

EPIC Electronic Procurement and Invoicing Center Training Guide for the EPIC CAMS Document

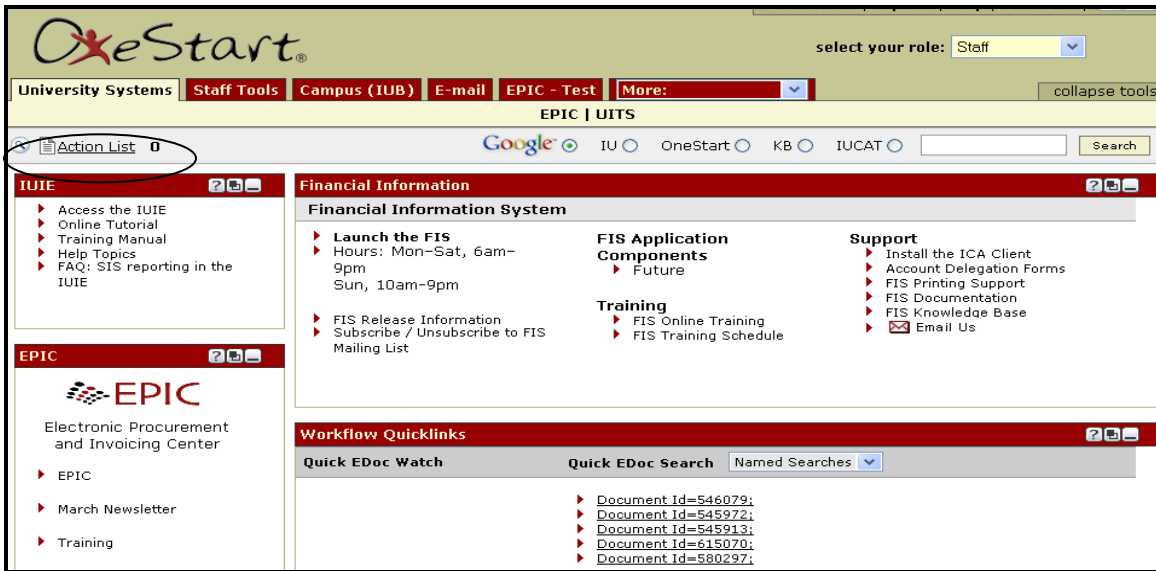
Introduction

When moveable equipment is purchased the Capital Asset Management System requires information regarding the capital asset category or the type of addition (new/payment.) This is accomplished by selecting a “CAMS Tran Type” on the requisition.

The “CAMS Tran Type” of “New” or “Capital Lease” will require the completion of the “EPIC CAMS Document.” The “EPIC CAMS Document” is used to capture system and location information that is necessary for the asset creation process.

The “EPIC CAMS Document” will be routed to the requisition initiator’s “Action List” when the purchase order is approved.

From Onestart the “Action List” is located directly above the EPIC Announcements Channel.



The “EPIC CAMS Document” differs from other EPIC documents as it requires data input.

Workarea


workflow Preferences Refresh Action List Filter

Action List
14 items found, displaying 1 to 10. [First/Prev] 1, 2 [Next/Last]

Document Id	Type	Title	Route Status	Action Requested	Initiator	Delegator	Date Created	Workgroup Request	Route Log
546082	EPIC CAMS Document	CAMS Document for PO 25376	ENROUTE	COMPLETE	Purchasing Application		01:37 PM 05/08/2006		
546093	EPIC CAMS Document	CAMS Document for PO 25378	ENROUTE	COMPLETE	Purchasing Application		04:02 PM 05/08/2006		

Click on the “Document Id” to open a document for processing.

The initial screen will display line item details from the purchase order.

	Doc Id:	546680	PO Number:	25499
	Doc Status:	ENROUTE	CAMS Number:	1149
	Create Date:	06/10/06	CAMS Initiator:	Foutty, Jennifer L

Task Selection

Definition:

A **system** is any group of line items added together to create one or more identical assets. Systems are further defined as line items that work together to perform one function. Each of the line items must be necessary for the system to function.

Each of the lines will be capitalized as individual assets .	<input type="radio"/> individual assets
All of the line items will be added together to create one system .	<input type="radio"/> one system
Any of the line items will be added together to create multiple systems .	<input type="radio"/> multiple systems

General Description

CAMS Number:	1149	System Type:	
Description:	Requisition		


Vendor/Delivery

Vendor:	PAYTON WELLS MOTORS Details 1510 N MERIDIAN STREET PO BOX 441570 INDIANAPOLIS, IN 46244	Delivery:	Anna Jensen POPLARS 400 E 7th St Room #569 Bloomington, IN 47405
Phone:	800-742-6254	Delivery Phone:	
Fax:	317-637-8697	Delivery Campus:	Bloomington
Vendor Choice:	Contracted Price	Payment Terms:	Net 20 Days
Contract #:		Shipping Title:	Destination
Customer #:		Shipping Payment Terms:	
Date Required:		Date Required Reason:	
Alternate Vendor Name:		Alternate Vendor Number:	

Items

Line #	Asset Type	Manufacturer	Not Expected to be received in current FY	Model	Quantity Ordered	UOM	Description	Unit Cost	Extended Cost
1					2.0	EA	Cargo Van Full Size Min 7,000 lbs	13,400.00	26,800.00
2					4.0	EA	Cargo Van, Full Size Min 8,000 lbs	14,075.00	56,300.00
3					1.0	EA	Pickup, Full Size Min 6,050	10,548.00	10,548.00
Total:								93,648.00	
Internal Purchasing Limit:									N/A

The “Task Selection” presents three options:

	Doc Id: 546331	PO Number: 25422
	Doc Status: ENROUTE	CAMS Number: 1078
	Create Date: 05/22/06	CAMS Initiator: Foutty, Jennifer L

****THIS IS NOT PRODUCTION!! - THIS IS A TEST ENVIRONMENT (UNT)****

There are no notes on this Document

Task Selection

Definition:

A **system** is any group of line items added together to create one or more identical assets. Systems are further defined as line items that work together to perform one function. Each of the line items must be necessary for the system to function.

