Welcome! The Presentation Will Begin Shortly.
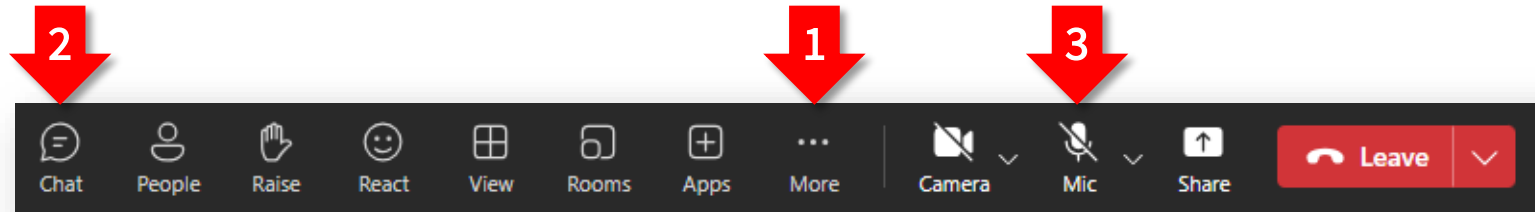

1. To change your speaker, microphone, or camera settings, select **More (…)** > **Device settings** in the control bar.

    • Test your audio to ensure that it is working correctly.

2. Use **Chat** to open the Meeting chat panel.

    • You can use Meeting chat to ask questions or respond.

3. Please mute your microphone (toggle the **Mic** button) when not speaking.

Agenda

- Welcome Information
- What is CAMS?
- What's New?
- CAMS Basics
- CAMS Demonstrations
- More Information and Resources

We are Happy You're Here!

- Breaks

- Questions, chat feature, and raising hands

- In case we get disconnected…

- Self-paced practice exercises and job aids

- Training material available at ofm.wa.gov

Attendance Check

If the name that you registered under in the Learning Center isn't showing in the Participants list, please let us know that you're here.

Learning Objectives

Several topics include a paired demonstration in a training environment.

- What is CAMS?

- Understand the relationship between AFRS & CAMS

- How to Access CAMS

- How to Add/Change/Dispose/Undispose/View/Undo Assets

- How Depreciation Works

- CAMS Reporting

- How to Resolve Common CAMS Issues

- Who to Contact for Help with CAMS

What is CAMS?

CAMS is a real-time mainframe application for capital asset inventory.

- Used by most state agencies to:

- Record all assets that meet the state's capitalization policy (SAAM, Chapter 30)

- Waiver needed from OFM if an alternative system is used for capitalized assets

- Record Small & Attractive assets (if not present in another system)

What is the Purpose of CAMS?

- To provide control of and accountability of fixed assets

- To gather information needed for the preparation of management and financial reports

- To monitor the physical condition of fixed assets

What is a Capital Asset?

- All land

- The state highway system operated by DOT

- Infrastructure with a cost of $100,000 or greater

- Buildings, building improvements, improvements other than buildings with a cost of $100,000 or greater

- Intangible assets with a cost of $1,000,000 or more that are "identifiable" by meeting either of the following conditions:
    - The asset is capable of being separated or divided and sold, transferred, licensed, rented, or exchanged; or
    - The asset arises from contractual or other legal rights, regardless of whether those rights are transferable or separable

- All other capital assets with a unit cost of $10,000 or greater, or collections with a total cost of $10,000 or greater

- All capital assets acquired with Certificates of Participation (COP) that have a service life of more than one year, and meet the state's capitalization policy

What is a Small & Attractive (S&A) Asset?

- Assets classified as Small & Attractive are defined at the Agency level, except for:

  - Weapons, Firearms, Signal Guns, and Accessories

- If the agencies don't have a policy and/or procedure for S&A assets, the following assets must be added to CAMS:

  - Laptops, Tablets, and Smart Phones (with unit costs of $300 or more)

  - Optical Devices, Binoculars, Telescopes, Infrared Viewers, Rangefinders Cameras, Photographic Projection Equipment, Desktop Computers (PCs), Television Sets, DVD Players, Blu-ray Players, and Video Cameras (with unit costs of $1,000 or more).

- Refer to SAAM 30.40.20 for more information on S&A assets.

