

## SPECIAL TYPE CHECKLIST

List parcels that have had specials added, changed or deleted (**PMB017**). This program has beginning and ending date parameters, and lists parcels from the log file with specials that have been touched. Counties can run this program periodically throughout the year, making corrections when necessary, or it can be run when working to get the specials ready for the Tax Drive.

If your county grants a special dollar amount or removes any or all specials from any parcel with a Circuit Breaker record, you need to update the various special files using the following programs before generating the special charge:

- TXO007: Change the dollar amount in the Special Function file for specific type (new dollar amount will roll into the Specials file when PMB090 is run.)
- PMO080: Change the Special Function used (eg. From type used for residence to type used for CB parcel.)
- PMO096: Remove value from the Special file and key in remarks if desired.

### **PMB089 – Special Charge Apply/Change**

For those counties who do not use the Special Function Type in Parcel Master, specials can be applied or increased/decreased by either dollar amount or by a percentage amount (PMB089). **See the documentation for PMB089 for the balancing reports** ("Special Considerations") to be run both before and after this procedure.

**\*\*TO UPDATE EXISTING SPECIAL TYPE IN PARCEL MASTER, SKIP TO SECTION II.**

## **SECTION I:**

**\*\* TO APPLY SPECIAL TYPE TO PARCEL MASTER FOR THE FIRST TIME:**

(Complete Section I only.)

**NOTE:** If you have any "I" status parcels prior to applying the special function type to Parcel Master, you will also need to apply the special function type to these "I" parcels. Any parcels copied to "I" after you have applied the special types will have the special function type from the "A" status parcel.

1. Run the following programs before applying the special function types and units to Parcel Master:
  - A. PMB002  
You will need this report to check the record count on each category you are applying the special types and units. It is suggested you use fairly small batches when applying special function types and units in Parcel Master. Run the PMB002 on the same limits you are planning to update.

CL17

B. PMB001

Use this report to check by category for any parcels having both residential (or mobile home) and commercial categories. Research and verify if the parcels should both have the same solid waste base rates or not.

- TXQ001 2. List the Specials Name file for 2021 (UASC00)
- TXO005 3. Specials Name Entry/Update  
Enter (or update) the special code and description in the current year Specials file.
- TXQ001 4. List the Specials Name file for 2021 and proof.  
Make sure all special codes have descriptions.
- TXQ005 5. List the Special Function file (UASDTL00).
- TXO007 6. Special Function Entry/Update  
Use this program to enter (or update) the special function type, description, per unit value, and special receiving code in the Special Function file.
- TXQ005 7. List the Special Function file and proof.  
Verify that each type has a value.
- PMB091 8. Update Special Types/Units in Parcel Master  
**REQUIRES DEDICATED UAD FILES**

**NOTE:** THIS PROGRAM SHOULD ONLY BE USED WHEN YOU INITIALLY START USING SPECIAL FUNCTION TYPES IN PARCEL MASTER.

- A. This program will update Parcel Master with the special types and units on the parcels that have the selected categories. You will need to run the program (PMB091) for each separate special type. Run PMB091 on each category separately in order to check the count on each category. Refer to documentation for this program for more information.
- B. Check the total number of special types applied against the record count from the PMB002. If the number of parcels updated doesn't match the record count from the PMB002, it means you have some parcels with duplicate categories and you will need to update these parcels manually. Change the number of units if necessary.

- PMO080 9. Any manual updating needed should be done after all special types have been applied to those parcels.

- PMB015 10. Edit Special Function Types with Parcel Master.  
 This program edits the Special Type file (UASTYP00) with the categories in Parcel Master. Check documentation for PMB015 for optional edits and those edits that **MUST** be cleaned up. Correct any necessary edits before continuing with this checklist.
- PMO080 11. Parcel Master Update  
 Use the solid waste window in Parcel Master Update to make any necessary corrections. If you have a parcel that should not get a solid waste charge but does have a solid waste category, for example a category 41 for a small storage building where there is no residence to generate solid waste, use PMO080 to update the appropriate parcels. Use the window to mark those special function codes as "Not Applicable". If there is an "X" in the "Not Applicable" field, value will not roll into the specials file.
- PMQ029 12. List those parcels that have an exempt date in the specials file. Run PMO096 to update any necessary special records.
- PMB014 13. List Special Charges  
 This program will list special charges based on the special type and unit in Parcel Master. Run this on all special types.
- PMB028 14. Edit for duplicate special codes (UASPEC00 file).  
 Answer "Y" to the edits "**More Special Codes than Improvement Categories**", "**Special Codes without Special Types**", AND "**Duplicate Special Codes**". If there is a parcel with a duplicate special code and amount, you will need to correct it at this time. Only the first special code will be updated, the value will remain on the second special code and you will not be able to balance after the special charges are rolled in. If there is a charge in the specials file from a previous year that does not apply for this year, remove it from the specials file using PMO096.

