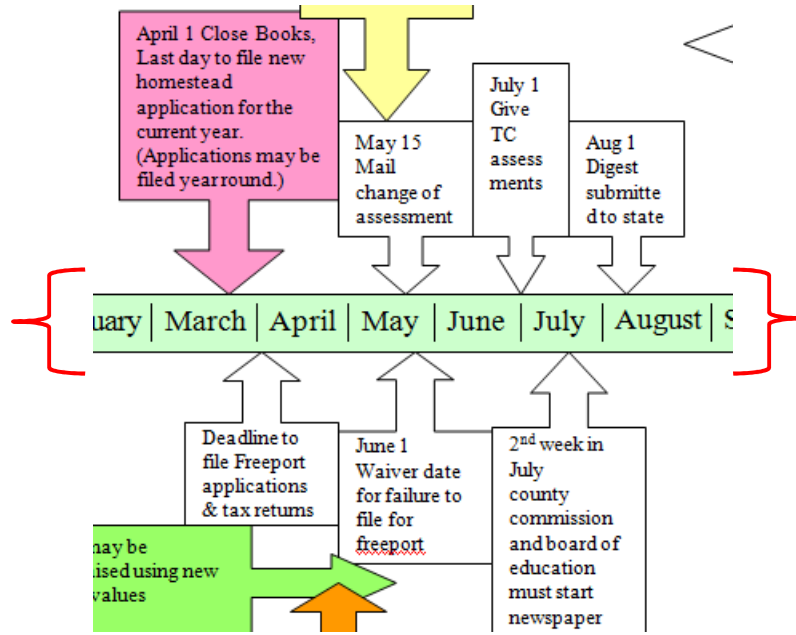


WinGAP Digest Preparation



4/19/2010

1



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2

Topics to be Covered

- CUVA/FLPA
 - Schedules & Reappraise
- Data Edits
- Consolidation Reports
 - FMV & MAV
- Flagging for Change of Assessment Notices
- Change of Assessment Reports
- Printing COA Notices
- Digest Export
 - COA Notices
 - Digest
- Growth
- Digest Submission Reports
- Covenant Registry Export
- Yearend Cleanup

4/19/2010

3

Conservation Use - Schedules

- Schedules must be updated on an annual basis
 - Approved schedules usually delivered around March 1 in the form of a Regulation
- Schedules updated by going to
 - Tools
 - Schedules/Tables
 - Conservation Use Land...

4/19/2010

4

Conservation Use - Schedules

WinGAP - Conservation Use Land

Productivity Rating

1993 Style

	1	2	3	4	5	6	7	8	9
Agricultural	1157	1000	914	838	736	618	507	391	280
Timberland	889	820	748	681	611	541	471	401	331

Buttons: Help, Cancel, Apply, OK

Apply or OK must be clicked to save data entry

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Conservation Use - Reappraise

- Should be run after updating CU schedules
- Recommended that a backup of data be done before reappraising
 - File
 - Export
 - Current Year Backup

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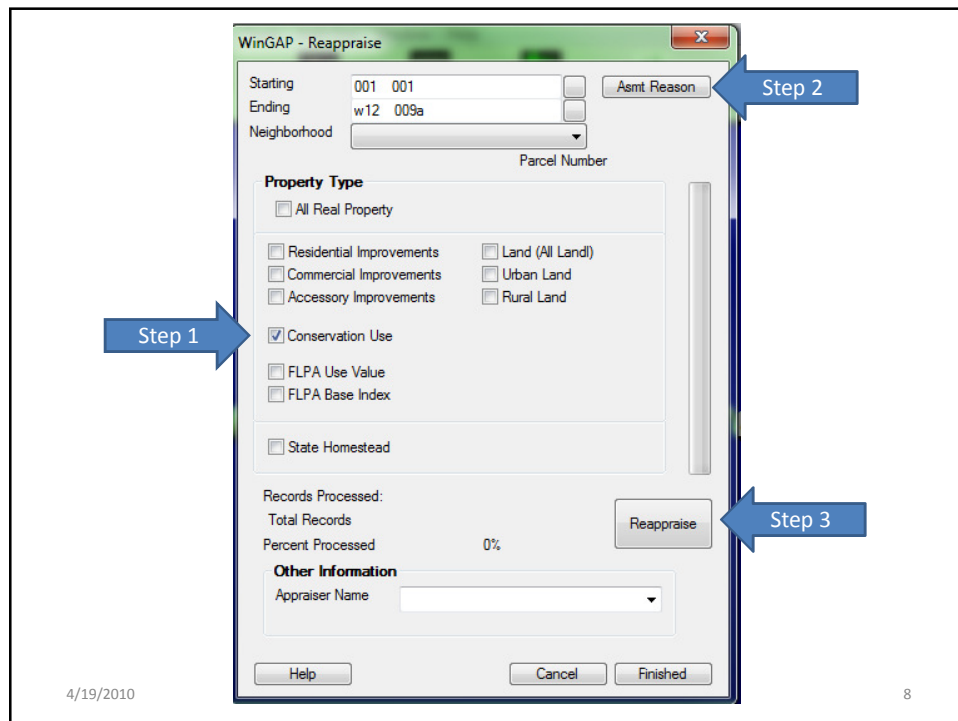
6

Conservation Use - Reappraise

- CU Reappraise is run by going to
 - Tools
 - Reappraise
 - Real Property
 - Check Conservation Use
 - Assign COA Reason if desired
 - Click Reappraise button

4/19/2010

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4/19/2010

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Conservation Use Review

- How often are Consv Use Schedules updated?
 - Once a year
- How are CU schedules updated in WinGAP?
 - going to Tools >> Schedules/Tables >> Conservation Use Land
- What must be done to save schedule update?
 - Click Apply or OK after entry

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Conservation Use Review

- How are new CU schedule values applied to parcels?
 - By running reappraise for Conservation Use

4/19/2010

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FLPA – Land Schedules

- Schedule must be updated on an annual basis
 - Approved schedules usually delivered around March 1 in the form of a Regulation
- Schedule updated by going to
 - Tools
 - Schedules/Tables
 - FLPA Schedules
 - Flpa Land Schedule

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FLPA – Land Schedules

	Productivity Rating								
	1	2	3	4	5	6	7	8	9
FLPA Woodland	889	844	748	681	611	541	471	401	331

Apply or OK must be
clicked to save data entry

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FLPA Use Value- Reappraise

- Should be run after updating FLPA Land schedule
- Recommended that a backup of data be done before reappraising
 - File
 - Export
 - Current Year Backup
 - Backup for Conservation Use will be enough if values are to be reappraised on same day

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FLPA Use Value - Reappraise

- FLPA Use Value Reappraise is run by going to
 - Tools
 - Reappraise
 - Real Property
 - Check FLPA Use Value
 - Assign COA Reason if desired
 - Click Reappraise button

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FLPA – Index

- Schedule must be updated on an annual basis
 - Approved schedules usually delivered around March 1 in the form of a Regulation
- Schedule updated by going to
 - Tools
 - Schedules/Tables
 - FLPA Schedules
 - Flpa Index

