



MISSION: IMPOSSIBLE

PHOENIX RISING

Transfer from CAMA to Tax

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Cama Specialist II & Cama Specialist I
1 + Years & 9 Months
Oct. 6th, 2021

Our Mission



Steps to Prepare



How to search for errors



Query Examples



Allocation



Highlight differences of each tax system



Transfer Process

- **Plan Ahead**

- **Anticipated Transfer Date?**

- **Develop a Plan**

- **Review Data prior to Transfer**

- **Who is completing edits/correcting errors**

- **Plan for unexpected situations**

- **Review Data**

- **Check for any errors that would cause an unsuccessful transfer from CAMA to Tax**

- **Run Data Checkers**

- **Allocation Review**

- **Not 100% Allocated**

- **Appraised Use applied correctly**

- **Classification Mismatched**

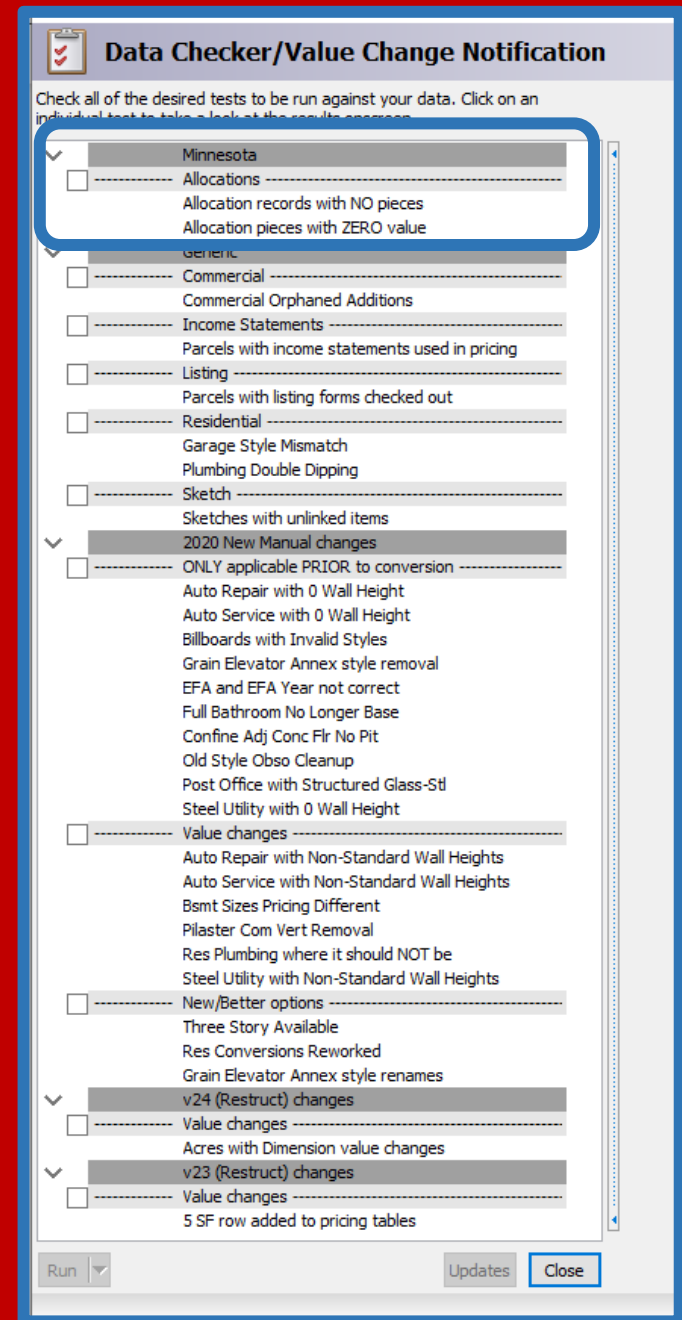
- **Number of Parcel Records not matching**

- **Roll Type**

- **Review New Construction**

Data Checkers




- Allocations
 - Records with NO parts/pieces
 - Records with ZERO value (no allocation records)
- Review Other Checks



- Allocation Queries
 - Shared Folder


Vanguard Appraisals > CAMAvisionM20 > Shared >

Name ^

-  MN Allocation Records Missing Parts.vcsMN
-  MN Parcels Missing Allocation Records.vcsMN
-  MN parcels not 100percent allocated(MNAlloc1).vcsMN

- Parcels Missing Allocation Records




 **Homestead Allocation**

Close | Add Allocation | Delete Allocation | ↑ ↓ | Add Project | Delete Project | ?

No Homestead Allocation

To begin adding an allocation, press the Add button located on the toolbar.



- Parcels Not 100% Allocated



Site	0	Allocated	\$7,200
Land	0	Total Allocated	\$7,200
H/G/Dwlg	7,200	To Allocate	\$100
Building	0	Value (Appr)	\$7,300



- Appraised Use = None
- Ag Land

Class **200 - Agricultural** Homestead **0 - Non-Homestead**

Choice Code **099** House/Gar Const **0** New Const Land **0**

Valuation No. **002** Roll Type **R** New Const Other **0**

State Class **-- - NONE** Exempt

Allocated Parcel Items

Parcel Item	Value	Alloc. Value	Actual %	Calc %	CLP	Alloc Acre	Appr. Use
AgBldg[1]: 913 Barn - Pole	3800	Bldg	100	100			
Ag Land[2] (1.000 Acres) (AD AC 1400)	1400	Land	100	100	No	1.000	None
Ag Land[3] (154.000 Acres) (Past1)	84700	Land	100	100	No	154.000	None
Ag Land[4] (4.000 Acres) (Rds/Dtch)	0	Land	100	100	No	4.000	None

Header

Table

Field

Display

Sort

Filters

Class	Alloc_Type	Appraised_Use_Lookup
MN_Allocation	MN_Parcel_Alloc	MN_Parcel_Alloc
Class	Alloc_Type	Appraised_Use_Lookup
Show	Show	Show
= "200" /* 200=Agricultural */	= 1 /* 1=Land */	= 0 /* 0=None */

- Appraised Use = None

Query Results

Parcel_Number	Mainframe_Rec_Number	Class	MNClassDescr	Alloc_Type	Alloc_Type_Descr	Appraised_Use_Lookup	Appraised_Use_Lookup_Descr
28.0033200	002	200	Agricultural	1	Land	0	None
28.0033200	002	200	Agricultural	1	Land	0	None
28.0033200	002	200	Agricultural	1	Land	0	None

- Non-Ag Classification > Appraised Use \neq None

A#1:100-Res 1 unit

Class **100 - Res 1 unit** Homestead **2 - BPVD Full Homestead**

Choice Code **500** House/Gar Const **0** New Const Land **0**

Valuation No. **001** Roll Type **R** New Const Other **0**

State Class **-- - NONE** Exempt

Allocated Parcel Items

Parcel Item	Value	Alloc. Value	Actual %	Calc %	CLP	Alloc Acre	Appr. Use
Res: 101 Single-Family / Owner Occupied	46900	HGDwlg	100	100			
Land[1]: R-ROSE (7000.000 SF) Sq.Ft w/Dim	5300	Land	100	100	No	0.151	Tillable

Header

Table

Field

Display

Sort

Filters

Class	Appraised_Use_Lookup
-------	----------------------

MN_Allocation	MN_Parcel_Alloc
---------------	-----------------

Class	Appraised_Use_Lookup
-------	----------------------

Hide	Hide
------	------



Ascending	
-----------	--



<> "200" /* 200=Agricultural */	<> 0 /* 0=None */
---------------------------------	-------------------

- Non-Ag Classification > Appraised Use \neq None
Query Results

Parcel_Number	Mainframe_Rec_Number	Class	MNClassDescr	Alloc_Type	Alloc_Type_Descr	Appraised_Use_Lookup	Appraised_Use_Lookup_Descr
51.0069705	001	100	Res 1 unit	1	Land	1	Tillable

- Appraised Use Correctly Applied?

