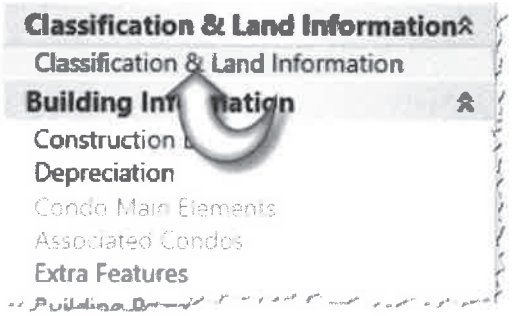
VISION
GOVERNMENT SOLUTIONS

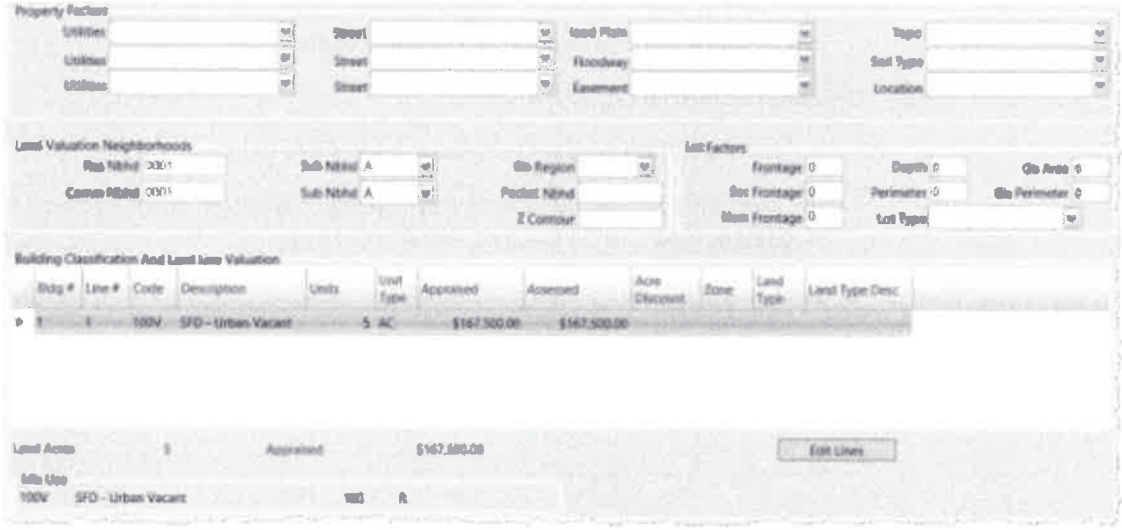
How to Make a Vacant Parcel Improved

The purpose of this document is to assist the user in changing a vacant land parcel to an improved parcel with building information.

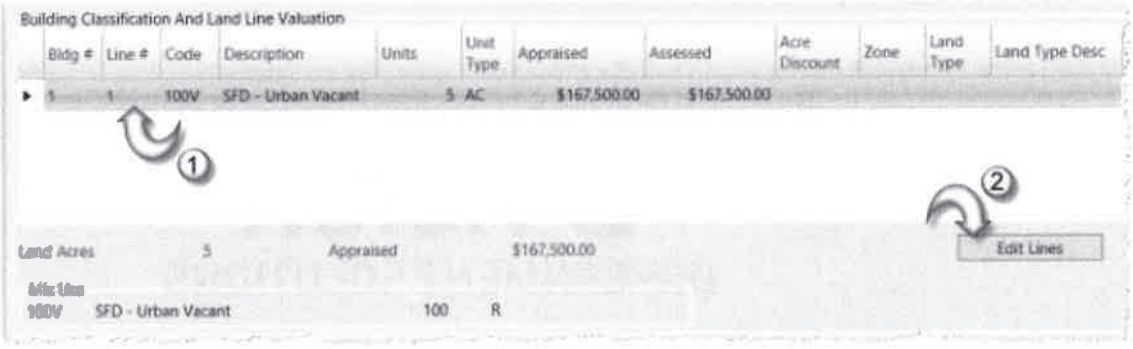
1. Select the vacant parcel that will be changed to **Improved**.
2. Select **Classification & Land Information** from the **Classification & Land Information** sub menu, located in the tree on the left hand side of the screen.



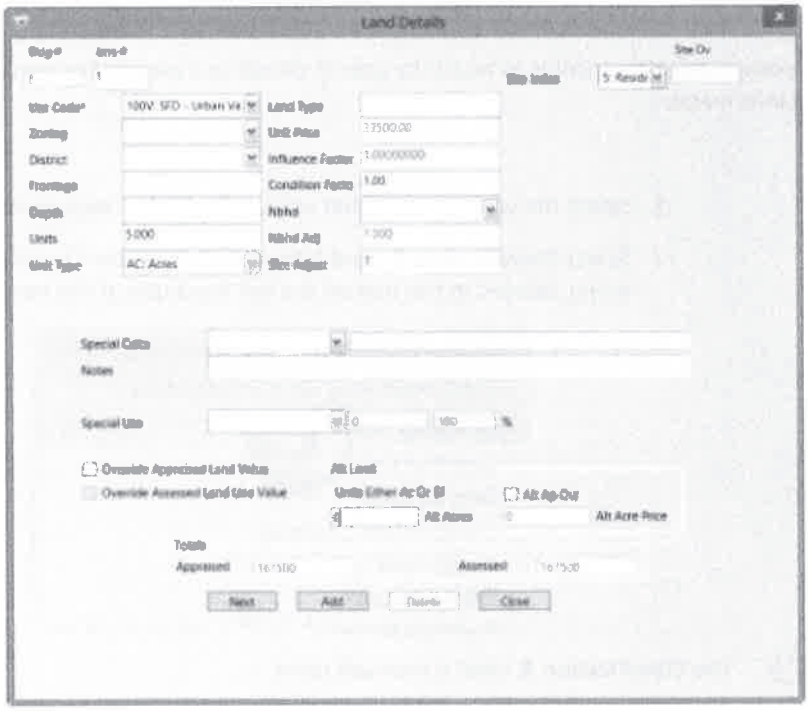
The **Classification & Land** screen will open.



3. Click on the vacant land line and then click **Edit Lines**.



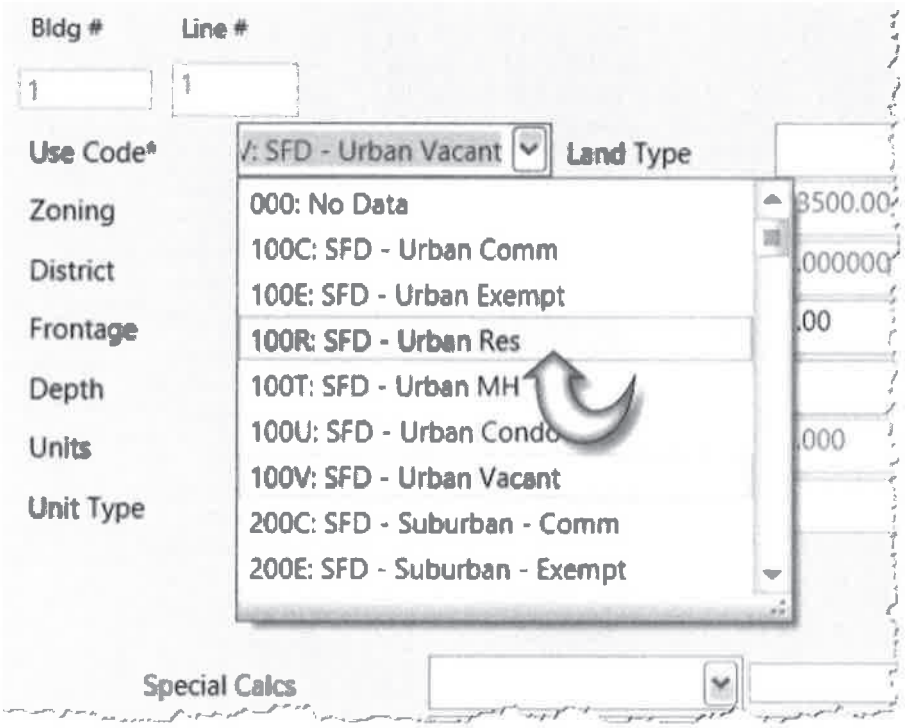
The **Land Details** screen will open.



4. Change the **Use Code** to an improved code.

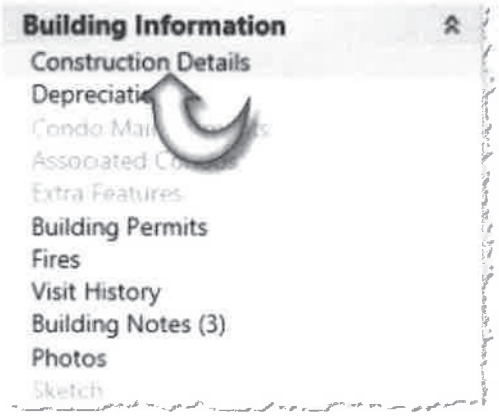
The code can be changed in two ways.

- Type the **Improved Use** code into the **Use Code** field.
- Use the drop down menu either by clicking on the drop down arrow on the **Use Code** field or click on the field and hit the **F6** key.



5. When you have finished, click **Close**.

6. Click on **Construction Details** from the **Building Information** sub menu, located in the tree on the left hand side of the screen.

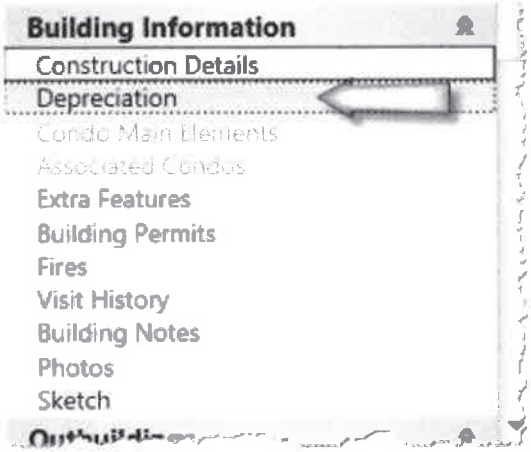


7. Change the **Model** and **Style** from Vacant to the model and style of building on the parcel and select a **Grade**. Fill out all other fields with applicable data. Required fields are marked with a red outline and exclamation mark. Required fields are set in the **Admin Module**.

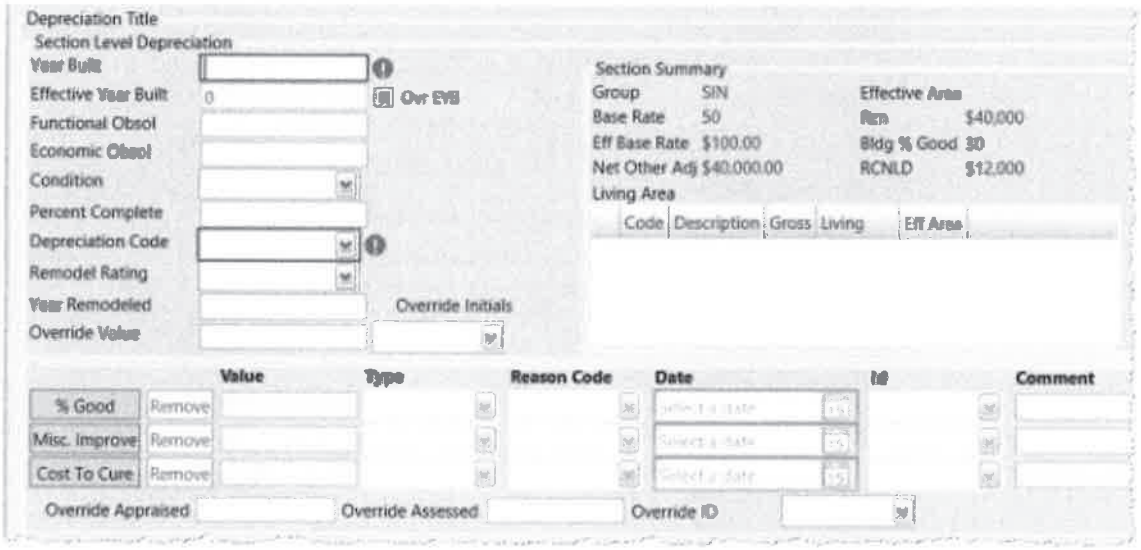
The **Model** and **Style** can be entered in two ways.

- Type the **New** code into the **Model** and **Style** field.
- Use the drop down menu either by clicking on the drop down arrow on **Model** or **Style field** or click on the field and hit the **F6** key.

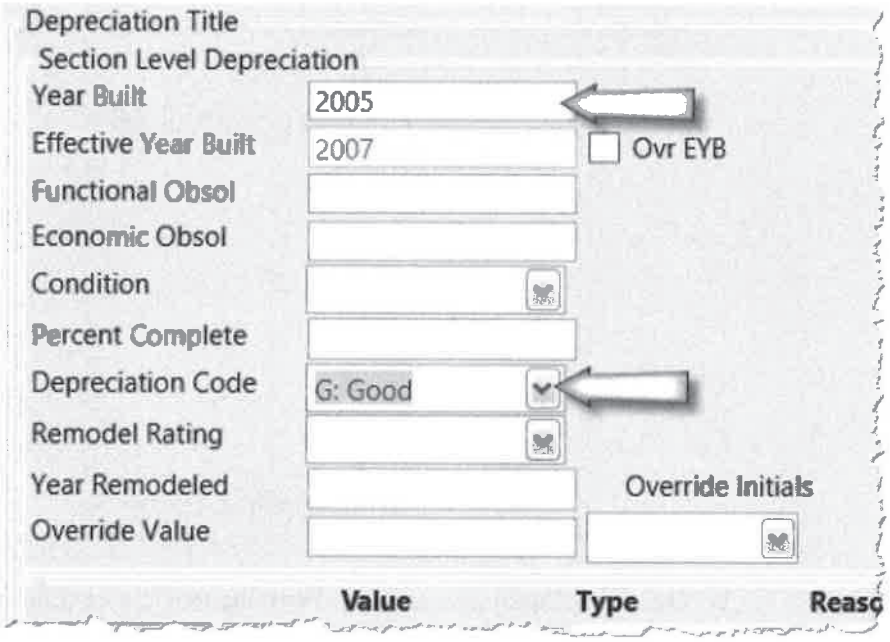
8. Next, **Depreciation** needs to be entered for the added building. Select **Depreciation** from the **Building Information** submenu.



The **Depreciation** screen will open.



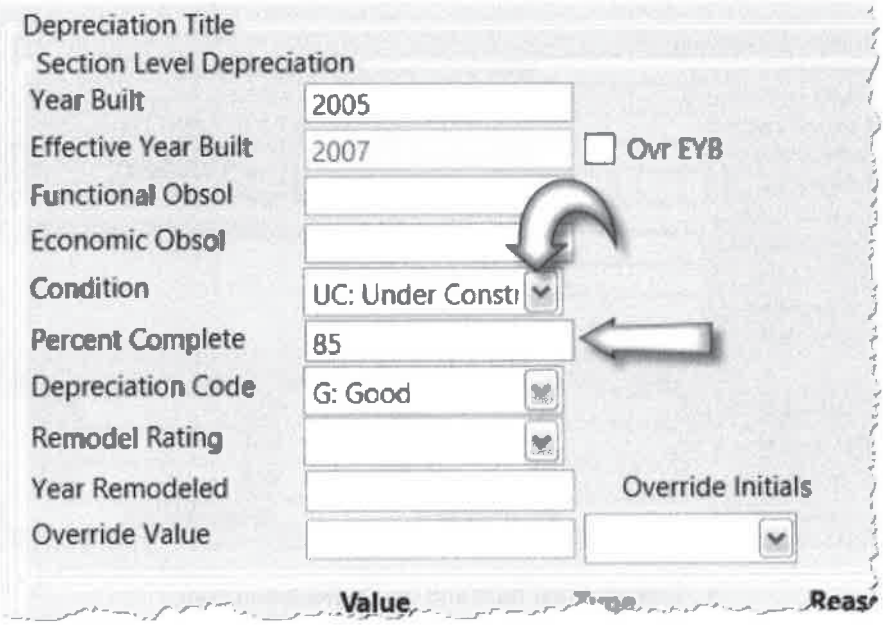
9. Enter the **Year Built** and the **Depreciation Code**.



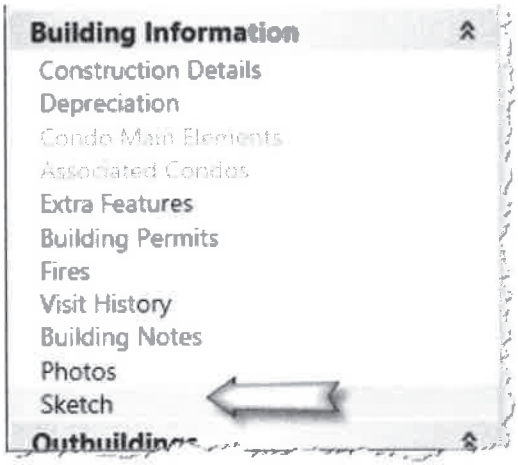
You can enter the **Depreciation Code** in two ways:

- Type the code or value in the **Depreciation Code** field.
- Use the pick list to select from existing codes in the database. This can be accessed either by clicking the drop down arrow on the **Depreciation Code** field or by clicking the field and hit the **F6 key**.

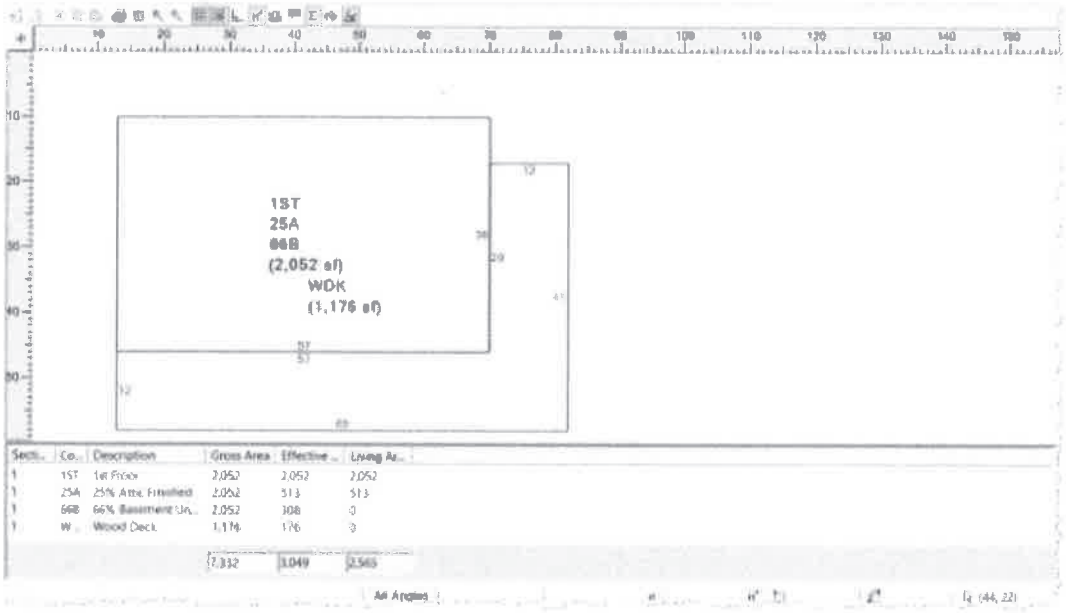
If the parcel is under construction, enter the **Status** and **Percent Complete**.



10. A **Sketch** needs to be added to the parcel if it has a building to provide gross, living, and effective area values. Select **Sketch** from the Building Information sub menu, located in the tree on the left hand side of the screen.

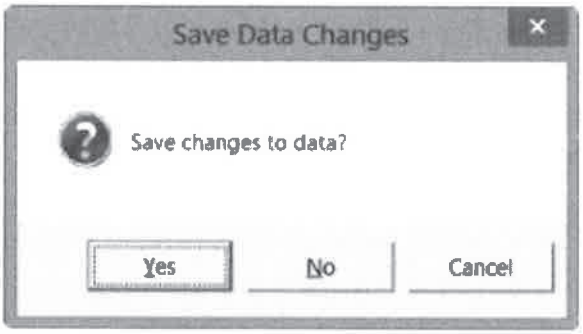


11. Enter your **Sketch**. See **Using the Sketching Tool** for instructions on how to add sketches to a parcel.



12. Once the **Sketch** is complete, click on the **save changes icon** or press the **F2 key** to save your changes.

If you pressed **the F2 key**, Vision will ask if you want to save changes. Click Yes.



VISION
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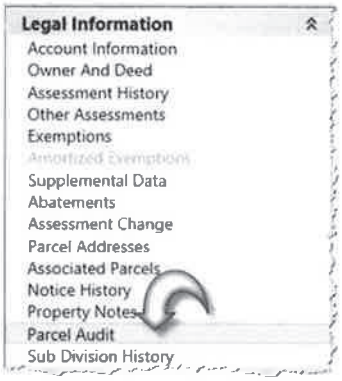
How to Use Real Estate Audit

The purpose of this document is to assist the user in reviewing the recorded changes to a Real Estate parcel. Data can be viewed and sorted on the Parcel Audit screen and also printed for review.

Note: To set the default view to Basic Audit, navigate to **ADMIN > Table Maintenance > Parameter Tables > General** and check the box indicating **Basic Auditing Defaulted**. For configuration instructions, please reference the Basic Audit Configuration topic found in Admin Help.

1. Select the parcel for which you would like to review the **Audit Trail**.
2. Select **Parcel Audit** from the **Legal Information** sub menu, located in the tree on the left hand side of the screen.

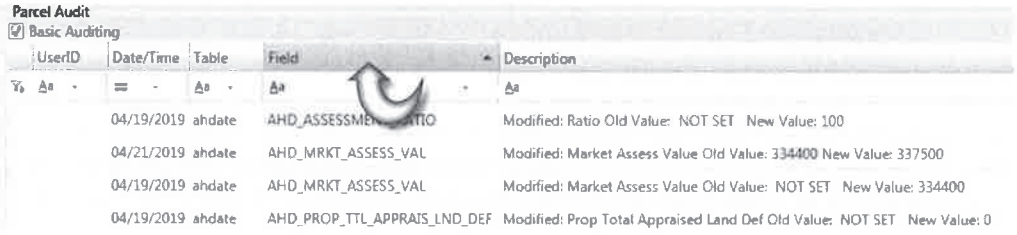


This opens the Parcel Audit Screen


Parcel Audit
Basic Auditing

UserID	Date/Time	Table	Field	Description
	04/21/2019	ahdate	AHD_MRKT_ASSESS_VAL	Modified: Market Assess Value Old Value: 334400 New Value: 337500
	04/21/2019	ahdate	AHD_TTL_ASSESS_ALT	Modified: Ttl Assess Alt Old Value: 334400 New Value: 337500
	04/21/2019	ahdate	AHD_TTL_ASSESS	Modified: Total Assessed Parcel Value Old Value: 416700 New Value: 419800
	04/21/2019	parcel	PRC_TTL_COST	Modified: Cost Old Value: 416700 New Value: 419800
	04/21/2019	parcel	PRC_TTL_ASSESS	Modified: Total Assessed Parcel Value Old Value: 416700 New Value: 419800.00
	04/21/2019	parcel	PRC_TTL_ASSESS_IMPROVEMENTS	Modified: Total Assessed Improvements Old Value: 334400 New Value: 337500

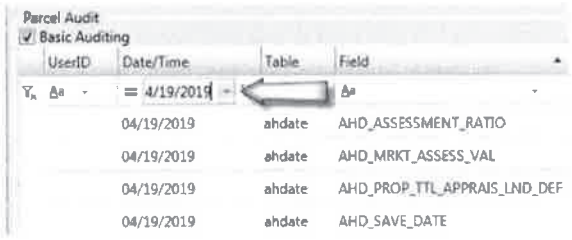
To sort by a particular field, click on the column header.


Parcel Audit
Basic Auditing

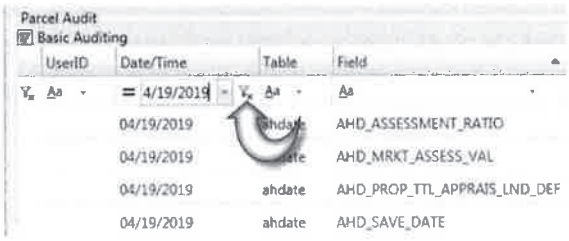
UserID	Date/Time	Table	Field	Description
	04/19/2019	ahdate	AHD_ASSESSME[illegible]TIO	Modified: Ratio Old Value: NOT SET New Value: 100
	04/21/2019	ahdate	AHD_MRKT_ASSESS_VAL	Modified: Market Assess Value Old Value: 334400 New Value: 337500
	04/19/2019	ahdate	AHD_MRKT_ASSESS_VAL	Modified: Market Assess Value Old Value: NOT SET New Value: 334400
	04/19/2019	ahdate	AHD_PROP_TTL_APPRAIS_LND_DEF	Modified: Prop Total Appraised Land Def Old Value: NOT SET New Value: 0

You can also filter data by typing in a column's filter field field.

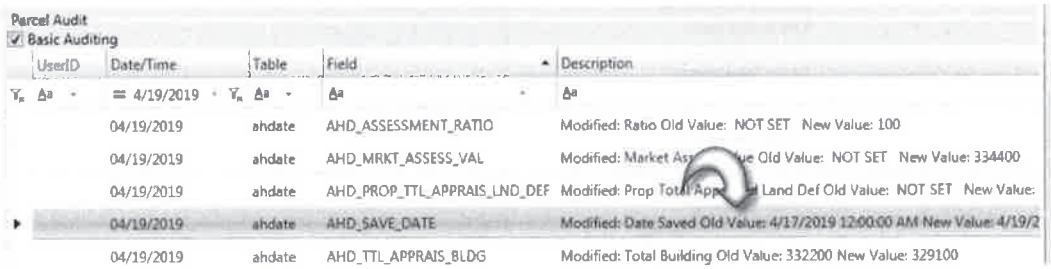
In the below example, the **Date/Time** column is filtered to return changes recorded on 4/19/2019.

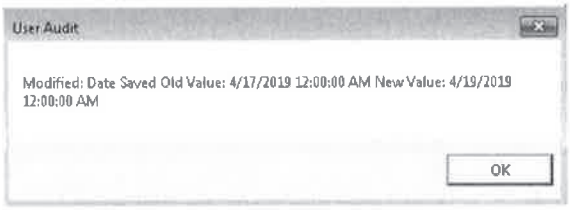


To remove a filter, click the **delete filter** icon or manually remove the text with the **backspace** key.

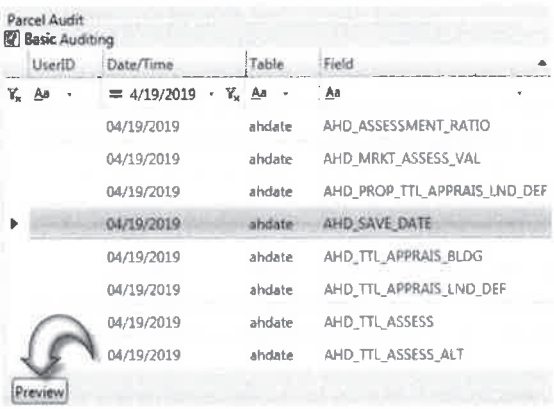


To read the full description text, double-click the target field. A window will appear displaying the full audit text.

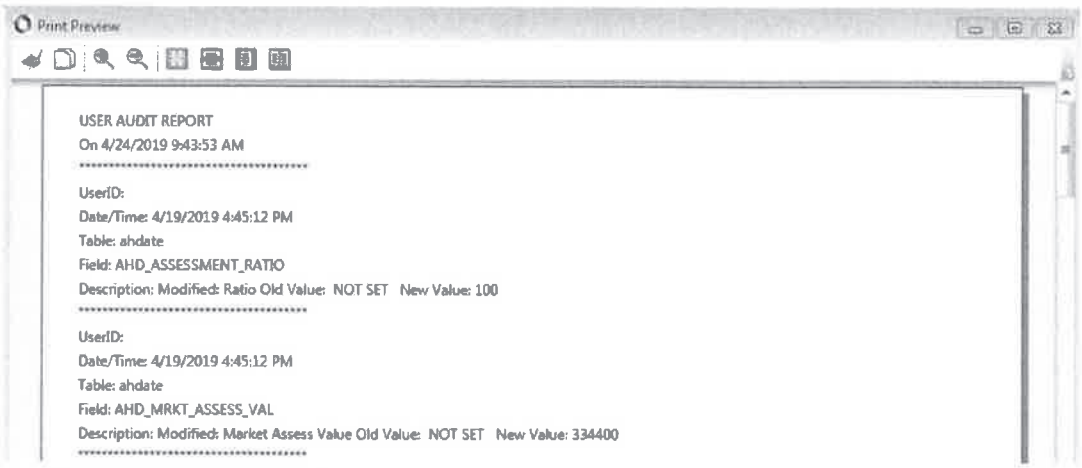




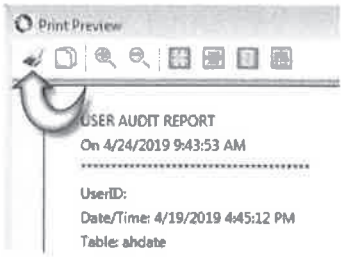
3. To print the audit report, click the **Preview** button.



