AssetW**O**RKS

User Guide for AMS Surplus, Disposals and Transfers



All SD1s/Transfers are only open until midnight of the day they are started.

After that, assets cannot be added to the SD1. If you need to add more assets to the SD1, you will need to create a new SD1.

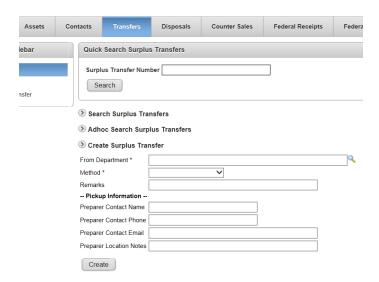
SURPLUS

Creating a Surplus Transfer:

To create a Surplus Transfer, click on the Transfers tab. The system automatically defaults to Surplus.



Click the Plus sign next to Create Surplus:



(Update) New version automatically has create field open.



From Department – The user's organization (department/agency) will auto-populate unless the user creating the surplus has more than one organization assigned. If you have more than one department in your User Profile, choose from the menu to select the correct department transferring from, or type the two digit department number for the system to auto-fill with the full department name.

Method –Users will have a drop-down of choices. For a normal Surplus transfer, select State Surplus. If Surplus has agreed to sell your item on site, then select As Is Where Is. This would be for larger items that would be costly to transport to State Surplus, or you are relocating and want to sell all assets at a particular location. Contact Surplus for this option prior to completing the SD1. The option of State Direct Transfer could be a transfer to one of Surplus' approved vendors or to a school. Unless your Agency's Code sections allow you to donate directly to a school, (such as with the Department of Education) then the transfer must go through Surplus.

Enter any other required fields and/or optional fields that are needed. If you are a non-state agency please enter all information. Then click the **Create** button.

Home	Assets	Contacts	Transfers	Disposals	Counter Sales	Federal Receipts	Federa				
Transfer S	idebar	Quicl	Quick Search Surplus Transfers								
Surplus Transfer Internal Tr	ansfer		Surplus Transfer Number Search								
			rch Surplus Trai								
		Creation									
		From D	epartment *	07 - State Audito	or's Office (07)		Q				
		Method	*	State Surplus	~						
		Remark	ks [
		Picki	up Information								
		Prepare	er Contact Name	auditor							
		Prepare	er Contact Phone	334-242-7036							
		Prepare	er Contact Email								
		Prepare	er Location Notes								
		Cre	ate								



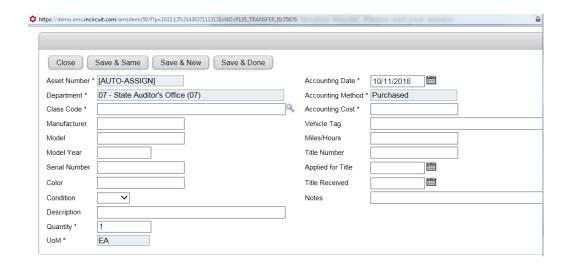
The system will automatically assign a Surplus SD1 number. Write down the Surplus Number as you will need it later when running the report.

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Transfer Sidebar	Surplus Detail						
Surplus	Surplus Number	163606					
Transfer	Method	State Surplus					
Internal Transfer	From Department	07 - State Auditor's Office (07)					
	From Person	NELSON, JARED					
	Remarks						
	Pickup Information						
	Preparer Contact Name	auditor					
	Preparer Contact Phone	334-242-7036					
	Preparer Contact Email						
	Preparer Location Notes						
	Edit Pickup Labels						
	Add Assets						
	Asset Number * Add Asset Create New Asset Transfer by Filter						
	Assets						
	There are no assets on this surplus. Cancel Remove Asset Print Labels (PDF) Print Detail						

