



Property Inventory System

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Property Inventory System

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 screenshot shows the WebRaider portal interface. At the top, there is a navigation bar with the following items: Home, HSC Employee El Paso, Available Budget, News, F&A Work Tools, Payroll & Tax, HSC HR El Paso, **HSC Finance El Paso** (highlighted), My Content, and Cognos. Below the navigation bar, the main content area is titled "HSC El Paso" and "HSC Finance El Paso".

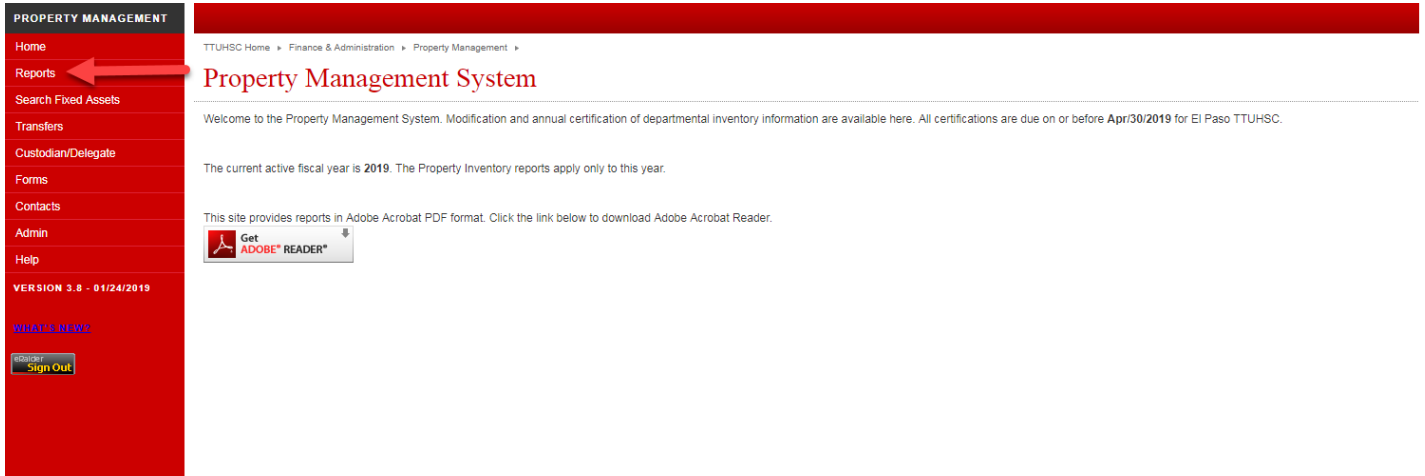
The main content area is divided into several sections:

- El Paso Business Affairs Announcements:**
 - Business Affairs
 - Dec 5 - Business Affairs Q1 Presentation
 - Feb 14 - Business Affairs Q2 Newsletter
 - 2019 Year-End Deadlines and Processes
 - Accounting
 - Mar 10 - Close of accounting period
 - EOPS and ePAFs
 - Mar 2 - Employee One-Time Payment System (EOP) approvals due for semi-monthly employees (SM05)
 - Mar 4 - WEB TIME/TimeClockPlus approvals due for semi-monthly employees (SM05)
 - Mar 13 - Electronic Personnel Action Form (ePAF) approvals due for semi-monthly employees (SM06)
 - Mar 17 - Employee One-Time Payment System (EOP) approvals due for semi-monthly employees (SM06)
 - Mar 18 - Employee One-Time Payment System (EOP) approvals due for monthly employees (MN04)
 - Mar 18 - Electronic Personnel Action Form (ePAF) approvals due for monthly employees (MN04)
 - Mar 19 - WEB TIME/TimeClockPlus approvals due for semi-monthly employees (SM05)
 - Mar 27 - Electronic Personnel Action Form (ePAF) approvals due for semi-monthly employees (SM07)
 - Mar 31 - Employee One-Time Payment System (EOP) approvals due for semi-monthly employees (SM07)
 - PCard
 - Mar 4 - Expense report is available to print
 - Mar 12 - FOAP allocations and description to be updated in Citi must be processed by 2 p.m.
 - Mar 19 - Expense report with all supporting documentation due for review by 5 p.m.
- Accounting:**
 - Accounting Home
 - Contacts
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 - Account Code Dictionary
 - Financial Transaction System (FITS)
 - FITS Training
 - Financial Manager Change Request
 - Finance Fund Maintenance
 - Finance Fund Maintenance Training
 - New Fund Request - Historical Inquiry Only
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- Budget:**
 - Budget Home
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 - Budget Prep System
 - Fringe Projector
 - Finance User Group
 - Labor Redistribution
 - Organization Code Request
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- Finance Systems Management (FSM):**
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Property Inventory System

[Departmental Inventory Listing Report](#) (click to return to TOC)

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.



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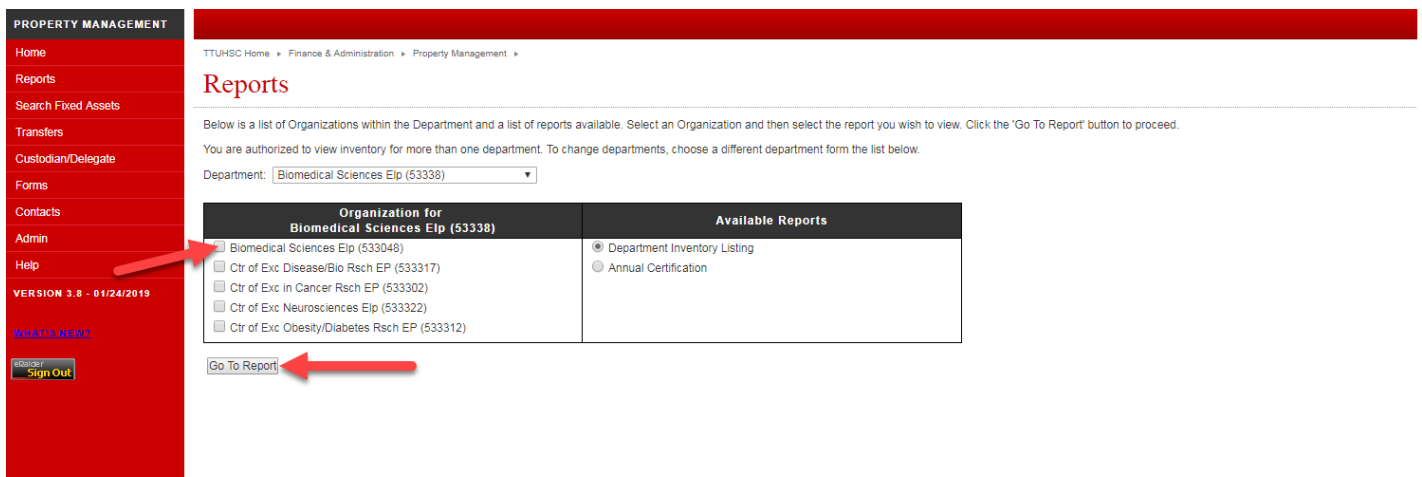
Welcome to the Property Management System. Modification and annual certification of departmental inventory information are available here. All certifications are due on or before Apr/30/2019 for El Paso TTUHSC.

The current active fiscal year is 2019. The Property Inventory reports apply only to this year.

This site provides reports in Adobe Acrobat PDF format. Click the link below to download Adobe Acrobat Reader.

Get ADOBE® READER®

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**.



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Reports

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.

You are authorized to view inventory for more than one department. To change departments, choose a different department form the list below.

Department: Biomedical Sciences Eip (53338)

Organization for Biomedical Sciences Eip (53338)	Available Reports
<input checked="" type="checkbox"/> Biomedical Sciences Eip (533048) <input type="checkbox"/> Ctr of Exc Disease/Bio Rsch EP (533317) <input type="checkbox"/> Ctr of Exc in Cancer Rsch EP (533302) <input type="checkbox"/> Ctr of Exc Neurosciences Eip (533322) <input type="checkbox"/> Ctr of Exc Obesity/Diabetes Rsch EP (533312)	<input checked="" type="radio"/> Department Inventory Listing <input type="radio"/> Annual Certification

Go To Report

Property Inventory System

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.

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Reports

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.

You are authorized to view inventory for more than one department. To change departments, choose a different department from the list below.

