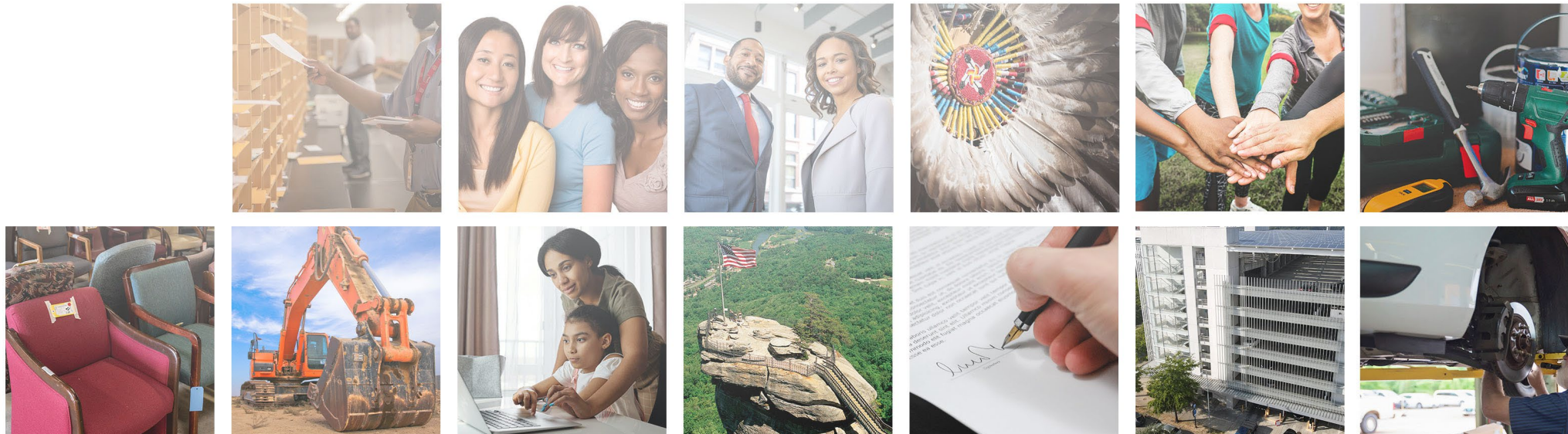
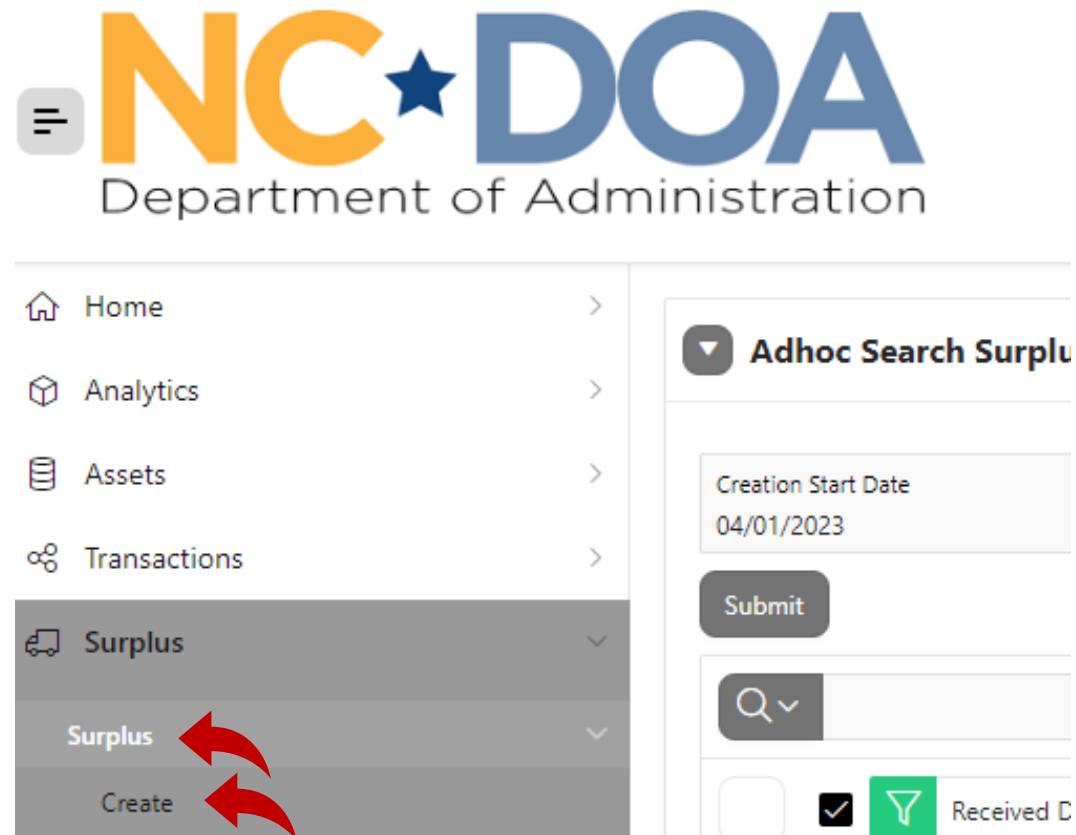


