Office of Financial Management

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Capital Asset Management System (CAMS)

User Documentation Manual

MARCH 2025

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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 > $10,000

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  xxxxxxxx

                      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       AAAAAAAA  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
```

ASSETS MENU (AA)

From the CAMS Primary menu, select **1** and press Enter to access the Asset menu screen.

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

                      FUNCTION: _

                      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
```

ADD ASSET

Allows user to add assets into the system**.**

Input function **1** and press **Enter** to access the ADD ASSET menu screen.

```
=== CAMS = (AA.1) ================ ADD ASSET ====================== C105C002 ===
 TR: _____
 FUNCTION: A (A=ADD, R=ADD / RETAIN DATA, F=REFRESH, V=VIEW SCREEN (AFTER ADD)
 AGENCY: 9990 REF: _____________ FEATURE NO: ___ ROLL: _ DIV: ___  ORG IDX: ____
 TAG NO: _____________ MANU SERIAL NO: ____________________________  LIC NO: _______
 MANU: ________________________________  DESC: ____________________________________
 CLASS: __________ LOC: _________________  ACQ DATE: ________ FMBI: ____ USE: ___
 DEP: 1 QTY: _____1.0 COND: _ LOANED: ____ F-ORDER: ________  DOC NO: ________
 VENDOR: _____________ S&A: _     EX: _    S-F: _ SPECIAL USE: ___________________________
 SLVAGE: _______________ OWN: _  LEASE: PRD _ REST _  MAINT: PRD _ AMT ________
 TOT COST: _______________.01 LEASING AGENT: _________________  ORGCTL: ___________
     COST: _______________.01 FUND: ___  PI: _____  OPT1: ___  OPT2: ____________
           _________________      ___     _____       ___        ____________
           _________________      ___     _____       ___        ____________
           _________________      ___     _____       ___        ____________
           _________________      ___     _____       ___        ____________
           _________________      ___     _____       ___        ____________
           _________________      ___     _____       ___        ____________
           _________________      ___     _____       ___        ____________
           _________________      ___     _____       ___        ____________
           _________________      ___     _____       ___        ____________
 ADD DATE: __________

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

Highlighted = Required Field

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.

Enter REF:	Enter Tag NO:	Resulting REF:	Resulting TAG NO:
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:

Enter REF:	Enter Tag NO:	Resulting REF:	Resulting TAG NO:
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 must include the Workday Location Reference ID. The Workday Location Reference IDs can be found in the Conversion Lookup and Crosswalk located on the OneWa SharePoint website.

- **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 ($10,000 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).

Correct		
Input	**.01 Default Removed?**	**Results**
543200	Yes	5,432.00
Incorrect		
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:

REF:	FEATURE NO	TAG NO.
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:

REF:	FEA NO	TAG NO.	ACQ DATE	COST
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:

REF:	FEA. NO	TAG NO.	ACQ DATE	COST
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 the Workday Location Reference ID
- 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: LONGVEW_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
```

<u>Functions</u>:

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

Note: *If the Acquisition date must be changed, the current asset will need to be disposed of in CAMS & a new asset added in its place. The disposal and add, MUST be done on the same day.* ***Before*** *making any changes, OFM IT recommends reaching out to the Statewide Accounting Consultant for the agency to which the asset belongs to. The Statewide Accounting Consultant can then ensure this is the correct way to address the situation.*

