

!!! WARNING !!!

BEFORE

TRANSFERRING

VALUES

ALWAYS MAKE SURE

THAT YOU HAVE

A BACKUP

OF SOME KIND

JUST IN CASE

SOMETHING

GOES WRONG.

!!! YOU HAVE BEEN 4 WARNED !!!

Transfer CAMA Real to A.A.

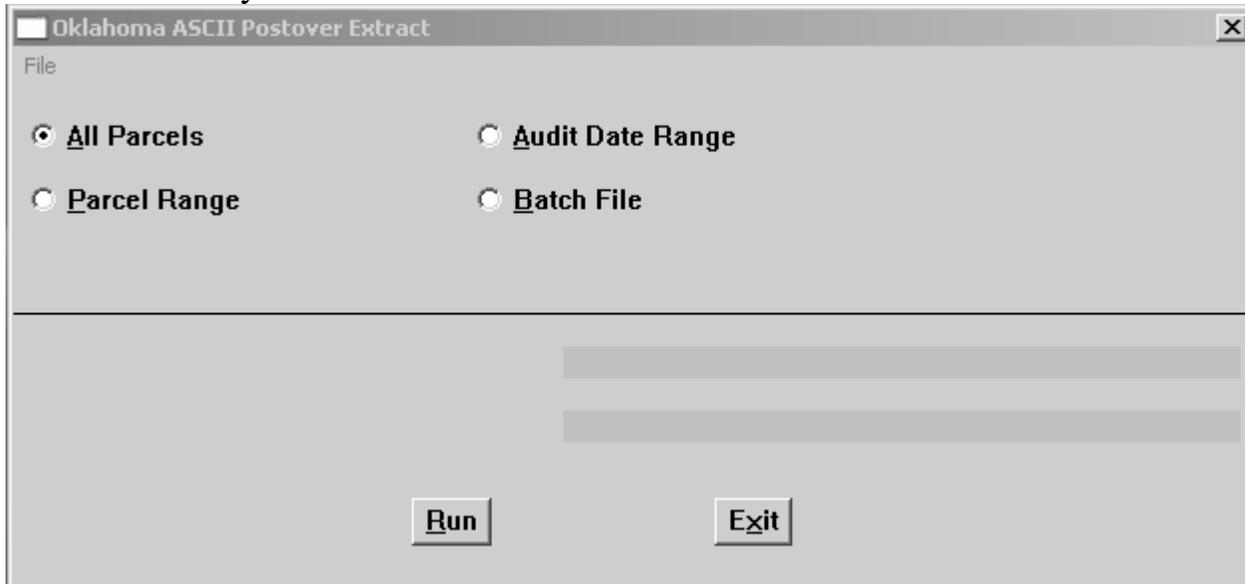
First you would click on the Menu tab and select Year End Processing.

The screenshot shows the 'Property Data' window for 'OKLAHOMA LAPTOP CURRENT YEAR'. The interface includes a menu bar (File, Menu, Functions, Help) and a toolbar with icons for New, Save, Back, Forward, Next, PCopy, and Edit. The 'Search' section has radio buttons for 'Parcel Number', 'Situs Address', 'Owner Name', and 'Alternate Id'. The 'Parcel Number' field contains '0000-01-013-011-0-001-01'. The 'OWNER ID' field contains '0054865.00'. The 'Name And Mailing Address' section has fields for 'First' and 'Last', with 'Last, First or Company and Address' containing 'LAWSON, JAMES FORREST II' and 'RT 2 BOX 8'. The 'Situs Address' section has fields for 'Number', 'Unit', 'Dr', 'Street Name', and 'Md', with 'City' and 'Zip' fields. The 'City' field contains 'GEARY', 'State' contains 'OK', and 'Zip' contains '730409606'. The 'Property Details' section has fields for 'Use Code' (0002), 'Appraiser' (B14), 'Value By' (1), 'Neighborhood' (3910.00), and 'Subd/Condo No' (105). The 'Record Count' section shows 'LEG: 4 LND: 1 BDG: 1 DRAW: 1 AREA: 1 MISC: 2 SALE: 1 HIST: 3 ADM: 1'. The 'RURAL RESIDENT' section has 'Appr. Date' (06/24/2004), 'CAMA', '80-R OUTSKIRTS', and '80-R'.

When the Year End Processing Menu comes up you will select, Market Value Extract-VALIF and click JUMP.

The screenshot shows the 'Year End Processing Menu' dialog box. It contains a list of menu items: 'Ag Land Merge-MERGE', 'ASCII Value Transfer File-ASCII', 'TPP Market Value Extract-VALPP', 'Personal Prop Value Ext-TVALX', 'TPP Value Stability Report-TVAL', 'Market Value Extract-VALIF' (highlighted), 'Value Stability Extract-VALX', 'Value Stability Report-VAL', 'TPP Hist. File Auto-Update-THFUP', 'Hist/Fut.Auto-Update-HFUPD', 'History File Summary/Purge-HFPRG', and 'TPP Hist. File Auto-Update-THFUP'. At the bottom, there are two buttons: 'JUMP' and 'CANCEL'.

When the Oklahoma ASCII Postover Extract window comes up you have several options as to how to transfer your values from CAMA to A.A.



All Parcels will transfer all the Real Property Values on CAMA to A.A.

