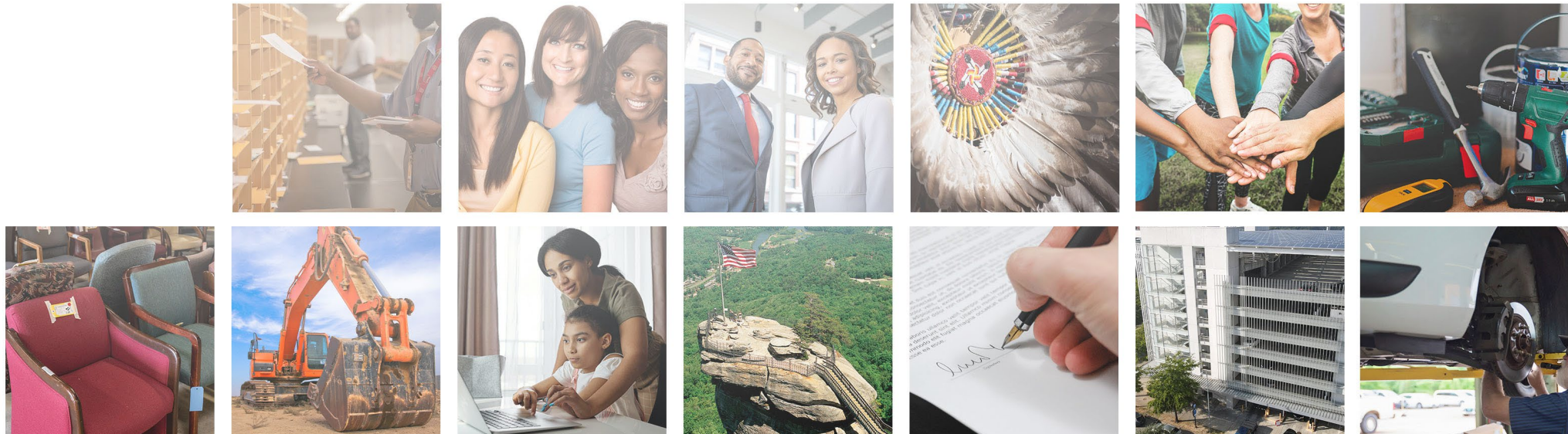


# How to Create a Recycle Entry in AssetWorks

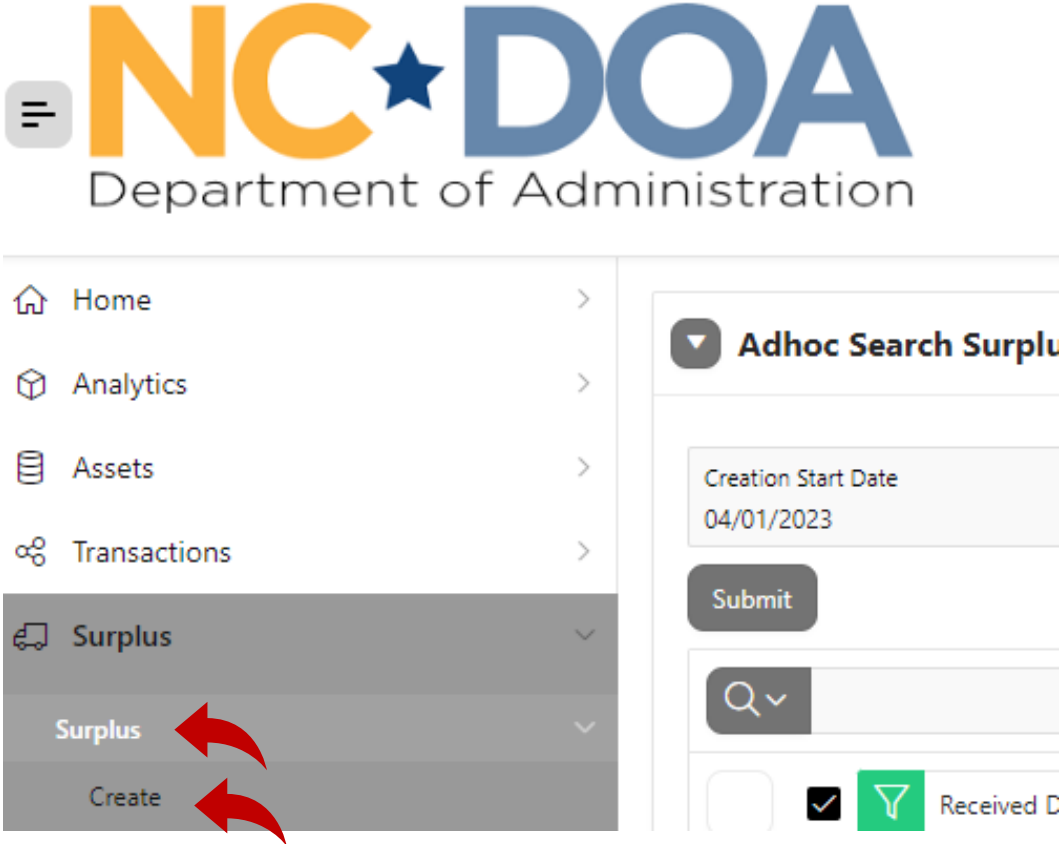


# **The Recycling Surplus Method is for all recycling where funds are received back for the department.**

If funds will not be received back, please see the instructions for a Trash (worthless) submission.

Recycle submissions are the only type of submission where you would enter the items into AssetWorks after the items are already picked up by the recycling contractor.

From the Home screen in AssetWorks, **click on Surplus, then Create.**



Under Surplus Method, **click Recycle** from the drop-down box

The image shows the NC DOA Department of Administration web application interface. On the left is a navigation menu with items: Home, Analytics, Assets, Transactions, Surplus (highlighted), Surplus, Create, and Batch Receive. The main content area is titled 'Create Surplus Transfer' and contains several form fields: Surplus Method \*, From Agency \*, From Division \*, Budget Code, Recycling Contractor, Notes/Comments, -- Property Location, and Building. The 'Surplus Method \*' dropdown menu is open, displaying a list of options: Agency Sale, LE Retirement, Promote Only, Recycle (indicated by a red arrow), Sell On-Site, Send to Surplus, Trade-In, and Trash (worthless).

**From Agency:** Click on the list icon on the right side of the text box and **select which agency is recycling the item.**

**From Division:** Click on the list icon on the right side of the text box and **select which division is recycling the item.**

**Budget Code:** This comes from your fiscal office and determines where the funds from the sale are directed. If you are with a school or municipality that doesn't have a budget code, you may enter zeros.

