

GEORGIA DEPARTMENT OF REVENUE

LOCAL GOVERNMENT SERVICES DIVISION



WinGAP Administration

For Educational Purposes Only:

The material within is intended to give the course participant a solid understanding of general principles in the subject area. As such, the material may not necessarily reflect the official procedures and policies of the Georgia Department of Revenue or the Department's official interpretation of the laws of the State of Georgia. The application of applicability to specific situations of the theories, techniques, and approaches discussed herein must be determined on a case-by-case basis.

Revised April 2014

WinGAP Administration Manual

Table Of Contents

Item	Page #
I. Introduction	4
II. WinGAP Preferences	5
III. Clearing Users from WinGAP	13
Broadcast Shutdown Message	13
Clear Shutdown Message	14
User Log	15
IV. Performing Year End Cleanup	16
Post Year End Cleanup Procedures	21
V. Create Future Folder	22
Accessing Future Year	25
VI. Appeals	27
Appeals Form	27
Searching for Appeals When the Parcel Has Been Deleted	35
VII. Manufactured Housing Digest Preparation (Jan – 5th)	39
Steps A – G	39
VIII. Update ABOS Tables	52
IX. Import DNR Data Tables	56
DNR Match Process	63
X. Sales Ratio Analysis	70
Residential FM/LM	70
Agricultural FM/LM	71
Commercial FM/LM	72
Industrial FM / LM	73
XI. Accepting Yearly Tax Returns	74
XII. Schedule Changes and ReAppraise	77
Updating Covenant Values (CUV & FLPA)	85
ReAppraising Covenant Properties	88
Covenant Approval Letters & Other Reports	89
XIII. Preliminary Assessment Notice Work	93
Data Edits	93
All Data Edits	94
Selected Data Edits	103
Data Edits Report	104
XIV. Consolidations	107
XIX. Notices of Assessment	114
Assessment Notice Checklist	114
Flagging Personal Property Accounts to Receive Assessment Notices	116
Real Property COA List	120
Personal Property COA List	121
FLPA COA Notices	122
Printing Change of Assessment Notices	123
XV. Digest Submission	135
LGS Audit Report and Change of Assessment List	136
Digest Submission Reports Preview Pages	136
Cover Letter	136
Pending Appeals for Public Utilities	137
Pending Appeals – Other than Public Utilities	138
Conservation Use Covenants Entered Into During Tax Year	139
Inflationary Growth by Tax District	139

WinGAP Administration Manual

	Change of Assessment Reasons	140
	Late Filing Freeport Accounts	141
	Accounts with P6 > 100,000	141
	FLPA Covenant s	141
	Processing COA Types and Growth Values	142
	Reasons Schedule and Assigning Reasons to Property	142
XVI.	Digest Export Procedures	145
	Digest Checklist	145
	Exporting Digest Files	147
	Audit Department Digest Study Files	151
XVII.	Performing WinGAP Version Updates	153
XVIII.	Backup Current Year Data	167
XIX.	DOR Conservation Use Market Data Extraction	172
XX.	Statistics Module	176
	Basic Selection	176
	Advanced Query	190
	Neighborhood Analysis	197

WinGAP Administration Manual

Introduction

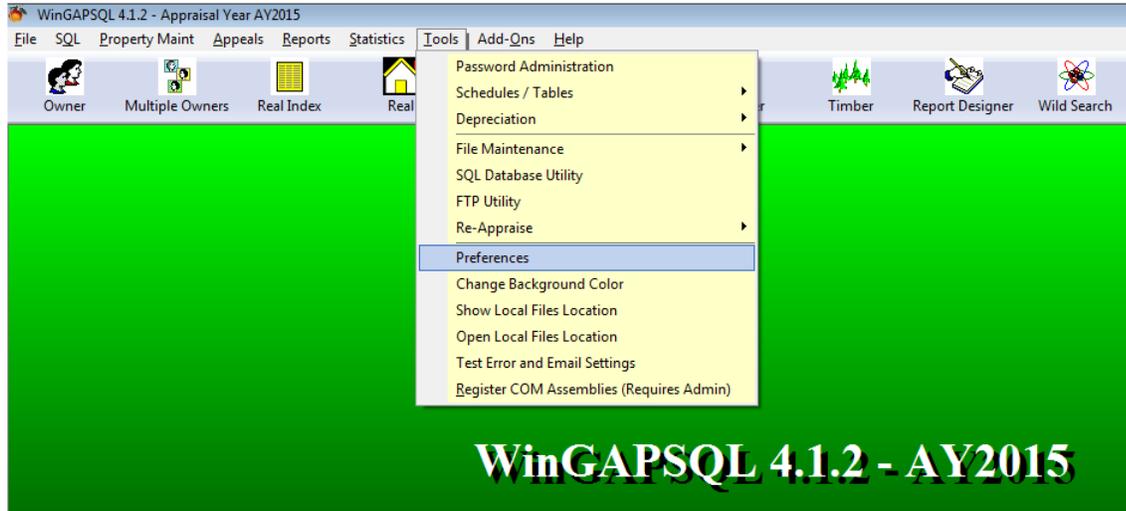
WinGAP Administration is designed to provide the person/persons who generally oversee the operation of WinGAP in a county with details of various procedures that must be performed. Many of these procedures, such as Yearend Cleanup and creating a future folder, are performed only once a year. Others, such as performing a current year backup, maintaining appeals and running sales assessment ratio studies, are done on a more frequent basis, almost daily.

The manual hopefully will provide the user with a handy reference to these procedures, a guide as to when some of the procedures should be done and a checklist to insure that all appropriate steps have been taken.

Due credit must be given to those who have provided a great deal of the material for this class. Wayne Blackwelder, a former DOR Local Government Services agent now deceased, and Grant Hilton, a current DOR Local Government Services agent, prepared the original material for a WinGAP seminar which was held several years ago. The material has been updated where needed and additional text added in some places.

WinGAP Administration Manual

Preferences



WinGAP Administrators MUST be aware of the settings in WinGAP Preferences and how these settings affect the operation of WinGAP. The Preferences Form in WinGAP, an example of which is seen below, is reached from the Preferences item on the Tools Menu, as seen above. In the following sections all of the fields on the Preferences form are explained in detail.

The screenshot shows the 'WinGAP - Preferences PickensAY2014' dialog box. It is divided into several sections:

- County Information:** Co. Name/Num: Pickens, 112. Exempt from Provisions of HB233 for this digest year: . Address: 1266 East Church Street, Suite 121. City / State / Zip: Jasper, 30143-. Phone / Ext: (706)253-8700. Email: rdobbs@pickenscountyga.gov. Fax: (706)253-8703. Web: pickens.tscmaps.com/ga/pickens.
- Point/Base Costs:** Residential: 1.00, Commercial: 100.00, Commercial Base: 1.00, Accessory: 125.00.
- Depreciation Years:** Residential: 2006, Commercial: 2008, MFG Housing: 1997, Accessory: 2000.
- Other Options:** Truncate Values, Auto-Reasons (Real), Disable Logins, Auto-Reasons (Pers), bBrowser Cost Form, PT50R = LIVE DATA, Lock System, COA Auto-Flag, Rnd Area Mult to 6 dec., Hide Comments, Attic: Use Max/Min Area, Bsmt: Use Max/Min Area, Int Label in Base Heat.
- Field Check:** XXXX-XXX-XXXX-XXX.
- Other Features:** Lender, Occupancy.
- SQL Server Name:** PICOASSESSOR.
- Server Paths:** Server PT61 Path: e:\tao\wingapsq\pt61\, Server Photo Path: e:\tao\wingapsq\pictures\, Sketch Export Path: t:\wingapsq\sketch\, Server Sketch Export Path: e:\tao\wingapsq\sketch\, Server Share Path: t:\wingapsq\.
- Appraisal Year:** 2015.
- Rural Acre Break:** 25.00.
- PU Eq Ratio %:** 40.00.
- Return Deadline:** 04/01/2014.
- Default Startup Directory:** AY2015.
- Guest Startup Directory:** ay2014.
- ABOS Default:** Low.
- Land Influences:** Compound.
- ABOS Yr:** 2014.
- NADA Yr:** 2014.

Buttons: Help, Close.

WinGAP Administration Manual

County Information section

WinGAP - Preferences PickensAY2014

County Information

Co. Name/Num: Pickens 112 Exempt from Provisions of HB233 for this digest year

Address: 1266 East Church Street
Suite 121

City / State / Zip: Jasper GA 30143-

Phone / Ext: (706)253-8700 Email: rdobbs@pickenscountyga.gov

Fax: (706)253-8703 Web: pickens.tscmaps.com/ga/pickens

- **County Name / Num:** The first of the fields in the County Information Section of the Preferences Form is where the County Name, such as Pickens, is keyed. It is not necessary to key "County" after the County Name. WinGAP will verify that the County Name is spelled properly. **The Num field is assigned by WinGAP, is county specific, and is not accessible to the user.**
- **Address:** Three fields are provided for keying the address of the Assessors' Office.
- **City/State/Zip:** Three fields are provided for keying the City, State, and Zip Code of the Assessors' Office.
- **Phone / Ext:** The primary phone number, and phone extension, if used, of the Assessors' Office are keyed in these two fields.
- **Fax:** The fax number of the Assessors' Office is keyed in this field.
- **Email:** The email address of the Assessors' Office is keyed in this field.
- **Web:** If the Assessors' Office has a website, its URL (Uniform Resource Locator, such as WWW.assessorsoffice.gov), is keyed in this field. The Real Property Map-It button (now titled WEBSITE and accessible via the Third Party button on the Real Property General Information form) uses this field to direct wingap to the desired web URL.
- **Exempt from Provisions of HB233 for this digest year:** HB233 provisions expired in 2012 – this box should not be checked
 - Checking the “Exempt from Provisions of HB233 for the digest year” should only be done in three situations.
 - The County is specifically exempt by verbiage in HB233. This applies only to Richmond and Houston counties.
 - The county is undergoing a Comprehensive County-Wide revaluation
 - The checkbox **MUST** be unchecked when the county rolls over to 2010
 - It is the county’s responsibility to uncheck this box
 - All Appraisal Years prior to 2009
 - Checking the “Exempt from Provisions of HB233 for the digest year” produces the following:
 - The MAV fields are visible
 - The county will operate under the current FMV scheme
 - There is no prompting for MAV changes

WinGAP Administration Manual

- All MAV field values are set to zero

Point/Base Costs section

Point/Base Costs	
Residential	1.00
Commercial	100.00
Commercial Base	1.00
Accessory	125.00

- **Residential:** The Residential Point Cost field contains the value which converts points generated by WinGAP for Residential Improvements into a dollar value for each Residential Improvement. For example, if a house has a total of 300 points and the point cost is 100.00, a house value of \$30,000 would result from the calculation of $300 * 100.00$.

Some counties, such as the one in the example above, set the Residential Point Cost to 1.00 and use actual dollars per square foot to arrive at the value for the Residential Improvement. This approach is more easily understood by some appraisers and taxpayers than the point system, though the value produced should be the same.

The Residential Point Cost lets the county localize property values for Residential Improvements. Arriving at the point cost for a particular county requires a study of sales. Assistance with the study can be provided by DOR personnel.

- **Commercial:** The Commercial Point Cost field contains the value generated by WinGAP for LUMP SUM Commercial and Industrial Improvements and Extra Features into a dollar value.

Some counties set the Commercial Point Cost to 1.00 and use actual dollars per square foot to arrive at the value for the Lump Sum Commercial and Industrial Improvement. This approach is more easily understood by some appraisers and taxpayers than the point system, though the value produced should be the same.

Like the Residential Point Cost, the Commercial Point Cost lets the county localize property values for Commercial and Industrial Improvements. Arriving at the Commercial Point Cost for a particular county requires a study of sales and assistance with the study can be provided by DOR personnel.

- **Commercial Base:** The Commercial Base Cost field contains a dollar per square foot value that is used as the basis for the valuation of all commercial and industrial buildings and extra features that are priced by the square foot method. The value of each building and extra feature is based on a percentage of the base cost.
- **Accessory:** The Accessory Point Cost field contains the value which converts points generated by WinGAP for Accessory Improvements into a dollar value for each Accessory Improvement. The point cost lets the county localize property values for accessory buildings.

WinGAP Administration Manual

Depreciation Years section

Depreciation Years	
Residential	2006
Commercial	2008
MFG Housing	1997
Accessory	2000

- **Residential:** The Residential Improvement Depreciation Year field contains the base year from which system generated depreciation is calculated. The age of a Residential Improvement is determined by subtracting the year built or effective year built from the depreciation year. This locks depreciation in until the county decides to change it. Any houses with a year built greater than the depreciation year will be determined to have an effective age of one year.
- **Commercial:** Like the Residential Improvement Depreciation Year, the Commercial Improvement Depreciation Year is the base year from which the system generated depreciation for Commercial and Industrial Improvements is calculated. The age of a Commercial or Industrial Improvement is determined by subtracting the year built or effective year built from the depreciation year. This locks depreciation in until the county decides to change it. **Like Residential Improvements, any Commercial Improvements with a year built greater than the depreciation year will be determined to have an effective age of one year.**
- **MFG Housing:** Also like the Residential Improvement Depreciation Year, the MFG Housing Depreciation Year is the base year from which the system generated depreciation for Manufactured Housing is calculated. The age of a Manufactured Home is determined by subtracting the year built or effective year built from the depreciation year. This locks depreciation in until the county decides to change it. **Like Residential Improvements, any Manufactured Homes with a year built greater than the depreciation year will be determined to have an effective age of one year.**
- **Accessory:** Also like the Residential Improvement Depreciation Year, the Accessory Improvement Depreciation Year is the base year from which the system generated depreciation for Accessory Improvements is calculated. The age of an Accessory Improvement is determined by subtracting the year built from the depreciation year. This locks depreciation in until the county decides to change it. **Like Residential Improvements, any Accessory Improvements with a year built greater than the depreciation year will be determined to have an effective age of one year.**

Other Options section

Other Options	
<input type="checkbox"/> Truncate Values	<input type="checkbox"/> Auto-Reasons (Real)
<input type="checkbox"/> Disable Logins	<input type="checkbox"/> Auto-Reasons (Pers)
<input type="checkbox"/> bBrowser Cost Form	<input checked="" type="checkbox"/> PT50R = LIVE DATA
<input type="checkbox"/> Lock System	<input type="checkbox"/> COA Auto-Flag
<input type="checkbox"/> Rnd Area Mult to 6 dec.	<input type="checkbox"/> Hide Comments
<input type="checkbox"/> Attic: Use Max/Min Area	<input type="checkbox"/> Bsmt: Use Max/Min Area
	<input type="checkbox"/> Int Label in Base Heat

- **Truncate Values:** If a checkmark is placed in the Truncate Values checkbox and the Replacement Cost New – (minus) Depreciation (or RCN – Dep) is greater than 1000, all values will be truncated to the nearest \$100. For example, a Residential Improvement that has a value of \$126,767 will be truncated to \$126,700. If the Replacement Cost New – Depreciation is less than 1000, all values will be truncated to the nearest \$10, meaning \$98 truncates to \$90.

WinGAP Administration Manual

Truncation is accomplished by dividing the RCN-Dep value by 100 and not rounding the result. The resulting quotient is then multiplied by 100. In the following example, the RCN-Dep value of 98,877 is truncated to 98,800:

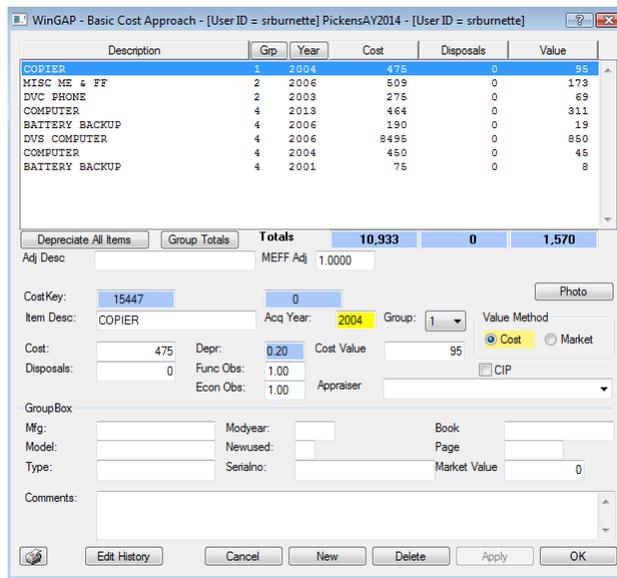
1. $98,877 / 100 = 988$
2. $988 * 100 = 98,800$

- **Disable Logins:** Placing a checkmark in the Disable Logins checkbox will disable logins and allow complete access to WinGAP to any user. Removing the checkmark will cause the WinGAP Login Form, shown below, to appear, requiring each user to enter a Login ID and Password, unless the Guest Button is clicked to gain access.



- **bBrowser Cost Form:** Changes the way the information is displayed on the Cost Approach Form that is reached from the Personal Property General Information Form. When the bBrowser Cost Form checkbox is left unchecked, the Cost items are displayed in a normal list box; if checked, the Cost items are displayed in a bBrowser list box.

Normal List Box



WinGAP Administration Manual

bBrowser List Box

The screenshot shows the WinGAP software interface. At the top, there is a title bar: "WinGAP - Basic Cost Approach - [User ID = srburnette] PickensAY2014 - [User ID = srburnette]". Below the title bar is a table with the following columns: Item_Desc, Group, Acq_Year, Cost, Disposals, Costval, Marketval, Costkey, Edited. The table contains several rows of data, with the first row highlighted in blue:

Item_Desc	Group	Acq_Year	Cost	Disposals	Costval	Marketval	Costkey	Edited
COPIER	1	2004	475		95		15447	N
MISC ME & FF	2	2006	509		173		15445	N
DVC PHONE	2	2003	275		69		15448	N
COMPUTER	4	2013	464		311		24035	Y
BATTERY BACKUP	4	2006	190		19		15444	N
DVS COMPUTER	4	2006	8495		850		15443	N
COMPUTER	4	2004	450		45		15446	N
BATTERY BACKUP	4	2001	75		8		15449	N

Below the table, there are several controls and a detailed form for the selected item (COPIER). The "Totals" section shows: Depreciate All Items, Group Totals, Totals: 10,933, 0, 1,570. The "Adj Desc" field is empty, and "MEFF Adj" is 1.0000. The "CostKey" field is 15447, and "Acq Year" is 2004. The "Cost" field is 475, "Depr" is 0.20, and "Cost Value" is 95. The "Disposals" field is 0, "Func Obs" is 1.00, and "Econ Obs" is 1.00. The "Value Method" is set to "Cost". The "GroupBox" section includes fields for Mfg, Model, Type, Modyear, Newused, Serialno, Book, Page, and Market Value. The "Comments" field is empty. At the bottom, there are buttons for "Edit History", "Cancel", "New", "Delete", "Apply", and "OK".

- **Lock System:** The Lock System checkbox is used to lock all other users except the system administrator or primary operator out of WinGAP. This is done at those times when access to WinGAP files must be restricted, such as Reindexing and Reappraising.
- **Rnd Area Mult to 6 dec:** The Round Area Multiplier to 6 Decimals checkbox, if checked, will round the residential improvement area multiplier to 6 decimal places instead of 2. Checking the box will result in value changes for almost all Residential Improvements but will remove an anomaly in the Area Multiplier calculation that is present when the Area Multiplier is rounded to 2 decimal places.
- **Attic: Use Max/Min Area:** Placing a checkmark in this checkbox provides the user with the capability of using the Residential Improvement Schedules Maximum and Minimum Areas in the calculation of the Area Multiplier for Attics. The Area Multiplier will be rounded to 6 decimals for Attics instead of 3 decimals when this calculation method is selected. Checking the box will result in value changes for all Residential Improvements that have Attics.
- **Auto Reasons (Real):** Provides the user with the ability to turn on/off the automatic change of assessment reasons for Real Property. If the box is checked, auto-reasons will be applied.
- **Auto Reasons (Personal):** Provides the user with the ability to turn on/off the automatic change of assessment reasons for Personal Property. If the box is checked, auto-reasons will be applied.
- **PT50R = LIVE DATA:** Provides the user with the ability to select the year from which PT50 data is printed. If a check is placed in this checkbox, all PT50R's will be printed with data from the current digest year. If no checkmark is present, data on the PT50R will be printed from the pt50r.dbf which is populated with previous year's data during Yearend Cleanup.
- **COA Auto-Flag:** If the COA Auto-Flag checkbox is checked, the user will not be prompted for flagging a real or personal account for a Change of Assessment notice. The flag will be automatically set if the value or ownership changes. If the box is unchecked, the prompt for COA flag will appear on the Real or Personal Property Forms as in past versions of WinGAP.
- **Hide Comments:** If this box is checked, comments on the Real Property General Information Form and Personal Property General Information Form will be hidden from Guest logins. The comments will not be printed on the Property Record Card for Guests. Personal Property PRCs cannot be printed by Guests. The Comments will be redacted from the Public Export.
- **Bsmt: Use Max/Min Area:** Placing a checkmark in this checkbox provides the user with the capability of using the Residential Improvement Schedules Maximum and Minimum Areas in the calculation of the Area Multiplier for Basements. The Area Multiplier will be rounded to 6 decimals for Attics instead of 3 decimals when this calculation method is selected. Checking the box will result in value changes for all Residential Improvements that have Basements.

WinGAP Administration Manual

- **Int Label in Base Heat:** This checkbox provides the user with the capability of having Interior Labels contribute to the Base Heat Points for a Residential Improvement. Checking the box will result in the overall lowering of Residential Improvement values for any Residential Improvements that have Interior Labels.

Remaining Preference Form Fields

Special District Description	Field Check	<input type="checkbox"/> Attic: Use Max/Min Area	<input type="checkbox"/> Bsmt: Use Max/Min Area
Parcel Number Template	XXXX-XXX-XXXX-XXX	<input type="checkbox"/> Int Label in Base Heat	
Customize Lendor Label	Lender	Appraisal Year	2014
Customize Occupancy Label	Occupancy	Rural Acre Break	25.00
Customize Fireplace Label	Other Features	PU Eq Ratio %	40.00
SQL Server Name	PICOASSESSOR	Return Deadline	04/01/2014
Server PT61 Path	e:\tao\wingapsql\pt61\	Default Startup Directory	ay2014
Server Photo Path	e:\tao\wingapsql\pictures\	Guest Startup Directory	ay2013
Sketch Export Path	t:\wingapsql\sketch\		
Server Sketch Export Path	e:\tao\wingapsql\sketch\		
Server Share Path	t:\wingapsql\		
<i>Freeport Information is now found in tax district schedule</i>		ABOS Default	Low
	Land Influences		Compound
		ABOS Yr:	2014
		NADA Yr:	2014

- **Special District Description:** The Real and Personal Property General Information Forms contain a checkbox that can be used by the County to group tax bills for specific valuation and billing purposes. The County can use the Special District Description field on the Preferences Form to customize for local purposes the description that displays on the General Information Forms next to this field.
- **Parcel Number Template:** The County's Parcel Number structure is customized by utilizing the Parcel Number Template field. Most WinGAP counties use the default Template of XXXX-XXX-XXXX-XXX, where the first four Xs represent the Map Number, the next three Xs the Block Number, the next four Xs the Parcel Number, and the last three Xs the Sub Parcel Number. The field can accommodate a Parcel Number up to 30 characters in length, including the dashes. The "X" Template symbol will accept any character or number as part of the Parcel Number; if a County wanted to restrict the entire Parcel Number, or a portion of the Parcel Number to just numbers, the Template symbol of "9" would be used in place of the "X".
- **Customize Lendor Label:** The Real Property General Information Form contains a Lendor field that is used to group tax bills that are escrowed to a particular lending institution. The County can use the Customize Lendor Label field on the Preferences Form to customize the description of this field.
- **Customize Occupancy Label:** The Residential Improvements Form contains a field where the type of Occupancy (1 Family, 2 Family, Mobile Home, etc) of the Improvement is specified. The County can use the Customize Occupancy Label field on the Preferences Form to customize the description of the Occupancy field on the Residential Improvements Form.
- **Customize Fireplace Label:** The Residential Improvements Form contains a field where the type and number of Fireplaces found on the Improvement are specified. The County can use the Customize Fireplace Label field on the Preferences Form to customize the description of the Fireplace field on the Residential Improvements Form.
- **SQL Server Name:** The Machine and Instance Name of the MSSQL Server name in the County; in the County Preferences example above, PICOASSESSOR is the SQL Server Name.
- **Server PT61 Path:** The File Path to the PT61 folder from the Server's perspective. MSSQL operates at a lower level than mapped drives. MSSQL cannot see mapped drives, so the physical disk path is needed here. Universal Naming Convention (UNC) will work but physical drive assignment is preferred for WinGAPSQL. In the example above, the Server PT61 Path is e:\tao\wingapsql\pt61\.

WinGAP Administration Manual

- **Server Photo Path:** The File Path to the Pictures folder from the Server's perspective. In the example above, the Server Photo Path is <e:\tao\wingapsql\pictures\>.
- **Sketch Export Path:** The File Path to the Sketch Export folder from the user's Workstation perspective. In the example above, the Sketch Export Path is <t:\wingapsql\sketch\>.
- **Server Sketch Export Path:** The File Path to the Server Sketch Export folder from the Server's perspective. In the example above, the Server Sketch Export Path is <e:\tao\wingapsql\sketch\>.
- **Server Share Path:** The File Path to the Core Application Share on the Server from the user's Workstation perspective. In the example above, the Server Share Path is <t:\wingapsql\>.
- **Appraisal Year:** The current Appraisal Year (or tax digest year) is keyed in this field. Other Appraisal Years can be selected for review by clicking on **File > Select Appraisal Year** on the WinGAP Tool Bar.
- **Rural Acre Break:** The Rural Acre Break is used to enter the acre level at which rural large tract valuation begins. From this acre level upward values will be entered in the Accessibility/ Desirability Table (found in **Tools > Schedules / Tables > Accessibility / Desirability**) as factors. All values in the Accessibility/Desirability Table below the acre level will be entered as tract values. If the Rural Acre Break is at the 30 acre level, it would be keyed in the Rural Acre Break field as 30.00.
- **PU Eq Ratio %:** The Public Utilities Equalization Ratio percentage field is used to adjust the value of public utility property. Public Utility property values should be entered at 100% and the property classed as Utility before the Equalization Ratio will be applied to adjust values accordingly. If the Public Utilities Equalization Ratio percentage for the County is 40, it would be keyed as 40.00.
- **Return Deadline:** A default deadline that will print on Personal Property reporting forms can be keyed in this field.
- **Default Startup Directory:** The default data directory or folder, such as AY2015, can be selected from the available data folders by clicking on the Default Startup Directory combo box.
- **Guest Startup Directory:** The guest startup directory is used when the Guest Button is clicked on the Login screen. The selection of the guest startup directory is at the discretion of the Assessors. Many counties elect to maintain a Guest Startup Directory that corresponds to the last approved digest. This is done due to the view that current year information is work-in-progress and may provide misinformation to a Guest.
- **ABOS Default:** The default pricing method for Boats/Motors using the ABOS schedules can be set by selecting one of the four available options from this combo box (High, Low, Retail, or SRP).
- **ABOS Year:** The year that the ABOS Schedules currently in use by WinGAP were updated.
- **NADA Year:** The year that the NADA Schedules currently in use by WinGAP were updated.
- **Land Influences:** Adjustments to Land Values can be made on the Land Information Form in WinGAP. Up to seven adjustments to either Urban or Rural Land can be applied. The manner in which these Land Influence adjustments are made is determined by the choice made on the Land Influences combo box on the Preferences Form. The two choices are Additive and Compound (also called multiplicative).

The formula for Compound application (the manner in which Land Influences have always been applied within WinGAP) of Land Influences is as follows: $\text{Base Land} * \text{Influence1} * \text{Influence2} * \text{Influence3} * \text{Influence4} * \text{Influence5} * \text{Influence6} * \text{Influence7} * \text{Neighborhood Influence}$. The formula for Additive application of Land Influences is as follows: $(\text{Base Land} + [(1-\text{Influence1}) * \text{Base Land}] + [(1-\text{Influence2}) * \text{Base Land}] + [(1-\text{Influence3}) * \text{Base Land}] + [(1-\text{Influence4}) * \text{Base Land}] + [(1-\text{Influence5}) * \text{Base Land}] + [(1-\text{Influence6}) * \text{Base Land}] + [(1-\text{Influence7}) * \text{Base Land}]) * \text{Neighborhood Influence}$.

In the above formulas, Base Land is the value of the land resulting from the calculation of the land subrecords. In the case of Rural Land, the Base Land value would include the application of the Accessibility/Desirability factor.

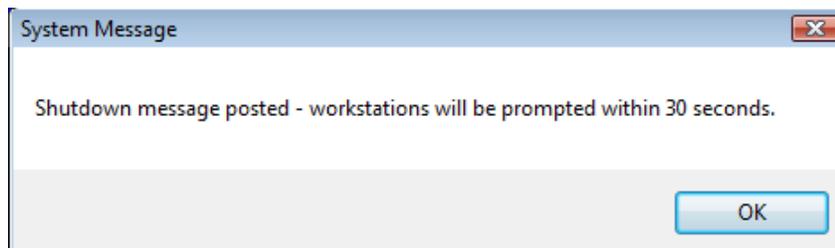
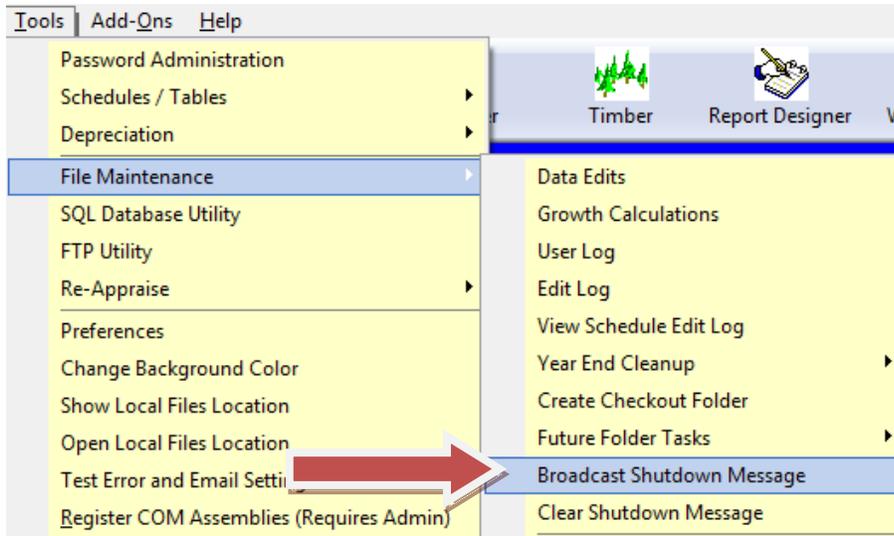
Changes to the Preferences Form are saved by clicking the OK Button, which returns the user to the WinGAP Main screen.

WinGAP Administration Manual

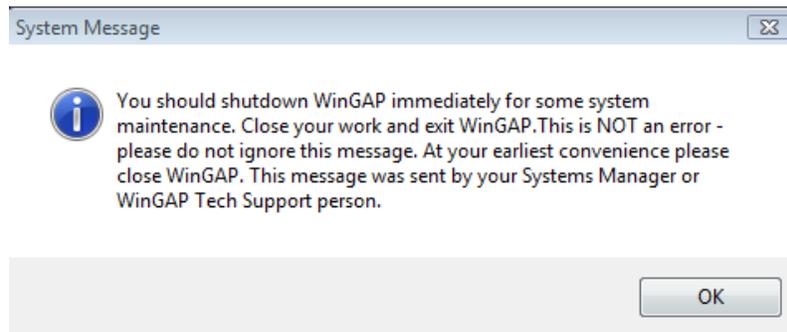
Clearing Users from WinGAP

Broadcast Shutdown Message

When WinGAP is run on networks, occasionally it is necessary to have all users out of the program. Certain WinGAP maintenance functions, such as reindexing, inflationary growth calculations, or program updates require exclusive use of the tables. The Broadcast Shutdown Message option on the Tools > File Maintenance Menu makes it easy for the WinGAP System Manager or WinGAP Technical Support agent to send a message to all WinGAP users that they need to exit WinGAP so these procedure can take place. Clicking the Broadcast Shutdown Message produces the following window, informing the Systems Manager that the message has been sent over the network.



Within 30 seconds of the Systems Manager sending the message, users on each computer on the network that are running WinGAP at the time the message is sent will receive a message as shown on the following page.

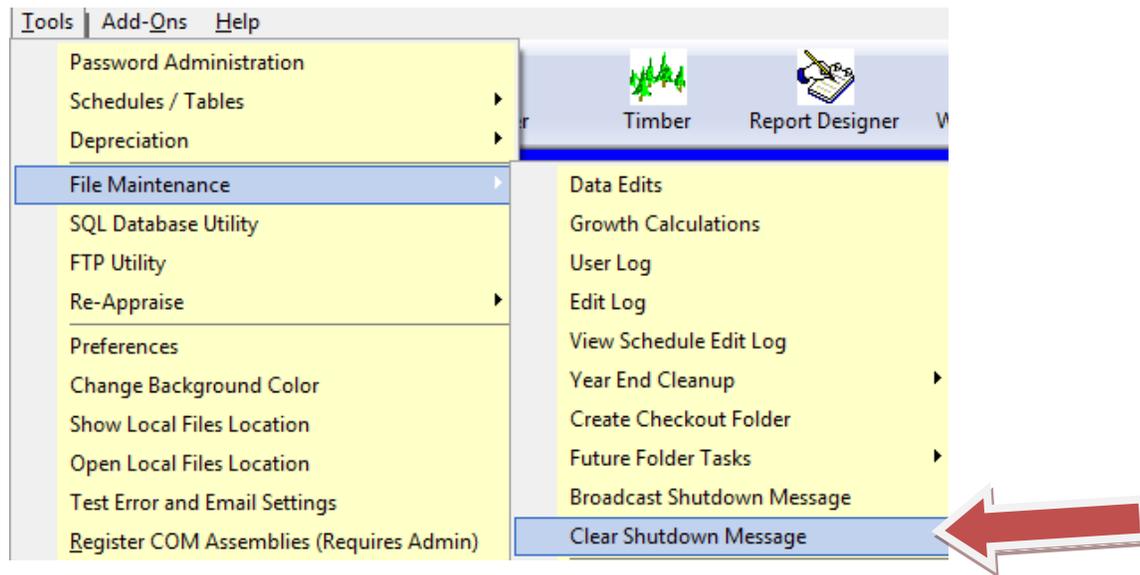


WinGAP Administration Manual

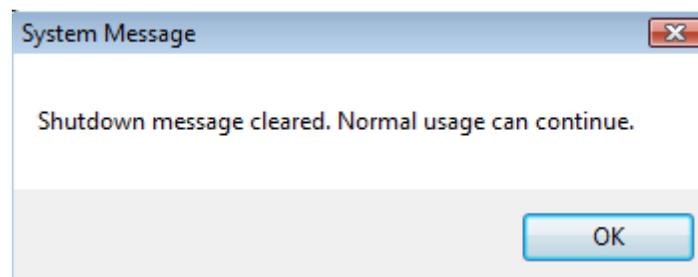
Until the user exits WinGAP, they will continue to receive this message about every 30 seconds. The message is generated by a text file that the Systems Manager sends to each user's computer. Once the system or program maintenance is finished, the Systems Manager can issue the Clear Shutdown Message from the menu to prevent the Shutdown Message from appearing (see Clear Shutdown Message, discussed next). The users must be told verbally or by other means that WinGAP is once again available for use.

Clear Shutdown Message

When the system or program maintenance that required users to exit WinGAP is completed, the WinGAP Systems Manager can delete the message text file that is sent to WinGAP users by clicking the Clear Shutdown Message option on the Tools > File Maintenance Menu. The following message will appear on the Systems Manager's computer.



The following message will appear on the Systems Manager's computer.



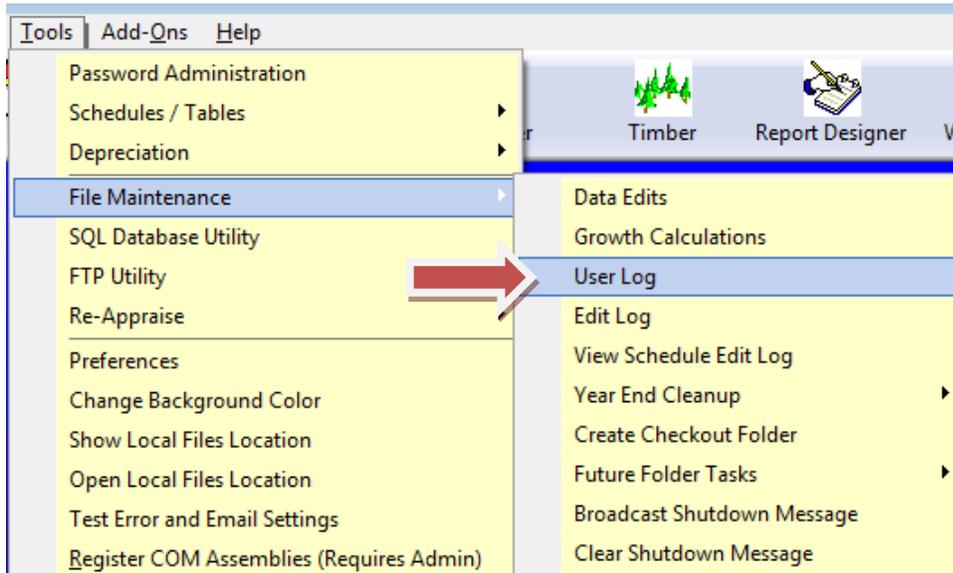
WinGAP users must be told verbally or by other means that WinGAP is once again available for use.

WinGAP Administration Manual

User Log

At times, it may become necessary to determine what user(s) may still be in WinGAP after the “Shutdown” message or a verbal “All Clear WinGAP” message has been sent and procedures still cannot be run due to users having files open.

WinGAP provides a tool to determine who may still be logged into WinGAP. From the Tools >> File Maintenance >> User Log submenu item, the WinGAP administrator can obtain a list of WinGAP users with their current “login” status.



The user log consists of a grid with the logins creating the rows and columns to identify the user, computer name and dates/time of login/logout activity. The screen shot on the following page provides an example of a user log. Records appear in the User Log in Descending time and date order, with the most recent entries at the top.

A screenshot of the 'WinGAP - User Log Floyd' window. The window displays a grid of login records. The grid has columns for Recid, Login Key, Loginid, Comp_Name, In_Date, In_Time, Out_Date, and Out_Time. The records are sorted in descending order of In_Date and In_Time. The most recent entry is at the top, with a Recid of 1266 and an In_Time of 14:57:12 on 06/18/2013. The window also has a 'Help' button and a 'Close' button at the bottom.

Recid	Login Key	Loginid	Comp_Name	In_Date	In_Time	Out_Date	Out_Time
1266	101633	srburnette	SteveAdmin-PC	06/18/2013	14:57:12		
1265	101622	srburnette	SteveAdmin-PC	03/20/2013	15:35:51		
1264	1264	althomas	board2-0709	03/18/2013	11:59:15	03/18/2013	12:00:05
1263	1263	womackd	board2-0709	03/18/2013	11:53:10		
1262	1262	lambertm	lambertm-0709	03/18/2013	11:47:08		
1261	1261	winters	winters-0709	03/18/2013	11:44:19		
1260	1260	pastovichj	pastovichj-0709	03/18/2013	11:19:54		
1259	1259	bedfordb	bedfordb-0709	03/18/2013	11:16:52	03/18/2013	12:11:11
1258	1258	womackd	womackd-0709	03/18/2013	11:15:06		
1257	1257	lambertm	lambertm-0709	03/18/2013	11:01:30		
1256	1256	pastovichj	pastovichj-0709	03/18/2013	10:56:48		
1255	1255	winters	winters-0709	03/18/2013	10:56:32		
1254	1254	winters	winters-0709	03/18/2013	10:48:51		
1253	1253	jeffersonl	jeffersonl-0709	03/18/2013	10:37:26		

WinGAP Administration Manual

The column headings are explained in more detail below:

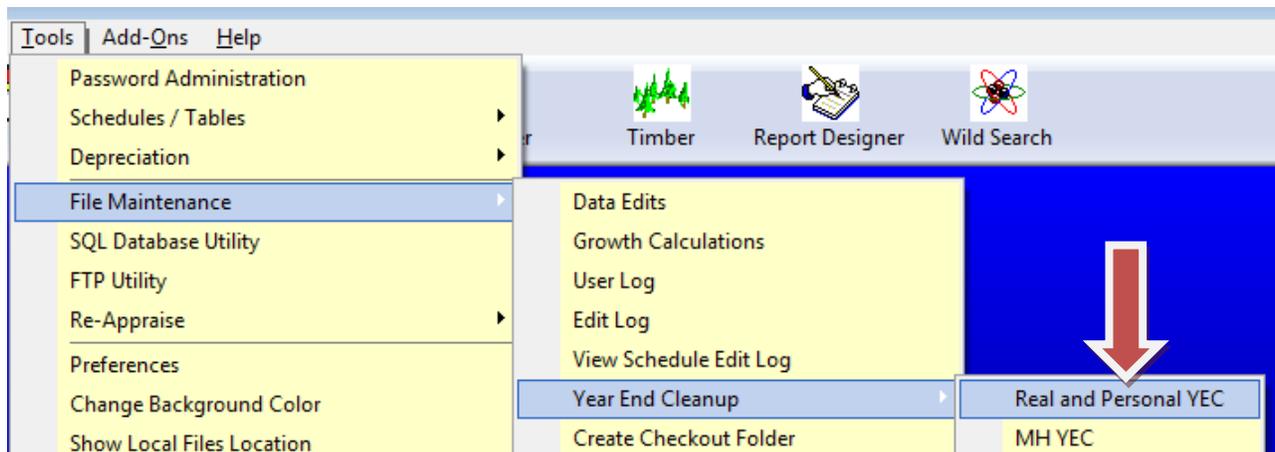
1. Recid – The record number assigned by WinGAP for each entry in the User Log.
2. LoginKey – The key is assigned by WinGAP to the user as they login. There is no true significance to the key with regard to this process.
3. LoginId – The WinGAP user id that was used to access the data is recorded in this field.
4. Comp_Name – The computer's name where the user logged in is saved in this column. This should inform the administrator which computer needs to be shut down in order to free WinGAP for update or maintenance work.
5. In_Date/In_Time – The date and time the user logged in will be recorded here.
6. Out_Date/Out_Time – The date and time the user logged out of WinGAP is saved in this column. If the date and time are blank, this indicates that the user was aborted through an error message or is still logged into WinGAP.
7. DateCheck/TimeCheck – The user login is checked every 30 seconds to monitor the status of the user. The last check is recorded in these columns.

If the user has not logged out of WinGAP (Out_Date & Out Time are blank), the administrator should locate the user and ask them to log out so that maintenance on WinGAP may be performed.

Performing Year End Cleanup

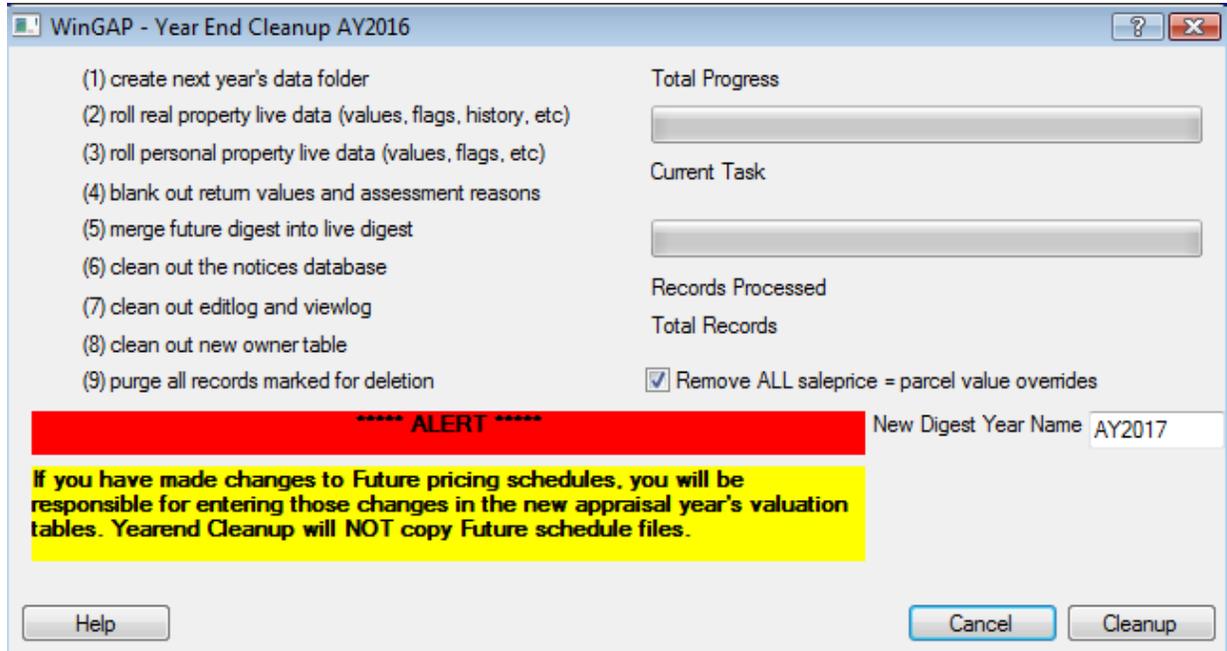
After work on the County's tax digest has been finished for the year, the Year End Cleanup option on the Tools > File Maintenance Menu should be performed. **Before this procedure is run, a backup of the current Appraisal Year folder, for example 2013, should be made and the files archived.**

Clicking on the Year End Cleanup option produces a submenu with two options, Real and Personal YEC and MH YEC. The Real and Personal option should be taken when the County is ready to setup the next digest year as the WinGAP Current Year. Generally, this will occur between August and October. The MH YEC is used when the Prebilled Mfg Housing digest work is concluded. The typical time frame for running MH YEC is January of the following year. When Real and Personal YEC is selected, the user will be informed of the actions that Year End Cleanup will perform, as seen on the next page. Though not required, it is recommended that all users exit WinGAP before per Year End Cleanup is performed.



WinGAP Administration Manual

Clicking on the Real and Personal YEC option produces the screen below.



As shown on the screen, Year End Cleanup performs nine different procedures:

- 1) Create next year's data folder;
- 2) Roll real property live data(values, flags, history, etc)
- 3) Roll personal property live data (values, flags, etc)
- 4) Blank out return values and assessment reasons;
- 5) Merge future digest into live digest;
- 6) Clean out the notices database;
- 7) Clean out editlog and view log;
- 8) Clean out new owner table;
- 9) Purge all records marked for deletion;

In reference to Item 7) above, if the County uses the Future module, any Editlog records in the Future Year will be pulled into the new current year Editlog. If the County does not use the Future module, the Editlog will be empty.

Two items that allow user intervention in the YEC process also need to be discussed.

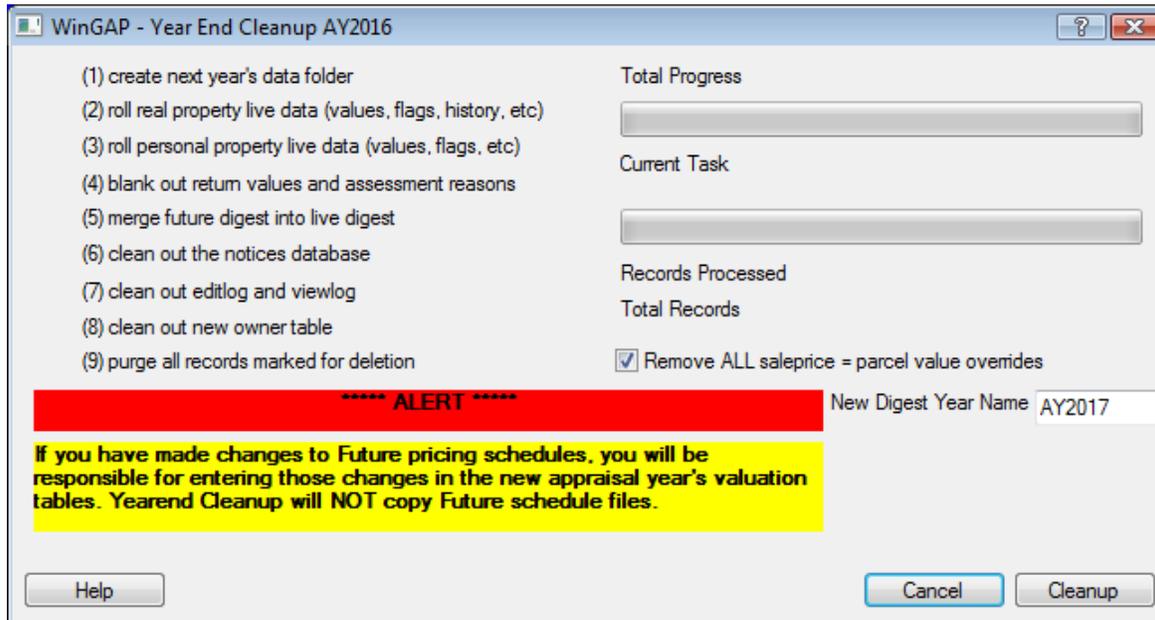
First, the user should be aware of the checkbox titled **Remove ALL saleprice = parcel value overrides**. This is in reference to the SB346 requirement that property values shall not exceed the net sales price of an arm's length transaction that occurred in the year prior to the digest. If this box is checked, all parcels

WinGAP Administration Manual

flagged for SB346 value will have the flag removed and the value of the property will revert to MAV/FMV. The previous value will become the SB346 value. Any sales marked as SB346 sales will also be cleared of such flags.

Second, the New Digest Year Name field allows the user to change the default name for the new appraisal year folder. The field defaults to the current digest year plus one. This should NOT be changed unless a specific and well thought out plan exists to justify changing the digest year name.

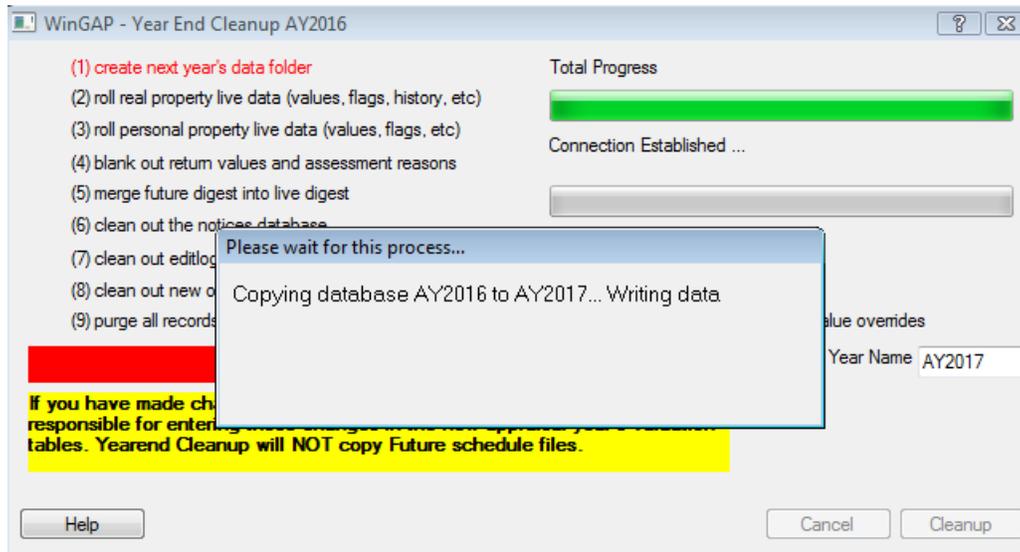
Finally, the yellow highlighted message concerning Future Pricing Schedules should also be noted. Schedules updated only in Future will need to be rekeyed in the new appraisal year.



These procedures should be read carefully. If the user is unsure whether to perform these procedures, the Cancel Button should be clicked to return to the main WinGAP screen.

Otherwise, the Cleanup Button should be clicked to begin Year End Cleanup. As this process goes forward, two bar graphs will display the progress, as seen on the next page. As each item in the list of procedures is finished, the item will turn blue. Depending upon the number of real property parcels, personal property accounts, improvements, sketches, etc., the process could last from less than a minute to a few minutes.

