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Property Inventory System

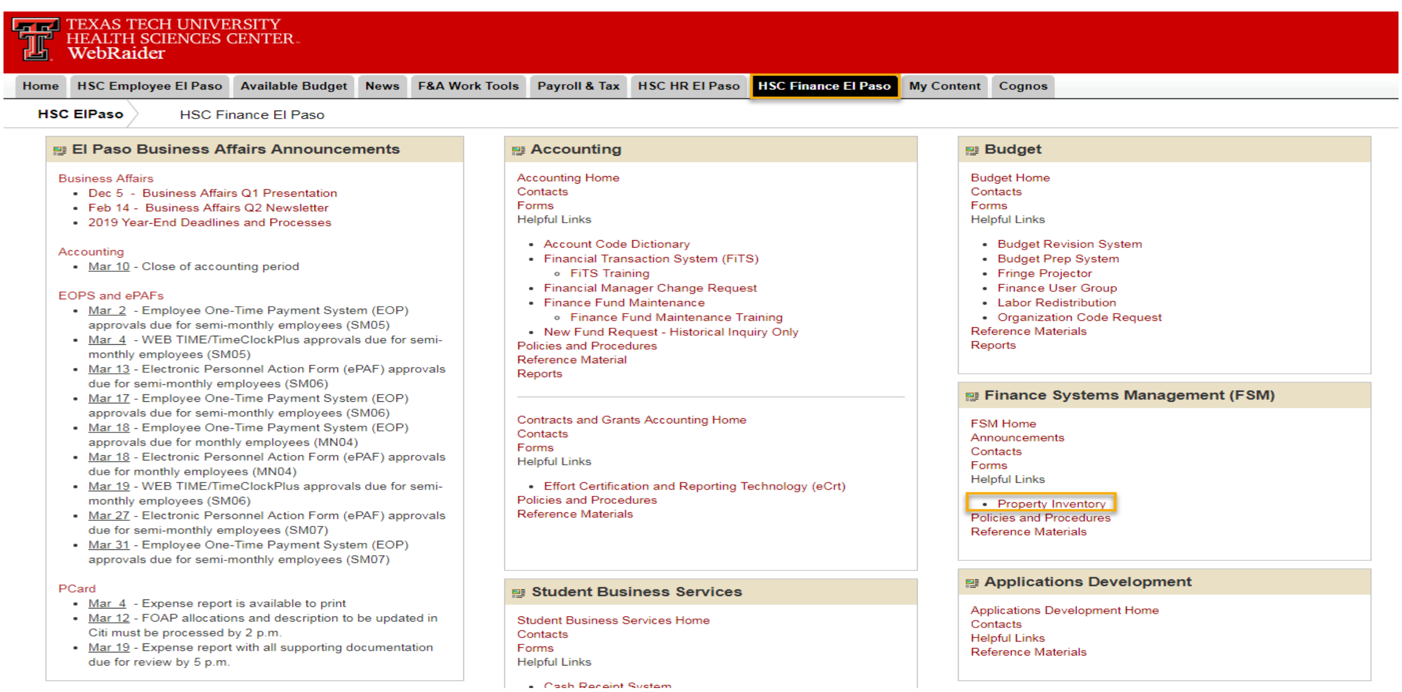
Annual Certification Process

[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.

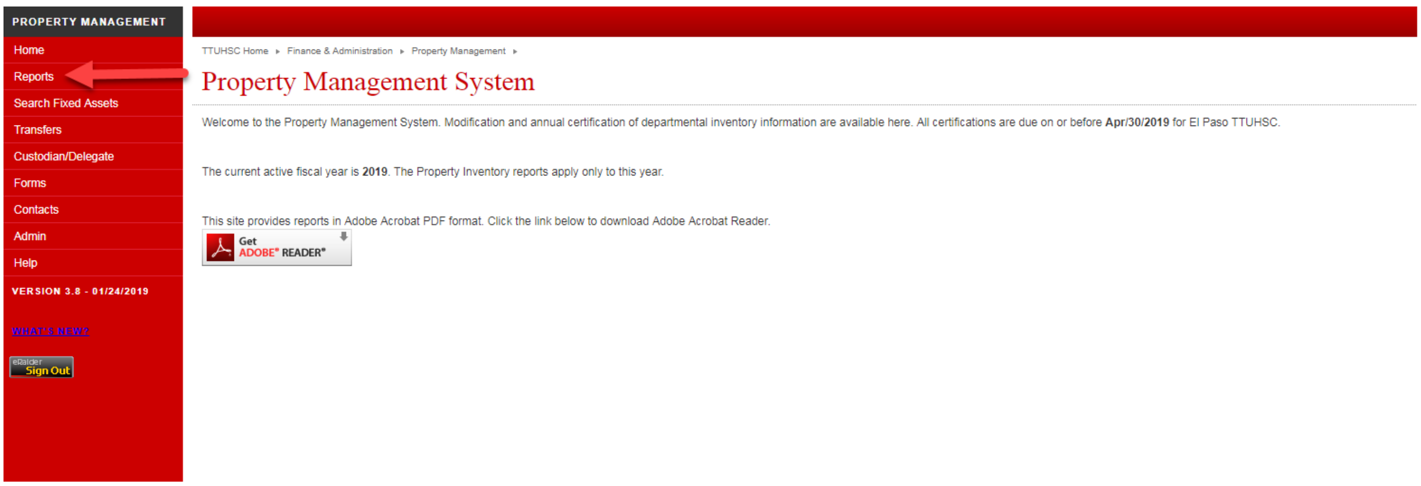
To access the Property Inventory System, log into the WebRaider portal and select the HSC Finance El Paso tab. Under the Finance Systems Management (FSM) channel click on the **Property Inventory System** link.



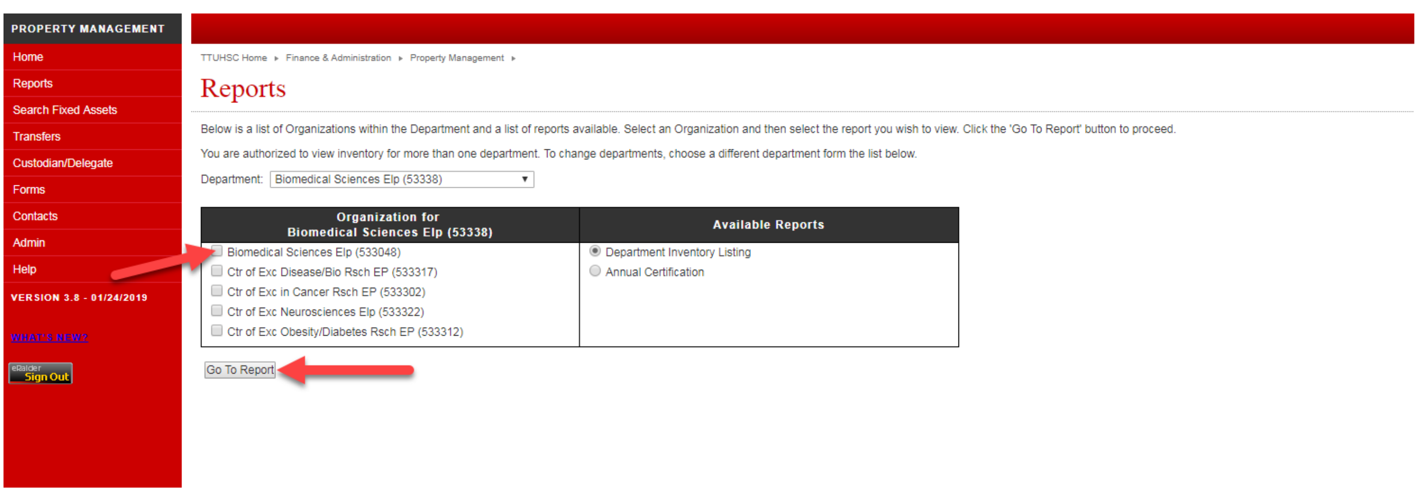
Property Inventory System

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.

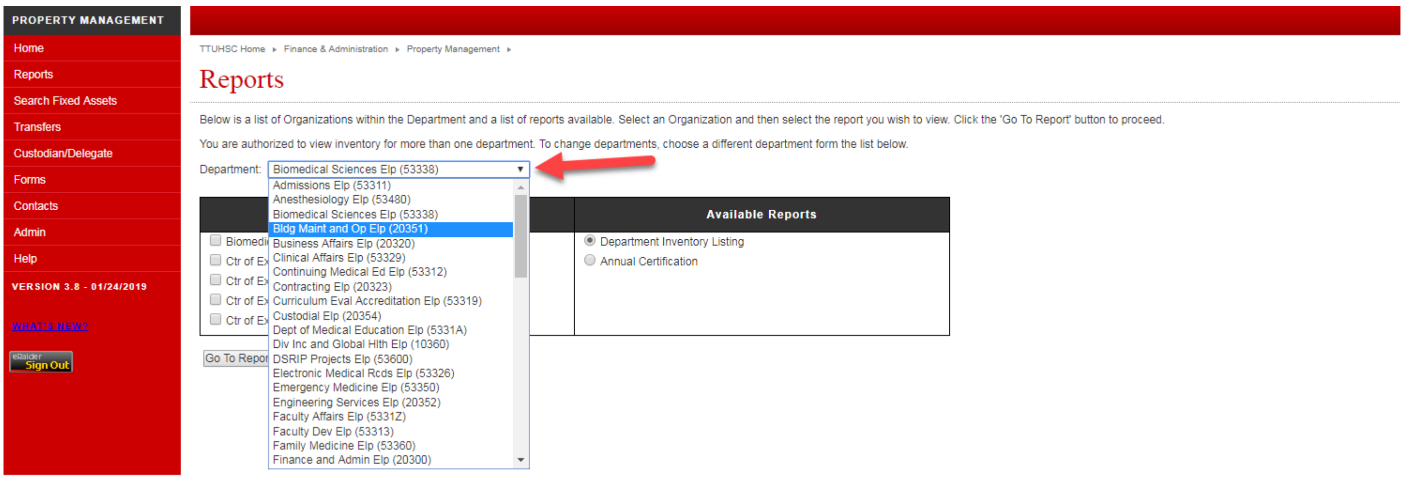


The **Reports** page displays a list of your **Organizations** and a list of **Available Reports**. Select the **Organization** and then select the report you wish to view by clicking on the appropriate radio button for each. After you have completed your selection, click on **Go To Report**.