**Recycling Contractor:** **Enter the recycling contractor** that is picking up and paying for the item(s).

**Notes/Comments:** **Leave blank.**

**Property Location:** **Enter the address and county** where the item is located and the **contact name, phone number, and email** of the person who is entering the item.

Read through the **Hazardous Materials and Sensitive Data** information and **click on the box that you agree to the terms and conditions.**

Click **Create**

# Under Add Assets, click Create New Asset

**NC DOA**  
Department of Administration


- Home
- Analytics
- Assets
  - Surplus
  - Surplus
    - Create
- Reports

### Surplus Detail

Surplus Number	S-23-68447	<b>-- Property Location --</b>	
Creation Date	07/25/2023	Building	
Submit Approval Date		Room	
Submit Approval User		Address 1	123 Main St
Surplus Method	Agency Sale	Address 2	
From Agency	DEPARTMENT OF HEALTH & HUMAN SERVICES	City	Raleigh
From Division	DHHS - CENTRAL ADMINISTRATION - ADMINISTRATION	State	NORTH CAROLINA
Budget Code	12345	Zip	27607
Recycling Contractor		County	Wake
Notes/Comments		Contact Name	Darla Brown
<b>-- Preparer Information --</b>		Contact Phone	9198145602
Preparer Name	DARLA TEST	Contact Email	darla.brown@doa.nc.gov
Preparer Phone	(555) 555-5555	Location Notes	
Preparer Email	DONOTEMAIL1@EMAIL.COM	<b>-- Surplus Information Only--</b>	
		Pickup Contact Name	
		Pickup Contact Phone	
		Pickup Contact Email	
		Pickup/Delivery Method	
		Pickup Location Notes	
		Agency Labels Sent	

[Edit](#) [Pickup Labels](#)

### Add Assets

[Create New Asset](#) 

The Item Number auto populates.

