

**2010
ANNUAL EDUCATIONAL
CONFERENCE**

**COMPUTER
SESSIONS**

**BALANCING TAX
ROLL ABSTRACT**

“New Directions in Assessment”

Balancing Tax Roll to Abstract

Examples of how some counties “balance the books” :

1. Master File Change Report in AA is a great tool, but you must keep accurate notes or you will not know why you changed values.
2. Spiral notebook with date and plus or minus value
3. Write up erroneous for office use only-this gives you date, legal, and place for explanation (notes)
4. Some counties do not make any changes until after the tax roll is certified. They keep doing name changes and splits, but will not make a change if it affects value. They go ahead and write their erroneous corrections, but do not date them or give them to the excise board until after the tax roll is certified. They also give a list of these to the treasurer so she can pull the statements before they go out.

There are several ways to track changes. We are not advocating that one way is better than another or that one way is right or wrong. However, you must have a system in place to help you balance. You **must** balance the abstract to the tax roll just as you would in any other bookkeeping practice.

CAMA IQ

HOW TO GET TO CAMA IQ

Some of the counties have lost the apple icon that was used to get to Cama IQ.

Below are two different ways to get to IQ.

- Left Click on The Start Button
- Select All Programs
- Accessories
- Command Prompt
- At The Command Prompt Screen Type In F: And Enter
- Type Cd\Casmenu And Enter
- Type Z And Enter
- This Should Now Be A Blue Screen Titled IQ
- Enter

Another way to get to IQ

- Right Click On The Start Button
- Select RUN
- Type In CMD
- Enter
- Type In F:
- Enter
- Type Cd\Casmenu
- Enter
- Type Z And Enter

The correct data entry on the building screen is to have only “***One Primary Porch***”; all others need to be coded with an “**S**” and would be priced on the ***Misc*** screen. If you use more than one porch (of any type) per building screen, (example: 2 open porches) their areas would be added together and would be priced at a lower price per sq’ If they are 2 different types of porches (example: ep and op) only the one entered on the build screen would be priced.

Choices of *Primary Porches*

SLAB
RAISED SLAB
OPEN PORCH
SCREEN PORCH
ENCL PORCH
COVERED PORCH

"Primary/Draw Screen"

SLAB
RSLAB
OP
SCP
EP
CPTO

"Secondary/Draw Screen"

SLABS
RSLABS
OPS
SCPS
EPS
CPTOS

"Code on Misc to let Comp. Price"

SLABX
RSLABSX
OPSX
SCPSX
EPSX
CPTOSX

(X=class of house A,B,C,D)

The example below indicates the computer is using the tables to determine the price per square foot. The Use Code Field has to be entered correctly or it will not be priced.

Misc Data LEFLORE COUNTY 2008 YEAR

File Menu Functions Help

New Save Back Forward Next Edit Radiant Software

Parcel Number: Y090-19-06N-25E-0-008-00 No. 1 LOGGAINS, ALLEN DALE & JOANN

Miscellaneous

Building Number: 1

Use Code: OPSC (highlighted with a red arrow) Desc: OpnPorch Cls C

Grade: 6 Class C+ FAIR

Length: 22.00 Width: 6.00

Units: 132.00 Unit Price: 10.81

Year Built: 1988

Depr Table: CA Class C AVG Pct. Cond: 75.00

Notes: 6X22 PORCH

Nbhd Adj.: 1.00

Value New: 1684 Pct. Cond: 75.00 Value: 1263

There are times you will not want the computer to price the secondary porches. Example: your house was built in 1940 and your screen porch was built in 2010. You would want to reflect 2010 cost; therefore you would need to manually price this porch on the misc screen

The correct data entry on the building screen is to have only one *“Primary Garage”*. All others would need to be coded with an *“S”* and would be priced on the misc screen. Only the one entered on the building screen would reflect a value and the others would have to be entered on the *Misc* screen.

“CHOICES/ PRIMARY GARAGES”

ATT FRAME
ATT MASONRY
DET FRAME
DET MASONRY
BI FRAME
BI MASONRY
ATT CARPORT
DET CARPORT

“PRIMARY/DRAW SCREEN”

AG
AG
DG
DG
BIG
BIG
ACP
DCP

“SECONDARY/DRAW SCREEN”

AGS
AGS
DGS
DGS
BIGS
BIGS
ACPS
DCPS

“CODE ON MISC TO LET COMP”

AGSFX
AGSMX
DGSFX
DGSMX
BIGSFX
BIGSMX
ACPSX
DCPSX

(X= Class of house A, B, C, D)

Again, there will be times that you will not want the computer to price your garage or carport. The owner may have built the detached carport with used lumber and the workmanship may not be the best: therefore you would want to price this on *Misc* using the *Desc Code Field*

Misc Data LEFLORE COUNTY 2008 YEAR

File Menu Functions Help

New Save Back Forward Next Edit Radiant Software

Parcel Number

Y090-19-06N-25E-0-003-00 No. 1 FREE, GREG & PAMELA

Miscellaneous

Building Number: 1

Use Code: Desc: DET CARPORT

Grade: 5 Class C FAIR

Length: 30.00 Width: 40.00

Units: 1,200.00 Unit Price: 9.00

Year Built: 1997

Depr Table: 30 30-year Life Pct. Cond 71.00

Notes: SLAB FLOOR - NO ELECTRIC

Nbhd Adj.: 1.00

Value New: 10800 Pct. Cond 71.00 Value: 7668

The edit to correct the mistakes on porches or garages is located in the **APLUS AREA FILE**. To locate this in IQ:

- At the menu select APLUS AREA FILE
- Stored Procedure option
- Execute stored procedure
- This category only
- Select one of the choices
- Select display (to see if there are any errors)

```

C:\ Select Command Prompt - 4
-----
PARCEL-NUMBER          DRAW SCREEN AREA CODES AG
-----
0000-03N-18E-23-4-002-00  BAS  OP   AG   FLR2 WDS  DCP  SHOP
0000-03N-19E-21-2-001-00  BAS  OP   AG   STG  BARN DG
0000-03N-19E-21-4-002-00  BAS  OP   STG  AG   DCP
0000-03N-19E-21-4-033-00  BAS  AG   OP   ACP  ADDONWD  SHED
0000-03N-19E-22-4-001-00  BAS  OPS  AG   OP   BARN DCP
0000-03N-21E-10-4-006-00  BAS  AG   CPTO STG  OP   DCP
0000-04N-17E-02-2-008-00  BAS  OP   AG   DCP  STG
0000-04N-17E-10-1-002-00  BAS  OPS  AG   OP   BARN STG  DCP
0000-04N-17E-10-2-006-00  BAS  OPS  AG   OP   STG  SHED  DCP
0000-04N-17E-14-2-006-00  BAS  OP   AG   STG  DCP
0000-04N-18E-16-3-002-00  AG   BAS  ACP  CPTO SHOP  STG  SHED
0000-04N-19E-04-2-009-00  BAS  OP   AG   SHED STG  DCP
0000-04N-19E-05-1-002-00  BAS  OP   AG   DG   BARN DCP
0000-04N-19E-05-3-001-00  BAS  OP   AG   STG  ACP  DCP
0000-04N-19E-06-4-001-00  BAS  OP   AG   SHED OT  DCP  BARN
0000-04N-19E-07-4-003-00  BAS  OP   AG   SHED BARN DG  STG
0000-04N-19E-16-2-001-00  BAS  AG   DCP  OP   BARN STG
0000-04N-21E-26-3-004-00  BAS  WD   FLR2 OP   AG  DCP  STG
0000-04N-21E-35-2-004-00  TWO  WD   ACP  AG   SHOP SHED
-----
Enter  Continue  Arrows  Browse  ESCAPE  Interrupt

```

Parcel #0000-23-03N-18E-4-002-00 Has An **Ag** And **Dcp**. Remember The Building Screen Only Prices One. Therefore At This Point You Will Need To Open Cama And Determine What Has Been Priced On The Building Screen.

Bldg Data STATE OF OKLAHOMA 03... _ X

File Menu Functions Help

Radiant Software

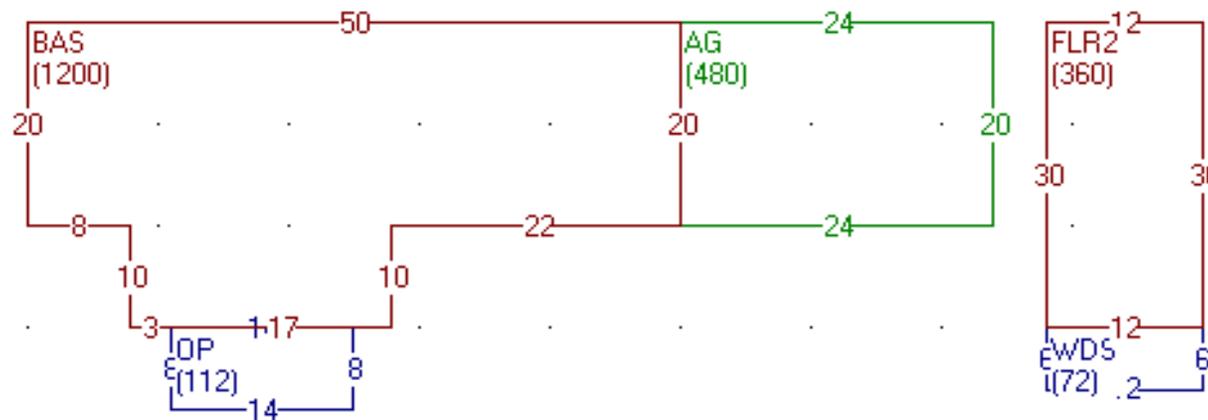
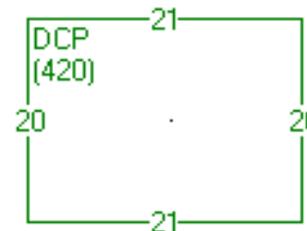
0000-23-03N-18E-4-002 No 1 KEITH, BETTY R
 Selected 1

| | | |
|-----------------|------|-----------------|
| Total Rooms | 000 | |
| Heating | 1 | FORCED AIR "C" |
| Air Condition | 1 | FORCED AIR "C" |
| Fireplace #1 | 15 | 1 1st Stv C1s C |
| Fireplace #2 | | |
| Primary Garage | 1 | AttGar Frame"C" |
| Primary Porch | 3 | OpnPorch C1s C |
| Basement | | |
| Actual Year B1t | 1983 | |

| FA | Area | Area | Date | Value | Neu | hhd | Normal | Dep | Area | Value |
|------|------|-------|------|-------|------|--------|--------|--------|-------|-------|
| 1560 | 156 | 51.96 | | 81062 | 1.00 | 0.3200 | | | 55122 | n |
| | | | | | | | | 0.6800 | | |

The primary structure has been determined to be the attached garage and an open porch.

On The Draw Screen Below The DCP Is The Secondary And Should Have Been Coded **DCPS**. This Would Need To Be Corrected And Also At This Point You Would Need To Check The **MISC** Screen To Make Sure This Secondary Detached Carport Has Been Priced.



Misc Data STATE OF OKLAHOMA 032409 YEAR

File Menu Functions Help

Parcel Number Forward Next

0000-23-03N-18E-4-002-00 KEITH, BETTY R

RAVANT SOFTWARE

| Line | Prog Code | Desc. | UNITS | UNIT PR. | Year | Depr. Table | Depr. Pct. | Value |
|------|-----------|-------------|-------|----------|------|-------------|------------|-------|
| 001 | 1 WDS | Wood Deck S | 72.00 | 4.23 | 0000 | 80.00 | | 244 |
| 002 | 2 | DCP | 1.00 | 1200.00 | 2006 | 100.00 | | 1200 |

2 Total Misc Records. Total Misc Value: 1,444

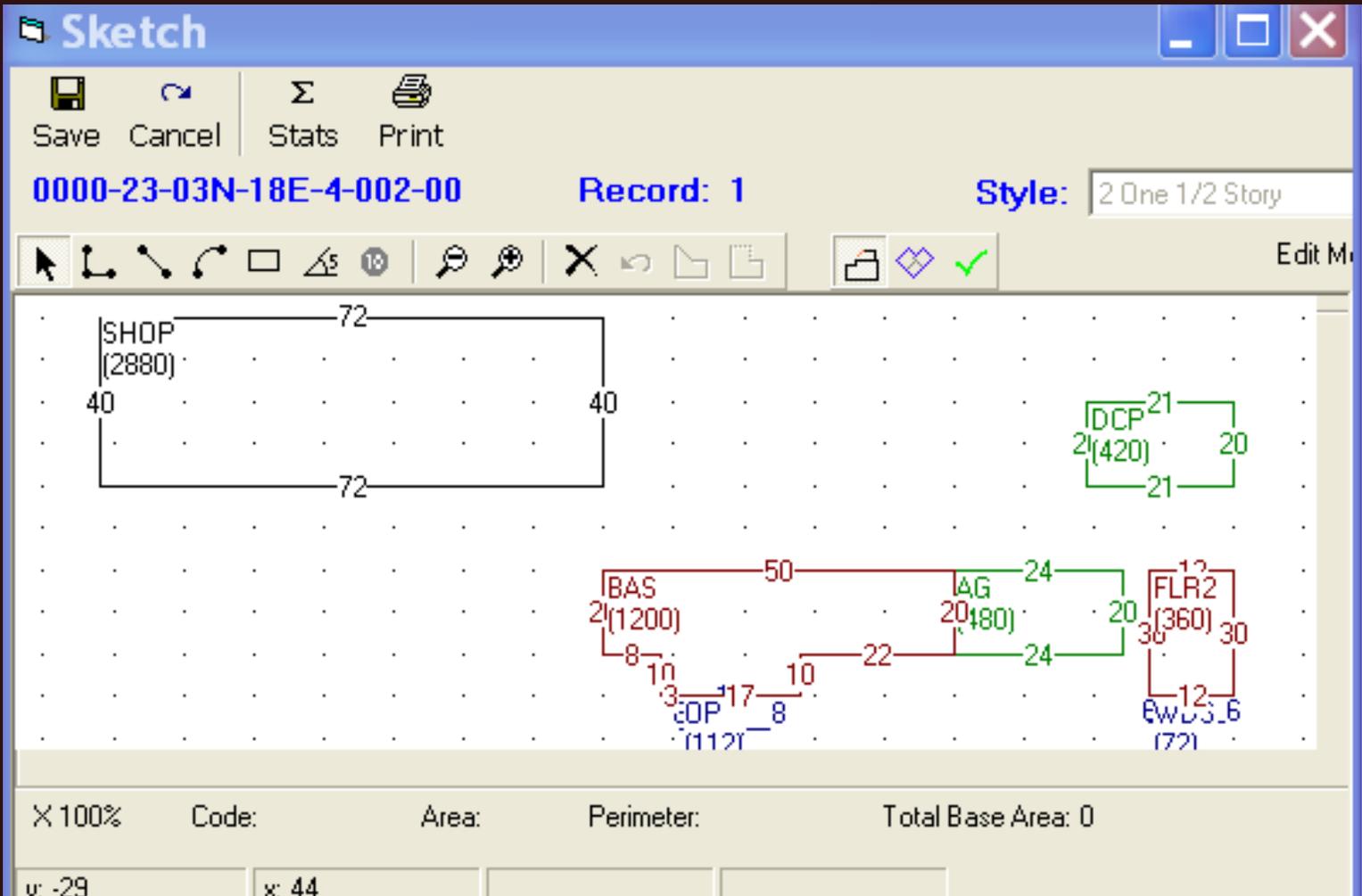
The Misc screen reflects the Detached Carport has been priced. At this point if the Detached Garage had not been priced, this information would need to be obtained from the Field Person who has inspected the Parcel.

NEXT YOU WILL NEED TO GO BACK TO THE DRAW SCREEN AND CORRECT THE DCP TO BE DCPS.

Right Click On The Dcps – Choose Select Sub-Area Now This Should Be Highlighted.

Right Click Again and the Option Should Be Rename Selected Area.

CLICK OK



You Will Have To Choose The Incorrect Name (Dcp) And Highlight Then Click On The Correct Choice (Dcps) And Click Ok



■ Bldg Data STATE OF OKLAHOMA 030909 YEAR

File Menu Functions Help



Save



Back



Forward



Next



Edit



Sketch

Radiant Softw

Parcel Number

0000-03-04N-19E-3-003-00

No. 1

LAWRENCE, CHARLES & THELMA

Selected Item

| | | | |
|-----------------|--------|-----------------|---------|
| Stories/Style | 1 | One Story | 1.00 |
| Occupancy | 1 | Single Family | |
| Design | 0001 | TRADITIONAL | 1.00 |
| Quality | 04 | Class C- FAIR | 0.85 |
| Roof Type | 01 | GABLE | |
| Roof Material | 1 | COMP SHG CLS C | |
| Exterior Wall-1 | 4 | BRK UNR CLASS C | 51.69 |
| Exterior Wall-2 | | | |
| Foundation | 1 | "C" SLAB | - 1.83 |
| Interior Fin | 3 | C AVERAGE | |
| Floor Cover | 3 | "C" AVERAGE | |
| No. Bedrooms | 003 | | |
| No. Baths | 2 | | |
| Total Rooms | 006 | | |
| Heating | 3 | HEAT PUMP "C" | 2.58 |
| Air Condition | 3 | HEAT PUMP "C" | |
| Fireplace #1 | 12 | 1 1st Msn Cls C | 2341.71 |
| Fireplace #2 | | | |
| Primary Garage | 6 | Blt In Msnry"C" | 12.40 |
| Primary Porch | 3 | OpnPorch Cls C | 10.95 |
| Basement | | | |
| Actual Year Blt | 1997 | | |
| Year Remodeled | 0000 | | |
| Eff. Year Built | 1997 | | |
| Condition | 3 | AVERAGE | 1.00 |
| Normal Depr Tbl | BA | Class B AVG | |
| Functional Obs. | 000000 | | |
| Economic Obs. | 000000 | | |
| Observed Depr. | 000000 | | |
| Obsvd Depr Code | | | |
| RENT | 000000 | | |
| Cntu Adi. Fact. | 085 | 085% | 0.85 |

| Eff. Area | Htd. Area | Eff. Rate | Value New | Nbhd | Normal Depr | Bldg Value |
|-----------|-----------|-----------|-----------|------|-------------|---------------|
| 1340 | 1340 | 43.66 | 58511 | 1.00 | 0.1000 | 52660 |
| | | | | | Total OBS | Pct Condition |
| | | | | | 0.0000 | 0.9000 |

The following IQ procedure will locate incorrect depreciation entries.

IQ

Aplus Building File

Stored Procedure option

eXecute Stored procedure

This category only



C:\WINDOWS\system32\cmd.exe - 4

07/28/2010 PAGE

| BLDG-PARCEL-NUMBER | SETAB-QUALITY | SETAB-NORMAL-DEPR-TAB | BLDG-OPERATOR-I |
|--------------------------|---------------|-----------------------|-----------------|
| 0000-04N-19E-03-3-003-00 | 04 | BA | CHURCH |
| 0000-05N-17E-36-1-003-00 | 04 | DA | CHURCH |
| 0000-05N-18E-02-1-001-00 | 04 | DF | CHRONI |
| 0000-05N-18E-07-1-001-00 | 04 | DA | CHURCH |
| 0000-05N-19E-16-2-025-00 | 04 | DA | CHURCH |
| 0000-05N-21E-19-2-002-00 | 04 | DA | CHURCH |
| 0000-05N-21E-22-3-001-00 | 04 | DA | CHURCH |
| 0000-05N-21E-34-2-002-00 | 05 | BF | CHURCH |
| 0000-05N-22E-06-3-001-00 | 06 | BF | CHURCH |
| 0000-05N-22E-06-4-001-00 | 04 | DA | CHRONI |
| 0000-06N-18E-34-1-006-00 | 04 | DF | CHRONI |
| 0000-06N-19E-31-1-001-00 | 06 | BA | CHRONI |
| 0000-06N-20E-35-4-010-00 | 06 | BA | CHURCH |
| 0000-06N-21E-02-4-001-00 | 05 | AA | CHURCH |
| 0010-000-003-00-0-000-00 | 05 | MA | CHURCH |
| 1001-007-004-00-0-000-00 | 04 | DG | CHRONI |
| 1001-022-001-00-0-000-00 | 06 | DA | SPEARS |
| 1001-026-010-00-0-000-00 | 06 | BG | CHURCH |
| 1001-031-006-00-0-001-00 | 04 | DA | JORDAN |

Enter Continue Arrows Browse ESCAPE Interrupt

PRINTING IQ IN NOTE-PAD

For this exercise we are going to use Aplus Area File
Choose Stored Procedure Option
This Category Only
Garage Check !

```
C:\ Command Prompt - 4
Select output destination:
Display
Printer Generic - Dot Matrix
Select new printer
File

SEARCH FOR BAREA-AREA-ID = 'AG' AND(BAREA-AREA-ID = 'DG' OR
BAREA-AREA-ID = 'BIG' OR BAREA-AREA-ID = 'ACP' OR BAREA-AREA-ID = 'DCP').
SORT ASCENDING BAREA-PARCEL-NUMBER.
```

```
C:\ Command Prompt - 4

PARCEL-NUMBER          DRAW SCREEN AREA CODES AG
-----
0000-03N-18E-23-4-002-00  BAS  OP   AG   FLR2 WDS  DCP  SHOP
0000-03N-19E-21-2-001-00  BAS  OP   AG   STG  BARN DG
0000-03N-19E-21-4-002-00  BAS  OP   STG  AG   DCP
0000-03N-19E-21-4-033-00  BAS  AG   OP   ACP  ADDONWD  SHED
0000-03N-19E-22-4-001-00  BAS  OPS  AG   OP   BARN DCP
```

Escape once from this screen. This will take you back to a menu.

Choose Execute and enter
Choose File and enter your name or report # etc –
Now enter

Select output destination:
Display
Printer Generic - Dot Matrix
Select new printer
File

Enter Destination File Name: **Sue** = 'DCP').

Procedure Name: GARAGE CHECK 1

| | |
|---------------------------|--------------------------|
| Output type | execute procedure |
| search criteria | save procedure |
| Sorting order | stored Procedure options |
| Temporary field functions | Utilities |

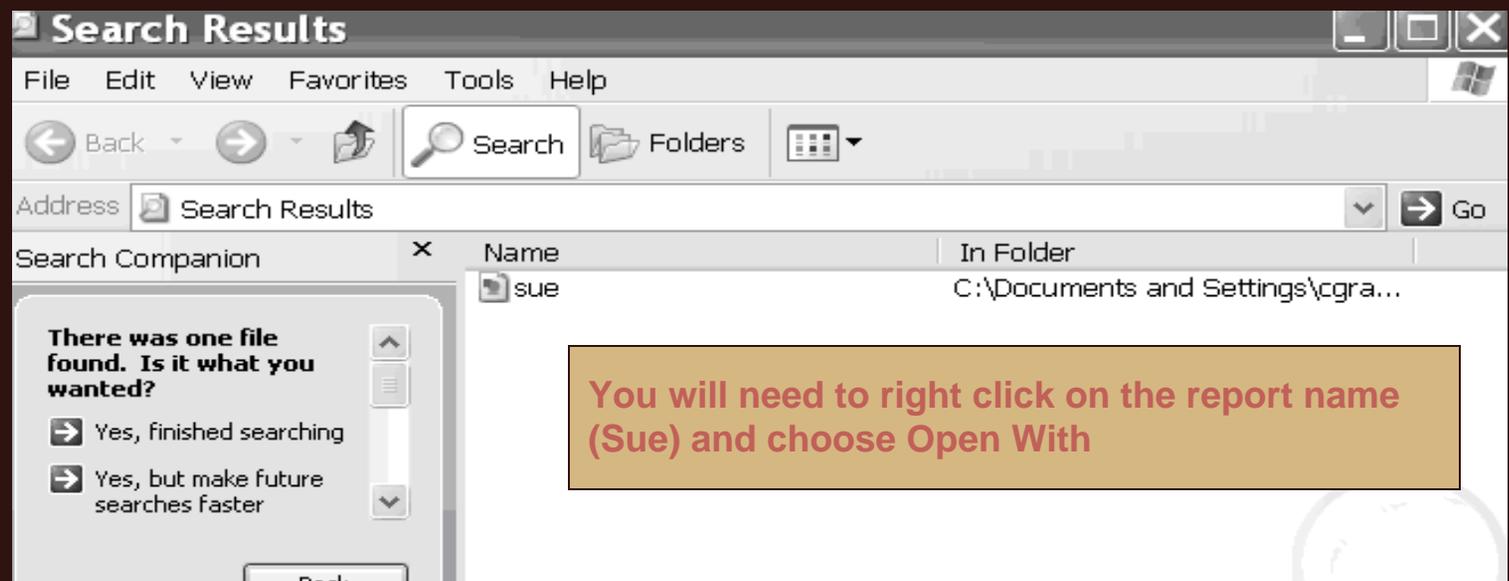
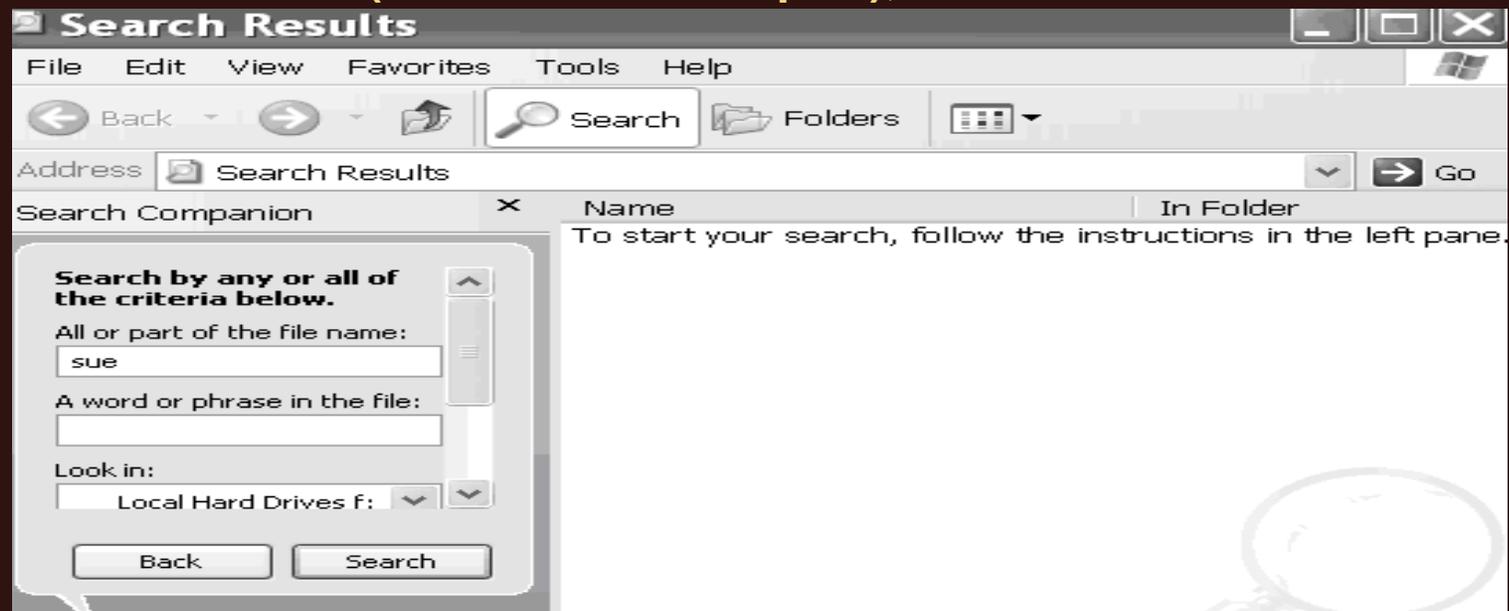
Command: **EXECUTE**

Database Category: APLUS AREA FILE

Instructions: Enter the filename to which you want output to be written.
If you do not apply an extension, a default extension will be added.

F1 Help **F2** To Keyboard Input

Locate the report you just saved: Left Click on Start, Search, All file and folders (Select name of report), Look in the F: drive



Windows

Windows cannot open this file:

File: SUE.PRT

To open this file, Windows needs to know what program created it. Windows can go online to look it up automatically, or you can manually select from a list of programs on your computer.

What do you want to do?

Use the Web service to find the appropriate program

Select the program from a list

OK

Open With

Choose the program you want to use to open this file:

File: SUE.PRT

Programs

Recommended Programs:

- WordPad

Other Programs:

- Adobe Reader 7.0
- Internet Explorer
- Microsoft Office Access
- Microsoft Office Document Imaging
- Microsoft Office Excel
- Microsoft Office InfoPath
- Microsoft Office Picture Manager
- Microsoft Office PowerPoint
- Microsoft Office Publisher

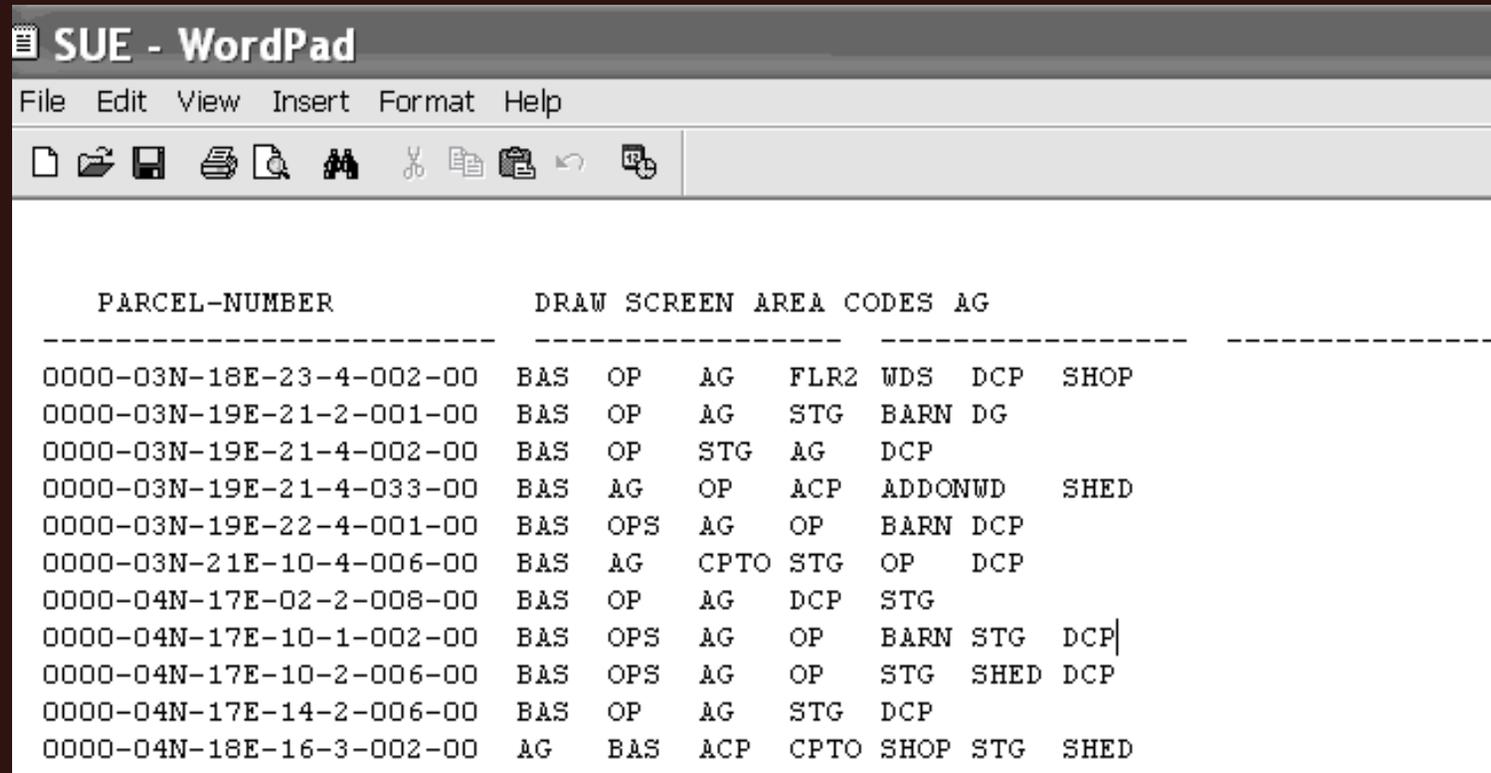
Always use the selected program to open this kind of file

Browse...

