

Instructions for using QIE

April 15, 2004

When entering a QIE record, the record number to enter is the record number for the corresponding PP inventory record.

```
PERSONAL PROPERTY INVENTORY UPDATE
PARCEL PP 000000000020 A LAST RECORD 2 SORT CODE
NAME %DELOITTE & TOUCHE LLP REVIEW YEAR 2004
APPRaisal DATE 00000000 DECLARATION RETURNED Y
REC # QTY ITEM MAKE/MODEL SERIAL # ID FUEL
ASSET # MY PY PRICE $ ADJUST FUNC-CAT-SCH-ROLL EXTENDED
- 1 1 RESIDENTIAL EQUIP COUNCIL
1990 9 653 59 10 1 2
- 2 1 RESIDENTIAL EQUIP COUNCIL
1992 7 653 59 10 1 2
F1=INQUIRY F4=DELETE ALL F7=EXIT
F2=REV YR/SORT CD F8=SUB CLASSIFICATION ENTER PARCEL--> PP A
F3=SEARCH END F12=OVERRIDE F13=QPIE e/u NEXT RECORD -->
```

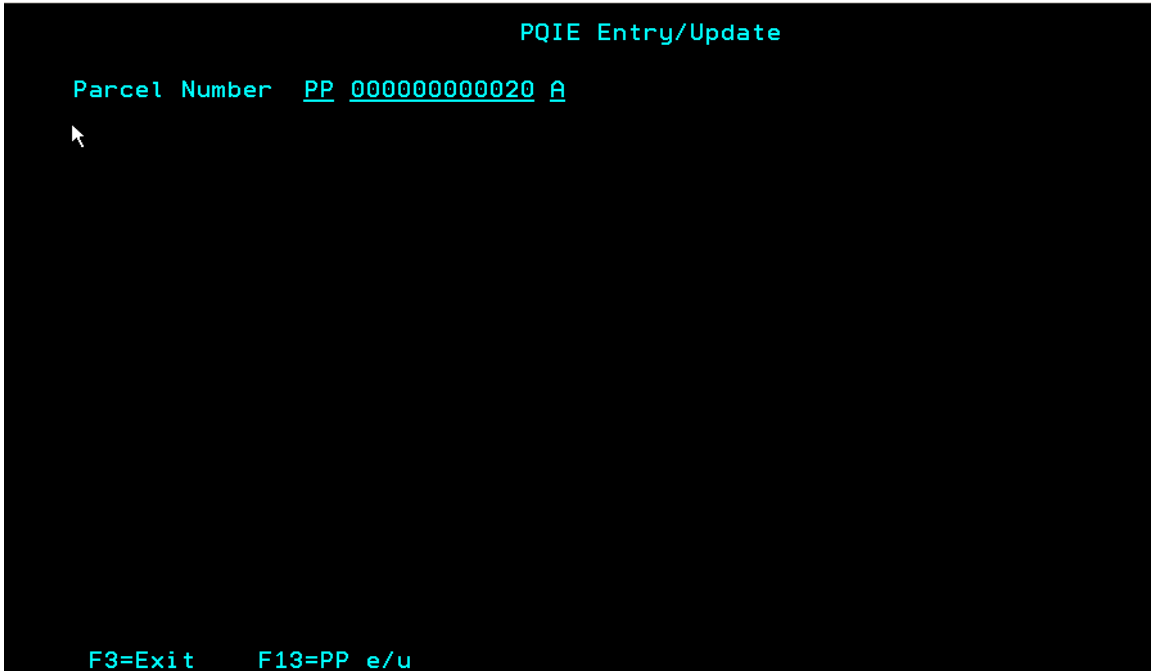
You would enter #2 for the record number on a QIE record for this inventory item.

```
Name DELOITTE & TOUCHE LLP
A=add Rec# Description Date placed
D=delete from PP in service
U=update file (yyyyymmdd)
- 2 RECORD 3 20030405
+
+
```

This is the corresponding QIE record.

You can only get to QIE entry/update by calling PPO105 (Personal Property entry/update). We need to give you the ability to do this through PMO080/then PPO105, but that will come later.

From PP entry/update, F13 will bring you the first QIE screen.



When you get this screen, hit enter to show any existing QIE records.



Now you have three options: 'A' in the first column for any blank record will allow you to add a new record. Key 'A', then hit enter; you will see this screen:

```

                                PQIE Entry/Update

Parcel Number  PP 000000000020 A
Name  DELOITTE & TOUCHE LLP

                                Record#:  █
                                Description:  _____
Date placed in service: 20030405 (yyyymmdd)
Recapture date: _____ (yyyymmdd)
New or used: -
Purchase price: _____
Exempt year 1: _____
Amount exempt year 1: _____
Exempt year 2: _____
Amount exempt year 2: _____

F3=Exit  F13=PP e/u
```

Fill in the fields:

- Record#: The PP inventory record number of the corresponding PP inventory item.
- Description: Should match the inventory item description.
- Date placed in service: The date the item was placed in service in Idaho.
- Recapture date: Five years from the date placed in service.
- New or used: 'N' for new; 'U' for used.
- Purchase price: The price reported as the purchase price
- Exempt year 1: The first tax year the exemption will be given.
- Amount exempt year 1: The amount that would have been the taxable value for the first exempt year.
- Exempt year 2: The second tax year the exemption will be given.
- Amount exempt year 2: You will not enter this until you have calculated the taxable value for the second exempt year.

To update an existing QIE record, enter 'U' in the first column of the record and hit enter. You will get the QIE screen and can make any changes you need. Enter will update the QIE record in the file.

To delete an existing QIE record, enter 'D' in the first column of the record and hit enter. You will not see the record detail. Hit enter again to delete the record; F3 to cancel the delete; F13 to return to PP entry/update.

In the future, there will be reports to aid you in reporting a QIE that needs to have a recapture process generated. PP entry/update will generate a report that should be sent to Greg Cade at ISTC if there is an inventory item that is deleted before the recapture date. The ISTC will initiate recapture proceedings. The ability should not be needed for 2004, and will be added by 2005.