FLPA – Index

FLYEAR	FLINDEX
2009	1.000000
2010	0.999000

Year	Index
2009	1.000000

Click Apply or OK to save entry

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FLPA Index- Reappraise

- Should be run after updating FLPA Index schedule
- Recommended that a backup of data be done before reappraising
 - File
 - Export
 - Current Year Backup
 - Backup for CU will be enough if values are to be reappraised on same day

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FLPA Index - Reappraise

- FLPA Index Reappraise is run by going to
 - Tools
 - Reappraise
 - Real Property
 - Check FLPA Base Index
 - Assign COA Reason if desired
 - Click Reappraise button

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The screenshot shows the 'WinGAP - Reappraise' dialog box. It contains the following elements:

- Starting:** 001 001
- Ending:** w12 009a
- Neighborhood:** A dropdown menu.
- Parcel Number:** A text input field.
- Asmt Reason:** A button.
- Property Type:** A section with several checkboxes:
 - All Real Property
 - Residential Improvements
 - Commercial Improvements
 - Accessory Improvements
 - Conservation Use
 - FLPA Use Value
 - FLPA Base Index
 - State Homestead
 - Land (All Land)
 - Urban Land
 - Rural Land
- Records Processed:**
 - Total Records
 - Percent Processed: 0%
- Reappraise:** A button.
- Other Information:**
 - Appraiser Name: A dropdown menu.
- Buttons:** Help, Cancel, Finished.

Three blue arrows indicate the steps:

- Step 1:** Points to the 'FLPA Base Index' checkbox.
- Step 2:** Points to the 'Asmt Reason' button.
- Step 3:** Points to the 'Reappraise' button.

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FLPA Index

- Index is applied to previous year's Base Value
- No HB233 rules

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FLPA Review

- How often are FLPA Schedules updated?
 - Once a year
- How are FLPA schedules updated in WinGAP?
 - going to Tools >> Schedules/Tables >> FLPA Schedules
- What FLPA Schedules should be updated?
 - FLPA Land Schedule
 - FLPA Index

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CU/FLPA HB233 Rules

- CU/FLPA Use Values held at previous year's value when:
 - Schedule values are the same as last year's
 - Value increase is less than or equal to 3%
- CU/FLPA Values recalculated using new schedules when:
 - Values decrease
 - Value change is greater than 3%

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CU/FLPA Notification

- Though not digest prep
 - Do not forget to send notification of expiring covenants
 - When should this be done?

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CU/FLPA Review

- To satisfy HB233 rules, are there two different land use schedules for Conservation Use?
 - No, just one
- How does WinGAP handle HB233 rules as they apply to CU/FLPA valuation?
 - If CU/FLPA value increases by more than 3%, new use value calculated from schedules
 - If CU/FLPA value increases from 0% to 3%, use value is same as previous year

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Conservation Use Review

- What happens if CU/FLPA value decreases?
 - Value is calculated using new land use schedules

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Data Edits

- Used for the following purposes
 - Data validation
 - Display data errors or potential errors
 - Correct errors in some cases
 - Locate digest class/strat codes
- 20 different types of primary edits are performed

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Data Edits

- Results are printed at the end
- Results are written to data_edits.dbf
 - Data_edits.rpt can be run from Report Viewer & filtered to print only certain edits.

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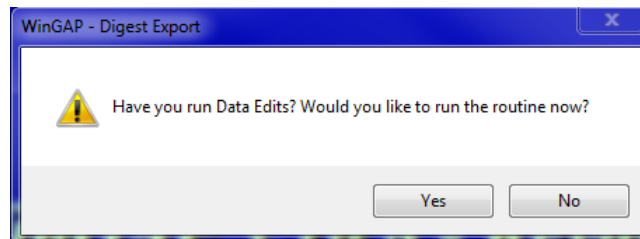
Data Edits

- How can the Data Edits routine be run
 - Tools menu
 - File Maintenance
 - Data Edits
 - Responding “Yes” to prompts when
 - Exporting Digest Data
 - Printing COA Notices
 - Printing Digest Submission Reports

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Data Edits Prompt



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Data Edits Initial Screen

ESC = Quit

Run All Edits(A)

Select Edits (S)

MAV Edits (M) or

Class/Strat Locator(C)? |

Please Note!!!

Running "All Edits" and "MAV Edits" require that all users be out of WinGAP

"Select Edits" options with a ** also require that all users be out of WinGAP

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Data Edits (All)

- Runs all edits with minimum questions
- Requires that users be out of WinGAP
- Pressing ESC key will close screen with no edits being performed

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Data Edits (Select)

Screen Update

- Generates the screen seen below

** = All users must be out of WinGAP before running edit!!
ESC = Quit

Childless Edits (Y/N)		Freeport Edits (Y/N)	<input type="checkbox"/>
Current Value Checks (Y/N)**	<input type="checkbox"/>	Mobile Home Edits (Y/N)	<input type="checkbox"/>
Orphan Record Edits (Y/N)**	<input type="checkbox"/>	Missing COA Reasons (Y/N)	<input type="checkbox"/>
Zero Value Checks (Y/N)	<input type="checkbox"/>	Land Edits (Y/N)	<input type="checkbox"/>
Min-Max Values Edit (Y/N)	<input type="checkbox"/>	Accessory Edits (Y/N)	<input type="checkbox"/>
Homestead Edits (Y/N)	<input type="checkbox"/>	Personal No PT50 Edit (Y/N)	<input type="checkbox"/>
Missing Digest Codes (Y/N)	<input type="checkbox"/>	Tax District Check (Y/N)	<input type="checkbox"/>
CUV Edits (Y/N)	<input type="checkbox"/>	Sketch Labels (Y/N)	<input type="checkbox"/>
Pref Edits (Y/N)	<input type="checkbox"/>	Property Components (Y/N)	<input type="checkbox"/>
FLPA Edits (Y/N)	<input type="checkbox"/>		

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Data Edits (Select)

- Edits can be selected by placing a "Y" to the right of the description
- Any edit with ** to the right of the edit requires that all users be out of WinGAP
- Does not include MAV edits
- Pressing ESC will abort process with no editing

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Data Edits (Zero Value)

- If the wording “No Value” is found in comments of any property component with a zero value, the item will not be placed in the edit list
- Accommodates the situation where item needs to be noted but zero value is assigned

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Data Edits (MAV)

- Designed to check MAV (Moratorium Assessed Value) for the following:
 - Current MAV \leftrightarrow Sum of Components
 - Real, personal, Mfg Homes checked
 - Total MAV is equal to the sum of the land and improvements or sum of cost, boat, planes, etc
 - MAV corrected when out of sync with components
 - Zero MAV on all property components
 - MAV $>$ FMV on all property components

