

How to Create a Trade-In Entry in AssetWorks



Trade-In entries are for when an agency is receiving value from the vendor for an asset that can be used towards the purchase of a new asset.

From the Home screen in AssetWorks, click on Surplus.



Under Surplus, click **Create**

The screenshot displays the NC DOA (Department of Administration) web application interface. At the top, the logo features 'NC' in orange, a blue star, and 'DOA' in blue, with 'Department of Administration' written below. A navigation menu on the left includes 'Home', 'Analytics', 'Assets', 'Transactions', 'Surplus', and 'Create'. The 'Surplus' menu item is expanded, showing a sub-menu with 'Surplus' and 'Create'. A red arrow points to the 'Create' option. On the right, the 'Adhoc Search Surplus' form is visible, containing a 'Creation Start Date' field with the value '04/01/2023', a 'Submit' button, a search input field, and a filter section with a checked checkbox and a green filter icon labeled 'Received D'.

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

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

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

From Division: Click on the list icon on the right side of the text box and **select which division is trading in 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 location** where the item is located and the **Contact name, phone number, and email of the custodian** of this item (the person who can answer questions).

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 | -- Property Location -- | |
| 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 |
| -- Preparer Information -- | | 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 | -- Surplus Information Only-- | |
| | | 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 class that matches the item most closely. You can type the item into the Search box to help find the class.

Description: Create a title for the item such as “Fitness Equipment”.

Additional Description: Provide justification for trade-in rather than selling the item(s) on auction.

Quantity: Always 1

UoM (Unit of Measure): Always Each

Minimum Price: Leave blank.

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

Click Save & Add Images.

Every asset/item must have at least one attachment which can be a picture of the item or the trade-in quote.

Drag and Drop attachment or click **Choose File** to upload it from computer.

Click **Save & Done**.

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

Click on Documents & Images, then Insert File to attach the quote detailing the new assets being purchased and their price(s), the old assets being traded in and the value to be received, and the cost of the new asset(s) after the trade-in value is deducted. Quote must NOT be expired.



| 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-23-68495-001-NT | 156456456 | Fitness Equipment | - | 1 | - | - | - | In Transfer | - | - | - | 1 |

| Assets | Documents & Images |
|--------|--------------------|
|--------|--------------------|


No data found

Insert File



Drag and Drop attachment or click Choose File to upload it from computer.

Click Save & Close.

You will now be at the Surplus Detail screen and if you click on Assets 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 add another item to the transfer, **click on Create New Asset**. You can add up to 50 items to each transfer.

You may choose to enter the Trade-In as a “lot” of several items instead of listing each item separately. However, you will want to include a list of the items and their Fixed Asset Numbers on an attached Excel spreadsheet for reference for any future auditing purposes. Please be aware that attachments are not a searchable field, so it is recommended that to track specific items, you’ll need to enter the Fixed Asset Number or Serial Number in the Additional Description field.

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

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-23-68495-001-NT | 156456456 | Fitness Equipment | - | 1 | - | - | - | In Transfer | - | - | - | 1 |

