



A Division of Harris Computer Systems

REAL ESTATE: COMMITMENT PROCESS

This information sheet explains the Real Estate Commitment process as done in the Windows Real Estate Assessing program. This process assumes that the full assessing package is being used. If just using the **Short Maintenance** screen to input values, **Proceed with Caution**. In that case, all that would need to be done in **Real Estate** is to Calculate Exemptions and to Calculate Tree Growth.

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| 1. | Account Maintenance |
| 2. | 1. Batch Calculation |
| 3. | 2. Transfer to Billing Values |
| 4. | 3. Calculate Exemptions |
| 5. | 4. Audit of Billing Amounts |
| 6. | 5. RE / PP Audit Summary |
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After data has been entered into the TRIO **Real Estate** and **Personal Property** systems, the commitment process prepares the data for the printing of the commitment book and tax bills. Completing your Real Estate commitment is a 4 step process: 1. Batch Calculation, 2. Commit to Billing Values, 3. Calculate Exemptions, and 4. Audit of Billing Amounts. If only using the **Short Maintenance** screen to update values, steps 1 and 2 should not be run – **doing so may cause billing values to be lost or overwritten**.

Batch Calculation:

Batch Calculation is basically the same as calculating an account (F6), but it does it for all accounts, not just a single one.

1. From the **General Entry Menu** select **1. Real Estate > 6. Compute > 1. Batch Calculation**.
2. Select *Summary* for *Report Type*. *Valuation* will give the complete report on each property, using a page per account. The *Summary* option generates a one line listing of totals for each account, with totals at the end.
3. Select whether to show either *All Accounts (Regular)* or *Changes Only* on the report.
4. Select to include *All Accounts*.
5. Under *Saved Correlated Values* choose *Update*. *Update* will save the newly calculated values. If choosing *Don't Update*, the program will still calculate but it will not save. This allows for the viewing of what the amounts would be, without overwriting what is currently saved for the Calculated Values.
6. Finally, choose what to *Order By* – the choices are *Account Number*, *Map/Lot Number*, *Name* or *Location*.
7. Select *File > Process (F12)*, once all changes have been made. This will generate a print preview based on the selections made.

Commit to Billing Values:

This will replace the billing values (last year's values) with the current values (this year's calculated values). **Make sure that this step is ready to be done. DO NOT run this if Valuation changes are entered into the Short Screen and Overrides are not being updated.** Once the values are transferred, the prior values cannot be recovered without going to a backup.

The difference between *Billing Values* and *Current Values* is that the *Billing Values* are the values from the last time *Transfer Values to Billing* was done or that were entered directly into the **Short Maintenance** screen. This may be the value from last year's commitment. *Current Values* are the values as of the last time the accounts were calculated and the calculation was saved.

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Calculate Exemptions:

This will replace the former exemption values for the accounts with newly calculated amounts. It will bring up the screen listing the exemptions that have been set up so that the values can be reviewed before calculating. Next, TRIO will prompt to select *Billing* or *Current*. If *Billing* is selected, this will calculate the exemptions and save it to the *Billing* values. If *Current* is selected, this will do an audit without changing any values. *Billing* must be selected before bills can be run – if it is not, the exemption amounts will **not** be correct.

Audit of Billing Amounts:

The Audit of Billing Amounts provides a way to view the totals that are going to be used in the billing process. It is recommended that these figures are compared with the **RE/PP Audit Summary** and the **Audit** report from **Tax Billing** before running the **Transfer New Billing Data** step in **Tax Billing**. Select what type of Audit to run, either *Regular* or *Exempt*.

For Regular Audits:

This will show the values for Land, Buildings, Exemption and Assessment for each account. It will give totals for the total Exempt w/o Homestead, Homestead Totally Exempt, Billable and Total.

1. Select *Regular*.
2. Select *Billing* or *Current* values. *Billing* values are the value from the last time a *Transfer to Billing Amounts* was done. *Current* is what the calculated values are right now.
3. Next is a selection of *Records to Audit*, which can be *All* or a *Range*.
4. Pick how to *Order* the Audit, either by *Account Number*, *Map/Lot Number*, *Name* or *Location*.
5. In *Display*, pick *either Detail, Subtotal, Both* or *Totals Only*. Also select the length of the *Field 1 – 15*. Length of *Field* determines how to break the records down. For example, to break down accounts by the first letter of the name, select an *Order of Name* and a length of 1. To break it down by the first two letters (i.e. Aa, Ab, Ac...Az, Ba, Bb, Bc...Bz), enter 2 for the length.
6. Next select whether or not to include *Totally Exempt Properties*.
7. After making the selections select *File > Continue (F12)*. This will bring up all of the selected information in a print preview.

For Exempts:

1. Select *either Partially, Totally, Partially and Totally* or *Specific Exempt Code(s)*.
 - If *Specific Exempt Code(s)* is selected, a second screen will appear when the report is processed allowing for the selection of one or more exemptions to audit.
2. Select how to sort the report by. The available options are *Name, Name Within Exempts, Map/Lot, Map/Lot Within Exempts, Account* and *Account Within Exempts*. If *Specific Exempt Code(s)* was selected, for example the Homestead Exemption, select *Name Within Exempts* to get the value of only the Homestead exemptions. If you were to do it by *Name* it would give all the accounts that had a Homestead Exempt in them and include the exempt value of all exemptions on those accounts.
3. After making the selections select *File > Continue (F12)*. This will bring up all of the selected information in a print preview.