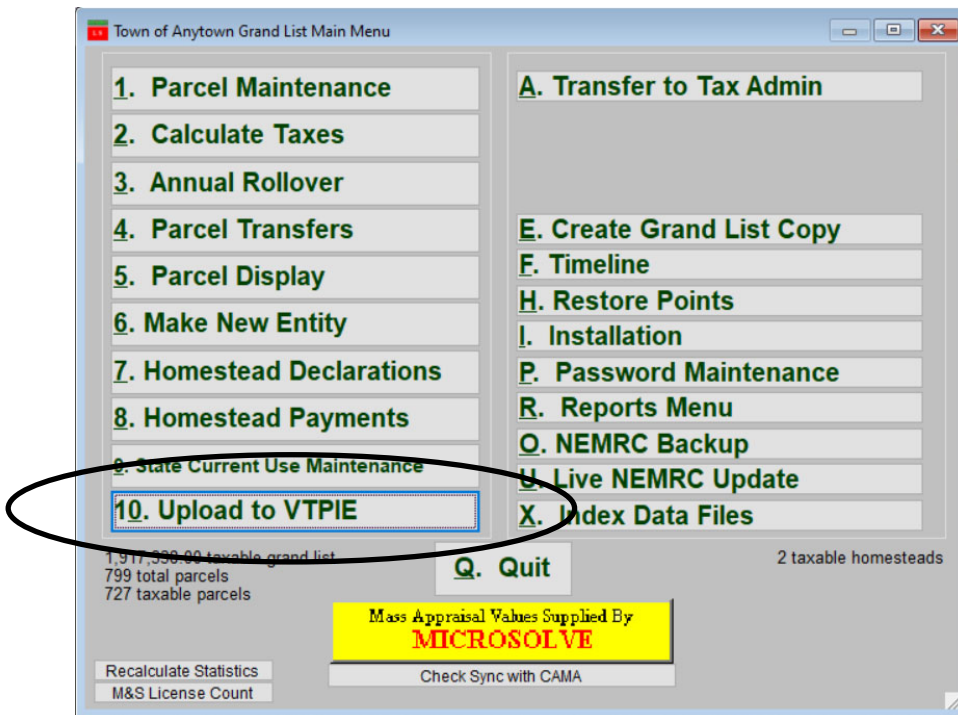# NEMRC Grand List Upload to VTPIE Option

NEMRC has added option **'10 Upload to VTPIE'** to the **Main Menu** of the 'Working Grand List'. This will allow you to create a file that you can use to update your data in VTPIE.

1.) Backup your data using '**H Restore Points'** and **'O NEMRC Backup'**
   a. I like to use '**E Create Grand List Copy'** as well so I can run reports in the future.