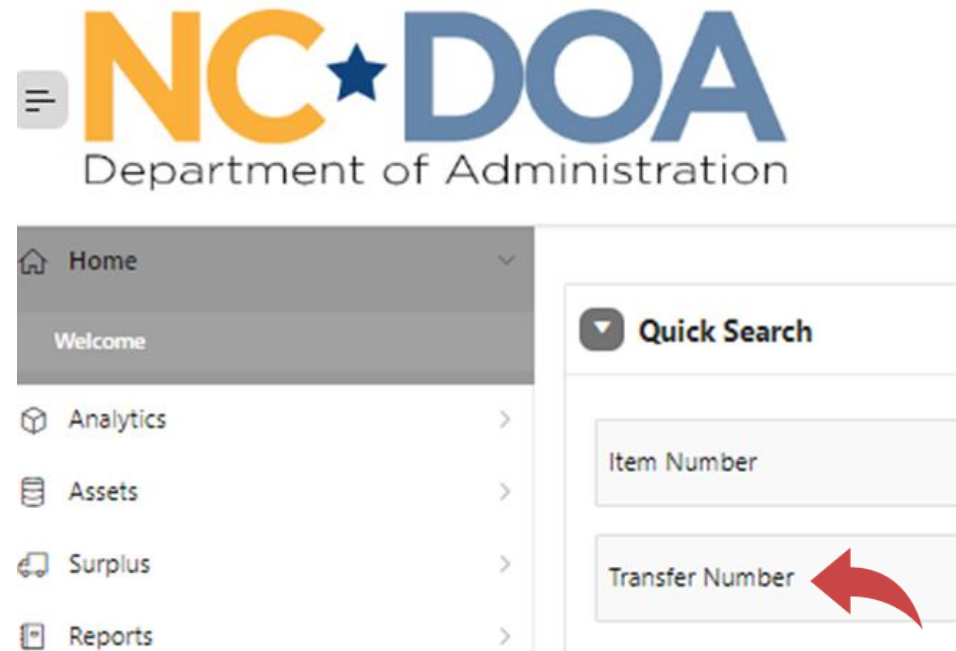
This is your confirmation that it was successfully submitted.



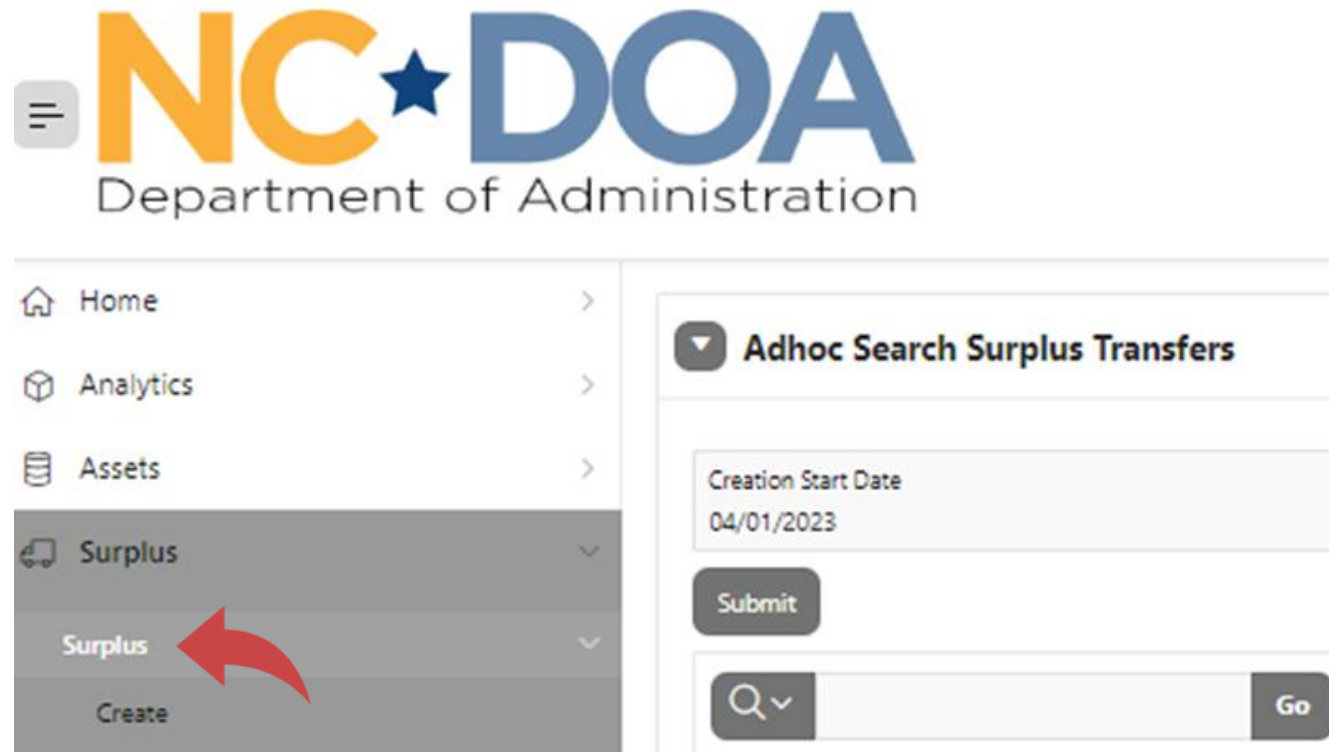
IF YOU ARE AN AGENCY APPROVER...

