

Instructions for Verification of Vehicle Inventory

The Commonwealth of Kentucky mandates that the University of Kentucky conduct an annual inventory of vehicles owned and/or 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 Vehicle Inventory will begin on May 1.**

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

If you experience access problems or need assistance to complete your inventory, please send an email to [Steve Strunk](#).

Table of Contents

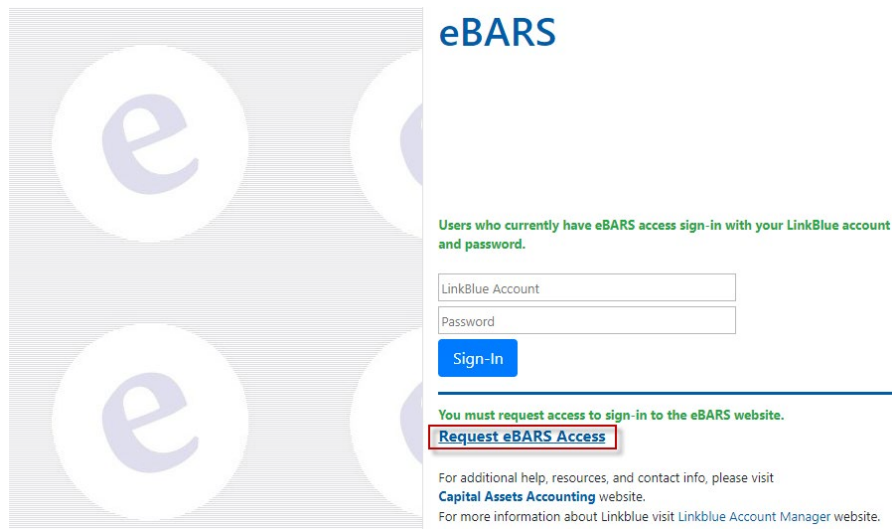
<u>Item</u>	<u>Page</u>
eBARS Access	2-3
Vehicle Reports	4
Updating your Vehicle Inventory	5-6
Department Administrators/Finalization	7-8

Instructions to Complete Vehicle Inventory

Department Users:

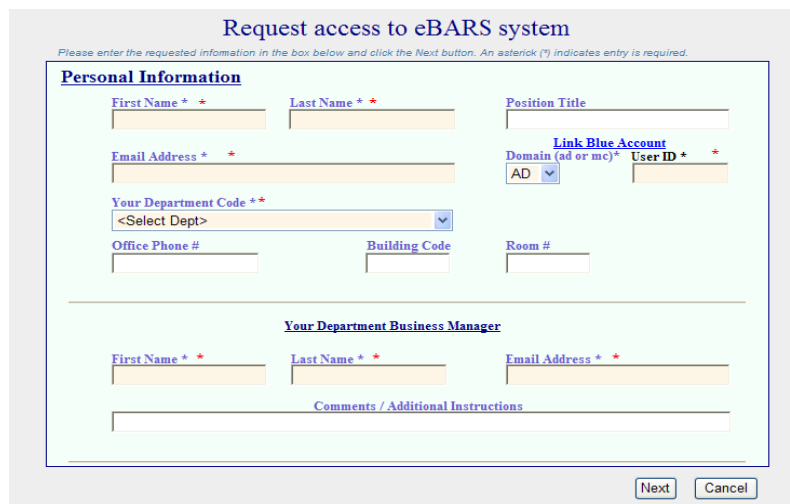
You must have eBARS access in order to update your inventory. In addition, your supervisor or a person designated by your supervisor must have access in order to be able to approve the information provided during the inventory process. Capital Assets Accounting has worked with departments prior to the beginning of the inventory process to give each person access; however, if you don't have access to Vehicle Inventory, send an email to [Steve Strunk](mailto:Steve.Strunk).

If you or your supervisor do not have access to eBARS at all, go to <https://myuk.uky.edu/zapps/ebars/> and click on "Request eBARS Access." eBARS is used for equipment and facilities, as well as vehicle inventory records.



Creating a new eBARS Account:

- 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 send an email to [Steve Strunk](mailto:Steve.Strunk).
- Complete the yellow shaded areas and click 'Next'.



