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# Property Inventory Application

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## Annual Certification- Guide

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TEXAS TECH UNIVERSITY

Administration and Finance  
Information Systems Management

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# TABLE OF CONTENTS

<b>PROPERTY INVENTORY APPLICATION OP 63.08.....</b>	<b>3</b>
HOW TO ACCESS .....	3
<i>Home Page Overview</i> .....	3
<b>HOW TO VIEW YOUR DEPARTMENT INVENTORY LIST .....</b>	<b>4</b>
VERIFY AND EDIT INVENTORY ITEMS .....	5
TRANSFER ITEMS TO ANOTHER DEPARTMENT.....	6
<i>How to Transfer to Surplus</i> .....	7
<i>View Pending Transfers</i> .....	8
<i>Accept Transfers</i> .....	9
<i>View Transfer Search</i> .....	11
SEARCH FIXED ASSETS .....	12
MISSING PROPERTY REPORT .....	13
LOST AND STOLEN PROPERTY REPORT .....	14
<b>FISCAL YEAR ANNUAL CERTIFICATION .....</b>	<b>15</b>
REVIEW PRIOR TO SUBMISSION.....	15
<i>Submitting the FY Annual Certification</i> .....	16
<b>HOW TO ACCESS TTU FORMS .....</b>	<b>17</b>
<b>HELP AND RESOURCES.....</b>	<b>18</b>

## PROPERTY INVENTORY APPLICATION OP 63.08

Navigating to the Property Inventory System.

1. Navigate to **Raiderlink**.
2. Click on the **A&F Work Tools Tab**.
3. Under the **A&F Work Tools Tab > Finance Channel** – Click on **Property Inventory System**.

The screenshot shows the A&F Work Tools interface. At the top, there are two tabs: "A&F Work Tools" (highlighted in red) and "Research Administration". The date "April 5, 2013" is displayed in the top right corner. The interface is divided into two main panels. The left panel is titled "Budget" and contains a "Budget Home" link, a list of links including "ambud@ttu.edu", "Cognos Budget Reports", "Budget Revision System", "Approval Tracking System", "Budget Prep", "Fringe Projection Application", "Forms", "Contact List by Fund", and "Need Help". Below this is a section for "BUDGET ANNOUNCEMENTS" with a "Budget News" link and a bullet point about a "Pre-Prep Checklist" with a URL. The right panel is titled "Finance" and contains a "Finance Home" link, a list of links including "Reports", "Gateway", "New Fund Request System", "Finance Forms", "Finance Applications(i.e. Cognos, Gateway etc...)", "Contact List By Fund Class", "Finance Operating Policies", and "Need Help". Below this is a section for "Property Inventory" with a "Property Inventory Home" link, a list of links including "Reports", "Property Inventory System" (highlighted in yellow), and "Forms". An arrow points to the "Property Inventory System" link.

## HOME PAGE OF THE PROPERTY INVENTORY APPLICATION

Below is a screen shot of the Property Inventory Application Home Page:

The screenshot shows the home page of the Texas Tech University System Property Inventory application. The header features the Texas Tech University System logo and the text "TEXAS TECH UNIVERSITY SYSTEM Property Inventory". Below the header is a navigation menu with links for "Reports", "Search Fixed Assets", "Transfers", "Forms", "Contacts", and "Help". A "Sign Out" button is also visible. The main content area displays the title "Property Inventory" and a welcome message: "Welcome to Property Inventory. Modification and annual certification of departmental inventory information are now available online. All certifications are due on or before April 30, 2014 for TTUHSC and on or before June 30, 2014 for TTU. The current active fiscal year is 2014. The Property Inventory reports apply only to this year. This site provides reports in Adobe Acrobat PDF format. Click the link to below to download Adobe Acrobat Reader." Below the text is a "Get ADOBE® READER®" button with the Adobe logo.

## VIEW YOUR DEPARTMENTAL INVENTORY LIST

1. Click on **Reports** on the left menu.
2. If you have more than one Organization or more than one Chart of Accounts assigned to you use the drop down to choose which one to look at:
  - If you don't see the correct department listed, please contact:  
[property.management@ttu.edu](mailto:property.management@ttu.edu)
3. Click on **Change Dept.**
4. Under available reports click on **Departmental Inventory Listing**.
5. Click **Go to Report**.

**TEXAS TECH UNIVERSITY SYSTEM**  
Property Inventory

**PROPERTY INVENTORY**

- Reports
- Search Fixed Assets
- Transfers
- Forms
- Contacts
- Help
- Admin

ePalder  
Sign Out

HSC Home > Finance & Administration > Property Inventory >

### Select Report

Below is a list of Organizations within the Department and a list of reports available. Select an Organization and then select the report you wish to view. Click the 'Go To Report' button to proceed.

Edit assets or Transfer an asset by choosing the Departmental Inventory or Items Not Yet Tagged report.

You are authorized to view inventory for more than one chart of account and department. To change charts and/or departments, choose a different chart and/or department from the list below and click Change Dept.

T Academic Operations and Services Change Dept.

Organizations for AF Information Systems Mgmt (C1100):	Available Reports:
<input checked="" type="radio"/> C11000 - Admin and Finance Info Systems Mgmt	<input checked="" type="radio"/> Departmental Inventory Listing (includes ability to edit and transfer)
	<input type="radio"/> Items Not Yet Tagged (includes ability to edit and transfer)
	<input type="radio"/> Missing Property
	<input type="radio"/> Lost and Stolen Property
	<input type="radio"/> Annual Certification

Go To Report

## VERIFY AND EDIT INVENTORY ITEMS

1. Validate the Property Custodian listed on the report is Correct. If the Property Custodian needs to be changed, email [property.management@ttu.edu](mailto:property.management@ttu.edu)
2. You can get a PDF Version of the report through the **Click here to get a PDF version of the report** link.
3. Validate that the Department Inventory List is correct.
4. Make edits to the inventory items by clicking on **Edit**. Edit the **Condition, Serial Number, Building and Room Number**. **\*\*You are not able to update the description, manufacturer or model here. To make these updates email: [property.management@ttu.edu](mailto:property.management@ttu.edu)**
5. Click **Update** after you make your changes in each row. This will show the change and highlight the line where the changes were made. The highlight will disappear once you navigate away from the page.
6. Click **Save My Changes** after all updates have been made.