Allocated Parcel Items												
Parcel Item		Value	Alloc. Value	Actual %	Calc %	CLP	Alloc Acre	Appr. Use				
AgBldg[1]: 913 Barn - Pole	▼	3800	Bldg	▼	100	▲▼	100		▼		▼	
Ag Land[2] (1.000 Acres) (AD AC 1400)	▼	1400	Land	▼	100	▲▼	100	No	▼	1.000	Excess	▼
Ag Land[3] (154.000 Acres) (Past1)	▼	84700	Land	▼	100	▲▼	100	No	▼	154.000	Excess	▼
Ag Land[4] (4.000 Acres) (Rds/Dtch)	▼	0	Land	▼	100	▲▼	100	No	▼	4.000	Woods/Ti	▼

- Parcel Item should match the Appr. Use
ONLY IF
your parcel item descriptions appropriately described the land use

Parcel_Item_Description	Alloc_Type	Alloc_Type_Descr	Appraised_Use_Lookup	Appraised_Use_Lookup_Descr
MN_Parcel_Alloc	MN_Parcel_Alloc		MN_Parcel_Alloc	
Parcel_Item_Description	Alloc_Type	(SELECT * FROM Ge	Appraised_Use_Lookup	(SELECT * FROM GetDDCombo('L0
Show	Hide	Show	Hide	Show
LIKE "%Past%"			<> 5 /* 5=Pasture */	
LIKE "%Rds/Dtch%"			<> 4 /* 4=Road/Ditch */ AND 11 /* 11=Other */	

Query Results

Parcel_Number ▲	Parcel Class	Mainframe_Rec_Number ▲	Parcel_Item_Description	Alloc_Type_Descr	Appraised_Use_Lookup_Descr
28.0033200	Ag Dwelling	002	Ag Land[3] (154.000 Acres) (Past1)	Land	Excess
28.0033200	Ag Dwelling	002	Ag Land[4] (4.000 Acres) (Rds/Dtch)	Land	Woods/Timber

Appraised Use

VCS Appr. Use	Avenu Tax Land Maintenance	CPT Tax Land Maintenance	Aumentum Tax Maintenance
Tillable	Tillable	Tillable	Tillable
Undefined	Other	NOT USED	NOT USED
Site	Site	Site	Homesite
Road/Ditch	Other	NOT USED	Ditch/Road
Pasture	Pasture	Pasture	Pasture
Conservation Easement	Easement	Con Easement	NOT USED
Woods/Timber	Other 2A or Woods 2B	Woods	Woods/Timber
Waste	Other 2A or Waste 2B	Waste	Waste
Meadow	Other	Meadow	Meadow
Excess	Addn'l Site	Excess	Excess Site
Other	Other	Other/Road/Ditch	Other Productive or Non-Productive/ Conservation Program
			<i>CLP box must be checked in Allocation if Conservation Program</i>
			<i>if 2a = Other Productive/ if 2b = Other NON-productive</i>
	Required for Class codes 101-109, 111	Required for Class codes 101-125	Required for Class codes 200, 211, 433
	Class 101-106 will update to 2a	Class code will determine 2a or 2b	Class 200 updates to 2a
	Class 109, 111 will update to 2b	Class 119, 120 will update to 2b	Class 211 updates to 2b

- Green Acres

- Customization may be needed per County/City

Allocated Parcel Items											
Parcel Item	Value	Alloc. Value	Actual %	Calc %	CLP	Alloc Acre	Appr. Use	GA / RP / AP / OS			
▶ Ag Land[1] (176.000 Acres) (03B1)	150100	Land	100	100	No	176.000	Tillable	GA Tillable (Green Acres @ 1.00)			
Ag Land[3] (3.000 Acres) (Rds/Dtch)	0	Land	100	100	No	3.000	Other	GA None (Roads/Ditch)			

Has_Green_Acres	Green_Acres_Land_Use_Lookup	GA_Use_Description	Allocated_Value	GA Value
MN_Parcel_Alloc	MN_Parcel_Alloc	Pricing_Green_Acres	MN_Parcel_Alloc	
Has_Green_Acres	Green_Acres_Land_Use_Lookup	Description	Allocated_Value	Round((Pricing_Green_Acres.PRICE * MN_Parcel_Alloc.Allocated_Acres),-2)
Hide	Hide	Show	Show	Show
= 1 /* 1=Yes */				

Parcel_Number	Mainfram	Class	Parcel_Item_Description	Appraised_Use_Lookup_Descr	GA_Use_Description	Allocated_Value	GA Value	Allocated_Acres	Land_Value	Total_Land_Value
▶ 03.0000700	001	200	Ag Land[3] (3.000 Acres) (Rds/Dtch)	Other	Roads/Ditch	0	0	3.00	150,100	165,400
03.0000700	001	200	Ag Land[1] (176.000 Acres) (03B1)	Tillable	Green Acres @ 1.00	150,100	200	176.00	150,100	165,400
03.0001000	002	200	Ag Land[2] (2.000 Acres) (AD AC 1600)	Excess	Barnett A1	3,200	2,200	2.00	84,700	110,900
03.0001000	002	200	Ag Land[6] (4.000 Acres) (Rds/Dtch)	Other	Roads/Ditch	0	0	4.00	84,700	110,900
03.0001000	002	200	Ag Land[3] (90.000 Acres) (03A3)	Tillable	Green Acres @ 1.00	81,500	100	90.00	84,700	110,900

- Deeded Acres \neq Calculated Acres
 - May need to query out by PDF or Map areas
 - Townships
 - Do Not Include Cities

Total Acres: 150.000 Deeded AC: 140.000

• Custom Expression

Header	Deeded_Acres	Acres	Deeded_Ac_-_Land_Total_Ac
Table	General_	View_LandAcesSum	
Field	Deeded_Acres	Acres	General_.Deeded_Acres - View_LandAcesSum.Acres
Display	Show	Show	Show
Sort			
Filters			NOT BETWEEN "-0.01" AND "0.01"

• No Roll Type

A#1:100-Res 1 unit

Class Homestead

Choice Code House/Gar Const New Const Land

Valuation No. **Roll Type** New Const Other

State Class Exempt

- Header
- Table
- Field
- Display
- Sort
- Filters

Roll_Type	Multi_Property_Roll_Type
MN_Allocation	MN_Allocation
Roll_Type	Multi_Property_Roll_Type
Show	Show
= SPACE	

- No Roll Type Results



Parcel_Number	PDF_Number	PDF_Name	Mainframe_Rec_Number	Roll_Type
51.0069705	50	51-Badger	001	
51.0005801	50	51-Badger	001	
03.0028600	2	03-Beaver	001	
51.0078523	50	51-Badger	001	
28.0033200	27	28-Ross	001	

- Exemption Box – Should it be checked?

Homestead Allocation

Close Add Allocation Delete Allocation Add Project Delete Project

A#1:100-Res 1 unit

A#1:100-Res 1 unit

Class 100 - Res 1 unit Homestead 1 - Full Homestead

Choice Code 000 House/Gar Const 0 New Const Land 0

Valuation No. 001 Roll Type R New Const Other 0

State Class -- - NONE Exempt

Allocated Parcel Items

Parcel It n	Value	Alloc. Value	Actual %	Calc %	CLP	Alloc Acre	Appr. Use
▶ Res: 101 Single-Family / Owner Occupied	283600	HGDwlg	100	100			
Yard[1]: Paving - Concrete	3600	Bldg	100	100			
Land[1]: R-ROSEAU,(19568.770 SF) Sq.Ft x	14700	Land	100	100	No	0.449	None

Site 0 Allocated \$0

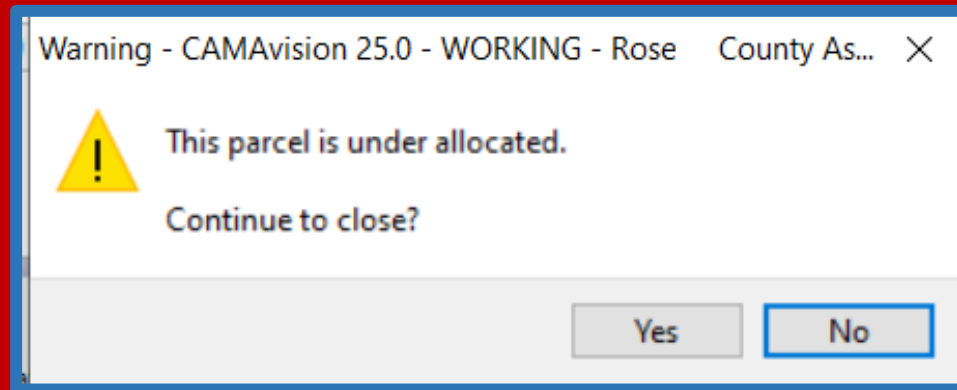
Land 14,700 Total Allocated \$0

H/G/Dwlg 283,600 To Allocate \$301,900

Building 3,600 Value (Appr) \$301,900

- **Exemption**

- Allocation will not allow you to close without warning



- Query to find Exemption box checked

Header

Table

Field

Display

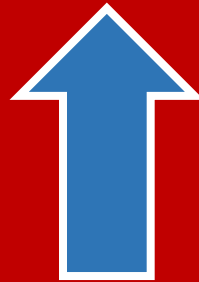
Sort

Filters

	Exemption	
	MN_Allocation	
	Exemption	
✓	Show	✓
✓		✓
	<> 0	

- Exemption
Query Results

Parcel_Number	Mainframe_Rec_Number	Exemption	Total_Value	Land_Value	Dwelling_Value	Building_Value	Left_To_Alloc
28.0033200	001	1	0	15,400	90,800	0	106,200



