



## End of Year Maintenance

As the assessment year winds down, there are several steps that can be done as part of your end of year maintenance. Prior to bridging to your administration file, here are some recommended tasks to ensure the process runs smoothly.

- 
- .....
- 8 **Make a backup of your DAT folder.** This can be done by simply creating a copy of the DAT folder. Make sure to name it something other than DAT, like DAT1104.
  - 8 **From the Utility Menu, under System Administration Menu, lock out all users and make sure they are OFF UNIVERS and run the Check and Repair DB.** (Please refer to the last issue of the newsletter for detailed instructions). This will ensure the integrity of your database.
  - 8 **Run cost and income on the file.** You may want to limit the parcels to be valued by using a SelFil like the one on page 5. It uses the last update field as the criteria. Set the date to be prior to the end of the last assessment date to ensure that all parcels saved in the last year are included. If errors are generated, correct them and continue.
  - 8 **Using a SelFil and Quick Print like the ones on page 5, check for values of \$0 (or some other number).** The Quick Print Report will print the Parcel Number and Value Flag to easily identify the parcels.
  - 8 **Print a change report (or do an export and open it in MS Excel).** You can use the SelFil on page 5. This will only work if you moved your current to prior last year.
  - 8 **If you are a Connecticut Assessor, you can now run the Connecticut Value Abstract from the Valuation Menu, under Execute Value Procedure.** This procedure will create a report of assessments by State Code or, totals by State Code. See page 5 for an example of the totals only report.
  - 8 **If using Market Approach for the final value answer, use the Move Market to Current Procedure from the Valuation Menu, under Execute Value Procedure.** Use Sel Fil "ALL PARCELS CARD 1" (usually Sel Fil 001). Make sure Read/Write mode is selected. This will move whatever value is in Market into the Current Value fields.
  - 8 **Preserve your file by creating an archive backup.** If there were no changes made to the file since you made your backup from the previous step, use it. If not, create another copy of the DAT folder. Name it something meaningful and store it in a safe location.
  - 8 **As the first step of the new assessment year, Move Current to Prior by selecting the procedure from the Valuation Menu, under Execute Value Procedure.** This will preserve your 04 list values as prior values for the 05 list. Use Sel Fil 001 again.
  - 8 **If you are using the Current Owner to track transfers after the assessment date, you should Move Current Owner to Owner of Record by selecting the procedure from the Valuation Menu, under Execute Value Procedure.**
- .....
- 

**Now you're ready for another year!**

# End of Year Maintenance

```

0000003
11:23:53 am          SELECTION FILTER EDITOR          October 19, 2004
Table : 002  ALL PARCEL ALL CARDS RES

Key number          : 2      ACCOUNT #
Start search with   : Low Value
End search with     : High Value
End after find #    : All
Process card types  : 1, 2, 3, 4, 7
  set nmbrs         : All
  card nmbrs        : All
Srch Typ 1 Item1? = : "R"
Srch Typ 1 Item 25 > : <,"or" > 20031000      AND
"                   : "                               END
"                   : "
"                   : "
Read/Write Mode     : Read/Write

The card item value may be compared to more than one parameter. We must
specify (and) if it must match all, otherwise specify (or) can match any.

Press F, F, <Enter>, or <Esc>
    
```



SelFil for running cost on residential parcels that have been saved since the given date. Make sure to use the appropriate Sel Fil when costing commercials.

SelFil and Quick Print Report for zero values.

```

0000003
1:50:15 pm          QUICK PRINT          October 19, 2004
Line  C-Type  Item No  Item Name          Format          Size  Pct
-----
1      1         2      ACCOUNT #          LEFT JUSTIFIED 20    1
2      1        103     PRIOR TOTAL        $$$,###,###   11   22
3      1        106     CURRNT TOT         $$$,###,###   11   34
4      1         39     VALUE FLAG         CH              10   46
                                     LAST LINE IN FORMAT

Current Table BBS
FIRST Last Range Modify Quit
Display screen starting with first line
Use + - or first letter to select command - F, PgUp, PgDn to see contents
    
```

```

0000003
11:44:00 am          SELECTION FILTER EDITOR          October 19, 2004
Table : 001  ALL PARCELS CARD 1

Key number          : 2      ACCOUNT #
Start search with   : Low Value
End search with     : High Value
End after find #    : All
Process card types  : 1
  set nmbrs         : All
  card nmbrs        : 1
Srch Typ 1 Item1? = : "0"                               END
"                   : "
"                   : "
"                   : "
Read/Write Mode     : Read/Write

SelFil is capable of updating your data in the read/write (W) mode, but runs
faster in the read only (R) mode. Restrictions apply when security is on.

Press F, F, <Enter>, or <Esc>
    
```

2002 FORMAL CORRECTIONS  
 ANCHORAGE VALUE ADJUSTMENT - COMMERCIAL

CLASS	COUNT	VALUES
100-RESIDENTIAL	4770	48,779,000
200-COMMERCIAL	210	158,563,100
300-INDUSTRIAL	77	12,955,000
400-PUBLIC UTILITIES	10	2,343,100
500-UNIMPROVED	1521	27,661,100
600-USE ASSESSMENT	3	650,880
900-OTHER	1	1
TOTALS	6310	300,793,380

```

0000003
11:52:17 am          SELECTION FILTER EDITOR          October 19, 2004
Table : 001  ALL PARCELS CARD 1

Key number          : 2      ACCOUNT #
Start search with   : Low Value
End search with     : High Value
End after find #    : All
Process card types  : 1
  set nmbrs         : All
  card nmbrs        : 1
Srch Typ 1 Item100 <> : T11103                               END
"                   : "
"                   : "
"                   : "
Read/Write Mode     : Read/Write

SelFil is capable of updating your data in the read/write (W) mode, but runs
faster in the read only (R) mode. Restrictions apply when security is on.

Press F, F, <Enter>, or <Esc>
    
```

SelFil for value change report.