WinGAP Administration Manual

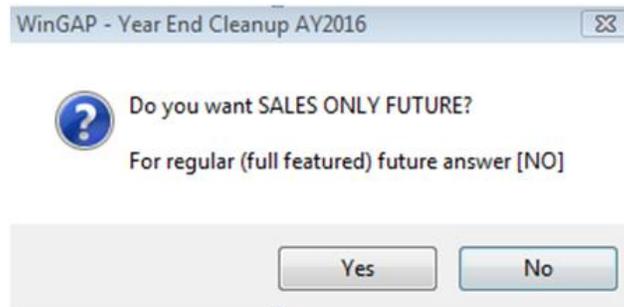


It is worth noting that the process actually does a BACKUP/RESTORE of the SQL database which ensures all existing VIEWS and STORED PROCEDURES will carry over from the previous digest database into the new digest database.

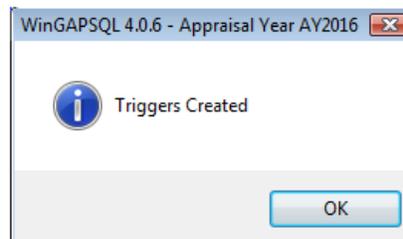
After a few seconds, a message will appear, shown below, asking the user what type of Future Year is desired in the newly created current year. At some point in the coming year, the County may want to create a Future Year to handle the next years processing. How the question below is answered will determine what type of processing can occur in that Future Year.

A Yes answer to the Sales Only Future question will mean that the County is limited to transferring ownership, adding sales, and creating new parcels.

A No answer to the Sale Only Future question will allow the County perform any tasks in the new Future Year.

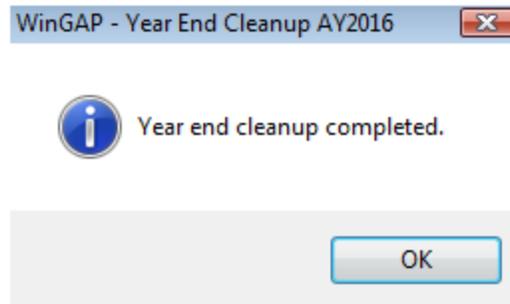


After clicking either Yes or No, the YEC process will continue. When Year End Cleanup is finished, the user will received a "Triggers Created" message, where OK should be clicked.

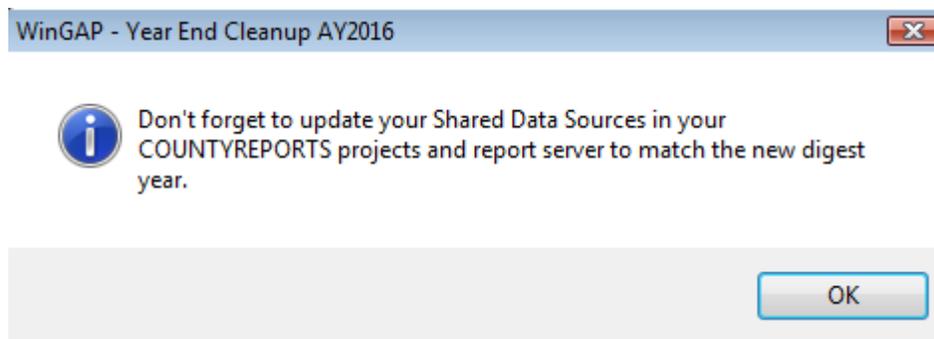


WinGAP Administration Manual

The last message in the Year End Process informs the user that the process has been completed. Clicking the OK button will return the user to the main WinGAP screen.



The final message the user will see is one informing them that any customized County reports they have that used the previous appraisal year need to be updated to the current appraisal year. Depending on the county's configuration of reporting projects, updating the shared data source may be very simple to somewhat involved. Due to the virtually unlimited options in how each county can distribute and configure their report designers, remember these simple truths. The data source is originally defined in the report project, however, users have the ability to prevent their project from overwriting data sources upon deployment. So it might be necessary to update your report designed project data source as well as the deployed data source from the report manager (<http://<ServerName>/Reports/DataSources>).



WinGAP Administration Manual

Post Year End Cleanup Procedures

After Year End Cleanup has run, it is good policy to check certain critical elements of the data and background information. Following is a list of items that should be checked:

1. **County name and contact info** – These items can be checked on the Tools >> Preferences screen. Check name, address, phone number, web URL and email address.

The screenshot shows the 'WinGAP - Preferences PickensAY2014' window. The 'County Information' section is expanded, showing the following fields: 'Co. Name/Num' is 'Pickens' with '112' next to it and an unchecked checkbox for 'Exempt from Provisions of HB233 for this digest year'; 'Address' is '1266 East Church Street' and 'Suite 121'; 'City / State / Zip' is 'Jasper', 'GA', and '30143-'; 'Phone / Ext:' is '(706)253-8700' and 'Email:' is 'rdobbs@pickenscountyga.gov'; 'Fax:' is '(706)253-8703' and 'Web:' is 'pickens.tscmaps.com/ga/pickens'.

2. **Appraisal Year** – On the Tools >> Preferences screen, the Appraisal Year should be verified, as seen below.

The screenshot shows the 'WinGAP - Preferences PickensAY2014' window with the 'Appraisal Year' field highlighted by a red arrow. The 'Appraisal Year' is set to '2015'. Other fields in the 'Other Options' section include 'Rural Acre Break' (25.00), 'PU Eq Ratio %' (40.00), 'Return Deadline' (04/01/2014), 'Default Startup Directory' (AY2015), and 'Guest Startup Directory' (ay2014). The 'Appraisal Year' field is a dropdown menu with a red arrow pointing to it from the right.

WinGAP Administration Manual

3. **Return Deadline** – Confirm that that the Return Deadline on the Tools >> Preferences screen is correct.
4. **Guest Startup Directory** – Check the Guest Startup Directory in the lower right corner of the Preferences screen and update if necessary by entering the new year. In most cases, the Guest Startup Directory is one year less than the Default Startup Directory (the appraisal year).
5. **Other options** – Check other options on the Preferences screen to verify that they are as the County desires them to be for this appraisal year.
6. **Schedules** – If schedules were updated in Future, update the same schedules in the new appraisal year. Reappraise may also need to be run for the properties that are impacted by these schedules.
7. **Data Edits** – Run the Orphaned Records Edit selection under the Tools >> File Maintenance >> Data Edits routine. In some cases, future owners have been known to be left behind.
8. **Personal Property** – Run the reappraise routine for personal property (Tools >> Reappraise >> Personal Property). This will depreciate all cost items valued by the cost approach.
9. **Other** – Update any schedule or other item that may have been impacted by legislation such as Freeport.

Create Future Folder

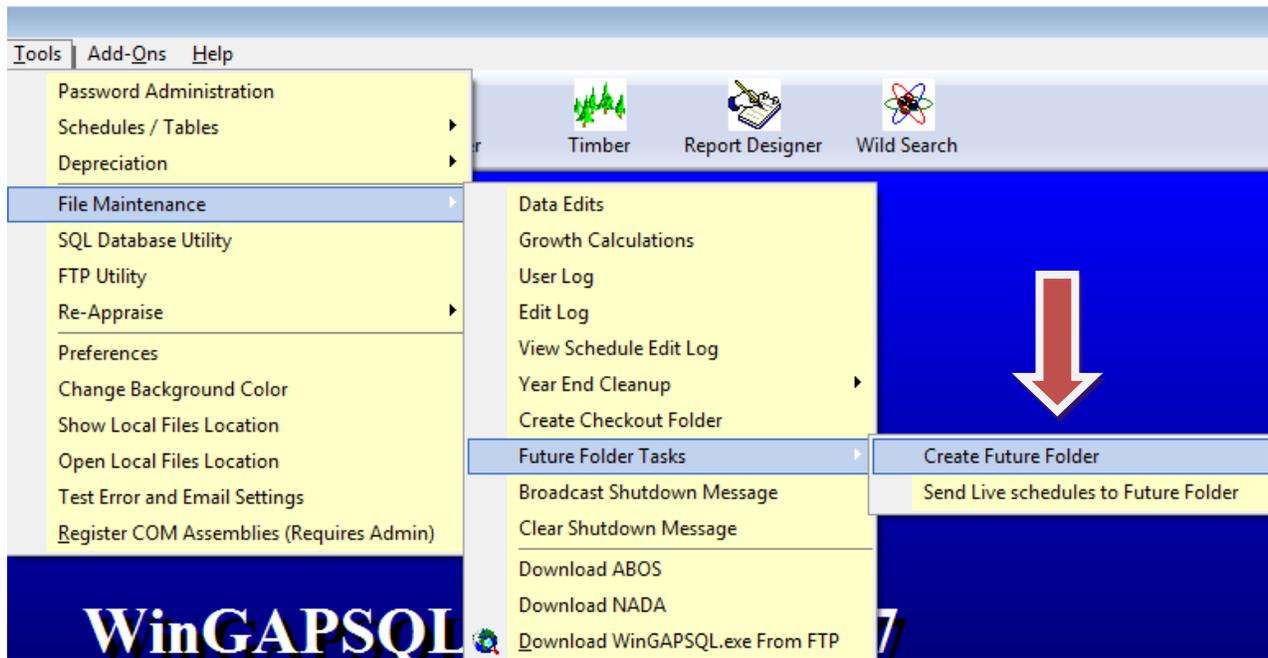
At times during a digest year, information will be provided that should not be part of the current digest but should be processed for the next year's digest. In order to process this information, the user should make use of the Future Year capabilities that exist in WinGAP.

For Example, on September 15, 2013 a county has completed a Yearend Cleanup for the 2013 digest and is now working on the 2014 digest. After January 1, 2014 the county may begin working deeds and creating property transfers and splits in the Future Year for transactions that have been recorded after January 1 and should not appear on the 2014 digest. Any new construction that is completed after January 1 and picked up in the field prior to the completion of the 2014 digest can be added through Future Year.

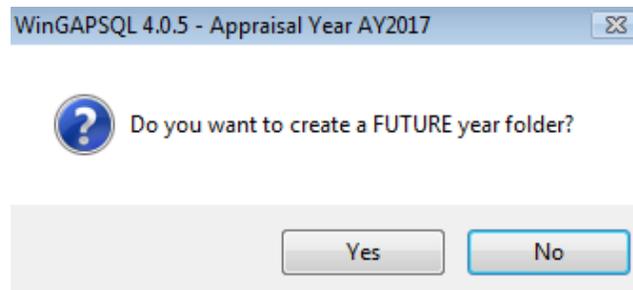
Personal Property changes that are picked up during the return period and are not to appear on the 2014 digest can be taken care of in Future Year.

In order to use the Future Module in WinGAP, a Future Folder must be created in the current Appraisal Year folder. This is done by clicking on the Create Future Folder option on the Tools >> File Maintenance >> Future Folder Tasks Menu, as shown on the next page. **Note: It is advisable that no schedule changes be made when the Create Future Folder process is running.**

WinGAP Administration Manual

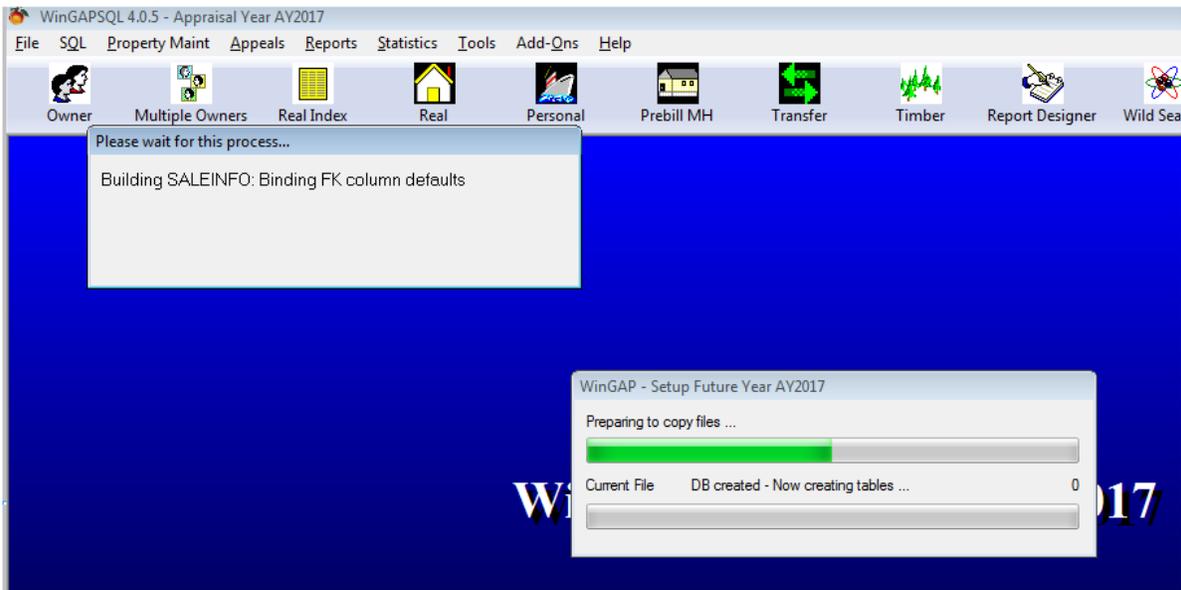


After clicking on the option the user will receive the message below.

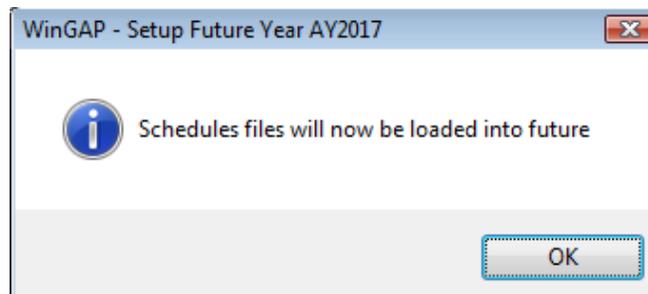


If the Future Folder is to be created at this time, **Yes** should be clicked. WinGAP will begin the process of creating the Future Folder. As this is done, various Bar Graphs and messages will appear, such as the one on the next page, as the Future Folder is created and the necessary files are copied to the Future Folder.

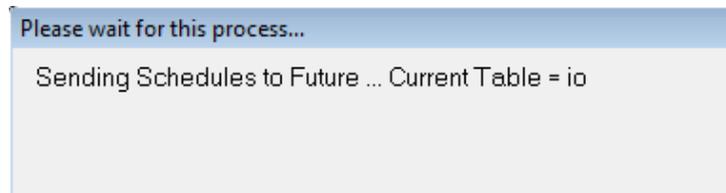
WinGAP Administration Manual



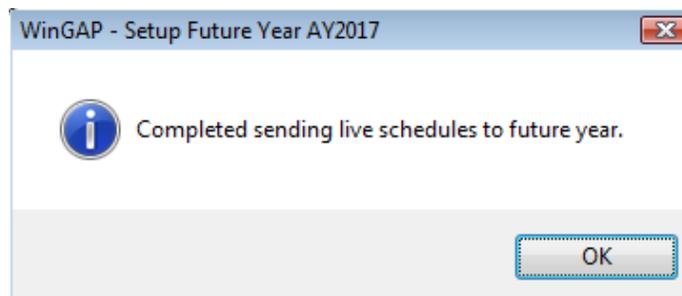
At the conclusion of this process, WinGAP will produce the Schedules files message, below, where the OK Button should be clicked to send the Current Year Schedules tables to the Future Folder.



Once again various messages will be displayed as the Schedules tables are sent to the Future Year.



At the conclusion of this process, the user should receive the following message, and click OK to complete the Future Year setup process. The user will be returned to the main WinGAP screen.

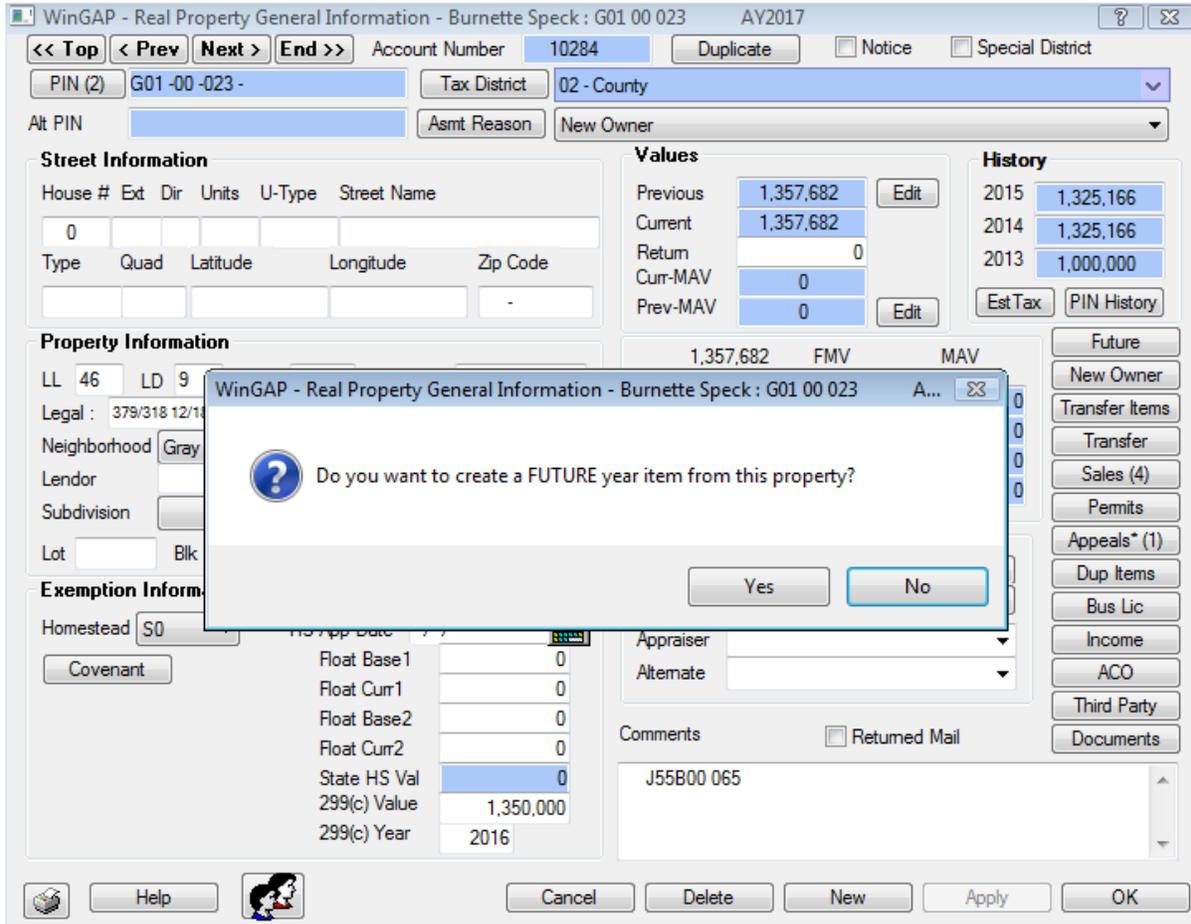


WinGAP Administration Manual

Accessing Future Year

After the Future Folder creation process has been completed, the user may begin work in the Future Year module in the following manner:

- Search for the parcel/account you wish to add/edit future information
- Click the Future button
- You will be prompted to create a future record, as seen below.



The yellow color screen on the following page will let the user know they are in the future year.

WinGAP Administration Manual

WinGAP - Real Property General Information - Burnette Speck : G01 00 023 AY2017

WinGAP - Real Property General Information - Burnette Speck : G01 00 023 AY2017_FUTURE

<< Top < Prev Next > End >> Account Number 10284 Duplicate Notice Special District

PIN (1) G01-00-023- Tax District 02 - County

Alt PIN Asmt Reason

Street Information

House # Ext Dir Units U-Type Street Name Active

0 Type Quad Latitude Longitude Zip Code

Property Information

LL 46 LD 9 GMD Zoning

Legal : 379/318 12/189 LL 46 LD 9 LOT 26 BLK C

Neighborhood Gray

Lendor Total Acres 2.70

Subdivision

Lot Blk Sec Phse

Exemption Information

Homestead S0 HS App Date / /

Covenant

Float Base1	0
Float Curr1	0
Float Base2	0
Float Curr2	0
State HS Val	0
299(c) Value	1,350,000
299(c) Year	2016

Values

Previous	1,357,682	Edit
Current	1,357,682	
Return	0	
Curr-MAV	0	
Prev-MAV	0	Edit

1,357,682 FMV MAV

Land (1)	15,741	0
Res Imp (1)	200,292	0
Com Imp (1)	1,000,000	0
Acc Imp (1)	141,649	0

History

2016	1,357,682
2015	1,325,166
2014	1,325,166

Est Tax PIN History

Edit Information

Data Entry Nologin Edit History

Review 02/04/1994 COA History

Appraiser

Alternate

Comments Returned Mail

J55B00 065

Help Cancel Delete New Apply OK

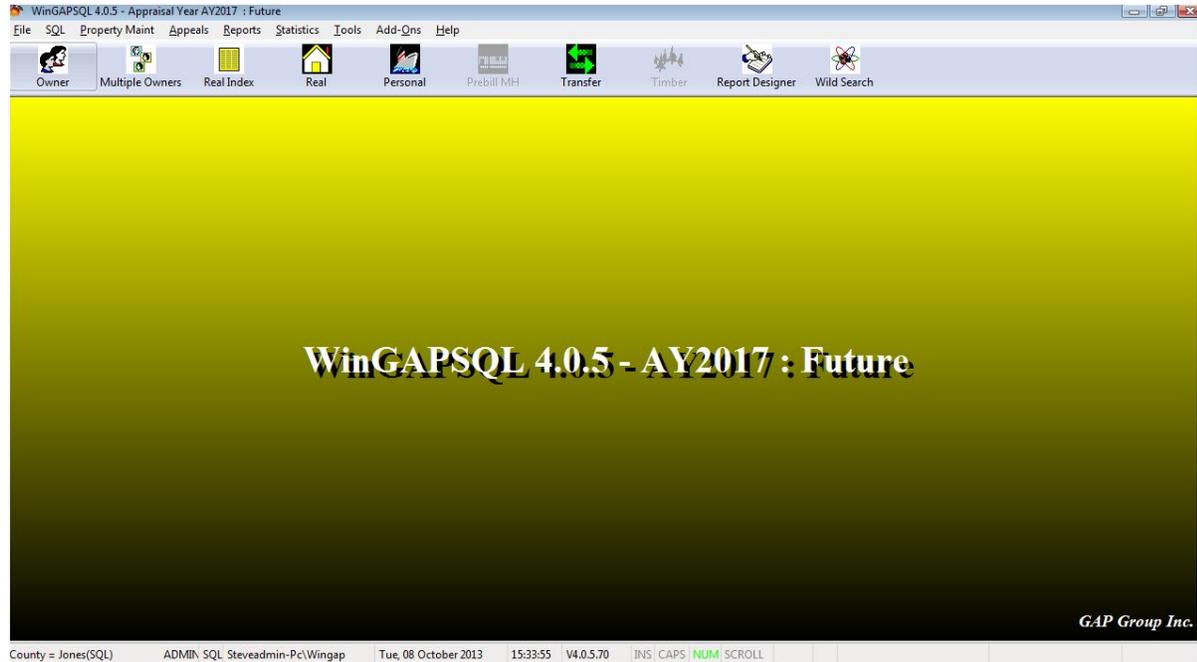
Once the user has created some future records, the Property Maintenance Menu (or the hotkey Ctrl + F) may be used to access future records:

- a. Click Property Maintenance
- b. Future Year



WinGAP Administration Manual

Clicking the Future Year option will place WinGAP in the Future Year.



Appeals

Appeals should continue to be worked at time of digest submission.

Appeals Form

The Appeals Module allows the Assessors' Office to keep track of all Appeals that apply to Real Personal, Personal Property, PreBilled Manufactured Homes, or Motor Vehicles. The Appeals Form is used to add, edit, or delete Real and Personal Property Appeals, Prebilled Manufactured Homes Appeals, and Motor Vehicle Appeals. It can also be used to Search for Appeals. The Form is accessed by clicking the **Appeals Button** located on the right of the Real or Personal Property General Information form, or the Prebilled Manufactured Homes form. Motor Vehicle Appeals can be added using the Add Motor Vehicle option on the Appeals Menu located on the WinGAP Menu bar.

When the Appeals Form is first accessed, and no appeals have yet been added, the data entry fields on the Appeals Form are "blued out", as seen on the next page. To add a new Appeal, the user must click the **New Button** on the Appeals Form to gain access to these fields.

WinGAP Administration Manual

NOTE: All types of Appeals can be viewed and updated at the Appeals Menu on the WinGAP Menu Bar or on the Appeals Form reached from the Real, Personal, or Prebilled Manufactured Homes General Information Form.

A discussion of all fields on the Appeals Form follows. The field sequence is the same as when adding a **NEW** Appeal record. At the conclusion of entering information for each Appeal, the user should click the **Apply** Button at the bottom of the Form to make sure that all data entry is saved before proceeding to other tasks.

- **Appeal Key:** The Appeal Key is a unique number assigned by WinGAP when each Appeal is added.
- **Appeal Year:** The digest (appraisal) year the Appeal was filed for. The field defaults to the current appraisal year, which can be changed by the user.
- **Status:** The current Status of the Appeal, such as Active or 30 Day. When first adding an Appeal, the combo box selection defaults to Active. The user can click on the combo box to display a list of the valid Status types, or key the first letter of the Status description to select the Status. **A Status must be selected initially and then maintained as the appeal progresses through the appeals process.** Following is a list of available status selections (a status with **bold** text is considered as active):

- **30 Day**
- **Active**
- **Arbitration**
- **BOE**
- **BOE Final**

WinGAP Administration Manual

- **CHO** (County Hearing Officer)
- Inactive
- Resolved
- **Superior Court**
- Waived
- Withdrawn

Pressing the Tab key takes the user to the Type field.

- **Type:** The Type of Appeal, which in this example is Real for a Real Property Appeal.
- **PIN.:** The Map and Parcel number field for this parcel is automatically pulled from the Real Property record for this appeal. This field is "grayed out" and is not accessible to the user.
- **Appraiser:** The Appraiser responsible for handling the Appeal. The user can click on the combo box to display a list of the all Appraisers that have Appeal add/edit rights.
- **Acct #:** The Acct # field for this Real Property parcel, also known as the Real Key. This field is "grayed out" and is not accessible to the user.
- **Acres:** The Acres field displays the total acres for the parcel. This field is "grayed out" and is not accessible to the user.
- **Batch:** If desired, a County defined number can be keyed in the Batch field that will allow the County to print Appeals for a specific grouping of Appeals.

Owner Information Fields

- **Last, First, MI:** If the County uses these fields for the Owner's Name, that information will be automatically pulled from the owner record for this parcel.
- **CorpName:** If the County uses the Corporate Name field for the owner's name, the information will be automatically pulled from the owner record for this parcel.
- **Agent:** The individual or company designated by property owner to handle the Appeal.
- **Address 1, Address 2, Address 3:** The billing address information for the owner will be automatically pulled from the owner record for this parcel.
- **City / State / Zip:** The City, State, and Zip Code for this owner will be automatically pulled from the owner record for this parcel.
- **Legal Description:** The Legal Description is automatically pulled into this field from the Real Property record for this parcel.
- **Home Phone:** The Home Phone number of the owner of this parcel will be automatically pulled from the owner record for this parcel.
- **Work Phone:** The Work Phone of the owner of this parcel will be automatically pulled from the owner record for this parcel.
- **Comments:** Any Comments about the Appeal are keyed in this field.

Values Fields

- **BOA FMV:** The Board of Assessors Fair Market Value, which is automatically pulled from the Real Property record for this parcel.
- **30 Day:** The value for the property that the Board of Assessors sets after a review of the property when the appeal is initially filed.
- **BOE:** The value for the property as forwarded to the Board of Equalization prior to them hearing the Appeal.
- **Arbitration:** The property owner may choose to appeal to an arbitration board instead of the Board of Equalization. If that is true, then the value resulting from the Arbitrator's decision would be entered in the Arbitration field. NOTE: You cannot have both a BOE Value on the Appeals Form AND an Arbitration Value; it must be one or the other.

WinGAP Administration Manual

- **Hearing Officer:** The value of the property as determined by the County Hearing Officer after the Appeal is heard in Court.
- **Superior Court:** The value of the property as determined by the Superior Court after the Appeal is heard in Court.
- **Resolved:** The value of the property that the owner finally accepts. This can also be the case when the owner no longer appeals. An example might be if the 30-day notice is mailed and the owner does not appeal to the BOE, then the 30-day value should then be moved to resolved and the appeal status changed to resolved.
- **Current:** The Current Value of the property based upon whatever stage the Appeal is in. For example, if the BOE decision has been made, the value handed down from the BOE should appear in Current Value and also in the BOE field.
- **Return:** The Return Value of the property is taken from the Return Value field on the Real and Personal Property General Info forms if the Return Value is greater than zero. Otherwise, the Previous Value is placed in this field. In the case of Prebilled Manufactured Homes or Motor Vehicles, the Return Value must be keyed by the user. If no value is entered, WinGAP will place the BOA FMV Value in this field.
- **VID:** The Value In Dispute, which is the difference between the Current Value and the Return Value. The VID is calculated by WinGAP. If a value is entered in one of the value fields discussed above, the user must tab through the value fields to allow the VID to be properly calculated. The VID is critical for digest submission.

Dates Fields

- **Notice:** The Date of the Assessment Notice for the property
- **Appealed:** The Date the appeal was filed
- **30 Day Notice:** The Date the 30 Day Notice was mailed
- **BOE:** The Date at which time the appeal is forwarded to BOE or finalized
- **Arbitration:** The Date of the Arbitration decision.
- **Hearing Officer:** The Date of the County Hearing Officer decision.
- **Sup Court:** The Date of the Superior Court decision
- **Resolved:** The Date the appeal was resolved.

Temp Bill Amount field and Button

After keying all the relevant data, the Apply Button can be clicked to save the information, remain on the Appeals Form, and view the information, as seen on the next page, or the OK Button can be clicked to save the information and return to the Real Property General Information Form. **Note: Before clicking Apply, the user should tab through the value fields to allow the VID to update properly.**

WinGAP Administration Manual

WinGAP - Appeals - [User ID = srburnette] AY2017 - [User ID = srburnette]

Appeal Key: 0 Status: Active PIN: G01-00-003A- Acct #: 54782 Acres: 2.00
Appeal Year: 2017 Type: Real Appraiser: Batch:

Owner Information

Last, First, MI: _____
Corpname: BURNETTE KIMBERLY Search
Agent: _____
Address 1: _____
Address 2: 7345 HAWKINSVILLE RD
Address 3: _____
City / State / Zip: MACON GA 31216-
Legal Desc: _____
Homephone: () - _____ Workphone: () - _____
Comments: _____

Values

BOA FMV	270,243
30-Day	270,243
BOE	270,243
Arbitration	0
Hearing Officer	0
Superior Court	0
Resolved	0
Current	270,243
Return	250,000
VID	20,243

Dates

Notice	08/20/2013
Appealed	09/01/2013
30 Day Notice	09/15/2013
BOE	10/20/2013
Arbitration	//
Hearing Officer	//
Sup Court	//
Resolved	//

Manufactured Housing

Mfg: _____ Width: 0 Decal Yr: _____
Model: _____ Length: 0 Decal No: _____
Year Built: _____ Account #: 0

Motor Vehicles

Mfg: _____ Year Built: _____
Model: _____ Tag No: _____ Photo
VIN: _____ Mileage: 0 Documents
Decal: _____ Decal Yr: _____ Condition: _____

Buttons: Help, Cancel, New, Delete, Apply, OK

Search Button

Owner Information

Last, First, MI: _____
Corpname: ABBOTT LABORATORIES INC Search
Agent: _____
Address 1: TAX DEPT DP36-AP6D
Address 2: 100 ABBOTT PARK RD

Appeals can be searched for by clicking the Appeals Search Button, to the right of the Corpname field on the Appeals Form, as seen above. This will produce the Appeals Query Form, as shown on the next page. Current and past year Appeals for this property as well as appeals for other properties can be searched for and displayed on the Query Form. The Appeal can be viewed, updated, or deleted on the Appeals Form.

WinGAP Administration Manual

WinGAP - Appeals - [User ID = srburnette] AY2017 - [User ID = srburnette]

Appeal Key: 271 Status: Active PIN: G01-00-003A- Acct #: 54782 Acres: 2.00
 Appeal Year: 2017 Type: Real Appraiser: Batch:

Owner Information

Recid	Appealkey	Realkey	Perskey	Mobilekey	Appeal_No	Appealkey
94	271	54782			R	

Values

BOA FMV	270,243
30-Day	270,243
BOE	270,243
Arbitration	0
Hearing Officer	0
Superior Court	0
Resolved	0
Current	270,243
Return	250,000
VID	20,243

Dates

Notice	08/20/2013
Appealed	09/01/2013
30 Day Notice	09/15/2013
BOE	10/20/2013
Arbitration	/ /
Hearing Officer	/ /
Sup Court	/ /
Resolved	/ /

Manufactured Housing

Mfg: Width: 0 Decal Yr: Model: Length: 0 Decal No: Year Built: Account #: 0

Motor Vehicles

Mfg: Year Built: Model: Tag No: Photo: VIN: Mileage: 0 Documents: Decal: Decal Yr: Condition: Resolved: **ACTIVE APPEAL**

Buttons: Help, Cancel, New, Delete, Apply, OK

Clicking on the Search Button will display a list of all appeals for this property. If there is more than one Appeal in the list box, the information for any of these Appeals can be displayed by clicking on the desired item in the list box.

To search for other Appeals the user can employ up to four Query criteria. For example, to find all Appeals for the City of Gray, the user can

- click on the first Query combo box,
- select the City item from the list of field items in the Query field list,
- key the query criteria, in this case gray, into the field to the right of the combo box.
- the user clicks the Query Button,
- a list of all appeals that meet this criteria will display in the list box, as seen in the image on the next page.

WinGAP Administration Manual

WinGAP - Appeals

Appeal No: 142 Status: Superior Court PIN: 987 - 987 - Acct #: 13268 Acres: 1.83
 Appeal Year: 2009 Type: Real Appraiser:

Query

CITY - C gray

APPEAL_YR	REALKEY	PERSKEY	MOBILEKEY	APPEAL_NO	APPEALTYPE	APP_
2010	10266	0	0	R		09/15
2009	6941	0	0	R		/ /
2009	6943	0	0	R		/ /
2009	0	6520	0	P		12/11
2009	0	10000	0	P		12/28
2009	6935	0	0	R		01/04
2009	10085	0	0	R		/ /

Values

BOA FMV: 315,819
 21-Day: 327,003
 BOE: 327,003
 Arbitration: 0
 Superior Court: 327,003
 Resolved: 0
 Current: 327,003
 Return: 300,000
 VID: 27,003

Dates

Notice: 05/01/2010
 Appealed: 05/10/2010
 21 Day Notice: 06/15/2010
 BOE: 06/20/2010
 Arbitration: / /
 Sup Court: 06/25/2010

Manufactured Housing

Mfg:
 Model:
 Width: 0 Decal Yr:
 Length: 0 Decal No:
 Year Built: Account #: 0

The information for the desired Appeal is viewed by clicking on the desired Appeal item in the list box, which pulls the information for that Appeal into the Appeals Form, as seen below. The Appeals information can then be viewed, updated, or deleted as desired.

WinGAP - Appeals

Appeal No: 124 Status: Active PIN: G01-00-013 - Acct #: 6941 Acres: 2.04
 Appeal Year: 2009 Type: Real Appraiser:

Owner Information

Last, First, MI:
 Corpname: CHERRY THOMAS R & MARY B
 Agent:
 Address1: P O BOX 1778
 Address2:
 Address3:
 City / State / Zip: GRAY GA 31032-
 Legal Desc: PB 10/168 DB 376/119 LOT 16 BLK C STONEGABLES
 Homephone: () - Workphone: () -
 Comments:

Values

BOA FMV: 81,913
 21-Day: 0
 BOE: 0
 Arbitration: 0
 Superior Court: 0
 Resolved: 0
 Current: 81,913
 Return: 74,832
 VID: 7,081

Dates

Notice: / /
 Appealed: / /
 21 Day Notice: / /
 BOE: / /
 Arbitration: / /
 Sup Court: / /

Manufactured Housing

Mfg:
 Model:
 Width: 0 Decal Yr:
 Length: 0 Decal No:
 Year Built: Account #: 0

WinGAP Administration Manual

The user can return to the Appeals Query Form to search for another Appeal by again clicking the Search Button. The previous query can be cleared by clicking the Clear Query Button, and another Query performed, or the Query Form can be closed by clicking the Close Query Button. When all Appeal viewing and editing is finished, the user can click the OK Button on the Appeals Form to save any changes and return to the main WinGAP screen. If no changes are made or saving changes is not desired, then the user may click the Cancel button.

Editing Appeals

An Appeal is edited by clicking on the Appeals Button on the Property General Information Form. The most recently entered Appeal will display. Changes in Appeal items as Appeal Status, Values, or Dates can be made. The user should click the **Ok** Button to leave the Appeal Form.

Deleting Appeals

As on other Forms in WinGAP, the **Delete** Button at the bottom of the Appeals Form is used to delete an Appeal. The Appeal to be deleted must first be selected and displayed on the Appeals Form. After clicking the **Delete** Button the message "Are you sure you want to delete this record?" will appear, where the **Yes** Button can be clicked to delete the Appeal; clicking on the **No** Button will cancel the deletion and return the user to the Appeals Form.

Exiting the Appeals Form

After adding, editing, or deleting an Appeal, the user can leave the Form by clicking the **OK** Button, returning to the Property General Information Form, as shown below. The Appeals Button will now display an *. The button will also display the number of active Appeals for this parcel. The **Appeals** Button can be clicked to return to the Appeals Form if further changes are needed to this Appeal.

WinGAP - Real Property General Information - BURNETTE KIMBERLY : G01 00 003A - [User ID = srburnette] AY2017...

<< Top < Prev Next > End >> Account Number 54782 Duplicate Notice Special District

PIN (3) G01-00-003A- Tax District 01 - Carrollton

Alt PIN Asmt Reason

Street Information

House #	Ext	Dir	Units	U-Type	Street Name
0					

Type	Quad	Latitude	Longitude	Zip Code

Property Information

LL LD GMD Zoning

Legal :

Neighborhood

Lendor Total Acres 2.00

Subdivision

Lot Blk Sec Phse

Exemption Information

Homestead S0 HS App Date / /

Covenant

Float Base 1	0
Float Curr1	0
Float Base2	0
Float Curr2	0
State HS Val	0
299(c) Value	270,243
299(c) Year	2013

Values

Previous	270,243	Edit
Current	270,243	
Return	0	
Curr-MAV	0	
Prev-MAV	0	Edit

History

Year	Value
2015	16,000
2014	16,000
2013	16,000

Est Tax PIN History

	270,243	FMV	MAV
Land (1)	16,000	0	0
Res Imp (1)	0	0	0
Com Imp (1)	254,243	0	0
Acc Imp	0	0	0

Future New Owner Transfer Items Transfer Sales Permits

Edit Information

Data Entry srburnette Edit History

Review / / COA History

Appraiser Alternate

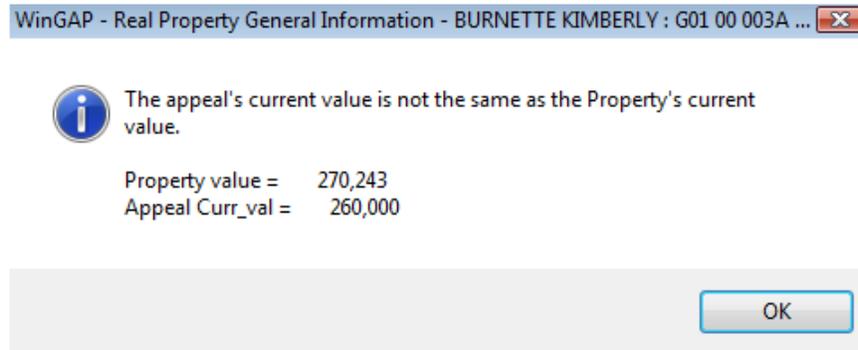
Comments Returned Mail

Appeals* (1) Dup Items Bus Lic Income ACO Third Party Documents

Cancel Delete New Apply OK

WinGAP Administration Manual

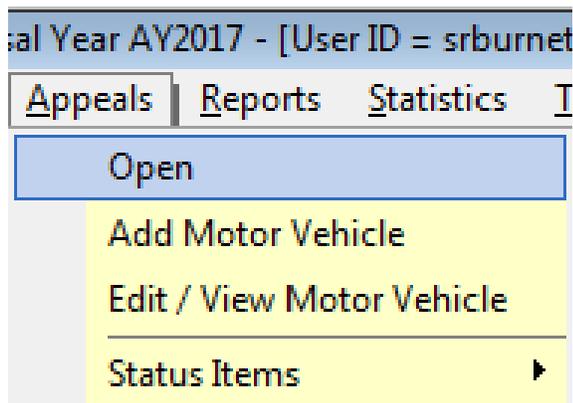
When exiting the appeal or the Property General Information screen, should the value of the property not match the appeal's current value, the user will be informed of such with the following prompt:



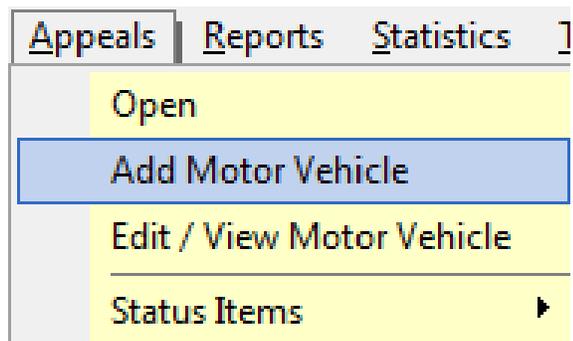
Searching for Appeals When the Parcel Has Been Deleted

The Appeals Menu, below, is used to view and track Appeals through the Appeals process on Real and Personal Property Appeals, Manufactured Housing Appeals, and Motor Vehicle Appeals. Also, Motor Vehicle Appeals are added, edited, deleted, and tracked through the Appeals process from the Appeals Menu. As shown below, there are four options on the Appeals Menu:

- **Open**, used to view, track, and maintain Appeals

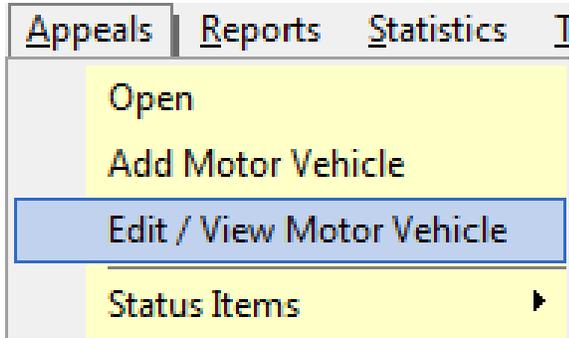


- **Add Motor Vehicle**, where Motor Vehicle Appeals are added

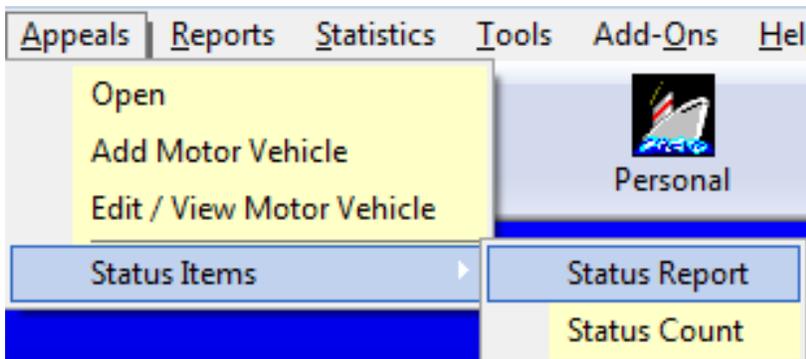


WinGAP Administration Manual

- **Edit / View Motor Vehicle**, where Motor Vehicle Appeals can be viewed and edited



- **Utilities**, which produces a sub-menu, below, where a Status Report on Appeals can be printed and a Status Count of Appeals made.



NOTE: Real, Personal, and Manufactured Housing Appeals **cannot** be added at the Appeals Menu. These types of Appeals must be added from the respective Property General Information Form.

- **Open**

The Open option on the Appeals Menu produces the Appeals Query Form, superimposed on top of the Appeals Form, as seen on the next page. Appeals can be searched for on the Query Form, and once the Appeal is selected there, the information is viewed, updated, or deleted on the Appeals Form.

WinGAP Administration Manual

WinGAP - Appeals Query - [User ID = srburnette]

PIN

Appraiser

Workphone () -

Width C

Length C

0

Year Built

Tag No

Mileage

Condition

REAL
PERS
MH
MV

RECID	Appealkey	Realkey	Perskey	Mobilekey	Appeal_No	Appealtype	EntryDate	Appeal_Yr	Lastname
1	54					A		2001	chambless
2	55	12532			0000004	R	06/09/2000	2000	Thomas John R Jr &
3	57	12785			0000005	R	06/06/2000	2000	Childs Nina Durrett
4	58	710			0000006	R	06/15/2000	2000	Childs Helen Edna
5	59	12192			0000007	R	06/20/2000	2000	Mcneal David A & L
6	60	12746			60	R	06/21/2000	2000	Goalsby Arthur J & S
7	65	11771			0000012	R	07/13/2000	2000	Austen Joseph J &
8	68	12489			0000014	R	07/17/2000	2000	Tanner Louis H &
9	69	12488			0000015	R	07/17/2000	2000	Tanner Louis H &
10	74	11032			0000018	R	07/17/2000	2000	Daugherty Jim & Ga
11	75				9800001	P	06/08/1998	1998	Thompson Christine
12	76		11525		0000001	P	06/28/2000	2000	Allie Gregory S
13	78		11425		0000002	P	06/29/2000	2000	Tucker Larry W
14	79		13655		0000003	P	06/29/2000	2000	Touhy John
15	80		12025		0000004	P	06/29/2000	2000	Greene Terry R
16	81		3205		0000005	P	06/30/2000	2000	Ledford H J Sr
17	82		1985		0000006	P	07/07/2000	2000	Gray Garden Apartm
18	83		10015		0000007	P	07/07/2000	2000	Apac Georgia Inc
19	84				0000008	P	07/14/2000	2000	Upland Realty Co I
20	85		10320		0000009	P	07/26/2000	2000	Mayhue Gloria T
21	86		12140		0000010	P	07/28/2000	2000	Hodges Harold L
22	87		2005		0000011	P	07/29/2000	2000	K... ..

A list of all appeals appears in the list box on the Appeals Query Form. The list is color coded for quick reference: Real Property Appeals are in blue; Personal Property Appeals are in yellow; Manufactured Housing Appeals are in green; and Motor Vehicle Appeals are in red.

The listing of Appeals that displays on the screen can be narrowed by using any or all of the four query boxes on the upper left of the Query Form. The user can click on the combo box to select one of the items in the query field list, such as Appeal Year, and then key the query criteria into the field to the right of the combo box. The user then clicks the Query Button, and a list of all appeals meeting that criteria will display in the list box on the next page.

WinGAP Administration Manual

WinGAP - Appeals Query - [User ID = srburnette]

APPEAL_YR - C 2011 Clear Query

Query View

REAL **PERS** **MH** **MV**

RECID	Appealkey	Realkey	Perskey	Mobilekey	Appeal_No	Appealtype	EntryDate	Appeal_Yr	Lastname
1771	2094	4086				R	05/17/2011	2011	RIVERS TOLLIVER
1772	2095	10647				R	05/19/2011	2011	MERTS INC
1773	2096	7556				R	05/19/2011	2011	OLSON RYAN C &
1774	2097	5004				R	05/20/2011	2011	KLIAS JOHNNY M
1775	2098	2743				R	05/20/2011	2011	KLIAS JOHNNY BL
1776	2099	11436				R	05/18/2011	2011	DUGGAN HENRY I
1777	2100	2759				R	05/23/2011	2011	LISENBY EDWARD
1778	2101	12194				R	05/24/2011	2011	SB&T BANK
1779	2102	12196				R	05/24/2011	2011	SB&T BANK
1780	2103	12198				R	05/24/2011	2011	SB&T BANK
1781	2104	12199				R	05/24/2011	2011	SB&T BANK
1782	2105	12200				R	05/24/2011	2011	SB&T BANK
1783	2106	12201				R	05/24/2011	2011	SB&T BANK
1784	2107	12203				R	05/24/2011	2011	SB&T BANK
1785	2108	12204				R	05/24/2011	2011	SB&T BANK
1786	2109	12205				R	05/24/2011	2011	SB&T BANK
1787	2110	12206				R	05/24/2011	2011	SB&T BANK
1788	2111	12207				R	05/24/2011	2011	SB&T BANK
1789	2112	12208				R	05/24/2011	2011	SB&T BANK
1790	2113	12210				R	05/24/2011	2011	SB&T BANK
1791	2114	12212				R	05/24/2011	2011	SB&T BANK
1792	2115	12214				R	05/24/2011	2011	SB&T BANK
1793	2116	12215				R	05/24/2011	2011	SB&T BANK
1794	2117	12216				R	05/24/2011	2011	SB&T BANK

The desired Appeal is selected by clicking on the Appeal in the list box to highlight it, which pulls the information for that Appeal into the Appeals Form, below. The user can then either click the View Button as indicated below, or just click anywhere on the Appeal Form to place the Appeals Form on top of the Query Form. The Appeals information can then be viewed, updated, or deleted as desired.

WinGAP - Appeals Query - [User ID = srburnette] View

REAL **PERS** **MH** **MV**

WinGAP - Appeals - [User ID = srburnette]

Appeal Key 2105 Status Resolved PIN 134T-045-589-007 Acct # 12200 Acres 0.22
 Appeal Year 2011 Type Real Appraiser JOE WRIGHT

Owner Information

Last, First, MI
 Corpname SB&T BANK Search
 Agent
 Address1 PO BOX 767
 Address2 201 E. LAMAR STREET
 Address3 ATTN: LCH
 City / State / Zip AMERICUS GA 31709
 Legal Desc LOT 7 TWELVE OAKS S/D
 Homephone () - Workphone () -
 Comments

Values

BOA FMV 15,000
 30-Day 0
 BOE 0
 Arbitration 0
 Hearing Officer 0
 Superior Court 0
 Resolved 0
 Current 0
 Return 0
 VID 0

Dates

Notice 05/13/2011
 Appealed 05/24/2011
 30 Day //
 BOE //
 Arbitration //
 Hearing Officer //
 Sup Court //
 Resolved //

Manufactured Housing

Mfg Width 0 Decal Yr
 Model Length 0 Decal No
 Year Built Account # 0

Motor Vehicles

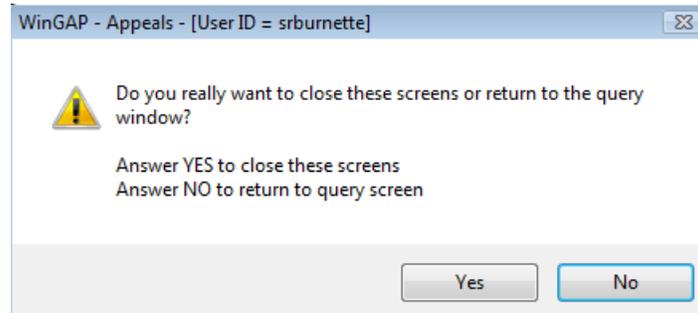
Mfg Year Built
 Model Tag No Photo
 VIN Mileage 0 Documents
 Decal Decal Yr Condition

Help Cancel New Delete Apply OK

WinGAP Administration Manual

The user can return to the Appeals Query Form to search for another Appeal by either clicking the Search Button(to the right of the Corpname field), or clicking back on some visible part of the Query Form, underneath the Appeals Form. The previous query can be cleared by clicking the Clear Query Button. With all four Query fields blank, the user can click the Query Button and restore the entire list of Appeals for viewing if desired.

When all Appeal viewing and editing is finished, the user can click the OK Button on the Appeals Form to save any changes, which will produce the following message.

