

# Online Inventory Instructions

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[Click here to access the complete CDS instruction manual](#)

# Viewing your inventory

During annual inventory, access your listing from the main screen in the Cams Departmental System (CDS). To begin, select your OUC and press the *Asset Inventory* button.

Once the OUC is selected, a listing of assets to be inventoried will appear.

Correct As Is	Inventory	Status	Number	Description	Bldg	Room	Bldg Desc	Orig Cost	Manufacturer	Model	Serial Num	Condition	Resp Person	Tag Num	A
<input type="checkbox"/>	Select...	Not Inv	00254123	SECTROMETER SYSTEM	0025	000B1	CALDWELL HALL	\$26,087	SPEX INDUSTRIES	170204		Excellent		01	
<input type="checkbox"/>	Select...	Not Inv	00254555	FORKLIFT	0920	XXXXXX	20 ENTERPRISE STREET	\$27,894	FORKLIFT STORE	45925	123456789	Good		13	
<input type="checkbox"/>	Select...	Not Inv	00254777	PULSE GENERATOR	0006	00001	PRIMROSE HALL	\$6,339	TEKTRONIX	PG2012	B010211	Excellent		01	
<input type="checkbox"/>	Select...	Not Inv	00254963	PROJECTOR, VIDEO	0062	01104A	WILLIAMS HALL	\$7,362	SHARP	XG-E8504	505314716	Fair	TRF-1408 72899	16	
<input type="checkbox"/>	Select...	Not Inv	00254999	COMPUTER	0058	01104	JORDAN HALL	\$1,551	DELL	Z151215	1232132132	Excellent		13	
<input type="checkbox"/>	Select...	Not Inv	00255345	PLASMA DISPLAY	0015	00007	SYME RES HALL	\$12,142	PLASMA INC	4562	123456789	Excellent		30	
<input type="checkbox"/>	Select...	Not Inv	00255400	LEAK DETECTOR, PORTABLE	0753	00173	VENTURE CENTER III	\$21,799	BALZERS	HLT160	GZ04750430	Excellent		02	
<input type="checkbox"/>	Select...	Not Inv	00255897	CAMERA SYSTEM	0033	00007	PARK SHOPS	\$24,295	ADVANCED MICROSCO			Excellent		13	
<input type="checkbox"/>	Select...	Not Inv	00256845	FILE SERVER	0006	00002	PRIMROSE HALL	\$14,606	COMPAQ	4500	538HNV3009	Excellent	RM 2410 D	29	

# Sorting

You can sort your inventory listing by any of the columns highlighted. If you sort by building, rooms are sorted within the building.

Example: Click on the word “[Bldg](#)” at the top of the listing and wait for the screen to refresh. The listing is now sorted by building and by room number.

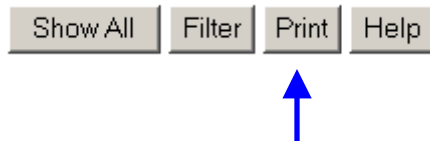
**CAMS** Inventory Report - Assets in OUC 5555 Show All Filter Print Help

Correct As Is	Inventory	Status	Number	Description	Bldg	Room	Bldg Desc	Orig Cost	Manufacturer	Model	Serial Num	Condition	Resp Person	Tag Num	A
<input type="checkbox"/>	Select...	Not Inv	<a href="#">00254777</a>	PULSE GENERATOR	0006	00001	PRIMROSE HALL	\$6,339	TEKTRONIX	PG2012	B010211	Excellent			01
<input type="checkbox"/>	Select...	Not Inv	<a href="#">00256845</a>	FILE SERVER	0006	00002	PRIMROSE HALL	\$14,606	COMPAQ	4500	538HNV3009	Excellent	RM 2410 D		29
<input type="checkbox"/>	Select...	Not Inv	<a href="#">00255345</a>	PLASMA DISPLAY	0015	00007	SYME RES HALL	\$12,142	PLASMA INC	4562	123456789	Excellent			30
<input type="checkbox"/>	Select...	Not Inv	<a href="#">00254123</a>	SECTROMETER SYSTEM	0025	000B1	CALDWELL HALL	\$26,087	SPEX INDUSTRIES	170204		Excellent			01
<input type="checkbox"/>	Select...	Not Inv	<a href="#">00255897</a>	CAMERA SYSTEM	0033	00007	PARK SHOPS	\$24,295	ADVANCED MICROSCO			Excellent			13
<input type="checkbox"/>	Select...	Not Inv	<a href="#">00254999</a>	COMPUTER	0058	01104	JORDAN HALL	\$1,551	DELL	Z151215	1232132132	Excellent			13
<input type="checkbox"/>	Select...	Not Inv	<a href="#">00254963</a>	PROJECTOR, VIDEO	0062	01104A	WILLIAMS HALL	\$7,362	SHARP	XG-E8504	505314716	Fair	TRF-1408 72899		16
<input type="checkbox"/>	Select...	Not Inv	<a href="#">00255400</a>	LEAK DETECTOR, PORTABLE	0753	00173	VENTURE CENTER III	\$21,799	BALZERS	HLT160	GZ04750430	Excellent			02
<input type="checkbox"/>	Select...	Not Inv	<a href="#">00254555</a>	FORKLIFT	0920	XXXXXX	20 ENTERPRISE STREET	\$27,894	FORKLIFT STORE	45925	123456789	Good			13

