

Understanding the Personal Property Database

Query Wizard & Query-Lite

Subject: Using Query-Lite and Query Wizard to find information within VCS Personal Property

The information in the document tries to explain how the Personal Property database is designed in a non-technical way in order for everyone to fully benefit from the powerful tools (like Query-Lite and Query Wizard) within the program.

Laying Out The Database:

The Personal Property database is broken into sections different sections. The easiest way to explain this is by thinking of the silverware drawer in your kitchen. That's right, your silverware drawer. Hopefully you don't just throw all your silverware into a drawer without dividers. If your house is like mine, I have dividers for spoons, forks, knives, etc. Think of the personal property database this way. It is divided up into different sections to make things easier to find. By organizing the information into different sections you can easily locate the information you need. Like your silverware drawer, once you figure out how things are laid out, you will be able to quickly locate everything you need.

- **The General Database (*aka: spoons*)**
The general database contains basic information about each account. For example, it contains the account number, who edited the account last, taxing district information, if the account is active returned, deleted or on hold, the total account value.
- **The Address Database (*aka: forks*)**
I think the name says it all. It contains all the information concerning the addresses like house number, street address, city, state, zip, if the person is getting a mailing, and the type of address (Situs, Mailing, Lease, Land).
- **The Items Database (*aka: knives*)**
The database is the heart of most everything you will need. It contains all the information about each item that is on an account, the kind of item (i.e. livestock, auto, pickup, M&E, etc.), the value of each item, the description of the item, what part of the Form 11 it's on, it's Value Guide code, etc.
- **Query-Lite/Query Wizard (*aka: the silverware drawer*)**
This is the mechanism or search tool that pulls all the information together. These two tools allow you to search the database to find almost anything you need to know.
 1. Query-Lite: is located on the Account Maintenance screen. It allows you to search for accounts, post information to the "Favorites List", and edit and account directly from the list provided during the search.
 2. Query Wizard: is located under the Reports section. This tool is very similar to Microsoft Access in its look-and-feel. While it is a little more complicated than the Query-Lite, it is more powerful in its capabilities and can provide a printable list of information. It can be used in conjunction with the ProVersion enabling you to use the report designer and create your own reports.

Getting to Know the Database:

Probably the hardest thing to figure out is where to look for what you want. If you have done any type of data entry in personal property you have a huge head start. The database is laid out nearly the same way you do data entry.

- General Database - contains all the information on the “General” tab and “Status” tab.
- Address Database – contains all the information from the Address tabs (Situs, Mailing, Leasee, & Land)
- Items Database – contains all the information on the Items tab.

Below are visual examples using the data entry screens in account maintenance and the Query Wizard. They help illustrate where to look for different fields in personal property. Please note that most all of the fields in on the screens are the same as the field names in the Query Wizard and Query-Lite.

General Screen

MASTER DISTRICT	0-01-00W-0	0-01-00W-0-0-E-L-W-0-H-0
CITY	00	NONE
ROAD	01	FRAILLIN CO
SCHOOL	00W	WASHINGTON
HOSPITAL	00	NONE
FIRE	00	NONE

Status Screen

Query Wizard

Address Info on General Screen

Addresses Lookup Erase Move Copy ?

Site Land Mailing Leasee

Name: MILLER, BRAD

Attn:

House #:

Street/PO Box:

City: State: MO

Country: USA Zip: 00000-0000 Mail To: YES

Phone #:

Mail Form: Situs.

