

# University Accounting Office Procedures Manual

## Section 7.9, Capital Assets - CAMS Help Information

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### Table of Contents

(Click to go directly to the topic listed)

- [Introduction](#)
- [Getting Access](#)
- [Signing on to the System](#)
- [Main Screen](#)
  - [Selecting assets by OUC](#)
  - [Selecting assets by building/room](#)
  - [Selecting assets by number](#)
- [Detail Asset Information](#)
  - [User field](#)
  - [Asset Condition](#)
  - [Fund Source](#)
  - [Print Preview](#)
  - [Help](#)
  - [Location Fields](#)
- [Changing building or room information](#)
- [Online inventory instructions](#)

# INTRODUCTION

Welcome to the CAMS Departmental System (CDS) instructions.

*What is CDS?*

- CDS is the website that allows CAMS coordinators to view and update asset information contained on the CAMS database. CDS also contains an inventory feature available during inventory season.

*What information does CDS contain?*

- CDS contains the following asset detail:
  - Asset number & description
  - Manufacturer
  - Model & serial numbers
  - Acquired date
  - Location information (Building & Room)
  - OUC ownership
  - Original cost
  - Accumulated depreciation & Net book value
  - Useful life
  - Asset Condition
  - Funding Source Information

## GETTING ACCESS

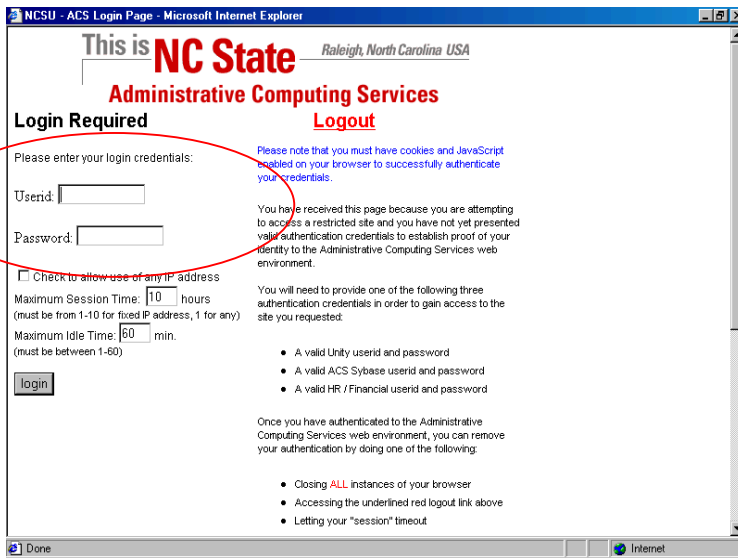
In order to log on to the CDS system, you will need to have security access. Your department head or other authorized person can submit a request using the ASAP online system. The submitter should choose “CAMS-Inventory system” and should enter your OUC range authority under the “Free form data 1” section. Once your security access has been granted, you can log in to CDS.

**\*\* YOU MUST USE INTERNET EXPLORER FOR  
CDS TO FUNCTION PROPERLY\*\***

## SIGNING ON TO THE SYSTEM

The web address for CDS is <https://www.acs.ncsu.edu/cams>. It is suggested that you bookmark this link or add it to your favorites list for future reference.

Once you link to the CDS web address, you will see a login screen.

