## NEMRC Grand List Upload to VTPIE Option

NEMRC has added option **'10 Upload to VTPIE'** to the **Main Menu** of the 'Working Grand List'. This will allow you to create a file that you can use to update your data in VTPIE.

- 1.) Backup your data using 'H Restore Points' and 'O NEMRC Backup'
  - a. I like to use 'E Create Grand List Copy' as well so I can run reports in the future.



2.) Next to the "R Reports Menu' and Print a 411 report. This will be used to confirm that the data you upload to VTPIE matches your local Grand List.

04/20/2023 12:04 am			Town of Any Form 411 - Mair	vtown Grand List (Town code: 132) n District	
(Taxable properties o	nly - Sta	te and Non-tax s	status properties a	are not listed below	۶)
REAL ESTATE	Parcel	Municipal	Homestead Ed	Nonhmstd Ed.	Total Education
Category/Code	Count	Listed Value	Listed Value	Listed Value	Listed Value
Residential I R1	472	81,112,700	0	81,112,700	81,112,700
Residential II R2	244	79,438,400	0	79,438,400	79,438,400
Mobile Homes-U MHU	16	226,800	0	226,800	226,800
Mobile Homes-L MHL	55	4,329,400	0	4,329,400	4,329,400
Seasonal I S1	9	839,900	0	839,900	839,900
Seasonal II S2	14	1,529,200	0	1,529,200	1,529,200
Commercial C	37	12,303,800	0	12,303,800	12,303,800
Commercial Apts CA	2	514,000	0	514,000	514,000
Industrial I	2	1,955,000	0	1,955,000	1,955,000
Utilities-E UE	5	57,888,800	0	57,888,800	57,888,800
Utilities-0 UO	0	0	0	0	0
Farm F	0	0	0	0	0
Other 0	99	19,757,100	0	19,757,100	19,757,100
Woodland W	9	1,904,400	0	1,904,400	1,904,400
Miscellaneous M	166	14,133,500	0	14,133,500	14,133,500
TOTAL LISTED REAL	1,130	275,933,000	0	275,933,000	275,933,000
P.P. Cable	1	339,488		339,488	339,488
P.P. Equipment	42	2,069,583			
P.P. Inventory	0	0			
TOTAL LISTED P.P.	43	2,409,071		339,488	339,488
TOTAL LISTED VALUE	=	278,342,071	0	276,272,488	276,272,488
EXEMPTIONS					
Veterans 10K	8/8	80,000	0	80,000	80,000
Veterans >10K		240,000			
Total Veterans	-	320,000	0	80,000	80,000
P.P. Contracts	0	0			
Contract Apprv VEPC	0/0	0	0	0	0
Grandfathered	0/0	0	0	0	0
Non-Apprv (voted)	2/2	947,700			
Owner Pays Ed Tax	: 0/0	0			
Total Contracts	2/2	947,700	0	0	0
FarmStab Apprv VEPC	0/0	0	0	0	0
Farm Crandfathered	0/0	0	0	0	0

0 n

- 3.) Now go back to the 'Main Menu' and click on '10 Upload to VTPIE'.
  - a. If you are using the MSOL CAMA Program it will automatically check to make sure your Grand List is in sync with the MSOL CAMA program. If there are any sync issues you will have to resolve them before you can upload.
  - b. If you use a different CAMA program then a prompt will appear that reminds you to make sure you have updated your NEMRC Grand List data with your CAMA Data as seen below. Press '**Yes**' to continue and '**No**' to return to the Main Menu.



- 4.) Next the VTPIE Procedure window appears. It has 3 Options.
  - a. 1. Upload to VTPIE- Automatically creates the export file and sends it to the VTPIE FTP Server.
  - b. 2. VTPIE Export Fields See a list of fields that are being exported *Note There are some fields that are not being populated yet but will be in the future through your CAMA Software.* IE: Mobile home information.
  - c. 3. Help Has 2 options one is a link to the NEMRC Webinar page where you can see a video on this topic. The second is a link to this document on the NEMRC website that you can print.

VTPIE Procedure		
What do you	want to do?	
	1. Upload to VTPIE	
	2. VTPIE Export Fields	
	<u>3</u> . Help	
	<b>A</b> much	
	Cancel	My Help //

- 5.) A NEMRC to VTPIE summary page will appear. Print this for your records. You will use this document to reconcile between your NEMRC Grand List data, 411, and VTPIE Abstract to ensure all programs are in sync with each other.
  - a. The categories are in the same order as your 411.
  - b. IMPORTANT NOTE: This report totals all **ACTIVE**, **Taxable** and **Non Taxable** parcels. So this report will be Higher than your 411 report for parcel counts and values.
  - c. This report does not include Homestead and Non Homestead at this time.

