

How to Create a Trade-In Entry in AssetWorks

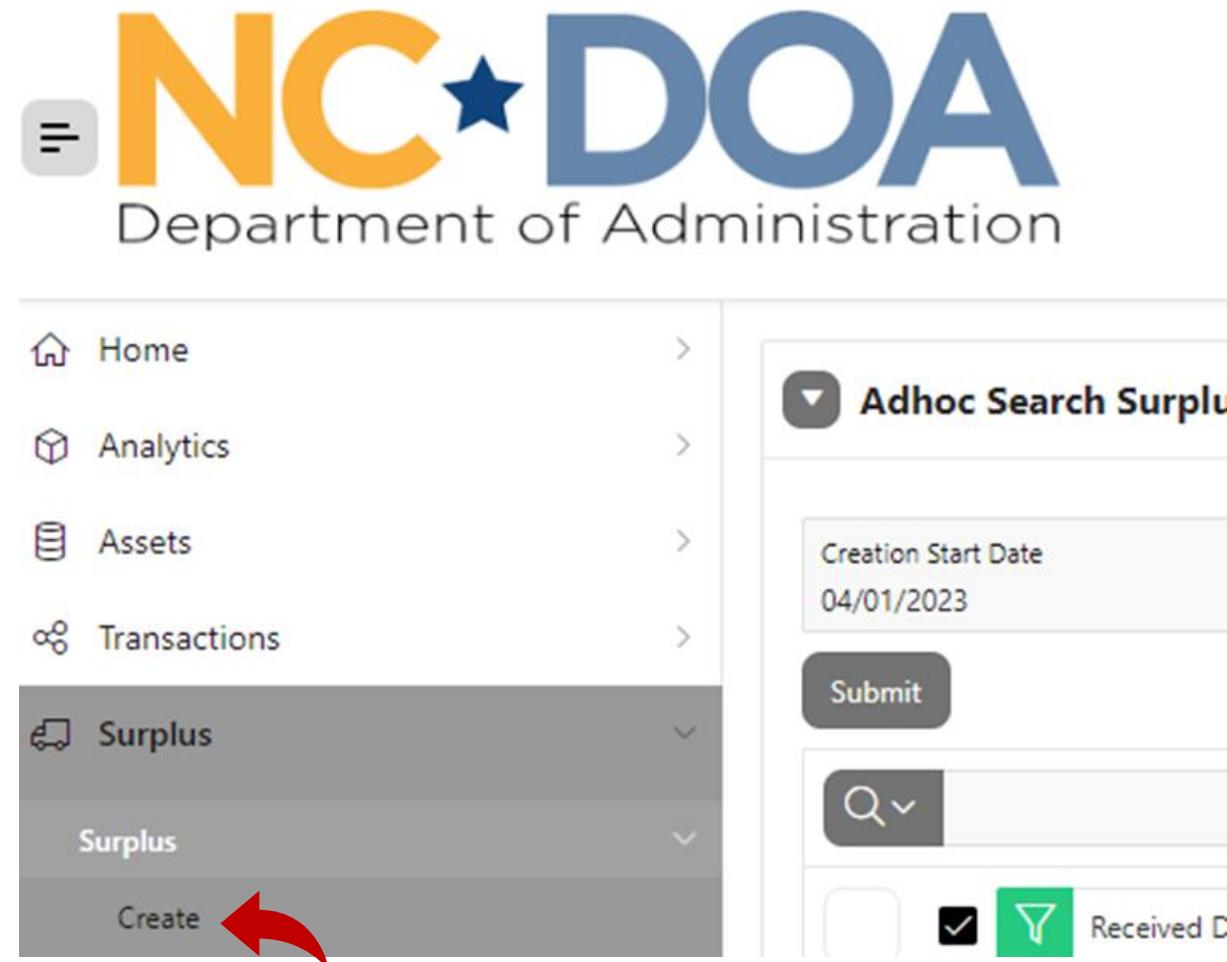


Trade-In entries are for when an agency is receiving value from the vendor for an asset that can be used towards the purchase of a new asset.

