

## Texas Tech University Health Sciences Center El Paso Institutional Compliance Procedure

Institutional Compliance	<b>Procedure:</b> Transfers of property inventory
HSCEP OP 63.10 Procedure	<b>Effective Date:</b> December 3, 2018
<b>References: HSCEP OP 63.10</b>	
<b>TTUHSC El Paso Institutional Compliance Website:</b> <a href="http://elpaso.ttuhscc.edu/compliance/">http://elpaso.ttuhscc.edu/compliance/</a>	

### **Procedure Statement**

The Senior Office Assistant will complete all transfers of property inventory as required via Property Management System (PMS) located on the Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso) website for the Office of Institutional Compliance.

### **Scope**

This procedure is to provide the process that The Office of Institutional Compliance completes for property inventory transfers.

### **Procedure**

To initiate property transfers:

1. Log into your webraider: <http://webraider.ttuhscc.edu/>
2. Locate and select the HSC Finance El Paso tab.
3. Locate the Finance Systems Management (FSM) box, then click on Property Inventory.
5. A prompt box will appear requesting your Username and Password. Enter your username (eRaider) and password.
6. The Property Management System screen will appear.
7. Locate 'Search Fixed Assets' on the right hand side of the screen then select 'Transfers'.
8. A new screen will appear with 'Transfers'. Select 'Initiate'.
9. Another screen will appear with 'Reports'. Select 'Go To Report'.
10. The Departmental Inventory screen will appear showing the complete inventory for your department.
11. In the column that has 'Xter All', select the item that you will transfer. Then select 'Transfer'.

## Texas Tech University Health Sciences Center El Paso Institutional Compliance Procedure

12. Once the 'Transfer' is selected another screen will appear 'Transfer'. Verify the information is correct.

13. In the box on the right hand side, select the department that you transfer the property inventory to.

Example: Department: General Services Elp (20301)

Organization: Surplus Property Elp (203011)

Building: East Warehouse 222 N Concepcion Elp

Room: 3009 East Warehouse Elp 1000

14. Enter 'Transfer Reason', and then click on "Transfer".

15. Another screen will appear with the 'Confirmation'.

16. You will receive an email from: [BAELP-asset.accounting@ttuhsc.edu](mailto:BAELP-asset.accounting@ttuhsc.edu) with 'Property Management System -Asset Transfer Submitted'.

17. Save email as a PDF and place into BillComFiles\$[\(\\elpdeptfs02\)](#) → Compliance Inventory →Assets and name file, example: Transfer of Computer Tower 11.30.18 GH.

18. Open the email again and click on 'Property Management System'. Select the number under the 'ID' column.

19..

20. This screen will verify the transfer has been submitted.

21. Once approved you will receive an email from 'Property Management System-Asset Transfer Approved'.

22. Save email as a PDF and place into BillComFiles\$[\(\\elpdeptfs02\)](#) → Compliance Inventory →Assets and name file, example: Approval of Computer Tower 11.30.18 GH.

### **Frequency of Review**

This Procedure will be reviewed and revised as needed it by the Institutional Compliance Officer.

**Review Date:**

**Revision Date:**