

CAMA



PROCEDURAL INSTRUCTION MANUAL

2010

Calendar

Personal Property

Apply Penalties
Deleting Penalties
Printing Personal Renditions
Creating Personal History File
Roll Personal Values

Real Estate

Creating Real History File
Roll Real Values
Value Overrides
Download Server to Laptop
Upload Laptop to Server
Sales

Yearly Table Changes

Extra things to look for

December

Delete penalties

Table Changes

Print renditions

January

Download Server to Laptop for Small Town Visits (CAMA Utilities)
Late January to early February, impact study to capture loss/gain in value

February

Upload Laptop to Server (CAMA Utilities)

March

Roll Real Estate Values to AA

April

Create Real Estate History file in CAMA (builds file with value only)
Check for last possible date to mail notices

May

Apply Personal Property Penalty
Roll Personal Property to AA
Create Personal Property History file in CAMA (close to Abstract)

June

Create CAMA History with CAMA Utilities (duplicates database;
Able to make changes)

October

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

APPLYING PERSONAL PROPERTY PENALTIES

It is easier if the penalties for filing late are calculated at the time the rendition is received and entered into CAMA.

The penalties for not filing in the current year can be applied automatically in CAMA.

To apply a penalty at the time the rendition is entered into CAMA

The Market Value of the total property rendered is recorded.

In the **DETL** Screen, click '**New**'

Enter **PEN** on the **Property Class** line

Save

Edit - on the **Penalty Code** line enter **PPP**.

Enter the Market Value of the property rendered on the Total Prop Val., and the penalty percent (10 or 20) on the Penalty % line.

Save the record.

Personal Property Detail Data

File Menu Functions Help








Parcel Number

000020.00	No.	19	ABERCROMBIE, F.F.
-----------	-----	----	-------------------

Selected Item

--	--	--

Penalty	PEN	Penalties	000000001.00
Penalty Code	PPP	10&20% Penalty	
Total Prop Val.	0000008205		
Penalty %	0000000010		
Penalty #1 DESC			
Penalty #2 DESC			

Orig Cost	Appr Value	Value
820	821	821

APPLYING GROUP PENALTIES TO PARCELS NOT FILING IN THE CURRENT YEAR.

- 1.) Accounts that did not file at all for the current year can have the penalties calculated and applied as a group. To apply penalties automatically from the **CAMA TPP Menu** this procedure is used:

▲ In the F:\CAMA\D folder, make a copy of the OKTDETL.DAT AND OKTDETL.IDX files. These can serve as a back-up in case of an error.

In **CAMA**
MENU
TPP

Create Penalty Record – **PENAP**
All Parcels

Penalty %: 020 (▲ Careful here, it *will* accept 200%!)

Penalty Date: All accounts with an appraisal date before this will have a 20% penalty assessed. Generally, this date will be December 31, of the previous year.

Tpp Penalty Apply

File

All Parcels Penalty %

Parcel Range Penalty Date YYYYMMDD

Parameter File Selection

After the procedure runs, a listing of the Account Numbers and the amount each penalty was based on is generated. This should be reviewed carefully.

Report Display / Print Facility

File

Report Name 

STATE OF OKLAHOMA CURRENT YEAR

Page	1	Personal Property Penalty Create		
000830.00	3,245	020	RECORD	ADDED
000860.00	2,417	020	RECORD	ADDED
000920.01	59,949	020	RECORD	ADDED
001000.01	2,858	020	RECORD	ADDED
001060.00	745	020	RECORD	ADDED
001585.00	21,777	020	RECORD	ADDED
001590.00	2,325	020	RECORD	ADDED
001620.00	500	020	RECORD	ADDED
001640.00	2,635	020	RECORD	ADDED
001640.01	2,281	020	RECORD	ADDED
001770.00	876	020	RECORD	ADDED
002620.00	4,602	020	RECORD	ADDED
002840.00	1,177	020	RECORD	ADDED
002860.00	6,442	020	RECORD	ADDED
003020.01	24,991	020	RECORD	ADDED
003440.00	1,229	020	RECORD	ADDED
003610.00	6,916	020	RECORD	ADDED
003760.01	1,958	020	RECORD	ADDED
003880.01	9,625	020	RECORD	ADDED
004080.02	3,488	020	RECORD	ADDED
004080.03	3,723	020	RECORD	ADDED

If only certain types are to be penalized, such as only businesses, a parameter file can be created with IQ, creating a file named PEN.DRV in the F:\CASMENU\WKST-XX (the workstation number you are using) folder.

DELETING PERSONAL PROPERTY PENALTIES

Penalties on personal property can be deleted automatically in CAMA. This procedure should be run before the first mailing of renditions, usually in December.

▲ **Before** deleting the penalties, make a copy of the Detail files.

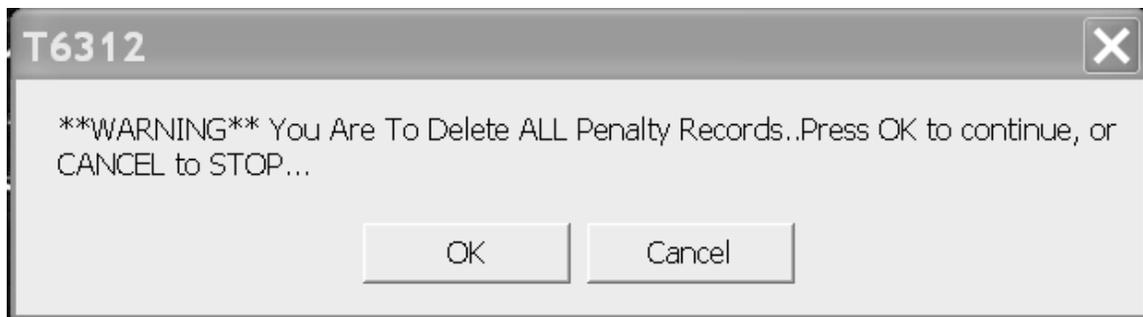
In the F:\CAMA\D folder, make a copy of the OKTDETL.DAT AND OKTDETL.IDX files. These can serve as a back-up in case of an error.

In **CAMA**

MENU

TPP

Delete TPP Pen.Recs - **PENDL**



Click **OK** and the program will remove all penalties. A report is generated showing which accounts had penalties that were deleted and the date they were deleted. This report may be printed for future reference.

Report Display / Print Facility

File

Report Name  

STATE OF OKLAHOMA CURRENT YEAR		DETL File Purge	
Page	1		
000830.00	3,245	20%	080721 T6313
000860.00	2,417	20%	080721 T6313
000920.01	59,949	20%	080721 T6313
001000.01	2,858	20%	080721 T6313
001060.00	745	20%	080721 T6313
001585.00	21,777	20%	080721 T6313
001590.00	2,325	20%	080721 T6313
001620.00	500	20%	080721 T6313
001640.00	2,635	20%	080721 T6313
001640.01	2,281	20%	080721 T6313
001770.00	876	20%	080721 T6313
002620.00	4,602	20%	080721 T6313
002840.00	1,177	20%	080721 T6313
002860.00	6,442	20%	080721 T6313
003020.01	24,991	20%	080721 T6313
003440.00	1,229	20%	080721 T6313
003610.00	6,916	20%	080721 T6313
003760.01	1,958	20%	080721 T6313
003880.01	9,625	20%	080721 T6313
004080.02	3,488	20%	080721 T6313
004080.03	3,723	20%	080721 T6313
004130.00	8,395	20%	080721 T6313
004860.00	5,308	20%	080721 T6313
005200.00	1,984	20%	080721 T6313

PRINTING PERSONAL PROPERTY RENDITIONS FROM CAMA

Before printing the renditions, make sure that you have deleted the penalties and imported new tables and changed the existing tables. See 'Yearly Table Changes' and CUSTM table.

