

# How to Transfer Items to Surplus

### Navigate to the Property Inventory System

First navigate to the Property Inventory System.

- 1. Go to Raiderlink.ttu.edu
- 2. Log into raiderlink using your TTU credentials.
- 3. Find and click on the A&F Work Tools Tab.
- 4. Under the A&F Work Tools Tab, find the Finance Channel (as shown below). Then click on Property Inventory (highlighted in the image below).





## The Property Inventory System Homepage

Once you click on the "Property Inventory System" the following homepage will appear. Below is the image of the Property Inventory Application Home Page.

TEXAS TECH UNIVERSITY SYSTEM				Welcome YOU HER	IR NAME Sign Out
Property Inventory		Inventory Search	Fixed Assets Transfers $\vee$	Forms V Help	✓ Contacts ✓
# / Finance & Administration / Property Inventory					
Property Inve	ntory				
View, Edit, Transfer Inv	entory O Annual Certification				
Department	TTU V DEPARTMENT NAME V				
Organization	ORGANIZATION NAME				
Department Inventory	All Property (Including Missing Info and Missing) 🛛 🗸				
Custodian	NAME HERE Delegate(s) NAME HERE				
Transfer				🗶	
Tag Transfer Co Number	ndition Type Missing Description PO	Manufacturer Model	Serial Number	Room Acquired Am Date	iount
000000 🗌 G	CA PROJECTOR RC741631	HITACHI CP-X444	CP-X444WFR H	olden Hall 3/21/2007 \$1	1,570.00

## Select Item to Transfer to Surplus

To transfer an item to surplus, click on the box next to the item to check the box of the item you would like to transfer from the inventory list. Please see the image below.

Property Inventory       Inventory       Search Fated Assets       Tensory       Forme V       Nel V<									
Property Inventory         Name Hare         Delogate(n)         NAME Hare         Delogate(n)         NAME Hare         NAME HARe <td>TEXAS TECH UNIVERSITY SYSTEM</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Welcome</td> <td>YOUR NAME HERE</td>	TEXAS TECH UNIVERSITY SYSTEM							Welcome	YOUR NAME HERE
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Property Inventory       Annual Cettification         Department       TUU O DEPARTMENT NAME         Organization       ORGANIZATION NAME         Department Inventory       All Property (Including Missing)         Custodian       NAME HERE         Image: Transfer       Transfer         Digg: Transfer       Type         Missing       Description         Digg: Transfer       Organization         Oxodotion       Type         Missing       Description         Manufacturer       Model         Senial Number       Room         Outed       G         Oxodotion       Type         Missing       Description         PO       Manufacturer       Model         Senial Number       Room       Amount         Oxodotion       Type       Ricription       PO       Manufacturer       Model       Senial Number       Room       Amount         Oxodotion       G       CA       PROJECTOR       RICription       PPAddet       PPAddet Hall       2012007       515700	# / Finance & Administration / Property Inventory								
View, Edit, Transfer Inventory       Annual Certification         Department       TTU        DEPARTMENT NAME         Organization       ORGANIZATION NAME          Department Inventory       All Property (Including Missing Info and Missing)          Custodian       NAME HERE       Delegate(s)       NAME HERE         Transfer       Sensit Number       Room       Annual         Name       Transfer       Sensit Number       Room       Annuart         Missing       Description       PO       Manufadurer       Model       Sensit Number       Room       Annuart         Number       G       CA       PROJECTOR       RC741631 HTACHI       CP.X444       CP.X444WFR       Holden Hall       3212007       51.570.00	Property Inve	ntory							
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Custodian         NAME HERE         Delegate(s)         NAME HERE           Tarroder         Image: Condition Type Missing Description         PO         Manufacturer         Model         Senial Number         Room         Acquired         Amount           Number         G         CA         PRCUECTOR         RC741631         HTACHI         CP-X444         CP-X444WFR         Holden Hall         3212007         \$1,570.00	Department Inventory	All Property (Including Missing Info and Missin	ig) ~						
Transfer         Image: Constitution Type         Missing         Description         PO         Manufacturer         Model         Senial Number         Room         Acquired         Amount           Number	Custodian	NAME HERE Delegate(s)	NAME HERE						
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000000 G CA PROJECTOR RC741631 HTACHI CP-X444 CP-X444WFR Holden Hall 3/21/2007 \$1,570.00	Tag Transfer	ndition Type Missing Description	PO	Manufacturer	Model	Serial Number	Room	Acquired Date	Amount
	000000 🗌 G	CA PROJECTOR	RC741631	HITACHI C	P-X444	CP-X444WFR	Holden Hall	3/21/2007	\$1,570.00



Then click on the "transfer" button, shown below.

TEXAS TECH UNIVERS	SITY SYSTEM								Welcome	YOUR NAME HERE	stander Sign Out
Property Inventory					Inventory	Search Fi	ixed Assets Transfer	s∨ Foi	ms ∨	Help $\vee$	Contacts $\vee$
# / Finance & Administration / Prope	erty Inventory										
	Property Inve	entory									
	Wiew, Edit, Transfer Inventory O Annual Certification										
	Department	TTU ~ DEPARTM	ENT NAME	~							
	Organization	ORGANIZATION NAME		~							
	Department Inventory	All Property (Including N	Aissing Info and Missing	3) ~							
	Custodian	NAME HERE	Delegate(s)	NAME HERE							
	Transfer							<b>22</b> }	X		
	Tag Transfer Co Number	condition Type Missing	Description		Manufacturer	Model	Serial Number	Room	Acquired Date	Amount	
	000000 🗌 G	CA	PROJECTOR	RC741631	HITACHI	CP-X444	CP-X444WFR	Holden Hall	3/21/2007	\$1,570.00	

## Transfer to Surplus

Once the "transfer" button has been clicked, the transfer pop-up window will appear, as shown below.

operty Invent	Transfer					×	Conta	acts 🗸
Department	Initiated by YOUR NAME F	IERE						
Organization	ld Asset	Organization Room		Department	Select Department	~		
Department Inven	000000 PROJECTOR	C00000 00000		Organization	Select Organization	~		
Custodian			~	Building	Select Building	~		
Transfer				Room	Select Room	~	ا 🛫	×
Tag Transf Number	Transfer Reason						Room	Acquired Date
258342							Administration	3/21/2007
262908					Close	e Save	Administration Room 005	6/12/2008

Using the department drop-down menu, select the department as "Ops Div Planning and Admin – C2006."