If the program you want is not in the list or on your computer, you can [look for the appropriate program on the Web.](#)

OK Cancel

After opening the report, click on FILE and select the printer.



After printing a report, you will need to DELETE the document

CAMA PERSONAL PROPERTY CLEAN-UP (FORMAT & KIND)

ALL PERSONAL PROPERTY

Output Type

Columnar

Subtotals Only

Detail-Tab-Format And Gdata-Kind-Account

<End>

Count (enter)

<end>

Execute

Display

Recommend Printing

| Command Prompt - 4 | | PAGE 1 |
|---------------------|--------------------|-------------|
| 07/27/2010 | | |
| DETAIL-TETAB-FORMAT | GDATA-KIND-ACCOUNT | TOTAL COUNT |
| | | 4 * |
| | B | 3 * |
| | I | 672 * |
| TEAMM | I | 2 * |
| TEFME | B | 2 * |
| TEFME | I | 569 * |
| TEILL | B | 1 * |
| TEILL | I | 30 * |
| TEINV | B | 150 * |
| TEINV | I | 1 * |
| TELHI | B | 22 * |
| TELHI | I | 52 * |
| TEMHA | I | 16 * |
| TEOFM | I | 307 * |
| TEOTH | B | 42 * |
| TEOTH | I | 312 * |
| TEPEN | B | 91 * |
| TEPEN | I | 160 * |

Enter Continue Arrows Browse ESCAPE Interrupt

- **TEFME** Is A Farm Code And Can Not Be Used On A Business Account.
- **TEINV** Is A Business Code And Can Not Be Used On An Individual Account

IQ PROCEDURE TO FIND ERRORS

ALL PERSONAL PROPERTY

Search

Detail-Tetab-Format

Equals

Matches

Constant

TEFME(incorrect type???)

(Enter more search criteria) – Yes

(Combine with previous criteria) –
And

Gdata-Kind-Account

Equals

Matches

Constant

I or B (the error

More search criteria) – No

Output Type

Columnar

Detail Only

Tmstr-Account-Number

Tmstr-Name

Detail-Line-Number

<End>

Execute

Display

Recommend Printing

This edit lists the account number, line number, and name.

```
C:\ Command Prompt - 4
07/27/2010 PAGE 1
TMSTR-ACCOUNT-NUMBER      TMSTR-NAME      DETAIL-LINE-NUMBER
-----
      023630.00      S-BAR RANCH\LOIS SOKOLOSKY      1
                                          2
```

==== Enter Continue ==== Arrows Browse ==== ESCAPE Interrupt =====

Next you need to open this account in CAMA.

PP Master Data STATE OF OKLAHOMA 030909 YEAR

File Menu Functions Help



Radiant Software

Search Acct Nbr Situs Address DBA Name Owner Name Alternate Id RE Number

Account
023630.00

Alternate Id

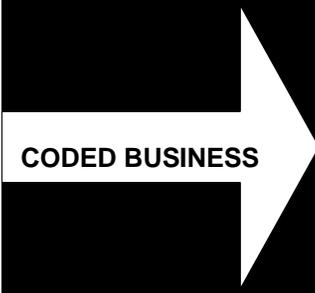
RE Parcel Number

Name And Mailing Address
DBA
%LOIS ANN SOKOLOSZY MILES
Name, Mailing Address
S-BAR RANCH\LOIS SOKOLOSZY
4242 N CAPISTRANO DR UNIT 151

Situs Address
Number Unit Dr Street Name Md
City Zip

City DALLAS State TX Zip 75287-4037 Country

Property Details
Business Code 112111 Beef Cattle Ran
Appraiser CM Appr. Date 03 13 2009
Phone 972 8184727 Contact LOIS ANN SOKOLOSZY MILES
Comments



The G-Data Screen indicates if the Account is Business or Individual

GData STATE OF OKLAHOMA 030909 YEAR

File Menu Functions Help

New Save Back Forward Next

Parcel Number

023630.00 No. 1 S-BAR RANCH\LOIS SOKOLOSKY

Selected Item

| | | |
|---------------|---|----------|
| Kind-Business | B | Business |
|---------------|---|----------|

Kind-Business B Business
FEI Number 73
Social Security Number 441184466
Number Livestk
Type of Livestk
Ag. Prod. Acre
Principal Prod.
Qtr Section
Section
Township
Range
County # & Name Latimer County
Permit #
Permit Type
Permit Year
Sch. Dist. I-1
HOMESTEAD
DBL. HOMESTEAD
FLAG1 XXXX
FLAG2 XXXX

The Detail Screen below list farm tractors on a business account. This account will not roll values into AA. You could enter this manually into AA or re-enter using acceptable codes.

Detail Summary 023630.00 _ □ ×

File Menu Functions Help





Radiant Software

New Back Forward Next

Parcel Number

023630.00

| ITEM | DESCRIPTION | YR | ORIGINAL-COST | R-C-N-L-D | OUERRIDE |
|------|---------------|----|---------------|-----------|----------|
| 1 | Farm Tractors | 06 | 41,000 | 35,260 | 0 |
| 2 | Farm Tractors | 90 | 30,000 | 23,700 | 0 |

Cost: 71000 Rcnld: 58960 Total Value: 58960

Alternate Data Entry Method

DETL Data STATE OF OKLAHOMA 030909 YEAR

File Menu Functions Help

New Save Back Forward Next Edit

Radiant Software

Parcel Number

023630.00 No. 1 S-BAR RANCH\LOIS SOKOLOSKY

Selected Item

| | | | |
|-----------------|------------|-----------------|----------------|
| Property Class | OTH | Oth Personal Pr | 000000001.00 |
| Property Type | OTHM | Oth Motor Equip | |
| Manufacturer | CASE | CASE INTERNATIO | |
| Type | NE | No Exemption | |
| Model # | | | |
| Year Made | 2006 | | |
| Horse Power | 085 | | |
| Kind Of Fuel | DSL | Diesel | |
| Render/Acquired | 0000 | | |
| Quantity | 0000000001 | | |
| Purch. Price \$ | 0000041000 | | |
| Depreciation | 16 | 16-Yr Age/Depr. | 000000000.8600 |
| Observed Cond | 0000000000 | | |
| Note 1 | | | |
| Note 2 | | | |

| Orig Cost | Appr Value | Value |
|-----------|------------|-------|
| 41000 | 35260 | 35260 |

CAMA PERSONAL PROPERTY IQ CLEAN-UP (Class & Type)

ALL PERSONAL PROPERTY

Output Type

Columnar

Subtotals Only

Tetab-Prop-Class

Tetab-Prop-Type

Gdata-Kind-Account

<End>

Count

<End>

Execute Procedure-
Recommend Printing

Command Prompt - 4

07/27/2010

| TETAB-PROPERTY-CLASS | TETAB-PROPERTY-TYPE | GDATA-KIND-ACCOUNT | TOTAL COUNT | PAGE |
|----------------------|---------------------|--------------------|-------------|------|
| | | | 4 | 1 |
| | | B | 3 | * |
| | | I | 672 | * |
| | | B | 581 | * |
| | | B | 1 | * |
| | | B | 5 | * |
| | | B | 395 | * |
| | | B | 1 | * |
| | | B | 1032 | * |
| | | B | 1067 | * |
| | | B | 64 | * |
| | | B | 27 | * |
| | | I | 21 | * |
| | | I | 19 | * |
| | | I | 12 | * |
| | | B | 1 | * |
| | | I | 515 | * |
| | | I | 1 | * |

Enter Continue Arrows Browse ESCAPE Interrupt

There are several mistakes in the procedure above.

TO LIST ERRORS FOUND BY PROCEDURE ABOVE

SELECT

ALL PERS PROP FILES

Search Criteria

Tetab-Prop-Class

Equals

Matches

Constant

FV(class that is incorrect)

(Enter More Search Criteria) - Yes

(Combine With Previous Criteria) – And

Tetab-Prop-Type

Equals

Matches

Constant

TRACTOR (incorrect type???)

(More Search Criteria) - No

Output Type

Columnar – Detail Only

Detail-Account-Number

Detail-Line-Number

Tetab-Prop-Class

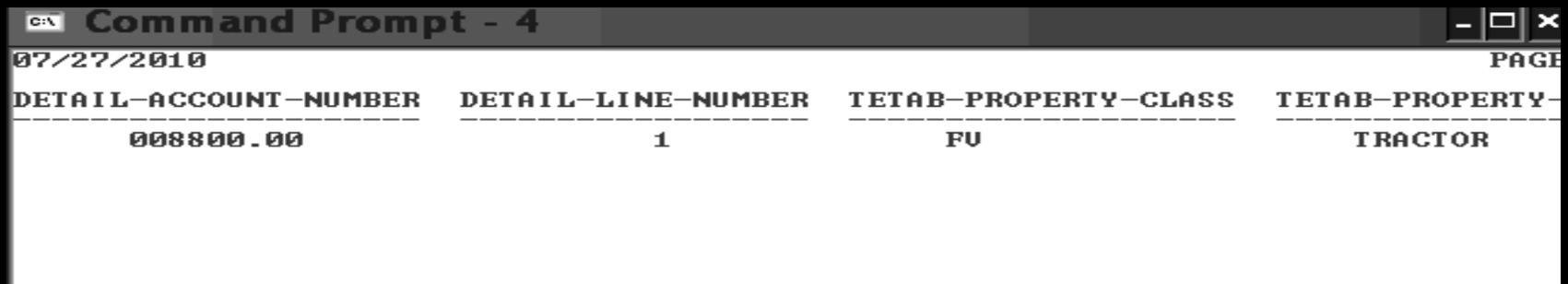
Tetab-Prop-Type

<End>

Execute

Recommend Printing

This edit shows that the account # is 008800.00 The line number is #1



The screenshot shows a Command Prompt window titled "Command Prompt - 4". The window content displays a table with four columns: "DETAIL-ACCOUNT-NUMBER", "DETAIL-LINE-NUMBER", "TETAB-PROPERTY-CLASS", and "TETAB-PROPERTY-". The first row of data shows "008800.00" under the first column, "1" under the second, "FU" under the third, and "TRACTOR" under the fourth. The date "07/27/2010" is visible in the top left corner of the window, and "PAGE" is visible in the top right corner.

| DETAIL-ACCOUNT-NUMBER | DETAIL-LINE-NUMBER | TETAB-PROPERTY-CLASS | TETAB-PROPERTY- |
|-----------------------|--------------------|----------------------|-----------------|
| 008800.00 | 1 | FU | TRACTOR |

You would need to open this account in CAMA to see what was entered incorrectly.

The IQ Procedure referred to line 1

Detail Summary 008800.00

File Menu Functions Help

New Back Forward Next

Parcel Number

008800.00

Radiant Software

| ITEM | DESCRIPTION | YR | ORIGINAL-COST | R-C-N-L-D | OUERRIDE |
|------|----------------|----|---------------|-----------|----------|
| 1 | TRACTOR : NOT | 80 | 5,000 | 5,000 | 0 |
| 2 | Farm Tractors | 60 | 5,000 | 5,000 | 0 |
| 3 | Farm Tractors | 50 | 2,000 | 2,000 | 0 |
| 4 | Farm Tractors | 80 | 5,000 | 5,000 | 0 |
| 5 | Bull Dozer | 64 | 7,000 | 7,000 | 0 |
| 6 | Haying Eq. PTO | 00 | 4,000 | 4,000 | 0 |

Cost: 28000 Rcnd: 28000 Total Value: 28000

DETL Data STATE OF OKLAHOMA 030909 YEAR

File Menu Functions Help

New Save Back Forward Next Edit

Parcel Number: 008800.00

No. 1 EVERY, REX R

Selected Item

Property Type: TRACTOR

| | | | |
|-----------------|------------|-----------------|----------------|
| Property Class | FU | Farm Vehicle | 000000001.00 |
| Property Type | TRACTOR | | |
| Manufacturer | CASE | CASE INTERNATIO | |
| Type | FE | Fuel Exemption | |
| Model # | | 29 | |
| Year Made | 1980 | | |
| Horse Power | 090 | | |
| Kind Of Fuel | DSL | Diesel | |
| Render/Acquired | 0000 | | |
| Quantity | 0000000001 | | |
| Purch. Price \$ | 0000005000 | | |
| Depreciation | LU | LU Lowest Value | 000000001.0000 |
| Observed Cond | 0000000000 | | |
| Note 1 | | | |
| Note 2 | | | |

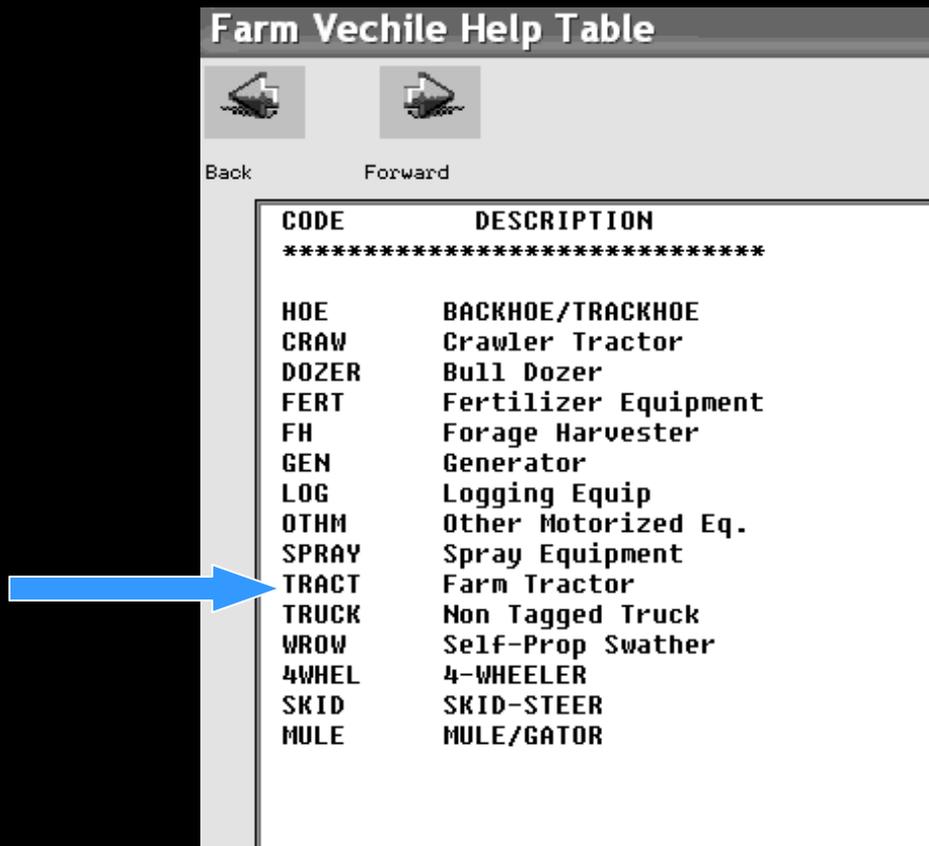
| Orig Cost | Appr Value | Value |
|-----------|------------|-------|
| 5000 | 5000 | 5000 |

Double Click

Highlight Property Type

To Open The Help Table Click The Edit Button. Highlight The Entry That Is Incorrect ---For This Example Highlight "Property Type" Now Double Click In The Box And The Help Table List The Way It Should Be Entered In CAMA

The box below indicates the correct entry would be TRACT.



The screenshot shows a window titled "Farm Vechile Help Table" with a "Back" and "Forward" navigation bar. Below the navigation bar is a table with two columns: "CODE" and "DESCRIPTION". The table lists various farm vehicle codes and their descriptions. A blue arrow points to the "TRACT" entry, which is "Farm Tractor".

| CODE | DESCRIPTION |
|-------|----------------------|
| ***** | |
| HOE | BACKHOE/TRACKHOE |
| CRAW | Crawler Tractor |
| DOZER | Bull Dozer |
| FERT | Fertilizer Equipment |
| FH | Forage Harvester |
| GEN | Generator |
| LOG | Logging Equip |
| OTHM | Other Motorized Eq. |
| SPRAY | Spray Equipment |
| TRACT | Farm Tractor |
| TRUCK | Non Tagged Truck |
| WROW | Self-Prop Swather |
| 4WHEL | 4-WHEELER |
| SKID | SKID-STEER |
| MULE | MULE/GATOR |

You will need to run the edits for each entry that was entered incorrectly and correct this in CAMA.

**COUNTY COMPUTER
ASSISTANCE PROGRAM**



ASSESSOR'S ANNUAL CONFERENCE

AUGUST 9-13, 2010



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Data Entry Tips

Cut and Paste

Save time in data entry of legal descriptions in the AA program. Suppose you have a parcel split and need to create a new parcel. Copy the existing legal description from the original parcel and paste into the legal description of the new parcel.

The screenshot shows a software window titled "Real/Personal Update (0000-01-02N-02E-0-001-00 Name>CAMILLI, GEORGE, JR., T...". The window has several tabs: "General Info", "Real Property", "Values", "Pictures", and "Change Notice Com". The "Real Property" tab is active. The form contains the following fields and controls:

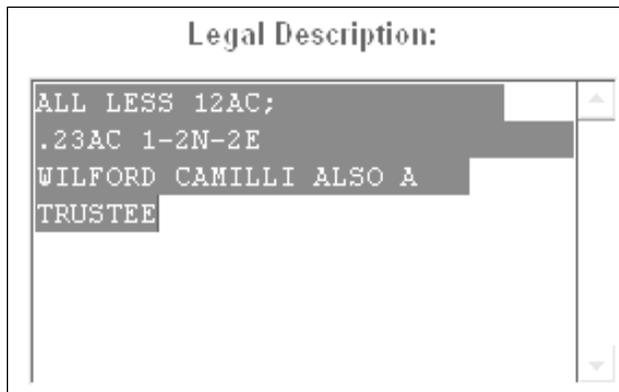
- Change Parcel Number** button
- Parcel ID fields: Addn (0000), Sect (01), Twp/Blk (02N), Rng/Lot (02E), Qtr (0), Parcel (001), Prop/S (00)
- Acres: 628.280
- Ag Land Acres: 628.280
- Lots: 0.000
- Secondary Parcel Code: []
- Land Use: RuralAg (dropdown menu)
- % Of Ownership: 1.000000
- Legal Description: ALL LESS 12AC;
.23AC 1-2N-2E
WILFORD CAMILLI ALSO A
TRUSTEE
- Exmpt/Acres/Lots Change: 2/07/2008
- PH: []

At the bottom of the window, there is a status bar with the text "Record will be Changed" in red, and four buttons: "Insert/Update", "Cancel/Close", "print this", and "Delete Record".



Highlight the needed text, hit **ctrl** key and the letter **C**. You have just copied the highlighted text to the computers "Clipboard".

The Clipboard is a special file or memory area (buffer) where data is stored temporarily before being copied to another location. Many word processors, for example, use a clipboard for cutting and pasting. When you cut a block of text, the word processor copies the block to the clipboard; when you paste the block, the word processor copies it from the clipboard to its final destination. This copied text can be copied to other applications outside of the AA Program such as the CAMA program and Word or Excel or email.



Now to place that text where we want it.

Put your cursor where you want to place the text and click, then hit the **Ctrl** button and the letter **V**.

Ctrl C= copy Ctrl V=paste

Let's talk about those squares that show up and how to correctly enter legal data.



Date field

No dashes or slashes are needed when entering a date. Enter a two digit month, two digit day and either a two or four digit year then press enter.

Signed Date:

Group Address Changes

Access this option from the drop down menu in Records and choose Address Changes.

Select Records to Change Records Tagged **6**

By Name | By Owner Number | By Parcel Number

| | Name | Owner # | Address 1 | Address 2 |
|-------------------------------------|------------------------------|-----------|--------------------------|---------------|
| <input checked="" type="checkbox"/> | 3-J FARMS, INC. | 20.01 | %CLAUDE SMITH | P.O. BOX 194 |
| <input checked="" type="checkbox"/> | 3-J FARMS, INC. | 20.00 | %CLAUDE SMITH | P.O. BOX 194 |
| <input checked="" type="checkbox"/> | 3-J FARMS, INC. | 20.00 | %CLAUDE SMITH | P.O. BOX 194 |
| <input checked="" type="checkbox"/> | 3-J FARMS, INC. | 20.00 | %CLAUDE SMITH | P.O. BOX 194 |
| <input checked="" type="checkbox"/> | 3-J FARMS, INC. | 20.00 | %CLAUDE SMITH | P.O. BOX 194 |
| <input checked="" type="checkbox"/> | 3-J FARMS, INC. | 20.00 | %CLAUDE SMITH | P.O. BOX 194 |
| <input type="checkbox"/> | 4-M FARMS | 30.01 | %WAYNE MONTGOMERY | BOX 836 |
| <input type="checkbox"/> | 4-M FARMS, L.P. | 30.00 | | BOX 836 |
| <input type="checkbox"/> | 4-M FARMS, LIMITED PARTNERSH | 30.00 | | BOX 836 |
| <input type="checkbox"/> | 4-M FARMS, LIMITED PARTNERSH | 30.00 | %WAYNE MONTGOMERY | BOX 836 |
| <input type="checkbox"/> | A & B VIDEO | 19,880.03 | %ANGELA & BRENT TRANTHAM | P.O. BOX 1012 |
| <input type="checkbox"/> | A & L CATTLE CO., INC. | 600.01 | %BOBBIE APPLE | HCR 1 BOX 24 |
| <input type="checkbox"/> | AARON, BETTY L. | 40.00 | | 510 NW 21ST |
| <input type="checkbox"/> | ADAMAH, BERSKAH CHARISMA, II | 90.00 | | BOX 366 |
| <input type="checkbox"/> | ADAMAH, BERSKAH CHARISMA, II | 90.00 | | BOX 366 |

Hold down the Ctrl key to tag multiple records. Apply address changes to assessment roll

UnTag UnTag All Close

You can sort records by Name, Owner Number or Parcel Number. Hold the **Ctrl** key down to tag multiple records.



Processing Records

0% Completed

Enter new address information and check the line you want to change.
 New address line will only be updated if box is checked.

Address 1:

Address 2:

Address 3:

City:

State:

Zip:

Country:

Addresses will only be updated if the **BOX** is checked.

If you check a box but leave the information line empty or blank that corresponding line on the records will be blank. Click OK to update all selected records.

Select Records to Change

Records Tagged 0

By Name | By Owner Number | By Parcel Number

| Name | Owner # | Address 1 | Address 2 |
|---|-----------|--------------------------|----------------|
| <input type="checkbox"/> 3-J FARMS, INC. | 20.01 | %CLAUDE SMITH | 100 WEST MAIN |
| <input type="checkbox"/> 3-J FARMS, INC. | 20.00 | %CLAUDE SMITH | 100 WEST MAIN |
| <input type="checkbox"/> 3-J FARMS, INC. | 20.00 | %CLAUDE SMITH | 100 WEST MAIN |
| <input type="checkbox"/> 3-J FARMS, INC. | 20.00 | %CLAUDE SMITH | 100 WEST MAIN |
| <input type="checkbox"/> 3-J FARMS, INC. | 20.00 | %CLAUDE SMITH | 100 WEST MAIN |
| <input checked="" type="checkbox"/> 3-J FARMS, INC. | 20.00 | %CLAUDE SMITH | 100 WEST MAIN |
| <input type="checkbox"/> 4-M FARMS | 30.01 | %WAYNE MONTGOMERY | BOX 836 |
| <input type="checkbox"/> 4-M FARMS, L.P. | 30.00 | | BOX 836 |
| <input type="checkbox"/> 4-M FARMS, LIMITED PARTNERSH | 30.00 | | BOX 836 |
| <input type="checkbox"/> 4-M FARMS, LIMITED PARTNERSH | 30.00 | %WAYNE MONTGOMERY | BOX 836 |
| <input type="checkbox"/> A & B VIDEO | 19,880.03 | %ANGELA & BRENT TRANTHAM | P. O. BOX 1012 |
| <input type="checkbox"/> A & L CATTLE CO., INC. | 600.01 | %BOBBIE APPLE | HCR 1 BOX 24 |
| <input type="checkbox"/> AARON, BETTY L. | 40.00 | | 510 NW 21ST |
| <input type="checkbox"/> ADAMAH, BERSKAH CHARISMA, II | 90.00 | | BOX 366 |
| <input type="checkbox"/> ADAMAH, BERSKAH CHARISMA, II | 90.00 | | BOX 366 |

Hold down the Ctrl key to tag multiple records.



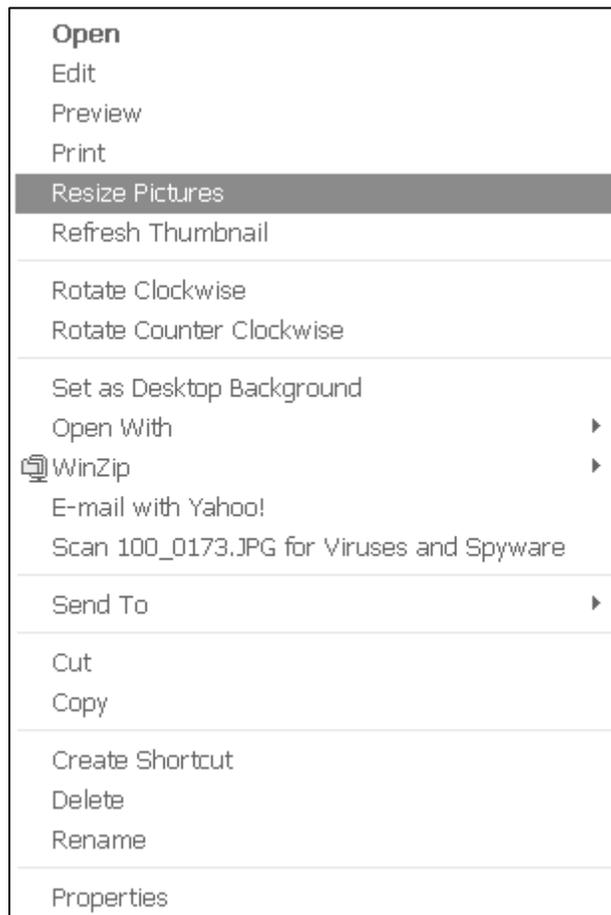
Image Resizer

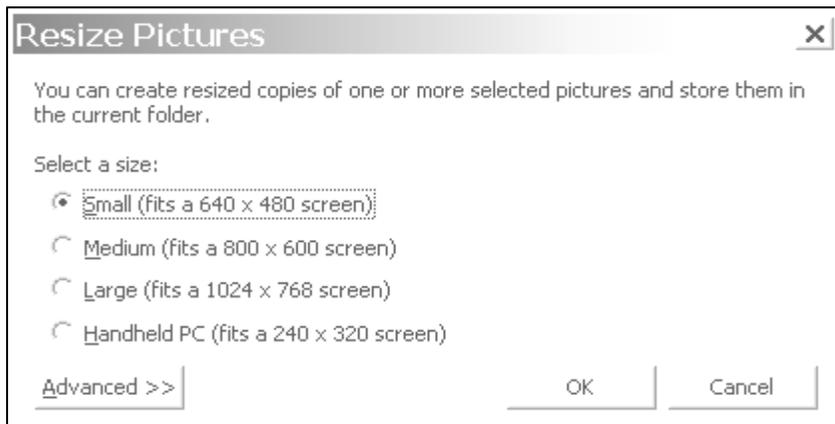
This program is available from the CCAP website if it is not on your computer. It is run from the local computer not from the server. This means anyone wishing to run this program will need to have it downloaded to their computer.

Once installed you can select one or several pictures in the picture folder on the server to resize.

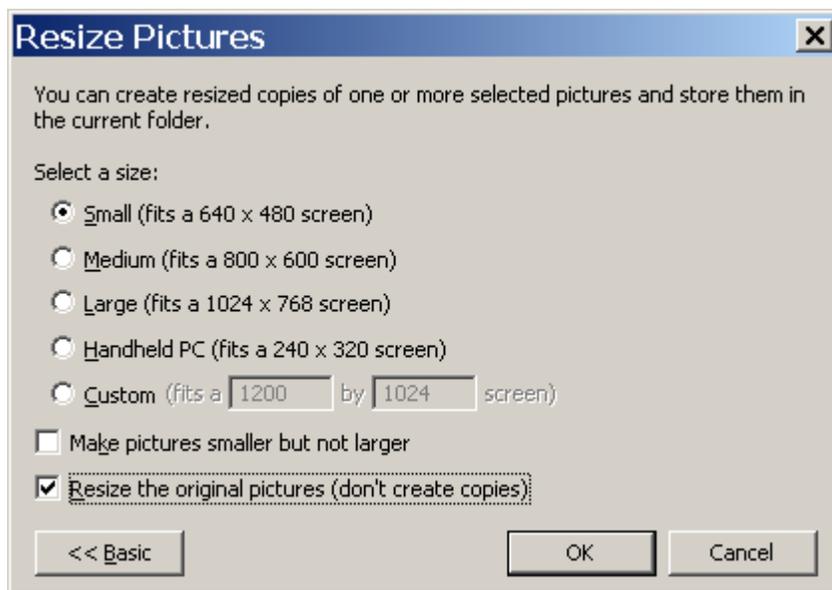
Once the pictures are selected, right click and the drop-down menu will display.

Now left click on **Resize Pictures**.





Click on the **Advanced** button on the bottom left and two more options are displayed.



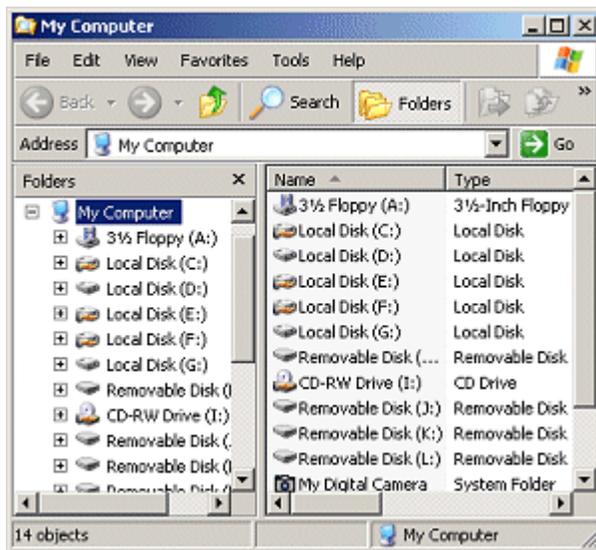
On this screen the radio button on the size option for **Small (fits a 640x480 screen)** should be selected. The last box, **Resize the original pictures (don't create copies)** should be checked. Now click OK button. The pictures are now a smaller file size.

Creating a Folder in a Drive

Open an Explorer Window in XP

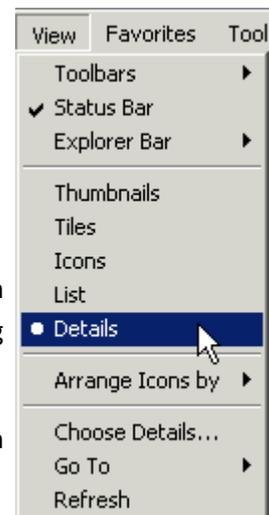
- In WinXP double click the **My Computer** icon on the desktop to open a new window or in the Start menu select My Computer.

A window opens that displays the various drives and special folders on the right and a set of tasks on the left.



Click on  the Folders button on the toolbar to show the folder tree in the left pane. The window shows the folder tree for the whole computer, listing all drives and special folders.

If the right pane is not using the **Details** view, click View at the top then select **Details**.



Create New Folder

- Double-click in the right pane on the folder **my documents** to open it.
- From the menu bar select **File> New> Folder** or right click and select **New**.
- **Type your name** as the name of the new folder.
- **Click** somewhere or press the ENTER key. Your new folder is created and named.

PDF Creator

What is a PDF?

Short for *Portable Document Format*, a file format developed by Adobe Systems. PDF captures formatting information from a variety of desktop publishing applications, making it possible to send formatted documents and have them appear on the recipient's monitor or printer as they were intended. To view a file in PDF format, you need Adobe Reader, a free application distributed by Adobe Systems.

