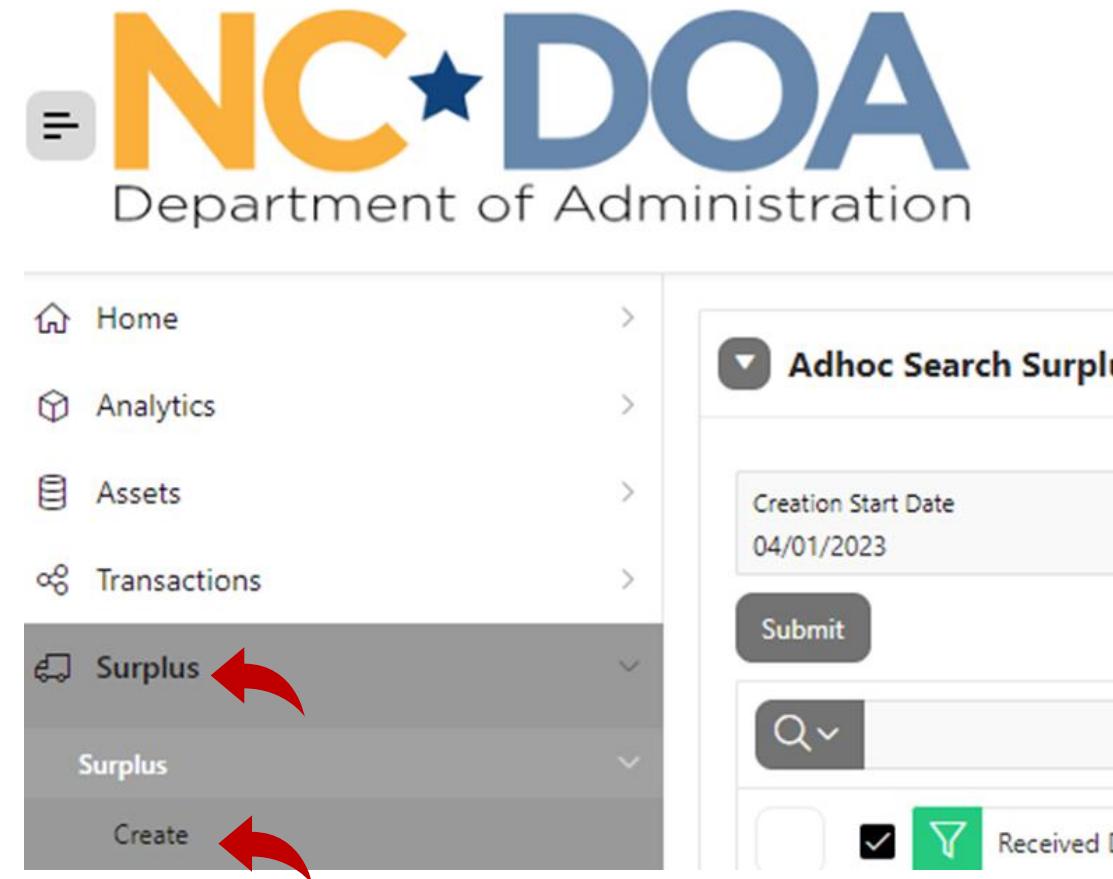


# How to Create a Sell On Site Entry in AssetWorks



# The Sell On Site Surplus Method is for items you want to auction while keeping them at your location.

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



Under Surplus Method, click **Sell On Site** from the drop-down box



NC DOA  
Department of Administration

Home Analytics Assets Transactions Surplus Create Batch Receive

Surplus Method \* From Agency \* From Division \* Budget Code Recycling Contractor Notes/Comments -- Property Location Building

Agency Sale  
LE Retirement  
Promote Only  
Recycle  
**Sell On-Site** (arrow)  
Send to Surplus  
Trade-In  
Trash (worthless)