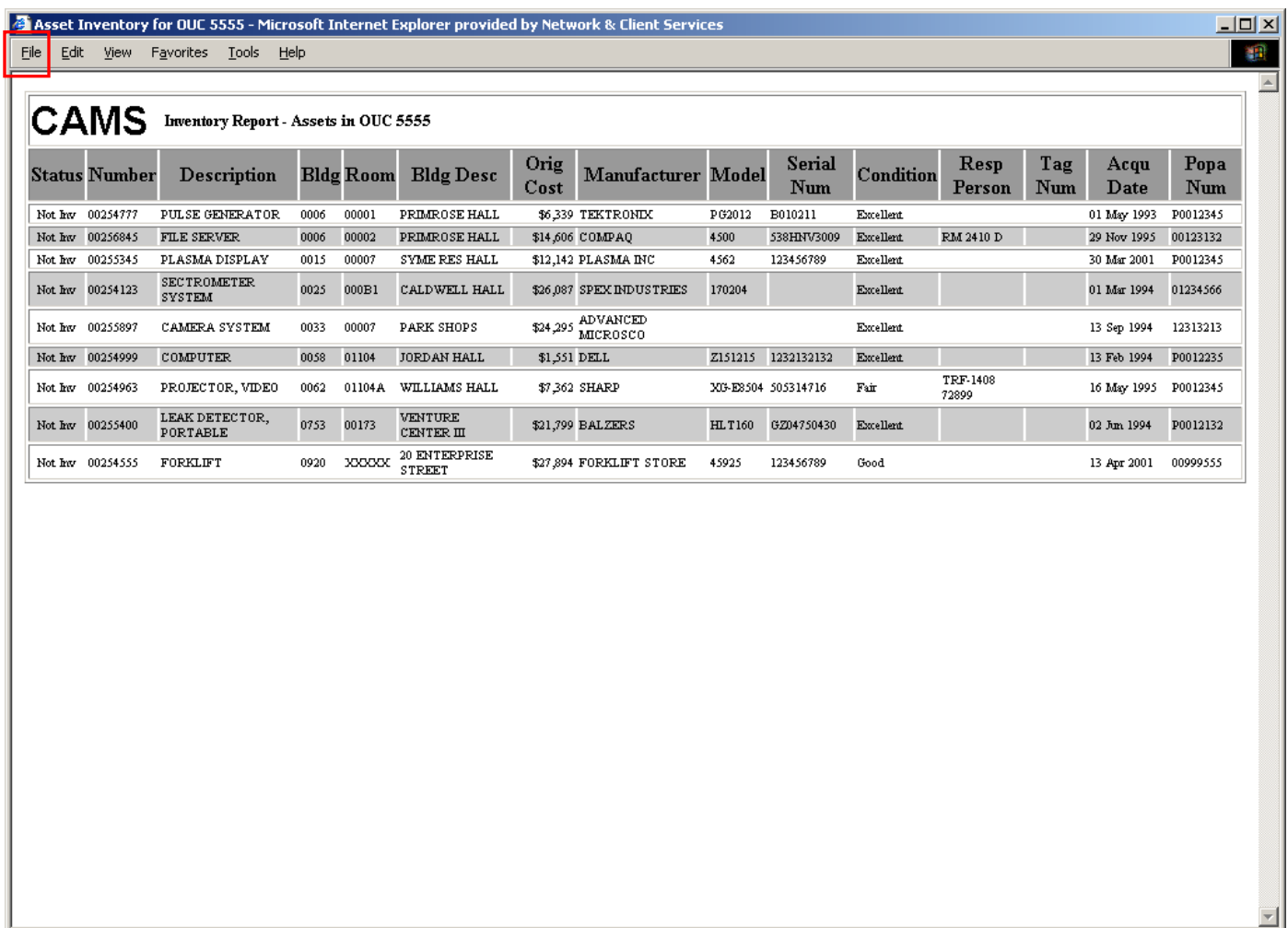
# Printing

The *print* button is located at the top of your screen, next to the *Help* button.

*Print* only prints the assets you see on the screen. To print all your assets, be sure to press the *Show All* button at the top of your screen.



You will receive a report that is printable using the normal print functions (Ctrl-P or select *File, Print* from the menu at the top of the screen). Landscape orientation is recommended for best results.



Status	Number	Description	Bldg	Room	Bldg Desc	Orig Cost	Manufacturer	Model	Serial Num	Condition	Resp Person	Tag Num	Acqu Date	Popa Num
Not Inv	00254777	PULSE GENERATOR	0006	00001	PRIMROSE HALL	\$6,339	TEKTRONIX	PG2012	B010211	Excellent			01 May 1993	P0012345
Not Inv	00256845	FILE SERVER	0006	00002	PRIMROSE HALL	\$14,606	COMPAQ	4500	538HNV3009	Excellent	RM 2410 D		29 Nov 1995	00123132
Not Inv	00255345	PLASMA DISPLAY	0015	00007	SYME RES HALL	\$12,142	PLASMA INC	4562	123456789	Excellent			30 Mar 2001	P0012345
Not Inv	00254123	SECTROMETER SYSTEM	0025	000B1	CALDWELL HALL	\$26,087	SPEX INDUSTRIES	170204		Excellent			01 Mar 1994	01234566
Not Inv	00255897	CAMERA SYSTEM	0033	00007	PARK SHOPS	\$24,295	ADVANCED MICROSCO			Excellent			13 Sep 1994	12313213
Not Inv	00254999	COMPUTER	0058	01104	JORDAN HALL	\$1,551	DELL	Z151215	1232132132	Excellent			13 Feb 1994	P0012235
Not Inv	00254963	PROJECTOR, VIDEO	0062	01104A	WILLIAMS HALL	\$7,362	SHARP	X03-E8504	505214716	Fair	TRF-1408 72899		16 May 1995	P0012345
Not Inv	00255400	LEAK DETECTOR, PORTABLE	0753	00173	VENTURE CENTER III	\$21,799	BALZERS	HL T160	GZ04750430	Excellent			02 Jun 1994	P0012132
Not Inv	00254555	FORKLIFT	0920	XXXXXX	20 ENTERPRISE STREET	\$27,894	FORKLIFT STORE	45925	123456789	Good			13 Apr 2001	00999555

# Inventory Status

The inventory process requires that each asset receive an inventory status. Each asset begins inventory with a status of *Not Inv* (Not Inventoried).

Each asset must have an inventory status other than “*Not Inv*” before inventory can be submitted. You must decide which status applies to each of the assets in your OUC.

You can update the inventory status of your assets in any order. They do not have to be updated in the order they are sorted.

Below are the descriptions of the inventory statuses available for you to choose from:

**Correct as Is** (checkbox) – All the listed information is correct.

From the Select Menu:

**Lost** - Item is missing. In the text box, enter an estimated date when the item was lost.

**Stolen** - Item has been stolen and has been reported to Public Safety. Enter report number and date of theft in text box.

**Surplus** - Item has been sent to University Surplus. Enter the Surplus form number in the text box.

**Scrap** - Item was thrown away, destroyed or used for parts.

**Transfer** - Item was transferred to a different department. Note the new OUC & new coordinator and their phone number.

**Traded** – Item was traded in for a new asset. Note the purchase order information or CAMS number of the new asset.

**Info Change** – Choose this option if there is an error in a field you are not authorized to update. Note the change that needs to be made in the notes box. Examples of changes to be noted:

- Serial Number
- Model Number
- Description

Remember, the coordinator can update:

- Building number
- Room number
- Condition Code
- User field info
- In Use field

# Step-by-Step Inventory Example

Example OUC #5555 has 9 assets that need to be inventoried.