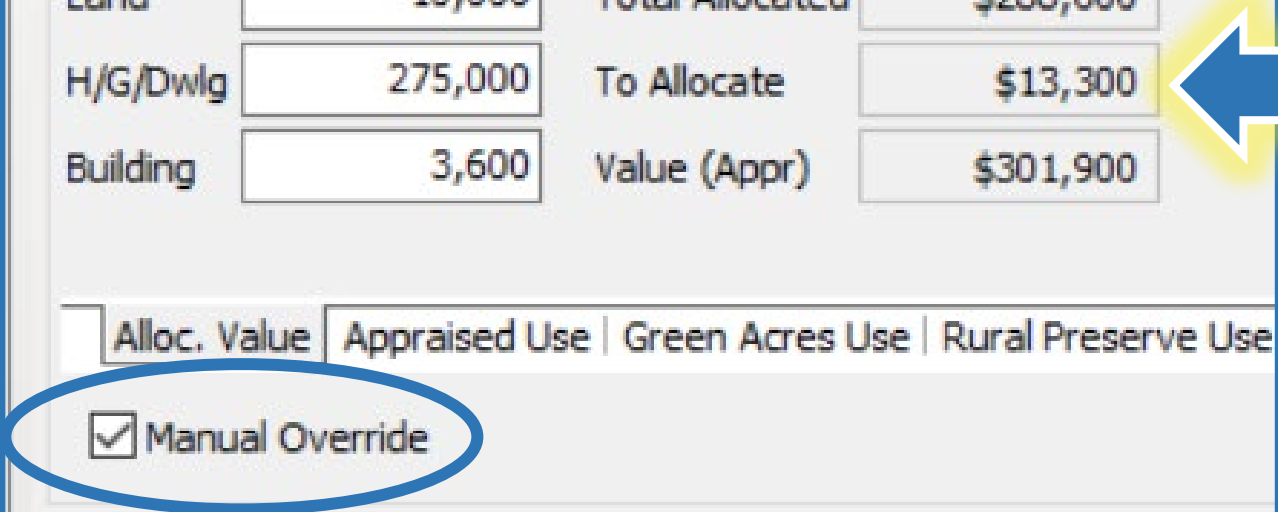
- Value will be excluded from the Value Export File

- Manual Override
 - Board of Review Change
 - Tax Court Stipulation
- Review every year or add parcel check

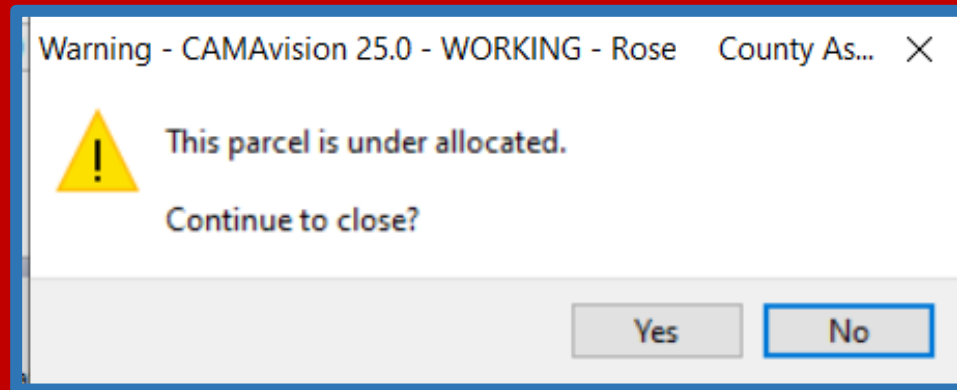
Site	<input type="text" value="0"/>	Allocated	<input type="text" value="\$288,600"/>
Land	<input type="text" value="10,000"/>	Total Allocated	<input type="text" value="\$288,600"/>
H/G/Dwlg	<input type="text" value="275,000"/>	To Allocate	<input type="text" value="\$13,300"/>
Building	<input type="text" value="3,600"/>	Value (Appr)	<input type="text" value="\$301,900"/>

Alloc. Value | Appraised Use | Green Acres Use | Rural Preserve Use

Manual Override



- **Manual Override**
 - Allocation will not allow you to close without warning



Header

Table

Field

Display

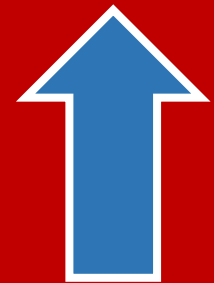
Sort

Filters

Parcel_Number	Mainframe_Rec_Number	Value_Override
General_	MN_Allocation	MN_Allocation
Parcel_Number	Mainframe_Rec_Number	Value_Override
Show	Show	Show
Ascending		
		<> 0


- Manual Override
Query Results

Parcel_Number	▲ Mainframe_Rec_Number	Value_Override	Total_Value	Left_To_Alloc
28.0033200	001	1	95,000	11,200



- Parcel Class vs Tax Classification

General	Status[1] and Legal	Notes [1]	Sales	Permits	Land [3]	Resid
Route No.	000-000-000	PDF	003 - 03-Beaver			
Map/Factor	Beaver Gravel		1.050			
Sub-division	NONE					
Computer ID						
Plat map		MLS				
Location	Rural	Class	Residential	100%		

 **Homestead Allocation**

Close | Add Allocation | Delete Allocation | Add Project

A#1:200-Agricultural | **A#1:200-Agricultural**

A#2:211-Rural Vacant L

Class	200 - Agricultural	
Choice Code	003	House/Gar Const
Valuation No.	001	Roll Type
State Class	-- - NONE	

- Parcel Class vs Tax Classification
 - Why is parcel class important?
 - Manual Level
 - Not Recommended

TEST	Manual Level Table				VMANLEVEL
	Line	Description [40 char max]	Urban%		Rural%
	0	Ag Land	100	▼	100
	1	Ag Dwelling	100	▼	100
	2	Residential	100	▼	100
	3	Commercial	80	▼	80
	4	Industrial	80	▼	80

• Parcel Class \neq Tax Class

- Header
- Table
- Field
- Display
- Sort
- Filters

Parcel_Number	Parcel_Class	Description	Class	MNClassDescr
General_	General_	Pricing_Class	MN_Allocation	Pricing_MN_Class
Parcel_Number	Parcel_Class	Description	Class	MNClassDescr
Show	Show	Show	Show	Show
	= 2 /* 2=Residential */		<> *100* /* 100=Res	

- Parcel Class vs Tax Classification
 - Query Results

Parcel_Number	Parcel_Class	Description	Class	MNClassDescr
15.7339900	2	Residential	300	Commercial
08.0001600	2	Residential	300	Commercial
51.0023200	2	Residential	300	Commercial
21.0072700	2	Residential	300	Commercial
09.0020500	2	Residential	300	Commercial

• No Style – Adding New Structure

Structure Interior[Pl:3/BI:0] Finish[B:0/Stall:0/F:1] Exterior[0] Extra[0] Addtn[0] Garage[1]/Carport[0]

Occupancy 101 Single-Family / Owner Occupied 7-43 Occ. Date

Pricing 101 Single-Family / Owner Occupied \$0.00 Plot No.

Year Built 2021 EFA 1 EF Year 2021 Arch. Style N/A

Style None **!** Totals Choice By Class

Main Area 2,296 TLA 0

Grade/Mult. 4 1.000

Cond./Depr. Normal 1.00 -\$64

Basement Full 0 No Fir Adj. 0

Heating Yes 0

N/B Heat

Air Cond. Yes

Attic None SF 0

Obsolescence

Functional % 0

Economic % 0

Other % 0

Obso Reasons...

Value Summary		
Property	\$ per TLA	Value
Base Cost		\$0
Adj. Base	\$0.00	\$0
Finish	\$0.00	\$0
Exterior	\$0.00	\$0
Fireplaces	\$0.00	\$6,400
Plumb./Appl.	\$0.00	\$0
Additions	\$0.00	\$0
Att. Garage	\$0.00	\$25,320
Basement Stall	N/A	\$0
Qtrs-Over	N/A	\$0
Extras	\$0.00	\$0
Base Cost Ttl	\$0.00	\$31,720
RCN (1.000)	\$0.00	\$31,720
Phy. Value	\$0.00	\$31,403
RCNLD Ttl	\$0.00	\$31,403
Det. Garage	\$0.00	\$0
Map Fctr	1.000	
Ttl. Bldg(RND)	\$0.00	\$31,400
Res.Bldg on...		\$31,400

Main_Style	Occupancy_Code	Descr
Res_Building	Res_Building	Pricing_Res_Occ
Main_Style	Occupancy_Code	DESCR
Show	Show	Show
= 0 /* 0=None */	<> 111 /* 111=Detached Structures Only */	

- New Construction Listing

House/Gar Const	<input type="text" value="25,000"/>	New Const Land	<input type="text" value="15,000"/>
Roll Type	<input type="text" value="R"/>	New Const Other	<input type="text" value="5000"/>

New_Construction_Land	New_Construction	New_Const_Other
MN_Allocation	MN_Allocation	MN_Allocation
New_Construction_Land	New_Construction	New_Const_Other
Show <input type="button" value="v"/>	Show <input type="button" value="v"/>	Show <input type="button" value="v"/>
<input type="button" value="v"/>	<input type="button" value="v"/>	<input type="button" value="v"/>
<> 0		
	<> 0	
		<> 0



- Listing that shows the new construction value is greater than the net change from the previous year assessment
 - 2022 Appraised Value = \$301,900 - Increase of \$71,700 from 2021
 - New Construction = \$85,000 > increase
 - Adjust New construction Value

The screenshot displays the 'Homestead Allocation' software interface. On the left, a table titled 'Prior Year Details 2021' shows the following data:

	Appraised
Land	14,700
Dwelling	212,700
Improvement	2,800
Machine and Equip.	0
Total Value	230,200

