

Oklahoma Tax Commission  
65th Annual Educational Conference  
For Assessing Officers



Basic CAMA IQ Instruction

August 4—7, 2009  
Tulsa, Oklahoma  
Southern Hills Marriott

## **BASIC CAMA IQ INSTRUCTION**

- IQ can be used for finding errors in the CAMA database, creating parameter files or creating a listing.
- IQ is a read-only program. You can not damage your CAMA data using IQ.
- IQ is an old DOS program. With Windows, IQ sometimes doesn't "Edit" well. To avoid re-writing a long procedure, try to edit a procedure on different machines.
- If a report doesn't print, send the output to a file, then print the file using Notepad or Word.
- You can not use your mouse to move around in IQ. You must use the arrows on the keyboard.
- IQ outputs the parcel number in Addition-Township-Range-Section format (AAAA-TTT-RRR-SS-0-000-00).
- There are two main types of fields in IQ: ALPHA fields accept letters, numbers, and some symbols; NUMERIC fields accept only numbers.
- The Search field is not related to the Output. Search is information selection; Output is what we want to see in our final report.
- Each screen in CAMA has its own Data Dictionary. For example, the Land screen information is found in the APLUS LAND FILE dictionary; the Sale screen information is in the APLUS SALE FILE dictionary. If information is needed from more than one screen, such as the Land Size and the Sale Price, it can be found in the ALL REAL PROP FILES dictionary.

## Accessing the IQ Program

If you have an Icon for the old AA program menu, click on it. The batch file to start IQ in most counties is 'Z'. On many of the newer workstations there is not an Icon for the old AA program menu. If this is the case, do the following:

1. Left click on Start in the lower left hand corner of the screen.
2. Select 'All Programs', then 'Accessories', then 'Command Prompt'. This will open a new window with a DOS prompt.
3. Type *F:*
4. Hit <enter>
5. Type *CD\CASMENU*
6. Hit <enter>
7. Type *MYMENU*
8. Hit <enter>

From this menu, select 'Z' to start IQ.

To create an IQ Icon on the desktop:

1. Right click on Start in the lower left hand corner of the screen.
2. Select 'Explore'
3. Find the 'F:' drive, then the CAMA folder, then under it the 'IQ' folder.
4. Look for the IQ file. There are two of them. The icon for the one we want looks like a gear, and if you hold the mouse over it, it will indicate it is an 'MS-DOS Batch' file.



IQ

5. Right click, then click on 'Create Shortcut'
6. In the same window, find the Icon labeled 'Shortcut to IQ' and copy it to your desktop



Shortcut to IQ

### Search Criteria

The Search function is used to select records. The information in a field can be selected based on several parameters: Equal, Not Equal, Greater Than, Less Than, Greater Than or Equal to, Less Than or Equal to; and Multiple Values or Range of Values. In addition, an Alpha field allows the options of the information in the field to Match, Contain, Begin With, or End With the character(s).

If we want a list of all the exempt parcels, we would search for property use code that is exempt. The use code is on the Master Screen, so we would look in the APLUS MASTER FILE dictionary.

Search Criteria

Prop-Use-Code	Equal	Matches	Constant	0007
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(In CAMA, the Use Codes are numeric, 0001 thru 0007).

Enter More Search Criteria? No

This would be represented in IQ as:

SEARCH FOR PROP-USE-CODE = '0007'.

This part of the procedure will find all the exempt parcels. To limit this to only the parcels owned by churches, we could change our search to find only records with the word 'church' in the name field. To do this we would do the following:

Search Criteria

Prop-Use-Code	Equal	Matches	Constant	0007
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Enter More Search Criteria? Yes

Combine with previous criteria using: And

Then select the next field:

Prop-Name-Last	Equal	Contains	Constant	Church
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Enter More Search Criteria? No

This would be represented in IQ as:

SEARCH FOR PROP-USE-CODE = '0007' and PROP-NAME-LAST = '\*CHURCH\*'

This will find all exempt parcels with 'Church' in the name field.

(The Prop-Use-Code field could be changed to 'Not Equal' to find any church property that is not exempt.)

### **Output Type**

The Output Type will generate a list of the properties that meet our search criteria. We now need to determine what we want to know about these properties. A simple report might contain only the name and parcel number of each property. For this listing:

Output Type   Columnar   Detail Only   Prop-Name-Last   Prop-Parcel-Number

Use the 'End' key to stop the selection.

