Montgomery County Government

Department of Finance

Tax Assessment System (TAS)

Operations Guide - Appendix D
DEP Solid Waste Services (Refuse)

Version 1

05/15/2014

Table of Contents

Document Structure

The Department of Environmental Protection, Division of Solid Waste Services (DEP Refuse) appendix is an extension of the TAS Operations Guide. The appendix describes TAS-related business rules, system functions, and roles and responsibilities for DEP Refuse. For a high level overview of content provided in this document, please refer to the TAS Operations Guide.

Roles & Responsibilities

The Department of Finance (Division of Treasury & Division of FIN-IT) is responsible to manage and oversee all data collection, staging, consolidation pertaining to tax billing. These billing activities include annual, supplemental (new construction) and revised billings. Annual billing focuses on processing original assessments, exemptions, credits, and special charges. Revised billing focuses on adjusting assessments, credits, exemptions, charges, and other items to reflect any changes on the property tax record that occur subsequent to the last billing. Both personal property and public utility tax billing are included in this process.

DEP Refuse is responsible for providing Solid Waste Services for the residents, businesses and multi-family properties in Montgomery County, MD. Most properties with improvements are assessed a Solid Waste Charge. For residential single-family properties outside of most municipalities, this charge funds curbside collection of recycling and yard trim; in some areas, it also includes trash collection. It also allows Solid Waste Services to operate the Solid Waste Transfer Station, Compost Facility, Resource Recovery Facility and Materials Recovery Facility (Recycling Center). The charge also funds recycling education, monitoring, and enforcement.

As a key contributor in the tax billing processes, DEP Refuse is responsible to provide the Department of Finance with the abovementioned charges. In the event that rates are modified by a Montgomery County Council resolution, DEP Refuse must provide Treasury with the updated information to ensure that MUNIS is accurately configured. *Note: Rates are not entered in TAS.*

General Data Flow

The process for transferring data is facilitated by the Enterprise Service Bus (ESB) which automates file delivery and retrieval. In addition, ESB applies business rules to validate the data before it is processed (further detailed in subsequent sections). As DEP Refuse updates their SCOOBY system, the information is imported into the TAS database by ESB. Once this import occurs, DEP Refuse data can be reviewed and validated via the TAS Graphical User Interface (GUI).

Data flow activities begin as DEP Refuse makes a large contribution during Annual billing. Additional data contributions are concurrent with supplemental billing (new construction). DEP Refuse can also make frequent updates in TAS in which revisions are reflected on monthly revised bills.

General Activity Flow

Tax activities begin with an annual tax bill which is produced at the beginning of a Levy year. During this annual billing, all real properties are billed for the annual State, County and Municipal taxes. Fees and charges applied by other contributors are included as well.

There are revisions to Real property tax bills that occur during the Levy year. Contributors either make updates using the provided GUIs or batch file uploads (further detailed in subsequent sections).

Annual Activities

The process for DEP Refuse annual contribution starts with Treasury requesting that all contributors provide contributions by a certain date based on the Annual billing checklist.

Before DEP Refuse can prepare their data contribution they receive an extract based on the SDAT01 file. This extract updates the DEP Refuse database in order for the annual contribution to be sent for loading.

Quarterly & Monthly Activities

Four times a year the State sends a New Construction file to MCG. This file is referred to as SDAT04 and it contains information related to improvements added to properties during the last quarter.

Three times a year this file is processed and creates a supplemental (new construction) bill, reflecting the changes to properties. The other quarterly new construction file is processed in the annual billing cycle and is therefore reflected on the annual bill. In some cases, a revised bill consisting of only New Construction can be run separately. In other cases it can be included in monthly revised bills.

DEP Refuse can also provide updates to TAS at any time during the year. The levy year and billing quarter (bill type) must be included so that the information TAS applies to the bill is accurate.

DEP Refuse Data Inputs

There is a method and process by which data is received by TAS. “Method” is the way in which data is retrieved and moved into the system. “Process” is what happens to data when it has been ingested into the TAS. All data destined for the TAS database will go through a staging location where the data is held until it has been checked for errors.

Depending on the contributor, data files are either sent or placed somewhere inside the data infrastructure whereby it is retrieved and moved into the TAS environment. ESB is the actual mechanism that moves the data, which has built-in intelligence and the ability to notify of success or failure. As for DEP Refuse, there will be a Database-To-Database connection between

TAS and SCOOBY on the DEP Refuse side, where data moves in both directions. The processes for annual and monthly revised billing, as it relates to data transportation, are outlined below.

Annual Run Billing

When TAS receives the SDAT01 and/or SDAT04, it will pass on an extract file to the DEP Refuse SCOOBY and notify the DEP Refuse personnel on such action. DEP Refuse personnel must then review their SCOOBY system, make any necessary changes and ingest that data into their actual database.

Once DEP Refuse has made all changes and updates to the data, it will populate SCOOBY table(s) with all such data ONLY. Once the SCOOBY table(s) have been populated, an ESB job is triggered to transport only the changed data in SCOOBY to TAS for ingestion and processing for the Annual Run.

Monthly Revised Billing

This process is similar to the Annual Run process described above. When TAS receives the monthly SDAT01 from State, it will process it and transport all the necessary data into DEP Refuse SCOOBY and notify the DEP Refuse personnel of such action. DEP Refuse will review SCOOBY and ingest any of the data into their database. Once satisfied and completed, DEP Refuse will initiate an action so ESB will transport the modified and updated data from SCOOBY to TAS. TAS will then process such data based on the logic and business rules mentioned below.

Daily Activity Report

This report is a data feed of all changes and modification made by State in TAS and online that affect the DEP Refuse charges.

TAS will populate DEP Refuse SCOOBY with such data and notify DEP Refuse personnel of such action. DEP Refuse shall review SCOOBY and ingest any relevant data in their system/database. Upon completion of such action and before a Monthly Revised Bill event is triggered in TAS, an ESB job will be triggered and transport all the relevant data from SCOOBY into TAS for processing.

DEP Refuse to TAS logic rules are as follows:

<u>DEP (SCOOBY) to TAS filtering rules for Annual, Monthly Revised, and Quarterly Supplemental (or New Construction) Billings:</u>

- Ref Unit shall never be NULL
- Ref Area shall never be zeroes
- Only Active accounts will be sent to TAS (i.e. No deleted or voided accounts)
- SCOOBY to TAS will never include duplicate PID’s

- SCOOBY to TAS will never include the Recyc_Area and Recyc_Units fields. (Only Ref_Area and Ref-Units).
- See the record layout table below for as an additional reference:

Column Name	**Data Type**	**Description**
User Name or Dept. Name	VARCHAR2	User name of the account that uploaded data
ACCOUNT	NUMBER	Account Number
REF_AREA	VARCHAR2	Ref Area of the account
REF_UNITS	NUMBER	Ref Units of the Account
RECYC_AREA	VARCHAR2	Recycle Area of the account
RECYC_UNITS	NUMBER	Recycle unit of the Account
LEVY_YEAR	NUMBER	Levy Year (goes back up to 5 previous levy years)
REVISED_BILL_FLAG	NUMBER	Triggers a revised bill
DATE_UPLOADED	DATE	Date/time uploaded to TAS
Quarter	VARCHAR 2	Quarter where DEP-REFUSE wants to apply the change

Handling Operational Issues

User issues generally fall into four major areas.

- Contributor infrastructure issues
- Extract issues
- Input issues
- General Operational issues

Each of these issues has a unique set of characteristics and requires specific troubleshooting and resolution.

Contributor infrastructure issues

Should the contributor use their own FTP server, the physical environment must be available when the County ESB needs to download or deliver a file.

The passwords and access must be correct and the files being picked up need to be in the specific location with the correct naming convention. Should any of these not be the case, the County will not be able to retrieve or provide data to that environment.

Extract Issues

When an extract is created, the contributor will receive a notification which includes a link providing the location of the data.

Bad Data

The only category of error is bad data in the file. As TAS is creating the extracts there should be no issues. However, if data becomes corrupted during the process, the files could contain bad data.

FIN-IT will work directly with the contributor and their technical resources to resolve these issues. Extracts are formatted with specifications from contributors. Therefore there should be no file with bad data unless it was corrupted in the process of creation. In that case, the new file would need to be created and then sent to the contributor.

Input issues

There are two major conditions which cause upload issues: (1) There is no file upload or (2) During the process in which ESB applies the TAS Business rules against the data content, the file is found to contain bad information.

No File

The ESB jobs will indicate when there is no file. Because the ESB jobs are triggered on the presence of files, they will remain in continual wait mode.

If there are issues with loading the files, FIN-IT will receive notification and contact the contributor to identify and resolve the issue.

Bad Data

Bad data in the file can be detected in two areas:

(1) When the ESB transports files from the source to the staging tables of TAS where business rules are applied. The contributor, FIN-IT, and Treasury will receive a success or failure notice indicating the status of the data load.

(2) When TAS processes data from the staging tables and applies the business rules associated. The business rules dictate whether the data will be saved in the TAS database or rejected. Contributors are required to enter new data to replace that which is rejected.

If there are errors in the file, it will be returned to the sender for correction. Depending on the rule being applied, TAS will either reject the file entirely, or it will ingest error-free data and return the remainder to be corrected.