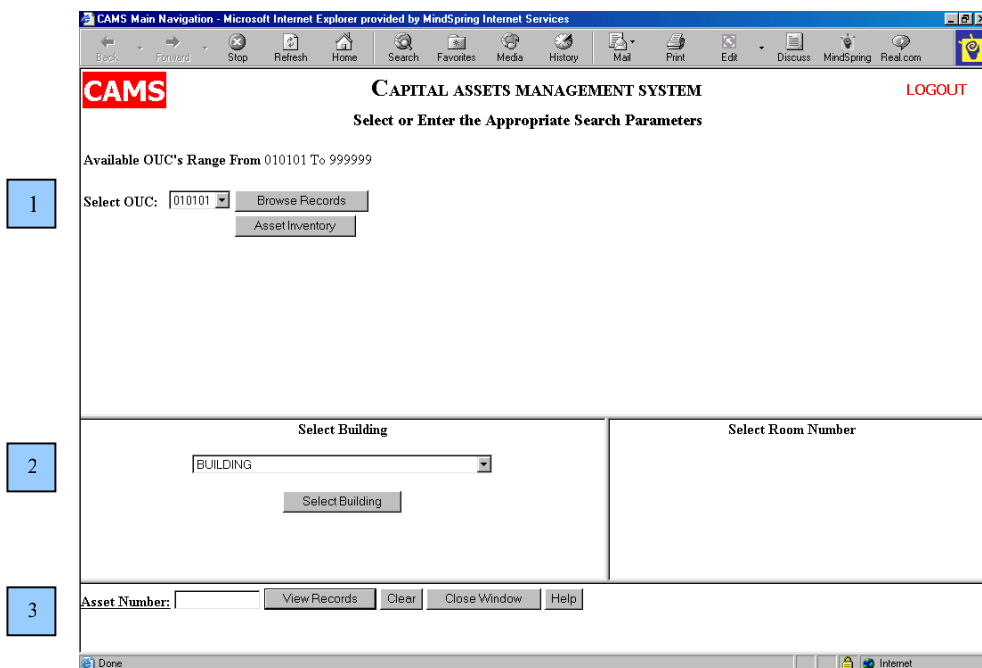


In the first entry field, enter your **Sybase ID**. Your Sybase ID is normally an “n” + your department abbreviation + your three initials. In the second field, enter your password. All entries should be in lower case letters.

After clicking *Login*, the next screen you will see is the main screen.

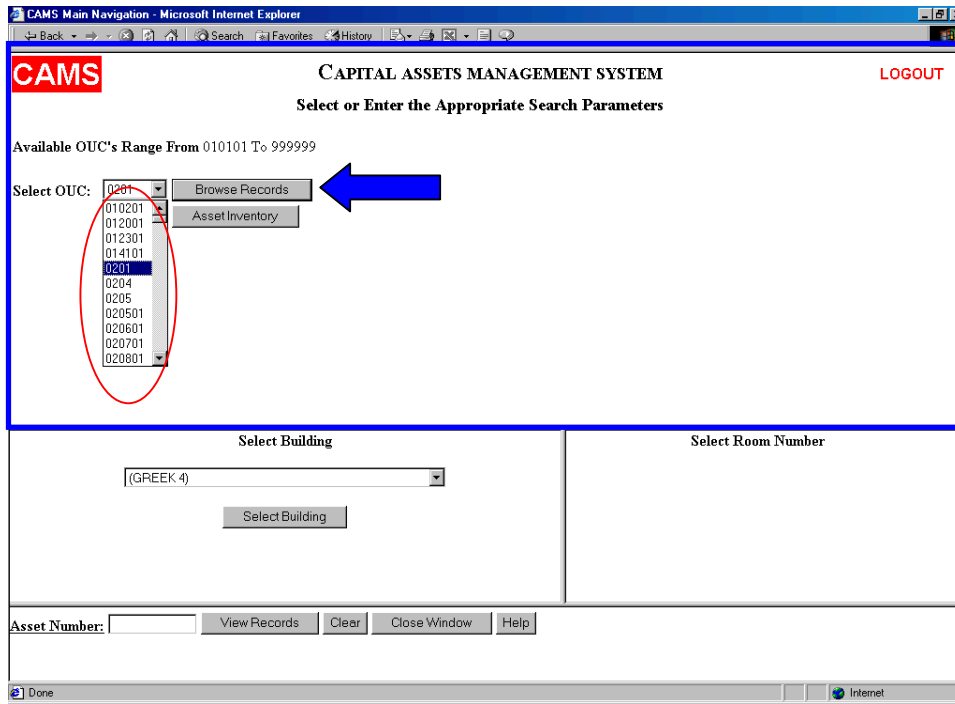
## MAIN SCREEN SELECT/ENTER APPROPRIATE SEARCH PARAMETERS

This screen is your main selection screen. It allows you to access your asset listing using three different methods.

