Adding Non Capital Equipment to Inventory

1. Log in to eBARS website: [https://myuk.uky.edu/zAPPS/ebars/UserLogon.aspx](https://myuk.uky.edu/zAPPS/ebars/UserLogon.aspx)
2. Under tab “Data Entry” select “Non Capital Inventory.”
3. Select your Department number from the table on the left. To add non capital equipment to that selected department click “add.”
4. Select the property number of the tag you are activating and click “Activate”
5. The only required information is Property number and item description. Add as much information as necessary to help identify the equipment to be added. Once complete click “add” at the bottom of the page.
6. To see a listing of non-capital equipment on departmental inventory go to the “Scanning” header in the tool bar and select “Scanning and Exceptions.” Select your department from the listing. In the drop down that says “Capital Equipment” select “Noncapital Equipment.” You are able to generate reports on both “Non Capital Items found” and “Non Capital Items not found.”

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**Non-Capital Inventory**

<table>
<thead>
<tr>
<th>Department</th>
<th>Total Items</th>
<th>Total Cost</th>
<th>Tags in Reserve</th>
<th>Active Items only</th>
</tr>
</thead>
<tbody>
<tr>
<td>SA000 - FINANCIAL SERVICES ADMINISTR</td>
<td>179</td>
<td>$195,115.37</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

- **Item Details**
  - **Item Name**: PC DELL OPTIFLEX 6440NT P4 1.8GHZ
    - **Tag #:** 06345C11
    - **Status:** OK
    - **Scan Date:** 01/31/2017
  - **Item Name**: TABLE BOAT SHAPED WOOD
    - **Tag #:** 0291E
    - **Status:** OK
    - **Scan Date:** 11/31/2015
If you already have access to eBARS but do not have access to Non-Capital equipment please contact CapitalAssets@uky.edu to update your access.