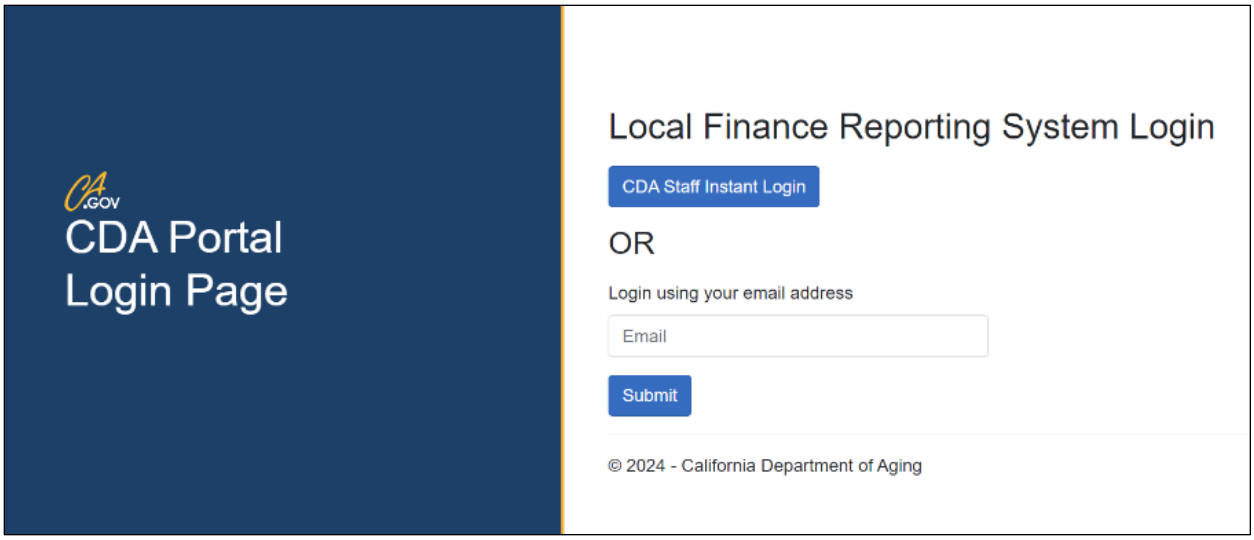
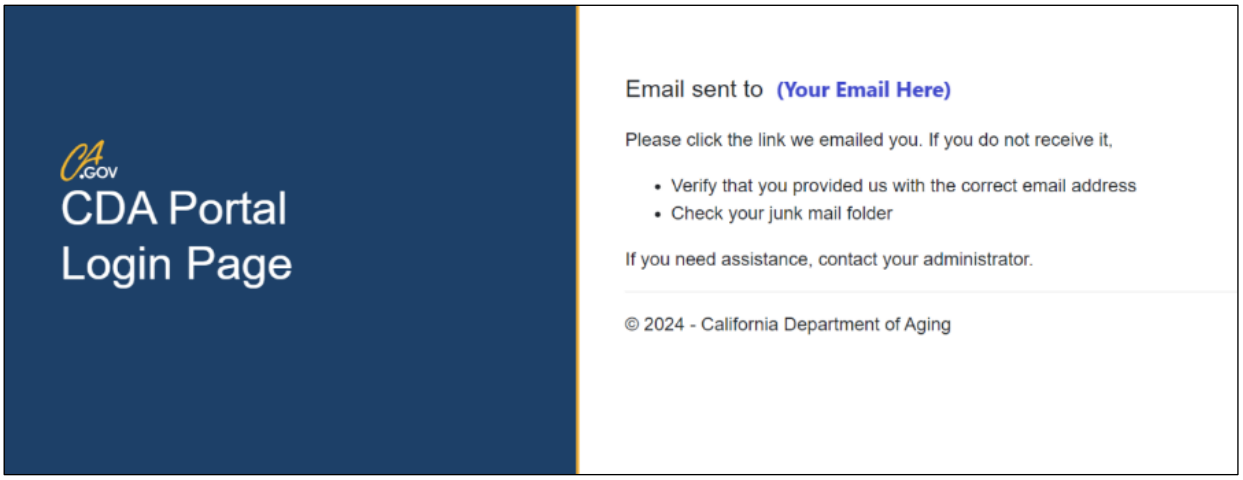
Purchased Property Report Instructions for LoFRS

1. **Logging into LoFRS:**
   a) Use the following link to open the CDA Portal Login Page: **[**LoFRS Portal link**]**.
   b) Input your LoFRS' recognized email into the space provided and click **"Submit".**



   c) A hyperlink to your LoFRS' portal will be sent to the email entered above.

