



## ANNUAL PHYSICAL EQUIPMENT INVENTORY INSTRUCTION MANUAL

Scanning period: **November 1, 2023 - December 15, 2023**  
Exceptions complete: **December 16, 2023 - January 31, 2024**

**All paperwork must be received by Capital Assets Accounting staff in Accounting and Financial Reporting Services (AFRS) by January 31, 2024**

Questions concerning these instructions:

**Campus:**

[Steve Strunk](#), 257-5046  
[Daren Bowyer](#), 257-6260  
[Bill Coleman](#), 257-1111  
Capital Assets Accounting  
Document submission:  
[Capital Assets Accounting](#)

**UK HealthCare:**

[Ty Paul](#), 323-1176  
[Derek Hitt](#), 323-8906  
UK HealthCare Controllers Office  
Document submission: [Hospital Surplus](#)

Scanner check out (bring eBARS ID & password):

**Campus:**

371 Peterson Service Bldg

**UK HealthCare:**

Chandler - Information Systems, Pav H  
Room H0006  
Samaritan - Information Systems  
Room C003D

Scanner or Apple device problems:

**Campus:**

[Daren Bowyer](#) 257-6260  
Local IT Representative  
Campus Help Desk 218-4357

**UK HealthCare:**

Chandler - Support Center 323-8586  
Samaritan - Help Desk 226-7500

Room bar-coded labels (new or replacement):

[Steve Strunk](#), 257-5046

**PLEASE READ ALL INSTRUCTIONS BEFORE BEGINNING**

## TABLE OF CONTENTS

<u>Item</u>	<u>Page</u>
eBARS Access	3
Installing the eBars Scan App	4
eBars App Overview	5
eBars App Features	6
Logging out of the eBars App	8
Pairing Your Devices	8
Unpairing Your Devices	8
Scanner Check Out	9
Scanning Instructions	10
Manual Tag Entry	12
Manual Room Entry	14
Locate and Finalize Exceptions	14
Detail Changes	17
Insurance Codes	17
Forms	18
Reports	19
Search eBARS	20
Submit Inventory	22

# USER ACCESS

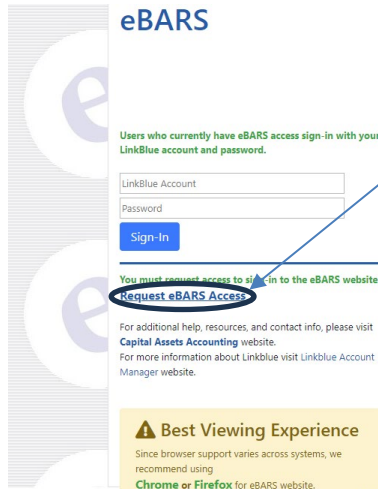
To obtain an ID and password to eBARS

## On the eBARS Website

Go to the [eBARS](#) website or to the [UK Site Index](#). Select 'E', then eBARS.

## NEW USER

1. Select 'Request eBARS Access' in middle of screen.



2. Complete the shaded areas and press 'Next'

Check the Scanners box under Equipment Modules.

3. Select the department or departments in the 'Departments you need to access' drop-down list. For multiple departments hold down the Control key on your keyboard as you click all necessary departments.

4. Under 'Additional associated functionality' check the box for each function you will need to perform.

5. Press the 'Next' button.

6. If you require access to the Space Database, check any boxes that apply to your duties under Space Module. The default is to View Only.

7. Press the 'Next' button.

8. Check the box below UK Vehicle Module (View Only) if you require access to view this inventory. If you need access to enter Vehicle Inventory information, contact Steve Strunk for assistance.

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

Press the 'Submit' button.

**Your ID and password will be your Link Blue ID and password.** It will take approximately 24 hours for your ID to be activated.

# BEFORE YOU BEGIN SCANNING

## Installing the eBars Scan app

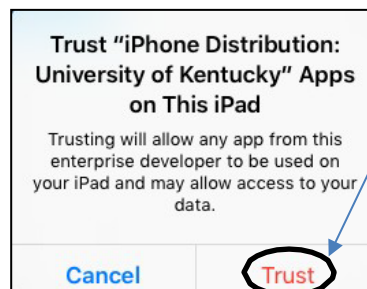
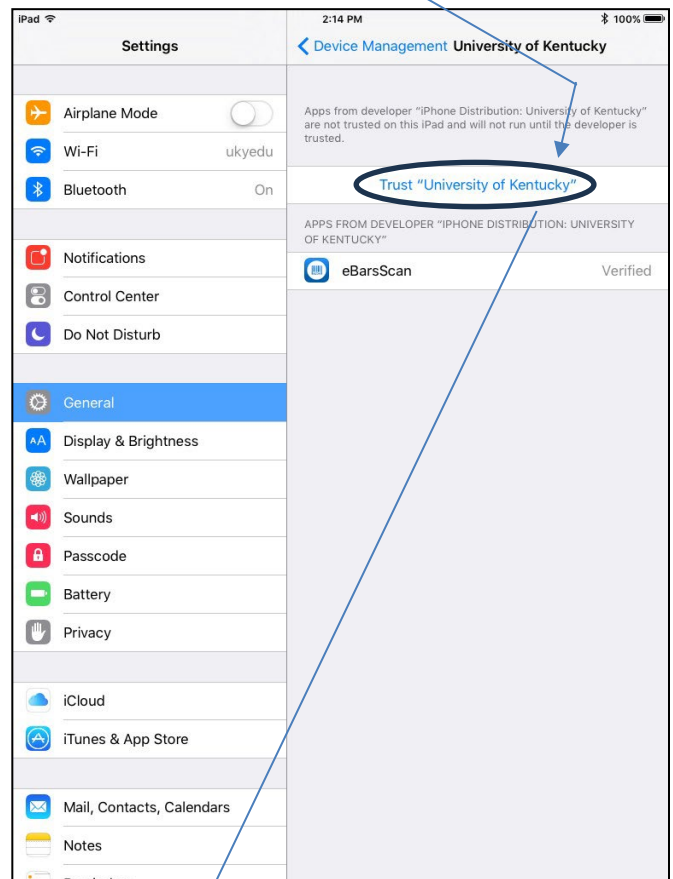
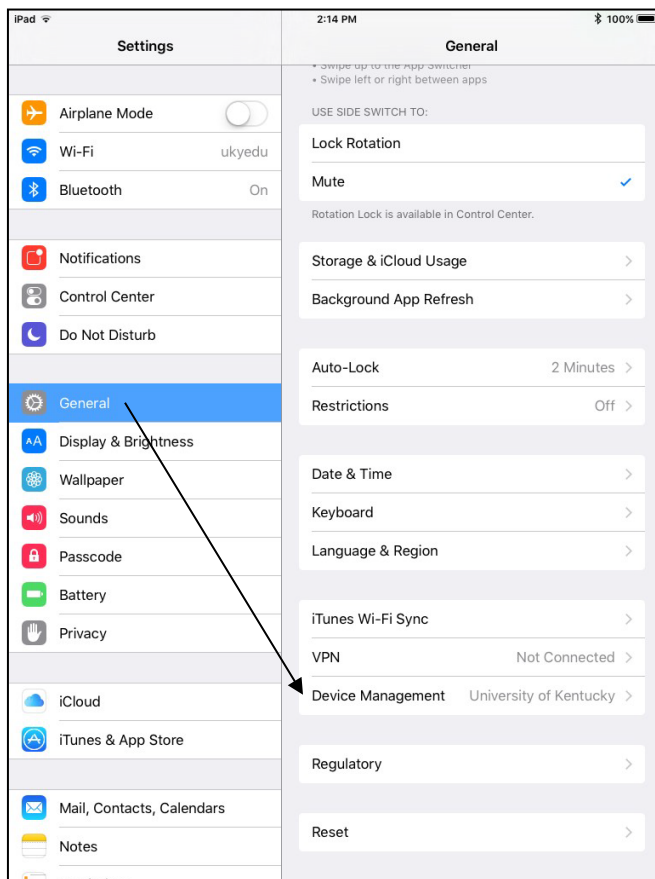
Follow these instructions to install the eBars Scan app to your Apple device

1. On the Apple device, use Safari to go to <https://myuk.uky.edu/apps/ebars/>
2. Tap the 'Click Here to Download' link under the iOS version currently installed on your device.
3. Tap 'Install eBars for iPhone' on the next screen. Then when prompted, tap 'Install'.
4. The eBars Scan app will be downloaded and installed on the Apple device. Please note that it may appear on a different screen than your other apps.

