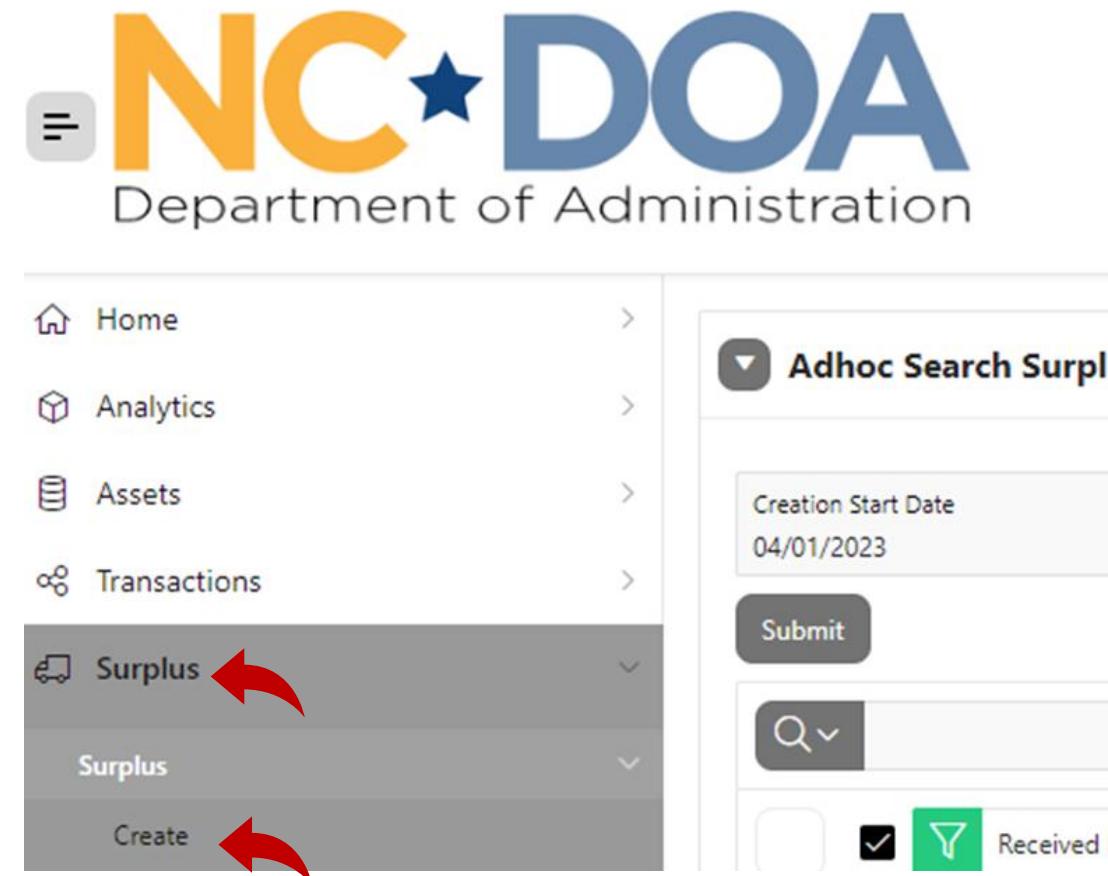


The Trash (Worthless) Surplus Method is for items that have no value and need to be disposed of or items to be recycled where no funds are received for the recycled items.

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



Under Surplus Method, click **Trash (Worthless)** 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
Send to Surplus
Trade-In
Trash (worthless)