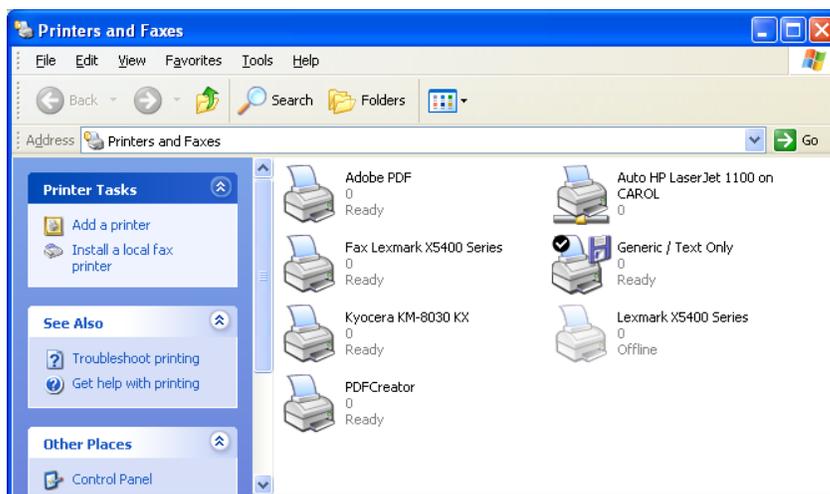
What is PDFCreator?

PDFCreator is an application that can:

- Create PDF's from just about any program that prints using Windows printers.
- Create documents in the following formats: Portable Document Format (PDF), Postscript (PS), Encapsulated Postscript (EPS), PNG, JPEG, BMP, PCX, and TIFF.
- Combine multiple documents into one PDF.
- Password protect and apply up to 128 bit encryption to your PDF documents.

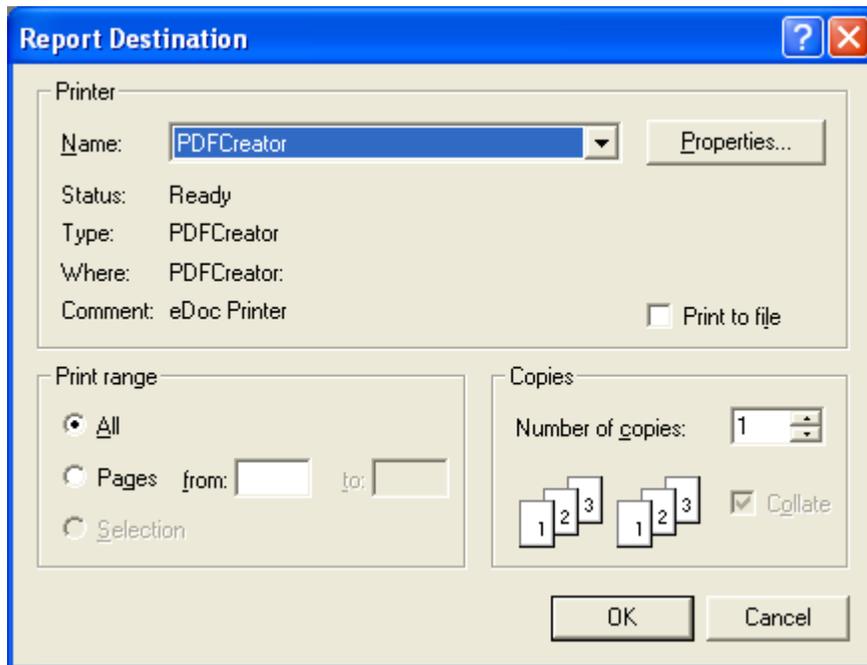
We suggest you use this to archive all June reports, Excise, Abstract and Homestead. Also at the end of year when you create your tax roll, archive these same reports and the tax roll abstract.

This program has to be installed on each user's computer. A PDFCreator icon will be in your printers and faxes list. Some new computers come already loaded with a PDF printer such as **Adobe PDF** this is NOT the correct option and has not been tested yet so be sure to use **PDFCreator**.





Choose June Reports and then **Assessment Roll Abstract**. At the end of the process you will be prompted to select a 'report destination', choose PDFCreator, and then click the OK button.



Assessor's Annual Conference August 10-13, 2010
County Computer Assistance Program



Report Preview [PDFCreator on PDFCreator:]

Zoom Pdf | 121 | Page 1 of 1 | Copies 1 | Pages to Print All

Select Printer...

Printer Name: PDFCreator

Status: Ready

Type: PDFCreator

Where: PDFCreator

Comment: eDoc Printer

Print range: All

Copies: Number of copies: 1

Collate

OK Cancel

VALUATION AND ASSESSMENT FOR CIMARRON COUNTY, 2008

| | Fair Cash Valuation | Fractional Assessment Percentage Applied | Gross Assessed Valuation |
|--|---------------------|--|--------------------------|
| Household Equipment and Other Personal Property | 14,550 | 19.00 | 1,892 |
| Total Personal Property Valuation | 18,102,912 | | 2,353,380 |
| Less Freepoint Exemption | 10,283,504 | | 1,336,854 |
| Net Personal Property Valuation | 25,590,808 | | 3,326,808 |
| Valuation Penalty | 4,864,908 | | 606,445 |
| Less Veterans Exemption | 762,068 | | 99,071 |
| Less Head-of-Household Exemption | 758,547 | | 98,611 |
| Less Manufactured Homes on Leased Land Additional Exemptions | 14,301,908 | | 1,859,275 |
| Net Assessed Valued Personal Property Subject to Tax | 18,136,093 | | 2,357,704 |
| Valuation Penalty | 3,553,617 | | 461,961 |
| Net Assessed Valued Personal Property Subject to Tax | 96,168,915 | | 12,502,001 |
| Valuation Penalty | | | 132,880 |
| Less Veterans Exemption | | | 29,310 |
| Less Head-of-Household Exemption | | | 89,525 |
| Less Manufactured Homes on Leased Land Additional Exemptions | | | 100 |
| Net Assessed Valued Personal Property Subject to Tax | | | 12,515,946 |

| Manufactured Homes | Taxable Fair Cash Valuation | Number | Gross Assessed Valuation |
|-----------------------------|-----------------------------|--------|--------------------------|
| Manufactured Homes | 3,694,462 | 229 | 480,272 |
| Disabled Veteran Exemptions | 115,658 | 3 | 15,062 |

| Taxable Fair Cash Valuation | | Fractional Assessment % Applied | Gross Assessed Valuation | |
|-----------------------------|--------------|---------------------------------|--------------------------|--------------|
| Real Estate | Improvements | | Real Estate | Improvements |
| | | | | |

REAL PROPERTY

start | Inboxes - Microsoft Out... | TIMELINE August 200... | PDF Creator August... | CCAP Assessment Ad... | 3:32 PM

You will then see a preview of the report, click the printer icon at the top of the screen. Again you will be prompted to select a printer. This window should still show PDFCreator, if not select it and then click the OK button.



The report will NOT actually print but create a document in pdf format. You can rename the document from this screen or the next one.

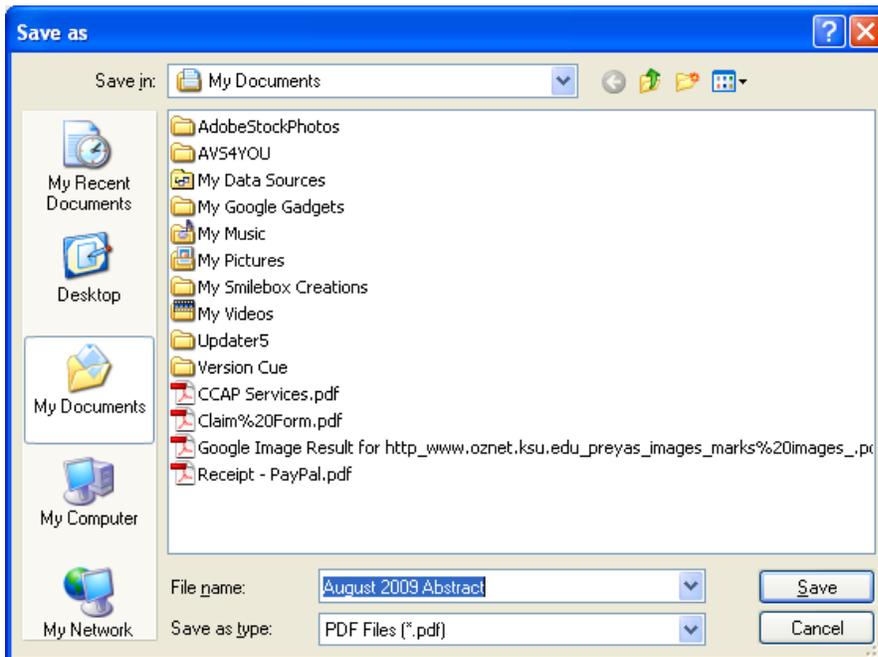
The image shows a screenshot of the PDFCreator 0.9.3 dialog box. The window title is 'PDFCreator 0.9.3'. It contains several input fields and buttons:

- Document Title:** A text box containing 'PrintAbstractPlain'.
- Creation Date:** A text box containing '20090714153652' and a 'Now' button.
- Modify Date:** A text box containing '20090714153652' and a 'Now' button.
- Author:** A text box containing 'cbomhoff'.
- Subject:** An empty text box.
- Keywords:** An empty text box.
- After saving open the document with the default program.**
- Buttons at the bottom: **Cancel**, **Wait - Collect**, **Options**, **eMail**, and **Save**.

Click the Save button and choose where you will be saving your pdf documents. This could be on your local hard drive or on the file server. If you want the documents to be shared with anyone else in the office, saving to the file server in the casmenu directory would be best.

F:\casmenu

Save to your local hard drive to a folder you will be able to find later.



After saving the file Adobe Acrobat window will display your document. You can just close it or add to another pdf to create one file.

Assessor's Annual Conference August 10-13, 2010 County Computer Assistance Program



August 2009 Abstract.pdf - Adobe Acrobat Professional

File Edit View Document Comments Forms Tools Advanced Window Help

Create PDF Combine Files Export Start Meeting Secure Sign Forms Review & Comment

1 / 1 62%

Find

OTC Form 977-3
Revised 2008

ANNUAL ABSTRACT OF VALUATION AND ASSESSMENT FOR CIMARRON COUNTY, 2009

| PERSONAL PROPERTY | | Fair Cash Valuation | Fractional Assessment Percentage Applied | Gross Assessed Valuation |
|-------------------|--|---------------------|--|--------------------------|
| 1 | Manufacturing and Processing (other than Oil and Gas) | \$ 14,659 | 18.00 | \$ 1,852 |
| 2 | Refineries, Gasoline Plants, Gether and Compression | 19,102,912 | | 2,329,282 |
| 3 | Other Oil, Gas and Mining Property | 10,833,934 | | 1,328,894 |
| 4 | Business Inventories (gross) | 22,892,038 | | 3,228,828 |
| 5 | Business Furniture, Fixtures and Equipment | 4,664,938 | | 603,446 |
| 6 | Manufactured Homes on Land Owned by Others | 783,547 | | 99,071 |
| 7 | Improvements on Leased Land and Leasehold Improvements | 14,201,928 | | 1,689,176 |
| 8 | Livestock and Swine | 18,138,029 | | 2,267,724 |
| 9 | Farm Tractors and Equipment | 2,853,617 | | 461,561 |
| 10 | Household Equipment and Other Personal Property | 95,168,915 | | 12,662,001 |
| 11 | Total Personal Property Valuation | \$ 48,188,815 | 0 | \$ 0 |
| 12 | Less Freeport Exemption | | | 12,662,001 |
| 13 | Net Personal Property Valuation | | | 12,680 |
| 14 | Valuation Penalty | 188 | | 29,310 |
| 15 | Less Veterans Exemption | 329 | | 88,525 |
| 16 | Less Head-of-Household Exemption | | | 102 |
| 17 | Less Manufactured Homes on Leased Land Additional Exemptions | | | 12,815,586 |
| 18 | Net Assessed Value Personal Property Subject to Tax | | | |

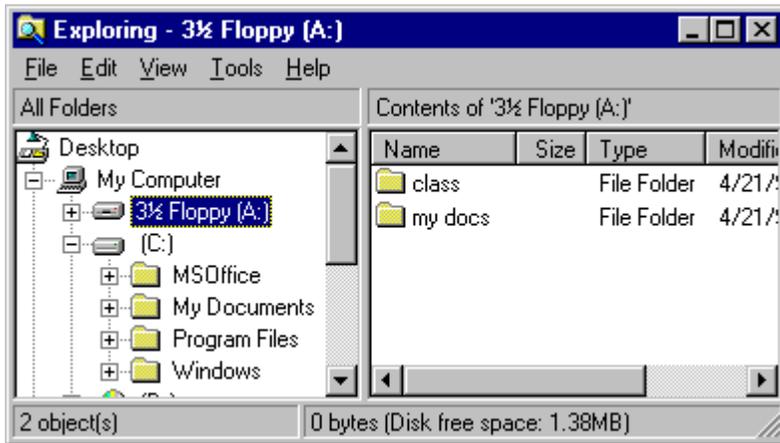
| REAL PROPERTY | | Manufactured Homes | Disabled Veteran Exemptions | Taxable Fair Cash Valuation | Number | Gross Assessed Valuation |
|---------------|---|--------------------|-----------------------------|-----------------------------|--------|--------------------------|
| 19 | Residential Urban | | | 3,884,462 | 225 | 460,272 |
| 20 | Residential Rural | | | 115,883 | 3 | 15,852 |
| 21 | Commercial/Industrial Urban | | | | | |
| 22 | Commercial/Industrial Rural | | | | | |
| 23 | Agriculture Urban | | | | | |
| 24 | Agriculture Rural | | | | | |
| 25 | Subdivided Real Estate and Improvements (lines 12 through 24) | | | \$ 4,024,778 | | \$ 19,141,650 |
| 26 | Less Additional Homestead Exemption | | | | | 637,652 |
| 27 | Less Additional Homestead Exemption | | | | | 3,065 |
| 28 | Less Disabled Veteran Exemption | | | | | 15,852 |
| 29 | Net Assessed Locally Valued Real Property Subject to Tax | | | | | 18,488,980 |
| 30 | Total Net Assessed Locally Valued Property Subject to Tax (line 18 + line 29 = line 30) | | | | | \$ 31,001,376 |

| REAL PROPERTY | | Taxable Fair Cash Valuation | Fractional Assessment % Applied | Gross Assessed Valuation |
|---------------|--------------|-----------------------------|---------------------------------|--------------------------|
| 31 | Real Estate | \$ 2,634,222 | 18.00 | \$ 341,227 |
| 32 | Improvements | 19,913,294 | | 182,135 |
| 33 | Real Estate | 1,401,018 | | 728,889 |
| 34 | Improvements | 6,606,713 | | 529,328 |
| 35 | Real Estate | 1,202,379 | | 171,661 |
| 36 | Improvements | 7,148,883 | | 1,048,994 |
| 37 | Real Estate | 750,912 | | 9,285 |
| 38 | Improvements | 247,706 | | 2,098,201 |
| 39 | Real Estate | 83,949,729 | | 10,913,480 |
| 40 | Improvements | 15,129,106 | | |

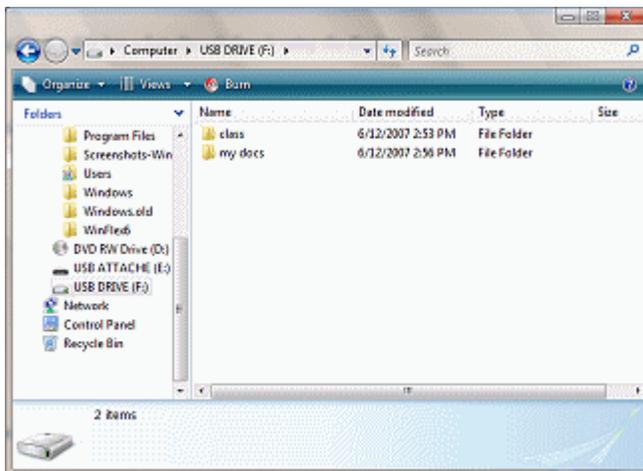
Handling USB drives--Expand & Collapse Folder Tree Branches

In the Navigation pane (left pane), click on the icon or name for you're that removable disk. The right pane will show the top level folders on that drive.

Win XP window



Windows 7 or Vista



In the folder tree pane on the left, click the **symbols** beside various drives and folders to expand and collapse the folder tree. Does the right pane change as you expand and collapse the folder tree?

In the folder tree pane on the left, click the **symbols** beside various drives and folders to expand and collapse the folder tree. Does the right pane change as you expand and collapse the folder tree? Click on various folder and drive **names** in the folder tree.

What does the right pane show? **Conclusion:** When something is selected on the left, its contents show on the right. You can expand and collapse the folder tree without changing the right pane by clicking on the symbols beside a folder name.

WinXP by default automatically expands a branch in the folder tree when you **select** it. This keeps the left and right panes synchronized if you click on something in the left pane. Vista does not do this by default. This behavior is part of "simple folder view", which is a choice in the Folder Options dialog on



the View tab under Advanced settings. In both WinXP and Vista this setting also controls whether or not you see dotted lines in the folder tree between levels in the folder tree.

At the top of the right pane in the Details view, some labels for properties of the files are displayed: Name, Size, Type, Modified or Date Modified. These column headings are actually sort buttons that manage the order of the display of this pane. Clicking one will reorder the display based on that property. Clicking it again will reverse the order.

How they sort:

Name sorts alphabetically with folders first.

Size sorts files based on size but leaves folders in alphabetical order.

Modified date sorts based on the date the file or folder was last changed.

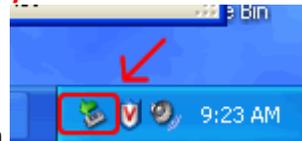
Type sorts the files by type, which is indicated by a file's extension and icon. However, some extensions are treated as the same type, so the display is not exactly alphabetical for extensions. For example, the extensions **exe** and **dll** are grouped together because they are both executable files. That means that they run programs.

Resize columns: You can adjust the widths of the sort buttons and thus the columns in Details view. This is useful when only part of the information will fit. Put your pointer over the right edge of a column heading. The pointer changes to resize shape.  Drag to the left to reduce the column size. Drag to the right to enlarge the column. Double-click to size the column to fit the widest item displayed.

Ref: <http://www.jegworks.com>

Copying files to a flash drive on a PC:

1. Open **My Computer** and see which drives are shown. Most computers, for example, have a hard disk such as a C: drive and a CD or DVD drive.
2. Insert the flash drive into the USB port and watch to see where the USB flash drive appears. Most will appear as removable storage, but some will instead appear as hard drives. Note the name Windows is using to refer to the flash drive ("Removable Disk (G:)," for example).
3. Open **My Documents** or the location from which you want to transfer files to the flash drive. Select the **files** or **folders** you want to save to the flash drive by left-clicking on them. To select more than one, hold down the CTRL key while you click and select all of the files you wish to save.
4. **Right-click** on the file(s) or folder(s) you selected, then select **Send to**, then select the name you saw appearing in My Computer for the flash drive ("Removable Disk (G:)," for example).
5. When the copying is finished, **do not immediately remove the flash drive from the USB port.**



Instead, left-click on the **Remove Hardware** icon located in the System Tray. A window containing a list of the USB devices will appear. Left-click on the **Safely Remove Mass Storage Device** line that matches your flash drive (for example, **Safely Remove Mass Storage Device - Drive(G:)**).

6. When you see the following message appear in the bottom left toolbar, it is, as it says, safe to remove the flash drive from the USB port; you may close the message or ignore it, as it will close itself automatically:



Saving to a USB or Flash Drive

Let's run another report from AA using PDFCreator but this time we will save the pdf file to the ASCII directory for access at a later time.

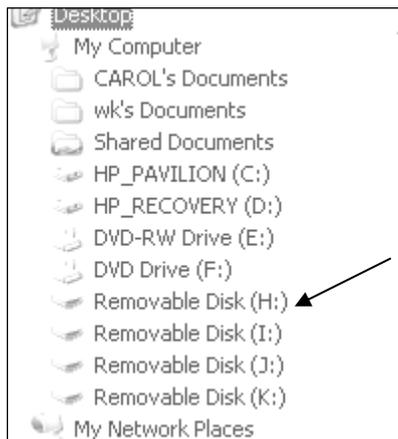
- Locate the USB ports on your computer. Most new desktop computers have them located on the front of the machine, and if you are using a laptop, you will most likely find the USB port on the side or back of the laptop. Once you have found the USB port, remove the cap from your USB flash drive and insert the drive into the USB port. There is only one way it will fit so please don't force it.

- Step 2



Windows Found New Hardware notification

Once you have inserted the flash drive into the USB port, Windows should automatically install the drivers for your flash drive. Windows will display a notification that it found new hardware and is installing the drivers for it. When Windows notifies you that your new hardware is installed and ready to use, then you can begin using your flash drive.

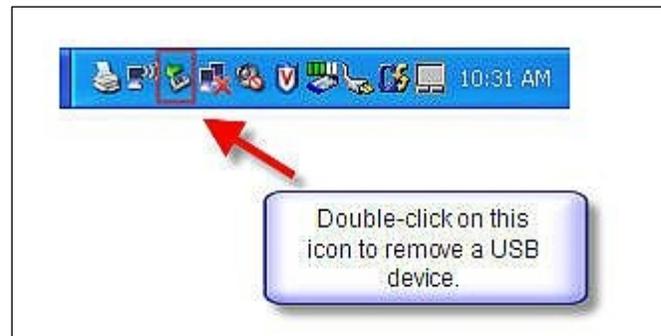


- Step 3 USB Flash drive listed in My Computer

Now Windows should pop up a dialogue box asking what you would like to do with the files on your USB flash drive. You can also access the flash drive through My Computer if the dialogue box does not come up. The flash drive is usually called a removable disk, or it may be listed as the manufacturer or product name of the USB drive (ex: Traveldrive, Lexar).

Now let's either put a copy of our report on the flash drive or move it to the flash drive.

- Step 4 To remove the USB flash drive from the computer when you are done working with it, you will need to double click on the Safely Remove Hardware icon in the lower right-hand corner of your computer screen.



- Step 5 Next, the Safely Remove Hardware window will pop up. Select USB mass storage device from the list, and then click stop. You will then be prompted that it is safe to remove your hardware. Do so, and you are all set!

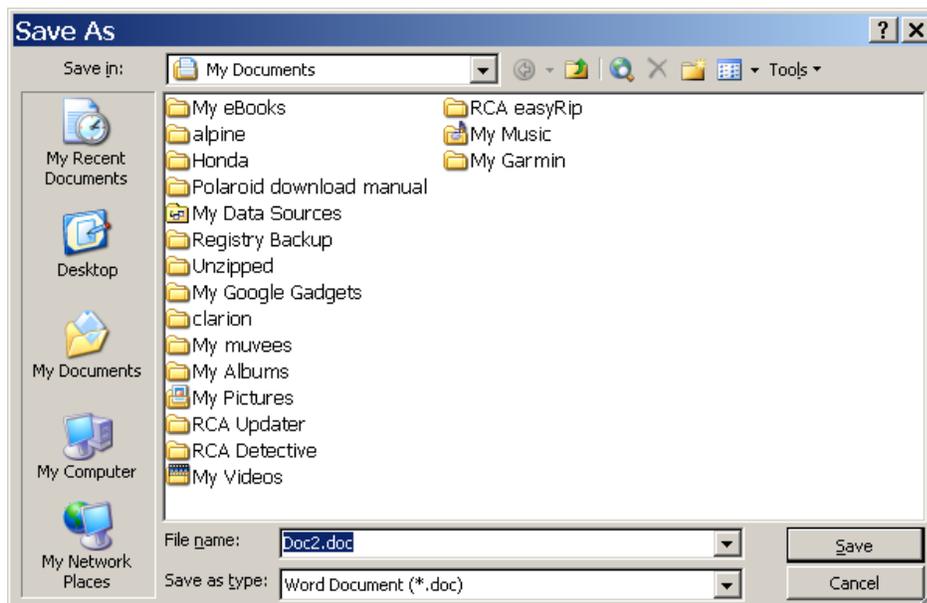




- The USB Flash Drive will only connect to the USB port in one direction. If you can't get the drive to connect, try turning the drive a different direction.
- Some flash drives will have software on them that will install as well when you connect the drive for the first time
- Do not remove a USB flash drive if there are programs on the computer that are reading from it (ex: if you are editing a Word document saved on the USB flash drive, close Word first before removing the drive)
- Damage to the USB drive and the data stored on it could result if you do not remove the USB drive using the Windows Safely Remove Hardware utility

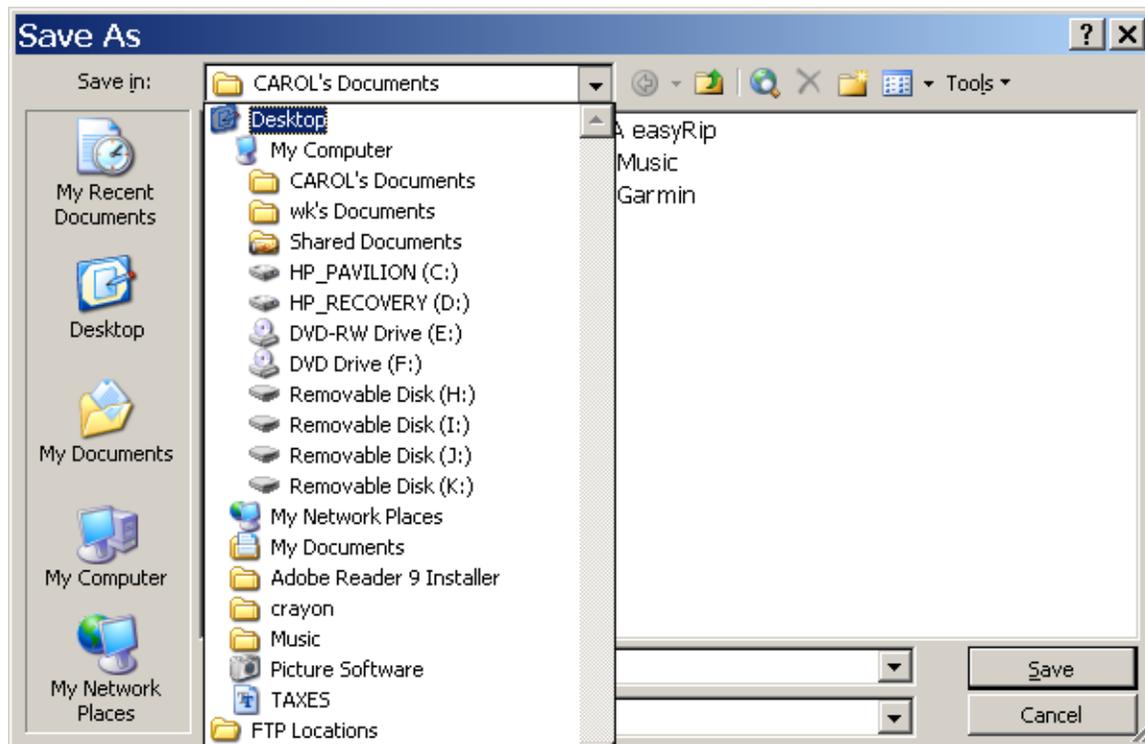
Read more: [How to Connect and Use a USB Flash Drive on Windows Computers | eHow.com](http://www.ehow.com/how_5477638_connect-flash-drive-windows-computers.html#ixzz0tfdYLKfm)
http://www.ehow.com/how_5477638_connect-flash-drive-windows-computers.html#ixzz0tfdYLKfm

Read more: [How to Connect and Use a USB Flash Drive on Windows Computers | eHow.com](http://www.ehow.com/how_5477638_connect-flash-drive-windows-computers.html#ixzz0tfd3kugB)
http://www.ehow.com/how_5477638_connect-flash-drive-windows-computers.html#ixzz0tfd3kugB



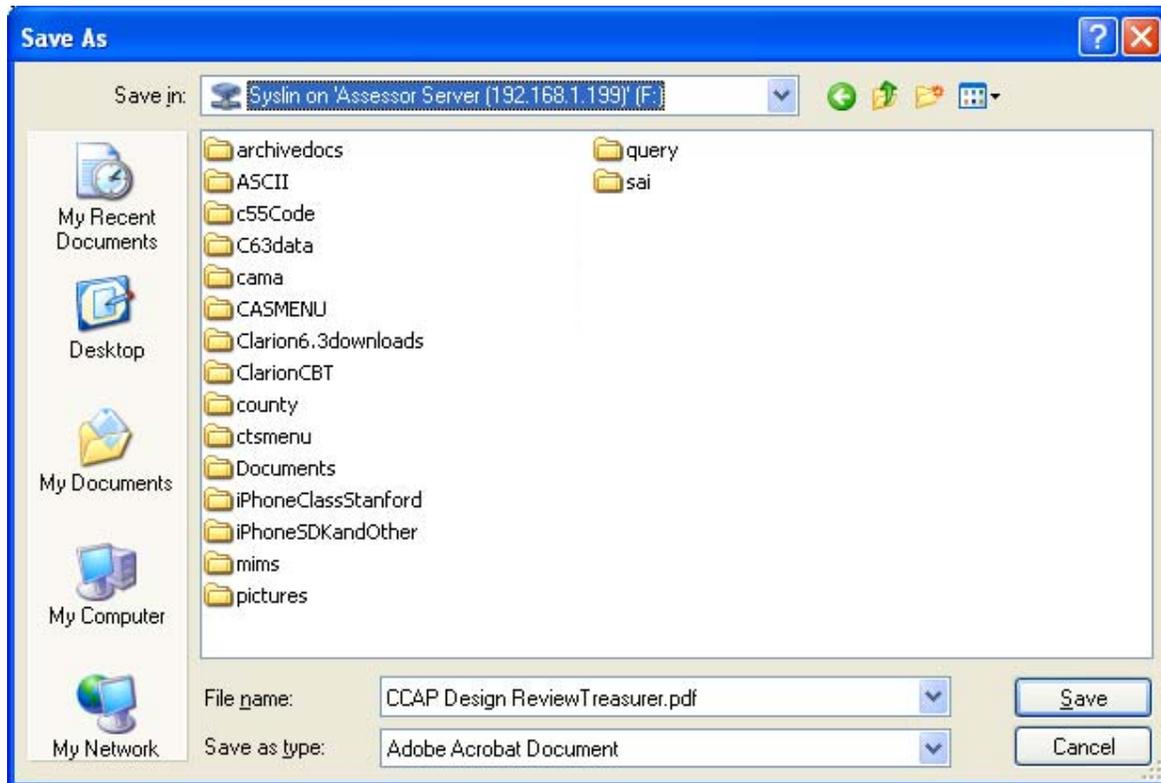
The Local Hard Drive

Example of what your local hard drive could look like.



The File Server Hard Drive

Example of what your file server drive should look like.



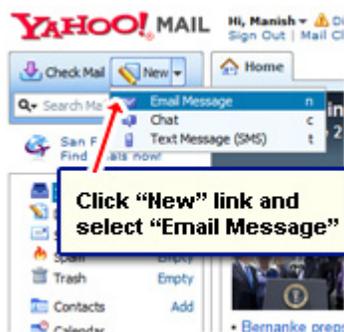
Email

Yahoo

Compose and send email from Yahoo account

This page will walk you through the steps on how to compose and send an email from the Yahoo! Mail service. Written primarily for people who've just created a [new Yahoo ID](#) and don't know how to proceed, the screenshots and detailed instructions will delineate the process in simple and easy to understand language.

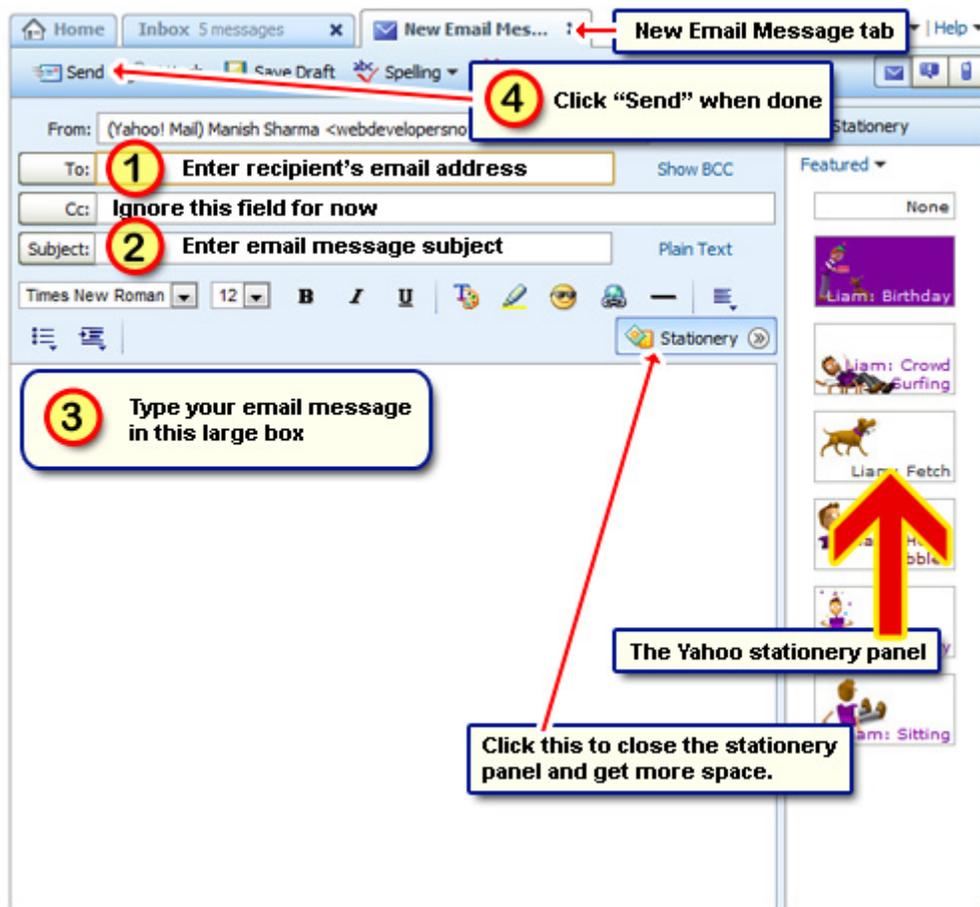
Note: As a new user you may not be aware that there are two versions of the Yahoo email account - the **Mail Classic** and the **All-new Mail**. The latter seems to be better. If you are on Mail Classic you can quickly [change to the new Yahoo mail version](#).



