

## Download to Laptop

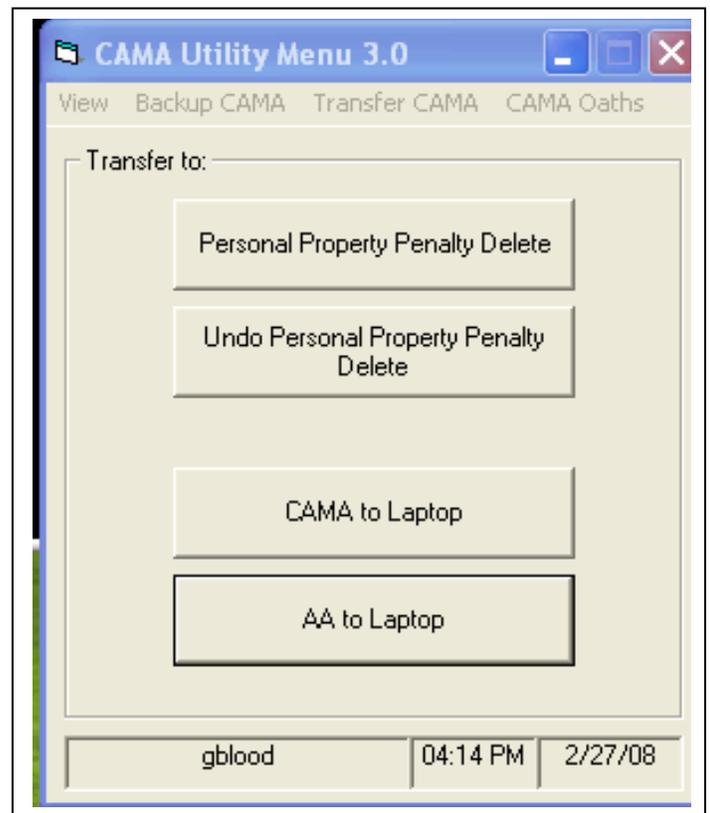
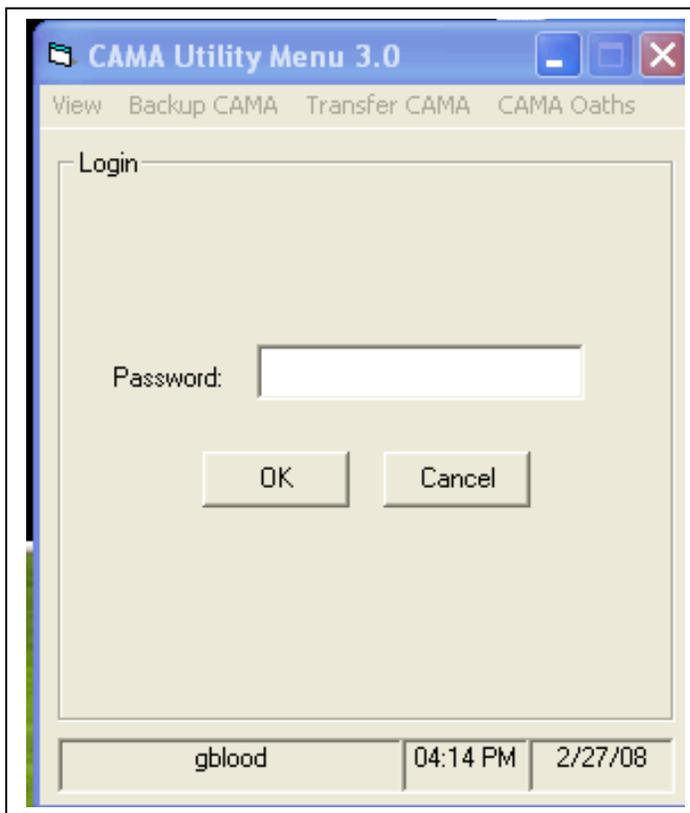
The new Personal Property Tables should have been installed no later than December 15<sup>th</sup>. This leaves approximately 11 working days in the year to print out and mail new renditions to the taxpayers. In order to print out these renditions properly, there are several tables in which the new dates must be put in place. The following is a list of tables that need the dates changed on or before the first of the next year: **CUSTM**, **SYSYR**, **TCNTY**, and **TSYS**. Some of these tables may need to be changed and renditions and property record cards printed; then the dates changed back to the current year. The CAMA Utility History On Server could be used for changes from the abstract to the end of the year, instead of the Current Year DATA. What ever procedure you use these dates must be set correctly at the first of the year to produce proper values on both CAMA Real and CAMA Personal properties. It is best to have all date changes set on the server before a download is done to the laptop. This way the dates are the same in both places on all the tables. The dates on the server should be checked before each download to the laptop. This will help insure that the upload of CAMA Personal Property to the server from the laptop works properly.

