

Massachusetts Department of Revenue

Division of Local Services



VALUE FINALIZATION
RPIS VERSION 3

10/28/2005

Robert G. Nunes, Deputy Commissioner & Director of Municipal Affairs
David L. Davies, Director of Information Technology

RPIS Version 3 Value Finalization

Table of Contents:

1. INTRODUCTION.....	3
2. DATA MAINTENANCE.....	3
2. RUNNING VALUE FINALIZATION.....	3
SELECTING THE VALUE FINALIZATION OPTIONS -----	4
<i>Value Finalization Options Dialog Box – miscellaneous buttons.....</i>	<i>5</i>
<i>Choose a default Select Source code from the drop-down menu.</i>	<i>6</i>
<i>Select the state use codes to be processed.....</i>	<i>7</i>
<i>Determine the handling of final adjustments to be applied to certain parcels.....</i>	<i>8</i>
SELECT PARCELS FOR PROCESSING -----	9
SELECT MISCELLANEOUS OPTIONS -----	10
FOR TRAINING AND TECHNICAL SUPPORT.....	12

1. Introduction

Preparing the fiscal year's tax commitment is arguably the most important task assigned to the Board of Assessors. A community's tax levy depends on information maintained by the assessors.; computation of the total valuation of all taxable property is an integral part of the tax rate, and individual values are vitally important to each property owner. This user guide outlines the steps necessary to accurately prepare and report the information needed to produce tax commitments and bills.

The basic steps in preparing for tax bill generation are:

- Data Maintenance
- Valuation
- Error Checking
- Data Correction
- Reporting
- Exporting data

2. Data Maintenance

Preparing the fiscal year's tax roll involves making database changes to update records with the most current information available. The following list outlines the types of maintenance necessary to update the database:

- Updating Owner-Name-1 in the Parcel table with the current owner as of January 1st
- Updating Owner-Name-2 in the Parcel table with a new owner name if the property sold after January 1st (the "Owner of Record" remains in the Owner-Name-1 field, but the new owner can be added to Owner-Name-2 with the notation "C/O" so that the bill will be mailed to the current owner)
- Updating address fields with information from the USPS, tax collector, deeds, or the taxpayers themselves
- Adding new parcels to the database if the parcel ID did not exist previously (usually due to land splits, subdivisions and lot combinations)

After all data maintenance is done, all parcels should be re-cost to update the current valuation based on the current data. See the user guide "RPIS Version 3 Cost Valuation" for detailed information on running Cost.

Once Cost has been run on all parcels, Value Finalization can be run. This process will "finalize" the values, rounding them to the nearest hundred and transferring the rounded values from the fields on the first page of the Valuation record to the Final Value fields on the Summary page. The RPIS LA-4 will use the Final Values from the Summary page, so it is vitally important to run Value Finalization before running the LA-4 report.

2. Running Value Finalization

To run Value Finalization:

- Log into RPIS (your desktop icon may be labeled "DMT" or "DMT_RP")
- click Utilities on the menu bar
- click Valuation
- click Value Finalization.

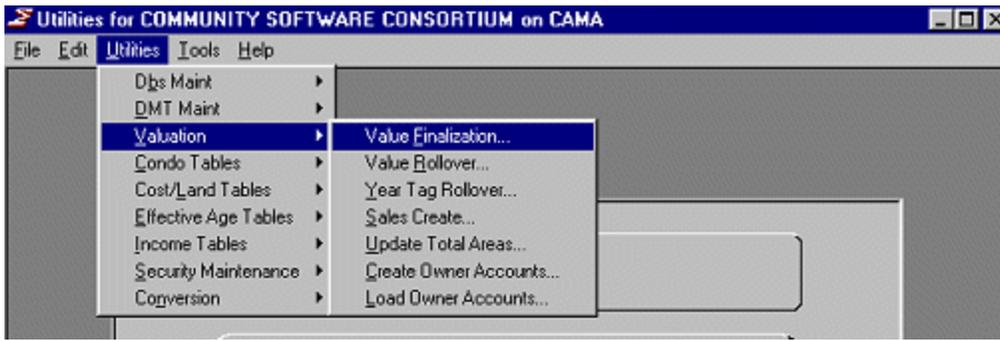


Figure 2.1 – accessing Value Finalization from Utilities

Value Finalization consists of these steps:

- selecting the Value Finalization Options
- specifying the parcel IDs to process
- choosing reports - if no reports are selected, the information will be displayed but not printed
- choosing how to apply the transactions - automatically by checking the option box, or manually by leaving the box unchecked.