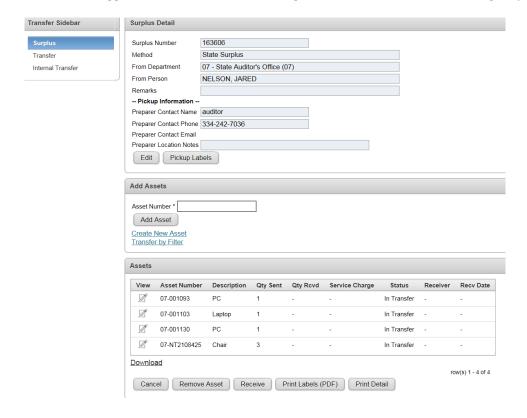
Now the user is ready to add the assets to the SD1 that will be transferred to State Surplus. Under Add Assets, key in the asset number in the box above the Add Asset button, then click the Add Asset button. Vehicles need to be on a separate SD1. Assets over \$500 need to be together, and assets under \$500 need to be listed on a separate SD1. If your under \$500 assets are not being tracked in Asset Works, then you will click the link under the Add Asset Button that says Create New Asset. The system will bring up another screen and automatically assign numbers for non-tagged assets. Users continue this process until all assets have been added to the Surplus Transfer.



Click the Create New Asset link to add non-tagged assets under \$500 to the Surplus transfer.

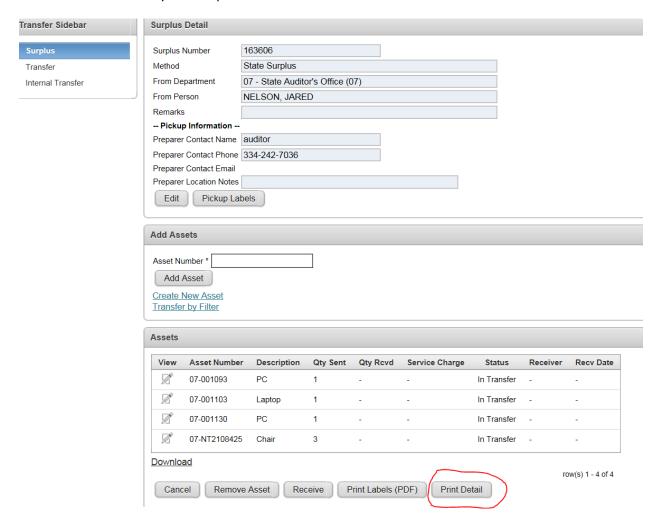


Repeat the process for all property that is being sent to Surplus. Note: multiple quantities are allowed. If you are a State Agency, do not spend a lot of time trying to figure out the cost or acquisition date of items under \$500. Non-tagged assets under \$500 do not get reimbursement back to the agency.



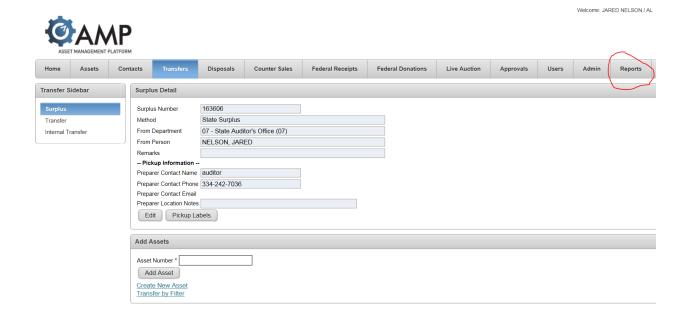


After entering all assets, you will need to print the SD1. Click the Print Detail button. A new screen will appear with your SD1. You may have to install Crystal Reports or install ActiveX to get the SD1 to print. This is safe to install on your computer.





Another option to print the SD1 is to Click on Reports Tab.



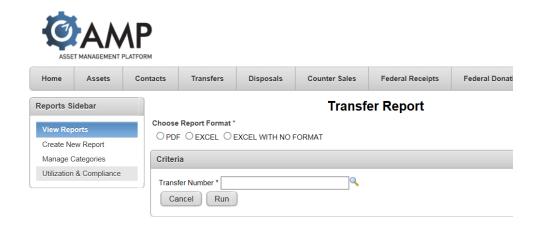
AMS Surplus and Disposal Transfers

You will get a listing of all reports. Choose Transfer Reports. Reports are in alphabetical order, so it is the close to the bottom of the Report list under the Category of All Reports.