Should there be a failure indication, FIN-IT and the Division of Treasury will be notified. FIN-IT will coordinate with the contributor to resolve the issue.[1]

General Operations Issues

There are a number of general areas where contributors may need assistance. These are generally centered on items such as access, log-ins, passwords, user set-up, etc. Should a contributor have issues in these areas, they should contact the MCG Help Desk at **240-777-2828.**

TAS users who do not work for Montgomery County Government must have an Active Directory (AD) account in order to receive support from the MCG Help Desk. In the case that a new employee (internal or external) requires an AD account for access to TAS, the MCG Help Desk must be notified. The same process applies if an employee no longer requires access (for example, if they transfer to a different position, terminate employment, etc.).

[1] *This rule does not apply to DEP SWS, DEP Storm Water, DHCA, & WSSC. These contributors will be responsible to handle the issue independently.*

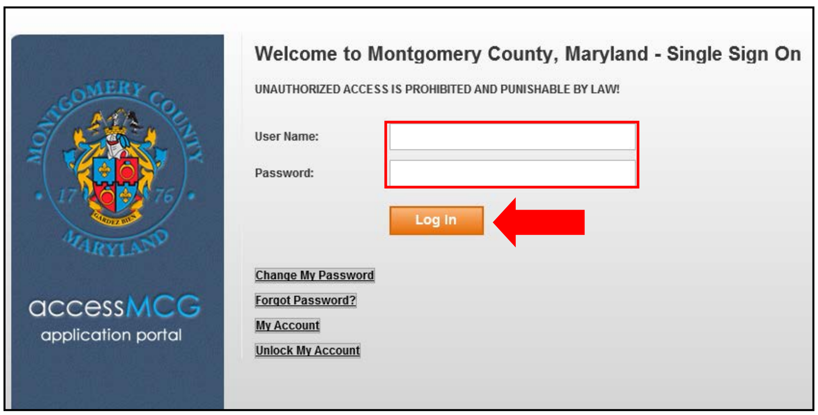
Navigating the DEP Refuse Interface

Since DEP Refuse provides updates to TAS by entering data into the SCOOBY database, their interface is focused on previewing, validating, and confirming data uploads. In addition, there are two inquiry screens; one provides a summary of Refuse charges per levy year and another provides a log history for each levy year.

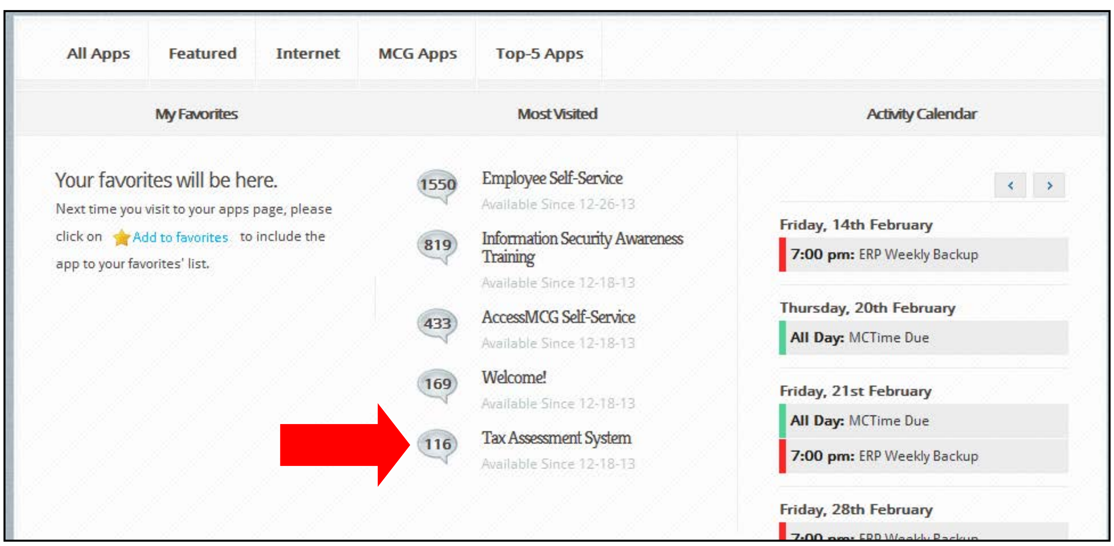
The GUIs primary function is to upload the annual data, provide DEP Refuse with data regarding the status of prior uploads and charges, and generate revised bills.

Logging In

1. Access the MCG ePortal at: https://eportal.montgomerycountymd.gov
2. Enter your user name and password.
3. Click Log In.



4. Select Tax Assessment System from the Apps section.



Home Page

DEP Refuse staff will launch all activities from the TAS Home Page. The home page houses a TAS system overview, data contribution status indications for annual billing, agency contact information, and a batch job overview.

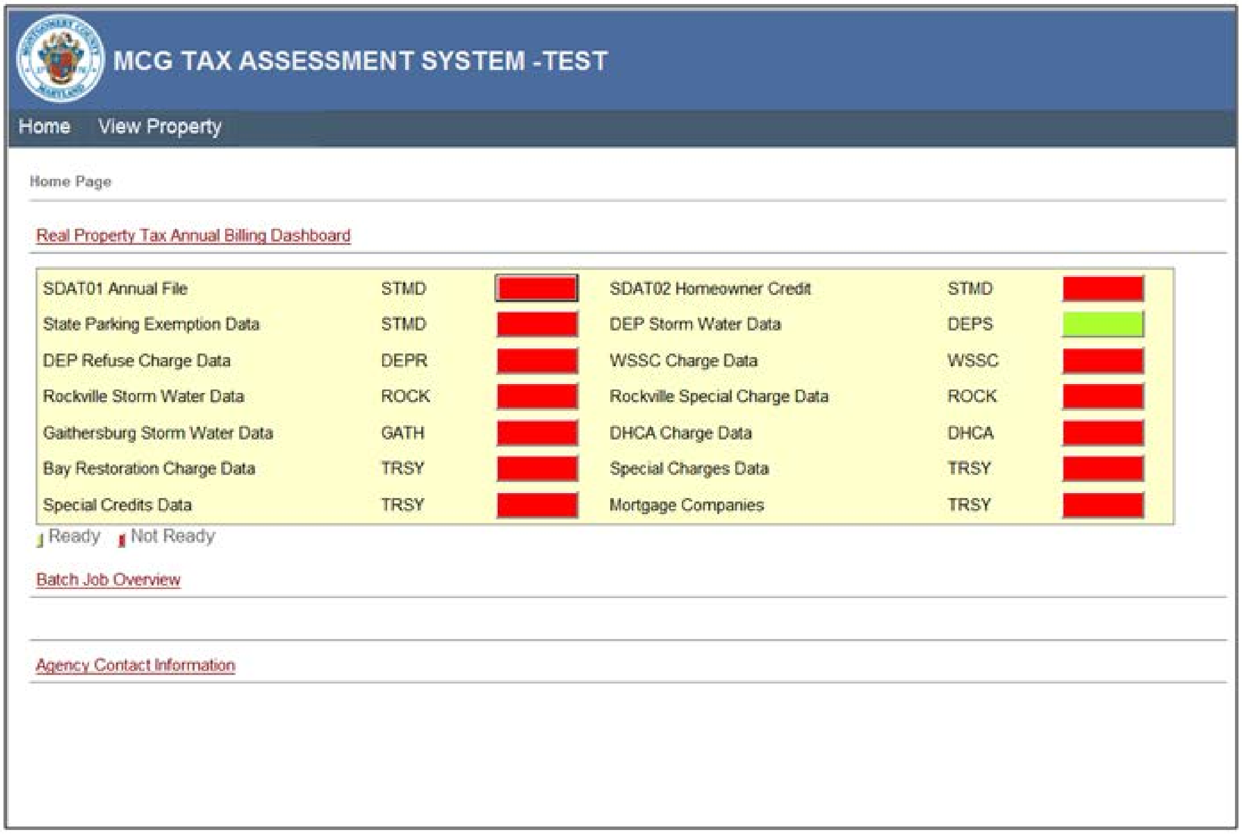


Figure 1 - DEP Refuse Home Page

Batch Job Overview

The Batch Job Overview table provides an overview of the daily, monthly, bi-monthly, quarterly, and annual batch jobs that are scheduled to run. The information includes the batch code, name, category, agency, and run frequency. The email groups listed in the table will receive a notification upon success or failure of the batch job.

