



A Division of Harris Computer Systems

REAL ESTATE: NEW VALUATION REPORTS

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New Valuation Analysis

The New Valuation Analysis report is designed to provide a report on new taxable valuation in a city / town for LD1. The report does this by comparing information from two archived databases; if you are new to TRIO or do not have any archived databases this report will not work.

1. From the *Real Estate Main Menu* select **6. Compute > A. New Valuation Analysis**.
2. If this is the first time running the report, a screen will appear saying that commitment records need to be created. If this is not the first time running the report, a report setup screen will appear. Select **Import Commitment Data from Archive** from the *File Menu* of this screen to add new commitment years. Enter the *Commitment Year* to create records for and then click **Browse** to navigate to the appropriate archive directory.
 - If archive years have not been created in the past, it is possible to create archives from backups. If backups have not been made at commitment time then this report will not work. Please contact TRIO before attempting to create archive years from backups.
3. Once that information has been entered press **F12** to build commitment records for the selected year. This process can take some time to complete, but when it is finished a message will display saying that it has completed. Repeat this process for all of the archive years and then close this screen which will re-open the report's setup screen.
4. At the top of the report setup screen, select the two archive years to compare and choose if they need to be recalculated or not. Selecting *Recalculate* recalculates the commitment records based on the current

cost files, so this only needs to be done if there have been changes to the cost files between the two years that are being compared.

- Recalculating the archives gives a more accurate report as it takes changes to the cost files and depreciation out of the equation.
5. Choose if the report should be run for *All* or a *Range* of accounts based on *Account, Map / Lot* or *Location*.
 6. By default the *Accounts to Include* section is set to *Auto determine eligibility* which allows the program to determine if the account should appear on the report or not based on the reason for the valuation increase. This option can be changed to *Any Increased Valuation* which will include all accounts that had an increase in valuation between the two years.
 - If the option is left as *Auto determine eligibility* there is also the option to *Show accounts with unexplained increases*. Selecting this option will display any accounts with an increase in valuation on the screen, but will not include them in the New Valuation total.

Real Estate: New Valuation Reports *CONTINUED*

7. By default the *Depreciation Years* section will show the depreciation years entered into the *Customize Screen* of the current year. These are the years that the system will calculate depreciation up to for both years selected at the top of the screen.
8. Once all of the selections have been made, press **F12** to continue. The system will now run through the calculations for the two years if those options were selected. Once it is done a screen will display showing the results of the calculations.
 - The columns starting with *Prev* are the values from the earlier of the two years selected. These values may or may not match what was committed for that year if *Recalculate* was selected due to changes in the cost files.
 - The next three columns (*Land*, *Building* and *Exemption*) are the values for the more recent of the two years selected. Again these values may not match what currently shows on the Account Maintenance or Short Maintenance screens because of changes in the cost files between the last commitment and now.
 - The *New Valuation* column is a value determined by the system based on the value of the additions made to the account and may not be the difference between the previous and current valuations shown on the screen.
9. If there is a question as to how the system is determining the *New Valuation* for a specific account, double click on that account to see a breakdown of the changes the program has detected and which ones it is including as new valuation.
 - Items on this screen can be checked or unchecked to modify the reported *New Valuation* amount that will appear on the report.
10. Make any changes needed and click **Update** to save the account. Click **Cancel** to leave the account without saving any changes. This will redisplay the account listing screen, reflecting any changes that were made to the account. Repeat this process for any accounts in question and then press **F12** to print the report.

New Valuation Estimate

This report was designed to be used if TRIO is newly installed or if there are no archived databases to pull information from. This report simply compares the values used during the last billing with newly calculated values. Because the program has nothing else to compare to, it assumes that any valuation increase is due to new valuation.

1. From the Real Estate Main Menu, select **6. Compute > 9. New Valuation Estimate**. Doing this will display a small box asking for the commitment year.
2. Enter the appropriate year to display on the report and press **F12**. This starts the calculation routine which will calculate all of the accounts to use as a comparison against the billing values that appear on the Account Maintenance and Short Maintenance screens.
3. Once the system is done, the calculation report will display showing just the *New Land*, *New Building* and *New Valuation* amounts.