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.

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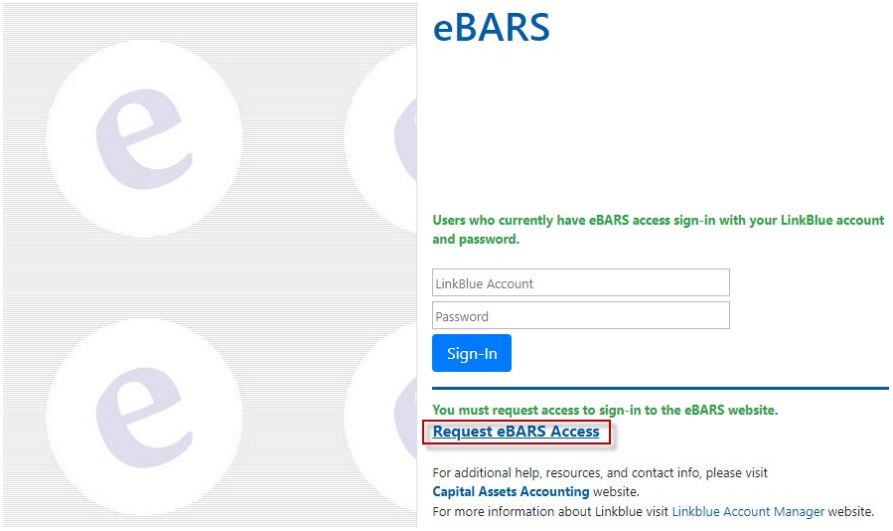
Instructions to Complete Vehicle Inventory

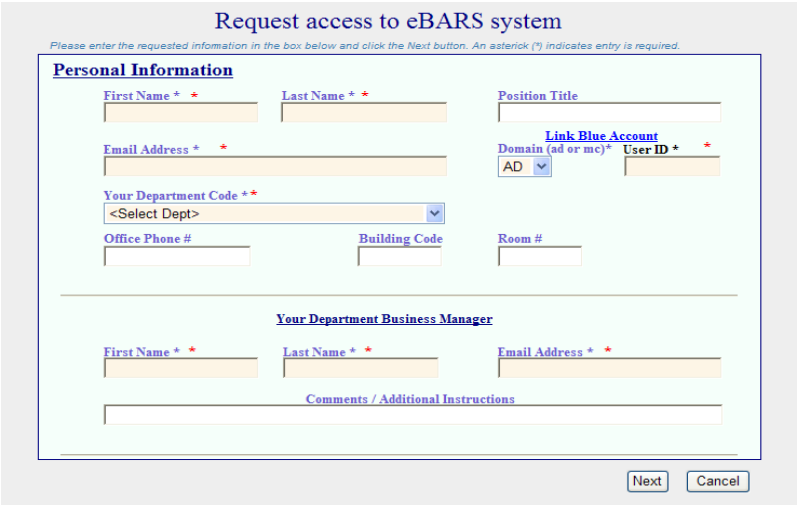
Department Users:
You must have eBARS access in order to update your inventory. In addition, your supervisor or a person designated by your supervisor must have access in order to be able to approve the information provided during the inventory process. Capital Assets Accounting has worked with departments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

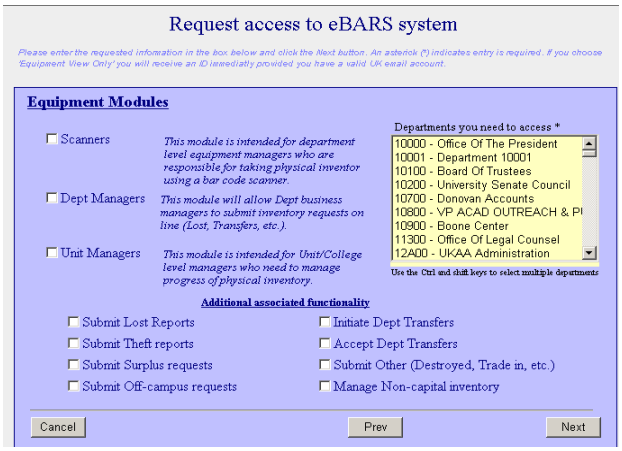
If you or your supervisor do not have access to eBARS at all, go to https://myuk.uky.edu/zapps/ebars/ and click on "**Request eBARS Access**." eBARS is used for equipment and facilities, as well as vehicle inventory records.