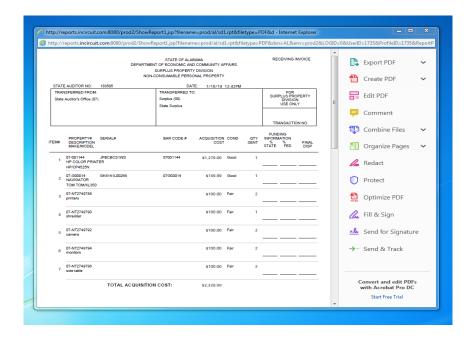




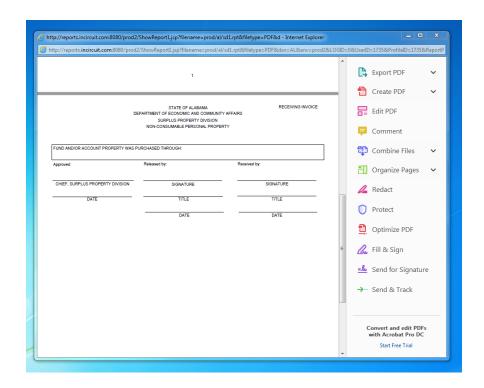
Once you click on the red arrow you will get a screen that asks for your transfer number.



This is the number you wrote down when you created the Transfer to Surplus. You will need to print two copies - one for your files and one for Surplus. Please sign in the Released By field. Take both copies with you to Surplus to obtain their signatures. Once you have a signed copy, it is your responsibility to send a copy to the State Auditor's Office. State Surplus no longer sends copies to the Auditor's Office. Surplus is responsible for receiving the items in the system which causes the asset numbers to change from In Transfer to Inactive once processed. Keep in mind, Vehicles take longer to process and are not cleared until Surplus sells the vehicle.









Creating a Disposal:

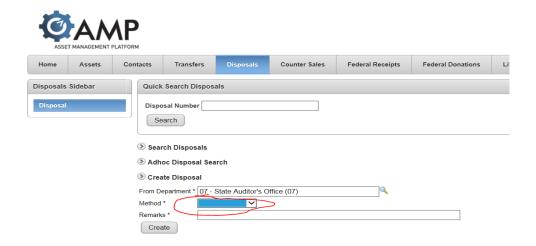
To create a Disposal, click on the Disposal tab:



Click the Plus (+) sign next to Create Disposal.

Method *
Remarks *
Create

(Update) Create tap is open by default.





From Department – The user's organization (department/agency) will auto-populate unless the user creating the disposal has more than one department assigned under their User Profile. In this case, type the two-digit department number, and the system will bring up your correct selection.

Method - Users will have a drop-down of choices. **NOTE**: Method of Stolen requires a Police report and Lost or Destroyed requires an incident report/memo from the Person Responsible. If the method is Destroyed, then depending on the incident, attach a copy of the Fire Report, Accident Report, or in the case of a natural disaster, some type of internal incident report should accompany the SD1 when sent to the State Auditor's Office. For Lost, Stolen, or Destroyed, you need to have a memo from the Agency Director/Commissioner with a determination of Negligence or Non-Negligence. Refer to State Auditor's Office Property Manual for additional information and examples.

AMS Surplus and Disposal Transfers

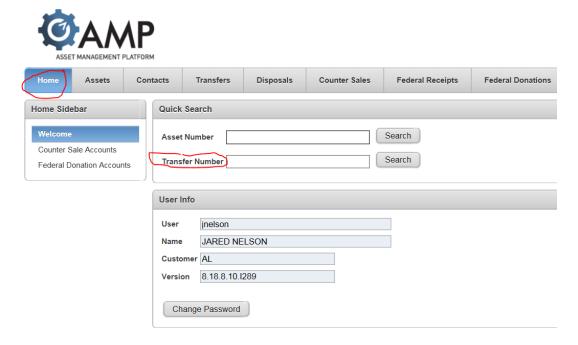
Enter any other required fields and/or optional fields that are needed. If you are a Non-State Agency, please enter all information. Then click the Create button. **Write down the Disposal Number** as you will need it later when running the report.

