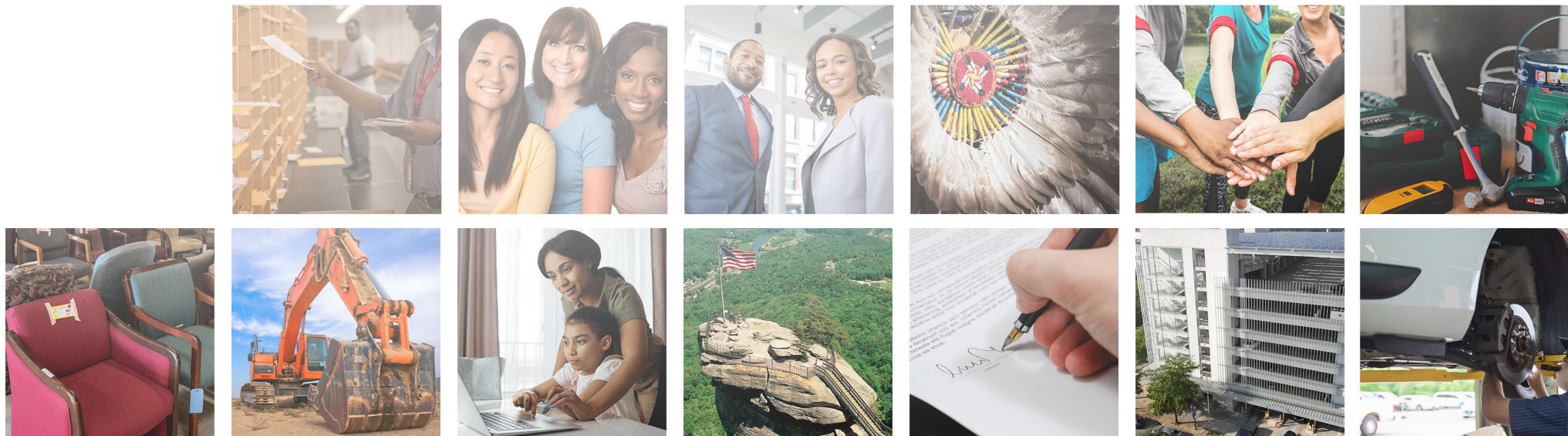
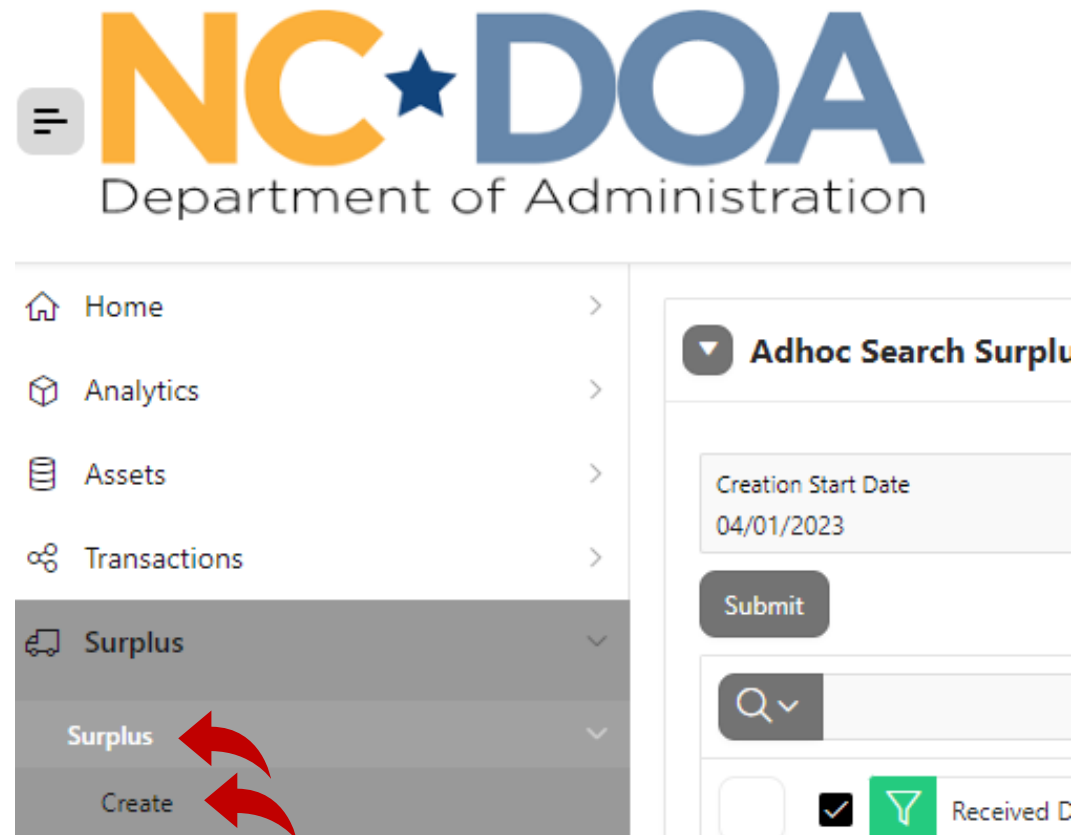


