
Creating or Updating Reval/Reassessment Files

Step 1: Select "cama" for the "Appraisal Program Menu":

```
*****
*          COUNTY TAX BOARD INFORMATION SYSTEM          *
*****
      m4  -  Mod IV
      aa  -  Mod IV Added Assessments
      sr  -  SR1-A System (sr2 - Split Screen)
      ap  -  Tax Appeals

      bank - Bank Code Batch Update
      m4b - Bank Code Update Screen
      m4v - Assessment Only Update Screen
      m4t - Tax Field Only Update Screen
      reap - Add/Remove Reap R01 Code
      id  - ID Change Program (Block/Lot Change)
      cama - Appraisal Program Menu
      sum - Mod IV Summary

      his - Tax List History      ahis - AA List History
      inq - County-Wide Inquire   srq  - County-Wide Inquire Srla
      rpts - Reports Menu         data - Download Data Menu

      q - Quit this Menu

Please Type a Command and Press Enter: cama
```

Step 2: Select "1) Active File (aka official file)":

```
CAMA - File Menu

1) Active File (aka official file)
2) Reval/Reassessment File (reval)
3) Work/Play File (WORK FILE)
4) Restore Archived Files

5) 2017 (UPPER SADDLE RIVER)
6) 2021 (UPPER SADDLE RIVER)
7) 2023 (UPPER SADDLE RIVER)
8) appeals (UPPER SADDLE RIVER)

Type a Number and Press Enter or q to Exit (default=1): 1
ans=1
FOLDER=.
user=root
```

Step 3: Select "24 - Global Updates Menu":

```
04/27/26 12:43PM                                UPPER SADDLE RIVER town
                                PRC System VER 5

PRC Information Screens                                Other Screens

1 - Mod IV Information                                11 - Commercial Income Approach
2 - Residential PRC Information                       12 - Commercial Cost Appr
3 - Historical Sale Information                       13 - Added Assessments
4 - Building Permits                                 14 - Codes Table
5 - Residential Data Entry                           15 - Land Data Entry
                                                    16 - Chapter 91
                                                    17 - Tax Appeals
                                                    18 - EA4 Forms

System and Administration                            Reports & Misc

21 - Utilities                                       31 - Print Property Record Card
22 - Codes & Cost Values                             32 - Reports & Misc Printing
23 - Backup This Town                               33 - Assessment History
24 - Global Updates Menu                           34 - Copy/Demolish a Residential PRC
25 - Message System                                 35 - Download Forms to Laser Printer

Type a Number and Press Enter or type q to exit this menu: 24
Password: camera
```

Step 4: Select "23. Copy to Work or Reval File":

```
                                Global Update Menu

1. Edit Informer Commands                            16. Tax Field Update Screen
2. Run Informer Command                             17. Copy .txt File to Local Drive
3. Edit Ace Reports                                  18. Copy .csv File to Local Drive
4. Run Ace Report                                    19. Appeals Mod4 Update
5. COE Over-Rides                                   20. Reassessment Menu
6. Print Total of Each Update Code                  21. SqFt Units YrBlT Mod4 Update
7. Block/Lot ID Change                              22. Add History Records
8. Update Zones or Neighborhoods                    23. Copy to Work or Reval File
9. Copy Record from Another File                    24. Send informer.txt
10. Globally Change Bank Codes                      25. Run informer.txt
11. Bank Codes Entry Screen                          26. Sample informer xls File
12. Add Note Record for Every Record                27. Send Records to FTP Site
13. Update Additional PRC's From Main               28. Update Records from FTP Site
14. Update PRC Date/Code From Commercial            29. Redact Information
15. Add/Remove Reap R01 Code                         30. Copy/Paste Informer Commands

Type a Number and Press Enter or type q to exit this menu: 23
```

Step 5: Select “3” for “Copy Official to Reval File”:

```
1 = Copy Official File to Work File
2 = Copy Reval File to Work File
3 = Copy Official to Reval File
4 = Copy Official to Added File
5 = Copy Official to Backup File
6 = Rename a File

q = quit

Please Type a Number and Press Enter: 3
SRC=. DST=reval
ARCHIVE=/usr7
CC=02 DD=63
STAMP=2604271245
Erase reval File....
Are you Sure: (y/n):y
Copying Files to reval....
-rw-rw-rw-  1 root    sys          29 Jan  1  1980 reval/over2.out
  adding: reval/ (stored 0%)
  adding: reval/over2.out (stored 0%)
>
> Updating Parm.Dat File....
/hd1/usr2/ctb02/town63/reval
63 reval          07458
2026
2002
0263R
Keep records with year (press enter for all): [enter]
Keep records with update code (press enter for all): [enter]
Keep all years.
Keep all upd codes.
Press ENTER:
```

NOTE: As can be seen above, we entered “y” in response to the prompt “Are you Sure: (y/n):”, and we hit the “Enter” key in response to the remaining prompts to copy all files.