**TEXAS TECH UNIVERSITY SYSTEM**  
Property Inventory

PROPERTY INVENTORY

Reports  
Search Fixed Assets  
Transfers  
Forms  
Contacts  
Help  
Admin  
Banner Sign Out

HSC Home > Finance & Administration > Property Inventory >

### Departmental Inventory

C11000 - Admin and Finance Info Systems Mgmt  
Jonathan Botros ← Property Custodian

Below is a list of inventory items for the selected Organization. To edit an item click the edit link to put the row in 'edit mode'. In this mode there are four fields which you are able to edit: Condition, Serial Number, Room, and Building. After editing one or more fields, either save the changes by clicking the 'Update' link for that row or cancel the changes by clicking the 'Cancel' link. After updating, rows that have been changed are highlighted in yellow. When done, click the 'Save Changes' button. This will queue your changes to process in Banner. To cancel all your changes, click the 'Undo All Changes' button.

Assets will remain on the "Items Not Yet Tagged" report until a location and serial number are submitted to complete the tagging process.

\*The Serial Number field must contain only the serial number of the asset. Placing other information in this field renders the asset unsearchable by the Property Management office.

Select Different Report or Organization

Undo All Changes Save My Changes Click here to get a PDF version of this report.

		Cond	Type	Tag #	Description	Manufacturer	Model	*Serial Number	Room	Acquired Date	Amount
Edit	Transfer	G	CA	226319	Printer Laserjet 4000	Hewlett Packard	C4118a	USEF096148	Xcel Building Room 224	3/9/1998	1,534.00
Edit	Transfer	N	SW	249479	Software-Webfocus	Information Bldrs			Xcel Building Room 224	8/10/2004	137,595.00
Edit	Transfer	N	CA	263870	Dell Lat D630	Dell	Dcs	3CDR3H1	Xcel Building Room 224	8/25/2008	1,567.90
Edit	Transfer	N	CA	264041	ThinkPad CONFIGURED SYSTEM	Lenovo	6457	L3-BT192	Xcel Building Room 201A	10/3/2008	1,678.90
Edit	Transfer	N	CA	264042	ThinkPad	Lenovo	6457	L3-BT193	Xcel Building Room 201A	10/3/2008	1,678.90
Edit	Transfer	N	CA	264044	ThinkPad	Lenovo	6457	L3-BT191	Xcel Building Room 201A	10/3/2008	1,678.90
Edit	Transfer	N	CA	264045	Laptop	Apple	A1224	W88350CMYJY	Xcel Building Room 224	12/2/2008	2,716.00
Edit	Transfer	N	CA	264046	ThinkPad	Lenovo	6457	L3-BT190	Xcel Building Room 201A	10/3/2008	1,678.90
Edit	Transfer	N	CA	265704	Opt 755 DEALER 142777 TTU	Dell	DCS	1HRRNJ1	Xcel Building Room 224	4/13/2009	1,083.09

7. You will receive a **Changes Confirmed** page once saved.

# TRANSFER ITEM(S) TO ANOTHER DEPARTMENT

1. In the Departmental Inventory List you can click on **Transfer** to the left of the item you would like to transfer.

**TEXAS TECH UNIVERSITY SYSTEM**  
Property Inventory

PROPERTY INVENTORY

HSC Home > Finance & Administration > Property Inventory >

## Departmental Inventory

C11000 - Admin and Finance Info Systems Mgmt

Jonathan Botros

Below is a list of inventory items for the selected Organization. To edit an item click the edit link to put the row in 'edit mode'. In this mode there are four fields which you are able to edit: Condition, Serial Number, Room, and Building. After editing one or more fields, either save the changes by clicking the 'Update' link for that row or cancel the changes by clicking the 'Cancel' link. After updating, rows that have been changed are highlighted in yellow. When done, click the 'Save Changes' button. This will queue your changes to process in Banner. To cancel all your changes, click the 'Undo All Changes' button.

Assets will remain on the "Items Not Yet Tagged" report until a location and serial number are submitted to complete the tagging process.

\*The Serial Number field must contain only the serial number of the asset. Placing other information in this field renders the asset unsearchable by the Property Management office.

Select Different Report or Organization

Undo All Changes Save My Changes [Click here to get a PDF version of this report.](#)

		Cond	Type	Tag #	Description	Manufacturer	Model	*Serial Number	Room	Acquired Date	Amount
Edit	Transfer	G	CA	226319	Printer Laserjet 4000	Hewlett Packard	C4118a	USEF096148	TTU Downtown Center Room 223A	3/9/1998	1,534.00
Edit	Transfer	N	SW	249479	Software-Webfocus	Information Bids			TTU Downtown Center Room 224	8/10/2004	137,595.00
Edit	Transfer	N	SW	24947902	Software	Information Bids			Remote Inventory	8/26/2004	62,873.00
Edit	Transfer	N	CA	260200	Projector	Dell	1800mp	6CLG0D1	TTU Downtown Center Room 224B	9/10/2007	704.89
Edit	Transfer	N	CA	263870	Dell Lat D630	Dell	Dcs	3CDR3H1	TTU Downtown Center Room 224	8/25/2008	1,567.90
Edit	Transfer	N	CA	264041	ThinkPad CONFIGURED SYSTEM	Lenovo	6457	L3-BT192	TTU Downtown Center Room 201A	10/3/2008	1,678.90

Transfer item to another Department

2. On the Transfer Page add the **Department, Orgn** and select the appropriate **Building and Room Number** you are transferring to and enter the **Transfer Reason**. Click **Submit**.