Batch Job Overview

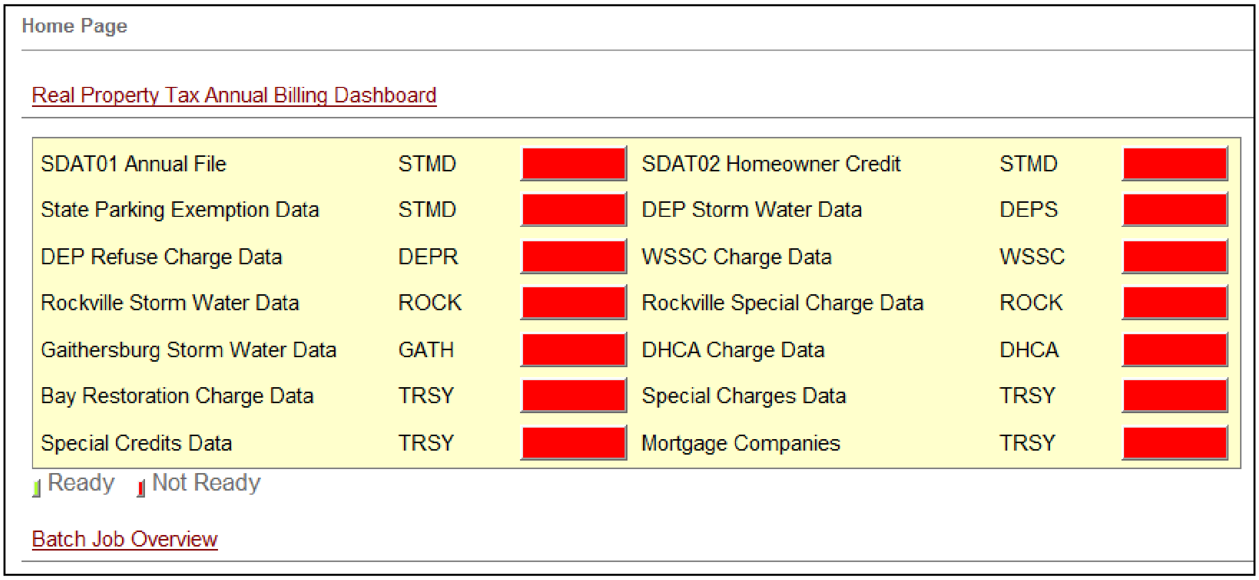
Total: 15

Batch Code	Batch Name	Category	Agency	Ru
01	SDAT01 - Real Property TAX Annual Billing	RPTAX	STMD	An
02	SDAT01 - Real Property TAX Monthly Revised Billing	RPTAX	STMD	Mo
03	SDAT01 - Real Property TAX Monthly Update	PPTAX	STMD	Mo
04	SDAT01 - Real Property TAX Monthly File Export	RPTAX	STMD	Mo
05	SDAT04 - New Construction	RPTAX	STMD	Qu
06	SDAT02 - Home Owner Credit	RPTAX	STMD	Bi-
07	SDAT03 - Personal Property Tax	PPTAX	STMD	Bi-
08	PU - Public Utility	PUTAX	TRSY	Dai
09	DEP Solid Waste Charges	RPTAX	DEPR	Dai
10	DEP Storm Water Charges	PPTAX	DEPS	An
11	WSSC Charges	RPTAX	WSSC	Qu
12	Real Property Tax Special Charges	RPTAX	TRSY	An
13	Lenders	RPTAX	TRSY	An
14	Real Property Tax Special Credit	RPTAX	TRSY	An
15	SDAT01 - Real Property TAX Rollover	RPTAX	STMD	An

Figure 2 – Batch Job Overview

Real Property Tax Annual Billing Dashboard

The Real Property Tax Annual Billing Dashboard serves to display a “Ready” or “Not Ready” status for each data contributor during the annual billing process. Once a contributor’s data is ready for processing, they will simply click on the red button next to their agency name. The button will turn green to indicate that the data is ready for processing.


Home Page

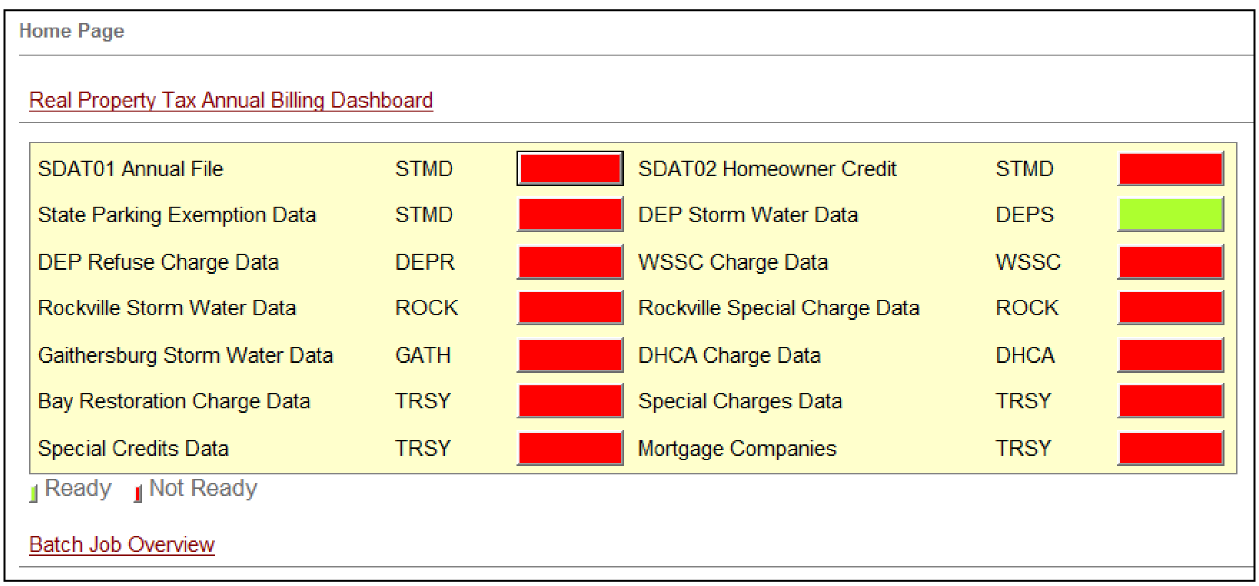
Real Property Tax Annual Billing Dashboard

SDAT01 Annual File	STMD	SDAT02 Homeowner Credit	STMD
State Parking Exemption Data	STMD	DEP Storm Water Data	DEPS
DEP Refuse Charge Data	DEPR	WSSC Charge Data	WSSC
Rockville Storm Water Data	ROCK	Rockville Special Charge Data	ROCK
Gaithersburg Storm Water Data	GATH	DHCA Charge Data	DHCA
Bay Restoration Charge Data	TRSY	Special Charges Data	TRSY
Special Credits Data	TRSY	Mortgage Companies	TRSY

Ready Not Ready

Batch Job Overview

Figure 3A - Data Contribution Change Indication – Before


Home Page

Real Property Tax Annual Billing Dashboard

SDAT01 Annual File	STMD	SDAT02 Homeowner Credit	STMD
State Parking Exemption Data	STMD	DEP Storm Water Data	DEPS
DEP Refuse Charge Data	DEPR	WSSC Charge Data	WSSC
Rockville Storm Water Data	ROCK	Rockville Special Charge Data	ROCK
Gaithersburg Storm Water Data	GATH	DHCA Charge Data	DHCA
Bay Restoration Charge Data	TRSY	Special Charges Data	TRSY
Special Credits Data	TRSY	Mortgage Companies	TRSY

Ready Not Ready

Batch Job Overview

Figure 3B - Data Contribution Change Indication – After

Agency Contact Information

The Agency Contact Information table provides each agency name and code in addition to the names, email addresses, and phone numbers of primary contacts from each group.

Batch Job Overview

Agency Contact Information

Total: 11

Agency Code	Agency Name	First Name	Last Name	Phone	Email
DEPR	MC - DEP Refuse	Melissa	Nolin		
DEPS	MC - DEP Stormwater	Vicky	Wang		
DHCA	MC - DHCA				
GATH	Gaithersburg				
MCDT	MC - Department of Transportation				
MGIS	MC - GIS				
ROCK	Rockville City				
STMD	State of Maryland	Amy			
TKPK	Takoma Park				
TRSY	MC - Treasury	Phavane			
WSSC	WSSC				

Figure 4 – Agency Contact Information

View Property

The View Property screen is an inquiry screen available to all TAS users. From this screen, users can look up information for a given property to include: record information, mailing address, legal description, premise address, cycle data, prior assessment year, and more.

