Adding Non Capital Equipment to Inventory

1. Log in to eBARS website at http://app.mc.uky.edu/ebars
2. Under tab “Data Entry” select “Non Capital Inventory.”
3. Select Department number from table on left. To add non capital equipment to that selected department click “add.”
4. The only required information is Property number and item description. Add as much information needed to help identify the equipment to be added. Once complete click “add” at the bottom of the page.
5. To see listing of non capital equipment on departmental inventory, under the heading “Scanning” in the tool bar select, “scanning and exceptions.” Select department from listing, and in the drop down that says “Capital Equipment” select, “Noncapital Equipment.” The user is able to click on both “Non Capital Items found” and “Non Capital Items not found.”
Both Property # and Item Description are required fields before item can be added.