PROVAL UPLOAD CHECKLIST
(Roll ProVal Values into Parcel Master in the AS/400)

Run audit trail (PMB011) before starting this checklist. (Unless you start first thing in the morning and can use the audit trail from the night before.) If running during the day, remember to turn off the GIS Linkage option.

Make sure all updates to the ProVal records have been completed and are correct. (You have finished the ProVal Certification Checklist.) All homeowner record updates to the Parcel Master File need to be completed before uploading PV values. (If there is not a current homeowner record, the homeowner amount will not update with this checklist.)

Once the values from ProVal have been uploaded to the AS/400, you will NOT want to trend in Parcel Master. If you still have parcels in an AS/400 subsystem, you can trend in the subsystem and then roll after you upload ProVal data - OR - you can roll them now and trend in Parcel Master prior to uploading the PV values.

PMB189 - List Property Types
Run this program to determine the property types used in your county and to select the limits needed for this checklist. (Typical "main roll" parcel types include: LP, LR, MH, PP, RP, and SC.) **Unless these limits otherwise specifically noted.

REMINDER - Homeowner Not at 50%
If you post a reduced H value in ProVal (due to multiple ownership) and have also checked "not at 50%" in the AS/400, then the Homeowner Market will be reduced too much after you upload. You should do one or the other, either handle posting the reduced H value amount in ProVal and DO NOT check the "not at 50%" in the AS/400 or post the full H value in ProVal and let the AS/400 handle the not at 50%. If you would like to see a listing of those parcels that have an **"X" in the Not at 50% in the AS/400, run PMQ070C**.

1.   Call PVB101   This converts the ProVal detail file into a readable format on the AS/400. An error report (PVB**001**) will print listing all unknown parcels and invalid categories. **Do not correct any errors (Step #4) until after you run PVB008 (Step #2) and PVB009 (Step #3)**. Balance grand totals at the end of this report to the TSB9554 (Part 5, Step D of PV Cert Checklist).

   PVB001   -   **Certified Values From ProVal - List Errors Only**
   Report   If errors exist proceed with steps 2 and 3 and include steps 4 and 5. If no errors exist skip steps 4 and 5.

2.   Call PVB008   **Category Recap.** Balance by category to the "Valuation by Group" (TSB9555) report (Part 4, Step J of PV Cert Checklist). If you don't balance, add value changes from PVB011 to the values on the PVB008. This report will only display values with a review year. **Verify that no invalid Categories exist. If you missed fixing any unassigned group**

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codes in ProVal they will need to be fixed (in step #4) and this report run again.

3. Call PVB009   **Classification Recap.** Balance <u>totals</u> to the TSB9554 (Part 5, Step D). (There may be rounding differences.)

4. Call PVO001   PV Detail File. Clean up errors (steps #1, 2 & 3). *Errors can be caused from splits performed in the AS/400 and not in ProVal or vice versa.*

5. Call PVB011   Use this report to verify the changes made in PVO001.
    <u>**The errors listed on PVB001 or PVB016 may require changes and re-posting in ProVal. Rerun PVB011 and use it as a guideline to make changes in ProVal. This step may be done after completing the checklist.**</u>

    NOTE: Contact TSB immediately (800) 334-7756 if totals on PVB001, PVB008, and PVB009 do not balance back to the ProVal reports in steps 1-3.

6. Call PVB016   **Homeowner Exemption/Residential Listing.** Review & **correct** edits.
    *Category in PV and not in PM – these WILL roll into PM.
    *Duplicate Categories – these will NOT roll in. (Imprv cats and non-H)
    *Category in PM not in PV – review to verify it should be in Parcel Master. You will also get this edit if you have the same cat in PV and PM, but the cat in PV has **zero** value. You need to check these as the zero value will roll into Parcel Master.
    *PV Has Bad Review Yr – these do not need to be cleaned up before continuing. They will roll in, but only the most current yr will show.

    Call PVQ031   **Parcels with Land HO on Sheet 2**
    This report must be clean before continuing. If the land cat with HO is on Sheet 2, the new HO market will NOT roll in and will have to be hand corrected in PM. (It needs to be on sheet 1 of the land category.)