04/21/2023	N	EMRC to	VTPie Uplo	ad	Summa	y		Page	1
	E	cport File Nam	IE: C:\CAVE\NEMH	C\VI	PIE13220230	421_1.	.CSV		
	Land Use	Code	Cou	Int	Total Ass	essed			
	Residential	I R1	4	72	81, 11	2,700			
	Residential	II R2	2	44	79,43	8,400			
	Mobile Hon	nes-U MHU	J	16	22	6,800			
	Mobile Hon	nes-L MHL		55	4,32	9,400			
	Seasonal I	S1		9	83	9,900			
	Seasonal II	S2		14	1,52	9,200			
	Commercia	I C		53	15,953	3,200			
	Commercia	I Apts CA		2	51	4,000			
	Industrial	1		2	1,95	5,000			
	Utilities-E	UE		5	57,88	8,800			
	Utilities-O	UO		0		0			
	Farm	F		0		0			
	Other	0		99	19,75	7,100			
	Woodland	w		9	1,90	4,400			
	Miscellane	ous M	1	87	17,81	2,000			
	Total L	isted Real	1,1	67	283,26	0,900			
		D.D. Cabla		1	33	9 488			
	рр	F.F. Cable		12	2.06	9,400			
	P.	P. Inventory		0	2,00	0 0			
				43 2,409,071					
	Total L	isted Value	1,2	10	285,66	9,971			
_									
VA	ALUES	Count	Real Value		Equipment		Inventory		
То	tal Active Parcels	1,210	283,260,900		2,069,583		0		
Ac	tive Taxable	1,173	275,933,000						
Ac	tive Non-Taxable	37	7,327,900						
-	tal In active Dara ala	138	5 520 300						

## 5) Continued

d.) You will receive this confirmation window below once your file had been created and uploaded. Press '**OK**' to continue.



e.) Upload file was not successful. If you receive the message below it means you could not send the file to the VTPIE FPT server. You may have to consult with your IT person to resolve the issue.



6.) Now you can Log into VTPIE and click on 'Grand List Management' and select 'Upload Assessment Information' on the next page.



7.) Press the 'Add' button and select 'Upload Automatically from FTP Server' as seen below.



- 8.) Select your options accordingly. Refer to VTPIE help guides for more details.
  - a. Press the 'Update' button in the lower right corner when you are ready to continue.
  - b. TIP: I recommend adding a note to each upload so you can keep track of what you uploaded and when.

🚺 VT ERS Test	VT ERS Test Server
🏫 Home	Assessment Upload
Reports	Click Upload Assessment Information to upload updated CAMA
😮 Help	Step 1: Select the type of upload.
🖨 Settings	Type Working Grand List
Logout	Step 2: Select what type of information you are updating from your CAMA system.
ί c	<ul> <li>Parcel (Spans, Parcel Id, Situs Address)</li> <li>Owner (Owner Name and Mailing Address)</li> <li>Value (Land Value, Improvement Value)</li> </ul>
	Step 3: Automatically selected the latest file from the ftp server.
	1320429.csv
	Step 4: Enter any information and notes that might be useful later.
	Notes
	My first vtupload of the day
	< Return Upload

- 9.) Once your file has been uploaded properly you will see it in the list below with the Status is flagged as 'Processed'
- 10.) Select the 'View Abstract' button in the upper right to see a report that summarizes the values of the data you just uploaded.

	14							
	Cavendish	(2023) / Grand L	ist Management / 1	Upioad Assessment Informatio	n			
	G Use	the Abstract butto	n at the top right to	review a valuation summary b	y category code. N	lote it takes up to	o 5 minutes to p	process a CAMA Upload. Refresh the screen and wait for a status of "Processe
	cont	inue. For Vendor s	pecific instructions o	lick the blue i icon at the left.				
	Upload A	ssessment Inform	nation					
	Add 🗸							View Abstract
Logout		Date	States	Туре	Parcels	Owners	Values	Notes
	_							
	$\sim$	4/20/2023	Processed	Working Grand List	Yes	Yes	Yes	My first vtupload file of today
		4/20/2023	Processed	Working Grand List	Yes	Yes	Yes	Upload file for tutorial
								)
	<ul> <li>Image: A start of the start of</li></ul>	4/20/2023	Processed	Working Grand List	Yes	Yes	Yes	Teri 2nd test file changed span 10958 - 1000 dollars
		472042023	Processed	Working Grand List	Yes	Yes	Yes	Test file with Teri test 1
	~	4/20/2023	Processed	Working Grand List	Yes	Yes	Yes	1st upload No Land or Building values. 2023 04 20 8:27am
		4/19/2023	Processed	Working Grand List	Yes	Yes	Yes	1st upload from Grand List routine
	~	4/18/2023	Processed	Working Grand List	Yes	Yes	Yes	1st upload of data 2023041812:38pm

11.) VTPIE ABSTRACT – This summary includes All Active, Taxable and Non Taxable parcels. This report should match the 'NEMRC to VTPIE Summary' report in step 7. Which confirms the values you uploaded from NEMRC were successfully imported into your VTPIE data.

