

Lookup Group Type

Overview

In Govern OpenForms, version 6.1, you can set up your Mass Appraisal validation codes based on a combination of jurisdictions, neighborhoods, income neighborhoods, and property types. This means that you can create different rates for different property types within specified jurisdictions and neighborhoods or for any one of the allowed combinations.

This section describes the following:

- Lookup Group Types on page 23
- Prerequisites on page 24
- Creating Lookup Group Types on page 24
- Sharing Lookup Group Types on page 28
- Setting Up Rates and Other Values by Group on page 31

Lookup Group Types

Lookup Groups can be based on the following combinations of jurisdictions, neighborhoods, income neighborhoods, and property types.

Code	Description
juris_inc_nbhd	Jurisdiction and Income Neighborhood
juris_nbhd	Jurisdiction and Neighborhood
juris_nbhd_prop	Jurisdiction, Neighborhood, and Property Type
juris_proptype	Jurisdiction and Property Type
jurisdiction	Jurisdiction
nbhd	Neighborhood
nbhd_proptype	Neighborhood and Property Type
none	None
proptype	Property Type

The lookup group types are saved to the VT_SYSTEM Table MALKGRP. You can change the descriptions for these codes, but you cannot add new codes or delete existing ones. The listed codes cover all allowed combinations. You cannot have both Neighborhood and Income Neighborhood in the same lookup group.

Prerequisites

The following Mass Appraisal and User Validation tables are required for the Lookup Group Types:

- Jurisdiction: User Table JURISD (Property Control User Validation Table)
- Property Type: User Table PROPTYPE (Regular User Validation Table)
- Neighborhood: User Table NBHD (Mass Appraisal User Validation Table populated by the Mass Appraisal Single Entry Table NBHD)
- Income Neighborhood: INCNBHD (Mass Appraisal User Validation Table populated by the Mass Appraisal Single Entry Table NBHD)

You can create validation codes for all these tables through the User Validation Table Editor in GNA. The two neighborhood tables can also be populated through the Mass Appraisal > Table Maintenance > Single Entry form in GNA.

Creating Lookup Group Types

When you set up a Mass Appraisal Validation Table, you need to make a selection from the **Lookup Group Type** drop-down list. You can select **None** or any one of the lookup group types. *See Lookup Group Types on page 23.*

Accessing the Lookup Group Type

To access the lookup group type codes:

1. Launch GNA.
2. Select **Application Configurations > Mass Appraisal > Table Maintenance**.
3. Select the applicable table.
4. Make a selection from the **Lookup Group Type** drop-down list.

5. Complete the other parameters on the Mass Appraisal Validation Table form.
6. Click **Save**.
7. Click **Codes**.

The default group 0 exists for all Mass Appraisal validation codes. This group cannot be modified or deleted.

Creating a New Lookup Group

To create a new lookup group:

1. Expand the **Lookup by** section of the form.
2. Click the **Add new lookup group** icon .

Tip: If you hover your mouse over the icon, a tooltip appears.

The first new group is automatically numbered 1.

To create each new group, one is added (+1) to the previous group name.

3. Click the **Add new value for lookup group type** icon .

The **Add Values** window appears.

CAMA General Information



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File Options Parameters Application Configurations Editors Utilities Windows Help Year

Single Entry Tables (2013) Single Entry Tables (2015) (Rounding Table) Mass Appraisal table parameters (2015) (Land Rate Schedule) Mass Appraisal table parameters (2015) X

Land Sched. Fixed Rate AC
Land Sched. Fixed Rate SF
Land Sched. LOT
Land Sched. UNITS M
Land Sched. UNITS AC
Land Sched. UNITS SF

(landschd) - Land Rate Schedule

Code 06 Land Sched. LOT

English Short Description English Long Description
Land Sched. LOT Land Sched. LOT

French Short Description French Long Description
06 06

Look Up by Jurisdiction, neighborhood and property type Group 1

Value by lookup group type

Jurisdiction	Neighborhood	Property Type
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Details

