Property Inventory System

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Annual Certification Process

Overview and How to Access the System  (click to return to TOC)

HSCEP OP 63.10, Property Management, defines the scope of property management at TTUHSC El Paso, and provides the policy and procedures to manage, control and account for all institutional property at TTUHSC El Paso. For additional information on property management policy and procedures, please review HSCEP OP 63.10.

State law requires that a complete physical inventory be taken each year. This inventory, or Annual Certification, will be taken by the Departmental Property Custodian and other departmental personnel using the most recent listing from the fixed asset system. The listing and instructions will be provided through the online Property Inventory System. The inventory process will occur over a two-month period in the spring of each year. Email notifications will be sent to property custodians and delegates. All updates and changes needed must be entered and reflected in the inventory reports before the certification can begin.

To access the Property Inventory System, log into the WebRaider portal and select the HSC Finance El Paso tab. Under the Finance Systems Management (FSM) channel click on the Property Inventory System link.
The first step of the Certification Process requires the verification of all property that is tied to your department listed on the **Departmental Inventory Listing** report. To access this report, click on the **Reports** link in the menu bar on the left side of the page.

The **Reports** page displays a list of your **Organizations** and a list of **Available Reports**. Select the **Organization** and then select the report you wish to view by clicking on the appropriate radio button for each. After you have completed your selection, click on **Go To Report**.
If you are authorized to view inventory for more than one Department, you can change Departments by selecting a different Department from the drop down menu.

You can print the **Departmental Inventory** page report by clicking the PDF Icon or you can export the report to Excel by clicking the Excel Icon. You can also return to the Reports page to change your selection by clicking on the Select Different Report or Organization link.
The verification of all property that is tied to your department listed on the **Departmental Inventory Listing** report includes verifying the **Serial Number**, the **Room**, and the **Condition** of the asset. You can edit these fields if you need to make corrections. To edit an item, click on the **Edit** link to put the row in Edit Mode.

To edit the **Condition** of the asset, click on the drop down down arrow next to the Condition field and select from **New**, **Good**, **Fair**, or **Poor**.

To edit the **Serial Number**, enter the correct serial number in the textbox next to the **Serial Number** field. It is important to note that the serial number must be entered as the serial number assigned by the manufacturer.

To edit the **Room**, you must first select the correct **Building** from the drop down menu. After you have selected the correct **Building**, select the correct **Room** number from the drop down menu.

If you wish to cancel the changes you made for an item, click on the **Cancel** link. After all the changes are complete, click on **Update**.
After Updating, the rows where you have made your changes will be highlighted in blue. To cancel all your changes, click on the **Undo All Changes** button. Verify that all the changes you have entered are correct and then click on **Save**.

Selecting **Save** will queue your changes to process in Banner. You will be able to verify your changes the next business day in the Property Inventory System.
Items Pending Information (click to return to TOC)

The next step in the certification process requires you to complete the Items Not Yet Tagged report. Click on the Reports link from the menu bar on the left side of the page.

Choose your Department and Organization then click Go To Report. From the drop down menu, select the Items Pending Information to filter the report.

The filtered page will display a list of inventory items from the selected Organization that are pending information to be entered. To edit an item, click on Edit.

By selecting Edit, you will place the row in the Edit Mode allowing you to enter any missing information or edit the Condition, Serial Number, Building and Room fields. It is important to remember the Serial Number must be entered as the serial number assigned by the manufacturer. Do not enter any other information in this field. You can cancel the changes by clicking on the Cancel link, or you can save these changes by selecting Update for each row that a change was entered.

After Updating, the rows where you have made your changes will be highlighted in blue. To cancel all your changes, click on the Undo All Changes button. Verify that all the changes you have entered are correct and then click on Save. This will queue the changes to process in Banner. Allow a day for the system to update the information and remove the asset from the report.
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Missing Property Report (click to return to TOC)

To continue the Certification Process, click on the Forms link in the menu bar on the left side of the page.

If there are inventory items that are on the Departmental Inventory List or Items Not Yet Tagged report and you cannot physically locate the items, you must report the items as missing. Due diligence must be made to locate the items before you report them as missing. Report the missing items by completing and submitting a Missing, Lost or Stolen Property Report to Property Management. Please allow 3 to 5 business days for Property Management to process the form. The missing, lost or stolen items must appear on the report before proceeding with the Certification Process. Click on Forms in the menu on the left and the form link, Attachment B, to access the form.

