THE COMMUNITY SOFTWARE CONSORTIUM

PERSONAL PROPERTY SYSTEM

USER GUIDE

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PERSONAL PROPERTY SYSTEM – USER GUIDE

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USING THE CSC PERSONAL PROPERTY APPLICATION

Introduction

The Community Software Consortium owns several applications programmed exclusively for its members: Public Access, Tax Administration, Motor Vehicle Tax Administration and Personal Property. This user guide provides assistance and information pertaining to the Personal Property application only. User guides for the other applications are available from the Information Technology Section of the Division of Local Services or from the CSC page on the DLS web site (see the last section in this guide for further information.)

The CSC Personal Property application is a Microsoft Access database system. It consists of two Access files (CSCPersProp.mdb and CSCPersProp_BE.mdb) that can be easily copied, moved or shared. The data tables reside in CSCPersProp_BE.mdb (the "back end" of the application) and the rest of the application resides in CSCPersProp.mdb. The application has the following features:

- *User-friendly data entry screens*: to allow fast and easy input of information. Ownership and itemized personal property data is entered using standard Windows screens. The system will accept all types of personal property, including second homes and animals.
- *Year tagged data*: a year tag is assigned to each item, providing the ability to track changes in each account from year to year.
- *Table-driven personal property valuation*: a table of personal property items and their corresponding replacement costs, adapted from the Marshall and Swift Commercial and Industrial Cost Manual, is included with the system. Additional personal property item values may be added to the base table.
- *Sound Value/Table Override options*: items can be entered to the personal property database even if they don't appear in the cost table. These items are assigned a value either by entering a replacement cost in the record or by sound valuing the item.
- *Table-driven depreciation*: depreciation of each item can be calculated automatically by using depreciation tables. Four tables are included with the system; new tables can be added when necessary, and all tables can be edited by authorized users.
- *Reports*: available reports include a "personal property LA4" and a new growth report. Custom reports and queries can also be designed by users familiar with Access reporting functions.

System requirements

To run any of the CSC applications you must have a PC that meets or exceeds these minimum specifications:

- Pentium processor (Pentium II or higher)
- 64 MB RAM
- CD-ROM or CD-RW
- Microsoft Access 2000/2002/XP

To receive remote support from the DOR your PC must also have a modem and either Carbon Copy or PC Anywhere communications software installed.

Prior experience with Microsoft Access is not required to use the CSC applications, but is strongly recommended.

Familiarity with Microsoft Windows is required and is therefore assumed throughout this user guide.

Protecting data

It is vitally important to maintain a recent backup copy of the CSC Personal Property application. This task is easily accomplished because the CSC Personal Property application has just two files. Get in the habit of making a copy of the application file before you open it – it only takes a minute. To protect your data further, copy the Access file(s) to CD, Zip cartridge or tape and make sure at least one copy resides outside the town hall.

It's up to you to protect your data, so backup early and often!

To make a copy of the CSC Personal Property application:

Make sure the application is not in use (if your PC is on a network, check with the other users and ask everyone to close the application if it's open.)
Use Windows Explorer to copy both application files (CSCPersProp.mdb and CSCPersProp_BE.mdb) to another folder or drive. It is critically important to back up the data files, or the "back end" of the application, on a regular basis. It is good practice to back up both files – they are small and it doesn't take long to protect them.

Backing up the CSC Personal Property application:

Make sure the application is not in use (if your PC is on a network, check with the other users and ask everyone to close the application if it's open.)
Use your backup software to copy the CSCPersProp.mdb and CSCPersProp_BE.mdb files to CD, USB drive, Zip disk or tape.

The Personal Property Main Screen

The Personal Property application's main screen is organized into modules, with each module being displayed on a separate tab (see Figure 1 below). The Accounts module appears in front of the others by default. Select any other module by clicking its tab; the selected module will move to the front of the display.

The Personal Property application modules are:

- Accounts – for entering, modifying, viewing or deleting personal property account data
- Administration – for configuring and customizing the system
- Reports – for running various system-generated reports
- Tables – for editing or adding cost or depreciation tables
- Valuation – for valuing personal property accounts.

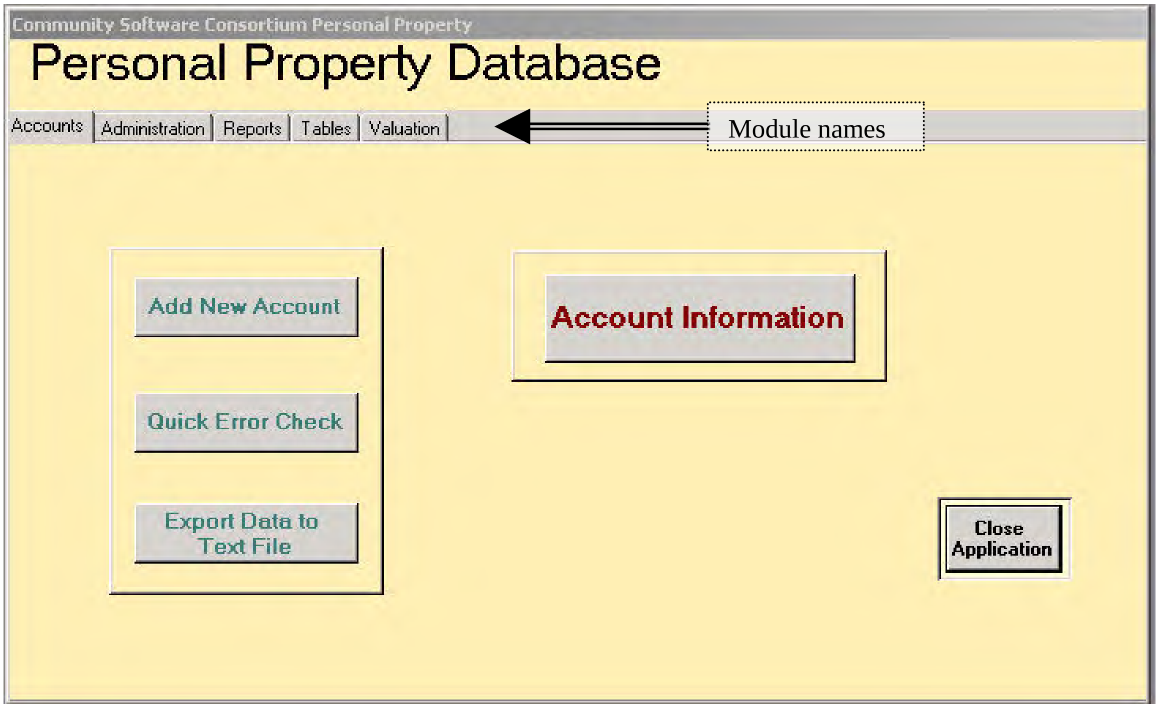

Figure 1 - the Main Screen - Accounts module

Each module is described in detail in this user guide.

Exiting the application

To exit the Personal Property application, click the Close Application button at the bottom right of the Main Screen.

The Accounts module

The Accounts module is used to add and maintain personal property data. Once an account is established, personal property items can be entered and valued. Account information is tied to a particular year, so many years of data can be kept in the same database.

There are two buttons available on the Accounts tab: the Add New Account button and the Account Information (see Figure 1.)

- Click the Add New Account button to open a new account and enter basic account and ownership data in the New Account Information screen.
- Click the Account Information button to access existing account information and to add personal property data to an account.