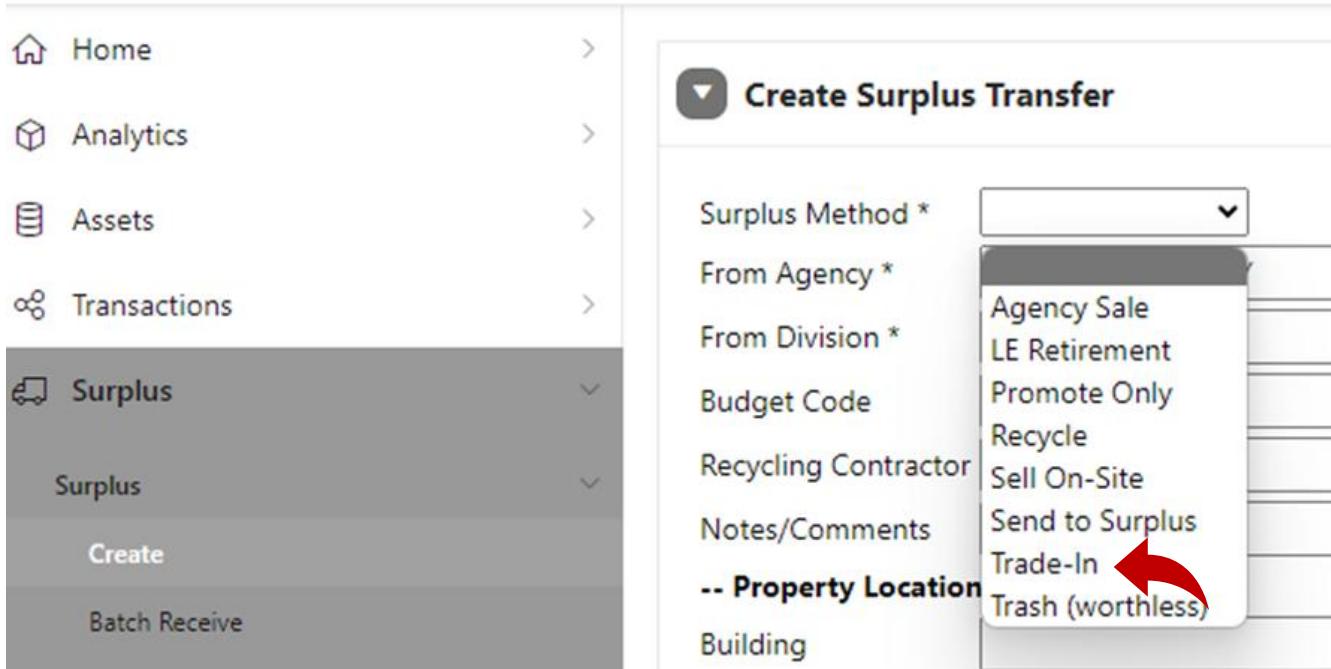
From the Home screen in AssetWorks, click on Surplus.



Under Surplus, click **Create**



Under Surplus Method, click **Trade-In** 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

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 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.

