



## Assessment Notices

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## Build Assessment Notices

The build process creates a single assessment notice file for all of the various rolls, property types and occupancies for a given property year. You should start with a cleared file (empty), and add to it the first set of parcels. You will then continue to add parcels to the file as you build notices.

(Reports | Batch Reports | Assessor | Assessment Notices)

- |    |                        |   |
|----|------------------------|---|
| 1. | Property Type          | Select property type (Real, Personal, Mfg Housing)              |
| 2. | Year                   | Enter the appropriate property year                             |
| 3. | Roll                   | Select roll (Primary, 1 <sup>st</sup> Sub, 2 <sup>nd</sup> Sub) |
| 4. | Occupancy              | Select occupancy (Occupancy, Non-Occupancy)                     |
| 5. | Appeal Date            | Enter appeal date to print on notices                           |
| 6. | Message Line 1         | Optional. Enter a message to print on notices                   |
| 7. | Message Line 2         | Optional. Enter a message to print on notices                   |
| 8. | Build Assessment Files | Click to build assessment file for selected criteria            |

When prompted, verify that you want to submit the build. Click Yes to confirm that you want to submit to batch (run overnight), No to run immediately, and Cancel to exit.

If you run it immediately, you will not receive a message telling you it is finished. You cannot make any selections while it is building, and should have an “hourglass” icon telling you it is not done. Once the program will allow you to make selections on the screen the previous build is complete.

## Build Each Property Type and Occupancy

Repeat steps 1 through 8 above for each combination of property type and occupancy for whatever roll you are processing at the time.

Listed here are the possible combinations. You may not have all combinations on each roll in your county. You only need to process those that have parcels. However, if you are uncertain, you would be better to process it just to be safe. It will not hurt anything to run the build process on a combination that has no parcels.

Roll	Property Type	Occupancy
Primary/1 <sup>st</sup> Sub/2 <sup>nd</sup> Sub	Real	Non-Occupancy
Primary/1 <sup>st</sup> Sub/2 <sup>nd</sup> Sub	Real	Occupancy
Primary/1 <sup>st</sup> Sub/2 <sup>nd</sup> Sub	Mfg Housing	Non-Occupancy
Primary/1 <sup>st</sup> Sub/2 <sup>nd</sup> Sub	Mfg Housing	Occupancy
Primary/1 <sup>st</sup> Sub/2 <sup>nd</sup> Sub	Personal	Non-Occupancy

## Rebuild Assessment Notices

**NOTE: This step ONLY applies if you need to delete existing notices and rebuild them.**

If you need to rebuild assessment notices for any reason, you must first clear the current build for the property type, year, roll and occupancy that you want to rebuild.

(Reports | Batch Reports | Assessor | Assessment Notices | Click on Selective Delete)

- |                  |   |
|------------------|---|
| 1. Property Type | Select property type (Real, Personal, Mfg Housing)              |
| 2. Year          | Enter the appropriate property year                             |
| 3. Roll          | Select roll (Primary, 1 <sup>st</sup> Sub, 2 <sup>nd</sup> Sub) |
| 4. Occupancy     | Select occupancy (Occupancy, Non-Occupancy)                     |
| 5. Buttons       | Select Delete Data to continue, Cancel to exit                  |

When prompted, verify that you want to continue. You will receive a message telling you when processing has been completed. You can now rebuild notices as needed.

## Print Assessment Notices

After the assessment notice file has been built, it can then be printed.

(Reports | Batch Reports | Assessor | Assessment Notices | Click on Print Assessment Notices)

### Batch Print

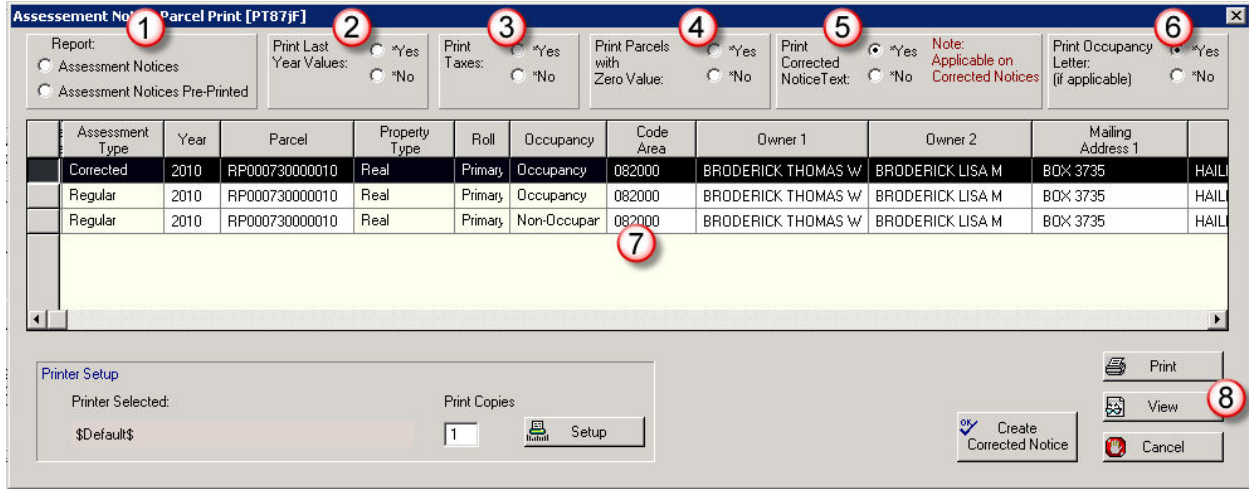
Click on Print Assessment Notices to open the next screen.

