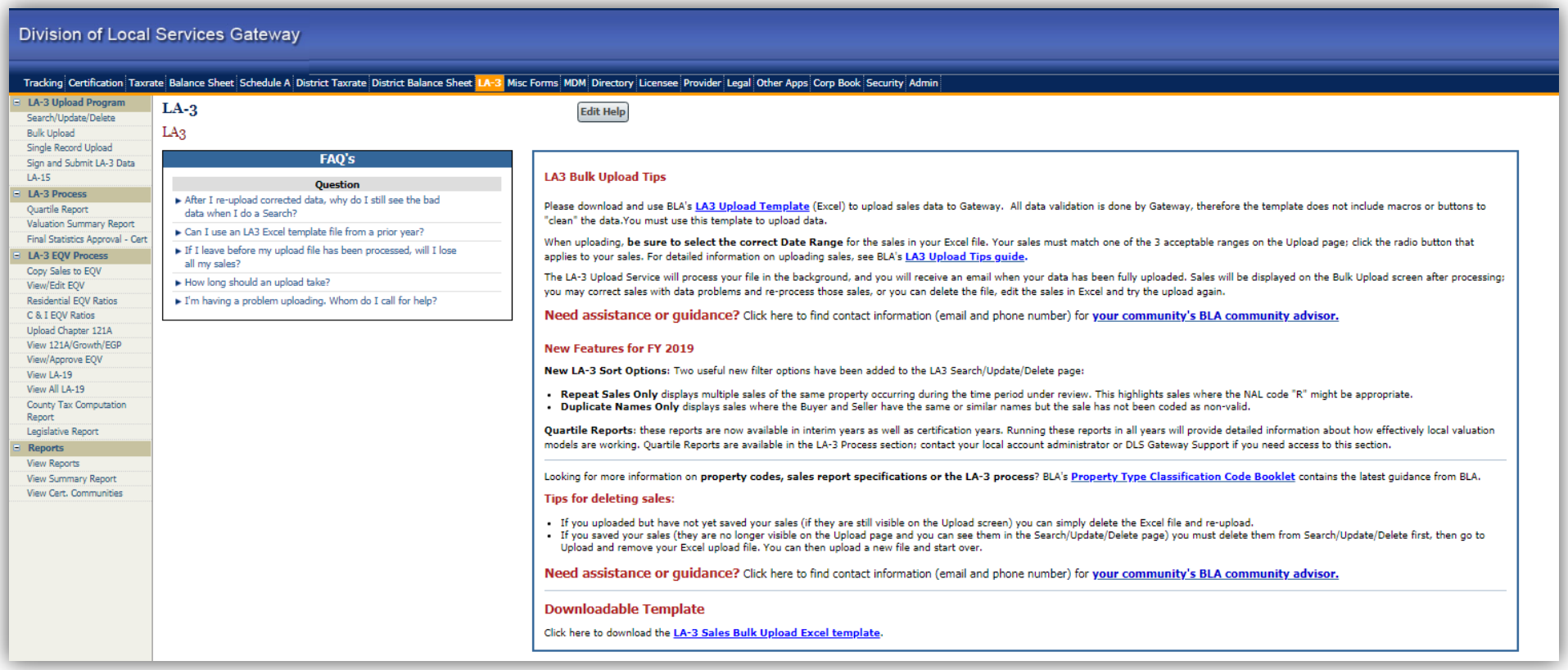
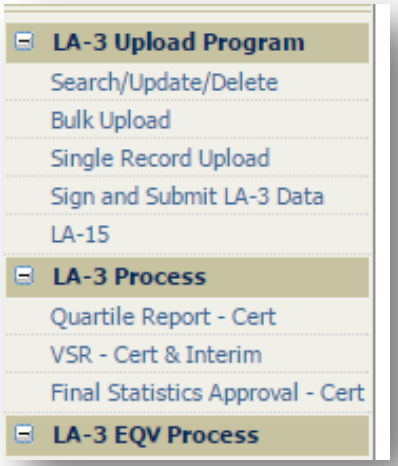
LA-3 Upload Guide
DLS Gateway

