

# CAMS FOR SPENDERS

## What is CAMS?

CAMS, the Central Account Management System, is replacing the account management systems that currently control access to spending in the Cell Center Stockroom, the DNA Sequencing Core, the Smilow Lab Services Billing Core (TRC LSB) and the CDB Microscopy core.

## How Does It Differ From The Existing System?

In the past, if you had access to an account, you could spend on that account in ANY core. In CAMS, the BA can both [specify](#) in what core(s) you can spend and set a per-core monthly spending limit. CAMS also makes account management easier for the BAs.

## Why Would I Go There? And How Do I Get There?

As a customer, CAMS allows you to see the status of your access to accounts and spending in cores. It also allows you to see the charges you have placed on those accounts. You can get to your CAMS Dashboard at [www.med.upenn.edu/apps/cams](http://www.med.upenn.edu/apps/cams). You can also navigate there from your my.med page.

## Request Access

You can also request access to accounts and cores for yourself and others. Your request will automatically be routed to the BA(s) for that account (or accounts). You no longer need to email or phone your BA to request access.

- Anyone with a PennKey can request access for themselves or for others by:
  - selecting one or more people
  - selecting one or more accounts (searchable by PI or by account number)
  - selecting one or more cores

Either click the green card on your dashboard or 'Request Access' the left navigation to get to the Request Access form.

## See My Charges

If you have pending or billed charges, click 'Charges' on the left navigation. You can filter [the charges displayed](#).

## It's My Money!

If you are the PI on the account, the account shows up automatically on your user page. It will remain in a Pending status (i.e. not be active) until your BA approves your spending on a core-by-core basis. As a PI, you can also see who has access to your accounts. You cannot edit that access; your BA must do that.

## But I Already Have Access to Accounts!

We were able to import most accounts from the previous account management systems, but not all. All access was imported as 'Pending', so unless your BA has approved access to those accounts **in CAMS**, you will not be able to spend on that account anymore. BAs have been able to manage (approve/edit/deny) this access since mid-December.

You can see your account access by clicking the blue card on your Dashboard. PIs have two blue cards, one for accounts they own and another for all accounts on which they can spend.

## Why Do I Care?

On **February 1**, the four cores listed above will look to CAMS to determine whether users can spend there and how much. If your BA has not approved your access **in CAMS**, you will not be able to spend. Please contact your BA if you do not have access to an account you believe you should be able to use.

**Log into CAMS now to check your account access:** [www.med.upenn.edu/apps/cams](http://www.med.upenn.edu/apps/cams)