

INSTRUCTIONS FOR CHECKING INVENTORY PROGRESS

- Sign into myLSU > Financial Services > Inventory Scanning Application.
- Click Track Progress tab along top of Inventory Management page.
- Track Organization Progress section displays the current status of your inventory, including the results for all Cost Centers for which you have responsibility.
- Note that the columns “Newly Unlocated” reflect assets that were located last year, but which have not yet been inventoried this year. This is the number that will be reported to the state this year as newly unlocated if they are not found (i.e., if we certified today).

IMPORTANT: The results displayed are tied to the user’s role and are accessible only by employees with the Workday roles of **DEPARTMENT HEAD (FIN)**, **COST CENTER MANAGER** or **ASSET CUSTODIAN**. You can see your role assignments by clicking “View Authorized Orgs” from the Track Progress tab.

COST CENTER	# ASSETS LOCATED	\$ LOCATED	% LOCATED	# ALL ASSETS	\$ ALL ASSETS	# NEWLY UNLOCATED	\$ NEWLY UNLOCATED	% NEWLY UNLOCATED BY COST	ASSET CUSTODIAN CERTIFICATION	DEPARTMENT HEAD CERTIFICATION
CC004 - LSUAM Fin and Admin [REDACTED]	59	398,646.00	38%	153	744,224.12	94	345,578.12	46.43%	Incomplete	Incomplete
CC004 - LSUAM Fin and Admin [REDACTED]	5	9,386.92	83%	6	11,244.92	1	1,858.00	16.52%	Incomplete	Incomplete

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