All steps are accomplished using the main Value Finalization dialog box (see Figure 2.2.)

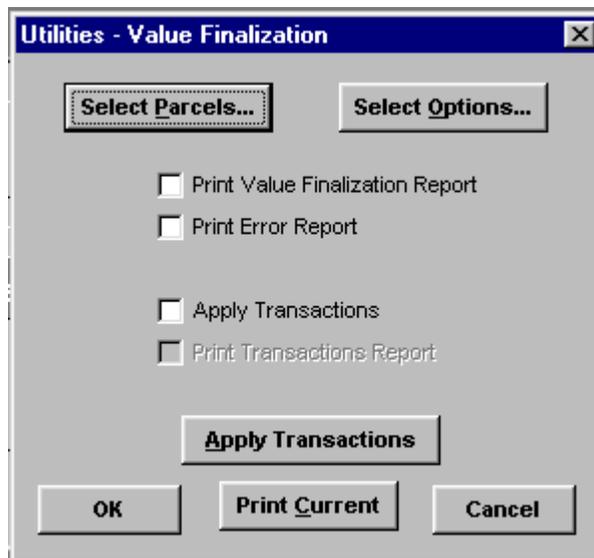


Figure 2.2 – the main Value Finalization dialog box

Selecting the Value Finalization Options

The first step in running Value Finalization is selecting the Value Finalization options. These options provide the Value Finalization program with information necessary to finalize real property values for billing purposes.

Click “Select Options” on the main dialog box to open the Value Finalization Options dialog box.

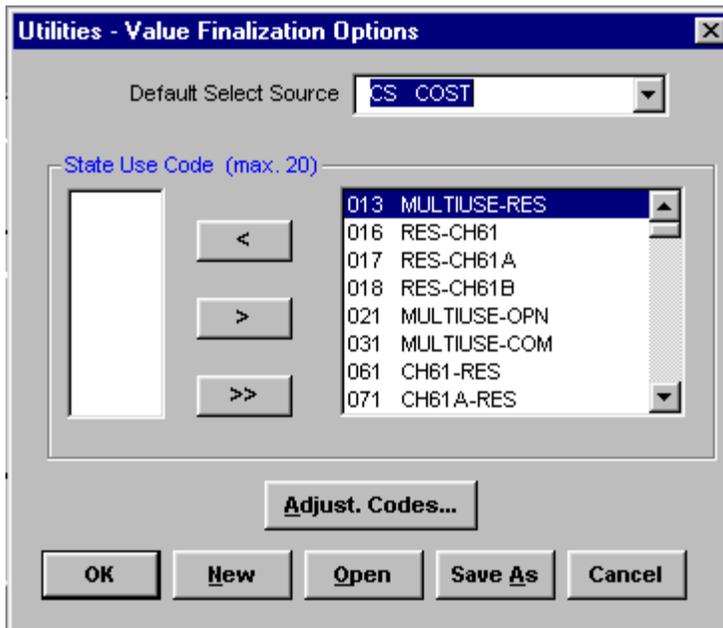


Figure 2.3 - the Value Finalization Options dialog box

The options that need to be set before running Value Finalization are:

Select Source Code – to specify the primary value method (the source of your values)

State Use Codes – to restrict value finalization to certain use codes, if desired.

Adjustment Codes – to specify how to apply “last-minute” adjustments to specific parcels

Each of these options is described in detail below.

Value Finalization Options Dialog Box – miscellaneous buttons

The New, Open and Save As buttons can be used to store or recall other options files:

New – click this button to discard any current settings in the Options window and return the settings to a “new” state. *Note that the Default Select Source code changes to the first option in the list, AP-Field Value.* If you are using Cost as your primary value method you must change the option back to CS.