- C. Check the 'Scanners' box under 'Equipment Modules' and then 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 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 'Finish' button.

Request access to eBARS system

Please enter the requested information in the box below and click the Next button. An asterisk (*) indicates entry is required. If you choose Equipment View Only you will receive an ID immediately provided you have a valid UK email account.

Equipment Modules

<input type="checkbox"/> Scanners <small>This module is intended for department level equipment managers who are responsible for taking physical inventory using a bar code scanner.</small>	<input type="checkbox"/> Dept Managers <small>This module will allow Dept business managers to submit inventory requests on line (Lost, Transfers, etc.).</small>	Departments you need to access * <div style="border: 1px solid black; padding: 2px;"> 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 12400 - UKAA Administration </div> <small>Use the Ctrl and shift keys to select multiple departments</small>
Additional associated functionality		
<input type="checkbox"/> Submit Lost Reports	<input type="checkbox"/> Initiate Dept Transfers	
<input type="checkbox"/> Submit Theft reports	<input type="checkbox"/> Accept Dept Transfers	
<input type="checkbox"/> Submit Surplus requests	<input type="checkbox"/> Submit Other (Destroyed, Trade in, etc.)	
<input type="checkbox"/> Submit Off-campus requests	<input type="checkbox"/> Manage Non-capital inventory	

Request access to eBARS system

Please enter the requested information in the box below and click the Next button. An asterisk (*) indicates entry is required.

UK Vehicle Module

Vehicles (View Only) . . . *Provides inquiry and reporting access to all University owned vehicles.*

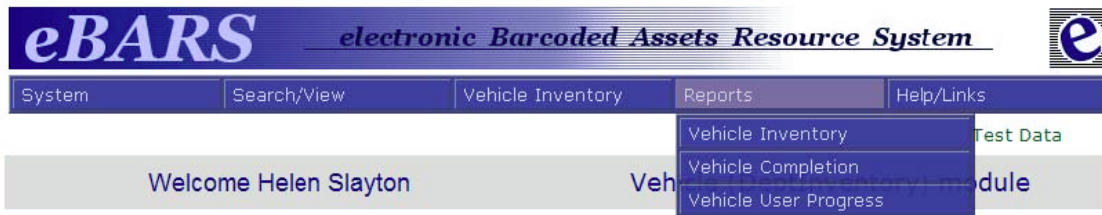
*I certify that the information obtained by accessing SPACE or EQUIPMENT will be used only for job-related purposes and will not otherwise be disclosed. The University reserves the right to revoke the system privileges of any user at any time. **

Vehicle Reports:

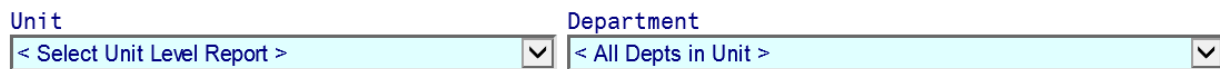
- A. Log in to eBARS at <https://myuk.uky.edu/zapps/ebars/>.
- B. From the dropdown menu, select System, Select Module, click **Vehicle (DeptInventory)**.



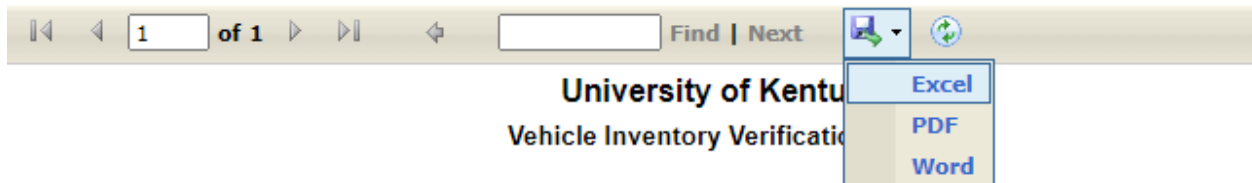
- C. The person reviewing the vehicle inventory may wish to print out current information for all vehicles to use for notes as each vehicle is physically visited. To print the information for all vehicles in a department or unit, perform the following steps:
 - 1. Click **Reports, Vehicle Inventory**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



- 2. Select the department or unit from the appropriate dropdown list at the top of the screen.



