

# OFFICE OF FINANCIAL MANAGEMENT

ACCOUNTING DIVISION

## *Capital Asset Management System*

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### User Documentation Manual

*June 2006*

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# INTRODUCTION

Welcome to the Capital Asset Management System (CAMS). CAMS is a mainframe computer based fixed asset accounting system used by most state agencies. The purpose of CAMS is to provide control of and accountability for fixed assets, to orderly monitor the physical condition of fixed assets, and to gather information needed for the preparation of management reports and financial statements. The system is used to account for all fixed assets with a unit cost (including sales tax and ancillary costs) of \$5,000 or greater. It also may be used for small and attractive assets (if not accounted for by an internal system.). Assets classified as small and attractive are defined at the Agency level, except that all “weapons, firearms, signal guns, and accessories” are classified as small and attractive. Also, all land is considered an asset that needs to be inventoried and will be carried on the property records of an agency.

The Office of Financial Management (OFM) is responsible for establishing accounting and reporting requirements for all state agencies. The policies covering fixed assets are found in the OFM State Administrative and Accounting Manual (SAAM), Chapter 30: Capital Assets. Agencies are required to utilize CAMS unless a written waiver is obtained from OFM, which allows the agency to maintain fixed asset information on systems other than CAMS.

CAMS is a real time system. This means that when you add, change, or dispose a record, the result of your action is immediate.

CAMS has a wide range of tools that you can use to maintain your fixed asset information. For example, using these tools you can:

- Add, change, view depreciation, dispose, or browse assets.
- Limit or restrict the records that are to be included in a report.
- Run reports which show the depreciation on your assets.

## SUPPORT SERVICES

System Manager: Marilei Amurao-Tabile 664-7761

Alternate: Phil Taylor 664-7712.

# LOG ON AND OFF THE SYSTEM

```

          .....                @@@@@@@@@@@@@ @@@@@@@@@ @@@@@ @@@@
          .                    @ @ @ @ @ @ @ @ @ @ @ @ @ @ @ @
cccccc   aaaaaa .            @ @ @ @ @ @ @ @ @ @ @ @ @ @ @ @
cc . c   aa   aa .            @ @ @ @ @ @ @ @ @ @ @ @ @ @ @ @
cc .     aa   .              @ @ @ @ @ @ @ @ @ @ @ @ @ @ @ @
cc .     aaaaaa .           @ @ @ @ @ @ @ @ @ @ @ @ @ @ @ @
cc .     aa   aa .          @ @ @ @ @ @ @ @ @ @ @ @ @ @ @ @
cc . c   aa   aaa .        @ @ @ @ @ @ @ @ @ @ @ @ @ @ @ @
cccccc   aaaa aa .         @ @ @ @ @ @ @ @ @ @ @ @ @ @ @ @
          .                 @ @ @ @ @ @ @ @ @ @ @ @ @ @ @ @
          .....                @@@@@@@@@ @@@@@@@@@ @@@@@ @@@@

Copyright (c) 2003  COMPUTER ASSOCIATES INTERNATIONAL, INC.
Userid:                (or LOGOFF)                13:05:32
Password:              03/07/05
New Password:         NTV10727
Account:              3279-2A
Transfer:             SMRTTV

          ---- Unicenter CA-TPX Session Management ----
PF1=Help   PF3=Logoff

```

The first step is to log on to the mainframe through TPX, as shown on the mainframe screen above, and press Enter.

```

          TPX MENU FOR      MAAC105                Panelid - TEN0041
          Cmdkey=PF12/24   Jump=PA1                Terminal - NTV10727
          Print=PF22      Cmdchar=/               Menu=PA2    Model - 3279-2A
          Logoff=/K      System - NTPXVU

```

Sessid	Sesskey	Session Description	Status
_ CICIP2	PF	CICS/ESA PROD2	
_ CICIP3	PF 3	Statewide Financial/Payroll Sys.	
_ TSOV1	PF 4	TSO ON V1RA	
_ CICX1	PF 5	CICX1 TEST	
_ CICX2	PF 6	CICS/ESA TEST2	
_ CICQA	PF 7	CICS/ESA QUALA	
_ CICIP4	PF	CICS/ESA PROD4	
_ CICSSTO	PF	TREASURERS CICS	N/A
_ OFMVM1	PF	DYNAMICALLY ADDED SESSION	
_ ACES	PF	ACES Netview access services	
_ CICXQ	PF	CICS TEST MQSeries	
_ CICX3	PF	CICS/ESA TEST3	
_ TSOV11	PF	TSO ON V1RA	
_ TSOV3	PF	TSO ON V3HC	

```

Command ==>
PF1=Help  PF7/19=Up  PF8/20=Down  PF10/22=Left  PF11/23=Right  H =Cmd Help

```

TPX menu appears. Select CICIP3 or type CICIP3 in the command line.

03/07/2005 WELCOME TO  
THE DEPARTMENT OF INFORMATION SERVICES  
CICS ENVIRONMENT 13:09:27  
AUTHORIZED USE ONLY

Application ID: NCICP3

If you are AUTHORIZED, type in your USERID and PASSWORD.

USERID maac105

PASSWORD

NEW PASSWORD

CONFIRM NEW PASSWORD

Press ENTER to process or PF3 to END

Type your logon id and password and press Enter.

FC00

Type in 'FC00' and press Enter. (NOTE: it is FC zero, zero, not FC alpha o, alpha o.)

```

===== C105C022 =====
CCCCCC  AAAAAA  MM    MM  SSSSSS          NORMAL CAMS OPERATING HOURS
CC      AA    AA  MMM  MMM  SS    SS          MON-FRI.: 6:00 AM TO 10:00 PM
CC      AA    AA  MM  M  M  MM  SS          SATURDAY: 6:00 AM TO 10:00 PM
CC      AAAAAAA  MM  M  MM  SSSSSSS        SUNDAY..: 6:00 AM TO 1:00 PM
CC      AA    AA  MM    MM    SS          CAMS...: MARILEI      664-7761
CC      AA    AA  MM    MM  SS    SS        HELP...: PHIL TAYLOR 664-7712
CCCCCC  AA    AA  MM    MM  SSSSSS        WEBSITE: HTTP://OFMSYS.WA.GOV

NEWS MESSAGE AS OF DATE: 03/04/05  TIME: 10:06
09/2004 EMPLOYEES THAT DO NOT HAVE PURGE AUTHORITY SHOULD REVIEW
THE DAILY ACTIVITY REPORTS.  PER STATE AUDITOR.

09/2004 PLEASE RETAIN DAILY & MONTHLY ACTIVITY REPORTS FOR 3 YEARS.

09/2004 STARTING WITH THE MONTH OF SEPT 2004 AGENCIES MAY REQUEST
PRIOR MONTHS DAILY ACTIVITY REPORTS FROM OFM.

05/1997 ALL CAMS USERS MAY KEEP ANY ASSET ON THE CAMS SYSTEM.
CAPITAL ASSETS:          $5,000 AND OVER.
SMALL AND ATTRACTIVE:   UNDER $5,000 WHICH AN AGENCY CONSIDERS S&A.
ALL OTHER ASSETS:      ALL ASSETS NOT CAPITAL OR SMALL AND ATTRACTIVE.
ENTER=AGENCY MENU OR BROADCAST MSG 2, PF3=RETURN, CLEAR=EXIT

```

The first CAMS screen is the message screen. This screen is used by OFM to post important messages. Read this screen before pressing Enter to go to the next screen. A message can stay on this screen for months because some agencies do not access CAMS every week. We date our messages so that you can tell if any new messages have been posted. Also, be aware that messages can overflow to a second screen. Just press Enter until you have read all of the message screens and have reached the agency menu screen.

```

=== CAMS ===== AGENCY MENU ===== C105C022 ===

TYPE IN YOUR AGENCY NUMBER AND PRESS ENTER

AGENCY: 1050

ENTER=CONTINUE, F3=RETURN, F12=MESSAGE, PAUSE/BREAK=EXIT

PRIVACY NOTICE:
THE CAMS SYSTEM DOES NOT COLLECT PERSONAL INFORMATION FROM USERS OF THE
SYSTEM. THE SYSTEM FILES DO NOT CONTAIN PERSONAL INFORMATION ABOUT CITIZENS.

```

The agency screen requires your agency number. Type in your four-digit agency number and press Enter.

```

=== CAMS ===== PRIMARY MENU ===== C105C001 ===

AGENCY: 1050

      1. -- ASSETS (AA)
      2. -- REPORT REQUEST (RR)
      3. -- ACCESS PENDING ASSETS (AP)
      4. -- SECURITY (SS)
      5. -- ADMINISTRATIVE (AD)

FUNCTION: 1

      F3=RETURN, F12=MESSAGE, PAUSE/BREAK=EXIT

```

This screen is the Primary Menu Screen. Select **1** and press Enter to access the Asset menu screen.