TO PRINT ALL RENDITIONS AT ONE TIME

In **CAMA**

MENU

TPP

TPP Rendition Card – TCARD

TPP Card Selection Criteria

File

Selection Options

- 00 All Parcels
- 01 Account Number
- 02 School District
- 03 Name
- 04 Zip Code
- 05 Parm File

Enter Selections

Selection: 00 From: To:

In the Selection Field **type 00**

Click **RUN**

After running, the cards to be printed will appear on the screen, listing the number of accounts and the number of pages to be printed. To print these records, click the printer icon.

TO PRINT ONLY BUSINESS RENDITIONS

STEP ONE

At **DOS** prompt, type '**Z**' or whatever takes you to CAMA IQ program

Highlight "**All Pers Prop Files**" dictionary and **<enter>**

Stored procedure <enter>

Execute stored procedure, this category only.

Find procedure named '**BUS PRINT**' and press

<enter>

Execute to File

Choose **ASCII FIXED** and name the file: *PERSONAL.OKW*

Overwrite existing? **Yes**

Create a dictionary? **No**

Minimize window

STEP 2

Go to **START** button, *right click*

Select SEARCH and type name of file: *PERSONAL.OKW* and look in F:
drive

Locate file with correct name and today's date

Copy that file to F:\CASMENU\WKST-[XX] (the
workstation number you are using)

STEP 3

In **CAMA**

MENU

TPP

TPP Rendition Card – **TCARD**

TPP Card Selection Criteria

File

Selection Options

- 00 All Parcels
- 01 Account Number
- 02 School District
- 03 Name
- 04 Zip Code
- 05 Parm File

Enter Selections

Selection: 05 From: To:

More Selections Run

Exit

In the Selection Field **type 05**

Click **RUN**

After running, the cards to be printed will appear on the screen, listing the number of accounts and the number of pages to be printed. To print these records, **click the printer icon**.

To print Individual Personal Renditions, edit the IQ procedure to select accounts with *GDATA-KIND-ACCOUNT* = I and repeat from Step 2.

CREATING PERSONAL PROPERTY HISTORY FILE IN CAMA

A History File of the CAMA Personal Property values should be created each year. This lists a summary of the values broken down by category, but not by screen. This procedure should be run as soon as the CAMA values are finalized for the year. If value changes are made during hearings, the history file for a single account can be adjusted accordingly.

To Create the History File

In **CAMA**
MENU

Year End Processing

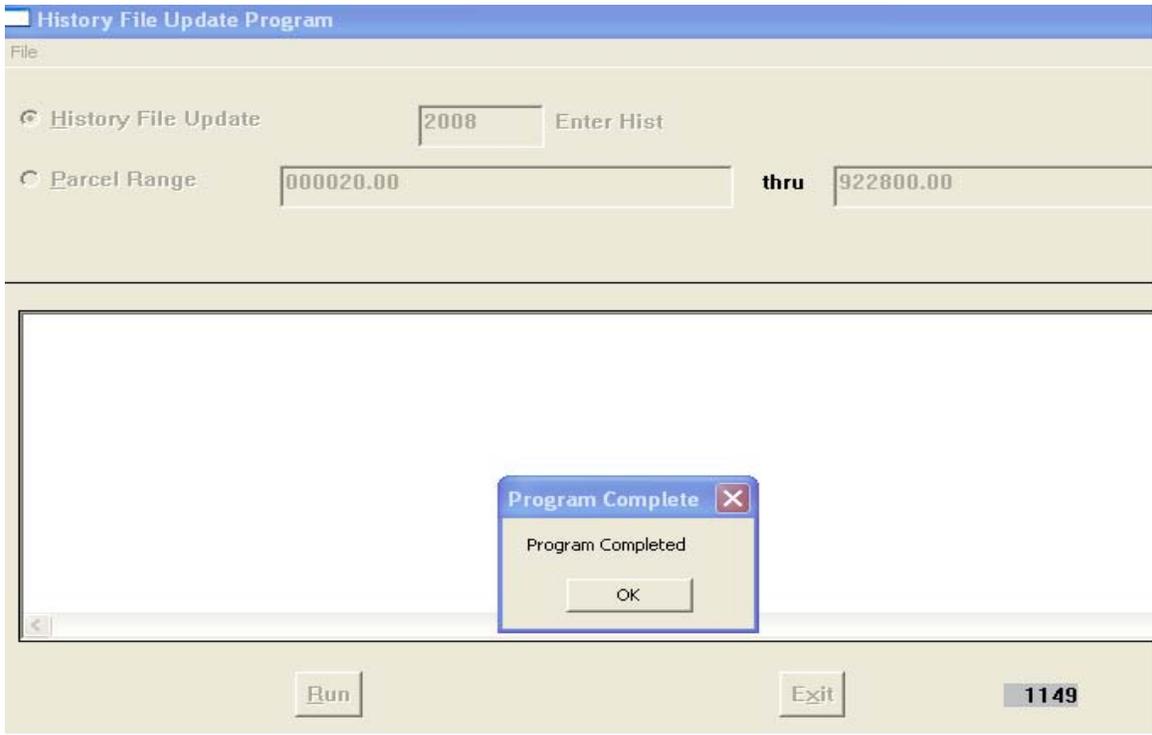
TPP Hist. File Auto-Update -**THFUP**

Select History File Update

Enter the History Year to be created

The screenshot shows a software window titled "History File Update Program". The window has a menu bar with "File". Below the menu bar, there are two radio buttons. The first is "History File Update" (selected) with a text box containing "2008" and the label "Enter Hist". The second is "Parcel Range" with a text box containing "000020.00", the word "thru", and another text box containing "922800.00". At the bottom of the window, there are two buttons: "Run" and "Exit".

Click **Run**



To View the Personal Property History File

In CAMA
MENU
TPP

History Data - HIST
Type in the account number and year to view

History Value Data	
Man. & Proc.	
Refr. & Gas Plt	
Oil-Gas-Mining	
Pipe Lines	
Prof\Office Eq	
Manftr Hme-L.L.	
Imp. Lease Land	
Inv-Furn-Fix-Eq	
Cattle	
Horse-Mule-Jack	
Oth Livestock	
Farm Tractors	823
Farm Eqp & Mach	7382
Household Equip.	
Oth Personal Pr	
16	
Val. Penalty	
18	
Exemptions	
20	
21	
22	
23	
24	
25	
26	

To create or view a CAMA Personal Property History File reflecting account details, see:

'Creating a CAMA History File using the CAMA Utilities'