Each of the lines will be capitalized as individual assets .	<input type="button" value="individual assets"/>
All of the line items will be added together to create one system .	<input type="button" value="one system"/>
Any of the line items will be added together to create multiple systems .	<input type="button" value="multiple systems"/>

I. Individual Assets.

When each line item on the purchase order will create individual assets click on the “**individual assets**” button.

Notes: When a capital lease does not have a \$1 buy out option the individual task is the appropriate task selection.

II. One System.

If “**All of the line items will be added together to create one system**” the user will click on the “**one system**” button.


Notes: For capital leases that have a \$1 buy-out option select the “**one system**” task. The “**one system**” task will combine the asset principal with the line item for the \$1 buy out. Otherwise you would be required to enter an asset type code, manufacturer and location for the \$1 buy out line item.

III. Multiple Systems.

If “**Any of the line items will be added together to create multiple system assets**” select the “**multiple systems**” button. The user will be prompted to enter information that communicates how the line items should be grouped together to create system assets.

Once you have determined how the line items on the purchase order should be created as assets or combined to make system assets, select the appropriate task button.

Fields with an * are required.

Any field with a magnifying glass next to it  has look-up capability.

I. Let's begin with **Individual Assets**.

Task Selection	
Definition: A system is any group of line items added together to create one or more identical assets. Systems are further defined as line items that work together to perform one function. Each of the line items must be necessary for the system to function.	
Each of the lines will be capitalized as individual assets .	<input type="radio"/> individual assets
All of the line items will be added together to create one system .	<input type="radio"/> one system
Any of the line items will be added together to create multiple systems .	<input type="radio"/> multiple systems

Clicking on the “**individual assets**” button will navigate you to the Capital Asset Information Collection Document.

Task Selection

Task Selection	
Definition: A system is any group of line items added together to create one or more identical assets. Systems are further defined as line items that work together to perform one function. Each of the line items must be necessary for the system to function.	
Line items are being capitalized as individual assets .	
All of the line items will be added together to create one system .	<input checked="" type="radio"/> one system
Any of the line items will be added together to create multiple systems .	<input type="radio"/> multiple systems

Once a task has been selected you can change your choice by clicking on another task button. Choosing a new task will delete any data entered on the individual asset screen.

Doc Info

Doc Info	<input checked="" type="checkbox"/> show
Capital Items	<input type="checkbox"/> hide

On the “**Doc Info**” tab click on the “**show**” button.

Notice that the “**Capital Items**” tab is already expanded for you.

The “Doc Info” tab pulls information entered on the requisition Delivery, and Additional Information tabs.

Doc Info	
Vendor:	PAYTON WELLS MOTORS Details 1510 N MERIDIAN STREET PO BOX 441570 INDIANAPOLIS, IN 46244
Delivery:	Anna Jensen POPLARS 400 E 7th St Room #539 Bloomington, IN 47405
Requestor Name:	Foutty, Jennifer L
Institution Contact:	

Click on the “hide” button to collapse this tab.

Capital Item Detail

Capital Items				
Line Item 1 - Detail				
Qty	UOM	Cat #	Description	Ext Cost
2.00	EA		Cargo Van Full Size Min 7,000 lbs	26,800.00
Line Item 1 - General				
<input type="checkbox"/>	*Not expected to be received in current FY	*Asset Type Code	*Manufacturer same as vendor?	*Manufacturer
Line Item 1 - Locations				
1.	Quantity:	Off Campus?:	<input type="checkbox"/> update view	
	Campus:	Street:		
	Building Code:	City:		
	Room:	State:		
		Postal Code:		
		Country:		
add location				
Internal Notes				
show				


Entering the Data

The “Not expected to be received in current FY” should be checked if any of the following conditions exist:

1. The equipment will not be received within the current fiscal year, even if the payment is made prior to the fiscal year end.
2. Partial payments will be issued for the equipment (down payment) and the equipment is expected to be received after the fiscal year end.
3. Equipment has been received, but will not be placed in service prior to the fiscal year end.
4. Assembling an asset. When components are purchased to assemble an asset that will not be placed in service prior to the fiscal year end. Example a department purchases a cab and chassis for a truck but the initial purchase does not include the body. The truck will not be operational until the body is ordered and the parts assembled to complete the truck.

Checking this flag and clicking on the “**update view**” button will assign the asset type code to 40004 – Moveable assets not yet received, or placed in service. This asset type code identifies the asset as “**in progress**” until the equipment is received. In process assets are not eligible for depreciation. When the equipment is received and tagged the University Capital Asset Office will change the create date and assign an asset type code with a depreciable life. The University Capital Asset Offices uses the 40004 asset type code to generate a report. For this reason when the asset type code is 40004 it should only be changed by the University Capital Asset Office.

Note: It is important that we do not depreciate assets that have not been received or placed in service.

The “**Asset Type Code**” will be required if the asset is expected to be received in the current fiscal year. The asset type code assigns the useful life of the asset for depreciation. Depreciation is important to the business of the university as it is reported on the university financial statements. For this reason it is important that the most suitable asset type code is selected. A look-up table is available by clicking on the magnifying glass  next to the asset type code field. See page 15 for more information regarding asset type codes.

The “**Manufacturer same as vendor?**” flag should be checked when the manufacture is the same as the vender. When you check this flag, click on the “**update view**” button. The update view button will set the manufacture name. If the manufacture is unknown or unavailable it should be set to the vendor. If the vendor flag is unchecked the manufacture is required.

For the “**Manufacturer**” enter the name of the company that manufactured the asset. If the “Manufacturer is same as Vendor” is “yes” the system will assign the Manufacturer if you click on the “**update view**” button or when you click on “**review**.” If “no” is the correct response you will need to enter the manufacturer.

For the “**Model**” number enter the manufacturer model number.


The “**Quantity**” field allows you to enter the number of assets that are in the same location. For example if you ordered 5 automobiles and 2 are located at the Poplars, and the other three are located at the Motor Pool the “Quantity” allows you to enter 2 locations, instead of 5. When you need to enter more than one location you will click on the “**add location**” button to insert a new line.