Notice that all assets begin with a status of *Not Inv.*

Asset Inventory for OUC 5555 - Microsoft Internet Explorer provided by Network & Client Services

Back Search Favorites Media

**CAMS** Inventory Report - Assets in OUC 5555 Show All Filter Print Help

Correct As Is	Inventory	Status	Number	Description	Bldg	Room	Bldg Desc	Orig Cost	Manufacturer	Model	Serial Num	Condition	Resp Person	Tag Num	A
	Update														
<input type="checkbox"/>	Select...	Not Inv	00254123	SECTROMETER SYSTEM	0025	000B1	CALDWELL HALL	\$26,087	SPEX INDUSTRIES	170204		Excellent			01
<input type="checkbox"/>	Select...	Not Inv	00254555	FORKLIFT	0920	XXXXXX	20 ENTERPRISE STREET	\$27,894	FORKLIFT STORE	45925	123456789	Good			13
<input type="checkbox"/>	Select...	Not Inv	00254777	PULSE GENERATOR	0006	00001	PRIMROSE HALL	\$6,339	TEKTRONIX	PG2012	B010211	Excellent			01
<input type="checkbox"/>	Select...	Not Inv	00254963	PROJECTOR, VIDEO	0062	01104A	WILLIAMS HALL	\$7,362	SHARP	XG-E8504	505314716	Fair	TRF-1408 72899		16
<input type="checkbox"/>	Select...	Not Inv	00254999	COMPUTER	0058	01104	JORDAN HALL	\$1,551	DELL	Z151215	1232132132	Excellent			13
<input type="checkbox"/>	Select...	Not Inv	00255345	PLASMA DISPLAY	0015	00007	SYMRES HALL	\$12,142	PLASMA INC	4562	123456789	Excellent			30
<input type="checkbox"/>	Select...	Not Inv	00255400	LEAK DETECTOR, PORTABLE	0753	00173	VENTURE CENTER III	\$21,799	BALZERS	HLT160	GZ04750430	Excellent			02
<input type="checkbox"/>	Select...	Not Inv	00255897	CAMERA SYSTEM	0033	00007	PARK SHOPS	\$24,295	ADVANCED MICROSCO			Excellent			13
<input type="checkbox"/>	Select...	Not Inv	00256845	FILE SERVER	0006	00002	PRIMROSE HALL	\$14,606	COMPAQ	4500	538HNV3009	Excellent	RM 2410 D		29
	Update														

Done Internet

## Inventory of asset #00254123

During inventory it is discovered that the information for this asset is correct except for the serial number. Since this is not an update the coordinator can make, *info change* is selected.

CAMS		Inventory Report - Assets in OUC 5555							Show All	Filter	Print	Help
Correct As Is	Inventory	Status	Number	Description	Bldg	Room	Bldg Desc	Orig Cost	Manufacturer	Model		
<input type="checkbox"/>	Select...	Not Inv	00254123	SECTROMETER SYSTEM	0025	000B1	CALDWELL HALL	\$26,087	SPEX INDUSTRIES	170204		
<input type="checkbox"/>	Select...	Not Inv	00254555	FORKLIFT	0920	XXXXXX	20 ENTERPRISE STREET	\$27,894	FORKLIFT STORE	45925		
<input type="checkbox"/>	Select... Lost Stolen Surplus Scrap Transfer Traded Info Chg	Not Inv	00254777	PULSE GENERATOR	0006	00001	PRIMROSE HALL	\$6,339	TEKTRONIX	PG2012		
<input type="checkbox"/>	Select...	Not Inv	00254963	PROJECTOR, VIDEO	0062	01104A	WILLIAMS HALL	\$7,362	SHARP	XG-E8504		
<input type="checkbox"/>	Select...	Not Inv	00254999	COMPUTER	0058	01104	JORDAN	\$1,551	DELL	Z151215		

The information is entered into the notes box and then the *submit* button is pressed.

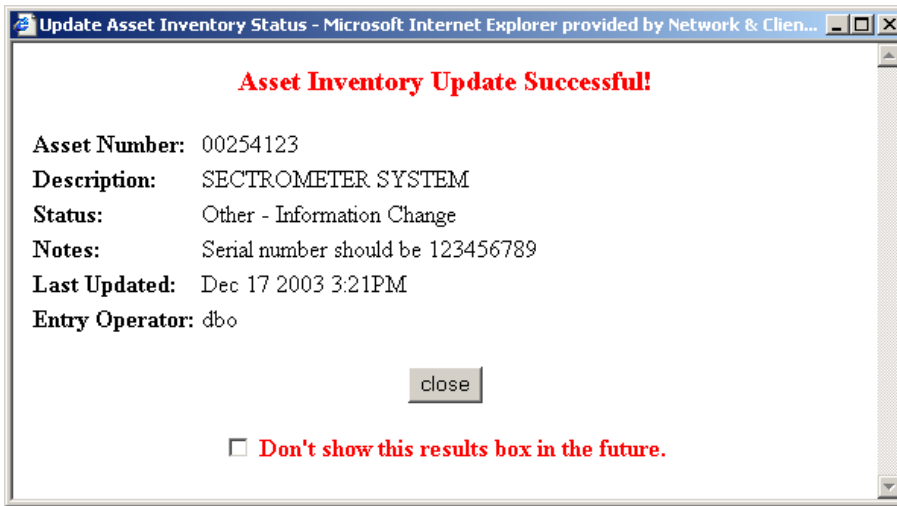
Update Asset Inventory Status - Microsoft Internet Explorer provided by Network & Client...

Asset Number: 00254123  
Description: SECTROMETER SYSTEM  
Status: Other - Information Change

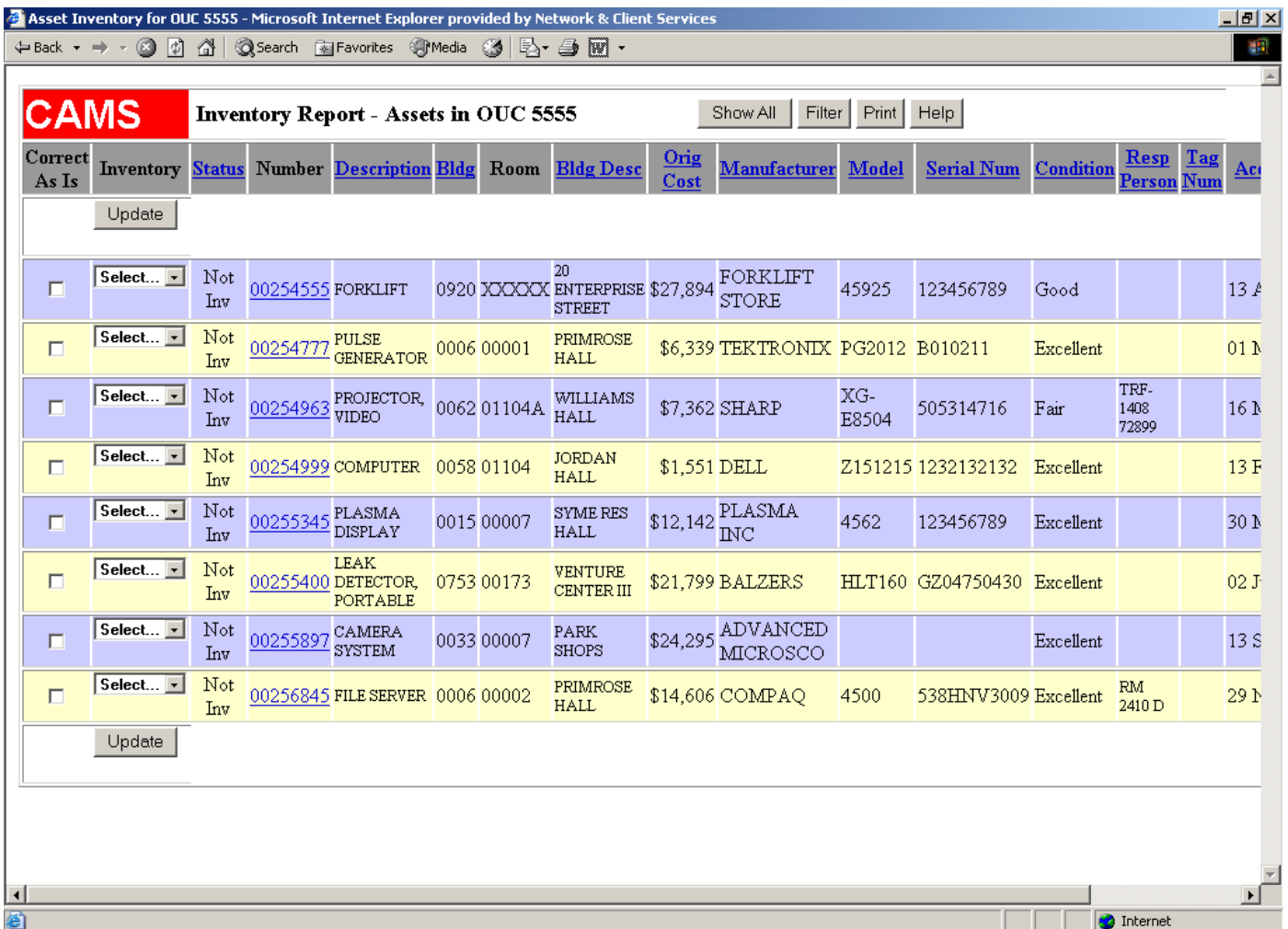
Notes:  
Serial number should be 123456789