7. Call PVB014   Clear records from the ProVal Download File (UAPROVAL). Counties using the AS/400 to ProVal download can run this program. Only records in the download file up to the date keyed in will be removed. It is recommended that at least 6 months of records be kept. Skip this step if you **do not** use the AS/400 to ProVal Download programs.

8. **BACKUP UADFILE** (Initialize & save UADFILE, See page 8.)
    REQUIRES DEDICATED FILES.

9. Call PVB002   **Recap of Uploaded ProVal Cat/Quant/Acres/Value.** Use to balance with Step 12 and 19.

10. Call PVB012   **Exemptions and Specials.** Use to balance with Step 26.

11. Call PVQ012   **Parcel Master (PM) Recap of Parcels without ProVal Records.**

12. Call PMB002   **Category Recap**
Use the *limits: "blank" to   3O 999999999999)*
                                        '**O**' as in **O**range

Balance Total Value in PM
PVB002   (Step 9)   If you do not balance, rerun
+   <u>PVQ012</u>   (Step 11)   PVB016 (step #6) then call us.
=   PMB002   (Step 12)

13. Call PMB318   **File Status Report.** This report totals all subsystem records. All parcels using ProVal will be deleted from the subsystems in Step 18. Use these totals for balancing in Step 27 to ensure only the affected subsystem records are deleted and copied to the history file.

NOTE REGARDING 'H' GROUP CODES: if you have put an 'H' on a group code in ProVal, then that value will roll into the HO market value on the AS/400.

14.   Call PMB131 **Edit Related Parcels**
This program will edit for related parcels. Run options 1-3 separately to cut down on the size of the reports. Put reports on hold.

PVB003 – we recommend that you **DO NOT update acres when running the PVB003. We have had mixed results and since each county is doing something different, it has been hard for us to isolate what is causing the problem.

15. Call PVB003   (**RUN WITHOUT UPDATE**) Put the reports on HOLD.
Requires a Dedicate UADFILE. (Even in non-update)
Will ask for a tolerance level – how much value change is tolerable? (eg decreases or increases by more than 50%?) 50% would be entered as: 000000050 (don't know why!). Tolerance will only work when the program is run in Non-update. So, you can run it multiple times if needed.
Correct any error conditions on PVB003ERR. Rerun steps 9 through 13 if any corrections are made. (Not all reports generate in non-update.) If <u>no</u> corrections were made, you may skip the backup, step #16, and go to step #17. **At this point, do not worry if the HO exemption does not cap at the max. We will have you run the MSB009 to cap the exemption in step #24.

16. **BACKUP UADFILE** (Initialize & save UADFILE, See page 8.)
REQUIRES DEDICATED FILES.

17. Call PVB078C – creates a backup of the Category file. Answer "yes" to replace.

18. Call PVB003   (**UPDATE**)   **REQUIRES DEDICATED FILES**
Put the reports on Hold. This report will roll categories, review years, acres (**do not roll acres!**), and values from ProVal to PM.

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** If you use the % acreage in allocations, do NOT roll acres. If you have any questions, call us before updating.

IF you use the PTR website upload, you should answer "N" to update the CB Market with HO Market. The PTR Upload will do that for you.

The following eight reports are spooled:

PVB003ERR - **Parcel Master Error Report**

<table>
<tr>
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DO NOT CORRECT ANY EDITS AT THIS TIME. EDITS ARE TO BE CORRECTED IN STEP 29.

</td>
<td>

Error conditions should have already been investigated and cleaned up in step 15. Any parcels still listing with an error will not update and will have to be done by hand during step 29.

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</table>

PVB003ROL - **Values Update Audit Trail**
Circuit Breaker Land Values will update if you select to update them. They will only update if you have a value in the CB market in Parcel Master and if that value matches the old HO market. (So it is not a special condition.)

