Alberta

Information Package

Working With Your Electronic

Assessment Summary

Instructions on how to save your Assessment Summary Report from a CSV file into an Excel (Microsoft 1997-2003) spreadsheet

(for a brief conversion to Excel 2007, see page 10)

The information in your Assessment Summary Report was gathered from a database and produced as a CSV (comma-separated values) type file that can be converted to a Microsoft Excel spreadsheet. Your CSV file can be identified by the extension in the file name such as **Report.csv.** It looks like a series of text lines with values separated by a tilde (~). Here's an example:

Doe~John~555~7077 Johnson~Mary~555~3920 Smith~Abigail~555~3958

It is recommended that the following step-by-step instructions on converting and saving your CSV file as an Excel file be used to prevent any data loss such as leading zeroes. If you have any questions or problems with the conversion, please contact Maureen Maddock at 780-644-7824 or <u>maureen.maddock@gov.ab.ca</u>.

Open your file:

- 1. Insert the USB. An AutoPlay program should automatically display a menu (If the menu does not display, you can start it manually by following the directions on page 10.)
- 2. Select 2017 Annual Linear Property Assessment



- 3. A new list will appear displaying the Assessment Notice, Assessment Summary and Detail files. Depending on the property types included in the assessment, you may not see all of the Detail.csv files listed in the example below.
- 4. Select the CSV file you wish to review

Image: Straight S

5. The file will automatically open in Microsoft Excel, but is still in CSV-format

	A	В	С	D	E	F	G	Н	- I	J	K	L	M	N	0	
1 As	smntYr~۱	Vintage~As	seID~BAC	ode~Assel	Name~TJID	~TJName^	'AJID~AJNa	me~Prprty	'Type~Prpr	tyTypeDes	c~ClosingE	Balance~Cl	osingTaxab	le~Closing	Exempt [~] C	ClosingGIPOT
2 20	009~ANN	UAL~99999	9~00999~Sr	mith and Jo	ones Energ	y Inc.~999	~Village of	Acme~999	~Village of	Acme~WL	~Well~206	60~20660~	′0~0			
3 20	009~ANN	UAL~99999	9~00999~Sr	mith and Jo	ones Energ	y Inc.~999	~Beaver Co	unty~999~	Beaver Co	unty~WL~V	Vell~13775	0~137750~	′0~0			
4 20	009~ANN	UAL~99999	9~00999~Sr	mith and Jo	ones Energ	y Inc.~999	~City of Bro	ooks~999~0	City of Broo	ks~PL~Pip	eline~2673	80~26730~0	0~0			
5 20	009~ANN	UAL~99999	9~00999~Sr	mith and Jo	ones Energ	y Inc.~999	~Camrose (County~999	9~Camrose	County~P	L~Pipeline	~10093526	~10093550	°0~-24		
6 20	009~ANN	UAL~99999	9~00999~Sr	mith and Jo	ones Energ	y Inc.~999	~Camrose (County~999	9~Camrose	County~W	/L~Well~13	8659230~13	8659230~0~	0		
7 20	009~ANN	UAL~99999	9 <mark>~00999</mark> ~Sr	mith and Jo	ones Energ	y Inc.~999	~Cardston	County~99	9~Cardstor	n County~P	L~Pipeline	~3866540~	′ <mark>3866540</mark> ~′0	~0		
8 20	009~ANN	UAL~99999	9 <mark>~00999</mark> ~Sr	mith and Jo	ones Energ	y Inc.~999	~Cardston	County~99	9~Cardstor	n County~V	VL~Well~1	5790~16790	0~0~0			
9 20	009~ANN	UAL~99999	9~00999~Sr	mith and Jo	ones Energ	y Inc.~999	~Village of	Duchess~9	99°Village	of Duches	s~PL~Pipe	line~5670^	'5670 ~0~0			
10 20	009~ANN	UAL~99999	9~00999~Sr	mith and Jo	ones Energ	y Inc.~999	~Village of	Duchess~9	99°Village	of Duches	s~WL~We	I~143490~:	143490~0~()		
11 20	009~ANN	IUAL~99999	9~00999~Sr	mith and Jo	ones Energ	y Inc.~999	~Town of E	dson~999~	Town of Ed	dson~PL~Pi	peline~15	2890~1528	90~0~0			

