

WinGAP Technical Workshop

All Data Edits

If the user keys an "A", All of the Data Edits will run, and at the conclusion of the routine, the user will be presented a preview of the Data Edits report, discussed later.

The following checks and edits are made during the **All Data Edits** routine:

- a. Owners w/o property
- b. Parcels w/o property items (land, res imp, comm imp, accessories)
- c. Res imp w/ mh occupancy and no mobile home record
- d. Comm imp w/ extra feature value but no extra features
- e. Personal Prop Accts w/o property items (cost, boats, etc)
- f. Parcels/Accts where the sum of items does not equal current value (current value is corrected in such situations)
- g. Orphaned records (records that do not have a parent, i.e. parcels with no owner, res imp not attached to a parcel, etc)
- h. Property with zero value
- i. Properties that exceed user specified min and max values
- j. Homesteaded parcels w/o improvements
- k. Properties w/ missing digest codes
- l. Conservation Use Covenant issues
- m. Preferential Covenant issues
- n. Freeport Exemption data problems
- o. Mfg Housing data problems
- p. Change of Assessment Reason assignments
- q. Parcels and Personal Property Accounts that have a value difference but no COA Reason/Not Flagged for Notice
- r. Mfg Housing class assignments
- s. Life Expectancy Assignments for Mfg Housing
- t. Land Type/Class Validation
- u. Zero Value Prebilled Mobile Homes
- v. Frozen and Removed Homesteaded Parcels
- w. No PT50 Accounts
- x. Various Other Homestead Edits
- y. Preferential Covenant Change In Ownership
- z. Conservation Use Acre / Market Acre comparison
- aa. Conservation Use Accessory comparison
- bb. Invalid Tax Districts
- cc. Sketch Edits
- dd. Commercial Improvement Data Validation
- ee. Preferential Digest Class/Improvement/Covenant

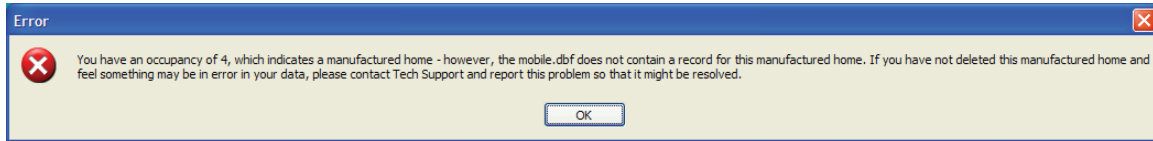
A. Owners w/o Property – These are owners that have no real, personal or prebilled mfg housing accounts assigned to them. There is no harm in leaving these records in WinGAP except for the confusion that may result from having owner information that does not relate to any property type. Owners without property can be removed from the system by:

1. Performing an Owner Search and locating the owner on the report
2. Confirm that the selected owner has no property assigned (check the Assessment Info and Value section of the screen for numbers and values greater than zero)
3. If the non-existence of property is confirmed, click the Delete button
4. Key the password which is **delete**
5. Repeat steps 1 – 4 until all owners are removed

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B. Parcel w/o property items – Parcels included in this section of the report have no property components such as land, residential improvements, commercial improvements, accessories, etc. assigned to them. These parcels should be reviewed and deleted if they were entered in error. The user should also check to see if the owner of a parcel without property has any more property assigned to him/her. If no other property has been assigned, the owner may also be deleted in the manner described above for “owners w/o property.”

C. Residential improvements with mfg housing occupancy and no mobile home record – On rare occasions the user may receive the following error message when accessing residential improvements:



The message states that: **You have an occupancy of 4, which indicates a manufactured home – however, the mobile.dbf does not contain a record the manufactured home. If you have not deleted the manufactured home and fee something may be in error in your data, please contact Tech Support and report the problem so that it may be resolved.**

Residential improvements that appear on in this section of the Data Edits report will produce the above error message. If the mfg home was deleted and the residential improvement was not removed but should have been, the user can correct the problem in the following manner.

1. Using the improvement key, proceed to the improvement (the improvement in question may not be the first residential improvement that appears.)
2. Change the occupancy to an occupancy other than Mobile Homes and delete the improvement or add the missing mfg housing information.
3. If the improvement cannot be accessed, contact Tech Support

D. Commercial improvements with extra feature value but no extra features – These commercial improvements would be improvements that have an extra feature value in the commercial improvement record and consequently included in the commercial building value but there are no extra features present. The user should confirm that the extra features should have been removed and when the commercial improvement is edited the extra feature value will be set to zero. If the extra features should be present, they will need to be added to the improvement.

E. Personal property accounts without property items - Accounts included in this section of the report have no property components such as inventory, machinery & equipment, boats, etc. assigned to them. These accounts should be reviewed and deleted if they were entered in error. The user should also check to see if the owner of an account without property has any more property assigned to him/her. If no other property has been assigned, the owner may also be deleted in the manner described above for “owners w/o property.”