2.) Next to the "**R Reports Menu'** and Print a 411 report. This will be used to confirm that the data you upload to VTPIE matches your local Grand List.

```
04/20/2023                            Town of Anytown Grand List
12:04 am                              Form 411 - (Town code: 132)
                                            Main District


(Taxable properties only - State and Non-tax status properties are not listed below)
REAL ESTATE              Parcel      Municipal      Homestead Ed     Nonhmstd Ed.      Total Education
Category/Code            Count      Listed Value    Listed Value     Listed Value      Listed Value
----------------------------------------------------------------------------------------------------
 Residential I    R1      472       81,112,700           0           81,112,700         81,112,700
 Residential II   R2      244       79,438,400           0           79,438,400         79,438,400
 Mobile Homes-U   MHU      16          226,800           0              226,800            226,800
 Mobile Homes-L   MHL      55        4,329,400           0            4,329,400          4,329,400
 Seasonal I       S1        9          839,900           0              839,900            839,900
 Seasonal II      S2       14        1,529,200           0            1,529,200          1,529,200
 Commercial       C        37       12,303,800           0           12,303,800         12,303,800
 Commercial Apts  CA        2          514,000           0              514,000            514,000
 Industrial       I         2        1,955,000           0            1,955,000          1,955,000
 Utilities-E      UE        5       57,888,800           0           57,888,800         57,888,800
 Utilities-O      UO        0                0           0                    0                  0
 Farm             F         0                0           0                    0                  0
 Other            O        99       19,757,100           0           19,757,100         19,757,100
 Woodland         W         9        1,904,400           0            1,904,400          1,904,400
 Miscellaneous M          166       14,133,500           0           14,133,500         14,133,500
                       ------ ---------------      ---------------   ---------------    ---------------
 TOTAL LISTED REAL     1,130      275,933,000           0          275,933,000        275,933,000

     P.P. Cable          1          339,488                          339,488            339,488
     P.P. Equipment     42        2,069,583
     P.P. Inventory      0                0
                       ------ ---------------                        ---------------    ---------------
 TOTAL LISTED P.P.      43        2,409,071                          339,488            339,488


                              ===============   ===============   ===============    ===============
 TOTAL LISTED VALUE             278,342,071           0          276,272,488        276,272,488

EXEMPTIONS
Veterans 10K            8/8          80,000           0              80,000             80,000
Veterans >10K                       240,000
                              ---------------   ---------------   ---------------    ---------------
 Total Veterans                     320,000           0              80,000             80,000

 P.P. Contracts          0                0
 Contract Apprv VEPC    0/0                0           0                   0                  0
 Grandfathered          0/0                0           0                   0                  0
    Non-Apprv(voted)    2/2          947,700
    Owner Pays Ed Tax   0/0                0
                              ---------------   ---------------   ---------------    ---------------
 Total Contracts        2/2          947,700           0                   0                  0

 FarmStab Apprv VEPC    0/0                0           0                   0                  0
 Farm Grandfathered     0/0                0           0                   0                  0
```
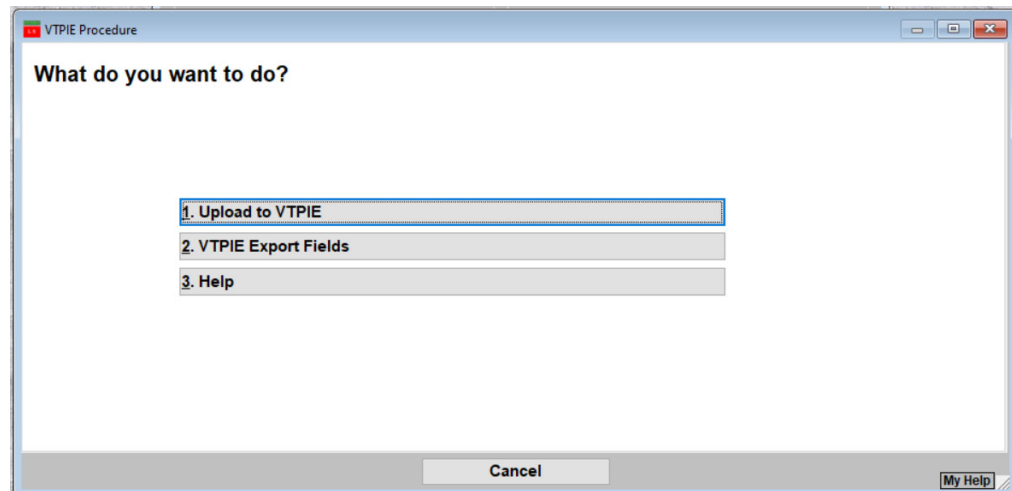
NEMRC

3.) Now go back to the **'Main Menu'** and click on '**10 Upload to VTPIE**'.
   a. If you are using the MSOL CAMA Program it will automatically check to make sure your Grand List is in sync with the MSOL CAMA program. If there are any sync issues you will have to resolve them before you can upload.

   b. If you use a different CAMA program then a prompt will appear that reminds you to make sure you have updated your NEMRC Grand List data with your CAMA Data as seen below. Press '**Yes**' to continue and '**No**' to return to the Main Menu.

