

Capital Asset Management System

OBJECTIVES

- A basic understanding of the CAMS system
- An understanding of the CAMS documents and their uses
- Knowledge of why and how to track assets in CAMS
- Ability to run CAMS Decision Support queries

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DAFIS USER'S GUIDE

SYSTEM OVERVIEW

What is the Capital Asset Management System (CAMS)?

CAMS is the DaFIS module designed to account for and track inventorial equipment. Departments may also use CAMS to optionally track items under the equipment threshold.

What is inventorial equipment?

Generally, equipment is classified as a free-standing item having an acquisition value of \$5000.00 or higher, and a normal life expectancy of one year or longer. See Policy and Procedure Manual, [Section 350-65](#) for more information.

How are purchased equipment items (assets) added to CAMS?

All purchased equipment items are processed on a **Requisition** (PR) which requires the user to clearly identify what the item is, to what department the equipment will belong, and where it will be located. The Purchasing department creates a **Purchase Order** for all approved PRs, and Equipment Management runs a daily report of **Purchase Orders** with equipment items. Equipment Management then processes an **Add Asset** document that generates an asset number.

How are non-purchased equipment items and optional tracking items added to CAMS?

For non-purchased equipment (e.g. gifts) and optional tracking, custodial departments will process an **Add Asset** document, which generates an asset number.

How are asset numbers assigned?

At the moment that an **Add Asset** document is processed, the system assigns the asset number. For assets purchased in the year 2000 or later, the asset number is eleven digits in length: a four-digit calendar year code of acquisition, followed by the two-digit campus code ("30" for UC Davis), and a five-digit sequential value. For example, the 364th asset number assigned in the year 2000 would look like this:

	<u>2000</u>	<u>30</u>	<u>00364</u>
	/		\
Year Code of	Campus	Sequential Value	
Acquisition	Code		

Asset numbers assigned prior to the year 2000 are nine digits in length and drop the first two digits in the calendar year.

For a list of specific Policies pertaining to equipment management, go to the web at: <http://accounting.ucdavis.edu/CA/EquipPolicies.cfm>.

What happens after the Add Asset document is processed?

After an **Add Asset** document is fully approved, Equipment Management processes an Equipment Acquisition Form and prints an asset decal. The form and asset decal are sent to the asset representative in the custodial department. The asset representative is responsible for applying the decal to the equipment and entering identifying information, such as the serial number and received date, on the **Capital Asset Maintenance** (CASM) screen. More information on the CASM can be found beginning on page 6.

THE CAMS DOCUMENTS

Add Asset

The **Add Asset** (AA) document is used to enter an asset in the Capital Asset Management System. Departments will use this document to add non-purchased and theft-sensitive acquisitions only. Equipment Management will be entering all purchased equipment acquisitions. Completion of the document generates an asset number for the specified equipment. For details on the AA and its uses, go to the Online Reference Manual at: <http://dafis.ucdavis.edu/olrm/index.cfm?doc=AA>.

Multiple Add Asset

The **Multiple Add Asset** (MAA) document is used to enter several identical assets of the same type and value into CAMS. The **Multiple Add Asset** is an overnight process. The assets added will not be active in the system until the following day. For details on the MAA and its uses, go to the Online Reference Manual at: <http://dafis.ucdavis.edu/olrm/index.cfm?doc=MAA>.

Fabrication Request

The **Fabrication Request** (FR) document is used to record an “asset under construction” by a campus department or activity in the Capital Asset Management subsystem. For details on the FR and its uses, go to the Online Reference Manual at: <http://dafis.ucdavis.edu/olrm/index.cfm?doc=FR>.

Equipment Loan/Return

The **Equipment Loan/Return** (ELR) document is used to record the loan of an asset to another organization, campus department, or to an individual for a period of a year or longer. The ELR is also used to record the date an asset is returned. For details on the ELR and its uses, go to the Online Reference Manual at: <http://dafis.ucdavis.edu/olrm/index.cfm?doc=ELR>.

Asset Transfer

The **Asset Transfer** (AT) document is used to move an asset’s ownership from one custodial code to another. For details on the AT and its uses, go to the Online Reference Manual at: <http://dafis.ucdavis.edu/olrm/index.cfm?doc=AT>.

Asset Retirement

An **Asset Retirement** (AR) document is used to remove an asset from the active inventory list in the Capital Asset Management subsystem. For details on the AR and its uses, go to the Online Reference Manual at: <http://dafis.ucdavis.edu/olrm/index.cfm?doc=AR>.

CAPITAL ASSET MAINTENANCE SCREEN (CASM)


The CASM is used to enter information on an asset, such as the serial number, location, and received date, and it is also used to update those attributes. Updates to asset information can only be made by the designated asset representative or the account manager assigned to the asset's owner account, but all DaFIS users may view the asset information. For details on the main screen of the CASM, go to the Online Reference Manual at: <http://dafis.ucdavis.edu/olrm/index.cfm?doc=CASM>. The table below highlights the fields which should always be verified when using the CASM. Please note, any corrections that cannot be made in CAMS should be e-mailed to Equipment Management staff at: eqhelp@ucdavis.edu.

set Information	Entry/Correction Process
Asset Description	E-mail changes to eqhelp@ucdavis.edu .
Building Code	Make changes on the Capital Asset Maintenance screen.
Condition	This refers to the current condition of the asset. This should be updated on the Capital Asset Maintenance screen when a physical inventory of the asset takes place.
Custodial Code	Use the Asset Transfer document to change the departmental custody code assigned to the equipment.
Manufacturer	Make changes on the Capital Asset Maintenance screen.
Model Number	Make changes on the Capital Asset Maintenance screen.
Org Inv Nm/PI	This refers to the name of the Principal Investigator who is assigned to the equipment. Enter on the Capital Asset Maintenance screen.
Received Date	Enter on the Capital Asset Maintenance screen.
Room Number	Enter on the Capital Asset Maintenance screen.
Serial Number	Enter on the Capital Asset Maintenance screen.