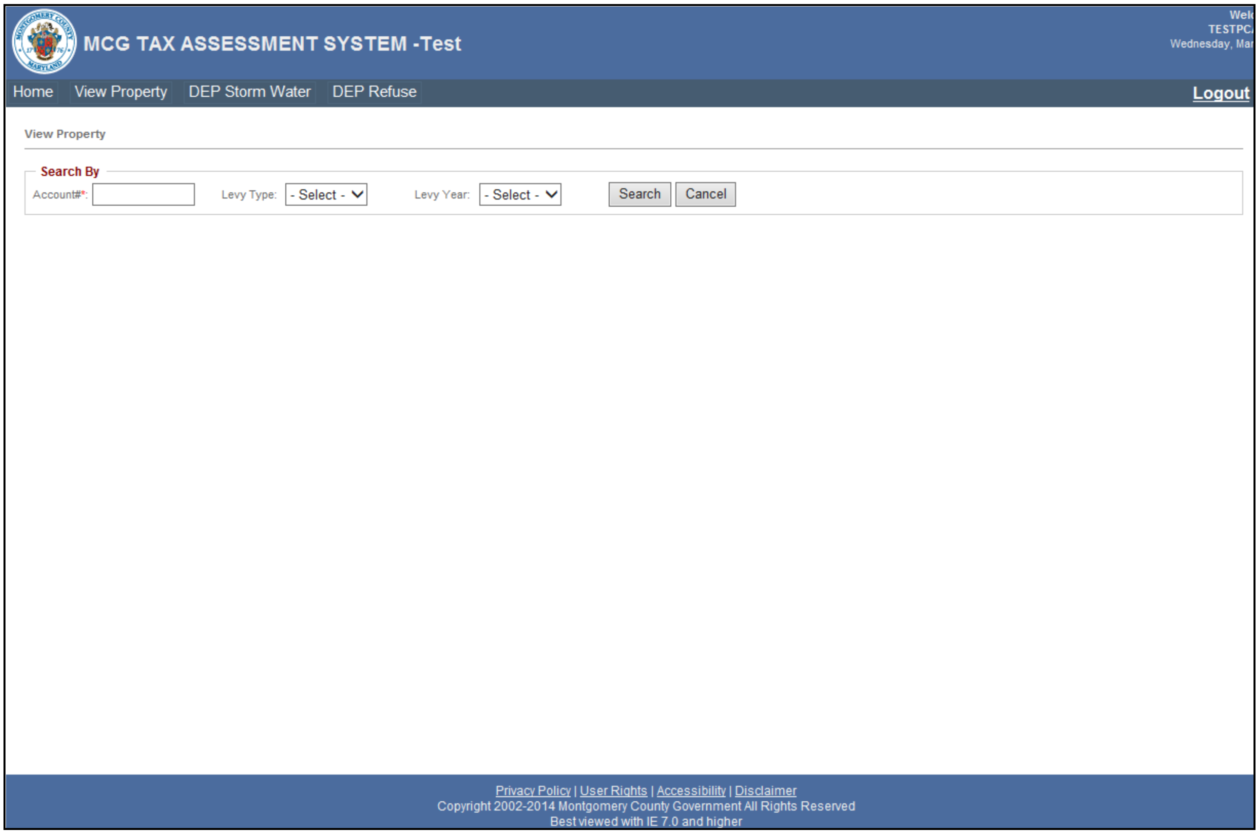
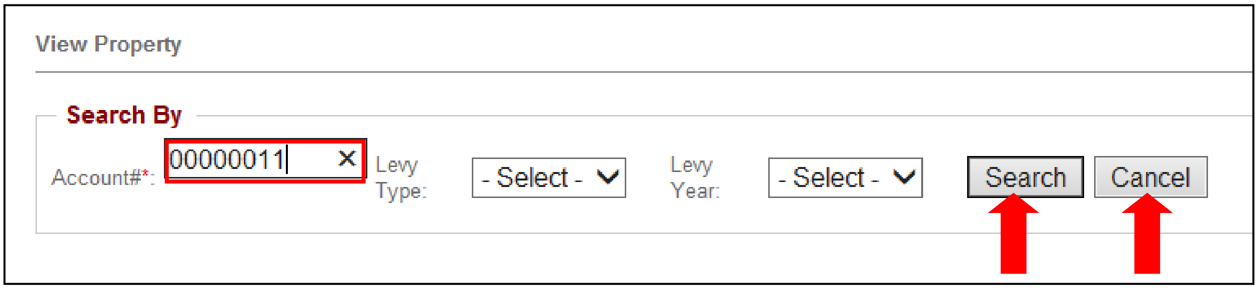


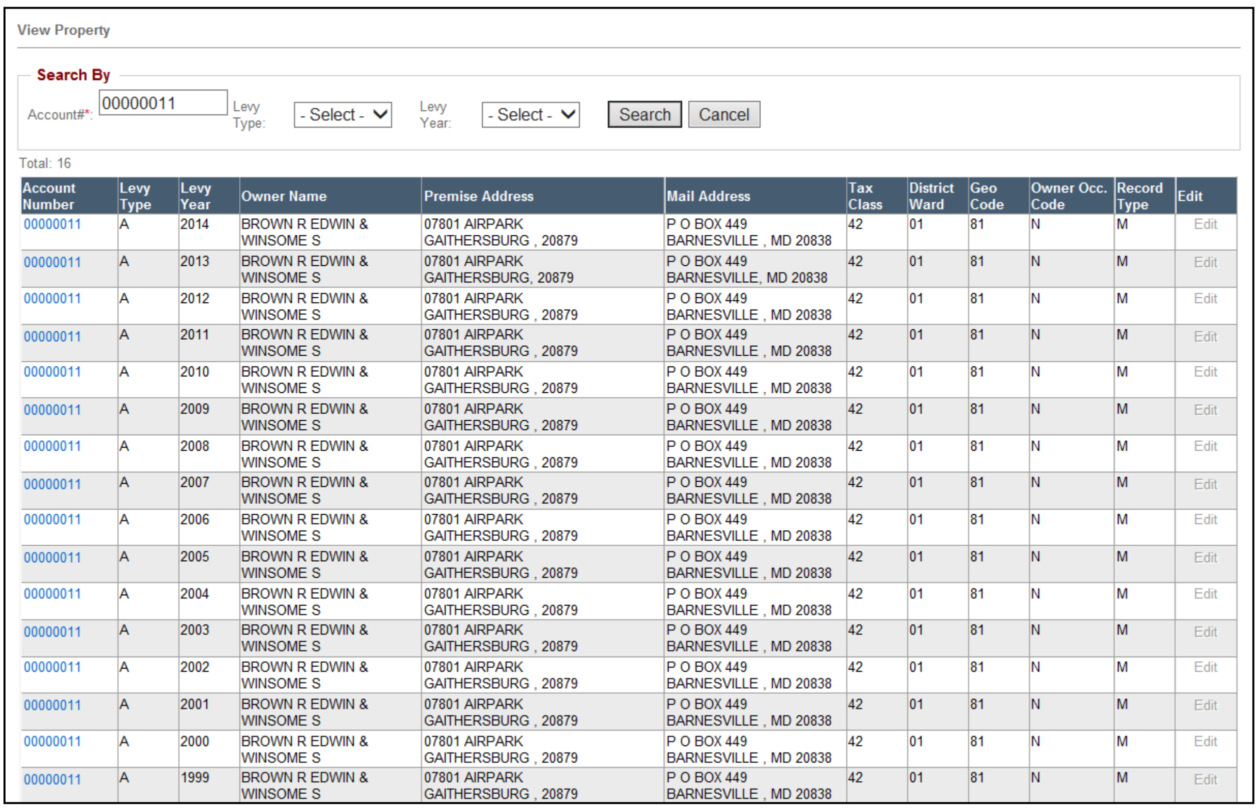
Figure 5 – View Property

To Search for an Account

1. From the View Property screen, enter a eight digit account number into the Account Number field.
2. Click Search. **To clear your search and start over, click "Cancel"*—

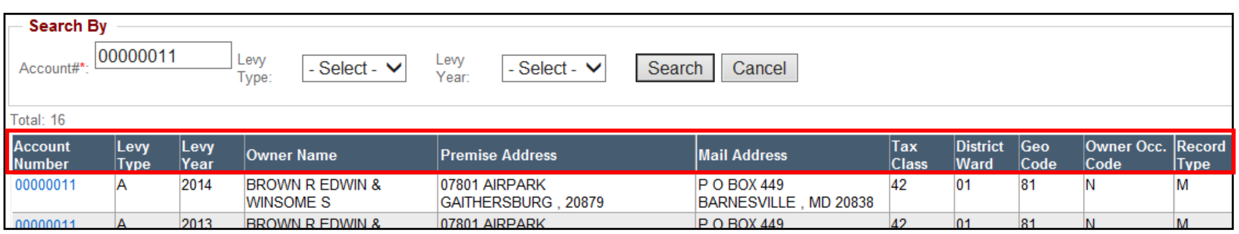


In this example, upon searching for Account #00000011, a table populates with the account records for each levy year (dating back to 1999).



Account Number	Levy Type	Levy Year	Owner Name	Premise Address	Mail Address	Tax Class	District Ward	Geo Code	Owner Occ. Code	Record Type	Edit
00000011	A	2014	BROWN R EDWIN & WINSOME S	07801 AIRPARK GAITHERSBURG , 20879	P O BOX 449 BARNESVILLE , MD 20838	42	01	81	N	M	Edit
00000011	A	2013	BROWN R EDWIN & WINSOME S	07801 AIRPARK GAITHERSBURG, 20879	P O BOX 449 BARNESVILLE, MD 20838	42	01	81	N	M	Edit
00000011	A	2012	BROWN R EDWIN & WINSOME S	07801 AIRPARK GAITHERSBURG , 20879	P O BOX 449 BARNESVILLE , MD 20838	42	01	81	N	M	Edit
00000011	A	2011	BROWN R EDWIN & WINSOME S	07801 AIRPARK GAITHERSBURG , 20879	P O BOX 449 BARNESVILLE , MD 20838	42	01	81	N	M	Edit
00000011	A	2010	BROWN R EDWIN & WINSOME S	07801 AIRPARK GAITHERSBURG , 20879	P O BOX 449 BARNESVILLE , MD 20838	42	01	81	N	M	Edit
00000011	A	2009	BROWN R EDWIN & WINSOME S	07801 AIRPARK GAITHERSBURG , 20879	P O BOX 449 BARNESVILLE , MD 20838	42	01	81	N	M	Edit
00000011	A	2008	BROWN R EDWIN & WINSOME S	07801 AIRPARK GAITHERSBURG , 20879	P O BOX 449 BARNESVILLE , MD 20838	42	01	81	N	M	Edit
00000011	A	2007	BROWN R EDWIN & WINSOME S	07801 AIRPARK GAITHERSBURG , 20879	P O BOX 449 BARNESVILLE , MD 20838	42	01	81	N	M	Edit
00000011	A	2006	BROWN R EDWIN & WINSOME S	07801 AIRPARK GAITHERSBURG , 20879	P O BOX 449 BARNESVILLE , MD 20838	42	01	81	N	M	Edit
00000011	A	2005	BROWN R EDWIN & WINSOME S	07801 AIRPARK GAITHERSBURG , 20879	P O BOX 449 BARNESVILLE , MD 20838	42	01	81	N	M	Edit
00000011	A	2004	BROWN R EDWIN & WINSOME S	07801 AIRPARK GAITHERSBURG , 20879	P O BOX 449 BARNESVILLE , MD 20838	42	01	81	N	M	Edit
00000011	A	2003	BROWN R EDWIN & WINSOME S	07801 AIRPARK GAITHERSBURG , 20879	P O BOX 449 BARNESVILLE , MD 20838	42	01	81	N	M	Edit
00000011	A	2002	BROWN R EDWIN & WINSOME S	07801 AIRPARK GAITHERSBURG , 20879	P O BOX 449 BARNESVILLE , MD 20838	42	01	81	N	M	Edit
00000011	A	2001	BROWN R EDWIN & WINSOME S	07801 AIRPARK GAITHERSBURG , 20879	P O BOX 449 BARNESVILLE , MD 20838	42	01	81	N	M	Edit
00000011	A	2000	BROWN R EDWIN & WINSOME S	07801 AIRPARK GAITHERSBURG , 20879	P O BOX 449 BARNESVILLE , MD 20838	42	01	81	N	M	Edit
00000011	A	1999	BROWN R EDWIN & WINSOME S	07801 AIRPARK GAITHERSBURG , 20879	P O BOX 449 BARNESVILLE , MD 20838	42	01	81	N	M	Edit

