



Office of Financial Management

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Capital Asset Management System (CAMS)

User Documentation Manual

OCTOBER 2023

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INTRODUCTION

Welcome to the Capital Asset Management System (CAMS). The CAMS is a mainframe computer-based capital asset accounting system used by most state agencies to account for their capital assets. The purpose of CAMS is to provide control of and accountability for capital assets, to provide information needed for the preparation of management reports and financial statements, and to monitor the physical condition of capital assets.

CAMS is used to account for capital assets that meet the state's capitalization policy listed in the State Administrative and Accounting Manual (SAAM 30.20.20). See the following table:

Asset	Cost (including ancillary costs)
Land, highway systems	All
Infrastructure	> \$100,000
Buildings, other improvements, leasehold improvements	> \$100,000
Intangible assets	> \$1,000,000
Capital assets acquired thru Certificates of Participation (COP)	All
Capital assets acquired with a capital lease (30.20.40)	When the capitalization policy is met
All other capital assets	Unit cost > \$5,000

CAMS may also be used to inventory small and attractive assets. Assets classified as small and attractive are defined at the Agency level, except that all “weapons, firearms, signal guns, and accessories” are classified as small and attractive. Refer to SAAM 30.40.20 for information on small and attractive assets.

The Office of Financial Management (OFM) is responsible for establishing accounting and reporting requirements for all state agencies. The policies for capital assets are in SAAM Chapter 30: Capital Assets. Agencies are required to use CAMS unless a written waiver is obtained from OCIO (SAAM 30.40.30). For small and attractive assets agencies may use either CAMS or an alternate in-house system without OCIO approval.

The CAMS uses real time activity and is maintained and operated by the Office of Financial Management IT Staff (OFM). This means that when you add, change, or dispose of a record, the result of your action is immediate. CAMS has a number of functions that you can use to maintain your capital asset information. For example you can:

- Add, undo add, change, dispose/reverse dispose, or browse assets.
- View depreciation and months left to depreciate.
- Do administrative functions such as maintain agency security, class codes.

ACCESS TO THE SYSTEM

Each agency has CAMS Administrators who maintain the agencies CAMS User profiles. Information regarding CAMS access and security can be found in the [System Security Manual](#).

LOG ON AND OFF THE SYSTEM

1. Log on to the mainframe through TPX, (as shown on the mainframe screen below), and press Enter.

```
>>>>>@ CA - TPX @<<<<< REL 5.3/00
STATE OF WASHINGTON - AUTHORIZED USE ONLY
This site contains government information. Your use may be monitored.
Unauthorized use is subject to civil, criminal, and/or administrative action.
If you are AUTHORIZED, type in your USERID and PASSWORD.
Unicenter CA-TPX Session Management
Copyright (c) 2003 COMPUTER ASSOCIATES INTERNATIONAL, INC.
Userid: (or LOGOFF) 11:53:50
Password: 11/13/19
New Password: NTV10EDE
Account: 3278-2A
Transfer: SMRTTV
PF1=Help PF3=Logoff
```

2. TPX menu appears. Select **CICP3** by typing an S in next to it or by typing CICP3 in the command line.

```
TPX MENU FOR MAAC105 Panelid - TEN0041
Terminal - NTV10EDE
Cmdkey=PF12/24 Jump=PA2 Menu=PA1 Model - 3278-2A
Print=PF22 Cmdchar=/ Logoff=/K System - NTPXVU
Sessid Sesskey Session Description Status
S CICP3 PF 3 Statewide Financial/Payroll Sys.
_ TSOV1 PF 4 TSO ON V1RA
_ CICX1 PF 5 CICX1 TEST
_ CICX2 PF 6 CICS/ESA TEST2
_ CICQA PF 9 CICS/ESA QUALA
_ CICQE PF 10 CICQE QUAL
_ TSOV11 PF TSO ON V1RA
_ TSOV3 PF TSO ON V3HC
Command ==>
PF1=Help PF7/19=Up PF8/20=Down PF10/22=Left PF11/23=Right H =Cmd Help
```

3. Type your login ID and password a second time & press Enter.

```
01/22/2014          CICS Application ID:  NCICP3          12:12:20

STATE OF WASHINGTON - AUTHORIZED USE ONLY

This site contains government information.  Your use may be monitored.
Unauthorized use is subject to civil, criminal, and/or administrative action.

If you are AUTHORIZED, type in your USERID and PASSWORD.

                USERID  dbac105

                PASSWORD  xxxxxxxxx

                NEW PASSWORD

                CONFIRM NEW PASSWORD

                Press ENTER to process or PF3 to END
```

4. Type in **FC00** and press Enter. (NOTE: it is FC zero, zero, not FC alpha OO.)

```
FC00
```

5. Read the message screen & press Enter until you have reached the agency menu screen.

```
===== C105C000 =====
CCCCCC  AAAAAA  MM    MM  SSSSSS          CAMS OPERATING HOURS
CC      AA    AA  MMM  MMM  SS    SS          MON-FRI 6:30AM TO 7:30PM
CC      AA    AA  MM  M  M  MM  SS          SAT    7:00AM TO 7:30PM
CC      AAAAAAA  MM  M  MM  SSSSSSS        SUN    7:00AM TO 1:00PM
CC      AA    AA  MM    MM    SS          HELPLINE:(360) 407-9100
CC      AA    AA  MM    MM  SS    SS          MON-FRI 7:00AM TO 5:30PM
CCCCCC  AA    AA  MM    MM  SSSSSSS        EMAIL:HERETOHELP@OFM.WA.GOV

NEWS MESSAGE AS OF DATE: 3/04/20  TIME: 15:30
WECOME TO CAMS

*GET THE LATEST CAMS DOCUMENTATION:
HTTPS://WWW.OFM.WA.GOV/IT-SYSTEMS/CAPITAL-ASSET-MANAGEMENT-SYSTEM-CAMS

ENTER=AGENCY MENU OR BROADCAST MSG 2, F3=RETURN, PAUSE/BREAK=EXIT
```

6. Enter your agencies four-digit number and press enter (*Note agency 9990 is the Test agency*)

```
=== CAMS ===== AGENCY MENU ===== C105C022 ===  
  
TYPE IN YOUR AGENCY NUMBER AND PRESS ENTER  
  
AGENCY: 9990  
  
ENTER=CONTINUE, F3=RETURN, F12=MESSAGE, PAUSE/BREAK=EXIT
```

7. This brings you to your agencies CAMS primary Menu.

```
=== CAMS ===== PRIMARY MENU ===== C105C001 ===  
  
AGENCY: 9990  
  
1. -- ASSETS (AA)  
2. -- ACCESS PENDING ASSETS (AP)  
3. -- SECURITY (SS)  
4. -- ADMINISTRATIVE (AD)  
  
FUNCTION: 1  
  
F3=RETURN, F12=MESSAGE, PAUSE/BREAK=EXIT
```


Functions:

The function remains the same for subsequent entries and can be changed for each entry.

A = ADD. Allows user to add an asset (default)

R = ADD/RETAIN DATA. Enter an 'R' to add new asset with data in selected fields being retained. For all agencies except for DOC, six (6) fields will clear. All other fields will retain the data that was entered for the prior asset.

The six (6) fields that will be cleared are:

REF:

FEATURE NO:

TAG NO

MANU SERIAL NO:

LIC NO:

LOC: This field does not clear for DOC

F = REFRESH. Clears or blanks all coding elements from the previous screen.

V = VIEW ASSET (AFTER ADD). Allows user to view a just added asset

Required Fields: The following fields are the minimum required for function A(dd) (highlighted above):

- **REF:** The Reference Number is the main key that identifies your asset. *It is recommended that you use the tag number of the asset as the Reference Number.*
- **TAG NO:** Tag Number is the Washington State asset control number that is affixed (in most cases) to the asset. If you leave this field blank, the REF number will automatically be put into this field when you press Enter.

This field will autofill leading or succeeding zeros if left blank. For example, you have tag numbers 565750 and 565751.

A. The following is what you will get if you enter the REF: and leave the TAG NO blank.

<u>Enter REF:</u>	<u>Enter Tag NO:</u>	<u>Resulting REF:</u>	<u>Resulting TAG NO:</u>
565750		565750000000	565750000000
565751		565751000000	565751000000

B. The following is what you will get if you enter the REF: and enter the TAG NO as shown:

<u>Enter REF:</u>	<u>Enter Tag NO:</u>	<u>Resulting REF:</u>	<u>Resulting TAG NO:</u>
565750	565750	565750000000	565750
565751	565751	565751000000	565751

Notice that the TAG NO does not zero fill whereas the REF: does. In example A, the REF: zero fills and because the TAG NO is blank, the zero filled REF: is placed into the TAG NO field. In example B the REF: zero fills, but because you have entered the TAG NO the zero filled REF: is not placed into the TAG NO field.

- **MANU SERIAL NO:** This is the Manufacturer's assigned Serial Number or VIN numbers for vehicles. If you do not know the serial number, you will have to enter some characters like 'UNKNOWN' or 'N/A' in the field.

- **DESC:** Description of the asset.
- **CLASS:** Class is a two-part field. The first four (4) characters are the OFM class code that most closely describes the asset. The next six (6) characters are used by the agency to further define the classification of the asset. The class code to use is found in the OFM SAAM, Chapter 30.50.10. Sample below:

70		Information Technology (IT) Equipment	
	7010	Main Frame Computer Systems	5 Years
	7011	Servers	5 Years
	7012	Desktop Computers (PCs)	4 Years

Class codes can be changed on fully depreciated assets but it will not change the Use Life. On partially depreciated assets: CAMS allows Class Code changes, but those will change the Use Life only if the Use Life from the Class Code Table is greater than the number of months already depreciated.

- **LOC:** Location is a two-part field. The first two (2) characters are the county code. The code you use is found in the SAAM, Chapter 30.50.20. Valid county codes (Ex: 01 – Adams) are also contained in the AFRS Descriptor Table 37. The next fourteen (14) characters are used by the agency to further define where the asset is located.
- **ACQ DATE:** The Acquisition Date is the date the agency takes title to, or assumes responsibility for, an asset. All dates in CAMS have the same format (MMDDYYYY). *Example: 12232019 is Dec 23, 2019.*
- **USE:** The Depreciable Useful Life is automatically entered into the field based upon the class code entered in the CLASS field. The useful life codes can be found in the SAAM, Chapter 30.50.10.