6. To convert, highlight Column A

	А	В	С	D	E	F	G	Н	1	J	К	L	М	N	0	
1	AsmntYr~	/intage~A	sseID~BAC	ode~Assel	Name~TJID	^TJName^	'AJID~AJNa	me~Prprt	yType~Prpi	tyTypeDes	c~ClosingE	Balance~Cl	osingTaxal	ole~Closin	gExempt~0	
2	2009~ANN	UAL~9999	9~00999~S	mith and J	ones Energ	y Inc.~999	~Village of	Acme~999	9∼Village o	f Acme~Wl	.~Well~206	560~20660^	°0~0			
3	2009~ANN	UAL~9999	9~00999~S	mith and J	ones Energ	y Inc.~999	~Beaver Co	ounty~999	Beaver Co	unty~WL~V	Vell~13775	50~137750 [^]	°0~0			
4	2009~ANN	UAL~9999	9~00999~S	mith and J	ones Energ	y Inc.~999	~City of Bro	ooks~999~	City of Bro	oks~PL~Pip	eline~2673	30~26730~(0~0			
5	2009~ANN	UAL~9999	9~00999~S	mith and J	ones Energ	y Inc.~999	~Camrose (County~99	9~Camrose	County~P	L~Pipeline	~10093526	~10093550	~0~-24		
6	2009~ANN	UAL~9999	9~00999~S	mith and J	ones Energ	y Inc.~999	~Camrose (County~99	9~Camrose	County~W	/L~Well~13	3659230~13	3659230~0^	'0		
7	2009~ANN	UAL~9999	9~00999~S	mith and J	ones Energ	y Inc.~999	~Cardston	County~99	9~Cardsto	n County~P	L~Pipeline	~3866540^	°3866540~0	°~0		
8	2009~ANN	UAL~9999	9~00999~S	mith and J	ones Energ	y Inc.~999	~Cardston	County~99	9~Cardsto	n County~V	VL~Well~1	6790~1679	0~0~0			
9	2009~ANN	UAL~9999	9~00999~S	mith and J	ones Energ	y Inc.~999	~Village of	Duchess~	999~Village	of Duches	is~PL~Pipe	line~5670′	~5670~0~0			
10	2009~ANN	UAL~9999	9~00999~S	mith and J	ones Energ	y Inc.~999	~Village of	Duchess~	999~Village	of Duches	is~WL~We	II~143490~	143490~0~	0		
11	2009~ANN	UAL~9999	9~00999~S	mith and J	ones Energ	y Inc.~999	~Town of E	dson~999	'Town of E	dson~PL~Pi	ipeline~15	2890~1528	90~0~0			

7. Select Data

8. Select Text to Columns

Microsoft Excel - 00999_2009_ANNUAL_Ase	e_Summary.csv [Read-Only]											
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2 2009~ANNUAL~99999~00999~Smith and	Validation	-999~Village of Acme~WL~Well-20660~20660~0										
3 2009~ANNUAL~999999~00999~Smith and		999-Beaver County-WL-Weil-13/750-13/750-0-0										
4 2009~ANNUAL~99999~00999~Smith and	<u>T</u> able	255~City of Drooks~PL~Pipeline~257.50~257.50~0~0										
5 2009~ANNUA	Text to Columns											
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8 2009~ANNUAL~99999~00999~Smith and		/~999~Cardston County~WI ~Well~16790~16790~0										
9 2009~ANNUAL~999999~00999~Smith and	Group and Outline	ss<999~Village of Duchess-PI ~Pineline~5670~5670~0~0										
10 2009~ANNUAL~999999~00999~Smith and	PivotTable and PivotChart Report	ss~999~Village of Duchess~WL~Well~143490~143490~0~0										
11 2009~ANNUAL~999999~00999~Smith and	Import External Data	999~Town of Edson~PL~Pipeline~152890~152890~0~0										
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13	List											
14	XML •											
15	Refresh Data											
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- 9. The Convert Text To Columns Wizard Step 1 of 3 window will be displayed.
- 10. From the Original data type box, select Delimited
- 11. Select Next