Department: **Biomedical Sciences Eip (53338)**

- Admissions Eip (53311)
- Anesthesiology Eip (53480)
- Biomedical Sciences Eip (53338)
- Bldg Maint and Op Eip (20351)**
- Business Affairs Eip (20320)
- Clinical Affairs Eip (53329)
- Continuing Medical Ed Eip (53312)
- Contracting Eip (20323)
- Curriculum Eval Accreditation Eip (53319)
- Custodial Eip (20354)
- Dept of Medical Education Eip (5331A)
- Div Inc and Global Hlth Eip (10360)
- DSRIP Projects Eip (53600)
- Electronic Medical Rcds Eip (53326)
- Emergency Medicine Eip (53350)
- Engineering Services Eip (20352)
- Faculty Affairs Eip (5331Z)
- Faculty Dev Eip (53313)
- Family Medicine Eip (53360)
- Finance and Admin Eip (20300)

Available Reports

- Department Inventory Listing
- Annual Certification

Go To Report

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.

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Departmental Inventory

Business Affairs Eip (203201)

Custodian: Jessica Fisher

Below is a list of inventory items for the selected Organization. To edit an item click the Edit link to put the row in 'Edit mode'. In this mode there are four fields you are able to edit: Condition, Serial Number, Room and Building. After editing one or more fields, either save the changes by clicking the Update link for that row or cancel the changes by clicking the Cancel link. After updating, rows that have been changed are highlighted in yellow. When done, click the Save button. This will queue your changes to process in Banner. To cancel all your changes, click the Undo All Changes button.

* The Serial Number field must contain only the serial number of the asset. Placing other information in this field renders the assets unsearchable by the Property Management office.

Undo All Changes Save Transfer

Status: All Statutes

Toggle Manufacturer/Model

Xfor All	Cond	Type	Tag #	Description	*Serial Number	Room	Acquired Date	Acq Method	Amount	Status	Notes	Temp Use Form	Temporary Custodian	Year
Edit	N	CA	E85923	Apple iPad 2 Wi-Fi 3G 64GB PO# P0119347	DLXG7B53DFJ3	3531 ValVerde 130 Val Verde Eip 114	08/25/2011	D	829.00	Departmental Inventory	Details	Details		
Edit	N	CA	E86077	Dell Latitude E6320 PO# P0119346	3T263R1	3531 ValVerde 130 Val Verde Eip 120	08/31/2011	D	1,633.32	Departmental Inventory	Details	Details		
Edit	N	CA	E93403	Dell XPS 13 PO# P0168018	4064FT1	3531 ValVerde 130 Val Verde Eip 102	08/15/2012	P	2,088.23	Departmental Inventory	Details	Details		
Edit	N	CA	E93417	Paul YPR 13 PO# P0168018	7P94FT1	3531 ValVerde 130	08/16/2012	P	2,088.23	Departmental Inventory	Details	Details		

Property Inventory System

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.

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Departmental Inventory

Business Affairs Eip (203201) Select Different Report or Organization

Custodian: Jessica Fisher

Below is a list of inventory items for the selected Organization. To edit an item click the Edit link to put the row in 'Edit mode'. In this mode there are four fields you are able to edit: Condition, Serial Number, Room and Building. After editing one or more fields, either save the changes by clicking the Update link for that row or cancel the changes by clicking the Cancel link. After updating, rows that have been changed are highlighted in yellow. When done, click the Save button. This will queue your changes to process in Banner. To cancel all your changes, click the Undo All Changes button.

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Undo All Changes | Save | Transfer

Status: All Statutes

Toggle Manufacturer/Model

Xfer All	Cond	Type	Tag #	Description	*Serial Number	Room	Acquired Date	Acq Method	Amount	Status	Notes	Temp Use Form	Temporary Custodian	Year
Edit	<input type="checkbox"/>	N	CA	E85923	Apple iPad 2 Wi-Fi 3G 64GB PO# P0119347	DLXG7853DFJ3	3531 Val\Verde 130 Val\Verde Eip 114	08/25/2011	D	829.00	Departmental Inventory	Details	Details	
Edit	<input type="checkbox"/>	N	CA	E86077	Dell Latitude E8320 PO# P0119346	3T263R1	3531 Val\Verde 130 Val\Verde Eip 120	08/31/2011	D	1,633.32	Departmental Inventory	Details	Details	
Edit	<input type="checkbox"/>	N	CA	E93403	Dell XPS 13 PO# P0168018	4C84FT1	3531 Val\Verde 130 Val\Verde Eip 102	08/15/2012	P	2,088.23	Departmental Inventory	Details	Details	
Edit	<input type="checkbox"/>	N	CA	E93417	Dell XPS 13 PO# P0168018	7C84FT1	3531 Val\Verde 130 Val\Verde Eip 104	08/15/2012	P	2,088.23	Departmental Inventory	Details	Details	
Edit	<input type="checkbox"/>	N	CA	E93951	Apple iPad Mini Wi-Fi Cellular 32GB Black PO# P0198353	F4KK25RGF19K	3531 Val\Verde 130 Val\Verde Eip 113	01/18/2013	P	559.00	Departmental Inventory	Details	Details	
Edit	<input type="checkbox"/>	N	CA	E93972	Apple iPad Wi-Fi Cellular 32GB Black PO# P0198353	DMQJK44YF18W	3531 Val\Verde 130 Val\Verde Eip 103	01/22/2013	P	729.00	Departmental Inventory	Details	Details	
Edit	<input type="checkbox"/>	N	CA	E94527	Dell XPS 13 Laptop PO# P0226795	G5PB1Y1	3531 Val\Verde 130 Val\Verde Eip 114	06/27/2013	P	1,657.98	Departmental Inventory	Details	Details	
Edit	<input type="checkbox"/>	N	CA	E94528	Dell XPS 13 Laptop PO# P0226795	G4PB1Y1	3531 Val\Verde 130 Val\Verde Eip 103	06/27/2013	P	1,657.98	Departmental Inventory	Details	Details	
Edit	<input type="checkbox"/>	N	CA	E94532	Dell XPS 13 Laptop PO# P0226795	16PB1Y1	3531 Val\Verde 130 Val\Verde Eip 107	06/27/2013	P	1,657.98	Departmental Inventory	Details	Details	
Edit	<input type="checkbox"/>	N	CA	E94534	Dell XPS 13 Laptop PO# P0226795	D4PB1Y1	3531 Val\Verde 130 Val\Verde Eip 104	06/27/2013	P	1,657.98	Departmental Inventory	Details	Details	
Edit	<input type="checkbox"/>	N	CA	E94535	Dell XPS 13 Laptop PO# P0226795	45PB1Y1	3531 Val\Verde 130 Val\Verde Eip 110	06/27/2013	P	1,657.98	Departmental Inventory	Details	Details	

To edit the **Condition** of the asset, click on the drop 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**.

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Business Affairs Elp (203201) Select Different Report or Organization
 Custodian: Jessica Fisher

Below is a list of inventory items for the selected Organization. To edit an item click the Edit link to put the row in 'Edit mode'. In this mode there are four fields you are able to edit: Condition, Serial Number, Room and Building. After editing one or more fields, either save the changes by clicking the Update link for that row or cancel the changes by clicking the Cancel link. After updating, rows that have been changed are highlighted in yellow. When done, click the Save button. This will queue your changes to process in Banner. To cancel all your changes, click the Undo All Changes button.

* The Serial Number field must contain only the serial number of the asset. Placing other information in this field renders the assets unsearchable by the Property Management office.

Undo All Changes Save Transfer
 Status: All Statutes

Toggle Manufacturer/Model

	Xfer All	Cond	Type	Tag #	Description	Serial Number	Room	Acquired Date	Acq Method	Amount	Status	Notes
Edit	<input type="checkbox"/>	N	CA	E85923	Apple iPad 2 Wi-Fi 3G 64GB PO# P0119347	DLXG7B53DFJ3	3005 MSB 5001 El Paso Dr Elp 1001	08/25/2011	D	829.00	Departmental Inventory	Details
Edit	<input type="checkbox"/>	N	CA	E86077	Dell Latitude E6320 PO# P0119346	3T263R1	3531 ValVerde 130 Val Verde Elp 120	08/31/2011	D	1,633.32	Departmental Inventory	Details
Edit	<input type="checkbox"/>	N	CA	E93403	Dell XPS 13 PO# P0168018	4C64FT1	3531 ValVerde 130 Val Verde Elp 102	08/15/2012	P	2,088.23	Departmental Inventory	Details
Edit	<input type="checkbox"/>	N	CA	E93417	Dell XPS 13 PO# P0168018	7C64FT1	3531 ValVerde 130 Val Verde Elp 104	08/15/2012	P	2,088.23	Departmental Inventory	Details

Change Asset

Tag #: E85923

Condition: **New**

Serial Number: DLXG7B53DFJ3

Building: Val Verde Bldg 130 Val Verde Elp

Room: 3531 ValVerde 130 Val Verde Elp 114

Update Cancel

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**.