The main interface shows the 'A#1:100-Res 1 unit' allocation form. Key values are highlighted with yellow circles:

- House/Gar Const**: 85,000
- Allocated**: \$301,900

The 'Allocated Parcel Items' table is as follows:

Parcel Item	Value	Alloc. Value	Actual %	Calc %	CLP	Alloc Acre	App
Res: 101 Single-Family / C	283600	HGDwlg	100	100			
Yard[1]: Paving - Concrete	3600	Bldg	100	100			
Land[1]: R-ROSEAU,(1956	14700	Land	100	100	No	0.449	Nor

The 'Site' summary table at the bottom shows:

Site	Allocated	\$301,900
Land	14,700	Total Allocated
H/G/Dwlg	283,600	To Allocate
Building	3,600	Value (Appr)

Entering New Construction – General Rule

If Alloc.
Value =
HGDwlg

NC
amount

House/Gar
Const

If Alloc.
Value = Bldg

NC
amount

New Const
Other

If Alloc.
Value =
Land

NC
amount

New Const
Land

• New Construction Entry

Class **100 - Res 1 unit** Homestead **0 - Non-Homestead**

Choice Code **000** House/Gar Const **124,200** New Const Land **14,800**

Valuation No. **001** Roll Type New Const Other **135,700**

State Class **-- - NONE** Exempt

Allocated Parcel Items

Parcel Item	Value	Alloc. Value	Actual %	C
▶ Res: 101 Single-Family / Owner Occupied	124200	HGDwlg	100	1
Land[1]: FF175,(14400.000 SF) Front Foot	14800	Land	100	1
AgBldg[1]: 925 Steel Utility Building	135700	Bldg	100	1



Differences between tax systems

Aumentum

- Res Land Appr. Use = None
- Roll Type = Required
- New Parcel or Record = Creates from CAMA record
- Delete Parcel or Record = Must Manually enter in Tax

CPT

- Res Land Appr. Use = None
- Roll Type = Not Required
- New Parcel or Record = Must Manually enter in Tax
- Delete Parcel or Record = Must Manually enter in Tax

Avenu

- Res Land Appr. Use = Other
- Roll Type = Required
- New Parcel or Record = Must Manually enter in Tax
- Delete Parcel or Record = Must Manually enter in Tax

- Any other edit queries?
- Can all be customized to what you want to look for
- Do you have the same errors every year that you wish would go away?
- Ryan and Tyler are here to help!

Reviews using Excel

- Run this review after completing/correcting any Edit Queries
- Review Active Parcels, Parcel Records, and Classification
 - Create Tax System File
 - Create Preliminary CAMA Value Export File
 - Compare the 2 files matching Parcel Numbers and Parcel Records
 - Is there a parcel or parcel record that needs to be added or deleted in either system?
 - Compare the 2 files matching classification
 - Does your tax system accept the change in classification from CAMA to tax?

• Create Tax File Export

- Example from Avenu – Cdown1 file
- Find Class Code and move towards beginning (easier to work with)

YEAR	RL	TP	RANGE	PIN	INACTIVE	FLAG	AVLU	RECNO	PARCEL	NUMBER	CLS	COD	CLS	DSC
2021	M			39980040				1	03.998.0040			201	RESIDENTIAL	
2021	M			79980030				1	07.998.0030			201	RESIDENTIAL	
2021	M			109980010				1	10.998.0010			201	RESIDENTIAL	
2021	M			139980060				1	13.998.0060			201	RESIDENTIAL	
2021	M			139980070				1	13.998.0070			201	RESIDENTIAL	
2021	M			169980140				1	16.998.0140			201	RESIDENTIAL	
2021	M			169980150				1	16.998.0150			201	RESIDENTIAL	

• Create Preliminary CAMA Export File

A	B	C	D	E	F	G	H	I	J
Roll_Type	Parcel_Number	Valuation_Record_Number	Class_Code	Homestead_Code	Multi-Property_Roll_Type	Multi-Property_Number	Choice_Code	Land_Value	Buil
R	010010010	001	101	001	R	010020080	001	000485900	
R	010010020	001	101	001	R	010020080	002	000426400	
R	010010040	001	101	001	R	060360070	001	000888800	
R	010010050	001	201	000	R	010120022	099	000035000	
R	010010050	002	101	001	R	010120022	001	000820900	
R	010010050	003	947	000	R	010120022	099	000000000	
R	010010060	001	101	001	R	010120022	002	000228100	
R	010010070	001	101	001	R	010020021	002	000228000	
0	R	010010080	001	101	000		099	000225200	
1	R	010010090	001	101	000		099	000234000	
2	R	010020010	001	101	000	R	010020010	000	000233000
3	R	010020020	001	101	001	R	010110031	005	000179100
4	R	010020020	002	101	001	R	010110031	000	000179000

- Next you will have to create a new field combining the parcel number and record number
 - Place in the first column
- Use Formula
 =(field of PIN)&(field of Record Number)

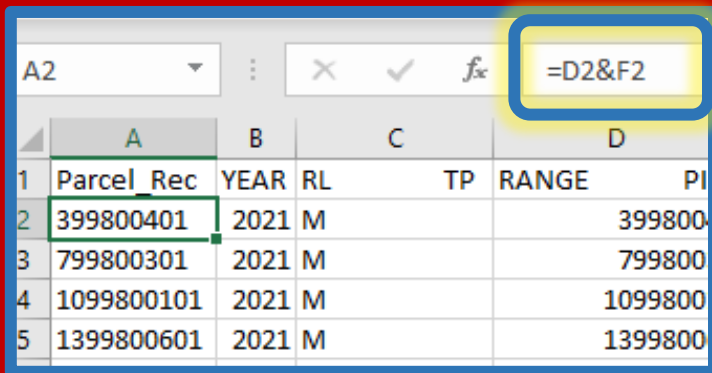
A	B	C	D	E	F					
Parcel_Rec	YEAR	RL	TP	RANGE	PIN	INACTIVE	FLAG	AVLU	RECN	PA
=D2&F2	2021	M			39980040				1	03

- Copy Down >
 Double click the
 lower right green box

	A	
1	Parcel_Rec	YE
2	399800401	20
3	799800301	20
4	1099800101	20
5	1399800601	20
6	1399800701	20
7	1699801401	20

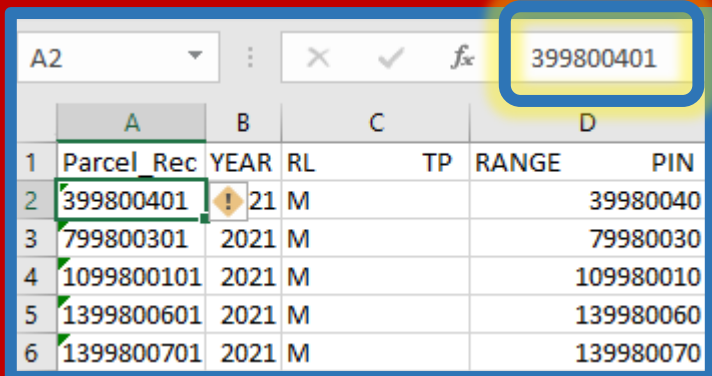


- Select your first column/your newly created parcel_rec field
- Right click > Copy > Paste Special > Select Values > Ok



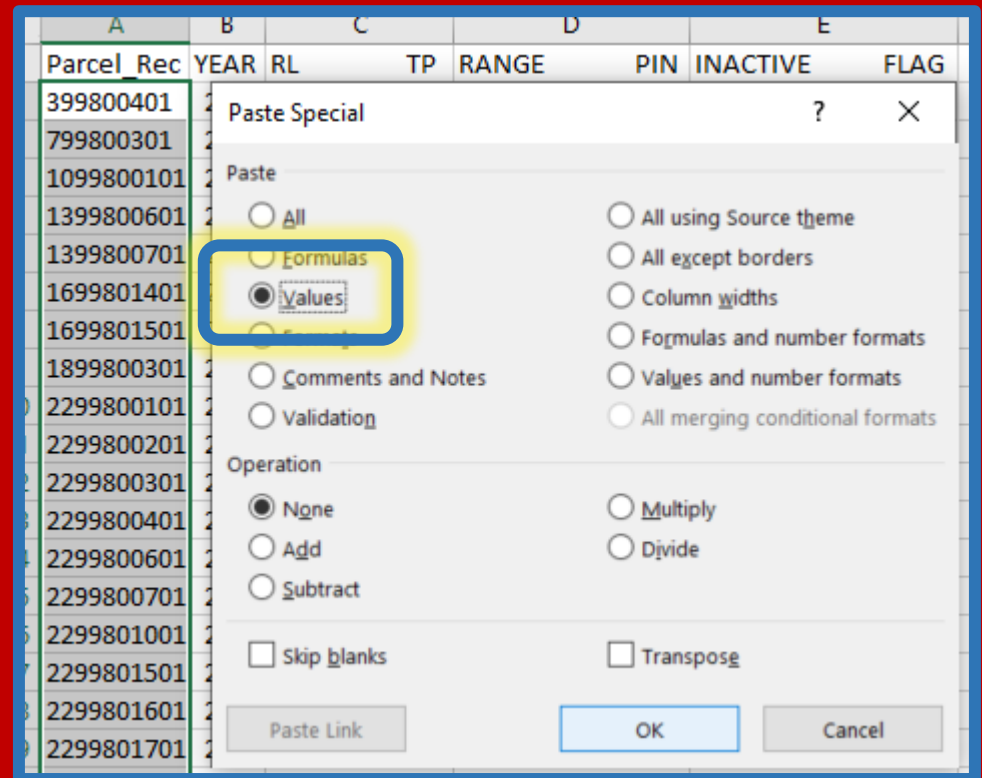
A screenshot of the Excel formula bar. The active cell is A2, and the formula bar contains the text `=D2&F2`. The formula bar is highlighted with a yellow box.

