Reconciling AFRS to CAMS

1) Run Enterprise Reporting (ER)
   • Login
   • Go to: Financial Reports → Expenditure Flexible → Expenditure Activity Flexible
   • Schedule with selection values for JC
     o Format: Microsoft Excel Workbook Data-Only
     o Personal Title: (i.e. JC_FM_FY, or JC_QTR_FY)
     o Select Biennium
     o Select Agency
     o Select the Fiscal Month(s) you are reconciling
       • (Begin FM)
       • (End FM)
     o Select Subobject (JC)
     o Transaction Type: [B]
     o Select Expenditure Content: “Cash, Accr(actual)”
     o Include Balances = No
     o Select “Schedule”
   • View report and keep open.
     o Print or Save report as needed

2) Transfer data from the ER Report to the CAMS Reconciliation Template as follows:
   • Copy the following data from the ER Report & paste to the CAMS Reconciliation Template:
     o Cur Doc No
     o Ref Doc No
     o Acct / Fund
     o PI
     o Amount
       ▪ Note: you can transfer additional fields as necessary

3) From the CAMS Reconciliation Template continue to fill in the following information:
   • Enter the Number of E-Tags (i.e. the number of tags assigned/assets associated with the amount paid)
   • Enter the E-Tag Number(s) (if more than one tag number, then enter the cost of each items next to the tag number)
     o Check to ensure that the Total cost of all tags equal the amount referenced in the “Amount” field.
   • Enter Notes as needed:
     o (i.e. leased item – Note: the financial effect, or Note: This is a COP)
     o (i.e. addition or upgrade to a prior year asset… Note: this is an additional expenses for an asset purchased in a previous year)
   • Save Excel sheet

4) Verify all items on the worksheet are entered in CAMS and verify that all are 100% accurate.
   • Login to CAMS.
   • View each Tag Number and check to ensure the following information has been correctly entered in CAMS:
     o Check Acquisition Date to ensure it reflects the correct reporting period (or disposal date if applicable)
     o Field Order Number / F-Order
     o Dollar Amount
     o Acct / Fund
     o Program Index
       ▪ Note: check additional fields that need to be verified as necessary
   • If there are errors, determine if AFRS is correct or CAMS in correct:
     o If CAMS is incorrect then have the inventory control office update CAMS.
     o If AFRS is incorrect then do a JV to make the correction in AFRS.
   • Once you have verified that AFRS & CAMS match, then mark “DONE” next to the reconciled item on your template.
Reconciling CAMS to AFRS

5) Run CM800 Reports
   • Login to CAMS
   • Go to the Report Request (RR) screen…option #2
   • Run the “Cost & Deprec. For Assets $5,000 and above” report (CM800 reports)…option #14
     o Begin Date: 07-01_ (Always run from 07-01-__, even for quarterly reconciliations)
     o End Date: 06-30_ (Only run through the current month or quarterly reconciliation end date)
     o Job Class: D = 4hour
     o Copies = 1
     o Print = enter printer number (i.e. R####)
     o Enter
   • From the printed report, the cost of items added for period should match the total amount on your JC reconciliation spreadsheet
     o You will have to manually add your quarterly reconciliation spreadsheets together to balance to the CAMS report (cost of items added for the period).

<table>
<thead>
<tr>
<th>If it does not BALANCE…</th>
</tr>
</thead>
<tbody>
<tr>
<td>Then run an “asset report” (CM400)…option 09</td>
</tr>
<tr>
<td>• Selection: B=Both</td>
</tr>
<tr>
<td>• Job Class: D=4hour</td>
</tr>
<tr>
<td>• Copies: 1</td>
</tr>
<tr>
<td>• Print = enter printer number (i.e. R####)</td>
</tr>
<tr>
<td>• Enter</td>
</tr>
<tr>
<td>• Acq Date: Begin Date: 07-01-___ &amp; End Date: 06-30-___</td>
</tr>
<tr>
<td>• Enter</td>
</tr>
<tr>
<td>Review report to find the discrepancy.</td>
</tr>
</tbody>
</table>

   • Also check the beginning balance on the CAMS report against last year’s Ending balance to see if there has been a change
     o If there has been a change find out why.

NOTE:
CAMS does not differentiate between Fiscal Years. Therefore when adjustments are made between fiscal years or Payments are paid for Prior Fiscal year we need to put a note on our reconciliation (so when they try to reconcile AFRS to CAMS they will be able to see by looking at our notes why it does not match.)