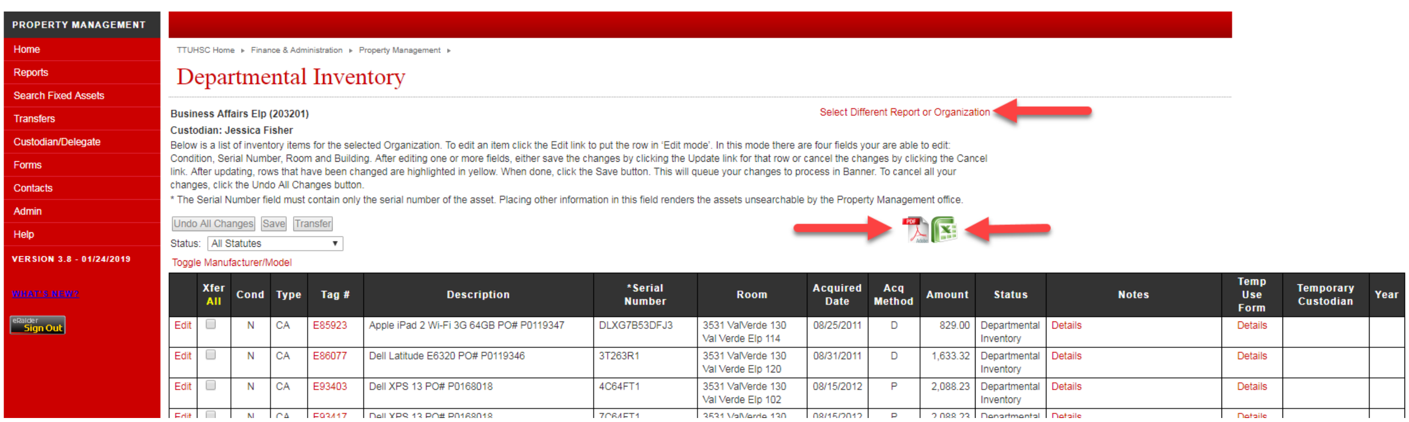


Property Inventory System

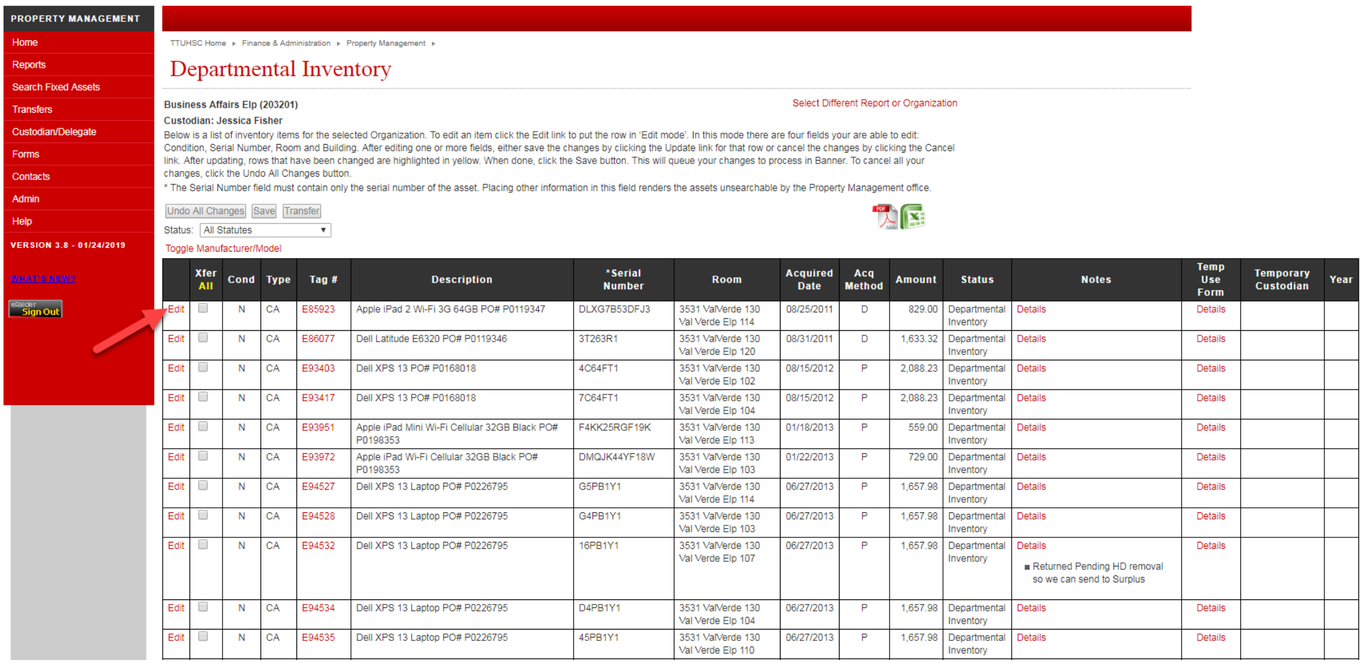
If you are authorized to view inventory for more than one **Department**, you can change Departments by selecting a different Department from the drop down menu.



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.



	Xfer 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 Elp 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 Elp 120	08/31/2011	D	1,633.32	Departmental Inventory	Details	Details		
Edit		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	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	Details		
Edit		N	CA	E93951	Apple iPad Mini Wi-Fi Cellular 32GB Black PO# P0198353	F4KK25RGF19K	3531 ValVerde 130 Val Verde Elp 113	01/18/2013	P	559.00	Departmental Inventory	Details	Details		
Edit		N	CA	E93972	Apple iPad Wi-Fi Cellular 32GB Black PO# P0198353	DMQJK44YF18W	3531 ValVerde 130 Val Verde Elp 103	01/22/2013	P	729.00	Departmental Inventory	Details	Details		
Edit		N	CA	E94527	Dell XPS 13 Laptop PO# P0226795	G5PB1Y1	3531 ValVerde 130 Val Verde Elp 114	06/27/2013	P	1,657.98	Departmental Inventory	Details	Details		
Edit		N	CA	E94528	Dell XPS 13 Laptop PO# P0226795	G4PB1Y1	3531 ValVerde 130 Val Verde Elp 103	06/27/2013	P	1,657.98	Departmental Inventory	Details	Details		
Edit		N	CA	E94532	Dell XPS 13 Laptop PO# P0226795	16PB1Y1	3531 ValVerde 130 Val Verde Elp 107	06/27/2013	P	1,657.98	Departmental Inventory	Details ■ Returned Pending HD removal so we can send to Surplus	Details		
Edit		N	CA	E94534	Dell XPS 13 Laptop PO# P0226795	D4PB1Y1	3531 ValVerde 130 Val Verde Elp 104	06/27/2013	P	1,657.98	Departmental Inventory	Details	Details		
Edit		N	CA	E94535	Dell XPS 13 Laptop PO# P0226795	45PB1Y1	3531 ValVerde 130 Val Verde Elp 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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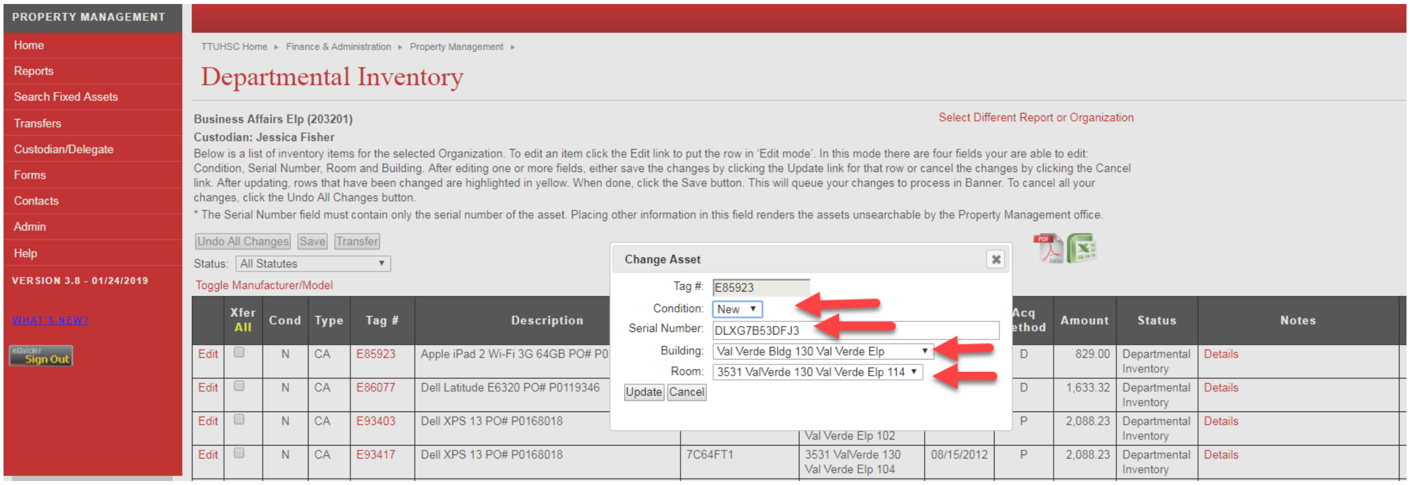
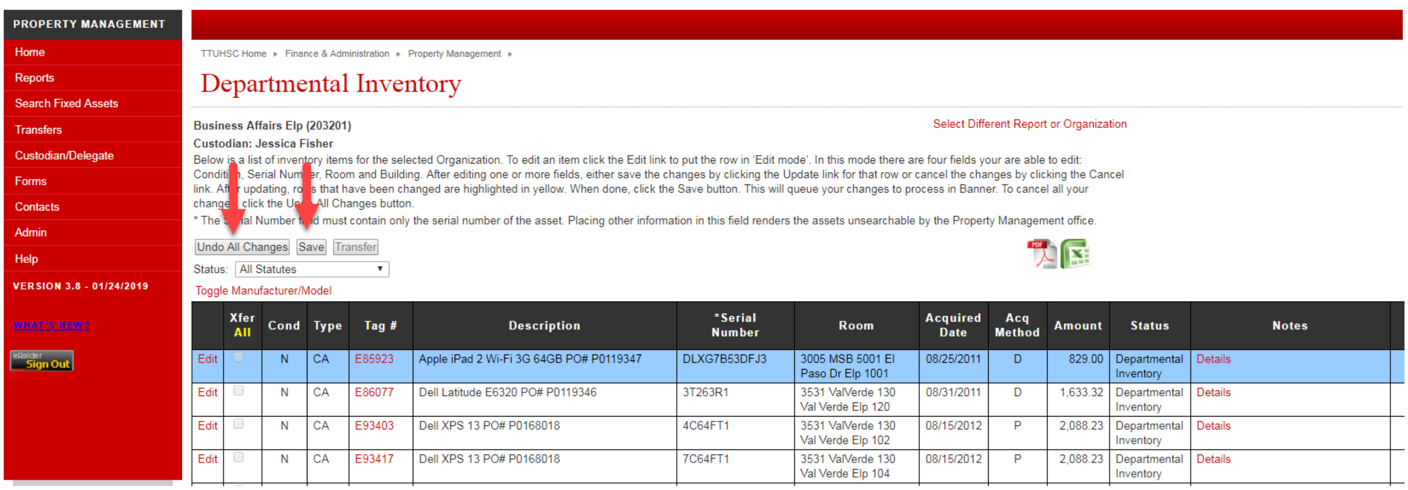


After Updating, the rows where you have made your changes will be highlighted in blue. To cancel all your changes, click on the **Undo All Changes** button. Verify that all the changes you have entered are correct and then click on **Save**.



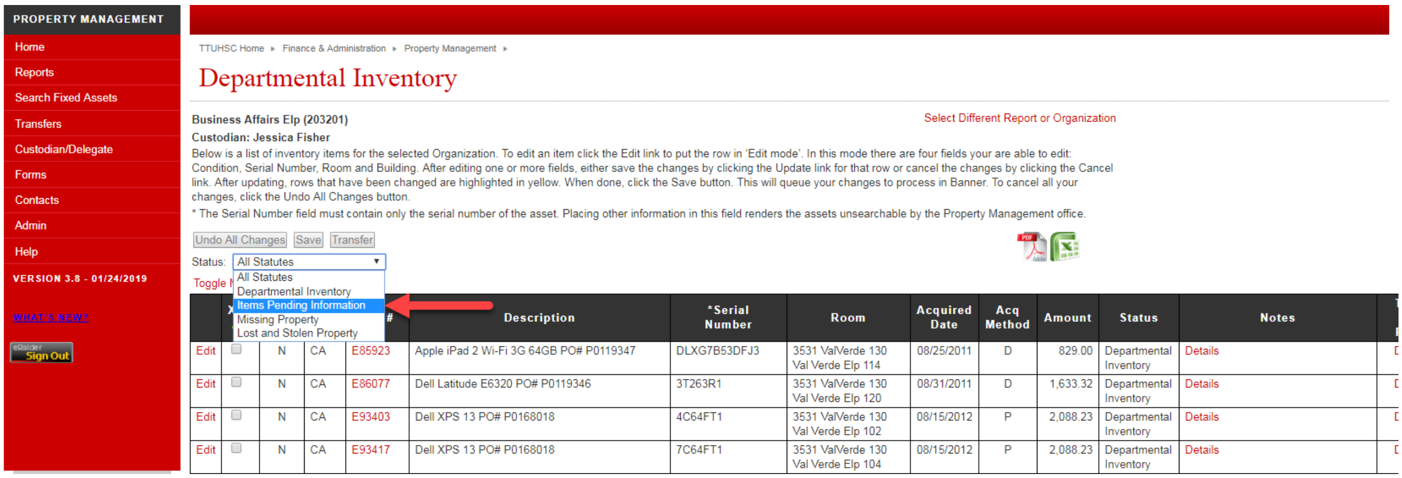
Selecting **Save** will queue your changes to process in Banner. You will be able to verify your changes the next business day in the Property Inventory System.

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.

