

# Assessment Bulletin

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## ASSET News

### **ASSET reports can help assessors verify that their data has loaded into the system properly**

Each time an assessor loads a municipality's assessment information into ASSET (Assessment Shared Services Environment), a number of reports can be produced by the system.

The assessor can view these reports after each loading to ensure that the municipality's data on ASSET is consistent with data in his or her assessment system. If there are differences, the assessor can check to see that the municipal data has been formatted and coded correctly for the loading process. If necessary, the assessor can correct and reload the data into ASSET before officially submitting it to Alberta Municipal Affairs.

ASSET can produce the following reports, for example, from the municipal assessment data supplied by the assessor.

#### **More to come . . .**

Watch *ASSET News* for information on the [land title verification](#) service and the system's links into data on building, development and other types of [permits](#).

- The [summary of assessments](#) report is a summary of data on the assessable property and tax liability status of property in the municipality. This report shows, for example, assessment totals for residential, non-residential, machinery and equipment, farm land, and linear property — and proportions that are subject to property tax requisitions, eligible for grants in place of taxes, or exempt from taxation.
- The [assessable property](#) report is a summary of assessment information related to each assessment roll number in the municipality.

- The requisitioning body data report includes, for each assessment roll number, information on requisitioning bodies that receive tax dollars from the property, the assessment amounts subject to each type of requisition, and related data. Because this report includes an extensive amount of data, an ASSET user's ability to obtain it will depend on the capability of the user's system.

## Frequently asked questions about the assessment loading process

- 1. Question:** I have been authorized to use ASSET by the municipality that I do assessment work for, and its *milenet* stakeholder administrator has provided me with *milenet* access privileges. I tried to access the *milenet* Web site to get on the ASSET system, but I received a message that I am "locked out." What do I do?

**Tip:**

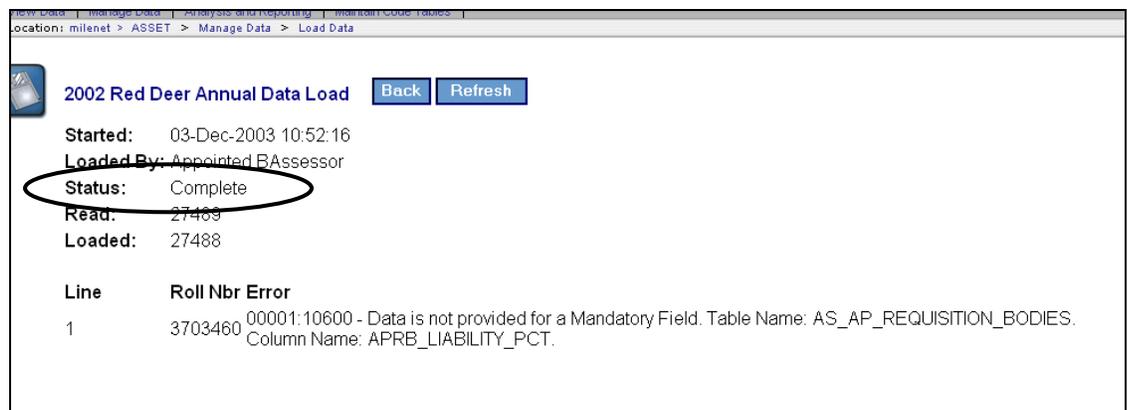
Check your keyboard to see if you have unintentionally put the "caps lock" on. This could affect the accuracy of what you have typed in as your user name and password.

**Answer:** A user is allowed three attempts to log into *milenet* with his or her correct user name and password. If the three attempts are not successful, the system locks the user out. This is a security precaution built into *milenet*. You may have been denied access because you mistyped either your user name or password on each attempt.

If a user has been locked out, he or she will need to contact the municipality's *milenet* stakeholder administrator to regain access to the system. (If a *milenet* stakeholder administrator becomes locked out, he or she will need to contact the *milenet* administrator at Alberta Municipal Affairs.)

- 2. Question:** How do I find out what records loaded and what didn't?

**Answer:** To check the submission load results, go to the appropriate load screen. For example, if you submitted the annual return, go back to the annual return load screen and click the view load log button. When the load log comes up, check to make sure the status is "complete." If the status is "incomplete," the load has not finished. (See sample load log screen below.)



location: milenet > ASSET > Manage Data > Load Data

**2002 Red Deer Annual Data Load** [Back](#) [Refresh](#)

**Started:** 03-Dec-2003 10:52:16  
**Loaded By:** Appointed BA Assessor  
**Status:** Complete  
**Read:** 27488  
**Loaded:** 27488

Line	Roll Nbr	Error
1	3703460	00001:10600 - Data is not provided for a Mandatory Field. Table Name: AS_AP_REQUISITION_BODIES. Column Name: APRB_LIABILITY_PCT.

