

AGO450
AG-DATA ENTRY

FUNCTION OF ONLINE PROGRAM

This program is used to do the initial data entry into the Rural Investment file. It is this data that is used to generate the Rural Investment Appraisals.

<u>FIELD</u>	<u>LENGTH</u>	<u>DECIMAL POSITIONS</u>	<u>ALPHA (A)or NUMERIC(N)</u>
<u>Screen 1:</u>			
Parcel Key	15		A
Classification	13		A
Quantity	7	6	N
\$Adjustment	9	2	N
Adjustment Codes	2		N
O/R Override	1		A
Residential Improv.	1		N
Outbuildings	1		N
Operated By	1		N
Utilities	1		N
Miles Road	3		N
Appraiser	3		A
Date	8		N
More	1		A
<u>Screen 2:</u>			
Adjustment Percentage	3	2	N

EDITS AND EDIT CAUSES:

01 No Parcel Master

The parcel key entered is not in the Parcel Master file.

02 P.M. Deleted

The parcel key entered has been deleted from the Parcel Master file.

03 Duplicate Record This parcel already has inventory. Go through update to add to or change it.

04 Category Code.

The category for the classification is not in the Parcel Master file.

05 Classification Code

The classification code entered is not in the Base Cost file.

06 No Acres Entered

No acres were entered.

07 Adjust Code

The adjustment code entered is not in the Adjustment file.

08 \$ADJ > Base Cost The adjustment amount entered is greater or equal to the Base Cost amount. A command "12" will bypass this error condition.

09 Res Imp Code

The residential improvement code entered is invalid.

10 Outbuilding Code

The outbuilding code entered is invalid.

11 'Operated By'

The operated by entered is invalid.

12 Utility Code

The utility code entered is invalid.

13 No Appraiser Info

No appraiser information was entered.

14 Invalid Date

The date entered is invalid.

15 No Miles Entered

No miles were entered.

16 No Record Entered

No data was entered on the screen.

17 No Decimal Allowed

No decimals are allowed in acres or amount.

18 More? Invalid

Only 'X' is valid.

COMMAND KEY OPTIONS:

F3 - Inquiry
 F7 - End of Job
 F11 - Update
 F12 - To accept error #08 - \$adj

SPECIAL CONSIDERATIONS:**SCREEN 1:**

Classification The classification must be valid, entered as it was defined in the Residential Improvement Base Cost file. The classification is subdefined as category, location, class, and type.

Site Improvements The type in the base cost file must be 'imp', and an 'X' must be in the per value field. This will allow entry without quantity so the acres will not be exaggerated, or, if entered with quantity, the quantity will not be added in. However, the base cost is not multiplied by the quantity either.

The following are the (3) possible calculations for Rural Investment land:

- 1) Normal calculations
 (Total % + 1 x B.C.)
 (N.B.C. - \$ adj. x AC = Value)

 Example:
 a) $.17 + 1 = .83$
 b) $542 \times .83 = 450$
 c) $450 - 15.00 = 435$
 d) $435 \times 10 = 4350$
- 2) a) When an 'X' is used in the base cost record in the base cost extension field . . .
 b) The base cost value becomes the extended value for the record.
- 3) a) When the \$ adjustment is greater than the net base cost value . . .
 b) The \$ adjustment becomes the base cost ($\$ \text{ adj} \times \text{AC} = \text{value}$)

Quantity The quantity is a 7 digit 3 decimal field: 40 acres should be entered 40000.

Adjustment This adjustment will normally be a reduction from the base cost per acre. The primary use will be for water cost not included when computing the base cost per acre.

The field is 9 digit, 2 decimal, or dollars and cents. The decimal is always assumed.

Adjustment Codes The adjustment codes must be valid, entered as they were entered in the Adjustment file. Up to 12 adjustments are allowed per inventory item.

Valid Codes

The valid codes for residential improvements are:

- 0/B - None
- 1 - Owner occupied
- 2 - Tenant occupied
- 3 - Vacant

The valid codes for utilities are:

- 0/B - None
- 1 - Electricity
- 2 - Natural gas
- 3 - Electricity/gas

Appraiser The appraiser's initials are a MANDATORY field. Appraiser's initials must be entered on the first screen.

Appraisal Date The appraisal date is a MANDATORY field. The date must be prior to or equal to the current date. The date must be entered on the first screen.

More Up to six inventory items can be entered on a screen. If there are more inventory items to be entered, enter an X in this field. The last inventory item entered will be displayed on the top line and six more inventory items can be entered.

SCREEN 2:

When there are no more inventory items to be entered, 'More' is blank, and there are overrides, the second screen will appear when 'enter' is depressed. Each inventory item with overrides will appear individually with the adjustment, the description, and the percent from the table.

Adjustment Percent The adjustment percent is entered into the inventory items as it is displayed in the table on the screen. If the percent of adjustment, as displayed, is not in agreement with the percent indicated on the appraisal document, enter an X in the 'O/R' (override) field and enter the correct percentage on screen 2.

After making the necessary corrections, 'enter' and the next inventory item with O/R will be displayed. When all O/R's have been processed, a blank screen will appear for entry of the next parcel.