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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:

<table>
<thead>
<tr>
<th>Asset</th>
<th>Cost (including ancillary costs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Land, highway systems</td>
<td>All</td>
</tr>
<tr>
<td>Infrastructure</td>
<td>&gt; $100,000</td>
</tr>
<tr>
<td>Buildings, bldg improv, leasehold improvements</td>
<td>&gt; $100,000</td>
</tr>
<tr>
<td>Intangible assets</td>
<td>&gt; $1,000,000</td>
</tr>
<tr>
<td>Capital assets acquired with a Certificate of Participation (COP)</td>
<td>All</td>
</tr>
<tr>
<td>Capital assets acquired with a capital lease (30.20.40)</td>
<td>When the capitalization policy is met</td>
</tr>
<tr>
<td>All other capital assets</td>
<td>Unit cost &gt; $5,000</td>
</tr>
</tbody>
</table>

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 Department of Enterprise Services (DES). This means that when you add, change, or dispose of a record, the result of your action is immediate.

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CAMS has a wide range of tools that you can use to maintain your capital asset information. For example, using these tools you can:

- Add, undo add, change, view depreciation, dispose/reverse dispose, or browse assets.
- Limit or restrict the information that is to be included in a report.
- Run reports that display depreciation records and history

The CAMS has had some changes since the last update of this system document. Updates will have “New-year” in the description.

One such improvement was building a batch asset transfer for moving groups of assets from agency to agency. Now when mergers or new agency numbers are added, the DES staff can move large amounts of assets from one CAMS agency to another CAMS agency without customers having to make changes or DES programmers doing changes in a File Aid program.
1. LOG ON AND OFF THE SYSTEM

The first step is to log on to the mainframe through TPX, as shown on the mainframe screen above, and press Enter.

TPX menu appears. Select CICP3 or type CICP3 in the command line.

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Type your logon id and password and press Enter.

Type in 'FC00' and press Enter. (NOTE: it is FC zero, zero, not FC alpha OO.)
The first CAMS screen is the message screen. This screen is used by to post important messages. Read this screen before pressing Enter to go to the next screen. A message can stay on this screen for months because some agencies do not access CAMS every week. The date/time on the screen shows you if any changes have been posted. Also, be aware that messages can overflow to a second screen. Just press Enter until you have read all of the message screens and have reached the agency menu screen.

This screen requires your agency number. Type in your four-digit agency number and press Enter.
This screen is the Primary Menu Screen. Select 1 and press Enter to access the Asset menu screen.

**ASSETS (AA)**

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
This selection allows user to:

1. Add a new asset.
2. List asset by:
   a. Reference  
   b. Location  
   c. Class Code

**ADD ASSET** – Allows user to add assets into the system. Select function **1** and press Enter to access the ADD ASSET menu screen.

<table>
<thead>
<tr>
<th>Function Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A</strong></td>
<td><strong>ADD</strong>. Allows user to add an asset</td>
</tr>
<tr>
<td><strong>R</strong></td>
<td><strong>ADD/RETAIN DATA.</strong> 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</td>
</tr>
<tr>
<td><strong>F</strong></td>
<td><strong>REFRESH.</strong> Clears or blanks all coding elements from the previous screen.</td>
</tr>
<tr>
<td><strong>V</strong></td>
<td><strong>VIEW ASSET (AFTER ADD).</strong> Allows user to view a just added asset</td>
</tr>
</tbody>
</table>
2. **Required Fields.** The following fields are the minimum required for an ADD function:

**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.

A few agencies enter the REF: so that it is right justified. Most agencies find it easier to enter the REF: so that it is left justified. That is, the first significant character starts in the first position of the REF: field. That way you do not have to remember if your REF: has 2, 3, 5, or 6 leading zeros. You will not have to enter as many characters if you left justify because the system will zero fill the rest of the field.

**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 can be formatted. For example, you have tag numbers 565750, 565751, and 565768.

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

<table>
<thead>
<tr>
<th>ENTER REF: 565750</th>
<th>ENTER TAG NO 565750</th>
<th>RESULTS REF: 565750000000</th>
<th>RESULTS TAG NO 565750000000</th>
</tr>
</thead>
<tbody>
<tr>
<td>565751</td>
<td>565751000000</td>
<td>565751000000</td>
<td></td>
</tr>
<tr>
<td>565768</td>
<td>565768000000</td>
<td>565768000000</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>ENTER REF: 565750</th>
<th>ENTER TAG NO 565750</th>
<th>RESULTS REF: 565750000000</th>
<th>RESULTS TAG NO 565750</th>
</tr>
</thead>
<tbody>
<tr>
<td>565751</td>
<td>565751</td>
<td>565751000000</td>
<td>565751</td>
</tr>
<tr>
<td>565768</td>
<td>565768</td>
<td>565768000000</td>
<td>565768</td>
</tr>
</tbody>
</table>

Notice that the TAG NO is easier to read in example B. This is because 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 something 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. Example: 7012 – Desktop Computers (PCs)

**New-2014:** Class code can be changed on fully depreciated assets but it will not change Use Life. On partially depreciated assets: CAMS allows Class Code change, but changes Use Life 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.

**New-2013:** All dates in CAMS have the same format (MMDDCCYY). Ex: 07232014 is July 23, 2014.

**USE:** The Depreciable Useful Life is automatically entered into the field based upon the class code entered in the CLASS field. For new assets, the useful life is listed in SAAM. These codes can be found in the SAAM, Chapter 30.50.10.

**New-2013:** 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-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
C. Capitalized lease (the capital lease would meet the state capitalization threshold).
L. Operating lease (no depreciation calculated)
P. New-2013: Certificate of Participation. (All COP assets are capitalized/depreciated)

See USE section for two other codes with used or non-governmental assets.