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.



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

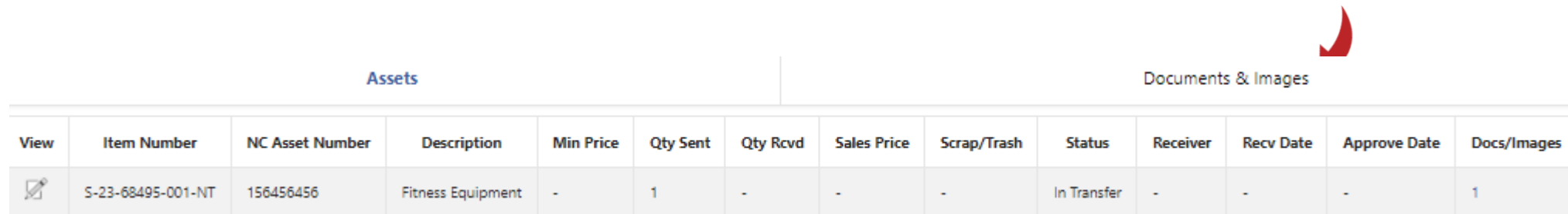



| View/Edit | Surplus Transfer Number | Creation Date ↓ | From Agency | From Person | Method | Remarks | Item Number | Serial Number | Asset Description | Approved Flag |
|---|-------------------------|-----------------|---|-------------|----------|---------|-------------------|---------------|-------------------|---------------|
|  | S-23-68495 | 09/01/2023 | 00182 - DEPARTMENT OF HEALTH & HUMAN SERVICES | DARLA TEST | Trade-In | - | S-23-68495-001-NT | - | Fitness Equipment | - |

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

Review the information to make sure it looks correct.

Click on Documents & Images to check the quote.



| 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-23-68495-001-NT | 156456456 | Fitness Equipment | - | 1 | - | - | - | In Transfer | - | - | - | 1 |

Click on Agency Manager Approve/Reject

▼ Approve Assets

| Item Number | Description | Approve Status |
|-------------------|-------------------|------------------------|
| S-23-68495-001-NT | Fitness Equipment | 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.

The screenshot shows the 'Approval Detail' interface. At the top, there is a dropdown menu labeled 'Approval Detail'. Below it, there are two buttons: '[+]' and '[-]'. A red arrow points to the '[+]' button. Below the buttons is a table with two columns: 'Select' and 'Item Number'. The table contains one row with a checked checkbox in the 'Select' column and the item number 'S-23-68441-001-NT' in the 'Item Number' column. Below the table, it says '1 - 1 of 1'. Below the table is a text input field labeled 'Reject Reason'. A red arrow points to this field. At the bottom, there are three buttons: 'Back', 'Approve', and 'Reject'. A red arrow points to the 'Reject' button.

| Select | Item Number |
|-------------------------------------|-------------------|
| <input checked="" type="checkbox"/> | S-23-68441-001-NT |

1 - 1 of 1

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 |
|-------------------|-------------------|----------------|-------------------------|---------------------|
| S-23-68495-001-NT | Fitness Equipment | Approved | DARLA TEST | 09/01/2023 |



THANK YOU!

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