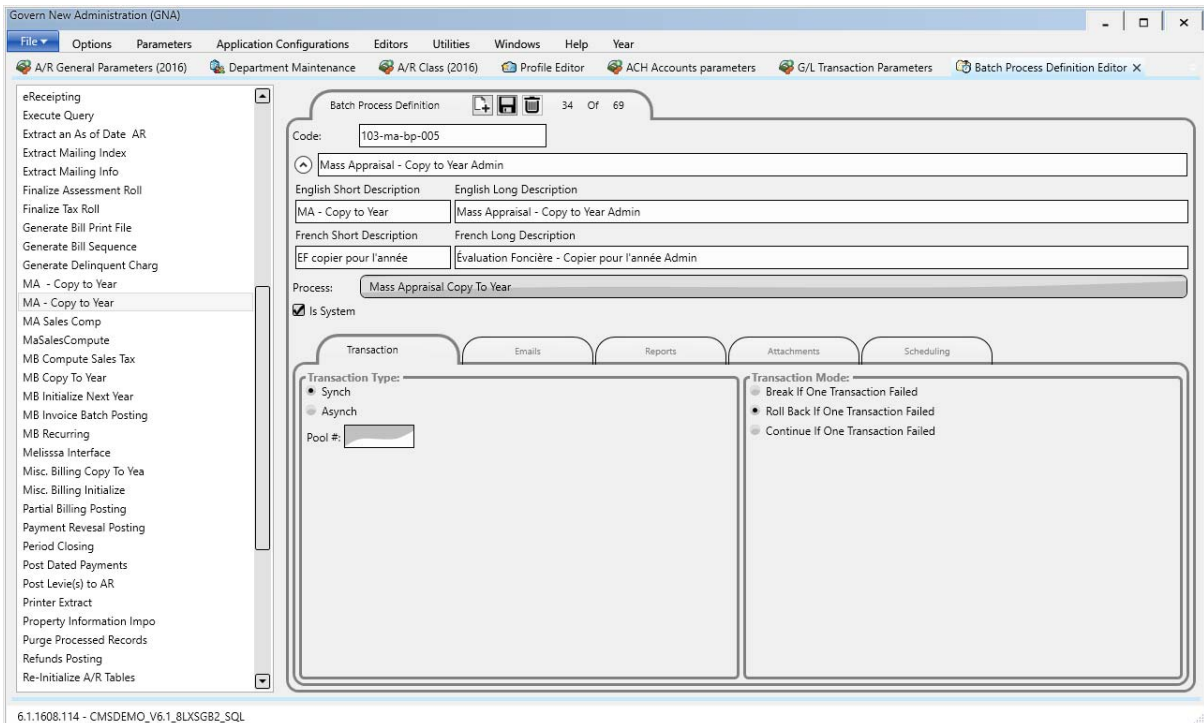


Govern CAMA: General Information

Mass Appraisal Copy to Year

Overview

Run the *Mass Appraisal Copy to Year* process in to order to copy the Mass Appraisal tables and administrative parameter definitions from one year to any other year.



The screenshot shows the 'Batch Process Definition' window in the 'Govern New Administration (GNA)' application. The window has a menu bar (File, Options, Parameters, Application Configurations, Editors, Utilities, Windows, Help, Year) and a toolbar. Below the toolbar is a list of tabs: A/R General Parameters (2016), Department Maintenance, A/R Class (2016), Profile Editor, ACH Accounts parameters, G/L Transaction Parameters, and Batch Process Definition Editor (X). The 'Batch Process Definition Editor' tab is active, showing a list of batch processes. The 'Mass Appraisal - Copy to Year Admin' process is selected. The process details are displayed in a form with the following fields:

- Code: 103-ma-bp-005
- English Short Description: MA - Copy to Year
- English Long Description: Mass Appraisal - Copy to Year Admin
- French Short Description: EF copier pour l'année
- French Long Description: Évaluation Foncière - Copier pour l'année Admin
- Process: Mass Appraisal Copy To Year
- ☒ Is System

Below the process details, there are two tabs: Transaction and Emails. The 'Transaction' tab is active, showing the following options:

- Transaction Type: ☒ Synch, ☐ Asynch
- Pool #: [empty field]
- Transaction Mode: ☐ Break If One Transaction Failed, ☒ Roll Back If One Transaction Failed, ☐ Continue If One Transaction Failed

The status bar at the bottom of the window displays the text: 6.1.1608.114 - CMSDEMO_V6.1_8LXSGB2_SQL.