ASSE	T MANAGEMENT	PLATFORM											
Home	Assets	Cont	acts	Transfers	Disposals	Counter S	ales	Federal Re	ceipts	Federal Donation	s Live A	Auction	Approvals
Disposals	Sidebar		Dispo	sal Detail									
Disposal			Creati From From	Department 07 Person NE partment Dis d Sto	12/2018 - State Auditor's C LSON, JARED posal - Disposal	Office (07)							
			Proce Dispos Ad Creat	Number *	2/2018								
			View	/ Asset Num 07-001110	ber D escri HANDHELD			Proceeds -	Receiver	Disposal Date 10/12/2018	Comments	Docs/Image	S
			Down	ncel Appr	rove Print Del	tail						row(s) 1 - 1 of	1



Users will either start typing in an existing asset in the Asset Number field, or they can click the Create New Asset button to create non-tagged assets under \$500. Users continue this process until all assets have been added to the Disposal. Once all items have been added to the Disposal, click the Print Detail button to print the SD1. As with printing the Surplus SD1, you can also go to the Reports tab, select Transfer Report, key in the Disposal number, and click Run, then print the SD1. Sign under Released By, forward to the State Auditor's Office for signature under Approved By along with any supporting/required documents. The State Auditor's Office will process the Disposal SD1 and assets will become Inactive.

AMS Surplus and Disposal Transfers



Type in the Disposal Number and click Search.

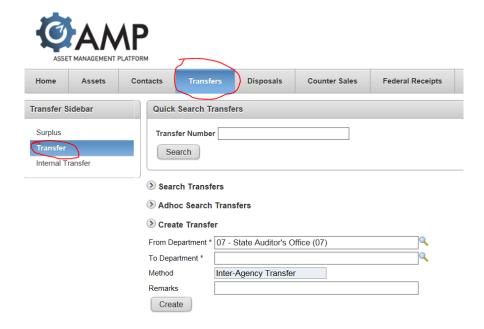
This is the number you wrote down when you created the Disposal Transfer. You will need to print two copies - one for your files and one for the Auditor's Office. Please sign in the Released By field. The Auditor's Office will sign/approve all disposals except Scrap on Site or Web Surplus. Once you have a signed copy from Surplus for the Scrap on Site or Web Surplus, it is your responsibility to send a copy to the State Auditor's Office for processing. Before throwing anything in a dumpster that has been scrapped, remove all identifying barcodes or other markings indicating it is State equipment. If items are being scrapped and used for parts, they either need to be taken apart or some indication made that it is being used for parts, so the Auditor's Office doesn't write it up as a New item when conducting their property audit.

If the Disposal is a trade-in for weapons, a totaled vehicle titled to an insurance company, item donated to a Volunteer Fire Department, etc., the Disposal Method will be External Org. Someone at the receiving entity needs to sign under Received By.



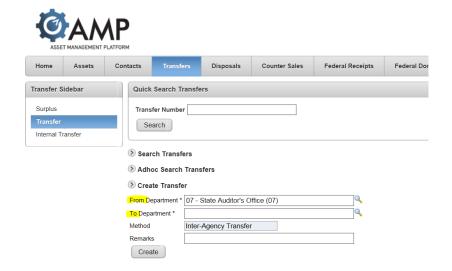
Creating a Transfer to Another State Agency:

Click on Transfers – Transfer. Since the system automatically defaults to Surplus when you click the Transfers tab, you must select the smaller Transfer link under the Transfers tab for a transfer to another State Agency.



You will be able to search for a transfer or create a transfer.

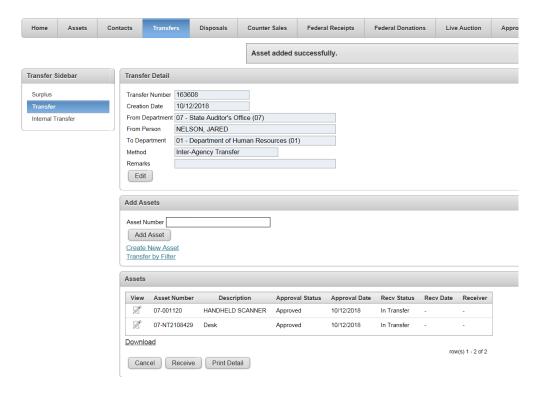
To create a Transfer to another State Agency/Department, click on the + next to Create Transfer.





Choose the department that you will be transferring the assets to in the To Department field. Some departments have multiple department numbers, such as Finance Divisions or DOT, and some Property Managers of smaller Boards have multiple Boards they are assigned. You need to call the Property Manager of each department to verify which department the assets will be transferring to.

