



HELLO, 2013—GOODBYE, FY 2013

THIS MONTH

- *Happy New Year! Time to start all over*
- *How to save or print all your FY13 tax rate forms*
- *Running Database Rollover*

INSIDE THIS ISSUE:

Rolling your data to the new year 2

Municipal Calendar-January-February 2

Gateway Tip: Printing Tax Rate Forms 3

Tech Tips—changing RPIS default year 4

It's that time again—when we greet a new calendar year by wrapping up another fiscal year. 334 communities have set tax rates and issued bills as of January 2, including most CSC members (all but 5.) That means it's time to prepare for FY 2014, particularly on the assessing end of things. To get you started, here's a checklist of basic tasks; for assistance with any of them or for more suggestions, don't hesitate to call your community DLS IT Advisor or the DLS IT Support line.

CSC Public Access Upload: Most communities upload data to the CSC Public Access system after bills go out, so

taxpayers have accurate property information available online. Call Arnold Kanter at DLS IT Support or your community advisor for help with the upload.

Database Rollover: once values are final, both the RPIS and CSCPP databases can be rolled forward to create records for the next fiscal year. See Page 2 for more info, and call DLS IT for help in running the rollover process.

Land Table: many communities also create a new Land Table annually, even if it's an interim year. Use the Land Table Maintenance utility to copy your existing table to a new name.

Betterments/Liens: the RPIS rollover process copies all betterment/lien data into the new year along with everything else. Run a report on your 2014 records to identify the accounts that may need editing later.

Adjustment factors: while you still remember FY13, note the Cost Options you used to value everything and run a report identifying properties with Market Adjustment factors. You'll probably change both in FY14, and knowing what you did in FY13 will help later on.

Kirsten Shirer, Editor

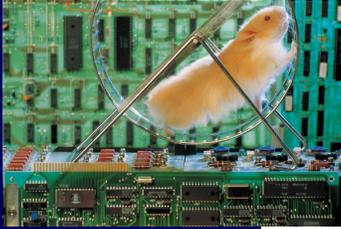
TOURING THE NEW STATE DATA CENTER

One question remaining in the Cloud Initiative is: where will the data and programming go? Right now, it's all resting comfortably at the same data center used to host the CSC's Web site and CSC Public Access. Many other hosting options exist, with one being the new state-of-the-art data center built by the Commonwealth in Springfield. Scheduled to open

in early 2013, the Springfield Data Center will be secure, reliable and environmentally friendly. DLS Director of IT David Davies and CSC Board member/Royalston Tax Collector and Cloud project manager Rebecca Krause-Hardie recently toured the data center with other State and local officials. Their assessment? It



could be a great home for the CSC's data and programs, if the price is right. Stay tuned.



RUNNING DATABASE ROLLOVER — CALL BEFORE YOU ROLL!

Once the tax bills are mailed and the holiday craziness is over, it's time to think about updating data for the next fiscal year. You'll need an FY 2014 database for that (in both RPIS and CSC Personal Property) so that means running the rollover process in each application. It's important to get it right, so give DLS IT a call—we'd be happy to walk you through it. To refresh your memory, here's how rollover works in both applications.

First: Backup your RPIS and CSCPP data.
Do not skip this step. Really.

In RPIS:

- In RPIS: click Utilities > Valuation > Year Tag Rollover.
- Verify the year to be closed (2103) and make sure that in the Select Parcels screen you see 2013 in the Year column and a range from your lowest to highest parcel on the first row.

Never, ever, ever use a PID (Parcel ID) file for year tag rollover. You can't verify the year that way, and running rollover using the wrong year means real trouble. Always use a range, and verify the year and the starting and ending parcels visually.

- Check the Apply Transactions check box. Skipping this step means rollover will run, but it won't create the new parcels. (It'll just do a "test run.")
- When all that's in place, click OK.

To roll CSCPP to the next year:

- Click the Administration tab
- Click the Open New Year button
- Enter 2014 in the text box and click the calendar icon.

Sound complicated? Call us. We'd much rather walk you through both database rollover utilities than have to restore your database from a backup. Just give us a call!

**Dates to remember in
January & February**



FROM THE MUNICIPAL CALENDAR

**January 1 Assessors—
Property Tax Assessment Date**

This is the effective date (not for exemption purposes) for statewide assessed value for all property for the following fiscal year.