## ASSETS (AA)

```

=== CAMS = (AA) ===== ASSETS MENU ===== C105C003 ===
TR: _____
AGENCY: 1050

      FUNCTION: 1

      1. -- ADD ASSET
      2. -- LIST BY START SEARCH
          REFERENCE: * _____ (DEFAULT)
          LOCATION: _____
          CLASS CODE: _____

      1. THE 'ADD ASSET' FUNCTION INCLUDES:
          -- VIEW (AFTER SUCCESSFUL ADD)

      2. THE 'LIST BY' FUNCTION INCLUDES (IF YOU HAVE SECURITY):
          -- VIEW (ASSET OR DEPRECIATION)
          -- CHANGE
          -- DISPOSE OR UNDISPOSE

      F3=RETURN, F12=MESSAGE, PAUSE/BREAK=EXIT

```

This selection allows user to:

1. Add a new asset.
2. List asset by:



**MANU SERIAL NO:** This is the Manufacturer's assigned Serial Number, if any. If you do not know the serial number, you will have to enter something like 'UNKNOWN' or 'N/A' in the field.

**DESC:** Description of the asset.

**CLASS:** Class is a two part field. The first four (4) characters are the OFM commodity code that most closely describes the asset. The code you use is found in the OFM SAAM, Chapter 30.50.10. *NOTE: do not use the commodity code list from GA.*

**LOC:** Location is a two part field. The first two (2) characters are the county code. The code you use is found in the OFM SAAM, Chapter 30.50.20. Valid county codes are also contained in the AFRS Descriptor Table 37. The next fourteen (14) characters are used by your agency to further define where the asset resides.

**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 MMDDYYYY. For example, 07232005 is July 23, 2005.

**USE:** The Depreciable Useful Life is automatically entered into the field based upon the commodity code entered in the CLASS field. For new assets, the useful life is the required life determined by OFM. These codes can be found in the OFM State Administrative & Accounting Manual (30.50.10). There are three exceptions to the automatic entry of this field:

- When a fund(s) entered are fund types FA, GA, HB or HC. The use life edit can be overridden by entering the character “O” in the asset condition field (**COND**) and entering the approved months of asset life.
- When an asset is purchased in not new or original condition. This is accomplished by entering the character “U” in the asset condition field (**COND**) and the entering the approved use life of the asset.
- When an asset is leased (the **OWN** field is “L”).

**F-ORDER:** Field Order Number. 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.

**S-F:** State-Federal Code. This 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.
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.

C. Capitalized lease (will only depreciate assets over \$10,000.00).

L. Operating lease.

**TOT COST:** This is the total cost of the asset, including all appropriate ancillary cost. The system has a default value of \$0.01.

**COST:** Line Cost. The portion of a cost associated with a fund. Note that there are 10 line costs. The total of the line costs for a tag number must equal the TOT COST entered for this asset.

**FUND:** Fund from which this line cost was originally purchased, or, for proprietary funds, the fund in which the asset is being utilized. The fund used must be valid for your agency.

3. **Optional Fields.** Description of the other fields can be found in Appendix A, page 31 of this documentation.

**LIST ASSET BY** – Allows user to list assets by:

- Reference – System default unless another selection is made.
- Location
- Class Code
  - You can only select one of the above. You may type an asterisk (\*) or a part of the characters of your selection or a specific reference, location or class code. When you type a partial character, the system will display the first record that is the closest to the characters you entered.

```

=== CAMS = (AA) ===== ASSETS MENU ===== C105C003 ===
TR: _____
AGENCY: 1050

FUNCTION: 2

1. -- ADD ASSET
2. -- LIST BY START SEARCH
REFERENCE: * _____ (DEFAULT)
LOCATION: _____
CLASS CODE: _____

1. THE 'ADD ASSET' FUNCTION INCLUDES:
-- VIEW (AFTER SUCCESSFUL ADD)

2. THE 'LIST BY' FUNCTION INCLUDES (IF YOU HAVE SECURITY):
-- VIEW (ASSET OR DEPRECIATION)
-- CHANGE
-- DISPOSE OR UNDISPOSE

F3=RETURN, F12=MESSAGE, PAUSE/BREAK=EXIT

```

Select function **2** (or select another list option and enter characters) and press Enter to access the BROWSE MENU screen.

```

=== CAMS = (AA.2) ===== BROWSE MENU ===== C105C010 ===
TR: _____
AGENCY: 1050
LISTED BY REFERENCE NUMBER

SELECT FUNCTION: (V=VIEW, C=CHANGE, D=VIEW DEPRECIATION, X=DISPOSE(UN))

REFERENCE-FEA DESCRIPTION ACQ-DATE LOCATION CLASS COST OWN D
- AFREFCODE060-000 DESC _____ 11012005 17 _____ A100 _____ 0.01 S D
- ASDFYASIYD00-000 ASDF _____ 01012006 34 _____ 7010 _____ 1.11 S _
- ASSET1000000-000 CIVIC_EX _____ 05052006 17_HOME _____ 7320 _____ 20000.00 S _
- ASSET2000000-000 RX_350 _____ 06182003 17_HOUSE _____ 7310 _____ 45000.00 S _
- C06114200000-000 PROLIANT_55 03211998 34_PT_PLAZA_ 7110 _____ 8306.00 S _
- C06114300000-000 LCD_PROJECT 07251997 34_STOCK_ROO 7110 _____ 6733.80 S _
- C06116000000-000 PROLIANT_50 01231998 034_PT_PLAZA 7110 _____ 12275.25 S _
- C06127600000-000 COMPAQ_PROL 06301995 030 _____ 7011 _____ 104586.45 S D
- C06203000000-000 MT6180_1800 08251998 34_PT_PLAZA_ 7110 _____ 9438.43 S _
- C06209800000-000 INTREPID_SP 04151997 34_INS_BLDG_ 2310 _____ 20615.51 S _
- C06209900000-000 DLT_TAPE_LI 06101999 34_PT_PLAZA_ 7110 _____ 20947.00 S _
- C06210000000-000 DLT_TAPE_LI 06101999 34_INS_BLDG_ 7110 _____ 20947.00 S _
- C06210100000-000 EXT._35/70_ 01271999 34I.S. _____ 7110 _____ 6056.09 S _
- C06210200000-000 SATELLITE_7 11251998 34I.S. _____ 7110 _____ 9650.00 S _

F3=RETURN, F7=PAGE UP, F8=PAGE DOWN, F12=MESSAGE, PAUSE/BREAK=EXIT

```

**Functions:**

**V = VIEW.** Allows users to view detailed information about a specific asset by typing “**V**” beside the asset record.

**C = CHANGE.** Allows users to make changes to a specific asset by typing “**C**” beside the asset record.

**D = VIEW DEPRECIATION.** Allows users to display depreciation information of a specific asset by typing “D” beside the asset record.  
**X = DISPOSE/UNDISPOSE.** Allows users to dispose or undispense a specific asset by typing “X” beside the specific asset record.

```

=== CAMS = (AA.2) ===== BROWSE MENU ===== C105C010 ===
TR: _____ LISTED BY REFERENCE NUMBER
AGENCY: 1050

SELECT FUNCTION: (V=VIEW, C=CHANGE, D=VIEW DEPRECIATION, X=DISPOSE(UN))

REFERENCE-FEA DESCRIPTION ACQ-DATE LOCATION CLASS COST OWN D
_ ASFD00000000-000 A _____ 01012006 34 _____ 7310 _____ 9.00 S _
_ B20000000000-000 MAT _____ 04192006 34 _____ 7310 _____ 0.01 S _
_ C00000000000-000 121 _____ 03312006 34 _____ A100 _____ 9.99 S _
V C06114200000-000 PROLIANT_55 03211998 34 PT_PLAZA 7110 _____ 8306.00 S _
_ C06114300000-000 LCD_PROJECT 07251997 34 STOCK_ROO 7110 _____ 6733.80 S _
_ C06116000000-000 PROLIANT_50 01231998 034 PT_PLAZA 7110 _____ 12275.25 S _
_ C06127600000-000 COMPAQ_PROL 06301995 030 _____ 7011 _____ 104586.45 S D
_ C06203000000-000 MT6180_1800 08251998 34 PT_PLAZA 7110 _____ 9438.43 S _
_ C06209800000-000 INTREPID_SP 04151997 34 INS_BLDG 2310 _____ 20615.51 S _
_ C06209900000-000 DLT_TAPE_LI 06101999 34 PT_PLAZA 7110 _____ 20947.00 S _
_ C06210000000-000 DLT_TAPE_LI 06101999 34 INS_BLDG 7110 _____ 20947.00 S _
_ C06210100000-000 EXT_35/70 01271999 34 I.S. 7110 _____ 6056.09 S _
_ C06210200000-000 SATELLITE_7 11251998 34 I.S. 7110 _____ 9650.00 S _
_ C06211300000-000 PROLIANT_55 09151999 34 _____ 7011 _____ 13690.00 S _

F3=RETURN, F7=PAGE UP, F8=PAGE DOWN, F12=MESSAGE, PAUSE/BREAK=EXIT

