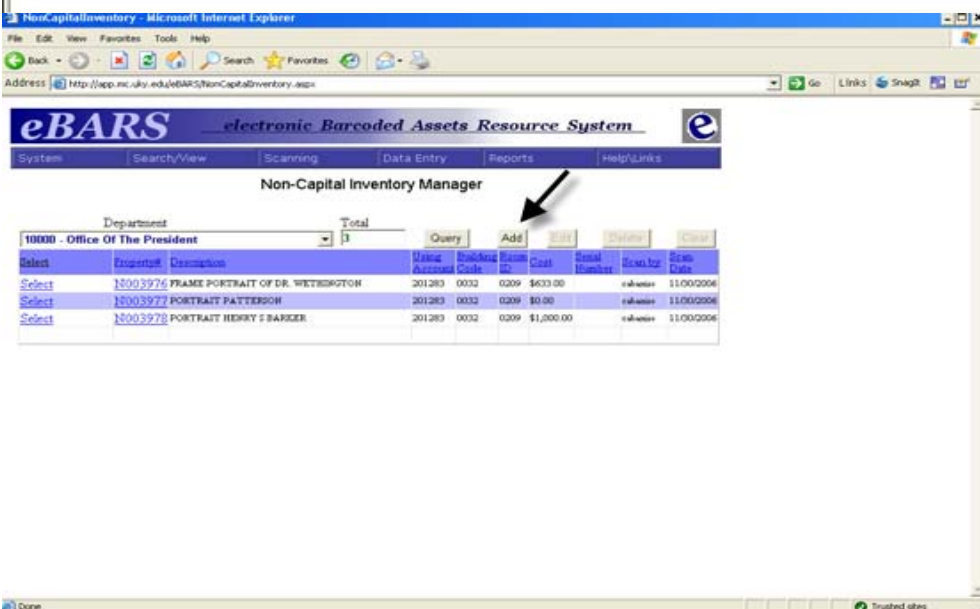


Adding Non Capital Equipment to Inventory

1. Log in to eBARS website at <http://app.mc.uky.edu/ebars>
2. Under tab "Data Entry" select "Non Capital Inventory."
3. Select Department number from table on left. To add non capital equipment to that selected department click "add."
4. The only required information is Property number and item description. Add as much information needed to help identify the equipment to be added. Once complete click "add" at the bottom of the page.
5. To see listing of non capital equipment on departmental inventory, under the heading "Scanning" in the tool bar select, "scanning and exceptions." Select department from listing, and in the drop down that says "Capital Equipment" select, "Noncapital Equipment." The user is able to click on both "Non Capital Items found" and "Non Capital Items not found."



NonCapitalInventoryDetail - Microsoft Internet Explorer

Address: http://app.nc.uky.edu/eBARS/NonCapitalInventoryDetail.aspx

eBARS electronic Barcoded Assets Resource System

System Search/View Scanning Data Entry Reports Help/Links

Non-Capital Inventory for Dept, 10000

Property # Item Description from Purchase Order Descriptive Keywords (separate with blanks)

Alternate Description (User Defined)

Serial # Model # Cost

Brand/Manufacturer Acquired Month/Year Life Using Account

Pending Status

Current Status

Purchase Account Object Code Purchase Dept PO Number

Bldg Code Room # Invented By Inventory Date

Employee Using this Item Employee Phone Off Campus Tag Not Attached

Comments

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Both Property # and Item Description are required fields before item can be added.

ScanAndException - Microsoft Internet Explorer

Address: http://app.nc.uky.edu/eBARS/ScanAndException.aspx

eBARS electronic Barcoded Assets Resource System

System Search/View Scanning Data Entry Reports Help/Links

Inventory Summary

Department: 3A000 - Plant Assets Inventory Percent: Final 0.00 Complete 0.00

Items Scanned but NOT in Inventory	Total Items	Original Cost	ViewPrint Link
Noncapital Equipment	0	Unknown	Unknown Items
Capital Equipment	0	\$0.00	
Minor Equipment	0	\$0.00	
Noncapital Equipment	0	\$0.00	
All Equipment	0	\$0.00	
Total Items Found (Scanned + Manual)	0	\$0.00	Found Items

NonCapital Items Not Found	Total Items	Original Cost	Exceptions
Finalized	0	\$0.00	
Pending	2	\$726.44	
Total Items Not found	2	\$726.44	Exceptions

NonCapital Items in Inventory	Total Items	Original Cost	All Inventory
	2	\$726.44	All Inventory

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