

November 2013

# Surplus Division On-line Property Disposal User Guide

**DOAS Help Desk**

**Phone: 404-463-8531 Select "2"**

**Email: [surplushelp@doas.ga.gov](mailto:surplushelp@doas.ga.gov)**



Department of Administrative Services  
Surplus Division  
200 Piedmont Ave. Suite 1802 West  
Atlanta, GA 30034-9010  
404-657-8544

Ver. 01 Nov 2013

# Table of Contents

Introduction .....	2
System Access Profiles .....	3
Property Disposal .....	3
Logging In .....	4
Create a Transfer.....	4
Adding the Assets.....	8
Adding Documents & Images.....	11
Manager Approves Requests .....	12
What happens next? .....	14
Reports.....	15
Additional Tabs .....	15
Appendix A National Stock Number (NSN) List.....	17

Georgia Department of Administrative Services does not discriminate against any person on the basis of race, sex, color, religion, national origin, disability, age, political affiliation or any other protected category in admission, treatment, or participation in its programs, services and activities, or in employment. For further information about this policy, contact: DOAS Legal at 404-656-5514.

## Introduction

For the past several years, the DOAS Surplus Division has undergone a significant transformation. From a warehouse based, brick-and-mortar operation to a completely virtual process. Implementing this web based surplus program is the next step in the surplus transformation. Some of the benefits of the program include:

- No more transfer form – requests are entered directly into the system one time
- No more printing, scanning, emailing – User access and history is maintained by the system
- Management oversight – user profiles are designated by the agency and transactions approved before Surplus processes
- Financial – streamlined reimbursement to agencies
- Reports – agencies will have access to various self-reports

There are three system user profiles.

- Users – Creates transfers, adds assets, accesses reports
- Managers - Creates transfers, adds assets, approves/denies transfers, accesses reports
- Directors – Accesses reports

Agencies, universities, colleges, and other state department heads determine who will have which profile.

The virtual disposal process is very similar to the transfer form. After accessing the system, users will:

- Create Surplus – essentially creates the transfer “form”
- Add assets – enters individual assets to the form
- Add photos and supporting documents
- Save the transaction(s)
- Managers will approve or deny the transaction
- Approved transactions will be available to DOAS Surplus for processing, denied will go back the users for correction or deletion depending on agency requirements
- Users will be notified by email as the assets move through the disposal process

In addition to the program on-line help screens, there are three levels of support:

- Tier 1 – DOAS Help Desk – password reset and other access issues
- Tier 2 – DOAS Surplus – questions regarding data entry and disposal process
- Tier 3 – Technical Support – program technical issues

System Tips:

- Ensure that web browsers are set to allow pop-ups for the site. Some reports runs in Crystal Reports as pop-ups.
- Clicking on any (+) sign will expand any table, (-) sign will close them.
- Any field with an asterisks (\*) is required
- Fields with a magnifying glass have auto search when typed in.
- Fields with drop down arrows have selection menus.
- Transfer Number refers to the transaction (think of it as the transfer form)
- Asset Number refers to the line items on the transfer (actual property)

**Special Note:** When creating transfers and adding assets, there is some redundant data entry. It is necessary to enter the information as described in this guide so that it presents properly in other functions. We understand this is not optimal and will continue to work with the vendor to reduce/eliminate these issues.

## System Access Profiles

There are three different profiles for system access; User, Manager, Director. The profiles are assigned by the organization head and define functionality within the system. Functionality cannot be interchanged. For instance, if a director wants to receive email notifications, then they must carry the “manager” profile.

	User	Manager	Director
Enter transfers and assets	Yes	Yes	No
Approves/denies transfers	No	Yes	No
Access reports	Yes	Yes	Yes
<b>Standard email notification:</b>			
Transfer Approval Reminder	Sent to all site managers.		
Transfer Rejected Reminder	Sent to the user that created the Transfer.		
Transfer Received Reminder	Sent to all users that have the position of property manager		
Surplus Received Email	Sent to user that created the Surplus		
Surplus Sold email with subject of "Disposal Processed"	Send to any contact that is a property manager on the original Site		
Transaction Closed email	Send any contact that is a property manager on the original Site that created the Surplus		

## Property Disposal

The fundamental disposal process and requirements remain the same. All applicable laws and regulations apply, only the reporting process has changed.

- Agencies request disposal authority from DOAS Surplus
- Generally, property will be made available to other GA state agencies, eligible local governments and nonprofits for five business days.
- Place only one disposal type on a transaction request (e.g.. put all ADs on one request)
- Create a separate transfer for each vehicle disposed of. The system “batches” assets in the transfer and this makes it difficult to track individual vehicles.