submit cancel clear

Once the update is complete, the following window appears.



There are now eight remaining assets to be inventoried. As each asset is inventoried, it is removed from the main panel. You can click *Show All* or *Filter* at the top of your screen to view these assets again (these buttons will be explained later).



## Inventory of asset #00254555

This asset could not be found during the annual inventory. It will be given a lost status.

CAMS		Inventory Report - Assets in OUC 5555							Show All	Filter
Correct As Is	Inventory	Status	Number	Description	Bldg	Room	Bldg Desc	Orig Cost	Manufacturer	M
Update										
<input type="checkbox"/>	Select...	Not Inv	<a href="#">00254555</a>	FORKLIFT	0920	XXXXXX	20 ENTERPRISE STREET	\$27,894	FORKLIFT STORE	45
<input type="checkbox"/>	Select... Lost Stolen Surplus Scrap Transfer Traded Info Chg	Not Inv	<a href="#">00254777</a>	PULSE GENERATOR	0006	00001	PRIMROSE HALL	\$6,339	TEKTRONIX	PC
<input type="checkbox"/>	Select...	Not Inv	<a href="#">00254963</a>	PROJECTOR, VIDEO	0062	01104A	WILLIAMS HALL	\$7,362	SHARP	XC E8
<input type="checkbox"/>	Select...	Not Inv	<a href="#">00254999</a>	COMPUTER	0058	01104	JORDAN HALL	\$1,551	DELL	Z1

Click *Submit* to complete the inventory of this asset.

Update Asset Inventory Status - Microsoft Internet Explorer provided by Network & Clie...

**Asset Number:** 00254555  
**Description:** FORKLIFT  
**Status:** Not Found - Lost  
**Notes:**  
 Enter the date the asset was lost: 2/15/2003

There are now 7 assets remaining to be inventoried.

## Inventory of asset #00254777

This asset needs its building & room information updated. Click on the asset number to access the detail cams asset record screen.

Correct As Is		Inventory	Status	Number	Description	Bldg	Room	Bldg Desc	Orig Cost
Update									
<input type="checkbox"/>	Select...	Not Inv	00254777	PULSE GENERATOR	0006	00001	PRIMROSE HALL	\$6,339	
Click to update Asset									

http://websql1.acs.ncsu.edu/websql/cams/viewfram.hts?asset\_num=00254777 - Microsoft Intern...

### CAPITAL ASSETS MANAGEMENT SYSTEM

DETAIL CAMS ASSET RECORD

Asset Number/Suffix: 00254777      OUC: 5555  
 Asset Desc: PULSE GENERATOR      Orig Cost: \$ 6339  
 Manuf: TEKTRONIX      Accum. Depr: \$ 6339  
 Model: PG2012 Serial: B010211      Net Book Value: \$ 0  
 Acquired Date: May 01, 1993      Useful Life: 10 yr  
 Location: PRIMROSE HALL      Fund Source

---

Building Code: 0006    Room Code: 00001    User: \_\_\_\_\_  
 Asset Condition:      In Use:  Yes  No  
 Exc  Fair  Good  Poor  Home Use      Update

Print Preview    Return To Top    Close Window    Help

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

---

TO CHANGE BUILDING AND ROOM....

Select Building | 1200 FRONT STREET    Room No. \_\_\_\_\_

Be sure to click *Update* once changes are made.

Click *Close Window* to return to the inventory listing once all changes are done.

The building will be updated to #0123 with a new room of #00102.

[Click here to access the complete CDS instruction manual, including instructions on updating building and room information](#)

When you return to your inventory from an update, click the refresh button or press F5. You should then see the changes you made reflected on your inventory report.

Asset Inventory for OUC 5555 - Microsoft Internet Explorer provided by Network & Client Services

Back Forward Stop Refresh Home Search Favorites Media Print

**CAMS** Inventory Report - Assets in OUC 5555 Show All Filter

Correct As Is	Inventory	Status	Number	Description	Bldg	Room	Bldg Desc	Orig Cost	Manufacturer
<input type="checkbox"/>	Select...	Not Inv	<a href="#">00254777</a>	PULSE GENERATOR	0123	00102	LIBRARIES SATELLITE SHELVING	\$6,339	TEKTRONIX

Update

The information for this asset is now correct.

The next 5 assets are also correct. We will click the checkbox for each of these assets to mark them as correct and then press *Update*. After *Update* is pressed, you will see a message box to confirm the assets that were marked as correct.

Asset Inventory for OUC 5555 - Microsoft Internet Explorer

**CAMS** Inventory Report - Asset

Correct As Is	Inventory	Status	Number	Description
<input type="checkbox"/>	Select...	Not Inv	00254777	PULSE GENERATOR
<input checked="" type="checkbox"/>	Select...	Not Inv	00254963	PROJECTOR, VIDEO
<input checked="" type="checkbox"/>	Select...	Not Inv	00254999	COMPUTER
<input checked="" type="checkbox"/>	Select...	Not Inv	00255345	PLASMA DISPLAY
<input checked="" type="checkbox"/>	Select...	Not Inv	00255400	LEAK DETECTOR, PORTABLE
<input checked="" type="checkbox"/>	Select...	Not Inv	00255897	CAMERA SYSTEM
<input type="checkbox"/>	Select...	Not Inv	00256845	FILE SERVER

Update

Click Update

Update Asset Inventory Status - actions processed - Microsoft Internet Explorer provide...