Examples of Capital Assets

- Capital assets of the state may include:

  - Buildings, building improvements, Construction in Progress (CIP), land and improvements to land: DOC prison wing, State Park shelters

  - Infrastructure, leasehold improvements: irrigation systems, heating systems, parking lots

  - Vehicles and art collections

Understanding the AFRS & CAMS Relationship

- AFRS and CAMS share the same platform and security ID

- AFRS doesn't manage fixed assets, so CAMS (or discrete agency solutions) allows agencies to:

  - View, add, change and dispose assets throughout their life

  - Create reports for physical inventories

  - Maintain asset history and calculate depreciation, allowing fiscal staff to create JV entries for AFRS GL accounts for year-end reconciliation

- OneWA will include fixed asset accounting functionality

What's NEW for 2025?

As of 2024:

- To prepare for the converting of all assets from CAMS to Workday, the Location field (LOC:) must now include the Workday Location Reference ID.

- The CAMS location value should include the County Code followed by the Workday Location Reference ID.

  - For example, if the location is the 1500 Jefferson Building, enter **34LC000006560** in the CAMS Location field.

- The Workday Location Reference IDs can be found in the Conversion Lookup and Crosswalk located on the OneWA SharePoint site.

  - Please contact your [Agency Support Team (AST) Lead](#) to request a copy of the Conversion Lookup and Crosswalk.

Accessing CAMS and CAMS Resources

- You will need a mainframe user ID, called a Resource Access Control Facility (RACF)

    - If your agency has a RACF Administrator, contact them (sometimes referred to as the AFRS Help Desk)

    - If your agency doesn't have a RACF Administrator (or if you don't know), submit a ticket to the WaTech Support Center at 360-586-1000 or support@watech.wa.gov

- You will need your agency CAMS Administrator to add your account to your agency's profile

- You will need to use a mainframe application to access CAMS (Host On Demand, Jolly Giant, etc.)

- More information is located on the OFM CAMS Product Page

CAMS Basic Navigation

Key Command	Functions
F3	Go to previous screen.
F12	Return to the CAMS message screen.
PAUSE\BREAK	Go to the logout screen (type: LOGO to logout), or if connection freezes.
TAB	Skip to the next field. Important for data entry!
Enter	Continue or write the data record.

If, after using PAUSE/BREAK, you are still stuck, wait 30 minutes then try again.

If problem persists, contact the OFM Help Desk.

Demonstration #1:
Accessing CAMS

Watch the instructor demonstrate this exercise.

Break -
Return at 10:10 AM

Add Assets

- OFM maintains the State Administrative & Accounting Manual (SAAM) that guides accounting in WA

- SAAM, Chapter 30 covers fixed asset subjects (class and location codes for each asset are in Section 30.50)

- Your agency has policy and procedures regarding fixed assets

  - Vehicles and other assets are entered by region staff and reconciled by HQ staff quarterly

Add Assets

- A = ADD function (default function)

  - Use when adding one asset record at a time

- R = ADD/RETAIN DATA

  - Use when adding a series of same asset records

- F = REFRESH

  - Use when a different asset is added, usually after R (ADD/RETAIN DATA) is used

- V = VIEW SCREEN (after ADD only)

Add an Asset Walkthrough

- Watch on the instructor's PC as we add an asset in CAMS

- Follow along with the CAMS Screen Reference Job Aid for tips and explanations

- Remember this link - [Capital Asset Class and Location Code Tables](#)

Demonstrations #2, #3, and #4: Adding CAMS Assets

Watch the instructor demonstrate these exercises.

OFM

Break -
Return at 11:15 AM

Change Assets

- Changing assets happens less frequently but is still important

- Examples:

    - A region office is closed and all the location codes for those assets needs to change

    - New agency starts up and existing assets from other agencies are brought in

    - Weapons are moved from one prison location to another

    - A class code is determined to be wrong, and needs changed on a record

Change Assets

- All CAMS asset fields can be changed except for:

  - Acquisition Date
    - This is important for reporting depreciation

  - Ref
    - This is the key to the database for that record

  - Use (life field)
    - This is normally set by the class code at entry, but some change is allowed if:
      - The asset is degraded – enter COND code to "O" and change life
      - When the asset purchased is not in a new condition – enter COND code to "U" and a lower month life can be added

Demonstrations #5: Changing CAMS Assets

Watch the instructor demonstrate this exercise.

