RCB003
RC-VALUES ROLL INTO PARCEL MASTER

PROGRAM FUNCTION:

This program updates the Parcel Master residential categories with the current values in the residential characteristics file. Values for Homeowner and Circuit Breaker will also be updated.

REQUIRED RESPONSES SUPPLIED BY OPERATOR:

01   Enter UPDATE if you want to update Parcel Master values.
02   Do you want to print changed parcels only? (Y or N)

      If UPDATE:
03   Update Parcel Master property address? (Y or N)
04   Update HO/CB batch number to 003? (Y or N)

      If **NOT** UPDATE:
05   Enter a tolerance (XXXXXXXXX) or leave blank
06   Do you wish to exclude review year? (Y or N)
07   If 'Y', Enter review years to exclude (XXXX) up to 5

08   Limits
09   Parcel types and location codes
10   Printer prompts

COMMENTS:

This program updates every review year and will go to the job queue.

OUTPUT SUMMARY (or NA):

The following reports will be listed:

1)   RCB003 shows the changes that will be made to Parcel Master. It lists the parcel number, owner, legal, categories, old and new values, old and new review year and the % change. It also gives the total number of parcels, totals old and new value per category, a grand total, and the prompt responses.

2)   RCB003A prints both a detail and a summary report showing changes made to homeowners and circuit breakers. The detail report lists parcel number, owner, category, old and new circuit breaker values, old and new homeowners values and exemptions, and count HO/CBs updated. The summary report lists totals for CB and HO by category and in grand totals. It also shows the HO/CB count, the number updated, and the prompt responses.

3)   RCB003B lists the problems found on Parcel Master that will not be updated.

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4) RCB003C lists the problems found on homeowners/circuit breaker that will not be updated.

5) RCB003D lists the new construction values for current year records. These values should be checked.

SPECIAL CONSIDERATIONS:

Update - If "Update" is selected, all of the functions listed and selected will actually happen to the Parcel Master record. The new calculated value will become the value of the category in Parcel Master. The value being replaced will be listed and totaled as will the new values. The same values will be listed on the report if update is not selected, but Parcel Master values will not change.

The update function also updates the Circuit Breaker and Homeowner exemptions with the value of the improvements that are applicable. For a value to update the category for the exemption must already be there. Use codes must also be eligible for homeowners.

Homeowners and Circuit Breaker batch numbers will be updated to batch 003 if "update" is selected **and** if you answer "Y" to prompt #04. (The "003" signifies the program – RCB003 – that was updated.)

See CL8 (Assessment Notice Checklist) for balancing procedures.

These are the possible error messages and their causes:

Duplicate Categories in Parcel Master
There are duplicate categories trying to roll into Parcel Master. No update will be performed.

Exempt Records
Records marked as exempt will not roll in.

Rental Usecode
This parcel has a rental usecode. The HO/CB will not be updated.

Multi Family
This parcel has a multi-family usecode. The homeowner market value and exemption will be re-calculated **and** updated if the parcel meets the following three requirements:
1.) A value greater than zero is found in the homeowner market field.
2.) A value greater than zero is found in the homeowner percent field.
3.) The usecode has been modified to allow for a homeowners exemption.

No HO on Category
The main improvement category does not have a homeowner (check all sheets). The HO/CB will not be updated.

Multi Sheets
This parcel has multiple sheets. The HO/CB will not be updated.

No HO Record

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Has homeowners units, but no homeowners record. The HO/CB will not be updated.

<u>No CB Record</u>
Has circuit breaker amounts, but no circuit breaker record. The HO/CB will not be updated.

<u>HO Not at 50%</u>
Homeowners market not at 50% will be calculated from the % listed on the
Homeowner's screen. If this field is blank, the Homeowner's value will NOT be updated.

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