

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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For training and technical support... Error! Bookmark not defined.

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.

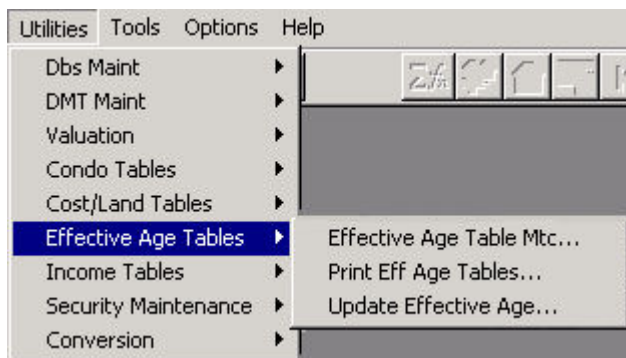
Effective ages are assigned based on actual year built and overall condition. The table supports only the major condition factors; for properties with a combined condition factor (Average-Good, Good-Very Good, and so on) the system will interpolate between the condition factor columns in the table. It 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.

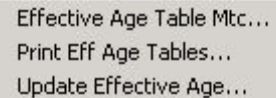


Effective Age Table Maintenance

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

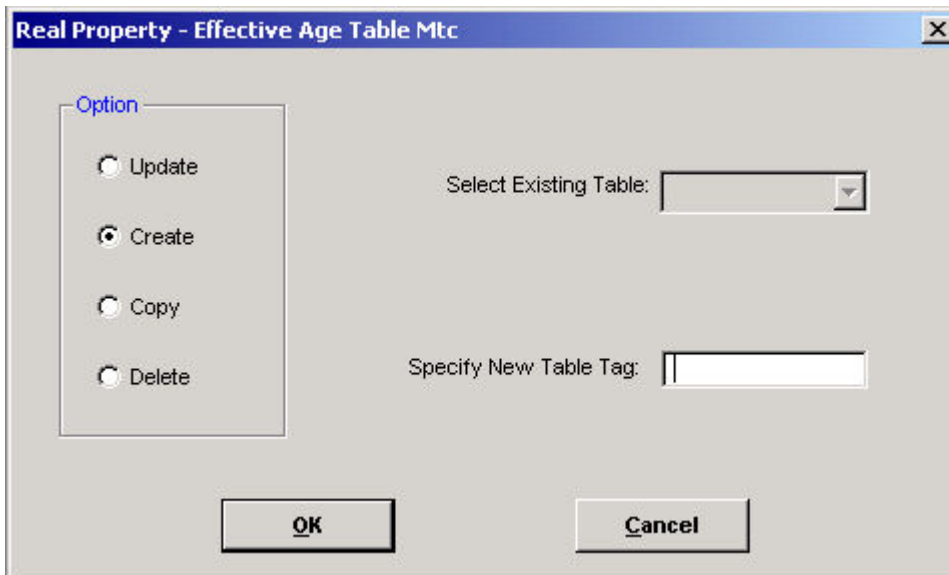
- Create a new Effective Age table
- Modify an existing Effective Age table
- Copy an existing Effective Age table
- Delete an existing Effective Age table

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



Effective Age Table Mtc...
Print Eff Age Tables...
Update Effective Age...

Creating a new Effective Age Table



Real Property - Effective Age Table Mtc

Option

Update

Create

Copy

Delete

Select Existing Table:

Specify New Table Tag:

OK 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.

Real Property - Effective Age Table Mtc

Effective Year Tag:

	Low Year	High Year	Excellent Year	V. Good Year	Good Year	Average Year	Fair Year	Poor Year	V. Poor Year

- Press the Insert key to start entering data into the table.
- Enter the Year Built range, low year first, then high year.
- For each range, enter the effective year built for each overall condition.

If the data fills the column, the cursor will automatically jump to the next column. You may also use the Tab key to move the cursor to the next column. When a row is completely filled, the cursor will jump to the next line.

- Click the OK button when all data entry is done. *This table will not affect the database until the "Update Effective Age" utility is run.*

Updating an Existing Effective Age Table

Real Property - Effective Age Table Mtc

Option

Update

Create

Copy

Delete

Select Existing Table:

Specify New Table Tag:

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

- 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.

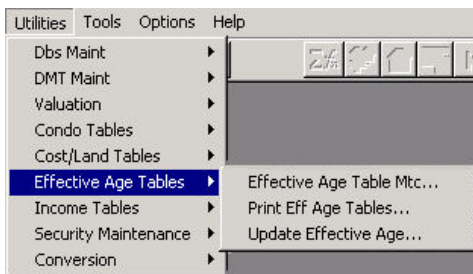
Deleting an Effective Age Table

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

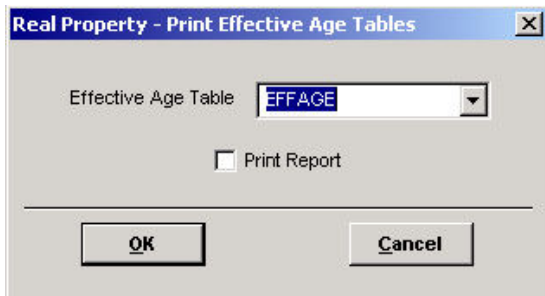
- Click the radio button next to Delete.
- Select a table name from the Select Existing Table drop-down list.
- Click the OK button.

