



## ANNUAL PHYSICAL EQUIPMENT INVENTORY INSTRUCTION MANUAL

Scanning period: **November 1, 2021 - December 15, 2021**  
Exceptions complete: **December 16, 2021 - January 31, 2022**

**All paperwork must be received by Capital Assets Accounting staff in Accounting and Financial Reporting Services (AFRS) by January 31, 2022**

Questions concerning these instructions:

**Campus:**

[Steve Strunk](#), 257-5046  
[HaoXin Zhang](#), 257-3355  
[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:**

[HaoXin Zhang](#), 257-3355  
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**

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# USER ACCESS

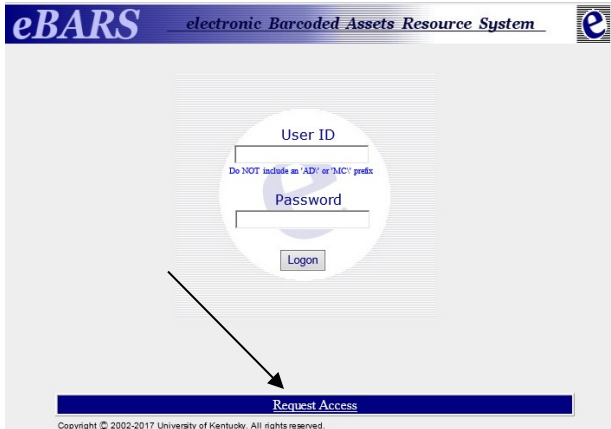
To obtain an ID and password to eBARS

## On the eBARS Website

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

## NEW USER

1. Select 'Request Access' at the bottom of the screen.



2. Complete the shaded areas and press 'Next'

The form is titled 'Request access to eBARS system'. It has a blue header and contains several input fields. The 'Personal Information' section includes fields for 'First Name \*', 'Last Name \*', 'Position Title', 'Email Address \*', 'Your Department Code \*', 'Office Phone #', 'Building Code', and 'Room #'. Below this is the 'Your Department Business Manager' section with fields for 'First Name \*', 'Last Name \*', and 'Email Address \*'. There is also a 'Comments / Additional Instructions' text area. At the bottom, there are 'Cancel' and 'Next' buttons. A red circle highlights the 'Next' button.

3. Check the Scanners box under Equipment Modules.

4. 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.

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

6. Press the 'Next' button.

The form is titled 'Request access to eBARS system'. The 'Equipment Modules' section has three main categories: 'Scanners', 'Dept Managers', and 'Unit Managers', each with a description. To the right is a dropdown menu titled 'Departments you need to access \*' with a list of departments including '10000 - Office Of The President', '10001 - Department 10001', '10100 - Board Of Trustees', '10200 - University Senate Council', '10700 - Donovan Accounts', '10800 - VP ACAD OUTREACH & PI', '10900 - Boone Center', '11300 - Office Of Legal Counsel', and '12400 - UKAA Administration'. Below this is a section for 'Additional associated functionality' with several checkboxes: 'Submit Lost Reports', 'Submit Theft reports', 'Submit Surplus requests', 'Submit Off-campus requests', 'Initiate Dept Transfers', 'Accept Dept Transfers', 'Submit Other (Destroyed, Trade in, etc.)', and 'Manage Non-capital inventory'. At the bottom, there are 'Cancel', 'Prev', and 'Next' buttons. A red circle highlights the 'Next' button.

7. 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.

8. Press the 'Next' button.

9. 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.

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

The form is titled 'Request access to eBARS system'. The 'Space Module' section has three main categories: 'View Only', 'Dept level Update', and 'Unit Level Review', each with a description. To the right is a dropdown menu titled 'Select the Depts you will Update' with a list of departments including '10000 - Office Of The President', '10100 - BOARD OF TRUSTEES', '10200 - University Senate Council', '10900 - BOONE CENTER', and '11300 - Office Of Legal Counsel'. Below this is a section for 'Select the Units you will Review' with a list of units including 'Office of EVPFA (A30)', 'Office of the Treasurer (A3A)', 'EEO and Affirmative Action (A3B)', and 'Facilities (A3C)'. At the bottom, there are 'Previous', 'Next', and 'Cancel' buttons.

