



How to Make Data Anomaly Finder Changes in RPSV4

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Assessment Community Enterprise System Project Team

Table of Contents

Reports Indicating Recommended Changes

Ref_Tbls_Issues.....	2
Misc_Issues.....	6

Reports Indicating Recommended Items to Review

Exempt_Issues.....	7
Own_Name_Issues.....	9
Mailing_Add_Issues.....	12
Land_Issues.....	15
Res_Bldg_Issues.....	17
Roll_Sect_Issues.....	18

How to Make Recommended Changes

When running the following reports, you should correct all identified errors:

- Ref_Tbls_Issues
- Misc_Issues

The examples below are solutions to common errors requiring mandatory fixes.

Report Title - Ref_Tbls_Issues

Note: If no issues are found with the reference data, a report will still be generated with all the reference data headings displayed, but with no data returned. In this case, no action is necessary.

*****Report 1 - Bank Codes Discrepancy Against Parcel Table*****				
swis	print_key	bank_code	roll_yr	Error Description
No Data to Display for Selected Muni 4110.Please Select other Muni Options				

Error Description	Trigger	Make this change to your RPSV4 file
Data exists in V4 Non-Reference tables but not in V4 Reference tables.	Data exists in V4 Non-Reference tables but not in corresponding Reference tables.	If Code is valid, add to Reference table. If invalid, correct or remove Code.

Example: *Bank Code* is on Assessment Table (V4 Owner screen, Bank tab shown below), but is not present on Bank Reference Table.

Owner	Tax Bill Mailing Address	3rd Party Address	Bank
Bank Code:	Effective Date:	Mortgage No:	
0260010	11/03/2009		

If *Bank Code* is valid, add to Bank Reference table. If invalid, correct or remove *Bank Code*.

Example: *Bldg Style* is on Res_Bldg table (V4 Residential Building Screen below), but is not present on Building Style Reference table.

Site No:	1				
Bldg Style:	04 Cape cod	Central Air:		1st Story:	1366
No. of Stories:	1.5	Bsmt Type:	3 Partial	2nd Story:	

If *Bldg Style* is valid, add to Building Style Reference table. If invalid, correct or remove *Bldg Style* code.

Example: *Exemption Code* is on Exempt table (V4 Exemption Update Screen below), but is not present on Exemption Definition Reference table.

Total 1 Exemptions (Right Click to Add)		Amount	Pct	Init Year	Term Year	Own Pct
Exemption Code						
41854	BAS STAR	33,570		2004		

If *Exemption Code* is valid, add to Exemption Definition Reference table. If invalid, correct or remove *Exemption Code*

Example: *Nbhd Code* is on Site table (V4 Site Update Screen below), but is not present on Neighborhood Code Reference table.

Site No:	1	
Property Class:	210 1 Family Res	Laser Disk No:
Route No:	R004	Data Mailer:
Nbhd Code:	1002	<input checked="" type="checkbox"/>

If *Nbhd Code* is valid, add to Neighborhood Code Reference table. If invalid, correct or remove *Nbhd Code* .

Example: *School Code* is on Assessment table (V4 Description Update Screen below), but is not present on School District Reference table.

Prop Class:	210 1 Family Res	Desc 1:	
Ownership Code:		Desc 2:	
Roll Section:	1 Taxable	Desc 3:	
Roll Subsection:		Desc Print Code:	P = Print on Roll & Bill
School Code:	104801 New Lebanon		

If *School Code* is valid, add to School District Reference table. If invalid, correct or remove *School Code*.

Example: *Special District* is on Special District table (V4 Special District Update Screen below), but is not present on Special District Definition Reference table.

Total 1 Special Districts : To open, click the appropriate row (Right Click to Add)						
Code	Primary Units	2nd Units	Pct	Init Yr	Type	
AD007	.00	.00	.0000			

If *Special District* is valid, add to Special District Definition Reference table. If invalid, correct or remove *Special District Code*.