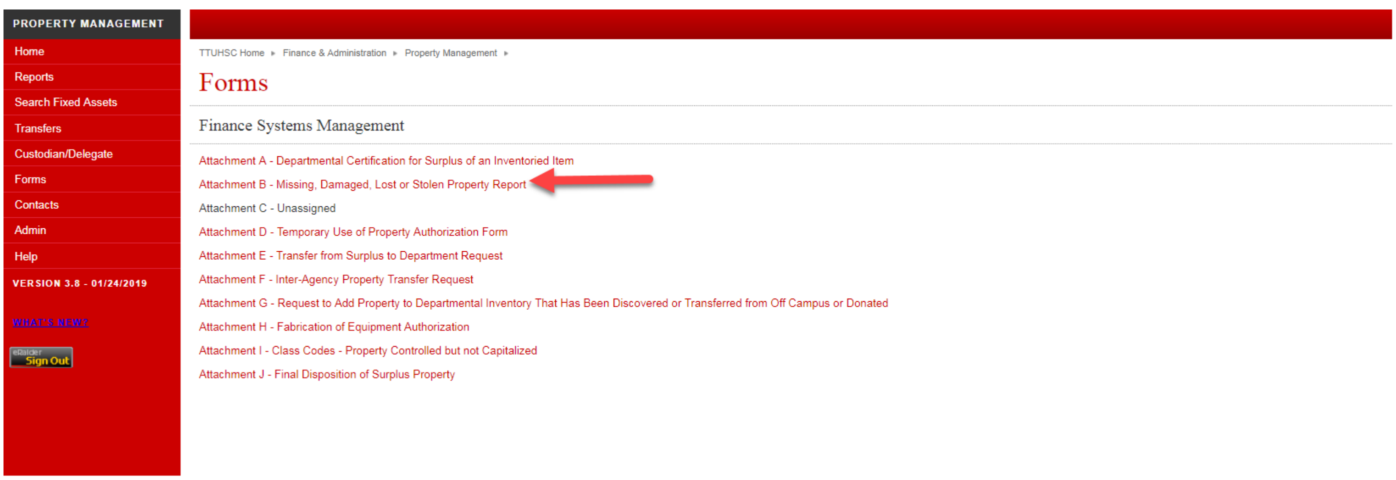
After Updating, the rows where you have made your changes will be highlighted in blue. To cancel all your changes, click on the **Undo All Changes** button. Verify that all the changes you have entered are correct and then click on **Save**. This will queue the changes to process in Banner. Allow a day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

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.



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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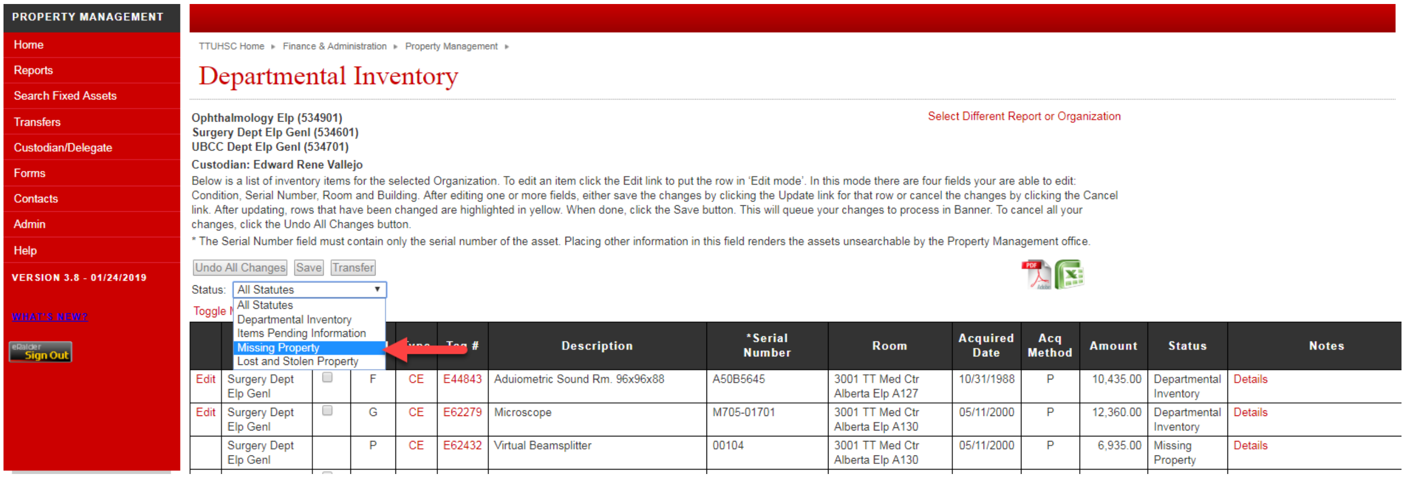
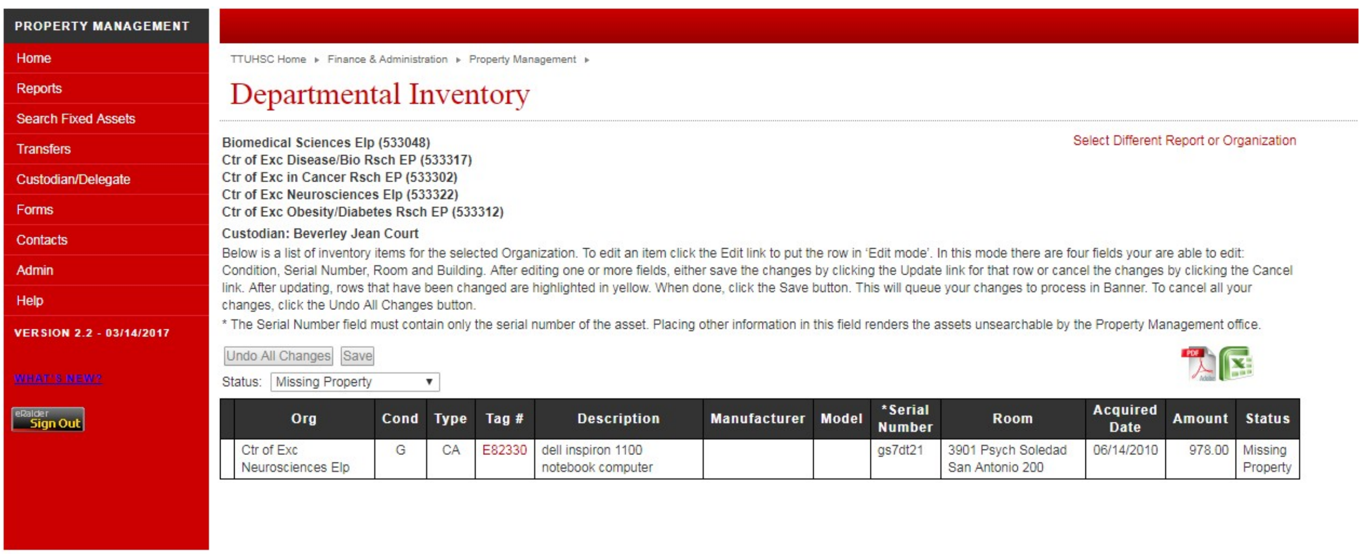




Please verify that the items listed on the **Missing Property** page are actually missing. If there is an item on this list that has been located, notify Property Management at baelp-asset.accounting@ttuhsc.edu. Make every attempt to locate all missing items as they will be reported to the State Comptroller's Office after two calendar years from the date that it was determined the property was missing.

Property Inventory System

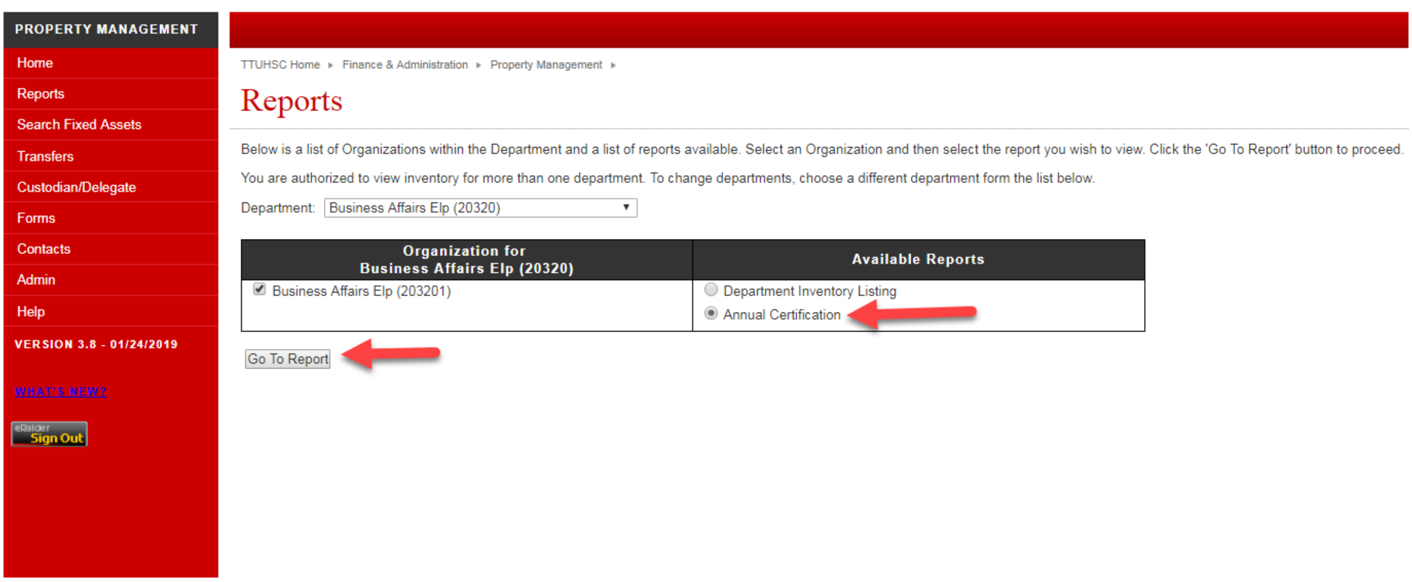
Lost and Stolen Property Report (click to return to TOC)

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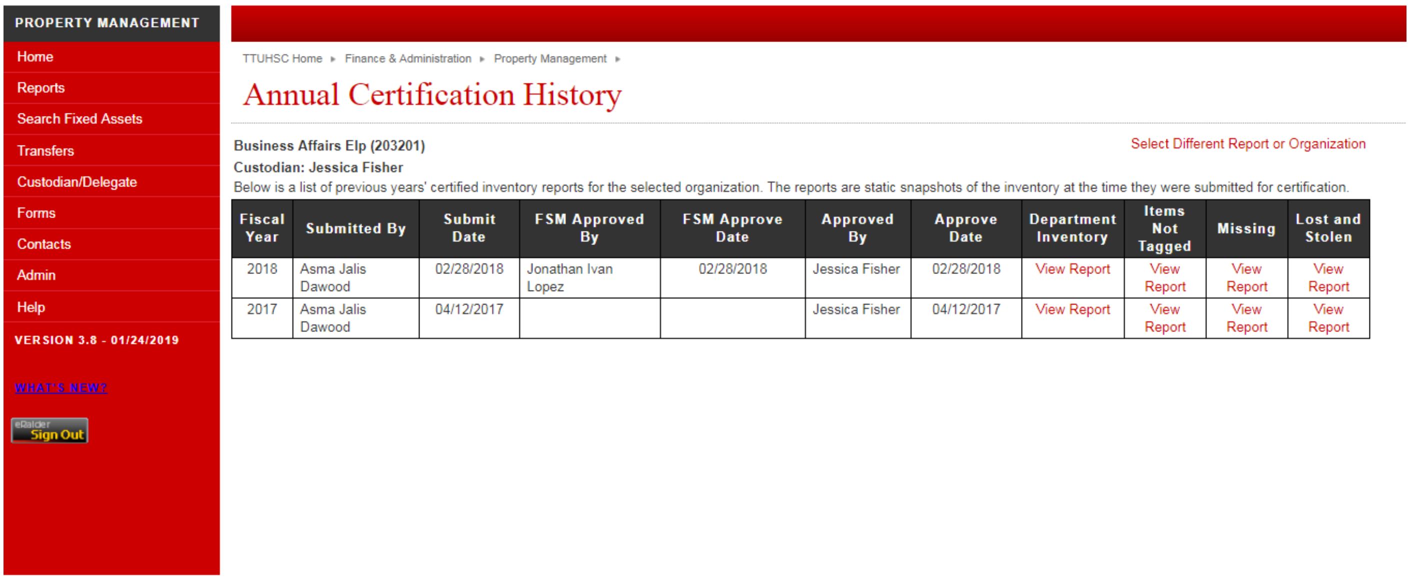
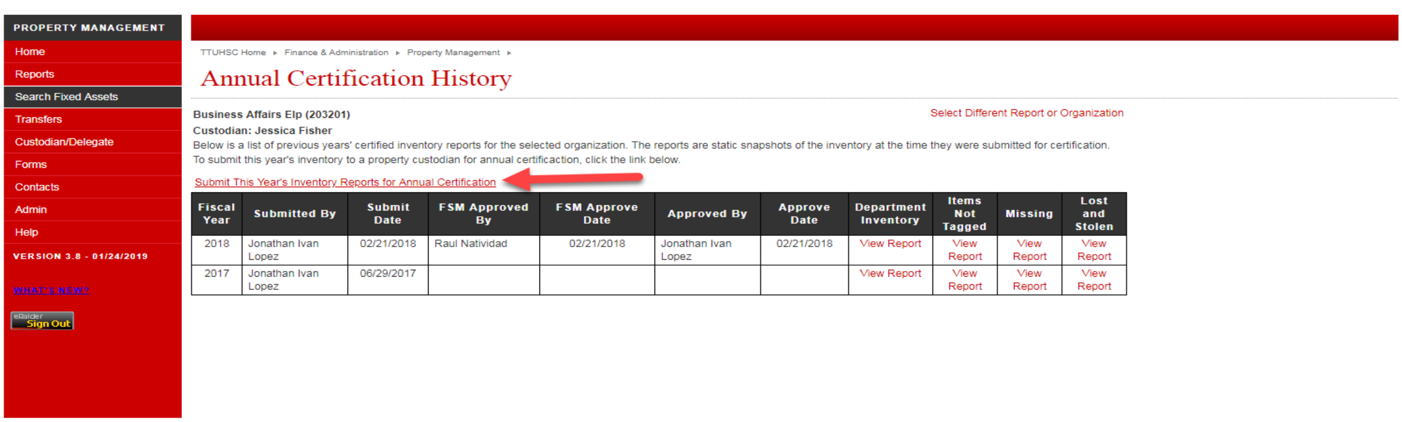
The **Annual Certification History** page includes a listing of previous years' certified inventory reports for the selected Organization. Click on **Submit This Year's Inventory Reports for Annual Certification** link.