*\*\*The Transfer will need to be accepted by the other department to complete the transfer.*

**TEXAS TECH UNIVERSITY SYSTEM**  
Property Inventory

PROPERTY INVENTORY

HSC Home > Finance & Administration > Property Inventory >

## Transfer

Initiated by Rachel Galley (+)Help

Tag #: 226319  
Desc: Printer Laserjet 4000  
Orgn: C11000  
Room: TTU Downtown Center Room 223A

Department:   
Orgn:   
Building:   
Room:

Transfer Reason:

**Submit**

Choose the Department, Orgn., and add a transfer reason. Then click Submit

## HOW TO TRANSFER ITEMS TO SURPLUS

**\*\*If moving Inventory Items to Surplus, select Surplus- C1303 from the Department drop down, C13013- Property Surplus from the Orgn drop down and select Building – 0340 TTU Warehouse Building, Room – Remote Inventory.**

- After submitting, please send an email to [property.surplus@ttu.edu](mailto:property.surplus@ttu.edu) listing the items that have been transferred to surplus using the form **Request to Have Property Picked up by Surplus**.
- Be sure to list the Transfer #, Asset Tag #, Description, and Serial Number and fill out the necessary certifications required.
- The email notifies Surplus Property to physically pick up the items that have been transferred to surplus through the online inventory system.

The screenshot shows the 'Transfer' form in the Texas Tech University System Property Inventory system. The page title is 'Transfer' and it is initiated by Myka Bingham. The form contains the following information:

- Initiated by:** Myka Bingham
- Tag #:** 226319
- Desc:** Printer Laserjet 4000
- Orgn:** C11000
- Room:** TTU Downtown Center Room 201A

A red arrow points from the item information to the 'Property Surplus Selections' section, which includes the following dropdown menus:

- Department:** Surplus - C1303
- Orgn:** C13013 - Property Surplus
- Building:** 0340 TTU Warehouse Building
- Room:** Remote Inventory

Below the selections, the 'Transfer Reason' is set to 'No longer works'. A 'Submit' button is located at the bottom left of the form area.

**Note: Surplus will not accept any online transfers without email notification.**

You will receive a Confirmation Number to confirm ALL Transfer Submissions.

The screenshot shows the 'Confirmation' page in the Texas Tech University System Property Inventory system. The page title is 'Confirmation' and it displays the following information:

- Transfer 1400001 successfully submitted.**
- [Return to Department Inventory Listing.](#)

# VIEW PENDING TRANSFERS

- To view pending transfers, click **Transfers** on the left menu bar and click on **Pending**.

**TEXAS TECH UNIVERSITY SYSTEM**  
Property Inventory

PROPERTY INVENTORY

HSC Home > Finance & Administration > Property Inventory >

**Select Report**

Initiate  
 Pending  
 Delegate  
 Search

within the Department and a list of reports available. Select an Organization and then select the report you report' button to proceed.

asset by choosing the Departmental Inventory or Items Not Yet Tagged report.

You are authorized to view inventory for more than one chart of account and department. To change charts and/or departments, choose a different chart and/or department from the list below and click Change Dept.

T Academic Operations and Services Change Dept.

Organizations for AF Information Systems Mgmt (C1100):	Available Reports:
<input checked="" type="radio"/> C11000 - Admin and Finance Info Systems Mgmt	<input checked="" type="radio"/> Departmental Inventory Listing (includes ability to edit and transfer)
	<input type="radio"/> Items Not Yet Tagged (includes ability to edit and transfer)
	<input type="radio"/> Missing Property
	<input type="radio"/> Lost and Stolen Property
	<input type="radio"/> Annual Certification

Go To Report

- This will show all Pending Transfers that were submitted by your department and Transfers that were sent to your department from another department that need to be accepted.
- Click on any of the **Pending IDs** in red to view the Transfer.

**TEXAS TECH UNIVERSITY SYSTEM**  
Property Inventory

PROPERTY INVENTORY

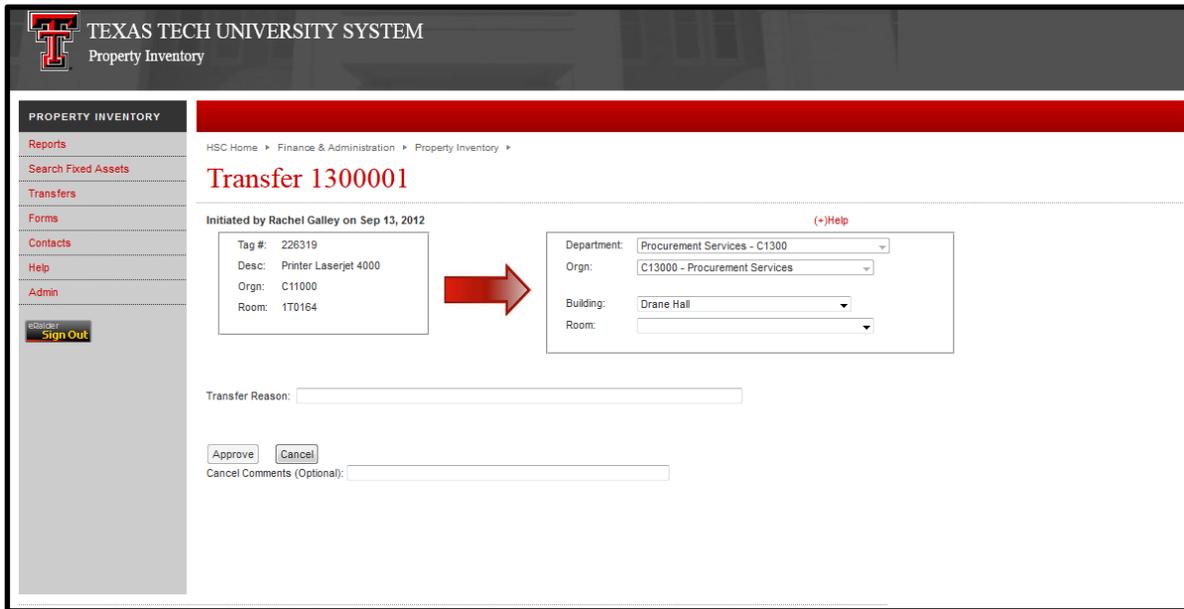
HSC Home > Finance & Administration > Property Inventory >

**Pending Transfers**

The following is a list of transfers on which you are either the initiator, the custodian of the orgn the asset is being transferred to, or the delegate approver for that custodian. Click on the red transfer id number to view the transfer.