To further clean up Special District Extensions, delete any extensions that have not been used for the past 6 years.

Roll Year	District Code	District Name	Type	Ext1 Code	CCOM Flag	Ext2 Code	CCOM Flag	Ext3 Code
2011	OT001	OMITTED TAX	S	MT		F1		
2011	OT002	SCHOOL OMITTED TAX	S	MT				
2011	OT003	SCHOOL OMITTED TAX	S	MT				
2011	OT001	OMITTED TAX	S	MT				
2011	OT002	SCHOOL OMITTED TAX	S	MT				
2011	PR001	PRO-RATED TAX	S	MT				
2011	PR002	SCHOOL PRO-RATED TAX	S	MT				
2011	WARD1	FIRST WARD	V	MT				
2011	WARD2	SECOND WARD	V	MT				
2011	WARD3	THIRD WARD	V	MT				
2011	WARD4	FOURTH WARD	V	MT				

Example: *Property Class* is on Site table (V4 Site Update screen below), but is not present on Property Class Reference table.

Site No:	1	Laser Disk No:	<input type="text"/>
Property Class:	210 1 Family Res	Data Mailer:	<input checked="" type="checkbox"/>
Route No:	<input type="text"/>		

If Property Class is valid, add to Property Class Reference table. If invalid, correct or remove Property Class Code.

Example: *Prop Class* is on Assessment table (V4 Description Update Screen below), but is not present on Property Class Reference table.

Prop Class:	210 1 Family Res	Desc 1:	
Ownership Code:		Desc 2:	

If *Prop Class* is valid, add to Property Class Reference table. If invalid, correct or remove *Prop Class* code.

Example: *Ex Code* is on Co_Op_Exempt table (Cooperative Worksheet), but is not present on Exemption Definition Reference table.

Nbr	Pct		
Shares	Total AV	Co-op AV	Ex Code
50	100.0000	6,265,900	41854
1	2.0000	125,318	41801

If *Ex Code* is valid, add to Exemption Definition Reference table. If invalid, correct or remove *Ex Code*.

Report Title – Misc_Issues

Error Description	Trigger	Make this change to your RPSV4 file
<i>Split Merge No</i> contains alphanumeric characters.	<i>Split Merge No</i> field is not a numeric value.	Update <i>Split Merge No</i> data if incorrect.

Example: *Split Merge No* field (V4 Assessment Update screen) contains '1462A'.

AR Information

Equal Inc: Phys. Inc: Hold AR Amt:
 Equal Dec: Phys. Dec: Split Merge No:

Correct data in *Split Merge No* field as shown below.

AR Information

Equal Inc: Phys. Inc: Hold AR Amt:
 Equal Dec: Phys. Dec: Split Merge No:

Error Description	Trigger	Make this change to your RPSV4 file
<i>Parcel Total Assessed Value</i> is zero.	<i>Assessment Total Assessed Value</i> = 0.	Enter a valid <i>Total Assessed Value</i> > 0.

Reports Indicating Recommended Items to Review

It is the assessor's or county director's role to determine whether the parcels identified by the following reports as having *Potential Issues* should be addressed:

- Exempt_Issues
- Own_Name_Issues
- Mailing_Add_Issues
- Land_Issues
- Roll_Sect_Issues
- Res_Bldg_Issues

Report Title – Exempt_Issues

Potential Issue	Triggers	Where appropriate, make this change to your RPSV4 file
Invalid exemption data	Invalid exemption data or exemption data mismatch	Enter valid exemption data.

Example: Roll Section 8 parcel has a Non-Wholly-Exempt Exemption Code as shown below.