Dispose Assets

- Fixed assets get old, vehicles get in accidents, or just wear out

- All assets have a Useful Life based on agency experience

- Class codes are used to determine how long a given asset normally lasts

23	Motor Vehicles, Trailers, Cycles and Combat Vehicles (All, except otherwise indicated)	
	Vehicles (Autos, Vans, and Light Trucks) up to 10,000 lbs. GVW. Life is a function of the type of vehicle and the nature of vehicle use:	
2308	Having a Useful Life of:	3 Years
2309	Having a Useful Life of:	4 Years
2310	Having a Useful Life of:	5 Years
2311	Having a Useful Life of:	6 Years
2312	Having a Useful Life of:	7 Years

Dispose Assets

- Disposal changes the status of an asset that is no longer used by the agency

- Disposed assets are archived after six years

- Required fields in CAMS to dispose are Disposal Date and Disposal Authority (number)

- Some examples are:
  - Assets entered in error (asset was bought and then returned)
  - Lost, stolen, or destroyed (truck wrecked in an accident)

`DISP DATE:  05312015 DISP AUTH:  172118`

Disposing of CAMS Feature Assets

- If you are disposing a feature of another asset, you may also need to dispose of the parent asset as well

- CAMS won't notify you of asset relationships when you dispose a feature or a parent asset

Un-Dispose Assets

- Occasionally an asset that was disposed needs to be brought back (un-disposed)

- Un-dispose allows users to activate an asset that was previously disposed because:
    - The asset was previously reported as missing but found
    - The disposal was entered in error

- Function "X" toggles the disposal and un-disposal of any record

- What about the function "Undo"?
    - Only used on the same day as entered

View Depreciation Assets

- Depreciation is a monthly expense that represents the usage of an asset

- While not as important in governmental accounting, CAMS calculates it for most records and agencies report it on annual reports

```
AGENCY: 3100

     FUNCTION: _  (S=SELECT PAGE)
         PAGE: 002 OF 002

REFERENCE NO: E11329500000 000
     ACQ DATE: 12202011
     USE LIFE: 060

   TOTAL COST: _____24,443.85
SALVAGE VALUE: _____.00

  MONTHLY DEPR: _____407.29
    ACCUM DEPR: _____24,443.85

   MONTHS DEPR: 060
```

View Depreciation

Allows users to view recorded depreciation record(s) of assets, including:

- One or more Depreciation Records
- Total Cost
- Salvage Value (usually zero)
- Monthly Depreciation
- Accumulated Depreciation
- Months Depreciated
- Date of Last Change Affecting Depreciation

View Depreciation

- CAMS calculates and posts monthly depreciation on the first day of the month for the prior month EXCEPT for new records that are added

  - New records calculate over the next business night

- When is the asset depreciation available in Enterprise Reports (ER)/Web Intelligence (BI Launch Pad)?

  - If added/changed on Friday: Monday

  - If added/changed on Saturday - Monday: Tuesday

  - If added/changed on Tuesday: Wednesday

View Depreciation

- What assets are depreciated?

    - Assets that meet the state's capitalization policy

    - Asset records with multiple features
        - Same reference number
        - First 2 characters of class are the same
        - Total cost of all records (all features) meet the capitalization threshold for the class
        - Roll field is Y

Demonstrations #8:
View Depreciation of CAMS Assets

Watch the instructor demonstrate this exercise.

CAMS Reporting Options – Mainframe vs. ER

- Since February 2020, CAMS requested mainframe reports are no longer available

- Enterprise Reporting (ER) and Web Intelligence (BI Launch Pad) are the tools to run reports on CAMS data

- Report Categories:

  - Remaining CAMS Mainframe Reports – automatically generated by CAMS

    - CM550 - CAMS Daily Activity Report

    - CM591 - CAMS Weekly Pending File Activity Report
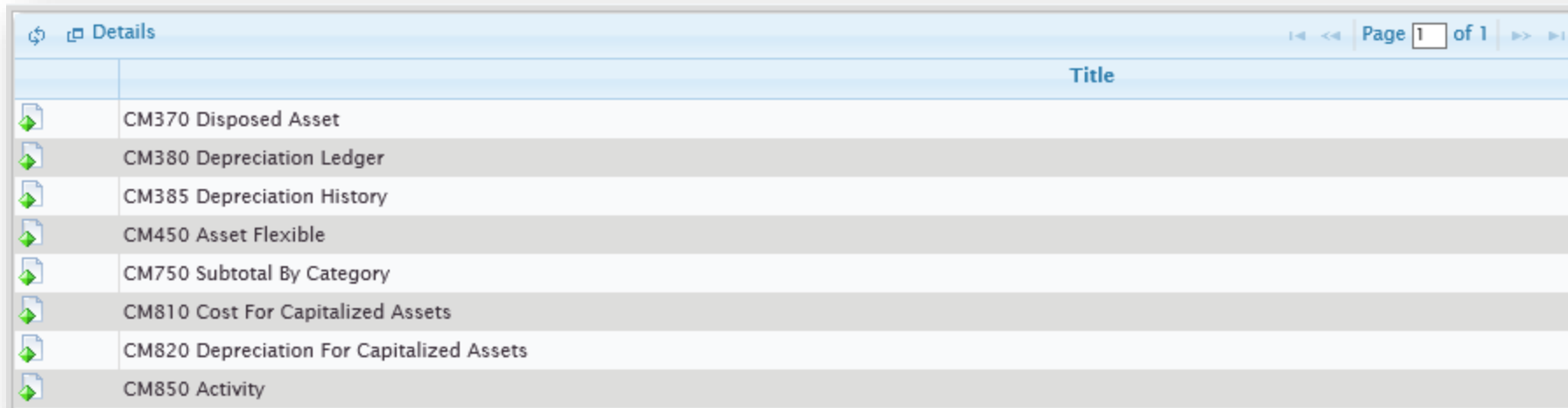
    - CMXXX - CAMS Monthly Activity Report

New ER CAMS Reports

- These reports are in the Financial Reports/Accounting/Capital Asset Management folder

- When scheduling reports, you can change the report format parameter to run as Crystal Reports, PDF or Excel

    - If Excel is desired

        - Set the format parameter to "Microsoft Excel Workbook Data-only," and

        - Set the export to Excel parameter to "Yes"

- Schedule key reports to run on a recurring basis (i.e., monthly, etc.)

ER Reporting

- The reports shown below are available in the Enterprise Reporting (ER) portal.

Helpful Tips

- Data entry in CAMS is a little different than AFRS

    - Use .00 instead of assuming pennies

- Remember to tab between fields (do not use the arrow keys)

- CAMS Data Dictionary

    - See Appendix D in the CAMS User Documentation Manual

More on Depreciation

- How is depreciation calculated and recorded?
  - Normal records: $\dfrac{\textit{TOTAL COST OF ASSET} - \textit{SALVAGE VALUE}}{\textit{USEFUL LIFE OF ASSET (MONTHS)}}$ = MONTHLY DEPRECIATION
  - Initial depreciation creates a depreciation for the asset record
  - No change in the master record - total depreciation is updated and rewritten
- Changes in the following will recalculate and create a new depreciation record:
  - Total cost
  - Use life
  - Salvage value
    - Depreciation recalculation with salvage value:
      - $\dfrac{(\textit{TOTAL COST} - \textit{SALVAGE VALUE}) - \textit{ACCUMULATED DEPRECIATION}}{\textit{USEFUL LIFE} - \textit{NUMBER OF MONTHS DEPRECIATED}}$

Resources

- To get copies of the latest system documentation, look under Reference Materials at:
    - OFM CAMS Product Page
        - CAMS User Documentation
        - CAMS Error Code Manual

- State Administrative and Accounting Manual, Chapter 30

Staying Informed

- Sign Up or Manage Subscriptions for GovDelivery

Who to contact with questions?

- CAMS:

  - OFM Help Desk

    - Phone: 360-407-9100

    - Email: HereToHelp@ofm.wa.gov

- Capital Asset Accounting Policies and Procedures:

  - OFM Accounting Consultant

    - Find your OFM Accounting Consultant

Recommended Training

- OFM Statewide Accounting has created several [eLearning courses](#)

- This companion course is recommended for CAMS users:

    [Accounting for Capital Assets](#)

Would you like access to the CAMS training environment?

If so, please provide us your RACF, if possible.

Please Complete Our Survey

Contact:

Chris Soots | Enterprise Applications Trainer
OFM ITSD

chris.soots@ofm.wa.gov

Scan the QR code to visit
ofm.wa.gov or find us on
social media.

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