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.



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

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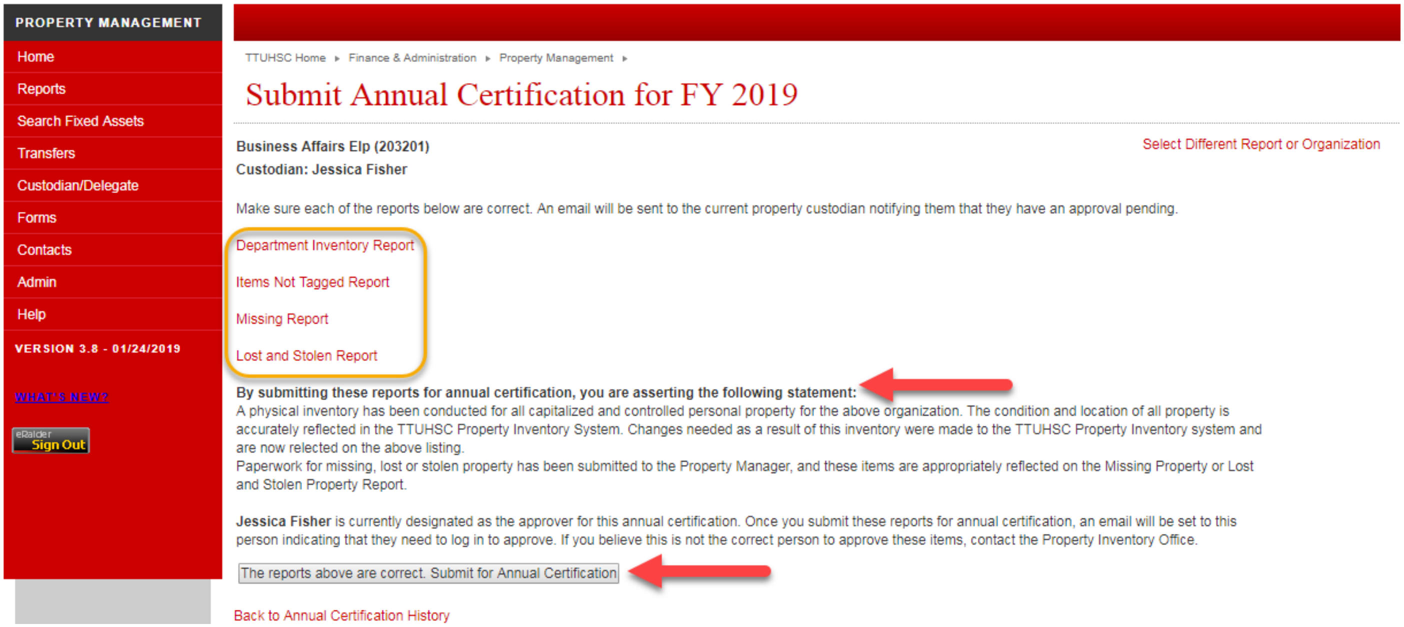
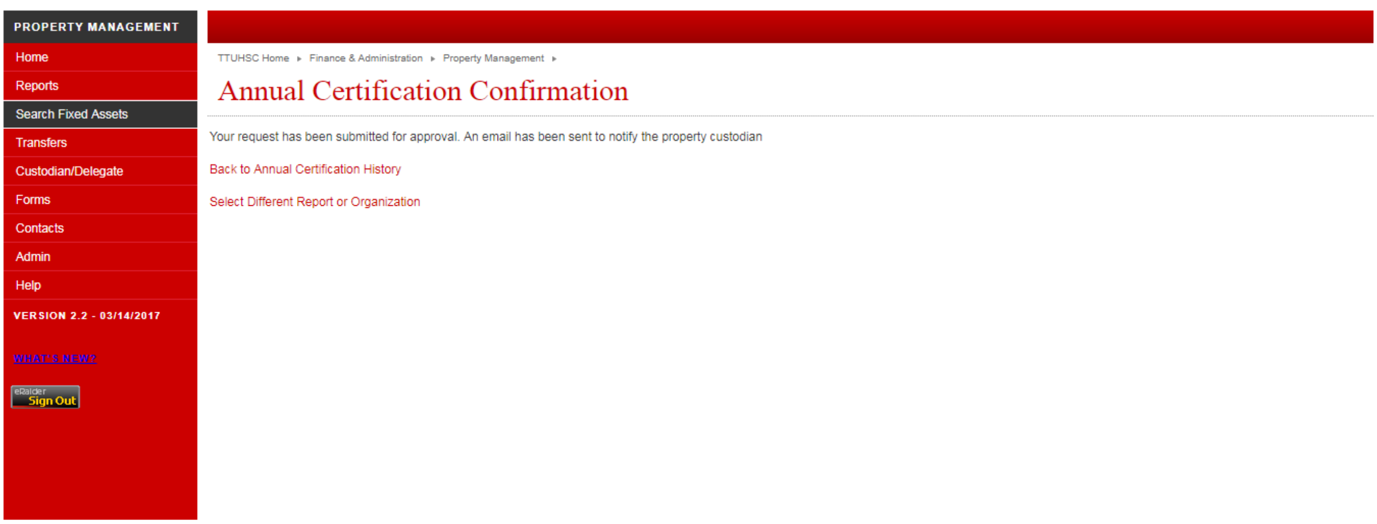


When the departmental inventory is submitted for certification, the submitter and the date the report was submitted will display on the **Annual Certification History** page.

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



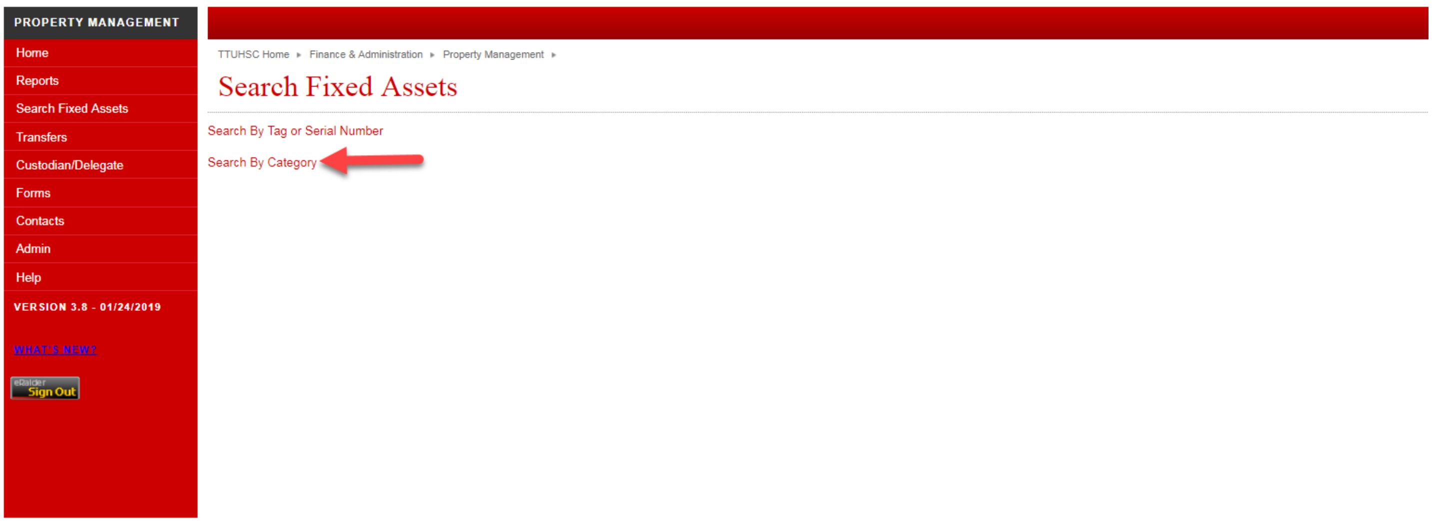
An automated email is sent to the departmental property custodian to notify them the inventory is ready for approval. When the property custodian receives the email notification, they must click on the link in the email and log into the TTUHSC El Paso Property Inventory System. Select **Certify the Annual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

Search Fixed Assets

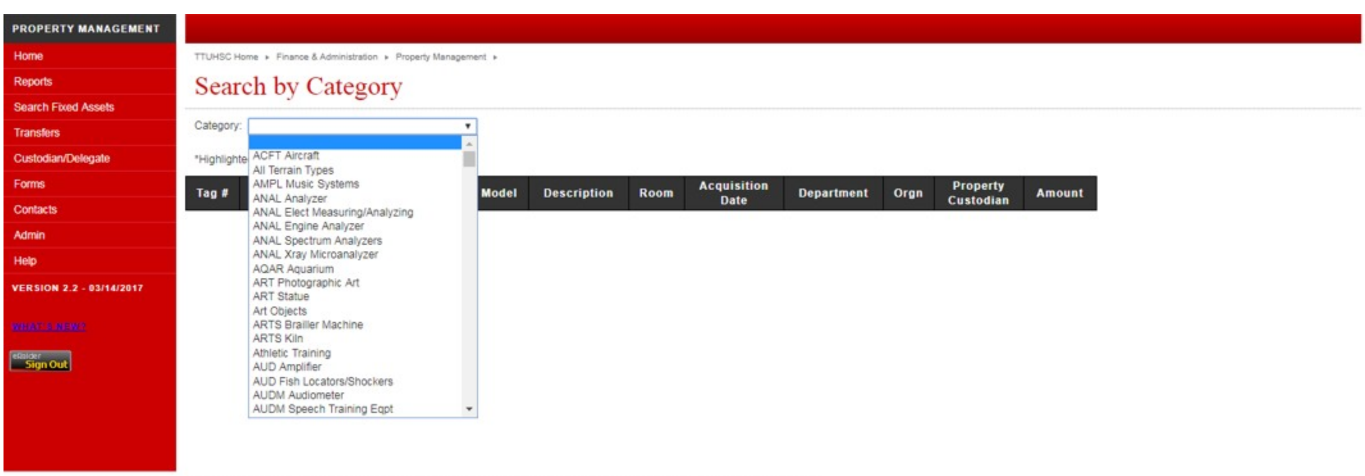
[Search by Category](#) (click to return to TOC)

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**.