411589	Saratoga Springs	Active	R/S: 8	School: Saratoga Sprin:
Roll Year: 2016	Curr Yr	1 Family Res	Land AV: 125,800	
Land Size: 3.98 acres			Total AV: 347,200	

Total 1 Exemptions (Right Click to Add)				
Exemption Code	Amount	Pct	Init Year	Term Year
41003 VET LEVEL			2016	

Calc Sr. Exempts...		Misc:	
Code: 41003 VET LEVEL	Term Yr: <input type="text"/>	Res Pct: <input type="text"/>	
Amount: <input type="text"/>	Init Year: 2016	Eq Rate: 78.00	
Percent: <input type="text"/>	Own Pct: <input type="text"/>	Spec Rate: 0	

Fix or remove the invalid Exemption Code as shown below.

411589 Saratoga Springs Active R/S: 8 School: Saratoga Sprin:
Roll Year: 2016 Curr Yr 1 Family Res Land AV: 125,800
Land Size: 3.98 acres Total AV: 347,200

Total 1 Exemptions (Right Click to Add)

Exemption Code	Amount	Pct	Init Year	Term Year	Own Pct
50000 WHOLLY EX	347,200		2016		

Calc Sr. Exempts...

Code: 50000 WHOLLY EX Term Yr:
Amount: 347,200 Init Year: 2016
Percent: Own Pct:

Misc:
Res Pct:
Eq Rate: 78.00
Spec Rate: 0

Report Title – Own_Name_Issues

Note that false-positive results are likely when running this report. In the examples below, *Mary-Kate* and *Billie-Jean* are valid first names, but the presence of the hyphen will cause this data to be retrieved for review.

Total 1 Owners: To open, click the appropriate row (Right Click to Add)			
Mary-Kate	Jones	Owner Type: Primary	Desig Status:

Last Name / Company:	First Name:	MI:	Jr., Sr., etc:
Jones	Mary-Kate		

Total 1 Owners: To open, click the appropriate row (Right Click to Add)			
Billie-Jean	Connors	Owner Type: Primary	Desig Status:

Last Name / Company:	First Name:	MI:	Jr., Sr., etc:
Connors	Billie-Jean		

Similarly, the last name *Rattner*, as shown in the example below, will be retrieved for review because of the character string *attn* within that name.

Total 1 Owners: To open, click the appropriate row (Right Click to Add)			
Richard	Rattner	Owner Type: Primary	Desig Status:

Last Name / Company:	First Name:	MI:	Jr., Sr., etc:
Rattner	Richard		

No fix is necessary for data like the examples shown above.

Potential Issue	Triggers	Where appropriate, make this change to your RPSV4 file
Multiple owners	One or more of the following in <i>owner_first_name</i> or <i>owner_last_name</i> : &, And, +, -, 'w ', Or, /, *, Attn, C/O, spaces.	Remove second owner from <i>owner_first_name</i> field and add second owner separately as an additional owner.

Example: If *First Name* contains *Melody & John*:

Total 1 Owners: To open, click the appropriate row (Right Click to Add)			
Melody & John	Smith	Owner Type: Primary	Desig Status:

Last Name / Company:	First Name:	MI:	Jr., Sr., etc:
Smith	Melody & John		

Remove *& John*, leaving only *Melody* in *First Name*. Save this change, and then right-click to select *Add Owner*. Enter *Smith* in *Last Name*, and *John* in *First Name*, and then select **Save**, which will result in the following:

Total 2 Owners: To open, click the appropriate row (Right Click to Add)			
Melody	Smith	Owner Type: Primary	Desig Status:
John	Smith	Owner Type: Additional	Desig Status:

Example: If *First Name* field contains *Thomas C/O Ann Jones*:

Last Name / Company:	First Name:	MI:	Jr., Sr., etc:
Jones	Thomas C/O Ann Jones	R	
Attention To / In Care Of:	Additional Address:		

Move *Ann Jones* to *Attention to / In Care Of* field, leaving only *Thomas* in *First Name* field:

Last Name / Company:	First Name:	MI:	Jr., Sr., etc:
Jones	Thomas	R	
Attention To / In Care Of:	Additional Address:		
Ann Jones			

Potential Issue	Triggers	Where appropriate, make this change to your RPSV4 file
Field contains numbers or special characters	One or more of the following in owner_first_name or owner_last_name: (), [0-9], #, *	Enter a valid name in these fields.