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Business Affairs Elp (203201) Select Different Report or Organization
 Custodian: Jessica Fisher

Below is a list of inventory items for the selected Organization. To edit an item click the Edit link to put the row in 'Edit mode'. In this mode there are four fields you are able to edit: Condition, Serial Number, Room and Building. After editing one or more fields, either save the changes by clicking the Update link for that row or cancel the changes by clicking the Cancel link. After updating, rows that have been changed are highlighted in yellow. When done, click the Save button. This will queue your changes to process in Banner. To cancel all your changes, click the Undo All Changes button.

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Undo All Changes Save Transfer
 Status: All Statutes

Toggle Manufacturer/Model

	Xfer All	Cond	Type	Tag #	Description	*Serial Number	Room	Acquired Date	Acq Method	Amount	Status	Notes
Edit	<input type="checkbox"/>	N	CA	E85923	Apple iPad 2 Wi-Fi 3G 64GB PO# P0119347	DLXG7B53DFJ3	3005 MSB 5001 El Paso Dr Elp 1001	08/25/2011	D	829.00	Departmental Inventory	Details
Edit	<input type="checkbox"/>	N	CA	E86077	Dell Latitude E6320 PO# P0119346	3T263R1	3531 ValVerde 130 Val Verde Elp 120	08/31/2011	D	1,633.32	Departmental Inventory	Details
Edit	<input type="checkbox"/>	N	CA	E93403	Dell XPS 13 PO# P0168018	4C64FT1	3531 ValVerde 130 Val Verde Elp 102	08/15/2012	P	2,088.23	Departmental Inventory	Details
Edit	<input type="checkbox"/>	N	CA	E93417	Dell XPS 13 PO# P0168018	7C64FT1	3531 ValVerde 130 Val Verde Elp 104	08/15/2012	P	2,088.23	Departmental Inventory	Details

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.

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.

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Business Affairs Elp (203201) [Select Different Report or Organization](#)
 Custodian: Jessica Fisher

Below is a list of inventory items for the selected Organization. To edit an item click the Edit link to put the row in 'Edit mode'. In this mode there are four fields you are able to edit: Condition, Serial Number, Room and Building. After editing one or more fields, either save the changes by clicking the Update link for that row or cancel the changes by clicking the Cancel link. After updating, rows that have been changed are highlighted in yellow. When done, click the Save button. This will queue your changes to process in Banner. To cancel all your changes, click the Undo All Changes button.

* The Serial Number field must contain only the serial number of the asset. Placing other information in this field renders the assets unsearchable by the Property Management office.

Undo All Changes Save Transfer

Status: All Statutes
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 Departmental Inventory

Edit	Status	Condition	Building	*Serial Number	Description	Room	Acquired Date	Acq Method	Amount	Status	Notes
Edit	N	CA	E85923	DLXG7B53DFJ3	Apple iPad 2 Wi-Fi 3G 64GB PO# P0119347	3531 ValVerde 130 Val' Verde Elp 114	08/25/2011	D	629.00	Departmental Inventory	Details
Edit	N	CA	E86077	3T263R1	Dell Latitude E6320 PO# P0119346	3531 ValVerde 130 Val' Verde Elp 120	08/31/2011	D	1,633.32	Departmental Inventory	Details
Edit	N	CA	E93403	4C64FT1	Dell XPS 13 PO# P0168018	3531 ValVerde 130 Val' Verde Elp 102	08/15/2012	P	2,088.23	Departmental Inventory	Details
Edit	N	CA	E93417	7C64FT1	Dell XPS 13 PO# P0168018	3531 ValVerde 130 Val' Verde Elp 104	08/15/2012	P	2,088.23	Departmental Inventory	Details

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.

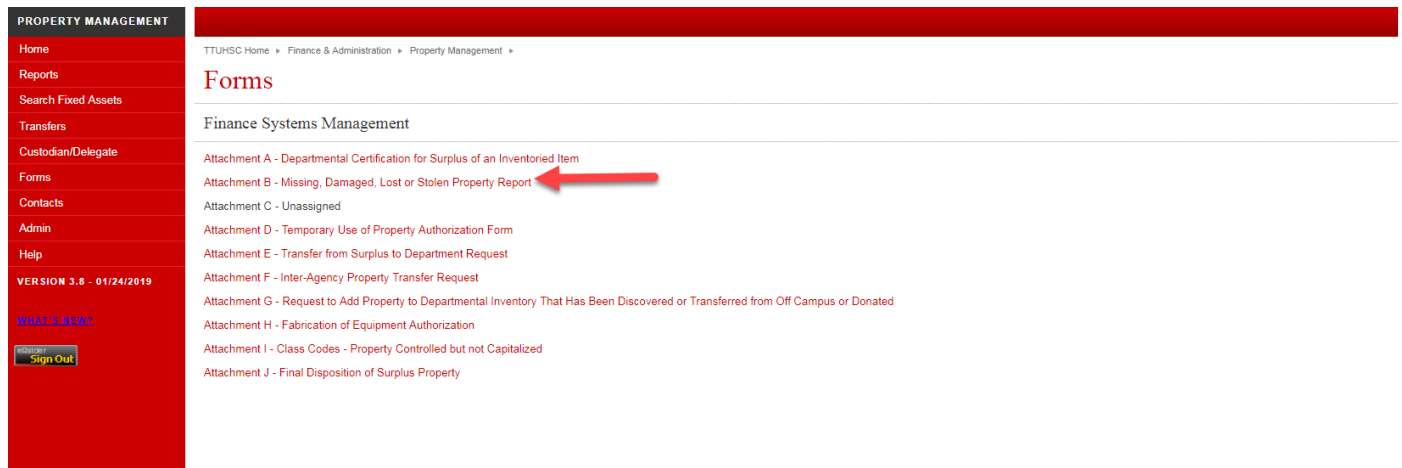
After Updating, the rows where you have made your changes will be highlighted in blue. To cancel all your changes, click on the **Undo All Changes** button. Verify that all the changes you have entered are correct and then click on **Save**. This will queue the changes to process in Banner. Allow a day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

Property Inventory System

[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.



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- Attachment A - Departmental Certification for Surplus of an Inventoried Item
- Attachment B - Missing, Damaged, Lost or Stolen Property Report
- Attachment C - Unassigned
- Attachment D - Temporary Use of Property Authorization Form
- Attachment E - Transfer from Surplus to Department Request
- Attachment F - Inter-Agency Property Transfer Request
- Attachment G - Request to Add Property to Departmental Inventory That Has Been Discovered or Transferred from Off Campus or Donated
- Attachment H - Fabrication of Equipment Authorization
- Attachment I - Class Codes - Property Controlled but not Capitalized
- Attachment J - Final Disposition of Surplus Property

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.

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Departmental Inventory

Select Different Report or Organization

Ophthalmology Elp (534901)
 Surgery Dept Elp Genl (534601)
 UBCC Dept Elp Genl (534701)

Custodian: Edward Rene Vallejo

Below is a list of inventory items for the selected Organization. To edit an item click the Edit link to put the row in 'Edit mode'. In this mode there are four fields your are able to edit: Condition, Serial Number, Room and Building. After editing one or more fields, either save the changes by clicking the Update link for that row or cancel the changes by clicking the Cancel link. After updating, rows that have been changed are highlighted in yellow. When done, click the Save button. This will queue your changes to process in Banner. To cancel all your changes, click the Undo All Changes button.

* The Serial Number field must contain only the serial number of the asset. Placing other information in this field renders the assets unsearchable by the Property Management office.

Undo All Changes | Save | Transfer

Status: All Statutes

Toggle: All Statutes
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	Cond	Type	Tag #	Description	*Serial Number	Room	Acquired Date	Acq Method	Amount	Status	Notes
Edit		F	CE E44843	Audiometric Sound Rm. 96x96x88	A50B5645	3001 TT Med Ctr Alberta Elp A127	10/31/1988	P	10,435.00	Departmental Inventory	Details
Edit		G	CE E62279	Microscope	M705-01701	3001 TT Med Ctr Alberta Elp A130	05/11/2000	P	12,360.00	Departmental Inventory	Details
		P	CE E62432	Virtual Beamsplitter	00104	3001 TT Med Ctr Alberta Elp A130	05/11/2000	P	6,935.00	Missing Property	Details

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Departmental Inventory

Select Different Report or Organization

Biomedical Sciences Elp (533048)
 Ctr of Exc Disease/Bio Rsch EP (533317)
 Ctr of Exc in Cancer Rsch EP (533302)
 Ctr of Exc Neurosciences Elp (533322)
 Ctr of Exc Obesity/Diabetes Rsch EP (533312)

Custodian: Beverley Jean Court

Below is a list of inventory items for the selected Organization. To edit an item click the Edit link to put the row in 'Edit mode'. In this mode there are four fields your are able to edit: Condition, Serial Number, Room and Building. After editing one or more fields, either save the changes by clicking the Update link for that row or cancel the changes by clicking the Cancel link. After updating, rows that have been changed are highlighted in yellow. When done, click the Save button. This will queue your changes to process in Banner. To cancel all your changes, click the Undo All Changes button.