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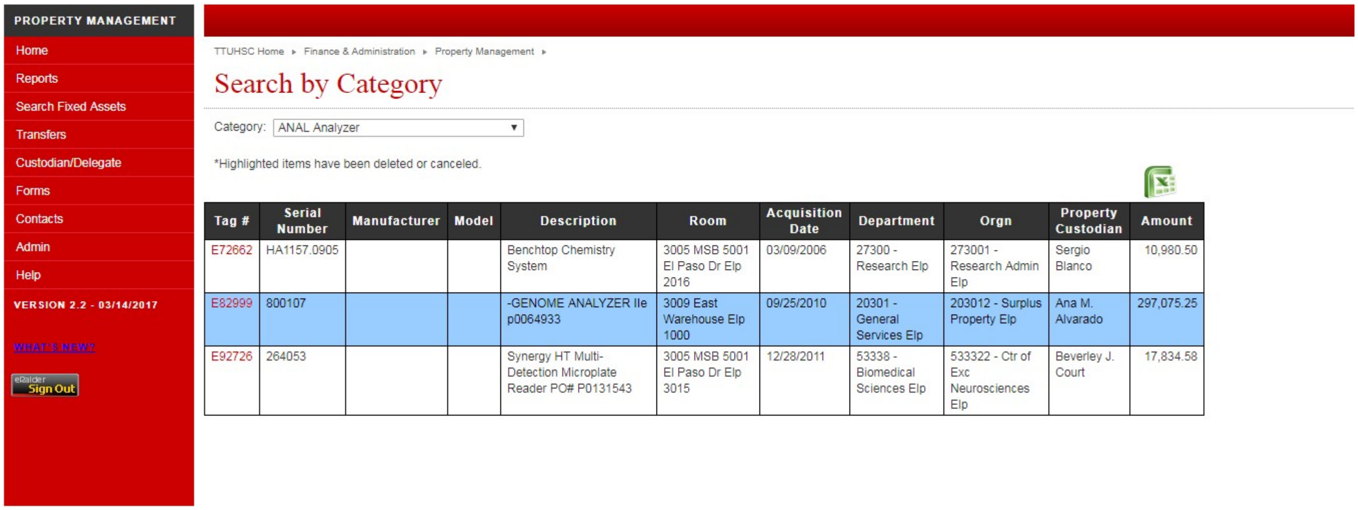
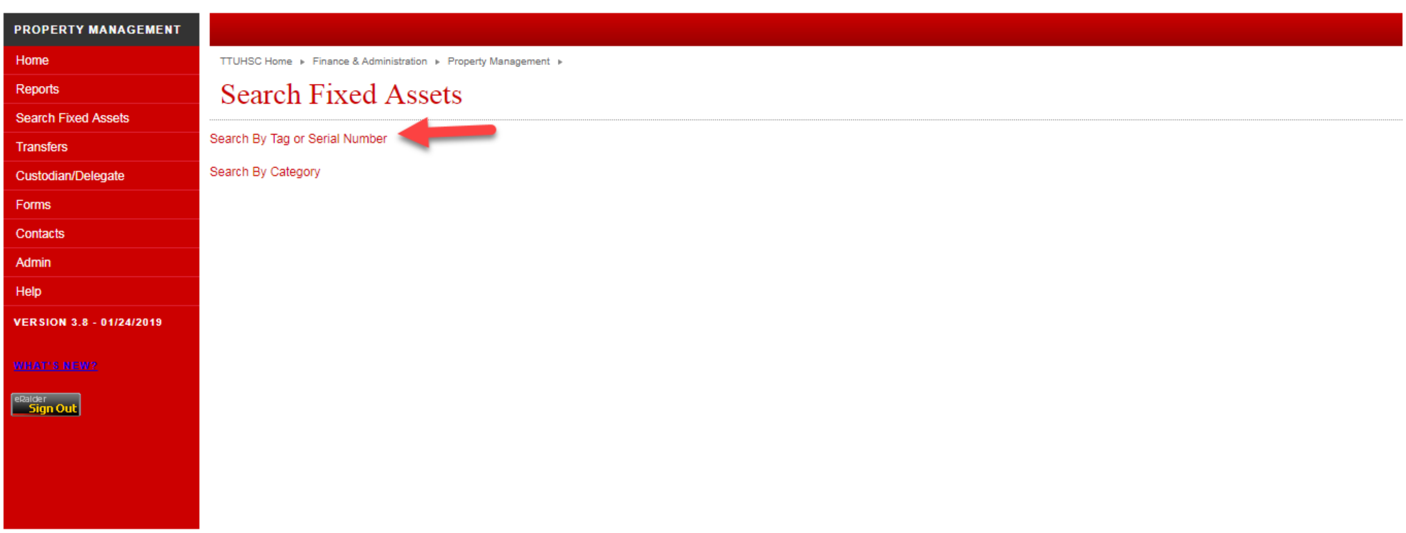
A list of all items at TTUHSC El Paso that are in the category selected will display with the **Tag Number**, **Description**, **Department** and **Property Custodian**. Items highlighted in blue have been deleted from the system and are on the report for historical purposes.



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 IIe p0064933	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

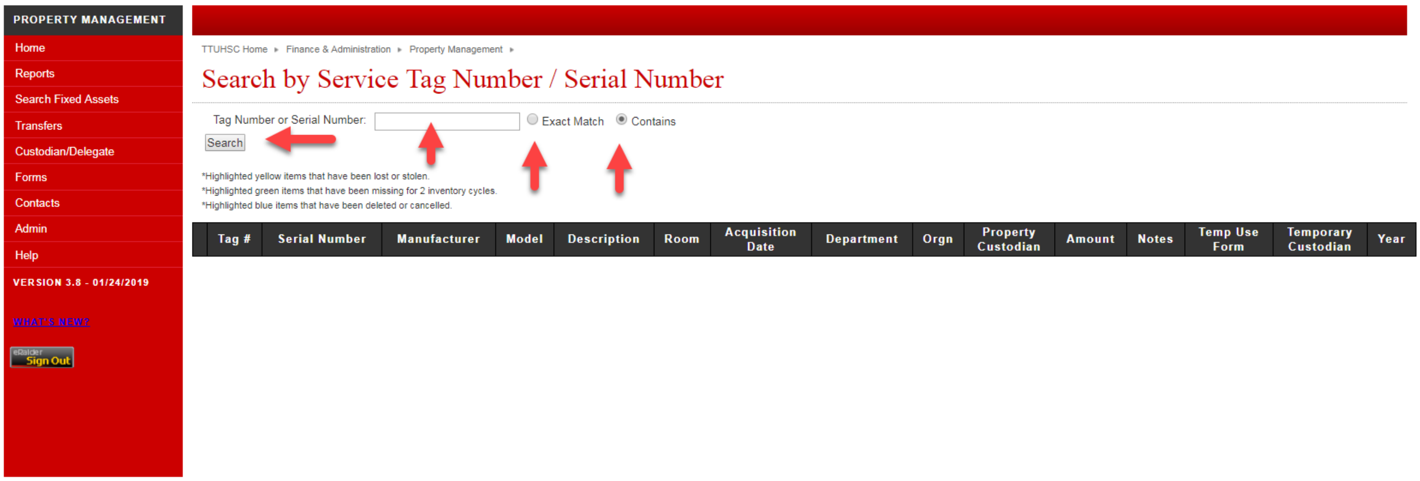
[**Search By Tag or Serial Number**](#) (click to return to TOC)

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.



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.



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**.

PROPERTY MANAGEMENT
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Custodian/Delegate
Forms
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Admin
Help
VERSION 4.0 - 03/26/2019
WHAT'S NEW?
Sign Out

TTUHSC Home ▸ Finance & Administration ▸ Property Management ▸

Search by Service Tag Number / Serial Number

Tag Number or Serial Number: 9512 Exact Match Contains

Search

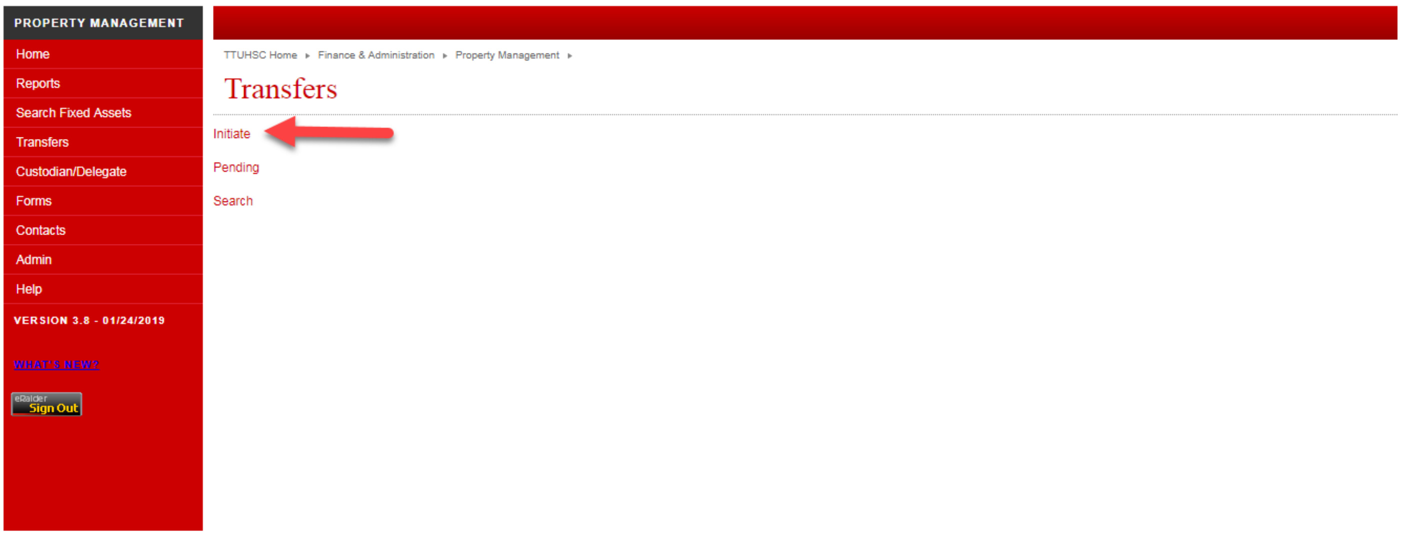
*Highlighted yellow items that have been lost or stolen.
*Highlighted green items that have been missing for 2 inventory cycles.
*Highlighted blue items that have been deleted or cancelled.

	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		

Transfers

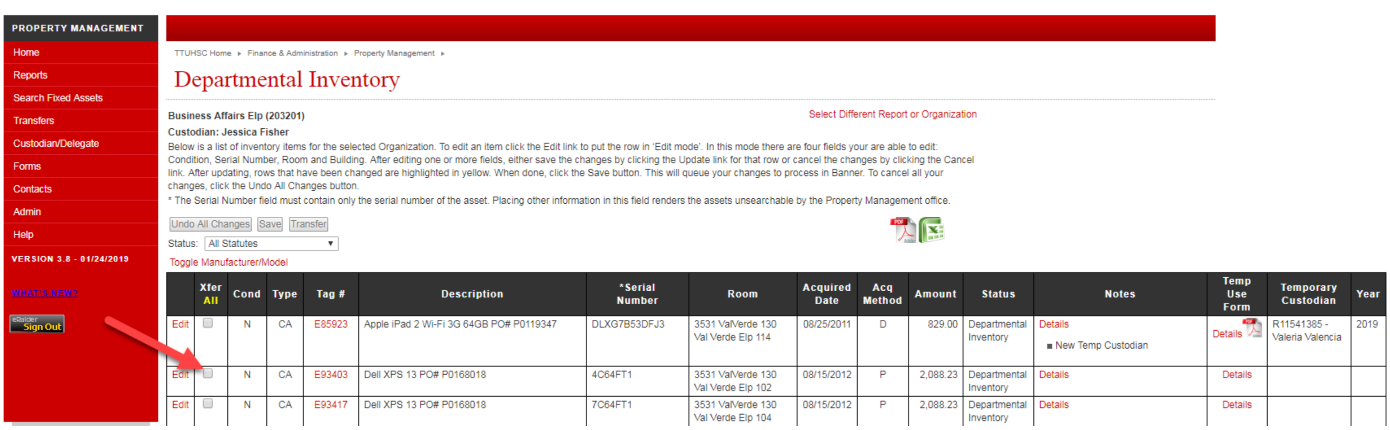
Transfer to a Department (click to return to TOC)

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.