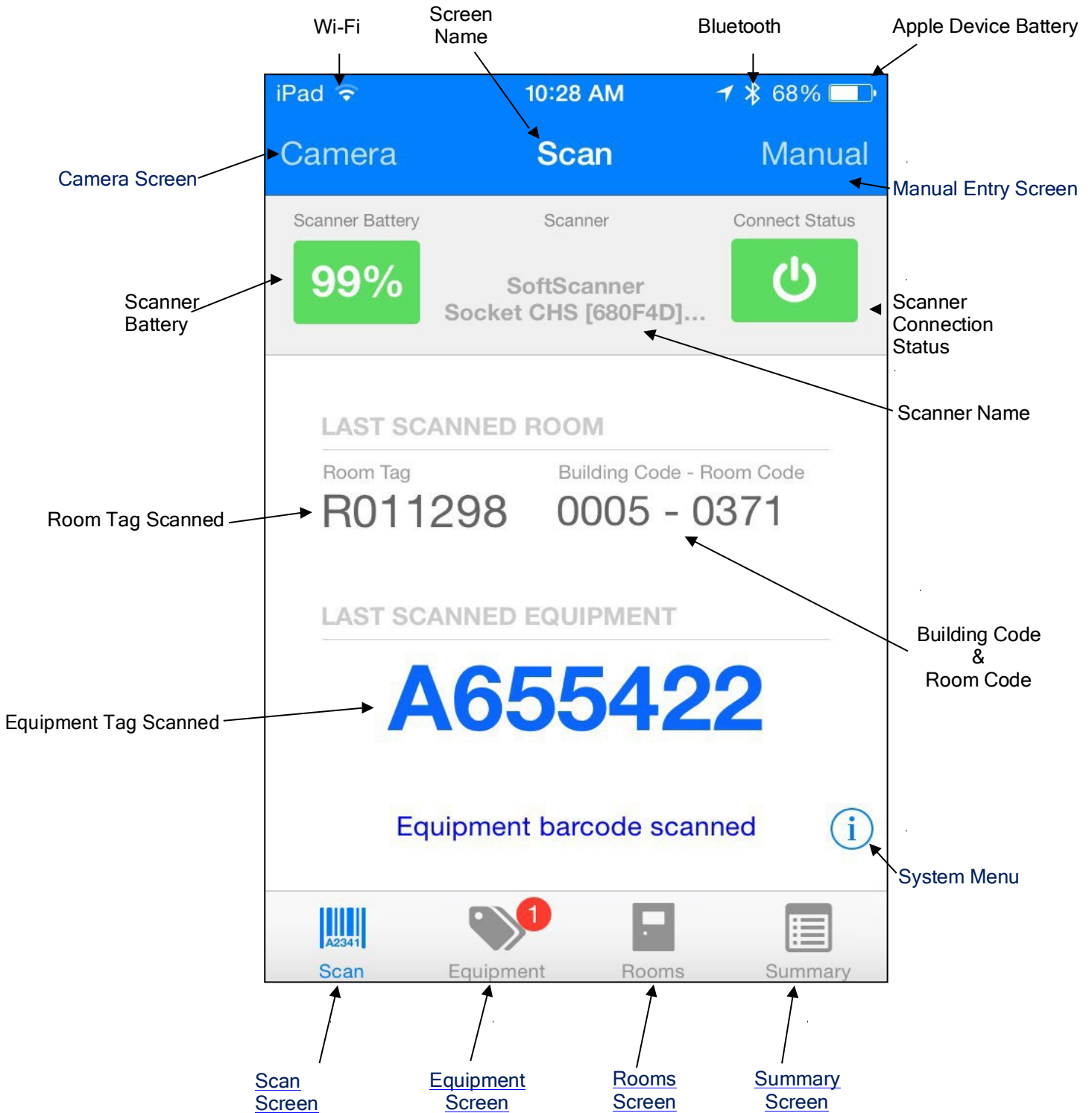
**Untrusted Enterprise Developer** - Upon installation you may get this message when attempting to open the eBars Scan app. Please follow the instructions below to correct this issue.

Follow these instructions to 'Trust' the eBars Scan app on your Apple device:


1. On the Apple device, go to 'Settings'.
2. Go to General and select Device Management.
3. Tap 'University of Kentucky' under the Enterprise App heading.
4. Tap 'Trust University of Kentucky' and select 'Trust' when prompted.
5. Go to your eBars Scan app and verify that the app can now be opened.



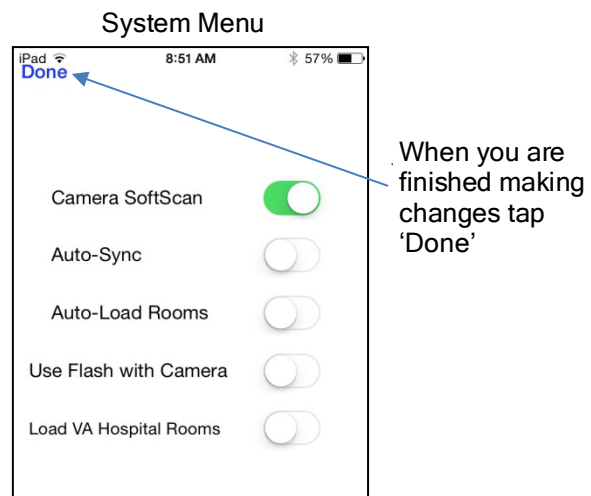
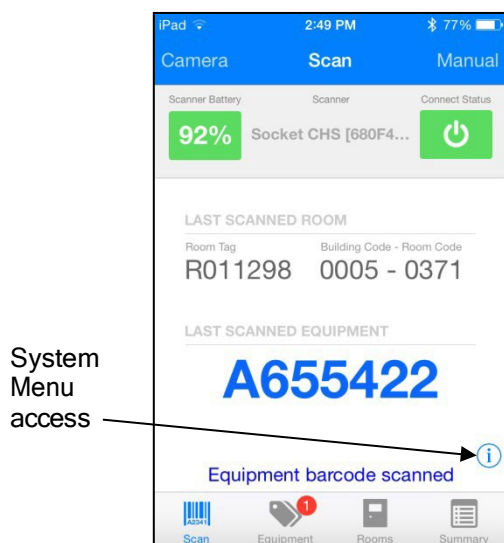
**eBARS SCAN APP OVERVIEW**



## APP FEATURES

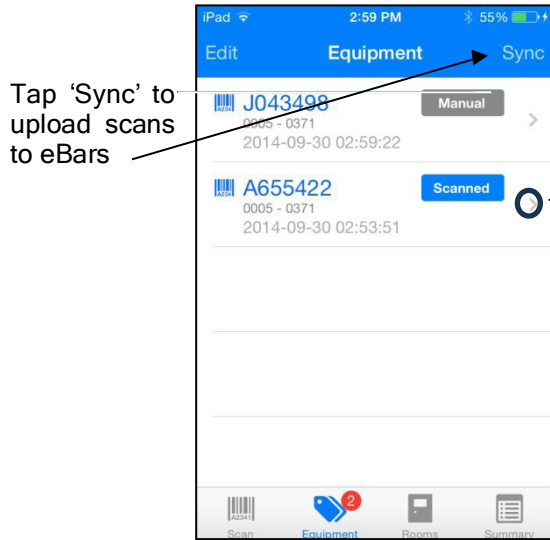
**System Menu** - The system menu is accessed by tapping the  icon on the main app screen. It is located at the bottom right of the screen directly above the summary tab. The systems menu allows access to enable and disable various options in the eBars Scan app, all of which are detailed below. To exit the system menu, please tap 'Done' located in the top left of the screen.

- **Camera SoftScan** - When this option is enabled users will be able to use the Apple device's camera to scan both room barcodes and property tags.
- **Auto-Sync** - When this option is enabled scans will be uploaded automatically to eBars. If this option is switched off scans will need to be manually uploaded to eBars.
- **Auto-Download Rooms** - When this option is enabled all rooms that you have access to via your Link Blue account will automatically download to the Apple device. If you have access to a large number of rooms this setting should be switched OFF; rooms may be downloaded manually by department or building code.
- **Use Flash With Camera** - When using an iPhone, enabling this option will turn the flash on whenever the camera is used.
- **Load VA Hospital Rooms** - When this option is enabled, VA rooms will be available for download onto the device.



