



Instructions

Pre-Conversion Data Anomaly Finder (DAF) v2.0

November 8, 2018

Assessment Community Enterprise System Project Team

Introduction

The RPSV4 Data Anomaly Finder (DAF) provides you with the opportunity to review parcel data that may require a change.

The tool consists of scripts and reports contained in a single Excel workbook. Running these scripts does not change your data, but it does generate reports that identify areas that may need attention. It is up to you to determine whether changes are appropriate, and to make those changes.

By reviewing your data for errors and inconsistencies, you will:

- assist with a smoother transition to the Assessment Community Enterprise System (ACES) in future years, and
- help to ensure that property owners in your jurisdiction receive property tax credits timely and accurately.

Getting started

Follow the instructions below to run the DAF.

We recommend that you run the DAF on your current assessment roll.

You can run these scripts multiple times, allowing you to spread the workload out.

Who to contact

If you have questions or need assistance, contact your [Office of Real Property Tax Services \(ORPTS\) Regional Liaison](#).

Instructions

To use the Data Anomaly Tool (DAT), you will need:

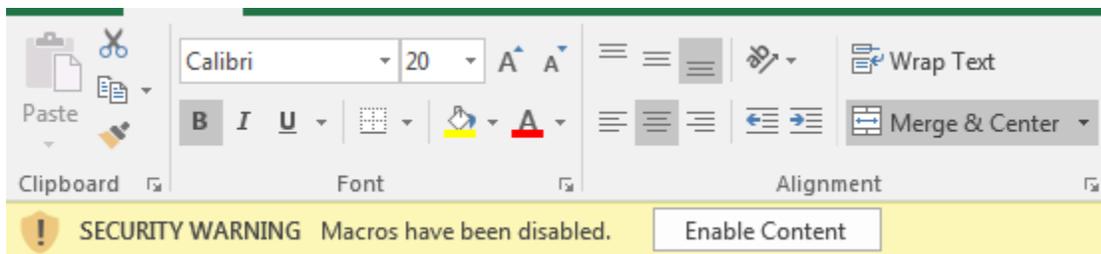
- a current version of Windows Excel (2013 or 2016);
- SQL Anywhere 12.0. (If you are running a recent version of RPSv4, you should already have this.)
- a Data Source Name (DSN) of *RPS*. The Excel spreadsheet will connect to a database with a User DSN of *RPS*.

If you need assistance with any of the requirements, contact your ORPTS Regional Liaison.

You do not need to back up your database before running this tool because the tool does not update your file. In addition, others can work on your file while running this utility.

Step 1. Save the Excel document, [RPSV4 Data Anomaly Finder](#), also found on the ACES webpage, to a drive on your computer.

Step 2. Double-click the file to run the spreadsheet. When the file opens, select **Enable Content**, if the button appears.



To begin, select one of the available tabs.



After selecting a tab, select **Run**. Please note that if you do not see the 'Run' button after selecting one of the tabs, you may need to scroll over to the right using the arrow at the bottom right of the screen.



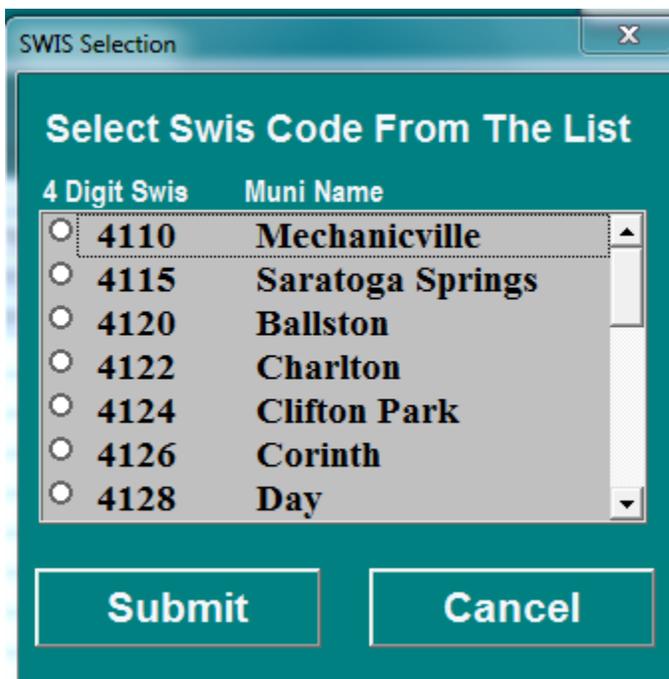
Please be aware that if you see the error message below, it is a result of using a 64-Bit Version of Excel to connect to a 32-bit version of Sybase ASA:

“The specified DSN contains an architecture mismatch between the Driver and Application”.