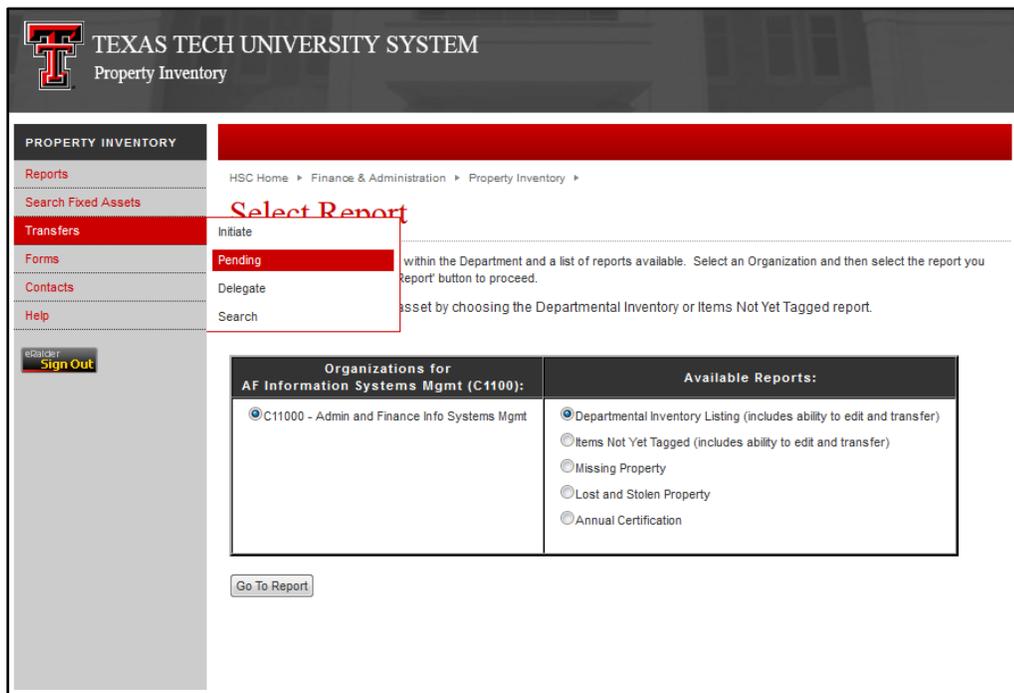
ID	Tag #	Description	Initiator	From	To
1300001	226319	Printer Laserjet 4000	Rachel Galley	C11000	C13000
1300002	259844	Dell Opt 745	Rachel Galley	C11000	C13000
1300004	261035	Dell Opt 745	Rachel Galley	C11000	C13000
1300006	263870	Dell Lat D630	Rachel Galley	C11000	C13004
1300007	26311709	Annual License Fee for SciQuest Software	Rachel Galley	C13004	C11000
1300008	266981	OptiPlex 760 Desktop;OptiPlex 760 Desktop	Rachel Galley	C11000	C13004
1300009	265704	Opt 755 DEALER 142777 TTU	Rachel Galley	C11000	C13004
1300010	277539	Dell OptiPlex 990 computer	Rachel Galley	C11000	C13004
1300011	268869	computer 27" imac	Rachel Galley	C11000	C13004
1300012	264041	ThinkPad CONFIGURED SYSTEM	Rachel Galley	C11000	C13004
1300013	249479	Software-Webfocus	Rachel Galley	C11000	H15001
1300014	270336	Latitude E6510	Rachel Galley	C11000	C13000
1300015	270774	laptop vostro 3400	Rachel Galley	C11000	C13000
1400001	270550	COMPUTER	Rachel Galley	C11000	B51003

- Once you click on the ID in red you will see the Transfer Page.



## ACCEPT TRANSFERS

- To Accept a Transfer from another department click on **Transfer** on the menu on the left then click on **Pending**.



- When you click on **Pending** this will show you all of the Transfers sent to you by another department, as well as the Transfers your department has submitted.
- Click on the **ID Number** in red to accept these Transfers.

**PROPERTY INVENTORY**

HSC Home > Finance & Administration > Property Inventory >

## Pending Transfers

The following is a list of transfers on which you are either the initiator, the custodian of the orgn the asset is being transferred to, or the delegate approver for that custodian. Click on the red transfer id number to view the transfer.

ID	Tag #	Description	Initiator	From	To
1300001	226319	Printer Laserjet 4000	Rachel Galley	C11000	C13000
1300002	259844	Dell Opt 745	Rachel Galley	C11000	C13000
1300004	261035	Dell Opt 745	Rachel Galley	C11000	C13000
1300006	263870	Dell Lat D630	Rachel Galley	C11000	C13004
1300007	26311709	Annual License Fee for SciQuest Software	Rachel Galley	C13004	C11000
1300008	266981	OptiPlex 760 Desktop;OptiPlex 760 Desktop	Rachel Galley	C11000	C13004
1300009	265704	Opt 755 DEALER 142777 TTU	Rachel Galley	C11000	C13004
1300010	277539	Dell OptiPlex 990 computer	Rachel Galley	C11000	C13004
1300011	268869	computer 27" imac	Rachel Galley	C11000	C13004
1300012	264041	ThinkPad CONFIGURED SYSTEM	Rachel Galley	C11000	C13004
1300013	249479	Software-Webfocus	Rachel Galley	C11000	H15001
1300014	270336	Latitude E6510	Rachel Galley	C11000	C13000
1300015	270774	laptop vostro 3400	Rachel Galley	C11000	C13000
1400001	270550	COMPUTER	Rachel Galley	C11000	B51003
1400002	269007	computer 960	Rachel Galley	C11000	B00095
1400003	280570	Dell Laptop Computer	Shelby Jackson	C14004	C11000

- After clicking on the **ID Number** you will see the Transfer page for that item. **\*\*Make sure to add the Building and Room Number prior to approving this transfer.**