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

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

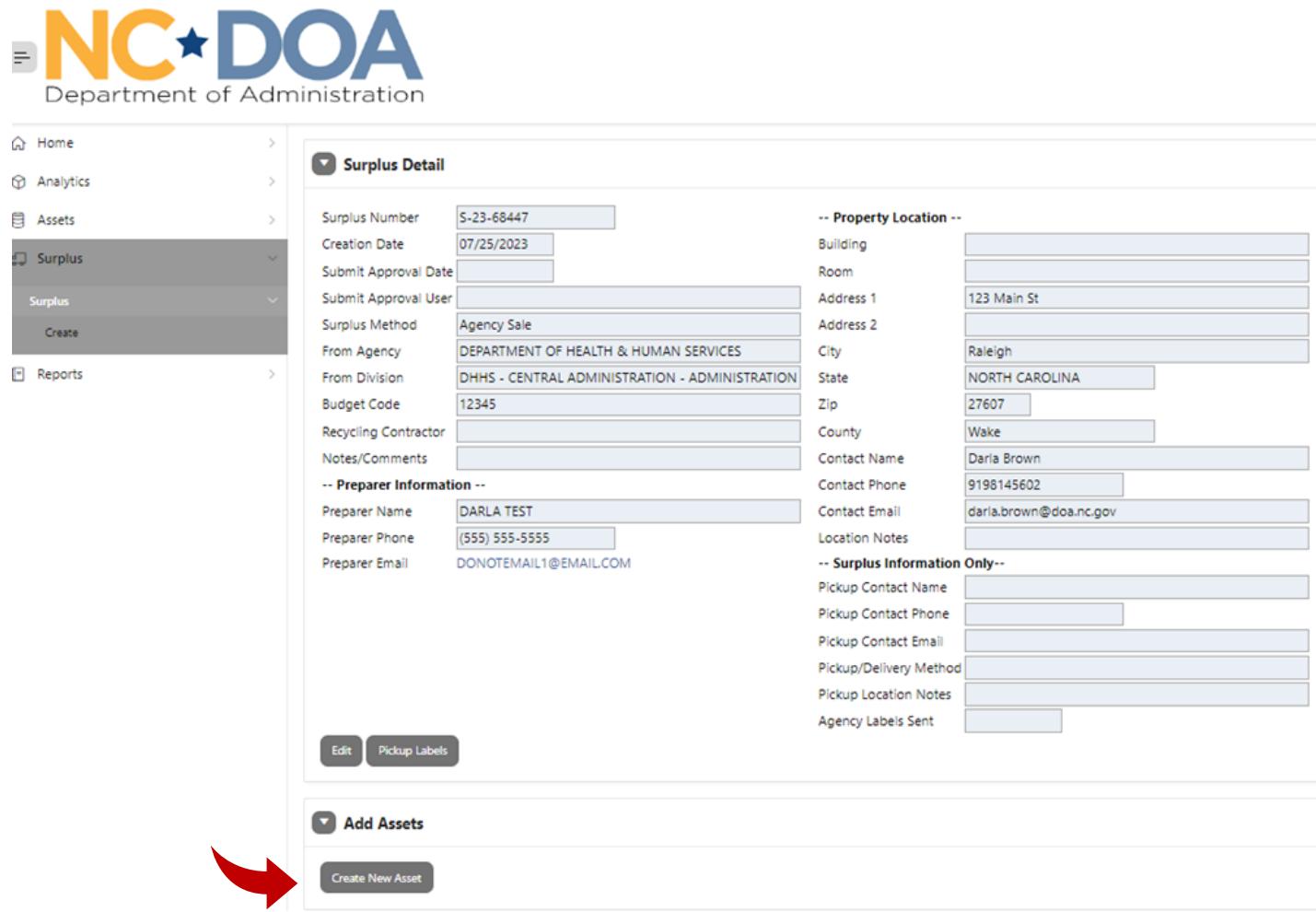
**Notes/Comments:** Leave blank.

**Property Location:** Enter the address of the items(s) including the county as well as the **Contact name, phone number, and email of the custodian** of this item (the person who can answer questions and schedule viewing and/or pickup).

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**.



The screenshot shows the NC DOA Surplus Detail form. The left sidebar menu includes Home, Analytics, Assets (with Surplus selected), Surplus (with Create selected), and Reports. The main form has sections for Surplus Detail, Preparer Information, Property Location, and Surplus Information Only. A red arrow points to the 'Create New Asset' button in the Add Assets section at the bottom.