# How to Create an LE (Law Enforcement) Retirement Entry in AssetWorks



# 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 NCDOA Department of Administration web application. On the left is a navigation sidebar with links to Home, Analytics, Assets, Transactions, Surplus, and Batch Receive. The 'Surplus' link is highlighted. The main content area is titled 'Create Surplus Transfer'. It contains several input fields: 'Surplus Method \*', 'From Agency \*', 'From Division \*', 'Budget Code', 'Recycling Contractor', 'Notes/Comments', 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', and 'Trash (worthless)'. A red arrow points to the 'LE Retirement' option, which is highlighted in the list.

**NCDOA**  
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 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	<b>-- Property Location --</b>	
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
<b>-- Preparer Information --</b>		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	<b>-- Surplus Information Only--</b>	
		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.

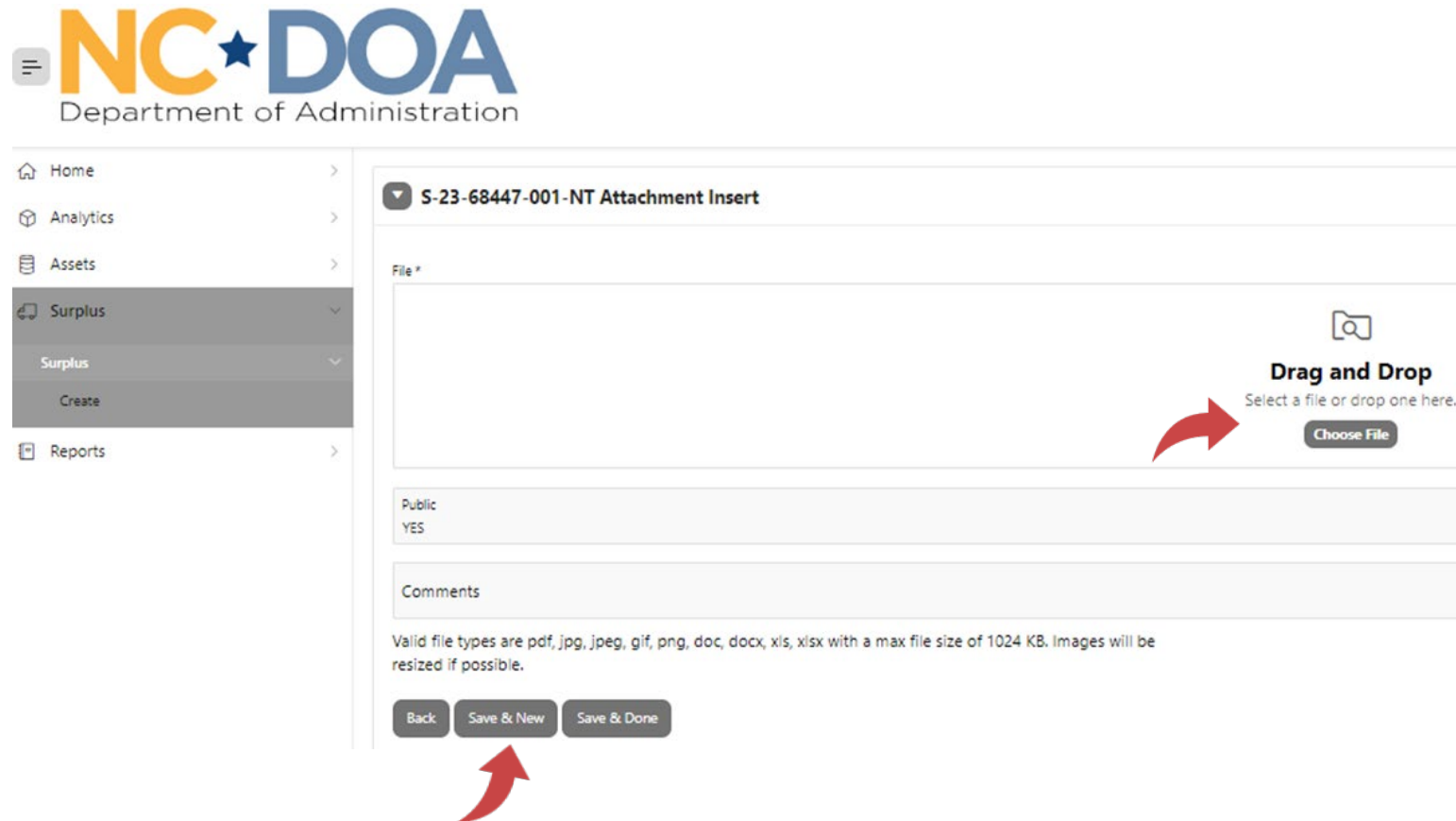
For a retiring LE Officer purchasing their weapon, a black and white photo ID of the officer must be attached as well as a document stating that the LE Agency requests the sale of the weapon.