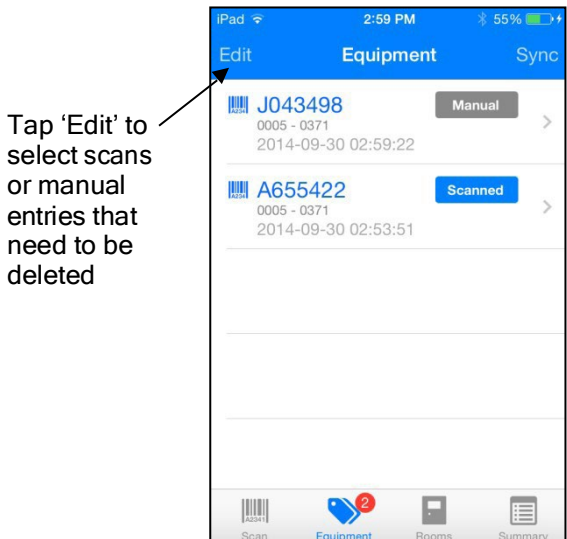
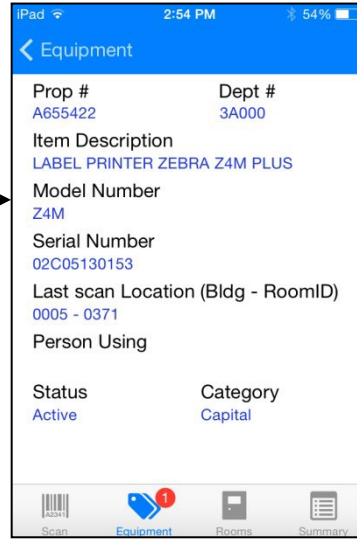


**Equipment Tab** - When Auto-Sync is disabled this screen allows users to view all the equipment that has been scanned during the current session. Users can sync the data by tapping the 'Sync' button in the top right corner of the screen. It is also possible to delete scans if an item has been scanned or manually entered incorrectly.



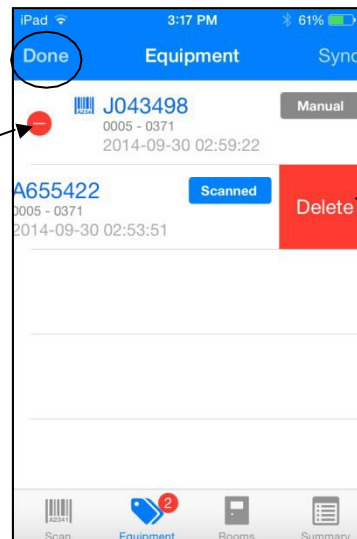
Tap 'Sync' to upload scans to eBars

A description of the equipment can be viewed by tapping the arrow.



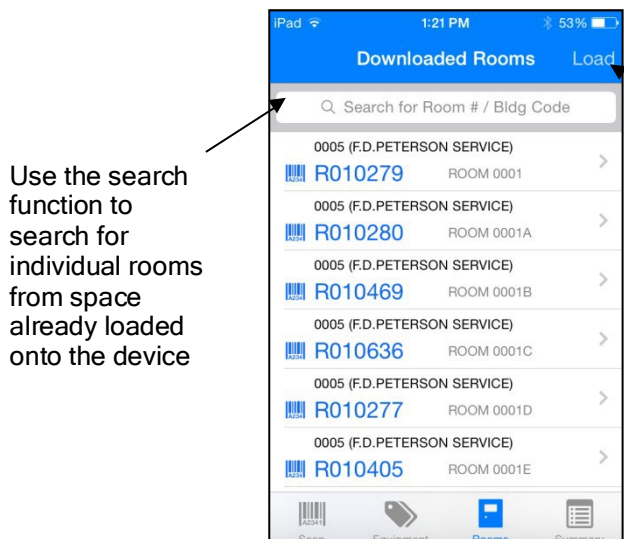
Tap 'Edit' to select scans or manual entries that need to be deleted

Tap the minus icon to prompt the delete option to appear



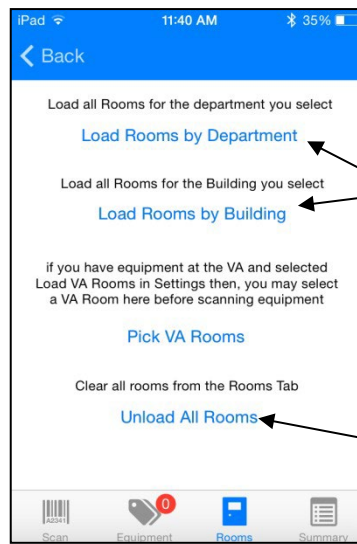
Tap 'Delete' to remove the entry. When you are done removing entries, tap 'Done' at the top left of the screen.

**Rooms Tab** - This screen allows users to look up Room Barcode ID #s and allows users to download their department's rooms onto the Apple device. Departments and buildings with a lot of space may take a while to download.



Use the search function to search for individual rooms from space already loaded onto the device

Tap 'Load' to edit the rooms loaded on the Apple Device.

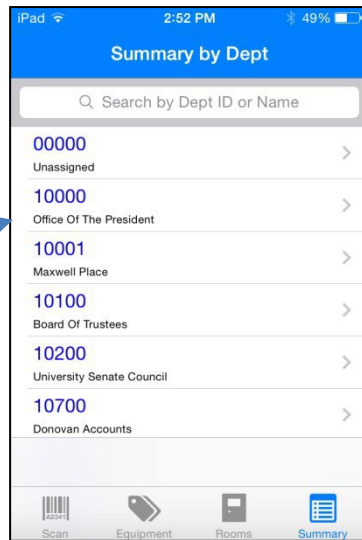


You can download additional rooms by selecting departments or buildings from the available list.

Rooms can also be deleted from the device. To remove all rooms, tap 'Unload All Rooms'

**Summary Tab** - This screen provides a summary of a department's progress with equipment inventory.

Select a department from the list to view equipment inventory details



To view Capital or Non-Capital items that are still exceptions tap the respective button.

**Logging out of the eBars Scan app** - If you need to switch users on the Apple device you will need to log out of the eBars app. Follow the directions below to log out:

1. Press the home button on the Apple device to exit the app.
2. Double tap the home button; this will open a menu of all currently operating apps.
3. Swipe left or right until the eBars Scan app appears.
4. Swipe up on the eBars Scan app to close the app and log out.

### Pairing your Scanner and Apple device

Follow these instructions to pair your scanner with your Apple device

1. Power on the scanner
2. Scan the barcode below to set it to discoverable mode for Apple devices (this barcode can also be found in your scanner's instruction manual). **\*NOTE\*** This only needs to be done the first time the scanner is paired with the Apple device.



3. Enable Bluetooth on the Apple device (Go to 'Settings' and select Bluetooth).
4. In the list of found devices, select the scanner you are trying to pair with. If prompted, select 'Pair'.
5. The scanner should now be paired with the Apple device.

**Unpairing your scanner and Apple device** - If the scanner is paired with an Apple device and you need to connect it to a new device, you will need to unpair the scanner before trying to connect with a new device. Follow the below directions to unpair the scanner:

1. Power on the scanner
2. Press and hold the trigger button
3. While pressing and holding the trigger button, press and hold the power button
4. After hearing 3 short beeps release the power and trigger buttons.
5. The scanner will unpair and power off.



## Scanner Check Out Instructions - Campus

Scanner check out is at 371 Peterson Service Building. Do not check out the scanner until you are ready to begin scanning. **Scanner check-out appointments** will be Mondays thru Wednesdays. To request one, send an email to [Capital Assets Accounting](#). Keep in mind that others are waiting to use the scanner. **Capital Assets Accounting WILL NOT PROVIDE Apple devices**; please make sure that one is available from your department before checking out a scanner.

When you pick up the scanner:

1. Bring a completed [Scanner Check-Out form](#) and the Apple device you will be using.
2. Capital Assets Accounting will pair the scanner with your Apple device and verify that it is functioning properly.

Returning the scanner:

1. The scanner must be returned one week after it was first checked out.
2. Return the scanner to 371 Peterson Service Building. Capital Assets Accounting will unpair the scanner from your Apple device.
3. Departments are responsible for repair costs for scanners that are broken due to misuse.

**Every University area must be scanned between November 1, 2023 and December 15, 2023.** Any updates and changes will be posted to the eBARS listserv. Always check closets, shelves, cabinets and drawers for equipment. **ALL equipment with a UK property tag located in the area being scanned must be scanned regardless of who owns it.**

## Scanner Check Out Instructions - UK HealthCare

HealthCare will exclusively use iPads paired with Bluetooth scanners to perform inventory.