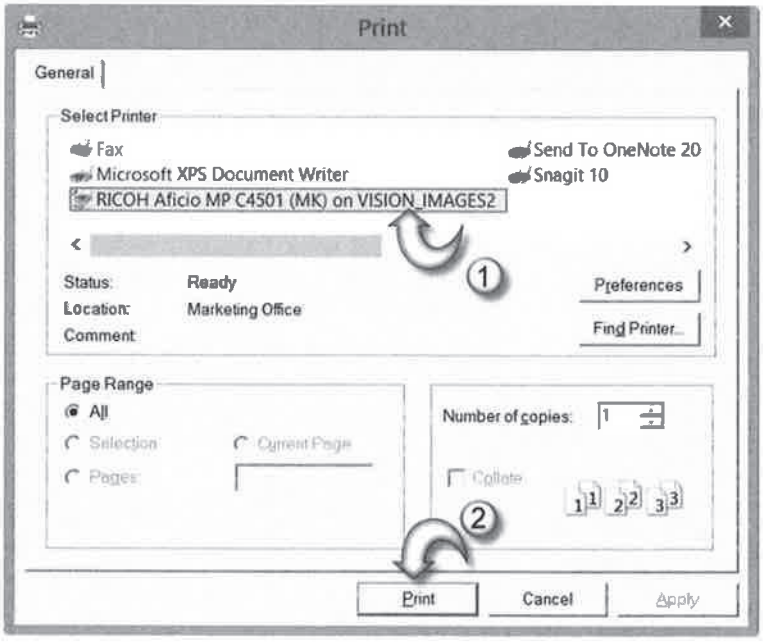
4. The **Parcel Audit Report** will display in the **Print Preview** screen.



5. Click the print icon on the top toolbar.



6. The **Print** screen will appear. Select the desired printer and click **Print.**



VISION
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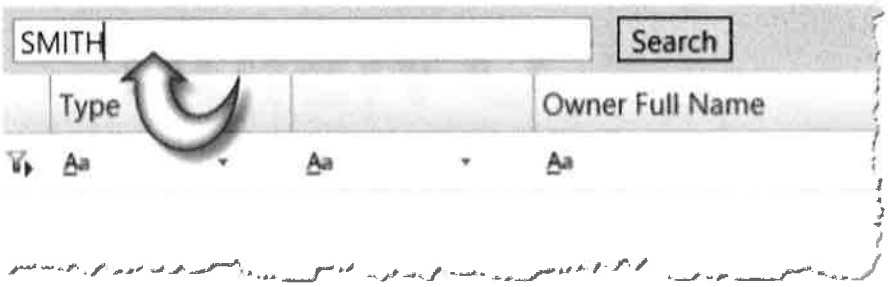
How to Search for an Owner

The purpose of this document is to assist the user in utilizing the search function of the **Owner Maintenance** screen to retrieve existing ownership entries.

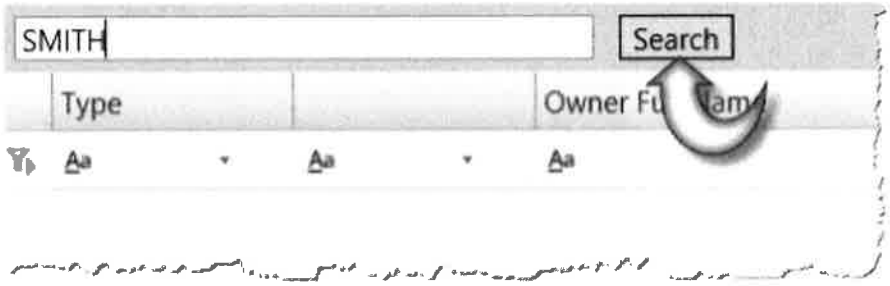
1. Select **Owner Maintenance** from the left navigation tree.

The **Owner Maintenance** screen will appear.

1. To search for an existing Owner click in the **Search** box at the top of the screen and enter all or part of the owner entry you wish to retrieve.

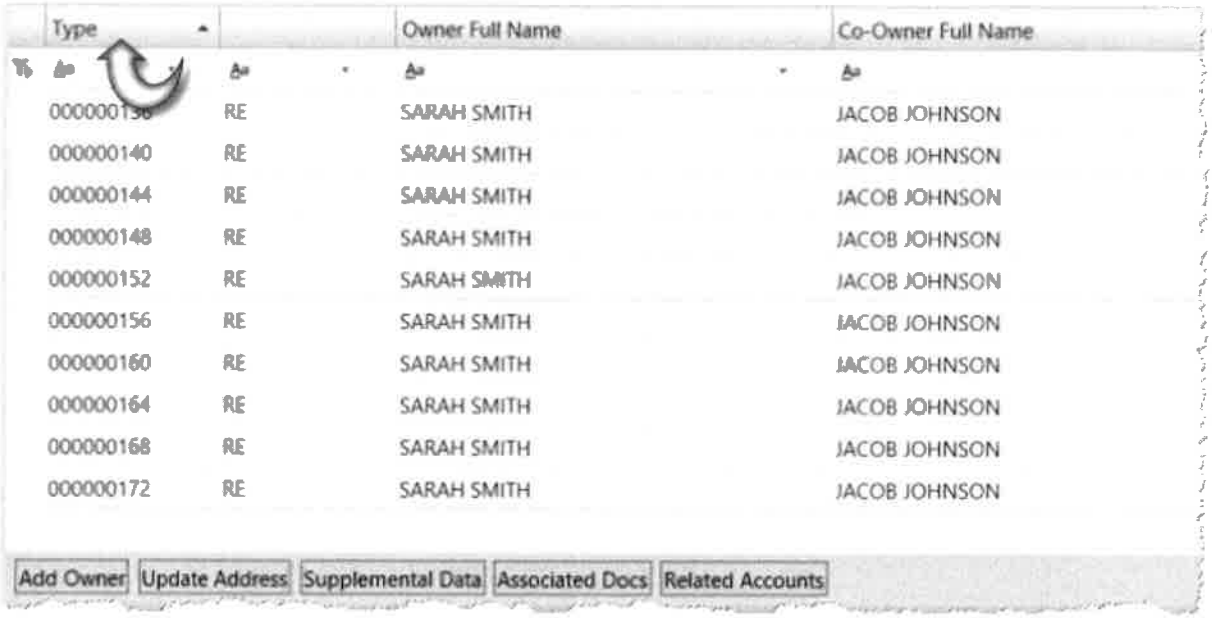


2. When you have finished typing, click the **Search** button.

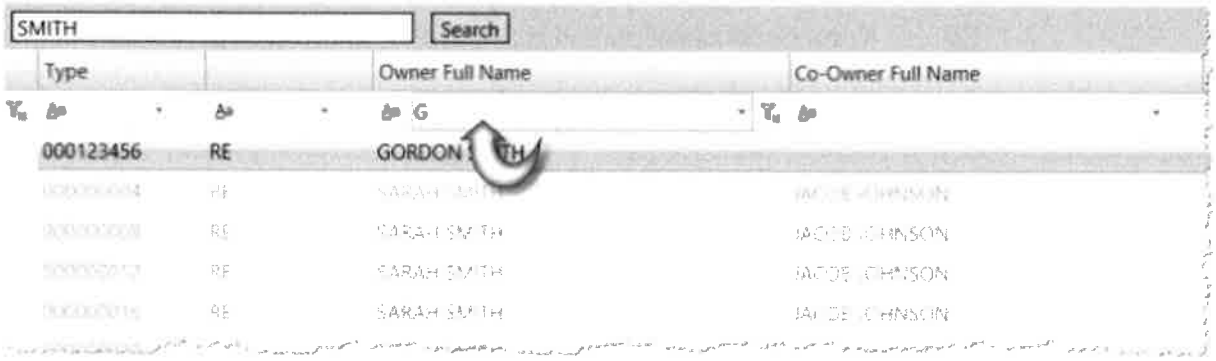


Results will appear in the grid below.

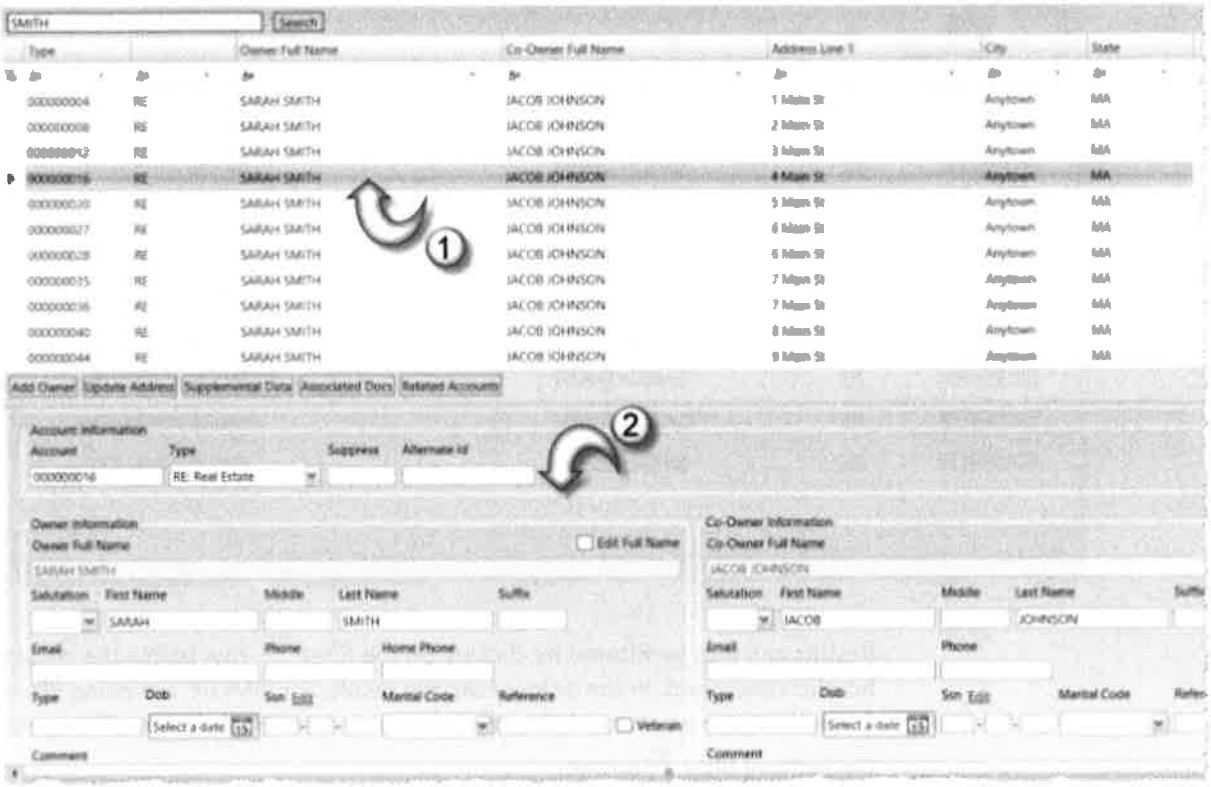
The order in which results are displayed can be changed by clicking on one of the column headers of the search results grid.



Results can also be filtered by clicking on the filter row below the column header concerned. In the below example results for 'SMITH' are being filtered for results with an owner full name that starts with 'G'. To remove filters click the remove filter button.



3. To view more information that what appears in the search results grid, select the result concerned by clicking on the line and the detailed information will appear below under **Account**, **Owner Information**, and **Co-Owner Information**.



A new search can be started at any time by repeating steps two and three.

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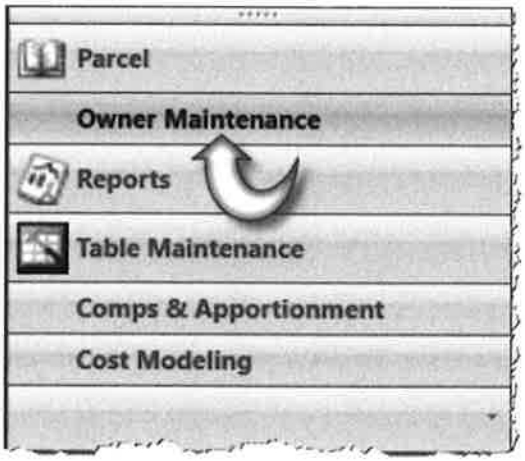
Adding an Owner

The purpose of this document is to assist the user in entering a new ownership entry into the **Ownership Maintenance** screen.

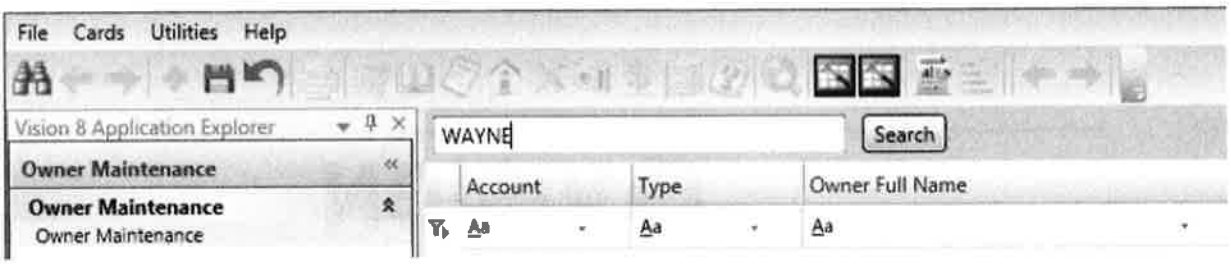
1. Select **Owner Maintenance** from the left navigation tree.



The **Owner Maintenance** screen will appear.

Before a new owner can be added, you must first perform a search to ensure the new owner intended for entry does not already exist in the database.

2. Click in the Search field and type in the name of the new owner. Click **Search** to see the results.



3. If the new owner intended for entry does not appear in the results, click the **Add Owner** button to make a new entry.

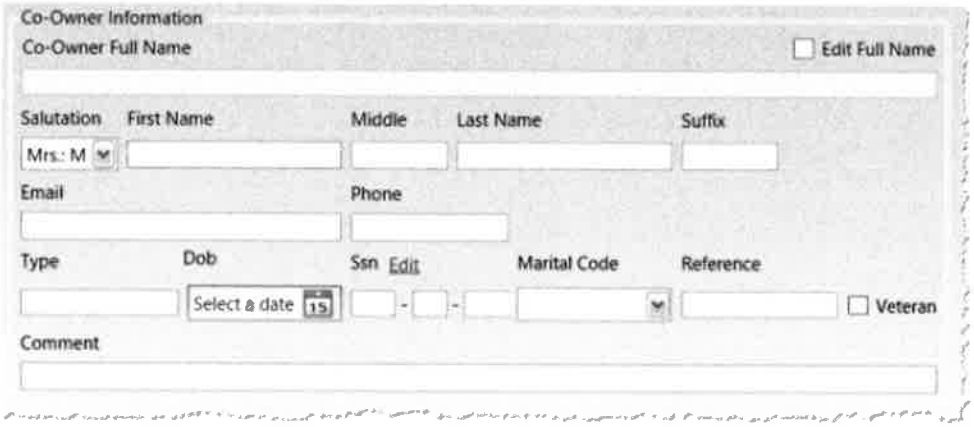
A blank ownership line will appear in the grid and the black information fields will appear below.

4. Begin by filling out the **Account Information** section. Enter the relevant information into the **Account**, **Type**, **Suppress**, and **Alternate Id**.

5. Next, fill out the **Owner Information** fields. Required fields will be marked with a red outline and exclamation mark. These are set in the Admin Module.

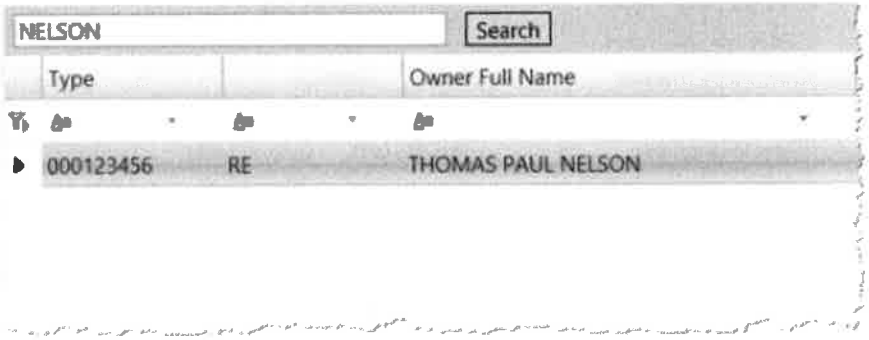
If this owner entry has a Co-Owner, fill out the **Co-Owner Information** section with the relevant information.

Please note, if the owner owns multiple properties in the database and some are without a co-owner or with a different co-owner, a separate owner maintenance entry would need to be created for each unique combination.



6. When you have finished entering the information for the new owner, click on the **save changes icon**  .

The new owner entry will now be available in the **Owner Maintenance** screen and available for addition to new sale records in parcel data. For information on entering a new sale to the **Owner and Deed** screen, please see the **How to Add a New Sale Record** document.

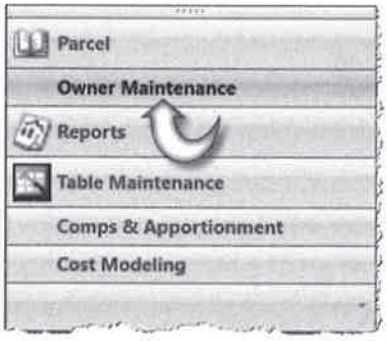


VISION
GOVERNMENT SOLUTIONS

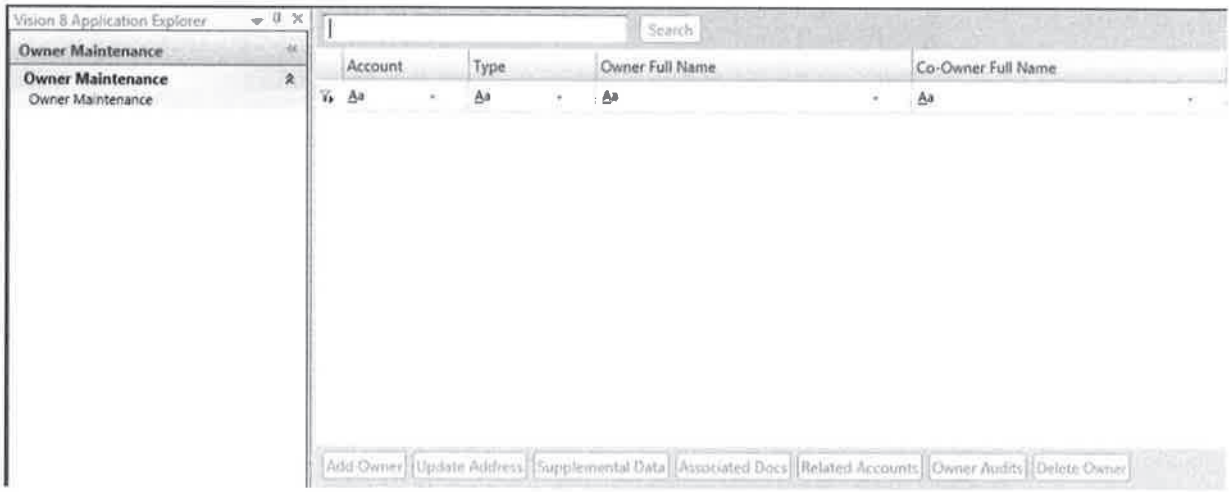
Updating an Owner Mailing Address

The purpose of this document is to assist the user in updating an existing owner in the **Owner Maintenance** module.

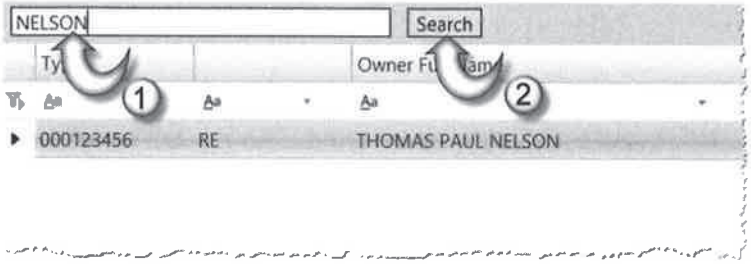
1. Select **Owner Maintenance** from the left navigation tree.



The **Owner Maintenance** screen will appear.

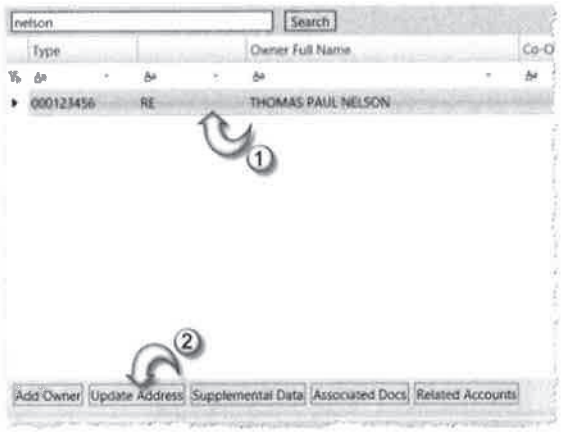


2. Search for the owner entry that needs to have the mailing address updated. Type part of the name in the **search** field and then click **search.**

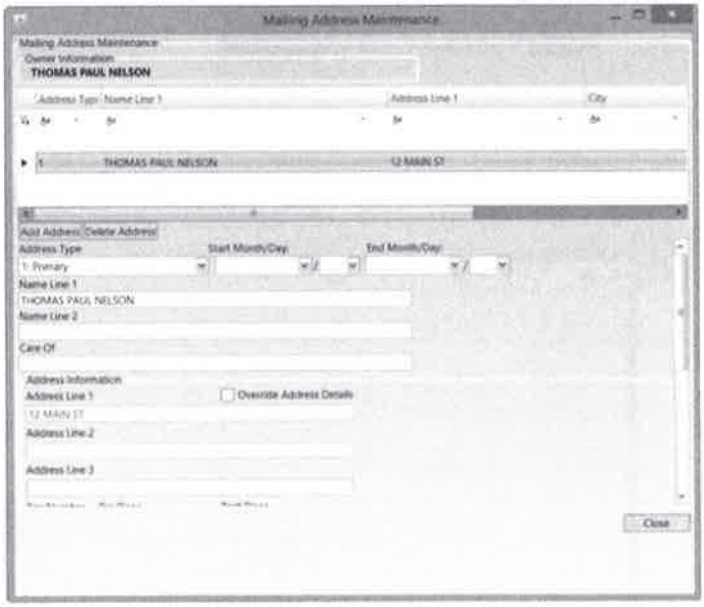


For more information on using the owner search, please see the **Searching for an Owner** document.

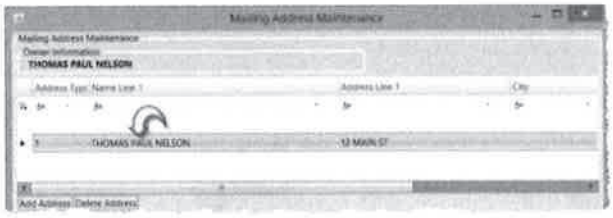
3. Click on the owner entry you wish to update from the results. Once the owner has been selected, click **Update Address**.



The **Mailing Address Maintenance** screen will appear.



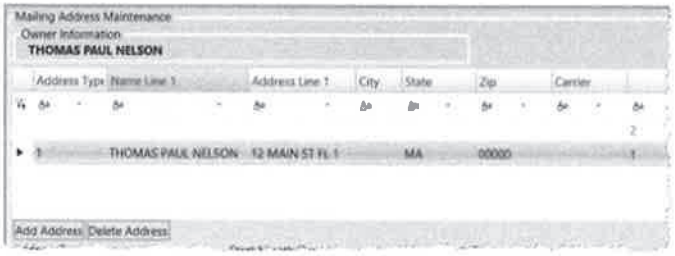
4. To begin making changes click on the address for the selected owner that is to be updated.



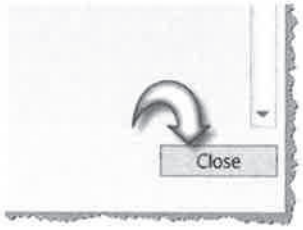
5. Make any necessary edits to the **Address Type** fields.

6. Make any necessary edits to the **Address Information** fields.

Changes will be updated in the grid.



7. Once all address changes have been made, click **Close** at the bottom right of the **Mailing Address Maintenance** screen.



8. Click on the **save changes icon** to save your changes before navigating out of owner maintenance or searching for a new owner.

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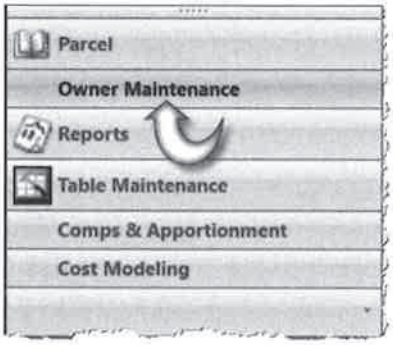
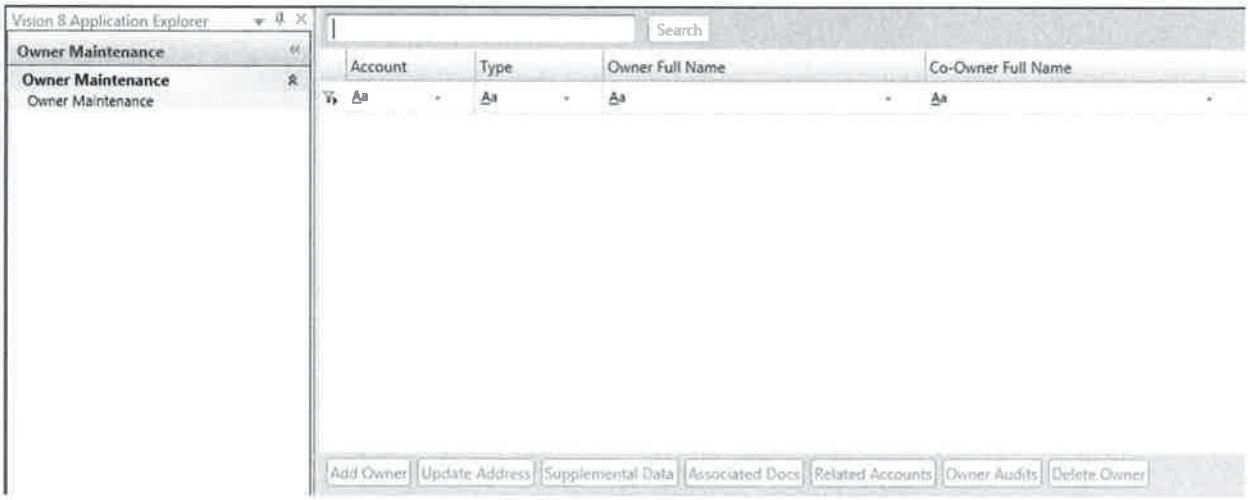
Supplemental Owner Data

The purpose of this document is to assist the user in adding Supplemental Owner Data in the **Owner Maintenance** screen. The fields on this screen are defined by the user, for information regarding setting up supplemental owner data please see the **Admin App** documentation.

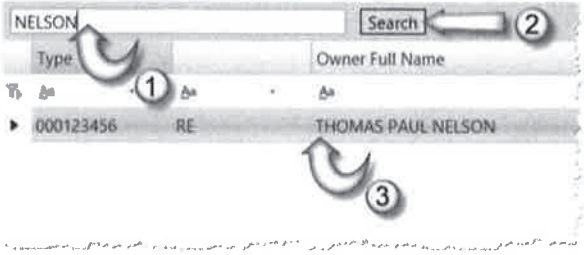
1. Select **Owner Maintenance** from the left navigation tree.



The **Owner Maintenance** screen will appear.

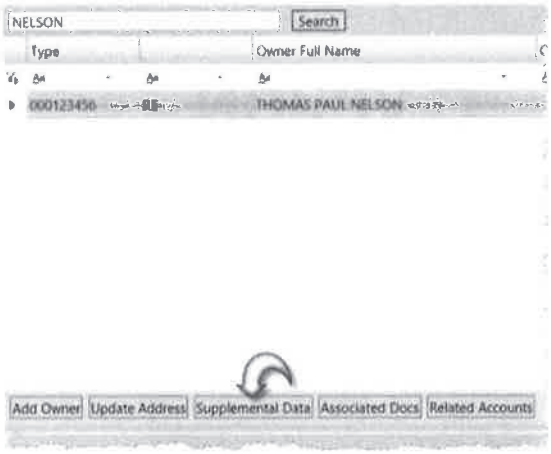


2. Type the owner name you wish you add **Supplemental Owner Data** to and click search. Select the owner desired from the list of results.

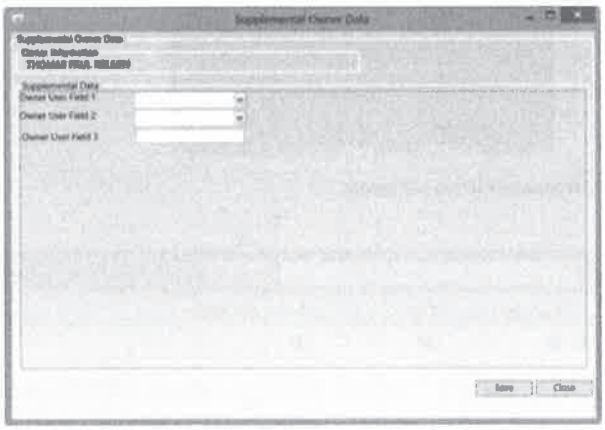


For more information on searching for owners, please see the **How to Search for an Owner** document.

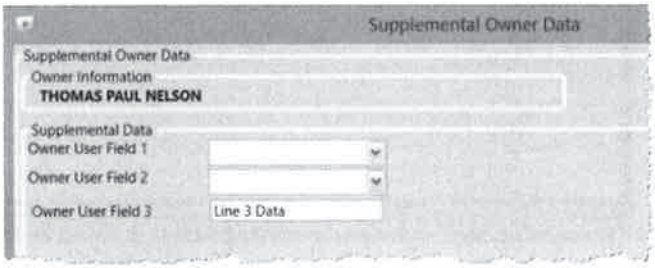
3. Once the owner has been selected, click the **Supplemental Data** button.

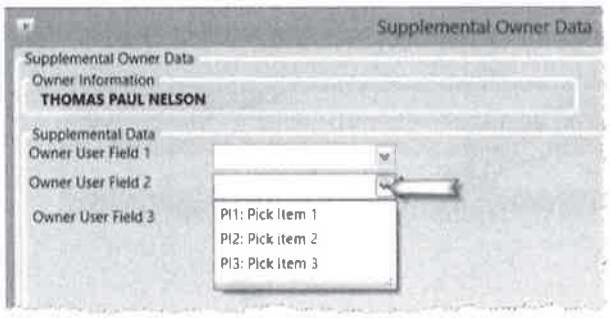


The **Supplemental Owner Data** window will appear.