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

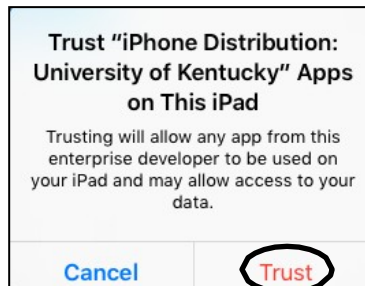
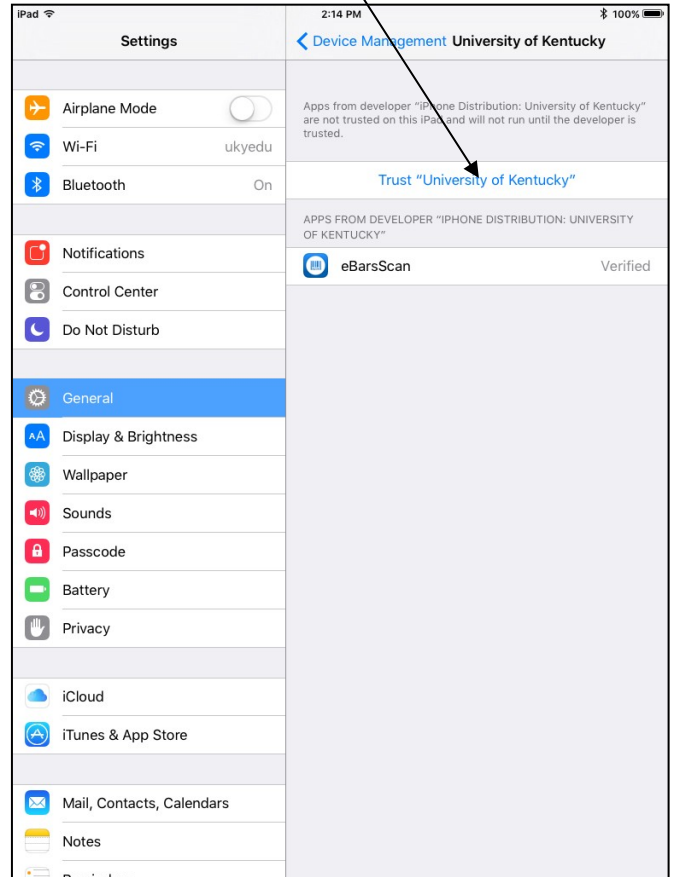
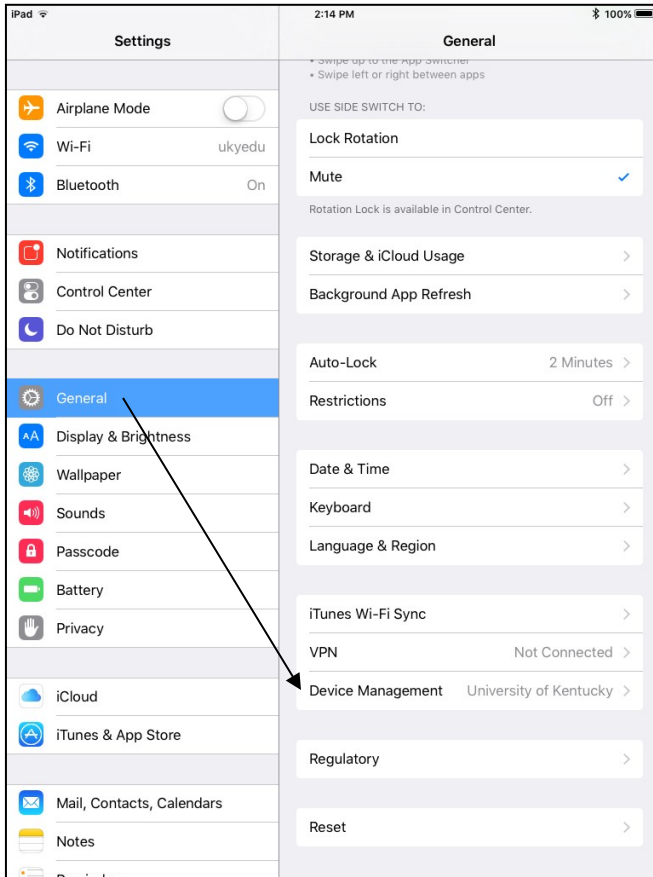
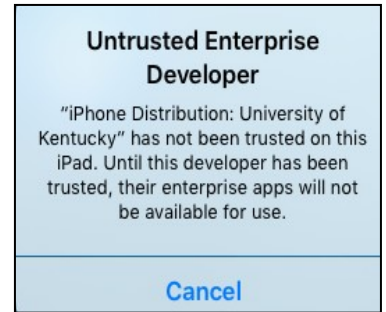
Follow these instructions to install the eBars Scan app to your Apple device

1. On the Apple device, use Safari to go to <https://myuk.uky.edu/apps/ebars/>
2. Tap the 'Install eBars for iPhone' icon
3. When prompted, select 'Install' \*Please note that your iOS version MUST BE 7.1 or higher to use the eBars app\*
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.

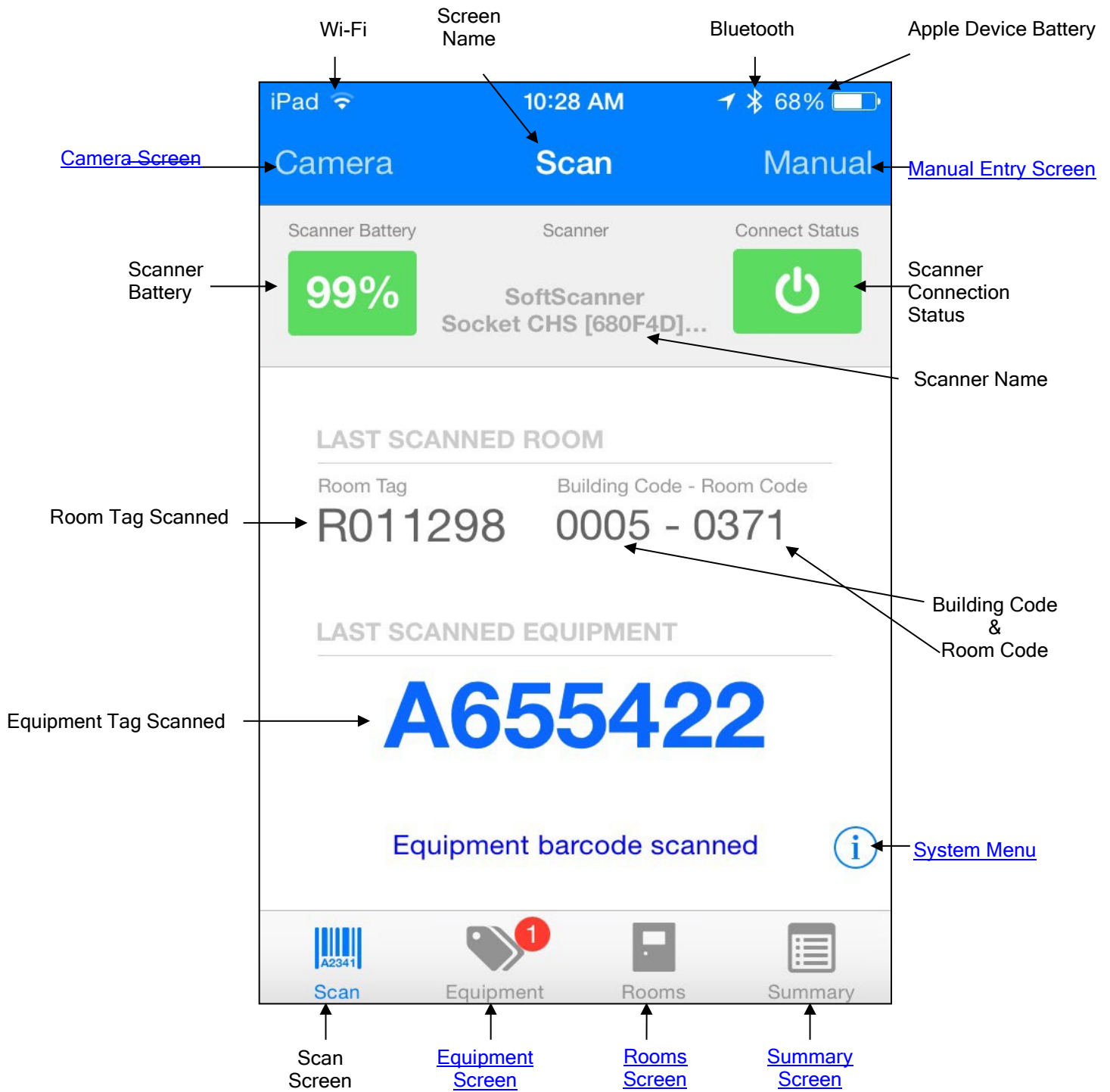
**Untrusted Enterprise Developer** - Upon installation you may get this message when attempting to open the eBars Scan app. Please follow the instructions below to correct this issue.