1. Complete the UK HealthCare [Scanner Check-Out Form](#).  
The form must be signed by your department head and the unit's cost center number should be provided prior to attempting to pick up the scanning equipment.
2. Take a completed UK HealthCare Scanner Check-Out Form to one of the following locations when you are ready to begin scanning.
  - *Information Systems, Room H0006 at Pavilion H*
  - *Information Systems, Room C003D at Samaritan*

## Scanner Return Instructions

1. Return scanner within **forty-eight hours** of being checked out.
2. Return the scanner to the same location it was checked out.
3. Any damages will be charged to the department's account number. Failure to return the scanner will result in a charge for replacement costs.

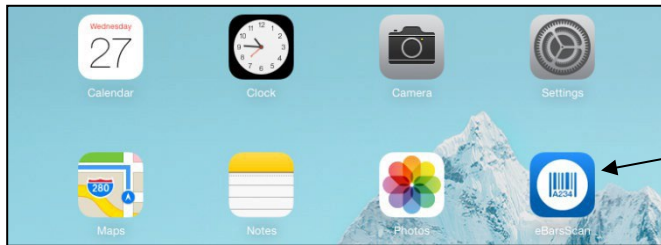
**Every University area must be scanned between November 1, 2023 and December 15, 2023.** HealthCare employees will be notified via email of any updates and changes. Always check closets, shelves, cabinets and drawers for equipment. **ALL equipment with a UK property tag located in the area being scanned must be scanned regardless of who owns it.**

# HOW TO USE SCANNER

## Socket Mobile Scanner



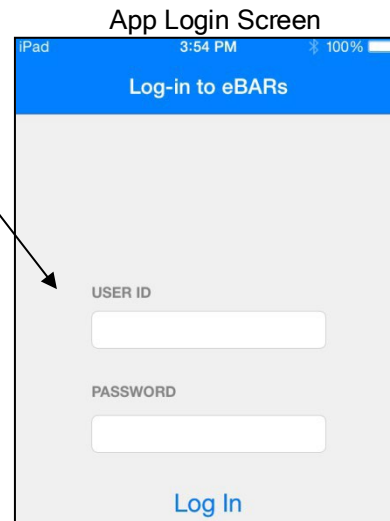
1. Turn on the scanner and Apple Device
2. Make sure that the devices are paired (for pairing instructions see [pairing your Scanner and Apple device](#)).
3. Start the eBarsScan app on your Apple Device (for information see [Installing the eBars Scan app](#)).



eBarsScan app

Log into the app using your Link Blue user ID and password. You must be on a Wi-Fi network to log into the app. You will hear a small beep when the app connects to the scanner.

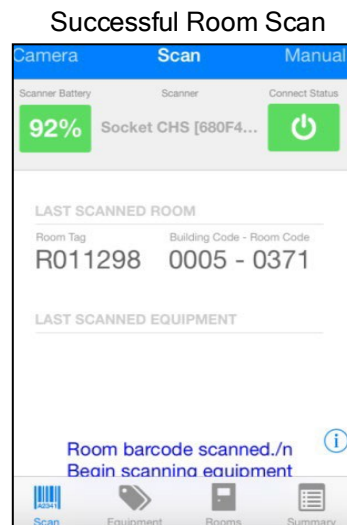
**\*NOTE\*** If the iOS keyboard does not display, please double tap the power button on your scanner which will prompt the keyboard to appear.



App Login Screen

4. **Scan Room Barcode:** Before entering a room in which equipment is located, scan the room barcode, located on the middle hinge of the door, for that room. Scanning the room barcode updates the location of the equipment in eBARS. Upon a successful scan you should hear a beep and the building number and room number should display on your Apple device.

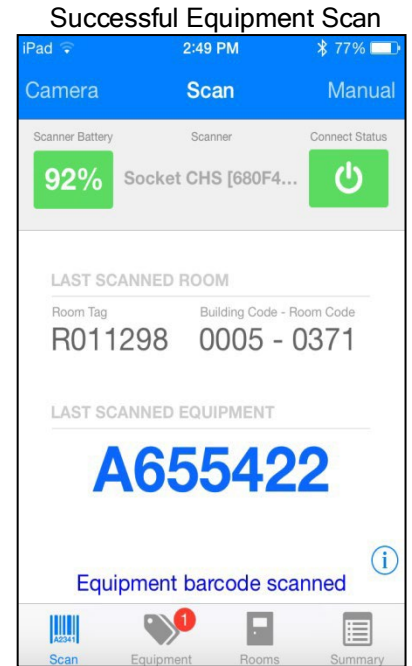
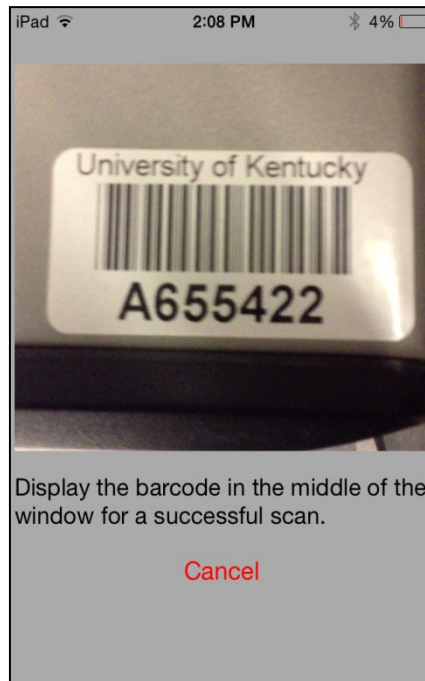
- Rooms with more than one entrance may have only one label. Please check both entryways before requesting a room tag.
- Cubicle work stations may have room number labels affixed to them.
- General areas such as hallways and reception areas should have a room label near the entrance, on the entrance door frame or wall.



Successful Room Scan

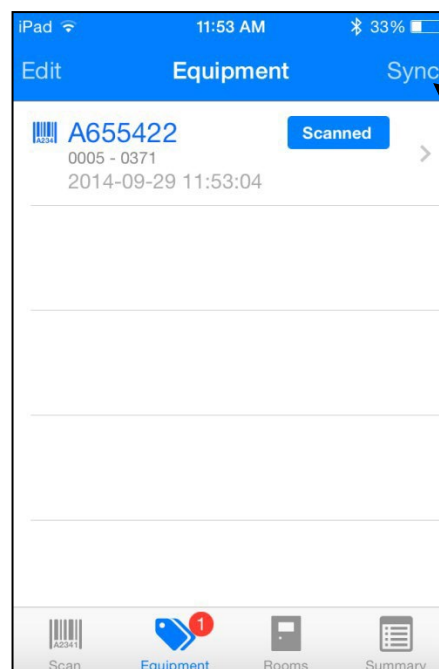
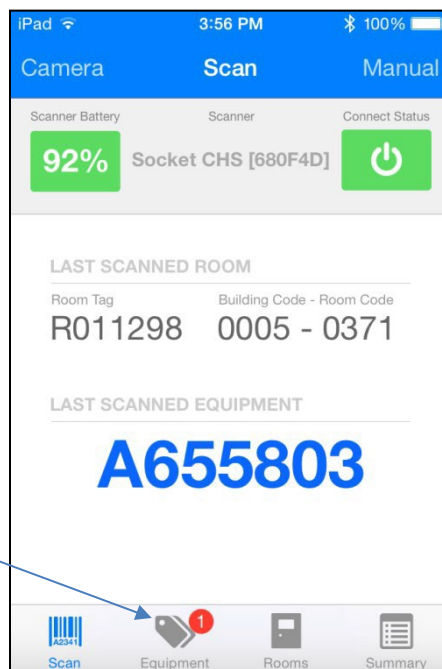
If no room barcode is found, contact [Capital Assets Accounting](#) for a replacement tag. The room tag can be manually entered by following the instructions on [page 14](#).

- Scan the property tag for all equipment items in the room. Point your scanner at the property tag from about 6-8 inches away and push the trigger button to scan the barcode. Upon a successful scan you should hear a beep and the property tag number should display on the screen of the Apple device. To use the camera to scan barcodes, select 'Camera' from the top left on the app's home screen. Please make sure that Camera SoftScan has been enabled ([instructions on page 6](#)). When using the camera to scan barcodes center the barcode in the camera window. Upon a successful scan you will hear a beep and the main page for the app will display.



- If Auto-Sync is enabled, items will be uploaded to eBars as they are scanned as long as Wi-Fi is available. If Auto-Sync is disabled, the scans will need to be manually uploaded using the app. To do so, tap on the equipment tab in the app and select the 'Sync' option located in the top right corner of the screen. For more information on the Auto-Sync feature [see page 6](#).