* The Serial Number field must contain only the serial number of the asset. Placing other information in this field renders the assets unsearchable by the Property Management office.

Undo All Changes | Save

Status: Missing Property

Org	Cond	Type	Tag #	Description	Manufacturer	Model	*Serial Number	Room	Acquired Date	Amount	Status
Ctr of Exc Neurosciences Elp	G	CA	E82330	dell inspiron 1100 notebook computer			gs7dt21	3901 Psych Soledad San Antonio 200	06/14/2010	978.00	Missing Property

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.

Property Inventory System

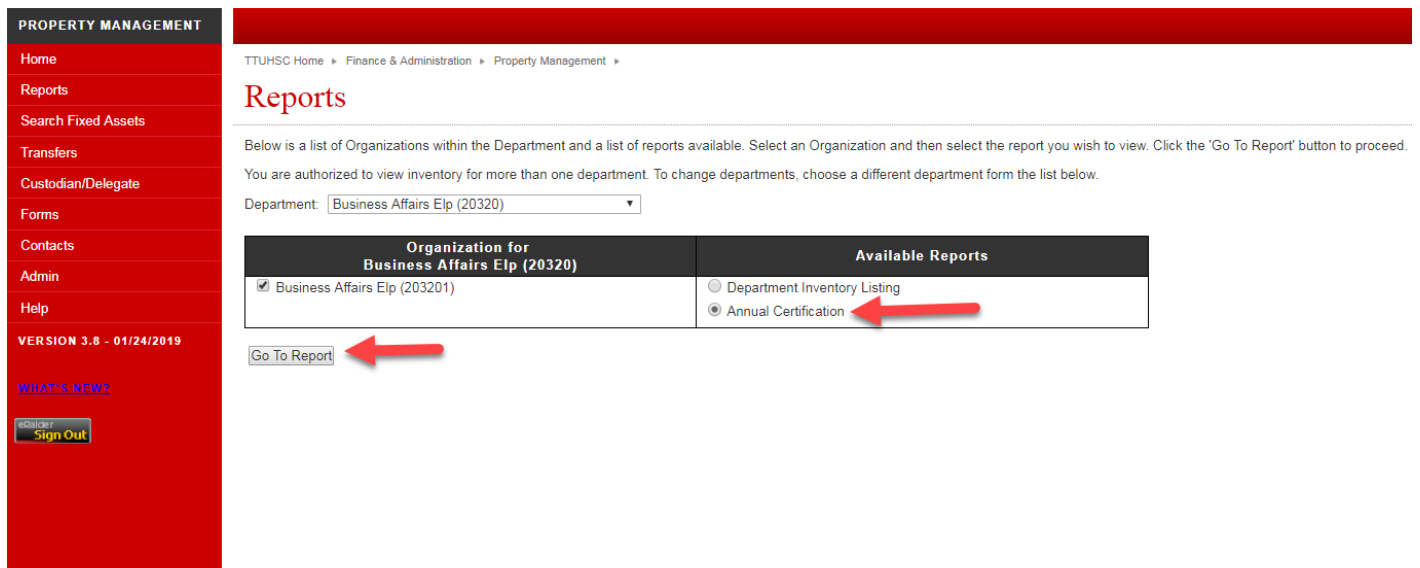
[Lost and Stolen Property Report](#) (click to return to TOC)

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**.



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Reports

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.

You are authorized to view inventory for more than one department. To change departments, choose a different department from the list below.

Department: Business Affairs Elp (20320)

Organization for Business Affairs Elp (20320)	Available Reports
<input checked="" type="checkbox"/> Business Affairs Elp (203201)	<input type="radio"/> Department Inventory Listing
	<input checked="" type="radio"/> Annual Certification

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.

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Annual Certification History

Business Affairs Elp (203201) Select Different Report or Organization

Custodian: Jessica Fisher

Below is a list of previous years' certified inventory reports for the selected organization. The reports are static snapshots of the inventory at the time they were submitted for certification.

Fiscal Year	Submitted By	Submit Date	FSM Approved By	FSM Approve Date	Approved By	Approve Date	Department Inventory	Items Not Tagged	Missing	Lost and Stolen
2018	Asma Jalis Dawood	02/28/2018	Jonathan Ivan Lopez	02/28/2018	Jessica Fisher	02/28/2018	View Report	View Report	View Report	View Report
2017	Asma Jalis Dawood	04/12/2017			Jessica Fisher	04/12/2017	View Report	View Report	View Report	View Report

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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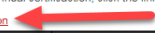
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Annual Certification History

Business Affairs Elp (203201) Select Different Report or Organization

Custodian: Jessica Fisher

Below is a list of previous years' certified inventory reports for the selected organization. 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.

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

Fiscal Year	Submitted By	Submit Date	FSM Approved By	FSM Approve Date	Approved By	Approve Date	Department Inventory	Items Not Tagged	Missing	Lost and Stolen
2018	Jonathan Ivan Lopez	02/21/2018	Raul Natividad	02/21/2018	Jonathan Ivan Lopez	02/21/2018	View Report	View Report	View Report	View Report
2017	Jonathan Ivan Lopez	06/29/2017					View Report	View Report	View Report	View Report



Property Inventory System

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Submit Annual Certification for FY 2019

Business Affairs Eip (203201) Select Different Report or Organization
Custodian: Jessica Fisher

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 organization. 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.

Jessica Fisher is currently designated as the approver for this annual certification. Once you submit these reports for annual certification, an email will be set 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.

[Back to Annual Certification History](#)

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.

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Annual Certification Confirmation

Your request has been submitted for approval. An email has been sent to notify the property custodian

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[Select Different Report or Organization](#)

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.