F. Parcels/Accounts where the sum of the items does not equal current value – On occasions, due to errors/aborts or work in FoxPro, a parcel or personal property account’s current value may not equal the sum of the property components. Such situations are listed within this section of the Data Edits report. The Data Edits routine corrects the current value by setting it to the sum of the property components but the parcels/accounts are brought to the attention of the user. **All edits are critical but this edit is especially critical before the printing of Change of Assessment Notices.** The current value is printed on the notice and it is imperative that it is correct.

G. Orphaned records – Orphaned records are parcels that do not have an owner, residential improvements that do not have a parcel assigned to them, boats that do not have an account, etc. Orphaned records may occur as a result of errant data management routines, by issues within WinGAP or hardware malfunction.

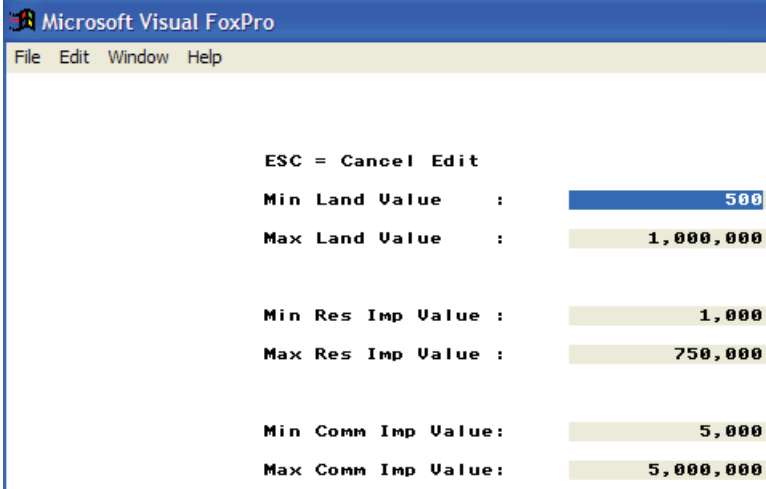
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Orphaned records should be a rarity. However, if any orphaned records should exist Data Edits will report them and also remove them from the system.

H. Property with zero value – The routine identifies all property (real, personal, mfg housing) that has a zero value. A property is determined to have a zero value when both the calculated value and the override value are zero. In some cases, this could be legitimate. However, in most situations the zero value is a result of a data entry error. Some examples of data entry error are a grade of 0, obsolescence and depreciation factors of 0, etc. On some occasions, zero values could be the result of problems in schedules where the appraiser has entered a unit value or factor that results in a zero calculated value.

I. Properties that exceed user specified max and min values – This section of the Data Edits routine allows the user to specify a maximum legitimate value and a minimum legitimate value for each property type. The routine will then check for property that exceeds that maximum value and property that is greater than zero but is less than the minimum value. The goal is to identify properties that have extremely high values or extremely low values. These properties can then be reviewed for accuracy.

The max and min values are entered on screens as shown below:



The screenshot shows a Microsoft Visual FoxPro window with a menu bar (File, Edit, Window, Help) and a data entry form. The form contains the following fields and values:

Property Type	Min Value	Max Value
Min Land Value	500	1,000,000
Min Res Imp Value	1,000	750,000
Min Comm Imp Value	5,000	5,000,000

The max and min values are saved in a table and presented to the user the next time the routine is run. If desired, the user may skip the max-min edit routine by press ESC.

J. Homesteaded parcels without improvements – The parcels reported during this portion of Data Edits are those that have a homestead code other than S0 or blank but do not have a residential improvement. In some situations, a homestead maybe assigned to a parcel with a commercial improvement or perhaps even an accessory improvement but these are exceptions and will be reported as potential errors by the edit.

K. Properties with missing digest codes – Parcels and property items with missing or invalid digest codes are reported by this edit routine. The digest classification and digest stratification are checked independently and if either digest code is blank or invalid, the property will be listed. The routine does not check for an invalid mix of codes such as a digest class of Commercial (C) assigned to an improvement with Conservation Use (V) classed land or a Residential improvement (R) placed on Agricultural classed (A) land.