TOT COST: This is the total cost of the asset, including all appropriate ancillary cost. The system has a default value of $0.01.

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

AMOUNTS WITH .00 CENTS. (Amount is $5,432.00).

<table>
<thead>
<tr>
<th>ENTER</th>
<th>Clear field?</th>
<th>RESULTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>5432</td>
<td>no</td>
<td>5,432.01</td>
</tr>
<tr>
<td>543200</td>
<td>before or after $</td>
<td>5,432.00</td>
</tr>
<tr>
<td>5432</td>
<td>before or after $</td>
<td>5,432.00</td>
</tr>
</tbody>
</table>

AMOUNTS WITH OTHER THAN .00 CENTS. (Amount is $76,841.83).

<table>
<thead>
<tr>
<th>ENTER</th>
<th>Clear field?</th>
<th>RESULTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>7684183</td>
<td>before $</td>
<td>76,841.83</td>
</tr>
<tr>
<td>7684183</td>
<td>no</td>
<td>7,684,183.01</td>
</tr>
<tr>
<td>7684183</td>
<td>before or after $</td>
<td>76,841.83</td>
</tr>
<tr>
<td>76841.83</td>
<td>before $</td>
<td>76,841.83</td>
</tr>
</tbody>
</table>

COST: Line Cost. The portion of a cost associated with a fund. 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.

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).

3. Optional Fields. Description of the other asset fields can also be found in Appendix D, page 42 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.

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

   10 Enterprise Technology Solutions
2. You purchase a $126,000 asset on January 5, 2009 and have an addition of $13,500 to the asset on Jan 10, 2012. 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, 2009 and you can no longer run reports that show all of your additions for the fiscal year 2009. 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:

<table>
<thead>
<tr>
<th>REF:</th>
<th>FEATURE NO</th>
<th>TAG NO.</th>
</tr>
</thead>
<tbody>
<tr>
<td>D001063</td>
<td>000</td>
<td>D001063</td>
</tr>
<tr>
<td>D001063</td>
<td>001</td>
<td>D001063</td>
</tr>
</tbody>
</table>

3. You purchase a $126,000 asset on April 5, 2002 with a depreciation life of 84 months (7 years). You then have an addition of $13,500.00 to the asset on Jan 10, 2010. 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, 2002 and depreciates the $13,500 from the 2002 date, not the 2010 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:

<table>
<thead>
<tr>
<th>REF:</th>
<th>FEA. NO</th>
<th>TAG NO.</th>
<th>ACQ DATE</th>
<th>COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>D001063</td>
<td>000</td>
<td>D001063</td>
<td>4/05/2002</td>
<td>$126,000</td>
</tr>
<tr>
<td>D001063</td>
<td>001</td>
<td>D001063</td>
<td>1/10/2010</td>
<td>$13,500</td>
</tr>
</tbody>
</table>

S&A: (New-2014) Code for Small and Attractive assets. Default is N. When using Y for yes, the asset will not show on certain reports.

**LIST ASSET BY** – 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.
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

Select function 2 (or select another list option and enter characters) and press Enter to access the BROWSE MENU screen.

REFERENCE-FEA    DESCRIPTION ACQ-DATE   LOCATION    CLASS         COST  OWN D
A00000000000-001 ROOF_______ 03122008 17__________ 0520___ ______20000.00 S D
B00000000000-001 ROOF_______ 10122009 34_OLYMPIS__ 0510___ ______50000.00 S D
E00000000000-000 NOTEBOOK___ 11082009 17_KENT_____ 7013___ ________900.00 S _
G00000000000-000 NOTEBOOK___ 11052009 17__________ 7310___ _______1000.00 S _
W22A200000000-000 WIP________ 03052009 17__________ 7310___ __________0.01 L _
W34N600000000-000 WIP________ 03052009 17__________ 0200___ _______5000.00 S _
W34N600000000-001 WIP________ 03052009 17__________ 0200___ ______10000.00 S _
W41I500000000-000 WIP________ 03052009 17__________ 0200___ _______1000.00 S _
_  

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

Functions:
12

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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 undispose a specific asset.

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

Hint: F8 gets to the next screen and F7 brings the previous screen.
The **VIEW** function takes you to the VIEW ASSET screen where you can perform the following 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.
The **CHANGE** function takes you to the CHANGE ASSET screen where you can perform the following functions:

1. **Select Function**:
   - **V=VIEW**
   - **C=CHANGE**
   - **D=VIEW DEPRECIATION**
   - **U=UNDO**
   - **X=DISPOSE (UN)**

2. **Reference Record**
   - **REFERENCE-FEA**
   - **DESCRIPTION**
   - **ACQ-DATE**
   - **LOCATION**
   - **CLASS**
   - **COST**
   - **OWN**
   - **D**

3. **Function**
   - **C** (CHANGE)

4. **Set Data**
   - **TAG NO:**
   - **MANU SERIAL NO:**
   - **MANU:**
   - **DESC:**
   - **CLASS:**
   - **LOC:**
   - **ACQ DATE:**
   - **FMBI:**
   - **USE:**
   - **DEP:**
   - **QTY:**
   - **COND:**
   - **LOANED:**
   - **F-ORDER:**
   - **DOC NO:**
   - **VENDOR:**
   - **EX:**
   - **S-F:**
   - **SPECIAL USE:**
   - **SLVAGE:**
   - **OWN:**
   - **LEASE:**
   - **MAINT:**
   - **AMT:**
   - **TOT COST:**
   - **LEASE AGENT:**
   - **ORGCTL:**
   - **FUND:**
   - **PI:**
   - **OPT1:**
   - **OPT2:**
   - **DISP DATE:**
   - **DISP AUTH:**