Then using the drop-down menu for organization, select "Ops Div Property Surplus – C20061."

On the building drop-down menu select "0340 TTU Warehouse."

The room you will need to select will be the "TTU Warehouse Room 101."



Your screen should appear as the image below.

Transf	er				
Initiated b	y Amanda Salaza	ar			
ld	Asset	Organization	Room	Department	Ops Div Planning and Admin - C $\checkmark$
000000	PROJECTOR	C00000	00000	Organization	Ops Div Property Surplus - C200 ~
				Building	0340 TTU WAREHOUSE
				Room	TTU Warehouse Room 101
Transfer	Reason				
					Close

Then please type in the reason for transfer and click the "save" button.

### **Transfer Details**

The image below will appear with your transfer details, it includes the transfer number that can be used to track the transfer and confirms that the transfer is complete.

roperty Invent	Transfer Complete		Contacts V
◉ View, Edit, Trai	Transfer 0000001 has been initiated by YOUR NAME to transfer asset 000000 to C20061.		
Department	Go to the Property Inventory website and choose Active under the Transfer menu to view Transfers that need your approval. Click on the transfer number in red to view and approve or reject the transfer.		
Organization		Close	
Department Invent	All Property (Including Missing Info and Missing) \vee		

# **Transfer Approval**

To view if your transfer was approved by your department head, navigate to the Property Inventory System.

- 1. Go to Raiderlink.ttu.edu
- 2. Log into raiderlink using your TTU credentials.
- 3. Find and click on the A&F Work Tools Tab.



4. Under the A&F Work Tools Tab, find the Finance Channel (as shown below). Then click on Property Inventory (highlighted in the image below).

👺 Finance
Visit Finance Website
<ul> <li>Contact List By Fund Class</li> <li>ePrint</li> <li>Financial Transaction System (FiTS)</li> <li>Finance Forms</li> <li>Finance Fund Maintenance</li> <li>Finance New FOP</li> <li>Finance Operating Policies</li> <li>Find My Grant Specialist (Sponsored Project Funds)</li> <li>Gateway</li> <li>Help</li> <li>Reports</li> </ul>
<ul> <li>Retired Fund Request System (History View)</li> <li>Team App (Financial Profile/Signature Authority)</li> <li>Xtender (Document Management)</li> </ul>
PROPERTY MANAGEMENT     Property Inventory System

Once you click on the "Property Inventory System" the following homepage will appear. Below is the image of the Property Inventory Application Home Page.

TEXAS TECH UNIVERSITY S	SYSTEM							Welc	ome YOUR NAM HERE	ME Sign Out
Property Inventory					Inventory	Search Fixed Assets	Transfers $\vee$	Forms 🗸	Help $ \sim $	Contacts $\vee$
# / Finance & Administration / Property Invention	intery									
Pro	roperty Inven	tory								
• Vi	View, Edit, Transfer Inver	ntory O Annual Certificati	on							
Depa	partment	TTU ~ DEPARTMENT	NAME	~						
Orga	anization	ORGANIZATION NAME		~						
Depa	partment Inventory	All Property (Including Miss	ing Info and Miss	ing) 🗸						
Custo	todian	NAME HERE Dele	egate(s)	NAME HERE						

Locate the "transfers" section on the menu bar across the top as seen here and click the drop-down arrow next to "transfers."



TEXAS TECH UNIVERSITY SYSTEM					Welcome YOUR NAME HERE	staster Sign Out
Property Inventory		Inventory	Search Fixed Assets	sters Forms	$\sim$ Help $\sim$	Contacts $\vee$
# / Finance & Administration / Property Inventory						
Property Inven	tory					
View, Edit, Transfer Inver	ntory O Annual Certification					
Department	TTU V DEPARTMENT NAME V					
Organization	ORGANIZATION NAME					
Department Inventory	All Property (Including Missing Info and Missing) $\sim$	]				

Once you click the drop-down arrow for the drop-down menu, select by clicking the section titled "active transfers."

TEXAS TECH UNIVERSITY SYSTEM	M			Weld	come	. eRaicer Sign Out
Property Inventory	Inventory	Search Fixed Assets		Forms 🗸	Help 🗸	Contacts 🗸
	Active Transfers	Initiate Transfer	Search Transfe	r		
Property Inventory						
View, Edit, Transfer Inventory O Annu	ual Certification					

You will then see a list of all the active transfers you have initiated, as seen below. To view where the transfers are in the process, click the red ID number.

TEXAS TECH UNIVERSITY SYSTEM	ſ			Welcome	efaider Sign Ou
Property Inventory	Inventory	Search Fixed Assets	Transfers 🗸	Forms 🗸	Help 🗸 Contacts 🗸
# / Finance & Administration / Property Inventory					
Transfers					
Pending					۲
ID Tag Number	Description	Initiator	From	То	Initiation
0000000 000000	PROJECTOR	YOUR NAME	C00000	C20061	1/1/2020

Once you click on the ID number you can view where your transfer is in the transfer process and if it has been approved.