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 <u>only</u> 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
```

<u>Functions</u>:

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 **<u>disposal date (DISP-DATE – MMDDYYYY format)</u>** and the **<u>disposal authority (DISP-AUTH)</u>** 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. If the recipient information on these reports needs to be updated, please contact heretohelp@ofm.wa.gov & OFM will be able to update your agencies Job Card in CAMS (AD.2).

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.

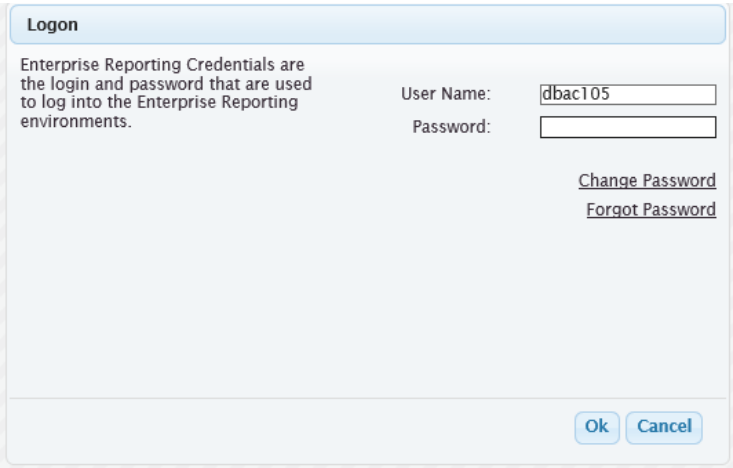
ENTERPRISE REPORTING (ER) & WEB INTELLIGENCE (WebI)

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

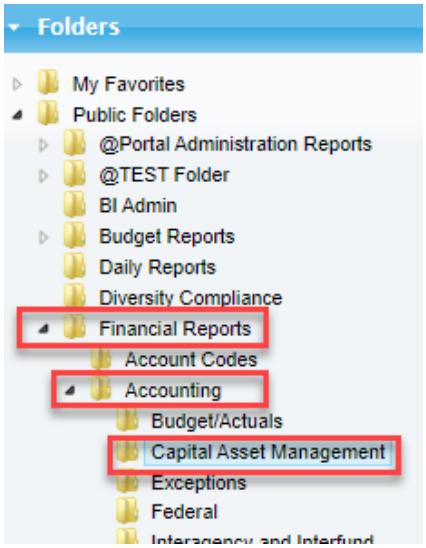
Enterprise Reports (ER):

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

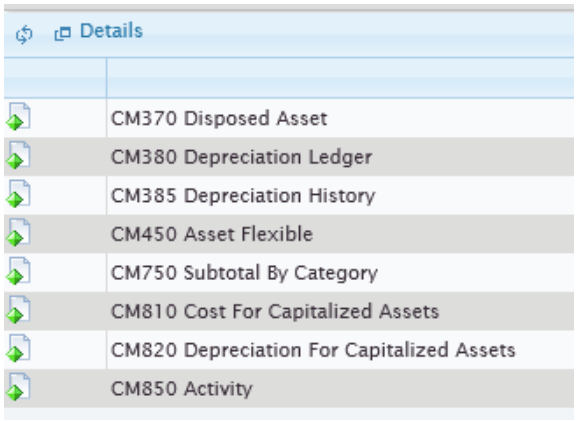


2. From the folder structure, expand the following folders:
   a. Financial Reports
   b. Accounting

3. Double click on the Capital Asset Management folder.



4. Right click on the report you want to run



5. Click “schedule”

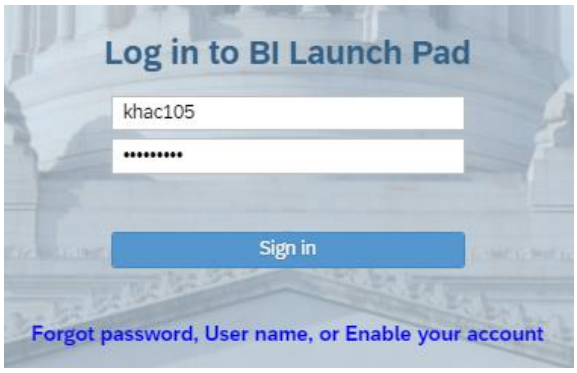
6. Enter parameters to get the data you want.

7. When you’ve added all the parameters you want, click the “Schedule” button at the bottom.

