

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

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## Impacted Data Advice customers:

Data Advice customers that subscribe to both Revised Roll Data Advice and Periodical Data Advice (e.g. Weekly or Monthly updates).

## Purpose:

This bulletin is to remind Data Advice customers of the importance of downloading and processing Data Advice files in the correct sequence between the Revised Roll closure date (March 18, 2022) and the 2022 Revised Roll Data Advice (March 31, 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.

20220227\_WEEKLY\_7200\_AUDIT.pdf  
Period: 20-Feb-2022 - 26-Feb-2022  
Order ID: 75650  
Customer:

Run Date: 27-Feb-2022 12:07 PM  
Run Type: WEEKLY  
Roll Year: 2023  
Ownership Year: 2023



## Audit Summary Report

**For Data Advice Customers who receive both Revised Roll Data Advice and Weekly Data Advice products:**

### March 2022:

1. Process the March 13<sup>th</sup> files (20220313\_WEEKLY\_XXXX) as usual.
2. Do **NOT** process the March 20<sup>th</sup> or March 27<sup>th</sup> files (20220320\_WEEKLY\_XXXX, 20220327\_WEEKLY\_XXXX) until the 2022 Revised Roll Data Advice has been processed.

## April 2022:

1. Process the 2022 Revised Roll Data Advice File (20220331\_REVD\_XXXX\_).
2. Go back and process the remaining March 20<sup>th</sup> and 27<sup>th</sup> files (20220320\_WEEKLY\_XXXX, 20220327\_WEEKLY\_XXXX) in order.
3. Starting with the April 3<sup>rd</sup> file (20220403\_WEEKLY\_XXXX), the files can be processed as normal.

### For Data Advice Customers who receive both Revised + Supplementary Roll Data Advice and Weekly Data Advice products:

## March 2022:

1. Process the March 13<sup>th</sup> files (20220313\_WEEKLY\_XXXX) as usual.
2. Do **NOT** process the March 20<sup>th</sup>, March 27<sup>th</sup> or April 3<sup>rd</sup> files (20220320\_WEEKLY\_XXXX, 20220327\_WEEKLY\_XXXX, 20220403\_WEEKLY\_XXXX) until the 2022 Revised + Supplementary Roll Data Advice has been processed.

## April 2022:

1. Process the 2022 Revised + Supplementary Roll Data Advice File (20220406\_RVSP\_XXXX\_).
2. Go back and process the remaining March 20<sup>th</sup>, 27<sup>th</sup>, April 3<sup>rd</sup> files (20220320\_WEEKLY\_XXXX, 20220327\_WEEKLY\_XXXX, 20220403\_WEEKLY\_XXXX) in order.
3. Starting with the April 10<sup>th</sup> file (20220410\_WEEKLY\_XXXX), the files can be processed as normal.

### For Data Advice Customers who receive both Revised Roll Data Advice and Monthly Data Advice products:

Due to the delivery schedule of our Monthly Data Advice files (the 16th of each month); there will be *no further action* required.

It is still important to report any errors in your Audit Report, so please contact us before proceeding to download any other files should you find any discrepancies.

## Contact Information:

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

If you have 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	<a href="mailto:vancouver.island@bcassessment.ca">vancouver.island@bcassessment.ca</a>

Greater Vancouver	<a href="mailto:greater.vancouver@bcassessment.ca">greater.vancouver@bcassessment.ca</a>
Fraser Valley	<a href="mailto:fraser.valley@bcassessment.ca">fraser.valley@bcassessment.ca</a>
Thompson Okanagan	<a href="mailto:thompson.okanagan@bcassessment.ca">thompson.okanagan@bcassessment.ca</a>
Kootenay Columbia	<a href="mailto:kootenay.columbia@bcassessment.ca">kootenay.columbia@bcassessment.ca</a>
Northern BC	<a href="mailto:northern.bc@bcassessment.ca">northern.bc@bcassessment.ca</a>