Unit Type sf - Square Feet Market land rate

☒ Use fixed rate

Fixed Rate 99.99 Agricultural rate

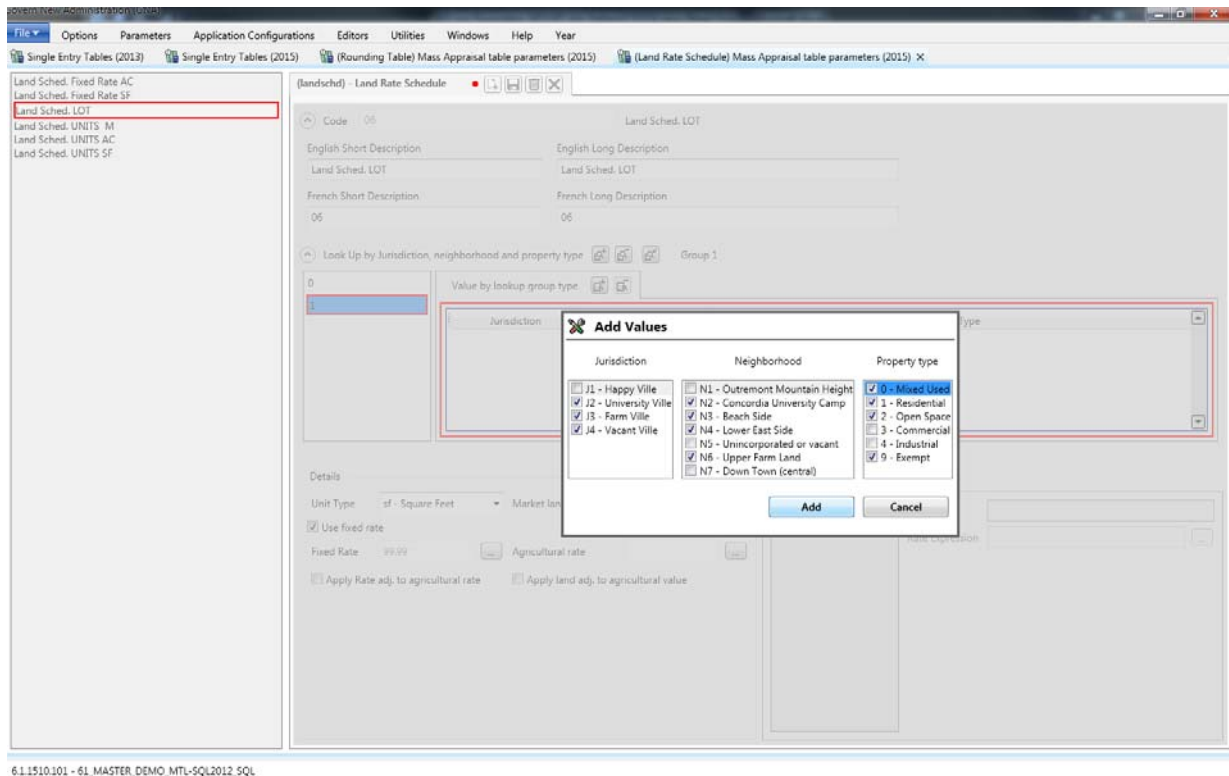
☐ Apply Rate adj. to agricultural rate ☐ Apply land adj. to agricultural value

Look Up By Unit

Up to units

Rate Expression

6.1.1510.101 - 61 MASTER DEMO MTL-SOL2012 SOL



6.1.1510.101 - 61 MASTER DEMO MTL-SQL2012 SQL

4. Select values from the **Jurisdiction**, **Neighborhood**, **Income Neighborhood**, and **Property Type** columns, as applicable.

The columns that appear correspond to the selection you make in the Lookup Group Type drop-down box on the table form.

Note: Neighborhood and Income Neighborhood never appear in the same Lookup Group Type.

5. Click **Add**.
6. Repeat the procedure for each new group.

Alternatively, you can import groups from another validation code associated with the table.

Sharing Lookup Group Types

To facilitate the management of Lookup Group Types in your Mass Appraisal tables, there are two ways to share Lookup Group Types. Both save time over selecting the jurisdictions, neighborhoods, and property types for each code.

Importing Lookup Groups

Import Lookup Groups are available on the Mass Appraisal Table form. If you are using the same lookup groups for multiple codes associated with the same validation table, you can import the groups.