Carefully check the far right column on this report to see the percent increase/decrease and look for anything that might be out of the ordinary, ie excessively large increases/decreases. **If you don't print the report out and are viewing it on your computer screen, you might need to F20 TWICE to see the "-" sign to the right of the % change. (Decreases will show a negative sign.)

Increase   Decrease

```
PCT
128.8             72.5-
```

PVB020   -   **Category File – Parcels Rolled**
This report displays a summary of values rolled from ProVal. This report is for informational purposes only and only spools when PVB003 is run in update.

PVB091   -   **Remove ProVal Parcels from RC, MH, LD, and RI Subsystems**
This report displays the number of records removed from each subsystem for every parcel rolled from ProVal. This report spools only when PVB003 is run in update.

PVQ003HO- **List Changes to Homeowner Market.**
This report displays the category records that **had** HO market before the roll, but do not have HO market after the roll. The Old HO Market/New HO Market, HO Exemption allowed/disallowed dates, and the HO Parcel number are

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listed. If No HO parcel number is shown, this means the HO exemption does not exist for this parcel. Each parcel should be verified to make sure the HO was not dropped in error.

PVQ003RPT-**List Differences with Proval and Category file.**
This report displays the Proval that should have rolled in and the category value after the roll. These are typically the errors that must be Hand Updated in the Parcel Master. **You will need this report to balance step #22.**

PVQ003QTY **List Changes to Total Quantity.**
If there are a large amount of parcels listed, please call us before continuing. (Over 100 parcels.)
These need to be reviewed and **corrected in step #29**.

PVB027RPT **Compare Acres Before and after PVB003**
This report compares the acres in ProVal with the acres in the AS/400 Category file and lists out those that are different. If you find any, please review and make certain the acres in Parcel Master are correct.

(If you are using the HOCB classification in the AS/400 land subsystems to break out a 1 acre land HO market value (for those with greater than 1 acre), please call and let us know. These records will get moved out of the subsystems once the PVB003 is run, but we can dial in and move them back.)

19. **Call PVB002** **Category Recap** (PM containing PV values only)
Balance total values using old values rolled off PM and new values rolled into PM:

		PVB002 (Step 9)
-	old value	PVB003 (Step 18) PVB003-ROL
+	new value	PVB003 (Step 18) PVB003-ROL
=		PVB002 (Step 19)

If you do not balance, check the PVB003B error report. If you made any value changes in PM, add/subtract those changes here.

20. **Call PMB002** **Category Recap** (all of PM)
Use the limits: "blank" to 3O 999999999999
                             '**O**' as in **O**range

21. **Call PVQ021** Categories in Parcel Master Not Updated by ProVal (for step #22)

22. **Call PVQ011** **Category Recap** (all PV values in PV8VALUE)
Balance **total** values using Edit values, ProVal values, and Non ProVal values:

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```
        PVQ003RPT  (Step 18)  (if Diff column negative, need to subtract)
   +    PVQ011      (Step 22)  Value in ProVal
   +    PVQ021      (Step 21)  Value not in ProVal
   =    PMB002      (Step 20)
```

23. **Call PMB012** Homeowner Summary (Same limits as step #20.)

24. **Call MSB009** **Recalculate all HO exemption amounts – Main Roll Limits**
(Main Roll Limits: See Step 1, page 1 of CL8.)
This program recalculates all existing HO records. It will apportion the exemption between all eligible categories (if they have a HO market) and between related parcels. It will also make sure the parcel has been capped at $100,000. (PVB003 takes 50% of HO market for the exemption and does not cap it. We have you run the MSB009 to clean it up.) We will have you run additional edits to verify HO during the regular Assessment Drive Checklist (CL8).

25. **Call PMB012** Homeowner Summary (Same limits as step #23.)
The **HO Market** should balance to the **HO Market** on the PMB012 from step #23. Your HO exemption **will** change due to adjustments made for the new homeowner cap of $100,000. **PVB003 does NOT compute the HO exemption correctly (it takes 50% of market value). We use the MSB009 to correct that and cap the HO exemption at $100,000. It could appear that you lose HO exemption value between the PVB003 and the MSB009. You are not, the PVB003 HO exemption is incorrect.

26. **Call PVB012** **Exemption Value Summary**

Balance **TOTAL Homeowner Market** value:
```
                    PVB012          (Step 10)  TTL MKT
   -  old value    PVB003_ROL    (Step 18)  Old HOMK
   +  new value    PVB003_ROL    (Step 18)  New HOMK (update performed)
   =                PVB012          (Step 26)  TTL MKT
```

27. **Call PMB318** **File Status Report**

Balance the RC, MH, LD, and RI parcel records deleted from the AS/400 subsystems: (balance parcel counts)