```

Type in “V” beside a specific asset record and press Enter to access the VIEW ASSET menu screen.

```

=== CAMS ===== VIEW ASSET ===== C105C007 ===
TR: _____
FUNCTION: D (D=DEPRECIATION SCREEN, C=CHANGE SCREEN)
AGENCY: 1050 REF: C06114200000 FEATURE NO: 000 ROLL: _ DIV: ___ ORG IDX: 1211
TAG NO: C061142 _____ MANU SERIAL NO: D751BRZ20400 _____ LIC NO: _____
MANU: PROLIANT _____ DESC: PROLIANT_5500R_6/200-1_PPRO-20 _____
CLASS: 7110 _____ LOC: 34 PT_PLAZA _____ ACQ DATE: 03211998 FMBI: 0999 USE: 120
DEP: 1 QTY: _____ 1.0 COND: _ LOANED: _____ F-ORDER: F466412_ DOC NO: 580151_
VENDOR: EN_POINTE _____ EX: _ S-F: 1 SPECIAL USE: _____
SLVAGE: _____ .00 OWN: S LEASE: PRD _ REST _ MAINT: PRD _ AMT _____ .00
TOT COST: _____ 8,306.00 LEASING AGENT: _____ ORGCTL: _____
COST: _____ 8,306.00 FUND: 419 PI: 00140 OPT1: _____ OPT2: 1211 _____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
DISP DATE: _____ DISP AUTH: _____
LAST CHNG: 05305 ADD DATE: 98138
F3=RETURN, F12=MESSAGE, PAUSE/BREAK=EXIT

```

The **VIEW** function takes you to the VIEW ASSET screen where you can the perform the following functions:

- **D = VIEW DEPRECIATION.** See Section on View Depreciation.
- **C = CHANGE SCREEN.** Upon enter, this takes the users to the CHANGE MENU screen where changes can be made to the asset. See Section on Change Asset.

```

=== CAMS = (AA.2) ===== BROWSE MENU ===== C105C010 ===
TR: _____ LISTED BY REFERENCE NUMBER
AGENCY: 1050

SELECT FUNCTION: (V=VIEW, C=CHANGE, D=VIEW DEPRECIATION, X=DISPOSE(UN))

REFERENCE-FEA DESCRIPTION ACQ-DATE LOCATION CLASS COST OWN D
C ASFD00000000-000 A _____ 01012006 34 _____ 7310 _____ 9.00 S _
_ B20000000000-000 MAT _____ 04192006 34 _____ 7310 _____ 0.01 S _
_ C00000000000-000 121 _____ 03312006 34 _____ A100 _____ 9.99 S _
_ C06114200000-000 PROLIANT_55 03211998 34 PT_PLAZA_ 7110 _____ 8306.00 S _
_ C06114300000-000 LCD_PROJECT 07251997 34_STOCK_ROO 7110 _____ 6733.80 S _
_ C06116000000-000 PROLIANT_50 01231998 034_PT_PLAZA 7110 _____ 12275.25 S _
_ C06127600000-000 COMPAQ_PROL 06301995 030 _____ 7011 _____ 104586.45 S D
_ C06203000000-000 MT6180_1800 08251998 34_PT_PLAZA_ 7110 _____ 9438.43 S _
_ C06209800000-000 INTREPID_SP 04151997 34_INS_BLDG_ 2310 _____ 20615.51 S _
_ C06209900000-000 DLT_TAPE_LI 06101999 34_PT_PLAZA_ 7110 _____ 20947.00 S _
_ C06210000000-000 DLT_TAPE_LI 06101999 34_INS_BLDG_ 7110 _____ 20947.00 S _
_ C06210100000-000 EXT._35/70_ 01271999 34I.S. _____ 7110 _____ 6056.09 S _
_ C06210200000-000 SATELLITE_7 11251998 34I.S. _____ 7110 _____ 9650.00 S _
_ C06211300000-000 PROLIANT_55 09151999 34 _____ 7011 _____ 13690.00 S _

F3=RETURN, F7=PAGE UP, F8=PAGE DOWN, F12=MESSAGE, PAUSE/BREAK=EXIT

```

Type in “C” beside a specific asset record and press Enter to access the CHANGE ASSET menu screen.

```

=== CAMS = (AA.1.1)===== CHANGE ASSET ===== C105C006 ===
TR: _____
FUNCTION: C (C=CHANGE, V=VIEW SCREEN, D=DEPRECIATION SCREEN)
AGENCY: 1050 REF: ASFD00000000 FEATURE NO: 000 ROLL: _ DIV: ____ ORG IDX: ____
TAG NO: A _____ MANU SERIAL NO: A _____ LIC NO: _____
MANU: A _____ DESC: A _____
CLASS: 7310 _____ LOC: 34 _____ ACQ DATE: 01012006 FMBI: 0000 USE: 060
DEP: 1 QTY: _____ 1.0 COND: _ LOANED: _____ F-ORDER: A _____ DOC NO: _____
VENDOR: _____ EX: _ S-F: 1 SPECIAL USE: _____
SLVAGE: _____ .00 OWN: S LEASE: PRD _ REST _ MAINT: PRD _ AMT _____ .00
TOT COST: _____ 9.00 LEASING AGENT: _____ ORGCTL: _____
COST: _____ 1.00 FUND: KKK PI: _____ OPT1: _____ OPT2: _____
_____ 8.00 _____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
DISP DATE: _____ DISP AUTH: _____
LAST CHNG: 06115 ADD DATE: 06115
F3=RETURN, F12=MESSAGE, PAUSE/BREAK=EXIT

```

The **CHANGE** function takes you to the CHANGE ASSET screen where you can the perform the following functions:

- **C = CHANGE.** This selection is used to make corrections or changes to any fields in the asset record except for the following fields:
  - Agency:
  - Ref:
  - Feature No:
  - Acq Date: (once depreciation has run for the asset)
  - Use:
  - Dep:
  - Last Chng:
  - Add date:
  
- **D = VIEW DEPRECIATION.** See section on VIEW DEPRECIATION

```

=== CAMS = (AA.2) ===== BROWSE MENU ===== C105C010 ===
TR: _____ LISTED BY REFERENCE NUMBER
AGENCY: 1050

SELECT FUNCTION: (V=VIEW, C=CHANGE, D=VIEW DEPRECIATION, X=DISPOSE(UN))

REFERENCE-FEA  DESCRIPTION ACQ-DATE  LOCATION  CLASS  COST  OWN D
ASFD00000000-000 A_____ 01012006 34_____ 7310 9.00 S _
_ B20000000000-000 MAT_____ 04192006 34_____ 7310 0.01 S _
_ C00000000000-000 121_____ 03312006 34_____ A100 9.99 S _
_ C06114200000-000 PROLIANT_55 03211998 34_PT_PLAZA 7110 8306.00 S _
_ C06114300000-000 LCD_PROJECT 07251997 34_STOCK_ROO 7110 6733.80 S _
D C06116000000-000 PROLIANT_50 01231998 034_PT_PLAZA 7110 12275.25 S _
_ C06127600000-000 COMPAQ_PROL 06301995 030_____ 7011 104586.45 S D
_ C06203000000-000 MT6180_1800 08251998 34_PT_PLAZA 7110 9438.43 S _
_ C06209800000-000 INTREPID_SP 04151997 34_INS_BLDG 2310 20615.51 S _
_ C06209900000-000 DLT_TAPE_LI 06101999 34_PT_PLAZA 7110 20947.00 S _
_ C06210000000-000 DLT_TAPE_LI 06101999 34_INS_BLDG 7110 20947.00 S _
_ C06210100000-000 EXT._35/70_ 01271999 34I.S._____ 7110 6056.09 S _
_ C06210200000-000 SATELLITE_7 11251998 34I.S._____ 7110 9650.00 S _
_ C06211300000-000 PROLIANT_55 09151999 34_____ 7011 13690.00 S _

F3=RETURN, F7=PAGE UP, F8=PAGE DOWN, F12=MESSAGE, PAUSE/BREAK=EXIT

```

Type in **“D”** beside a specific asset record and press Enter to access the DEPRECIATION BROWSE MENU screen.

```

=== CAMS = (AA.1.2) ===== DEPRECIATION BROWSE MENU ===== C105C008 ===
TR: _____
AGENCY: 1050

FUNCTION: _ (S=SELECT PAGE)
PAGE: 001 OF 001

REFERENCE NO: C06116000000 000
ACQ DATE: 01231998
USE LIFE: 120

TOTAL COST: _____ 12,275.25
SALVAGE VALUE: _____ .00

MONTHLY DEPR: _____ 102.29
ACCUM DEPR: _____ 10,024.42

MONTHS DEPR: 098

DATE: 012398 DATE OF LAST CHANGE AFFECTING DEPRECIATION

F3=RETURN, F12=MESSAGE, PAUSE/BREAK=EXIT

