

MARCH STARTUP CHECKLIST

Please verify that your Sales Ratio Study has been **completed and approved** by your Consulting Appraiser and your A2B has been approved by Gary Houde before starting this checklist.

The MarchStartUp_2012 web package must be installed prior to running this checklist.

Verify that the Treasurer has run and completed their Missed and Occupancy Roll Tax Drives. These need to be done prior to running March Startup.

Please reference each program's full documentation in your UAD documentation manual or on our web site before running the program.

PMB011 1. Run Audit Trail with the current date before continuing with this checklist. Turn OFF the GIS Linkage if running this during the day. (Remember to turn it back on for your nightly submission.) **Check the CNVGRP report** generated by Audit Trail:
CNVGRP – If anything prints on this report, **it needs to be cleaned up** before proceeding. The edit is saying that the parcels are not correctly related.
PMB140 – Purged records. This is just a listing of "orphan" records that have been left after parcels have been deleted, etc. This is just informational; you do not need to do any cleanup.

PVB060 2. ProVal Counties: Run a complete (AS/400 & PC) download to PV. This will separate all regular activity from the March Startup activity.

NOTE: Once you have started this checklist, keep everyone out of the UAD files until the checklist has been completed.

IMPORTANT!!!

O as in Orange



USE THE LIMITS BLANK TO 30 9999999... (These are the limits used by PMB081.)
MAKE SURE YOU RERUN ALL EDITS AFTER CLEANING THEM UP TO MAKE SURE THEY ARE INDEED CLEAN.

3. ROLLING INACTIVE RECORDS

PMQ002 A. Expiration Date List and Effective Date List "I" Status
 Run this report to make sure the run date to be used when executing PMB081 covers all of the "inactive" parcels to be rolled. If not, then you will need to check whether you need to change the date in Parcel Master on those "inactive" parcels, or if you need to use a different run date for PMB081. If any "I" status parcels without an effective date show on this report, correct them before proceeding. Also, check for parcels whose effective date is equal to the expiration date since these parcels will go to a "T" status. **If you have an "I" parcel with an expiration date, make sure the "A" parcel does not also have an expiration date.**

****NOTE** If it takes a long time to run a TXB040, you can instead run a **TXB020** for **EACH** year with outstanding taxes.

TXB040
OR
TXB020 B. Run a listing of tax due records in parcel number order.
Use the limits BLANK to 30 999, and put the report on HOLD.
Answer **2011** for the current tax year and the "enter date interest valid" should be the same as the run date on your PMB081. For the **TXB040**, accept the default answers on the rest of the prompts except answer "N" to 'Print Legal Description'. For the **TXB020**, B, detail, Full, N, Detail.

This report will be compared to the TXB040/TXB020 run after PMB081 (step 3R) to ensure no tax records are lost.

The Treasurer can not post between steps 3B and 3R – if they do, it will keep you from balancing.

PMB181 C. Compare Effective and Expiration Dates
This program compares "I" status effective dates with corresponding "A" status expiration dates, listing them if they are different.

THESE PARCELS NEED TO BE INVESTIGATED AND FIXED BEFORE CONTINUING.

PMB098 D. This program cleans up subsystem files with no matching Parcel Master.
REQUIRES DEDICATED UAD FILES

PMB318 E. File status report. This program will give a record count of the data files.

TXB127 F. Create Tax Cross Reference Records for "I" Parcels.
This program requires a Treasurer Security password/signon.
(Have the Treasurer run it for you.) *****This needs to be run.*****
The report will list parcels that were fixed. It is OK if the report is blank.

PMB170 G. HO Edit Before Rolling
This edit will list any parcels that have a homeowner exemption amount but no HO record or if they are not related to a parcel with an HO record. These need to be cleaned up before continuing.

PMB101 **If** you received and cleaned up PMB170 edits (step G), run PMB101. This will reorganize the file to accept your changes. **Rerun** PMB170 to make sure it is now clean.

PMQ081 H. List Inactive Parcels without a HO Record
Make sure you use a run date that will include the date you have used as a standard expiration date (eg. 1/1 or 3/15). Keep this query in case you are out of balance after PMB081 (3N). It will list "I" status parcels that may not be picked up by the PMB012 "I" run prior to PMB081.

PMB081

I. **NON-UPDATE** – Run PMB081, in non-update, and check edits.

*****DO NOT UPDATE AT THIS TIME*****

Even in non-update, it still requires dedicated UAD files.