How to Create an LE (Law Enforcement) Retirement Entry in AssetWorks



Law Enforcement Retirement sales are for agencies that allow retiring LE Officers to purchase their weapon, or an LE Officer to purchase their retired canine.

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



Under Surplus Method, **click LE Retirement** from the drop-down box

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

Description: Create a title for the item such as “Weapon” or “Canine”.

Additional Description: Enter the retiring officer’s name, address, phone number, and email.

Quantity: Always 1

UoM (Unit of Measure): Always Each

Minimum Price: Enter the price the item will be sold for.

Summary: Enter the Serial Number, Make, and Model for firearms.

Original Acquisition: Enter the original date of purchase and cost of the item. 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 item must have at least one attachment.

For a retiring LE Officer purchasing their weapon, a black and white photo ID of the officer must be attached as well as a document stating that the LE Agency requests the sale of the weapon.

The document must reflect the serial number and Fixed Asset Number and must be signed by the officer's Commanding Officer authorizing the sale. It must match the information on the Asset created in AssetWorks.

For a LE Officer purchasing their retiring canine, a document stating that the LE Agency requests the sale of the retiring canine to the officer (or family if deceased) must be included.

The LE Officer also has to sign an Agreement For Disposition of Dog statement.

Drag and Drop the photo & document
or **click Choose File** to upload one from your computer.
Click Save & New to add another attachment.

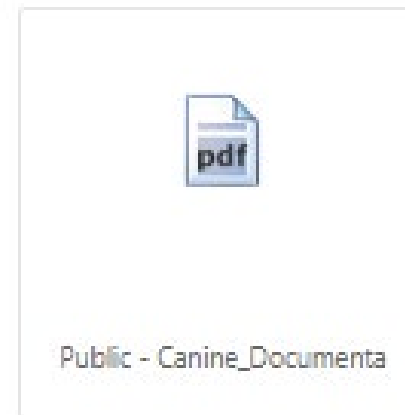


The screenshot shows a web application interface for uploading an attachment. On the left is a navigation sidebar with the following items: Home, Analytics, Assets, Surplus (highlighted), Surplus (sub-item), Create (sub-item), and Reports. The main content area is titled "S-23-68447-001-NT Attachment Insert". It contains a "File*" label above a large white box for file upload. Inside this box, there is a camera icon, the text "Drag and Drop" and "Select a file or drop one here.", and a "Choose File" button. A red arrow points from the text to the "Choose File" button. Below the file upload area are two text input fields: "Public" (with "YES" entered) and "Comments". At the bottom, there is a note: "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." Below this note are three buttons: "Back", "Save & New", and "Save & Done". A red arrow points from the "Save & New" button back to the "Choose File" button.

When the image and the document are uploaded, **click Save & Done.**



▼ Documents & Images for S-23-68453-001-NT



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.

NC DOA
Department of Administration

Home Analytics Assets Surplus Reports

Surplus Detail

Surplus Number: S-23-68515
 Creation Date: 10/17/2023
 Submit Approval Date:
 Submit Approval User:
 Surplus Method: LE Retirement
 From Agency: DEPARTMENT OF HEALTH & HUMAN SERVICES
 From Division: DHHS - INFORMATION TECHNOLOGY
 Budget Code: 213515
 Recycling Contractor:
 Notes/Comments:
 -- Preparer Information --
 Preparer Name: DARLA TEST
 Preparer Phone: (555) 555-5555
 Preparer Email: DONOTEMAIL1@EMAIL.COM

