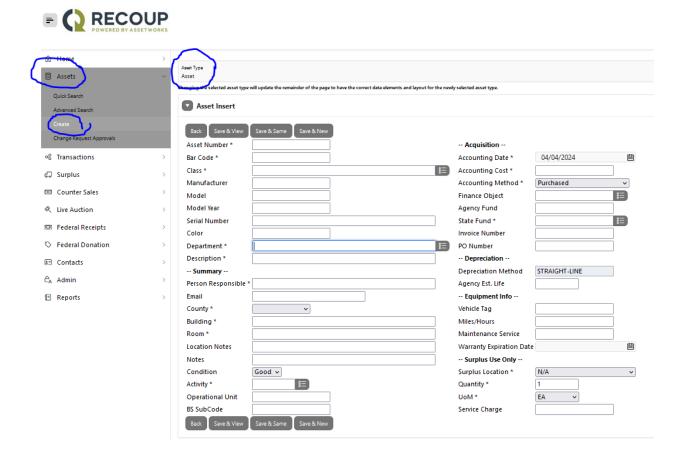## How to Add New Assets into Recoup by AssetWorks

Log into Recoup by AssetWorks - https://ops21.incircuit.com/ops6/f?p=1032:101 .

On the Home screen, click Asset, then click Create. Select Asset Type in drop down box to change from the default of Asset to Vehicle if adding in a new vehicle so the correct Class Codes can be selected.

Key in all information (any field with an asterisk * is a required field). The Activity field is the same as the Function code in STAARS. If you are not sure, look at the asset detail for something already in the system to see the correct codes for Activity and State Fund before you start entering data for the new asset. Once you key in all information, click Save & View box under Asset Insert to view the asset detail screen. Save & New allows you to enter an additional new asset. Save & Same allows you to key in multiple new assets for the same type, brand, model of assets (10 new laptops, 10 new chairs, etc.) However, when you click Save & Same, all information is prefilled from your previous entry and the asset number, barcode, serial number, and person responsible fields need to be adjusted since you cannot use the same asset number or barcode twice.
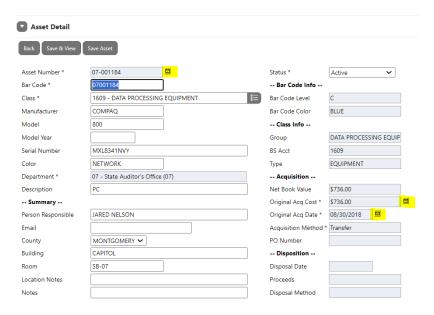

To assist new property managers when entering new assets, there is a New Property Acquisition form on our website under Resources, Forms and Procedures. All required fields are marked. You can print the form to fill out before you start keying, so you have all the information before beginning.

https://www.auditor.alabama.gov/PDFs/Forms/PA2-NewPropertyAcquisitionRevised.pdf

Corrections to Assets:

If the asset number, original acquisition cost, or original acquisition date are incorrect, click the envelope next to the field on the asset detail screen, enter correction and submit change request. Only submit change request for each item once. After the Auditor's Office approves the change, it will be reflected on the asset detail screen.

Changes to Assets:

To update the Person Responsible field, location information, serial number, or any fields not greyed out, make the change, then click Save Asset. Any time an asset changes from one employee to another, the Person Responsible field needs to be updated. It is recommended that a Person Responsible report for the previous and current employee responsible be printed so acknowledgement is in writing of the changes to assets assigned to each employee.