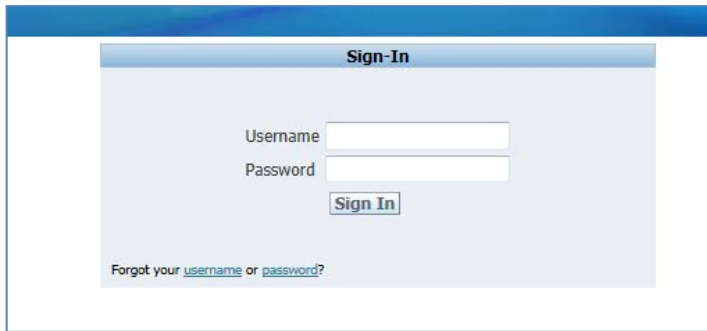
One **significant policy change** is “closing the records.” ***Since the process is virtual, agencies will no longer send signed bills of sales, or transfer forms to DOAS. Once processed, unless otherwise notified, DOAS will assume the transaction is complete as submitted.*** If property is not picked up in the designated time, or not all of the property is removed, the agency must notify DOAS Surplus. This change is necessary to ensure the agency reimbursement is processed in a timely manner.

*Agencies are strongly encouraged to maintain copies of the signed bill of sales, and Affidavit of Disposal for audit purposes.*

There are required fields that are new to most property teams. They are critical to processing taxes and reimbursements and must be entered at the asset level. Attention to detail and accuracy is extremely important in these fields.

## Logging In

- 1) Log into AssetWorks

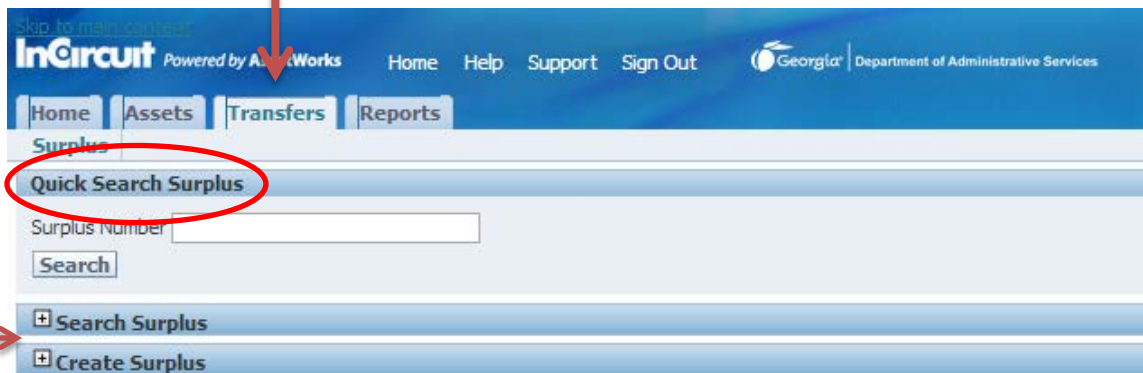


Enter your user name and password provided by DOAS Surplus.

*You will be asked to change your password on your first log in.*

## Create a Transfer

- 2) Click on “Transfers” tab



Page will default to expanded “**Quick Search Surplus**” section. Quick Search allows users to find a previously created transfer.

Clicking on the plus sign (+) will expand the options screens

**Search Surplus** – Allows users to search for transactions if you don’t remember the “**Surplus Number.**” Enter **Surplus Number, From Site, Disposal Method, Asset Number, Status, Remarks, From Person** or date range to view details of a previously assigned asset number (entered request.)

**Method** Drop down

- AD Authorized Disposal
- AHI Add Hoc Invoice
- DNS Direct Negotiated Sale
- ELC Electronics Disposal
- IGA Intergovernmental Agreement
- IS Internet Sale
- PSO Public Sale Other
- RS Retail Sale
- SRS Scrap (Recycle) Sales
- T Transfer
- V Vendor Return

**Status** Drop down

- Closed Transfer has been completed, asset disposed of.
- Open Transfer has not been completed, asset still available
- Pending Pick up DOAS use
- Waiting for Approval Transfer that require manager’s approval
- Waiting for Receipts Manger approved transfers waiting for DOAS Surplus receipt

**From Person** is the individual that created the transfer.

3) Creating a transfer request Expand **Create Surplus** Section:

**Create Surplus**

From Site \* 00000688-001 - DEPARTMENT OF SYSTEMS TESTING - 101 TRINITY AVENUE

Method \*

-- Property Location and Contact Information --

Address 1 \*

Address 2

City \*

State \*

County \*

Zip \*

Contact Name \*

Contact Phone \*

Contact Email \*

-- Receiving Agency --

Agency Name

Receiving Address

Receiving Contact

Receiving Phone

Receiving Email

Create

Fill in the following fields:

“From Site” will default to your agency

“Method” select you desired action request from the dropdown list

AHI	Add Hoc Invoice	DOAS use only
DNS	Direct Negotiated Sale	GA State to local government or eligible nonprofit
AD	Authorized Disposal	Recycle or “Trash”
ELC	Electronics Disposal	Electronics recycling
IGA	Intergovernmental Agreement	DOAS use only
IS	Internet Sale	Online sale to the public
PSO	Public Sale Other	DOAS use only
RS	Retail Sale	Essentially “buy it now”, fixed price
SRS	Scrap (Recycle) Sales	DOAS use only
T	Transfer	GA state agency to GA state agency
V	Vendor Return	Discount for trade-in on like new asset

Enter Property Location and Contact Information—this is where the property is *physically located*,

<b>Address 1</b>	Enter physical location of property
<b>Address 2</b>	Sub address if applicable
<b>City</b>	Enter city of where property is physically located
<b>State:</b>	Enter state of where property is physically located
<b>County</b>	Enter County of where property is physically located
<b>Zip</b>	Enter zip code of where property is physically located
<b>Contact Name</b>	Name of contact person for property

**Contact Phone** Enter phone number for contact person  
**Contact Email** Enter email address for contact person

**Receiving Agency** fields are used when the receiving agency/individual is known, e.g. a Transfer between state agencies. If applicable, enter Receiving Agency information and proceed with asset entry process.

**Create Surplus**

From Site \* 00000688-001 - DEPARTMENT OF SYSTEMS TESTING - 101 TRINITY AVENUE

Method \*

**-- Property Location and Contact Information --**

Address 1 \*

Address 2

City \*

State \*

County \*

Zip \*

Contact Name \*

Contact Phone \*

Contact Email \*

**-- Receiving Agency --**

Agency Name

Receiving Address

Receiving Contact

Receiving Phone

Receiving Email

**Create**

Once the fields are complete, select “Create”

NOTE\* The header will display the information you just entered. Click “edit” to make changes. Be sure to *Save Changes*.



## Adding the Assets

Look for successful creation message and note the “Surplus Number”

- 4) Click **Create New Asset** under Add Assets

Successfully created Surplus Transfer.

**Surplus Detail**

Surplus Number

Creation Date

From Site

From Person

Method

-- Property Location and Contact Information --

Address 1

Address 2

City

State

Zip

County

Contact Name

Contact Phone

Contact Email [Emailofcontact@doas.ga.gov](mailto:Emailofcontact@doas.ga.gov)

-- Receiving Agency --

Agency Name

Receiving Address

Receiving Contact

Receiving Phone

Receiving Email

**Add Assets**

[Create New Asset](#)

5) A new “Insert Surplus Asset” window will appear. Enter the asset information

Asset number	Will be automatically assigned upon save.
NSN Group Code	Click spy glass to search by nomenclature from list that best describes asset. See appendix A for the complete list.
Description	Enter a <i>complete</i> description of the asset, e.g. 2007 Ford Crown Victoria
Site	Will default to your agency’s site.

Special Notes on Vehicle Entry:

- Be sure to select the NSN Group Code that best meets the vehicle description. This allows the system to search more accurately.
- Enter the 17 digit Vehicle Identification Number (VIN) in the vehicle description (e.g. 2005 Ford Crown Victoria FALP123XB456789AA) as well as in the VIN field. When searching, customers will not be able to see the VIN unless it is in the description. If there are several matching vehicles offered simultaneously, the customer won’t know which one to request.

--Summary--

- Condition** Select property condition from dropdown: New, Good, Fair, Poor, Scrap
- Serial Number** Enter Serial Number or Vehicle Identification Number (VIN)
- Make** Enter asset make
- Model** Enter asset model
- Model Year** Enter asset year
- VIN** Reenter VIN (for vehicles, VIN is pulled from this field, not serial number)
- Odometer** Enter vehicle odometer number
- Odometer UoM** Select from dropdown (hours or miles)
- Claim Number** If applicable, enter DOAS Risk Management insurance claim number

--Acquisition--

- Accounting Date** Enter current date.
- Accounting Method** Will default to method selected on transfer page.