ROLLING PERSONAL PROPERTY VALUES

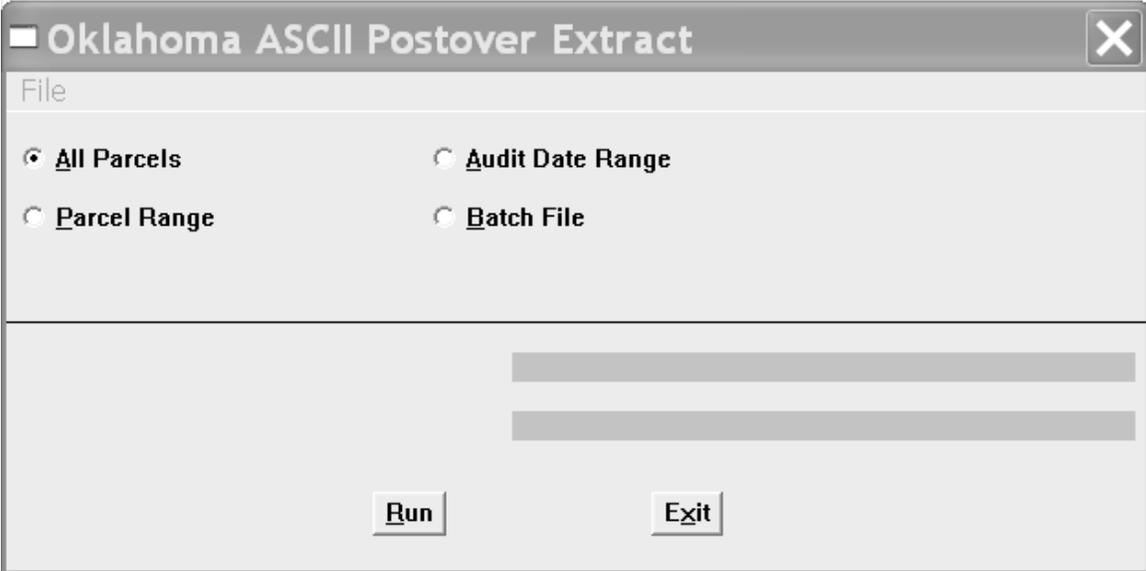
▲ Get everyone out of both systems

STEP ONE

- ▲ **Run** an Excise Board Report for later reference.
- ▲ Make a back-up of your AA personal property file:
Copy F:\COUNTY\CAS\CASDATA\AAMASTER.TPS to
F:\COUNTY\CAS\CASDATA\08MASTER.TPS

STEP TWO

In **CAMA**
MENU
YEAR END PROCESSING
TPP MARKET VALUE EXTRACT – VALPP
Select All Parcels
RUN



This will generate a report listing the Accounts to be rolled to AA and the values for each Account by category (Inventory, F& F, Livestock, etc.). The last page (we hope only one page) will list errors in CAMA that will need to be corrected.

Report Display / Print Facility

File

Report Name C:\CAMA\H\T5101OKL.RPT 1 Of 8

STATE OF OKLAHOMA CURRENT YEAR T5101OKL Value Transfer

Page 1

SELECTION BY: ACCOUNT RANGE FROM: . TO: 993720.00

APLUS ACCOUNT NUMBER	OVER CODE	OVER VALUE	CATEGORY	CATEGORY VALUE	QUANTITY
-		0	00 00	0 0	0 0
000000.00		0	16 08 21 00	50000 15707 26000 0	0 5 0 0
000000.01		0	00 00	0 0	0 0
000012.00		0	00 00	0 0	0 0
000020.00		0	08 00	1157 0	3 0
000021.00		0	08 00	1157 0	3 0
000040.00		0	16 08 00	4439 2995 0	0 14 0
000060.00		0	08 00	1157 0	3 0

Report Display / Print Facility

File

Report Name C:\CAMA\H\T5101OKL.RPT 86 Of 86

STATE OF OKLAHOMA CURRENT YEAR T5101OKL Value Transfer

Page 86 ERROR CROSS-REFERENCE REPORT

SELECTION BY: ACCOUNT RANGE FROM: 000020.00 TO: 922800.00

PAGE	LINE	ACCOUNT ID	EXCEPTION DESCRIPTION
2	3	001340.00	LINE NUMBER 008 TUSE CODE FFE TUSE NOT FOUND IN TABLE, ITEM NOT INCL
2	4	001460.01	LINE NUMBER 010 TUSE CODE TRACTOR TUSE NOT FOUND IN TABLE, ITEM NOT INCL
		2	ACCOUNT(S) LISTED WITH EXCEPTIONS.

Make any needed corrections and re-run.

To roll all personal property accounts, go to **STEP FOUR**.
To roll only Business or Individual accounts, go to **STEP THREE**

STEP THREE

At F:\CASMENU> type 'Z' or whatever takes you to CAMA IQ program

Highlight 'All Pers Prop Files' dictionary and <enter>

Press **<enter>** on **Stored procedure options**

Execute stored procedure, this category only.

Find procedure named '**Bus Per Dump**' and press

<enter>

Execute to File

Select ASCII FIXED and name the file:
TPPROP.DRV

Overwrite existing? **Yes**

Create a dictionary? **No**

Minimize window

(To change this procedure to roll individual, change the Search Criteria)

Go to **START** button, right click

Select SEARCH and type name of file: *TPPROP.DRV* and look in **F:** drive

Locate file with correct name and today's date

Copy that file to *F:\CASMENU\WKST-XX* (The workstation number you are using)

In **CAMA**

MENU

YEAR END PROCESSING

TPP MARKET VALUE EXTRACT – VALPP

Select Batch File

RUN

Oklahoma ASCII Postover Extract

File

All Parcels
 Audit Date Range

Parcel Range
 Batch File

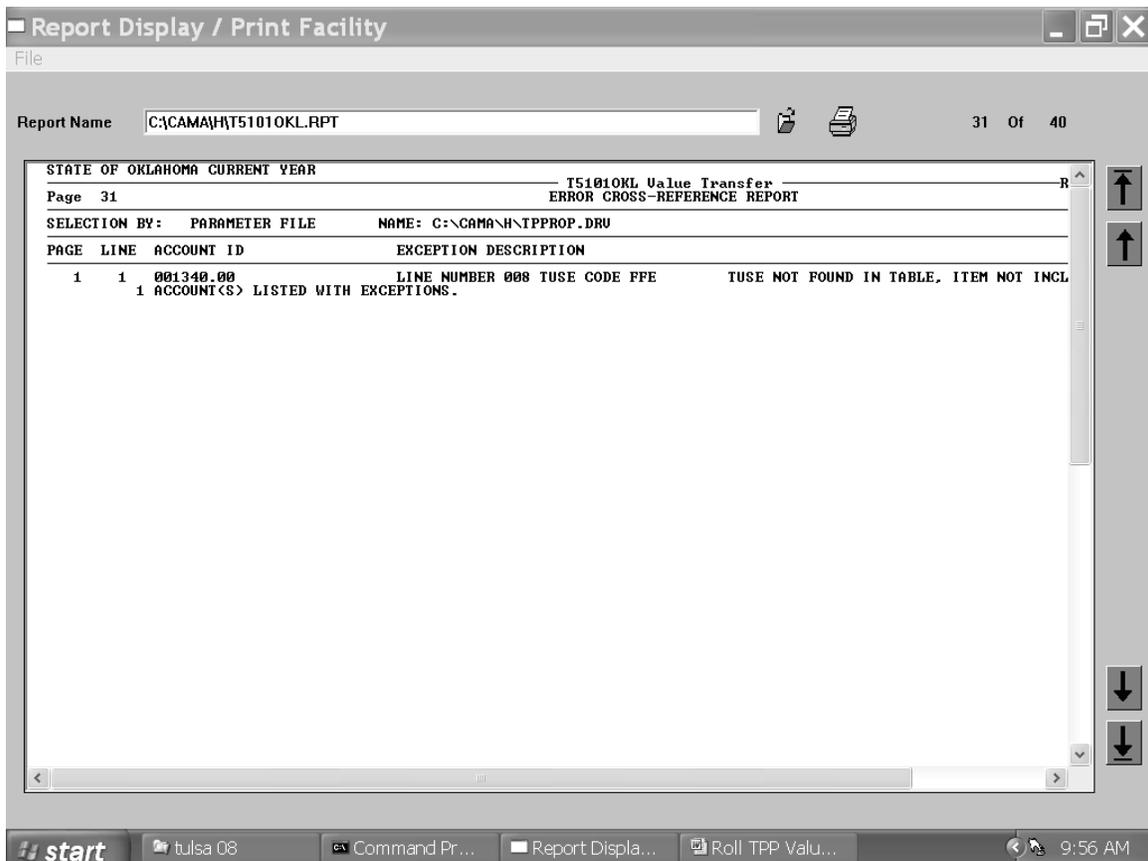
This will generate a report listing the Accounts to be rolled to AA and the values for each Account by category (Inventory, F&F, Livestock, etc.). The middle page (we hope only one page) will list errors that will need to be corrected.