5. **Additional Information**
   - **LAST CHNG:**
   - **ADD DATE:**

6. **Exit Code**
   - **F1=HELP**
   - **F3=RETURN**
   - **F7=UP**
   - **F8=DOWN**
   - **F12=MESSAGE**
   - **PAUSE/BREAK=EXIT**
• **C = CHANGE.** This selection is used to make corrections or changes to any fields in the asset record except for the following fields:
  o Agency:
  o Ref:
  o Feature No:
  o Acq Date: (once depreciation has run for the asset)
  o Use:
  o Dep:
  o Last Chng:
  o Add date:

• **D = VIEW DEPRECIATION.** See section on VIEW DEPRECIATION

---

**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))

<table>
<thead>
<tr>
<th>REFERENCE-FEA</th>
<th>DESCRIPTION</th>
<th>ACQ-DATE</th>
<th>LOCATION</th>
<th>CLASS</th>
<th>COST</th>
<th>OWN</th>
<th>D</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>A00000000000-001 ROOF</em></td>
<td>03122008 17</td>
<td>0520</td>
<td>20000.00</td>
<td>S</td>
<td>D</td>
<td></td>
<td></td>
</tr>
<tr>
<td><em>BLDG00000000000-001 ROOF</em></td>
<td>10122009 34_OLYMPIS</td>
<td>0510</td>
<td>50000.00</td>
<td>S</td>
<td>D</td>
<td></td>
<td></td>
</tr>
<tr>
<td><em>B000000000000-000 LAPTOP</em></td>
<td>03112008 34_</td>
<td>7310</td>
<td>1500.00</td>
<td>S</td>
<td>D</td>
<td></td>
<td></td>
</tr>
<tr>
<td>d E000000000000-000 NOTEBOOK_</td>
<td>11082009 17_KENT</td>
<td>7013</td>
<td>900.00</td>
<td>S</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><em>GG000000000000-000 DESK</em></td>
<td>11052009 17</td>
<td>2310</td>
<td>1000.00</td>
<td>S</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><em>TEST0000000000-000 121</em></td>
<td>04302010 14</td>
<td>7310</td>
<td>0.01</td>
<td>L</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><em>W22A200000000-000 WIP</em></td>
<td>03052009 17</td>
<td>0200</td>
<td>1000.00</td>
<td>S</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><em>W34N600000000-000 WIP</em></td>
<td>03052009 17</td>
<td>0200</td>
<td>5000.00</td>
<td>S</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><em>W34N600000000-001 WIP</em></td>
<td>03052009 17</td>
<td>0200</td>
<td>10000.00</td>
<td>S</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><em>W41I500000000-000 WIP</em></td>
<td>03052009 17</td>
<td>0200</td>
<td>1000.00</td>
<td>S</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><em>W52Y000000000-000 WIP</em></td>
<td>03052009 17</td>
<td>0200</td>
<td>1000.00</td>
<td>S</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

Type in “D” beside a specific asset record and press Enter to access the DEPRECIATION BROWSE MENU screen.
The **VIEW DEPRECIATION** function takes you to the DEPRECIATION BROWSE MENU screen where 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).

---

The “**Undo**” function takes you to the VIEW ASSET MENU.
Select “U” to delete the asset selected. The asset record will only be deleted if no depreciation has been recorded for the asset.

Type in “X” beside a specific asset record and press Enter to access the DISPOSE / UNDISPOSE MENU screen.
1. The DISPOSE/UNDISPOSE functions takes you to the DISPOSE/UNDISPOSE menu. 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.

2. To DISPOSE an asset, enter the disposal date (DISP-DATE – MMDDCCYY format) and the disposal authority (DISP-AUTH). To UNDISPOSE an asset, press ENTER to clear or remove the disposal date (DISP-DATE) and the disposal authority (DISP-AUTH) fields.

3. Disposed assets remain in the CAMS system and are automatically PURGED by CAMS six years from the asset disposal date. New-2013: Purges will occur monthly when assets reach 6 years after disposal.

   New-2013: Disposal date and 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 CM800 report when the disposal date is within the date range of the report requested. The CM800 is used to balance CAMS with AFRS.

4. Available functions in the DISPOSE / UNDISPOSE menu are:
   a. C=CHANGE SCREEN. Takes users to the CHANGE ASSET menu screen. See Section on CHANGE ASSET.
   b. D=VIEW DEPRECIATION. Takes users to the DEPRECIATION BROWSE SCREEN. See Section on DEPRECIATION.
REPORT REQUEST (RR)

The CAMS has two report categories as follow:

1. **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.

2. **USER REQUEST CAMS REPORTS** – These reports are requested as needed. The selection in the CAMS Primary Menu is used to request all reports from the REPORT MENU

```
=== CAMS ======================= PRIMARY MENU ==================== C105C001 ===

AGENCY: 9990

1. -- ASSETS (AA)
2. -- REPORT REQUEST (RR)
3. -- ACCESS PENDING ASSETS (AP)
4. -- SECURITY (SS)
5. -- ADMINISTRATIVE (AD)

FUNCTION: 2

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

Select 2 and press Enter to access the REPORT REQUEST menu screen.
Select report by typing the number corresponding to the report number you wish to order.

Print JCL field defaults to N. Press (Enter) when done.
The JCL (job control language) is only needed when there is a problem with reports and you would be asked by DES staff to run it again with a ‘Y’ in the ‘Print JCL?’ field.

The next screen to appear will depend on the selection you requested.

- To request the CM800 report, go to ‘Requesting the CM800 Report’.
- To request any other CM report, go to ‘Requesting Other CM Reports’.
- To request EXT or DEP, call the DES Solutions Center at (360) 407-9100 or email at Solutionscenter @des.wa.gov for detail instructions on how to download your agency Master or Depreciation files.

**New-2014:** Requesting specific assets with features for a fiscal year/biennium will now bring up all associated records even if they were acquired outside the period of report.
Requesting CM800 Reports

CM800 reports produce 2 separate reports for capitalized assets. These are the reports that agency use to record their assets in AFRS.

New–2014: CM810 and CM820 reflect disposals any month they are run. They used to get included at FY end.

---