There are three exceptions to the automatic entry of the useful life edit:

- When an asset is degraded somehow, enter the character “O” in the asset condition field (**COND**) and entering the OFM approved months of asset life.
 - When an asset is purchased used (not new or original condition), enter the character “U” in the asset condition field (**COND**) and the enter the approved use life of the asset.
 - When an asset is leased, enter “L” in the **OWN** field and make the use life of the asset equal the length of the lease.
- **F-ORDER:** Field Order Number. The field order number used to purchase the asset. Note that while the field is required, there are no edits to which field order numbers are used.

- **S&A:** Code for Small and Attractive assets. Default is N. Use Y for yes on assets that don't meet the threshold levels (\$5,000 for most assets).
 - S&A = Y, no depreciation will be calculated
 - S&A= N and meets capitalization threshold, depreciation is calculated
 - S&A = N but does not meet capitalization, then no depreciation is calculated
 - *example: 400 quantity, total amount \$145,000 value per asset is \$362.50*

- **S-F:** State-Federal Code. This code is used to indicate who paid for the asset and may want it returned on disposal. The system will only allow the codes listed below:
 1. State
 2. Federal
 3. Local
 4. State/Federal
 5. State/Local
 6. Federal/Local
 7. Other
 8. Donated

- **OWN:** Ownership of asset. The system will not allow codes other than those listed below:
 - S. State Owned and Lease-to-Own
 - L. Operating lease (no depreciation calculated)
 - P. Certificate of Participation. (All COP assets are capitalized/depreciated)
 - X. State owned asset acquired through or used in a public-private or public-public partnership (capitalized/depreciated)

- **TOT COST:** This is the total cost of the asset, including all appropriate ancillary cost (the cost of placing the asset in service). **The system has a default value of \$0.01, be sure to clear the field before inputting otherwise the \$0.01 will be added to your entry.** Once the field is cleared & the cost is input, CAMS will insert a decimal before the last two characters whether or not a decimal is input.

Examples of how to correctly & incorrectly enter amounts in this field are as follows:

A. Entries that do not include cents (Example \$5,432.00).

<u>Correct</u>		
Input	.01 Default Removed?	Results
543200	Yes	5,432.00
<u>Incorrect</u>		
Input	.01 Default Removed?	Results
5432	Yes	54.32
5432	No	5,432.01

B. Entries with amounts other than .00 cents (Example \$76,841.83)

Correct		
Input	.01 Default Removed?	Results
7684183	Yes	76,841.83
76841.83	Yes	76,841.83
Incorrect		
Input	.01 Default Removed?	Results
7684183	No	7,684,183.01
76841.83	No	7,684,183.01

- **COST:** The breakdown of the total cost associated with a fund or other coding. Note that there are 10 lines available, but they must equal the **TOT COST** entered for the asset.
- **FUND:** Fund (account) from which the asset was originally purchased, or, for proprietary type funds, the fund (account) in which the asset is being utilized. The fund (account) used must be valid for your agency (D22 in AFRS).

Optional Fields: Description of the other asset fields can also be found in Appendix C of this documentation.

- **FEATURE NO:** The Feature Number is an identifier to allow enhancements to an asset. If left blank, it will zero fill. You need to enter this field if you have enhancements to an asset. Hint: Do not use letters as the system has sorting problems with alpha and numeric suffixes.

The following three examples explain the use of the FEATURE NO field.

- A. You have 16 enhancements for assets with tag number D001063. You would code each enhancement as follows:

<u>REF:</u>	<u>FEATURE NO</u>	<u>TAG NO.</u>
D001063	001	D001063
D001063	002	D001063
.....		
D001063	016	D001063

- B. You purchase a \$126,000 asset on January 5, 2015 and have an addition of \$13,500 to the asset on Jan 10, 2020. If you change the cost of the original asset from \$126,000 to \$139,500 you lose your audit trail. The addition takes the acquisition date of January 5, 2015 and you can no longer run reports that show all of your additions for the fiscal year 2015. If you record the new addition as a new FEATURE NO, then you will always be able to tell what happened historically. You should record the transactions as follows:

<u>REF:</u>	<u>FEA NO</u>	<u>TAG NO.</u>	<u>ACQ DATE</u>	<u>COST</u>
D001063	000	D001063	01/05/2015	\$126,000
D001063	001	D001063	01/10/2020	\$ 13,500

- C. You purchase a \$126,000 asset on April 5, 2018 with a depreciation life of 84 months (7 years). You then have an addition of \$13,500.00 to the asset on Jan 10, 2020. If you change the cost of the original asset from \$126,000 to \$139,500 you will have the full \$13,500 depreciated in the month that you changed the original cost. The addition takes the acquisition date of April 5, 2018 and depreciates the \$13,500 from the 2018 date, not the 2020 date. If you record the new addition as a new FEATURE NO, then the depreciation will be calculated correctly. You should record the transactions as follows:

<u>REF:</u>	<u>FEA. NO</u>	<u>TAG NO.</u>	<u>ACQ DATE</u>	<u>COST</u>
D001063	000	D001063	4/05/2018	\$126,000
D001063	001	D001063	1/10/2020	\$ 13,500

LIST ASSETS

Function allows user to list assets by:

- Reference – System default (*) unless another selection is made
- Location – County number plus optional codes agency defines
- Class Code – 1-4 digits of the SAAM codes for assets
 - You can only select one of the above. You may type an asterisk (*) or a part of the characters of your selection or a specific reference, location or class code. When you type a partial character, the system will display the first record that is the closest to the characters you entered.

Input function **2** and press Enter to access the BROWSE MENU screen.

(if attempting to search by one of the list items, the 2 function is still required.)

```

=== CAMS = (AA) ===== ASSETS MENU ===== C105C003 ===
TR: _____
AGENCY: 9990

                FUNCTION: 2

                1. -- ADD ASSET
                2. -- LIST BY  START SEARCH
                   REFERENCE:  * _____  (DEFAULT)
                   LOCATION:  _____
                   CLASS CODE: _____

                1. THE 'ADD ASSET' FUNCTION INCLUDES:
                   -- VIEW (AFTER SUCCESSFUL ADD)

                2. THE 'LIST BY' FUNCTION INCLUDES (IF YOU HAVE SECURITY):
                   -- VIEW (ASSET OR DEPRECIATION)
                   -- CHANGE
                   -- DISPOSE OR UNDISPOSE

                F1=HELP, F3=RETURN, F12=MESSAGE, PAUSE/BREAK=EXIT

```

Functions:

V = VIEW Allow users to view detailed information about a specific asset.

C = CHANGE Allow users to make changes to a specific asset.

D = VIEW DEPRECIATION Allow users to display depreciation information of a specific asset.

U = UNDO Allow users to delete asset record only when no depreciation has been recorded for the asset (which will run the first day of the month for the prior month).

X = DISPOSE/UNDISPOSE Allow users to dispose or un-dispose a specific asset.

```
=== CAMS = (AA.2) ===== BROWSE MENU ===== C105C010 ===
TR: _____ LISTED BY REFERENCE NUMBER
AGENCY: 9990

SELECT FUNCTION: (V=VIEW, C=CHANGE, D=VIEW DEPRECIATION, U=UNDO, X=DISPOSE(UN))

REFERENCE-FEA  DESCRIPTION ACQ-DATE  LOCATION  CLASS      COST  OWN D
- 270000000000-000 FORD_____ 06152018 27_____ 2310_____ 55000.00 S -
- D00025700000-000 MUSTANG,_PU 02012014 27_BLDG_34_ 2310_____ 45000.01 S -
v DT1235000000-000 F150_PICKUP 02122014 27_BLDG_34_ 2310_____ 29000.00 S -
- D00002560000-000 F-150_PICKU 02012014 27_BLDG_34_ 2310_____ 29000.00 S -
- D00305050000-000 FORD_PICKUP 02012014 27_BLDG_34_ 2310_____ 29000.00 S -
- D00012300000-000 F150_PICKUP 02012014 27_BUILDING 2310_____ 29000.01 S -
- D00542600000-000 F150_P/U_- 02012014 27_CM_ST_MAI 2310_____ 29000.00 S -
- ECC00DKM0000-002 LIGHT_FIXTU 03252015 27_ECC_____ 6210_____ 4500.00 S -
- ECC001630000-000 BLDG_14_EVE 04012015 27_ECC_____ 0540_____ 750000.00 S -
- ECC001790000-000 EVERETT_CAM 04012015 27_ECC_____ 0540_____ 750000.00 S -
- ECC124562500-000 2015_TRUCK, 07232015 27_ECC_____ 2310_____ 38000.00 S -

F1=HELP, F3=RETURN, F7=UP, F8=DOWN, F12=MESSAGE, PAUSE/BREAK=EXIT
```

Hint: F8 gets to the next screen and F7 brings the previous screen.

VIEW ASSET

Type in “V” beside a specific asset record from the Browse Menu and press Enter to access the VIEW ASSET menu screen.

```
=== CAMS ===== VIEW ASSET ===== C105C007 ===
TR: _____
FUNCTION: D (D=DEPRECIATION SCREEN, C=CHANGE SCREEN, U=UNDO)
AGENCY: 9990 REF: DT1235000000 FEATURE NO: 000 ROLL: N DIV: ____ ORG IDX: ____
TAG NO: DT1235000000 MANU SERIAL NO: FMABNRK1235 _____ LIC NO: _____
MANU: FORD _____ DESC: F150_PICKUP, WHITE_4WE _____
CLASS: 2310 _____ LOC: 27_BLDG_34 _____ ACQ DATE: 02122014 FMBI: 1408 USE: 060
DEP: 1 QTY: _____ 1.0 COND: _ LOANED: _____ F-ORDER: F140825_ DOC NO: _____
VENDOR: LONGVIEW_FORD S&A: N EX: _ S-F: 1 SPECIAL USE: _____
SLVAGE: _____ 500.00 OWN: S LEASE: PRD _ REST _ MAINT: PRD _ AMT _____ .00
TOT COST: _____ 29,000.00 LEASING AGENT: _____ ORGCTL: _____
COST: _____ 29,000.00 FUND: 001 PI: _____ OPT1: _____ OPT2: _____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
DISP DATE: _____ DISP AUTH: _____
LAST CHNG: 04112019 ADD DATE: 04112019
F1=HELP, F3=RETURN, F4=ASSET MENU, F12=MESSAGE, PAUSE/BREAK=EXIT
```

Functions:

D = VIEW DEPRECIATION. See Section on View Depreciation.