Capital Leases do not require a quantity on the requisition or purchase order. However you can enter a quantity on the Capital Asset Information Collection Document.

A capital asset requires a valid Campus, Building and Room combination or an Off Campus Address. The Off Campus Address should be used when the equipment is not located in a university owned or leased building. For Capital Asset Management, the building data comes from the Bureau of Facilities Programming & Utilization system. This building list may vary from the Purchasing Delivery list.

The “**Campus**” field allows you to select the physical campus the assets will be located on. This will also determine which set of building codes will be available. After selecting the “Campus” code the building code field will be presented for data entry or look-up.

The “**Building**” is the building code the asset is physically located in. If the building and room number are unknown then the location (building, room number) of the person that will know the

final destination of the asset should be entered. A look-up table is available by clicking on the magnifying glass  next to the building number field.

The **“Room”** is the room number the asset is located in. A lookup table is available by clicking on the magnifying glass  next to the room number field.

Check the **“Off Campus”** flag when the equipment will not be located at a university owned or leased building. Checking this flag and clicking on the **“update view”** button will clear all data entered into the Building and Room fields. When the **“Off Campus”** flag is checked the system will require you to enter a Street, City, State, Zip code and Country.

For **“Street”** enter the off-campus street location of the asset

For **“City”** enter the off campus city the asset will be located in.

For **“State”** select the state from the pull down menu the asset will be located in.

For **“Postal Code”** enter the zip code the asset will be located in.

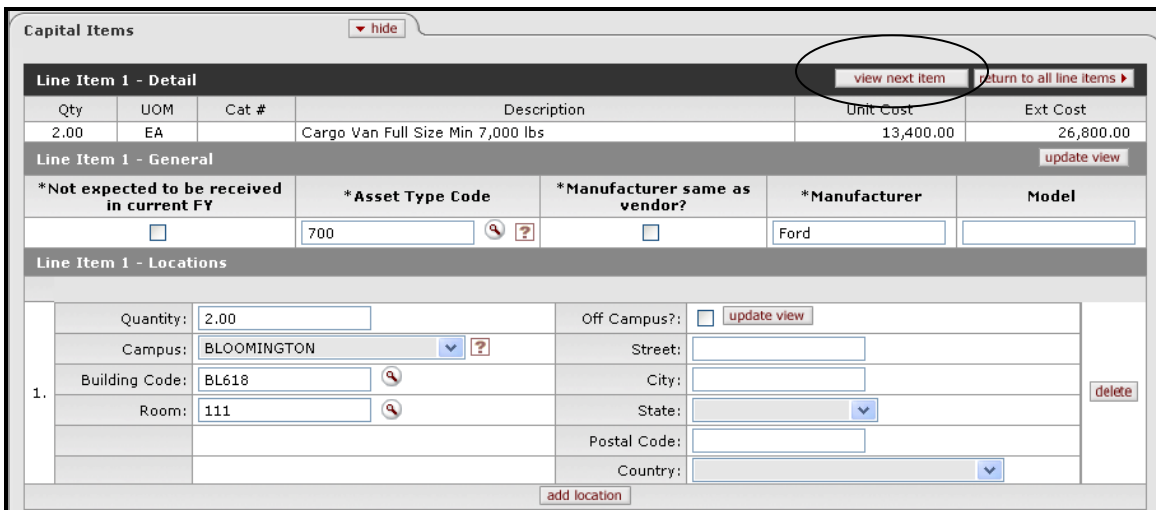
For **“Country”** enter the country the asset will be located in.

The **“delete”** button allows you to clear information from the location section of the document.

The **“add location”** button should be used when the assets are in different locations.

Once you have entered all of the required information for line 1 you are ready to click on **“view next item”** to complete the information for the next line item.

View next item



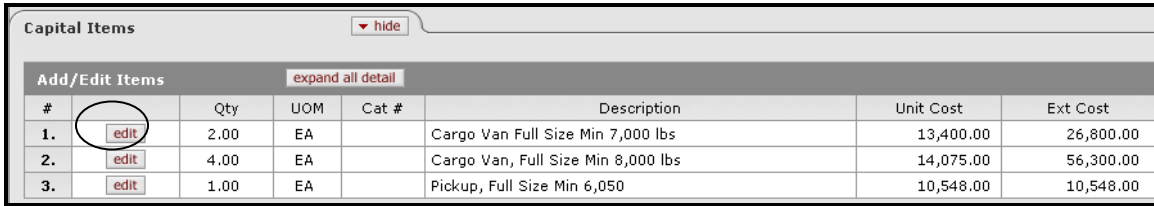
The screenshot shows a web-based form titled "Capital Items" with a "hide" button. The form is divided into three main sections for "Line Item 1":

- Line Item 1 - Detail:** A table with columns: Qty (2.00), UOM (EA), Cat #, Description (Cargo Van Full Size Min 7,000 lbs), Unit Cost (13,400.00), and Ext Cost (26,800.00). At the top right of this section are two buttons: "view next item" (circled in red) and "return to all line items".
- Line Item 1 - General:** Contains several fields: "*Not expected to be received in current FY" (checkbox), "*Asset Type Code" (700), "*Manufacturer same as vendor?" (checkbox), "*Manufacturer" (Ford), and "Model". An "update view" button is at the top right.
- Line Item 1 - Locations:** Contains fields for "Quantity" (2.00), "Off Campus?" (checkbox), "Campus" (BLOOMINGTON), "Street", "Building Code" (BL618), "City", "Room" (111), "State" (dropdown), "Postal Code", and "Country" (dropdown). It also features an "update view" button, a "delete" button, and an "add location" button at the bottom.

Click on the **“view next item”** button.