	A	B	C	D
1	Parcel Rec	YEAR	RL	TP
2	399800401	2021	M	399800
3	799800301	2021	M	799800
4	1099800101	2021	M	1099800
5	1399800601	2021	M	1399800



A screenshot of the Excel spreadsheet. The active cell is A2, and the formula bar contains the text `399800401`. The spreadsheet shows the result of the concatenation operation in column D, where the values from column A and column F are joined together.

	A	B	C	D
1	Parcel Rec	YEAR	RL	TP
2	399800401	2021	M	39980040
3	799800301	2021	M	79980030
4	1099800101	2021	M	109980010
5	1399800601	2021	M	139980060
6	1399800701	2021	M	139980070



A screenshot of the 'Paste Special' dialog box in Excel. The 'Values' option is selected under the 'Paste' section. The 'Operation' section is set to 'None'. The 'OK' button is highlighted.

A	B	C	D	E
Parcel Rec	YEAR	RL	TP	RANGE
399800401				PIN
799800301				INACTIVE
1099800101				FLAG
1399800601				
1399800701				
1699801401				
1699801501				
1899800301				
2299800101				
2299800201				
2299800301				
2299800401				
2299800601				
2299800701				
2299801001				
2299801501				
2299801601				
2299801701				

- Sort by Parcel_Rec
- Move Classification Field by Parcel_Rec

A	B		C		D
Parcel_Rec	CLS	COD	CLS	DSC	YEAR
100100101		106	AG SON/DAU-MOTH/FATH		20
100100201		106	AG SON/DAU-MOTH/FATH		20
100100301		201	RESIDENTIAL		20
100100401		101	AGRICULTURAL		20
100100501		204	RES ON AG		20
100100502		104	AG FARM ENTITY TIER1		20
100100503		947	MANURE PITS		20
100100601		104	AG FARM ENTITY TIER1		20
100100701		101	AGRICULTURAL		20
100100801		101	AGRICULTURAL		20
100100901		101	AGRICULTURAL		20

- Do the same for the CAMA export file
- To match the parcel_rec field on the tax file, you may need to format the original parcel_number field and valuation_record_number to a number

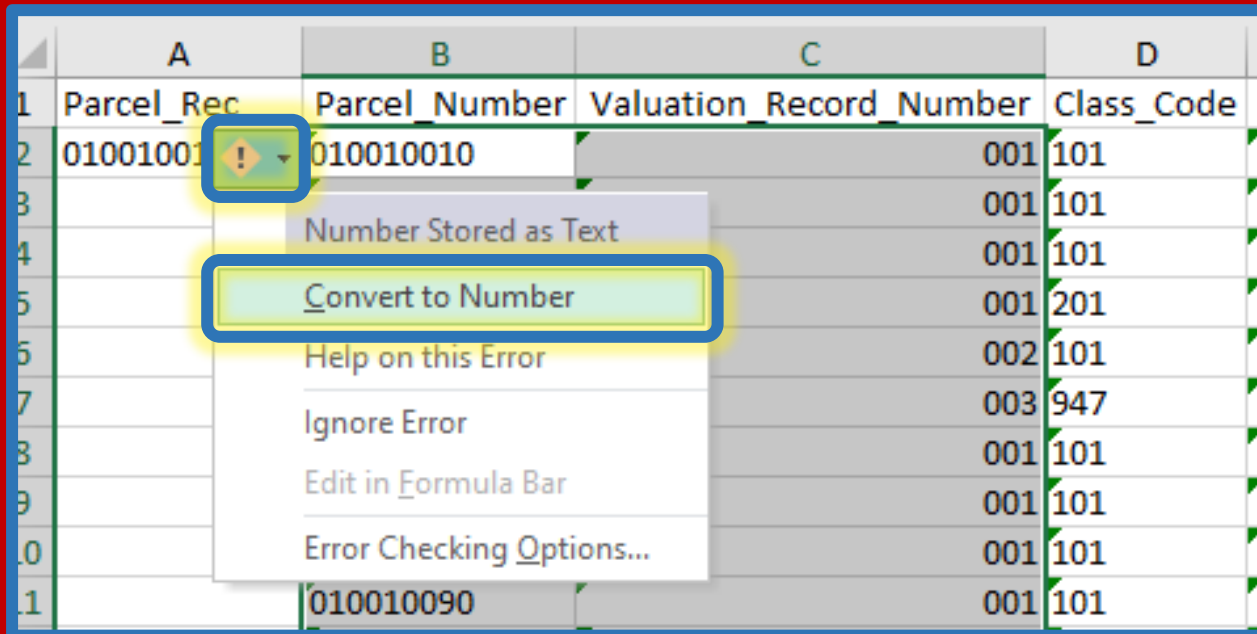
	A	B	C	D
1	Parcel_Rec	Parcel_Number	Valuation_Record_Number	Class_Code
2	010010010001	010010010	001	101
3		010010020	001	101
4		010010040	001	101
5		010010050	001	201

Tax File

A
Parcel_Rec
100100101
100100201
100100301
100100401

- Not matching

- Select columns of parcel_number field and valuation_record_number field
- Select the yellow exclamation point > convert to number



	A	B	C	D
1	Parcel_Rec	Parcel_Number	Valuation_Record_Number	Class_Code
2	01001001	010010010	001	101
3			001	101
4			001	101
5			001	201
6			002	101
7			003	947
8			001	101
9			001	101
10			001	101
11		010010090	001	101

- Now you should have both files with parcel_rec and class code

Tax File



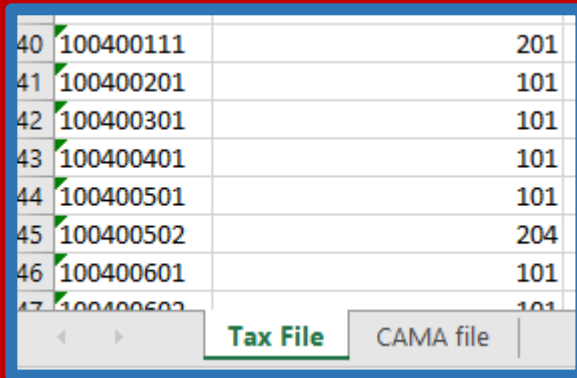
A	B
Parcel_Rec	CLS COD
100100101	106
100100201	106
100100301	201
100100401	101
100100501	204
100100502	104

CAMA File

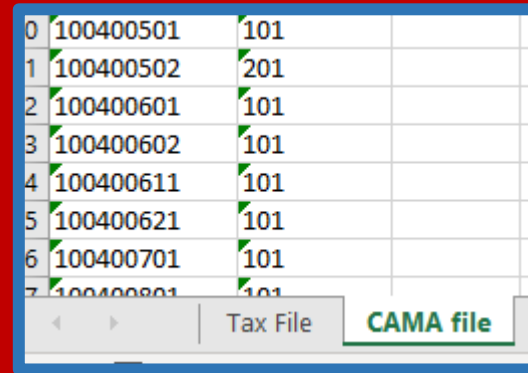


	A	B
1	Parcel_Rec	Class_Code
2	100100101	101
3	100100201	101
4	100100401	101
5	100100501	201
6	100100502	101

- Combine the 2 spreadsheets into one file



40	100400111	201
41	100400201	101
42	100400301	101
43	100400401	101
44	100400501	101
45	100400502	204
46	100400601	101
47	100400602	101