A typical use is to run this process once a year to copy the administrative information from the current fiscal year to the next. However, it could be run to copy the definitions from any year in which data exist to any other year. If parameters already exist, they are not overwritten.

For a list of the type of administrative data that are copied, see Data Copied on page 177.

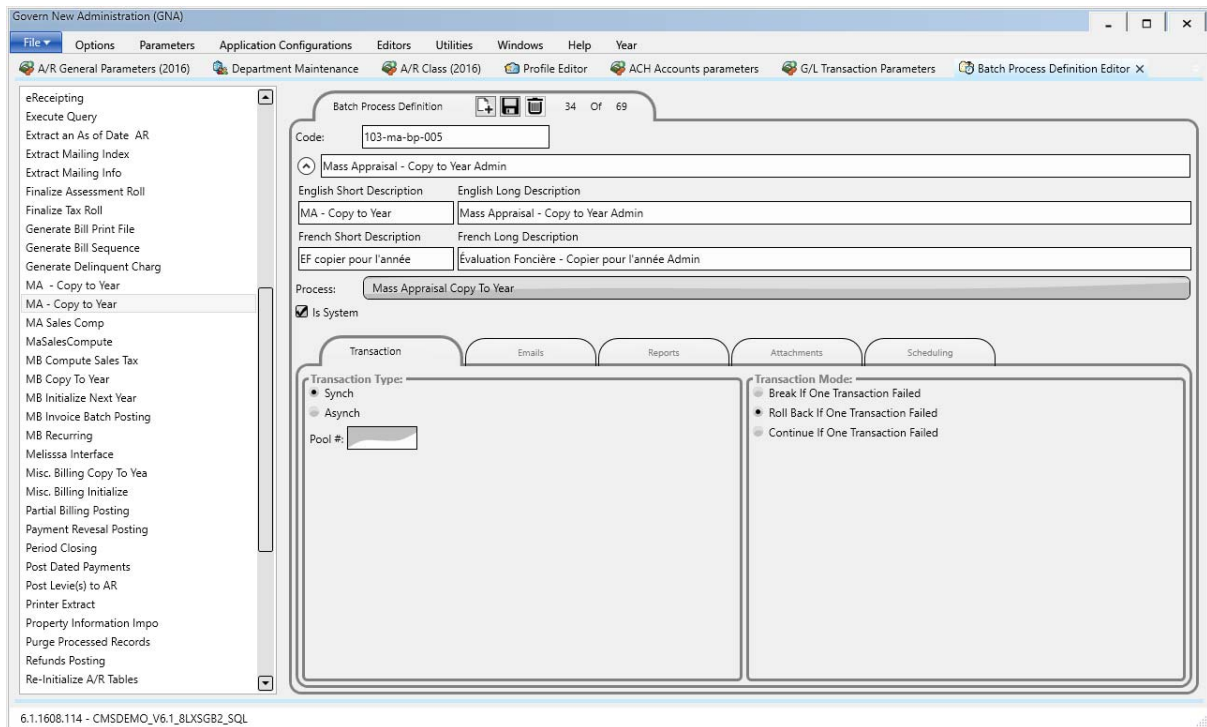
Configuring the Copy to Year Batch Process

The Copy to Year is a System batch process. It is accessible in the Mass Appraisal menu in GNA. As for any other batch process, additional Copy to

Year batch processes can be defined. These can be added to one or more Profiles and run from Govern.

To configure the batch process:

1. Launch GNA.
2. Select **Editors > Batch Process Definition Editor**.
3. Select **103-ma-bp-005 > Copy to Year**.



The screenshot shows the 'Batch Process Definition Editor' window in the 'Govern New Administration (GNA)' application. The window has a menu bar with 'File', 'Options', 'Parameters', 'Application Configurations', 'Editors', 'Utilities', 'Windows', 'Help', and 'Year'. Below the menu bar is a toolbar with icons for 'A/R General Parameters (2016)', 'Department Maintenance', 'A/R Class (2016)', 'Profile Editor', 'ACH Accounts parameters', 'G/L Transaction Parameters', and 'Batch Process Definition Editor X'. The left sidebar contains a list of batch processes, with 'MA - Copy to Year' selected. The main area displays the configuration for the batch process '103-ma-bp-005'. The 'Code' field is set to '103-ma-bp-005'. The 'Batch Process Definition' section shows the process name 'Mass Appraisal - Copy to Year Admin'. Below this are fields for English and French Short and Long Descriptions. The 'Process' field is set to 'Mass Appraisal Copy To Year'. The 'Is System' checkbox is checked. The 'Transaction' tab is active, showing the 'Transaction Type' set to 'Synch' and the 'Transaction Mode' set to 'Roll Back If One Transaction Failed'.