**PROPERTY INVENTORY**

HSC Home > Finance & Administration > Property Inventory >

## Transfer 1400003

Initiated by Shelby Jackson on Dec 10, 2013

Tag #: 280570  
 Desc: Dell Laptop Computer  
 Orgn: C14004  
 Room: 1T0213

Department: AF Information Systems Mgmt - C1100  
 Orgn: C11000 - Admin and Finance Info Systems Mgmt

Building: West Hall  
 Room: West Hall Rm 2 Floor

Transfer Reason: Needed a computer

Approve Reject

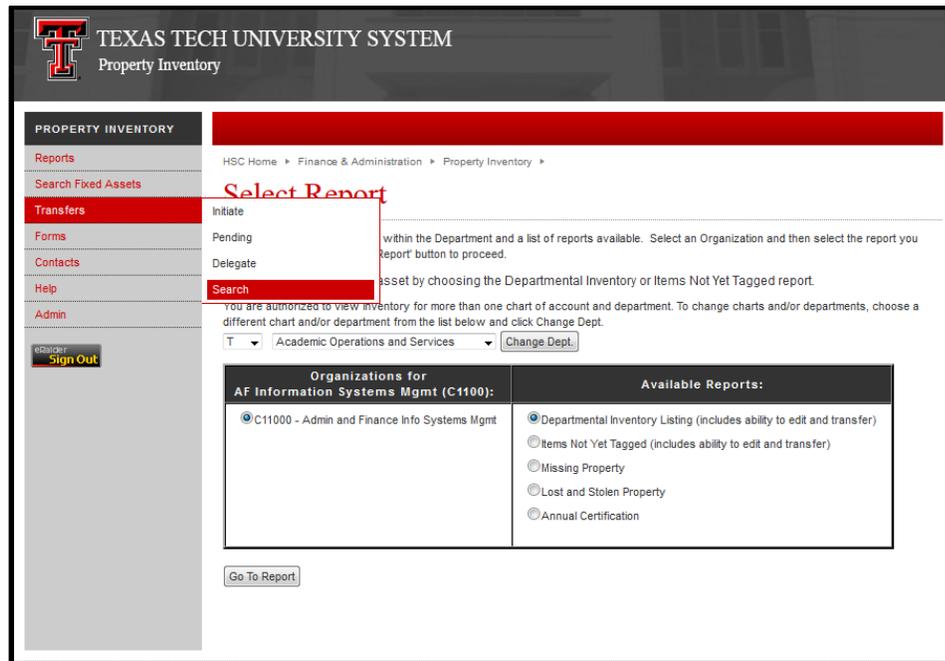
Reject Comments (Optional):

**Always fill in the building and room number when accepting a transfer item.**

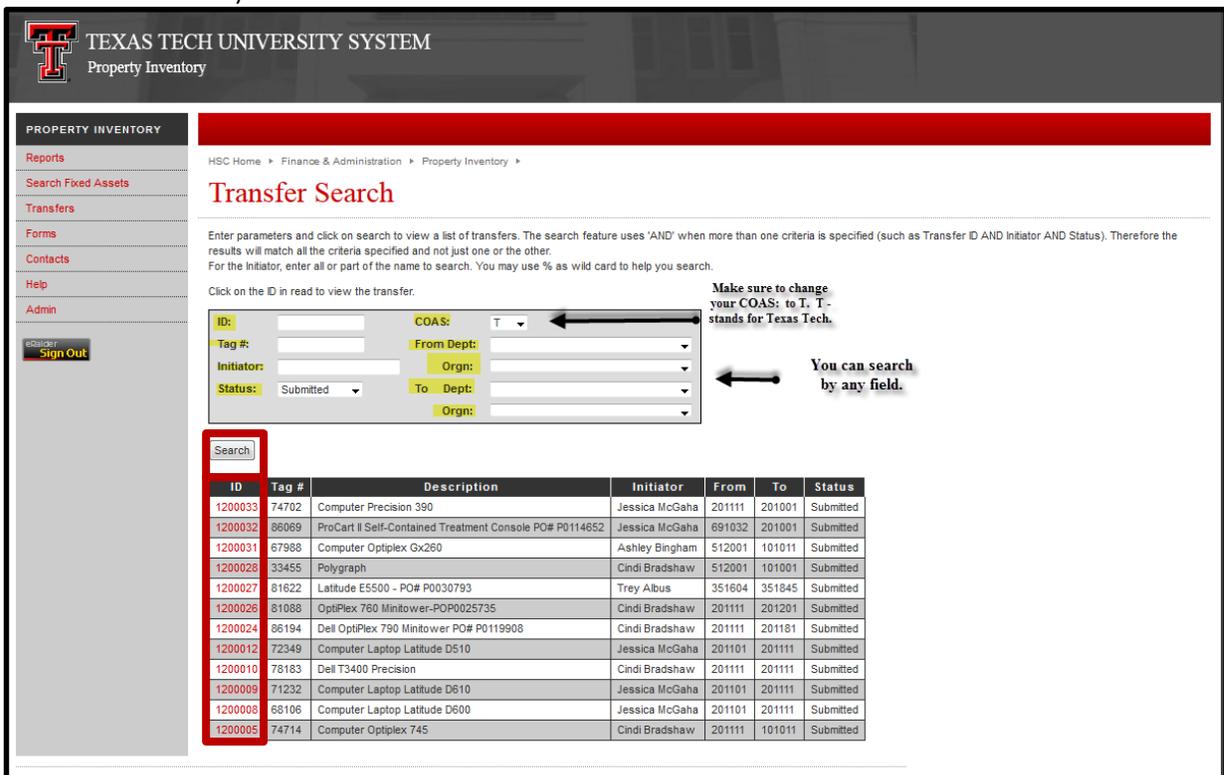
**\*\*If you are Rejecting a Transfer, enter in your Reject Comments.**

# VIEW TRANSFER SEARCH

- To Search for a Transfer – click on **Transfers** on the left menu then click **Search**.



- Change the **COAS** to **T**.
- You can search by **ID#, Tag#, Initiator, Status, Dept, or Orgn**.
- Click **Search**.
- You can click on any of the **ID #'s** to see the information for the item.