Report Display / Print Facility

File

Report Name: C:\CAMA\HT5101OKL.RPT 1 Of 40

STATE OF OKLAHOMA CURRENT YEAR		T5101OKL Value Transfer		ERROR CROSS-REFERENCE REPORT			
SELECTION BY: PARAMETER FILE		NAME: C:\CAMA\H\TPPROP.DRW					
APLUS ACCOUNT NUMBER	OVER CODE	OVER VALUE	CATEGORY	CATEGORY VALUE	QUANTITY	T-MKT VALUE	PENALTY
000920.01			16	58695	0		
			08	1254	4		
			00	0	0	59949	
001340.00			16	26000	0		
			08	8621	7		
			00	0	0	34621	
001800.01			16	10000	0		
			08	3240	5		
			00	0	0	13240	
001825.00			08	7692	6		
			00	0	0	7692	
			00	0	0	0	
002300.00			08	5366	69		
			00	0	0	5366	
			00	0	0	0	
003020.01			16	23450	0		
			08	1541	18		
			00	0	0	24991	
003480.01			08	666	2		
			05	3180	6		
			16	8500	0		
			00	0	0	12346	
003760.01			08	1958	6		
			00	0	0	1958	
			00	0	0	0	
003960.01			16	28000	0		
			08	11196	22		
			00	0	0	39196	
003960.02			08	5118	2		
			00	0	0	5118	
			00	0	0	0	



Make any needed corrections and re-run.

STEP FOUR

Importing CAMA values into AA (as a test)

▲ **Load** *legal* paper into the printer

Open the AA program

▲ **Close** any browse windows

Click on CAMA DATA

IMPORT CAMA MARKET VALUES TO AA

IMPORT PERSONAL PROPERTY

Import Personal Property Market Values from Cama

Personal Property

Select the options to process

Check a print option to reprint report only

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

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

Uncheck reports, if you do not want them to print.
- Print the market value import report
- Print the market value import ERROR report

All users must be out of the AA system.

OK

Close

Check the EDIT ONLY box and make sure both report boxes are checked

After the program runs, a report listing the Current AA values and the proposed values from CAMA is generated. Print this report and review it closely.

▲ At this point there is still time to make necessary corrections in AA or CAMA as needed.

After you are satisfied with the results, go to STEP FIVE.

STEP FIVE

Importing CAMA values into AA (for real)

Open the AA program

▲ **Close** any browse windows

Click on CAMA DATA

IMPORT CAMA MARKET VALUES TO AA

IMPORT PERSONAL PROPERTY

Import Personal Property Market Values from Cama

Personal Property

Select the options to process

Check a print option to reprint report only

- Edit the market value from CAMA (no value or history updates)
- Edit and UPDATE the market value in the AA system**
This option will update market and assessed values on the assessment rolls
This option will also update history information

Are you sure you want to check this option?

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

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

All users must be out of the AA system.

OK

Close

Select EDIT AND UPDATE box and make sure both report boxes are checked.

Review both reports once more.

STEP SIX

In Report Writer, run the report that looks for any Accounts that did not roll.

😊 **You're Done!!!**

CREATING REAL ESTATE HISTORY FILE IN CAMA

A History File of the CAMA values should be created each year. This lists a summary of the Land, Miscellaneous, Building and CAMA values. It does not break out Mobile Home values. This procedure should be run as soon as the CAMA values are finalized for the year. If value changes are made during hearings, the history file for a single parcel can be adjusted accordingly.

To Create the History File

In **CAMA**

MENU

Year End Processing

Hist/Fut.Auto-Update - **HFUPD**

Select 'History File Update'

Enter [History Year to be created]



The screenshot shows a software window titled "History File Update Program". Below the title bar is a menu bar with the word "File". The main area of the window contains two radio button options. The first option, "History File Update", is selected and has a text input field next to it containing the number "2008" and the label "Enter Hist". The second option is "Future Year Merge".

Click Run

History File Update Program

File

History File Update 2008 Enter Hist

Future Year Merge

```
7249 HISTORY RECORDS UPDATED
2008 ASSESSMENT/APPRaisal YEAR
000 LAND FY RECORDS MERGED
000 LDX FY RECORDS MERGED
000 AUX FY RECORDS MERGED
000 BLDG FY RECORDS MERGED
000 BDX FY RECORDS MERGED
000 AREA FY RECORDS MERGED
000 DRAW FY RECORDS MERGED
000 MISC FY RECORDS MERGED
000 SALE FY RECORDS MERGED
000 PERM FY RECORDS MERGED
000 ASMT FY RECORDS MERGED
000 ADMN FY RECORDS MERGED
```

To View the History File

In **CAMA**

MENU

Data Entry

History Data

[Type in the parcel number and year to view]

The screenshot shows a software window titled "Hist Data STATE OF OKLAHOMA CURRENT YEAR". It features a menu bar with "File", "Menu", "Functions", and "Help". Below the menu bar is a toolbar with icons for "New", "Save", "Back", "Forward", "Next", and "Edit". The main area contains a "Parcel Number" field with the value "0000-01-16N-14W-2-001-00" and a "Year" field with the value "2008". Below these fields is a "History" section with a table of property characteristics and appraisals.

History	
Property Use	0001 RURAL AG TAB
Value By	1 CAMA
Land Appr.	21697
Misc Appr.	6249
Bldg Appr.	21049
Total Appr.	48995

To create or view a CAMA History File reflecting parcel characteristics, see:
'Creating a CAMA History File using the CAMA Utilities'

ROLLING REAL ESTATE PROPERTY VALUES

▲ Get everyone out of both systems!!

STEP ONE

Run an Excise Board Report for later reference.