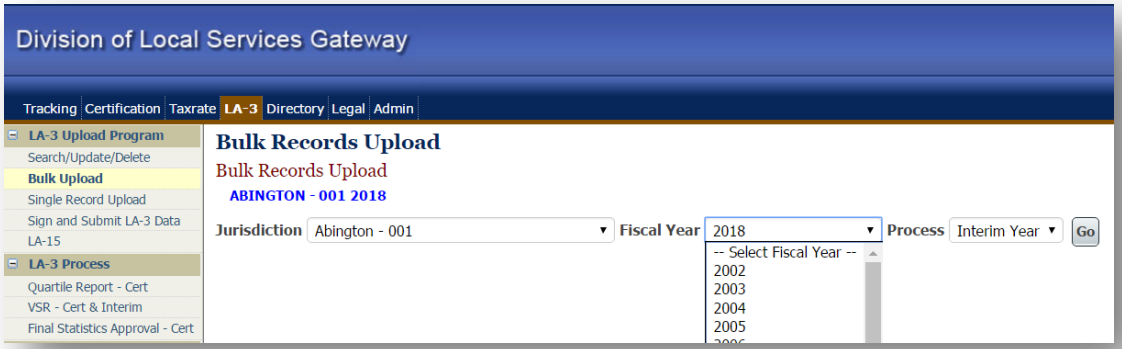




Gateway's LA-3 module allows the uploading of sales data using an Excel template. Download the template from the LA-3 landing page or the LA-3 Bulk Upload page. <u>This is the only acceptable format</u> for uploading data.

The structure of the LA-3 submission is the same for both Certification and Interim Year.

Using Bulk Upload

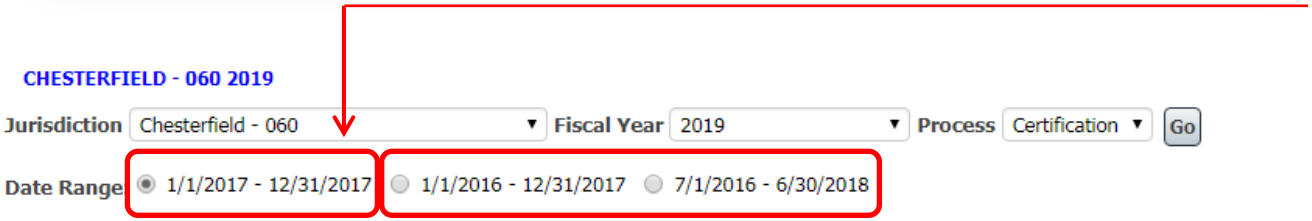


To begin the bulk upload process, go to the Bulk Upload screen. The current Fiscal Year will be selected by default; if you wish to upload data for the next year, choose the year from the drop-down list.

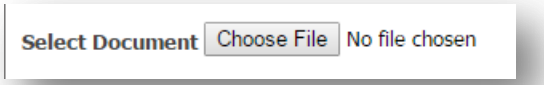
Select the Date Range for the sales in your Excel template file.

If you are uploading only one year of sales for all classes, select the first radio button which will display a one year range based on the chosen fiscal year (for example, FY 2019 will display 1/1/2017 – 12/31/2017).

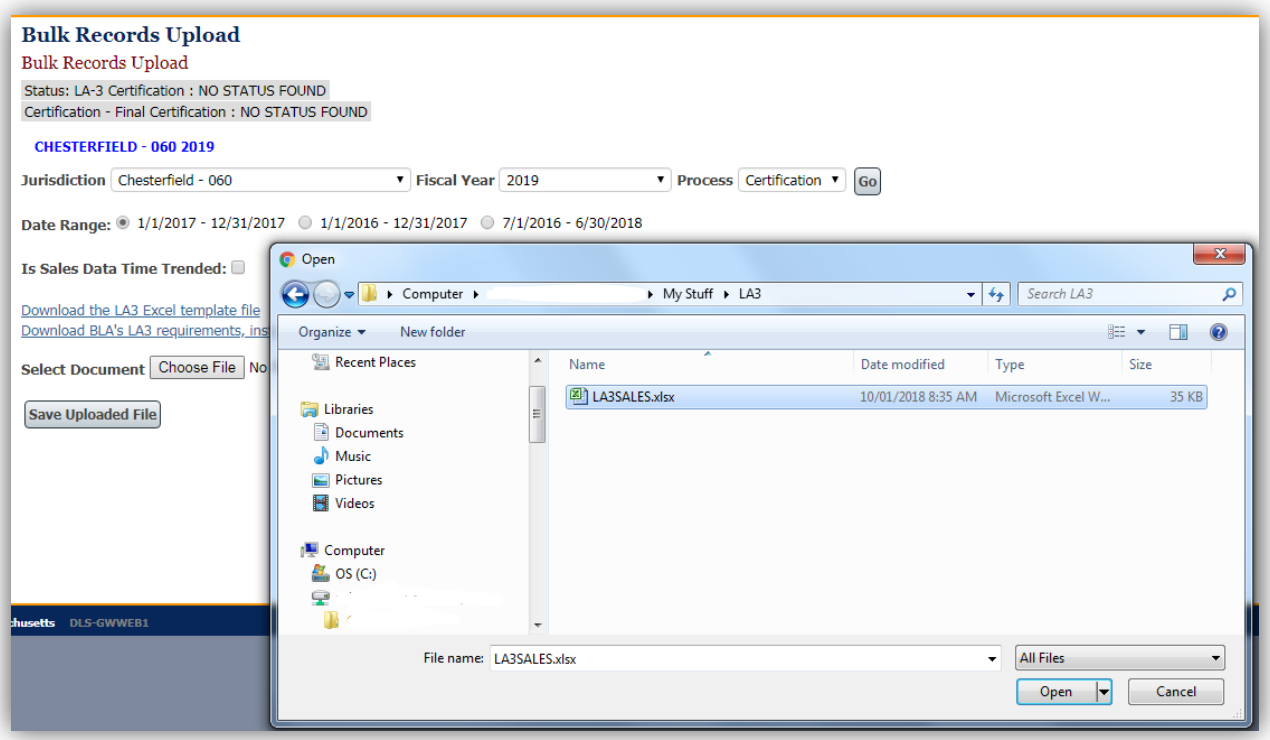
If you are uploading two years of sales for **<u>any class</u>** then select the appropriate two year range of sales. (either Base Year and Prior Year, or 6 months prior to the Base Year plus Base Year plus 6 months after the Base Year.)

