

CAMS Enterprise reporting helpful hints

The recently released Enterprise Reporting (ER) reports are available in the Accounting/Capital Asset Management folder. The reports available during the initial release are:

- Location Code Report (CM340)
- Tag Number Report (CM350)
- Serial Number Report (CM355)
- Class Code Report (CM360)
- Disposed Asset Report (CM370)
- Depreciation Ledger Report (CM380)
- Depreciation History Report (CM385)
- Organization Control Report (CM390)
- Asset Report (CM400)
- Fund Line Reports (CM700-CM730)

Title	Last Run
CM340 Location Code	Jul 23, 2015 3:48 PM
CM350 TAG Number Report	Jul 21, 2015 1:03 PM
CM355 Serial Number Report	Jul 21, 2015 1:10 PM
CM360 Classification Code	Jul 22, 2015 2:36 PM
CM370 Disposed Asset	Jul 21, 2015 1:28 PM
CM380 Depreciation Ledger	Jul 23, 2015 3:52 PM
CM385 Depreciation History	Jul 23, 2015 3:55 PM
CM390 Organization Code	Jul 21, 2015 1:32 PM
CM400 Asset	Jul 21, 2015 3:52 PM
CM700 Subtotal By Fund	Jul 21, 2015 4:44 PM
CM710 Subtotal By Program Index	Jul 22, 2015 9:18 AM

The report selection, criteria for generating the ER reports is different than the mainframe report request in a few areas. First, the information available in ER is updated on a nightly basis, so changes made to CAMS data on Monday will be available in ER on Tuesday. Depreciation will only update after the monthly depreciation runs.

To select specific locations to be reported from ER, the user must select the two digit county code first, and then the location code in a separate field (this is different for the mainframe).

All reports must have an ending acquisition date which defaults to today's date.

On reports where there are calculations that take place, there may be differences due to rounding if comparing the mainframe and ER reports, because of differences in the way the mainframe and crystal reports perform the calculation. For the same reasons the ER reports sorts alpha characters first then numbers where CAMS sorts by number first then alpha.

As with other ER reports, agencies can select the format and the destination for the report and establish recurring reports to run. There have been minor enhancements adding functionality to reports to increase the usefulness of some reports (on the serial number report, the tag number is now presented and program index is now available as a filter on the Fund line report).

CAMS Universe Data Dictionary

Class	Field Name	Field Length	Description	Data Caveats
Asset Master	Acquisition Date	8	The date the agency takes title to, or assumes responsibility for, an asset.	
Asset Master	Class	4	The class code that most closely describes the asset. The code is found in the SAAM, Chapter 30.50.10.	
Asset Master	Class Title		Title of the class for an asset.	
Asset Master	Condition	1	<p>This is the condition or state of working order of the asset. The system-defined codes are:</p> <p>O (alpha O, not zero) = Override. If a fund (account) is in fund types FA, GA, HB, or HC (entered in the FUND field), the depreciable useful life can be overridden. The override requires written approval from OFM Statewide Accounting.</p> <p>U = Used. This code allows you to override the system generated use life for this asset.</p>	
Asset Master	County	2	Two character county code. The code is in the SAAM, Chapter 30.50.20. Valid county codes are also contained in the AFRS Descriptor Table 37.	
Asset Master	Description	35	Description of the asset.	
Asset Master	Feature	3	The Feature Number is an identifier to allow enhancements to an asset. The Feature Number is not required - if left blank it will fill with zeroes.	
Asset Master	License Plate Number	7	License Number is used for the motor vehicle license plate number. The field may be left blank.	
Asset Master	Location	14	Used by your agency to further define where the asset is physically located.	
Asset Master	Manufacturer	30	Enter the name of either the Manufacturer or the commonly accepted trade name. Examples: Ford, IBM	

Class	Field Name	Field Length	Description	Data Caveats
Asset Master	Quantity	7	Quantity is the number of assets reported on this record. The units are determined by the asset as follows: <ul style="list-style-type: none"> • 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 	
Asset Master	Reference Number		The main identification of the asset in the system. Usually the same as the tag number.	
Asset Master	Serial Number	25	This is the Manufacturer's assigned Serial Number, if any. If you do not know the serial number, you will have to enter something like 'UNKNOWN' or 'N/A' in the field. The field is required and must not be left blank.	
Asset Master	Small and Attractive		A flag to identify an asset as Small and Attractive Object	
Asset Master	Tag Number	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.	
Depreciation Current	Accumulated Depreciation Amount		The total depreciation from the last depreciation run (always from the previous month).	
Depreciation Current	Depreciation Month Year		Year and Month of the last depreciation run.	
Depreciation Current	Depreciation Months		The total number of months of Depreciation.	

Class	Field Name	Field Length	Description	Data Caveats
Depreciation Current	Monthly Depreciation Amount		Monthly depreciation amount of an asset.	
Depreciation Current	Salvage Value	10	This is the amount your agency expects to receive upon disposal of this asset. A zero salvage value is allowed and may be appropriate.	
Depreciation Current	Total Cost		The cost of the asset from all sources (total for all funds/accounts).	
Depreciation Current	Useful Life	3	The Depreciable Useful Life is 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.	
Depreciation History	Accumulated Depreciation Amount		The total depreciation as of a specific Depreciation Month Year.	When using this field it is necessary to include Depreciation History Depreciation Month Year in the Result Objects or Filter of the query. If Depreciation History Depreciation Month Year is not included, amounts not be accurate.
Depreciation History	Depreciation Month Year		Year and Month of the depreciation data.	
Depreciation History	Depreciation Months		The total number of months of Depreciation as of a specific Depreciation Month Year.	When using this field it is necessary to include Depreciation History Depreciation Month Year in the Result Objects or Filter of the query. If Depreciation History Depreciation Month Year is not included, amounts not be accurate.
Depreciation History	Monthly Depreciation Amount		Monthly depreciation amount of an asset as of a specific Depreciation Month Year.	When using this field it is necessary to include Depreciation History Depreciation Month Year in the Result Objects or Filter of the query. If Depreciation History Depreciation Month Year is not included, amounts not be accurate.

