EXEMPTION PROCESSING

Preliminary Processing

1. Have BOT back-up prior year HUPD file
   1. Change the nightly back up (new file scheduler)
   2. Enable transaction on Mainframe
2. TPI deletes deceased Taxpayers
3. BOT opens new Year HUPD file
4. Create 10 year age property file

Mailing File Creation

1. Build Sales file for Mailings
   1. [Sales Script 1.docx](file:///Users/mamann/Library/Mobile%20Documents/com~apple~CloudDocs/Spring%202020/Capstone/CCAO%20Documents/Exemption%20Mailing%20and%20Processing/Exemption%20Processing/Sales%20Script%201.docx)
2. Have BOT send HSRENEW and HOMOWNMST files
3. Get Senior Lexus/Nexus ‘NO’ file PINs and load into ‘NO’ file
   1. [EARLY NO FILE.docx](file:///Users/mamann/Library/Mobile%20Documents/com~apple~CloudDocs/Spring%202020/Capstone/CCAO%20Documents/Exemption%20Mailing%20and%20Processing/Exemption%20Processing/EARLY%20NO%20FILE.docx)
4. Create Senior renewal mailing file
5. Create Long-Time mailing file
   1. Create data entry file (TS70LT/TSPRD)
6. Create Sunset mailing file
7. Create Disable Person mailing file
8. Create Veterans mailing file
9. Apply Lucky 777’s to Homeowner Master file
   1. [Lucky Sevens.docx](file:///Users/mamann/Library/Mobile%20Documents/com~apple~CloudDocs/Spring%202020/Capstone/CCAO%20Documents/Exemption%20Mailing%20and%20Processing/Exemption%20Processing/Lucky%20Sevens.docx)
10. Create Booklet mailing
    1. [Exemption Booklet.docx](file:///Users/mamann/Library/Mobile%20Documents/com~apple~CloudDocs/Spring%202020/Capstone/CCAO%20Documents/Exemption%20Mailing%20and%20Processing/Exemption%20Processing/Exemption%20Booklet.docx)
11. Create Senior Reminder mailing file

Early Exemption Processing

1. Back Tax/Omitted
   1. Contact Felix/Dominick early December, deadline of Jan 5th
   2. See [BACKTAX\_OMITTED and SNDNETF.docx](file:///Users/mamann/Library/Mobile%20Documents/com~apple~CloudDocs/Spring%202020/Capstone/CCAO%20Documents/Exemption%20Mailing%20and%20Processing/Exemption%20Processing/BACKTAX_OMITTED%20and%20SNDNETF.docx)
2. Update files in HOMEFZ menu
3. Expired Incentive/New Property
   1. See [EXPIRED INCENTIVE PROCESSING.docx](file:///Users/mamann/Library/Mobile%20Documents/com~apple~CloudDocs/Spring%202020/Capstone/CCAO%20Documents/Exemption%20Mailing%20and%20Processing/Exemption%20Processing/EXPIRED%20INCENTIVE%20PROCESSING.docx)
4. Veterans File
   1. Legal dept—Khang
      1. [BAVET31 REPORTS.docx](file:///Users/mamann/Library/Mobile%20Documents/com~apple~CloudDocs/Spring%202020/Capstone/CCAO%20Documents/Exemption%20Mailing%20and%20Processing/Exemption%20Processing/BAVET31%20REPORTS.docx)
5. Duplicate pins in Division FROM/TO file
   1. chkfromto1 & 2 -DVVOIDPIN/DVPRD
6. Upload early “NO” file for AINQ
   1. See [EARLY NO FILE.docx](file:///Users/mamann/Library/Mobile%20Documents/com~apple~CloudDocs/Spring%202020/Capstone/CCAO%20Documents/Exemption%20Mailing%20and%20Processing/Exemption%20Processing/EARLY%20NO%20FILE.docx)
7. Senior Freeze (SF) with no Seniors
8. SF birth year >100 and /or sold in last ten years
9. Senior Homestead (H/S) birth year >100 and /or sold in last ten years
10. Number of Pins Current SF Equalized Assessed Value (EAV) less than Base Year EAV on prior year Qualified (Q’ed)
11. SF Policing
12. Have SYSTEMS change years on following SF CL’s
    1. Call SFPRD/SF0106CL
       1. Change SF age
    2. Call SFPRD/SF0106CLC
       1. Change SF age
    3. Call SFPRD/SF400082CL
       1. Change Process and Tax year
    4. Call TSPRD/TS1002CL
       1. Change year for COOP Maintenance File
13. Update STPRD/LANDMARK File
    1. APIN (ASAIS93B)
    2. Strip report file
14. “EARLY” Queries
    1. Run queries in DATAC library
       1. EX\_VER\_007
       2. EX\_VER\_008
          1. Unmatched Birthdates
       3. EX\_VER\_010
          1. Voided PIN’S in HUPD File
       4. EX\_VER\_011
          1. Voided PIN’S in SF File
       5. EX\_VER\_001
          1. Non-Regression SF Pins
       6. SFDUP01
       7. SFDUP02
          1. Check for SF duplicate PIN’s
       8. HSDUP01
       9. HSDUP02
          1. Check for HS duplicate PIN’s
       10. CHKSFHSHO1
           1. Compares SF09 and HOMOWNMST for STA1 and STA2 counts
              1. Run early and also after new HOMOWNST is built
       11. CHKSFHSHO2
           1. Compares HOMSTDMST and HOMOWNMST for STA1 and STA2 counts
              1. Run early and also after new HOMOWNST is built
       12. CHKLTHO01
           1. Compares TS70LT (long-time file) and HOMOWNMST for STA1 counts
              1. Run early and also after new HOMOWNST is built
       13. CHKLTHO02
           1. Assigns STA1=1 to PIN’s not on HOMOWNMST
              1. Have SYSTEMS upload TS40DTA/TSPRD/YNNNN\_LT file to HOMOWNMST
       14. NOFILELT03
           1. Identifies LONG-TIME (LT) PIN’s in “NO” file
       15. CHKBDATESF
           1. Checks for bad birthdates on SF file
       16. CHKBDATEHS
           1. Checks for bad birthdates on HS file
       17. CHKNO01-CHKNO04
           1. Checks for prorated PIN’s in “NO” file
       18. NOFILESF03
           1. Checks for SF on “NO” file
              1. Give to Lumni for review
       19. CHKNO05
           1. Checks for Division PIN’s on “NO” file
       20. CHKNO11
           1. Checks for SF and HS on “NO” file
       21. COESALADJ1-COSALADJ7
           1. Uploads COE’s (sales) for new Base
           2. See [COE\_SALES\_86X\_UPLOAD\_.docx](file:///Users/mamann/Library/Mobile%20Documents/com~apple~CloudDocs/Spring%202020/Capstone/CCAO%20Documents/Exemption%20Mailing%20and%20Processing/Exemption%20Processing/COE_SALES_86X_UPLOAD_.docx)
       22. COEHOMEOWN
           1. Uploads prior tax year COE’s to HOMOWNMST file
              1. Have SYSTEMS upload TS40DTA/TSPRD/YNNNN\_COE file to HOMOWNMST
       23. HOPRO11,HOPRO60
           1. Identifies single PIN prorations
              1. Give to Residential dept