



Capital Asset Management System

User Documentation Manual

January 2015

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INTRODUCTION

Welcome to the Capital Asset Management System (CAMS). The CAMS is a mainframe computer based capital asset accounting system used by most state agencies to account for their capital assets. The purpose of CAMS is to provide control of and accountability for capital assets, to provide information needed for the preparation of management reports and financial statements, and to monitor the physical condition of capital assets.

CAMS is used to account for capital assets that meet the state's capitalization policy listed in the State Administrative and Accounting Manual (SAAM 30.20.20). See the following table:

Asset	Cost (including ancillary costs)
Land, highway systems	All
Infrastructure	> \$100,000
Buildings, bldg improv, leasehold improvements	> \$100,000
Intangible assets	> \$1,000,000
Capital assets acquired with a Certificate of Participation (COP)	All
Capital assets acquired with a capital lease (30.20.40)	When the capitalization policy is met
All other capital assets	Unit cost > \$5,000

CAMS may also be used to inventory small and attractive assets. 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. Refer to SAAM 30.40.20 for information on small and attractive assets.

The Office of Financial Management (OFM) is responsible for establishing accounting and reporting requirements for all state agencies. The policies for capital assets are in SAAM Chapter 30: Capital Assets. Agencies are required to use CAMS unless a written waiver is obtained from OCIO (SAAM 30.40.30). For small and attractive assets agencies may use either CAMS or an alternate in-house system without OCIO approval.

The CAMS uses real time activity and is maintained and operated by the Department of Enterprise Services (DES). This means that when you add, change, or dispose of a record, the result of your action is immediate.

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

- Add, undo add, change, view depreciation, dispose/reverse dispose, or browse assets.
- Limit or restrict the information that is to be included in a report.
- Run reports that display depreciation records and history

The CAMS has had some changes since the last update of this system document. Updates will have “New-year” in the description.

One such improvement was building a batch asset transfer for moving groups of assets from agency to agency. Now when mergers or new agency numbers are added, the DES staff can move large amounts of assets from one CAMS agency to another CAMS agency without customers having to make changes or DES programmers doing changes in a File Aid program.

1. LOG ON AND OFF THE SYSTEM

```
>>>>>@ CA - TPX @<<<<<<                                REL 5.3/00

STATE OF WASHINGTON - AUTHORIZED USE ONLY

This site contains government information. Your use may be monitored.
Unauthorized use is subject to civil, criminal, and/or administrative action.

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

Unicenter CA-TPX Session Management
Copyright (c) 2003 COMPUTER ASSOCIATES INTERNATIONAL, INC.

Userid:                                (or LOGOFF)                                11:53:50
Password:                               11/13/14
New Password:                           NTV10EDE
Account:                                 3278-2A
Transfer:                                SMRTTV

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
Terminal - NTV10EDE
Model - 3278-2A
System - NTPXVU

Cmdkey=PF12/24      Jump=PA2          Menu=PA1
Print=PF22          Cmdchar=/          Logoff=/K

Sessid      Sesskey      Session Description      Status
S CICP3      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 9          CICS/ESA QUALA
_ CICQE      PF 10         CICQE QUAL
_ OFMVM1     PF           DYNAMICALLY ADDED SESSION
_ ACES       PF           ACES Netview access services
_ CICP2      PF           CICS/ESA PROD2
_ CICP4      PF           CICS/ESA PROD4
_ CICSSTO    PF           TREASURERS CICS          N/A
_ 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 CICP3 or type CICP3 in the command line.

01/22/2014

CICS Application ID: NCICP3

12:12:20

STATE OF WASHINGTON - AUTHORIZED USE ONLY

This site contains government information. Your use may be monitored.
Unauthorized use is subject to civil, criminal, and/or administrative action.

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

USERID dbac105

PASSWORD xxxxxxxx

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 OO.)

```
===== C105C000 ===
CCCCC  AAAAAA  MM    MM    SSSSSS          CAMS OPERATING HOURS
CC     AA    AA  MMM  MMM  SS    SS          MON-FRI 6:30AM TO 7:30PM
CC     AA    AA  MM  M  M  MM  SS          SAT    7:00AM TO 7:30PM
CC     AAAAAAAA MM  M  MM  SSSSSS          SUN    7:00AM TO 1:00PM
CC     AA    AA  MM    MM    SS          HELPLINE:(360) 407-9100
CC     AA    AA  MM    MM  SS    SS          MON-FRI 7:00AM TO 5:30PM
CCCCC  AA    AA  MM    MM    SSSSSS          EMAIL:AFRSHHELPDESK@OFM.WA.GOV

NEWS MESSAGE AS OF DATE: 11/13/14  TIME: 15:23
WECOME TO CAMS

*GET THE LATEST CAMS DOCUMENTATION:
HTTP://WWW.DES.WA.GOV/SERVICES/IT/SYSTEMSUPPORT/GUIDANCE/PAGES/
FINACIALSYTEMSASDOC.ASPX

ENTER=AGENCY MENU OR BROADCAST MSG 2, F3=RETURN, PAUSE/BREAK=EXIT
```

The first CAMS screen is the message screen. This screen is used by 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. The date/time on the screen shows you if any changes 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: 1790

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.
```

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



This selection allows user to:

1. Add a new asset.
2. List asset by:
 - a. Reference
 - b. Location
 - c. Class Code

ADD ASSET – Allows user to add assets into the system. Select function **1** and press Enter to access the ADD ASSET menu screen.

```

=== CAMS = (AA.1) ===== ADD ASSET ===== C105C002 ===
TR: _____
FUNCTION: A (A=ADD, R=ADD / RETAIN DATA, F=REFRESH, V=VIEW SCREEN (AFTER ADD))
AGENCY: 1790 REF: _____ FEATURE NO: ____ ROLL: _ DIV: ____ ORG IDX: ____
TAG NO: _____ MANU SERIAL NO: _____ LIC NO: _____
MANU: _____ DESC: _____
CLASS: _____ LOC: _____ ACQ DATE: _____ FMBI: ____ USE: ____
DEP: 1 QTY: _____1.0 COND: _ LOANED: _____ F-ORDER: _____ DOC NO: _____
VENDOR: _____ EX: _ S-F: _ SPECIAL USE: _____
SLVAGE: _____ OWN: _ LEASE: PRD _ REST _ MAINT: PRD _ AMT _____
TOT COST: _____ .01 LEASING AGENT: _____ ORGCTL: _____
COST: _____ .01 FUND: ____ PI: _____ OPT1: ____ OPT2: _____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
ADD DATE: _____

F1=HELP, F3=RETURN, F12=MESSAGE, PAUSE/BREAK=EXIT
  
```

1. **Function Field.** **A** is the default function. The function remains the same for subsequent entries and can be changed for each entry. The function codes are as follows:

A = ADD. Allows user to add an asset

R = ADD/RETAIN DATA. Enter an '**R**' to add new asset with data in selected fields being retained. For all agencies except for DOC, six (6) fields will clear. All other fields will retain the data that was entered for the prior asset.