For each account, the table displays the account number, levy type, levy year, owner name, premise address, mail address, tax class, district ward, geo code, owner occupancy code, and record type.

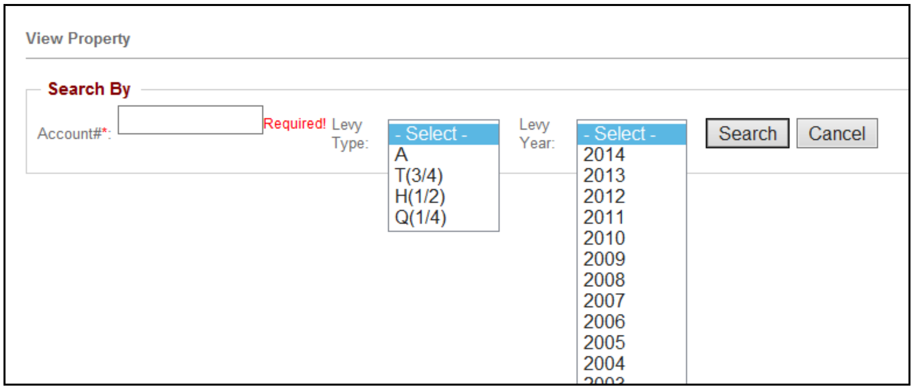


Account Number	Levy Type	Levy Year	Owner Name	Premise Address	Mail Address	Tax Class	District Ward	Geo Code	Owner Occ. Code	Record Type
00000011	A	2014	BROWN R EDWIN & WINSOME S	07801 AIRPARK GAITHERSBURG , 20879	P O BOX 449 BARNESVILLE , MD 20838	42	01	81	N	M
00000011	A	2013	BROWN R EDWIN &	07801 AIRPARK	P O BOX 449	42	01	81	N	M

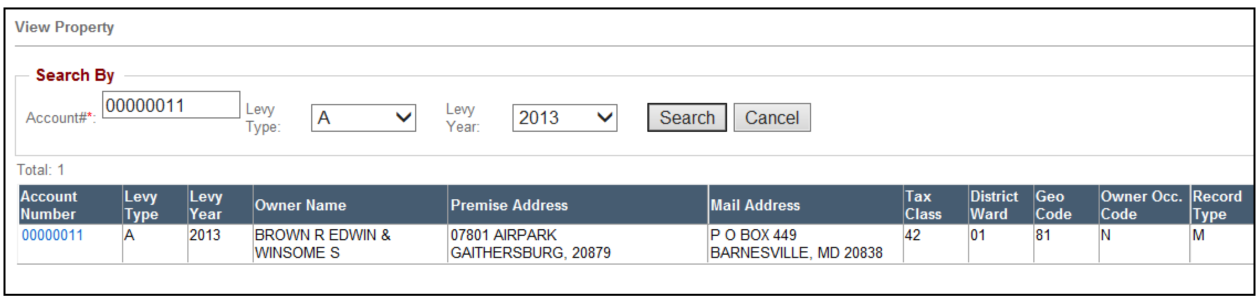
Additional Notes:

The Account Number field is required as demarcated by the red asterisk (*).

Users may also opt to provide Levy Type and Levy Year by selecting from the drop down menus.



Doing so limits the search criteria to one levy type and one levy year as opposed to doing a more comprehensive search.



View Property

Search By

Account#*: 00000011 Levy Type: A Levy Year: 2013 Search Cancel

Total: 1

Account Number	Levy Type	Levy Year	Owner Name	Premise Address	Mail Address	Tax Class	District Ward	Geo Code	Owner Occ. Code	Record Type
00000011	A	2013	BROWN R EDWIN & WINSOME S	07801 AIRPARK GAITHERSBURG, 20879	P O BOX 449 BARNESVILLE, MD 20838	42	01	81	N	M

To View the Complete Record

1. From the search results in the previous example, click the hyperlink in the Account Number column.

Account Number	Levy Type	Levy Year	Owner Name	Premise Address	Mail Addre
00000011	A	2014	BROWN R EDWIN & WINSOME S	07801 AIRPARK GAITHERSBURG , 20879	P O BOX 44 BARNESVIL
00000022	A	2014	CASSIS JOHN D ET AL TR	18970 WOODFIELD GAITHERSBURG , 20879	701 HERITA GEORGETO
00000033	A	2014	O'DONNELL JOHN P	21411 WOODFIELD GAITHERSBURG , 20882	21411 WOO GAITHERSB

Upon clicking the hyperlink for account number "00000011", a new screen appears displaying the full record.

Search Property >> View Property

Record Information							
Account Number:	00000011	Levy Year:	2014	Levy Type:	A	Tax Class:	42
Owner Name:	BROWN R EDWIN & WINSOME S	Owner Name2:		Name Key:	BROWN R EDWIN & WINSOME S	Owner Occupancy Code:	N
County Code:	16	District Ward:	01	Geographic Code:	81	Town Code:	000
Subdivision Code:	0009	Plat Number:		Section:		Block:	
Lot:		Map:	GU21	Grid:	0000	Parcel:	000
Zoning Code:	I4	Land Use Code:	I	MultiParentAcct Ind:		BPRUC:	500
County Property Code:	637	County Service Code:		Utility Sewer:	Public	Utility Water	N/A
Mailing Address							
Street Address:	P O BOX 449	Street Address2:		Mailing City:	BARNESVILLE	Mailing State:	MD
Mailing Zip:	20838-						
Legal Description:							
Legal Desc1:	PAR O MONTGOMERY AIR	Legal Desc2:	PARK INDUSTRIAL PARK	Legal Desc3:		Legal Desc3:	
Premise Address							
Number:	07801	Number Suffix:		Direction:		Name:	AIR
Type:	RD	City:	GAITHERSBURG	Zip:	20879-2333	Condo Unit:	
Deed Reference							

Select DEP Refuse Functions

From the TAS Home Page, DEP Refuse users have the option to select three different functions located under the "DEP Refuse" tab:

1. Manage Upload
2. View Charge Summary
3. View Transaction Change Log

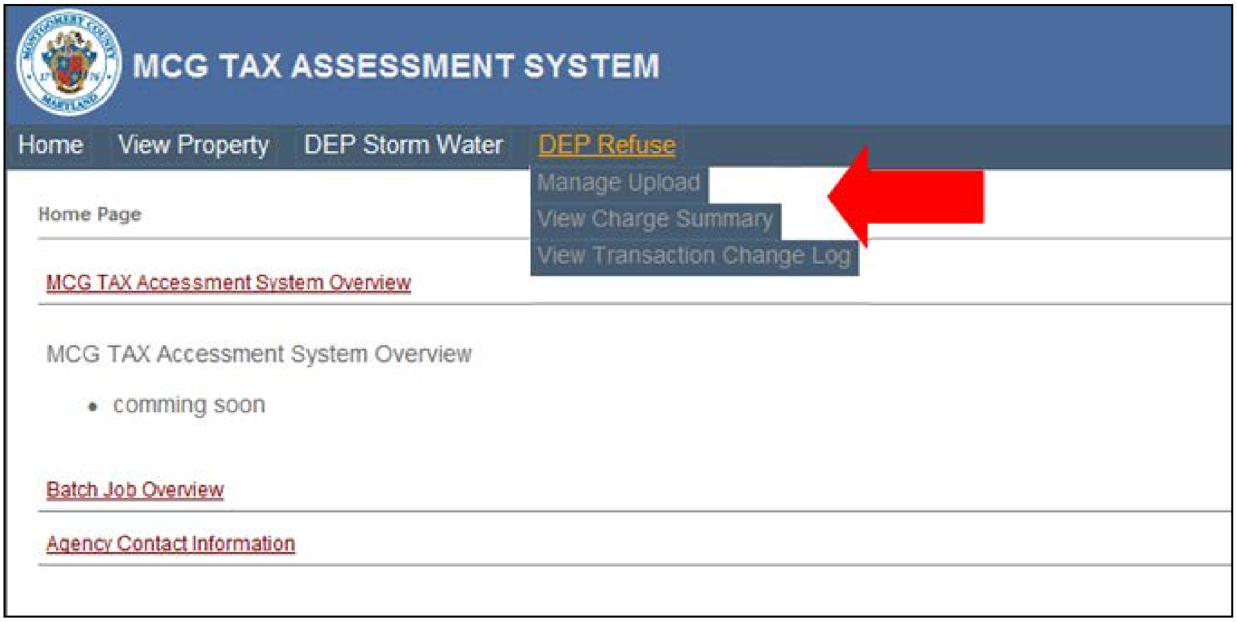
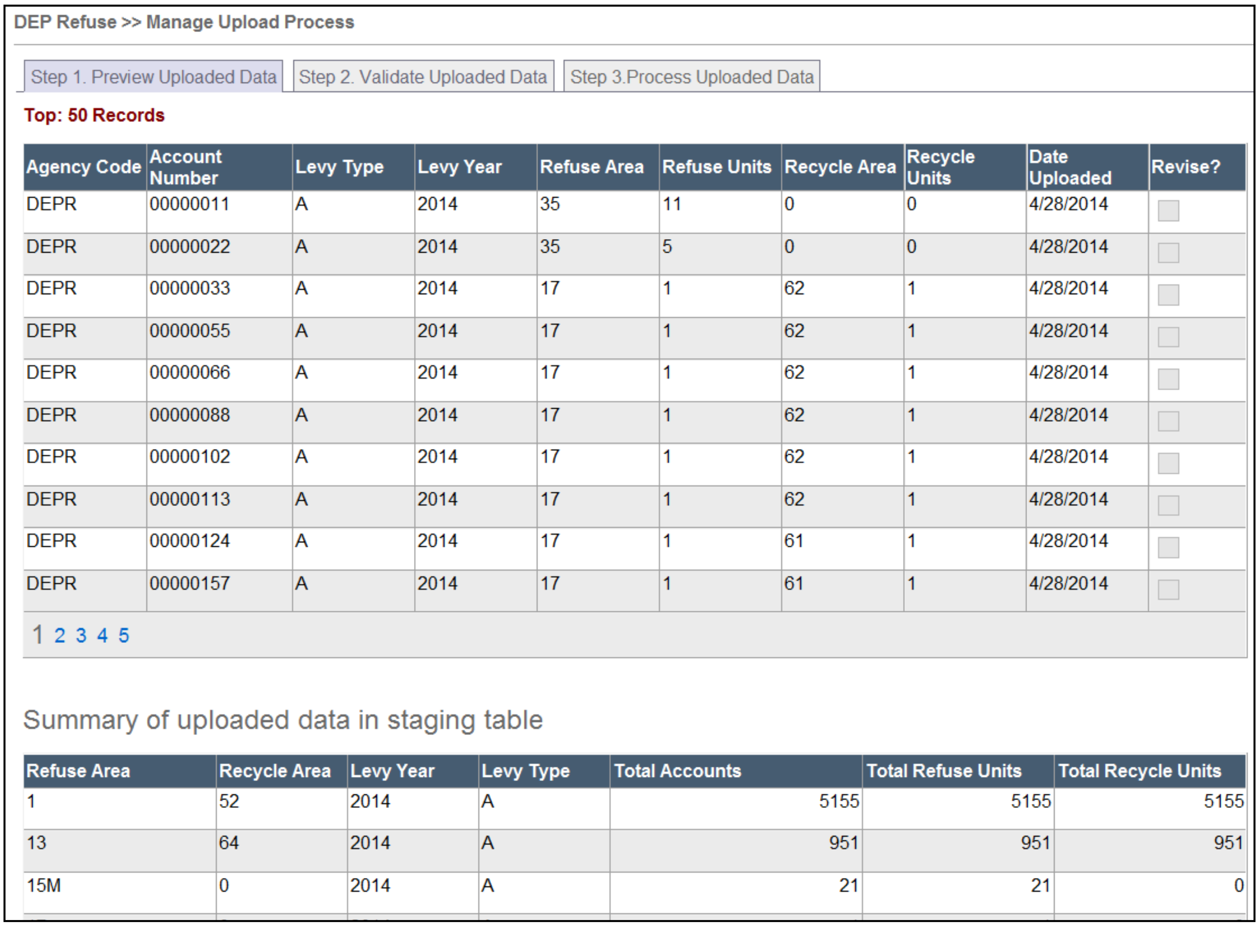


Figure 6 – Select DEP Refuse functions

Manage Upload

Upon selecting “Manage Upload” from the DEP Refuse menu, users are directed to a page with three tabs:

1. Preview Uploaded Data
2. Validate Uploaded Data
3. Process Uploaded Data



DEP Refuse >> Manage Upload Process

Step 1. Preview Uploaded Data | Step 2. Validate Uploaded Data | Step 3.Process Uploaded Data

Top: 50 Records

Agency Code	Account Number	Levy Type	Levy Year	Refuse Area	Refuse Units	Recycle Area	Recycle Units	Date Uploaded	Revise?
DEPR	00000011	A	2014	35	11	0	0	4/28/2014	
DEPR	00000022	A	2014	35	5	0	0	4/28/2014	
DEPR	00000033	A	2014	17	1	62	1	4/28/2014	
DEPR	00000055	A	2014	17	1	62	1	4/28/2014	
DEPR	00000066	A	2014	17	1	62	1	4/28/2014	
DEPR	00000088	A	2014	17	1	62	1	4/28/2014	
DEPR	00000102	A	2014	17	1	62	1	4/28/2014	
DEPR	00000113	A	2014	17	1	62	1	4/28/2014	
DEPR	00000124	A	2014	17	1	61	1	4/28/2014	
DEPR	00000157	A	2014	17	1	61	1	4/28/2014	

1 2 3 4 5

Summary of uploaded data in staging table

Refuse Area	Recycle Area	Levy Year	Levy Type	Total Accounts	Total Refuse Units	Total Recycle Units
1	52	2014	A	5155	5155	5155
13	64	2014	A	951	951	951
15M	0	2014	A	21	21	0

Figure 7 - Manage Upload Screen

Step 1. Preview Uploaded data

The first tab on the "Manage Uploads" screen is "Preview Uploaded Data". This tab displays the staging table with data uploaded from the SCOOBY system. In this first step, users can review data in the staging table prior to providing confirmation that it is ready to be processed. Once data has been confirmed, user will proceed in validating the data upload.

Notice, the first table on this page displays total Refuse Area and Units on each account in addition to the levy type, levy year, and date updated.

DEP Refuse >> Manage Upload Process

Step 1. Preview Uploaded Data | Step 2. Validate Uploaded Data | Step 3.Process Uploaded Data

Top: 50 Records

Agency Code	Account Number	Levy Type	Levy Year	Refuse Area	Refuse Units	Recycle Area	Recycle Units	Date Uploaded	Revise?
DEPR	00000011	A	2014	35	11	0	0	4/28/2014	☐
DEPR	00000022	A	2014	35	5	0	0	4/28/2014	☐
DEPR	00000033	A	2014	17	1	62	1	4/28/2014	☐
DEPR	00000055	A	2014	17	1	62	1	4/28/2014	☐
DEPR	00000066	A	2014	17	1	62	1	4/28/2014	☐
DEPR	00000088	A	2014	17	1	62	1	4/28/2014	☐
DEPR	00000102	A	2014	17	1	62	1	4/28/2014	☐
DEPR	00000113	A	2014	17	1	62	1	4/28/2014	☐
DEPR	00000124	A	2014	17	1	61	1	4/28/2014	☐
DEPR	00000157	A	2014	17	1	61	1	4/28/2014	☐

1 2 3 4 5

Figure 8A – Preview Uploaded Data

The second table summarizes the data uploaded into the staging table by total Refuse area.

Summary of uploaded data in staging table

Refuse Area	Recycle Area	Levy Year	Levy Type	Total Accounts	Total Refuse Units	Total Recycle Units
1	52	2014	A	5155	5155	5155
13	64	2014	A	951	951	951
15M	0	2014	A	21	21	0
17	0	2014	A	1	1	0
17	52	2014	A	80	80	80
17	55	2014	A	8	8	8
17	56	2014	A	1	1	1
17	57	2014	A	16379	16483	16483

Figure 8B – Preview Uploaded Data (Summary)

Step 2. Validate Uploaded Data

The second tab on the "Manage Upload" screen is "Validate Uploaded Data". This tab allows users to validate the data that was uploaded from the SCOOBY system.

During this second step, the data is reviewed for errors by TAS. The table in this tab provides number of errors found, which accounts have errors, error description, and error type.

In the case that this subset of data should not be processed due to critical errors, DEP Refuse must make corrections in their system and load it once more. Data will remain in the staging table until a new upload occurs. Once data has been corrected, DEP Refuse can proceed by clicking the "Processing Upload Data" button shown in Figure 9.

