

How to Perform the Annual Property Inventory

Instructions for Property Custodians or Designees

Update the Information in the Property Browse

1. Log into your eStaff account and under the “**My Accounts (ACIM WEB)**” menu, select “**Department Reports.**”

Note: The Property Custodian has access to all departments listed. If the Property Custodian (i.e. generally the Budget Signature Authority) wishes to delegate this role and nominates a Designee to perform the inventory, the Property Custodian should notify, via email, the Property Coordinator ([Martin Valentine](#)), indicating the Designee’s name, Santa Fe Identification Number, and the department number(s) the Designee will have access to.

The screenshot shows the 'Department Reports' page for user FRANCISCO LOPEZ. The page includes a navigation menu on the left with categories like 'E-FINANCE MANAGER (+)', 'ACCOUNTS RECEIVABLE MANAGER', and 'MY ACCOUNTS (ACIM WEB) (-)'. The main content area is titled 'Department Reports' and shows the user ID '31006975' and name 'LOPEZ FRANCISCO'. Below this, there are fields for 'Fiscal End Year' (set to 2012) and 'Start at Department: OR'. A 'SUBMIT' button is present. Under 'Select Fund to view:', there are buttons for FUND 1 through FUND 9. The 'Select a report,' section has a dropdown menu with 'Property Browse' selected. To the right, under 'then choose a department.', a list of departments is displayed, each with a department number and name, such as '16220001 - OFFICE FOR FINANCE' and '16320001 - HUMAN RESOURCES'. An arrow points from the 'Property Browse' option in the dropdown menu to the department list.

2. From the “**Select a Report**” menu, select “**Property Browse**” and then the department where the property is located. The department selected property will display similar to the example below.

PROPERTY BROWSE
END OF RECORDS

Department Number: 16220001
 Department Name: OFFICE FOR FINANCE
 Commodity Selection: ALL COMMODITIES
 Search Description, Vendor, Serial and PO for:
 Show Disposed Property?
 Show Updates Only?
 Sort by? Decal Location Inventory Date
 [Property Decal Report](#)

Decal	Desc.	PO	Serial	Value	Primary User	Site	Bldg	Room	Inventory Date	Update Date	<input type="checkbox"/> Check all <input type="checkbox"/> Clear all
026106	GOLF CART, 1991 YAMAHA G9A FLEET MASTER	X89157	JG5-001792		FRANCISCO LOPEZ	NW CAMPUS	F	OUTS	12/16/2010		<input type="checkbox"/>
029050	COPIER, MINOLTA 5000	X18694	3123160	5715.00	OFFICE FOR FINANCE	NW CAMPUS	F	055	12/02/2010		<input type="checkbox"/>
030224	DIGITAL CAMERA, CANON POWERSHOT G1	X33609	132B02686		FRANCISCO LOPEZ	NW CAMPUS	F	033	01/05/2011		<input type="checkbox"/>
030986	PROJECTOR, DELL 3100MP PROJECTOR	X43773	8PY0G11		OFFICE FOR FINANC	NW CAMPUS	F	050	12/16/2010		<input type="checkbox"/>
033270	COMPUTER, DELL OPTIPLEX 755	Y23663	64CDFG1		FRANCISCO LOPEZ	NW CAMPUS	F	033	01/05/2011		<input type="checkbox"/>
033328	COPIER, RICOH MPC4500SP (413345)	Y23725	L9086320329	9684.90	OFFICE FOR FINANCE	NW CAMPUS	F	026	01/04/2011		<input type="checkbox"/>
033545	LAPTOP, DELL LATITUDE E6400-WITH DOCK	Y27850	55VDPJ1		DENNIS OHEARN	NW CAMPUS	F	30A	12/16/2010		<input type="checkbox"/>
034210	TV/MONITOR, VIZIO M550NV	Y36966	LAPPGSAL4200003	1428.00	FINANCE CONF. ROOM	NW CAMPUS	F	044			<input type="checkbox"/>
305473	OPTIPLEX GX620 MT - INTEL PENTIUM D	Y14739	79VZQB1		CASHIER/CHECK SCAI	NW CAMPUS	F	052	12/16/2010		<input type="checkbox"/>
305641	COMPUTER, DELL OPTIPLEX GX745	Y15889	2VZ46C1		CASHIER/SPARE OFFI	NW CAMPUS	F	052	12/16/2010		<input type="checkbox"/>
305726	COMPUTER, PC OPTIPLEX GX 745	Y15889	30476C1		SUSAN KINCAID	NW CAMPUS	F	052	12/16/2010		<input type="checkbox"/>
305733	COMPUTER, PC OPTIPLEX GX 745	Y15889	4Z376C1		MARIE MCCONNELL	NW CAMPUS	F	052	12/16/2010		<input type="checkbox"/>

3. **Print** the Property Browse. The **Property Browse** will be a tool that the Property Custodian or Designee will use to perform the inventory and update the property record in eStaff. A print screen of this Property Browse should be sufficient to perform the inventory. If additional assistance is needed, contact the Property Coordinator:

From left to right on the Property Browse listing you will find the:

- Decal Number or Property Number – The number assigned, by the Office for Finance, to each inventory item. It is written on a label that says, “PROPERTY OF SFCC”, “PROPERTY OF SFC” and “PROPERTE OF SF” with six numeric digits.
- Description of the Item – A general description of the item (e.g. brand, model, make, etc.).
- Purchase Order Number – The Purchase Order on which the property was purchased.
- Serial Number of the Property – The unique identifying number assigned by the manufacturer (e.g. for personal computers we use the tag number assigned by DELL).
- Primary User – This field is modifiable by the Property Custodian or Designee during the inventory update process and identifies the property’s main user. The user is generally a natural person but can also be a special class or laboratory or any descriptive notation that identifies the property item to a specific individual.
- Site – This field is modifiable by the Property Custodian or Designee. A drop-down box provides predefined choices.