Sign in at your Yahoo account

Open the [Yahoo login page](#) and sign in to your account - <http://mail.yahoo.com>. You should now see the Yahoo! Mail "Home" which is like a starter page and has weather information, some advertisements etc. Click on the "New" link close to the top-right (just under the Yahoo logo) and choose "Email Message" - refer image to the left. The new Yahoo interface also offers keyboard shortcuts - hit 'n' on the keyboard to accomplish the same!

Immediately a *new tab appears* for the message you are about to compose. In it will be the online form with blank fields awaiting your inputs.



Here is how you send a quick email message to someone –

Enter the email address of the recipient in the "To:" field. All email addresses have the format **someone@someplace**. Double check the address when you've keyed it in - there should not be any blank space.

Ignore the "CC:" field for the time being. FYI, CC stands for *Carbon Copy* and lets you send the same message to others. To know more read [how to send email to multiple recipients](#) on the Yahoo website.

Now to the "Subject:" line. This is where you enter an email subject which is a one line or phrase describing the contents of the message. For example, "RW Question" will be an apt email subject and the main message can have further details. The email subject is what is shown in the recipient's inbox and should *convey a clear idea* of the message content.

The big blank text box is where you type in the main contents of the email. The message can be long or just a few lines. I suggest you stick to the latter if this is your first try - check out the Yahoo website to know how to save an email message as a draft.

Click on the "Send" button when you are satisfied. That's it - the email will be sent to the recipient's account immediately.



Attach files to email messages

To send any file as an attachment with an email in Yahoo! Mail Classic.

While composing a message, follow the *Attach Files* link.

Select *Browse* to select the file you want to attach on your computer.

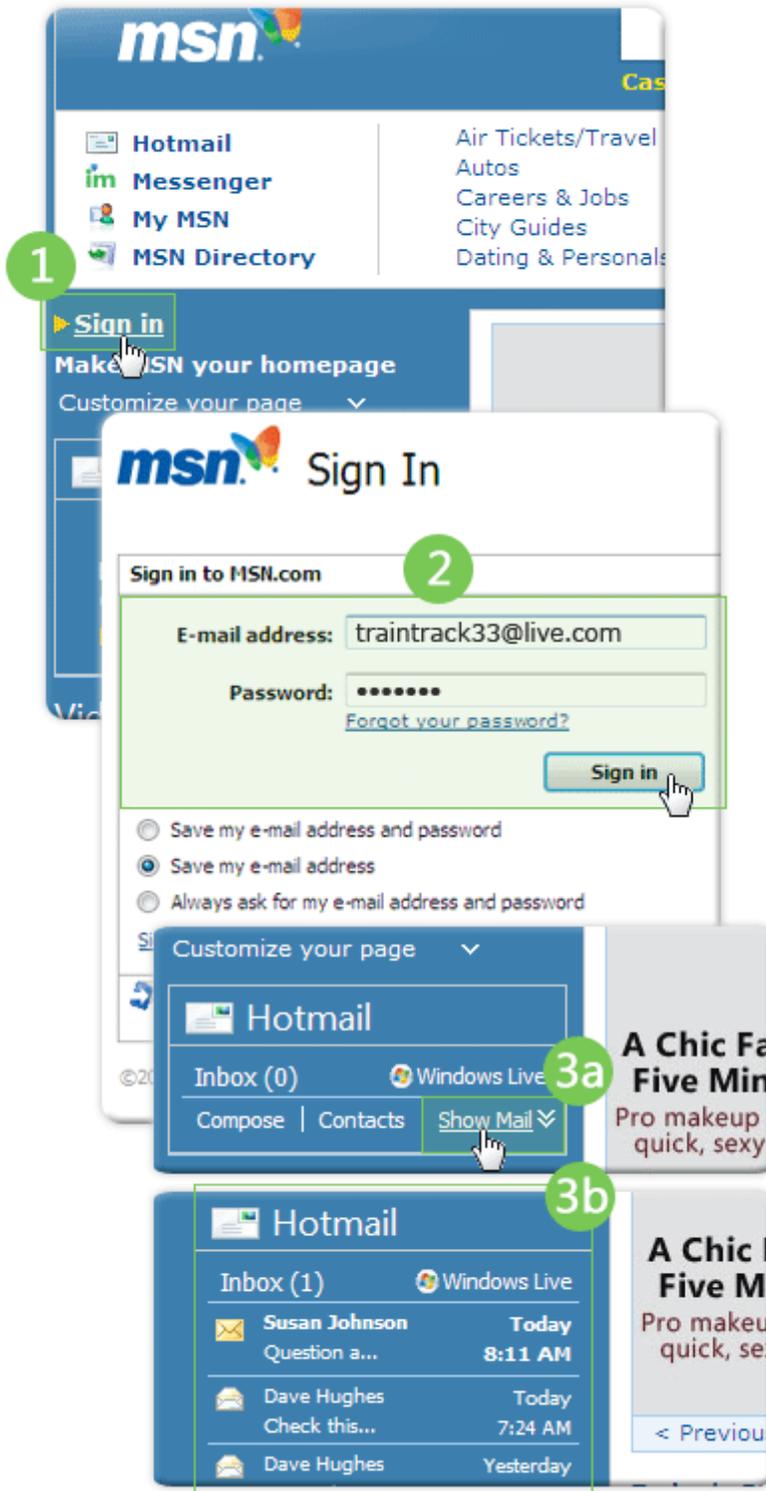
Click *Attach Files*.

Yahoo! Mail Classic now grabs the file from your computer and attaches it to the message you are currently composing. Additionally, every file you attach is scanned for known viruses automatically.

To add more files, select *Attach More Files*.

Eventually, select *Done* to close the attachments window and return to the message composition page.

Hotmail on MSN.com





Hotmail

Click Sign in on MSN.com-To preview your inbox alongside daily headlines on MSN.com, click Sign in on the upper-left part of the page. This will take you to the Hotmail sign-in page.

Enter Hotmail password- After signing in, you will be taken back to MSN.com.

Click Show Mail- You can now preview your inbox on MSN.com. And don't worry, your inbox is private. No one sees it but you.

Preview your Hotmail inbox on MSN.com.

Write a new email message

Sign in to the Windows Live Hotmail website with your Windows Live ID (The user name and password that you use to sign in to any Windows Live, MSN, or Office Live sites and services. If you have a Passport Network, Hotmail, or Messenger account, you can use it as your Windows Live ID.) .

Open your Inbox, and then, on the Action bar, click New.

To address the message, do one of the following:

Select contacts from your contact list.

Click To.

Click the People, Categories, or Favorites tab.

Select the contacts that you want to send the message to. To view the members of a category, click the Show all icon > .

After you've finished selecting your contacts, click Close.

Note

If you select a category to send mail to, everyone in that category will receive the message.

Manually enter email addresses or names.

In the To box, enter the person's name or email address.

Note

As you type, contacts that match the letters that you're typing automatically appear below the To box. Click the person's name or email address from the list to add that person.

Note

To remove a person from the To list, next to the person's name or email address, click the Remove contact icon  .

In the Subject line, type a brief description of the message.

Type your message in the main message box.



Do one of the following:

To save a draft of the message so that you can edit it another time, on the Action bar, click Save draft. The message is saved in the Drafts folder until you want to edit or send it.

To send the message, on the Action bar, click Send. By default, a copy of the sent message is stored in your Sent folder.

Attach files to email messages

When you send an email with Windows Live Hotmail, you can attach pictures and other files to your message.

Sign in to the Windows Live Hotmail website with your Windows Live ID (The user name and password that you use to sign in to any Windows Live, MSN, or Office Live sites and services. If you have a Passport Network, Hotmail, or Messenger account, you can use it as your Windows Live ID.) .

Open your Inbox, and then, on the Action bar, click New.

Click Attach, and then click File.

Note

In some browsers, such as Firefox or Safari, you just click **Attach**. There is no **File** option.

Locate and select the file that you want to attach, and then click **Open**.

Repeat step 4 for each file that you want to add.

Note

To remove an attached file, next to the file name in the message header, click the  next to the attachment.

If you've chosen to save a copy of your sent messages, a copy of the attachment is saved as well.

Any file that you attach to an outgoing message is automatically scanned by Windows Live OneCare antivirus software. If a file contains a virus, you won't be able to attach it to a message.

Some email programs, such as Microsoft Outlook, can block certain types of attached files to help protect against viruses. You'll be notified if you attach a file that others may not be able to open.

Gmail

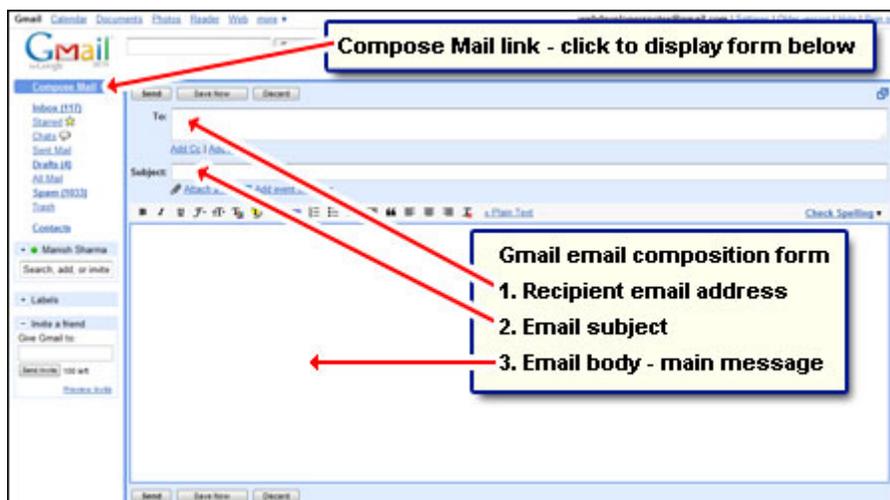
Compose and send email from Gmail account

First, if you don't have a Gmail account, please refer how to get an account at the Gmail website. Google provides more than 7GB of Gmail storage space with loads of features. You can get to know these gradually because the most important thing to know is how to send emails from your account.

The Gmail interface is simple and intuitive. We've **used the standard (new) version to send the Gmail email**. If you find the screenshots and images different from your layout, you are probably using the older version. You can switch across the two Gmail versions with a single mouse click.

Compose a new email message in Gmail

Click on the "**Compose Mail**" link located under the Gmail logo (top-left). You'll now see an online form (the email composition section) with three fields. Ideally, to *send Gmail email you need to provide 3 little bits of information* - the email address of the recipient, the email subject and email body/message. So what are these?



The email address of the recipient

It's the only item that's required to send an email.

The email subject line

This can be anything you want - you can also leave it blank but I don't suggest that. The email subject is like a one-liner that describes what you are about to write. It doesn't need to be very long; just a few words would be fine.

The email contents - the main message

The main email message goes in the big (huge) box.

Start by entering the recipient's email address in the **To:** field. By the way, you can **send Gmail email to more than one recipient**; all you need to do is enter the additional email addresses separating each one

from the other by a comma. You can also send the email to multiple recipients through Gmail Cc and Bcc. Now type the one line email subject. Finally come to the third field in which you shall write the actual message.

Plain text or rich-text email

Gmail allows you to compose email of two types -**plain text** and **rich-text**. And what is the difference?

As their name suggest, plain text email is simple vanilla flavor without any formatting which mean text will be in **black and white default font face**. I guess you can understand the dissimilarity better when we compare it with rich-text email message.

With rich-text message you can embellish your email message with various fonts in different colors and sizes, web links, emoticons, alignment and much more, here it is in a brief statement.

Right above the text box in which you type in your email message is called the "**formatting bar**" - see image below. It has several buttons/icons and you can understand what each one does if you move the mouse cursor over it. If you don't see this toolbar, you are probably using the older Gmail version.



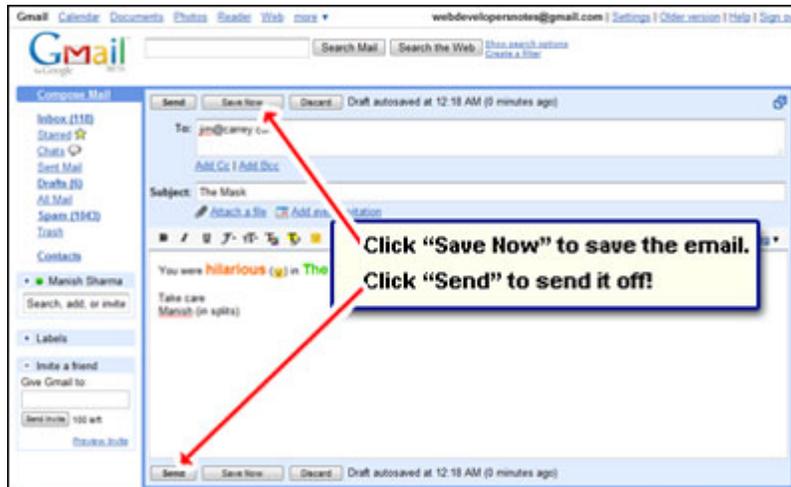
Some of the rich-text formatting that is available include:

- putting text in bold and/or italics
- changing font size and font type (the font family)
- adding color to selected text
- highlighting text
- including a web link (URL), emoticons
- adding formatted lists - ordered or unordered (bulleted)

If you are writing a long email (we've all written a few in our lives) and have to run off for an errand, you can always **save it** (the "Save" button is at the top and the bottom) and it will send to the "*Drafts*" folder. Once you get back in front of your computer, go to the Drafts folder, click on the email message and resume your efforts. FYI, Gmail automatically saves the email message you are composing so that you don't lose what you have already written - can be really frustrating if you've ever gone through this ordeal.

When you have finished writing your email, click on the **Send** button and the email will be on its way. When you send a Gmail email, a copy is placed in the **Send Mail** folder for your future reference. This is

really helpful sometimes when you either need to dig out old correspondences or forward / resend the message. And I hope you checked the email for spelling mistakes using the Gmail spell checker; if not, there is always next time...



Attach files to email messages

- Step 1 Go to www.gmail.com to sign in to your email account. This is the Gmail homepage.
- Step 2 Sign in to your Gmail account using your email address and password. If you do not have an account with Gmail, you must first create one before you are able to send any attachments.
- Step 3 Click on the "Compose Mail" command located at the top left of the screen.
- Step 4 Write a message to whomever the attachment is being sent. Many people will not open an attachment unless a message accompanies it.
- Step 5 Click the "Attach a File" command after completing your message.
- Step 6 Click the "Browse" command to look through all of the files which are saved on your computer.
- Step 7 Choose the file you wish to send as an attachment. If the file you wish to send is not a saved file on your computer, you must first save it.
- Step 8 Click the "Attach Another File" command and the next "Browse" button which pops up to add additional attachments.
- Step 9 Click the "Send" command once you have added as many attachments as you desire. The attachment has been sent



Backups

Server Backup Printlog

```
File Server file system report
watch and report if any exceed 90% Use%
Filesystem      Size  Used Avail Use% Mounted on
/dev/sda6       9.7G  8.9G  321M  97% /
/dev/sda3       244M  169M   63M  73% /boot
none            1014M    0 1014M   0% /dev/shm
/dev/sda8       109G  44G   61G  42% /export
/dev/sda5       9.7G   55M  9.1G   1% /home
The amount backed up by the tape backup on the file server on
Mon Aug  2 23:13:08 CDT 2010
star: 770907 blocks + 0 bytes (total of 7894087680 bytes = 7709070.00k).
End of tape backup report
of file server @ ipaddress
12.345.678.90

End of tape and fileserver log
THE SNAPSHOT SERVER at Yourcountyname was UP last night.
Filesystem      Size  Used Avail Use% Mounted on
/dev/hda3       9.7G  4.7G  4.5G  52% /
/dev/hda1       244M   37M  195M  16% /boot
none            46M    0   46M   0% /dev/shm
/dev/hda2       80G   32G  45G  42% /export
/dev/hda6       20G  240M   19G   2% /home
Mon Aug  2 19:04:22 CDT 2010
snapshot server backup
End of snapshot server log
Remote backup to OSU
OS name and version
CentOS release 4.8 (Final)
Kernel \r on an \m

Yourcountyname.county.local @ ipaddress
12.345.678.90

-----
Tue Aug  3 01:01:01 CDT 2010
THE SNAPSHOT SERVER at Yourcountyname is UP.

-----
backup size /export/samba on Yourcountyname
7.5G /export/samba
backup size on remote
7.5G /export/countybackups/yourcountyname/samba
remote backup started Tue Aug  3 01:00:01 CDT 2010
remote backup ended Tue Aug  3 01:04:40 CDT 2010 The elapsed time in secs: 279
Elapsed time hh:mm:ss = 0:4:39
-----
End of remote backup OSU log
```



Reports on Your System (some you may not realize are available)

State Assessed Summary

Report Preview

File View Zoom

Page: 1 Across: 1 Down: 1 Zoom: Page Width

Date: 08/06/2010 Nowata County State Assessed Valuations

| Owner/Id# | Market Value | Assessed Value | Ratio | Date Entered |
|---|--------------|----------------|-----------|--------------|
| AT&T COMMUNICATIONS, INC., 1 | | | | |
| %JAMES DI FERDINANDO | | | | |
| P.O. BOX 7207 | | | | |
| BEDMINSTER, NJ 07921-7207 | | | | |
| I-2 Rural | 259,269 | 59,243 | 22.850000 | 8/13/2008 |
| | 259,269 | 59,243 | | |
| <hr/> | | | | |
| BNSF RAILWAY COMPANY 1 | | | | |
| %JUDY CUMMINGS | | | | |
| P.O. BOX 961089 | | | | |
| FT WORTH, TX 76161-0089 | | | | |
| C-1 Plainview | 1,873,564 | 221,830 | 11.840000 | 8/13/2008 |
| I-2 Boise City | 98,547 | 11,668 | 11.840000 | 8/13/2008 |
| I-2 Rural | 10,569,679 | 1,251,450 | 11.840000 | 8/13/2008 |
| I-10 Felt | 355 | 42 | 11.840000 | 8/13/2008 |
| | 12,542,145 | 1,484,990 | | |
| <hr/> | | | | |
| CIMARRON VALLEY RAILROAD L.C.1 | | | | |
| %C ALAN SESSIONS | | | | |
| P.O. BOX 1444 | | | | |
| OGDEN, UT 84402 | | | | |
| I-2 Rural | 34,248 | 4,055 | 11.840000 | 8/13/2008 |
| I-11 Rural | 139,958 | 16,571 | 11.840000 | 8/13/2008 |
| JT-1 | 54,637 | 6,469 | 11.840000 | 8/13/2008 |
| | 228,843 | 27,095 | | |
| <hr/> | | | | |
| COLORADO INTERSTATE GAS CO. #1 | | | | |
| %RICHARD B. HELTZEL | | | | |
| P.O. BOX 1087 | | | | |
| COLORADO SPRINGS, CO 80904-1087 | | | | |
| C-1 Plainview | 728,372 | 166,433 | 22.850000 | 8/13/2008 |
| I-2 Rural | 810,775 | 185,262 | 22.850000 | 8/13/2008 |
| I-11 Rural | 14,791,422 | 3,379,840 | 22.850000 | 8/13/2008 |
| | 16,330,569 | 3,731,535 | | |

Page 1 of 3 Zoom: Page Width

*handout



RX Code Reports

Report Preview [HP LaserJet 1100 (MS) on LPT1:]

Zoom Pdf 157 Page 1 of 1 Copies 1 Pages to Print All

Date: 8/06/2010
Time: 2-27PM

List of Rx Codes on Assessment Roll Page 1 of 1

| Type | Owner Name | Parcel Id Number | Rx Code | Rx Code2 |
|------|------------------------------|--------------------------|---------|----------|
| R | WARNER, BONNIE JEAN, TRUSTEE | 0040-00-005-029-0-000-00 | V | |
| R | JAMES, WILLIAM H., ET AL. | 0070-00-012-011-0-000-00 | V | |
| R | KEEPERS, VERNON D. OR MARTHA | 0105-00-001-013-0-000-00 | V | |



Notes on the Assessment Roll

Date 8/06/10 Assessment Roll Notes Page: 1

From: 1/01/2006 To: 1/01/2007

| Action Date | Date Entered | Owner Name | | Note Comment |
|-------------|--------------|------------------------------|--------------------------|--|
| 1/01/2007 | 11/27/2006 | PAYNE, CHARLES OR MARILYN L. | 0000-35-04N-06E-1-000-00 | COMBINED PARCELS |
| 1/01/2007 | 11/27/2006 | SMITH, DIANE OR L.G. 2 | | ROBERTS RANCH PROPERTY WAS DIVIDED WITH MONTY JOE PER MONTY JOE INSTRUCTION IN THIS OFFICE ON 11/27/2006 |

Top Taxpayer List

Report Preview [HP LaserJet 1100 (MS) on LPT1:]

Page 1 of 56

Date: 8/06/2010 Page 1 of 56

Top Tax Payers Of Nowata County for 2010

| Owner ID Number | Owner Name | Total Net Assessed |
|-----------------|--------------------------------|--------------------|
| 19,910 | COLORADO INTERSTATE GAS CO. #1 | 3,731,535 |
| 4,920 | FIVE RIVER RANCHES 1 | 2,232,017 |
| 27,000 | NATHANIEL ENERGY OKLAHOMA | 2,227,201 |
| 19,780 | BNSF RAILWAY COMPANY 1 | 1,484,990 |
| 20,610 | NUSTAR LOGISTICS, L.P., 1 | 1,321,939 |
| 20,070 | PANHANDLE TELEPHONE COOP. #1 | 1,081,673 |
| 27,020 | DCP MIDSTREAM, LP 1 | 807,039 |
| 15,270 | PERKINS-PROTHRO, RANCH L.P. | 699,257 |
| 12,160 | TULS DAIRY FARMS 1 | 630,960 |
| 19,990 | PANHANDLE TELECOMMUNICATIONS 1 | 547,238 |
| 19,970 | LEVEL 3 COMMUNICATIONS LLC 1 | 497,342 |
| 10,800 | BEAVER RIVER RANCHES, LLC | 475,319 |
| 13,440 | MURDOCK, CHARLES D.OR MARGARE | 378,336 |
| 12,169 | TULS HEMANN LAND ENTERPRISES | 354,439 |
| 1,460 | BARTLETT, GRAIN SOUTHWEST, L.P | 352,446 |
| 27,030 | FIVE RIVERS, RANCH CATTLE | 346,297 |
| 6,753 | ENERGY OPERATIONS OKLA., LP 1 | 322,548 |
| 20,340 | VALL, INC. | 301,233 |
| 3,675 | CELEBRITY FEEDERS, LLC 1 | 281,929 |
| 13,190 | MOORE, CHAS. R., JR. | 264,558 |
| 20,690 | WEST TEXAS GAS, INC. 1 | 262,026 |
| 5,590 | DACOMA, ELEVATOR CO. | 249,580 |

*handout



School Land Reimbursement Fund

School Land Reimbursement Fund

Follow the steps below to get a list of reimburseable parcels

1. Select RX code from drop down list

2. Export parcel numbers to CAMA

3. Run cama value extract program 3a. Choose "Parameter File" option

4. Import Land only to AA

5. Print State Treasurer Report

Close Window

School Land Reimbursement Fund

Follow the steps below to get a list of reimburseable parcels

1. Select RX code from drop down list

| Rx Code | Description |
|---------|--------------------|
| C | County |
| O | O & G PP |
| S | State |
| U | Federal Grass Land |
| V | Disable Vet |

3a. Choose "Parameter File" option

4. Import Land only to AA

5. Print State Treasurer Report

Close Window



Timeline-Preparing to Roll Values from CAMA—Separate Handout



New Assessor and New Deputy Training

We will discuss this if there is time.

File Server file system report

watch and report if any exceed 90% Use%

| Filesystem | Size | Used | Avail | Use% | Mounted on |
|------------|-------|------|-------|------|------------|
| /dev/sda6 | 9.7G | 8.9G | 321M | 97% | / |
| /dev/sda3 | 244M | 169M | 63M | 73% | /boot |
| none | 1014M | 0 | 1014M | 0% | /dev/shm |
| /dev/sda8 | 109G | 44G | 61G | 42% | /export |
| /dev/sda5 | 9.7G | 55M | 9.1G | 1% | /home |

The amount backed up by the tape backup on the file server on

Mon Aug 2 23:13:08 CDT 2010

star: 770907 blocks + 0 bytes (total of 7894087680 bytes = 7709070.00k).

End of tape backup report

of file server @ ipaddress

12.345.678.90

End of tape and fileserver log

THE SNAPSHOT SERVER at Yourcountyname was UP last night.

| Filesystem | Size | Used | Avail | Use% | Mounted on |
|------------|------|------|-------|------|------------|
| /dev/hda3 | 9.7G | 4.7G | 4.5G | 52% | / |
| /dev/hda1 | 244M | 37M | 195M | 16% | /boot |
| none | 46M | 0 | 46M | 0% | /dev/shm |
| /dev/hda2 | 80G | 32G | 45G | 42% | /export |
| /dev/hda6 | 20G | 240M | 19G | 2% | /home |

Mon Aug 2 19:04:22 CDT 2010

snapshot server backup

End of snapshot server log

Remote backup to OSU

OS name and version

CentOS release 4.8 (Final)

Kernel \r on an \m

Yourcountyname.county.local @ ipaddress

12.345.678.90

Tue Aug 3 01:01:01 CDT 2010

THE SNAPSHOT SERVER at Yourcountyname is UP.

backup size /export/samba on Yourcountyname

7.5G /export/samba

backup size on remote

7.5G /export/countybackups/yourcountyname/samba

remote backup started Tue Aug 3 01:00:01 CDT 2010

remote backup ended Tue Aug 3 01:04:40 CDT 2010 The elapsed time in secs: 279

Elapsed time hh:mm:ss = 0:4:39

End of remote backup OSU log

CCAP AA Design/Review Committee

CCAP Assessor AA Users:

It's way past time to have another Design/Review committee meeting.

The computer support division of the State Auditor's office had small groups come to Shepherd Mall to look at and talk about the programs and modifications to the assessor's AA system. These meetings were very helpful to us and often helped us update, change, or fix programs.

So, CCAP will carry on these helpful meetings at CLGT in Stillwater. We will continue meeting twice a year, as we did when this project was at SA&I. The location can be changed to be as convenient as possible to all involved. If there are program changes required as a result of legislation then we will meet as needed till the change is implemented.

If you are interested in being a part of this group, then please email me and let me know.

Design/Review meetings are a great place to hear your suggestions and proposed program changes. We want to continue to enable the users of the software to have a say in designing the system they use daily. So, let me know if you're interested in participating in this committee.

I look forward to hearing from you.

Sincerely;

Scott Warren
Supervisor, County Computer Assistance Program
scott.warren@okstate.edu

FW: Design Review User Committee - Windows Internet Explorer provided by Yahoo!

https://mail.okstate.edu/owa/?ae=Item&a=Open&t=IPM.Note&id=RgAAAAAQZWID4nTOSa0p53eJq9ucBwCXbuN8VnP05KSr0LDWAH2eACzAeEOyAAAzfd

Reply Reply to All Forward

FW: Design Review User Committee

Warren, Scott

Sent: Wednesday, July 07, 2010 2:22 PM

To: Patricia Hiner (assessor@ptsi.net)

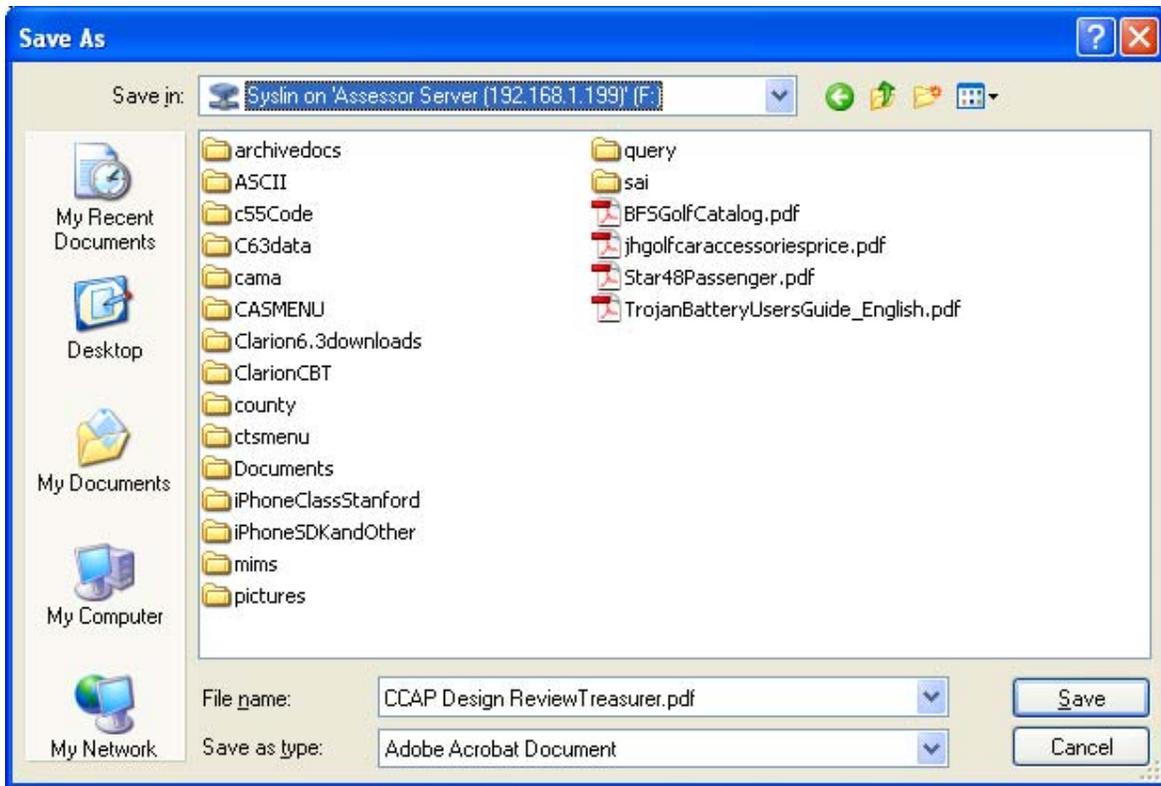
Attachments:  [CCAP Design ReviewTreasurer.pdf \(131 KB\)](#) [Open as Web Page]

Let me know if you want to participate.