← → C 🔒 ers.vt.azure.axic	mnh.com/CamaManage	ment/Assessments/2023/	CfDJ8PpoVDKWHVFIpb5d	IH9V7eWxh177NEFdyQcApehvu	9gq7YrCEOQSDoxYIr_1BUf7z
VT ERS Test					Assessment Totals
🚓 Home	🛎 Cavendish 2	.023			Ascsmentious
Entity D	Land Use Code	Count	Total Assessed	Homestead Total	Non-Homestead Total
) 🖗 Help	R1	472	\$81,112,700	\$369,100	\$80,743,600
	R2	244	\$79,438,400	\$243,300	\$79,195,100
s 🕸 Settings	мни	16	\$226,800	\$0	\$226,800
₹ C●Logout	MHL	55	\$4,329,400	\$0	\$4,329,400
	51	9	\$839,900	\$0	\$839,900
n.	52	14	\$1,529,200	\$0	\$1,529,200
3	с	53	\$15,953,200	\$0	\$15,953,200
	СА	2	\$514,000	\$0	\$514,000
	L	2	\$1,955,000	\$0	\$1,955,000
	UE	5	\$57,888,800	\$0	\$57,888,800
n en	0	99	\$19,757,100	\$0	\$19,757,100
	w	9	\$1,904,400	\$0	\$1,904,400
	м	187	\$17,812,000	\$0	\$17,812,000
					Close

11 A) Continued. On the Left is the NEMRC to VTPIE Summary and on the right is the VTPIE Abstract. All of the categories match.

/2023		RC to V File Name:	C:\CAVE\NEMRC\\	d Summary VTPIE13220230421	1.c ← → C (	ers.vt.azure.axiomnh.co	m/CamaManagem	ent/Assessments/2023,	CfDJ8PpoVDKWHVFlpb5	dH9V7eWxh177NEFdy
				-	VT ERS Test					
	Land Use Code	e	Count	Total Assesse	d		Cavendish 20	023		
	Residential I	R1	472	81,112,70	) Home					
	Residential II	R2	244	79,438,40	Entity	Land	d Use Code	Count	Total Assessed	Homestead Tota
	Mobile Homes-U	MHU	16	226,80	Reports					
	Mobile Homes-L	MHL	55	4,329,40	) 🕜 Help	R1		472	\$81,112,700	\$369,10
	Seasonal I	S1	9	839,90	),	R2		244	\$79,438,400	\$243,30
	Seasonal II	S2	14	1,529,20	) 🌼 🕸 Settings					
	Commercial	С	53	15,953,20	)	MHU	U	16	\$226,800	S
	Commercial Apts	CA	2	514,00	) . 🕞 Logo	ut MHL	L	55	\$4,329,400	\$
	Industrial	1	2	1,955,00				-	4000.000	
	Utilities-E	UE	5	57,888,80		51		9	2939,900	2
	Utilities-O	UO	0		D	52		14	\$1,529,200	5
	Farm	F	0		D i	0		52	£15.052.000	¢
	Other	0	99	19,757,10	) 3	C.		22	\$15,955,200	3
	Woodland	W	9	1,904,40		CA		2	\$514,000	\$
	Miscellaneous	М	187	17,812,00	<u> </u>			2	\$1,955,000	¢
	Total Listed	Real	1,167	283,260,90	0 )			2	31,333,000	و.
					·	UE		5	\$57,888,800	\$
	P.P.	Cable	1	339,48	8	0		99	\$19,757,100	s
	P.P. Equi	pment	42	2,069,58	3				- , ,	
	P.P. Inv	entory	0		D	w		9	\$1,904,400	S
			43	2,409,07	-	м		187	\$17,812,000	\$
	Total Listed	l Value	1,210	285,669,97	-					
VALUE	s	Count	Real Value	Equipment	Inventory					
Total A	ctive Parcels	1,210	283,260,900	2,069,583	0					
Active	Taxable	1,173	275,933,000							
Active	Non-Taxable	37	7,327,900							
Total In	active Parcels	138	5,520,300							

12) Tying it all to your 411 report. Once the reports in step 13 are reconciled. Take the NEMRC to VTPIE Summary Report.

Total Listed Value 285,669,971 and subtract the Active Non Taxable 7,327,900.

Which leaves you with '278,342,071' and this number matches your 411 See the next page.

