

CAMA 7.1

Sales Extract, Income Valuation, & Comparable Sales

USERS GUIDE



Revised August 1, 2013

Radiant Software, Inc.

3118 Gulf to Bay Blvd., Suite #130, Clearwater, Florida 33759
www.radiant-software.com

CONFIDENTIAL

I. SALES EXTRACT PREPARATION

Sales are critical to all of the appraisal methodologies. In the Cost Approach they are used for Depreciation and Neighborhood analysis and adjustments to Market Value. In the Income Approach they are the key to developing Gross Rent Multipliers and Capitalization Rates. And in Comparable Sales they are required to serve as comparables. The Sales Extracts are designed to facilitate Sales Analysis Reporting, and Cost, Income and Comparable Sales valuation.

There are three Sales Extracts:

- Sales Extract – used for Sales Analysis and Reporting
- Comparable Sales Extract – used for Comparable Sales Valuation
- Time Adjusted Sales Extract – used for Time Adjusted Sales Analysis and Reporting

A. System Year Table (SYSYR) Setup

The sales in all of the Sales Extracts are controlled by the SYSYR Table and the user input on the Sales Extract Window. The From and To entries in the SYSYR Table control the range of years to be updated in all three (3) Sales Extracts. As a result the SYSYR Table controls the maximum range of sales years for analysis and reporting, and the range of sales to be used in the Comparable Sales Valuation:

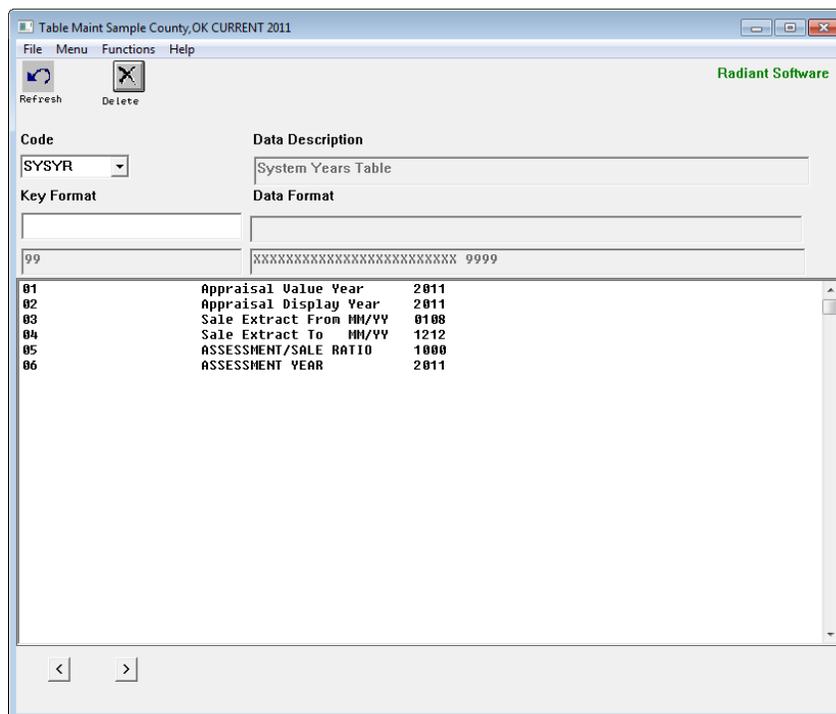


Figure I-1 – SYSYR Table

The user needs to be aware of this range when running Sales Extracts and using the Comparable Sales Valuation. The range of sales should be checked annually before any analysis or comparable sales are performed. In addition there is a purge option that, if checked, removes all sales prior to the From Sale Month/Year in the SYSYR Table to delete sales that should no longer be used in the Sales Analysis Reports or as Comparable Sales.

The SYSR Table also partially determines the range of years of sales to be used in the Comparable Sales Valuation. The most current sales used for Comparable Sales Valuation is determined by the Appraisal Value Year in the SYSR Table. The oldest year's sales for Comparable Sales Valuation are determined by the oldest year of sales stored in the Sales Extracts. As a result, unless the All Parcels Selection is used, the oldest sales may be older than the From Year.

The Sales Extract and Comparable Sales Extract are the same (SALEX). The Time Adjusted Sales Extract is run separately to reduce processing time. Both Sales Extracts have the same options:

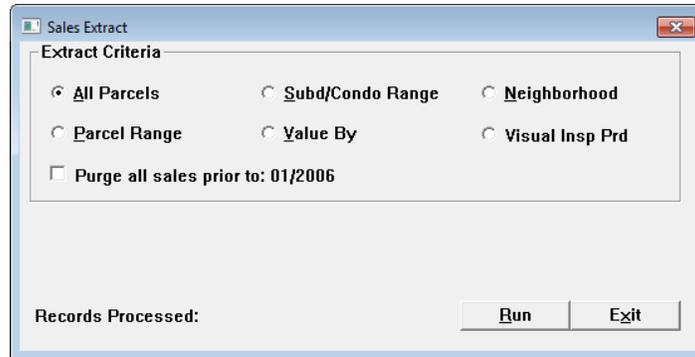


Figure I-2 – Sales Extract Window

Once the selection is made in the Sales Extract Window (see Figure I-2 above), the user must specify the Year Range of sales to be updated in the Sale Date Screen (see Figure I-3 below). This is important to prevent data on prior year sales which have been verified from being changed.

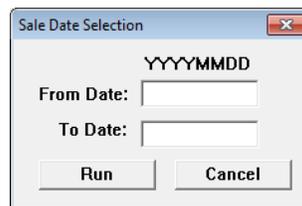


Figure I-3 – Value Extract

The User must enter both the desired Extract Criteria and the desired Date Range of sales to be updated in the Extract. The Extract Criteria and Date Range are used to control which sales in the extract are to be updated. This is important to add new sales to the extract, update sales in the extracts that contain incorrect data, and prevent updating sales in the extract so that they retain the sales data at the time of sale.

B. Sales Extract Operations

The user should develop a Sales Extract (SALEX) routine to maintain the sales for analysis and valuation by Comparable Sales.

1.) Adding the next year's sales to the sales extracts

Typically the routine begins when a new year of sales begins to be added to the Sales Extracts. For

example, when you are finished (or close to finished) with the Current Assessment Year sales qualification and corrections might be a good time to start adding the next year's sales to the extract. This is done by updating the "Sale Extract To MM/YY" to permit updating the Sales from the next year to go into the extract. Leaving the Appraisal Year unchanged will allow the extract to be updated while continuing to exclude the newly extracted year's sales from the Comparable Sales Selection.

This will allow the users to add sales to the extracts by updating the extracts using the From Date in the Sales Extract Sales Date Selection to only add the next year sales. The user can then run sales analysis reports on the next year sales at any time for sales qualification, verification, and analysis for the coming year.

If the previous sales have been properly qualified and corrected, the user need only spend time on the new sales. New sales can be updated individually rapidly by using the Parcel Range entry with only the From Parcel entry and the actual Sale Date (see figures I-4 and I-5):

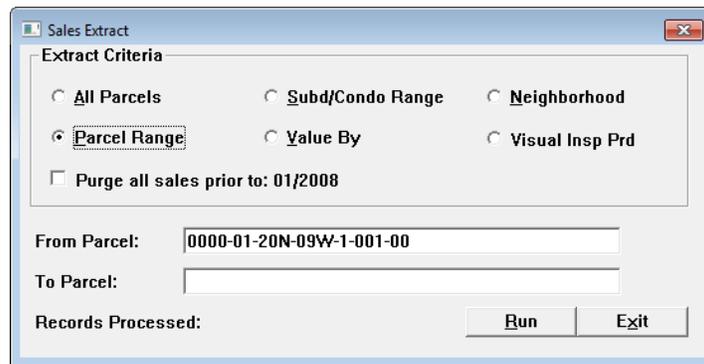


Figure I-4 – Individual Parcel Sales Update



Figure I-5 – Individual Sale Update

2.) Correcting prior year's sales in the sales extracts

If a sale from a prior year needs correcting, it can be done in the same manner. However, first you must correct the data in the CAMA database. Next you need to verify the sale date range in the SYSYR Table is correct. Then you can use the Parcel Range Selection in the Sales Extract Window (Figure 1-4 above) to select just that parcel number and the Sale Date of that sale in the Sale Date Selection Window (Figure 1-5 above) to just update that sale's data in the extract. If the data for the parcel has changed since the sale, you will have to go back to the CAMA database and re-correct it for the current assessment year. Do not forget to reset the sale date range in the SYSYR Table, if it was changed.

3.) Purging prior year's sales from the sales extracts

Later when most of the next year sales have all been entered and cleaned up, the user can analyze the sales to determine whether there are sufficient new sales to purge one or more years of sales. The purge function removes sales that you no longer want used for Comparable Sales Valuation and sales analysis. Make a copy of your Sales Extracts before purging any sales. Check the Purge all sales prior to: 99/9999 box and the purge function will run immediately when you press Run:



Figure I-6 – Sales Purge

4.) Sales Extract Options

Using an Extract Criteria option other than All Parcels will result in a slightly more rapid turnaround by limiting the sales to be updated. If the All Parcels selection is used, completely new Sales Extracts are created based entirely on the Sale Extract From and Sale Extract To years in the SYSYR Table. The All Parcels Selection should be used with care as this may result in incorrect sales data especially on older sales where the data has changed since the date of sale.

The user need only, click on the desired option radio button, and enter the requested information to limit the parcels that will be in the extract:

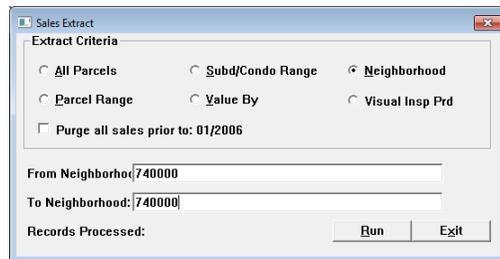


Figure I-7 – With Neighborhood Selection

By far the quickest turnaround option will be by Parcel Range. The other options limit the number of items in the extract (and therefore calculated) but still have to go through the entire file to find them. The entire file need not be processed for a single parcel or parcel range.

C. Sales Analysis Report Selection Screen Defaults from the Sales Extract Windows

Once the update is completed, the user is taken directly to the Sale Report Selection Screen associated with the Extract (see Figure I-8 below). If you have used a selection other than All Parcels, such as Neighborhood, and you chose that selection when you first enter the Sale Report Selection Screen, the selection (e.g. Neighborhoods) you entered will auto-fill your entries from the Extract Window:

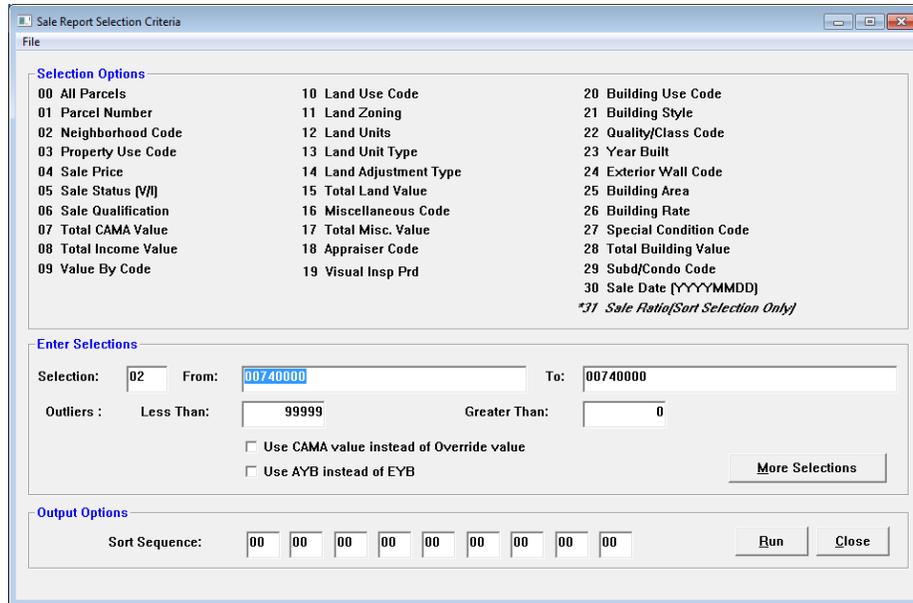


Figure 1-8 – With Defaulted Neighborhoods after Selection 02 is entered

D. Sales Extract Summary

The new CAMA 7.1 update contains features that greatly enhance sales extract updates run to maintain the sales extract data and to a smaller extent sales extracts for sales analysis reporting.

1.) Sales Extracts for Sales and Parcel Data Maintenance

The new CAMA 7.1 has features to more rapidly facilitate sales qualification and correction. By using the Parcel Number function in the extract windows the user can instantly update the extract for individual parcel data and sale data. The user can access the Sale Extract Window directly from a parcel that has just been qualified or had data corrected. The parcel number auto fills as soon as the Parcel Range button is pressed and then the user need only enter the date range (which can, but need not be a single date) and press the Run button. The update is immediate and the user can move on to their next parcel, report or task.

In addition, the user can set the SYSYR Sales Extract From and To dates for only the current assessment year after the initial Sales Extract has been qualified, verified and corrected so that the sales data remains correct for the prior years while the current year is being worked on.

2.) Sales Extracts for Sales Analysis Reporting

The new CAMA 7.1 update has features to restrict sales updates by Neighborhood, Value By, and user specified field from the Assessment Administration screen. This feature reduces processing time (although not nearly as much as with the Parcel Range option) when sales are to be analyzed by one of these options after Neighborhood Table updates or data changes to one of these fields.

In addition, if one of the Sales Extract Selection options other than All Parcels is used, the Sales Extract will pass the selection to the Sales Report Selection Screen and auto-fill your entries from the Extract Window (see Sales Analysis Report Selection Screen Defaults above).

II. VALUATION by COMPARABLE SALES

The Comparable Sales Screen values property by using the Comparable Sales approach to value. Sales data is read from the Comparable Sales Extract file. The System selects and displays the three (3) most comparable sales from the Sales Extract file. If more than 3 are available the user can scroll through them in order from the most comparable to the least comparable.

The SYSYR entries for the Sale Extract FROM and TO controls the sale date range (i.e. MMY) of the sales that can be updated (e.g. FROM 0105 and TO 1208 would limit sales updated in the Sales Extract and Comparable Sales Extract from January 1, 2005 through December 31, 2008). If new qualified sales are added to the System during the FROM and TO period, a new Sales Extract must be run to include the additional sales. New sales must be added with caution since many values will change as new comparables are selected using the new sales. Therefore, if Comparable Sales Valuations are to be used, the Sales and Comparable Extracts and the SYSYR Appraisal Year must be frozen to prevent the Comparable Sale Values from changing.

The criteria for selection as a Comparable Sale are based on the extracted sales with a qualified Qualification (QUAL) Code. Only sales that are not on Override with a QUAL Code that begins with a Q can be used as a comparable sale (i.e. Q-space through QZ). All qualified sales in the Sales Extract through the Appraisal Year with a vacant/improved Sales Status (SSC) Code (V/I) that matches the condition of the Subject, the same Property Use (PUSE) Code, and the same Neighborhood (NBHD) Code, as the Subject will be used as a potential comparable sale.

The user can also control whether a sale on the Subject Parcel can be used as a Comparable Sale or not in the CUSTM Table. The COMP-USE-SUBJECT entry in the CUSTM Table can be set as Y to allow a Subject Sale as a Comparable Sale or N to disallow use of a Subject Sale as a Comparable Sale.

The Comparable Sales Screen (COMP) is accessed directly:

SUBJECT	COMP. NO. 1	ADJ	COMP. NO. 2	ADJ	COMP. NO. 3	ADJ
02-26.0-214-016 GODIER DR	02-26.0-224-013 LOISEL DR		02-26.0-224-003 N 86TH ST		02-26.0-221-023 6 LOISEL DR	
Neighborhood 10001.28	10001.28		10001.28		10001.28	
Property Use 0040	0040		0040		0040	
Building Style 1.0	1.0		1.0		1.0	
Building Use 0040	0040		0040		0040	
Exterior Wall H	F		F		H	
Building Rate 109.88	103.00	6473	89.87	21614	83.96	30019
Building Size 988	940	5274	1080	10109	1158	18680
Depreciation .4400	.4400	5169	.2800	20593	.6400	14456
Miscellaneous 118	0	118	2575	2457	7730	7612
Land Value 20579	19135	1444	27314	6735	20480	99
Total Value 81493	73353		99773		63211	
Index	31		85		101	
Sale Date	04/27/2007	6534	09/08/2005	7849	05/10/2006	11652
Sale Price	72000		65000		96500	
Adj. Sale Price	86700		54600		126400	
Comparable Sales:	81,000					

Figure II-1 – Comparable Sales Screen – Showing the Subject Sale is NOT a Comparable Sale

	SUBJECT	COMP. NO. 1	ADJ	COMP. NO. 2	ADJ	COMP. NO. 3	ADJ
	02-26.0-214-016	02-26.0-214-016		02-26.0-224-013		02-26.0-224-003	
	GODIER DR	GODIER DR		LOISEL DR		H 86TH ST	
Neighborhood	10001.28	10001.28		10001.28		10001.28	
Property Use	0040	0040		0040		0040	
Building Style	1.0	1.0		1.0		1.0	
Building Use	0040	0040		0040		0040	
Exterior Wall	H	H		F		F	
Building Rate	109.88	109.88	0	103.00	6473	89.87	21614
Building Size	988	988	0	940	5274	1080	18189
Depreciation	-4400	-4400	0	-4400	-5169	-2800	-28593
Miscellaneous	118	118	0	0	118	2575	2457
Land Value	20579	20579	0	19135	1444	27314	6735
Total Value	81493	81493		73353		99773	
Index		10		31		85	
Sale Date		01/25/2007	8440	04/27/2007	6534	09/08/2005	7849
Sale Price		69900		72000		65000	
Adj. Sale Price		78300		86700		54600	
Comparable Sales:							
							78,500

Figure II-2 – Comparable Sales Screen – Showing the Subject Sale IS a Comparable Sale

The order of Comparable Sales is determined by the Comparability Index of each Comparable Sale, with the lowest Comparability Index always representing Comp. No. 1, the next lowest Comp. No. 2, and so on. The Index is calculated by the Comparable Sale's Gross of the Adjustments (the sum of all the adjustments for the comparable parcel) divided by the Subject's Total Value.

The Net of the Adjustments is used to calculate the Adjusted Sale Price. The System further calculates the Subject's Value by Comparable Sales (Comparable Sales) based on the Adjusted Sale Prices of the three (3) most comparable sales.

The Comparable Value calculation is controlled by table entries in the Comparable Sales Percent Adjustment Table (CPCT). The Table allows the user to allocate the weight (percentage) each of the three most comparable sales will be allocated in determining the Value by Comparable Sales. Other Tables that can affect the Value by Comparable Sales are the Comparable Sales Time Adjustment Table (TIME) which contains the percentages for calculating the Time Adjustments, the Rounding Table (ROUND) which determines the Rounding for the Adjusted Sale Prices and the Value by Comparable Sales, and the Multiplier Table (MULTS), if it is in use.

A. Comparable Sales Adjustment Overview:

- 1.) **Building Rate** – is used to calculate the Building Rate Adjustment for differences in the building quality between the Subject and each Comparable Sale Parcel:

$$\text{Building Rate Adjustment} = (\text{Subject Building Rate} - \text{Comp Building Rate}) \times \text{Subject Building Size}$$

$$\text{Building Rate} = \text{Building Value New} / \text{Building Size}$$

2.) **Building Size** – is used to calculate the Building Size Adjustment for differences in the building areas between the Subject and each Comparable Sale Parcel:

$$\text{Building Size Adjustment} = (\text{Subject Building Size} - \text{Comp Building Size}) \times \text{Subject Building Rate}$$

3.) **Depreciation** – is used to calculate the Depreciation Adjustment for differences in the building depreciation and obsolescence between the Subject and each Comparable Sale Parcel:

$$\text{Depreciation Adjustment} = - ((\text{Pct Subject Depreciation and Obsolescence} - \text{Pct Comp Depreciation and Obsolescence}) \times \text{Subject Building Value New})$$

$$\text{Pct Depreciation and Obsolescence} = \text{Normal Depr.} + \text{Econ. Obs.} + \text{Funct. Obs.} + \text{Phys. Depr.}$$

Tables: -> |
DEPRT
& DPRXX

4.) **Miscellaneous** - is used to calculate the Miscellaneous Adjustment for differences in the miscellaneous structures between the Subject and each Comparable Sale Parcel:

$$\text{Miscellaneous Adjustment} = \text{Subject Miscellaneous Value} - \text{Comp Miscellaneous Value}$$

5.) **Land Value** – is used to calculate the Land Adjustment for differences in the land areas and amenities between the Subject and each Comparable Sale Parcel:

$$\text{Land Adjustment} = \text{Subject Land Value} - \text{Comp Land Value}$$

6.) **Sale Date** – is used to calculate the Time Adjustment between the Date of Sale and the Assessment Date:

$$\text{Time Adjustment} = (\text{Sale Price} \times \text{Accumulated Percentage})$$

Tables: -> |
TIME

Note: The Accumulated Percentage used is based on the Sale Date (refer to the TIME table)

7.) **Adj. Sale Price** – uses the net adjustment to the Comparable Sale Price to calculate the net difference between the Subject and each Comparable Sale Parcel:

$$\text{Adj. Sale Price} = \text{The Comp Sale Price} + \text{net sum of the Comp Adjustments}$$

8.) **Comparable Value** – is the value based on the Comparable Adjusted Sales Prices.

$$\text{Value by Comparable Sales} = ((\text{the sum of the weighted Adj. Sale Prices}) \text{ Rounded})$$

Tables: -> |
ROUND

$$\text{Weighted Adj. Sale Price} = (\text{Adj. Sale Price} \times \text{User Weight})$$

Tables: -> |
CPCT

III. VALUATION by INCOME

The Income Valuation Module displays and maintains income data, and values income generating properties based on their revenue and expense streams using either a Direct Capitalization (DIR) rate or Gross Rent Multiplier (GRM). Direct Capitalization and Gross Rent Multiplier's are used because they can be directly derived from the market and the simple market-derived income multiplier and capitalization techniques result in values that are easier to defend.

Both income methods use standard procedures outlined in the IAAO Property Assessment and Appraisal Administration textbook. The DIR approach can be set up either to sum all of the revenues and subtract all of the valid expenses to calculate net income or it can be set up to use the standard formula for calculating effective gross income by subtracting the vacancy and collection loss from the potential gross, then adding in miscellaneous income and subtracting the other valid expenses from the effective gross income. The Income Value is then estimated by dividing the net operating income by the direct (overall) capitalization rate and adjusting for Excess Land and/or Tangible Personal Property.

The GRM method is also straight forward. GRM's for various property types or market areas are derived by dividing the sale price by the rental income for those properties in the type or market area that have sold. This multiplier is then used to calculate the Income Value by multiplying the rental income by the GRM.

The Income Valuation Module permits multiple records (up to 99) per parcel to facilitate valuation of properties such as apartments where there are multiple apartment types and shopping malls where there are several anchor stores as well as numerous smaller stores mixed together. These records are maintained through the Income Data (INC) Screen:

Income Data

Income Approach: Direct Cap Rate:

Income Use/Type:

Rate/Multiplier:

Parcel Number: No.

Annual Revenues	Pct	No. Units	UT	Unit Price
Rental Data	<input type="text" value="0"/>	<input type="text" value="1000"/>	<input type="text" value="SF"/>	<input type="text" value="35.00"/>
Rental Income				<input type="text" value="35000"/>
Other Income				<input type="text" value="0"/>

Annual Expenses	Pct	Exp/Unit	Gross Exp
UAC/COLL	5.00	1.75	1750
MGT	5.00	1.75	1750
OPERATING	46.71	16.35	16350
Total Expenses	56.71	19.85	19850
Net Income	43.29	15.15SF	15150

Summary	
Revenues	35000
Expenses	19850
Net Income	15150
Direct Cap Rate	11.00
Subtotal	137727
Excess (+)	<input type="text" value="0"/>
TPP (-)	<input type="text" value="5000"/>
Income Value	132727
Income Total	132700

Income Notes:

Figure III-1 – Income Screen (INC)

The Income Valuation Module provides for income valuation using both market data and contract data.

Market income data can be directly entered on the parcel or it can be extracted from tables for mass income valuation. Contract data is directly entered.

In both methods, the market data (overall capitalization rates, estimated price/unit of analysis, and expense rates) are developed outside of the CAMA system. These externally derived values are then loaded into the tables (in the case of Market Mass Income Models) or into the individual property data screens (for contract data). This means, that overall capitalization rates and GRM's may be developed in any manner the user desires such as OAR, Band of Investment, Mortgage Equity, etc. If an appraiser desires to use advanced yield capitalization techniques, the various rates must be synthesized into an Overall Rate OAR for final valuation within the income module.

A. Income Approaches

The Income Module provides for two Income Approaches:

- Gross Rent Multiplier (GRM) or
- Direct Capitalization (DIR).

1.) Gross Rent Multiplier (GRM)

The Gross Rent Multiplier is the simpler of the two Income Approaches. The Mass Income Model only requires Revenue, Rate/Multiplier, No. Units, Unit Type (UT), and Unit Price entries.

a.) If a GRM with a Mass Income Model is to be used, the only entries required are:

- Income Approach (GRM)
- Income Use/Type (e.g., OFFL for Office Low Rise)
- Rental Units (e.g., net rentable area, number of months, number of rooms, etc.)
- Unit Type (e.g., SF for square feet or RM for rooms, etc. from RUTTP Table)

b.) If a GRM with Contract Valuation is used, the only additional entries are:

- Rate/Multiplier
- Unit Price (no expense entries are required for the Gross Rent Multiplier Approach).

Figure III-2 –Gross Rent Multiplier Income Screen with Contract Data (G)

2.) Direct Capitalization (DIR)

The Direct Capitalization Approach uses both Revenues and Expenses to calculate a Net Income which is then capitalized using an Overall Capitalization Rate (OAR) to produce the Income Value.

a.) If Direct Capitalization is used with a Mass Income Model, the only entries required are:

- Income Approach (GRM)
- Income Use/Type (e.g., OFFL for Office Low Rise)
- Rental Units (e.g., net rentable area, number of months, number of rooms, etc.)
- Unit Type (e.g., SF for square feet or RM for rooms)
- Other Income optional

b.) If Direct Capitalization Contract Valuation is used the only additional entries are:

- Rate/Multiplier
- Unit Price
- All of the Expense entries are required

Income Data

Income Approach: DIR Direct Cap Rate: Gross

Income Use/Type: G

Rate/Multiplier: 10.00

Annual Revenues	Pct	No. Units	UT	Unit Price
Rental Data	0	5000	SF	20.00
Rental Income				100000
Other Income				0

Annual Expenses	Pct	Exp/Unit	Gross Exp
VAC & COLL	10.00	2.00	10000
OPERATING EXP	48.00	9.60	48000
MANAGEMENT	6.00	1.20	6000
MISCELLANEOUS	2.00	.40	2000
Total Expenses	66.00	13.20	66000
Net Income	34.00	6.80SF	34000

Summary	
Revenues	100000
Expenses	66000
Net Income	34000
Direct Cap Rate	10.00
Subtotal	340000
Excess (+)	0
TPP (-)	0
Income Value	340000
Income Total	1070900

Income Notes:

Figure III-3 – Direct Capitalization Income Approach with Contract Data (G)

B. Market Mass Income Valuation Overview

The Market Mass Income Valuation Models (Models) have the capability to be used with both the Direct Capitalization and GRM income approaches. Models are used when sufficient market data is available to model the income approach using typical local market revenues and expenses, unit prices, or percentages. These market models can then be applied on a mass basis to similar properties.

The appraiser can create any number of Income Models in the Income Use (IUSE) Table. This allows the appraiser to then reappraise entire income classes easily and to mass update all properties within the class with a single set of Table updates. For additional information on how to set up Income Models see Mass Market Income Model Setup subsection that follows this overview.