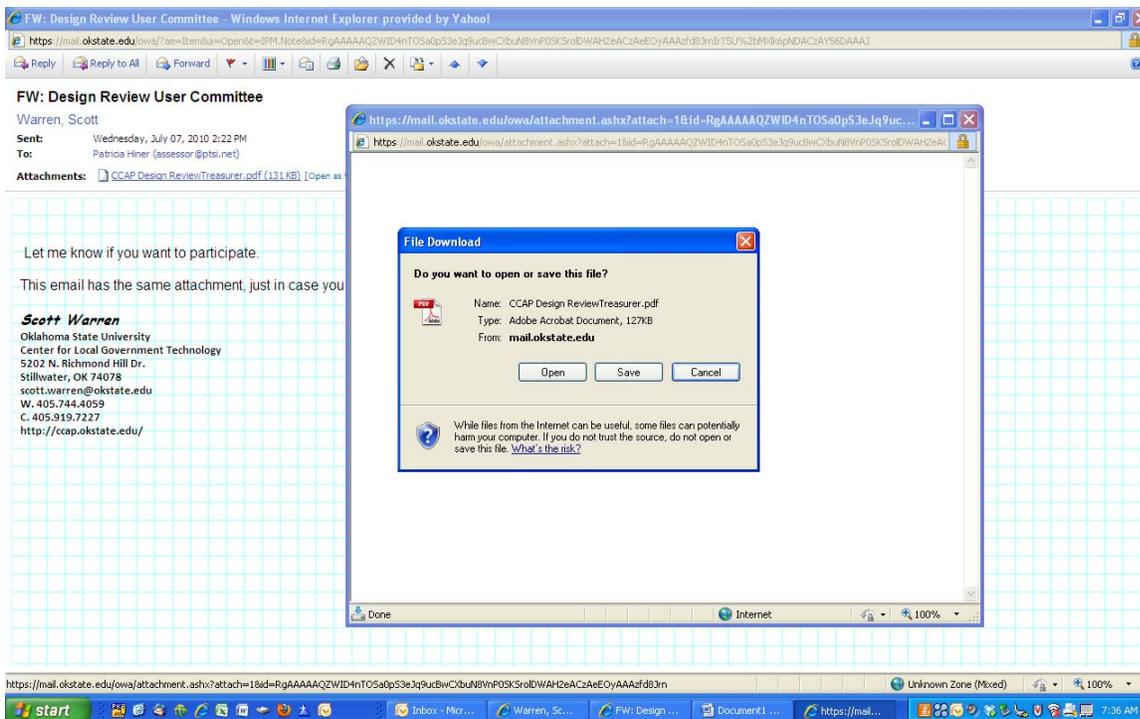
This email has the same attachment, just in case you don't have Office Word 2007.

Scott Warren
Oklahoma State University
Center for Local Government Technology
5202 N. Richmond Hill Dr.
Stillwater, OK 74078
scott.warren@okstate.edu
W. 405.744.4059
C. 405.919.7227
<http://ccap.okstate.edu/>

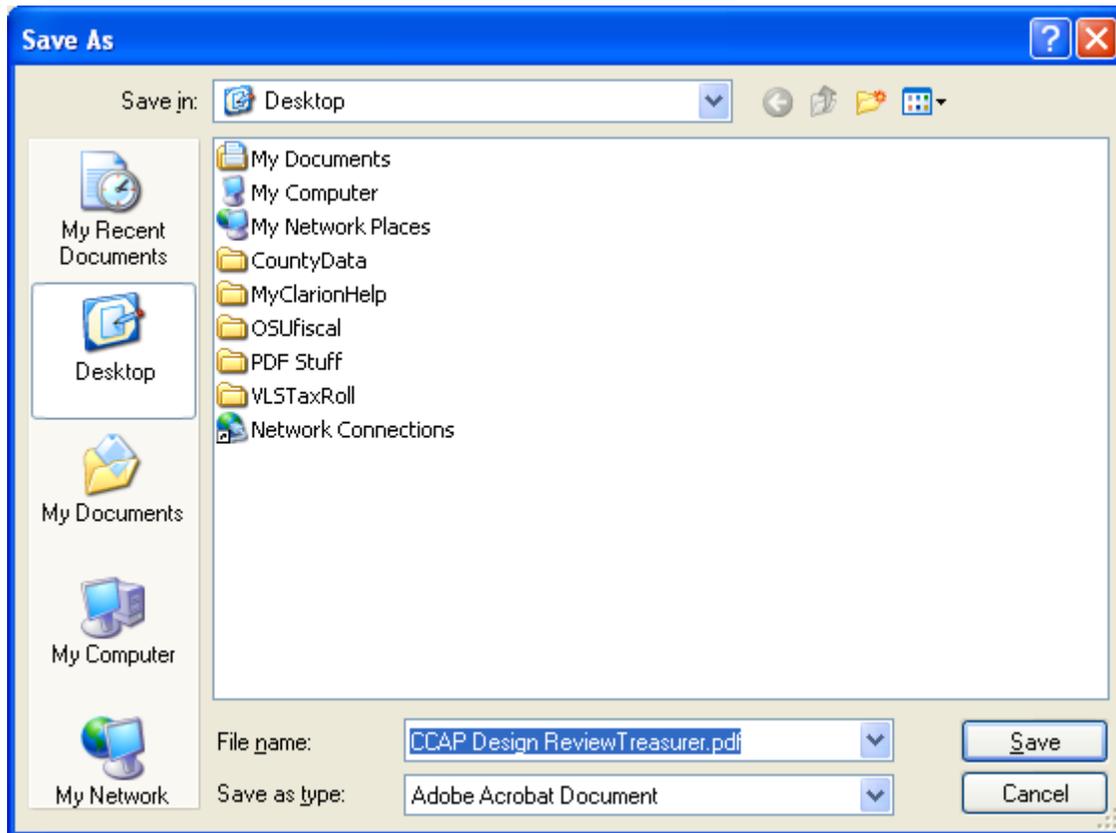
Unknown Zone (Mixed) 100%



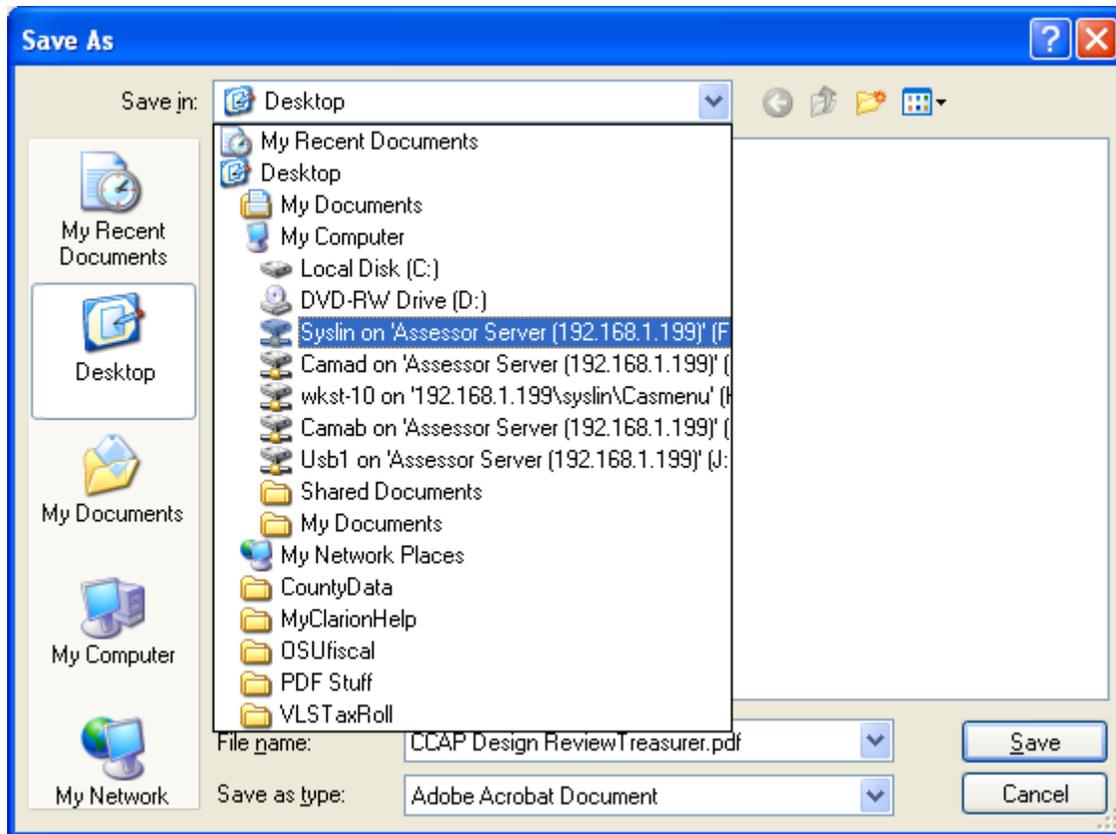
Left mouse click on attachment and you get what's below



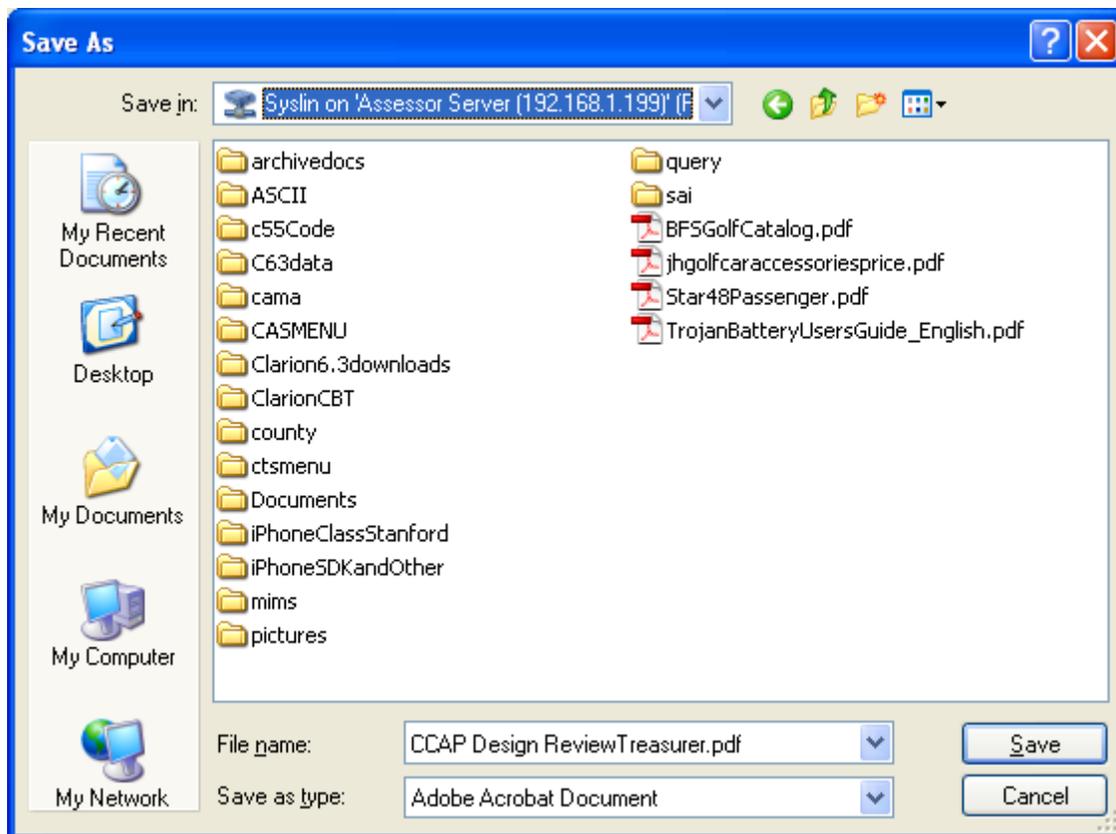
Click on the save button and



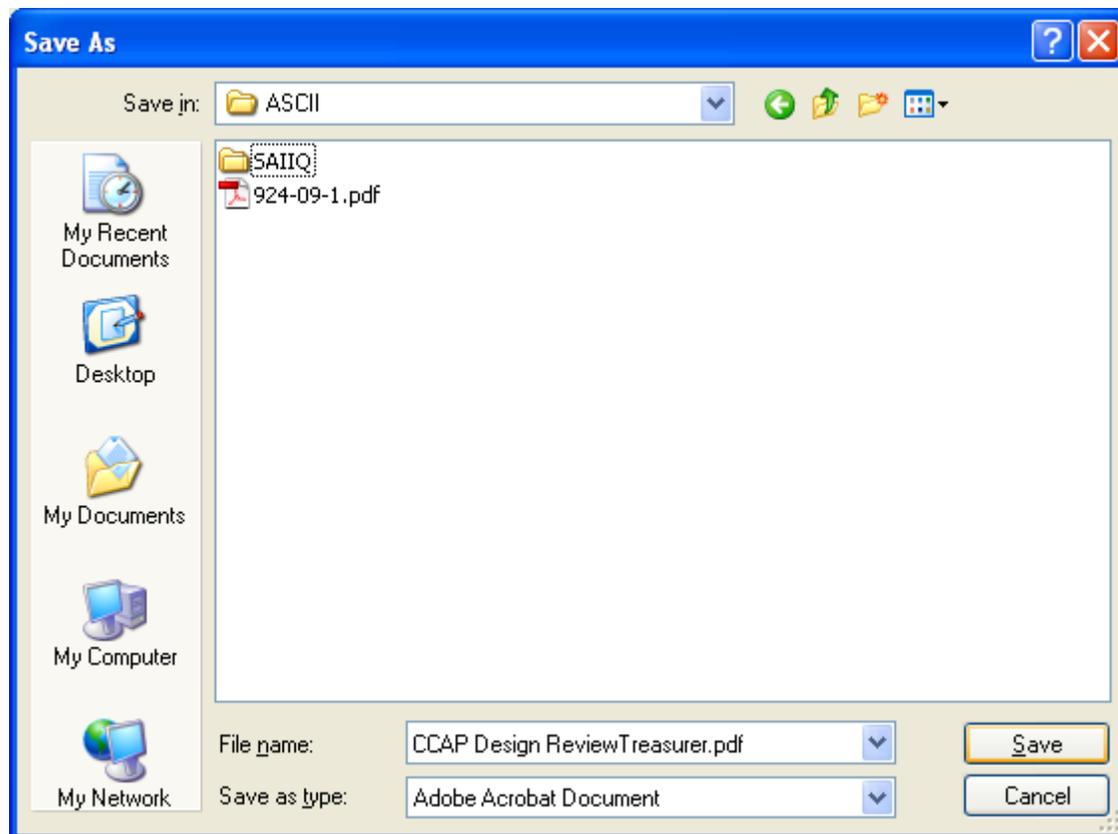
Press the down arrow and



Select the syslin on assessor f:



Click on ascii folder and



Click on the save button.

This is for internet explorer only. Some browsers might also open the document, so you can save it from the document software.



*C*_{COUNTY} *C*_{OMPUTER} *A*_{SSISTANCE} *P*_{ROGRAM}

August 9-13, 2010
Annual Assessor's Conference

TIMELINE

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User Maintenance Program

The operator must have the “rights” to run many of the reports in the **Timeline**. The appropriate box must be checked in the User Maintenance Program.

Changing a User Name Record

User Name: Password changed on: **8/19/2005**

User Initials:

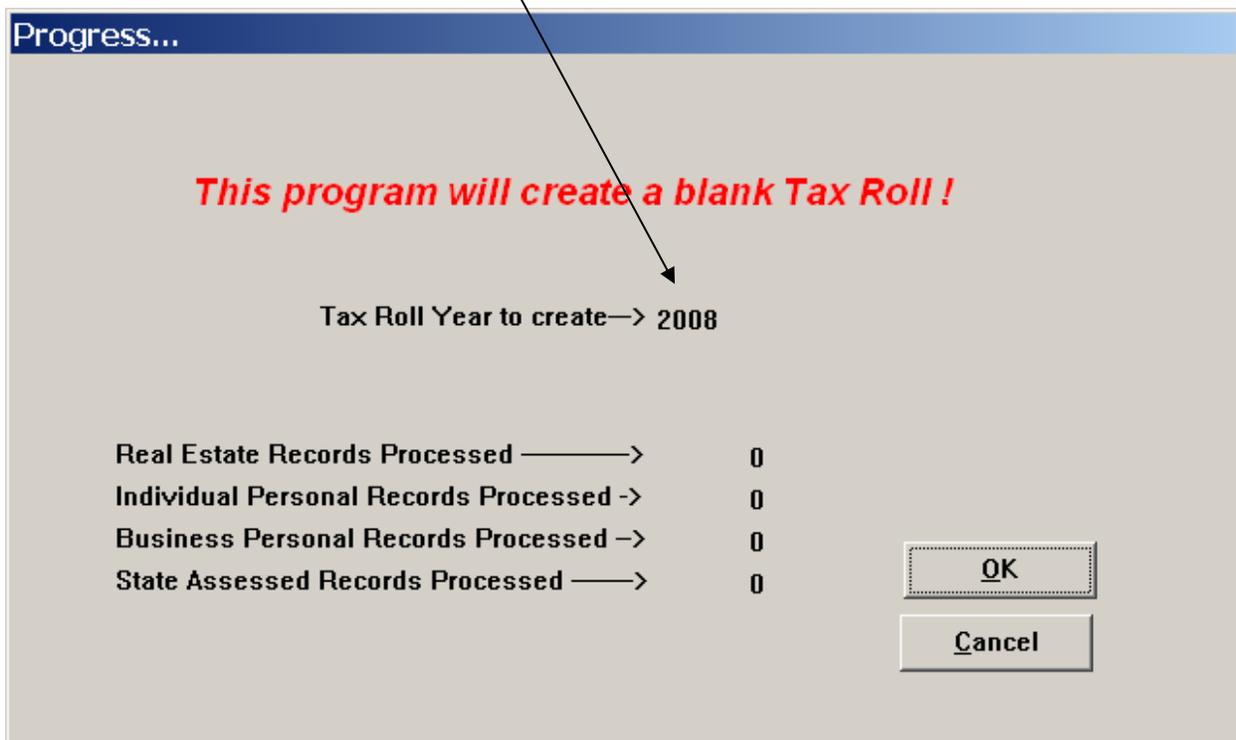
| | | |
|--|--|---|
| <input checked="" type="checkbox"/> Can Manage users | <input checked="" type="checkbox"/> Can change cap info | <input type="checkbox"/> Can update from otc picture file |
| <input checked="" type="checkbox"/> Can run year end programs | <input checked="" type="checkbox"/> Can change Rx codes | |
| <input checked="" type="checkbox"/> Can run June reports | <input checked="" type="checkbox"/> Can change history info | |
| <input checked="" type="checkbox"/> Can run utility programs | <input checked="" type="checkbox"/> Can change mobile home info | |
| <input checked="" type="checkbox"/> Can import real cama market values | <input checked="" type="checkbox"/> Can change AG info | |
| <input checked="" type="checkbox"/> Can import personal cama market values | <input checked="" type="checkbox"/> Can change address info | |
| <input checked="" type="checkbox"/> Can freeze new tax roll | <input checked="" type="checkbox"/> Can change legal | |
| <input checked="" type="checkbox"/> Can extend new tax roll | <input checked="" type="checkbox"/> Can add/change notes | |
| <input checked="" type="checkbox"/> Can add/change RX table | <input checked="" type="checkbox"/> Can change state assessed records | |
| <input checked="" type="checkbox"/> Can change School Distirt | <input checked="" type="checkbox"/> Can change personal change date | |
| <input checked="" type="checkbox"/> Can add new AA records | <input checked="" type="checkbox"/> Can change "value from CAMA" | |
| <input checked="" type="checkbox"/> Can delete AA records | <input checked="" type="checkbox"/> Can edit map parcels (link to mapping) | |
| <input checked="" type="checkbox"/> Can make name changes | <input checked="" type="checkbox"/> Can update owner master file maintenance | |
| <input checked="" type="checkbox"/> Can make market value changes | <input checked="" type="checkbox"/> Can change Document Type Master File | |
| <input checked="" type="checkbox"/> Can change exemption info | <input type="checkbox"/> Can manage TIF base market value | |
| <input checked="" type="checkbox"/> Can change freeze info | <input type="checkbox"/> Can manage AA sale information | |

FREEZE TAX ROLLS

October

We start at this time of year because we consider this the beginning of your year. For some counties the Freezing of the Tax Rolls may be a few months earlier or later.

If the Tax Roll Year to create is not correct Call one of the staff of CCAP at OSU.



If the Tax Roll Year to create is correct press the OK button

October

When the program has finished processing you will see the following screens.

You **MUST** close the AA program completely and then restart **BEFORE** calculating the taxes.

Progress...

This program will create a blank Tax Roll !

Tax Roll Year to create → 2008

| | | |
|---------------------------------------|----|-------|
| Real Estate Records Processed | → | 9,318 |
| Individual Personal Records Processed | -> | 3,838 |
| Business Personal Records Processed | -> | 373 |
| State Assessed Records Processed | → | 61 |

PLEASE WAIT FOR INDEXES TO BUILD!

Tax Roll Creation Successful

Blank Tax Roll has been created for 2008

You **MUST** close the AA program, then start AA and calculate the taxes.

OK

The **Freeze** program also does the following:

1. Freezes Tax Roll
2. Creates a mirror image of the complete AA record for all RE PP

HISTORY SCREEN

October

If you made a tax roll correction to a record you should also make that correction in the History screen.

Record Will Be Changed (BAREFOOT, N. VINSON ETUX)

General History | Real Prop History | Values Real Prop History

Parcel Number: 0180-33-21N-12W-1-009-00 Name: BAREFOOT, N. VINSON ETUX

| Value Change Date: | Market/Use | Assessed | Value from CAMA | 11/10/2005 |
|--------------------|-------------------------|----------|-----------------|------------|
| 3/29/2004 DN | Land Value: 6,409 | 705 | 6,409 | |
| | Improved Value: 276,342 | 30,398 | 301,662 | |
| | Miscellaneous: | | 24,500 | |
| | Mfg Home Value: | | | |
| | Total: 282,751 | 31,103 | 332,571 | |

Freeze Status: Code:
Freeze Change Initials:
Freeze Status Date:
Cap Status: Code: UI
Cap Change Initials: DE
Cap Status Date: 3/29/2004

Base Homestead: 1,000
Double Homestead: Status:
Total Exemption: 1,000
Net Assessed: 30,103

-> AA History Record <- OK Cancel print this

CAMA
TIP

**Oct-Jan CAMA Sales file clean-up and analysis
Complete Visual Inspection**

EXCISE BOARD REPORT

October

The June Excise Board Report with the Masterfile Change Report should balance to the end of year Excise Board Report.

Report Preview [HP LaserJet 1100 (MS) on LPT1:]

Date: 8/01/2008
Time: 5:16AM

Assessor's Report to Excise Board Nowata

| School District | Personal Property | Real Estate | Public Service | Total Valuation | Total Exemptions | Total Valuation Less Exemptions |
|----------------------------------|-------------------|-------------------|------------------|-------------------|------------------|---------------------------------|
| Delaware City | 31,976 | 509,145 | 273,000 | 814,121 | 126,876 | 687,245 |
| I-3 Rural | 2,588,684 | 7,485,700 | 2,074,200 | 12,148,584 | 675,843 | 11,472,741 |
| Lenapah City | 25,442 | 393,234 | 1,113,842 | 1,532,518 | 78,124 | 1,454,394 |
| Wann City | 21,854 | 239,674 | 59,333 | 320,861 | 31,607 | 289,254 |
| Totals for I-3 Okla Union | 2,667,956 | 8,627,753 | 3,520,375 | 14,816,084 | 912,450 | 13,903,634 |
| I-4 Rural | 2,768 | 8,017 | 0 | 10,785 | 0 | 10,785 |
| Totals for I-4 Copan | 2,768 | 8,017 | 0 | 10,785 | 0 | 10,785 |
| I-40 Rural | 2,357,441 | 8,282,482 | 3,079,706 | 13,719,629 | 729,595 | 12,990,034 |
| Nowata City | 1,915,053 | 7,875,189 | 1,404,060 | 11,194,302 | 1,069,394 | 10,124,908 |
| Totals for I-40 Nowata | 4,272,494 | 16,157,671 | 4,483,766 | 24,913,931 | 1,798,989 | 23,114,942 |
| I-51 Rural | 476,782 | 2,230,769 | 477,675 | 3,185,226 | 184,315 | 3,000,911 |
| So. Coffeyville | 509,518 | 1,843,402 | 129,965 | 2,482,885 | 230,464 | 2,252,421 |
| Totals for I-51 So.Cville | 986,300 | 4,074,171 | 607,640 | 5,668,111 | 414,779 | 5,253,332 |
| JI-3 Rural | 187,182 | 457,233 | 152,787 | 797,202 | 67,310 | 729,892 |
| New Alluwe C | 8,601 | 73,027 | 79,789 | 161,417 | 27,258 | 134,159 |
| Totals for JI-3 Chelsea | 195,783 | 530,260 | 232,576 | 958,619 | 94,568 | 864,051 |
| N-A | 7,930 | 0 | 0 | 7,930 | 0 | 7,930 |
| Totals for N-A | 7,930 | 0 | 0 | 7,930 | 0 | 7,930 |
| Total Assessed Valuation: | 8,133,231 | 29,397,872 | 8,844,357 | 46,375,460 | 3,220,786 | 43,154,674 |

I, Carey Parrish County Assessor of Nowata County, Oklahoma do certify that the values as set forth for the above School Districts of said County are true and correct for the year 2008 as certified by the State Board Of Equalization.

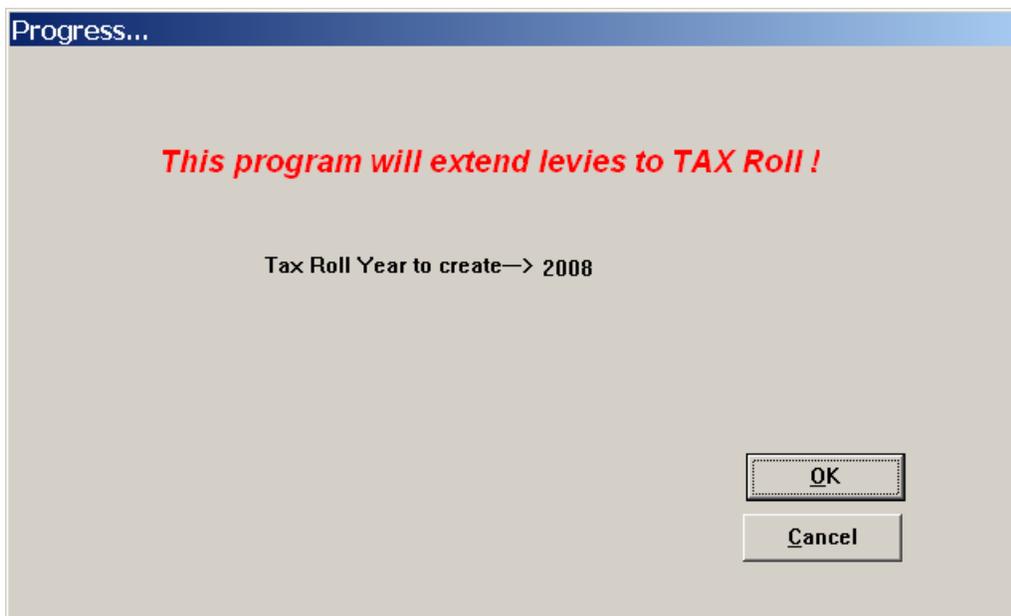
Start | cas | TIMELINE 2008... | SA&I Assess... | 5:16 AM

EXTEND PROGRAM

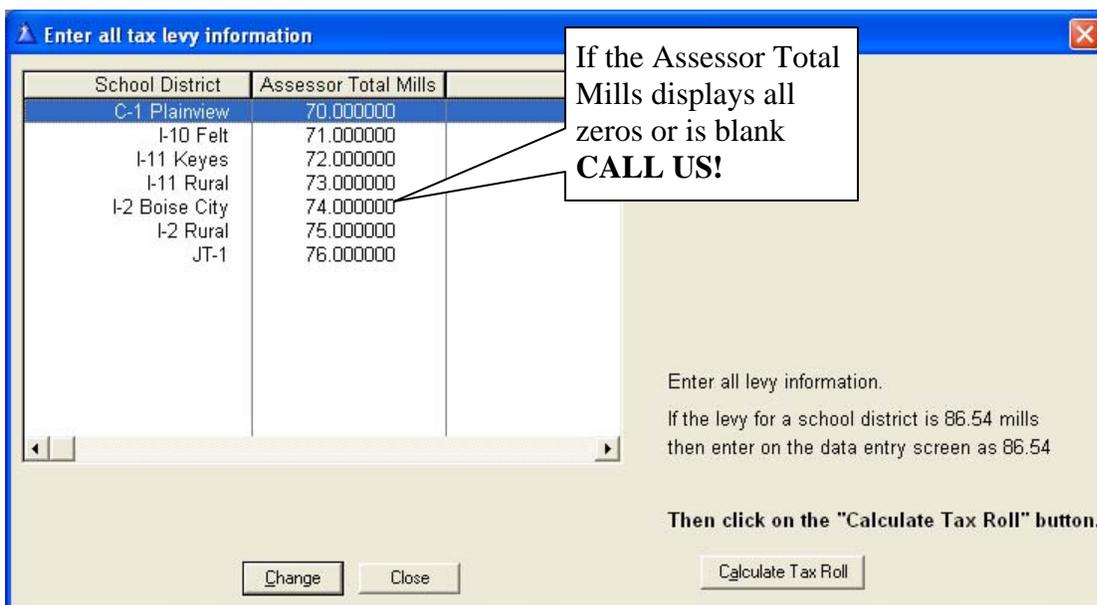
October

Close AA Program completely before proceeding with the Extend.

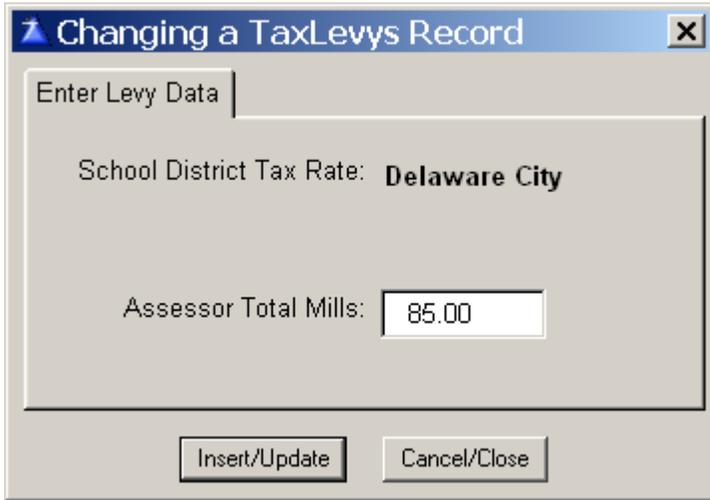
If the Tax Roll Year to create is correct press the OK button.



You will then see this screen. Highlight one school district and press the change button.

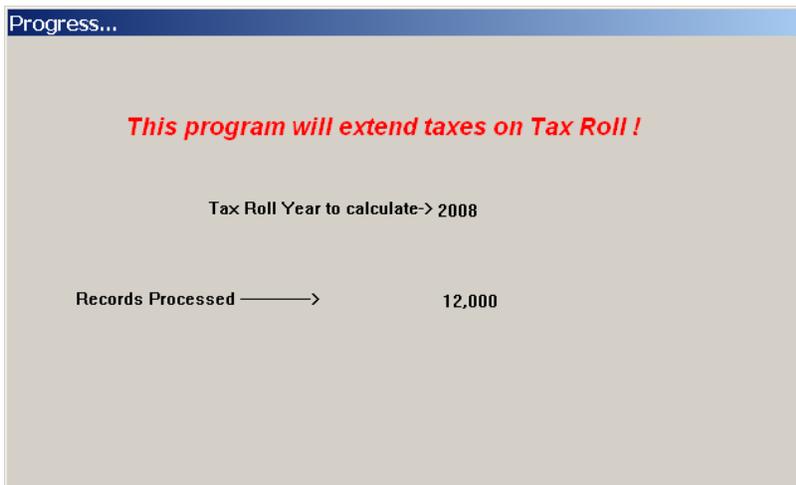


If the levy for a school district is 85.00 mills then enter on this screen **85.00** and press the Insert/Update button.



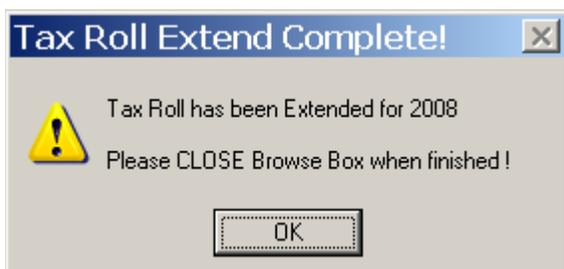
A dialog box titled "Changing a TaxLevys Record" with a close button (X) in the top right corner. The dialog has a tab labeled "Enter Levy Data". Inside the dialog, the text "School District Tax Rate: Delaware City" is displayed. Below this, the text "Assessor Total Mills:" is followed by a text input field containing the value "85.00". At the bottom of the dialog, there are two buttons: "Insert/Update" and "Cancel/Close".