**Accounting Description** Enter acquisition price only if applicable.  
**Accounting Cost** Enter anticipated price.

--Notes--

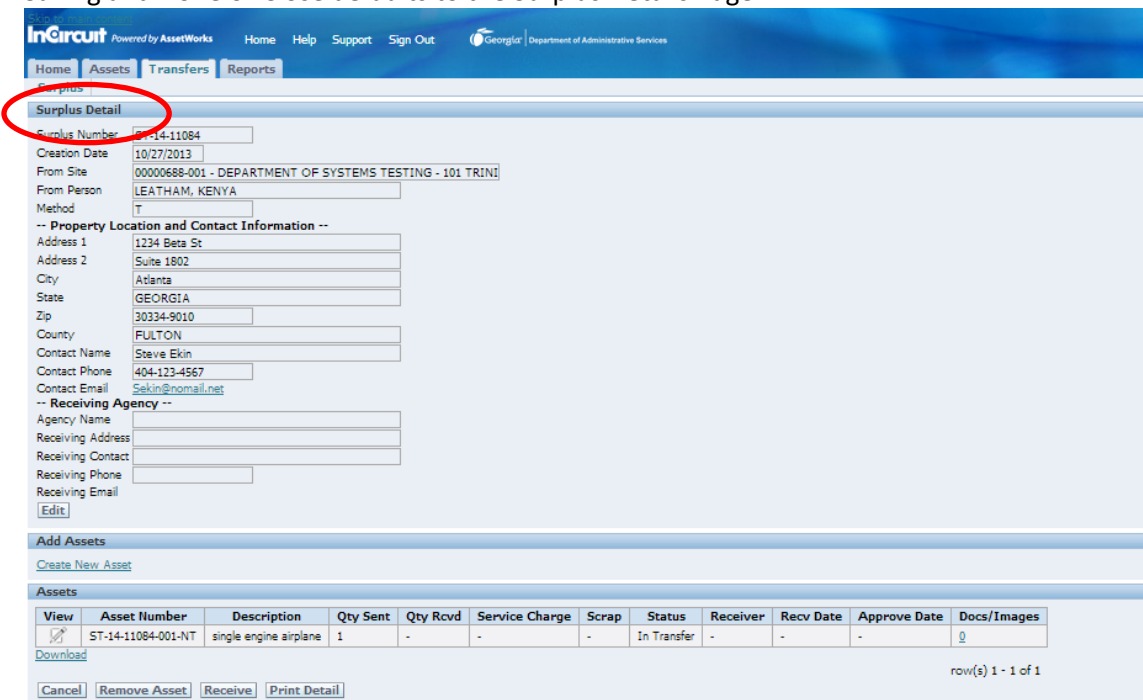
120 character limit per line

<b>Note 1</b>	Enter any agency notes, e.g. asset specifications, will show on Surplus web page
<b>Notes 2</b>	Enter any agency notes, e.g. asset specifications, will show on Surplus web page
<b>Internal Notes</b>	Note for DOAS, will NOT display on Surplus web page.
<b>Quantity</b>	Enter total quantity.
<b>UoM</b>	Select unit of measure from drop down. BX – Box      CS – Case      DZ – Dozen      EA – Each GL – Gallon    LB – Pound      LG - Length      LOT – Lot PK – Package   PL –Pallet      PR – Pair      RL -Roll      ST - Stone
<b>Date Available</b>	This field will default to the current day but <b>change the year to the following one.</b> 12/15/2013 should be entered as 12/15/2014 This determines which items will be visible for redistribution

6) Choose the best action for your request (at the top of window)

- Save and Close** Saves entry and closes window
- Save and Same** Saves entry and duplicate asset information for additional entry.
- Save and New** Saves and allow you to enter another asset
- Save and Done** Saves entry and closes window

Saving and Done or Close defaults to the Surplus Details Page



If the asset was entered incorrectly, please continue. Simply, add the correct asset to the same transfer as another line item. Request that the incorrect line item be rejected by your approving manager.

## Adding Documents & Images

7) After adding all assets and saving, select “Docs/Images” to the right of your assets.

Add Assets											
<a href="#">Create New Asset</a>											
Assets											
View	Asset Number	Description	Qty Sent	Qty Rcvd	Service Charge	Scrap	Status	Receiver	Recv Date	Approve Date	Docs/Images
	ST-14-11068-001-NT	Computer	1	-	-	-	In Transfer	-	-	-	0
<a href="#">Download</a>											
row(s) 1 - 1 of 1											
<input type="button" value="Cancel"/> <input type="button" value="Remove Asset"/> <input type="button" value="Receive"/> <input type="button" value="Print Detail"/>											

Click on the link (0) and a new Attachment Insert window will open

**InCircuit** Powered by AssetWorks

---

**Attachment Insert**

File \*  No file chosen

Comments

Valid file types are jpg, jpeg, gif, png, tiff, tif, txt, csv, pdf, doc, docx, xls, xlsx, ppt, pptx and zip with a max file size of 1200 KB. Images will be resized if possible.

---

**Documents & Images for ST-14-11086-001-NT**

There are no files for this asset.