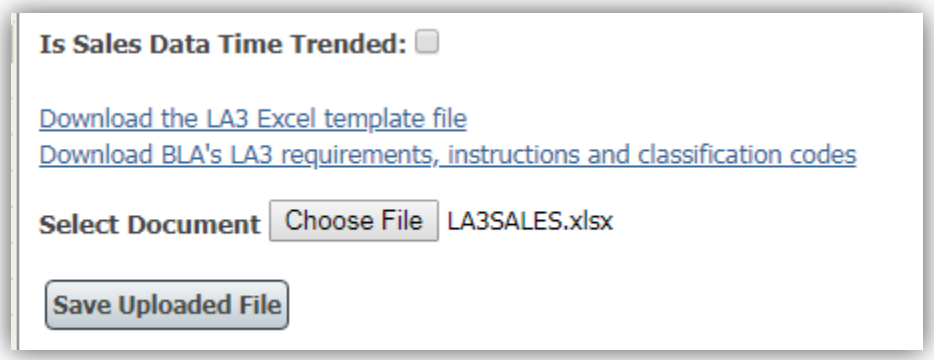


If your sales are time trended, check the "Is Sales Data Time Trended" check box.



After selecting the appropriate date range and, if applicable, the Time Trend option, select a file to upload. The button will be labeled "Choose File" in the Chrome Web browser; Internet Explorer uses "Browse."

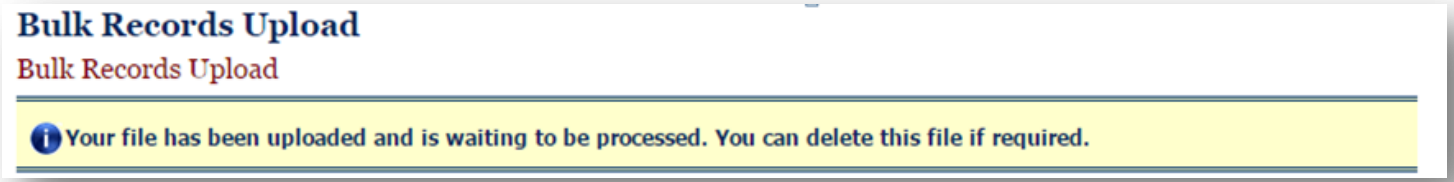




Browse to and select an LA3 Excel file to upload.

The selected file name will appear next to the Select Document button.

Click the “Save Uploaded File” button to begin the upload.



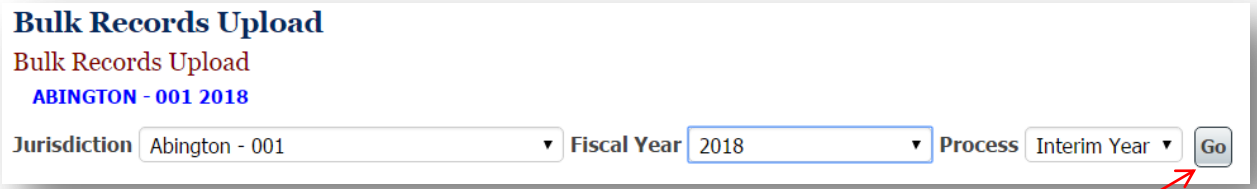
Gateway will display a message saying the upload is in progress.