When you have entered all the levies press the **Calculate Tax Roll** button and the screen below will show records being processed.



A dialog box titled "Progress..." with a blue header bar. The main content area is light gray and contains the following text: "***This program will extend taxes on Tax Roll !***" in red, "Tax Roll Year to calculate-> 2008", and "Records Processed —————> 12,000".

You will then see this screen telling you the Tax Roll has been extended, press the OK button.



A dialog box titled "Tax Roll Extend Complete!" with a close button (X) in the top right corner. The dialog features a yellow warning triangle icon on the left. The text inside reads: "Tax Roll has been Extended for 2008" and "Please CLOSE Browse Box when finished !". At the bottom center, there is an "OK" button.

TAX ROLL ABSTRACT

October

Compare the assessed values from the end of year excise board report to the tax roll abstract. This program now calculates the variance, which is the difference between the assessed values and money to be collected. Because of rounding and the instance of certain valuation changes to records the variance could be rather large. Do not be alarmed but if you are concerned please call us. This report should be reviewed very early in the tax roll correction time period.

Progress...

This program will create a Tax Roll Abstract !

Tax Roll Abstract to create→08

| | | |
|---------------------------------------|--------|-------|
| Real Estate Records Processed | —————> | 4,032 |
| Individual Personal Records Processed | -> | 0 |
| Business Personal Records Processed | -> | 0 |
| State Assessed Records Processed | —————> | 0 |

COUNTY ASSESSOR ABSTRACT OF TAX ROLLS FOR THE TAXABLE YEAR 2009

Cimarron County, State of Oklahoma

Page 1 of 2

To the County Clerk: The following is a true and correct ABSTRACT of the Original Tax Rolls of the assessed County and State and for the assessed Taxable Year, showing the total valuation, number of parcels, acreage, and personal liability and personal liability tax, and the amount of the assessed equalized value, personal liability, and total tax, as certified by the assessor of the roll, and the amount of the roll, together with the several rolls of land and the basis of which such valuations were made; and finally, the aggregate grand total thereof, as certified by the collector of said County for said year, to-wit:

| TAX ROLL UNIT School Districts or parts of Districts having Uniform Tax Levies | TAX COMPUTATION CONTROL | | | | Variance (Tax Gain or Loss) | Total Tax Extended on Tax Rolls | Special Assessments | GRAND TOTAL EXTENDED ON TAX ROLLS | |
|--|------------------------------------|-------------------------------------|-----------------------|--|-----------------------------------|--|------------------------|---|------------|
| | Taxable Valuations on Tax Rolls | Total Levies Applied | Total Tax Computed | Total Tax Extended on Tax Rolls | | | | Total Change to County Treasurer Enter as one item total tax for Taxation Unit | |
| C-1 Plainview 13-112-00-0000 | Personal Real Pub. Service | 3,463,298 2,974,981 1,234,382 | 70,000,000 | 242,431.00 208,242.00 86,407.00 | 9.00 6.00- 1.00- | 242,440.00 208,236.00 86,406.00 | | | 537,082.00 |
| I-10 Felt 13-114-00-0000 | Personal Real Pub. Service | 1,450,703 3,120,445 296,570 | 71,000,000 | 103,000.00 221,552.00 21,056.00 | 4.00 1.00- 0.00 | 103,004.00 221,551.00 21,056.00 | | | 345,611.00 |
| I-11 Keyes 13-115-00-0901 | Personal Real Pub. Service | 138,756 492,172 76,894 | 72,000,000 | 9,990.00 35,436.00 5,536.00 | 10.00 1.00- 0.00 | 10,000.00 35,436.00 5,536.00 | | | 50,971.00 |
| I-11 Rural 13-115-00-0000 | Personal Real Pub. Service | 3,456,851 2,914,586 3,677,349 | 73,000,000 | 252,350.00 212,765.00 268,446.00 | 0.00 10.00 1.00 | 252,350.00 212,775.00 268,447.00 | | | 733,572.00 |
| I-2 Boise City 13-113-00-0185 | Personal Real Pub. Service | 564,025 2,911,509 818,955 | 74,000,000 | 41,738.00 215,452.00 60,603.00 | 12.00- 11.00- 0.00 | 41,726.00 215,441.00 60,603.00 | | | 317,770.00 |
| I-2 Rural 13-113-00-0000 | Personal Real Pub. Service | 3,049,692 5,579,490 3,361,825 | 75,000,000 | 228,727.00 418,462.00 252,137.00 | 11.00 28.00 1.00- | 228,738.00 418,490.00 252,136.00 | | | 899,364.00 |
| JT-1 13-569-00-0000 | Personal Real Pub. Service | 392,621 492,947 123,174 | 76,000,000 | 29,839.00 37,464.00 9,361.00 | 1.00 6.00 0.00 | 29,840.00 37,470.00 9,361.00 | | | 76,671.00 |



MASTERFILE CHANGE REPORT

October-December

This report must be kept with reports required by the State Auditor's office. The report is used to balance the June Abstract with the end of the year Excise Board report.

The purpose of this report is to enable your office to continue to make data changes year round. Changes to values are posted to the masterfile change data file year round.

Exception to this Rule is: All values imported from CAMA are NOT posted to the Masterfile Change data file.

Because of this rule you should never import values from CAMA between running the Annual June Abstract and before you create the Tax Roll.

Some counties however would continue with changes after the June abstract but would have a hand written list of changes. Other counties make NO changes during this time. Both methods are acceptable but with the Masterfile Change Report now on the system it is more streamlined. This report will list information about all changes to the system regardless if it was a real estate record or a personal property record. It is run by a range of dates and it will sort all changes by the school district. Changes are listed with a transaction code either as:

| | |
|----------------|----------------|
| Deleted | deleted record |
| Added | added record |
| Change | changed record |

The report will show the Old Net Value and the New Net Value. At the end of every school district all positives and negatives are calculated and a total is reported, either positive or negative.

CAMA
TIP

CAMA delete personal property penalties—Table Changes—Print Renditions

Generating Report

% Completed

Begin Date:

End Date:

Records Selected **0**

Date: 8/01/2008
Time: 8:47AM

Real and Personal Property Master File Changes From: 6/01/2008 To: 8/01/2008

Page: 1 of 1

| School District | Record Type | Owner Name | Parcel Number | Transaction Code | Old Net Value | New Net Value | Net Change | Date of Change |
|-------------------------------------|-------------|--------------------------|--------------------------|------------------|---------------|---------------|------------|----------------|
| Nowata City | R | 4-S SALES & SERVICE TEST | 1200-01-008-033-0-008-00 | Change | 318 | 25 | 293- | 8/01/2008 |
| Nowata City | R | ADAMS, GLORIA | 1190-01-011-010-0-002-00 | Change | 156 | 174 | 18 | 8/01/2008 |
| Total For: Nowata City | | | | | | | 275- | |
| So.Coffeyville | I | ABALOZ, PAUL & CONNIE | | Change | 170 | 1,370 | 1,200 | 8/01/2008 |
| Total For: So.Coffeyville | | | | | | | 1,200 | |
| Total From: 6/01/2008 To: 8/01/2008 | | | | | | | 925 | |

PRINT TAX ROLL

October-December

Certify tax rolls to the treasurer. The Treasurer should not make any changes until the tax rolls have been completely printed. They should not print statements either.

Use PDF Creator-To Archive report.

PRINT ASSESSMENT ROLLS

October-December

Now is a good time to print the assessment rolls.

Use PDF Creator-To Archive report.

CAP AND FREEZE CODE AND STATUS

October-December

Valid Cap Codes

Description of valid cap codes

UI=Uncap for physical improvements
UA=Uncap for general administrative use
AQ=Uncap for omitted property
AC=Uncap for combining parcels
AD=Uncap for data entry errors
CI=Uncap for CAMA improvements (100%)
UT=Uncap for title transfer (100%)
TI=Improvements put on last years title transfer (sale)
Cap status date does not change when TI code is used
SV=Special Value from CAMA value transfer (100%)

OK

UI=Uncap for physical improvements-Use this code and the current year in the Status Date to manually add improvements

UA=Uncap for general administrative use-Use this code and the current year in the Status Date to make a change to valuation due to request from Excise Board, etc.

AO=Uncap for omitted property-Use this code and the current year in the Status Date to add omitted property values.

AC=Uncap for combining parcels-Use this code and the current year in the Status Date to change values when combining parcels.

AD=Uncap for data entry errors-Use this code and the current year in the Status Date to change values due to a data entry error.

The procedures for the codes above have not changed.

Most of these codes are new except for the UT code.

CI=Uncap for CAMA improvements 100%

Use this code and the '**Current year minus 1**' in the Status Date to receive 100% of CAMA values from valuation transfer process. This method replaces the use of the UT and the Value Override in CAMA for dumping improvements. You will also use **CI** if you choose **NOT** to use CAMA's Future Year option. You have to calculate the 5% of the current total market and add that calculation to the improvement value equaling the value input to the value override field in CAMA with a **CI** in the AA and the date is current year minus 1.

UT=Uncap for title transfer 100% of CAMA values

Use this code and the '**Current year minus 1**' in the Status Date to receive 100% of CAMA values from valuation transfer process. Uncap a parcel using this code when there is a title transfer on a parcel. This process has not changed.

TI=Improvements put on last year's title transfer (sales) Cap status date does not change when TI code is used.

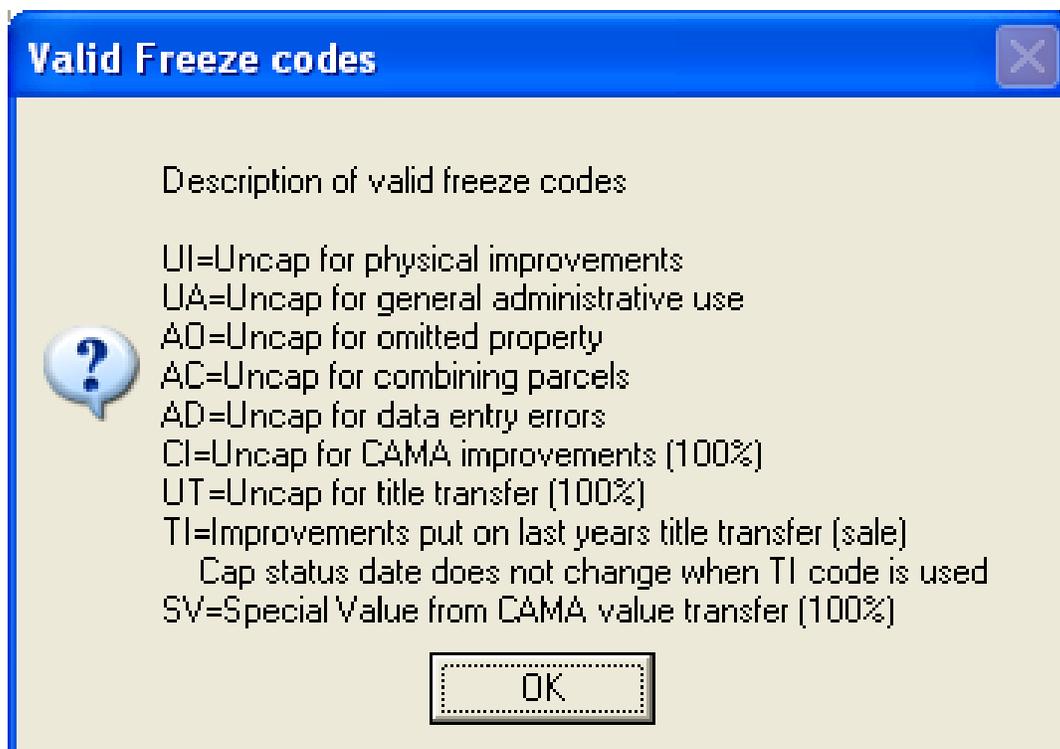
If you ARE transferring values from the future year file in CAMA the TI code will automatically be input to the Cap Code field if there is already an UT there and the date equals 'Current year minus 1'.

Use this code if you are **NOT** transferring values from CAMA and a record has a title transfer and an improvement and date equals '**Current year minus 1**'.

SV=Special value from CAMA value transfer 100%

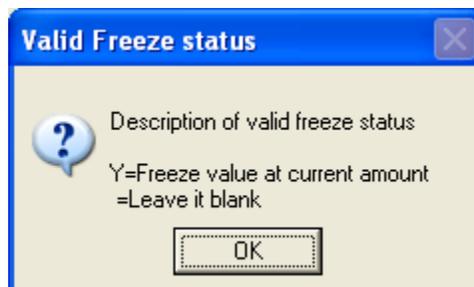
Use this code and '**Current year minus 1**' in the Status Date if overriding a value in CAMA, 100% of that value transfers.

Valid Cap Status would be
A, C, I, T, S



This is a screen print of the valid Freeze Codes.

Valid Freeze Status would
be **Y** or **Blank**



LCAMAHIS

After December

LCAMAHIS can be run as often as needed. This program is helpful in comparing current AA values to CAMA values. The values will display in the column “**Values from CAMA**” on the real estate values tab. They will also be in a “**future year**” History screen. This will NOT affect the market values on AA.

Processing Records

0% Completed

Import CAMA data to history and "value from cama" on real property screen ONLY.
Data is written to the history record for the NEXT year.
This program adds 1 to the current year and creates a history record.

CAMA records 0

| | Market/Use | Assessed | Value from CAMA | 5/10/2006 |
|-----------------|----------------------------------|---------------------------------|------------------------------------|-----------|
| Land Value: | <input type="text" value="205"/> | <input type="text" value="25"/> | <input type="text" value="2,625"/> | |
| Improved Value: | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | |
| Miscellaneous: | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | |
| Mfg Home Value: | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | |
| Total: | <input type="text" value="205"/> | <input type="text" value="25"/> | <input type="text" value="2,625"/> | |

CAMA
TIP

Cama neighborhoods and analysis should be completed.

AA

January

Remove homestead exemptions and double exemptions due to title transfer or other reasons. Start entering all new exemptions; veterans, double and base homestead exemptions. Begin processing personal property assessments and homestead exemption claims. Take assessments in regional areas.

CAMA
TIP

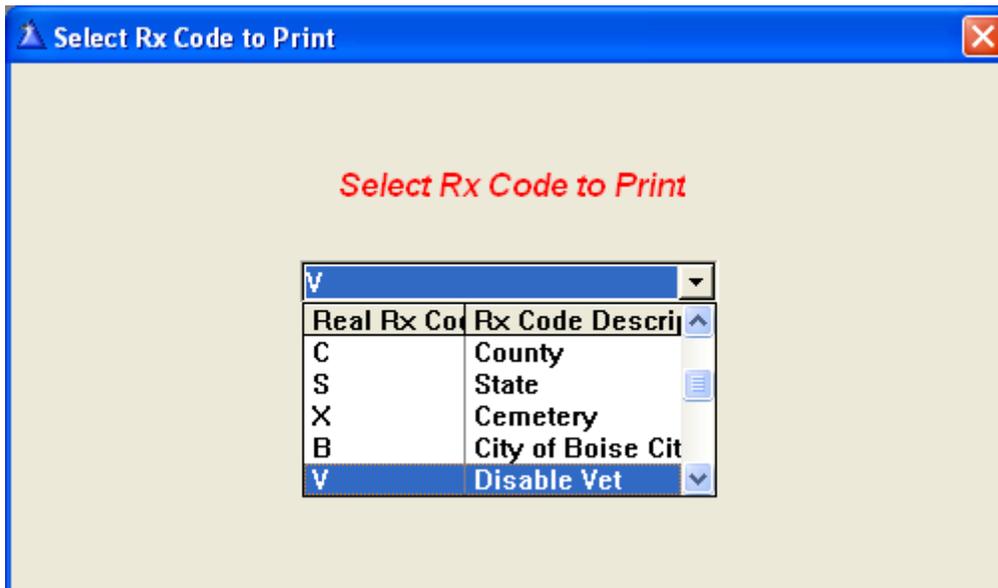
CAMA Utilities—download from server to laptops for town visits.

Late Jan-Feb, impact study to capture loss/gain in value.

Before printing and mailing personal property renditions, enter new business tables and reset SYSYR and TSYS tables.

RX CODES

RX CODES may need to be cleared if your county uses them to search by, such as new homestead exemptions. Or maybe you mark records that will need to have values checked. Remember that there are now TWO separate RX Code fields. You will need to run the appropriate selection according to which field you inserted the RX code. You may want to run the RX code report in AA that allows you to select which code you are searching for. This will print all parcels whether the code is in field one or two. These codes are available on real estate and personal property records.



W

Report Preview [Lexmark X5400 Series on USB001]

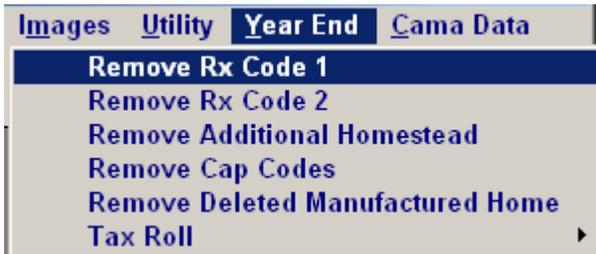
Zoom Pct 100 Page 1 of 1 Copies 1 Pages to Print All

Date: 7/22/2009 Time: 6:41PM

List of Rx Codes on Assessment Roll Page 1 of 1

| Type | Owner Name | Parcel Id Number | Rx Code | Rx Code2 |
|------|-------------------------------|--------------------------|---------|----------|
| R | ADAMS, JO ANN | 0000-14-03N-05E-1-003-00 | | V |
| R | WARNER, BONNIE JEAN, TRUSTEE | 0040-00-005-029-0-000-00 | V | |
| R | JAMES, WILLIAM H., ET AL, | 0070-00-012-011-0-000-00 | V | |
| R | CAIN, DONNA R. OR SHARON KEEN | 0095-00-012-007-0-001-00 | | V |
| R | KEEPERS, VERNON D. OR MARTHA | 0105-00-001-013-0-000-00 | V | |
| R | 3-J FARMS, INC. | 0305-00-010-001-0-000-00 | | V |

When you run this option it only removes the RX Code from the field in the record. You still have to update the record itself based on the reason for the code. **Example:** You use the RX Code of **RH** to signify records that will have the Homestead Exemption Removed. You should run the report first to list those records, then run the Year End option 'Remove RX Code #'.



See manual on how to remove a RX Code completely from the masterfile.



Report Preview [Lexmark X5400 Series on USB001]

Zoom Pct | 157 | Page | 1 of 1 | Copies | 1 | Pages to Print | All

Date: 7/22/2009
Time: 8-45PM

List of Rx Codes Removed

Page 1 of 1

| Parcel Id Number | Owner Name | Rx Code | Description |
|--------------------------|------------------------------|---------|-------------|
| 0040-00-005-029-0-000-00 | WARNER, BONNIE JEAN, TRUSTEE | V | Disable Vet |
| 0070-00-012-011-0-000-00 | JAMES, WILLIAM H., ET AL, | V | Disable Vet |
| 0105-00-001-013-0-000-00 | KEEPERS, VERNON D. OR MARTHA | V | Disable Vet |

AA

February

Run a list of records needing to be deleted for new tax roll.



**CAMA Utilities—upload laptop to Server
Progress report to the Legislature and State Board of Equalization on
county visual inspection program.**

MKTR2AA

January -March

New Freezes should be HELD until after values have been dumped. The EDIT reports should always be looked at before accepting value changes.

You should proceed with caution when executing this program. There are two options, the first will NOT update the market values and the second option (in red) WILL update the market values. You also have the option to print one, both or neither report.

We suggest you always print an error report before updating the values. We also suggest you have a reliable backup before proceeding.

The screenshot shows a dialog box titled "Real Property" with the subtitle "Select the options to process". Below the subtitle, it says "Check a print option to reprint report only". There are two radio button options:

- Edit the market value from CAMA (no value or history updates)
- Edit and UPDATE the market value in the AA system**
This option will update market and assessed values on the assessment rolls
This option will also update history information
Are you sure you want to check this option?

Below the options, it says "Uncheck reports, if you do not want them to print." and there are two checked checkboxes:

- Print the market value import report
- Print the market value import ERROR report

At the bottom, there are "OK" and "Close" buttons. Two callout boxes provide additional information: one on the left points to the first option and says "This selection will NOT update the market values", and one on the right points to the second option and says "This selection UPDATES the market values".

CAMA
TIP

CAMA procedure Valif should be done before running the MKTR2AA. There are IQ edits to look at CAMA data entry errors. Roll Real Estate Values to AA.

March-final personal property assessment due by March 15, after the 15th run list of arbitraries.

CHANGE OF VALUE NOTICES

January to April

Sometime in the spring of each year you will use the Valuation Change Notice program to print Notices to be mailed to real estate owners.

Prior to running notices make sure all Exemptions are current. Such as Double HE, Base HE, Veteran HE. Run the report to find the RX code field 1 or 2 for removal or applying of HE's. CREATE HISTORY WORK FILE—Must do if using Report Writer to print notices. If you run notices from the AA program you DO NOT need to run Create History Work File.

' and 'Sort By Parcel Id Number: '. Below these, it shows 'The Tax Roll was Created on: 8/01/2008' and 'Notices last sent on: 4/10/2006'. There are two input fields: 'Enter the Date to Start From: (this is the values changed date on the values tab)' and 'Enter Date Notices to be Mailed: '. There are two checkboxes: 'Print estimated tax for new value: ' at the bottom. At the bottom center are 'OK' and 'Cancel' buttons. A callout box on the right points to the 'Enter Date Notices to be Mailed' field and contains the text: 'Must mail within one working day from this date.'"/>

Just a reminder, you have the option to apply change notice notes to each record that will receive a change notice.

CAMA
TIP

**April-Create Real Estate History file for CAMA (builds file with value only)
Check for last possible date to mail notices. County Board of Equalization begins meeting after April 1st in most counties. Mail Change of value notices by April 1. After March 15 run list of arbitrary personal property assessments.**

MKTP2AA

April-May

You should proceed with caution when executing this program. There are two options, the first will NOT update the market values and the second option (in red) WILL update the market values. You also have the option to print one, both or neither report. We suggest you always print an error report before updating the values.

The EDIT Reports should always be looked at before accepting changes

We suggest you always print an error report before updating the values. We also suggest you have a reliable backup before proceeding.

Personal Property

Select the options to process
Check a print option to reprint report only

Edit the market value from CAMA (no value or history updates)

Edit and UPDATE the market value in the AA system
This option will update market and assessed values on the assessment rolls
This option will also update history information
Are you sure you want to check this option?

Uncheck reports, if you do not want them to print.

Print the market value import report

Print the market value import ERROR report

All users must be out of the AA system.

OK Close

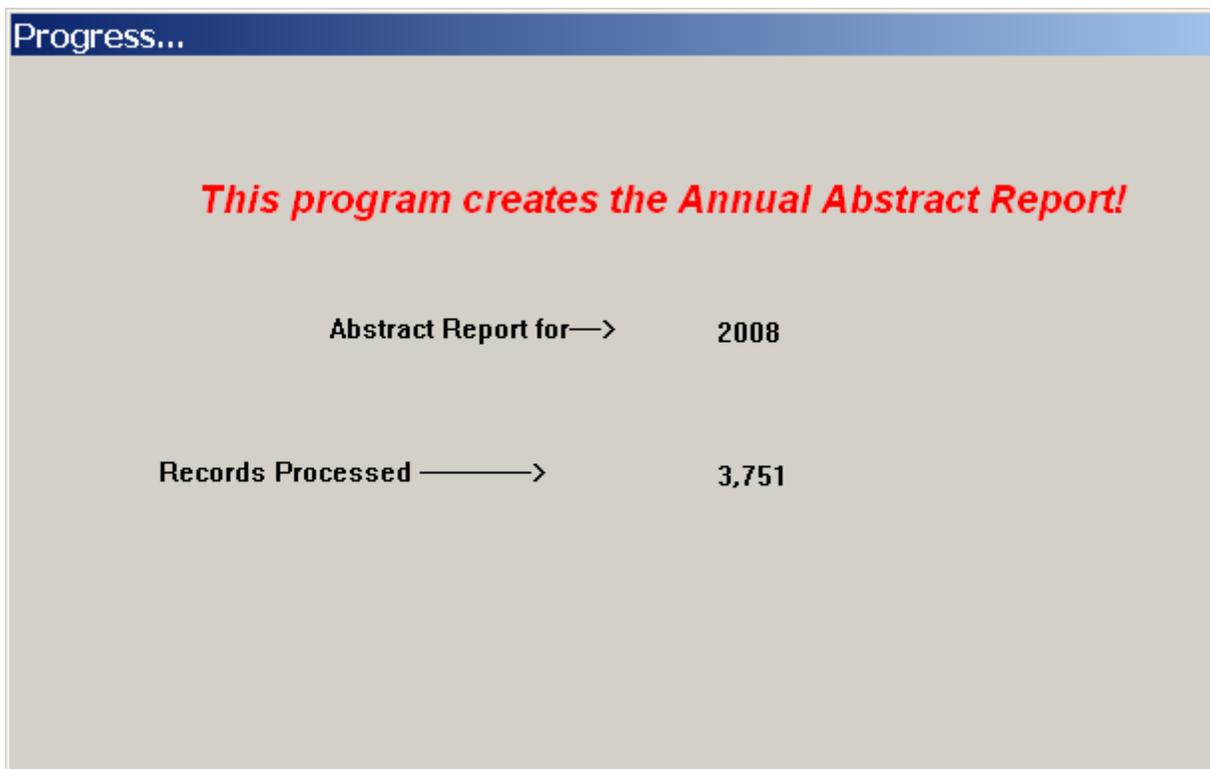
CAMA
TIP

May-run CAMA procedure VALPP. Run & fix errors from list. Apply penalties after April 15. Print Report Writer report to find AA entries not equal to CAMA dump date. If AA records owner names are NOT unique the dump creates values on wrong records. Roll personal property to AA. Create personal property history file in CAMA (close time of Abstract).

ABSTRACT

June

Be sure that all workstations are logged out and turned OFF except for one and that one should have all Browse windows closed before executing this report. Abstract is due to OTC office by June 15th.



Use Pdf Creator-to Archive all reports, Excise, Homestead and Abstract.

CAMA
TIP

June-You should not upload future year file from CAMA until After your Excise Board finishes. Create CAMA history using CAMA utilities. This duplicates the database and you are now able to make changes. Approved applications for exempt manufacturing due to OTC by June 15th. File certified abstract with county excise board with 10 days after receiving certification from the State Auditor's office.

CLEARING CHANGE NOTICE NOTES

June-July

Run after protest period is over.

HEADSUP ON THIS ONE!! Comments can NOT be recovered once deleted.

The time to run this program is only when you are ready to start entering the next years changes, new houses or structures, removal of structures or deleting records, etc. This will probably be around June or when you won't need the old comments and you are ready to enter the **current** change notice comments on the records.



AA

July

Homestead report due to OTC by July 1st.

August

In the AA program under Reports there is an option to print all public service records. This can be helpful in balancing the new values. After receiving the Public Service values run the Excise Board report and recertify it to the county clerk.

If after the excise board report has been recertified and a large change of value comes about you **SHOULD** notify all school district budget preparer's this will affect.

2009 Public Utility Property Assessment Roll for Cimarron County

Date: 7/27/2009
Time: 10:32AM

| Name | RT | Comments | Property Class Description | Total Market | Net Assessed |
|---|----|----------|---|--------------|--------------|
| AT&T COMMUNICATIONS, INC., 1 %JAMES DI FERDINANDO P.O. BOX 7207 BEDMINSTER, NJ 07921-7207 | P | (T020) | State Assessed Property Date Changed 8/13/2008 | 259,269 | 59,243 |
| BNSF RAILWAY COMPANY 1 %JUDY CUMMINGS P.O. BOX 961089 FT WORTH, TX 76161-0089 | P | (R030) | State Assessed Property Date Changed 8/13/2008 | 1,873,564 | 221,830 |
| BNSF RAILWAY COMPANY 2 %JUDY CUMMINGS P.O. BOX 961089 2660 LOU MENK DRIVE FT WORTH, TX 76161-0089 | P | (R030) | State Assessed Property Date Changed 8/13/2008 | 98,547 | 11,668 |
| BNSF RAILWAY COMPANY 3 %JUDY CUMMINGS P.O. BOX 961089 2660 LOU MENK DRIVE FT WORTH, TX 76161-0089 | P | (R030) | State Assessed Property Date Changed 8/13/2008 | 10,569,679 | 1,251,450 |
| BNSF RAILWAY COMPANY 4 %JUDY CUMMINGS P.O. BOX 961089 2660 LOU MENK DRIVE FT WORTH, TX 76161-0089 | P | (R030) | State Assessed Property Date Changed 8/13/2008 | 365 | 42 |
| CAROL .OK 00000 | P | | State Assessed Property Date Changed / / | | 0 |

FEARS OF ROLLING CAMA

FEARS OF ROLLING CAMA

**CAMA IS A VERY USEFUL
AND ACCURATE TOOL TO
USE TO COME TO MARKET
VALUES IN YOUR COUNTY.**

**Top five false reasons
for not using CAMA:**

**1. MY VALUES WILL
LOWER AND WE
WILL LOSE TOO
MUCH MONEY.**

TRUTH: So far there has not been any county lose money but in fact gain a substantial amount.

- **Yes** some values will probably go down but most will receive a 5% increase for at least the first 2-5 years.

**2. I WILL LOSE AN
ELECTION IF I RAISE
VALUES.**

- **Truth:** To date there has been no Assessor lose to an opponent because of using CAMA and going to market value.

- In fact they are looked upon as being more knowledgeable and more in control than before.

3. EVERYBODY WILL BE MAD AT ME

- **I WILL HAVE ANGRY
PEOPLE LINED UP IN
MY OFFICE.**

- **Truth:** Yes you will be busy the first year explaining to people why their values are increasing especially in a down market.

- **Yes** the market has been down **BUT** so far the counties are reporting values are not down just not as many sales.

Next when you have accurate data most people understand when you explain it to them and show them what you have on their property along with comparison sales if needed.
(Every county has some that will gripe no matter what the value is.)

- That is one reason for having correct data because when you show them their property card and you don't have the correct information they will lose your confidence from the beginning.

- When you show them their value most will back off as they know what they have it insured for and about what it is worth. The other reason for correct data is if you don't have, then your analysis isn't worth much and you will not get to market value and therefore have no defense.

- If you are not using CAMA then you are doing individual appraisals and therefore are more apt to errors as to equal treatment. Not everyone is going to like it but if you are treating everyone the same and are at market value they have no defense!

- Very few counties have had any formal protests and if they did the assessor was correct.

- Now you can only do this if, again-your data is correct and you have done your analysis correct which, leads to our next point.

**4. I DON'T AGREE
WITH CAMA VALUES.**

- **Truth:** If you don't agree with your CAMA values then you don't have your data and analysis correct or you don't know market value.

- This is a learning experience and when you are finished you will know market value. Correct data starts with field cards, and then you have your neighborhoods, land values, classing issues, sales file etc. etc. If one of these are incorrect it will throw your values off.

- It is exciting to know that in most cases when a property sells that it is going to be very close to what your CAMA value is! You are always going to have the out of state people or “*oddballs*” that pay too much or too little. Appraisers that come into your office know how knowledgeable you are by your values, they usually don't comment but they know whether they can trust your value or not.

- A lot of work involved but once you have everything all together it will not change much; yes you might find that you had a neighborhood that needed some adjustments and changes. Otherwise you will check your multipliers each year and that is where the changes will be. Usually it takes a year or two before you are near perfect, but it is worth the effort.

**5. CAMA IS TOO MUCH
WORK!**

- **Truth:**

Yes it is a lot of work, but that is your job, it is the law to be using a computer assisted mass appraisal system (CAMA) and to be at market value.

Enough said!

- If you are not using CAMA to produce market values in your county ask any County Assessor that is and you will probably hear from them that it is the best thing they have done and are confident in the system, and that it did take a lot of work and effort to get there but they are satisfied with the results.

- It is a lot easier to do this before you are in a non-compliance situation and have dead lines and a host of other issues to deal with.