After allowing adequate time for the missing, lost or stolen items to be processed, you can proceed to the Missing Property step of the Certification Process. Click on the Reports link in the menu bar on the left side of the page. Choose your Department and Organization, then click Go To Report. Select the Missing Property report from the Status drop down menu on the report.
Please verify that the items listed on the **Missing Property** page are actually missing. If there is an item on this list that has been located, notify Property Management at baelp-asset.accounting@ttuhsc.edu. Make every attempt to locate all missing items as they will be reported to the State Comptroller’s Office after two calendar years from the date that it was determined the property was missing.
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Lost and Stolen Property Report (click to return to TOC)

To proceed, click on the Reports link in the menu bar on the left side of the page. Choose your Department and Organization then click Go To Report. Select the Lost and Stolen Property filter from the list drop down menu.

If items on this list have been located, please notify Property Management at baelp-asset.accounting@ttuhsc.edu. After two years, the items that have been reported as missing on the Lost and Stolen Property report are submitted to the State Comptroller’s Office. If the amount of loss is substantial, TTUHSC El Paso could lose a proportional amount of state funding. Please make every effort possible to locate missing property before it is submitted to the State Comptroller’s Office.

Annual Certification (click to return to TOC)

To proceed to the next step, click on the Reports link in the menu bar on the left side of the page. After you have completed all edits and transfers, reported missing items, and verified that your Departmental Inventory Listing is correct via the scanning process, you are ready to submit this year’s reports for certification. Please keep in mind any changes submitted to Property Management could take several days to process and you must ensure these items are appropriately reflected on the reports. Select Annual Certification from the list of Available Reports and click on Go To Report.
Property Inventory System

The Annual Certification History page includes a listing of previous years’ certified inventory reports for the selected Organization. Click on Submit This Year’s Inventory Reports for Annual Certification link.

The top part of the Submit Annual Certification page provides links to each of the inventory reports that will be submitted. Click on the links and make sure each of the reports are correct. The middle of the page contains a statement that you are asserting to when you submit your certification. It is important to read this statement and understand that you are affirming that the condition and location of all property is accurately reflected in the TTUHSC El Paso Property Inventory System. The bottom of the page lists the name of the person designated as the approver for the certification of the annual property inventory. If the person listed is not the correct person, contact Property Management. The bottom of the page also contains the button to submit the certification. After verifying the inventory is correct, click on The Reports above are correct. Submit for Annual Certification button.

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When the departmental inventory is submitted for certification, the submitter and the date the report was submitted will display on the **Annual Certification History** page.

The Confirmation screen confirms the Annual Certification has been submitted for approval.

An automated email is sent to the departmental property custodian to notify them the inventory is ready for approval. When the property custodian receives the email notification, they must click on the link in the email and log into the TTUHSC El Paso Property Inventory System. Select **Certify the Annual Inventory** to approve the Property Inventory Annual Certification and complete the process.
Property Inventory System

Search Fixed Assets

Search by Category (click to return to TOC)

The Property Inventory System has two search options to search for Fixed Assets. You can Search by Category and Search by Tag/Serial Number.

To search by category, select the Search Fixed Asset link from the menu bar on the left and click on Search by Category.

Select the Category from the drop down menu and click on Search.
A list of all items at TTUHSC El Paso that are in the category selected will display with the **Tag Number**, **Description**, **Department** and **Property Custodian**. Items highlighted in blue have been deleted from the system and are on the report for historical purposes.

**Search By Tag or Serial Number** (click to return to TOC)

To continue to search fixed assets, click on the **Search Fixed Assets** link in the menu bar on the left side of the page. If you find items in your department that are not on your inventory list, you can search by either tag or serial number to determine whose inventory list the item is on. It is possible that one department transferred an item to your department, but the documentation was not completed. Please notify Property Management if this is the case. To search by tag or serial number, click on the **Search By Tag or Serial Number** link.
Enter the **Tag Number** or **Serial Number** and click on **Search**. If you are certain of the information being entered, you can do an "Exact" search. If you are not sure if the information is completely accurate, you can enter partial information and do a "Contains" search.

The search results will display with the **Tag Number**, **Serial Number**, **Manufacturer**, **Model**, **Description**, **Location (Room and Building)**, **Acquisition Date**, **Department**, **Organization**, and **Property Custodian**, **Notes**, **Temp Use Form**, **Temporary Custodian**, and **Year**.
Transfers

**Transfer to a Department** (click to return to TOC)

If during the verification process you have inventory items that need to be transferred to a department, select the **Transfers** link in the menu bar on the left side of the page and click on **Initiate**.