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	A	В	С	D	E	F	G	H		J	K	L	M	N
1	AsmntYr~	∕intage~As	selD~BAC	ode~Asse	Convert T	ext to Colu	umns Wiza	rd - Step 1	of 3				singTaxable	~ClosingE
2	2009~ANN	UAL~9999	9~00999~8	Smith and J	Convert		111115 11120	iu-step i	015				0~0	
3	2009~ANN	UAL~9999	9~00999~8	Smith and J	The Text W	izard has det	ermined that	vour data is E	ixed Width.				0~0	
4	2009~ANN	UAL~9999	9~00999~8	Smith and J	If this is cor	rect, choose '	Next, or choo	se the data t	voe that best	describes vo	ur data.		D~0	
-5	2009~ANN	UAL~9999	9~00999~8	Smith and J	Original da	ta type	- 1			î			~10093550~	-0~-24
6	2009~ANN	UAL~9999	9~00999~9	Smith and J	Choose th	e file type th:	at hest descri	hes your data					8659230~0~	-0
7	2009~ANN	UAL~99		with and J	O Dolio	wited at	Charactere ei	ich as commai	· · or tabe cons	arata aach fia	ы		3866540~0-	-0
8	2009~ANN	UAL~9999	9~00999-	Smith and J		d width - f	Fields are alig	ned in column	s with snares	hetween ear	rh field		0~0~0	
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- 12. In the Delimiters area, select Tab
- 13. Select Other
- 14. In the box to the right of **Other** hold down the Shift key and enter the tilde "~" which is found to the left of the number 1 key on your keyboard (top left)
- 15. Select Next

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	3	2009~ANN	UAL~99999	9~00999~8	Smith and J	This screer	i lets vou se	t the delimi	ters your	data cor	ntains.	You can	see					0~0	
-	4	2009~ANN	UAL~99999	9~00999~8	Smith and J	how your t	ext is affect	ed in the p	review be	low.								0~0	
	5	2009~ANN	UAL~99999	9~00999~8	Smith and J												H	~10093550~	0~-24
	6	2009~ANN	UAL~99999	9~00999~	Smith and J	Delimiters								-		_		8659230~0~	0
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	8	2009~ANN	UAL~99999	9~00999-	Smith and			harry N			-	Text out	lifer		~			0~0~0	
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1	10	2009~ANN	UAL~99999	9~00999~8	Smith and J													143490~0~0	
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16. For **well property, please** go to step 17 to preserve the leading zeroes. All other property types, the Wizard will suggest to convert all columns to a General format, as follows:

		А	В	C	D	E	F	G		H			J		K	L	M	N
	1	AsmntYr~	/intage~As	sselD~BAC	ode~Asse	Convert T	ext to Col	umns Wi	izard - 9	Sten 3	of 3					2	singTaxable	e~ClosingE
	2	2009~ANN	UAL~9999	9~00999~8	Smith and J	Convert	CAL LO COI		12010	Jeep 5	51.5						0~0	
	3	2009~ANN	UAL~9999	9~00999~8	Smith and J	· This screen	lets you sele	ect each co	olumn and	set	C	olumn da	ta format				0~0	
	4	2009~ANN	UAL~9999	9~00999~8	Smith and J	the Data Fo	rmat.				(🖲 Gener	al				0~0	
	5	2009~ANN	UAL~9999	9~00999~8	Smith and J	IC						Tovt					~10093550	~0~-24
Г	6	2009~ANN	UAL~9999	9~00999~8	Smith and J	values to	dates, and a	all remainin	no values t	to text.			MOV				8659230~0	~0
	7	2009~ANN	UAL~9999	9~00999~8	Smith and J	1000000	dorecoy dina i		ig values.	to texts	(Date:	MDY	×			3866540~0	~0
	8	2009~ANN	UAL~9999	9~00999~8	Smith and J						(🔵 Do no	t <u>i</u> mport o	olumn (s	kip)		0~0~0	
	9	2009~ANN	UAL~9999	9~00999~8	Smith and J		Advanc	ed									5670~0~0	
	10	2009~ANN	UAL~9999	9~00999~8	Smith and J							Destinat	ion: \$	A\$1			143490~0~	0
	11	2009~ANN	UAL~9999	9~00999~8	Smith and J	-Data previe	w										0~0~0	
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	14					Agente Ve	Vintage	BeceTD	BaCode	Lener:	31				L.TTD			
	15					2009	ANNUAL	99999	00999	Smith	and	Jones	Energy	Inc.	999	Vi		
	16					2009	ANNUAL	99999	00999	Smith	and	Jones	Energy	Inc.	999	Bei		
	17					2009	ANNUAL	99999	00999	Smith	and	Jones	Energy	Inc.	999	Cit		
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- 17. All property types other than Wells, please proceed to Step 21. For Wells, these columns with leading zeroes are identified as follows:
 - **BACode** (for WL, PL and Summary file)
 - LicenceNo (for WL)
 - WeIIID (for WL)
 - WellStatus (for WL)
 - **PoolCode** (for WL)

