Introduction to CAMS Practice Exercises

These are practice exercises you can use to become more familiar with the learning objectives demonstrated in the virtual training. You have been given access to the CAMS Training Environment for a limited time to complete the practice exercises. Your access to the CAMS Training Environment will expire in two weeks from the date of the class. Do not use the CAMS production environment to complete these exercises!

If you require assistance to complete the exercises, please use the following link to email the OFM Help Desk with the subject “CAMS Training Question”: Click here to start an email. We will respond as soon as we can and provide you with assistance.

Use the steps below to log in to the CAMS Training Environment.

Exercise 1. Accessing CAMS
1. At the CA – TPX menu, type your Userid and Password and select Enter.
2. This will take you to the TPX MENU. To get to CAMS, you can do one of the following:
   • Enter CICP3 on the command line and select Enter.
   • From the TPX MENU, enter an S next to CICP3 and select Enter.
   • From the TPX MENU, place your cursor next to CICP3 and select Enter.
3. On the CICS sign-on screen, type your USER ID and PASSWORD and select Enter. You will get a screen that says “SIGN-ON COMPLETE.”
4. Enter FC00 (F, C, zero, zero) in the upper left-hand corner of the screen and select Enter.
5. The first CAMS screen is the message screen. Read this screen before selecting Enter to go to the next screen.
6. When prompted for your AGENCY NUMBER, enter 9990 and select Enter. This will connect you to the CAMS Training Environment.
7. On the PRIMARY MENU screen, type 1 and select Enter to access the ASSETS MENU screen.
8. On the ASSETS MENU screen, type 1 and select Enter to add a new asset.

Exercise 2. Adding an Asset (ADD)

Scenario: You have received documents for the completion of a new Licensing office in Tacoma, WA. Construction on the building was completed on Jan 25th, 2022, and opened for business on Feb 1st. It was determined that the new construction has a life of 600 months.

a. REF = BLDG0002XX (use your initials for the XX)

b. FEATURE NO = 000 (default)

c. ROLL = N (default)

d. MANU SERIAL NO = Enter N/A (or make up a number)

e. MANU = Hamilton Construction

f. DESC = Refer to text above

g. CLASS = Class code on OFM website http://www.ofm.wa.gov/policy/30.50.htm
Exercise 3. Adding an Asset (RETAIN DATA)

**Scenario:** You have received documents for the purchase of three (3) trucks that will be used for five years (60 months) at the Department of Licensing facilities in South Bend (Pacific Co.), Chehalis (Lewis Co.), and Vancouver (Clark Co.).

- **REF** = E222XXX, E223XXX, E224XXX (XXX = first 3 digits of your USER ID)
- **MANU SERIAL NO** = 1FMCU24620, 1FMCU24630, 1FMCU24780
- **MANU** = Ford
- **DESC** = Truck, 2021 9000GVW, Red
- **CLASS** = Class code on OFM website [http://www.ofm.wa.gov/policy/30.50.htm](http://www.ofm.wa.gov/policy/30.50.htm)
- **LOC** = Find County Code from the website above and append city (e.g. – XXLONGVIEW)
- **ACQ DATE** = Feb 25, 2022
- **F-ORDER** = 564598
- **S-F** = 1 (State)
- **OWN** = S (state owned)
- **COST** = $50,000 for each truck
- **FUND** = 001

Exercise 4. Feature Number (FEATURE NO)

**Scenario:** You have received documents for three new lift gates (features) that mount on DOL trucks in three counties. Each new feature has to be added as a new asset. Before adding a new feature, however, you must indicate that the controlling asset will “roll up” with its features. To do this, we must first change the asset by changing the **ROLL** field to **Y**.

- **Use the F3 key to return to the ASSETS MENU.**
- **Type 2** to choose the **LIST** function, and enter the **REFERENCE** tag information. Use the assets created in Exercise 3.
- **Select Enter to view a list of assets that match the search criteria.**
- **Use the Tab key to choose the appropriate record, type V next to that record, and select Enter to view that record.**
- **In the FUNCTION field, type C and select Enter to open the record for changes.**
- **Tab to the ROLL field, and type Y.**
- **Select Enter to save the changes.**
h. Use F3 to return to the ASSETS MENU, and then add a new asset (feature) with the data provided below.
   i. REF = Reference the tag numbers used in Exercise 3, then add FEATURE 001 to each
   j. ROLL = Y
   k. MANU SERIAL NO = N/A
   l. MANU = RWC International Ltd
   m. DESC = Liftgate
   n. CLASS = Find a similar asset in test 9900 or go to the OFM website http://www.ofm.wa.gov/policy/30.50.htm
   o. LOC = Use Thurston County’s code, then append SUP-160
   p. ACQ DATE = 3/15/2022
   q. F-ORDER: 653667
   r. S-F = 1 (State)
   s. OWN = S (state owned)
   t. TOT COST = $5,800
   u. FUND = 106

Exercise 5. Changing an Asset (CHANGE)
   a. A review of the asset recorded in Exercise 2 shows that 50% of the construction cost was paid from Account 075 instead of 001. Make this requested change to that asset.