▲ **Make** a back-up of your AA real estate file:

Copy F:\COUNTY\CAS\CASDATA\AAMASTER.TPS to
F:\COUNTY\CAS\CASDATA\08MASTER.TPS

STEP TWO

To clean up errors in CAMA:

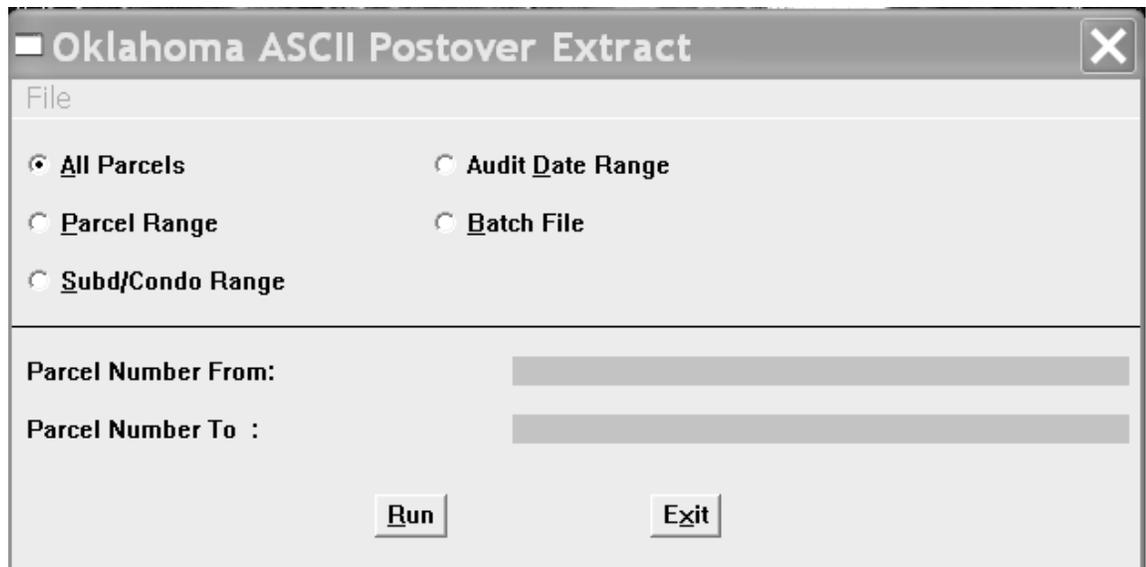
In **CAMA**
MENU

YEAR END PROCESSING

MARKET VALUE EXTRACT – VALIF

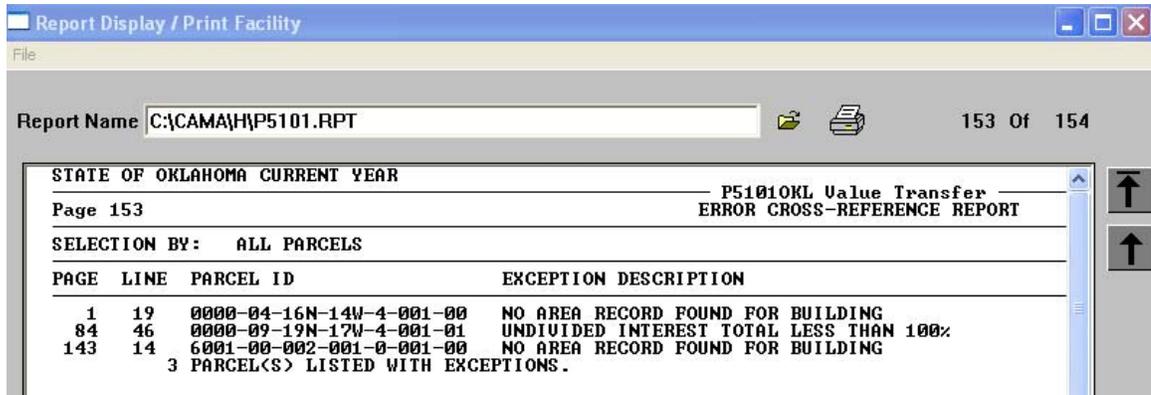
Select 'All Parcels'

Click RUN



The screenshot shows a dialog box titled "Oklahoma ASCII Postover Extract" with a close button (X) in the top right corner. Below the title bar is a "File" menu. The main area contains five radio button options: "All Parcels" (selected), "Audit Date Range", "Parcel Range", "Batch File", and "Subd/Condo Range". Below these options are two text input fields: "Parcel Number From:" and "Parcel Number To :". At the bottom of the dialog are two buttons: "Run" and "Exit".

This will generate a report listing the market values of all parcels. Any errors in CAMA will be listed on the next to last page.



Correct any errors and re-run.

To roll parcels county-wide go to STEP FIVE.

To roll values for a specific parcel range go to STEP THREE.

To roll values for parcels not in a particular order, such as Value Overrides, go to STEP FOUR.

STEP THREE

To roll values in a Parcel Range

In **CAMA**
MENU

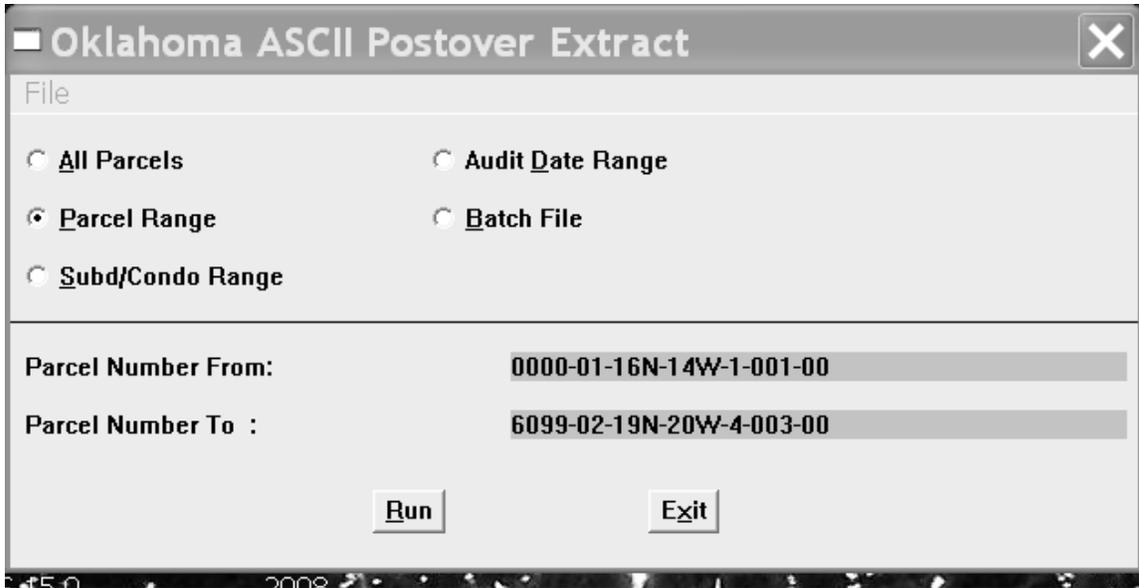
YEAR END PROCESSING

MARKET VALUE EXTRACT – VALIF

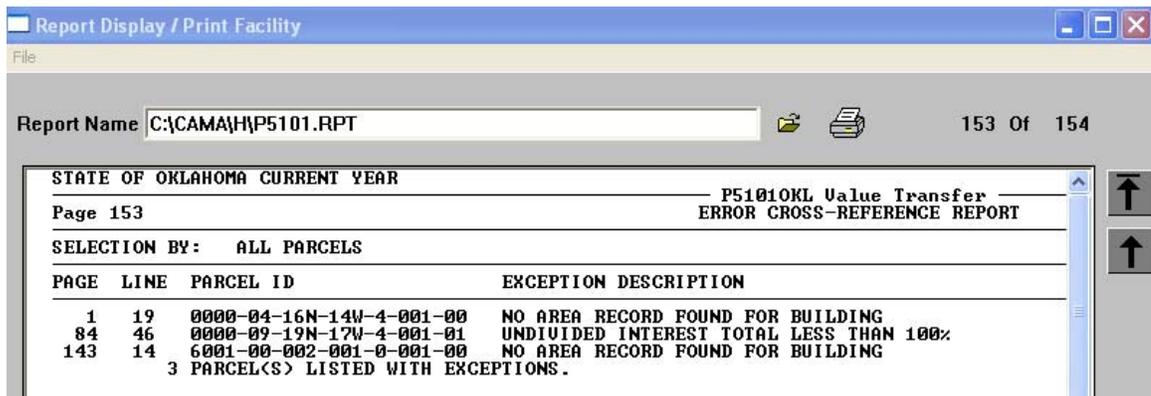
Select '**Parcel Range**'