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Data Edits Report

04/14/2010

WinGAP Data Edits

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<u>Problem</u>	<u>Map ID</u>	<u>Prop Type</u>	<u>Key</u>	<u>Parent File</u>	<u>Parent Key</u>
Current MAV <> Sum of MH Components - Fixed		Mobile Home	800	Owner	4127
Current MAV <> Sum of MH Components - Fixed		Mobile Home	804	Owner	4130
Current MAV <> Sum of MH Components - Fixed		Mobile Home	839	Owner	4155
Current MAV <> Sum of MH Components - Fixed		Mobile Home	908	Owner	6
Current MAV <> Sum of MH Components - Fixed		Mobile Home	922	Owner	9
Current MAV <> Sum of MH Components - Fixed		Mobile Home	923	Owner	14529
Current MAV <> Sum of MH Components - Fixed		Mobile Home	937	Owner	17
MAV > FMV, Land	001 001	Real	3881		0
Zero Res Imp MAV	001 001	Res Imp	9774	Real	3881
Zero Non-Preb MH MAV	001 001	Mobile Home	5277		9774
Zero Extra Feature MAV	001 001	Accessory	30073	Comm Imp	2549
MAV > FMV, Land	001 001 001	Real	13249		0
MAV > FMV, Acc Imp	001 001 001	Accessory	70612	Real	13249
Zero Land MAV	001 001 003	Real	60344		0

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Data Edits (Class/Strat Locator)

- Key a "C" at initial prompt
- Enter the Class/Strat to be found
- Case does matter

Digest Class/Strat Locator

ESC = Quit

Enter Class/Strat: |

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Data Edits (Class/Strat Locator)

- Multiple Class/Strat can be located during same session
 - After class/strat is keyed, search is performed
 - Class/Strat screen re-appears
 - Key a second class/strat or press ESC

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Data Edits (Class/Strat Locator)

- Resulting Report

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WinGAP Data Edits

1

<u>Problem</u>	<u>Map ID</u>	<u>Prop Type</u>	<u>Key</u>	<u>Parent File</u>	<u>Parent Key</u>
Acc Imp Cls/Strat Located: R6	001 002	Accessory	4660		4222
Acc Imp Cls/Strat Located: R6	001 003A	Accessory	4730		4254
Acc Imp Cls/Strat Located: R6	001 003AA	Accessory	30055		13263
Acc Imp Cls/Strat Located: R6	001 003AAA	Accessory	30065		13265
Acc Imp Cls/Strat Located: R6	057 041	Accessory	4718		1532

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Data Edits Download

- Document detailing Data Edits can be download with URL below
- http://www.wingap.com/downloads/wingap/ver3.6.4/dig_prep/Data_Edits.pdf

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Data Edits

- When can they be run?
 - Anytime
 - Should be on a regular basis to better attend to issues

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Data Edits Review

- Can the “All” selection for running Data Edits be used with users in WinGAP?
 - No
- How does the user know that an edit requires all other users to be out of WinGAP?
 - ** to the right of edit on “Select” screen
- Other than Current Value check which edit requires all users to be out of WinGAP?
 - Check for Orphan records

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Data Edits Review

- Which edit should be run before printing notices and/or submitting digest?
 - MAV or Current Value Check if HB233 exempt
- If the Tax Commissioner asks which parcels have a digest code of C6, how can they be located?
 - Run Class/Strat Locator

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Consolidation Reports

- Primary function is to provide a means of checking values/exemptions for gross errors
- MAV & FMV Consolidation Reports are generated
- Current Year report should be checked against Previous Year report
 - Counts & Values for each Class/Strat and Exemption should be compared

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Consolidation Reports

- Reports should be compared to Digest Vendor reports
 - Take special care to check new SY exemption
 - Also, check SF exemptions

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Consolidation Reports

- Reports are run from the following menu
 - Reports
 - Administration
 - Consolidation Report
 - Digest

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Consolidation Reports

- The following screen appears:

TAXDISTRICT	DESCRIP
01	COUNTY
02	WARRENTON012345678901234!
03	CAMAK
04	NORWOOD
05	FIRE
99	test

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Consolidation Reports

- Tax Districts are selected by holding the Ctrl key down and clicking on the TD
- Values & Counts for MV, MH, Timber, etc are keyed from Tax Commissioner's information

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Consolidation Reports

- Following prompt appears before personal property values are consolidated

Include Accounts less than MAV 7501? (Y/N) |

- "Y" (yes) will include accounts with the SP exemption
- "N" (no) will exclude the SP accounts

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Consolidation Reports

- The following warnings may appear

```

WARNING!!!
U digest class count does not equal SU count
U Count = 31  SU Count = 23

WARNING!!!
P digest class count does not equal SA count
P Count = 230  SU Count = 0

WARNING!!!
J digest class count does not equal SJ count
J Count = 27  SU Count = 25

WARNING!!!
J digest class acres does not equal F digest class acres
J Acres = 7390  F Acres = 6599

Press any key to continue
    
```

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Consolidation Reports

SA	56	1,307,415	1,307,415	1,307,415
SH	1	71,800	71,800	71,800
ST	1	8,560	8,560	8,560
SV	23	2,799,977	2,799,977	2,799,977
SW	2	162,618	162,618	162,618
SB	0	0	0	0
SJ	25	2,009,913	2,009,913	2,009,913
Preferential		427	36,313.07	194,164,324
Conservation Use		81	14,663.54	169,742,548
Environmentally Sen		2	465.00	263,560
Commercial		193	275.47	4,566,779
Utility		26	0.00	10,078,146
FLPA (J)		27	7,389.67	3,928,861
FLPA FMV (F)		25	6,599.43	2,125,145

Example of count differences btw Exemption and Digest Class

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Consolidation Reports

- Consult with your DOR Rep or visit OLS to obtain assistance in resolving the issues

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Consolidation Reports

- The following disclaimer is printed

***** The MAU Consolidation Report is for use in the TAO only. It should not be
*** considered as the OFFICIAL report which should come from the IC's office.
*** The primary functions of this report should be for confirmation/ comparative
*** purposes.**

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Consolidation Report (MAV Example)

Counts/values contained herein are unofficial and should be used only by the TAO office. The counts/values should be used for comparative/confirmation purposes only.

04/14/2010 WARREN COUNTY - MORATORIUM ASSESSED VALUE Pg 1
17:12:12

TAX DISTRICT: 01

Parcel Count: 2992

RESIDENTIAL			COMMERCIAL		
CODE	COUNT	40% VALUE	CODE	COUNT	40% VALUE
R1	3,004	2,136,420	C1	89	88,810
R3	172	9,018	C3	4	0.00
R4	1,499	7,336.12	C4	24	47.64
R5	2	156.00	C5	2	227.83
R6	0	0	C9	0	0.00
R9	5	0.00	CA	0	0
RA	0	0	CB	0	0
RB	1	476	CF	0	0
RF	0	0	CI	0	0
RI	0	0	CP	0	0
RZ	0	0	CZ	0	0
RESIDENTIAL			INDUSTRIAL		
CODE	COUNT	40% VALUE	CODE	COUNT	40% VALUE
T1	2	0	I1	172	422,278
T3	0	0.00	I3	0	0.00
T4	1	1.00	I4	7	60.36
HISTORICAL			I5	11	1,509.56
CODE	COUNT	40% VALUE	I9	73	0.00
H1	0	0	IA	0	0
H3	1	0.00	IB	0	0
AGRICULTURAL			IF	0	0
				

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Consolidation Report (FMV Example)

The purpose of the consolidation report is to comply with DOR regulation 560-11-2-.61