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 displays the NC DOA Department of Administration web interface. On the left is a navigation sidebar with links to Home, Analytics, Assets, Surplus, and Reports. The 'Surplus' section is expanded, showing sub-links for 'Surplus' and 'Create'. The main content area is titled 'S-23-68447-001-NT Attachment Insert'. It features a large file upload area with a 'File \*' label, a folder icon, and the text 'Drag and Drop' followed by 'Select a file or drop one here.' and a 'Choose File' button. A red arrow points to the 'Choose File' button. Below the upload area are fields for 'Public' (set to YES) and 'Comments'. At the bottom, a note specifies valid file types and a 1024 KB limit. Three buttons are at the bottom: 'Back', 'Save & New', and 'Save & Done'. A red arrow points to the 'Save & New' button.

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

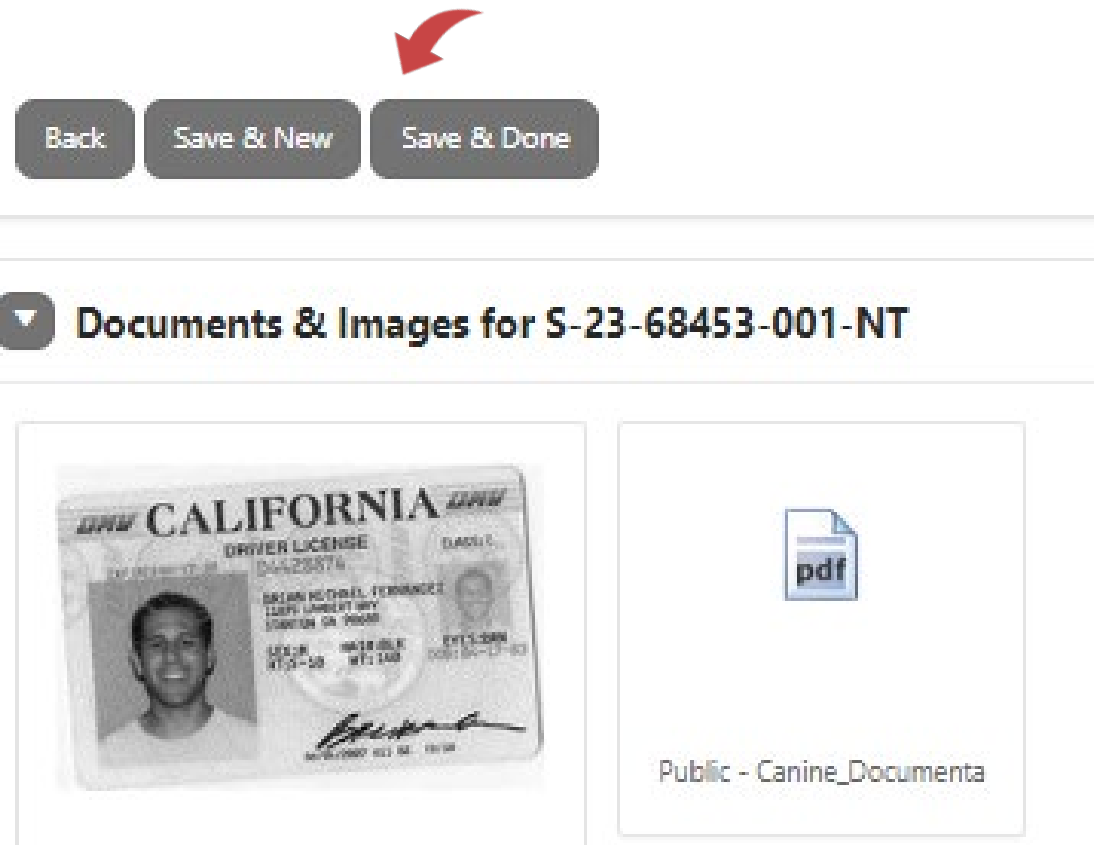
Comments

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



When the image and the document are uploaded, **click 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.

NC★DOA

Department of Administration

Home

Analytics

Assets

Surplus

Surplus

Create

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**

EditSubmit For ApprovalPickup 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

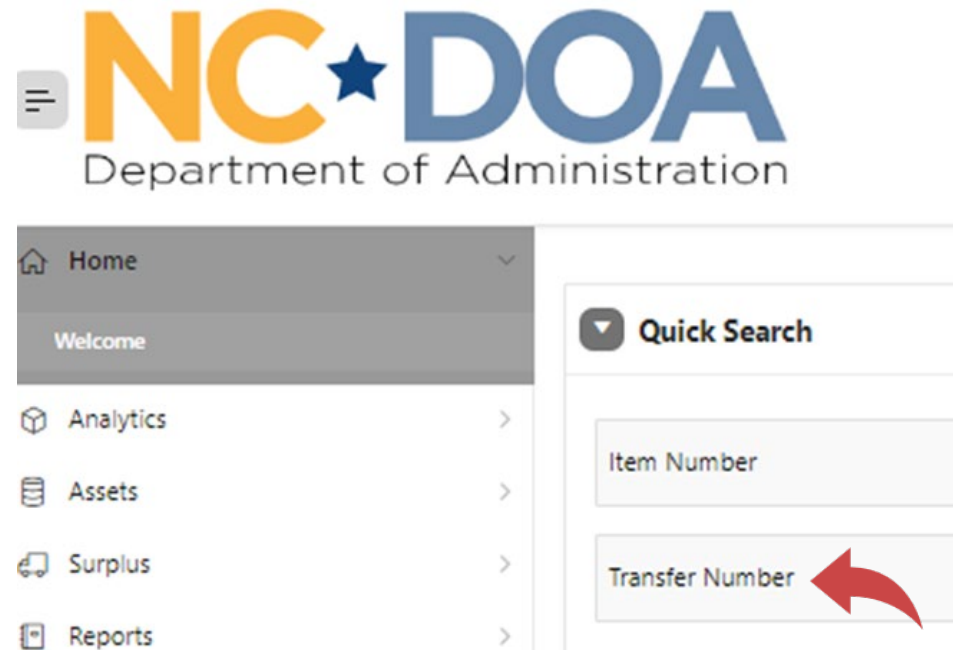
This is your confirmation that it was successfully submitted.

Your surplus has been submitted for approval.