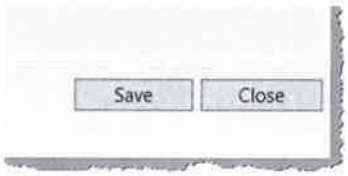
4. The available **Supplemental Owner Data** fields will be displayed. Enter the relevant data into the appropriate fields. If a supplemental data field has a list of pre-defined values you may select them from the drop down pick list.



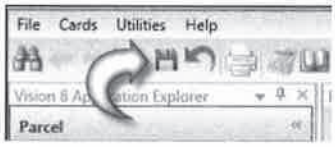


Pick list assignments, pick items, required fields, and numeric character restrictions are all controlled by settings in the **Admin Application**. Please see the **Admin App – Table Maintenance** documentation for more information

5. Once all relevant data has been entered, save the information by clicking the **Save** button at the bottom right of the **Supplemental Owner Data** screen.



6. Click on the **save changes icon** to save your changes before navigating out of owner maintenance or searching for a new owner.



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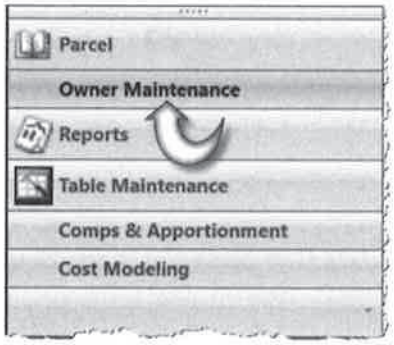
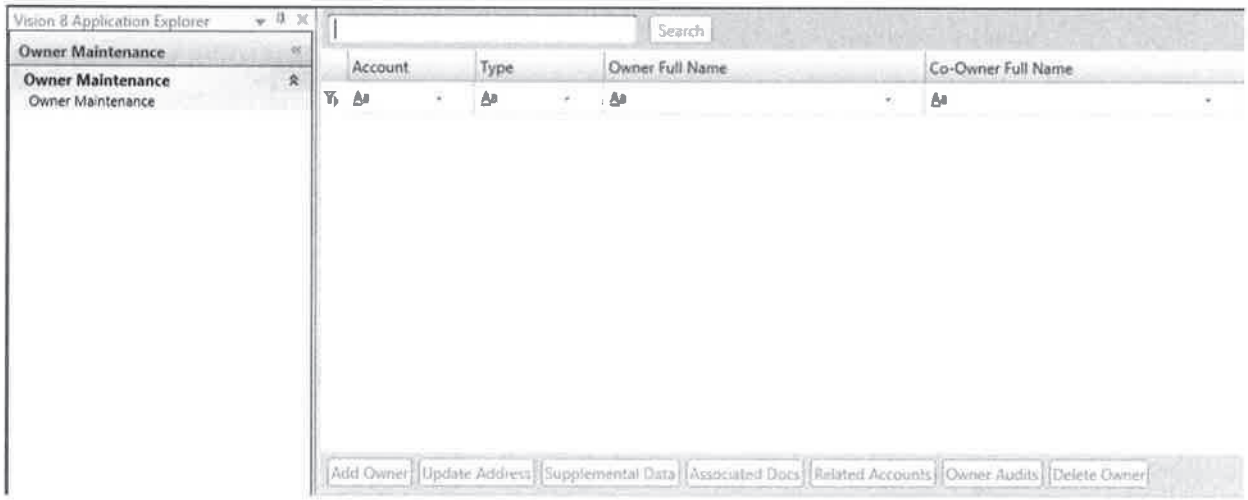
Owner Associated Documents

The purpose of this document is to assist the user in adding associated documents to an owner record in the Owner Maintenance module.

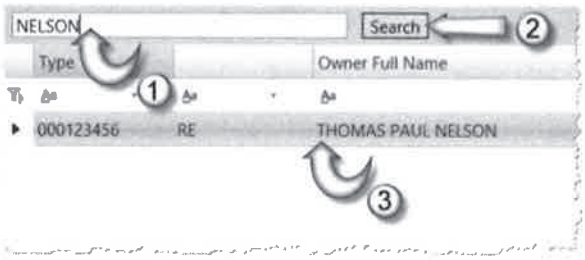
1. Select **Owner Maintenance** from the left navigation tree.



The **Owner Maintenance** screen will appear.

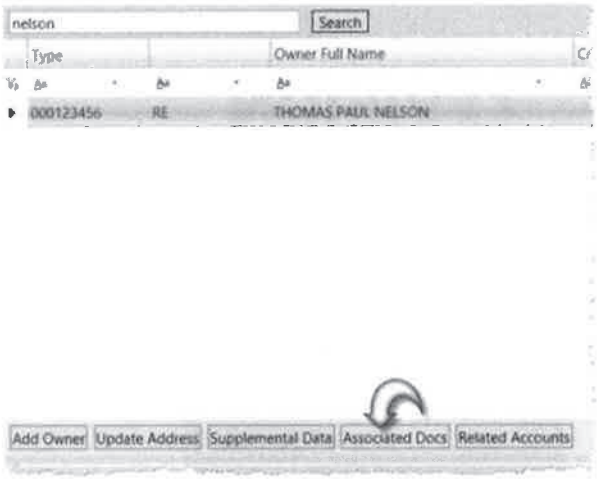


2. Type the owner name you wish you add an **Associated Document** to and click search. Select the owner desired from the list of results.

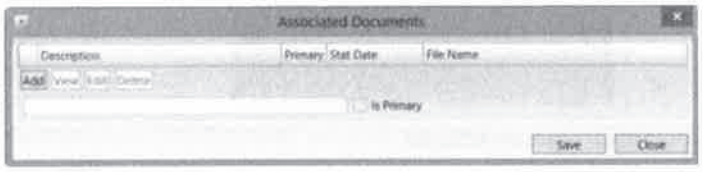


For more information on searching for owners, please see the **How to Search for an Owner** document.

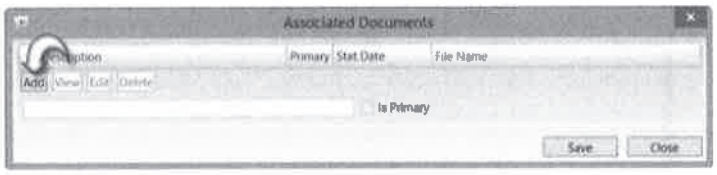
3. Once the owner has been selected, click the **Associated Docs** button.



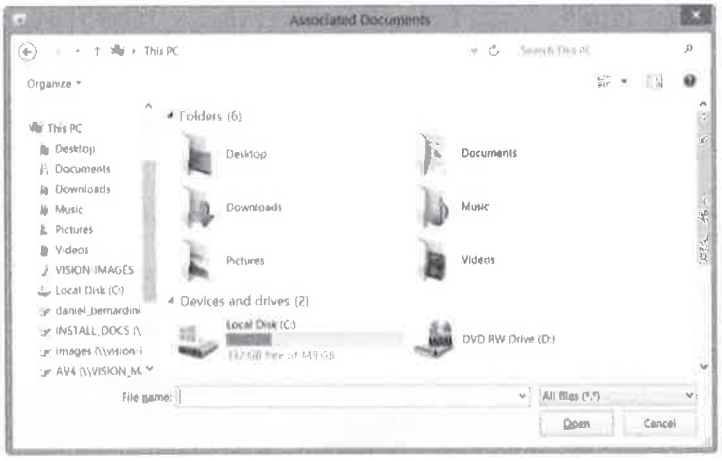
The **Associated Documents** window will appear.



4. To enter a new document, click the **Add** button

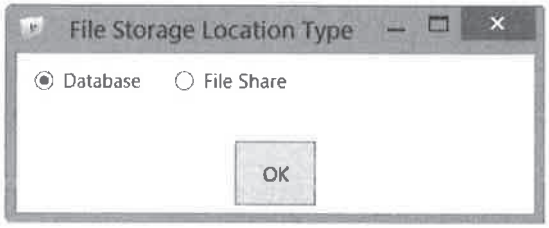


The open **Associated Documents** window will appear.



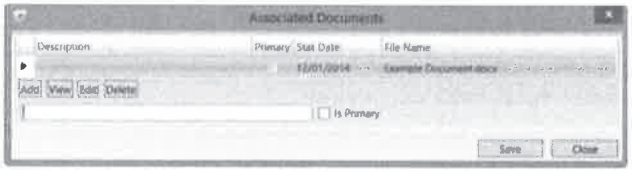
5. Navigate to the location of the document to be added to the ownership record. Select the desired document and click the **Open** button.

The open **File Storage Location Type** window will appear. Select a location to store the file. If you choose **database** this file will be added to the Vision Database. If you choose **File Share** the document will be saved to the Vision Documents Shared Network folder .

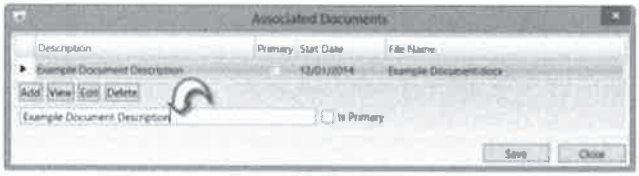


Note: If the File Storage Location Type does not prompt, this means the File Share Location is not configured. Please contact Customer Support at 1-800-628-1013 for assistance.

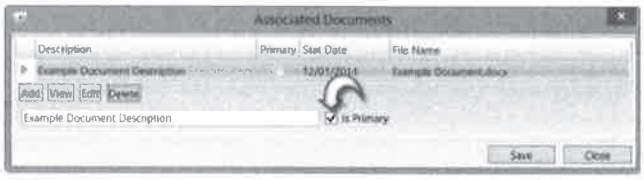
The newly added file will appear in the grid.



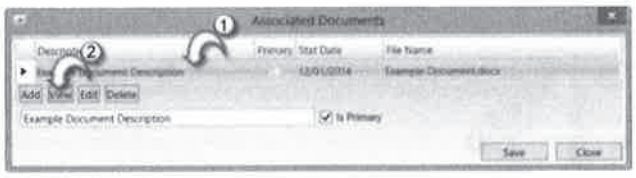
6. Associated documents can be given a description. Click on the document desired in the **Associated Documents** window and type a document description in the field below. The grid will be updated with the description added.



7. Documents can be flagged as **Primary** to indicate the most important document for the owner entry. Select the document to be flagged as primary and click the **Is Primary** box

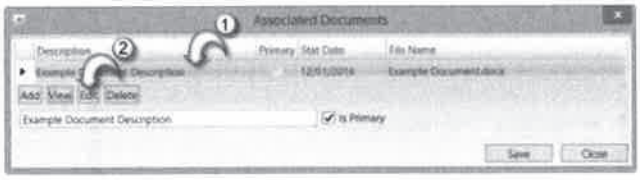


8. To open a **Read Only** copy of an associated document, select the desired document from the grid and click the **View** button

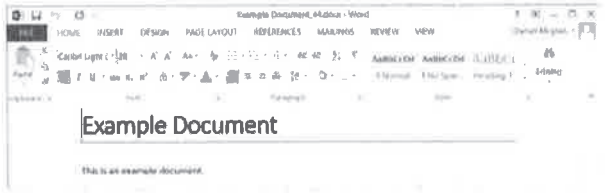


The document will open as **Read Only** in the default program for the document type. In this example a .docx file was used which opens in Microsoft Word by default.

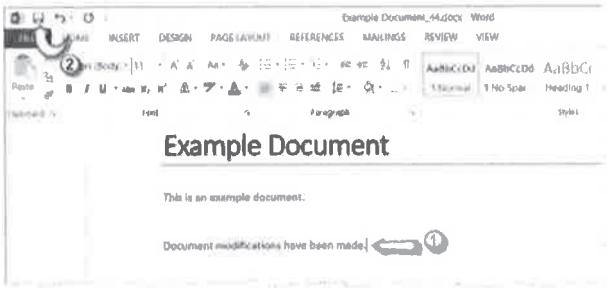
9. To make changes to an existing associated document, select the document concerned and click the **Edit** button.



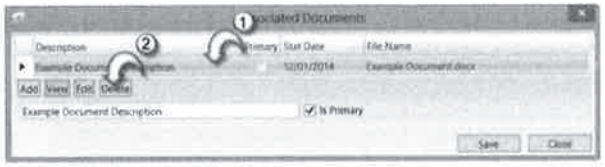
The document will open in the default program for the document type. In this example a .docx file was used which opens in Microsoft Word by default.



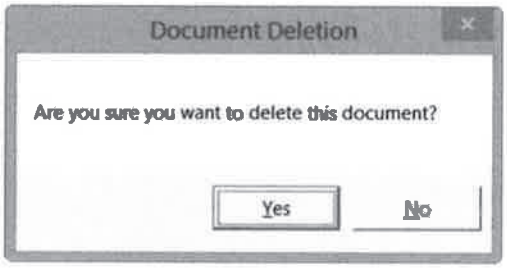
10. Make your changes to the document. After making changes, be sure to **Save**. In the below example the document was opened in Microsoft Word, the save button is on the top left.



11. To remove an associated document from an owner entry, select the document to be deleted and click the **Delete** button.



The **Document Deletion** notification will appear. Click **Yes** to remove the document from the ownership record.



12. Once all changes to the **Associated Documents** for this ownership record have been completed, click the **Save** button.

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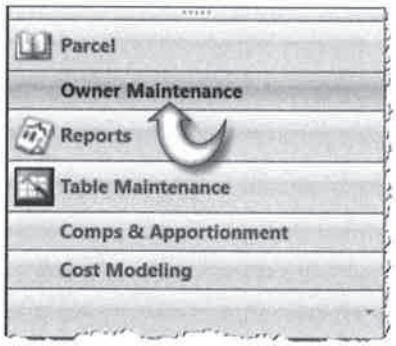
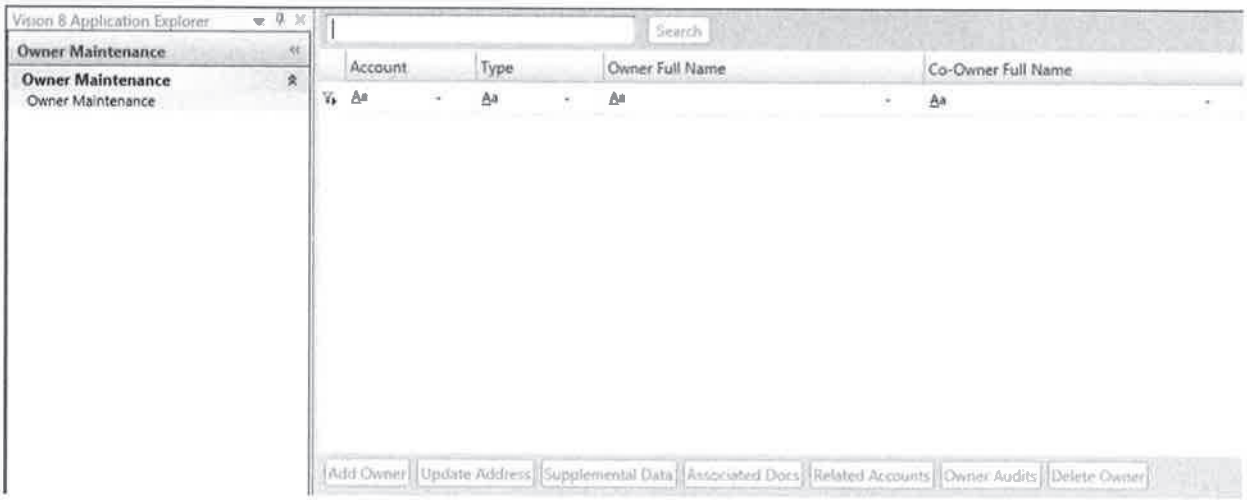
Related Accounts

The purpose of this document is to assist the user in utilizing the Related Accounts section of the owner maintenance module. This section allows the user to review Real Estate Parcels and Personal Property Accounts to which the owner entity is connected.

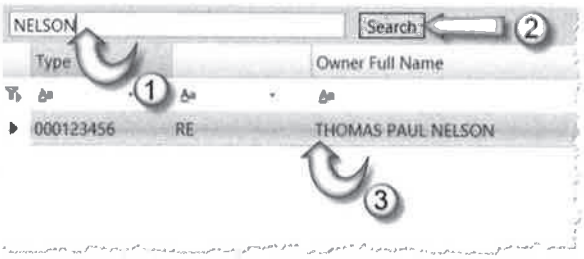
1. Select **Owner Maintenance** from the left navigation tree.



The **Owner Maintenance** screen will appear.

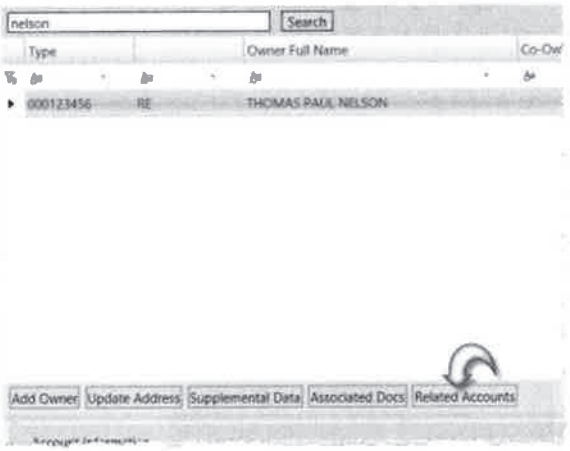


2. Type the owner name you wish you add **Supplemental Owner Data** to and click search. Select the owner desired from the list of results.

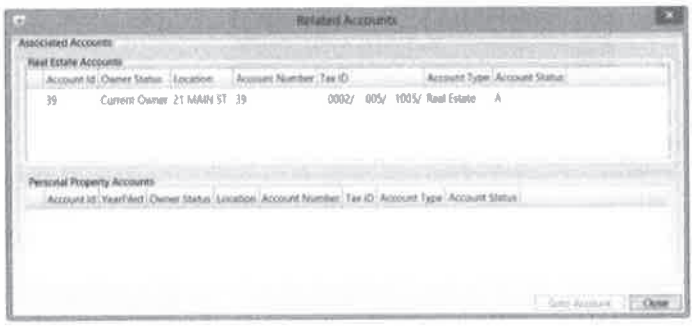


For more information on searching for owners, please see the **How to Search for an Owner** document.

3. Once the owner has been selected, click the **Related Accounts** button.



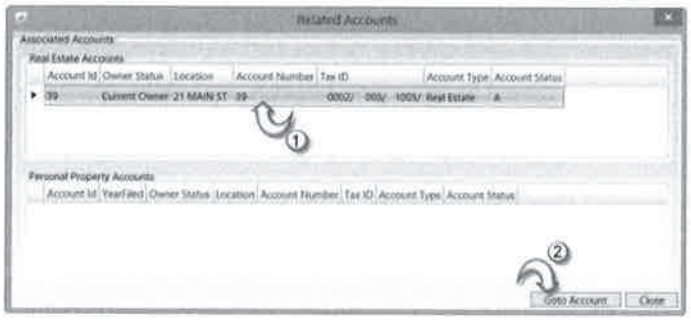
The **Related Accounts** screen will appear.



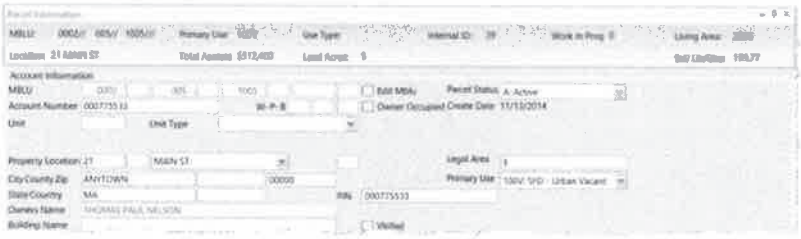
The **Related Accounts** screen displays a list of all **Real Estate Accounts** and **Personal Property Accounts** on which the selected owner entity is recorded including the following fields:

- Account ID- The internal parcel or property account identification number (PID, PropID).
- Year Filed(Personal Property Account only)
- Owner Status- Current Owner, Past Owner, Future Owner
- Location- Primary Parcel/Property Account address
- Account Number- Parcel/Proprty Account number
- Tax ID- Map/Block/Lot/Unit
- Account Type- Real Estate, Personal Property, Central Assessed
- Account Status- Parcel/Property Account status (Active, Inactive, Future)

4. Users may open any related account from this screen. First select the account to be opened and press the **Goto Account** button.



The selected real estate parcel or personal property account will open on the **Account Information** screen.



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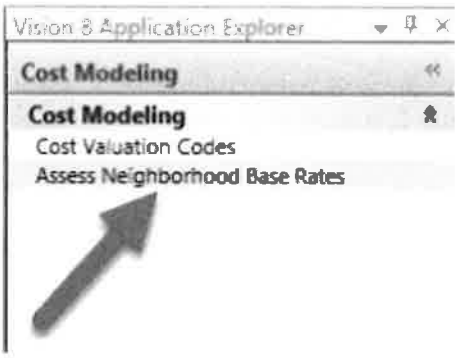
How to Add an Assessing Neighborhood

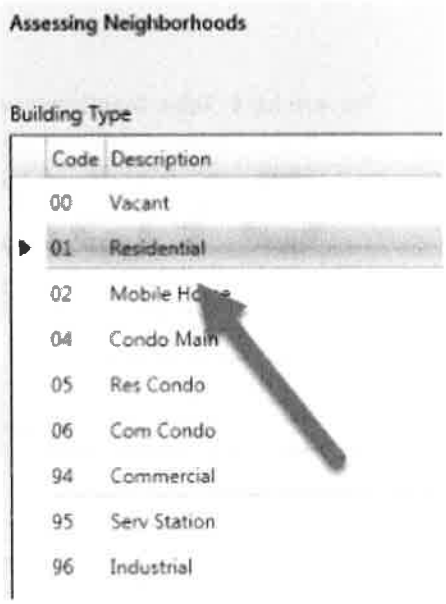
This document will guide the user through table updates necessary to create new Assessing Neighborhood codes.

Section I: Cost Modeling

1. Click on **Cost Modeling** in the Application Explorer tree, then select **Assessing Neighborhood Base Rates**. Due to flexible labeling, your table may be labeled as Neighborhood/Market Area Land Valuation or another similar label.



2. Select the desired **Building Type** for the new neighborhood code.



3. The new **Code** is added via either manual entry or the copy function.

   a. For manual entry, enter desired data in the top row indicated by the **plus** (+) sign.

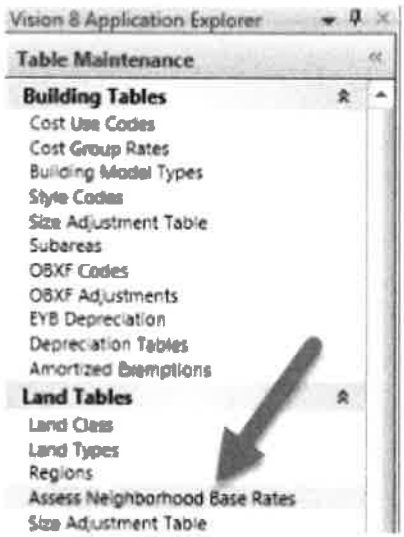
   b. To copy, select the source code in the **From:** dropdown, then assign a new code in the **To:** box. Select the desired target **Building Type**, then click **Copy**. Review the Confirm Copy pop-up then click **Yes** to approve.

   c. Review the new codes, altering as necessary. Once complete, click **Apply**.

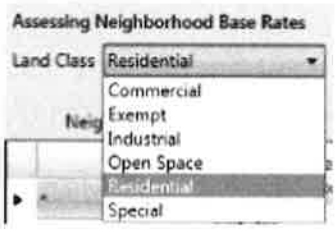
4. If you use or plan to use Comparable Sales, you should repeat these steps for that table.

Section 2: Land Tables

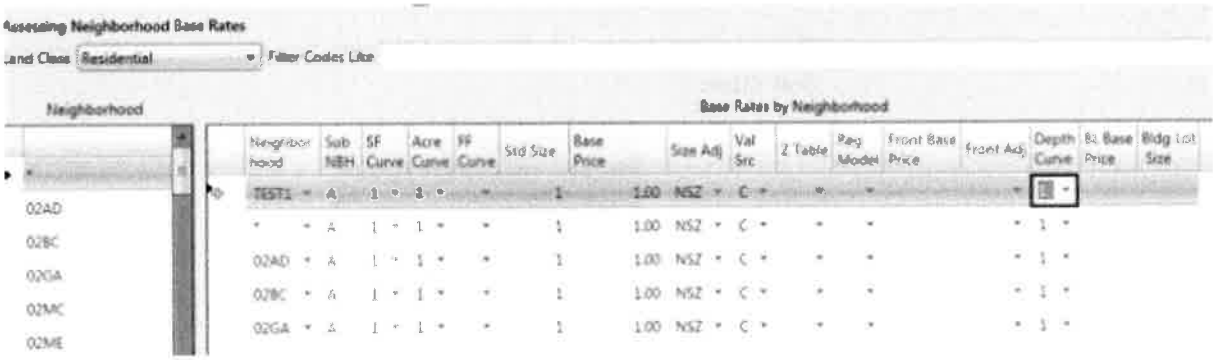
1. Click on **Table Maintenance** on the tree on the left side of the screen and select **Land Tables.** Click on **Assessing Neighborhood Base Rates**. Due to flexible labeling, your table may be labeled as **Neighborhood/Market Area Land Valuation** or another similar label.



2. Select the desired **Land Class** for the new neighborhood code.



3. The left pane shows the list of current neighborhood codes. The right pane outlines the details of each neighborhood code within the selected **Land Class**. The top line of the right pane holds a plus sign (+) which denotes the row for new code configuration. Enter data for the new neighborhood code created in section 1. Once done, click **Apply**. *Note – The default sub-neighborhood code is typically 'A'.

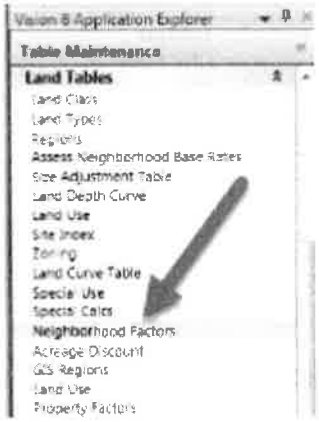


Section 3: Neighborhood Factors / Street Index

If the Neighborhoods found on the Land Lines in Classification & Land Information are not the

same as your Assessing NBHDs, then do not complete these steps.

1. Click on **Table Maintenance** on the tree on the left side of the screen and select **Land Tables**. Click on **Neighborhood Factors**.



2. In the top row next to the plus (+) sign, enter the new **Code**, **Description**, and **Adjustment Factor**. Once complete, click **Apply**.

Neighborhood Factors

	Code	Description	Nbhd Adj Factor
▶	TEST2	Test Neighborhood 2	1.5
	02AD	ARBORDALE	1.000
	02BC	BANBURY CROSS	1.000
	02GA	FENTON MILL AREA	1.500
	02MC	MICHAEL COMMONS	1.000

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How To Copy and Factor the Land Curve

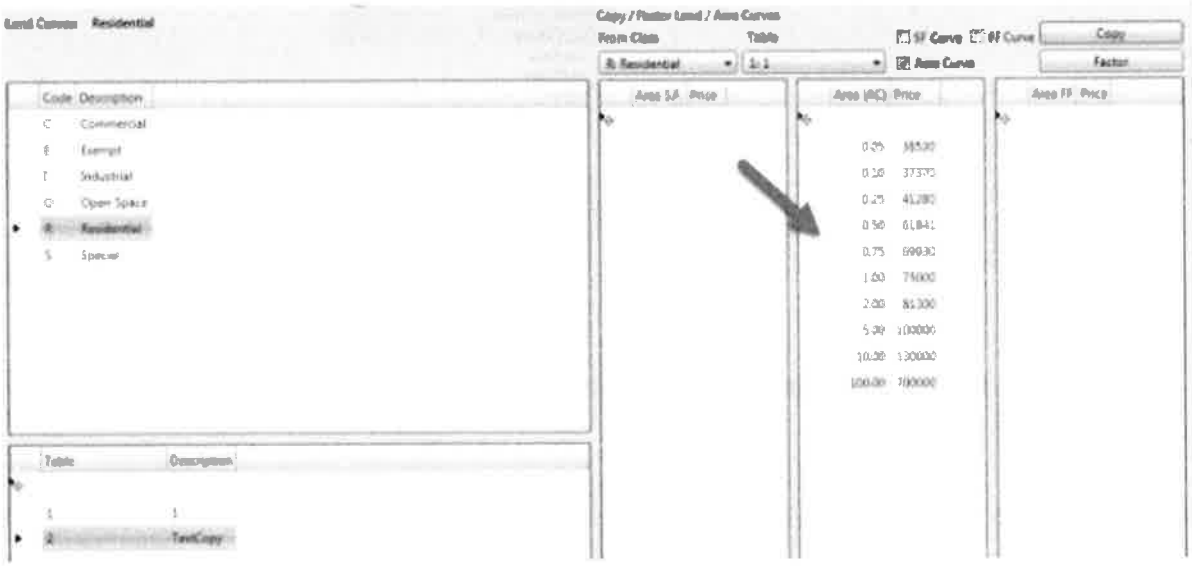
This document outlines the process to copy and factor the land valuation curves.

1. Open the Vision CAMA application.
2. Navigate to Table Maintenance > Land Tables > Land Curve Table

3. Identify the Target Land Class and Table ID for update.

4. In the **Copy / Factor Land / Acre Curves** section, select the Source land class, table, and desired curves. Once selected, click Copy.