04/14/2010 WARREN COUNTY - FAIR MARKET VALUE Pg 1
17:17:46

TAX DISTRICT: 01

Parcel Count: 2992

RESIDENTIAL			COMMERCIAL		
CODE	COUNT	40% VALUE	CODE	COUNT	40% VALUE
R1	3,004	5,464,260	C1	90	1,691,349
R3	172	318,134	C3	4	12,432
R4	1,499	5,164,863,570	C4	24	47,804
R5	2	22,640	C5	2	230,480
R6	0	0	C9	0	0
R9	5	3,480	CA	1	106,000
RA	3	340,796	CB	8	9,453
RB	137	99,915	CF	48	180,464
RF	10	66,417	CI	15	2,288,784
RI	2	22,480	CP	1	13
RZ	0	0	CZ	0	0
RESIDENTIAL			INDUSTRIAL		
CODE	COUNT	40% VALUE	CODE	COUNT	40% VALUE
T1	2	41,680	I1	172	1,883,890
T3	0	0.00	I3	0	0.00

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Consolidation Reports

- Reports are 3 pages in length
- Third page contains summary

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Consolidation Report (Summary)

04/14/2010
17:17:46

WARREN COUNTY - FAIR MARKET VALUE

Pg 3

TAX DISTRICT: 01

Parcel Count: 2992

SUMMARY

GROUP	COUNT	ACRES	40% VALUE
Residential	4,834	7,627.91	5,171,201,692
Residen Transitional	3	1.00	41,680
Historic	1	0.00	2,000
Industrial	279	1,569.92	11,456,795
Agricultural	2,535	121,983.83	1,030,526,386
Preferential	427	36,313.07	194,164,324
Conservation Use	81	14,663.54	169,742,548
Enviromentally Sen	2	465.00	263,560
Commercial	193	275.47	4,566,779
Utility	26	0.00	10,078,146
FLPA (J)	27	7,389.67	3,928,861
FLPA FMV (F)	25	6,599.43	2,125,145
Motor Vehicle	0		0
Mobile Home	0		0
Timber	0		0
Heavy Truck Equipment	0		0
Gross Digest Total	8,408	190,289.41	6,595,972,771
Exemptions-Bond	531		6,773,374
Net Bond Digest	7,877		6,589,199,397
Gross Digest	8,408	190,289.41	6,595,972,771
Exemptions M&O	1,266		8,239,154
Net M&O Digest	7,142		6,587,733,617
		TAX LEVIED	
TYPE	ASSESSED VALUE	MILLAGE	TAX
M&O	6,587,733,617		
Bond	6,589,199,397		

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Consolidation Reports

- Consolidation tables are created during process
 - Cons_Value.dbf
 - Cons_Value_Mav.dbf
- Tables contain information for each digest class/strat occurrence
- Useful in isolating class/strat info

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Consolidation Report (Tables)

Cons_value_mav										
Realkey	Parcel_no	Perskey	Acckey	Repropkey	Commkey	Digclass	Digstrat	Value40	Acres	Taxdistric
1 039 023		0	0	0	0	V	5	165774	424.91	01
2 002 002		0	0	0	0	J	3	160000	613.89	01
2 002 002		0	0	0	0	F	3	161330	613.89	01
3 002 003		0	0	0	0	J	5	0	115.16	01
4 002 004		0	0	0	0	A	3	0	360.75	01
5 002 005		0	0	0	0	A	5	0	123.10	01
6 002 006		0	0	0	0	A	1	0	754.90	01

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Consolidation Reports Review

- Can Consolidation Reports be run with users in WinGAP?
 - Yes
- What is the primary reason for running Consolidation Reports?
 - Comparison of current year values to previous year values
- Can Consolidation Reports be run for a particular Tax District(s)?
 - Yes. Select the tax district.
 - Multi selects are done by selecting, holding Ctrl key down, selecting another.

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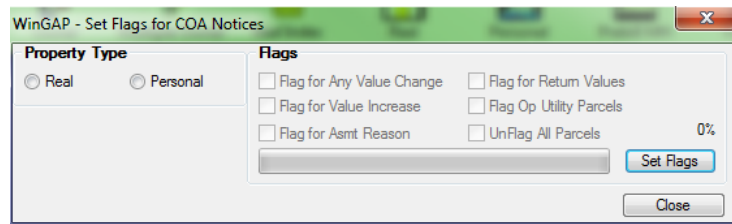
Flagging for COA Notices

- Should do done before printing notices or exporting notices for printing
- Handled from menu:
 - Reports
 - Assessment Notice Reports
 - Set Flags for Assessment Notices

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Flagging for COA Notices (Screen Shot)



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Flagging for COA Notices

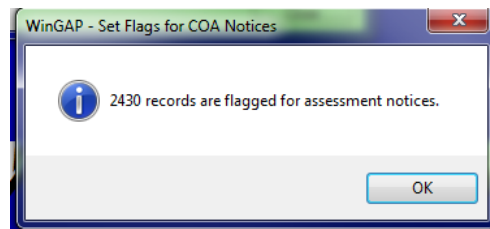
- Property Type is selected
- Check Unflag All Parcels
- Click Set Flags button
- Check each circumstance for flagging
- Click Set Flags button

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Flagging for COA Notices

- Properties with Exempt or Utility digest class are not flagged
- Properties with an COA reason of No Notice Needed (code of NN) are not flagged
- A count of flagged properties is provided



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Change of Assessment Reports

- Used to check properties flagged for notices
- Separate report for Real & Personal
- Accessed from menu:
 - Reports
 - Assessment Notice Reports
 - Real Property COA List
 - Personal Property COA List

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COA Reports (Real)

04/14/2010		Change Of Assessment List for Real Property				1
Map ID	Acct#	Previous	Current	Difference	% Diff	
001 001	3881	0	17,311,848	-4,237,763	N/A	
	C2	<i>NADA Value Table Updated</i>				
	NC	<i>NEW CONSTRUCTION</i>				
001 001 001	13249	0	621,639	838,586	N/A	
	DL	<i>BUILDING DELETIONS</i>				
	C2	<i>New Commercial Improvement added.</i>				
	R2	<i>Revaluation of Res Imps</i>				
	AB	<i>Remove absorption</i>				
	C2	<i>Parcel acreage changed.</i>				
	C2	<i>New Accessory Improvement added.</i>				

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COA Reports (Personal)

04/14/2010		Change Of Assessment List for Personal Property				1
Acct#	Map ID	Previous	Current	Difference	% Diff	
3		0	15,939	-48	-0.30	
	NO	<i>New Owner</i>				
6		5,026	57,041	57,041	N/A	
	BA	<i>Marine Equipment Added</i>				
	C2	<i>New boat added.</i>				
	C2	<i>Boat deleted.</i>				
	01	<i>Value Changed</i>				

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Printing COA Notices

- Flagging for COA notices should be done first
- Printing maybe done for the purposes of
 - Creating a COA Notice for mailing
 - Creating an electronic copy in a PDF format or ReportPro Archive
 - If a PDF format is desired, a PDF writer must be installed on the computer

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Printing COA Notices

- Printing is handled from the following menu:
 - Reports
 - Assessment Notice Reports
 - Assessment Notices
- Data Edits prompt will appear
 - Respond as you need to

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Printing COA Notices (Screen Shot)

WinGAP - Change of Assessment

Mailing Date: 04/14/2010
 Last Day for Appeal: / /

Property Type: Real Personal
 Appeal Term: 21 Days 30 Days 45 Days

Primary Contact: _____
 Alternate Contact: _____

Use this contact information regardless of the contact information present on the property.

