



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

The Property Inventory System can be accessed from the WebRaider portal, F&A Work Tools tab, Business Affairs section, under Property Management or through the following link:

[Property Inventory System](#)

**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.