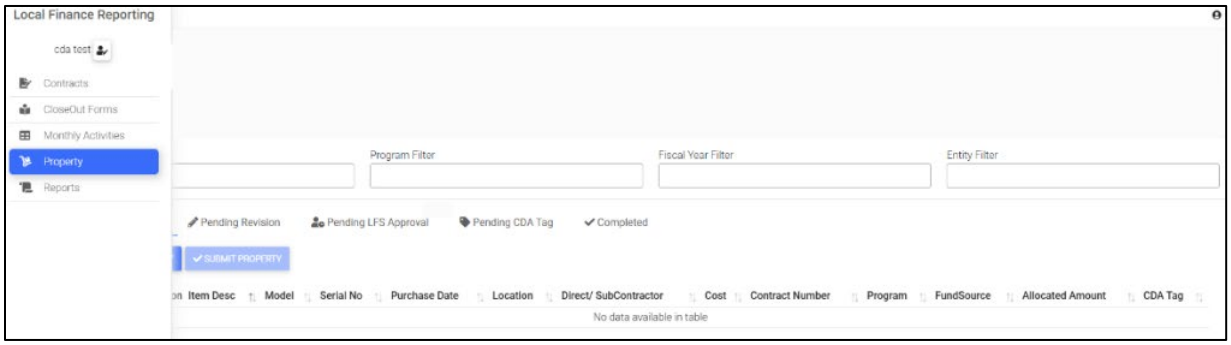


   d) Click on the link provided in the email and you will be brought to your LoFRS portal home page. Along with the Property tab, you will see the other programs you manage with CDA.

STATE OF CALIFORNIA
DEPARTMENT OF AGING
Purchased Property Reporting Instructions for LoFRS

2. Opening the Property Form:

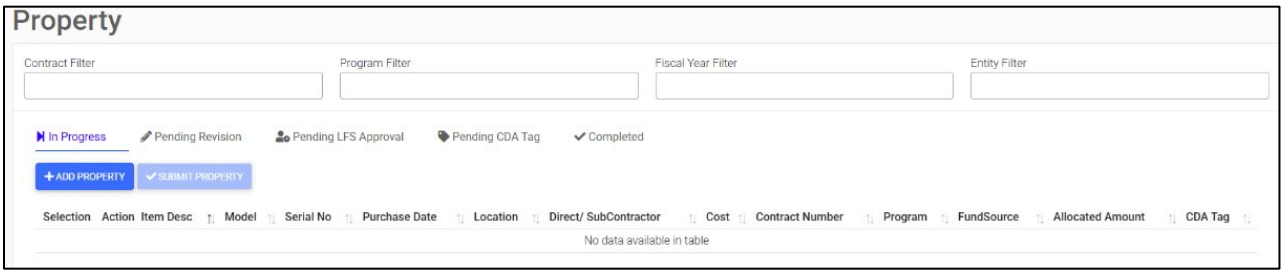
a) On the menu located in the upper left corner, click on **"Property"**