NEMRC
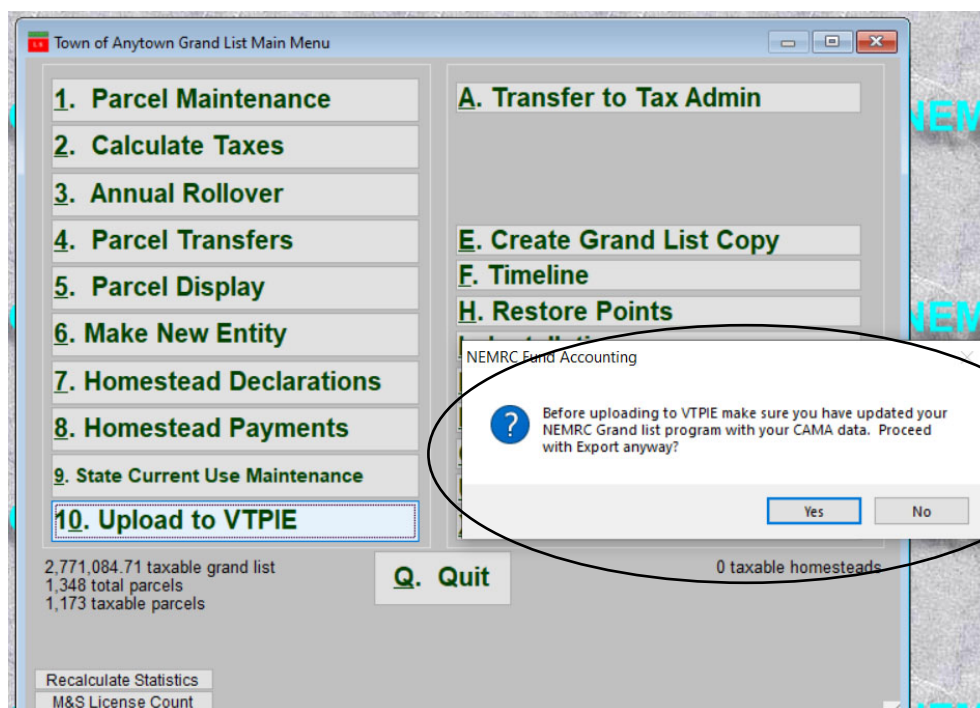
4.) Next the VTPIE Procedure window appears. It has 3 Options.
   a. 1. Upload to VTPIE- Automatically creates the export file and sends it to the VTPIE FTP Server.
   b. 2. VTPIE Export Fields – See a list of fields that are being exported *Note There are some fields that are not being populated yet but will be in the future through your CAMA Software.* IE: Mobile home information.
   c. 3. Help – Has 2 options one is a link to the NEMRC Webinar page where you can see a video on this topic. The second is a link to this document on the NEMRC website that you can print.

5.) A NEMRC to VTPIE summary page will appear. Print this for your records. You will use this document to reconcile between your NEMRC Grand List data, 411, and VTPIE Abstract to ensure all programs are in sync with each other.
   a. The categories are in the same order as your 411.
   b. IMPORTANT NOTE: This report totals all **ACTIVE**, **Taxable** and **Non Taxable** parcels. So this report will be Higher than your 411 report for parcel counts and values.
   c. This report does not include Homestead and Non Homestead at this time.

NEMRC to VTPie Upload Summary

Export File Name: C:\CAVE\NEMRC\VTPIE13220230421_1.csv

Land Use Code		Count	Total Assessed
Residential I	R1	472	81,112,700
Residential II	R2	244	79,438,400
Mobile Homes-U	MHU	16	226,800
Mobile Homes-L	MHL	55	4,329,400
Seasonal I	S1	9	839,900
Seasonal II	S2	14	1,529,200
Commercial	C	53	15,953,200
Commercial Apts	CA	2	514,000
Industrial	I	2	1,955,000
Utilities-E	UE	5	57,888,800
Utilities-O	UO	0	0
Farm	F	0	0
Other	O	99	19,757,100
Woodland	W	9	1,904,400
Miscellaneous	M	187	17,812,000
Total Listed Real		**1,167**	**283,260,900**
P.P. Cable		1	339,488
P.P. Equipment		42	2,069,583
P.P. Inventory		0	0
		43	2,409,071
Total Listed Value		**1,210**	**285,669,971**

