

SSP Inventory System

Check Register Report Explanation

The monthly check register is a recap of sales activities administered by the State Surplus Property Agency conducted for your department/agency. Normally, the report is distributed on the first day of the month.

Report Key Notes:

- **Address/Contact Person** – The address and contact person indicated on the report is how the account was set up by the agency or the SSPA. This report is forwarded to the contact person entered into the system by your Agency Security Administrator (ASA) with rights to the SSP Inventory System. Should you not know who is assigned as the ASA or should you not have an ASA, please call the SSPA at 919-854-2160 and ask for Kathy or Karen.
- **Fund No.** - The Fund Number indicated on the report indicates your agency's budget coding information. This is provided by the person entering surplus inventory to aid in directing funds of surplus items sold.
- **Invoice No.** – The Invoice Number is the sale document reference number assigned to the transaction by the SSP Inventory System.
- **Division Name** – The Division Name is the name of the division within your agency that had ownership of the property at the time it was entered into the SSP System.
- **Item Description** – Appears as it was entered by the agency's representative that entered the items or as modified by the SSPA.
- **Fixed Asset No.** – The Fixed Asset Number, if indicated, was entered by your agency user at the time the property was entered into the system as surplus property. If you know the Fixed Asset Number, it will be advantageous to enter it when the item is entered into the system.
- **Amount Sold For** – The Amount Sold For indicates the amount the State Surplus Property Agency received for the item sold for the division.
- **Handling Fee** – The Handling Fee is the amount the State Surplus Property Agency deducts from receipts to cover the cost of surplus disposal administration.
- **Grand Total** – The Grand Total indicates the total amount of sales for the department.