

Adding Non Capital Equipment to Inventory

1. Log in to eBARS website: <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."


eBARS *electronic Barcoded Assets Resource System* 

System Search/View Scanning Data Entry Reports Help/Links

Inventory Direct Updates
Non-Capital Inventory Production Data


Welcome Derek Hitt Inventory (Scanner) module

Equipment Inventory News and Information	Date
0 working days remaining to Scan your Inventory	01/31/2017
eBARS Training Sessions for Fall 2016	10/06/2016
Equipment Inventory Training Manual, Fall 2016	10/20/2016
Scanner Check out Form	10/06/2016
Scanner Check out Form - Hospital	10/06/2016
Annual Capital Equipment Inventory Certification Sheet	10/06/2016
Drop non-capital equipment on the web	10/13/2015

eBARS *electronic Barcoded Assets Resource System* 

System Search/View Scanning Data Entry Reports Help/Links

Non-Capital Inventory

Add 

Reserve

Department	Total Items	Total Cost	Tags in Reserve	Active Items only
3A000 - FINANCIAL SERVICES ADMINISTR	179	\$195,115.37	0	<input checked="" type="checkbox"/>

Prop #	Bldg Code	Room ID	Description	Cost	Serial #	Status	Scan By	Scan Date
Detail A624670	0005	0374	PC DELL OPTIPLEX GX400MT P4 1.8GHZ	\$1,722.00	6T45C11	OK	sstrun0	11/2/2016
Detail A635303	0005	0301E	TABLE BOAT SHAPED WOOD	\$2,832.00		OK	djhitt3	11/11/2016
Detail A635370	0005	0374	SERVER DELL POWEREDGE 4600 XEON	\$4,245.00	HXLP011	OK	sstrun0	11/2/2016
Detail A635375	0005	0374	PC SERVER DELL POWEREDGE 4400	\$3,257.00	B3XH111	OK	sstrun0	11/2/2016
Detail A646963	0005	0337	PROJECTOR EPSON POWERLITE 730C XGA	\$2,307.00	EE20390668C	OK	djhitt3	12/14/2016
Detail A653217	0005	0356	PRINTER HP 4350N LASER JET	\$1,538.00	SUSBXX03211	OK	djhitt3	12/9/2016
Detail A653226	0005	0331	PC DELL DIMENSION 4700 P4 3.2GHZ	\$1,055.00	HN5Q761	OK	sstrun0	11/2/2016

N016932

- J054911 - Dell Computer
- J054912 - Dell Computer
- J054913 - Dell Computer
- J054914 - Dell Computer
- J054915 - Dell Computer
- J054916 - Dell Computer
- J054917 - Dell Computer
- J054918 - Dell Computer
- J054919 - Dell Computer
- J054920 - Dell Computer
- J054921 - Dell Computer
- J054922 - Dell Computer
- N016932**
- N019157

Cancel **Activate**

Return Delete Edit Add Prev Next Item 0 of 464

Non-Capital Inventory Detail - 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 blank)

Alternate Description (User Defined)

Serial # Model # Cost

Brand/Manufacturer Acquired Month/Year Life Using Account

Pending Status

Current Status OK/Current

For Transfers only

Enter the Dept Code to Transfer to above

Employee Using this Item Employee Phone Off Campus Tag Not Attached

Comments

Add Cancel

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

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, Counts 0.00

Items Scanned but NOT in Inventory	Total Items	Original Cost	ViewPoint Link
	3	Unknown	Unknown Items

- Capital Equipment
- Minor Equipment
- Noncapital Equipment**
- All Equipment

	Total Items Found (Scanned + Manual)	Original Cost	ViewPoint Link
with Scanner	0	\$0.00	
Manually, Off Campus	0	\$0.00	
Manually, Bad Tag	0	\$0.00	
Manually, Other Reason	0	\$0.00	
Total Items Found (Scanned + Manual)	0	\$0.00	Found Items

Non-Capital Items Not Found			
Finalized	0	\$0.00	
Pending	2	\$726.44	
Total Items Not found	2	\$726.44	Exceptions

Non-Capital Items in Inventory			
	2	\$726.44	All Inventory

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.