Instructions for Verification of Vehicle Inventory

The Commonwealth of Kentucky mandates that the University of Kentucky conduct an annual inventory of vehicles owned and used by the University. This requires that each department or unit review each vehicle in its possession and update the information associated with these vehicles. The 2017 Vehicle Inventory will begin May 1st, 2017.

Please review and update your department’s inventory report, using the instructions provided below. All reviews must be completed by May 31st, 2017 to ensure that the University meets State reporting requirements.

If you experience access problems or need assistance to complete your inventory, contact Steve Strunk at (859)257-5046.

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**Instructions to Complete Vehicle Inventory**

**Department Users:**
You must have eBARS access in order to update your inventory. In addition, your supervisor or a person designated by your supervisor must have access in order to be able to approve the information provided during the inventory process. Capital Assets Accounting has worked with departments prior to the beginning of inventory to give each person access; however, if you don’t have access to Vehicle Inventory, contact **Steve Strunk** at (859)257-5046.

If you or your supervisor do not have access to eBARS at all, go to [http://app.mc.uky.edu/ebars](http://app.mc.uky.edu/ebars) and click on “Request Access.” eBARS is used for equipment, facilities, as well as vehicle inventory records.

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**Creating a new eBARS Account:**
A. Only go through this process if you do not currently have an eBars account; if you already have an eBars account but do not have access to the Vehicle Inventory Module, please contact **Steve Strunk** at (859)257-5046.

B. Complete the yellow shaded areas and click ‘Next’.

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[Image of eBARS login page]
C. Check the ‘Scanners’ box under ‘Equipment Modules’ and then select the department or departments in the ‘departments you need access to’ drop down list. For multiple departments hold down the Control key on your keyboard while you click on all necessary departments.

D. Press the ‘Next’ button.

E. Check any boxes that apply to your duties under Space Module (View Only) if you require access to view the Space Database.

F. Check the box Vehicles (View Only) on the next screen.

G. Read and check the box next to the statement in green at the bottom of the page.

H. Press the ‘Submit’ button.

I. Your ID and Password will be emailed to you.
FORGOT eBARS PASSWORD

If you forgot your password:

Select ‘I Forgot My Password’ at the bottom

Enter your Logon ID and ‘Submit’

Your password will be emailed to you.

CHANGE eBARS PASSWORD

Logon to eBARS with your ID and Password

Select “Systems” then “Change Password”

Enter new password and click “Submit”

You may need to close eBARS and log back on to use the new Password.
Vehicle Reports:
A. Log in to eBARS at http://app.mc.uky.edu/ebars.
B. From the dropdown menu, select System, Select Module, click Vehicle (Dept Inventory).

C. The person reviewing the vehicle inventory may wish to print out current information for all vehicles to use for notes as each vehicle is physically visited. To print the information for all vehicles in a department, perform the following steps:
   1. Click Reports, Vehicle Inventory from the main dropdown menu. A new window will open.

   2. Select the department from the dropdown list box labeled Department.

   3. Select an Export format (PDF or Excel). Either format may be printed and/or saved. If you choose Excel, the first tab in the workbook will be labeled Document map, and the list of vehicles will be on the second tab (labeled Sheet 1).

   4. Print the PDF or Excel list of your vehicle inventory.
Updating your Vehicle Inventory:

A. To update the mileage in eBARS for each vehicle, click Vehicle Inventory

![eBARS interface](image)

B. Select the department from the dropdown box labeled **Department**

C. To enter the updated mileage for a vehicle, click **Sel (Select)** shown at the left of the vehicle information. The line selected will be highlighted in yellow and the mileage and status reported during the prior year's inventory cycle will be displayed at the bottom of the screen. Enter the updated mileage in the New Mileage box. Click the Review Complete button. Then click Update to save the new mileage to eBARS. The New Mileage you enter should be equal to or greater than Last Year’s Mileage. If not an error message will appear at the bottom of the screen. You should correct the mileage entry or enter a comment explaining your entry.
D. If the status of the vehicle has changed, choose from the Status dropdown menu to update.

1. If the vehicle was surplused during this fiscal year, enter a comment explaining the change in status. **Submit a copy of the Vehicle Surplus Request form signed by Surplus Property and displaying the Vehicle Surplus Number assigned by Surplus Property to Capital Assets Accounting.**

2. If the vehicle was junked during this fiscal year, provide an explanation in the Comment box and **submit a confirmation from Risk Management to Capital Assets Accounting.**

3. If the vehicle was a **Trade-In** during this fiscal year, **provide the Purchase Order number** on which the vehicle was traded in the Comment box.

4. If the vehicle was **Stolen** during this fiscal year, provide an explanation in the Comment box and **submit a police report to Capital Assets Accounting.**

5. If the vehicle is not in service for any other reason, select **Other**, and provide an explanation in the Comment box.

6. **If the vehicle was transferred to another University department, do not change the status.** Fax a copy of the Vehicle Transfer Request signed by both the transferring and the receiving department to (859) 257-6236 and Capital Assets Accounting will record the transfer in eBARS, removing the vehicle from your inventory and adding it to the Transfer To department.

E. When the vehicle information has been updated, click **Review Complete** shown below the Comment box, then click Update to save your changes.

F. Choose Next at the bottom of the screen to go to the next vehicle in the list. Continue until all vehicles in the department’s inventory have been updated.
Department Administrator:

After all vehicles have been reviewed and their mileage updated the department administrator must then review and finalize the mileage to complete the inventory for the department(s).

A. Log in to eBARS at [http://app.mc.uky.edu/ebars](http://app.mc.uky.edu/ebars). (See instructions on page one).
B. Select the department from the dropdown list. The vehicle inventory for your department will appear.
C. Review the Last Year Mileage, the Current Mileage, and the Status for each vehicle
D. If the information is accurate, click on the Finalize tab to proceed to the next step.
E. Verify that documentation supporting any changes in status has been submitted to Capital Assets Accounting.
F. Verify that there are no mileage errors and click the box beside the department administrator’s statement.
G. When your vehicle inventory has been verified, click the Finalize button at the bottom of the screen.

H. Vehicle Inventory is now complete. However, if proper documentation has not been received by Capital Assets Accounting by **June 2nd** for any vehicle that had a status change, the Review Complete check will be removed from vehicle record, and the department will be required to submit the documentation before its inventory is deemed to be complete.