Parcel Range will allow you to select a Parcel Number to begin with and one to end with, when you are transferring values from CAMA.

Audit Date Range will allow you to chose what values you want to transfer by the date the parcel was changed.

The **Batch File** selection is when you have used a parameter file to select the parcels you want to transfer. The parameter file must be in the F:\CASMENU\WKST-??> folder as **PROP.DRV**. (See **page 7** for information on building a parameter file from IQ.)

When the ASCII Postover Extract is finished running it will generate a report having 4 sections.

1. The first section contains all the parcel numbers that were selected by the parameter file and the values contained in those parcels and any undivided interest.
2. The second section contains those parcels that are in question.
3. The third section list the parcels that have been read in the parameter file.
4. The fourth section is a list of associated STYLE entries in the VALIF report.

See examples of each section numbered accordingly on the following pages.

1. Notice the page numbers in the upper right hand corner of the report.

APLUS PARCEL NUMBER	UNDIVIDED INTEREST ID	-LAND VALUE-	BLDG VALUE-	MISC VALUE-	IMPR VALUE-	PH VALUE-	UDI
0000-01-013-011-0-001-02		2500	6267	0	6267	0	100
0000-07-013-011-0-003-02		0	0	0	0	0	100
0000-28-015-011-0-002-00		0000	0	0	0	0	100
0000-33-015-011-0-002-03		3000	0	0	0	0	100
0000-33-015-011-0-002-05		1300	25209	0	25209	0	100
0000-33-015-011-0-002-06		2700	5265	0	5265	0	100
0000-33-015-011-0-002-07		2100	32075	0	32075	0	100
0000-01-015-012-0-001-01		2000	0	0	0	0	100
0000-01-015-012-0-006-02		2760	15220	0	15220	0	100
0000-13-015-012-0-004-04		1300	0	0	0	0	100
0000-015-012-13-0-005-00	0000-015-012-13-0-005-00						
0000-29-016-010-0-002-01		5000	0	0	0	0	100
0000-00-016-011-0-003-02		0	0	0	0	0	100
0000-016-011-15-0-003-XX	0000-016-011-15-0-003-XX						
0000-15-016-011-0-003-02		40000	19514	0	19514	0	100
0000-15-016-011-0-007-02		3000	0	0	0	0	100
0000-10-016-011-0-004-01		5500	12649	0	12649	0	100
0000-10-016-011-0-011-01		4126	0	0	0	0	100
0000-20-016-011-0-010-01		15075	0	0	0	0	100
0000-20-016-011-0-012-01		4050	0	0	0	0	100
0000-20-016-011-0-013-01		3675	0	0	0	0	100
0000-20-016-011-0-017-01		15000	0	0	0	0	100
0000-20-016-011-0-018-01		0	0	0	0	0	100
0000-20-016-011-0-019-01		12075	0	0	0	0	100
0000-20-016-011-0-020-02		3750	0	0	0	0	100
0000-21-016-011-0-010-01		13100	0	0	0	479	100
0000-21-016-011-0-018-01		19300	63104	0	63104	0	100
0000-21-016-011-0-019-01		9540	29564	0	29564	0	100

2. Notice the page numbers in the upper right hand corner of the report (1/2 total).

The little window in the lower left hand corner popped up by clicking on File in the upper left hand corner of the screen. That is how you get to the errors listed below, to look at them.

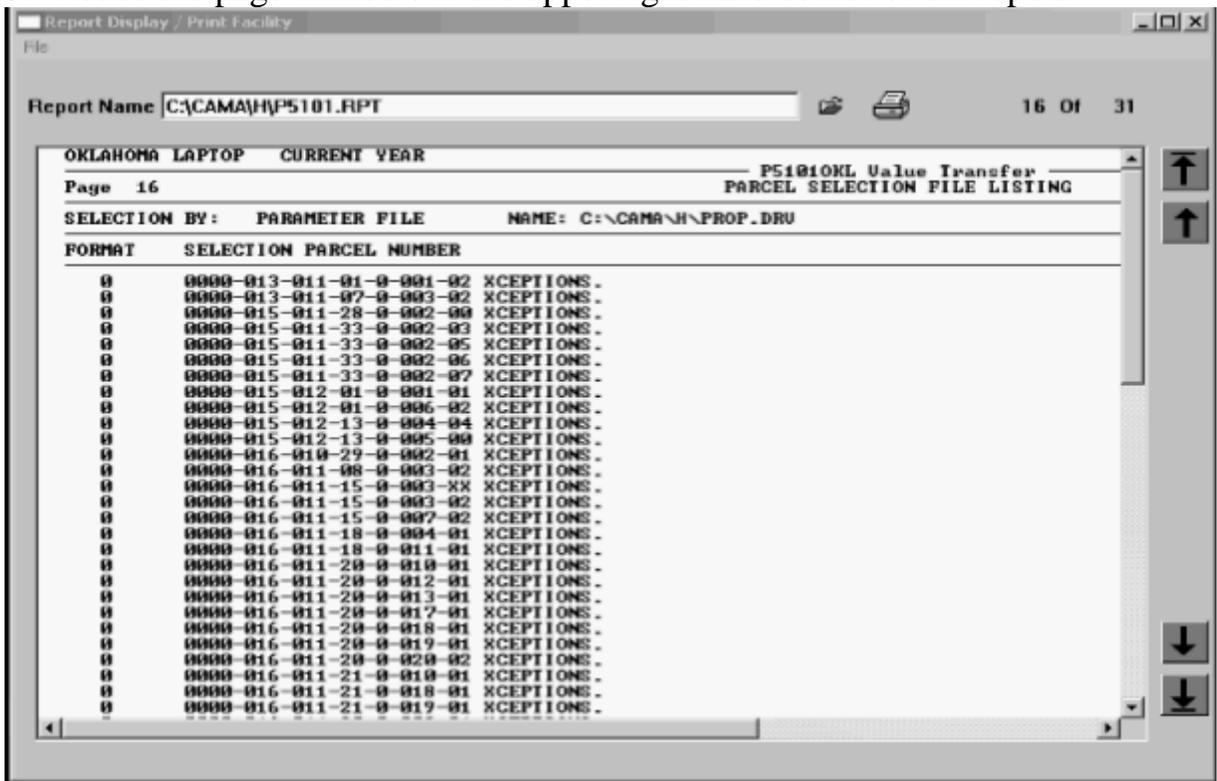
PAGE	LINE	PARCEL ID	EXCEPTION DESCRIPTION
1	11	0000-015-012-13-0-005-00	NO PARCEL RECORD FOUND FOR PARCEL PARAMETER
1	14	0000-016-011-15-0-003-XX	NO PARCEL RECORD FOUND FOR PARCEL PARAMETER
13	41	0395-028-010-00-0-000-XX	NO PARCEL RECORD FOUND FOR PARCEL PARAMETER
3 PARCEL(S) LISTED WITH EXCEPTIONS.			