You can transfer an asset(s) from one Organization at a time. Select the report from the list of available reports and click on **Go To Report**.

You can initiate a transfer by checking the box on the asset(s) located on the line item of the asset(s) you wish to transfer.
Once you have selected the asset(s), click on the transfer box. The Transfer page will be pre-populated in the left box with the **Tag#, Description, Organization**, and current **Room** location of the asset you have selected to transfer. Displayed in the right box are the **Department, Orgn, Building** and **Room** the asset is to be transferred to. The initiator must enter the Department and Orgn from the drop down menu for submission, as well as filling in the **Transfer Reason**. The Building and Room may be entered at this point but are not required for submission. From the drop down menu, select the **Department** and **Orgn** and click on **Submit**.
You will receive a Confirmation screen indicating the transfer has been successfully submitted and the Transfer Number will also be provided. An automated email is sent to the property custodian and delegate(s) of the Department the asset is being transferred to.

The system also has the ability to transfer all of the assets from an Organization. Simply click on the "All" in at the top of the Transfer column to select all of the assets for transfer.
**Pending Transfers: View, Cancel, Reject or Approve** (click to return to TOC)

To view the transfer, click on the **Transfers** tab in the menu bar on the left side of the page and select **Pending**.
The Pending Transfers page will provide a list of transfers on which you are either the initiator, the custodian of the Department the asset is being transferred to, or the delegate approver for that custodian. Click on the red transfer ID number link to view the transfer.

If you are the initiator of the transfer you can cancel a transfer if the transfer is in a submitted status (not approved or rejected). Entering comments for the reason of cancellation is required. When the initiator of a transfer cancels a transfer, an automated email will be sent to the property custodian and delegate(s). In some instances, the initiator of the transfer may also be the approver as the receiving department’s property custodian or the custodian’s delegate. To approve this transfer, enter the Building and Room from the drop down menu and enter a Transfer Reason. When completed, click on Approve.
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You will receive a confirmation screen indicating the transfer has been successfully approved. An automated email will be sent to the initiator when a transfer has been approved.

As the receiving department’s custodian or custodian’s delegate, you can reject a transfer by clicking on Reject if the transfer is in a submitted status (not approved or cancelled). Entering comments for the reason of rejection is required. An automated email is sent to the initiator when a transfer is rejected. To approve this transfer, enter the Building and Room from the drop down menu and enter a Transfer Reason. When completed, click on Approve.

Assign a Delegate (click to return to TOC)

Department custodians by default always have access to approve transfers to their department. As the custodian, you are able to assign a delegate(s) who will also be able to approve transfers to your department. The Custodian/Delegate page will allow you to assign a delegate. To access the Delegates page, click on the Custodian/Delegate option in the menu.

On the Delegates page, you can add your delegate or delegates by Organization. To find the appropriate person, perform a search. Once you have selected the person, simply click on the "Save Delegate" button. You can remove a delegate by clicking on the "Delete" option next to the person you would like to remove. You can have more than one person assigned by organization, but each organization needs to have its delegates set up individually.
To search for a Transfer, click on Transfers in the menu bar on the left side of the page and click on Search.

On the Transfer Search page, you can enter parameters to view a list of transfers. The search feature uses “AND” when more than one criteria is specified, so the results will match all the criteria specified and not just one or the other. For the initiator, enter the complete name to search. Enter the desired search criteria and click on Search.
Click on the red ID number link to view the transfer.

Temporary Use Form

**Attaching Temporary Use Form** (click to return to TOC)

Users have the ability to attach the **Temporary Use Form** for each asset and individual is assigned to (Temporary Custodian). To upload the Temporary Use Form, Click on the **Details** link.
You will receive a prompt requesting the R number of the Temporary Custodian and a button to choose the file. Once the file is selected you will click on “Upload Form”. Attachments cannot be removed once uploaded due to historical audit purposes.

Departments can view the history of Temporary Custodians when they click on Details under Temp Use Form.

When the upload has been completed, users will be able to view who the Temporary Custodian is and the year it was assigned. Temporary Use Forms must be renewed annually.

If you have any questions or need help, please feel free to send us an email to baelp-asset.accounting@ttuhsc.edu.