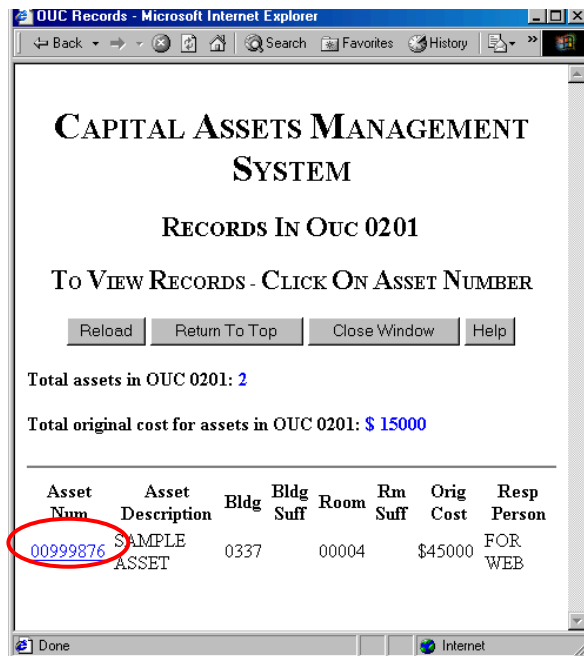


The following are the three methods you can use to find asset information in CAMS.

1. **Select by OUC** – Provides access to assets based on the OUC/department number. Click on the down arrow next to the OUC box. This will show you the range of OUCs you have security access to view. When you select the OUC you would like to view, click the *Browse Records* button.



Once you have made your selection, you will see a panel that lists the assets in the selected OUC.



To see more detail on an asset, click on the asset number and it will direct you to the Detail CAMS Asset Record Panel (shown later).

2. **Select by building & room-** Lists assets by building/room number. This allows you to choose a building and room number to see the assets listed in that room (limited by your security access). As shown below, the room selection menu appears once a building has been selected. Choose a building and then click *Select Building*. Choose a room and then click *Select Room*.

CAMS Main Navigation - Microsoft Internet Explorer

**CAMS** CAPITAL ASSETS MANAGEMENT SYSTEM **LOGOUT**

Select or Enter the Appropriate Search Parameters

Available OUC's Range From 010101 To 999999

Select OUC: 010101 Browse Records  
Asset Inventory

Select Building  
BIRD HOUSE RAPTOR CTR  
Select Building

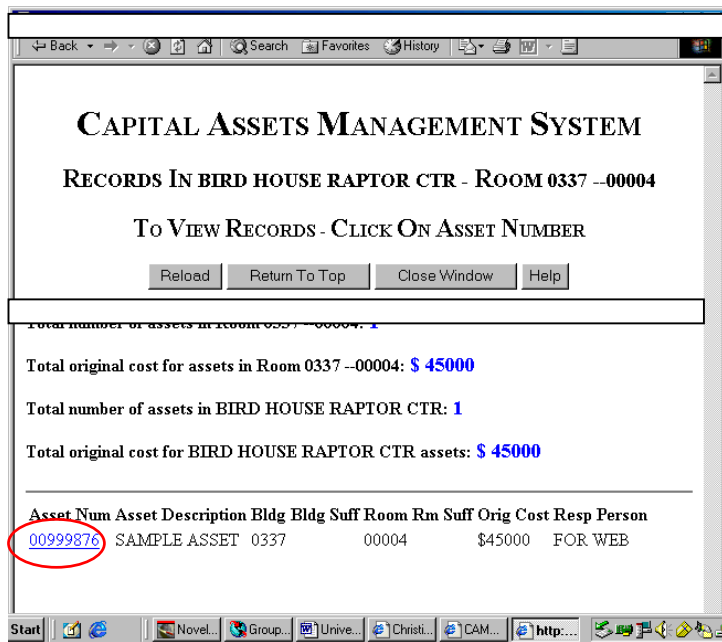
Select Room Number In  
BIRD HOUSE RAPTOR CTR  
0337-00004 Select Room  
0337-00004

