



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 2, 2021) and the 2022 Completed Roll Data Advice release date January 1, 2022.

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.

Should any information found in the Audit Report be incorrect, please contact us before proceeding to download any other files. This information can be found in the heading of each report:

20211114 WEEKLY 7234 AUDIT.pdf
Period: 07-Nov-2021 - 13-Nov-2021
Order ID: 70972
[REDACTED]

Run Date: 14-Nov-2021 12:08 PM
Run Type: WEEKLY
Roll Year: 2022
Ownership Year: 2022

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.

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 2nd and the January Monthly file will include changes from December 3^d to January 15th. The January file will contain ownership information for the following assessment roll year (2023).

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

December 2021:

1. Process the **December 5th** files (20211205_WEEKLY_XXXX) as usual.

*Please note: the reporting period for this file will be **November 28th - December 2nd***

2. Do **NOT** process the remaining **December 12th, 19th & 26th** files (20211212_WEEKLY_XXXX , 20211219_WEEKLY_XXXX & 20211226_WEEKLY_XXXX) until the 2022 Completed Roll Data Advice files have been processed.

*Please note: the reporting period for the **December 12th** file will be **December 3rd - 11th**.*

January 2022:

1. Process the 2022 Completed Roll Data Advice File (20220101_COMP_XXXX). This is the first file for 2022.

2. Go back and process the remaining **December 12th, 19th and 26th** Data Advice files (20211212_WEEKLY_XXXX, 20211219_WEEKLY_XXXX & 20211226_WEEKLY_XXXX). These are the first set of files that will contain ownership information for the following assessment roll year (2023).

Please ensure the December files uploaded on December 12, 19 & 26 are processed in order.

3. Starting with the **January 2nd** file (20220102_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