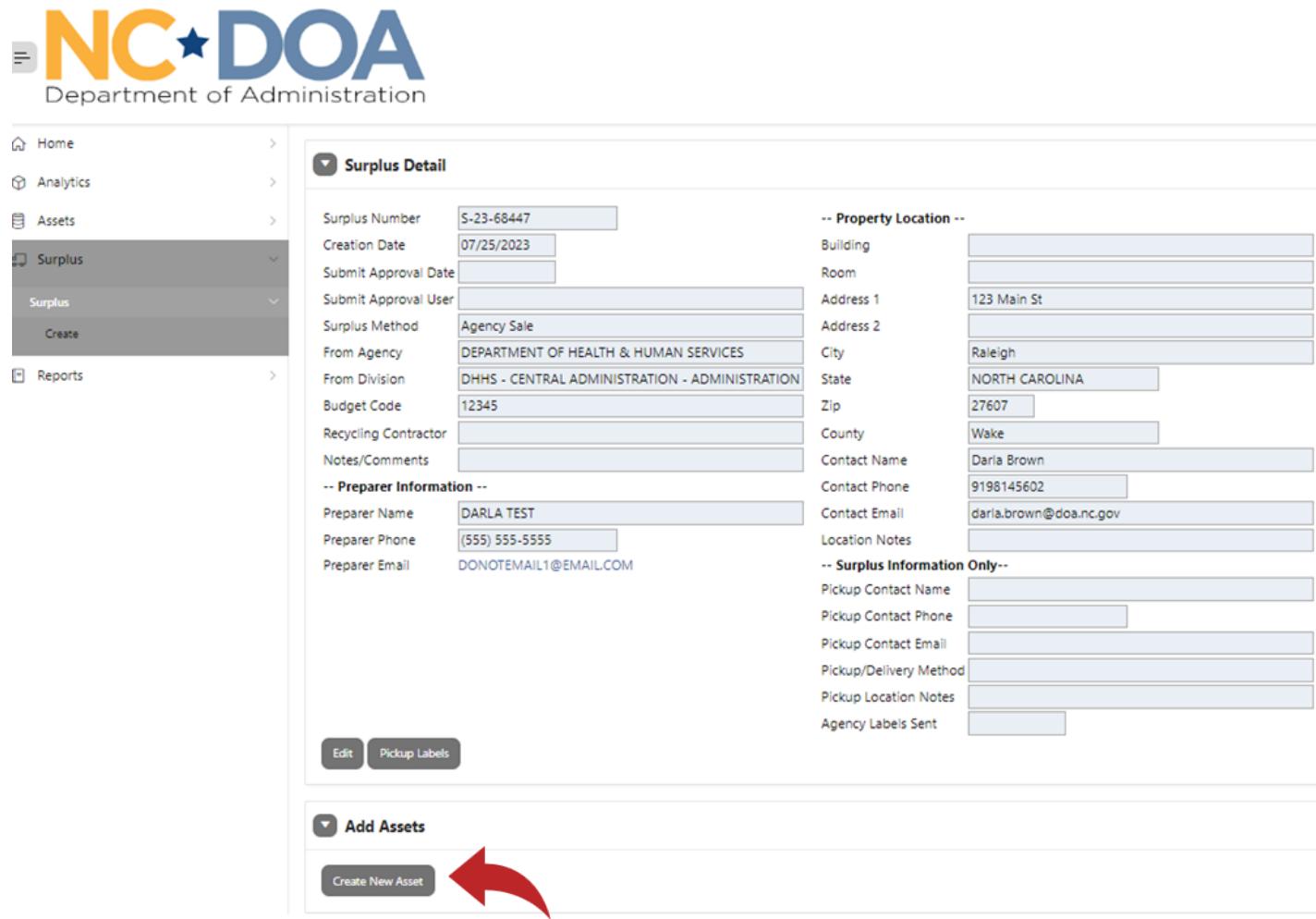
Notes/Comments: Leave blank.

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



The screenshot shows the NC DOA Surplus Detail form. The left sidebar has a navigation menu with Home, Analytics, Assets (selected), Surplus (selected), Create, 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 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.**