## SEARCH FIXED ASSETS

If you can't find an item on your inventory list that is in your department, you can search by Tag Number or Serial Number.

1. Click on **Search Fixed Assets** and then click **Search by Tag/Serial Number**.

TEXAS TECH UNIVERSITY SYSTEM  
Property Inventory

PROPERTY INVENTORY

Reports

Search Fixed Assets

Transfers

Forms

Contacts

Help

Admin

Sign Out

HSC Home > Finance & Administration > Property Inventory >

Search by Category

Search by Tag/Serial Number

Below is a list of Organizations within the Department and a list of reports available. Select an Organization and then select the report you wish to view. Click the 'Go To Report' button to proceed.

Edit assets or Transfer an asset by choosing the Departmental Inventory or Items Not Yet Tagged report.

You are authorized to view inventory for more than one chart of account and department. To change charts and/or departments, choose a different chart and/or department from the list below and click Change Dept.

T Academic Operations and Services Change Dept.

Organizations for AF Information Systems Mgmt (C1100):	Available Reports:
<input checked="" type="radio"/> C11000 - Admin and Finance Info Systems Mgmt	<input checked="" type="radio"/> Departmental Inventory Listing (includes ability to edit and transfer)
	<input type="radio"/> Items Not Yet Tagged (includes ability to edit and transfer)
	<input type="radio"/> Missing Property
	<input type="radio"/> Lost and Stolen Property
	<input type="radio"/> Annual Certification

Go To Report

2. Once an item is located, **contact the department** where it is located and request for them to **begin a Transfer**.
3. Enter in the Tag or Serial Number and click **Search**.

TEXAS TECH UNIVERSITY SYSTEM  
Property Inventory

PROPERTY INVENTORY

Reports

Search Fixed Assets

Transfers

Forms

Contacts

Help

Admin

Sign Out

HSC Home > Finance & Administration > Property Inventory >

### Search by Service Tag Number/Serial Number

Tag Number or Serial Number: 246312 Search

*Tag Number	Serial Number	Manufacturer	Model	Description	Room	Acquisition Date	COAS	Department	Orgn	Property Custodian
246312	USBB365670	Hewlett Packard	C4235a	Printer Laserjet 4050n	Texas Tech Plaza Room 309C	5/7/2003	S	Advancement Services	Advancement Services	Leslie Duke

## MISSING PROPERTY REPORT

If you submitted a missing property form make sure the items are showing up on the Missing Property Report before proceeding to the Annual Certification. *\*\*Items submitted as Missing Property will continue to show up on your inventory until it is removed by Property Management.*

1. Click on **Reports** in the left hand menu, then click on the radio button to the left of **Missing Property** and click **Go to Report**.

The screenshot shows the 'Select Report' page in the Texas Tech University System Property Inventory system. The left sidebar contains a navigation menu with options: Reports, Search Fixed Assets, Transfers, Forms, Contacts, Help, Admin, and a Sign Out button. The main content area has a breadcrumb trail: HSC Home > Finance & Administration > Property Inventory >. The title is 'Select Report'. Below the title, there is a paragraph of instructions: 'Below is a list of Organizations within the Department and a list of reports available. Select an Organization and then select the report you wish to view. Click the 'Go To Report' button to proceed.' There is also a note: 'Edit assets or Transfer an asset by choosing the Departmental Inventory or Items Not Yet Tagged report.' A dropdown menu shows 'T' and 'Academic Operations and Services' with a 'Change Dept.' button. Below this is a table with two columns: 'Organizations for AF Information Systems Mgmt (C1100):' and 'Available Reports:'. The first column lists 'C11000 - Admin and Finance Info Systems Mgmt' with a selected radio button. The second column lists several report options: 'Departmental Inventory Listing (includes ability to edit and transfer)', 'Items Not Yet Tagged (includes ability to edit and transfer)', 'Missing Property' (which is selected and highlighted in yellow), 'Lost and Stolen Property', and 'Annual Certification'. A 'Go To Report' button is located at the bottom of the table.

2. Review the report to validate the items are showing up on the Missing Property Report.

The screenshot shows the 'Missing Property' report page. The left sidebar is the same as in the previous screenshot. The main content area has a breadcrumb trail: HSC Home > Finance & Administration > Property Inventory >. The title is 'Missing Property'. Below the title, it says 'C11000 - Admin and Finance Info Systems Mgmt' and 'Property Mgr'. There is a note: 'Below is a list of property reported missing for the selected organization.' Below this is a table with the following columns: Cond, Type, Tag #, Description, Manufacturer, Model, Serial Number, Room, Acquired Date, and Amount. The table content is 'None'.

## LOST & STOLEN PROPERTY REPORT

If you submitted a Lost and Stolen Property Report form make sure the items are showing up on the Lost and Stolen Property Report before proceeding to the Annual Certification.

1. Click on **Reports** in the left hand menu, then click on the radio button to the left of **Lost and Stolen Property** and click **Go to Report**.

The screenshot shows the 'Select Report' page in the Texas Tech University System Property Inventory system. The left sidebar contains a navigation menu with options: Reports, Search Fixed Assets, Transfers, Forms, Contacts, Help, Admin, and a Sign Out button. The main content area has a breadcrumb trail: HSC Home > Finance & Administration > Property Inventory >. The title is 'Select Report'. Below the title, there is a paragraph of instructions: 'Below is a list of Organizations within the Department and a list of reports available. Select an Organization and then select the report you wish to view. Click the 'Go To Report' button to proceed.' Below this is another instruction: 'Edit assets or Transfer an asset by choosing the Departmental Inventory or Items Not Yet Tagged report.' A second paragraph states: 'You are authorized to view inventory for more than one chart of account and department. To change charts and/or departments, choose a different chart and/or department from the list below and click Change Dept.' There is a dropdown menu showing 'T' and 'Academic Operations and Services' with a 'Change Dept.' button. Below this is a table with two columns: 'Organizations for AF Information Systems Mgmt (C1100):' and 'Available Reports:'. The first column has a radio button selected next to 'C11000 - Admin and Finance Info Systems Mgmt'. The second column has radio buttons for 'Departmental Inventory Listing (includes ability to edit and transfer)', 'Items Not Yet Tagged (includes ability to edit and transfer)', 'Missing Property', 'Lost and Stolen Property' (which is highlighted in yellow), and 'Annual Certification'. At the bottom of the table area is a yellow 'Go To Report' button.