Open – click this button to use a previously stored Value Finalization Options file. Select the User Name to search, then select an Option File name. If the selected user has not stored options under a file name, no file names will appear in the box.

Save As – click the Save As button to store the current options to a file. Enter a filename in the box and click OK to save the options, or click Cancel to exit without saving.

When all options have been selected, click OK to save the options and return to the Value Finalization window. Click the Cancel button to return to Value Finalization without saving the options.

Choose a default Select Source code from the drop-down menu.

This option determines the primary value method used to value real property parcels (or, the source of your values.) The Value Finalization program will look in the Selected-Source field (in the Valuation record) first, to check for a user-specified value method. If the Selected-Source field is blank, the program will use the code specified in the Options as the default value method. Possible options are: AP-Field Value, CS-Cost, MA-Market Adjusted Cost, RG-Regression, CP-Comparables and IN-Income. The default method is CS-Cost.

Click on the arrow to display the drop-down menu with all available source codes. Click a code to select it, or type the code directly into the text box.

How the Select Source option works:

The Select Source codes listed in the Value Finalization options correspond to a field named Selected Source in the Valuation record. This field is usually left blank, but can be used to indicate the value method used to generate land and building values for the parcel. You can find this field on the Summary tab of the Valuation record (see figure 2.4 for an example.)

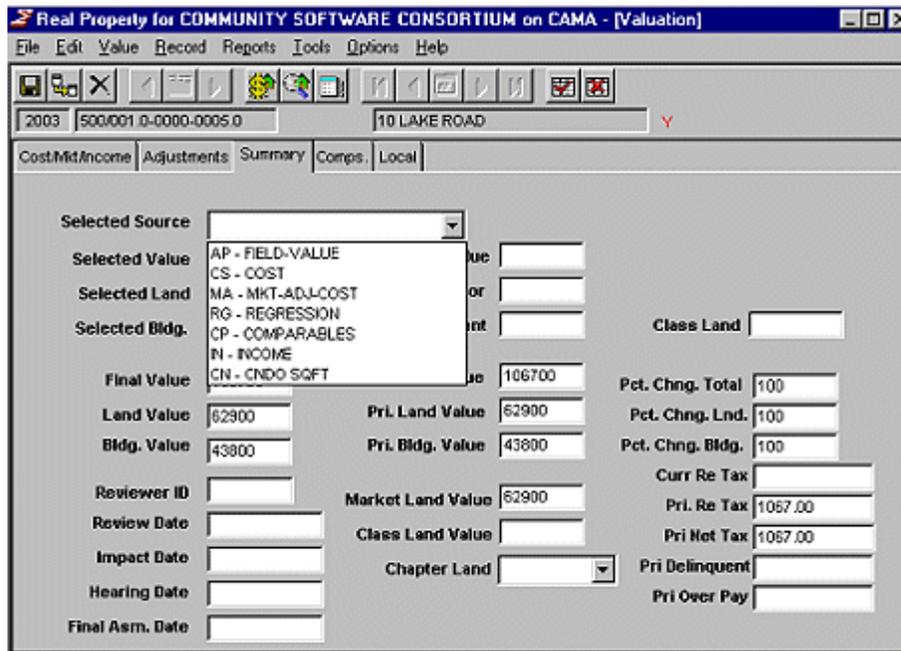


Figure 2.4 – the Selected-Source field in the Valuation record (on the Summary tab.)

By selecting a source code in the Value Finalization options box, you are telling the program where to look for values if no source code is entered in the valuation record. If you select a value method in the Options but have not used that method to value property, Value Finalization will return errors for each parcel. For example, if you choose IN-Income but have not used the income method, no Income-driven values will be present in the Valuation record and Value Finalization will fail.