Example: If *First Name* field contains *Apt 99*:

Last Name / Company:	First Name:	MI:	Jr., Sr., etc:
Johnson	Apt 99	J	
Attention To / In Care Of:	Additional Address:		

Enter a valid name in *First Name* field:

Last Name / Company:	First Name:	MI:	Jr., Sr., etc:
Johnson	David	J	
Attention To / In Care Of:	Additional Address:		

Report Title – Mailing_Add_Issues

Note: Fields with blank data will display the word *empty* in the report for the column which contains the blank data. In the example below, parcel 1.-1-100 actually has three columns with blank data (mail_city, own_mail_state, and mail_zip). This helps you easily identify which columns are missing data and triggering the *Field should not be empty* message.

*****Report 1 - Mailing Address Issues Report*****								
swis	print_key	mail_st_rt	mail_st_nbr	mail_city	own_mail_state	mail_zip	loc_zip	Potential Issues
412400	1.-1-100			empty				(Er.10) Mail_city field should not be empty
412400	1.-1-100				empty			(Er.11)Own_mail_state field should not be empty
412400	1.-1-100					empty		(Er.12)Mail_zip field should not be empty

Potential Issue	Triggers	Where appropriate, make this change to your RPSV4 file
Invalid data in Street / Rural Route field	One or more of the following in Street / Rural Route: Directionals, Street Suffix, Unit Name, Special Characters, PO Box data	Correct data in Street / Rural Route field or move it to appropriate field.

Example: Street / Rural Route field contains *107 Maple*:

Street No:	Prefix Dir:	Street / Rural Route:	St Suffix:	Post Dir:	UnitName:	Unit No:
	▼	107 Maple	Ave ▼	▼	▼	

Remove *107* from *Street / Rural Route* field, enter *107* in *Street No* field and then select **Save**, resulting in screen shot below.

Street No:	Prefix Dir:	Street / Rural Route:	St Suffix:	Post Dir:	UnitName:	Unit No:
107	▼	Maple	Ave ▼	▼	▼	

Example: *Street / Rural Route* field contains *Rd*.

Street No:	Prefix Dir:	Street / Rural Route:	St Suffix:	Post Dir:	UnitName:	Unit No:
2784		Aqueduct Rd				

Remove *Rd* from *Street / Rural Route* field, select *Rd* from *St Suffix* dropdown, then select **Save**, resulting in screen shot below.

Street No:	Prefix Dir:	Street / Rural Route:	St Suffix:	Post Dir:	UnitName:	Unit No:
2784		Aqueduct	Rd			

Example: *Street / Rural Route* field contains the directional value *N*:

Street No:	Prefix Dir:	Street / Rural Route:	St Suffix:	Post Dir:	UnitName:	Unit No:
620		N State	St			

Remove *N* from *Street / Rural Route* field, select *N* from *Prefix Dir* dropdown, then select **Save**, resulting in screen shot below.

Street No:	Prefix Dir:	Street / Rural Route:	St Suffix:	Post Dir:	UnitName:	Unit No:
620	N	State	St			

Example: *Street / Rural Route* field contains PO Box data:

Street No:	Prefix Dir:	Street / Rural Route:	St Suffix:	Post Dir:	UnitName:	Unit No:
		PO Box 12				
Po Box No:	City/Town:	State:	Zip Code:			
	Niskayuna	NY	12309-4381			

Remove *PO Box 12* from *Street / Rural Route* field, enter *12* in *Po Box No* field, then select **Save**, resulting in screen shot below.