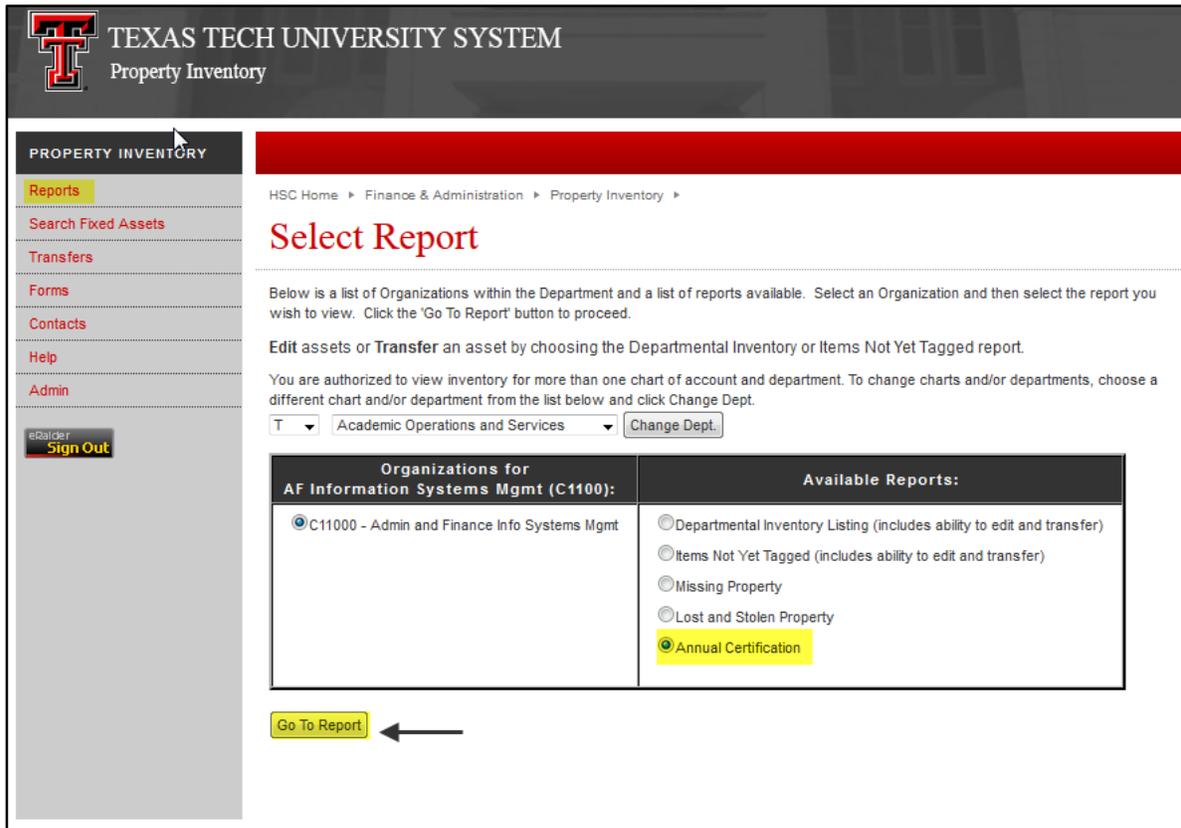
2. Review the report to validate the items are showing up on the Lost and Stolen Property Report.

The screenshot shows the 'Lost and Stolen Property' report page in the Texas Tech University System Property Inventory system. The left sidebar is the same as in the previous screenshot. The main content area has a breadcrumb trail: HSC Home > Finance & Administration > Property Inventory >. The title is 'Lost and Stolen Property'. Below the title, it says 'C11000 - Admin and Finance Info Systems Mgmt' and 'Property Mgr'. A paragraph of instructions reads: 'Below is a list of property reported lost or stolen for the selected organization.' Below this is a table with the following columns: Cond, Type, Tag #, Description, Manufacturer, Model, Serial Number, Room, Acquired Date, and Amount. The table content is 'None'.

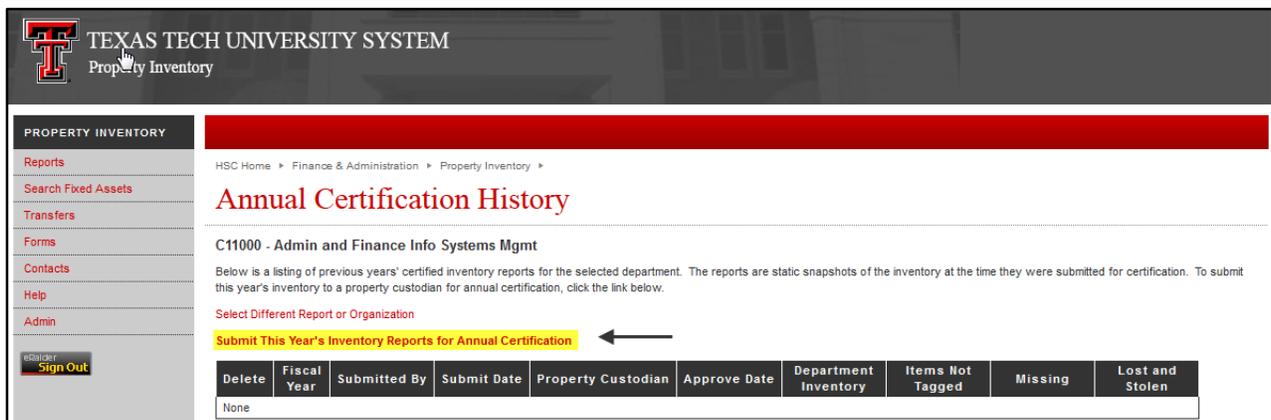
FISCAL YEAR ANNUAL CERTIFICATION - REVIEW PRIOR TO SUBMISSION

Prior to submitting your Annual Certification, make sure you have completed the following steps:

1. Review your Department Inventory list and make any necessary edits, transfers or surplus requests.
2. If you had any missing, lost or stolen items, complete and submit required paperwork. Remember it takes 3-5 days for those items to reflect on the Missing Property or Lost and Stolen Property Reports.
3. Once everything is reviewed, click on **Reports** from the left side menu.
4. Click on the radio button to the left of **Annual Certification**.
5. Click **Go to Report**.