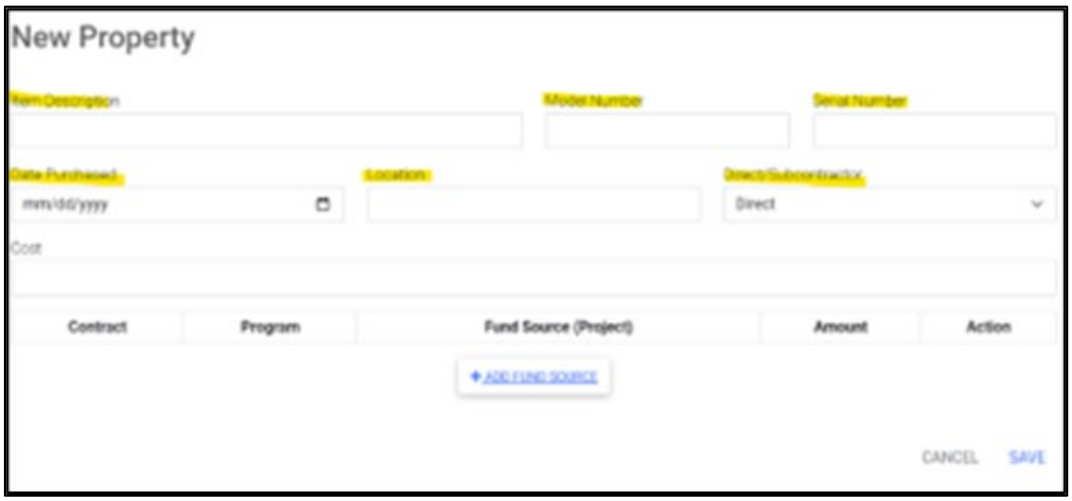
b) The Property form will be brought up in the "In Progress" tab.

3. Completing and Submitting the Property Form:

a) Click on +Add Property



b) Enter Description, Model Number, Serial Number, Date Purchased, Location of the item, Direct or Subcontractor, and Total Cost in the header section of the window.

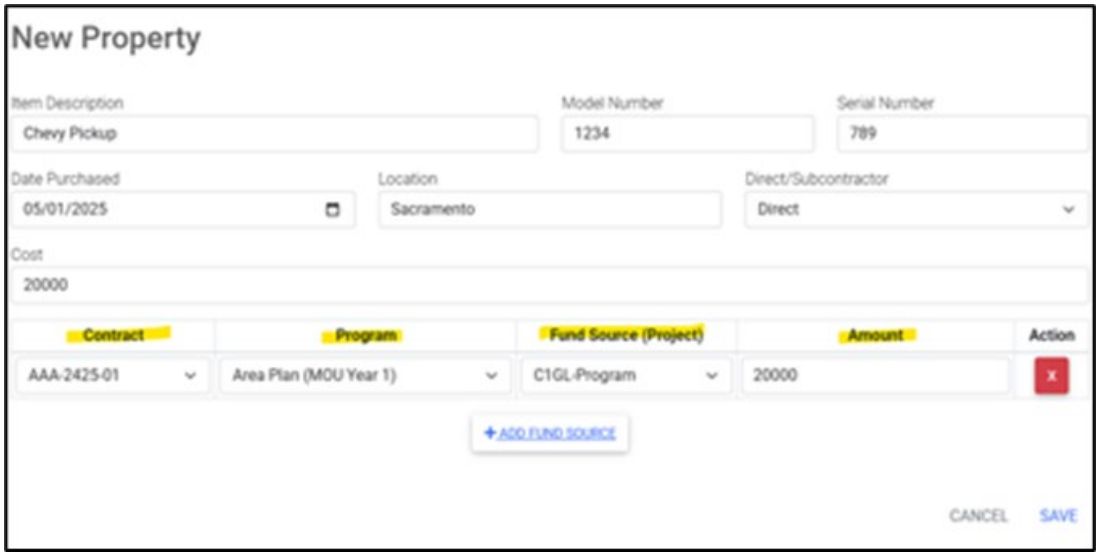


c) Click +Add Fund Source

d) Select the Contract, Program, and Fund Source (Project)

e) Enter the expenditure amount for that entry.

*__Important:__ Ensure the amount(s) entered reflect actual expenditure(s) for the property reported and include all contracts, programs, and funding sources used for the purchase. This information must match information on closeout reports. Beginning in FY 2526, these submissions will automatically input into corresponding end of year closeout reports. Property information cannot be changed on the closeout form without a revision of the property item in this section.