To change the General format for "leading zeroes" columns:

- 18. In "Wizard" window, highlight the appropriate column (use the scroll bar, if required)
- 19. In the Column data format box, select Text
- 20. Repeat these steps for each column you require
- 21. Select Finish

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	A	В	C	D	E	F	G	H	1	J	- F	<	L	M	N
1	AsmntYr~	Vintage~As	sselD~BAC	ode~Asse	Convort T	out to Col	umpe Mile	and Stop 2	of 2					pingTaxable	~Closing
2	2009~ANN	UAL~9999	9~00999~S	mith and u	Convert			and - Step 5	010					0~0	
3	2009~ANN	UAL~9999	9~00999~S	mith and J	This screen	lets you sele	ect each colu	umn and set	Colu	nn data forma	t			0~0	
4	2009~ANN	UAL~9999	9~00999~S	mith and J	the Data Fo	ormat.			0	General				D~0	
5	2009~ANN	UAL~9999	9~00999~S	mith and										~10093550~	0~-24
6	2009~ANN	UAL~9999	9~00999~S	mith and J	'General' (converts nur	l compining	Ders, da	te 🔍	lext				8659230~0~	0
7	2009~ANN	UAL~9999	9~00999~S	mith and .	values to	uates, anu a	airremaining	values to text.	0	Date: MDY	*			3866540~0-	-0
8	2009~ANN	UAL~9999	9~00999~S	mith and .					0	Do not import	column (s	kip)		0~0~0	-
9	2009~ANN	UAI~9999	9~00999~5	mith and .		Advand								5670~0~0	
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22. Your data is now open in Excel format and any desired analysis can be completed.

	A	В	C	D	E	F	G	Н	- I	J	K	L	M	N	0	
1	AsmntYr	Vintage	AsselD	BACode	AsseName	TJID	TJName	AJID	AJName	PrprtyType	PrprtyType	ClosingBal	ClosingTax	ClosingEx	ClosingGIP	ОТ
2	2009	ANNUAL	99999	00999	Smith and	999	Village of /	999	Village of A	WL	Well	20660	20660	0	0	
3	2009	ANNUAL	99999	00999	Smith and	999	Beaver Co	999	Beaver Co	WL	Well	137750	137750	0	0	
4	2009	ANNUAL	99999	00999	Smith and	999	City of Bro	999	City of Bro	PL	Pipeline	26730	26730	0	0	
5	2009	ANNUAL	99999	00999	Smith and	999	Camrose (999	Camrose (PL	Pipeline	10093526	10093550	0	-24	
6	2009	ANNUAL	99999	00999	Smith and	999	Camrose (999	Camrose (WL	Well	13659230	13659230	0	0	
7	2009	ANNUAL	99999	00999	Smith and	999	Cardston (999	Cardston (PL	Pipeline	3866540	3866540	0	0	
8	2009	ANNUAL	99999	00999	Smith and	999	Cardston (999	Cardston (WL	Well	16790	16790	0	0	
9	2009	ANNUAL	99999	00999	Smith and	999	Village of I	999	Village of [PL	Pipeline	5670	5670	0	0	
10	2009	ANNUAL	99999	00999	Smith and	999	Village of I	999	Village of [WL	Well	143490	143490	0	0	
11	2009	ANNUAL	99999	00999	Smith and	999	Town of Ed	999	Town of Ec	PL	Pipeline	152890	152890	0	0	
12																

Please note that at this point you have <u>not yet saved</u> this file in Excel format.

