past we have found that over 50% of unlocated property are found before they are removed as third year discrepancies. In the same aspect, if you are missing property, be sure to report that to LPAA as soon as it becomes known. To report it, put it in an unlocated status in Protégé (type in the current year and click Save).
- When employees leave your agency, you must delete them from Protégé. Because Protégé is an internet based system, they can access your property records from anywhere. To delete a user, you can use the same form used when you request an ID, or you can email Rebecca. Remember that it is a compliance finding for someone to have access to Protégé who no longer works at your agency. To see who currently has access, run the User Access Report for your agency or go to Contacts > By Agency > agency number > Search, then view your agency's details.

Training Continues

LPAA continues to hold trainings at LPAA in Baton Rouge for anyone who needs information on the Rules and Regulations or on Protégé. This training is free and offers a certificate upon completion. It can be taken as a first time training or as a refresher course. Trainings include reviewing the Rules and Regulations along with the ins-and-outs of Protégé. We have had a great turn out and appreciate everyone who has taken the time to come to the trainings.

Along with the trainings at LPAA, Floyd Rector has decided to hold trainings across the state. These trainings will be the exact information given at the LPAA trainings, including Protégé. Floyd Rector, Rebecca Kleinpeter, and the Compliance Officers are ready to travel to Monroe, Shreveport, Thibodeaux, Lake Charles, and Alexandria to hold these trainings. They will last a day and a half each. You can visit our website at www.doa.louisiana.gov/lpaa/training.htm to see the dates of the trainings. If you would like to attend a training, visit our website for a request form. The request form must be signed by the agency property manager and faxed to Rebecca. You will receive an enrollment confirmation from her. Along with property manager trainings, we also hold trainings for agency employees. The employee's trainings are more focused on what the rules mean to them, as state employees. If you would like to request a training for your agency's employees, contact Rebecca at rebecca.kleinpeter@la.gov.

Important Reminders

- A new MV-2 (Request for Personal Assignment/Home Storage) has been posted to the website. None of the terminology was changed, but it is a more user-friendly form with active typing fields.
- We've just completed another quarter of FY07! Don't forget to do your quarterly balancing.
- We realize that the current Protégé Users Guide is out dated. With all the new updates that Protégé receives, it is hard to keep up. Sending the Brickyard News to all of our contacts is the easiest way to keep you involved in everything going on at LPAA and keep you informed of new procedures or updates. Once the Users Guide is updated, we will send an electronic copy to all of our Protégé users. Until then, please direct any Protege questions to Rebecca or your Compliance Officer.



Happy Valentines Day!