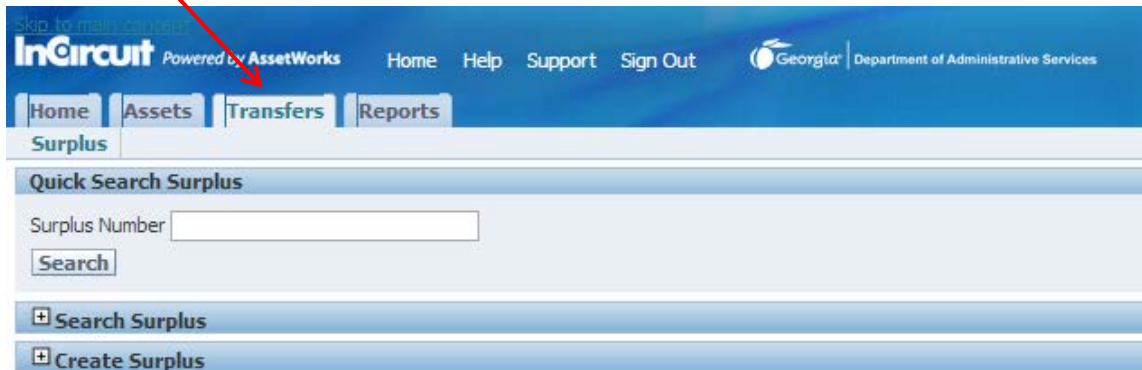
- *Document order is important. Add photos first and supporting documents last.* This will determine how they are viewed on the web site.
- Browse or Choose File and attach records.
- Some documents and images may need to be resized to be attached properly.
- There is a *limit of five photos/documents* per asset. Photos should be in .jpeg format and 600x400 pixels.
- Add images and relevant documents to your assets.
- Numerical value under Docs/Images will increase as records are saved.
- When submitting multiple line requests, attach relevant photos on appropriate line.
- Attached documents may include: inspection forms, titles, photos, inventory lists, and completed transfer forms if completing electronic scrap requests.

**Close** Closes window without saving  
**Save and New** Saves information and allows for additional attachment  
**Save and Close** Saves information and closes window

Congratulations, you have successfully created a Surplus Asset.

## Manager Approves Requests

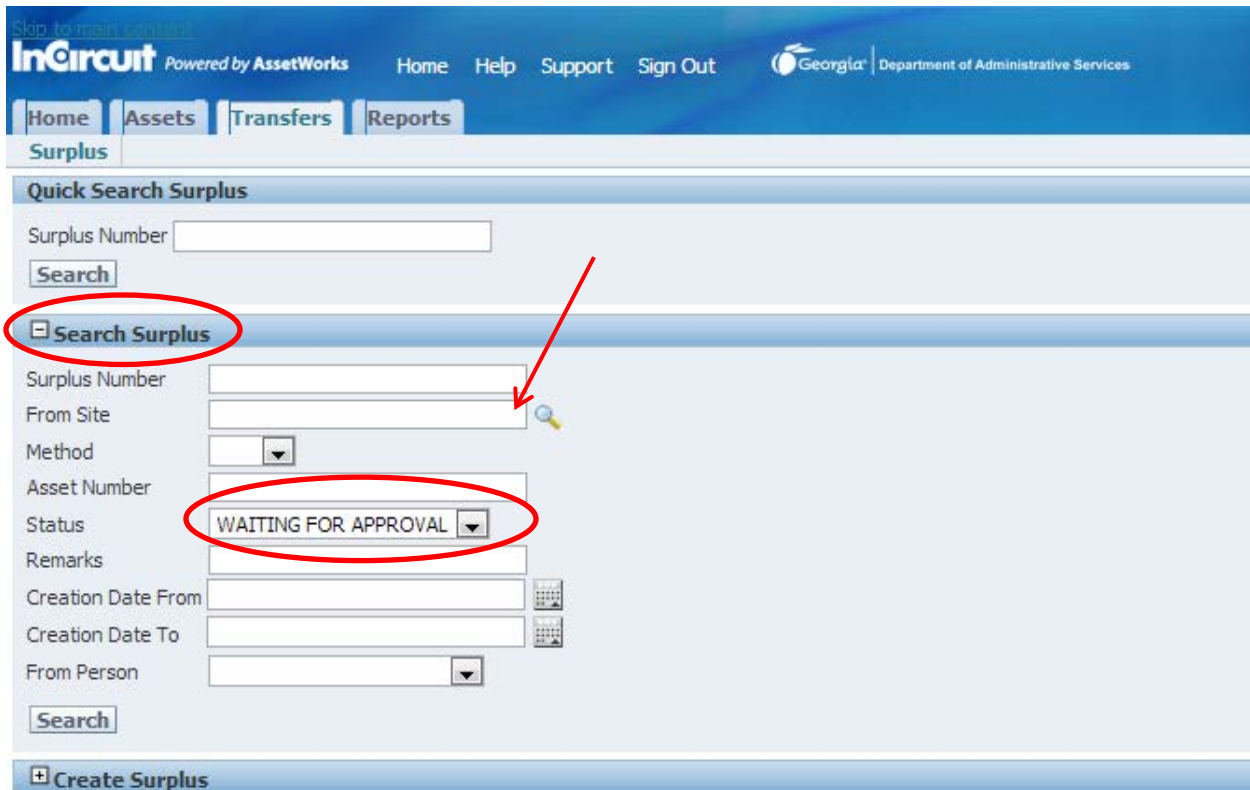
Once an asset is entered and saved, it must be approved by a manager to complete the process. Access the Transfers tab:



The screenshot shows the InCircuit web application interface. At the top, there is a navigation bar with the InCircuit logo, "Powered by AssetWorks", and links for Home, Help, Support, and Sign Out. On the right, it says "Georgia Department of Administrative Services". Below the navigation bar, there are tabs for Home, Assets, Transfers, and Reports. The Transfers tab is selected. Underneath, there is a "Surplus" section with a "Quick Search Surplus" form. The form has a "Surplus Number" input field and a "Search" button. Below the search form, there are two expandable sections: "+ Search Surplus" and "+ Create Surplus". A red arrow points from the "Transfers" tab to the "Surplus" section.

Expand the Search Surplus screen. Enter your Site number in the **From Site** field and Select "WAITING FOR APPROVAL" If you don't enter your site number, the system will call all records and you'll have to manually.

This search will recall all pending approval records. Enter the Surplus Number if you need to approve a specific transfer (e.g. need a urgent AD and can't wait for evening download.)



The screenshot shows the InCircuit web application interface with the "Search Surplus" section expanded. The "Search Surplus" section is circled in red. It contains a "Surplus Number" input field and a "Search" button. Below this, there are several search criteria fields: "Surplus Number", "From Site", "Method" (a dropdown menu), "Asset Number", "Status" (a dropdown menu with "WAITING FOR APPROVAL" selected and circled in red), "Remarks", "Creation Date From", "Creation Date To", and "From Person" (a dropdown menu). A red arrow points to the "From Site" field. At the bottom of the search section, there is a "Search" button. Below the search section, there is a "+ Create Surplus" button.

Then view the surplus transfer and click the Approve button at the bottom of the Surplus Detail screen.

Assets											
View	Asset Number	Description	Qty Sent	Qty Rcvd	Service Charge	Scrap	Status	Receiver	Recv Date	Approve Date	Docs/Images
	ST-13-5363-001-NT	Printers	1	-	-	-	In Transfer	-	-	-	<a href="#">0</a>

Download

row(s) 1 - 1 of 1

Cancel Remove Asset **Approve** Receive Print Detail

A new screen will appear with the Approved drop down field showing as "Pending". **Managers may Approve or Reject each line item in the transfer.**

Surplus

Surplus Detail

Surplus Number: ST-13-5290  
Creation Date: 05/22/2013  
From Site: 51800000-001 - UNIVERSITY OF GEORGIA - 1088 SOUTH LUMPKIN  
From Person: REID, TOCCARA  
Method: T  
Notes:

-- Property Location --  
Address 1: 205 Riverbend Road  
Address 2:  
City: Athens  
State: GEORGIA  
Zip: 30602  
County: CLARKE  
Location Notes:  
Location:  
Building:  
Room:

-- Contact Information --  
Contact Name: Mark Caldwell  
Contact Phone: 706-542-6983  
Contact Email: richardc@suga.edu

Approve Assets

Asset Number	Description	Qty Sent	Approved *
ST-13-5290-001-NT	1989 Dodge D250 Pickup	1	Approved

Cancel Save

Once asset is approved, click the Save button.

**Approve Assets**

Asset Number	Description	Qty Sent	Approved *
ST-14-11081-001-NT	2014 Nissan Maxima AA12ET1GA	1	Approved ▼

Cancel **Save**

Once the status has been selected, click on “Save” and the screen will redirect to the Surplus Detail screen and the message “Successfully approved assets” will appear.

