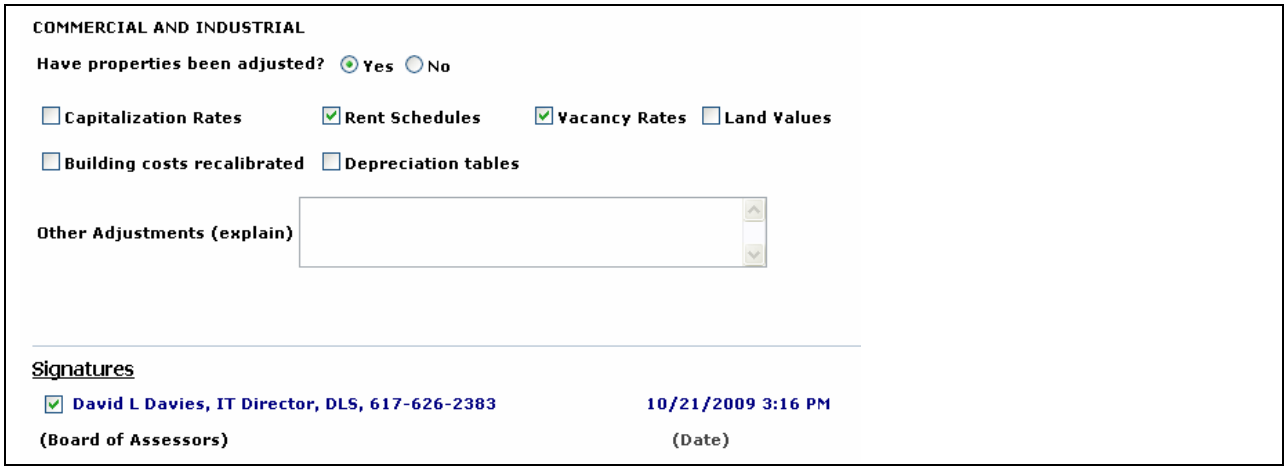
DLS Gateway Tips #3

10/30/2009

Gateway User Support Number: 617-626-2350
Gateway Support Email: dlsitgroup@dor.state.ma.us

LA15 Sign & Submit

LA3 sales now automatically generate a LA15 Interim Year Adjustment form, but the process is not complete until you complete, sign, and submit the on-line form.



Note also that the LA15 pulls parcel counts from the LA4, which needs to be saved or submitted before the LA15 can be approved.

LA3 Uploads

Detailed step-by-step help is available at
http://www.mass.gov/dor/docs/dls/ghelp/submittingsaleselectronically.pdf

LA3 Cleaner program: It's worth the extra steps! For example, a spreadsheet may contain a NAL code that upon visual inspection looks fine. Attempts to upload, however, keep failing with cryptic error messages. What is the difference between the NAL codes in the following two images?

prop_type_id	nal_code	sale_price
101		345,000
130	G	150,000

And

prop_type_id	nal_code	sale_price
101		345,000
130	G	150,000

Nothing that is readily apparent, but to the computer they are very different. The first image copied and displayed in Word with formatting marks on shows three space characters after the NAL code and one space character after the Property Type code, as shown below.

101		345,000
130	G	150,000
130	G	150,000

The upload program sees spaces as characters and doesn't recognize "G space space space" as a valid NAL code. It is looking for a valid single letter. The Cleaner program, among many other things, strips away these inadvertently padded spaces. A few extra clicks result in a cleaned and properly formatted upload file.

LA3 too low sale prices: Sales recorded as under $1000 should not be submitted and a sale price of 0 will not compute (the Assessment Sale Ratio calculation trying to divide by a zero will fail). If you have hundreds of sales, sort the file by sale price or proposed assessment to spot outliers.

LA3 Column Headings: Don't paste in the column headings. The system will think the first line is a sale and will fail. In the example below, if you highlight, copy, and paste line #3 that has Jur_code as the first cell, the program will recognize that "jur_code" is not a valid Jur_code and will stop the processing with the error message shown below.

Clean for upload

2	Jur_code	Sale_date mm/dd/yyyy	Parcel_id	Seller	Buyer	St_Num	St_Alpha	St_Name	Prop_Type_Id
3	jur_code	sale_date	parcel_id	seller	buyer	st_num	st_alpha	st_name	prop_type_id
4		03/27/2008	07 026	FOLEY, TH	HRUZD SH	3		SNELLS WAY	101
5		05/04/2009	07 050	AIELLO VI	DIMARTIN	2		B C WAY	130
6		05/04/2009	07 051	AIELLO VI	DIMARTIN	4		B C WAY	130
7		05/04/2009	07 052	AIELLO VI	DIMARTIN	3		B C WAY	130
8		05/04/2009	07 053	AIELLO VI	DIMARTIN	1		B C WAY	130
9		09/28/2007	08 013	RILEY, MI	PEPERA A	374		WALNUT ST	101
10		05/30/2008	08 021	TAPPATA	NEILAN JC	413		WALNUT ST	101
11		03/11/2009	10 009	ARMAND	BIAGINI A	71		ROOSEVELT A	101
12		08/20/2008	10 012	CARLSON	CARLSON	87		BROOKS PL	017
13		10/31/2008	11 002	PARRIN J	BANVILLE	41		SINNOTT ST	101
14		10/02/2007	11 024	WEST BR	CEDAR-W	860		N MAIN ST	323
15		10/02/2007	12 012	WEST BR	CEDAR-W	0		N MAIN ST	330
16		10/24/2007	13 022	MITCHES	SIRVA RE	50		BELMONT ST	101
17	22	10/24/2007	13 022	SIRVA RE	GAUTHIER	50		BELMONT ST	101

LA3 Bulk Upload

Please correct the following error(s):

Jurisdiction codes do not match. Upload cannot proceed.

