

Brickyard News

Louisiana Property Assistance Agency

Special points of interest:

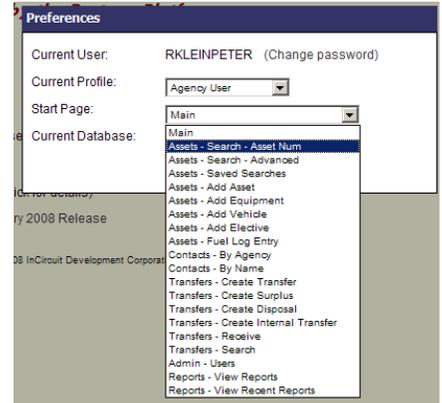
- AMS Updates
- Stats Change Requests
- Transfer Information
- Reminders

AMS Updates

As always, AMS continues to release updates and improvements. Here are a few updates you will see this week:

Upgrade Report	List of upgrades for an agency during a specified date range
Additions Report (by Creation Date)	List of all assets that were created for an agency during a specified date range

- We are happy to introduce a new report, which was requested by a property manager. **The Upgrade report** will list upgrades for an agency during a specified date range. The report includes the asset number, asset description, serial number, upgrade description, upgrade date, upgrade cost, and current total cost of the asset.
- **Preference options.** The Preference feature allows you to set your sign-in page. This way when you sign in you will go directly to that screen. For example, if you use the system mainly to run reports, then you can set the preference to log in and go directly to the reports menu. This feature is very similar to features on online banking.
- On the accounting pop-up screen you will have to option to enter a **Paying District or Project Number**. It will not be a required field, so each agency has the option to use it.



Please keep us informed on your feedback and features

you would like to see, or features you like. Our favorite feature this past year was the Save Search

- 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

Change Requests on Status



As many of you know, those little envelopes at the end of a protective field in AMS are called change requests. These protected fields (i.e. serial number, acquisition date, acquisition cost, status, etc) can only be changed by submitting a change request and having LPAA review it. Most reasons for a change request is the serial number was transposed, a cost needs to be updated to reflect shipping, or an asset was found and needs to be active. **Please be aware that a change request for status should only be used if the asset is unlocated/inactive and needs to be active again.**

If the asset status is *In Transfer* and you need the asset to be *Active* again, then void this asset off the transfer. Voiding (removing) the asset from the transfer makes the asset active again. If the asset is *Active* and it needs to

Status *

Unlocated Year

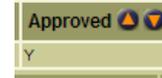
be *Unlocated*, then type in the current year in the Unlocated Year field, then click Save. This puts the asset in an unlocated status.

Unlocated Year

The Do's and Don'ts of Transfers

With so many different types of transfers that can be created, here is a little insight on things that may make the transfer process smoother.

Inter-Agency Transfers:



- Don't let another agency have any property, tagged or non-tagged without prior approval.
- Do complete an Inter-Agency transfer and list the items being transferred. Some transfers may require approval from LPAA and a minimal fee. Also, don't release the property until your transfer has been approved.
- Don't leave the remarks field blank.
- Do put a short explanation in the remarks section so the receiving agency knows who and where the property is being transferred to.

Remarks TRANSFERRED TO REBECCA K @ LPAA - 342-6853 - 1059 BRICKYARD LANE - PER FLOYD

Surplus Pick-ups:

- Don't be unprepared for LPAA to pick up your surplus items.
- Do complete your surplus transfer and have all of the items in an easily accessible area. Be sure to have all of the assets on the transfer labeled with the transfer number. We recommend using mailing labels and not writing directly on the property.
- Don't leave the remarks field blank or without pertinent information.
- Do keep in mind that you are asking LPAA to come pick up this property. Therefore, we need to know who you are, your contact information, and where the surplus is physically located. If you do not enter this information this can lead to a delay in your pick-up and possible miscommunication. Here is a perfect example:

Remarks REBECCA K - 225-342-6853 - REBECCA.KLEINPETER@LA.GOV - 1059 BRICKYARD LN, BR LA 70804

- Don't just add everything on one transfer.
- Do remember that CLK is picking up computers and monitors from state agencies. By putting your computers and monitors on a transfer together, it is easier to generate a Release Order and have the items picked up by CLK. Keep in mind that just because they are on a separate transfer does not mean that CLK will be picking them up. Sometimes LPAA will be picking up these or similar items together.
- Don't expect a vehicle surplus to be automatically approved.
- Do keep in mind that LPAA must receive the original registration and title, along with a condition report on the vehicle before the transfer will be approved.
- Don't void a non-tagged asset unless you are voiding the entire line.
- Do know that you are able to send different quantities of non-tagged items. For example, you can send 20 chairs on one line of a transfer. If you decide later to only send 15 of those chairs, do not void the non-tagged line of 20 chairs. Think *of it like this, if you are voiding non-tagged items you void all or nothing*. Our warehouse will only receive the actual amount of items sent, so we will only receive 15 of 20. If you void the line, we can not receive any and must call you and request a new transfer to be completed.



- Don't forget to remember your pick-up date.
- Do know that our truck drivers have numerous stops along the way and have set aside a special time to pick-up your items. Please be prepared when they arrive and have all paperwork ready. You will know ahead of time when they are coming and about what time during the day that they will arrive. The quicker we can get your items, the quicker we can get out of your way.
- Don't stick surplus items in a closet and vow to get rid of them eventually.
- Do see the property control regulations that say "the agency property manger shall submit, within the week it becomes known, each idle or surplus item within his agency for disposition" through a surplus transfer.

The Do's and Don'ts of Transfers (con't)

Surplus Deliveries:

- Don't leave the remarks blank.
- Do let us know who you are and when you want to deliver the items.

Remarks REBECCA - 225-342-6853 - REBECCA.KLEINPETER@LA.GOV - TO DELIVER WEEK OF 3/15/08

- Don't deliver items that are unapproved.
- Do be sure you have an approved transfer before delivering items to the LPAA warehouse. Also be sure that all items are marked appropriately with the transfer number or the warehouse will reject the items.

Surplus As-Is/Where-is:

- Don't expect all as-is/where-is requests to be sold from your agency.
- Do complete a transfer request and send an explanation and pictures of the item to Floyd Rector by email at floyd.rector@la.gov.

Disposal Transfers:

- Don't scrap items with a resell value.
- Do complete a surplus for any items with a resell value. If a chair should have 4 legs and only has 2, that is considered scrap. Items that are broken beyond repair should be scrapped.

Method *
Remarks *
Cancel C

- Deceased
- Dismantled for Parts
- Inventory Adjustments
- Lost-3rd Yr. Discrepancy
- Scrap
- Stolen
- Trade In

- Don't do a scrap transfer in a hurry.
- Do pay attention to the methods of disposal. Be sure you are not doing computers as deceased. Don't dismantle any cattle for parts. Stolen disposal transfers are only for items will forced entry. Keep in mind that vehicles are not traded-in, but they are surplus. Be sure that the method applies to the correct disposal request.

- Don't dispose of an item without an approved transfer.
- Do check the transfer status the next day to be sure the transfer was approved. At times, the transfer may be rejected and another method may be requested. For example, if we know of a school looking to obtain lockers, we will reject a request to scrap lockers and notify the school that your agency has some for disposal.
- Don't expect automatic approval with any dispositions.
- Do know that some dispositions may be reviewed and hard copy paperwork may be requested before the transfer can be approved.

As always, if you have any questions about any type of transfer, please contact your compliance officer.

Important Reminders

- Jean Carpenter has retired from LPAA. Please send all tag requests to Sheryl Ferguson's attention by fax at 225-342-6891.
- LPAA notifies your agency 60 days before your inventory is due. Please be sure to notify LPAA 30 days prior to beginning your inventory. Not doing so could result in an audit finding.
- Please be sure not to delete any emails from LPAA prior to reading them.