```text
=== CAMS ===============
COST-DEPRECIATION REPORT MENU ===========
C105C016 ===

CAPITALIZED ASSET REPORTS
CM810  CM820
LAST DEPRECIATION DATE RUN 10 2014

BEGINNING DATE: __ MO __ YEAR

ENDING DATE: __ MO __ YEAR

JOB CLASS = d (A=2 HOUR, D=4 HOUR, E=OVERNIGHT)
COPIES = 1 (1 TO 9)
PRINT = r300__ (LOCAL, IOF, CLUSTER, R###)

F1=HELP, F3=RETURN, ENTER=PRODUCE CM800 SERIES REPORTS
```

Type the ‘Beginning Date: MO YEAR’ and the ‘Ending Date: MO YEAR’. MO is the two digit month and YEAR is the four digit year.

Job Class:

‘A’ is very expensive and is not recommended. This class may be used if you have a remote printer connected to CTS and need the report immediately. If you print your report at the CTS service center you most likely won’t get your report until the next day’s campus mail.

‘D’ is the next most expensive and nearly as fast as ‘A’. It should be used if you have a remote printer and need the report that day. Jobs run with this class run as soon as the queue allows.

‘E’ is the least expensive as it runs overnight and your requests are campus mailed to your location.
Print:

LOCAL - Type LOCAL in the print selection area if you want your report to print at the CTS service center and it will be sent to your mail stop (or will be picked up).

IOF (Interactive Output Facility) - The report stays in the computer’s memory and is not printed. If you have access to TSO, an IBM tool, you can view your report on-line.

CLUSTER (not used).

R### - This is for remote printers (Ex. R449). Type the R and the 3-4 digit number of your remote printer in the print selection area.

Press Enter to submit your job. The cursor will go back to the ‘Report Menu’. If you are finished requesting reports, press the F3 key and you will go back to the ‘Primary Menu’. Otherwise, make another report request.

Requesting Other CM Reports.

All report requests other than the CM800 go through this ‘Report Parameter Menu’ screen.

Selection: Chose one of the options; State owned, Leased, or Both, by typing an S, L, or B in the selection area.

When you press Enter you will go to one of the following screens:
CM380, go to ‘Requesting the CM380 Report’.
All other reports, go to ‘Requesting All Other Reports’.

F1=HELP, F3=RETURN, ENTER=CONTINUE REPORT PROCESS
Requesting CM380 Report.

The only required fields is the ‘ACQ DATE: MODAYEAR. MODAYEAR’ field half way down the left side of the screen.

You must type an ending date in the ACQ DATE: MODAYEAR field. MO is the two digit month, DA is the two digit day, and YEAR is the four digit year.

All other fields are optional.

To restrict the number of assets reported, use the ‘PARTIAL REPORT REQUEST MENU’. The only wild card you can use (partial selections) is the asterisk (*). If you use the following: LOCATION, CLASS CODE, or ORG. CODE; end your selection with the asterisk (*) if your selection does not fill the field.

Examples:

**LOCATION:**
If you want only assets in Thurston Co. (34), type 34*

Say you have a group of locations coded 362105A1510 through 362105Z2700 and you need all location codes of the 362105A series. Type 362105A*

**CLASS CODE:**
If you want all of the Information Technology (IT) equipment, type 70*

If you want all of the Trailers and Boats, type 2331*
Note: The selections at the bottom are SARS (Statewide Assets Reporting System) and SMALL & ATTRACTIVE. SARS does not exist anymore, so use the B. The codes for Small and Attractive are: Y or N for including non-capitalized assets in your data.

The default code is S for the 380 report and is B for all others. If you want only the capital assets for your reports 340-370 and 385-730, change this selection to S.

**Requesting All Other Reports**

```plaintext
== CAMS == PARTIAL REPORT REQUEST MENU == C105C004 ==

REPORT REQUEST CM340

LOCATION: ________________  STATE - FEDERAL CODE: _

CLASS CODE: _____________  DIVISION: __________

ORG. CODE: _______________  FISCAL DATE: __________

ACQ DATE: ________________  EXCLUDE BUILDING & LAND: _

MODAYEAR MODAYEAR  CAPITALIZED LEASE: _

TAG NUMBER: ________________  ROLL UP: _

MODAYR MODAYR  ALT. SORT CM7XX: _

FUND: ___  SARS: B (S-SARS, N-NON SARS, B-BOTH)

USE ASTERISKS FOR MASK; ASTERISKS NOT FUNCTIONAL IN DATE OR FUND FIELDS.
BLANK BEGINNING OR ENDING FIELD ASSUMES LOWEST OR HIGHEST VALUE RESPECTIVELY.
F1=HELP, F3=RETURN, ENTER=PROCESS REPORT REQUEST
```

The only required field is the ending ACQ Date (format MO for Month, DAY, YEAR). Press (Enter) when done.

The “MODAYEAR” field half way down the left side of the screen. The first “MODAYEAR” field is for the beginning acquisition date. The second “MODAYEAR” field is for the ending date.

All other selections are optional.

**New-2014:** The data found on the report option 15 (Exchange File of master records) is now available as a Webi ER query. In the fall of 2014 DES staff developed a CAMS universe and agency staff can get the data fields they want with a Webi query.

**New-2014:** CAMS now excludes disposed assets from Agency Asset report (CM400).
ACCESS PENDING ASSETS (AP)

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:

Agencies need to identify in the AFRS Table Maintenance System Controls Table - AFRS TO CAMS INTERFACE SUB OBJECT (TM.3.5) which sub objects, batch types or amount they wish to route to CAMS. New-2014: The objects must be on AFRS D50 table also.