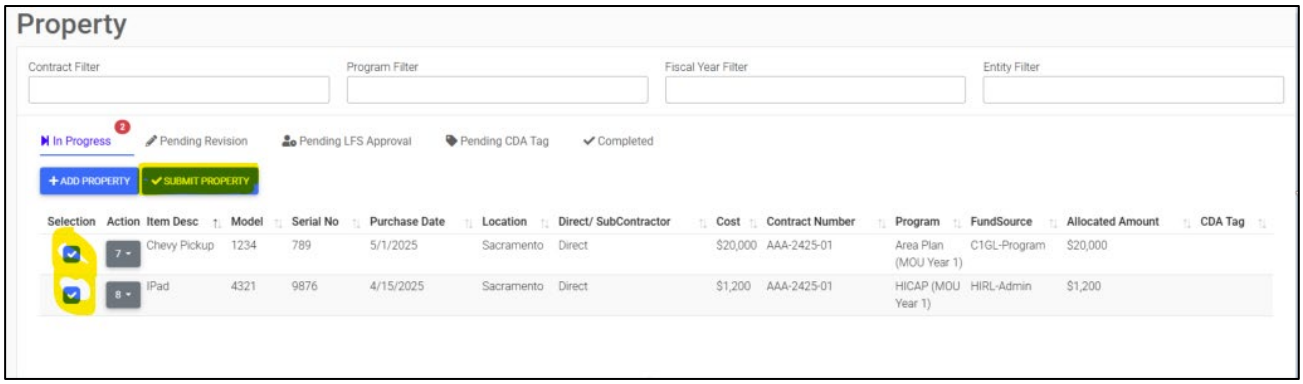


f) Add additional fund source(s) if applicable

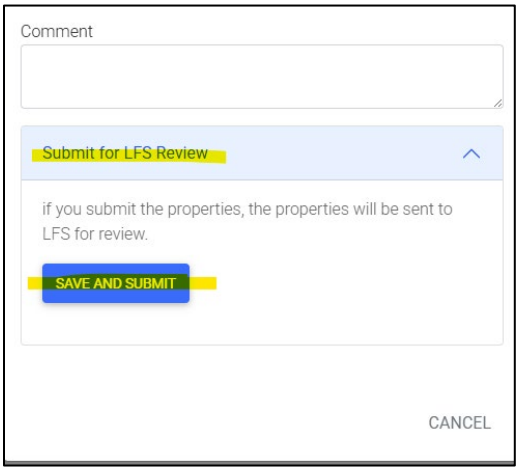
g) Click Save (The system will return to the “In Progress” status with the list of Property entered but not submitted for processing.)

h) When all data is entered and ready for review by CDA, select the property by clicking the box to the left of each applicable item that will be submitted.

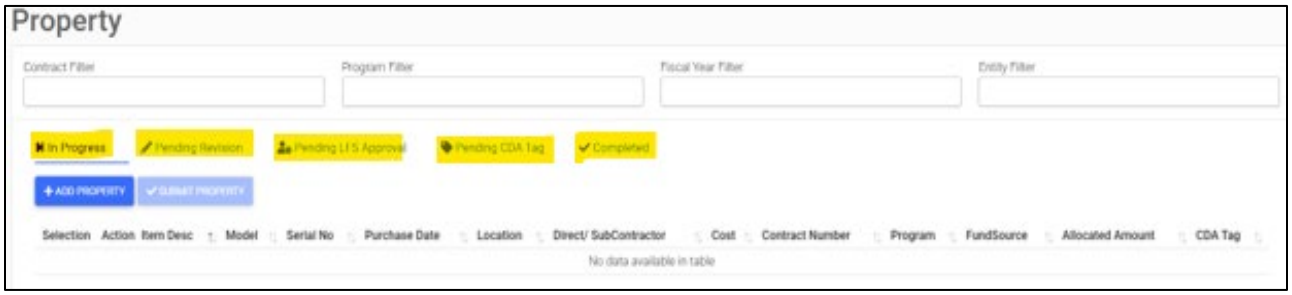
i) Click Submit Property



j) A submission window will pop-up.
k) Add comments for LFS, if applicable.
l) Click "Submit for LFS Review"
m) Click "Save and Submit"