**Actions Processed**

Correct As Is Updates processed: 6

close

One asset remains to be inventoried.

### Inventory of asset # 00256845

Asset Inventory for OUC 5555 - Microsoft Internet Explorer provided by Network & Client Services

**CAMS** Inventory Report - Assets in OUC 5555

Show All Filter Print Help

Correct As Is	Inventory	Status	Number	Description	Bldg	Room	Bldg Desc	Orig Cost	Manufacturer	Model	Serial Num	Condition	Resp Person	Tag Num
<input type="checkbox"/>	Select...	Not Inv	00256845	FILE SERVER	0006	00002	PRIMROSE HALL	\$14,606	COMPAQ	4500	538HNV3009	Excellent	RM 2410 D	

Update

This asset was transferred to a different department. Select Transfer from the Select menu list. Transfer information is entered into the notes box. Make sure the recipient notes receipt of the asset on their inventory also.

Update Asset Inventory Status - Microsoft Internet Explorer provided by Network & Client Services

**Asset Number:** 00256845  
**Description:** FILE SERVER  
**Status:** Not Found - Transferred

**Notes:**  
 New OUC for the asset: OUC #7777-01  
 Name of CAMS Coordinator accepting this asset: Mary Smith  
 Date of Transfer: 2/05/2003

submit cancel clear

All assets are now inventoried.

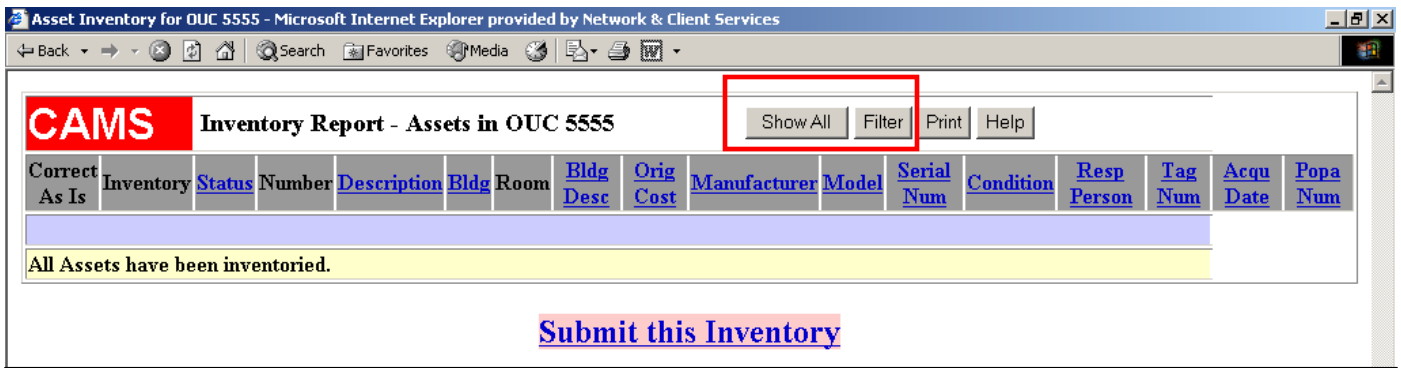
Asset Inventory for OUC 5555 - Microsoft Internet Explorer provided by Network & Client Services

**CAMS** Inventory Report - Assets in OUC 5555 Show All Filter Print Help

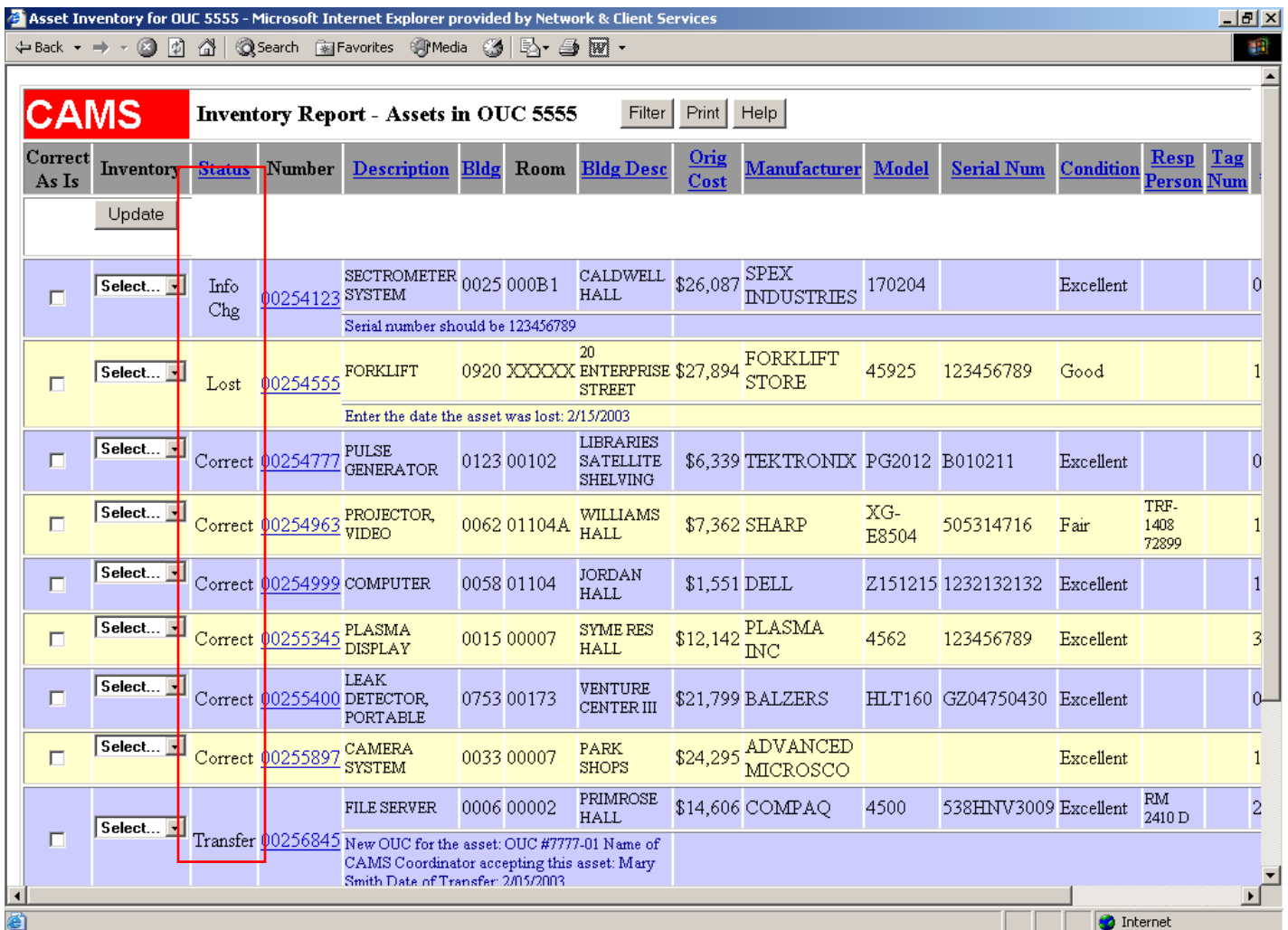
Correct As Is	Inventory	Status	Number	Description	Bldg	Room	Bldg Desc	Orig Cost	Manufacturer	Model	Serial Num	Condition	Resp Person	Tag Num	Acqu Date	Popa Num
All Assets have been inventoried.																