It is very important to investigate the parcels that appear on the report. "I" records with an effective date prior to the run date keyed in will become an "A". "A" records with an expiration date prior to the run date will go to a "T".

If you are unsure about a particular parcel, use Parcel Master Inquiry to examine the parcel carefully.

"I" records that have an effective date greater than the run date and "A" records with an expiration date greater than the run date will not roll.

J. **REFER TO THE DOCUMENTATION FOR PMB081 FOR PROGRAMS THAT NEED TO BE RUN AT THIS TIME (Step 1) AND USED TO BALANCE PARCEL MASTER LATER IN THIS CHECKLIST. (This documentation is out on our website.)**

Use _____ to 30 99999999 as your limits for each of these reports:

PMB002 on "A" and then again on "I"

PMB012 on "A" and then again on "I" (Summary of all)

PMB012 on "I" **HO only in Detail. (HOLD – use if out of balance)**

An Excel spreadsheet was sent out with the Revise package. Open (don't print) and use this spreadsheet to enter your figures from the above reports to balance the PMB081. The spreadsheet will automatically calculate the totals for you once all figures have been entered. Or, you can still use the balance sheet on the last page of the PMB081 documentation.

K. **Backup the UADFILE Library**

REQUIRES DEDICATED UAD FILES

Use the BACK menu. Do not reuse this tape until after this checklist has been completed. (16g tape counties: use standard backup process.)

PMB078

Save the UACATG00 file

This will be used along with the UADFILE backup to help find any balancing problems. (If necessary!)

PMB081

L. Roll "I" to "A" and "A" to "T"

REQUIRES DEDICATED UAD FILES

****IF ALL PREVIOUS STEPS ARE COMPLETE, RUN PMB081 IN UPDATE using the same run date used in step 3I.**

****Note – if you would like labels or summary sheets for all parcels rolling I to A, make sure you select “Y” to those prompts now.**

M. **PMB101** – Reorganize Related Parcels File. **Requires dedicated files.**

N. Refer to PMB081 documentation for the "after" balancing reports that need to be run (Step 3). **Complete the "balance sheet" on the last page of the documentation.**

Use _____ to 30 99999999 as your limits for each of these reports:

PMB002 on “A” and then again on “I”

PMB012 on “A” and then again on “I” (**summary of all**)

If you are out of balance, refer to the PMQ081 from step 3H; if still out, run and refer to the PMB170 below, step O. If you have any trouble balancing, give us a call.

PMB170

O. HO Edit Before Rolling

This was run and should have been cleaned up in step #3G. Please run again and verify that the report is still clean.

FIXRCLR

P. This program will update all last record numbers for the subsystems (excluding personal property).

PPB175

Q. This program will update last record numbers for personal property.

PMB318

R. File status report. Compare this report with the one run on step 3E. If there is a significant change call TSB at 1-800-334-7756.

**TXB040
OR
TXB020**

S. Run with the same responses used in Step 3B. (If you ran TXB020s instead of the TXB040, please do so again.) Be sure to put the report on HOLD. Compare with the TXB040/20 that was run before PMB081. Display the totals at the end of the report. **Tax, late charge, and cost should not have changed from the previous TXB040/20.** (Interest, and therefore total, may change if the reports were run on different days.) Once you have determined that they balance, you can delete both reports.

PMQ007

T. Edit for Multiple Homeowners

This edit is telling you that you have multiple homeowner records for a set of related parcels that have different disallowed information - one is disallowed and the other is not. You need to correct this before moving on. If you do not correct it, depending on the options selected when you run the PMB086, you may need the figures to help you balance.

U. *****SAVE UADFILE*****

4. INITIALIZE RECORDS FOR NEW CYCLE

PMB012 A. If you ran a **PMB012** in step 3N (PMB081 roll), continue on. If you did NOT run a PMB012 in step 3N, please run a PMB012 (summary for all) before running the PMB086 so that you can use it to balance with step 4C. **Use ___ ___ to 30 999999 for limits.**

PMB086 B. Initialize Records for New Tax Cycle
REQUIRES DEDICATED UAD FILES
Run in DETAIL and put on HOLD. This program will:
 1. Clear out hardship data.
 2. Clear out all or selected specials.
 3. Clear out bank codes if requested.
 4. Change batch numbers to '2011' if requested.
 5. Clear out disallowed homeowners, if requested, by specifying the disallowed "as of" date.
 6. Gives you the option to clear the casualty loss/hardship file by year.