| VALUES	Count	Real Value	Equipment	Inventory
Total Active Parcels	1,210	283,260,900	2,069,583	0
Active Taxable	1,173	275,933,000		
Active Non-Taxable	37	7,327,900		
Total Inactive Parcels	138	5,520,300		

NEMRC

5) Continued

       d.) You will receive this confirmation window below once your file had been created and uploaded. Press '**OK**' to continue.

| NEMRC Fund Accounting	✕
ⓘ You have successfully uploaded your VTPIE file: 1320429.csv to the state.	
	OK
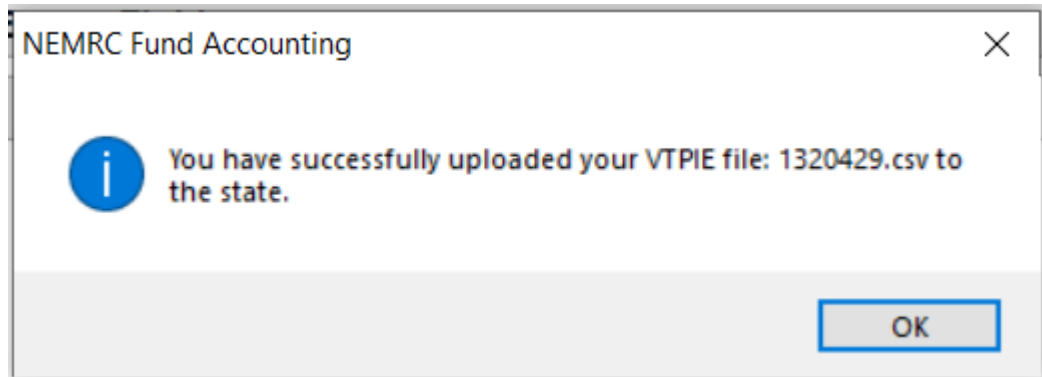
       e.) Upload file was not successful. If you receive the message below it means you could not send the file to the VTPIE FPT server. You may have to consult with your IT person to resolve the issue.

NEMRC Fund Accounting	✕
❌ Unable to connect to VTPIE server this could be caused by the following:	
1. Virus protection or Firewall settings - Try from another workstation or contact your IT consultants to resolve this issue.	
2. No internet connection - Try reconnecting to the internet if problem persists contact your IT consultants to resolve this issue.	
3. VTPIE site is off line. Contact your District Advisor or Axiomatic to see if their ftp server is up and running.	
	OK