Updating the asset representative for your department can be done online at <http://accounting.ucdavis.edu/CA/CustCodeLookup.cfm>.


Secondary screens on the CASM

The secondary screens on the CASM can be used to maintain historical information for the asset. These screens are accessed using the buttons on the right of the header section of the main screen. Each of these buttons, and their corresponding sub-screen, is described below.

The  **Address** button takes you to the **Off Campus Address** screen. The **Off Campus Address** screen lets you add address information for any asset that is kept at an off-campus location.

The **Component** button takes you to the **Asset Component List** screen. The **Asset Component List** screen is used to enter component information about the asset. Components are items that are physically added to an existing asset (also known as add-ons).

The **Warranty** button takes you to the **Asset Warranty Maintenance** screen. The **Asset Warranty Maintenance** screen contains fields which allow you to enter warranty information for the asset.

The **Repair History** button takes you to the **Capital Asset Repair History** screen. The **Capital Asset Repair History** screen contains fields which allow you to enter repair information about the asset. Clicking the  button to the right of the incident line reveals the **Capital Asset Repair History Expansion** screen. This screen allows you to enter detailed information about the repair for the given incident.

The **Maint History** button takes you to the **Capital Asset Maintenance History** screen. The **Capital Asset Maintenance History** screen contains fields which allow you to enter maintenance information about the asset.

The **Payment** button takes you to the **Capital Asset Payment Inquiry** screen. The **Capital Asset Payment Inquiry** displays the payment history for the referenced asset. Since this is an inquiry screen, it is view only and cannot be modified.

The **Depreciation** button takes you to the **Capital Asset Depreciation Inquiry** screen. The **Capital Asset Depreciation Inquiry** screen displays the depreciation information about the asset.

The **Insurance** button takes you to the **Additional Insurance Coverage** screen. The **Additional Insurance Coverage** screen allows you to enter supplemental insurance information for the asset.

The **Loan** button takes you to the **Equipment Loan Maintenance** screen. The **Equipment Loan Maintenance** screen allows you to enter equipment loan maintenance information about the asset.

The **Retirement** button takes you to the **Asset Retirement Maintenance** screen. The **Asset Retirement Maintenance** screen displays retirement information about the asset. This is a view only screen.

The **Fabrication** button takes you to the **Capital Asset Fabrication Inquiry** screen. The **Capital Asset Fabrication Inquiry** screen displays fabrication information about the asset. This is a view only screen.

CAMS DECISION SUPPORT QUERIES

There are several useful queries for equipment custodians in Decision Support. CAMS Decision Support queries include **Asset Lookup (143)**, **Building Lookup (146)** and **Custodial Code Lookup (144)**. As with all DS queries, further detail may be viewed by drilling down from the query result screen.

There are also two important queries for departmental inventory purposes. Asset reps should run one of these two queries periodically, and review it thoroughly, making any necessary corrections on the appropriate CAMS documents. They are also to be used by a department in preparing for the required biennial physical inventory, and in preparing for an equipment audit.

- **Equipment Register (170)** – This query lists all active equipment belonging to a specific custodial code. The results of the query order the assets based on their asset number, with the oldest assets being at the top of the list. Assets must have the **Received Date** field entered on the CASM in order to appear on this report.

- **Equipment Physical Inventory Listing (204)** – This query is designed to be used when performing a physical inventory of equipment items. Unlike the **Equipment Register (170)**, this report allows the user to sort their results by various criteria, such as **Building** and **Room Number**, **Manufacturer**, and **Equipment PI Name**. It also allows a user to search on multiple **Custodial Codes** at one time.

APPENDIX - CAMS RESOURCES

Equipment Management E-mail:

- eqhelp@ucdavis.edu --this email address should be used for:
 - decal requests
 - equipment policy questions
 - questions regarding equipment tracking

Roles and Responsibilities of the Asset Representative, Department Head, and Principal Investigator:

- <http://accounting.ucdavis.edu/CA/EQrespons.cfm>

Physical Inventory:

- Online Instructions for completing a physical inventory:
<http://accounting.ucdavis.edu/CA/HowDoI/Inventory/index.cfm>
- Equipment Physical Inventory Listing (204) in Decision Support:
<https://dafisds.ucdavis.edu/DecisionSupport/login.cfm>

Preparing for an Equipment Audit:

- <http://accounting.ucdavis.edu/CA/auditinfo.cfm>

Equipment Management Forms:

- <http://accounting.ucdavis.edu/Forms/index.cfm#EQ> (including forms for adding/updating a custodial code and updating asset representative information)

Equipment Management Policies:

- <http://accounting.ucdavis.edu/CA/EquipPolicies.cfm> (information on sources of equipment policies)

Equipment Management E-mail List:

- Subscription info: <http://dafis.ucdavis.edu/userinfo/otherlists.cfm> (updates on equipment policies, physical inventory information are sent to the equipment management list)

CAMS Online Reference Manuals:

- <http://dafis.ucdavis.edu/help/olrm/#cams>