4. Select the **Transaction** tab.

If you are using the System Copy to Year batch process, the **Transaction Type** and **Transaction Mode** cannot be modified.

These are set to the following:

- **Sync:** In synchronous batch processing, transactions are processed one after another in a sequence. If there are multiple steps in the process, one step is completed before the next begins.

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- **Break If One Transaction Failed:** The process terminates when a transaction fails. All the transactions that were completed are cancelled. All the computations are returned to the starting point.

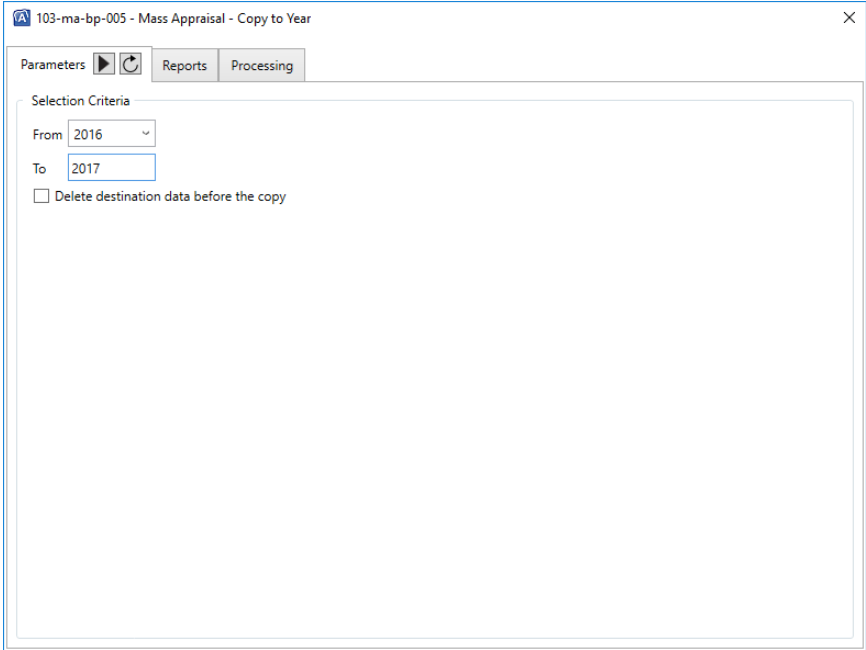
Note: If you are creating one or more additional Copy to Year batch processes to run in Govern, these fields are enabled. However, because the batch process is designed to run in this Transaction Type and Mode, the settings are switched to Synchronous mode and Break If One Transaction Failed when you run the process, regardless of the user input.

Regardless of whether you are running the System batch process or a user-defined process, you can add an e-mail and set up scheduling as for any other batch process. Refer to the Govern Scheduler documentation for details.

Running the Copy to Year Batch Process

To run the System Copy to Year batch process:

1. Launch GNA.
2. Select **Application Configurations > Mass Appraisal > Copy to Year**.



3. Select the year in the **From** drop-down list, for which the tables, constants, queries and shared expressions that you want to copy exist.

Only the years from which data exist appear in the list.

4. Enter the year to which you want to copy the data in the **To** parameter.
5. Select the **Delete destination data before the copy** to overwrite the data that already exist in the destination year.

Otherwise, if you do not select this option and data already exist for the destination year, they are not overwritten.

6. Click the **Run** button to run the batch process.

If you are running the batch process in Govern, you can set up a schedule to run it on a regular basis or at a future time.

Data Copied

The following data are copied from the selected year to the destination year during the batch process:

Mass Appraisal Tables

Lookup Groups

All tables with Lookup Group data including:

- MA_LOOKUP_GROUP
- MA_SHARED_LOOKUP_GROUP
- MA_SHARED_LOOKUP_GROUP_INDEX
- MA_SHARED_LOOKUP_GROUP_SET

MODIF_STAMP

- MA_MODIF_STAMP

MA Parameter Tables

- All tables beginning with MA_PARM

MA Tables

- All tables listed in MA_TABLES

These tables contain parameters and definitions the Mass Appraisal modules.

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User Validation Tables

All User Validation Tables that are:

- Year based
- One of the following table types.
 - Regular
 - Mass Appraisal
 - Tax Billing

Queries, Constants, Shared Expressions

All Queries, Constants, and Shared Expressions that are year based.