Once a model is input in the Income Use Table (IUSE), the appraiser enters the user-defined Income Use Code from the Income Use Table, such as OFFL (Office-Low Rise). The Revenue Unit Price and Expense fields are passed from the models set up in the IUSE Table, leaving only 5 data entry fields to be keyed:

1. Income Approach (Direct Capitalization or GRM)
2. Income Use/Type (e.g., OFFL for Office Low Rise)
3. Rental Units (e.g., net rentable area or number of rooms)
4. Unit Type (e.g., SF for square feet or RM for rooms)
5. Other Income (optional)

Other than the above entered data, the data either comes from the Mass Income (IUSE) Table based on the Income Use Code or is a calculated value:

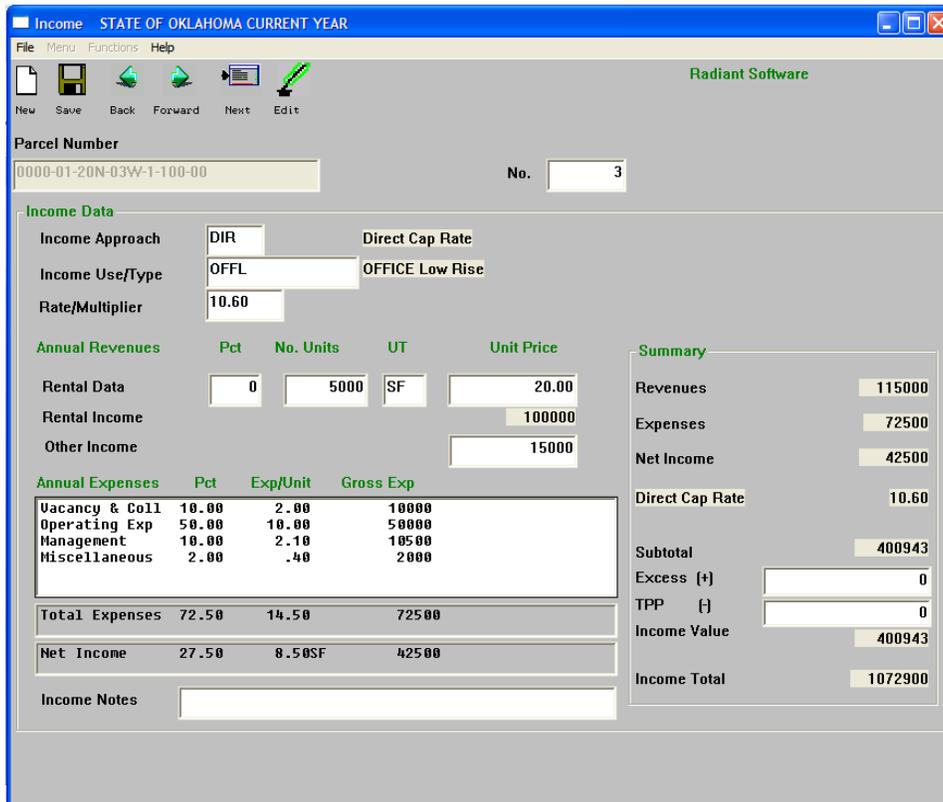


Figure III-4 – Direct Capitalization with the Mass Income Model (OFFL)

1.) Mass Market Income Model Setup

Mass Market Income Models are set up using the Income Use (IUSE) Table to store market data including Revenues, Capitalization Rates/Gross Rent Multipliers, and Expenses. The values for the IUSE Table data are derived outside of the CAMA system.

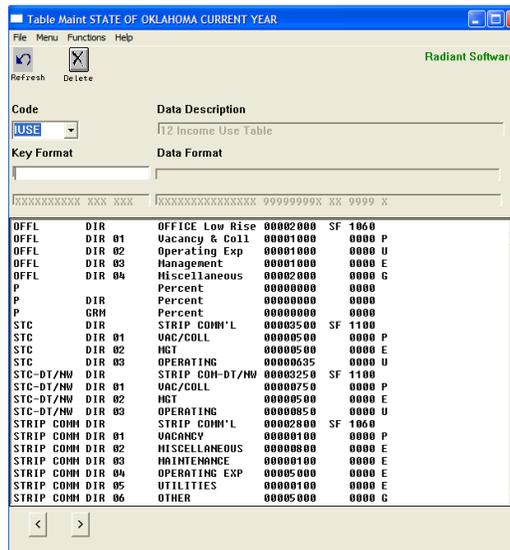


Figure III-5 - Income Use (IUSE) Mass Income Model Table

IUSE Table Key

The 3-part IUSE Table Key is comprised of:

- A 10 digit user-defined Income Model Name (e.g. OFFL for Office, Low Rise, 11 for Strip Commercial, STC-DT for Strip Commercial Downtown, OFFL-N for Office Low Rise on the North side, etc.).
- A 3 digit Income Approach that must be either DIR for Direct Capitalization Rate or GRM for Gross Rent Multiplier.
- A 2 digit Sequence Number:
 - A blank Sequence Number is required and indicates it is the record which identifies the Mass Income Model and contains the Revenue and Rate/Multiplier data.
 - A 2-digit numeric value (e.g. 01, 02, 03, through 20) specifies the order of the Expense and contains the description and expense values.

IUSE Table Data Mass Income Model (Blank Sequence Number) Record

The 5-part IUSE Table Data is comprised of:

- A 15 digit user-defined Income Model Name description (e.g. Office Low Rise, Strip Comm'l, Strip Comm'l-DT, Strip Comm'l-N, etc.).
- A 8 digit annual revenue rate value with a 1 digit Sign (e.g. 00002000 is \$20.00 annual revenue rate). Enter leading zero's and leave sign blank
- A 2 digit annual revenue unit type field (e.g. SF for an annual rate per square foot, MO for an annual rate per month, etc.)
- A 4 digit annual Overall Capitalization Rate or Gross Rent Multiplier (e.g. 1060 for an Overall Capitalization Rate, 0575 for an Annual Gross Rent Multiplier of 5.75, etc.)
- A 1 digit Expense Type Code field that is left blank.

IUSE Table Data Expense (Numeric Sequence Number 01-20) Record

The 5-part IUSE Table Data is comprised of:

- A 15 digit user-defined Expense description (e.g. Vac & Coll, V&C, Operating Exp, Management, etc.).
- A 8 digit annual expense value with a 1 digit Sign (e.g. 00002000 is:
 - \$20.00 for an annual Unit Price (U) such as per square foot;
 - 20.00% for an annual expense as a Percent of Effective Gross (E) or Percent of Gross (P);
 - \$2,000 for an annual Gross Expense, etc.)
- A 2 digit annual revenue unit type field (e.g. SF for an annual rate per square foot, MO for an annual rate per month, etc.) which can be left blank.
- A 4 digit annual Overall Capitalization Rate or Gross Rent Multiplier which should always be 0000 for expenses.
- A 1 digit field for one of the four valid Expense Type Codes (that are the same as the calculation codes from the Contract Income Approach but are used so that any combination of them are available for use as Mass Income Model expenses):
 - E to identify the expense as based on Effective Gross Income;

- P to identify the expense as based on Percent of Gross Rent;
- U to identify the expense as based on Expense per Unit; or
- G to identify the expense as based on Gross Expenses.

2.) Mass Market Income Valuation Data Entry

Step 1

First go to the Income Summary Screen using the Data Entry Menu or the Jump (Alt-J) function. **To add** a new Income Detail Screen, press the New Icon. **To change or view** an existing Income Detail Screen left-click on the Income Record you wish to view and press the Edit Icon if you wish to make changes.

Step 2

Your cursor is now in the Income Approach field. The Income Approach field determines whether the Net Income will be capitalized (enter DIR) or the Gross Revenue multiplied (enter GRM) to calculate the Income Value for this record.

Step 3

Tab to the Income Use field and enter a valid Income Use/Type from the IUSE Table to specify the Mass Income Model to be applied (e.g. OFFL). The code must match an IUSE key. (Double-click Income Use/Type to view the codes.)

Step 4

Tab twice to by-pass the Rate/Multiplier field which will come from the IUSE Table. Optionally you may enter the Percent Rentable in the Pct field. This field is informational only and can be left blank.

Step 5

Tab to the No. Units field and enter the annual rentable units (e.g. 5000 for 5,000 square feet or 12 for 12 months, etc.). Then tab and enter the type of rentable units (e.g. SF for square feet, MO for months, etc.) in the UT field. The valid user-defined UT Codes are maintained in the Net Rentable Unit Type (RUTTP) Table. (Double-click the UT field to view the codes.)

Step 6

Click on the Save Icon or optionally Tab to the Other Income or Excess Land (Excess) or Tangible Personal Property (TPP) field(s) and enter the annual sum of non-rental income (e.g. laundry, parking, etc.) and then click on the Save Icon.

Based on the OFFL Income Use code, the Income Use (IUSE) Table supplies all the Annual Expenses data: the Pct (percentage) data, Exp/Unit (expense per unit) data, and the Gross Exp (Gross Expense) amounts using the Mass Income Model from the IUSE Table. *Note: If the user does try to enter data into of the fields maintained by the Income Model, the IUSE Table data (based on the Income Use code) will override the user's entries.*

After the Save is performed the Revenues, Expenses, Net Income, Income Value for that record, and Total Income Value for the property are summarized:

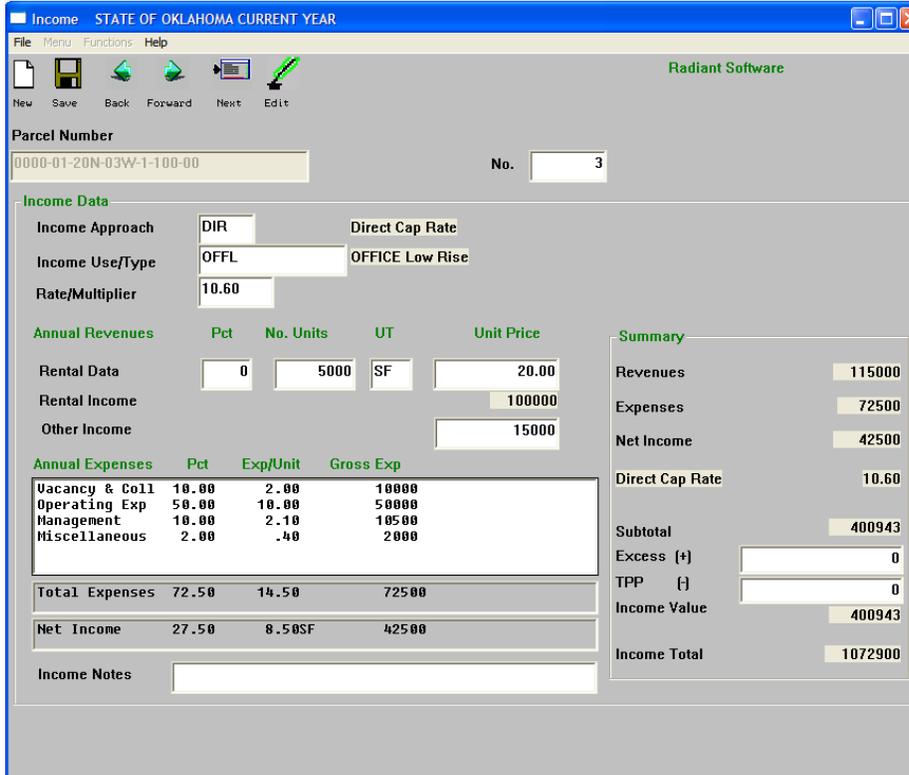


Figure III-6 – Mass Income Valuation using the OFFL Model from the IUSE Table.

The Total Value from Income is summarized on the Income Summary Screen which displays a summary line for each Income Record and the Total Value from Income in the lower right corner:

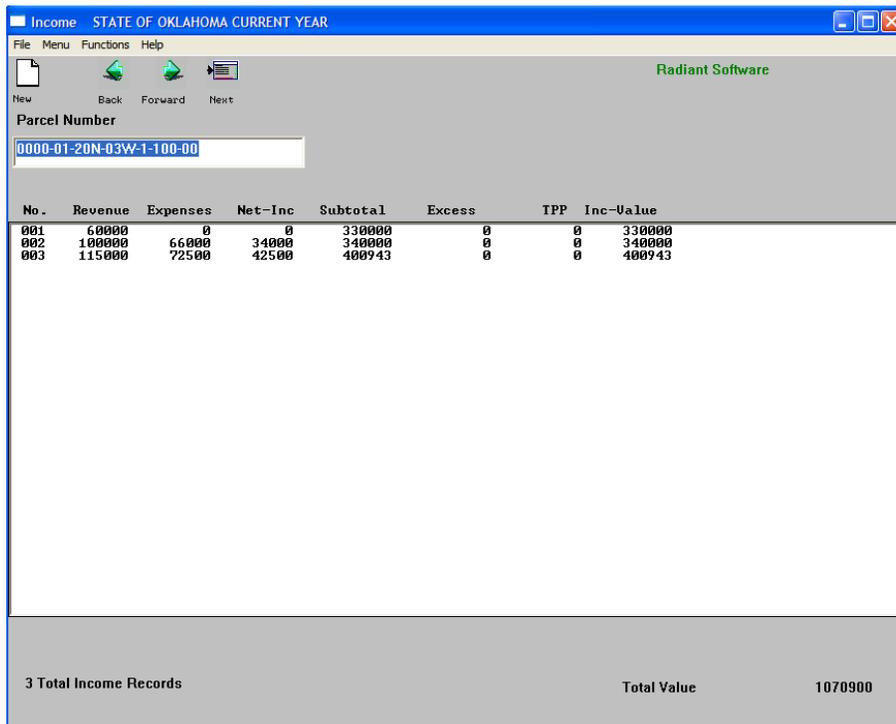


Figure III-7 - Income Summary Screen Example

C. Contract Income Valuation Overview

The Contract Income Method is so named because you can use this method to enter either market data or contract data obtained from income statements provided by the taxpayer. This method is generally used on an exception basis to handle classes of parcels that are too small or where insufficient data is available to develop a Mass Income Model. This method can be used to enter contract (actual revenue and expense data from the owner or similar property income statements) or market data derived from market research. Parcels using the Contract Income Method require all of the data to be keyed and cannot be mass updated from the tables.

The Contract Income Valuation allows the appraiser to choose one of four calculations for each Income Record:

1.) Effective Gross Income (E) Calculation:

The Effective Gross Income Percent calculation takes input from the Percent Column. The first entry is assumed to be for Vacancy & Collection and is assumed to be the percentage of the Gross Revenue (e.g. 10 = 10% of the Gross Rent Revenues). Subsequent entries are calculated assumed to be the percentage of the Effective Gross Income. The Effective Gross Income is:

$$\text{Effective Gross Income} = \text{Gross Rent Income} - \text{Vacancy \& Collection} + \text{Other Revenues}$$

For example, if Gross Rent Revenue = \$100,000 and Vacancy & Collection = 10%:

$$\text{Effective Gross Income} = \$100,000 - \$10,000 = \$90,000$$

Therefore every subsequent expense would be based on its percentage of \$90,000 (e.g. Management Expense of 10% = \$9,000).

The screenshot shows the 'Income' application window for 'STATE OF OKLAHOMA CURRENT YEAR'. The 'Parcel Number' is 0000-01-20N-03W-1-100-00. The 'Income Approach' is set to 'DIR' and 'Income Use/Type' is 'E'. The 'Rate/Multiplier' is 10.00. The 'Annual Revenues' section shows Rental Data with 0 units at \$20.00 per unit, resulting in Rental Income of 100,000. The 'Annual Expenses' table is as follows:

Annual Expenses	Pct	Exp/Unit	Gross Exp
UAC & COLL	10.00	2.00	10000
OPERATING EXP	50.00	9.00	45000
MANAGEMENT	10.00	1.80	9000
MISCELLANEOUS	2.00	.36	1800
Total Expenses	65.00	13.16	65800
Net Income	34.20	6.84/SF	34200

The Summary section on the right shows: Revenues 100000, Expenses 65800, Net Income 34200, Direct Cap Rate 10.00, Subtotal 342000, Excess {} 0, TPP {} 0, Income Value 342000, and Income Total 1070900.

Figure III-8 – Contract Income Valuation using the Effective Gross (E) and Direct Capitalization

2.) Percent of Gross Income (P) Calculation:

The Percent of Gross Income calculation also takes its input from the Percent Column. However, **all** entries are assumed to be a percent of the Gross Rent Income.

For example, if Gross Rent Revenue = \$100,000, Other Income = \$15,000 and any expense = 10%:

Gross Rent Income = \$100,000

Therefore every expense would be based on its percentage of \$100,000 (e.g. Management Expense of 10% = \$10,000).

3.) Expense per Unit Income (U) Calculation:

The Expense per Unit Income calculation takes input from the Exp/Unit Column. Entries are assumed to be based on the Unit Type (UT) field and calculations are based on the No. Units field.

For example, if No. Units is 5,000 and the UT is SF for square feet:

Each expense is assumed to be annual totals per square foot and is multiplied by 5,000 (e.g. Management Expense of \$1.00/SF = \$5,000).

4.) Gross Expenses Income (G) Calculation:

The Gross Expense Income calculation takes input from the Gross Exp Column. Entries are assumed to be annual totals and often come directly from a taxpayer provided Income Statement.

For example, if the Income Statement shows \$650/month for Management Fees, \$7,800 would be input ($\$650 \times 12 = \$7,800$) in the Gross Exp. Column.

5.) Contract Income Valuation Data Entry

Step 1

First go to the Income Summary Screen using the Data Entry Menu or the Jump (Alt-J) function.

- **To add** a new Income Detail Screen, left-click the New Icon.
- **To change or view** an existing Income Detail Screen left-click on the Income Record you wish to view and press the Edit Icon for changes.

Step 2

Your cursor is now in the Income Approach field. The Income Approach field determines whether the Net Income will be capitalized (enter DIR) or the Gross Revenue multiplied (enter GRM) to calculate the Income Value for this record.

Step 3

Tab to the Income Use field and enter one of the four valid Contract Income Use Codes:

Step 9

Click on the Save Icon or optionally Tab to the Other Income or Excess Land (Excess) or Tangible Personal Property (TPP) field(s) and enter the annual sum of non-rental income (e.g. laundry, parking, etc.) and then click on the Save Icon.

After the Save is performed the Expenses and Net Income are summarized and the Income Value is summarized for that record. Based on the DIR Income Approach and the G (Gross) Income Use/Type code, all of the Total Annual Expenses (the Pct (percentage) data, Exp/Unit (expense per unit) data, and the Gross Exp (Gross Expense) amounts, the Net Income, the Income Value for the Record and the Income Total values are summarized:

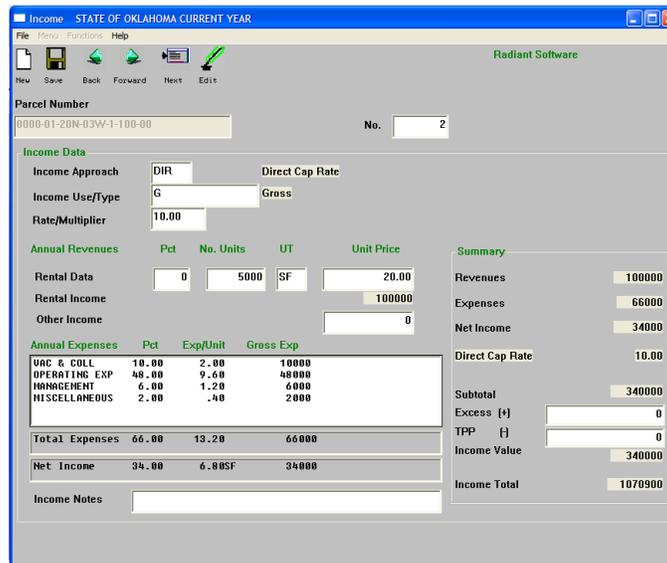


Figure III-10 – Contract Income Valuation using the Gross (G) and Direct Capitalization

The Total Value from Income is summarized on the Income Summary Screen which displays a summary line for each Income Record and the Total Value from Income in the lower right corner:

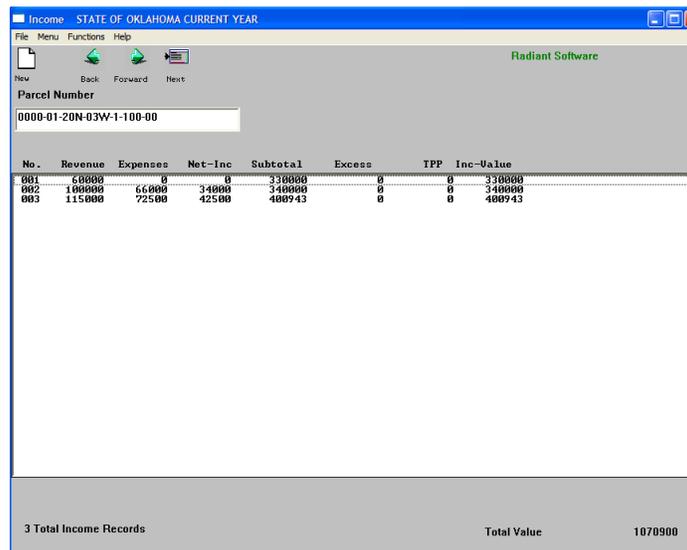


Figure III-11 - Income Summary Screen Example

INSTRUCTIONS FOR 100% HOLD FILE TO MERGE WITH WORK FILE

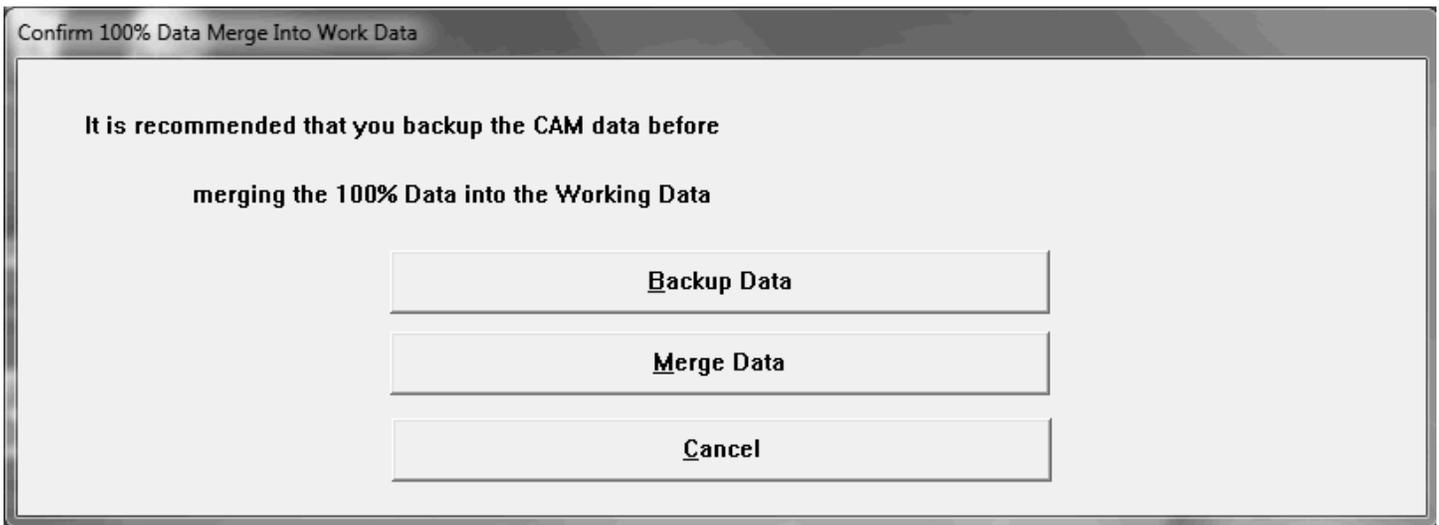
At the PROP Screen click Menu then Year End Processing.

The screenshot shows the 'Property Data' software interface. The 'Menu' dropdown is open, showing options: Data Entry, Tables, Reports, Year End Processing, System Administration, Test Analysis, Field Host, and TPP. The 'Year End Processing' option is selected. The main window displays property details for 'BUFFALO WALLOW, LLC' at '4285 OURL RUN ROAD', JACKSON, MS, 392110000. The 'OWNER ID' is 0015215.00. The 'Property Details' section includes: Use Code: 0001, Appraiser: CC, Value By: 1, Neighborhood: 4000.00, Subd/Cade No: 5, RURAL AG, Insp/Appr Date: 07/23/2009, CAMA, COUNTY 1950+, and FELT. The 'Record Count' is LEG: 1, LND: 5, SALE: 1, HIST: 5, ADM: 1.

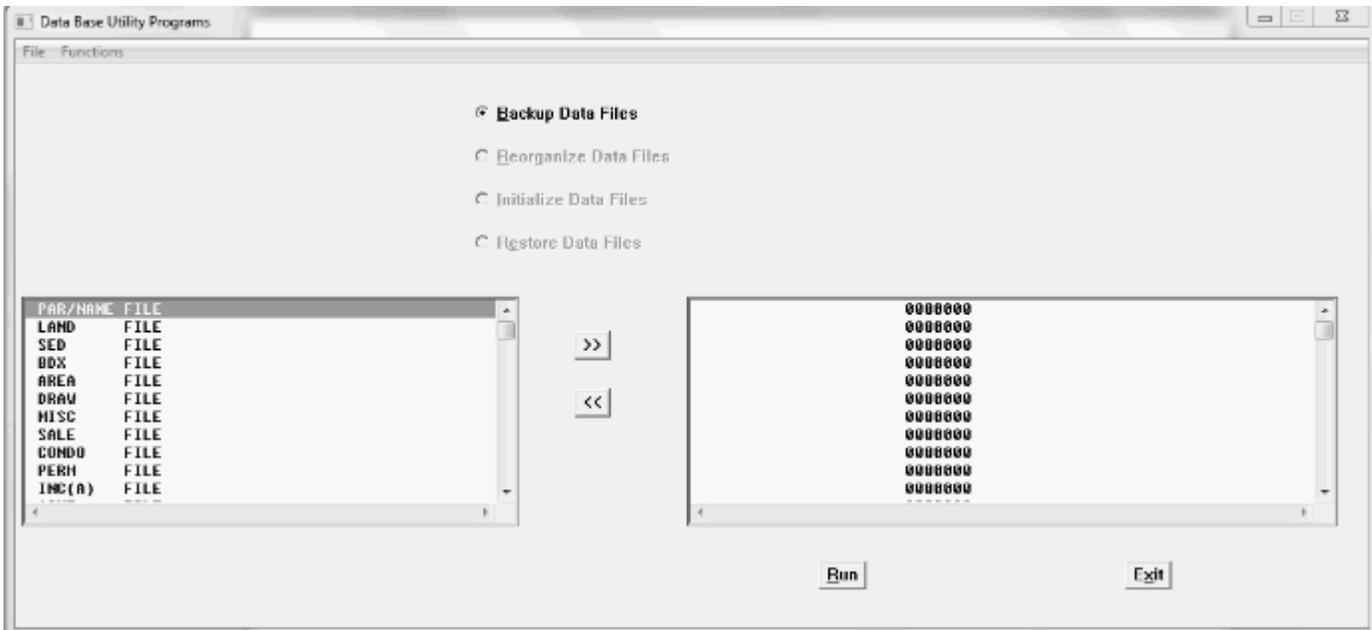
Next click 100% Merge with Work File then click JUMP.

The 'Year End Processing Menu' dialog box is shown. It contains a list of options: ASCII Value Transfer File-ASCII, TPP Market Value Extract-VALPP, Personal Prop Value Ext-TVALX, TPP Value Stability Report-TVAL, Market Value Extract-VALIF, Value Stability Extract-VALX, Value Stability Report-VAL, TPP Hist. File Auto-Update-THFUP, Hist/Auto-Update-HFUPD, History File Summary/Purge-HFPRG, TPP Hist. File Auto-Update-THFUP, and 100% Merge with Work File. The '100% Merge with Work File' option is highlighted. Below the list are two buttons: 'JUMP' and 'CANCEL'.

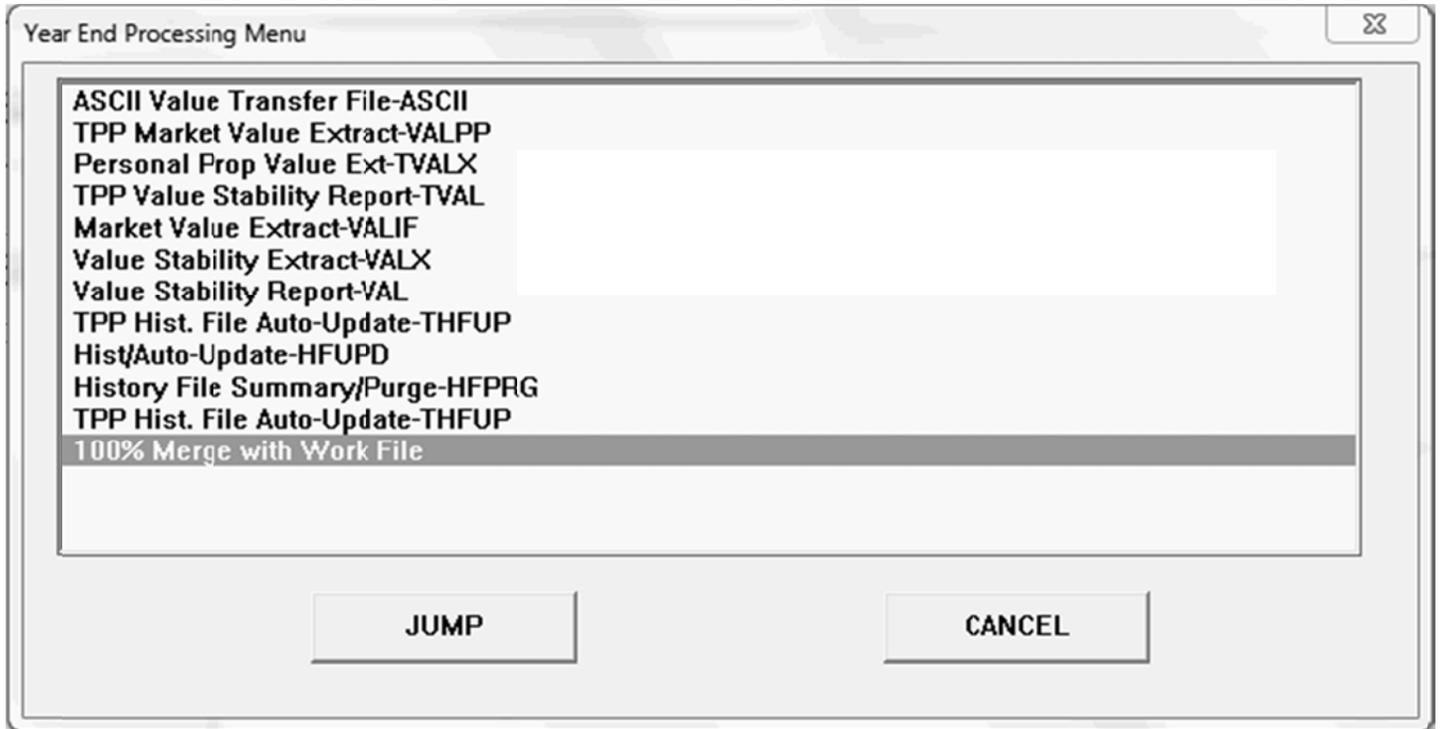
Now click Backup Data.



