

# How to Create, Update, and Submit Surplus Batches



**STEP BY STEP GUIDE FOR  
CREATING AND SUBMITTING  
SURPLUS BATCHES**

# Understanding the Surplus Process



- Regardless of dollar value, university property may not be traded, sold, salvaged, destroyed, transferred to other state agencies, or cannibalized until the Surplus Manager and Marketing and Redistribution have given prior approval.
- In instances where items have become surplus to a department: the person designated within a department to 'surplus' the items, must enter the items for surplus in the AIMS application of BASIS.
- Once the items have been entered, the surplus batch is approved by the Responsible Employee designated in AIMS, along with Financial Affairs and the Surplus Manager.
- Once the batch has been 'approved' a 'Request for Disposal of Surplus Property' report is generated along with surplus-inventory bar code labels, which will be sent to the departmental contact for placing to the front of each appropriate item.
- The Surplus Manager, in coordination with the departmental contact, will schedule a time for pick up of the items. When items are picked up, the departmental contact must sign a copy of the report verifying what items were picked up. The items will be transported back to the surplus warehouse.
- After items have been received and moved to the Surplus Warehouse, the budgetary unit for all items will be changed from the department's BU to the surplus warehouse's BU. These items will no longer be the responsibility of the department. Items received at the Surplus Warehouse are either held for recycling back on campus, sold by sealed bid, scrapped, or sold through public auctions.

# STEP ONE: Creating the Surplus Batch

The *first* step in creating the surplus batch is to create the surplus batch number that is used to identify the items you will then add to the batch. To create the Surplus Batch number follow these steps:

1. In the *Command field* type **SPB**; with an *Action* of **A**; press '**enter**'. A small window will be displayed which provides information regarding the University's e-Cycle program. Once you have read this message; press '**enter**'.
2. Your cursor is in the *BU field*. Type your *BU*.
3. In the *Employee ID field* either type the *employee ID* for the person responsible for the batch, **OR** press the **PF1** key to activate the employee search. Once you have located the employee, and selected the name, the ID will be displayed.
4. Type the *Phone Number* and then the *Campus Address*.
5. If you want to include any notes, type those in the *Notes field*. Press '**enter**' to validate **and PF10** to save. A *Surplus Batch No* will then be displayed in the banner. This is an example of the screen layout.
6. You are now ready for the next step of adding your items to the batch.

```
Test
QWS3270 Edit View Options Tools Help
Please enter new key fields
Add performed for Surplus Batch No: 00062          SPB 05/23/12 11:22
Command: [redacted] Action: A Tag No: [redacted] BU: [redacted] Date: [redacted]
Surplus Batch No: 62

-----
Action: A for Surplus Batch No: 62 Status: I

BU: BASI BASIS Project                               Assets in Batch by
                                                    Surplus Asset Status Count
-----
Contact Information
-----
Employee ID: 900201
                Donna Lee Carter
Phone Number: 479/575-4164
Campus Address: HOTZ-602

Notes: Surplusing items not needed for move to Uptown location.

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
                Help Susp Quit

Connected to admin.uark.edu port 8081          4/28          NUM          11:22:54 IBM-3278-2-E - TCP00090
```

# STEP 2: Adding Assets to the Batch that are Currently being Tracked in AIMS

This is where you will add the assets you want to surplus.

**IMPORTANT:** prior to adding your items, you must know the following information:

- Is this item being tracked in AIMS currently? If it is, there will be University Red or Blue tag on the item. You will need this number.
- If the asset is not being tracked in AIMS you will be required to add information related to the item, which will be discussed on the next screen.

1. In the *Command field* type **SA** with an Action of **A**. Tab to the *Tag No:* field and type the tag number. Be sure and type the **T** at the beginning of the number. Press 'enter'.
2. A window will be displayed for you to select the 'type' of asset you are going to surplus. Once you select the 'type' you will press **PF10** to save your selection.
3. The information related to your asset will then be displayed. At this point, if you need to modify the location, you can do so by pressing **PF1** and locating the appropriate location.
4. In the *Condition field*, press **PF1** and select the condition of the item.
5. In the *Pre surplus action* press **PF1** to select the appropriate action.
6. If the action requires a certification, you will be required to type the person's name who certifies the action was taken in the *Certified by field*. Press **PF10** to save the addition.

The screenshot shows a terminal window titled 'Test' with a menu bar (QWSS270, Edit, View, Options, Tools, Help) and a toolbar. The main display area contains the following text:

```
All entries are valid, press PF10 to Save
AIOSA 1 TEST Surplus Asset - SA 05/23/12 12:15
Command: [redacted] Action: A Control No: C1375 BU: [redacted] Date: [redacted]
Surplus Batch: 62

-----
Action: A Control No: 1375 Surplus Batch: 62 In process
BU: BASI Surplusing Employee: Donna Lee Carter

Tag No: 7007585 PC Non-Capital
Acquired: 09/28/2009 Responsible Employee: Janice K. Harrison
Item: 1 DEPARTMENTAL ASSETS

Surplus Description: LAPTOP Status: P Pending
Make: Dell Located in Room Tag No: 23868
Model: 745 Site Code: FAYC Building Code: HOTZ
SN: 9J8964F Hotz Hall
Condition: F Fair Quantity: 1 Room: 620 COMPUTER ROOM
Pre surplus action: D Dod wiped the hard drive Auction:
Certified by: Paul Bixby Recycling Pgm: Batch:
Pallet:

Notes: [redacted]

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Help Suspd Quit RStrt SDesc Save
```

At the bottom of the terminal, a status bar shows: Connected to admin.uark.edu port 8081, 3/39, NUM, 12:14:27 IBM-3278-2-E - TCP00090.