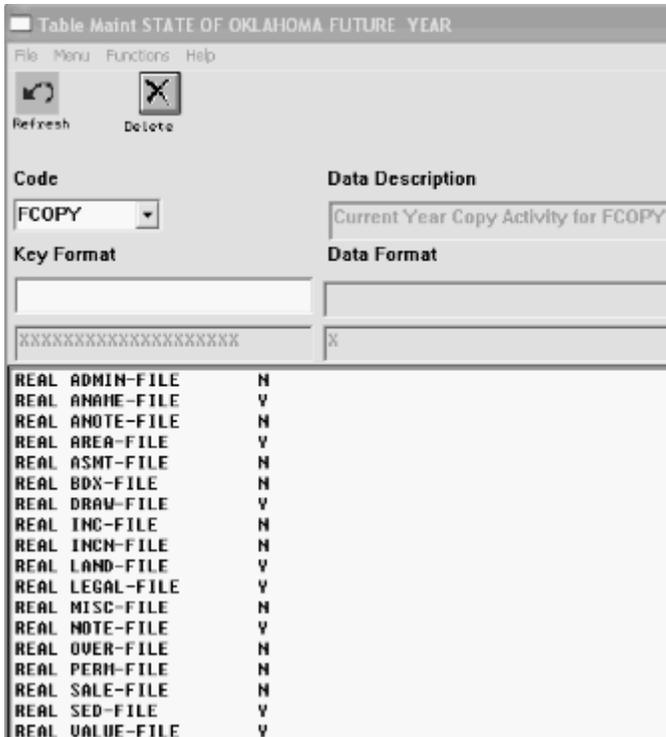
**Be armed with the
truth and knowledge
and you cannot lose.**

THE END

USING FUTURE YEAR

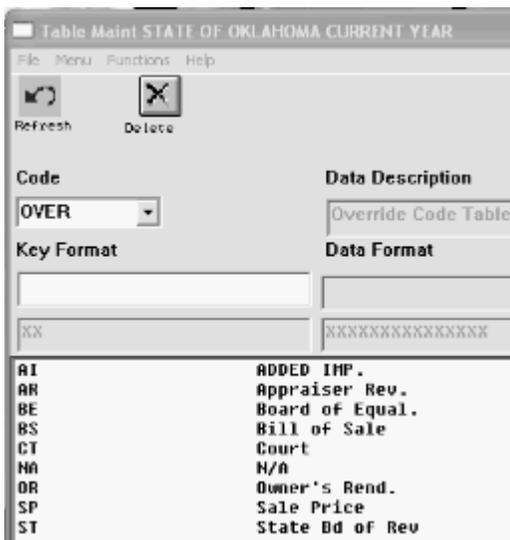
USING FUTURE YEAR TO TRANSFER NEW IMP. (100%) TO A. A.

The first step in making this possible is to limit the information that is placed in the FUTURE YEAR system of CAMA. This is done by changing the **FCOPY** Table to the following settings:

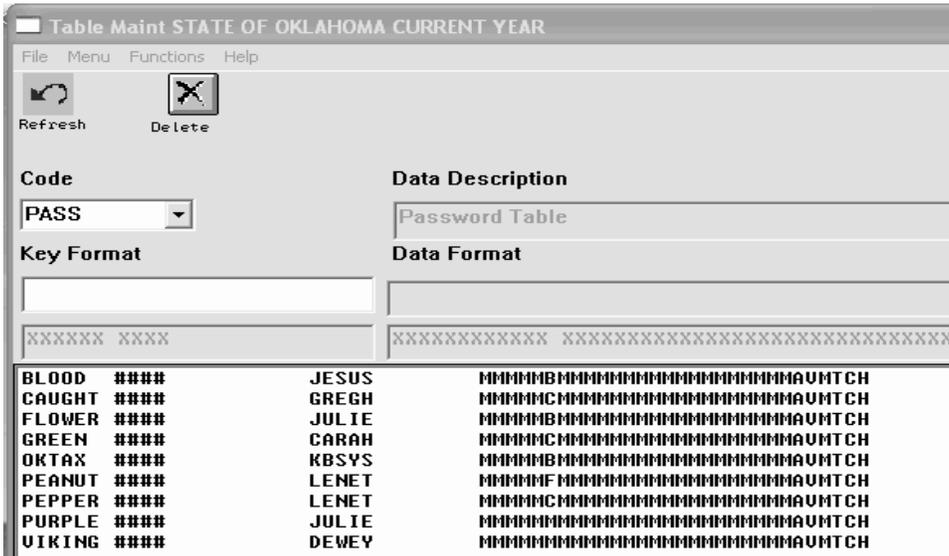


With the FCOPY Table set this way, The Property Data, the Legal Data, the Land Data, the Note Data, the Area Data, the Draw Data, the Building Data, the Aname Data, and the Value Override Data are copied to Future Year.

The next step will be to make sure that the OVER Table has the following settings:



The Pass Word Table will also need to be set to allow the user to work in the future year. There may be certain people who should not be working in the future year, while others may need to work both in current and in future year. In a large county there could be people who work only in the future year, putting on new improvements for the coming year.



In order to set the rights for the user to use or not use the Future Year System, the 6 letter in the second set of X'S in the **Data Format** must be set to one of the possible options allowed in the Pass Word Table. The possible options are as follows:

C is for Current Year only.

F is for Future Year only.

B is for both Future Year and Current Year.

Once these 3 tables have been set properly, the user with the rights to do so may begin putting new improvements in the Future Year System to be transferred from CAMA to the A.A. at a 100% of their value.

To begin inputting data in the Future Year of the CAMA System, the user will go into CAMA to the Property Data Screen and find the parcel that needs a new improvement placed on it at 100%. Next the user will print out a Property Record Card of the Current Year to refer to when entering data in the Future Year. Then the user will click on the **Functions** Tab at the top of the screen and select **Future Year Copy**.



Then the following window will pop up. up.

Property Data STATE OF OKLAHOMA 030909 YEAR

File Menu Functions Help

New Save Back Forward Next PCopy Edit

Search Parcel Number Situs Address Owner Name Alternate Id

Parcel Number: 0000-01-16N-14W-2-001-00

OWNER ID: 0901307.00

Name And Mailing Address: IRWIN, H. GRANT, JR.

City: WOODWARD

Property Details: Use Code 0001, Appraiser JL, Value By 1, Neighborhood 7400.00, Subd/Condo No 6

Record Count: LEG: 1 LND: 9 BDG: 1 DRAW: 1 AREA: 1 MISC: 7 SALE: 1 HIST: 2 ADM: 1

Expired Override Exists

Question Message Box: VERIFY PARCEL COPY TO FUTURE YEAR (ALL RECORDS!)

The user then clicks OK and this window will pop up:

-Parcel Copy Within Current Year- 0000-16N-14W-01

| | |
|----------------------|-----|
| Parcel (Master)..... | 001 |
| Parcel (Address)... | 001 |
| Parcel (Name)..... | 001 |
| Parcel (Taxid)..... | 001 |
| Land..... | 009 |
| Bldg..... | 001 |
| Area..... | 001 |
| Draw..... | 001 |
| Note..... | 000 |
| Legal..... | 001 |
| Anane..... | 000 |

FCopy Complete. Hit <center> to Return

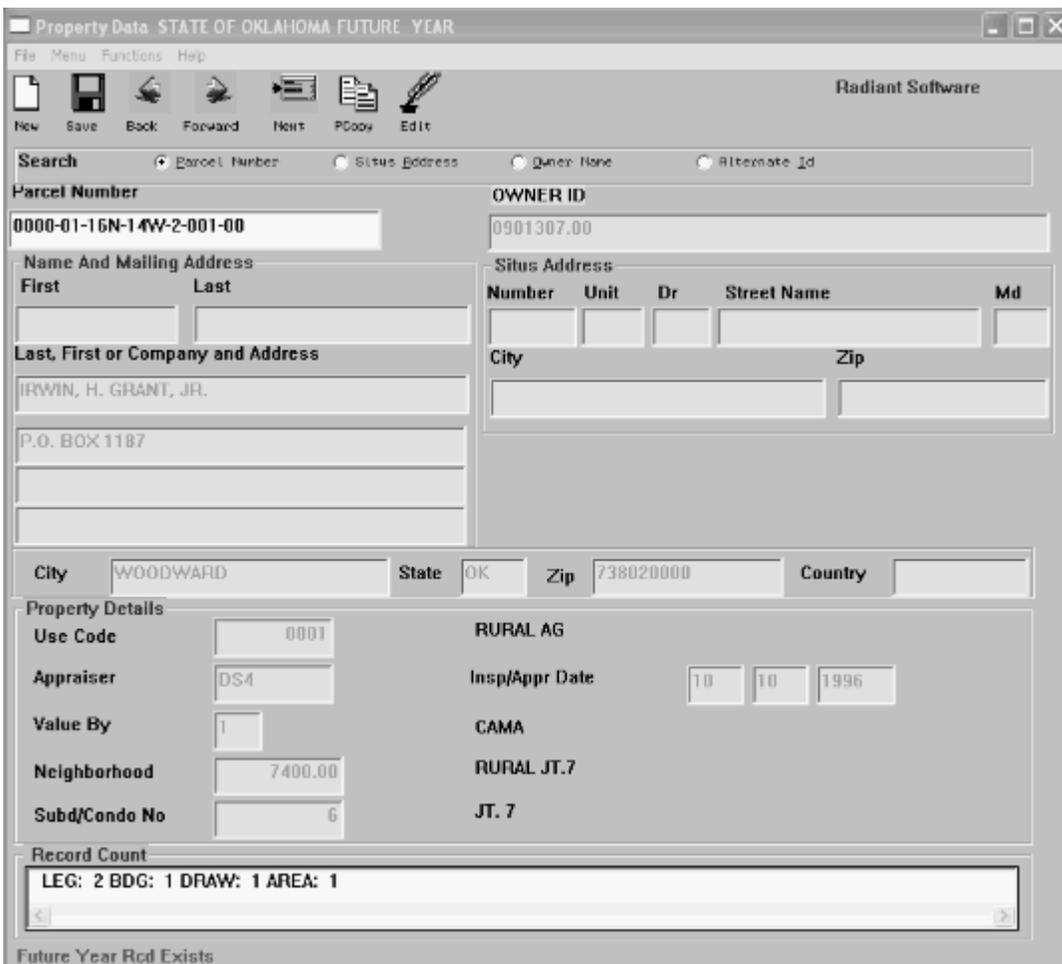
When the user hits <enter>, the program returns to the Property Data Screen. At this point the user can go into the Future Year System or go to the next parcel that needs a new improvement placed on it and copy it to the Future Year System. The user may want to copy several of the parcels to the Future Year System to avoid having to jump back and forth from Current Year to Future Year with each parcel.

Printing the Property Record Card for the Current Year will also keep you from jumping back and forth.

To work in Future Year the user will click on the File Tab in the upper left hand corner and select the Current/Future Year toggle button.



The Title Bar on the Property Data Screen now reads STATE OF OKLAHOMA FUTURE YEAR



Notice the screens listed here at the bottom. (The Appr. Date should be changed, to match the inspection date on the field card.)

Notice Future Year Bldg Screen is an exact copy of the Current Year below.

Bldg Data STATE OF OKLAHOMA FUTURE YEAR

File Menu Functions Help

Save Back Forward Next Edit Sketch Radiant Software

Parcel Number
 0000-01-16N-14W-2-001-00 No. 1 IRWIN, H. GRANT, JR.

Selected Item

| | | | |
|-----------------|------|-----------------|-------|
| Stories/Style | 1 | One Story | 1.00 |
| Occupancy | 1 | Single Family | |
| Design | 0001 | TRADITIONAL | 1.00 |
| Quality | 02 | Class D LOW | 1.00 |
| Roof Type | 01 | GABLE | |
| Roof Material | 8 | MTL PRFMD CLS D | 0.17 |
| Exterior Wall-1 | 9 | SINGLE CLS "D" | 29.31 |
| Exterior Wall-2 | | | |
| Foundation | 2 | "D" CONUNTNL | |
| Interior Fin | 3 | D AVERAGE | |
| Floor Cover | 3 | "D" AVERAGE | |
| No. Bedrooms | 000 | | |
| No. Baths | | | |
| Total Rooms | 000 | | |
| Heating | 5 | FL/WL FURN "D" | 0.19 |
| Air Condition | 5 | NONE "D" | |
| Fireplace #1 | | | |
| Fireplace #2 | | | |
| Primary Garage | 9 | AttGar METAL"D" | 8.00 |
| Primary Porch | 6 | CovPatio Cls D | 7.94 |
| Basement | | | |
| Actual Year Blt | 1930 | | |
| Year Remodeled | | | |
| Eff. Year Built | | | |
| Condition | 3 | AVERAGE | 1.00 |
| Normal Depr Tbl | 0A | Class D AUG | |
| Functional Obs. | | | |

| Eff. Area | Htd. Area | Eff. Rate | Value New | Nbhd | Normal Depr | Bldg Value |
|-----------|-----------|-----------|-----------|------|-------------|---------------|
| 1632 | 1632 | 41.67 | 68009 | 1.08 | 0.6500 | 23803 |
| | | | | | Total OBS | Pct Condition |
| | | | | | 0.0000 | 0.3500 |

Next Screen In Sequence

The Current Year Bldg Screen as copied to Future Year now

Bldg Data STATE OF OKLAHOMA CURRENT YEAR

File Menu Functions Help

Save Back Forward Next Edit Sketch Radiant Software

Parcel Number
 0000-01-16N-14W-2-001-00 No. 1 IRWIN, H. GRANT, JR.

Selected Item

| | | | |
|-----------------|------|-----------------|-------|
| Stories/Style | 1 | One Story | 1.00 |
| Occupancy | 1 | Single Family | |
| Design | 0001 | TRADITIONAL | 1.00 |
| Quality | 02 | Class D LOW | 1.00 |
| Roof Type | 01 | GABLE | |
| Roof Material | 8 | MTL PRFMD CLS D | 0.17 |
| Exterior Wall-1 | 9 | SINGLE CLS "D" | 29.31 |
| Exterior Wall-2 | | | |
| Foundation | 2 | "D" CONUNTNL | |
| Interior Fin | 3 | D AVERAGE | |
| Floor Cover | 3 | "D" AVERAGE | |
| No. Bedrooms | 000 | | |
| No. Baths | | | |
| Total Rooms | 000 | | |
| Heating | 5 | FL/WL FURN "D" | 0.19 |
| Air Condition | 5 | NONE "D" | |
| Fireplace #1 | | | |
| Fireplace #2 | | | |
| Primary Garage | 9 | AttGar METAL"D" | 8.00 |
| Primary Porch | 6 | CovPatio Cls D | 7.94 |
| Basement | | | |
| Actual Year Blt | 1930 | | |
| Year Remodeled | | | |
| Eff. Year Built | | | |
| Condition | 3 | AVERAGE | 1.00 |
| Normal Depr Tbl | 0A | Class D AUG | |
| Functional Obs. | | | |

| Eff. Area | Htd. Area | Eff. Rate | Value New | Nbhd | Normal Depr | Bldg Value |
|-----------|-----------|-----------|-----------|------|-------------|---------------|
| 1632 | 1632 | 41.67 | 68009 | 1.08 | 0.6500 | 23803 |
| | | | | | Total OBS | Pct Condition |
| | | | | | 0.0000 | 0.3500 |

Next Screen In Sequence

Current Year Bldg Screen with out new improvement added.

| Stories/Style | 1 | One Story | 1.00 |
|-----------------|------|-----------------|-------|
| Occupancy | 1 | Single Family | |
| Design | 0001 | TRADITIONAL | 1.00 |
| Quality | 02 | Class D LOW | 1.00 |
| Roof Type | 01 | GABLE | |
| Roof Material | 8 | MTL PRFMD CLS D | 0.17 |
| Exterior Wall-1 | 9 | SHNGLE CLS "D" | 29.31 |
| Exterior Wall-2 | | | |
| Foundation | 2 | "D" CONJUNTL | |
| Interior Fin | 3 | D AVERAGE | |
| Floor Cover | 3 | "D" AVERAGE | |
| No. Bedrooms | 000 | | |
| No. Baths | | | |
| Total Rooms | 000 | | |
| Heating | 5 | FL/ML FURN "D" | 0.19 |
| Air Condition | 5 | NONE "D" | |
| Fireplace #1 | | | |
| Fireplace #2 | | | |
| Primary Garage | 9 | AttGar METAL"D" | 8.00 |
| Primary Porch | 6 | CouPatio Cls D | 7.94 |
| Basement | | | |
| Actual Year Blt | 1930 | | |
| Year Remodeled | | | |
| Eff. Year Built | | | |
| Condition | 3 | AVERAGE | 1.00 |
| Normal Depr Tbl | DA | Class D AVG | |
| Functional Obs. | | | |

| Eff. Area | Htd. Area | Eff. Rate | Value New | Nbhhd | Normal Depr | Bldg Value |
|-----------|-----------|-----------|-----------|-------|-------------|---------------|
| 1632 | 1632 | 41.67 | 68009 | 1.08 | 0.6500 | 23803 |
| | | | | | Total OBS | Pct Condition |
| | | | | | 0.0000 | 0.3500 |

If the Current Year value is subtracted for the Future Year value with the new improvement on it, the remainder is equal to the new improvement value to be transferred at 100%.

\$35,039 Fut. Yr. Val
~~-23,803~~ Cur. Yr. Val
 \$11,236

This amount would be placed in the Future Override screen until the new improvement was transferred to the A.A. Then at a later date it could be merged to the Current Year data.

Future Year Bldg Screen after 20X30 room added to existing structure.

| Stories/Style | 1 | One Story | 1.00 |
|-----------------|------|-----------------|-------|
| Occupancy | 1 | Single Family | |
| Design | 0001 | TRADITIONAL | 1.00 |
| Quality | 02 | Class D LOW | 1.00 |
| Roof Type | 01 | GABLE | |
| Roof Material | 8 | MTL PRFMD CLS D | 0.17 |
| Exterior Wall-1 | 9 | SHNGLE CLS "D" | 27.63 |
| Exterior Wall-2 | | | |
| Foundation | 2 | "D" CONJUNTL | |
| Interior Fin | 3 | D AVERAGE | |
| Floor Cover | 3 | "D" AVERAGE | |
| No. Bedrooms | 000 | | |
| No. Baths | | | |
| Total Rooms | 000 | | |
| Heating | 5 | FL/ML FURN "D" | 0.19 |
| Air Condition | 5 | NONE "D" | |
| Fireplace #1 | | | |
| Fireplace #2 | | | |
| Primary Garage | 9 | AttGar METAL"D" | 8.00 |
| Primary Porch | 6 | CouPatio Cls D | 7.94 |
| Basement | | | |
| Actual Year Blt | 1930 | | |
| Year Remodeled | 2009 | | |
| Eff. Year Built | 1965 | | |
| Condition | 3 | AVERAGE | 1.00 |
| Normal Depr Tbl | DA | Class D AVG | |
| Functional Obs. | | | |

| Eff. Area | Htd. Area | Eff. Rate | Value New | Nbhhd | Normal Depr | Bldg Value |
|-----------|-----------|-----------|-----------|-------|-------------|---------------|
| 2232 | 2232 | 30.29 | 85461 | 1.08 | 0.5900 | 35039 |
| | | | | | Total OBS | Pct Condition |
| | | | | | 0.0000 | 0.4100 |

This merge could take place after the Equalization Broad goes out of session. If the date that the Equalization Broad goes out of session is placed in the Override Deletion Date field, then the merge will reflect the total value of the house with the room addition on it.

The example of the Override Screen is on page 13 of this document.

Example of Override for 20X30 room addition to house

Override STATE OF OKLAHOMA FUTURE YEAR

File Menu Functions Help

New Save Back Forward Next Edit

Parcel Number
0000-01-16N-14W-2-001-00

Override

Password

Override Date 01 15 2009

Override Delete Date 06 11 2009

Override Type AI ADDED IMP.

Land Override 0

Misc Override 0

Bldg Override 11236

Mbl Hm Override 0

Total Override 11236

Override Notes NEW ROOM ON HSE.

Next Screen In Sequence

Example of Prop Screen with Override on parcel. Notice the date also.

Property Data STATE OF OKLAHOMA FUTURE YEAR

File Menu Functions Help

New Save Back Forward Next PCopy Edit

Search Parcel Number Situs Address Query Name Alternate Id

Parcel Number 0000-01-16N-14W-2-001-00

OWNER ID 0901307.00

Name And Mailing Address

First Last

Last, First or Company and Address

IRWIN, H. GRANT, JFL

P.O. BOX 1107

Situs Address

Number Unit Dr Street Name Md

City Zip

City WOODWARD State OK Zip 730020000 Country

Property Details

Use Code 0001 RURAL AG

Appraiser CH4 Insp/Appr Date 01 15 2009

Value By 1 CAMA

Neighborhood 7400.00 RURAL JT.7

Subd/Condo No 6 JT. 7

Record Count

LEG: 2 BDG: 1 DRAW: 1 AREA: 1

Next Screen In Sequence

Override Exists

0000-11-16N-14W-1-001-00

Page 1

Req By: KBSYS
LOOSEN, E.C. ETAL
% MRS. CHRIS RICHARDSON
RR 1 BOX 178

06/15/09 9:58:20 STATE OF OKLAHOMA FUTURE YE

NE4, SEC. 11-16-14

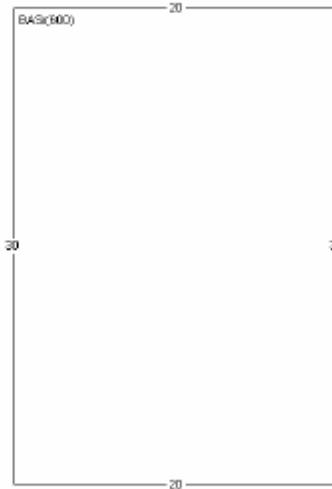
J

T-7

WATONGA OK 737720000

Site Address: 000000

BLDG # 1
 Stories/Style 1 One Story
 Occupancy 1 Single Fami
 Design 0002 CONTEMP
 Quality 05 Class C FA
 Roof Type 02 HIP
 Roof Material 1 COMP SHG CL
 Exterior Wall-1 4 BRK VNR CLA
 Exterior Wall-2
 Foundation 1 "C" SLAB
 Interior Fin 3 C AVERAGE
 Floor Cover 3 "C" AVERAGE
 No. Bedrooms
 No. Baths
 Total Rooms 001
 Heating 1 FORCED AIR
 Air Condition 1 FORCED AIR
 Fireplace #1
 Fireplace #2
 Primary Garage
 Primary Porch
 Basement
 Actual Year Blt 2009
 Year Remodeled
 Eff. Year Built
 Condition 3 AVERAGE
 Normal Depr Tbl CA AVERAGE
 Functional Obs. Class C AVG
 Economic Obs.
 Observed Depr.
 Obsvd Depr Code
 RENT
 Cnty Adj. Fact. 000 CNTY ADJ. F



| AREA | FLAT | HEATED |
|------|------|--------|
| BAS | 600 | 600 |

| | |
|---------------|--------|
| Land Value | 0 |
| Misc Value | 0 |
| Bldg Value | 43,676 |
| Total Value | 43,676 |
| Value By CAMA | |

| | |
|----------------|--------|
| Effective Area | 600 |
| Points | 0.0000 |
| Bldg Rate | 72.79 |
| RCN | 43,676 |
| Pct Good | 1.0000 |
| OBSOL | 0.0001 |
| Building Value | 43,676 |

| BOOK | PAGE | DATE QS | SALE PRICE |
|------|------|---------|------------|
|------|------|---------|------------|

| PERMIT NO | TYPE | DATE | AMOUNT |
|-----------|------|------|--------|
|-----------|------|------|--------|

Appraiser D94
 Appr Date 10/10/96
 Use Code 0001 RURAL AG
 NBHD 7400.00 RURAL JT.7
 L100 M100 B108

| History Values | |
|----------------|-----------------------|
| Tax Year | Total Appraised Value |
| 05 | 25,712 |
| 01 | 25,712 |

This is an example of what it would cost to build on a 20X30 room, but cost does not always equal market value added to the house.

0000-01-16N-14W-2-001-00

Page 2

Req By: KRSYS
IRWIN, H. GRANT, JR.
P.O. BOX 1187

06/15/09 10:07:17 STATE OF OKLAHOMA CURRENT YE

WOODWARD
Site Address: 000000 OK 739020000

| LAND LUSE DESC | ZONING | UNITS TP | PRICE | ----- | ADJUSTMENT CODE/FACTOR | ----- | VALUE |
|------------------------|--------|----------|---------|---------|------------------------|---------|-------|
| 7 NPC Hbsct-pratt comp | TM | 2.00 AC | 31.00 | AG 1.88 | .00 | .00 .00 | 117 |
| 8 NOE Hbscott fn sd r | TM | 1.00 AC | 25.00 | AG 1.88 | .00 | .00 .00 | 47 |
| 9 HM01 1 AC HS | R1 | 1.00 AC | 1000.00 | .00 | .00 | .00 .00 | 1,000 |
| AC 102.00 | | | | | | | |

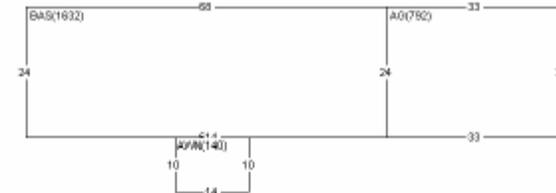
0000-01-16N-14W-2-001-00 Page 1
 SWNW, LOTS 3-4, SEC 1
 -16-14 1235-449 J

Req By: KRSYS
 IRWIN, H. GRANT, JR.
 P.O. BOX 1187

06/15/09 10:53:29 STATE OF OKLAHOMA FUTURE YE

WOODWARD OK 739020000
 Site Address: 000000

BLDG # 1
 Stories/Style 1 One Story
 Occupancy 1 Single Fami
 Design 0001 TRADITIONAL
 Quality 02 Class D LO
 Roof Type 01 GABLE
 Roof Material 8 MTL FRPMD C
 Exterior Wall-1 9 SHINGLE CLS
 Exterior Wall-2
 Foundation 2 'D' CONVRTN
 Interior Fin 3 D AVERAGE
 Floor Cover 3 'D' AVERAGE
 No. Bedrooms 000
 No. Baths
 Total Rooms 000
 Heating
 Air Condition 5
 Fireplace #1
 Fireplace #2
 Primary Garage 9 AttGar META
 Primary Porch 6 CovPatio CL
 Basement
 Actual Year Blt 1930
 Year Remodeled
 Eff. Year Built
 Condition 3 AVERAGE
 Normal Depr Tbl DA Class D AVG
 Functional Obs.
 Economic Obs.
 Observed Depr.
 Obsvd Depr Code
 RENT
 Cnty Adj. Fact. 000 CNTY ADJ. F AWN



Land Value 0
 Misc Value 0
 Bldg Value 23,803
 Total Value 23,803
 Value By CNMA

Effective Area 1,632
 Points 0.0000
 Bldg Rate 41.67
 RCN 68,009
 Pot Good 0.3500
 CBSOL 0.0000
 Building Value 23,803

BOOK PAGE DATE QS SALE PRICE

PERMIT NO TYPE DATE AMOUNT

Appraiser DS4
 Appr Date 10/10/96
 Use Code 0001 RURAL AG
 NEHD 7400.00 RURAL JT.7
 L100 M100 E108

| AREA | FLMT | HEATED |
|------|------|--------|
| BAS | 1632 | 1632 |
| AG | 792 | |
| | | 140 |

History Values

| Tax Year | Total Appraised Value |
|----------|-----------------------|
| 05 | 43,683 |
| 01 | 36,691 |

Sketch

Save Cancel Stats Print

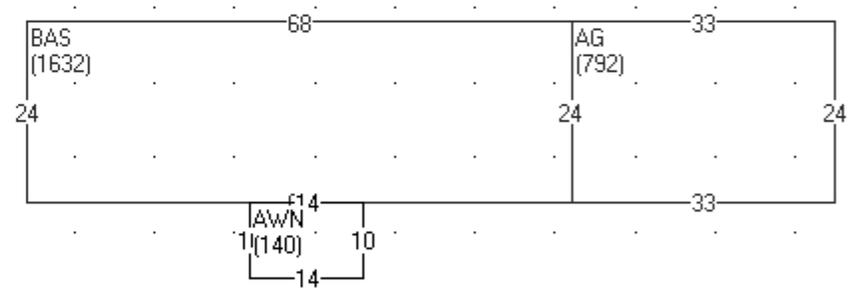
0000-01-16N-14W-2-001-00 Record: 1 Style: 1 One Story

Edit Mode

View Stats

| Code | Levels | Area | Eff Area | Perimeter | Modified |
|------|--------|-------|----------|-----------|----------|
| AG | 1 | 792 | 792 | 114 | Modified |
| BAS | 1 | 1,632 | 1,632 | 184 | Modified |
| AWN | 1 | 140 | 140 | 48 | Modified |

OK



0000-01-16N-14W-2-001-00

Page 1

Req By: KBSYS
IRWIN, H. GRANT, JR.
P.O. BOX 1187

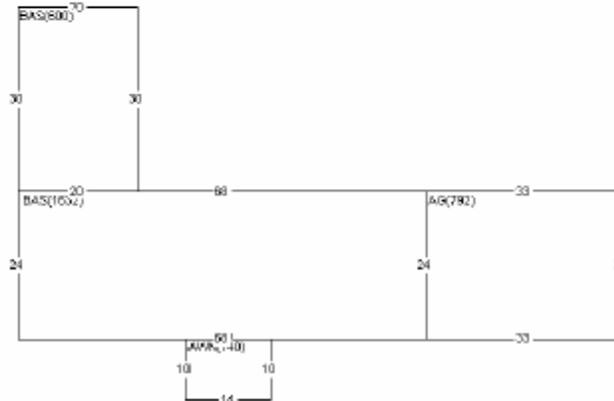
06/15/09 12:50:46 STATE OF OKLAHOMA FUTURE YE

SOWN, LOTS 3-4, SEC 1
-16-14 1235-449 J

WOODWARD OK 738020000

Site Address: 000000

BLDG # 1
Stories/Style 1 One Story
Occupancy 1 Single Fami
Design 0001 TRADITIONAL
Quality 02 Class D LO
Roof Type 01 GABLE
Roof Material 8 MTL PRFMD C
Exterior Wall-1 9 SHNGLE CLS
Exterior Wall-2
Foundation 2 "D" CONVRTN
Interior Fin 3 D AVERAGE
Floor Cover 3 "D" AVERAGE
No. Bedrooms 000
No. Baths
Total Rooms 000
Heating 5 FL/WL FURN
Air Condition 5 NONE
Fireplace #1
Fireplace #2
Primary Garage 9 AttGar META
Primary Porch 6 CovPatio Cl
Basement
Actual Year Blt 1930
Year Remodeled 2009
Eff. Year Built 1965
Condition 3 AVERAGE
Normal Depr Tbl DA Class D AVG
Functional Obs.
Economic Obs.
Observed Depr.
Obsvd Depr Code
RENT
Cnty Adj. Fact. 000



Land Value 0
Misc Value 0
Bldg Value 11,236
Total Value 11,236
Value By Override

Effective Area 2,232
Points 0.0000
Bldg Rate 38.29
RCN 85,461
Pct Good 0.4100
OBSOL 0.0000
Building Value 35,039

BOOK PAGE DATE QS SALE PRICE

PERMIT NO TYPE DATE AMOUNT

Appraiser DS4
Appr Date 10/10/96
Use Code 0001 RURAL AG
NBHD 7400.00 RURAL JT.7
L100 M100 B108

| AREA | FLAT | HEATED |
|----------------|------|--------|
| AWN | 140 | |
| BAS | 2232 | 2232 |
| CNTY ADJ. F AG | 792 | |

History Values

| Tax Year | Total Appraised Value |
|----------|-----------------------|
| 05 | 43,683 |
| 01 | 36,691 |

Save Cancel Stats Print

0000-01-16N-14W-2-001-00

Record: 1

Style: 1 One Story

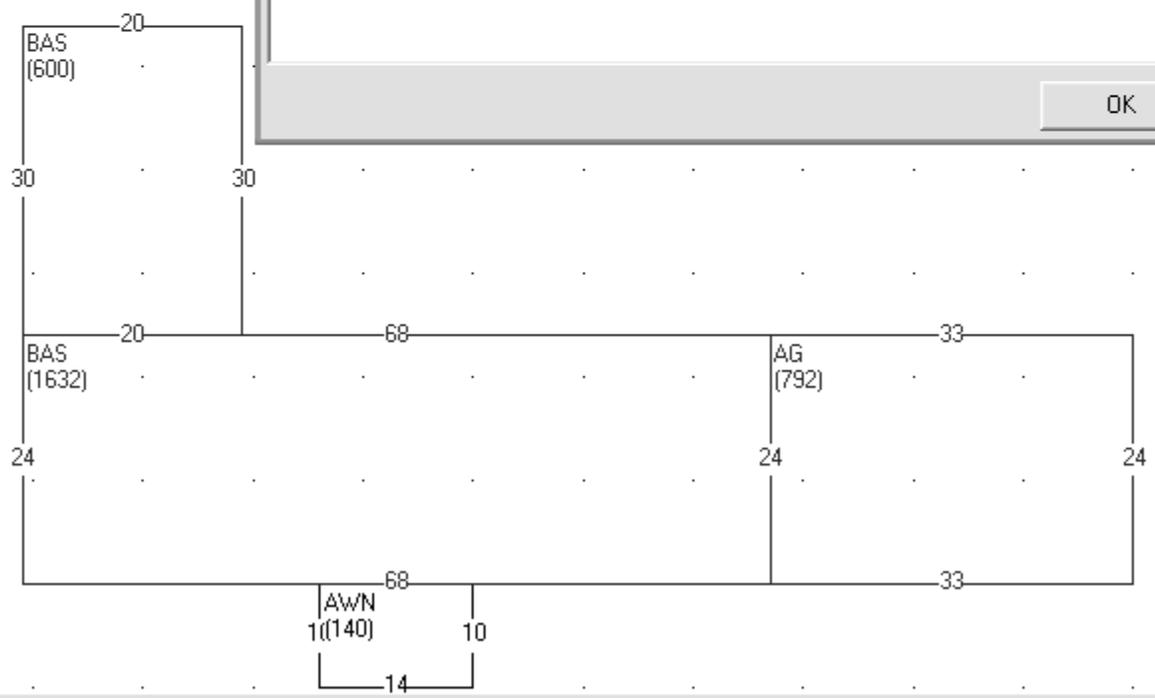


Edit Mode

View Stats

| Code | Levels | Area | Eff Area | Perimeter | Modified |
|------|--------|-------|----------|-----------|----------|
| AWN | 1 | 140 | 140 | 48 | Modified |
| AG | 1 | 792 | 792 | 114 | Modified |
| BAS | 1 | 1,632 | 1,632 | 184 | Modified |
| BAS | 1 | 600 | 600 | 100 | Modified |

OK



X 67% Code: Area: Perimeter: Total Base Area: 0

y: 75 x: -40

**GENERAL ISSUES
TO HELP OFFICE
RUN SMOOTHER**

“New Directions in Assessment”

General issues to help your office run smoother

Current Instructions in your Office

It has come to our attention, that some counties are using outdated instructions. (year-end procedures, CAMA instructions, data collections stuff; etc)

This will result in bad data, incorrect information, having to redo work, and having to write multiple erroneous corrections.