### CUSTM TABLE DATE CHANGES \*

TABLE5CUSTM	13 CUSTM - CUSTOM FEATURES CONTROL
CUSTM1	CUSTM - CUSTOM FEATURES CONTROL TABLE
CUSTM2	XXXXXXXXXXXXXXXXXXXXXXXXXXXX
CUSTM3	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
CUSTM5KBCALC-NUM-DEC	04
CUSTM5MERGE-RUNNING	N
CUSTM5OKT6100-UPDATE-MOB	N
CUSTM5P1101-OVERRIDE	Y
CUSTM5P1101-RECCNT	N
CUSTM5P1103-ZERO-YEAR	Y
CUSTM5P1106M-APPR-DATE	YYYYMMDD
CUSTM5P1111-SUMMARY-RATIOSY	
CUSTM5P1112-COMPSALE-SUBJ	N
CUSTM5P3106AT-ADJ-TYPE	N
CUSTM5PHOTO-LIFOFIFO	FIFO
CUSTM5T1101-ALLOW-NAME-ED	N
CUSTM5T1110-SKIP-PAUD-DEL	Y
CUSTM5T3110-DATELINE1	*(changes current date right hand corner rendition)
CUSTM5T3110-DATELINE2	*(changes appraiser date on the rendition)
CUSTM5T3110-GDATA	N
CUSTM5T5109-END-DATE	20090110 *(last day taking renditions on laptop)
CUSTM5T5109-START-DATE	20090108 *( first day taking renditions on laptop)
CUSTM5TPCALC-APPR	AYB
CUSTM5TPCALC-DEPR	EYB

**CAMA to Laptop button:** This button should be used whenever you want to download CAMA from the server to the laptop (do not forget that everyone is to be out of CAMA). You must first log the laptop in as a workstation connected to the server. Once this is done, you will click on the **CAMA Utilities Icon** and go to the **TRANSFER CAMA** tab and enter the correct Password, then click on **CAMA to Laptop** button and wait for the Process Done window to pop up and click OK. You are finished with the **CAMA TRANSFER**, but while you are here, you may want to **get everyone** out of A.A. and go ahead and **click** on **AA to Laptop** button at this time and wait for the Process Done window to pop up and click OK. That should be all you need to do on the AA.

Now you will need to exit out of everything and then click on your **start** button in the lower left hand corner of your desktop, then click **Log Off**. When the Log On password window comes back up **click Cancel** and then **unplug** the cable from the server. Now click on your **CAMA Laptop Icon** and when, the Password window comes up, **notice** that the **Title Bar** says **State of Oklahoma Current Year**. Now you will enter **T1830** as a Password. This will take you to the **Table Maintenance** screen. At the **Table Maintenance** screen in the **Code** field type **LFILE**, then click on the **Functions** tab and then click **Import**. When the Input Window pops up type **LFILE** again and click **Accept**, then click **OK**, when the pop up Window says **Table Import Complete**. Next back all the way out of CAMA, then click on the **CAMA Laptop Icon** again. This time when the Password window comes up the **Title Bar** should read **Laptop Current Year**, if it does the laptop is loaded correctly.