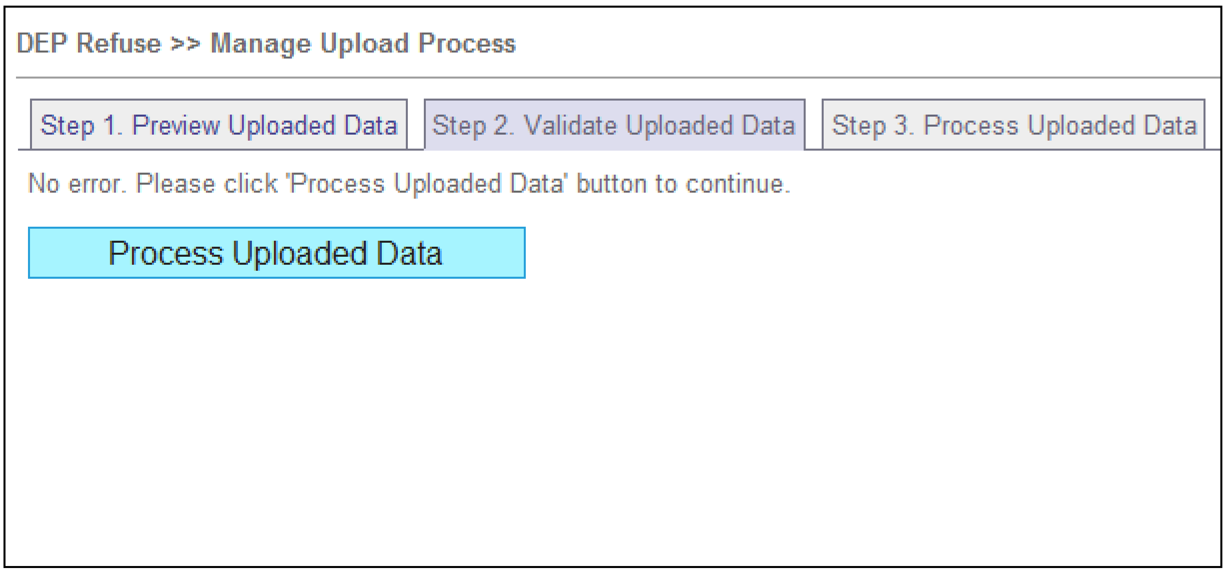
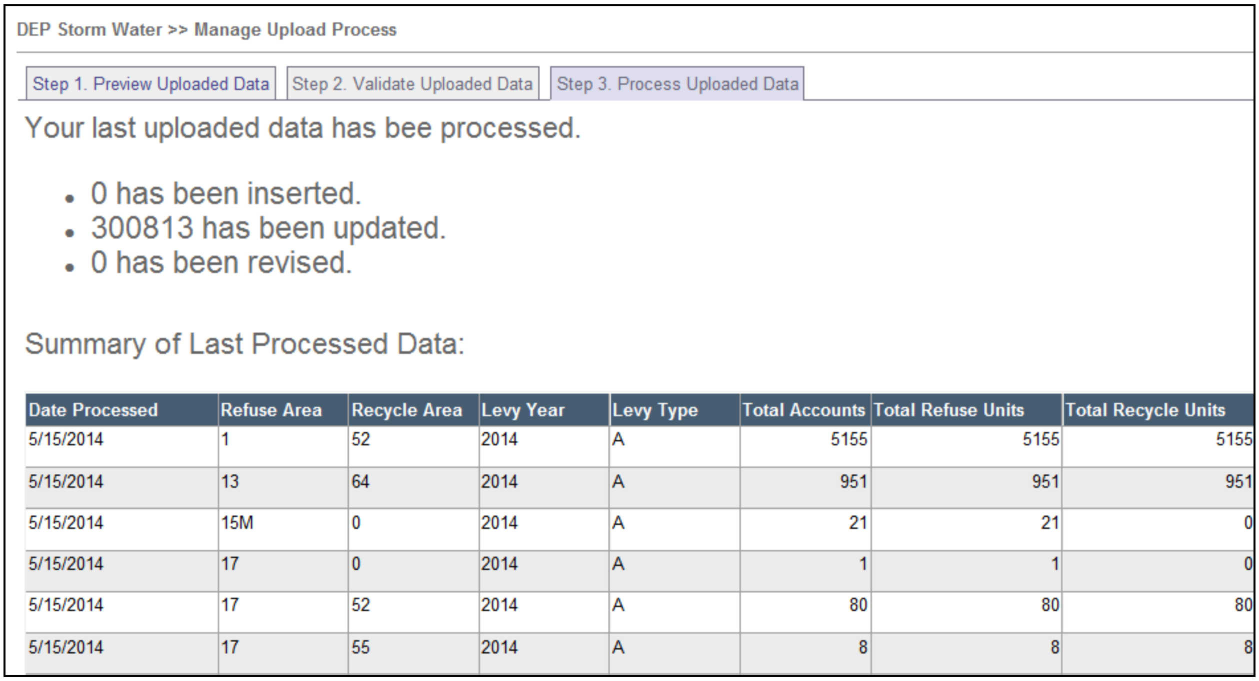


Figure 9 – Validate Uploaded Data

Step 3. Process Uploaded Data

The third tab on the “Manage Upload” screen is “Process Uploaded Data”. This tab provides confirmation that the data has been locked in for processing. It also provides the amount of inserted, updated, and revised charges.

In this final step, the uploaded data is locked in. Once a DEP Refuse user selects “Process Uploaded Data”, Treasury receives an automated notification to trigger the process.



Date Processed	Refuse Area	Recycle Area	Levy Year	Levy Type	Total Accounts	Total Refuse Units	Total Recycle Units
5/15/2014	1	52	2014	A	5155	5155	5155
5/15/2014	13	64	2014	A	951	951	951
5/15/2014	15M	0	2014	A	21	21	0
5/15/2014	17	0	2014	A	1	1	0
5/15/2014	17	52	2014	A	80	80	80
5/15/2014	17	55	2014	A	8	8	8

Figure 10 – Process Validated data

<u>Additional Notes:</u> DEP REFUSE <u>should not pass data for void accounts or accounts with zero charge amounts</u>. Errors for void account numbers must be fixed and resubmitted.

View Charge Summary

Upon selecting “View Charge Summary” from the DEP Refuse menu, users are directed to a page with three tabs:

1. View Summary
2. View Summary by Year
3. View Pending Revised bills

Each summary tab displays a table which provides annual and grand totals for accounts, Refuse units, and recycle units. The third tab allows users to view revised bills that are pending in TAS. These inquiry screens allow users to view information only; no additional functionality is built in.

DEP Refuse >> View Refuse Summary

View Summary | View Summary By Year | View Pending Revised Bills

Total: 26

Levy Year	Levy Type	Total Accounts	Total Refuse Units	Total Recycle Units
2013	A	299869	461864	213016
2013	T	489	1171	246
2012	A	298820	455980	212155
2012	H	278	934	164
2012	Q	569	2161	356
2012	T	163	2158	141
2011	A	297778	453825	211433
2011	H	54	1017	8
2011	Q	537	1870	327
2011	T	86	86	76
2010	A	296956	449213	210934
2010	H	232	301	179
2010	Q	18	18	18
2010	T	257	541	192
2009	A	294832	448399	210082
2009	H	478	539	251
2009	Q	90	102	79
2009	T	338	1037	284
2008	A	293706	448978	209548
2008	H	472	579	205
2008	Q	84	469	66
2008	T	257	754	195
2007	A	290877	447952	208652
2007	H	436	637	38
2007	Q	390	472	241
2007	T	350	795	285
	Grand Total	2078416	3181852	1479171

Figure 11 – View Charge Summary

View Summary

This table provides total accounts, total Refuse units, and total recycle units by levy year. By clicking on the hyperlink in the "Levy Year" column, users are directed to the "View Summary by Year" tab.

DEP Refuse >> View Refuse Summary

View Summary | View Summary By Year | View Pending Revised Bills

Total: 59

Levy Year	Levy Type	Total Accounts	Total Refuse Units	Total Recycle Units
2013	A	299867	461835	213028
2013	H	230	1350	0
2013	T	488	1170	246
2012	A	298820	455980	212155

Figure 12 – View Summary

View Summary by Year

This table provides information pertaining to total accounts, total Refuse area, total Refuse units, total recycle area, and total recycle units per levy year and type. Notice, by selecting 2013 (A) in the View Summary tab, all information pertaining to Levy Year 2013, Levy Type A appears in this table.