C = CHANGE SCREEN. Upon enter, this takes the users to the CHANGE MENU screen where changes can be made to the asset. See Section on Change Asset.

U = UNDO. Upon enter, this deletes the asset record from the system, this can only be done before the month end.

CHANGE ASSET

Type in "C" beside a specific asset record from the Browse Menu and press Enter to access the CHANGE ASSET menu screen.

```

==== CAMS =(AA.1.1)===== CHANGE ASSET ===== C105C006 ===
TR: _____
FUNCTION: C (C=CHANGE, V=VIEW SCREEN, D=DEPRECIATION SCREEN)
AGENCY: 9990 REF: ECC00DKM0000 FEATURE NO: 002 ROLL: N DIV: ____ ORG IDX: ____
TAG NO: ECC00DKM0000 MANU SERIAL NO: NONE _____ LIC NO: _____
MANU: SEATTLE_LIGHTING _____ DESC: LIGHT_FIXTURE_REMODEL_____
CLASS: 6210 _____ LOC: 27_ECC _____ ACQ DATE: 03252015 FMBI: 0101 USE: 060
DEP: 1 QTY: _____ 1.0 COND: _ LOANED: _____ F-ORDER: F124562 _ DOC NO: _____
VENDOR: _____ S&A: N EX: _ S-F: 1 SPECIAL USE: _____
SLVAGE: _____ .00 OWN: S LEASE: PRD _ REST _ MAINT: PRD _ AMT _____ .00
TOT COST: _____ 4,500.00 LEASING AGENT: _____ ORGCTL: _____
COST: _____ 4,500.00 FUND: 057 PI: _____ OPT1: _____ OPT2: _____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
DISP DATE: _____ DISP AUTH: _____
LAST CHNG: 11032015 ADD DATE: 04072015
F1=HELP, F3=RETURN, F4=ASSET MENU, F12=MESSAGE, PAUSE/BREAK=EXIT
  
```

Functions:

C = CHANGE. This selection is used to make corrections or changes to any fields in the asset record except for the following fields:

- Agency
- Ref
- Feature No
- Acq Date (once depreciation has run for the asset)
- Use
- Dep
- Last Chng
- Add date

D = VIEW DEPRECIATION. See section on VIEW DEPRECIATION

VIEW DEPRECIATION

Type in “D” beside a specific asset record from the Browse Menu and press Enter to access the DEPRECIATION BROWSE MENU screen.

```
=== CAMS =(AA.1.2)===== DEPRECIATION BROWSE MENU ===== C105C008 ===
TR: _____
AGENCY: 9990

      FUNCTION: _ (S=SELECT PAGE)
            PAGE: 001 OF 001

REFERENCE NO: R02481200000 000
      ACQ DATE: 01312017
      USE LIFE: 072

TOTAL COST: _____25,000.00
SALVAGE VALUE: _____ .00

MONTHLY DEPR: _____347.22
      ACCUM DEPR: _____13,194.36

MONTHS DEPR: 038

       DATE OF LAST CHANGE AFFECTING DEPRECIATION
      (CHANGES IN COST, SALVAGE VALUE OR USE LIFE)

F1=HELP, F3=RETURN, F4=ASSET MENU, F12=MESSAGE, PAUSE/BREAK=EXIT
```

Change in cost, salvage value or use life will recalculate the monthly depreciation of the asset.

You can view accumulated depreciation record(s) of the asset selected. If the asset has more than one depreciation record, it will display the last record for the asset.

Type **S (SELECT)** in the function field and enter the page number to view other records (if any).

UNDO

Type in “U” beside a specific asset record from the Browse Menu and press Enter to access the VIEW ASSET MENU screen.

```
=== CAMS ===== VIEW ASSET ===== C105C007 ===
TR: _____
FUNCTION: U (D=DEPRECIATION SCREEN, C=CHANGE SCREEN, U=UNDO)
AGENCY: 9990 REF: AAA0001DWB00 FEATURE NO: 000 ROLL: N DIV: _____ ORG IDX: _____
TAG NO: AAA0001DWB00 MANU SERIAL NO: NONE _____ LIC NO: _____
MANU: POULSBO_CONSTRUCTION _____ DESC: 1560_TESTING_LAB _____
CLASS: 0540 _____ LOC: 18_LABS _____ ACQ DATE: 01202017 FMBI: 1917 USE: 480
DEP: 1 QTY: _____ 1.0 COND: _____ LOANED: _____ F-ORDER: 105510 _____ DOC NO: _____
VENDOR: _____ S&A: N EX: _____ S-F: 1 SPECIAL USE: _____
SLVAGE: _____ .00 OWN: S LEASE: PRD _____ REST _____ MAINT: PRD _____ AMT _____ .00
TOT COST: _____ 1,000,000.00 LEASING AGENT: _____ ORGCTL: _____
COST: _____ 500,000.00 FUND: 075 PI: _____ OPT1: _____ OPT2: _____
_____ 500,000.00 _____ 057 _____ _____
_____ _____
_____ _____
_____ _____
_____ _____
_____ _____
_____ _____
_____ _____
DISP DATE: _____ DISP AUTH: _____
LAST CHNG: 04162019 ADD DATE: 03022017 DEPRECIATION ALREADY EXIST CAN NOT UNDO
F1=HELP, F3=RETURN, F4=ASSET MENU, F12=MESSAGE, PAUSE/BREAK=EXIT
```

Select “U” to delete the asset selected.

IMPORTANT: The asset record will only be deleted if no depreciation has been recorded for the asset (usually the day it was added for most assets).

DISPOSE/UN-DISPOSE

Type in “X” beside a specific asset record from the Browse Menu and press Enter to access the DISPOSE/UN-DISPOSE menu screen.

```

=== CAMS ===== DISPOSE / UNDISPOSE MENU ===== C105C005 ===
TR: _____
FUNCTION: X (X=DISPOSE(UN), C=CHANGE SCREEN, V=VIEW SCREEN D=DEPR SCREEN)
AGENCY: 9990 REF: CAR001000000 FEATURE NO: 000 ROLL: N DIV: _____ ORG IDX: _____
TAG NO: CAR001000000 MANU SERIAL NO: 123454145 _____ LIC NO: _____
MANU: HONDA _____ DESC: 2011_HONDA_CIVIC _____
CLASS: 2310 _____ LOC: 34_OLYMPIA _____ ACQ DATE: 04092011 FMBI: 0101 USE: 061
DEP: 1 QTY: _____ 1.0 COND: U LOANED: _____ F-ORDER: 6789 _____ DOC NO: _____
VENDOR: _____ S&A: N EX: _ S-F: 1 SPECIAL USE: _____
SLVAGE: _____ 1,000.00 OWN: S LEASE: PRD _ REST _ MAINT: PRD _ AMT _____ .00
TOT COST: _____ 21,000.00 LEASING AGENT: _____ ORGCTL: _____
COST: _____ 11,000.00 FUND: 001 PI: _____ OPT1: _____ OPT2: _____
_____ 10,000.00 419 _____
_____
_____
_____
_____
_____
_____
_____
_____
_____
DISP DATE: 02282020 DISP AUTH: 123456 ASSET CAR001000000-000 DISPOSE UPDATED
LAST CHNG: 03052020 ADD DATE: 04262011

```

Functions:

X = DISPOSE (UN). DISPOSE is used during the normal course of business for assets that have been:

- A. Disposed by following the agency’s disposal procedures.
- B. Entered by error. Example, a wrong reference number was used to enter the asset into the CAMS system.
- C. Lost, stolen, destroyed, etc.
- To DISPOSE an asset: After typing “X” beside the asset on the Browse Menu, input the **disposal date (DISP-DATE – MMDDYYYY format)** and the **disposal authority (DISP-AUTH)** at the bottom then press Enter.
- To UNDISPOSE an asset: After typing “X” beside the asset on the Browse Menu, press ENTER which will clear the disposal date (DISP-DATE) and the disposal authority (DISP-AUTH) fields.

C=CHANGE SCREEN. Takes users to the CHANGE ASSET menu screen. *See Section on CHANGE ASSET.*

V= VIEW SCREEN. Takes users to the VIEW ASSET SCREEN. *See Section on VIEW ASSET.*

D=VIEW DEPRECIATION. Takes users to the DEPRECIATION BROWSE SCREEN. *See Section on DEPRECIATION.*

Disposed assets remain in the CAMS system and are automatically PURGED by CAMS six years from the asset disposal date. Purges will occur monthly when assets reach 6 years after disposal.

Disposal Date and Disposal Authority will only be entered once on Disposal screen. After that, the fields are protected and can be changed only on the Change screen.

Disposed assets are reported on the CM810 ER report when the disposal date is within the date range of the report requested. The CM810 is used to reconcile CAMS balances for fiscal year AFRS entries.

CAMS REPORTING

As of March 2020 CAMS no longer has the report request menu. In place of mainframe reporting, CAMS reporting is available in Enterprise Reporting. There are still a few system generated reports.

SYSTEM GENERATED REPORTS – These reports are automatically produced by CAMS and are produced on a daily, weekly and monthly basis.

- a. CAMS Daily Activity Report (CM5XX) – reports user activities in CAMS. Separate activity reports are produced for ADD, CHANGE and DISPOSAL.
- b. CAMS Weekly Pending File Activity Report (CM900) – reports records that exist in the pending file and waiting to be posted to the CAMS system.
- c. CAMS Monthly Activity Report (CM550) – reports user and system activities in CAMS.

