

## SUB OR MISSED PROPERTY ROLL TAX DRIVE CHECKLIST

1. Use only those limits used on the Subsequent OR Missed Property Roll Abstract. If you are unsure what your limits are, run **PMB189** to determine the property types used in your county. These are your "Tax Drive Limits". DO NOT include the XX property type on any of the reports run during this checklist.

2. Balance Parcel Master (**PMB006**) and (**PMB024**)

The programs MUST be executed in detail, and totals balanced to the Separate Subsequent or Missed Property Roll Abstract (CL18). Run on your "Tax Drive Limits" (step 1). If you will be calculating taxes by roll, then you will also want to run PMB006 by roll for balancing in step 7.

3. Make sure all necessary specials have been added (**PMO096**) before continuing.

Those counties using the special function solid waste programs (with special type and unit in Parcel Master) need to have completed updating the specials file prior to running this checklist (CL17). Be sure to only use your Sub Roll or Missed Property Roll "Tax Drive Limits".

4. Edit Homeowner, Specials, and Bank Code Data  
**PMB012** – run in **summary** on tax drive limits only.

- A. Only changes on Specials, or Bank Codes on Subsequent or Missed Property Rolls can be changed at this time.
- B. The homeowner exemption should balance to the Subsequent or Missed Property Roll Abstract. Verify that specials and bank codes balance to prior in-house reports.

5. Save UADFILE library before continuing. **REQUIRES DEDICATED UAD FILES.** Whenever you are asked to back up UADFILE, use the option on the Go Back menu to initialize and save UADFILE. (**16G tape drive counties** using \*QIC5010 tapes should follow the instructions on page 5 – if you use the Go Back menu, it may take hours to initialize.) Do not reuse this tape during the rest of this checklist.

6. Merge Homeowner, Specials, and Bank Codes to Taxmaster.  
**REQUIRES DEDICATED UAD FILES.**

- A. **TXB004** - This merges the homeowner, specials, and bank codes into Taxmaster. Use your "Tax Drive Limits".
- B. **TXB013** – Run in summary. The report should balance to the PMB012 in step 4.

7. Calculate taxes WITH UPDATE (**TXB007**)  
**REQUIRES DEDICATED UAD FILES.**

Execute on your "Tax Drive Limits".

TXB007 develops the 2008 tax charge for the Subsequent or Missed Property Roll. TXB007 and TXB020 can be used to develop your controls.

8. Run **TXB127** to update any "I" TXRF (tax cross reference) records.

9. Verify Tax Roll (**TXB008**)

A. The following is a list of possible edits:

1. Has No Billing Number
2. A Circuit Breaker Amount Greater Than The Tax Charge
3. Has Total Taxes Less Than \$1.
4. Has a Negative Charge.
5. District or Special with a Negative Value.
6. District or Special that is Odd.
7. Has No Tax Due and No "Y" in TXFULL.
8. Has Negative Tax Due.

10. Print the 2008 Tax Charge (**TXB020**).

Balance to Gross Tax on TXB007 in step 7.

11. Post Prepayments/Cancellations

If you do not have any prepayments or cancellations to post before printing tax bills, skip this step.

A. List TA File (**TAB001**)

Run on all TA entries and identify which TA types you want to post (2008 prepaids). Then, list again only on those types.

B. If you are doing this step BEFORE January 1, post prepaids as follows:

1. Post Prepaids - **without** update. (**TXB009**)  
Proof this list to verify that what is going to be posted is what you want to be posted.
2. Post Prepaids - with update. (**TXB009**)  
Parcels with more TA than tax due will list an overage. These overages will be left in the TA file. Parcels with less TA than tax due will have some tax

due remaining. These can be left alone (and will be reflected on the tax bill) or cancelled.

- C. If you are doing this step AFTER January 1, post prepaids as follows:

Post prepaid taxes (**TXO020**)

These will need to be posted manually.

- D. Post cancellations (**TXO020**)

- E. Daily cash journal on payments and cancellations - if applicable. (**TXB021**)

- F. Apportionment of payments and cancellations - if applicable. (**TXB022**)

- G. Print tax due summary (**TXB020**)

12. OPTIONAL - All Parcels with Tax and Specials Fully Satisfied (**TXQ200**)

13. Verify the variable data file

- A. List the variable data file (**MSQ090**). Proof the data in record #1 including any comments. This data is used to print the Delinquent Reminders and Tax Bills.