5. The target curve(s) are then populated with the curves identified in step 4.

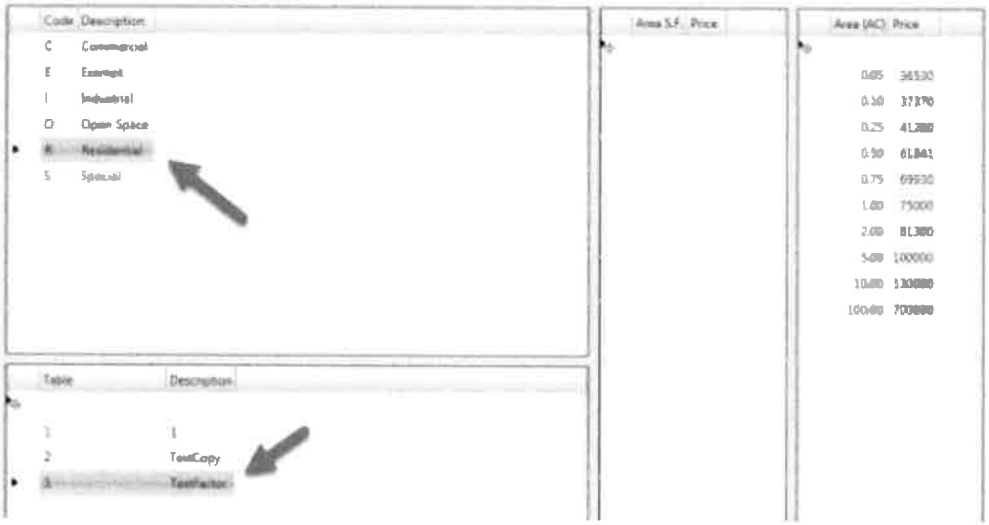


6. To accept the changes, click Apply at the bottom right hand corner of the screen. To undo changes, click Revert.

Land Curve Factoring

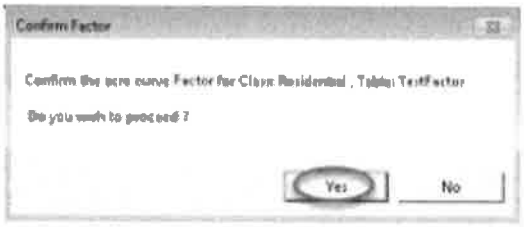
1. Open the Vision CAMA application.
2. Navigate to Table Maintenance > Land Tables > Land Curve Table

3. Identify the Target Land Class and Table ID for update.

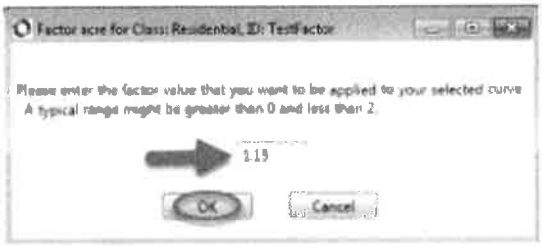


4. In the **Copy / Factor Land / Acre Curves** section, select the land class, table, and curves to factor, then click Factor.

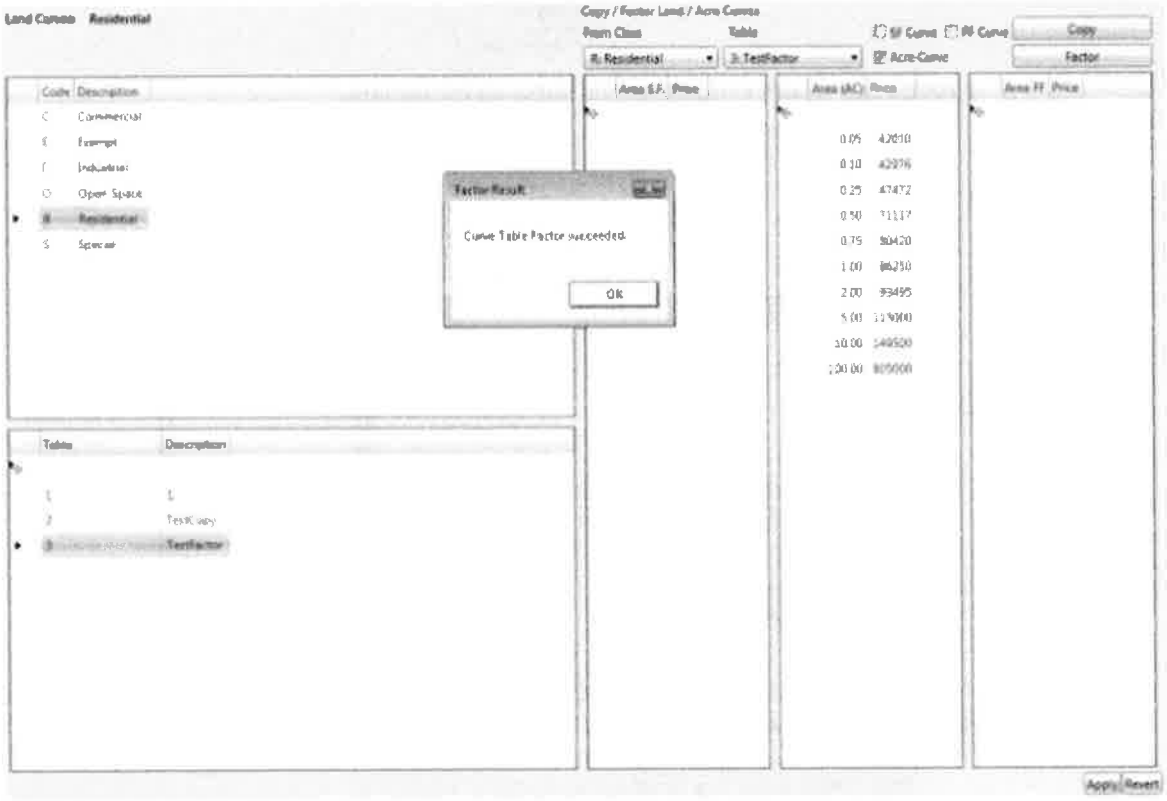
5. Review the confirmation prompt and click Yes to proceed.



6. Enter the desired factor for the target curve(s) and click OK.



7. Review the updated curve(s) and click OK. Then click Apply at the bottom right hand corner of the screen to accept changes, or Revert to undo.



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Land Valuation Basics

This document outlines the foundational elements of Vision Land Valuation.

Disclaimer

⚠ Please note that any alterations to the Land Tables will impact parcel valuation. There is no undo button to roll back changes once applied. Please verify that a valid database backup is in place prior to altering land tables. Additionally, you may wish to print land rate reports for reference before making changes. To do so, navigate to CAMA > Reports > Rate Files > Building and Land Rates, then select the desired reports under Land Reports, then click View Report. The existing land curves may be printed by navigating to CAMA > Reports > Rate Files > Land Curve Report, then selecting the desired criteria and clicking View Report.

Before We Begin

This documentation provides a basic overview of standard land valuation methods available in the Vision CAMA system and does not cover each potential configuration. Methodology for Special Use and Alternate Land pricing, which addresses valuation of special land including Farm, Forest, Pasture, etc. is excluded from this document. For advanced valuation, configuration assistance, or additional information please contact Customer Support.

Gathering Land Valuation Components

The Vision CAMA promotes various land valuation configurations. To follow methodology for a specific parcel or land line, it is advised that the user collect the following information as these items are referenced throughout this documentation.

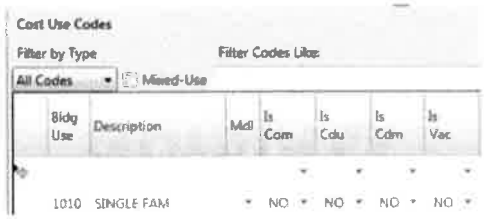
Land Unit Type: Valuation methods are based largely in part on the unit type selected for each land line. The unit type may be viewed on the Classification and Land Screen.

Land Use Code: This is the use code assigned to the subject land line on the Classification and Land Screen.

Land Class: After identifying the land use code, navigate to Table Maintenance > Land Tables > Land Use and locate the code in the table. The Land Class column shows the land class assigned to the use code.

Building Use: While in Table Maintenance > Land Tables > Land Use, note the Primary Building Use code. (This item is shown in the above screen shot)

District: Navigate to Table Maintenance > Building Tables > Cost Use Codes and locate the Primary Building Use Code identified in the previous step. Note the 'Is Com', 'Is Cdu', 'Is Cdm', and 'Is Vac' flags.



If 'Is Com' is Yes, the commercial district / neighborhood is used.

If either 'Is Cdu' or 'Is Cdm' is Yes, the condo district / neighborhood is used.

If 'Is Vac' is Yes and the Land Class is R, the residential district / neighborhood is used.

If 'Is Vac' is Yes and the Land Class is not R, the commercial district / neighborhood is used.

If all Is flags are No, the residential district / neighborhood is used.

Parcel Assessing Neighborhood / District: Navigate to Parcel > Legal Information > Account Information: Assessing Neighborhoods and identify the appropriate district field based on the District explanation above.

Sub Neighborhood: On the Parcel > Classification and Land Information Screen, identify the Sub Neighborhood in the Land Valuation Neighborhoods section. If the Land Class is R, the parcel uses the residential sub neighborhood, otherwise the commercial sub-neighborhood is used.

Land Report

The Land.dat is a land valuation report outlining the land calculations for the current parcel. To access this report, select Utilities > Recalc Parcels > Recalc Reports > Land Report. The calculation report will display in a separate window, showing the complete calculation for each land line based on the current database configuration.

Land Pricing Methods

The subsequent sections detail the various land pricing methods in the Appraisal Vision CAMA software.

Land Curve Pricing

The primary land pricing methods used by Vision clients are the square foot and acre land curve pricing. The Vision CAMA allows for varying degrees of granularity in development and assignment of land curves. Square Foot curve pricing is selected by setting the land unit type to 'SF'. Acre pricing is selected by setting the land unit type to 'AC'. For acreage, also make sure that Use Acre Curve is enabled in ADMIN > Table Maintenance > Parameters Tables > Valuation Switches: Land Calculation Switches. Additionally, the system defaults to use of land line acres for unit price calculation, but enabling 'Use Total Acres for Acre Curve' will use the Total Acres for unit price calculations.

The Land Curves

Land Curves are configured in CAMA > Table Maintenance > Land Tables > Land Curve Table. One or more curves may be configured for each land class.

*Note – If Mitas Land Curve by Site Index is enabled in ADMIN > Table Maintenance > Parameters Tables > Valuation Switches: Land Calculation Switches, only the Residential and Commercial land curves are used in valuation. The residential curve is selected when a numeric site index is applied to the land line. The commercial curve is selected when an alpha site index is applied to the land line.

The image above shows a sample land curve screen. The top left pane shows the available land classes for which curves may be established. The bottom left pane indicates the available curves within that class. Each class used should have at least one 'Table' entry. The default entry is typically Table 1. Once the Land Class and Table ID are selected in the left panes, the right panes will display the associated Square Foot and Acre curves.

The land curve is calculated using interpolation and is based on the economy of scale. The user may enter as many or as few size/price points in the curve as desired so long as there is a 1 acre price in the acre curve, and a 43560 price in the square foot curve. When developing a curve, it is recommended that the user run the Land Curve Report (CAMA > Reports > Rate Files > Land Curve Report) to ensure no pricing anomalies are present in the calculation.

Finding the Curve

To calculate the land price before adjustments, first identify the land curve linked to the land line. To do so, locate the necessary components outlined in the Gathering Land Valuation Components section of this document.

After locating initial valuation components, determine if the Assessing Neighborhood is part of a Region. Navigate to Table Maintenance > Land Tables > Regions. Look for the Assessing Neighborhood in the table and note the assigned Region Code if present. *Note - This table setup is optional, and unused by many clients.

Next, navigate to Table Maintenance > Land Tables > Assessing Neighborhood Base Rates. Select the appropriate Land Class from the dropdown at the top of the screen.

In the left pane, select the appropriate Region Code if applicable, otherwise select the identified Assessing Neighborhood. The Base Rates by Neighborhood window will display all entries for that Land Class / Assessing Neighborhood combination. Most databases will show a single entry with a Sub Neighborhood of A. If multiple Sub Neighborhoods are used, locate the row with the appropriate Sub Neighborhood as indicated by parcel data.

Upon identification of the target row in Assessing Neighborhood Base Rates, note the Table ID in the SF Curve, and Acre Curve columns. This information indicates the Land Curve Table ID used for valuation.

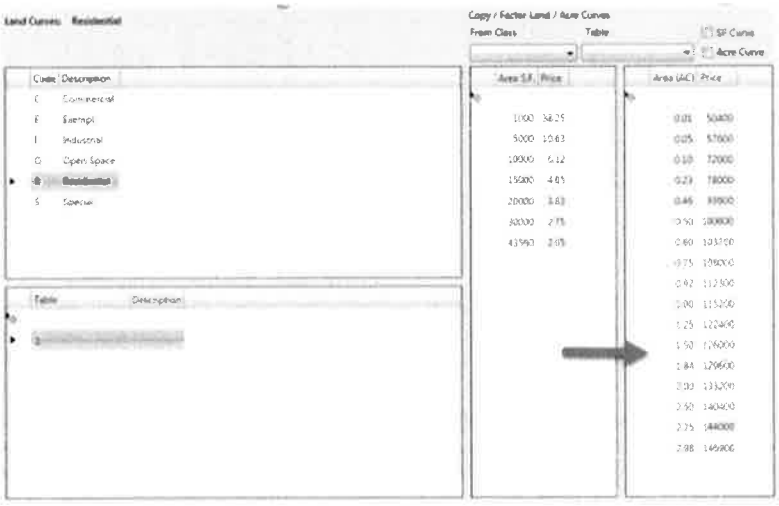
The Land Curve Equation

((LOW UNIT * LOW UNIT PRICE) + (((HIGH UNIT * HIGH UNIT PRICE) - (LOW UNIT * LOW UNIT PRICE)) * (TOTAL UNITS - LOW UNITS) / (HIGH UNITS - LOW UNITS))) / TOTAL UNITS

The above formula is used to calculate the land line value prior to any adjustments when either Square Foot or Acre pricing is used. The next section will walk through a sample land line calculation. For the sample line, the parcel is using the residential land class, and is set to use Table ID 1 for both the Acre and Square Foot Land Curves.

Sample Land Line:

Appropriate Land Curve Screen for Parcel/Land Line:



For the sample, the Unit Type is AC, so the calculation is based on the Acre Curve.

The subject lot size is 1.75 Acres which falls between 1.50 and 1.84 in the Acre Curve. Therefore, 1.50 is the Low Unit, 126000 is the Low Unit Price, 1.84 is the High Unit, and 129600 is the High Unit Price. The 1 Acre Price is 115200. This data is used to determine the land line price before adjustments as outlined in the calculations below.

The formula broken down:

Land Price = (LOW UNIT PRICE + ((HIGH UNIT PRICE - LOW UNIT PRICE) * ((TOTAL UNITS - LOW UNITS) / (HIGH UNITS - LOW UNITS)))) / TOTAL UNITS

Land Price = (126000 + ((129600 - 126000) * ((1.75 - 1.50) / (1.84 - 1.50)))) / 1.75

Land Price = (126000 + (3600 * 0.7352941176)) / 1.75

Land Price = (126000 + 2647.05882336) / 1.75

Land Price = 128647.05882336 / 1.75 = 73512.60504192

Influence Factor = Land Price / 1 Acre Price

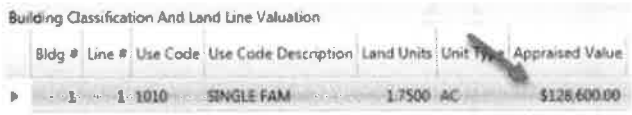
Influence Factor = 73512.60504192 / 115200

Influence Factor = 0.6381302521

Land Line Value (before any adjustments) = Lot Size * 1 Acre Price * Influence Factor

Land Line Value = 1.75 * 115200 * 0.6381302521

Land Line Value = **128,600** (Rounded per database settings)



Building Lot Pricing

Building lot pricing is used when the user must assign a value based on the number of building lots. This is done by entering the number of building lots in the land unit field and setting the land unit type to 'BL'. Base building lot pricing and standard lot size information is set for each assessing neighborhood and may vary by land class.

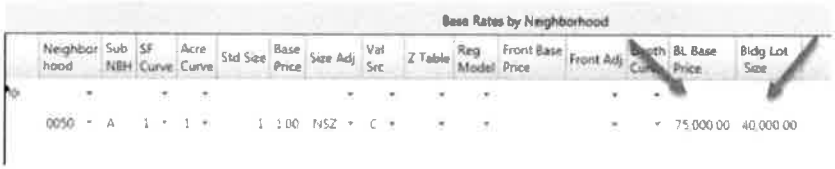
Building Lot Table Setup

After locating initial valuation components outlined in the Gathering Land Valuation Components section of this document, determine if the Assessing Neighborhood is part of a Region. Navigate to Table Maintenance > Land Tables > Regions. Look for the Assessing Neighborhood in the table and note the assigned Region Code if present. *Note - This table setup is optional, and unused by many clients.

Next, navigate to Table Maintenance > Land Tables > Assessing Neighborhood Base Rates. Select the appropriate Land Class from the dropdown at the top of the screen.

In the left pane, select the appropriate Region Code if applicable, otherwise select the identified Assessing Neighborhood. The Base Rates by Neighborhood window will display all entries for that Land Class / Assessing Neighborhood combination. Most databases will show a single entry with a Sub Neighborhood of A. If multiple Sub Neighborhoods are used, locate the row with the appropriate Sub Neighborhood as indicated by parcel data.

Upon identification of the target row in Assessing Neighborhood Base Rates, note the BL Base Price and Bldg Lot size columns. The BL Base Price is the land unit price used when 'BL' is selected as the land unit type. The optional Bldg Lot Size column allows the user to enter the square footage for a building lot which is included in the total lot size calculation.



The Building Lot Equation

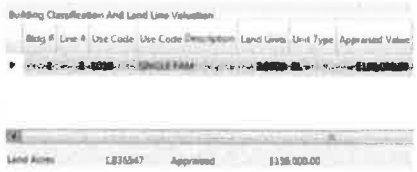
TOTAL UNITS * BL Base Price

The above formula is used to calculate the land line value prior to any adjustments when Building Lot pricing is used. The next section will walk through a sample land line calculation. For the sample line, the parcel is using the residential land class, and is set to use $75,000 as the BL Base Price.

Land Line Value (before any adjustments) = TOTAL UNITS * BL Base Price

Land Line Value = 2 * 75000

Land Line Value = **$150,000** (Rounded per database settings)



Linear Foot Pricing

Linear foot pricing allows the user to assign a unit price based on linear footage of frontage or waterfront. This is done by entering the total number of linear feet in the land unit field and setting the land unit type to 'FF' for Front Footage, or 'WF' for Water Front. The unit price for this methodology is not table driven, therefore the site index must be set to '0' before assigning a unit price.

***Note** – Unit prices may be set individually, through the Mass Update utility, or through the Change Unit Prices utility.

The Linear Foot Equation

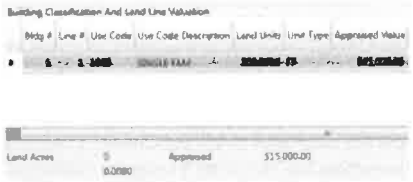
TOTAL UNITS * Unit Price

The above formula is used to calculate the land line value prior to any adjustments when Linear Foot pricing is used. The section below will walk through a sample land line calculation.

Land Line Value (before any adjustments) = TOTAL UNITS * Unit Price

Land Line Value = 200 * 75

Land Line Value = **$15,000** (Rounded per database settings)



Frontage/Depth Pricing

Frontage/Depth pricing allows for calculation of a unit price per square foot, with adjustments based on land frontage and depth. To utilize this pricing method the unit type must be set to 'FD'.

Finding the Frontage/Depth Pricing Data

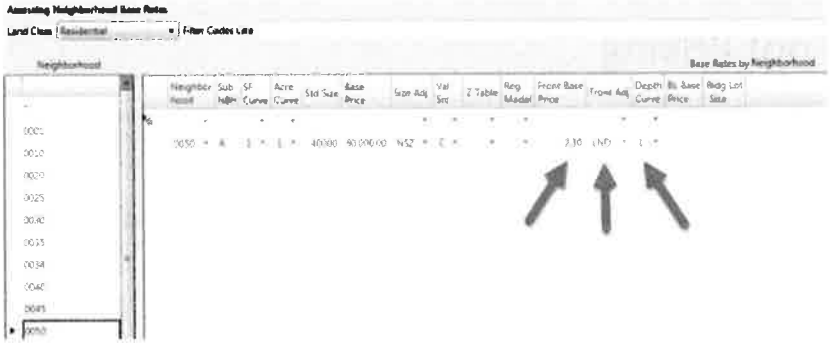
To calculate the land price before adjustments, first identify the base price, frontage adjustment, and depth curve linked to the land line. To do so, locate the necessary components outlined in the Gathering Land Valuation Components section of this document.

After locating initial valuation components, determine if the Assessing Neighborhood is part of a Region. Navigate to Table Maintenance > Land Tables > Regions. Look for the Assessing Neighborhood in the table and note the assigned Region Code if present. *Note - This table setup is optional, and unused by many clients.

Next, navigate to Table Maintenance > Land Tables > Assessing Neighborhood Base Rates. Select the appropriate Land Class from the dropdown at the top of the screen.

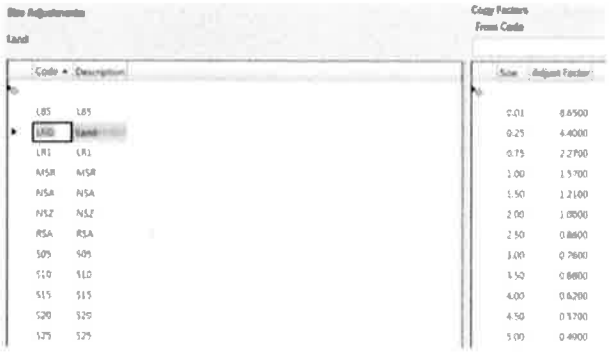
In the left pane, select the appropriate Region Code if applicable, otherwise select the identified Assessing Neighborhood. The Base Rates by Neighborhood window will display all entries for that Land Class / Assessing Neighborhood combination. Most databases will show a single entry with a Sub Neighborhood of A. If multiple Sub Neighborhoods are used, locate the row with the appropriate Sub Neighborhood as indicated by parcel data.

Upon identification of the target row in Assessing Neighborhood Base Rates, note the Front Base Price, Front Adj, and Depth Curve. The Front Base price is the starting unit price, which is subsequently adjusted based on the Frontage Adjustment and the Depth Curve.



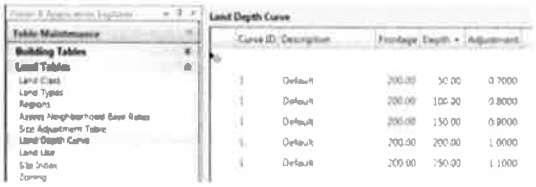
The Frontage Adjustment

Frontage adjustments are configured in CAMA > Table Maintenance > Land Tables > Size Adjustment Table.



The Depth Curves

Depth Curves are configured in CAMA > Table Maintenance > Land Tables > Land Depth Curve.



The image above shows a sample land depth curve screen. One or more depth curve may be entered. Curves are differentiated by their Curve ID. The default entry is typically Curve ID 1.

The Land Depth Curve Equation

Full Calculation: Total Units * (Base Price * Frontage Adjustment * Depth Adjustment)

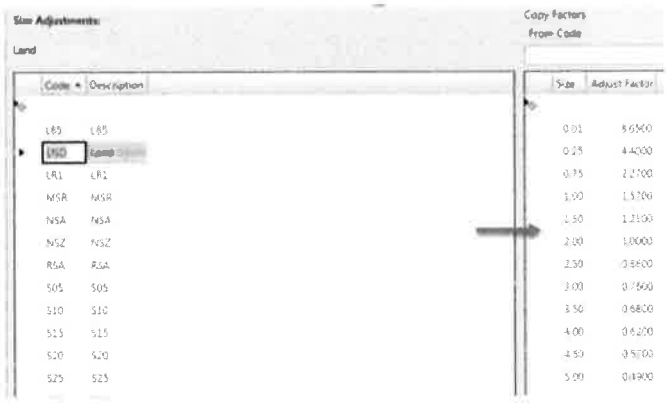
Frontage Adjustment: LOW FACTOR + ((HIGH FACTOR – LOW FACTOR) / ((HIGH SIZE * 100) - (LOW SIZE * 100)) * (ACTUAL FRONTAGE – (LOW SIZE * 100))

Depth Adjustment: ((LOW DEPTH * LOW ADJUSTMENT) + (((HIGH DEPTH * HIGH ADJUSTMENT) - (LOW DEPTH * LOW ADJUSTMENT)) * (ACTUAL DEPTH - LOW DEPTH) / (HIGH DEPTH - LOW DEPTH))) / ACTUAL DEPTH

The above formula is used to calculate the land line value prior to any adjustments when Frontage/Depth pricing is used. The next section will walk through a sample land line calculation. The Assessing Neighborhood Base Rates table is configured to use $2.30 as the Front Base Price, the LND adjustment curve, and Depth Curve ID 1.

Sample Land Line:

Appropriate Frontage Adjustment Screen for Parcel/Land Line:



The subject frontage is 175 feet which falls between 1.50 and 2.00 in the Frontage Curve. (Note that the frontage adjustment table is developed based on Frontage / 100.) Therefore, 1.50 is the Low Frontage, 1.21 is the Low Factor, 2.00 is the High Frontage, and 1.00 is the High Factor. This data is used to determine the Frontage Adjustment as outlined in the calculations below.

Frontage Adjustment: LOW FACTOR + ((HIGH FACTOR – LOW FACTOR) / ((HIGH FRONTAGE * 100) - (LOW FRONTAGE * 100)) * (ACTUAL FRONTAGE – (LOW FRONTAGE * 100))

Frontage Adjustment = 1.21 + ((1.00 – 1.21) / ((2.00 * 100) - (1.50 * 100)) * (175 – (1.50 * 100))

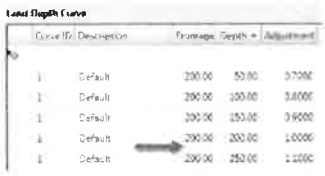
Frontage Adjustment = 1.21 + (– 0.21 / (200 – 150) * (175 – 150))

Frontage Adjustment = 1.21 + (– 0.21 / (50) * (25))

Frontage Adjustment = 1.21 + (– 0.105)

Frontage Adjustment = 1.105

Appropriate Depth Curve Screen for Parcel/Land Line:



The subject depth is 225 feet which falls between 200 and 250 in the Depth Curve. Thus, 200 is the Low Depth, 1.00 is the Low Adjustment, 250 is the High Depth, and 1.10 is the High Adjustment. This data is used to determine the Depth Adjustment as outlined in the calculations below.

Depth Adjustment: ((LOW DEPTH * LOW ADJUSTMENT) + (((HIGH DEPTH * HIGH ADJUSTMENT) - (LOW DEPTH * LOW ADJUSTMENT)) * (ACTUAL DEPTH - LOW DEPTH) / (HIGH DEPTH - LOW DEPTH))) / ACTUAL DEPTH

Depth Adjustment = ((200 * 1.00) + (((250 * 1.10) - (200 * 1.00)) * (225 - 200) / (250 - 200))) / 225

Depth Adjustment = (200 + ((275 - 200) * 25 / 50)) / 225

Depth Adjustment = (200 + (75 * 25 / 50)) / 225

Depth Adjustment = (200 + 37.5) / 225

Depth Adjustment = 237.5 / 225

Depth Adjustment = 1.0555555556

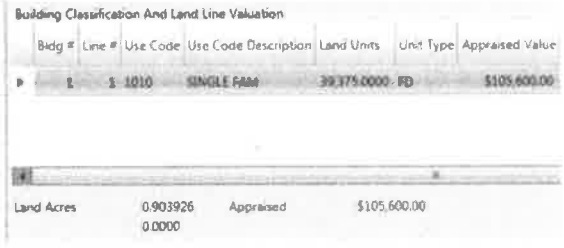
Full Calculation:

Land Line Value (before any adjustments) = Total Units * (Base Price * Frontage Adjustment * Depth Adjustment)

Land Line Value = 39375 * (2.30 * 1.105 * 1.0555555556)

Land Line Value = 39375 * (2.6826944)

Land Line Value = **105,600** (Rounded per database settings)



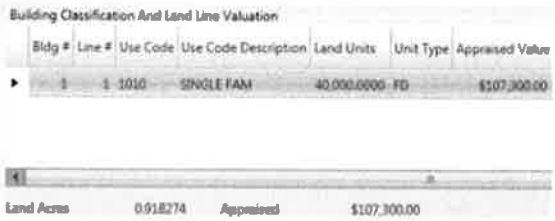
***Note** – The Total Units field is the product of the Frontage and Depth values. This may be overridden for final calculation by checking the 'Override Land Units' box, which will open the Total Units field for manual update.

Land Line Value (before any adjustments) = Total Units * (Base Price * Frontage Adjustment * Depth Adjustment)

Land Line Value = *40000* * (2.30 * 1.105 * 1.0555555556)

Land Line Value = *40000* * (2.6826944)

Land Line Value = **107,300** (Rounded per database settings)

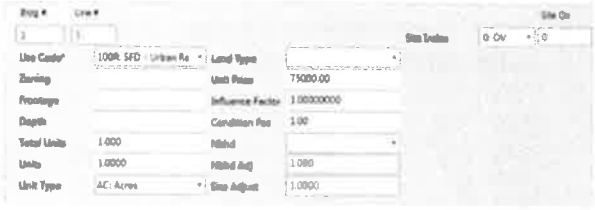


Land Adjustments

The next section outlines the various available land adjustments.

The following simple parcel is used for ease of explanation:

Land Details:



Site Index

The site index table is configured in Table Maintenance > Land Tables > Site Index. The primary function of the site index is to enable/disable table driven land pricing. Adjustments may also be configured based on street ranking, which is often used in jurisdictions lacking clear neighborhood delineation. This may also be used in conjunction with neighborhood factors. The default residential site index is 5, and the default commercial site index is C. Please reference prior notes regarding Mitas Land Curve by Site Index in the Land Curve Pricing section of this document.

Below is a sample Site Index table for demonstration.

When a site index is assigned to a Land Line, the Unit Price and Influence Factor become read only.

