NAVIGATING TO THE PROPERTY INVENTORY SYSTEM

1. Login or 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.

SUBMITTING THE ANNUAL CERTIFICATION (DELEGATE OR PROPERY CUSTODIAN)

Once the Inventory List is verified and any edits are made that are needed, you can then Submit the Annual Certification.

1. Click on Reports in the left menu bar and then click in the radio button to the left of Annual Certification.
2. Click Go to Report.
3. After you click **Go to Report** you will see the screen below, click on **Submit This Year's Inventory Reports for Annual Certification**.

![Submit This Year's Inventory Reports for Annual Certification](image)

4. You should now see the **Submit Annual Certification for FY** page (pictured below). After you have verified that everything is correct in the 4 reports above, click **Submit for Annual Certification**.

![Submit Annual Certification for FY](image)
5. **VERY IMPORTANT**: This does not mean that Inventory is completed. An email was sent to the Property Custodian. The Property Custodian will now have to approve the Annual Certification to complete the Inventory.

6. Below is the screen shot of what you will see until the Property Custodian APPROVES the Annual Certification:
1. The **Property Custodian** will receive an email after the Delegate submits the Annual Certification (see example email below):

From: <PropInv@www.fiscal.ttuhsce.edu>
Date: March 11, 2014 11:41:28 AM CDT
To: <jane.doe@ttu.edu>

Subject: Property Inventory Annual Certification – C14004-Financial Services

Property Management has requested that you approve this year’s Property Inventory Annual Certification. Department: C14004-Financial Services Property Custodian: Jane Doe To approve or deny this request, log onto the TTUHSC Property Inventory system: [https://www.fiscal.ttuhsce.edu/propinv](https://www.fiscal.ttuhsce.edu/propinv).

2. The Property Custodian will need to click on the [https://www.fiscal.ttuhsce.edu/propinv](https://www.fiscal.ttuhsce.edu/propinv) link to approve the Annual Certification:
   - The Property Custodian will see the message below once they are logged into the TTUHSC Property Inventory System.
   - The Custodian will click the link – **There are items requiring your approval. Click here to view them.**

![Property Custodian Image]
3. The Property Custodian must click on View to approve the Annual Certification.

4. The Property Custodian will need to Review the Reports listed in red to make sure that Inventory Information is correct then click The reports above are correct. Approve this Annual Certification.
5. The Property Custodian will receive the confirmation email below confirming that they have certified the inventory.

From: PropInv@www.fiscal.ttuhsce.edu [mailto:PropInv@www.fiscal.ttuhsce.edu]
Sent: Tuesday, March 11, 2014 11:48 AM
To: Doe, Jane
Subject: Property Inventory Annual Certification - Approved

Jane Doe has approved the Property Inventory Annual Certification. Department: C14004 - Financial Services

6. Once the Property Custodian has certified the Inventory the Annual Certification History will have the Property Custodian and the Approve Date listed. The Annual Certification Process is complete!

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.