**February 1 Taxpayer
Deadline for Payment
of 3rd Quarterly Tax Bill
Without Interest**

According to M.G.L. Ch. 59,

Sec. 57C, this is the deadline for receipt of the 3rd Quarter actual tax payment without interest, unless the actual tax bills were mailed after December 31. If mailed after December 31, the actual tax is due as a single installment on May 1, or 30 days after the bills were mailed, whichever is later.

**February 1 Quarterly Tax
Bills — Application Dead-
line for Property Tax**

Abatement

According to M.G.L. Ch. 59, Sec. 59, applications for abatements are due on Feb. 1 unless actual tax bills were mailed after December 31. In that case they are due May 1, or 30 days after mailing, whichever is later.

**February 15 Treasurer
Submits 2nd Quarter
Reconciliation of Cash**

GATEWAY TIP—PRINTING TAX RATE RECAP FORMS

Tax Rate Submission Summary Report
Shows last form statuses and signature counts

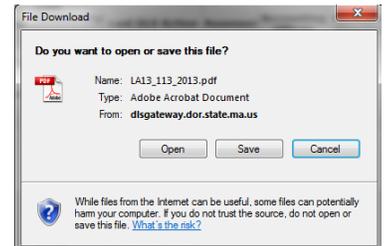
Printer Friendly | Help | My Profile | Logout
Logged In: Kirsten Shirer

Jurisdiction: Great Barrington - 113 Fiscal Year: 2013 Go

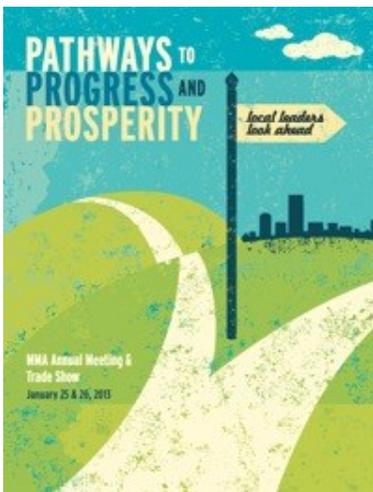
Report	Form Name	Last Community Action	Last DLS Action	Assessor	SIGNATURE COUNTS						
					Accounting Officer	Accounts Director	Clerk	Financial Officer	Collector/Treasurer	Statistical Reviewer	
	A-3 CERTIFICATION	NONE	NONE	0	0	0	0	0	0	0	0
	A-3 INTERIM YEAR ADJ	FORM SUBMIT; Christopher Lamarra; 07/09/2012 13:54	FORM APPROVED; Donna Demira; 07/09/2012 13:57	1	0	0	0	0	0	0	0
Print	BLA-LA4	FORM SUBMIT; Christopher Lamarra; 07/02/2012 16:07	FORM APPROVED; Walter Sandoval Daza; 07/20/2012 12:56	1	0	0	0	0	0	0	0
Print	BLA-LA13	FORM SUBMIT; Christopher Lamarra; 07/11/2012 12:56	FORM APPROVED; Walter Sandoval Daza; 07/20/2012 12:58	1	0	0	0	0	0	0	0
Print	BLA-LA13A	FORM SUBMIT; Christopher Lamarra; 06/27/2012 16:11	FORM APPROVED; Walter Sandoval Daza; 07/09/2012 15:50	1	0	0	0	0	0	0	0
Print	BLA-LA15	FORM SUBMIT; Christopher Lamarra; 07/09/2012 13:55	FORM APPROVED; Donna Demira; 07/09/2012 13:57	1	0	0	0	0	0	0	0
Print	BLA-LA5	FORM SUBMIT; Lauren Sartori; 08/27/2012 20:45	FORM APPROVED; James Podolak; 08/28/2012 07:15	1	0	0	1	0	0	0	0
Print	BOA A-1	NONE	NONE	0	0	0	0	0	0	0	0
Print	BOA-A2,1ST LUND	FORM SUBMIT; Lauren Sartori; 08/13/2012 16:00	FORM APPROVED; Dennis Mountain; 08/29/2012 07:12	2	1	0	1	0	0	0	0
Print	BOA-A2,2ND LUND	NONE	NONE	0	0	0	0	0	0	0	0
Print	BOA-A2,3RD LUND	NONE	NONE	0	0	0	0	0	0	0	0

Want to either print or save copies of your community's Tax Rate Recap and supporting forms? While there's no magic "Print All" button (at least not yet) there's a way to see a Print option for all forms simultaneously: The Tax Rate Submission Summary screen. In the Tax Rate module, look under Tax Rate Reports—click Tax Rate Submission Summary and you'll see the screen at left. The first column has Print links for each form containing data. You can Print or Save each form, in PDF format.

