








VTPIE / NEMRC / CAMA WORKFLOW

Please refer to the following list of tasks and references for all the steps being used this year in VTPIE/NEMRC/CAMA (your CAMA systems may vary) to complete all grand list tasks as necessary. While we understand this will change next year - we will update as needed. In the meantime, this will bring you full circle for the process. If you need this in a different format, please contact your DA.

Step order	Process	VTPIE / NEMRC Step-by-Step Guidance
1A	Create an account	This will allow access to all functions performed in VTPIE Listers should each have their own unique account
1B	GIS - Create an account	This will allow access to the GIS mapping portal in VTPIE Listers should each have their own unique account
2	Create CAMA upload file for VTPIE	This link provides general VTPIE CAMA Upload Instructions on creating a file snapshot to move the working GL data from the GL (CAMA) via NEMRC to build VTPIE This step imports your new grand list and value data from your CAMA system into VTPIE (names changes, value changes, new parcels etc.)
	<ul style="list-style-type: none"> • MicroSolve 	Instructions specific to NEMRC / MicroSolve
		VTPIE - NEMRC Upload to VTPIE WEBINAR
	<ul style="list-style-type: none"> • Patriot (AssessPro Classic or APS) 	Working with your vendor, use the same process as provided for NEMRC/ MicroSolve for 2023 Instructions specific to Patriot (AssessPro Classic or APS) (2024)
	<ul style="list-style-type: none"> • ProVal 9.1 	Instructions specific to ProVal 9.1
	<ul style="list-style-type: none"> • Vision 	Instructions specific to the Vision VTPIE Export
2A	Import Grand List file into VTPIE	Load / synchronize GL data to VTPIE
		Repeat steps 2 & 2A (export from CAMA & import into VTPIE) as often as needed – end of day/ week as changes are made in your CAMA system to keep the systems in sync
	<i>Hint</i>	Be aware of how and what you are exporting from CAMA <u>after you have created a billed grand list</u> , you will want to make sure of each step
	Review Homesteads in VTPIE	<ul style="list-style-type: none"> • PVR's How to Download & Report (GB-1071) • Webinar Homesteads are to be <i>Completed</i> in VTPIE: all review and reporting back to the State occurs in VTPIE
		Update CAMA as needed to reflect filings and then upload to VTPIE as needed to keep systems in sync (Repeating steps 2 & 2A)
	Homesteads to NEMRC Tax Billing	Initiate through NEMRC's Working GL module – <i>Receive Homesteads from State</i>

		After processing in VTPIE, download homesteads into NEMRC. This allows NEMRC to receive and a) flag declared parcels as homestead and b) apply the correct education tax rate for tax billing
	Review CU Records in VTPIE	<ul style="list-style-type: none"> • Grand List & Current Use webinar • Review & Manage CU in VTPIE (GB-1322) <p>Current use will be reviewed in VTPIE; all allocation input, change of allocation notices and result of grievance for current use will be completed using VTPIE</p>
	<i>Tip</i>	Process available homesteads first and then upload working GL to VTPIE before beginning CU review and verification
	CU Allocation Notices	<p>Process when</p> <ul style="list-style-type: none"> → files are verified and you are ready to lodge GL → Pending individual files need re-notice
	CU to NEMRC Tax Billing	Help document includes link for further instructions on receiving file into NEMRC
	Lodging the Grand List	<p>Once you have completed homestead and current use review and verification, as well as all other valuation steps, lodging your grand list will be very similar to prior years – please use the June 2023 version of GB-1067 for VTPIE updates</p> <p>You will complete the process(s) in NEMRC: change of appraisal notices, grand list and reports, result of grievance, tax bills, grand list rollover and submission of the 411 to PVR</p>
	Result of Grievance	Notices for Current Use are located in VTPIE
		Repeat Steps 2 & 2A to keep NEMRC/ CAMA in sync
	<i>Hint</i>	Be aware of how and what you are exporting from CAMA after you have created your as billed grand list, you will want to make sure of each step
	Creating an As Billed Grand List	Processed in NEMRC
	Tax Billing	Printing Tax Bills
		Tax Book
	<i>Revised Bills</i>	Continue to process homestead declarations, current use changes & errors and omissions using the above Upload / Download process between NEMRC & VTPIE (Steps 2 & 2A)

For your reference -- VTPIE or CAMA?

The following chart outlines the general lister duties and highlights the system these tasks will take place:

Element	Process	CAMA	VTPIE
Parcel Maintenance	Generation & management of SPAN	X	
	Processing transfers, splits, merges	X	
	Management of contiguous parcels	X	
	Tracking of inactive parcels	X	
Personal Property	Creating & managing personal property	X	
	Personal property exemptions		X
	Personal property grievance		X
District management	Village, Special & School districts	X	
	Tax Increment Finance Districts (TIFs)		X
Exemptions	Special		X
	Statutory		X
	Contracts		X
Ratio Study / Equalization*	Sales validation		X
	Ratio studies		X
	Equalization		X
Current Use *	Review of Current Use enrollment /unenrolled/ updates (enrolled acreage/enrolled buildings)		X
	Updating Current Use land & building exemptions		X
	Full valuation of excluded land per appropriate land schedule	X	
	Full validation of enrolled farm buildings with an indicator that they are enrolled	X	
	Full valuation of enrolled land (mathematical result of full value of all land minus the full value of excluded land)		X
	Use value of enrolled land	X	X
	Current Use grievance		X
Homestead*	Receiving & reviewing homestead declarations		X
	Homestead & housesite valuation	X	
Valuation	Valuation of all taxable & insurance (insurance value) real & personal properties	X	
	Allocating homestead/ non homestead values	X	

***Please note that for 2023 Grand List - Current Use, Sales Validation and Homestead processing will be in VTPIE. The remaining Grand List functions, including tax billings, grievance and personal property will remain in NEMRC for the 2023 GL as they have in prior years.**