To import groups:

1. Select the **Import Lookup Group** icon .



All the validation codes for the table are displayed.

2. Select the code corresponding to the group that you want to import.
3. Click **Select**.
4. Repeat this procedure to add another group.

Shared Lookup Group Sets

The Shared Lookup Group editor serves the same purpose as Importing Lookup Groups. The difference is that it separate from the Mass Appraisal table forms.

Note: Shared Lookup Group Sets are created by year. Ensure that the required year is selected in the **Year > Current Year** field.

To access the Shared Lookup Group Set editor.

1. Launch GNA.
2. Select **Application Configurations > Mass Appraisal > Shared Lookup Group Set**.

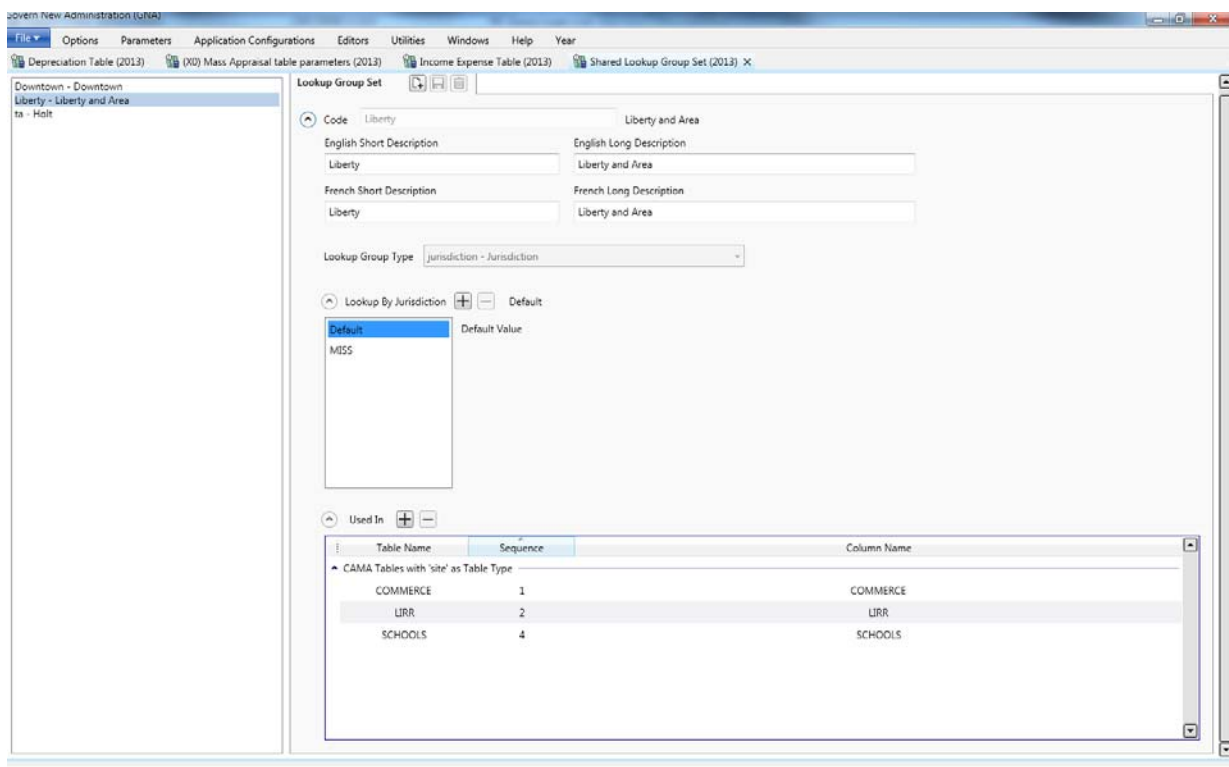
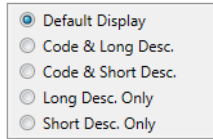


Table Name	Sequence	Column Name
CAMA Tables with 'site' as Table Type		
COMMERCE	1	COMMERCE
LIRR	2	LIRR
SCHOOLS	4	SCHOOLS

The existing Shared Lookup Group Sets, if there are any, are listed in a treeview on the left. By default, they are displayed by Code and Long Description. You can change the default display to use another combination of Code, Short Description, and Long Description. To change this display, right click inside the treeview and select another option.

