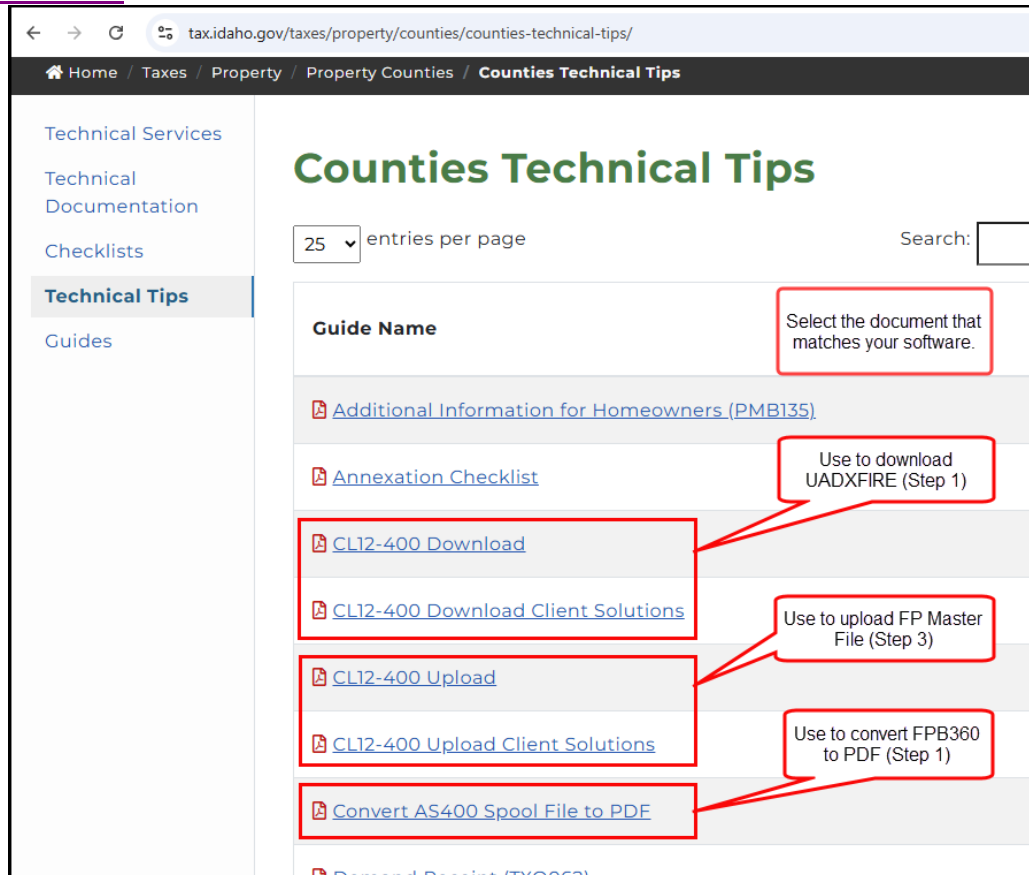


FOREST PROTECTION CHECKLIST

THIS CHECKLIST IS WORKED AFTER YOUR COUNTY RECEIVES THE FOREST PROTECTION FILE AND REPORT FROM THE DEPT OF LANDS.

Before starting, go to the Tax Commission website to download the latest version of the documents shown in the screen shot. Choose the document that matches your AS400 software. Contact TSB if you have any questions. [Counties Technical Tips | Idaho State Tax Commission](https://tax.idaho.gov/taxes/property/counties/counties-technical-tips/)



1. **FPB360** List Parcels with Adds, Changes, or Deletes.
Answer "Y" to the prompt "Create AS/400 Download Files for Dept of Lands?".

If the report is blank, then there were no changes and you do not need to send the file to the Dept of Lands. Please e-mail or call and let them know that you did not have any changes, then go to Step #2.

Contact:
Dianne Lanuza
dlanuza@idl.idaho.gov
208-334-0251

If you DID have changes, you will need to save the UADXFIRE file to your PC and send it to the Dept. of Lands – see next paragraph. (This gives the Dept of Lands the changes made since the last update. If this is not done now, the changes made since the last update will be lost.)