Adding a new account

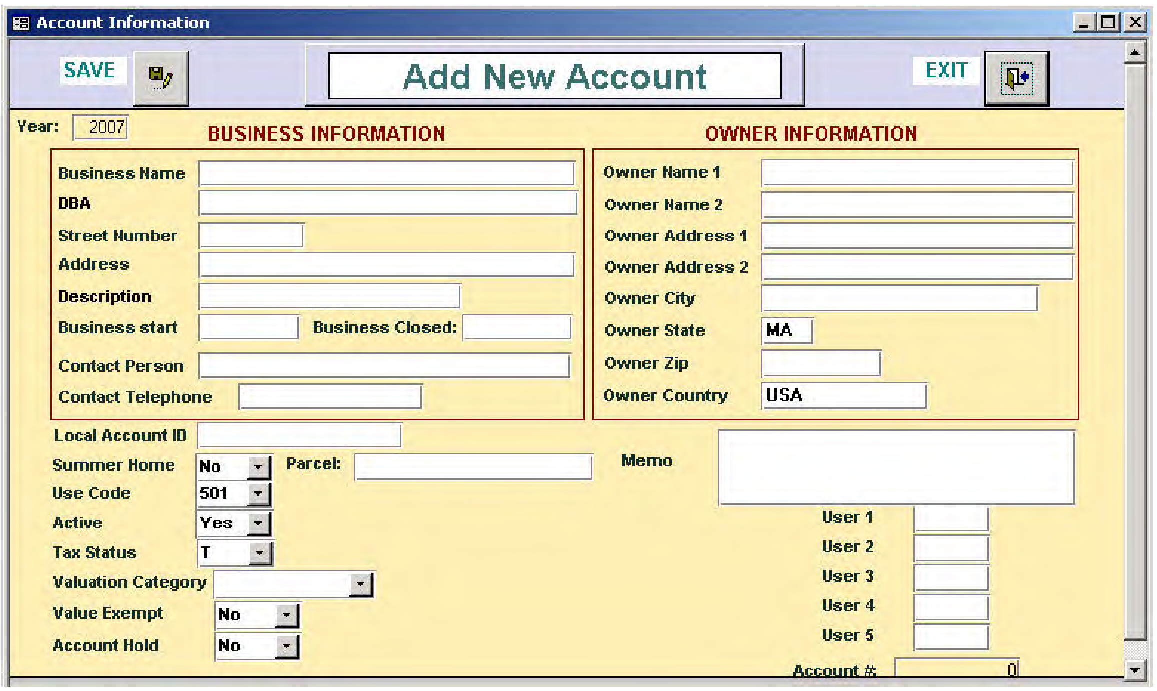

Figure 2 - the New Account Information screen

To add a new personal property account to the database:

- Click the Add New Account button on the main screen. The New Account Information screen will appear (see Figure 2.)
- Click inside a field to position the cursor, then type in the new data. Some fields have pull-down lists of options available (indicated by the gray "down" arrow.) To select a value from the list, click the arrow, then scroll through the list of options and click on the desired value.

The new account's system account number will be assigned automatically when the account is saved; you do not need to enter a number in the field (this is why the Account # field is a different color than the other fields.) The Local Account ID field is available for entering a town-issued account number.

Saving a new account

When all information has been entered in the New Account Information screen, click the Save button at the top left of the screen (see Figure 2.) The information entered will become part of the database and can be accessed by using the Account Information button.

To exit the screen without saving the information, click the Exit button at the top right of the screen.

Deleting an account

IMPORTANT NOTE for Access 2000 users: due to a bug in Access 2000, using method 1 will close the application when the Delete This Account button is clicked. To avoid exiting the application, use method 2 to delete accounts. This is not an issue in Access XP (2002) or Access 2003 so you can use either method in either of these Access versions.

Two methods exist for deleting accounts:
1. An account can be deleted by clicking the Delete This Account button at the top left of the Account Information screen (see Figure 3.)
2. An account can be marked for deletion, which leaves the account in the database until the "Delete all Marked Accounts" batch process is run. To mark an account, check the blue checkbox labeled "Mark This Account for Deletion (see Figure 3.)

Note: This action deletes the entire account, including all personal property items, for the specified year. To delete only specific items, see "Deleting an item" below.

Adding information to an existing account

Once a new account has been opened and saved, detailed personal property information can be added by using the Account Information screen. Click the Account Information button on the Main screen to access Account Information.

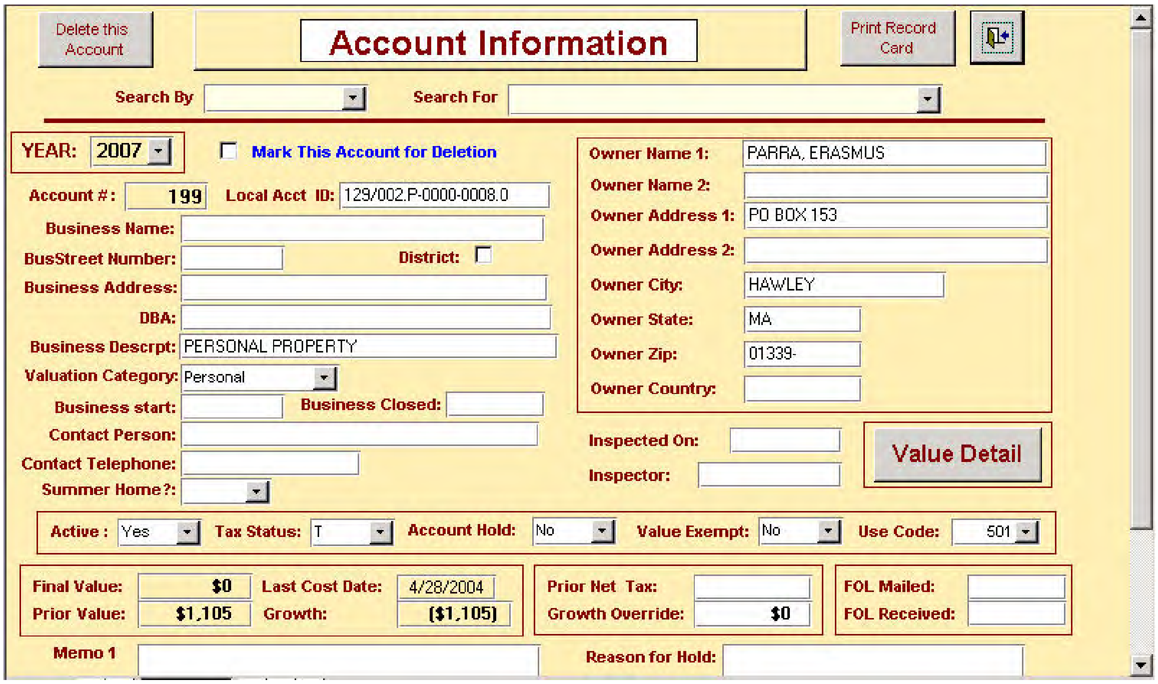

Figure 3 - the Account Information screen

Searching for an account

Several "Search By" categories are available by default:

- Search by Business Name
- by Business Address
- by Owner Name
- by Local Account ID
- by Parcel.

To search for a particular account:

- Click the Search By drop-down list and select a field to search by: Business Name, Business Address, Owner Name, Local Account ID or Parcel.
- Click the Search For drop-down list and either type the information you're looking for, or use the scroll bar to find it in the list. Click the desired entry and the account information will be displayed.

Modifying account information

Most account data can be changed on the Account Information screen; click inside a field to position the cursor, then delete or change the data in the field.