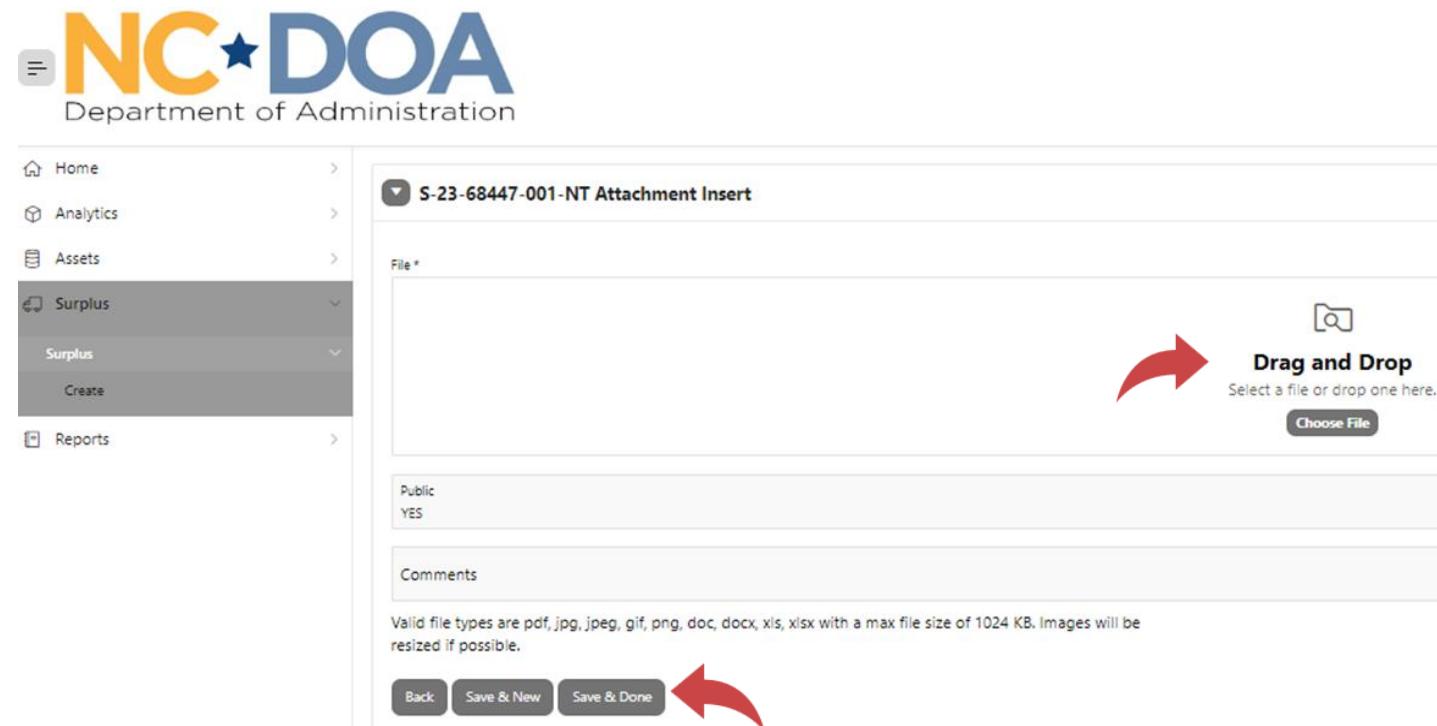
Original Acquisition: **Enter the original purchase date and amount.** If you do not know them, enter an estimate and note that it's an estimate in the **Notes** field.

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 Create Reports

S-23-68447-001-NT Attachment Insert

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.



Your surplus has been submitted for approval.