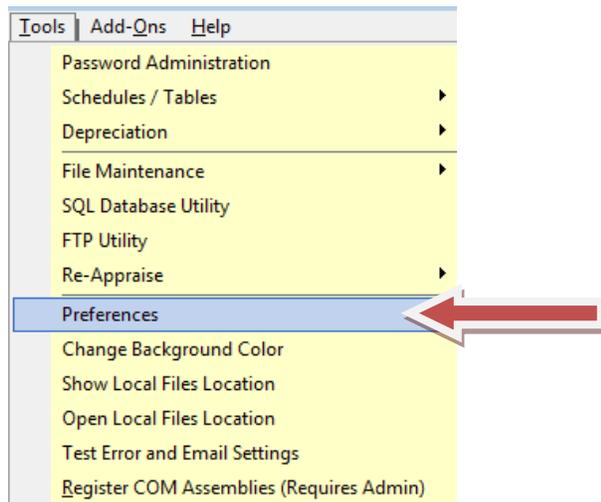


The user can click Yes to return to the main WinGAP screen; a No will return the user to the Query screen.

Manufactured Home Digest Preparation (By January 5th)

- Click on Tools
- Click on Preferences
- Change Manufactured Housing Depreciation Year to match the digest year of submission
- Download NADA current year tables
- Reappraise PreBilled Manufactured Homes in order to correctly apply depreciation (Cost/Market and NADA)
- Print Preliminary Digest - Prebilled Mfg Homes.rpt for review and approval of values for BOA prior to January 5th.
- Export the pre-bill digest files and place them on the <ftp://ftp.WinGAP.com> for service bureau access. (choose "all" housing types in order for the Tax Commissioner to receive a list of homestead manufactured houses for issuing decals to homesteaded manufactured housing)

Steps A & B



WinGAP Administration Manual

Step C

WinGAP - Preferences PickensAY2014

County Information

Co. Name/Num: Pickens 112 Exempt from Provisions of HB233 for this digest year

Address: 1266 East Church Street
Suite 121

City / State / Zip: Jasper 30143-

Phone / Ext: (706)253-8700 Email: rdobbs@pickenscountyga.gov

Fax: (706)253-8703 Web: pickens.tscmaps.com/ga/pickens

Point/Base Costs

Residential	1.00
Commercial	100.00
Commercial Base	1.00
Accessory	125.00

Depreciation Years

Residential	2006
Commercial	2008
MFG Housing	1997
Accessory	2000

Other Options

- Truncate Values
- Disable Logins
- Lock System
- Rnd Area Mult to 6 dec.
- Attic: Use Max/Min Area
- Auto-Reasons (Real)
- Auto-Reasons (Pers)
- PT50R = LIVE DATA
- COA Auto-Flag
- Hide Comments
- Bsmt: Use Max/Min Area
- Int Label in Base Heat

Special District Description: Field Check

Parcel Number Template: XXXX-XXX-XXXX-XXX

Customize Lendor Label: Lender

Customize Occupancy Label: Occupancy

Customize Fireplace Label: Other Features

SQL Server Name: PICOASSESSOR

Server PT61 Path: e:\tao\wingapsq\pt61\

Server Photo Path: e:\tao\wingapsq\pictures\

Sketch Export Path: t:\wingapsq\sketch\

Server Sketch Export Path: e:\tao\wingapsq\sketch\

Server Share Path: t:\wingapsq\

Appraisal Year: 2015

Rural Acre Break: 25.00

PU Eq Ratio %: 40.00

Return Deadline: 04/01/2014

Default Startup Directory: AY2015

Guest Startup Directory: ay2014

Freeport Information is now found in tax district schedule

ABOS Default: Low

Land Influences: Compound

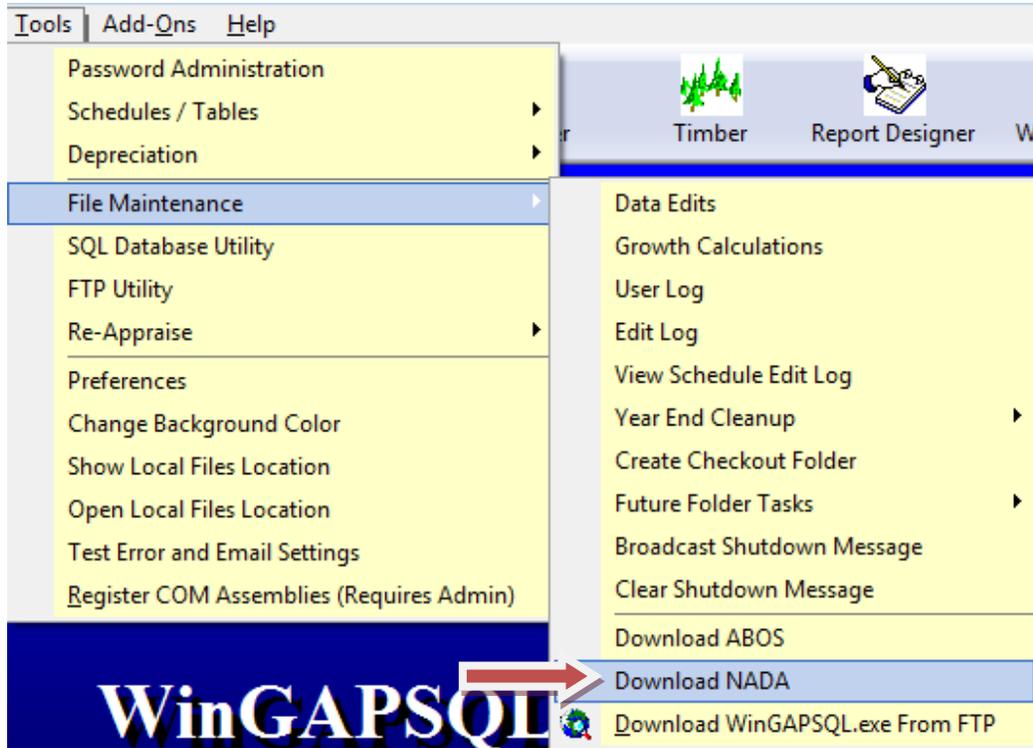
ABOS Yr: 2014

NADA Yr: 2014

Help Close

WinGAP Administration Manual

Step D



Note: The NADA download should not take place until the Yearend Cleanup has been performed and the county has received notification by email of the NADA schedule upload.

WinGAP Administration Manual

Confirmation of the NADA download can be made by going to the Preferences screen through the Tools >> Preferences menu. The NADA Year is displayed at the bottom of the screen and should correspond to the appraisal/digest year.

WinGAP - Preferences PickensAY2014

County Information

Co. Name/Num: Exempt from Provisions of HB233 for this digest year

Address:

City / State / Zip:

Phone / Ext: Email:

Fax: Web:

Point/Base Costs

Residential	1.00
Commercial	100.00
Commercial Base	1.00
Accessory	125.00

Depreciation Years

Residential	2006
Commercial	2008
MFG Housing	1997
Accessory	2000

Other Options

Truncate Values Auto-Reasons (Real)
 Disable Logins Auto-Reasons (Pers)
 bBrowser Cost Form PT50R = LIVE DATA
 Lock System COA Auto-Flag
 Rnd Area Mult to 6 dec. Hide Comments
 Attic: Use Max/Min Area Bsmt: Use Max/Min Area
 Int Label in Base Heat

Special District Description:
Parcel Number Template:
Customize Lendor Label:
Customize Occupancy Label:
Customize Fireplace Label:
SQL Server Name:
Server PT61 Path:
Server Photo Path:
Sketch Export Path:
Server Sketch Export Path:
Server Share Path:

Appraisal Year:
Rural Acre Break:
PU Eq Ratio %:
Return Deadline:
Default Startup Directory:
Guest Startup Directory:

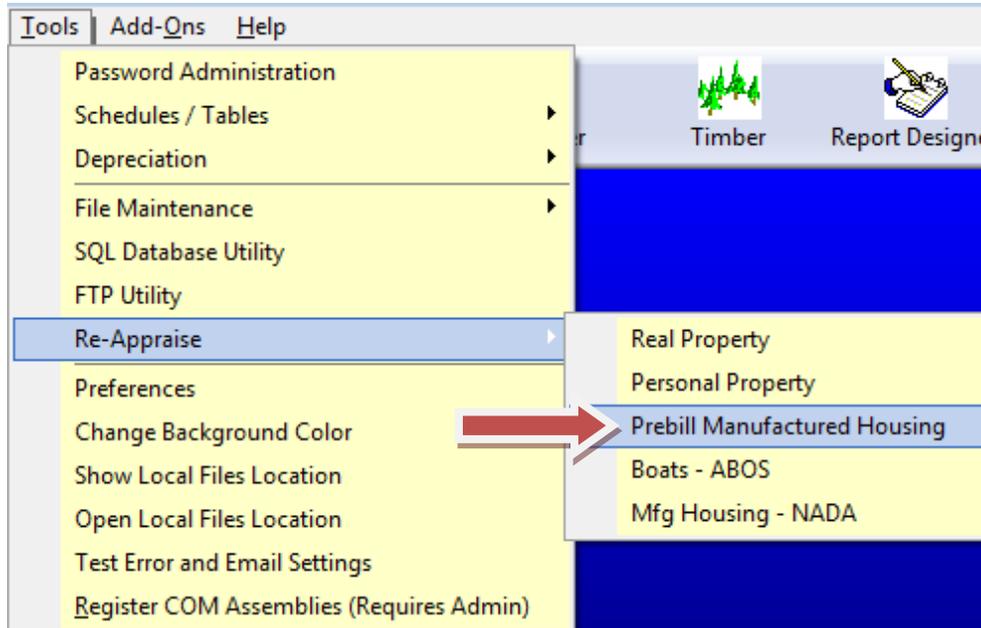
Freeport Information is now found in tax district schedule

ABOS Default:
Land Influences:

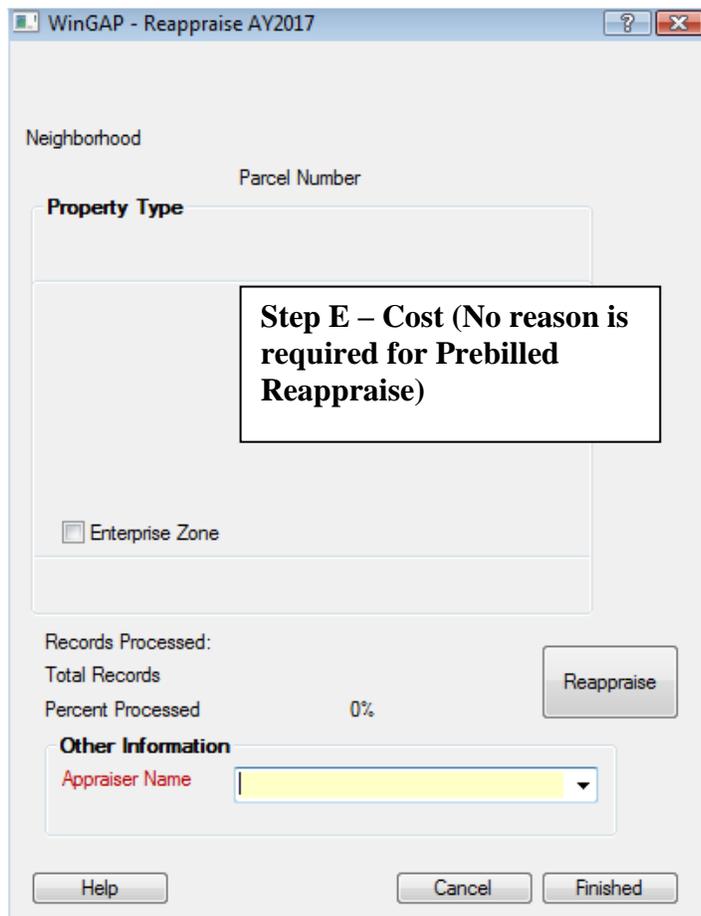
ABOS Yr: 2014
NADA Yr: 2014

WinGAP Administration Manual

Step E – Cost Approach

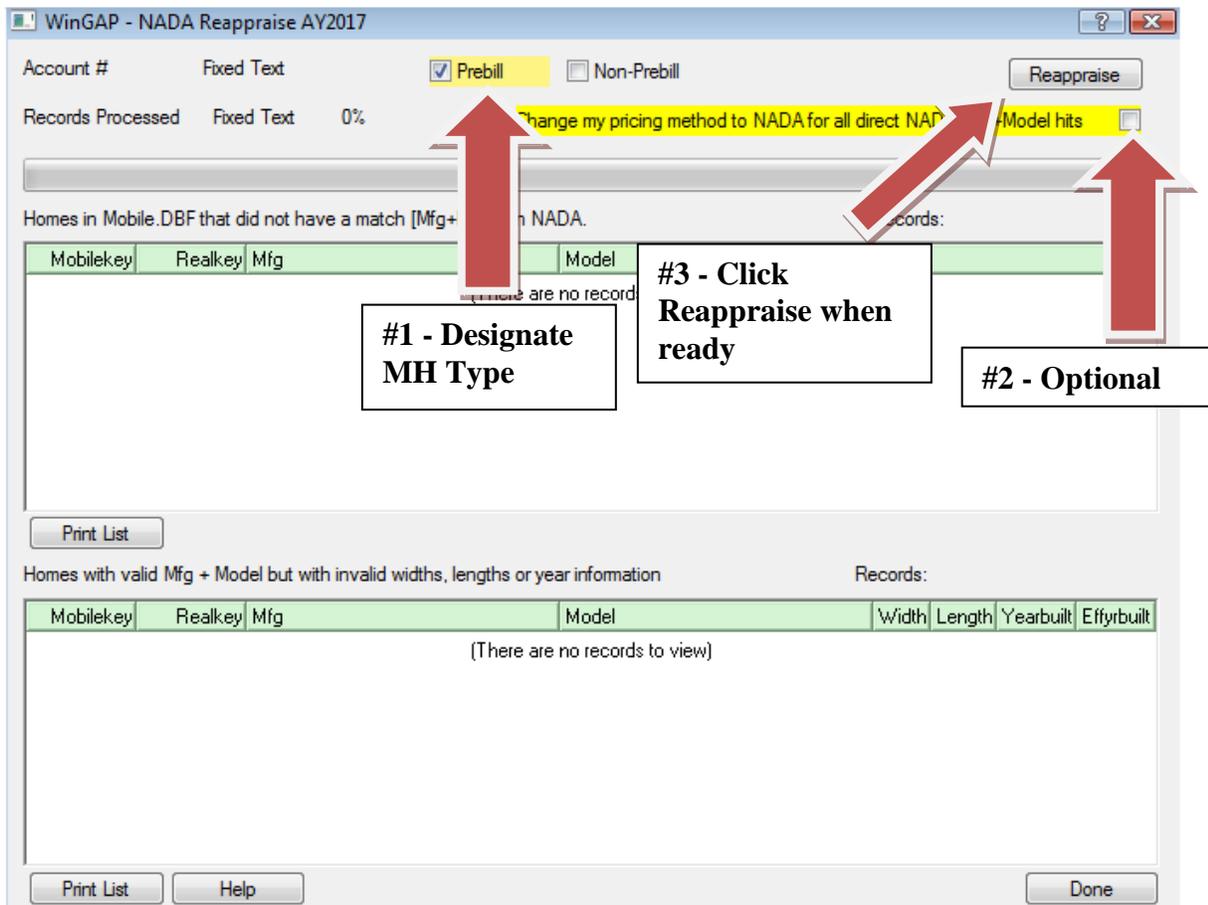
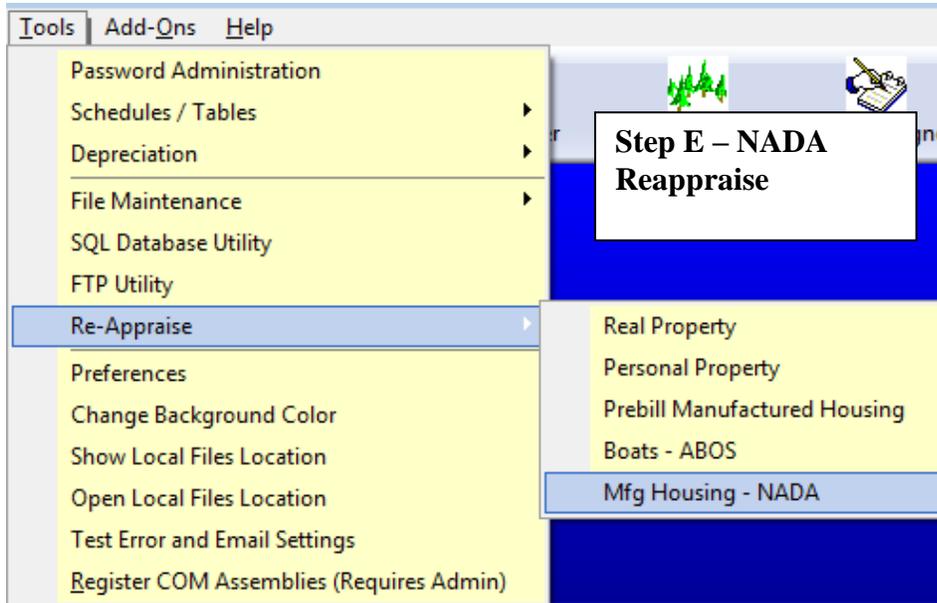


The user should click the Reappraise button to reappraise Prebilled Manufactured Housing.



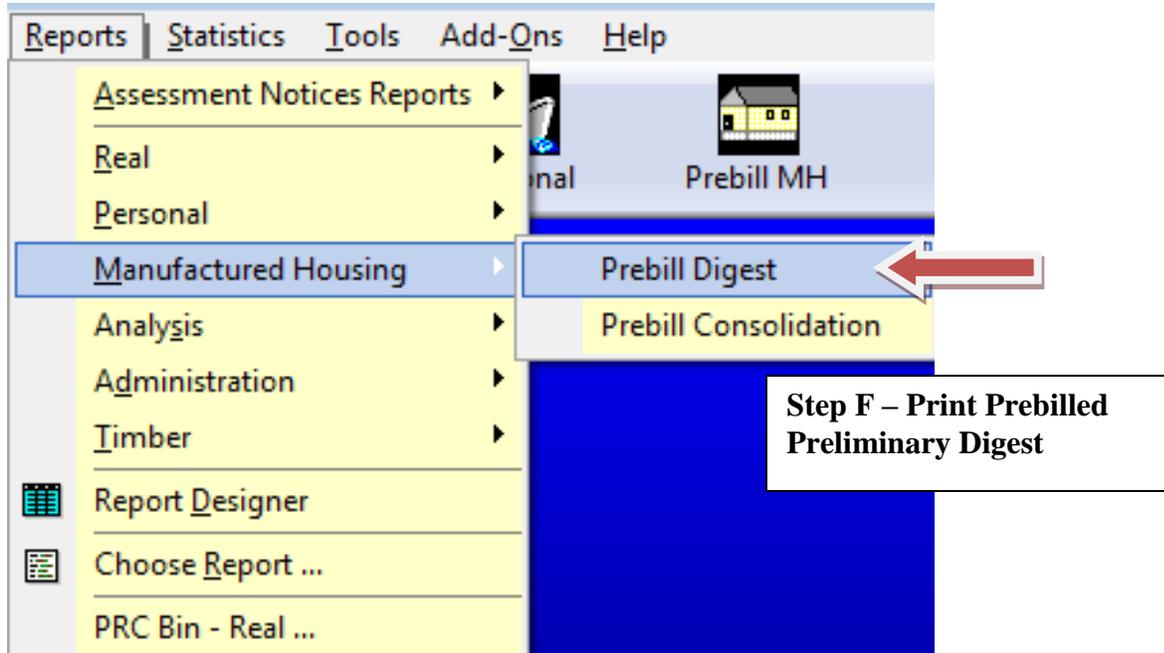
WinGAP Administration Manual

Step E – Market Approach



WinGAP Administration Manual

Step F



Report Viewer - Internet Explorer provided by Dell

http://steveadmin-pc/ReportServer/Pages/ReportViewer.aspx?/WinGAPReports/MHPrebillDigi

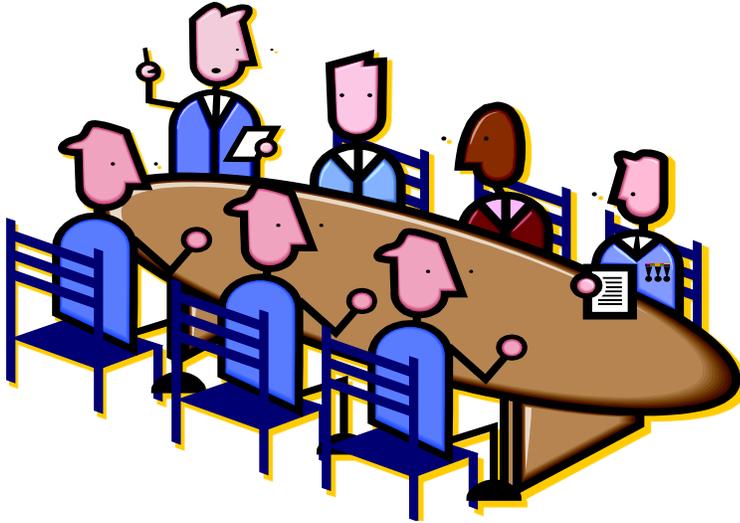
ReportSvr STEVEADMIN-PC\WinGAP ReportDB AY2017 View Report

10/15/2013 10:46:50 AM Preliminary Digest - Prebilled Manufactured Homes Page 1

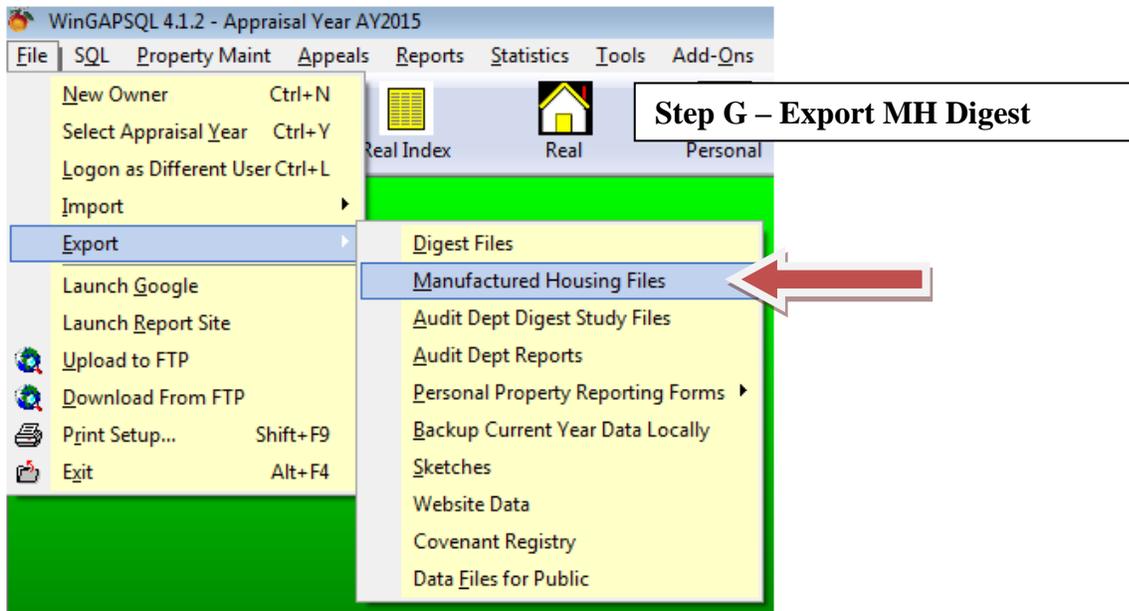
	Account Number	3217	Tax Dist	01
	1988 24x44 DESTINY / UNKNOWN			
	MH Value	0		
	Add-on Value		PI#	J36B00 030
	Total Value	0		
	Account Number	3583	Tax Dist	01
	1996 14x70 HORTON / UNKNOWN			
	MH Value	0		
	Add-on Value		PI#	J57 00 147
	Total Value	0		
WNIS CARLA	Account Number	3616	Tax Dist	01
	1999 16x80 PALM HARBOR / UNKNOWN			
750 GRISWOLDVILLE RD	MH Value	0		
	Add-on Value		PI#	J65D00 196
MACON GA 31217	Total Value	0		
818 DEVELOPMENT	Account Number	5566	Tax Dist	01
	1980 16x60 FLAIR / UNKNOWN			
401 CHERRY STREET	MH Value	5,628		
	Add-on Value		PI#	21,296
MACON GA 31201	Total Value	26,924		
818 DEVELOPMENT	Account Number	5569	Tax Dist	02
	2000 24x72 21ST CENTURY HOMES / I IMTFD			

WinGAP Administration Manual

Prebill digest must be delivered to Tax Commissioner by January 5.

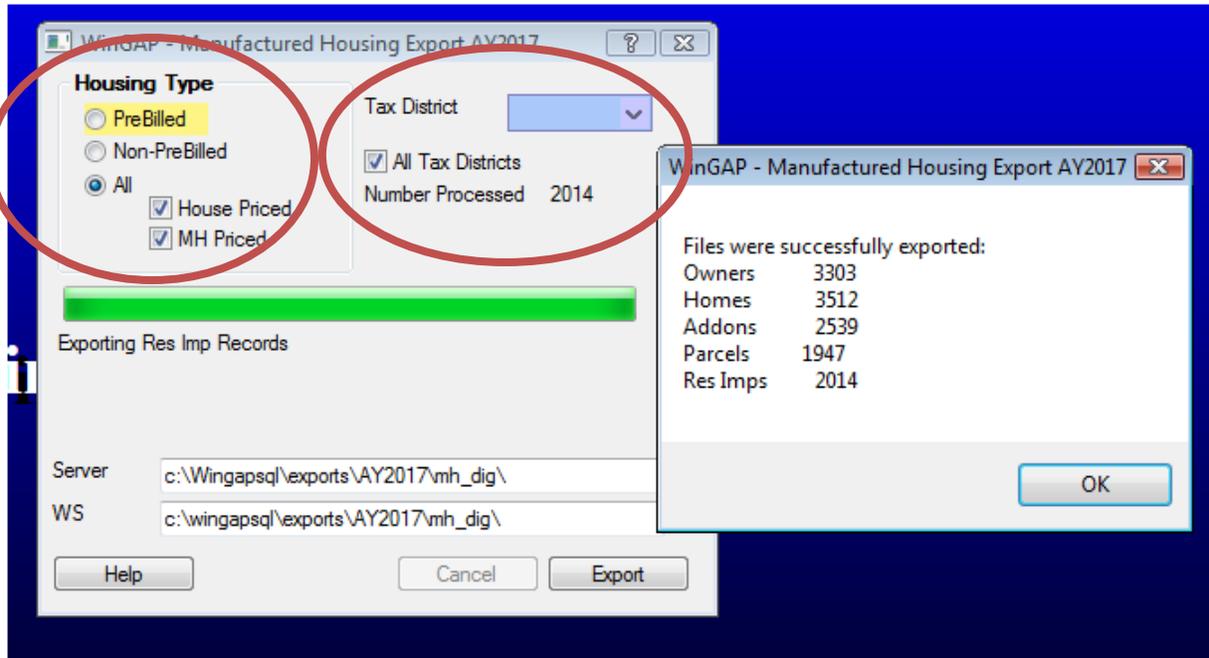


Step G

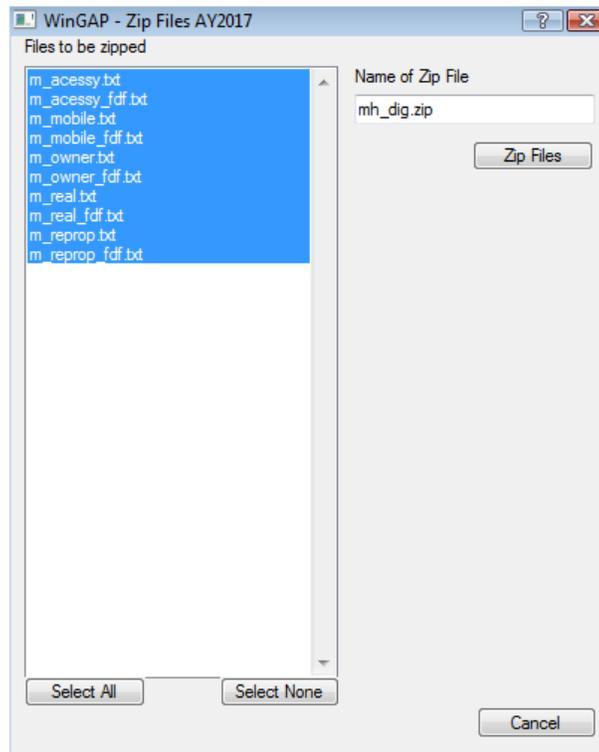


WinGAP Administration Manual

Housing Type and Tax District must be selected prior to clicking Export.



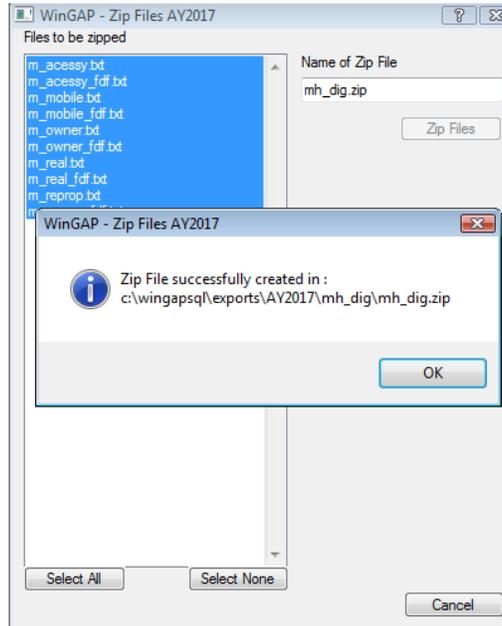
When the Export is finished and the user clicks OK on the Files were successfully exported message, the "Zip" screen as shown below will appear.



By default, all of the text files are selected. The **Zip Files** button should now be clicked.

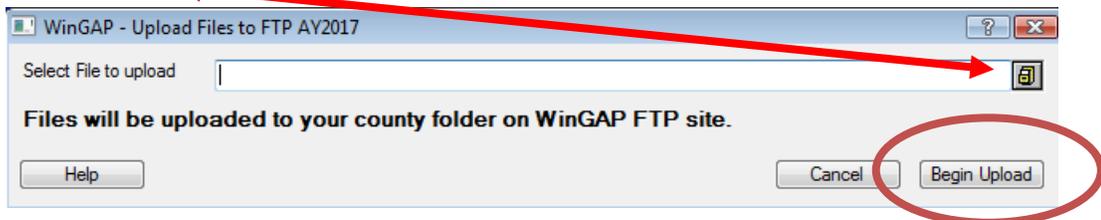
WinGAP Administration Manual

After the button is clicked and the zipping process is completed, a prompt will appear as shown below informing the user of such.

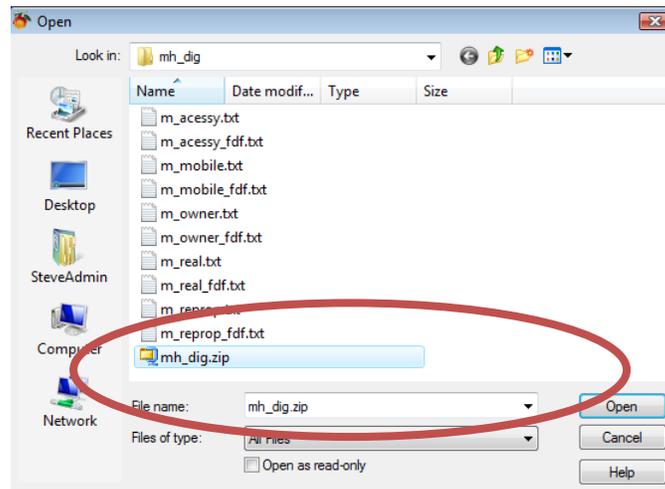


The user should click the **OK** button on the message and then the Cancel button on the Zip Files form. This will produce the Upload Files to FTP form, below , where the files can be uploaded. The user should click

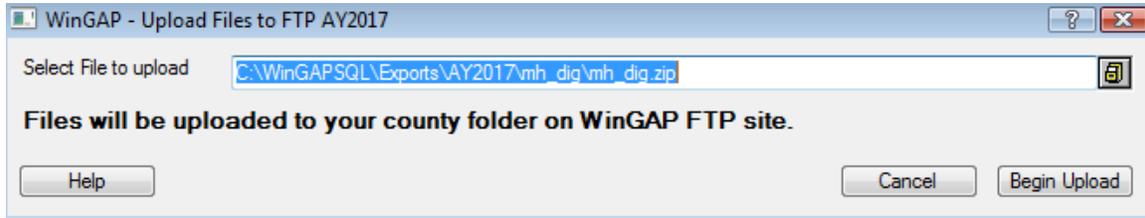
the Browse button  to locate and select the file to be uploaded.



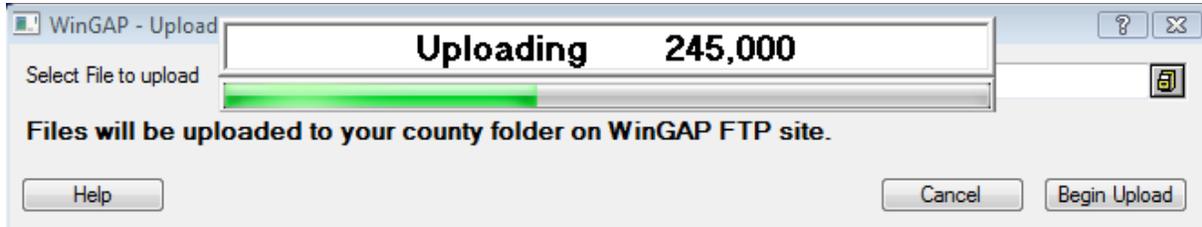
The user should select the appropriate file and click Open, below, to place the file in the Upload to FTP dialog field, next page.



WinGAP Administration Manual



Click the Begin Upload button to begin uploading the file.

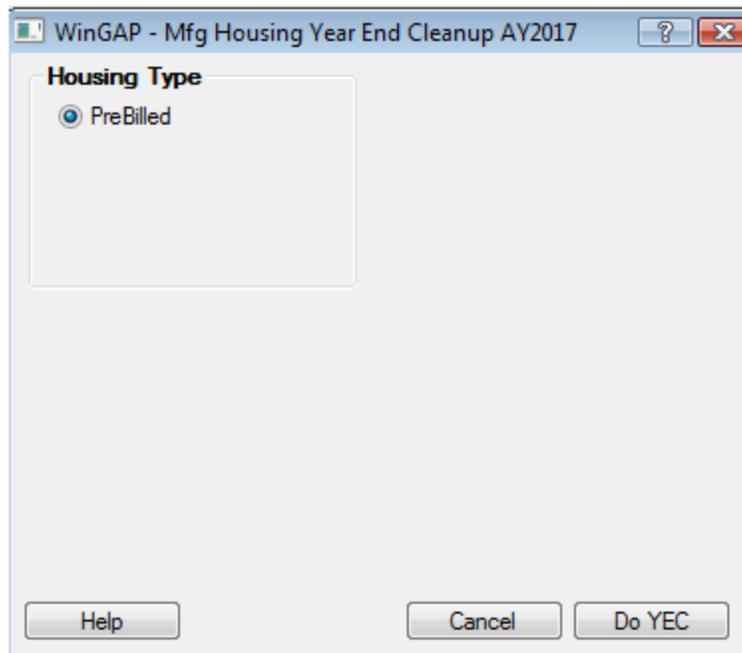


NOTE: If this is the final Prebill MFG Housing Digest file for billing then you need to answer yes to the following question and run YEC for MFG Housing.

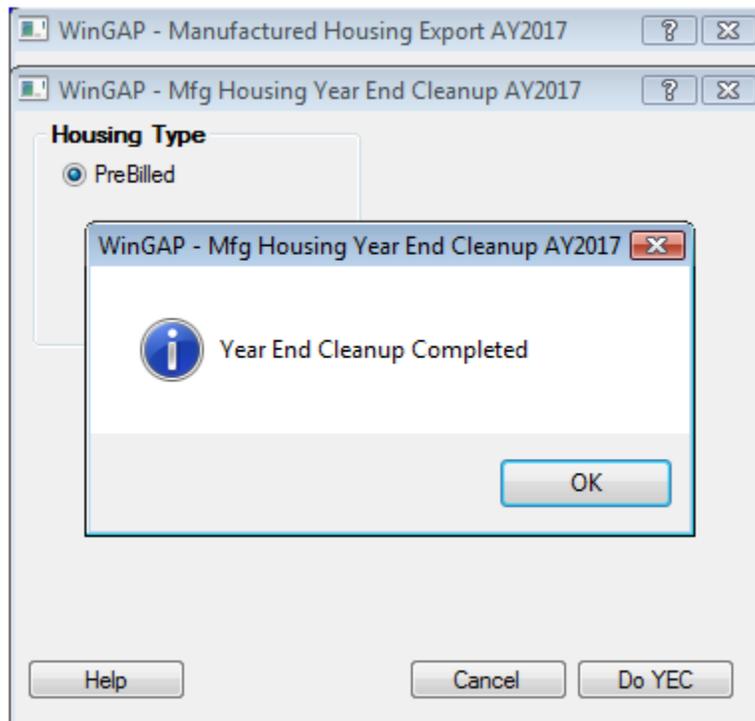


Clicking Yes produces the YEC form for Manufactured Housing, next page. The Prebilled radio button should be clicked, followed by the Do YEC button.

WinGAP Administration Manual



At the conclusion on the process the user should receive the following message. The user should click OK, then Cancel on the YEC form, then Cancel on the Export form, returning the user to the main WinGAP screen.



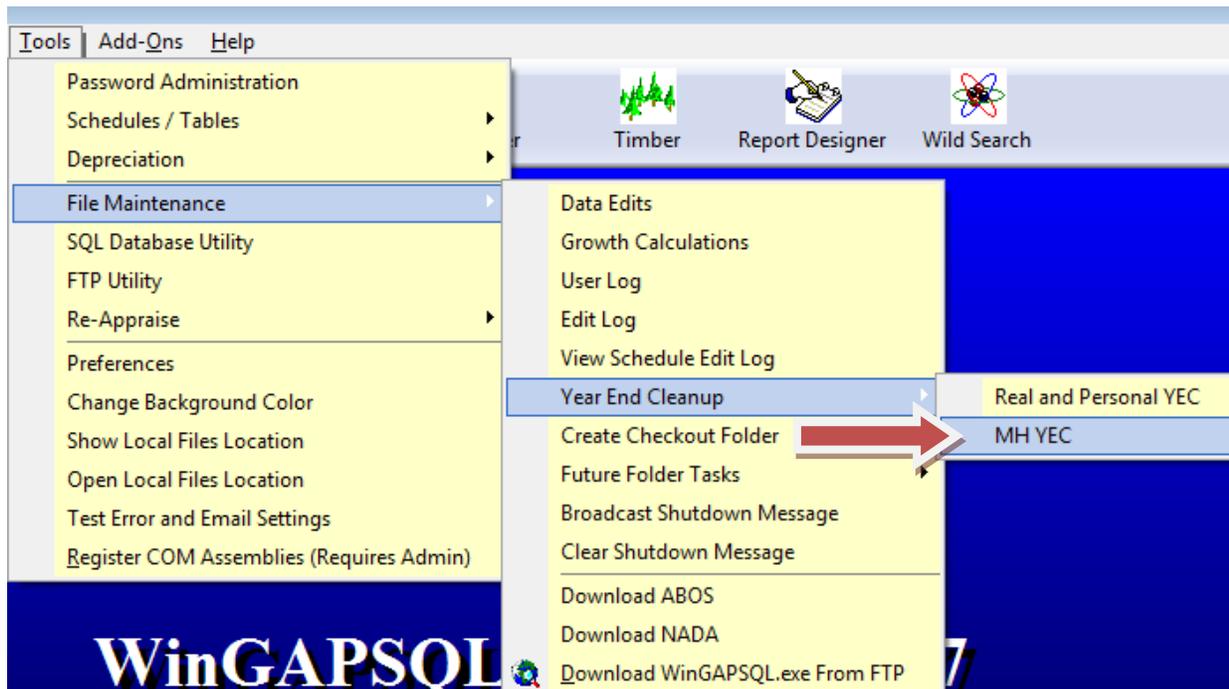
WinGAP Administration Manual

The MH YEC moves the current values into the previous value fields on the Mfg Housing screen.

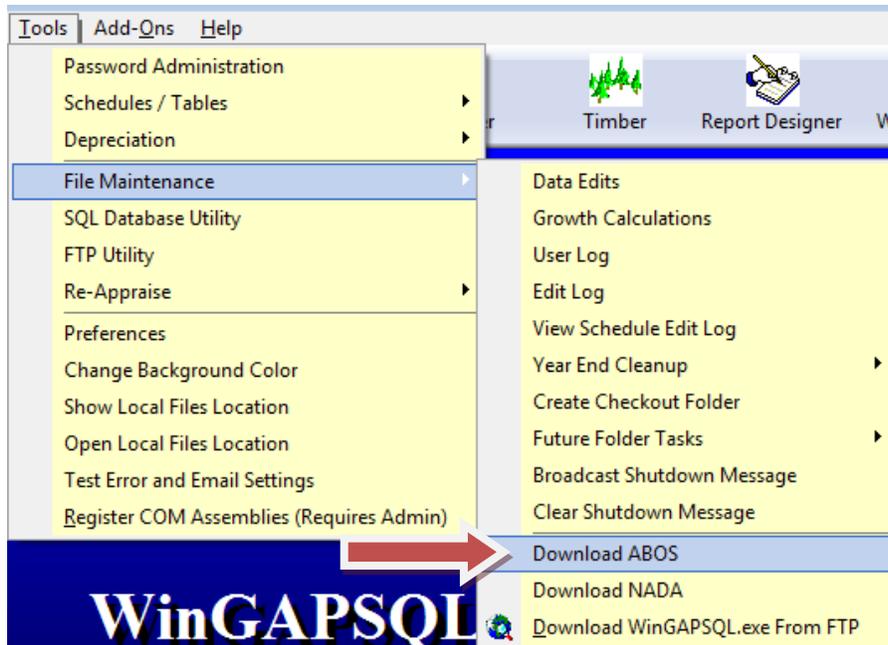
The screenshot shows the WinGAP - Manufactured Housing - ABERCROMBIE THOMAS R : 1 of 2 AY2017 window. The 'Previous Values' section is circled in red and contains the following data:

Field	Value
Prev Box	13,068
Prev Addon	7,350
Total Previous	20,418

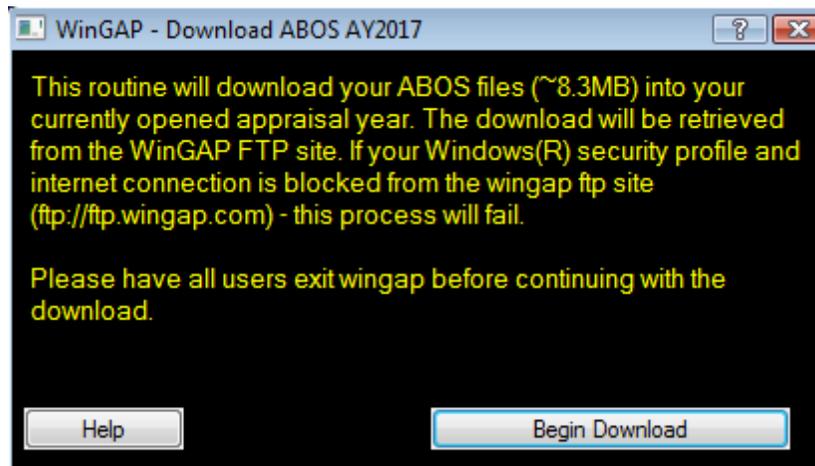
However, if this is not the **final** Manufactured Housing billing file, then this procedure may be run at another time with the MH YEC option on the Tools >> File Maintenance >> Year End Cleanup menu.



Update ABOS Tables



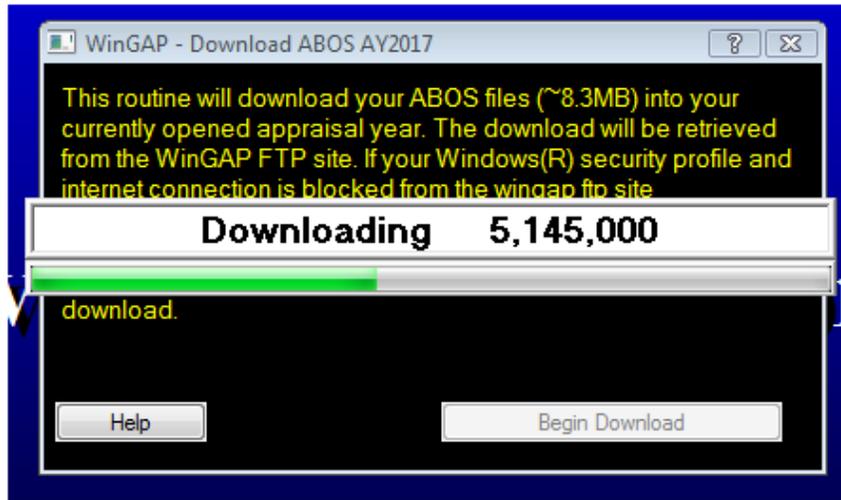
The third from last option on the **Tools >> File Maintenance** menu allows the County to download the latest update to the ABOS boat valuation files. Clicking on the **Download ABOS** option produces the following message:



As the message indicates, the computer this procedure is performed on must have a working Internet connection that will allow the computer to connect to the FTP site. All other users must be out of WinGAP, and the ABOS files will be downloaded into the current Appraisal Year folder. Also, this computer must have WinZip and the WinZip Command Line module installed in the C:\Program Files\WinZip folder.

WinGAP Administration Manual

On a broadband connection the download should take less than a minute.



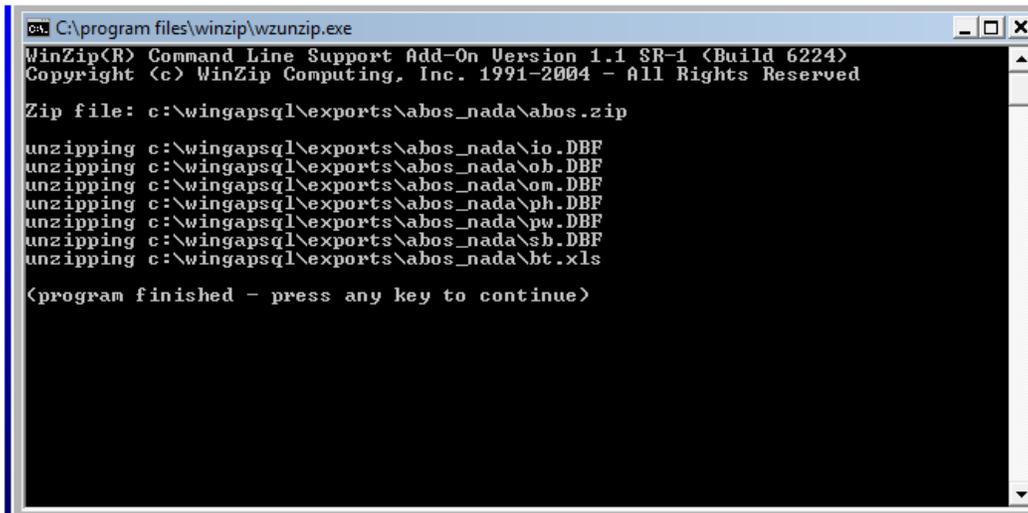
If for some reason, such as a bad Internet Connection, the FTP site is down for maintenance, or there are local network FTP site blocking restrictions, the connection to the FTP site will not be made, and the user will receive a message similar to the one shown below.



Otherwise, the connection to the FTP site will be established, and the user will see several messages, such as "Connecting to FTP site", "Logging On", "Finding ABOS.Zip", and "Downloading", similar to the one at the top of this page. At the conclusion of the download, the user will receive the messages "File Downloaded", "Disconnecting" and "Done!".

A Command Line window will appear, next page, and the ABOS files will be automatically unzipped. At the conclusion of the unzipping process, the user can press any key.

WinGAP Administration Manual

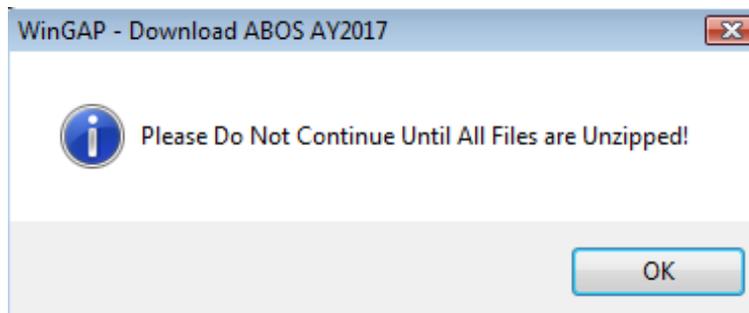


```
C:\program files\winzip\wzunzip.exe
WinZip(R) Command Line Support Add-On Version 1.1 SR-1 (Build 6224)
Copyright (c) WinZip Computing, Inc. 1991-2004 - All Rights Reserved

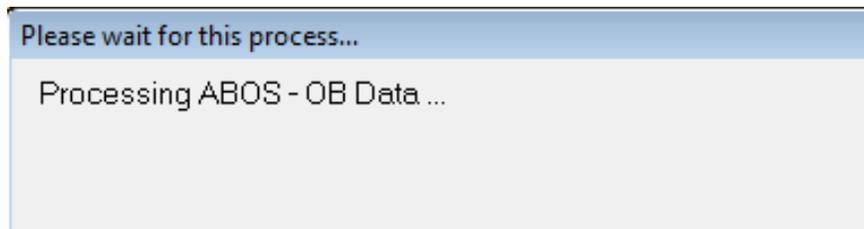
Zip file: c:\wingapsql\exports\abos_nada\abos.zip
unzipping c:\wingapsql\exports\abos_nada\io.DBF
unzipping c:\wingapsql\exports\abos_nada\oh.DBF
unzipping c:\wingapsql\exports\abos_nada\om.DBF
unzipping c:\wingapsql\exports\abos_nada\ph.DBF
unzipping c:\wingapsql\exports\abos_nada\pw.DBF
unzipping c:\wingapsql\exports\abos_nada\sb.DBF
unzipping c:\wingapsql\exports\abos_nada\bt.xls

(program finished - press any key to continue)
```

NOTE: The user should make sure that the ABOS tables are unzipped in the command window, and a message will appear, below, reminding the user of this. If the unzipping process is not successful, the user will not see the unzipped ABOS tables in the Command Window. If this happens, the user should contact a DOR Technical Support agent or use WinGAP's Online Support for assistance. If the unzipping process was successful, the user should click OK on the message below to begin the table upload process into WinGAP.



WinGAP will begin uploading the ABOS tables into WinGAP. Messages such as the one below will appear.



When the upload process is finished, the user will be returned to the main WinGAP screen. The user should go to Tools > Preferences, next page, and make sure that the ABOS Year has been updated.

