

# How to Create a Recycle Entry in AssetWorks

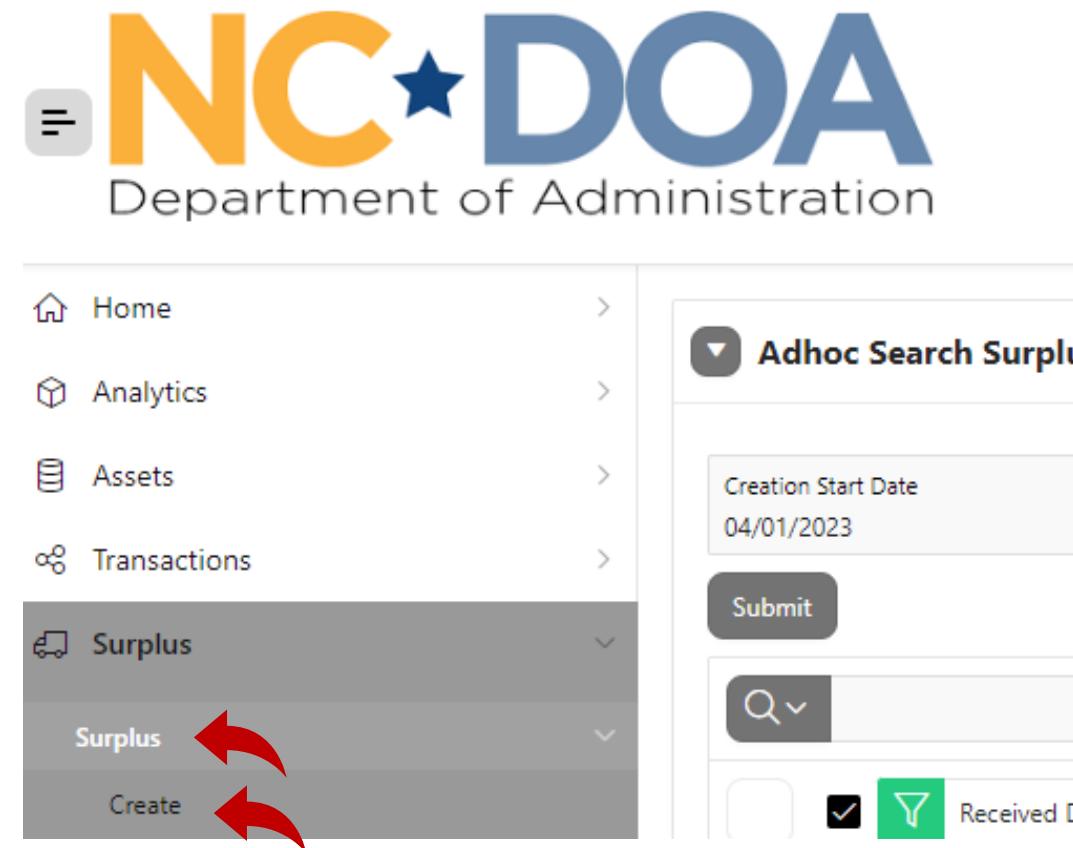


**The Recycling Surplus Method is for all recycling where funds are received back for the department.**

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



NC DOA  
Department of Administration

Home >

Analytics >

Assets >

Transactions >

Surplus >

Surplus >

Create

Batch Receive

Create Surplus Transfer

Surplus Method \*

From Agency \*

From Division \*

Budget Code

Recycling Contractor

Notes/Comments

-- Property Location

Building

- Agency Sale
- LE Retirement
- Promote Only
- Recycle** (arrow)
- Sell On-Site
- 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 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).

