

FOREST PROTECTION CHECKLIST

ONCE YOUR COUNTY RECEIVES THE FOREST PROTECTION FILE AND REPORT ON THE ZIP DRIVE FROM THE DEPT OF LANDS, DO THE FOLLOWING:

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**.

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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 **Fire Protection Update – “Procedure to Download FP File and Send to Dept of Lands”**

<https://tax.idaho.gov/search-formspublications.cfm?ch=tech&t=pt> instructions. 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.) 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.)

2. TXO005 Enter Specials Code/Names
Make sure that your Forest Protection shows this verbiage:
991 = **Forest Assessment**
961 = **Forest Practices Act**

3. UPLOAD **UPLOAD FP MASTER FILE TO AS/400:**
Use the instructions "**Procedure to Upload the Fire Protection Master File to the AS/400**" (<https://tax.idaho.gov/search-formspublications.cfm?ch=tech&t=pt>) to load the FP Master File from the Dept. of Lands. (Instructions located under Technical Tips on State Web site.)

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, call your local fire warden.**
 Check the totals at the end of this report with the .pdf extension found on the zip drive from the IDL. Insert the IDL zip drive in your PC. If the IDL zip drive does not auto run after you insert it and the folder does not open on your desktop, then right click on the "Start" button on the bottom left corner of your computer screen and click on "Explore". Click on "My Computer", find the zip drive and click on it. This should open the folder to view the zip drive. Look for the file with the .pdf extension – this is the report that lists all of 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:

<u>FPQ361</u>	=	<u>IDL Certificate</u>
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 zip drive 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 actually 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. The tools are being

provided to update the Dept of Land Forest File, 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:
a. Initialize a tape (take option from the BACK menu)
b. Back up the UASPEC00 file. **REQUIRES DEDICATED UAD FILES.**
Use the command:
SAVOBJ OBJ(UASPEC00) LIB(UADFILE) DEV(TC)
- OR** Instead of saving the file to a tape, you can save it as a save file on your AS/400. See page 5 for instructions.

11. FPB365 Fire Protection Specials File Update
REQUIRES DEDICATED UAD FILES
Request two (2) copies of the report, so you can send one to your warden in step #13.

Execute this program by answering "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 on.

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.