To download the UADXFIRE file, use the “**CL12-400 Download**” (Regular and Client Solutions) instructions. This is the procedure to Download your Forest Protection File and Send to Dept of Lands” . (If did not already do at beginning of checklist.)

[Counties Technical Tips | Idaho State Tax Commission](#)

This will help you download the file to your PC and then to the IDL website where it will then upload the changes to their system. (Instructions are located under Technical Tips on the Tax Comm Web site. Link above.) In addition, please email the FPB360 report to your local warden. (Email in PDF format – use “Convert AS400 Spool File to PDF” instructions. Contact TSB if you have any trouble with this procedure.)

NOTE: Lands may decide to update their system and send you a new file. You can choose to proceed, or you can wait while Lands reviews the changes listed on the FPB360 report. If you proceed, and later you receive an updated file, your options will be to re-work parts of this checklist, hand-update the charges in the Specials file, or tell your Fire Warden that the updates were received too late to be included on this year’s tax bills.

2. **TXQ001** List the Specials Name file for 2026 and proof.
 Make sure that your Forest Protection shows this verbiage:
 991 = Forest Assessment
 961 = Forest Practices Act
 If needed, use TXO005 to modify.

3. **UPLOAD FP MASTER FILE TO AS/400:**

Use the instructions “**CL12-400 Upload**” (Regular and Client Solutions instructions.)
 Counties Technical Tips | Idaho State Tax Commission) This will load the FP Master File from the Dept. of Lands to your AS/400. [Counties Technical Tips | Idaho State Tax Commission](#)

4. **FPQ361** List the Forest File

This program lists the parcels and charges with totals at the end. Be sure the charge matches what is on the Dept of Lands (IDL) certification. If they do not match, stop and call your local fire warden. Check the totals at the end of this report with the .pdf report emailed by the IDL. This report lists all the FP charges to the county. You can print this report if you want, keeping in mind that if you have a lot of charges it will be a very long report. Below are the columns that should balance:

FPQ361		IDL Certificate
Fire Charge	=	Protection Total (Acreage Cost + Resd Surcharge)
FPA	=	Forest Practices Administration
Total Charge	=	Total Amount

5. **FPB371** Lists parcels that have Forest Protection specials but are not on the file sent from the Department of Lands.

This program lists parcels that have 991 in the Specials File but are not in the new file sent by the Dept of Lands. Work with your Fire Warden to determine whether to include or exclude these parcels for the current year. NOTE: the warden is responsible for determining a parcel's forest protection assessment value.

6. **FPB362** Edit Forest Fire with Parcel Master and the Specials File

This report will list those parcels without 991/961 in the Specials File, and with no Parcel Master. The report will also list parcels whose fire protection acres are more than their Parcel Master acres.

The number of records listed for each edit at the end of the report refers to number of forest protection records. The records listed on the report are Parcel Master records. Because of duplicate forest protection records, the number of records shown at the end of the report may not always be the same as the number of Parcel Master records listed on the report. However, the grand totals listed at the end of the report, including total number of records, should match the totals received from the Dept. of Lands.

If the edit "No Parcel Master" appears, there is a discrepancy between the county records and the Dept of Lands records. FPO360 can be used to update the Dept of Land Forest File (step #8), however; we strongly urge that you do not do so without contacting your area warden for help. The county really does not have enough information to determine if a parcel should be charged or how much. Work with your Fire Warden to determine whether to include or exclude these parcels for the current year.

If the edit "FP Acres > PM Acres" appears on this report, it is suggested you contact your area warden so the Department of Lands can correct their records.

7. **FPB374** Forest Protection Listing

Ask for listing of NON-matching records. This list will include only those records from the Forest Protection File that do not have a matching Parcel Master. The parcel number to be corrected will print on the left side of the report.

FPB374 also generates a separate query report (FPQ374) that will list any 'T' status parcels in the Department of Lands file. These amounts will be used for balancing in Step 12. (You may have to search for the FPQ374 report on your spool file as it is sometimes hard to find – it will show up as a "QPQUPRFIL" and does not show a program name (like FPB374).)