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



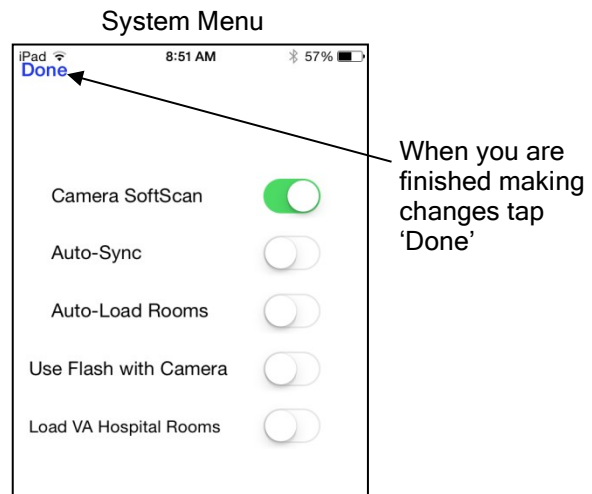
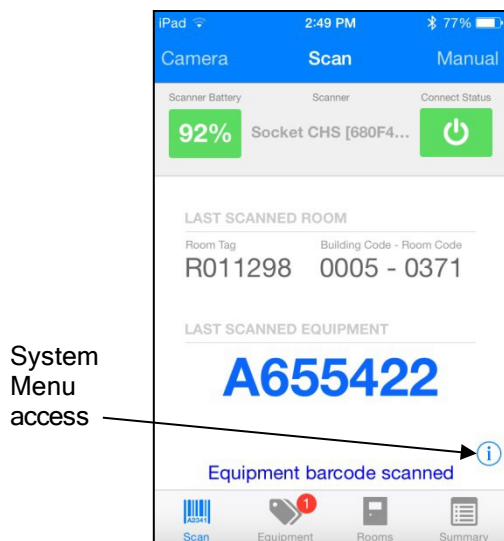
# eBARS SCAN APP OVERVIEW



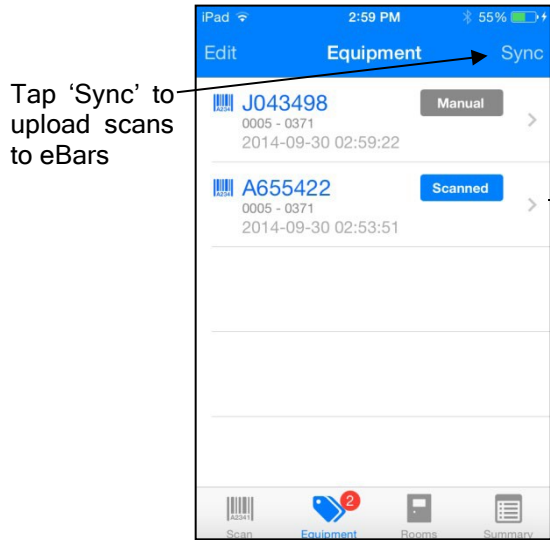
## APP FEATURES

**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.

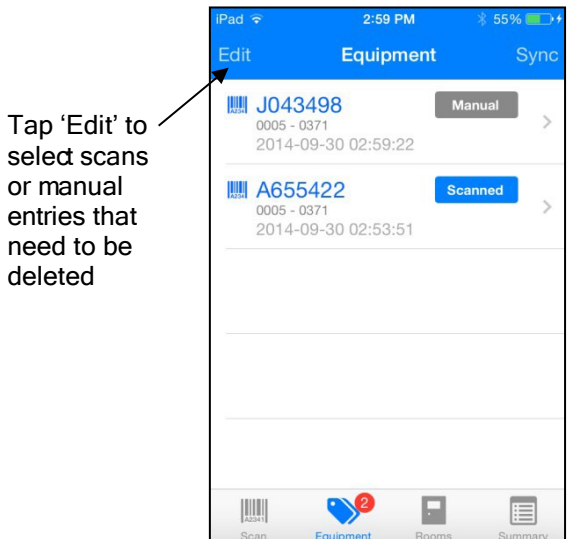
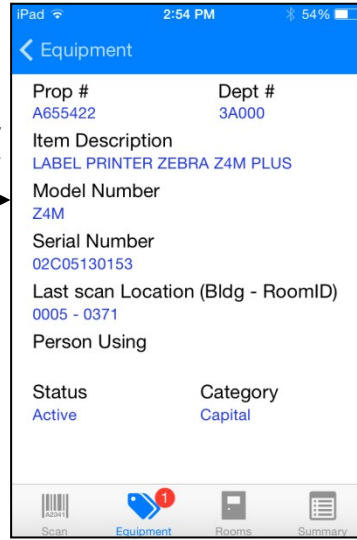