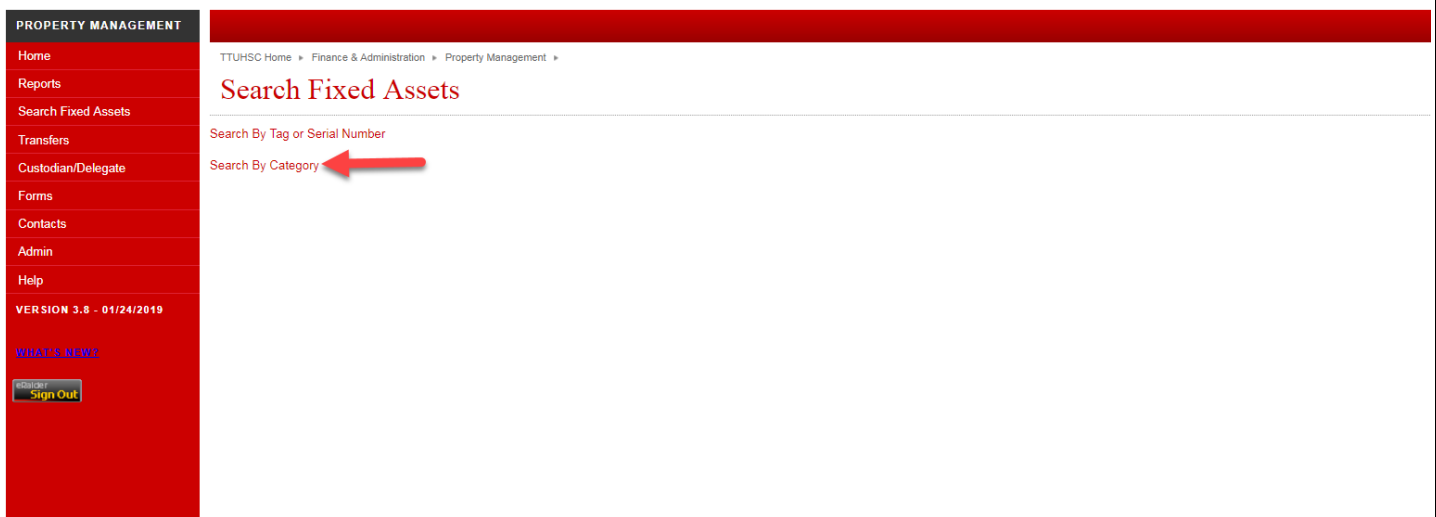
Property Inventory System

Search Fixed Assets

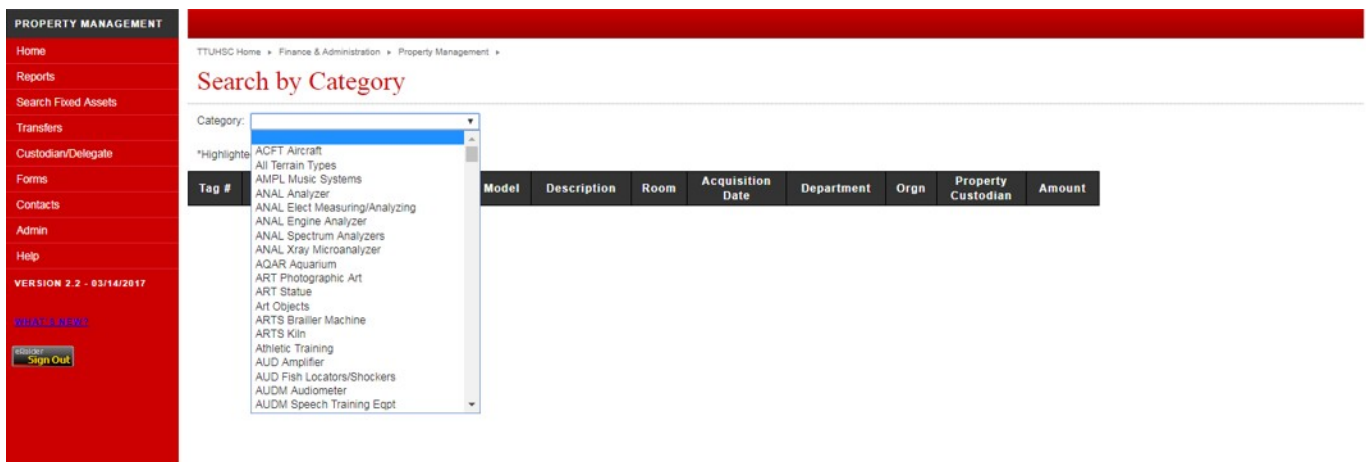
[Search by Category](#) (click to return to TOC)

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**.



Property Inventory System

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.

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Search by Category

Category:

*Highlighted Items have been deleted or canceled.

Tag #	Serial Number	Manufacturer	Model	Description	Room	Acquisition Date	Department	Orgn	Property Custodian	Amount
E72662	HA1157.0905			Benchtop Chemistry System	3005 MSB 5001 El Paso Dr Elp 2016	03/09/2006	27300 - Research Elp	273001 - Research Admin Elp	Sergio Blanco	10,980.50
E82999	800107			-GENOME ANALYZER Ile p0084933	3009 East Warehouse Elp 1000	09/25/2010	20301 - General Services Elp	203012 - Surplus Property Elp	Ana M. Alvarado	297,075.25
E92726	264053			Synergy HT Multi-Detection Microplate Reader PO# P0131543	3005 MSB 5001 El Paso Dr Elp 3015	12/28/2011	53338 - Biomedical Sciences Elp	533322 - Ctr of Exc Neurosciences Elp	Beverley J. Court	17,834.58

[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.

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Search Fixed Assets

Search By Tag or Serial Number

Search By Category

Property Inventory System

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.

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Search by Service Tag Number / Serial Number

Tag Number or Serial Number: Exact Match Contains

*Highlighted yellow items that have been lost or stolen.
 *Highlighted green items that have been missing for 2 inventory cycles.
 *Highlighted blue items that have been deleted or cancelled.

Tag #	Serial Number	Manufacturer	Model	Description	Room	Acquisition Date	Department	Orgn	Property Custodian	Amount	Notes	Temp Use Form	Temporary Custodian	Year
-------	---------------	--------------	-------	-------------	------	------------------	------------	------	--------------------	--------	-------	---------------	---------------------	------

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.**

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Search by Service Tag Number / Serial Number

Tag Number or Serial Number: Exact Match Contains

*Highlighted yellow items that have been lost or stolen.
 *Highlighted green items that have been missing for 2 inventory cycles.
 *Highlighted blue items that have been deleted or cancelled.

	Tag #	Serial Number	Manufacturer	Model	Description	Room	Acquisition Date	Department	Orgn	Property Custodian	Amount	Notes	Temp Use Form	Temporary Custodian	Year
	69512	318PD21	Dell Computer		Computer Optiplex Gx260	3002 Warehouse Alberta Elp 100	03/12/2003	20301 - General Services Elp	203011 - General Services Elp	David C. Porras	1,518.82	Details	Details		
Edit Transfer	E95120	Z5CAHCJD701593P			Samsung 46" LED 1920x1080 Display PO# P0275390	3001 TT Med Ctr Alberta Elp A097	06/17/2014	17310 - Technology Services Elp	173102 - IT Admin Support Elp	Sonia F. Gomez	1,834.00	Details	Details		
Edit Transfer	E95121	Z5CAHCJD701432F			Samsung 46" LED 1920x1080 Display PO# P0275390	3005 MSB 5001 El Paso Dr Elp 1H01	06/17/2014	17310 - Technology Services Elp	173102 - IT Admin Support Elp	Sonia F. Gomez	1,834.00	Details	Details		
Edit Transfer	E95122	Z5CAHCJD701495R			Samsung 46" LED 1920x1080 Display PO# P0275390	3000 Acad/Ed Ctr Alberta Elp 100	06/17/2014	17310 - Technology Services Elp	173102 - IT Admin Support Elp	Sonia F. Gomez	1,834.00	Details	Details		
Edit Transfer	E95123	Z5CAHCJD701356W			Samsung 46" LED 1920x1080 Display PO# P0275390	3000 Acad/Ed Ctr Alberta Elp 100	06/17/2014	17310 - Technology Services Elp	173102 - IT Admin Support Elp	Sonia F. Gomez	1,834.00	Details	Details		

Property Inventory System

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**.

The screenshot shows the 'PROPERTY MANAGEMENT' sidebar on the left with the 'Transfers' link highlighted. The main content area displays the 'Transfers' page with a red arrow pointing to the 'Initiate' button. The breadcrumb trail reads: TTUHSC Home > Finance & Administration > Property Management > Transfers.

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.

The screenshot shows the 'Departmental Inventory' report for 'Business Affairs Eip (203201)'. It includes a table of assets with columns for Xfer, Cond, Type, Tag #, Description, *Serial Number, Room, Acquired Date, Acq Method, Amount, Status, Notes, Temp Use Form, Temporary Custodian, and Year. A red arrow points to the 'Xfer All' checkbox in the first row.

Xfer	Cond	Type	Tag #	Description	*Serial Number	Room	Acquired Date	Acq Method	Amount	Status	Notes	Temp Use Form	Temporary Custodian	Year
<input checked="" type="checkbox"/>	N	CA	E85923	Apple iPad 2 Wi-Fi 3G 64GB POW P0119347	DLXG7B53DFJ3	3531 ValVerde 130 Val Verde Eip 114	08/25/2011	D	829.00	Departmental Inventory	Details	Details	R11541385 - Valeria Valencia	2019
<input type="checkbox"/>	N	CA	E93403	Dell XPS 13 POW P0168018	4C64FT1	3531 ValVerde 130 Val Verde Eip 102	08/15/2012	P	2,088.23	Departmental Inventory	Details	Details		
<input type="checkbox"/>	N	CA	E93417	Dell XPS 13 POW P0168018	7C64FT1	3531 ValVerde 130 Val Verde Eip 104	08/15/2012	P	2,088.23	Departmental Inventory	Details	Details		

Property Inventory System

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**.

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Departmental Inventory

Business Affairs Elp (203201) Select Different Report or Organization

Custodian: Jessica Fisher

Below is a list of inventory items for the selected Organization. To edit an item click the Edit link to put the row in 'Edit mode'. In this mode there are four fields you are able to edit: Condition, Serial Number, Room and Building. After editing one or more fields, either save the changes by clicking the Update link for that row or cancel the changes by clicking the Cancel link. After updating, rows that have been changed are highlighted in yellow. When done, click the Save button. This will queue your changes to process in Banner. To cancel all your changes, click the Undo All Changes button.

* The Serial Number field must contain only the serial number of the asset. Placing other information in this field renders the assets unsearchable by the Property Management office.