Tap the Equipment tab to view items that have been scanned or manually entered



Tap the Sync button to upload the items to eBars

# MANUAL TAG ENTRY

There are several reasons a manual entry is necessary:

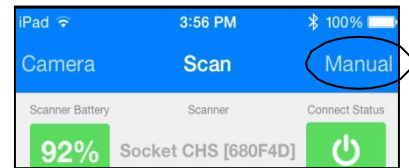
- **Off Campus** is for equipment located off University premises, such as in an employee's home. This selection requires an Off-Campus Equipment Report if any of the following apply:
  - a) An off-campus form has not been previously submitted.
  - b) There is a status change i.e. person moves, or another person has the equipment.
- **No Barcode** - The property tag is missing. Please contact [Capital Assets Accounting](#) for tag. **Note:** Check the equipment thoroughly to see if a new label with a barcode was placed in an obscure location before making this choice.
- **Bad Barcode** is for property tags with a barcode but the scanner will not scan the barcode. **Note:** It can take more than one attempt for the tag to be scanned; therefore, it's best to try several times before resorting to manual entry. If after several tries, the tag still won't scan, contact [Capital Assets Accounting](#) for a new tag.
- **Label Location** is for property tags you can see but are unable to reach with the scanner. Contact [Capital Assets Accounting](#) to receive a new tag that can be placed in an accessible location.
- **Other** is for any reason not listed above.

**\*\*Any department with a large percentage of manual tag entries is SUBJECT TO AUDIT\*\***

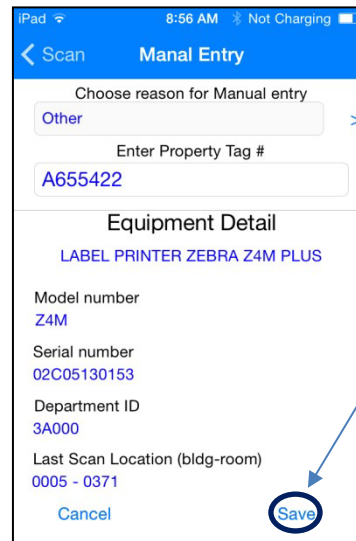
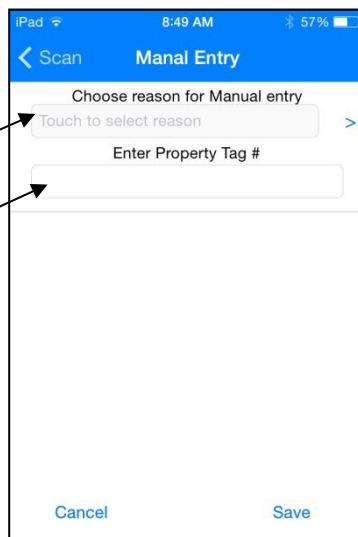
Manual entries can be done on the Apple device or through the eBARS web site.

## On the Apple device

1. Scan the room barcode
2. Select 'Manual' from the top right of the main screen
3. Select the reason for the manual entry
4. Enter the property number for the equipment and select 'Return'
5. Verify that the equipment information is correct, then tap 'Save'



Select the manual entry reason and then enter the property #.



Tap 'Save' to complete the manual entry after verifying that all equipment information is correct.

## On eBARS Website

1. Logon to the eBars website
2. Select the 'Scanning' tab and then click 'Manual Entry.'



3. Complete the following fields:  
**Property Number** - Enter the property number  
**Building** - Select from the drop-down list.

## Equipment Manual Entry

Property Number:

Required Field \*

<u>Item Description</u>	<u>Serial Number</u>	<u>Dept#</u>
-------------------------	----------------------	--------------

Property Location: Building\*  SortBy Building Name Room#\*

Manual Entry Reason:\*

Entered By: **debo230**

Entry Dept: **3A300**

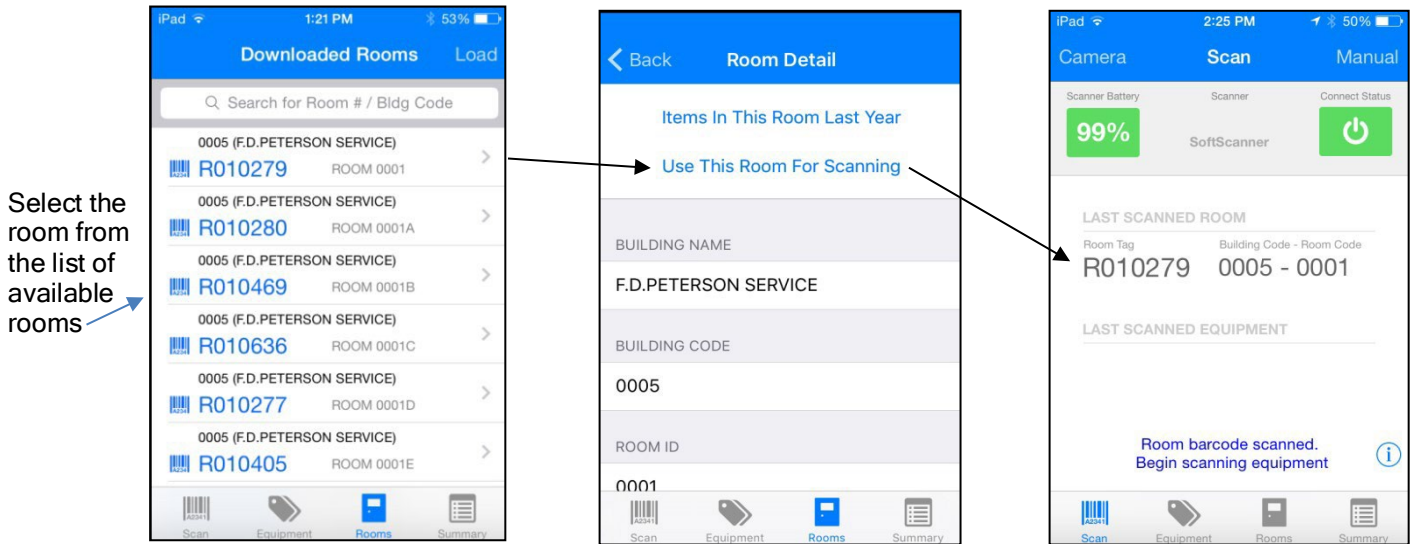
**Room #** - Select from the drop-down list. This list is from the Space Database and has leading zeros.

**Manual Entry Reason**- Select from the drop-down list.

**Add** - Check for accuracy before clicking 'Add'. Once added it cannot be removed. If the add was successful it will show in your 'Today's Manual Entries'. This item will now show up as found in your 'Found Items' report.



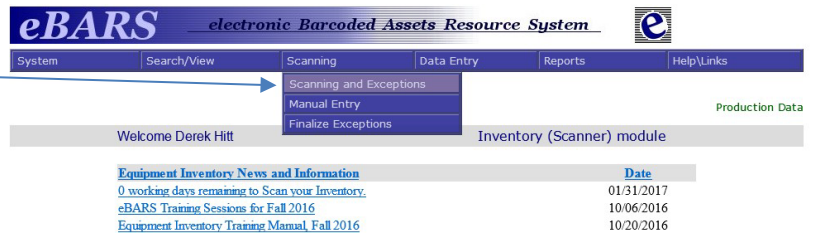
**Manual Room Entry** - Rooms can be manually entered on the Apple device as well. Go to the 'Rooms' tab in the app and select the room that you need to manually enter from the list of available rooms. Once in the details tab for that room, select the 'Use This Room for Scanning' option. The room will appear as the last room scanned on the main app screen.



### Locate and Finalize Exceptions

Exceptions are equipment items on your inventory list that were not scanned or manually entered.

Logon to eBARS and Select 'Scanning' and 'Scanning and Exceptions'



Select the 'Department' from the drop-down list

Defaults to 'Capital Equipment' (Only capital equipment items must be inventoried/scanned)

Select 'Exceptions' report

You can also see at a glance (without opening the report) if you have any Exceptions.