Alternatively you may click on the **“return to all line items”** button this will allow you the option to **“expand all detail.”**

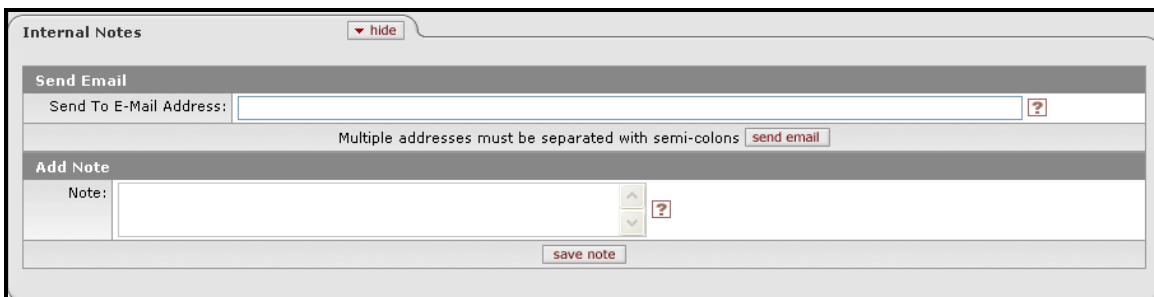
Screen Displayed after clicking on “return to all line items”



#	Qty	UOM	Cat #	Description	Unit Cost	Ext Cost
1.	2.00	EA		Cargo Van Full Size Min 7,000 lbs	13,400.00	26,800.00
2.	4.00	EA		Cargo Van, Full Size Min 8,000 lbs	14,075.00	56,300.00
3.	1.00	EA		Pickup, Full Size Min 6,050	10,548.00	10,548.00

For this example we will navigate through the line items using the “**view next item**” button. Return to Capital Item Detail Tab by clicking on the first “**edit**” button

Internal Notes Tab



The notes field is a free-form text field. Notes may be used to communicate special circumstances regarding the equipment. For example you may need to e-mail the Capital Asset Office to receive assistance finding an asset type code. If for some reason Capital Asset Management uses a different asset type code than what was assigned they will use the notes to create an audit history.

These notes can be sent to multiple individuals (each email address entered and sent separately) but not to a distribution list. To save, press the **save note** button.

Review, Save and Exit



The “**Review**” button updates the database; however, data is validated when this button is selected. Because data is validated during this action EPIC will begin to display information about missing or invalid data. The summary screen will not display until all errors are fixed.

When all of the errors are resolved the Summary Screen will be displayed and a new “**Complete**” button will be displayed at the bottom of your screen. Clicking on the “**Complete**” button will save the document to the purchase order.

Press “**Exit**” to exit the document and return your action list.

Once the document has left your inbox it can no longer be edited. If an error is discovered use the notes to communicate the correction to the University Capital Asset Office.

The “Save” button also updates the database; however, data is **not** validated when this button is selected. This feature could be used when the person needs to stop working on the document and does not want to lose changes that have been made.

Press “Exit” to exit the document.

II. One System

Task Selection

Definition:

A **system** is any group of line items added together to create one or more identical assets. Systems are further defined as line items that work together to perform one function. Each of the line items must be necessary for the system to function.

Each of the lines will be capitalized as individual assets .	<input type="button" value="Individual assets"/>
All of the line items will be added together to create one system .	<input type="button" value="one system"/>
Any of the line items will be added together to create multiple systems .	<input type="button" value="multiple systems"/>

Clicking on the “**one system**” button will navigate you to the Capital Asset Information Collection Document for one system assets.

Use this task selection when the line items on the purchase order will be combined to create a system asset. Multiple assets can be created using this task, the key is that all of the line items will be added together to create systems assets with the same description. For example if the purchase order is for two microscopes and all of the line items are combined to create two microscopes use the one system task.

In the example listed below it is clear that two assets should be created. If your purchase order is not clear as to which line item will create the correct number of assets use the “**Internal Notes**” to designate which line item will create the correct number of assets.

Items									
Line #	Asset Type	Manufacturer	Not Expected to be received in current FY	Model	Quantity Ordered	UOM	Description	Unit Cost	Extended Cost
1					2.0	EA	BX41TF, Microscope Frame	1,308.00	2,616.00
2					2.0	EA	U-LS30-4;6V/30W Halogen Lampsocket	28.00	56.00
3					4.0	EA	6V 30W Halogen bulb	17.00	68.00
4					4.0	EA	UYCP-11;US Stype 3 prong Power Cord	13.00	52.00
5					4.0	EA	U-TBI-3-CLI; Tilting Binocular Observation Tube	1,402.00	5,608.00
6					6.0	EA	WHN10X;10X Eyepiece for BX, IXHI Eyepoint, RET Shelf, FN	184.00	1,104.00
7					2.0	EA	WHN10X-H;10X Eyepiece Foc for BX,IX HIEyepoint	219.00	438.00
8					2.0	EA	U-D6RE,6 Postion Nosepiece, Reverse, Slot Nom, Analyser, RMS Thread	673.00	1,346.00
9					2.0	EA	PLN2X; Plan achromat 2X objective, NA 0.06 WDSmm	465.00	930.00
10					2.0	EA	PLN4X; Plan achromat 4X Objective	114.00	228.00
11					2.0	EA	PLN10X; Plan achromat 10X objective	243.00	486.00
12					2.0	EA	PLN20X; Plan achromat 20X objective	281.00	562.00
13					2.0	EA	PLN40X; Plan achromat 40X objective	448.00	896.00
14					2.0	EA	PLN100XO;Plan achromat 100X Oil Objective	801.00	1,602.00
15					2.0	EA	U-SC3;Swing condenser	524.00	1,048.00
16					2.0	EA	DP-70 12.5 Megapixel 12-bit Digital Color Camera	5,138.50	10,277.00
Total:									27,317.00
Internal Purchasing Limit:									N/A

The “**multiple systems**” task should be used when line items are combined to create system assets with different system descriptions.

Information on the “**one system**” task is the same as the “**individual asset**” task with the addition of the system description.