**Equipment Tab** - When Auto-Sync is disabled this screen allows users to view all the equipment that has been scanned during the current session. Users can sync the data by tapping the 'Sync' button in the top right corner of the screen. It is also possible to delete scans if an item has been scanned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



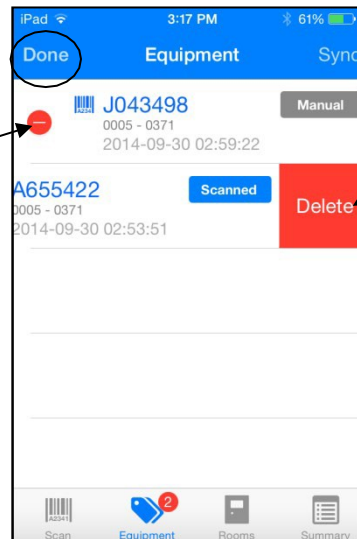
Tap 'Sync' to upload scans to eBars

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



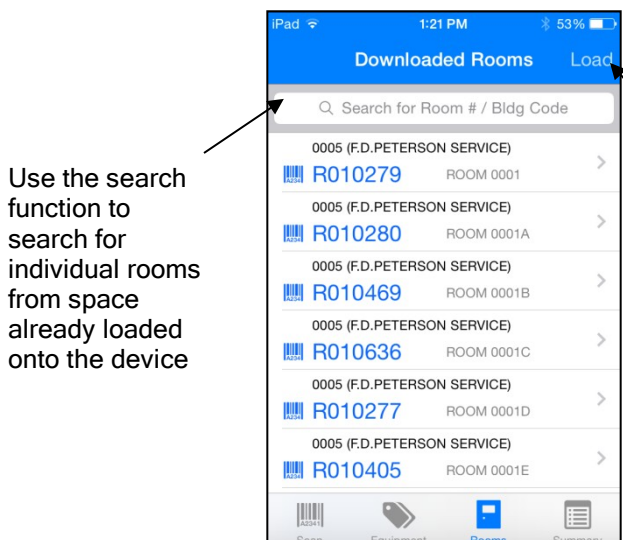
Tap 'Edit' to select scans or manual entries that need to be deleted

Tap the minus icon to prompt the delete option to appear



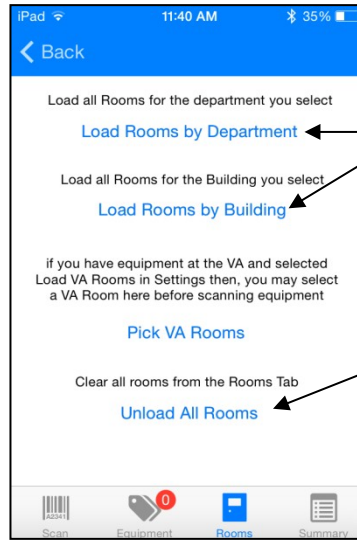
Tap 'Delete' to remove the entry. When you are done removing entries, tap 'Done' at the top left of the screen.

**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.



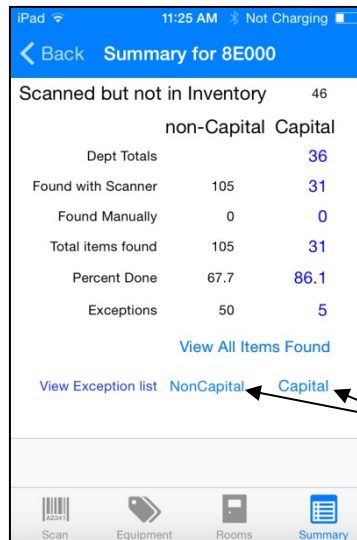
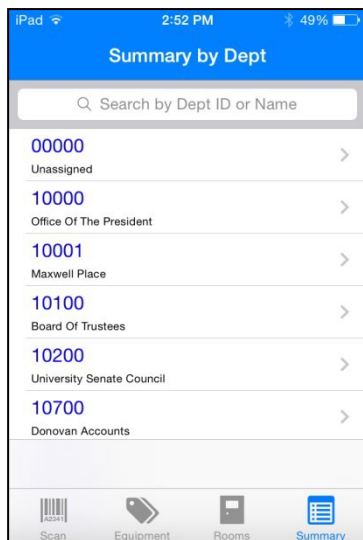
You can download additional rooms by selecting departments or buildings from the available list.

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 in order 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 on Mondays. 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, 2021 and December 15, 2021.** 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 iPad minis 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 provide your cost center number, 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.