How to Create a Trash (Worthless) Entry in AssetWorks



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

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

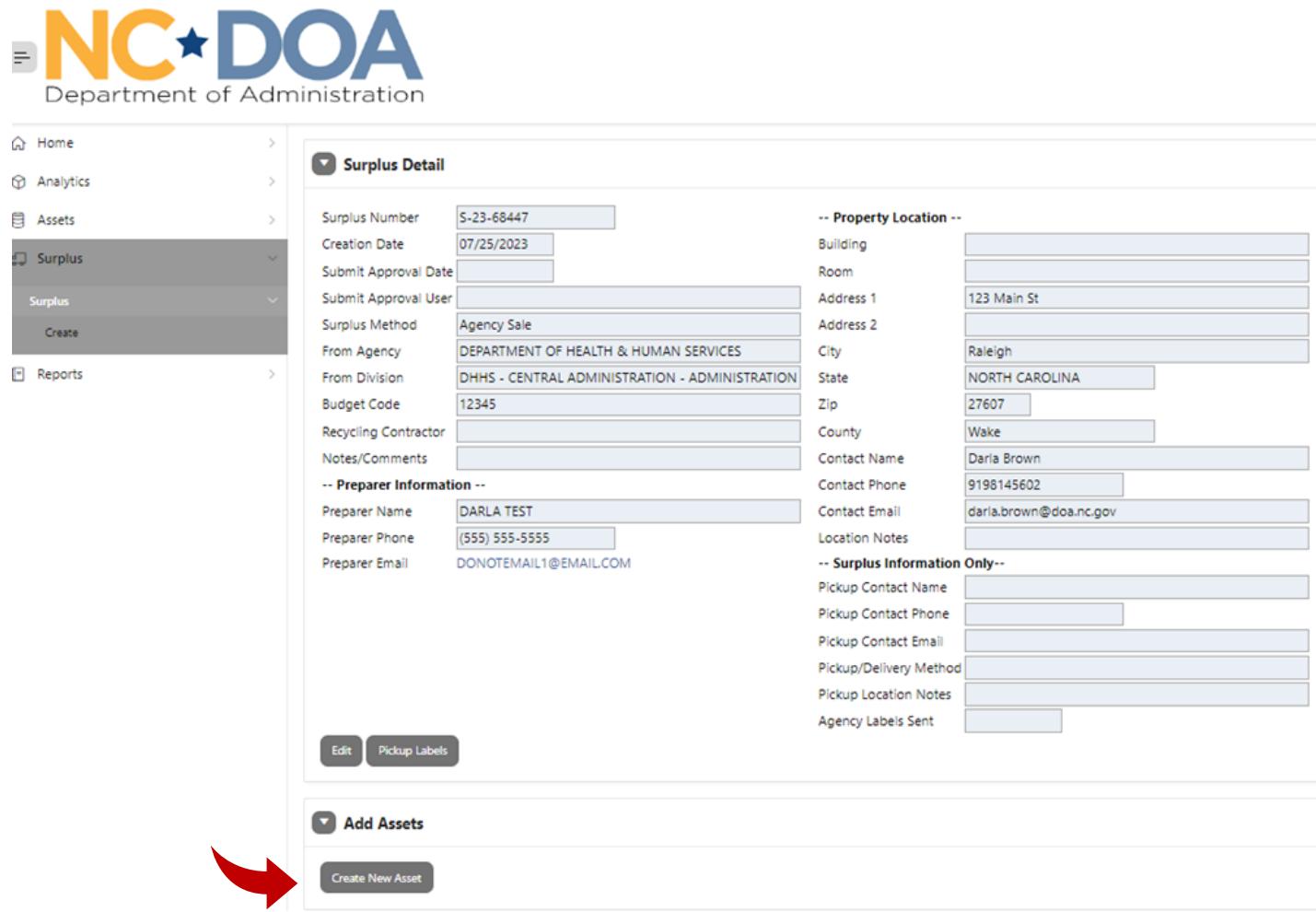
Notes/Comments: Leave blank.

Property Location: Enter the address of the items(s) including the county as well as the **Contact name, phone number, and email** of the person entering this 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 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 main form, there is a section titled 'Add Assets' with a single button: '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 “Broken Chair”.

Additional Description: Enter a justification for why this item cannot be sold such as “missing a wheel” or “broken beyond repair”. Also, If the submission is a “lot” of several items, it is advised to list the Fixed Asset Numbers and any serial numbers in this field.

Quantity: Always 1

UoM (Unit of Measure): Always Each

Minimum Price: Leave blank.

Summary: Enter any info you have on the item if there is a serial number, make, or model.