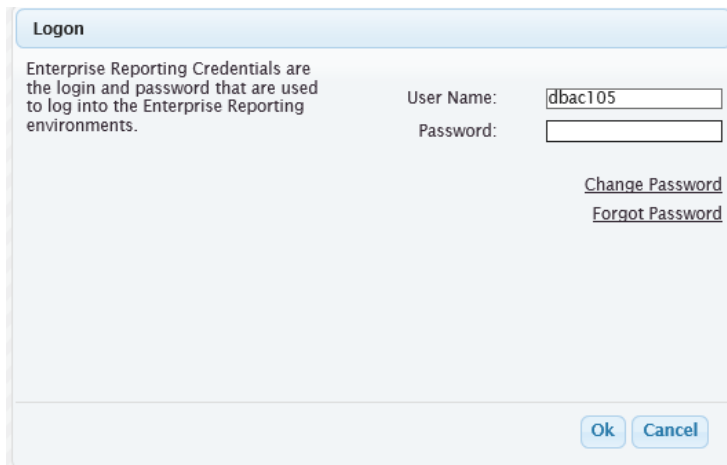
ENTERPRISE REPORTING (ER) & WEB INTELLIGENCE (WebI)

Reports of CAMS data are available from Enterprise Reporting and Web Intelligence (CAMS universe). Changes made to records in CAMS will be available in Webi and ER the following business day. For example:

- Changes made on Friday in CAMS will be reflected in Webi and ER on Monday
- Changes made on Saturday, Sunday or Monday will not be reflected in ER and WebI until Tuesday

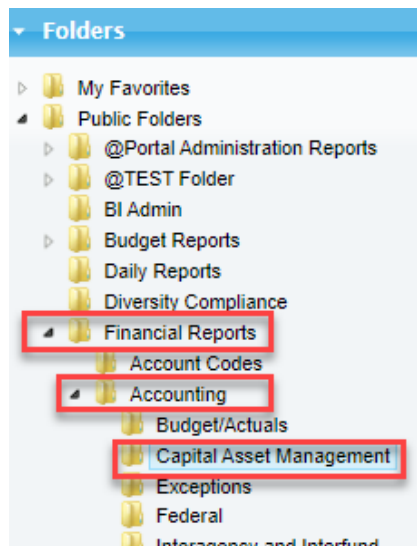
Enterprise Reports (ER):

1. Log into ER using <https://rp.ofm.wa.gov/>



2. From the folder structure, expand the following folders:
 - a. Financial Reports
 - b. Accounting

3. Double click on the Capital Asset Management folder.



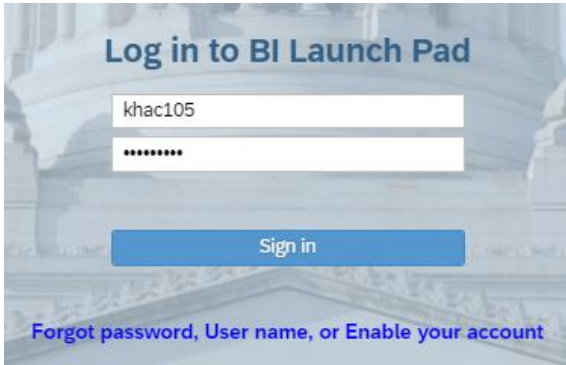
4. Right click on the report you want to run



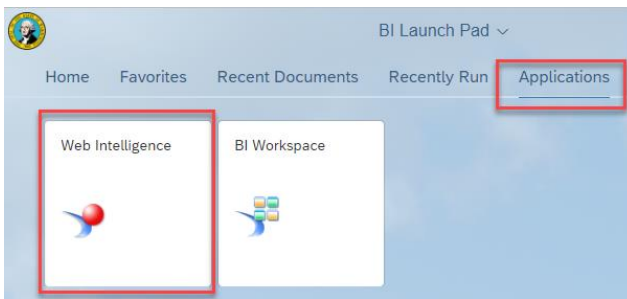
5. Click “schedule”
6. Enter parameters to get the data you want.
7. When you’ve added all the parameters you want, click the “Schedule” button at the bottom.

Web Intelligence (WebI) for queries/reports:

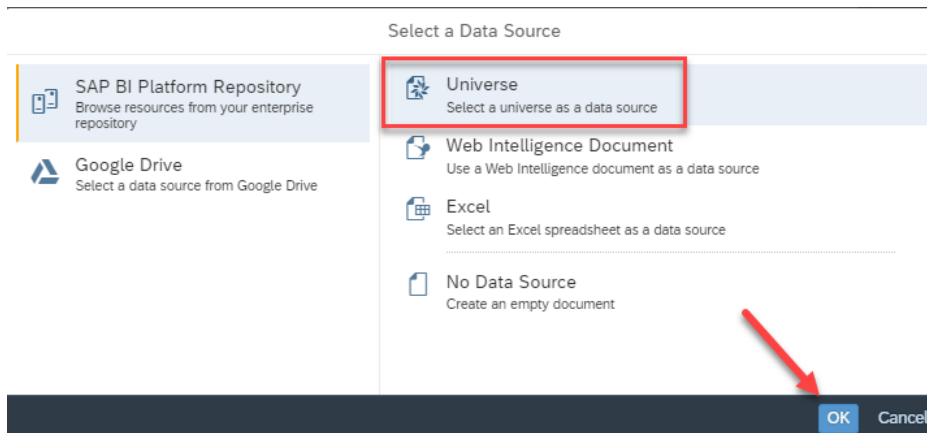
1. Go to <https://reporting.ofm.wa.gov/BOE/BI/custom.jsp>
2. Logon with your ER user ID and password.



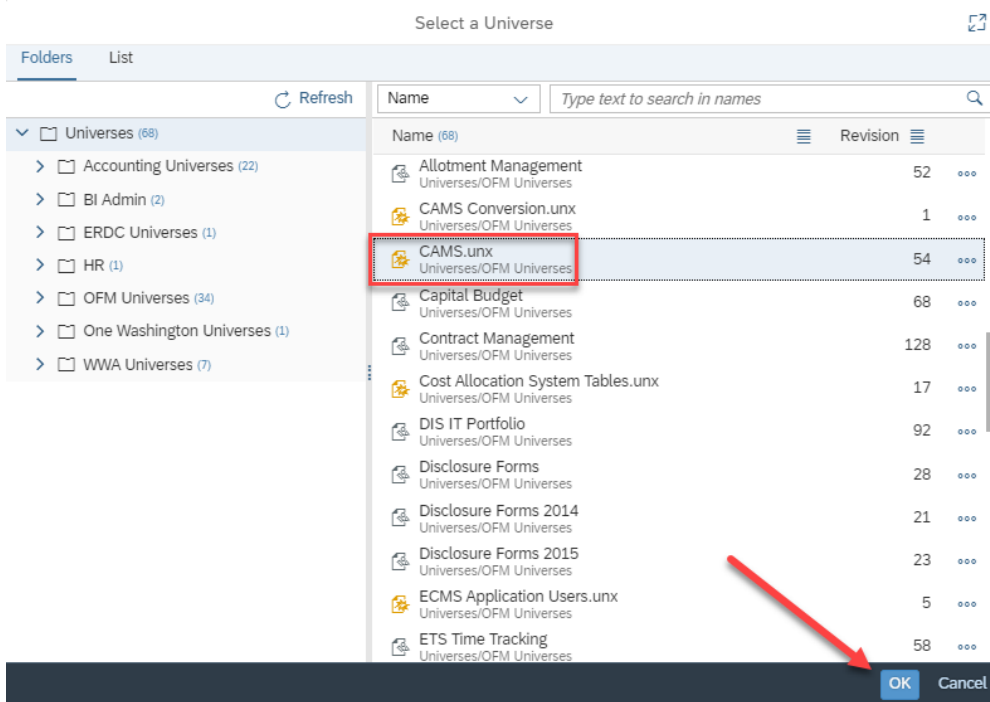
3. Click on the Applications tab & then Click on the Web Intelligence icon to start a query.



4. Ensure Universe is highlighted & click OK.

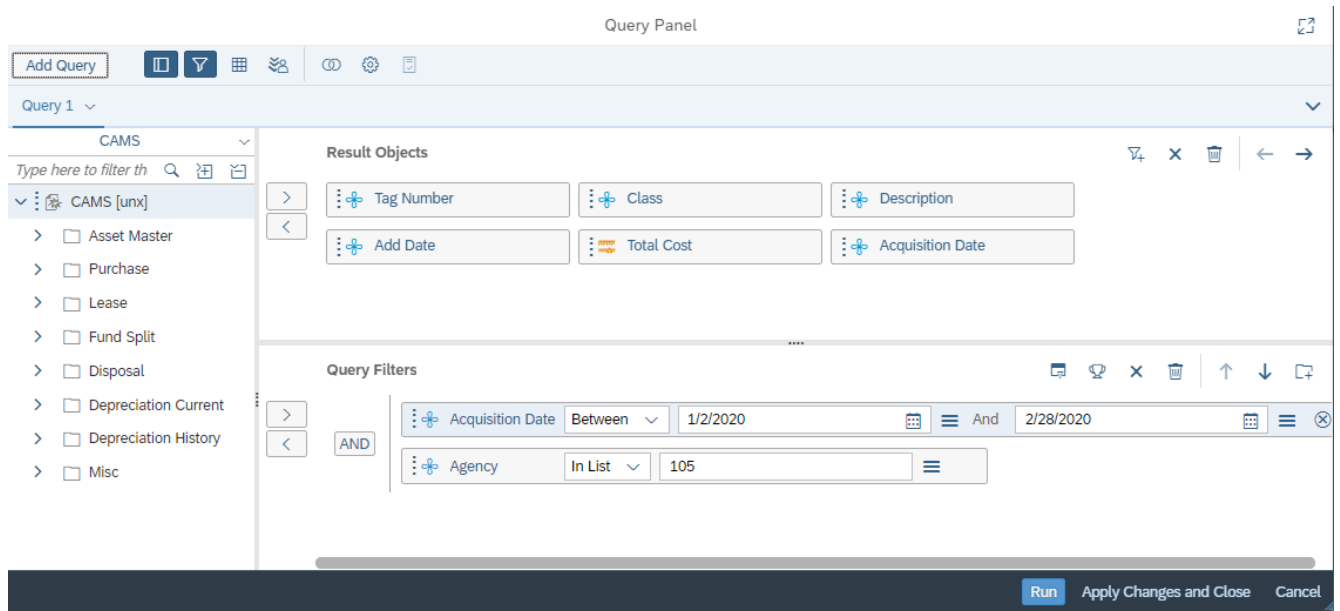


5. Scroll down until you see “CAMS.unx” line and select it then click OK.



6. The Query Panel will appear. Add the data fields to the Result Objects & Query Filters sections.

- Add to Results Objects: Either double click or drag & drop the data fields you want in the order you want on the report
- Add Query Filters: Drag & drop the data fields you want to filter by & enter/choose the filter by data

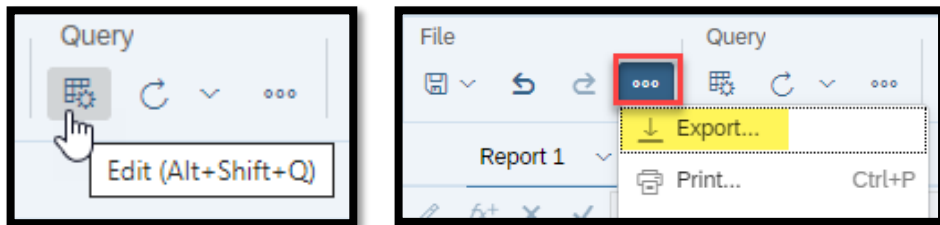


Note: Agency number must only be 3 digits.