Creating a new eBARS Account:

A. Only go through this process if you do not currently have an eBARS account. If you already have an eBARS account but do not have access to the Vehicle Inventory Module, please send an email to **Steve Strunk**.
B. Complete the yellow shaded areas and click 'Next'.





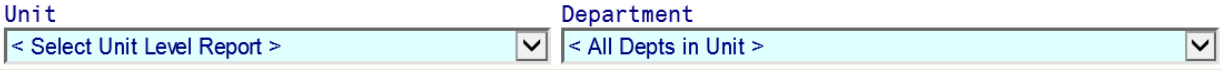
C. Check the 'Scanners' box under 'Equipment Modules' and then select the department or departments in the 'departments you need to access' drop down list. *For multiple departments hold down the Control key on your keyboard* while you click on all necessary departments.
D. Press the 'Next' button.
E. 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.

Vehicle Reports:

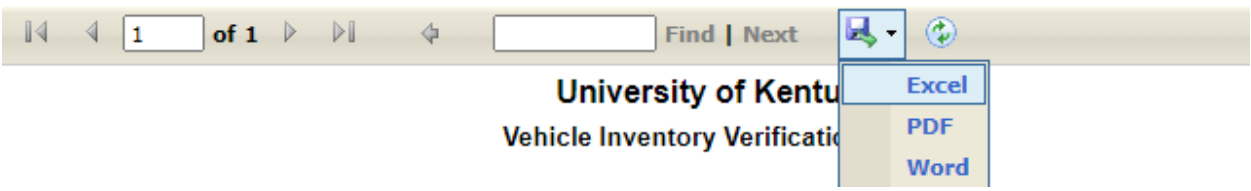
A. Log in to eBARS at https://myuk.uky.edu/zapps/ebars/.
B. From the dropdown menu, select System, Select Module, click **Vehicle (DeptInventory).**

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).

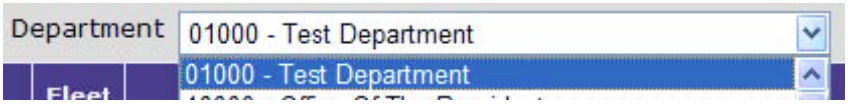


   4. Print the Excel, PDF or Word list of your vehicle inventory.

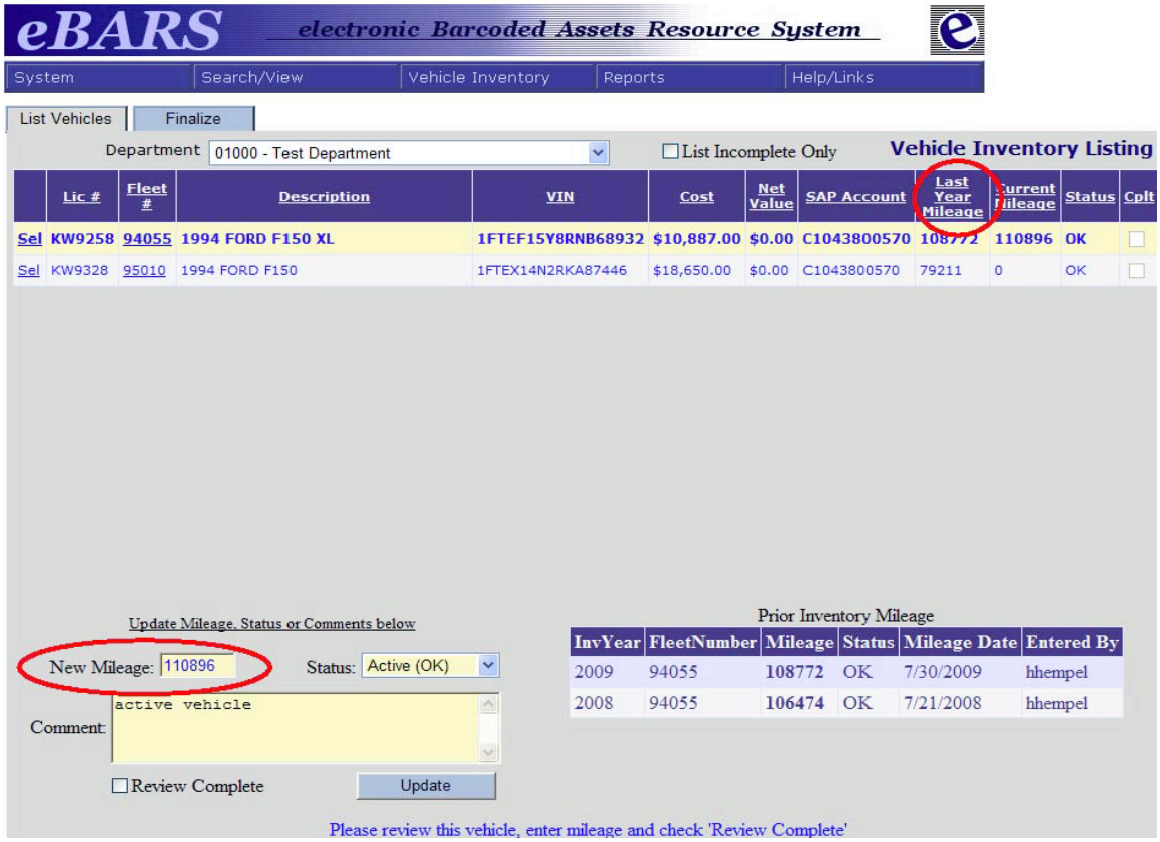
Updating your Vehicle Inventory:

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

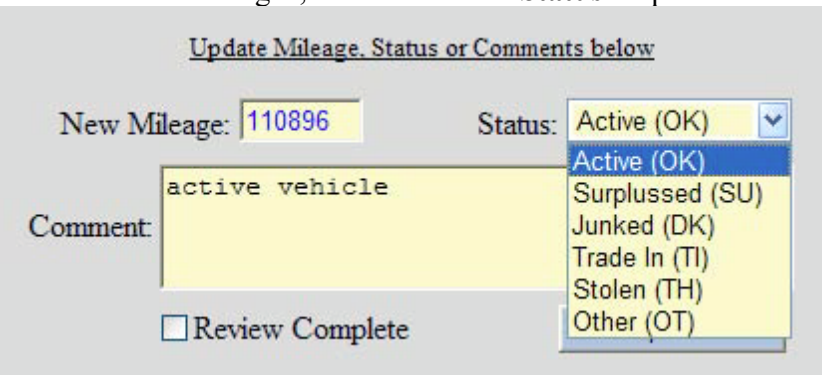
B. Select the department from the dropdown box labeled **Department.**



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.

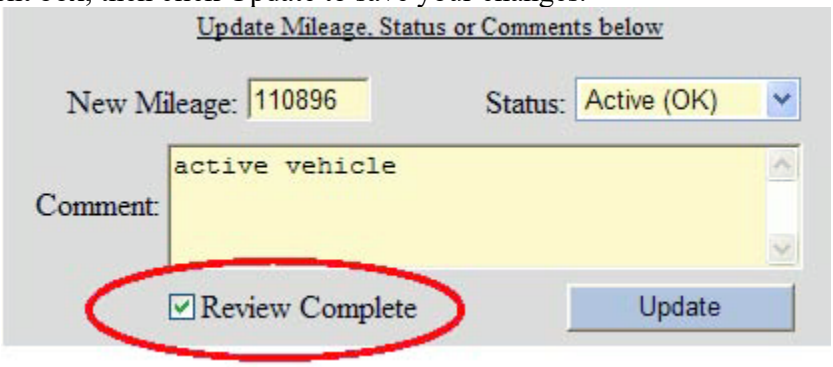


D. If the status of the vehicle has changed, choose from the **Status** dropdown menu to update.

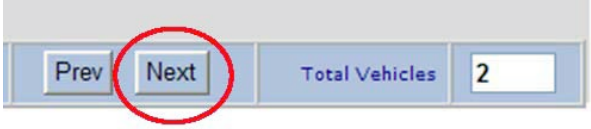


1. If the vehicle was **Surplussed** during this fiscal year, enter a comment explaining the change in status. Submit a copy of the Vehicle Surplus Request form signed by Surplus Property and displaying the Vehicle Surplus Number assigned by Surplus Property to Capital Assets Accounting.
2. If the vehicle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