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L. Conservation Use Covenant Issues – Parcels with Conservation Use covenants or parcels with data indicating a Conservation Use covenant are reviewed and the following issues are reported when found:

- 1) Conservation Use covenant has expired
- 2) No current year Conservation Use value is present for the covenant
- 3) The 3% annual limit for covenant value change has been exceeded
- 4) The 34.39% term limit for covenant value change has been exceeded
- 5) The existence of a covenant year but no other conservation use data
- 6) Orphaned Conservation Use records
- 7) Existence of Conservation Use history but no assignment of a Conservation Use Year
- 8) Existence of a Conservation Use Year but an incorrect digest class (digest class must be a V, W or T)
- 9) Conservation Use value exceeds the Fair Market Value of parcels
- 10) Sum of Conservation Use land value and Conservation Use accessory value does not equal the Unadjusted Conservation Use value
- 11) A comparison with previous year conservation use data is performed if the user wishes to do so and the following issues are checked and listed:
 - a. Ownership changes
 - b. Acreage modifications

M. Preferential Covenant Issues - Parcels under a Preferential Covenant are reviewed and the following issues are reported when found:

- 1) An expired Preferential Covenant
- 2) Existence of a Preferential Covenant but no Preferential land value
- 3) Absence of a Preferential Year when a Preferential land value is present
- 4) Sum of the value of accessories with a "P" digest class exceeds \$100,000
- 5) Existence of a Preferential accessory but no Preferential land value

N. Freeport Edits – Personal Property accounts with Freeport Exemption data are checked for the following:

- 1) A Gross Freeport Value that exceeds 0 and a Net Freeport Value that is equal to 0
- 2) A Freeport Return Year and is not equal to the Digest Return Year
- 3) Existence of a Freeport Value on the account and a Net Freeport Value equal to 0

O. Mfg Housing Edits – The following checks are performed during the Data Edits routine on Manufactured Housing data;

- 1) Invalid class assignment to a mfg housing record (EX, VG, GD, AV, FR and LC are the valid classes)
- 2) Class assignment to a mfg home does not match the class assignment in the Mfg/Model table

P. Change of Assessment Reason Edits – Real property and personal property accounts are checked for the existence of a notice flag and no COA reason or the existence of a COA reason (excluding the reason code NN – No Notice) and no notice flag.

Q. Parcels and Personal Property Accounts that have a value difference but no COA Reason/Not Flagged for Notice – Real property and personal property accounts that have a value difference but no COA reason or the existence of a COA reason (excluding the reason code NN – No Notice) and no notice flag are checked.

R. Mfg Housing Class Assignments – The Class assignment made to a mobile home record is compared to the assignment in the Mfg Housing table and reported when the two are not the same.

S. Life Expectancy Assignments – Life Expectancy assignments made to Mobile Home records are compared to Life Expectancy for the Mfg/Model entry in the Mfg Housing table and reported when the two are not the same.

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T. Land Type/Class Validation – Land Types and Classes are validated against the Rural Land schedule and reported when they are not found in the table.

U. Zero Value Prebilled Mfg Housing – Prebilled Manufactured Housing that have no box value will be listed.

V. Frozen and Removed Homesteads – Parcels will be checked for the removal of a homestead with no name change, and removal regardless of a name change.

W. No PT50 Accounts – Accounts flagged for no printing of a PT50 with an owner account value greater than 7500 will be listed for confirmation of the flag.

X. Various Other Homestead Edits – Homestead edits have been added that check for various scenarios related to State 65 and Over Homestead Exemptions.

- 1) The tax district/homestead exemption code combination not being found in the Homestead table. This will be regarded as an Invalid Tax Dist + Homestead Code.
- 2) State Homestead value on a parcel that does not have a State 65 & Over Homestead code
- 3) State Homestead flag on a Residential Improvement, Commercial Improvement or Accessory when the parcel has a non-State Homestead code
- 4) A State Homestead value of zero on a parcel with a State Homestead code
- 5) A State Homestead code but no improvements flagged for State Homestead
- 6) A parcel where the State Homestead value does not equal the sum of the parcel components (land and improvements) eligible for State Homestead

Y. Preferential Covenant Change In Ownership – Checks for any changes in ownership of Preferential Covenants

Z. Conservation Use Acre / Market Acre Comparison – Compares the Conservation Use acres to the Market acres on a parcel and when the two are not equal the parcel will be placed on the Data Edits report

AA. Conservation Use Accessory Comparison – If an Accessory Improvement classified as Conservation Use is found on a non - Conservation Use parcel, the Accessory Improvement will be listed on the Data Edits report.

BB. Invalid Tax Districts – Checks for invalid Tax Districts in Real and Personal Property and Prebilled Manufactured Housing.

CC. Sketch Edits – Labels assigned to sketch records will be checked for validity with regard to schedules. Also, mismatches between the label assigned to a sketch and the label stored in the wgsketch.implabel field will be reported.

DD. Commercial Improvement Data Validation – Commercial Improvements will be checked for invalid or missing Used As / Built As Codes, Wall Height, Construction Type, Life Expectancy, and Year Built / Effective Year Built data.

EE. Preferential Digest Class/Improvement/Covenant – Improvements with a Preferential Digest Class will be checked to make sure they are located on Parcels that have a Preferential Covenant.