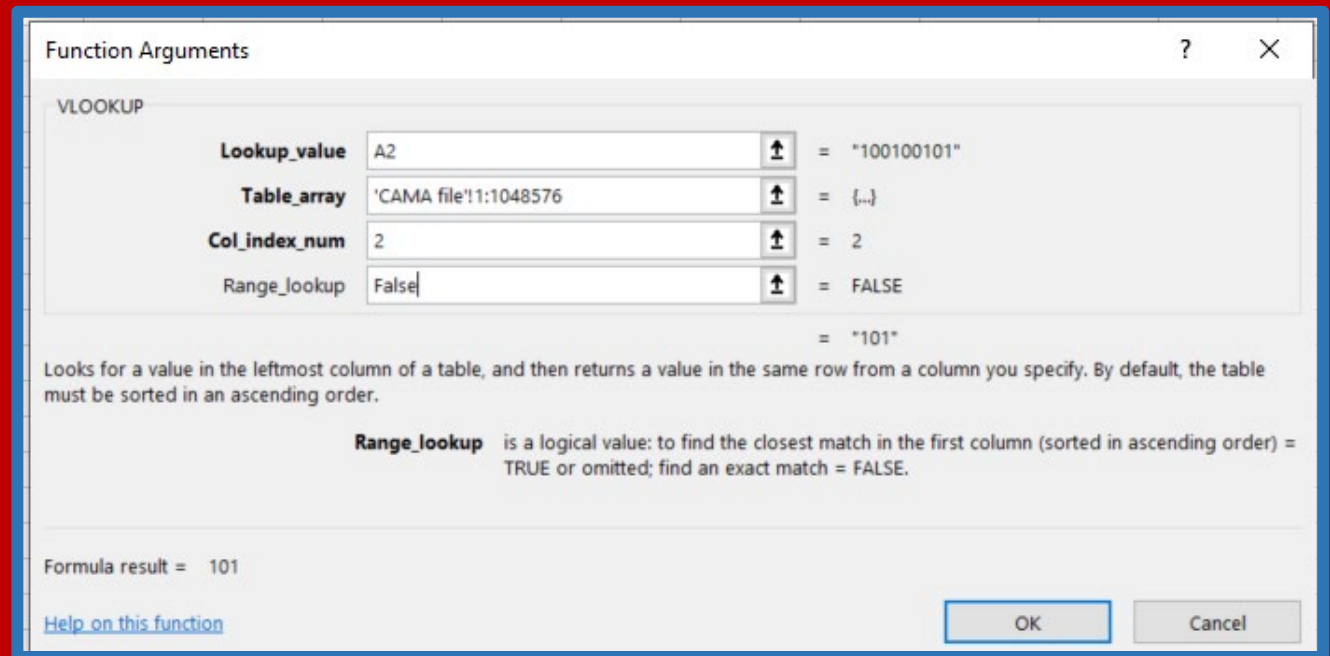


0	100400501	101
1	100400502	201
2	100400601	101
3	100400602	101
4	100400611	101
5	100400621	101
6	100400701	101
7	100400801	101

- Use the VLOOKUP function to compare the 2 files

VLOOKUP

- **Lookup_value** = The value to be found in the first column of the table
- **Table_array** = The table, text, value, or number in which data is retrieved; can be a reference to a range
- **Col_index_num** = The column number in the table_array from which the matching value should be returned
- **Range_lookup** = To find an exact match = FALSE; to find closest match in first column = TRUE or omitted



VLOOKUP

- Lookup Value = A2 = Parcel_rec (selecting a single parcel_rec)
- Table Array = Select the CAMA file worksheet and range of cells
- Col_Index_num = 2 = Returning the class code from the CAMA file worksheet into the tax file worksheet
- Range_lookup = False = I want to look for an exact match of parcel_rec from the tax file to the CAMA file

The screenshot shows an Excel spreadsheet with the following data:

Parcel_Rec	CLS	COD
100100101		106
100100201		106
100100301		201
100100401		101
100100501		204
100100502		104
100100503		947
100100601		104
100100701		101
100100801		101
100100901		101
100200101		101
100200201		101
100200202		101
100200211		101
100200212		101
100200301		101
100200401		101
100200402		111
100200411		201
100200501		106

The formula bar shows the formula: `=VLOOKUP(A2, 'CAMA file'!1:1048576, 2, FALSE)`

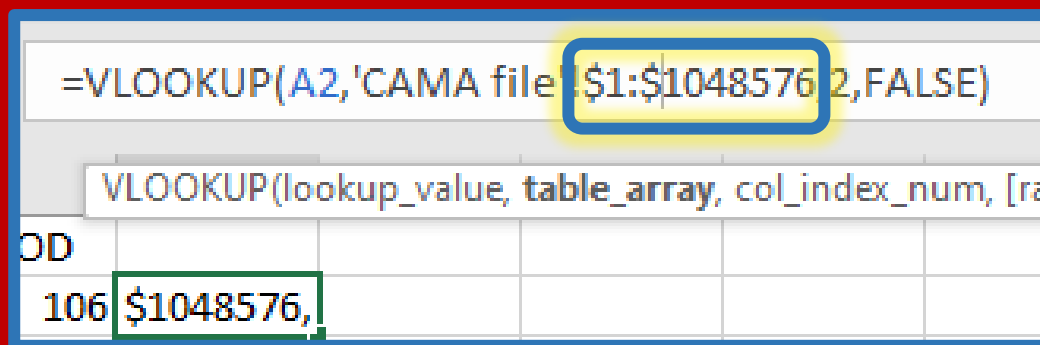
The Function Arguments dialog box is open, showing the following arguments:

- Lookup_value: A2 = "100100101"
- Table_array: 'CAMA file'!1:1048576 = {...}
- Col_index_num: 2 = 2
- Range_lookup: False = FALSE

The dialog box also displays the formula result: `101`

VLOOKUP

- Before copying down, be sure to add \$ in the table array



- Then copy down by double clicking the lower right green box
- Select Column > Copy > Paste Special > Values

A	B	C
Parcel_Rec	CLS	CAMA_Class
100100101		101
100100201		101
100100301		#N/A
100100401		101
100100501		201

- Add a difference column

A	B	C	D
Parcel_Rec	CLS	COD	CAMA_Class
100100101		106	101
100100201		106	101
100100301		201	#N/A
100100401		101	101
100100501		204	201
100100502		104	101

Formula: =B2-C2

Column D: Difference

Values in Column D: 5, 5, #N/A, 0, 3, 3

- Use Formula
= (tax class code)-(cama class code)
- Select Column > Copy > Paste Special > Values

- #N/A = means there is no parcel_rec found in the CAMA file
- A number in the difference field means that the class codes are not matching
- Create a list from these to correct where needed

	A	B	C	D	
	Parcel_Rec	CLS	COD	CAMA_Class	Difference
1	100100101		106	101	5
2	100100201		106	101	5
3	100100301		201	#N/A	#N/A
4	100100401		101	101	0
5	100100501		204	201	3
6	100100502		104	101	3
7	100100503		947	947	0
8	100100601		104	101	3
9	100100701		101	101	0
0	100100801		101	101	0
1	100100901		101	101	0
2					

- Do the same steps for the CAMA file
- You may find a parcel_rec that is in CAMA and not in Tax

	Parcel_Rec	Class_Code	Tax_Class	Difference
9	802901042	111	#N/A	#N/A
0	903200202	101	#N/A	#N/A
1	1102201202	101	#N/A	#N/A
2	1102700204	101	#N/A	#N/A
3	1102700212	101	#N/A	#N/A
4	1801101102	204	#N/A	#N/A
5	1801500902	101	#N/A	#N/A
6	1901100502	233	#N/A	#N/A
7	1902500512	101	#N/A	#N/A
8				

Navigation: Tax File | **CAMA file** | (+)

Tax Error Reports

- You may have your own customized tax error reports
- For example, Avenu produces the following report

ACS Tax System
02/15/2021 14:44:23

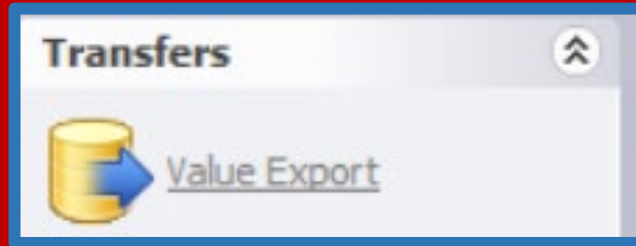
Update Asmt Data from Vanguard
Error Report