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To create a new Shared Lookup Group Set, follow the procedures in this section:

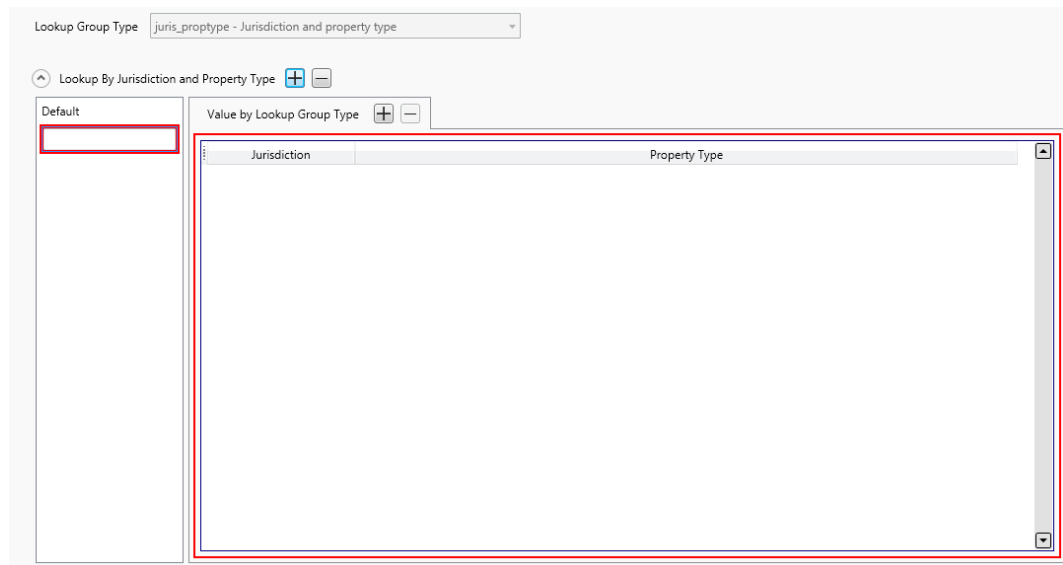
General Information

1. Click **New** on the Shared Lookup Group Set editor.
2. Click the drop-down arrow beside the **Code** parameter.
3. Enter a unique code in the **Code** field.
The Code can be any combination of alphanumeric and underscore characters. However, it must start with a letter.
4. Enter short and long descriptions in the **English** and **French Long** and **Short Description** fields.

Lookup Group Type

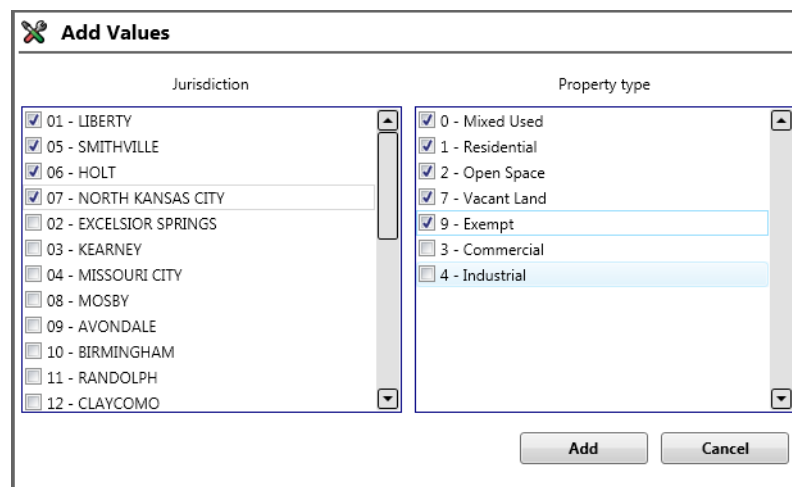
1. Select one of the Lookup Group Types from the **Lookup Group Type** drop-down list. See Lookup Group Types on page 23 for a list of the available Lookup Group Types.
2. Click **Add** to create a new Lookup Group Type.

The **Value by Lookup Group Type** parameters change according to your selection in the Lookup Group Type drop-down list.



- Click the **Add** icon to create a value for the Lookup Group Type.