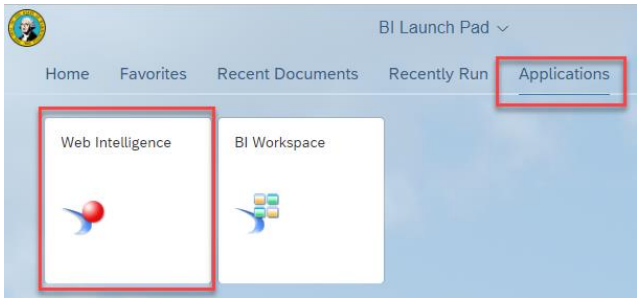
Web Intelligence (WebI) for queries/reports:

1. Go to https://reporting.ofm.wa.gov/BOE/BI/custom.jsp

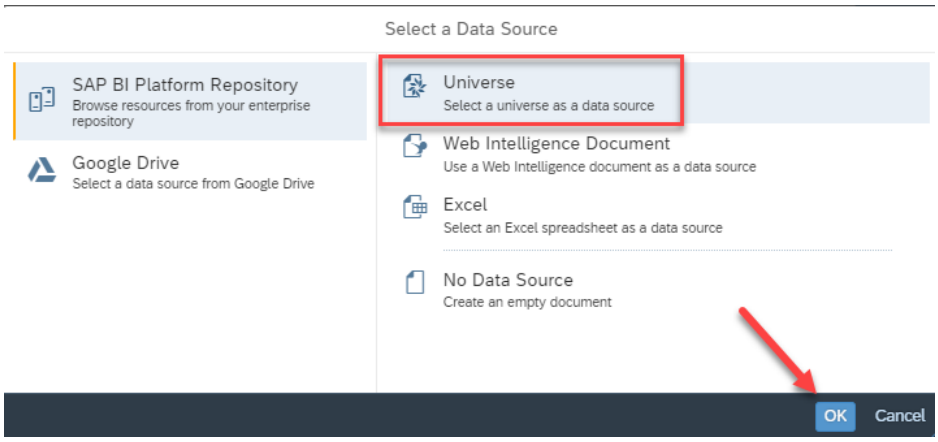
2. Logon with your ER user ID and password.



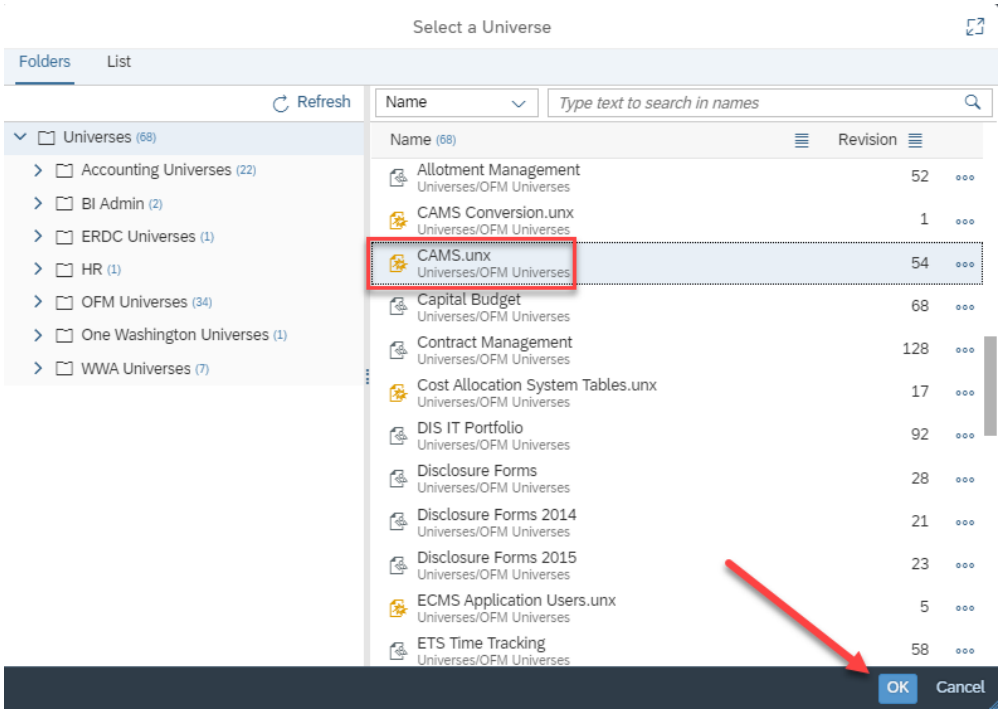
3. Click on the Applications tab & then Click on the Web Intelligence icon to start a query.



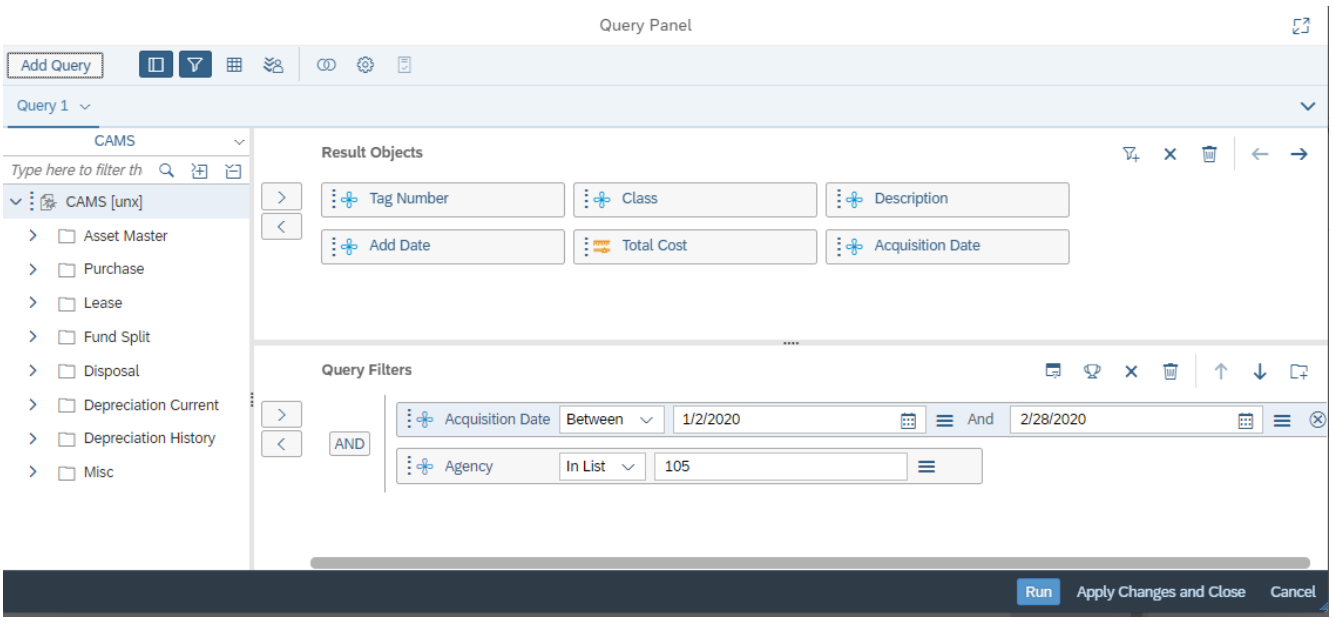
4. Ensure Universe is highlighted & click OK.



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



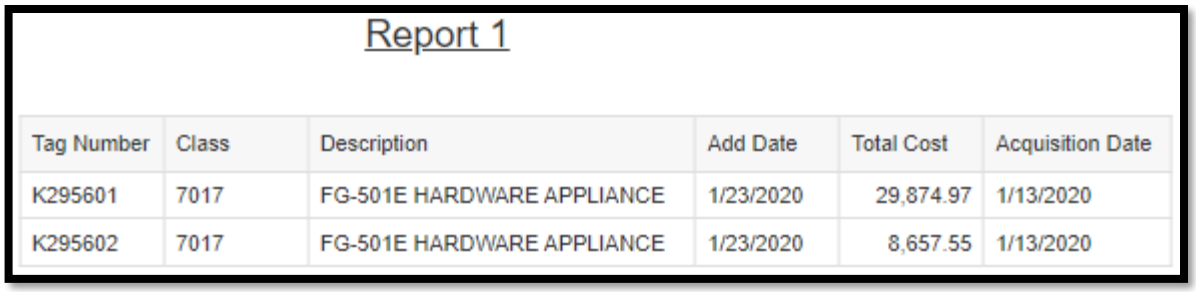
6. The Query Panel will appear. Add the data fields to the Result Objects & Query Filters sections.
   - Add to Results Objects: Either double click or drag & drop the data fields you want in the order you want on the report
   - Add Query Filters: Drag & drop the data fields you want to filter by & enter/choose the filter by data



Note: Agency number must only be 3 digits.

7. Click the Run button at the bottom.

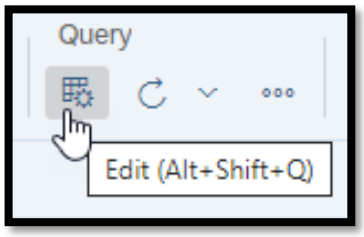
8. The report will display.

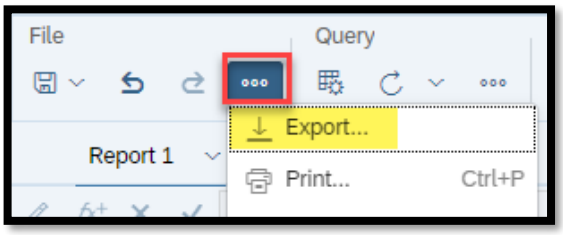


Report 1

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

<u>Functions</u>:

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:

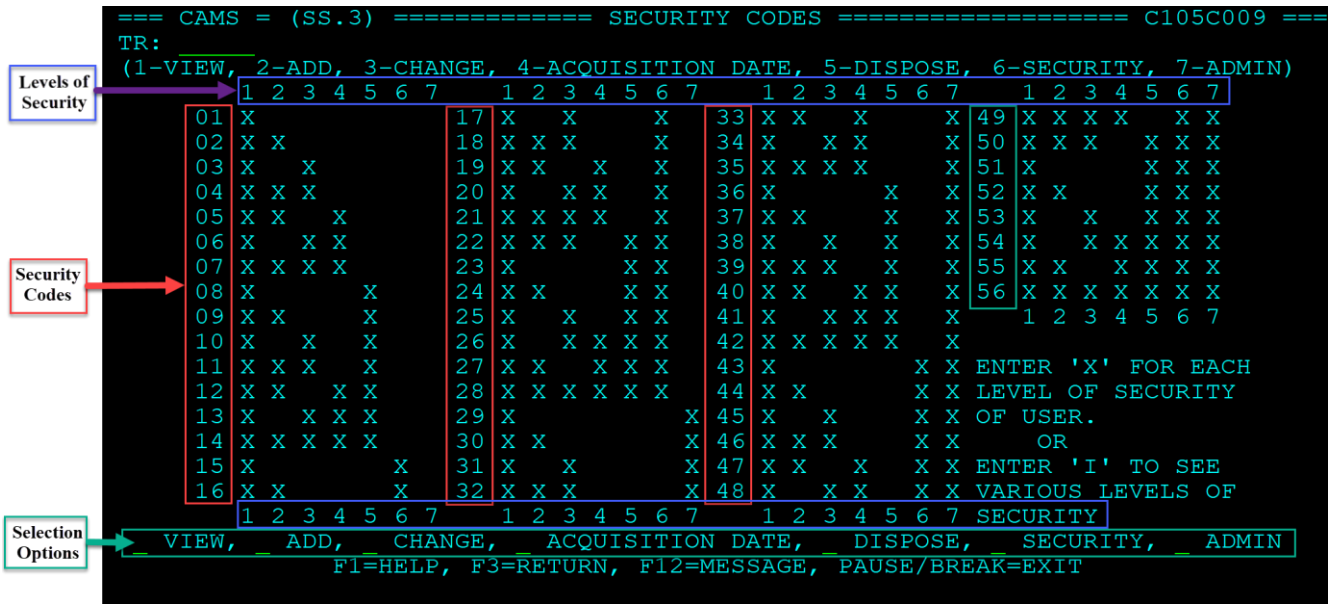
F = First To view the very first record.