Be sure the county number (i.e. 44 for Washington) is in record #1. This will be used to retrieve your county name to print on the tax bills. Also verify that your county name (e.g. Washington *not* Washington County - otherwise 'county' will print twice) is on line (1) of record 1,3 & 4. They are used later in the checklist.

Record 1 - Treasurer/tax bill

Record 2 - Assessor

Record 3 - Circuit Breaker

Record 4 - Utilities & Apportionment Certification

- B. Variable Data Entry/Update (**MSO005**)

(Only if changes need to be made.)

- C. List (**MSQ090**) and proof this data if changes were made in step 13B.

14. Print tax bills (**TXB010**) **\*\*Watch your selections.\*\***

To run this program correctly, you should have your documentation for TXB010 as a reference. To be able to print the tax bills on a laser printer, you will need to follow the TXB010 documentation instructions to set up a printer session.

- A. You have the ability to print notices for PTR recipients that have a zero net due and/or to print notices with Urban Renewal district information. Be careful how you answer the prompts for TXB010, so that you get the bills that you want:

**PTR “0 net due”:** If you want these to print with the rest of your bills, answer “C” to the prompt “Print 0 net due bills?” (about ½ way done the page.)

“Y” – will print all tax bills including those with zero net due.

“N” – only prints tax bills with a net tax due.

“C” – prints tax bills with a net tax due **and** prints any with a zero net due because they have been **fully satisfied by PTR**.

- B. **Urban Renewal:** The last question on the main prompt screen says “Do you want to print applicable market value?” If you say “Y”, it will print market value for all parcels **and** it will print any urban renewal district breakdown. If you answer “U”, it will print the UR districts on any applicable parcels, but it will not print the applicable market on the other parcels.
  - C. If you are sending a file to a print vendor, you need to select Option #1 for bar codes or Option #2 without bar codes. If you select one of the laser options, the vendor will not be able to read the file.
  - D. You have the option to print an additional comment. (eg. If a mortgage company is responsible for this bill, please forward.) You also have the option to print/not print districts with a zero levy amount.
  - E. Run transient (migratory) personal property (TP’s) separately. You will need to select ‘Y’ when TXB010 gives you the following prompt: “Is this a demand payment with only one stub?”.
  - F. Balance with the total tax amount in step 7 and 11G. Refer to TXB010 documentation for assistance. Depending on how the prompts are answered will determine the count. When balancing the count, you will need to take into consideration:
    1. "0" market value parcels that did not print.
    2. Bank Codes
    3. "0" net tax did not print
    4. Bankruptcy – use special bank code.
15. Run Tax Rolls
- A. Refer to the documentation for TXB011 in order to see the options for printing the tax roll. **Run TXB011** on occupancy property types and mail to the appropriate companies.
  - B. Counties doing tape exchange: (Optional) Run on all property types on the Subsequent or Missed Property rolls:

Run **TXB053** or TXB055 (as requested by the taxing service). To e-mail, answer "N" (for no tape) to the prompt "Which tape device do you want to save the file

to?". This will create a file (UADFILE/TAXAMT for TXB053 or UADFILE/UATXEXC for TXB055) that can then be downloaded to your PC and e-mailed to the taxing service. Follow the instructions to "Download Data for Taxing Service". (There are separate download instructions for TXB053 and for TXB055.) ([http://tax.idaho.gov/propertytax/pt\\_techservices\\_techtips.htm](http://tax.idaho.gov/propertytax/pt_techservices_techtips.htm)). Contact your taxing service to obtain their e-mail address. **(Remember to attach the file to your e-mail!)**

If you do not have e-mail, you can still use **TXB053** or TXB055 to create a tape and mail it to the lending institution as in prior years.

16. Save the files for your permanent record. If this is to be your permanent record, ask your county attorney how long you should keep this tape. **REQUIRES DEDICATED UAD FILES.** See step 5 for details.

**Procedure to SAVE UADFILE for  
16G 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:	<b>TC</b>
New volume identifier	<b>BACKUP</b>
New owner identifier	<b>COUNTY NAME</b> (put your county name)
Volume identifier	<b>*MOUNTED</b>
Check for active file	<b>*NO</b>
Tape density	<b>*CTGTYPE</b>
Code	<b>*EBCDIC</b>
End of tape	<b>*REWIND</b>
Clear	<b>*NO</b>
  
2. Save UADFILE:  
Type in SAVLIB and then hit F4 to prompt
 

Library	<b>UADFILE</b>
Device	<b>TC</b>