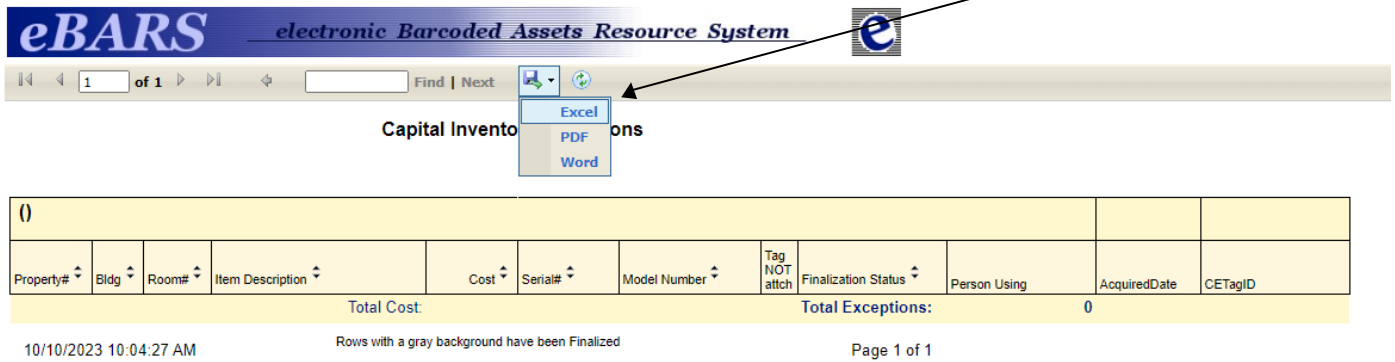




**If you have any exceptions**

Open the report in Excel or PDF and print

You can change the sort before printing in Excel or PDF by making a selection from the drop-down list.



**Locate Exceptions**

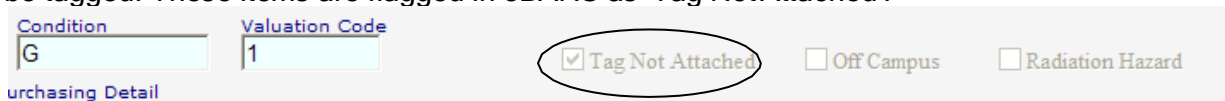
Search for the equipment on the Exceptions report.

Once located Scan the room label first, then scan or manually enter the tag number.

Sync the scanner.

Manual entries for the following will need to be done on the website (refer to Manual Tag Entry instructions)

- **No Bar Code:** Due to physical location, size, or use of equipment, some equipment items cannot be tagged. These items are flagged in eBARS as 'Tag Not Attached'.



- **Off Campus:** Equipment such as computers located in employee's homes or with no assigned building number (speed sort). Requires that an Off-Campus Equipment Report be submitted.

**Finalize Exceptions**

Do only after the end date for scanning and you have exhausted all efforts to locate the equipment.

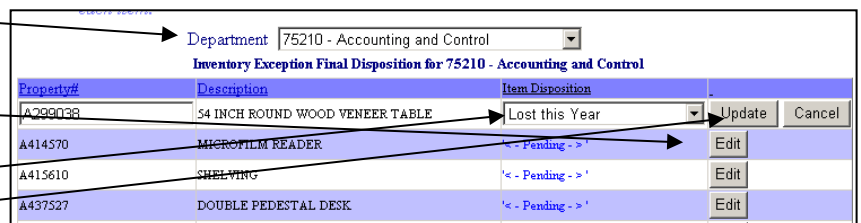
Logon to eBARS and Select 'Scanning' and 'Finalize Exceptions'

You will indicate the reason of all items you were not able to locate and complete the supporting documents.



Select the 'Department'

- Select 'Edit' button.
- Make a selection from the 'Item Disposition' drop down list.
- Select 'Update' button.



**Item Disposition Selections:**

- **Lost This Year** - A Lost Equipment Report must be submitted.
- **Stolen This Year** - A Capital Equipment Theft report must be submitted and a copy of the Police Report attached.
- **Surplused This Year** -
  - **Hospital Area:** If you have a copy of the surplus request, send it when you submit your inventory. Equipment can only be removed as surplus when the surplus requests signed by the surplus warehouse are returned from PPD.
  - **Campus area:** must submit copy of the move order with the move order number on it.
- **Traded In** - Provide the property number of the new equipment that was bought to replace it. A 'Trade In' is when a vendor gives the University a cash value for the old equipment to use toward the purchase of new equipment. It must be listed as a 'Trade in' on the Purchase Order for the new equipment. This transaction is handled through Purchasing and Capital Assets Accounting must approve the trade-in. Equipment cannot be traded in without Capital Assets Accounting approval. See Trade in policy in [Business Procedures Manual E-12-4](#).
- **Destroyed for Parts** - A memo from the department head must be submitted that includes the property number and how the equipment was destroyed.
- **Externally Managed** - This selection should only be made if the item cannot be located and scanned, and is an item managed by Crothall.
- **Other, see attached document** - A memo or supporting documentation must be submitted for any unusual circumstances such as equipment being sent to vendor for repair.

**Making the above selections will not make changes to your inventory. You will need to complete and send in the appropriate forms.**

**Review your Inventory Summary to verify all Exceptions are finalized.**

Select 'Scanning' and 'Scanning and Exceptions' to get to the Inventory Summary page.

Select the 'Department' you want

Defaults to 'Capital Equipment'  
All items to be inventoried

'Pending' should be '0'

Print the Exception Report and attach back up documentation.

The screenshot shows the eBARS 'Inventory Summary' page. At the top, the navigation bar includes 'System', 'Search/View', 'Scanning', 'Data Entry', 'Reports', and 'Help/Links'. The main content area is titled 'Inventory Summary' and includes a 'Department' dropdown set to '71180 - Emergency Room Services'. Below this, there are fields for 'Percent Found' (96.10) and 'Percent Complete' (100.00). A table shows 'Items Scanned but NOT in Inventory' with 13 items and an 'Unknown' original cost. Below that, 'Capital Items Found' are detailed: 113 with scanner, 0 manually off-campus, 0 manually bad tag, and 35 manually for other reasons, totaling 148 items worth \$1,142,224.00. 'Capital Items Not Found' are also detailed: 6 finalized (\$24,985.00) and 0 pending (\$0.00), totaling 6 items worth \$24,985.00. At the bottom, 'Capital Items in Inventory' are 154 items worth \$1,167,209.00. A link for 'Exceptions' is visible next to the 'Total Items Not found' row.

## Detail Changes

Review your 'Found Items' report and consider if any of those items may require a change to the equipment detail page for that given asset. If any changes need to be made, print the item [detail page](#) for the asset and mark the changes needed.

### Examples of changes you may need to make:

- **Description changes** can be made if you found that the description on your report made it difficult to locate when looking for equipment on your Exception report.
- **Condition** of the equipment 'G' Good, 'F' Fair, or 'P' Poor.
- **Special codes** such as 'Off Campus' or 'On Loan' need to be removed if the equipment is no longer Off Campus or on loan. If the Comment column says Off Campus you are required to submit an Off-Campus Equipment Report. If one has already been submitted and information has not changed, you do not need to submit another form.
- **Transfers** that may need to be done can be found if you review where the equipment has been located (room numbers). If the equipment needs to be transferred, you will need to submit a Capital Equipment Transfer Request signed by both departments. Keep in mind that not all equipment found by another department needs to be transferred. Some equipment will move around to different locations regularly but should remain on your inventory. Equipment scanned in building 0101 or 9997 indicates that it is at surplus and will be removed from your inventory.
- **Other** - If the Comment column says 'Other' an explanation must be provided in a memo.
- **Insurance codes** are very important. These codes should be reviewed every year. If the insurance code is not correct, we may not be able to receive insurance reimbursement on a claim. Some of the equipment for which the code should be closely reviewed are laptops or computers that go home or on trips with employees, any medical equipment that is sent home with the patient, equipment in vehicles and any equipment that leaves designated University premises for any period of time.
  - **C - Contents** - Capital equipment that is housed in a designated University building and remains in that building or within 100 feet of that building throughout its useful life.
  - **M - Inland Marine** - Capital equipment that may be designated to a University building or shelter, but is routinely used in field work or outdoor activities and is generally moved from the building or shelter on a periodic basis to conduct these activities and is returned to the building/premises after the activity is completed. Also includes capital equipment that is removed from University buildings/premises for extended periods in the course of its general use and purpose and is generally not returned to a University building/premises on a periodic basis. Examples of this type include equipment routinely utilized in mobile units, ocean-going vessels and aircraft.

