INSTRUCTIONS FOR COMPLETING THE DEPARTMENTAL INVENTORY CERTIFICATION

Inventory Certification Steps

1. Using your desktop computer go to: myLSU > Financial Services > Inventory Scanning Application
2. From the Inventory Certification tab (second tab), review your inventory list one final time
3. If all of the information on your inventory list appears correct, click on “Certify Assets”
4. In the Unlocated Asset section, each unlocated asset must be notated with an “Unlocated Reason”
5. Once all unlocated assets have a reason entered, you are now ready to confirm your certification.

- In the above screenshot, the red circle is highlighting a gray box that must be checked before you are allowed to click “Confirm”. The box is light in color and sometimes difficult to see on some computer monitors.

6. After confirming the certification (Asset Custodian), the inventory must now be certified by the Department Head.

- The process for Department Head certification is identical to the Asset Custodian process with the exception of Step 4 (entering the “Unlocated Reason”), which has already been completed.

- If you are unsure of who has the role of Department Head for the related cost center(s), please contact Property Management at: property@lsu.edu