

# Brickyard News

*Louisiana Property Assistance Agency*

## Special points of interest:

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## Auction Information

The next two auctions will be on March 14th & April 18th. 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](http://www.doa.louisiana.gov/lpaa)

## Vehicle Information...From the desk of...

### From the desk of Steve Bice:

One misconception we see is that property/fleet managers mistakenly believe they are required to use a surplus vehicle for a trade as soon as it is turned in or they lose the "credit." Not true. If a vehicle "dies," becomes too costly to repair, or begins accumulating zero or very little mileage over time, surplus it at that point. Don't try to keep it till you can find a replacement or get budget money to replace it. LPAA will allow your agency to use it as a trade if its replacement is acquired within a reasonable amount of time. Conversely, if you wait till we discover that it was not used for a long period of time, you probably will be told that you did without it all that time and therefore did not need it. If that happens, you will not be allowed to use it as a trade.



### From the desk of Sheryl Ferguson:



We can not sell a titled item without a title. Please check your files to make sure you have titles to mobile homes, boat trailers, utility trailers, shop trailers, vehicles, etc. If you do not have one, please request a duplicate through Motor Vehicles.

Upon receiving your duplicate title and/or sending a title to LPAA, the back of the title should be left blank. LPAA will sign as the seller and get the title notarized.

If you received a vehicle through an interagency transfer and the back of the title was signed transferring that vehicle over to your agency, you are then required to get the vehicle titled into your agency's name. This must be completed before you surplus the vehicle to LPAA. If you have any questions, Sheryl can be contacted at [Sheryl.ferguson@la.gov](mailto:Sheryl.ferguson@la.gov) or 225-342-6851.

### From the desk of Rick Janis:

According to the LAC 34:X1.103.2.d.vi, all Requests for Personal Assignments/Home Storage Forms (MV2) are due to LPAA by May 1st in order to continue the personal assignment/home storage for the next fiscal year. All assignments expire on June 30th. When completing the forms, please be sure it is correct to avoid having the form returned to your agency. The most common errors we receive are driver information incomplete, required documentation not attached, assignment requested not specified, dates requested exceed a fiscal year (7/1 to 6/30), and signatures are incomplete. In such case, we will send the originals back to your agency with a cover sheet letting you know what information is needed.

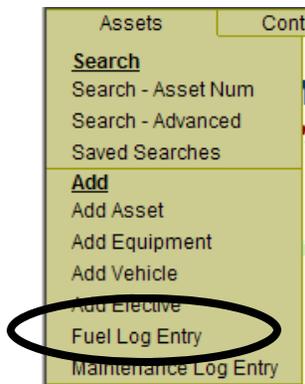


## Incircuit Updates

Over the weekend Incircuit updated their website and changed the login page. If you have an Incircuit shortcut on your desktop, it will need to be deleted and redone. Here are the steps to do so:

- Delete your current Incircuit shortcut.
- Open your internet browser. In the address bar type **login.incircuit.com**
- Once the page opens, and you see the login box at the bottom right of the screen, right click anywhere on that screen.
- In the grey drop-down box, select "Create Shortcut".
- This will put a new shortcut on your desktop that will open directly to the login page.

Doing trainings, we are learning that a lot of people are not aware of the quick fuel entry option. When entering fuel/mileage for vehicles agencies are still calling up each asset and inserting the information. There is an option under the Assets module that allows you to enter multiple entries for fuel/mileage at one time (up to 20 a page). The good thing about it is if you have multiple agencies, you can enter those all on the same page (as shown below).



The begin/end date automatically generates for the last month. Once you hit Save, the entries save from top to bottom. This means if there is an error, the entries below the error will not save until the error is corrected or deleted.

### Fuel Log Quick-Entry

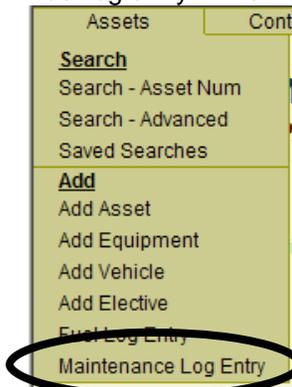
Asset Number	Begin Date	End Date	Odometer	Gallons	Cost	Del.
24821-001234	02/01/2009	02/28/2009	10956	20	\$ 40.35	X
24821-004321	02/01/2009	02/28/2009	1285	12	\$ 25.36	X
24824-000303	02/01/2009	02/28/2009	58199	48	\$ 100.81	X
24824-000304	02/01/2009	02/28/2009	67412	7	\$ 15.31	X
24808-001988	02/01/2009	02/28/2009	36152	40	\$ 85.36	X

[Add log entry](#)

[Cancel](#) [Save](#)

Using the quick fuel entry will save a lot of time!

