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Minimum Required Fields and Defaults

CAMS Screen	Field Name
REF: AAA0001DWB00	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. A few agencies enter the REF: so that it is right-justified. Most agencies find it easier to enter the REF: so that it is left justified. That is, the first significant character starts in the first position of the REF: field. That way you do not have to remember if your number: has 2, 3, 5, or 6 leading zeros. You will not have to enter as many characters if you left justify because the system will zero-fill the rest of the field.
FEATURE NO: 000	FEATURE NO: The Feature Number is an identifier to allow enhancements to an asset. If left blank, it will default to 0 (zero). You need to complete this field if you have enhancements to an asset. OFM recommends using numbers starting with 001, 002, etc.
ROLL: N	ROLL: The system defaults to N (no). 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.

CAMS Screen	Field Name
TAG NO: AAA0001DWB00	TAG NO: The 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. Most agencies match the Ref and Tag No.
MANU SERIAL NO: NONE	MANU SERIAL NO: This is the Manufacturer's assigned Serial Number if present. If you do not know the serial number, you will have to enter " UNKNOWN " or " N/A " in the field.
MANU: POULSBO_CONSTRUCTION	MANU: Enter the name of either the Manufacturer or the commonly accepted trade name.
DESC: 1560_TESTING_LAB	DESC: Description of the asset. Use your agency's standard naming conventions for each class of asset to make later searches easier.
CLASS: 0550	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. Most agencies use the 4-digit class code found in the OFM SAAM, Chapter 30.50.10. NOTE: Do not use the commodity code list from DES.

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LOC: 18_BREMERTON	LOC: Location is a two-part field. The value should include the County Code followed by the Workday Location Reference ID. The first two (2) characters are the county code. The county codes are found in the SAAM, Chapter 30.50.20, or in AFRS TM.1.1 - Desc. Table 37 with an 8 in first character (e.g. - 834 = Thurston Co.). The next fourteen (14) characters are the Workday Location Reference ID, which can be found in the OneWA Conversion Lookup and Crosswalk.
ACQ DATE: 01202017	ACQ DATE: The Acquisition Date is the date the agency takes title to or assumes responsibility for an asset. The format of the date is MMDDCCYY. Choose the date carefully as it is difficult to change after the first day.
USE: 600	USE: The Depreciable Useful Life is automatically entered into the field based upon the class code entered in the CLASS field. The format is 3 digits and represents months (e.g. - 5 years = 60 months).
QTY: _____ 1.0	QTY: Quantity is the number of assets reported on the record. The system default is 1 (one). The QTY field is used to determine whether an asset record will be reported in the CM800 reports for a certain class. The units are determined by the asset as follows: • Equipment: Whole units (1 asset per record) • Buildings: Square feet (XXX.X sq. ft.) • Uplands: Acres (nearest tenth of an acre)

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	• 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
F-ORDER: 105510__	F-ORDER: 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, so the F-ORDER can be N/A if it is not used.
S&A: N	S&A: Indicator for Small and Attractive assets, as defined in the SAAM, Chapter 30.40.20. Default is N. Use Y for 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
S-F: 1	S-F: This State-Federal Code is used to indicate the possibility of claims against the asset by outside parties on disposal. The system will not allow codes other than those listed below: 1 State 2 Federal

CAMS Screen	Field Name
	3 Local 4 State/Federal 5 State/Local 6 Federal/Local 7 Other 8 Donated
OWN: S	OWN: Ownership status 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: 1,000,000.00	TOT COST: This is the total cost of the asset, including all appropriate ancillary costs. The system has a default value of \$0.01.

CAMS Screen	Field Name
	COST: The line cost is the portion of the cost associated with a fund. Note that there are ten line costs but only using one line is the most common. The total of the line costs for a tag number must equal the TOT COST entered for this asset.
	FUND: The 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.