

LDO371
LD - UPDATE/ENTRY

FUNCTION OF ONLINE PROGRAM

This program is used to update Residential and/or Commercial land data in the land file. The data is used to generate a land appraisal.

<u>FIELD</u>	<u>LENGTH</u>	<u>DECIMAL POSITIONS</u>	<u>ALPHA (A) or NUMERIC (N)</u>
<u>Screen 1: Start screen</u>			
Parcel Key	15		A
<u>Screen 2: Land Info</u>			
Subject	2		N
Codes	2		A
90 Adjustments	15		A
<u>Subject Dimensions</u>			
Eff. Frontage	7	3	N
Depth	7	3	N
Other (90)	7	3	N
Remarks	30		A
<u>Site Information</u>			
Location	1		A
Amenities	1		A
Landscaping	1		A
Detriments	1		A
Zoned	2		A
<u>Screen 3: Res/Com Land Appraisal Update</u>			
Classification	13		A
Unit	2		N
Quantity	11	3	N
\$ Adj.	9	2	N
Appraiser	3		A
Date	8		N
Review Year	4	0	N
More	1		A
<u>Screen 4: Res/Com Land Appraisal Entry</u>			
Classification	13		A
Unit	2		A

Quantity	11	3	N
\$ Adj.	9	2	N
Adjustment Code 1	2	0	N
Adjustment Factor 1	3	2	N
Adjustment Code 2	2	0	N
Adjustment Factor 2	3	2	N
Adjustment Code 3	2	0	N
Adjustment Factor 3	3	2	N
Adjustment Code 4	2	0	N
Adjustment Factor 4	3	2	N
Adjustment Code 5	2	0	N
Adjustment Factors	3	2	N
\$ Adj.Override	1		A
Adjustment Code 6	2	0	N
Adjustment Factor 6	3	2	N
90 Adj.Description	15		A
Appraiser	4		A
Date	8	0	N
Review Year	4	0	N
More	1		A
 <u>OverRide Screen</u>			
Adjustment desc.	10		A
Adj. factor	3	2	N
\$ Adj. override	1		A

EDITS AND EDIT CAUSES:

01 Invalid Parcel

No Parcel Master record was found.

02 Invalid Subject Code

Must be 01,02,03,04 or 05. The subject code entered is not 01 thru 05, or there is a duplicate subject code. (See descriptions below under '03 Invalid Item Code'.)

03 Invalid Item Code (s)

Invalid or duplicate item code, or codes, was entered for this subject code. Valid codes are as follows:

<u>Subject</u>	<u>Item Codes</u>
01 (Neighborhood)	Urban-01, Suburban-02, Rural-03, Recreational-04, Stable-06, Improving-07, Declining-08.

- 02 (Off-Site Improv) None-01, Public Access-02, Private Access-03, Asphalt/Concrete-04, Gravel/Dirt-05, Side-walks-06, Curb/Gutters-07.
- 03 (Topography) Low-01, Level-02, Moderate Slope-03, Steep Slope-04.
- 04 (Water Front) Lake-01, River/Creek-02, Accretion-03, Bluff Land-04, Flood Plain-05, Beach-6N,6P,6F,6A,6G or 6E, Grade-7P,7F,7A,7G or 7E.
- 05 (On-Site Utilities) Electricity-01, Gas-02, Underground Elect/Telephone-03, Cable TV-04, Public Water-05, Private Well-06, Public Sewer-07, Septic System-08.

04 No Land Appraisals Exist

Press 'enter' to go back to start.

05 Frontage or Depth is Zero

If you enter data into either frontage or depth you also need to enter data into the other.

06 90 Adj. Description

You have selected to enter a 90 adjustment and you need to enter a description for it.

07 Location

You have entered something other than P,F,A,G,E or blank into the location field. (P = Poor, F = Fair, A = Average, G = Good, and E = Excellent.)

08 Amenities

You have entered something other than P,F,A,G,E or blank into the amenities field.

09 Landscaping

You have entered something other than P,F,A,G,E or blank into the landscaping field.

10 Detriments

You have entered something other than F,M,N or blank into the detriments field. (F = Few, M = Many, and N = None.)