N = Next To view next page of the security screen.

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.



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).

TOTAL COST OF ASSET – SALVAGE VALUE
---------- = MONTHLY DEPRECIATION
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 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 **<u>no change</u>** in the master file record, the total depreciation is updated and the master file and depreciation file will be rewritten.

2. If there is **<u>a change</u>**, a new depreciation record is created and the total depreciation is updated and the master file will be rewritten.

   (TOTAL COST – SALVAGE VALUE) – ACCUM DEPREC
   ---------- = NEW MONHTLY DEPREC
   USEFUL LIFE – NUMBER OF MONTHS DEPRECIATED

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:

   (TOTAL COST – SALVAGE VALUE)
   ---------- X USEFUL LIFE MONTH = FIRST MONTH'S DEPREC
   USEFUL LIFE

   *****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	Security[1]	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
56[2]	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	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. ***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 asset was added to the CAMS file. The format of all dates in CAMS is MMDDYYYY. **Example**: February 17, 2020 would show 02172020. 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

Field abbrev	Field Name	Required	Field Length	Description	SAAM Reference
COND	Condition		1	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. 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.	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	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. **Example**: If the date was February 8, 2020 would be entered as 02082020.	

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 must include the Workday Location Reference ID. The Workday Location Reference IDs can be found in the Conversion Lookup and Crosswalk located on the OneWa SharePoint website. Ex.: Office of Financial Management county code and CAMS Location ID 34LC000006560.	30.50.20

Field abbrev	Field Name	Required	Field Length	Description	SAAM Reference
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.	
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	

Field abbrev	Field Name	Required	Field Length	Description	SAAM Reference
				3. Local 4. State/Federal 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
				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. *(This will not work if the total number of months left is less than the new useful life.)* 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.	