Sort Order: Zip Code Parcel Number Name Account

Print Range: Starting: _____ Ending: _____

Count Notices: Count: 0 Processed: 0
 Processed: Selected: _____ Percent: 0%

Buttons: Help View Print Preview Cancel Print Notices

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Printing COA Notices

- Complete the form as necessary
- Pay extra attention to the following:
 - **Mailing Date**
 - **Last Day for Appeal**
- Primary & Alternate Contact
 - Used when contact information is not present on Real or Personal General Info screen

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Printing COA Notices

- “Use this contact info...” box is checked when General Info contacts are to be ignored
- View button provides ability to see property that will have notices printed based on selection criteria

CONAME	COADD1	CO
Warren	Room 102 Courthouse Annex	Tes
Warren	Room 102 Courthouse Annex	Tes
Warren	Room 102 Courthouse Annex	Tes
Warren	Room 102 Courthouse Annex	Tes
Warren	Room 102 Courthouse Annex	Tes
Warren	Room 102 Courthouse Annex	Tes

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Example of Notice

Warren County Board of Assessors
 Room 102 Courthouse Annex
 Test Line1
 Suite 4000
 Athens, GA 30603
 (706) 632-9999

Belarski, Anthony P.
 256 N. Country Place Dr
 Test1
 1982
 Conyers, GA 30207

OFFICIAL TAX MATTER
 This is not a tax bill

Mailing Date	04/14/2010	Account Number	3501	Homestead	\$4
Tax District	COUNTY	Tax Year	2010	Acres	1065.00
Parcel Number	001 001	Prop Address	100 WIRE center way Rd		
Property	189 SHILOH W OF RAY PLACE RD 12348873901234887390				
Prior Year Value	Returned Value	Current Year Value			
100%	0	17,311,848			
40%	0	6,924,739			

NOTICE TO TAXPAYER
 Annual Assessment Notice - Contents

1. The assessment notice sent to taxpayers by the County Board of Tax Assessors shall be in accordance with and shall contain those requirements set forth in Georgia Title 48-5-306.
2. The amount of your ad valorem tax bill for this year will be based on the appraised and assessed values specified in this notice.
3. You have the right to appeal these values to the county Board of Tax Assessors followed by an appeal either to the county Board of Equalization or to Arbitration and in either case, to appeal to Superior Court.
4. If you wish to file an appeal, you must do so in writing no later than 45 days after 04/14/2010 which is on or before 04/14/2010.
5. If you do not file an appeal by this date, your right to file an appeal will be lost.
6. For further information on the proper method of filing an appeal, you may contact the county Board of Tax Assessors at the address and phone number listed above.
7. Your staff contacts are ZEUS REESE and KRISTI REESE.
8. Information used to arrive at the fair market value is available upon request in the Assessor's Office.

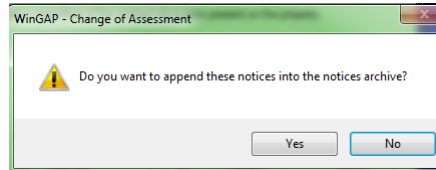
Reasons for Assessment Notice
 CE - NACHA Value Tax Increases
 NC - NEW CONSTRUCTION

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Printing COA Notices

- When printing is done, the following prompt will appear



- Yes should be clicked unless notices are being reprinted

4/19/2010

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Printing COA Notices

- Appending Notices to the notices archive
 - Provides you with an electronic record of the data used in the printing process
 - Provides the printing of Digest Submission reports with critical data
- If COA Notices are printed by an off-site vendor, notices should be previewed and then appended

4/19/2010

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COA Notice Review

- When should COA flagging occur?
 - Just before printing/export of COA notices
- Which value shows on COA Notice?
 - MAV unless HB233 Exempt (then FMV)
- After notices are printed, what should be done?
 - Append to notices archive

4/19/2010

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COA Notice Review

- Should notices be saved to notices archive after exporting?
 - Yes
- How can they be saved after exporting?
 - Preview notices from print screen, cancel preview and append to archive

4/19/2010

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Printing FLPA COA Notices

- Required to notify property owner of Base Value Change
- Printed from the following menu:
 - Reports
 - Assessment Notice Reports
 - FLPA COA Notices

4/19/2010

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Printing FLPA COA Notices

- Basically the same process as Real & Personal
- COA will be printed for each FLPA Covenant regardless of value change
- FLPA CU Value and Base Value are printed

4/19/2010

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Printing FLPA COA Notices

04/15/2010

Warren County Board of Assessors
 Room 102 Courthouse Annex
 Test Line1
 Suite 4000
 Athens, GA 30603
 (706)632-9999

1

Culpepper Lumber Co Inc
 P O Box 213
 Dearing, GA 30808

OFFICIAL TAX MATTER
 This is not a tax bill

Forest Land Protection Act
 Fair Market/Conservation Use Value
 Annual Notice

Mailing Date	04/15/2010	Account Number	2	FLPA Cov #	2009-149-000008
Tax District	COUNTY	Tax Year	2010	Acres	613.89
Parcel Number	002 002				
Property	617.89 AC B/S RAY PLACE RD		Covenant Term	2009 - 2023	
	Prior Year FLPA FMV	Current Year FLPA FMV	Prior Year FLPA CUV	Current Year FLPA CUV	
100%	403,326	403,326	332,383	351,932	
40%	161,330	161,330	132,953	140,773	

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FLPA Notice Review

- What is the primary reason to print FLPA Notice?
 - Inform property owner of FLPA Base Value

4/19/2010

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Digest Export

- Used to export data in a standard format
 - Fixed Length Text
 - File layouts provided to vendors
- Data is used for
 - Printing COA notices by off-site vendor
 - Creating digest for Tax Commissioner
- Data is uploaded to WinGAP FTP site