04/21/2023	NEM	RC to V	TPie Uploa	d Summar	r <b>y</b>	Page	
	Export	File Name:	C:\CAVE\NEMRC\	VTPIE132202304	421_1.csv		
	Land Use Cod	е	Count	Total Asse	essed		
	Residential I	R1	472	81, 112	2,700		
	Residential II	R2	244	79,438	8,400		
	Mobile Homes-U	MHU	16	22	6,800		
	Mobile Homes-L	MHL	55	4,32	9,400		
	Seasonal I	S1	9	83	9,900		
	Seasonal II	S2	14	1,52	9,200		
	Commercial	С	53	15,953	3,200		
	Commercial Apts	s CA	2	514	4,000		
	Industrial	1	2	1,95	5,000		
	Utilities-E	UE	5	57,888	8,800		
	Utilities-O	UO	0		0		
	Farm	F	0		0		
	Other	0	99	19,757	7,100		
	Woodland	W	9	1,904	4,400		
	Miscellaneous	М	187	17,812	2,000		
	Total Listed	d Real	1,167	283,26	0,900		
	P.P.	Cable	1	33	9,488		
	P.P. Equi	ipment	42	2,06	9,583		
	P.P. Inv	entory	0		0		
			43	2,40	9,071		
	Total Lister	d Value	1,210	285,66	9,971		
						_	
VALU	JES	Count	Real Value	Equipment	Inventory		
Tota	Active Parcels	1,210	283,260,900	2,069,583	0		
Activ	e Taxable	1,173	275,933,000				
Activ	e Non-Taxable	37	7,327,900	>			
Total	In active Parcels	138	5,520,300				

## 12 A) Continued.

04/20/2023

12:04 am

Town of Anytown Grand List Form 411 - (Town code: 132) Main District

KEAL ESTATE	rarcel	Municipal	Homestead Ed	Nonhmstd Ed.	Total Education
Category/Code	Count	Listed Value	Listed Value	Listed Value	Listed Value
Residential I F	472	81,112,700	0	81,112,700	81,112,7
Residential II F	2 244	79,438,400	0	79,438,400	79,438,4
Mobile Homes-U M	0HU 16	226,800	0	226,800	226,8
Mobile Homes-L M	CHL 55	4,329,400	0	4,329,400	4,329,4
Seasonal I S	51 9	839,900	0	839,900	839,9
Seasonal II S	52 14	1,529,200	0	1,529,200	1,529,2
Commercial C	37	12,303,800	0	12,303,800	12,303,8
Commercial Apts (	CA 2	514,000	0	514,000	514,0
Industrial I	2	1,955,000	0	1,955,000	1.955.0
Utilities-E U	JE 5	57,888,800	0	57,888,800	57,888,8
Itilities-0 I	10 0	0,000,000	0	0	0,,000,0
Farm F	, U	0	0 0	0	
Other (	) 00	19 757 100	0	19 757 100	10 757 1
Woodland W	7 99	1 004 400	0	1 004 400	1 904 4
woodland w	1 9	1,904,400	U	1,904,400	1,904,4
Miscellaneous M	166	14,133,500	0	14,133,500	14,133,5
TOTAL LISTED REAL	1,130	275,933,000	0	275,933,000	275,933,0
P.P. Cable	1	339,488		339,488	339,4
P.P. Equipme	ent 42	2,069,583			
P.P. Invento	ry O	0			
TOTAL LISTED P.P.	43	2,409,071		339,488	339,4
TOTAL LISTED VALU	IE	278,342,071	> 0	276,272,488	276,272,4
EXEMPTIONS					
Veterans 10K	8/8	80,000	0	80,000	80,0
Veterans >10K		240,000			
		320 000	0	80,000	80.0
Total Veterans		520,000	-		
Total Veterans P.P. Contracts	0	0	-		
Total Veterans P.P. Contracts Contract Apprv V	0 TEPC 0/0	0	0	O	
Total Veterans P.P. Contracts Contract Apprv V Grandfathered	0 /EPC 0/0 0/0	0 0 0	0	0	
Total Veterans P.P. Contracts Contract Apprv V Grandfathered Non-Apprv (vote	0 /EPC 0/0 0/0 :d) 2/2	0 0 947,700	0	0 0	
Total Veterans P.P. Contracts Contract Apprv V Grandfathered Non-Apprv(vote Owner Pays Ed	0 /EPC 0/0 0/0 ed) 2/2 Tax 0/0	0 0 947,700 0	0	0 0	
Total Veterans P.P. Contracts Contract Apprv V Grandfathered Non-Apprv(vote Owner Pays Ed Total Contracts	0 7EPC 0/0 0/0 ed) 2/2 Tax 0/0 2/2	0 0 947,700 0 947,700	0 0 	0 0 	
Total Veterans P.P. Contracts Contract Apprv V Grandfathered Non-Apprv (vote Owner Pays Ed Total Contracts FarmStab Apprv V	0 /EPC 0/0 0/0 ed) 2/2 Tax 0/0 2/2 /EPC 0/0	0 0 947,700 0 947,700	0 0  0	0 0  0 0	