Page Number Selection

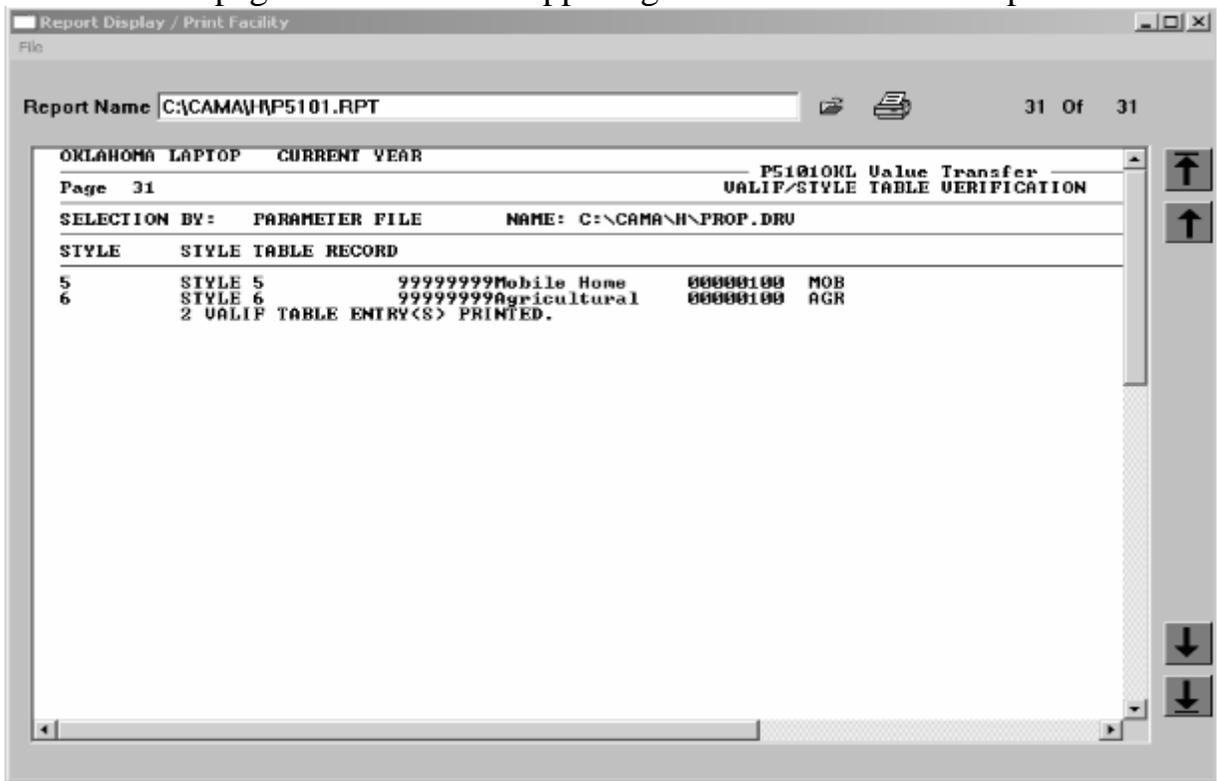
Page Nbr to View:

Ok Cancel

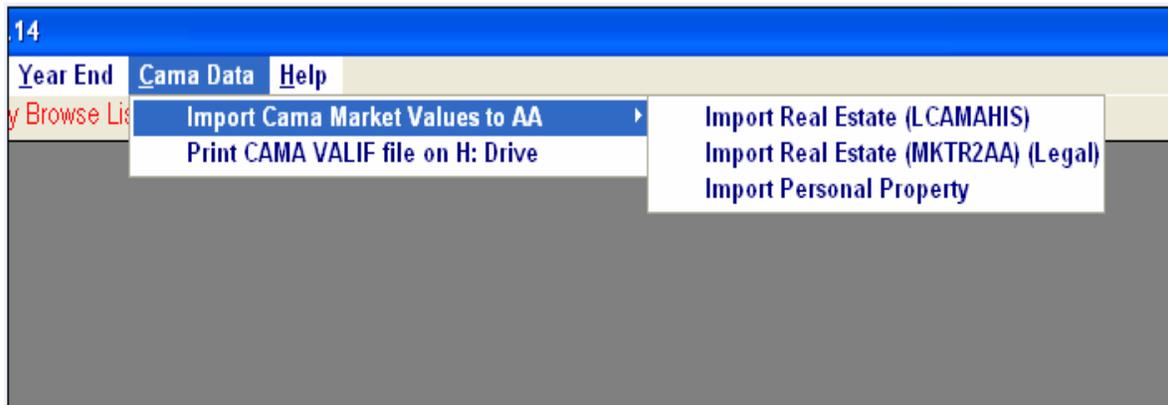
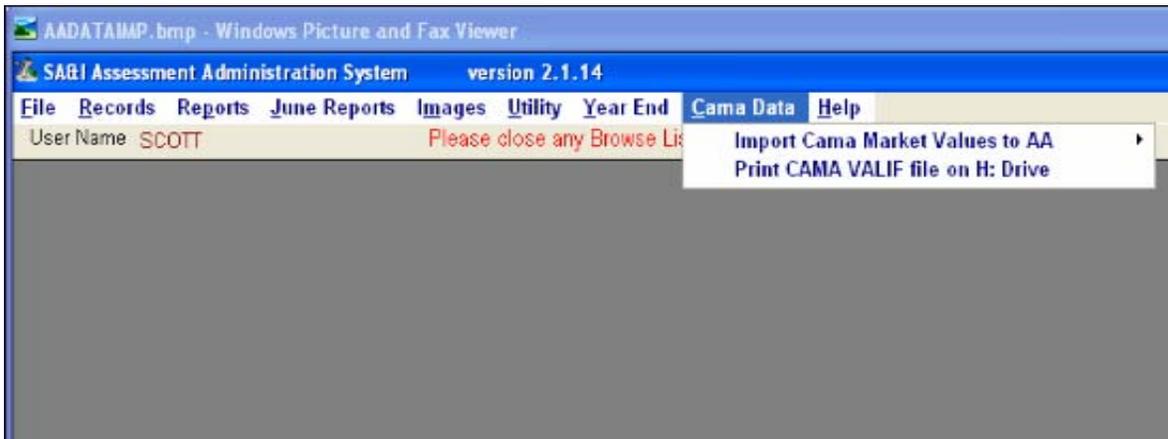
3. Notice the page numbers in the upper right hand corner of the report.



4. Notice the page numbers in the upper right hand corner of the report.



Once these mistakes in CAMA have been corrected; run the VALIF again. Now go into A.A. and transfer values. See S A & I Manual CAMA DATA – Import Cama Market Values – Import Real Estate (MKTR2AA) page 71. (Remember CAPS and Overrides procedures)



Once the ERROR report has been **checked** and errors **corrected**, if any changes are made in CAMA to correct the errors, a new VALIF will need to be ran in CAMA and a new Edit in A.A. If all is corrected, the steps on this page will be repeated, only this time the **Edit and UPDATE** box with the **red letters** will be checked. This will complete the transfer of the **Real Market Values** from CAMA to A.A.

PARAMETER FILES

There are 2 ways that parameter files have been constructed in the IQ program. Therefore the Market Value Extract-VALIF program in CAMA has been set up to handle both types of parameter files. The files are stored in CAMA by **ADDITION, TOWNSHIP, RANGE, SECTION, QUARTER SECTION, PARCEL, and PARCEL SPLIT**; (Example: **0000-013-011-01-0-001-02**). The files are viewed by you in CAMA by **ADDITION, SECTION, TOWNSHIP, RANGE, QUARTER SECTION, PARCEL and PARCEL SPLIT**; (Example: **0000-01-013-011-0-001-02**).

Some people want to see the parcel numbers in the parameter file the way they are use to viewing them in CAMA, rather than the way the numbers are stored in CAMA. Therefore they concatenate the parcel number to appear like this, **0000-01-013-011-0-001-02**. Others do not care how it appears in the parameter file so they leave it like this, **0000-013-011-01-0-001-02**. If you want the parcel number the way it is viewed in CAMA then you will have to Concatenate it with a **D** in front of it like this; **D0000-01-013-011-0-001-02**. If you are not concerned how the number appears in the parameter file, you can, Concatenate it with an extra **0** in front of the number like this, **00000-013-011-01-0-001-02**. The **D** tells the program to flip it back to the way it is stored in CAMA for the transfer file (**KBMKT.VAL**).

Here are two sample IQ Procedures. The **PAR-FILE** is an example of the 00000-013-011-01-0-001-02 type parameter file. The **PAR-FILE-D** is an example of the D0000-01-013-011-0-001-02 type parameter file. Keep in mind that the **SEARCH** is what limits your parameter file. You should also remember that it has to be written to a File at **H:PROP.DRV**.