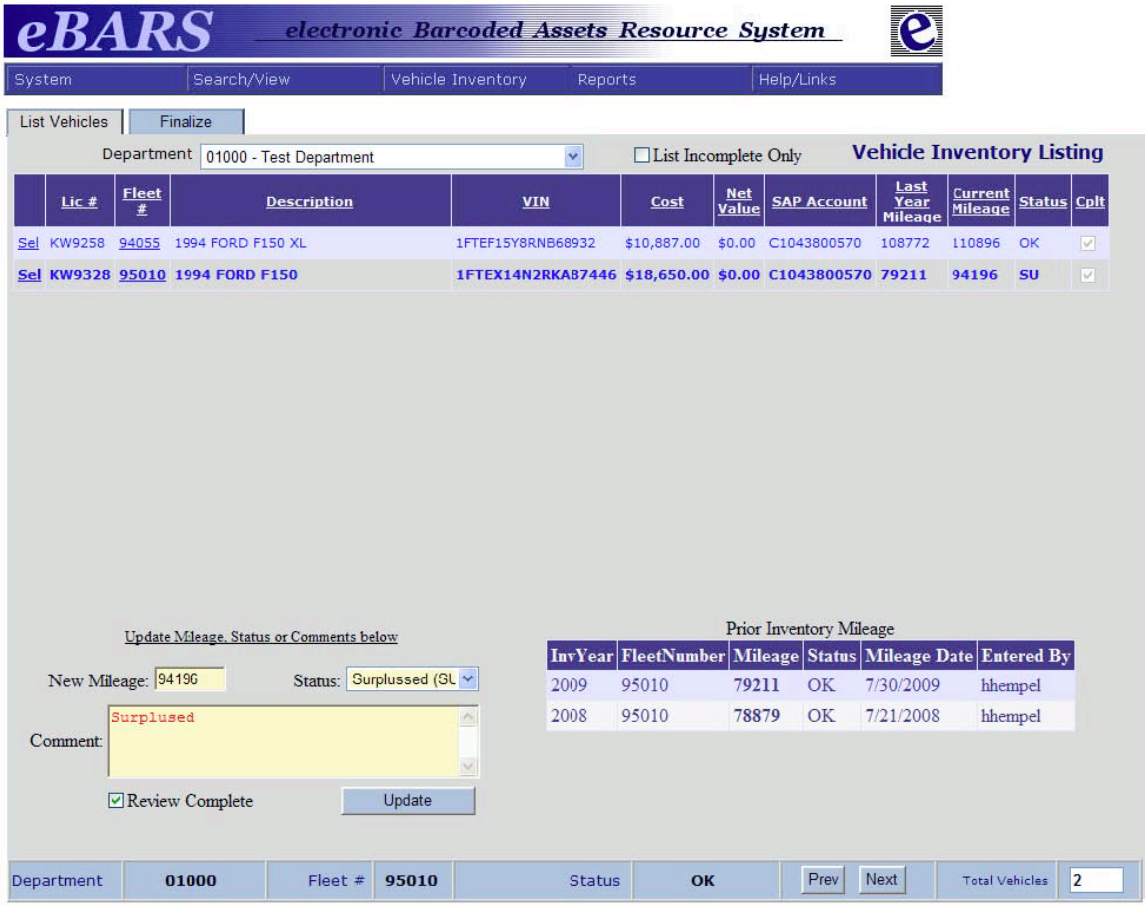
F. Choose Next at the bottom of the screen to go to the next vehicle in the list. Continue until all vehicles in the department's inventory have been updated.