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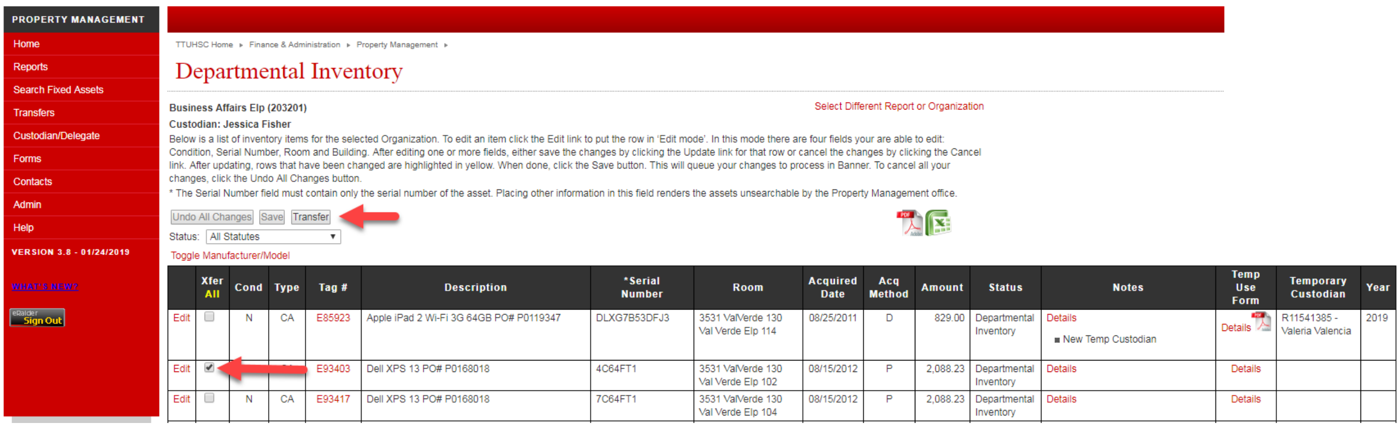
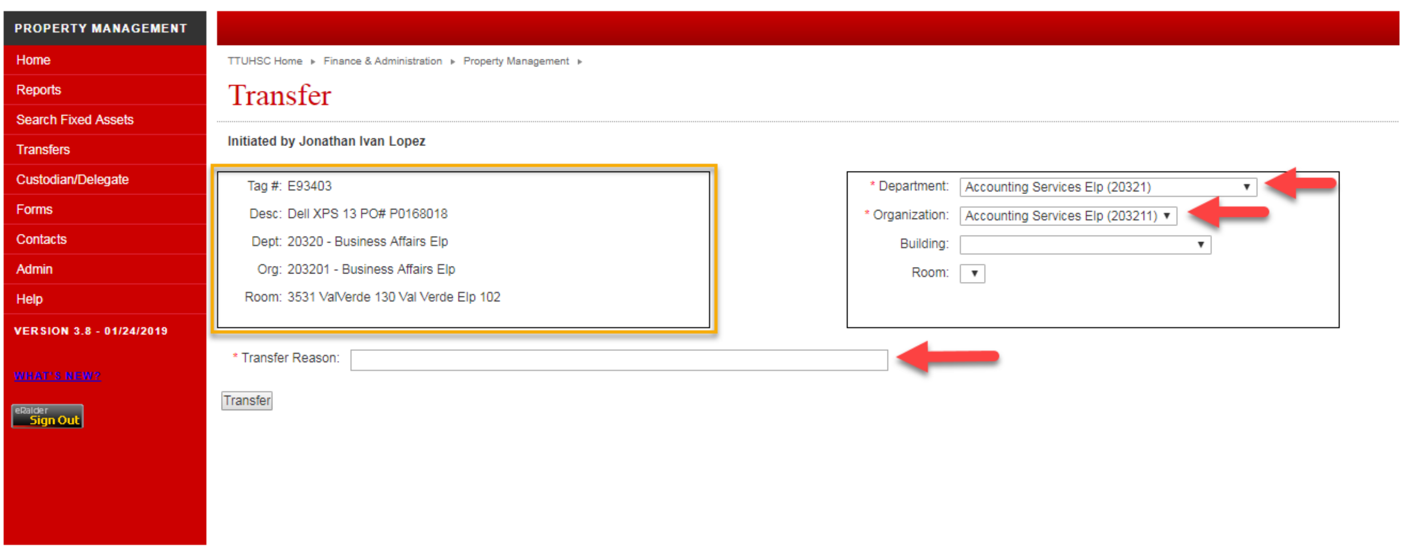
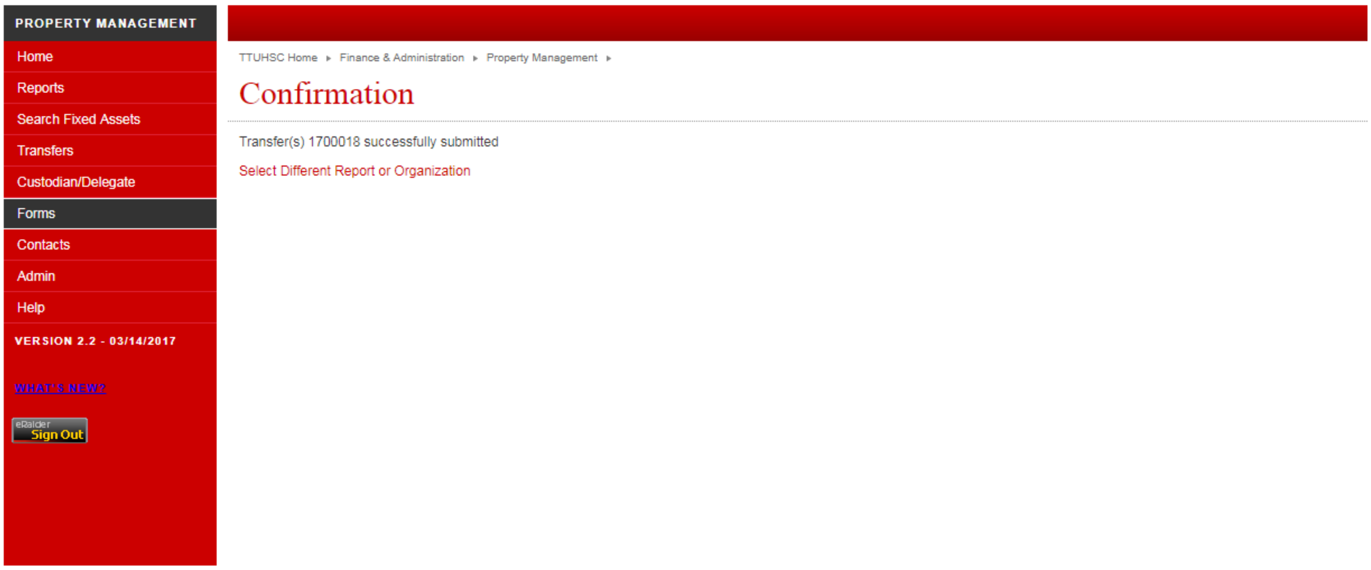
Once you have selected the asset(s), click on the transfer box. The Transfer page will be pre-populated in the left box with the **Tag#, Description, Organization**, and current **Room** location of the asset you have selected to transfer. Displayed in the right box are the **Department, Orgn, Building** 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**.



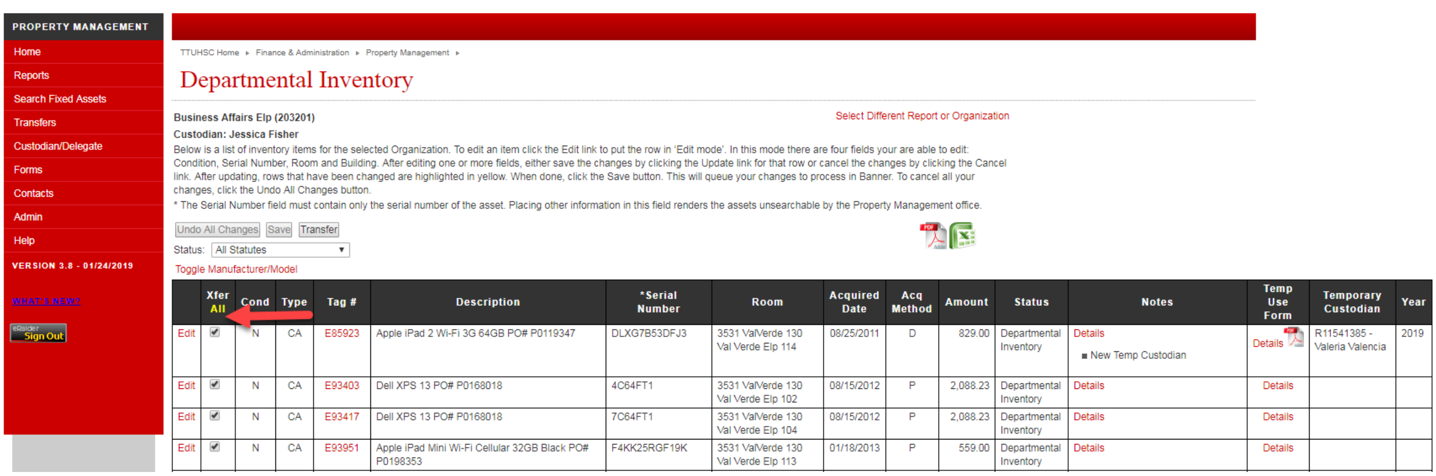


Property Inventory System

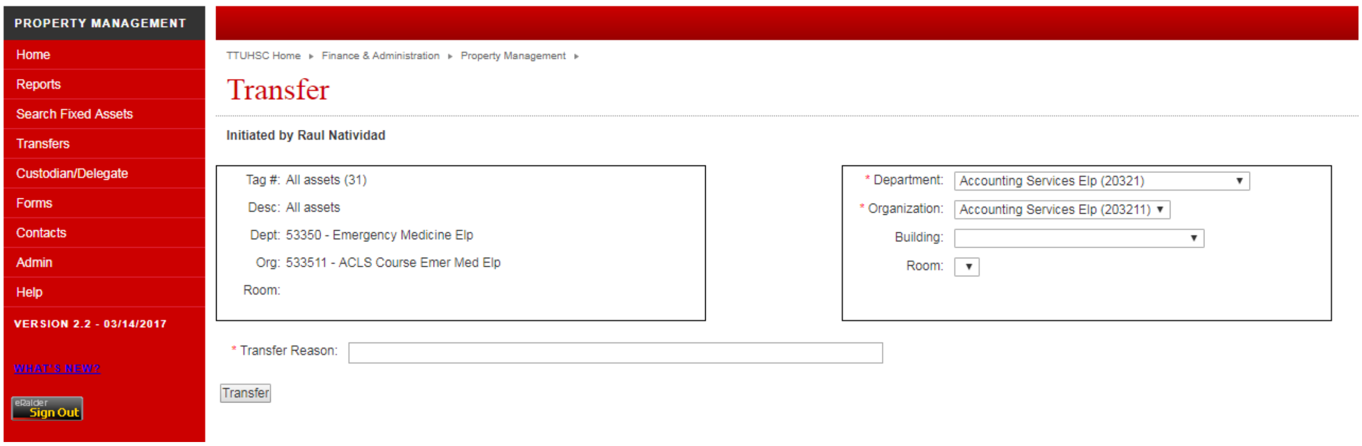
You will receive a Confirmation screen indicating the transfer has been successfully submitted and the Transfer Number will also be provided. An automated email is sent to the property custodian and delegate(s) of the Department the asset is being transferred to.



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.