7. Click the Run button at the bottom.
8. The report will display.

Tag Number	Class	Description	Add Date	Total Cost	Acquisition Date
K295601	7017	FG-501E HARDWARE APPLIANCE	1/23/2020	29,874.97	1/13/2020
K295602	7017	FG-501E HARDWARE APPLIANCE	1/23/2020	8,657.55	1/13/2020

If the report needs to be edited, you can open the Query Panel back up by clicking on the Edit button on the Query tab. To export the report, click the Ellipses on the File tab & choose Export.



ACCESS PENDING ASSETS (AP)

The data on the CAMS ACCESS PENDING ASSETS (AP) screen is brought from the AFRS expenditure transaction through the AFRS/CAMS Interface to the appropriate CAMS fields in the Pending File. Agencies can access their Pending File ‘skeleton’ records from the CAMS Primary Menu, edit them to create records that can be posted to the CAMS file, or purge them from the Pending File.

The purpose of the AFRS/CAMS interface is to provide a method for agencies to capture CAMS capital asset activity at the time it is entered in AFRS. This facilitates the AFRS to CAMS reconciliation process by providing a conduit between the accounting functions/data entry and the inventory groups responsible for the CAMS capital asset inventory.

The AFRS/CAMS interface is functional as follows for all on-line AFRS agencies that use CAMS, however, many agencies use Financial Toolbox or other interfaces to enter payments. If this applies at your agency, the Pending Assets screen won’t work.

1. Set up AFRS Table:

For an entry to be sent to CAMS from AFRS based on the transaction, the agency needs to set up the coding table to tell AFRS which coding elements to look for to send to CAMS. The agency must input which sub objects, batch types or amount they wish to route to CAMS on the **AFRS TO CAMS INTERFACE SUB OBJECT (TM.3.5)** screen within AFRS. *Any entries on the TM.3.5 are considered Descriptor Table 50 (D50) entries & will be viewable on the TM.1.1 as well.*

Allowable sub-objects on the TM.3.5 screen (D50) are J_, SJ and TJ.

```
=== AFRS =(TM.3.5)==== AFRS TO CAMS INTERFACE SUB OBJECT ===== C105P10E ===
TR: _____ LAST UPDATE: 04/20/19

FUNCTION: N (A=ADD, C=CHANGE, D=DELETE, V=VIEW, N=NEXT, P=PRINT)

AGENCY: 3000

BIENNIUM: 21

SUB OBJECT: JE

BATCH TYPE: KB

TITLE: LAND_-_ ENCUM, _JVS, _NON-INS_WARRANTS, _EFTS _____

AMOUNT: _____0.00

F3=RETURN, F12=MESSAGE, CLEAR=EXIT

NEXT RECORD FOUND
```

2. Input transactions into AFRS:

Payment transactions input into AFRS which contain objects and/or batch types identified in the AFRS TO CAMS INTERFACE SUB OBJECT table (**TM.3.5**) (D50) will cause the **AFRS TO CAMS INTERFACE** screen to appear when the transaction is input.

Note: the transaction must be input/changed directly in the GENERAL ACCOUNTING TRANSACTION INPUT screen within AFRS to trigger the AFRS TO CAMS INTERFACE screen. A transaction uploaded via Financial Toolbox or another interface, then directly released in AFRS will not trigger this screen & therefore no Pending Asset will be sent to CAMS.

```

=== AFRS ===== AFRS TO CAMS INTERFACE ===== C105PM40 ===

    BATCH HEADER: 9990  110609  MT  002  00001      MASTER INDEX:
    CURR DOC NO: REST      SFX:          REF DOC NO:      SFX:

          TAG NUMBER          AMOUNT          COMMENT-MEMO

ASSET  1:  _____          _____          _____
ASSET  2:  _____          _____          _____
ASSET  3:  _____          _____          _____
ASSET  4:  _____          _____          _____
ASSET  5:  _____          _____          _____
ASSET  6:  _____          _____          _____
ASSET  7:  _____          _____          _____
ASSET  8:  _____          _____          _____
ASSET  9:  _____          _____          _____
ASSET 10:  _____          _____          _____

TAG NUMBER WILL BE GENERATED BY AFRS IF LEFT BLANK

    ENTERED AMOUNT:          5500.00    ENTERED INVOICE: 12121
    COMPUTED AMOUNT:          0.00      PAGE: 0001 OF 0001
PF6=PROCESS, PF7=PAGE BACK, PF8=PAGE FORWARD, PF10=OVERRIDE ERROR AMT
  
```

3. Complete AFRS TO CAMS INTERFACE screen in AFRS:

The tag number(s), amount(s), and any comments can be entered on the AFRS TO CAMS INTERFACE screen within AFRS. The amount of each asset should be entered, or the interface transaction will have an amount of zero. When the **‘Enter’** key is pressed, the following fields are placed in the CAMS Pending File:

Batch Trans ID; Tag number, Current Doc number; Reference Doc number; Fund and Amount

The records on the Pending File are ‘skeleton’ capital asset records and are not complete CAMS records until they are finalized and posted to the CAMS system.

4. **Access PENDING MENU in CAMS:**

- a. To access the PENDING MENU screen in CAMS, select **2** at the PRIMARY MENU and press **Enter**

```
==== CAMS ===== PRIMARY MENU ===== C105C001 ===  
  
AGENCY: 9990  
  
1. -- ASSETS (AA)  
2. -- ACCESS PENDING ASSETS (AP)  
3. -- SECURITY (SS)  
4. -- ADMINISTRATIVE (AD)  
  
FUNCTION: 2  
  
F3=RETURN, F12=MESSAGE, PAUSE/BREAK=EXIT
```

- b. Function of **1** List by auto populates. Users can view pending records by:

- Batch – System default (*) unless another selection is made
- Tag Number
- Document Number

```
==== CAMS = (AP) ===== PENDING MENU ===== C105C017 ===  
TR: _____  
AGENCY: 9990  
  
FUNCTION: 1  
  
1. -- LIST BY            START SEARCH  
   BATCH:               * _____ (DEFAULT)  
   TAG NUMBER:           _____  
   DOCUMENT NUMBER:      _____  
  
1. THE 'LIST BY' FUNCTION INCLUDES (IF YOU HAVE SECURITY)  
   -- BATCH NUMBER (YYMMDD BT BN)  
   -- TAG NUMBER  
   -- DOCUMENT NUMBER  
  
F1=HELP, F3=RETURN, F12=MESSAGE, PAUSE/BREAK=EXIT
```

You can only select one of the above. You may type an asterisk (*) or part of the characters of your selection for Batch, Tag Number or Document Number. When you type a partial character, the system will display the first record that is the closest to the characters you entered.

Since all of the selections end up with the same screens, the example will use the Batch Number Selection.

- c. The AFRS TO CAMS INTERFACE screen will be displayed whether you choose BATCH, TAG NUMBER or DOCUMENT NUMBER. The order depends on whether batch, tag or document number is selected.

Functions:

S = To browse or edit a record

D = This function will delete CAMS pending record. Delete any pending assets that are not going to be added to CAMS.

```

==== CAMS = (AP.1) ===== AFRS TO CAMS INTERFACE ===== C105C018 ====
TRANSFER: _____ PENDING FILE
AGENCY: 9990 *** B R O W S E B Y : B A T C H D A T E ***
                CURRENT REFERENCE
      BATCH TRANS ID TAG NUMBER DOC NBR DOC NBR FUND AMOUNT
      _ 200303KB13700000 W32T7 _____ VKB00802 VKB00802 042 _____ 3,200.00
      _ 200303KB13700001 W32V3 _____ VKB00803 VKB00803 057 _____ 1,565.00
      S 200303KB13700002 W35B1 _____ VKB00804 VKB00804 057 _____ 13,707.95
      _ 200303KB13700003 W35B2 _____ VKB00805 VKB00805 057 _____ 2,613.00
      _ _____ _____ _____ _____ _____ _____
      _ _____ _____ _____ _____ _____ _____
      _ _____ _____ _____ _____ _____ _____
      _ _____ _____ _____ _____ _____ _____
      _ _____ _____ _____ _____ _____ _____
      _ _____ _____ _____ _____ _____ _____
      _ _____ _____ _____ _____ _____ _____
      _ _____ _____ _____ _____ _____ _____
      _ _____ _____ _____ _____ _____ _____
      _ _____ _____ _____ _____ _____ _____
      _ _____ _____ _____ _____ _____ _____

      TO BROWSE/EDIT RECORD: TYPE "S" IN FRONT OF RECORD, THEN ENTER
      TO DELETE RECORD(S): TYPE "D" IN FRONT OF RECORD(S), THEN PF10

      F3=RETURN, F7=PAGE UP, F8=PAGE DOWN, F12=MESSAGE, PAUSE/BREAK=EXIT
      END OF AGENCY RECORDS

