

Personal Property Sub-Classification Project:

This project was designed to allow the Counties to refine the Equipment and Industry breakdowns of Personal Property Categories for reporting purposes. As the legislature looks at requests for additional exemptions of personal property presented by special interest groups, they continually ask Alan Dornfest for fiscal impacts of specific industry types of equipment. By utilizing the subcategories approved by the Assessors at the 2001 Assessors Conference, Alan will be able to give the legislators more accurate information on the fiscal impacts of any proposed exemptions. The counties will have to assign the new sub-classifications to their personal property. So, while this will take some time to update current data, hopefully the ability to more accurately identify the property will have big benefits.

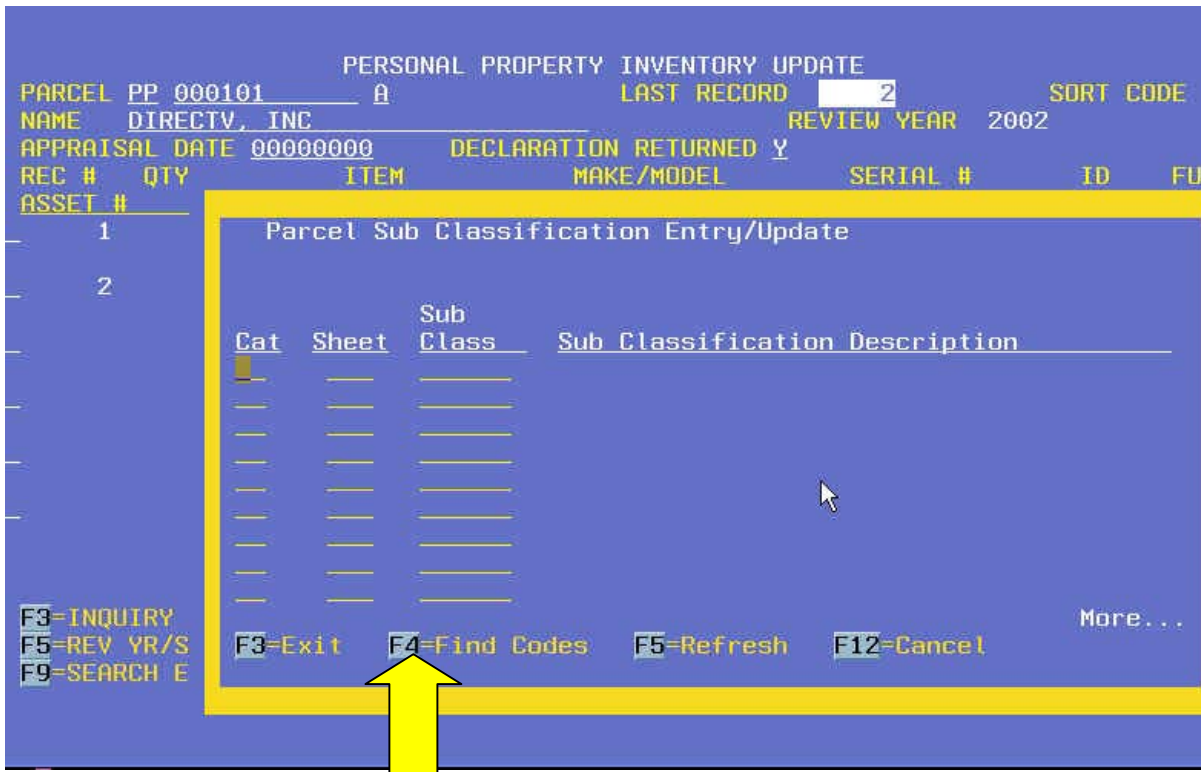
The entry program for the category sub-classifications can be accessed through Parcel Master entry/update (PMO080) or through Personal Property entry/update (PPO105).