- 3. Select an Export format (Excel, PDF or Word). 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).



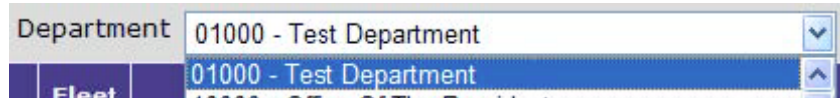
- 4. Print the Excel, PDF or Word list of your vehicle inventory.

Updating your Vehicle Inventory:

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



- 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. Check the **Review Complete** box. 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.

Update Mileage, Status or Comments below

New Mileage: Status: Active (OK)

Comment:

Review Complete

Prior Inventory Mileage

InvYear	FleetNumber	Mileage	Status	Mileage Date	Entered By
2009	94055	108772	OK	7/30/2009	hhempel
2008	94055	106474	OK	7/21/2008	hhempel

Please review this vehicle, enter mileage and check 'Review Complete'

D. If the status of the vehicle has changed, choose from the **Status** dropdown menu to update.

Update Mileage, Status or Comments below

New Mileage: 110896 Status: Active (OK)

Comment: active vehicle

Review Complete

1. If the vehicle was **Surplussed** 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 the 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. Email a scanned copy of the Vehicle Transfer Request signed by both the transferring and the receiving department to [Steve Strunk](#), 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, check the Review Complete box shown below the Comment box, then click Update to save your changes.

Update Mileage, Status or Comments below

New Mileage: 110896 Status: Active (OK)

Comment: active vehicle

Review Complete Update

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.

Prev Next Total Vehicles 2

Department Administrator:

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

- A. Log in to eBARS at <https://myuk.uky.edu/zapps/ebars/>.
- 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.

eBARS *electronic Barcoded Assets Resource System*

System Search/View Vehicle Inventory Reports Help/Links

List Vehicles Finalize

Department 01000 - Test Department List Incomplete Only **Vehicle Inventory Listing**

	Lic #	Fleet #	Description	VIN	Cost	Net Value	SAP Account	Last Year Mileage	Current Mileage	Status	Cplt
Sel	KW9258	94055	1994 FORD F150 XL	1FTEP15Y8RN668932	\$10,887.00	\$0.00	C1043800570	108772	110896	OK	<input checked="" type="checkbox"/>
Sel	KW9328	95010	1994 FORD F150	1FTEX14N2RKA87446	\$18,650.00	\$0.00	C1043800570	79211	94196	SU	<input checked="" type="checkbox"/>

Update Mileage, Status or Comments below

New Mileage: 94196 Status: Surplussed (SL)

Comment: Surplussed

Review Complete

Prior Inventory Mileage

InvYear	FleetNumber	Mileage	Status	Mileage Date	Entered By
2009	95010	79211	OK	7/30/2009	hhempel
2008	95010	78879	OK	7/21/2008	hhempel

Department 01000 Fleet # 95010 Status OK Total Vehicles 2

- 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.

eBARS *electronic Barcoded Assets Resource System*

System Search/View Vehicle Inventory Reports Help/Links

List Vehicles **Finalize**

2010 Vehicle Inventory Finalization

01000 - Test Department < NOT finalized >

Total Vehicles	Total Reviewed Complete	Percent Complete
2	2	100.00

Vehicles dropped with a status change (These are considered complete however you must contact Plant Assets and verify they have the appropriate paperwork)

Total								
1								
	Fleet#	Description	Dept#	Old Status	New Status	Mod By	Comments	
	Sel 95010	1994 FORD F150	01000	OK	SU	hssl1		

Vehicles with mileage entry errors. These errors must be corrected before finalizing.

Total	
0	No mileage errors

I am the department head responsible for vehicles and have reviewed this inventory and certify all entries are valid and complete.

Finalize

Department	01000	Fleet #	95010	Status	OK	Prev	Next	Total Vehicles	2
------------	--------------	---------	--------------	--------	-----------	------	------	----------------	---

- H. Vehicle Inventory is now complete. However, if proper documentation has not been received by Capital Assets Accounting by **June 8th** for any vehicle that had a status change, the Review Complete check will be removed from the vehicle record, and the department will be required to submit the documentation before its inventory is deemed to be complete.