```

5. **Edit CAMS Record:**

If **S** is typed next to the pending asset, the AFRS/CAMS INTERFACE EDIT SKELETON RECORD screen will appear.

```

==== CAMS =(AP.3)==== AFRS/CAMS INTERFACE EDIT SKELETON RECORD ==== C105C021 ====
TR: _____
FUNCTION: A (A=ADD, V=VIEW SCREEN)
AGENCY: 3000 REF: W32T7_____ FEATURE NO: 000 ROLL: N DIV: _____ ORG IDX: W332
TAG NO: W32T7_____ MANU SERIAL NO: _____ LIC NO: _____
MANU: TESTCOMM_LLC_____ DESC: _____
CLASS: _____ LOC: _____ ACQ DATE: _____ FMBI: 0821 USE: _____
DEP: 1 QTY: _____ 1.0 COND: _ LOANED: _____ F-ORDER: 2018491B DOC NO: VKB00802
VENDOR: SWV0025993_____ S&A: N EX: _ S-F: _ SPECIAL USE: WIP-0BC1_____
SLVAGE: _____ .00 OWN: _ LEASE: PRD _ REST _ MAINT: PRD _ AMT _____ .00
TOT COST: _____ 3,200.00 LEASING AGENT: _____ ORGCTL: _____
      COST: _____ 3,200.00 FUND: 042 PI: W32T7 OPT1: U97 OPT2: 9F910220_____

_____
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ADD DATE: 40404
      F3=RETURN, F12=MESSAGE, PAUSE/BREAK=EXIT
  
```

Functions:

A = ADD See Section on ADD ASSET

V = VIEW SCREEN See Section on VIEW ASSET

The interface creates a weekly report of existing pending file records: CAMS Weekly Pending File Activity Report (CM900). This weekly report notifies CAMS staff that purchases of a fixed asset(s) took place in AFRS and that some data was transferred to the CAMS pending file. The report is to show the records that are in the pending file so that CAMS staff can create completed records.

SECURITY (SS)

Mainframe security for CAMS is provided by either an agencies RACF Administrator or WaTech through a RACF logon ID. That ID is added to CAMS System Security Maintenance by an agencies **CAMS Security Administrator**. OFM system analysts or Agency CAMS Security Administrators can set up **CAMS Security Administrator(s)** for their agencies. The agency **CAMS Security Administrator** are responsible for maintaining all security records in CAMS for users within the agency. Only the agency **CAMS Security Administrator** can add, change or delete an authorized user in CAMS.

There are 56 security levels in CAMS. Agency **CAMS Security Administrator** are assigned the highest level (56). Security is also controlled by fund. When adding users to CAMS, the CAMS Security Administrator can choose "ALL" or designate the fund(s) they wish their authorized employees to have access to. Please refer to the [System Security Manual](#) for more information about setting up system security for staff.

Input function **3** at the CAMS PRIMARY MENU and press Enter to access the SECURITY menu screen.

```
=== CAMS ===== PRIMARY MENU ===== C105C001 ===  
  
AGENCY: 9990  
  
1. -- ASSETS (AA)  
2. -- ACCESS PENDING ASSETS (AP)  
3. -- SECURITY (SS)  
4. -- ADMINISTRATIVE (AD)  
  
FUNCTION: 3  
  
F3=RETURN, F12=MESSAGE, PAUSE/BREAK=EXIT
```

This takes you to the SYSTEM SECURITY MAINTENANCE MENU.

```
=== CAMS = (SS) ===== SYSTEM SECURITY MAINTENANCE MENU ===== C105C023 ===  
TR: _____  
AGENCY: 9990  
  
1. -- SYSTEM SECURITY  
2. -- VIEW SYSTEM SECURITY RECORDS  
3. -- VIEW SECURITY LEVELS  
  
FUNCTION: _  
  
F1=HELP, F3=RETURN, F12=MESSAGE, PAUSE/BREAK=EXIT
```

SYSTEM SECURITY

To add a security a new record in CAMS, input **1** from the SYSTEM SECURITY MAINTENANCE MENU and press Enter.

This takes you to the SECURITY RECORD UPDATE screen.

Hint: To add new staff, OFM recommends using option 2, finding a current employee with the same role, selecting that name and doing an (A)dd from their SS.1 screen.

```
=== CAMS = (SS.1) ===== SECURITY RECORD UPDATE ===== C105C024 ===
TR: _____
AGENCY: 9990

FUNCTION: _ (A=ADD, C=CHANGE, D=DELETE, V=VIEW)
LOGON: _____

NAME: _____ LEVEL: _ PHONE: _ _ _

AUTHORIZATIONS (TYPE SPECIFIC FUND OR "ALL" IN FUND 1 FOR ALL FUNDS)

_ _ _ _ _
_ _ _ _ _
_ _ _ _ _
_ _ _ _ _
_ _ _ _ _

F1=HELP, F3=RETURN, F12=MESSAGE, PAUSE/BREAK=EXIT
```

Functions:

- A = ADD.** Allows user to add security record(s) to the system. Enter the following information:
 - Logon ID of user (obtained from your agencies RACF Administrator or WaTech)
 - Name of the user
 - Security level code you want the user to have. *Refer to Appendix A*
 - Phone number of the user.
 - The fund(s) for which the user needs to have access or type “**ALL**” to have access to all funds for the agency.
- C = CHANGE** Allows user to change existing security record(s).
 - View the security record first, then type “C” in the function. Tab to the field(s) that needed change, type in your changes and press Enter.
- D = DELETE** Allows user to delete existing security record(s).
 - View the security record first, then type “D” in the function field and press Enter.
- V = VIEW** Allows user to view existing security record(s).
 - Type a valid logon ID and press Enter to view a specific security record.

VIEW SYSTEM SECURITY RECORDS

To view existing security record in CAMS, input **2** from the SYSTEM SECURITY MAINTENANCE MENU and press Enter.

This takes you to the VIEW SYSTEM screen.

```
=== CAMS = (SS.2) ===== VIEW SECURITY ===== C105C025 ===
TR: _____
AGENCY: 9990

FUNCTION: _ (F=FIRST, N=NEXT)

S LOGONID  NAME                                LEVEL  PHONE
_ AAAF105  ALEX_ANDERSON-_STUDENT_____  56    360 407 8001
_ CCAF105  COCO_CIMMARON-_STUDENT_____  56    360 407 8002
S CSAC105  CHRIS_SOOTS_____              56    360 407 8903
_ DBAC105  DAN_BODE_____                 56    360 407 8009
_ DDAF105  DUDLEY_DORIGHT-_STUDENT___  56    360 407 8003
_ _____
_ _____
_ _____
_ _____

F1=HELP, F3=RETURN, F12=MESSAGE, PAUSE/BREAK=EXIT
```

Functions:

- F = First** To view the very first record.
- N = Next** To view next page of the security screen.

Type an **S** beside a security record to view detail information about the user. This takes you to the SECURITY RECORD UPDATE screen.

VIEW SECURITY LEVELS

To view the security levels in CAMS, input **3** from the SYSTEM SECURITY MAINTENANCE MENU and press Enter.

This takes you to the SECURITY CODES screen.


```

=== CAMS = (SS.3) ===== SECURITY CODES ===== C105C009 ===
TR:
(1-VIEW, 2-ADD, 3-CHANGE, 4-ACQUISITION DATE, 5-DISPOSE, 6-SECURITY, 7-ADMIN)
  1 2 3 4 5 6 7 1 2 3 4 5 6 7 1 2 3 4 5 6 7 1 2 3 4 5 6 7
01 X 17 X X X 33 X X X X 49 X X X X X X
02 X X 18 X X X X 34 X X X X 50 X X X X X X
03 X X 19 X X X X 35 X X X X X 51 X X X X
04 X X X 20 X X X X 36 X X X X 52 X X X X
05 X X X X 21 X X X X X 37 X X X X X 53 X X X X
06 X X X X 22 X X X X X 38 X X X X X 54 X X X X
07 X X X X 23 X X X X 39 X X X X X 55 X X X X
08 X X X X 24 X X X X 40 X X X X X 56 X X X X X X
09 X X X X 25 X X X X 41 X X X X X 1 2 3 4 5 6 7
10 X X X X 26 X X X X 42 X X X X X
11 X X X X 27 X X X X X 43 X X X X X
12 X X X X 28 X X X X X 44 X X X X X
13 X X X X 29 X X X X X 45 X X X X X
14 X X X X X 30 X X X X X 46 X X X X X
15 X X X X X 31 X X X X X 47 X X X X X
16 X X X X X 32 X X X X X 48 X X X X X
  1 2 3 4 5 6 7 1 2 3 4 5 6 7 1 2 3 4 5 6 7 SECURITY
VIEW, ADD, CHANGE, ACQUISITION DATE, DISPOSE, SECURITY, ADMIN
F1=HELP, F3=RETURN, F12=MESSAGE, PAUSE/BREAK=EXIT

```

Also see Appendix A for CAMS Security Codes.

There are 56 **Security Codes** in CAMS. Each code represents various combinations of the seven levels of security access. An agency may only use a few codes to handle all the staff they have using CAMS. Ex: Code 07 gives the user the first 4 functions.

There are seven **levels of security** access as follows:

1. **View:** Allows user to view records in CAMS. In addition to view, user can also order reports. *All security codes have a View capability.*
2. **Add:** Allows user to add records in CAMS. This security includes access to the “ACCESS PENDING ASSETS” menu.
3. **Change:** Allows user to make changes to records in CAMS.
4. **Acquisition Date:** Allows user to enter an acquisition date that is 3 months earlier than the entry date. You must have either an ADD or a CHANGE access in addition to this security level.
5. **Dispose:** Allows user to dispose/undispose CAMS records.
6. **Security:** Allows user to view only security records in the CAMS Security Menu.
7. **Admin:** Allows users to access CAMS Administrative Menu (Most changes can only be made by OFM staff. See below for details).