NEMRC

6.) Now you can Log into VTPIE and click on 'Grand List Management' and select 'Upload Assessment Information' on the next page.
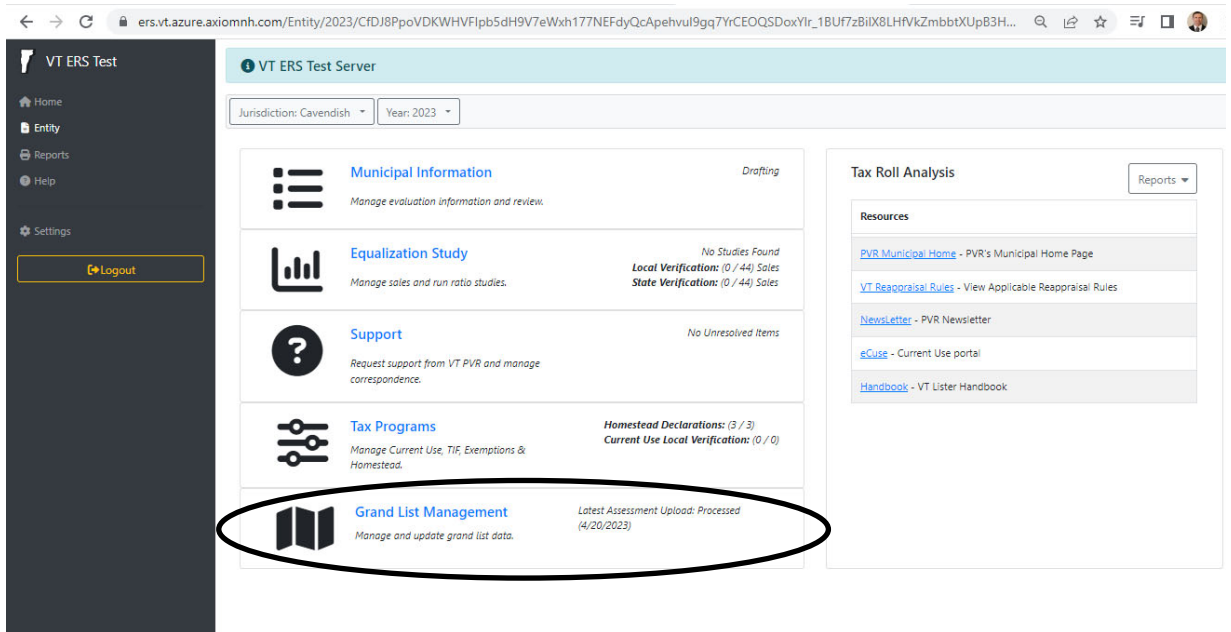
7.) Press the 'Add' button and select 'Upload Automatically from FTP Server' as seen below.

NEMRC
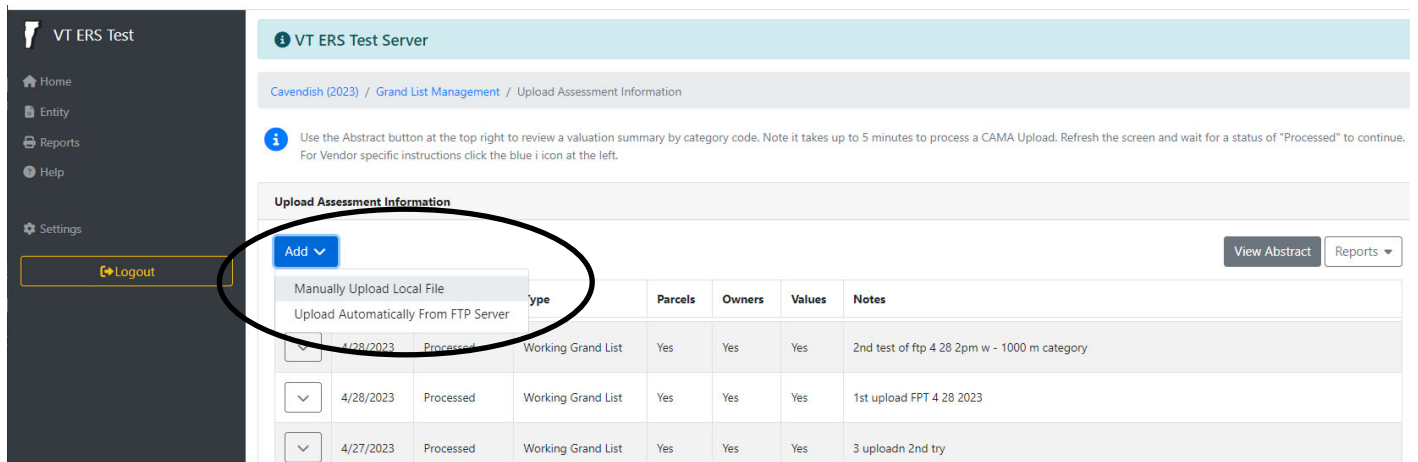
8.) Select your options accordingly. Refer to VTPIE help guides for more details.
   a. Press the 'Update' button in the lower right corner when you are ready to continue.
   b. TIP: I recommend adding a note to each upload so you can keep track of what you uploaded and when.