Enter [the Parcel Range to be Rolled]

Click RUN



This will generate a report listing the market values of the parcels in this range. Any errors remaining in CAMA will be listed on the next to last page.



Correct these errors and re-run.

Go to STEP FIVE.

STEP FOUR

To Roll Values in no particular order, such as Value Overrides

At DOS prompt, **type 'Z'** or whatever takes you to CAMA IQ program

Highlight 'All Real Prop Files' dictionary and **<enter>**

Press **<enter>** on Stored procedure options

Execute stored procedure, This category only.

Find procedure named 'Prop/Drv' and press **<enter>**

Edit or add a search line to select the Parcels you want to roll to AA, such as all Value Overrides with a 2008 date.

Execute to File

Choose ASCII FIXED and name the file: PROP.DRV

Overwrite existing? **Yes**

Create a dictionary? **No**

Minimize window

Go to START button, **right click**

Go to SEARCH and type name of file: PROP.DRV and look in F: drive

Locate file with correct name and today's date

▲ Make sure that file is in F:\CASMENU\WKST-[XX] (the workstation number you are using). If not, copy it to that folder.

In **CAMA**

MENU

YEAR END PROCESSING

MARKET VALUE EXTRACT – VALIF

Select 'Batch File'

It immediately starts processing records.

Oklahoma ASCII Postover Extract

File

All Parcels Audit Date Range
 Parcel Range Batch File
 Subd/Condo Range

Parcel Number From: **1000-00-000-000-0-000-00**

Parcel Number To : **1999-99-999-999-9-999-99**

This will generate a report listing the values to be sent to AA. Any remaining errors in CAMA will be listed on the next to middle page.

Report Display / Print Facility

File

Report Name: C:\CAMA\HP5101.RPT   1 Of

STATE OF OKLAHOMA CURRENT YEAR P5101OKL Value Transfer

Page 1

SELECTION BY: PARCEL RANGE FROM: 1000-00-000-000-0-000-00 TO: 1999-99-999-999-9-999-99

APLUS PARCEL NUMBER	UNDIVIDED INTEREST ID	-LAND VALUE-	BLDG VALUE-	MISC VALUE-	IMPR VALUE-	MH	VALUE-
1020-00-000-001-0-000-00		2184	0	0	0	0	0
1020-00-000-002-0-000-00		5386	166988	0	166988	0	0
1020-00-000-003-0-000-00		2184	0	0	0	0	0
1020-00-000-004-0-000-00		5386	147633	0	147633	0	0
1020-00-000-005-0-000-00		5386	140170	2050	142220	0	0
1020-00-000-006-0-000-00		5386	134447	5177	139624	0	0
1020-00-000-007-0-000-00		2184	0	0	0	0	0
1020-00-000-008-0-000-00		2184	0	0	0	0	0
1020-00-000-009-0-000-00		2184	0	0	0	0	0
1020-00-000-010-0-000-00		2184	0	0	0	0	0
1020-00-000-011-0-000-00		5386	123434	0	123434	0	0
1020-00-000-012-0-000-00		2184	0	0	0	0	0
1020-00-000-013-0-000-00		5386	114026	0	114026	0	0
1020-00-000-014-0-000-00		5386	159635	0	159635	0	0
1020-00-000-015-0-000-00		2184	170581	0	170581	0	0
1020-00-000-016-0-000-00		2184	187617	0	187617	0	0
1020-00-000-017-0-000-00		2184	0	0	0	0	0
1020-00-000-018-0-000-00		5386	150606	4158	154764	0	0

Report Display / Print Facility

File

Report Name  

STATE OF OKLAHOMA CURRENT YEAR P5101OKL Value To
ERROR CROSS-REFEREN

Page 14

SELECTION BY: PARCEL RANGE FROM: 1000-00-000-000-0-000-00 TO: 15

PAGE	LINE	PARCEL ID	EXCEPTION DESCRIPTION
4	15	1150-00-000-025-0-000-00	NO AREA RECORD FOUND FOR BUILDING
9	30	1340-07-028-023-0-014-00	NO AREA RECORD FOUND FOR BUILDING
2 PARCEL(S) LISTED WITH EXCEPTIONS.			

If any parcels are still found in error, correct these and re-run this step.

Go to STEP FIVE

STEP FIVE

Importing the values into AA (as a test)

- ▲ Load legal paper into the printer
- Open** the AA program
- ▲ **Close** any browse windows
- Click** on CAMA DATA

SA&I Assessment Administration System version 2

File Records Reports June Reports Images Utility Year End Cama Data Help

User Name JOHN Please close any Browse List before running reports

- Click** on IMPORT CAMA MARKET VALUES TO AA
- Click** on IMPORT REAL ESTATE (MKTR2AA) (Legal)

- ▲ Check the EDIT ONLY box and make sure both report boxes are checked



Click OK

After the program runs, a report listing the Current AA values and the proposed values from CAMA is generated. Print this report and review it closely. At this point there is still time to make necessary corrections in AA or CAMA as needed.

Assessment Roll Market Value Import List

----- Current Assessment Roll Values -----					----- New Allowed Market Value Change -----					Difference	Percent change
Land	Improvements	Misc	Mobile Home	Total	Land	Improvements	Misc	Mobile Home	Total		
1,260	8,194			9,454	1,260	8,666			9,926	472	5.00
2,520	22,459			24,979	2,520	23,707			26,227	1,248	5.00
1,890				1,890	1,890	94			1,984	94	5.00
1,890				1,890	1,890			94	1,984	94	5.00
1,260	21,966			23,226	1,260	23,127			24,387	1,161	5.00

CAMA market value import error list

Parcel Number	Error Comment
6001-00-001-001-0-001-00	Total value sent to AA from cama is ZERO.
6001-00-001-021-0-001-00	May not add value to exempt parcels, values not updated
6001-00-001-021-0-001-00	Total value sent to AA from cama is ZERO.
6001-00-002-013-0-001-00	May not add value to exempt parcels, values not updated

When you are satisfied that no more corrections are needed, go to STEP SIX

STEP SIX

Importing the values into AA (for real)

- ▲ This procedure can only be run once per year due to the 5% cap.
Be sure you make no mistakes.