If a user wanted to search to see which Security Codes had specific Levels of Security, there is a Selection Option at the bottom of the screen that, when used properly, will highlight the associated Security Codes.

Type an “X” in one or more security access levels at the bottom of the screen and the security code with the access combination selected will be highlighted.

Type an “I” in one or more security access levels at the bottom of the screen and all security codes with the access combination selected will be highlighted.

ADMINISTRATIVE (AD)

Input function **4** at the CAMS PRIMARY MENU and press Enter to access the ADMINISTRATIVE menu screen.

```
=== CAMS ===== PRIMARY MENU ===== C105C001 ===  
AGENCY: 9990  
  
1. -- ASSETS (AA)  
2. -- ACCESS PENDING ASSETS (AP)  
4. -- SECURITY (SS)  
4. -- ADMINISTRATIVE (AD)  
  
FUNCTION: 4  
  
F3=RETURN, F12=MESSAGE, PAUSE/BREAK=EXIT
```

This takes you to the ADMINISTRATIVE MENU.

```
=== CAMS = (AD) ===== ADMINISTRATIVE MENU ===== C105C026 ===  
TR: _____  
AGENCY: 9990  
  
1. -- MAINTAIN CAMS BROADCAST MESSAGE  
2. -- MAINTAIN CAMS JOBCARD  
3. -- MAINTAN MAILING LABELS AND BANNER PAGE  
4. -- ERROR MESSAGE  
5. -- MAINTAIN AGENCY FILE  
6. -- MAINTAIN CLASS CODE  
  
FUNCTION: 2  
  
F1=HELP, F3=RETURN, F12=MESSAGE, PAUSE/BREAK=EXIT
```

Functions:

1. **Maintain CAMS Broadcast Message:** This menu is restricted to the OFM System Analyst group who can update the welcome screen message in CAMS.
2. **Maintain CAMS Jobcard:** This selection is used to maintain your CAMS job card used to bill for CAMS and store a contact name and mailstop for reports.

Input function **2** and press Enter to go to the JOB CARD MAINTENANCE screen.

```
==== CAMS = (AD.2) ===== JOB CARD MAINTENANCE ===== C105C029 ===

FUNCTION: _ (A=ADD, C=CHANGE, D=DELETE, V=VIEW)

AGENCY: 9990

AFRS JOB CARD
JOBNAME: PMSPM105      ACCOUNT: 8313      BIN: 00      SUB-AGY: B
CONTACT: DAN BODE      CLASS: D      DESTID: R2407      NOTIFY: DBAC105
MAIL STOP: 41433

(B)IN / (M)AIL STOP: (USED ONLY FOR NON-ON DEMAND JOBS. IE DLYPM105)

JOBCARD: // PMSPM105 JOB (999-B-8313-PM,00), 'DAN BODE', CLASS=D,
// NOTIFY=DBAC105
ROUTE: /*ROUTE PRINT R2407

F1=HELP, F3=RETURN, F12=MESSAGE, PAUSE/BREAK=EXIT
RECORD FOUND
```

The only time you need to use this screen is if there has been a change in one of the following:

- Contact person: Change both the ‘CONTACT:’ and the ‘NOTIFY:’ areas.
 - Mail Stop: Agencies only use MAIL STOP. The BIN number should = 00
 - **Do not change any other information on this screen.**
3. **Mailing Label/Banner Page Maintenance:** No longer used. This option works on the AFRS screen (RR.3) but doesn’t work in CAMS.
 4. **Error Message:** This menu is restricted to the OFM System Analyst group (Level 67). If you get a CAMS error, please refer to the CAMS Error Code Manual which can be found on the [CAMS IT Systems web page](#).
 5. **Maintain Agency File:** This menu is restricted to OFM System Analyst group (Level 67) and allows agency numbers to be added, changed, or removed from CAMS.
 6. **Maintain Class Code:** This menu is restricted to OFM System Analyst group (Level 67) and allows class codes (useful life and other status) to be viewed and edited in CAMS.

CALCULATION OF DEPRECIATION

When a new record is added, depreciation will calculate on the first business night. For all other existing records, the system posts monthly depreciation for each asset on the first business day of the month for prior month's depreciation.

All information for calculating depreciation is stored in the CAMS Depreciation file and can be viewed on the record in CAMS on the first business day. Depreciation information can then be viewed in Enterprise Reporting on the following business day.

Depreciation is calculated by taking the Total Cost of the asset, subtracting the Salvage Value (if any) and dividing the total by the Useful Life of the asset (whole months).

$$\frac{\text{TOTAL COST OF ASSET} - \text{SALVAGE VALUE}}{\text{USEFUL LIFE OF ASSET (MONTHS)}} = \text{MONTHLY DEPRECIATION}$$

To track changes made to an asset, CAMS creates a new depreciation record every time one of the following fields change:

- Total Cost
- Salvage Value
- Useful Life

INITIAL DEPRECIATION: The depreciation process reads each record in the CAMS master file and creates a depreciation record, even for records that have been disposed (calculates depreciation through the disposal date).

MONTHLY DEPRECIATION: Depreciation process runs, reads each record and determines if another depreciation record needs to be created. It looks for changes in the total cost, salvage value and useful life.

HOW DEPRECIATION IS CALCULATED AND RECORDED:

1. If there is **no change** in the master file record, the total depreciation is updated and the master file and depreciation file will be rewritten.
2. If there is **a change**, a new depreciation record is created and the total depreciation is updated and the master file will be rewritten.

$$\frac{(\text{TOTAL COST} - \text{SALVAGE VALUE}) - \text{ACCUM DEPREC}}{\text{USEFUL LIFE} - \text{NUMBER OF MONTHS DEPRECIATED}} = \text{NEW MONTHLY DEPREC}$$

3. If the **asset has been disposed**, the disposal date will be updated in the master file and the depreciation will be rewritten. CAMS will cease depreciating the asset.
4. If the **asset record has been added to the CAMS master file where the acquisition date is earlier than the add date**, a depreciation record is created and the first month's depreciation is calculated as follows:

$$\begin{array}{l}
 \text{(TOTAL COST - SALVAGE VALUE)} \\
 \text{-----} \times \text{USEFUL LIFE MONTH} = \text{FIRST MONTH'S} \\
 \text{DEPREC} \\
 \text{USEFUL LIFE}
 \end{array}$$

****Succeeding monthly depreciation calculation will follow the normal calculation.**

APPENDIX A: CAMS SECURITY CODES

An 'X' in the following table means that the function represented by that column is available to the security code. The **View** function supports Inquire, Browse and Report Request. The **Acquire** function controls the ability to enter or change the Acquisition Date to a date more than three months prior to the ADD DATE (Acquire will only function if depreciation has not been recorded for the asset). The Security function controls who can maintain the security file.

Security Code	View	Add	Change	Acquire	Dispose	Security ¹	Admin
1	X						
2	X	X					
3	X		X				
4	X	X	X				
5	X	X		X			
6	X		X	X			
7	X	X	X	X			
8	X				X		
9	X	X			X		
10	X		X		X		
11	X	X	X		X		
12	X	X		X	X		
13	X		X	X	X		
14	X	X	X	X	X		
15	X					X	
16	X	X				X	
17	X		X			X	
18	X	X	X			X	
19	X	X		X		X	
20	X		X	X		X	
21	X	X	X	X		X	
22	X	X	X		X	X	
23	X				X	X	
24	X	X			X	X	
25	X		X		X	X	
26	X		X	X	X	X	
27	X	X		X	X	X	
28	X	X	X	X	X	X	
29	X						X
30	X	X					X
31	X		X				X
32	X	X	X				X
33	X	X		X			X

¹ Only security role that can do a change, add, or delete to agency security records, besides 67.

Security Code	View	Add	Change	Acquire	Dispose	Security¹	Admin
34	X		X	X			X
35	X	X	X	X			X
36	X				X		X
37	X	X			X		X
38	X		X		X		X
39	X	X	X		X		X
40	X	X		X	X		X
41	X		X	X	X		X
42	X	X	X	X	X		X
43	X					X	X
44	X	X				X	X
45	X		X			X	X
46	X	X	X			X	X
47	X	X		X		X	X
48	X		X	X		X	X
49	X	X	X	X		X	X
50	X	X	X		X	X	X
51	X				X	X	X
52	X	X			X	X	X
53	X		X		X	X	X
54	X		X	X	X	X	X
55	X	X		X	X	X	X
56²	X	X	X	X	X	X	X

² CAMS users with security of 56 can add level 56 agency security records.

APPENDIX B: CAMS TRANSFER FIELD

CHANGING SCREENS USING THE TRANSFER FIELD (TR._____)

In the top left-hand corner of most screens (after the CAMS Primary Menu), you will see a **TR:_____** field. If you type in the **screen number** (short-cut code) of the screen you wish to work on or view next and press Enter, CAMS will display that screen. The short-cut codes are as follow:

CAMS SCREEN TRANSFER CODES

AA ASSETS

AA.1 Add Asset

AA.2 Browse Menu

AP ACCESS PENDING ASSETS

SS SECURITY

SS.1 Security Record Update

SS.2 View Security

SS.3 Security Codes

AD ADMINISTRATIVE

AD.1 Message Maintenance Screen

AD.2 Job Card Maintenance

AD.3 Maintain Mailing Labels and Banner Page

AD.4 Error Message

APPENDIX C: DATA DICTIONARY

(Alphabetical sequence)

Field abbrev	Field Name	Required	Field Length	Description	SAAM Reference
ACQ DATE	Acquisition Date	Required	8	<p>The Acquisition Date is the date the agency takes title to, or assumes responsibility for an asset. The format of all dates in CAMS is MMDYYYY. For example, 12092019 is December 09, 2019. If the month or day is a single digit, a leading zero must be used.</p> <p>Comment: Depreciation should start the date the asset is placed in service, not the date it was acquired.</p>	
ADD DATE	Add Date	System generated field	5	<p>This is the date the asset was added to the CAMS file. The format of all dates in CAMS is MMDDYYYY.</p> <p>Example: February 17, 2020 would show 02172020. This is a system-generated field. You cannot enter data into this field.</p>	
AMT	Lease Maintenance Amount		6	The cost of maintenance for leased assets.	
CLASS	Class	Required	10	<p>Class is a two part field. The first four (4) characters are the class code that most closely describes the asset. The code is found in the SAAM, Chapter 30.50.10. Contact your OFM statewide accounting consultant if you have issues deciding the correct class to use.</p> <p>NOTE: The last six (6) characters are intended for future expansion in anticipation of a 10-character SAAM class code. Until then, they are agency defined.</p>	30.50.10