**3. Question:** An error message has come up on the screen and I don't understand what it means. Who do I call?

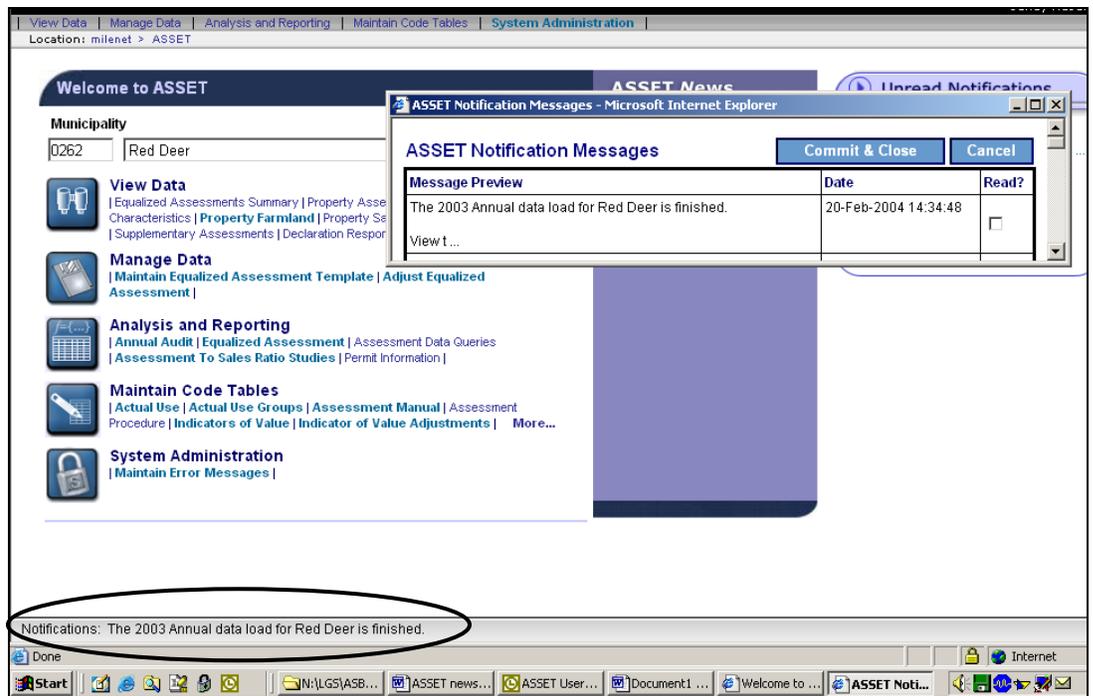
**Answer:** If you are not sure, please call Sandy Husar at (780) 422-8362 or John Scott at (780) 422-8415 for assistance. You can call toll free by dialing 310-0000 first (or #310 if you are calling from a cell phone), then dial the number of the person you wish to reach.

**4. Question:** How do I know when my submission has finished loading?

**Answer:** You will receive a notification by e-mail and/or online while you are in the ASSET application. The notification bar at the bottom of the screen indicates when the notification message arrives. Click anywhere on this bar to display a pop-up message box. (See sample screen below.)

**Have a question?**

The ASSET team at Alberta Municipal Affairs can help. The phone numbers and e-mail addresses of team members are posted on the Alberta Municipal Affairs' Web site. The ministry's new Web site address is [www.municipalaffairs.gov.ab.ca](http://www.municipalaffairs.gov.ab.ca).



**Note:** It is possible for data to meet ASSET reporting requirements, yet not match with municipal records. It is important, therefore, to use the ASSET summary reports to help verify that your municipality's data is correct and has been provided to ASSET in the correct form and manner.

**5. Question:** All my records have now been loaded without loading errors. What should I do now?

**Answer:** You should compare the assessment summaries that are produced by ASSET to the assessment summaries that are produced by your own assessment system. If there are differences, it will be important to determine why and, if necessary, to adjust and reload data into ASSET.

For example, there could be differences if your assessment system contains inactive records that have not been flagged prior to loading, or if some of your municipality's codes were not correctly converted to the ministry's standard codes to be used for assessment reporting purposes.