```
=== AFRS =(TM.3.5)=== AFRS TO CAMS INTERFACE SUB OBJECT ========= C105P10E ===
TR: ______               LAST UPDATE: 04/27/13

FUNCTION: N  (A=ADD, C=CHANGE, D=DELETE, V=VIEW, N=NEXT, P=PRINT)
AGENCY: 3000
BIENNIOUM: 15
SUB OBJECT: JE
BATCH TYPE: 2K
TITLE: LAND_-_INSERTED_WARRANTS,_EFTS______________
AMOUNT: _____0.00
```

The interface starts during the AFRS on-line process. Transactions which contain objects and/or batch types identified in the table (TM.3.5) will cause the AFRS to CAMS INTERFACE screen to appear. The tag number(s), amount(s), and any comments can be entered on the screen. 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.

The interface creates a weekly report of existing pending file records. 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.
Select 3 and press Enter to access the PENDING MENU screen.

The data on the CAMS pending file record 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. Screen edits are active to help users in entering data into CAMS.

Users can view pending records by:

- Batch – System default unless another selection is made.
• Tag Number
• Document Number
  o 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.

---

**AFRS TO CAMS INTERFACE**

---

**CURRENT REFERENCE**

<table>
<thead>
<tr>
<th>BATCH TRANS ID</th>
<th>TAG NUMBER</th>
<th>DOC NBR</th>
<th>DOC NBR</th>
<th>FUND</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>091119MT00100000</td>
<td>TAG2</td>
<td>TEST</td>
<td>TEST</td>
<td>001</td>
<td>2,000.00</td>
</tr>
<tr>
<td>091119MT00100000</td>
<td>TAG3</td>
<td>TEST</td>
<td>TEST</td>
<td>001</td>
<td>1,500.00</td>
</tr>
</tbody>
</table>

**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

---

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.

• S = To browse or edit a record,
• D = This function will delete CAMS pending record. Delete all pending assets that are not going to be added to CAMS.
Functions available in this menu are as follow:

- **A** = **ADD**  See Section in Adding an Asset
- **V** = **VIEW SCREEN**  See Section in Adding an Asset.

### SECURITY (SS)

Mainframe security for CAMS is provided by CTS’s through a RACF logon ID and then that ID is added to CAMS System Security Maintenance. DES staff set up one or more CAMS Security Administrator(s) for each agency. The agency CAMS Security Administrator is 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. (See Appendix A, page 38 for “CAMS Logon Registration and Change Form.” This form is optional and is for agency use.)

Please refer to the Financial Systems Security User Documentation manual for more information about setting up system security for staff.

There are 56 security levels in CAMS. Agency CAMS Security Administrator is 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.
Select 4 and press Enter to access the Security menu.

This takes you to the System Security Maintenance Menu. To add a security a new record in CAMS, select 1 press Enter.
This takes you to the Security Record Update screen where you can perform the following functions:

- **A = Add** security record(s) to the system. Enter the following information:
  - Logon ID of user (obtained from DES).
  - Name of the user.
  - Security level code you want the user to have. Refer to Appendix B, page 39 for CAMS Security Code.
  - 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** 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** security record(s). View the security record first, then type “D” in the function field and press Enter.

- **V = View** security record(s). Type a valid logon ID and press Enter to view a specific security record.
Select 2 and press Enter to access the VIEW SECURITY menu screen.

This takes you to the View Security screen. Available functions are as follow:

- **F** = **First.** To view the very first record.
- **N** = **Next.** To view next page of the security screen.
- **B** = **Back.** To view previous 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.
Select 3 and press Enter to view CAMS SECURITY CODES menu screen.

This takes you to the Security Codes screen. 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.

The seven levels of security access are as follow:
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 user to access CAMS Administrative Menu.

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

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

See Appendix B, page 39 for CAMS Security Codes.

---

**ADMINISTRATIVE (AD)**

=== CAMS ============== PRIMARY MENU =============== C105C001 ====

AGENCY: 9990

1. -- ASSETS (AA)
2. -- REPORT REQUEST (RR)
3. -- ACCESS PENDING ASSETS (AP)
4. -- SECURITY (SS)
5. -- ADMINISTRATIVE (AD)

**FUNCTION: 5**

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

Select “5” and press Enter to access the ADMINISTRATIVE MENU screen.

Available options in this menu are as follow:
1. **Maintain CAMS Broadcast Message.** This menu is restricted to the DES Solutions Center System Analysts. When you select this option, you will get the message ‘SORRY, YOU ARE NOT AUTHORIZED FOR THIS OPERATION’.

2. **Maintain CAMS Jobcard.** This selection is used to maintain your CAMS job card. Select 2 and press Enter to go to the Job Card Maintenance screen.

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

   - Enterprise Technology Solutions
• Contact person. Change both the ‘CONTACT:’ and the ‘NOTIFY:’ areas.
• If your agency uses BIN, not MAIL STOP, for the mailing address. Change the ‘BIN’ area and the MAIL STOP area.

Do not change any other information on this screen.

3. **Mailing Label/Banner Page Maintenance.** The Mailing Label/Banner Page Maintenance screen (AFRS RR.3) is used to establish location codes with the information you want on the banner page of the report. A message area is available for any additional information to print on the banner page.