The six (6) fields that will be cleared are:

- REF:
- FEATURE NO:
- TAG NO
- MANU SERIAL NO:
- LIC NO:

LOC: This field does not clear for DOC

F = REFRESH. Clears or blanks all coding elements from the previous screen.

V = VIEW ASSET (AFTER ADD). Allows user to view a just added asset

2. **Required Fields.** The following fields are the minimum required for an ADD function:

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 REF: 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.

TAG NO. 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.

This field can be formatted. 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.

MANU SERIAL NO: This is the Manufacturer's assigned Serial Number or VIN numbers for vehicles. 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 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. The class code to use is found in the OFM SAAM, Chapter 30.50.10. Example: 7012 – Desktop Computers (PCs)

New-2014: Class code can be changed on fully depreciated assets but it will not change Use Life. On partially depreciated assets: CAMS allows Class Code change, but changes Use Life if the Use Life from the Class Code Table is greater than the number of months already depreciated.

LOC: Location is a two part field. The first two (2) characters are the county code. The code you use is found in the SAAM, Chapter 30.50.20. Valid county codes (Ex: 01 – Adams) are also contained in the AFRS Descriptor Table 37. The next fourteen (14) characters are used by the agency to further define where the asset is located.

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

New-2013: All dates in CAMS have the same format (MMDDCCYY). Ex: 07232014 is July 23, 2014.

USE: The Depreciable Useful Life is automatically entered into the field based upon the class code entered in the CLASS field. For new assets, the useful life is listed in SAAM. These codes can be found in the SAAM, Chapter 30.50.10.

New-2013: There are three exceptions to the automatic entry of the useful life edit:

- When an asset is degraded somehow, enter the character “**O**” in the asset condition field (**COND**) and entering the OFM approved months of asset life.
- When an asset is purchased used (not new or original condition), enter the character “**U**” in the asset condition field (**COND**) and the enter the approved use life of the asset.
- When an asset is leased, enter “**L**” in the **OWN** field and make he use life of the asset equal the length of the lease.

F-ORDER: Field Order Number. The field order number used to purchase the asset. Note that while the field is required, there are no edits to which field order numbers are used.

S-F: State-Federal Code. This code is used to indicate who paid for the asset and may want it returned on disposal. The system will only allow the codes listed below:

1. State
2. Federal
3. Local
4. State/Federal
5. State/Local
6. Federal/Local
7. Other
8. Donated

- OWN:** Ownership of asset. The system will not allow codes other than those listed below:
- S. State owned
 - C. Capitalized lease (the capital lease would meet the state capitalization threshold).
 - L. Operating lease (no depreciation calculated)
 - P. **New-2013:** Certificate of Participation. (All COP assets are capitalized/depreciated)

See USE section for two other codes with used or non-governmental assets.

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

Examples of how to correctly enter amounts in this field are as follows:

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

<u>ENTER</u>	<u>Clear field?</u>	<u>RESULTS</u>
5432	no	5,432.01
543200	before or after \$	5,432.00
5432.00	before or after \$	5,432.00

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

<u>ENTER</u>	<u>Clear field?</u>	<u>RESULTS</u>
7684183	before \$	76,841.83
7684183	no	7,684,183.01
7684183	before or after \$	76,841.83
76841.83	before \$	76,841.83

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 (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 (D22 in AFRS).

3. **Optional Fields.** Description of the other asset fields can also be found in Appendix D, page 42 of this documentation.

FEATURE NO: The Feature Number is an identifier to allow enhancements to an asset. If left blank, it will zero fill. You need to enter this field if you have enhancements to an asset. Hint: Do not use letters as the system has sorting problems with alpha and numeric suffixes.

The following three examples explain the use of the FEATURE NO field.

1. You have 16 enhancements for assets with tag number 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 January 5, 2009 and have an addition of \$13,500. to the asset on Jan 10, 2012. 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 January 5, 2009 and you can no longer run reports that show all of your additions for the fiscal year 2009. 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:	FEA NO	TAG NO.	ACQ DATE	COST
D001063	000	D001063	01/05/2009	\$126,000
D001063	001	D001063	01/10/2012	\$13,500

3. You purchase a \$126,000 asset on April 5, 2002 with a depreciation life of 84 months (7 years). You then have an addition of \$13,500.00 to the asset on Jan 10, 2010. 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, 2002 and depreciates the \$13,500 from the 2002 date, not the 2010 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:	FEA. NO	TAG NO.	ACQ DATE	COST
D001063	000	D001063	4/05/2002	\$126,000
D001063	001	D001063	1/10/2010	\$13,500

S&A: (New-2014) Code for Small and Attractive assets. Default is N. When using Y for yes, The asset will not show on certain reports.

LIST ASSET BY – Allows user to list assets by:

- Reference – System default (*) unless another selection is made.
- Location – County number plus optional codes agency defines
- Class Code – 1-4 digits of the SAAM codes for assets
 - 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: 9990

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

F1=HELP, 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: 9990
LISTED BY REFERENCE NUMBER

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

REFERENCE-FEA DESCRIPTION ACQ-DATE LOCATION CLASS COST OWN D
_ A00000000000-001 ROOF_____ 03122008 17_____ 0520__ 20000.00 S D
_ BLDG000000000-001 ROOF_____ 10122009 34_OLYMPIS__ 0510__ 50000.00 S D
_ B00000000000-000 LAPTOP_____ 03112008 34_____ 7310__ 1500.00 S D
_ E00000000000-000 NOTEBOOK_ 11082009 17_KENT_____ 7013__ 900.00 S _
_ GG0000000000-000 DESK_____ 11052009 17_____ 2310__ 1000.00 S _
_ TEST000000000-000 121_____ 04302010 14_____ 7310__ 0.01 L _
_ W22A200000000-000 WIP_____ 03052009 17_____ 0200__ 1000.00 S _
_ W34N600000000-000 WIP_____ 03052009 17_____ 0200__ 5000.00 S _
_ W34N600000000-001 WIP_____ 03052009 17_____ 0200__ 10000.00 S _
_ W41I500000000-000 WIP_____ 03052009 17_____ 0200__ 1000.00 S _
_
_
_
_

F1=HELP, F3=RETURN, F7=UP, F8=DOWN, F12=MESSAGE, PAUSE/BREAK=EXIT
CLOSEST RECORD DISPLAYED

```

Functions:

- V = VIEW.** Allow users to view detailed information about a specific asset.
- C = CHANGE.** Allow users to make changes to a specific asset.
- D = VIEW DEPRECIATION.** Allow users to display depreciation information of a specific asset.
- U = UNDO.** Allow users to delete asset record only when no depreciation has been recorded for the asset (which will run the first day of the month for the prior month).
- X = DISPOSE/UNDISPOSE.** Allow users to dispose or undispose a specific asset.

