2014 PERSONAL PROPERTY CHECKLIST

The Personal Property Declarations can be printed using the 2014 schedules after this checklist has been completed. ****You need to have created any sub or missed PP rolls prior to installing the 2014 schedules.** (So that your 2013 main and sub rolls use the same schedules.)

Any questions regarding the Personal Property Depreciation Schedules and Function Code Files should be directed to Jim Powell at 208-334-7740.

Any questions regarding the programs or checklist should be directed to Technical Support at 1-208-334-7750.

If you **DO NOT** want to install either of the State supplied schedules:
Skip to step #5 or #6 and then **run step #7**. You will need to hand update any function code/schedule changes noted below.

If you **DO** want to install the State supplied Schedules, continue with the checklist:

If you have not yet pulled down the PPSched Release, you will need to do it now:

1.   **To install the new 2014 PP Function Codes and Schedules:**
    A.   **Retrieve the "PPSCHED2014" package from our website:**
           Counties Secure Login
           http://tax.idaho.gov/i-1055.cfm

           (The How to Download Files from STC Website is under Technical Tips:)
           http://tax.idaho.gov/search-formspublications.cfm?ch=tech&t=pt

    B.   Restore the PP Schedule package from our website to your PC, and then install the package on your AS/400. Make sure that you have received the message that the **2014 PP Schedules** have been installed. (Remember to call or email Janet to let her know!) Once the package has been installed, **you need to finish the checklist before your schedules are installed**.

For 2014, there are **no Function Code changes.**

For 2014, there are **no Schedule changes.**

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2.   **PPB060 - Clear Declaration Returned Field in Parcel Master.**
   REQUIRES DEDICATED UAD FILES
   This program should be run each year at the start of the PP cycle in order to keep track of those parcels without a current returned declaration.

The schedule file from the state will have:

State Depreciation Schedules	1 - 69
County Use	70 - 79
State Depreciation Schedules	80 - 99

3.   **Call PPMANUAL** {enter}

   PPManual will give you 2 choices:
   1. Install the "**Level Trend**" schedules & function code updates.
       (Schedules 1-19 will level on a certain year and stay the same after that point for all remaining years for that schedule.)
   2. Install the "**Continued Trend**" schedules & function code updates.
       (Schedules 1-19 will not level and will trend for all 30 years.)

The PPManual procedure will automatically merge the Old Schedule File and Function Code File with the New Schedule File and Function Code File. The program will keep those special schedules (70-79) and function codes (700-799) used by your county. You will only need to manually update your special schedules with your new depreciation schedules or add any new county schedules.

   When PPManual is done, it will kick out a report called PPB123. This report will list any parcels that had schedule changes. (Lists the function code and the old and new schedule.) Make sure you review this report. (PPB123 makes sure all schedules point to the correct functions code based on the cross reference file. If everything matches the cross reference file, the report will be blank.)

4. **Call PPQ025** – List any Invalid Schedules
   Run this query to identify any items in the PP subsystem that are using a schedule that is no longer valid. You will need to go in and clean up any inventory that lists on this report.

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5. COUNTIES USING FUNCTION CODES:

PPB092   1.   List the new PP Schedule File and compare it to the schedules received from the Property Appraisal Bureau.

PPO001   2.   Make any additions to the new PP Schedule File.

PPB091   3.   List the new Function Code File

PPO002   4.   Make any additions to the new Function Code File.

6. COUNTIES **NOT** USING FUNCTION CODES:

PPB092   1.   List the new PP Schedule File and compare it to the schedules received from the Property Appraisal Bureau.

PPO001   2.   Make any changes or additions to the New Schedule File.

7. PPQ020 – Personal Property Query (ALL COUNTIES)
Please run PPQ020, download the data to your PC, and then e-mail the information to Gary Houde. Gary.houde@tax.idaho.gov   Alan Dornfest needs this information for legislative inquires. **Use the documentation for PPQ020** to assist with the download. (Most will just need to start on page 7 of the documentation.) **Please run and send this information to Gary even if you do not load the STC Schedules.**

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