   Once a location code is established, it can be used to have reports delivered to that location. Each agency also has a blank location code record that serves as the agency default for any reports that do not specify a location code. Do not delete this blank location code record. This feature currently does not work in CAMS.

4. **Error Message.** This menu is restricted to the DES Solutions Center and they can advise what to do with a given error. When agency staff select this option, they will get the message ‘SORRY, YOU ARE NOT AUTHORIZED FOR THIS OPERATION’

5. **Maintain Agency File (New-2014).** This menu is restricted to agency 179 (DES Level 67) and allows agency numbers to be added and removed from CAMS.

6. **Maintain Class Code (New-2014).** This menu is restricted to agency 179 (DES Level 67) and allows class codes (useful life and other status) to be reviewed and edited in CAMS.

---

**CALCULATION OF DEPRECIATION**

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.

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).

\[
\text{TOTAL COST OF ASSET} - \text{SALVAGE VALUE} = \text{MONTHLY DEPRECIATION}
\]

\[
\text{USEFUL LIFE OF ASSET (MONTHS)}
\]
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:** 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 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.

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

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:

\[
\frac{(\text{TOTAL COST} - \text{SALVAGE VALUE})}{\text{USEFUL LIFE}} \times \text{USEFUL LIFE MONTH} = \text{FIRST MONTH’S DEPREC}
\]

**Succeeding monthly depreciation calculation will follow the normal calculation.**
# APPENDIX A

## AGENCY SECURITY ADMINISTRATOR AND ALTERNATE(S)

FOR OFM PRODUCTS: AFRS, CAMS AND TMS

<table>
<thead>
<tr>
<th>AGENCY #:___________</th>
<th>NAME:_______________________________________________</th>
</tr>
</thead>
</table>

☐ Check here if this form supersedes previous forms.

The following individuals are designated as Agency Security Administrators for the financial systems indicated below. They are authorized to assign security for individuals within this agency. Record security staff leaving with delete check.

**PRIMARY:**

<table>
<thead>
<tr>
<th>System</th>
<th>Add</th>
<th>Delete</th>
<th>Name:</th>
<th>Phone: (   )</th>
<th>Logon ID:</th>
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<tr>
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<td>CAMS</td>
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<table>
<thead>
<tr>
<th>System</th>
<th>Add</th>
<th>Delete</th>
<th>Name:</th>
<th>Phone: (   )</th>
<th>Logon ID:</th>
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**ALTERNATES:**

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<th>Logon ID:</th>
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</table>

<table>
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<th>Add</th>
<th>Delete</th>
<th>Name:</th>
<th>Phone: (   )</th>
<th>Logon ID:</th>
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<tr>
<td>TMS</td>
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</tr>
</tbody>
</table>

**APPROVAL OF AGENCY DIRECTOR OR DESIGNEE:**

Signature _____________________________________ Date __________________________

Printed Name __________________________________ Phone Number (   ) _____________

Title _________________________________________ Mail Stop _________________________

Send **original** form to:

**AFRS/CAMS/TMS Security Administrator**
**DES Solutions Center; Accounting Systems**
**PO Box 41450**
**Olympia, WA 98504-1450**

(System security changes made:
AFRS: by __________ date __________ TMS: by __________ date __________)

(DES USE ONLY)
Appendix B
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.

<table>
<thead>
<tr>
<th>Security Code</th>
<th>View</th>
<th>Add</th>
<th>Change</th>
<th>Acquire</th>
<th>Dispose</th>
<th>Security</th>
<th>Admin</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

\(^1\) Only a DES security of 67 can add a level 56-agency security record.

\(^2\) Only security level that can do a change, add, or delete to agency security records, besides 67.
APPENDIX C
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

<table>
<thead>
<tr>
<th>Code</th>
<th>Section</th>
<th>Subsections</th>
</tr>
</thead>
<tbody>
<tr>
<td>AA</td>
<td>ASSETS</td>
<td>AA.1 Add Asset</td>
</tr>
<tr>
<td></td>
<td></td>
<td>AA.2 Browse Menu</td>
</tr>
<tr>
<td>RR</td>
<td>REPORT REQUEST</td>
<td></td>
</tr>
<tr>
<td>AP</td>
<td>ACCESS PENDING ASSETS</td>
<td></td>
</tr>
<tr>
<td>SS</td>
<td>SECURITY</td>
<td>SS.1 Security Record Update</td>
</tr>
<tr>
<td></td>
<td></td>
<td>SS.2 View Security</td>
</tr>
<tr>
<td></td>
<td></td>
<td>SS.3 Security Codes</td>
</tr>
<tr>
<td>AD</td>
<td>ADMINISTRATIVE</td>
<td>AD.1 Message Maintenance Screen</td>
</tr>
<tr>
<td></td>
<td></td>
<td>AD.2 Job Card Maintenance</td>
</tr>
<tr>
<td></td>
<td></td>
<td>AD.3 Maintain Mailing Labels and Banner Page</td>
</tr>
<tr>
<td></td>
<td></td>
<td>AD.4 Error Message</td>
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## Appendix D
### Data Dictionary (Alphabetical Sequence)

<table>
<thead>
<tr>
<th>Field Abbrev</th>
<th>Field Name</th>
<th>Required</th>
<th>Field Length</th>
<th>Description</th>
</tr>
</thead>
</table>
| ACQ DATE     | Acquisition Date    | Required | 8            | The Acquisition Date is the date the agency takes title to, or assumes responsibility for, an asset. 
**New-2014:** The format of all dates in CAMS is MMDDCCYY. For example, 12102014 is December 10, 2014. If the month or day is a single digit, a leading zero must be used. Example, if the date was February 8, 2014 you would enter 02082014. 
**Comment:** Depreciation should start the date the asset is placed in service, not the date it was acquired. |
| ADD DATE     | Add Date            | System generated field | 5            | This is the date the CAMS asset was added to the CAMS file. 