-- Property Location --
 Building:
 Room:
 Address 1: 145 Biggie Smalls Ave, Raleigh NC 27601
 Address 2:
 City: Raleigh
 State: NORTH CAROLINA
 Zip: 27601
 County: Wake
 Contact Name: Darla Brown
 Contact Phone: 9198145602
 Contact Email: darla.brown@doa.nc.gov
 Location Notes:
 -- Surplus Information Only --
 Pickup Contact Name:
 Pickup Contact Phone:
 Pickup Contact Email:
 Pickup/Delivery Method:
 Pickup Location Notes:
 Agency Labels Sent:

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-23-68515-001-NT	5456321321	Weapon	-	1	-	-	-	In Transfer	-	-	-	1

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						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-23-68515-001-NT	5456321321	Weapon	-	1	-	-	-	In Transfer	-	-	-	1

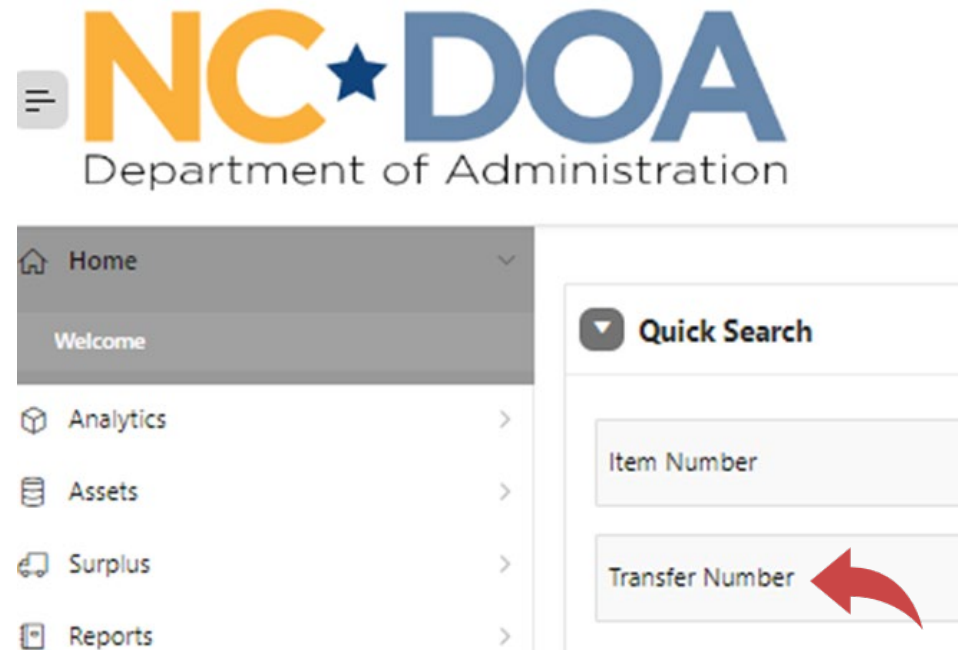
This is your confirmation that it was successfully submitted.



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.

NC DOA
Department of Administration

- Home
- Analytics
- Assets
- Surplus**
- Surplus
- Create



Adhoc Search Surplus Transfers


Creation Start Date
04/01/2023

Submit

Q Go

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-23-68515	10/17/2023	00182 - DEPARTMENT OF HEALTH & HUMAN SERVICES	DARLA TEST	LE Retirement	-	S-23-68515-001-NT	21654251231	Weapon	-

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 picture.

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-23-68515-001-NT	5456321321	Weapon	-	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-23-68515-001-NT	Weapon	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 a web interface for 'Approval Detail'. At the top, there is a dropdown arrow and the text 'Approval Detail'. Below this, there are two small buttons: '[+]' and '[-]'. A red arrow points to these buttons. Below the buttons is a table with two columns: 'Select' and 'Item Number'. The table contains one row with a checkbox in the 'Select' column and the text 'S-23-68515-001-NT' in the 'Item Number' column. Below the table, it says '1 - 1 of 1'. Below that is a large text input field labeled 'Reject Reason'. A red arrow points to this field. At the bottom of the form, there are three buttons: 'Back', 'Approve', and 'Reject'. Another red arrow points to the 'Reject' button.

Select	Item Number
<input type="checkbox"/>	S-23-68515-001-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	Reject Reason
S-23-68515-001-NT	Weapon	Approved	DARLA TEST	10/17/2023	-



THANK YOU!

ssp.info@doa.nc.gov

919-814-5600