Locked fields

These fields are "locked" and cannot be changed in the Account Information screen:

- Account #
- Final Value
- Prior Value
- Last Cost Date
- Growth

The Account # is assigned automatically when the account is created. The values and growth figures are calculated automatically by the system when the account is valued. These fields do not have a white background like the other fields, which indicates that they are locked fields.

Adding personal property items to an account (the Value Detail button)

Once the basic account information has been entered, personal property items belonging to the account can be entered so the account can be valued. Items already attached to an account can be deleted, modified or duplicated. These tasks are all done using the Value Detail screen, accessed through the Account Information screen.

To add personal property items to an account:

- Search for and select the desired account in the Account Information screen.
- Click the Value Detail button. The Account Items screen will appear (see Figure 4.)

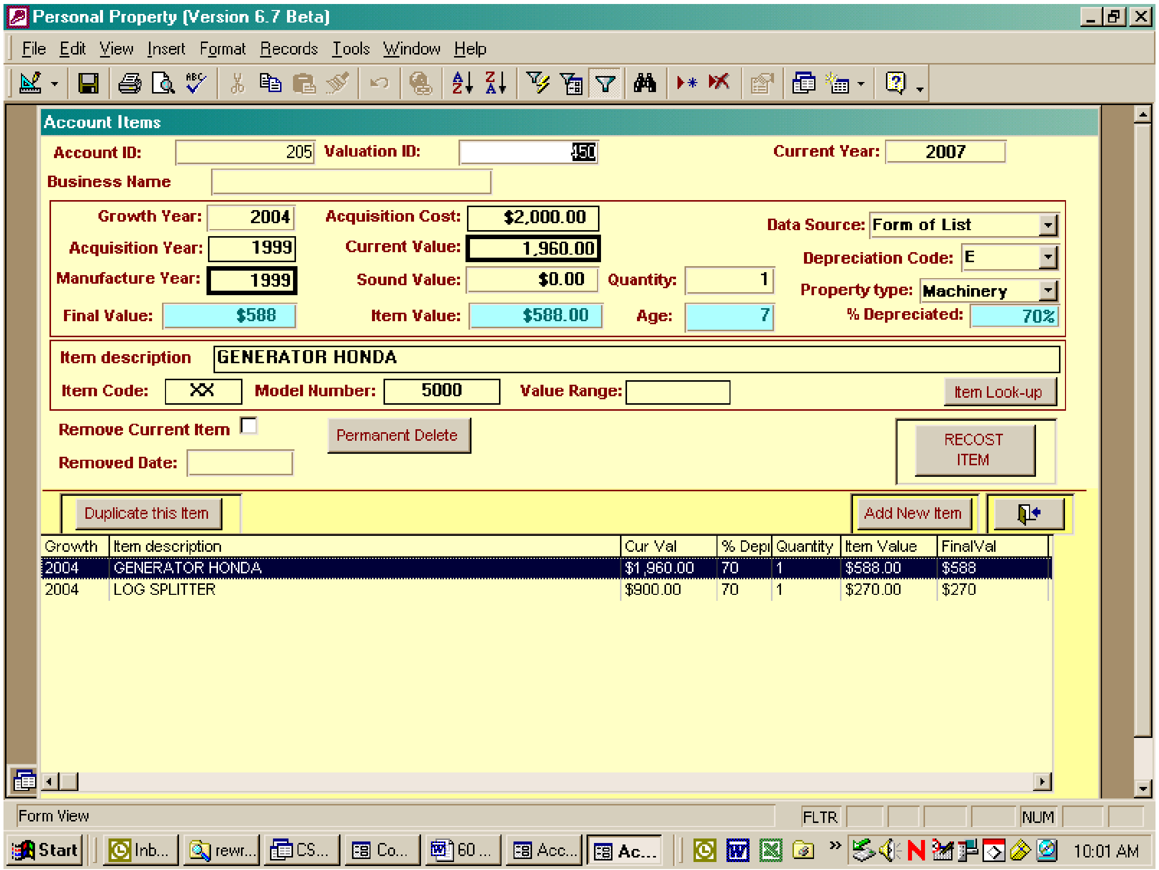

Figure 4 - the Account Items screen

Adding a new item using the Item Lookup feature

- Click the Add New Item button in the middle right of the Account Items screen (see Figure 4.) Certain fields will be cleared and the system will be ready to add an item to the account.
- If the item to be added is an Animal, select Animals in the Property Type field. If the item is not an animal, proceed to the next step.
- Click the Item Look-up button (see Figure 4.) The Cost List screen will appear (see Figure 5.)

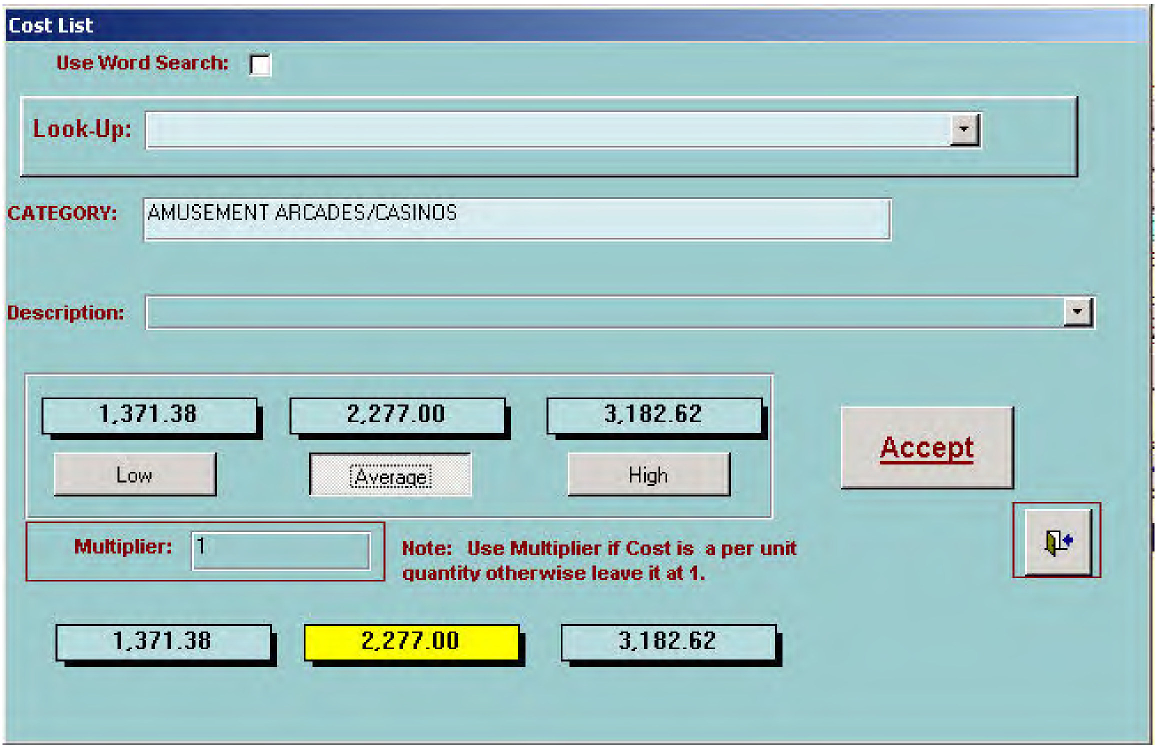

Figure 5 - the Cost List screen

If you know the specific category containing the item you wish to use:

- Select the appropriate category from the Look-Up pull-down list. This list contains all the categories found in the current Cost Table. When a category has been selected, it will appear in the Category field.
- Select an item from the category by scrolling through the Description drop-down list until the desired item is displayed.

