DEPARTMENT OF REVENUE

Date: 08/03/2020

PRISM Summary Report User Instructions

- These instructions describe how to use PRISM summary reports for **certified submissions**
- Instructions for using summaries of **test submissions** are identical to those below, aside from selecting a county. You can access county test submissions through your county dashboard.
- Each weeknight the PRISM database automatically removes test submissions that have been in the database for over 24 hours
- Email PRISM.mdor@state.mn.us if you have questions

Getting Started

- Submit PRISM files through the Virtual Room, Compressed_PRISM room. Summaries are typically available the following day after submission.
- You can access **certified PRISM summaries** here:
    - Mini
    - Assessment Abstract
    - Manufactured Homes
    - Abstract of Tax Lists
    - Exempt and PILT
    - TIF
- Test submissions are available only through county dashboards.
- Examples below show how to create a Mini and AA abstract, but analogous steps apply for other reports including ATL, TIF, Exempt and PILT, and Manufactured Home.
- Estimated market values are rounded to the nearest $100 in PRISM, taxable market values to the nearest dollar. Counties must report exact values in their submissions.

Mini

This example shows how to create a summary report by City/Town and County for three cities/towns in a county, as well as a county total.

1. Select a county from the **Select County** menu

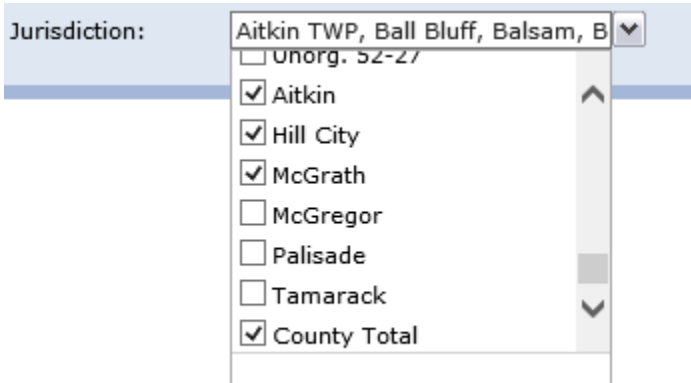2. Next, select a Submission type and year

3. Select one or several summarization levels from the **Summarize By** drop-down menu. The **Joint City/Town** option will only show up for counties that have it. In this case, select **City/Town** and **County**.


4. Select cities/towns from the **Jurisdiction** menu. When multiple cities or townships are available, they will be pre-selected. Uncheck the **Select All** option if you want to create a report for just one or a few of
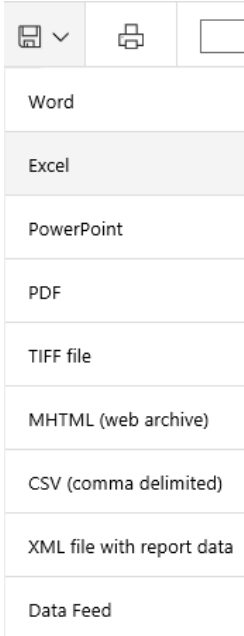
the jurisdictions. Note that Jurisdictions may not be in alphabetical order. Joint Cities, County Totals, Total all Cities, and Total all Towns will show up at the bottom of the Jurisdiction drop-down menu.
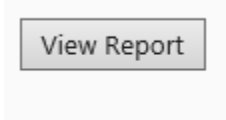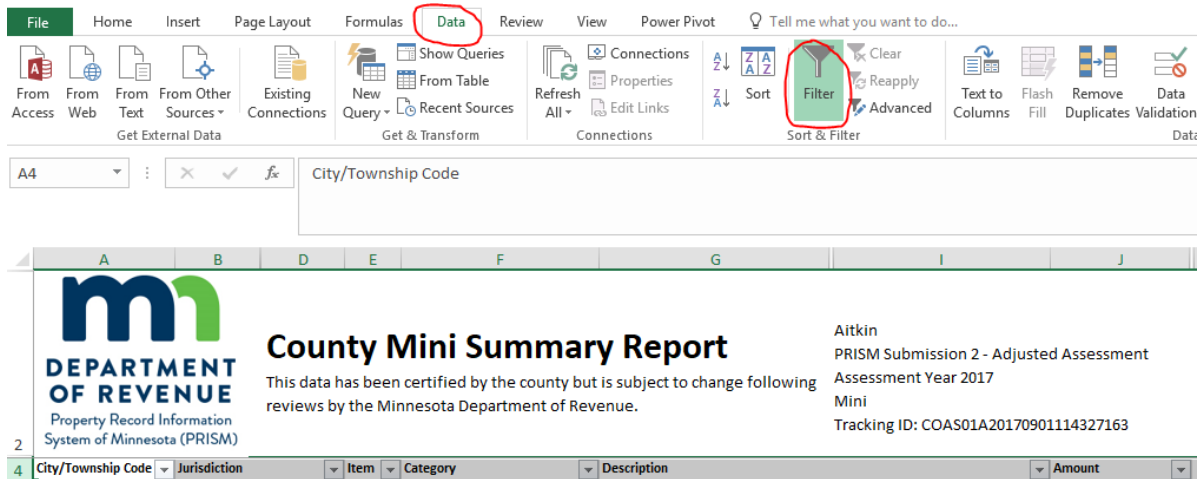