08/2008

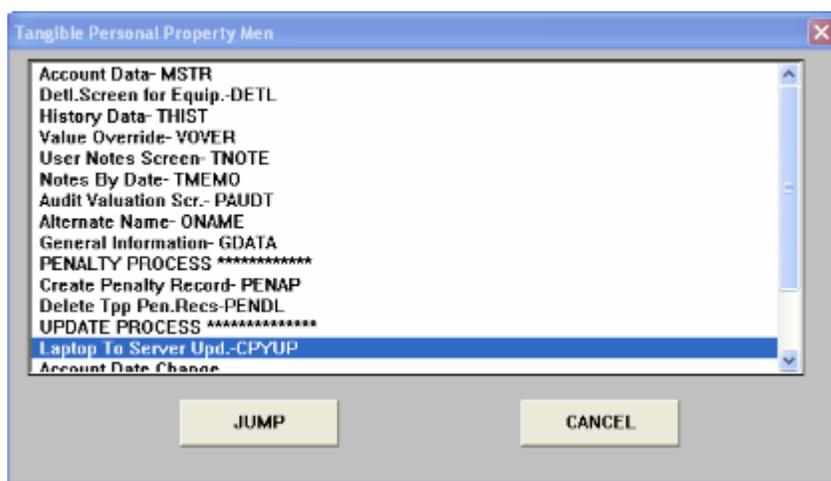
## Upload CAMA Personal Property From Laptop To Server

When the laptop is brought in from gathering renditions, hook it up to the server and turn it on. Once the computer is finished coming up, make sure that the laptop is connected to the server properly. This can be done by clicking on the CAMA Server Icon and going into the CAMA system. Now at the Property DATA screen choose Functions, then Property Record Card F9. If the Property Record Card comes up, the laptop is connected properly to the server. If the Property Record Card does not come up, click on the Maplin Icon or Maplin.bat batch file, then try to bring up a Property Record Card again in CAMA. If the Property Record Card still fails to come up call an OTC Field Representative.

Now with the Laptop properly connected to the server **get everyone out of CAMA**, then click on the CAMA Laptop Icon. At the Property Data screen click Menu, then TPP.

