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=== CAMS = (AA.1) ================ ADD ASSET ===================== C105C002 =
TR: _____
FUNCTION: A (A=ADD, R=ADD / RETAIN DATA, F=REFRESH, V=VIEW SCREEN (AFTER ADD)
AGENCY: 2250 REF: ____________ FEATURE NO: 000 ROLL: N DIV: ___  ORG IDX: ___
TAG NO: ____________ MANU SERIAL NO: ________________________ LIC NO: _____
MANU: ________________________________ DESC: ____________________________________
CLASS: __________ LOC: ________________ ACQ DATE: ________ FMBI: 0101 USE: _
DEP: 1 QTY: _____1.0 COND: _ LOANED: ____ F-ORDER: ________ DOC NO: ________
VENDOR: ____________ S&A: N EX: _ S-F: _ SPECIAL USE: ____________________
SLVAGE: __________.00 OWN: _ LEASE: PRD _ REST _ MAINT: PRD _ AMT 00000000
TOT COST: _____________.01 LEASING AGENT: ________________ ORGCTL: __________
    COST: _____________.01 FUND: ___ PI: _____ OPT1: ___ OPT2: __________
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ADD DATE: 08042020  C23 INVALID REFERENCE NUMBER
                    C26 REQUIRES MANUFACTURER SERIAL NUMBER
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Minimum Required Fields and Defaults

CAMS Screen	Field Name
REF: BLDG1XXXXXXX FE 1XXXXXXX MANU SERIAL	**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 number: 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.
REEN, C=CHANGE S FEATURE NO: 004	**FEATURE NO**: The Feature Number is an identifier to allow enhancements to an asset. If left blank, it will default to **0** (zero). You need to complete this field if you have enhancements to an asset. OFM recommends using numbers starting with 001, 002, etc.
SCREEN, U=UND 4 ROLL: N DIV	**ROLL**: 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) character of the class will be combined for determining eligibility for depreciation and CM800 reporting purposes.
AGENCY: 1790 REF: BL TAG NO: BLDG1XXXXXXX	**TAG NO**: The 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. Most agencies match the Ref and Tag No.

CAMS Screen	Field Name
GF0100100 FEATURE NO: 002 MANU SERIAL NO: 84-189G/DP TION COMPANY DESC: REC	**MANU SERIAL NO**: This is the Manufacturer's assigned Serial Number if present. If you do not know the serial number, you will have to enter "**UNKNOWN"** or "**N/A"** in the field.
TAG NO: D329800 MANU: TOYOTA CLASS: 2310	**MANU**: Enter the name of either the Manufacturer or the commonly accepted trade name.
FBNE3BL4CDA26179 DESC: VAN, 2012 E350	**DESC**: Description of the asset. Use your agency's standard naming conventions for each class of asset to make later searches easier.
MANU: FORD CLASS: 2310 DEP: 1 QTY:	**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. Most agencies use the 4-digit class code found in the OFM SAAM, Chapter 30.50.10. NOTE: Do not use the commodity code list from DES.
LOC: 34CCCC VEHICLE .0 COND: N LOANED:	**LOC**: Location is a two-part field. The first two (2) characters are the county code. The codes are found in the SAAM, Chapter 30.50.20. Valid county codes are also found in AFRS TM.1.1 - Desc. Table 37 with an 8 in first char (e.g. - 834 = Thurston Co.). The next fourteen (14) characters are optional and used by agencies to further define where the asset is located.

CAMS Screen	Field Name
DESC: LEKTRO FORK LIFT ACQ DATE: 02011985 F-ORDER: NA 1 SPECIAL USE: RD REST MAINT: PR NT:	**ACQ DATE**: The Acquisition Date is the date the agency takes title to or assumes responsibility for an asset. The format of the date is MMDDCCYY. Choose the date carefully as it is difficult to change after the first day.
ORG IDX: LIC NO: : 2085 USE: 060 NO:	**USE**: The Depreciable Useful Life is automatically entered into the field based upon the class code entered in the CLASS field. The format is 3 digits and represents months (e.g. - 5 years = 60 months).

CAMS Screen	Field Name
MANU: LEKTRO CLASS: 3930 LC DEP: 1 QTY: 1. VENDOR: GEN.ADMIN. SLVAGE: .0 TOT COST: 25, COST: 25,	**QTY**: Quantity is the number of assets reported on the record. The system default is 1 (one). The **QTY** field is used to determine whether an asset record will be reported in the CM800 reports for a certain class. The units are determined by the asset as follows: Equipment: Whole units (1 asset per record) Buildings: Square feet (XXX.X Sq. 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
ACQ DATE: 02011985 F-ORDER: NA SPECIAL USE: REST MAINT: E5520 OPT1: 968	**F-ORDER**: 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, so the **F-ORDER** can be **N/A** if it is not used.

CAMS Screen	Field Name
ED: F-ORDER: NA S-F: 1 SPECIAL USE: SE: PRD _ REST _ MA G AGENT: _____ 420 PI: E5520 OPT	**S-F**: This State-Federal 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
S&A: N EX:) OWN: S L 533.14 LEAS	**OWN**: Ownership status of an 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 P = COP (assets acquired by Certificates of Participation)
SLVAGE: .00 OWN TOT COST: 25,000.0 COST: _____25,000.00 _____ _____	**TOT COST**: This is the total cost of the asset, including all appropriate ancillary costs. The system has a default value of $0.01.

CAMS Screen	Field Name
COST: 25,000.00 FUND: 420	**COST**: The line cost is the portion of a cost associated with a fund. Note that there are 10 line costs but only using one line is the most common. The total of the line costs for a tag number must equal the **TOT COST** entered for this asset.
LEASING AGENT: FUND: 420 PI	**FUND**: The 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.