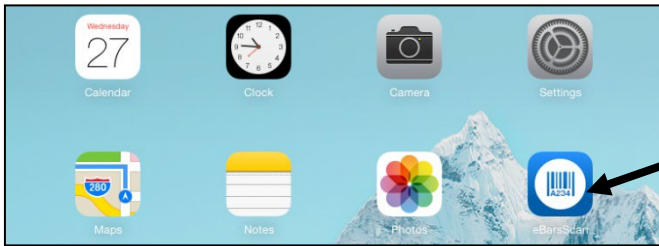
**Every University area must be scanned between November 1, 2021 and December 15, 2021.** HealthCare employees will be notified via email of any updates and changes. Always check closets, shelves, cabinets and drawers for equipment. **ALL equipment with a UK property tag located in the area being scanned must be scanned regardless of who owns it.**

# HOW TO USE SCANNER

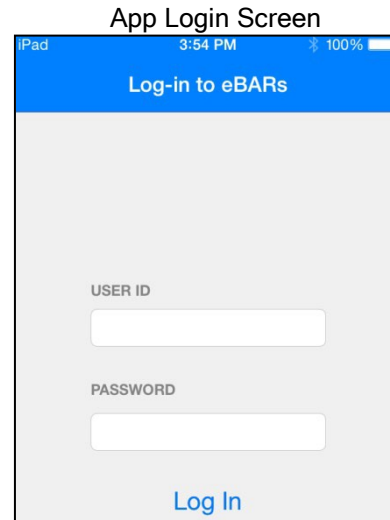
## Socket Mobile Scanner



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](#)).



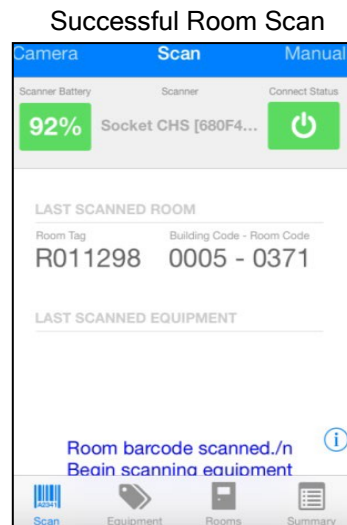
4. Log into the app using your Link Blue user ID and password. You must be on a Wi-Fi network to log into the app. You will hear a small beep when the app connects to the scanner.  
**\*NOTE\*** If the iOS keyboard does not display, please double tap the power button on your scanner which will prompt the keyboard to appear.



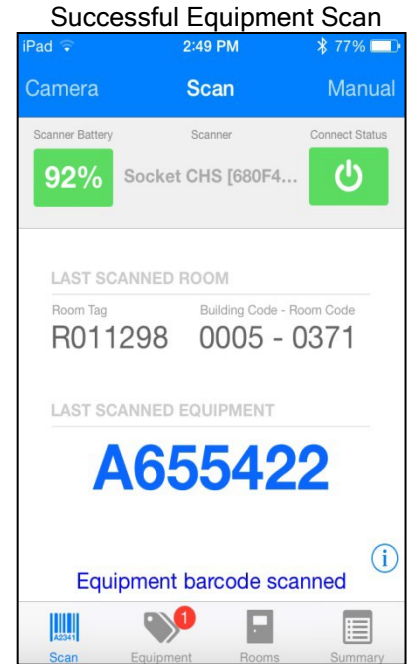
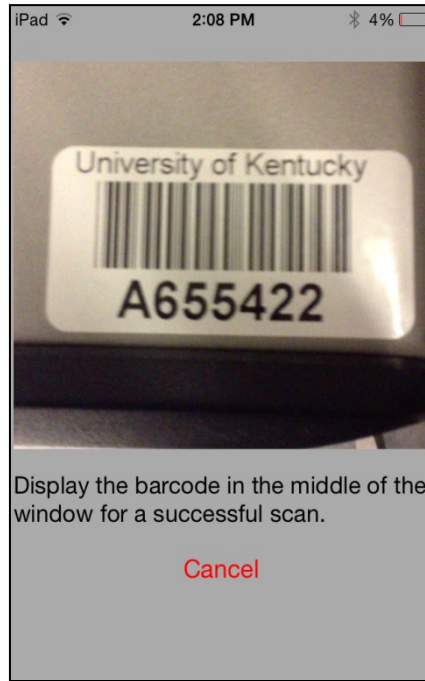
5. **Scan Room Barcode:** Before entering a room in which equipment is located, scan the room barcode, located on the middle hinge of the door, for that room. Scanning the room barcode updates the location of the equipment in eBARS. Upon a successful scan you should hear a beep and the building number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

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](#).

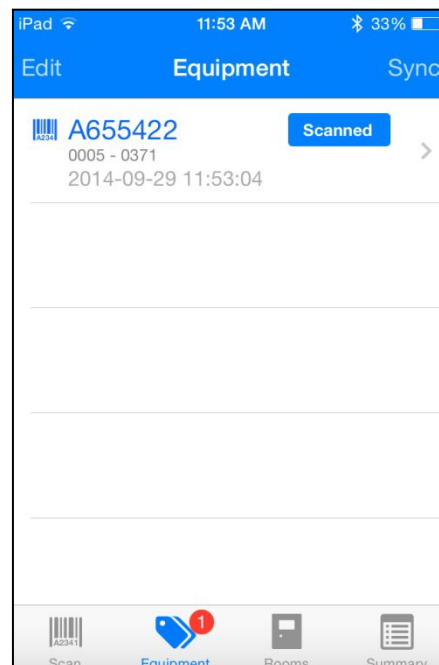
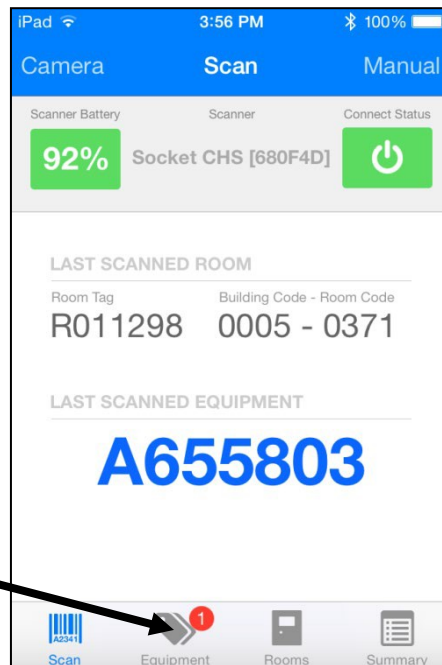


- Scan the property tag for all equipment items in the room. Point your scanner at the property tag from about 6-8 inches away and push the trigger button to scan the barcode. Upon a successful scan you should hear a beep and the property tag number should display on the screen of the Apple device. To 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:

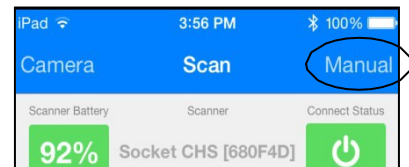
- **Off Campus** is for equipment located off University premises, such as in an employee's home. This selection requires an Off-Campus Equipment Report if any of the following apply:
  - a) An off-campus form has not been previously submitted.
  - b) There is a status change i.e. person moves, or another 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).