4/19/2010

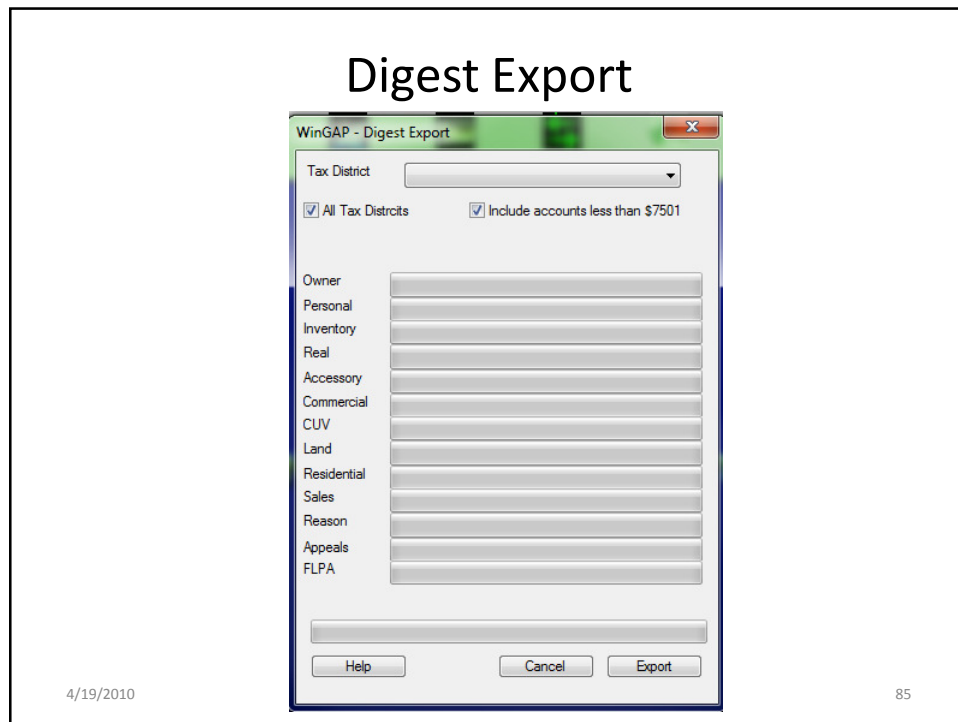
83

Digest Export

- Digest Export is run from the following menu
 - File
 - Export
 - Digest Files
- Data Edits prompt appears
 - Respond accordingly

4/19/2010

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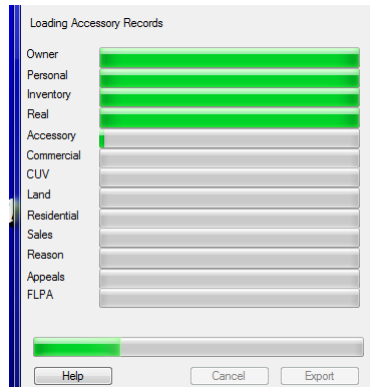
Digest Export

- Designate Tax District(s) to be exported
 - Leave “All Tax Districts” checked to include all
 - Uncheck box and pick TD from Tax District drop down
- Include or exclude Personal Property accounts less than \$7501

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Digest Export

- Clicking Export button at bottom left of the screen generates progress bars as seen below



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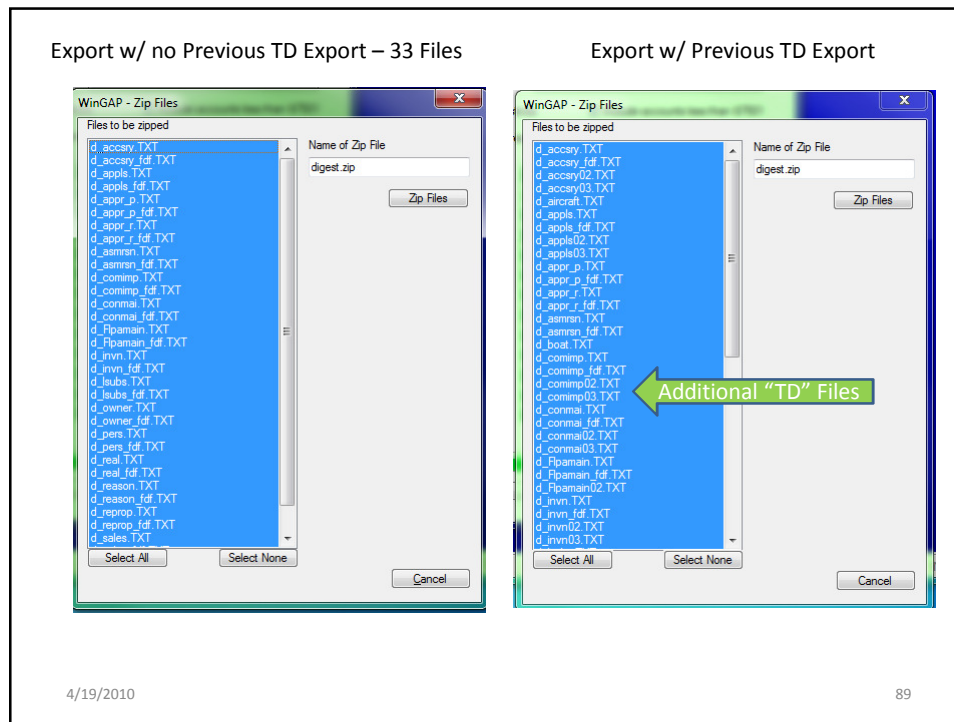
87

Digest Export

- When export is complete a “WinGAP – Zip Files” screen appears including
 - Text files to be zipped (33 minimum)
 - Buttons for selecting/unselecting files for the zipping process (**Select All / Select None**)
 - Field for naming the zip file (**Name of Zip File**)
 - **Zip Files** button to initiate the zipping process

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Digest Export (Selecting Files)

- By default all files are selected
- **Select None** button unselects all files
- **Select All** button reselects all files
- When no files are selected, individual files can be selected by
 - Holding the Ctrl key down
 - Clicking on files to be selected

Digest Export (Naming)

- By default file is named digest.zip
- Should a name change be required
 - Click in **Name of Zip** File field
 - Key file name with a .zip extension

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Digest Export (Zipping)

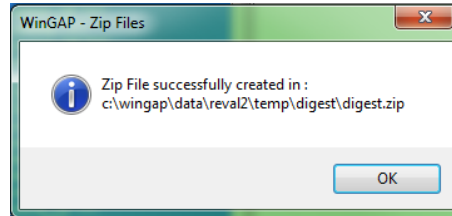
- When files are selected and name of file set
 - Click **Zip Files** button
 - Or **Cancel** if you need to close without proceeding

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Digest Export (Zipping)

- The following message should appear after clicking **Zip Files** (click **OK**)



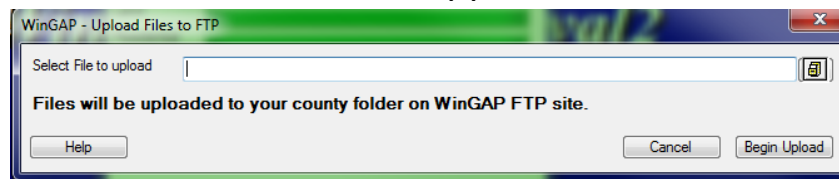
- And, then **Cancel**

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Digest Export (Uploading)

- After click **Cancel** the following “Upload Files to FTP” screen should appear



- Click the “Browse” button at the end of the “Select File to upload” field to locate the digest.zip

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Digest Export (Uploading)

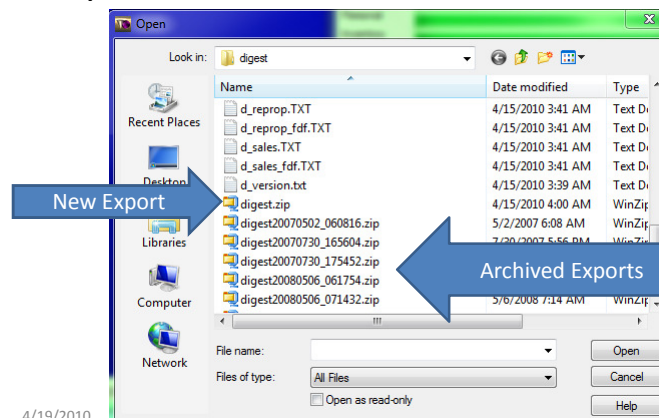
- A Windows browser will appear with the files in the upload folder (..\2010\temp\digest)
- Locate the .zip file to be uploaded (digest.zip)
- Select the file
- Click Open