23. To save this file in Excel, select File and Save As

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2		Save As		999	Beaver Co	999	Beaver Co	WI	Well	20660	137750	0	0	
4	2	Save as Web Page		999	City of Bro	999	City of Bro	PL	Pipeline	26730	26730	0	0	
5		Remove Hidden Data		999	Camrose (999	Camrose (PL	Pipeline	10093526	10093550	0	-24	
6		Sever Warksee	_	999	Camrose (999	Camrose (WL	Well	13659230	13659230	0	0	
8		Save <u>w</u> orkspace	-	999	Cardston (999	Cardston (PL WI	Pipeline	3866540	16790	0	0	
9	Ц,	File Search	_	999	Village of [999	Village of I	PL	Pipeline	5670	5670	0	0	
10		Per <u>m</u> ission	•	999	Village of [999	Village of I	WL	Well	143490	143490	0	0	
11		We <u>b</u> Page Preview		999	Town of Ec	999	Town of E	PL	Pipeline	152890	152890	0	0	
12		Page Setup	_											
14		Print Area	. —											
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- 24. Choose the folder where you want to save the spreadsheet
- 25. Enter the file name for your spreadsheet
- 26. From the **Save as type** drop down list, select **Microsoft Excel 97-2003 & 5.0/95 Workbook (*.xls)**

27. Select Save

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Your Assessment Summary Report is now <u>saved</u> in Excel format.

If you have any questions or problems with the conversion, you can contact Maureen Maddock at 780-644-7824 or <u>maureen.maddock@gov.ab.ca</u>

Assessment Summary Report

The following table lists the abbreviated headings you will see on the assessment summary report, the heading names in full, and a brief description of each column heading.

Column Heading on Report	Column Heading Name	Column Heading Description
AsmntYr	Assessment Year	Assessment year as defined in the Matters Relating to Assessment and Taxation Regulation
Vintage	Vintage	Official assessment production name
AsseID	Assessee ID	The Municipal Affairs (MA) identification number for the assessed person or corporation assigned by the Stakeholders Information Management System (SIMS)
BA Code	AER Code	The business associate identification number assigned by the Department of Energy (a zero has been added to the end in order to map to the AER's current coding), if applicable
AsseName	Assessee Name	Assessed person or corporation owning the assessed property
TJID	Taxing Jurisdiction ID	MA identification number for Alberta municipality with the ability to levy property taxes
TJName	Taxing Jurisdiction Name	The Alberta municipality with the ability to levy property taxes
AJID	Assessment Jurisdiction ID	MA identification number for an Alberta assessment jurisdiction
AJName	Assessment Jurisdiction Name	Assessment jurisdiction legal name which is an identified geographic area within a municipality
PrprtyType	Property Type Code	Type of linear property (codes are PL, GDP, WL, CBL, TEL, ELE, EPG)
PrprtyTypeDesc	Property Type Description	Description of type of linear property (Pipeline, Gas Distribution, Well, Cable Distribution Undertakings, Telecommunication Carrier, Electric Power, Electric Power Generation)
ClosingBalance	Balance Assessment	The balance amount of the assessment for Taxable and Exempt and Grant in Place of Taxes
ClosingTaxable	Taxable Assessment	The taxable amount of the assessment for the individual linear property
ClosingExempt	Exempt Assessment	The exempt amount of the assessment for the individual linear property
ClosingGIPOT	Grant in Place of Taxes	The assessment amount that may be subject to Grants in Place of Taxes, in accordance with the <i>Municipal</i> <i>Government Act</i>

Short version for converting a CSV file to an Excel 2007 spreadsheet

The following is a short version that will enable you to convert to Microsoft Excel 2007. For more information, please review the 1997-2003 version starting on page 2.

- 1. Open file
- 2. **Highlight** the column where all of the information is rooted usually column A
- 3. Click on the **Data** tab at the top of your window
- 4. Under the Data Tools category, select Text to Columns
- 5. Select the **Delimited** radio button
- 6. Click Next
- 7. Select the Other category and enter a ~ (tilde, found to the left of the number 1 key)
- 8. Check the preview window to see if the information is in the correct columns (if you wish to maintain the leading zeroes in your columns, see step 17-20 above)
- 9. Click Finish
- 10. You can now save the converted text to Excel

If you have any questions or problems with the conversion, you can contact Maureen Maddock at 780-644-7824 or <u>maureen.maddock@gov.ab.ca</u>.

How to start the AutoPlay menu manually

Some computers do not allow an automatic display of AutoPlay menus. To start the menu manually:

- 1. Click on **Start**
- 2. Click on **My Computer**
- 3. Select the **USB DISK** (typically D)
- 4. Click on **autorun.exe** to start the AutoPlay menu
- 5. The AutoPlay menu should appear on your screen

If you have any questions or problems with the AutoPlay menu, you can contact Maureen Maddock at 780-644-7824 or <u>maureen.maddock@gov.ab.ca</u>.