WinGAP Administration Manual

WinGAP - Preferences PickensAY2014

County Information

Co. Name/Num: Exempt from Provisions of HB233 for this digest year

Address:

City / State / Zip:

Phone / Ext: Email:

Fax: Web:

Point/Base Costs

Residential	1.00
Commercial	100.00
Commercial Base	1.00
Accessory	125.00

Depreciation Years

Residential	2006
Commercial	2008
MFG Housing	1997
Accessory	2000

Other Options

Truncate Values Auto-Reasons (Real)
 Disable Logins Auto-Reasons (Pers)
 bBrowser Cost Form PT50R = LIVE DATA
 Lock System COA Auto-Flag
 Rnd Area Mult to 6 dec. Hide Comments
 Attic: Use Max/Min Area Bsmt: Use Max/Min Area
 Int Label in Base Heat

Special District Description:
Parcel Number Template:
Customize Lendor Label:
Customize Occupancy Label:
Customize Fireplace Label:
SQL Server Name:
Server PT61 Path:
Server Photo Path:
Sketch Export Path:
Server Sketch Export Path:
Server Share Path:

Appraisal Year:
Rural Acre Break:
PU Eq Ratio %:
Return Deadline:
Default Startup Directory:
Guest Startup Directory:

Freeport Information is now found in tax district schedule

ABOS Default:
Land Influences:

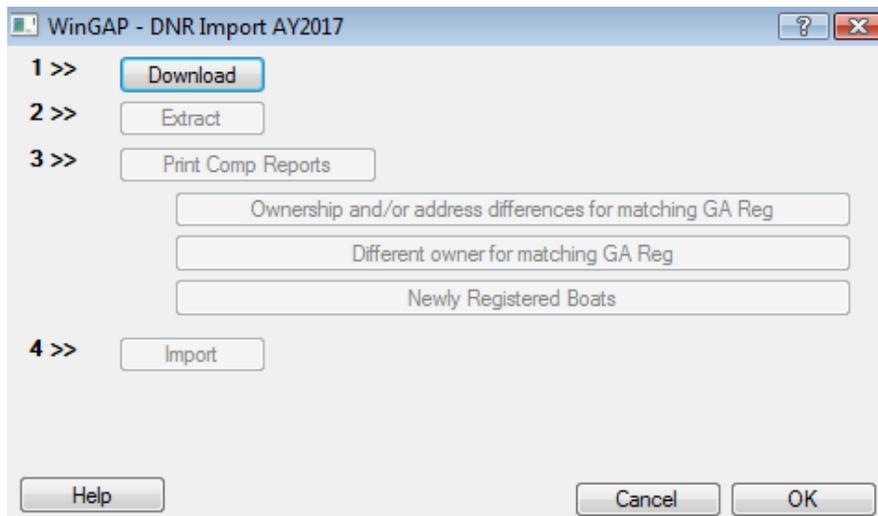
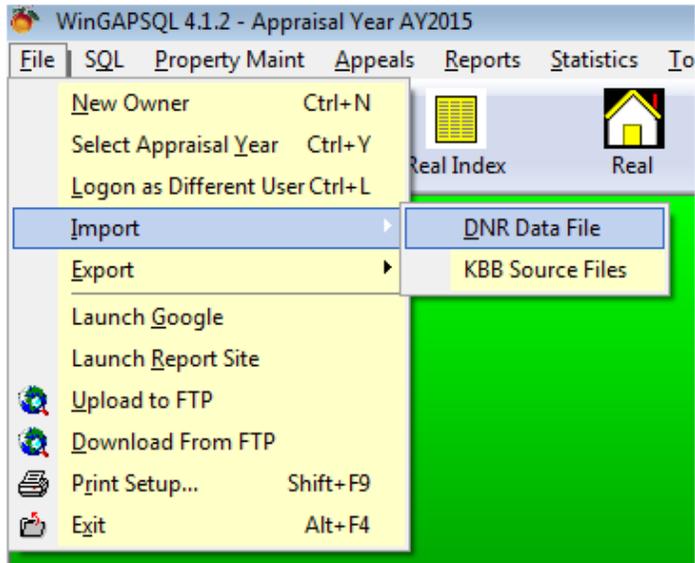
ABOS Yr: 2014
NADA Yr: 2014

Help Close

WinGAP Administration Manual

Import DNR Data Tables

New Georgia Department of Natural Resources boat data for the County can be imported into the County's existing DNR table by choosing this option on the File > Import menu, which produces the DNR Import form, second image below.



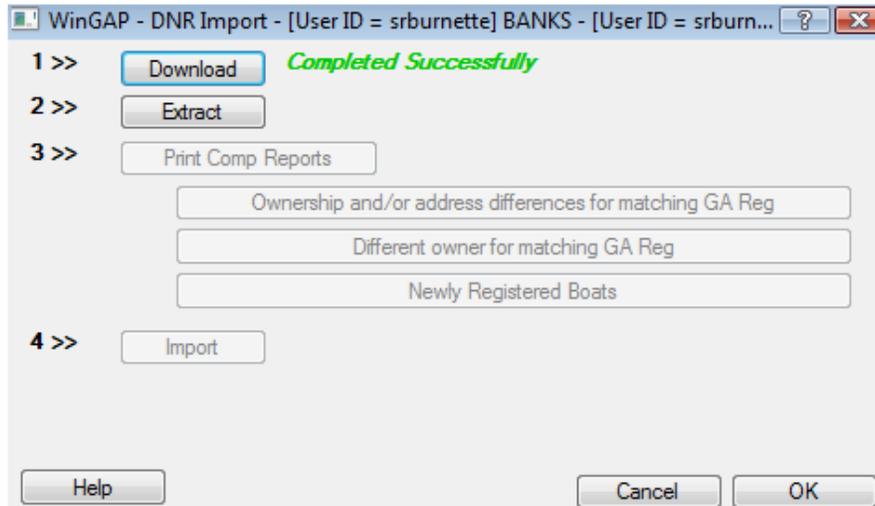
The user must have an **ACTIVE** Internet connection in order to import the DNR Data files. Also, Winzip and the Winzip Command Line Interface must be installed. The DNR Data File process consists of the following steps:

- The user will be connected to <ftp.wingap.com>
- The dnrnew.zip file will be downloaded
- The dnrnew.dbf will be extracted from dnrnew.zip
- Three comparison reports can be printed
- The status of all previously unregistered boats will be set to New
- The boat records with a status of New will be merged from dnrnew.dbf to dnr.dbf

WinGAP Administration Manual

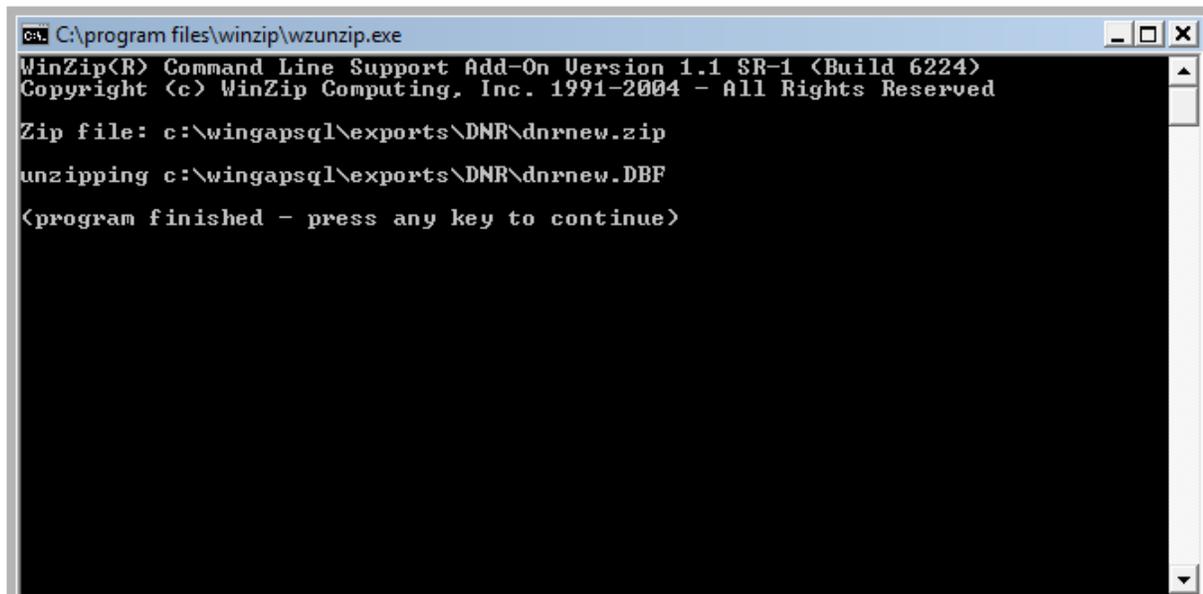
The **Download** Button on the DNR Import form should be clicked to proceed. If the user is not sure whether or not to proceed, either the OK or Cancel button can be clicked to return to the main WinGAP screen. Clicking the Download button will trigger the following process:

The user will see a "Logging On" message, followed by several other messages as the DNR file is downloaded. When the download is finished, the DNR Import form will display that the download has been completed successfully, as shown below.



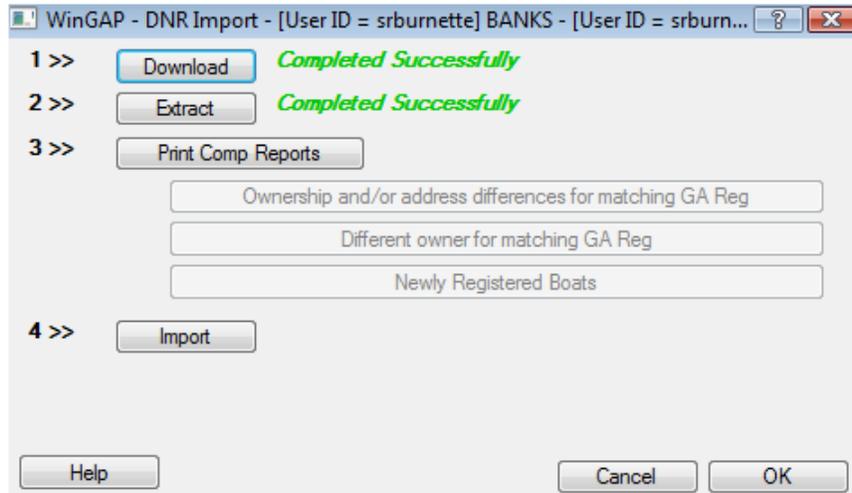
The user should now click the Extract Button on the DNR Import form to extract the DNR files.

WinGAP will then unzip the new DNR file and a command line window will appear, as shown below, confirming this. Any key can be pressed at this point to close the command line window.

A screenshot of a command line window titled "C:\program files\winzip\wzunzip.exe". The text in the window reads: "WinZip(R) Command Line Support Add-On Version 1.1 SR-1 (Build 6224)", "Copyright (c) WinZip Computing, Inc. 1991-2004 - All Rights Reserved", "Zip file: c:\wingapsql\exports\DNR\dnrnew.zip", "unzipping c:\wingapsql\exports\DNR\dnrnew.DBF", and "<program finished - press any key to continue>".

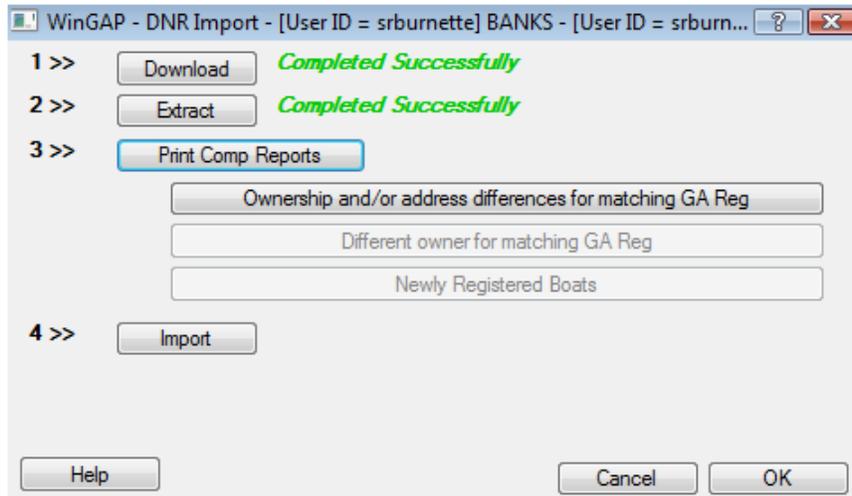
WinGAP Administration Manual

Once the command line window is closed the DNR Import Form will display, below, that the Extraction process has been completed successfully:



NOTE: a registration in dnrnew.dbf will not be flagged with a New status unless the registration is not present in the county's current dnr file. Previously, a status of New was assigned if the registration was not present OR if the registration numbers matched and the ownership in the dnrnew record was different than the ownership in the dnr file. A list of ownership differences can be run from as part of the next step, Print Comp (Comparison) Reports.

The next step is to Print Comparison Reports, which will print three reports. Clicking on the **Print Comp Reports** button will bring into focus the button containing the first report that will be printed:



Clicking the button will produce a Print Preview of the **Ownership & Address Comparison** Report, as seen on the next page.

WinGAP Administration Manual

DNR Name Info	GA REG	DNR-New Name Info
DAVENPORT THOMAS L 171 SPRING LAKE RD COMMERCE GA 30530	0012CG	TANNER HOYT W 483 FAIRVIEW RD PENDERGRASS GA 30567
CHEEK VIELLA 197 FOSTER ST TOCCOA GA 30577	0081ZE	AUSBURN CHRISTOPHER D 2689 GA HWY 105 BALDWIN GA 30511
TURPIN JAMES JR E PO BOX 819 HOMER GA 30547	0096UL	TURPIN JAMES E 805 SAMS HARRIS RD GILLSVILLE GA 30543
CROMER DOYLE L 30244 HWY 441 S COMMERCE GA 30529	0097UF	CROMER DOYLE L 30244 HWY 441 SO COMMERCE GA 30633
BROCK CALVIN 803 WEBBS CRK RD COMMERCE GA 30529	0098ZH	LOVE JOHN C 2013 DUNCAN RD COMMERCE GA 30530
WARD BOB 2647 HWY 63 HOMER GA 30547	0105AJ	WARD BOB 109 CHATTAM RD HOMER GA 30547
WOOD DANIEL A 341 MOUNT BETHEL RD	0163ZZ	WOOD RICKY 376 MT. BETHEL ROAD

Once this report is printed, or exported to a PDF or other format for future printing, the preview window should be closed, and the button that will print the next report will be available:

WinGAP Administration Manual

Clicking the second button will preview the **Ownership Differences** report.

DNR Name Info	GA REG	DNR-New Name Info
DAVENPORT THOMAS L 171 SPRING LAKE RD COMMERCE GA 30530	0012CG	TANNER HOYT W 483 FAIRVIEW RD PENDERGRASS GA 30567
TURPIN JAMES JR E PO BOX 819 HOMER GA 30547	0096UL	TURPIN JAMES E 805 SAMS HARRIS RD GILLSVILLE GA 30543
WOOD DANIEL A 341 MOUNT BETHEL RD COMMERCE GA 30530	0163ZZ	WOOD RICKY 376 MT. BETHEL ROAD COMMERCE GA 30530
JACKSON HOYT R 337 OSCAR RUCKER RD HOMER GA 30547	0194XF	ROBERTS JEFFERY L 468 HEMBREE RD MAYSVILLE GA 30558
TILSON DAVID M 225 NIX RD ALTO GA 30510	0289BN	DODD BRIAN L 92 DOGWOOD RD TOCCOA GA 30577
WHITFIELD BILLY E 578 HICKORY FLAT RD GILLSVILLE GA 30543	0426ZE	JONES JOEY T 224 RIFLE RD MAYSVILLE GA 30558
TURPIN JAMES JR E 805 SIMS HARRIS RD GILLSVILLE GA 30543	0607LL	BELLOTTE JAMES G 3356 YONAH HOMER RD LULA GA 30554

Once this report is printed, or exported to a PDF or other format for future printing, the preview window should be closed, and the button that will print the final Comparison report will be available:

1 >> Download **Completed Successfully**

2 >> Extract **Completed Successfully**

3 >> Print Comp Reports

- Ownership and/or address differences for matching GA Reg
- Different owner for matching GA Reg**
- Newly Registered Boats

4 >> Import

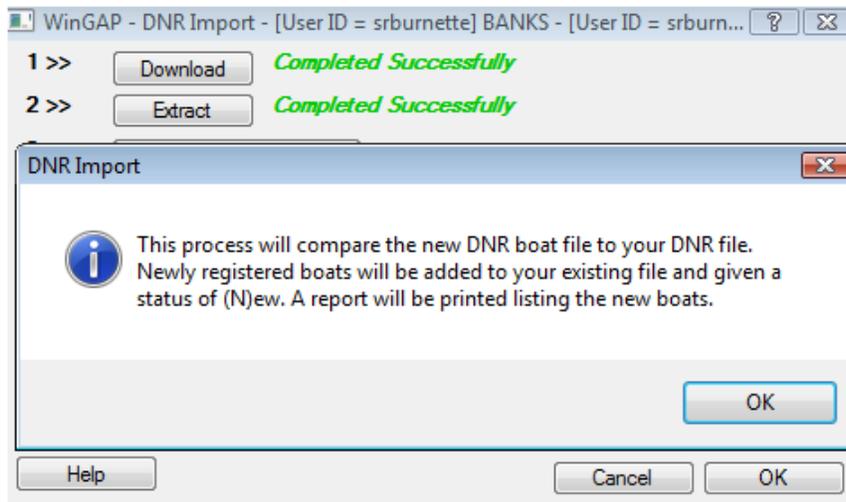
Help Cancel OK

WinGAP Administration Manual

Clicking this button will preview the **Boats with New Registration Numbers** report.

Ga Cert Number	Owner Name	(Stat)	Street City / State / Zip	Expire Added	Manufacturer Hull ID Number	Ft / In Year	Class Owner	Hull Prop	Boat Type
0046WK	FISHER SANDRA V		751 BOWLING RD HOMER GA 30547	05/31/16 06/25/13	ELGIN -	14 0 00	A GRP	ALUM ALUM	OTHR
0157CF	POFFENBERGER BLAINE R		372 POOLE RD. HOMER GA 30547	03/31/16 05/27/13	DELTA MARINE IN DELA0361M75I	15 2 75	A GRP	FBGL FBGL	OTHR
0177AX	SIMPSON JEFFERY D		139 HUNTERS LANE MAYSVILLE GA 30558	07/31/16 03/20/13	JOHN BOAT LAND LBO74079L495	14 0 95	A GRP	ALUM ALUM	OTHR
0180KU	DOVER DENNIS G		506 GARRISON RD LULA GA 30554	02/29/16 06/03/13	JON BOAT ACBD6855A595	14 0 95	A GRP	ALUM ALUM	OTHR
0194HT	HODGE CURITS W		1318 W RIDGE WAY RD MAYSVILLE GA 30558	04/30/14 04/02/13	STERLING GAZ300121E010	14 0 71	A GRP	ALUM ALUM	OTHR
0198SV	FOWLER JODY B		171 BONE RD COMMERCE GA 30530	09/30/15 10/12/12	JOHN BOAT	12 0 70	A GRP	ALUM ALUM	OTHR
0271FY	TURPEN BRIAN		243 DUSTY TRAIL TOCCOA GA 30577	11/30/16 07/29/13	POLARIS SLTX PLE05457A797	9 0 97	A GRP	FBGL FBGL	OTHR
0403UG	SEABOLT WILLIAM G		736 CARSON RD COMMERCE GA 30530	04/30/14 06/11/13	VENTURE VNB05078D484	15 6 84	A GRP	FBGL FBGL	OTHR
0426DR	MOORE TIMOTHY N		5784 OLD HWY 441 N	09/30/16	LIGHTNING	13 6	A	FBGL	OTHR

After printing or exporting the final comparison report the user is returned to the DNR Import Form. The final step in the DNR Import process is to Import the new DNR boat data into the County's existing DNR boat file. This is done by clicking the Import Button on the DNR Import Form, which will produce the message shown below:



The new boats are appended into the County's existing DNR boat file. At the conclusion of this process, a Print Preview of New Boats registered with DNR that have been appended into the County's DNR boat file will appear, as shown on the next page.

WinGAP Administration Manual

ReportSvr STEVEADMIN-PC\WinGAP ReportDB BANKS View Report

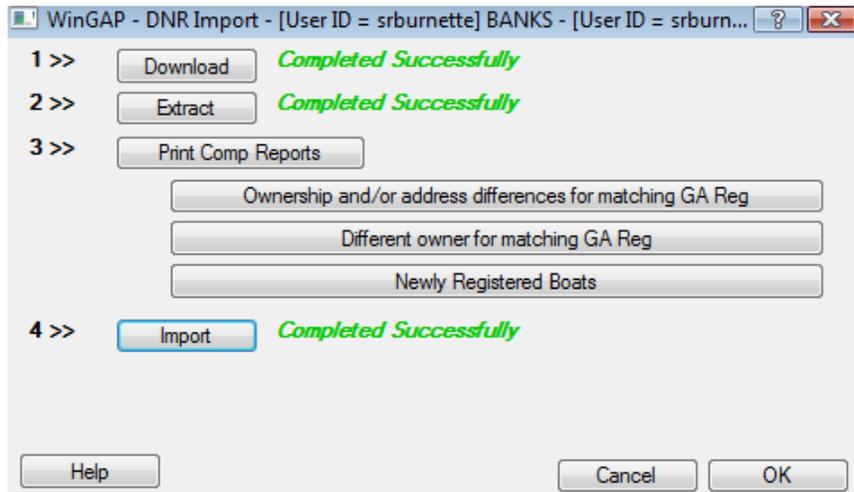
1 of 11 100% Find | Next Select a format Export

10/15/2013 3:18:26 PM

Boats Registered with Ga Dept of Natural Resources - New Status

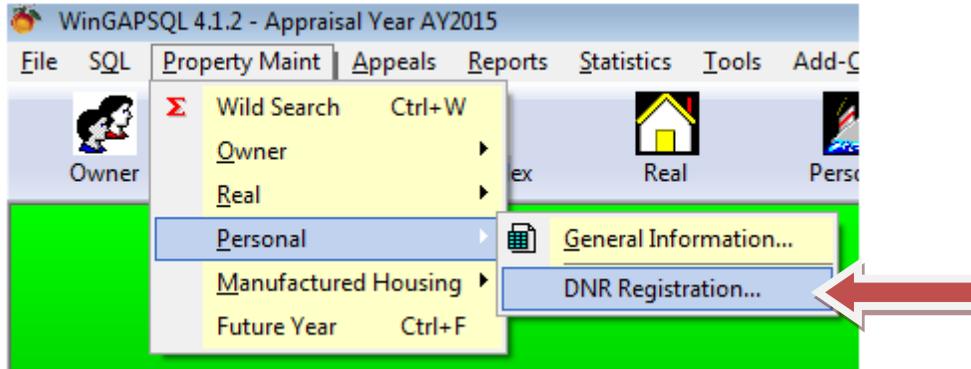
Ga Cert Number	Owner Name	(Stat)	Street City / State / Zip	Expire Added	Manufacturer Hull ID Number	Ft / In Year	Class Owner	Hull Prop	Boat Type
0012CG	TANNER HOYT W	N	483 FAIRVIEW RD PENDERGRASS GA 30567	12/31/14 11/21/11	ADMIRAL CREST	14 0 72	A GRP	ALUM ALUM	OTHR
0046WK	FISHER SANDRA V	N	751 BOWLING RD HOMER GA 30547	05/31/16 06/25/13	ELGIN -	14 0 00	A GRP	ALUM ALUM	OTHR
0096UL	TURPIN JAMES E	N	805 SAMS HARRIS RD GILLSVILLE GA 30543	06/30/14 05/19/11	MAGNA ENGINEERE WPC0146HM78E	15 6 78	A GRP	FBGL FBGL	OTHR
0157CF	POFFENBERGER BLAINE R	N	372 POOLE RD. HOMER GA 30547	03/31/16 05/27/13	DELTA MARINE IN DELA0361M75I	15 2 75	A GRP	FBGL FBGL	OTHR
0163ZZ	WOOD RICKY	N	376 MT. BETHEL ROAD COMMERCE GA 30530	11/30/14 04/28/11	SEARS MA94J00267	1310 60	A GRP	ALUM ALUM	OTHR
0177AX	SIMPSON JEFFERY D	N	139 HUNTERS LANE MAYSVILLE GA 30558	07/31/16 03/20/13	JOHN BOAT LAND LBO74079L495	14 0 95	A GRP	ALUM ALUM	OTHR
0180KU	DOVER DENNIS G	N	506 GARRISON RD LULA GA 30554	02/29/16 06/03/13	JON BOAT ACBD6855A595	14 0 95	A GRP	ALUM ALUM	OTHR
0194HT	HODGE CURITS W	N	1318 W RIDGE WAY RD MAYSVILLE GA 30558	04/30/14 04/02/13	STERLING GAZ300121E010	14 0 71	A GRP	ALUM ALUM	OTHR

This report can be printed or exported. Closing the preview will return the user to the DNR Import window, where the user should see a message that the Import was successful. Clicking Cancel or OK will return the user to the main WinGAP screen.



WinGAP Administration Manual

DNR Match Process



The "DNR Registration" option on the Property Maintenance > Personal menu produces the DNR Boat Search/Add Form, below, that allows the user to search for Boats located in the County that are registered with the Georgia Department of Natural Resources. If the Boat is not currently on the Tax Digest, the Boat can be added to an existing Owner, or a New Owner can be created from this Form. The Form defaults to the first boat, in Owner Name order, in DNR's listing of Boats. DNR registrations that are flagged with a Status of New can be displayed exclusively by checking the "Show New Boats Only" checkbox.

A screenshot of the "WinGAP - DNR" form. The title bar shows "WinGAP - DNR - [User ID = srburnette]". The form contains several fields: "Ga Reg" (6043EF), "Name" (AARON KENNETH J), "Address" (617 KIMBERLY CT), "City, State Zip" (MACON GA 31217-), "BoatKey" (0), "MFG" (TRACKER MARINE), "Year" (1997), "Expire" (12/31/2014), "Prop" (2 - Outboard), "Type" (P), "Hull ID" (BUJ43557J697), "Length" (17 Feet 0 Inches), "Hull" (4), "Tax District" (02 - County), and "Inactive Rsn". There are also radio buttons for "Status" (Active, Inactive, New) and "New Add Type" (No Add, Owner / Account / Boat, Account / Boat, Boat Only). At the bottom, there are checkboxes for "Show New Boats Only" and "Show This GA_REG Only", and buttons for "List", "Help", "Cancel", "Delete", "Apply", and "OK".

The information on file about each Boat in the DNR list is displayed in the various fields on the DNR Form. The Form will display the first Boat Owner in the WinGAP DNR database. The Next and Previous Buttons at the top of the Form can be clicked to scroll, one at a time, through the listing of Boats. A much quicker way to get to a specific Boat Owner is to key an Owner's Last Name, or part of the Last Name, into the Jump field, and then click the Jump Button, to move to the Owner with the Last Name that most closely matches the criteria keyed in the Jump field. If this is not the correct owner, a listing of Boat Owners nearest to this Owner's Name can be displayed by clicking the List Button on the lower left of the Form. The list, shown on the next page, will display 50 boats, with the Owner's Name nearest that keyed in the Jump field in the center of the list. The desired Owner and Boat can be clicked on in the list and that Owner and Boat's

WinGAP Administration Manual

information will display on the DNR Form. The Close List Button beneath the listing should be clicked to close the Owner/Boat listing.

perskey	lname	fname	middleinit	ga_reg	year	mfg
82620	AARON	KENNETH	J	6043EF	97	TRACKER
	ABLER	JOSHUA	A	0592NH	90	MONARK
	ABLER	JOSHUA	A	0741KP	01	LANDAU
	ABNEY	BRYANT E		0057NF	68	CRITCHF
	ABNEY	JAMES	M	0045BH	70	MANUFA

At this point the Status of the Boat will be displayed in the Status section of the Form. If the Boat is Active or Inactive, no action is necessary. If the New radio button is highlighted, however, as seen in the image below, the New Add Type section of the Form will be in focus, and the user will need to make a decision about what to do with this Boat which is not currently on the County's Tax Digest.

Status

Active
 Inactive
 New

New Add Type

No Add
 Owner / Account / Boat
 Account / Boat
 Boat Only

WinGAP Administration Manual

There are four New Add Type options: No Add; add the Owner of the Boat as a New Owner, along with a New Account and new Boat record; add a New Account and the Boat record to an Existing Owner; or add the Boat record only to an Existing Owner and Account. Prior to selecting any of these options, the user should determine which of these situations apply to this particular Boat.

- **No Add:** If the No Add option is selected, it indicates that no decision has been made at this time as to the type of add to perform. If this item is selected, the user will be returned to the main WinGAP screen. The New Boat will remain an "orphan" until one of the other options is selected at a later date.
- **Owner / Account / Boat:** If the user selects the Owner / Account / Boat option in the New Add Type, it indicates that a determination has been made that the Boat Owner does not exist anywhere in the WinGAP database. If this item is selected, the user should click the OK Button on the DNR Form, and the user will be asked how the Owner's name information will be handled.

WinGAP - DNR - [User ID = srburnette]

Would you like to combine Last, First and Middle name information into Corporate name?

Yes No

The Yes Button should be clicked if the County's Owner name information is displayed in the Corporate name field on the Owner Information Form (and stored in the Lastname field in the Owner database). The No Button should be clicked if the County's Owner Name information is displayed in the Last, First, and Middle name fields on the Owner Information Form (and stored in the Lastname, Firstname, and Middle fields in the Owner database). Clicking either the Yes or No Button will create an Owner record in the Owner database, store the Owner name information accordingly, and take the user to the Personal Property General Information Form, shown on the next page.

WinGAP Administration Manual

WinGAP - Personal Property General Information - [User ID = srburnette] - ABLER JOSHUA A - 1 of 1 - [User ID = srburnette...]

Parcel Info: Parcel_no, Acct # (1) 82625, Owner Value, EZ Yr/Val 0, ID Number, Business ID, Street No, Street Name, Zip Code, Tax District 02 - County, Class, Disc Source, Acct Origin Yr, Business Year, SST.

Appraiser Info: Data Entry, Acct Appraiser, Alternate, Acct Auditor.

Contact Information: Bus No, Home No, Fax No, Email, Web Url, Person.

Process Status: Notice, Return Filed, P.O. Returned, Estimated Value, Audit, No PT50, Returned Mail. Includes fields for Notice Date, Filing Date, Reason, Notice Value, Audit Date, Review Date, and Audit Info.

Values (100%):

	Current	Previous	MAV Curr	MAV Prev	Last Edited	Return	Penalty	FMV	MAV
	0	0	0	0	0	0	0	0	0
								Meff	0
								Inrvn	0
								FpInrvn	0
								Boat (1)	0
								Plane	0
								Other	0

NAICS: [Field]

Comments: [Text Area]

Buttons: Edit History, Cancel, Delete, New, Apply, OK.

All of the appropriate information for this Personal Property Account should be added on this Form, particularly the Tax District and Digest Class, which is required information. After clicking Apply to save the Account record, and while the user is still on this Form, the Boat Button next to the Boat Value field should be clicked to take the user to the Boats & Motors Form, where the Boat information for this Boat should be checked and updated as necessary.

WinGAP - Boats & Motors - [User ID = srburnette] : ABLER JOSHUA A - [User ID = srburnette] AY2017 - [User ...]

Boats & Motors: Boat - LANDAU, 0741-KP 2001 13, Account # 82625, BoatKey: 268936273.

Boat Info: Manufacturer LANDAU, Model, Hull No LBO04096A101, Ga Reg 0741KP, Year Model 2001, Feet 13, Inches 11, Hull Aluminum, Type Outboard, Boat Book, Boat Page.

Motor Info: Manufacturer, Model, Horsepower, Yr Model, Motor Book, Motor Page.

Value:

	Boat	Motor
Book	0	0
Appraised	5,000	0
ABOS	0	0

Total: 5000, MAV: 0.

Comments: [Text Area]

Buttons: Edit History, Cancel, New, Delete, Apply, OK.

WinGAP Administration Manual

Clicking OK on the Boats & Motors Form will return the user to the Personal Property General Information Form, where OK can be clicked to return to the DNR Boat Form.

NOTE: Once on the Personal Property General Information Form, the Account and Boat MUST be added (it can be deleted after adding if necessary). For detailed information on using the Personal Property General Information Form, and the Boats & Motors Form, see the relevant parts of the WinGAP Personal Property Manual.

- **Account / Boat:** If the user selects the Account / Boat option in the New Add Type section, it indicates that a determination has been made that the Boat Owner has a record in the Owner database, but no Personal Property Accounts or Boat records. Selecting this option and then clicking the OK Button produces the Select Owner Form.

WinGAP - DNR - Select Owner AY2017

ABLE PATTI
ABLER JOSHUA A
ABNEY BRYANT E & JAN M
ABNEY KIMBERLY S &
ABNEY LUTHER D SR
ABNEY SUSAN C
ABNEY TERRI DIANE
ACE HARDWARE
ACE HARDWARE OF GRAY INC
ACHI, V WILLIAM CHARLES
ACOCELLA JULIE M
ACOELLA TAMARA B & FRANK
ADAMAR LESHIA
ADAMS ALMA FAYE

Jump

ADAMS JOHN P
2290 GA HWY 18 WEST
GRAY, GA31032

Cancel OK

Owner Names are displayed in the list box on the top of the Form. The highlighted record will be the first Owner that has the last name of the Owner of the Boat that is about to be added. The user should scroll down the list until the correct Owner is found, as seen on the next page.

WinGAP Administration Manual

The screenshot shows two windows from the WinGAP - DNR application. The main window, titled "WinGAP - DNR", displays boat information for a vessel with Ga Reg 6332FE, Name ADAMS CHARLES, and Address 1242 FORTVILLE MILLEDGEVLE RD, HADDOCK, GA 31033. The boat is a MONTEREY with Hull ID RGF0636B89, Length 18 Feet, and Hull 4. The status is set to "New" under the "New Add Type" section. The "Show This GA_REG Only" checkbox is checked. A secondary window, titled "WinGAP - DNR - Select Owner AY2017", is open, showing a list of potential owners. The owner "ADAMS CHARLES E SR &" is selected. Below the list, the address information "ADAMS CHARLES E SR", "TERESA", "1242 FORTVILLE-MVILLE RD", and "HADDOCK, GA31033" is displayed.

The Owner's address information displays beneath the list box, and the user should make sure this is the correct Owner. If this is the correct Owner, the OK Button should be clicked to take the user to the Personal Property General Information Form, where the Account and Boat can be added to this Owner. Once the Account and Boat information has been checked and updated, clicking the OK Button on the Personal Property Account form will return the user to the DNR Form.

Note: Once on the Personal Property General Information Form, the Account and Boat MUST be added (it can be deleted after adding, if necessary).

- **Boat Only:** If the Boat Only option in the New Add Type section is selected, it indicates that a determination has been made that the Boat Owner has a record in the Owner database and at least one Personal Property Account. Selecting this option and then clicking the OK Button produces the Select Personal Property Account Form, seen on the next page.

WinGAP Administration Manual

WinGAP - DNR - Select Personal Property Account AY2017

ABLER JOSHUA A
ABNEY BRYANT E & JAN M
ABNEY TERRI DIANE
ACE HARDWARE
ACHI, V WILLIAM CHARLES
ADAMS JOE G JR
ADAMS JOHN P
ADAMS KENNETH D
ADAMS KENNETH E & MARY C
ADAMS LAWRENCE
ADAMS MATTHEW J
ADAMS MICHAEL
ADVANTA BUSINESS SERVICES CORP
ALEWINE DONALD A

Jump

B & G DEVELOPERS LL
162 FRALEY ST
GRAY, GA31032

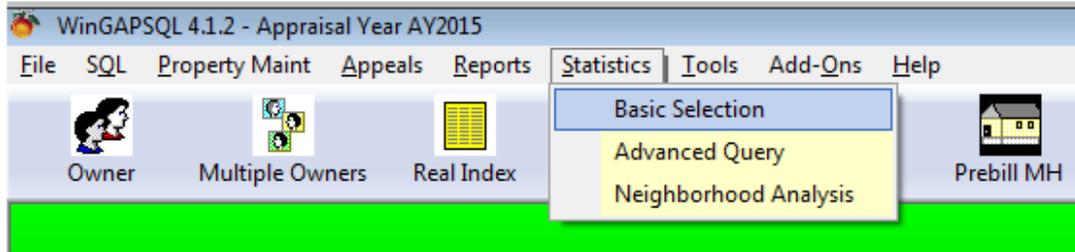
Cancel OK

The Boat Owner's Name will be displayed in the top list box on the Form, and the user should click on this record to highlight it. The Owner's address information will display beneath the list box, and the Owner's existing Personal Property Accounts will display in the list box on the bottom of the Select Owner Form. The user should make sure this is the correct Owner, and then click on the Personal Property Account in the lower list box (if the Owner has more than one Account, the correct one should be selected). The OK Button should then be clicked, and the user will be taken to the Personal Property account for that Owner. The Boat Button next to the Boat Value field should be clicked to take the user to the Boats & Motors Form, where the newly added Boat should be selected using the combo box at the top of the Boat form. All of the information for this Boat should be checked and updated as necessary. Clicking OK on the Boat form will return the user to the Personal Property form, and OK there will return the user to the DNR Registration form.

WinGAP Administration Manual

Sales Ratio Analysis

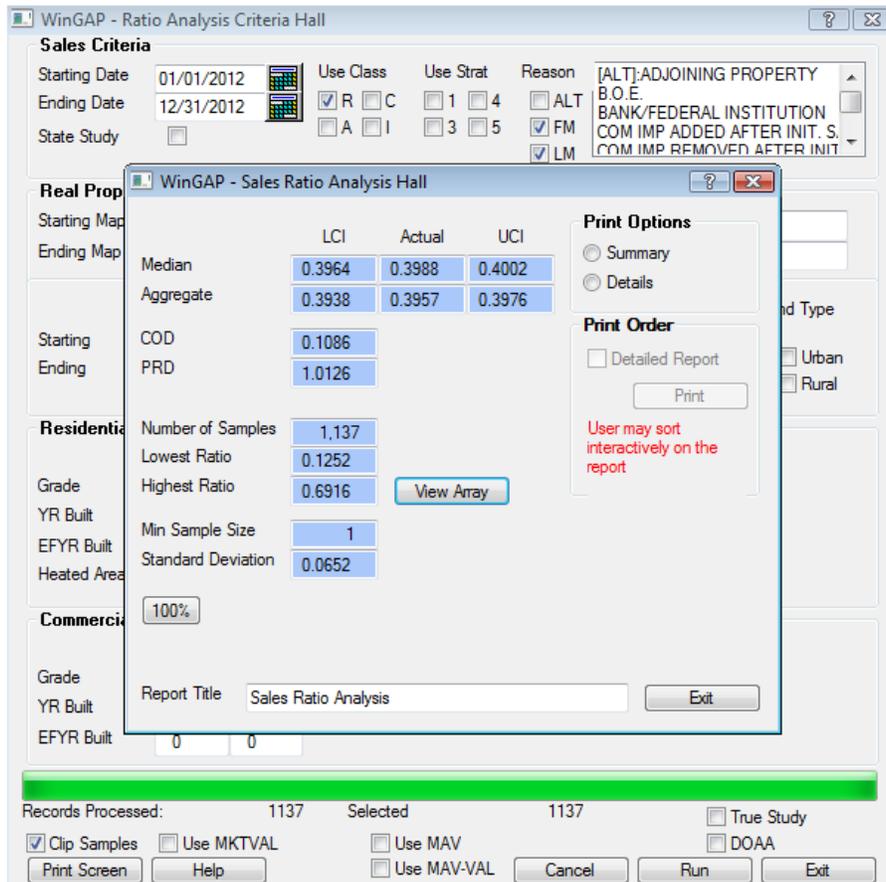
- a. After January 2
How do we define the problem?
Through ratio analysis!
Run ratio analysis on each Class of property
- b. Take to BOA to be added to the minutes.
- c. This shows the BOA where the county stands on equalization, level of assessment, or bias.



Run the sales ratio reports for each of the following criteria:

- i. Residential LM,FM
- ii. Agricultural LM,FM
- iii. Commercial LM,FM
- iv. Industrial LM,FM

Residential LM, FM



WinGAP Administration Manual

Agricultural LM, FM

The screenshot displays the WinGAP software interface. The main window is titled "WinGAP - Ratio Analysis Criteria Hall". It contains several sections: "Sales Criteria" with date and study options, "Real Prop" with map and starting/ending date fields, and "Residential" and "Commercial" sections with various input fields. A secondary window, "WinGAP - Sales Ratio Analysis Hall", is overlaid on top. This window displays a table of sales ratio analysis results and includes print options and a report title field.

WinGAP - Ratio Analysis Criteria Hall

Sales Criteria

Starting Date: 01/01/2012
 Ending Date: 12/31/2012
 State Study:

Use Class: R C A I
 Use Strat: 1 4 3 5
 Reason: ALT FM LM

[ALT]:ADJOINING PROPERTY
 B.O.E.
 BANK/FEDERAL INSTITUTION
 COM IMP ADDED AFTER INIT. S.
 COM IMP REMOVED AFTER INIT

Real Prop

Starting Map:
 Ending Map:

Starting: COD
 Ending: PRD

Residential

Number of Samples: 19
 Lowest Ratio: 0.2577
 Highest Ratio: 0.6163
 Min Sample Size: 3
 Standard Deviation: 0.0907

Commercial

Grade:
 YR Built:
 EFYR Built:

WinGAP - Sales Ratio Analysis Hall

	LCI	Actual	UCI
Median	0.3452	0.4182	0.4652
Aggregate	0.3807	0.4015	0.4223
COD	0.1573		
PRD	1.0389		

Print Options:
 Summary
 Details

Print Order:
 Detailed Report
 Print

User may sort interactively on the report

Report Title: Sales Ratio Analysis
 Exit

Records Processed: 19 Selected: 19
 Clip Samples Use MKTVAL Use MAV True Study
 Use MAV-VAL DOAA
 Print Screen Help Cancel Run Exit

WinGAP Administration Manual

Commercial LM, FM

The screenshot displays the WinGAP software interface. The main window is titled "WinGAP - Ratio Analysis Criteria Hall". It features several sections for configuring analysis criteria:

- Sales Criteria:** Includes fields for Starting Date (01/01/2012), Ending Date (12/31/2012), and State Study. It also has checkboxes for "Use Class" (R, C, A, I) and "Use Strat" (1, 4, 3, 5). A "Reason" list includes ALT, FM, and LM.
- Real Prop:** Includes fields for Starting Map, Ending Map, Starting COD, and Ending PRD.
- Residential:** Includes fields for Number of Samples (28), Lowest Ratio (0.2936), Highest Ratio (0.6790), Min Sample Size (2), and Standard Deviation (0.0798).
- Commercial:** Includes a "100%" field.

An overlay dialog box titled "WinGAP - Sales Ratio Analysis Hall" is open, showing a table of results:

	LCI	Actual	UCI
Median	0.3839	0.4027	0.4248
Aggregate	0.3926	0.4077	0.4228
Starting	COD	0.1244	
Ending	PRD	1.0029	

The dialog also includes "Print Options" (Summary, Details), "Print Order" (Detailed Report), and a "View Array" button. A red note states: "User may sort interactively on the report". At the bottom, the "Report Title" is set to "Sales Ratio Analysis".

At the bottom of the main window, a green bar indicates "Records Processed: 28 Selected 28". Below this are various checkboxes and buttons:

- Clip Samples
- Use MKTVAL
- Use MAV
- Use MAV-VAL
- True Study
- DOAA

Buttons include "Print Screen", "Help", "Cancel", "Run", and "Exit".

WinGAP Administration Manual

Industrial LM, FM

WinGAP - Ratio Analysis Criteria Hall

Sales Criteria

Starting Date: 01/01/2012
 Ending Date: 12/31/2012
 State Study:

Use Class: R C A I
 Use Strat: 1 4 3 5
 Reason: [ALT]:ADJOINING PROPERTY B.O.E. BANK/FEDERAL INSTITUTION COM IMP ADDED AFTER INIT. S. COM IMP REMOVED AFTER INIT

Real Prop

Starting Map:
 Ending Map:

Starting:
 Ending:

Residential

Grade:
 YR Built:
 EFYR Built:
 Heated Area:

Commercial

Grade:
 YR Built:
 EFYR Built:

WinGAP - Sales Ratio Analysis Hall

	LCI	Actual	UCI
Median	0.0000	0.3999	0.0000
Aggregate	0.3567	0.3891	0.4215
COD	0.1811		
PRD	1.0717		

Number of Samples: 10
 Lowest Ratio: 0.2755
 Highest Ratio: 0.5909
 Min Sample Size: 4
 Standard Deviation: 0.1026

View Array

Print Options

Summary
 Details

Print Order

Detailed Report

Print

User may sort interactively on the report

Report Title: Sales Ratio Analysis

Exit

Records Processed: 10 Selected 10

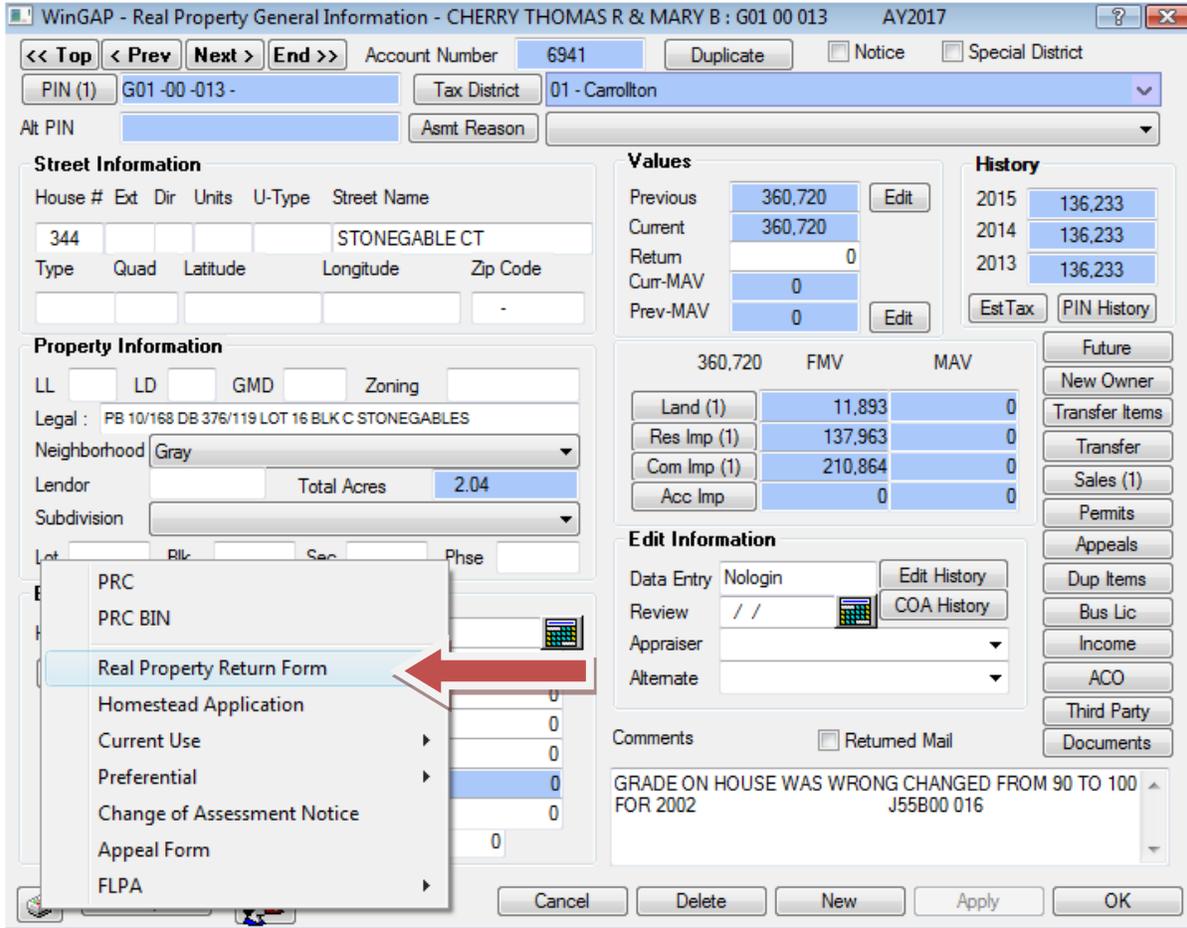
Clip Samples Use MKTVAL Use MAV Use MAV-VAL True Study DOAA

Print Screen Help Cancel Run Exit

WinGAP Administration Manual

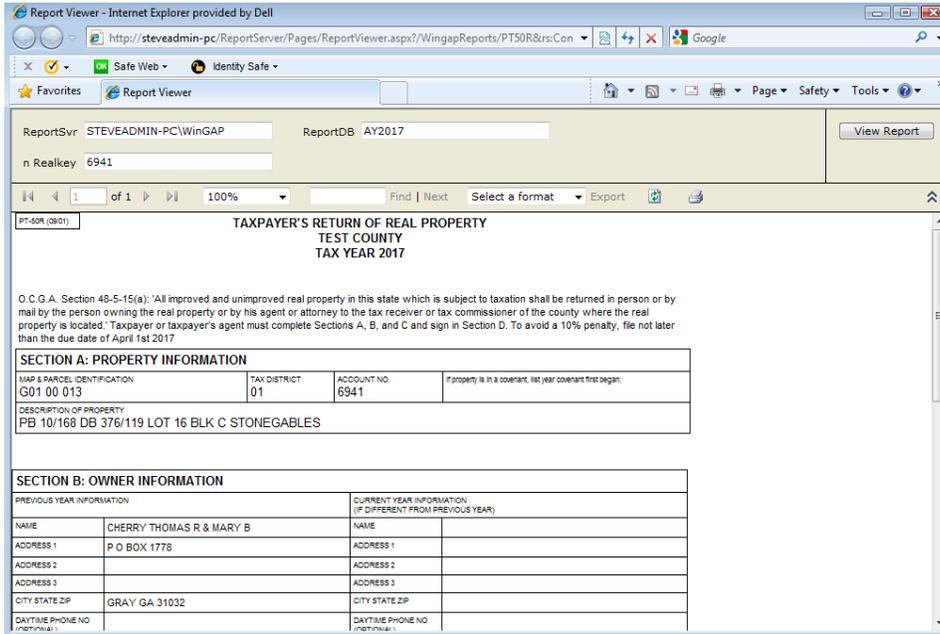
Accepting Yearly Tax Returns

- a. Taxpayer comes in to file a return
 - i. Note that the PT50R (return) may only be printed after performing Year End Cleanup

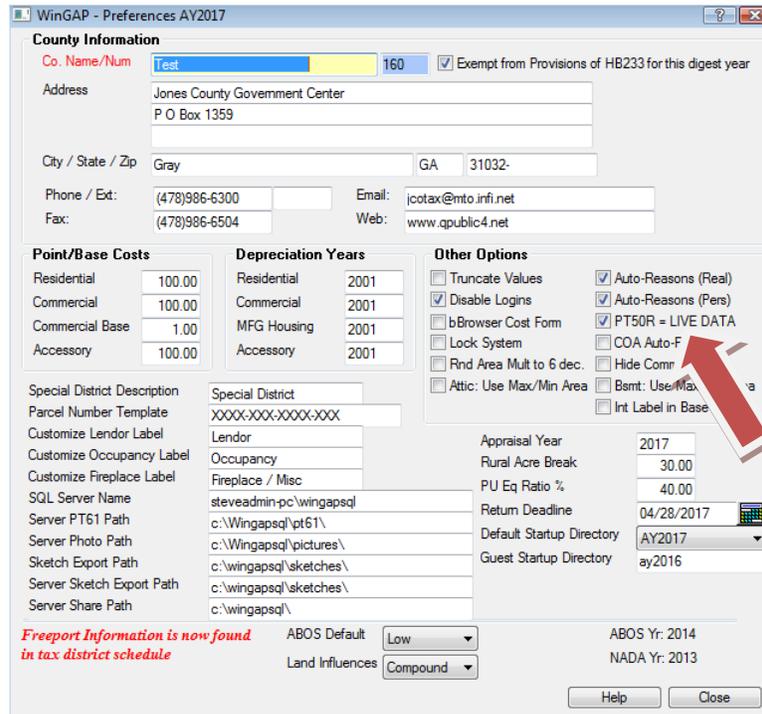


WinGAP Administration Manual

- b. Print tax return
- c. Taxpayer fills out and signs return



Note: The information and values that appear on the Tax Return are a result of a selection on the Preferences screen (Tools >> Preferences). Under the **Other Options** section of the screen, the user can designate whether to print live data or the previous year's data. If the **PT50R = LIVE DATA** box is checked, current year data will be printed on the PT50R. If the County wishes to print previous year data on the PT50R, the box should be unchecked and the information in the pt50r.dbf which is created during Yearend Cleanup will be used.



WinGAP Administration Manual

- d. Place tax payers return value in Return field on the WinGAP Real Property General Information form.