Field abbrev	Field Name	Required	Field Length	Description	SAAM Reference
COND	Condition		1	<p>This is the condition or state of working order of the asset. New assets would usually have this code blank.</p> <p>There are two codes that allow different use lives from OFM's Schedule A in the SAAM :</p> <p>O = Override (alpha, not zero). Shorter or longer estimated life may be used depending on factual circumstances, replacement policies, or industry practices. Proposed deviation in useful life from Schedule A requires prior written approval from the OFM Accounting Division. Any fund (account) type can have the depreciable useful life overridden.</p> <p>U = Used. This code allows you to override the system generated use life for this asset.</p>	30.20.70.c
COST	Line Cost		12	The portion of a cost associated with a fund (account). Note that there are 10 line costs. The total of the line costs for a tag number must equal the TOT COST entered for this asset. The default value is \$0.01.	
DEP			1	This field is no longer used – set at 1	
DESC	Description	Required	35	Description of the asset.	
DISP AUTH	Disposal Authorization Number		6	Disposal Authorization Number. Abbreviated as DAN in the state records retention manual.	
DISP DATE	Disposal Date		6	<p>The date that an asset was disposed of. The system will not accept a disposal date that precedes the acquisition date. The format of all dates in CAMS is MMDDYYYY.</p> <p>Example: If the date was February 8, 2020 would be entered as 02082020.</p>	

Field abbrev	Field Name	Required	Field Length	Description	SAAM Reference
DIV	Division		3	The use of Division is defined by your agency. The field will accept any character, even blanks.	
DOC NO	Document Number		8	The document number used to purchase the asset.	
EX	Excess Code		1	The code indicates your agency's need for the asset. Allowed codes are listed below. 1. Used on a full-time base. 2. Used on a part-time bases or temporary use. 3. Asset excess to particular location but needed by the agency. 4. Asset excess to need of the agency and should be declared surplus.	
F-ORDER	Field Order Number	Required	8	The field order number used to purchase the asset. Note that there are no edits to determine if a valid field order number is used.	
FEATURE NO	Feature Number		3	The Feature Number is an identifier to allow enhancements to an asset. The Feature Number is not required - if left blank will zero fill. OFM recommends using numeric features only for data sorting on reports.	
FMBI			4	The Fiscal Month/Biennium field is in the format of FFBB where FF = Fiscal month and BB = Biennium. The fiscal month is the biennium fiscal month (1-24) that the asset was paid for. If you leave this field blank, the computer will use the ACQ DATE to determine the data that is entered into this field.	
FUND	Fund	Required	3	Fund (account) from which the asset was originally purchased, or, for proprietary type funds, the fund (account) in which the asset is being used. The fund (account) used must be valid for your agency.	

Field abbrev	Field Name	Required	Field Length	Description	SAAM Reference
LAST CHNG	Last Change	System generated field	5	Last Change made to this asset. This is the date the CAMS asset was last changed. This is a system-generated field, You cannot enter data into this field. The format of dates in CAMS is MMDDYYYY. Example: February 17, 2020 would show as 02172020. .	
LEASE PRD	Lease Period	Required if OWN is 'L'	1	For leased assets, (OWN is 'L'), this is the period of the operating lease. The system will not allow codes other than those listed below: M: Monthly Q: Quarterly S: Semi-annual A: Annual (yearly) O: Other. A lease period is not required and not allowed for Lease-to-Own (OWN is 'S').	
LEASING AGENT	Leasing Agent	Required if OWN is 'L'	15	This is the name of the agent leasing the equipment. The leasing agent is required if the 'OWN' field contains 'L'.	
LIC NO	License Number		7	License Number is used for the motor vehicle license plate number. The field may be left blank.	
LOC	Location	Required	16	Location is a two part field. The first two (2) characters are the county code. The code is found in the SAAM, Chapter 30.50.20. Valid county codes are also contained in the AFRS Descriptor Table 37. The next fourteen (14) characters are used by your agency to further define the asset location. Ex.: State Parks uses county code and park name (30BEACON_ROCK). DOC uses institution name.	30.50.20
LOANED	Loaned		4	Use this field when an asset is loaned to another agency. Enter the agency number of the agency that physically has the asset.	

Field abbrev	Field Name	Required	Field Length	Description	SAAM Reference
MAINT PRD	Lease Maintenance Code	Required if OWN is 'L'	1	This code indicates how often maintenance should be performed on operating leased assets . The system will not allow codes other than those listed below if OWN is 'L': M:Monthly Q:Quarterly S:Semi-annual A:Annual (yearly) O:Other N:None For capitalized leases, any character (including blank) will be accepted in this field. Therefore your agency may assign codes that have meaning only to your agency.	
MANU	Manufacturer	Required	30	Enter the name of either the Manufacturer or the commonly accepted trade name. Examples: Ford, IBM	
MANU SERIAL NO	Manufacturer's Serial Number	Required	25	This is the Manufacturer's assigned Serial Number, if any. Since it's required, enter 'UNKNOWN' or 'N/A' in the field for assets with no serial number.	
OPT1	Optional 1		3	Optional 1 is used by some agencies to further identify this line cost.	
OPT2	Optional 2		11	Optional 2 is used by some agencies to further identify this line cost.	
ORG IDX			4	Organization Control is a four-character index used in an AFRS Organization Index table lookup. The valid organizational control code is then put into the ORGCTL field. The codes are set by each agency that uses them.	

Field abbrev	Field Name	Required	Field Length	Description	SAAM Reference
ORGCTL			10	Organization Control. The system assigns this code based upon the 'ORG IDX' field and the agency's AFRS Organization Index Table. The ten positions represent the following organization index elements: First 2. Division Next 2. Branch Next 2. Section Next 2. Unit Last 2. Cost Center	
OWN	Ownership	Required	1	Ownership status of asset. The system will not allow codes other than those listed below: S: State Owned or Lease-to-Own L: Operating lease P: Certificate of Participation X: State owned/used acquired through public-private or public-public partnership	
PI			5	Program Index. This is the program index of the line cost. There are no edits on this field.	
QTY	Quantity		7	Quantity is the number of assets reported on this record. The units are determined by the asset as follows: Equipment Whole units (1 asset per record) Buildings Square feet (whole feet) Uplands Acres (nearest tenth of an acre) Beds of navigable waters Acres (nearest tenth of an acre) Harbor areas Acres (nearest tenth of an acre) Tidelands Whole unit front foot Shorelines Whole unit front foot	

Field abbrev	Field Name	Required	Field Length	Description	SAAM Reference
REST	Lease Restrictions		1	Lease Restrictions. This code indicates whether a leased asset (operating lease) has any lease restrictions. The standard lease restriction codes are: F. Restricted to a facility. May not be subleased. N. No restrictions. Your agency may assign other codes that have meaning only to your agency.	
ROLL	Feature Roll		1	A field in CAMS which has two options Y (Yes) or N (No). The system defaults to N. When set to N, each asset record is handled separately for calculating depreciation and for CM800 reporting purposes. When set to Y (Yes), all features within the same reference and the first two (2) characters of the class will be combined for determining eligibility for depreciation and CM800 reporting purposes.	
S&A	Small and Attractive		1	This code indicates when an asset is not depreciated (less than the OFM threshold amount for the class). Agencies can use CAMS for non-capital items with the code "Y". Agencies that own weapons (class 10XX) must include these assets regardless of threshold. The default code is "N". Reports can be limited or exclude assets with the "Y" code. CAMS will stop depreciating when the code is changed to "Y" and calculate depreciation from the acquisition date when the code is changed to N".	
S-F	State-Federal Code	Required	1	This code is used to indicate the funding source and possibility of claims against the asset by outside parties on disposal. State is most common but some agencies receive assets by donation or other governments. The system will only allow the codes listed below: 1. State 2. Federal 3. Local 4. State/Federal	

Field abbrev	Field Name	Required	Field Length	Description	SAAM Reference
				5. State/Local 6. Federal/Local 7. Other 8. Donated	
SLVAGE	Salvage Value		10	This is the amount an agency expects to receive upon disposal of a given asset. A zero-salvage value is allowed and may be appropriate.	
SPECIAL USE	Special Use		25	This field is for your agency's use. Common uses include data for other systems or more description of the asset. Some agencies use the field to identify the person who is assigned the asset.	
TAG NO	Tag Number	Required	12	Tag Number is the Washington State asset control number that is affixed (in most cases) to the asset. If you leave this field blank the REF: will automatically be put into this field when you press Enter.	
TOT COST	Total Cost		12	This is the total cost of the asset, including all appropriate ancillary costs. The TOT COST default value is \$0.01.	Ancillary costs 30.20.10.c
USE	Useful Life	Required	3	The Useful Life is an estimate of the total time that an asset is usable and in service. This standard life can be two years for some asset classes and up to 50 years maximum for some buildings. CAMS automatically enters the field based upon the class code entered in the CLASS field. For new assets, the useful life is the required life determined by SAAM. These codes can be found in the SAAM, Chapter 30.50.10.	30.50.10

Field abbrev	Field Name	Required	Field Length	Description	SAAM Reference
				<p>There are three exceptions to the automatic entry of this field.</p> <ol style="list-style-type: none"> 1. If a fund (account) number is either fund types FA, GA, HB, or HC. The useful life edit override can be accomplished by entering the character 'O' in the asset condition field (COND) and entering the approved months of asset life in the USE field. <i>(This will not work if the total number of months left is less than the new useful life.)</i> 2. If an asset is purchased used (not in new or original condition). Enter the character 'U' in the asset condition field (COND) and enter the approved months of asset life in the USE field. 3. If an asset is leased (the 'OWN' field is 'L'). The USE field must have the number of month entered, as the system does not know the length of the lease. 	
VENDOR	Vendor		12	The company or person that sold/created the asset.	