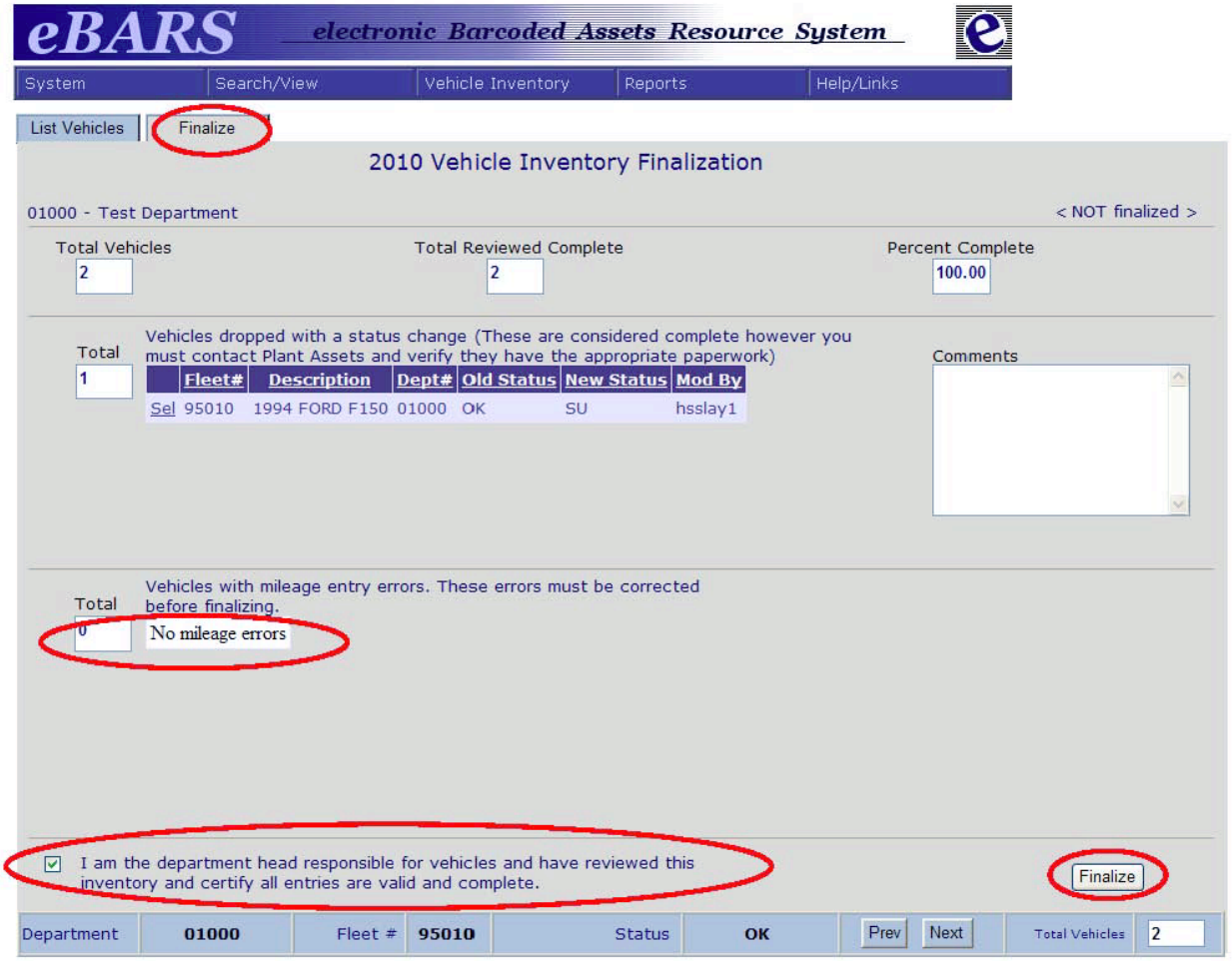
Department Administrator:

After all vehicles have been reviewed and their mileage updated, the department administrator must 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.



D. If the information is accurate, click on the **Finalize** tab to proceed to the next step.
E. Verify that documentation supporting any changes in status has been submitted to Capital Assets Accounting.
F. Verify that there are no mileage errors and click the box beside the department administrator's statement.
G. When your vehicle inventory has been verified, click the **Finalize** button at the bottom of the screen.



H. Vehicle Inventory is now complete. However, if proper documentation has not been received by Capital Assets Accounting by **June 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.