

# CAMS Enterprise reporting helpful hints

Enterprise Reporting (ER) reports are available in the Accounting/Capital Asset Management folder. The reports available are:

- Disposed Asset Report (CM370)
- Depreciation Ledger Report (CM380)
- Depreciation History Report (CM385)
- Asset Flexible (CM450)
- Subtotal by Category (CM750)
- Cost for Capitalized Assets (CM840)
- Depreciation for Capitalized Assets (CM820)
- Activity (CM 850)

Title	Last Run
CM370 Disposed Asset	Aug 08, 2017 9:23 AM
CM380 Depreciation Ledger	Aug 17, 2017 8:30 AM
CM385 Depreciation History	Aug 17, 2017 9:06 AM
CM450 Asset Flexible	Sep 11, 2017 11:04 AM
CM750 Subtotal by Category	Aug 17, 2017 9:46 AM
CM810 Cost For Capitalized Assets	Sep 11, 2017 10:51 AM
CM820 Depreciation For Capitalized Assets	Aug 28, 2017 2:28 PM
CM850 Activity	Sep 08, 2017 3:44 PM

The report selection, criteria for generating the ER reports is different from the mainframe report request in a few areas. First, the information available in ER is updated on a nightly basis, so changes made to CAMS data on Monday will be available in ER on Tuesday. Depreciation will only update after the monthly depreciation runs.

To select specific locations to be reported from ER, the user must select the two digit county code first, and then the location code in a separate field (this is different for the mainframe). All reports must have an ending acquisition date which defaults to today's date.

For reports where there are calculations that take place, there may be differences due to rounding if comparing the mainframe and ER reports, because of differences in the way the mainframe and crystal reports perform the calculation. For the same reasons the ER reports sorts alpha characters first then numbers where CAMS sorts by number first then alpha.

As with other ER reports, agencies can select the format and the destination for the report and establish recurring reports to run. There have been minor enhancements adding functionality to reports to increase the usefulness of some reports (on the serial number report, the tag number is now presented and program index is now available as a filter on the Fund line report).

CAMS ER reports can be downloaded to Excel. On the report parameters select the following:

- **Format** – Microsoft Excel Workbook Data-only
- **Export to Excel** – Yes

This will result in lines of asset information in an Excel spreadsheet. You will need to add formatting if you want to.

**Totals and Subtotals** – Select the data you wish to add totals and subtotals to. Go to the “Data” tab and select “Subtotal”.

**Header Rows** – Go to the “Page Layout” tab and select “Print Titles”, then select the “Sheet” tab. On the Sheet tab select the rows you want to print at the top of all pages.

**Page Numbering** = Go to the “Page Layout” tab and select “Print Titles”, then select the “Header/Footer” tab. Select the “Custom Footer” button then insert “&[Page] of &[Pages]” in the left box. This will number your pages 1 of 8, 2 of 8, etc.