NOTE: The first time you run this program, you may get the errors “zip warning: name not matched: reval” and/or “zip error: Missing or empty zip file...”. These error messages can be ignored.

Step 6: Exit the "Global Update Menu":

```
Global Update Menu

1. Edit Informer Commands
2. Run Informer Command
3. Edit Ace Reports
4. Run Ace Report
5. COE Over-Rides
6. Print Total of Each Update Code
7. Block/Lot ID Change
8. Update Zones or Neighborhoods
9. Copy Record from Another File
10. Globally Change Bank Codes
11. Bank Codes Entry Screen
12. Add Note Record for Every Record
13. Update Additional PRC's From Main
14. Update PRC Date/Code From Commercial
15. Add/Remove Reap R01 Code
16. Tax Field Update Screen
17. Copy .txt File to Local Drive
18. Copy .csv File to Local Drive
19. Appeals Mod4 Update
20. Reassessment Menu
21. SqFt Units YrBlt Mod4 Update
22. Add History Records
23. Copy to Work or Reval File
24. Send informer.txt
25. Run informer.txt
26. Sample informer xls File
27. Send Records to FTP Site
28. Update Records from FTP Site
29. Redact Information
30. Copy/Paste Informer Commands

Type a Number and Press Enter or type q to exit this menu: q
```

Step 7: Exit the main Appraisal Program Menu:

```
04/27/26 12:47PM                                UPPER SADDLE RIVER town
PRC System VER 5

PRC Information Screens                            Other Screens

1 - Mod IV Information                            11 - Commercial Income Approach
2 - Residential PRC Information                   12 - Commercial Cost Appr
3 - Historical Sale Information                   13 - Added Assessments
4 - Building Permits                             14 - Codes Table
5 - Residential Data Entry                       15 - Land Data Entry
                                                16 - Chapter 91
                                                17 - Tax Appeals
                                                18 - EA4 Forms

System and Administration                         Reports & Misc

21 - Utilities                                  31 - Print Property Record Card
22 - Codes & Cost Values                       32 - Reports & Misc Printing
23 - Backup This Town                          33 - Assessment History
24 - Global Updates Menu                       34 - Copy/Demolish a Residential PRC
25 - Message System                           35 - Download Forms to Laser Printer

Type a Number and Press Enter or type q to exit this menu: q
```

Step 8: Select "2) Reval/Reassessment File (reval)":

```
CAMA - File Menu

1) Active File (aka official file)
2) Reval/Reassessment File (reval)
3) Work/Play File (WORK FILE)
4) Restore Archived Files

5) 2017 (UPPER SADDLE RIVER)
6) 2021 (UPPER SADDLE RIVER)
7) 2023 (UPPER SADDLE RIVER)
8) appeals (UPPER SADDLE RIVER)

Type a Number and Press Enter or q to Exit (default=1): 2
ans=2
FOLDER=reval
user=root

No mastfile, sptaxcd.dat not updated.
```

Step 9: Navigate the Reval/Reassessment file:

```
04/27/26 12:51PM                                reval reval
PRC System VER 5

PRC Information Screens                            Other Screens

1 - Mod IV Information                            11 - Commercial Income Approach
2 - Residential PRC Information                   12 - Commercial Cost Appr
3 - Historical Sale Information                   13 - Added Assessments
4 - Building Permits                             14 - Codes Table
5 - Residential Data Entry                       15 - Land Data Entry
                                                16 - Chapter 91
                                                17 - Tax Appeals
                                                18 - EA4 Forms

System and Administration                         Reports & Misc

21 - Utilities                                  31 - Print Property Record Card
22 - Codes & Cost Values                       32 - Reports & Misc Printing
23 - Backup This Town                          33 - Assessment History
24 - Global Updates Menu                       34 - Copy/Demolish a Residential PRC
25 - Message System                            35 - Download Forms to Laser Printer

Type a Number and Press Enter or type q to exit this menu:
```