DEP Refuse >> View Refuse Summary

View Summary | View Summary By Year | View Pending Revised Bills

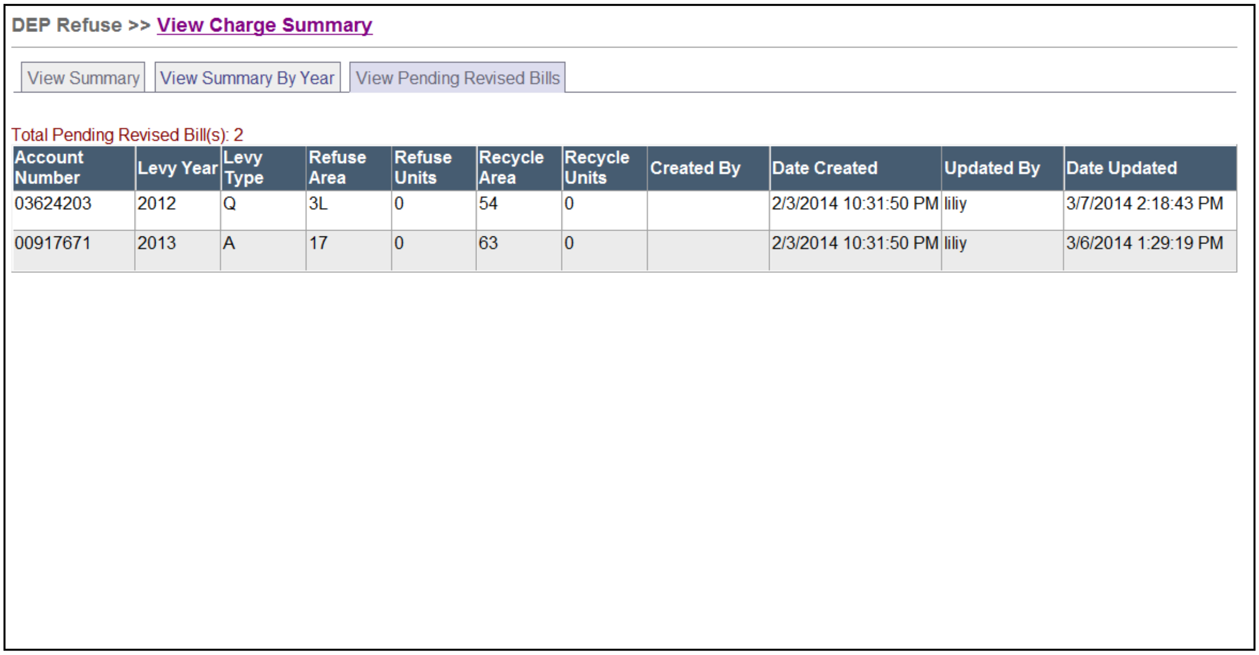
Total: 20

Levy Year	Levy Type	Refuse Area	Recycle Area	total Accounts	total ReFuse Area	Total Refuse Units	total Recycle Area	Total Recycle Units
2013	H	17		115	115	115	0	0
2013	H	17L		1	1	1	0	0
2013	H	1L		1	1	1	0	0
2013	H	2L		7	7	7	0	0
2013	H	3		6	6	6	0	0
2013	H	32		4	4	912	0	0

Figure 13 – View Summary by Year

View Pending Revised Bills

The final tab on the “View Charge Summary” screen is “View Pending Revised Bills”. When a Refuse and/or recycle data is modified, the pending revisions are displayed here until processed.


DEP Refuse >> View Charge Summary

View Summary | View Summary By Year | View Pending Revised Bills

Total Pending Revised Bill(s): 2

Account Number	Levy Year	Levy Type	Refuse Area	Refuse Units	Recycle Area	Recycle Units	Created By	Date Created	Updated By	Date Updated
03624203	2012	Q	3L	0	54	0		2/3/2014 10:31:50 PM	liliy	3/7/2014 2:18:43 PM
00917671	2013	A	17	0	63	0		2/3/2014 10:31:50 PM	liliy	3/6/2014 1:29:19 PM

Figure 14 – View Pending Revised Bills

View Transaction Change Log

Upon selecting "View Transaction Change Log" from the DEP Refuse menu, users are directed to an inquiry-only screen. The table on this page serves to provide DEP Refuse with a full log of the transactions made to each account.

This screen displays the up-to-date information to include the account number, levy year and type, charge amounts, and charge codes. The log records the date created and updated in addition to the user who logged each change.

To search, users must provide the "Date From" and "Date To" as demarcated by the red asterisk (*). To narrow the search, users may also provide an account number and/or levy year.

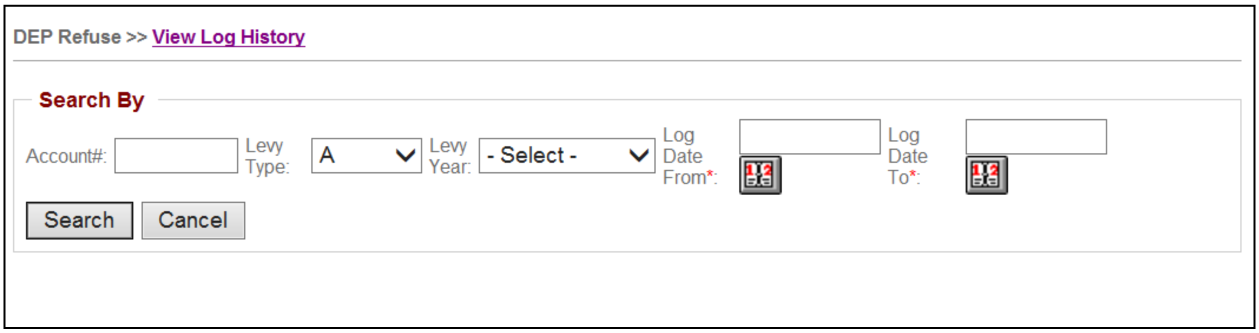
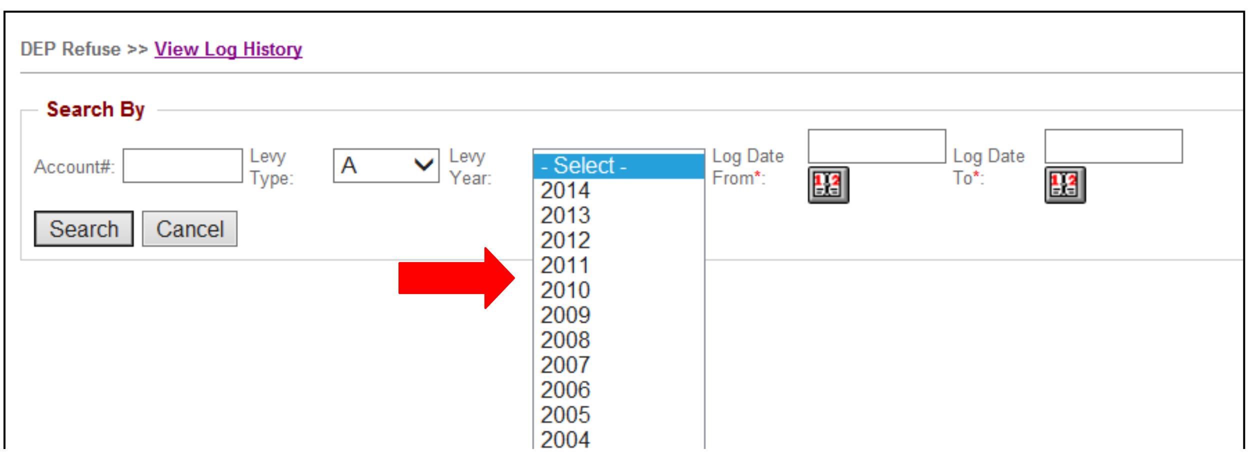


Figure 15 – View Transaction Change Log

Additional Notes: *Users may preview data for another levy year by selecting from the drop down menu*



Glossary of Terms

Acronym	Description
Consolidated Tax Bill	The real or personal property tax bill that includes all taxes and charges from County and all STPs as applicable
DHCA	Department of Housing and Community affairs
DEP	Department of Environmental Protection
DTS	Division of Technology Services
ePilot	
ESB	Enterprise Service Bus
FIN	Finance – Department of Finance
Freeze Period	The system prevents any SDAT files received during the freeze period from posting to the Assessment master file. The freeze period occurs in the month of June.
IMS Assessment System	The legacy Tax Assessment System that is being replaced.
Initial Bill	The first real or personal property tax bill for an account generated at the beginning of a levy year and for the full year
Levy Year	The twelve month period the property tax is levied mandated by Maryland law and County code; the levy year is from July 1st to June 30th
MUNIS	The current COTS real and personal property tax billing and collection application used by the County
New Levy Year	
Original Bill	The initial annual bill. This can also be a ¾, ½, or ¼ bill. These three bills are considered supplemental to the original annual bill.
Pre-Billing	The annual billing cycle begins with the pre-billing process for a new levy year. The pre-billing process begins in early January and concludes in early June.
Pre-Billing Quality Assurance	TAS performs a quality assurance comparison of all SDAT full files received to the Assessment master file and will identify and report any exceptions between the two files. Full SDAT files are received in January, June, and July.
Prior Levy Year	TAS will support multiple prior tax years. Prior levy data will result in Subsequent Initial, Revised, or Supplemental bills being generated.
Revised Bill	A revised bill is an adjustment to an Initial bill. Revised bills are for Initial bills only (annual, ¾, ½, or ¼ bill type). These bills are for initial bills only and are generated on a monthly basis.
Rollover	TAS will initialize all files and tables in preparation for the new levy year. This process is referred to as the “rollover”.
RTP	Receiving Trading Partner - municipalities, MGC departments, the State of Maryland, and downstream systems, such as ePilot and MUNIS that receive files or reports from the Assessment system.

Acronym	Description
SDAT	The State of Maryland's "State Department of Assessment and Taxation". The county receives SDAT files up to three times a week.
SDAT Freeze Period	See Freeze Period above
SOA	Service Oriented Architecture
SSO	Single Sign-On
STP	Sending Trading Partner – municipalities, MGC departments, and the State of Maryland who provide the County with tax assessment data for input to the Assessment system.
Subsequent Bills	Bills that were not included in the Initial Billing process
Supplemental Bills	Bills that are for assessments above and beyond the initial bill. These are typically related to new construction. There can be up to 3 quarter year bills produced for a property.
TAS	The replacement Tax Assessment System.
WSSC	Washington Suburban Sanitary Commission – a tax partner