PAR-FILE IQ Procedure

```
CONCATENATE '0' AND PROP-PARCEL-NUMBER TO PAR-FILE NO-TRIM NO-SPACE.  
COLUMNAR PAR-FILE.  
SEARCH FOR PROP-USE-CODE = '0003'.
```

PAR-FILE-D IQ Procedure

```
SUBSTRING PROP-PARCEL-NUMBER FROM 1 FOR 5 TO ADDITION.  
SUBSTRING PROP-PARCEL-NUMBER FROM 14 FOR 3 TO SECTION.  
SUBSTRING PROP-PARCEL-NUMBER FROM 6 FOR 4 TO TOWNSHIP.  
SUBSTRING PROP-PARCEL-NUMBER FROM 10 FOR 4 TO RANGE.  
SUBSTRING PROP-PARCEL-NUMBER FROM 17 FOR 2 TO QUARTER.  
SUBSTRING PROP-PARCEL-NUMBER FROM 19 FOR 4 TO PARCEL.  
SUBSTRING PROP-PARCEL-NUMBER FROM 23 FOR 2 TO SPLIT.  
CONCATENATE ADDITION AND SECTION TO ADD1 NO-TRIM NO-SPACE.  
CONCATENATE ADD1 AND TOWNSHIP TO ADD2 NO-TRIM NO-SPACE.  
CONCATENATE ADD2 AND RANGE TO ADD3 NO-TRIM NO-SPACE.  
CONCATENATE ADD3 AND QUARTER TO ADD4 NO-TRIM NO-SPACE.  
CONCATENATE ADD4 AND PARCEL TO ADD5 NO-TRIM NO-SPACE.  
CONCATENATE ADD5 AND SPLIT TO ADD6 NO-TRIM NO-SPACE.  
CONCATENATE 'D' AND ADD6 TO REALPAM NO-TRIM NO-SPACE.  
COLUMNAR REALPAM.
```

Transfer CAMA PERSONAL to A.A.

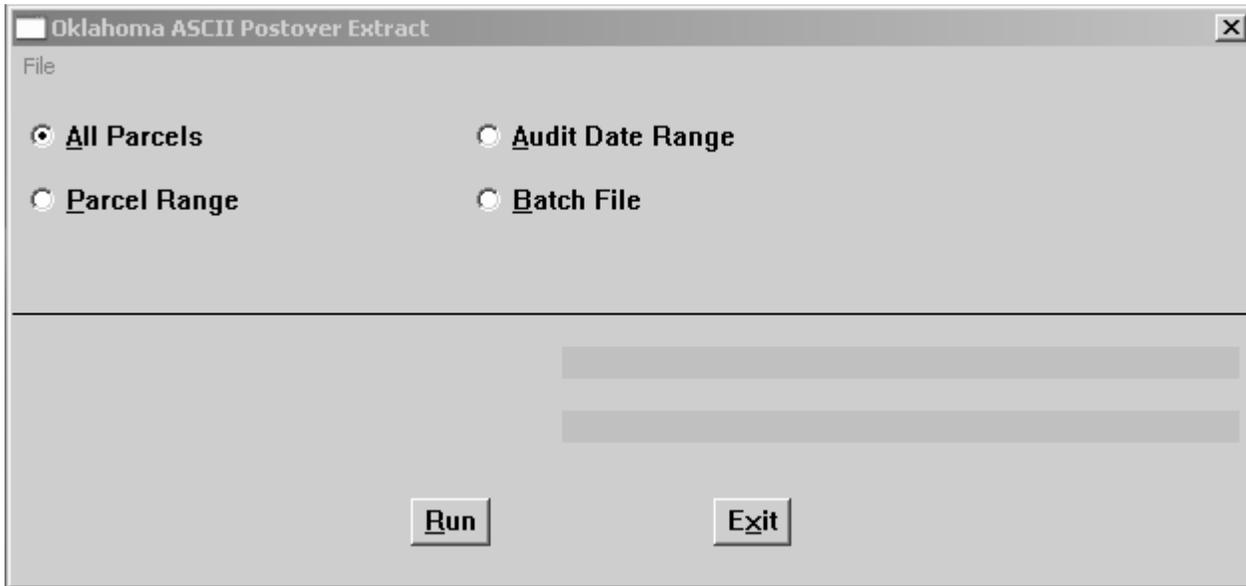
First you would click on the Menu tab and select Year End Processing.

The screenshot shows the 'Property Data' window for 'OKLAHOMA LAPTOP CURRENT YEAR'. The interface includes a menu bar (File, Menu, Functions, Help) and a toolbar with icons for New, Save, Back, Forward, Next, PCopy, and Edit. The 'Search' section has radio buttons for 'Parcel Number', 'Situs Address', 'Owner Name', and 'Alternate Id'. The 'Parcel Number' field contains '0000-01-013-011-0-001-01'. The 'OWNER ID' field contains '0054865.00'. The 'Name And Mailing Address' section has fields for 'First' and 'Last', with 'Last, First or Company and Address' containing 'LAWSON, JAMES FORREST II' and 'RT 2 BOX 8'. The 'Situs Address' section has fields for 'Number', 'Unit', 'Dr', 'Street Name', and 'Md', with 'City' and 'Zip' fields. The 'City' field contains 'GEARY', 'State' contains 'OK', 'Zip' contains '730409606', and 'Country' is empty. The 'Property Details' section has fields for 'Use Code' (0002), 'Appraiser' (B14), 'Value By' (1), 'Neighborhood' (3910.00), and 'Subd/Condo No' (105). The 'Record Count' section shows a list of records: 'LEG: 4 LND: 1 BDG: 1 DRAW: 1 AREA: 1 MISC: 2 SALE: 1 HIST: 3 ADM: 1'. The 'RURAL RESIDENT' section has fields for 'Appr. Date' (06/24/2004), 'CAMA', '80-R OUTSKIRTS', and '80-R'.