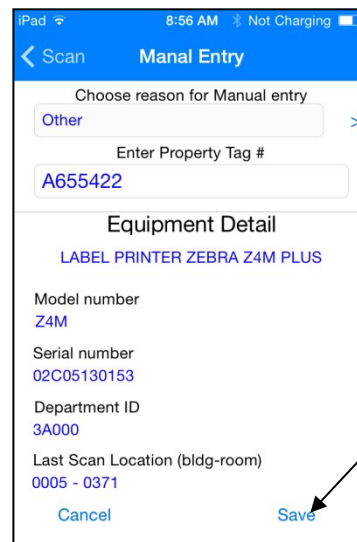
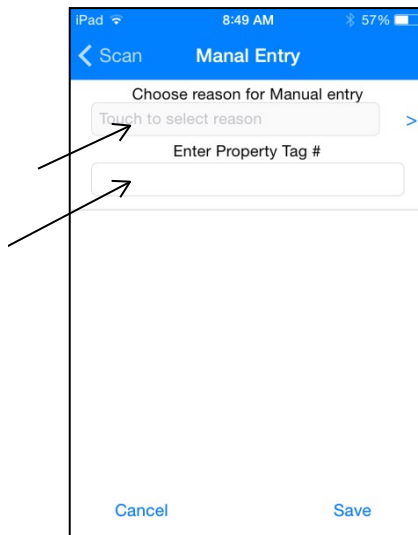
Manual entries can be done on the Apple device or through the eBARS web site.

## 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.

A screenshot of the 'Equipment Manual Entry' form in the eBARS system. The form is titled 'Equipment Manual Entry' and is located under the 'Scanning' tab. It features a 'Property Number' input field with a 'GO' button. Below this is a table with columns for 'Item Description', 'Serial Number', and 'Dept #'. The 'Property Location' section includes a 'Building' dropdown menu (with a 'SortBy Building Name' link) and a 'Room#' dropdown menu. The 'Manual Entry Reason' is a dropdown menu. The 'Entered By' field is populated with 'djhitt3' and the 'Entry Dept#' is '3A300'. An 'ADD' button is located below the form fields. At the bottom, there is a section for 'Today's Manual Entries' with a 'No Manual Entries Today' message and a note to click the 'Remove link' button to remove a manual entry made today.

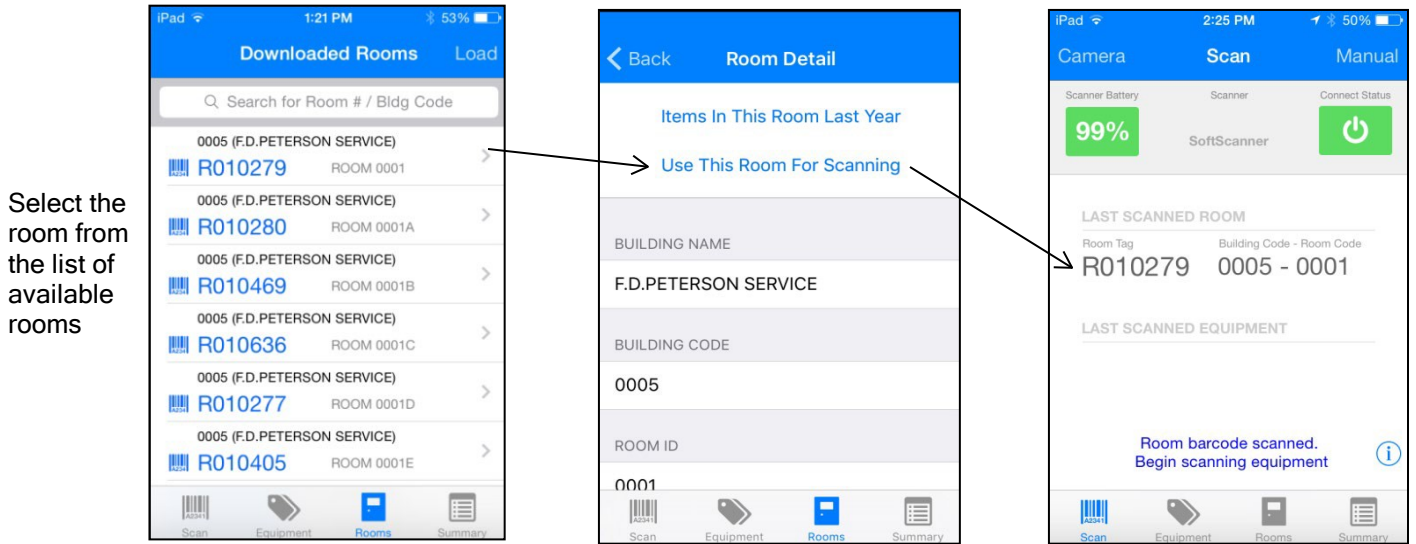
**Room #** - Select from the drop-down list. This list is from the Space Database and has leading zeros

