

## Accessing Your Inventory

Navigate to (<https://equipmentinventory.apps.cmich.edu/>).

Enter one or more cost centers, separating them with a comma (,) or semicolon (;) into the “Cost Center(s)” field.

Once you have entered all your cost centers, click “Validate Cost Centers” if there are mistakes, those cost centers will be colored RED in the subsequent list. 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.

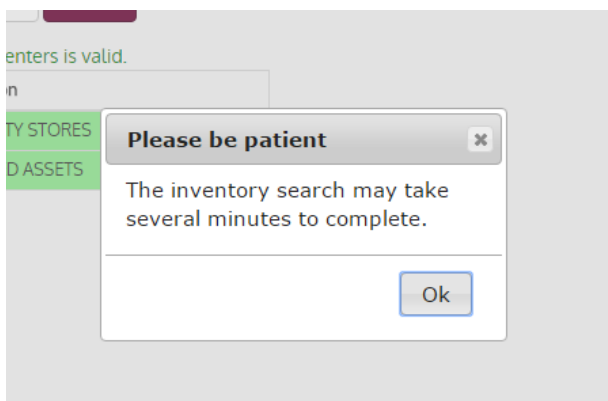
Cost Center(s) 26620; 26622; 123

Validate Cost Centers Search

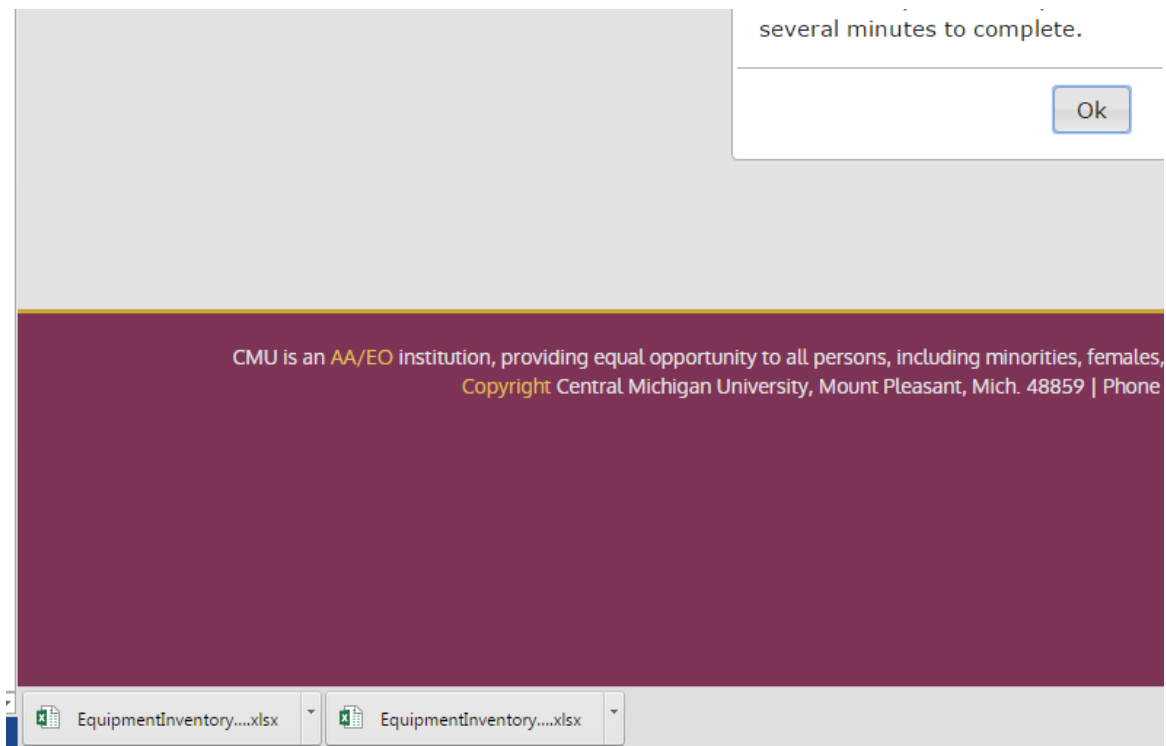
At least one of the cost centers is valid.

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 the Fixed Assets office at [assets@cmich.edu](mailto:assets@cmich.edu) or (989)774-6784.