Updating CSC Personal Property to Version 7.7 – September 2006

1. Copy the old front end to another folder or name.
2. Copy these files from CD to the client's computer:
   -CSC_PP.mdb
   -newblankCSCPP_BE.mdb
   -PPParms.ini
   -Using the CSC Personal Property Application.doc
3. Edit PPParms.ini to change the path to the back end – make it appropriate for the community's specific setup.
4. **Backup the community's existing back end file to another name or another folder.**
5. Edit the back end file using the instructions in *"Back End Changes rel 6.doc" (see below.) IF THE DATA IS VERSION 4.7 (the version prior to 5.1) DO ALL BACK END CHANGES BELOW. If the version is 5.1, just do the second set of changes.*
6. Make sure any desktop shortcuts refer to the **new front end**, not an older copy.
7. Open the new front end.
8. (If the community uses a billing vendor) Delete or rename the generic export data query "qrySelExportText", then import the community's custom ("qrySelExportText") from the old front end.

Changing Personal Property back end files for FY 2006 – from Version 4.7 to 5.1
If the community is already using version 5.1, skip this section and go to the next.

Table Design changes:
In the back end file, add the following fields -
Add these fields to the Accounts table, in this exact order:

Field name	Type	Format as	Decimals	Default
District	Yes/No			No *
Prior_net_tax	Currency	Currency	2	
SaveTot	Numeric	Double	Auto (default)	

** If a town has a district and most parcels are in the district, change the default value to Yes.*

Add these fields to the Valuation Detail table:

Field name	Type	Format as	Decimals	
CalcValue	Currency	Currency	Auto (default)	
InYear	Numeric	Long Integer	Auto (default)	

Other table changes:
-You can delete the Account Info table from the back end, or just leave it alone; this table is no longer used.
- Import the Value History table from the blank back end to the existing back end file.

Data changes:
Once you change the table design, you need to run a couple of queries to update the data.

1. In the database object window, click the Queries tab and find "Qry DOR fill InYear field". This query will fill the new InYear field with 2007 for all rows in the Valuation Detail table. If you wish to have the field filled with another year, edit the query before running it.
2. In the database object window, click the Queries tab find "QryDOR set account hold-exemption to NO". This query will fill the Exemption field and Account Hold field with "No" for all rows in the Accounts table. The LA4 reports look at these fields and exclude any accounts marked "Yes", so it's important to have a value, either Yes or No, in this field. The Exemption field was also added to the Account listing and detail reports to show whether or not the account falls under the low value exclusion law.

Completing the changes:

Once the back end has been modified, open the application (front end) and run Cost All Accounts on the Valuation tab. This will fill all the new cost fields with data.

<u>Personal Property Back End Changes – Release 7.7</u>

When going from version 5.1 to 7.7, you ONLY need to do THESE changes:

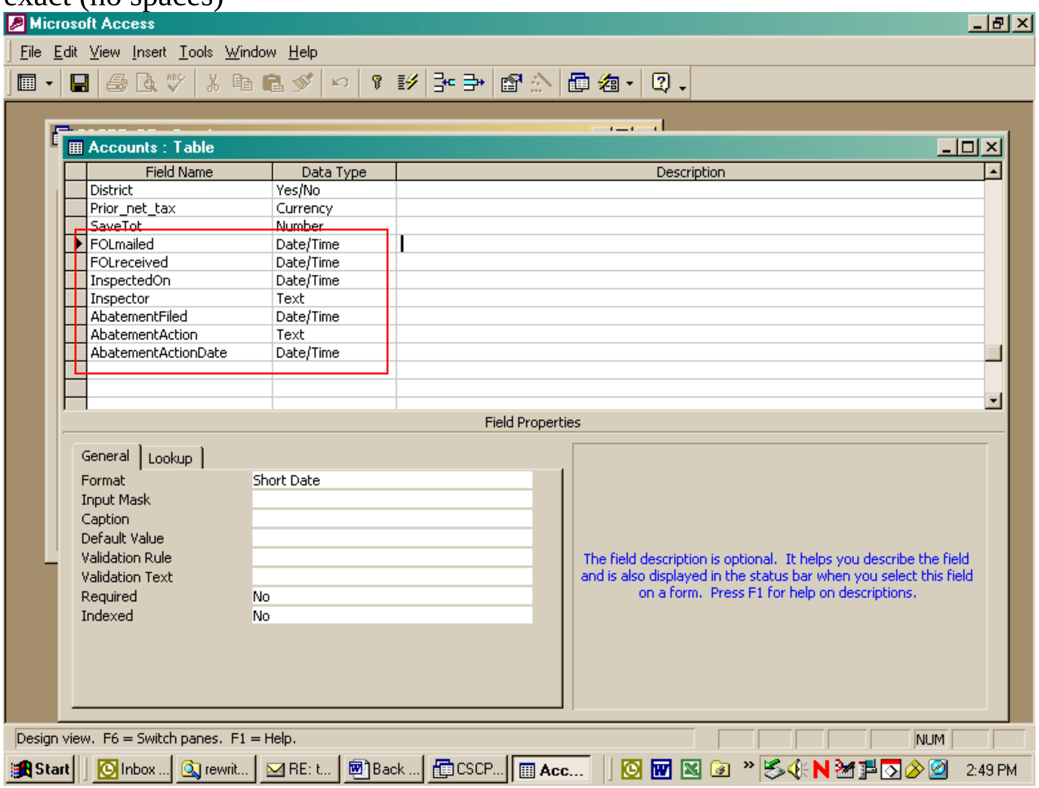
Import tables from blank back end (File > Get external data > Import):
SearchType