```

=== CAMS = (AA.2) ===== BROWSE MENU ===== C105C010 ===
TR: _____ LISTED BY REFERENCE NUMBER
AGENCY: 9990

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

REFERENCE-FEA  DESCRIPTION ACQ-DATE  LOCATION  CLASS  COST  OWN D
- A00000000000-001 ROOF_____ 03122008 17_____ 0520__ 20000.00 S D
- BLDG000000000-001 ROOF_____ 10122009 34_OLYMPIS_ 0510__ 50000.00 S D
- B000000000000-000 LAPTOP_____ 03112008 34_____ 7310__ 1500.00 S D
V E000000000000-000 NOTEBOOK___ 11082009 17_KENT___ 7013__ 900.00 S _
- GG00000000000-000 DESK_____ 11052009 17_____ 2310__ 1000.00 S _
- TEST000000000-000 121_____ 04302010 14_____ 7310__ 0.01 L _
- W22A200000000-000 WIP_____ 03052009 17_____ 0200__ 1000.00 S _
- W34N600000000-000 WIP_____ 03052009 17_____ 0200__ 5000.00 S _
- W34N600000000-001 WIP_____ 03052009 17_____ 0200__ 10000.00 S _
- W41I500000000-000 WIP_____ 03052009 17_____ 0200__ 1000.00 S _
-
-
-
-

F1=HELP, F3=RETURN, F7=UP, F8=DOWN, F12=MESSAGE, PAUSE/BREAK=EXIT
CLOSEST RECORD DISPLAYED

```

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

Hint: F8 gets to the next screen and F7 brings the previous screen.


```

=== CAMS = (AA.2) ===== BROWSE MENU ===== C105C010 ===
TR: _____ LISTED BY REFERENCE NUMBER
AGENCY: 9990

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

REFERENCE-FEA DESCRIPTION ACQ-DATE LOCATION CLASS COST OWN D
_ A00000000000-001 ROOF_____ 03122008 17_____ 0520_____ 20000.00 S D
_ BLDG000000000-001 ROOF_____ 10122009 34_OLYMPIS_ 0510_____ 50000.00 S D
_ B000000000000-000 LAPTOP_____ 03112008 34_____ 7310_____ 1500.00 S D
C E000000000000-000 NOTEBOOK___ 11082009 17_KENT___ 7013_____ 900.00 S _
_ GG00000000000-000 DESK_____ 11052009 17_____ 2310_____ 1000.00 S _
_ TEST000000000-000 121_____ 04302010 14_____ 7310_____ 0.01 L _
_ W22A200000000-000 WIP_____ 03052009 17_____ 0200_____ 1000.00 S _
_ W34N600000000-000 WIP_____ 03052009 17_____ 0200_____ 5000.00 S _
_ W34N600000000-001 WIP_____ 03052009 17_____ 0200_____ 10000.00 S _
_ W41I500000000-000 WIP_____ 03052009 17_____ 0200_____ 1000.00 S _
-
-
F1=HELP, F3=RETURN, F7=UP, F8=DOWN, F12=MESSAGE, PAUSE/BREAK=EXIT
CLOSEST RECORD DISPLAYED

```

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: 9990 REF: E00000000000 FEATURE NO: 000 ROLL: _ DIV: ___ ORG IDX: ___
TAG NO: E000000000000 MANU SERIAL NO: 2542121421_____ LIC NO: _____
MANU: DELL_____ DESC: NOTEBOOK_____
CLASS: 7013_____ LOC: 17_KENT_____ ACQ DATE: 11082009 FMBI: 0511 USE: 048
DEP: 1 QTY: _____1.0 COND: _ LOANED: _____ F-ORDER: 121_____ DOC NO: _____
VENDOR: _____ EX: _ S-F: 1 SPECIAL USE: _____
SLVAGE: _____0.00 OWN: S LEASE: PRD _ REST _ MAINT: PRD _ AMT _____0.00
TOT COST: _____900.00 LEASING AGENT: _____ ORGCTL: _____
COST: _____900.00 FUND: 419 PI: _____ OPT1: ___ OPT2: _____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
DISP DATE: _____ DISP AUTH: _____
LAST CHNG: 06052012 ADD DATE: 01091992
F1=HELP, F3=RETURN, F4=ASSET MENU, F12=MESSAGE, PAUSE/BREAK=EXIT

```

The **CHANGE** function takes you to the CHANGE ASSET screen where you can 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: 9990

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

REFERENCE-FEA DESCRIPTION ACQ-DATE LOCATION CLASS COST OWN D
- A00000000000-001 ROOF_____ 03122008 17_____ 0520_____ 20000.00 S D
- BLDG000000000-001 ROOF_____ 10122009 34_OLYMPIS_ 0510_____ 50000.00 S D
- B00000000000-000 LAPTOP_____ 03112008 34_____ 7310_____ 1500.00 S D
d E00000000000-000 NOTEBOOK_____ 11082009 17_KENT_____ 7013_____ 900.00 S _
- GG0000000000-000 DESK_____ 11052009 17_____ 2310_____ 1000.00 S _
- TEST000000000-000 121_____ 04302010 14_____ 7310_____ 0.01 L _
- W22A200000000-000 WIP_____ 03052009 17_____ 0200_____ 1000.00 S _
- W34N600000000-000 WIP_____ 03052009 17_____ 0200_____ 5000.00 S _
- W34N600000000-001 WIP_____ 03052009 17_____ 0200_____ 10000.00 S _
- W41I500000000-000 WIP_____ 03052009 17_____ 0200_____ 1000.00 S _
-
-
-
-

F1=HELP, F3=RETURN, F7=UP, F8=DOWN, F12=MESSAGE, PAUSE/BREAK=EXIT
CLOSEST RECORD DISPLAYED

```

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: 9990

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

REFERENCE NO: E00000000000 000
ACQ DATE: 11082009
USE LIFE: 048

TOTAL COST: _____900.00
SALVAGE VALUE: _____.00

MONTHLY DEPR: _____18.75
ACCUM DEPR: _____731.25

MONTHS DEPR: 039

06022012 DATE OF LAST CHANGE AFFECTING DEPRECIATION
(CHANGES IN COST, SALVAGE VALUE OR USE LIFE)

F1=HELP, F3=RETURN, F4=ASSET MENU, F12=MESSAGE, PAUSE/BREAK=EXIT

```

Change in cost, salvage value or use life will recalculate the monthly depreciation of the asset.

