How to use the new AA Cap codes

1. If you are rolling CAMA and using Future Year

First export non future year values. The capped values, sales, parcel ranges. Basically you export cama and import to AA like normal. Get that all done.

Then, work CAMA future year parcels. Please contact your OTC field representative for questions about using the future year in CAMA .

Future year values are added to the AA market value. The AA import/update program can only be run ONE time.

This example has a parcel of real estate that had a room added to the home and a new out building. Here is how the AA parcel looks **before** the import of future year CAMA. There does not have to be any changes to the AA record. No cap status or cap codes have to be entered before you import cama **future year** values in this example.

Follow the proper rules to add the room add on and the miscellaneous out building to the cama future year files.

When it comes time to import CAMA values in the spring you run 2 programs.
1. Export CAMA future year values (see your OTC field rep).
2. **Import** CAMA future year values **into the AA system**.

Select Import CAMA Market Values to AA, Import Real Estate Improvements ONLY.
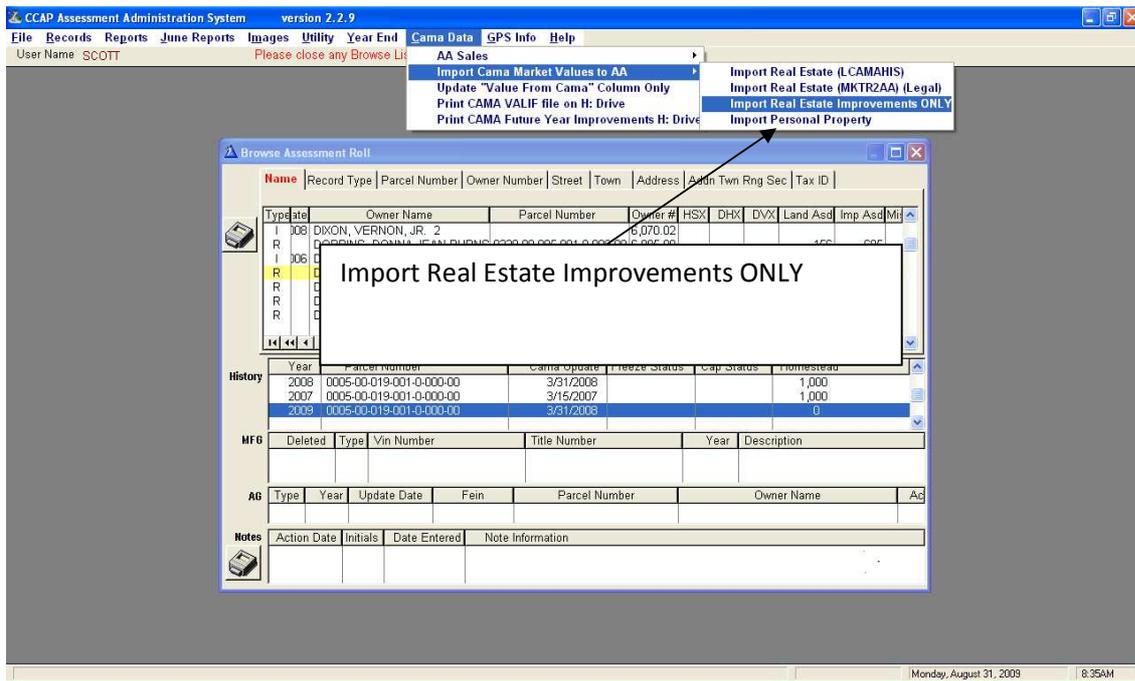
Import improvements into AA system

This is what the AA improvement import program looks like. This screen has a yellow back ground. You must run the CAMA future year **export** program first. The CAMA **export** program and this AA **import** program are run once a year, between late January and April, after the Current year values are imported.

It will produce two reports. The reports print a list of improvements imported to AA, and a list of errors.

This is what the AA screen will look like after you import future year CAMA improvements into the AA system.

The AA program will also change the **Values Changed Date**. The AA program will also change any valid current sale cap code of UT to a TI to show there was a sale in the prior year that had a future year improvement applied and UI to CI to show future year improvement updates.

Another new code is the **SV** or "special value". It is used when the value from CAMA is a true value override. When you need to match a value due to a Board of Equalization decision, court ruling or special use property, you should use the value override screen and SV code. When you use SV you must also put the current assessment year, just like you use **CI** Status Date.

2. If you are *not* using CAMA and doing *all* data entry by hand

This example we will look at the new codes if you are **not importing CAMA current year or future year**. All data entry will have to be done by the user.

This parcel sells.

Now some improvements are added to the parcel the same year as the sale (2010) and be included in the current assessment year (2011).

The full amount of the improvement is added to the market value.

I is entered in the Cap Status field to unlock the value
TI is used in the Code field to show there was also a sale on this parcel.
Status date stays the date of the sale.

Now let's look at a parcel that has improvements. Remember we are **not** importing cama current or future year.

Record is then updated. It is important to use the proper codes. The codes can be used later to run reports and print lists of parcels that have been improved over the years.

Another new code is the **SV** or "special value". When you need to match a value due to a Board of Equalization decision, court ruling or special use property, you should use the SV code. When you use SV you must also put the current assessment year, just like you use **CI** Status Date.

3. If you are importing CAMA, not using future year, and are using CAMA Override screen for new improvements

What if we are importing CAMA and we are not using future year. Well you still need to go to CAMA and calculate the 5% increase then add the improvements to your total and use the value override feature in CAMA. We have a new code for that and its CI for CAMA improvements.

So, 5% of this parcel is 2,918. The improvements added were $15,000. So the value override record in CAMA will show the total of these values.

Override

Password			
Override Date	01	01	2009
Override Delete Date	06	16	2009
Override Type		N/A	

Land Override	16595
Misc Override	36481
Bldg Override	23206
Mbl Hm Override	0
Total Override	76282
Override Notes	$15000 ADDON

So our parcel will look like this after the CAMA export and AA import program runs. Using the CAMA value override for added improvements.

The new **CI** code unlocks the parcel to allow for 100% of whatever CAMA value override wants the value to be.

Another new code is the **SV** or "special value". It is used when the value from CAMA is a true value override. When you need to match a value due to a Board of Equalization decision, court ruling or special use property, you should use the value override screen and SV code. When you use SV you must also put the current assessment year, just like you use **CI** Status Date.