Sub-classification entry/update through Personal Property entry/update:

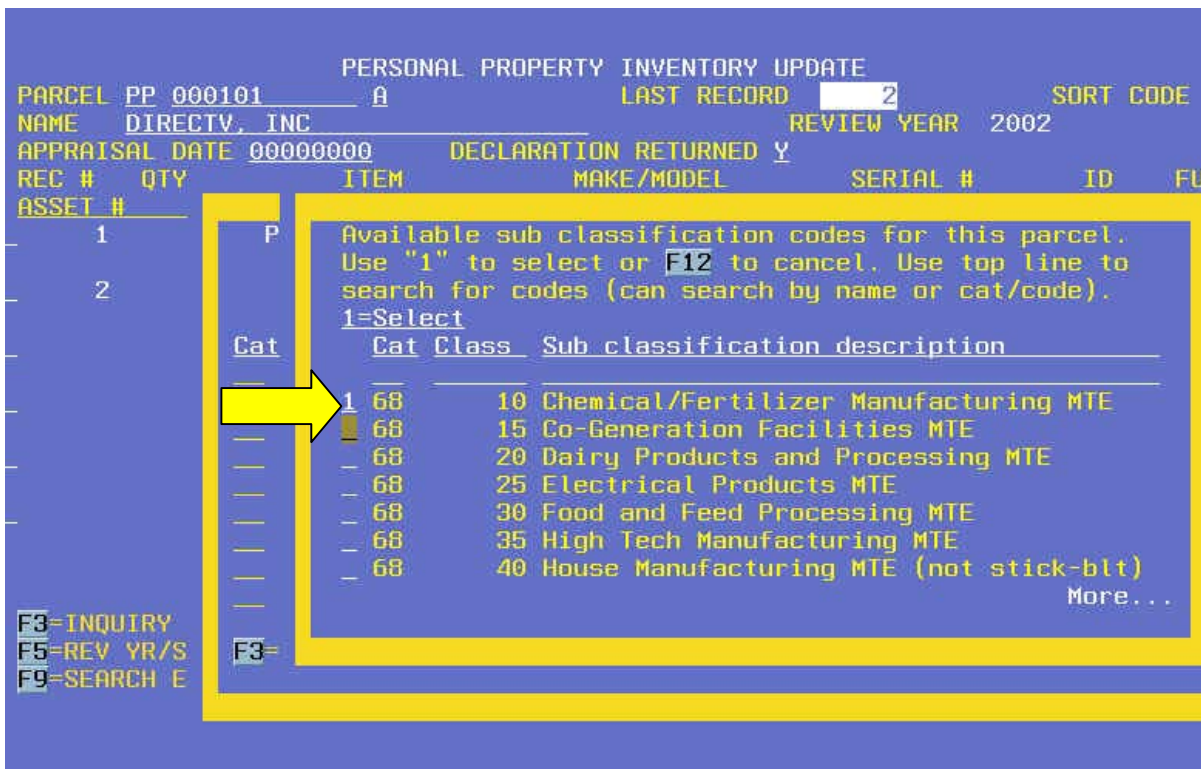
```
PERSONAL PROPERTY INVENTORY UPDATE
PARCEL PP 000101      A      LAST RECORD 2      SORT CODE
NAME DIRECTV, INC      REVIEW YEAR 2002
APPRAISAL DATE 00000000      DECLARATION RETURNED Y
REC #  QTY  ITEM      MAKE/MODEL      SERIAL #      ID  FUEL
ASSET #  MY  PY  PRICE      $ ADJUST      FUNC-CAT-SCH-ROLL  EXTENDED
1      2000  RECEPTION EQUIP  COMPUTERIZED  DIRECT TV
2      1999  RECEPTION EQUIP  COMPUTERIZED  DIRECT TV
10948
1467

F3=INQUIRY      F4=DELETE ALL      F7=EXIT
F5=REV YR/SORT CD  F8=SUB CLASSIFICATION  ENTER PARCEL--> PP
F9=SEARCH END      F12=OVERRIDE      NEXT RECORD -->
```

Press F8 to enter the Sub-classification entry/update window.



If you know the sub class, enter it directly here or hit F4 to see the list of categories and sub classes for this parcel.



Select the sub class by typing a 1 and hit enter.



The category and sub class are entered for you programmatically on the sub class entry/update screen. Move the cursor to the “Sheet” column and type in the sheet number. If there is only one sub class you MUST still type a ‘1’ in the “Sheet” column.



After typing a ‘1’ in the Sheet column, hit field exit and then enter, your entry/update screen should look like the above. You are now ready to enter your next sub class, if needed.