Uploads typically take less than a minute, but may take longer for a large number of sales.

You will receive an email when the file is processed. Please make sure your email address is correct in Local Officials Directory.

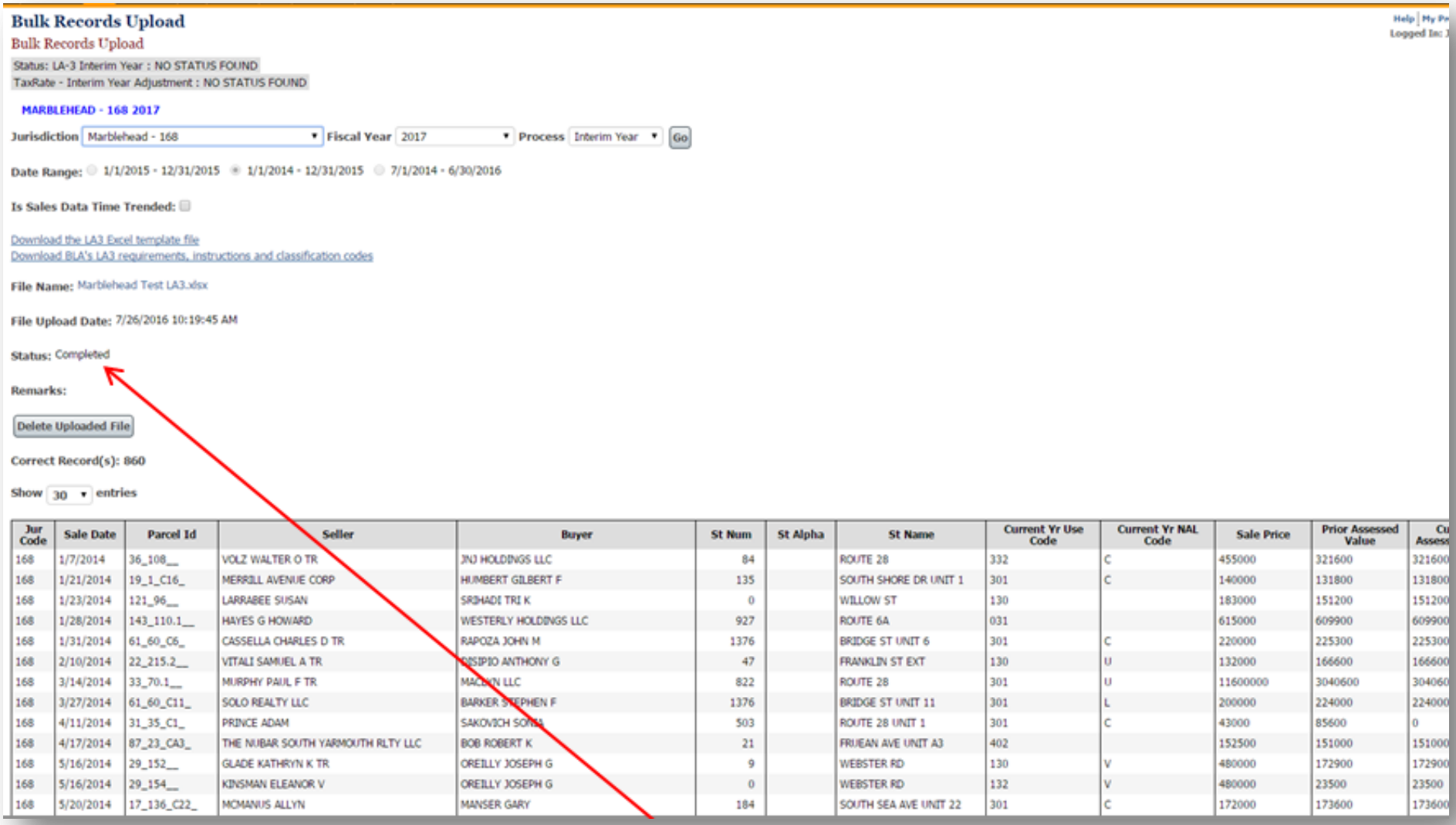
If a problem occurs during processing, the email will contain a technical description of the issue.

Contact your BLA community advisor or DLS IT Support (617) 626-2350 or email DLSITGroup@dor.state.ma.us for assistance with error messages.



<u>If you stay on the Upload page:</u>

Click Go periodically to refresh the screen and the status message. Your sales will appear once processing is complete.