12 The Land Info. is Deleted

The land information record for this parcel has been deleted.

14 Classification

Either the category, location, class or type is incorrect, or the matching base cost records are not in the base cost file.

15 Unit Field is Invalid

Valid unit codes are FF-Front Foot, SF-Square Foot, AC-Acres or SI-Site. If the extension code is 'X' in rural investment base cost record, it does not edit the unit.

16 Quantity Invalid

The quantity field is (0) or there is invalid data.

17 \$ Adjustment is Invalid

There is invalid data entered into the dollar adjustment field.

18 Invalid Adjustment Code

There is invalid or duplicate adjustment code(s).

19 Total % Amount of Adjustment

The total amount of adjustments entered for a land appraisal record cannot be greater than 999 percent. If this should occur, the classification may be incorrect.

20 Appraisers Name

You need to enter the appraiser's name.

21 Invalid Appraisal Date

The appraisal date needs to be less than or equal to the current date of entry.

22 More?

If you have more land appraisal data to enter for this parcel, enter a Y for Yes, otherwise leave this field blank.

23 Adjustment Percent

The amount of the adjustment percent cannot be 0.

24 \$ Adjustment Code

You have entered something other than 'Y' for Yes or 'N' for No in the \$ Adjustment Override field, or 0 amount has been entered in the \$ Adjustment field.

25 View

You have entered something other than P,F,A,G,E or blank into the View field.

26 Record Sent Down to PC

All appraisal information for this parcel has been down loaded to a PC. No update or entry is allowed.

27 An Active Parcel Exists

You need to enter this appraisal information on the active parcel.

COMMAND KEY OPTIONS:

F4 Delete
F3 Inquiry
F7 End of Job
Enter Return to the land information start screen

SPECIAL CONSIDERATIONS:

SCREEN 1

The data pertaining to the given parcel number is displayed. You have the ability to update, delete, or add residential and/or commercial land information.

To Delete Land Information

You may delete all of the land information (Screen 1) with a F4 while on that screen. Another F4 will conclude the deletion. Once this option has been done, another delete screen will come up asking you if you also want to delete the land appraisal record. If you do, press F4; if not, press enter.

SCREEN 2

To Update

Enter a 'U' under the action field to change the data on that line. If you wish to change the adjustment percentage total, place an 'A' under the action field.

When updating a record with this option, both the Appraiser's name and the Appraisal Date can also be updated.

To Delete Land Appraisal Data

You may delete all of the land appraisal (screen 2) with a F4 while on that screen. Another F4 will conclude the deletion.

To Delete a Line Item

Enter a 'D' under the action code for that line which you would like to delete.

To Add an Item

Enter an 'A' under the action code and supply the needed information.

When updating a record with this option, both the Appraiser's name and the Appraisal Date can also be updated.

To Add, Change or Delete an Existing Adjustment

An 'A' is required under the action code.

Change Classification Data

Enter a 'U' under the action code and change the data to reflect the new information.

Add Classification without Adjustment

Enter an 'A' under the Action code and the required classification data on the first available line.

Add Classification with adjustment

Enter an 'A' under the action code and the required classification data.

When 'enter' is depressed, the program will update the records on the screen and go to the adjustments screen, if selected, or back to the start screen.

If more inventory is available on the parcel after displaying the initial screen, the 'more' field on the screen will display a 'Y'. To display the rest of the data, depress enter. Up to 6 inventory items can be updated on a screen.

SCREEN 3

When 'Last adjustment' is displayed, the information on the screen is the last requested update from screen 2.

To Add an Adjustment

Key in the required code and percentage at the first available position.

To Change an Adjustment

Key in the required code and percentage at the code position you want changed.

To Delete an Adjustment

Field exit the adjustment code and amount for the code you want deleted.

\$ Adjustment Override

By placing an 'A' in the Action code field and entering the \$ Adjustment, you will go to the Override screen.

A 'Y' in the \$ Adjustment Override field will subtract the amount from the already extended value. An 'N' in the \$ Adjustment Override field will subtract the amount from the base value.

To delete a \$ Adjustment, place a 'U' in the Action code field and Field Exit the amount.