Street No:	Prefix Dir:	Street / Rural Route:	St Suffix:	Post Dir:	UnitName:	Unit No:
Po Box No:	City/Town:	State:	Zip Code:			
12	Niskayuna	NY	12309-4381			

Example: *Street / Rural Route* field contains *Apple Apt. 3*:

Street No:	Prefix Dir:	Street / Rural Route:	St Suffix:	Post Dir:	UnitName:	Unit No:
17		Apple Apt. 3	St			

Remove *Apt. 3* from *Street / Rural Route* field, select *Apt* from *UnitName* dropdown, and enter *3* in *Unit No* field, then select **Save**, resulting in screen shot below.

Street No:	Prefix Dir:	Street / Rural Route:	St Suffix:	Post Dir:	UnitName:	Unit No:
17	▼	Apple	St ▼	▼	Apt ▼	3

Potential Issue	Triggers	Where appropriate, make this change to your RPSV4 file
No data in field <i>State</i> , <i>City/Town</i> , or <i>Zip Code</i>	One or more of the following fields are blank: <i>City/Town</i> , <i>State</i> , <i>Zip Code</i>	Add valid data to <i>City/Town</i> , <i>State</i> , <i>Zip Code</i> .

Example: *City/Town* and *Zip Code* fields are blank:

Street No:	Prefix Dir:	Street / Rural Route:	St Suffix:	Post Dir:	UnitName:	Unit No:
9	▼	Apple	St ▼	▼	▼	
Po Box No:	City/Town:	State:	Zip Code:			
		NY ▼				

Add a valid *City/Town* and *Zip Code*, then select **Save**, resulting in screen shot below.

Street No:	Prefix Dir:	Street / Rural Route:	St Suffix:	Post Dir:	UnitName:	Unit No:
9	▼	Apple	St ▼	▼	▼	
Po Box No:	City/Town:	State:	Zip Code:			
	Albany	NY ▼	12210-			

Report Title – Land_Issues

Potential Issue	Triggers	Where appropriate, make this change to your RPSV4 file
Land data dimensions do not balance	Land <i>FRONT</i> , <i>DEPTH</i> , <i>ACRES</i> , <i>SQFT</i> do not balance	Update <i>FRONT</i> , <i>DEPTH</i> , <i>ACRES</i> , or <i>SQFT</i> to accurately balance.

Example: $Front \times Depth / 43,560$ should compute to the value in *Acres*. If $Front = 100$ and $Depth = 200$ as shown below, *Acres* should be .45 since $(100 \times 200) / 43,560 = .45$. If *Acres* field contains 2.00, *Acres* value will get overwritten in Aces.

Site No: 1

Land Type:	01 Primary ▼	Depth Factor:	<input type="text"/>
Front:	100.00	Infl Pct:	<input type="text"/>
Depth:	200.00	Infl Code1:	<input type="text"/> ▼
Acres:	2.00	Infl Code2:	<input type="text"/> ▼
Sqft:	<input type="text"/>	Infl Code3:	<input type="text"/> ▼
Soil Rating:	<input type="text"/> ▼	Land Value:	
Waterfront Type:	<input type="text"/> ▼	Unit Price:	0.000

Correct data in *Acres* field as shown below.

Site No: 1

Land Type:	01 Primary ▼	Depth Factor:	<input type="text"/>
Front:	100.00	Infl Pct:	<input type="text"/>
Depth:	200.00	Infl Code1:	<input type="text"/> ▼
Acres:	.45	Infl Code2:	<input type="text"/> ▼
Sqft:	<input type="text"/>	Infl Code3:	<input type="text"/> ▼

Example: $Front \times Depth$ does not compute to value in *Sqft*. For instance, if $Front = 100$ and $Depth = 100$ as shown below, *Sqft* should be 10,000 since $100 \times 100 = 10,000$. If *Sqft* field contains 6,000, *Sqft* will get overwritten in Aces.

Site No: 1

Land Type:	01 Primary ▼	Depth Factor:	<input type="text"/>
Front:	100.00	Infl Pct:	<input type="text"/>
Depth:	100.00	Infl Code1:	<input type="text"/> ▼
Acres:	.00	Infl Code2:	<input type="text"/> ▼
Sqft:	6,000	Infl Code3:	<input type="text"/> ▼
Soil Rating:	<input type="text"/> ▼	Land Value:	
Waterfront Type:	<input type="text"/> ▼	Unit Price:	0.000

Correct data in *Sqft* field as shown below.