**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.



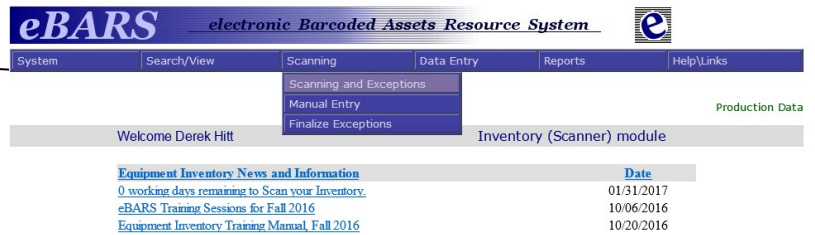
**Manual Room Entry** - Rooms can be manually entered on the Apple device as well. Go to the 'Rooms' tab in the app and select the room that you need to manually enter from the list of available rooms. Once in the details tab for that room, select the 'Use This Room for Scanning' option. The room will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

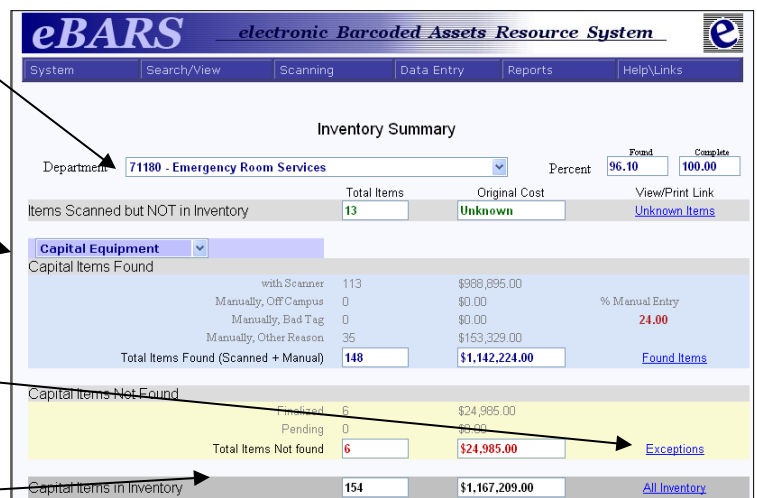


Select the 'Department' from the drop-down list

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.

10/9/2017 11:05:21 AM

Rows with a gray background have been Finalized

Page 1 of 1

**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.

Inventory Summary			
Department	71180 - Emergency Room Services	Percent Found	96.10
		Percent Complete	100.00
Items Scanned but NOT in Inventory	Total Items	Original Cost	View/Print Link
	13	Unknown	<a href="#">Unknown Items</a>
<b>Capital Items Found</b>			
with Scanner	113	\$988,895.00	
Manually, Off Campus	0	\$0.00	% Manual Entry
Manually, Bad Tag	0	\$0.00	24.00
Manually, Other Reason	35	\$153,329.00	
<b>Total Items Found (Scanned + Manual)</b>	<b>148</b>	<b>\$1,142,224.00</b>	<a href="#">Found Items</a>
<b>Capital Items Not Found</b>			
Finalized	6	\$24,985.00	
Pending	0	\$0.00	
<b>Total Items Not found</b>	<b>6</b>	<b>\$24,985.00</b>	<a href="#">Exceptions</a>
<b>Capital Items in Inventory</b>	<b>154</b>	<b>\$1,167,209.00</b>	<a href="#">All Inventory</a>

## Detail Changes

Review your 'Found Items' report to see if any changes need to be made.

If any changes need to be made, print that page of the report and mark the changes needed.

### Example 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.
- **Availability codes** such as 'OFFCMP' (off campus) need to be removed if the equipment is no longer Off Campus. This code is entered when an Off-Campus report is submitted.
- **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.
- **Off Campus** - 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.
- **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.

Property#	bldg	Room#	Description	Cost	Serial#	Model#	Class	Cn	Ins	Avail	Account	Vouche	Acquired MM YY	Lif	Found By	Date of Scan	Type entry	Comment
-----------	------	-------	-------------	------	---------	--------	-------	----	-----	-------	---------	--------	-------------------	-----	-------------	-----------------	---------------	---------

Sub-Total: Cost:

## 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

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### 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.

Equipment Inventory Summary			
Department	8E000 - ARTS & SCIENCES ADMINISTRATION	GO	Percent Found: 100.00, Complete: 100.00
Items Scanned but NOT in Inventory	Total Items: 25	Original Cost: Unknown	View/Print Link: Unknown Items
Capital Equipment	GO		
Capital Items Found			
	with Scanner	45	\$749,921.95
	Manually, Off Campus	0	\$0.00
	Manually, Bad Tag	0	\$0.00
	Manually, Other Reason	1	\$9,331.78
	Total Items Found (Scanned + Manual)	46	\$759,253.73
Capital Items Not Found			
	Finalized	0	\$0.00
	Pending	0	\$0.00
	Total Items Not found	0	\$0.00
Capital Items in Inventory		46	\$759,253.73

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

## Capital Inventory Found

Controller & Treasurer (3A000)										Office of the Treasurer Person Using				
Property#	blog	Room ID	Description	Cost	Serial#	Model#	acqMM	acq YY	Life	Found By	Scan Date	Type Entry	Entry Comments	Person Using
A884350	0005	0374	DELL POWEREDGE 2950 SERVER	\$7,070	302R5B1	POWEREDGE 2950	08	2008	5	ssstrun0	11/2/2016	Scanned		Storage
A065388	0005	0374	DELL POWEREDGE 2950 SERVER	\$8,387	J5F2JC1	POWEREDGE 2950	02	2007	5	ssstrun0	11/2/2016	Scanned		Storage
A780602	0198	0012C	STEALTHWATCH FLOW COLLECTOR FOR NET	\$34,998			10	2014	10	butch	11/15/2016	Scanned		
A780603	0198	0012C	STEALTHWATCH MANAGEMENT CONSOLE	\$29,548			10	2014	10	butch	11/15/2016	Scanned		
A780604	0198	0012C	STEALTHWATCH FLOWSSENSOR 3000	\$48,698			10	2014	10	butch	11/15/2016	Scanned		
A780605	0198	0012C	STEALTHWATCH IDENTITY APPLIANCE	\$19,498			10	2014	10	butch	11/15/2016	Scanned		