For the sample below, the land curve price for 1 acre in this database is $75,000. Because site index 5 has an influence of 1.100, the Unit Price of $75,000 is factored by 1.10 resulting in a final Unit Price of $82,500.

Unit Price Override

Site Index 0 allows for manual pricing when a line requires departure from table driven valuation methods. When the site index is changed to 0, the unit price and influence factor become enabled for user edit.

Be sure to set the Influence Factor to 1 when manually updating the Unit Price.

Neighborhood

The land neighborhood table is configured in Table Maintenance > Land Tables > Neighborhood Factors and allows for land adjustments based on neighborhood delineation.

Some municipalities opt to use the Assessing Neighborhood as the Land Neighborhood. This functionality may be enabled in ADMIN > Table Maintenance > Parameters Tables > Valuation Switches: Land NBHD Matches Assessing NBHD. When this is enabled, the Land Neighborhood field is auto-filled with the Assessing District and the field becomes read only. The user must ensure all Assessing Neighborhood codes are also present in the Neighborhood Factors table to avoid calculation errors. When this option is disabled, the Land Neighborhood field is enabled for user edit. Some jurisdictions opt to assign a neighborhood adjustment to only primary land, where others assign the neighborhood to all land lines. This is ultimately the decision of the municipality.

Below is an excerpt from a sample Neighborhood Factors table for demonstration.

Neighborhood Factors

Code	Description	Nbhd Adj Factor
0001	Sample 1	1.100
0002	Sample 2	0.900

Selecting Sample 1 as the neighborhood for Land Line 1 populates the Nbhd Adj field with 1.1 which matches the adjustment factor from the table. Selecting Sample 2 for Land Line 2 results in a Nbhd Adj of 0.9. Land Line 3 will remain constant with no neighborhood assigned.

With the Neighborhood Factors, the land now calculates as shown below.

Building Classification And Land Line Valuation

Bldg #	Line #	Use Code	Use Code Description	Land Units	Unit Type	Unit Price	Nbhd	Nbhd Adj	Appraised Value
1	1	100R	SFD - Urban Res	1.0000	AC	75,000.00	0001	1.100	82,500.00
1	2	100R	SFD - Urban Res	5.0000	AC	5,000.00	0002	0.900	22,500.00
1	3	100R	SFD - Urban Res	100.0000	AC	500.00		1.000	50,000.00
Land Acres			106		Appraised				$155,000.00

Special Calcs

The Special Calcs table is configured in Table Maintenance > Land Tables > Special Calcs and allows for table driven land line adjustments such as topography, water influence, and utility adjustments.

One or more special calcs may be assigned to each land line, and valuation impact is based on configuration in the Special Calcs table. The sample table below is used for subsequent demonstration. Please note that codes and descriptions used are present for the purposes of demonstration only.

Special Calcs

Code	Unit Type	Description	Affect on Unit Pricing	Does This Affect Total	Price Adjustment	Factor
FCTADJ	*	Factor Total Adjustment	ADJUST	YES	0	0.75
FCUADJ	*	Factor Unit Adjustment	ADJUST	NO	0	0.75
FVTADJ	*	Flat Value Total Adjustment	ADJUST	YES	10,000	1.00
FVTREP	*	Flat Value Total Replace	REPLACE	YES	10,000	1.00
FVUADJ	*	Flat Value Unit Adjustment	ADJUST	NO	10,000	1.00
FVUREP	*	Flat Value Unit Replace	REPLACE	NO	10,000	1.00

Table Explanation:

Code: This is the special calc code.

Unit Type: This indicates for what unit type the code is available. If AC is entered, the calc will only be available for land lines having AC as the unit type. Entering * makes the code available for all land unit types.

Description: This is the special calc description.

Affect on Unit Pricing: This instructs the calculation to either ADJUST or REPLACE the land line value with the table defined value.

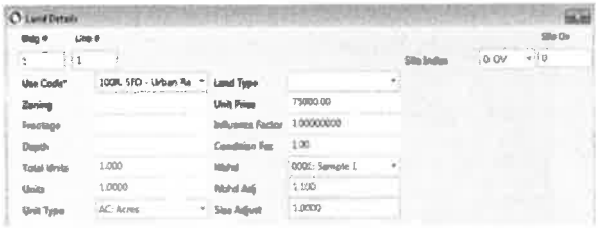
Does this Affect Total: If YES the adjustment impacts the total value, if NO then the adjustment applies to the unit price.

Price Adjustment: Entering a unit price will either ADJUST or REPLACE the indicated value with the value in the Price Adjustment column. If no Price Adjustment is to be used, the column is populated with 0.

Factor: Entering a Factor will adjust the indicated value with the table defined factor. If no Factor is used, the column is populated with 1.0.

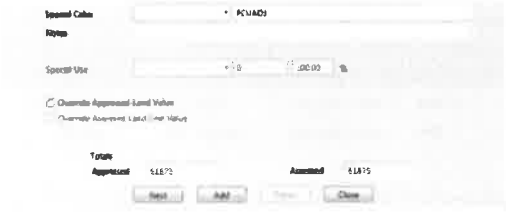
Special Calc Samples

Land Line 1 from the sample parcel with a Neighborhood factor of 1.1 is used for the demonstrations below.



FCTADJ: Factor Total Adjustment (Factor applied to the Total Appraised Value)

FCUADJ: Factor Unit Adjustment (Factor applied to the Unit Price)



FVTADJ: Flat Value Total Adjustment (Total Value adjusted by the Price Adjustment)

FVTREP: Flat Value Total Replace (Total Value replaced with Price Adjustment)

FVUADJ: Flat Value Unit Adjustment (Unit Price adjusted by Price Adjustment)

FVUREP: Flat Value Unit Replace (Unit Price replaced with Price Adjustment)

FVUREP & FCUADJ: Flat Value Unit Replace & Factor Unit Adjustment

Note – Special Calc rounding precision may be set in ADMIN > Table Maintenance > Parameters Tables > Rounding.

Property Factor Adjustments

Property Factor Adjustments allow for property factors assigned at the parcel level to impact land line calculations. These adjustments are configured in Table Maintenance > Land Tables > Property Factors.

Table Explanation:

Code: This is the property factor code.

Description: This is the property factor description.

% Adjustment: This is the adjustment factor if 'Is $ Adjustment' is unchecked.

$ Adjustment: This is the adjustment amount if 'Is $ Adjustment' is checked.

Is $ Adjustment: Indicates whether an adjustment factor or dollar amount is applied.

Apply to Total: If checked the adjustment impacts the total value, if unchecked then the adjustment applies to the unit price.

Land Line 1 Only: If checked, the adjustment only applies to Land Line 1. If unchecked, the adjustment applies to all land lines.

Apply to Res: If checked, the factor applies to Residential parcels.

Apply to Com: If checked, the factor applies to Commercial parcels.

Apply to Condo: If checked, the factor applies to Condo parcels.

Apply to Main: If checked, the factor applies to Condo Main parcels.

Apply to Vacant: If checked, the factor applies to Vacant parcels.

Property Factor Sample

The image below shows the sample parcel when Code 14: Topo Adj Sample is selected as Property Factor 1. Note that only the Land Line 1 total is impacted by the code as per table settings.

Building Classification And Land Line Valuation

Bldg #	Line #	Use Code	Use Code Description	Land Units	Unit Type	Unit Price	Appraised Value
1	1	100R	SFD - Urban Res	1.0000	AC	75,000.00	97,500.00
1	2	100R	SFD - Urban Res	5.0000	AC	5,000.00	25,000.00
1	3	100R	SFD - Urban Res	100.0000	AC	500.00	50,000.00
Land Acres		106		Appraised			$172,500.00

The next sample shows the impact of adding Code 02: Gravel to the Street/Road property factor.

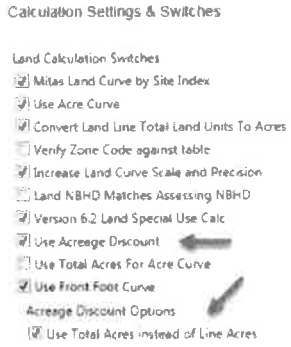
Code	Description	% Adjustment	$ Adjustment	Is $ Adjustment	Apply to Total	Land Line 1 Only	Apply to Res
00	N/A	1.000		☐	☐	☐	☐
01	Paved	1.000		☐	☐	☐	☐
02	Gravel	1.000	-5.000	☑	☑	☐	☑

Building Classification And Land Line Valuation

Bldg #	Line #	Use Code	Use Code Description	Land Units	Unit Type	Unit Price	Appraised Value
[illegible]	1	100R	SFD - Urban Res	1.0000	AC	75,000.00	82,500.00
1	2	100R	SFD - Urban Res	5.0000	AC	5,000.00	20,000.00
1	3	100R	SFD - Urban Res	100.0000	AC	500.00	45,000.00
Land Acres		106		Appraised			$157,500.00

Acreage Discount

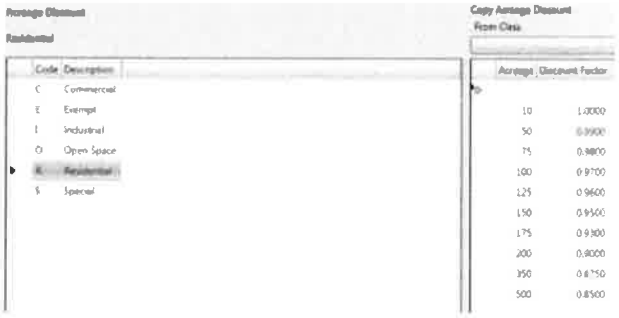
Acreage Discount Factors provide adjustments based on lot size. This is enabled in ADMIN > Table Maintenance > Parameters > Valuation Switches: Use Acreage Discount. Once enabled, determine if acreage discount factors will be applied based on Total Acres, or individual Line Acres. The system defaults to Line Acres but enabling 'Use Total Acres instead of Line Acres' allows the application of the discount factor to all approved lines when the total acreage warrants adjustment based on table configuration. Individual Land Lines may be excluded from acreage discount by checking 'Exclude from Acreage Discount' in the Land Details screen.



The Acreage Discount Table

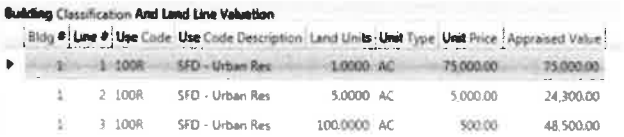
Acreage Discount Factors are configured by Land Class in CAMA > Table Maintenance > Land Tables > Acreage Discount.

***Note** – The Acreage Discount factor is applied based on table entries, not interpolation. This means that if the subject acreage falls between two table entries, the closest table entry less than or equal to the subject acreage is used for discount factor assignment. Based on the sample table shown below, a subject having 115 Acres will receive an acreage discount of 0.97.*



Acreage Discount Sample

The image below shows the valuation when 'Use Total Acres instead of Line Acres' is enabled in Admin. The parcel has a total of 106 acres, resulting in an acreage discount adjustment of 0.97. Additionally, Land Line 1 is excluded from Acreage Discount, therefore the factor is only applied to land line 2 and land line 3.

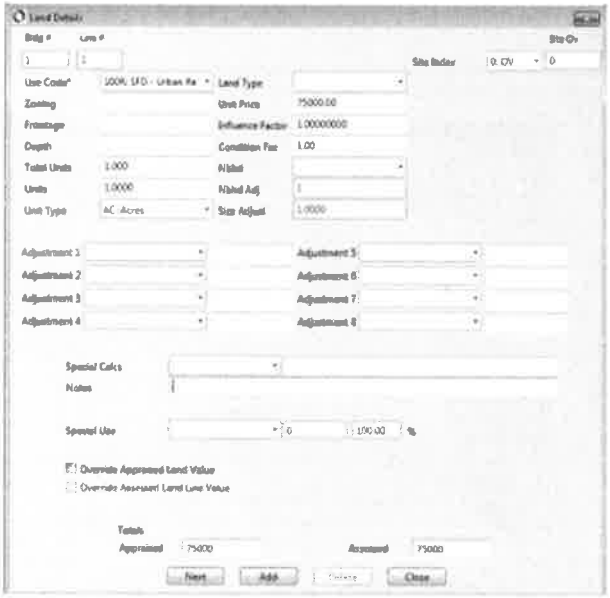


Bldg #	Line #	Use Code	Use Code Description	Land Units	Unit Type	Unit Price	Appraised Value
1	1	100R	SFD - Urban Res	1.0000	AC	75,000.00	75,000.00
1	2	100R	SFD - Urban Res	5.0000	AC	5,000.00	24,300.00
1	3	100R	SFD - Urban Res	100.0000	AC	500.00	48,500.00

Price Adjustments

Price adjustments allow for assignment of up to eight free-form adjustments to each land line. These adjustments are enabled first in ADMIN > Table Maintenance > Parameters Tables > General by checking the boxes next to the desired 'Use Lnd * as PriceAdj', then entering the maximum value in the associated Max Val field. Once enabled, navigate to ADMIN > Configurations of Vision 8 > Real Estate > Land Details and assign labels, a pick key, and a sort order to each desired field.

Once enabled, the adjustment fields appear on the Land Details screen.



Adjustment fields are paired. The first field allows for selection of an adjustment type or note from the assigned pick list. The second field stores the desired adjustment.

When multiple adjustments are applied to a land line, they are multiplied together to obtain the Total User Value Adjustments, which is then used in the Total Adjustment Calculation. The relevant portion of the Land.dat showing the adjustment calculation is shown below.

```
User Value Adjustments 1 = 1.50
**********
User Value Adjustments 2 = 0.90
**********
User Value Adjustments 3 = 1.10
**********
User Value Adjustments 4 = 0.75
**********
Total User Value Adjustments = 1.11375000
```

Condition Factor

The condition factor field allows for manual entry of an adjustment factor. This is typically done when an atypical adjustment is warranted, and alternate adjustment methods do not work. Users then document the adjustment in the Notes field.

Putting Adjustments Together

The next section outlines the land calculation when multiple adjustments are combined. The following sample focuses on Land Line 1 with the following criteria:

1 Acre Land Curve Unit Price: $75,000

Neighborhood 0002: Factor 0.90

Site Index 5: Factor 1.10

Acreage Discount Factor: 0.97

Special Calc FCUADJ: Factor 0.75

Special Calc FVTADJ: Adjustment $10,000

Price Adjustment 1: Factor 1.05

Price Adjustment 2: Factor 1.15

Topo 1 Code 14: Factor 1.30

Street/Road Code 02: Adjustment -$5,000

Detailed calculation for Land Line 1 above derived from the land.dat report:

Land Use Code = 100R
Base District = 0001
****
Find the region for a group and district
Land Group = R
Region = District, Region not defined
Base Sub District = A
Z Contour = 0.0000
District Standard Size = 1
District Base Price Size = 1.00
District Size Adjustment = NSZ
Land group based Value Source = C
****
Calculate the land unit price using site index land curve method
Initial Curve Class R
Land Curve by Site Index Option
Site Index 5 New Curve Class R
Initial Unit Price 82500.00
Interpolate/Extrapolate from curve table id 1
Calculate Acre Land Curve
Entered Units 1.0000
Entered Unit Price 82500.00
Get 1 Acre Price
1 Acre Price for Acre Curve = 75000
Exact Match Found
Land Price 75000
Unit price is shown as whole acre price
New Land Price 75000 * 1.100
New Land Price 82500.000

New Unit Price 82500.000
New Influence Factor 82500.000 / 82500.000
New Influence Factor 1
District pricing based unit_type value = 82500.000
****
Special Calc FCUADJ adjusts unit price
Special Calc FCUADJ adjusted unit price = unit price (82500.00) + Adjustment (0) * Factor (0.75)
Special Calc FCUADJ adjusted unit price = 61875.00
Total property factor adjustment = Line 1 only adjustments (1.300) * Other adjustments (1)
Total property factor adjustment = 1.300
Unit price with property factor adjustments applied = 61875.0000 * 1*1.300
Unit price with property factor adjustment applied = 80437.5000000
Unit price with property factor sum adjustment applied = 61875.0000 + Line 1 Only (0) + Other Adjustments (0)
Unit price with property factor sum adjustment applied = 61875.0000
Acreage discount 0.9700
Acreage discount based on 106.0000 line acres
User Value Adjustments 1 = 1.050
****
User Value Adjustments 2 = 1.150
****
Total User Value Adjustments = 1.207500
****
Total adjustment a = 0.9700 * 1 * 1.02 * 0.900 * 1.207500
Total adjustment a = 1.075230450000000
Land Value = 86486.40000000000 * 1.0000
Land Value Rounded = 86500
****
Special Calc FVTADJ adjusts total land price
Special Calc FVTADJ adjusted total land = land price (86500) + Adjustment (10000) * Factor (1.00)
Special Calc FVTADJ adjusted total land = 96500.00
Special Calc Land Value = 96500
****
Total Value factor adjustment = Line 1 only adjustments (1) * Other adjustments (1)
Total Value property factor adjustment = 1
Total Value with property factor adjustments applied = 96500 * 1*1
Total Value with property factor adjustment applied = 96500
Total Value with property factor sum adjustment applied = 96500 + Line 1 Only (0) + Other Adjustments (-5000)
Total Value with property factor sum adjustment applied = 91500

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How To Add a Sub-Area Code for Sketches

This document demonstrates how to add new sub-area codes to Vision for use in the Sketch tool.

From the left-hand menu tree in CAMA select Table Maintenance > Building Tables > Subareas.

The screen will display two panes. The left-hand pane contains the list of available codes for use in the sketch module. The right-hand pane displays the valuation configurations for the code selected in the left-hand pane. The subarea code is available to all model types listed in the Model column of the left-hand pane. Appraisal Vision allows classic effective area pricing or the square foot pricing option for each subarea code / model combination.

Effective % reflects the percent of the subarea's calculated gross area that will be applied to value if **Use Square Foot Price** is unchecked.

SFLA reflects the percent of the subarea's gross area that is calculated as living area. This total does not impact valuation unless configured to do so through the Cost Model.

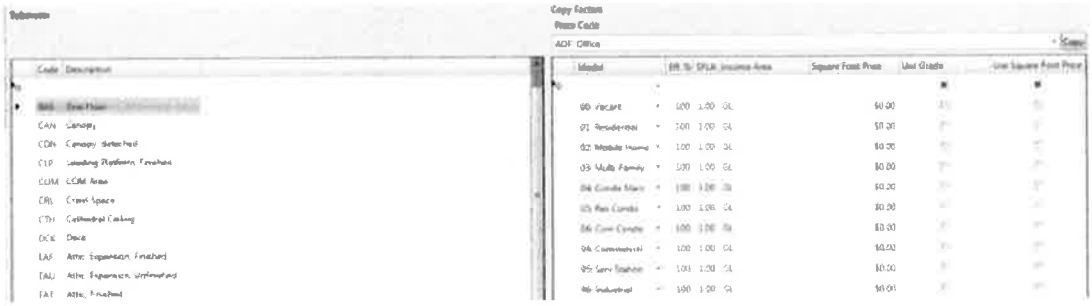
Square Foot Price denotes the unit price multiplied by the subarea's gross area which is added to the value calculation if **Use Square Foot Price** is checked.

Use Grade indicates whether the subarea value is impacted by Grade factors and other multipliers present in the cost model when ***Use Square Foot Price*** is checked. When **Use Grade** is checked, the value is added prior to applying multipliers. When unchecked, the value is added after application of multipliers.

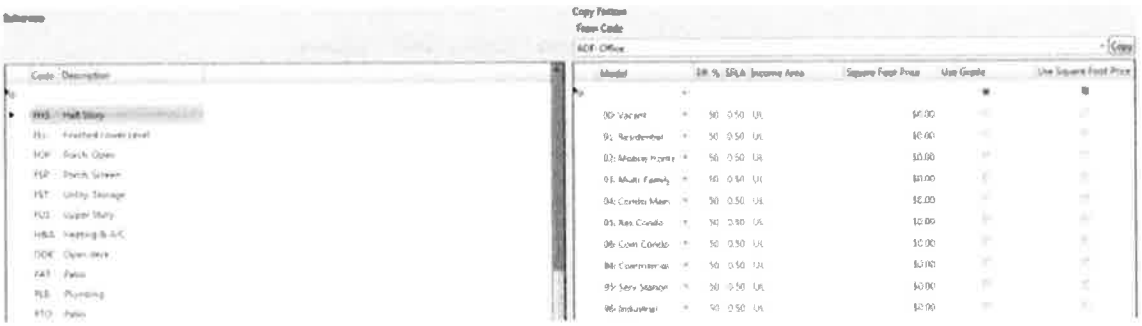
Classic Effective Area Pricing

*For this method, the **Use Square Foot Price** is unchecked. Any data listed in the **Square Foot Price** or **Use Grade** columns will not be included in the building valuation.

The first example below demonstrates the sample configuration for **Code** BAS (First Floor Finished). It is applicable to all model types, will value at 100% of the gross area per the **Eff. %** column, and the **SFLA** column indicates that it calculates living area at 100% of the gross area.



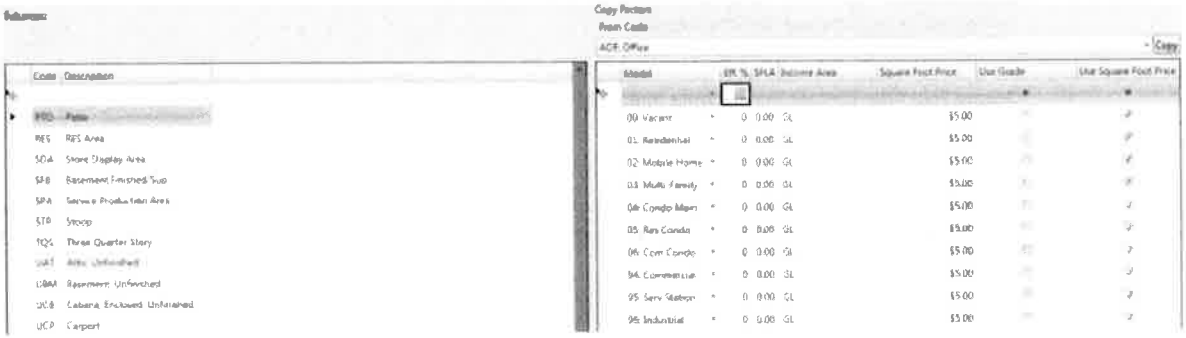
The second example FHS (Half Story) is also available for all model types but lists an **Eff. %** of 50, resulting in 50% of the gross area applied to the base rate. The **SFLA** column indicates that 50% of the gross area is added to the square foot of living area total.



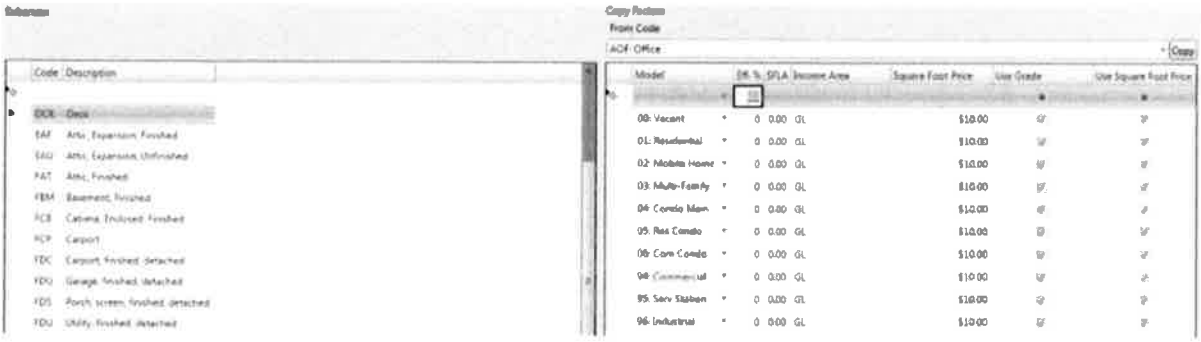
Square Foot Pricing

*For this method, the **Use Square Foot Price** is checked. Any data listed in the **Eff. %** column will not be included in the building valuation.

The first example shows the configuration for **Code** PTO (Patio). It is applicable to all model types, will value at $5 per square foot of calculated gross area per the **Square Foot Price** column, and the value is not impacted by any multiplier cost models because **Use Grade** is unchecked. The **SFLA** column indicates that no area is added to the SFLA total for this subarea.

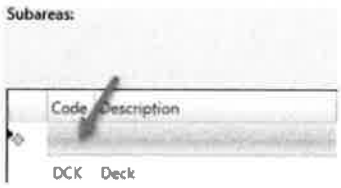


The second example shows the configuration for **Code** DCK (Deck). It is applicable to all model types, will value at $10 per square foot of calculated gross area per the **Square Foot Price** column, and the value is affected by multiplier cost models because **Use Grade** is checked. The **SFLA** column indicates that no area is added to the SFLA total for this subarea.

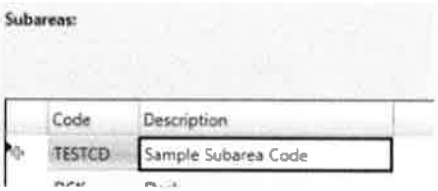


Adding a Subarea Code

Click in the **Code** field next to the plus sign (+) at the top left-hand corner of the left-hand pane.



Then Enter the **Code** (up to 6 characters) and a **Description** (up to 40 characters)

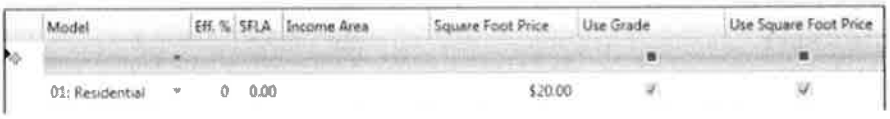


With the new **Code** selected in the left-hand pane, enter the desired factors in the right-hand pane. Create one entry for each **Model** for which the code is permitted.

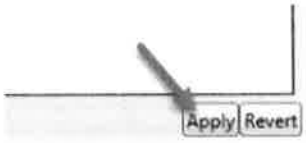
Use the drop-box provided to select the appropriate **Model** type.

If using *Classic Effective Area Pricing* for this **Code** and **Model**, uncheck **Use Square Foot Price**, then enter the **Eff. %** factor, and **SFLA** factor.

If using **Square Foot Pricing** for this **Code** and **Model**, check **Use Square Foot Price**, enter the **SFLA** factor, the **Square Foot Price** (rate), and then indicate if the value will **Use Grade** factors and other multipliers configured in the cost model.

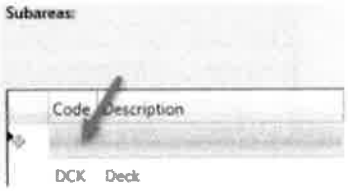


Click **Apply** in the lower right-hand corner of the screen to save the new code.

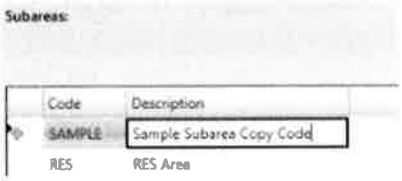


Note: Factors may also be copied from an existing subarea code as demonstrated below.

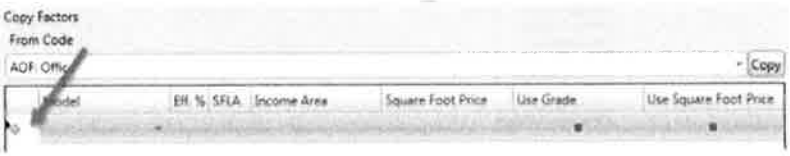
Click in the **Code** field next to the plus sign (+) at the top left-hand corner of the left-hand pane.



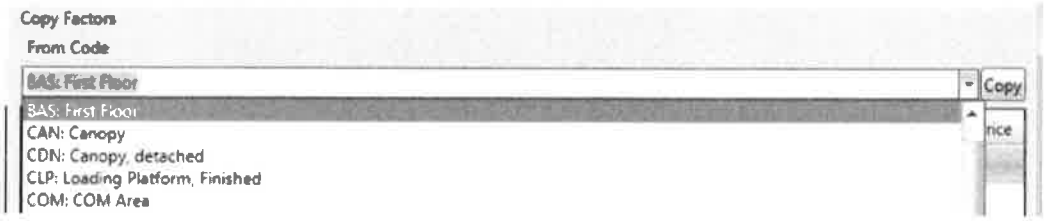
Then Enter the **Code** (up to 6 characters) and a **Description** (up to 40 characters)



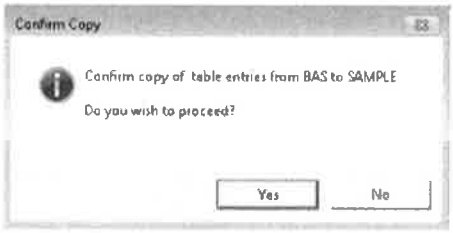
With the new **Code** selected in the left-hand pane, select the row with the plus sign (+) in the right-hand pane.



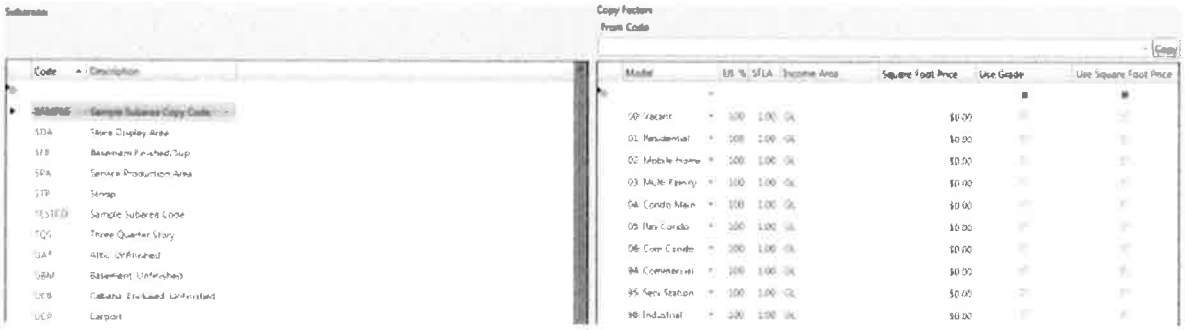
In the **From Code** drop-box, select the source code containing the factors you wish to copy to the **Code** selected in the left-hand pane and click **Copy**.



