Understanding the Personal Property Database

Query Wizard & Query-Lite

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

The information in the document tries to explain how the Personal Property database is designed in 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, Leasee, 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 it's 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				
General Information		Tax Districts	0-01-00V	V-0-0-E-L-W-0 Auto 👻 🕖 🔒
County Code 032		MASTER DISTRICT	0-01-00W-0	0-01-00W-0-0-E-L-W-0-H-)
Township/City NONE		CITY	00	NONE
PIN 00		ROAD	01	FRANLLIN CO
Location URBAN V Class RESIDENTIAL	~	SCHOOL	00W	WASHINGTON
DBA	_	HOSPITAL	00	NONE
		FIRE	00	NONE

Status Screen

Status Informa	tion											
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Query Wizard

General	
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Account_GID	
Owner_Number	
Township	
PIN	
Parcel_Location	
Parcel_Class	
County_Code	
Locked_By	
Doing_Business_As	_
Account_Status	
Account_Status_Date	
Delete_Hold_Status	
Delete_Hold_Reason	
Delete_Hold_Date	
Account_Review	
Account_Review_Date	
Penalty	
Penalty_Date	
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Other_Status	
Other_Status_Date	¥

Address Info or	n General Screen
Addresses	Lookup 👻 Erase Move 👻 Copy 👻 🧭
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Name	MILLER, BRAD
Attn	
House #	
Street/PO Box	
City	State MD
Country	USA 🔽 Zip 00000-0000 📝 Mail To YES 🔽
Phone #	(
🖃 Mail For	m: Situs.

Query Wizard

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

Items Screen

Account Ite	ms								
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Query Wizard

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Item_Number	
Account_Status	
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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	
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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 filed 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 was 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





Query Wizard



When to use "Like" instead of "Equals"P

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 your 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.

<u>Query-Lite Notes</u> This section is provided for you to reference the Query-Lite screen and make your own personalized notes.

Fields			Values
Account_Addresses ADDRESS_ATTN Account_Addresses ADDRESS_CITY Account_Addresses ADDRESS_COUNTRY Account_Addresses ADDRESS_COUNTRY Account_Addresses ADDRESS_COUNTRY Account_Addresses ADDRESS_CITS Account_Addresses ADDRESS_OWNERRANE Account_Addresses ADDRESS_OWNERRANE Account_Addresses ADDRESS_OWNERNAME Account_Addresses ADDRESS_STATE Account_Addresses ADDRESS_STATE Account_Addresses ADDRESS_STATE Account_Addresses ADDRESS_STATE Account_Addresses ADDRESS_STATE Account_Addresses ADDRESS_STATE Account_Addresses ADDRESS_STATE Account_Addresses ADDRESS_STATE Account_Addresses ADDRESS_STATE Account_GeneralABATEMENT_ACCOUNT_REVIEW Account_GeneralABATEMENT_DATE Account_GeneralABATEMENT_NOTE Account_GeneralACCOUNT_REVIEW_UATE Account_GeneralACCOUNT_STATUS_ACCOUNT_GENERALACCOUNT_STATUS Account_GeneralACCOUNT_STATUS_DATE Account_GeneralACCOUNT_STATUS_DATE Account_GeneralACCOUNT_STATUS_DATE Account_GeneralACCOUNT_STATUS_DATE Account_GeneralADELETE_DATE	String (52 Chars) String (32 Chars) String (10 Chars) String (10 Chars) Largeint String (50 Chars) String (50 Chars) String (50 Chars) String (11 Chars) Largeint String (2 Chars) String (10 Chars) Largeint Date String (50 Chars) Largeint Date Largeint Date Largeint Date Largeint String (50 Chars) String (50 Chars) String (50 Chars) String (50 Chars) Date Largeint Largeint Largeint Largeint Date String (50 Chars) Date Largeint Largeint Date String (50 Chars) Date Largeint Date String (50 Chars) Date String (50 Chars) Date String (50 Chars) Date String (50 Chars) Date String (50 Chars) String (50 Chars) String (50 Chars) String (50 Chars) String (50 Chars)	 • (> Like > >= And (<= 0) (<= 0) (= Not 	Insett Value Sample Values All Values Hide Samples
Account_GeneralACCOUNT_STATUS > 0 /* 0=INACT Account_GeneralDELETE_STATUS = 0 /* 0=NONE * Account_Item.FULLDESCRIPTION_Like 'FORD'			0

Notes:



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<u>Query-Wizard Notes</u> This section is provided for you to reference the Query Wizard screen and make your own personalized notes.

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	Ascending	2							-
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Filter 2	1								1
Filter 3									
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Notes:



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