Asset Number: View Records Clear Close Window Help

Done Internet

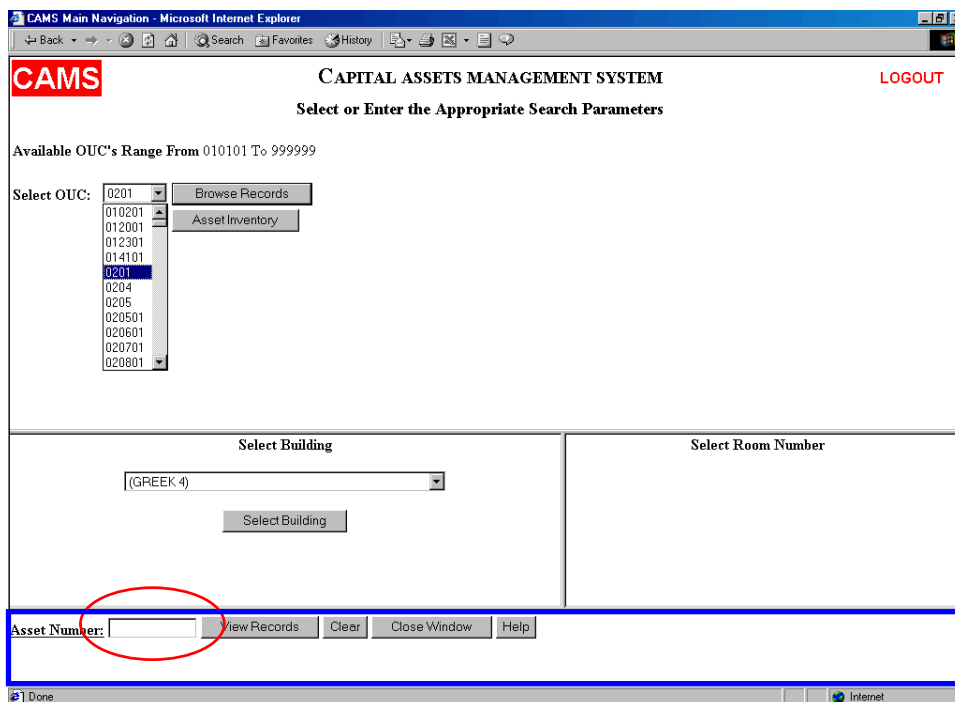
Once a building and room are selected, the assets in the room are listed.

Example: These are the assets in building 0337 room 00004:



To see more detail on an asset, click on the asset number and it will direct you to the Detail CAMS Asset Record (shown later).

3. **Select by asset number-** Allows you to inquire on a specific asset. Enter the asset number and click *View Records*. Be sure to include 2 leading zeroes if the asset number is not 8 digits long- for example, asset number 251555 would be entered as 00251555. If you want to erase what you have entered into the field, select *Clear*.



Entering an asset number into this field takes you directly to the "Detail CAMS Asset Record" screen (shown below).

# Detail Asset Information

## Detail CAMS Asset Record Screen

Whether you choose to list your assets by OUC, building/room, or asset number, the details for the asset you select are shown on the same screen – the Detail Cams Asset Record screen. On this screen, the CAMS coordinator can view important asset information as well as make changes to the location information, condition code, In Use indicator and User fields. If there are other locked fields that require change, please notify CAMS and provide all required documentation.

http://websql1.acs.ncsu.edu/websql/cams/viewfram.htm - Microsoft Internet Explorer

**CAPITAL ASSETS MANAGEMENT SYSTEM**

**DETAIL CAMS ASSET RECORD**

Asset Number/Suffix: **00999876** OUC: **0201**  
Asset Desc: **SAMPLE ASSET** Orig Cost: **\$45000**  
Manuf: **SAMPLE COMPANY** Accum. Depr: **\$3214**  
Model: **MODEL** Serial: **999999999** Net Book Value: **\$41786**  
Acquired Date: **May 31, 2002** Useful Life: **7 yr**  
Location: **BIRD HOUSE RAPTOR CTR** Fund Source

Building Code:  Room Code:  User:

**Asset Condition:**  Exc  Fair  Good  Poor  Home Use

**In Use:**  Yes  No

[Go To OUC Asset List](#)  
[Go To Building/Room Asset List](#)

**TO CHANGE BUILDING AND ROOM....**

Select Building:  Room No.