5. Select **View Report**

6. Once the report is created, it can be saved in different formats. For example, to save it as an Excel file, click on the **Export** drop-down menu and select Excel. Follow the prompts to either open the file, or save it to your computer.

If at any point during creating the report, the drop-down menus become unresponsive, select **View Report** and then start over.

7) The Excel file will allow you to filter data with a few easy steps.
   a) Save the Excel report to your computer and open the file
   b) With the header row highlighted, select **Data** and then select **Filter**. This will turn on filtering for the selected cells.

   c) You will now be able to filter by City/Township Code, Item, Category, Description, and Amount. For instance, clicking the arrow in the bottom right corner of the Category cell in the header will give you the option to select all the items related to Green Acres values for the jurisdictions on the report.

AA
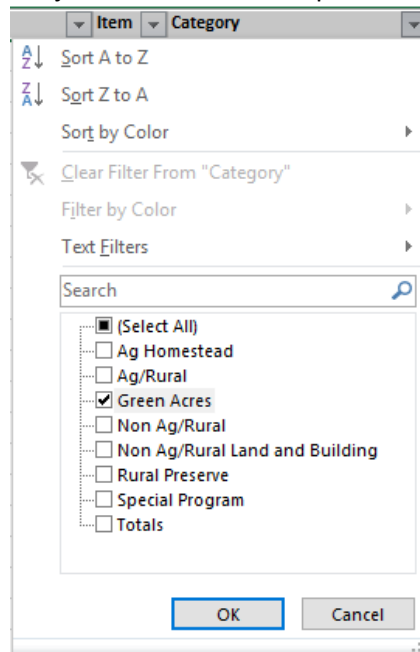
This example shows how to create a summary report by Unique Taxing Area, City/Town for one city.

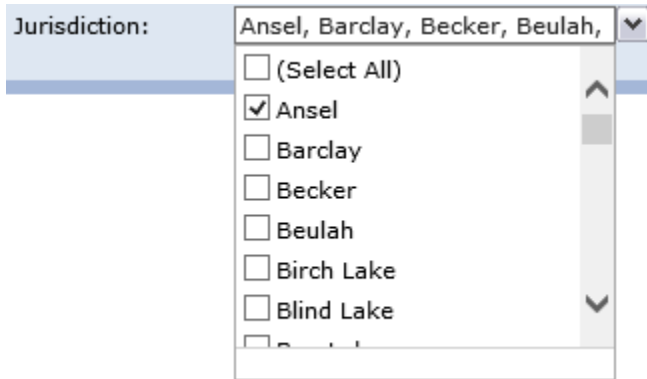1. Select a county from the **Select County** menu.

