

## How to Create a Surplus Transfer:

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

On the Home screen, click Surplus, then click Create. Select the method from the drop-down box which is normally State Surplus. Make sure to enter your information under Pickup Information so that Surplus has your name, phone number, and email in case they need to contact you.

Other Methods not used as frequently are: State As-Is, Where-Is which is sale on site which must be pre-approved by Surplus; or State Direct Transfer if you are going through Surplus for items going to another specific agency or an approved donee. Contact State Surplus for approval prior to creating the SD1 for further instructions. For on-site sales, pictures need to be sent to Surplus and contact name, phone number, email, and address need to be included for those who may want to view the items before purchasing. State Direct Transfer allows Surplus to sell your items to another agency, school, or non-profit agency already approved through Surplus Property since most agencies do not have authority to sell assets.

The screenshot displays the Recoup web application interface. On the left is a navigation sidebar with the following items: Home, Assets, Transactions, Surplus (highlighted), Surplus (sub-menu), Lot, Counter Sales, Live Auction, Federal Receipts, Federal Donation, Contacts, Admin, and Reports. The 'Surplus' menu item is circled in blue. The main content area is titled 'Create Surplus Transfer' and contains the following form fields: 'From Department \*' (text input), 'Method \*' (dropdown menu), 'Remarks' (text input), and a section titled '-- Pickup Information --' which includes 'Preparer Contact Name', 'Preparer Contact Phone', 'Preparer Contact Email', and 'Preparer Location Notes' (all text inputs). A 'Create' button is located at the bottom left of the form area and is also circled in blue.

After you click create, the Surplus Detail screen appears. In the box for Asset Number, key in your asset number being transferred to Surplus, then click Add Asset. It will populate the asset onto the SD1, then click Print Detail to print two copies of the SD1. Print two copies. You will sign in the middle blanks under Released by. Take the two copies with you to Surplus when delivering assets. They will sign both copies, keep one and give one back to you for your records.

- Home >
- Assets >
- Transactions >
- Surplus >
  - Surplus >
  - Create
  - Lot >
- Counter Sales >
- Live Auction >
- Federal Receipts >
- Federal Donation >
- Contacts >
- Admin >
- Reports >

**Surplus Detail**

Surplus Number: 241438  
 Method: State Surplus  
 From Department: 07 - State Auditor's Office (07)  
 From Person: LYNCH, KATHIE  
 Remarks: Transfer to Surplus

-- Pickup Information --

Preparer Contact Name: Kathie Lynch  
 Preparer Contact Phone: 334-242-7025  
 Preparer Contact Email: kathie.lynych@auditor.alabama.gov  
 Preparer Location Notes:

[Edit](#) [Pickup Labels](#)

**Add Assets**

Asset Number \*

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

[Transfer by Filter](#)

Assets

View	Asset Number	Description	Qty Sent	Qty Rcvd	Service Charge	Status	Receiver	Recv Date
	07-001183	PC	1	-	-	In Transfer	-	-

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[Back](#) [Remove Asset](#) [Receive](#) [Print Labels \(PDF\)](#) [Print Detail](#)