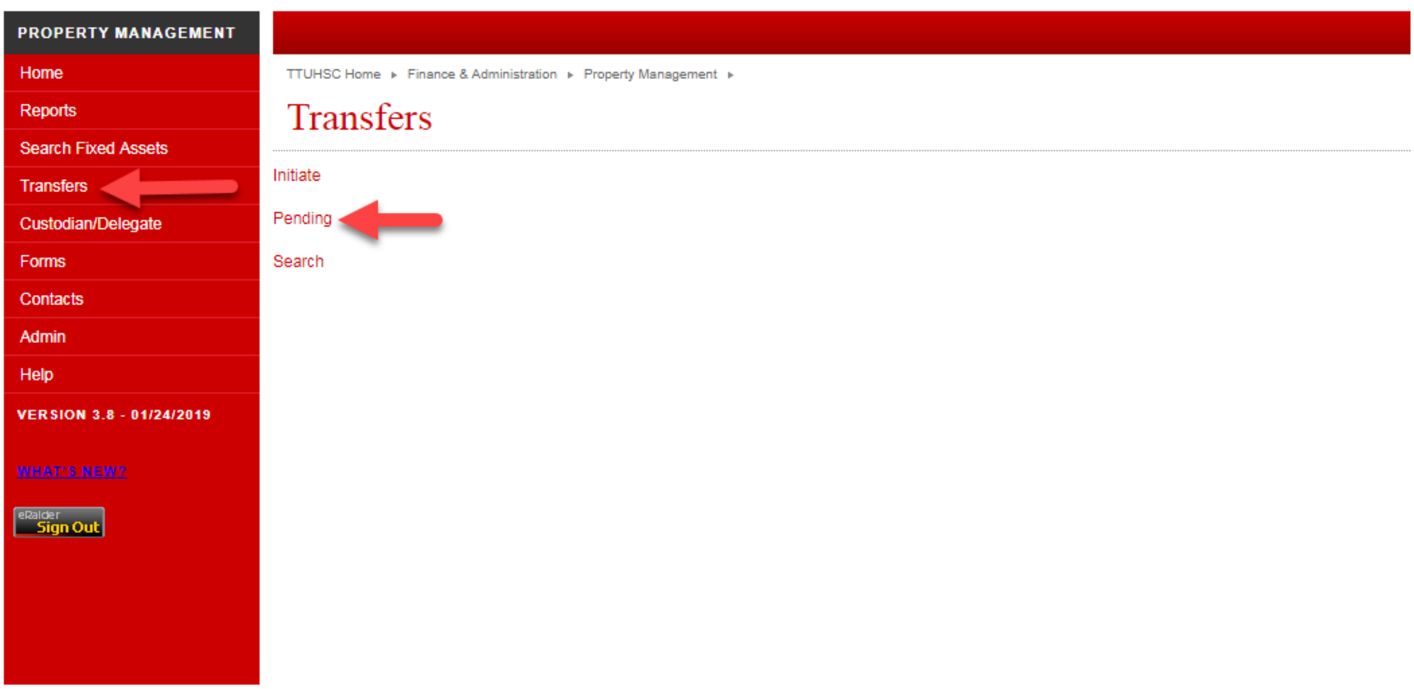


	Xfer All	Cond	Type	Tag #	Description	*Serial Number	Room	Acquired Date	Acq Method	Amount	Status	Notes	Temp Use Form	Temporary Custodian	Year
Edit	☑	N	CA	E85923	Apple iPad 2 Wi-Fi 3G 64GB PO# P0119347	DLXG7B53DFJ3	3531 ValVerde 130 Val Verde Elp 114	08/25/2011	D	829.00	Departmental Inventory	Details ■ New Temp Custodian	Details	R11541385 - Valeria Valencia	2019
Edit	☑	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	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	Details		
Edit	☑	N	CA	E93951	Apple iPad Mini Wi-Fi Cellular 32GB Black PO# P0198353	F4KK25RGF19K	3531 ValVerde 130 Val Verde Elp 113	01/18/2013	P	559.00	Departmental Inventory	Details	Details		



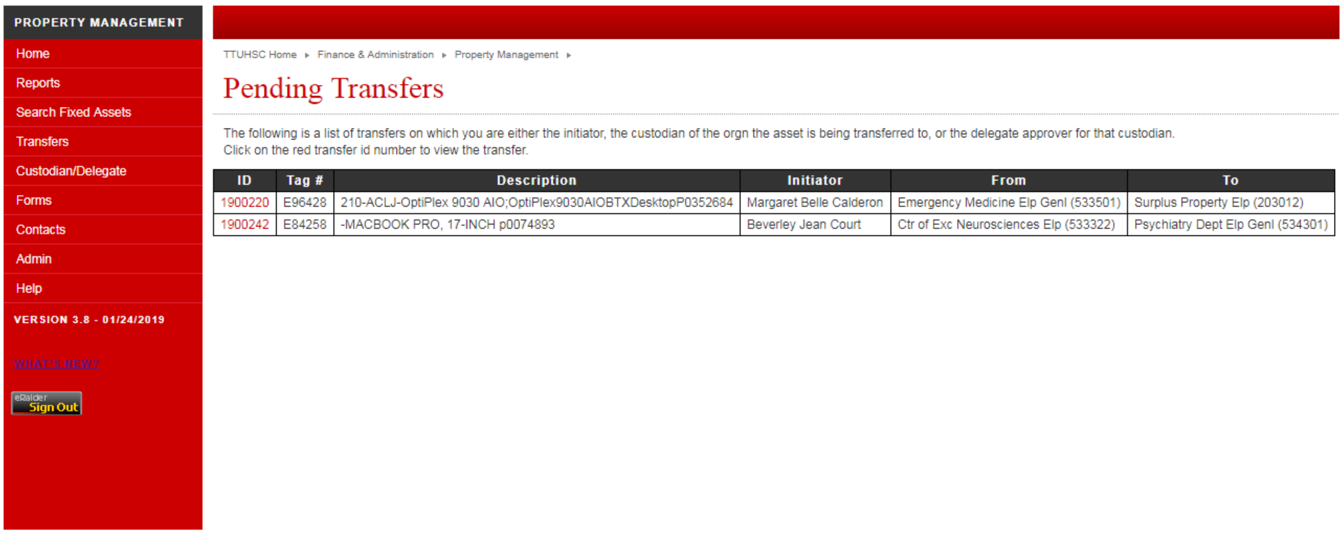
Pending Transfers: View, Cancel, Reject or Approve (click to return to TOC)

To view the transfer, click on the **Transfers** tab in the menu bar on the left side of the page and select **Pending**.

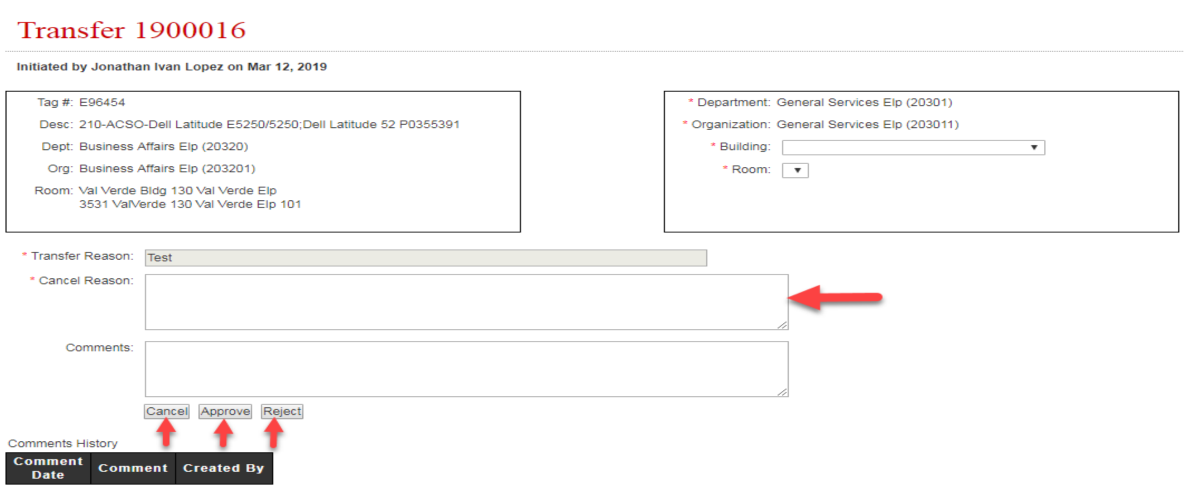


Property Inventory System

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.



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**.



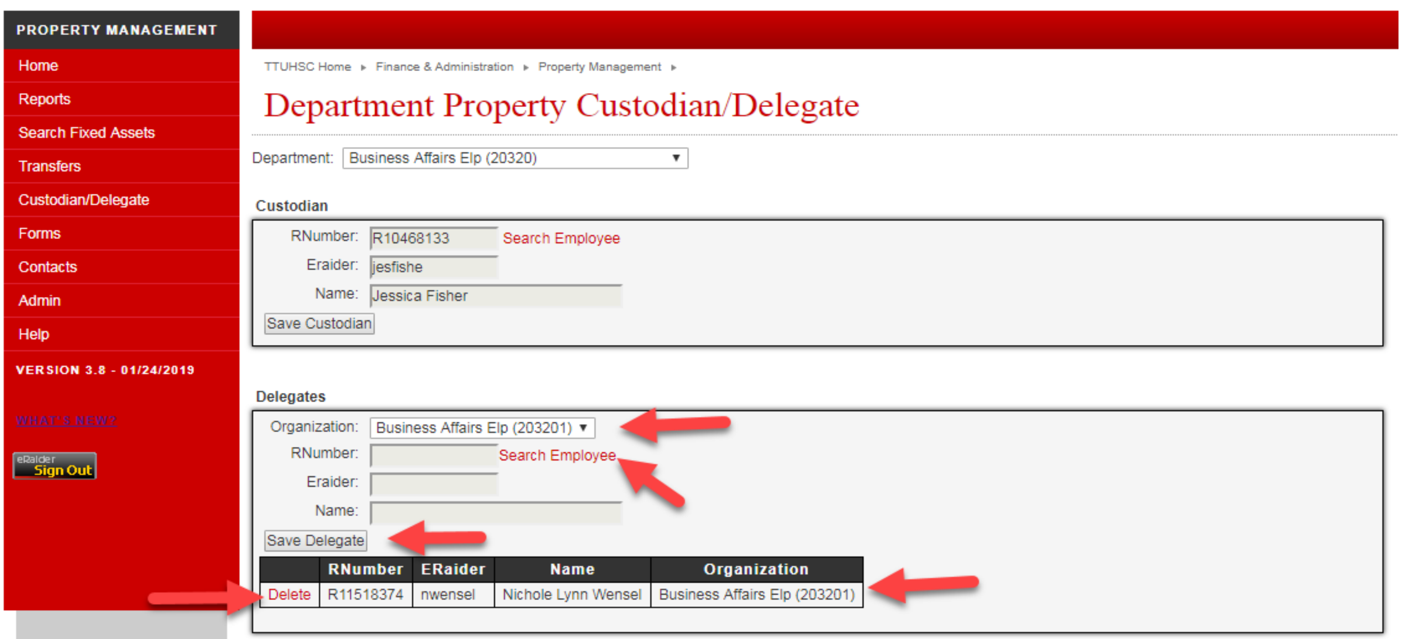
You will receive a confirmation screen indicating the transfer has been successfully approved. An automated email will be sent to the initiator when a transfer has been approved.