Print Effective Age Table

To print an Effective Age table:



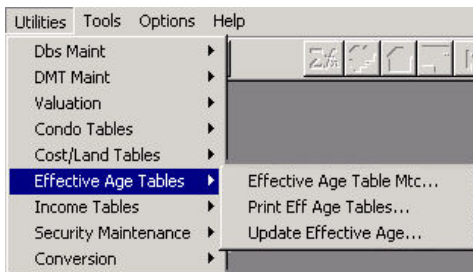
- Click Utilities > Effective Age Tables > Print Eff Age Tables



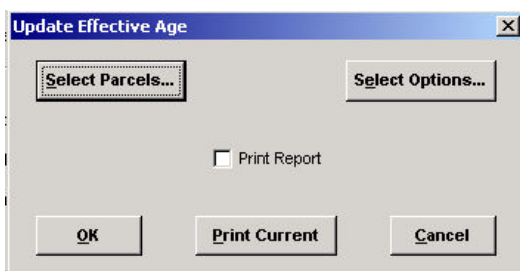
- Select an Effective Age Table from the drop-down list
- To view only, click OK.
- To send the table to the printer, check the Print Report check box and click OK.

Applying an Effective Age Table

To apply an Effective Age table to the database:

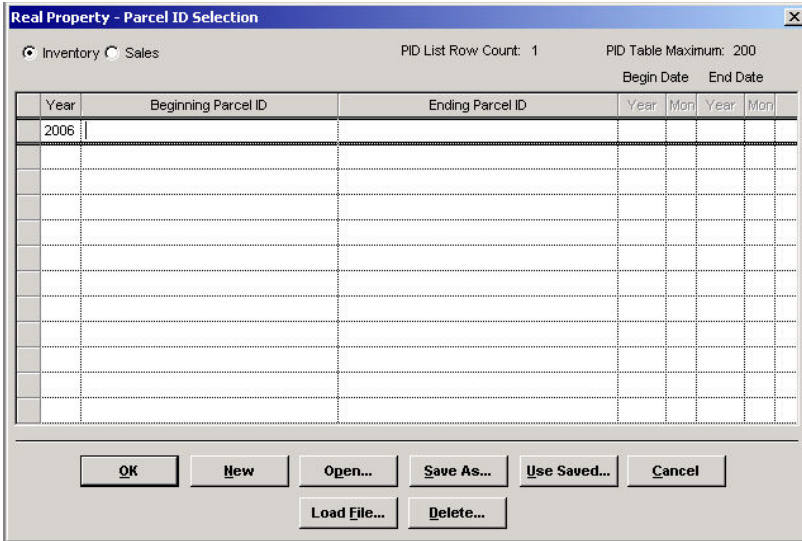


- Click Utilities > Effective Age Tables > Update Effective Age.



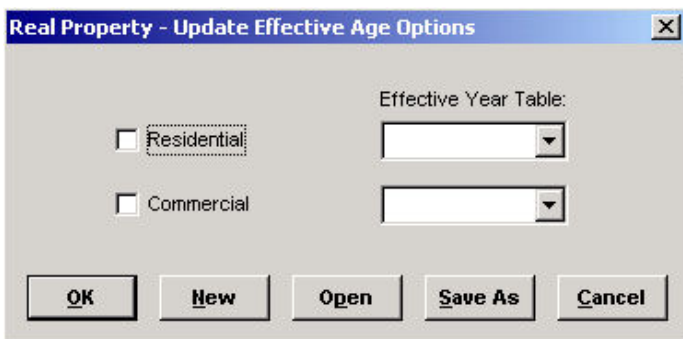
Select Parcels for Effective Age Update

- Click the Select Parcels button.



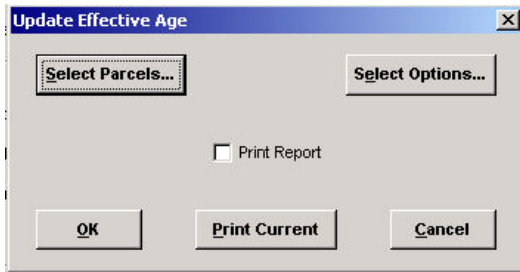
- Enter a parcel range or select a PID file, then click OK.

Select Options for Effective Age Update



- Residential properties: Select a table from the drop-down list and check the check box next to Residential to apply the Effective Age table to all residential properties in the parcel selection.
- Commercial properties: Select a table from the drop-down list and check the check box next to Commercial to apply the Effective Age table to all commercial properties in the parcel selection.
- To apply a table to all properties, check both boxes and select a table in both drop-down lists (you may select different tables or the same table.)
- Click OK to return to the Update screen.

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 DLS IT Information Technology Staff for further assistance or to ask about training opportunities.

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

Advisor	Phone	E-mail
Linda Bradley	617-626-2394	bradleyl@dor.state.ma.us
Tod Jackson	413-452-3974	jacksont@dor.state.ma.us

All Boston staff can be reached by dialing their direct numbers or through the DLS IT 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.mass.gov/dls>. Information about the Community Software Consortium can be found online at csc-cloud.us.

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