Before submitting your Annual Certification, complete any necessary edits and transfers and review all reports (review Property Inventory Checklist for guidance).

To access the Property Inventory System, log into the WebRaider portal and select Business Affairs from the sidebar. Under the Links to Financial System portlet and System Links, click Property Inventory. The Property Inventory System may also be accessed through F&A Work Tools tab and the Property Management webpage.

The Annual Certification is a two-step process. It must first be submitted and then approved.

Step 1 – Submitting the Annual Certification

- Can be submitted by the Property Custodian, a Delegate or a designee of the Property Custodian who has access to the inventory reports of the department
- Select Annual Certification from the Property Inventory page
- Click Submit
- Verify Reports
  - If reports are not correct, click Cancel
  - If reports are correct, click the checkbox I have read and agree to the statement above and then click Submit
- The Property Custodian and all Delegates will receive a notification email of the pending approval with a link to the Property Inventory System

Step 2 – Approving the Annual Certification

- Must be approved by the Property Custodian or a Delegate
- Select Annual Certification from the Property Inventory page
- Verify Reports
  - If reports are not correct, click Deny and then click Yes
  - If reports are correct, click Approve, click the checkbox I have read and agree to the statement above and then click Approve

Annual Inventory Certifications that are submitted with assets on the “Items Missing Information” report will be deleted and will need to be resubmitted after all missing information has been added.

Policy questions regarding the Annual Certification process can be directed to Property Management at PropertyManagement@ttuhsc.edu.

Training questions about the Annual Certification process can be directed to Finance Systems Management at fsm@ttuhsc.edu.