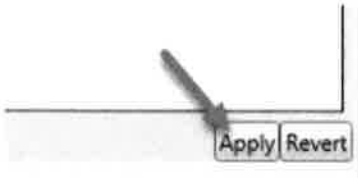
Review the source and target codes for the update and click **Yes** to proceed.



The new **Code** factors now match the source factors.

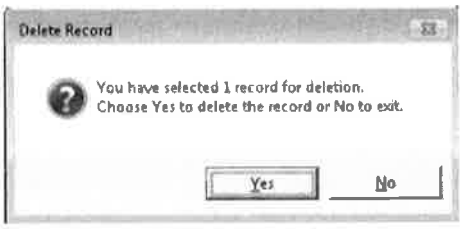


Click **Apply** in the lower right-hand corner of the screen to save the new **Code**.

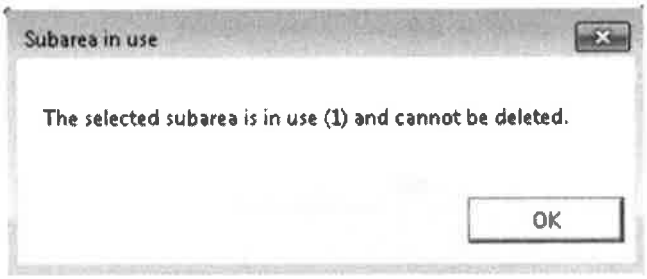


Note: To remove an entry from a table, highlight the record and select the **Delete** key on the keyboard. A confirmation message will appear. Choose Yes to delete the record, or No to cancel the deletion.

Warning: Deletion of codes in use in the CAMA application may result in undesired value changes. Please ensure you have a valid database backup prior to deletion.



If Yes is selected but the Subarea **Code** is in use, a message will appear indicating that the subarea cannot be deleted. Parcels using the indicated subarea code may be located using the report wizard.



Note: The **Delete** process works the same way, whether deleting a Subarea code entirely, or any individual Factor assigned to a Subarea code

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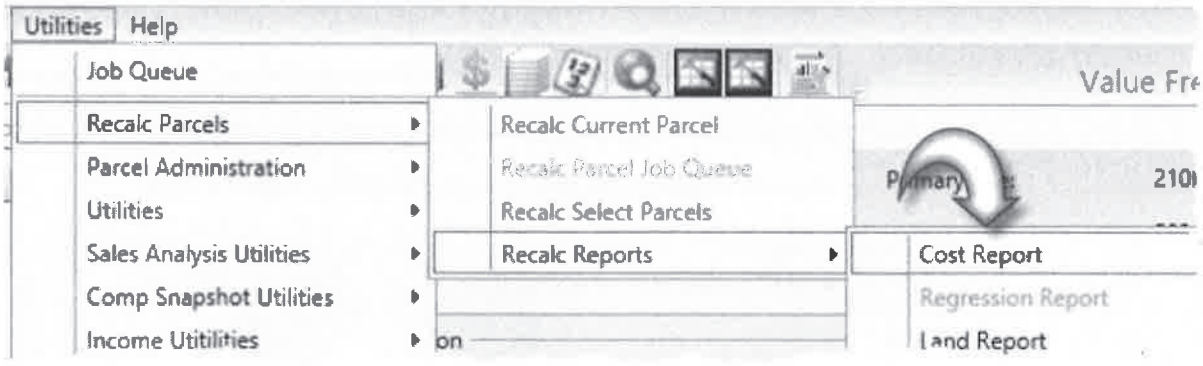
Understanding the Building Size Curve Calculation

This document will explain the Table Maintenance, Building Tables, Size Curve Calculation. This document, in conjunction with the associated spreadsheet, demonstrates the size curve calculation.

1. Go to the **Utilities > Recalc Parcels > Recalc Reports > Cost Report**.



2. This will open to the **Cost Report** screen. This screen shows the calculated **Size Adjustment.**

OUTPUT FROM NEW COST MODELING ENGINE
REPORT GENERATED ON 13-Jan-2016 AT 07:38

**********Building #1 Calc Start**********
Cost Calculation for pid, bid = 12779, 12779
Account Number = 046B600NN01000
Use Code = 210R
Cost Rate Group = SIN
Model ID: = P01

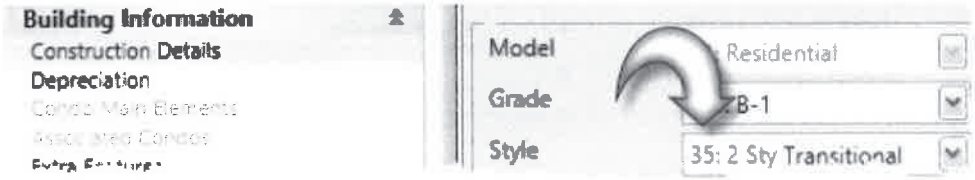
Section #1
Section Use: Single Family
Base Rate: 54.33
Size Adjustment: 1.05463
Effective Area: 2750

*Note – To more easily follow the steps below, please reference the associated Excel document: V8_Misc_Calcs.xlsx.

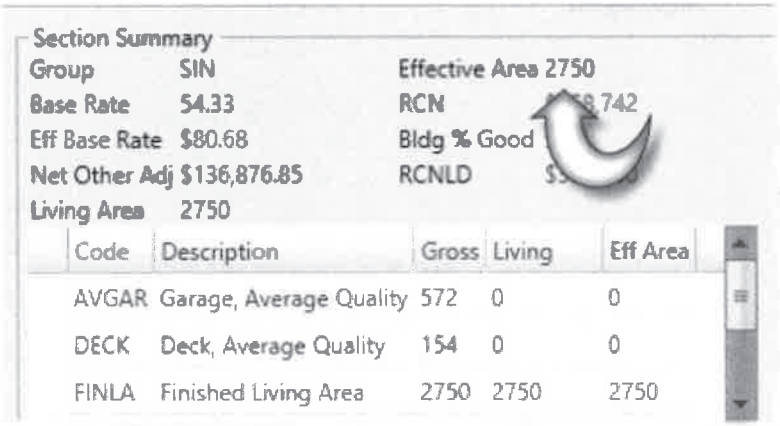
A screen shot of the worksheet is also available at the end of this document.

3. To determine the size adjustment the user must first gather the pertinent variables.

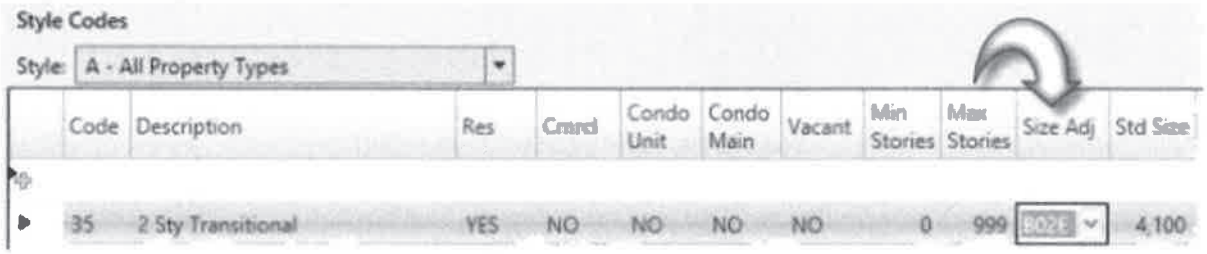
   a. Parcel > Building Information > Construction Details > **Style**



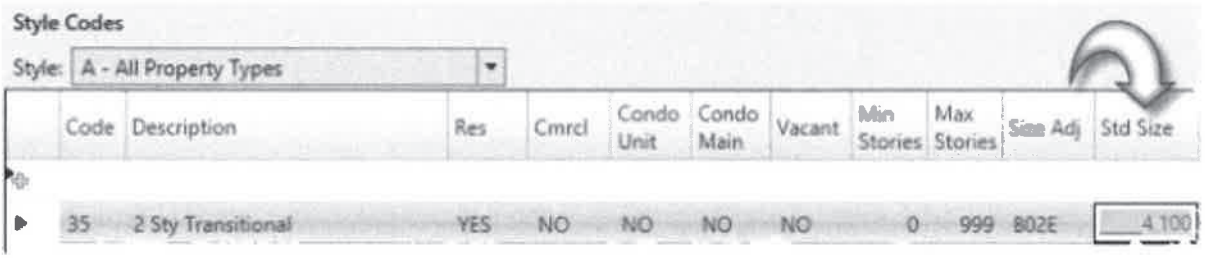
   b. Parcel > Building Information > Depreciation > **Effective Area**



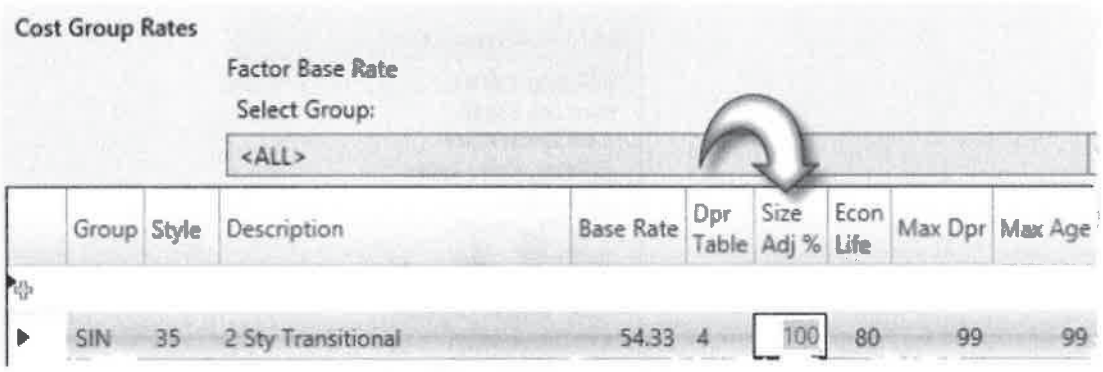
   c. Table Maintenance > Building Tables > Style Codes – Find the indicated Style code (3a) from above, and determine the **Size Adjustment Code**



d. Table Maintenance > Building Tables > Style Codes – Find the indicated Style code (3a) from above, and determine the **Standard Size**



e. Table Maintenance > Building Tables > Cost Group Rates – Find the indicated Style Code (3a) from above, and determine the **Size Adjustment %**



4. With known variables, the first calculation determines the **Size Percentage**
    a. (10,000 / **Standard Size**) * [**Effective Area** * (**Size Adjustment %** / 100)]

    Example:

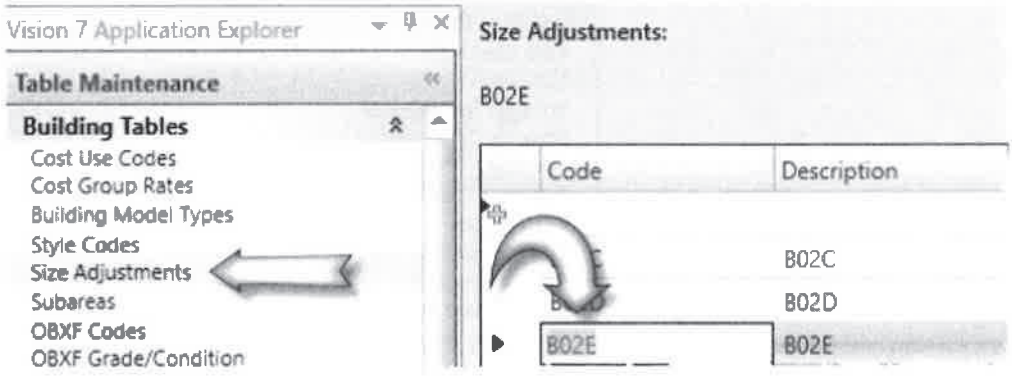
    (10,000 / **4,100**) * [**2,750** * (**100** / 100)]

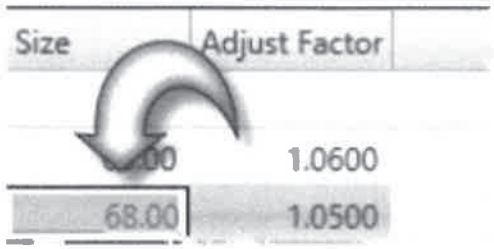
    Size Percentage = **6,707.317073**
5. For future calculations, divide the **Size Percentage** (SP) by 100
    a. (**Size Percentage** / 100)

    Example:

    (**6,707.317073** / 100)

    Size Percentage Lookup = **67.07317073**
6. Table Maintenance > Building Tables > Size Adjustments - Find High Units
    a. 1 Value Higher than 5a – (**Size** * 100)



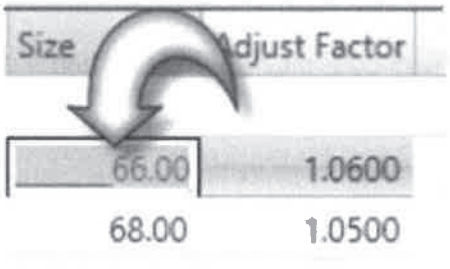


Example:

(**68** * 100)

High Units = **6,800**

7. Table Maintenance > Building Tables > Size Adjustments - Find Low Units
   a. 1 Value Lower than 5a – (**Size** * 100)

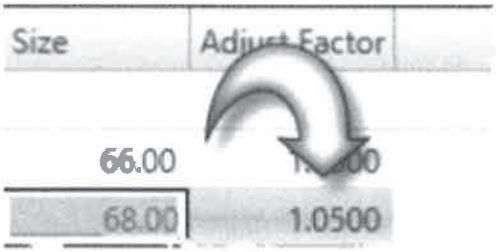


Example:

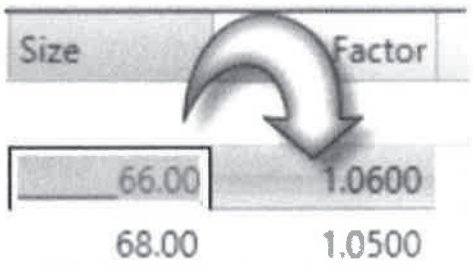
(**66** * 100)

Low Units = **6,600**

8. Table Maintenance > Building Tables > Size Adjustments - Find High Price
   a. 6a corresponding factor – (**Adjustment Factor**)



9. Table Maintenance > Building Tables > Size Adjustments - Find Low Price
   a. 7a corresponding factor – (**Adjustment Factor**)



10. Calculate High Units minus Low Units
    a. (6a – 7a)

    Example:

    (6800 – 6600)

    High Units Minus Low Units = **200**

11. Calculate High Price minus Low Price
    a. (8a – 9a)

    Example:

    (1.05 – 1.06)

    High Price Minus Low Price = **-0.01**

12. Calculate Price divided by Units
    a. (11a / 10a)

    Example:

    (-0.01) / (200)

    Price Divided by Units = **-0.0000500000000000**

13. Calculate Size Percentage – Low Units
    a. (4a – 7a)

    Example:

    (6707.317073 – 6600)

Size Percentage = **107.3170732**

14. Calculate Size Adjustment

    a. [(12a * 13a) + 9a]

Example:

[(-0.0000500000000000 * 107.3170732) + 1.06]

Size Adjustment = **1.05463**

Example Worksheet

Calculate Size Adjustment		
Step	**Variables**	
3a	**Style**	**35**
3b	**Effective area**	**2750**
3c	**Size Adjustment Code**	**B02E**
3d	**Std Size**	**4100**
3e	**Size Adj %**	**100**
4a	**Size Percentage**	**6707.317073**
5a	**Size Percentage Lookup**	**67.07317073**
Look Up Price and Units Based on Size %		
6a	**High Units**	**6800**
7a	**Low Units**	**6600**
8a	**High Price**	**1.05**
9a	**Low Price**	**1.06**
Calculate Size Adjustment		
11a	**High Price Minus Low Price**	**-0.01**
10a	**High Units Minus Low Units**	**200**
12a	**Price Divided By Units**	**-0.0000500000000000**
13a	**Size Percentage Minus Low Units**	**107.3170732**
14a	**Size Adjustment**	**1.05463**

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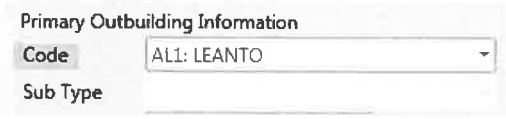
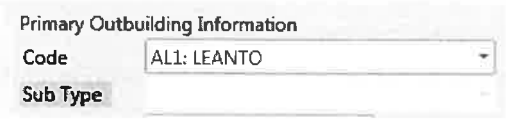
Understanding the OBXF Size Curve Calculation

This document will explain the Table Maintenance, Building Tables, Size Curve Calculation for Outbuildings and Extra Features. This document, in conjunction with the associated spreadsheet, demonstrates the size curve calculation. A screen shot of the worksheet is also available at the end of this document.

1. To determine the size adjustment the user must first gather the pertinent variables.
    a. Parcel > Outbuildings > **Code**

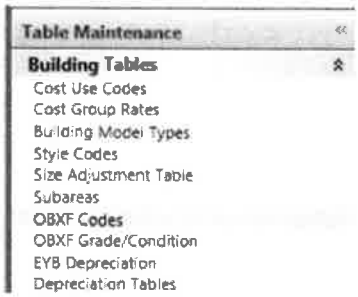


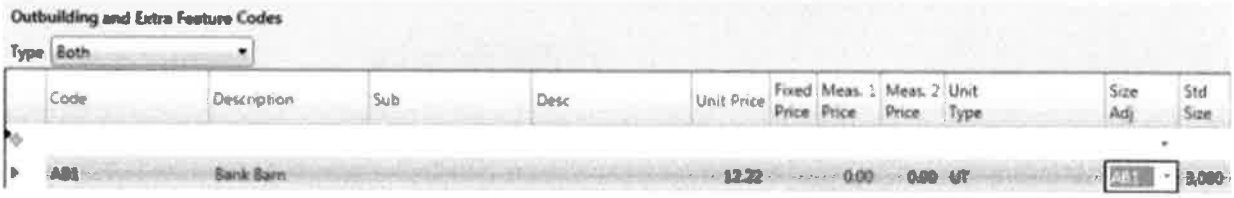
    b. Parcel > Outbuildings > **Subtype** (If Applicable)



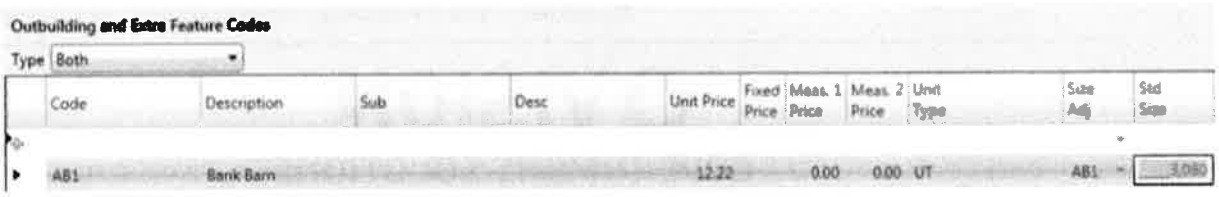
    c. Parcel > Outbuildings > **Units**

    d. Table Maintenance > Building Tables > OBXF Codes – Find the indicated Outbuilding Code (1a) and SubType (1b) from above, and determine the **Size Adjustment Code**





e. Table Maintenance > Building Tables > Style Codes – Find the indicated Outbuilding Code (3a) and SubType (3b) from above, and determine the **Standard Size**



2. With known variables, the first calculation determines the **Size Percentage**

   a. (10,000 / **Standard Size**) * **Units**

   Example:

   (10,000 / **3080**) * **2,400**

   Size Percentage = **7792.207792**

3. For future calculations, divide the **Size Percentage** (SP) by 100

   a. (**Size Percentage** / 100)

   Example:

   (**7792.207792**/ 100)

   Size Percentage Lookup = **77.92207792**

4. Table Maintenance > Building Tables > Size Adjustments - Find High Units

   a. 1 Value Higher than 3a – (**Size** * 100)

   Example:

   (**80** * 100)

   High Units = 8,000

5. Table Maintenance > Building Tables > Size Adjustments - Find Low Units

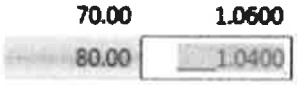
   a. 1 Value Lower than 3a – (**Size** * 100)

   Example:

   (**70** * 100)

Low Units = **7,000**

6. Table Maintenance > Building Tables > Size Adjustments - Find High Price
    a. 6a corresponding factor – (**Adjustment Factor**)



7. Table Maintenance > Building Tables > Size Adjustments - Find Low Price
    a. 7a corresponding factor – (**Adjustment Factor**)

8. Calculate High Units minus Low Units
    a. (4a – 5a)

    Example:

    (8000 – 7000)

    High Units Minus Low Units = **1000**

9. Calculate High Price minus Low Price
    a. (6a – 7a)

    Example:

    (1.04 – 1.06)

    High Price Minus Low Price = **-0.02**

10. Calculate Price divided by Units
    a. (9a / 8a)

    Example:

    (-0.02) / (1000)

    Price Divided by Units = **-0.0000200000000000**

11. Calculate Size Percentage – Low Units
    a. (2a – 5a)

    Example:

    (7792.207792– 7000)

    Size Percentage = **792.2077922**

12. Calculate Size Adjustment

    a. [(10a * 11a) + 7a]

Example:

[(-0.0000200000000000 * 792.2077922) + 1.06]

Size Adjustment = **1.04416**

Example Worksheet

Calculate OBXF Size Adjustment		
Step	**Variables**	
1a	OBXF Code	AB1
1b	OBXF Subtype - If Applicable	
1c	Effective Area	2400
1d	Size Adjustment Code	AB1
1e	Standard Size	3080
2a	Size Percentage	7792.207792
3a	Size Percentage Lookup	77.92207792
Look Up Price and Units Basedon Size %		
4a	High Units	8000
5a	Low Units	7000
6a	High Price	1.04
7a	Low Price	1.06
Calculate Size Adjustment		
8a	High Units Minus Low Units	1000
9a	High Price Minus Low Price	-0.02
10a	Price Divided by Units	-0.0000200000000000
11a	Size Percentage Minus Low Units	792.2077922
12a	Size Adjustment	1.04416

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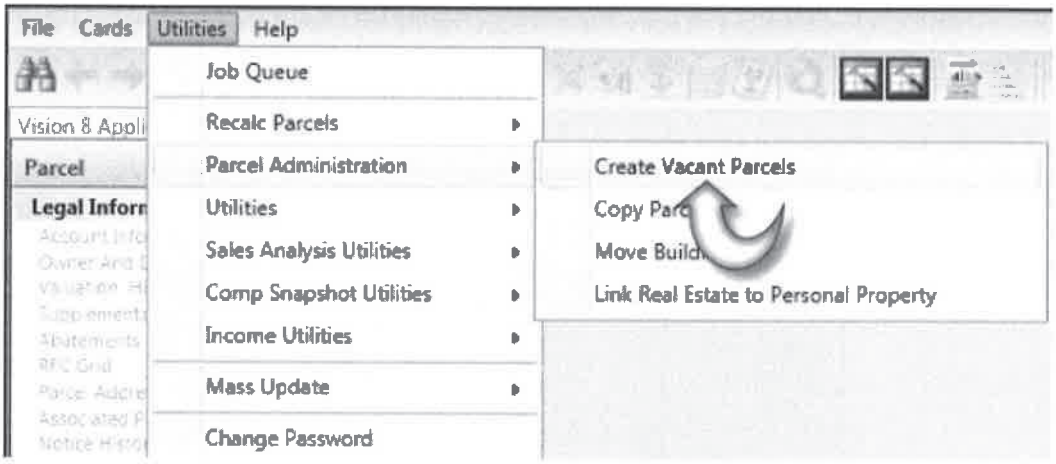
How to Create a Vacant Parcel

The purpose of this document is to walk a user through the process for creating a Vacant Parcel. An example of when this may be use is for the completion of subdivisions.

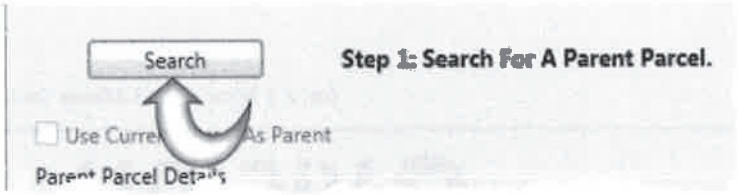
1. Click on **Utilities, Parcel Administration, Create Vacant Parcels.**



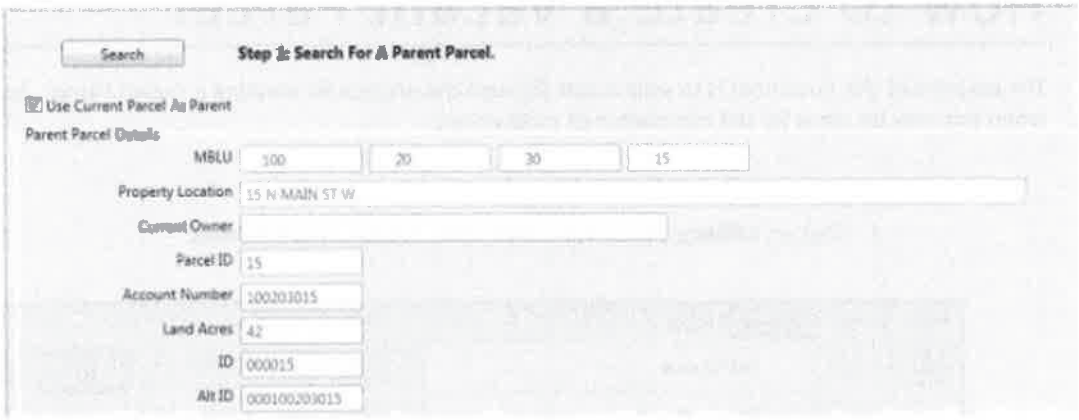
2. Select a parent parcel – the parcel to be used to create the new parcel(s).

   A. If the parent parcel is currently selected (displayed on the screen), click on the **Use Current Parcel as Parent** check box.

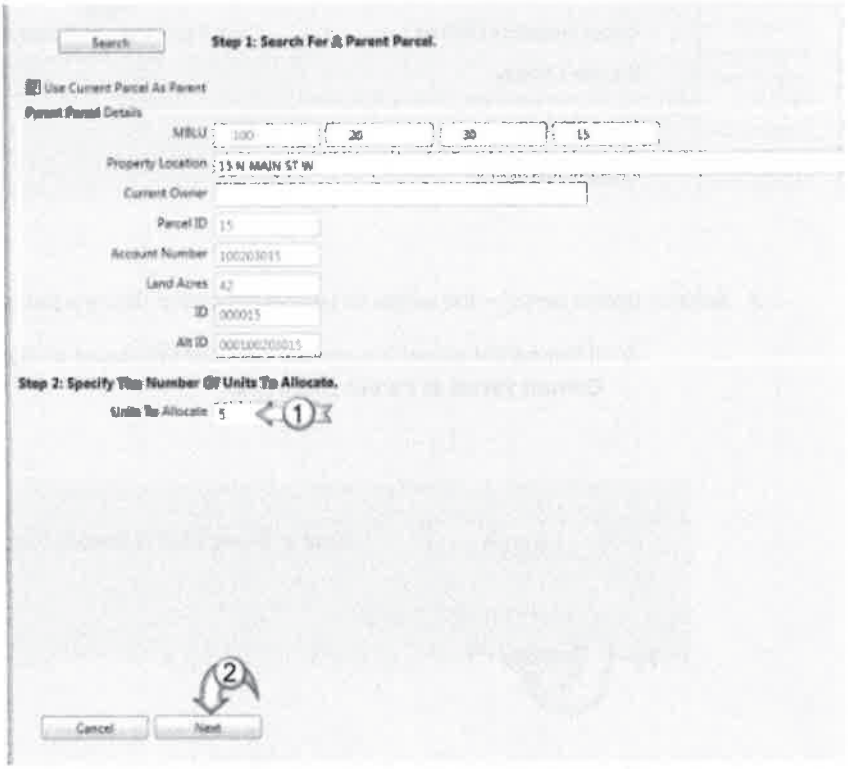
   B. If the parent parcel is not currently selected (displayed on the screen), click on **Search**.



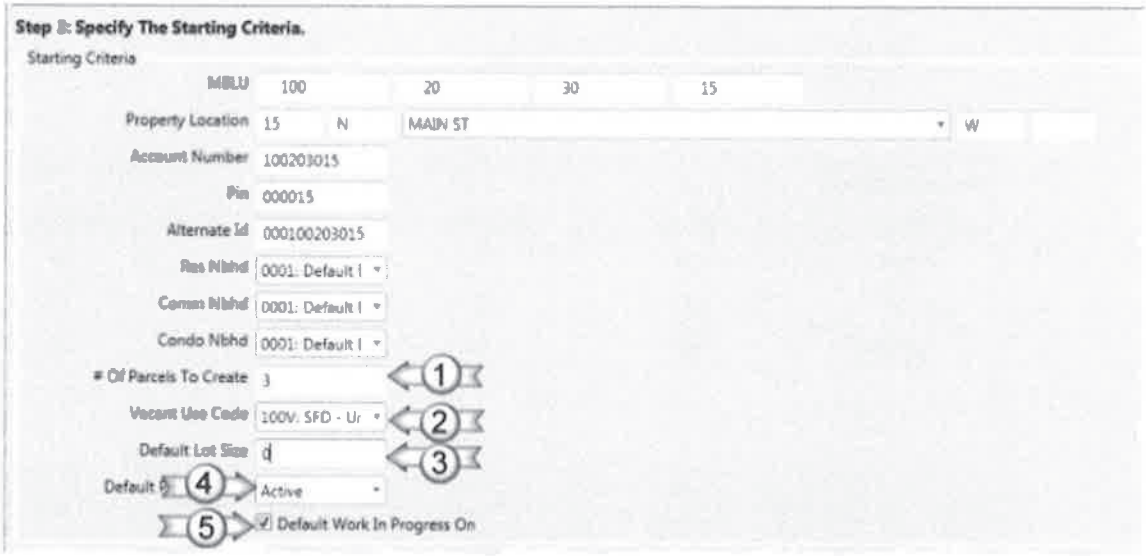
3. Parcel Data from the parent parcel will then populate on the **Parent Parcel Details** screen.



