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# Weekly Changes April 9,2024

## Assessment

* There is a new option to print for QP 15.

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* + The VI area will need to be selected and the number of samples. The VI is used for the real property selection. The number of samples will be used for both the real and business accounts. In the case of the business the account needs to have either a situs or cross reference number.

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* + Two reports will print to the screen. For the real property the property record card report will display. For personal property a report that has information to confirm the location will be included.

A barcode on a white background

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* If an inactive tax area is selected, you will be informed of this, and the tax area will be cleared out where a valid tax area will need to be selected.

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* The revaluation edit report will now print the owner’s name instead of the parcel id for real property accounts.

A black and white rectangular object with black text

Description automatically generated

* When entering a cross reference, you will now have the option of updating/not updating the parcel id and cadastral individually. Before these were updated based on the location info check box.

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## Public Service

* If an inactive tax area is selected, you will receive a message that the tax area is inactive and the tax area will be cleared out.

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## Tax Area

* There is an option to change the record status in the tax area. This is for a tax area that you don’t want deleted but is not used any longer.
  + To change the status, select Edit – Record Status

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* + If it has already been deleted, you cannot inactivate the record.

A computer screen shot of a message

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* + A search will be done. If the area is currently on any records, you will receive a message about this and won’t be able to inactivate the record.

A close-up of a sign

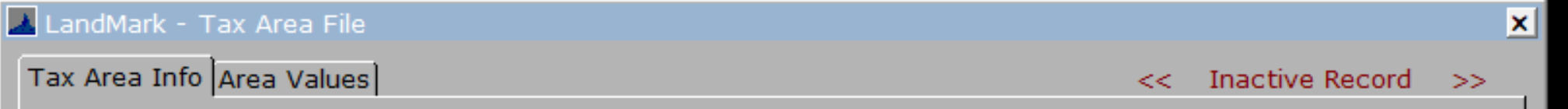
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* + If the record can be inactivated, you will be asked to inactivate.

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* + - If confirmed the record will be inactivated.



* + If the record is already inactivated and you want to reactive select Edit -Record Status. You will be asked to confirm to activate the record.

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## Tax District

* The district type has been changed from City/Village to City/Town.

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## Residential Appraisal

* The fractional percentage on the title bar reflects the actual interest left. Prior under a situation below the percentage would have been 83.5% to reflect the value of the land and improvements being the same. There is no other effect to the application except this piece of information.

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A screenshot of a computer screen

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## Personal Property

* When using the drop down on the item code the codes will be sorted alphabetically.
* There is a new code for digital sign faces. This has a 7 year recovery table. Many have used 1135 which are for the billboards with the 20 year life.

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* There is a new menu option to browse business names. This will allow you to search by the business name.





* The depreciation year will be in the item code drop down.

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* In the personal property file the email from the name is now available to be viewed. The business phone is not editable on the form. These two items are part of the name record and will need to be edited by selected Edit – Edit Name Record. While in edit mode you can bring in the contact email and contact phone number from the name record by selecting the button at the end of the row of data.

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## Commercial Appraisal

* The base square foot cost spelling has been corrected on the commercial building data form.

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## Corrections

* There must be a change date to apply a correction.

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## Ag Applications

* If an application is deleted the inactive permit check box will be checked.

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## Lot Models

* When linking neighborhoods to lot models deleted neighborhoods would be added to the lot model. This will not occur any longer.

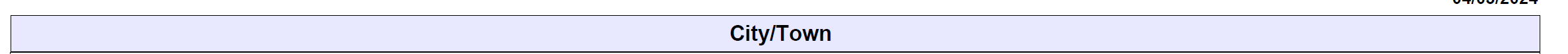
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## Reports

### Excise Report

* City/Village on excise report changed to City/Town.



* On the bottom of each page will be your county information.



### Review Sheet

* The commercial roof types shed, bow, other were mislabeled in the report. They are not correct with 8, 9, 10.

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### 901

* There is a parameter to print the primary situs on the 901. By default, this will not print, and the report will be the same as it was. To have the situs print the parameter INCLUDESITUS needs to be added with the Value/Source of TRUE.

A close-up of a document

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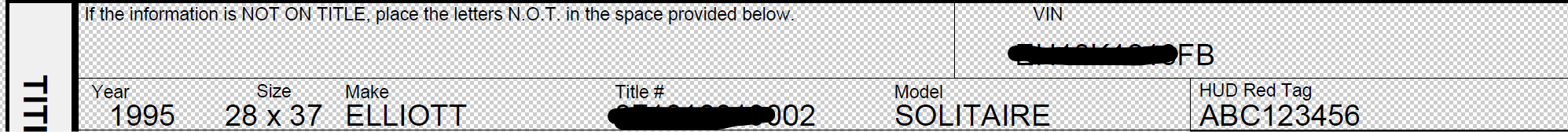
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### 936

* The information for the make/title/model/HUD number has been changed. Prior if the make/model was selected from NADA this line would be unreadable.



### Emailing Reports

* Reports can be emailed. This will be sent through the LandMark site manager so as not to have to set up configurations in each County. This is available on reports that use the standard Print Options form.
  + When selecting to print to e-mail the default e-mail will default to the address that is on the name record for the account you are on.

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Email Received…

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Description automatically generated

* The please contact e-mail will come from one of two places:
  + The email address for the user will be the first option. If there is not an e-mail in the field, then the second option is used.

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* + The second option is the email address of the assessor’s name id on the county information table. If there is not an address in either one, then None will be included in the email.

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## Frozen Value New Construction

* When there is new construction on frozen accounts no adjustment is needed to the frozen value on the assessment data or appraisal summary tab. The frozen value will account for the new construction. When the process pending process is run the new construction value will be added to the frozen value. Changing either the value in the frozen value section or previously capped values could potentially change the frozen amount.
* Example In this case the account was billed at the frozen amount. There is 10,000 of new construction. The frozen amount is increased to 184,078 due to new construction. Assuming no other changes when process pending is done the Value in the Value Freeze Option section will be changed to 184,078.

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