TA615U

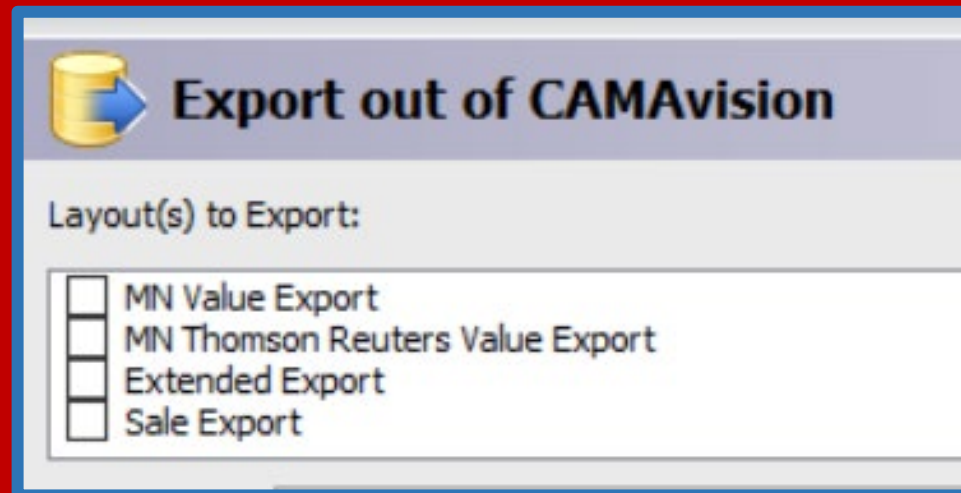
PAGE 12

Roll/ Parcel	Record Number	Error Message	
R 30.005.0010	001	VALUE IN ASSESSMENT SYSTEM NOT REPLACED BY ZERO IN DOWNLOAD	ALL MV ACRES
R 30.060.0031	001	VALUE IN ASSESSMENT SYSTEM NOT REPLACED BY ZERO IN DOWNLOAD	ALL MV ACRES
R 30.902.0010	001	VALUE IN ASSESSMENT SYSTEM NOT REPLACED BY ZERO IN DOWNLOAD	ALL MV ACRES
R 30.906.0010	001	VALUE IN ASSESSMENT SYSTEM NOT REPLACED BY ZERO IN DOWNLOAD	ALL MV ACRES
R 30.906.0020	001	VALUE IN ASSESSMENT SYSTEM NOT REPLACED BY ZERO IN DOWNLOAD	BUILDING EMV
R 30.906.0020	001	VALUE IN ASSESSMENT SYSTEM NOT REPLACED BY ZERO IN DOWNLOAD	ALL MV ACRES
R 30.906.0030	001	VALUE IN ASSESSMENT SYSTEM NOT REPLACED BY ZERO IN DOWNLOAD	ALL MV ACRES
R 30.906.0040	001	VALUE IN ASSESSMENT SYSTEM NOT REPLACED BY ZERO IN DOWNLOAD	ALL MV ACRES
R 30.908.0030	001	VALUE IN ASSESSMENT SYSTEM NOT REPLACED BY ZERO IN DOWNLOAD	ALL MV ACRES
R 30.912.0010	001	VALUE IN ASSESSMENT SYSTEM NOT REPLACED BY ZERO IN DOWNLOAD	ALL MV ACRES
R 30.912.0020	001	VALUE IN ASSESSMENT SYSTEM NOT REPLACED BY ZERO IN DOWNLOAD	ALL MV ACRES
R 30.912.0030	001	VALUE IN ASSESSMENT SYSTEM NOT REPLACED BY ZERO IN DOWNLOAD	ALL MV ACRES
R 30.912.0040	001	VALUE IN ASSESSMENT SYSTEM NOT REPLACED BY ZERO IN DOWNLOAD	ALL MV ACRES
R 30.912.0050	001	VALUE IN ASSESSMENT SYSTEM NOT REPLACED BY ZERO IN DOWNLOAD	ALL MV ACRES
R 30.912.0080	001	VALUE IN ASSESSMENT SYSTEM NOT REPLACED BY ZERO IN DOWNLOAD	ALL MV ACRES
R 30.912.0090	001	VALUE IN ASSESSMENT SYSTEM NOT REPLACED BY ZERO IN DOWNLOAD	ALL MV ACRES
R 30.912.0100	001	VALUE IN ASSESSMENT SYSTEM NOT REPLACED BY ZERO IN DOWNLOAD	ALL MV ACRES
R 30.912.0100	002	VALUE IN ASSESSMENT SYSTEM NOT REPLACED BY ZERO IN DOWNLOAD	ALL MV ACRES
R 30.951.0010	001	VALUE IN ASSESSMENT SYSTEM NOT REPLACED BY ZERO IN DOWNLOAD	ALL MV ACRES
R 30.952.0010	001	VALUE IN ASSESSMENT SYSTEM NOT REPLACED BY ZERO IN DOWNLOAD	ALL MV ACRES
R 31.001.0020	001	VALUE IN ASSESSMENT SYSTEM NOT REPLACED BY ZERO IN DOWNLOAD	BUILDING EMV
R 31.001.0020	001	VALUE IN ASSESSMENT SYSTEM NOT REPLACED BY ZERO IN DOWNLOAD	ALL MV ACRES
R 31.001.0020	001	VALUE IN ASSESSMENT SYSTEM NOT REPLACED BY ZERO IN DOWNLOAD	ALL MV ACRES

Export



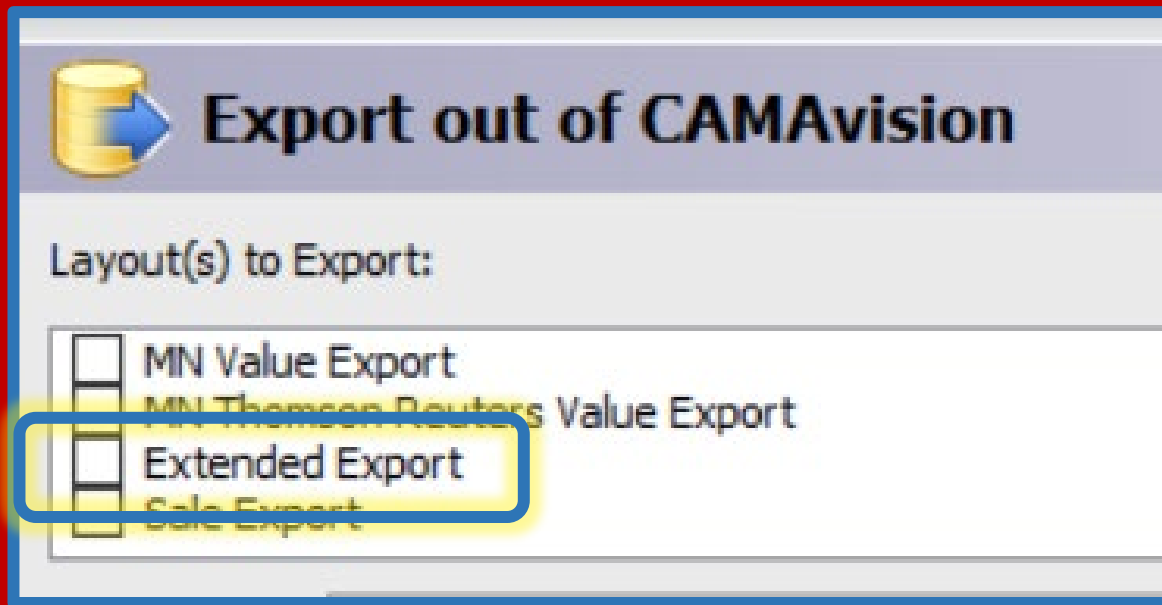
- Which layout does your tax system require?
 - Aumentum Users > MN Thompson Reuters Value Export (XML file)
 - CPT Users > MN Value Export
 - Avenu > MN Value Export
 - Or custom export



Export

- **Extended Export**

- Basic ownership information, mailing addresses, legal info, etc.



Export

- Select your PDF range

- Only Active PDF's
- Or run one PDF at a time
- If new, you may want to create a test PDF, and run separately

Export out of CAMAvision

Layout(s) to Export: Update

- MN Value Export
- MN Thomson Reuters Value Export
- Extended Export
- Sale Export

PDF range:

Map range:

Output

File Prefix:

Directory:

choose format ...

Options

Value	Description
<input type="checkbox"/>	MN Value Export
<input type="checkbox"/>	Create individual files by PDF
<input type="checkbox"/>	Transfer the PIN with masking ... ie dashes
<input type="checkbox"/>	Use Computer ID in place of Parcel PIN
<input type="checkbox"/>	Export out a four digit class code
<input type="checkbox"/>	Include land information ... including Green Acres
<input type="checkbox"/>	Include water information
<input type="checkbox"/>	Include one set of land buckets with a program index
<input type="checkbox"/>	Limit acres precision to 2 decimal places (default 3)

Select Parcel Data File - (multiple)

Grid Help Show Pie Chart

Tip: Use the <Shift> or <Ctrl> keys with the mouse to select multiple PDFs.

PDF #	PDF Name	Parcels
1	01-Barnett	184
2	02-Barto	176
3	03-Beaver	150
4	04-Cedarbend	207
5	05-Deer	184
6	06-Dewey	214
7	07-Dieter	248
8	08-Enstrom	363
9	09-Falun	273
10	10-Golden Valley	307
11	11-Grimstad	264
12	12-Hereim	255
13	13-Huss	256
14	14-Jadis	522

Rows: 64 Parcels: 15,244

Select None Help

- Select All Ctrl+A
- Select Only Active PDFs

Export

- Select Map Range if Desired

The screenshot shows a software interface with an 'Export' dialog box. The dialog has several sections: 'Map range:', 'Output', 'File Prefix:', 'Directory:', 'choose format ...', and 'Options'. The 'Options' section contains a list of checkboxes for various export settings. A sub-dialog titled 'Select Map Area - (multiple)' is open, displaying a table of map areas. The table has columns for 'Map #', 'Map Area Name', 'Factor', and 'Parcels'. The table is currently showing 14 rows of data. At the bottom of the sub-dialog, there are buttons for 'OK', 'Cancel', 'Select All', 'None', and 'Help'. The status bar at the bottom of the sub-dialog shows 'Rows: 159' and 'Parcels: 15,324; Selected: 15,324'. A blue arrow points to the 'Select Map' button in the background interface.

Map range:

Output

File Prefix:

Directory:

choose format ...

Options

Value | Description

- MN Value Export
- Create individual files by PDF
- Transfer the PIN with masking ... ie dashes
- Use Computer ID in place of Parcel PIN
- Export out a four digit class code
- Include land information ... including Green
- Include water information
- Include one set of land buckets with a prog
- Limit acres precision to 2 decimal places (de

Select Map Area - (multiple)

Grid Help Show Pie Chart

Tip: Use the <Shift> or <Ctrl> keys with the mouse to select multiple maps.

