



Processing Periodical Data Advice & Ownership Change Reports in December and January

Impacted Data Advice Customers:

For Data Advice customers that subscribe to both our Completed Roll Data Advice AND our Periodical Data Advice (e.g. Weekly Data Advice files or Change Reports (pdf)).

Purpose:

This bulletin is to remind BC Assessment Data Advice Customers the importance of downloading and processing the Data Advice files in the correct sequence between the Completed Roll closure date (December 5, 2019) and the 2020 Completed Roll Data Advice release date January 1, 2020.

Please note that should files be processed out of sequence, the most current data available may be overwritten.

Action Required:

Prior to downloading and processing any Data Advice files, please confirm details found in the corresponding Audit Report. The Audit Report highlights the contents of the file including the date range.

This information can be found in the heading of each report:

20191201 WEEKLY 7583 AUDIT.pdf
Period: 24-Nov-2019 - 30-Nov-2019
Order ID: 38818
[REDACTED]

Run Date: 01-Dec-2019 09:14 AM
Run Type: WEEKLY
Roll Year: 2020
Ownership Year: 2020

Should any information found in the Audit Report be incorrect, please contact us before proceeding to download any other files.

For Data Advice Customers who receive both our Completed Roll Data Advice AND Monthly Data Advice products:

Due to the delivery of our Monthly Data Advice files (16th of each month); there will be **no further action** required. As such, it is still important to report any errors in your Audit Report. Please contact us before proceeding to download any other files should you find any discrepancies.

Please note that the reporting period for the December Monthly file will be from November 16th to December 5th and the January Monthly file will include changes from December 6th to January 15th). The January file will also contain ownership information for the following assessment roll year (2021).

For Data Advice Customers who receive both our Completed Roll Data Advice AND Weekly Data Advice products:

December 2019:

1. Process the **December 8th** files (20191208_WEEKLY_XXXX) as usual.

Please note that the reporting period for this file will only be December 1st - 5th.

2. Do **NOT** process the remaining **December 15th, 22nd & 29th** files (20191215_WEEKLY_XXXX , 20191222_WEEKLY_XXXX & 20191229_WEEKLY_XXXX) until the 2020 Completed Roll Data Advice files have been processed.

Please note that for the December 15th file, the reporting period will be from December 6th - 14th.

January 2020:

1. Process the 2020 Completed Roll Data Advice File (2020101_COMP_XXXX). This is the first file for 2020.
2. Go back and process the remaining **December 15th, 22nd and 29th** Data Advice files (20191215_WEEKLY_XXXX, 20191222_WEEKLY_XXXX & 20191229_WEEKLY_XXXX). These are the first set of files that will contain ownership information for the following assessment roll year (2021).

Please ensure that the last December files uploaded on December 15, 22 & 29 are processed in order.

3. Starting with the **January 5th** file (20200105_WEEKLY_XXXX), the files can be processed as normal.

Contact Information:

If you have any questions regarding Data Advice, please contact the BCA Property Information team at bcacustomer.services@bcassessment.ca or 1-866-valueBC (1-866-825-8322), ext. 00119.

If you have any questions regarding a specific property, please contact the applicable region at 1-866-valueBC (1-866-825-8322) or:

Assessment Region	Email Address
Vancouver Island	vancouver.island@bcassessment.ca
Greater Vancouver	greater.vancouver@bcassessment.ca
Fraser Valley	fraser.valley@bcassessment.ca
Thompson Okanagan	thompson.okanagan@bcassessment.ca
Kootenay Columbia	kootenay.columbia@bcassessment.ca
Northern BC	northern.bc@bcassessment.ca