**New-2014:** The format of all dates in CAMS is MMDDCCYY. 
**Example:** February 17, 2014 would show 05172014. This is a system-generated field. You cannot enter data into this field. |
| AMT          | Lease Maintenance Amount |            | 6            | The cost of maintenance for leased assets.                                                                                                                                                                   |
| CLASS        | Class               | Required  | 10           | 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. 
**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. |

30.50.10
<table>
<thead>
<tr>
<th>Field abbrev</th>
<th>Field Name</th>
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<th>Description</th>
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</thead>
<tbody>
<tr>
<td>COND</td>
<td>Condition</td>
<td></td>
<td>1</td>
<td>This is the condition or state of working order of the asset. New assets would usually have this code blank. There are two codes that allow different use lives from OFM’s Schedule A in the SAAM: 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. <strong>New</strong>: Any fund (account) type can have the depreciable useful life overridden. U = Used. This code allows you to override the system generated use life for this asset.</td>
</tr>
<tr>
<td>COST</td>
<td>Line Cost</td>
<td></td>
<td>12</td>
<td>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.</td>
</tr>
<tr>
<td>DEP</td>
<td></td>
<td></td>
<td>1</td>
<td>This field is no longer used – set at 1</td>
</tr>
<tr>
<td>DESC</td>
<td>Description</td>
<td>Required</td>
<td>35</td>
<td>Description of the asset.</td>
</tr>
<tr>
<td>DISP DATE</td>
<td>Disposal Date</td>
<td></td>
<td>6</td>
<td>The date that an asset was disposed of. <strong>New-2014</strong>: The format of all dates in CAMS is MMDCCYY. <strong>Example</strong>: If the date was February 8, 2012 would be entered as 02082012. The system will not accept a disposal date that precedes</td>
</tr>
</tbody>
</table>

43  Enterprise Technology Solutions
<table>
<thead>
<tr>
<th>Field abbrev</th>
<th>Field Name</th>
<th>Required</th>
<th>Field Length</th>
<th>Description</th>
<th>SAAM Reference</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>the acquisition date.</td>
<td></td>
</tr>
<tr>
<td>DIV</td>
<td>Division</td>
<td></td>
<td>3</td>
<td>The use of Division is defined by your agency. The field will accept any character, even blanks.</td>
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<td></td>
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<tr>
<td>DOC NO</td>
<td>Document Number</td>
<td></td>
<td>8</td>
<td>The document number used to purchase the asset.</td>
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<tr>
<td>EX</td>
<td>Excess Code</td>
<td></td>
<td>1</td>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>F-ORDER</td>
<td>Field Order Number</td>
<td>Required</td>
<td>8</td>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>FEATURE NO</td>
<td>Feature Number</td>
<td></td>
<td>3</td>
<td>The Feature Number is an identifier to allow enhancements to an asset. The Feature Number is not required - if left blank will zero fill. DES recommends using numeric features only for data sorting on reports.</td>
<td></td>
</tr>
<tr>
<td>FMBI</td>
<td></td>
<td></td>
<td>4</td>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>FUND</td>
<td>Fund</td>
<td>Required</td>
<td>3</td>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>Field abbrev</td>
<td>Field Name</td>
<td>Required</td>
<td>Field Length</td>
<td>Description</td>
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<tr>
<td>LAST CHNG</td>
<td>Last Change</td>
<td>System generated field</td>
<td>5</td>
<td>Last Change made to this asset. This is the date the CAMS asset was last changed. <strong>New-2014:</strong> The format of all dates in CAMS is MMDDCCYY. <strong>Example:</strong> February 17, 2013 would show as 02172013. This is a system-generated field. You cannot enter data into this field.</td>
<td></td>
</tr>
<tr>
<td>LEASE PRD</td>
<td>Lease Period</td>
<td>Required if OWN is 'L'</td>
<td>1</td>
<td>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 capitalized leases (OWN is 'C').</td>
<td></td>
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<tr>
<td>LEASING AGENT</td>
<td>Leasing Agent</td>
<td>Required if OWN is 'L'</td>
<td>15</td>
<td>This is the name of the agent leasing the equipment. The leasing agent is required if the ‘OWN’ field contains ‘L’.</td>
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<tr>
<td>LIC NO</td>
<td>License Number</td>
<td></td>
<td>7</td>
<td>License Number is used for the motor vehicle license plate number. The field may be left blank.</td>
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<tr>
<td>LOC</td>
<td>Location</td>
<td>Required</td>
<td>16</td>
<td>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.</td>
<td>30.50.20</td>
</tr>
<tr>
<td>LOANED</td>
<td>Loaned</td>
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<td>4</td>
<td>Use this field when an asset is loaned to another agency. Enter the agency number of the agency that physically has the asset.</td>
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<tr>
<td>Field abbrev</td>
<td>Field Name</td>
<td>Required</td>
<td>Field Length</td>
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<tr>
<td>MAINT PRD</td>
<td>Lease Maintenance Code</td>
<td>Required if OWN is 'L'</td>
<td>1</td>
<td>This code indicates how often maintenance should be performed on operating leased assets. The system will not allow codes other than those listed below: 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.</td>
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<td>MANU</td>
<td>Manufacturer</td>
<td>Required</td>