[Submit this Inventory](#)

# Show All and Filter buttons



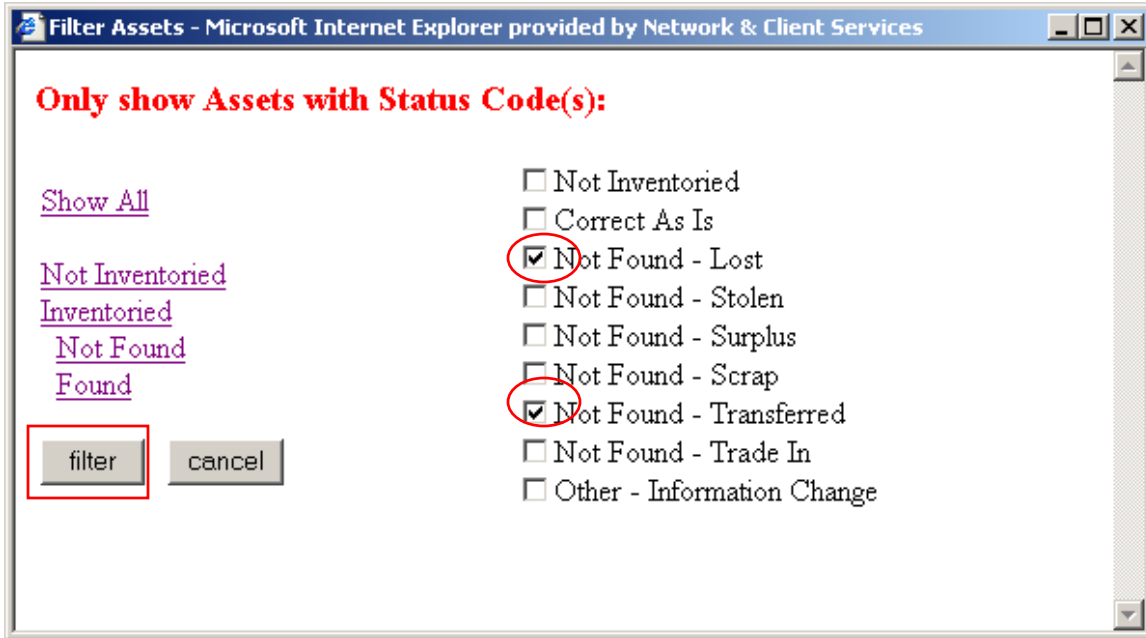
**Show All** All assets with all statuses are shown if you select *Show All*.



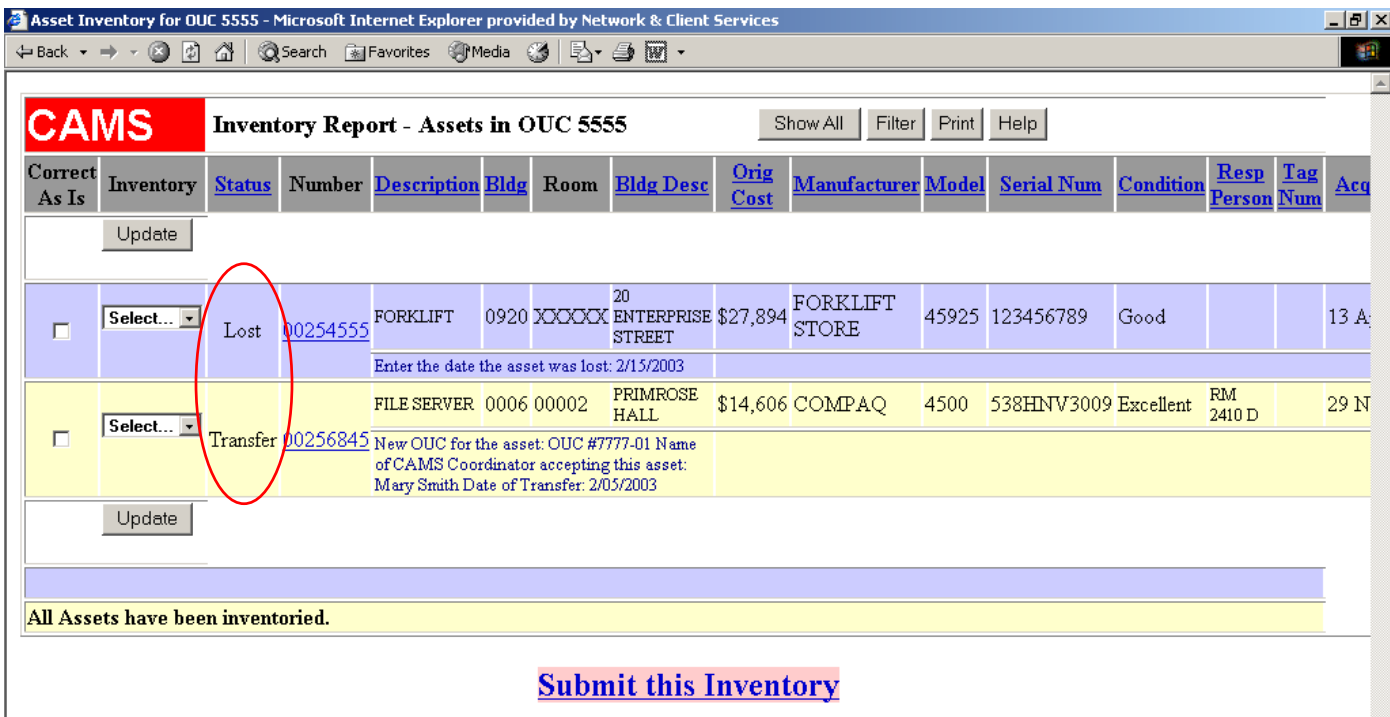
# Filter

Filter allows you to select any combination of statuses to view.

Example- You can choose to see only those assets with a transferred or lost status. Click the boxes next to the statuses you wish to see.



