

## Accessing Your Inventory

All relevant inventory documents can be located at

<https://www.cmich.edu/fas/fsr/cps/assets/Pages/Annual-Equipment-Inventory.aspx>.

Once you navigate to the page, click the “Equipment Inventory Report” link then enter one or more cost centers, separating them with a comma (,) or semicolon (;). Once you’ve entered all of your cost centers, click “Validate Cost Centers” if there are mistakes, those cost centers will be colored RED. Correct cost centers will be GREEN.

CMU  
CENTRAL MICHIGAN  
UNIVERSITY

CENTRAL\torrekl SIGN-OUT

### Equipment Inventory Report

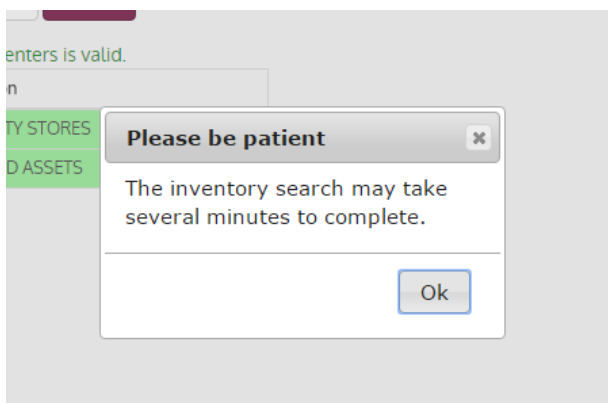
You may enter one or more cost centers. Multiple cost centers must be separated with commas or semicolons. For example, 12345 or 12345,67890. Results will be returned in a single Excel document, with a separate worksheet for each cost center.

Cost Center(s)

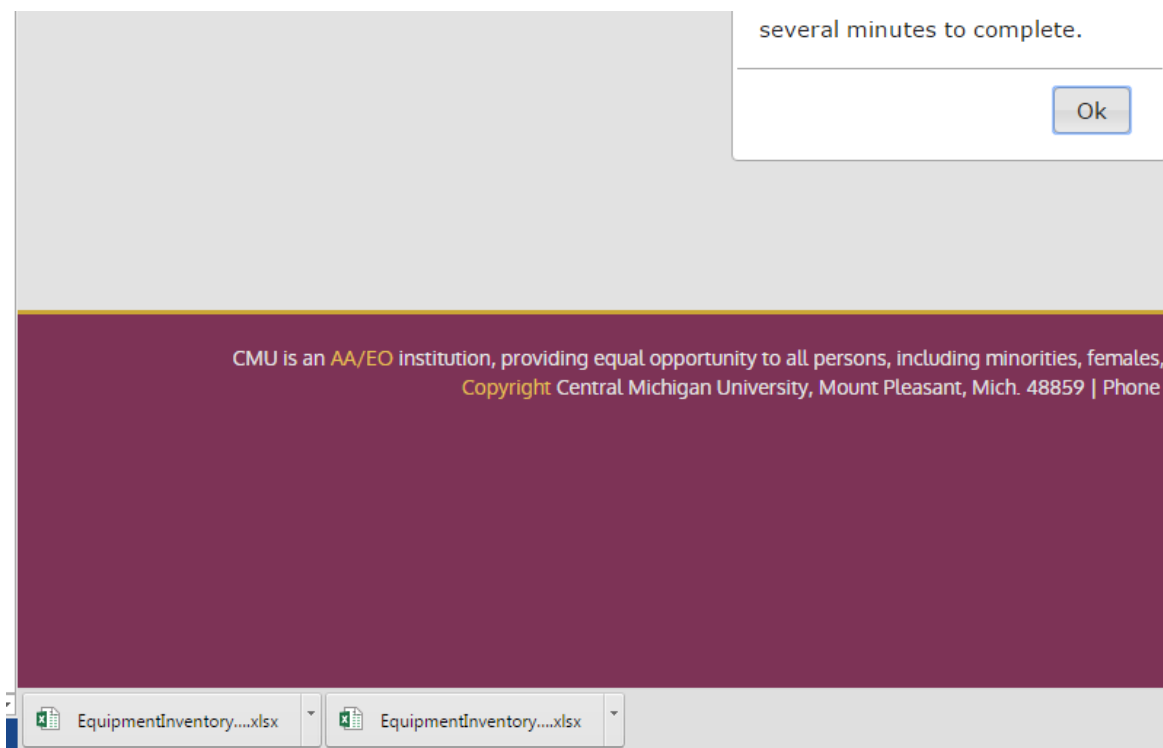
At least one of the cost centers is valid.

Id	Description
26620	UNIVERSITY STORES
26622	UNIV FIXED ASSETS
123	*** NOT FOUND ***

Once you have only correct cost centers listed, click the “Search” button. You will get a message indicating your report is running.



You will notice your inventory has downloaded at the bottom of your browser.



Once it has downloaded, you can open it, make changes, rename it and move it to a different folder on your computer. Please note that the assets highlighted in the blue/gray MUST be inventoried. All others are optional but will be maintained in SAP if you choose to provide updates. When you are finished conducting your inventory you can email it back to Fixed Assets at [assets@cmich.edu](mailto:assets@cmich.edu).

If you have questions regarding your equipment inventory contact Keturah Walmsley in the Fixed Asset office at [torre1kl@cmich.edu](mailto:torre1kl@cmich.edu) or (989)774-6784.