Capital Item Detail

Doc Info ▶ show							
Capital Items ▼ hide							
Add/Edit Items							
#	Qty	UOM	Cat #	Description	Unit Cost	Ext Cost	
1.	2.00	EA		BX41TF, Microscope Frame	1,308.00	2,616.00	
2.	2.00	EA		U-LS30-4;6V/30W Halogen Lampsocket	28.00	56.00	
3.	4.00	EA		6V 30W Halogen bulb	17.00	68.00	
4.	4.00	EA		UYCP-11;US Stype 3 prong Power Cord	13.00	52.00	
5.	4.00	EA		U-TBI-3-CLI; Tilting Binocular Observation Tube	1,402.00	5,608.00	
6.	6.00	EA		WHN10X; 10X Eyepiece for BX, IXHI Eyepoint, RET Shelf, FN	184.00	1,104.00	
7.	2.00	EA		WHN10X-H; 10X EYepiece Foc for BX,IX HIEypoint	219.00	438.00	
8.	2.00	EA		U-D6RE;6 Postion Nosepiece, Reverse, Slot Nom, Analyser, RMS Thread	673.00	1,346.00	
9.	2.00	EA		PLN2X; Plan achromat 2X objective, NA 0.06 WD5mm	465.00	930.00	
10.	2.00	EA		PLN4X; Plan achromat 4X Objective	114.00	228.00	
11.	2.00	EA		PLN10X; Plan achromat 10X objective	243.00	486.00	
12.	2.00	EA		PLN20X; Plan achromat 20X objective	281.00	562.00	
13.	2.00	EA		PLN40X; Plan achromat 40X objective	448.00	896.00	
14.	2.00	EA		PLN100XO;Plan achromat 100X Oil Objective	801.00	1,602.00	
15.	2.00	EA		U-SC3;Swing condenser	524.00	1,048.00	
16.	2.00	EA		DP-70 12.5 Megapixel 12-bit Digital Color Camera	5,138.50	10,277.00	

Notice that you view all of the line items together. For the system the asset information only needs to be entered once.

System Information

System Information ▼ hide				
General update view				
*Not expected to be received in current FY	*Asset Type Code	*Manufacturer same as vendor?	*Manufacturer	Model
<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
*System Description <input type="text"/>				
Locations				
	Off Campus?: <input type="checkbox"/>	<input type="text"/> update view		
1.	Campus: <input type="text"/>	Street: <input type="text"/>		
	Building Code: <input type="text"/>	City: <input type="text"/>		
	Room: <input type="text"/>	State: <input type="text"/>	<input type="text"/> delete	
		Postal Code: <input type="text"/>		
		Country: <input type="text"/>		
<input type="button" value="add location"/>				
Internal Notes ▶ show				

Entering the Data


The “**Not expected to be received in current FY**” should be checked if any of the following conditions exist:

1. The equipment will not be received within the current fiscal year, even if the payment is made prior to the fiscal year end.
2. Partial payments will be issued for the equipment (down payment) and the equipment is expected to be received after the fiscal year end.
3. Equipment has been received, but will not be placed in service prior to the fiscal year end.
4. Assembling an asset. When components are purchased to assemble an asset that will not be placed in service prior to the fiscal year end. Example a department purchases a cab and chassis for a truck but the initial purchase does not include the body. The truck will not be operational until the body is ordered and the parts assembled to complete the truck.

Checking this flag and clicking on the “**update view**” button will assign the asset type code to 40004 – Moveable assets not yet received, or placed in service. This asset type code identifies the asset as “**in progress**” until the equipment is received. In process assets are not eligible for depreciation. When the equipment is received and tagged the University Capital Asset Office will change the create date and assign an asset type code with a depreciable life.

The University Capital Asset Offices uses the 40004 asset type code to generate a report. For this reason when the asset type code is 40004 it should **only** be changed by the University Capital Asset Office.

Note: It is important that we do not depreciate assets that have not been received or placed in service.

The “**Asset Type Code**” will be required if the asset is expected to be received in the current fiscal year. The asset type code assigns the useful life of the asset for depreciation. Depreciation is important to the business of the university as it is reported on the university financial statements. For this reason it is important that the most suitable asset type code is selected. A look-up table is available by clicking on the magnifying glass  next to the asset type code field. See page 15 for more information regarding asset type codes.

The “**Manufacturer same as vendor?**” flag should be checked when the manufacture is the same as the vender. When you check this flag, click on the “**update view**” button. The update view button will set the manufacture name. If the manufacture is unknown or unavailable it should be set to the vendor. If the vendor flag is unchecked the manufacturer is required.

For the “**Manufacturer**” enter the name of the company that manufactured the asset. If the “**Manufacturer is same as Vendor**” is “yes” the system will assign the Manufacturer if you click on the “**update view**” button or when you click on “**review.**” If “no” is the correct response you will need to enter the manufacturer.

For the “**Model**” number enter the manufacturer model number.

The “**System Description**” is required and should describe the system asset.


For capital leases the Plant Fund Accountant requests the system description be entered with the following format:


Description of asset, a “colon” the text “Capital Lease PO” and the purchase order number.
Example: Toshiba E-Studio 28 Digital Copier: Capital Lease PO 25482

Notice that we do **not** have the “**Quantity**” field available for the one system task. The “**add location**” function does allow you to enter multiple locations. If you have assets located at different locations use the “internal notes” to let Capital Asset Management know how many assets should be assigned at a given location.

A capital asset requires a valid Campus, Building and Room combination or an Off Campus Address. The Off Campus Address should be used when the equipment is not located in a university owned or leased building. For Capital Asset Management the building data comes from the Bureau of Facilities Programming & Utilization system. This building list may vary from the Purchasing Delivery list.

The “**Campus**” field allows you to select the physical campus the assets will be located on. This will also determine which set of building codes will be available. After selecting the “Campus” code, the building code field will be presented for data entry or lookup.

The “**Building**” is the building code the asset is physically located in. If the building and room number are unknown then the location (building, room number) of the person that will know the final destination of the asset should be entered. A look-up table is available by clicking on the magnifying glass  next to the building number field.

The “**Room**” is the room number the asset is located in. A look-up table is available by clicking on the magnifying glass  next to the room number field.

Check the “**Off Campus**” flag when the equipment will not be located at a university owned or leased building. Checking this flag and clicking on the “**update view**” button will clear all data entered into the Building and Room fields. When the “**Off Campus**” flag is checked the system will require you to enter a Street, City, State, Zip code and Country.

For “**Street**” enter the off-campus street location of the asset

For “**City**” enter the off campus city the asset will be located in.

For “**State**” select the state from the pull down menu the asset will be located in.

For “**Postal Code**” enter the zip code the asset will be located in.