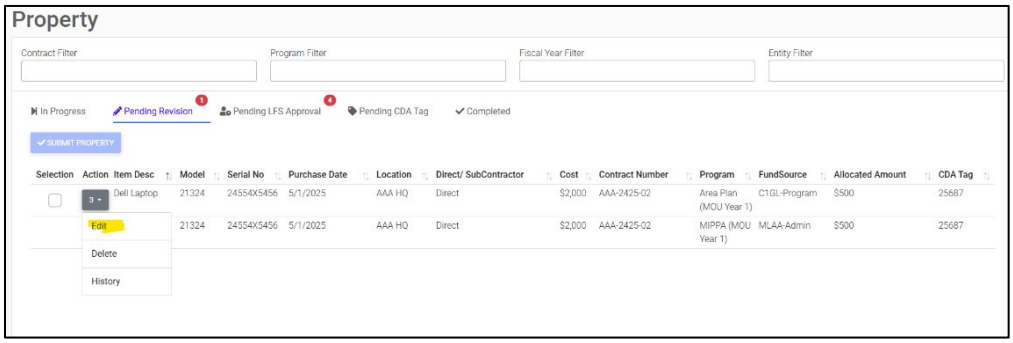


4. Status and history can be seen and followed through the Property tab header options (In Progress, Pending Revision, Pending LFS Approval, Pending CDA Tag, Completed).

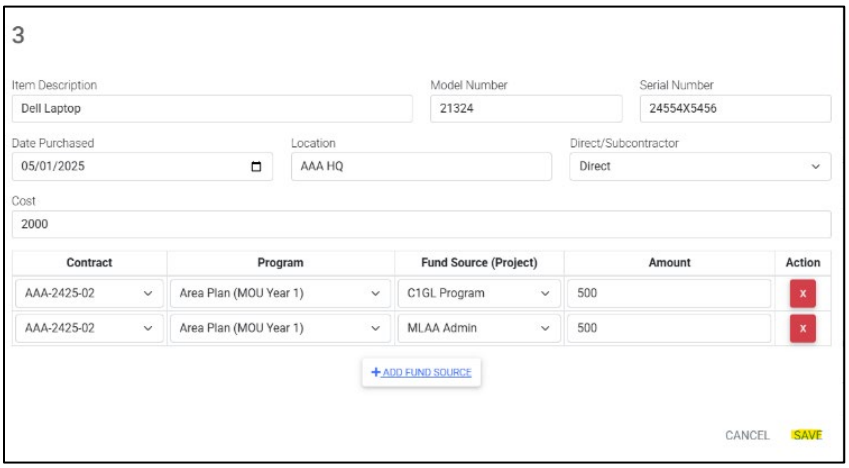


5. Upon approval and tagging, LoFRS will send notification to applicable registered users that an asset tag has been assigned and will be mailed. Asset tags will generally be received within 7-10 business days.
6. In the event edits are needed to an already completed submission, please send an email to Finance@aging.ca.gov with a description of the edits you wish to make. CDA will review the request, and if approvable, will send the property requested back for revision. The property will appear in the Pending Revision tab of this module when ready for edits.

7. Under Action, click the drop down next to the property, then click “Edit”



8. A pop-up window will appear and edits can be made to the entry. When edits are complete, click “Save”



9. Follow the submission steps from above, number 3. h through l.
10. Tags will not be reassigned upon LFS approval and property will reappear in the completed section of the module.
11. Property will not appear on the closeout form unless it has been approved and appears as completed.
12. The completed section is the active inventory for the agency.

*The reporting module is phase 1 of the acquisition’s module in LoFRS. Reported property in LoFRS will not begin filtering into closeouts until FY 2526. Inventory reported prior to FY 2425 or through a CDA 9023 during FY 2425 will not appear on the LoFRS inventory report (completed section). Property previously reported via the CDA 9023 process will still be sent out for end of year verification (CDA 9024) via an email from finance@aging.ca.gov.