Delete tables:
Account Info (if it exists)
Admin

Change table design (in the Database Object window, select the table and click Design):
<u>Valuation Detail</u>

Acquisition Cost – change data type to Currency, format Currency, decimals Auto
Sound Value – change data type to Currency, format Currency, decimals Auto
Final Value – change data type to Currency, format Currency, decimals 0
Current Value – change data type to Currency, format Currency, decimals Auto

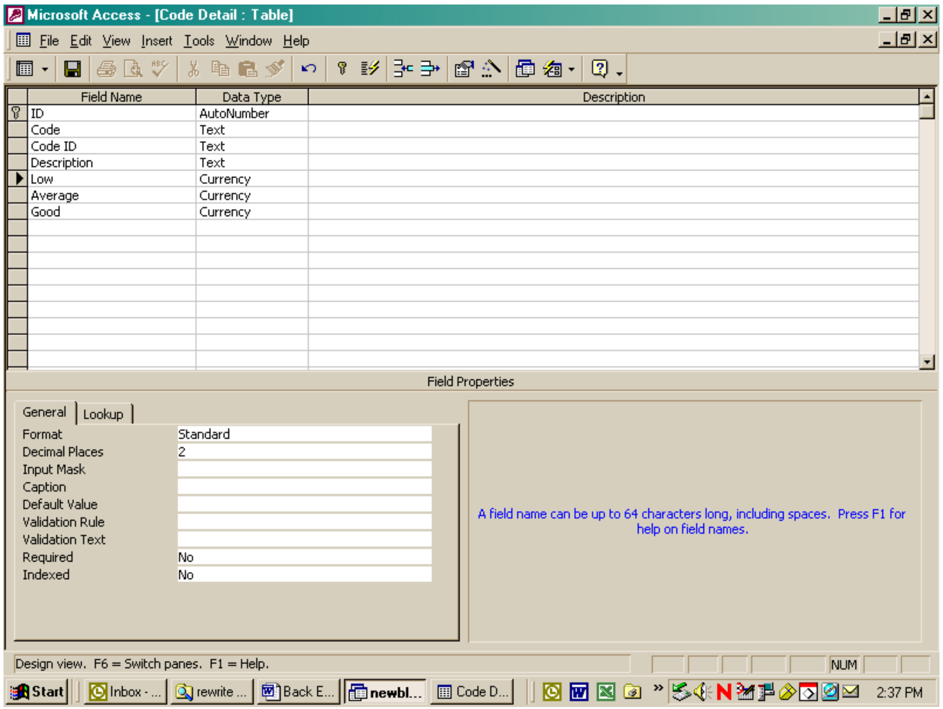
<u>Add fields to Accounts table</u> – capitalization does not matter, but fieldnames should be exact (no spaces)



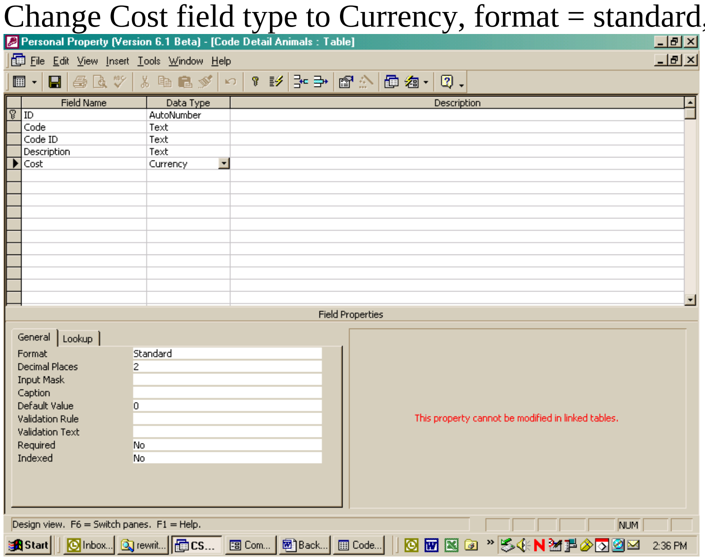
FOLMailed: type=Date/Time, format = short date
FOLReceived: type=Date/Time, format = short date