Using Word Search to find an item

If you do not know the category or the specific item code, you can use the Word Search to find a list of items matching a word or phrase:

- Check the Word Search box at the top of the screen; a Search For box will appear.
- Enter a word or phrase in the Search For box
- Click the Search button.

All items matching the word or phrase can be displayed by clicking the Description drop-down list. Scroll through the list until you find the desired item, then click the item to select it (see Figure 6.)

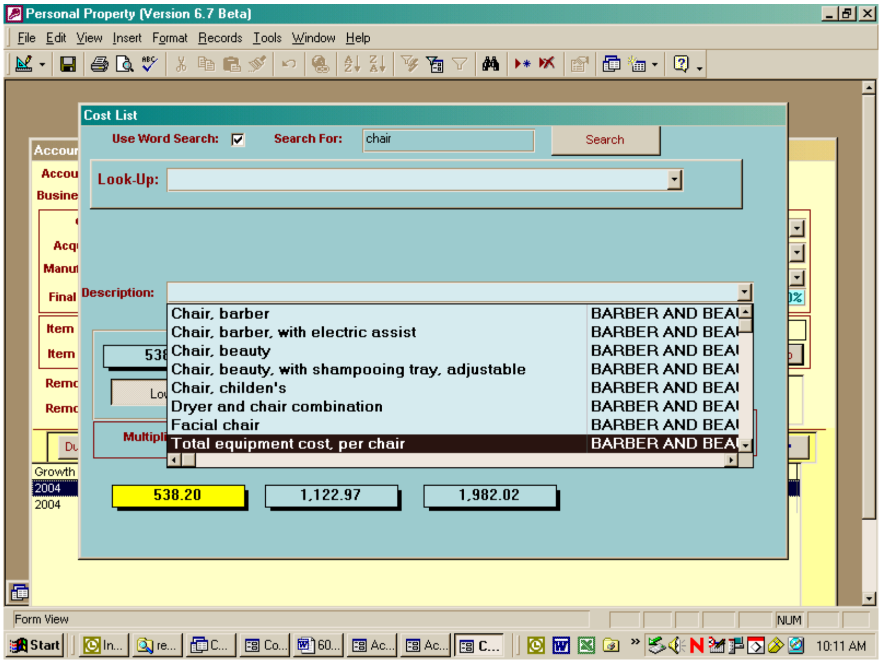

Figure 6 - Word Search results

Once you have selected an item, you can further define your selection:

- Select the desired Cost Level for the item by clicking the button underneath the value. Each item has three possible cost levels: Low, Average and High.
- Enter a quantity in the Multiplier box if the replacement cost is "per unit." For example, if the replacement cost displayed is the replacement cost per lineal foot, the total number of lineal feet would be entered in the Multiplier box. *Note: the Multiplier field is not the same as Quantity –the Quantity field is entered on the Account Items screen.*
- When all data has been selected/entered, click the Accept button to save the data. The Cost List screen will close and the data will be displayed in the Value Detail screen.
- Review the data for accuracy and make changes if necessary. Add additional data such as:
  -Depreciation Code
  -Quantity
  -Data Source
  -Property Type
- Click the Recost Item button to immediately value the item and add it to the total account value.

Note: all animal values come from a table with only one value for each category of animal. Animal values do not depreciate.

Adding a new item without using the Item Lookup feature

It is also possible to add an item without selecting it from the Cost List. To add a new item manually:

- Click the Add New Item button.
- Enter a description of the item in the Item Description field.
- Enter the item's value using either the Current Value or the Sound Value fields. (Sound Value will override Current Value if both are present.)
- Select a Property Type from the drop-down list.
- Enter the item's Manufacture Year (this must be entered even if using Sound Value.)
- Enter the item's Acquisition Cost, if known (if you wish to use the acquisition cost as the replacement cost, the value will have to be entered in both fields.)
- Click the Recost button to add the item to the account's total valuation.

Duplicating an item

To duplicate an existing item:

- Click on an item in the item list to highlight it.
- Click the Duplicate this Item button at the bottom left corner of the Account Items screen. The system will copy the item information.
- Edit any of the information as necessary.
- Click the Recost button. The duplicate item will be valued and added to the item list.

Deleting an item

To permanently delete an item from the account:

- Click to select an item on the item list.
- Click the Permanent Delete button above the item list. The item will be completely removed from the account.

Removing an item from taxation

An item can be removed from the tax rolls without deleting it permanently from the item list. To remove an item from the tax rolls:

- Click to select an item on the item list.
- Check the Remove Current Item box above the item list.

The current date will automatically be written to the Removed Date field. The item will not be taxed for that particular year but will remain listed in the account with a "removed" status flag. All items marked "removed" will not be included in the account's Final Value.

To return the item to the account, uncheck the Remove Current Item box. The item will again be included in the account value.

Exiting the Value Detail screen

To exit the Value Detail screen and return to the Main Screen click the Exit icon at the bottom right corner of the screen.

Tracking Form of List information

Information about the Form of List (FOL) can be entered on the Account Information screen. Fields are provided for the date of mailing and the date the completed form was received; additional information can be entered in the Memo 1 field (see Figure 3.)

Placing an account in a "Hold" status

An account can be put "on hold" to temporarily remove it from the active tax rolls. To flag an account with "Hold" status:

- Select "Yes" in the *Account Hold?* field on the "Account Information" screen.
- Note the reason for putting the account on hold in the Reason for Hold descriptive field (see Figure 3.)

Small Personal Property Account Exemption

If your community has accepted the small personal property account exemption (General Laws Chapter 59 §5(54), added by Chapter 159 of the Acts of 2000) certain accounts with small values can be removed from the tax rolls. To flag an account as having a value less than the minimum required for taxation, change the *Value Exempt* field to "Yes." The account will remain in the database but will be excluded from taxation.

Excluding an account from the next fiscal year

If an account will not be “active” in the next fiscal year it can be flagged so it will not be copied to the next year’s data. Examples of this situation include: business accounts that have gone out of business, second homes where the owner now lives in town year-round, and farms that by necessity have had to sell all the livestock and equipment at auction. To make an account inactive, select “No” from the drop-down list. When the database is rolled to the next fiscal year, the inactive accounts will not be copied to the next year.

New Growth Override

The Personal Property Application automatically tracks new growth for each account. There will be times when you may wish to override these automated growth totals; this can be done simply by entering the new growth override amount for the account in the *Growth Override* field.

Exiting the Account Information screen

To exit the Account Information screen and return to the Main Personal Property screen, click the Exit icon at the top right of the screen.

The Administration Module

The Administration module allows authorized users to change the system's basic configuration information and perform other important tasks.