Much like the quick fuel entry, a few weeks ago Incircuit also added a quick maintenance entry! It is directly under the fuel log entry in the Assets module. It works very similar to the fuel entry, and you no longer have to call up each asset to enter the maintenance. A great time saver!



### Maintenance Quick Entry

Enter the ID of the asset you want to locate:

Asset Number

[< Cancel](#) [Search >](#)

### Vehicle Maintenance

Date \*

Odometer \*

Vendor \*

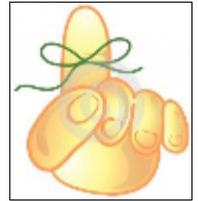
Completed	Maintenance*	Cost*
<input checked="" type="checkbox"/>	AIR FILTER CHANGE	12
<input checked="" type="checkbox"/>	FUEL FILTER CHANGE	15
<input checked="" type="checkbox"/>	OIL CHANGE	28.99
<input type="checkbox"/>	TRAN FLUID CHANGE	
<input checked="" type="checkbox"/>	INSPECTION STICKER	18
<input checked="" type="checkbox"/>	OTHER WIPER BLADES, WASH, BRAKES, LIGHTS	311.56

[Cancel](#) [Save](#)

As always, if you have any questions about an Incircuit feature, or just general questions, the quickest way to contact us is using the "Support" button at the top right corner of your Incircuit screen.

## Important Reminders

- As we enter into the spring season, many agencies will begin their spring cleaning. Please be aware of items no longer being utilized at your agency. According to the LAC 34:vii.301.a, any idle items must be surplused the week it becomes known.
- Unlocating an asset is a function that comes with much confusion. When you discover that an item is missing, whether it be during inventory or during regular business operation, you must notify LPAA per LAC 34:VII.305.D. Unlocating an asset does not require a change request. Simply call up the asset, enter the current year in the “Unlocated Year Field” and click Save. This will automatically put the asset in an unlocated status.
- Please be sure to send a copy of your annual certification/inventory to the Legislative Auditors Office. Their address is P O Box 94397, Baton Rouge, LA 70804-9397. You should also keep a copy on file at your office.
- After creating a surplus transfer for pick-up/delivery, each asset should be clearly marked with the transfer number. Most agencies find using mailing labels work great. Keep in mind that the LPAA driver or warehouse can reject items not clearly marked with the transfer number.



## From the Auditors

- We are asking that everyone run their User Access List. This report can be found under the Contact Reports. Users who have not logged into the system within the past year or longer may need to be deleted. To delete a user, just send a short email to Rebecca at [Rebecca.Kleinpeter@la.gov](mailto:Rebecca.Kleinpeter@la.gov).



- All required documentation should be maintained for three years plus current. This includes your certification/inventory information, additions, deletions, updates, location index, internal procedures, inventory notifications, and correspondence.
- Location indexes are mandatory and very important. If you do not think your location index is on file at LPAA, simply fax one to 225-342-6167. This is becoming a common audit finding. LPAA must also have a copy of your internal procedures on file.
- When surplusizing items, surplus all pertinent cords or adapters to go along with it. If the items are not in a case, please use tape or a rubber band to attach the cord to the item.

## Cleaning Location Codes

Here are the steps to clean your location codes:

- Run a location report so you will know which locations are currently in use.
- Go to Contacts > type in your agency number > Search. This will bring up your organizational detail. In the middle of the screen, select the Locations tab.
- This is a list of locations you can use on your assets. Many of you will notice duplicate locations spelled or abbreviated different ways. These need to be combined.
- If you have locations needing to be combined or moved, create a cross-walk and email to Rebecca. The cross walk should have your agency number, the current location, and the new location. ( i.e. Agency 24821—Current 0001—New 01). Be sure you insert the new location code prior to sending the cross-walk.
- Any locations that will not be used by your agency or duplicated locations, need to be deleted.



If you have any questions on location codes, please email Rebecca.