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 (if any).

```

=== CAMS = (AA.2) ===== BROWSE MENU ===== C105C010 ===
TR: _____
AGENCY: 9990
LISTED BY REFERENCE NUMBER

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

REFERENCE-FEA DESCRIPTION ACQ-DATE LOCATION CLASS COST OWN D
_ A00000000000-001 ROOF_____ 03122008 17_____ 0520_____20000.00 S D
_ BLDG000000000-001 ROOF_____ 10122009 34_OLYMPIS_ 0510_____50000.00 S D
_ B00000000000-000 LAPTOP_____ 03112008 34_____ 7310_____15000.00 S D
_ E00000000000-000 NOTEBOOK___ 11082009 17_KENT_____ 7013_____900.00 S _
U GG00000000000-000 DESK_____ 11052009 17_____ 2310_____1000.00 S _
_ TEST000000000-000 121_____ 04302010 14_____ 7310_____0.01 L _
_ W22A200000000-000 WIP_____ 03052009 17_____ 0200_____1000.00 S _
_ W34N600000000-000 WIP_____ 03052009 17_____ 0200_____5000.00 S _
_ W34N600000000-001 WIP_____ 03052009 17_____ 0200_____10000.00 S _
_ W41I500000000-000 WIP_____ 03052009 17_____ 0200_____1000.00 S _
-
-

F1=HELP, F3=RETURN, F7=UP, F8=DOWN, F12=MESSAGE, PAUSE/BREAK=EXIT
CLOSEST RECORD DISPLAYED

```

The “**Undo**” function takes you to the VIEW ASSET MENU.

REPORT REQUEST (RR)

The CAMS has two report categories as follow:

1. **SYSTEM GENERATED REPORTS** – These reports are automatically produced by CAMS and are produced on a daily, weekly and monthly basis.
 - a. CAMS Daily Activity Report (CM5XX) – reports user activities in CAMS. Separate activity reports are produced for ADD, CHANGE and DISPOSAL.
 - b. CAMS Weekly Pending File Activity Report (CM900) – reports records that exist in the pending file and waiting to be posted to the CAMS system.
 - c. CAMS Monthly Activity Report (CM550) – reports user and system activities in CAMS.
2. **USER REQUEST CAMS REPORTS** – These reports are requested as needed. The selection in the CAMS Primary Menu is used to request all reports from the REPORT MENU

```
=== CAMS ===== PRIMARY MENU ===== C105C001 ===  
  
AGENCY: 9990  
  
1. -- ASSETS (AA)  
2. -- REPORT REQUEST (RR)  
3. -- ACCESS PENDING ASSETS (AP)  
4. -- SECURITY (SS)  
5. -- ADMINISTRATIVE (AD)  
  
FUNCTION: 2  
  
F3=RETURN, F12=MESSAGE, PAUSE/BREAK=EXIT
```

Select **2** and press Enter to access the REPORT REQUEST menu screen.

```

=== CAMS = (RR) ===== REPORT MENU ===== C105C004 ===
TR: _____
AGENCY: _____
  1. -- LOCATION CODE REPORT                CM340
  2. -- TAG NUMBER REPORT                  CM350
  3. -- SERIAL NUMBER REPORT              CM355
  4. -- CLASS CODE REPORT                 CM360
  5. -- DISPOSED ASSET REPORT             CM370
  6. -- DEPRECIATION LEDGER REPORT        CM380
  7. -- DEPRECIATION HISTORY REPORT      CM385
  8. -- ORGANIZATION CONTROL CODE        CM390
  9. -- ASSET REPORT                      CM400
 10. -- FUND LINE REPORT - SUBTOTAL BY FUND CM700
 11. -- FUND LINE REPORT - SUBTOTAL BY PROGRAM INDEX CM710
 12. -- FUND LINE REPORT - SUBTOTAL BY OPTIONAL1 CM720
 13. -- FUND LINE REPORT - SUBTOTAL BY OPTIONAL2 CM730
 14. -- COST & DEPREC. FOR ASSETS $5000 AND ABOVE CM800
 15. -- PRODUCE EXCHANGE FILE OF AGENCY'S MASTER RECORDS EXT
 16. -- PRODUCE EXCHANGE FILE OF AGENCY'S DEPR RECORDS DEP

FUNCTION: ___
PRINT JCL: N

          F1=HELP, F3=RETURN, PAUSE/BREAK=EXIT

```

Select report by typing the number corresponding to the report number you wish to order.

Print JCL field defaults to **N**. Press (Enter) when done.

The JCL (job control language) is only needed when there is a problem with reports and you would be asked by DES staff to run it again with a 'Y' in the 'Print JCL?' field.

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

- To request the CM800 report, go to 'Requesting the CM800 Report'.
- To request any other CM report, go to 'Requesting Other CM Reports'.
- To request EXT or DEP, call the DES Solutions Center at (360) 407-9100 or email at Solutionscenter @des.wa.gov for detail instructions on how to download your agency Master or Depreciation files.

New-2014: Requesting specific assets with features for a fiscal year/biennium will now bring up all associated records even if they were acquired outside the period of report.

Requesting CM800 Reports

CM800 reports produce 2 separate reports for capitalized assets. These are the reports that agency use to record their assets in AFRS.

New–2014: CM810 and CM820 reflect disposals any month they are run. They used to get included at FY end.