The **Add Values** list box opens. This displays a combination of all the jurisdictions, property types, neighborhoods, or income neighborhoods.



- Select all the values of each type that apply.
- Click **Add**.
- Enter a name for the Lookup Group Type Values in the treeview on the left of the **Lookup By** section.
- Click **Save**.

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To remove a value, click the minus icon.

Used In

All the Codes that use the Lookup Group Type are listed in the **Used In** section. These are listed by Mass Appraisal Table. The tables are listed by code.

1. Click the **Add** button to add a new Mass Appraisal Table to the list.
2. The codes that do not have an associated lookup group type are listed.

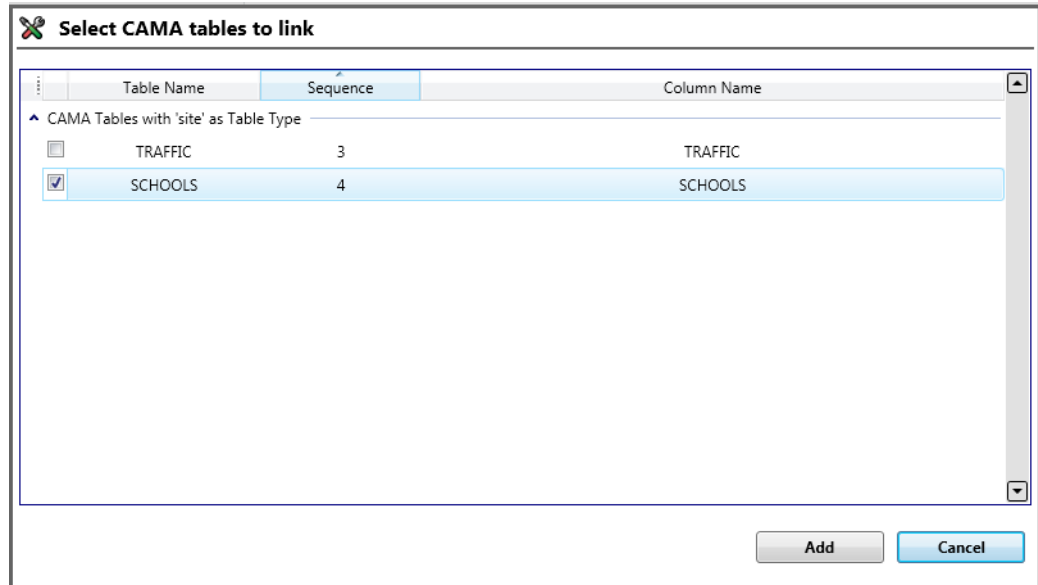


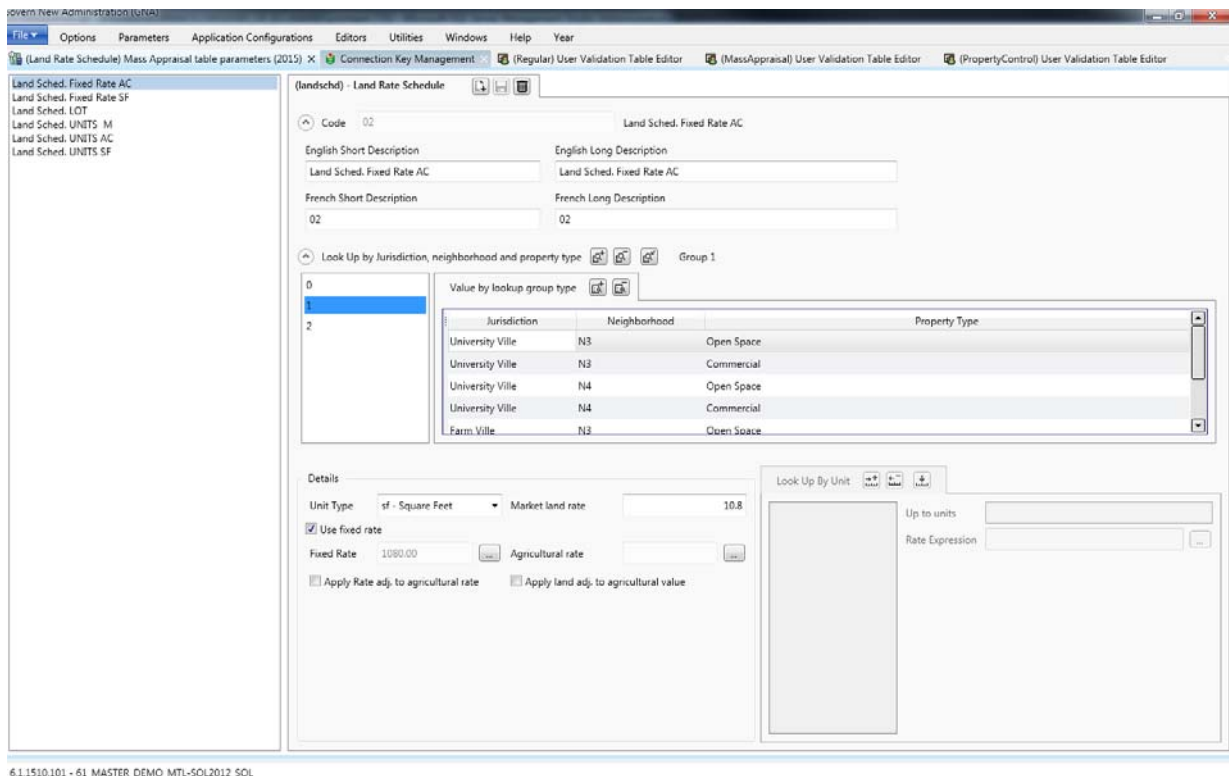
	Table Name	Sequence	Column Name
CAMA Tables with 'site' as Table Type			
<input type="checkbox"/>	TRAFFIC	3	TRAFFIC
<input checked="" type="checkbox"/>	SCHOOLS	4	SCHOOLS

3. Select the check box beside each code to which you want to apply the Lookup Group Type.
To remove a code, click the minus icon.
4. Open the Mass Appraisal table with the codes to which you have just added lookup group types.
5. Complete the rates and other values, as describe in the next section: Setting Up Rates and Other Values by Group on page 31.

Setting Up Rates and Other Values by Group

To set up rates and other values:

1. Open the applicable Mass Appraisal table or code form in GNA.
2. Expand the **Lookup by** section.



The screenshot shows the 'Land Rate Schedule' form in the 'Govern New Administration (GNA)' application. The form is divided into several sections:

- Code:** 02, Land Sched. Fixed Rate AC
- English Short Description:** Land Sched. Fixed Rate AC
