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.

Use the steps and/or data below to complete exercises 2-9.

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

<ol type="h" start="8">
LOC = Find County Code from the website above for Pierce County and append "Tacoma" (e.g. – XXTACOMA)
ACQ DATE = Specified in the scenario above
F-ORDER = 2022PR25
S&A = N (default value)
S-F = 1 (State)
OWN = S (state owned)
TOT COST = $500,000.00 with 50% funding from Fund/Account 001 and the other 50% from Fund/Account 057

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.).

<ol type="a">
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
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**.

<ol type="a">
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** AAA000340000-000. 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 WebI, 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.

	Title	Last Run
	CM370 Disposed Asset	Nov 02, 2017 1:30 PM
	CM380 Depreciation Ledger	Oct 26, 2017 2:19 PM
	CM385 Depreciation History	Jul 06, 2017 10:10 AM
	CM450 Asset Flexible	Nov 03, 2017 4:59 PM
	CM750 Subtotal By Category	Oct 31, 2017 11:52 AM
	CM810 Cost For Capitalized Assets	Nov 02, 2017 10:29 AM
	CM820 Depreciation For Capitalized Assets	Nov 02, 2017 10:30 AM
	CM850 Activity	Nov 02, 2017 8:55 AM

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.

No data available for selected parameters

RPT CM450

CLASSIFICATION CODE
OWNED AND LEASED ASSETS

Input Parameters	Entered as
USER ID	dbac179
AGENCY	179
REPORT GROUP	Classification Code
COUNTY	34
LOCATION	MOTORPOOL
CLASS CODE	2330
ORGANIZATIONAL CODE	*

Figure 1: No Data Available

In the example below, we changed the location to "*****" and then re-scheduled the report.

CLASSIFICATION CODE
OWNED AND LEASED ASSETS

RPT CM450

AGENCY   179 - Department of Enterprise Services

CLASSIFICATION CODE: 2330

REFERENCE-FEATURE TAG NO	LOCATION MANUFACTURER	QTY	DESCRIPTION SPECIAL USE	COST	COND OWN
1790DSA327900000-000 DSA3279	34SO SHOP MILL	1.0	MILL TRAILER - TRANSFER AT MULTIPLE LOCATIONS	0.01	OWNED
1790DSA328000000-000 DSA3280	34SO SHOP MILL	1.0	MILL TRAILER - TRANSFER AT MULTIPLE LOCATIONS	0.01	OWNED
1790DSA328100000-000 DSA3281	34SO SHOP MILL	1.0	MILL TRAILER - TRANSFER AT MULTIPLE LOCATIONS	0.01	OWNED
1790DSA328200000-000 DSA3282	34SO SHOP MILL	1.0	MILL TRAILER - TRANSFER AT MULTIPLE LOCATIONS	0.01	OWNED
1790G37660000000-000 G3766	34B&G GROUNDS OLYMPIC TRAILER	1.0	TANDEM AXEL TRAILER	9,026.78	OWNED

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.

Report 1

Class	Tag Number	Manufacturer	Description	County	Location	Acquisition D	Small And At	Total Cost
2330	DSA3279	MILL	MILL TRAILER - TRANSFER	34	SO SHOP	10/6/2016	N	0.01
2330	DSA3280	MILL	MILL TRAILER - TRANSFER	34	SO SHOP	10/6/2016	N	0.01
2330	DSA3281	MILL	MILL TRAILER - TRANSFER	34	SO SHOP	10/6/2016	N	0.01
2330	DSA3282	MILL	MILL TRAILER - TRANSFER	34	SO SHOP	10/6/2016	N	0.01
2330	G3766	OLYMPIC TRAILER	TANDEM AXEL TRAILER	34	B&G GROUN	9/14/2005	N	9,026.78

Figure 3: Web Intelligence (WebI) Report