If you have more than one sub class for a category, you must set up the roll number in the personal property entry/update window as follows:

```

PERSONAL PROPERTY INVENTORY UPDATE
PARCEL PP 000103      A      LAST RECORD 36      SORT CODE
NAME  CURVES FOR WOMEN      REVIEW YEAR  2002
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      2  DESK      WOODEN
      2000      75
      516  59  13  1      67
2      2  FILE CABINET
      2000      40
      516  59  13  1      36
U      3  CALCULATOR
      2000      20
      517  68  3  2      17
4      4  TELEPHONE
      2000      10
      517  68  3  1      8
5      5  ANSWERING MACHINE
      2001      25
      517  68  3  1      24
6      6  FAX MACHINE
      2000      90
      417  68  19  1      65

F3=INQUIRY      F4=DELETE ALL      F7=EXIT
F5=REV YR/SORT CD  F8=SUB CLASSIFICATION  ENTER PARCEL--> PP      A
F9=SEARCH END    F12=OVERRIDE      NEXT RECORD -->
  
```

Type a 'U' on the line you want to change, then change the roll from '1' to '2'; hit enter BEFORE you hit F8. Now you will be able to enter more than 1 sub class for that particular category. Do this for as many different sub classes as you need.

```

PERSONAL PROPERTY INVENTORY UPDATE
PARCEL PP 000103      A      LAST RECORD 36      SORT CODE
NAME  CURVES FOR WOMEN      REVIEW YEAR  2002
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      2
2      2
3      3  Cat  Sheet  Sub  Sub Classification Description
      59   1    10  Furn/Fix, Libraries, Art/Coin collection
4      4  68   1    15  Co-Generation Facilities MTE
      68   2    25  Electrical Products MTE
5
6

F3=INQUIRY      F3=Exit      F4=Find Codes      F5=Refresh      F12=Cancel      More...
F5=REV YR/S      Maintenance completed...
F9=SEARCH E
  
```

Now you have more than one sub class.

Entering the Sub-Classification entry/update through Parcel Master:

8/22/02

TECHNICAL SUPPORT BUREAU
PM0080 - PARCEL MASTER ENTRY/UPDATE

16:52:47

PARCEL: PP A0002003005A A SP MS SW UR RPT HO CB REL PARC DD YO
"X" to select> MH _ RC _ PP _ LD _ RI SL

F18=Comments

NAME/ADDRESS
VILLAGE GARDEN ASHTON
% IDAHO HOUSING INC

LEGAL DESCRIPTION
FURNITURE/FIXTURES/EQUIPMENT
ASHTON LOT 1 BLK 4

Category Values									
CAT	SH	RY	QUANTITY	UN	VALUE	HO MRKT	HO EXMP	CB MRKT	OTHER MKT
59	1	2001			265				
68	1	2001			4304				

Bottom

F3=Exit F5=Refresh F6=Mrkt Adj F7=New Const F8=Sub classifications
F12=Cancel F22=Override F1=Help

MA a MW 12/004

F8 from the category screen (in PM entry/update) will take you to the screen used to enter the sub-classifications.

8/22/02

TECHNICAL SUPPORT BUREAU
PM0080 - PARCEL MASTER ENTRY/UPDATE

16:52:47

PARCEL: PP A0002003005A A SP MS SW UR RPT HO CB REL PARC DD YO
"X" to select> MH _ RC _ PP _ LD _ RI SL

F18=Comments

VILLAGE G
% IDAHO H

Parcel Sub Classification Entry/Update

		Cat		Sub	Sub Classification Description	
CAT	SH	R	Sheet	Class		
59	1	20				
68	1	20				

F3=Exit F12=Canc F3=Exit F4=Find Codes F5=Refresh F12=Cancel

More...

IA a MW 12/016

On this screen, enter the category and corresponding sheet number. The category must exist in Parcel Master or in the Personal Property inventory. You can find the proper sub classification by using F4. This will bring up a screen showing the valid sub classifications for each category.

8/26/02 TECHNICAL SUPPORT BUREAU 10:48:44
 PM0080 - PARCEL MASTER ENTRY/UPDATE F18=Comments
 PARCEL: PP A0002003005A A SP MS SW UR RPT HO CB REL PARC DD YO
 "X" to select> MH _ RC _ PP _ LD _ RI SL

VILLAGE G P
 % IDAHO H

CAT	SH	R	Cat
59	1	20	68
68	1	20	
---	---	---	---
---	---	---	---
---	---	---	---
---	---	---	---
---	---	---	---
---	---	---	---

F3=Exit
F12=Canc

F3=

Available sub classification codes for this parcel. Use "1" to select or F12 to cancel. Use top line to search for codes (can search by name or cat/code).