- English Long Description:** Land Sched. Fixed Rate AC
- French Short Description:** 02
- French Long Description:** 02
- Look Up by Jurisdiction, neighborhood and property type:** Group 1
- Value by lookup group type:**

Jurisdiction	Neighborhood	Property Type
University Ville	N3	Open Space
University Ville	N3	Commercial
University Ville	N4	Open Space
University Ville	N4	Commercial
Farm Ville	N3	Open Space
- Details:**
 - Unit Type: sf - Square Feet
 - Market land rate: 10.8
 - ☒ Use fixed rate
 - Fixed Rate: 1080.00
 - Agricultural rate:
 - ☐ Apply Rate adj. to agricultural rate
 - ☐ Apply land adj. to agricultural value
- Look Up By Unit:**
 - Up to units:
 - Rate Expression:

3. Select the applicable lookup group.
4. Enter the details for the rate or value, for the group, in the **Details** section.
5. Repeat steps 3 and 4 until you have completed the details all lookup groups.
6. Click **Save**.

Note: Information on completing the details is including with the documentation for the specific table.

About Govern CAMA Validation Tables and Codes



Overview

This section describes how the Govern Mass Appraisal Validation Tables are set up and provides general information that is applicable to all Mass Appraisal tables.

It is followed by a description of the general Mass Appraisal validation tables; i.e., the tables that are applicable to all the Mass Appraisal sub-modules, Buildings, Miscellaneous Structures, Land, Income and Sales and Comparable Sales, or at least more than one of these submodules. *For further details, refer to the specific Mass Appraisal reference documentation.*

Mass Appraisal Validation Table Structure

All Mass Appraisal tables are defined in GNA. They are available from the following menus depending on whether multiple versions of a table can be created or the table is unique.