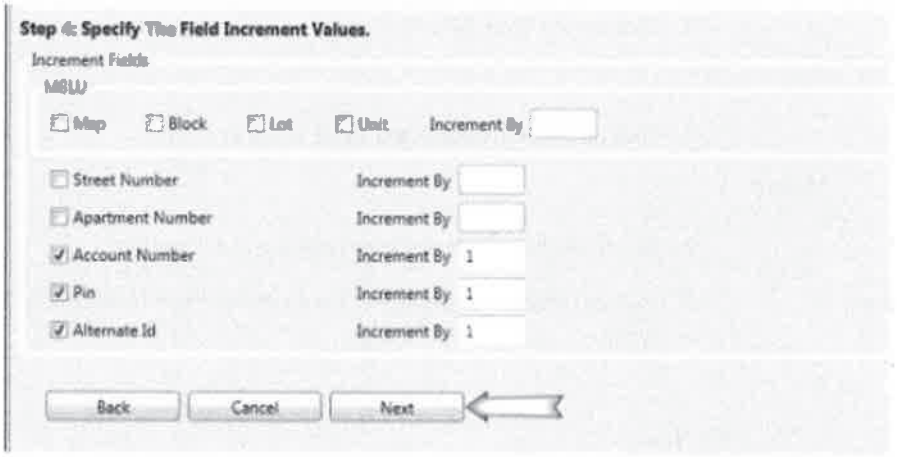
4. Enter the amount in the **Land Units to Allocate** and click **Next**.



5. From the Specify the Starting Criteria screen:
    1. Enter the **Number of Parcels** to Create.
    2. Click on the **Vacant Use Code** drop down arrow to choose a vacant Land Use Code.
    3. Enter **Default Lot Size** amount.
    4. Click on the **Default Parcel Status** drop down arrow to choose a Parcel Status.
    5. Click on the **Default Work in Progress On** check box.



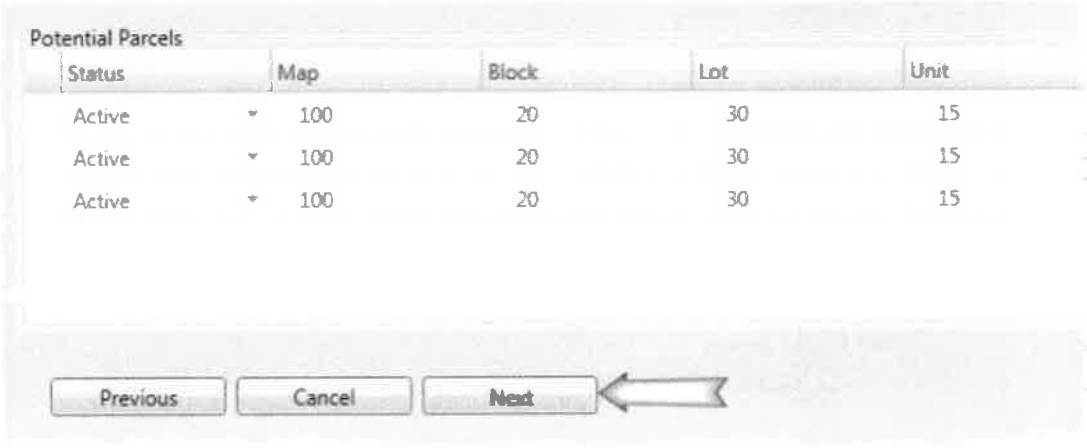
6. Click on the individual check boxes of each of the fields to be applied to the newly created parcel(s) on the Specify the Field Increment Values screen and click **Next**.



7. Click on **Generate Parcel List.**

8. Once the new parcel(s) are generated, the parcel data fields can be edited on the **Generate the Parcel List** grid screen.

9. Once the edits are complete, click **Next**.



10. Select the data to be copied from the parent parcel to the vacant parcel(s) using the check box(es) from the Specify the Data That Will be Copied screen.

    1. Click on the **Copy All** check box

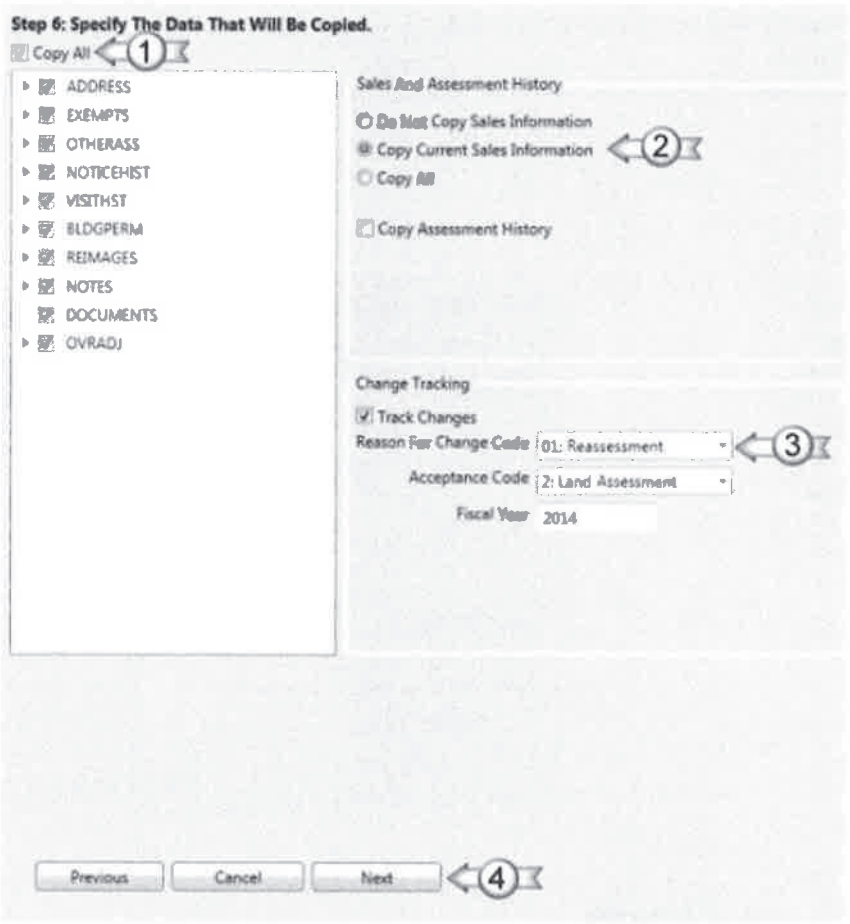
OR

    1. Click on the **individual data table** check box.

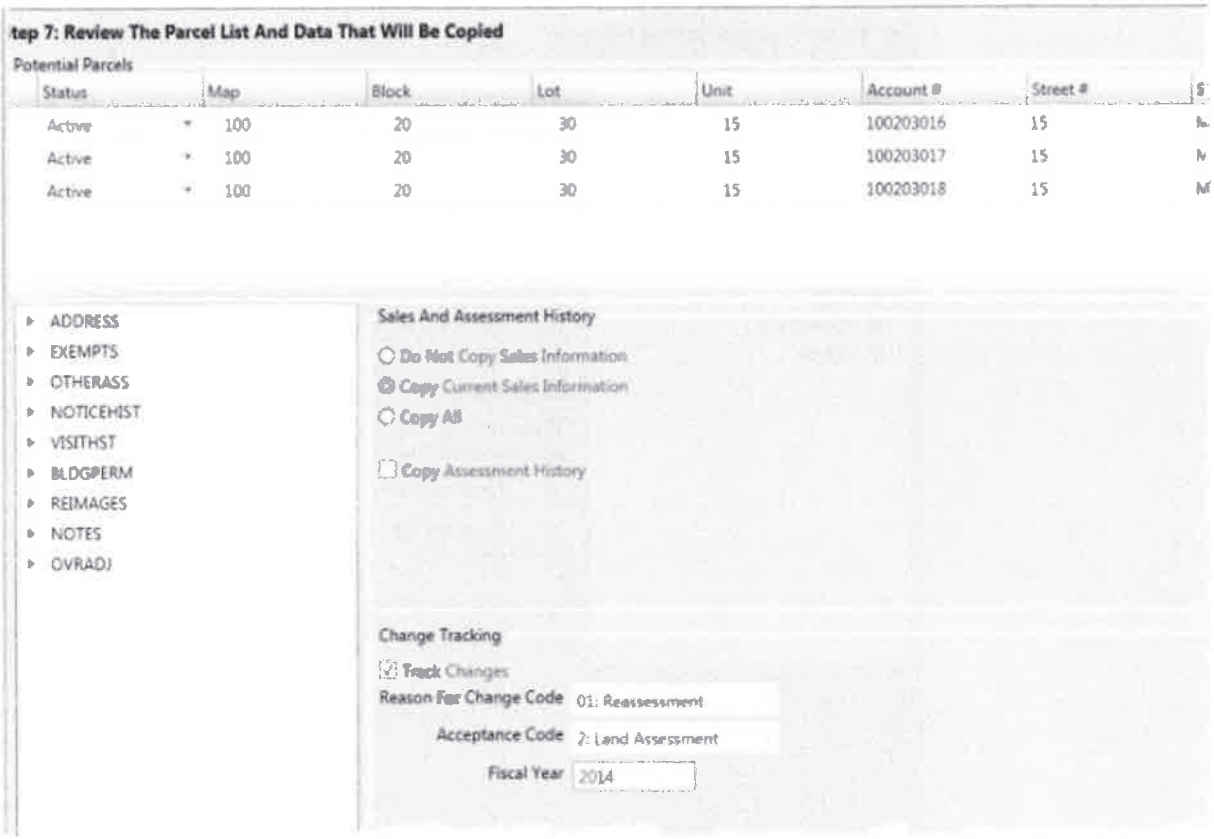
Then:

    2. Select a **Sales and Assessment History** check option.
    3. Click on **Track Changes** check box to generate an Assessment Change Maintenance table entry.

11. Click **Next**.

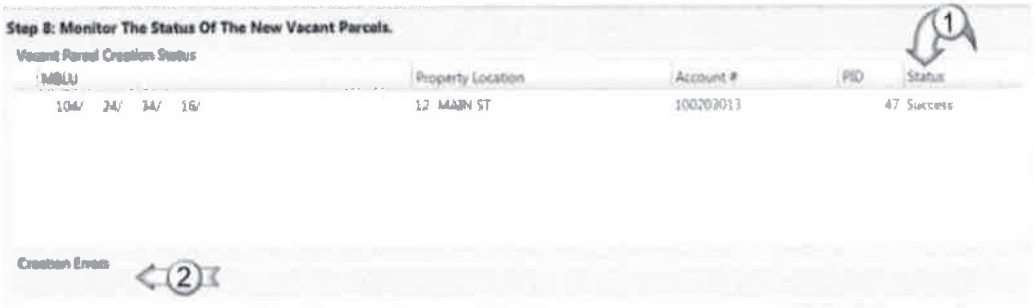


12. Check the Review the Parcel List and Data That Will Be Copied screen to ensure the parcels selected will be created as desired.



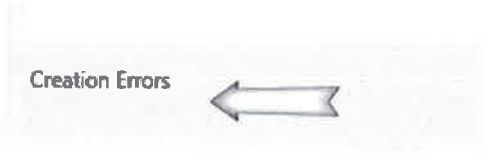
13. Click **Execute**.

14. Check the **Status** of the **Monitor the Status of the Vacant Parcels** screen.



15. Click **Save.**

Note: If the **Status** shows an error, and are messages in the **Creation Errors** section, please contact Customer Support at 800-628-1013 x6000.



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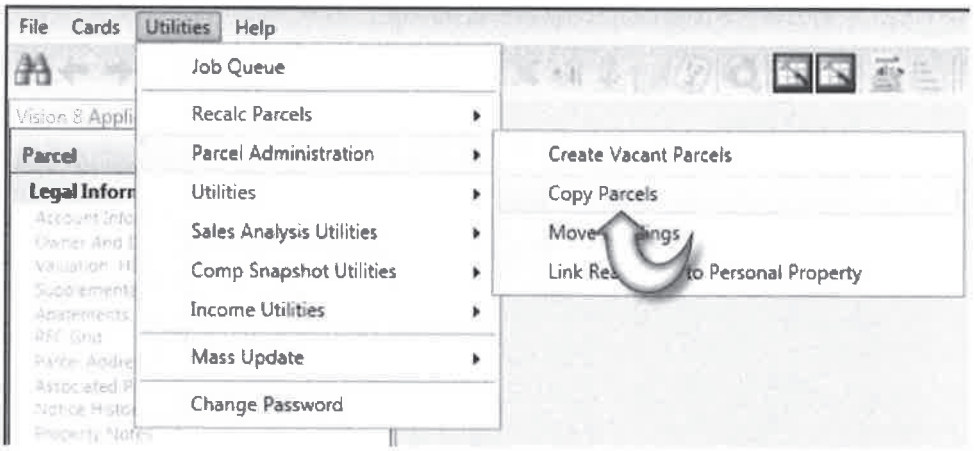
How to Copy a Parcel

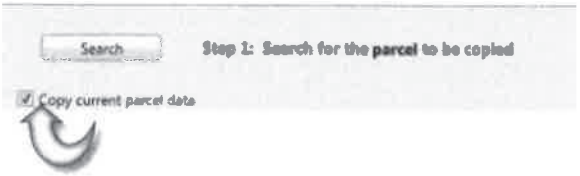
The purpose of this document is to walk a user through the process for copying a parcel information from a source parcel to a target parcel. Make sure there is a valid database backup file created prior to using this tool, as once the process is executed, changes cannot be reversed. Having a valid backup file ensures that any changes can be reverted back to an older day's status, if necessary. Contact Customer Support if you need assistance with ensuring you have a valid database backup.

1. Click on **Utilities, Parcel Administration, Copy Parcels.**

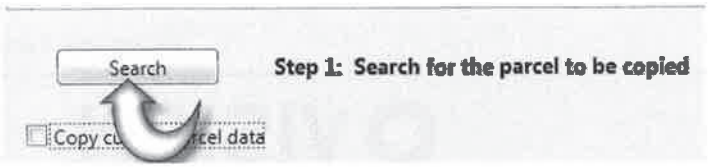


2. Select a parent parcel – the parcel to be used to create the new parcel(s).

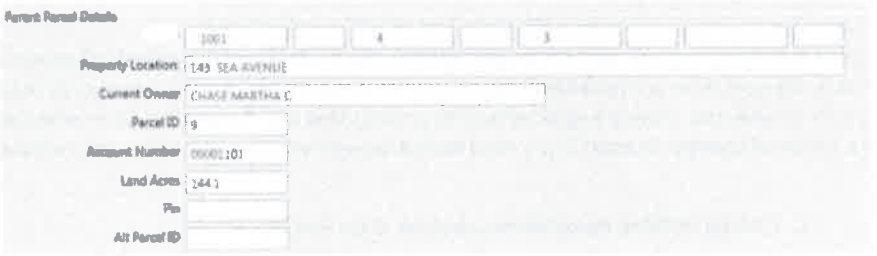
If the parent parcel is currently selected (displayed on the screen), click on the **Copy Current Parcel Data** check box.



If the parent parcel is not currently selected (displayed on the screen), click on **Search.**



3. Parcel Data from the parent parcel will then populate on the **Parent Parcel Details** screen.



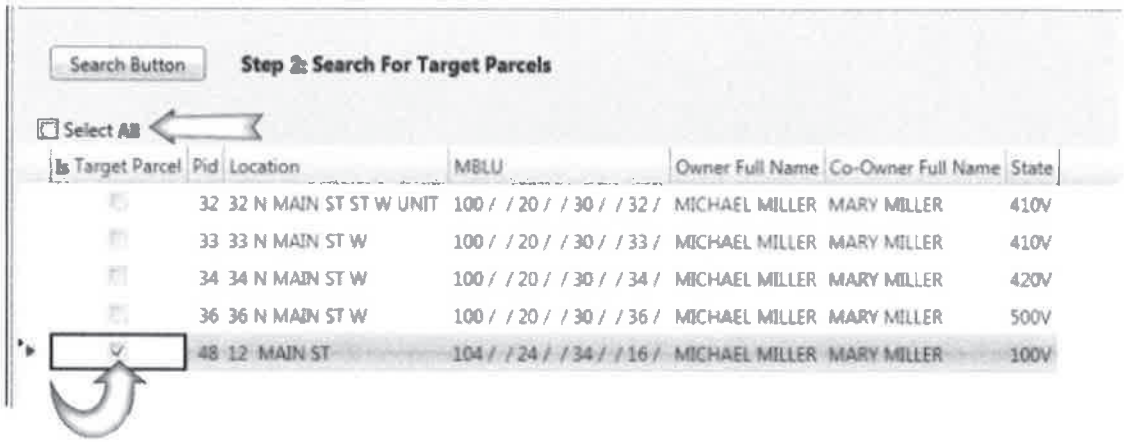
4. Click on the **Copy Current Parcel Data** check box.

5. Click **Next.**

6. Click on **Search Button** to find the parcel to which this data will be copied.

Note: Only vacant parcels can be selected

7. Select the parcels to be included in the copy process:
    - Click on the **Select All** check box **OR**
    - Click on the **individual parcel** check to box select the parcel.



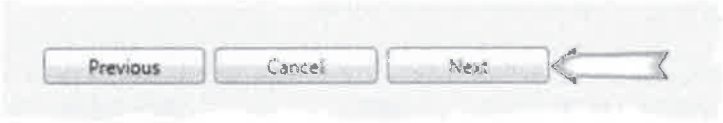
8. Click **Next**

9. Select the data to be copied from the parent parcel to the vacant parcel(s) using the check box(es) from the **Specify the Data That Will Be Copied** screen.

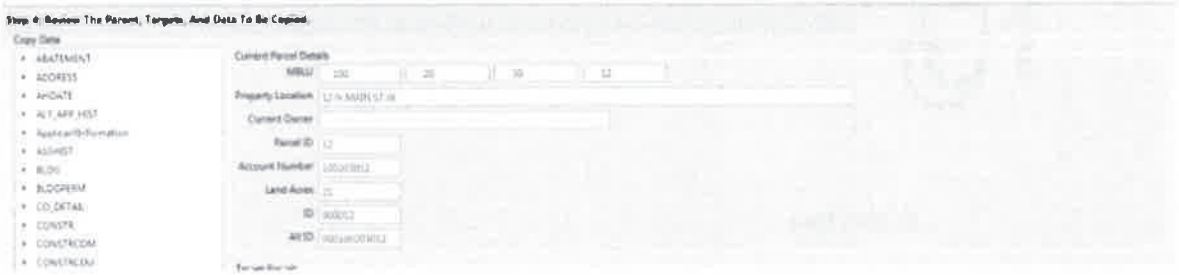
- Click the **Copy All** check box **OR**

- Click the **individual data table** check boxes.

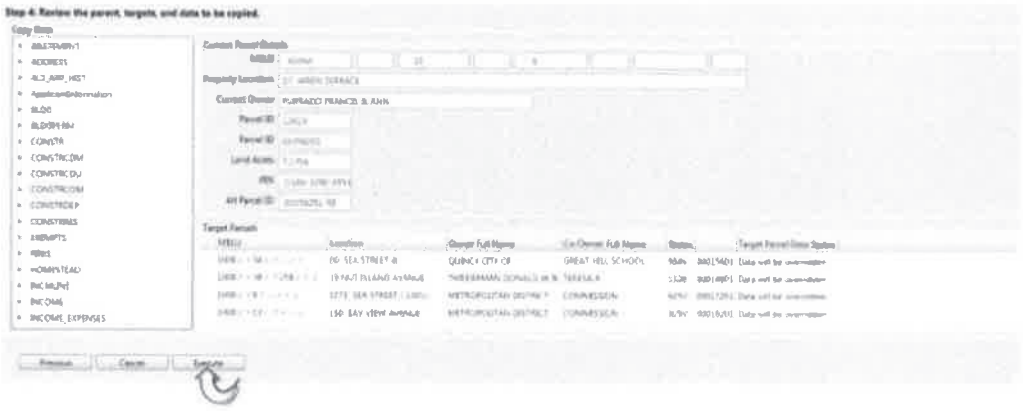
10. Click **Next.**



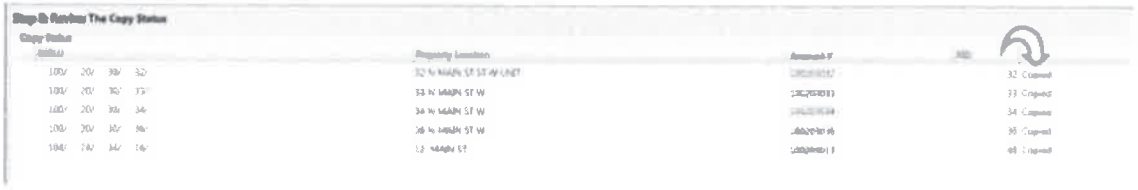
11. Check the Review the Parent, Targets, and Data to Be Copied screen, to ensure the information is correct.



12. Click **Execute**.

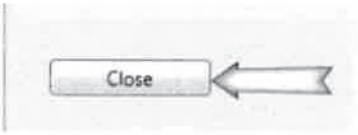


13. Check the status on the **Monitor the Status of the New Vacant Parcels** screen



14. A successful process will result in the status identified as **Copied**.

15. Click **Close**



Note: If at any time, the **Status** shows an error, please call Customer Support at 800-628-1013 X6000.

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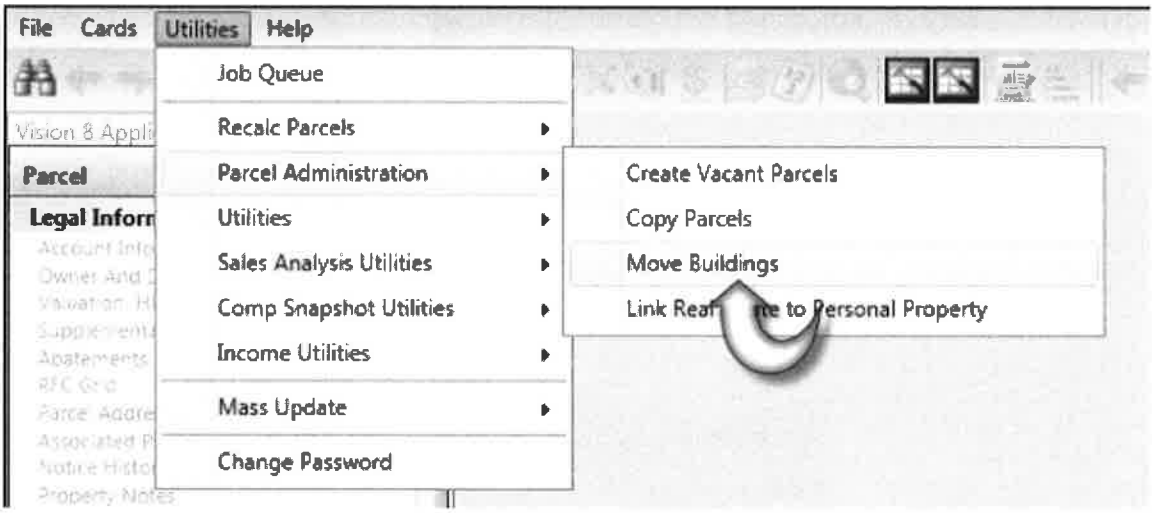
Utilities – How to Move a Building

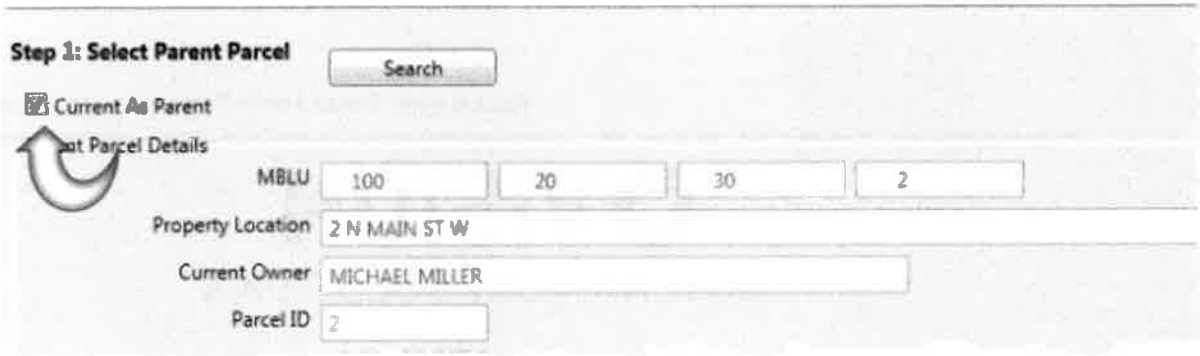
The purpose of this document is to walk a user through the process for moving a building from one parcel to another.

1. Click on **Utilities, Parcel Administration, Move Building.**



2. Select the parcel that the building is being removed from.

If the parent parcel is currently selected (displayed on the screen), click on the **Copy Current Parcel Data** check box. The parcel data will appear in the Parent Parcel Details section.

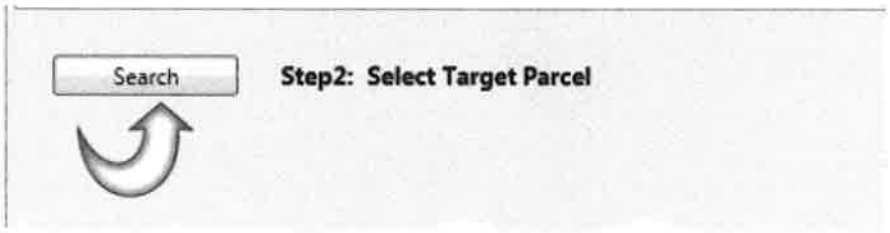


If the parent parcel is not currently selected (displayed on the screen), click **Search.** The Search box will appear. Once the parcel is searched, the check box will activate and the parcel details will automatically populate

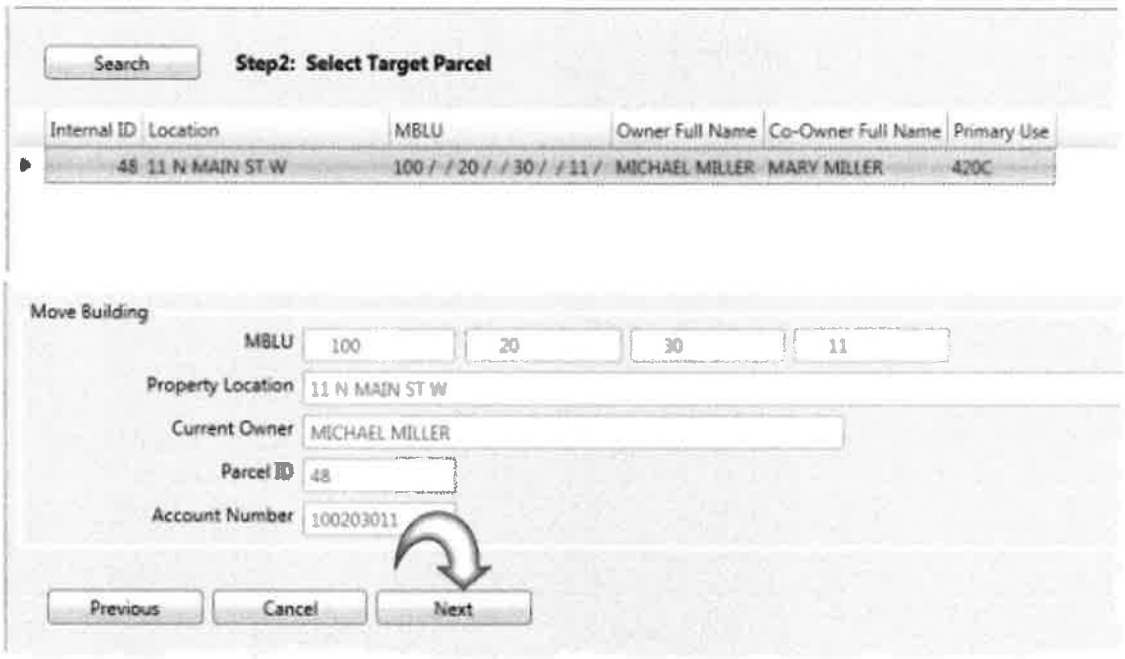
3. Parcel data from the parent parcel will then populate on the Parent Parcel Details screen.

4. Click **Next.**

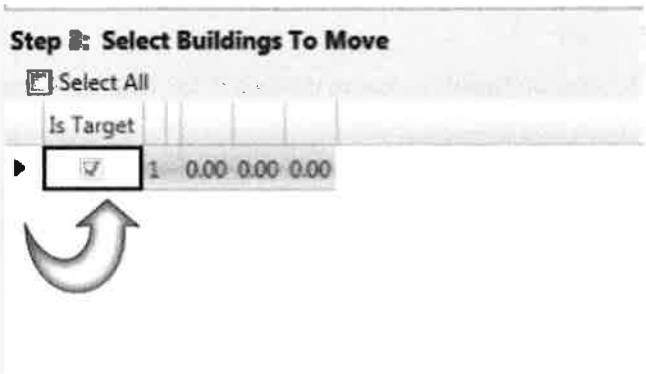
5. Click on **Search** to invoke the Search for Targeted Parcel.