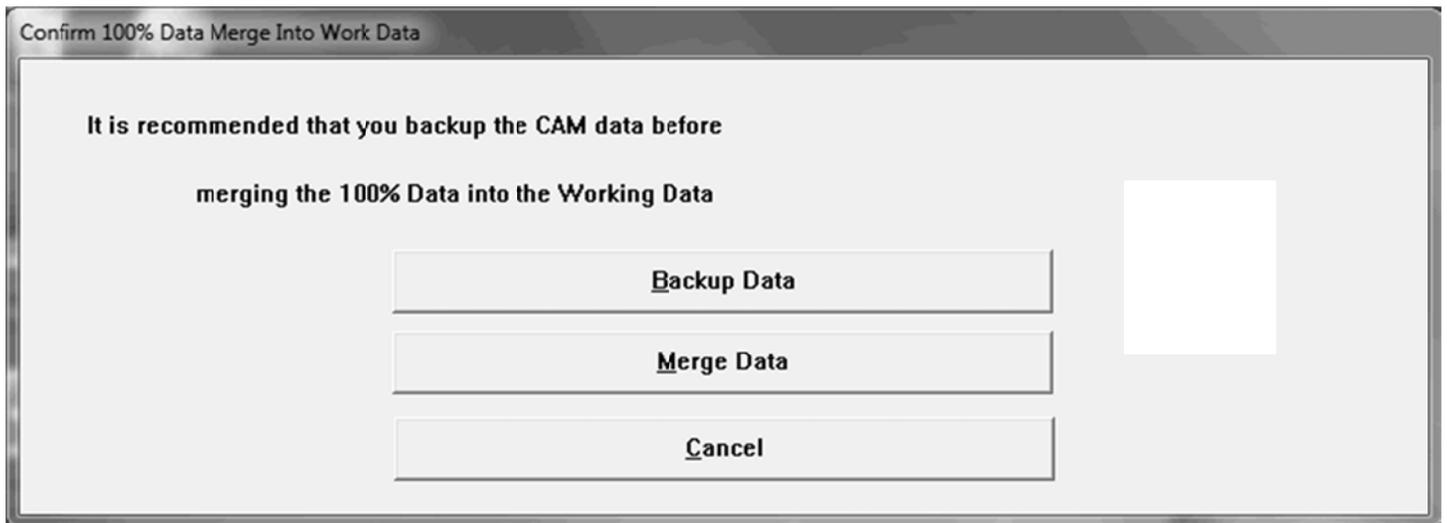
Click Backup Data Files then in the lower left menu select the following files to backup: **PAR/NAME; LAND; SED; AREA; DRAW; MISC; LEGAL; ANAME; NOTE; VALUE**. Now click the >> to move the selected files to the right side of the Screen. Now click the Run button on the lower right side of the Screen.



When the backup is finished go back to PROP Screen then click on the Menu button again; then Year End Processing; now select 100% Merge with Work File again and click JUMP.

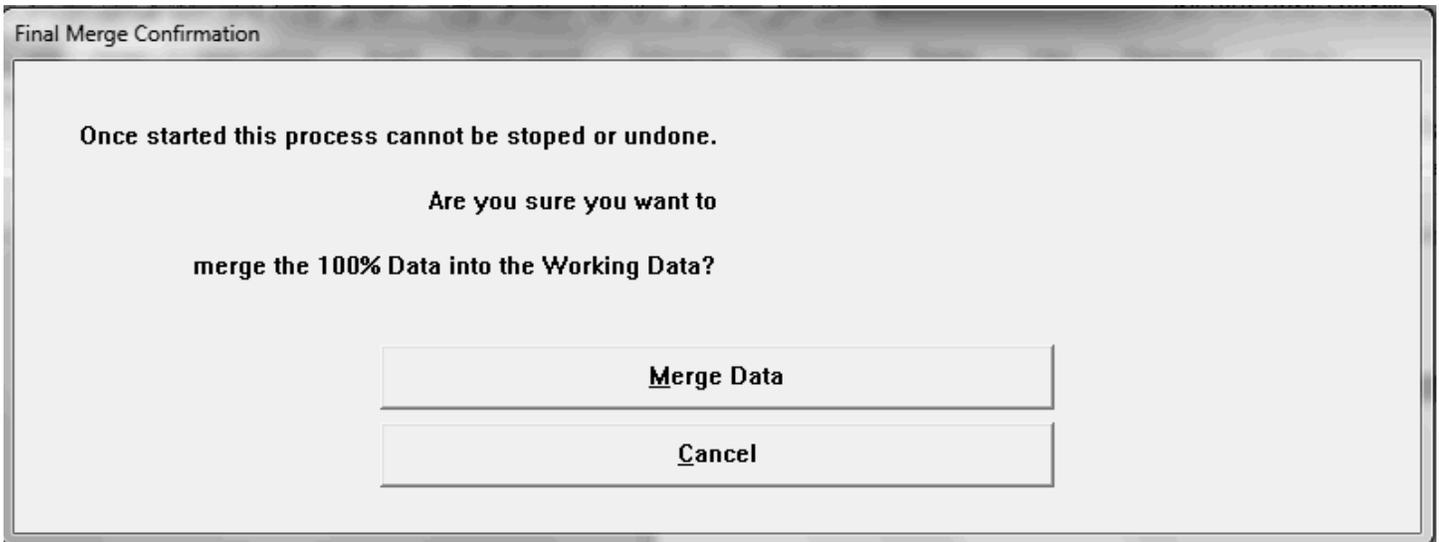


This time when the merge screen comes up, select the Merge Data button instead of Backup Data button to start the actual merge from the Hold File to the Work File.

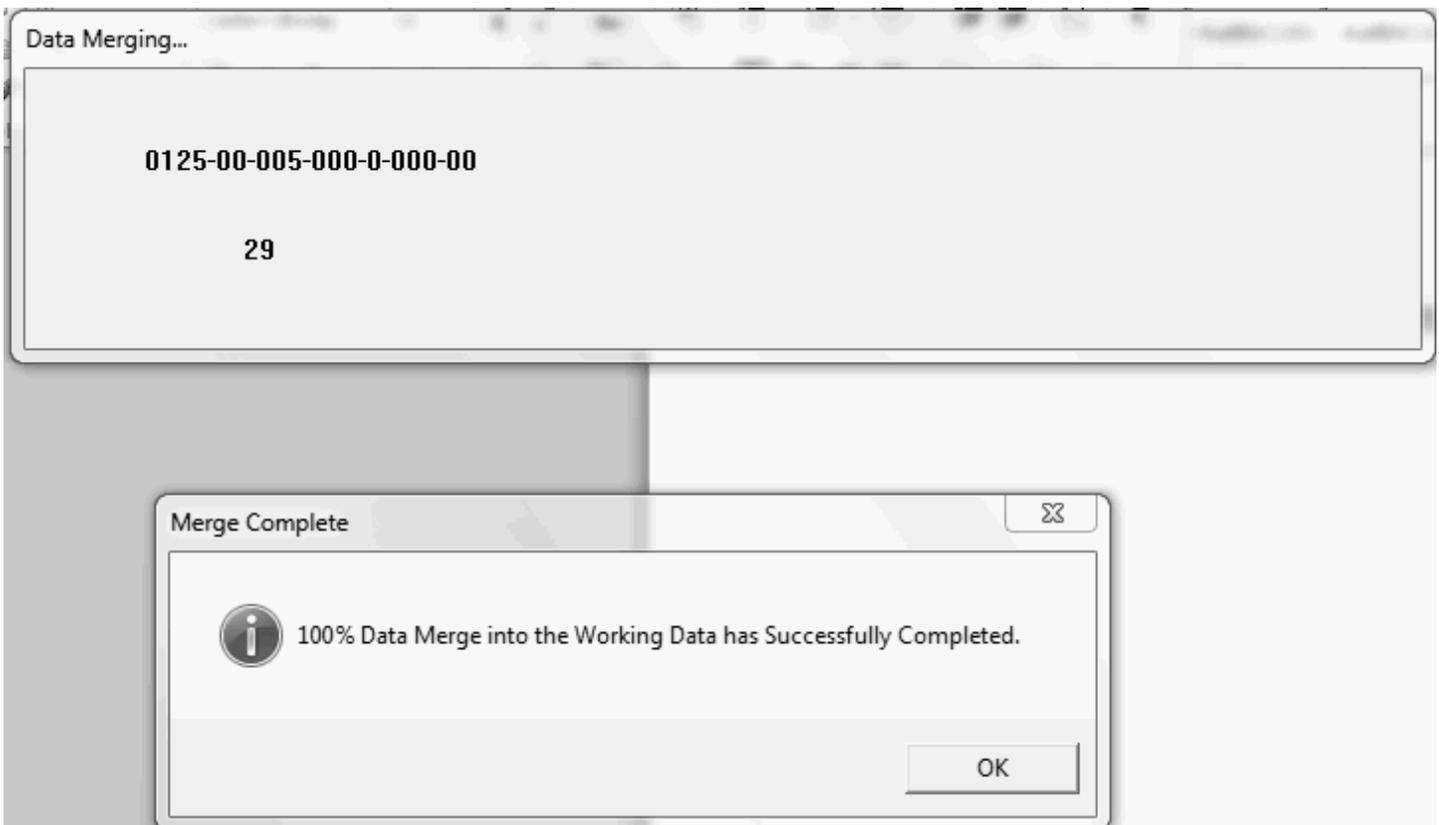


The Final Merge Confirmation screen will pop up next.

Just click the Merge Data button once again and the merge will begin.



The Data Merging screen will pop up and count of the number of parcels merged from the Hold File to the Work File.



When the Merge Complete screen pops up simply click OK and you will be back at the Property Data Screen. Be sure to check and see if you have the results you expected. The Overrides will not merge to the work file because the total value of the property will need to be recalculated by CAMA for the next tax year's value according to the law.

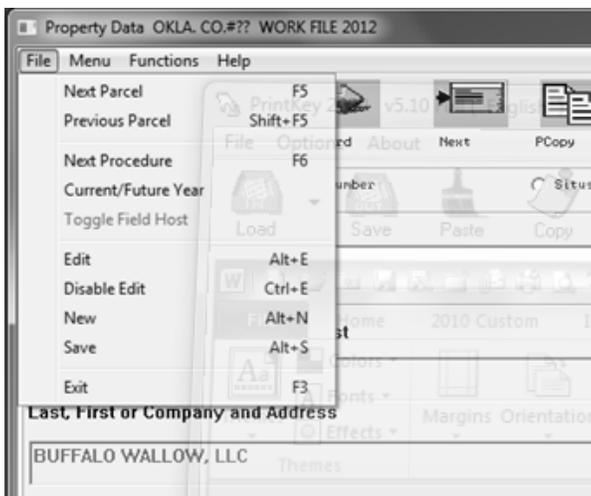
General Warning: No merge or transfer of value within or from CAMA should ever be performed without having a new backup of the CAMA data files. No backup of the CAMA data files should be run while anyone is in the CAMA SYSTEM. Having data files open while a backup is being run could cause data files to be corrupted or the ones that are open may not be included in the backup.

100 % HOLD FILE

General Warning: No merge or transfer of value within or from CAMA should ever be performed without having a new backup of the CAMA data files. No backup of the CAMA data files should be run while anyone is in the CAMA SYSTEM. Having data files open while a backup is being run could cause data files to be corrupted or the ones that are open may not be included in the backup.

100 % HOLD FILE

This was previously known as **Future Year** and is still named as such in the File Menu on the Property Data Screen of the **CAMA WORK FILE**. This also is the way that one opens the Property Data Screen for the **100 % Hold File of CAMA**.



The 100 % Hold File was set up so the CAMA system could calculate the cost of structures that need to be placed on A.A. at 100 % of their value. These are typically new structures or used structures that have been added to the real estate which are to be assessed at 100 % of their value for the first year in which these structures are assessed. After the first tax year, these structures are to be mass appraised with the other structures in CAMA on their respective real estate parcels.

The 100 % Hold File is designed to be merged with the other structures on their respective parcels after the values have been transferred to A.A.

100 % HOLD FILE DATA ENTRY

It should first be noted that land values will not be transferred from the 100 % Hold File to the A.A. System. It should also be noted that not all parcels in the Hold File have to be overridden or have an Override Screen filled out in order to be transferred at 100 % of the value generated in the Hold File. What determines the need for an override depends on what has been copied from the Work File to the Hold File and what is routinely done when data is entered into the **DRAW, BUILDING, and MISCELLANEOUS** screens in the Work File on CAMA. This can and does differ from county to county. For instance some counties will try to draw every structure on one Draw Screen and place them in the drawing as seen from the road. Other counties will draw the residential structure and place the other structures in relationship to it. Still other counties may only draw the residence and what is attached to it and nothing else. Another county may draw the residence and just the buildings that go with it on one screen and the farm buildings on another screen. There are also counties that do not draw any miscellaneous buildings at all. So the way a county does data entry will determine the best way to set up the FCOPY Table and how to proceed with data entry in the 100 % Hold File.

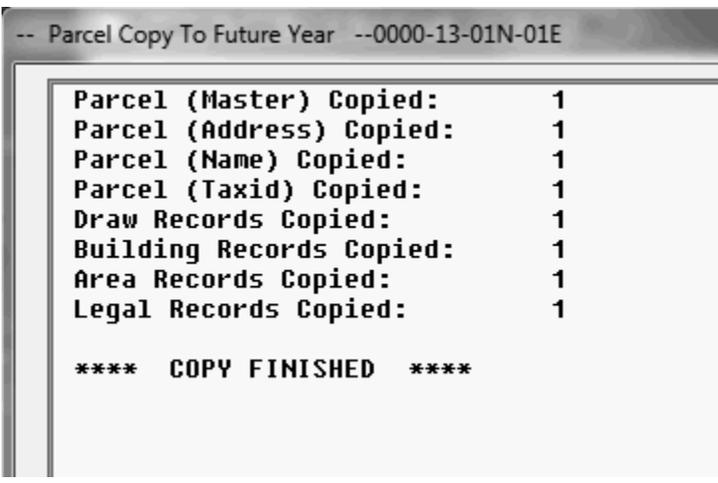
This is the way the FCOPY TABLE is currently set up:

Code	Data Description
FCOPY	Current Year Copy Activity for FCOPY
Key Format	Data Format
REAL VALUE-FILE	N
XXXXXXXXXXXXXXXXXXXXXXXXXXXX	X

REAL ADMIN-FILE	N
REAL ANAME-FILE	N
REAL ANOTE-FILE	N
REAL AREA-FILE	Y
REAL ASMT-FILE	N
REAL BDX-FILE	N
REAL DRAW-FILE	Y
REAL INC-FILE	N
REAL INCN-FILE	N
REAL LAND-FILE	N
REAL LEGAL-FILE	Y
REAL MISC-FILE	N
REAL NOTE-FILE	N
REAL OVER-FILE	N
REAL PERM-FILE	N
REAL SALE-FILE	N
REAL SED-FILE	Y
REAL VALUE-FILE	N

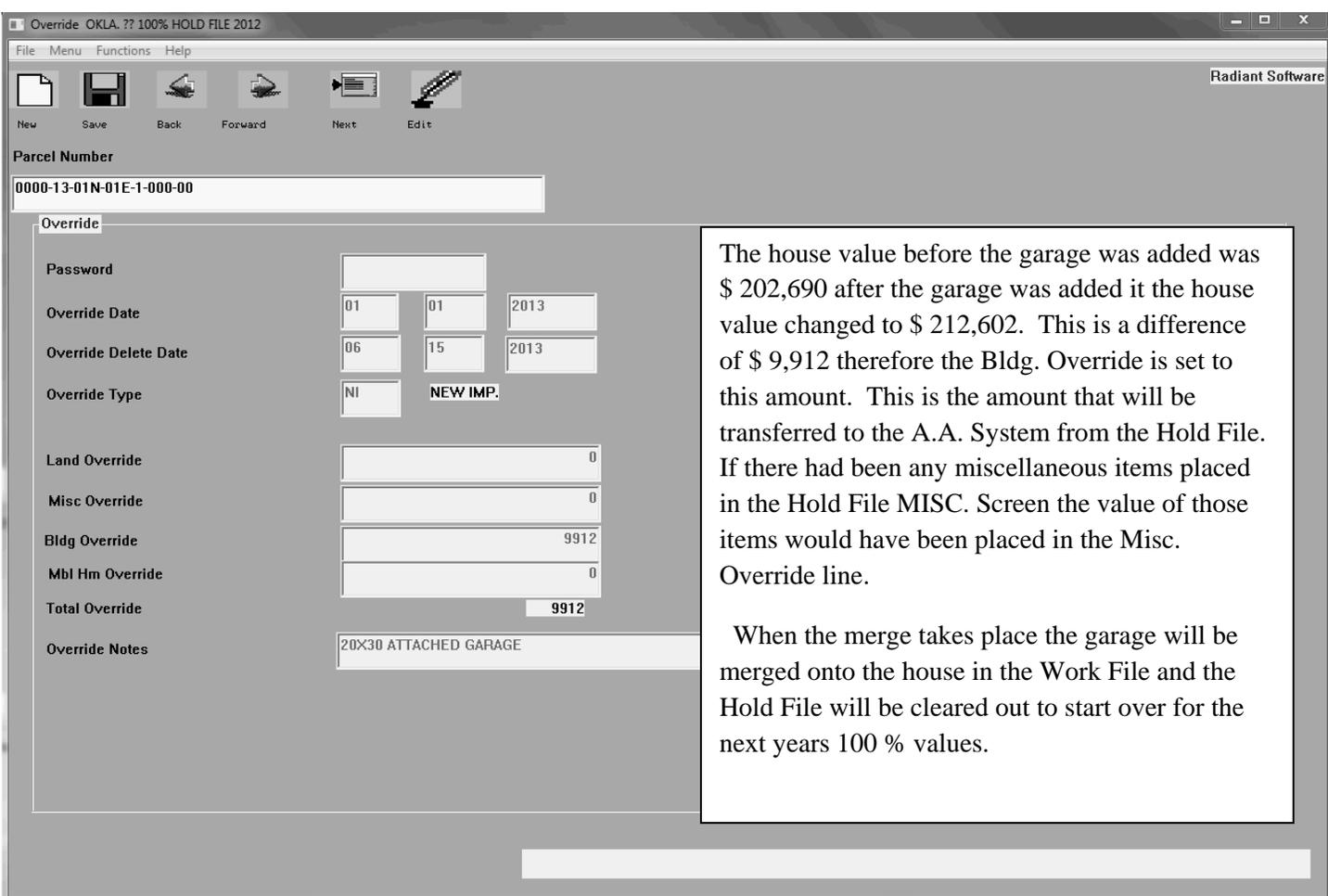
Notice that the AREA, DRAW, LEGAL, and SED (BLDG,) are the only files with a Y after them.

The Property Data Screen is automatically copied to the Hold File so the other files with a Y in them can be tied together with one another just as they are in the Work File of CAMA.



If the user does not need or want the Legal copied to the Hold File from the Work File it can be turned off, by changing the Y to an N on the Legal line in the FCOPY TABLE. In fact any of the lines in the FCOPY TABLE can be turned on or off. It is recommended that the lines be set one way for the county so that all the users of the Hold File will know what is being copied from the Work File to the Hold File. If the FCOPY TABLE is changed for a special parcel it will need to be changed back when the parcel is finished. No one else should be copying to the Hold File until the the FCOPY Table has been reset to its normal settings.

The FCOPY was setup this way assuming that if there was an addition to the house, such as a room, porch, deck, garage and etc., that it needs to be added in a certain place on the house. In such a case as this an override would need to be placed on the building value for the amount of the addition or additions added to the house. See example 1 on the following pages.



The house value before the garage was added was \$ 202,690 after the garage was added it the house value changed to \$ 212,602. This is a difference of \$ 9,912 therefore the Bldg. Override is set to this amount. This is the amount that will be transferred to the A.A. System from the Hold File. If there had been any miscellaneous items placed in the Hold File MISC. Screen the value of those items would have been placed in the Misc. Override line.

When the merge takes place the garage will be merged onto the house in the Work File and the Hold File will be cleared out to start over for the next years 100 % values.

N/2NE 13-1N-1E

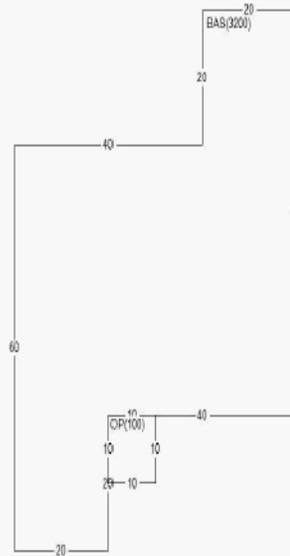
BOX 81

FELT

OK 739370000

Site Address: 000000

BLDG # 1
 Stories/Style 1 One Story
 Occupancy 1 Single Fami
 Design 0002 CONTEMP
 Quality 06 Class C+ FA
 Roof Type 01 GABLE
 Roof Material 9 MTL FD SM C
 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 004
 No. Baths 3
 Total Rooms 009
 Heating 3 HEAT PUMP "
 Air Condition 3 HEAT PUMP
 Fireplace #1 11 1 1st Frm C
 Fireplace #2
 Primary Garage
 Primary Porch 3 OpnPorch Cl
 Basement
 Actual Year Blt 2013
 Year Remodeled 0000
 Eff. Year Built 0000
 Condition 4 GOOD
 Normal Depr Tbl CG Class C GOO
 Functional Obs. 000000
 Economic Obs. 000000
 Observed Depr. 000000
 Obsvd Depr Code
 RENT 000000
 Cnty Adj. Fact. 000 000



Land Value 10,010
 Misc Value 0
 Bldg Value 202,690
 Total Value 212,700
 Value By CAMA

Effective Area 3,200
 Points 0.0000
 RCN 202,690
 Pct Good 1.0000
 Obsol/Observed 0.0001
 Building Value 202,690
 Bldg RNCLD/SF 63.34

BOOK	PAGE	DATE	QS	SALE PRICE
337	754	1205	FT	165,600
333	666	0505	MQ	165,600

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

Appraiser EB E. BOCOCK
 Appr Date 11/11/12
 Use Code 0001 RURAL AG

AREA	FLAT	EFF%	E/AREA	ACT%	A/AREA	EA/AA	HEATED	NBHD	4000.00	COUNTY	1950+
BAS	3200	1.00	3200	1.00	3200	3200	3200			L100	M100 B100
OP	100	1.00	100	1.00	100	100					
WD2	0	1.00	0	1.00	0	0					

History Values

Tax Year	Total Appraised Value
12	10,010
10	10,010
08	10,010

LAND	LUSE	DESC	ZONING	UNITS	TP	PRICE	ADJUSTMENT	CODE/FACTOR	VALUE
1	RB	RICHFIELD CLA LM	CR	80.00	AC	46.00	AG	2.72 .00 .00 .00	10,010
AC		80.00							

Work File with house and open porch. Notice the RNC value and the building value on this Property Record Card.

N/2NE 13-1N-1E

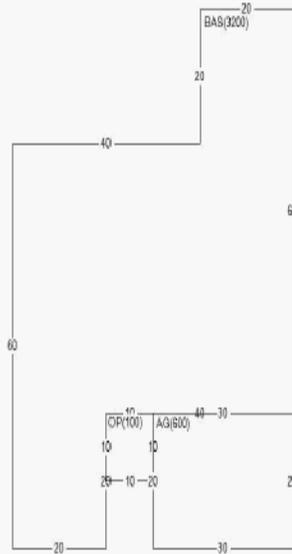
BOX 81

FELT

OK 739370000

Site Address: 000000

BLDG # 1
 Stories/Style 1 One Story
 Occupancy 1 Single Fami
 Design 0002 CONTEMP
 Quality 06 Class C+ FA
 Roof Type 01 GABLE
 Roof Material 9 MTL FD SM C
 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 004
 No. Baths 3
 Total Rooms 009
 Heating 3 HEAT PUMP "
 Air Condition 3 HEAT PUMP
 Fireplace #1 11 1 1st Frm C
 Fireplace #2
 Primary Garage 1 AttGar Fram
 Primary Porch 3 OpnPorch Cl
 Basement
 Actual Year Blt 2013
 Year Remodeled 0000
 Eff. Year Built 0000
 Condition 4 GOOD
 Normal Depr Tbl CG Class C GOO
 Functional Obs. 000000
 Economic Obs. 000000
 Observed Depr. 000000
 Obsvd Depr Code
 RENT 000000
 Cnty Adj. Fact. 000 000



Land Value 0
 Misc Value 0
 Bldg Value 9,912
 Total Value 9,912
 Value By Override

Effective Area 3,200
 Points 0.0000
 RCN 212,602
 Pct Good 1.0000
 Obsol/Observed 0.0001
 Building Value 212,602
 Bldg RNCLD/SF 66.44

BOOK PAGE DATE QS SALE PRICE

PERMIT NO TYPE DATE AMOUNT

Appraiser EB E. BOCOCK
 Appr Date 11/11/12
 Use Code 0001 RURAL AG
 NBHD 4000.00 COUNTY 1950+
 L100 M100 B100

AREA	FLAT	EFF%	E/AREA	ACT%	A/AREA	EA/AA	HEATED
BAS	3200	1.00	3200	1.00	3200	3200	3200
OP	100	1.00	100	1.00	100	100	
WD2	0	1.00	0	1.00	0	0	
AG	600	1.00	600	1.00	600	600	

History Values

Tax Year	Total Appraised Value
12	10,010
10	10,010
08	10,010

Hold File with house, open porch, and garage notice the override value, the RNC value & the building value on the Property Record Card

Override OKLA. ?? 100% HOLD FILE 2012

File Menu Functions Help

New Save Back Forward Next Edit

Parcel Number
0000-13-01N-01E-1-000-00

Override

Password

Override Date 01 01 2013

Override Delete Date 06 15 2013

Override Type NI NEW IMP.

Land Override 0

Misc Override 0

Bldg Override 9912

Mbl Hm Override 0

Total Override 9912

Override Notes 20X30 ATTACHED GARAGE

Be sure to put what the Override is for in the Override Notes. Notice that the Override Date begins 01/01/20?? on the Hold File. In the Hold File the **Override Delete Date** should be on or near June 15th and it should be the same on all of the Hold File Overrides. The Override Delete Date that is use in the Hold File should not be used in the Work File. The reason for making this a distinct date is so you can distinguish the Overrides in the Hold File from the ones in the Work File. This will enable you to use CAMA IQ to build a Parameter file to find the overrides in either the Work File or the Hold File.

If the FCOPY Table is set as shown on page 2 of this document and you have 3 miscellaneous items to be placed on the parcel as well as the attached garage and you want to draw them on with the house, you can. Once the 3 miscellaneous items have been data entered. The total miscellaneous value would need to be added to the override screen. It would look like the example on the page # 7. If you did not want to draw them in with the house, simply data enter the 3 miscellaneous screens and place the total value of the 3 on the MISC. Override Line of the Override Screen.