The table types that support multiple tables are found in GNA under **Mass Appraisal > Table Maintenance**. These tables include Building Structural Elements, Depreciation, Income Expense, Income Rental Detail, Land Adjustments, MRA Elements, and Sites.

The table types that are unique are found under **Mass Appraisal > Table Maintenance > Single Entry** tables. These tables are grouped by category and include Rounding, Multiple Distribution or Correlated Values, Neighborhood, Building Use, Building Drawing, Building Size Adjustment, Building Submodel, Income Added Items, Income Model, Income Categories, Income Quality Adjustments, Land Schedules, Land Use, Miscellaneous Structure Adjustments, Miscellaneous Structure Conditions, Miscellaneous Structure Grade, Miscellaneous Structure Use, MRA Model, Comparable Sale Items, Comparable Sale Parameters, Comparable Sale Distance, and Comparable Sale Time Adjustment.

All tables types are described under *Mass Appraisal Table Types by Category* on page 30.

User Validation Tables for Mass Appraisal can also be grouped in the User Validation Table Edition. These are found under Regular, Mass Appraisal, and Property Control.

Mass Appraisal Table Types by Category

The Mass Appraisal validation tables and codes are saved by year and are defined by category, table type and table name. This section lists the table types, by category and provides a reference to the database tables and parameters where they are saved.

Table Category: The *Table Categories* are used to indicate the sub-module and include *All*, *Buildings*, *Comparable Sales*, *Income*, *Land* and *Miscellaneous Structures*.

All

The tables defined under the *All Categories* can be used in multiple sub-modules; for example, the *Depreciation* tables are used in *Building* and *Miscellaneous Structures* validation tables. These tables are described in this guide, starting on page 51.

- Correlated Values Distribution, also called *Mixed Use Distribution Parameters* (Table: MA_PARM_MULTDIST)
- Depreciation Tables (Tables: MA_PARM_DEPR and VT_USR_<table_name>, where <table_name> refers to the name you give the table).
- Limited Assessment Value (Table: MA_PARM_L_ASSMT)
- Mass Appraisal Sites (Tables: MA_PARM_<table_name>, where <table_name> refers to the name you give the table)
- Neighborhood (Tables: MA_PARM_NHBD and VT_USR_NBHD)
- Rounding (Tables: MA_PARM_MAROUND and VT_USR_MAROUND)

Buildings

The tables listed in this category are applicable to the Mass Appraisal Buildings sub-module only and are described in the *Mass Appraisal Buildings* reference guide.

- Building Structural Elements (Table: MA_PARM_SETAB)
The *Building Structural Elements* tables include the following element categories:

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- Area Adjustment (code: m)
- Area Size Override (code: s)
- CAMA (code: a)
- Depreciation (code: s)
- Depreciation Table Override (code: d)
- Depreciation Override (code: o)
- Header (code: h)
- Feature, Boeckh and non-Boeckh method (code: f)
- Overall Adjustment (code: t)
- Quality Points (code: q)
- Rate Adjustments (code: r)
- Building Use Codes (Table: MA_PARM_BLDGUSE)
- Drawing Area (Table: MA_PARM_DRAWING)
- Municipal Rate Adjustment Elements
- Municipal Rate Adjustment Models
- Occupancy
- Size Adjustments (Table: MA_PARM_SIZEADJT)

Land

The tables in this category are applicable to the Mass Appraisal Land sub-module only and are described in the *Mass Appraisal Land* reference guide.

- Land Adjustments (Table: MA_PARM_LANDADJT)
- Land Rate Schedule (Table: MA_PARM_LANDSCHD)
- Land Use Codes (Table: MA_PARM_LANDUSE)

Miscellaneous Structures

The tables in this category are applicable to the Mass Appraisal Miscellaneous Structures sub-module only and are described in the *Mass Appraisal Miscellaneous Structures* reference guide.

- Miscellaneous Structure Codes (Table: MA_PARM_MISCUSE)
- Miscellaneous Structure Condition (Table: MA_PARM_MISCCOND)
- Miscellaneous Structure Grade (Table: MA_PARM_MISCGRAD)
- Miscellaneous Structure Adjustments (Table: MA_PARM_MISCADJT)