```

The **VIEW DEPRECIATION** function takes you to the DEPRECIATION BROWSE MENU screen where you can view accumulated depreciation record(s) of the asset selected. If the asset has more than one depreciation record, it will display the last record for the asset. Type **S (SELECT)** in the function field and enter the page number to view other records.

```

=== CAMS = (AA.2) ===== BROWSE MENU ===== C105C010 ===
TR: _____ LISTED BY REFERENCE NUMBER
AGENCY: 1050

SELECT FUNCTION: (V=VIEW, C=CHANGE, D=VIEW DEPRECIATION, X=DISPOSE(UN))

REFERENCE-FEA DESCRIPTION ACQ-DATE LOCATION CLASS COST OWN D
_ ASFD00000000-000 A_____ 01012006 34_____ 7310_____ 9.00 S _
_ B20000000000-000 MAT_____ 04192006 34_____ 7310_____ 0.01 S _
X CXXXX1111057-000 PROLIANT_12 03012006 32_PT_PLAZA_ 7110_____ 123456.01 S _
_ C00000000000-000 121_____ 03312006 34_____ A100_____ 9.99 S _
_ C06114200000-000 PROLIANT_55 03211998 34_PT_PLAZA_ 7110_____ 8306.00 S _
_ C06114300000-000 LCD_PROJECT 07251997 34_STOCK_ROO 7110_____ 6733.80 S _
_ C06116000000-000 PROLIANT_50 01231998 034_PT_PLAZA 7110_____ 12275.25 S _
_ C06127600000-000 COMPAQ_PROL 06301995 030_____ 7011_____ 104586.45 S D
_ C06203000000-000 MT6180_1800 08251998 34_PT_PLAZA_ 7110_____ 9438.43 S _
_ C06209800000-000 INTREPID_SP 04151997 34_INS_BLDG_ 2310_____ 20615.51 S _
_ C06209900000-000 DLT_TAPE_LI 06101999 34_PT_PLAZA_ 7110_____ 20947.00 S _
_ C06210000000-000 DLT_TAPE_LI 06101999 34_INS_BLDG_ 7110_____ 20947.00 S _
_ C06210100000-000 EXT_35/70_ 01271999 34I.S._____ 7110_____ 6056.09 S _
_ C06210200000-000 SATELLITE_7 11251998 34I.S._____ 7110_____ 9650.00 S _

F3=RETURN, F7=PAGE UP, F8=PAGE DOWN, F12=MESSAGE, PAUSE/BREAK=EXIT

```

Type in **“X”** beside a specific asset record and press Enter to access the DISPOSE / UNDISPOSE MENU screen.

```

=== CAMS ===== DISPOSE / UNDISPOSE MENU ===== C105C005 ===
TR: _____
FUNCTION: X (X=DISPOSE(UN), C=CHANGE SCREEN, V=VIEW SCREEN D=DEPR SCREEN)
AGENCY: 1050 REF: CXXXX1111057 FEATURE NO: 000 ROLL: _ DIV: ____ ORG IDX: ____
TAG NO: CXXXX1111057 MANU SERIAL NO: D751BRZZZZZ _____ LIC NO: _____
MANU: PROLIANTXXXX _____ DESC: PROLIANT_12345 _____
CLASS: 7110 _____ LOC: 32_PT_PLAZA _____ ACQ DATE: 03012006 FMBI: 0000 USE: 010
DEP: 1 QTY: _____ 1.0 COND: U LOANED: _____ F-ORDER: F45677 _____ DOC NO: _____
VENDOR: _____ EX: _ S-F: 1 SPECIAL USE: _____
SLVAGE: _____ .00 OWN: S LEASE: PRD _ REST _ MAINT: PRD _ AMT _____ .00
TOT COST: _____ 123,456.01 LEASING AGENT: _____ ORGCTL: _____
COST: _____ 123,456.01 FUND: 001 PI: 00140 OPT1: _____ OPT2: 1211 _____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
DISP DATE: _____ DISP AUTH: _____
LAST CHNG: 06124 ADD DATE: _____
F3=RETURN, PAUSE/BREAK=EXIT

```

1. The **DISPOSE/UNDISPOSE** functions takes you to the DISPOSE/UNDISPOSE menu. DISPOSE is used during the normal course of business for assets that have been:
  - A. Disposed by following the agency’s disposal procedures.
  - B. Entered by error. Example, a wrong reference number was used to enter the asset into the CAMS system.
  - C. Lost, stolen, destroyed, etc.
  
2. To DISPOSE an asset, type the **disposal date (DISP-DATE)** and the **disposal authority (DISP-AUTH)** and press Enter. To UNDISPOSE an asset, clear or delete the disposal date (DISP-DATE) and disposal authority (DISP-AUTH) fields.
  
3. Disposed assets remain in the CAMS system. They are reported on the CM800 report used to balance CAMS with AFRS. Disposed assets are automatically PURGED by CAMS six years from the asset disposal date.
  
4. Available functions in the DISPOSE / UNDISPOSE menu are:
  - a. C=CHANGE SCREEN. Takes users to the CHANGE ASSET menu screen. See Section on CHANGE ASSET.
  - b. D=VIEW DEPRECIATION. Takes users to the DEPRECIATION BROWSE SCREEN. See Section on DEPRECIATION.



Print JCL field defaults to N. The only time you will need to type a 'Y' in the 'Print JCL?' area is when you are asked by OFM. Press Enter when done.

The next screen to appear will depend on the selection you requested.

- a. If you requested the CM800 report, go to 'Requesting the CM800 Report'.
- b. If you requested any other CM report, go to 'Requesting Other CM Reports'.
- c. If you requested the EXT, go to 'Requesting a download of your CAMS file'.
- d. If you requested the DEP, go to 'Requesting a download of your Depreciation file'.

For examples of each report, go to Appendix A.

## Requesting CM800 Report.

```
==== CAMS ===== COST-DEPRECIATION REPORT MENU ===== C105C016 ====

          ASSETS $5000 AND GREATER
          CM800  CM810  CM820  CM830

          BEGINNING DATE:  MO  DA  YEAR
                               MO  DA  YEAR

          ENDING DATE:     MO  DA  YEAR
                               MO  DA  YEAR

JOB CLASS =  _      (A=2 HOUR, D=4 HOUR, E=OVERNIGHT)
COPIES    =  _      (1 TO 9)
PRINT     =  _____ (LOCAL, IOF, CLUSTER, X###)

PF3=RETURN TO PRIMARY MENU, ENTER=PRODUCE CM800 SERIES REPORTS
```

Type the 'Beginning Date: MO DA YEAR' and the 'Ending Date: MO DA YEAR'. MO is the two digit month, DA is the two digit day, and YEAR is the four digit year.

Job Class:

'A' is very expensive and should be used sparingly. This class is used if you have a remote or cluster printer and need the report immediately. If you print your report at DIS you most likely will not get your report until the next day.

'D' is the next most expensive and again should be used if you have a remote or cluster printer and need the report that day.

'E' is the least expensive and is used for overnight requests.

Print:

LOCAL. Type LOCAL in the print selection area if you want your report to print at DIS and be mailed to you, or to be put into your bin.

IOF. Interactive Output Facility. The report stays in the computer's memory and is not printed. You may go into TSO and view your report on-line.

CLUSTER. If you have a cluster printer, type in the long identification number.

R###. This is for remote printers. Type in the two or three digit number of your remote printer in the print selection area.

Press Enter to submit your job. The cursor will go back to the 'Report Menu'. If you are finished requesting reports, press the F3 key and you will go back to the 'Primary Menu'. Otherwise, make another report request.

## Requesting Other CM Reports.

```
=== CAMS ===== REPORT PARAMETER MENU ===== C105C004 ===  
  
REPORT REQUEST CM340  
  
SELECTION= _ (S=STATE OWNED, L=LEASED, B=BOTH)  
JOB CLASS= _ (A=2 HOUR, D=4 HOUR, E=OVERNIGHT)  
COPIES= _ (1 TO 9)  
PRINT AT= _____ (LOCAL, IOF, CLUSTER, X###)  
  
PF3 KEY=RETURN TO PRIMARY MENU, ENTER=CONTINUE REPORT PROCESS
```

All report requests other than the CM 800 go through this 'Report Parameter Menu' screen.

Selection: Chose one of the options; State owned, Leased assets, or Both, by typing an S, L, or B in the selection area.

When you press Enter you will go to one of the following screens:

CM380, go to 'Requesting the CM380 Report'.

All other reports, go to 'Requesting All Other Reports'.