Valid NAL codes: Ensure all your NAL codes are valid. Only BLA NAL codes found in http://www.mass.gov/Ador/docs/dls/bla/classificationcodebook.pdf will work. Custom codes, no matter how useful to you, will result in an error message and incorrect records displayed.

Please correct the following error(s):

Mandatory fields have not been entered or the format of the values entered is incorrect. Please enter the values and then click Save.

Incorrect Record(s): 1

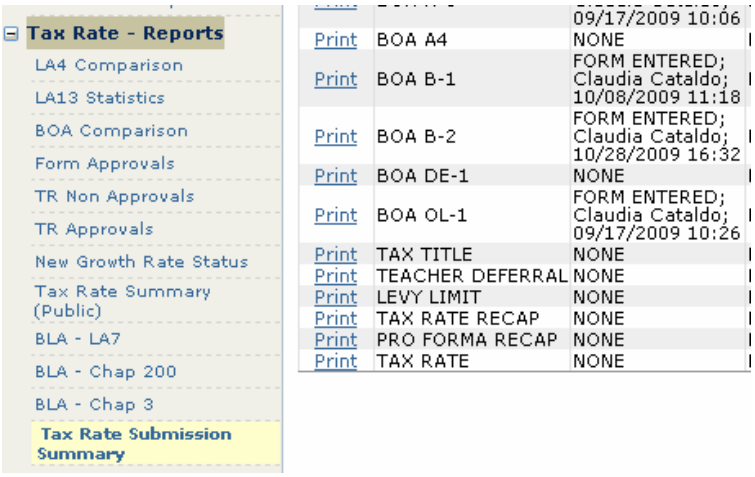
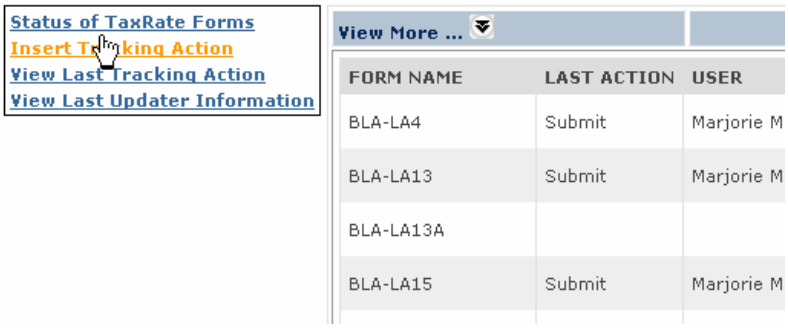
Sale Date	Parcel Id	Seller	Buyer	St Num	St Alpha	Street Name	Use Code	Nal Code	Sale Price
05/04/2009	07 050	AIELLO VINCENT 8	DIMARTINO ANTH	2		B C WAY	130	GST	150,000

Re-Process Incorrect Data

Comment on "N" codes: Brief explanations for "N" coded sales should be included in the blank column (column Q) after Time_trend either before uploading or edited after Upload and Save.

CP2 Prior Year Balance

If this is the first year of entering the CP2 on-line, the Prior Year Balance cannot be entered directly on the FY2009 form. Enter and save the FY2008 numbers, and the prior year balance will carry forward to the FY2009 CP2. You need not submit the FY2008 form.

Enter vs. Submit: What's the Difference?

After entering in all the numbers on a form, checking the signature box, and clicking **Calculate & Save**, it might seem your job is done, that DLS has your numbers and signatures. DLS technically has your numbers, but it cannot tell if you have finished and that the numbers are ready for public distribution. As a matter of policy, it will not prevent update of those numbers by others, start review of your submission, or release your data as part of FOIA inquiries unless you click the **Submit** button. As far as DLS is concerned, it's all unofficial, preliminary data until you click **Submit**. If you forget to submit all forms, which sometimes happens, things get delayed as DLS tries to contact you in order to understand your intentions. This often happens when communities want a Tax Recap approved ASAP and DLS discovers that the LA5, for example, has not been finalized. Since the Tax Rate process involves many forms, we created two easy ways for you to check your forms' status. In the Tax Rate Reports, you'll find a link called Tax Rate Submission Summary. It is an on-screen report that will show the last step done on all Tax Rate forms at the local level and at the state level. You can quickly scan all the forms and spot any that are "Entered" and not "Submitted". Also, at the bottom of each Tax Rate form is a link entitled "Status of Tax Rate Forms" that will show the last action performed on all forms.