NOTE: **DO NOT** delete: Special 991 – Forest Assessment or
 Special 961 – Forest Practices Act

PMB012 C. Homeowner, Bank Code, and Circuit Breaker (**Summary of all**).
 Use the 4 reports generated from the PMB086 (step 4B) to help balance this PMB012 back to the PMB012 from step 3N (or 4A).

To balance **Homeowner**:

	_____	PMB012 Total Market (right side TTL MKT) Step 3N or 4A
-	_____	PMB086 Total Active HO Market
=	_____	PMB012 Total Market (right side TTL MKT) Step 4C

PMB099 D. Change Homeowner Exemption Amount to **\$83,974**.
 This will update the maximum HO amount allowed.

PMB131 E. Edit Related Parcels
 Run this first using option 1 – More than one HOEX record per parcel group; **and then again** on option 2 – Parcels that are related only one way. **If you have parcels listing on either of these reports, you will need to clean them up or you will not be able to balance your PMB012 back to the homeowner market grand total on the MSB009 (step 4F). The MSB009 will apportion the HO exemption correctly between correctly related parcels, but the grand totals will be skewed if the related parcels have more than 1 homeowner record. (If a related MH and RP both have a HO record instead of just one on the MH parcel, for example.) But, you can use your PMB012 from step 4C and 4G to verify that the HO market did not change if you do not want to clean up these edits. Your HO exemption totals will change. ****If you do unrelate any parcels, make note if homeowner market is involved. If it is, jot it down as you may need it when balancing your PMB012 below.****

IF any changes were made in step E:**Rerun PMB101 to reorganize the file.****Rerun PMB012 (this will then replace the one from step 4C.**

- MSB009** F. Homeowner **Exemption** Recalculate.
This will adjust the HO Exemption to \$83,974 for each parcel.
FYI – this report will give the grand totals for ALL parcels processed – whether you asked for all or changed only. (The program only adjusts the HO **exemption** – it will not change the HO Market Value. You can verify this in step G below.)
- PMB012** G. Homeowner Summary
Make sure the homeowner market balances with the HO market from Step 4C. (Or 4E if run.) The HO exemption amount will not balance due to the new homeowner exemption apportioning to the new maximum amount. If your market value does not balance, call TSB.
- TXB001** 5. List and update the 2012 Code File
(List) Check the TXB001 for a levy status of 7 (look at the number to the right of the district name). If you have a “7”, go into TXO010 for that district number and review the categories specified. You should not have categories 60, 61, or 62. They should have been replaced with a category 50 or 51. Double check this and update if needed. Call if you have any questions.
- TXO010** (Update)
- A. Existing Code Areas
Make sure the correct taxing district numbers and name appear with each code area.
- B. New Code Areas
If you are adding a new code area, enter the new code area number and the corresponding district numbers.
- C. Deleted Code Areas
Use F23 if you want to remove code areas that will not be used for 2012.
- TXB001** 6. List the 2012 Code and Levy File
Verify this listing with the code area information supplied by the State Tax Commission.
- TXB002** 7. Edit Code File with Parcel Master
This program will check code areas and list any discrepancies between the code area file and Parcel Master.

IF YOU ARE GOING TO CHANGE CODE AREAS IN MASS, SEE THE DOCUMENTATION FOR PMB083.

- PMB253** **8.** Clear 2011 New Construction File
This program will clear all current records and roll the "next year" (2012) records to current. It will also create a new file member for the "next year" (2013) records.
- PMB254** **9.** List/delete incomplete new construction records.
This program will clear out any new construction records with no current new construction value. Run for year 2012.
- MSB016** **10.** Reorganize Parcel Information
This program will update the name/address information changed by rolling in your "I" parcels. You can run this stand alone, or it will run automatically during Audit Trail. (Until the program is run, you will still see "I" parcels in your name search.)
- PMB011** **11.** Audit Trail. Run Audit Trail to give you reports, etc on what happened during this checklist. This will also generate labels and appraisals if requested. If you do not need the appraisals, delete them off of your spool file.
- PVB060** **12.** **ProVal Counties:** Run the complete AS/400 to PV Download (both AS/400 and PC procedures) to isolate the changes from this checklist.