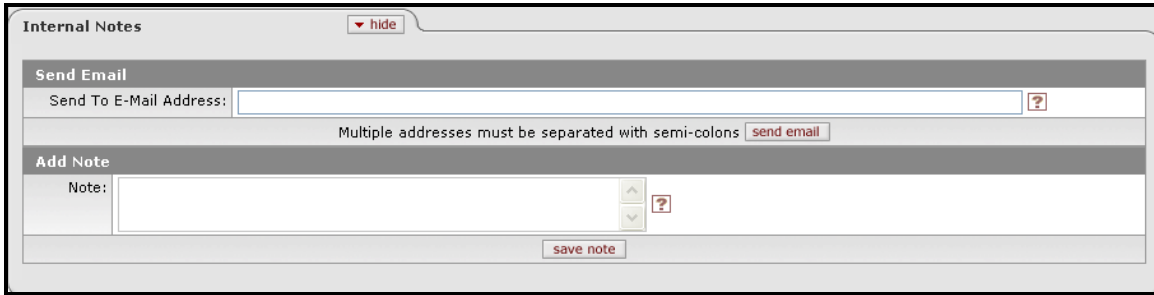
For “**Country**” enter the country the asset will be located in.

The “**delete**” button allows you to clear information from the location section of the document.

The “**add location**” button should be used when the assets are in different locations.

Once you have entered all of the required information for line 1 you are ready to click on “**view next item**” to complete the information for the next line item.

Internal Notes Tab



The notes field is a free-form text field. Notes may be used to communicate special circumstances regarding the equipment. For example you may need to e-mail the Capital Asset Office to receive assistance finding an asset type code. If for some reason Capital Asset Management uses a different asset type code than what was assigned, they will use the notes to create an audit history.

These notes can be sent to multiple individuals (each email address entered and sent separately) but not to a distribution list. To save, press the **save note** button.

Review, Save and Exit



The **“Review”** button updates the database; however, data is validated when this button is selected. Because data is validated during this action EPIC will begin to display information about missing or invalid data. The summary screen will not display until all errors are fixed.

When all of the errors are resolved the Summary Screen will be displayed and a new **“Complete”** button will be displayed at the bottom of your screen. Clicking on the **“Complete”** button will save the document to the purchase order.

Press **“Exit”** to exit the document and return your action list.

Once the document has left your inbox it can no longer be edited. If an error is discovered use the notes to communicate the correction to the University Capital Asset Office.

The **“Save”** button also updates the database; however, data is **not** validated when this button is selected. This feature could be used when the person needs to stop working on the document and does not want to lose changes that have been made.

Press **“Exit”** to exit the document.

III. Multiple Systems

Clicking on the **“multiple systems”** button will navigate you to the Capital Asset Information Collection Document for multiple system assets.

Task Selection

Definition:

A **system** is any group of line items added together to create one or more identical assets. Systems are further defined as line items that work together to perform one function. Each of the line items must be necessary for the system to function.

Each of the lines will be capitalized as individual assets .	Individual assets
All of the line items will be added together to create one system .	one system
Any of the line items will be added together to create multiple systems .	multiple systems

Click on the “multiple systems” task.

Capital Items ▼ hide

Add/Edit Items							
#	Qty	UOM	Cat #	Description	Unit Cost	Ext. Cost	
1.	1.00	UN		WS-C6509 chassis	5,700.00	5,700.00	
2.	1.00	UN		WS-SUP720-3BXL catalyst 6500/cisco	24,000.00	24,000.00	
3.	1.00	UN		MEM-C6k-CPTFL512M catalyst 6500	597.00	597.00	
4.	1.00	UN		WS-X6704-10GE cat6500 4-port 10 gigabit ethernet	12,000.00	12,000.00	
5.	1.00	UN		XEPAK-10GB-SR 10gbase-sr xenpak module	1,800.00	1,800.00	
6.	1.00	UN		WS-X6724-SFP catalyst 650024-port gig mod: fabric enabled	9,000.00	9,000.00	
7.	2.00	UN		GLC-LH-SM ge sfp, lc connetor lx/lh tranceiver	597.00	1,194.00	

Use this task selection when the line items on the purchase order will be combined to create multiple system assets.

Any line item not included in the Multiple System Description will be considered a stand alone asset providing the unit cost meets the capitalization threshold.

Complex System Description

Complex System Description ▼ hide

Complex System Description

*For each **asset**, please indicate the following information in the space provided below:

1. Please indicate the total number of systems to be created on this purchase order.
2. Indicate each of the line items to be added together to create a system.
3. Please include a description for the system asset, location, and asset type code.
4. If this purchase order should be combined with line items from another purchase order(s) please indicate the purchase order numbers.

Definitions:

A **system** is any group of line items added together to create one or more identical assets. Systems are further defined as line items that work together to perform one function. Each of the line items must be necessary for the system to function.

Convenience Asset Type Lookup (Unsaved)

In the text field provided CAMS will need for you to communicate how the line items should be combined to create the capital assets. In addition you will need to provide the asset type code that should be assigned to the system asset.

To help you find the appropriate asset type code use the “**Asset Type Lookup**” screen.

Please follow the example below when entering the “**Complex System Description.**”

Add line item 3 to line 2
System Description: Cisco Router System
Asset Type code 220
Location: Bloomington, BL008, RM 539

Add line 5 to line 4
System Description: 4-port 10 gigabit ethernet
Asset Type code 220
Location: IUPUI, IN020, RM 120

Add line 7 to line 6
System Description WS-X6724-SFP catalyst w/ transceiver
Location: Bloomington, BL008, RM 531
Asset Type code 220

Using this example line item 1 would be created as a stand alone asset

Review, Save and Exit



The “**Review**” button updates the database; however, data is validated when this button is selected. Because data is validated during this action EPIC will begin to display information about missing or invalid data. In the case of “Multiple Systems:” task the system will require that text is entered into to the “Complex System Description” field.

When all of the errors are resolved the Summary Screen will be displayed and a new “**Complete**” button will be displayed at the bottom of your screen. Clicking on the “**Complete**” button will save the document to the purchase order.

Press “**Exit**” to exit the document and return your action list.

