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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.

HOME PAGE OF THE PROPERTY INVENTORY APPLICATION

Below is a screen shot of the Property Inventory Application Home Page:
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**.
1. Validate the Property Custodian listed on the report is Correct. If the Property Custodian needs to be changed, email 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

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.

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.

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.**
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 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.

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

You will receive a Confirmation Number to confirm ALL Transfer Submissions.
To view pending transfers, click **Transfers** on the left menu bar and click on **Pending**.

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

ACCEPT TRANSFERS

1. To Accept a Transfer from another department click on **Transfer** on the menu on the left then click on **Pending**.
2. 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.

3. Click on the **ID Number** in red to accept these Transfers.

4. 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.**

**If you are Rejecting a Transfer, enter in your Reject Comments.**
1. To Search for a Transfer – click on Transfers on the left menu then click Search.

2. Change the COAS to T.

3. You can search by ID#, Tag#, Initiator, Status, Dept, or Orgn.

4. Click Search.

5. 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**.

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**.
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.

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

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