The report has been created. To display this report, select EXECUTE PROCEDURE, then DISPLAY. A list of property selected will be displayed on the screen with the two fields we asked for.

## Sorting Order

The default listing is in parcel number order. To get a listing in alphabetic (or any other) order, we use the SORT option.

Sorting Order Ascending Prop-Name-Last More Fields? No

To display this new report, select EXECUTE PROCEDURE, then DISPLAY. A list of property selected will now be displayed in alphabetical order.

PROP-NAME-LAST	PROP-PARCEL-NUMBER
-----	-----
1ST BAPTIST CHURCH,	0002-036-001-00-0-000-00
1ST BAPTIST CHURCH,	0002-036-002-00-0-000-00
1ST BAPTIST CHURCH,	0002-036-003-00-0-000-00
1ST BAPTIST CHURCH,	0002-036-004-00-0-000-00
APOSTOLIC CHURCH	0165-012-009-00-0-000-00
BAPTIST CHURCH	0000-011-022-04-0-018-00
BAPTIST CHURCH	0000-011-026-26-0-028-00
BAPTIST CHURCH	0010-001-001-00-0-002-00
BLUNT BAPTIST CHURCH	0000-012-024-07-0-028-00
BLUNT BAPTIST CHURCH	0000-012-024-07-0-038-00
CATHOLIC CHURCH	0000-012-024-28-0-005-00
CHRISTIAN CHURCH	0230-000-001-00-0-000-00
CHRISTIAN CHURCH	0230-000-002-00-0-000-00
CHRISTIAN CHURCH	0230-000-003-00-0-000-00
CHRISTIAN CHURCH	0230-000-004-00-0-000-00
CHURCH	0055-000-014-00-0-000-00
CHURCH	0315-010-004-00-0-000-00

**Data Edits**

IQ is useful to examine CAMA data for possible errors. A simple procedure might be to look for any cost figures on the Miscellaneous Screen that are more than \$50 per square foot.

To do this:

In the APLUS MISC FILE

Search Criteria  
                   MISC-MISC-UNIT-PRICE      Greater Than      Constant      50

Enter More Search Criteria?    No

Output Type                    Columnar                    Detail Only  
                   MISC-PARCEL-NUMBER                    MISC-MISC-UNITS  
                   MISC-MISC-UNIT-PRICE                    MISC-MISC-CODE-DESC

Hit the <end> key to end the selection.

Sorting Order                    Descending                    MISC-MISC-UNIT-PRICE

More Fields?      No

Execute Procedure      Display

The report should look something like this:

MISC-PARCEL-NUMBER	MISC-MISC-UNITS	MISC-MISC-UNIT-PRICE	MISC-MISC-CODE
0000-011-025-28-0-025-00	1.00	6408.00	CONVERSION OF
0000-010-025-12-0-005-00	1.00	6382.00	CONVERSION OF
0000-013-022-29-0-013-00	1200.00	6250.00	Utility Bldg
0000-011-022-01-0-006-00	1 00	6200 00	Barn Pole

1200 sq ft X \$6250 = \$7,500,000 Probably an error.

To save this procedure for future use, arrow to Save Procedure. Hit <enter>.

Do you want to replace an existing procedure? No

Enter descriptive name of procedure: MISC PRICE TOO HIGH (or whatever you'd like, 30 characters or less)

## **Parameter Files**

There are several procedures in IQ to create files to do specific things in CAMA. For example, you can select to print only business personal accounts, or roll values for a few additions at the same time. These parameter files have specific names and must be in the workstation folder (F:\CASMENU\WKST-??) where you are working.

The files created must be 'ASCII FIXED' and the names for these files are:

To Roll Real Estate Values the parameter file must be named PROP.DRV

To Print Personal Renditions the parameter file must be named PERSONAL.OKW

To Penalize Personal Accounts the parameter file must be named PEN.DRV

To Roll Personal Values the parameter file must be named TPPROP.DRV

## USE OF IQ EDITS

There are currently more than 40 procedures in the IQ system of CAMA to check the accuracy of data entry and field work. This section will attempt to explain the IQ procedures by location, the name of the procedure, and what it looks like.

### APLUS AREA FILE

Porch Check 1thru 6	Checks for multiple types of primary porches on drawing.
Garage Check 1 thru 4	Checks for multiple types of primary garages or carports on the drawing.