### Example of Item Detail page:

#### Equipment Detail - A872342

To view detail from previous year select archive year from drop down. Otherwise, select **Active** to view the current record. ACTIVE ▾

Property # A872342	Item Description from Purchase Order SCOTSMAN N0622W ICE MACHINE	Pending Status	Current Status Active	Category Status Capital				
<b>Acquired MM/YY</b>								
MM 10	YYYY 2017	Life 10	Initial Cost \$6,995.00	Depr Begin Date 10/1/2017	Accum. Depr. \$4,138.59	YTD Depr. Exp. \$174.87	Net Value \$2,856.41	<input type="checkbox"/> Fully Depr
Insurance Code C	Insurance Value \$6,995.00	Serial #	Model #	Condition G	Valuation Code 1			
Brand Code 563	Brand Code Description SCOTSMAN	Class Code 41100017	Class Code Description ICE FLAKER					
Dept 12G00	Dept Name FACILITIES	Fund Source 9450	Fund Source Description ATHLETIC ASSOCIATION					
<b>Gift to University</b>								
<input type="checkbox"/> UKRF <input type="checkbox"/> KMSF <input type="checkbox"/> Corp <input type="checkbox"/> UKRF Startup Acct								
<b>SAP Accounting Objects</b>								
Fund Group	Cost Center	WBS Element	Fund	Bus Area				
	1013188610		0011674100	0500	<input type="checkbox"/> Federal Funded			
Bldg Code 0019	Bldg Name MEMORIAL COLISEUM	Room # 0025A	Inventoried By awerner2	Inventory Date 12/5/2022	CETagID			
<input type="checkbox"/> Tag Not Attached <input type="checkbox"/> Off Campus <input type="checkbox"/> Radition Hazzard <input type="checkbox"/> OnLoan <input type="checkbox"/> Lease #								
Employee Using Item	Employee Phone							
<b>Comments</b>								

#### Purchasing Detail

SAPAcc#	CostStr	PO#	Doc#	SAPFund	Dept	BA	Cost	Posted	CFDA	BudgetRule	FlnvAcct	TradeIn
C1013188610	0	7500117563	5001449090	0011674100	12G00	0500	\$6,995.00	10/24/2017				

## Forms

Forms are located on the [Capital Assets Accounting](#) website:  
Complete and **email** all Forms to:

### Campus:

Email all signed and scanned documents to: [Capital Assets Accounting](#)

### UK HealthCare:

Email all signed and scanned documents to: [Hospital Surplus](#)

- [Annual Capital Equipment Inventory Certification Sheet](#) - complete only if you have exceptions or changes needed on your inventory.
- If you have no exceptions, memos or forms to submit, you are not required to complete a Certification Sheet.
- [Capital Equipment Transfer Request](#) - complete for equipment you see was scanned in another department on your inventory and both departments agree it should be transferred.
- The signatures of the transferring and receiving department are required.

*Any equipment which is assigned to a department but moves around regularly should not be transferred.*

**Transfers cannot be left as exceptions.**

- [Capital Equipment Theft Report](#) - complete for any equipment that has been reported to the Police. A copy of the police report must be attached.
- [Lost Equipment Report](#) - complete after you have exhausted all efforts to locate the equipment. The lost report will need the signature of the Provost office or appropriate Executive Vice President.
- [Off-Campus Equipment Report](#) - complete for all equipment that is not located on University owned premises. For example, computers used at employees homes.  
*If a form has already been submitted and information has not changed, you do not need to submit another form.*
- [Scanner Checkout Form](#) is used only if you need to borrow a scanner from Capital Assets Accounting.

## Links

---

### Equipment Inventory

- [Instructions for Annual Capital Equipment Inventory Process \(PDF\)](#)
- [Adding Non-Capital Equipment to Inventory \(PDF\)](#)
- [Deleting Non-Capital Equipment from Inventory \(PDF\)](#)
- [Definitions for Insurance Codes and Availability Codes \(PDF\)](#)
- [Surplus Property](#)

### Equipment Inventory Forms

- [Annual Capital Equipment Certification Sheet \(PDF\)](#)
- [Capital Equipment Transfer Request \(PDF\)](#)
- [Capital Equipment Theft Report \(PDF\)](#)
- [Lost Equipment Report \(PDF\)](#)
- [Memorandum of Understanding between a Departing Investigator and the University of Kentucky \(MSWord Doc\)](#)
- [Off-Campus Equipment Report \(PDF\)](#)
- [Scanner Checkout Form \(PDF\)](#)
- [Scanner Checkout Form - Hospital \(PDF\)](#)

# Reports

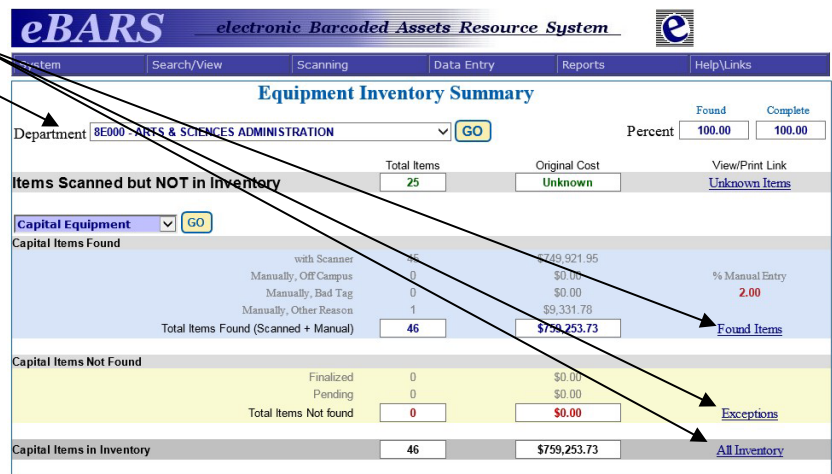
All reports are located on the Inventory Summary page.

Logon to eBARS and Select 'Scanning' and 'Scanning and Exceptions'

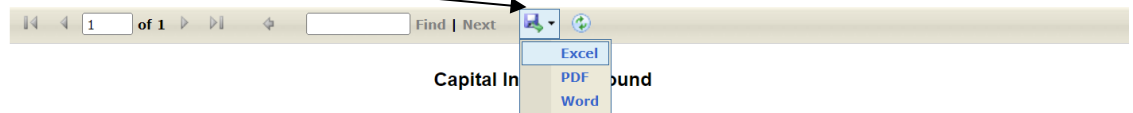


To view any of these reports just click on the words. Remember to select the department before viewing the reports.

- **Found Items** report is the equipment that has been found by scanning or manual entry.
- **Exceptions** report is the equipment that hasn't been scanned or manually entered.
- **All Inventory** report is the entire inventory for the department, both found and not found.



To print choose the Excel or PDF from the drop-down list at the top of the page.



OFFICE OF THE PRESIDENT (10000)												Person Using		
Property#	blgd	Room ID	Description	Cost	Serial#	Model#	acqMM	acq YY	Life	Found By	Scan Date	Type Entry	Entry Comments	Person Using
A873926	0032	0103	VIEWSONIC 86" INTERACTIVE LED FLAT PANEL DISPLAY	\$7,222		IFP8650	06	2018	5	bhe235	1/22/2023	Manual	Not Scannable	
A724759	0032	0209	PORTRAIT KIRWAN	\$5,000			06	1970	50	bhe235	1/22/2023	Manual	Not Scannable	
A724760	0032	0209	PORTRAIT MCVEY	\$5,000			03	1948	50	bhe235	1/22/2023	Manual	Not Scannable	
A731017	0032	0209	PORTRAIT DONOVAN	\$5,000			04	1980	50	bhe235	1/22/2023	Manual	Not Scannable	
A731018	0032	0209	PORTRAIT DICKEY	\$7,500			04	1980	50	bhe235	1/22/2023	Manual	Not Scannable	
A736610	0032	0209	PANTING PAUL SAWLYER WATER COLOR	\$10,000			10	1989	50	bhe235	1/22/2023	Manual	Not Scannable	
A737088	0032	0209	PORTRAIT OTIS SINGLETARY	\$6,500			06	1987	50	bhe235	1/22/2023	Manual	Not Scannable	
Total Cost: \$46,222												Total Found: 7		



## Search in eBARS

The eBARS system has all the University's equipment listed at the time of inventory. You have the ability to search through all of the University's equipment.

**Logon** to eBARS, Select '**Search/View**' and select what database you want to search:

- **Static Equipment** - frozen database used for inventory.
- **Active Inventory** - current equipment inventory, including additions and deletions made since the Static Equipment file was captured.
- **Archived Equipment** - equipment that has been removed from database due to transactions such as surplus or lost.
- **Inventory Raw Scan Data** - used during inventory to get information on the scanning process.
- **Archive Scans** - used during inventory to get information on equipment scans during previous inventory periods.

Select a Table to Search	FieldName	Operator	Value	And/Or	SortBy
Static Equipment	Prop#	=			< none >
Static Equipment	< none >	=			< none >
Active Inventory	< none >	=			< none >
Archived Equipment	< none >	=			< none >
Inventory Raw Scan Data	< none >	=			< none >
Archive Scans	< none >	=			< none >
Dell Purchases	< none >	=			< none >

This brings up a screen where you can search in many different ways.