Undo All Changes Save Transfer

Status: [All Statutes]

Toggle Manufacturer/Model

Xfer	Cond	Type	Tag #	Description	*Serial Number	Room	Acquired Date	Acq Method	Amount	Status	Notes	Temp Use Form	Temporary Custodian	Year
Edit		N	CA	E85923	Apple iPad 2 Wi-Fi 3G 64GB POW P0119347	DLXG7B53DFJ3	3531 ValVerde 130 Val Verde Elp 114	08/25/2011	D	829.00	Departmental Inventory	Details	R11541385 - Valeria Valencia	2019
Edit				E93403	Dell XPS 13 PO# P0168018	4C64FT1	3531 ValVerde 130 Val Verde Elp 102	08/15/2012	P	2,088.23	Departmental Inventory	Details		
Edit		N	CA	E93417	Dell XPS 13 PO# P0168018	7C64FT1	3531 ValVerde 130 Val Verde Elp 104	08/15/2012	P	2,088.23	Departmental Inventory	Details		

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Transfer

Initiated by Jonathan Ivan Lopez

Tag #: E93403

Desc: Dell XPS 13 PO# P0168018

Dept: 20320 - Business Affairs Elp

Org: 203201 - Business Affairs Elp

Room: 3531 ValVerde 130 Val Verde Elp 102

* Department: Accounting Services Elp (20321)

* Organization: Accounting Services Elp (203211)

Building:

Room:

* Transfer Reason:

Transfer

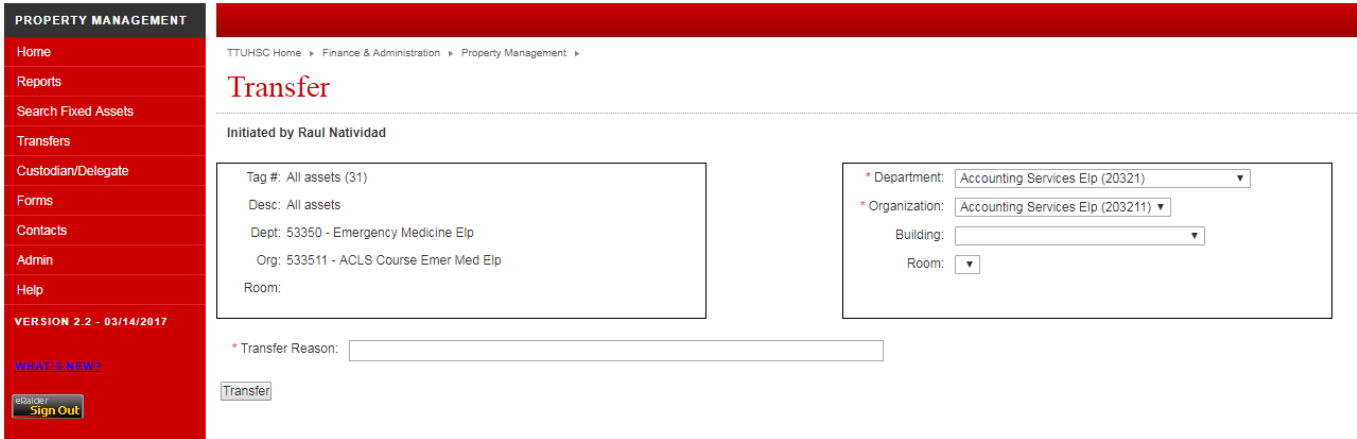
Property Inventory System

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.

	Xfer All	Cond	Type	Tag #	Description	*Serial Number	Room	Acquired Date	Acq Method	Amount	Status	Notes	Temp Use Form	Temporary Custodian	Year
Edit	<input checked="" type="checkbox"/>	N	CA	E85923	Apple iPad 2 Wi-Fi 3G 64GB PO# P0119347	DLXG7B53DFJ3	3531 ValVerde 130 Val Verde Elop 114	08/25/2011	D	829.00	Departmental Inventory	Details ■ New Temp Custodian	Details	R11541385 - Valena Valencia	2019
Edit	<input checked="" type="checkbox"/>	N	CA	E93403	Dell XPS 13 PO# P0168018	4C64FT1	3531 ValVerde 130 Val Verde Elop 102	08/15/2012	P	2,088.23	Departmental Inventory	Details	Details		
Edit	<input checked="" type="checkbox"/>	N	CA	E93417	Dell XPS 13 PO# P0168018	7C64FT1	3531 ValVerde 130 Val Verde Elop 104	08/15/2012	P	2,088.23	Departmental Inventory	Details	Details		
Edit	<input checked="" type="checkbox"/>	N	CA	E93951	Apple iPad Mini Wi-Fi Cellular 32GB Black PO# P0198353	F4KX25RGP19K	3531 ValVerde 130 Val Verde Elop 113	01/18/2013	P	559.00	Departmental Inventory	Details	Details		

Property Inventory System




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Transfer

Initiated by Raul Natividad

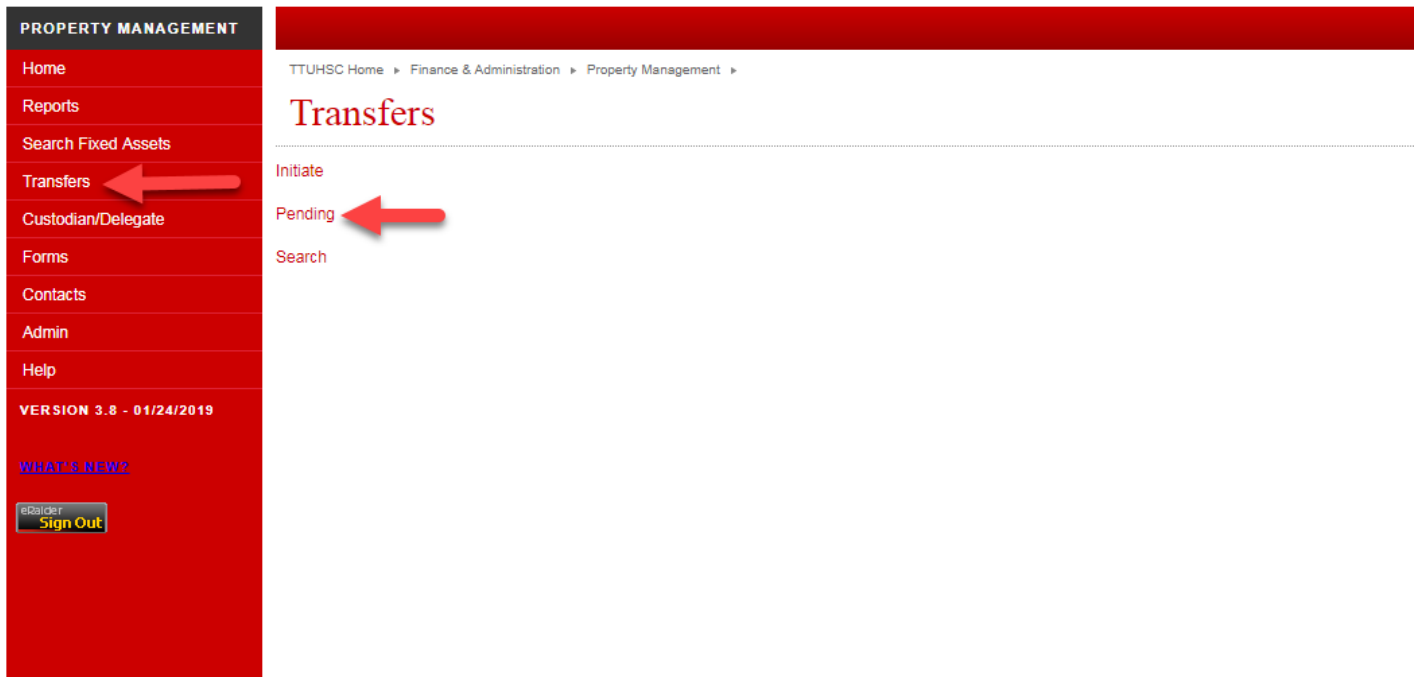
Tag #: All assets (31)
Desc: All assets
Dept: 53350 - Emergency Medicine Elp
Org: 533511 - ACLS Course Emer Med Elp
Room:

* Department: Accounting Services Elp (20321)
* Organization: Accounting Services Elp (203211)
Building:
Room:

* Transfer Reason:

[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**.




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Transfers

- Initiate
- Pending
- Search

Property Inventory System

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.

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Pending Transfers

The following is a list of transfers on which you are either the initiator, the custodian of the orgn the asset is being transferred to, or the delegate approver for that custodian. Click on the red transfer id number to view the transfer.

ID	Tag #	Description	Initiator	From	To
1900220	E96428	210-ACLJ-OptiPlex 9030 AIO;OptiPlex9030AIOBTXDesktopP0352684	Margaret Belle Calderon	Emergency Medicine Elp Genl (533501)	Surplus Property Elp (203012)
1900242	E84258	-MACBOOK PRO, 17-INCH p0074893	Beverley Jean Court	Ctr of Exc Neurosciences Elp (533322)	Psychiatry Dept Elp Genl (534301)

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**.