Site Letter	Site
M	North West Campus
A	Andrews Center
D	Blount Center
P	Kirkpatrick Center
R	Davis Center
W	Watson Center
C	Perry Center

- g. Building – The building where the item is located. This field has a space for two characters. For the buildings on North West Campus only use one character and for the buildings at the other centers use two characters.
 - h. Room – The room number is where the item is located. Most of the time this field will contain three character (e.g. 001, 100) but sometimes a fourth character is needed (e.g. 007A).
 - i. Inventory Date or Date of the Last Inventory – The information of when the inventory was last performed.
 - j. Box to mark the inventoried items (Update All or Clear All) – These boxes will be used as appropriate by the Property Custodian or Designee when the inventory is complete.
4. After printing the Inventory list, the Property Custodian or Designee will perform a physical inventory of all the items on the list. During this process, the Property Custodian or Designee will verify the item’s existence, identify the Primary User, and note the location of the item. The Property Custodian or Designee will note any differences found on the printed list.
 5. After finishing with the physical inventory, the Property Custodian or Designee will open the Property Browse (See Steps 1 and 2 above) and click the checkbox for all the items found and as necessary, update the Primary User, Site, Building, and Room fields. (Note: The items over \$5,000.00 cannot be modified by the Property Custodian or Designee; these items will be inventoried by the Office for Finance).

PROPERTY BROWSE
END OF RECORDS

Department Number: 16220001
 Department Name: OFFICE FOR FINANCE
 Commodity Selection: ALL COMMODITIES

Search Description, Vendor, Serial and PO for:

Show Disposed Property?
 Show Updates Only?

Sort by? Decal Location Inventory Date

[Property Decal Report](#)

Decal	Desc.	PO	Serial	Value	Primary User	Site	Bldg	Room	Inventory Date	Update Date
026106	GOLF CART, 1991 YAMAHA G9A FLEET MASTER	X89157	JG5-001792		FRANCISCO LOPEZ	NW CAMPUS	F	OUTS	10/28/2011	<input type="checkbox"/>
029050	COPIER, MINOLTA 5000	X18694	3123160	5715.00	OFFICE FOR FINANCE	NW CAMPUS	F	055	12/02/2010	
030224	DIGITAL CAMERA, CANON POWERSHOT G1	X33609	132BO2686		FRANCISCO LOPEZ	NW CAMPUS	F	033	10/28/2011	<input type="checkbox"/>
030986	PROJECTOR, DELL 3100MP PROJECTOR	X43773	8PY0G11		OFFICE FOR FINANC	NW CAMPUS	F	050	10/28/2011	<input type="checkbox"/>
033270	COMPUTER, DELL OPTIPLEX 755	Y23663	64CDFG1		FRANCISCO LOPEZ	NW CAMPUS	F	033	10/28/2011	<input type="checkbox"/>
033328	COPIER, RICOH MPC4500SP (413345)	Y23725	L9086320329	9684.90	OFFICE FOR FINANCE	NW CAMPUS	F	026	01/04/2011	
033545	LAPTOP, DELL LATITUDE E6400-WITH DOCK	Y27850	55VDPJ1		DENNIS OHEARN	NW CAMPUS	F	30A	10/28/2011	<input type="checkbox"/>
034210	TV/MONITOR, VIZIO M550NV	Y36966	LAPPGSAL4200003	1428.00	FINANCE CONF. ROOM	NW CAMPUS	F	044	10/28/2011	<input type="checkbox"/>
305473	OPTIPLEX GX620 MT - INTEL PENTIUM D	Y14739	79VZQB1		CASHIER/CHECK SCA	NW CAMPUS	F	052	10/28/2011	<input type="checkbox"/>
305641	COMPUTER, DELL OPTIPLEX GX745	Y15889	2VZ46C1		CASHIER/SPARE OFFI	NW CAMPUS	F	052	10/28/2011	<input type="checkbox"/>
305726	COMPUTER, PC OPTIPLEX GX 745	Y15889	30476C1		SUSAN KINCAID	NW CAMPUS	F	052	10/28/2011	<input type="checkbox"/>
305733	COMPUTER, PC OPTIPLEX GX 745	Y15889	4Z376C1		MARIE MCCONNELL	NW CAMPUS	F	052	10/28/2011	<input type="checkbox"/>

6. Mark the checkbox in the “Update Date” column and by clicking the “UPDATED INVENTORY” the inventory will be updated. The **Inventory Date** will **change** to the current date. (Note: Since the date cannot be entered, it is important to perform this step before the property inventory deadline).
7. Email the Property Coordinator when the inventory is complete and provide a list including:
 - a. Missing items (i.e. Items listed in the inventory that were not located) with the decal number and an explanation of why the items could not be located. Note: The missing items will be reported to the Police Department for investigation.
 - b. Found items (i.e. Found items in Property Custodian’s area that are not listed on the inventory) with the decal number, room number and the department number that the item should be located under.
 - c. Any other discrepancy.
8. The Property Coordinator will communicate with the Property Custodian or Designee to reconcile any errors or discrepancies.