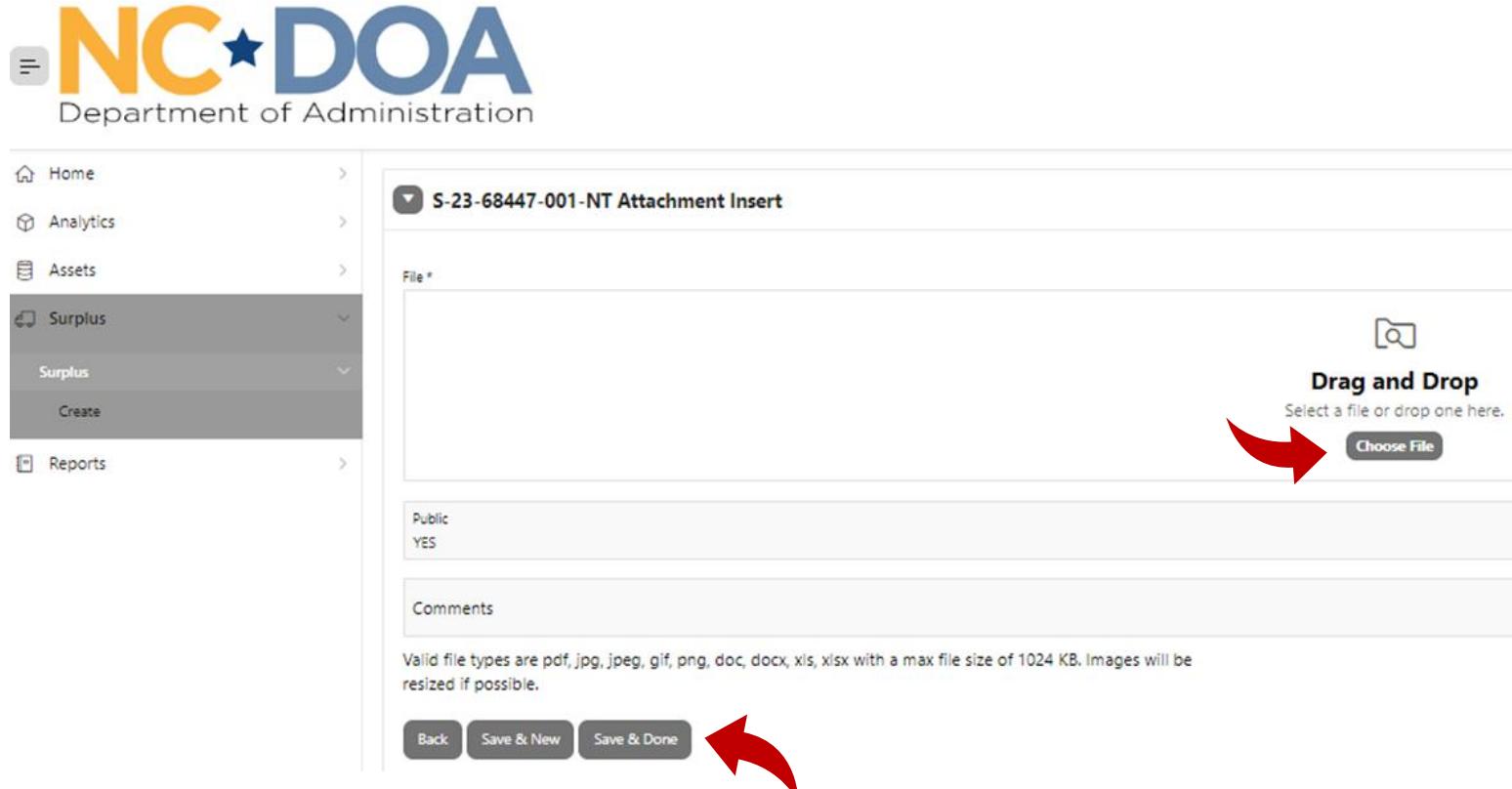
Original Acquisition: Enter the original purchase date and amount. If you do not know them, enter an estimate and note that it's an estimate in the Notes field.

Click Save & Add Images.

Every item must have at least one attachment. For a Trash (Worthless) submission, add at least one clear image of the damaged item.