Once the document has left your inbox it can no longer be edited. If an error is discovered use the notes to communicate the correction to the University Capital Asset Office.

The “**Save**” button also updates the database; however, data is **not** validated when this button is selected. This feature could be used when the person needs to stop working on the document and does not want to lose changes that have been made.

Press “**Exit**” to exit the document.

“Lookup” Tables

Capital Asset Type Code Lookup

Capital Asset Type Lookup
Select search parameters, then click Search.

Capital Asset Type Code:	<input type="text"/>
Capital Asset Type Description:	<input type="text"/>
Capital Asset Type Depreciable Life Limit:	<input type="text"/>
Capital Asset Type Moving Code:	<input type="text" value="Y"/>
Capital Asset Type Required Building Code:	<input type="text"/>
<input type="button" value="search"/> <input type="button" value="clear"/>	

return with no value

Helpful hints:

- To create a wild card search press the shift key and the number 8 key (*).
- Wild cards can be used in the **“Capital Asset Type Description.”**
- The **“Capital Asset Type Moving Code”** is set to **“Y”** to ensure only moveable equipment asset type codes are retrieved.
- Clicking on the **“search”** button with no values entered will return a complete list of asset type codes.

335 items found, displaying 1 to 100. [First/Prev] 1, 2, 3, 4 [Next/Last]

<u>Capital Asset Type Code</u>	<u>Capital Asset Type Description</u>	<u>Capital Asset Type Depreciable Life Limit</u>	<u>Capital Asset Type Moving Code</u>	<u>Capital Asset Type Required Building Code</u>	<u>Return value</u>
1000	ASSET CONTROL (GEC)	0	Y		return value
101	BENCH, METAL OR WOOD	15	Y		return value
103	BOOKCASE, METAL/WOOD, ALL	20	Y		return value

Clicking on the underlined titles will sort the table. The first sort will be in ascending order, clicking again will sort the table in descending order. Be sure to preview all pages by clicking on the next page. Look above the title Capital Asset Type Depreciable Life Limit.

The capital asset type code and capital asset type depreciable life limit sort options do not work correctly. The sort option currently sorts alphabetically and is not sorting numerically.

Occasionally, you may not find a code that exactly matches the type of equipment you are purchasing. While we do have asset type codes for Microscopes, Computers, and Projectors most asset type codes are titled as equipment groups. For example we do not have an asset type code for lawn mowers; they would be assigned the asset type for Misc. Lawn & Garden Equipment. When you don't find an exact match be sure to search under “misc” (miscellaneous).

If you look through the list and do not find an appropriate asset type code you can contact the University Capital Asset Office @ 855-9419.

The following asset type codes are reserved for Capital Leases.

Asset type codes from 90001 to 90006 are reserved for capital leases where the equipment's unit cost does not meet the university's capitalization threshold. For **capital** lease purchases where the unit cost of the equipment is **below the \$5000** capitalization threshold select the asset type code where the useful life matches the terms of the lease agreement.

For example if the terms of the lease agreement are to make 36 monthly payments the asset type code should be 90003.

Type Code	Description	Life
90001	12 MONTH LEASE UNDER CAP THRESHOLD	1
90002	24 MONTH LEASE UNDER CAP THRESHOLD	2
90003	36 MONTH LEASE UNDER CAP THRESHOLD	3
90004	48 MONTH LEASE UNDER CAP THRESHOLD	4
90005	60 MONTH LEASE UNDER CAP THRESHOLD	5
90006	72 MONTH LEASE UNDER CAP THRESHOLD	6

Asset type codes from 90007 to 90012 are reserved for capital leases where the unit cost **is \$5,000 or more** and the lease agreement meets GAAP requirements **3 & 4**. Assign the asset type code with the useful life that matches the terms of the lease agreement.

For example if the terms of the lease agreement are to make 36 monthly payments the asset type code should be assigned as 90009.

Type Code	Description	Life
90007	12 MONTH LEASE >= CAP THRESHOLD	1
90008	24 MONTH LEASE >= CAP THRESHOLD	2
90009	36 MONTH LEASE >= CAP THRESHOLD	3
90010	48 MONTH LEASE >= CAP THRESHOLD	4
90011	60 MONTH LEASE >= CAP THRESHOLD	5
90012	72 MONTH LEASE >= CAP THRESHOLD	6

When the lease agreement meets GAAP requirements **1 & 2** the leased equipment must be depreciated at with the **university's useful life**. See **Asset Type Code listing**. GAAP requirement number 2 is the bargain purchase option.

Example a copier purchased on a lease agreement meeting GAAP requirements **1 & 2** would be assigned asset type code 227 for Copiers.

Type Code	Description	Life
227	COPY MACHINE/PHOTOCOPIER	5

When searching a table all values in the table are retrieved; however some values should not be used on this document. Below is a list of restricted assets type codes that should not be used on the Capital Asset Information Collection document.

214 – Computers. The Asset Type Code table does not have a mechanism to make asset type codes inactive. In fiscal year 2006 a new asset type code 223 was created for computers with a 3 year useful life. In addition asset type code 206 was created for super computers with a 5 year useful life. For reasons of external reporting purposes, the decision had been made the existing assets will continue to depreciate using the asset type code they are currently assigned. The new asset type codes will be assigned only to additions.

229 – Projectors. Replaced with asset type code 200 Projectors.

1000 – The Control Asset type code is used to post payments to that are re-classified as supplies and expense. This asset type code is used exclusively by the University Capital Asset Office.

40000 – The “Mve Construction in Progress” is used exclusively on fabrications. The transaction type of “**Fabrication**” identifies payments as construction in progress. A fabrication is a moveable asset created (built) by a university organization. A Fabrication Request document generates the asset number that is required when the Fabrication “**CAMS Tran Type**” is selected. A “**CAMS Tran Type**” of “**Fabrication**” will not generate a EPIC CAMS Document.

“Building Lookup” Table

Building Lookup
Select search parameters, then click Search.