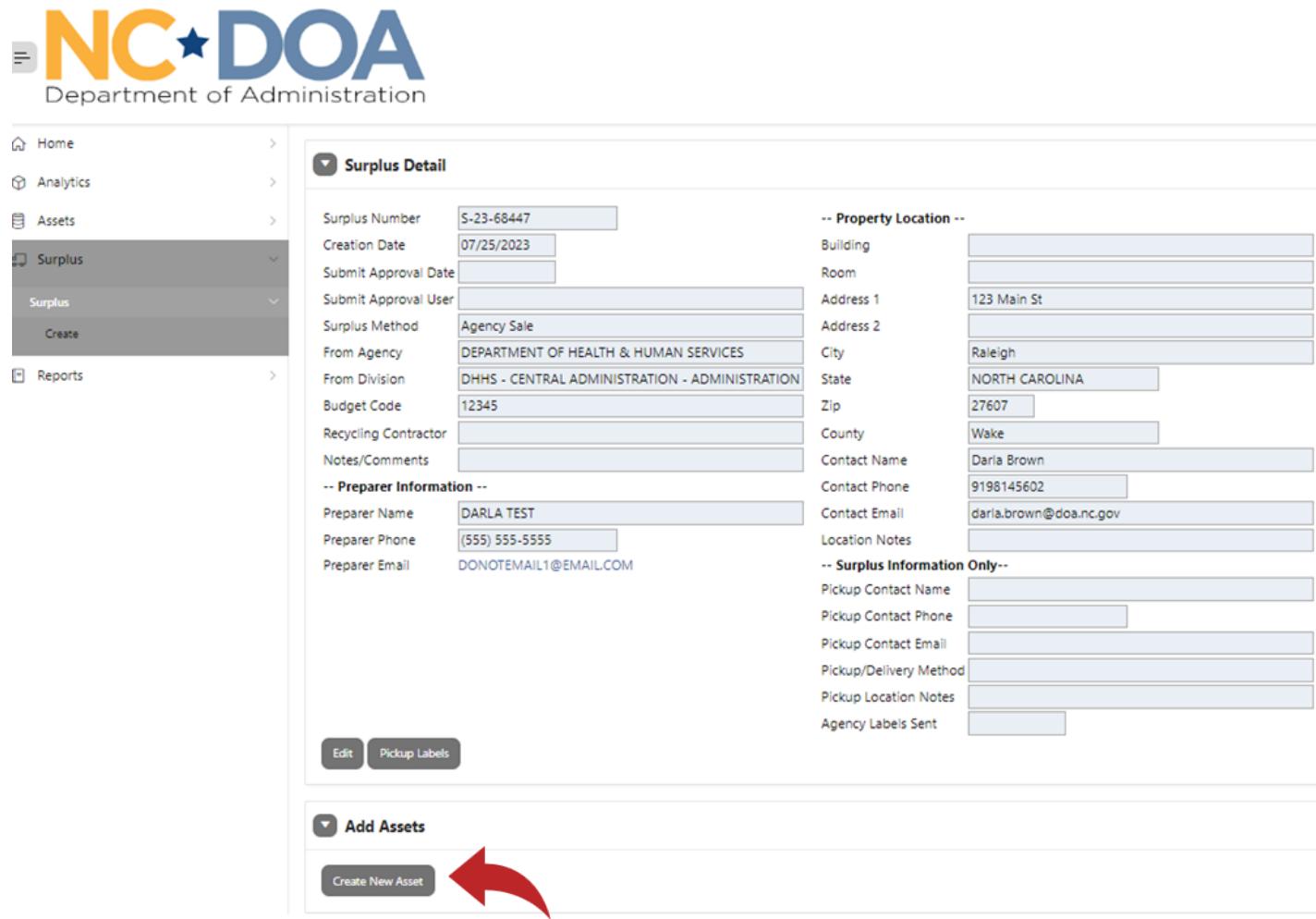
**Notes/Comments:** Leave blank.

**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



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 is titled 'Surplus Detail' and contains the following fields:

|                            |  |                                |                        |
|----------------------------|--|--------------------------------|------------------------|
| 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             |
| -- Preparer Information -- |  | Contact Email                  | darla.brown@doa.nc.gov |
| Preparer Name              | DARLA TEST                                     | Location Notes                 |                        |
| Preparer Phone             | (555) 555-5555                                 | -- Surplus Information Only -- |                        |
| Preparer Email             | DONOTEMAIL1@EMAIL.COM                          | Pickup Contact Name            |                        |
|                            |  | Pickup Contact Phone           |                        |
|                            |  | Pickup Contact Email           |                        |
|                            |  | Pickup/Delivery Method         |                        |
|                            |  | Pickup Location Notes          |                        |
|                            |  | Agency Labels Sent             |                        |

At the bottom of the form, there are two buttons: 'Edit' and 'Pickup Labels'. Below the form, there is a section titled 'Add Assets' with a button labeled 'Create New Asset'.

A red arrow points to the 'Create New Asset' button.

