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# Property Inventory Application

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## Custodian & Delegate Guide

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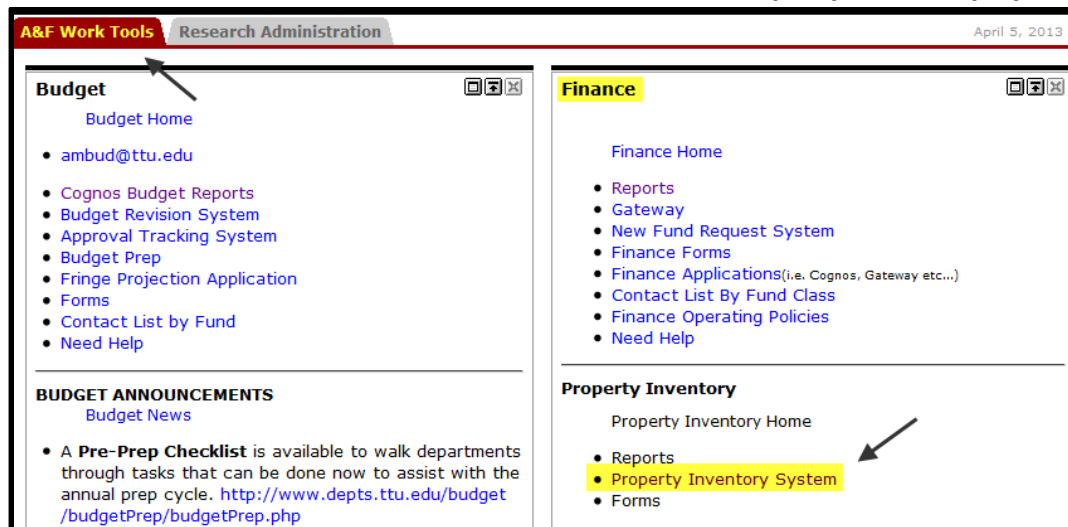
TEXAS TECH UNIVERSITY

Administration and Finance  
Information Systems Management

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## NAVIGATING TO THE PROPERTY INVENTORY SYSTEM

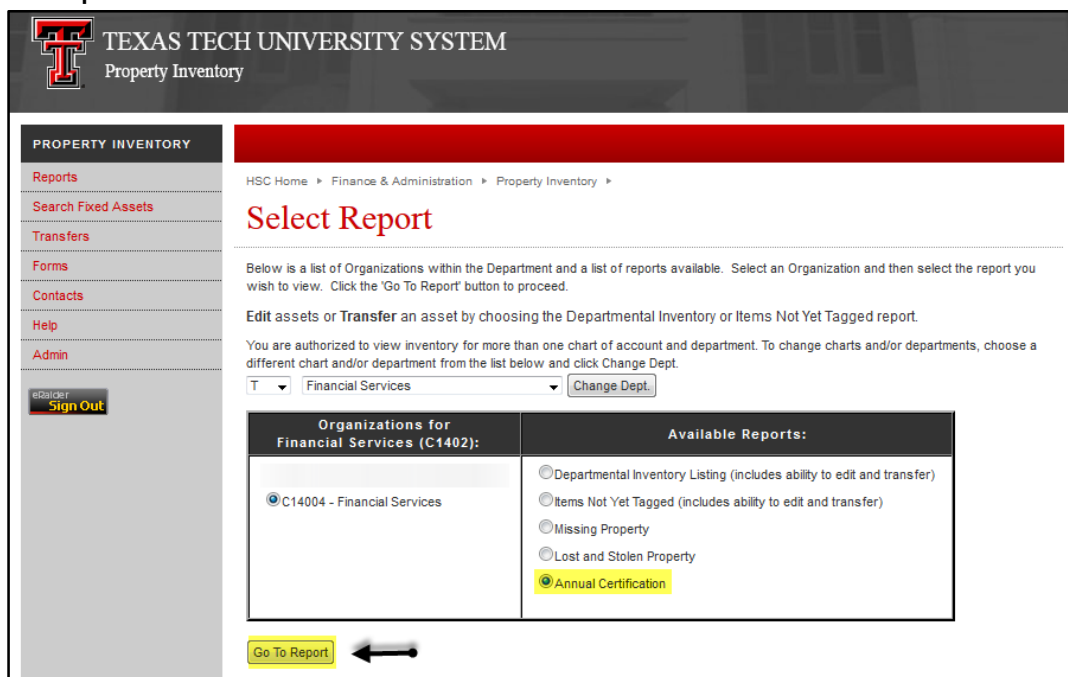
1. Login or navigate to **Raiderlink**.
2. Click on the **A&F Work Tools Tab**.
3. Under the **A&F Work Tools Tab > Finance Channel** – Click on **Property Inventory System**.