Open the AA program

- ▲ Close any browse windows
Click on CAMA DATA



IMPORT CAMA MARKET VALUES TO AA

IMPORT REAL ESTATE (MKTR2AA) (Legal)



Select EDIT AND UPDATE box

- ▲ Make sure both report boxes are checked.
Review both reports once more.

STEP SEVEN

In Report Writer, run the report listing the parcels that did not roll from CAMA. Some of these will be Exempt Veterans, but some just don't roll.

Run a new Excise Board Report and compare to earlier report to see impact and check for errors.

😊 **You're Done!!**

YEARLY TABLE CHANGES

Several tables in CAMA must be changed every year to keep dates and values current. Some tables concerning values and depreciation/appreciation are supplied by the Ad Valorem Division in early December. Others must be changed at the county level. County level table changes are the **TSYS**, **SYSYR**, **CUSTM**, **TCNTY**, and *possibly* the **TCARD**. These should be changed before renditions are printed.

- 1.) The **TSYS** table must be changed annually to calculate the proper age for depreciation and depreciation for Personal Property accounts.

To change this table:

MENU
TABLES
USER TABLES
USER

In the CODE Field, type **TSYS** <Enter>

Code	Description	Year
01	Appraisal Value Year	2007
02	Appraisal Display Year	2007
10	Assessment Ratio 00.00%	1500

Click on the 01 line 'Appraisal Value Year' <Enter>

With the arrows (▲ *not the backspace*) move to the date and change it to the value year. (In December of 2008, change the Year to 2009)

Click on the 02 line 'Appraisal Display Year' <Enter>

With the arrows (not the backspace) move to the date and change it to the current year. (In December of 2008, change the Year to 2009)

2.) The **SYSYR** table must be changed annually to calculate the proper age for depreciation and depreciation for Real Property accounts.

To change this table:

MENU
TABLES
USER TABLES
USER

In the **CODE** Field, type **SYSYR** <Enter>

Code	Data Description	Data Format
99		XXXXXXXXXXXXXXXXXXXXXXXXXXXX 9999
01	Appraisal Value Year	2007
02	Appraisal Display Year	2007
03	Sale Extract From MM/YY	0101
04	Sale Extract To MM/YY	1207
05	ASSESSMENT/SALE RATIO	1000
06	ASSESSMENT YEAR	2007

Click on the 01 line 'Appraisal Value Year' <Enter>

With the arrows (*not the backspace*) move to the date and change it to the current year. (In December of 2008, change the Year to 2009)

Click on the 02 line 'Appraisal Display Year' <Enter>

With the arrows (*not the backspace*) move to the date and change it to the current year. (In December of 2008, change the Year to 2009)

Click on the 03 line 'Sales Extract From' <Enter>

With the arrows (*not the backspace*) move to the date and change it to the month and year for the oldest sales you wish to consider in the sales analysis. **<Enter>**

Click on the 04 line 'Sales Extract To' **<Enter>**

With the arrows (*not the backspace*) move to the date and change it to the month and year for the newest sales you wish to use in sales analysis (usually December of the current year). **<Enter>**

- 3.) The **CUSTM** has several functions. The ones we will deal with here control the dates printed on the personal property renditions. The T3110-DATE-LINE-1 and T3110-DATE-LINE-2 control the date that prints in the top right hand corner of the rendition and the appraisal date printed on the rendition. For the first mail-out of renditions, you will want this date set to January first of the current year.

To change this table:

MENU
TABLES
USER TABLES
USER

In the **CODE** Field, type **CUSTM <Enter>**

Table Maint STATE OF OKLAHOMA

File Menu Functions Help

 Refresh  Delete

Code

Data Description

Key Format

Data Format

XXXXXXXXXXXXXXXXXXXXX

KBCALC-NUM-DEC	04
MERGE-RUNNING	N
OKT6100-UPDATE-MOB	N
P1101-OVERRIDE	Y
P1101-RECCNT	N
P1103-ZERO-YEAR	Y
P1106M-APPR-DATE	YYYYMMDD
P1111-SUMMARY-RATIOS	Y
P1112-COMPSALE-SUBJ	N
P3106AT-ADJ-TYPE	N
PHOTO-LIFOFIFO	LIFO
T1101-ALLOW-NAME-ED	N
T1110-SKIP-PAUD-DEL	Y
T3110-DATELINE1	20080101
T3110-DATELINE2	20080707
T3110-GDATA	N
T5109-END-DATE	20070315
T5109-START-DATE	20070102
TPCALC-APPR	EYB
TPCALC-DEPR	EYB

Click on the T3110-DATE-LINE-1 line. **<Enter>**

Change this date to the mailing date of the renditions in the YYYYMMDD format. (Example 20090101) **<Enter>**

Click on the T3110-DATE-LINE-2 line. **<Enter>**

If you want the date of the last rendition, make sure that this line is left blank. If you don't want the date to display, place eight X's in the field. If you want a specific date to display, enter that date in this field.

(Remember, this may interfere with the application of penalties. If you set all appraisal dates to be January 1, 2009, these accounts may not be penalized for not filing this year.) <Enter>

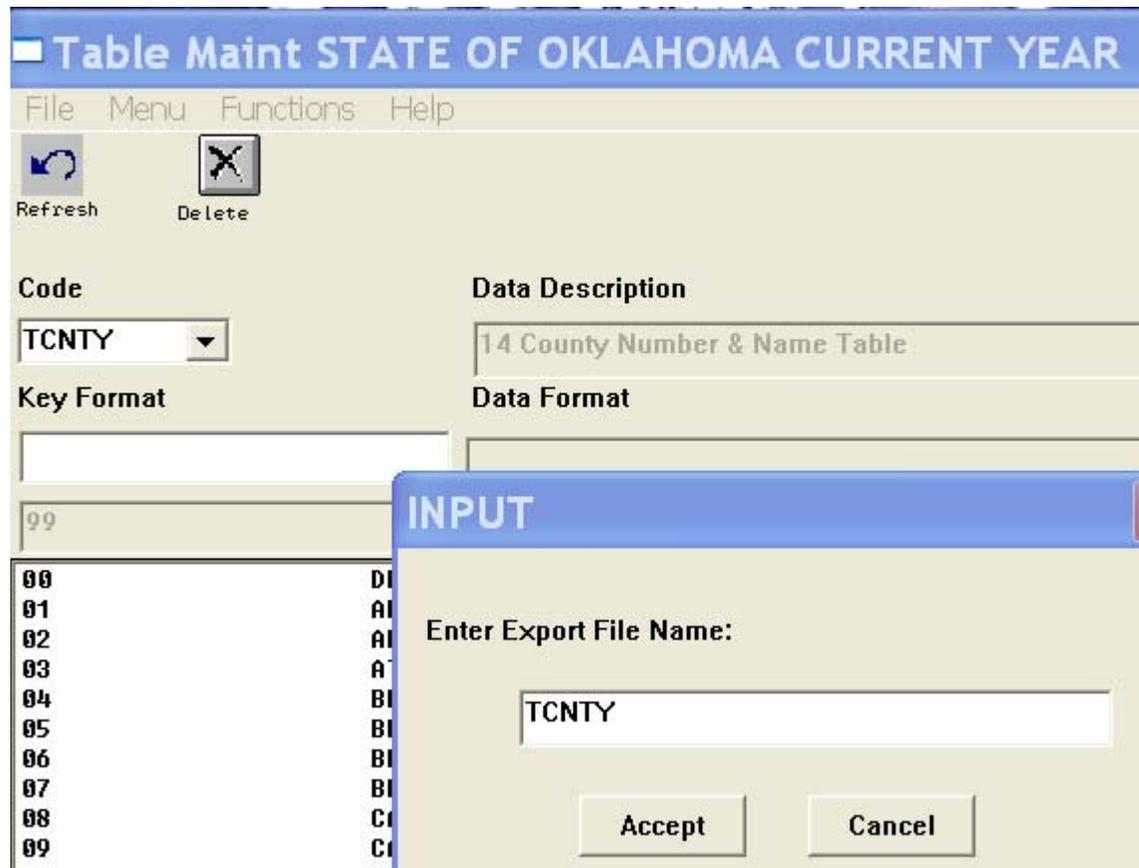
- 4.) The TCNTY table must be changed yearly to print the correct year on the personal property renditions. It must be changed in a text editor.