**Surplus Detail**

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

**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 class that matches** the item most closely. You can type the item into the Search box to help find the class. Most items will start with MISC, but vehicles will start with VEH and recycle will start with REC.

**Description:** **Create a title for the item** such as “White Kenmore Refrigerator”.

**Additional Description:** Enter additional details about the appearance/condition of the item. It is important to be transparent about visual and mechanical defects.

**Quantity:** Always 1

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

**Minimum Price:** **Enter the minimum price** for the item (if you leave it blank, the minimum price will default to \$1).

If it's a vehicle, enter the information in the **Vehicles** field.

If it's a boat, enter the information in the **Marine Equipment** field.

**Summary:** Enter any info you have on the item.

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

Click **Save & Add Images**.

Every item must have at least one attachment. For a Sell On Site transfer, add at least one clear image of each item.

Each asset must have a photo of the actual item (not a similar item), not include any personal items or debris/trash in the background. The more photos of various angles, the better.

## ***Vehicle Sales must include these specific pictures:***

- The front, back, and sides of outside of the vehicle to provide a 360-degree view of the entire vehicle.
- The inside of the vehicle, usually from the open driver's side door.
- The odometer.
- The dashboard VIN.
- The last 6 digits of the VIN written on the outside of the vehicle OR the VIN typed on a piece of paper and taped inside the windshield.

\*\*\*A vehicle cannot be listed until the Surplus Department receives the title, but agencies can enter the vehicle into AssetWorks while they are in the process of sending the title to the Department of Surplus.\*\*\*

Drag and Drop the image or click **Choose File** to upload it from the computer.  
Click **Save & New** to add another image.  
Click **Save & New Asset** to add another asset to this transfer.

NC DOA  
Department of Administration

Home Analytics Assets Surplus Surplus Create Reports

S-23-68447-001-NT Attachment Insert

File #

Drag and Drop  
Select a file or drop one here.

Choose File

Public  
YES

Comments

Valid file types are pdf, jpg, jpeg, gif, png, doc, docx, xls, xlsx with a max file size of 1024 KB. Images will be resized if possible.

Back Save & New Save & Done

When all assets and images are uploaded, click **Save & Done**.

You will now be at the Surplus Detail screen and will be able to see everything you entered. 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.

If you want to add another item to the transfer, **click Create New Asset**. You can add up to 50 items to each transfer.

You may choose to enter your Agency Sale as a “lot” of several items instead of listing each item separately. However, you will want to include a list of the items with their Fixed Asset Number or Serial Number in the Additional Description field.

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

[Edit](#) [Submit For Approval](#) [Pickup Labels](#)

 **Submit For Approval**

**Add Assets**

[Create New Asset](#)

Assets				Documents & Images						History			
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-23-68488-001-NT	4654231	White Kenmore Refrigerator	-	1	-	-	-	In Transfer	-	-	-	1

This is your confirmation that it was successfully submitted.

