

Massachusetts Department of Revenue
Division of Local Services



EFFECTIVE AGE UTILITIES
RPIS VERSION 3

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RPIS VERSION 3 – EFFECTIVE AGE UTILITIES

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Effective Age - Overview

The Effective Age table is an optional table that can be used to impact the depreciation of residential and/or commercial properties. The CAMA Valuation system will use Effective Year Built rather than Year Built to determine a property's age if Effective Year Built contains data. (Effective Year Built overrides Year Built.) The Effective Age table can be used to automatically fill Effective Year Built with data. Once table data is entered, the information can be applied to specific parcels (or all parcels) in the database, eliminating the need to edit each parcel manually.

Effective ages are assigned based on actual year built and overall condition. The table supports only the major condition factors; for properties with a combined condition factor (Average-Good, Good-Very Good, and so on) the system will interpolate between the condition factor columns in the table. It may be necessary, after applying the table, to manually adjust those properties where the system interpolates if you don't agree with its decision.

Users must have permission to run CAMA utilities in order to use the Effective Age table.

Accessing the Effective Age Utilities

Effective Age Maintenance is part of the Utilities system. To access the Effective Age utilities:

- Log into the CAMA system.
- Click Utilities on the menu bar.
- Select Effective Age Tables.

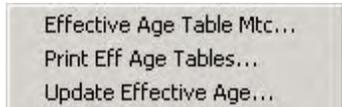


Effective Age Table Maintenance

Several functions are accessible from the Effective Age Table Maintenance menu:

- Create a new Effective Age table
- Modify an existing Effective Age table
- Copy an existing Effective Age table
- Delete an existing Effective Age table

To access Effective Age Table Maintenance, select Effective Age Table MTC from the Effective Age Tables menu.



Creating a new Effective Age Table

A screenshot of a dialog box titled "Real Property - Effective Age Table Mtc". The dialog box has a blue title bar with a close button (X) in the top right corner. Inside the dialog, there is a section labeled "Option" with four radio buttons: "Update", "Create", "Copy", and "Delete". The "Create" radio button is selected. To the right of the "Option" section, there is a label "Select Existing Table:" followed by a dropdown menu. Below that, there is a label "Specify New Table Tag:" followed by a text input field. At the bottom of the dialog, there are two buttons: "OK" and "Cancel".

To create a new table from the Effective Age Table Maintenance screen:

- Click the radio button next to Create.
- Enter a table name in the Specify New Table field; the name must be 12 characters or less.
- Click the OK button.

A new, blank table will appear.

- Click the radio button next to Update.
- Select a table name from the Select Existing Table drop-down list.
- Click the OK button.
- To insert a new row in the table, press the Insert key.
- To delete a row in the table, click the gray box at the beginning of the row to select it and press the Delete key.
- To change data in a row, select the existing data and type over it, or click inside the data field, use the delete key to remove the existing data, and type in the new data.

Copying an Effective Age Table

To copy an existing table from the Effective Age Table Maintenance screen:

- Click the radio button next to Copy.
- Select a table name from the Select Existing Table drop-down list.
- Type a new table name into the Specify New Table field.
- Click the OK button.

Deleting an Effective Age Table

To delete an existing table from the Effective Age Table Maintenance screen:

- Click the radio button next to Delete.
- Select a table name from the Select Existing Table drop-down list.
- Click the OK button.

Print Effective Age Table

To print an Effective Age table:



- Click Utilities > Effective Age Tables > Print Eff Age Tables



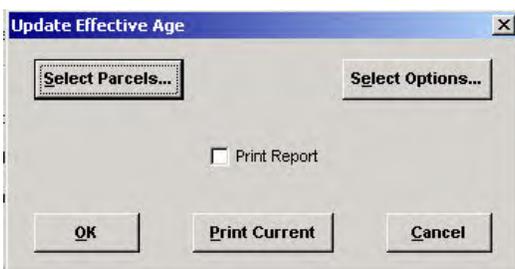
- Select an Effective Age Table from the drop-down list
- To view only, click OK.
- To send the table to the printer, check the Print Report check box and click OK.

Applying an Effective Age Table

To apply an Effective Age table to the database:



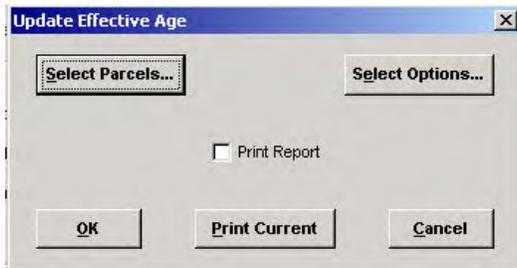
- Click Utilities > Effective Age Tables > Update Effective Age.



Select Parcels for Effective Age Update

- Click the Select Parcels button.

Update the Database



- Check the Print Report button if you wish to automatically print a transaction report.
- When the options and parcels have been selected, click OK to apply the effective age table(s) to the database.

Effective Year Built will be filled with data according to the parcel selection and options set for this update run. This process can be repeated as often as necessary.

Run Cost to Update Depreciation

Once Effective Year Built has been batched into the database using the Effective Age Update, Cost must be run for the new data to be considered in depreciation. See the user guide *RPIS Version 3 Cost Valuation* for detailed information on running Cost.

For training and technical support...

Contact any of the DOR CAMA Information Technology Staff for further assistance or to ask about training opportunities.

CAMA Support Help Desk
Monday – Friday 9A-4PM excluding holidays
1-800-521-5536 (ask for CAMA Support or extension 62350)

Advisor	Phone	E-mail
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Arnold Kanter	617-626-2303	kanter@dor.state.ma.us

All Boston staff can be reached by dialing their direct numbers or through the CAMA Support Help Desk.

CAMA Version 3 User Guides, our Support Guidelines and other useful information from the Information Technology section of the Division of Local Services can be found online at <http://www.dls.state.ma.us>. Information about the Community Software Consortium can be found online at www.csc-ma.us.

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