## 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.

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)*

- 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
<b>Active Inventory</b>					
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 >
Reset Search					

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

Total: 205

Export to PDF Export to Excel

Detail	Item #	Item Desc	Cost	Ac. Dthr	Net Value	MM	YYYY	Life	Rank	Acct	DBE	Serial	Model	ClassCode	SamMth	ScanDate	WRECOL	WREStat	CostShrAcct	Federl/Fundof (Loc)	Type/Stat	Brand	ET/Alt	
Detail	N	A624670 0005 0378 3A000	PC DELL OPTIPLEX QUADRO 34 I830C	\$1,722.00	\$1,722.00	\$0.00	04	2002	5	0101	C1012013010	2626764	6745C11	GX400MT	70100001	qhts3	8/15/2018 10:56:35 AM	0	0	0	0	Scanned		
Detail	N	A633303 0005 0301E 3A000	TABLE BENT SHAPED WOOD	\$2,832.00	\$2,411.18	\$220.82	08	2001	15	0101	C1012013010	X106021		71100093	qhts3	11/3/2017 1:45:15 AM	0	0	0	0	Scanned			
Detail	N	A633370 0005 0378 3A000	SERVER DELL POWEREDGE 4600 I930N	\$4,245.00	\$4,245.00	\$0.00	04	2002	5	0101	C1012013010	2628518	HVLP011	4400	70100005	qhts3	8/15/2018 10:57:46 AM	0	0	0	0	Scanned		
Detail	N	A633373 0005 0378 3A000	PC SERVER DELL POWEREDGE 4600 I930N	\$3,237.00	\$3,237.00	\$0.00	11	2001	5	0101	C1012013010	2628509	B3XH111	4400	70100005	qhts3	8/15/2018 10:57:40 AM	0	0	0	0	Scanned		
Detail	N	A646963 0005 0334 3A000	PROJECTOR EPSON POWERLite 730C I83A	\$2,307.00	\$2,307.00	\$0.00	12	2003	5	0101	C1012013010	2701480	EE20390668C	EMP-730	67300020	qhts3	11/3/2017 10:21:14 AM	0	0	0	0	Scanned		
Detail	N	A633217 0005 0356 3A000	PRINTER HP 4350N LASER JP	\$1,538.00	\$1,538.00	\$0.00	12	2004	5	0101	C1012013010	2701491	SU8B0003211		70250130	qhts3	11/3/2017 1:03:48 AM	0	0	0	0	Scanned		
Detail	C	A664350 0005 0378 3A000	DELL POWEREDGE 2900 SERVER	\$7,070.00	\$7,070.00	\$0.00	06	2006	5	0101	C1012013010	P0025244	392K5B1	POWEREDGE 2900	70100005	qhts3	11/3/2017 11:08:17 AM	0	0	0	0	Scanned		
Detail	N	A663387 0005 0378 3A000	APC SMART UPS 3000VA USB POWER SUPPLY	\$1,079.05	\$1,079.05	\$0.00	02	2007	5	0101	C1012013010	100508581			70100001	qhts3	11/3/2017 11:58:00 AM	0	0	0	0	Scanned		
Detail	C	A663388 0005 0378 3A000	DELL POWEREDGE 2900 SERVER	\$8,397.33	\$8,397.33	\$0.00	02	2007	5	0101	C1012013010	P0025244	J9F2C1	POWEREDGE 2900	70100005	qhts3	12/7/2017 11:14:33 AM	0	0	0	0	Scanned		
Detail	N	A741551 0005 0378 3A000	DELL POWEREDGE 840 SERVER	\$1,773.90	\$1,773.90	\$0.00	04	2009	5	0101	C1012013010	P1915293	78796K1		70100005	qhts3	8/15/2018 10:58:15 AM	0	0	0	0	Scanned		
Detail	N	A776437 0005 0301C 3A000	DELL UPS 13 CORE 1740WATT	\$1,827.17	\$812.00	\$1,015.17	02	2014	3	0101	C1012013010	7500028062	H795D02	XPS 13	70100001	qhts3	12/6/2017 9:54:24 AM	0	0	0	0	Scanned		

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

### Active Inventory Detail

Property #	Item Description from Purchase Order	Pending Status	Current Status	Category
A640819	DELL OPTIPLEX COMPUTER		OK	Capital
Alternate Description (User Defined)				
Return				
Serial #	Model #	Cost	Acquired Month/Year	
H5KQ021	GX260	\$1,511.00	MM	YYYY Life
			12	02 3
Brand Code	Brand Code Description	Brand/Manufacture (free form entry)		
D26	DELL COMPUTER			
Class Code	Class Code Description	Descriptive Keywords		
70100001	PERSONAL COMPUTER			
Valuation Code	Insurance Code	Insurance Value	Lease #	
1	C	\$1,511.00		
		<input type="checkbox"/> Fully Depr	<input type="checkbox"/> Leased	
Using Account	Dept	Dept Name	Corp ID	Fund
07E710	07E710	Accounting and Control		
Bldg Code	Building Name	Room #	Inventoried By	Inventory Date
9849	191 W LOWRY LANE	B0105	jwilliams	11/5/2003
Condition	<input type="checkbox"/> Tag Not Attached <input type="checkbox"/> Off Campus <input type="checkbox"/> Radiation Hazard			
G				
Employee Using this item	Employee Phone	Availability Code	Availability Code	
Comments				
<input type="checkbox"/> On Loan				

Scanning information

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



## 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](#)