BC ASSESSMENT

DATA ADVICE BULLETIN:

How to Process Weekly Data Advice & Ownership Change Reports in March and April

Impacted Data Advice Customers

For Data Advice Customers that subscribe to **both** our Revised Roll Data Advice **AND** our Weekly/Monthly Data Advice.

Purpose of Bulletin

This bulletin is a reminder of the importance of downloading and processing Data Advice files in the correct sequence between the Revised Roll closure date (March 18, 2019) and the 2019 Revised Assessment Roll data advice released March 29, 2019. If your files are processed out of sequence, the most current data may be overwritten with earlier data.

Check Audit Report

As a first step, before downloading and processing any Data Advice .xml files (or manually keying from the Change Reports), please check the corresponding Audit Report for Data Advice. This report provides an overview of the contents of the Data Advice file including the date range.

The date range can be found in the heading of the report. Examples below:

20190224_WEEKLY_7301_AUDIT.pdf
Period: 17-Feb-2019 - 23-Feb-2019
Order ID: 26913
Customer: [redacted]

Run Date: 24-Feb-2019 09:07 AM
Run Type: WEEKLY
Roll Year: 2020
Ownership Year: 2020

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Audit Summary Report

If you are concerned about any information in the Audit Summary, please contact us before downloading and processing any Data Advice files.

Please process weekly Data Advice files in the date order they are received:

1. Process the March 17th files (**20190317_WEEKLY_XXXX**) as normal.
2. Process the March 24th files **(20190324_WEEKLY_XXXX)** as normal.
3. Do **NOT** process the March 31st file until after your 2019 Revised Roll Data Advice has been processed.
4. Process the March 31st files (**20190331_WEEKLY_XXXX**).

For Monthly Data Advice, the files will be delivered and processed in this order:

1. Mid-March
2. Revised Roll on March 29, 2019
3. Mid-April

If you have any questions or concerns, please contact the Property Information team at bcacustomer.services@bcassessment.ca or 1-866-825-8322 ext 00119.

Kind regards,

Katelyn Orr

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