Transfer 1900016

Initiated by Jonathan Ivan Lopez on Mar 12, 2019

Tag #: E96454
 Desc: 210-ACSO-Dell Latitude E5250/5250;Dell Latitude 52 P0355391
 Dept: Business Affairs Elp (20320)
 Org: Business Affairs Elp (203201)
 Room: Val Verde Bldg 130 Val Verde Elp 3531 ValVerde 130 Val Verde Elp 101

* Department: General Services Elp (20301)
 * Organization: General Services Elp (203011)
 * Building:
 * Room:

* Transfer Reason:

* Cancel Reason:

Comments:

Comments History

Comment Date	Comment	Created By

Property Inventory System

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.

PROPERTY MANAGEMENT

- Home
- Reports
- Search Fixed Assets
- Transfers
- Custodian/Delegate
- Forms
- Contacts
- Admin
- Help

VERSION 3.8 - 01/24/2019

WHAT'S NEW

eRaider Sign Out

TTUHSC Home > Finance & Administration > Property Management >

Department Property Custodian/Delegate

Department:

Custodian

RNumber: Search Employee

Eraider:

Name:

Delegates

Organization:

RNumber: Search Employee

Eraider:

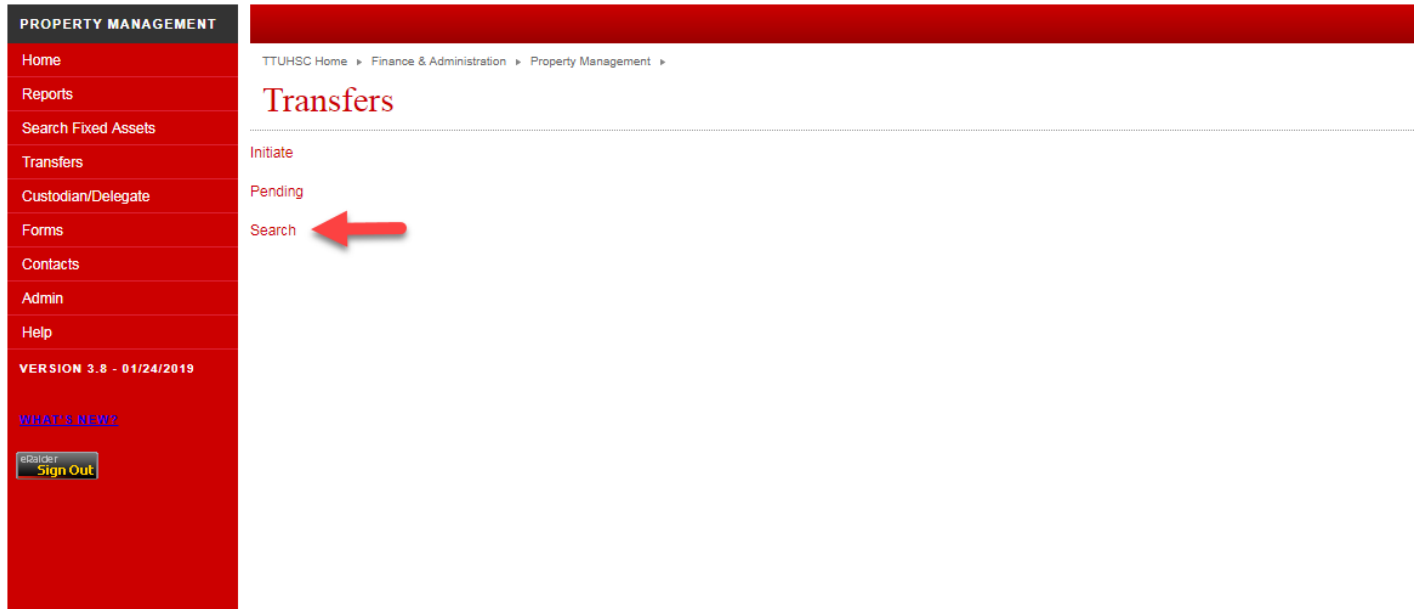
Name:

	RNumber	ERaider	Name	Organization
Delete	R11518374	nwensel	Nichole Lynn Wensel	Business Affairs Elp (203201)

Property Inventory System

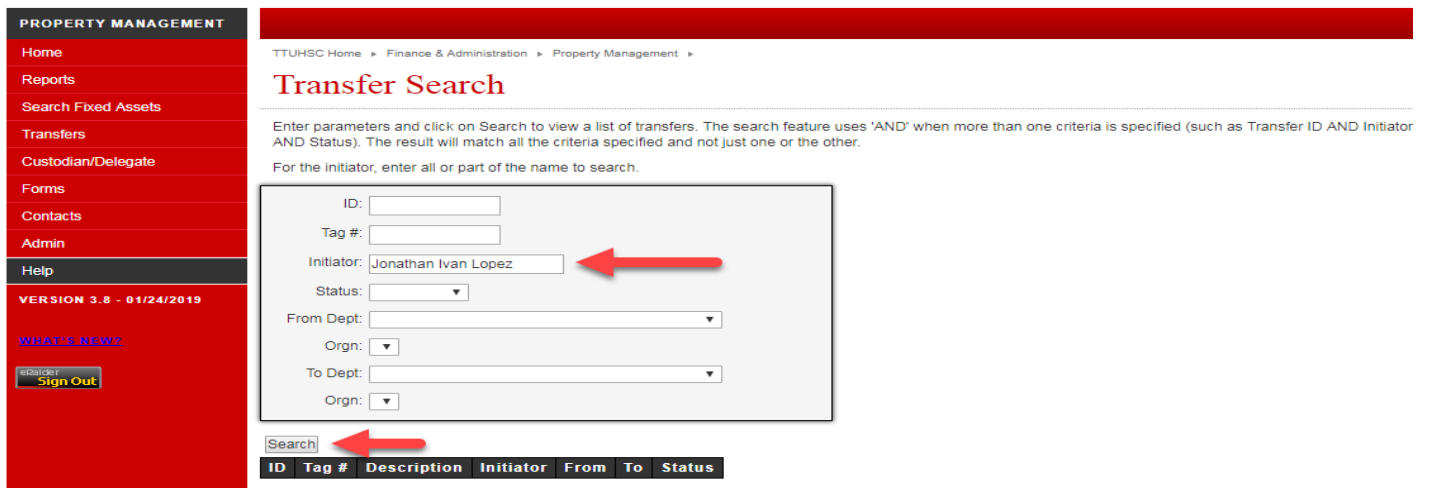
[Search for Transfers](#) (click to return to TOC)

To search for a Transfer, click on **Transfers** in the menu bar on the left side of the page and click on **Search**.



The screenshot shows the 'PROPERTY MANAGEMENT' sidebar on the left with the following menu items: Home, Reports, Search Fixed Assets, **Transfers**, Custodian/Delegate, Forms, Contacts, Admin, Help. Below the menu is the version information 'VERSION 3.8 - 01/24/2019' and a 'Sign Out' button. The main content area shows the breadcrumb 'TTUHSC Home > Finance & Administration > Property Management >' and the title 'Transfers'. Underneath, there are three options: 'Initiate', 'Pending', and 'Search', with a red arrow pointing to '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**.



The screenshot shows the 'PROPERTY MANAGEMENT' sidebar on the left with the following menu items: Home, Reports, Search Fixed Assets, Transfers, Custodian/Delegate, Forms, Contacts, Admin, Help. Below the menu is the version information 'VERSION 3.8 - 01/24/2019' and a 'Sign Out' button. The main content area shows the breadcrumb 'TTUHSC Home > Finance & Administration > Property Management >' and the title 'Transfer Search'. Below the title is a paragraph: 'Enter parameters and click on Search to view a list of transfers. The search feature uses 'AND' when more than one criteria is specified (such as Transfer ID AND Initiator AND Status). The result will match all the criteria specified and not just one or the other. For the initiator, enter all or part of the name to search.' Below this is a search form with the following fields: ID: [text box], Tag #: [text box], Initiator: [text box with 'Jonathan Ivan Lopez' and a red arrow pointing to it], Status: [dropdown menu], From Dept: [dropdown menu], Orgn: [dropdown menu], To Dept: [dropdown menu], Orgn: [dropdown menu]. Below the form is a 'Search' button with a red arrow pointing to it. At the bottom, there is a table header: **ID Tag # Description Initiator From To Status**.

Property Inventory System

Click on the red **ID** number link to view the transfer.

PROPERTY MANAGEMENT

[Home](#)
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[Admin](#)
[Help](#)

TTUHSC Home > Finance & Administration > Property Management >

Transfer Search

Enter parameters and click on Search to view a list of transfers. The search feature uses 'AND' when more than one criteria is specified (such as Transfer ID AND Initiator AND Status). The result will match all the criteria specified and not just one or the other.

For the initiator, enter all or part of the name to search.

