
How to Generate a List of the Top Taxpayers

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 (SPARTA)
3) Work/Play File (work)
4) Restore Archived Files

5) 2014 (SPARTA)
6) 2015 (SPARTA)
7) 2016 (SPARTA)
8) 2017 (SPARTA)
9) 2018 (SPARTA)
10) 2019 (SPARTA)
11) 2020 (SPARTA)
12) 2021 (SPARTA)
13) 2022 (SPARTA)
14) 2023 (SPARTA)
15) 2024 (SPARTA)
16) 2025 (SPARTA)

Type a Number and Press Enter or q to Exit (default=1): [enter]
```

Step 3: Select "32 - Reports & Misc Printing":

```
05/26/26 07:37PM                                SPARTA town18
                                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: 32
```

Step 4: Select "31-Totals Report Menu":

```
Reports

1-Mailing Labels                                    31-Totals Report Menu
2-File Folder Labels                               32-Deductions Listing Report
3-Reval Labels                                     33-Tenant Rebate Report
4-Input Forms                                     34-Exemption/Abatement List
5-Edit Notification Forms                         35-Recalculate/Error Report
6-Print Notification Forms                       36-Building Permits
7-Proof Books                                     37-Sales Listing/Paired Sales
8-Added/Omitted Notification                    38-Farmland Assessments
9-Summary Report                                 39-Chapter 91 Report
10-Compare Assessment / Taxes Report             40-Appeal Reports
11-Impact Report                                 41-Land Value by Extraction
12-Owner Address Reports                         42-Sales Ratio Study
13-Master Codes List                             43-Style/Neighborhood Anal
14-Partial List                                  44-Change Transactions Report
15-Multi Family List by Type/Use                 45-Tax List Roster
16-Street or Owner Index                         46-Added Assessments Trans List
17-Commercial Style/Neigh Anal                   47-Batch Print Property Record Cards
18-Comparable Sale Analysis Grid                 48-Compare Values & Show Difference
19-Print Comparable Sales                         49-Commercial Analysis Report

Type a Number and Press Enter or type q to exit this menu: 31
```

Step 5: Select "10 - Highest Assessed Values (Consolidate Ownership)":

```
Options:
1 - Class Totals, Sp Tax Totals
2 - Added Assessment Totals
3 - Deduction Totals
4 - Style Totals
5 - Zone Totals
6 - Neighborhood Totals
7 - VCS Totals
8 - Operator Totals
9 - Highest Assessed Values
10 - Highest Assessed Values (Consolidate Ownership)
11 - Type/Use Totals
12 - Map Page Totals
13 - Bldg Class/Quality Totals
14 - Duplicate Block/Lot Totals
Enter in Option :
10
```

Step 6: Select the desired year, amount (e.g., top 10, 20, etc.), and print settings:

```
1: 2026
2: 2025
3: 2024
4: 2023
5: 2022
6: 2021
7: 2020
8: 2019
9: 2018
Year (default=1): [enter]
How Many (default=10): [enter]
Tue May 26 19:37:28 EDT 2026
/hd1/usr2/ctb19/town18
cat topten.out
.....
.
. Please be Sure to Turn ON the Printer .
.
. To ABORT Printing: Pull Paper Tray, Wait for Last Page .
. to Finish, Turn Off Printer, Goto .
. Menu & Wipeout Spool Job. .
.
. a = Printer 1 L1 = Local1 a1 = Landscape s = Screen .
. b = Printer 2 L2 = Local2 b1 = Landscape o = OUT File .
. c = Printer 3 p = PDF c1 = Landscape m = Slow Screen.
. d = Printer 4 p1 = PDF La d1 = Landscape z = Zip File .
.....
Select Printer (default=p): [enter]
There May Be A Pause While the Program Sorts....
```

Step 7: Click on the red "PDF" button:

Click on the Red PDF Icon to Print.
Be Sure to Close all PDF Files First.
Press Enter after you have read this message.