WinGAP - Real Property General Information - CHERRY THOMAS R & MARY B : G01 00 013 AY2017

<< Top < Prev Next > End >> Account Number 6941 Duplicate Notice Special District

PIN (1) G01-00-013- Tax District 01 - Carrollton

Alt PIN Asmt Reason

Street Information

House #	Ext	Dir	Units	U-Type	Street Name
344					STONEGABLE CT
Type	Quad	Latitude	Longitude	Zip Code	

Property Information

LL LD GMD Zoning

Legal : PB 10/168 DB 376/119 LOT 16 BLK C STONEGABLES

Neighborhood Gray

Lendor Total Acres 2.04

Subdivision

Lot Blk Sec Phse

Exemption Information

Homestead S1 HS App Date / /

Covenant

Float Base1	0
Float Cur1	0
Float Base2	0
Float Cur2	0
State HS Val	0
299(c) Value	0
299(c) Year	0

Values

Previous	360,720	Edit
Current	360,720	
Return	325,000	
Cur-MAV	0	
Prev-MAV	0	Edit

History

2015	136,233
2014	136,233
2013	136,233

EstTax PIN History

	360,720	FMV	MAV
Land (1)	11,893	0	0
Res Imp (1)	137,963	0	0
Com Imp (1)	210,864	0	0
Acc Imp	0	0	0

Edit Information

Data Entry Nologin Edit History

Review / / COA History

Appraiser

Alternate

Comments Returned Mail

GRADE ON HOUSE WAS WRONG CHANGED FROM 90 TO 100 FOR 2002 J55B00 016

Future New Owner Transfer Items Transfer Sales (1) Permits Appeals Dup Items Bus Lic Income ACO Third Party Documents

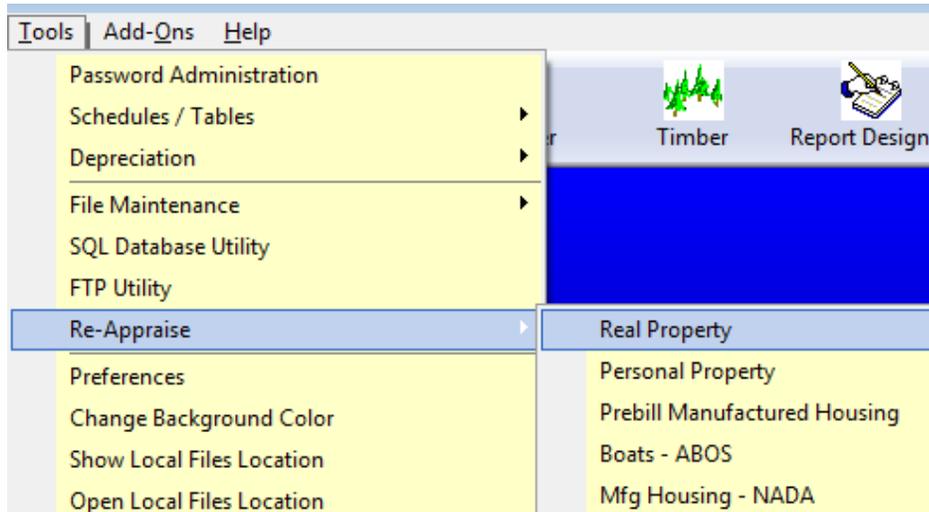
Cancel Delete New Apply OK

WinGAP Administration Manual

Schedule Changes and Reappraise

When schedule changes have been made, run reappraise for the property type that is impacted by the schedule modification. Note that it is always a good idea to run reappraise by each property type to ensure that all current values are calculated correctly.

The Re-Appraise option on the Tools Menu is used to access a sub-menu where all types of property in WinGAP can be reappraised.



- **Real Property**

The Real Property option on the Re-Appraise sub-menu allows the Assessors Office to automatically recalculate property values for all Real Property in the County, or selected types of Real Property, due to changes in land tables, point cost, depreciation year, etc. Selecting this option takes the user to the Reappraise Form for Real Property, as seen on the next page.

WinGAP Administration Manual

WinGAP - Reappraise AY2017

Starting: 001 - -001 -

Ending: M10 -00 -011 -

Neighborhood: [Dropdown]

Parcel Number

Property Type

Calculate Taxes

Residential Improvements

Commercial Improvements

Accessory Improvements

Conservation Use

FLPA Use Value

FLPA Base Index

Enterprise Zone

State Homestead

Urban Land

Rural Land

Records Processed:

Total Records

Percent Processed: 0%

Reappraise

Other Information

Appraiser Name: [Dropdown]

Help Cancel Finished

The Reappraise Form for Real Property consists of several combo boxes and check boxes where the user can select which type of Real Property is to be reappraised. A discussion of all the fields on the Reappraise Form follows.

- **Starting:** The Starting combo box allows the user to choose a starting parcel number for those Real Properties that are to be reappraised. The Starting combo box defaults to the first parcel number in the County. The user can click on the combo box to select a different Starting parcel number if desired.
- **Ending:** The Ending combo box allows the user to choose an ending parcel number for those Real Properties that are to be reappraised. The Ending combo box defaults to the last parcel number in the County. The user can click on the combo box to select a different Ending parcel number if desired.
- **Neighborhood:** The Neighborhood combo box allows the user to: 1) reappraise by the parcel number range selected previously; or 2) select a specific Neighborhood to reappraise, regardless of what the parcel number range is. If the Starting and Ending parcel numbers are to be used for the Reappraise process, the Reappraise by Parcel option should be selected in the Neighborhood combo box, as seen on the next page.

WinGAP Administration Manual

WinGAP - Reappraise AY2017

Starting: 001 - -001 -
Ending: M10 -00 -011 -
Neighborhood: Reappraise by Parcel

Parcel Number

Property Type

Calculate Taxes

Residential Improvements
 Commercial Improvements
 Accessory Improvements
 Conservation Use
 FLPA Use Value
 FLPA Base Index
 Enterprise Zone
 State Homestead

Urban Land
 Rural Land

Records Processed:
Total Records
Percent Processed: 0%

Other Information
Appraiser Name

Buttons: Help, Cancel, Finished, Reappraise, Asmt Reason

If only one Neighborhood is to be reappraised, then the desired Neighborhood should be selected in the combo box, as seen below.

WinGAP - Reappraise AY2017

Starting: 001 - -001 -
Ending: M10 -00 -011 -
Neighborhood: Clems Comer

Parcel Number

Property Type

Calculate Taxes

Residential Improvements
 Commercial Improvements
 Accessory Improvements
 Conservation Use
 FLPA Use Value
 FLPA Base Index
 Enterprise Zone
 State Homestead

Urban Land
 Rural Land

Records Processed:
Total Records
Percent Processed: 0%

Other Information
Appraiser Name

Buttons: Help, Cancel, Finished, Reappraise, Asmt Reason

WinGAP Administration Manual

- **Property Type:** The Property Type checkbox section of the Form allows the user to select one or more types of Real Property to reappraise. Depending upon what property is to be reappraised, the user should click in whatever checkbox(s) is appropriate.
- **Calculate Taxes:** The Calculate Taxes checkbox should be checked when any of the tax calculation schedules are updated. The process will re-calculate taxes for each real property parcel. **Note: the calculation of taxes for REAL property and PERSONAL property are separate events. This example is calculating only real property taxes.**
- **State Homestead:** If a checkmark is placed in the State Homestead checkbox, all other property options on the Reappraise screen will be disabled, as shown below. When the Reappraise button is clicked, the State Homestead 65 & Over exemption value will be recalculated for all parcels that are assigned a State 65 & Over Homestead Code. Parcels not assigned a State 65 & Over Homestead code will have any State Homestead flags removed and the State Homestead value set to zero.

WinGAP - Reappraise AY2017

Starting 001 - -001 - Asmt Reason

Ending M10 -00 -011 -

Neighborhood

Parcel Number

Property Type

Calculate Taxes

Residential Improvements Urban Land

Commercial Improvements Rural Land

Accessory Improvements

Conservation Use

FLPA Use Value

FLPA Base Index

Enterprise Zone

State Homestead

Records Processed:

Total Records

Percent Processed 0%

Reappraise

Other Information

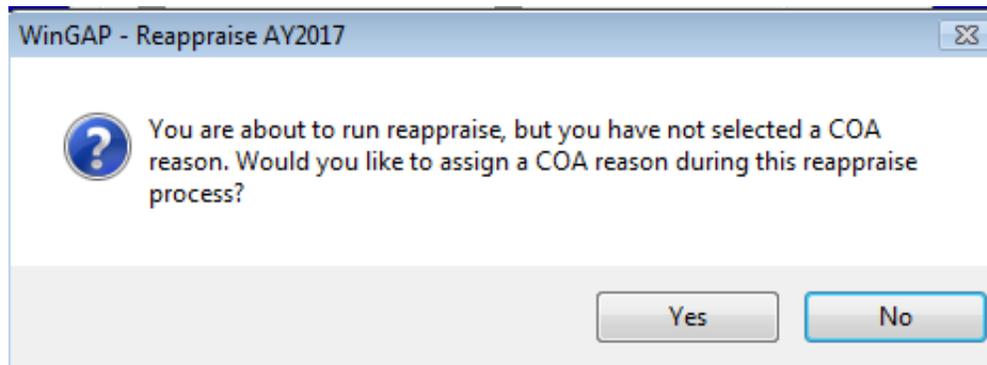
Appraiser Name

Help Cancel Finished

- **Appraiser Name:** The Appraiser Name combo box allows the user to select an appraiser from a list of appraisers or key in another name to be assigned to parcels that are reappraised. The assignment of this name will result in the name being printed on the Assessment Notice as the primary contact.

NOTE: At this point, the user can click the **Reappraise** button to begin the process of recalculating Real Property values. It is recommended, however, that at least one Assessment Reason be selected for any Re-Appraisal except Tax Calculations. However, if the user elects to Re-Appraise Real Property without assigning an Assessment Reason, a prompt will appear reminding the user of this, as seen on the next page.

WinGAP Administration Manual



The default No button can be clicked to Reappraise Real Property without assigning any Assessment Reasons. The Yes button can be clicked to return the user to the Re-Appraise Form, where the Asmt Reason button, discussed below, can be clicked to assign an Assessment Reason. The user can also assign an Assessment Reason by clicking the Assmt Reason button prior to clicking the ReAppraise button, discussed next.

Asmt Reason button

The user can assign an Assessment Reason for this reappraisal by clicking the **Asmt Reason** button on the upper right of the Reappraise Form. The Select Assessment Reasons form will appear, next page, and an Assessment Reason for this reappraisal can be chosen from those available in the list by highlighting the desired item and clicking the Include Button. If a special Assessment Reason for this reappraisal is desired, the user can key in the description of the reappraisal in the Custom Rsn field, and then click the **Add Custom** button on the upper right of the Select Assessment Reasons Form to assign this reason to the Reappraisal. This Assessment Reason will be included with any other Assessment Reasons already assigned to the parcels selected for reappraisal and this Assessment Reason will be printed on the Assessment Notice for each parcel. Once the Assessment Reason(s) for this reappraisal have been selected, the user can click the OK Button on the Select Assessment Reasons Form to return to the Reappraise Form.

NOTE: Any Assessment Reason assigned during the reappraise process must be designated as an Inflationary COA Type. WinGAP will not allow the assignment of an Assessment Reason if it is not designated as Inflationary in the reason table. Any Custom Assessment Reason added during reappraise will automatically be designated as Inflationary.

WinGAP Administration Manual

WinGAP - Select Assessment Reasons AY2017

Parcel Number: - - -

Custom Rsn:

Reason	Reasoncode	Coa_Type
ACCESSORY BLDG ADDED	AC	R
BOARD OF EQUALIZATION CHANGE	BE	R
CARPORT ADDED	CP	R
CHANGED OR CORRECTED ACRES	CA	R
CORRECTED FIRST NOTICE	CN	R
COUNTY WIDE REVALUATION	RV	I
CURRENT USE COVENANT DENIED	C2	R
DECK ADDED	DK	R
DETACHED GARAGE ADDED	DG	R
ENCLOSED GARAGE OR CARPORT	EG	R
EXEMPT TO TAXABLE	ET	R
GARAGE ADDED	GR	R
HOUSE REMODELED OR IMPROVED	HR	R
IMPROVEMENT COMPLETE	IC	R
IMPROVEMENT REMOVED	IR	R
NEW ADDITION	NA	R

Reason	Reasoncode
(There are no records to view)	

If the user is unsure whether to perform the Reappraise procedure, the **Cancel** button should be clicked on the Reappraise Form to return to the main WinGAP screen. Otherwise, the **Reappraise** button should be clicked to begin the reappraisal process. As shown on the next page, various messages will display during the reappraise process. The reappraise process normally takes less than a minute to complete.

WinGAP Administration Manual

WinGAP - Reappraise AY2017

Starting: 001 - -001 -
Ending: M10 -00 -011 -
Neighborhood: Parcel Number

Property Type

Calculate Taxes

Residential Improvements
 Commercial Improvements
 Accessory Improvements

Urban Land
 Rural Land

Please wait for this process...
Reappraise Non-Prebills ...

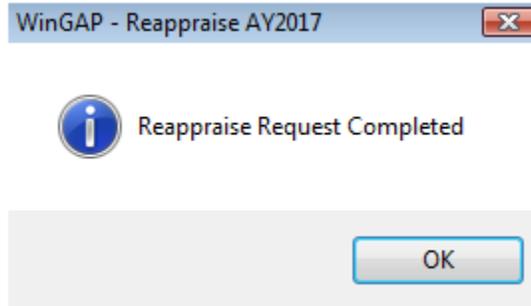
State Homestead

Records Processed:
Total Records
Percent Processed: 0%

Other Information
Appraiser Name: [Dropdown]

Buttons: Help, Cancel, Finished, Reappraise

When the reappraisal process is finished a message will appear, as seen below, informing the user of this. The **OK** button should be clicked on this message to return the user to the Reappraise Form, where other types of Real Property can be reappraised or the **Finished** button can be clicked to return the user to the main WinGAP screen.



WinGAP Administration Manual

- **Personal Property**

The Personal Property option on the Re-Appraise sub-menu allows the Assessors Office to automatically recalculate machinery, equipment, furniture and fixtures cost item values for all Personal Property accounts. Selecting this option takes the user to the Reappraise Form for Personal Property, as seen below.

WinGAP - Reappraise AY2017

Asmt Reason

Neighborhood

Parcel Number

Property Type

Calculate Taxes

Enterprise Zone

Records Processed:

Total Records

Percent Processed 0%

Reappraise

Other Information

Appraiser Name

Help Cancel Finished

The reappraise options that were available for Real Property are not available for Personal Property, except for the **Calculate Taxes** option, discussed earlier. ALL Personal Property accounts are reappraised at the same time. The user can also assign an Appraiser Name using the procedures discussed earlier under Real Property reappraisal.

The **Enterprise Zone** checkbox, if checked, allows the counties to reappraise only Accounts that have an Enterprise Zone year and value on the Personal Property General Information form.

The **Calculate Taxes** checkbox should be checked when any of the tax calculation schedules are updated. The process will re-calculate taxes for each personal property account. The Calculate Taxes process for personal property should take only a few seconds.

If the user is unsure whether to perform the Reappraise procedure, the **Cancel** button should be clicked on the Reappraise Form to return to the main WinGAP screen. Otherwise, the **Reappraise** button should be clicked to begin the reappraisal process. Various messages will display during the reappraise process, followed by the message informing the user that the process is finished. The entire reappraise process should only take a few seconds. The **OK** button should be clicked on the message to return the user to the Reappraise Form, where the **Finished** button can be clicked to return the user to the main WinGAP screen.

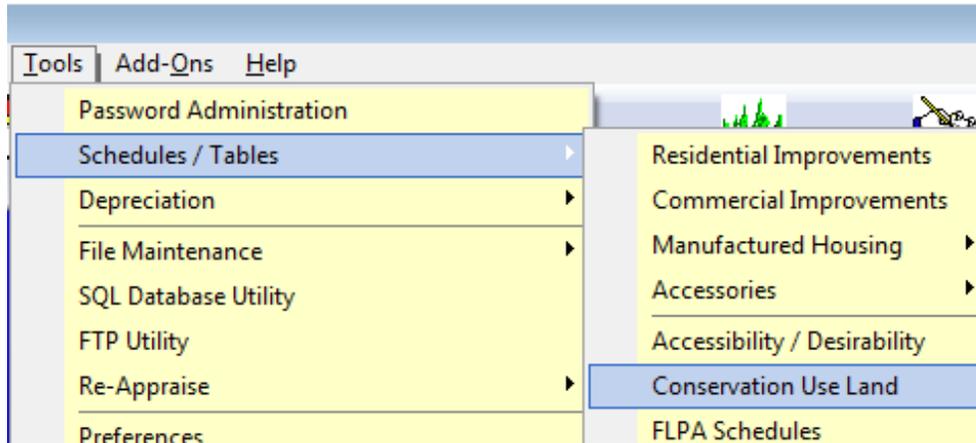
WinGAP Administration Manual

Updating Covenant Values (CUV & FLPA)

After January 1, updated values and indices for Conservation Use and Forest Land Protection Act covenants are provided to the county. The updated values come in the form of regulations that have gone through the promulgation process.

The schedules within WinGAP which contain these values should be updated and before digest submission, the Reappraise options for the covenants should be run.

Conservation Use Land



The **Conservation Use Land** option on the **Tools >> Schedules / Tables** menu contains the Conservation Use Land Schedule for the County. This schedule is normally updated once a year using the Conservation Use values provided to the County by the Department of Revenue. The adding of this information is discussed below.

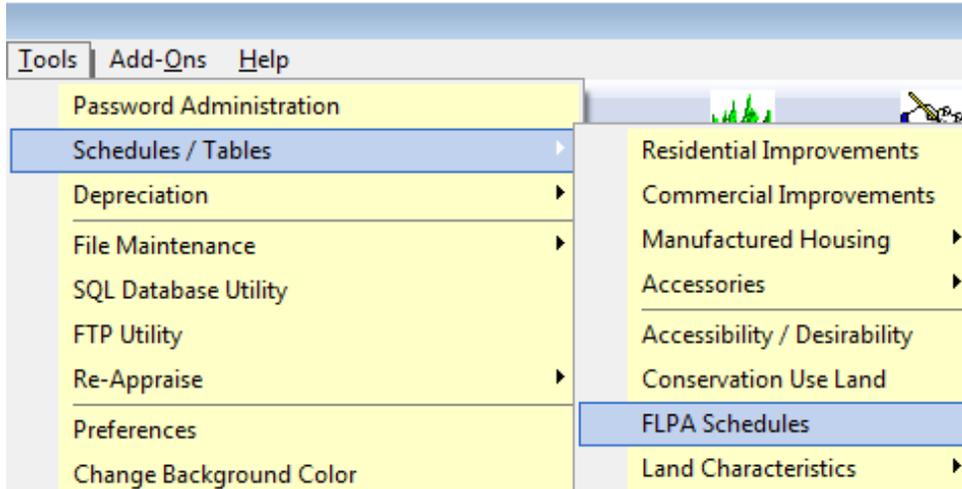
A screenshot of the 'WinGAP - Conservation Use Land Lee' dialog box. The window title is 'WinGAP - Conservation Use Land Lee'. Below the title bar is a 'Productivity Rating' section with a dropdown menu. Below that is a table with columns for Productivity Ratings 1 through 9 and rows for 'Agricultural' and 'Timberland'. The '1993 style' is noted on the left. The 'Agricultural' row has values: 843, 765, 680, 592, 507, 426, 330, 252, 170. The 'Timberland' row has values: 614, 559, 509, 458, 404, 354, 301, 248, 197. At the bottom are buttons for 'Help', 'Cancel', 'Apply', and 'OK'.

	1	2	3	4	5	6	7	8	9
Agricultural	843	765	680	592	507	426	330	252	170
Timberland	614	559	509	458	404	354	301	248	197

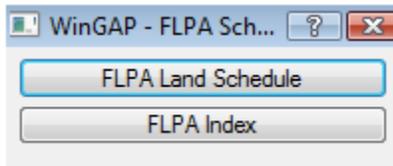
The Conservation Use Land Schedule Form shows the per acre Conservation Use Land values for the two land types, Agricultural and Timberland, that make up the 1993 Style of Conservation Use. Both Land Types can have up to nine Productivity Ratings. The Conservation Use Land values provided to the County by the Department of Revenue are keyed into the appropriate Land Type and Productivity Ratings fields, in whole dollars. The Apply or OK Button should be clicked to save the data.

WinGAP Administration Manual

FLPA (Forest Land Protection Act) Schedules



The **FLPA (Forest Land Protection Act) Schedules** option on the **Tools >> Schedules / Tables** menu contains the FLPA Schedules for the County. This schedule is normally updated once a year using the FLPA values provided to the County by the Department of Revenue. Selecting this option will produce the FLPA Schedules sub-menu, as seen below.



The FLPA Land Schedule Form, below, is accessed by clicking on this option on the sub-menu. The Schedule Form, below, shows the per acre FLPA Land values for the single Land Type, Woodland. The Woodland Land Type can have up to nine Productivity Ratings. The FLPA values provided to the County by the Department of Revenue are keyed into the appropriate Productivity Ratings fields, in whole dollars. The Apply or OK Button should be clicked to save the data.

A screenshot of a form titled 'WinGAP - FLPA Conservation Use Land Schedule Lee'. The form has a table with 'Productivity Rating' as the header and nine columns numbered 1 through 9. Below the header, the row is labeled 'FLPA Woodland'. The values in the cells are: 614, 559, 509, 458, 404, 354, 301, 248, and 197. The cell containing '614' is highlighted. At the bottom of the form, there are buttons for 'Help', 'Cancel', 'Apply', and 'OK'.

The second option on the FLPA Schedules sub-menu takes the user to the FLPA Index Form, as seen on the next page. The FLPA Index Form is delivered to the County with the initial FLPA Year Index already set up.

WinGAP Administration Manual

RECID	Flyear	Flindex
1	2009	1.000000
2	2010	1.000000
3	2011	1.026000

Year: 2009 Index: 1.000000

Buttons: New, Delete, Cancel, Apply, OK

A NEW FLPA Index item can be added to the schedule by

- clicking the New Button at the top of the Form,
- keying the Index Year and Index number for the new item into these fields,
- clicking the Apply or OK Button.

An FLPA Index item is edited by

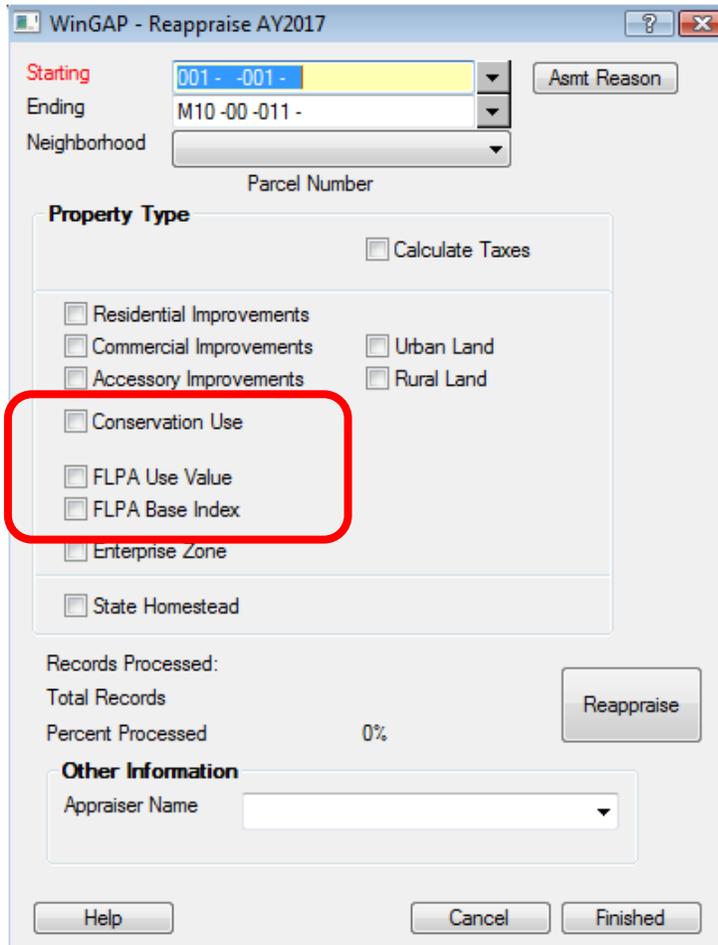
- clicking on the item in the list box,
- changing the information in the desired field(s),
- clicking the Apply or OK Button.

An FLPA Index item can be deleted from the schedule by clicking on the item in the list box and clicking the Delete Button, which will delete the item from the schedule.

WinGAP Administration Manual

Reappraising Covenant Properties

Updated covenant values and indices can be applied to properties by editing each parcel under a covenant or running Reappraise (Tools >> Reappraise >> Real Property) and selecting the covenant options. It is recommended that each covenant reappraise be run independently, i.e. run only one at a time.



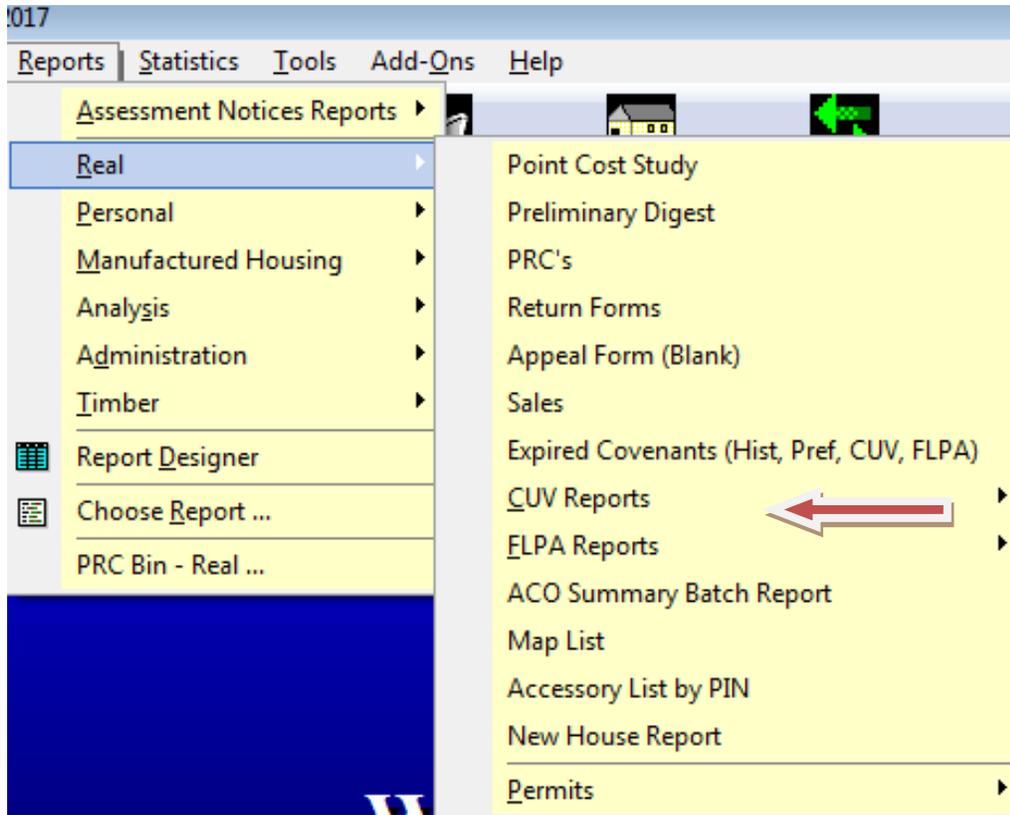
Upon selection of a type of covenant to reappraise the user will also see *FORCE* checkboxes appear as shown below. Wingap will calculate and apply the 3% statutory annual limit automatically *once per digest year* either when users run reappraise or when they manually edit/view the covenant screen. After the *once per year* autocalculations, if the user wishes to force the 3% limit calcs they must check the FORCE checkbox.



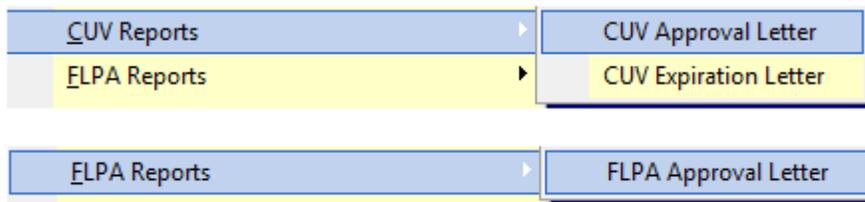
WinGAP Administration Manual

Covenant Approval Letters & Other Reports

After covenant applications have been approved and the new values applied, approval letters should be printed and mailed to the property owners. The letters for the approvals can be printed from the Reports >> Real menu with the appropriate option (CUV Reports or FLPA Reports).



Each option has a submenu from which approval and expiration letters can be printed.



Using these menu options, Approval Letters will be printed for every parcel where the CU or FLPA covenant year equals the digest year. On the following pages are examples of the CUV and FLPA Approval Letters and the CUV Expiration letter.

WinGAP Administration Manual

Conservation Use Approval Letter

CUV Approval letters print for CUV Covenants that have the same starting Covenant Year as the Digest Year, or the parcel the Covenant is on has a New Owner.

Report Viewer - Internet Explorer provided by Dell

http://steveadmin-pc/ReportServer/Pages/ReportViewer.aspx?/WinGAPReports/CUApprovalV

10/18/2013 Page 1

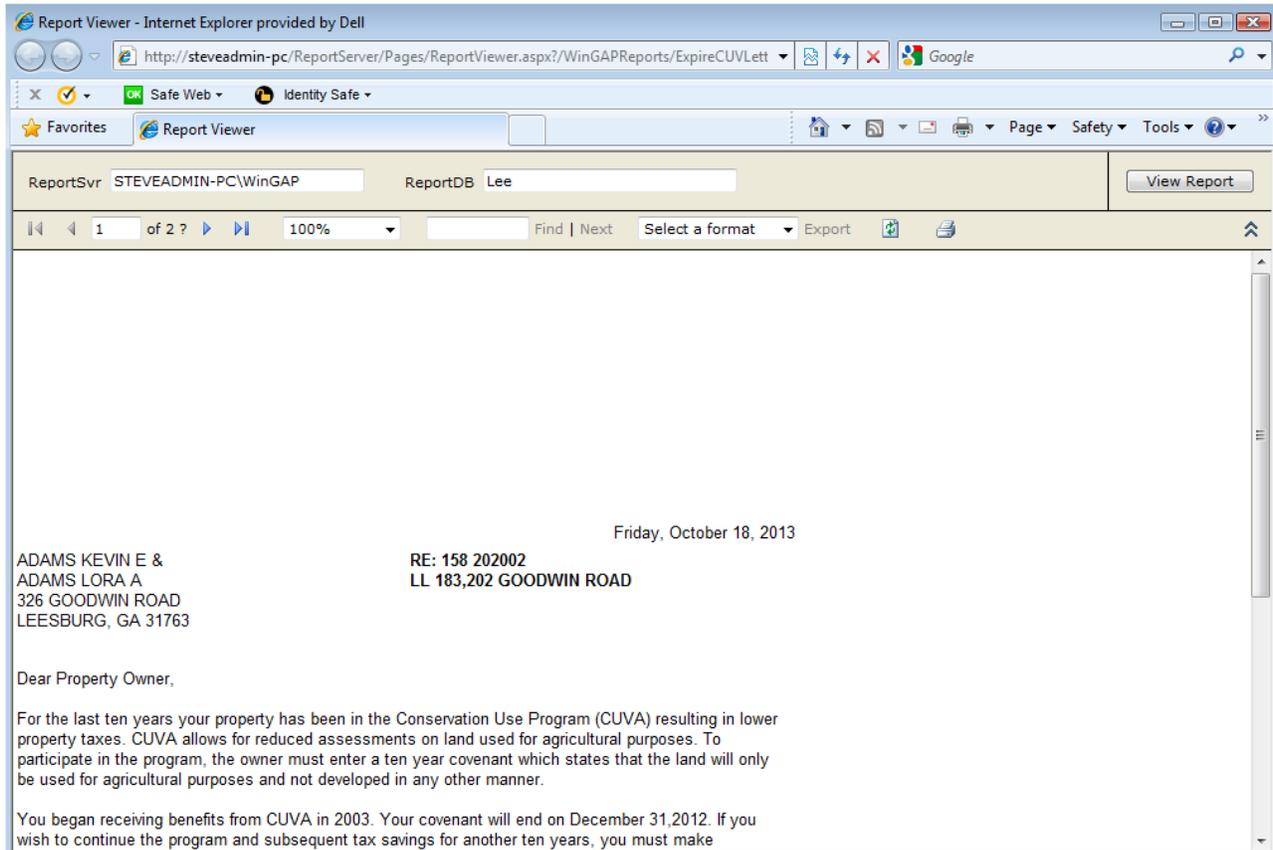
Telfair County Board of Tax Assessors
16 S Second Avenue
Mc Rae GA 31055

Digest Yr:	2013				
NOTICE: THIS IS NOT A BILL.	Conservation Use Assessment Approved				
WATKINS LELAND TIMOTHY ET AL 253 EDDIE WALKER ROAD MILAN, 31060	(Regulation 560-11-6-.09) You have the right to file an appeal contesting the Board of Assessor's initial determination or subsequent change of the qualifying use of the property, the soil classification of any part or all of the qualified property, the valuation of any qualified improvements, the assessment ratio utilized with regard to the qualified property, as well as with regard to any alleged errors that may have been made by the assessors in the application of the tables and standards of value prescribed by the Commissioner. An appeal, however, may not be made concerning the tables or standards of value prescribed by the Commissioner pursuant to Regulation 560-11-6-.09 to the county Board of Assessors followed by an appeal either to the county Board of Equalization or to Arbitration and in either case, to appeal to Superior Court.				
Mailing Date:	10/18/2013 12:00:00 AM	Account Number:	65	Homestead	S0
Tax District:	UNINCORPORATED	Acres	114.70		
Parcel Number	005 00 026	Beginning Covenant Year	2006		
Property	V/L 16M 598-99 9TH LD LL259/260				

WinGAP Administration Manual

Conservation Use Expiration Letter

CUV Expiration letters print when a CUV Covenant reaches the tenth year of the Covenant.



WinGAP Administration Manual

Forest Land Protection Act Approval Letter

FLPA Approval letters print for FLPA Covenants that have the same Covenant Year as the Digest Year, or have a New Owner.

The screenshot shows a web browser window titled "Report Viewer - Internet Explorer provided by Dell". The address bar shows the URL: <http://steveadmin-pc/ReportServer/Pages/ReportViewer.aspx?/WinGAPReports/FLPAApprova>. The browser interface includes a search bar, navigation buttons, and a toolbar with options like "Page", "Safety", and "Tools".

The main content area displays a report for the date 10/18/2013, labeled as "Page 1". The report header identifies the Telfair County Board of Tax Assessors, located at 16 S Second Avenue, Mc Rae GA 31055.

Digest Yr:	2013
-------------------	------

NOTICE: THIS IS NOT A BILL.	Forest Land Protection Act Assessment Approved
------------------------------------	---

SAYER WILLENE W
678 HAWK ROAD
WRAY, 31798

Mailing Date:	10/18/2013 12:00:00 AM	Account Number:	26	Homestead	\$0
Tax District:	UNINCORPORATED	Acres	410.46		

Parcel Number	004 00 016	Beginning Covenant Year	2013
Property	M/H 15M 304-11 9TH LD LL 317/344		

LETTER TO TAXPAYER

Dear Property Owner,

The Telfair Board of Tax Assessors, having reviewed the application for the above referenced parcel, has determined the property meets the qualifications for the Forest Land Protection Act of 2008. The assessment will appear on your tax bill for this year's digest in the form of an exemption.

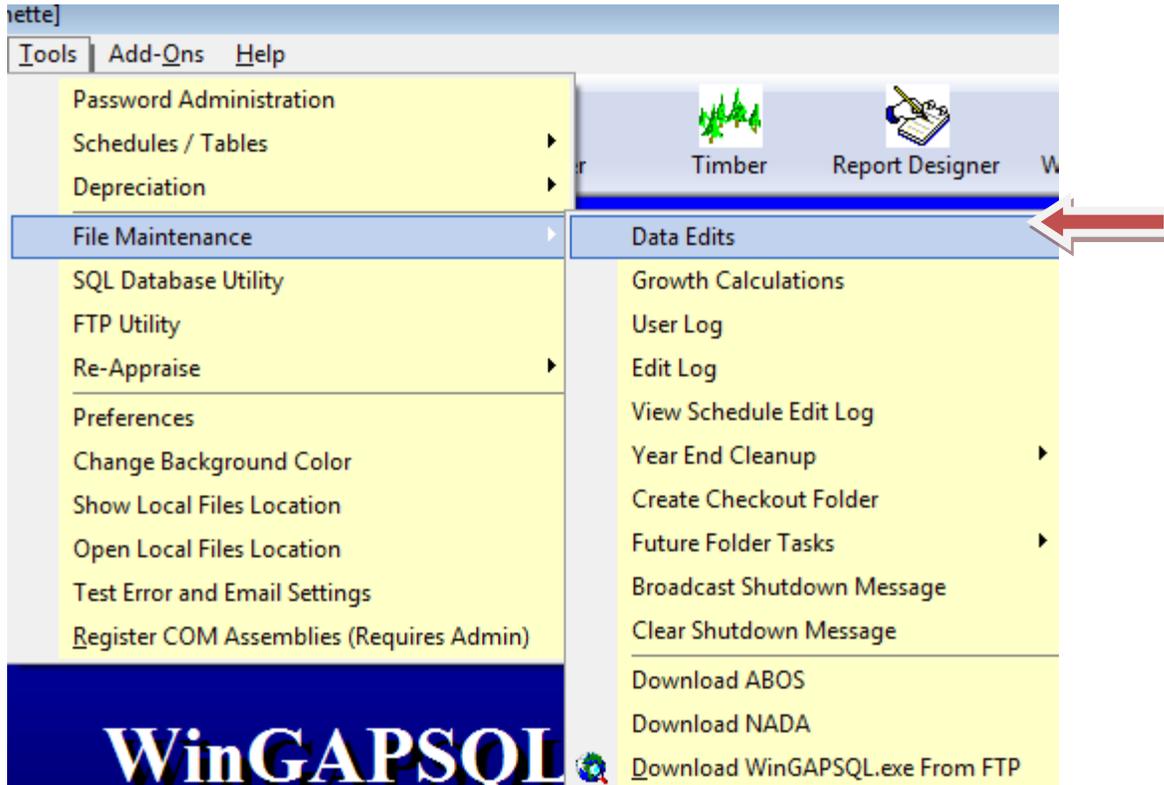
WinGAP Administration Manual

Preliminary Assessment Notice Work

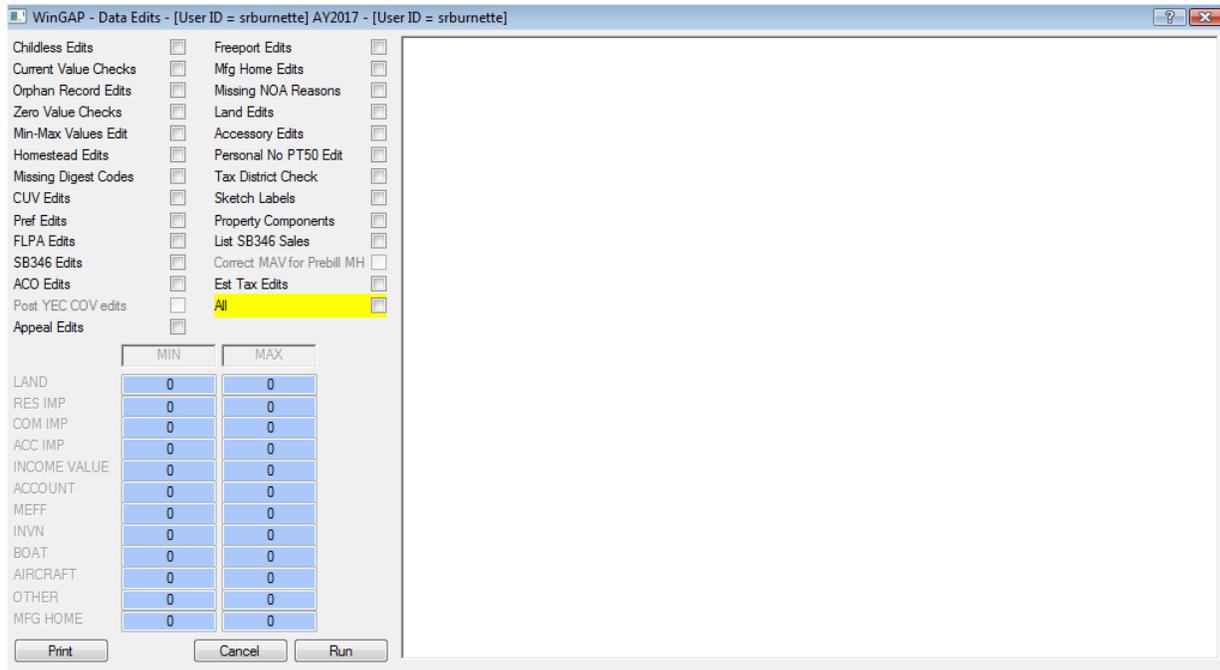
Data Edits

The **Data Edits** menu option provides the WinGAP Administrator with a means of checking data integrity prior to sending assessment notices, running digest exports or at any time such a check is desired.

Selecting the **Data Edits** option on the **Tools >> File Maintenance** menu presents the user with the option of which edits to run, as seen below.



WinGAP Administration Manual



All Data Edits

If the user checks the **All** option, highlighted in yellow at the lower right of the list of edit options, then clicks the Run button, each of the Data Edits will run, and at the conclusion of the routine, the user will be presented a preview of the Data Edits report, discussed later.

The following checks and edits are made during the **All data edits** routine:

- A. Childless Edits
 - a. Owners w/o property
 - b. Parcels w/o property items (land, resimps, commimps, accessories)
 - c. Resimps w/ mh occupancy and no manufactured home record
 - d. Commimps w/ extra feature value but no extra features
 - e. Personal Prop Accts w/o property items (cost, boats, etc)
- B. Current Value Checks
 - a. Parcels/Accts where the sum of items does not equal current value (current value is corrected in such situations)
 - b. Also removes MAV when present and the appraisal year is MAV exempt.
- C. Orphan Record Edits
 - a. Orphaned records (records that do not have a parent, i.e. parcels with no owner, resimps not attached to a parcel, etc)
- D. Zero Value Checks
 - a. Property with zero value, including Prebilled Manufactured Housing
 - b. Items with the phrase "no value" in comments will be excluded
- E. Min-Max Values Edit
 - a. All properties that exceed user specified min and max values
- F. Homestead Edits
 - a. Homesteaded parcels w/o improvements
 - b. Frozen and Removed Homesteaded Parcels
 - c. Various Other Homestead Edits

WinGAP Administration Manual

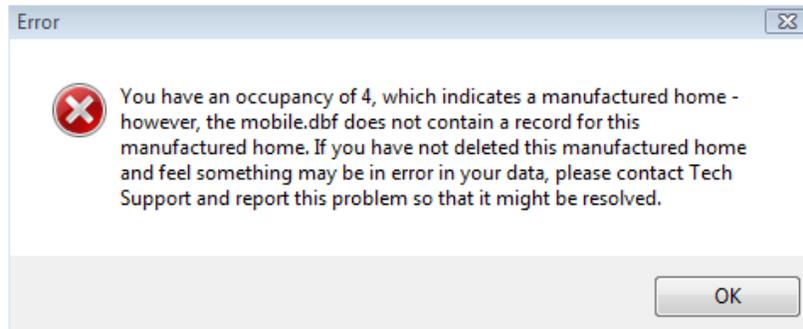
- G.** Missing Digest Codes
 - a.** Properties w/ missing digest codes
- H.** CUV Edits
 - a.** Conservation Use Covenant issues
 - b.** Conservation Use Acre / Market Acre comparison
 - c.** Conservation Use Accessory comparison
- I.** Pref Edits
 - a.** Preferential Covenant issues
 - b.** Preferential Covenant Change In Ownership
- J.** FLPA Edits
 - a.** Forest Land Protection Act Covenant Issues
- K.** SB346 Edits
 - a.** SB 346 Issues
 - b.** SB 346 and CUV / FLPA Situations
 - c.** Other SB346 Situations
- L.** ACO Edits
 - a.** ACO Record Checks
- M.** Post YEC COV Edits (not functional yet)
 - a.** Edits associated with covenants following Year End Cleanup
- N.** Appeal Edits
 - a.** Possible 299C Expiration
 - b.** Auto-Resolve 30-day appeals
- O.** Freeport Edits
 - a.** Freeport Exemption data problems
- P.** Manufacturing Housing Edits
 - a.** Mfg Housing data problems
 - b.** Mfg Housing class assignments
 - c.** Life Expectancy Assignments for Mfg Housing
 - d.** NADA Valid Widths
- Q.** Missing NOA Reasons
 - a.** Change of Assessment Reason assignments
 - b.** Parcels and Personal Property Accounts that have a value difference but no COA Reason/Not Flagged for Notice
- R.** Land Edits
 - a.** Land Type/Class Validation
- S.** Accessory Edits
 - a.** Invalid component numbers
- T.** Personal No PT50 Edit
- U.** Tax District Check
 - a.** Invalid Tax Districts
- V.** Sketch Labels
 - a.** Sketch Edits
- W.** Property Components
 - a.** Commercial Improvement Data Validation
- X.** Estimated Tax Edits
 - a.** Check for duplicate, missing, or invalid Estimated Tax items

Each Data Edits routine is explained in more detail in the following section.

WinGAP Administration Manual

A. Childless Edits

1. **Owners w/o Property** – These are owners that have no real, personal or prebilled mfg housing accounts assigned to them. There is no harm in leaving these records in WinGAP except for the confusion that may result from having owner information that does not relate to any property type. Owners without property can be removed from the system by:
 - a. Performing an Owner Search and locating the owner on the report
 - b. Confirm that the selected owner has no property assigned (check the Assessment Info and Value section of the screen for numbers and values greater than zero)
 - c. If the non-existence of property is confirmed, click the Delete button
 - d. Key the password which is **delete**
 - e. Repeat steps 1 – 4 until all owners are removed
2. **Parcel w/o property items** – Parcels included in this section of the report have no property components such as land, residential improvements, commercial improvements, accessories, etc. assigned to them. These parcels should be reviewed and deleted if they were entered in error. The user should also check to see if the owner of a parcel without property has any more property assigned to him/her. If no other property has been assigned, the owner may also be deleted in the manner described above for “owners w/o property.”
3. **Residential improvements with mfg housing occupancy and no manufactured home record** – On rare occasions the user may receive the following error message when accessing residential improvements:



Residential improvements that appear in this section of the Data Edits report will produce the above error message. If the mfg home was deleted and the residential improvement was not removed but should have been, the user can correct the problem in the following manner.

1. Using the improvement key, proceed to the improvement (the improvement in question may not be the first residential improvement that appears.)
 2. Change the occupancy to an occupancy other than Manufactured Homes and delete the improvement or add the missing mfg housing information.
 3. If the improvement cannot be accessed, contact Tech Support
4. **Commercial improvements with extra feature value but no extra features** – These commercial improvements would be improvements that have an extra feature value in the commercial improvement record and consequently included in the commercial building value but there are no extra features present. The user should confirm that the extra features should have been removed and when the commercial improvement is edited the extra feature value will be set to zero. If the extra features should be present, they will need to be added to the improvement.

WinGAP Administration Manual

- 5. Personal property accounts without property items** - Accounts included in this section of the report have no property components such as inventory, machinery & equipment, boats, etc. assigned to them. These accounts should be reviewed and deleted if they were entered in error. The user should also check to see if the owner of an account without property has any more property assigned to him/her. If no other property has been assigned, the owner may also be deleted in the manner described above for "owners w/o property."

B. Current Value Checks

- 1. Parcels/Accounts where the sum of the items does not equal current value** – On occasions, due to errors/aborts or work in FoxPro, a parcel or personal property account's current value may not equal the sum of the property components. Such situations are listed within this section of the Data Edits report. The Data Edits routine corrects the current value by setting it to the sum of the property components but the parcels/accounts are brought to the attention of the user. **All edits are critical but this edit is especially critical before the printing of Change of Assessment Notices.** The current value is printed on the notice and it is imperative that it is correct.

C. Orphan Record Edits

- 1. Orphaned records** – Orphaned records are parcels that do not have an owner, residential improvements that do not have a parcel assigned to them, boats that do not have an account, etc. Orphaned records may occur as a result of errant data management routines, by issues within WinGAP or hardware malfunction. Orphaned records should be a rarity. However, if any orphaned records should exist Data Edits will report them and also remove them from the system.

D. Zero Values Checks

- 1. Property with zero value** – The routine identifies all property (real, personal, prebilled and non-prebilled mfg housing) that has a zero value. A property is determined to have a zero value when both the calculated value and the override value are zero. In some cases, this could be legitimate. However, in most situations the zero value is a result of a data entry error. Some examples of data entry error are a grade of 0, obsolescence and depreciation factors of 0, etc. On some occasions, zero values could be the result of problems in schedules where the appraiser has entered a unit value or factor that results in a zero calculated value. Zero valued property components are ignored during the "zero-value" edit if the term "no value" (upper, lower, or proper case) appears anywhere in the Comments.

E. Min-Max Values Edits

- 1. Properties that exceed user specified max and min values** – This section of the Data Edits routine allows the user to specify a maximum legitimate value and a minimum legitimate value for each property type. The routine will then check for property that exceeds that maximum value and property that is greater than zero but is less than the minimum value. The goal is to identify properties that have extremely high values or extremely low values. These properties can then be reviewed for accuracy.

WinGAP Administration Manual

The max and min values are entered on the screen as shown below.

	MIN	MAX
LAND	0	0
RES IMP	0	0
COM IMP	0	0
ACC IMP	0	0
INCOME VALUE	0	0
ACCOUNT	0	0
MEFF	0	0
INVN	0	0
BOAT	0	0
AIRCRAFT	0	0
OTHER	0	0
MFG HOME	0	0

Print Cancel Run

The max and min values are saved in a table and presented to the user the next time the routine is run. If the edit is not desired, the user may key a zero in the min and max column field for the property item that is to be omitted.

F. Homestead Edits

- 1. Homesteaded parcels without improvements** – The parcels reported during this portion of Data Edits are those that have a homestead code other than S0 or blank but do not have a residential improvement. In some situations, a homestead maybe assigned to a parcel with a commercial improvement or perhaps even an accessory improvement but these are exceptions and will be reported as potential errors by the edit.
- 2. Frozen and Removed Homesteads** – Parcels will be checked for the removal of a homestead with no name change, and removal regardless of a name change.
- 3. State Homestead Flag** – A modification was made to the manner in which the routine checks for the State Homestead flag in the exemption tables. If there are state homestead values and flags on a parcel and the local homestead code is not flagged as State Homestead, the State Code assigned to the local code is checked for a State Homestead flag. If the State Homestead flag is found, an error will no longer be reported.
- 4. Various Other Homestead Edits** – Homestead edits have been added that check for various scenarios related to State 65 and Over Homestead Exemptions
 - a.** The tax district/homestead exemption code combination not being found in the Homestead table. This will be regarded as an Invalid Tax Dist + Homestead Code.
 - b.** State Homestead value on a parcel that does not have a State 65 & Over Homestead code
 - c.** State Homestead flag on a Residential Improvement, Commercial Improvement or Accessory when the parcel has a non-State Homestead code
 - d.** A State Homestead value of zero on a parcel with a State Homestead code
 - e.** A State Homestead code but no improvements flagged for State Homestead
 - f.** A parcel where the State Homestead value does not equal the sum of the parcel components (land and improvements) eligible for State Homestead

WinGAP Administration Manual

G. Missing Digest Codes

1. **Properties with missing digest codes** – Parcels and property items with missing or invalid digest codes are reported by this edit routine. The digest classification and digest stratification are checked independently and if either digest code is blank or invalid, the property will be listed. The routine does not check for an invalid mix of codes such as a digest class of Commercial (C) assigned to an improvement with Conservation Use (V) classed land or a Residential improvement (R) placed on Agricultural classed (A) land.