- |    |                 |  |
|----|-----------------|--|
| 1. | Assessment Type | Select the notice type to print (Regular or Corrected)   |
| 2. | Report          | Select the type of form you will be printing on <ul style="list-style-type: none"> <li>• Assessment Notices prints text, lines</li> <li>• Assessment Notices Pre-Printed prints text only</li> </ul> |
| 3. | Sort Order      | Select the sort order (Alpha by Zip Code or Parcel Number)   |

- |     |                               |  |
|-----|-------------------------------|--|
| 4.  | Year                          | Enter the appropriate property year  |
| 5.  | Property Type                 | Select the property type to print, or *ALL to do them all at one time                        |
| 6.  | Roll                          | Select the roll you are working with   |
| 7.  | Occupancy                     | Select the occupancy type to print (All, Non-Occupancy, Occupancy)                           |
| 8.  | Print Taxes                   | Yes or No  |
| 9.  | Print Parcels with Zero Value | Yes or No  |
| 10. | Print Last Year's Values      | Yes or No  |
| 11. | Print Occupancy Letter        | Yes or No (will only generate a letter for parcels with an occupancy value on them)          |
| 12. | Corrected Notice Dates        | For corrected notices only, enter the from and to dates that notices were processed          |
| 13. | Parcel Numbers                | Optional. If you only want to print a range of parcels enter the starting and ending numbers |
| 14. | Buttons                       | Click Print to print notices, View to view onscreen, or Cancel to exit                       |

# Reprint a Single Assessment Notice

(Open the parcel to Property Master | Edit | Assessment Notice)