To resolve this issue, please follow the steps below:

- Rename your current RPS ODBC connection to RPS_32.
- Double click the file “c:\windows\sysWOW64\odbcad32.exe” to create a new RPS ODBC which points to the RPS database file you wish to access.
- Run the DAF tool as instructed above.
- To again use RPSV4, rename the 64 bit RPS ODBC, created in step two, to RPS_64.
- Change the name of RPS_32 ODBC back to RPS.

Select a *4-digit SWIS* code. Select **Submit** to run the report.



The image shows a dialog box titled "SWIS Selection" with a close button (X) in the top right corner. The main content area is titled "Select Swis Code From The List" and contains a table with two columns: "4 Digit Swis" and "Muni Name". The table lists seven entries, each with a radio button to its left. The first entry, "4110 Mechanicville", is highlighted. Below the table are two buttons: "Submit" and "Cancel".

4 Digit Swis	Muni Name
<input checked="" type="radio"/> 4110	Mechanicville
<input type="radio"/> 4115	Saratoga Springs
<input type="radio"/> 4120	Ballston
<input type="radio"/> 4122	Charlton
<input type="radio"/> 4124	Clifton Park
<input type="radio"/> 4126	Corinth
<input type="radio"/> 4128	Day

Step 3. Examine the results.

Step 4. Use RPSV4 to make data changes. See [How to Make Data Anomaly Finder Changes in RPSV4](#).

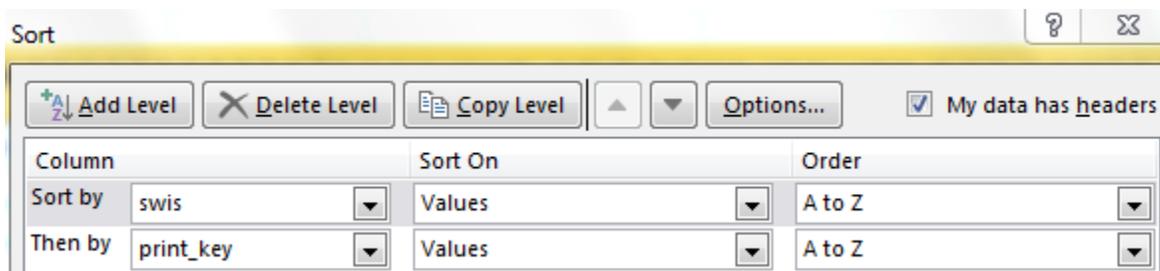
To freeze the column headers. If you want column headers (SWIS, PRINT_KEY, OWNER_FIRST_NAME, etc.) to remain visible as you scroll through the spreadsheet, highlight the entire row below the headers.

Owner Name Issues Report					Run
Swis	Print_Key	Owner_First_Name	Owner_Last_Name	Owner_Type	POTENTIAL ISSUES
412400	1.-1-1	Deborah & Stan	Smith	P	(Er.1) Multiple Owners. Add second owner separately
412400	1.-1-2	Douglas F. & Curtis F.	Jones	P	(Er.1) Multiple Owners. Add second owner separately

On the *View* menu at top of the page, select *Freeze Panes* and then select *Freeze Panes* again in the drop-down list.

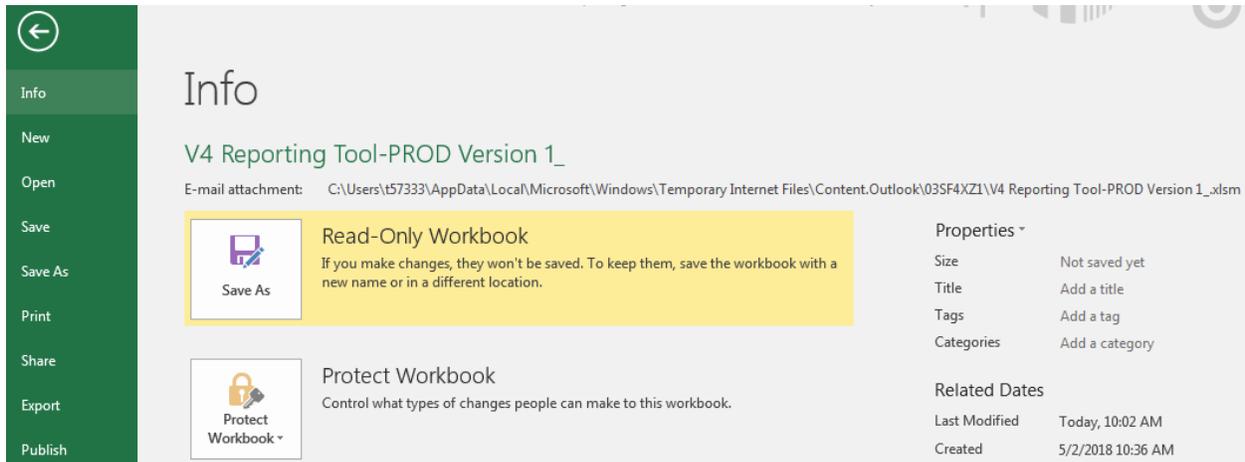
We recommend that you sort the results by SWIS and Print_Key to group together parcels with multiple fixes. For example, if parcel 1.-1-1 is missing both a *mail city* and a *mail state*, sorting will allow both of those issues to be displayed together. To sort your results, simply highlight the upper left corner of data. In the example above, this would be the *Swis* column data 412400 for the row with *Print_Key* = 1.-1-1.