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

      CAPITALIZED ASSET REPORTS
      CM810  CM820
      LAST DEPRECIATION DATE RUN 10 2014

      BEGINNING DATE:  ___  ___
                       MO   YEAR

      ENDING DATE:    ___  ___
                       MO   YEAR

      JOB CLASS =  d      (A=2 HOUR, D=4 HOUR, E=OVERNIGHT)
      COPIES =    1      (1 TO 9)
      PRINT =    r300____ (LOCAL, IOF, CLUSTER, R###)

      F1=HELP, F3=RETURN, ENTER=PRODUCE CM800 SERIES REPORTS
```

Type the ‘Beginning Date: MO YEAR’ and the ‘Ending Date: MO YEAR’. MO is the two digit month and YEAR is the four digit year.

Job Class:

‘A’ is very expensive and is not recommended. This class may be used if you have a remote printer connected to CTS and need the report immediately. If you print your report at the CTS service center you most likely won’t get your report until the next day’s campus mail.

‘D’ is the next most expensive and nearly as fast as ‘A’. It should be used if you have a remote printer and need the report that day. Jobs run with this class run as soon as the queue allows.

‘E’ is the least expensive as it runs overnight and your requests are campus mailed to your location.

Print:

LOCAL - Type LOCAL in the print selection area if you want your report to print at the CTS service center and it will be sent to your mail stop (or will be picked up).

IOF (Interactive Output Facility) - The report stays in the computer's memory and is not printed. If you have access to TSO, an IBM tool, you can view your report on-line.

CLUSTER (not used).

R### - This is for remote printers (Ex. R449). Type the R and the 3-4 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= b (S=STATE OWNED, L=LEASED, B=BOTH)  
JOB CLASS= d (A=2 HOUR, D=4 HOUR, E=OVERNIGHT)  
COPIES= 1 (1 TO 9)  
PRINT AT= R449_____ (LOCAL, IOF, CLUSTER, R###)  
  
F1=HELP, F3=RETURN, ENTER=CONTINUE REPORT PROCESS
```

All report requests other than the CM800 go through this 'Report Parameter Menu' screen.

Selection: Chose one of the options; State owned, Leased, 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:  _ _ _ _ _
ACQ DATE:  _ _ _ _ _        EXCLUDE BUILDING & LAND:  _
                                MODAYEAR  MODAYEAR          FMBI  FMBI
TAG NUMBER:  _ _ _ _ _        OWN: (S,L,C,P)  _
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.
F1=HELP, F3=RETURN, ENTER=PROCESS REPORT REQUEST
```

The only required fields is the 'ACQ DATE: MODAYEAR. MODAYEAR' field half way down the left side of the screen.

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 (partial selections) is the asterisk (*). If you use the following: 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 Information Technology (IT) equipment, type 70*

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

Note: The selections at the bottom are SARS (Statewide Assets Reporting System) and SMALL & ATTRACTIVE. SARS does not exist anymore, so use the **B**. The codes for Small and Attractive are: **Y** or **N** for including non-capitalized assets in your data

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          EXCLUDE BUILDING & LAND:  _
TAG NUMBER:  _____ CAPITALIZED LEASE:         _____
DISP. DATE:  _____ MODAYR MODAYR              ROLL UP:                  _____
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.
F1=HELP, F3=RETURN, ENTER=PROCESS REPORT REQUEST
  
```

The only required field is the ending ACQ Date (format MO for Month, DAY, YEAR). Press (Enter) when done.

The “MODAYEAR” field half way down the left side of the screen. The first “MODAYEAR” field is for the beginning acquisition date. The second “MODAYEAR” field is for the ending date.

All other selections are optional.

New-2014: The data found on the report option 15 (Exchange File of master records) is now available as a Webi ER query. In the fall of 2014 DES staff developed a CAMS universe and agency staff can get the data fields they want with a Webi query.

New-2014: CAMS now excludes disposed assets from Agency Asset report (CM400).

ACCESS PENDING ASSETS (AP)

The purpose of the AFRS/CAMS interface is to provide a method for agencies to capture CAMS capital 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 capital asset inventory.

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

Agencies need to identify in the AFRS Table Maintenance System Controls Table - AFRS TO CAMS INTERFACE SUB OBJECT (TM.3.5) which sub objects, batch types or amount they wish to route to CAMS. **New-2014:** The objects must be on AFRS D50 table also.

```
=== AFRS =(TM.3.5)==== AFRS TO CAMS INTERFACE SUB OBJECT ===== C105P10E ===
TR: _____ LAST UPDATE: 04/27/13

FUNCTION: N (A=ADD, C=CHANGE, D=DELETE, V=VIEW, N=NEXT, P=PRINT)

AGENCY: 3000

BIENNIUM: 15

SUB OBJECT: JE

BATCH TYPE: 2K

TITLE: LAND_-_INSERTED_WARRANTS,_EFTS_____

AMOUNT: _____0.00

F3=RETURN, F12=MESSAGE, CLEAR=EXIT

NEXT RECORD FOUND
```

The interface starts during the AFRS on-line process. Transactions which contain objects and/or batch types identified in the table (TM.3.5) will cause the AFRS to CAMS INTERFACE screen to appear. The tag number(s), amount(s), and any comments can be entered on the screen. When the 'Enter' key is pressed, the following fields are placed in the CAMS Pending File:

Batch Trans ID; Tag number, Current Doc number; Reference Doc number; Fund and Amount

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

The interface creates a weekly report of existing pending file records. This weekly report notifies CAMS staff that purchases of a fixed asset(s) took place in AFRS and that some data was transferred to the CAMS pending file. The report is to show the records that are in the pending file so that CAMS staff can create completed records.

```
=== CAMS ===== PRIMARY MENU ===== C105C001 ===  
  
AGENCY: 9990  
  
1. -- ASSETS (AA)  
2. -- REPORT REQUEST (RR)  
3. -- ACCESS PENDING ASSETS (AP)  
4. -- SECURITY (SS)  
5. -- ADMINISTRATIVE (AD)  
  
FUNCTION: 3  
  
  
F3=RETURN, F12=MESSAGE, PAUSE/BREAK=EXIT
```

Select 3 and press Enter to access the PENDING MENU screen.

```
=== CAMS = (AP) ===== PENDING MENU ===== C105C017 ===  
TR: _____  
AGENCY: 9990  
  
FUNCTION: 1  
  
1. -- LIST BY          START SEARCH  
   BATCH:             * _____ (DEFAULT)  
   TAG NUMBER:        _____  
   DOCUMENT NUMBER:   _____  
  
1. THE 'LIST BY' FUNCTION INCLUDES (IF YOU HAVE SECURITY)  
   -- BATCH NUMBER (YMMDD BT BN)  
   -- TAG NUMBER  
   -- DOCUMENT NUMBER  
  
F1=HELP, F3=RETURN, F12=MESSAGE, PAUSE/BREAK=EXIT
```

The data on the 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. Screen edits are active to help users in entering data into CAMS.