Site No: 1			
Land Type:	01 Primary	Depth Factor:	
Front:	100.00	Infl Pct:	
Depth:	100.00	Infl Code1:	
Acres:	.00	Infl Code2:	
Sqft:	10,000	Infl Code3:	
Soil Rating:		Land Value:	43,571
Waterfront Type:		Unit Price:	79,220.000

Example: *Acres* value does not compute to value in *Sqft*. For instance, 1 acre x 43,560 = 43,560 *Sqft*. If *Acres* = 1, as shown below, *Sqft* should be 43,650.

Site No: 1			
Land Type:	01 Primary	Depth Factor:	
Front:	.00	Infl Pct:	
Depth:	.00	Infl Code1:	
Acres:	1.00	Infl Code2:	
Sqft:	40,000	Infl Code3:	
Soil Rating:		Land Value:	
Waterfront Type:		Unit Price:	0.000

Correct data in *Acres* field as shown below.

Site No: 1			
Land Type:	01 Primary	Depth Factor:	
Front:	.00	Infl Pct:	
Depth:	.00	Infl Code1:	
Acres:	1.00	Infl Code2:	
Sqft:	43,650	Infl Code3:	
Soil Rating:		Land Value:	42,429
Waterfront Type:		Unit Price:	90,274.468

Report Title – Res_Bldg_Issues

Potential Issue	Triggers	Where appropriate, make this change to your RPSV4 file.
Invalid Residential Building data	Invalid data or data outside of acceptable ranges	Enter valid Residential Building data.

Example: *No. Half Baths* is 12 on Residential Building Update screen as shown below.

The screenshot shows a form for Site No. 1 with the following fields and values:

- Bldg Style: 01 Ranch
- No. of Stories: 1.0
- Ext Wall Mat: 03 Alum/vinyl
- Actual Yr Built: 1975
- Eff Yr Built: [empty]
- Yr Remodeled: [empty]
- No. Kitchens: 1
- Kitchen Qual: [empty]
- No. Baths: 1
- No. Half Baths: 12
- Central Air: [empty]
- Bsmt Type: 4 Full
- Bsmt Gar Cap: 0
- Overall Cond: 3 Normal
- Exterior Cond: [empty]
- Interior Cond: [empty]
- Constr Grade: C Average
- Grade Adjust: 0
- Pct Good: [empty]

If incorrect, fix the data in *No. Half Baths* field as shown below.

The screenshot shows the same form as above, but with the following correction:

- No. Half Baths: 2

Report Title – Roll_Sect_Issues

Potential Issue	Triggers	Where appropriate, make this change to your RPSV4 file.
Invalid Roll Section data	Invalid Roll Section data for property	Enter valid Roll Section data.

Example: Non-Special Franchise property is incorrectly listed as *Roll Section 5* as shown below.

411589	Saratoga Springs	Active	R/S: 5	School: Saratoga Sprin
Roll Year: 2016	Curr Yr	Communicatin	Land AV:	
Land Size:			Total AV: 76,431	
Prop Class:	830 Communicatin	Desc 1:		
Ownership Code:		Desc 2:		
Roll Section:	5 Special Franch.	Desc 3:		
Roll Subsection:		Desc 4:		

Correct parcel *Roll Section* as shown below.

411589	Saratoga Springs	Active	R/S: 6	School: Saratoga Sprin
Roll Year: 2016	Curr Yr	Communicatin	Land AV:	
Land Size:			Total AV: 76,431	
Prop Class:	830 Communicatin	Desc 1:		
Ownership Code:		Desc 2:		
Roll Section:	6 Utility	Desc 3:		
Roll Subsection:		Desc 4:		