Below is a brief description of selected fields:

- ➔ **User:** Many departments use this field to identify the researcher or lab manager responsible for the asset. The other use of this field is to enter the surplus number (SP#) when an asset has been picked up for surplus. Make any changes and click *update*.
- ➔ **Asset Condition:** Click the button that best describes the condition of the asset and click *update*.
  - ❖ **Lost, stolen & surplus assets:** If an asset should be noted as lost, stolen or surplus, a CA-4 form or Surplus form needs to be sent to CAMS. An asset cannot be changed to any of these conditions from the online system. Once CAMS has updated the condition, the online system will state that the item is lost, stolen or surplus (see example panel below). CAMS must be notified to alter the status from a lost, stolen or surplus condition.

Example of the panel display for a stolen asset:

The screenshot shows a web browser window titled "CAPITAL ASSETS MANAGEMENT SYSTEM". The main content area is titled "DETAIL CAMS ASSET RECORD". It displays the following information:

- Asset Number/Suffix: 00999876
- Asset Desc: SAMPLE ASSET
- Manuf: SAMPLE COMPANY
- Model: MODEL Serial: 9999999999
- Acquired Date: May 21, 2002
- Location: BIRD HOUSE RAPTOR CTR
- OUC: 0201
- Orig Cost: \$ 45000
- Accum. Depr: \$ 0
- Net Book Value: \$
- Useful Life: 7 yr

Below this information are several input fields: Building Code (0337), Room Code (00004), and User. The "Asset Condition" is set to "This asset has been Stolen.", which is circled in red. The "In Use" status is "Yes". There are buttons for "Fund Source", "Update", "Print Preview", "Return To Top", "Close Window", and "Help".

At the bottom of the main panel, there are two links: "Go To OUC Asset List" and "Go To Building/Room Asset List".

Below the main panel is a section titled "TO CHANGE BUILDING AND ROOM....." with a "Select Building" dropdown menu (currently showing "1200 FRONT STREET") and a "Room No." input field.

The browser's status bar shows "Done" and "Internet".

➔ **Fund Source:** To find out how the asset was funded, click on *Fund Source*. This panel will display the project and account used to purchase the asset.

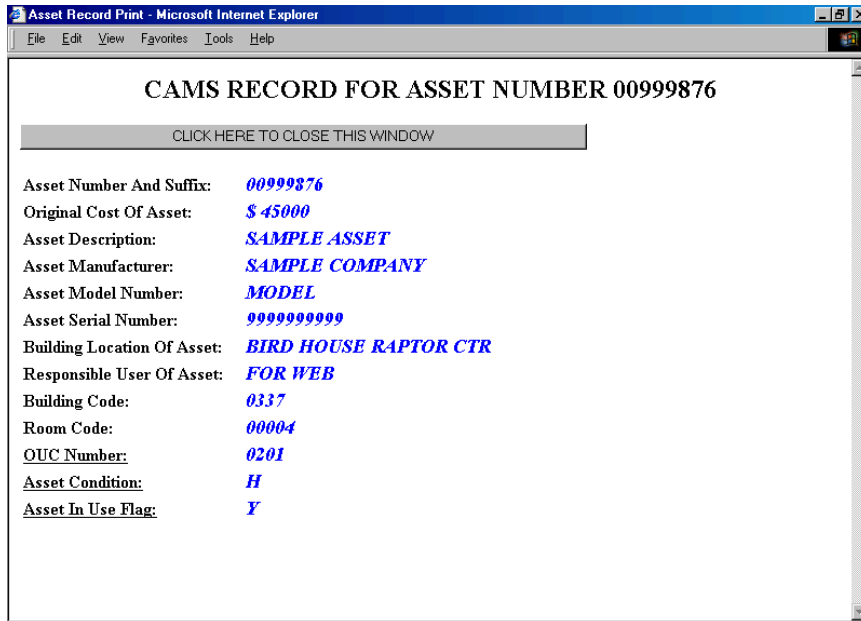
The screenshot shows a window titled "Fund Source(s) - Microsoft Internet Explorer". The main content area is titled "ASSET FUND SOURCE RECORD(S)". It contains a table with the following data:

Asset	Project ID	Account	Fund Amount	Fed Contract
00999876	539797	5360	\$ 45000	

Below the table, it says "Fund Source Total: \$45000" and there is a "Close" button.

➔ **Print Preview:** Allows you to print pre-selected information

Sample print preview panel:



➔ **Help** – Allows you to return to this CDS help document or browse the Administrative Procedures Manual. This button is located on each screen. Choose between CAMS Department Help and Procedures Manual Help on the bottom of the screen.

➔ **Location Info:** The location information is changed in a manner similar to the method of identifying the building/room number on the main screen. To change the building and room, go to the bottom of the Detail Asset Screen. Click the drop down menu to the right of the Select Building box. An alphabetical list of campus buildings will drop down from the Select Building field. Use the arrow to select the building name and highlight it. Next, click on the *Room No.* button to the right of the Select Building field. This action will display the Room Code field. Click the down arrow to the right side of the Room No. field. A list of rooms in the selected building will drop down. Use the arrow to select the room number and highlight it. After all field changes have been completed, select the *Paste/Bldg. Room Data* button. If there are no errors, the information selected will be posted in the appropriate location, building and room code fields located above. To update this information, click *update*. If there are no errors, a message will appear to indicate the asset has been successfully updated.

# Sample change of building & room

A new building name is selected and *Room No* is selected

The screenshot shows the 'DETAIL CAMS ASSET RECORD' page. The asset details are as follows:

Asset Number/Suffix: 00999876	OUC: 0201
Asset Desc: SAMPLE ASSET	Orig Cost: \$ 45000
Manuf: SAMPLE COMPANY	Accum. Depr: \$ 3214
Model: MODEL Serial: 9999999999	Net Book Value: \$ 41786
Acquired Date: May 31, 2002	Useful Life: 7 yr
Location: BIRD HOUSE RAPTOR CTR	Fund Source

The form below contains the following fields and options:

- Building Code: 0337
- Room Code: 00004
- User: FORWEB
- Asset Condition:  Exc  Fair  Good  Poor  Home Use
- In Use:  Yes  No

Buttons include: Print Preview, Return To Top, Close Window, Help, Update, and Fund Source.

Below the form, there are two links: [Go To OUC Asset List](#) and [Go To Building/Room Asset List](#). The 'Go To Building/Room Asset List' link is highlighted with a red box. Below this, the 'Building Num/Suffix: 0948 D Desc: 2526 HILLSBOROUGH STREET' and 'Room Code' dropdown menu (currently showing 00001) are also highlighted with a red box. An arrow points to the 'Old building information' (0337, 00004) and another arrow points to the 'New information is entered' (0948, 00001).