Class	Field Name	Field Length	Description	Data Caveats
Depreciation History	Salvage Value	10	The amount an agency expects to receive upon disposal of this asset as of a specific Depreciation Month Year. A zero salvage value is allowed and may be appropriate.	When using this field it is necessary to include Depreciation History Depreciation Month Year in the Result Objects or Filter of the query. If Depreciation History Depreciation Month Year is not included, amounts not be accurate.
Depreciation History	Total Cost		The cost of the asset from all sources (total for all funds/accounts) as of a specific Depreciation Month Year.	When using this field it is necessary to include Depreciation History Depreciation Month Year in the Result Objects or Filter of the query. If Depreciation History Depreciation Month Year is not included, amounts not be accurate.
Depreciation History	Useful Life	3	The Depreciable Useful Life is based upon the class code entered in the CLASS field as of a specific Depreciation Month Year. 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.	When using this field it is necessary to include Depreciation History Depreciation Month Year in the Result Objects or Filter of the query. If Depreciation History Depreciation Month Year is not included, amounts not be accurate.
Disposal	Disposal Authorization Number	6	Disposal Authorization Number. Abbreviated as DAN in the state records retention manual.	
Disposal	Disposal Date	6	The date that an asset was disposed.	
Fund Split	Account	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.	
Fund Split	Account Title			
Fund Split	Division	3	The use of Division is defined by your agency. The field will accept any character, even blanks.	
Fund Split	Fund Type			
Fund Split	Organization Index	4	Organization is a four-character index used in an AFRS Organization Index table. These codes are determined by your agency.	
Fund Split	Program Index	5	This is the program index of the line cost. There are no edits on this field.	

Class	Field Name	Field Length	Description	Data Caveats
Lease	Lease Agent	15	This is the name of the agent leasing the equipment. The leasing agent is required if the 'OWN' field contains 'L'.	
Lease	Lease Maintenance Amount	6	The cost of maintenance for leased assets.	
Lease	Lease Maintenance Period	1	<p>This code indicates how often maintenance should be performed on operating leased assets. The system will not allow codes other than those listed below:</p> <p>M:Monthly Q:Quarterly S:Semi-annual A:Annual (yearly) O:Other N:None</p> <p>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.</p>	
Lease	Lease Period	1	<p>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:</p> <p>M: Monthly Q: Quarterly S:Semi-annual A: Annual (yearly) O: Other.</p> <p>A lease period is not required and not allowed for capitalized leases (OWN is 'C').</p>	

Class	Field Name	Field Length	Description	Data Caveats
Lease	Lease Restriction	1	<p>Lease Restrictions. This code indicates whether a leased asset (operating lease) has any lease restrictions.</p> <p>OFM has assigned two codes as follows: F - Restricted to a facility. May not be subleased N - No restrictions</p> <p>Your agency may assign other codes that have meaning only to your agency.</p>	
Misc	Add Date	5	<p>This is the date the CAMS asset was added to the CAMS file. The format of the date is MMDDCCYY.</p> <p>Example: February 17, 2012 would show 02172014. This is a system-generated field. You cannot enter data into this field.</p>	
Misc	Agency	3	The agency code for the agency that owns the asset.	
Misc	Excess Code	1	<p>The code indicates your agency's need for the asset. Allowed codes are listed below.</p> <ul style="list-style-type: none"> 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. 	
Misc	Last Change	5	<p>Last Change made to this asset. This is the date the CAMS asset was last changed. The format of the date is MMDDCCYY.</p> <p>Example: February 17, 2013 would show as 02172013. This is a system-generated field.</p>	
Misc	Optional 1	3	Optional 1 is used by your agency to further identify this line cost.	
Misc	Optional 2	11	Optional 2 is used by your agency to further identify this line cost.	
Misc	Special Use	25	This field is for your agency's use.	

Class	Field Name	Field Length	Description	Data Caveats
Misc	State-Federal Code	1	This code is used to indicate the possibility of claims against the asset by outside parties on disposal. The system will not allow codes other than those listed below: 1 - State 2 - Federal 3 - Local 4 - State/Federal 5 - State/Local 6 - Federal/Local 7 - Other 8 - Donated	
Misc	SubAgency	1	The SubAgency code for the SubAgency that owns the asset.	
Purchase	Document Number	8	The document number used to purchase the asset.	
Purchase	Field Order Number	8	The field order number used to purchase the asset.	
Purchase	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.	
Purchase	Ownership	1	Ownership status of asset. The system will not allow codes other than those listed below: S: State owned C: Capitalized lease L: Operating lease	
Purchase	Vendor Num	10	The number that identifies the company or person the asset was purchased from.	
Purchase	Vendor Num Suffix	2	The number that further identifies the company or person the asset was purchased from.	