Query Wizard

Addresses

- Account_GID
- Address_Type
- Address_Owner_Name
- House_Num
- Street_Name
- City
- State
- Zip_Code
- Send_Mailing
- Attn_Field
- Country

Items Screen

Account Items

Add Delete 1 of 3 History Return Complete

Item Description: AUTO DPT Code: AUTO Sub-Class: Form 11 Line [20] Smart-Screen: 03 Pricing: Table Value \$0.00

Smart-Screen [03 AUTO] (VG:664213)

Other Adjustments: Value Option: CALCULATED Adj. Reason: NONE

Item Details: VIN: Quantity: 1 Make: ACURA Model: CL Body: 2.2.2D Year: 2006 Item Tag: NONE

Adjustment Summary: Lump Sum Value: \$0.00 +/- \$ Amt of Adj: \$0 % of Adjustment: 0% Board of Eq: NONE \$0

Pricing Summary: Min. Override Value: \$0.00 Quantity Value: \$0.00 0% Depr. Value: \$0.00 Sub-class Factor: 1.0000 Sub-class Adj. (RND): \$0.00 Total Other \$ Adjs: \$0.00 \$100 Min Total Value: \$0

Query Wizard

Items

- Account_GID
- Item_Number
- Account_Status
- Delete_Hold_Status
- Item_Code
- Item_Description
- Sub_Class
- Sub_Class_Description
- DPT_Code
- Form_11_Line_Num
- Smart_Screen
- VIN
- Hours
- ValueGuide_ID
- Valid_Year
- Item_Tag
- Quantity
- Year
- Data3
- Data4
- Data5
- Toggle1

Breaking the Code:

Often times when searching for something in the Query Wizard or Query-Lite you will need to use a field that may use a code or index instead of a description to locate accounts.

An example of a coded/indexed field would be the "Account Status". Say you want to find all the accounts that are active completed using the Query Wizard or Query-Lite. This seems easy at first.

You go into the Query Wizard:

- 1) Add the General Table
- 2) Drop the account number and account status field on the grid
- 3) Set the account number to sorted
- 4) Go to the Account Status Filter

And now you are stuck. You don't know what to do for the Account Status field. It asks for a numeric value. There are 2 ways to figure out what to put in the field (1) Go to the Pricing Table *(the long way)*, or click the "Lookup" button at the bottom of the Values Editor *(the short way)*.

See the example below showing the Account Status field indexes in the pricing table and the Query Wizard Value Editor.

Pricing Table

Index	Description	Count
0	ACTIVE	0
1	ACTIVE RETURNED ONLY	0
2	ACTIVE COMPLETED	0
3	ADD ON	0
4	NEW ACCOUNT	0

Notes:

Query Wizard

The screenshot shows the Query Wizard interface with the 'Value Editor' dialog box open. The 'Value Editor' has a 'Lookup' button at the bottom. A red arrow points from this button to the 'Lookup Value: [m_activation]' dialog box. In this dialog, the 'Description' column is highlighted, and a red arrow points from it back to the 'Value' field in the 'Value Editor'.

When to use “Like” instead of “Equals”

Search text fields can be a little tricky. First they are case sensitive. Most of the text fields in personal Property are stored in uppercase. Secondly, when searching for a particular word, like FORD, in a text field you will want to use “Like instead of “Equal to”.

“*Equals*” - means equal to. The entire string you are searching for must exactly equal the string in the database field.

“*Like*” – means the database field needs to be kind of “like” or similar to what I am search. It uses wild cards to search for a part of a string. Searching for information in strings this way will return more generic results allowing you to sort and look over the information to get what you need. Another good use for “Like” is when you are unsure of the contents of the database field.

Example: Say I want to find all accounts that have FORD vehicles. I would use “Like” in conjunction with the database field ITEMS.FULL_DESCRIPTION. Using “Like” wraps the word FORD with wild cards (%FORD%) and returns all account items with the word FORD in them. If I just wanted a particular pickup, like a FORD RANGER, I could use “Like” or “Equals”. Using “Equals” ensures that I will only return items that exactly match the words “FORD RANGER”.

Everything else in the silverware drawer:

Our silverware drawer at home not only contains spoons, forks and knives but it has other utensils like vegetable peeler and pizza cutter. Similarly the Personal Property database does not have a just a General, Address and Items table. It also has a Notes table & Prior Item History table. In order to keep things simplistic, these tables were not discussed in this document. However, they do work just like all the other database tables discussed. So, once you how to use one table you know how to use them all.