1=Select

Cat	Class	Sub classification description
1 59	10	Furn/Fix, Libraries, Art/Coin collection
59	20	Surgical instruments
68	10	Chemical/Fertilizer Manufacturing MTE
68	15	Co-Generation Facilities MTE
68	20	Dairy Products and Processing MTE
68	25	Electrical Products MTE
68	30	Food and Feed Processing MTE

More...

MA a MW 14/023

To choose the sub classification you want, key '1' on the line preceding the category number. This sub classification will be added to the appropriate line on the sub classification entry screen.

8/26/02 TECHNICAL SUPPORT BUREAU 10:48:44
 PM0080 - PARCEL MASTER ENTRY/UPDATE F18=Comments
 PARCEL: PP A0002003005A A SP MS SW UR RPT HO CB REL PARC DD YO
 "X" to select> MH _ RC _ PP _ LD _ RI SL

VILLAGE G
 % IDAHO H

Parcel Sub Classification Entry/Update

CAT	SH	R	Cat	Sheet	Sub Class	Sub Classification Description
59	1	20	68		10	Chemical/Fertilizer Manufacturing MTE
68	1	20	59		10	Furn/Fix, Libraries, Art/Coin collection
---	---	---	---	---	---	---
---	---	---	---	---	---	---
---	---	---	---	---	---	---
---	---	---	---	---	---	---
---	---	---	---	---	---	---
---	---	---	---	---	---	---

F3=Exit
F12=Canc

F3=Exit F4=Find Codes F5=Refresh F12=Cancel

More...

Remember to enter a Sheet # in the Sheet Column!

MA a MW 12/016

There are two edit programs that will verify the sub classification records. They are:

PMB027 - This program verifies that the records in the category PP sub-classification file have a matching category in the parcel master category file. The user has the option to have the program automatically delete any records without a matching category. An edit report lists all unmatched records. These records are used for personal property.

PMB029 - This program verifies that the Personal Property categories have a valid sub-classification record. All unmatched records are printed on the report.

Personal Property Sub-Classification Descriptions		
Category	Sub Class	Description
45	10	Cable TV Utility Systems Locally Assd
45	20	Mobile Phone Co Utility Sys Locally Assd
45	30	Telecommun Utility Systems Locally Assd
45	40	Water Assoc/Other Water Sys Locally Assd
45	50	Other Utility Systems Locally Assessed
55	0	Boats or Aircraft Unlicensd/Unregisterd
56	0	Construction Machinery, Tools, Equipment
57	10	Residential Equities in State Property
57	20	Commercial Equities in State Property
59	10	Furn/Fix, Libraries, Art/Coin collection
59	20	Surgical instruments
60	10	Residential Imp on RR Right-of-way
60	20	Commercial Imp on RR Right-of-way
61	10	Residential Imp by Lessee, not cat 62
61	20	Commercial Imp by Lessee, not cat 62
62	10	Residential Imp on Exempt or Public land
62	20	Commercial Imp on Exempt or Public Land
63	0	Logging Machinery, Tools, and Equipment
64	0	Mining Machinery, Tools and Equipment
68	10	Chemical/Fertilizer Manufacturing MTE
68	15	Co-Generation Facilities MTE
68	20	Dairy Products and Processing MTE
68	25	Electrical Products MTE
68	30	Food and Feed Processing MTE
68	35	High Tech Manufacturing MTE
68	40	House Manufacturing MTE (not stick-bit)
68	45	Medical MTE
68	50	Nursery MTE
68	55	Precious Mineral Processing MTE
68	60	Printing & Publishing MTE
68	65	Proc: Sand,Gravel,Asphalt,Concrete MTE
68	70	Pulp,Paper,Sawmills,Wood Producs MTE
68	75	Recycling MTE
68	80	Other MTE
71	0	Signs/Signboards: their Bases & Supports
72	0	Tanks, Cylinders, Vessels and Containers