Campus:	<input type="text" value="BL : BLOOMINGTON"/>
Building Code:	<input type="text"/>
Building Name:	<input type="text" value="*chem*"/>
<input type="button" value="search"/> <input type="button" value="clear"/>	

return with no value

Helpful hints:

- To create a wild card search press the shift key and the number 8 key (*).
- Building codes are preceded by the campus code example the Poplars building number is “BL008.” If you are unsure if the campus is “BL” or “OC” for a building you can use the wild card search in the building code field example “*008”. OC – Off Campus
- If a search by the Building Name does not produce any results try searching by the street address. Some buildings use the street address instead of a name.
- Leaving the Building Code and Building Name blank will return all of the buildings for the given campus.

return with no value

610 items found, displaying 1 to 100. [First/Prev] 1, 2, 3, 4, 5, 6, 7 [Next/Last]

Campus	Building Code	Building Name	Return value
BL	BL605N	1001 E SR45/46 BYPASS	return value
BL	BL411E	1010 E 13TH ST	return value
BL	BL652U	1015 E ATWATER AVE	return value
BL	BL324G	102 S BRYAN AVE	return value
BL	BL402B	1020 N INDIANA AVE	return value
BL	BL324H	104 S BRYAN AVE	return value
BL	BL990X	1100 N JORDAN	return value
BL	BL652R	1103 E ATWATER AVE	return value

Clicking on the underlined titles will sort the table. The first sort will be in ascending order, clicking again will sort the table in descending order. Be sure to preview all pages by clicking on the next page. Look above the title Building Name.

The building code sort option does not work correctly. The sort option currently sorts alphabetically and is not sorting numerically.

Click on the “**return value**” to select a building code.

“Room Lookup” Table

Room Lookup
Select search parameters, then click Search.

Campus:	BL : BLOOMINGTON
Building Code:	BL071
Building Room Number:	
Building Room Type:	
Building Room Dept:	
Building Room Description:	
<input type="button" value="search"/> <input type="button" value="clear"/>	

return with no value

Helpful hints:

- a) To create a wild card search press the shift key and the number 8 key (*).
- b) Leaving all the fields blank will return all of the room numbers for the given building.


return with no value

864 items found, displaying 1 to 100.[First/Prev] 1, 2, 3, 4, 5, 6, 7, 8 [Next/Last]

<u>Campus</u>	<u>Building Code</u>	<u>Building Room Number</u>	<u>Building Room Type</u>	<u>Building Room Dept</u>	<u>Building Room Description</u>	<u>Return value</u>
BL	BL008	001	SIS GROUP	VICE PRESIDENT INFORMATION TECHNOLOGY	OFFICE OTHER	return value
BL	BL008	001A	LSP SUPPORT FOR HRMS/SIS	VICE PRESIDENT INFORMATION TECHNOLOGY	OFFICE OTHER	return value
BL	BL008	001B	RESTROOM	VICE PRESIDENT INFORMATION TECHNOLOGY	OFFICE PRIVATE TOILET	return value

Click on the “**return value**” to select room number.

If you open an “**EPIC CAMS Document**” and did not “**complete**” the document when you open it again the document will display the summary screen. To return to the data entry screen you will need to scroll to bottom of the screen and click on the “**Edit**” button.

	Doc Id:	546329	PO Number:	25421
	Doc Status:	ENROUTE	CAMS Number:	1077
	Create Date:	05/22/06	CAMS Initiator:	Foutty, Jennifer L

THIS IS NOT PRODUCTION!! - THIS IS A TEST ENVIRONMENT (UNT)**

There are no notes on this Document

General Description

CAMS Number:	1077	System Type:	INDV
Description:	Requisition		

Vendor/Delivery

Vendor:	PAYTON WELLS MOTORS Details 1510 N MERIDIAN STREET PO BOX 441570 INDIANAPOLIS, IN 46244	Delivery:	Anna Jensen POPLARS 400 E 7th St Room #539 Bloomington, IN 47405
Phone:	800-742-6254	Delivery Phone:	
Fax:	317-637-8697	Delivery Campus:	Bloomington
Vendor Choice:	Contracted Price	Payment Terms:	Net 20 Days
Contract #:		Shipping Title:	Destination
Customer #:		Shipping Payment Terms:	
Date Required:		Date Required Reason:	
Alternate Vendor Name:		Alternate Vendor Number:	

Items

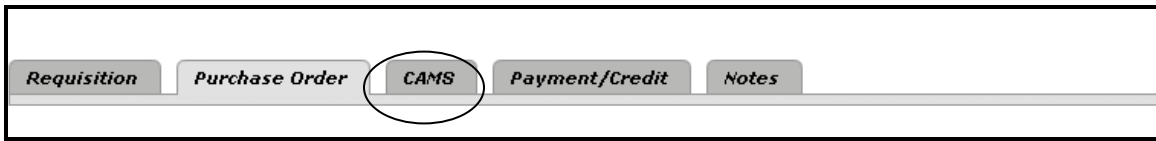
Line #	Qty	UOM	Catalog Number	Description	Unit Cost	Extended Cost	Not Expected to be received in current FY	Asset Type	Manufacturer	Model
1	2.0	EA		Fed STD 307, Item #31A 4x2 Cargo Van, Full Size, Min 7,000 lbs	13,400.00	26,800.00				
2	4.0	EA		Fed STD 307, Item #32 4x2 Cargo Van, Full Size, Min 8,000 lbs	14,075.00	56,300.00				

Additional

Chart/Org:	UA/FMOP	Requestor Name:	Theresa Cain
Suggested PO Transmission Method:	No Print	Requestor Phone:	812-855-9419
Cost Source:	Estimate	Requestor Email:	tcain@indiana.edu
IU Contact:		PO Total Cannot Exceed:	None
IU Contact Phone:			
IU Contact Email:			

edit
exit

Once the document has left your action list it can be viewed from the Purchase Order tab. The University Capital Asset Office will click on this tab to view your information to create the capital assets.



Making Changes after the document has left your action list.

The “CAMS” document viewed from the purchase order can not be edited. If you need to correct information that was entered on the “EPIC CAMS Document” you will need to use the CAMS notes. The “CAMS” notes are available from the “Notes” tab.



When correcting information please use the “Send to E-Mail” option and send a note to Pam Wall e-mail pwall@indiana.edu.