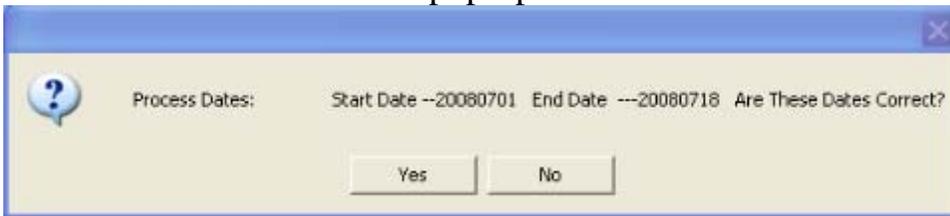


Now select “Laptop To Server Upd.—CPYUP

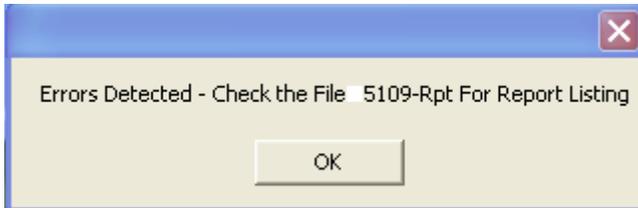


Click JUMP

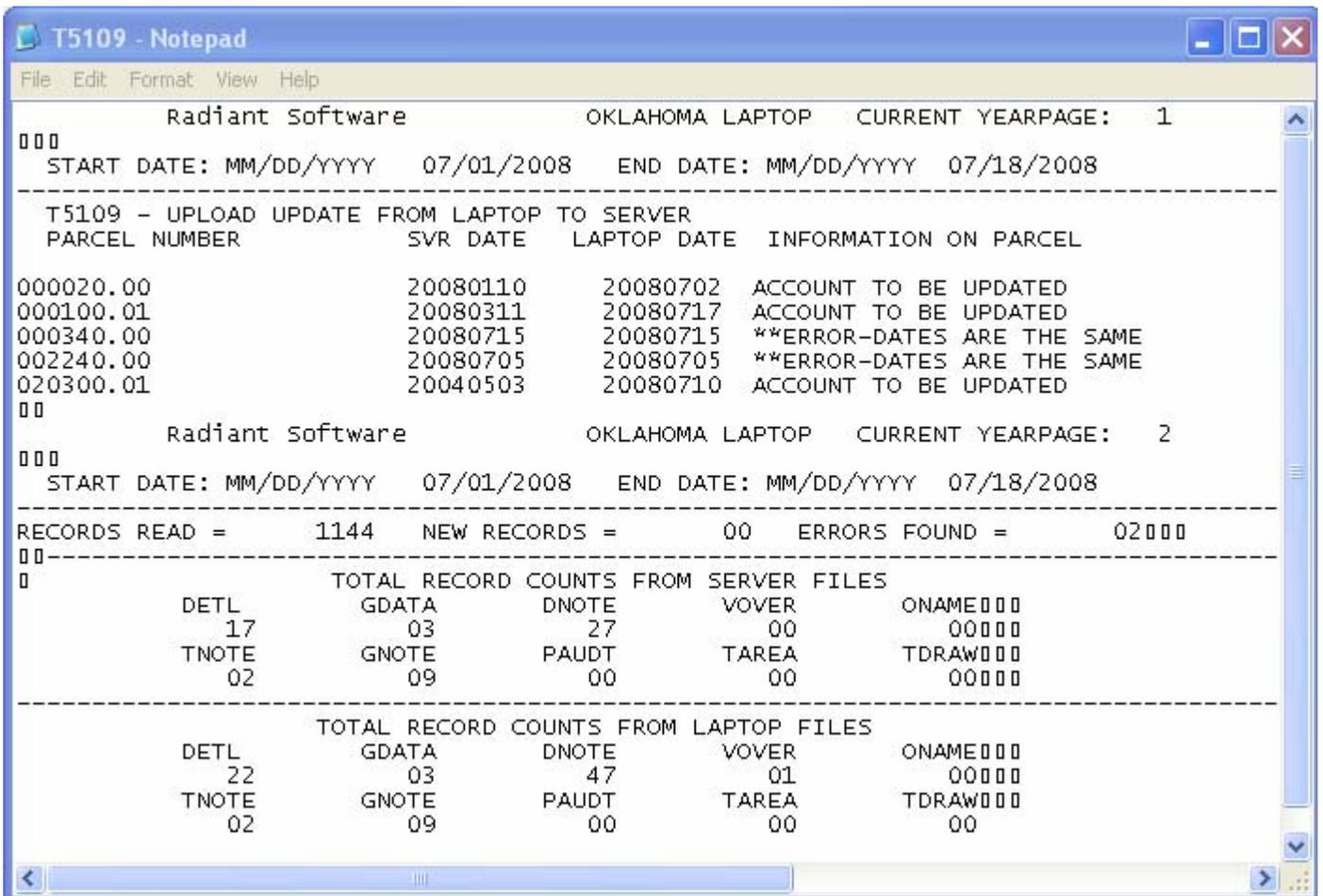
Make sure the dates on the pop-up window are correct.



If they are correct, click Yes. If the dates are wrong go to the CUSTM table on both the server and the laptop and put the correct dates in the table. It is the (see example p.1) CUSTM5T5109-END-DATE 20090110 & CUSTM5T5109-START-DATE 20090108



If the error window pops up after clicking “Yes” then go look at the T5109.RPT located on C:\CAMA\H>. This can be done by opening Notepad, then click File, then Open, then C:, then CAMA, then H, then T5109.RPT.