2. Next, select a Submission type and year

3. Select a summarization level from the **Summarize By** drop-down menu. In this case, select **UTA and City/Town**.
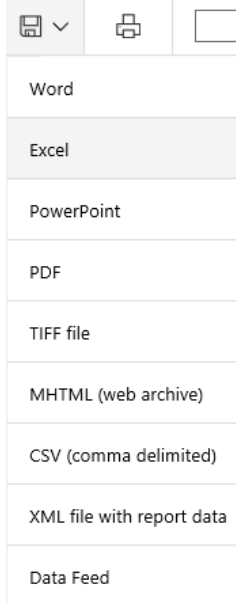
4. Select cities/towns from the **Jurisdiction** menu. When multiple cities or townships are available, they will be pre-selected. Uncheck the **Select All** option if you want to create a report for just one or a few of the jurisdictions. Note that Jurisdictions may not be in alphabetical order. Joint Cities, County Totals, Total all Cities, Total all Towns, and School Districts will show up at the bottom of the Jurisdiction drop-down menu.
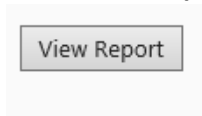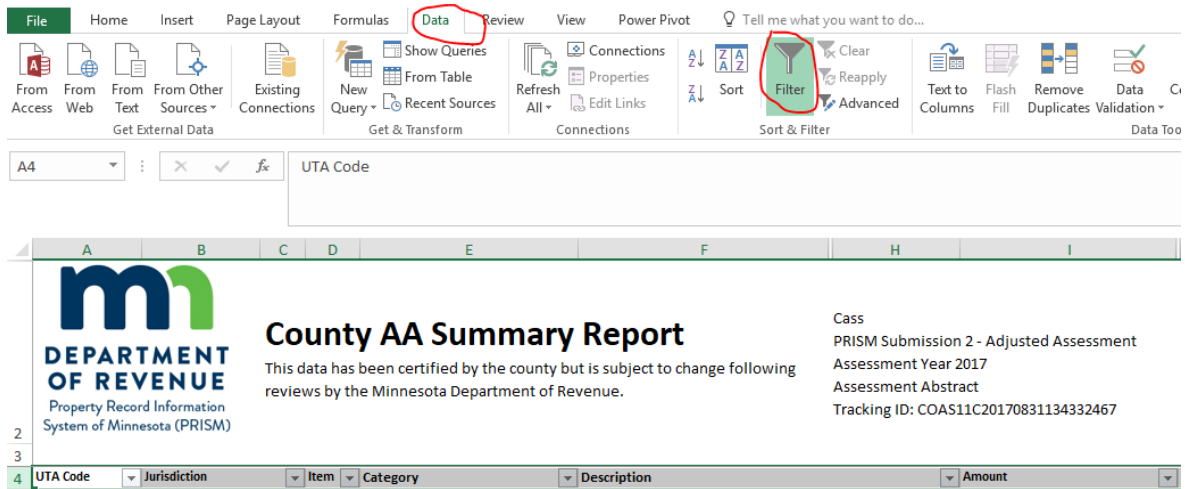

5. Select **View Report**

6. Once the report is created, it can be saved in different formats. For example, to save it as an Excel file, click on the **Export** drop-down menu and select Excel. Follow the prompts to either open the file, or save it to your computer.

If at any point during creating the report, the drop-down menus become unresponsive, select **View Report** and then start over.

7. The Excel file will allow you to filter data with a few easy steps.
   a) Save the Excel report to your computer and open the file
   b) With the header row highlighted, select **Data** and then select **Filter**. This will turn on filtering for the selected cells.

   c) You will now be able to filter by UTA Code, Item, Category, Description, and Amount. For instance, clicking the arrow in the bottom right corner of the UTA Code cell will allow you to view the City/Town total, or just a select UTA within the city/town.