**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. **And include all Fixed Asset Numbers in this field.**

**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 note 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                                      | -- Vehicles --        |           |
| Additional Description            | Worn beyond safe use.                              | VIN                   |           |
| Agency *                          | 00182 - DEPARTMENT OF HEALTH & HUMAN SERVICES      | Odometer or Hours     |           |
| Division *                        | DHHS - INFORMATION TECHNOLOGY                      | Odometer or Hours UoM |           |
| <b>-- Summary --</b>              |  | Title Number          |           |
| Serial Number                     |  | Cylinders             |           |
| Make                              |  | A/C                   | NO        |
| Model                             |  | 4WD                   | NO        |
| Color                             |  | Extended Cab          | NO        |
| Year                              |  | Crew Cab              | NO        |
| <b>-- Marine Equipment --</b>     |  | Dual Rear Wheels      | NO        |
| Hull                              |  | Handicapped Lift      | NO        |
| Length                            |  | Manual Transmission   | NO        |
| With Trailer                      |  | Total Loss            | NO        |
| <b>-- Original Acquisition --</b> |  | Total Loss Value      |           |
| Date *                            | 07/27/2019   | DMV Fees              |           |
| Cost *                            | 5400.00  |                       |           |
| Method *                          | RECYCLE  |                       |           |
| <b>-- Notes --</b>                |  |                       |           |
| 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.

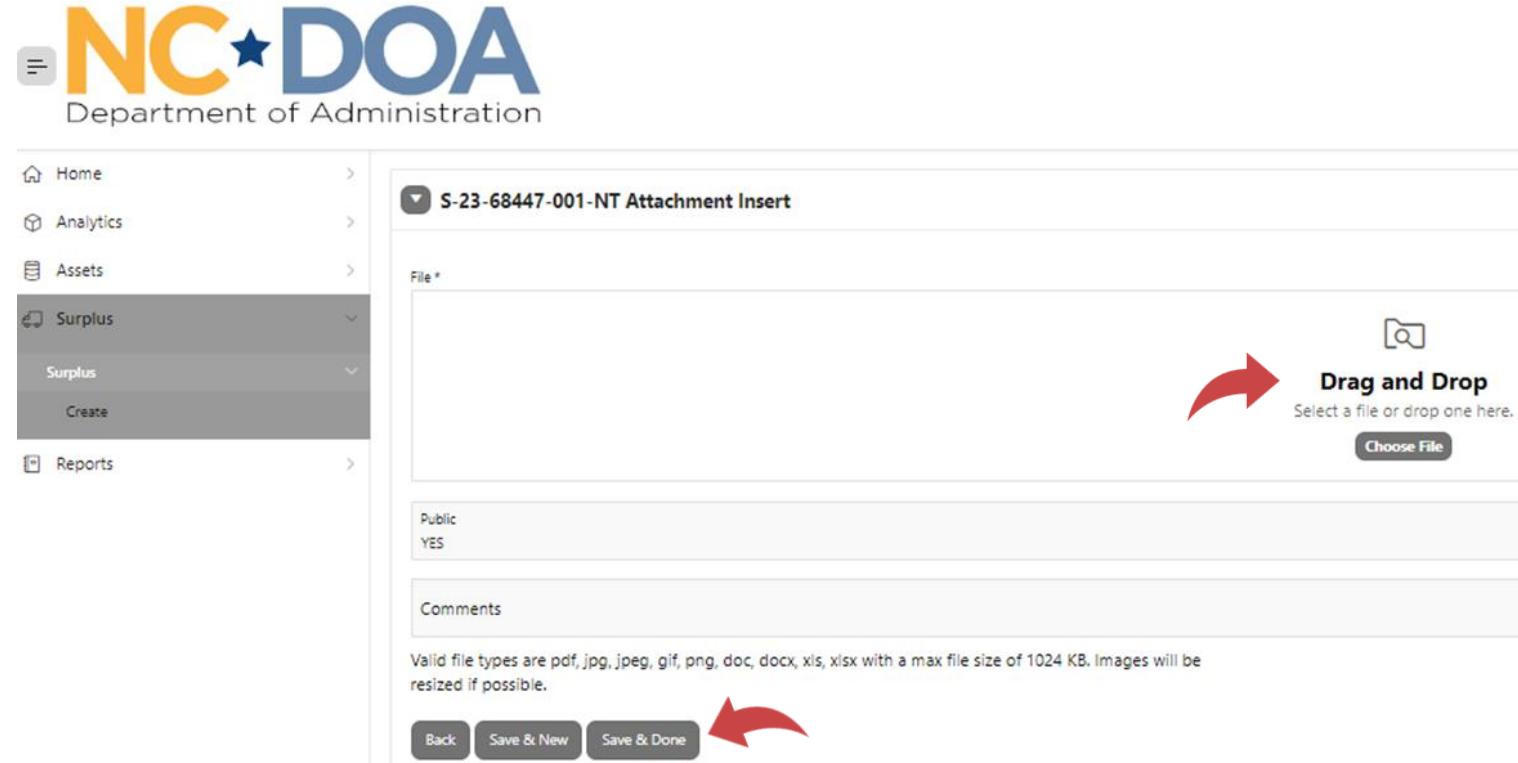
For a Recycling submission, attach a copy of the ticket received from the recycling contractor.

