# User Guide for the eCRV Import PRISM Data feature

The Import PRISM Data feature allows county and city users to import data from the state's PRISM (Property Record Information System of Minnesota) system.

To use the feature:

- A PRISM submission must be valid and finalized by the Minnesota Department of Revenue.
    - PRISM Submission due dates:
        - **Submission 1**: April 1 (or first business day following April 1).
        - **Submission 2**: September 1 (or first business day following September 1).
    - The Import PRISM Data feature uses the most recent submission available to check for Parcel ID (PID) data to import.
        - The Parcels and Property Types subtabs are updated when a matching PID is found in the most recent PRISM submission.
    - If a matching PID is not found in the most recent PRISM submission:
        - The Parcels and Property Types subtabs are not updated with PRISM data for the PID.
        - The Import PRISM Data feature deletes PIDs not found in PRISM from the Parcels subtab.

## Import PRISM Data Feature Details
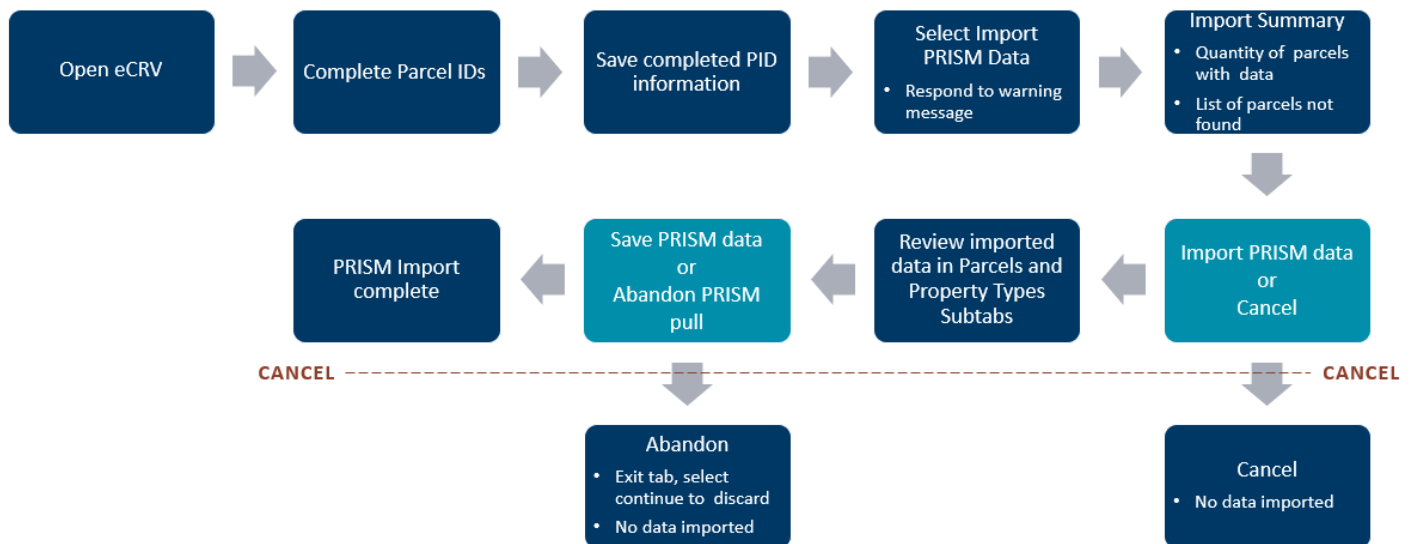
**Important Reminders:**

- Import PIDs from the Property tab before manually adding additional PIDs.
- Save the imported and edited PIDs before using the PRISM data import feature.
- Add any new PIDs, such as new PID numbers unknown to PRISM due to splits, after importing PRISM data.
- Do not import PRISM data with a blank PID field.

## What happens when I import PRISM data?

When the Import PRISM Data feature is used, it compares PIDs in the Parcels subtab to the data in the most recent PRISM submission.

- An Import Summary window shows:
  - PRISM Submission number and year
  - Number of PRISM PIDs available to import
  - PIDs not found in PRISM

After reviewing the Import Summary, you can cancel or choose to import data into the eCRV from PRISM.

**If you choose to cancel,** no PRISM data will be imported or saved to the eCRV.

**If you choose to save the imported data:**
- Any data (including manually entered data) in the Parcels and Property Types subtabs will be replaced by data found in PRISM.
  - This only applies to certain fields on the Parcels and Property Types subtabs. See Data Fields for Import PRISM Data feature.
  - Other parts of the eCRV form are not affected.

Example:

You started an eCRV containing 10 parcels, including one Agricultural parcel. You added data to the Agriculture (2a) table on the Property Types tab.

After doing this, you decided to use the Import PRISM Data feature.
- The Import Summary indicated 9 parcels were found.
- Data was imported for 9 out of 10 parcels on the eCRV.
- The Agricultural parcel was not found in PRISM. Due to this,
  - The Agriculture (2a) table data previously entered was deleted from the Property Types subtab during the PRISM import.
  - The Agricultural PID was removed from the Parcels subtab.
- The Agriculture parcel PID and Property Types information will need to be re-entered

## Can the data import action be cancelled?

Data imported from PRISM is not saved to the eCRV until the Save button is pressed. You may cancel or abandon the import after:
- Seeing the Warning or Import Summary popups.
- Importing if the data is not what you expect.
  - You can leave the County tab and select the Continue button to discard the imported data and move on to another tab.

# Data Fields for Import PRISM Data feature

The following data fields are populated by data available in PRISM:

## Parcels subtab
- Jurisdiction
- School District

## Property Types subtab
- Property Type
- Assessment Year Value Reported
- Type Land Value*
- Type Building Value*
- Number of Parcels Contributing to Value*
- Agriculture (2a) table values
- Rural (2b) table values:
    - Acreage* and EMV* column for these fields:
        - Tilled*
        - Pasture*
        - Meadow*
        - Waste*
        - Woods*
        - Ditch/Road*
        - Other*
        - 1$^{st}$ Acre Site Value*Non HGA Site Value*

* Some data for the Property Types subtab is imported as a sum of the PRISM data if there is more than one parcel for the Property Type.