InspectedOn: type=Date/Time, format = short date
Inspector: type=Text, no format required
AbatementFiled: type=Date/Time, format = short date
AbatementAction: Text, no format required
AbatementActionDate: type=Date/Time, format = short date

<u>Code Detail table</u> – change Low, Average and Good field types to Currency
Format = standard, 2 decimals

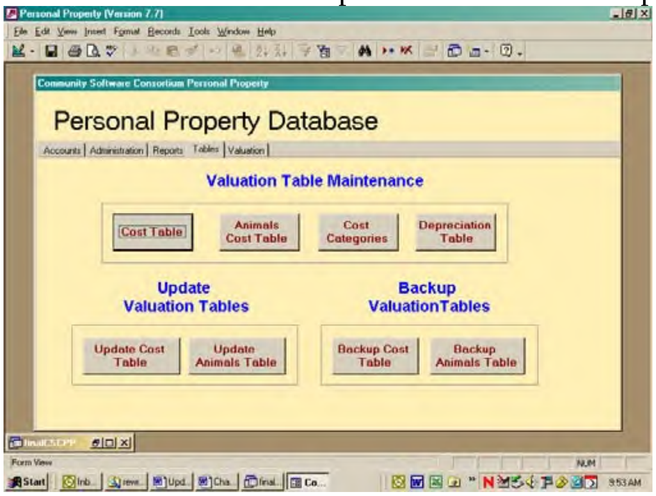


<u>Code Detail Animals</u>
Change Cost field type to Currency, format = standard, 2 decimals

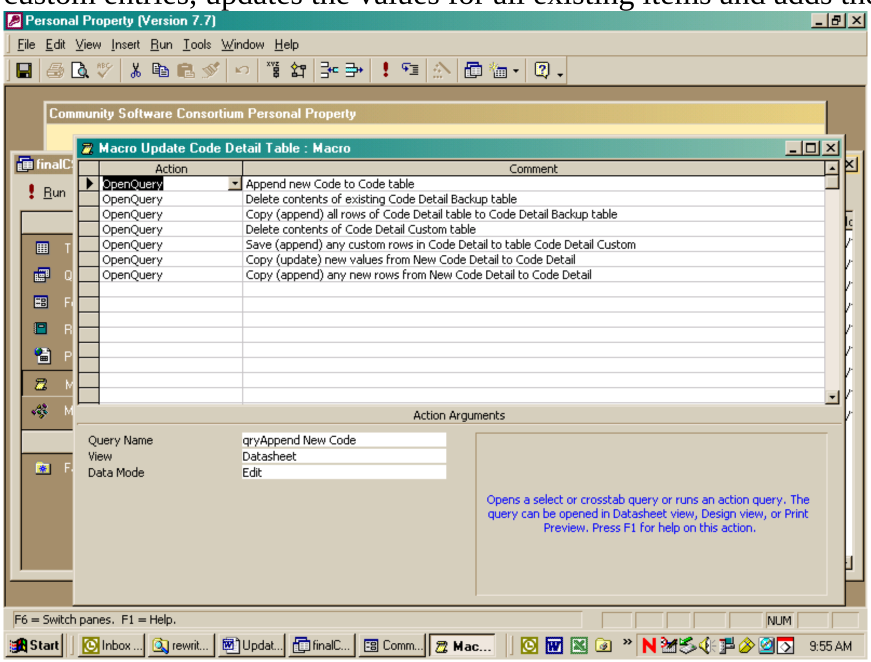


Updating Cost Tables - optional

If the community wishes to use the new tables (Cost and/or Animals), go to the Tables tab and click the Update Cost Table and Update Animals Table buttons.



The Update Cost Table button runs a macro that backs up the existing table, saves any custom entries, updates the values for all existing items and adds the new items.



The Update Animals Table runs a similar macro to save and update the Animals table.

Linda's new tables exist in the front end – New Code Detail and New Code Detail Animals. Information gets sent to the community's Code Detail and Code Detail Animals tables in the Update process. Backup copies are written to the front end, so the original cost tables are stored in the back end and the copies are stored in the front end – a small measure of safety.