PMB086
INITIALIZE FOR NEW YEAR

PROGRAM FUNCTION:

This program prepares records for the new tax cycle. Specials and bank codes may be cleared out selectively, in total, or not at all. Disallowed homeowners can be cleared out if requested. All other homeowners will remain. Casualty loss and hardship records may also be cleared.   ***REQUIRES DEDICATED UAD FILES. ***

REQUIRED RESPONSES SUPPLIED BY OPERATOR:

Printer prompts
Summary (S) or Detail (D) for change/balancing reports?
SPECIALS:
      - Do you want to clear all specials, selected specials, or no specials? (A, S, or N)
        If 'S', do you want to *Include* (clear only selected specials) or
        Exclude these specials? (I or E)
        Enter the specials you wish to select. (up to 20)
      - Do you want the batch number on specials changed to XXXX? (Y or N)

BANK CODES:
      - Do you want to clear all bank codes, selected bank codes, or no bank codes?
        (A, S or N)
        If 'S', do you want to *Include* (clear only selected bank codes) or
        Exclude (clear all except selected bank codes)? (I or E)
      - Do you want the batch number on bank codes changed to XXXX?
        (Y or N)

HOMEOWNERS:
      - Do you want to clear disallowed homeowners? (enter option 1, 2, or 3)
        1. Only disallowed HO without value?
        2. All disallowed HO?
        3. No disallowed HO?
      - Enter disallowed "as of" date (mmddyyyy)
      - Leave the disallowed homeowners record in the file?
      - Do you want the batch number on homeowners changed to XXXX?
        (Y or N)

CASUALTY LOSS/HARDSHIP:
      - Do you want to clear the casualty loss **and** hardship records? (Y or N)
            Year for cleared records YYYY   (Blank for all years)

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COMMENTS:

The "XXXX" in the above Special, Bank Code and Homeowner batch number prompts reflect the prior tax year and is automatically filled in by the program.

If you choose to clear selected specials and/or selected bank codes, screens will be displayed to allow you to enter the special numbers or bank codes. You will also be able to include or exclude the selected numbers or codes. If you chose *Include*, enter the specific special numbers or bank codes you wish to clear. If you chose *Exclude*, enter the specific special numbers or bank codes you wish to remain in the file.

If you select to clear all disallowed homeowners (any parcels that have a disallowed date on the homeowner of less than or equal to the date being run) the homeowner market and exemption values will be cleared from Parcel Master and the homeowner record will optionally be deleted. You then have the option to leave the disallowed homeowner record in the file. This provides a means to answer questions regarding why a homeowner exemption no longer shows up on the assessment and tax notice.

For Casualty Loss/Hardship, you will be asked if you want to clear all years or a certain year. (If you already have records in for the current year, this will allow you to only clear old records.)

OUTPUT SUMMARY (or NA):

The program will generate 4 reports:
        Report – changes to Special records
        ReportA – changes to Bank Code records
        ReportB – changes to Homeowner records
        ReportC – changes to Casualty Loss records.

These reports will list in detail or in summary depending on how the prompt response was answered. (Summary (S) or Detail (D) on the printer prompt screen.)

SPECIAL CONSIDERATIONS:

Although Remediated Land (RL) adjustments are market adjustments, the records are never cleared.

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