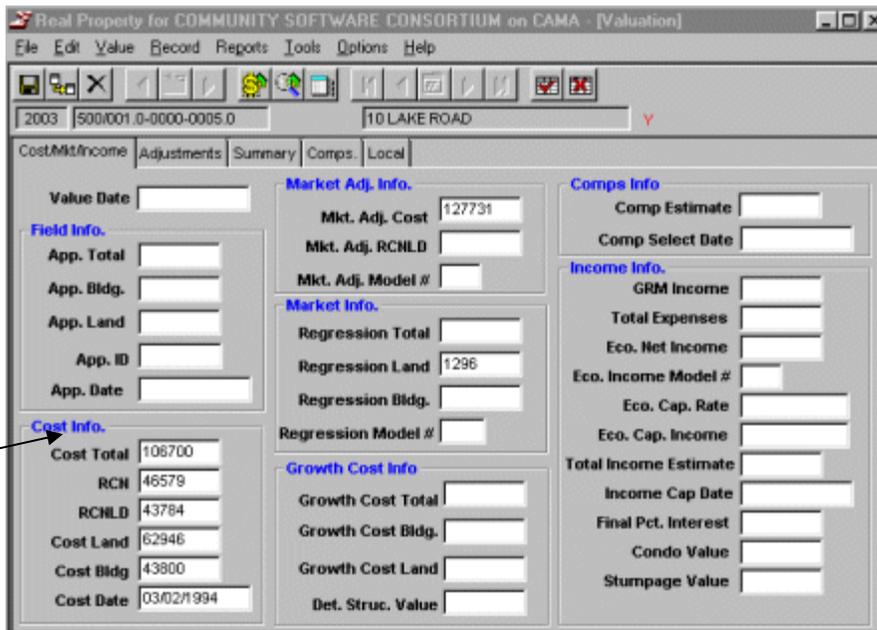


Figure 2.5
Sample Valuation
record with values
produced using the
Cost method

In the example shown in Figure 3-3, this parcel was valued using the Cost method, so values appear in the Cost Info section of the Valuation record. Values do not appear in the other sections because other value methods were not used. If the Selected-Source field is left blank in this Valuation record (as in Figure 2-4), the source code CS must be selected in the Value Finalization options for the program to work correctly.

Select the state use codes to be processed.

To restrict processing to specific state use codes, select a code in the right-hand pull-down menu, then click the left arrow button to place it in the use code box (this box is blank by default.) To remove a code from the selected code box, click the code to be removed in the left-hand selection box, then click the right arrow button. To remove all selected codes from the left-hand selected code box, click the double right arrow button. *To process **all** real property parcels, the left-hand selected code box must be blank.*

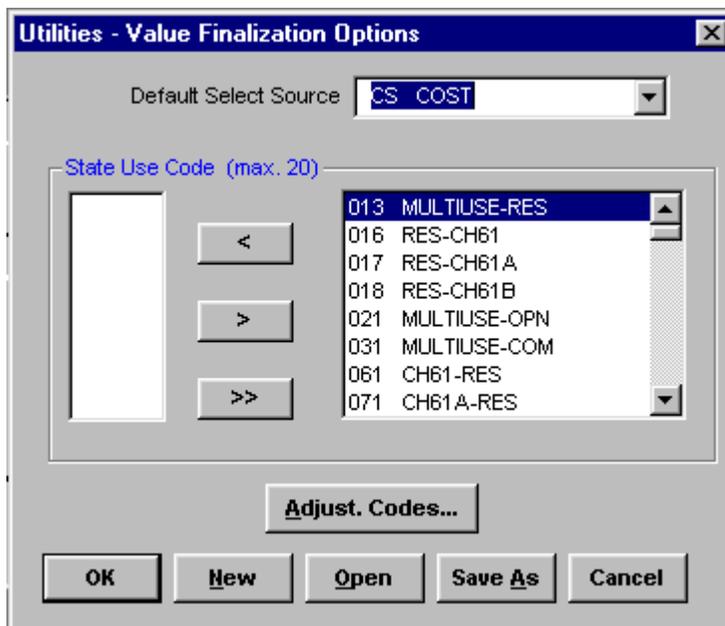


Figure 2.6 – the Value
Finalization Options dialog
box.