When the Year End Processing Menu comes up you will select, TPP Market Value Extract-VALPP and click JUMP.

The screenshot shows the 'Year End Processing Menu' dialog box. It contains a list of menu items: 'Ag Land Merge-MERGE', '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/Fut.Auto-Update-HFUPD', 'History File Summary/Purge-HFPRG', and 'TPP Hist. File Auto-Update-THFUP'. The 'TPP Market Value Extract-VALPP' item is highlighted. At the bottom of the dialog box are two buttons: 'JUMP' and 'CANCEL'.

When the Oklahoma ASCII Postover Extract window comes up you have several options as to how to transfer your values from CAMA to A.A.



All Parcels will transfer all the Personal Property Values on CAMA to A.A.

Parcel Range will allow you to select an Account Number to begin with and one to end with, when you are transferring values from CAMA.

Audit Date Range will allow you to choose what values you want to transfer by the date the Account was changed.

The **Batch File** selection is when you have used a parameter file to select the Accounts you want to transfer. The parameter file must be in the F:\CASMENU\WKST-??> folder as **TPPROP.DRV**. Since the ACCOUNT NUMBER is viewed and stored the same way on CAMA, the parameter file should just have a **D Concatenated** on the front of the account number, (Example: D000020.00). You should have at least one stored procedure in IQ that will build a parameter file called **TPPROP.DRV**. Remember it is the **SEARCH** that sets the limit on the parameter file and that it must be written to **File** at **H:TPPROP.DRV**.

When the ASCII Postover Extract is finished running it will generate a report showing all the values to be transferred. You should look at the last 3 to 5 pages of this report for errors in the CAMA Values, before you try to run the Edit process in A.A. This will help eliminate some of the edit errors in the A.A. report. You can look at the examples on the following pages. These are just an examples there could be several different kinds of errors on this report that would need to be fixed on CAMA before you try to transfer values to **A.A.**

This the first page of the T5101OKL.RPT. Notice the page numbers in the upper right hand corner, (1 of 156). The first 154 pages of this report give you the account number, values, penalties and exemptions

Report Display / Print Facility

File

Report Name: C:\CAMAVHT5101OKL.RPT 1 Of 156

OKLAHOMA LAPTOP CURRENT YEAR T5101OKL Value Transfer

Page 1 ACCOUNT SELECTION FILE LISTING

SELECTION BY: ACCOUNT RANGE FROM: 000020.00 TO: 860070.00

APLUS ACCOUNT NUMBER	OVER CODE	OVER VALUE	CATEGORY	CATEGORY VALUE	QUANTITY	T-MKT VALUE	PENALTY
000020.00			16	2000	0		
		0	08	1188	13		
		0	00	0	0	3188	
000120.00			06	24351	924		
		0	07	2959	760		
		0	00	0	0	27310	
000240.00			08	5563	37		
		0	00	0	0	5563	
000320.00			12	818	1		
		0	13	8995	9		
		0	07	251	1		
		0	00	0	0	10064	
000340.00			12	12615	5		
		0	13	20070	13		
		0	21	10000	0		
		0	17	6543	32713		
		0	00	0	0	32713	6543
000410.00			06	202	552		
		0	07	88	116		
		0	00	0	0	290	
000410.01			06	5541	924		
		0	07	123	160		

This part of the T5101OKL.RPT gives you the total values, penalties, and exemptions. You should not count on the **Quantity** column for numbers unless you know how it is counting up