Users can view pending records by:

- Batch – System default unless another selection is made.


```
=== CAMS ===== PRIMARY MENU ===== C105C001 ===  
  
AGENCY: 9990  
  
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: 9990  
  
1. -- SYSTEM SECURITY  
2. -- VIEW SYSTEM SECURITY RECORDS  
3. -- VIEW SECURITY LEVELS  
  
FUNCTION: 1  
  
  
F1=HELP, F3=RETURN, F12=MESSAGE, PAUSE/BREAK=EXIT
```

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

```
=== CAMS = (SS.1) ===== SECURITY RECORD UPDATE ===== C105C024 ===
```

```

TR: _____
AGENCY: 9990

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)

  __  __  __  __  __  __  __  __  __  __
  __  __  __  __  __  __  __  __  __  __
  __  __  __  __  __  __  __  __  __  __
  __  __  __  __  __  __  __  __  __  __
  __  __  __  __  __  __  __  __  __  __

F1=HELP, 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 DES).
 - Name of the user.
 - Security level code you want the user to have. Refer to Appendix B, page 39 for CAMS Security Code.
 - 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: 9990

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

FUNCTION: 2

F1=HELP, 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: 9990

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

S LOGONID NAME LEVEL PHONE
_ CWF105 CLIFF WILDER 56 360 407 8097
_ DBAC105 DAN BODE 56 360 407 8009
_ MAAC105 MARILEI AMURAO-TABILE 56 360 664 7761
_ MTAC105 MARILEI AMURAO-TABILE 56 360 664 7761
_ _____
_ _____
_ _____
_ _____
_ _____
F1=HELP, 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: 9990

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

FUNCTION: 3

F1=HELP, F3=RETURN, F12=MESSAGE, PAUSE/BREAK=EXIT

```

Select 3 and press Enter to view CAMS SECURITY 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 X X   33 X X X X X   49 X X X X X X X
02 X X           18 X X X X X   34 X X X X X   50 X X X X X X X
03 X X X         19 X X X X X   35 X X X X X   51 X X X X X X X
04 X X X X       20 X X X X X   36 X X X X X   52 X X X X X X X
05 X X X X X     21 X X X X X   37 X X X X X   53 X X X X X X X
06 X X X X X     22 X X X X X   38 X X X X X   54 X X X X X X X
07 X X X X X     23 X X X X X   39 X X X X X   55 X X X X X X X
08 X X X X X     24 X X X X X   40 X X X X X   56 X X X X X X X
09 X X 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 X X     26 X X X X X   42 X X X X X   X
11 X X X X X     27 X X X X X   43 X X X X X   X X ENTER 'X' FOR EACH
12 X X X X X     28 X X X X X   44 X X X X X   X X LEVEL OF SECURITY
13 X X X X X     29 X X X X X   45 X X X X X   X X OF USER.
14 X X X X X     30 X X X X X   46 X X X X X   X X OR
15 X X X X X     31 X X X X X   47 X X X X X   X X ENTER 'I' TO SEE
16 X X X X X     32 X X X X X   48 X X 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
F1=HELP, 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. An agency may only use a few codes to handle all the staff they have using CAMS. Ex: Code 07 gives the user the first 4 functions.

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 B, page 39 for CAMS Security Codes.

ADMINISTRATIVE (AD)

```

=== CAMS ===== PRIMARY MENU ===== C105C001 ===
AGENCY: 9990

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

FUNCTION: 5

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

```

Select “5” and press Enter to access the ADMINISTRATIVE MENU screen.

Available options in this menu are as follow:

1. **Maintain CAMS Broadcast Message.** This menu is restricted to the DES Solutions Center System Analysts. 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) ===== ADMINISTRATIVE MENU ===== C105C026 ===
TR: _____
AGENCY: 9990

          1. -- MAINTAIN CAMS BROADCAST MESSAGE
          2. -- MAINTAIN CAMS JOBCARD
          3. -- MAINTAN MAILING LABELS AND BANNER PAGE
          4. -- ERROR MESSAGE
          5. -- MAINTAIN AGENCY FILE
          6. -- MAINTAIN CLASS CODE

FUNCTION: 2

          F1=HELP, F3=RETURN, F12=MESSAGE, PAUSE/BREAK=EXIT

```

```

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

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

AGENCY: 1790

AFRS JOB CARD
JOBNAME: AFRFS179    ACCOUNT: 5950    BIN: 00    SUB-AGY: 0
CONTACT: DES FINANCE    CLASS:D    DESTID: LOCAL    NOTIFY: DBAC105
MAIL STOP: 41450

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

JOBCARD: //AFRFS179 JOB (179-0-5950-FS,00), 'DES FINANCE ', CLASS=D,
//          NOTIFY=MAAC105
ROUTE: /*ROUTE PRINT LOCAL

          F1=HELP, F3=RETURN, F12=MESSAGE, PAUSE/BREAK=EXIT
RECORD 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 (AFRS RR.3) 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. This feature currently does not work in CAMS.

4. **Error Message.** This menu is restricted to the DES Solutions Center and they can advise what to do with a given error. When agency staff select this option, they will get the message 'SORRY, YOU ARE NOT AUTHORIZED FOR THIS OPERATION'
5. **Maintain Agency File (New-2014).** This menu is restricted to agency 179 (DES Level 67) and allows agency numbers to be added and removed from CAMS.
6. **Maintain Class Code (New-2014).** This menu is restricted to agency 179 (DES Level 67) and allows class codes (useful life and other status) to be reviewed and edited in CAMS.

CALCULATION OF DEPRECIATION

The system posts monthly depreciation for each asset on the first business day of the month for prior month's depreciation. All information for calculating depreciation is stored in the CAMS Depreciation file.

Depreciation is calculated by taking the Total Cost of the asset, subtracting the Salvage Value (if any) and dividing the total by the Useful Life of the asset (whole months).

$$\frac{\text{TOTAL COST OF ASSET} - \text{SALVAGE VALUE}}{\text{USEFUL LIFE OF ASSET (MONTHS)}} = \text{MONTHLY DEPRECIATION}$$

To track changes made to an asset, CAMS creates a new depreciation record every time one of the following fields change:

- Total Cost
- Salvage Value
- Useful Life

INITIAL: The depreciation process reads each record in the CAMS master file and creates a depreciation record, even for records that have been disposed (calculates depreciation through the disposal date.)

MONTHLY: Depreciation process runs, reads each record and determines if another depreciation record needs to be created. It looks for changes in the total cost, salvage value and useful life.