9.) Once your file has been uploaded properly you will see it in the list below with the Status is flagged as 'Processed'

10.) Select the 'View Abstract' button in the upper right to see a report that summarizes the values of the data you just uploaded.

NEMRC

11.) VTPIE ABSTRACT – This summary includes All Active, Taxable and Non Taxable parcels. This report should match the 'NEMRC to VTPIE Summary' report in step 7. Which confirms the values you uploaded from NEMRC were successfully imported into your VTPIE data.

Land Use Code	Count	Total Assessed	Homestead Total	Non-Homestead Total
R1	472	$81,112,700	$369,100	$80,743,600
R2	244	$79,438,400	$243,300	$79,195,100
MHU	16	$226,800	$0	$226,800
MHL	55	$4,329,400	$0	$4,329,400
S1	9	$839,900	$0	$839,900
S2	14	$1,529,200	$0	$1,529,200
C	53	$15,953,200	$0	$15,953,200
CA	2	$514,000	$0	$514,000
I	2	$1,955,000	$0	$1,955,000
UE	5	$57,888,800	$0	$57,888,800
O	99	$19,757,100	$0	$19,757,100
W	9	$1,904,400	$0	$1,904,400
M	187	$17,812,000	$0	$17,812,000

NEMRC

11 A) Continued. On the Left is the NEMRC to VTPIE Summary and on the right is the VTPIE Abstract. All of the categories match.

NEMRC to VTPie Upload Summary
Export File Name: C:\CAVE\NEMRC\VTPIE13220230421_1.c

Land Use Code		Count	Total Assessed
Residential I	R1	472	81,112,700
Residential II	R2	244	79,438,400
Mobile Homes-U	MHU	16	226,800
Mobile Homes-L	MHL	55	4,329,400
Seasonal I	S1	9	839,900
Seasonal II	S2	14	1,529,200
Commercial	C	53	15,953,200
Commercial Apts	CA	2	514,000
Industrial	I	2	1,955,000
Utilities-E	UE	5	57,888,800
Utilities-O	UO	0	0
Farm	F	0	0
Other	O	99	19,757,100
Woodland	W	9	1,904,400
Miscellaneous	M	187	17,812,000
Total Listed Real		**1,167**	**283,260,900**
P.P. Cable		1	339,488
P.P. Equipment		42	2,069,583
P.P. Inventory		0	0
		43	2,409,071
Total Listed Value		**1,210**	**285,669,971**

VALUES	Count	Real Value	Equipment	Inventory
Total Active Parcels	1,210	283,260,900	2,069,583	0
Active Taxable	1,173	275,933,000		
Active Non-Taxable	37	7,327,900		
Total Inactive Parcels	138	5,520,300		

← → C 🔒 ers.vt.azure.axiomnh.com/CamaManagement/Assessments/2023/CfDJ8PpoVDKWHVFlpb5dH9V7eWxh177NEFdyQc

VT ERS Test

🏠 Home
📄 Entity
🖨 Reports
❓ Help

⚙ Settings

↪ Logout

📊 Cavendish 2023

Land Use Code	Count	Total Assessed	Homestead Total
R1	472	$81,112,700	$369,100
R2	244	$79,438,400	$243,300
MHU	16	$226,800	$0
MHL	55	$4,329,400	$0
S1	9	$839,900	$0
S2	14	$1,529,200	$0
C	53	$15,953,200	$0
CA	2	$514,000	$0
I	2	$1,955,000	$0
UE	5	$57,888,800	$0
O	99	$19,757,100	$0
W	9	$1,904,400	$0
M	187	$17,812,000	$0

NEMRC

12) Tying it all to your 411 report. Once the reports in step 13 are reconciled. Take the NEMRC to VTPIE Summary Report.