Report Display / Print Facility

File

Report Name: C:\CAMAVHT5101OKL.RPT 155 Of 156

OKLAHOMA LAPTOP CURRENT YEAR T5101OKL Value Transfer

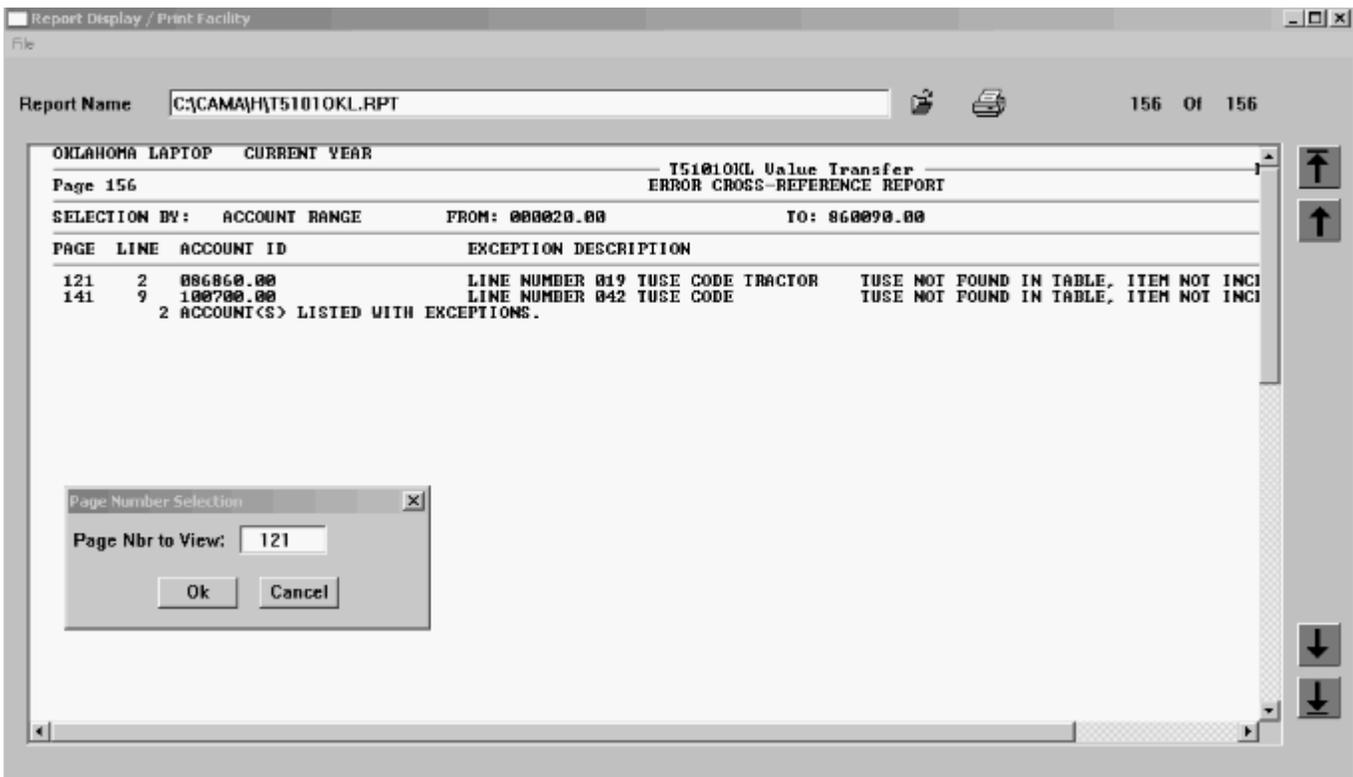
Page 155 ACCOUNT SELECTION FILE LISTING

SELECTION BY: ACCOUNT RANGE FROM: 000020.00 TO: 860070.00

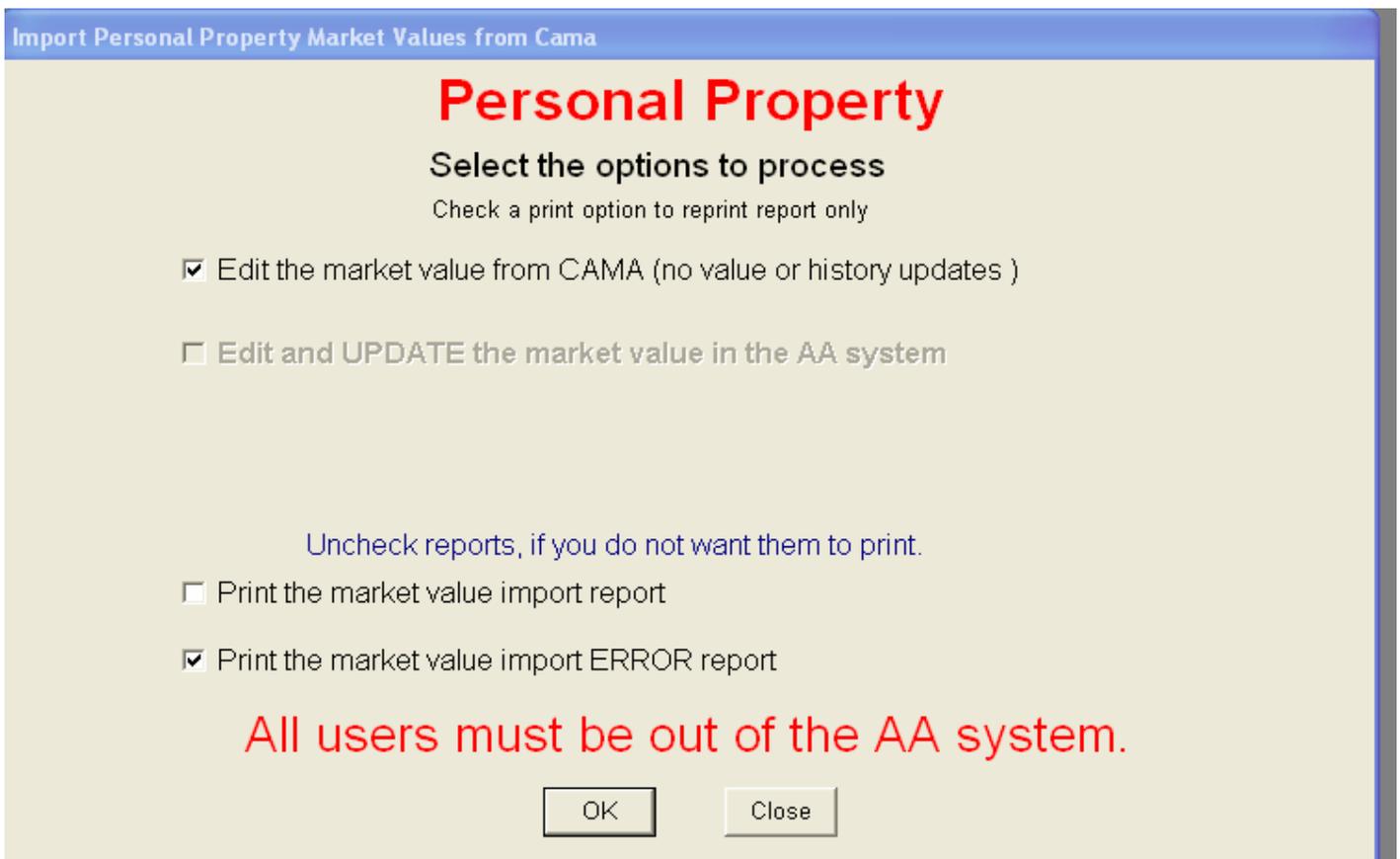
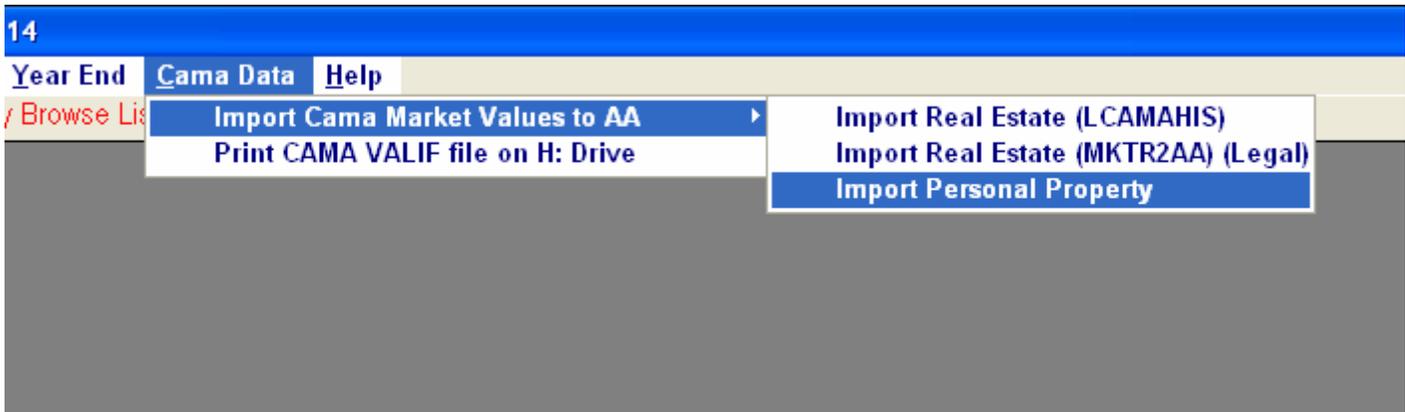
APLUS ACCOUNT NUMBER	OVER CODE	OVER VALUE	CATEGORY	CATEGORY VALUE	QUANTITY	T-MKT VALUE	PENALTY
RUN TOTALS				281508161		200125077	190344
T-MARKET + T-PEN + T-EXEMPT SHOULD EQUAL GRAND TOTAL							
2.033 ACCOUNT(S) TRANSFERRED.							
		Value		Quantity			
Manu-Proc		19,789,979					
Refr-Gas		0					
Oil-Gas-Ming		17,556,766					
Pipe-Lines		102,025,338					
Prof-off-Equip		300,034					
Mfg-Home-LL		3,207,407		336,335			
LH-Lhsf-III		1,677,291		177,817			
Inv-Furn-Fix-Eq		18,913,649		10,454			
Cattle		385,223		169,500			
Horse-Mule-Jack		14,090		1,000			
Other-Livestock		0					
Farm-Tractors		12,334,157		1,653			
Farm-Eqp-Mach		12,901,152		5,565			
House Hold		0					
Other Personal		0					
Penalty		190,344					
Exemption		0					
Bus-Inv		11,020,791					
Mh-Ex		268					
Uet-Ex		0					
Freeport		1,191,672					
<SEE ERROR CROSS-REFERENCE REPORT FOR EXCEPTIONS>							

numbers.

This part of the report, list the errors on the CAMA Personal Property that need to be check and corrected if necessary. Notice that it list the page number and the line where the Account Number can be found that is in error. If you will click on File in the upper left hand corner you have the option – Select Page to View. If you Select Page to View, you will be able to go to that page by typing the number in the small window that will appear in the lower left hand of the report screen. Now if you click Ok you can go to the line number (in this case 2) and look for the problem. Next you can go into CAMA Personal and look up the Account on the Detl Screen and fix it. Once you have fixed the problems in the list, you can run the **MARKET VALUE EXTRACT- VALPP** again and you are ready to transfer values to AA.



Once you have corrected the mistakes on CAMA you are ready to go into A.A. and transfer values. See SA & I Manual --- Import CAMA Market Values --- Import Personal Property page 71.



Once the errors have been corrected in the ERROR report, if any changes are made in CAMA to correct the errors a new VALPP will need to be run in CAMA and a new Edit in A.A., to make sure all the errors are gone. Now with everything corrected, the steps on this page will be repeated only this time the **Edit and UPDATE** box will be checked. Running this will complete the transfer of the Personal Property Values from CAMA to A.A.