**NC Asset Number** – Enter the Fixed Asset Number if there is one.

**Class:** Click the list icon on the right side of the text box and select the REC class that matches the item most closely. Type REC and/or the item into the Search box to help find the class.

**Description:** Create a title for the item such as “Scrap Metal” and include the Recycle Ticket #.

**Additional Description:** Include the date of the pickup, weight of the items if known, and the location of the pickup if it’s not at the main agency address.

**Quantity:** Always 1

**UoM (Unit of Measure):** Always Each

**Minimum Price:** You may leave blank since you won’t know how much money will be received for the item(s).

**Original Acquisition:** Enter the original date of purchase and cost of the item. If you do not know them, enter an estimate and notate that it's an estimate in the Notes field.

Click **Save & Add Images**.

**NC DOA**  
Department of Administration

Home >  
Analytics >  
Assets >  
**Surplus** >  
Surplus >  
Create >  
Reports >

**Insert Surplus Asset**

Item Number \* [AUTO-ASSIGN]      Quantity \* 1  
NC Asset Number 126486      UoM \* EA - EACH  
Class \* REC - RECYCLING - TIRES - USED AUTOMOTIVE, BUS AND      Min Price  
Description \* 24 Used Tires  
Additional Description Worn beyond safe use.

Agency \* 00182 - DEPARTMENT OF HEALTH & HUMAN SERVICES      -- Vehicles --  
Division \* DHHS - INFORMATION TECHNOLOGY      VIN  
Odometer or Hours  
Odometer or Hours UoM  
Title Number  
Cylinders  
A/C NO  
4WD NO  
Extended Cab NO  
Crew Cab NO  
Dual Rear Wheels NO  
Handicapped Lift NO  
Manual Transmission NO  
Total Loss NO  
Total Loss Value  
DMV Fees

-- Summary --  
Serial Number  
Make  
Model  
Color  
Year

-- Marine Equipment --  
Hull  
Length  
With Trailer

-- Original Acquisition --  
Date \* 07/27/2019  
Cost \* 5400.00  
Method \* RECYCLE

-- Notes --  
Notes 1 Date/Cost of acquisition are estimates.  
Notes 2  
Notes 3

Back Save & Same Save & New Save & Done **Save & Add Images**



Every item must have at least one attachment.

For a Recycling submission, attach a copy of the ticket received from the recycling contractor. If the item has a fixed asset number, please include a picture of the item as well.

**Drag and Drop** the document  
or **click Choose File** to upload it from your computer.  
**Click Save & New Asset** to add another asset to this transfer.  
When you are finished adding assets and attachments, **click Save & Done**.

The screenshot displays the NC DOA Department of Administration web application. On the left is a navigation menu with options: Home, Analytics, Assets, Surplus (selected), Surplus, Create, and Reports. The main content area is titled "S-23-68447-001-NT Attachment Insert". It features a "File" upload section with a "Drag and Drop" instruction and a "Choose File" button. Below this is a "Public" field set to "YES" and a "Comments" text area. A note specifies valid file types (pdf, jpg, jpeg, gif, png, doc, docx, xls, xlsx) and a 1024 KB limit. At the bottom, there are three buttons: "Back", "Save & New", and "Save & Done", with a red arrow pointing to the "Save & Done" button.

At the bottom of the screen, you will see the Item Number, Asset Number, Description, Price, Status, and the number of Documents.

If you want to view or add to the documents, click on the number under Docs/Images.