6. Click on **Submit This Year's Inventory Reports for Annual Certification**.



## SUBMITTING THE FY ANNUAL CERTIFICATION - REQUIRES CUSTODIAN CERTIFICATION

After you click to Submit This Year's Inventory Reports for Annual Certification you will be taken to a screen to make sure the Department Inventory, Items Not Tagged, Missing and Lost and Stolen Reports are correct.

1. If everything is correct, click in the box to left of **I have read and assert the above statement.**
2. Then, click on **The reports above are correct. Submit for Annual Certification.**

**\*\*The Inventory process is not completed until you submit for Annual Certification and the PROPERTY CUSTODIAN certifies it. The Property Custodian is listed on this screen.**

**TEXAS TECH UNIVERSITY SYSTEM**  
Property Inventory

PROPERTY INVENTORY

Reports  
Search Fixed Assets  
Transfers  
Forms  
Contacts  
Help

eRaider  
Sign Out

HSC Home > Finance & Administration > Property Inventory >

### Submit Annual Certification for FY

**C11000 - Admin and Finance Info Systems Mgmt**

Make sure each of the reports below are correct. An email will be sent to the current property custodian notifying them that they have an approval pending.

**Department Inventory Report**  
**Items Not Tagged Report**  
**Missing Report**  
**Lost and Stolen Report**

**By submitting these reports for annual certification, you are asserting the following statement:**  
A physical inventory has been conducted for all capitalized and controlled personal property for the above department. The condition and location of all property is accurately reflected in the TTUHSC Property Inventory system. Changes needed as a result of this inventory were made to the TTUHSC Property Inventory system and are now reflected on the above listing. Paperwork for missing, lost or stolen property has been submitted to the Property Manager, and these items are appropriately reflected on the Missing Property or Lost and Stolen Property Report.

Jonathan Botros is currently designated as the approver for this annual certification. Once you submit these reports for annual certification, an email will be sent to this person indicating that they need to log in to approve. If you believe this is not the correct person to approve these items, [contact the Property Inventory office.](#)

**I have read and assert the above statement.**

**The reports above are correct. Submit for Annual Certification.**

[Back to Annual Certification History](#)  
[Select Different Report or Department](#)

Property Custodian

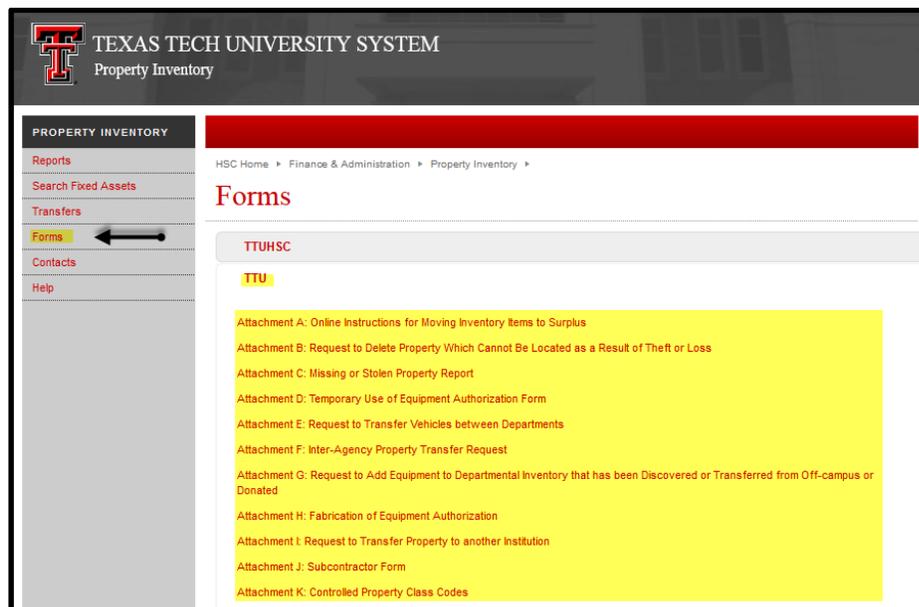
## HOW TO ACCESS TTU FORMS

Various forms are needed to process requests for surplus and for missing and stolen property reports.

- Moving Inventory items to Surplus by using the Transfer process reminder-
  - **Department:** Surplus-C1303, **Orgn** – C1301- Property Management and Surplus, **Building** – 0340 TTU Warehouse Building, **Room** – Remote Inventory.
  - Add your reason in the **Transfer Box**. Then click **Submit**.
- Missing or Stolen Property Report – If there are inventory items that are on the Department Inventory List and you cannot physically locate the items, you must report the items as missing:
  - Send to [property.management@ttu.edu](mailto:property.management@ttu.edu) . *Allow 3 -5 business days for Property Management to process the form.*
  - The missing or stolen items must appear on the Missing Report before proceeding with the Certification Process.
    - Send a police report and form for any Stolen assets to:  
[property.management@ttu.edu](mailto:property.management@ttu.edu) *Allow 3 -5 business days for Property Management to process the form.*

To access these forms for TTU follow the steps below:

1. Click on **Forms** in the left hand menu, then click on **TTU**.



If you have items on your **inventory list that were stolen** make sure to send in the **Request to Delete Property Which Cannot be Located as a Result of Theft or Loss**, the **Missing or Stolen Property Report** and the police report.

If you have items on your inventory list that are just **missing** make sure to send in the **Missing or Stolen Property Report**.

## HELP & RESOURCES

Additional Help and Resources are available under the left side menu under **Help** and then click on **TTU**.

If you have any questions please contact [property.management@ttu.edu](mailto:property.management@ttu.edu).