To print the form, click Open to see the PDF, then print the form from the Adobe Reader. Click Save to save a copy of the PDF instead of printing it.



**Massachusetts Municipal Association (MMA)
Annual Meeting and Trade Show
January 25 and 26, 2013
Hynes Convention Center and
Sheraton Boston Hotel**



Want to attend the MMA trade show at no cost? The CSC can make it happen! The CSC Board will be manning an exhibitor table at the Trade Show. To receive a trade show invitation, contact Tammy Blackwell ASAP.
tblackwell@sheffieldma.gov
(413) 229-7001 x 106

CSC NEWS BRIEFS

Fiscal 2014 CSC Membership Dues—As Voted at Annual Meeting

- General Membership Dues: \$600 (paid by each member community)
- Assessing Tier Dues Assessment: \$1,400
- Collection Tier Dues Assessment: \$750
- Personal Property Tier Dues Assessments: \$500

See the CSC Web site for more information:

<http://www.csc-ma.us/pdfs/fy2014membershipcosts.pdf>

NEW BLA Issues Revised Appraisal Vendor List

<http://www.mass.gov/dor/docs/dls/bla/vendorlist.pdf>

This list is issued by the Bureau of Local Assessment as a convenience to assessors; it does not imply endorsement of specific vendors, nor does it limit assessors to choosing a vendor on the list. The list contains contact information for companies and individuals believed to be providing, or interesting in providing, valuation and appraisal services in the Commonwealth. BLA posted the current list in December 2012.



Community Software Consortium

www.csc-ma.us

Training and support provided by
The Division of Local Services' IT Group

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The Community Software Consortium is a self-governing municipal organization consisting of 60+ Massachusetts communities. It was established in 1996 under M.G.L. 40, § 4A to give every member access to quality technology products and services at a reasonable cost, through the power of joint purchasing. In FY 2012, the CSC was awarded a \$290,700 Community Innovation Challenge Grant by the Commonwealth to fund migration of its property appraisal and tax administration software applications to The Cloud.

For more information about the Community Software Consortium, contact the current Chairman of the CSC Board of Directors:

Tammy Blackwell, Principal Assessor, Town of Sheffield
(413) 413-229-7001 Ext. 155

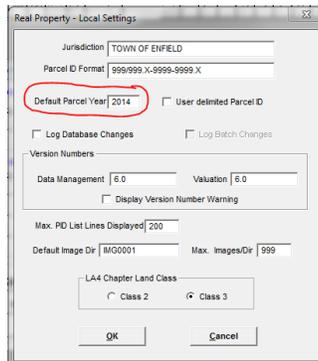
tblackwell@sheffieldma.gov

TECH TIPS: SWITCHING YEARS IN RPIS

Setting up the RPIS database for the next fiscal year is a multi-step process. Running Year Tag Rollover does most of the work—it uses the current year's records to create a new set of records with a new year tag. To begin using the new records, two additional steps are necessary: changing the default year in Local Settings, and changing the default search year in each user's Search screen.

Updating Local Settings:

RPIS keeps track of the current year as specified in Local Settings; to get there, click Utilities > Dbs Maint > Local Settings. Enter the current fiscal year in the Default Parcel Year text box, then click OK. RPIS will use



the new default year the next time it starts. (Log out and back in to see

an immediate change.) Reports including the LA4 and LA3, and Parcel Selection screens will all use the new default year.

Updating the Search Screen:

Unlike Local Settings, which impacts the entire system, the Search screen's Parcel Year is specific to each user.

When it's time to start using parcels in a new fiscal year, each RPIS user should change his/her Parcel Year after starting RPIS. Simply enter the new year once, and RPIS will use that year until it's changed by the user. You can still access data from other years, by entering the desired year in the Search box. Keep in mind that RPIS remembers the year you last used, and it does that for each RPIS user.