## SUBMITTING THE ANNUAL CERTIFICATION (DELEGATE OR PROPERTY 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**.

**TEXAS TECH UNIVERSITY SYSTEM**  
Property Inventory

**PROPERTY INVENTORY**

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**Annual Certification History**

HSC Home > Finance & Administration > Property Inventory >

**C14004 - Financial Services**

Below is a listing of previous years' certified inventory reports for the selected department. The reports are static snapshots of the inventory at the time they were submitted for certification. To submit this year's inventory to a property custodian for annual certification, click the link below.

[Select Different Report or Organization](#)

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

Click the red link

Delete	Fiscal Year	Submitted By	Submit Date	Property Custodian	Approve Date	Department Inventory	Items Not Tagged	Missing	Lost and Stolen
None									

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**.

**TEXAS TECH UNIVERSITY SYSTEM**  
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**PROPERTY INVENTORY**

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**Submit Annual Certification for FY**

HSC Home > Finance & Administration > Property Inventory >

**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](#).

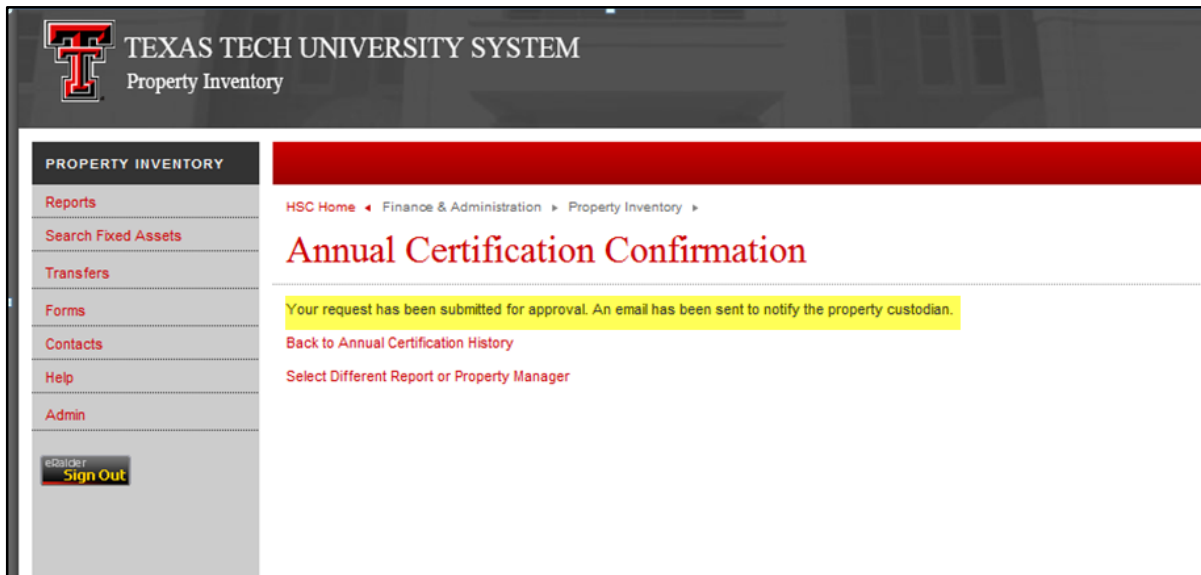
☒ **have read and assert the above statement.**

[The reports above are correct. Submit for Annual Certification](#)

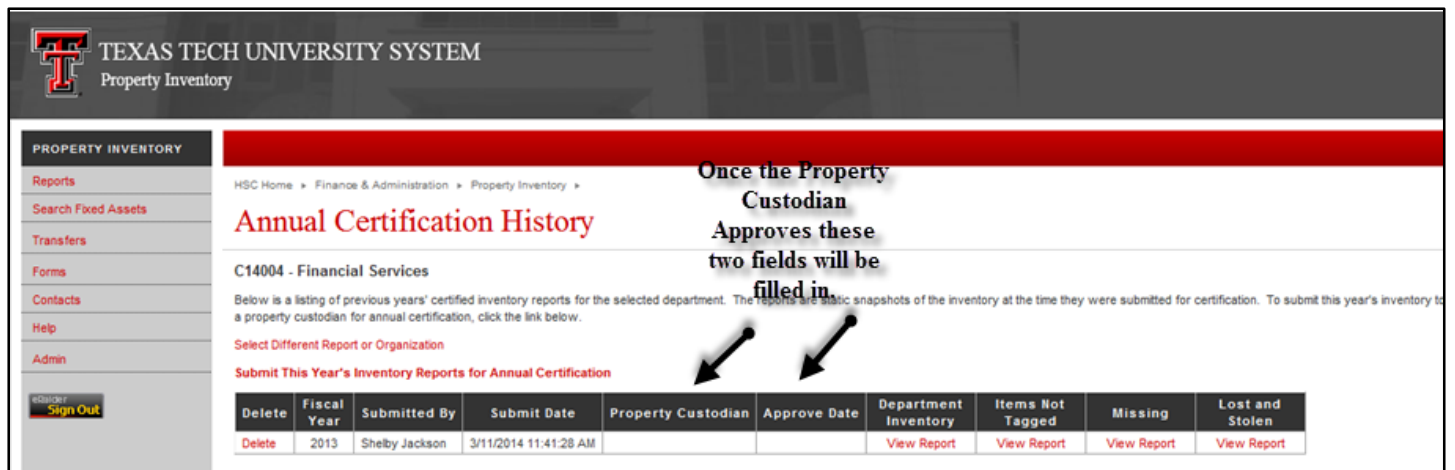
[Back to Annual Certification History](#)  
[Select Different Report or Department](#)