### APLUS BLDG FILE

Comm Parcel Dep Table Check	Lists Commercial depreciation tables by Class, Quality, and Frame. Lists all commercial parcels, must be reviewed manually.
MH Central heat W/O Air	Looks for Mobile Homes with central heat and no central air or central air and no heat (there are some that are right, but probably not if it's built recently).
MH Cond Avg Dep Table	Looks for Mobile Homes in Average Condition with a depreciation table other than MA or OC.
MH Cond Fair Dep Table	Looks for Mobile Homes in Fair Condition with a depreciation table other than MF or OC.
MH Cond Good Dep Table	Looks for Mobile Homes in Good Condition with a depreciation table other than MG or OC.
MH County Mult	Looks for Mobile Homes with a County-Wide adjustment other than 999.
MH Dep Table Not MH	Looks for Mobile Homes with a Dep Table other than MA, MF, MG, or OC.
MH No Heat No Fireplace	Looks for Mobiles Homes with no source of heat. Most should have either some type of heat or a stove or fireplace.
MH Plus Classes	Looks for Mobile Homes that are plus or minus classes. The system won't accept these anymore, but did originally. They won't cost!

MH Steam Heat	Looks for Mobile Homes with Steam Heat. There shouldn't be any.
MH with Slab Foundation	Looks for Mobile Homes with a Slab Floor. If they have one, they aren't mobile!
MH Yr Blt Before 1950	Looks for Mobile Homes built in the 40's or earlier. There shouldn't be any.
Res Central Heat W/O Air	Looks for houses with Central Heat and no Central Air, or Central Air and no Central Heat. There will be a few, but they will be older.
Res Class A Dep Table	Looks for Class A houses with a Dep Table other than A* or OC.
Res Class B Dep Table	Looks for Class B houses with a Dep Table other than B* or OC.
Res Class C Dep Table	Looks for Class C houses with a Dep Table other than C* or OC.
Res Class D Dep Table	Looks for Class D houses with a Dep Table other than D* or OC.
Res Cond Avg Dep Table	Looks for houses in Average condition with a Dep table other than *A or OC.
Res Cond Exc Dep Table	Looks for houses in Excellent condition with a Dep table other than *E or OC.
Res Cond Fair Dep Table	Looks for houses in Fair condition with a Dep table other than *F or OC.
Res Cond Good Dep Table	Looks for houses in Good condition with a Dep table other than *G or OC.
Res Cond Poor Dep Table	Looks for houses in Poor condition with Dep Table other than *P or OC.
Res County Mult Not 000	Looks for houses with a County-Wide Adjustment not 000. There shouldn't be any.
Res Floor Cover Not Avg	Looks for houses with Floor Cover other than Avg. Initially, all houses should be listed as average.
Res Interior Finish Not Avg	Looks for houses with Interior Finish other than Avg. Initially, all houses should be listed as average.
Res No Heat No Fireplace	Looks for houses with no source of heat. Most should have either some type of heat or a stove or fireplace.

Res Steam Heat	Looks for houses with steam heat. Any that exist in your county should have a year built prior to 1920. Also, check to see if steam heat is still functional.
Res With Slab Before 1955	Looks for houses with slab foundation built prior to 1955. There will be some, but will primarily have concrete block walls and be of low quality.
Res Yr Blt Before 1900	Looks for houses built prior to 1900. In some counties this has been modified to the year 1895. There will be a few that show up in most counties, but if one says 0093 or 1695, it's wrong!

### **APLUS LAND FILE**

Acres Less Than .1	Looks for land size, acres only, less than .1. There will be some, but remember that .1 acre is only 4356 sq ft.
Acres More Than 160	Looks for land size, acres only, more than 160.
Ag Land Zoning-Adj Code	Looks for zoning (CR, IP, NP, or TM) and Adj code in Ag Land to ensure that it matches for pricing and sorting.
Lots Less Than .1	Looks for land size, lots only, less than .1. There may be some, but remember .1 lot in Original Town is only 350 sq ft.

### **APLUS MISC FILE**

Dep Less Than 10%	Looks for depreciation on the MISC screen of less than 10% good.
Misc Unit Outliers	Looks for Miscellaneous structures less than 1 sq ft or more than 7500 sq ft.
More than \$30 & 5 Units	Looks for anything more than 5 units and \$30 per sq ft. There will be some Mobile Home Parks, and Class A or B secondary porches that show up that are OK. You will probably find some pools valued by the sq ft with a cost of \$5000 per sq ft.
Size Ls Th 1 or Ls Th \$1	Looks for anything less than 1 sq ft or less than \$1 per sq ft. There will be some asphalt paving that is OK.