If you did not want the attached garage or the miscellaneous items drawn on the screen with the house, all four items could be data entered in the miscellaneous screens and the Building could be deleted out and there would be no need to use the override at all in the Hold File. See an example of this on page # 8

N/2NE 13-1N-1E

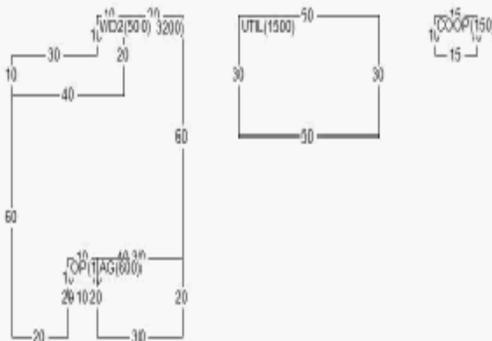
BOX 81

FELT

OK 739370000

BLDG # 1
 Stories/Style 1 One Story
 Occupancy 1 Single Fami
 Design 0002 CONTEMP
 Quality 06 Class C+ FA
 Roof Type 01 GABLE
 Roof Material 9 MTL FD SM C
 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 004
 No. Baths 3
 Total Rooms 009
 Heating 3 HEAT PUMP "
 Air Condition 3 HEAT PUMP
 Fireplace #1 11 1 1st Frm C
 Fireplace #2
 Primary Garage 1 AttGar Pram
 Primary Porch 3 OpnPorch Cl
 Basement

Site Address: 000000



Land Value 0
 Misc Value 18,838
 Bldg Value 9,912
 Total Value 28,750
 Value By Override

Effective Area 3,200
 Points 0.0000
 RCN 212,602
 Pct Good 1.0000
 Obsol/Observed 0.0001
 Building Value 212,602
 Bldg RNCLD/SF 66.44

BOOK PAGE DATE QS SALE PRICE

PERMIT NO TYPE DATE AMOUNT

Actual Year Blt 2013
 Year Remodeled 0000
 Eff. Year Built 0000
 Condition 4
 Normal Depr Tbl CG
 Functional Obs. 000000
 Economic Obs. 000000
 Observed Depr. 000000
 Obsvd Depr Code
 RENT 000000
 Cnty Adj. Fact. 000 000

GOOD
 Class C GOO

Appraiser EB E. BOCOCK
 Appr Date 11/11/12
 Use Code 0001 RURAL AG
 COUNTY 1950+
 L100 M100 B100

AREA	FLAT	EFF% E/AREA	ACT% A/AREA	EA/AA HEATED
BAS	3200	1.00	3200 1.00	3200 3200
OP	100	1.00	100 1.00	100 100
AG	600	1.00	600 1.00	600 600
WD2	500	1.00	500 1.00	500 500
UTIL	1500	1.00	1500 1.00	1500 1500
COOP	150	1.00	150 1.00	150 150

History Values

Tax Year	Total Appraised Value
12	10,010
10	10,010
08	10,010

MISC BLDG CODE	DESC	LENGTH	WIDTH	UNITS	ADJ PRICE	EYB DT PCT	ADJUSTMENT	VALUE
1 1 DECK	WOOD DECK	50.00	10.00	500.00	5.00	2013 15 100.00	1.00	2,500
2 1 STEELBLDC	STEEL/CONCRETE	50.00	30.00	1500.00	10.50	2013 35 100.00	1.00	15,750
3 1 COOP	Chicken Coop	15.00	10.00	150.00	3.92	2013 30 100.00	1.00	588

N/2NE 13-1N-1E

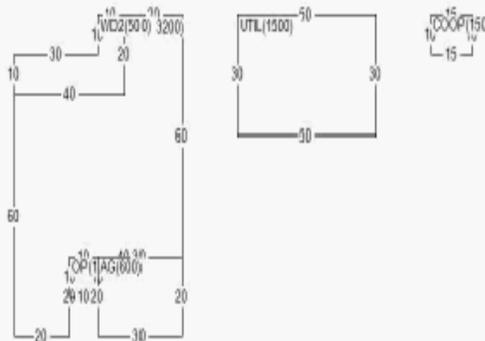
BOX 81

FELT

OK 739370000

BLDG # 1
 Stories/Style 1 One Story
 Occupancy 1 Single Faml
 Design 0002 CONTEMP
 Quality 06 Class C+ FA
 Roof Type 01 GABLE
 Roof Material 9 MTL FD SM C
 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 004
 No. Baths 3
 Total Rooms 009
 Heating 3 HEAT PUMP "
 Air Condition 3 HEAT PUMP
 Fireplace #1 11 1 1st Frm C
 Fireplace #2
 Primary Garage 1 AttGar Fram
 Primary Porch 3 OpnPorch Cl
 Basement

Site Address: 000000



Land Value 10,010
 Misc Value 18,838
 Bldg Value 212,602
 Total Value 241,450
 Value By CAMA

Effective Area 3,200
 Points 0.0000
 RCN 212,602
 Pct Good 1.0000
 Obsol/Observed 0.0001
 Building Value 212,602
 Bldg RNCLD/SF 66.44

BOOK	PAGE	DATE	QS	SALE PRICE
337	754	1205	PT	165,600
333	666	0505	MQ	165,600

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

Actual Year Blt 2013
 Year Remodeled 0000
 Eff. Year Built 0000
 Condition 4 GOOD
 Normal Depr Tbl CG Class C GOO
 Functional Obs. 000000
 Economic Obs. 000000
 Observed Depr. 000000
 Obsvd Depr Code
 RENT 000000
 Cnty Adj. Fact. 000 000

AREA	FLAT	EFF%	E/AREA	ACT%	A/AREA	EA/AA	HEATED
BAS	3200	1.00	3200	1.00	3200	3200	3200
OP	100	1.00	100	1.00	100	100	
AG	600	1.00	600	1.00	600	600	
WD2	500	1.00	500	1.00	500	500	
UTIL	1500	1.00	1500	1.00	1500	1500	
COOP	150	1.00	150	1.00	150	150	

Appraiser EB E. BOCOCK
 Appr Date 11/11/12
 Use Code 0001 RURAL AG
 NBHD 4000.00 COUNTY 1950+
 L100 M100 B100

History Values

Tax Year	Total Appraised Value
12	10,010
10	10,010
08	10,010

MISC BLDG CODE	DESC	LENGTH	WIDTH	UNITS	ADJ PRICE	EYB DT	PCT	ADJUSTMENT	VALUE
1 1 DECK	WOOD DECK	50.00	10.00	500.00	5.00	2013 15	100.00	1.00	2,500
2 1 STEELBLDC	STEEL/CONCRETE	50.00	30.00	1500.00	10.50	2013 35	100.00	1.00	15,750
3 1 COOP	Chicken Coop	15.00	10.00	150.00	3.92	2013 30	100.00	1.00	588

LAND LUSE	DESC	ZONING	UNITS	TP	PRICE	ADJUSTMENT	CODE/FACTOR	VALUE	
1 RB	RICHFIELD CLA LM	CR	80.00	AC	46.00	AG	2.72	.00	10,010
AC	80.00								

The next example is of a Work File 1 BLDG. screen and 2 MISC. screens #2 & #3. The Hold File has MISC. screens #1 & #4—12. The Merged File ends up with # 1—12 and an increase in the miscellaneous value of \$598,111.

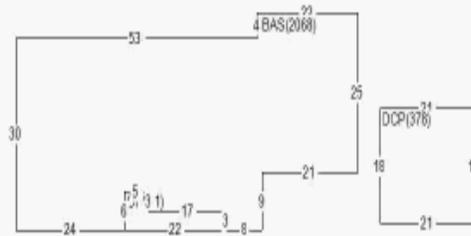
5.6AC IN SE CORNER SW 34-3N-5
E

P.O. BOX 234

BOISE CITY OK 739330000

BLDG # 1
 Stories/Style 1 One Story
 Occupancy 1 Single Fami
 Design 0001 TRADITIONAL
 Quality 05 Class C PA
 Roof Type 01 GABLE
 Roof Material 1 COMP SHG CL
 Exterior Wall-1 4 BRK VNR CLA
 Exterior Wall-2
 Foundation 2 "C" CONVNTN
 Interior Fin 3 C AVERAGE
 Floor Cover 3 "C" AVERAGE
 No. Bedrooms 000
 No. Baths 1
 Total Rooms 000
 Heating 1 FORCED AIR
 Air Condition 1 FORCED AIR
 Fireplace #1 11 1 1st Prm C
 Fireplace #2
 Primary Garage
 Primary Porch 1 Slab Class
 Basement
 Actual Year Blt 1970
 Year Remodeled 0000
 Eff. Year Built 0000
 Condition 3 AVERAGE
 Normal Depr Tbl CA Class C AVG
 Functional Obs. 000000
 Economic Obs. 000000
 Observed Depr. 000000
 Obsvd Depr Code
 RENT 000000
 Cnty Adj. Fact. 000 000

Site Address: 000000



Land Value 0
 Misc Value 598,111
 Bldg Value 0
 Total Value 598,111
 Value By Override

Effective Area 2,068
 Points 0.0000
 RCN 112,165
 Pct Good 0.4400
 Obsol/Observed 0.0000
 Building Value 49,353
 Bldg RNCLD/SP 23.87

BOOK PAGE DATE QS SALE PRICE

PERMIT NO TYPE DATE AMOUNT

Appraiser EB E. BOCK
 Appr Date 09/08/12
 Use Code 0002 RURAL RESIDENT
 COUNTY 1950+
 L100 M100 B100

AREA	PLAT	EFF% E/AREA	ACT% A/AREA	EA/AA HEATED
BAS	2068	1.00	2068	1.00
OP	81	1.00	81	1.00
DCP	378	1.00	378	1.00

History Values

Tax Year	Total Appraised Value
12	52,747
10	53,827
08	52,864

MISC BLDG CODE	DESC	LENGTH	WIDTH	UNITS	ADJ PRICE	EYE DT	PCT	ADJUSTMENT	VALUE
1 1 SHDM	METAL SHED	11.00	8.00	88.00	7.65	2012	30 100.00	1.00	673
4 1 GRAINM	METAL GRAIN BIN	.00	.00	280000.00	.67	2012	30 100.00	1.00	187,600
5 1 GRAINLEG	GrainHandling Sy	.00	.00	4.00	625.00	2012	OC 999.00	1.00	24,975
6 1 GRAUGER40	GRAIN AUGER	.00	.00	5.00	4500.00	2012	30 100.00	1.00	22,500
7 1 SCALES	TRUCK SCALES	.00	.00	100.00	575.00	2012	30 100.00	1.00	57,500
8 1 SCALES	TRUCK SCALES	.00	.00	200.00	575.00	2012	30 100.00	1.00	115,000
LAND LUSE	DESC	ZONING	UNITS TP	PRICE	ADJUSTMENT CODE/FACTOR				VALUE
1 DA	DALH FN SND LM 0	NP	2.64 AC	55.00	AG	2.04	.00	.00	296
2 HMO1	1 AC HS	R1	1.95 AC	1000.00		.00	.00	.00	1,950
3 MD	MNSKR-DAHL LMS 1	NP	1.15 AC	31.00	AG	2.04	.00	.00	73
AC	5.74								

P.O. BOX 234

BOISE CITY

OK 739330000

Site Address: 000000

MISC	BLDG	CODE	DESC	LENGTH	WIDTH	UNITS	ADJ PRICE	EYB	DT	PCT	ADJUSTMENT	VALUE
9	1	PAVCNCC	CONCRETE PAVING	12.00	9.00	108.00	3.13	2012	45	100.00	1.25	338
10	1	PAVCNCC	CONCRETE PAVING	12.00	10.00	120.00	3.13	2012	45	100.00	1.25	375
11	1	PAVCNCC	CONCRETE PAVING	24.00	22.00	528.00	3.13	2012	45	100.00	1.25	1,650
12	1	PAVCNCC	CONCRETE PAVING	300.00	200.00	60000.00	3.13	2012	45	100.00	1.25	187,500

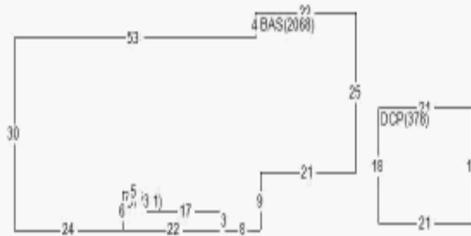
5.6AC IN SE CORNER SW 34-3N-5
E

P.O. BOX 234

BOISE CITY OK 739330000

BLDG # 1
 Stories/Style 1 One Story
 Occupancy 1 Single Faml
 Design 0001 TRADITIONAL
 Quality 05 Class C FA
 Roof Type 01 GABLE
 Roof Material 1 COMP SHG CL
 Exterior Wall-1 4 BRK VNR CLA
 Exterior Wall-2
 Foundation 2 "C" CONVNTN
 Interior Fin 3 C AVERAGE
 Floor Cover 3 "C" AVERAGE
 No. Bedrooms 000
 No. Baths 1
 Total Rooms 000
 Heating 1 FORCED AIR
 Air Condition 1 FORCED AIR
 Fireplace #1 11 1 1st Prm C
 Fireplace #2
 Primary Garage
 Primary Porch 1 Slab Class
 Basement
 Actual Year Blt 1970
 Year Remodeled 0000
 Eff. Year Built 0000
 Condition 3 AVERAGE
 Normal Depr Tbl CA Class C AVG
 Functional Obs. 000000
 Economic Obs. 000000
 Observed Depr. 000000
 Obsvd Depr Code
 RENT 000000
 Cnty Adj. Fact. 000 000

Site Address: 000000



Land Value 2,319
 Misc Value 599,186
 Bldg Value 49,353
 Total Value 650,858
 Value By CMA

Effective Area 2,068
 Points 0.0000
 RCN 112,165
 Pct Good 0.4400
 Obsol/Observed 0.0000
 Building Value 49,353
 Bldg RNCLD/SF 23.87

BOOK	PAGE	DATE	QS	SALE PRICE
362	441	0511 04		90,000

PERMIT NO	TYPE	DATE	AMOUNT

Appraiser EB E. BOCOCK
 Appr Date 09/08/12
 Use Code 0002 RURAL RESIDENT
 NBHD 4000.00 COUNTY 1950+
 L100 M100 B100

AREA	PLAT	EFF% E/AREA	ACT% A/AREA	EA/AA HEATED
BAS	2068	1.00	2068 1.00	2068 2068
OP	81	1.00	81 1.00	81 81
DCP	378	1.00	378 1.00	378 378

History Values

Tax Year	Total Appraised Value
12	52,747
10	53,827
08	52,864

MISC BLDG CODE	DESC	LENGTH	WIDTH	UNITS	ADJ PRICE	EYB DT PCT	ADJUSTMENT	VALUE
1 1 SHDM	METAL SHED	11.00	8.00	88.00	7.65	2012 30 100.00	1.00	673
2 1 SHDW	WOODEN SHED	12.00	8.00	96.00	7.50	1980 30 18.00	1.00	130
3 0 CPDD	Carpprt Dtchd"D"	21.00	18.00	378.00	5.00	2005 OC 50.00	1.00	945
4 1 GRAINM	METAL GRAIN BIN	.00	.00	280000.00	.67	2012 30 100.00	1.00	187,600
5 1 GRAINLEG	GrainHandling Sy	.00	.00	4.00	625.00	2012 OC 999.00	1.00	24,975
6 1 GRAUGER40	GRAIN AUGER	.00	.00	5.00	4500.00	2012 30 100.00	1.00	22,500
LAND LUSE DESC	ZONING	UNITS	TP	PRICE	ADJUSTMENT	CODE/FACTOR	ADJUSTMENT	VALUE
1 DA	DALH FN SND LM 0	2.64	AC	55.00	AG	2.04	.00	.00
2 HMO1	1 AC HS	1.95	AC	1000.00		.00	.00	1,950
3 MD	MNSKR-DAHL LMS 1	1.15	AC	31.00	AG	2.04	.00	.00

AC 5.74

P.O. BOX 234

BOISE CITY

OK 739330000

Site Address: 000000

MISC	BLDG	CODE	DESC	LENGTH	WIDTH	UNITS	ADJ PRICE	EYB DT	PCT	ADJUSTMENT	VALUE
7	1	SCALES	TRUCK SCALES	.00	.00	100.00	575.00	2012 30	100.00	1.00	57,500
8	1	SCALES	TRUCK SCALES	.00	.00	200.00	575.00	2012 30	100.00	1.00	115,000
9	1	PAVCNCC	CONCRETE PAVING	12.00	9.00	108.00	3.13	2012 45	100.00	1.25	338
10	1	PAVCNCC	CONCRETE PAVING	12.00	10.00	120.00	3.13	2012 45	100.00	1.25	375
11	1	PAVCNCC	CONCRETE PAVING	24.00	22.00	528.00	3.13	2012 45	100.00	1.25	1,650
12	1	PAVCNCC	CONCRETE PAVING	300.00	200.00	60000.00	3.13	2012 45	100.00	1.25	187,500

If there was a land only parcel in the Work File, and it was copied to the Hold File one could just begin to add whatever improvements were found for that parcel on the MISC. Screen and the BLDG. Screen and there would be no need of an Override Screen in the hold file. If a parcel has a house on it in the Work file and it is copied to the Hold File, one can delete the BLDG. Screen out and go right into the MISC. Screen and begin adding as many miscellaneous screens as needed without using the override, if there were no miscellaneous screens in there. (NOTE: Be sure to check the misc screen numbers! If you use one that is already in use in the Work File, when the Hold File is merged into the Hold File, Hold File will overwrite that Misc item.) The data entry person who is working in the Hold File will probably need to experiment with some parcels to see what values are being generated in the Hold File. The data entry person can always run a VALIF Report to verify if the right values are being generated to transfer to the A.A.

PUTTING IT ALL TOGETHER



Second Edition

Annual Assessors Educational Conference
CCAP ASSESSMENT ADMINISTRATION
OSU /CLGT SYSTEM

August 6-9, 2013

Tulsa, Oklahoma

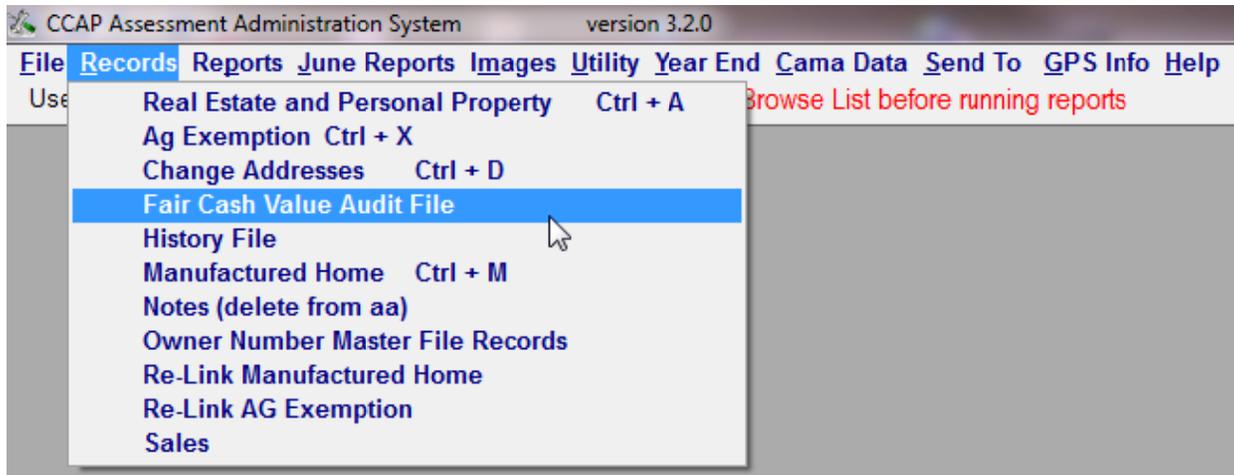


What's NOT New in AA

Records

Fair Cash Value Audit File

From the Records drop down select Fair Cash Value Audit File.



This is a file containing all records in the county that have received values updated. That could be by C=current year, F=future year or P=personal property. This only happens if Edit and Update is selected in the AA program on importing Cama Data.

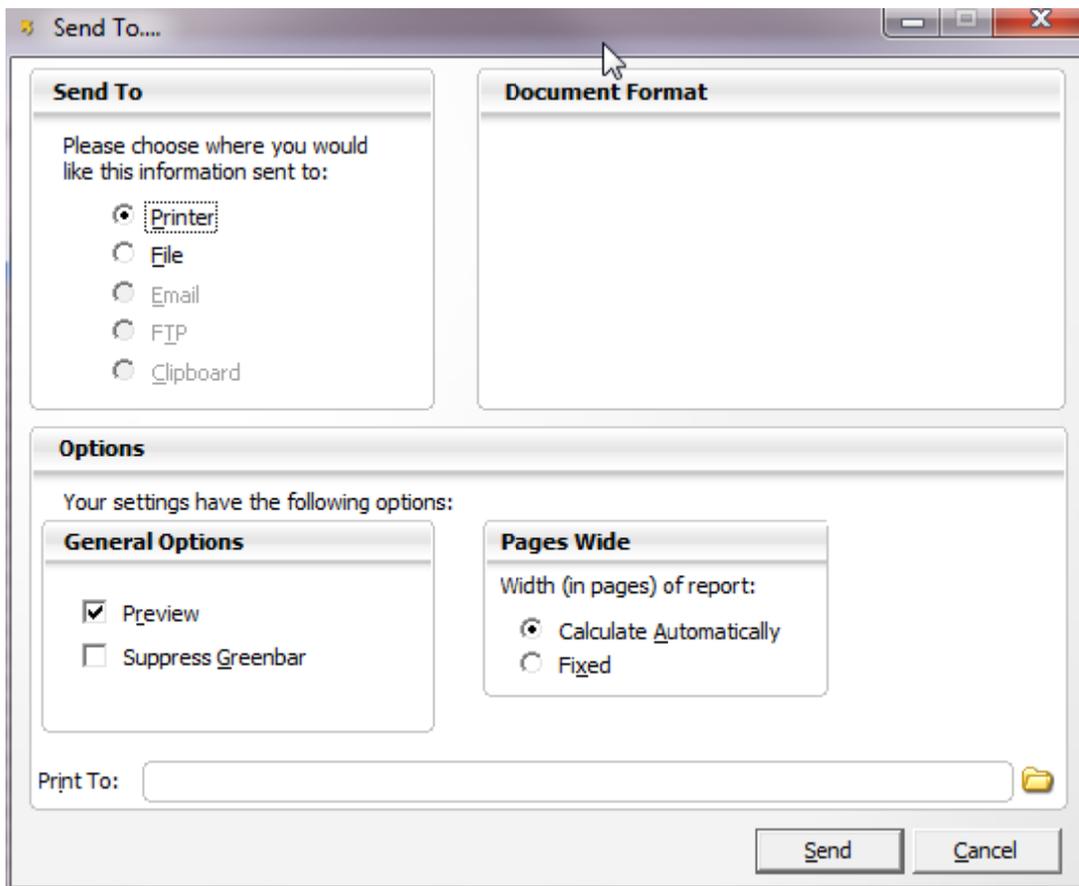
The screenshot shows a dialog box titled 'Browse the AA Fair Cash Value History Audit File'. It has several sorting tabs: 'By Tax Id', 'By Date / Time', 'By Full Parcel Number', 'By Record Type / Tax Id', 'By AA User Name', and 'By Owner Name'. Below the tabs is a table with the following columns: Tax Id, Import Date, Import Time, Record Type, Parcel Number, New FCV land, New FCV Improv, New FCV Misc, New FCV mfg, % Owner, Import Type, Old Taxable Change, Old Taxable Initials, and Old Taxable I. The table contains 20 rows of data.

Tax Id	Import Date	Import Time	Record Type	Parcel Number	New FCV land	New FCV Improv	New FCV Misc	New FCV mfg	% Owner	Import Type	Old Taxable Change	Old Taxable Initials	Old Taxable I
87	7/25/2012	9:40:32	0000-01-01N-02E-1-000-00	16,390	0	0	0	0	1.000000	C	7/25/2012	CAB	1E
87	7/25/2012	12:25:04	0000-01-01N-02E-1-000-00	16,390	0	0	0	0	1.000000	C	7/25/2012	CAB	1E
88	7/26/2012	9:40:32	0000-01-01N-02E-3-000-00	20,738	0	0	0	0	1.000000	C	7/26/2012	CAB	2C
88	7/25/2012	12:25:04	0000-01-01N-02E-3-000-00	20,738	0	0	0	0	1.000000	C	7/25/2012	CAB	2C
89	7/26/2012	9:40:33	0000-01-01N-02E-4-001-00	8,286	0	0	0	0	1.000000	C	7/26/2012	CAB	E
89	7/25/2012	12:25:04	0000-01-01N-02E-4-001-00	8,286	0	0	0	0	1.000000	C	7/25/2012	CAB	E
90	7/26/2012	9:40:33	0000-01-01N-02E-4-002-00	10,419	0	0	0	0	1.000000	C	7/26/2012	CAB	1C
90	7/25/2012	12:25:04	0000-01-01N-02E-4-002-00	10,419	0	0	0	0	1.000000	C	7/25/2012	CAB	1C
199	7/26/2012	9:40:35	0000-01-01N-03E-1-001-00	18,935	0	10,032	0	11,621	1.000000	C	7/26/2012	CAB	1E
199	7/25/2012	12:25:06	0000-01-01N-03E-1-001-00	18,935	0	10,032	0	11,621	1.000000	C	7/25/2012	CAB	1E
9,110	7/26/2012	9:40:35	0000-01-01N-03E-1-002-00	2,000	0	0	6,469	11,212	1.000000	C	7/26/2012	CAB	C
9,110	7/25/2012	12:25:06	0000-01-01N-03E-1-002-00	2,000	0	0	6,469	11,212	1.000000	C	7/25/2012	CAB	C
203	7/26/2012	9:40:35	0000-01-01N-03E-2-000-00	60,396	12,308	8,729	0	0	1.000000	C	7/26/2012	CAB	6C
203	7/25/2012	12:25:06	0000-01-01N-03E-2-000-00	60,396	12,308	8,729	0	0	1.000000	C	7/25/2012	CAB	6C
316	7/26/2012	9:40:37	0000-01-01N-04E-0-000-00	58,454	0	0	21,250	0	1.000000	C	7/26/2012	CAB	5E
316	7/25/2012	12:25:08	0000-01-01N-04E-0-000-00	58,454	0	0	21,250	0	1.000000	C	7/25/2012	CAB	5E
407	7/26/2012	9:40:39	0000-01-01N-05E-0-000-00	49,592	0	0	0	0	1.000000	C	7/26/2012	CAB	4E
407	7/25/2012	12:25:10	0000-01-01N-05E-0-000-00	49,592	0	0	0	0	1.000000	C	7/25/2012	CAB	4E
497	7/26/2012	9:40:41	0000-01-01N-06E-0-000-00	33,295	0	0	0	0	1.000000	C	7/26/2012	CAB	3E
497	7/25/2012	12:25:12	0000-01-01N-06E-0-000-00	33,295	0	0	0	0	1.000000	C	7/25/2012	CAB	3E
539	7/26/2012	9:40:42	0000-01-01N-07E-0-000-00	25,794	0	0	0	0	1.000000	C	7/26/2012	CAB	2E
539	7/25/2012	12:25:13	0000-01-01N-07E-0-000-00	25,794	0	0	0	0	1.000000	C	7/25/2012	CAB	2E
617	7/26/2012	9:40:44	0000-01-01N-08E-1-000-00	2,239	0	4,250	0	0	1.000000	C	7/26/2012	CAB	21
617	7/25/2012	12:25:15	0000-01-01N-08E-1-000-00	2,239	0	4,250	0	0	1.000000	C	7/25/2012	CAB	21
618	7/26/2012	9:40:44	0000-01-01N-08E-2-000-00	19,391	0	0	0	0	1.000000	C	7/26/2012	CAB	1E

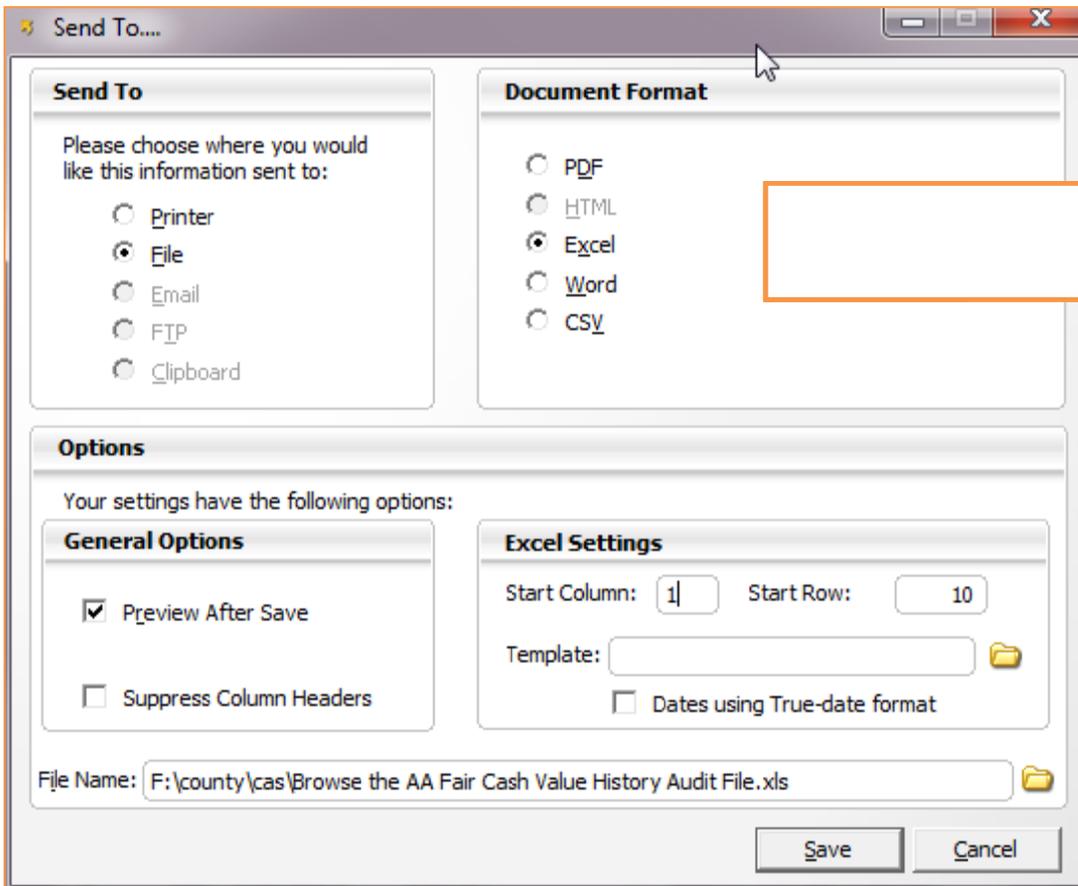
There is a **Send To** button on the bottom left of this screen that will send the data to a file. But before you do that you can choose to have the data pre-sorted by any one of the tabs at the top by just selecting it before you use the send to button.



The very first time you choose the send to button you will see this screen. It defaults to the **PRINTER** option.



Select **File** and you will then have options display in the **Document Format** section. The next time you choose the send to button you will see this screen.



This is what prints based on the settings from above.

