

## **\*\* YEAR END ~ APPROX JUNE**

- **BACKUP**
- **CREATE NEW PRIOR YEAR**
- **ARCHIVE CERTIFIED**
- **CREATE NEW CERTIFIED FILE**
- **CLEAR BOARD OF REVIEW VALUES**
- **DELETE BOARD OF REVIEW PETITIONS**
- **CLEAR AG BUILDINGS**
- **CLEAR PARCEL FLAGS**
- **RUN DUPLICATE PARCEL CHECK**
- **RESET RECONCILIATION ON WORKING DATABASE**
- **UPDATE EXEMPTION CHARTS BASE YEAR**
- **CLEAR EXEMPTION RECORDS**

## **\*\* JUNE - MARCH**

- **FIELD REVIEW**
  - Set New Land Values
  - Check for Additions/Removals
  - Check Grade
  - Check Condition
  - Adjust Needed Obsolescence
  - Sales ratio study
  - Set Final Values
- **VALUE TRANSFER TO MAINFRAME**
- **UPDATE WEBSITE FROM WORKING (FULL UPDATE)**

## **\*\* APRIL - MAY**

- **BOARD OF REVIEW**
- **VALUE TRANSFER TO MAINFRAME**
- **UPDATE WEBSITE FROM WORKING (FULL UPDATE)**
- **YEAR END REPORTS – PRINT/SAVE FOR HISTORY**
  - Reconciliation
  - Sales Studies
  - Reconciliation

## **\*\* OCTOBER IF EQUALIZATION YEAR (ODD YEARS)**

- **STATE EQUALIZATION**
  - Apply to Working and Certified
- **VALUE TRANSFER TO MAINFRAME**
- **UPDATE WEBSITE FROM CERTIFIED (FULL UPDATE)**