## Requesting CM380 Report.

```

=== CAMS ===== PARTIAL REPORT REQUEST MENU ===== C105C004 ===
                                SORTED BY
REPORT REQUEST CM380           SELECT ONE
                                ENTER - Y
LOCATION:  ___ _____  _      STATE - FEDERAL CODE:  _
CLASS CODE: _____  _      DIVISION:                ___
ORG. CODE: _____  _      FISCAL DATE:              _____
                                FMBI  FMBI
ACQ DATE:  _____  _____  EXCLUDE BUILDING & LAND:  _
                                MODAYEAR  MODAYEAR
TAG NUMBER: _____  _____  CAPITALIZED LEASE:    _
DISP. DATE: _____  _____  ROLL UP:                _
                                MODAYR  MODAYR
FUND:      ___      ALT. SORT CM7XX:                    _
SARS:      S (S-SARS, N-NON SARS, B-BOTH)

USE ASTERISKS FOR MASK; ASTERISKS NOT FUNCTIONAL IN DATE OR FUND FIELDS.
BLANK BEGINNING OR ENDING FIELD ASSUMES LOWEST OR HIGHEST VALUE RESPECTIVELY.
PF3 KEY=RETURN TO REPORT MENU, ENTER=PROCESS REPORT REQUEST

```

The only two required fields are the 'Sorted By, Select One, Enter - Y' field that is at the top center of the screen, and the 'Acq Date: MODAYEAR MODAYEAR' field half way down the left side of the screen.

You must type a 'Y' for one of the options: 'Location', or 'Class Code', or 'Org. Code'. The report will be run in the order that you select.

Also, you must type an ending date in the Acq Date: MODAYEAR field. MO is the two digit month, DA is the two digit day, and YEAR is the four digit year.

All other fields are optional.

To restrict the number of assets reported, use the 'PARTIAL REPORT REQUEST MENU'. The only wild card you can use for partial selections is the asterisk (\*). If you use the 'LOCATION, CLASS CODE, or ORG. CODE', end your selection with the asterisk (\*) if your selection does not fill the field.

### Examples:

#### LOCATION:

If you want only assets in Thurston Co. (34), type 34\*

Say you have a group of locations coded 362105A1510 through 362105Z2700 and you need all location codes of the 362105A series. Type 362105A\*

**CLASS CODE:**

If you want all of the General Purpose Automated Data Processing Equipment, Software, & Support Equipment, type 70\*

If you want all of the Trailers and Boats, type 2331\*

Note the last selection at the bottom left 'SARS'. The codes are:

- S for SARS (assets \$5,000 and above),
- N for Non SARS (assets under \$5,000), and
- B for Both (all assets).

The default code is S for the 380 report and is B for all others. If you want only the capital assets for your reports 340-370 and 385-730, change this selection to S.

**Requesting All Other Reports.**

```

=== CAMS ===== PARTIAL REPORT REQUEST MENU ===== C105C004 ===

REPORT REQUEST CM340

LOCATION:      _ _ _ _ _ STATE - FEDERAL CODE:  _ _
CLASS CODE:  _ _ _ _ _ DIVISION:                _ _ _
ORG. CODE:   _ _ _ _ _ FISCAL DATE:            _ _ _ _ _
ACQ DATE:    _ _ _ _ _ MODAYEAR MODAYEAR        FMBI  FMBI
TAG NUMBER:  _ _ _ _ _ CAPITALIZED LEASE:       _ _
DISP. DATE:  _ _ _ _ _ MODAYR  MODAYR           _ _
FUND:        _ _ _ _ _ ALT. SORT CM7XX:         _ _
SARS:        B (S-SARS, N-NON SARS, B-BOTH)

USE ASTERISKS FOR MASK; ASTERISKS NOT FUNCTIONAL IN DATE OR FUND FIELDS.
BLANK BEGINNING OR ENDING FIELD ASSUMES LOWEST OR HIGHEST VALUE RESPECTIVELY.
PF3 KEY=RETURN TO REPORT MENU, ENTER=PROCESS REPORT REQUEST

```

The only required field is the ending date in the 'Acq Date: MODAYEAR MODAYEAR' field half way down the left side of the screen. The first 'MODAYEAR' field is for the beginning acquisition date and is not required. The second 'MODAYEAR' field is for the ending date and is require. MO is the two digit month, DA is the two digit day, and YEAR is the four digit year.

All other selections are optional. See Example above.

## **ACCESS PENDING ASSETS (AP)**

The purpose of the AFRS/CAMS interface is to provide a method for agencies to capture CAMS fixed asset activity at the time it is entered in AFRS. This facilitates the AFRS to CAMS reconciliation process by providing a conduit between the accounting functions/data entry and the inventory groups responsible for the CAMS fixed asset inventory.

The AFRS/CAMS interface is functional as follows for all on-line AFRS agencies that use CAMS:

Agencies need to identify in Descriptor Table 50 (CAMS Interface Subobjects) which subobjects they wish to route to CAMS.

The interface is initiated during the AFRS expenditure process. Expenditure transaction processes, which contain appropriate sub-objects, cause the AFRS to CAMS INTERFACE screen to appear. The tag number, amount, and any comments can be entered on the screen. When the 'Enter' key is pressed, the tag number, amount, comments, and some other specific data (Reference and Tag Numbers, Vendor, Fiscal Month/Biennium, Field Order, Document Number, Comments, Fund, Program Index, and Appropriation Index) from the transaction are placed in the CAMS Pending File.

The interface creates a weekly report of existing pending file records. This weekly report notifies agency personnel responsible for CAMS records of the fixed asset activity that took place in AFRS that was transferred to the CAMS pending file. The purpose of the report is to show the records that exist in the pending file so that CAMS personnel can deal with the records.

The records on the Pending File are 'skeleton' fixed asset records and are not CAMS records until they are finalized and posted to the CAMS system.

The data on each CAMS pending file record is brought from the AFRS expenditure transaction through the AFRS/CAMS Interface to the appropriate CAMS fields in the Pending File. Agencies can access their Pending File 'skeleton' records from the CAMS Primary Menu, edit them to create records that can be posted to the CAMS file, or purge them from the Pending File. When a record is being edited for addition to the CAMS file, there are active screen edits to assist the edit process.





Functions available in this menu are as follow:

- **A = ADD** See Section in Adding an Asset
- **D = DELETE** . This function will delete CAMS pending record. Delete all pending assets that are not going to be added to CAMS.
- **C = CHANGE** See Section in Changing an Asset
- **V = VIEW SCREEN** See Section in Adding an Asset.

## SECURITY (SS)

Security to CAMS is provided by RACF logon and the CAMS security logon registration procedures. Upon agency registration, a **CAMS Security Administrator** is designated for the agency. The agency **CAMS Security Administrator** is responsible for maintaining all security records in CAMS for users within the agency. Only the agency **CAMS Security Administrator** can add, change or delete an authorized user in CAMS. (See Appendix B, page 40 for “CAMS Logon Registration and Change Form.” This form is optional and is for agency use only.)

Please refer to the Financial Systems Security User Documentation manual for more information about setting up system security for agencies.

There are 56 security levels in CAMS. Agency **CAMS Security Administrator** is assigned the highest level (56). Security is also controlled by fund. When adding users to CAMS, the CAMS Security Administrator must designate the fund(s) they wish their authorized employees to have access to.

```
=== CAMS ===== PRIMARY MENU ===== C105C001 ===  
  
AGENCY: 1050  
  
1. -- ASSETS (AA)  
2. -- REPORT REQUEST (RR)  
3. -- ACCESS PENDING ASSETS (AP)  
4. -- SECURITY (SS)  
5. -- ADMINISTRATIVE (AD)  
  
FUNCTION: 4  
  
F3=RETURN, F12=MESSAGE, PAUSE/BREAK=EXIT
```

Select **4** and press Enter to access the Security menu.

```

=== CAMS = (SS) ===== SYSTEM SECURITY MAINTENANCE MENU ===== C105C023 ===
TR: _____
AGENCY: 1050

1. -- SYSTEM SECURITY
2. -- VIEW SYSTEM SECURITY RECORDS
3. -- VIEW SECURITY LEVELS

FUNCTION: 1

F3=RETURN, F12=MESSAGE, PAUSE/BREAK=EXIT

```

This takes you to the System Security Maintenance Menu. To add a security record in CAMS, select **1** press Enter.

```

=== CAMS = (SS.1) ===== SECURITY RECORD UPDATE ===== C105C024 ===
TR: _____
AGENCY: 1050

FUNCTION: _ (A=ADD, C=CHANGE, D=DELETE, V=VIEW)
LOGON: _____

NAME: _____ LEVEL: __ PHONE: __ __ __

AUTHORIZATIONS (TYPE SPECIFIC FUND OR "ALL" IN FUND 1 FOR ALL FUNDS)

___ ___ ___ ___ ___ ___ ___ ___ ___ ___
___ ___ ___ ___ ___ ___ ___ ___ ___ ___
___ ___ ___ ___ ___ ___ ___ ___ ___ ___
___ ___ ___ ___ ___ ___ ___ ___ ___ ___
___ ___ ___ ___ ___ ___ ___ ___ ___ ___

F3=RETURN, F12=MESSAGE, PAUSE/BREAK=EXIT