6. Highlight the parcel with the building to be moved and click **Next**

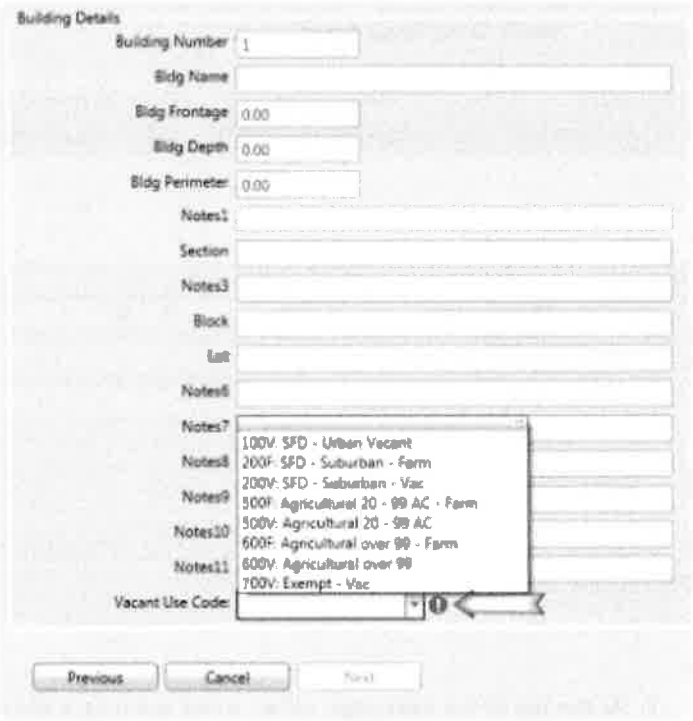


7. At the top of the next page, select which building is the one to be copied by placing a check in the **Is Target** box.

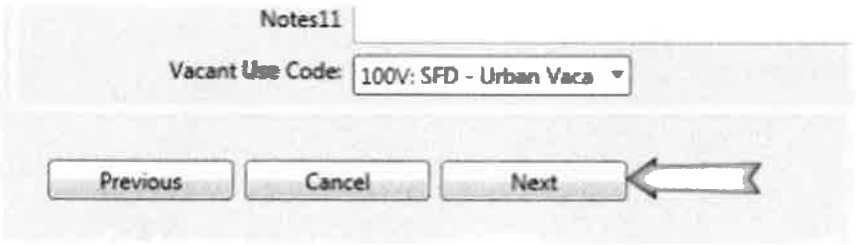


8. The Building Details will show at the bottom of the page.

9. Choose the **Vacant Use Code**

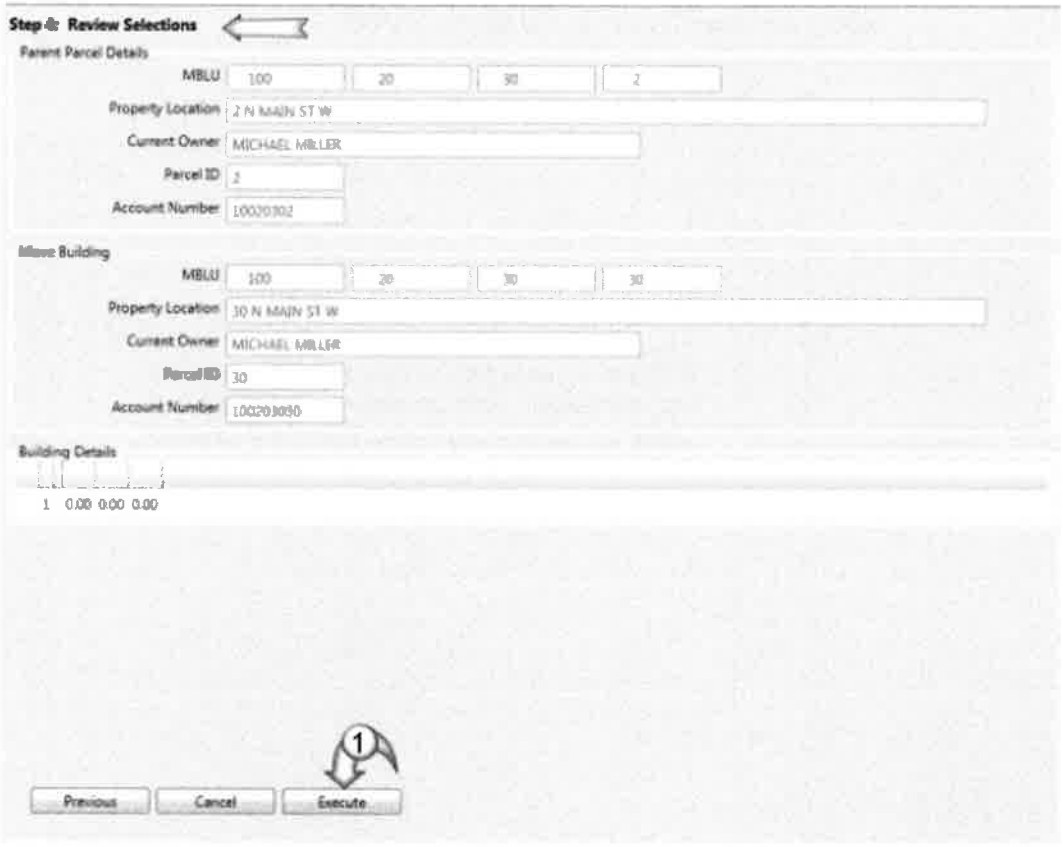


10. Click **Next.**



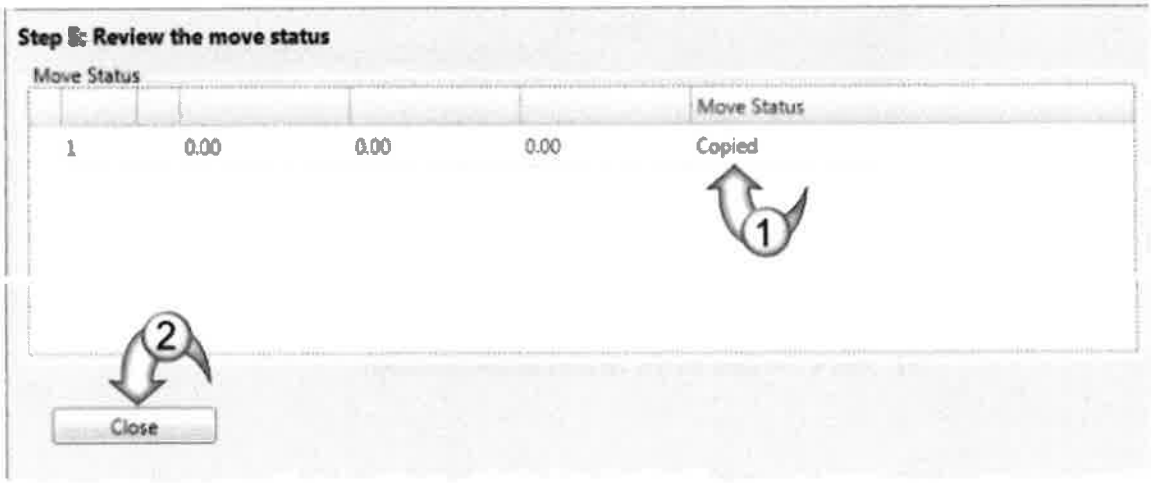
11. Verify the data on the Review Selection screen.

12. If you are satisfied with the information, click **Execute.**



13. Check the **Move Status** on the Review the Move Status screen.

14. If the building is confirmed to be moved, exit the application by clicking **Close**.



Note: If at any time the Move Status does not show that the building was copied, please contact Customer Support at 800-628-1013 x6000.

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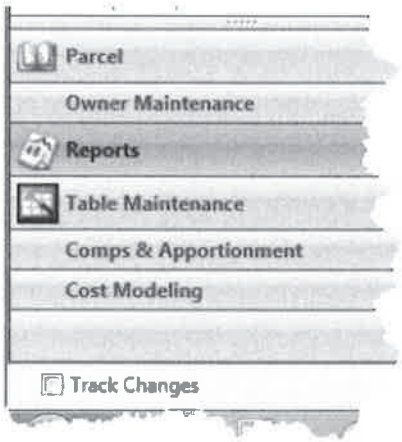
Report Wizard Overview

The purpose of this document is to give the user an overview of the Report Wizard. The Report Wizard allows the user to create their own "customized" reports by selecting various TABLES, FIELDS, and SELECTION CRITERIA to adjust the report to suit the requirements.

1. Navigate to the left-hand menu tree, and click on **Reports**



2. The **Report Wizard** screen will appear.

Select Table and Columns Section

1. **Select a Sample Row of Data:** Once a report has been created, this section allows user to review a particular line of information

2. **Column View Options:**

a. **Show Parcel Data** - Shows all parcel-related tables

b. **Show All Table Data** - Shows ALL available data tables when a table is selected

c. **Show Friendly Names** - Shows the more user-friendly field names within a selected column

d. **Show Active Parcel** – Shows only parcels with an Active parcel status

3. **Mail Merge:**

   a. **Mail Merge check box** - Indicates a mail merge is being created with the **Report Wizard**

   b. **Save to Associated Doc** - Indicates the merged document will be attached to each parcel affected as an **Associated Document.**

   c. **Template** - Shows the path to the template being used for the merge resides.

   d. **Save** - Indicates where the final, merged document file will be saved, for review, printing, etc

4. **Custom Report:** A list of any/all reports created and saved by an individual user.

5. The buttons to the right of the **Custom Report** list are used to make changes to the reports contained within that list.

   a. **Edit** – Select a report from the list and click here to activate/make changes.

   b. **Delete** – Removes the report from the **Custom Report** list.

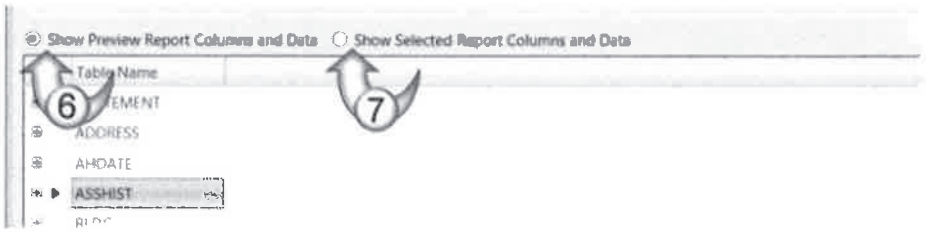
   c. **Import PIDs** – Select only parcel data that corresponds text file with a list of **PIDs** (i.e. pidlist.txt)

   d. **Export** – Once a report template is created (a .RDL file), it can be saved to a different location (i.e. a new report shared amongst multiple users in the office)

   e. **Import** – Bring into Vision a report template (.RDL) that was previously saved to a different location.

6. **Show Preview Report Columns and Data** – As a report is constructed, this button allows the user to see in the **Preview Report Output** screen, each field as it is added.

7. **Show Selected Report Columns and Data** – Once the report is created and tested, or when a **Custom Report** is opened, this button will show exactly what tables/fields are in use.



8. **Preview Report Output –** Allows the user to view the data as it is being added to the report. While the end result may have more or less information, this section gives a rough idea as to what the final product will show.

9. **Group By Levels** – Allow the user to organize and sub-set data in the report.

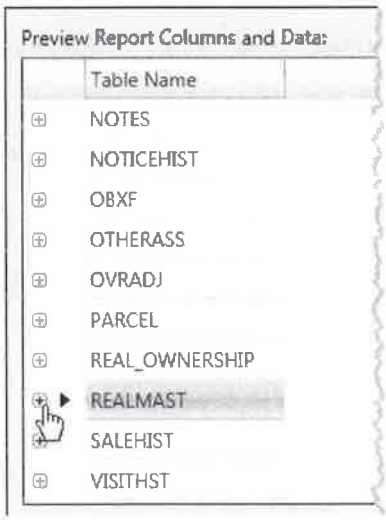
10. **Title** – Prior to being run, any report created and subsequently generated by the Wizard must have a title.

Creating a Custom Report in Report Wizard

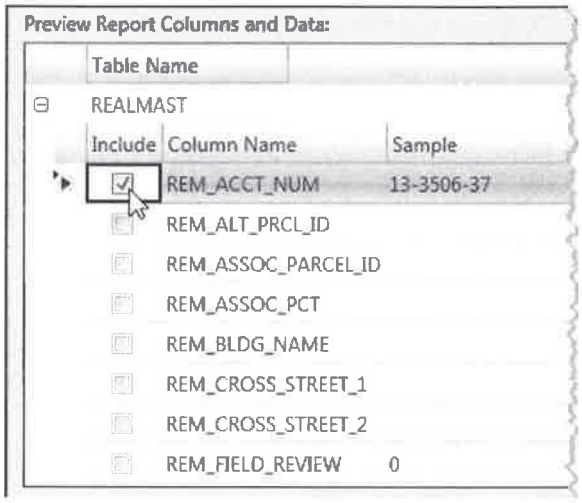
From the **Select Tables and Columns** section, identify the tables and related columns necessary to create the custom report.

1. On the main Report Wizard page, a list of **TABLES** will be visible.

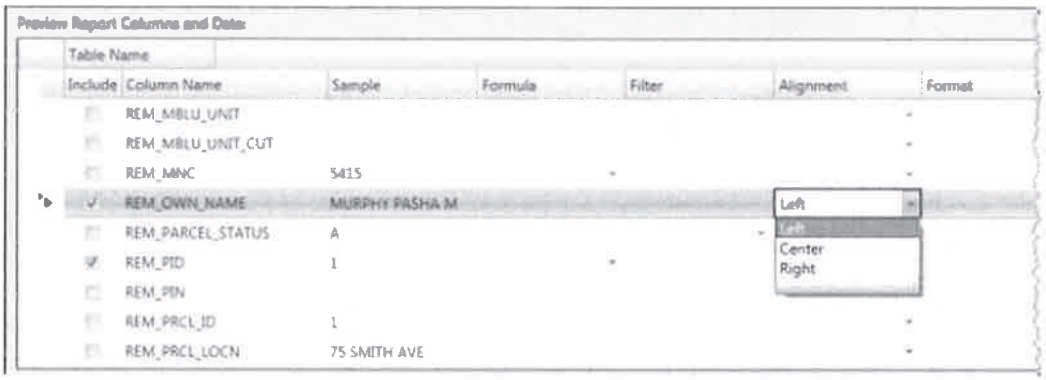
2. Click on the plus sign ⊞ icon that appears next to the table you would like to include in your report to view fields available within that table.



3. Then click on the boxes to select the individual fields to be displayed on your report.

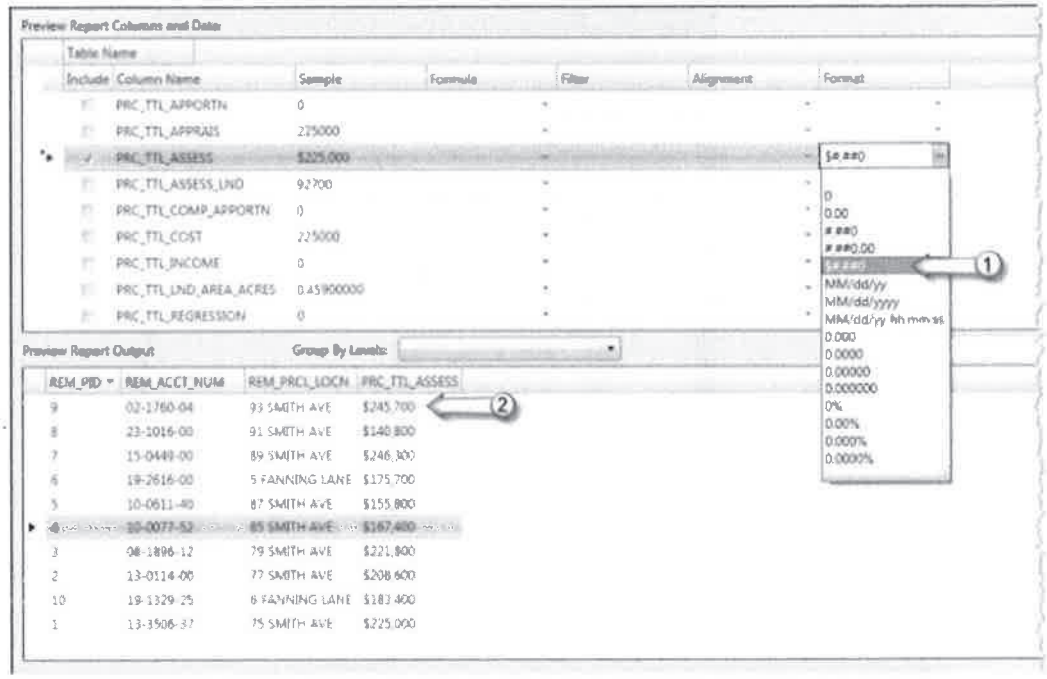


4. An option to select field alignment is also available by clicking the **Alignment** dropdown and selecting Left, Center or Right.



5. For any numeric fields, the user may choose a number format by clicking the **Format** dropdown.

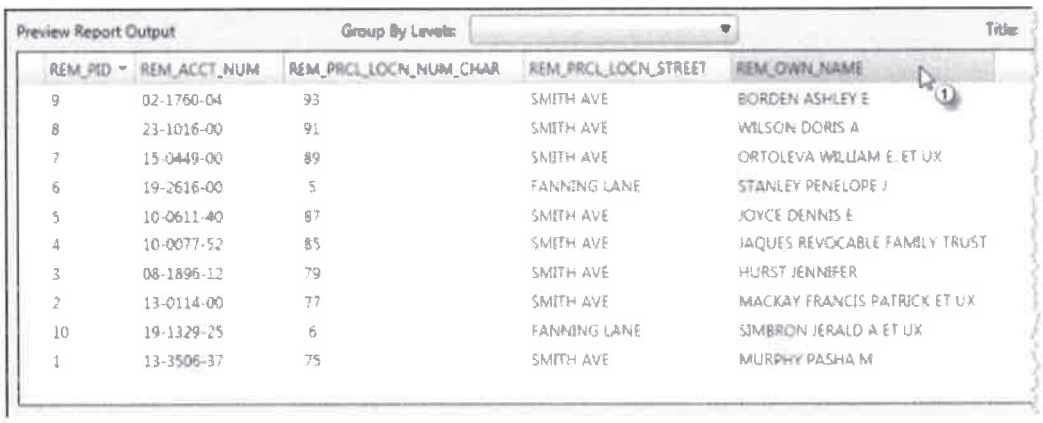
In the example below, we selected a currency format for the Total Appraised Value field.



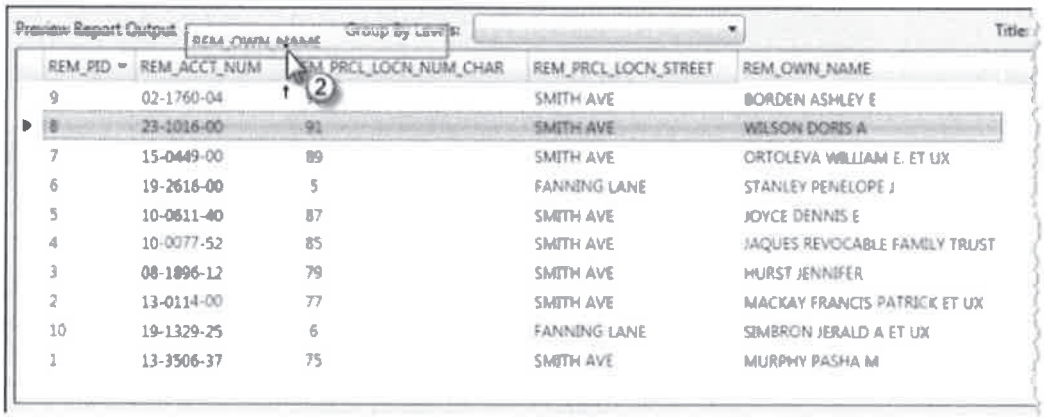
6. As you select fields, a preview of your report will display on the bottom half of the screen under **Preview Report Output.**

7. Once you have all of your fields selected, you may change the order of the columns by single left-clicking on the column header and dragging the column to the desired area.

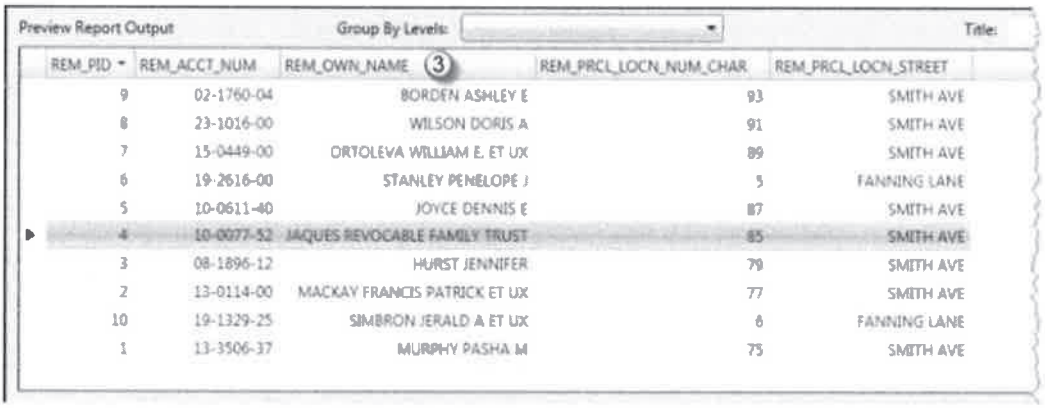
   I. Step 1: Single left-click on the column to be moved.



   II. Step 2: Drag the column to the desired position

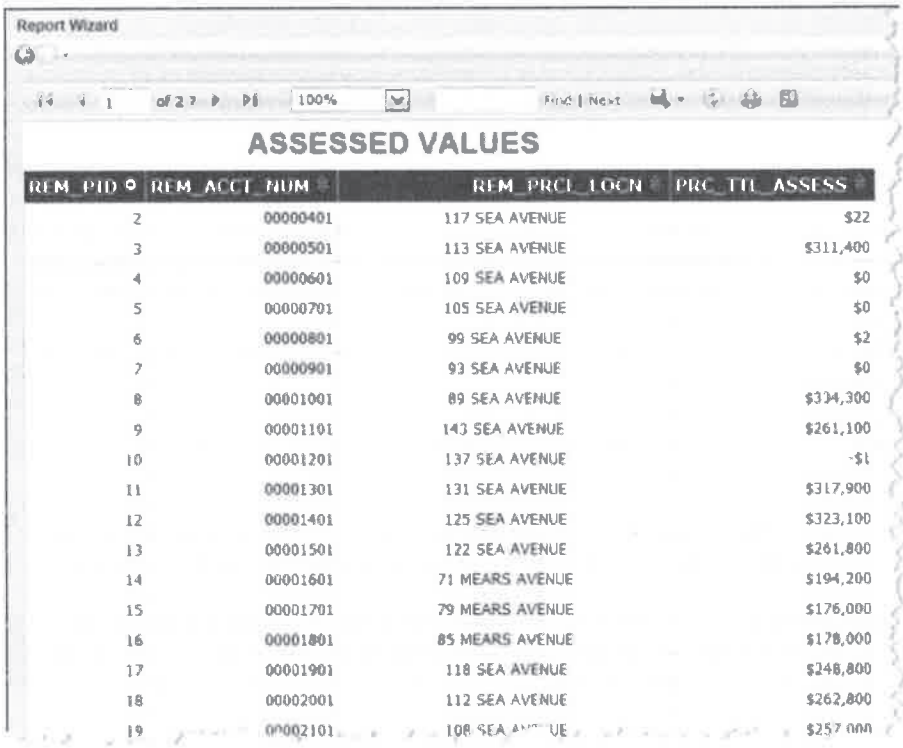


III. Step 3: Release the mouse button. The column will now appear in a different area of the screen.



8. Once all of your fields are added and in the desired order on your report, add a **Title** to your report and click **Next** to view your completed report.

9. Your Report will appear on the screen.



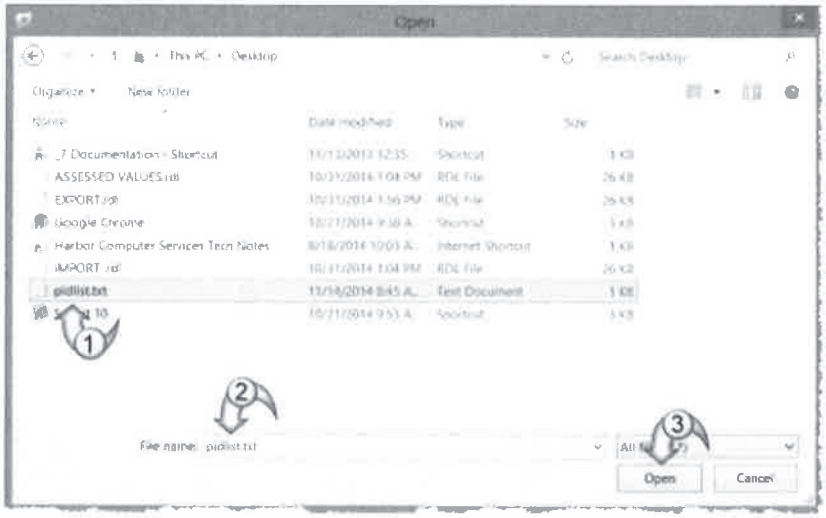
REM_PID	REM_ACCT_NUM	REM_PRCL_LOCN	PRC_TTL_ASSESS
2	00000401	117 SEA AVENUE	$22
3	00000501	113 SEA AVENUE	$311,400
4	00000601	109 SEA AVENUE	$0
5	00000701	105 SEA AVENUE	$0
6	00000801	99 SEA AVENUE	$2
7	00000901	93 SEA AVENUE	$0
8	00001001	89 SEA AVENUE	$304,300
9	00001101	143 SEA AVENUE	$261,100
10	00001201	137 SEA AVENUE	-$1
11	00001301	131 SEA AVENUE	$317,900
12	00001401	125 SEA AVENUE	$323,100
13	00001501	122 SEA AVENUE	$261,800
14	00001601	71 MEARS AVENUE	$194,200
15	00001701	79 MEARS AVENUE	$176,000
16	00001801	85 MEARS AVENUE	$178,000
17	00001901	118 SEA AVENUE	$248,800
18	00002001	112 SEA AVENUE	$262,800
19	00002101	108 SEA AVENUE	$257,000

Create a custom report using a specific PID list is also possible, provided the list of PIDs is available as a .TXT file. This file would be imported first, then the report would be created as desired. Once complete, only the PID numbers originally imported would show on the resulting report.

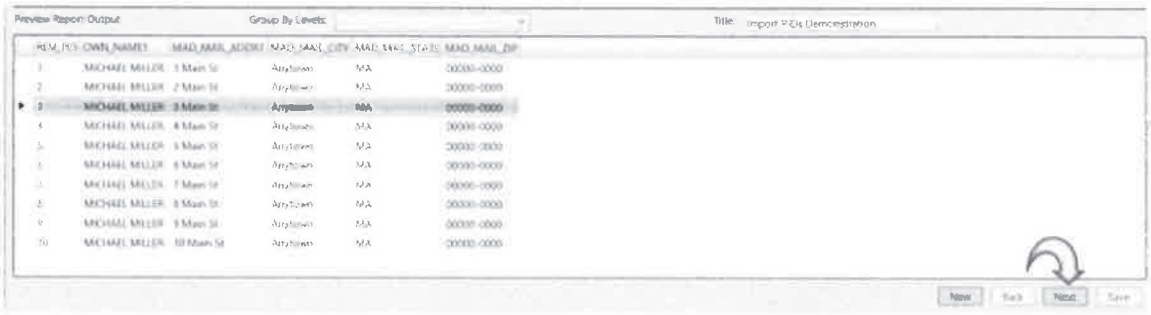
10. Create a TXT file of the PIDs to be imported to Vision

11. Go to the **Report Wizard** an click on **Import PIDs**

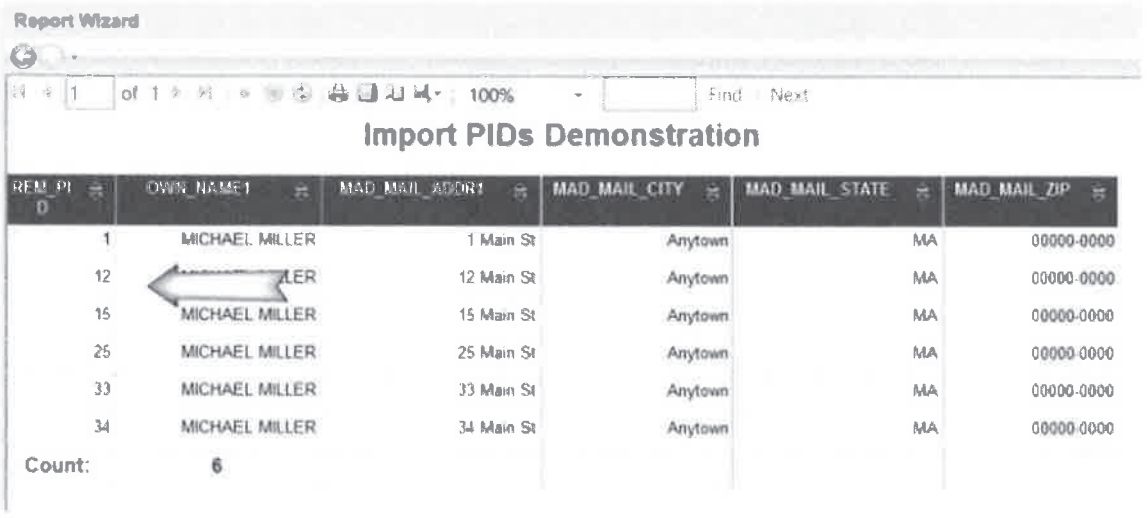
12. Navigate to the PID list file created, select the file and click **Open**



13. Create the report as desired. Review the **Preview Report Output** section of the screen to ensure the fields selected are appropriate and click **Next.**



14. The report will display ONLY the specific PIDs from the TXT file:



Report Wizard

1 of 1 100% Find Next

Import PIDs Demonstration

REM_PI 0	OWN_NAME1	MAD_MAIL_ADDR1	MAD_MAIL_CITY	MAD_MAIL_STATE	MAD_MAIL_ZIP
1	MICHAEL MILLER	1 Main St	Anytown	MA	00000-0000
12	[illegible]LER	12 Main St	Anytown	MA	00000-0000
15	MICHAEL MILLER	15 Main St	Anytown	MA	00000-0000
25	MICHAEL MILLER	25 Main St	Anytown	MA	00000-0000
33	MICHAEL MILLER	33 Main St	Anytown	MA	00000-0000
34	MICHAEL MILLER	34 Main St	Anytown	MA	00000-0000

Count: 6