	Tax Id	Import Date	ImportTime	Record Type	Parcel Number	New FCV land	New FCV Improv	New FCV Misc	New FCV r
9									
10	1	7/25/2012	9:40:31		0000-01-01N-01E-0-000-00	16,002	0	0	
11	1	7/25/2012	12:29:02		0000-01-01N-01E-0-000-00	16,002	0	0	
12	87	7/25/2012	9:40:32		0000-01-01N-02E-1-000-00	16,390	0	0	
13	87	7/25/2012	12:29:04		0000-01-01N-02E-1-000-00	16,390	0	0	
14	88	7/25/2012	9:40:32		0000-01-01N-02E-3-000-00	20,738	0	0	
15	88	7/25/2012	12:29:04		0000-01-01N-02E-3-000-00	20,738	0	0	
16	89	7/25/2012	9:40:33		0000-01-01N-02E-4-001-00	8,296	0	0	
17	89	7/25/2012	12:29:04		0000-01-01N-02E-4-001-00	8,296	0	0	
18	90	7/25/2012	9:40:33		0000-01-01N-02E-4-002-00	10,419	0	0	
19	90	7/25/2012	12:29:04		0000-01-01N-02E-4-002-00	10,419	0	0	
20	199	7/25/2012	9:40:35		0000-01-01N-03E-1-001-00	18,935	0	10,032	11
21	199	7/25/2012	12:29:06		0000-01-01N-03E-1-001-00	18,935	0	10,032	11
22	9,110	7/25/2012	9:40:35		0000-01-01N-03E-1-002-00	2,000	0	6,469	11
23	9,110	7/25/2012	12:29:06		0000-01-01N-03E-1-002-00	2,000	0	6,469	11
24									



Browse Master File Change and CAMA FCV files

Open record **0225-00-002-006-0-000-00**. On the left side of the screen click the **AA \$ Changes** button.

This screen is split into two halves, top and bottom. Top half is related only to this particular record and contains the same information as the Master File Change Report.

The bottom half is information related to dumping values from CAMA to this particular record. Information will only display here if the **Edit and Update** option from **MKTR2AA** is selected. You know, the scary one!

This gives definite information as to when records were updated by the MKTR2AA process.

First half of screen starting from left side

▲ Browse the Master File Change and CAMA FCV files for Real or Personal Property X

Tax Id

Tax Id	System Date	System Time	Record Type	Code	Old Net Assessed	Old Taxable	New Net Assessed	New Taxable	Changed By	School District	Owner Name
6,845	1/05/2012	13:03:08	R	C	1,264	9,724	264	9,724	CC	I-11 Keyes	WHITFIELD, TONY OR SARAH

Master file change information above, and CAMA Fair Cash Value information below.

Tax Id	Import Date	Import Time	Type	Parcel Number	New FCV land	New FCV improv	New FCV misc	New FCV mfg	% Owner	Import Type	Old Taxable Change	Old
6,845	7/26/2012	9:43:03		0225-00-002-006-0-000-00	576	16,771	324	0	1.000000	C	7/26/2012	
6,845	7/25/2012	12:31:33		0225-00-002-006-0-000-00	576	16,771	324	0	1.000000	C	7/25/2012	

Close



Second half of screen to the right of above image.

Browse the Master File Change and CAMA FCV files for Real or Personal Property

Tax Id

Owner Name	Freeze Status	Freeze Code	Freeze Date	Freeze By	Cap Status	Cap Code	Cap Date	Cap By	Parcel Number	Property Class	Transaction Comment
WHITFIELD, TONY OR SARAH			//				//		0225-00-002-006-0-000-00	UrbanRes	Real Estate

Master file change information above, and CAMA Fair Cash Value information below.

Old Taxable Initials	Old Taxable Land	Old Taxable Improv	Old Taxable Misc	Old Taxable Mfg	Old Total Taxable	Name	Owner Num	Prev Per FCV	Old Chg Date	Initials	Cur Per FCV	Per Chg Date	Per Chg Init	AA User Name	Workstation Login Name
CAB	576	9,451	183	0	10,210		0.00	0	//		0	//		CARJL	carlbomhoff
CAB	576	9,451	183	0	10,210		0.00	0	//		0	//		CARJL	carlbomhoff

Close

Second half of screen starting from right side



SALES (within individual record)

Open a record put a book/page, signed date and doc stamps on the General Info tab.

Click the sales button to input the sale.

Click Insert/update and then check the box

Update AA Sale Date and un cap codes (T and UT).

Book/Page:	<input type="text" value="1000"/>	<input type="text" value="2"/>
Signed Date:	<input type="text" value="8/06/2012"/>	
Doc Stamps:	<input type="text" value="22.00"/>	
	<input type="checkbox"/> Multiple Parcels	

Doc Stamps:	<input type="text" value="22.00"/>
Sale Date:	<input type="text" value="8/06/2012"/> <input checked="" type="checkbox"/> Update AA Sale Date and un cap codes (T and UT)
Record Maint Date:	<input type="text" value="8/03/2012"/> <input type="button" value="?"/>

Now click Insert/Update one more time then Cancel/Close.

Sales Maintenance Date Help

Use the maintenance date to control your sales letters.

 The date can be used in report writer to select which records to print. Change the filter in report writer sales letter to select records based on this date. It works well when you want to send a letter based on receiving more information from the tax payer.

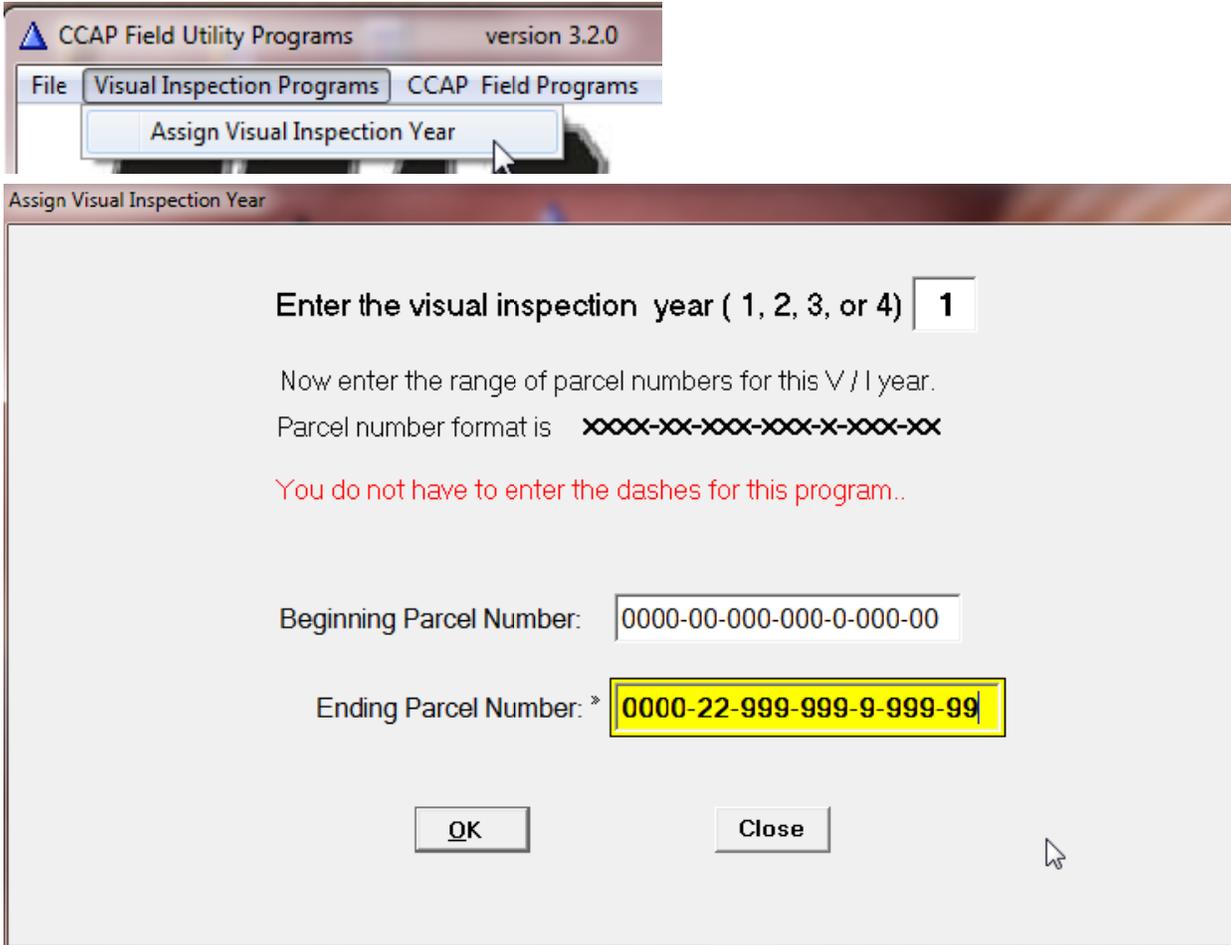
Now select the Values tab and the program automatically pre-fills the Cap Status and Cap Code, Change Initials and Status Date.

<input type="button" value="?"/> Freeze Status:	<input type="text"/>	Code:	<input type="text"/>	<input type="button" value="?"/>
Change Initials:	<input type="text"/>			
Status Date:	<input type="text"/>			
<input type="button" value="?"/> Cap Status:	<input type="text" value="T"/>	Code:	<input type="text" value="UT"/>	<input type="button" value="?"/>
Change Initials:	<input type="text" value="CAB"/>			
Status Date:	<input type="text" value="8/06/2012"/>			



Visual Inspection Programs

Assign Visual Inspection Years



Enter a year 1, 2, 3 or 4 then the beginning and ending parcel number for that V/I district.



You will be able to see the VI numbers now in the original records browse screen.

Type	ate	Owner Name	Parcel Number	Owner #	Tax Id	VI	HS
R		BUFFALO WALLOW, LLC	0000-01-01N-01E-0-000-00	5,215.00	1	1	
R		WILLIAMSON, ARTHUR LOWANE	0000-01-01N-02E-1-000-00	1,790.00	87	1	
R		BURGIN, LIMITED PARTNERSHIP	0000-01-01N-02E-3-000-00	2,860.00	88	1	
R		BURGIN, LIMITED PARTNERSHIP	0000-01-01N-02E-4-001-00	2,860.00	89	1	
R		KERSEY, RICHARD K.	0000-01-01N-02E-4-002-00	0,460.00	90	1	
R		PANHANDLE TELEPHONE CO-OP	0000-01-01N-02E-4-003-00	4,440.00	91	1	
R		MURDOCK, MARGIE, TRUSTEE	0000-01-01N-03E-1-001-00	3,440.00	199	1	
R		DEETZ, DONALD E. OR AMY	0000-01-01N-03E-1-002-00	5,835.00	9,110	1	

The VI number will also show on the Real Property tab once the record has been updated.

Real/Personal Update (0000-01-01N-01E-0-000-00 Name>BUFFALO WALLOW, LLC Owner #> 15,215.00)

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

Change Parcel Number

? Addn Sect Twp/Blk Rng/Lot Qtr Parcel Prop/S
 0000 01 01N 01E 0 000 00

Acres: 640.000
 Ag Land Acres: 640.000
 Lots: 0.000

Legal Description:
 ALL 1-1N-1E

Secondary Parcel Code:
 Land Use: RuralAg
 Fractional Ownership: 1.000000
 Exmpt/Acres/Lot Change:
 PH
 Visual Inspection Area: 1 Year 1, 2, 3, or 4

Record will be Changed

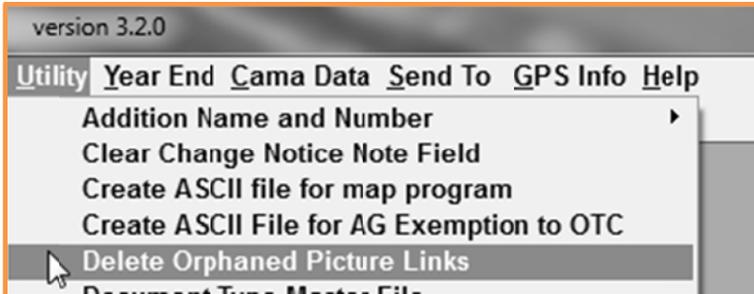
Insert/Update Cancel/Close print this Delete Record

Visual Inspection area 1,2,3, or 4 01-11-2012

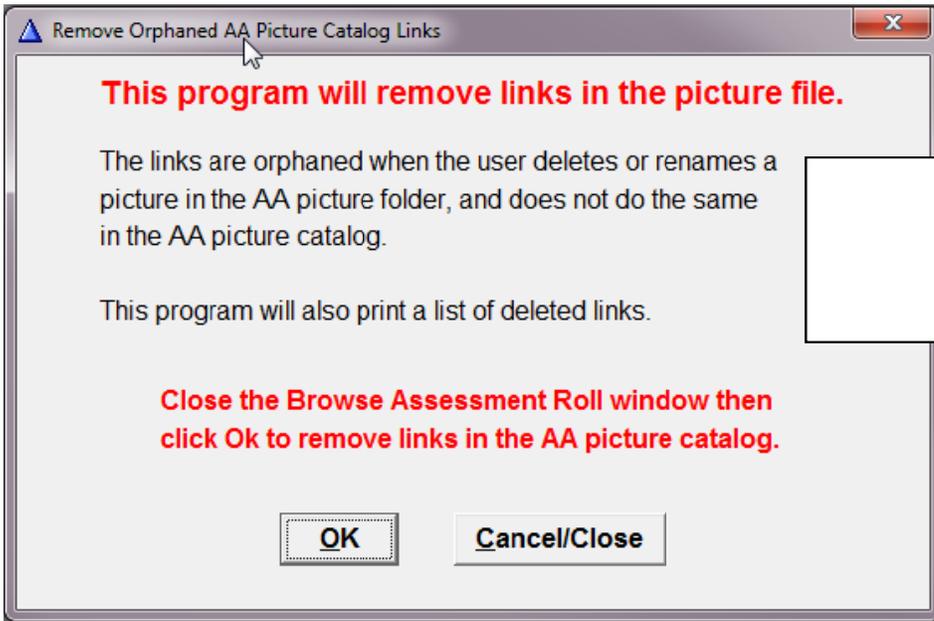


Utility

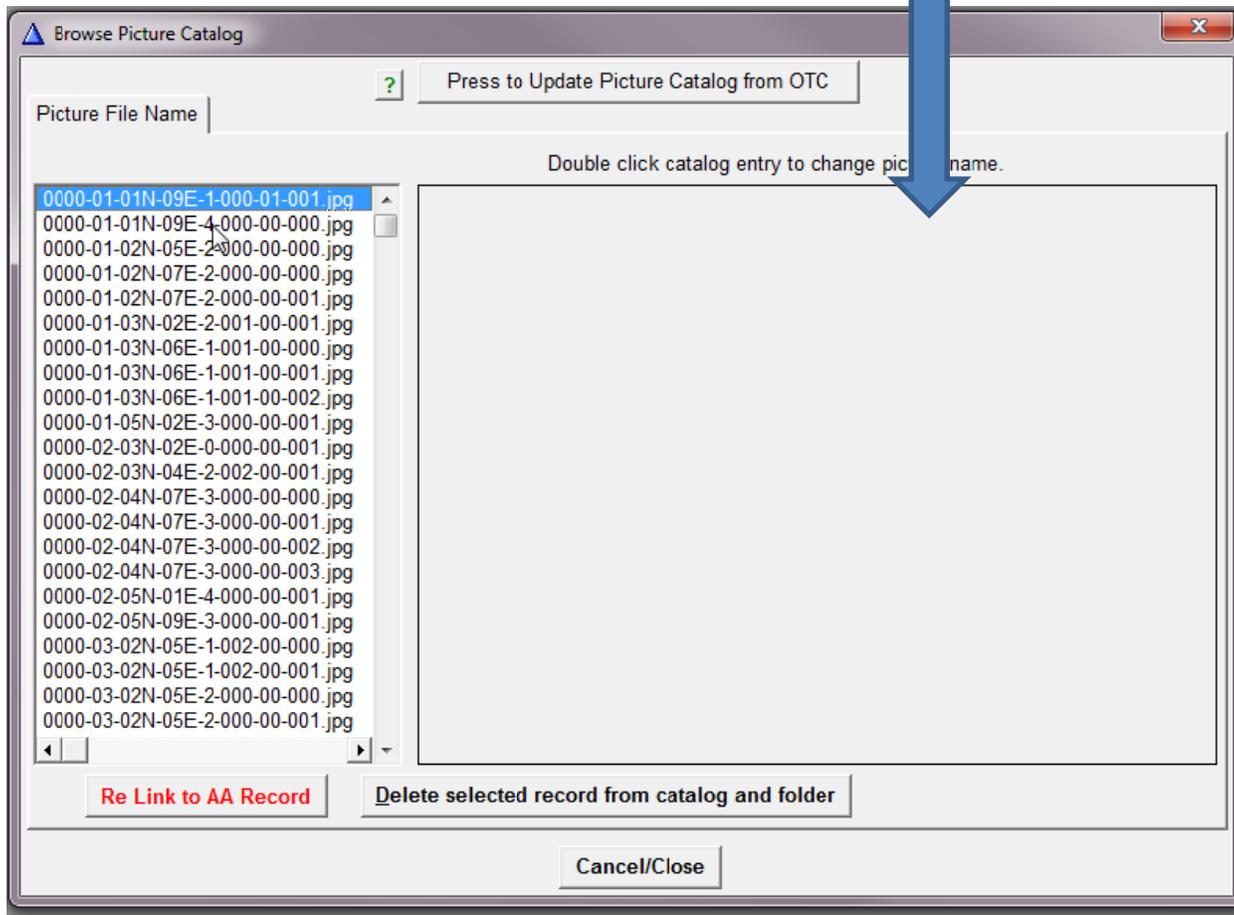
Orphaned Pictures



To run this program make sure the **Browse Assessment Roll** window is closed on all workstations. Then click the **OK** button to execute program.



When you browse the **picture catalog** and there is a picture file name but no image displays it means you have probably renamed the image with another PID.



You will have the option to view the report of removed links.

Run: 7/12/12 10:51AM	Deleted AA Pictures With an Orphaned Link in AA Picture Catalog	Page: 1
Parcel number	Full Picture Name	Last Updated
0000-01-01N-09E-1-000-01	\\pictures\0000-01-01N-09E-1-000-01-001.jpg	/ /



What's NOT NEW in AA

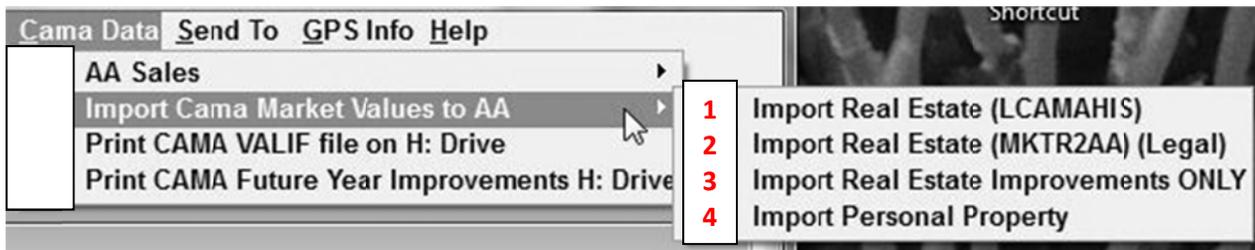
OK, it's not new but is always helpful to cover again.

Cama Data

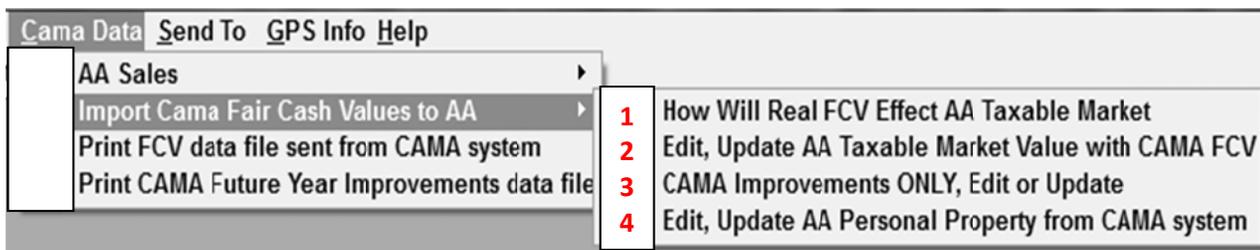
Helpful hints:

1. The wkst you run the Cama Valif program on is the only wkst to Edit or Update Values to AA.
2. Use the same wkst to also execute the AA Fair Cash Value reports on
3. When in doubt about those values run a report.
4. Always run Edit options **before** Updating values.

This is how your **Cama Data** drop-down menu looks now.



This is similar to what the improved drop down menu will look like. Instead of using the old file names we decided to make it a little more descriptive.



AA Sales

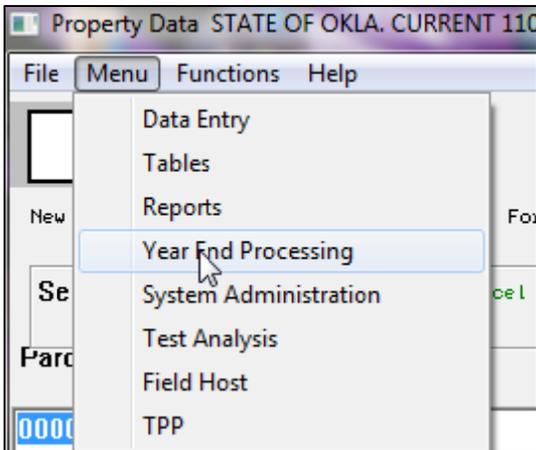
This option has not been changed and won't be covered in this class.



VALIF from CAMA

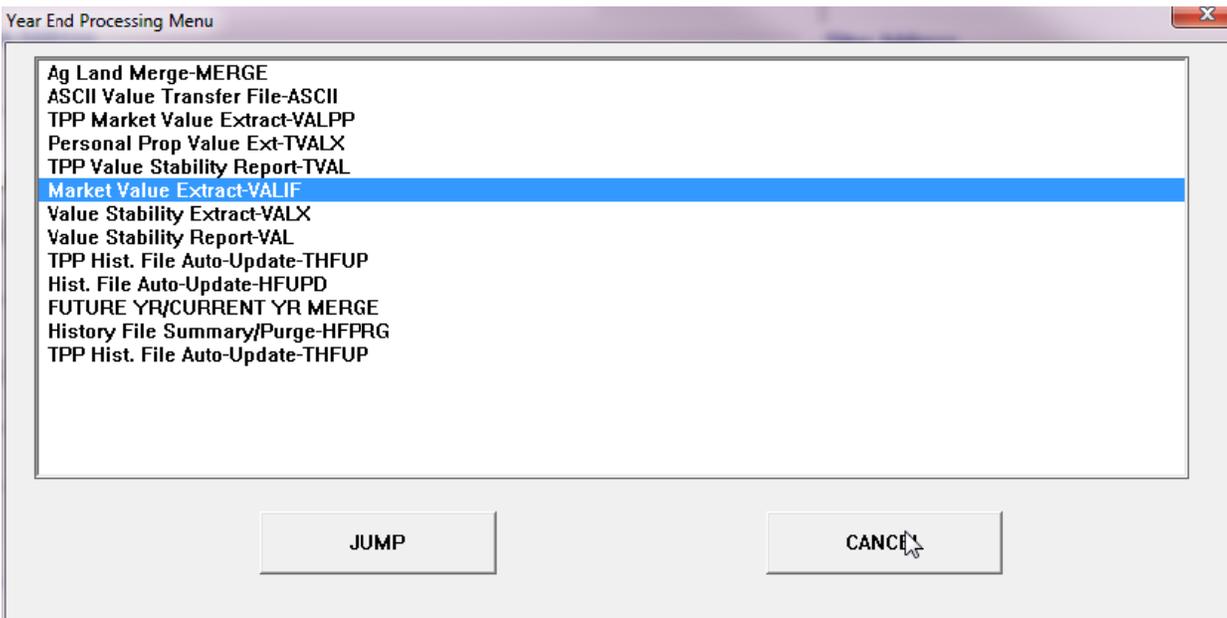
Creating a Data File from Cama

Gather the data from CAMA.



Login to CAMA, then access the **Menu** dropdown, then select **Year End Processing**.

Run the VALIF program from CAMA.



Oklahoma ASCII Postover Extract

File

All Parcels

Parcel Range Batch File

Parcel Number From: 0000 01 01N 01E 0 000 00

Parcel Number To : 4444 44 444 444 4 444 44

Run Exit

Report Name: H:P5101CRPT.RPT

STATE OF OKLA. CURRENT 110101 P5101OKL Value Transfer 7/26/12 9:05:18 Radiant Software

Page 140

SELECTION BY: PARCEL RANGE FROM: 0000-01-01N-01E-0-000-00 TO: 4444-44-444-444-4-444-44

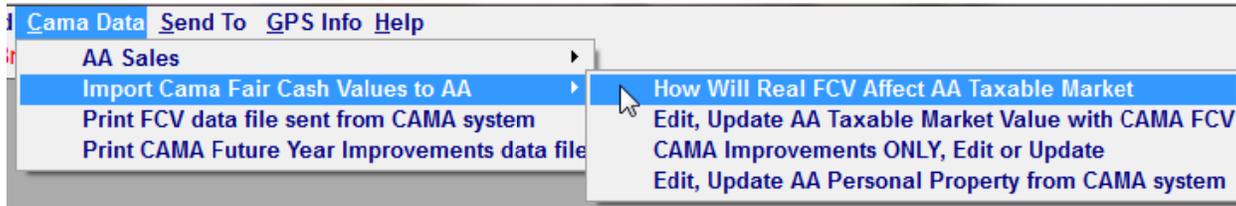
APLUS PARCEL NUMBER	UNDIVIDED INTEREST ID	LAND VALUE	BLDG VALUE	MISC VALUE	IMPR VALUE	MH	VALUE	UDINTX	MESSAGE
0210-00-036-009-0-000-00		560		0	5069		0	100.00	
0210-00-036-011-0-000-00		1120		0	3535		0	100.00	
0210-00-036-013-0-000-00		1120		0	17062		0	100.00	
0210-00-037-001-0-000-00		560		500	5410		0	100.00	
0210-00-037-002-0-000-00		840		1202	20006		0	100.00	
0210-00-037-003-0-000-00		840		0	8028		0	100.00	
0210-00-037-005-0-000-00		1680		2164	12034		0	100.00	
0210-00-037-008-0-000-00		560		500	3750		4829	100.00	
0210-00-037-009-0-000-00		560		0	11254		0	100.00	
0210-00-037-010-0-000-00		560		0	7283		3104	100.00	
0210-00-037-011-0-000-00		840		256	6779		0	100.00	
0210-00-037-012-0-000-00		1400		3441	38902		0	100.00	
0210-00-038-001-0-000-00		5264		21590	57000		0	100.00	
0210-00-039-001-0-000-00		6580		0	0		0	100.00	
0210-00-040-001-0-000-00		3533		0	0		0	100.00	
0215-00-001-001-0-000-00		8314		0	0		0	100.00	
0215-00-002-001-0-000-00		1392		641	36009		0	100.00	
0215-00-002-003-0-000-00		1305		2598	2598		20296	100.00	
0215-00-002-005-0-000-00		8082		0	0		0	100.00	
0215-00-002-016-0-000-00		2756		0	0		0	100.00	
0215-00-002-017-0-000-00		2973		14963	14963		0	100.00	
0215-00-002-024-0-000-00		1174		9000	66116		0	100.00	
0215-00-002-026-0-000-00		726		74	74166		0	100.00	
0215-00-003-001-0-000-00		3540		0	0		0	100.00	
0215-00-003-001-0-001-00		1380		0	0		0	100.00	
0215-00-004-001-0-000-00		879		1057	61813		0	100.00	
0215-00-004-002-0-000-00		018		46823	4496		51319	100.00	
0215-00-004-003-0-000-00		1097		27556	906		20462	100.00	
0215-00-004-005-0-000-00		1017		30960	1404		32364	100.00	

Date: 7/26/2012 12:35PM Assessment Roll Market Value Import List Page: 117

Parcel Number	Current Assessment Roll Values					New Allowed Market Value Change					Difference	Percent change	Freeze/Cap				Date
	Land	Improvements	Misc	Mobile Home	Total	Land	Improvements	Misc	Mobile Home	Total			FS	FC	CS	CC	
0210-00-037-009-0-000-00	560	4,544			5,104	560	4,799			5,359	255	5.00					
0210-00-037-010-0-000-00	560	2,993		1,275	4,828	560	3,152		1,347	5,069	241	5.00					
0210-00-037-011-0-000-00	840	2,937	115		3,892	840	3,123	123		4,086	194	5.00					
0210-00-037-012-0-000-00	1,400	35,461	3,441		40,302	1,400	35,451	3,441		40,302						UI	3/01/2007
0210-00-038-001-0-000-00	5,264	35,410	21,590		62,264	5,264	35,410	21,590		62,264						I	UI 3/01/2007
0210-00-039-001-0-000-00	4,830				4,830	4,870				4,870	231	5.00					
0210-00-040-001-0-000-00	2,487				2,487	2,611				2,611	124	5.00					
0215-00-001-001-0-000-00	5,872				5,872	6,165				6,165	293	5.00					
0215-00-002-001-0-000-00	1,392	35,368	641		37,401	1,392	35,368	641		37,401						I	UI 3/01/2007
0215-00-002-003-0-000-00	1,305		2,598	20,296	24,199	1,305		2,598	20,296	24,199						T	UT
0215-00-002-005-0-000-00	5,448				5,448	5,720				5,720	272	5.00					
0215-00-002-017-0-000-00	2,973		14,963		17,936	2,973		14,963		17,936							UI 4/02/2009
0215-00-002-022-0-000-00	1,174	60,424	413		62,011	1,174	63,133	774		65,111	3,100	5.00					
0215-00-002-024-0-000-00	1,174	25,628	7,306		34,108	1,174	29,822	4,757		35,813	1,705	5.00					
0215-00-002-026-0-000-00	846	56,155	62		56,863	579	59,058	59		59,706	2,843	5.00					

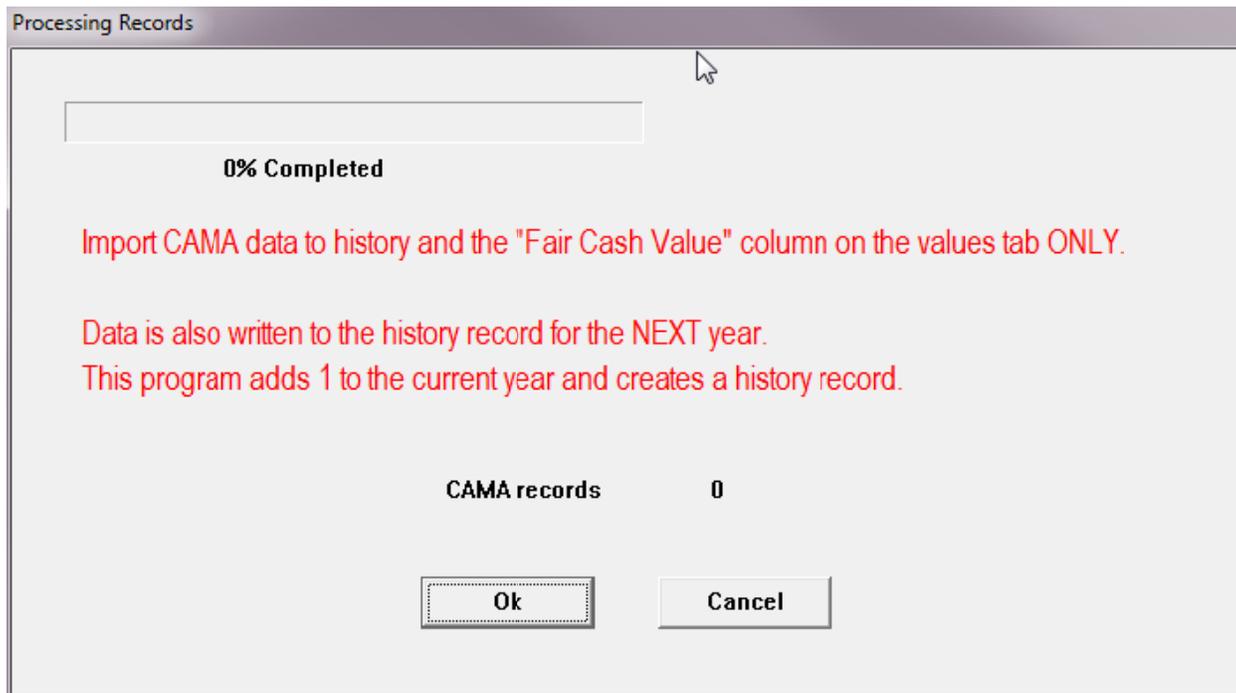


How Will Real FCV Affect AA Taxable Market (LCAMAHIS)



We will now see how the values could affect the records in your county.