```

This takes you to the Security Record Update screen where you can perform the following functions:

- **A = Add** security record(s) to the system. Enter the following information:
  - Logon ID of user (obtained from DIS).
  - Name of the user.
  - Security level code you want the user to have. Refer to Appendix C, page 41 for CAMS Security Level.
  - Phone number of the user.
  - The fund(s) for which the user needs to have access or type “**ALL**” to have access to all funds for the agency.
- **C = Change** security record(s). View the security record first, then type “C” in the function. Tab to the field(s) that needed change, type in your changes and press Enter.
- **D = Delete** security record(s). View the security record first, then type “D” in the function field and press Enter.
- **V = View** security record(s). Type a valid logon ID and press Enter to view a specific security record.

```

=== CAMS = (SS) ===== SYSTEM SECURITY MAINTENANCE MENU ===== C105C023 ===
TR: _____
AGENCY: 1050

1. -- SYSTEM SECURITY
2. -- VIEW SYSTEM SECURITY RECORDS
3. -- VIEW SECURITY LEVELS

FUNCTION: 2

F3=RETURN, F12=MESSAGE, PAUSE/BREAK=EXIT

```

Select **2** and press Enter to access the VIEW SECURITY menu screen.

```

=== CAMS = (SS.2) ===== VIEW SECURITY ===== C105C025 ===
TR: _____
AGENCY: 1050

FUNCTION: _ (F=FIRST, N=NEXT, B=BACK)

S LOGONID NAME LEVEL PHONE
_ CJAF105 JUTA 67 111 111 1111
_ CJ1A105 JUTA CHILDERS (2) 02 360 555 5555
_ CWF105 CLIFF WILDER 01 360 001 0101
_ DLAF105 DAVE 10 393 595 7938
_ MAAC105 MARILEI AMURAO-TABILE 67 360 111 1111
_ MCAF105 MIKE 01 397 094 7690
_ PTAC105 PHIL TAYLOR 67 999 495 4213
_ RDAC105 RAY DEFANT 10 360 222 2222
_ RMAF105 RICKY 67 397 094 7690
_ SRAF105 STEVE RUSSELL 67 360 664 6454
_ WAAC105 TESTER #1 29 360 664 7671
_ WAAF105 TESTER #2 04 360 664 7671
F3=RETURN, F12=MESSAGE, PAUSE/BREAK=EXIT

```

This takes you to the View Security screen. Available functions are as follow:

- **F = First.** To view the very first record.
- **N = Next.** To view next page of the security screen.
- **B = Back.** To view previous page of the security screen.

Type an “S” beside a security record to view detail information about the user. This takes you to the Security Record Update screen.

```

=== CAMS = (SS) ===== SYSTEM SECURITY MAINTENANCE MENU ===== C105C023 ===
TR: _____
AGENCY: 1050

1. -- SYSTEM SECURITY
2. -- VIEW SYSTEM SECURITY RECORDS
3. -- VIEW SECURITY LEVELS

FUNCTION: 3

F3=RETURN, F12=MESSAGE, PAUSE/BREAK=EXIT

```

Select **3** and press Enter to view CAMS CODES menu screen.

```

=== CAMS = (SS.3) ===== SECURITY CODES ===== C105C009 ===
TR: _____
(1-VIEW, 2-ADD, 3-CHANGE, 4-ACQUISITION DATE, 5-DISPOSE, 6-SECURITY, 7-ADMIN)
  1 2 3 4 5 6 7    1 2 3 4 5 6 7    1 2 3 4 5 6 7    1 2 3 4 5 6 7
01 X              17 X  X      X   33 X X  X      X 49 X X X X  X X
02 X X           18 X X X      X   34 X  X X      X 50 X X X  X X X
03 X  X         19 X X  X      X   35 X X X X      X 51 X      X X X
04 X X X       20 X  X X  X      X   36 X      X  X 52 X X  X X X
05 X X X  X    21 X X X X  X      X   37 X X      X 53 X  X  X X X
06 X  X X     22 X X X  X X      X   38 X  X  X      X 54 X  X X X X
07 X X X X   23 X      X X      X   39 X X X  X      X 55 X X  X X X X
08 X          X  24 X X      X X   40 X X  X X      X 56 X X X X X X X
09 X X      X  25 X  X  X X      X   41 X  X X X  X      1 2 3 4 5 6 7
10 X  X  X    26 X  X X X X      X   42 X X X X X  X      X
11 X X X  X   27 X X  X X X      X   43 X      X X ENTER 'X' FOR EACH
12 X X  X X   28 X X X X X X      X   44 X X      X X LEVEL OF SECURITY
13 X  X X X   29 X          X X   45 X  X      X X OF USER.
14 X X X X X  30 X X          X X   46 X X X  X X      OR
15 X          X  31 X  X      X X   47 X X  X  X X ENTER 'I' TO SEE
16 X X      X  32 X X X      X X   48 X  X X  X X VARIOUS LEVELS OF
  1 2 3 4 5 6 7    1 2 3 4 5 6 7    1 2 3 4 5 6 7 SECURITY
_ VIEW, _ ADD, _ CHANGE, _ ACQUISITION DATE, _ DISPOSE, _ SECURITY, _ ADMIN
F3=RETURN, F12=MESSAGE, PAUSE/BREAK=EXIT

```

This takes you to the Security Codes screen. There are 56 Security Codes in CAMS. Each code represents various combinations of the seven levels of security access. The seven levels of security access are as follow:

1. **View.** Allows user to view records in CAMS. In addition to view, user can also order reports. All security codes have a View capability.
2. **Add.** Allows user to add records in CAMS. This security includes access to the “ACCESS PENDING ASSETS” menu.
3. **Change.** Allows user to make changes to records in CAMS.
4. **Acquisition Date.** Allows user to enter an acquisition date that is 3 months earlier than the entry date. You must have either an ADD or a CHANGE access in addition to this security level.
5. **Dispose.** Allows user to dispose/undispose CAMS records.
6. **Security.** Allows user to view only security records in the CAMS Security Menu.
7. **Admin.** Allows user to access CAMS Administrative Menu.

Type an “X” in one or more security access and the security code with the access combination selected will be highlighted.

Type an “I” in one or more security access and all security codes with the access combination selected will be highlighted.

See Appendix C, page 41 for Security Level Codes.



Available options in this menu are as follow:

1. **Maintain CAMS Broadcast Message.** This menu is restricted to the OFM CAMS Product Manager. When you select this option, you will get the message 'SORRY, YOU ARE NOT AUTHORIZED FOR THIS OPERATION'.
2. **Maintain CAMS Jobcard.** This selection is used to maintain your CAMS job card. Select 2 and press Enter to go to the Job Card Maintenance screen.

```
==== CAMS = (AD.2) ===== JOB CARD MAINTENANCE ===== C105C029 ===

FUNCTION: _ (A=ADD, C=CHANGE, D=DELETE, V=VIEW)

AGENCY: 1050

AFRS JOB CARD
JOBNAME: AFRFS105 ACCOUNT: 5950 BIN: 05 SUB-AGY: 0
CONTACT: MARILEI TABILE CLASS: D DESTID: R02 NOTIFY: OFM0105
MAIL STOP: 43113

(B)IN / (M)AIL STOP: M (USED ONLY FOR NON-ON DEMAND JOBS. IE DLYPM105)

JOB CARD: //AFRFS105 JOB (105-0-5950-FS,05), 'AARON BUTCHE', CLASS=D,
// NOTIFY=OFM0105
ROUTE: /*ROUTE PRINT R02

F3=RETURN, F12=MESSAGE, PAUSE/BREAK=EXITRECORD FOUND
```

The only time you need to use this screen is if there has been a change in one of the following:

- Contact person. Change both the 'CONTACT:' and the 'NOTIFY:' areas.
- If your agency uses BIN, not MAIL STOP, for the mailing address. Change the 'BIN' area and the MAIL STOP area.

Do not change any other information on this screen.

3. **Mailing Label/Banner Page Maintenance.** The Mailing Label/Banner Page Maintenance screen is used to establish location codes with the information you want on the banner page of the report. A message area is available for any additional information to print on the banner page.