Map #	Map Area Name	Factor	Parcels
1	Barnett Tar	0.800	33
2	Barnett Gravel	0.750	150
3	Barnett SRR	0.750	0
4	Barto Tar	0.850	19
5	Barto Gravel	0.800	157
6	Barto SRR	0.800	0
7	Beaver Tar	1.100	24
8	Beaver Gravel	1.050	86
9	Beaver SRR	1.050	20
10	Cedarbend Tar	1.000	28
11	Cedarbend Gravel	0.950	174
12	Cedarbend SRR	0.950	3
13	Deer Tar	0.700	16
14	Deer Gravel	0.650	159

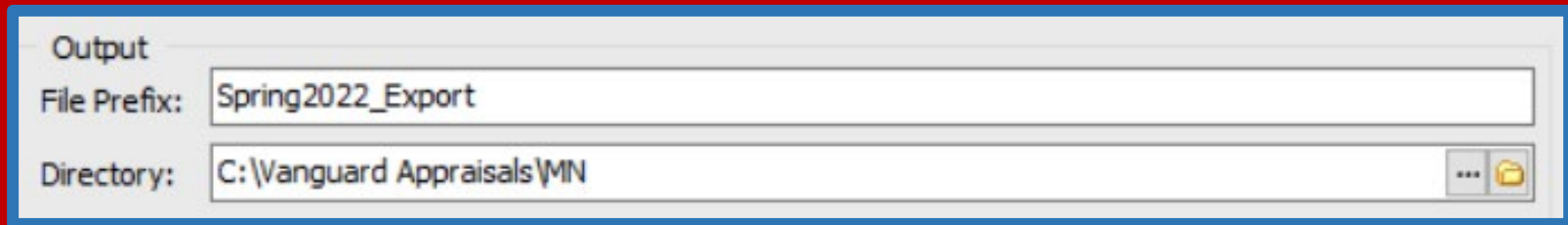
OK Cancel Select All None Help

Rows: 159 Parcels: 15,324; Selected: 15,324

Select Map

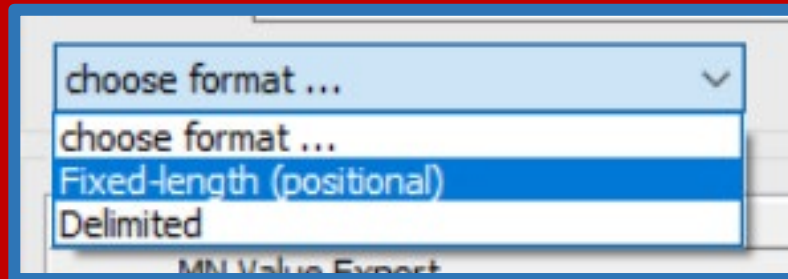
Export

- Title your export file
- Choose the desired location to save



A screenshot of a software dialog box titled "Output". It contains two text input fields. The first field is labeled "File Prefix:" and contains the text "Spring2022_Export". The second field is labeled "Directory:" and contains the text "C:\Vanguard Appraisals\MN". To the right of the directory field are two small icons: an ellipsis (...) and a folder icon.

- Choose format – for MN Value Export Only
 - Fixed-Length (positional) – Avenu & CPT
 - Delimited



A screenshot of a dropdown menu. The menu is open, showing four options: "choose format ..." (with a downward arrow), "choose format ...", "Fixed-length (positional)", and "Delimited". The "Fixed-length (positional)" option is highlighted with a blue background. Below the menu, the text "MN Value Export" is partially visible.

Export

- Fixed-Length – Avenu & CPT
- Select Options
 - No longer will you see General and Extended Tab

Options	
Value	Description
	MN Value Export
<input type="checkbox"/>	Create individual files by PDF
<input type="checkbox"/>	Transfer the PIN with masking ... ie dashes
<input type="checkbox"/>	Use Computer ID in place of Parcel PIN
<input type="checkbox"/>	Export out a four digit class code
<input checked="" type="checkbox"/>	Include land information ... including Green Acres
<input checked="" type="checkbox"/>	Include water information
<input type="checkbox"/>	Include one set of land buckets with a program indicator ... Conduent request
<input type="checkbox"/>	Limit acres precision to 2 decimal places (default 3)

Export

- MN Thomson Reuters Value Export - Aumentum
 - Directory must be a specific tax folder

Export out of CAMAvision

Layout(s) to Export: Update Export

- MN Value Export
- MN Thomson Reuters Value Export
- Extended Export
- Sale Export

PDF range: Select PDF

Map range: Select Map

Output

File Prefix:

Directory: ... 📁

XML Comma (,) No Text Qualifier

Options

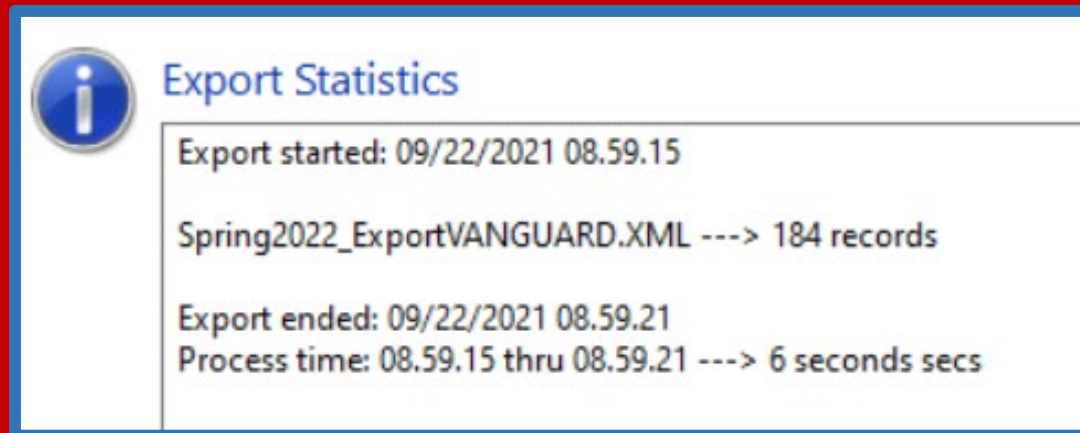
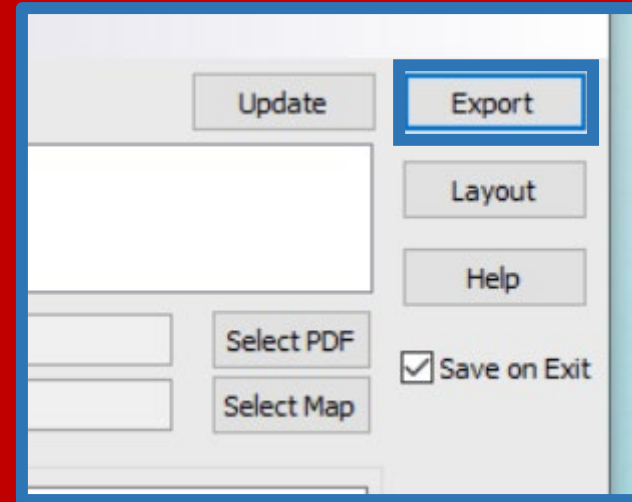
Value	Description
<input checked="" type="checkbox"/>	MN Thomson Reuters Value Export
<input checked="" type="checkbox"/>	Include water information

Save on Exit

Layout Help

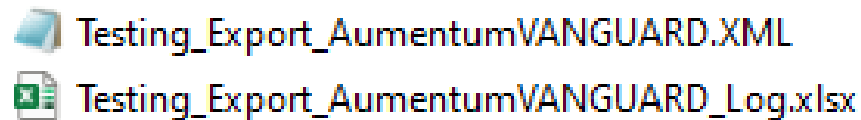
Export

- Select your Export button
- Export Statistics
- Your export has been completed



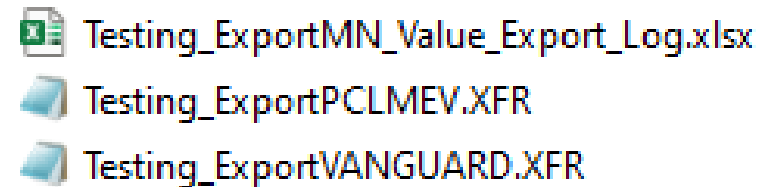
- Export automatically creates a file in excel for ease of review

- **Aumentum**



Testing_Export_AumentumVANGUARD.XML
Testing_Export_AumentumVANGUARD_Log.xlsx

- **CPT/Avenu**



Testing_ExportMN_Value_Export_Log.xlsx
Testing_ExportPCLMEV.XFR
Testing_ExportVANGUARD.XFR

- Use the file ending in **VANGUARD** (not the excel file) to transfer to Tax

Any Questions?



**INSTAGRAM.COM/
CAMAVISION**



**TWITTER.COM/
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**LINKEDIN.COM/COMPANY/
VANGUARD-APPRAISALS**



**FACEBOOK.COM/
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