HOW DEPRECIATION IS CALCULATED AND RECORDED:

1. If there is **no change** in the master file record, the total depreciation is updated and the master file and depreciation file will be rewritten.
2. If there is **a change**, a new depreciation record is created and the total depreciation is updated and the master file will be rewritten.

$$\frac{(\text{TOTAL COST} - \text{SALVAGE VALUE}) - \text{ACCUM DEPREC}}{\text{USEFUL LIFE} - \text{NUMBER OF MONTHS DEPRECIATED}} = \text{NEW MONTHLY DEPREC}$$

3. If the **asset has been disposed**, the disposal date will be updated in the master file and the depreciation will be rewritten. CAMS will cease depreciating the asset.
4. If the **asset record has been added to the CAMS master file where the acquisition date is earlier than the add date**, a depreciation record is created and the first month's depreciation is calculated as follows:

$$\frac{(\text{TOTAL COST} - \text{SALVAGE VALUE})}{\text{USEFUL LIFE}} \times \text{USEFUL LIFE MONTH} = \text{FIRST MONTH'S DEPREC}$$

****Succeeding monthly depreciation calculation will follow the normal calculation.**

APPENDIX A

AGENCY SECURITY ADMINISTRATOR AND ALTERNATE(S) FOR OFM PRODUCTS: AFRS, CAMS AND TMS
--

AGENCY #: _____ NAME: _____

Check here if this form supersedes previous forms.

The following individuals are designated as Agency Security Administrators for the financial systems indicated below. They are authorized to assign security for individuals within this agency. Record security staff leaving with delete check.

PRIMARY:

AFRS ___ Add ___ Delete CAMS ___ Add ___ Delete TMS ___ Add ___ Delete	Name: _____ Logon ID: _____ _____
AFRS ___ Add ___ Delete CAMS ___ Add ___ Delete TMS ___ Add ___ Delete	Phone: () _____ _____
AFRS ___ Add ___ Delete CAMS ___ Add ___ Delete TMS ___ Add ___ Delete	Name: _____ Logon ID: _____ _____
AFRS ___ Add ___ Delete CAMS ___ Add ___ Delete TMS ___ Add ___ Delete	Phone: () _____ _____

ALTERNATES:

AFRS ___ Add ___ Delete CAMS ___ Add ___ Delete TMS ___ Add ___ Delete	Name: _____ Logon ID: _____ _____
AFRS ___ Add ___ Delete CAMS ___ Add ___ Delete TMS ___ Add ___ Delete	Phone: () _____ _____
AFRS ___ Add ___ Delete CAMS ___ Add ___ Delete TMS ___ Add ___ Delete	Name: _____ Logon ID: _____ _____
AFRS ___ Add ___ Delete CAMS ___ Add ___ Delete TMS ___ Add ___ Delete	Phone: () _____ _____
AFRS ___ Add ___ Delete CAMS ___ Add ___ Delete TMS ___ Add ___ Delete	Name: _____ Logon ID: _____ _____
AFRS ___ Add ___ Delete CAMS ___ Add ___ Delete TMS ___ Add ___ Delete	Phone: () _____ _____

APPROVAL OF AGENCY DIRECTOR OR DESIGNEE:

Signature _____ Date _____
 Printed Name _____ Phone Number () _____
 Title _____ Mail Stop _____

Send **original** form to:

*AFRS/CAMS/TMS Security Administrator
 DES Solutions Center; Accounting Systems
 PO Box 41450
 Olympia, WA 98504-1450*

(DES USE ONLY)	System security changes made:
AFRS: by _____ date _____	TMS: by _____ date _____
CAMS: by _____ date _____	_____

Appendix B 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 ¹	X	X	X	X	X	X ²	X

¹ Only a DES security of 67 can add a level 56-agency security record.

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

APPENDIX C CAMS TRANSFER FIELD

CHANGING SCREENS USING THE TRANSFER FIELD (TR. _____)

In the top left-hand corner of most screens (after the CAMS Primary Menu), you will see a **TR:_____** field. If you type in the **screen number** (short-cut code) of the screen you wish to work on or view next and press ↵ *Enter*, CAMS will display that screen. The short-cut codes are as follow:

CAMS SCREEN TRANSFER CODES

AA ASSETS

AA.1 Add Asset

AA.2 Browse Menu

RR REPORT REQUEST

AP ACCESS PENDING ASSETS

SS SECURITY

SS.1 Security Record Update

SS.2 View Security

SS.3 Security Codes

AD ADMINISTRATIVE

AD.1 Message Maintenance Screen

AD.2 Job Card Maintenance

AD.3 Maintain Mailing Labels and Banner Page

AD.4 Error Message

APPENDIX D
DATA DICTIONARY (Alphabetical sequence)

Field abbrev	Field Name	Required	Field Length	Description	SAAM Reference
ACQ DATE	Acquisition Date	Required	8	The Acquisition Date is the date the agency takes title to, or assumes responsibility for, an asset. New-2014: The format of all dates in CAMS is MMDDCCYY. For example, 12102014 is December 10, 2014. If the month or day is a single digit, a leading zero must be used. Example, if the date was February 8, 2014 you would enter 02082014. <i>Comment:</i> Depreciation should start the date the asset is placed in service, not the date it was acquired.	
ADD DATE	Add Date	System generated field	5	This is the date the CAMS asset was added to the CAMS file. New-2014: The format of all dates in CAMS is MMDDCCYY. Example: February 17, 2014 would show 05172014. This is a system-generated field. You cannot enter data into this field.	
AMT	Lease Maintenance Amount		6	The cost of maintenance for leased assets.	
CLASS	Class	Required	10	Class is a two part field. The first four (4) characters are the class code that most closely describes the asset. The code is found in the SAAM, Chapter 30.50.10. Contact your OFM statewide accounting consultant if you have issues deciding the correct class to use. NOTE: The last six (6) characters are intended for future expansion in anticipation of a 10-character SAAM class code. Until then, they are agency defined.	30.50.10