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<td>Enter the name of either the Manufacturer or the commonly accepted trade name. Examples: Ford, IBM</td>
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<tr>
<td>MANU SERIAL NO</td>
<td>Manufacturer's Serial Number</td>
<td>Required</td>
<td>25</td>
<td>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.</td>
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<tr>
<td>OPT1</td>
<td>Optional 1</td>
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<td>3</td>
<td>Optional 1 is used by your agency to further identify this line cost. Note: Report CM720 (FUND LINE REPORT - SUBTOTAL BY OPTIONAL 1) will sort the report in Optional 1 order and subtotal on each Optional 1 code.</td>
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<td>OPT2</td>
<td>Optional 2</td>
<td></td>
<td>11</td>
<td>Optional 2 is used by your agency to further identify this line cost. Note: Report CM730 (FUND LINE REPORT - SUBTOTAL BY OPTIONAL 2) will sort the report in Optional 2 order and subtotal on each Optional 2 code.</td>
<td></td>
</tr>
<tr>
<td>Field abbrev</td>
<td>Field Name</td>
<td>Required</td>
<td>Field Length</td>
<td>Description</td>
<td>SAAM Reference</td>
</tr>
<tr>
<td>--------------</td>
<td>------------</td>
<td>----------</td>
<td>--------------</td>
<td>-------------</td>
<td>----------------</td>
</tr>
<tr>
<td>ORG IDX</td>
<td></td>
<td></td>
<td>4</td>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>ORGCTL</td>
<td></td>
<td></td>
<td>10</td>
<td>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</td>
<td></td>
</tr>
<tr>
<td>OWN</td>
<td>Ownership</td>
<td>Required</td>
<td>1</td>
<td>Ownership status of asset. The system will not allow codes other than those listed below: S: State owned C: Capitalized lease L: Operating lease P: Certificate of Participation</td>
<td></td>
</tr>
<tr>
<td>PI</td>
<td></td>
<td></td>
<td>5</td>
<td>Program Index. This is the program index of the line cost. There are no edits on this field.</td>
<td></td>
</tr>
<tr>
<td>QTY</td>
<td>Quantity</td>
<td></td>
<td>7</td>
<td>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)</td>
<td></td>
</tr>
<tr>
<td>Field abbrev</td>
<td>Field Name</td>
<td>Required</td>
<td>Field Length</td>
<td>Description</td>
<td></td>
</tr>
<tr>
<td>--------------</td>
<td>-----------------------------</td>
<td>----------</td>
<td>--------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Harbor areas</td>
<td></td>
<td></td>
<td>Acres (nearest tenth of an acre)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Tidelands</td>
<td></td>
<td></td>
<td>Whole unit front foot</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Shorelines</td>
<td></td>
<td></td>
<td>Whole unit front foot</td>
<td></td>
</tr>
<tr>
<td>REST</td>
<td>Lease Restrictions</td>
<td>1</td>
<td></td>
<td>Lease Restrictions. This code indicates whether a leased asset (operating lease) has any lease restrictions. OFM has assigned two codes as follows: 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.</td>
<td></td>
</tr>
<tr>
<td>ROLL</td>
<td>Feature Roll</td>
<td>1</td>
<td></td>
<td><strong>New-2013</strong>: A field in CAMS which has two options Y (Yes) or N (No). The system defaults to N (No). 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.</td>
<td></td>
</tr>
<tr>
<td>S&amp;A</td>
<td>Small and Attractive</td>
<td>1</td>
<td></td>
<td><strong>New-2014</strong>: This code that indicates when an asset is not depreciated (less than the OFM threshold amount for the class). Agencies can use CAMS for non-capital items and must include weapons (class 10XX) with the code “Y”. 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”.</td>
<td></td>
</tr>
<tr>
<td>S-F</td>
<td>State-Federal Code</td>
<td>Required</td>
<td>1</td>
<td>This code is used to indicate the funding source and possibility of claims against the asset by outside parties on disposal. State is most</td>
<td></td>
</tr>
<tr>
<td>Field abbrev</td>
<td>Field Name</td>
<td>Required</td>
<td>Field Length</td>
<td>Description</td>
<td>SAAM Reference</td>
</tr>
<tr>
<td>--------------</td>
<td>------------------</td>
<td>----------</td>
<td>--------------</td>
<td>------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>--------------------------</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>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 5. State/Local 6. Federal/Local 7. Other 8. Donated</td>
<td></td>
</tr>
<tr>
<td>SLVAGE</td>
<td>Salvage Value</td>
<td></td>
<td>10</td>
<td>This is the amount your agency expects to receive upon disposal of this asset. A zero salvage value is allowed and may be appropriate.</td>
<td></td>
</tr>
<tr>
<td>SPECIAL USE</td>
<td>Special Use</td>
<td></td>
<td>25</td>
<td>This field is for your agency's use. Common uses include data for other systems or more description of the asset</td>
<td></td>
</tr>
<tr>
<td>TAG NO</td>
<td>Tag Number</td>
<td>Required</td>
<td>12</td>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>TOT COST</td>
<td>Total Cost</td>
<td></td>
<td>12</td>
<td>This is the total cost of the asset, including all appropriate ancillary costs. The TOT COST: field looks like this. The default value is $0.01.</td>
<td>Ancillary costs 30.20.10.c</td>
</tr>
<tr>
<td>USE</td>
<td>Useful Life</td>
<td>Required</td>
<td>3</td>
<td>The Useful Life is an estimate of the total time that an asset is usable and in service. The 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.</td>
<td>30.50.10</td>
</tr>
</tbody>
</table>
There are three exceptions to the automatic entry of this field.  
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.  
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.

<table>
<thead>
<tr>
<th>Field abbrev</th>
<th>Field Name</th>
<th>Required</th>
<th>Field Length</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>VENDOR</td>
<td>Vendor</td>
<td></td>
<td>12</td>
<td>The company or person that sold/created the asset.</td>
</tr>
</tbody>
</table>