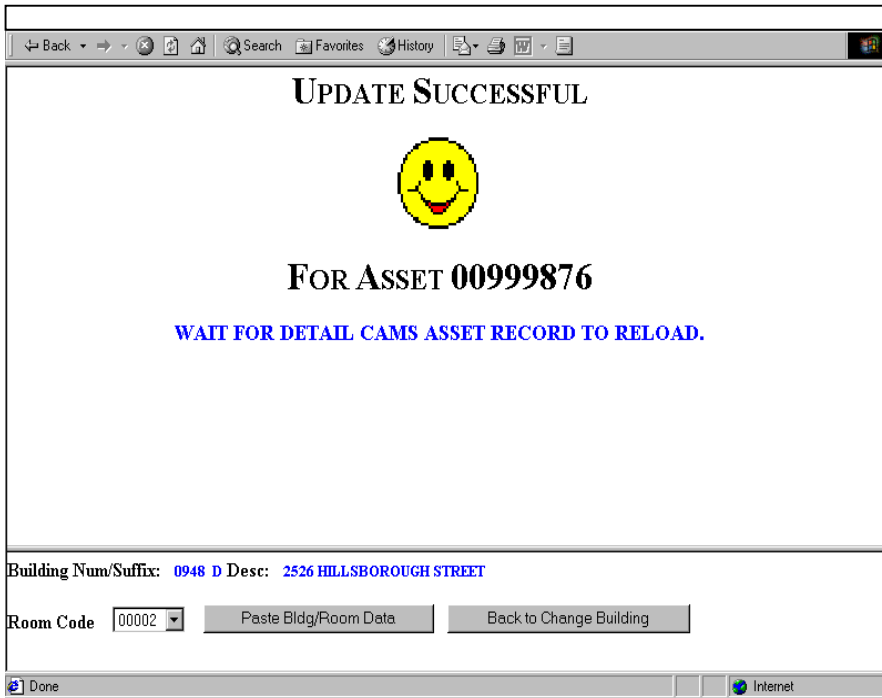
A room code is selected and *Paste Bldg/Room Data* is selected. This transfers the new data to the highlighted area.

The screenshot shows the same 'DETAIL CAMS ASSET RECORD' page. The asset details are identical to the previous screenshot. The form fields are now updated:

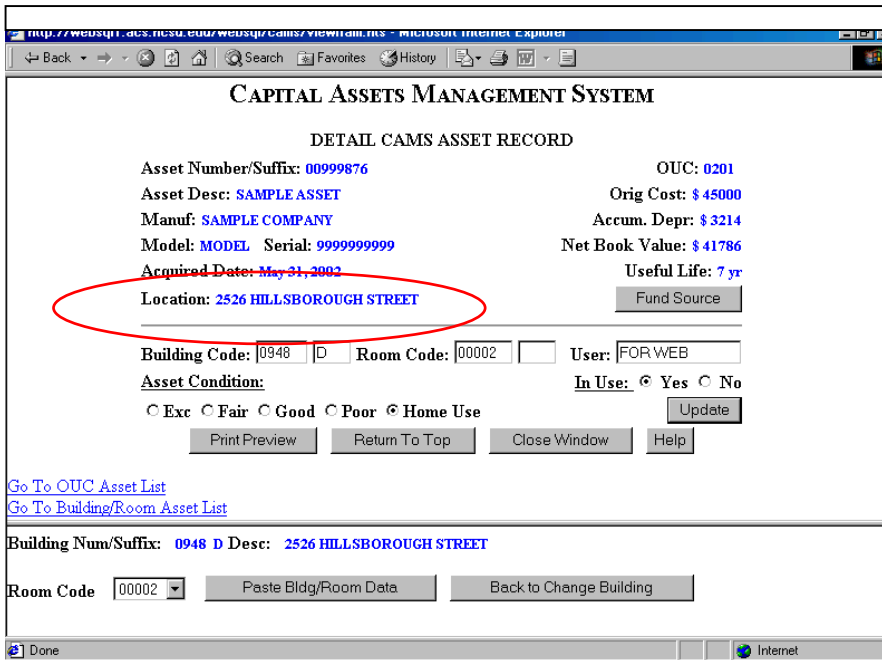
- Building Code: 0948
- Room Code: 00002
- User: FORWEB
- Asset Condition:  Exc  Fair  Good  Poor  Home Use
- In Use:  Yes  No

The 'Update' button is now highlighted with a red box. Below the form, the 'Building Num/Suffix: 0948 D Desc: 2526 HILLSBOROUGH STREET' and 'Room Code' dropdown menu (now showing 00002) are also highlighted with a red box. The 'Paste Bldg/Room Data' button is also highlighted with a red box.

*Update* is selected.



The new selected building information is now listed as the new location.



[Click here to view instructions for the annual online inventory process](#)