In the Asset Number field, key in each asset number being transferred. If you have assets under \$500 being transferred and are not in the database click on Create New Asset for non-tagged assets under \$500. The system will automatically assign the asset number.



When finished entering assets, click Print Detail to print the SD1 or go to the Reports Tab, click on Transfer Reports, key in the Transfer Number, then click Run. Print three copies of the SD1, sign under Released By, have the Property Manager of the receiving Agency sign under Received By. Both Property Managers keep a copy for their records and the third copy is sent to the State Auditor's Office for approval and processing. The receiving Property Manager needs to write their new property number(s) for each item on the SD1 before sending to the State Auditor's Office. This does not apply to assets under \$500. The Auditor's Office can sign transfers between State Agencies. (If Surplus signs, there could be a charge to the receiving agency)



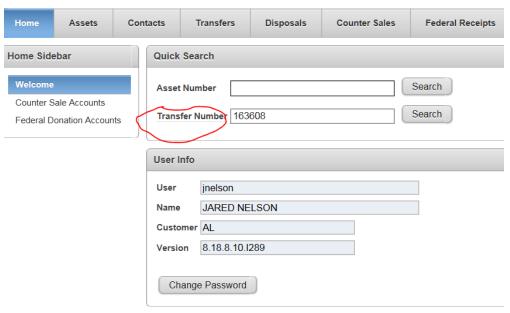
STATE OF ALABAMA RECEIVING INVOICE DEPARTMENT OF ECONOMIC AND COMMUNITY AFFAIRS SURPLUS PROPERTY DIVISION NON-CONSUMABLE PERSONAL PROPERTY STATE AUDITOR NO: 113266 DATE: 10/11/2011 10:33:13AM TRANSFERRED FROM: FOR SURPLUS PROPERTY DIVISION USE ONLY TRANSFERRED TO: State Auditor's Office (07) Banking Department (10) Q TRANSACTION NO FUNDING QTY INFORMATION SENT % " PROPERTY# DESCRIPTION BAR CODE # ACQUISITION COND COST % STATE % FED MAKE/MODEL DISP 07-000823 HP PRINTER 07000823 \$956.80 Good 1 HP/2300DN TOTAL ACQUISITION COST: \$956.80 FUND AND/OR ACCOUNT PROPERTY WAS PURCHASED THROUGH: Released by: Received by: Approved: CHIEF, SURPLUS PROPERTY DIVISION SIGNATURE SIGNATURE DATE TITLE TITLE DATE DATE

TO RECEIVE A TRANSFER FROM ANOTHER STATE AGENCY:

<u>**DO NOT**</u> enter your new asset numbers as New assets. The only exception to this rule is if a State Agency received a transfer from DOT or a Non-State Agency. To correctly get the assets in the system for the Receiving Agency, the Property Manager will click on Transfers – Transfer – then enter the Transfer Number of the SD1.







Click on View. You will get a detail screen showing all the assets being transferred to your agency. Click on Receive. This will take you to another screen where you can enter your new asset number(s), change the Status to Received by clicking on the down arrow, then click Save. Non-tagged assets do not require an asset number. The asset will now be in your database and you will need to open that asset and enter all correct information (etc; barcode number, person responsible, county, building and room, activity code).

If you prefer, the State Auditor's Office can also process the Transfer by following the same steps. That is why it is important for you to write your property number(s) for each asset over \$500 on the SD1. If you are not sure how to correctly process a transfer, it is best to allow the State Auditor's Office to process it for you to avoid double work and corrections needing to be made.

NOTE: If you enter the transferred items as new assets, the Transfer cannot be processed in the system. If you have already entered the asset numbers as new assets in the system, when the State Auditor's Office tries to process it, they will not be able to complete the Transfer. At that point, you will have to give the Auditor's Office new asset numbers to process in the transfer. You will then be required to complete a new Disposal SD1, Admin Error, with "duplicate asset number" in the Remarks field. This creates double work, so PLEASE, DO NOT process a Transfer by entering assets as new items in the system.

If you are ever not sure how to proceed and do something, please call the State Auditor's Office for assistance. We are here to assist your any way we can. It is much easier to do it correctly the first time, than to have to double the work to make corrections later.