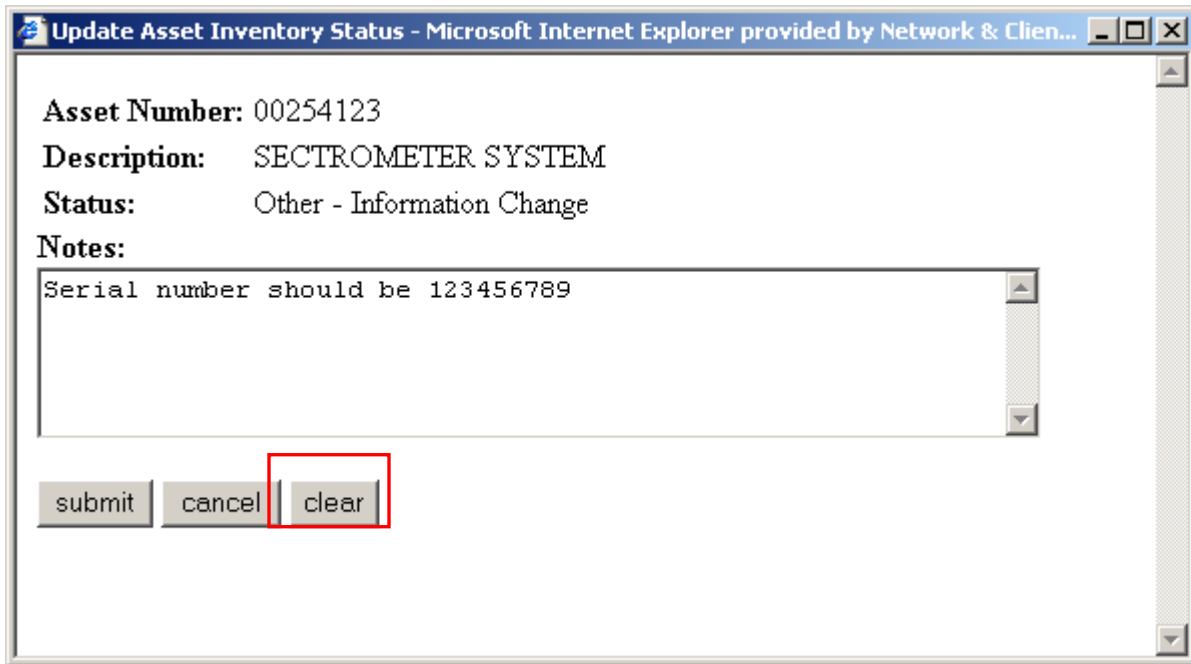
Click *Filter*



You see only the items you specified.

# Clearing an asset

If you need to clear the status of an asset (return it to *Not Inv* status), choose a status from the select menu and then when the box appears, press *clear*.



Update Asset Inventory Status - Microsoft Internet Explorer provided by Network & Clie...

**Asset Number:** 00254123  
**Description:** SECTROMETER SYSTEM  
**Status:** Other - Information Change

**Notes:**  
Serial number should be 123456789

submit cancel **clear**

## Invalid buildings and/or rooms

Assets that are highlighted in pink (instead of blue or yellow) have invalid location information. You will need to correct this information before you are able to update the status of the asset. Once you have corrected the location information, you will be able to update the status once the necessary tables have processed overnight.

		Not Inv	<a href="#">00259957</a>	FREEZER	0990	00129	PYLON I RESEARCH LAB	\$6,000	
This asset does not have a valid building and/or room number. Correct Asset record to reflect valid location. Inventory Status can then be changed after overnight processing.									

# Submitting an inventory

Once all assets have been changed to a status other than “*Not Inv*”, you will receive a text message that all assets have been inventoried. At this point, you should submit your inventory by clicking on the pink box that says “*Submit this Inventory*”. You will be asked if you would like to submit your inventory with notes. You would submit your inventory with notes if you have:

- Assets transferred to your department that are not on your inventory listing
  - Include asset number and the transferring department
- Items requiring a new tag (defaced or missing)
  - Include original asset number and/or purchase information
- Assets that should be on your inventory but are not listed
  - Include purchase information

Asset Inventory for OUC 5555 - Microsoft Internet Explorer provided by Network & Client Services

**CAMS** Inventory Report - Assets in OUC 5555    Show All    Filter    Print    Help

Correct As Is	Inventory	Status	Number	Description	Bldg	Room	Bldg Desc	Orig Cost	Manufacturer	Model	Serial Num	Condition	Resp Person	Tag Num	Acqu Date	Popa Num
---------------	-----------	--------	--------	-------------	------	------	-----------	-----------	--------------	-------	------------	-----------	-------------	---------	-----------	----------

All Assets have been inventoried.

[Submit this Inventory](#)    ← Click to submit

Microsoft Internet Explorer

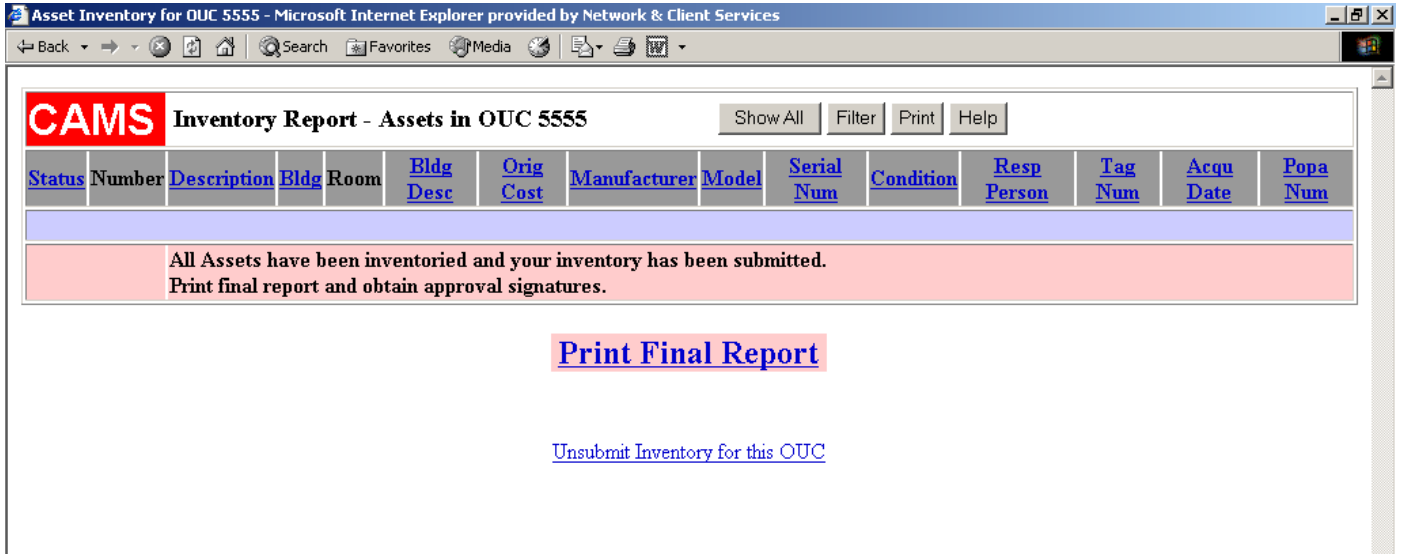
Would you like to submit your inventory with notes?  
Press OK to enter a note.  
Press Cancel to submit without any notes.

