

INSTRUCTIONS FOR CHECKING INVENTORY PROGRESS

- Sign into myLSU
- Click Financial Services > Inventory Scanning Application
- Once the Inventory Management page opens, you will land on the “Inventory List” tab.
- To view real-time progress of your inventory, click the “Track Progress” tab and see the results for all Cost Centers for which you have responsibility.

IMPORTANT: Results displayed are tied to the user’s role as **DEPARTMENT HEAD** or **ASSET CUSTODIAN**. If you are unsure of your role assignments click “View Authorized Orgs” from the Track Progress tab.

The screenshot shows the 'Track Progress' tab in the myLSU Inventory Management system. The page header includes 'Inventory List', 'Inventory Certification', and 'Track Progress' (highlighted with a red circle). Below the header is the myLSU logo and the text 'Inventory Management'. A welcome message 'Welcome, Your Name Here' is displayed on the right. The main content area is titled 'Track Organization Progress' and features a table with the following columns: COST CENTER, TOTAL ASSETS, TOTAL COST, # OF ASSETS FOUND, FOUND ASSETS COST, % ASSETS FOUND, % TOTAL COST FOUND, ASSET CUSTODIAN CERTIFICATION, and DEPARTMENT HEAD CERTIFICATION. The table lists 12 rows of data for various cost centers, including a 'Totals' row at the bottom. A 'View Authorized Orgs' link is located in the top right corner of the table area. At the bottom of the page, there is contact information for Property Management: 3555 River Road, property@lsu.edu, and a link to view Property Management Forms.

COST CENTER	TOTAL ASSETS	TOTAL COST	# OF ASSETS FOUND	FOUND ASSETS COST	% ASSETS FOUND	% TOTAL COST FOUND	ASSET CUSTODIAN CERTIFICATION	DEPARTMENT HEAD CERTIFICATION
CC001 - LSUAM Col of [redacted]	72	160,810.47	69	153,449.47	95 %	95 %	Incomplete	Incomplete
CC001 - LSUAM Col of [redacted]	1,852	23,698,262.17	1,327	21,105,620.40	71 %	89 %	Incomplete	Incomplete
CC001 - LSUAM Col of [redacted]	5	24,639.00	5	24,639.00	100 %	100 %	Incomplete	Incomplete
CC001 - LSUAM Col of [redacted]	2,015	18,143,199.46	1,666	16,157,412.40	82 %	89 %	Incomplete	Incomplete
CC001 - LSUAM Col of [redacted]	703	5,761,292.75	652	5,608,060.35	92 %	97 %	Incomplete	Incomplete
CC001 - LSUAM Col of [redacted]	420	942,252.36	414	930,167.36	98 %	98 %	Incomplete	Incomplete
CC001 - LSUAM Col of [redacted]	3,322	19,635,444.63	3,254	19,467,906.79	97 %	99 %	Incomplete	Incomplete
CC001 - LSUAM Col of [redacted]	328	1,309,736.41	320	1,293,331.41	97 %	98 %	Incomplete	Incomplete
CC001 - LSUAM Col of [redacted]	23	106,527.71	23	106,527.71	100 %	100 %	Incomplete	Incomplete
Totals	8740	69,782,164.96	7730	64,847,114.89				

Property Management • 3555 River Road • property@lsu.edu
To view Property Management Forms, click [here](#)

Please contact Property Management at property@lsu.edu with any questions.