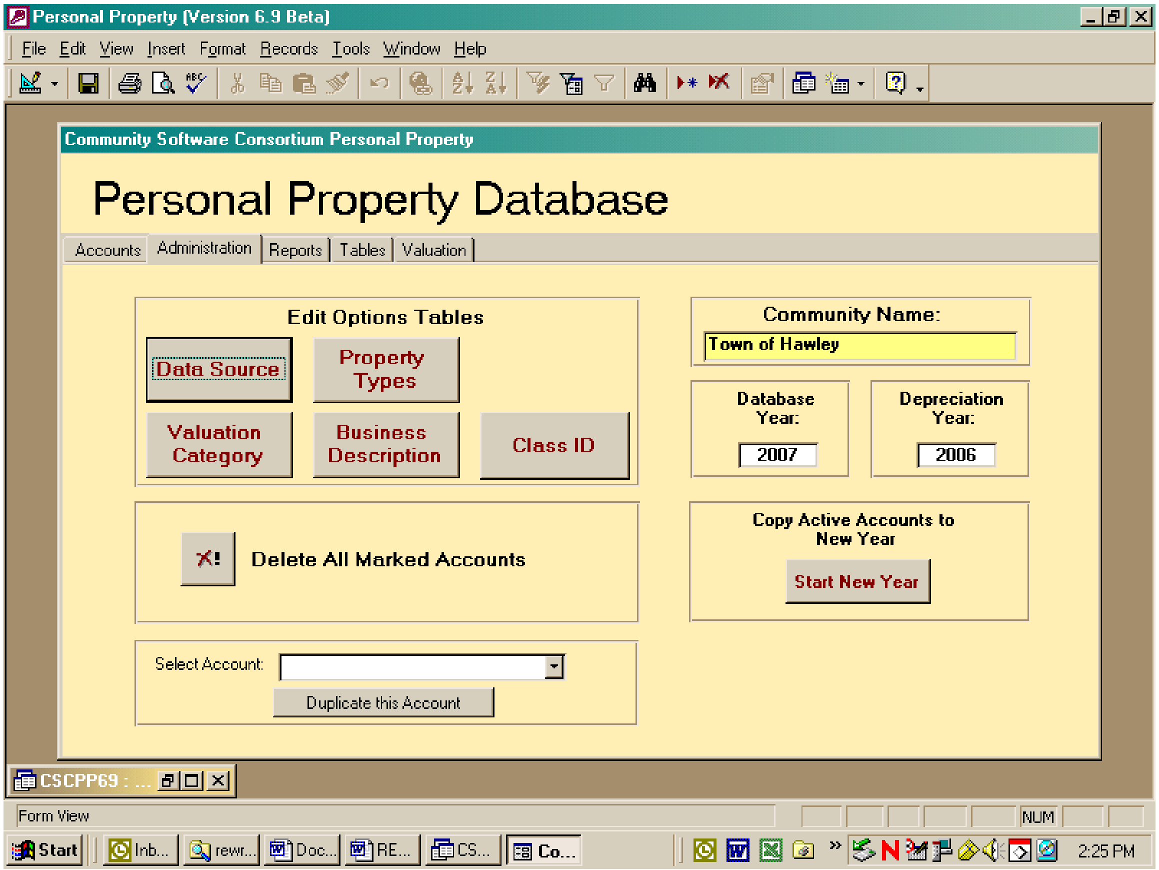

Figure 7 - the Administration module

Entering the community name

Type the name of the community (including "City of" or "Town of", if desired) in the Community Name field. This name will appear on all system-generated reports.

Setting the default Database Year

The default year for the database is set on this screen in the "Database Year" box. Each year, a new copy of each account is created with the current fiscal year tag attached to it. The Database Year setting determines which fiscal year's accounts will be accessed by default.

Setting the Depreciation Year

A default year for depreciation is used in the Cost approach to valuation. The age of an item is determined by comparing the item's Manufacture Year to the Depreciation Year. The default (base) year for depreciation is entered in the Depreciation Year field. Sometimes the Default Year and the Depreciation

Year fields will be the same; this usually happens in a certification year. The two fields can, however, hold different years if desired.

Starting a new year

Each fiscal year the active accounts in the existing database are duplicated, then flagged with a new year tag. (Accounts marked with the "Delete" flag and inactive accounts are not copied.) All necessary data changes for the new fiscal year or tax billing cycle are made to the newly created accounts. To start a new year:

- Click the Start New Year button on the Administration tab.
- Enter the new fiscal year tag on the pop-up screen.
- Click the Start New Year button.

Figure 8 - Start New Year

Modifying options lists

There are buttons on the Administration screen that allow user access to the lists of edits for certain database fields. Only experienced users should attempt to modify the database. To edit an option list, click the button for the desired field (Data Source, Property Types, Valuation Category, Business Description or Class ID.)

Duplicating an Account

An account can be duplicated by the following method:

- Select the account to be copied from the Accounts drop-down list.
- Click the Duplicate this Account button.
- Enter a new business name, business address if applicable to the new account.
- Enter the account year (required).
- Click the Add duplicate account button.

A copy of the selected account is made with a new account number. Account information can be edited by using the Account Information screen.

Deleting Marked Accounts

All accounts marked for deletion in the Account Information screen can be deleted by clicking the Delete Marked Accounts button. **Please note that this permanently deletes the accounts and all detail information.** You may view the accounts prior to deleting them by printing the "Accounts Marked For Deletion" report found on the Reports tab.

This option has been intentionally placed in the Administration tab rather than the main Accounts screen due to its serious nature.

The Reports Module

Three categories of reports are provided with the CSC Personal Property application:

1. General Reports that provide information about the accounts
2. Error Reports that provide information on accounts with data errors and omissions
3. Tax Related reports that provide information used in the tax rate setting and billing processes.

All the reports are run from the Reports module; to access this module, click the Reports tab on the Main Screen (see Figure 9.)

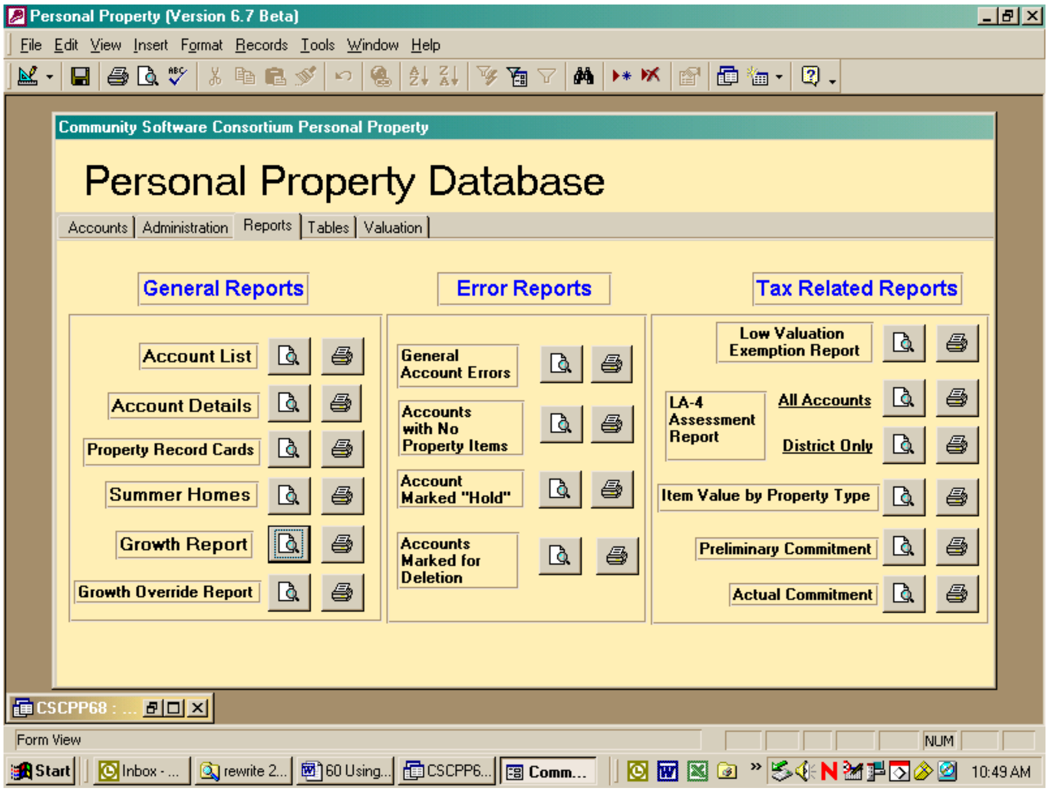

Figure 9 - the Reports module

Viewing or printing reports

Each report can either be displayed on the screen or sent to the printer:

- To display the report on the screen, click the magnifying glass icon. The report will be displayed; click the close icon (the X in the right hand corner of the report window) to return to the Reports screen.
- To print the report, click the printer icon.