Then select *Data > Sort* from the menu at the top of the page to open the window below. If the window is not already populated with the desired sort parameters, add the values as shown below (*Sort by* = *swis*, *Sort On* = *Values*, *Order* = *A to Z*). Then, if necessary, *Add Level* with *print_key* as second level sort.

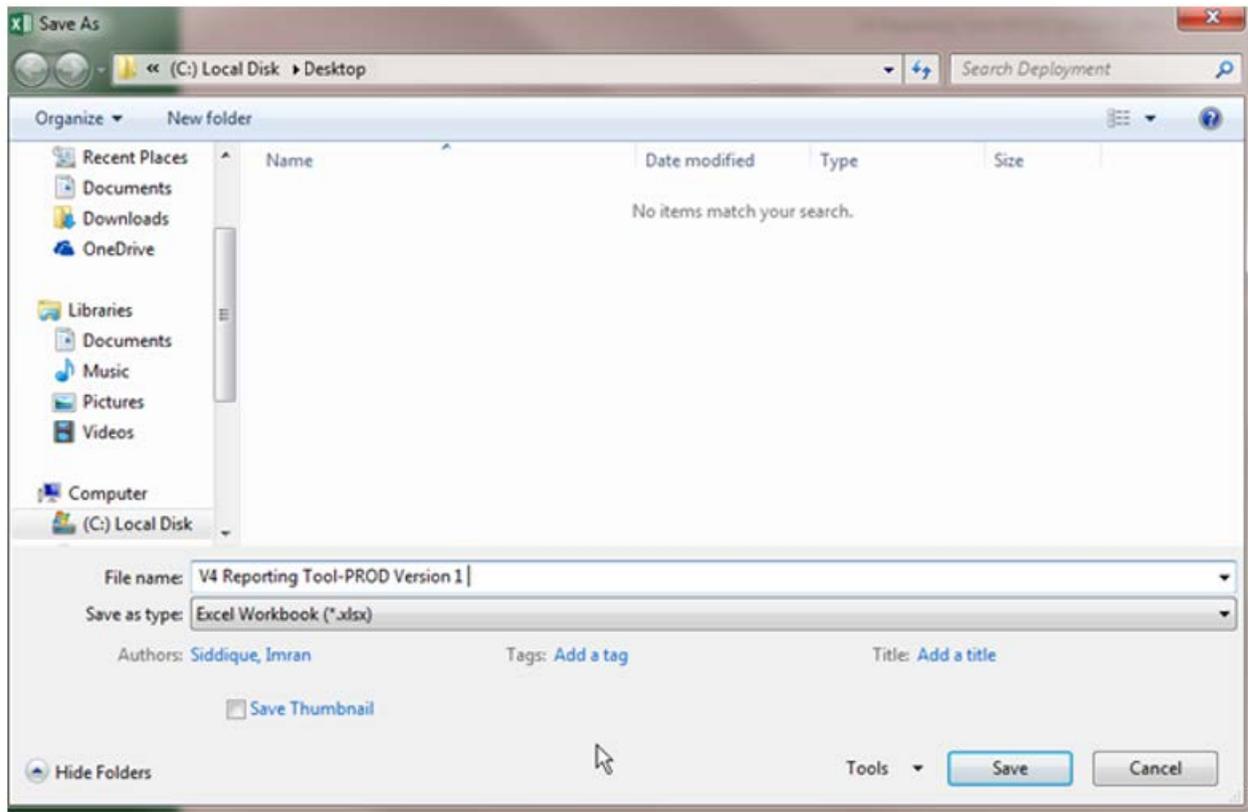


To save the report.

1. Select the *File* menu at the top of the page.



2. Select *Save As*. Change *Save as type*: to Excel Workbook (*.xlsx), then select **Save**.



3. When the message below displays, select **Yes** to proceed.