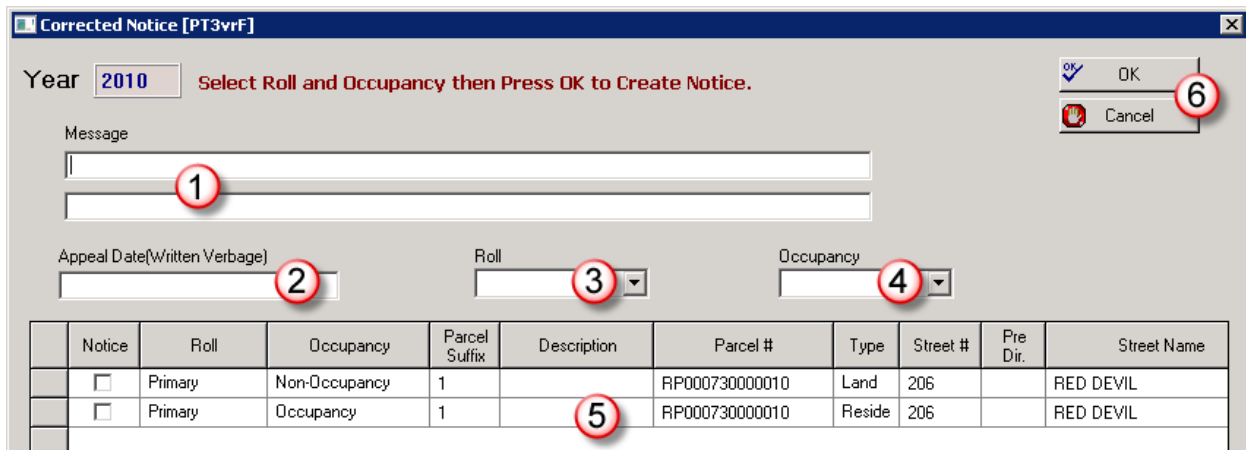
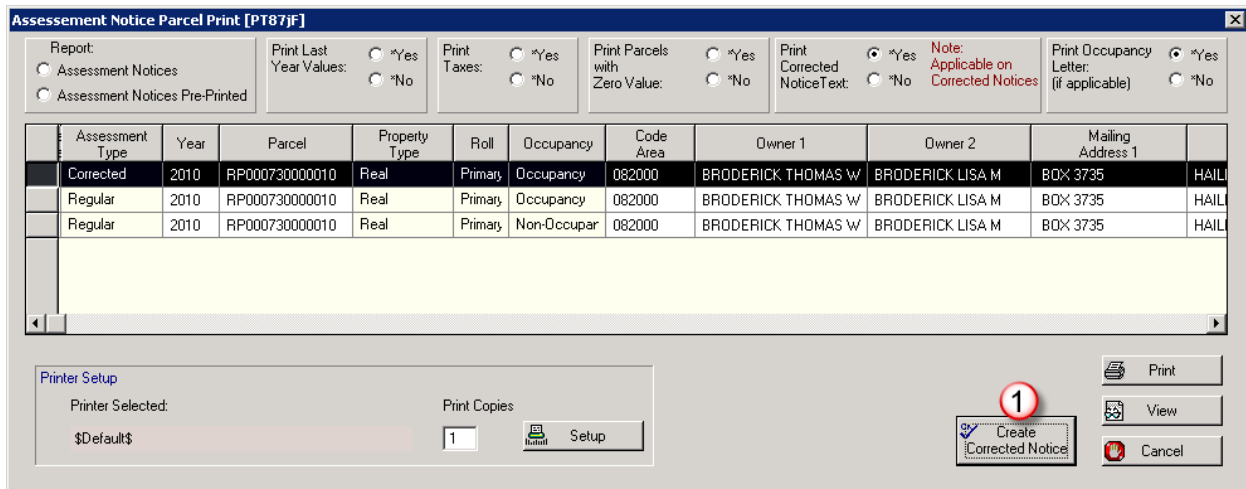
- |    |                               |  |
|----|-------------------------------|--|
| 1. | Report                        | Select the type of form you will be printing on  |
|    |                               | <ul style="list-style-type: none"> <li>• Assessment Notices prints text, lines</li> <li>• Assessment Notices Pre-Printed prints text only</li> </ul> |
| 2. | Print Last Year's Values      | Yes or No  |
| 3. | Print Taxes                   | Yes or No  |
| 4. | Print Parcels with Zero Value | Yes or No  |
| 5. | Print Corrected Notice Text   | Print "Corrected Notice" on notice, Yes or No (only applicable to notices with Assessment Type of "Corrected")                                       |
| 6. | Print Occupancy Letter        | Yes or No (will only generate a letter for parcels with an occupancy value on them)  |
| 7. | Grid Area                     | Highlight the notice you want to print or view   |
| 8. | Buttons                       | <p>Print Print the highlighted notice</p> <p>View View the highlighted notice onscreen</p> <p>Cancel Exit</p>  |

## Corrected Assessment Notices

Creating corrected assessment notices requires a couple of steps. First, the notice must be created, and then it can be printed either individually or in batch.

### Generate a Corrected Notice

(Open the parcel to Property Master | Edit | Assessment Notice | Click on Create Corrected Notice)



1. Message Optional. Enter a message to print on notices. Message can be up to 120 characters total.
2. Appeal Date Enter appeal date to print on notices (date will print exactly as entered, example: June 28, 2011)
3. Roll Select the roll
4. Occupancy Select the occupancy
5. Grid The grid shows all characteristics for the parcel and year that are on. Once you select a roll and

occupancy the Notice checkbox will appear on all characteristics matching your selection to show you what will be on the corrected notice you are creating.

## 6. Buttons

Click OK to create the notice or Cancel to exit

Confirm that you want to create a corrected notice. You'll receive a message when the notice is created. Click OK to return to the Assessment Notice Parcel Print screen to print the notice.

## **Print a Corrected Notice**

After completing the previous steps to generate a notice, you can either print it individually or in batch with other corrected notices.

### **Print Single Corrected Notice**

*Refer to Reprint a Single Assessment Notice on page 6. The steps for printing a subsequent notice are the same as those for reprinting.*

### **Print Multiple Corrected Notices**

This allows you to print by date range. This option will print all corrected notices created within the date range you enter. Even if the notice was printed individually as described above, it will print here as well if it falls within the range.

If you plan to use this option manage the dates carefully, making sure your start date does not overlap the ending date from any previous prints. You should create corrected notices throughout the day and then either print them at the end of the day or the start of the next day rather than printing mid-day and then creating more notices that same day.

For example, if you previously printed corrected notices with a date range of 6/1/2011 to 6/3/2011, make sure that this time you start on 6/4/2011. An earlier start date could result in reprinting notices you don't want, and a later date could result in corrected notices not getting printed.

If you are also printing notices individually, either print all notices for that day individually and exclude that date from the date ranges, or print the day's corrected notices in batch and pull any that have already been printed.

*Refer to Batch Print on page 4 for instructions. On step 1, select "Corrected" and on step 12, enter the start and end dates to print.*