

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 CICIP3 on the command line and select Enter.
 - From the TPX MENU, enter an S next to CICIP3 and select Enter.
 - From the TPX MENU, place your cursor next to CICIP3 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 parking structure (building/component) at the Parkland Licensing Service Office (2502 112th St E, Tacoma, WA). Construction was completed on Jan 25th, 2025, and opened for use on Feb 1st. It was determined that the new construction has a life of 600 months.

- a. **REF** = BLDG2025XX (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>
- h. **LOC** = Find the County Code from the website above for Pierce County and append the Workday Reference Location ID as found in the Conversion Lookup and Crosswalk workbook (e.g., 27LC123456789).
- i. **ACQ DATE** = Specified in the scenario above
- j. **F-ORDER** = 2025PR25
- k. **S&A** = N (default value)
- l. **S-F** = 1 (State)
- m. **OWN** = S (state owned)
- n. **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 WSDOT Colville Maintenance Office in Colville, WA (Stevens Co.).

- a. **REF** = E242XXX, E243XXX, E244XXX (XXX =first 3 digits of your USER ID)

- b. **MANU SERIAL NO** = 1FMCU24620, 1FMCU24630, 1FMCU24780
- c. **MANU** = Ford
- d. **DESC** = Truck, 2025 9000GVW, Red
- e. **CLASS** = Class code on OFM website <http://www.ofm.wa.gov/policy/30.50.htm>
- f. **LOC** = Find the County Code from the website above for the county and append the Workday Reference Location ID as found in the Conversion Lookup and Crosswalk workbook (e.g., 33LC123456789). You may use any Location ID from that building.
- g. **ACQ DATE** = Feb 25, 2025
- h. **F-ORDER** = 564598
- i. **S-F** = 1 (State)
- j. **OWN** = S (state owned)
- k. **COST** = \$50,000 for each truck
- l. **FUND** = 001

Exercise 4. Feature Number (FEATURE NO)

Scenario: You have received documents for three new snowplows (components) that mount on the three DOT trucks from Exercise 3. These will be added as new features of the trucks. Each new feature must be added as a new asset. Before adding a new feature, however, you must indicate that the parent asset will “roll up” with its features. To do this, we must first change the asset by changing the **ROLL** field to Y.

- a. Use the F3 key to return to the **ASSETS MENU**.
- b. Type **2** to choose the **LIST** function and enter the **REFERENCE** tag information. Use the assets created in Exercise 3.
- c. Select Enter to view a list of assets that match the search criteria.
- d. Use the Tab key to choose the appropriate record, type **V** next to that record, and select Enter to view that record.
- e. In the **FUNCTION** field, type **C** and select Enter to open the record for changes.
- f. Tab to the **ROLL** field, and type **Y**.
- g. 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** = Snowplow
- 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** = Enter the Stevens County code, then append the Workday Reference Location ID used in Exercise 3.
- p. **ACQ DATE** = 3/15/2025
- 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, 2025. 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)

- AGENCY 9990, REFERENCE NUMBER AAA000340000-000.** What is the monthly depreciation?
- How many months have accumulated?
- 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 with all the reports with more flexibility and availability.

Running ER Portal Reports

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

Figure 1: Available CAMS reports

- 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 **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...**”, check your parameters for needed correction or change them as needed.

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
1790G3766000000-000 G3766	34B&G GROUNDS OLYMPIC TRAILER	1.0	TANDEM AXEL TRAILER	9,026.78	OWNED

Figure 2: Report CM450