Certain reports are designed for a single fiscal year; a pop-up box will appear to allow entry of a specific fiscal year before the report is generated.

The “General Account Errors” report can also be run from the main Accounts module screen.

The Tables Module

The Tables module provides access to the cost tables and the depreciation tables. Authorized users can edit, update and create backup copies of these tables. The Cost tables can be updated when new values and items become available (updates are produced by Marshall and Swift approximately every 3 years.)

Valuation Table Maintenance

There are four buttons in the Valuation Table Maintenance section (see Figure 10):

- Cost Table
- Animals Cost Table
- Cost Categories
- Depreciation Table

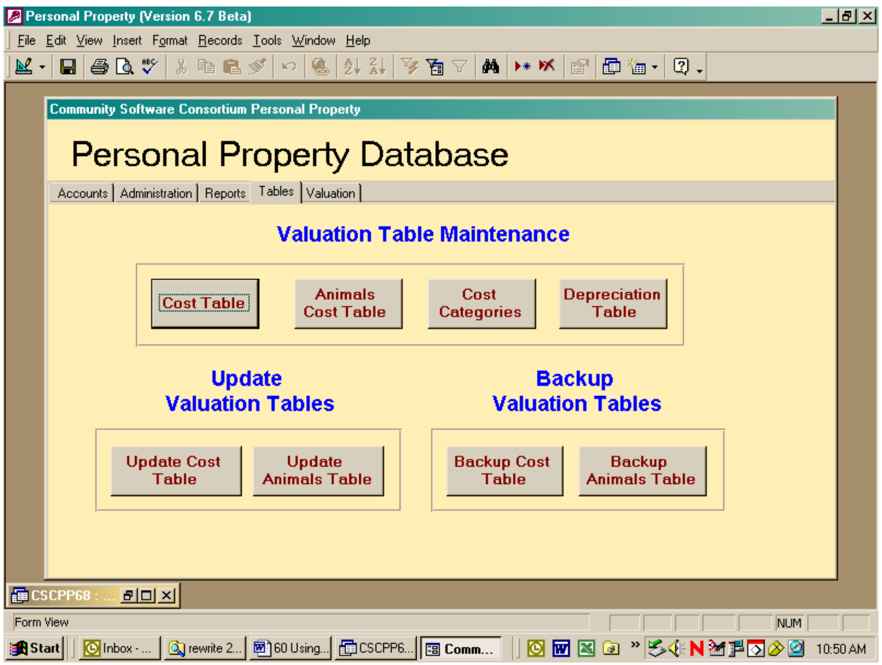

Figure 10 - the Tables module

Viewing, Editing and Printing the Cost Table

To view or edit the primary cost table, click the Cost Table button. The items on the cost table are organized into categories. Choose the appropriate category from the Category Look-up pull-down list (see Figure 10) to see the items and rates for a specific category. All categories are displayed by default, in alphabetical order.

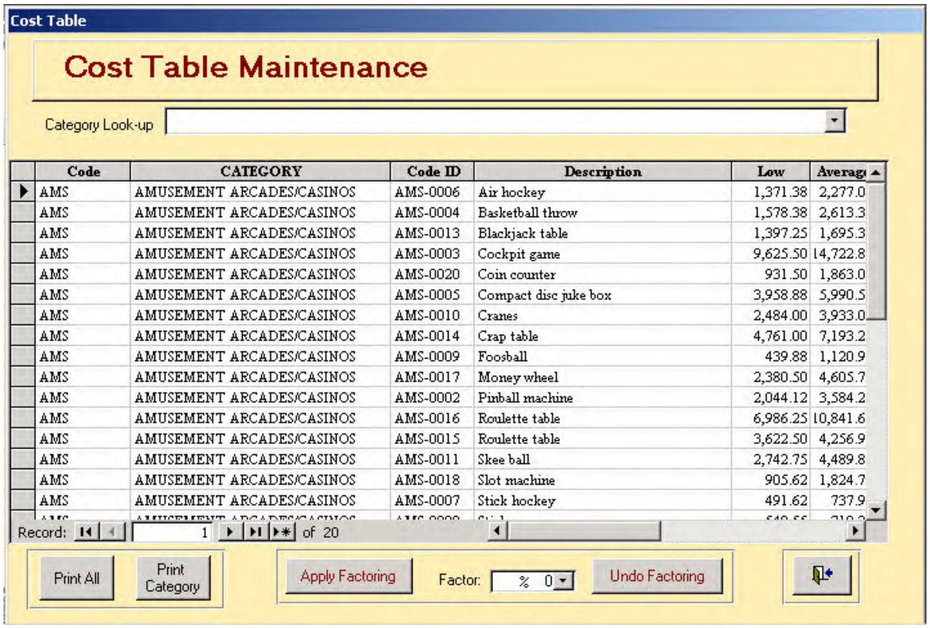

Figure 11 - the Cost Table screen

Editing Values

To edit the costs of items on the table, select the category then scroll to the item. The table has three costs for each item: a low cost, an average cost and a high cost. Edit any one of the costs by typing a new value in the appropriate box.

Adding items to a Cost Table

To add a new item to the cost table:

- Choose the category of the item to be added to the table using the Category Look-up drop-down list. If the item does not fit into an existing category it can be added under the category User Entered Item (see the note below for details.)
- Add the new item in the first blank row at the end of the list of items in that category. Type data in each table column, using the existing items as an example.

Code ID

Use the next available number for the item's Code ID. For example, if the category has 20 items listed in the table, number the item being added as 21. An item's Code ID always begins with the code for the Category. For example, all items in the Amusement Arcades/Casinos category have a Code ID beginning with AMS (see Figure 11). If the last item has a code of AMS-0021, the new item's code would be AMS-0022.

The User Entered Item category

In addition to the many pre-defined categories of cost table items there is also a miscellaneous category named USER ENTERED ITEM. There are no items listed in this category. This is a general category provided for users to enter any item into the cost table; if the item to be added does not fall into any of the existing categories in the table, the item can be added to this general category. The Code ID for this category is "XXX". As with the other categories, new items should be numbered sequentially as they are added (starting with a Code ID of XXX-0001.) Additional user-defined categories can also be added; see the section "Creating New Cost Categories" below. The new category must be added prior to adding new items.

Printing the Cost Tables

The cost table can be printed in two ways: by specific category, or in its entirety.

- To print the entire cost table including all categories: Click the Print All button (the category drop down can be blank.)
- To print items and rates for only a specific category: Select the desired category from the drop-down list, and click the Print Category button.

The Animals Cost Table

In addition to the primary Cost Table for personal property items, a separate cost table for animals has been provided with the system (see Figure 12.) This table is modeled after the primary Cost Table except it contains only a single value for each animal listed in the table. This table can be edited, factored and printed just like the primary Cost Table.