To change this table:

**MENU
TABLES
USER TABLES
USER**

In the **CODE** Field, type **TCNTY** <Enter>

Click on **FUNCTIONS**, then **EXPORT**



Type TCNTY in the File Name Box and click on ACCEPT. This will send the table to the F:\CAMA folder. Minimize the CAMA window.

Open Windows Explorer, and find the file TCNTY in the F:CAMA folder. Left click on the file and it will ask which program to use to open it with. Select Notepad. On the left are lines TCNTY5 and TCNTY500. Change these two lines to refer to your county name with the current year. Also, find your county in the list, and change the year to the current. In this example, Beaver County would change the three lines in italics.

TABLE5TCNTY	14 County Number & Name Table
TCNTY1	14 County Number & Name Table
TCNTY2	99
TCNTY3	XXXXXXXXXXXXXXXX
<i>TCNTY5</i>	<i>ADAIR COUNTY 2008</i>
<i>TCNTY500</i>	<i>ADAIR COUNTY 2008</i>
TCNTY501	ADAIR COUNTY 2008
TCNTY502	ALFALFA COUNTY 2008
TCNTY503	ATOKA COUNTY 2008
<i>TCNTY504</i>	<i>BEAVER COUNTY 2008</i>
TCNTY505	BECKHAM COUNTY 2008

Save this file and exit. Maximize the CAMA window, click on FUNCTIONS, then IMPORT. Type TCNTY in the File Name Box and click on ACCEPT. Check to see that the first line has your county name and the correct year.

- 5.) The TCARD table contains assessor's name and the address and phone number of the assessor's office. This table only needs to be changed if there is a new assessor or new courthouse.

To change this table:

MENU
TABLES
USER TABLES – USER

In the **CODE** Field, type **TCARD** <Enter>

Table Maint STATE OF OKLAHOMA CURRENT YEAR	
File Menu Functions Help	
 Refresh	 Delete
Code	Data Description
TCARD	Tangible CARD Print Option Table
Key Format	Data Format
XXXXXXXXXXXXXXXXXXXX	XX
HEAD-LINE1	LINDA KELLY OTTAWA COUNTY ASSESSOR
HEAD-LINE2	STREET ADDRESS: 102 E CENTRAL
HEAD-LINE3	MAILING ADDRESS: 102 E CENTRAL SUITE 200
HEAD-LINE4	MAILING ADDRESS: MIAMI, OK 74354
HEAD-LINE5	PHONE NUMBER: (918) 542-9418 FAX: (918) 542-3273
ITEM-CODE-DESC	PRINT ITEM CODE DESCRIPTION ON CARD

Click on the line that needs to be changed.

<Enter>

Make the necessary change.

<Enter>

Now you are ready to delete penalties and print the Personal Property Renditions.

PASS TABLE

The Password Table gives rights and permission to various users on the CAMA System. The name of this table is PASS. The security can be set so that only a certain user may be able to access this table.

The Password Table can keep a user from accessing certain parts of the system; allow the user to view but not change the data; allow the user to view the Current Year Values, but not the Future Year Values or allow the user working deeds to access the Appraisal Maintenance functions and none of the tables or the personal property.

Code	Data Description
PASS	Password Table
Key Format	Data Format
XXXXXX XXXX	XX

	A	B	C	D
COLO	####	SAMSON	MMMMBMMMMMMMMMMMMMMMMMMMMMMMMMAVMTCH	
ERASER	####	DELORSE	MMMMCMMMMMMMMMMMMMMMMMMMMMMMMMMAVMTCH	
FLOWER	####	JUNEBUG	MMMMFMMMMMMMMMMMMMMMMMMMMMMMMMMAVMTCH	
PANSY	####	FREDRICK	MMNNNMNNNNNNNIMINNNNNNNNAVMTCH	
PAPER	####	SMITHS	MMMMBMMMMMMMMMMMMMMMMMMMMMMMMMAVMTCH	
PEANUT	####	BROWNER	MMMMCMMMMMMMMMMMMMMMMMMMMMMMMMMAVMTCH	
PEPPER	####	SALTY	IINNNCNNNNNNNNNMNMNNNNNNNAVMTCH	
RACER	####	GEORGE	IIIIIIIIINIIIIIIIIIAVMTCH	

Column A the actual password is a 6 character field used to enter the CAMA system.

Column B is default.

Column C user name is a 12 character field and must be at least 5 characters with no spaces or special characters. These 5 characters print to the Audit file, Report files, and Card files.

Column D is a 30 character field that indicates which functions/tables the user can access

Password Access Data

Each character in this Access Data represents a field that controls access to specific System functions or controls certain System functions as a matter of logical separation.

The main codes used in these access fields are:

- M** User has access to **Modify** (function or table)
- N** User does **not** have access to the (function or table)
- I** User can **inquire** but not change (function or table)

Access Field

1. Either **I** or **M** allows user access to the Master Menu and to Exit the System.
2. Controls access to any Appraisal Maintenance function except the Value Override Screen.
3. Allows access to the Comparable Sales Screen.
4. Controls access to the Income Screen.
5. Permits access to the Value Override Screen.
6. Must have **C** for Current Year access, **F** for Future Year access or **B** will allow both Current and Future Year access.
6. Field Host System access control
7. Access to all Assessment Screens
8. Permits access to all Table Maintenance
9. Security Administration access (reserved for **SECR** Table).
10. Password Table access control.
11. System Tables access control.
12. Appraisal Tables access control.
13. TPP Table access control.
14. Allows access to Assessment Tables.
15. TPP Function control access.
16. Permits access to Appraisal System Reporting.
17. Is reserved for expansion.
18. Assessment System Reporting permissions.
19. Reserved for expansion.
20. Allows access to the Value Analysis function.

21. Permits Tax Item Override function.
22. Appraisal Year-End Processing access.
23. Assessment Year-End Processing access.
24. Requires an **A** for Audit trail function.
25. Requires **V** for Video and Laser Disk.
26. Allows access to Backup and Recovery.
27. Requires **T** to access the Test System.
28. Requires **C** for line by line cost factors on the Building Screen.
29. Must have **H** for access to automatic Help Screens.

IMPORT / EXPORT IQ PROCEDURES

F:\CAMAI\IQ>EXPORTIQ -DOKMASTER.DAT

Enter drive: (wherever the folder is: F:\PROCS)

'enter' on each procedures you want to export

'end' and **'enter'**

F:\CAMAI\IQ>IMPORTIQ -DOKMASTER.DAT

Enter drive: (where you are importing from)

Same method for selection as above