Select **"How will Real FCV Affect Taxable Market"**. This is actually the LCAMAHIS program.



Real/Personal Update (0215-00-002-022-0-000-00 Name>STEWART, J.B. OR CAROL Owner #> 18,760.00)

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

Parcel Number: 0215-00-002-022-0-000-00 Name: STEWART, J.B. OR CAROL

Values Changed Date	Taxable Market (Capped)	Assessed	Fair Cash Value (Un-Capped)
2/23/2012 C.R	Land Value: 1,174	153	1,174
	Improved Value: 60,424	7,855	70,408
	Miscellaneous: 413	54	481
	Mfg Home Value: 0	0	0
Total:	62,011	8,062	72,063

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: 7,062

Record will be Changed

THE HE has been removed so the values changed date and initials have been updated.

Real/Personal Update (0215-00-002-022-0-000-00 Name>STEWART, J.B. OR CAROL Owner #> 18,760.00)

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

Parcel Number: 0215-00-002-022-0-000-00 Name: STEWART, J.B. OR CAROL

Values Changed Date	Taxable Market (Capped)	Assessed	Fair Cash Value (Un-Capped)
7/25/2012 CAB	Land Value: 1,174	129	1,174
	Improved Value: 60,424	6,647	70,408
	Miscellaneous: 413	45	481
	Mfg Home Value: 0	0	0
Total:	62,011	6,821	72,063



Real/Personal Update (0215-00-002-022-0-000-00 Name>STEWART, J.B. OR CAROL Owner #> 18,760.00)

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

Parcel Number: 0215-00-002-022-0-000-00 Name: STEWART, J.B. OR CAROL

Values Changed Date		Taxable Market (Capped)	Assessed	Fair Cash Value (Un-Capped)	
7/25/2012	CAB	Land Value: 1,174	129	1,174	7/25/2012
		Improved Value: 60,424	6,647	70,408	X.R
		Miscellaneous: 413	45	481	?
		Mfg Home Value: 0	0	0	
		Total: 62,011	6,821	72,063	

Notice the upper right date now reflects the date LCAMAHIS was LAST run and the X.R initials.

Fair Cash Value Initials

Description of Fair Cash Value Initials

? C.R = Fair Cash Value (FCV) came from CAMA update (MKTR2AA)
 X.R = FCV came from the AA value test only import program (LCAMAHIS)
 Any other initials came from user data entry

OK



The image below is the History file for the same record.

Browse the AA History File

0215-00-002-022-0-000-00

Type	Year	AA Changed	Homestead	DBL Homestead	Land Market	Imp Market	Misc Market	Mfg Market	ma Updated	Cama Land	Cama Impr	Cama Misc	Cama Mfg	istory Char
R	2013	//	0	0	0	0	0	0	7/25/2012	1,174	70,408	481	0	
R	2012	//	0	0	0	0	0	0	2/23/2012	1,174	70,408	481	0	
R	2011	2/15/2011	1,000	0	1,174	57,467	418	0	2/15/2011	1,174	70,868	515	0	
R	2010	3/02/2010	1,000	0	1,174	54,654	419	0	3/02/2010	1,174	71,677	549	0	
R	2009	3/02/2009	1,000	0	1,174	52,395	0	0	3/02/2009	1,174	87,807	582	0	
R	2008	3/31/2008	1,000	0	1,174	49,845	0	0	3/31/2008	1,174	90,508	627	0	

This is what the 2013 history file will look like as soon as you run LCAMAHIS.

General History | Real Prop History | **Values Real Prop History**

Parcel Number: 0215-00-002-022-0-000-00 Name: STEWART, J.B. OR CAROL

Value Changed Initials:	Taxable Market (Capped)	Assessed	Fair Cash Value (Un-Capped)	
	Land Value:		1,174	07/25/2012
	Improved Value:		70,408	C.R
	Miscellaneous:		481	
	Mfg Home Value:			
	Total:		72,063	



Edit, Update AA Taxable Market Value with Cama FCV

Reports

Import Real Property Market Values from Cama. This program was called MKTR2AA in the old AA system.

Real 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.

Report 1 Print the market value import report

Report 2 Print the market value import ERROR report

or Print only parcels that total market changed by this

Increase or Decrease by this amount ?

CAROL

Report 1 "Print the market value import report"

Date: 7/09/2012 1:56PM Page: 3

Parcel Number	Current Assessment Roll Values					New Allowed Market Value Change					Difference	Percent change	Freeze/Cap				
	Land	Improvements	Misc	Mobile Home	Total	Land	Improvements	Misc	Mobile Home	Total			FS	FC	CS	CC	Date
0000-12-01N-02E-1-003-00	88				20,915	88				20,915							
0000-12-01N-02E-1-005-00	72				72	72				72							
0000-12-01N-02E-1-007-00	355	5,846			6,201	355	6,196			6,511	310	5.0					
0000-12-01N-02E-1-008-00	2,315	159,375	1,614		163,304	2,315	167,450	1,696		171,469	8,165	5.0					
0000-12-01N-02E-3-001-00	18,325		5,884		24,209	18,325		5,884		24,209							
0000-12-01N-02E-4-001-00	11,199	38,227	6,070		55,496	11,199	38,227	6,070		55,496							
0000-12-01N-02E-4-002-00	236				236	236				236							
0000-12-01N-02E-4-003-00	97		585		682	97		585		682							
0000-12-01N-02E-4-004-00	969	8,171			9,140	969	8,628			9,597	457	5.0					
0000-12-01N-02E-4-005-00	583			9,302	9,885	583			9,557	10,140	255	2.6					
0000-12-01N-02E-4-006-00	1,115	57,059	11,683	5,337	75,194	1,115	58,372	11,952	5,460	76,899	1,705	2.3					
0000-13-01N-02E-1-002-00	143		1,543		1,686	143		1,627		1,770	84	5.0					
0000-13-01N-02E-2-000-00	17,209		4,250		21,459	17,209		4,250		21,459							
0000-14-01N-02E-1-000-00	10,738				10,738	10,738				10,738							
0000-14-01N-02E-2-000-00	26,011		2,338		28,349	26,011		2,338		28,349							
0000-14-01N-02E-4-000-00	15,524	17,794	3,031		36,349	15,524	19,346	3,296		38,166	1,817	5.0					
0000-15-01N-02E-1-001-00	20,340		1,416		21,756	20,340		1,416		21,756							
0000-15-01N-02E-1-002-00	2,840		3,425	28,602	34,867	2,840		3,307	28,602	34,749	118	0.3				T UT 9/13/2007 CI 2/23/2012	



Report 2 “Print the market value import ERROR report”

Parcel Number	Error Comment
000-0--2N--2E----00--1	Cama record not found in AA master file
000-0--2N--2E----00--2	Cama record not found in AA master file
000-0--2N--2E----00--3	Cama record not found in AA master file
000-0--2N--2E----00--4	Cama record not found in AA master file
000-0--2N--2E----00--7	Cama record not found in AA master file
0000-12-01N-01E-3-000-00	May not add value to exempt parcels, values not updated
0000-13-01N-01E-3-000-00	May not add value to exempt parcels, values not updated

CAMA Improvements ONLY, Edit or Update

Not covering.

Edit, Update AA Personal Property from CAMA system

Not covering.

Print CAMA Future Year Improvements data file

We are not covering this today but the program is available.



Print FCV data file sent from CAMA system

Progress...

The cama, "Market Value Extract - VALIF" program creates a file used by the AA system to update the "Fair Cash Value" column.

This program only prints the kbmkt.val file on H: drive. It does NOT update any data files.

The date in the upper left corner of the heading is the day the report was printed.

The date and time in the upper right corner of the heading is the date the CAMA extract file was created.

Ok Cancel

Report Date: 7/09/2012

Market Values Exported from the CAMA System

This report only contains the data from the last market value extract (VALIF)
Market value extract and AA import must be run from the same workstation

H:KBMKT.VAL Date: 7/03/2012
H:KBMKT.VAL Time: 16:23:29

Parcel Number	Aname PID	Land	Building	Miscellaneous	Bldg + Misc	Manufactured Home	PercentOfOwner
0000-01N-04E-19-2-000-00		62,060	8,916	110	9,026	0	100.00
0000-01N-04E-19-4-000-01	0000-01N-04E-19-4-000-01	10,598	0	0	0	0	50.00
0000-01N-04E-19-4-000-01	0000-01N-04E-19-4-000-02	10,598	0	0	0	0	50.00
0000-01N-04E-20-1-000-00		35,994	0	8,500	8,500	0	100.00
0000-01N-04E-20-3-000-01	0000-01N-04E-20-3-000-01	35,076	0	4,250	4,250	0	66.67
0000-01N-04E-20-3-000-01	0000-01N-04E-20-3-000-02	35,076	0	4,250	4,250	0	33.33
0000-01N-04E-21-1-000-01	0000-01N-04E-21-1-000-01	39,701	0	8,500	8,500	0	66.67
0000-01N-04E-21-1-000-01	0000-01N-04E-21-1-000-02	39,701	0	8,500	8,500	0	33.33
0000-01N-04E-21-3-000-01	0000-01N-04E-21-3-000-01	17,608	0	0	0	0	66.67
0000-01N-04E-21-3-000-01	0000-01N-04E-21-3-000-02	17,608	0	0	0	0	33.33
0000-01N-04E-21-4-000-00		14,613	0	0	0	0	100.00



Cap Codes

If you are rolling CAMA and using Future Year

First export non future year values (5% increase, Sales)

The 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 #> 6,0

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	Taxable Market (Capped)	Assessed	Fair Cash Value (Un-Capped)	7/09/2012
2/23/2012 PH	Land Value: 1,800	234	1,800	X.R
	Improved Value: 16,166	2,102	19,459	
	Miscellaneous Value: 2,100	273	726	
	Value: 0	0	0	
	Total: 20,066	2,609	21,985	

Base Homestead: 1,000 Lock Base
 Double Homestead: 0 Status Lock Double ?
 Disabled Veteran: 0 Disabled Veteran

Total Exemption: 1,000

Net Assessed: 1,609

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



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.

The screenshot displays the CCAP Assessment Administration System version 2.2.9. The 'Cama Data' menu is open, showing options for 'Import Cama Market Values to AA', 'Update "Value From Cama" Column Only', 'Print CAMA VALIF file on H: Drive', and 'Print CAMA Future Year Improvements H: Drive'. A sub-menu is also visible, containing 'Import Real Estate (L.CAMAHIS)', 'Import Real Estate (MKTR2AA) (Legal)', 'Import Real Estate Improvements ONLY', and 'Import Personal Property'. The 'Browse Assessment Roll' window is open, showing a table of assessment records for parcel 0005-00-019-001-0-000-00. The table includes columns for Type, Owner Name, Parcel Number, Owner #, HSX, DHX, DVX, Land Asd, and Imp Asd. The 'History' section shows updates for 2008 and 2009. The 'MFG' and 'AG' sections are also visible.

Type	Owner Name	Parcel Number	Owner #	HSX	DHX	DVX	Land Asd	Imp Asd	Mis
I	DIXON, VERNON, JR.	0005-00-019-001-0-000-00	2				16,070.02		
R									
I									
R									
R									
R									

Year	Parcel Number	Cama Update	Freeze Status	Cap Status	Homesite
2008	0005-00-019-001-0-000-00	3/31/2008			1,000
2007	0005-00-019-001-0-000-00	3/15/2007			1,000
2009	0005-00-019-001-0-000-00	3/31/2008			0

Deleted	Type	Vin Number	Title Number	Year	Description

Type	Year	Update Date	Fein	Parcel Number	Owner Name	Ad

Action Date	Initials	Date Entered	Note Information

Monday, August 31, 2009 8:35AM



Import improvements into AA system

This is what the AA improvement import program looks like. This screen has a yellow back ground. **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...

value

Values Changed Date	Market/Use	Assessed	Value from CAMA	/2008
8/31/2009 SWW	Land Value: 1,800	234	1,800	
	Improved Value: 28,700	3,731	28,700	
	Miscellaneous: 1,633	212	4,633	
	Mig Home Value: 0	0	0	

Change Initials: [] Double Homestead: [0] Status [] Lock Double

Status Date: []

Cap Status: [] Code: CI

Change Initials: SW

Status Date: 5/12/2010

Net Assessed: 3,177

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

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 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 it's 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

03/31/2008 C.R

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.



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: 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:

Change Initials: Status Date: Double Homestead:

Cap Status: Code: CI Disabled Veteran:

Change Initials: SW Status Date: 1/01/2010 **Total Exemption:**

Net Assessed: 8,917

Record will be Changed

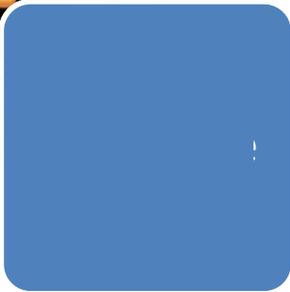
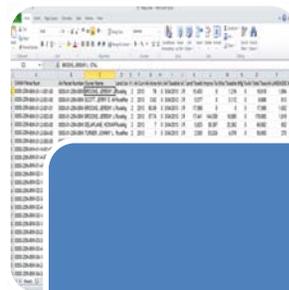
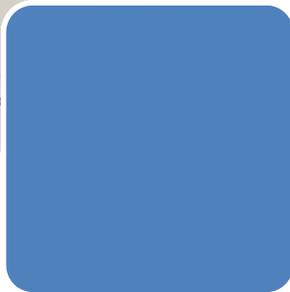
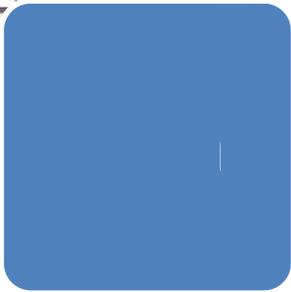
The new **CI** code unlocks the parcel to allow for 100% of whatever CAMA value override wants the value to be.

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.

First Rule & Last Rule

Create all the files from the same workstation





August 6-9, 2013

Tulsa Oklahoma

Table of Contents

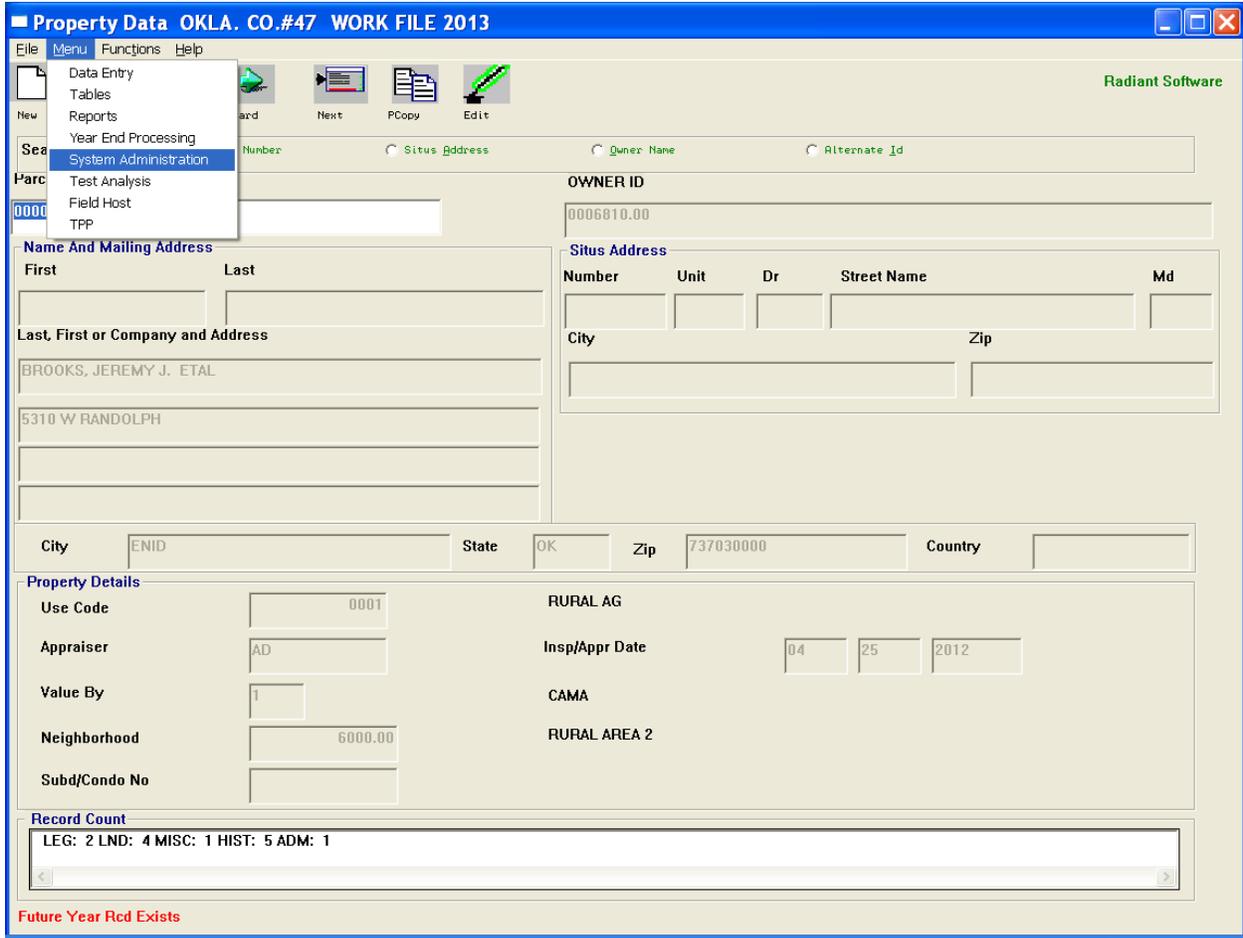
Create CAMA Work File	4
Appraiser updates by V/I	8
Build Appraiser Work File	9
Browse Appraiser V/I Work File	11
Print Appraiser V/I Information	13
CCAP Field Programs.....	17
Check if Cama Parcels also in CCAP AA system.....	17
AA Export Programs	19
Export Ratio Study Data	19
Export Changes to History File	24
Export Fair Cash Value Audit Records.....	27

This handout covers new functions of the standalone program, CCAP Field Utility Program (ASRCCAP).

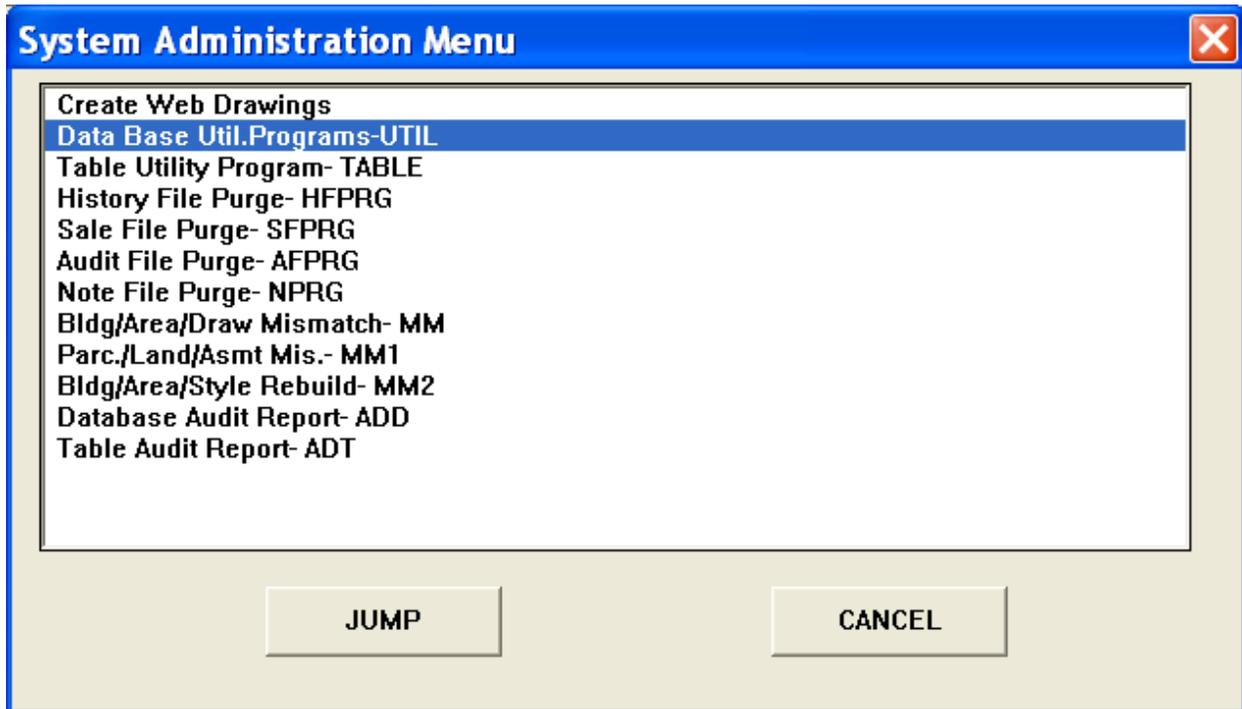


Create CAMA Work File

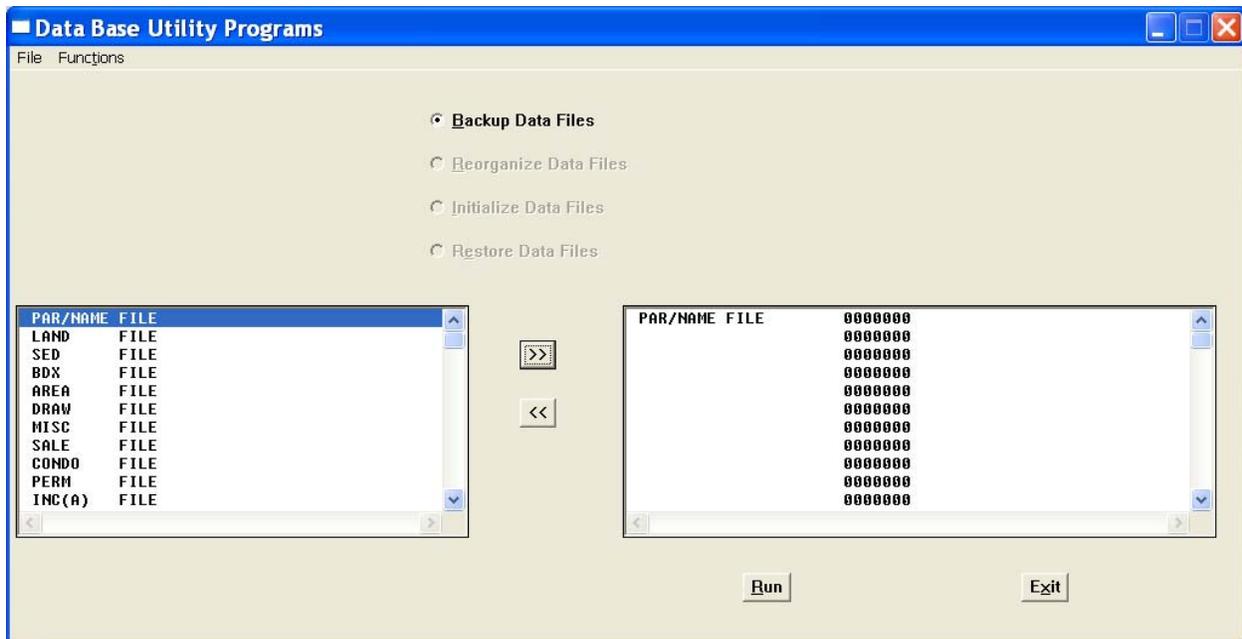
The first menu item we will explore is the **Appraiser updates by V/I**. A work file has to be created and the first step is to open the CAMA program and select System Administration.

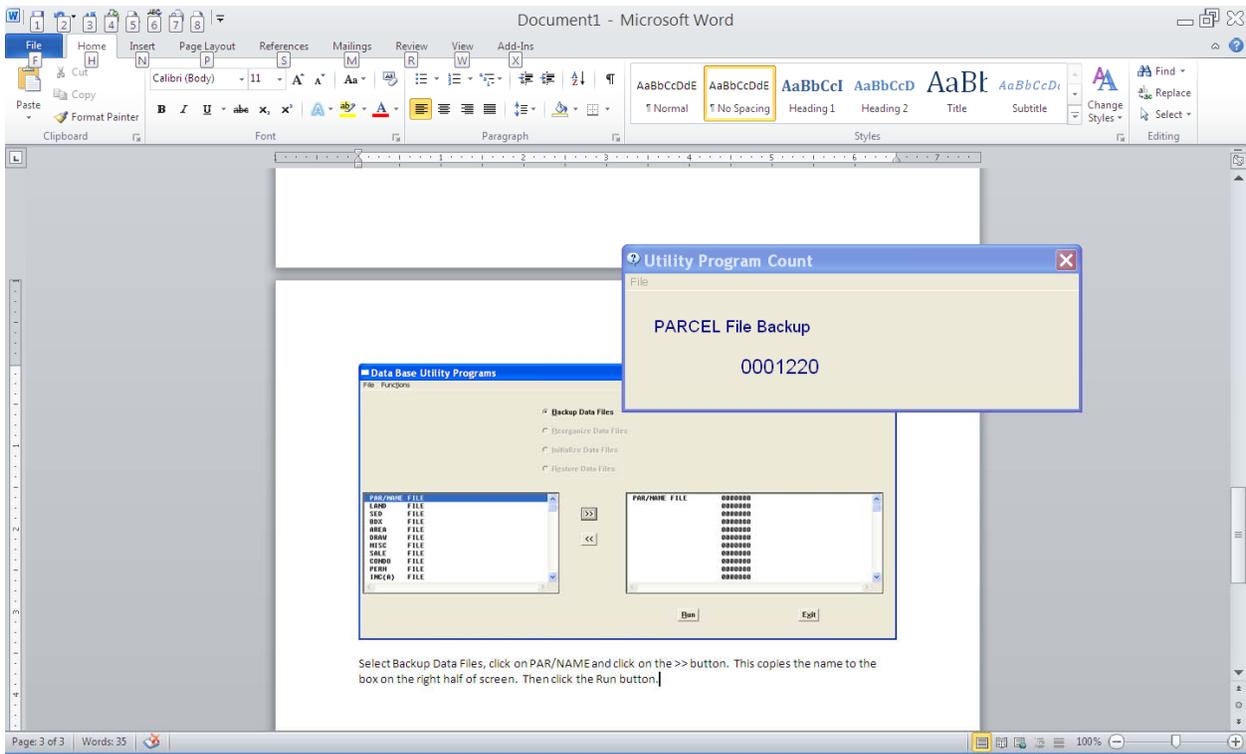


Then select Data Base Util.Programs-UTIL

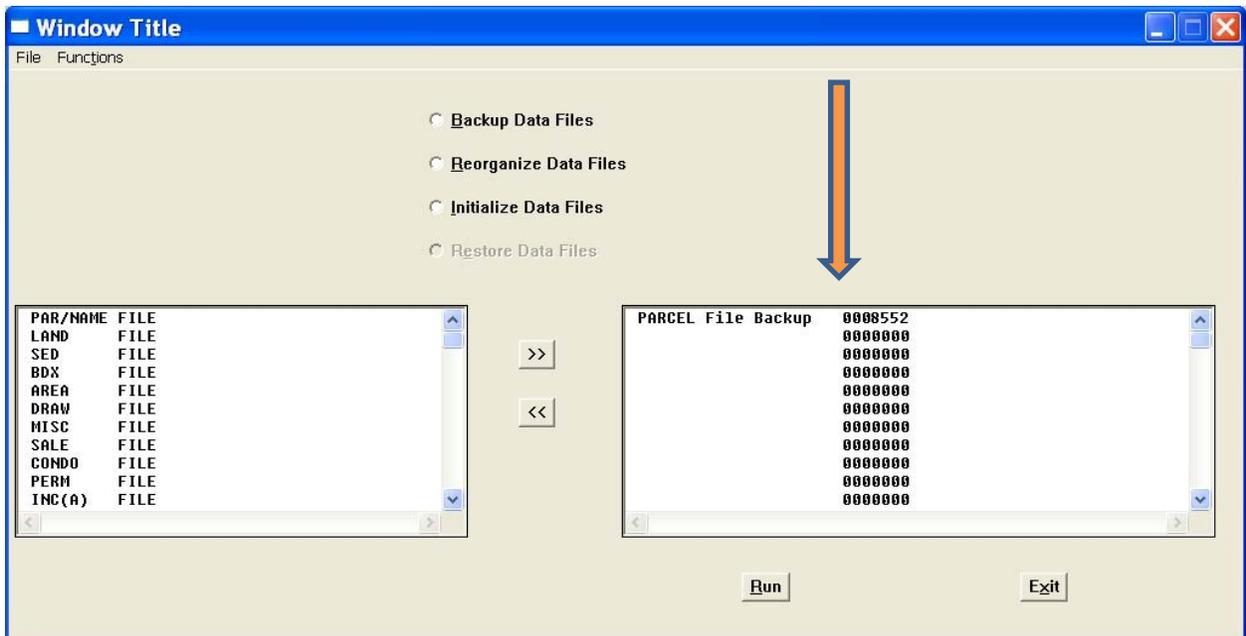


Select Backup Data Files, click on PAR/NAME and click on the >> button. This copies the Par/Name to the box on the right half of screen. Then click the Run button.