Total Listed Value 285,669,971 and subtract the **Active Non Taxable** 7,327,900.

Which leaves you with '278,342,071' and this number matches your 411 See the next page.

04/21/2023   **NEMRC to VTPie Upload Summary**   Page   1

Export File Name: C:\CAVE\NEMRC\VTPIE13220230421_1.csv

Land Use Code		Count	Total Assessed
Residential I	R1	472	81,112,700
Residential II	R2	244	79,438,400
Mobile Homes-U	MHU	16	226,800
Mobile Homes-L	MHL	55	4,329,400
Seasonal I	S1	9	839,900
Seasonal II	S2	14	1,529,200
Commercial	C	53	15,953,200
Commercial Apts	CA	2	514,000
Industrial	I	2	1,955,000
Utilities-E	UE	5	57,888,800
Utilities-O	UO	0	0
Farm	F	0	0
Other	O	99	19,757,100
Woodland	W	9	1,904,400
Miscellaneous	M	187	17,812,000
Total Listed Real		**1,167**	**283,260,900**
P.P. Cable		1	339,488
P.P. Equipment		42	2,069,583
P.P. Inventory		0	0
		43	2,409,071
Total Listed Value		**1,210**	**285,669,971**

VALUES	Count	Real Value	Equipment	Inventory
Total Active Parcels	1,210	283,260,900	2,069,583	0
Active Taxable	1,173	275,933,000		
Active Non-Taxable	37	7,327,900		
Total Inactive Parcels	138	5,520,300		

NEMRC

12 A) Continued.

```
                                        Town of Anytown Grand List
                                        Form 411 - (Town code: 132)
                                              Main District

(Taxable properties only - State and Non-tax status properties are not listed below)
```

REAL ESTATE Category/Code		Parcel Count	Municipal Listed Value	Homestead Ed Listed Value	Nonhmstd Ed. Listed Value	Total Education Listed Value
Residential I	R1	472	81,112,700	0	81,112,700	81,112,700
Residential II	R2	244	79,438,400	0	79,438,400	79,438,400
Mobile Homes-U	MHU	16	226,800	0	226,800	226,800
Mobile Homes-L	MHL	55	4,329,400	0	4,329,400	4,329,400
Seasonal I	S1	9	839,900	0	839,900	839,900
Seasonal II	S2	14	1,529,200	0	1,529,200	1,529,200
Commercial	C	37	12,303,800	0	12,303,800	12,303,800
Commercial Apts	CA	2	514,000	0	514,000	514,000
Industrial	I	2	1,955,000	0	1,955,000	1,955,000
Utilities-E	UE	5	57,888,800	0	57,888,800	57,888,800
Utilities-O	UO	0	0	0	0	0
Farm	F	0	0	0	0	0
Other	O	99	19,757,100	0	19,757,100	19,757,100
Woodland	W	9	1,904,400	0	1,904,400	1,904,400
Miscellaneous	M	166	14,133,500	0	14,133,500	14,133,500
TOTAL LISTED REAL		1,130	275,933,000	0	275,933,000	275,933,000
P.P. Cable		1	339,488		339,488	339,488
P.P. Equipment		42	2,069,583			
P.P. Inventory		0	0			
TOTAL LISTED P.P.		43	2,409,071		339,488	339,488
TOTAL LISTED VALUE			278,342,071	0	276,272,488	276,272,488
EXEMPTIONS						
Veterans 10K		8/8	80,000	0	80,000	80,000
Veterans >10K			240,000			
Total Veterans			320,000	0	80,000	80,000
P.P. Contracts		0	0			
Contract Apprv VEPC		0/0	0	0	0	0
Grandfathered		0/0	0	0	0	0
Non-Apprv(voted)		2/2	947,700			
Owner Pays Ed Tax		0/0	0			
Total Contracts		2/2	947,700	0	0	0
FarmStab Apprv VEPC		0/0	0	0	0	0
Farm Grandfathered		0/0	0	0	0	0

NEMRC