```
                PMB318      (Step 13)
        -       PVB091      (Step 18)
        =       PMB318      (Step 27)
```

28. **Call PVB016 Homeowner Exemption/Residential Listing.**
Review and **correct** edits.
Category in PM not in PV – review to verify it should be there.
Category in PV and not in PM – this WILL roll into PM.

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Duplicate Categories – these will NOT roll in.
PV Has Bad Review Yr – do not need to be cleaned up now. They will roll in, but only the most current rev yr will show.
Carefully review (in the AS/400) anything still on these edits.

29. **Update by hand** all parcels on:
   PVB003ERR "Parcel Master Error Report",
   PVQ003HO "Categories that Dropped HO Market",
   PVQ003RPT "Category Value Differences with Proval"
   PVQ003QTY "Quantity Changes" (Step 18). These need to be fixed. When done, the Qty on PMB002 (step 12) should balance to Qty on PMB002 (Step 20).

   If you end up deleting any parcels or making value changes, be sure to make these same changes in Proval and re-certify the parcel.

   CB<>HO: **Do not worry about PTR (CB) edits at this time**. You will do this during step #51 of the Assessment Notice Checklist (CL8).

   There will be different edits on parcels, review these parcels to **be sure that the HO exemption is correct** for that parcel. If the HO is incorrect, it can cause the PTR market value problems later.

   Reminder – if you did **not** update acres (which hopefully you did not!) when you ran the PVB003 and **are** using the "H" code: if you had a single sheet for a category in Parcel Master and then rolled in duplicate sheets (i.e. had cat 12 on sheet 1 with 12 acres in PM; then rolled in sheet 1 cat 12 with 1 acre (H) and sheet 2 with 11 acres), then Parcel Master will show all 12 acres on sheet 1 – values will be correct for the two sheets, but the acres will not split and update (if requested "N" to acres update). These will print out OK on the Assessment Notice as the sheets are combined for the notices.

   Summary Sheets – if you would like to print out summary sheets, they will print when you run the PMB117 during the main Assessment Drive Checklist (CL8) – step #46.

30. **BACKUP UADFILE** (Initialize & save UADFILE, See page 8.)
   REQUIRES DEDICATED FILES.

31. **Regular Assessment Drive Checklist (CL8)**: Please do:

   a. **Read and do all of page 1**. **Run steps 1 & 3 (A, B, C & D)**.
   b. **Run step 4** to see if you have any parcels with expiration dates.
      1) If you do, run steps 5 through 16.
      2) If you don't have anything on step 4, go to c below:
   c. **Roll** your **Personal Property** subsystem. (**step #17**)
   d. Roll any other necessary subsystems.
   e. Once all needed subsystems are rolled:
      Skip to **step #23 and continue until the end of CL8.**

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SAVE UADFILE
<u>16G</u> TAPE DRIVE COUNTIES (USING QIC5010 TAPES)

Instructions for saving MLR-1 tapes with density *QIC5010:

1.   Initialize the tape:
      Type in INZTAP and then hit F4 to prompt
            Device: **TC**
            New volume identifier   **BACKUP**
            New owner identifier   **COUNTY NAME** (type in your county name)
            Volume identifier   *MOUNTED
            Check for active file   ***NO**
            Tape density   *CTGTYPE
            Code   *EBCDIC
            End of tape   *REWIND
            Clear   ***NO**

2.   Save UADFILE:
      Type in SAVLIB and then hit F4 to prompt
            Library   **UADFILE**
            Device   **TC**

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