  - 15. Save UASPEC00 files
    - A. Initialize a tape (use the BACK menu).
    - B. Back up the UASPEC00 file by using the following:  
**(REQUIRES DEDICATED UAD FILES)**  
 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 6 for instructions.
- PMB090 16. Generate Special Charges  
**REQUIRES DEDICATED UAD FILES**  
 Updates the Specials File with the generated special charges based on the special type and unit in Parcel Master. Balance the totals for each

special type to the totals on PMB014 from step #13.

- PMB012 17. Specials List  
Run this program by selected special code and check that the totals balance with the recap shown on PMB090 in Step 16.

## **SECTION II: UPDATE EXISTING SPECIAL TYPE IN PARCEL MASTER**

- TXQ001 1. List the Specials Name file for 2021 (UASC00)
- TXO005 2. Specials Name Entry/Update  
Enter (or update) the special code and description in the current year Specials file.
- TXQ001 3. List the Specials Name file for 2021 and proof.  
Make sure all special codes have descriptions.
- TXQ005 4. List the Special Function file (UASDTL00).
- TXO007 5. Special Function Entry/Update  
Use this program to enter (or update) the special function type, description, per unit value, and special receiving code in the Special Function file.
- TXQ005 6. List the Special Function file and proof.  
Verify that each type has a value.
- PMB015 7. Edit Special Function Types with Parcel Master.  
This program edits the Special Type file (UASTYP00) with the categories in Parcel Master. Check documentation for PMB015 for optional edits and those edits that MUST be cleaned up. Correct any necessary edits before continuing with this checklist.
- PMO080 8. Parcel Master Update  
Use the solid waste window in Parcel Master Update to make any necessary corrections. If you have a parcel that should not get a solid waste charge but does have a solid waste category, for example a category 41 for a small storage building where there is no residence to generate solid waste, use PMO080 to update the appropriate parcels. Use the window to mark those special function codes as "Not Applicable". If there is an "X" in the "Not Applicable" field, value will not roll into the specials file.
- PMQ029 9. List those parcels that have an exempt date in the specials file. Run PMO096 to update any necessary special records.

- PMB014 10. List Special Charges  
 This program will list special charges based on the special type and unit in Parcel Master. Run in SUMMARY on all your special types. The values shown on this report are the values that will roll into the current year Special File (UASC00).
- PMB028 11. Edit for duplicate special codes (UASPEC00 file)  
 Answer "Y" for the edits "**More Special Codes Than Improvement Categories**", "**Special Codes without Special Types**", AND "**Duplicate Special Codes**". If there is a parcel with a duplicate special code and amount, you will need to correct it at this time. Only the first special code will be updated, but the value will remain on the second special code and you will not be able to balance after the special charges are rolled in. If there is a charge in the specials file from a previous year that does not apply for this year, remove it from the specials file using PMO096.
12. Save UASPEC00 files  
 A. Initialize a tape (use the BACK menu).  
 B. Back up the UASPEC00 file by using the following:  
**(REQUIRES DEDICATED UAD FILES)**  
  
 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 6 for instructions.
- PMB090 13. Generate Special Charges  
**REQUIRES DEDICATED UAD FILES**  
  
 This program updates the Specials File with the generated special charges based on the special type and unit in Parcel Master. Balance the totals for each special type to the totals on the PMB014 from step #10 (Section II).
- PMB012 14. Specials List  
 Run this program by selected special code, and make sure that the totals balance with the recap shown on PMB090 in step #13 (Section II).

**INSTRUCTIONS FOR SAVING UASPEC00 TO A SAVE FILE**  
(Step #15)

1. A save file must be created first before you can save the file:
  - a. On a command line type CRTSAVF and hit F4
    - i. Save File..... UASPECCL17 (for Checklist 17)
    - 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..... UASPECCL17
    - 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.