## STEP 2: Adding Assets to the Batch that are NOT being Tracked in AIMS

There will be many times, where you are wanting to surplus assets that are NOT being tracked in AIMS. The process for adding the asset is basically the same, except you will be required to enter a little more information:

1. In the *Command field* type **SA** with an *Action* of **A**. If there is currently a Tag No; in the banner, **REMOVE** it, then Press **'enter'**.
2. A window will be displayed for you to select the 'type' of asset you are going to surplus. Once you select the 'type' you will press **PF10** to save your selection.
3. Depending on the type you selected, the system will require you to enter other information related to the asset, for example: make, model and serial number.
4. In the *Located in Room Tag No: field* you will be required to enter the room location.
5. In the *Condition field*, press **PF1** and select the condition of the item.
6. In the *Pre surplus action* press **PF1** to select the appropriate action.
7. If the action requires a certification, you will be required to type the person's name who certifies the action was taken in the *Certified by field*. Press **PF10** to save the addition.
8. In this example I was creating a surplus asset of a metal desk for which I was not required to enter a Make, Model, or Serial No.
9. Once you have completed entering your assets you are ready for **Step 3**.

```
All entries are valid, press PF10 to save
AIOSA 1 TEST Surplus Asset - SA 05/23/12 12:34
Command: Action: A Control No: BU: Date:
Surplus Batch: 62

-----
Action: A Control No: Surplus Batch: 62 In process
BU: BASI Surplusing Employee: Donna Lee Carter

Tag No:
Acquired: Responsible Employee:
Item:

Surplus Description: DESK, METAL Status: P Pending
Make: Located in Room Tag No: 26108
Model: Site Code: FAYC Building Code: HOTZ
SN: Hotz Hall
Condition: G Good Quantity: 1 Room: 605 LARGE CONFERENCE ROOM
Pre surplus action: U Unlocked and empty Auction:
Certified by: Donna Carter Recycling Pgm: Batch:
Pallet:

Notes:

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Help Suspd Quit RStrt SDesc Save

Connected to admin.uark.edu port 8081 3/39 NUM 12:33:22 IBM-3278-Z-E - TCP00090
```

# STEP 3: Submitting your Batch for Electronic Approval

This step is where you will submit your batch for electronic approval. This transaction will route to the appropriate Responsible Employee designated for your BU along with Property Accounting personnel and the Surplus Property Manager.

1. In the *Command field* type **SPBA** with an Action of S. Press **'enter'** to validate and PF10 to submit.

```
Test
QWS3270 Edit View Options Tools Help

Please enter new key fields
Txn created for Batch: 00062                               SPBA 05/23/12 12:54
Command: [redacted] Action: S Tag No: C1375 BU: [redacted] Date: [redacted]
Surplus Batch: 62

-----
Action: S Surplus Pickup Batch: 62 in BU: BASI BASIS Project
        for Employee: 900201 Donna Lee Carter
Status: S Submitted for approval 479/575-4164 HOTZ-602
Notes: Surplusing items not needed for move to Uptown location.

        (Use command LSB and SA to access all surplus asset information)
Asset ID Surplus Description St Make Model
T7007585 COMPUTER P Dell 745
C1930 DESK, METAL P

Surplus Assets 1 thru 2 of 2 displayed 2 pending
Approved: by
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Help Suspd Quit NextR

Connected to admin.uark.edu port 8081 4/18 NUM 12:53:08 IBM-3278-2-E - TCR00090
```

# List: LBES (List Pickup Batch for Employee by Status)



This list allows you to enter a Batch Status and a beginning Emp ID. In this example I have selected the Batch Status of 'S' (submitted) for a specific Emp ID. The list starts with the Emp ID I entered in the banner. From here I can mark a name, and then suspend to the command LBSE to see further information.

```
Select an entry, or enter new keys
AIOLBES 1 TEST List pickup Batch Employees for a Status - LBES 05/23/12 13:12
Command: [redacted] Action: [V] Tag No: 7007585 BU: BASI Date: [redacted]
Batch Status: S Emp ID: 900201
-----
List Employees with Surplus Batches in Status: S Submitted for approval
starting from Emp ID: 900201

Cmd  Emp ID  Employee Name  Pickup
    [redacted]  [redacted]  [redacted]      Batch
    [redacted]  [redacted]  [redacted]      Count
-----
LBSE 900201 Donna Lee Carter                2
LBSE 900388 Cheryl R Canfield            1

Employees 1 thru 2 are displayed
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Help  Suspd Quit          RStrt          Q/Nxt

Connected to admin.uark.edu port 8081 4/17 NUM 13:11:13 IBM-3278-2-E - TCP00090
```



# List: LSB (List Surplus assets for a Batch)



I can now view the assets for a specific batch:

```
Test
QWS3270 Edit View Options Tools Help
-----
Select an entry, or enter new keys
Suspended from LBSE                               LSB 05/23/12 13:18
Command: [redacted] Action: [v] Control No: 7007585 BU: BASI Date: [redacted]
Surplus Batch: 62 [redacted]
-----
List Assets in Surplus Batch: 62    in BU: BASI Status: Submitted for approval
for Employee: 900201 Donna Lee Carter
-----
Tag No      Surplus Description  St  Make      Model
-----
[redacted] T7007585  COMPUTER            P  Dell      745
[redacted] C1930    DESK, METAL         P

Suspend to Cmd: SA
Assets          1 thru      2 of      2 are displayed

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Help          Quit  DCode RStrt          Q/Nxt

-----
Connected to admin.uark.edu port 8081          4/18          NUM          13:17:33 IBM-3278-2-E - TCP00090
```