Field abbrev	Field Name	Required	Field Length	Description	SAAM Reference
COND	Condition		1	<p>This is the condition or state of working order of the asset. New assets would usually have this code blank.</p> <p>There are two codes that allow different use lives from OFM's Schedule A in the SAAM :</p> <p>O = Override (alpha, not zero). Shorter or longer estimated life may be used depending on factual circumstances, replacement policies, or industry practices. Proposed deviation in useful life from Schedule A requires prior written approval from the OFM Accounting Division. New: Any fund (account) type can have the depreciable useful life overridden.</p> <p>U = Used. This code allows you to override the system generated use life for this asset.</p>	30.20.70.c
COST	Line Cost		12	The portion of a cost associated with a fund (account). 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 default value is \$0.01.	
DEP			1	This field is no longer used – set at 1	
DESC	Description	Required	35	Description of the asset.	
DISP AUTH	Disposal Authorization Number		6	Disposal Authorization Number. Abbreviated as DAN in the state records retention manual.	
DISP DATE	Disposal Date		6	<p>The date that an asset was disposed of. New-2014: The format of all dates in CAMS is MMDDCCYY.</p> <p>Example: If the date was February 8, 2012 would be entered as 02082012. The system will not accept a disposal date that precedes</p>	

Field abbrev	Field Name	Required	Field Length	Description	SAAM Reference
				the acquisition date.	
DIV	Division		3	The use of Division is defined by your agency. The field will accept any character, even blanks.	
DOC NO	Document Number		8	The document number used to purchase the asset.	
EX	Excess Code		1	The code indicates your agency's need for the asset. Allowed codes are 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	Field Order Number	Required	8	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	Feature Number		3	The Feature Number is an identifier to allow enhancements to an asset. The Feature Number is not required - if left blank will zero fill. DES recommends using numeric features only for data sorting on reports.	
FMBI			4	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	Fund	Required	3	Fund (account) from which the asset was originally purchased, or, for proprietary type funds, the fund (account) in which the asset is being used. The fund (account) used must be valid for your agency.	

Field abbrev	Field Name	Required	Field Length	Description	SAAM Reference
LAST CHNG	Last Change	System generated field	5	Last Change made to this asset. This is the date the CAMS asset was last changed. New-2014: The format of all dates in CAMS is MMDDCCYY. Example: February 17, 2013 would show as 02172013. This is a system-generated field. You cannot enter data into this field.	
LEASE PRD	Lease Period	Required if OWN is 'L'	1	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 and not allowed for capitalized leases (OWN is 'C').	
LEASING AGENT	Leasing Agent	Required if OWN is 'L'	15	This is the name of the agent leasing the equipment. The leasing agent is required if the 'OWN' field contains 'L'.	
LIC NO	License Number		7	License Number is used for the motor vehicle license plate number. The field may be left blank.	
LOC	Location	Required	16	Location is a two part field. The first two (2) characters are the county code. The code is found in the 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 the asset location. Ex.: State Parks uses county code and park name (30BEACON_ROCK). DOC uses institution name.	30.50.20
LOANED	Loaned		4	Use this field when an asset is loaned to another agency. Enter the agency number of the agency that physically has the asset.	

Field abbrev	Field Name	Required	Field Length	Description	SAAM Reference
MAINT PRD	Lease Maintenance Code	Required if OWN is 'L'	1	<p>This code indicates how often maintenance should be performed on operating leased assets. The system will not allow codes other than those listed below:</p> <p>M:Monthly Q:Quarterly S:Semi-annual A:Annual (yearly) O:Other N:None</p> <p>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.</p>	
MANU	Manufacturer	Required	30	Enter the name of either the Manufacturer or the commonly accepted trade name. Examples: Ford, IBM	
MANU SERIAL NO	Manufacturer's Serial Number	Required	25	This is the Manufacturer's assigned Serial Number, if any. Since it's required, enter 'UNKNOWN' or 'N/A' in the field for assets with no serial number.	
OPT1	Optional 1		3	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	Optional 2		11	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.	

Field abbrev	Field Name	Required	Field Length	Description	SAAM Reference
ORG IDX			4	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 set by each agency that uses them.	
ORGCTL			10	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	Ownership	Required	1	Ownership status of asset. The system will not allow codes other than those listed below: S: State owned C: Capitalized lease L: Operating lease P: Certificate of Participation	
PI			5	Program Index. This is the program index of the line cost. There are no edits on this field.	
QTY	Quantity		7	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)	

Field abbrev	Field Name	Required	Field Length	Description	SAAM Reference
				Harbor areas Tidelands Shorelines	Acres (nearest tenth of an acre) Whole unit front foot Whole unit front foot
REST	Lease Restrictions		1	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	Feature Roll		1	New-2013: A field in CAMS which has two options Y (Yes) or N (No). 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.	
S&A	Small and Attractive		1	New-2014: This code that indicates when an asset is not depreciated (less than the OFM threshold amount for the class). Agencies can use CAMS for non-capital items and must include weapons (class 10XX) with the code "Y". The default code is "N". Reports can be limited or exclude assets with the "Y" code. CAMS will stop depreciating when the code is changed to "Y" and calculate depreciation from the acquisition date when the code is changed to "N".	
S-F	State-Federal Code	Required	1	This code is used to indicate the funding source and possibility of claims against the asset by outside parties on disposal. State is most	

Field abbrev	Field Name	Required	Field Length	Description	SAAM Reference
				common but some agencies receive assets by donation or other governments. The system will only allow the codes listed below: 1. State 2. Federal 3. Local 4. State/Federal 5. State/Local 6. Federal/Local 7. Other 8. Donated	
SLVAGE	Salvage Value		10	This is the amount your agency expects to receive upon disposal of this asset. A zero salvage value is allowed and may be appropriate.	
SPECIAL USE	Special Use		25	This field is for your agency's use. Common uses include data for other systems or more description of the asset	
TAG NO	Tag Number	Required	12	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.	
TOT COST	Total Cost		12	This is the total cost of the asset, including all appropriate ancillary costs. The TOT COST: field looks like this. The default value is \$0.01.	Ancillary costs 30.20.10.c
USE	Useful Life	Required	3	The Useful Life is an estimate of the total time that an asset is usable and in service. The CAMS automatically enters the field based upon the class code entered in the CLASS field. For new assets, the useful life is the required life determined by SAAM. These codes can be found in the SAAM, Chapter 30.50.10.	30.50.10

Field abbrev	Field Name	Required	Field Length	Description	SAAM Reference
				<p>There are three exceptions to the automatic entry of this field.</p> <ol style="list-style-type: none"> 1. If a fund (account) number 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. If an asset is purchased used (not in new or original condition). Enter the character 'U' in the asset condition field (COND) and enter the approved months of asset life in the USE field. 3. If an asset is leased (the 'OWN' field is 'L'). The USE field must have the number of month entered, as the system does not know the length of the lease. 	
VENDOR	Vendor		12	The company or person that sold/created the asset.	