Code	CATEGORY	Code ID	Description	Cost
ANM	ANIMALS	ANM-0007	Beef Cattle-Cows,Bulls, and Steers	4,868.89
ANM	ANIMALS	ANM-0008	Beef Cattle-Yearlings	4,868.89
ANM	ANIMALS	ANM-0004	Dairy Cattle- Cows-Over 2 yrs. Old	4,868.89
ANM	ANIMALS	ANM-0005	Dairy Cattle-Bulls-Over 2 yrs. Old	4,868.89
ANM	ANIMALS	ANM-0006	Dairy Cattle-Yearlings-less than 2 yrs. Old	2,782.22
ANM	ANIMALS	ANM-0013	Domestic Fowl-Chickens	13.91
ANM	ANIMALS	ANM-0014	Domestic Fowl-Ducks	13.91
ANM	ANIMALS	ANM-0015	Domestic Fowl-Geese	13.91
ANM	ANIMALS	ANM-0017	Domestic Fowl-Ratites(Emu,Ostrich,Rhea)	3,477.78
ANM	ANIMALS	ANM-0016	Domestic Fowl-Turkeys	34.78
ANM	ANIMALS	ANM-0002	Horses-Draft & Pleasure	34.02
ANM	ANIMALS	ANM-0003	Horses-Ponies	95.27
ANM	ANIMALS	ANM-0018	Mink	77.60
ANM	ANIMALS	ANM-0001	Mules	187.11
ANM	ANIMALS	ANM-0012	Other Livestock-Buffalo, Miniature Horses	387.99
ANM	ANIMALS	ANM-0010	Other Livestock-Goats	38.80
ANM	ANIMALS	ANM-0011	Other Livestock-Llama	38.80
ANM	ANIMALS	ANM-0009	Other Livestock-Sheep	38.80
ANM	ANIMALS	ANM-0008	Other Livestock-Swine	38.80

Figure 12 – the Animals cost table

Creating New Cost Categories

In addition to adding items to existing categories and adding items to the general “USER ENTERED ITEM” category, new categories of items can be added to the cost table. To create a new category of items:

- Click the Cost Categories button on the Tables screen (see Figure 10.) The Cost Categories screen will appear (see Figure 13.)

Figure 13 - Cost Categories screen

- Use the arrows in the bottom left hand corner of the screen to scroll through the list of existing categories to view the existing list. Click on the right facing arrow with the asterisk next to it (the last icon to the right) to open a new record.
- Enter a three character code for the new category in the CODE field.
- Enter a name for the new category in the CATEGORY field.
- Optional: repeat these steps to add additional categories.
- Click the Exit icon at the bottom right of the screen.

The new category will appear in the list of categories the next time the Cost Table is opened. Once the new category is added you may begin to add items to that category. Remember to fill in all the columns in the cost table when entering a new item.

Factoring a Cost Table

In addition to editing the cost table categories, items and values, factors can also be applied to the tables. The Cost Table factor options are located at the bottom of both Cost tables (Cost and Animals.) To factor all entries in a cost table:

- Click the down arrow in the Factor box to open the drop-down list; select a percent amount to apply to the table.
- Click the icon to the left of the Factor percent box (this is the Apply Factoring button) and all the costs in the table will be increased by the designated percent.
- To remove the factor, click the Undo Factoring button to the right of the Factor percent box. All costs in the table will be returned to their original amounts.

Depreciation Tables

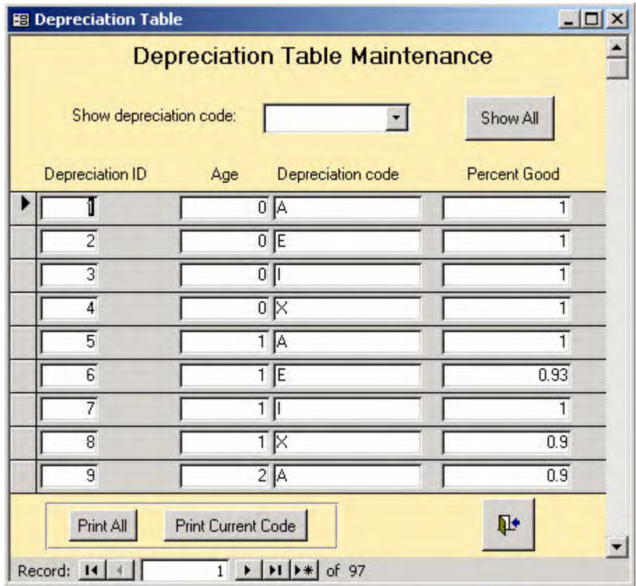

Figure 14 – the Depreciation Table screen

Viewing/Editing the Depreciation Tables

Four default depreciation tables are provided with the Personal Property system. The tables are coded “A”, “E”, “I” and “X”. Each table contains entries corresponding to an item’s age in years, for each year there is an assigned percent good. Each table covers a different rate of depreciation and can be modified to suit local conditions and preferences. Additional depreciation tables can be added to complement the standard four tables.

To view,print or edit the depreciation tables, click the Depreciation Table button on the Tables screen (see Figure 10.) All tables are displayed by default.

Use the Show Depreciation Table drop-down list to display entries for a specific table code (see Figure 14.) The Age and Percent fields can be changed by typing a new value in either field.

Printing Depreciation Tables

To print all depreciation tables, click the Print All button at the bottom of the Depreciation Table Maintenance screen.

To print a specific depreciation table, select the desired table code using the drop-down list, then click the Print Current Code button at the bottom of the Depreciation Table Maintenance screen.

Adding a new entry to an existing depreciation table

To add a new entry to an existing depreciation table:

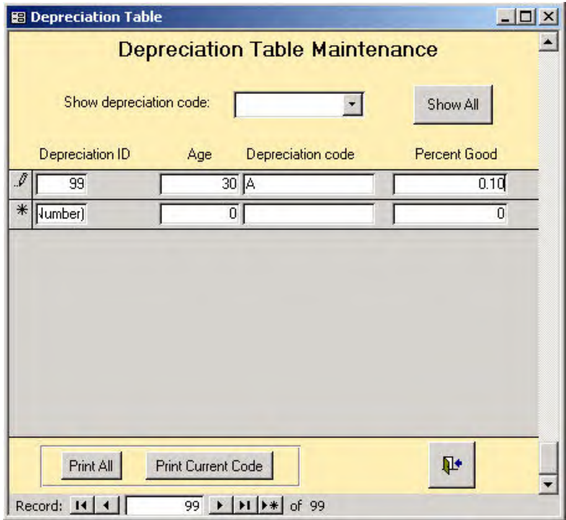

Figure 15 - Adding a depreciation table entry

- Click the button with the right facing arrow and asterisk (the new record icon) to add a new line to the table.
- Fill in the *Depreciation code* with the single letter corresponding to the letter of an existing table (A, E, I or X.)
- Enter a value in the Age field (this is the age in years.)
- Enter a percent good value in the Percent field in **numeric** format, where 100% good is entered as 1.00 and 50% good is entered as 0.50 .
- Optional: click the button with the right facing arrow and asterisk (the new record icon) to add another new line to the table.
- Click the Exit icon at the bottom right of the Depreciation Table screen to exit and save your changes.

Adding a new depreciation table

To add a new depreciation table:

- Click the button with the right facing arrow and asterisk (the new record icon) to add a new line to the table.
- Fill in the *Depreciation code* with a single letter corresponding to a new table code (<u>do not use one of the existing table letters</u> A, E, I or X.)
- Enter a value in the Age field (this is the age in years.)
- Enter a percent good value in the Percent field in **numeric** format, where 100% good is entered as 1.00 and 50% good is entered as 0.50 .
- Click the button with the right facing arrow and asterisk (the new record icon) to add another new line to the table. Repeat the process until all lines have been entered.
- Click the Exit icon at the bottom right of the Depreciation Table screen to exit and save your changes.