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Digest Export (Browse Window)

- Note that previous exports are archived with zip file name, date and time



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Digest Export (Uploading)

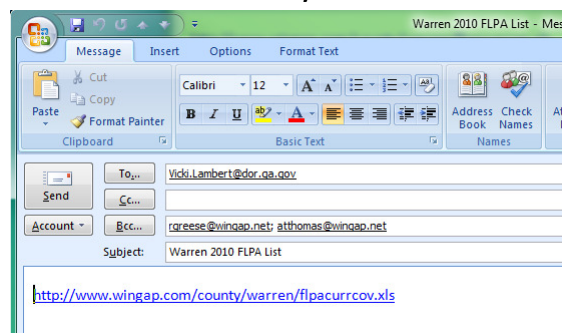
- “Upload Files” screen will appear with path and file name
- Click **Begin Upload**
- When file is uploaded
- Click Cancel
- Contact digest vendor
- Uploaded files can be used for digest or printing of COA notices

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Digest Export (FLPA Registry)

- After files are uploaded
 - Email is created with a URL to an Excel file that is uploaded to the county folder on the FTP site



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Digest Export (FLPA Registry)

- Flpacurrcov.xls contains a listing of all FLPA covenant
 - Email is created with a URL to an Excel file that is uploaded to the county folder on the FTP site

A	B	C	D	E	F	G	H
COL	ACCTNO	PIN	OWNER	FLCO	FLBASEVAL	FLACRES	COVNUM
149	478 022 020		Ray, Neal H	2009	650986	415.70	2009149000003
149	875 034 017		Ray, Neal H	2009	72800	30.00	2009149000003
149	479 022 020N		Ray, Neal H	2009	48810	25.31	2009149000003
149	1630 059 005		Ray, Sara G	2009	157200	90.30	2009149000005
149	1640 059 015		Rav. Sara G	2009	15900	36.00	2009149000005

- Email is sent to LGS Director (Vicki), Tracy & Gregg
- Data is used to create FLPA state-wide registry

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Digest Export (File Content)

- Text files contain appraisal, ownership & sales data used to create digest or print notices
- Files ending in “_fdf” are file definitions noting data positioning
- D_owner_fdf.txt (example)

Field	Type	Start	End
OWNKEY	N	10	0
LASTNAME	C	40	0
FIRSTNAME	C	20	0
MIDDLE	C	1	0
ADDRESS1	C	40	0
ADDRESS2	C	40	0
ADDRESS3	C	40	0
CITY	C	20	0
STATE	C	2	0
ZIP	C	10	0
SSN	C	11	0
SSN1	C	11	0
RPFLAG	L	1	0
NO_RELEASE	L	1	0

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Digest Export Review

- When should a Digest Export occur?
 - Printing COA notices
 - Appraisal process concluded & ready to submit values to Tax Commissioner
 - After starting next appraisal year & TC requests “new owners”
- Must all users be out of WinGAP when exporting digest
 - No but best if they are

4/19/2010

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Growth

- Inflationary Growth used for digest submission & advertisement
- Determined by 2 different means
 - From menu item
 - Tools
 - File Maintenance
 - Growth
 - Printing Digest Submission Reports
- **Heed the warnings concerning users being out of WinGAP**

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Growth

- Either process must be run with users out of WinGAP
- Growth figures are a result of data present at time of processing
- Growth is not updated as property is edited
- MAV is used in growth calculations

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Growth

- COA Reasons along with their COA Type assignment are critical to accurate growth calculations
- New construction is deducted from growth
 - Year built is one year less than digest year

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Growth

- Inflation-real growth summary.rpt is used to generate report
- **Caution** – report should **NEVER** be run from Report Viewer or Report Designer
- Report groups by Tax District & provides
 - Inflationary Growth 100%
 - Inflationary Growth 40%
 - Exemption Reassessment 40%
 - Total Inflationary Growth in Summary

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Growth Report

04/15/2010 04:56:46		Inflationary/Real Growth Summary			1
Tax District	01	Infl Growth - 100%	Infl Growth - 40%	Exemption Reassmt - 40%	
	Infl Growth	-127,227	-50,891	0	
Tax District	02	Infl Growth - 100%	Infl Growth - 40%	Exemption Reassmt - 40%	
	Infl Growth	-22,000	-8,800	0	
Tax District	03	Infl Growth - 100%	Infl Growth - 40%	Exemption Reassmt - 40%	
	Infl Growth	-20,200	-8,080	0	
Tax District	04	Infl Growth - 100%	Infl Growth - 40%	Exemption Reassmt - 40%	
	Infl Growth	-7,900	-3,160	0	
Tax District	05	Infl Growth - 100%	Infl Growth - 40%	Exemption Reassmt - 40%	
	Infl Growth	0	0	0	
Tax District	06	Infl Growth - 100%	Infl Growth - 40%	Exemption Reassmt - 40%	
	Infl Growth	0	0	0	
	Total Infl Growth	-177,327	-70,931	0	

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Growth Review

- What type of value change is determined during Growth routine?
 - Inflationary
- Should users be out during the running of the Growth routine?
 - Yes

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Digest Submission Reports

- Provides reports for Digest Submission that are the responsibility of TAO
- Reports are generated from the following menu
 - Reports
 - Administration
 - Digest Submission Reports
- Prompt for Data Edits

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Digest Submission Reports

- Digest Submission Reports.rpt is used to generate preview/printed copies
- Do not run the report from Report Designer or Report Viewer
 - Additional procedures are run to update data and create special data sets for reports
 - Report Designer/Viewer will not run these procedures
 - Output will be flawed!!!

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Digest Submission Reports

- Change of Assessment List
 - Generated when the % of parcels archived in notices is less than 50% of total parcel count
 - Lists for each Digest Class is generated
- Pending Appeals for Public Utilities
 - Blank report
 - You fill in the blanks

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Digest Submission Reports

- Pending Appeals for non-Public Utility
 - All appeals that have not been resolved
 - Active appeal status types
 - 21-Day
 - Active
 - Arbitration
 - Binding Arbitration
 - BOE
 - BOE Final
 - Superior Court

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Digest Submission Reports

- Special School Exemption
 - Parcels with Special School Homestead Exemptions
 - Exemptions are designated as such with a check mark placed in School Exemption box on Homestead Exemption screen

Code	County	School	State
S1	0	0	
S0	1800	0	
S1	2000	2000	2
S2	4000	4000	4
S3	2000	10000	2
S4	4000	10000	4
S5	38000	38000	98
S6	0	0	

Homestead Code: S4 40 % Exempt

School Exemption: County: _____

State Homestead: School: _____

Buttons: Help, Cancel, New

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Digest Submission Reports

- List of Conservation Use Covenants Entered into During Tax Year
- Inflationary Growth
- Change of Assessment Reasons
 - Description
 - Code
 - Property Type (Real/Personal)
 - COA Type (Real, Split, Inflationary)