- a) **Field Name** allows you to select to search on any field in the list.

*You do not need to make an entry in every field unless it's required to narrow your search. For example to search for a property number you only need to select the Field Name 'Property Number', the Operator '=' and key the Value (property number)*

Select a Table to Search	Field Name	Operator	Value	And/Or	SortBy
Static Equipment	Prop#	=			< none >
Static Equipment	< none >	=			< none >
Active Inventory	< none >	=			< none >
Archived Equipment	< none >	=			< none >
Inventory Raw Scan Data	< none >	=			< none >
Archive Scans	< none >	=			< none >
Dell Purchases	< none >	=			< none >

- b) **Operator** allows you to select to search on a range (>, <, >=, <=), exact (=) or partial (Contains, Begins/w, Ends/w etc.).
- c) **Value** allows you to specify the target of your search.
- d) **And/Or** allows you to include another field name or add another search value that you enter on the next line. You may use up to 5 lines of search criteria.

Using 'And' will further narrow your search results, such as shown below.

**Active Inventory Query**  
Selection of Records

Field Name	Operator	Value	And/Or
DeptCode	=	3A000	AND
ItemDescription	Contains	Laptop	

Using 'Or' allows you to select multiple items, such as PropertyNumber = A123456 OR PropertyNumber = A654321



e) Select 'Search' to see results. The results will display below the query.

System Search/View Scanning Data Entry Reports Help/Links

**Active Inventory**

Select a Table to Search	FieldName	Operator	Value	And/Or	SortBy
Active Inventory	Dept#	=	3A000	< none >	< none >
	< none >	=		< none >	< none >
	< none >	=		< none >	< none >
	< none >	=		< none >	< none >
	< none >	=		< none >	< none >

Rev Search

You can sort from this screen by clicking on any column headers.

To view the details of the equipment, in the list, click on the 'Detail' link.

Total: 205

Export to PDF Export to Excel

Detail	Cat#	Proc#	Yr	RM#	Room#	Dept#	Item Description	Cost	Ac. Dept	Net Value	MT	YYYY	Life	BusArea	Account	Equip#	Model#	ClassCode	Scanned#	ScanDate	UKRF#	UKRFStartYear	CostShareAcct	Preferred (L-0)	TypeFmts	Serial	CEFacID	
Detail	A634670	0000	0318	3A000		3A000	PC DELL OPTIPLEX G4600MT 04 I40HZ	\$1,722.00	\$1,722.00	\$0.00	04	2002	5	0101	C1012013010	26256	A742C11	01000001	0	8/15/2018 10:54:03 AM	0	0	0	0	Scanned			
Detail	A635303	0000	03018	3A000		3A000	TABLE BOARD SHAWED WOOD	\$2,832.00	\$2,611.18	\$220.82	08	2001	15	0101	C1012013010	064021		71100099	0	11/3/2017 11:43:12 AM	0	0	0	0	Scanned			
Detail	A635370	0000	0378	3A000		3A000	SERVER DELL POWEREDGE 4600 XEON	\$4,245.00	\$4,245.00	\$0.00	04	2002	5	0101	C1012013010	2628518	HXL9011	4600	70100005	0	8/15/2018 10:57:46 AM	0	0	0	0	Scanned		
Detail	A635375	0000	0378	3A000		3A000	DELL POWEREDGE 4400	\$3,257.00	\$3,257.00	\$0.00	11	2001	5	0101	C1012013010	2628309	830M111	4400	70100005	0	8/15/2018 10:57:40 AM	0	0	0	0	Scanned		
Detail	A644963	0000	0334	3A000		3A000	PROJECTOR EPSON, L1E 730C VGA	\$2,307.00	\$2,307.00	\$0.00	12	2003	5	0101	C1012013010	2701480	8P20390468C	BMP-730	47300020	0	11/3/2017 11:52:14 AM	0	0	0	0	Scanned		
Detail	A653217	0000	0336	3A000		3A000	PC SER-VR DELL POWEREDGE 4400	\$1,538.00	\$1,538.00	\$0.00	12	2004	5	0101	C1012013010	2701491	SUS8X003211		70250130	0	11/3/2017 11:57:40 AM	0	0	0	0	Scanned		
Detail	A664350	0000	0378	3A000		3A000	DELL POWEREDGE 2950 SERVER	\$7,070.00	\$7,070.00	\$0.00	06	2006	5	0101	C1012013010	P0023244	392K081	POWEREDGE 2950	70100005	0	11/3/2017 11:58:17 AM	0	0	0	0	Scanned		
Detail	A665387	0000	0378	3A000		3A000	APC SMART-UPS 2000MA USB POWER SUPPLY	\$1,079.05	\$1,079.05	\$0.00	02	2007	5	0101	C1012013010	100508561		70100001	0	11/3/2017 11:58:00 AM	0	0	0	0	Scanned			
Detail	A665388	0000	0378	3A000		3A000	DELL POWEREDGE 2950 SERVER	\$8,397.33	\$8,397.33	\$0.00	02	2007	5	0101	C1012013010	P0023244	J9F2JC1	POWEREDGE 2950	70100005	0	12/7/2017 11:58:33 AM	0	0	0	0	Scanned		
Detail	A741551	0000	0378	3A000		3A000	DELL POWEREDGE 890 SERVICE	\$1,773.90	\$1,773.90	\$0.00	06	2009	5	0101	C1012013010	P1918293	787PK1	70100005	0	8/15/2018 10:59:15 AM	0	0	0	0	Scanned			
Detail	A776437	0000	0301C	3A000		3A000	DELL XPS 13 CORE I7-4500U	\$1,827.17	\$0.00	\$1,015.17	02	2014	3	0101	C1012013010	7500028662	H795002	XPS 13	70100001	0	12/6/2017 9:54:24 AM	0	0	0	0	Scanned		

To print your results choose Export to PDF or Export to Excel

### Equipment Detail - A872342

To view detail from previous year select archive year from drop down. Otherwise, select **Active** to view the current record. ACTIVE

Property #	Item Description from Purchase Order	Pending Status	Current Status	Category Status
A872342	SCOTSMAN N0622W ICE MACHINE		Active	Capital

Acquired MM/YY

MM	YYYY	Life	Initial Cost	Depr Begin Date	Accum. Depr.	YTD Depr. Exp.	Net Value
10	2017	10	\$6,995.00	10/1/2017	\$4,138.59	\$174.87	\$2,856.41

Fully Depr

Insurance Code	Insurance Value	Serial #	Model #	Condition	Valuation Code
C	\$6,995.00			G	1

Brand Code	Brand Code Description	Class Code	Class Code Description
563	SCOTSMAN	41100017	ICE FLAKER

Dept	Dept Name	Fund Source	Fund Source Description
12G00	FACILITIES	9450	ATHLETIC ASSOCIATION

Gift to University

UKRF  KMSF  Corp  UKRF Startup Acct

SAP Accounting Objects

Fund Group	Cost Center	WBS Element	Fund	Bus Area
	1013188610		0011674100	0500

Federal Funded

Bldg Code	Bldg Name	Room #	Inventoried By	Inventory Date	CETagID
0019	MEMORIAL COLISEUM	0025A	awemer2	12/5/2022	

Tag Not Attached  Off Campus  Radition Hazzard  OnLoan  Lease #

Employee Using Item	Employee Phone

Comments

### Purchasing Detail

SAPAcc#	CostShr	PO#	Doc#	SAPFund	Dept	BA	Cost	Posted	CFDA	BudgetRule	Film/Acct	TradeIn
C1013188610	0	7500117563	5001449090	0011674100	12G00	0500	\$6,995.00	10/24/2017				

Scanning information row

## Submit Inventory

The eBARS Distribution List will be reminded periodically as the scanning deadline draws near, as well as the due dates for all Forms and Reports.

### Do you have?

- ✓ Exceptions
- ✓ Forms or Memos
- ✓ Detail Changes

### No

Your inventory is complete. Nothing needs to be sent.

### Yes

Send in **electronic format only**:

Annual Capital Equipment Inventory Certification Sheet

Forms that have been completed

Detail Changes, if applicable

Exceptions report with supporting documentation and memos

Send To

#### **CAMPUS**

AFRS-Capital Assets  
Steve Strunk  
[Capital Assets Accounting](#)

#### **UK HEALTHCARE**

UK HealthCare Controller's Office  
Ty Paul  
[Hospital Surplus](#)