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)

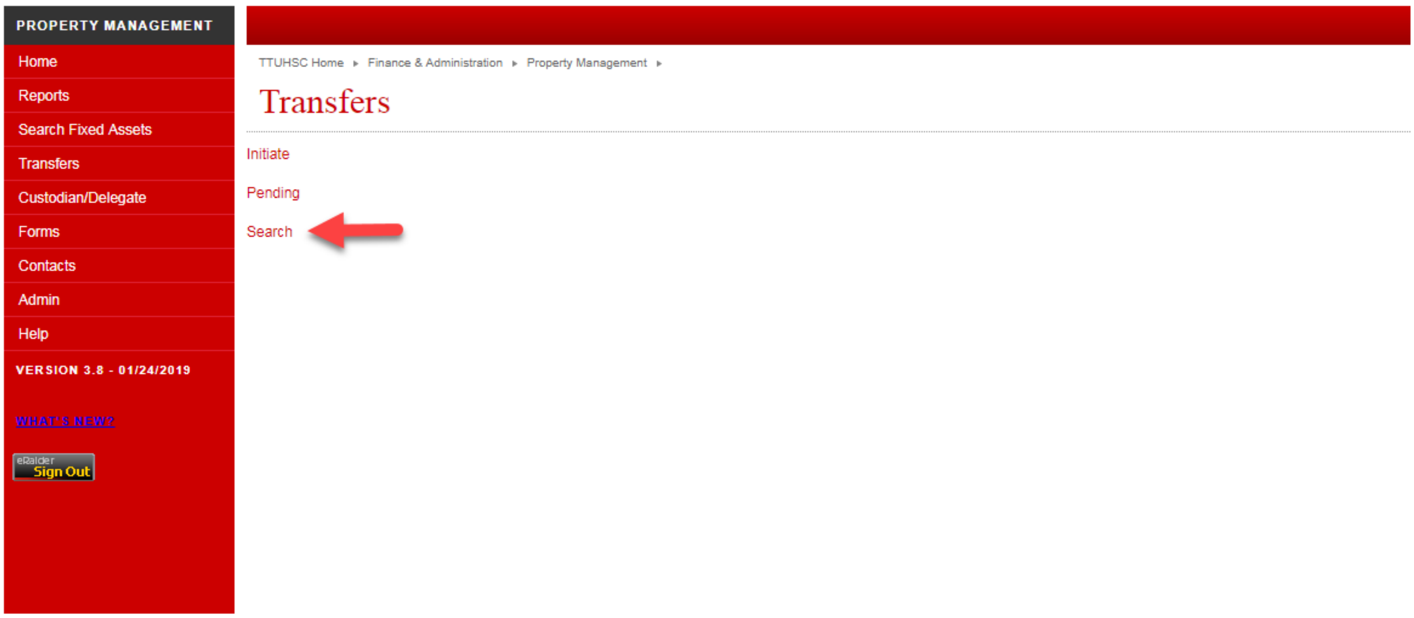
Department custodians by default always have access to approve transfers to their department. As the custodian, you are able to assign a delegate(s) who will also be able to approve transfers to your department. The Custodian/Delegate page will allow you to assign a delegate. To access the Delegates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

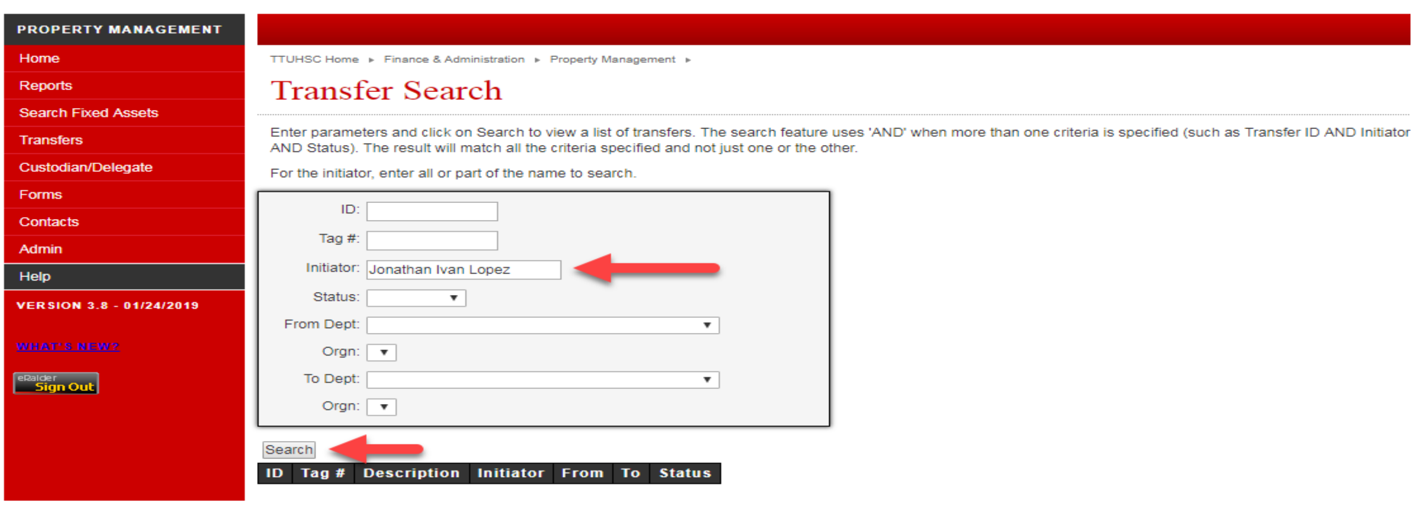


Search for Transfers (click to return to TOC)

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

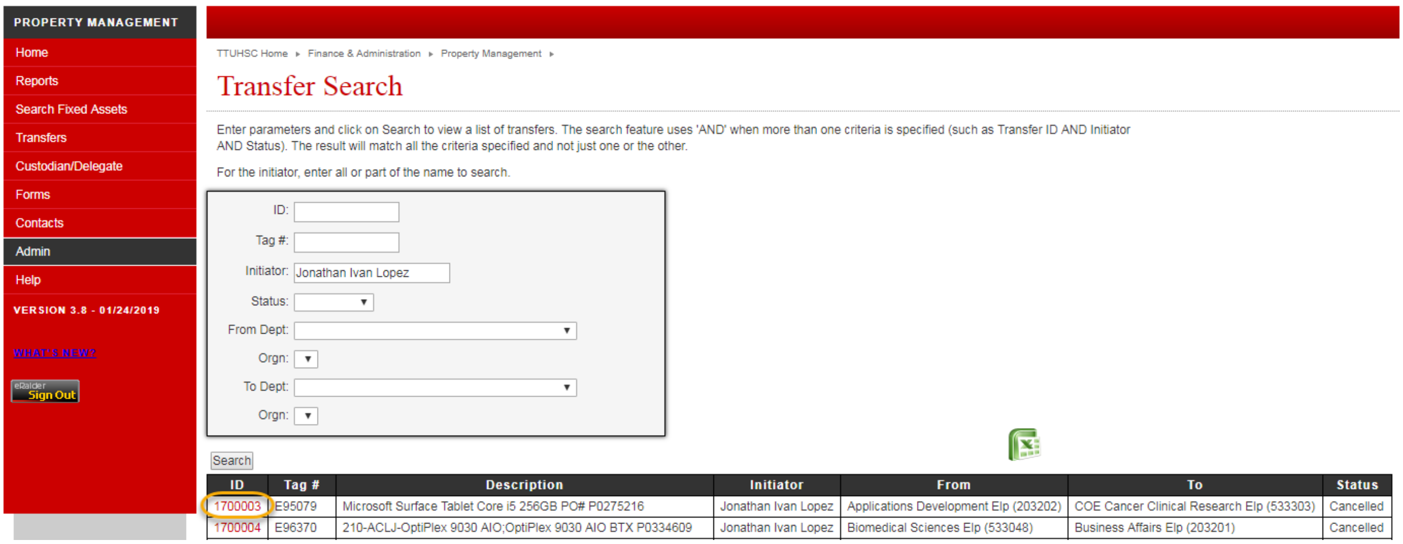


On the Transfer Search page, you can enter parameters to view a list of transfers. The search feature uses "**AND**" when more than one criteria is specified, so the results will match all the criteria specified and not just one or the other. For the initiator, enter the complete name to search. Enter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



Property Inventory System

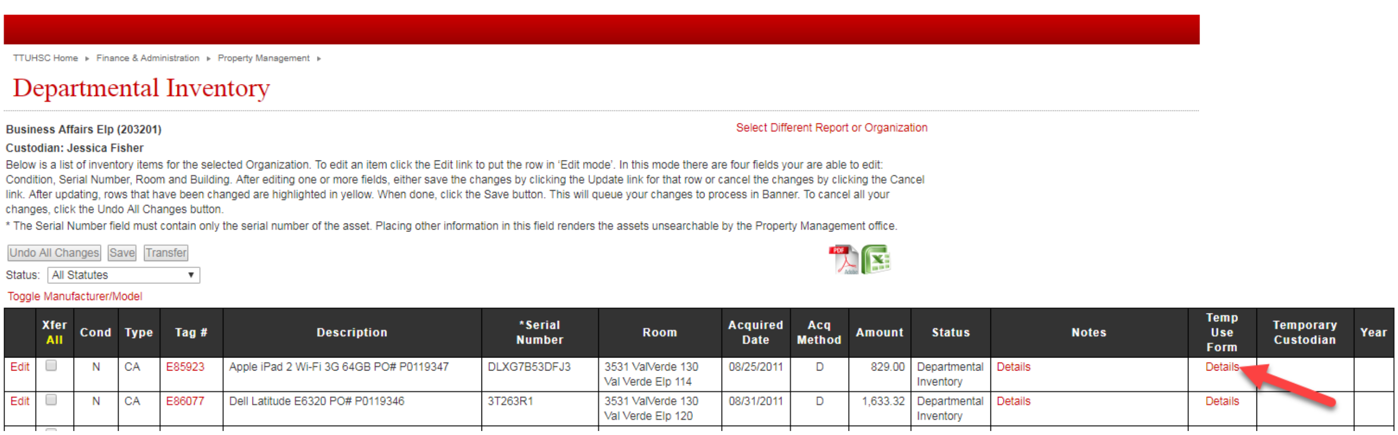
Click on the red **ID** number link to view the transfer.



Temporary Use Form

[Attaching Temporary Use Form](#) (click to return to TOC)

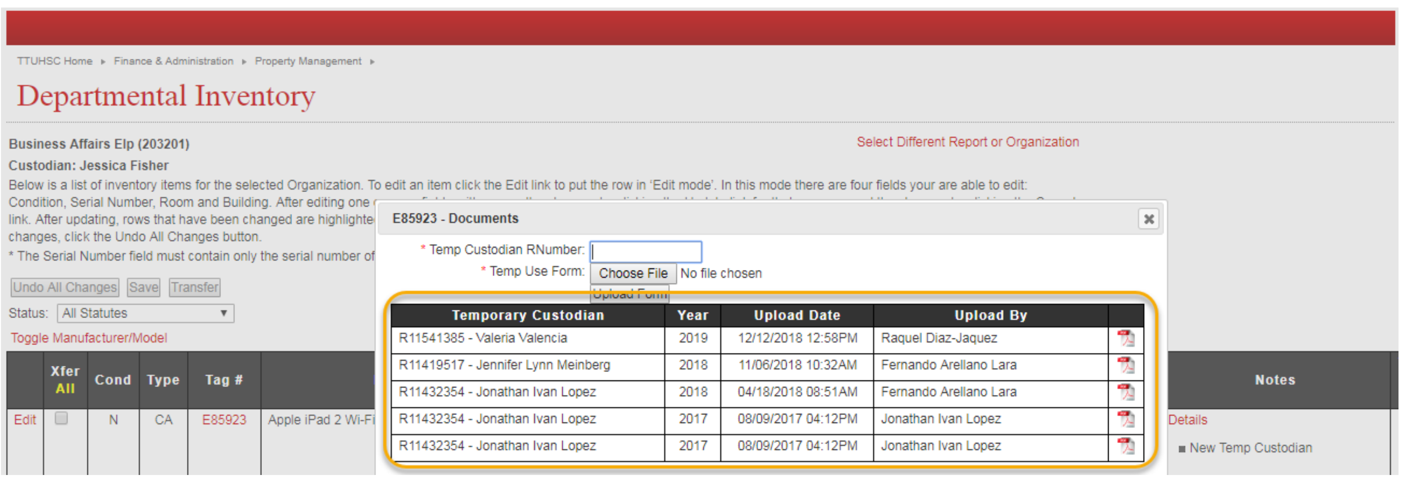
Users have the ability to attach the **Temporary Use Form** for each asset and individual is assigned to (Temporary Custodian). To upload the Temporary Use Form, Click on the **Details** link.



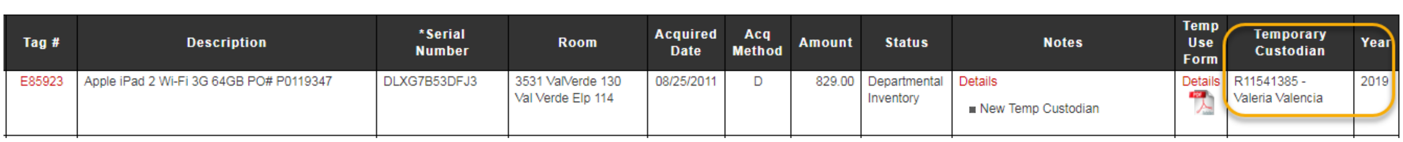
Property Inventory System

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.

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.