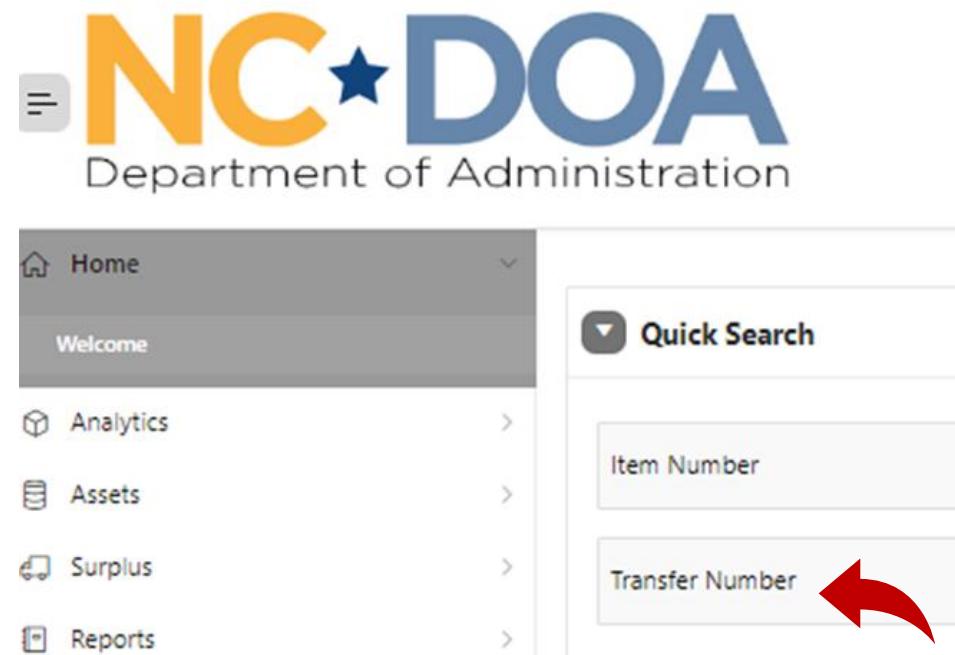


Your surplus has been submitted for approval.

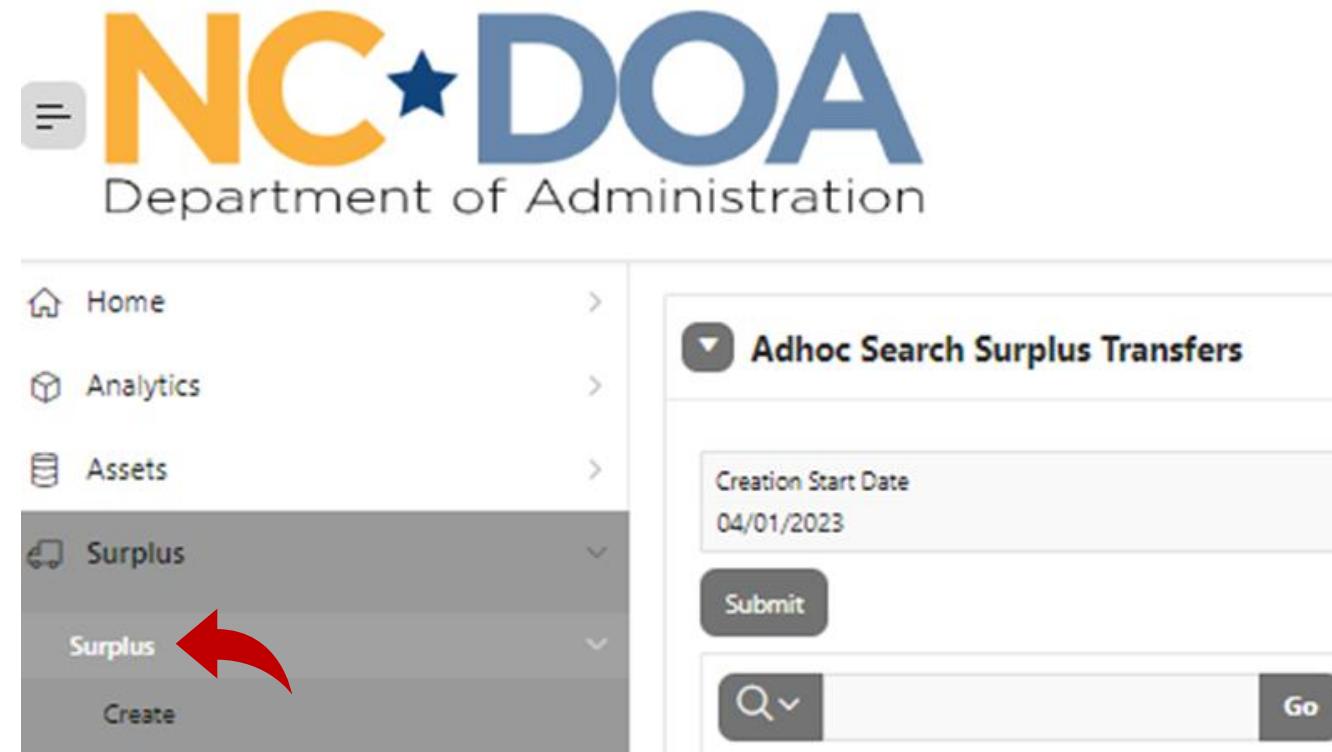
## IF YOU ARE AN AGENCY APPROVER...