Property Custodian

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:



## PROPERTY CUSTODIAN

1. The **Property Custodian** will receive an email after the Delegate submits the Annual Certification (see example email below):

**From:** <[PropInv@www.fiscal.ttuhs.edu](mailto:PropInv@www.fiscal.ttuhs.edu)>

**Date:** March 11, 2014 11:41:28 AM CDT

**To:** <[jane.doe@ttu.edu](mailto: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.ttuhs.edu/propinv>.

2. The Property Custodian will need to click on the <https://www.fiscal.ttuhs.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.**

**TEXAS TECH UNIVERSITY SYSTEM**  
Property Inventory

**PROPERTY INVENTORY**

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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.

**There are items requiring your approval. Click here to view them.**

Organizations for Financial Services (C1402):	Available Reports:
<input checked="" type="radio"/> C14037 - Property Inventory Misplaced	<input checked="" type="radio"/> Departmental Inventory Listing (includes ability to edit and transfer)
<input type="radio"/> C14004 - Financial Services	<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

3. The Property Custodian must click on **View** to approve the Annual Certification.

**TEXAS TECH UNIVERSITY SYSTEM**  
Property Inventory

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## Annual Certification - Pending

**Property Mgr**

The items below have been submitted for your review and approval. Once you approve or deny an item, an email will be sent to the submitter.

[Back to Report Selection](#)

Approve/Deny	Fiscal Year	Submitted By	Submit Date	Department Inventory	Items Not Tagged	Missing	Lost and Stolen
<a href="#">View</a> <a href="#">Deny</a>	2013	Shelby Jackson	3/11/2014 11:41:28 AM	<a href="#">View Report</a>	<a href="#">View Report</a>	<a href="#">View Report</a>	<a href="#">View Report</a>

The Custodian must view in order to approve.

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.**

**PROPERTY INVENTORY**

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## Approve Annual Certification FY

**C14004 - Financial Services**

Make sure each of the reports below are correct. Once you have approved this request, the submitter will receive notification by email.

**Department Inventory Report**

**Items Not Tagged Report**

**Missing Report**

**Lost and Stolen Report**

In accordance with the Texas Gov't Code Ann. sec. 403.273 (f) and (g), I, Maria Ricaldi, hereby certify that a physical inventory was conducted for all capitalized and controlled personal property for which I am Property Custodian. I further certify that the status, condition, and value of all property for which I am responsible 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.

The reports above are correct. Approve this Annual Certification.

[Back to Annual Certification History](#)

[Select Different Report or Organization](#)

Click the yellow box to certify.

- The Property Custodian will receive the confirmation email below confirming that they have certified the inventory.

**From:** [PropInv@www.fiscal.ttuhsu.edu](mailto:PropInv@www.fiscal.ttuhsu.edu) [mailto:[PropInv@www.fiscal.ttuhsu.edu](mailto:PropInv@www.fiscal.ttuhsu.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

- 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!

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Property Inventory

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### Annual Certification History

C14004 - Financial Services

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Select Different Report or Organization

Submit This Year's Inventory Reports for Annual Certification

Fiscal Year	Submitted By	Submit Date	Property Custodian	Approve Date	Department Inventory	Items Not Tagged	Missing	Lost and Stolen
2013	Shelby Jackson	3/11/2014 11:41:28 AM	Mara Ricardi	3/11/2014 11:48:54 AM	<a href="#">View Report</a>	<a href="#">View Report</a>	<a href="#">View Report</a>	<a href="#">View Report</a>

## 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).

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Property Inventory

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## Help

TTUHSU  
TTU