**NC DOA**  
Department of Administration

Home >  
Analytics >  
Assets >  
Surplus >  
Surplus >  
Create  
Reports >

**Surplus Detail**

Surplus Number: S-23-68456  
Creation Date: 07/27/2023  
Submit Approval Date:   
Submit Approval User:   
Surplus Method: Recycle  
From Agency: DEPARTMENT OF HEALTH & HUMAN SERVICES  
From Division: DHHS - INFORMATION TECHNOLOGY  
Budget Code: 4561385  
Recycling Contractor: Wall Recycling  
Notes/Comments:

-- Property Location --  
Building:   
Room:   
Address 1: 123 Main St  
Address 2:   
City: Raleigh  
State: NORTH CAROLINA  
Zip: 27607  
County: Wake  
Contact Name: Darla Brown  
Contact Phone: 9198145602  
Contact Email: darla.brown@doa.nc.gov  
Location Notes:

-- Preparer Information --  
Preparer Name: DARLA TEST  
Preparer Phone: (555) 555-5555  
Preparer Email: DONOTEMAIL1@EMAIL.COM

-- Surplus Information Only --  
Pickup Contact Name:   
Pickup Contact Phone:   
Pickup Contact Email:   
Pickup/Delivery Method:   
Pickup Location Notes:   
Agency Labels Sent:

Edit Submit For Approval Pickup Labels

**Add Assets**  
Create New Asset

Assets										Documents & Images				
View	Item Number	NC Asset Number	Description	Min Price	Qty Sent	Qty Rcvd	Sales Price	Scrap/Trash	Status	Receiver	Recv Date	Approve Date	Docs/Images	
	S-23-68456-001-NT	126486	24 Used Tires	-	1	-	-	-	In Transfer	-	-	-	1	

Once all items for the transfer are entered,  
click on **Submit For Approval**

**NC DOA**  
Department of Administration

Home Analytics Assets Surplus Create Reports

**Surplus Detail**

Surplus Number: S-23-68456  
Creation Date: 07/27/2023  
Submit Approval Date: [ ]  
Submit Approval User: [ ]  
Surplus Method: Recycle  
From Agency: DEPARTMENT OF HEALTH & HUMAN SERVICES  
From Division: DHHS - INFORMATION TECHNOLOGY  
Budget Code: 4561385  
Recycling Contractor: Wall Recycling  
Notes/Comments: [ ]

**-- Property Location --**

Building: [ ]  
Room: [ ]  
Address 1: 123 Main St  
Address 2: [ ]  
City: Raleigh  
State: NORTH CAROLINA  
Zip: 27607  
County: Wake  
Contact Name: Daria Brown  
Contact Phone: 9198145602  
Contact Email: daria.brown@doa.nc.gov  
Location Notes: [ ]

**-- Preparer Information --**

Preparer Name: DARLA TEST  
Preparer Phone: (555) 555-5555  
Preparer Email: DONOTEMAIL1@EMAIL.COM

**-- Surplus Information Only --**

Pickup Contact Name: [ ]  
Pickup Contact Phone: [ ]  
Pickup Contact Email: [ ]  
Pickup/Delivery Method: [ ]  
Pickup Location Notes: [ ]  
Agency Labels Sent: [ ]

Edit Submit For Approval Pickup Labels

**Add Assets**

Create New Asset

Assets							Documents & Images						
View	Item Number	NC Asset Number	Description	Min Price	Qty Sent	Qty Rcvd	Sales Price	Scrap/Trash	Status	Receiver	Recv Date	Approve Date	Docs/Images
	S-23-68456-001-NT	126486	24 Used Tires	-	1	-	-	-	In Transfer	-	-	-	1