Bulk Records Upload

Bulk Records Upload

Status: LA-3 Interim Year : NO STATUS FOUND
TaxRate - Interim Year Adjustment : NO STATUS FOUND

MARBLEHEAD - 168 2017

Jurisdiction Marblehead - 168 Fiscal Year 2017 Process Interim Year Go

Date Range: 1/1/2015 - 12/31/2015 1/1/2014 - 12/31/2015 7/1/2014 - 6/30/2016

Is Sales Data Time Trended:

Download the LA3 Excel template file
Download BLA's LA3 requirements, instructions and classification codes

File Name: Marblehead Test LA3.xlsx

File Upload Date: 7/26/2016 10:19:45 AM

Status: Completed

Remarks:

Delete Uploaded File

Correct Record(s): 860

Show 30 entries

Jur Code	Sale Date	Parcel Id	Seller	Buyer	St Num	St Alpha	St Name	Current Yr Use Code	Current Yr NAL Code	Sale Price	Prior Assessed Value	Cu Assess
168	1/7/2014	36_108__	VOLZ WALTER O TR	JNJ HOLDINGS LLC	84		ROUTE 28	332	C	455000	321600	321600
168	1/21/2014	19_1_C16_	MERRILL AVENUE CORP	HUMBERT GILBERT F	135		SOUTH SHORE DR UNIT 1	301	C	140000	131800	131800
168	1/23/2014	121_96__	LARRABEE SUSAN	SRIHADI TRI K	0		WILLOW ST	130		183000	151200	151200
168	1/28/2014	143_110.1__	HAYES G HOWARD	WESTERLY HOLDINGS LLC	927		ROUTE 6A	031		615000	609900	609900
168	1/31/2014	61_60_C6_	CASSELLA CHARLES D TR	RAPOZA JOHN M	1376		BRIDGE ST UNIT 6	301	C	220000	225300	225300
168	2/10/2014	22_215.2__	VITALI SAMUEL A TR	DISIPIO ANTHONY G	47		FRANKLIN ST EXT	130	U	132000	166600	166600
168	3/14/2014	33_70.1__	MURPHY PAUL F TR	MACLYN LLC	822		ROUTE 28	301	U	11600000	3040600	304060
168	3/27/2014	61_60_C11_	SOLO REALTY LLC	BARKER STEPHEN F	1376		BRIDGE ST UNIT 11	301	L	200000	224000	224000
168	4/11/2014	31_35_C1_	PRINCE ADAM	SAKOVICH SONIA	503		ROUTE 28 UNIT 1	301	C	43000	85600	0
168	4/17/2014	87_23_CA3_	THE NUBAR SOUTH YARMOUTH RLTY LLC	BOB ROBERT K	21		FRUEAN AVE UNIT A3	402		152500	151000	151000
168	5/16/2014	29_152__	GLADE KATHRYN K TR	OREILLY JOSEPH G	9		WEBSTER RD	130	V	480000	172900	172900
168	5/16/2014	29_154__	KINSMAN ELEANOR V	OREILLY JOSEPH G	0		WEBSTER RD	132	V	480000	23500	23500
168	5/20/2014	17_136_C22_	MCMANUS ALLYN	MANSER GARY	184		SOUTH SEA AVE UNIT 22	301	C	172000	173600	173600

The Status message will change to “Completed” when the upload is finished.

Records containing data that does not meet BLA standards will be listed separately in an Incorrect Records section above the Correct Records. The data that does not meet standards will be shown with a red border. You can edit the problematic data and click the Reprocess Incorrect Records button to immediately correct and upload the sales that failed.

