

# NEW CONSTRUCTION ADJUSTMENT ENTRY/UPDATE PROCESS

Overstated amounts on the new construction roll due to BTA/Court rulings, erroneous assessments or land use class changes are to be reported as reductions on the subsequent new construction roll. These "New Construction Adjustments" will be stored and reported using the current Market Adjustment process. There is a new market adjustment code (NC) that the programs will use to separate the current market adjustment types from this new construction type.

1. To enter a New Construction Adjustment amount, go into parcel master entry/update and press F8 for editing the category information. From there press F6 to add a Market Adjustment amount.

5/03/10 TECHNICAL SUPPORT BUREAU 09:49:51  
PM0080 - PARCEL MASTER ENTRY/UPDATE

PARCEL: RP C00000326622 A CM SP MS SW UR RPT HO CB REL PARC DD YO  
"X" to select> AX \_ MH \_ RC \_ PP \_ LD \_ RI SL  
LEGAL DESCRIPTION  
MILES, DUANE E 32 34 1W 20.5 AC  
TRACT 1 IN

CAT	SH	RY	QUANTITY	UN	VALUE	HO	MRKT	HO	EX
3	1	2009	20125	AC	12230				
19	1	2009	375	AC					

\*Totals: 12230

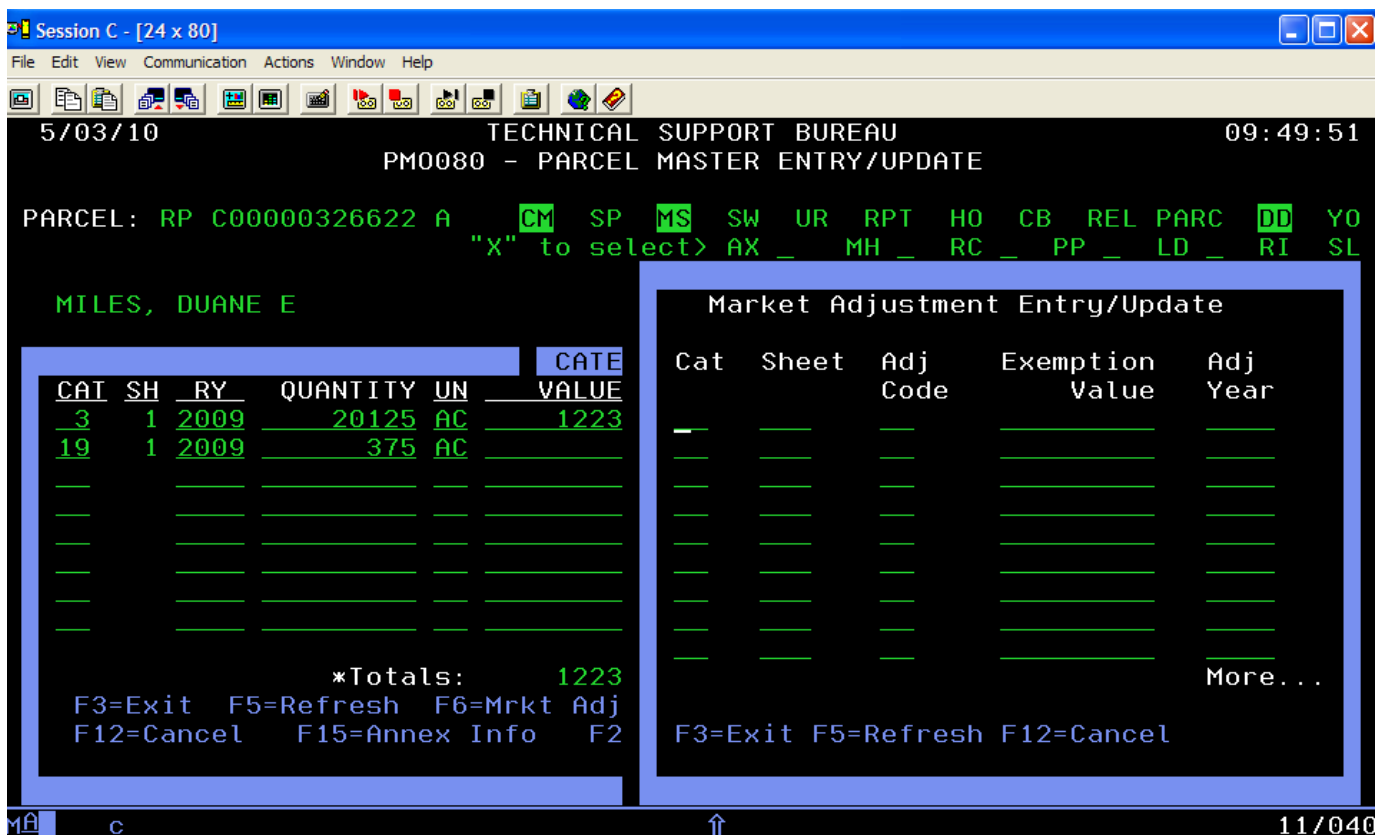
F3=Exit F5=Refresh F6=Mrkt Adj F7=New Const F8=Sub classifications  
F12=Cancel F15=Annex Info F22=Override F1=Help

Bottom 11/004

2. This is the same window for entering amounts for things like hardship and casualty loss. Enter **a)** the category in which the NC Adjustment needs to be reported on, **b)** a sheet #1, **c)** Adjustment code of NC, **d)** the amount and **e)** the Year.

**NOTE:**

- The category does NOT need to be an existing category on that parcel.
- Do **NOT** enter a negative amount. Enter a positive amount; the system will automatically subtract this amount from the New Construction Roll.



3. Enter the NC Market Adjustment, and then press ENTER.

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"X" to select> AX \_ MH \_ RC \_ PP \_ LD \_ RI SL

MILES, DUANE E

CAT	SH	RY	QUANTITY	UN	CATE VALUE
3	1	2009	20125	AC	1223
19	1	2009	375	AC	

\*Totals: 1223

F3=Exit F5=Refresh F6=Mrkt Adj  
F12=Cancel F15=Annex Info F2

Cat	Sheet	Adj Code	Exemption Value	Adj Year
5	1	NC	15500	2010

More...

F3=Exit F5=Refresh F12=Cancel

Should get the Market Adj completed message when successful.

\*Totals: 1223

F3=Exit F5=Refresh F6=Mrkt Adj  
F12=Cancel F15=Annex Info

Market Adj Maintenance Completed.