OK    Cancel

Submitting prevents further changes from being made to inventory and allows you to print your final inventory report.

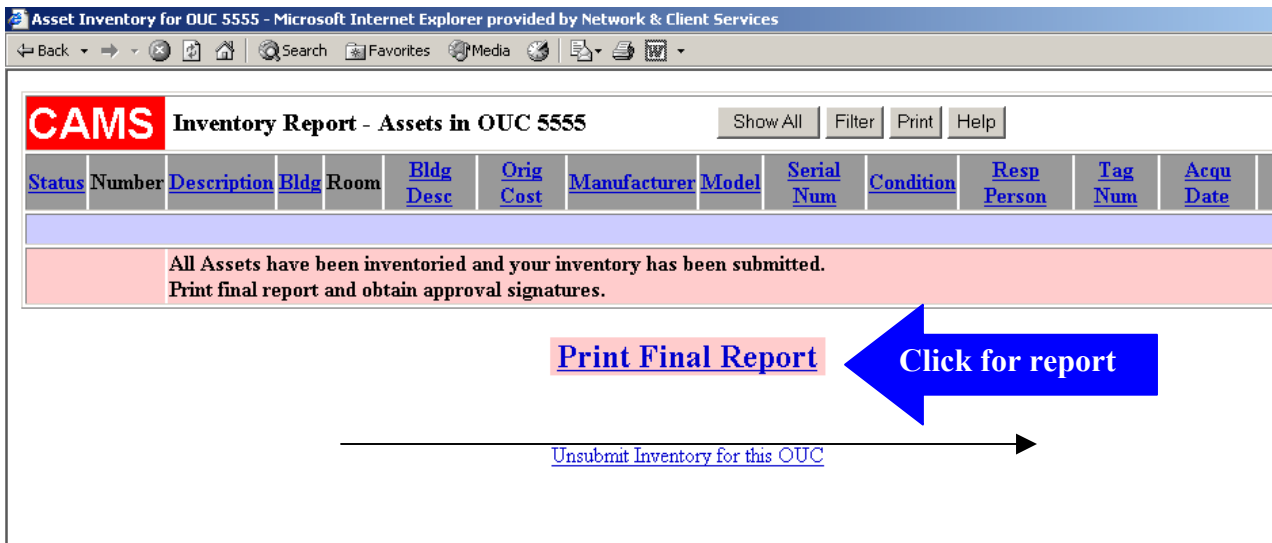
# Unsubmitting an inventory

Should you need to make changes to your inventory after submitting it, simply click on “*Unsubmit Inventory for this OUC*”. Unsubmitting allows changes to individual assets. You are unable to print your final report while your inventory is unsubmitted. Resubmit your inventory once you have made your changes.



## Printing your final inventory report

Click on the pink link to print your final report



# The Final Report

Asset Inventory for OUC 5555 - Microsoft Internet Explorer provided by Network & Client Services

File Edit View Favorites Tools Help

## CAMS Inventory Report - Assets in OUC 5555 (Summary of Changes)

Status	Number	Description	Bldg	Room	Bldg Desc	Orig Cost	Manufacturer	Model	Serial Num	Condition	Resp Person	Tag Num	Acqu Date	Popa Num										
Info Chg	00254123	SECTROMETER SYSTEM	0025	000B1	CALDWELL HALL	\$26,087	SPEX INDUSTRIES	170204		Excellent			01 Mar 1994	01234566										
Serial number should be 123456789																								
Lost	00254555	FORKLIFT	0920	X000X	20 ENTERPRISE STREET	\$27,894	FORKLIFT STORE	45925	123456789	Good			13 Apr 2001	00999555										
Enter the date the asset was lost: 2/15/2003																								
Transfer	00256845	FILE SERVER	0006	00002	PRIMROSE HALL	\$14,606	COMPAQ	4500	538HNV3009	Excellent	RM 2410 D		29 Nov 1995	00123152										
New OUC for the asset: OUC #7777-01 Name of CAMS Coordinator accepting this asset: Mary Smith Date of Transfer: 2/05/2003																								
<table> <tr> <td>Correct As Is</td> <td>6</td> </tr> <tr> <td>Not Found - Lost</td> <td>1</td> </tr> <tr> <td>Not Found - Transferred</td> <td>1</td> </tr> <tr> <td>Other - Information Change</td> <td>1</td> </tr> <tr> <td><b>Total Inventoried</b></td> <td><b>9</b></td> </tr> </table>															Correct As Is	6	Not Found - Lost	1	Not Found - Transferred	1	Other - Information Change	1	<b>Total Inventoried</b>	<b>9</b>
Correct As Is	6																							
Not Found - Lost	1																							
Not Found - Transferred	1																							
Other - Information Change	1																							
<b>Total Inventoried</b>	<b>9</b>																							
<p>All Assets have been inventoried and your inventory has been submitted. Print final report and obtain approval signatures.</p>																								
<p>Please send or fax signed report to:</p> <table> <tr> <td style="width: 60%;"></td> <td>Paige Bates Campus Box 7205 Fax: 515-2130</td> </tr> </table>																Paige Bates Campus Box 7205 Fax: 515-2130								
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<table> <tr> <td style="width: 30%;">Department Head:</td> <td style="width: 30%;"></td> <td style="width: 40%;"></td> </tr> <tr> <td>CAMS Coordinator:</td> <td></td> <td></td> </tr> </table>															Department Head:			CAMS Coordinator:						
Department Head:																								
CAMS Coordinator:																								



Your final report will contain a detailed listing of assets with a status change as well as a summary listing of all assets inventoried.

This report should be signed by both the CAMS coordinator and department head. Print the report and keep a copy for your departmental files.

Send the signed report via campus mail or fax.

Inventory is not considered complete until CAMS receives this entire report with signatures.

## Summary of the inventory process

- 1) Retrieve, sort and print your department's inventory listing
- 2) Physically verify
  - a. The existence of the asset
  - b. The location of the asset
  - c. The condition of the asset
  - d. Other data listed concerning the asset (serial, description, users, etc)
- 3) Update any information regarding location, condition, or users of the asset
- 4) Assign a status to each asset
- 5) Once all statuses are updated, submit inventory
- 6) Print a final report
- 7) Sign the report and have your department head sign the report
- 8) Send or fax the signed report to CAMS

## Helpful Links

University Controller's Office

<http://www.fis.ncsu.edu/controller/>

NCSU Surplus Office

<http://www7.acs.ncsu.edu/materialsmgmt/MaterialsSupport/SurplusWeb.htm>

NCSU Policies, Procedures & Rules

<http://www.ncsu.edu/policies/homepage.php>

ASAP Website

<http://www.fis.ncsu.edu/acs/asap.htm>

CAMS CDS Online Access

<https://www.acs.ncsu.edu/cams/>

Facilities

<http://www.ncsu.edu/facilities/>



**Do you still have a question?**

Email us at: [cams\\_help@ncsu.edu](mailto:cams_help@ncsu.edu)