The program runs and counts the parcels.



The export program is complete when the record count is shown in this window. Click the Exit button, and close CAMA as you are done with the CAMA part of this process.

Appraiser updates by V/I

Next, start the ASRCCAP program utility. There is a new set of programs under the menu item, **Appraiser updates by V/I**.



Build Appraiser Work File

Click on **Build Appraiser Work File**.



The next screen informs you about the steps in CAMA to create the AA work file that we just completed.

Build Apprasier Work File

This program reads the okdmstr.bak file in the \cama\B folder.
To update this file:

*In CAMA, Click Menu, System Administration, Data Base Util.Programs
select backup data files, select PAR/NAME and click the >> symbol
then click the Run button.*

*When the program completes, click Exit on the cama screen
Then come back to this screen and click OK.*

If you did not want to run the above program, then click Close.

A window will pop up and count the parcels as they are imported to the AA work file.

The above screen will return when the import program is done. Click the close button **after** the import program is completed.

Browse Appraiser V/I Work File

Select **Browse Appraiser V/I Work File**.



This browse will list all properties ascending by VI Year (1,2,3,4). If you type a "2" the list will start at the beginning of the Parcel ID Numbers with a 2 in the VI year.

Browse the Appraiser Date and Information File

By VI and Parcel Num

VI Year	Parcel Number	CAMA Parcel Num	Appraiser Date	Appraiser	Land Use	Acres
2	0000-01-20N-09W-1-001-00	0000-20N-09W-01-1-001-00	4/25/2012	AD	RuralAg	78.00
2	0000-01-20N-09W-1-001-00	0000-20N-09W-01-1-001-00	6/02/2008	JW	RuralAg	78.00
2	0000-01-20N-09W-2-001-00	0000-20N-09W-01-2-001-00	4/25/2012	AD	RuralRes	5.62
2	0000-01-20N-09W-2-001-01	0000-20N-09W-01-2-001-01	4/25/2012	AD	RuralAg	80.09
2	0000-01-20N-09W-2-002-00	0000-20N-09W-01-2-002-00	4/25/2012	AD	RuralAg	57.74
2	0000-01-20N-09W-2-002-00	0000-20N-09W-01-2-002-00	3/26/2010	AD	RuralAg	57.74
2	0000-01-20N-09W-2-003-00	0000-20N-09W-01-2-003-00	4/25/2012	AD	RuralAg	7.00
2	0000-01-20N-09W-2-004-00	0000-20N-09W-01-2-004-00	4/25/2012	AD	RuralRes	1.00
2	0000-01-20N-09W-2-005-00	0000-20N-09W-01-2-005-00	4/25/2012	AD	RuralRes	3.00
2	0000-01-20N-09W-3-001-00	0000-20N-09W-01-3-001-00	4/25/2012	AD	RuralAg	160.00
2	0000-01-20N-09W-4-001-00	0000-20N-09W-01-4-001-00	4/25/2012	AD	RuralAg	120.00
2	0000-01-20N-09W-4-001-01	0000-20N-09W-01-4-001-01	4/25/2012	AD	RuralAg	120.00
2	0000-02-20N-09W-1-001-00	0000-20N-09W-02-1-001-00	4/25/2012	AD	RuralAg	76.00
2	0000-02-20N-09W-1-002-00	0000-20N-09W-02-1-002-00	4/25/2012	AD	RuralAg	76.00
2	0000-02-20N-09W-2-001-00	0000-20N-09W-02-2-001-00	4/25/2012	AD	RuralAg	152.00
2	0000-02-20N-09W-3-001-00	0000-20N-09W-02-3-001-00	4/25/2012	AD	RuralAg	160.00
2	0000-02-20N-09W-4-001-00	0000-20N-09W-02-4-001-00	4/25/2012	AD	RuralAg	160.00
2	0000-03-20N-09W-1-001-00	0000-20N-09W-03-1-001-00	4/25/2012	AD	RuralAg	70.00
2	0000-03-20N-09W-1-002-00	0000-20N-09W-03-1-002-00	4/25/2012	AD	RuralAg	80.00

Close

This Browse is from a combination of two files, AA and the CAMA file you created at the beginning of this process.

V/I, Parcel Number, Land Use and Acres come from AA. CAMA Parcel #, Appraiser Date and Appraiser Initials come from CAMA.

Print Appraiser V/I Information

Let's print a report.



This report will show all the parcels in a VI year that have NOT been reviewed. So, let's look at the parcels in year 3 that have not been checked in the CAMA program. We will enter a range of dates that will show parcels that should have been inspected. In reality you will probably use different date ranges than ours.

Generating Report

% Completed

Select VI year to print:

CAMA Apprasier Date:
Print parcels not updated in this range:
(Parcels not yet inspected in the above VI year)

Begin Date:

End Date:

We want to find the parcels in year 3 that have not been checked. Then we enter our range of dates. Your range would be in the time frame needed to inspect all parcels in a VI area.

Generating Report

% Completed

Select VI year to print:

CAMA Apprasier Date:
Print parcels not updated in this range:
(Parcels not yet inspected in the above VI year)

Begin Date:

End Date:

We now have a list to verify parcels that were not checked in cama.

Date: 7/30/13 Property not Inspected During the Range of Dates Entered 12/01/2012 To: 7/30/2013 Page: 1							
Parcel Number	VI Year	Inspection	Appraiser	Land Use	Acres	Taxable Mkt changed	FCV Changed
0000-22-20N-14W-1-002-00	3	5/20/2009	AD	RuralAg	160.000	3/04/2013 C.R	3/04/2013 C.R
0000-01-20N-15W-1-001-00	3	1/20/2012	AD	RuralAg	45.100	3/04/2013 C.R	3/04/2013 C.R
0000-01-20N-15W-1-002-00	3	5/29/2009	AD	RuralAg	90.550	3/04/2013 C.R	3/04/2013 C.R
0000-01-20N-15W-2-001-00	3	2/03/2011	JW	RuralAg	182.170	3/04/2013 C.R	3/04/2013 C.R
0000-01-20N-15W-3-001-00	3	5/29/2009	AD	RuralAg	160.000	3/04/2013 C.R	3/04/2013 C.R
0000-01-20N-15W-4-001-00	3	5/29/2009	AD	RuralAg	80.000	3/04/2013 C.R	3/04/2013 C.R
0000-01-20N-15W-4-002-00	3	2/28/2011	JW	RuralAg	40.000	3/04/2013 C.R	3/04/2013 C.R
0000-01-20N-15W-4-003-00	3	5/29/2009	AD	RuralAg	40.000	3/04/2013 C.R	3/04/2013 C.R
0000-02-20N-15W-1-001-00	3	5/29/2009	AD	RuralAg	103.000	3/04/2013 C.R	3/04/2013 C.R
0000-02-20N-15W-1-002-00	3	5/29/2009	AD	RuralAg	75.000	3/04/2013 C.R	3/04/2013 C.R
0000-02-20N-15W-1-003-00	3	5/29/2009	AD	RuralRes	5.000	3/04/2013 C.R	3/04/2013 C.R
0000-02-20N-15W-2-001-00	3	2/28/2011	JW	RuralAg	57.660	3/04/2013 C.R	3/04/2013 C.R
0000-02-20N-15W-2-001-01	3	5/29/2009	AD	RuralAg	105.070	3/04/2013 C.R	3/04/2013 C.R
0000-02-20N-15W-3-001-00	3	2/28/2011	JW	RuralAg	160.000	3/04/2013 C.R	3/04/2013 C.R
0000-02-20N-15W-4-001-00	3	2/28/2011	JW	RuralAg	40.000	3/04/2013 C.R	3/04/2013 C.R
0000-02-20N-15W-4-002-00	3	5/29/2009	AD	RuralAg	20.000	3/04/2013 C.R	3/04/2013 C.R
0000-02-20N-15W-4-003-00	3	5/29/2009	AD	RuralAg	60.000	3/04/2013 C.R	3/04/2013 C.R
0000-02-20N-15W-4-004-00	3	4/23/2012	AD	RuralRes	6.270	3/04/2013 C.R	3/04/2013 C.R
0000-02-20N-15W-4-004-01	3	5/29/2009	AD	RuralAg	55.000	3/04/2013 C.R	3/04/2013 C.R
0000-03-20N-15W-1-001-00	3	5/29/2009	AD	RuralAg	179.000	3/04/2013 C.R	3/04/2013 C.R
0000-03-20N-15W-1-002-00	3	5/29/2009	AD	RuralCom	3.960	3/04/2013 C.R	3/04/2013 C.R
0000-03-20N-15W-2-001-00	3	5/29/2009	AD	RuralAg	184.000	3/04/2013 C.R	3/04/2013 C.R

CCAP Field Programs

Check if Cama Parcels also in CCAP AA system

Next let's cover the menu item, **CCAP Field Programs**, dropdown menu **Check if CAMA parcels also in the CCAP AA system**. This is very helpful for continuity between the two systems.



Report Preview

File View Zoom

Page: 1 Across: 1 Down: 1 Zoom: [100% Zoom]

Parcels found in the CAMA system that are not in the AA System

Parcel Id Number	Name	Cama Maintenance Date
0295-14-22N-10W-2-14-00	RINGWOOD INDEPENDENT SCHOOL	08/04/1992
0345-00-000-001-0-001-00	MAJOR COUNTY	03/21/2012

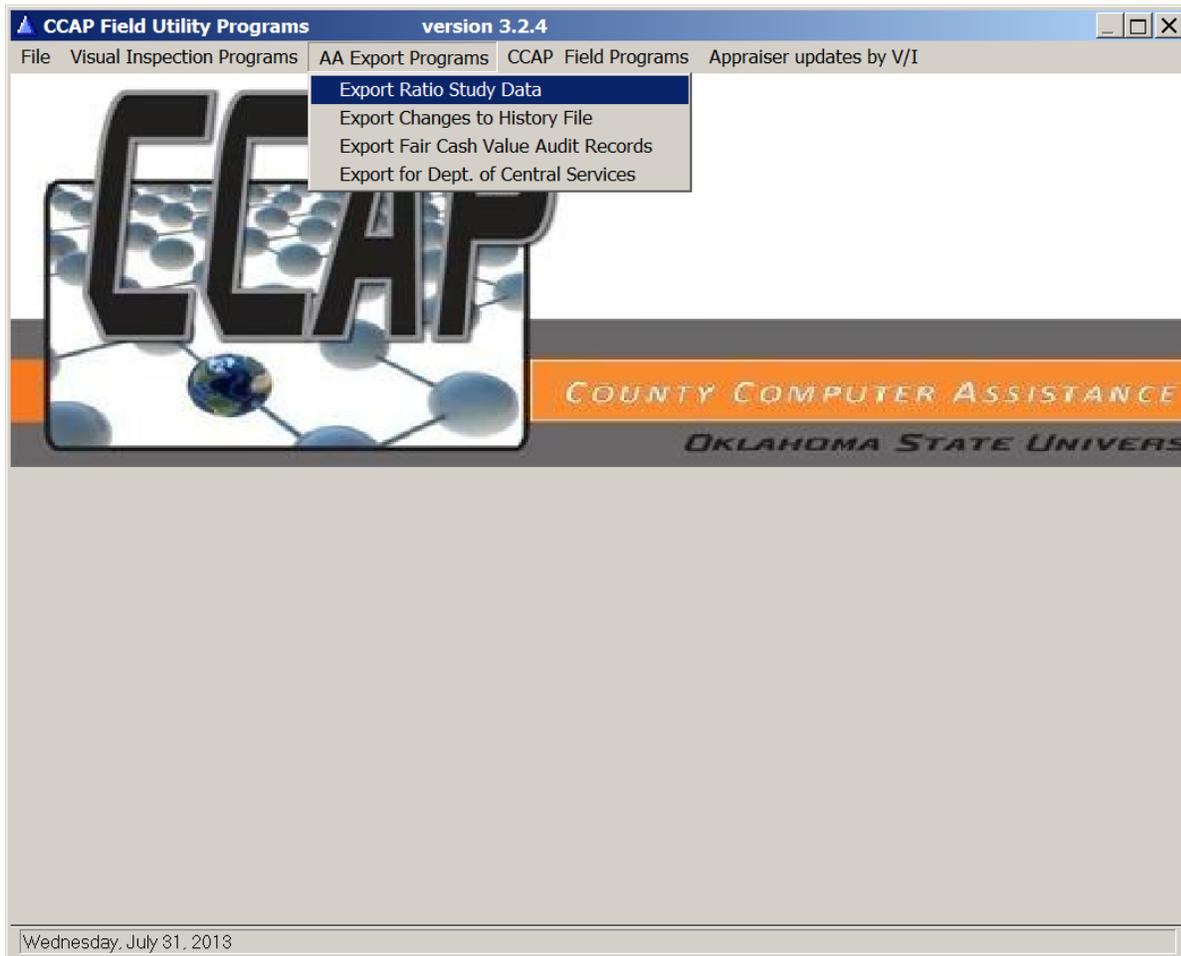
TEST DATA ONLY!

Page 1 of 1 Zoom: 100%

AA Export Programs

Export Ratio Study Data

From the AA Export Programs dropdown menu select **Export Ratio Study Data**.



This program was created to aid OTC in gathering data for their ratio study but this can also be helpful for you.

Processing Records

This program will export real property records to files in the F:\ASCII folder.
The name of dbase file is ratiostd.dbf
The Excel file name can be changed when the file is created.

Beginning Parcel Number:

Ending Parcel Number:

Export to dBase III 0

» **Export to Excel** 0

0% Completed

Ok

Cancel

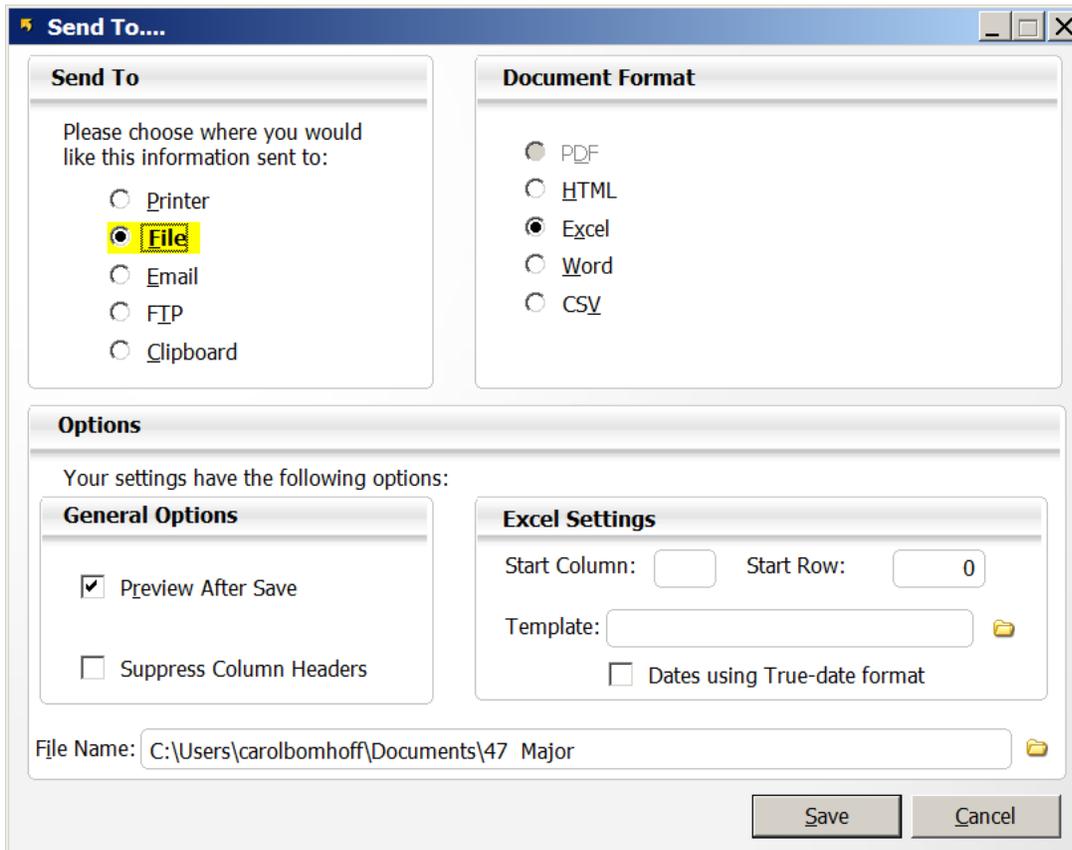
A browse screen will display with the **Send To Excel** button.

Browse the Excel Ratio Study Export File [X]

By Parcel Number

CAMA Parcel Num	AA Parcel Number	Owner Name	Address	Address	Address
0000-20N-09W-01-1-001-00	0000-01-20N-09W-1-001-00	BROOKS, JEREMY	5310 W F		
0000-20N-09W-01-2-001-00	0000-01-20N-09W-2-001-00	SCOTT, JERRY D.	SCOTT, J	SCOTT PO I	
0000-20N-09W-01-2-001-01	0000-01-20N-09W-2-001-01	BROOKS, JEREMY	5310 W F		
0000-20N-09W-01-2-002-00	0000-01-20N-09W-2-002-00	BROOKS, JEREMY	5310 W F		
0000-20N-09W-01-2-003-00	0000-01-20N-09W-2-003-00	DELAPLANE, HOW	RT 1 BO		
0000-20N-09W-01-2-004-00	0000-01-20N-09W-2-004-00	TURNER, JOHNNY	274505 E		
0000-20N-09W-01-2-005-00	0000-01-20N-09W-2-005-00	HAJEK, BRENT L.	RT 1 BO		
0000-20N-09W-01-3-001-00	0000-01-20N-09W-3-001-00	EDWARDS, BEULA	% FRANC	1808 E	
0000-20N-09W-01-4-001-00	0000-01-20N-09W-4-001-00	WEBB, JEANNETTE	% BILL J	RT 1 B	
0000-20N-09W-01-4-001-01	0000-01-20N-09W-4-001-01	JONES, NOEL	% BILL J	RT 1 B	
0000-20N-09W-02-1-001-00	0000-02-20N-09W-1-001-00	EDWARDS, BEULA	% FRANC	1808 E	
0000-20N-09W-02-1-002-00	0000-02-20N-09W-1-002-00	EDWARDS, BEULA	% FRANC	1808 E	
0000-20N-09W-02-2-001-00	0000-02-20N-09W-2-001-00	KIRCHNER, BECKI	RT 1 BO		
0000-20N-09W-02-3-001-00	0000-02-20N-09W-3-001-00	POLLARD, MARY E	12421 PL		
0000-20N-09W-02-4-001-00	0000-02-20N-09W-4-001-00	EDWARDS, BEULA	% FRANC	1808 E	



You could change the File Name and location at this time if you want. Click Save.

For this to display you must have EXCEL on your computer. There will be a processing records window then the EXCEL program will open and display the data.

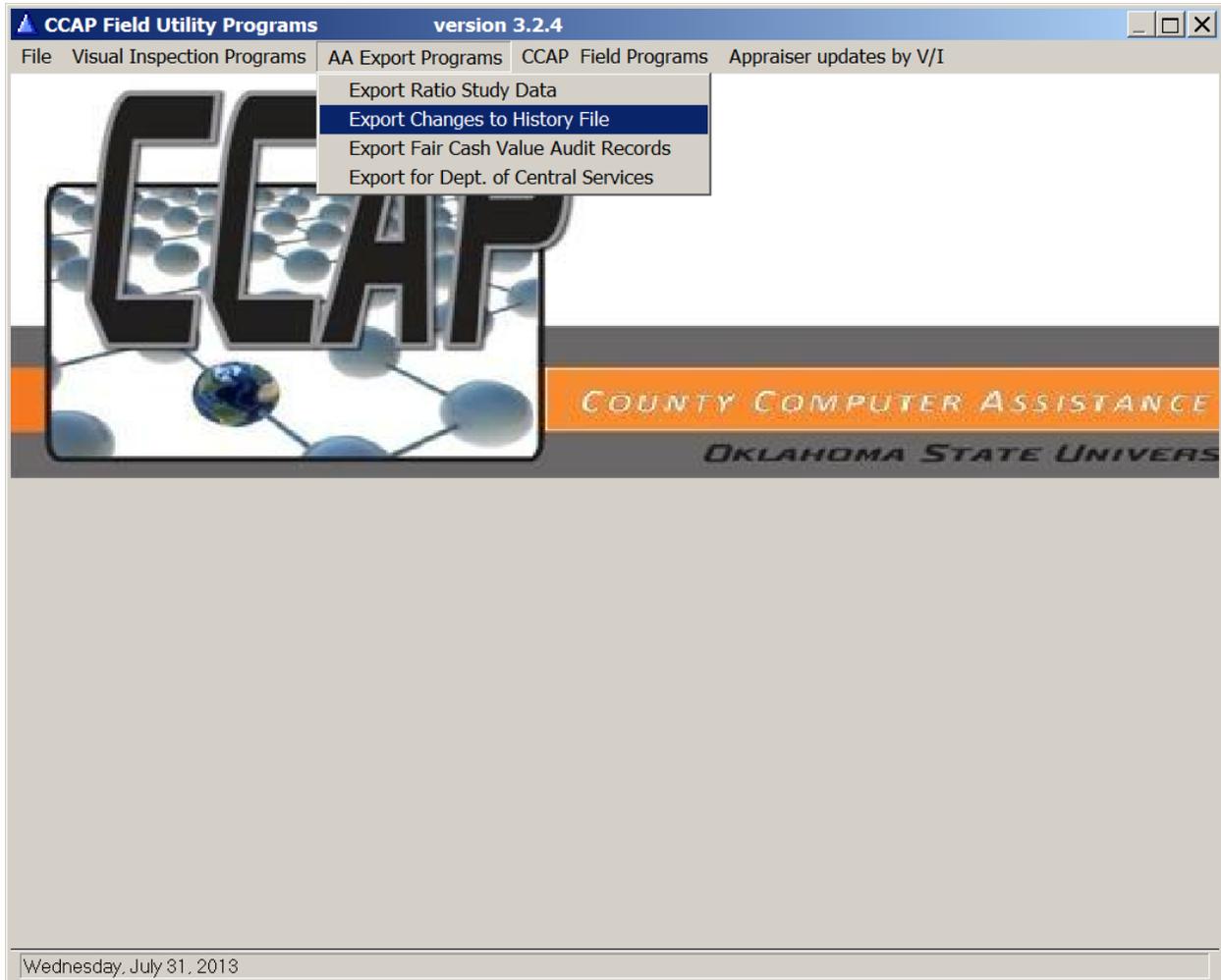
The screenshot shows a Microsoft Excel spreadsheet with the following data:

1	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P								
	CAMA Parcel Num	AA Parcel Number	Owner Name	Land Use	V	AA	Curr	AA	Acre	AA	L	AA	Taxable	I	AA	Land Taxabl	Improv Ta	Misc Taxable	Mfg Ta	AA	Total Taxa	AA	LANDASSE:AA	IMI
2	0000-20N-09W-01-1-001-00	0000-01-20N-09W	BROOKS, JEREMY J	RuralAg	2	2013	78	0	3/04/2013	C.R	15,403	0	1,216	0	16,619	1,694								
3	0000-20N-09W-01-2-001-00	0000-01-20N-09W	SCOTT, JERRY D. AN	RuralRes	2	2013	5.62	0	3/04/2013	C.R	5,577	0	3,112	0	8,689	613								
4	0000-20N-09W-01-2-001-01	0000-01-20N-09W	BROOKS, JEREMY J.	RuralAg	2	2013	80.09	0	3/04/2013	C.R	17,568	0	0	0	17,568	1,932								
5	0000-20N-09W-01-2-002-00	0000-01-20N-09W	BROOKS, JEREMY J.	RuralAg	2	2013	57.74	0	3/04/2013	C.R	17,441	144,559	16,685	0	178,685	1,919								
6	0000-20N-09W-01-2-003-00	0000-01-20N-09W	DEPLANE, HOWAR	RuralAg	2	2013	7	0	3/04/2013	C.R	5,923	38,397	25,362	0	69,682	652								
7	0000-20N-09W-01-2-004-00	0000-01-20N-09W	TURNER, JOHNNY L.	RuralRes	2	2013	1	0	3/04/2013	C.R	2,500	53,024	4,076	0	59,600	275								
8	0000-20N-09W-01-2-005-00	0000-01-20N-09W	HAJEK, BRENT L.	RuralRes	2	2013	3	0	3/04/2013	C.R	5,185	109,180	37,194	0	151,559	570								
9	0000-20N-09W-01-3-001-00	0000-01-20N-09W	CDWARDS, DEULAH I	RuralAg	2	2013	160	0	3/04/2013	C.R	37,760	0	0	0	37,760	4,154								
10	0000-20N-09W-01-4-001-00	0000-01-20N-09W	WEBB, JEANNETTE S	RuralAg	2	2013	120	0	3/04/2013	C.R	33,533	0	0	0	33,533	3,689								
11	0000-20N-09W-01-4-001-01	0000-01-20N-09W	JONES, NOEL	RuralAg	2	2013	120	0	3/04/2013	C.R	34,971	0	0	0	34,971	3,847								
12	0000-20N-09W-02-1-001-00	0000-02-20N-09W	EDWARDS, BEULAH I	RuralAg	2	2013	76	0	3/04/2013	C.R	20,994	0	0	0	20,994	2,309								
13	0000-20N-09W-02-1-002-00	0000-02-20N-09W	EDWARDS, BEULAH I	RuralAg	2	2013	76	0	3/04/2013	C.R	22,704	0	0	0	22,704	2,497								
14	0000-20N-09W-02-2-001-00	0000-02-20N-09W	KIRCHNER, BECKI	RuralAg	2	2013	152	0	3/04/2013	C.R	43,070	94,346	27,341	0	164,757	4,738								
15	0000-20N-09W-02-3-001-00	0000-02-20N-09W	POLLARD, MARY ELI	RuralAg	2	2013	160	0	3/04/2013	C.R	41,462	0	0	0	41,462	4,561								
16	0000-20N-09W-02-4-001-00	0000-02-20N-09W	EDWARDS, BEULAH I	RuralAg	2	2013	160	0	3/04/2013	C.R	44,498	0	0	0	44,498	4,895								
17	0000-20N-09W-03-1-001-00	0000-03-20N-09W	GREGORY, CURTIS	RuralAg	2	2013	70	0	3/04/2013	C.R	13,586	0	0	0	13,586	1,494								
18	0000-20N-09W-03-1-002-00	0000-03-20N-09W	GREGORY, JIM C. E	RuralAg	2	2013	80	0	3/04/2013	C.R	15,895	0	3,937	0	19,832	1,726								
19	0000-20N-09W-03-2-001-00	0000-03-20N-09W	PALMER, DAISY RLE	RuralAg	2	2013	149	0	3/04/2013	C.R	36,704	20,165	3,175	0	60,044	4,037								
20	0000-20N-09W-03-3-001-00	0000-03-20N-09W	SUIT FAMILY, LLC	RuralAg	2	2013	160	0	3/04/2013	C.R	28,221	34,147	4,874	0	67,242	3,104								
21	0000-20N-09W-03-4-001-00	0000-03-20N-09W	GREGORY, JIM C. E	RuralAg	2	2013	160	0	3/04/2013	C.R	25,677	0	432	0	26,109	2,824								
22	0000-20N-09W-04-1-001-00	0000-04-20N-09W	FRANKLIN, MARILYN	RuralAg	2	2013	148	0	3/04/2013	C.R	43,990	56,979	8,407	0	109,376	4,839								
23	0000-20N-09W-04-2-001-00	0000-04-20N-09W	DETRICK, STEVEN T.	RuralAg	2	2013	147	0	3/04/2013	C.R	39,334	137,095	41,956	0	218,385	4,327								
24	0000-20N-09W-04-3-001-00	0000-04-20N-09W	SMITH, JEFFREY K.	RuralAg	2	2013	160	0	3/04/2013	C.R	45,181	0	0	0	45,181	4,970								

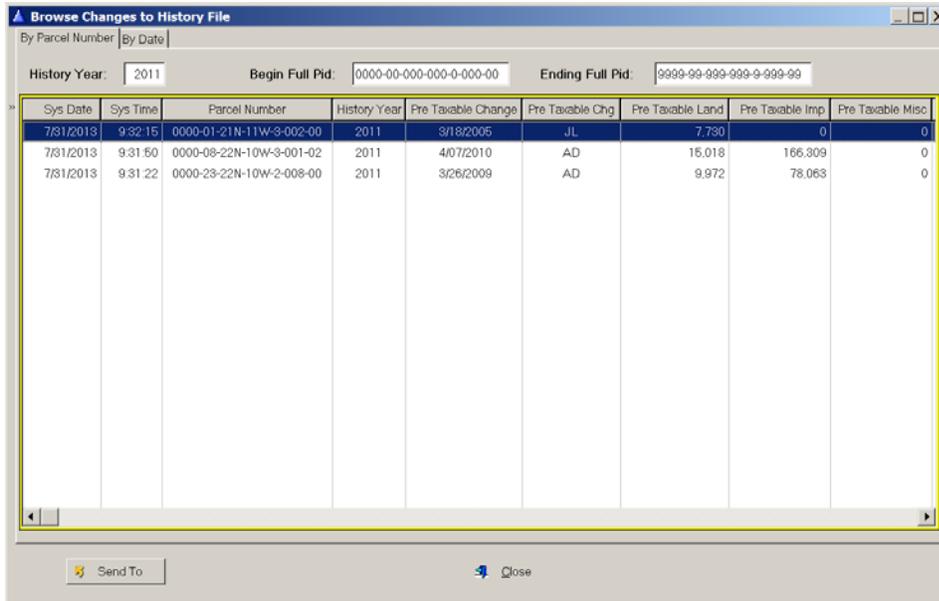
Let's look at all the info included in this file.