Surplus

Successfully approved assets. ←

**Surplus Detail**

Surplus Number: ST-13-5290  
 Creation Date: 05/22/2013  
 From Site: S1800000-001 - UNIVERSITY OF GEORGIA - 1088 SOUTH LUMPKI  
 From Person: REID, TOCCARA  
 Method: T  
 Notes:

-- Property Location --  
 Address 1: 205 Riverbend Road  
 Address 2:   
 City: Athens  
 State: GEORGIA  
 Zip: 30602  
 County: CLARKE  
 Location Notes:   
 Location:   
 Building:   
 Room:

-- Contact Information --  
 Contact Name: Mark Caldwell  
 Contact Phone: 706-542-6983  
 Contact Email: richardc@uga.edu  
[Edit](#)

**Add Assets**  
[Create New Asset](#)

**Assets**

View	Asset Number	Description	Qty Sent	Qty Rcvd	Service Charge	Scrap	Status	Receiver	Recv Date	Approve Date	Docs/Images
	ST-13-5290-001-HT	1989 Dodge D250 Pickup Truck VIN#1B7HE26X9K5180087	1	-	-	-	In Transfer	-	-	05/22/2013	

Download

Repeat steps as needed.

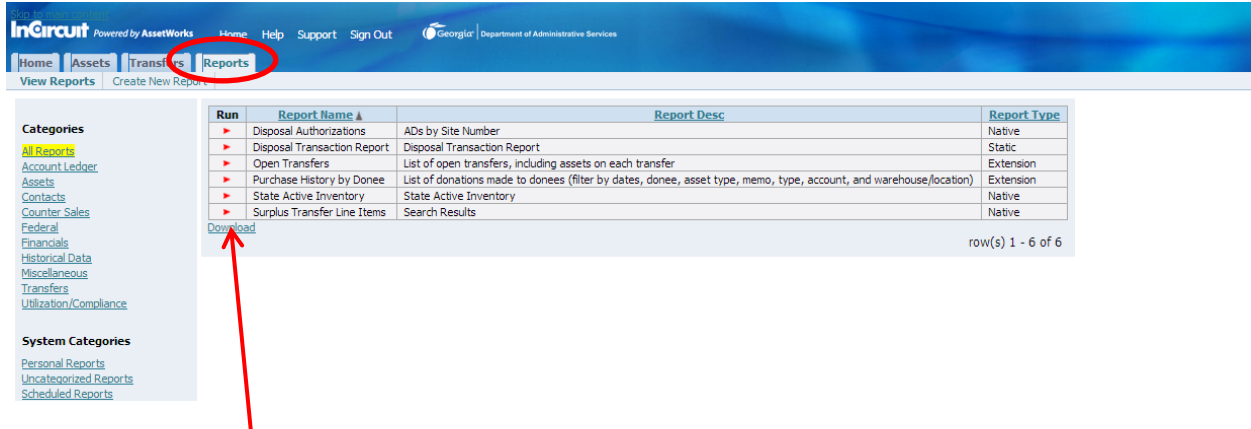
### What happens next?

Once transfers are approved by the manager, they will appear in the DOAS “Waiting for Receipt” queue. Web Specialists will review the data for accuracy and completeness as well as photo quality. If the record is complete, the transfer will be “received” into Surplus. Depending on the items and disposal method, items can be made available on the Surplus website for five business days

# Reports

Asset works contains several prepared reports.

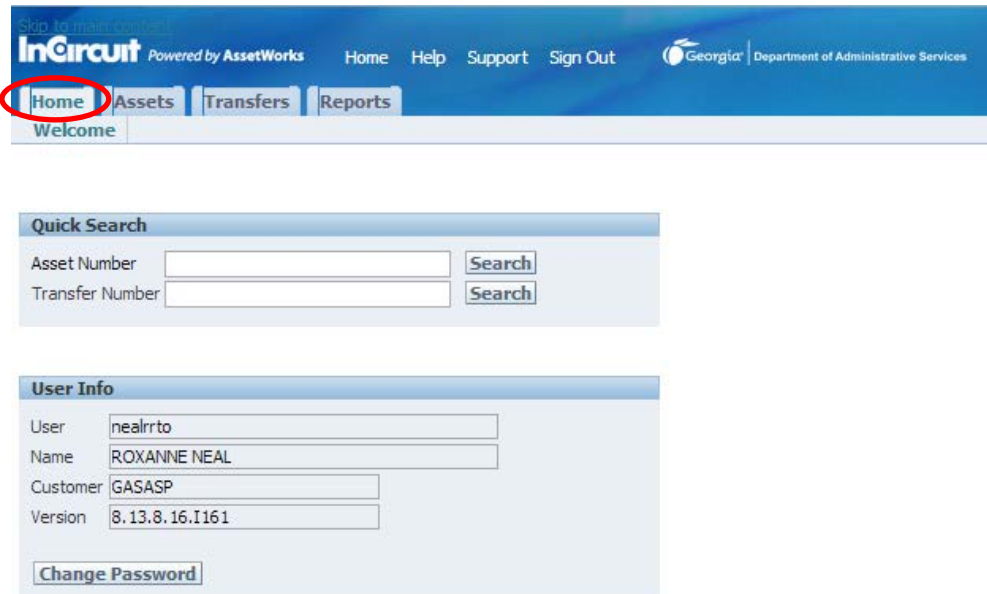
Go to the Reports tab to view/create a report:



Click on the small red arrow to run the report. Extension reports will generate a report in a separate window through a Crystal Report add-on. All of the reports have some filter capability such as adding or removing fields or searching by date range.