If the entry is for a “lot” of damaged items, a picture can be attached of all the items together as long as it clearly shows the items are damaged.

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



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 Trash (Worthless) submission 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.

Keep in mind, the Excel spreadsheet is not searchable, so it is advised to list Fixed Asset Numbers or serial numbers in the Additional Description field.

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

Edit **Submit For Approval** Pickup Labels



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-23-68500-001-NT	56465456	Broken Chair	-	1	-	-	-	In Transfer	-	-	-	1

This is your confirmation that it was successfully submitted.

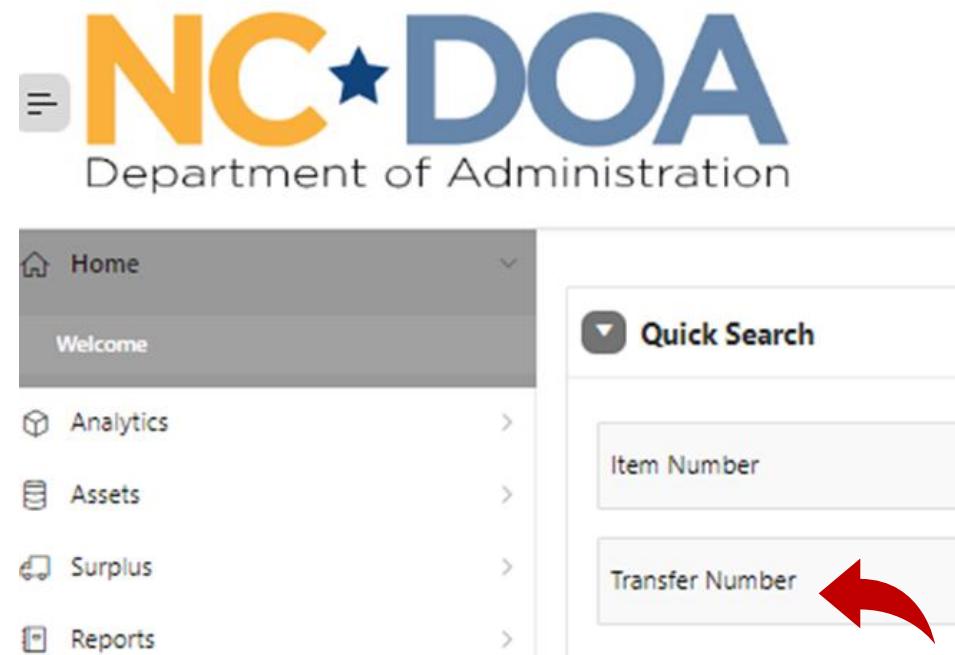


Your surplus has been submitted for approval.