The reports that you need to review are:

FPQ361 (Step #4) (the totals need to match the certified totals)

FPB371 (Step #5) Edit

FPB362 (Step #6) Edit

FPQ374 (Step #7) Edit

If there are parcels listed on any of the edit reports or if your FPQ361 totals do not match your certified totals, **DO NOT MOVE FORWARD** until: 1) you have worked with your fire warden to determine which parcels need to be fixed so they are part of the current year's forest protection charges; and 2) your fire warden has approved a new Certified Amount.

Check with your Fire Warden. If changes need to be made, go to step #8. If no changes need to be made, skip to step #10.

8. **FPO360** Update the Department of Lands File

If no corrections need to be made to the Department of Lands File, skip to step #10.

FPO360 will allow you to update the forest records. Make sure your Fire Warden is in agreement before any updates are made. Any of the information in the record can be changed, including the parcel number.

When using the FPO360 DO NOT change any existing parcels because you will not be able to balance in step #9. Instead, delete old parcels and add new parcels. To enter new records, use F10. To delete, use F23.

NOTE: All dollar amounts must be entered with even cents. All acres are three (3) decimal positions and all cost fields are two (2) decimal positions.

A report will generate showing any additions, changes, or deletions.

9. **Balance** IF CHANGES WERE MADE IN STEP #8:

Once all changes have been made, rerun steps 4 through 7.

BALANCING:

Balance the totals for acres, FP changes and FPA changes:

	FPQ361 (original step #4)
-	FPO360 deleted parcels
+	FPO360 added parcels
=	FPQ361 run after the changes

10. Specials: **Back up the UASPEC00 file using one of the following options:**

- Follow the instructions in "How to Run a Temporary Backup of UADFILE during Checklists.docx" to backup the entire UADFILE.

OR

- Back up the UASPEC00 file using a save file.
REQUIRES DEDICATED UAD FILES.
See page 6 for instructions.
Use the command:
SAVOBJ OBJ(UASPEC00) LIB(UADFILE) DEV(TC)

11. **FPB365** Fire Protection Specials File Update

REQUIRES DEDICATED UAD FILES

You may run this program without updating if you want to see the charges it will add during the update. This is optional, but it can be used as final verification of the quantity and charges before updating.

When you are ready to run in update, remember that you will need to send a copy of the report to your warden in step #13. You can either request two (2) copies of the report (if sending the printed report) or save the report as a PDF prior to printing. Contact TSB if you need assistance creating the PDF file.

To update the Specials File, you must answer "Y" to the following prompt:

01 "Do you want to update the Specials File?" (Y)

Quantity and charges from the forest file will be merged into the Specials File. Previous charges from previous years will be cleared from the file prior to the merge.

12. **PMB012** List Specials from the Specials File

Run on special 991, 961 and all batches. Retain this report for tax time.

Balance the following:

- FINAL Certification from Dept of Lands
- The "No Parcel Master" records on the FPB365 (step 11)
- = PMB012

13. Send the following to your local fire warden:

- a. Any changes you made to the Forest file. (The FPB360 report from step 1)
- b. The FPB371 report from Step 5.
- c. The FPB362 report from Step 6.
- d. The FPQ374 report from Step 7.
- e. The FPB365 report from Step 11.

(If you need to rerun this report, answer "N" to the prompt "Do you want to update the Specials File?")

INSTRUCTIONS FOR SAVING UASPEC00 TO A SAVE FILE (Step #10)

1. A save file must be created first before you can save.
 - a. On a command line type CRTSAVF and hit F4
 - i. Save File..... UASPECSAVF
 - ii. Library..... UAFIX
 - iii. Text..... Copy of the UASPEC00 file (or whatever description you would like)
 - iv. Hit enter to create the save file

If you have already created a save file, it will tell you it already exists. That is OK. Continue.

2. Now you can save UASPEC00 file to the save file.
 - a. On a command line type SAVOBJ and hit F4
 - i. Objects..... UASPEC00
 - ii. Library..... UADFILE
 - iii. Device..... *SAVF
 - iv. Hit F10 for additional parameters
 - v. Save file..... UASPECSAVF
 - vi. Library..... UAFIX
 - vii. Hit enter to save the UASPEC00 to the save file.

3. If you created this file in the past, you will get the message:
"Save file UASPECCL17 in UAFIX already contains data (C, G)".
Take the "G" to go. This will clear out the old data and save the new data

If you do need to restore, call TSB for help in restoring the save file.