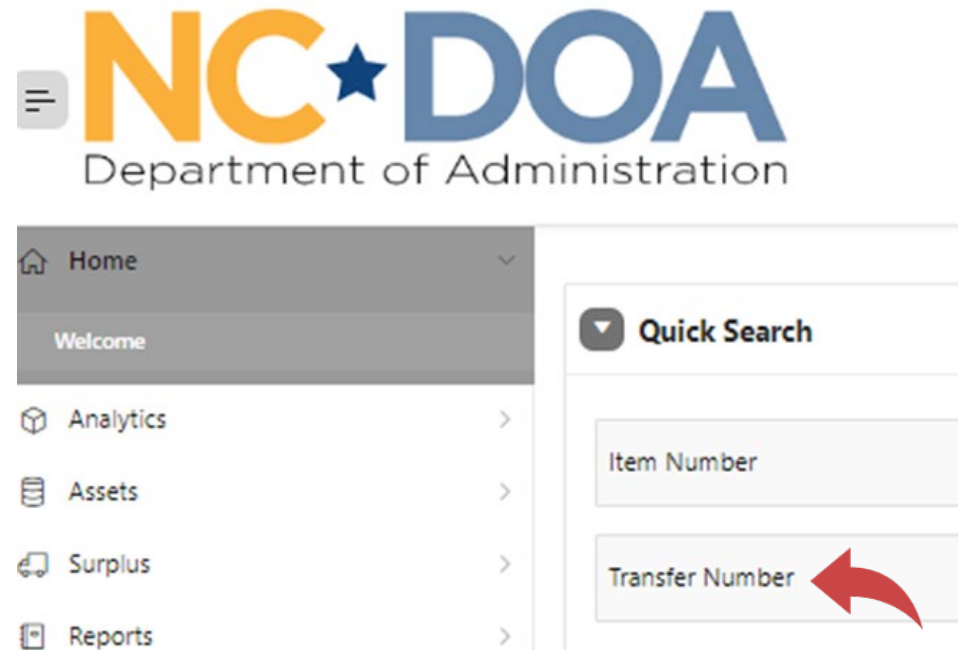
This is your confirmation that it was successfully submitted.



## IF YOU ARE AN AGENCY APPROVER...

You will receive an email letting you know you have a transfer to approve.

You may enter the Transfer Number into the Search box on the Home screen.



Or, you could **click on Surplus** from the Home screen.

**NC DOA**  
Department of Administration

- Home >
- Analytics >
- Assets >
- Surplus** v
- Surplus** v
- Create



**Adhoc Search Surplus Transfers**


Creation Start Date  
04/01/2023

Submit

Q v Go

If there is not a Y in the Approved Flag field, it is waiting to be approved.



View/Edit	Surplus Transfer Number	Creation Date ↓	From Agency	From Person	Method	Remarks	Item Number	Serial Number	Asset Description	Approved Flag
	S-23-68456	07/27/2023	00182 - DEPARTMENT OF HEALTH & HUMAN SERVICES	DARLA TEST	Recycle	-	S-23-68456-001-NT	-	24 Used Tires	-

Click on the **View/Edit icon** to select that transfer.

Review the information to make sure it looks correct.

Click on the number under Docs/Images to view the attachment(s).

Assets						Documents & Images							
View	Item Number	NC Asset Number	Description	Min Price	Qty Sent	Qty Rcvd	Sales Price	Scrap/Trash	Status	Receiver	Recv Date	Approve Date	Docs/Images
	S-23-68456-001-NT	126486	24 Used Tires	-	1	-	-	-	In Transfer	-	-	-	1



Click on Agency Manager Approve/Reject

▼ Approve Assets

Item Number	Description	Approve Status	Agency Manager Approver	Agency Manager Date	Reject Reason
S-23-68456-001-NT	24 Used Tires	Agency Manager Pending	-	-	-

Download

row(s) 1 - 1 of 1

Agency Manager Approve/Reject



Click on each item you want to approve or click on the [+] icon to select all the items.

Click on **Approve**.

If you need to reject one, click it and hit Reject. When any item is rejected, a **Reject Reason** is required because the person that entered it will need to create a new transfer with the issue corrected.

Approval Detail

[+] [-]

Select	Item Number
<input type="checkbox"/>	S-23-68451-001-NT
<input type="checkbox"/>	S-23-68451-002-NT

1 - 2 of 2

Reject Reason

Back Approve Reject



You will now see that the item is Approved.

▼ Approve Assets

Item Number	Description	Approve Status	Agency Manager Approver	Agency Manager Date	Reject Reason
S-23-68456-001-NT	24 Used Tires	Approved	DARLA TEST	07/27/2023	-



Once the Surplus Department has received payment from the recycle contractor and that payment is applied to the submission, the item will show "Received" with a "Received Date".

**THANK YOU!**

**Darla Brown**

**[Darla.brown@doa.nc.gov](mailto:Darla.brown@doa.nc.gov)**

**919-814-5602**