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.

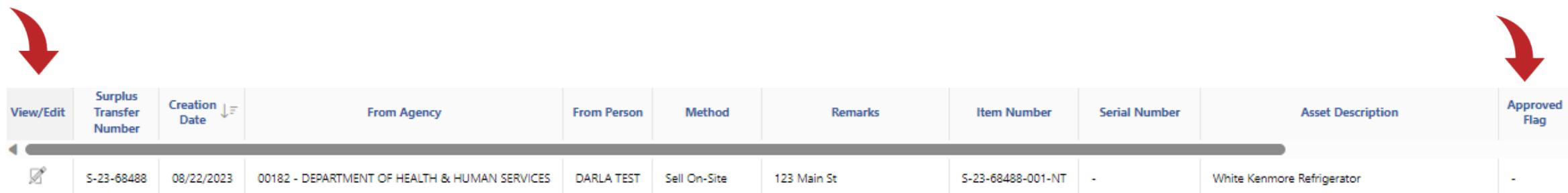


Or you could **click on Surplus** from the Home screen.



The screenshot shows the NC DOA Department of Administration website. On the left, a navigation menu is displayed with the following items: Home, Analytics, Assets, Surplus (which is highlighted with a red arrow), and Create. To the right of the menu is a search interface titled "Adhoc Search Surplus Transfers". It includes a "Creation Start Date" field with the value "04/01/2023", a "Submit" button, and a search bar with a "Q" icon and a "Go" button.

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-23-68488	08/22/2023	00182 - DEPARTMENT OF HEALTH & HUMAN SERVICES	DARLA TEST	Sell On-Site	123 Main St	S-23-68488-001-NT	-	White Kenmore Refrigerator	

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 pictures.

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-23-68488-001-NT	4654231	White Kenmore Refrigerator	-	1	-	-	-	In Transfer	-	-	-	<a href="#">1</a>



Click on Agency Manager Approve/Reject

 [Approve Assets](#)

Item Number	Description	Approve Status
S-23-68488-001-NT	White Kenmore Refrigerator	Agency Manager Pending

[Download](#)

row(s) 1 - 1 of 1

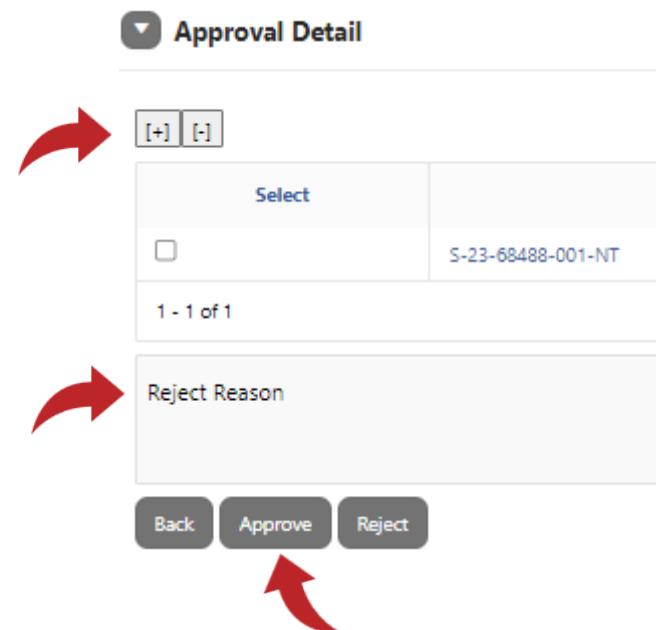
[Agency Manager Approve/Reject](#)



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.



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-23-68488-001-NT	White Kenmore Refrigerator	Approved	DARLA TEST	08/22/2023	-



Once the Agency Approver has approved the submission, it will be reviewed and received by the NC Division of Surplus.

# THANK YOU!

[ssp.info@doa.nc.gov](mailto:ssp.info@doa.nc.gov)

919-814-5600