

=== CAMS =	(AA.1) =======	====== ADD		====== C105C002 =
TR:				
FUNCTION:	A (A=ADD, R=ADD /	RETAIN DATA, F=REFF	RESH, V=VIEW S	SCREEN (AFTER ADD)
AGENCY: 22	50 REF:	FEATURE NO: 000	ROLL: N DIV:	ORG IDX:
TAG NO:	MANU SI	ERIAL NO:		LIC NO:
MANU:		DESC:		
CLASS:	LOC:	ACQ DA	ATE:	FMBI: 0101 USE:
DEP: 1 QTY	: 1.0 COND:	LOANED: F-ORI	DER:	DOC NO:
VENDOR:	S&A: N	EX: S-F: SPECIA	AL USE:	
SLVAGE:	.00 OWN:	LEASE: PRD REST	MAINT: PE	RD AMT 00000000
TOT COST:	.01	LEASING AGENT:		ORGCTL:
COST:	.01	FUND: PI:	OPT1:	OPT2:
		<u> </u>		
		<u></u>		
		<u> </u>		
		<u></u>		
ADD DATE:	08042020 C23 INV	ALID REFERENCE NUMBE	ER	
	C26 REQ	JIRES MANUFACTURER S	SERIAL NUMBER	



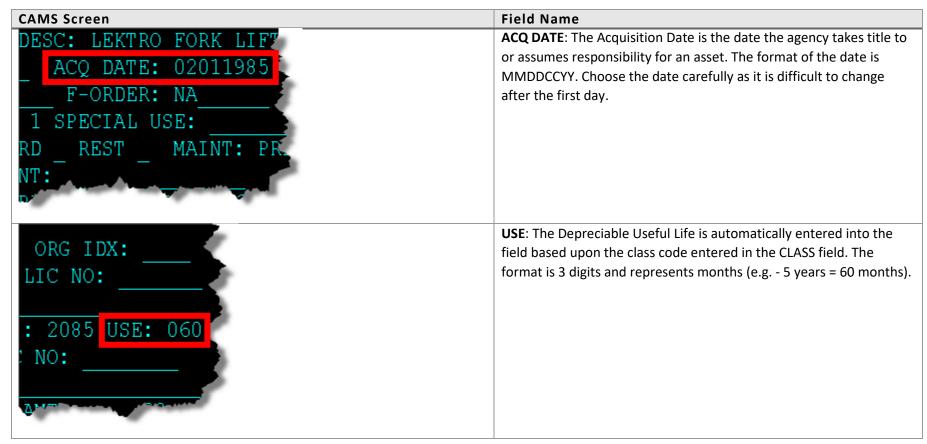
Minimum Required Fields and Defaults

CAMS Screen	Field Name
	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.
REF: BLDG1XXXXXXX FE	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.
REEN, C=CHANGE S FEATURE NO: 004	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.
SCREEN, U=UNDO 4 ROLL: N DIV	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.
AGENCY: 1790 REF: BL: TAG NO: BLDG1XXXXXXX	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.

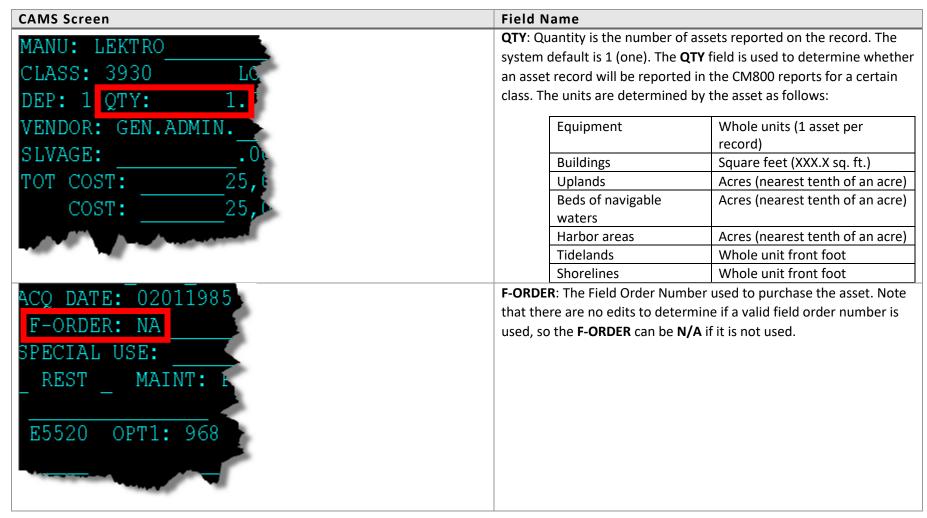


CAMS Screen	Field Name
GF0100100 FEATURE NO: 002 MANU SERIAL NO: 84-189G/DF TION COMPANY DESC: REC	MANU SERIAL NO: This is the Manufacturer's assigned Serial Number if present. If you do not know the serial number, you will have to enter "UNKNOWN" or "N/A" in the field.
TAG NO: D329800 MANU: TOYOTA	MANU: Enter the name of either the Manufacturer or the commonly accepted trade name.
FBNE3BL4CDA26179 DESC: VAN, 2012 E350	DESC : Description of the asset. Use your agency's standard naming conventions for each class of asset to make later searches easier.
MANU: FORD CLASS: 2310 DEP: 1 QTY:	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.
LOC: 34CCCC VEHICLE .0 COND: N LOANED:	LOC : Location is a two-part field. The first two (2) characters are the county code. The codes are found in the SAAM, Chapter 30.50.20. Valid county codes are also found 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 optional and used by agencies to further define where the asset is located.











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	CAMS Screen	Field Name
will not allow codes other than those listed below: S-F: 1 SPECIAL USE: AGENT: 120 PI: E5520 OPT State/Local Federal/Local Federal/Local Federal/Local OWN: Ownership status of asset. The system will not allow codes other than those listed below: S&A: N EX: 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) SLVAGE: OO OWN TOT COST: This is the total cost of the asset, including all appropriate ancillary costs. The system has a default value of \$0.01.		S-F: This State-Federal Code is used to indicate the possibility of
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1 State 2 Federal 3 Local 4 State/Federal 5 State/Local 6 Federal/Local 7 Other 8 Donated 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) SLVAGE: OO OWN TOT COST: This is the total cost of the asset, including all appropriate ancillary costs. The system has a default value of \$0.01.		will not allow codes other than those listed below:
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COST:25,000.00		
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