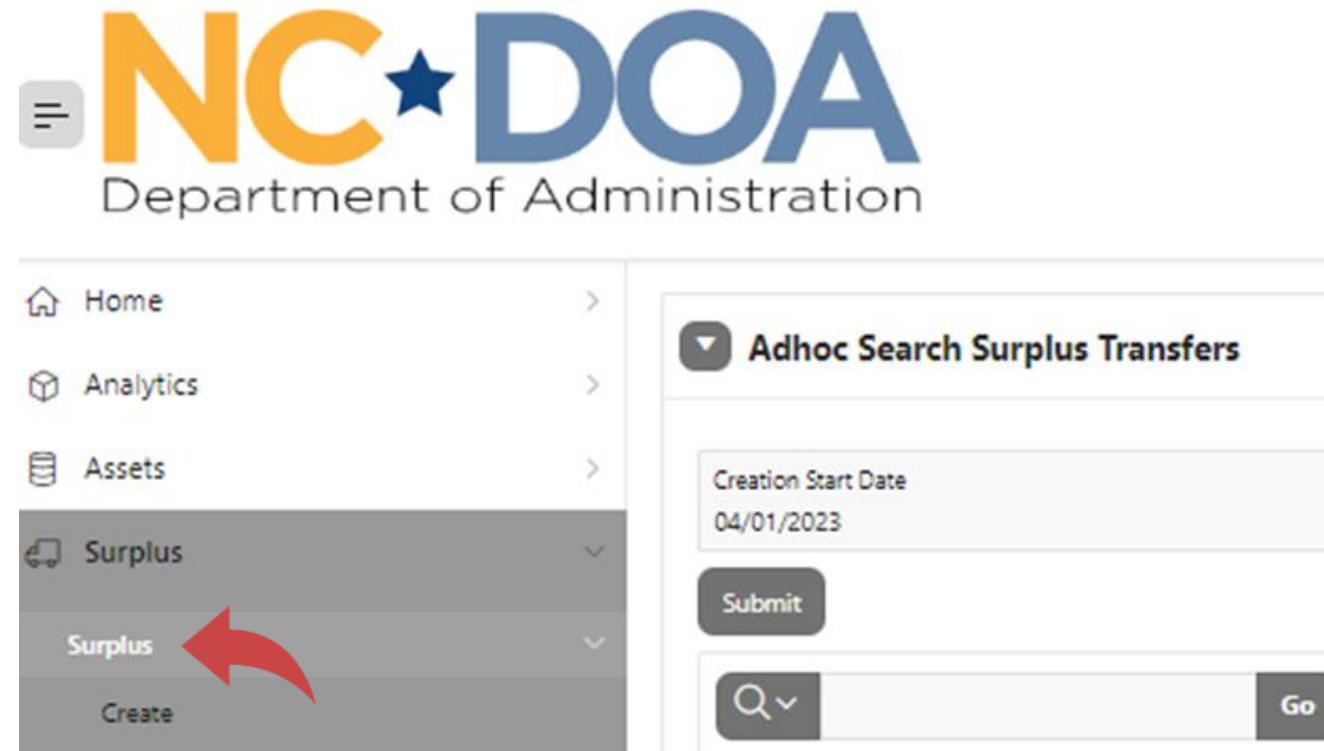
IF YOU ARE AN AGENCY APPROVER...

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-23-68495	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.

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	

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.

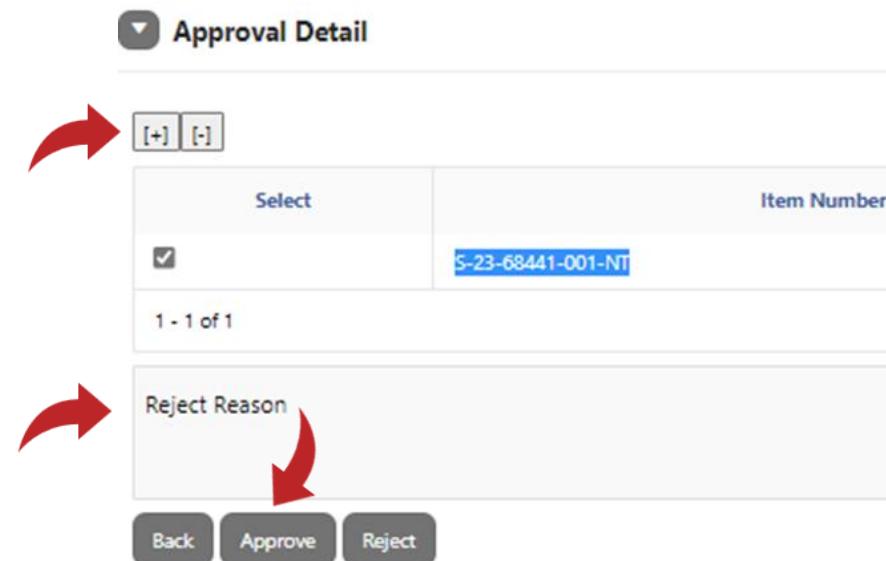
Approval Detail

Select	Item Number
<input checked="" type="checkbox"/>	5-23-68441-001-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!

ssp.info@doa.nc.gov

919-814-5600