Once a location code is established, it can be used to have reports delivered to that location. Each agency also has a blank location code record that serves as the agency default for any reports that do not specify a location code. Do not delete this blank location code record.

```

=== AFRS =(RR.3)==== MAILING LABEL/BANNER PAGE MAINTENANCE ===== C105P385 ===
TR: _____ LAST UPDATE: .....
FUNCTION: _ (A=ADD, C=CHANGE, D=DELETE, V=VIEW, N=NEXT, B=BACK)
          AGENCY: 1050          LOCATION: ____          BIN NUMBER: ____
          AGENCY TITLE: OFFICE OF FINANCIAL MANAGEMENT
          CONTACT NAME: _____
          CONTACT PHONE: ____ ____ ____
          FAX PHONE: ____ ____ ____
          MAIL STOP: _____
          ADDRESS LINE 1: _____
          ADDRESS LINE 2: _____
          EMAIL ADDRESS: _____

          M E S S A G E   A R E A
          -----
          | _____ |
          | _____ |
          | _____ |
          | _____ |
          | _____ |
          | _____ |
          -----

          PF3=RETURN, PF12=MESSAGE, CLEAR=EXIT

```

**Functions:** The function codes are as follows:

- *A* =Add a new location code record. *Contact name* is the only required field.
- *V* =View an existing location code record.
- *N* =Display Next location code record in alphanumeric sequence. *N* can be used to start viewing the first location code record.
- *C* =Change existing location code record. You can change any field except the agency and location code. You must view the location code record before changing it.
- *D* =Delete a location code record. You must view the location code record before deleting it.

4. **Error Message.** This menu is restricted to the OFM CAMS Product Manager. When you select this option, you will get the message ‘SORRY, YOU ARE NOT AUTHORIZED FOR THIS OPERATION’

**APPENDIX A**  
**DATA DICTIONARY (Alphabetical sequence)**

**ACQ DATE: Required (8) positions**

The Acquisition Date is the date the agency takes title to, or assumes responsibility for, an asset.

The format of the date is MMDDYYYY. For example, 12102006 is December 10, 2006. If the month or day is a single digit, a leading zero must be used. Example, if the date was February 8, 2006 you would enter 02082006.

**ADD DATE: (5) positions**

Add Date. This is the date the CAMS asset was added to the CAMS file. The date is in the format YYJJJ where YY = the last two digits of the calendar year and JJJ = the Julian day of the year. Example, February 17, 2006 would show as 06058. This is a system-generated field. You can not enter data into this field.

**AMT (6) positions**

Lease Maintenance Amount. The cost of maintenance for leased assets.

**CLASS: Required (10) positions**

Class is a two part field. The first four (4) characters are the OFM commodity code that most closely describes the asset. The code you use is found in the OFM State Administrative & Accounting Manual (30.50.10). NOTE: do not use the commodity code list from GA.

The last six (6) characters are intended for future expansion in anticipation of a 10-character OFM commodity code. Until then, they are agency defined.

**COND: (1) position.**

Condition. This is the condition or state of working order of the asset. The system-defined codes are:

O (alpha O, not a zero) = Override. When a fund number that is part of fund types FA, GA, HB, or HC is entered in the FUND field, the depreciable useful life can be overridden. The override requires written approval from the OFM Accounting Division.

U = Used. This code allows you to override the system generated use life for this asset.

**COST: (12) positions**

Line Cost. The portion of a cost associated with a fund. Note that there are 10 line costs. The total of the line costs for a tag number must equal the TOT COST entered for this asset.

The first COST: field looks like this. COST: \_\_\_\_\_ .00

Some examples of how to safely enter amounts in this field are as follows:

AMOUNTS WITH .00 CENTS. (Amount is \$5,432.00).

1. Type 5432 and press Enter. Results will be 5,432.00
2. Type 543200 and press the End key and then press Enter. Results will be 5,432.00  
**Warning.** If you type 543200 and press Enter without pressing the End key the results would be 543,200.00
3. Type 5432.00 and press the End key and then press Enter. Results will be 5,432.00  
**Warning.** If you type 5432.00 and press Enter without pressing the End key the results would be 543,200.00
4. Press the End key and then type 543200 and press Enter. Results will be 5,432.00
5. Press the End key and then type 5432.00 and press Enter. Results will be 5,432.00

AMOUNTS WITH OTHER THAN .00 CENTS. (Amount is \$76,841.83).

1. Type 7684183 and press the End key and then press Enter. Results will be 76,841.83  
**Warning.** If you type 7684183 and press Enter without pressing the End key the results would be 7,684,183.00
2. Type 76841.83 and press the End key and then press Enter. Results will be 76,841.83  
**Warning.** If you type 76841.83 and press Enter without pressing the End key the results would be 7,684,183.00
3. Press the End key and then type 7684183 and press Enter. Results will be 76,841.83
4. Press the End key and then type 76841.83 and press Enter. Results will be 76,841.83

DEP: (1) position  
This field is no longer used.

DESC: Required (35) positions  
Description of the asset.

DISP AUTH: (6) positions  
Disposal Authorization Number.

DISP DATE: (6) positions  
Disposal Date. The date that an asset was disposed. The format for the date is month-day-year (MMDDYY). If the month or day is a single digit, a leading zero must be used. Example, if the date was February 8, 2006 you would enter 020806. The system will not accept a disposal date that is in the future from the current date, or that precedes the acquisition date.

DIV: (3) positions  
The use of Division is defined by your agency. The field will accept any character, even blanks.

DOC NO: (8) positions  
Document Number. The document number used to purchase the asset.

**EX: (1) position**

Excess Code. The code indicates your agency's need for this item. If you use this field, the system will not allow codes other than those listed below.

1. Used on a full-time base.
2. Used on a part-time bases or temporary use.
3. Asset excess to particular location but needed by the agency.
4. Asset excess to need of the agency and should be declared surplus.

**F-ORDER: Required (8) positions**

Field Order Number. 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.

**FEATURE NO: (3) positions**

The Feature Number is an identifier to allow enhancements to an asset. FEATURE NO is not required. If left blank, it will zero fill. You need to enter this field if you have enhancements to an asset. The following three examples explain the use of the FEATURE NO field.

1. You have 16 enhancements for assets with tag no D001063. You would code each enhancement as follows:

REF:	FEATURE NO	TAG NO.
D001063	001	D001063
D001063	002	D001063
	THROUGH	
D001063	016	D001063

2. You purchase a \$126,000 asset on April 5, 2003 and have an addition of \$13,500.00 to the asset on Jan 10, 2004. If you change the cost of the original asset from \$126,000 to \$139,500 you lose your audit trail. The addition takes the acquisition date of April 5, 2003 and you can no longer run reports that show all of your additions for the fiscal year 20044. If you record the new addition as a new FEATURE NO, then you will always be able to tell what happened historically. You should record the transactions as follows:

REF:	FEATURE NO	TAG NO.	ACQ DATE	COST
D001063	000	D001063	4/05/03	\$126,000
D001063	001	D001063	1/10/04	\$13,500

3. You purchase a \$126,000 asset on April 5, 1995 with a depreciation life of 84 months (7 years). You then have an addition of \$13,500.00 to the asset on Jan 10, 2004. If you change the cost of the original asset from \$126,000 to \$139,500 you will have the full \$13,500 depreciated in the month that you changed the original cost. The addition takes the acquisition date of April 5, 1995 and depreciates the \$13,500 from the 1995 date, not the 2004 date. If you record the new addition as a new FEATURE NO, then the depreciation will be calculated correctly. You should record the transactions as follows:

REF:	FEATURE NO	TAG NO.	ACQ DATE	COST
D001063	000	D001063	4/05/95	\$126,000
D001063	001	D001063	1/10/04	\$13,500

**FMBI: (4) positions**

The Fiscal Month/Biennium field is in the format of FFBB where FF = Fiscal month and BB = Biennium. The fiscal month is the biennium fiscal month (1-24) that the asset was paid for.

If you leave this field blank, the computer will use the ACQ DATE to determine the data that is entered into this field.

**FUND: Required (3) positions**

Fund from which this line cost was originally purchased, or, for proprietary funds, the fund in which the asset is being utilized. The fund used must be valid for your agency.

**LAST CHNG: (5) positions**

Last Change made to this asset. This is the date the CAMS asset was last changed. The date is in the format YYJJJ where YY = the last two digits of the calendar year and JJJ = the Julian day of the year. Example, February 17, 2006 would show as 06058. This is a system-generated field. You can not enter data into this field.

**LEASE: PRD Required if OWN is 'L' (1) position**

Lease Period. For leased assets, (OWN is 'L'), this is the period of the operating lease. The system will not allow codes other than those listed below:

- M. Monthly
- Q. Quarterly
- S. Semi-annual
- A. Annual (yearly)
- O. Other

A lease period is not required nor is one allowed for capitalized leases (OWN is 'C').

**LEASING AGENT: Required if OWN is 'L' (15) positions**

Leasing Agent. This is the name of the agent leasing the equipment. The leasing agent is required if the 'OWN' field contains 'L'.

**LIC NO: (7) positions**

License Number is used for the motor vehicle license plate number. The field may be left blank.

**LOC: Required (16) positions**

Location is a two part field. The first two (2) characters are the county code. The code you use is found in the OFM State Administrative & Accounting Manual (30.50.20). Valid county codes are also contained in the AFRS Descriptor Table 37.

The next fourteen (14) characters are used by your agency to further define where the asset resides.

**LOANED: (4) positions**

Loaned. Use this field when an asset is loaned to another agency. Enter the agency number of the agency that has the asset.