It is our recommendation that you replace old handouts with the most current ones received at conferences and/or meetings, as soon as possible, to avoid mix-ups or confusion.

We also recommend utilizing the CD that you receive after Annual Conference. This will contain all PowerPoint presentations, handouts, and discussions.

This CD is also available for download on the OTC website under the ‘Assessor Only’ link. Instructions on how to use this site and passwords are available by calling Carol Prewett 405-319-8200.

If you need to know if your instructions are current, contact your field rep.

Here are some examples of current documentation:

Personal Property: 2008 & 2009 conference CDS
Land Valuation techniques: 2006 conference CD
Procedural Manual: currently on the Assessor's website
CAMA Manual: on website by year end

We strongly recommend that each employee have and maintain a 3 ring binder. This is to include your own notes, any procedures created within the office and any documentation from OTC. These also should include those procedures that are used once a year. You always have the procedural manual available on the website.

How to get to the "Assessor Only" website:

www.tax.ok.gov

scroll to :Ad Valorem

scroll to:Assessor Site

Info from October meeting should have passwords or e-mail

Carol Prewett at cprewett@tax.ok.gov

HOW TO USE THE NEW AA CAP CODES

How to use the new AA Cap codes

If you are rolling CAMA and using Future Year

First export non future year values such as capped values, sales, parcel ranges. Basically you export cama and import to AA like normal. Get that all done.

Then, work CAMA future year parcels. Please contact your OTC field representative for questions about using the future year in CAMA .

Future year values are added to the AA market value. The AA import/update program can only be run ONE time.

This example has a parcel of real estate that had a room added to the home and a new out building. Here is how the AA parcel looks **before** the import of future year CAMA. There does not have to be any changes to the AA record. No cap status or cap codes have to be entered before you import cama **future year** values in this example.

Real/Personal Update (0005-00-019-001-0-000-00 Name>DOCKERY, WILBURN E. & KONDA B. Owner #> 6,09...

General Info | Real Property | Values | Pictures | Change | Notice | Comment

Parcel Number: 0005-00-019-001-0-000-00 Name: DOCKERY, WILBURN E. & KONDA

| Values Changed Date | Market/Use | Assessed | Value from CAMA |
|---------------------|------------------------|----------|-----------------|
| 3/31/2008 C.R. | Land Value: 1,800 | 234 | 1,800 |
| | Improved Value: 12,648 | 1,644 | 16,704 |
| | Miscellaneous: 1,633 | 212 | 1,633 |
| | Mfg Home Value: 0 | 0 | 0 |
| Total: | 16,081 | 2,090 | 20,137 |

Freeze Status: Code: Base Homestead: 1,000 Lock Base

Change Initials: Double Homestead: 0 Status Lock Double

Status Date:

Cap Status: Code: Disabled Veteran: 0 Disabled Veteran

Change Initials:

Status Date:

Total Exemption: 1,090

Net Assessed: 1,090

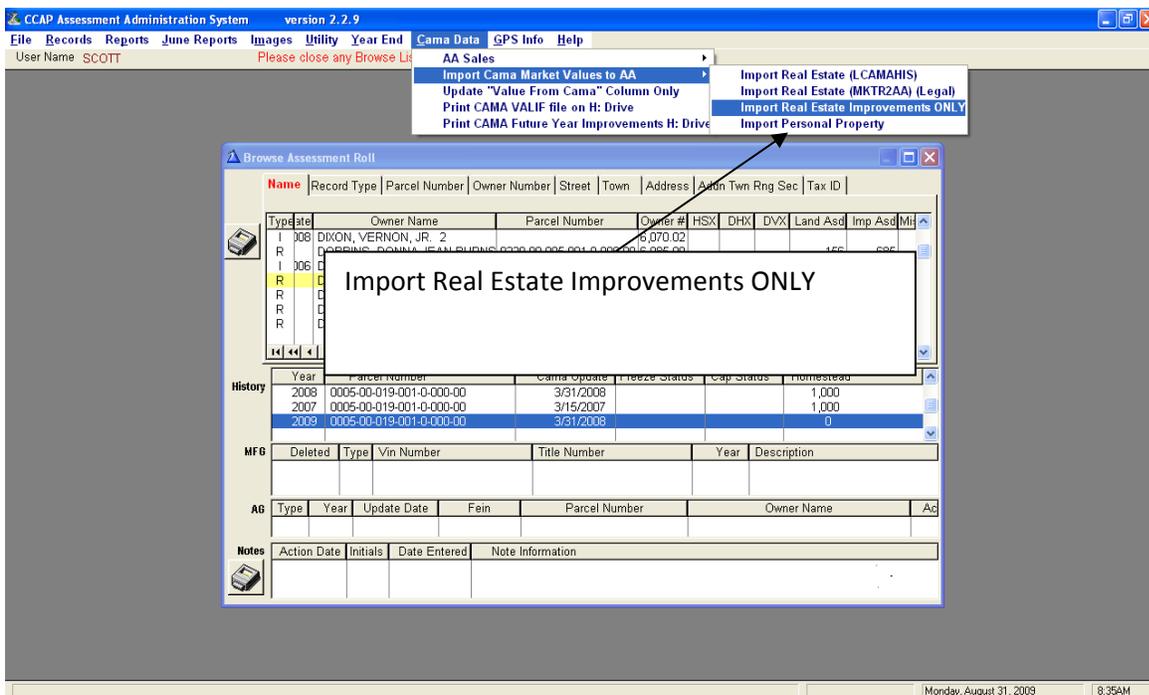
Record will be Changed

Follow the proper rules to add the room addition and the miscellaneous out building to the cama future year files.

When it comes time to import **CAMA** values in the spring you run 2 programs.

1. Export **CAMA** future year values (see your OTC field rep).
2. **Import CAMA** future year values **into the AA system.**

Select Import **CAMA** Market Values to AA, Import Real Estate Improvements ONLY.



Import improvements into AA system

This is what the AA improvement import program looks like. This screen has a yellow background. You must run the CAMA future year **export** program first. The CAMA **export** program and this AA **import** program are run once a year, between late January and April, **after** the Current year values are imported.

Import CAMA Improvements Only From Future Year Data

Real Property Future Year Improvement Import

Select the options to process

Edit the market value of the CAMA improvements ONLY
(No value or history master file updates)

Edit and UPDATE the market value of the CAMA improvements
If this option is checked the improvements from the CAMA future year file will be ADDED to the current market value of the record
You can run this UPDATE option ONLY ONE TIME.

Print market improvements import report

Print the market improvement import ERROR report

OK Cancel/Close

It will produce two reports. The reports print a list of improvements imported to AA, and a list of errors.

This is what the AA screen will look like after you import future year **CAMA** improvements into the AA system.

Real/Personal Update (0005-00-019-001-0-000-00 Name>DOCKERY, WILBURN E. & KONDA B. Owner #> 6,09...

The future year improvement market value is **added** to the improved market value. Land market value is **not** updated when using the cama future year program.

| Values Changed Date | Market/Use | Assessed | Value from CAMA |
|---------------------|-----------------|----------|-----------------|
| 8/31/2009 SWWW | Land Value: | 234 | 1,800 |
| | Improved Value: | 3,731 | 28,700 |
| | Miscellaneous: | 212 | 4,633 |
| | Mfg Home Value: | 0 | 0 |

The future year miscellaneous value is **added** to the AA miscellaneous market value. Mfg Home market value is updated if needed also. This parcel did not have any Mfg Home improvements.

Change Initials: Double Homestead: 0 Status Lock Double

Status Date:

? Cap Status: Code: CI

Change Initials: SW

Status Date: 5/12/2010

The AA import program enters a CI (cama future year improvement) in the cap code field, and the date the import program was run (current assessment year).

Net Assessed: 3,177

Record will be Changed

The AA program will also change the **Values Changed Date**. The AA program will also change any valid current sale cap code of UT to a TI to show there was a sale in the prior year that had a future year improvement applied and UI to CI to show future year improvement updates.

Another new code is the **SV** or “special value”. It is used when the value from CAMA is a true value override. When you need to match a value due to a Board of Equalization decision, court ruling or special use property, you should use the value override screen and SV code. When you use SV you must also put the current assessment year, just like you use **CI** Status Date.

If you are *not* using CAMA and doing *all* data entry by hand

This example we will look at the new codes if you are **not importing CAMA current year or future year**. All data entry will have to be done by the user.

This parcel sells.

Market values increased to sale price.

DUNAGAN, DONALD L. &

| Values Changed Date | Market/Use | Assessed | Value from CAMA |
|---------------------|---------------|--------------|-----------------|
| 8/31/2009 | | | 3/31/2008 |
| Land Value: | 15,524 | 2,018 | 15,524 |
| Improved Value: | 25,823 | 3,357 | 25,823 |
| Miscellaneous: | 5,096 | 662 | 5,096 |
| Mfg Home Value: | 0 | 0 | 0 |
| Total: | 46,443 | 6,037 | 46,443 |

Freeze Status: Code: Base Homestead: 1,000 Lock Base

Change Initials: Double Homestead: Status: Lock Double

Cap Status: Code: UT Disabled

Change Initials: SW

Status Date: 8/31/2009

Total Exemption:

Net Assessed: 5,037

Record will be Changed

Now some improvements are added to the parcel the same year as the sale (2010) and be included in the current assessment year (2011).

Real/Personal Update (0000-14-01N-02E-4-000-00 Name>DUNAGAN, DONALD L. B. Owner #> 6,250.00

General Info | Real Property | Values | Pictures | Change Notice Comment

The full amount of the improvement is added to the market value.

| Values Changed Date | Market/Use | Assessed | Value from CAMA |
|---------------------|------------------------|----------|-----------------|
| 8/31/2009 SWW | Land Value: 15,524 | 2,018 | 15,524 |
| | Improved Value: 45,000 | 5,850 | 25,823 |
| | Miscellaneous: 5,096 | 662 | 5,096 |
| | Mfg Home Value: 0 | 0 | 0 |
| Total: | 65,620 | 8,530 | 46,443 |

Base Homestead: 1,000 Lock Base

? Freeze Status: Code: ?

Change Initials:

Status Date:

? Cap Status: Code: TI ?

Change Initials: SW

Status Date: 8/31/2009

Total Exemption: 1,000

Net Assessed: 7,530

Record will be Changed

I is entered in the Cap Status field to unlock the value
 TI is used in the Code field to show there was also a sale on this parcel.
 Status date stays the date of the sale.

Now let's look at a parcel that has improvements. Remember we are **not** importing cama current or future year.

Real/Personal Update (0000-18-04N-08E-3-002-00 Name>DYCK, HEIN OR EVA Owner #> 8,110.00)

General Info | Real Property | Values | Pictures | Change Notice Comment

Parcel Number: 0000-18-04N-08E-3-002-00 Name: DYCK, HEIN OR EVA

Values Changed Date: 3/31/2008 C.R.

| Market/Use | |
|-----------------|---------------|
| Land Value: | 1,460 |
| Improved Value: | 65,250 |
| Miscellaneous: | 513 |
| Mfg Home Value: | 0 |
| Total: | 67,223 |

Freeze Status: Code: ?

Change Initials:

Status Date:

Cap Status: Code: UI ?

Change Initials:

Status Date: 1/01/2011

Base Homestead:

Double Homestead:

Disabled Veteran: 0 Disabled Veteran

Total Exemption: 1,000

Net Assessed: 7,740

Record will be Changed

Amount of improvement is added.

I to unlock increase in value

UI to show improvement added

Current assessment year used for data entry.

Record is then updated. It is important to use the proper codes. The codes can be used later to run reports and print lists of parcels that have been improved over the years.

Another new code is the **SV** or "special value". When you need to match a value due to a Board of Equalization decision, court ruling or special use property, you should use the SV code. When you use SV you must also put the current assessment year, just like you use **CI** Status Date.

If you are importing CAMA, not using future year, and are using CAMA Override screen for new improvements

What if we are importing CAMA and we are not using future year. Well you still need to go to CAMA and calculate the 5% increase then add the improvements to your total and use the value override feature in CAMA. We have a new code for that and its CI for CAMA improvements.

Real/Personal Update (0000-04-05N-01E-0-002-00 Name>ROBERTS, MONTY JOE Owner #> 16,270.00

General Info | Real Property | **Values** | Pictures | Change Notice Comment

Parcel Number: 0000-04-05N-01E-0-002-00 Name: ROBERTS, MONTY JOE

| Values Changed Date | Market/Use | Assessed | Value from CAMA |
|---------------------|------------------------|----------|-----------------|
| 3/31/2008 C.R | Land Value: 15,621 | 2,031 | 16,347 |
| | Improved Value: 20,509 | 2,666 | 25,705 |
| | Miscellaneous: 22,234 | 2,890 | 40,019 |
| | Mfg Home Value: 0 | 0 | 0 |
| | Total: 58,364 | 7,587 | 82,071 |

Freeze Status: Code: Base Homestead: 1,000 Lock Base
 Change Initials: Double Homestead: 0 Status Lock Double
 Status Date:
 Cap Status: Code: Disabled Veteran: 0 Disabled Veteran
 Change Initials:
 Status Date:

Total Exemption: 1,000

Net Assessed: 6,587

Record will be Changed

So, 5% of this parcel is 2,918. The improvements added were \$15,000. So the value override record in CAMA will show the total of these values.

Override

Password

Override Date

| | | |
|----|----|------|
| 01 | 01 | 2009 |
|----|----|------|

Override Delete Date

| | | |
|----|----|------|
| 06 | 16 | 2009 |
|----|----|------|

Override Type

| | |
|--|-----|
| | N/A |
|--|-----|

Land Override

| |
|-------|
| 16595 |
|-------|

Misc Override

| |
|-------|
| 36481 |
|-------|

Bldg Override

| |
|-------|
| 23206 |
|-------|

Mbl Hm Override

| |
|---|
| 0 |
|---|

Total Override

76282

Override Notes

\$15000 ADDON

So our parcel will look like this after the CAMA export and AA import program runs. Using the CAMA value override for added improvements.

Parcel Number: 0000-04-05N-01E-0-002-00 Name: ROBERTS, MONTY JOE

Values Changed Date: 8/31/2009 SWW Market/Use: Assessed: Value from CAMA: 3/31/2008

| | | |
|-----------------|---------------|--|
| Land Value: | 16,595 | |
| Improved Value: | 36,481 | |
| Miscellaneous: | 23,206 | |
| Mfg Home Value: | 0 | |
| Total: | 76,282 | |

Freeze Status: Code: ? Base Homestead: Double Homestead: Disabled Veteran: Total Exemption:

Cap Status: Code: CI Status Date: 1/01/2010

Net Assessed: 8,917

The market value in AA is changed to what came over from the CAMA value override record.

A CI and the current assessment date must be entered before you run the cama export and AA import programs. The date must be during the current assessment year. That is, it must be the same year you are dumping values.

Record will be Changed Insert/Update Cancel/Close print this Delete Record

The new **CI** code unlocks the parcel to allow for 100% of whatever CAMA value override wants the value to be.

Another new code is the **SV** or “special value”. It is used when the value from CAMA is a true value override. When you need to match a value due to a Board of Equalization decision, court ruling or special use property, you should use the value override screen and SV code. When you use SV you must also put the current assessment year, just like you use **CI** Status Date.

MOBILE HOMES

“New Directions in Assessment”

Mobile Homes on Deeds.....Taxable or Not???

Recently, we have found some confusion about how to deal with mobile homes when they are included on a deed transferring land.

§47-1113. E. “The purchaser of a new or used manufactured home shall, within thirty (30) days of the date of purchase, register the home with the Tax Commission or a motor license agent pursuant”

§47-1117. A. “Any person purchasing a new or used manufactured home or owning a manufactured home which has not been registered in the state shall register such manufactured home pursuant to the provisions of subsection B of this section and obtain a certificate of title...”

§47-1117. B. “Upon the filing of an application for registration and certificate of title, the payment of fees of this title, the excise tax, and the furnishing of proof satisfactory to the Tax Commission or motor license agent that all ad valorem taxes have been paid, the Tax Commission or motor license agent shall assign the manufactured home a distinctive number and shall issue the owner of the manufactured home a certificate of title, a manufactured home registration receipt, Manufactured Home Registration Decal, a vehicle registration decal and an excise tax receipt.”

§47-1117. D. “....all excise tax and ad valorem taxes due on such a manufactured home shall be required to be paid within thirty (30) days of the issuance of the permit.”

§47-1119. "Upon proper registration and receipt of a certificate of title... by the person owning a new or used manufactured home, the Oklahoma Tax Commission shall furnish by June 1 and by December 31 of each year to the county assessor in the county in which the manufactured home is or is to be located....."

§47-1115. C. 3. "For new or used manufactured home, not registered within thirty (30) days from date of purchase or date such manufactured home was brought into this state, a penalty equal to the registration fee shall be assessed;"

Example 1

IT'S THE LAW!!!

MANUFACTURED HOME TITLE TRANSFER

PURSUANT TO OKLAHOMA STATE LAW, YOU HAVE THIRTY (30) DAY TO TRANSFER TITLE ON YOU MANUFACTURED HOME. **IF YOU DO NOT COMPLY**, YOU WILL BE FINED IN EXCESS OF \$200.00 FOR "FAILURE TO TRANSFER".

Simply take a completed copy of the Assessor's 936-R Form and the current mobile home title to an Oklahoma Tag Agency of your choice. The tag agency will then send your paperwork to the Oklahoma Tax Commission, where a new title (bearing your name) will be issued and mailed to your home address.

Once you receive your new title in the mail, please either mail a copy or bring the original to the YourName County Assessor. Once received, the Assessor's office will update county records to insure you receive your annual tax statement(s) in a timely manner.

Remember, anytime you transfer ownership or move a mobile home, Oklahoma State Law requires the completion of a 936-R Form, which are available in the County Assessor's Office.

Example 2

JUST A REMINDER

In checking our files, we show that the title to your manufactured home has not been put into your name. You need to take your title and a copy of your 936-R for the current year, to a local tag agency. This would need to be done before the end of the current year. If you are unable to locate a copy of your 936-R form, you can contact our office at (999)999-9999. In order to get another copy, you would need to bring a photo ID or you can send a signed, notarized statement to our office requesting we fax a copy of your tag agency.

IF YOU DO NOT GET THE TITLE TO YOUR MANUFACTURED HOME CHANGED BY DECEMBER 31ST OF THE CURRENT YEAR, YOU WILL HAVE TO PAY THE TAXES FOR THE NEXT YEAR.

Name: Joe Smith
936-R #: 19-09-1234

NEW IMPROVEMENT TRANSFERS

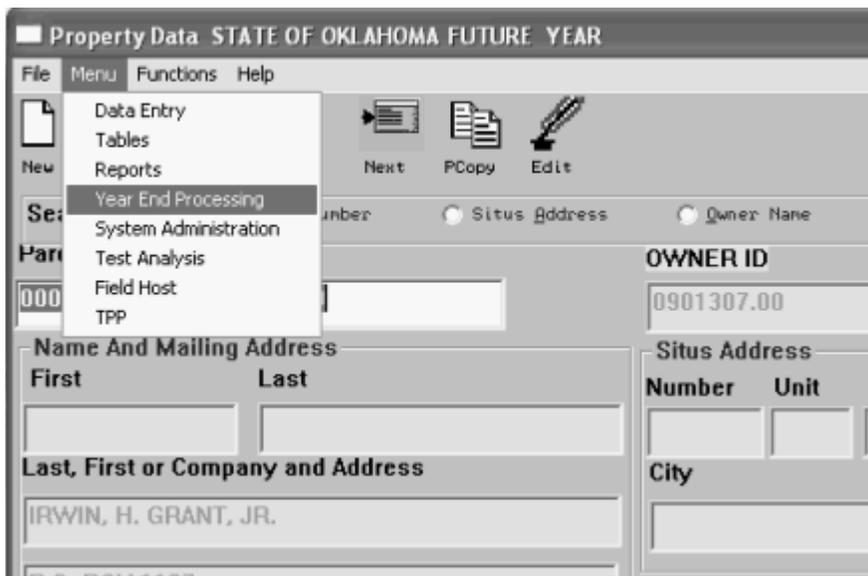
2010 THE NEW IMPROVEMENT TRANSFER

The Ad Valorem Division of the OTC had hopes, of having an upgrade to the CAMA System installed by this time, but because of software licensing negotiations the Division has had to delay this CAMA upgrade. Therefore the process for transferring **new improvements** to the A.A. System will need some temporary modifications for 2010.

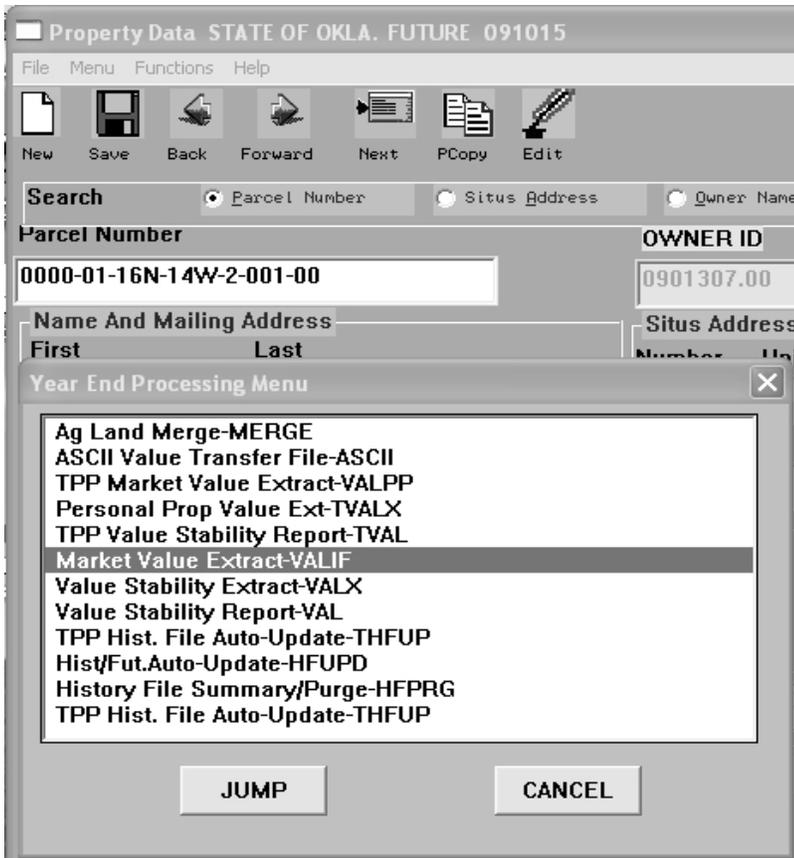
The purpose of the new improvements transfer is to send those improvements over at 100% of their value as the law allows, without needing all kinds of codes and special procedures to accomplish this.

This New Improvements Transfer is not to be use until all other existing improvement values have been transferred to the A.A. System. Once this has been done the **FYMKT Table must be imported** into the CAMA System. If you do not know how to import tables into the CAMA System then call your OTC Field Representative for help; if they are not available call 580-886-2854, if busy leave a message.

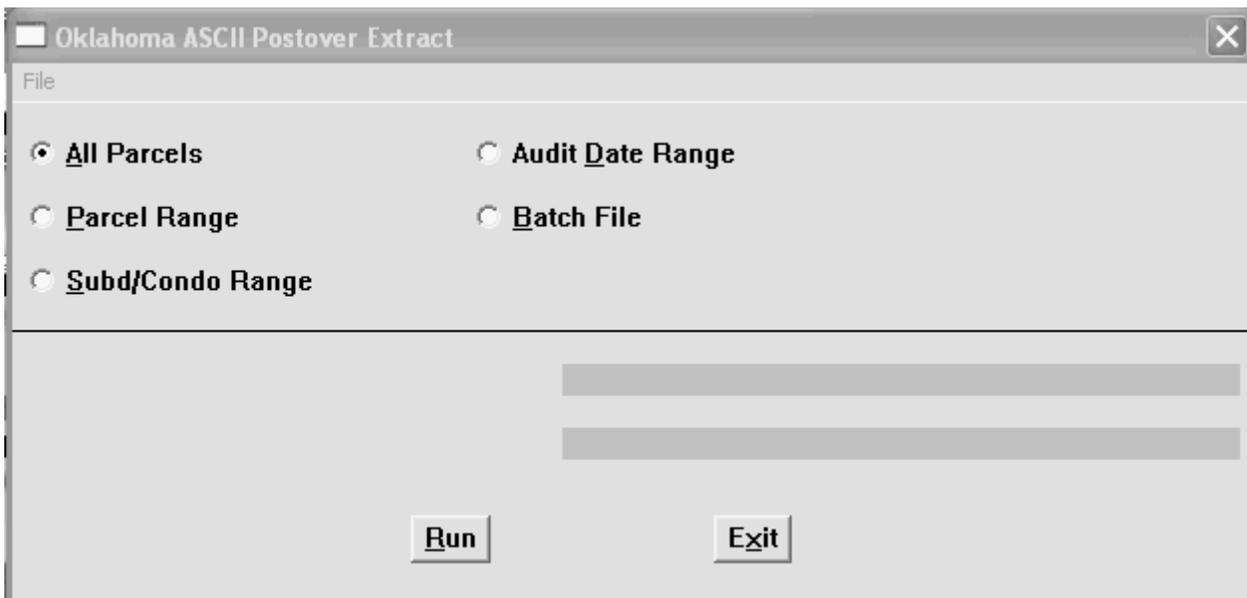
Once the user has everything entered **properly** in the FUTURE YEAR SYSTEM, the transfer program to the A. A. SYSTEM is found by clicking on the Menu Tab on the **Future Year** Prop Data Screen. The user then selects the Year End Processing button in the drop down menu.



The user then selects **Market Value Extract-VALIF** button from the Year End Processing Menu and clicks on the **JUMP** button.



This will bring up the Oklahoma ASCII Postover Extract menu and the user will click the RUN button.



This will bring up the following report screen which the user can view or printout to check the values before importing them to the A.A. System.

Report Name: HYP5101.RPT 1 Of 2

STATE OF OKLAHOMA FUTURE YEAR P5101OKL Value Transfer 1/ Radi

Page 1

SELECTION BY: ALL PARCELS

| APLUS PARCEL NUMBER | UNDIVIDED INTEREST ID | -LAND VALUE- | -BLDG VALUE- | -MISC VALUE- | -IMPR VALUE- | MH VALUE- | UDIN |
|--------------------------|--------------------------|--------------|---------------|--------------|---------------|---------------|------|
| 0000-01-16N-14W-2-001-00 | | 0 | 11236 | 0 | 11236 | 0 | 100. |
| 0000-01-16N-14W-3-001-00 | 0000-01-16N-14W-3-001-00 | 0 | 0 | 14553 | 110238 | 95685 | 50. |
| 0000-01-16N-14W-3-001-00 | 0000-01-16N-14W-3-001-01 | 0 | 0 | 14553 | 110238 | 95685 | 50. |
| 0000-02-16N-14W-4-001-00 | | 0 | 30443 | 0 | 30443 | 0 | 100. |
| 0000-03-16N-14W-1-001-00 | | 0 | 0 | 12408 | 100286 | 87878 | 100. |
| 0000-11-16N-14W-1-001-00 | | 0 | 40441 | 0 | 40441 | 0 | 100. |
| 9999-99-999-989-9-989-89 | | 0 | 40441 | 0 | 40441 | 0 | 100. |
| RUN TOTALS | | | 122561 | 26961 | 333085 | 183563 | |

? PARCEL(S) TRANSFERRED.

Look this report over carefully and make sure that the value for each parcel is correct before you import it to the A. A. System. You may want to compare them with the Current Year Value on the PRC card you printed out earlier. If you find a problem go back into **the Future Year on CAMA** and fix it, then run the Market Value Extract-Valif program in **Future Year** again. **!!! Remember a 100% of the value on this report will be imported into the A. A. System.!!!** You get the picture? What you see is what the A. A. System will import!

Once the normal transfer of existing values from the Current Year of the CAMA System and the Future Year New Improvement transfer from the CAMA System have been imported into the A.A. System, the **CYMKT** Table will need to be imported back into the CAMA System. This table is imported the same way the FYMKT Table was imported into the CAMA System.

Remember if you have any questions about how the Current Year Transfer or Future Year New Improvement transfer works contact your OTC Field Representative for assistance.

TRACKING LEGAL DOCUMENTS

“New Directions in Assessment”

Tracking Legal Documents

At any given time, the assessor should have information that indicates exactly where your office stands in this process.

We have created a spreadsheet to help you.

Knowing the number of instruments available to your office each day, allows you to check progress in deed processing, mapping, and pending files.

This tool will help you to stay current with all areas of processing.

We have mentioned the importance of this in the deed classes. Not keeping up with this process will result in unhappy taxpayers, tax statements to wrong address, or giving the public the impression that you are not doing your job.

This will also help you maintain your pending file. Pending files should be reviewed every 30 days. These files should not be stuck in a drawer. They should be active and easily accessible.

The mapper, deed processor, etc. keeps track of their work with tic marks (///) and then gives these to the person responsible for maintaining the spreadsheet.

**TRACKING
VISUAL INSPECTION
PROGRESS**

“New Directions in Assessment”

Tracking Visual Inspection Progress

Data collectors are responsible for visual inspection, picking up new construction, taxpayer requests, reviewing sales, and various rechecks. You will need to know you have the personnel and time to complete the job.

On any given day, you should know exactly how many days you need, how many parcels remain to be inspected, and the number of personnel needed to complete the visual inspection.

To further assist in these calculations you will need the following information:

1. Number of parcels

You need the total number of parcels within the visual inspection area. When doing this calculation, be sure to include all subdivisions, additions, etc., along with your rural areas.

2. Number of work days

When determining the number of work days you have to complete visual inspection, you must deduct the following:

- Holidays
- Vacations
- Schools
- Meetings
- Weather
- Sick leave

We use 150 working days as a “rule of thumb” to complete the visual inspection.

3. Number of data collectors

This may be teams or individuals, depending on how your county operates. However, the first two numbers will show you what this number should be.....

We have created a spreadsheet to help you.