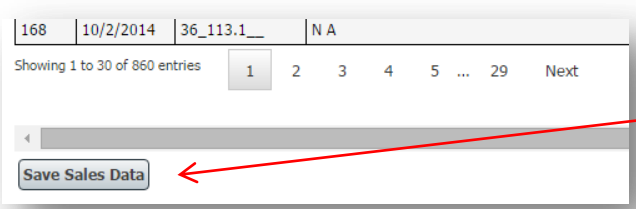
Correct Record(s): 860

Show 30 entries

Jur Code	Sale Date	Parcel Id	Seller	Buyer	St Num	St Alpha	St Name	Current Yr Use Code	Current Yr NAL Code	Sale Price	Prior Assessed Value	Current Assessed Value	
168	1/7/2014	36_108__	VOLZ WALTER O TR	JNJ HOLDINGS LLC	84		ROUTE 28	332	C	455000	321600	321600	0.
168	1/21/2014	19_1_C16_	MERRILL AVENUE CORP	HUMBERT GILBERT F	135		SOUTH SHORE DR UNIT 1	301	C	140000	131800	131800	0.
168	1/23/2014	121_96__	LARRABEE SUSAN	SRIHADI TRI K	0		WILLOW ST	130		183000	151200	151200	0.
168	1/28/2014	143_110.1__	HAYES G HOWARD	WESTERLY HOLDINGS LLC	927		ROUTE 6A	031		615000	609900	609900	0.
168	1/31/2014	61_60_C6_	CASSELLA CHARLES D TR	RAPOZA JOHN M	1376		BRIDGE ST UNIT 6	301	C	220000	225300	225300	1.
168	2/10/2014	22_215.2__	VITALI SAMUEL A TR	DISIPIO ANTHONY G	47		FRANKLIN ST EXT	130	U	132000	166600	166600	1.
168	3/14/2014	33_70.1__	MURPHY PAUL F TR	MACLYN LLC	822		ROUTE 28	301	U	11600000	3040600	3040600	0.
168	3/27/2014	61_60_C11_	SOLO REALTY LLC	BARKER STEPHEN F	1376		BRIDGE ST UNIT 11	301	L	200000	224000	224000	1.
168	4/11/2014	31_35_C1_	PRINCE ADAM	SAKOVICH SONIA	503		ROUTE 28 UNIT 1	301	C	43000	85600	0	0
168	4/17/2014	87_23_CA3_	THE NUBAR SOUTH YARMOUTH RLTY LLC	BOB ROBERT K	21		FRUEAN AVE UNIT A3	402		152500	151000	151000	0.
168	5/16/2014	29_152__	GLADE KATHRYN K TR	OREILLY JOSEPH G	9		WEBSTER RD	130	V	480000	172900	172900	0.
168	5/16/2014	29_154__	KINSMAN ELEANOR V	OREILLY JOSEPH G	0		WEBSTER RD	132	V	480000	23500	23500	0.
168	5/20/2014	17_136_C22_	MCMANUS ALLYN	MANSER GARY	184		SOUTH SEA AVE UNIT 22	301	C	172000	173600	173600	1.
168	5/21/2014	98_101__	MURPHY BRUCE TRS	A and M FAMILY LIMITED PARTNERSHIP	37		HUNTINGTON AVE	316	I	1280000	626200	626200	0.
168	5/23/2014	43_20__	RUDDEN GORDON C	CHURCHILL FREDERIC E	43		CARRIE LN	106		160000	168000	168000	1.
168	6/10/2014	25_335_C7_	KRUEGER RUTH E	HOWES JEFFREY ALLEN	166		SEAVIEW AVE UNIT 7	301	C	153500	132600	132600	0.
168	1/2/2014	30_22.1_C214_	FOWLER CRAIG	FOWLER CRAIG J	343		ROUTE 28 UNIT 214	301	H	8500	35200	35200	4.
168	7/15/2014	121_19__	GORDON BENJAMIN D TR	LAKIS STEPHEN	11		EAGLE LOOP	132	V	690000	23600	23600	0.
168	7/22/2014	28_85__	NATHAN JOSEPH F	RINES STEVEN M TR	2		CARLETON ST	132	H	7100	8600	9400	1.
168	8/8/2014	34_203__	SPERA BARBARA A	DADAK CHRISTOPHER	9		BRADDOCK ST	132	V	215000	110600	11100	0.
168	8/11/2014	124_57__	LEEMILTS PETROLEUM INC	NICK AND JAY ENTERPRISES INC	472		ROUTE 6A	334	C	564000	357000	357000	0.
168	8/25/2014	32_85_C19_	HATCHELL JOHN R JR	GROENEVELD ERIK	638		ROUTE 28 UNIT 19	301	C	91500	88700	88700	0.
168	8/29/2014	30_22.1_C165_	TUCHSCHNEIDER HERBERT	BENNETT CHARLES S JR	343		ROUTE 28 UNIT 165	301	C	44000	34700	34700	0.
168	9/3/2014	20_5__	GOTTFRIED DAVID J	GOTTFRIED DAVID J	0		RACHEL RD	132	A	600000	7100	7100	0.
168	9/3/2014	20_5__	HARRISON S EDWARD S TR	GOTTFRIED DAVID J	0		RACHEL RD	132	V	600000	7100	7100	0.
168	9/10/2014	122_44__	BALBONI JEFFREY H	BETTIS RICHARD LYNN	194		ROUTE 6A	325		240000	210000	210000	0.
168	9/26/2014	143_111_CY_	CHAPTER TWO LLC	LINDAUER JOSHUA TR	923		ROUTE 6A UNIT Y	340	U	258900	142400	142400	0.
168	9/26/2014	87_23_CA2_	THE NUBAR SOUTH YARMOUTH RLTY LLC	JBL LLC	21		FRUEAN AVE UNIT A2	402		155000	151600	151600	0.
168	9/30/2014	26_64__	TIGHE ROBERT J TRS	CITRANO JOHN A	9		MAYO RD	130		200000	241400	241400	1.
168	10/2/2014	36_113.1__	N A	DOW PROPERTIES LLC	91		ROUTE 28	301	I	244278	859700	859700	3.

