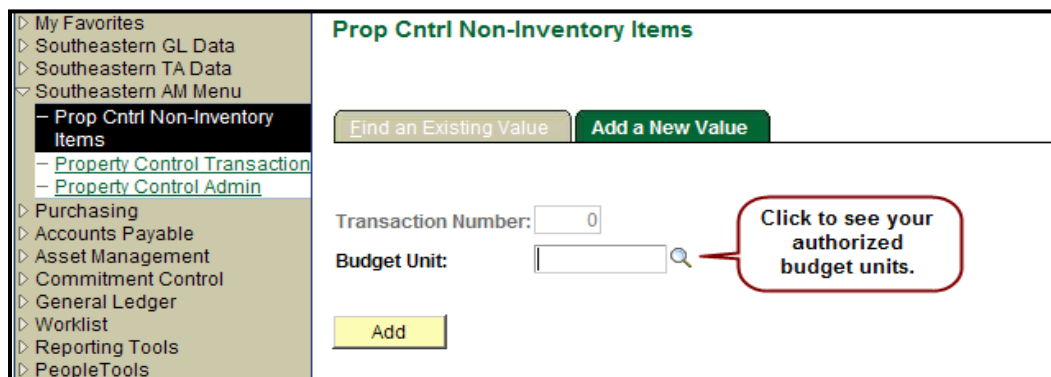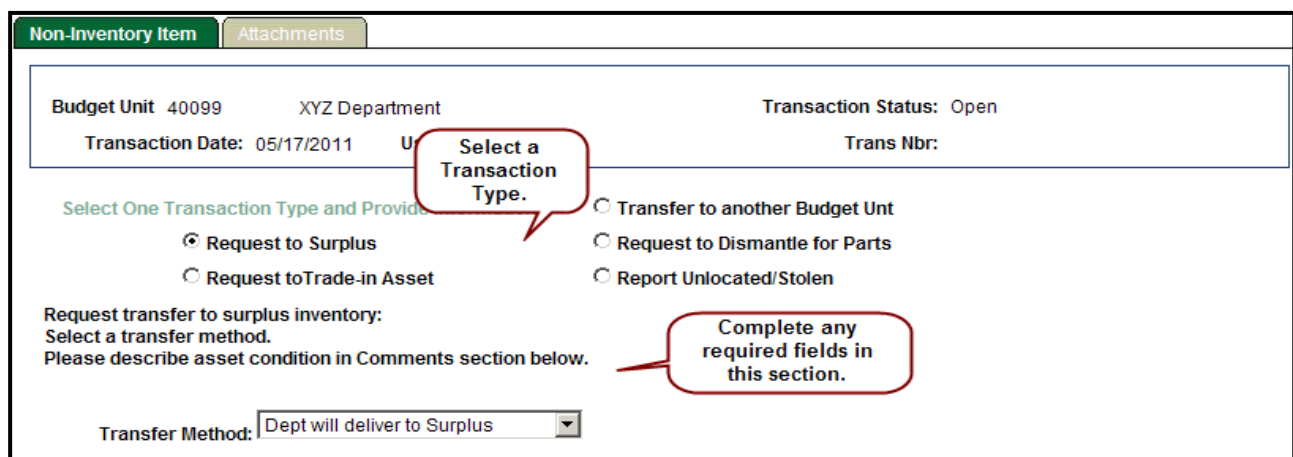1. After logging in to PeopleSoft Financials, navigate to **Prop Cntrl Non-Inventory Items**:
   Southeastern AM Menu -> Prop Cntrl Non-Inventory Items

2. On the *Add a New Value* tab, enter the budget unit that is currently custodian of the item or click the magnifying glass to see all budgets for which you are authorized to enter transactions.

   > **PLEASE NOTE:** *You will only be able to enter transactions for items for which you are the Budget Unit Head or have received authorization. (See the Property Control Transaction Authorization Form at Southeastern Home > LEONet > PeopleSoft Financials > PeopleSoft Financials Forms.)*

   When you have entered or selected a budget unit, click the *Add* button to continue to the transaction entry screen.

3. On the top half of the screen, choose the **Transaction Type** by clicking the radio button next to the description. Based on the type chosen, an additional field may also be required.

4.   On the bottom half of the screen, complete a line with the description, tag, serial number, current location, and condition of the item(s). To add a line for an additional item, click on the "**+**" at the end of the line.

To include additional information, you can add a comment and/or attachment (see step 5).

	Description	Tag Number	Serial ID	Location	Condition		
1	Fluorescent desk lamp		128211A22	MGH350 🔍	G 🔍	⊞	⊟
2	3 Fluorescent replacement bulbs			MGH350 🔍	E 🔍	⊞	⊟

To add a line click "**+**"

Comment: [   ]

[Submit]   [Save without Submission]   [Cancel Transaction]

REMEMBER: *a transaction entered on this screen must include non-inventory items only. If an item is part of Southeastern's Property Control inventory, enter the transaction via the Southeastern AM Menu > Property Control Transaction screens. (See the corresponding "How Do I?" document for instructions.)*

5.   To add an attachment to the transaction, choose the *Attachments* tab and click on the paperclip icon. Use the *Browse* button to locate the file, and press the *Upload* button to attach the file to the transaction.

Prop Control Trans	Attachments

Trans Nbr

Click the paperclip to attach a file

Document Attachments		Customize | Find | 🔲 | 🏢	First ◄ 1 of 1 ► Last
Att Ver Wrk	**Sys File**		
		✎	⊞ ⊟

File Attachment ☒

[   ] [Browse...]
[Upload] [Cancel]

Click Upload to attach a file.

Click Browse to locate a file.

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6.   When the entry is complete, press the *Submit*, *Save without Submission*, or *Cancel Transaction* button.

Pressing *Submit* will move the transaction into the custodian Budget Unit Head's worklist for approval. Once approved by the Budget Unit Head, the transaction will move through the worklists of all approvers required for the transaction.

If you choose to *Save without Submission*, you can return to the transaction by returning to the **Prop Cntrl Non-Inventory Items** menu option and choosing the *Find an Existing Value* tab.

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