ID:
 Tag #:
 Initiator:
 Status:
 From Dept:
 Orgn:
 To Dept:
 Orgn:

ID	Tag #	Description	Initiator	From	To	Status
1700003	E95079	Microsoft Surface Tablet Core i5 256GB PO# P0275216	Jonathan Ivan Lopez	Applications Development Eip (203202)	COE Cancer Clinical Research Eip (533303)	Cancelled
1700004	E96370	Z10-ACLJ-OptiPlex 9030 AIO;OptiPlex 9030 AIO BTX P0334609	Jonathan Ivan Lopez	Biomedical Sciences Eip (533048)	Business Affairs Eip (203201)	Cancelled

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.

TTUHSC Home > Finance & Administration > Property Management >

Departmental Inventory

Business Affairs Eip (203201) Select Different Report or Organization

Custodian: Jessica Fisher

Below is a list of inventory items for the selected Organization. To edit an item click the Edit link to put the row in 'Edit mode'. In this mode there are four fields you are able to edit: Condition, Serial Number, Room and Building. After editing one or more fields, either save the changes by clicking the Update link for that row or cancel the changes by clicking the Cancel link. After updating, rows that have been changed are highlighted in yellow. When done, click the Save button. This will queue your changes to process in Banner. To cancel all your changes, click the Undo All Changes button.

* The Serial Number field must contain only the serial number of the asset. Placing other information in this field renders the assets unsearchable by the Property Management office.

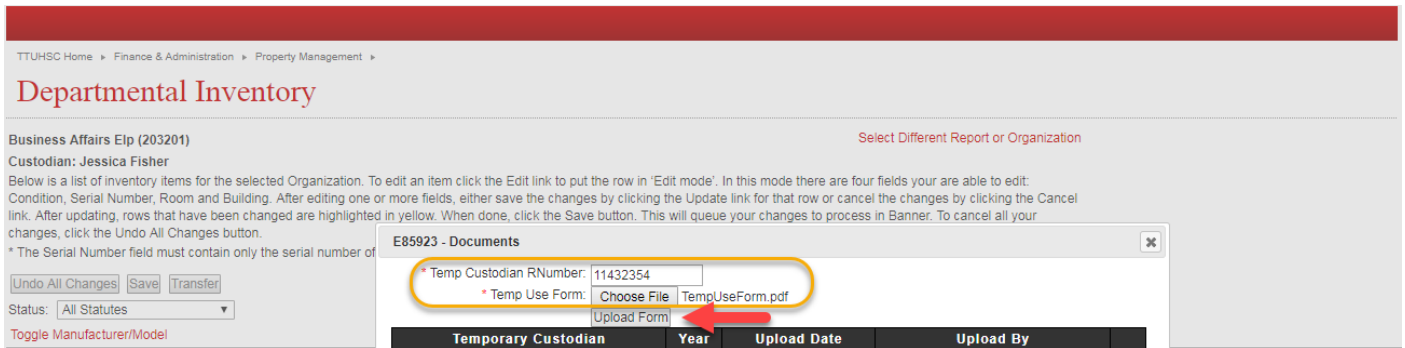
Status:

Toggle Manufacturer/Model

	Xfer All	Cond	Type	Tag #	Description	*Serial Number	Room	Acquired Date	Acq Method	Amount	Status	Notes	Temp Use Form	Temporary Custodian	Year
Edit	<input type="checkbox"/>	N	CA	E85923	Apple iPad 2 Wi-Fi 3G 64GB PO# P0119347	DLXG7B53DFJ3	3531 ValVerde 130 Val Verde Eip 114	08/25/2011	D	829.00	Departmental Inventory	Details	Details		
Edit	<input type="checkbox"/>	N	CA	E86077	Dell Latitude E6320 PO# P0119346	3T263R1	3531 ValVerde 130 Val Verde Eip 120	08/31/2011	D	1,633.32	Departmental Inventory	Details	Details		

Property Inventory System

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.



TTUHSC Home > Finance & Administration > Property Management >

Departmental Inventory

Business Affairs Elp (203201) Select Different Report or Organization

Custodian: Jessica Fisher

Below is a list of inventory items for the selected Organization. To edit an item click the Edit link to put the row in 'Edit mode'. In this mode there are four fields your are able to edit: Condition, Serial Number, Room and Building. After editing one or more fields, either save the changes by clicking the Update link for that row or cancel the changes by clicking the Cancel link. After updating, rows that have been changed are highlighted in yellow. When done, click the Save button. This will queue your changes to process in Banner. To cancel all your changes, click the Undo All Changes button.

* The Serial Number field must contain only the serial number of

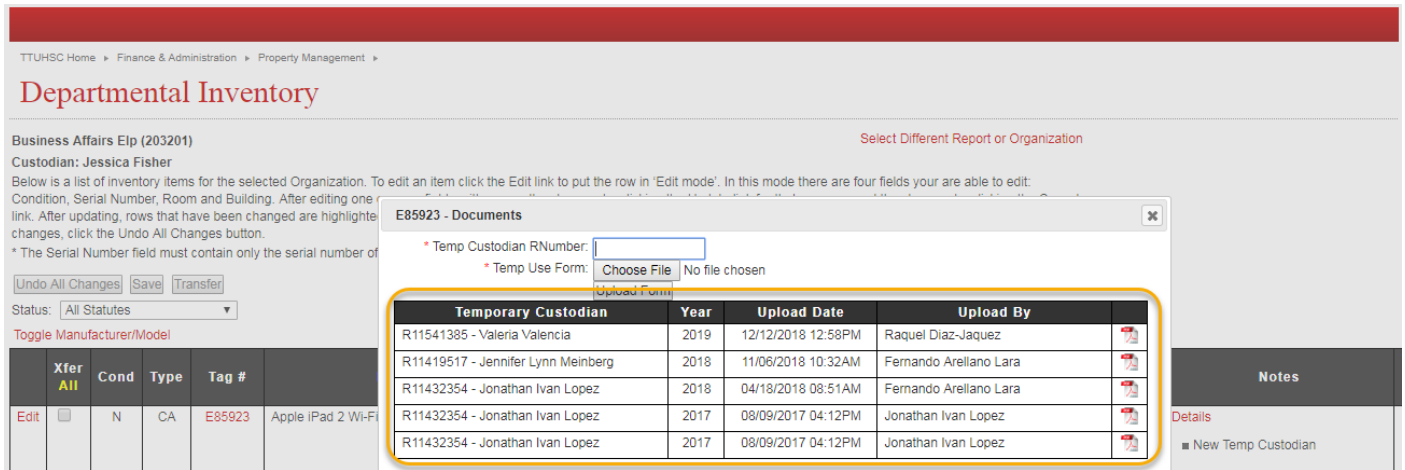
E85923 - Documents

* Temp Custodian RNumber:

* Temp Use Form: TempUseForm.pdf

Temporary Custodian	Year	Upload Date	Upload By
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Departments can view the history of **Temporary Custodians** when they click on **Details** under **Temp Use Form**.



TTUHSC Home > Finance & Administration > Property Management >

Departmental Inventory

Business Affairs Elp (203201) Select Different Report or Organization

Custodian: Jessica Fisher

Below is a list of inventory items for the selected Organization. To edit an item click the Edit link to put the row in 'Edit mode'. In this mode there are four fields your are able to edit: Condition, Serial Number, Room and Building. After editing one or more fields, either save the changes by clicking the Update link for that row or cancel the changes by clicking the Cancel link. After updating, rows that have been changed are highlighted in yellow. When done, click the Save button. This will queue your changes to process in Banner. To cancel all your changes, click the Undo All Changes button.

* The Serial Number field must contain only the serial number of


E85923 - Documents

* Temp Custodian RNumber:

* Temp Use Form: No file chosen

Temporary Custodian	Year	Upload Date	Upload By
R11541385 - Valeria Valencia	2019	12/12/2018 12:58PM	Raquel Diaz-Jaquez
R11419517 - Jennifer Lynn Meinberg	2018	11/06/2018 10:32AM	Fernando Arellano Lara
R11432354 - Jonathan Ivan Lopez	2018	04/18/2018 08:51AM	Fernando Arellano Lara
R11432354 - Jonathan Ivan Lopez	2017	08/09/2017 04:12PM	Jonathan Ivan Lopez
R11432354 - Jonathan Ivan Lopez	2017	08/09/2017 04:12PM	Jonathan Ivan Lopez

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**.

Tag #	Description	*Serial Number	Room	Acquired Date	Acq Method	Amount	Status	Notes	Temp Use Form	Temporary Custodian	Year
E85923	Apple iPad 2 Wi-Fi 3G 64GB Po# P0119347	DLXG7B53DFJ3	3531 ValVerde 130 Val Verde Elp 114	08/25/2011	D	829.00	Departmental Inventory	Details ■ New Temp Custodian		R11541385 - Valeria Valencia	2019

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