Updating Valuation Tables

This option is used whenever the cost and animals tables are redistributed by DOR in order to update values. Any town-specific cost items will not be changed, and backup copies of the existing tables are saved prior to new values being merged.

Backing Up Valuation Tables

Prior to editing the Cost or Animals tables it is good practice to backup the existing table data. The backup functions provided will copy cost table data to a backup table; any existing data in the backup table is deleted prior to the copy, so only the most recent backup is preserved. For longer term storage of data, backup the entire application to removable media as described in the Introduction of this document.

- To backup the Cost Table click the “Backup Cost Table” button . A backup copy of the table will be created.

- To backup the Animals table, click the “Backup Animals Table” button . A backup copy of the table will be created.

Should it become necessary to restore from a backup, please contact your DOR Advisor for assistance.

The Valuation Module

The Valuation screen provides the ability to run cost on every account or just on selected accounts. Cost can be run on a specific year’s database by selecting the year from the drop-down list. The default Depreciation Year on the Admin form is always used as the base year for depreciation.

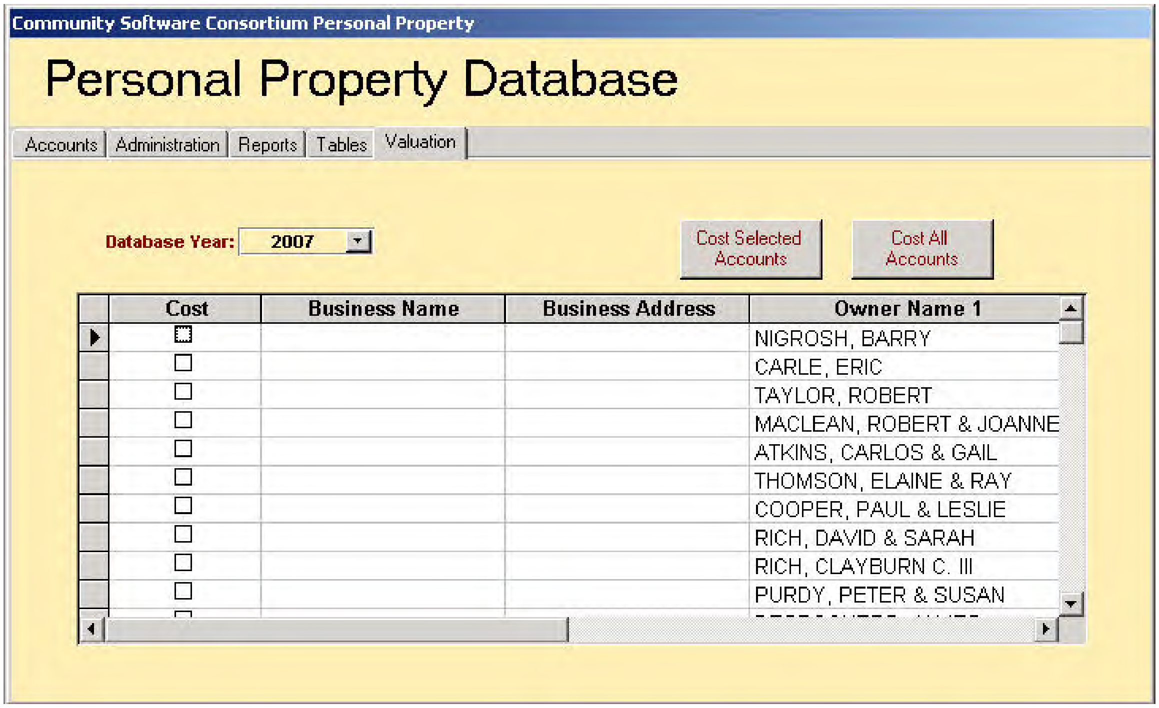

Figure 16 - the Valuation screen

Running Cost only on specific accounts

To value selected accounts only:

- Select a Database Year from the drop-down list.
- Check the box in the Cost column for each account to be valued.
- Click the Cost Selected Accounts button.

Running Cost on all accounts

To value all accounts in the database for a particular year:

- Select a Database Year from the drop-down list.
- Click the Cost All Accounts button.

The Total Current Value and Cost Date fields will be updated based on the entries in Value Detail (the current list of personal property items for each account.)

Exporting data to a text file

Basic information – owner names and addresses, use codes, values, etc. – can be exported from Access to an ASCII comma-delimited text file. By default, data will be written to drive C:\ to a file named PPDATA.TXT. Several options exist for transferring data to various billing vendors including KVS, Point and MUNIS; contact your DOR CAMA Advisor for assistance in setting up this option specifically for your community.

On the Main screen, click the Export Data to Text File button.

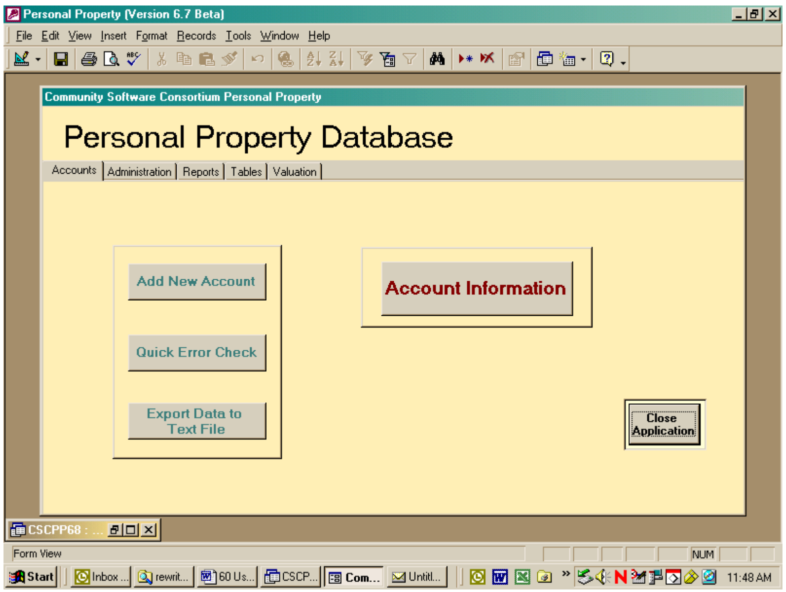

Figure 17 - the Main screen

The Export Data screen will appear.

Figure 18 - the Export Data screen

Enter a 4-digit fiscal year and click the Export Data button. Data will be exported to the file C:\PPDATA.TXT and a completion message will be displayed. Click OK to return to the Main screen.

For training and technical support…

Contact any of the DOR CAMA Information Technology Staff for further assistance with any of the CSC applications, or to inquire about training opportunities.

Region	Advisor	Phone	E-mail
Central	Mike Quinlivan	508-742-2300 extension 22313	quinlivanm@dor.state.ma.us
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Eastern	Paul Corbett	617-626-2300 extension 62366	corbettp@dor.state.ma.us
Eastern	Arnold Kanter	617-626-2300 extension 62303	kanter@dor.state.ma.us
Eastern	Don Reynolds	617-626-2300 extension 62356	reynoldsd@dor.state.ma.us

CAMA and CSC Application User Guides (and other useful information from the Division of Local Services) are also available online: http://www.dls.state.ma.us/it.htm