H. CUV Edits

1. **Conservation Use Covenant Issues** – Parcels with Conservation Use covenants or parcels with data indicating a Conservation Use covenant are reviewed and the following issues are reported when found:
 - a. Conservation Use covenant has expired
 - b. No current year Conservation Use value is present for the covenant
 - c. The 3% annual limit for covenant value change has been exceeded
 - d. The 34.39% term limit for covenant value change has been exceeded
 - e. The existence of a covenant year but no other conservation use data
 - f. Orphaned Conservation Use records
 - g. Existence of Conservation Use history but no assignment of a Conservation Use Year
 - h. Existence of a Conservation Use Year but an incorrect digest class (digest class must be a V, W or T)
 - i. Conservation Use value exceeds the Fair Market Value of parcels
 - j. Sum of Conservation Use land value and Conservation Use accessory value does not equal the Unadjusted Conservation Use value
 - k. A comparison with previous year conservation use data is performed if the user wishes to do so and the following issues are checked and listed:
 - I. Ownership changes
 - II. Acreage modifications
 - l. Compares the Conservation Use acres to the Market acres on a parcel and when the two are not equal, the parcel will be placed on the Data Edits report
 - m. If an Accessory Improvement classified as Conservation Use is found on a non-Conservation user parcel, the Accessory Improvement will be listed on the Data Edits report.

I. Pref Edits

1. **Preferential Covenant Issues** - Parcels under a Preferential Covenant are reviewed and the following issues are reported when found:
 - a. An expired Preferential Covenant
 - b. Existence of a Preferential Covenant but no Preferential land value
 - c. Absence of a Preferential Year when a Preferential land value is present
 - d. Sum of the value of accessories with a "P" digest class exceeds \$100,000
 - e. Existence of a Preferential accessory but no Preferential land value
 - f. Checks for any changes in ownership of Preferential Covenants
 - g. Improvements with a Preferential Digest Class will be checked to make sure they are located on Parcels that have a Preferential Covenant.

WinGAP Administration Manual

J. FLPA Edits

1. **Forest Land Protection Act Issues** - Parcels under a FLPA Covenant are reviewed and the following issues are reported when found:
 - a. Expired or Expiring FLPA Covenants
 - b. Digest Class = J But no FLPA Covenant Year
 - c. Digest Class <> J but FLPA Covenant Year is Assigned
 - d. FLPA Covenant with No 2008 Base Value
 - e. FLPA Covenant with No Application Number
 - f. FLPA Base Value <> Parcel Acres * 2008 Per Acre Value
 - g. FLPA Covenant without a Covenant History Record
 - h. FLPA Covenant Acres do not match Parcel Acres
 - i. FLPA Covenant with No Current Covenant Value
 - j. FLPA Covenant with No Unadjusted Covenant Value
 - k. FLPA Covenant Beginning History Date does not match Covenant Year
 - l. FLPA Covenant Original History Date does not match Covenant Year
 - m. FLPA Covenant History Year is Zero
 - n. FLPA Covenant History Value is Zero
 - o. FLPA Covenant 3% Value Change Limit Exceeded
 - p. FLPA History record but No Parent Parcel record
 - q. FLPA audit file not found

K. SB346 Sales Edits (ALT = Arm's Length Transaction)

1. SB346 Issues

- a. Sales flagged for SB346 and the Net Sales Price > FMV
- b. Any sale with a sales reason which has been classified as an ALT, is one year removed from the digest year, the net sales price is less than the value of the parcel, and have not been flagged as SB346 sales will be listed.
- c. Sales flagged with an ALT reason that has been designated as a vacant land sale but a SB346 is present will be listed.
- d. Negative SB346 values.
- e. Parcels designated for SB346 with an ALT sale and a LM reason where the net sales price is greater than the land value will be listed.
- f. SB346 values and no SB346 flag set for the parcel will be listed.
- g. Parcels where the sum of the SB346 component values does not equal what is stored in the totals fields will be listed.
- h. If a SB346 flag is set on the parcel but no SB346 sale exists will be listed.
- i. Presence of multiple SB346 sales on a single parcel.
- j. SB346 sale but the parcel is not flagged for SB346 or has no SB346 values.
- k. Any improvement with a year built that is one less than the digest year and the SB346 non-allocated value is zero.
- l. Sales designated as vacant land with an ALT reason not flagged as vacant land.

2. SB346 and CUV / FLPA situations

- a. Parcels with a value in the SB346 Covenant fields but the digest class is not P, V, or J.
- b. Sales where the net sales price is greater than the land value but the SB346 "new improvement" value is greater than zero.

WinGAP Administration Manual

3. Other SB346 situations

- a. An edit has been added that will check parcels with SB346 sales for situations where an improvement's value with a year built one less than the digest year may have been allocated incorrectly. The message on the Data Edits report will be "Imp Value may have been allocated incorrectly". Not all parcels with this message will have incorrect values but some may.
- b. Sales designated as vacant ALT where land value is less than net sales price will be listed.

L. ACO Edits

1. ACO records where the Total Gross Change value field does not equal the sum of the individual Gross Change value fields. The situation is corrected by the edit.
2. ACO records where the Total Original Gross value field does not equal the sum of the individual Original Gross value fields. The situation is corrected by the edit.
3. ACO records where the Total Final Gross value field does not equal the sum of the individual Final Gross value fields. The situation is corrected by the edit.

M. Post YEC Covenant Edits (Should be run immediately after YEC)

1. Parcels with a covenant digest class in the newly created year but future parcel counterpart does not have a covenant.
2. Parcels with an expired covenant.
3. Previous year covenant value is zero.
4. Parcels with previous year covenants but the covenant is not present in the new current year.

N. Appeals Edits

1. **Possible 299(c) Expiration** – any parcels having a year in the 299 (c) field on the Real Property General Information form where that keyed year is 3 years old or older will be listed as a possible expiration item.
2. **Resolved 30-Day Appeals** – any appeals with an Appeal Status of 30-Day and the 30-Day appeal date is more than 30 days from the date Data Edits is run will be automatically resolved. This applies to Real, Personal, Prebilled Manufactured Housing, and Motor Vehicle appeals.

O. Freeport Edits

1. **Freeport Exemption Issues** – Personal Property accounts with Freeport Exemption data are checked for the following:
 - a. A Gross Freeport Value that exceeds 0 and a Net Freeport Value that is equal to 0
 - b. A Freeport Return Year and is not equal to the Digest Return Year
 - c. Existence of a Freeport Value on the account and a Net Freeport Value equal to 0
 - d. The FMV Freeport value is not equal to the Freeport value of the Inventory record.

WinGAP Administration Manual

P. Manufactured Housing Edits

1. **Manufactured Housing Issues** – The following checks are performed during the Data Edits routine on Manufactured Housing data:
 - a. Invalid class assignment to a mfg housing record (EX, VG, GD, AV, FR and LC are the valid classes)
 - b. Class assignment to a mfg home does not match the class assignment in the Mfg/Model table
 - c. Life expectancy assignments made to Manufactured Home records are compared to Life Expectancy for the Mfg/Model entry in the Mfg Housing table and reported when the two are not the same.
 - d. Manufactured Housing that has no box value will be listed.
 - e. Checks for invalid NADA widths in Manufactured Housing.

Q. Missing NOA Reasons

1. **Change of Assessment Reason Edits** – Real property and personal property accounts are checked for the following:
 - a. Existence of a notice flag and no COA reason
 - b. Existence of a COA reason (excluding the reason code NN – No Notice) and no notice flag
 - c. Real property and personal property accounts that have a value difference but no COA reason of the existence of a COA reason (excluding the reason code NN – No Notice) and no notice flag is checked.

R. Land Edits

1. **Land Type / Class Validation** – Land Types and Classes are validated against the Rural Land schedule and reported when they are not found in the schedule table.
2. **Land Income Value Edits** – New edits have been added that will:
 - a. check for zero land income value
 - b. check for situations where the income land value does not equal the market land value

S. Accessory Edits

1. **Invalid Component Numbers**– If an Accessory Improvement has a Component Number that does not exist in the Accessory Control schedule table, it will be reported.
2. **Conservation Use Accessory Comparison** – If an Accessory Improvement classified as Conservation Use is found on a non – Conservation Use parcel, the Accessory Improvement will be reported.

T. Personal No PT50 Edits

1. **No PT50 Accounts** – Accounts flagged for no printing of a PT50 with an owner account value greater than 7500 will be listed for confirmation of the flag..

WinGAP Administration Manual

U. Tax District Checks

1. **Invalid Tax Districts** – Checks for invalid Tax Districts in Real and Personal Property and Prebilled Manufactured Housing.

V. Sketch Labels

1. **Sketch Edits** – Labels assigned to sketch records will be checked for validity with regard to schedules. Also, mismatches between the label assigned to the sketch and the label stored in the Wgsketch table Implabel field will be reported.

W. Property Components

1. **Commercial Improvement Data Validation** – Commercial Improvements will be checked for invalid or missing Used As / Build As codes, Wall Height, Construction Type, Life Expectancy, and Year Built / Effective Year Built data.

X. Est Tax Edits

1. Real Property Parcels and Personal Property Accounts with no estimated tax details.
2. Real and Personal Property where some tax detail information is missing.
3. Real and Personal Property with no estimated tax master record.
4. Real and Personal Property with an estimated tax difference between the sum of the detail records and the master record estimated tax amount.
5. Real and Personal Property with duplicated master tax records.

Selected Data Edits

If the user wishes to run only selected edits the selection(s) are made by checking the box to the right of the edit that is to be performed as shown below.

WinGAP - Data Edits AY2017	
Childless Edits	<input type="checkbox"/>
Current Value Checks	<input type="checkbox"/>
Orphan Record Edits	<input type="checkbox"/>
Zero Value Checks	<input type="checkbox"/>
Min-Max Values Edit	<input type="checkbox"/>
Homestead Edits	<input type="checkbox"/>
Missing Digest Codes	<input type="checkbox"/>
CUV Edits	<input checked="" type="checkbox"/>
Pref Edits	<input checked="" type="checkbox"/>
FLPA Edits	<input checked="" type="checkbox"/>
SB346 Edits	<input type="checkbox"/>
ACO Edits	<input type="checkbox"/>
Post YEC COV edits	<input type="checkbox"/>
Appeal Edits	<input type="checkbox"/>
Freeport Edits	<input type="checkbox"/>
Mfg Home Edits	<input type="checkbox"/>
Missing NOA Reasons	<input type="checkbox"/>
Land Edits	<input type="checkbox"/>
Accessory Edits	<input type="checkbox"/>
Personal No PT50 Edit	<input type="checkbox"/>
Tax District Check	<input type="checkbox"/>
Sketch Labels	<input type="checkbox"/>
Property Components	<input type="checkbox"/>
List SB346 Sales	<input type="checkbox"/>
Correct MAV for Prebill MH	<input type="checkbox"/>
Est Tax Edits	<input type="checkbox"/>
All	<input checked="" type="checkbox"/>

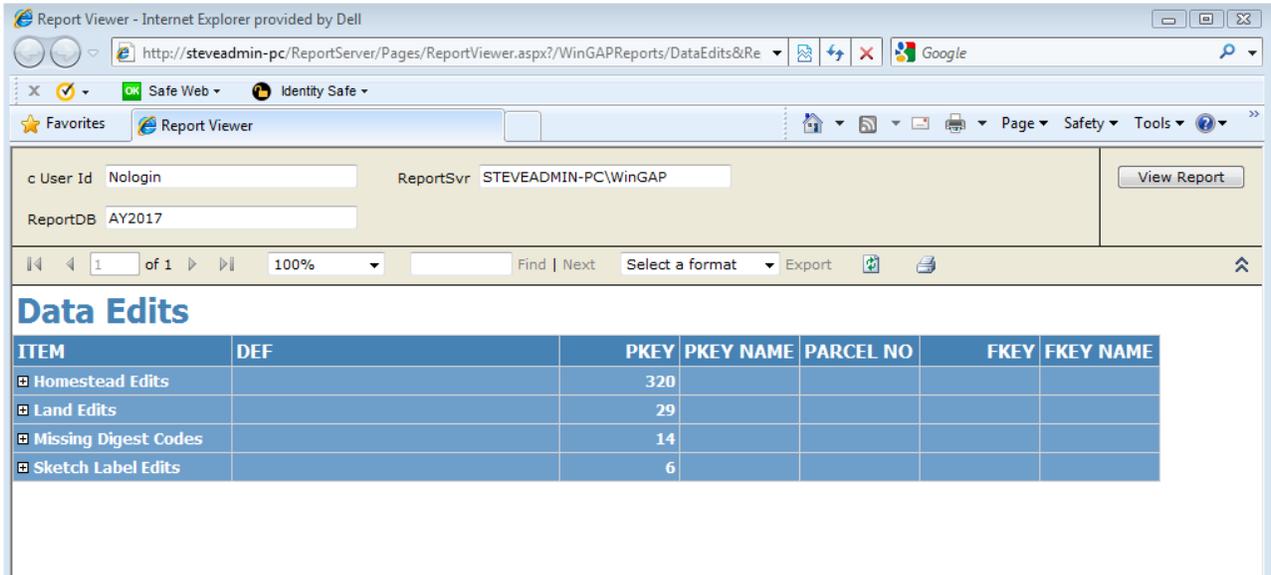
WinGAP Administration Manual

After the selections are made, the user should click the Run button in the lower right of the “selection” area.

At the conclusion of the Selected Data Edits routine, the user will be presented a preview of the Data Edits report, discussed next, for the edits that were selected.

Data Edits Report

The Data Edits report can be printed by clicking the Print button located in the lower left corner of the Data Edits screen. A preview will be presented as shown below. The preview is an Excel file with drill down capabilities, as seen on the next page. The first image below is a summary report; the second image, next page, shows the individual items for each type of data edit, which are revealed by clicking the “+” symbol on the left of the item.



WinGAP Administration Manual

ITEM	DEF	PKEY	PKEY NAME	PARCEL NO	FKEY	FKEY NAME
Data Edits						
<input type="checkbox"/> Homestead Edits		320				
	<input type="checkbox"/> Homestead Removed	2				
	<input type="checkbox"/> Homesteaded Parcels w/o Res Imp - HE Code: S1	1				
	<input type="checkbox"/> No State HS Value w/ State HS Code: S4	156				
	<input type="checkbox"/> St HS Exemption but no Imp Flags for St HS: S4	161				
<input type="checkbox"/> Land Edits		29				
	<input type="checkbox"/>	4				
	<input type="checkbox"/> Acre Pricing but No Acreage	3				
	<input type="checkbox"/> Invalid Subdivision Code - 0	3				
	<input type="checkbox"/> Land Class = 0	1				
	<input type="checkbox"/> Landsub Acs <> Total Acs:141.00 vs 33.00 -Rur	2				
	<input type="checkbox"/> Landsub Acs <> Total Acs:2.28 vs 2.20 -Rur	2				
	<input type="checkbox"/> Landsub Acs <> Total Acs:85.30 vs 22.20 -Rur	2				

Following is an explanation of each column in the report:

- ITEM – Description of the edit that produced an entry on the report
- DEF - Definition of the edit
- PKEY – Account # or item’s primary key
- PKEY NAME – The field name of the primary key
- PARCEL NO – Parcel identification number
- FKEY – The key that ties the property item to its parent record
- FKEY NAME – The field name that contains the foreign key (FKEY)

The report can be printed or exported to a PDF, Excel, or Word file. Exporting is done by selecting the format from Select a format on the line above the Data Edits report title and clicking Export, as shown on the next page.

WinGAP Administration Manual

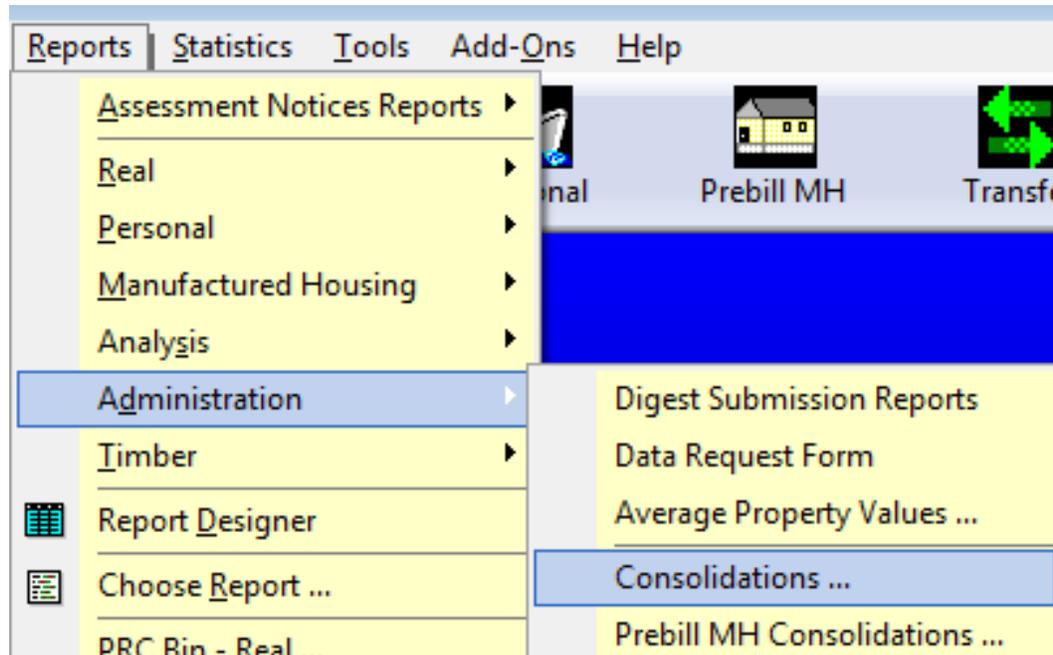
The screenshot shows the Report Viewer interface. At the top, there are input fields for 'User Id' (Nologin), 'ReportSvr' (STEVEADMIN-PC\WinGAP), and 'ReportDB' (AY2017). A 'View Report' button is located to the right. Below these fields is a navigation bar containing a 'Find' field, a 'Next' button, a 'Select a format' dropdown menu (circled in red), and an 'Export' button. The main content area is titled 'Data Edits' and contains a table with the following data:

ITEM	DEF	PKEY	PKEY NAME	PARCEL NO	FKEY	FKEY NAME
<input type="checkbox"/> Homestead Edits		320				
	<input type="checkbox"/> Homestead Removed	2				
	<input type="checkbox"/> Homesteaded Parcels w/o Res Imp - HE Code: S1	1				
	<input type="checkbox"/> No State HS Value w/ State HS Code: S4	156				
	<input type="checkbox"/> St HS Exemption but no Imp Flags for St HS: S4	161				
<input type="checkbox"/> Land Edits		29				
	<input type="checkbox"/>	4				
	<input type="checkbox"/> Acre Pricing but No Acreage	3				
	<input type="checkbox"/> Invalid Subdivision Code - 0	3				
	<input type="checkbox"/> Land Class = 0	1				
	<input type="checkbox"/> Landsub Acs <> Total Acs:141.00 vs 33.00 -Rur	2				
	<input type="checkbox"/> Landsub Acs <> Total Acs:2.28 vs 2.20 -Rur	2				
	<input type="checkbox"/> Landsub Acs <> Total Acs:85.30 vs 22.28 -Rur	2				

WinGAP Administration Manual

Consolidations

Consolidation reports are printed by going to **Reports >> Administration >> Consolidations**, as seen below. Consolidations should be printed for the current digest year and compared to the previous digest year's reports, looking for obvious errors (compare R1 to R1, R3 to R3, etc).

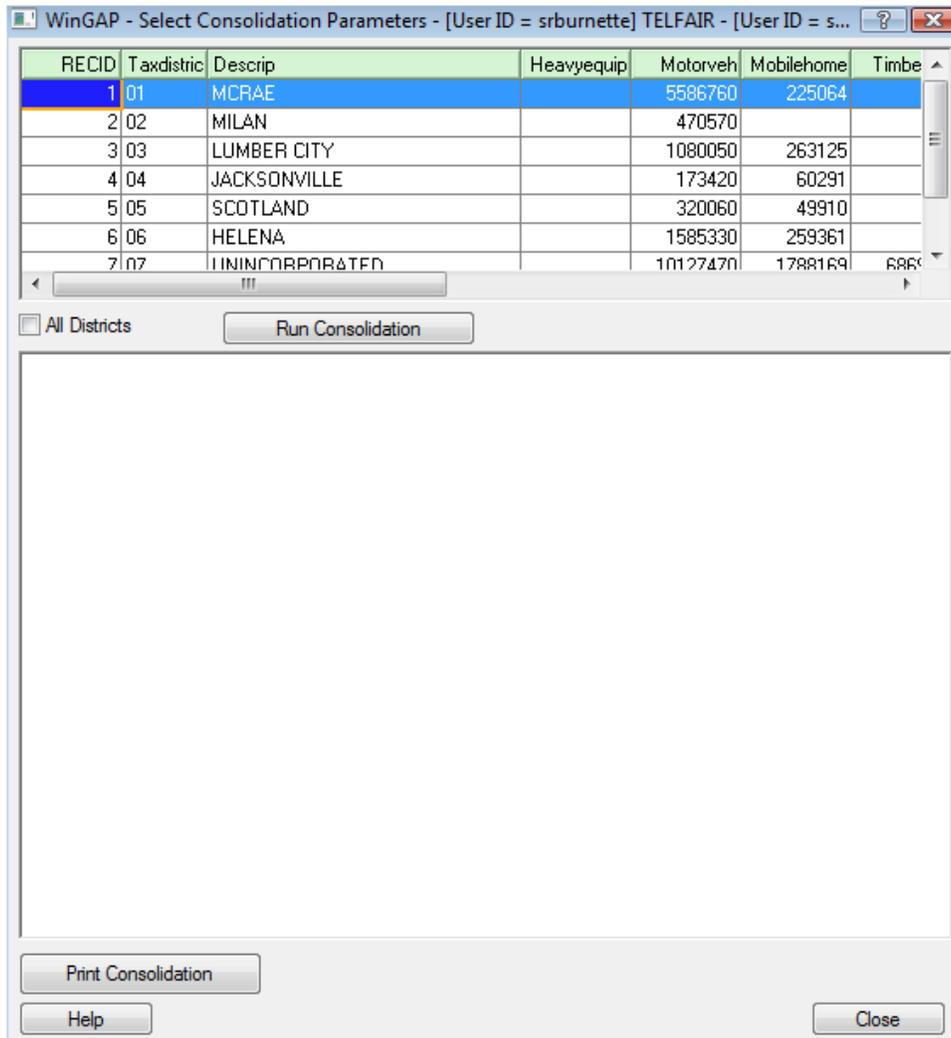


Consolidation report: The Consolidation report is a tool that will provide the user with information concerning the counts and total assessments (40% values) of the digest class and strat combinations. **The Consolidation Report is not the official consolidation report which is produced by the Tax Commissioner; it is to be used only in the Assessors Office as a tool in preparing the Tax Digest.** The primary function of this report is to provide the user with summary information concerning the appraisals that have been made throughout the county. The user should compare the results of this report to those of previously printed reports such as last year's report, a report prior to a schedule modification, etc., in an effort to locate grievous errors. Examples of such errors are:

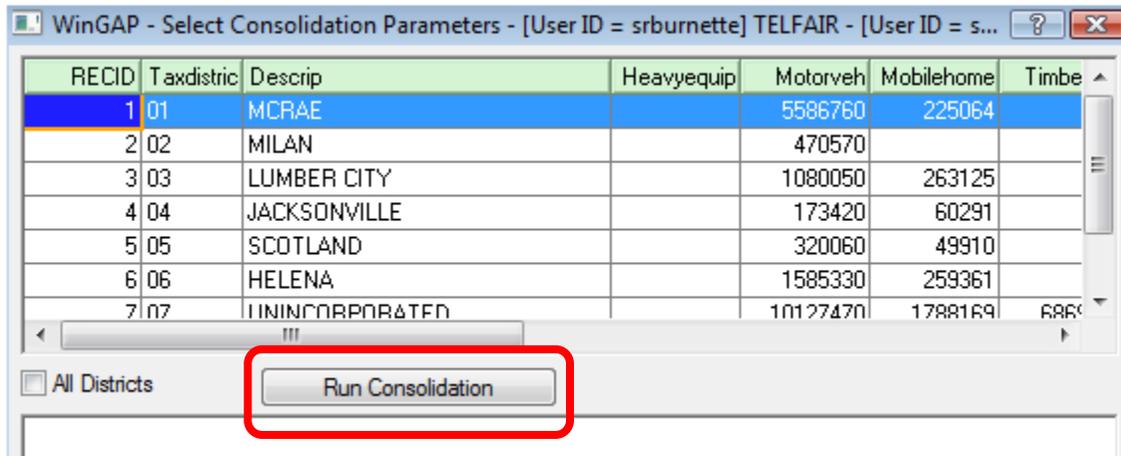
- ❑ Errant data entry resulting in a property component being grossly overvalued. This might result in a single residential improvement being valued at 100,000,000. A comparison of the R1's would allow the user to identify that an error had been made
- ❑ Errant data entry on schedule values. Instead of keying a land value of 2000 per acre for a rural land class, a value of 2.00 per acre was keyed. A comparison of the A5 values should bring this to the user's attention.
- ❑ Improperly keying Freeport inventory or not updating the Return Date could result in the value of the CP + IP class/strat combination being zero or extremely low. A comparison of these class/strats with last year's would quickly show that an error had been made.

Clicking on the Consolidation Report option produces the Select Consolidation Parameters form as seen on the next page.

WinGAP Administration Manual



A Consolidation Report for each Tax District in the County can be produced by clicking on that item in the Tax District list box, and then clicking the Run Consolidation button.



WinGAP Administration Manual

A Consolidation Report for all Tax Districts can be produced by clicking in the All Districts box on the form. All of the Tax Districts are then selected, and the report can be run by clicking the Run Consolidation button.

The screenshot shows the 'WinGAP - Select Consolidation Parameters' window. The table below lists tax districts with their respective values for Heavy Equipment, Motor Vehicles, Mobile Homes, and Timber. The 'All Districts' checkbox is checked, and the 'Run Consolidation' button is visible.

RECID	Taxdistrict	Descrip	Heavyequip	Motorveh	Mobilehome	Timbe
1	01	MCRAE		5586760	225064	
2	02	MILAN		470570		
3	03	LUMBER CITY		1080050	263125	
4	04	JACKSONVILLE		173420	60291	
5	05	SCOTLAND		320060	49910	
6	06	HELENA		1585330	259361	
7	07	LININCORPORATED		10127470	1788169	6864

All Districts Run Consolidation

A Consolidation Report for selected Tax Districts can be produced by clicking on the first desired Tax District, holding the Ctrl Key down, clicking on the next Tax District (and so on), and then clicking Run Consolidation, as shown below.

The screenshot shows the 'WinGAP - Select Consolidation Parameters' window. The table below lists tax districts with their respective values for Heavy Equipment, Motor Vehicles, Mobile Homes, and Timber. The 'All Districts' checkbox is unchecked, and the 'Run Consolidation' button is visible.

RECID	Taxdistrict	Descrip	Heavyequip	Motorveh	Mobilehome	Timbe
1	01	MCRAE		5586760	225064	
2	02	MILAN		470570		
3	03	LUMBER CITY		1080050	263125	
4	04	JACKSONVILLE		173420	60291	
5	05	SCOTLAND		320060	49910	
6	06	HELENA		1585330	259361	
7	07	LININCORPORATED		10127470	1788169	6864

All Districts Run Consolidation

Note: The 40% Values and Counts (total number of) for Motor Vehicles, Manufactured Homes, Timber (100% Values), and Heavy Duty Equipment that are displayed in their respective columns on the Select Consolidation Parameters form should be entered in the Tax District schedule. It is not imperative that the values and counts on the right of the screen be entered before running a consolidation report.

WinGAP Administration Manual

When the user clicks the Run Consolidation button, various messages will appear, and then the lower portion of the Select Consolidation Parameters form will be filled with the digest class / strat codes, counts, acres and 40% values.

RECID	Taxdistric	Descrip	Heavyequip	Motorveh	Mobilehome	Timbe
1	01	MCRAE		5586760	225064	
2	02	MILAN		470570		
3	03	LUMBER CITY		1080050	263125	
4	04	JACKSONVILLE		173420	60291	
5	05	SCOTLAND		320060	49910	
6	06	HELENA		1585330	259361	
7	07	UNINCORPORATED		10127470	1788169	685

All Districts

Digclass	Digstrat	Count	Acres	Value40
R	1	5,719.00		55,645,117
R	3	3,308.00	817.29	5,608,442
R	4	1,769.00	5561.72	6,901,270
R	5	6.00	409.89	204,374
R	6	5,822.00		3,937,425
R	9	4.00		3,045
R	A	2.00		5,400
R	B	1,057.00		775,289
R	F	7.00		14,640
R	Z	22.00		10,488
A	1	1,640.00		15,324,573
A	3	1.00	47.00	17,221
A	4	298.00	3340.06	2,667,672
A	5	876.00	68056.20	43,695,390
A	6	3,731.00		2,876,380
A	9	4.00		2,771
P	4	22.00	287.53	214,620
P	5	38.00	4625.88	2,094,184
P	6	28.00		20,659

The Print Consolidation button can then be clicked to generate a preview of the consolidation report, as seen on the next page. The report can be printed or exported to various formats.

Important: If any messages are received when running the Consolidation Report, contact OLS (On Line Support) for assistance. For example, the preview does not display, or the user receives any other kind of error message.

WinGAP Administration Manual

The screenshot shows a web browser window titled 'Report Viewer - Internet Explorer provided by Dell'. The address bar shows the URL: http://steveadmin-pc/ReportServer/Pages/ReportViewer.aspx?/WinGAPReports/Consolidation. The browser interface includes a 'Safe Web' indicator, 'Identity Safe', and a 'View Report' button. Below the browser window, the report content is displayed. The title is 'Consolidation : all'. Below the title is a section header 'Consolidation Values'. The main content is a table with the following data:

	Code	Count	Acres	40% Value
⊕ R		17,716	6,788.90	73,105,490
	R1	5,719	0.00	55,645,117
	R3	3,308	817.29	5,608,442
	R4	1,769	5,561.72	6,901,270
	R5	6	409.89	204,374
	R6	5,822	0.00	3,937,425
	R9	4	0.00	3,045
	RA	2	0.00	5,400
	RB	1,057	0.00	775,289
	RF	7	0.00	14,640
	RZ	22	0.00	10,488
⊕ A		6,550	71,443.26	64,584,007
	A1	1,640	0.00	15,324,573
	A3	1	47.00	17,221
	A4	298	3,340.06	2,667,672

During the Consolidation Report process a cons_value table is created which contains a complete itemization by parcel/account of all digest class/strat that comprise the consolidation report. With the assistance of a database management tool such as SSMS or SQLMaster, information can be obtained from this data when trying to balance the TAO report with the TCO report. An example screen shot is provided below.

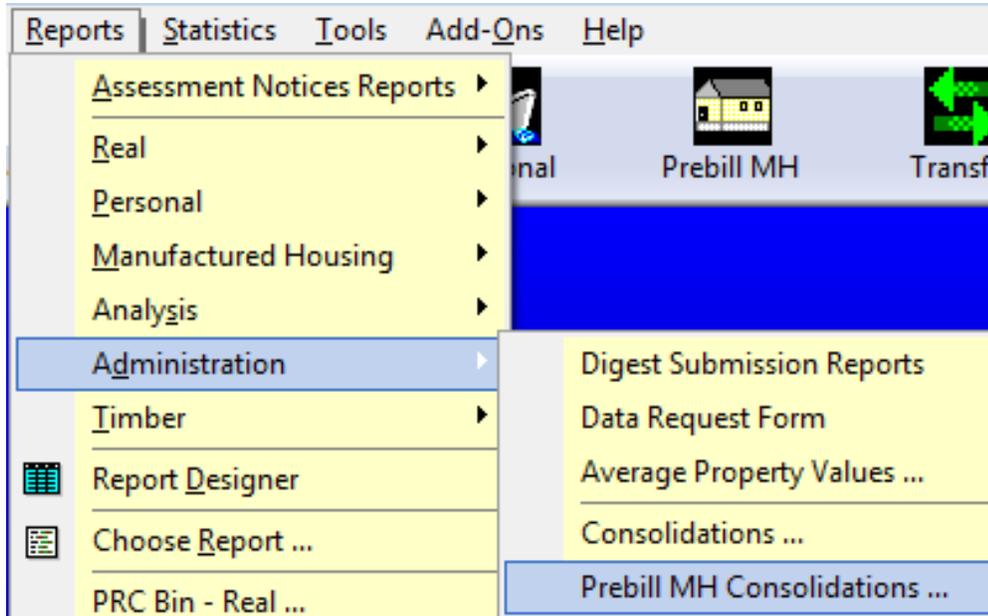
```
SELECT * FROM [telfair].dbo.[cons_value] ORDER BY parcel_no
```

Recid	Realkey	Parcel_No	Perskey	Acckey	Repropkey	Commkey	Digclass	Digstrat	Value40	Acres
57725			19151				E	9	82	
57726			19515				E	2	4299	
57727			19568				E	2	614	
57728			19569				E	2	48	
57729			19794				E	9	6129	
57730			19795				E	9	721	
57731			19797				E	9	4100	
57732			19814				E	1	3166650	
57733			19888				E	9	4961	
57734			19994				E	9	3848	
57735			20096				E	9	32061	
57736			25				R	B	2800	
57737			25				R	B	2800	
57738			25				R	B	4036	
57739			415				R	B	1276	
57740			415				R	B	358	

WinGAP Administration Manual

Prebilled MH Consolidations

Prebilled Manufactured Housing Consolidation reports are printed by going to **Reports >> Administration >> Prebill MH Consolidations**, as seen below. The user should on this option, below, and the Prebilled Manufactured Consolidation Report preview will appear, below, where the report can be printed.



Report Viewer - Internet Explorer provided by Dell

http://steveadmin-pc/ReportServer/Pages/ReportViewer.aspx?/WinGAPReports/MHPrebillCR&

ReportSvr STEVEADMIN-PC\WinGAP ReportDB Telfair View Report

1 of 1 100% Find | Next Select a format Export

MHPrebill Consolidation Report - 100% FMV

TAXDIST	EXEMPT	COUNT	ADDONVAL	VALUE	FMV
01		54	28,898	533,760	562,658
	<input type="checkbox"/> Taxable	54	28,898	533,760	562,658
02		12	11,365	111,542	122,907
	<input type="checkbox"/> Taxable	12	11,365	111,542	122,907
03		68	52,237	605,573	657,810
	<input type="checkbox"/> Taxable	68	52,237	605,573	657,810
04		17	18,470	132,256	150,726
	<input type="checkbox"/> Taxable	17	18,470	132,256	150,726
05		13	4,096	120,679	124,775
	<input type="checkbox"/> Taxable	13	4,096	120,679	124,775
06		58	47,289	601,120	648,409
	<input type="checkbox"/> Taxable	58	47,289	601,120	648,409
07		408	448,992	3,898,526	4,347,518
	<input type="checkbox"/> Taxable	408	448,992	3,898,526	4,347,518
		630	<< GRAND TOTALS >>		6,614,803

10/20/2013 8:40:12 AM SteveAdmin-PC\SteveAdmin

WinGAP Administration Manual

The report can be printed or exported to a PDF, Excel, or Word file. Exporting is done by selecting the format from Select a format on the line above the Data Edits report title and clicking export, as indicated below. If desired, the user can “drill down” into the report by clicking on the “+” sign to the left of the Taxable heading. This will display each Manufactured House and its values for that Tax District.

ReportSvr STEVEADMIN-PC\WinGAP ReportDB Telfair [View Report](#)

1 of 1 100% Find | Next Select a format Export

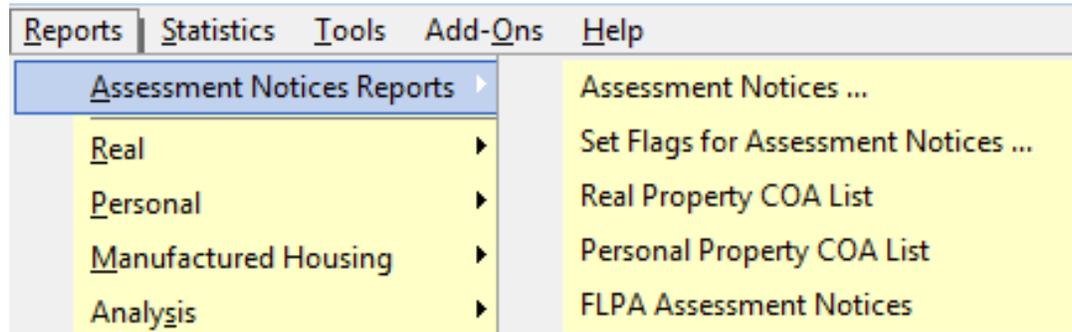
MHPrebill Consolidation Report - 100% FMV

TAXDIST	EXEMPT	COUNT	ADDONVAL	VALUE	FMV
01	<input type="checkbox"/>	54	28,898	533,760	562,658
	<input checked="" type="checkbox"/> Taxable	54	28,898	533,760	562,658
			0	15,527	15,527
			237	23,930	24,167
			0	20,263	20,263
			0	2,745	2,745
			0	20,350	20,350
			0	2,009	2,009
			0	16,304	16,304
			3,457	8,472	11,929
			0	17,429	17,429
			0	2,248	2,248
			0	3,879	3,879
			0	9,538	9,538
			0	4,179	4,179
			0	5,774	5,774
			0	10,266	10,266
			607	3,075	3,682

WinGAP Administration Manual

Notices of Assessment

The first option on the Reports Menu is Assessment Notices Reports. Selecting this option first produces the Assessment Notices Reports menu, below.



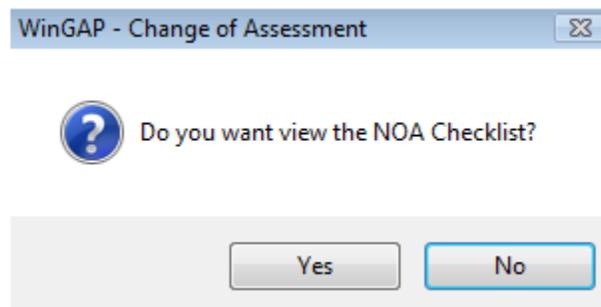
The Assessment Notices Menu is divided into five options:

- The selection and printing of Change of Assessment Notices;
- The setting of flags that control the printing of Assessment Notices;
- The printing of a Real Property Change of Assessment Listing;
- The printing of a Personal Property Change of Assessment Listing;
- The printing of FLPA Change of Assessment Notices.

Each of these options will be covered in detail following a review of the Assessment Notice Checklist, discussed next.

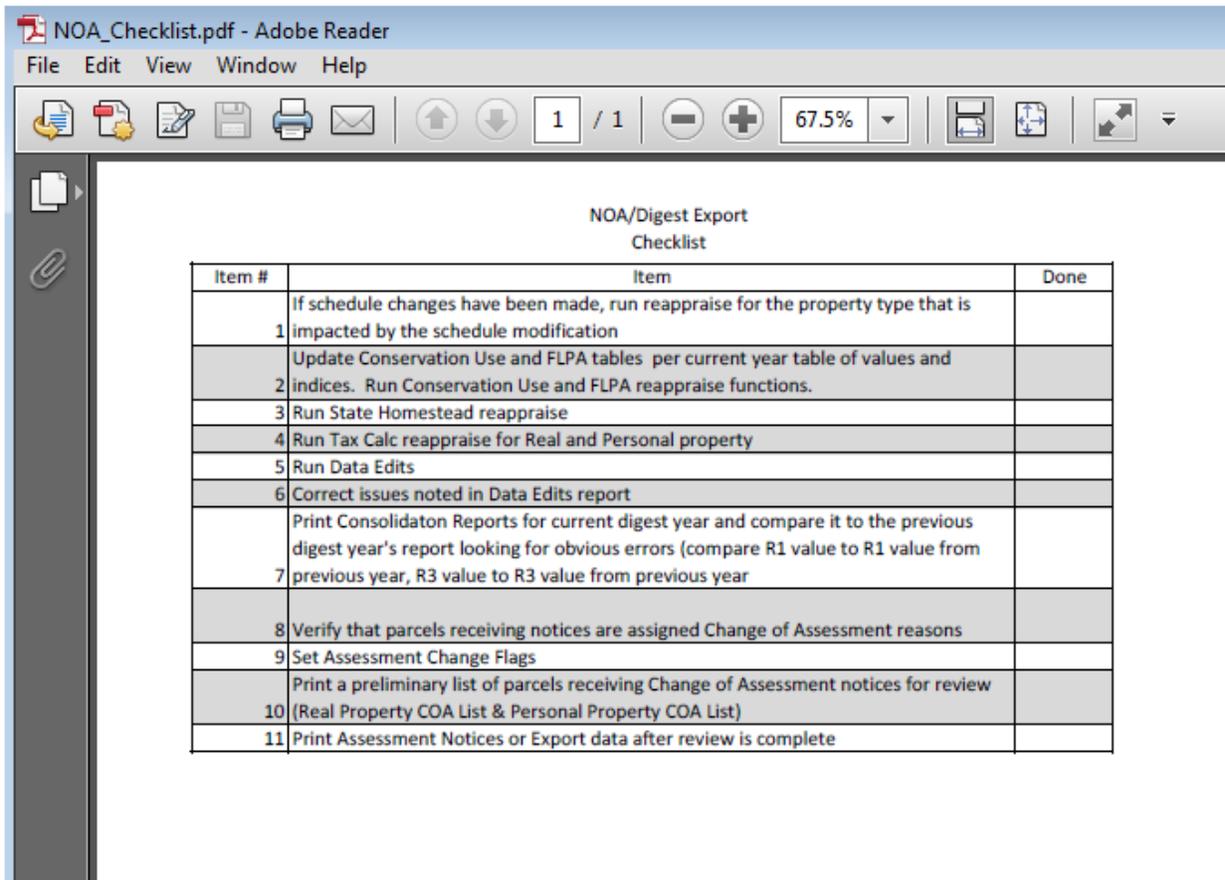
Assessment Notice Checklist

When the user clicks the Assessment Notices option above, the Notice of Assessment checklist message will appear.



Clicking Yes will produce the checklist. All of these eleven steps should be accomplished by the County before Assessment Notices are printed.

WinGAP Administration Manual



Here is more information on each item in the checklist.

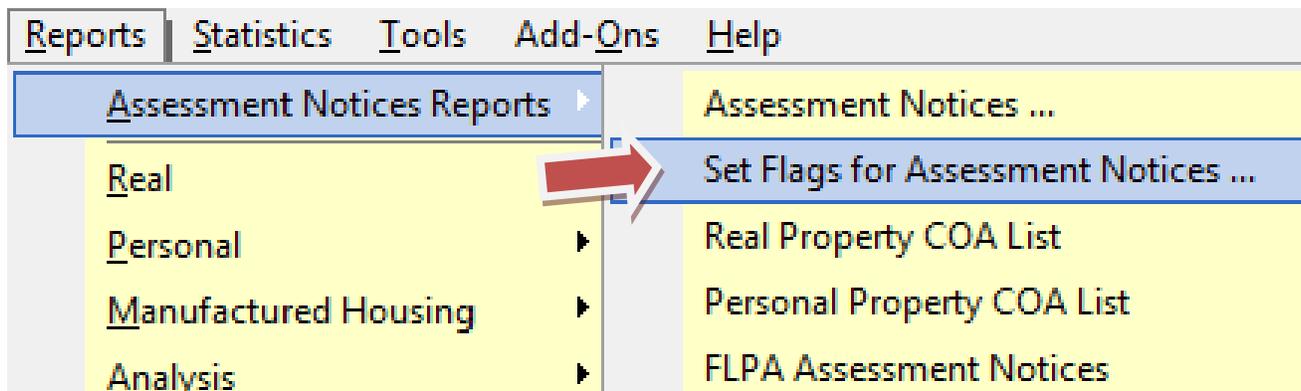
- 1) If schedule changes have been made, run reappraise for the property type that is impacted by the schedule modification (**Tools >> Re-Appraise**).
- 2) Make changes to Conservation Use and FLPA schedule tables per current year table of values and run Conservation Use and FLPA reappraise (**Tools >> Re-Appraise >> Real Property**).
- 3) Run State Homestead reappraise (**Tools >> Re-Appraise >> Real Property**).
- 4) Run Tax Calculations reappraise (**Tools >> Re-Appraise >> Real Property**).
- 5) Run Data Edits (**Tools >> File Maintenance >> Data Edits**).
- 6) Correct Issues noted in Data Edits Report
- 7) Print a Consolidation Report (**Reports >> Administration >> Consolidations**) for current digest year and compare it to the previous digest year's report looking for obvious errors (compare R1 to R1, R3 to R3, etc.)
- 8) Make sure that parcels receiving notices are assigned Change of Assessment reasons.
- 9) Set Assessment Change flags (**Reports >> Assessment Notices Reports >> Set Flags for Assessment Notices**).

WinGAP Administration Manual

- 10) Print a preliminary list of parcels receiving Change of Assessment notices for review. (**Reports >> Assessment Notices Reports >> Real Property COA List and Personal Property COA List**).
- 11) Print Assessment Notices or Export data after review is complete (**Reports >> Assessment Notices Reports >> Assessment Notices**).

Flagging Personal Property Accounts to Receive Assessment Notices

After the Data Edits procedure is run and Consolidation Reports are printed and reviewed, notices of assessment can be printed (**Reports >> Assessment Notice Reports >> Assessment Notices**). With the passage of SB346 all real property parcels will receive notices of assessment, regardless of value change. However, personal property accounts will need to be flagged as before. This can be done with the Set Flags for Assessment Notices option. The flagging procedure should be run before printing the COA lists.



This option on the Reports >> Assessment Notices Menu allows the user to set or remove the Assessment Notice Flag for each parcel (located in the logical field Realprop.Val_Chg) or Account (located in the logical field Personal.Notice). Selecting this option produces the Set Flags for COA Notices form, as seen below.

The image shows a screenshot of the 'WinGAP - Set Flags for COA Notices AY2017' dialog box. The 'Property Type' section has 'Real' selected with a radio button. Below it, 'Total Records Flagged 0' is displayed in a yellow box. The 'Flags' section contains several checkboxes, each with a corresponding 'Set Flags' button: 'Flag for Any Value Change', 'Flag for Value Increase', 'Flag for Asmt Reason', 'Flag for Return Values', 'Flag Op Utility Parcels', 'Flag for Specific Asmt Rsn', and 'UnFlag All Parcels'. A 'Close' button is located at the bottom right of the dialog box.

WinGAP Administration Manual

Setting Assessment Notice flags allows the user to select the parcels or accounts that Assessment Notices will be printed for. Only parcels or accounts that have the assessment flag set to "True" will have an Assessment Notice printed. The flagging and unflagging routines will only affect the records of the property type that has been selected in the Property Type radio button section located on the upper left of the form, either Real or Personal, as seen above. WinGAP defaults to the Real property type.

The first six checkboxes allow the user to flag parcels / accounts for certain conditions. The last checkbox allows the user to "unflag" all parcels / accounts, if desired, before beginning the flagging process. Very often the user will click the "Unflag All Parcels" checkbox first, then click the "Set Flags" Button to the right of this item to set all of the Assessment Notice flags to "False".

Any or all of the first six checkboxes can be selected at the same time. However, if the Unflag all Parcels checkbox is selected, the user should deselect any of the other checkboxes. All of these options are discussed below.

- 1) Flag for Any Value Change will set the assessment flag to "True" for all parcels that have a **difference in value** between the current and previous year with the exception of parcels/accounts that have been assigned a digest classification of Exempt or Utility or any parcels/accounts that have an assessment reason code of NN (No Notice Needed).
- 2) Flag for Value Increase will set the assessment flag to "True" for parcels where the current value is **greater** than the previous value with the exception of parcels/ accounts that have been assigned a digest classification of Exempt or Utility or any parcels/accounts that have an assessment reason code of NN (No Notice Needed).
- 3) Flag for Asmt Reason will set the assessment flag to "True" for any parcel that has at least one Assessment Reason associated with it with the exception of parcels/ accounts that have been assigned a digest classification of Exempt or Utility or any parcels/accounts that have an assessment reason code of NN (No Notice Needed).
- 4) Flag for Return Values will set the assessment flag to "True" for any parcel where a Return Value has been entered with the exception of parcels/accounts that have been assigned a digest classification of Exempt or Utility or any parcels/accounts that have an assessment reason code of NN (No Notice Needed).
- 5) Flag Op Utility Parcels will set the assessment flag to "True" for any parcel that has a Digest Classification/Stratification of Operating Utility (U2).
- 6) Flag for Specific Asmt Reason will allow the user to choose a specific Assessment Reason for setting flags. If this box is checked, a combo box will appear, as shown below.

WinGAP - Set Flags for COA Notices AY2017

Property Type
 Real Personal

Total Records Flagged 0

Flags

Flag for Any Value Change

Flag for Value Increase

Flag for Asmt Reason

Flag for Return Values

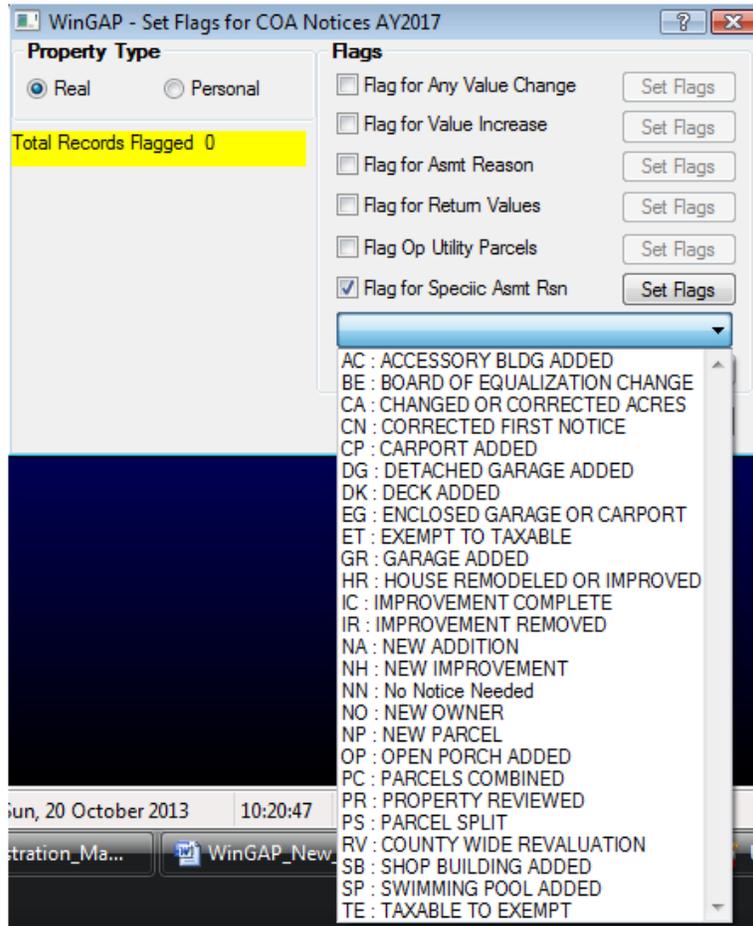
Flag Op Utility Parcels

Flag for Specific Asmt Rsn

UnFlag All Parcels

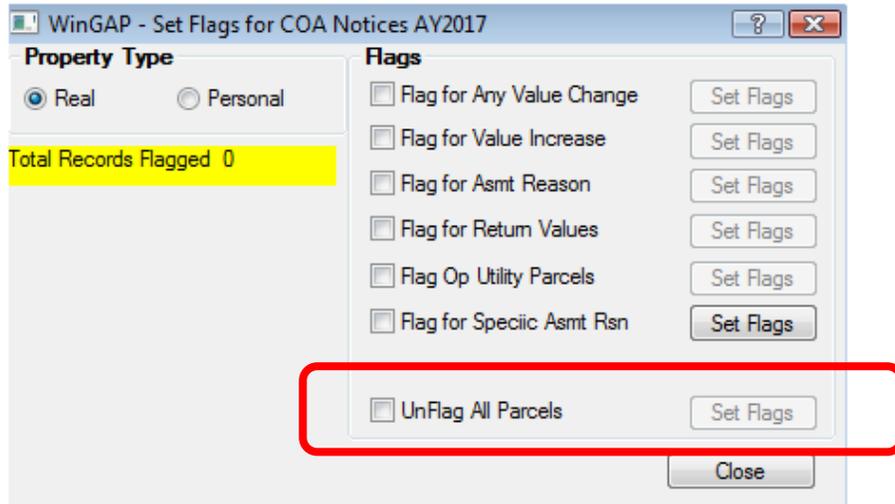
WinGAP Administration Manual

The user can select any desired reason from the Assessment Reasons schedule to set a flag for by clicking in the combo box and selecting that reason.