Export Changes to History File

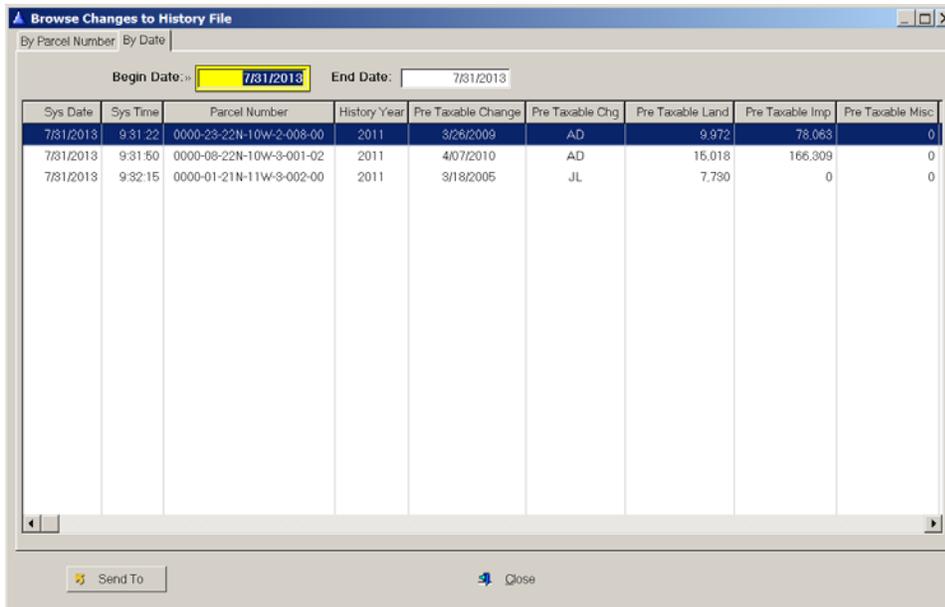
Now select **Export Changes to History File**.



When this screen opens, TAB key to the History Year which is now highlighted in yellow, then TAB to the Begin Full PID and enter your number then TAB to the Ending Full PID and enter that number then TAB to have the data display.

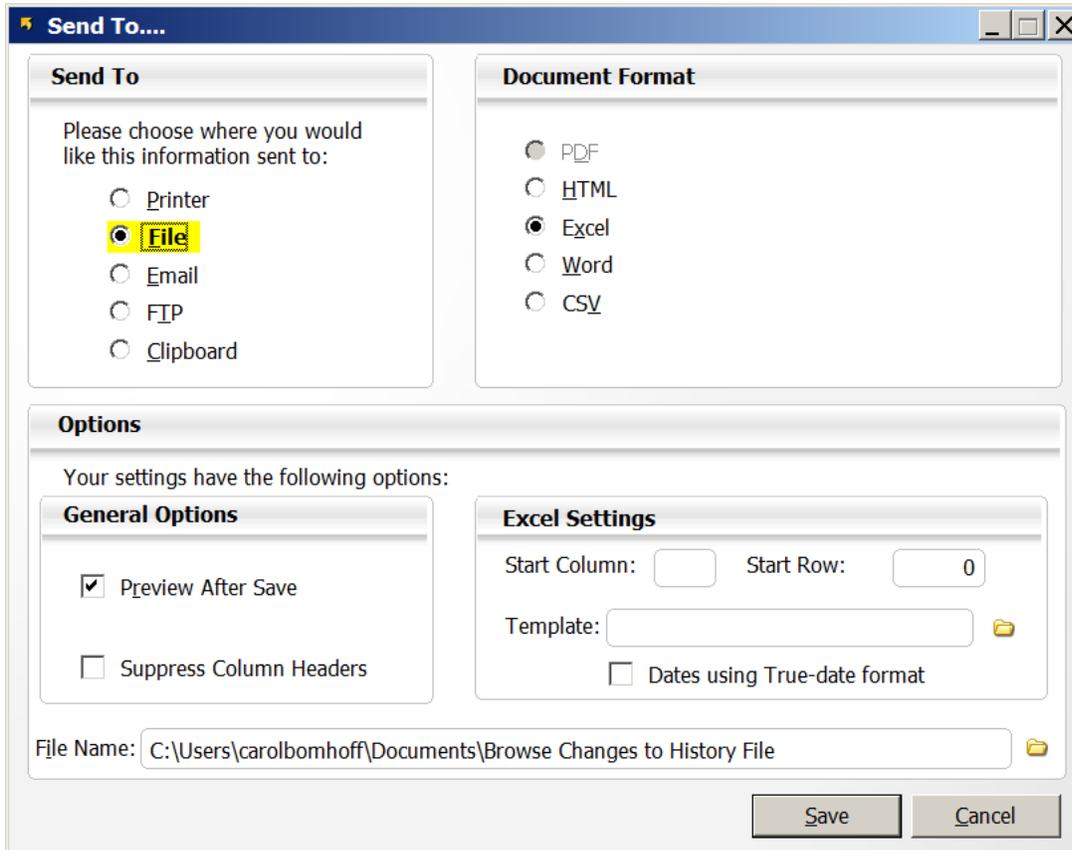


The By Date option works the same as PID. TAB to have first date field highlighted then TAB to enter the End Date and then TAB to have the data displayed.



This program appends the data, it does NOT overwrite it.

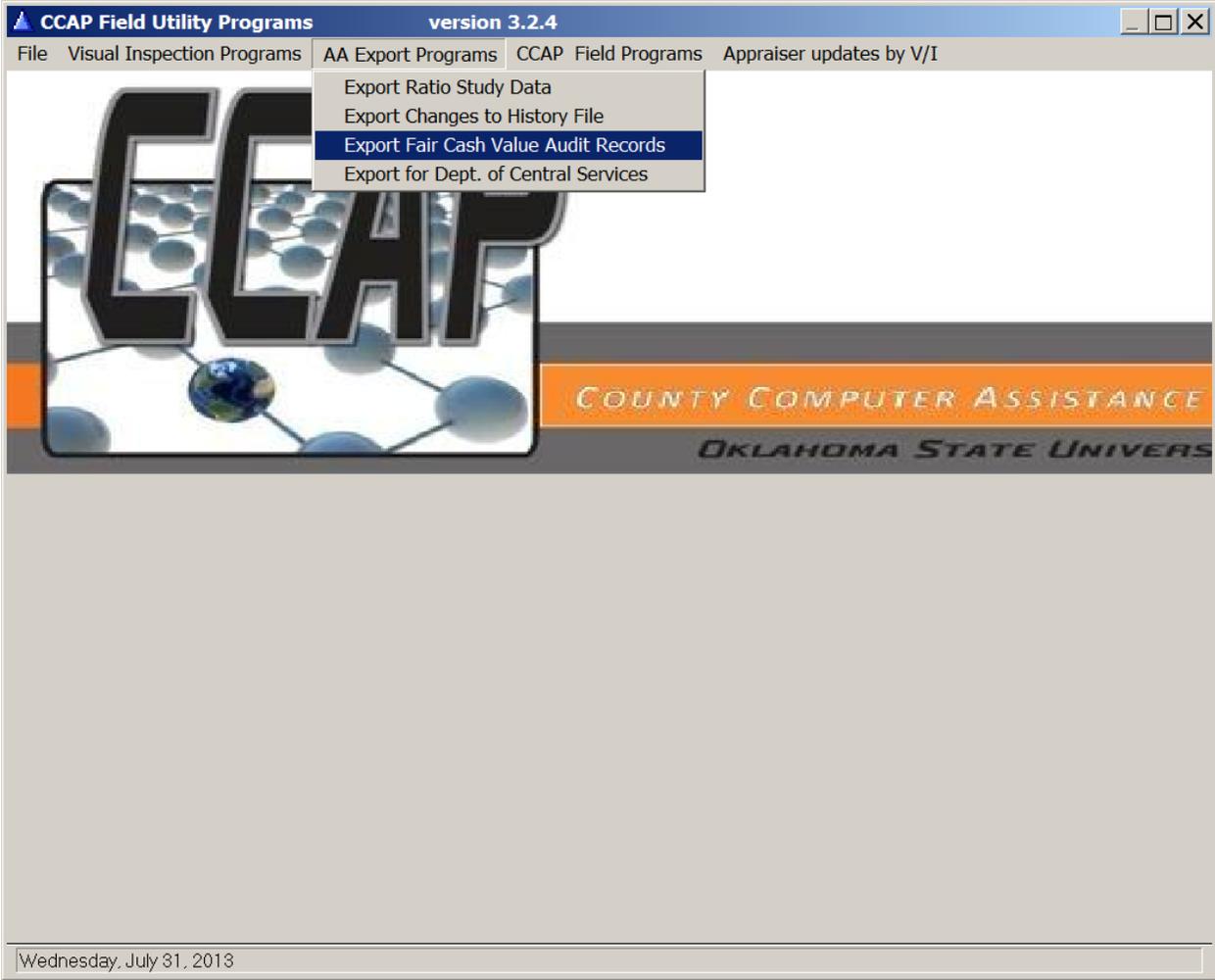
In both options you can export this info to EXCEL by selecting the SEND TO button.



Lots of info is sent to this excel file.

Export Fair Cash Value Audit Records

Now let's look at the **Export Fair Cash Value Audit Records** option.

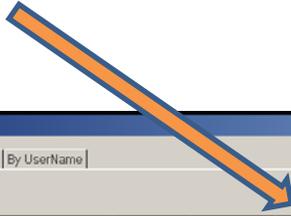


This Browse contains all records that were dumped from CAMA. The import types available are:

C=current year

F=future year

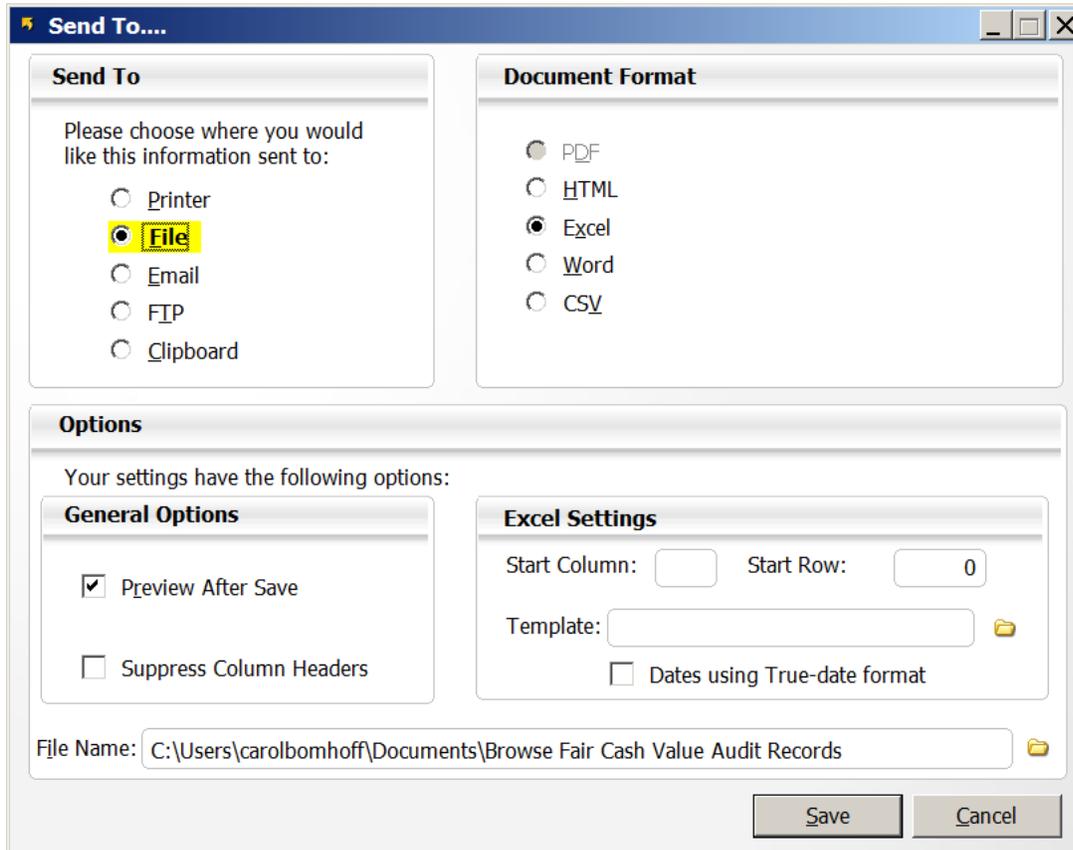
P=personal



Browse Fair Cash Value Audit Records										
By Tax Id By Date, Time By Parcel Number By Name By UserName										
Tax Id	System Date	System Time	Parcel Number	Name	Record Type	Import Type C.F.P.	Date Before Change	Initials before Change	AA old Taxableland	AA old Taxableimpro
6.857	3/04/13	17:20:04	0050-00-071-013-0-001-00	CARLISLE, N	R	C	3/04/2013	DR	1,875	
6.858	3/04/13	17:20:05	0050-00-071-013-0-002-00	MARTENS, S	R	C	3/04/2013	DR	6,406	
6.859	3/04/13	17:20:05	0050-00-071-015-0-001-00	METZ, TIM	R	C	3/04/2013	DR	4,375	
6.860	3/04/13	17:20:05	0050-00-071-016-0-001-00	METZ, TIM	R	C	3/04/2013	DR	4,375	
6.861	3/04/13	17:20:05	0050-00-071-017-0-001-00	HAMMER, H	R	C	3/04/2013	DR	4,375	
6.862	3/04/13	17:20:05	0050-00-071-018-0-001-00	HAMMER, H	R	C	3/04/2013	DR	4,375	
6.863	3/04/13	17:20:05	0050-00-071-019-0-001-00	CARUSO, PA	R	C	3/04/2013	DR	4,375	
6.864	3/04/13	17:20:05	0050-00-071-020-0-001-00	WILLITS PRO	R	C	3/04/2013	DR	5,635	
6.865	3/04/13	17:20:05	0050-00-071-022-0-001-00	WILLITS PRO	R	C	3/04/2013	DR	4,375	
6.866	3/04/13	17:20:05	0050-00-071-023-0-001-00	DELGADO, I	R	C	3/04/2013	DR	4,375	
6.867	3/04/13	17:20:05	0050-00-071-024-0-001-00	BLACK, CAR	R	C	3/04/2013	DR	5,110	
6.868	3/04/13	17:20:05	0050-00-072-001-0-001-00	MCDONALD,	R	C	3/04/2013	DR	2,992	
6.869	3/04/13	17:20:05	0050-00-072-001-0-001-01	GARD, MATT	R	C	3/04/2013	DR	252	
6.870	3/04/13	17:20:05	0050-00-072-001-0-002-00	MURPHY, TE	R	C	3/04/2013	DR	3,528	
6.871	3/04/13	17:20:05	0050-00-072-007-0-002-00	T H ROGERS	R	C	3/04/2013	DR	5,400	
6.872	3/04/13	17:20:05	0050-00-072-009-0-001-00	KECK, GEOF	R	C	3/04/2013	DR	1,680	
6.873	3/04/13	17:20:05	0050-00-072-013-0-001-00	KECK, GEOF	R	C	3/04/2013	DR	1,750	
6.874	3/04/13	17:20:05	0050-00-072-014-0-001-00	KECK FOOD	R	C	3/04/2013	DR	2,625	
6.878	3/04/13	17:20:05	0050-00-073-001-0-001-00	TKTT, LLC	R	C	3/04/2013	DR	2,520	
6.879	3/04/13	17:20:05	0050-00-073-003-0-001-00	O'MALLEY, S	R	C	3/04/2013	DR	25,200	
6.881	3/04/13	17:20:05	0050-00-073-015-0-001-00	PENDERGR	R	C	3/04/2013	DR	2,520	

You can select to send this to an Excel file.

Again, you must have Excel on your computer to run this.



Click Save button.

Browse Fair Cash Value Audit Records.xlsx - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View

Clipboard Font Alignment Number Styles Cells Editing

A1	Tax Id												
A	B	C	D	E	F	G	H	I	J	K	L	M	
1	Tax Id	System Date	System Title	Parcel Number	Name	Id Type	Import Type	Date Before	Initials	taxable land	improvements	AA old Taxable misc	AA old Tax
2	1	3/04/13	17.16.09	0000-C1-20N-09W-1-001-00	BROOKS, JEREM	R C		3/04/2013	DR	15.403	0	1,216	
3	2	3/04/13	17.16.09	0000-C1-20N-09W-2-001-00	SCOTT, JERRY D	R C		3/04/2013	DR	5.577	0	3,329	
4	3	3/04/13	17.16.09	0000-C1-20N-09W-2-001-01	BROOKS, JEREM	R C		3/04/2013	DR	17.568	0	0	
5	4	3/04/13	17.16.09	0000-C1-20N-09W-2-002-00	BROOKS, JEREM	R C		3/04/2013	DR	17.304	86.052	9,932	
6	5	3/04/13	17.16.09	0000-C1-20N-09W-2-003-00	DELAPLANE, HC	R C		3/04/2013	DR	5.923	39.485	22,245	
7	6	3/04/13	17.16.09	0000-C1-20N-09W-2-004-00	TURNER, JOHN	R C		3/04/2013	DR	2.500	53.313	3,120	
8	7	3/04/13	17.16.09	0000-C1-20N-09W-2-005-00	HAJEK, BRENT L	R C		3/04/2013	DR	5.185	122.264	19,696	
9	8	3/04/13	17.16.09	0000-C1-20N-09W-3-001-00	EDWARDS, BEU	R C		3/04/2013	DR	37.768	0	0	
10	9	3/04/13	17.16.09	0000-C1-20N-09W-4-001-00	WEBB, JEANNET	R C		3/04/2013	DR	33.533	0	0	
11	10	3/04/13	17.16.09	0000-C1-20N-09W-4-001-01	JONES, NOEL	R C		3/04/2013	DR	34.971	0	0	
12	11	3/04/13	17.16.09	0000-C2-20N-09W-1-001-00	EDWARDS, BEU	R C		3/04/2013	DR	20.994	0	0	
13	12	3/04/13	17.16.09	0000-C2-20N-09W-1-002-00	EDWARDS, BEU	R C		3/04/2013	DR	22.043	0	0	
14	13	3/04/13	17.16.09	0000-C2-20N-09W-2-001-00	KIRCHNER, BEC	R C		3/04/2013	DR	43.070	90.199	26,690	
15	14	3/04/13	17.16.09	0000-C2-20N-09W-3-001-00	PCLLARD, MAR	R C		3/04/2013	DR	41.462	0	0	
16	15	3/04/13	17.16.09	0000-C2-20N-09W-4-001-00	EDWARDS, BEU	R C		3/04/2013	DR	44.498	0	0	
17	16	3/04/13	17.16.09	0000-C3-20N-09W-1-001-00	GREGORY, CUF	R C		3/04/2013	DR	13.586	0	0	
18	17	3/04/13	17.16.10	0000-C3-20N-09W-1-002-00	GREGORY, JIM	R C		3/04/2013	DR	15.695	0	0	
19	18	3/04/13	17.16.10	0000-C3-20N-09W-2-001-00	PALMER, DA SY	R C		3/04/2013	DR	33.704	19.974	2,421	
20	19	3/04/13	17.16.10	0000-C3-20N-09W-3-001-00	SUIT FAMILY, L	R C		3/04/2013	DR	23.221	31.800	5,233	

Sheet1

Ready 100%



AA TIMELINE AT A GLANCE

Action	January	February	March	April	May	June	July	August	September	October	November	December
Update exemptions-check records by RX code-Update laptops-update cama business tables	→											
(OTC) Progress report to Legislature and SBOE on county VI program		→										
Hold new freeze codes til after values dumped-Start edit process of CAMA RE values-Dump CAMA values	→		→									
Cleanup Exempts-Create History Work File for Report Writer-Change of Value Notices-Apply personal penalties after March 15			→	→								
(OTC) Create history file for CAMA RE				→								
Start edit process of CAMA personal values-Apply personal penalties after April 15				→	→							
(OTC) Run CAMA VALPP & create PP history file-Dump CAMA values					→							
June Abstract creation-also print Excise Board and HE reports						→						
Clear change notice comments before entering next year's comments						→						
Homestead report due by July 1 st						→						
Balance Public Service values-also print Excise Board report								→				
LCAMAHIS									→	→	→	→
Freeze & Extend Tax Rolls-Tax Roll Abstract										→	→	→
Excise Board Report balance with Masterfile Change report & June Excise Board Report										→	→	→
Make tax roll corrections in History file										→	→	→
Print tax roll to a pdf										→	→	→
Print assessment rolls to a pdf										→	→	→
Enter new cap and freeze codes											→	→



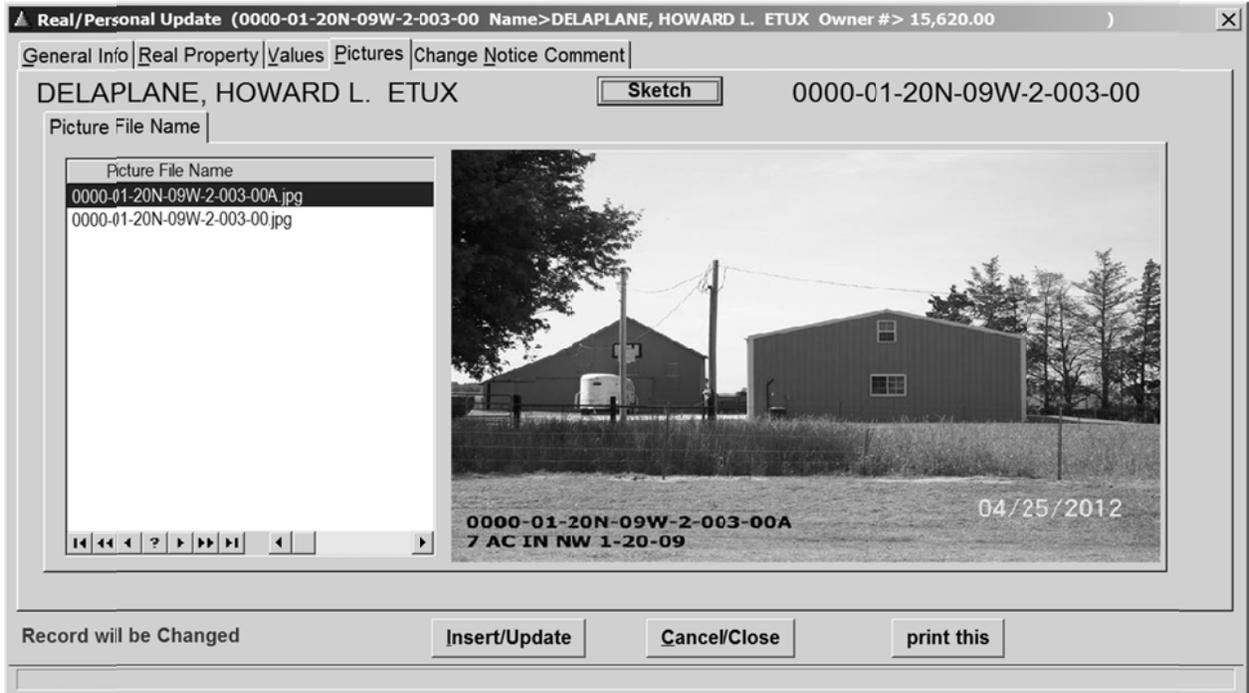
Just Stuff

Stuff you may have forgotten.

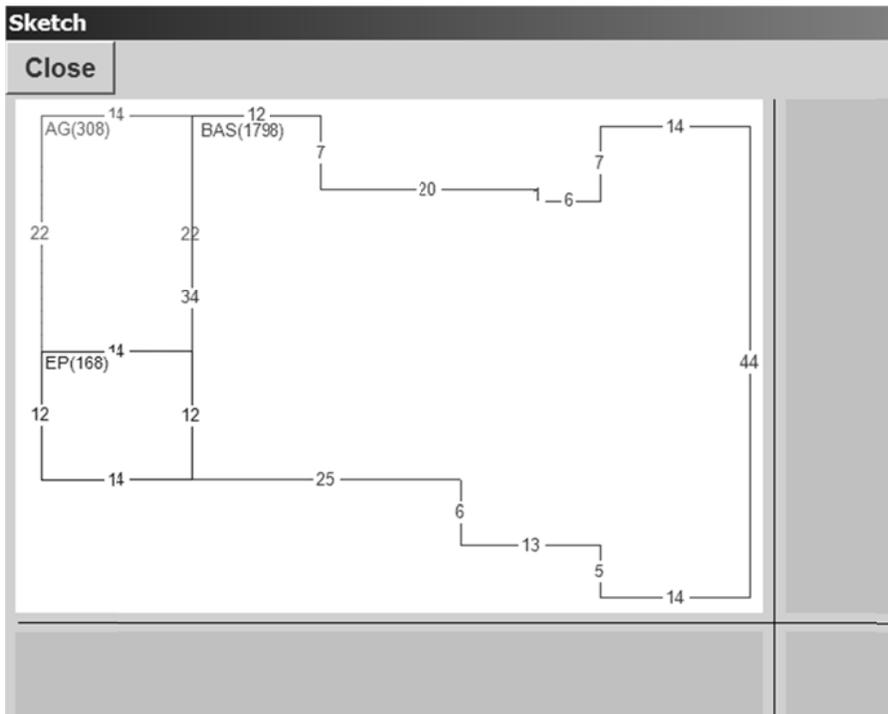
From the Browse screen hold the alt button down and left mouse click on a parcel. If there are images for that record it will display up to four.



From the pictures tab of a selected record click on the Sketch button.



This screen will display up to four sketches per record.



If you have a scroll mouse you can zoom in and out with the scroll (wheel). Also if you left mouse click hold the button you can then move the image around with in the window.

Initials

C.R = Values rolled from CAMA X.R = LCAMAHIS has been run and it can overwrite a C.R if run after values updated.

Real/Personal Update (0000-01-01N-09E-4-000-00 Name>RUSSELL, CHARLES DAVID OR Owner #> 16,550.00)

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

Parcel Number: 0000-01-01N-09E-4-000-00 Name: RUSSELL, CHARLES DAVID OR

Values Changed Date	Taxable Market (Capped)	Assessed	Fair Cash Value (Un-Capped)
2/23/2012 C.R	Land Value: 1,719	223	1,719
	Improved Value: 114,686	14,909	114,686
	Miscellaneous: 786	102	786
	Mfg Home Value: 0	0	0
	Total: 117,191	15,234	117,191

Freeze Status: Code: ? Base Homestead: 1,000 Lock Base
 Change Initials: Double Homestead: 0 Status Lock Double ?
 Status Date:

Cap Status: Code: CI ? Disabled Veteran: 0 Disabled Veteran
 Change Initials: Total Exemption: 1,000
 Status Date: 3/02/2010

Net Assessed: 14,234

Record will be Changed