Exercise 6. Disposing an Asset (DISPOSE(UN))
   a. You received a document stating that a vehicle (pick one from the list) was completely totaled on March 15th, 2022. To dispose an asset, enter the appropriate information in the disposal authority (DISP-AUTH) and disposal date (DISP-DATE) fields, if present. Note that the disposal date (DISP-DATE) needs to be in the MMDDCCYY format.

Exercise 7. Un-disposing an Asset (DISPOSE(UN))
   a. To un-dispose an asset, select Enter to clear or remove the disposal date (DISP-DATE) and the disposal authority (DISP-AUTH) fields, if present.

Exercise 8. Viewing the Depreciation (VIEW DEPRECIATION)
   a. AGENCY 9990, REFERENCE NUMBER AAA00340000-000. What is the monthly depreciation?
   b. How many months have accumulated?
   c. What is the depreciation to date?

Exercise 9. CAMS Reporting
   For many years, CAMS relied on the mainframe report menu for any reporting needs. Now, Enterprise Reporting (ER), the portal and Webl, can provide you all of the reports with more flexibility and availability.

Running ER Portal Reports
   a. Log in to the Enterprise Reporting Portal with your User Name and Password.
b. Open the **Financial Reports** folder, from the **Folders** navigation pane on the left.

c. Open the **Accounting** folder.

d. Open the **Capital Asset Management** folder and you will see a list of available CAMS reports.

e. Choose the report you need and right-click to **Schedule** it.

The **CM450 Asset Flexible** report replaced several specific mainframe reports. You can use this report to report by class, location code, serial, or tag number. You can limit the number of pages in the report by setting **Parameters** (e.g. - Agency, Location, Class, beginning and ending dates, etc.). On the **Destinations** and **Recurrence** tab, you can also decide where and how often you want this report to run (defaults are **Default Enterprise Location** and **Now**).

If your report says “**No data available...**” (see Figure 1: No Data Available), check your parameters for needed correction or change them as needed.

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**Figure 1: No Data Available**

<table>
<thead>
<tr>
<th>Details</th>
<th>Title</th>
<th>Last Run</th>
</tr>
</thead>
<tbody>
<tr>
<td>CM4500 Disposal Asset</td>
<td>Nov 02, 2017 3:30 PM</td>
<td></td>
</tr>
<tr>
<td>CM4500 Disposal Ledger</td>
<td>Oct 26, 2017 3:10 PM</td>
<td></td>
</tr>
<tr>
<td>CM4505 Disposal History</td>
<td>Jul 06, 2017 10:10 AM</td>
<td></td>
</tr>
<tr>
<td>CM4500 Asset ID Bk</td>
<td>Nov 12, 2017 6:14 AM</td>
<td></td>
</tr>
<tr>
<td>CM4500 Disposal By Category</td>
<td>Nov 02, 2017 3:51 AM</td>
<td></td>
</tr>
<tr>
<td>CM4500 Cost For Capitalized Assets</td>
<td>Nov 02, 2017 3:52 AM</td>
<td></td>
</tr>
<tr>
<td>CM4500 Disposal Per Capitalized Assets</td>
<td>Nov 02, 2017 3:53 AM</td>
<td></td>
</tr>
<tr>
<td>CM4500 Activity</td>
<td>Nov 02, 2017 3:55 AM</td>
<td></td>
</tr>
</tbody>
</table>
In the example below, we changed the location to “*” and then re-scheduled the report.

![Report CM450](image)

**Figure 2: Report CM450**

**Web Intelligence (WebI) Reports**

a. Log in to the Enterprise Reporting Web Intelligence Tool with your User Name and Password.

b. Select the Web Intelligence icon from the My Applications pane.

c. Select the New icon to open the Create a document window.

d. Choose Universe and select OK.

e. In the Universe window, choose CAMS.unx and select OK.

f. Choose parameters for your report from the list on the left. Note that County and Location are two separate fields.

g. When you are ready, select Run Query and view the results.

![Web Intelligence (WebI) Report](image)

**Figure 3: Web Intelligence (WebI) Report**