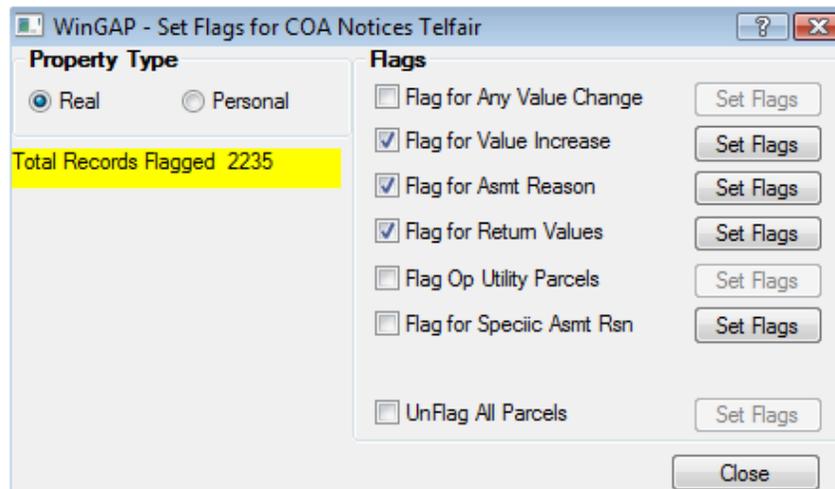


Finally, the Unflag All Parcels item, next page, will set the assessment notice flag to "False" for all parcels, in preparation for flagging a notice for a particular condition. Very often the user will click the "Unflag All Parcels" checkbox first, then click the "Set Flags" Button (it will become available after the user clicks in the checkbox) to the right of this item to set all of the Assessment Notice flags to "False".

WinGAP Administration Manual

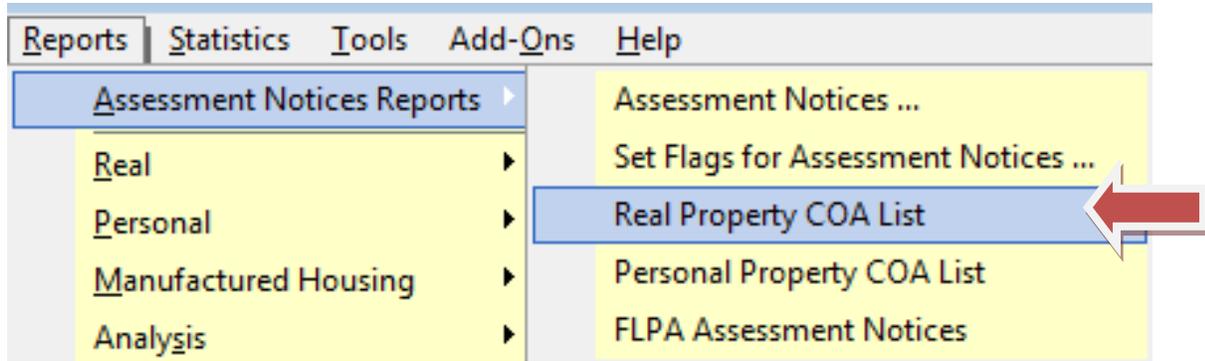


Once all flags have been removed, the user can select any or all of the other six checkboxes to use as the criteria for printing Assessment Notices. The **Set Flags** button to the right of each option should be clicked to set the flags for that item. The setting or removing of flags will apply to all Parcels / Accounts that meet the criteria for that option. Each time the user clicks a Set Flags button, a running count of records flagged will be displayed on the Total Records Flagged line, as seen below.



WinGAP Administration Manual

Real Property COA List



Selecting this option on the Assessment Notices Reports submenu produces a print preview of the Real Property Change of Assessment Listing, as shown below.

This report contains a list of all real property that has been flagged for an Assessment Notice.

The screenshot shows a web browser window titled 'Report Viewer - Internet Explorer provided by Dell'. The address bar shows the URL 'http://steveadmin-pc/ReportServer/Pages/ReportViewer.aspx?/WinGAPReports/NOAList_RP&'. The browser interface includes a search bar, navigation buttons, and a 'View Report' button. The report content is displayed in a table format.

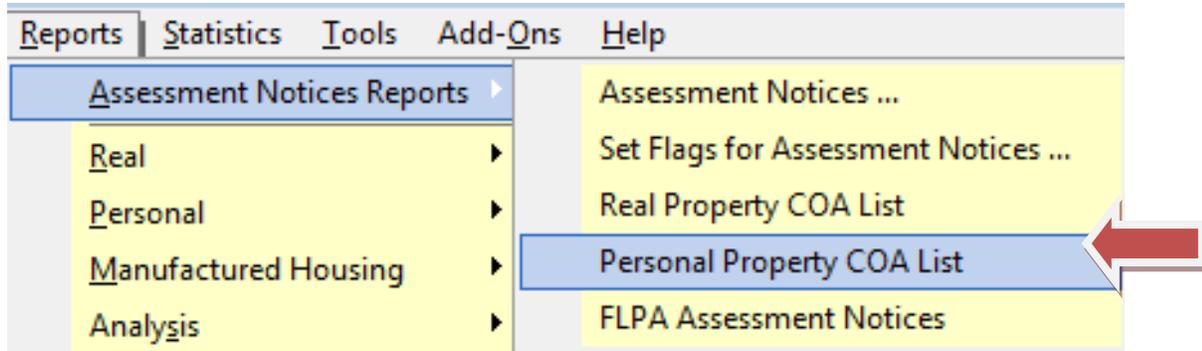
10/20/2013 10:43:53 AM Page 1

Notice of Assessment List for Real Property

Map ID	Acct#	Previous	Current	Difference	%Diff
001 00 001	1	244,758	244,758	0	0.00 %
001 00 002	2	42,837	28,557	(14,280)	-33.34 %
001 00 003	3	265,160	265,160	0	0.00 %
001 00 004	4	295,284	295,284	0	0.00 %
001 00 004A	8933	165,152	165,152	0	0.00 %
001 00 005	5	61,805	115,844	54,039	87.43 %
001 00 006	6	116,194	116,194	0	0.00 %
002 00 002	7	65,144	52,736	(12,408)	-19.05 %
002 00 003	8	416,457	416,457	0	0.00 %
002 00 005	7004	31,869	27,737	(4,132)	-12.97 %
003 00 001	9	13,858	13,858	0	0.00 %
003 00 002	10	33,787	33,787	0	0.00 %
003 00 003	7005	92,170	85,718	(6,452)	-7.00 %
003 00 004	7061	282,080	265,225	(16,855)	-5.98 %
003 00 005	7169	622,485	605,210	(17,275)	-2.78 %
003 00 006	7545	81,096	79,912	(1,184)	-1.46 %
003 00 007	7546	200,736	186,686	(14,050)	-7.00 %
003 00 008	7666	86,551	80,492	(6,059)	-7.00 %

WinGAP Administration Manual

Personal Property COA List



Selecting this option on the Assessment Notices Reports submenu produces a print preview of the Personal Property Change of Assessment Listing, as shown below.

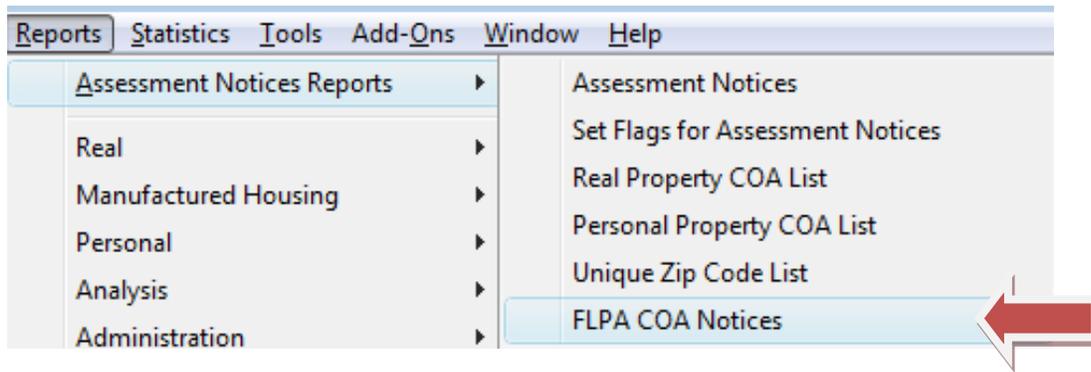
The screenshot shows a web browser window displaying a report titled "Notice of Assessment List for Personal Property". The report is generated on 10/20/2013 at 10:46:54 AM. The report contains a table with the following columns: Acct#, Map ID, Previous, Current, Difference, and %Diff. The data is as follows:

Acct#	Map ID	Previous	Current	Difference	%Diff
495		87,315	87,315	0	0.00 %
845		149,052	142,380	(6,672)	-4.48 %
1225		7,462	7,397	(65)	-0.87 %
4230		3,735	3,265	(470)	-12.58 %
2845		26,075	26,037	(38)	-0.15 %
2865		12,054	12,054	0	0.00 %
3725		68,564	2,764	(65,800)	-95.97 %
3740		32,996	28,286	(4,710)	-14.27 %
3825		31,732	25,288	(6,444)	-20.31 %
8120		3,915	14,070	10,155	259.39 %
4125		9,030	8,537	(493)	-5.46 %
4240		2,500	2,500	0	0.00 %
4260		15,323	15,323	0	0.00 %
4545		90,500	90,500	0	0.00 %
4885		40,000	24,000	(16,000)	-40.00 %

This report contains a list of all personal property that has been flagged for an Assessment Notice.

WinGAP Administration Manual

FLPA COA Notices



Clicking on this option on the Assessment Notices Reports submenu produces the print preview of the FLPA Notices that are to be printed, below.

Report Viewer - Internet Explorer provided by Dell

http://stevedmin-pc/ReportServer/Pages/ReportViewer.aspx?/WinGAPReports/FLPA_NOA_N_...

ReportSvr: STEVEADMIN-PC\WinGAP ReportDB: Telfair View Report

cNoticeDate: 04/01/2013 clastDaytoAppeal: 05/15/2013

Appeal Term: 45 Primary Contact: NETTE MCLEAN

Alternate Contact: C WILLIAM DOPSON

Telfair County Board of Assessors
16 S Second Avenue
Mc Rae GA 31055
(229)868-2896

GLASS PROPERTIES
P.O. BOX 667
NANCY MALDY TRACT
EASTMAN GA 310230667

Notice Date: 4/1/2013

This is not a tax bill
Do not send payment

Last Date To File Appeal:
5/15/2013

County property records are available online at:
www.qpublic.net/ga/telfair

**Official Tax Matter - 2013 Forest Land
Protection Act Fair Market / Conservation Use
Value Annual Notice**

NOTICE TO TAXPAYER

Annual Forest Land Protection Act Notice - Contents

(1) The assessment notice sent to taxpayers by the County Board of Tax Assessors shall be in accordance with and shall contain those requirements set forth in Georgia Title 48-5-306

(2) You have the right to appeal these values to the County Board of Tax Assessors followed by an appeal to either the County Board of Equalization or to Arbitration and in either case, to appeal to Superior Court.

(3) If you wish to file an appeal, you must do so in writing no later than the date posted above.

(4) If you do not file an appeal by this date, your right to file an appeal will be lost.

(5) For further information on the proper method of filing an appeal, you may contact the county Board of Tax Assessors at the address and phone number listed above.

(6) Your staff contacts are NETTE MCLEAN and C WILLIAM DOPSON

(7) Information used to arrive at the Forest Land Protection Act values are available upon request in the Assessors' Office.

Account Number	Property ID Number	Acreage	Tax District
4	001 00 004	367.78	UNINCORPORATED

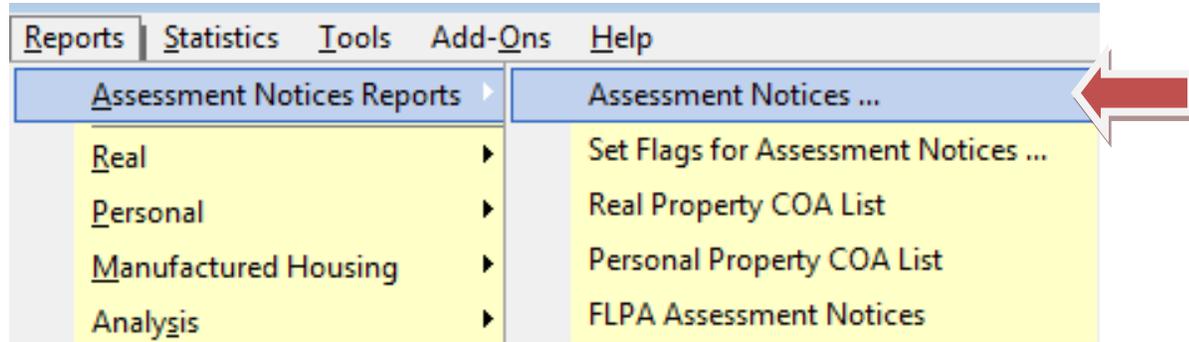
FLPA Covenant #	201213400032	Covenant Term	2012 through 2026
Property Description	V/L BR 165 (13-107-136-1)		
Property Address	0		
	Prior Year FLPA FMV	Current Year FLPA FMV	Prior Year FLPA CUV
100% Fair Market Value	249,355	270,550	112,039
40% Assessed Value	99,742	108,220	44,816
			115,316

Reasons for Assessment Notice

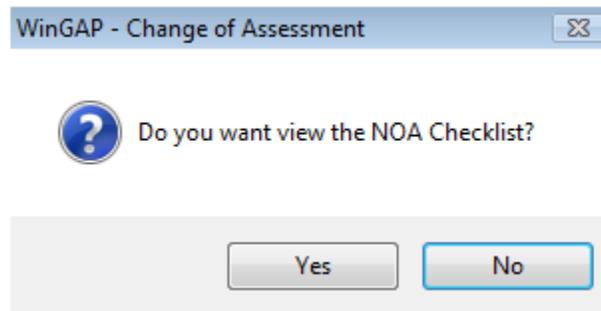
Notification of the Forest Land Protection Act Fair Market Value and the FLPA Conservation Use Value

WinGAP Administration Manual

Printing Change of Assessment Notices



As discussed earlier, clicking on this option on the Assessment Notices Reports submenu produces the NOA Checklist message, as shown below. **It is extremely important** that all of these procedures are done prior to printing Assessment Notices.



Once these procedures, discussed earlier in the manual, are completed, the user can click No on the message to proceed to the Change of Assessment form, next page. The printing of Assessment Notices is controlled from this Form. A discussion of all the fields on the Change of Assessment Form follows.

WinGAP Administration Manual

- **Mailing Date:** The Date that the Notices will be mailed is keyed in this field. The date in the field defaults to the system date of the computer.
- **Last Day for Appeal:** The Last Day that the taxpayer can file an appeal either by mail or in person at the Assessors Office is keyed in this field.
- **Property Type:** The Property Type radio button section of the Form defaults to Real if the user tabs to the section from the Last Day for Appeal Field. One of the Property Types should be selected by clicking with the mouse, and tab will take the user to the Appeal Term section.
- **Appeal Term:** The Appeal Term radio button section of the Form defaults to 30 Days if the user tabs to the section from the Property Type Section. One of the types of Appeal Terms must be selected by clicking with the mouse, and tab will take the user to the Primary Contact field.
- **Print ALL Notices:** The Print ALL Notices check box is checked when the user wishes to print all notices of the designated Property Type. If notices within a specified range are to be printed, the Print All Notices box **must** be unchecked.
- **Primary Contact:** The name of the Primary Contact for Assessment Notices is keyed in this field; otherwise a name such as "Assessors Office" can be keyed. Regardless, some name **MUST** be keyed in the Primary Contact field before Assessment Notices can be printed. This information will be used in the absence of an Appraisers name on the parcel or account for which an assessment notice is being printed.
- **Alternate Contact:** The name of the Alternate Contact for Assessment Notices is keyed in this field; otherwise a name such as "Assessors Office" can be keyed. Regardless, some name **MUST** be keyed in the Alternate Contact field before Assessment Notices can be printed. This name will be used in the absence of a Primary Contact on a parcel or account.

WinGAP Administration Manual

- **Block Size:** The Block Size field and its companion Block field are used to control and simplify the printing of large numbers of Assessment Notices. The Block Size is the number of pages (each Assessment Notice is one page) included in the Block (or batch) of Notices.
- **Block:** The Block is the batch number of Notices to be printed.

For example, the Block Size can be set at 20 and then the user can choose to preview / print / export Block 1, Block 4, or Block 10, whichever is desired, as indicated below.

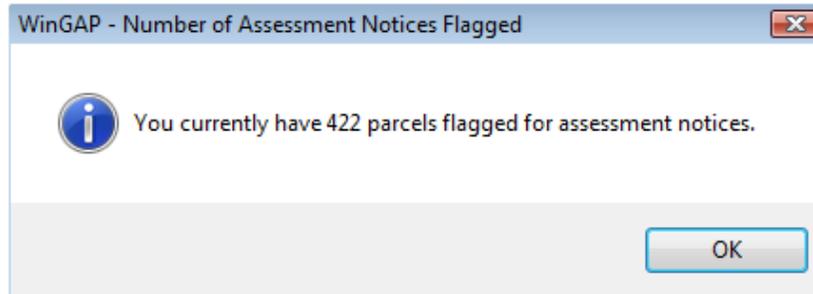
Block	Start Page	End Page
1	1	19
2	20	39
3	40	59
4	60	79
5	80	99
6	100	119
7	120	139
8	140	159
9	160	179
10	180	199

Assessors Offices that need to print 1000s of Assessment Notices might set the Block Size to 1000 and then export the Notices in 1000 page blocks to PDF or XML, which could then either be printed in the Assessors Office or by a service provider.

- **Use this contact information regardless of the contact information present on the property:** If this box is checked, the Primary Contact and Alternate Contact entered in the fields above the checkbox will be used for the COA notices, regardless of the selections on the Real and Personal Property General Information forms. Both the Primary and Alternate Contact must have an entry before the box can be checked.
- **Sort Order:** The Sort Order radio button section of the Form defaults to Zip Code if the user tabs to the section from the Secondary Contact field. One of the Sort Order types must be selected by clicking with the mouse, and tab will take the user to the Print Range section of the Form. The Sort Order that is selected will also control what is keyed into the Beginning and Ending Print Range fields.
- **Print Range:** The Print Range section of the Change of Assessment Form allows the user to choose a Beginning and Ending range for the Assessment Notices to be printed.
 - If **Zip Code** is selected as the Sort Order, a Beginning and Ending Zip Code range can be keyed into the two Print Range fields to limit the Assessment Notices that are printed to just those zip Codes. If ALL Assessment Notices in Zip Code order are desired, the user should leave the fields blank.
 - If **Parcel Number** is selected as the Sort Order, a Beginning and Ending Parcel Number range can be keyed into the two Print Range fields to limit the Assessment Notices that are printed to just those Parcel Numbers. If ALL Assessment Notices in Parcel Number order are desired, the user should leave the fields blank.
 - If **Name** is selected as the Sort Order, a Beginning and Ending Name range can be keyed into the two Print Range fields to limit the Assessment Notices that are printed to just those Names. If ALL Assessment Notices in Name order are desired, the user should leave the fields blank.
 - If **Account** is selected as the Sort Order, a Beginning and Ending Account Number(Real key) range can be keyed into the two Print Range fields to limit the Assessment Notices that are printed to just those Accounts. If ALL Assessment Notices in Account order are desired, the user should leave the fields blank.

WinGAP Administration Manual

- **Count Notices:** The Count Button in the Count Notices section of the Change of Assessment Form can be clicked to see how many Notices have been flagged for printing. A window will appear, shown below, with the total number that have been flagged for the Property Type selected (Real / Personal). The Count ignores any Range that has been entered.



- **Print Preview:** If the Print Preview box is checked, and the user clicks the Print Notices button, a Print Preview window of the first Assessment Notice will appear.
- **Create Scripts:** When printing very large reports (10,000+ pages, sometimes smaller) it's recommended to break that very large report into smaller reports. To attempt to standardize and automate that process, Wingap employs the assistance of Microsoft Powershell Scripts. Checking this box will default the block size to 500 pages and will read the users selection of export type described below (PDF/XML) and create PowerShell scripts for the creation of the 500 page block sections of the large report.
- **PDF:** If the PDF box is checked, Assessment Notices will be exported in PDF format.
- **XML:** If the XML box is checked, Assessment Notices will be exported in XML format.
- **Print Notices:** Once the user has selected the criteria for printing the Assessment Notices, the Print Notices button can be clicked. IF the user has selected the Print ALL Notices option on the Change of Assessment form, an alert message will appear, next page, to ask the user to make sure. If the user wants to Print ALL Notices, Yes should be clicked; otherwise, the No can be clicked to return to the Change of Assessment form so the user can de-select the Print ALL Notices option.

WinGAP Administration Manual

WinGAP - Change of Assessment AY2017

Mailing Date: 10/21/2013
Last Day for Appeal: 11/20/2013

Property Type: Real Personal
 Print ALL Notices

Appeal Term: 30 Days 45 Days

Block Size: 12812
Block: 1

Primary Contact: a
Alternate Contact: s

Sort: Z P N A

Processed: Selected 1 Credit 0%

Help View Print Preview PDF XML
 Create Scripts Cancel Print Notices

WinGAP - Change of Assessment AY2017

? Notices will be printed for all accounts. Do you wish to continue?

Yes No

Once the Print Notices button has been clicked, various messages will appear as the notice processing occurs. What happens next depends upon the options selected at the bottom of the Change of Assessment form.

- If the Print Preview checkbox has been selected (this is the default for the Change of Assessment Form, a Print Preview will appear, as seen on the next page.

WinGAP Administration Manual

Report Viewer - Internet Explorer provided by Dell

http://steveadmin-pc/ReportServer/Pages/ReportViewer.aspx?/WinGAPReports/NOA_RP_Ma

Safe Web Identity Safe

Report Viewer

cNoticeDate 01/01/12 cLastDaytoAppeal 11/20/2013 View Report

ReportSvr STEVEADMIN-PC\WinGAP ReportDB AY2017

nBLOCK 1 cSort ZIP

1 of 2 100% Find | Next Select a format Export

Test County Board of Assessors
Jones County Government Center
P O Box 1359
Gray GA 31032
(478)986-6300

MILLER CAULDER E
C/O THOMAS E BAILEY
1580 BLAIR ROAD
JACKSONVILLE FL 32221

Notice Date: 10/21/2013

**This is not a tax bill
Do not send payment**

**Last Date To File Appeal:
11/20/2013**

County property records are available online at:
www.qpublic4.net

Official Tax Matter - 2017 Assessment

"The amount of your ad valorem tax bill for the year shown above will be based on the appraised (100%) and assessed (40%) values specified in this notice. You have the right to appeal these values to the County Board of Tax Assessors. All documents and records used to determine the current value are available upon request. Additional information on the appeal process may be obtained at <https://etax.dor.ga.gov/ptd/adm/taxguide/appeals.aspx>"

At the time of filing your appeal you must select one of the following:

(1) Appeal to the County Board of Equalization with appeal to the Superior Court. (value, uniformity, denial of exemption, taxability)
(2) To arbitration without an appeal to the Superior Court (valuation is the only grounds that may be appealed to arbitration)
(3) For a parcel of non-homestead property with a FMV in excess of \$1 million, to a hearing officer with appeal to the Superior Court.

If you wish to file an appeal, you must do so in writing no later than 30 days after the date of this notice. If you do not file an appeal by this date, your right to file an appeal will be lost. Appeal forms are available at the local Tax Assessors Office or the forms can be downloaded from <https://etax.dor.ga.gov/ptd/adm/taxguide/appeals.aspx>.

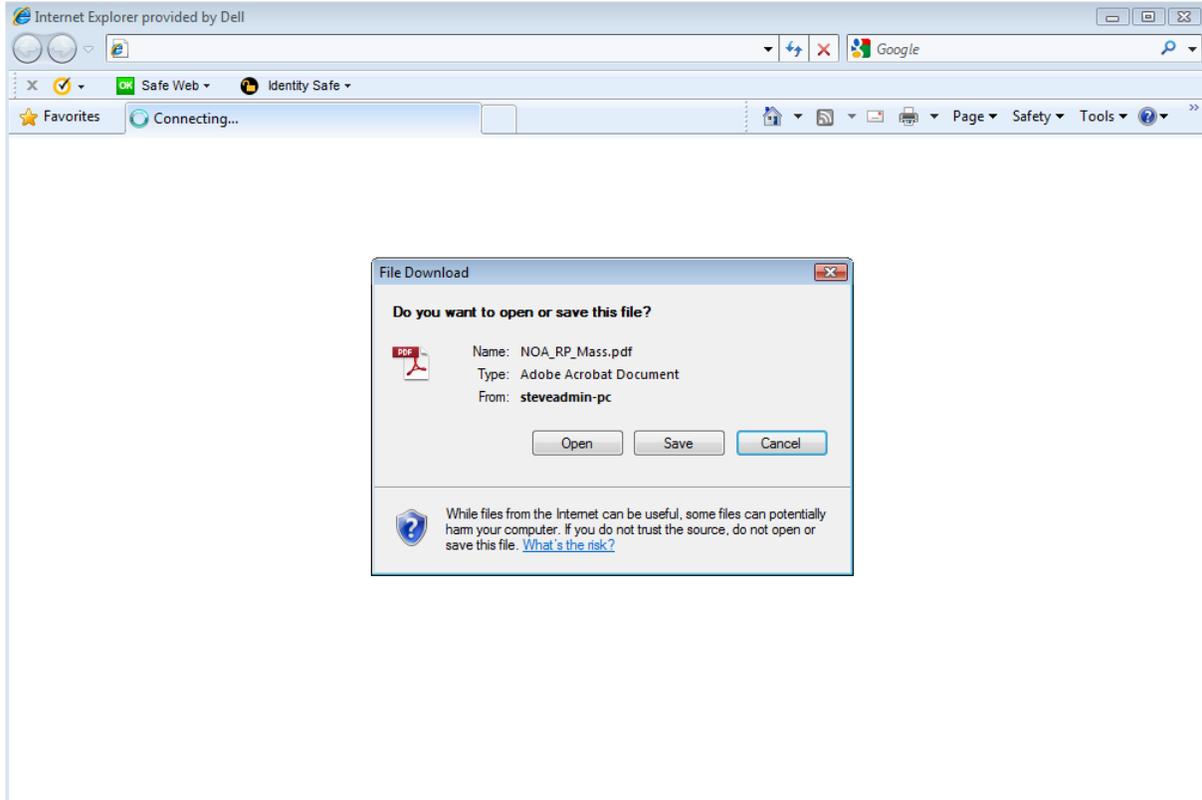
For further information on the proper method of filing an appeal, you may contact the county Board of Tax Assessors which is located at Jones County Government Center P O Box 1359 Gray, GA 31032 and which may be contacted by telephone at: (478) 986-6300. Your staff contacts are a and s.

Account Number	Property ID Number	Acreage	Tax Dist	Covenant Year	Homestead
8881	J11 00 038	92.98	01	2016	S0
Property Description LL 156 LD 10 HWY 129 DB 193/673 PB 7/181					
Property Address 0					
Fair Market Value					
	Returned Value	Previous Year Value	Current Year Value	Other Value	
100% Fair Market Value	96,269	96,269	74,007	32,638	
40% Assessed Value	38,508	38,508	29,603	13,055	
Reasons for Assessment Notice					
The estimate of your ad valorem tax bill for the current year is based on the previous year's net millage rate and the fair market value contained in this notice. The actual tax bill you receive may be more or less than this estimate. This estimate may not include all eligible exemptions.					
Taxing Authority	Other Exempt	Homestead Exempt	Net Taxable	Previous Millage	Estimated Tax
STATE	15,453	0	14,150	0.250000	3.54
CTON SCHOOL M&O	15,453	0	14,150	17.190000	243.24
CARROLLTON	15,453	0	14,150	4.690000	66.36
COUNTY M&O	15,453	0	14,150	8.500000	120.28
CTON SCHOOL BOND	0	0	29,603	15.000000	444.04
Total Estimated Tax					\$877.46

The taxpayer's name, address, and property information print at the top of the Assessment Notice, with the required legal information in the middle of the Notice. A list of Assessment Reasons print below the value section of the notices. This is followed by the Estimated Tax section which is printed at the bottom of the Notice. The Print Preview window controls at the top of the window (Menu or Tool Bar) can be used to print or Export the Assessment Notices.

WinGAP Administration Manual

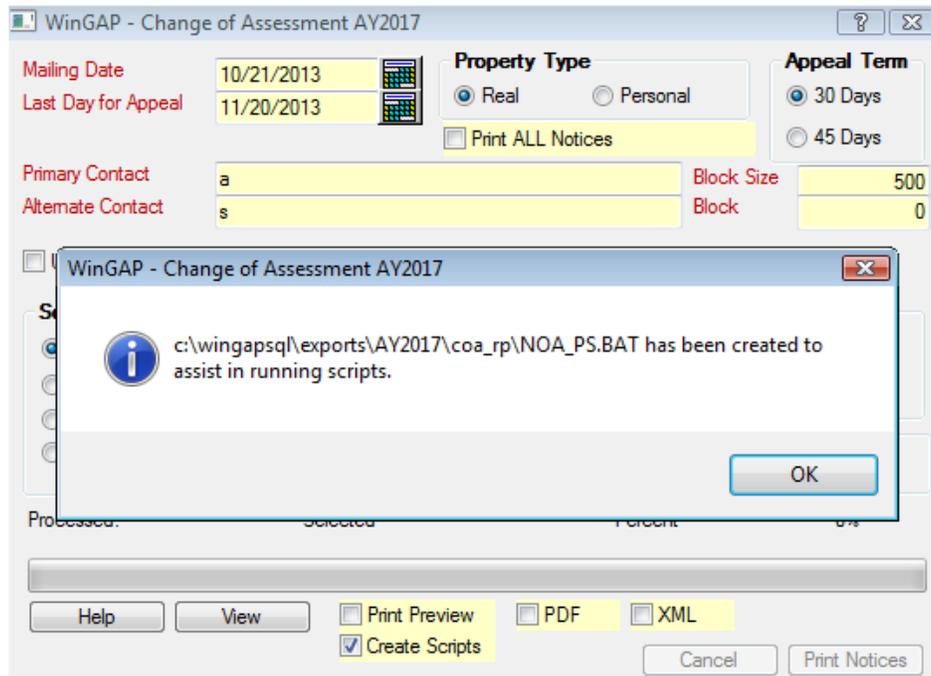
- If the PDF box is checked, a PDF file containing the Assessment Notices is created, and the user will receive the screen image below, where the Open button can be clicked to Preview the PDF, the Save button can be clicked to Save the PDF file to a desired location, or the Cancel button can be clicked to abort the process.



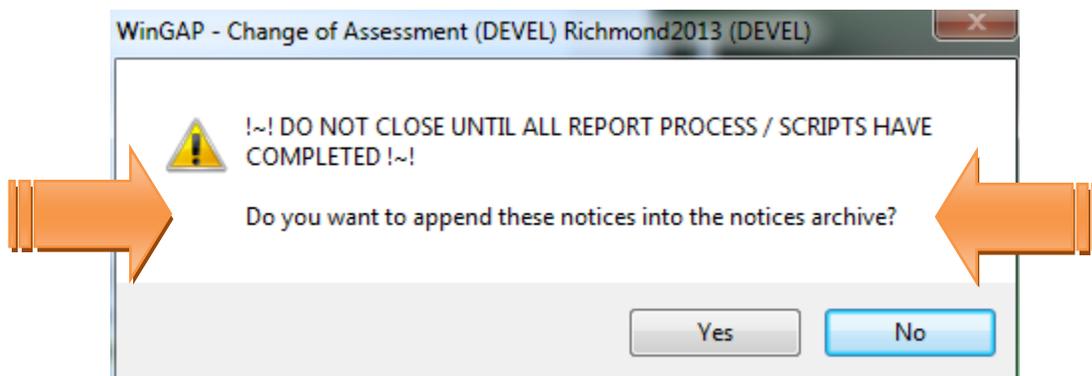
- If the XML box is checked, a XML file containing the Assessment Notices data is created, and this file is used in printing the Assessment Notices. SQLExpress cannot be used with the XML export process.

WinGAP Administration Manual

- If the Create Scripts box is checked, a batch file will be create that will assist the user in running the scripts. The user should note the location of the batch file and navigate there. Powershell is used to run the scripts and must be installed.
- For Powershell configuration:
 - Some systems require opening powershell and setting execution policy to unrestricted
 - Set-executionpolicy unrestricted
 - Answer YES
 - Some systems further require adding the drive containing the SERVERSHAREPATH into the internet explorer LOCAL INTRANET zone as a trust location.



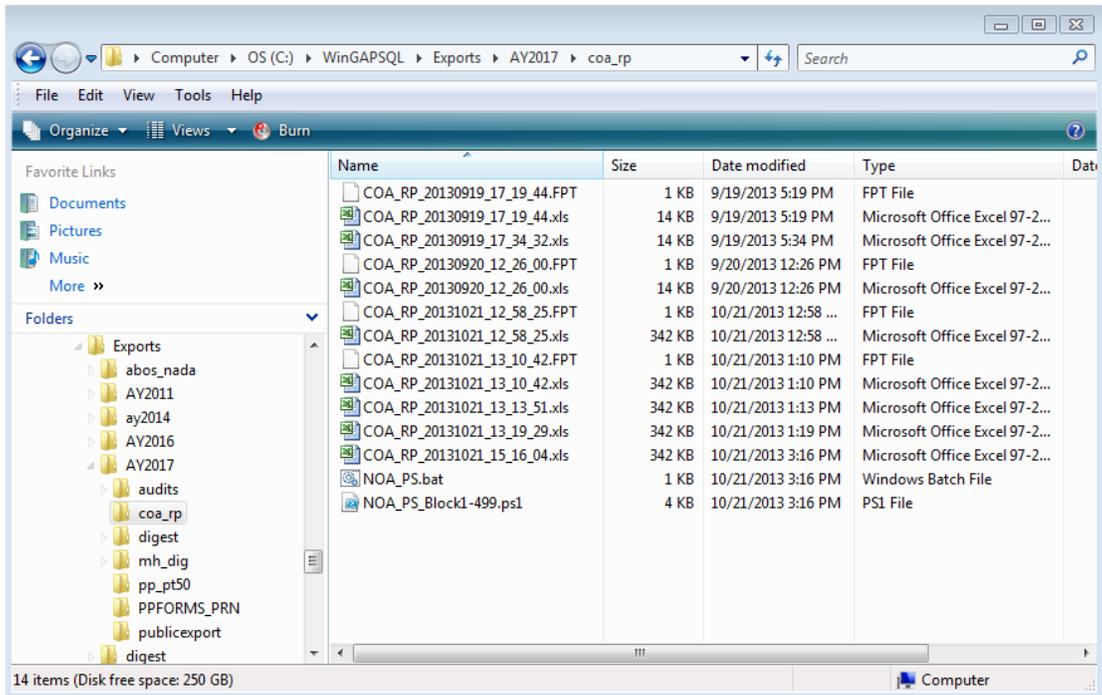
After clicking OK, the user will see this screen in wingap:



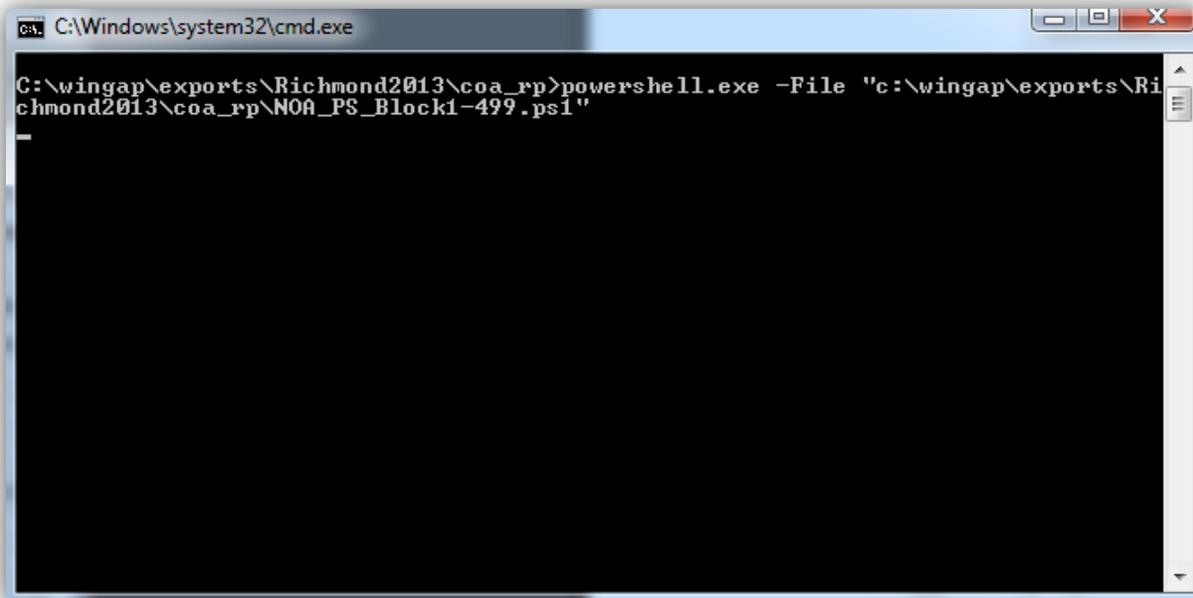
Do not close the screen above until all notices are complete (scripts / print / exports) have been completed and confirmed. Now the user should look to the Windows Explorer window WinGAP has opened as shown and discussed below.

WinGAP Administration Manual

As seen below, the NOA_PS.BAT file and the associated Powershell file(s) have been created to assist in printing the Notices. The NOA_PS.BAT file is executed (run) and each script file is run to create the individual PDF/XML files in the block size determined by the user's choices previously discussed.



Running the NOA_PS.BAT file will cause a Powershell window to appear (shown below):



This process is creating your designated export file (in this example we selected PDF). When the first block of 500 pages has been exported successfully, you will see the PDF in the Windows Explorer window that automatically opened and contains all the scripts created. See the image on the next page.

WinGAP Administration Manual

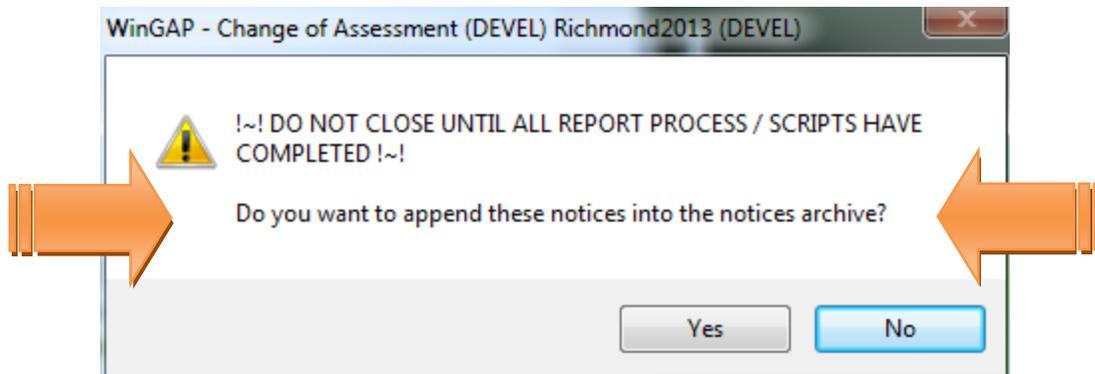
Name	Date modified	Type	Size
COA_RP_20140429_06_31_37.FPT	4/29/2014 6:31 AM	FPT File	1 KB
COA_RP_20140429_06_31_37.xls	4/29/2014 6:31 AM	Microsoft Excel 97...	62,626 KB
NOA_PS.bat	4/29/2014 6:31 AM	Windows Batch File	14 KB
NOA_PS_BLOCK1-499.PDF	4/29/2014 6:55 AM	Adobe Acrobat D...	2,801 KB
NOA_PS_Block1-499.ps1	4/29/2014 6:31 AM	PS1 File	4 KB

Also visible in the screen above is an XLS file that is automatically created as part of the users NOA process. This is created by the system to generate an archive for reference purposes.

Allow the Powershell script to run and generate all your PDF/XML files. Each of the created files should be confirmed to have data included based on the file size (2,801 KB shown below as example) or manually opening and viewing the file.

Adobe Acrobat D...	2,801 KB
PS1 File	4 KB

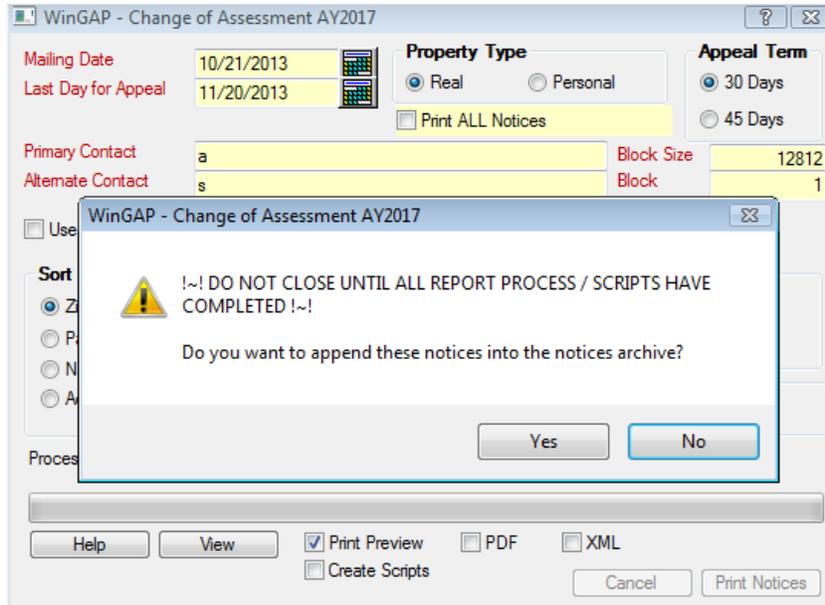
Once all scripts are run and completed you can then continue with the process in wingap and the screen shown below.



Do not close the screen above until all notices are complete (scripts / print / exports) have been completed and confirmed.

At the conclusion of printing (or previewing) the Assessment Notices a message will appear, shown on the next page, asking if the Assessment Notices that have just been printed should be appended into the Notices Archive. If the County wants to keep an archival file of all Assessment Notices that have been printed, the "Yes" button should be clicked, at which point the Notices will be appended and the user notified and returned to the Change of Assessment Form. Otherwise, the "No" button should be clicked, the Notices will not be appended, and the user will be returned to the Change of Assessment Form.

WinGAP Administration Manual



The Assessment Notices are archived into the table, Notices.dbf. An image of what the Notices table looks like is shown below in SSMS. This Notice archive process provides the user with a means of recovering information, such as date printed, values, etc, for any notice that has been printed. Also, when an appeal is added the notice date is pulled from the archived data. The Notices data can be accessed through either SSMS (shown below) or SQLMaster.

SQLQuery1.sql - STEVEADMIN-PC...3))*

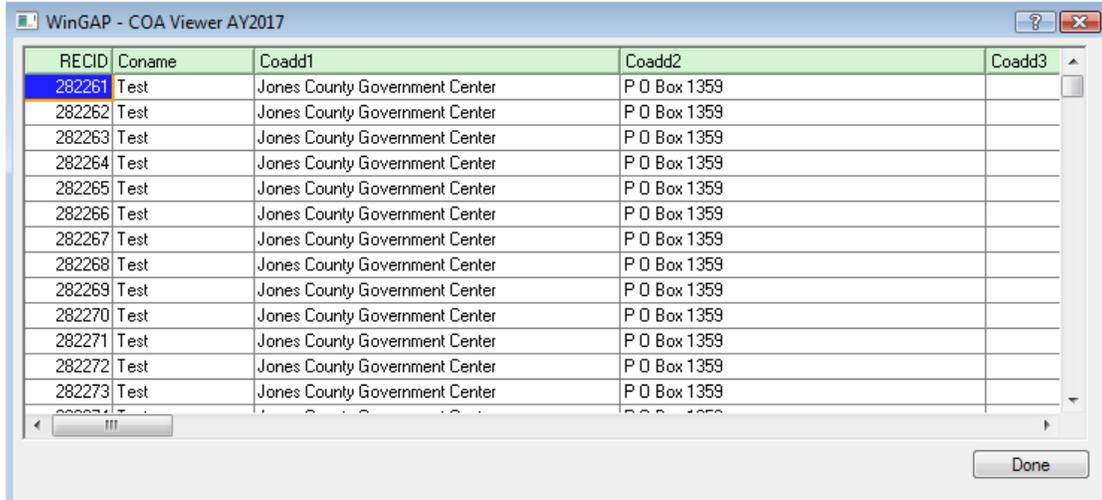
```
select * from notices
```

RECID	OWNKEY	REALKEY	PERSKEY	MOBILEKEY	LASTNAME	FIRSTNAME	MIDDLE	ADDRESS1
1	24	24019	8881	0	0	MILLER CAULDER E		C/O THOMAS E BAILEY
2	25	18394	3252	0	0	POPE JOHN H JR & BARBARA		
3	26	19474	4332	0	0	FEDERAL NATIONAL MORTGAGE ASSOCIATION		
4	27	20549	5409	0	0	MARTIN MARIETTA MATERIAL		INC
5	28	19307	4165	0	0	BARNES WALLACE D & WILBUR		
6	29	21860	6721	0	0	Reece W O		% Hawkins Patricia Reece
7	30	20567	5427	0	0	UNITED FARM PROPERTIES		
8	31	23306	8168	0	0	CARTER DON L & SHERRI R		
9	32	268968819	10275	0	0	Adams Ron		105 Main St
10	22	268968819	10275	0	0	Bumette Spede		5 Parker Rd

Query executed successfully. STEVEADMIN-PC\WINGAP (10.50... SteveAdmin-PC\SteveAdm... AY2017 00:00:00 422 rows

WinGAP Administration Manual

- **View:** If the user wants to see a list of those Parcels/Accounts that have been flagged AND selected for printing, the View Button on the lower left of the Change of Assessment Form can be clicked to produce a list of all Assessment Notices that are about to be printed, as seen below. Before clicking the View Button however, the user must click the OK button and Preview the first Notice to be printed, then close the Preview Window (the Print Preview box must be checked to do this). The list that is displayed after the View Button is clicked is easier to view than scrolling through all the Assessment Notices on the Preview window.

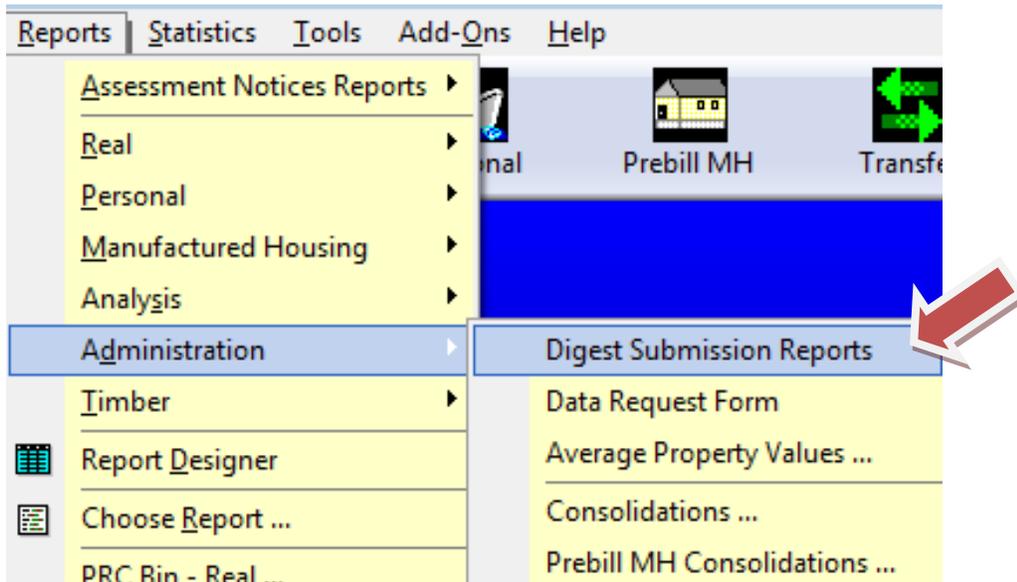


The screenshot shows a window titled "WinGAP - COA Viewer AY2017". It contains a table with the following columns: RECID, Coname, Coadd1, Coadd2, and Coadd3. The table lists 14 rows of data, all with "Test" in the Coname column and "Jones County Government Center" in the Coadd1 column. The Coadd2 column contains "P O Box 1359" for all rows. The Coadd3 column is empty. A "Done" button is located at the bottom right of the window.

RECID	Coname	Coadd1	Coadd2	Coadd3
282261	Test	Jones County Government Center	P O Box 1359	
282262	Test	Jones County Government Center	P O Box 1359	
282263	Test	Jones County Government Center	P O Box 1359	
282264	Test	Jones County Government Center	P O Box 1359	
282265	Test	Jones County Government Center	P O Box 1359	
282266	Test	Jones County Government Center	P O Box 1359	
282267	Test	Jones County Government Center	P O Box 1359	
282268	Test	Jones County Government Center	P O Box 1359	
282269	Test	Jones County Government Center	P O Box 1359	
282270	Test	Jones County Government Center	P O Box 1359	
282271	Test	Jones County Government Center	P O Box 1359	
282272	Test	Jones County Government Center	P O Box 1359	
282273	Test	Jones County Government Center	P O Box 1359	

Digest Submission

Digest Submission Reports

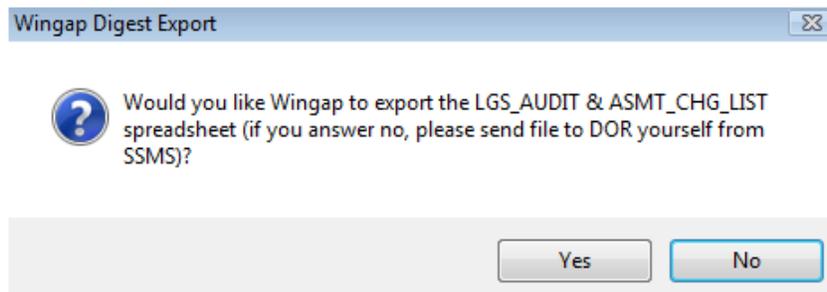


NOTE: Growth Calculations are now run automatically as part of creating the Digest Submission Reports; it is no longer necessary to run a separate Growth Calculations routine that determines the amount of inflationary growth for each parcel. If necessary at other times during the year, the Growth Calculations report can be run by itself by choosing that item at **Tools >> File Maintenance >> Growth Calculations**. **Note:** in WinGAPSQL, the Growth Calculations report found at this location is under construction and does not preview yet.

IMPORTANT: Before running any Digest Submission reports, the Assessors office should do the following:

- Ensure that all Appeals that have been resolved have been marked as such in the current appraisal year. This applies to appeals from back years as well as current year appeals

Clicking OK on the Digest Submission Reports option on the submenu produces the following message. The user must decide whether the LGS_AUDIT file and the ASMT_CHG_LIST file are to be uploaded automatically or manually, as seen below.



A Yes response will upload the files to the County folder on the FTP site, a NO will require that the user manually do this at a later date so that DOR can access them.

WinGAP Administration Manual

LGS Audit Report and Change of Assessment List

The first set of Digest Submission reports are the LGS Audit Report and **Change of Assessment List**. These lists will no longer be printed. In lieu of the printed reports, two Excel files, LGS_Audit.xls and Asmt_Chg_List.xls, will be generated and uploaded to the county's folder on the ftp site, unless the user elects otherwise, as discussed on the previous page. The county has the responsibility of notifying Ellen Mills at Local Government Services when the **final** set of digest submission reports has been run.

Below are examples of both of these reports.

LGS_Audit.xls

This file contains ownership, sales data, and assessment information related to all real property parcels.