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**.



NC DOA  
Department of Administration

Home

Analytics

Assets

Surplus

Surplus

Create

Reports

S-23-68447-001-NT Attachment Insert

File #

Choose File

Drag and Drop  
Select a file or drop one here.

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

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.

**Surplus Detail**

|                            |                                       |                               |                        |
|----------------------------|---------------------------------------|-------------------------------|------------------------|
| Surplus Number             | 5-23-68456                            | -- Property Location --       |                        |
| Creation Date              | 07/27/2023                            | Building                      |                        |
| Submit Approval Date       |                                       | Room                          |                        |
| Submit Approval User       |                                       | Address 1                     | 123 Main St            |
| Surplus Method             | Recycle                               | Address 2                     |                        |
| From Agency                | DEPARTMENT OF HEALTH & HUMAN SERVICES | City                          | Raleigh                |
| From Division              | DHHS - INFORMATION TECHNOLOGY         | State                         | NORTH CAROLINA         |
| Budget Code                | 4561385                               | Zip                           | 27607                  |
| Recycling Contractor       | Wall Recycling                        | County                        | Wake                   |
| Notes/Comments             |                                       | Contact Name                  | Daria Brown            |
| -- Preparer Information -- |                                       | Contact Phone                 | 9198145602             |
| Preparer Name              | DARLA TEST                            | Contact Email                 | daria.brown@doa.nc.gov |
| Preparer Phone             | (555) 555-5555                        | Location Notes                |                        |
| 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            |                        |

**Add Assets**

**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** >  
Surplus >  
Create >  
Reports >

**Surplus Detail**

|                            |                                       |                                |                        |
|----------------------------|---------------------------------------|--------------------------------|------------------------|
| Surplus Number             | 5-23-68456                            | -- Property Location --        |                        |
| Creation Date              | 07/27/2023                            | Building                       |                        |
| Submit Approval Date       |                                       | Room                           |                        |
| Submit Approval User       |                                       | Address 1                      | 123 Main St            |
| Surplus Method             | Recycle                               | Address 2                      |                        |
| From Agency                | DEPARTMENT OF HEALTH & HUMAN SERVICES | City                           | Raleigh                |
| From Division              | DHHS - INFORMATION TECHNOLOGY         | State                          | NORTH CAROLINA         |
| Budget Code                | 4561385                               | Zip                            | 27607                  |
| Recycling Contractor       | Wall Recycling                        | County                         | Wake                   |
| Notes/Comments             |                                       | Contact Name                   | Daria Brown            |
| -- Preparer Information -- |                                       | Contact Phone                  | 9198145602             |
| Preparer Name              | DARLA TEST                            | Contact Email                  | daria.brown@doa.nc.gov |
| Preparer Phone             | (555) 555-5555                        | Location Notes                 |                        |
| 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             |                        |

**Add Assets**

**Assets**

| 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 | 126485          | 24 Used Tires | -         | 1        | -        | -           | -           | In Transfer | -        | -         | -            | 1           |

This is your confirmation that it was successfully submitted.



Your surplus has been submitted for approval.