# Additional Tabs

Home tab show the current user information and allows a quick search via asset number.



Copyright © 1993-2013 InCircuit Development Corporation. All rights reserved.



The Assets tab allows a search for assets via Asset Number, Description, and Asset Status. Asset Status includes; All, Active, In Online Auction, In Transfer, Inactive, Non Inactive, Pending Receipt

Skip to main content

**InCircuit** Powered by AssetWorks Home Help Support Sign Out Georgia Department of Administrative Services

Home **Assets** Transfers Reports

Quick Search Advanced Search

**Search Assets**

Asset Number  Description  Asset Status

Advance Search sub tab allows users to filter search more specifically:

Skip to main content

**InCircuit** Powered by AssetWorks Home Help Support Sign Out Georgia Department of Administrative Services

Home Assets **Transfers** Reports

View Reports **Create New Report**

**Asset Report**

**Edit Report**

- Report
- Display
- Sort
- Group
- Sum
- Filter**
- Page
- View
- Total

**Filter**

<input type="checkbox"/>	Filter Column	Filter Operator	Filter Expression
<input type="checkbox"/>	<input type="text"/>	equals	<input type="text"/>

row(s) 1 - 1 of 1

## Appendix A National Stock Number (NSN) List

1000 - WEAPONS (PISTOLS, RIFLES, SHOTGUNS, TASERS, BATON, ASP)  
1300 - AMMUNITION ( ALL TYPES)  
1510 - AIRCRAFT, FIXED WING  
1520 - AIRCRAFT, ROTARY WING  
1525 - COMBAT AIRCRAFT  
1925 - SPECIAL SERVICE VESSELS (BOATS)  
1940 - SMALL CRAFT (BOATS)  
2200 - RAILWAY EQUIPMENT (INCLUDES CARS AND OTHER RAIL EQUIPMENT)  
2310 - PASSENGER MOTOR VEHICLES  
2320 - TRUCKS AND TRUCK TRACTORS, WHEELED  
2325 - VANS, BUSES, SEMI (BOX, PANEL, BUSES, PASSENGER VANS)  
2330 - TRAILERS  
2400 - TRACTORS (WHEELED)  
2800 - ENGINES (NON-ELECTRIC)  
3470 - MACHINE SHOP SETS, KITS, AND OUTFITS  
3700 - AGRICULTURAL EQUIPMENT  
3800 - CONSTRUCTION, MINING, EXCAVATING EQUIPMENT (HEAVY EQUIPMENT (DOT YELLOW GEAR))  
3900 - MATERIAL HANDLING EQUIPMENT (FORKLIFTS, TUGS, WAREHOUSE EQUIPMENT)  
4100 - REFRIGERATION & AIR CONDITIONING (HVAC EQUIPMENT, WALK-IN REFRIGERATOR)  
4300 - PUMPS & COMPRESSORS (AIR & WATER)  
5410 - PREFABRICATED AND PORTABLE BUILDINGS  
5800 - COMMUNICATIONS EQUIPMENT (RADIOS, TELEPHONES, CELL)  
6115 - GENERATORS AND GENERATOR SETS, ELECTRICAL  
6500 - MEDICAL/DENTAL (EQUIPMENT AND SUPPLIES)  
7021 - ADP CENTRAL PROCESSING UNIT (CPU, COMPUTER), DIGITAL  
7023 - MONITORS (ALL, CRT OR FLAT)  
7025 - ADP INPUT/OUTPUT AND STORAGE DEVICES  
7110 - OFFICE FURNITURE  
7210 - HOUSEHOLD FURNISHINGS  
7300 - FOOD SERVICE EQUIPMENT  
7400 - OFFICE MACHINES  
7500 - OFFICE SUPPLIES (CONSUMABLES)  
7600 - BOOKS, MAPS, OTHER PUBLICATIONS (BOOKS, MAPS, OTHER PUBLICATIONS)  
7700 - MUSICAL INSTRUMENTS  
7800 - RECREATIONAL & ATHLETIC EQUIPMENT  
7900 - CLEANING EQUIPMENT & SUPPLIES  
8400 - CLOTHING, INDIVIDUAL EQUIPMENT (INCLUDES HELMETS, GOGGLES, RIOT SHIELDS, WEB GEAR)  
8800 - LIVE ANIMALS  
9500 - METAL, BARS, SHEETS, SHAPES  
9900 - MISCELLANEOUS