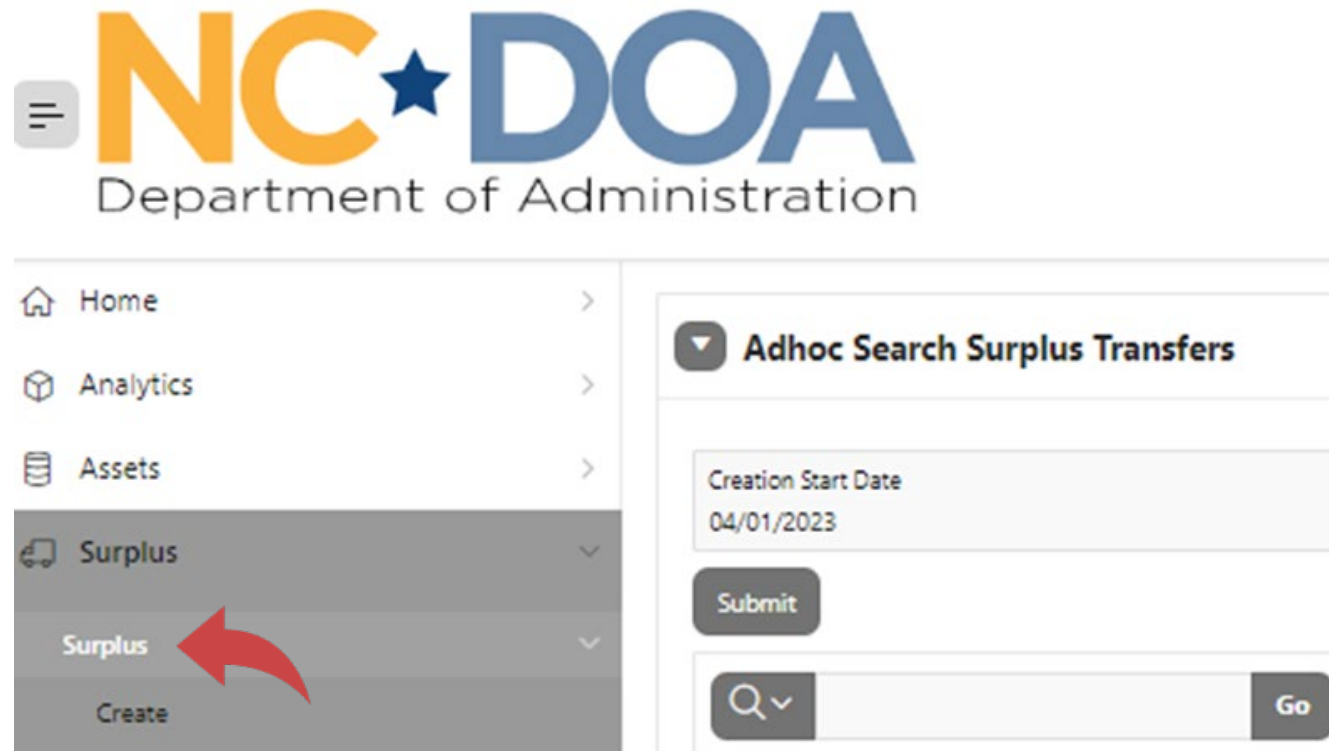
## IF YOU ARE AN AGENCY APPROVER...

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-23-68515	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

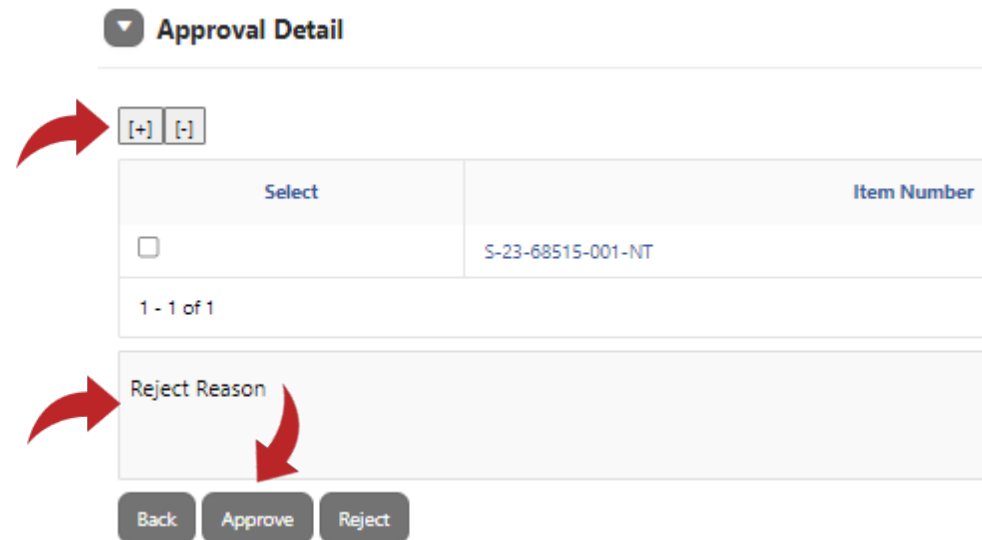
Agency Manager Approve/Reject



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 menu labeled 'Approval Detail'. Below it, there are two 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 text input field labeled 'Reject Reason'. A red arrow points to this field. At the bottom, 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](mailto:ssp.info@doa.nc.gov)  
**919-814-5600**