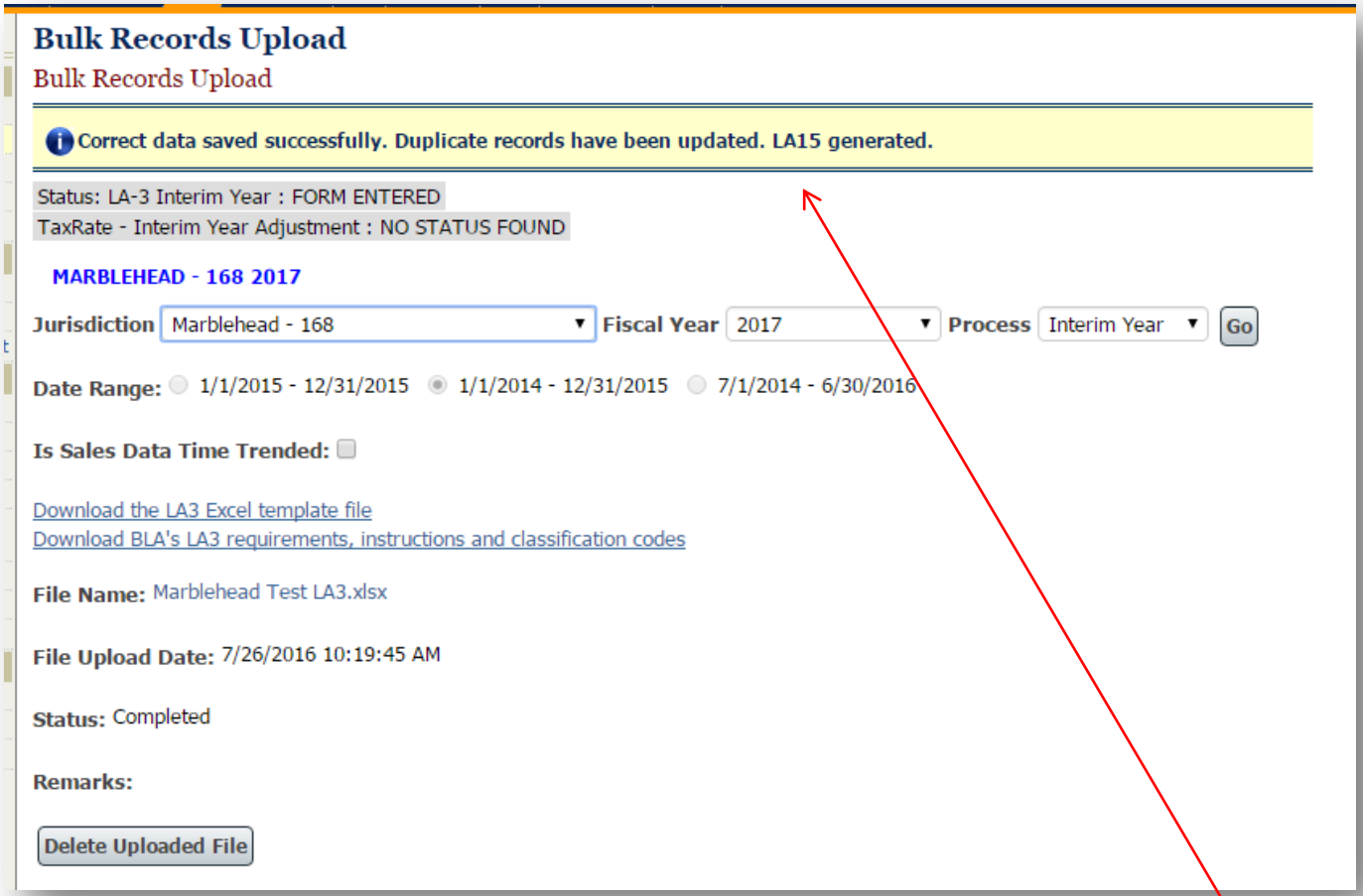
Showing 1 to 30 of 860 entries 1 2 3 4 5 ... 29 Next