*Note that the left-hand State
Use Code box is blank – this
indicates all parcels will be
processed (processing will not
be restricted to specific use
codes.)*

In the Parcel ID Selection screen:

- Use the Tab key to move from column to column.
- Click the gray box to the left of the Year column to select a row.
- Use the Insert key to add a new row.
- Use the Delete key to delete a selected row.

Processing a range of parcels: press the Insert key to add a new parcel selection row, or type over an existing row. To process Real Property Inventory parcels, click the Inventory radio button and enter the parcel year, the beginning Parcel ID and the ending Parcel ID. To process parcels in the Sales file, click the Sales radio button and enter the parcel year, the beginning Parcel ID, the ending Parcel ID, the beginning sale date and the ending sale date.

Processing single or non-contiguous parcels: enter the Parcel ID(s) in the Beginning Parcel ID column only.

Using a previously stored PID table: click the Open button and select a user name and PID Table name to use for processing. NOTE: PID files created and stored in RPIS Version 1 cannot be used in Version 2.

After selecting parcels for processing, click the OK button to return to the Value Finalization dialog box.

Select miscellaneous options

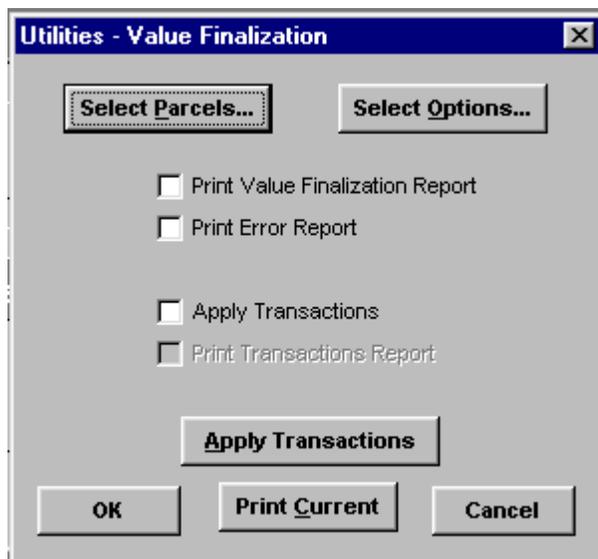


Figure 2.10 – setting miscellaneous options

Once you have specified a selected source code, the parcels to be processed and the handling of adjustment codes, you may also select one or more of the following options in the main Value Finalization dialog box (see Figure 2-10) :

Print Value Finalization Report – check this box to send the full Value Finalization Report to the printer at the completion of the program run. This report contains the computed final values, prior values and percent changes for all parcels successfully processed. To view the report rather than printing it, leave the box unchecked. The report will display on screen after the program run; you can print the report from the display screen by clicking the printer icon or by selecting File > Print from the menu bar.

Print Error Report – check this box to send the Error Report to the printer at the completion of the program run. This report will list all errors causing Value Finalization to fail; if all parcels were processed successfully, the Error Report will consist only of a summary page.

Apply Transactions – check this box to automatically apply the transactions to the database at the end of the program run. All parcels successfully processed by the program will have new final values written to their Valuation record. Parcels not processed successfully will be skipped. Transactions can be applied manually by leaving this box blank; a transaction file will be created by the program and stored for future use. These stored transactions can be applied at any time by clicking the “Apply Transactions” button.

Print Transactions Report - this option is available only if the Apply Transactions box is checked. A summary of the transaction process will print after all transactions have been applied.

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
Mike Quinlivan	508-792-7300 extension 22313	quinlivanm@dor.state.ma.us
Linda Bradley	617-626-2394	bradleyl@dor.state.ma.us
Paul Corbett	617-626-2366	corbettp@dor.state.ma.us
Don Reynolds	617-626-2356	reynoldsd@dor.state.ma.us
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.

Division of Local Services Information Technology Section
P.O. Box 9569
Boston, MA 02114-9569
(617) 626-2300 or toll free 1-800-521-5536
Fax (617) 626-2330

Kirsten Shirer, Deputy Director of Information Technology
436 Dwight St. Room 401
Springfield, MA 01103
(413) 784-1000 Ext. 20613
Fax (413) 784-1034