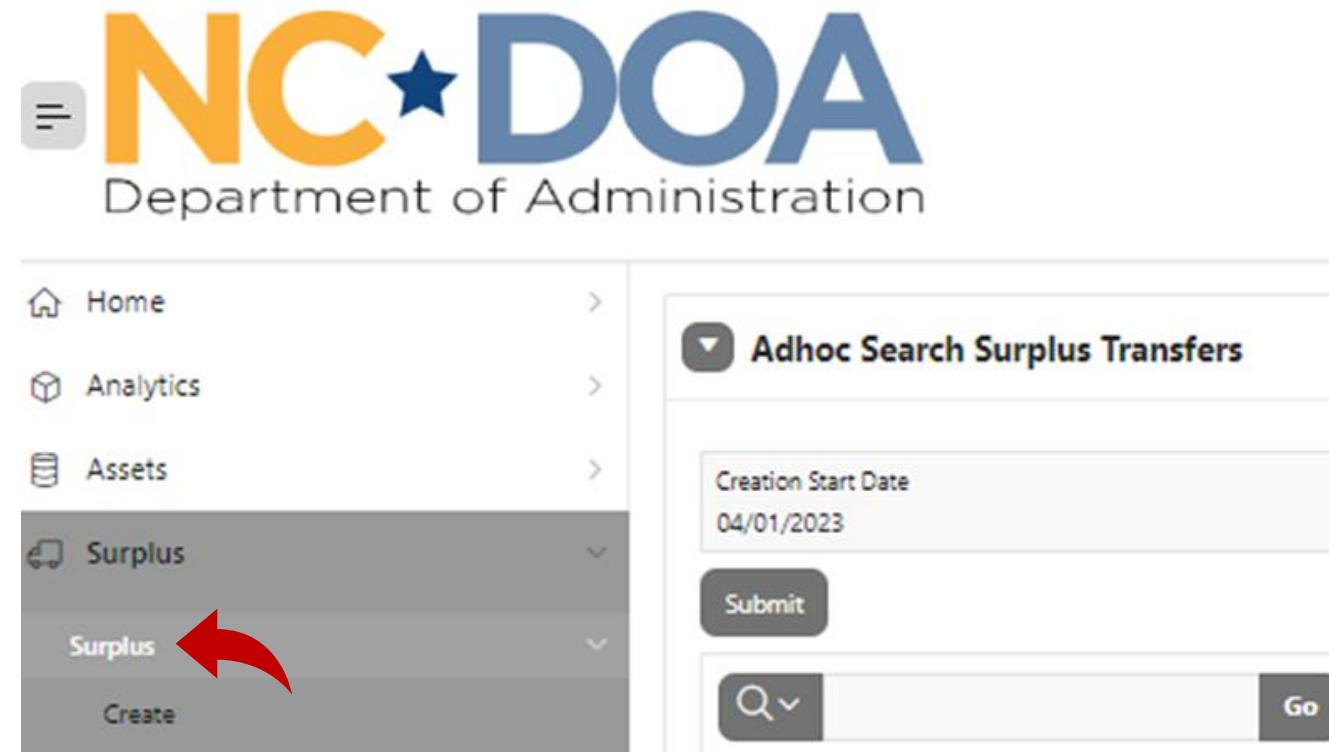
IF YOU ARE AN AGENCY APPROVER...

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-23-68500	09/07/2023	00182 - DEPARTMENT OF HEALTH & HUMAN SERVICES	DARLA TEST	Trash (worthless)	-	S-23-68500-001-NT	-	Broken Chair	-

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-23-68500-001-NT	56465456	Broken Chair	-	1	-	-	-	In Transfer	-	-	-	1	



Click on Agency Manager Approve/Reject

 **Approve Assets**

Item Number	Description	Approve Status
S-23-68500-001-NT	Broken Chair	Agency Manager Pending

[Download](#)

row(s) 1 - 1 of 1

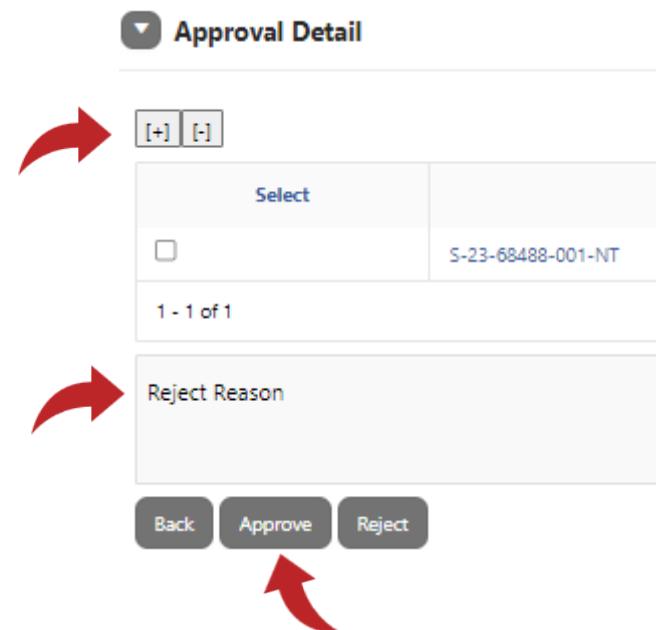
Agency Manager Approve/Reject



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-23-68500-001-NT	Broken Chair	Approved	DARLA TEST	09/07/2023	-



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

919-814-5600