**MAINT: PRD Required if OWN is 'L' (1) position**

Lease Maintenance Code. This code indicates how often maintenance should be performed on operating leased assets. The system will not allow codes other than those listed below:

- M. Monthly
- Q. Quarterly
- S. Semi-annual
- A. Annual (yearly)
- O. Other
- N. None

For capitalized leases, any character (including blank) will be accepted in this field. Therefore your agency may assign codes that have meaning only to your agency.

**MANU: Required (30) positions**

Enter the name of either the Manufacturer or the commonly accepted trade name.

**MANU SERIAL NO: Required (25) positions**

This is the Manufacturer's assigned Serial Number, if any. If you do not know the serial number, you will have to enter something like 'UNKNOWN' or 'N/A' in the field. This is because the field is required and must not be left blank.

**OPT1: (3) positions**

Optional 1 is used by your agency to further identify this line cost. Note: Report CM720 (FUND LINE REPORT - SUBTOTAL BY OPTIONAL 1) will sort the report in Optional 1 order and subtotal on each Optional 1 code.

**OPT2: (11) positions**

Optional 2 is used by your agency to further identify this line cost. Note: Report CM730 (FUND LINE REPORT - SUBTOTAL BY OPTIONAL 2) will sort the report in Optional 2 order and subtotal on each Optional 2 code.

**ORG IDX: (4) positions**

Organization Control is a four-character index used in an AFRS Organization Index table lookup. The valid organizational control code is then put into the ORGCTL field. The codes are determined by your agency.

**ORGCTL: (10) positions**

Organization Control. The system assigns this code based upon the 'ORG IDX' field and the agency's AFRS Organization Index Table. The ten positions represent the following organization index elements:

- First 2. Division
- Next 2. Branch
- Next 2. Section
- Next 2. Unit
- Last 2. Cost Center

**OWN: Required (1) position**

Ownership status of asset. The system will not allow codes other than those listed below:

- S. State owned.
- C. Capitalized lease (will only depreciate assets over \$10,000.00).
- L. Operating lease.

**PI: (5) positions**

Program Index. This is the program index of the line cost. There are no edits on this field.

**QTY: (7) positions**

Quantity is the number of assets reported on this record. The units are determined by the asset as follows:

Equipment	Whole units (1 asset per record)
Buildings	Square feet (whole feet)
Uplands	Acres (nearest tenth of an acre)
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

**REF: Required 12 positions**

The Reference Number (REF:) is the main key that identifies your asset. You should 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 REF: has 2, 3, 5, or 6 leading zeros. You will not have to enter as many characters if you left justify because the computer will zero fill the trailing positions you do not enter.

**REST (1) position**

Lease Restrictions. This code indicates whether a leased asset (operating lease) has any lease restrictions. OFM has assigned two codes as follows:

- F. Restricted to a facility. May not be subleased.
- N. No restrictions.

Your agency may assign other codes that have meaning only to your agency.

**ROLL: (1) position**

The Feature Roll is not available.

**S-F: Required (1) position**

State-Federal Code. This 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.
- 3. Local.
- 4. State/Federal.
- 5. State/Local.
- 6. Federal/Local.
- 7. Other.
- 8. Donated.

**SLVAGE: (10) positions**

Salvage Value. This is the amount your agency expects to receive on disposal of this asset.

**SPECIAL USE: (25) positions**

Special Use. This field is for your agency's use.

**TAG NO: Required (12) positions**

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: will automatically be put into this field when you press Enter.

You can format this field if you want to go to the trouble. Say for example, you have tag numbers 565750, 565751, and 565768.

A. The following is what you will get if you enter the REF: and leave the TAG NO blank.

ENTER	ENTER	RESULTS	RESULTS
REF:	TAG NO	REF:	TAG NO
565750		565750000000	565750000000
565751		565751000000	565751000000
565768		565768000000	565768000000

B. The following is what you will get if you enter the REF: and enter the TAG NO as shown:

ENTER	ENTER	RESULTS	RESULTS
REF:	TAG NO	REF:	TAG NO
565750	565750	565750000000	565750
565751	565751	565751000000	565751
565768	565768	565768000000	565768

Notice that the TAG NO is easier to read in example B. This is because the TAG NO does not zero fill whereas the REF: does. In example A, the REF: zero fills and because the TAG NO is blank, the zero filled REF: is placed into the TAG NO field. In example B the REF: zero fills, but because you have entered the TAG NO the zero filled REF: is not placed into the TAG NO field.

### TOT COST: (12) positions

Total Cost. This is the total cost of the asset, including all appropriate ancillary costs.

The TOT COST: field looks like this. TOT COST: \_\_\_\_\_ .00

Some examples of how to safely enter amounts in this field are as follows:

AMOUNTS WITH .00 CENTS. (Amount is \$5,432.00).

1. Type 5432 and press Enter. Results will be 5,432.00
2. Type 543200 and press the End key and then press Enter. Results will be 5,432.00  
**Warning.** If you type 543200 and press Enter without pressing the End key the results would be 543,200.00
3. Type 5432.00 and press the End key and then press Enter. Results will be 5,432.00  
**Warning.** If you type 5432.00 and press Enter without pressing the End key the results would be 543,200.00
4. Press the End key and then type 543200 and press Enter. Results will be 5,432.00
5. Press the End key and then type 5432.00 and press Enter. Results will be 5,432.00

AMOUNTS WITH OTHER THAN .00 CENTS. (Amount is \$76,841.83).

1. Type 7684183 and press the End key and then press Enter. Results will be 76,841.83  
**Warning.** If you type 7684183 and press Enter without pressing the End key the results would be 7,684,183.00
2. Type 76841.83 and press the End key and then press Enter. Results will be 76,841.83  
**Warning.** If you type 76841.83 and press Enter without pressing the End key the results would be 7,684,183.00
3. Press the End key and then type 7684183 and press Enter. Results will be 76,841.83
4. Press the End key and then type 76841.83 and press Enter. Results will be 76,841.83

**USE: Required (3) positions**

The Depreciable Useful Life is automatically entered into the field based upon the commodity code entered in the CLASS field. For new assets, the useful life is the required life determined by OFM. These codes can be found in the OFM State Administrative & Accounting Manual (30.50.10).

There are three exceptions to the automatic entry of this field.

1. When a fund number that is either fund types FA, GA, HB, or HC. The useful life edit override can be accomplished by entering the character 'O' in the asset condition field (COND) and entering the approved months of asset life in the USE field.
2. When an asset is purchased in not new or original condition. Enter the character 'U' in the asset condition field (COND) and ente the approved months of asset life in the USE field.
3. When an asset is leased (the 'OWN' field is 'L'). The USE field must have the number of month entered, as the computer does not know the length of the lease.

**VENDOR: (12) positions**

Vendor. The company or person the asset was purchased from.



## Appendix C CAMS SECURITY CODES

An 'X' in the following table means that the function represented by that column is available to the security code. The **View** function supports Inquire, Browse and Report Request. The **Acquire** function controls the ability to enter or change the Acquisition Date to a date more than three months prior to the ADD DATE (Acquire will only function if depreciation has not been recorded for the asset). The Security function controls who can maintain the security file.

Security Code	View	Add	Change	Acquire	Dispose	Security	Admin
1	X						
2	X	X					
3	X		X				
4	X	X	X				
5	X	X		X			
6	X		X	X			
7	X	X	X	X			
8	X				X		
9	X	X			X		
10	X		X		X		
11	X	X	X		X		
12	X	X		X	X		
13	X		X	X	X		
14	X	X	X	X	X		
15	X					X	
16	X	X				X	
17	X		X			X	
18	X	X	X			X	
19	X	X		X		X	
20	X		X	X		X	
21	X	X	X	X		X	
22	X	X	X		X	X	
23	X				X	X	
24	X	X			X	X	
25	X		X		X	X	
26	X		X	X	X	X	
27	X	X		X	X	X	
28	X	X	X	X	X	X	
29	X						X
30	X	X					X
31	X		X				X
32	X	X	X				X
33	X	X		X			X
34	X		X	X			X

Security Code	View	Add	Change	Acquire	Dispose	Security	Admin
35	X	X	X	X			X
36	X				X		X
37	X	X			X		X
38	X		X		X		X
39	X	X	X		X		X
40	X	X		X	X		X
41	X		X	X	X		X
42	X	X	X	X	X		X
43	X					X	X
44	X	X				X	X
45	X		X			X	X
46	X	X	X			X	X
47	X	X		X		X	X
48	X		X	X		X	X
49	X	X	X	X		X	X
50	X	X	X		X	X	X
51	X				X	X	X
52	X	X			X	X	X
53	X		X		X	X	X
54	X		X	X	X	X	X
55	X	X		X	X	X	X
56 <sup>1</sup>	X	X	X	X	X	X <sup>2</sup>	X

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<sup>1</sup> Only an OFM security of 67 can add a level 56-agency security record.

<sup>2</sup> Only security level that can do a change, add, or delete to agency security records, besides 67.