

# Processing Periodical Data Advice & Ownership Change Reports in March and April

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## 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 to remind you of the importance of downloading and processing Data Advice files **in the correct sequence** between the Revised Roll closure date on March 17, 2020 and the 2020 Revised Assessment Roll Data Advice release on March 31, 2020. If your files are processed out of sequence, the most current data may be overwritten with earlier data.

## Action required:

First, before downloading and processing any Data Advice .XML files or manually keying data from the Change Reports, please check the corresponding **Audit Summary 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:

20200216_MONTHLY_7557_AUDIT.pdf	Run Date: 16-Feb-2020 09:08 AM
Period: 16-Jan-2020 - 15-Feb-2020	Run Type: MONTHLY
Order ID: 41882	Roll Year: 2021
Customer:	Ownership Year: 2021

  
**BC ASSESSMENT**  
**Audit Summary Report**

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

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

1. Process the March 15 files (20200315\_WEEKLY\_XXXX) as usual.
2. Do **NOT** process the March 22 files until after your 2020 Revised Roll Data Advice has been processed.
3. Process the March 22 files (20200322\_WEEKLY\_XXXX).

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

1. Mid-March
2. Revised Roll on March 31, 2020
3. Mid-April

## Contact information:

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

Kind regards,

**Rachelle Ann Tan**

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