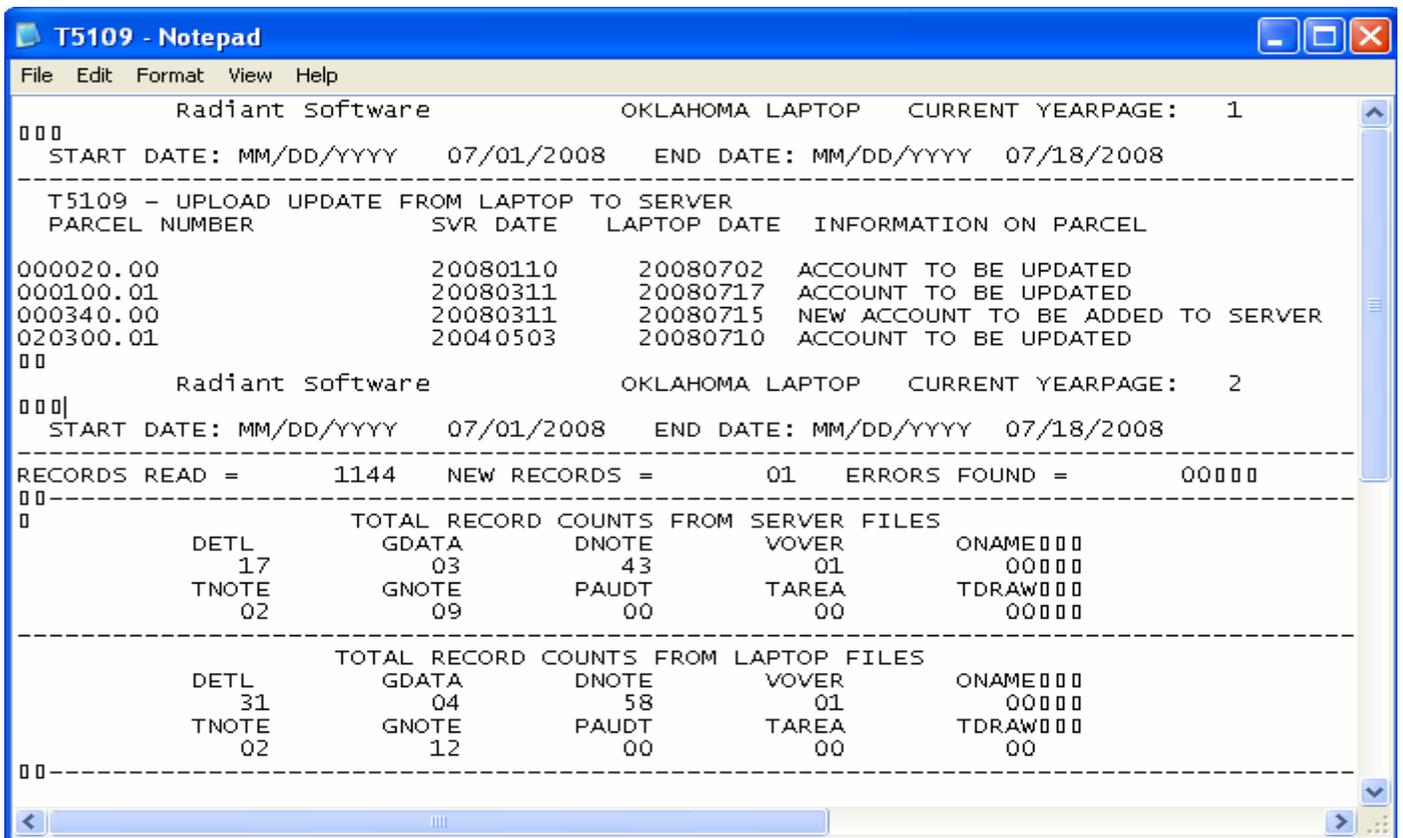


The T5109.RPT report indicates that account 340.00 was changed on the server and the laptop on the same day (07/15/2008). The rendition on the server will need to be compared with the rendition on the laptop to determine which rendition is should be used or if both renditions should be combined into one rendition. Account 2240.00 is a similar situation and a comparison and a determination will have to be made on it also. If it is determined that the account on the laptop is the accurate rendition then the one on the server is deleted. If the one on the server is correct then the one on the laptop is deleted. It may require a phone call to the taxpayer to make a determination on what needs to be done.

Once the errors have been corrected by removing the incorrect accounts the **CPYUP** is ran again. If all is ok this message will pop-up.



Just click ok and the transfer of Personal Property from the laptop to the server will be completed.



A random check should be made should be made of the renditions that were brought in to see if any did not go over to the server.