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Digest Submission Reports

- Late Filing Freeport Accounts
 - Accounts with a filing date after Return Date
- Accounts with P6 value greater than 100,000
 - Preferential Covenants where FMV of production/stg bldgs under the covenant exceed 100,000

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Digest Submission Reports

- FLPA Covenants Entered into during Tax Year
- FLPA Assessment Listing
 - For all covenants
 - “F” value (Forest Land Base Value)
- Heavy Duty Equipment Exemption

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Digest Submission (Final)

- Might consider setting aside a static copy of current year data
 - Create a folder with the following naming convention Digest + Year (Digest2010)
 - Copy all files from current year folder into “Digest” folder
 - Open “Digest” folder
 - Set all user rights to View except for one administrator

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Digest Submission Reports Review

- What triggers the printing of the Change of Assessment list?
 - Less than 50% of parcels are in notices archive
- When is a homestead exemption included on the Special School Exemption list?
 - If it is flagged as a School Exemption in the Homestead Exemption schedule

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Covenant Registry Export

- Run from the following menu
 - File
 - Export
 - Covenant Registry
- Creates flpacurrcov.xls
- Uploads file to county folder on FTP site
- Generates email to LGS Director with URL for downloading file

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Covenant Registry Export

- Same file/data as that generated during Digest Export
- Provides an alternative means of uploading FLPA covenant data if initial upload fails
- In future will include all covenants

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Covenant Registry Review

- What is the purpose of the Covenant Registry Export?
 - To provide FLPA data for a central registry
- Other than the menu option, where else does the export occur?
 - During Digest Export

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State Homestead Exemption

- State Homestead Exemption
 - For property owners 65 or over receiving homestead exemption
 - Exempts residence and 10.00 acres or less from State quarter mill

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State Homestead Exemption

- Homestead Exemption must be flagged as State Homestead eligible in Homestead schedule
 - Tools
 - Schedules/Tables
 - Homestead

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State Homestead Exemption

WinGAP - Homestead Exemptions

Tax District: 01 - County

Code	County	School	State	Bond
S5	38000	38000	38000	0
S6	0	0	0	0
S7	0	0	0	0
S8	0	0	0	0
S9	0	0	0	0
SB	0	0	0	0
SC	2000	2000	0	0
SD	0	0	0	0

Homestead Code: SC

40 % Exemption Amounts

County	2,000	State	0
School	2,000	Bond	0

School Exemption:

State Homestead:

Buttons: Help, Cancel, New, Delete, Apply, OK

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State Homestead Exemption

- State Homestead Exemption amount is updated
 - When editing a parcel
 - Running State Homestead Reappraise
 - Tools
 - Reappraise
 - Real Property
 - Check State Homestead
 - Click Reappraise (no COA reason needed)

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State Homestead

WinGAP - Reappraise

Starting 001 001

Ending w12 009a

Neighborhood Parcel Number

Property Type

All Real Property

Residential Improvements Land (All Land)

Commercial Improvements Urban Land

Accessory Improvements Rural Land

Conservation Use

FLPA Use Value

FLPA Base Index

State Homestead

Records Processed:

Total Records

Percent Processed 0%

Other Information

Appraiser Name

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State Homestead Exemption

- State Homestead Reappraise should be run before Digest Export
 - Property Values are not changed
 - Only State Homestead Value is updated

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Yearend Cleanup

- Not necessarily done after digest submission
- Maybe done several weeks prior to finalizing digest
- Decision is based on volume of appeals and other workload
- Creates the next digest year and merges Future work from current year

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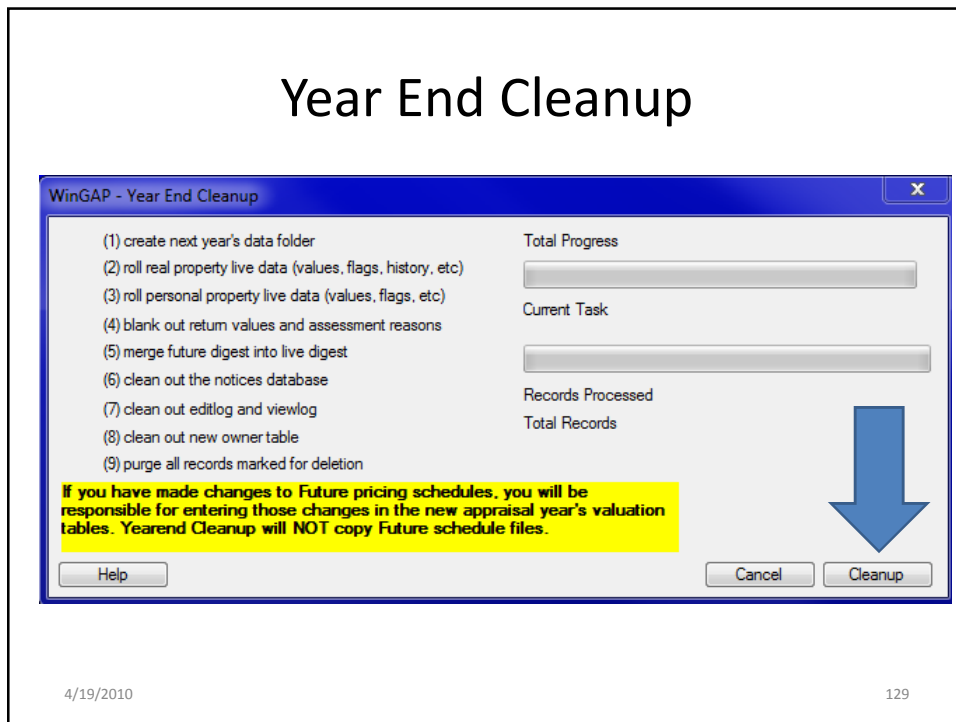
Yearend Cleanup

- Menu driven
 - Tools
 - File Maintenance
 - Yearend Cleanup
 - Real and Personal YEC
- Best run with users out of WinGAP
- Initiated by clicking **Cleanup** button seen on following slide

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Year End Cleanup



Yearend Cleanup

- Process takes from 15 minutes to an hour depending on size of county and computer processing power
- Advisable to spot check data before making changes to new year's data
 - Check Future work
 - Check Covenant data

Yearend Cleanup

- Should errors be found
 - Do not re-run YEC
 - Contact DOR Tech Support

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General Steps (Summary)

1. Wrap up appraisal process
2. Update schedules & reappraise CUV/FLPA
3. Run Data Edits
4. Print set of Consolidation Reports to compare to last year's values
5. Print Assmt Chg reports
6. Run Data Edits

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General Steps (Summary)

7. Flag for COA Notices
8. Run Data Edits for Assmt Reasons & MAV Values
9. Correct Issues
10. Print or Digest Export COA Notices
11. Work Appeals
12. Run Data Edits

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General Steps (Summary)

13. Print Growth reports
14. Print Consolidation reports
15. Run Digest Export for TC
16. Print Digest Submission reports
17. Set aside digest data
18. Run Yearend Cleanup (if not already run)

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Digest Preparation Download

- Run WinGAP
- Go to Help >> WinGAP on the Web
- Click on Updates
- Click “view entire folder” on Download Here line
- Open dig_prep folder
- Download file(s)
 - Digest_Prep.ppt
 - Data_edits.pdf

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Digest Preparation



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