Save Sales Data



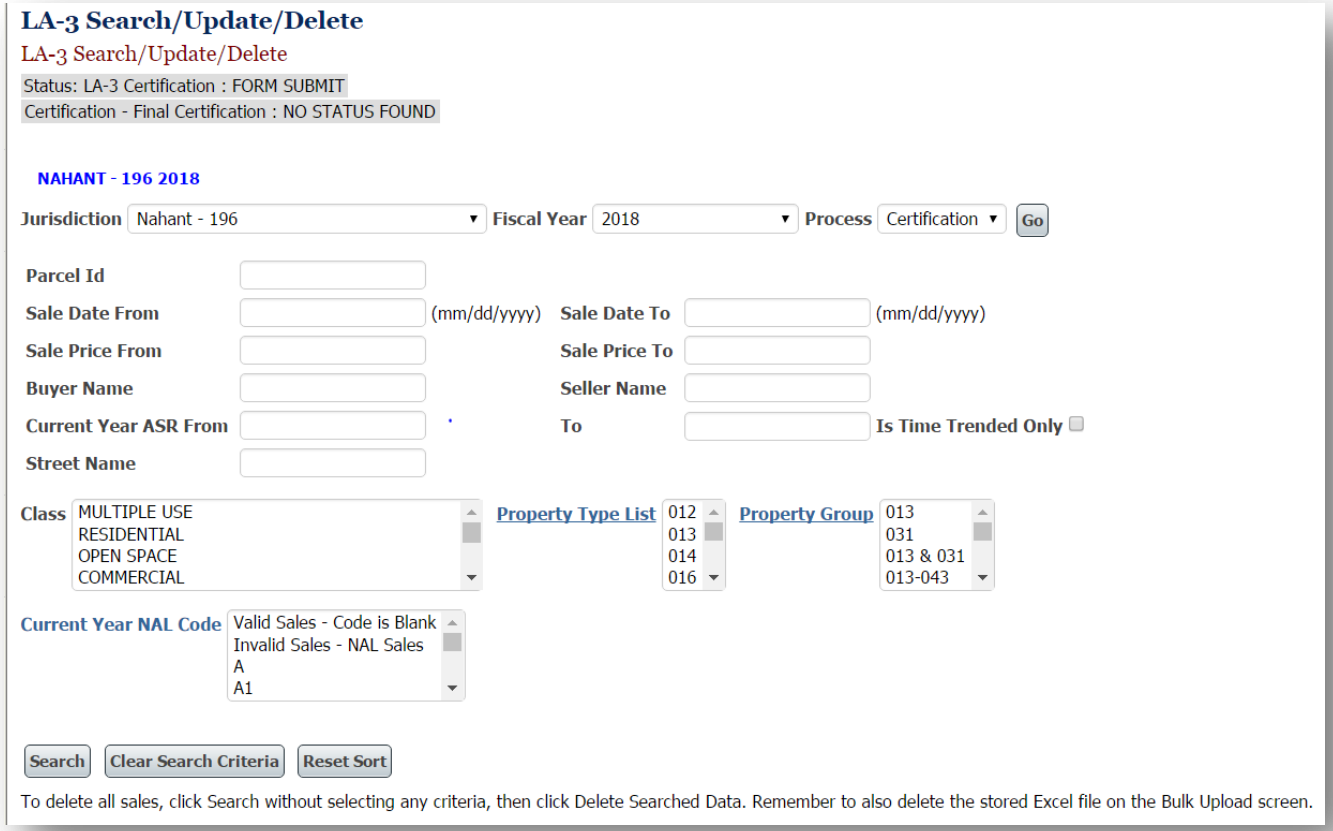
To permanently save all data shown as Correct, click the “Save Sales Data” button at the bottom of the screen.

This action saves the Correct sales to the LA3 tables and finalizes the bulk upload process. Incorrect sales are <u>not</u> saved.



At the end of the process you will receive a notice that the data has been saved, and in an interim year, that the LA15 has been generated.

How to delete all sales and start over



If you need to upload a new LA3 after saving uploaded sales, you must first delete the existing LA3 data in order to upload new information.

Steps:

1. Search for and Delete existing sales in the Search/Update/Delete screen.
2. Remove any files in the Bulk Upload screen.
3. Select and upload a new file.

If you have already signed and submitted the LA3, you must contact BLA or DLS IT Support to unlock the LA3 form in order to delete sales. You cannot delete sales if the form status is Form Submit.

Assistance with LA3 Sales

Bureau of Local Assessment BLADATA@dor.state.ma.us

Or contact your community's BLA Community Advisor.

A list of community advisors with contact information can be found here:
https://www.mass.gov/media/1881496/download

For technical problems including error messages or trouble logging in, or to obtain an account contact

DLS IT/Gateway Support 617-626-2350 DLSITGroup@dor.state.ma.us

The LA3 Sales Upload Template can be downloaded by clicking here:

https://www.mass.gov/media/1586221/download