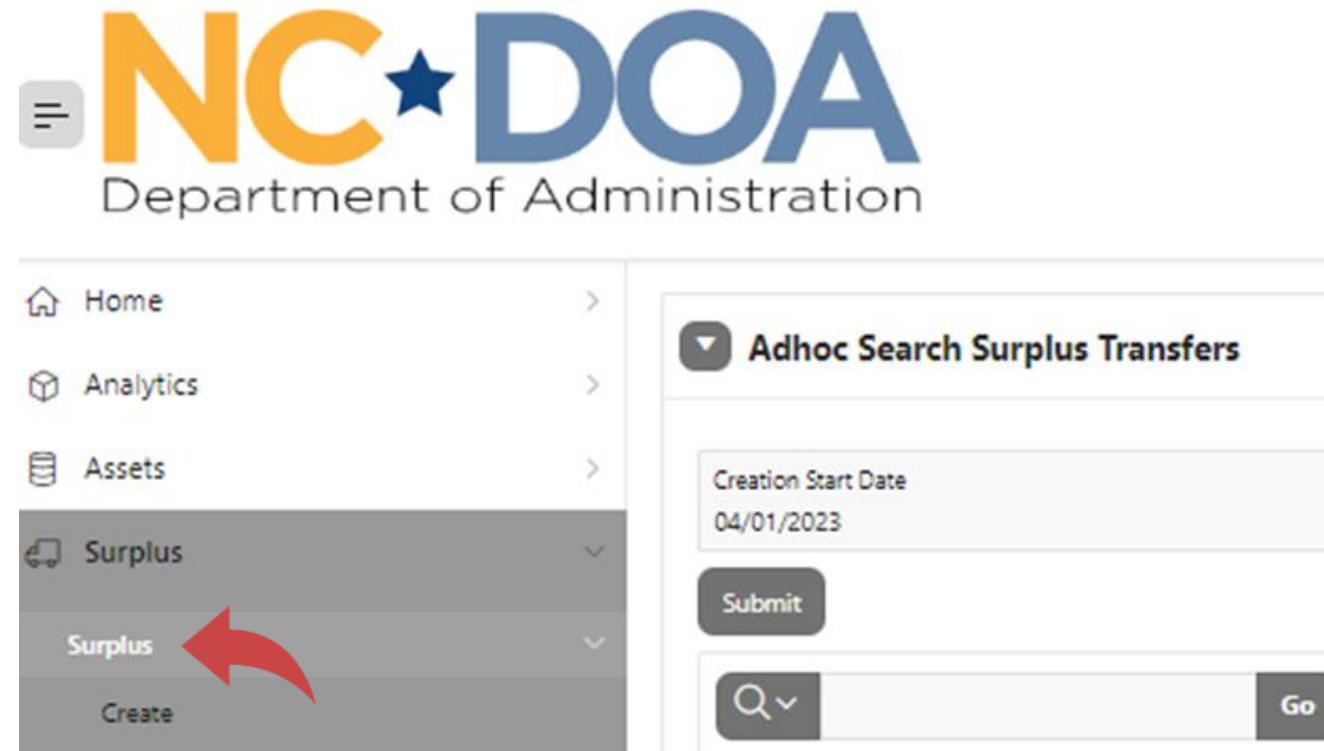
## IF YOU ARE AN AGENCY APPROVER...

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

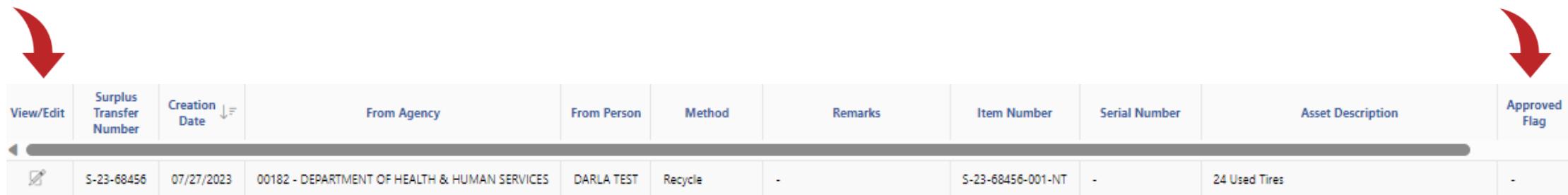
You may enter the Transfer Number into the Search box on the Home screen.



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



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

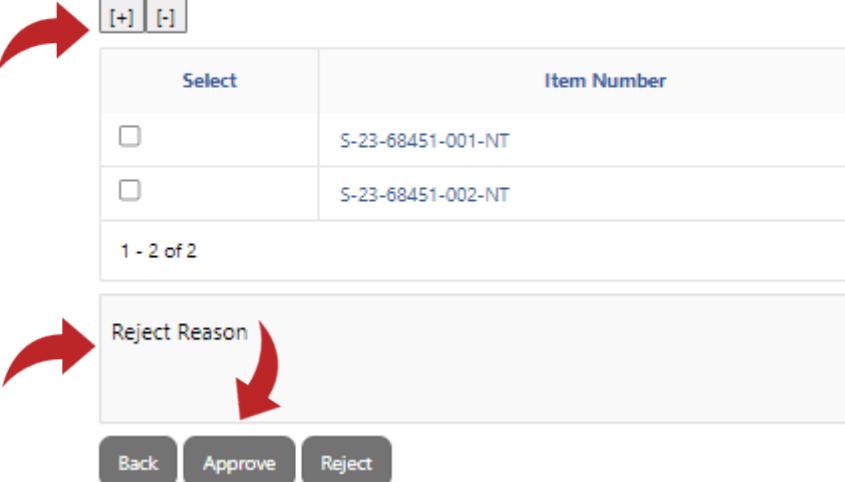
[+] [-]

| 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 |
|-------------------|---------------|----------------|-------------------------|---------------------|---------------|
| 5-23-68456-001-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!

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

919-814-5600