	A	B	C	D	E	F	G	H	I	J	
1	FULLNAME	OWNKEY	REALKEY	PARCEL_NO	HOUSE_NO	EXT	STREET_NAM	LANE	LANE	LANE	LEGAL_DESC
2	ARD JOEL U	190	8944	J03 00 002		0		217	10		10-123 LL 217 23
3	ACE HARDWARE	6130	6953	G01 00 033		0		46	9		LOT 25 BLK D ST
4	ACE HARDWARE	6130	54788	G01 00 004A		0		52	9		LOT 7 BLK C STO
5	ADAMS JOE G JR	6245	54785	J09 00 004Z	753		SHOAL CREEK RD	58	10		LL 58 & 75 LD 10
6	EVANS JAMES D	9180	11930	J04 00 027B		0		217	10		358/319 LOT 3 J
7	A TO Z SALES	10050	54786	J12 00 001A		0				378	TRACT A HATTIE
8	A TO Z SALES	10050	85763	001 002A		0					
9	A TO Z SALES	10050	54770	001 002		0					Test the appeal
10	ABBOTT LABORATORIES INC	10340	54769	001 001	550		Macon				
11	ABBOTT LABORATORIES INC	10340	6955	G01 00 035		0		46	9		LOT 1 BLK D STC

Asmt_Chg_List.xls

All real property parcels and personal property accounts with value changes will be included in this file.

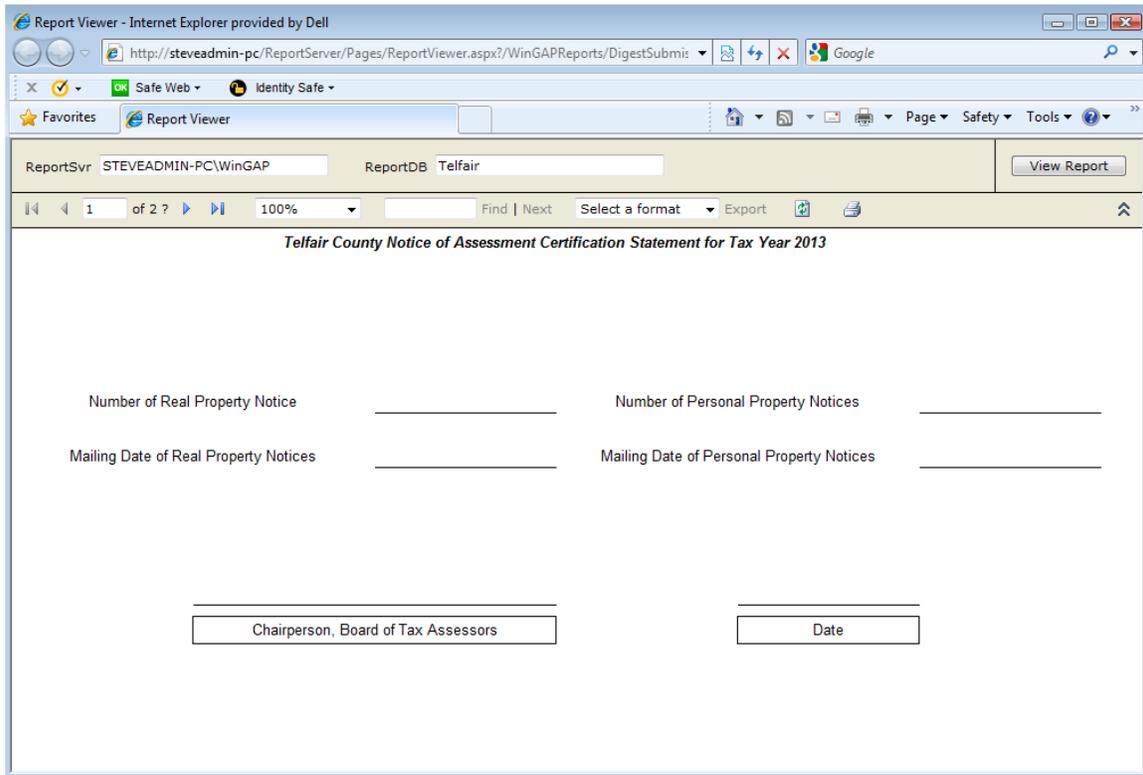
A	B	C	D	E	F	G	H	I	J	
CONUM	CONAME	PROPTYPE	ACCTNO	PARCEL_NO	DIGCLASS	OWNER	PREV_ASMT	CURR_ASMT	ASMT_DIFF	REASON
149	warren	PERSONAL	747			Reese Donald E	0	0	0	0 RETURN MADE;
149	warren	PERSONAL	755			SMALL, GEORGE R	0	2640	2640	Value Changed;
149	warren	PERSONAL	756			TAYLOR EDDIE G	0	4200	4200	Value Changed;
149	warren	PERSONAL	758			WADDELL JAMES L	0	18070	18070	Value Changed;
149	warren	PERSONAL	759			WADDELL JAMES L	0	1750	1750	Value Changed;
149	warren	PERSONAL	771			REESE GREGG	0	480	480	Value Changed;
149	warren	PERSONAL	780			HALE CARROLL	0	0	0	Marine Equipment /
149	warren	PERSONAL	782			Hall John T	0	0	0	Marine Equipment /

A	B	C	D	E	F	G	H	I	J	
CONUM	CONAME	PROPTYPE	ACCTNO	PARCEL_NO	DIGCLASS	OWNER	PREV_ASMT	CURR_ASMT	ASMT_DIFF	REASON
149	warren	REAL	13247 001	001 PK	A	Barksdale Kathlyn F - 10	0	719000	719000	NEW PARCEL; Parcel acreage
149	warren	REAL	13250 001	001MM PPPPU2	A	Barksdale Kathlyn F - 10	0	530326	530326	Parcel acreage changed.;
149	warren	REAL	6284 001	001xy	A	Abbott Mary Lou E	0	816233	816233	Super Duper Reappraise; REA

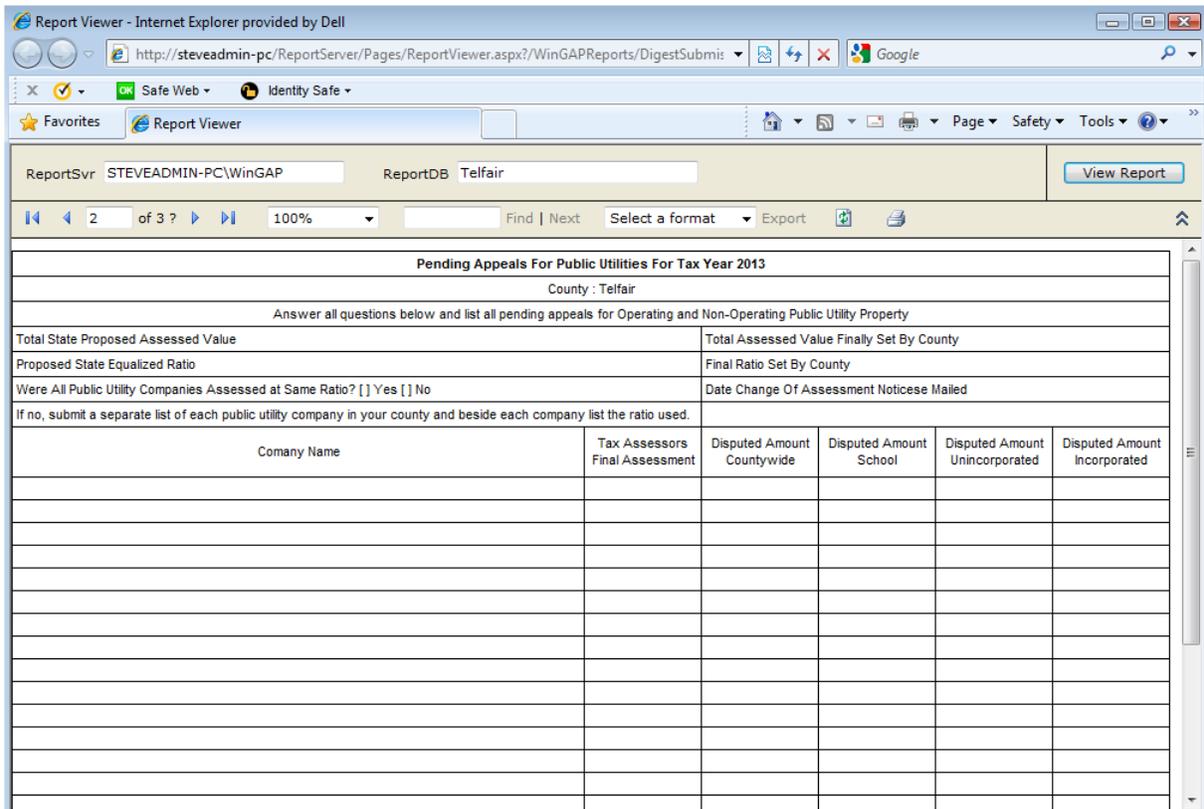
Digest Submission Reports Preview Pages

After the user responds to the LGS_AUDIT and ASMT_CHG_LIST message, a Print Preview of the rest of the Digest Submission Reports will appear. These reports are required when submitting the Tax Digest to the Local Government Services Division. These are shown on the following pages. The Digest Submission reports that are printed in WinGAP are preceded by a **Cover Letter**, as shown below, that must be filled out, signed, and delivered with the rest of the Digest Submission reports to the Digest Review office at the Local Government Services Division of the Georgia Department of Revenue.

WinGAP Administration Manual



The next Digest Submission Report is the **Pending Appeals for Public Utilities**, as shown below. This is a blank report that must be completed by the Appraiser.



WinGAP Administration Manual

The next Digest Submission Report is the **Pending Appeals - Other Than Public Utilities**, as shown below. Any appeals that are not settled regardless of the appeal year will be printed. Appeals with a status of Active, 30-Day, BOE, BOE Final, Arbitration or Superior Court will be printed.

Report Viewer - Internet Explorer provided by Dell
 http://steveadmin-pc/ReportServer/Pages/ReportViewer.aspx?/WinGAPReports/DigestSubmis...
 ReportSvr STEVEADMIN-PC\WinGAP ReportDB Telfair View Report

3 of 4 ? 100% Find | Next Select a format Export

TelfairCounty Pending Appeals - Other Than Public Utilities For Tax Year 2013							
This form is to be completed listing those appeals, other than public utility appeals, pending at the time of digest submission.							
Date(s) Change of Assessment Notices Mailed >>>>>>							
Appeal Year	Taxpayer Name	Property Type	Parcel ID No. / Personal Acct #	Tax Year Of Appeal	40% Assessment By Tax Assessors	40% Taxpayer's Return Value	40% Value In Dispute
2012	KAHRMANN RANDY & CAROL R	Real	035 00 068B	2012	58,182	0	58,182
	SEQUERA ALPHEN M AS TRUSTEE OF THE	Real	012A00 003 02	2012	11,000	7,262	3,738
	SOUTHERN STAR GRILL	Pers	10360	2012	32,252	10,762	21,490
	COUNT			3 Year Totals >>	101,434	18,024	83,410
2013	LOCKETT ALMEDA	MH	012B00 018	2013	8,304	0	8,304
	LOWERY WILLIAM PETE	MH	M10100 084	2013	6,912	0	6,912
	WHITE OAK PLANTATION SPORTMENS CLUB LLC	MH	J00100 016	2013	7,146	0	7,146
	COUNT			3 Year Totals >>	22,362	0	22,362
COUNT				6 GRAND TOTAL	123,796	18,024	105,772

I hereby certify that all changes of assessment notices have been mailed out and all values in dispute are reflected in this list, including those that are still within the 45 day appeal period. O.C.G.A. 48-5-306 and 48-5-311

Date Signature, Chairman Board of Tax Assessors

WinGAP Administration Manual

The next Digest Submission Report is the **List of Conservation Use Covenants Entered Into During Tax Year**, shown below.

LIST OF CONSERVATION USE COVENANTS ENTERED INTO DURING TAX YEAR
COUNTY : Telfair DIGEST YEAR : 2013

PERSONS HAVING BENEFICIAL INTEREST	TOTAL ACRES	COVENANT ACRES	MAP / PARCEL NO
BANKS CAROL Y & YAWN ROY A	101.25	97.25	006 00 023 01
BEASLEY RYAN C & SHERRY H	29.90	29.90	042 00 050
BEASLEY RYAN C & SHERRY H	80.90	78.90	042 00 058
BIG WOODLAND & TIMBER LLC	50.25	50.25	085 00 020
BINTZLER JO ANN	15.79	15.79	081 00 040
BONEY FRANKLIN GRADY	11.00	11.00	047 00 016 01
BOWEN RONALD WILSON ET AL	11.40	11.40	045 00 021
BOWEN RONALD WILSON ET AL	63.94	63.94	045 00 024
BOWEN RONALD WILSON ET AL	84.00	82.00	053 00 015
BOWEN RONALD WILSON ET AL	5.00	3.00	053 00 019
BREWER JOHNNY C & JEFF	35.20	35.20	085 00 010
BROGLIN CARL & ANNETTE	44.39	44.39	059 00 001 03
BUTTROM BILLY & BARBARA	50.00	48.00	078 00 019
CHANCLOR JEFF & LINDA	130.75	128.75	062 00 010
COLLINS GERALD & MARGARET J	101.25	97.25	006 00 021
DUNCAN BELINDA RINE	13.45	11.45	060 00 026
EARNEST LARICE	220.46	216.46	063 00 038
EVANS CHRISTOPHER	10.46	8.46	033 00 035
FUSSELL TRICE FARM LLC	161.00	161.00	023 00 003

The next Digest Submission Report is the **Inflationary Growth by Tax District** report, shown below.

Telfair County Inflationary Growth By Tax District For Tax Year 2013

Tax District #	DESCRIP	Parcels in Tax District with Inflationary Growth	Inflationary Growth - 100%	Inflationary Growth - 40%	Exemption Reassessment - 40%
01	MCRAE	88	(21,040)	(8,415)	0
02	MILAN	24	74,196	29,676	0
03	LUMBER CITY	247	336,613	134,645	0
04	JACKSONVILLE	5	(11,855)	(4,742)	0
05	SCOTLAND	25	(19,826)	(7,930)	0
06	HELENA	73	(34,773)	(13,912)	0
07	UNINCORPORATED	628	852,432	340,975	0
Total		1,090	1,175,747	470,297	0

WinGAP Administration Manual

The next Digest Submission Report is the **Change of Assessment Reasons** report, shown below.

NOTICE OF ASSESSMENT REASONS			
Reason Description	Reason Code	Property Type	COA TYPE
1/2 UND INTEREST	IT	Real	Real
ACCESSORY DELETED	AD	Real	Real
ACCESSORY VALUE CHANGE	AV	Real	Real
ACRES/LOT SIZE CORRECTED	AC	Real	Real
AD IN PAPER	08	Personal	Real
ADD ACCESSORY	AA	Real	Real
ADD POND	AP	Real	Real
ADDITION TO IMPROVEMENT	AI	Real	Real
Annual Notice: No change in return/previous value	C2	Real	Real
AUDIT	19	Personal	Real
BUILDING VALUE CHANGE	BV	Real	Real
CHG IN VALUE TO REFLECT MKT FOR COMM/IND PROP	CR	Real	Inflationary
COMB ONE ACCT WITH ANOTHER	11	Personal	Real
COMBINATION OF TWO OR MORE PARCELS	CB	Real	Real
COMMERCIAL BLDG ADDED	CA	Real	Real
DELETE M/H	DM	Real	Real
Depreciation	23	Personal	Real
DNR REPORT	04	Personal	Real
DOCUMENTATION NOT SUPPLIED	17	Personal	Real
EXEMPT TO TAXABLE	ET	Real	Real
FIN STATEMENT	02	Personal	Real

WinGAP Administration Manual

The next Digest Submission Report is the **Late Filing Freeport Accounts** report, shown below.

Late Filing Freeport Accounts			
Account #	Owner	Freeport Inventory (100%)	Application Date

The next Digest Submission Report is the **Accounts with P6 >100,000** report, shown below.

Accounts with P6 > \$100,000			
Account #	Map ID	P6 Value (100%)	P6 Value excess of 100,000
		Total of Excess	

Two **FLPA Covenant** reports are next. The first report will print a list of FLPA covenants entered into within the digest year.

LIST OF FOREST LAND PROTECTION ACT COVENANTS ENTERED INTO DURING TAX YEAR			
COUNTY : Telfair DIGEST YEAR : 2013			
PERSONS HAVING BENEFICIAL INTEREST	TOTAL ACRES	COVENANT ACRES	MAP / PARCEL NO
BIG WOODLAND & TIMBER LLC	301.84	301.84	080 00 007
MCB TL III LLC	551.28	551.28	085 00 007
MCB TL III LLC	620.38	620.38	085 00 015
MCB TL III LLC	11.42	11.42	085 00 032
MCB TL III LLC	28.00	28.00	085 00 034
MCB TL III LLC	377.00	377.00	085 00 035
MCB TL III LLC	100.00	100.00	085 00 037
MCB TL III LLC	233.23	233.23	085 00 038
SAYER WILLENE W	410.46	410.46	004 00 016
STRICKLAND MUREL A, TOMMY, &	363.65	363.65	102 00 001
THE ORIANNE SOCIETY LTD	639.46	639.46	096 00 009

Signature, Chairman Board of Tax Assessors	Date
--	------

WinGAP Administration Manual

The second FLPA report is a complete listing of **New and Existing FLPA** Covenants with the FLPA Assessment (FMV * .40), as shown below.

**FOREST LAND CONSERVATION USE ASSESSMENT LISTING
FOR NEW AND EXISTING COVENANTS FOR TAX YEAR 2013
COUNTY: Telfair**

Please complete this form showing a complete listing of all real estate parcels receiving conservation use assessment pursuant to the Forest Land Protection Act of 2008 (O.C.G.A. 48-5-7.7)

LIST MUST BE SORTED BY PARCEL ID NO.

PARCEL ID NO	TOT-ACRES	COV-ACRES	HS CODE	ORG YEAR	TAXPAYER NAME	2008 Land Assessment	Current FLPA Assessment	% Difference
001 00 004	367.78	367.78	S0	2012	GLASS PROPERTIES	249,355	270,550	8.50 %
001 00 004A	202.50	202.50	S0	2012	GLASS PROPERTIES	137,295	148,965	8.50 %
004 00 011	632.00	632.00	S0	2009	ELKINS CATHY SMITH	468,944	554,053	18.15 %
004 00 016	410.46	410.46	S0	2013	SAYER WILLENE W	415,386	415,425	0.01 %
004 00 020	95.63	95.63	S0	2009	ELKINS CATHY SMITH	66,941	79,187	18.29 %
005 00 007A	98.00	98.00	S0	2012	RAYONIER FOREST RESOURCES L P	71,638	77,727	8.50 %
005 00 035	107.00	107.00	S0	2012	RAYONIER FOREST RESOURCES L P	75,007	81,338	8.44 %
006 00 001	284.29	284.29	S0	2012	RAYONIER FOREST RESOURCES L P	209,237	226,996	8.49 %
007 00 024	408.72	408.72	S0	2012	RAYONIER FOREST RESOURCES L P	302,453	328,076	8.47 %
007 00 025	208.00	208.00	S0	2012	RAYONIER FOREST RESOURCES L P	143,312	155,524	8.52 %
009 00 001	1716.00	1716.00	S0	2012	RAYONIER FOREST RESOURCES L P	1,202,916	1,305,164	8.50 %
010 00 001	202.00	202.00	S0	2009	COOK J M & SON	143,016	169,026	18.19 %
010 00 002	202.00	202.00	S0	2009	BCC PROPERTIES LLC	158,368	187,267	18.25 %
010 00 013	404.00	404.00	S0	2012	GLASS PROPERTIES	288,860	313,435	8.51 %
010 00 017	1200.60	1200.60	S0	2012	GLASS PROPERTIES	829,615	900,132	8.50 %
011 00 011	1045.65	1045.65	S0	2009	STUCKEY TIMBERLAND INC	766,461	897,916	17.15 %

Processing COA Types and Growth Values

As mentioned earlier, before advertising millage rates and digest submission, the amount of inflationary growth for each parcel must be determined, and is accomplished by running the Digest Submission Reports and producing the Inflationary Growth report.

This procedure **MUST** be run prior to providing growth figures for millage rate determination and/or digest submission.

Reasons Schedule and Assigning Reasons to Property

The assignment of COA reasons and their associated COA Types during the data entry of information related to parcels and reappraising when schedules were updated comprised the first step in the process of determining growth amounts.

The image on the next page depicts a COA reason that is associated with Real Property. When the Property Type is Real or All, the user must define the COA Type as Inflationary, Real Growth or a Parcel Split/Combination. The assignment is made by clicking the checkbox associated with the desired COA Type. The user will not be allowed to exit the screen unless a COA Type assignment is made.

WinGAP Administration Manual

Code	Reason	Property Type
DI	IMPROVEMENT DELETED	R
DM	DELETE M/H	R
ET	EXEMPT TO TAXABLE	R
ER	RECORDED HOUSE	R
HA	HOUSE ADDED	R
HB	value is to sale price for sale year per HB 818	R
HC	HOUSE SKTCH CHANGED	R
HD	HOMESTEAD DELETED	R
IT	1/2 UND INTEREST	R
LC	LAND CLASS OR TYPE CHANGE	R
LN	LAND VALUE CHANGE-SCHEDULE	R

Code: HA
Reason: HOUSE ADDED
Property Type: Real

COA Type

Inflationary
 Real Growth
 Parcel Split / Combination

Buttons: Help, Cancel, New, Delete, Apply, OK

The assignment of the COA Type is critical to the digest submission procedure due to the need to determine the amount of inflationary growth within an appraisal/digest year. The user should be careful in making the correct assignment due to the potential impact on digest submission. The COA Type assignment will be printed along with the COA reason as part of the Digest Submission Reports and reviewed for correctness by DOR personnel.

As mentioned above COA reasons are assigned one of three types, Inflationary, Real Growth or Parcel Split/Combination. Each of the COA Types will be discussed in detail below.

An Inflationary assignment is made if the COA reason indicates that a change in value is due to reassessment. Reassessment can also be categorized as revaluation or reappraisal and associated with a change in property valuation schedules or a change to a parcel's property characteristics. When assigned to a parcel, a reason with a COA Type of Inflationary will result in the change in value in its entirety or a portion of the value changed being placed in the inflationary growth field.

Real Growth is assigned to a reason when the reason depicts a change in property value that is due to the addition or deletion of property components. Reasons, such as an ownership change, that are not characteristic of a value change should be assigned a Real Growth COA Type. Reasons with a Real Growth COA Type will not contribute to inflationary growth.

The Parcel Split/Combination COA Type is assigned when the reason defines the fact that the parcel has been split or combined with a new parcel or the acreage or lot dimensions have been changed due to a survey or correction in a deed. A Parcel Split/Combination reason will not contribute to inflationary growth.

WinGAP Administration Manual

The following table is provided to give the user some examples of reasons/value change situations and proper COA Type assignments.

COA Reason	COA Type
Change in Ownership	Real
Parcel split	Split/Combination
Parcels combined	Split/Combination
Acreage/Land Dimension Change	Split/Combination
Improvement added	Real
Improvement deleted	Real
Addition to Existing Improvement	Real
Removal of Area from Existing Imp	Real
Improvement remodeled	Real
Improvement Characteristics Modified (grade, exterior walls, physical depreciation, obsolescence, % complete, etc.)	Inflationary
Reassessment/Revaluation	Inflationary
Zoning Change	Inflationary
Accessibility/desirability Change	Inflationary
Land Use Change	Inflationary
Land Class Change	Inflationary
Covenant application accepted	Real
Covenant application denied	Real
Schedules Updated	Inflationary

When a COA Type is changed on the Assessment Reasons screen, WinGAP will sync the COA Type with reasons that have been assigned to a parcel. The user will not be required to modify each parcel to implement the change.

The second and final step involves running the growth procedure to segregate real growth and inflationary growth. Parcels in a Conservation Use or FLPA covenant have no inflationary growth calculated. For parcels not in such covenants, the procedure will check the COA reasons assigned to each parcel for their COA Type and process the change in value accordingly.

A COA Type of Inflationary will result in the difference between current value and previous value being calculated as inflationary growth. New construction will be deducted from the inflationary growth.

Real growth COA Types will result in no contribution to inflationary growth. The value difference between current and previous value will be considered as real growth. If an inflationary reason is also assigned to the parcel, a portion of the value difference may contribute to inflationary growth.

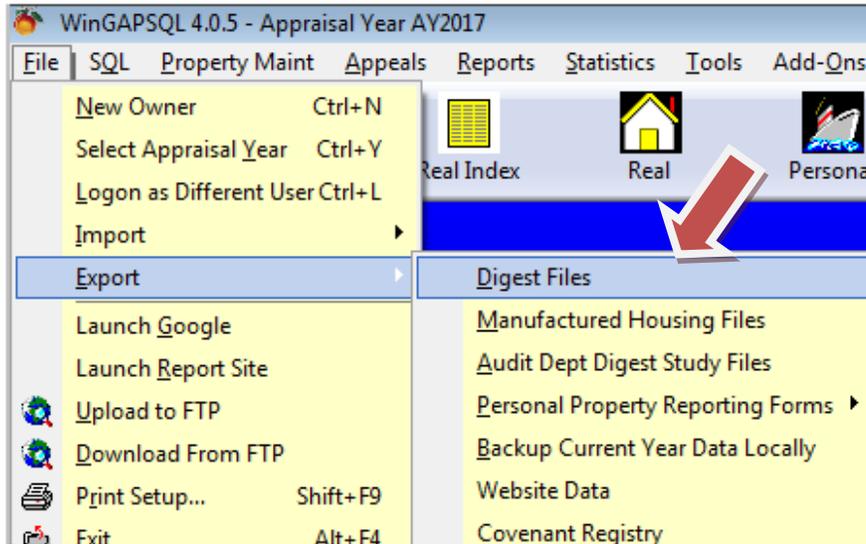
In situations where a COA reason with a Split/Combination COA Type exists on a parcel, no inflationary growth will be calculated. In addition, parcels with a zero previous value will not be assigned any inflationary growth regardless of the COA Type.

The inflationary growth per tax district will be printed as stated earlier at when the Growth option is run within WinGAP. The inflationary growth numbers will also be printed with the other Digest Submission reports.

WinGAP Administration Manual

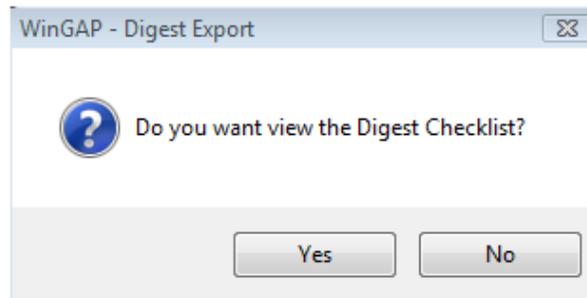
Digest Export Procedures

NOTE: If the Digest upload process is to be performed at the end of the Export Digest Files process, the computer this procedure is performed on must have an active Internet connection.



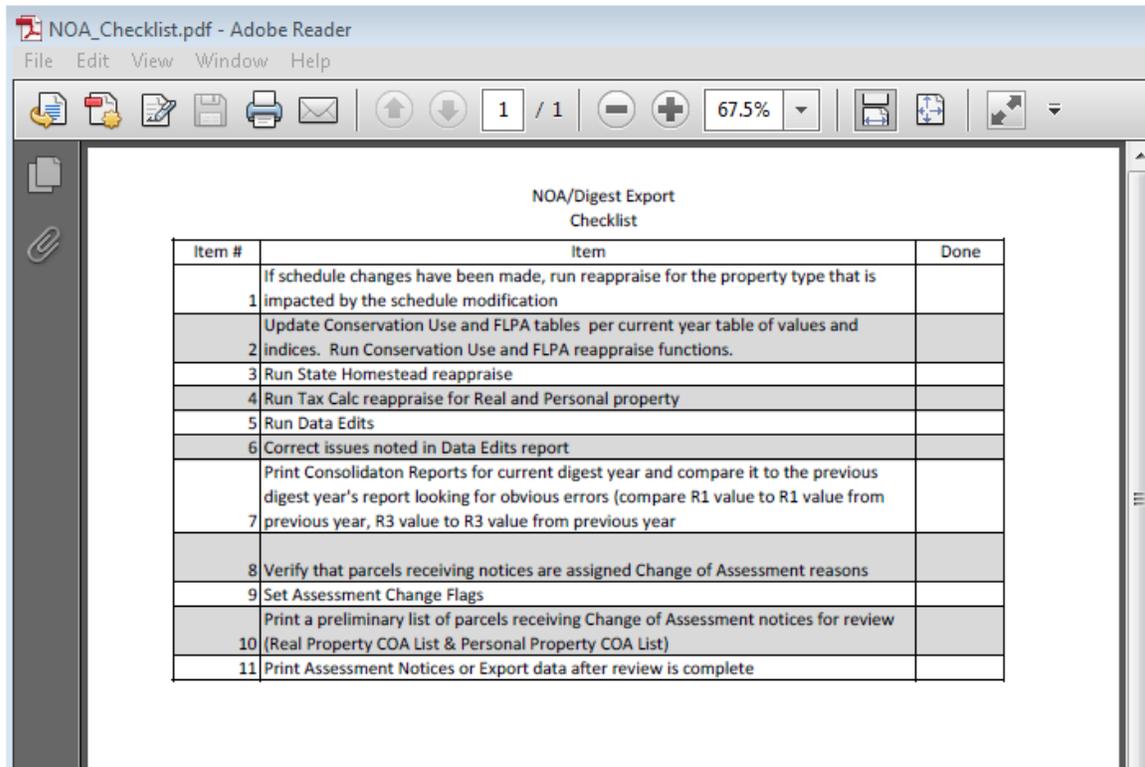
Digest Checklist

Selecting the Digest Files option on the **File > Export** menu first produces the Digest Checklist message window, below. **It is extremely important** that all of the items on this checklist be performed prior to the exporting of any digest data. If the user is not sure about this, the checklist can be viewed now by selecting the "Yes" option.



The Digest Checklist will appear, as shown on the next page.

WinGAP Administration Manual



Here is additional information on each item in Digest Export checklist.

- 1) Check for schedule changes and make sure the appropriate Reappraise has been run (**Tools > Re=Appraise**).
- 2) Update Conservation Use and FLPA schedules with the current year table values and indexes. Run Conservation Use and FLPA Reappraise (**Tools > Re=Appraise > Real Property**)
- 3) Run State Homestead Reappraise (**Tools > Re=Appraise > Real Property**).
- 4) Run Tax Calculations Reappraise (**Tools > Re=Appraise > Real Property**).
- 5) Run All Data Edits (**Tools > File Maintenance > Data Edits**).
- 6) Correct any issues found when running Data Edits.
- 7) Print Consolidation Reports (**Reports >> Administration >> Consolidations**) for current digest year and compare it to the previous digest year's report looking for obvious errors (compare R1 to R1, R3 to R3, etc.).
- 8) Make sure that parcels receiving notices are assigned Change of Assessment Reasons.
- 9) Set Assessment Change flags (**Reports > Assessment Notices Reports > Set Flags for Assessment Notices**).
- 10) Print a preliminary list of parcels receiving Change of Assessment Notices for review (**Reports > Assessment Notices Reports > Real Property COA List and Personal Property COA List**).
- 11) Print Assessment Notices or Export Data after review is complete.

WinGAP Administration Manual

Exporting Digest Files

Closing the Digest Checklist window or selecting the "No" option on the Digest Checklist message will begin the digest export process that allows the user to create the text files that are sent to the tax digest service bureaus for creation of the tax digest. The first screen that appears is called the Digest Export form, seen below. The Form has two defaults:

- All Tax Districts
- Include Personal Property Accounts under \$7501

If these are not the correct options, the All Tax Districts checkbox can be unchecked and a single Tax District selected by clicking on the Tax District combo box at the top of the Form. One of these options, either an individual Tax District, or all Tax Districts, **MUST** be selected in order for WinGAP to proceed. Also, if Personal Property Accounts under \$7501 should NOT be included in the Digest Export, that checkbox should be unchecked as well.

At the bottom of the Digest Export form are the fields Server Export and WS Export. These fields **MUST** have the correct export paths defined in them. If these fields are blank, do not run the Export process, and contact WinGAP OnLine Support for assistance with this issue. Normally these paths do *not* need to be changed, however, the fields are available for editing just in case.

WinGAP - Digest Export AY2017

Tax District

All Tax Districts Include accounts less than \$7501

Owner

Personal

Inventory

Real

Accessory

Commercial

CUV

Land

Residential

Sales

Reason

Appeals

FLPA

Taxes

Stop

TAB Delimited

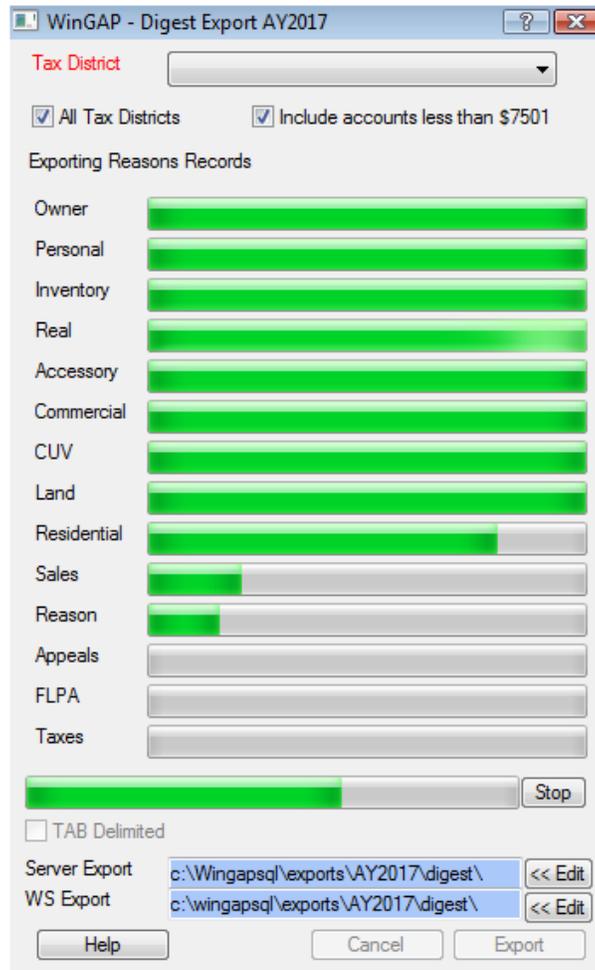
Server Export c:\wingapsq\exports\AY2017\digest\ << Edit

WS Export c:\wingapsq\exports\AY2017\digest\ << Edit

Help Cancel Export

WinGAP will "export" the data and create the digest files in the appropriate WinGAP data directory. Various progress bars will appear, as seen on the next page, as the files are created. Once the Export process begins, the Cancel Button is disabled and the user cannot abort the process.

WinGAP Administration Manual



WinGAP - Digest Export AY2017

Tax District

All Tax Districts Include accounts less than \$7501

Exporting Reasons Records

Owner

Personal

Inventory

Real

Accessory

Commercial

CUV

Land

Residential

Sales

Reason

Appeals

FLPA

Taxes

Stop

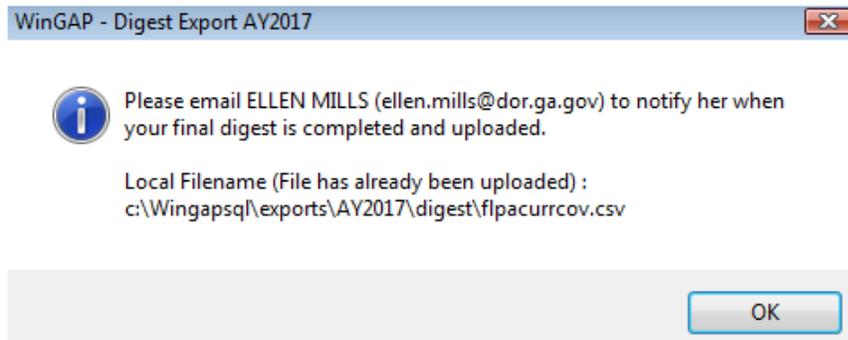
TAB Delimited

Server Export << Edit

WS Export << Edit

Help Cancel Export

During the Digest Export process, a message will appear, superimposed over the Export form, informing the user that the a spreadsheet file (flpacurrcov.xls) had been uploaded to the County's folder on the WinGAP FTP site. The spreadsheet contains the FLPA Covenants that were added during the digest year. This file is also located in the temp\digest folder. The data in the file will be used to create the State registry for FLPA Covenants.



WinGAP - Digest Export AY2017

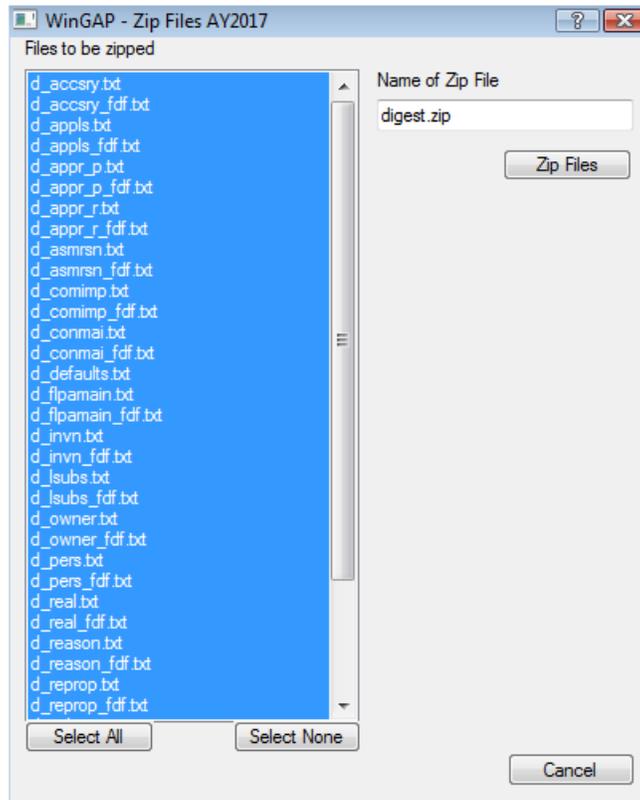
 Please email ELLEN MILLS (ellen.mills@dor.ga.gov) to notify her when your final digest is completed and uploaded.

Local Filename (File has already been uploaded) :
c:\Wingapsq\exports\AY2017\digest\flpacurrcov.csv

OK

Clicking OK on the message will complete the Export process and produce the Zip Files form, as seen on the next page.

WinGAP Administration Manual



All of the digest text files will be pre-selected and highlighted in blue. Unlike previous versions of WinGAP, it is no longer necessary for the user to select the files. Files that are not to be zipped can be unselected by holding the Ctrl key down and clicking on the file.

Note: If the user accidentally deselects ALL of the files, they can be re-selected in one of three ways:

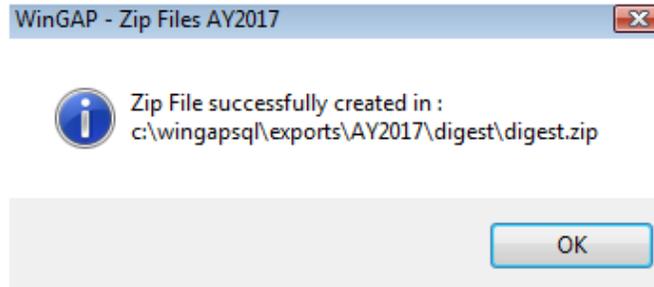
- The user can click the **Select All** button to select all of the files in the list box.
- The first file in the list can be selected by left clicking on it with the mouse, The user can then locate the last file in the list, hold the Shift key down, and then click on the last file with the left mouse button
- The Ctrl Key can be held down and each individual file can be selected by clicking on it with the left mouse button.
- If an incorrect selection is made, the **Select None** button will deselect the files that have been selected

Once the desired file selection has been made, the user should click the **Zip Files** Button to zip the files.

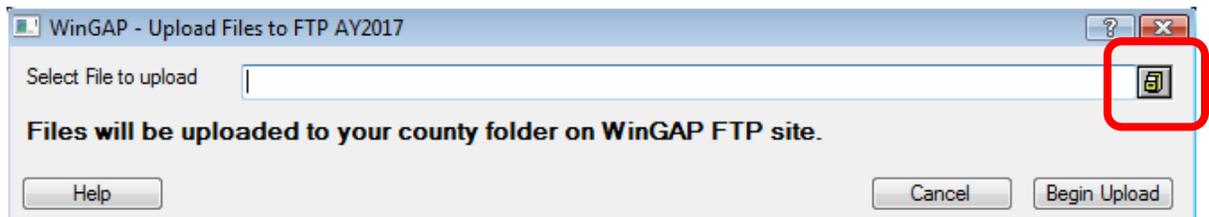
Note: Prior to zipping the files, the existing digest.zip file will be renamed to digest_ + date of file + time if file + .zip. The digest.zip file will continue to be the file that should be uploaded.

WinGAP Administration Manual

Once the files are "zipped", the Zip File creation message window, below, will appear, and the user should note the location of the Zip file that was created.

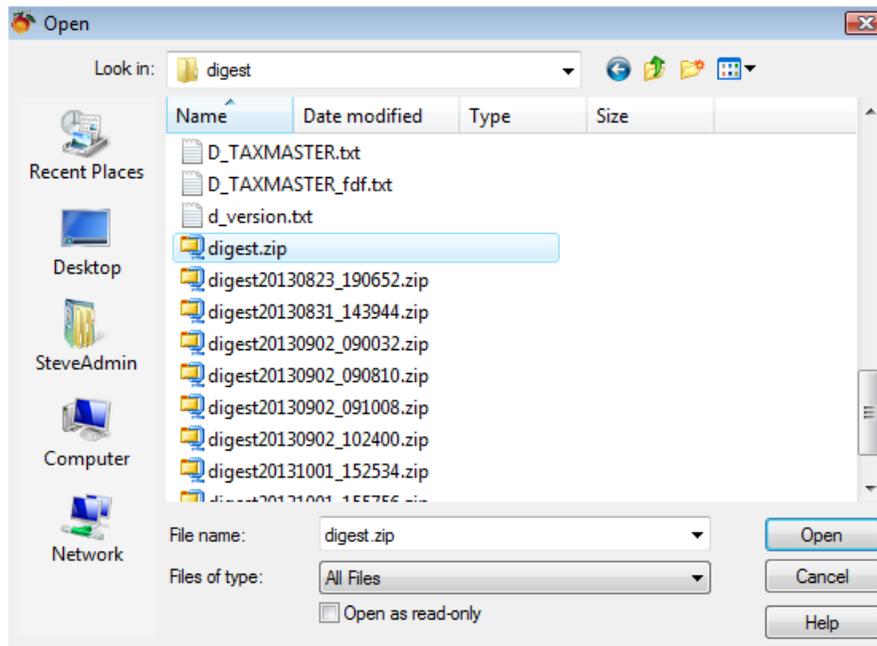


The OK Button on the this message window should now be clicked to return to Zip Files form, where the Cancel button should be clicked. This will produce the Upload Files to FTP Form, as seen below.

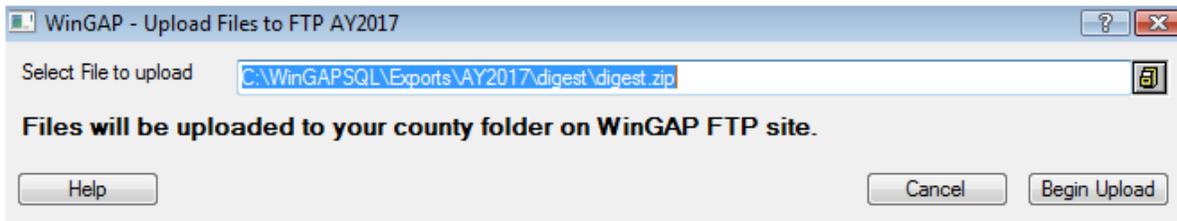


The Digest Upload Form greatly simplifies the process of delivering the digest files to the County's tax digest service bureau. There is no longer any need to copy the files to tape, diskette, or CD-ROM. All of the service bureaus used by WinGAP Counties can download the digest files from the WinGAP FTP site.

To upload the digest files, the user should click the **Browse** button to the right of the Select File field, as indicated above. This will produce the Open dialog box, below, which defaults to the Digest Folder that was created during the Digest Export process. The user should locate and then click on the **digest.zip** file to highlight it, then click the Open button, as seen below. This will place the file along with its complete path in the Select File to Upload field on the Upload Files to FTP, as seen on the next page.



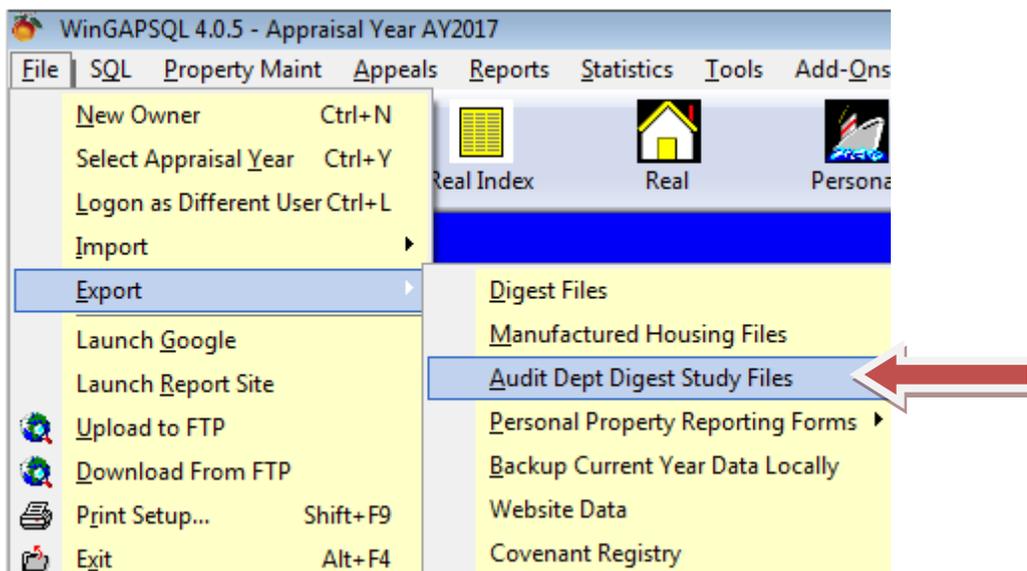
WinGAP Administration Manual



The user should then click the **Begin Upload** button, and the file will be uploaded to that County's folder on the WinGAP FTP site. Various messages will display as the file is uploaded. The user will be informed if the upload was successful, and returned to the Upload Files to FTP form. The **Cancel** button on this form can be clicked to return to the main WinGAP Screen. After the file is uploaded, the County should call or email their digest service bureau and inform them that the file has been uploaded, and email Ellen Mills at the Local Government Services division at DOR and let her know that the final digest has been uploaded.

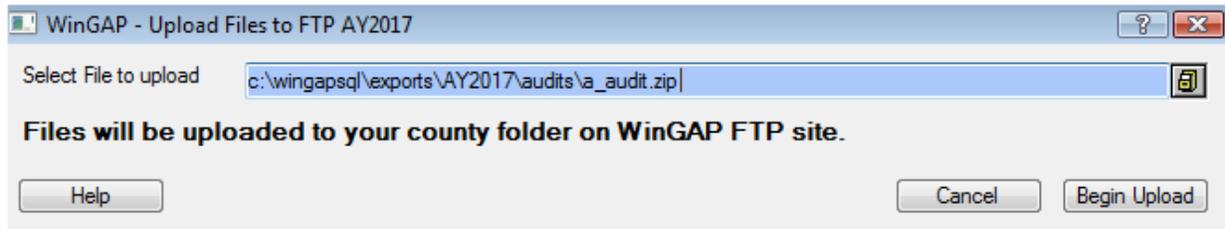
NOTE: The Digest Export routine accommodates HB 380 which states that, when possible, a tax bill shall be sent to the owner as of Jan 1 and to the current owner. The Digest Export routine will search all New Owner and Future records for ownership changes, and when different from the Live Owner information, it will place the New Owner or Future Owner data in the d_real digest file. New Owner data will take precedent over Future Owner data.

Audit Department Digest Study Files

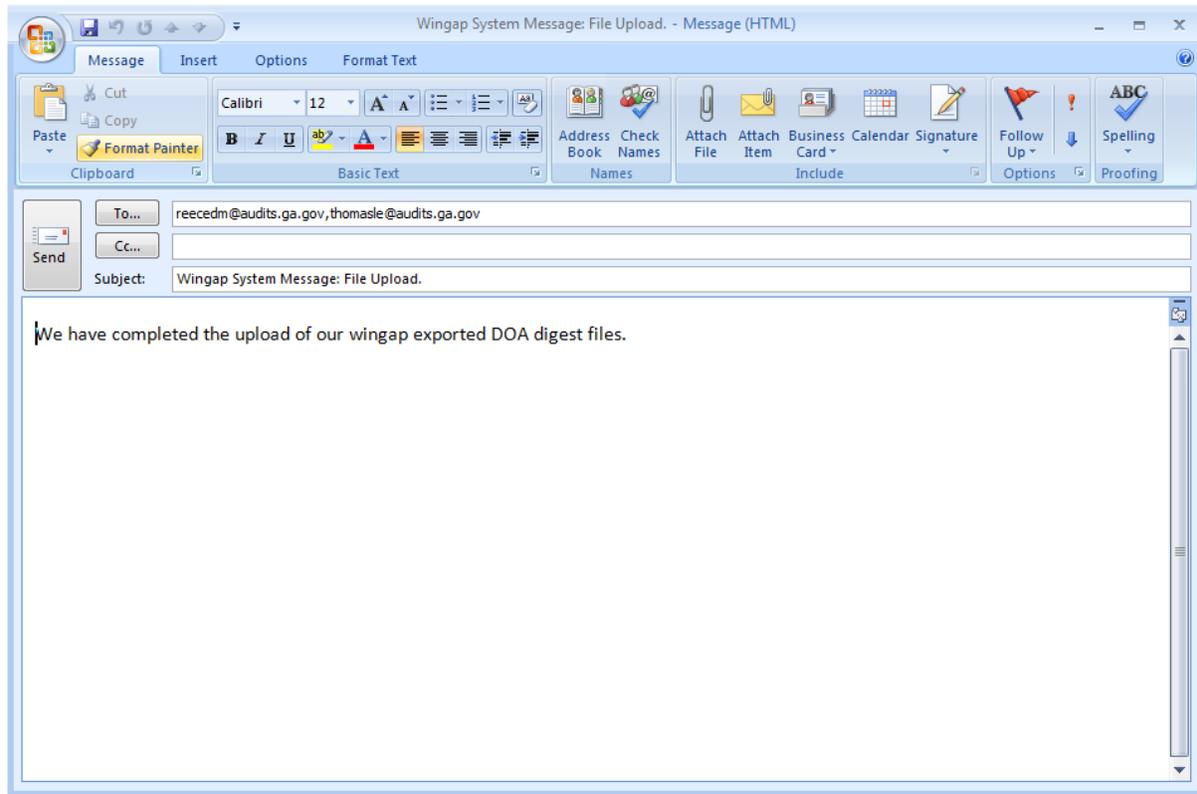


The third option on the Export sub-menu will produce the Audit Department Digest Study Files. Clicking this option displays various messages and then produces the Upload Files to FTP Form, as seen on the next page.

WinGAP Administration Manual



As opposed to the other Digest upload procedures, the user does not have to navigate to the file and select it; the Audit Department Digest File is already selected for upload. The user should click the **Begin Upload** button, and the file will be uploaded to that County's folder on the WinGAP FTP site. Various messages will display as the file is uploaded. The user will be informed that the upload was successful, and returned to the Upload Files to FTP form. The **Cancel** Button on the form is clicked at this point, which will launch the County's default email program, as seen below.



The user should click the Send Button on the email form to notify the Audit Department that the Audit Department digest files have been uploaded. Once this is done, the user will be returned to the main WinGAP Screen.

WinGAP Administration Manual

Performing WinGAP Version Updates

WinGAP updates are required throughout the year. The updates contain “fixes” for reported issues and new features that have been added to WinGAP. An email is sent to all WinGAP users with notification that an update is ready for installation. Below is an example of a typical update email notification.

Patch 4.0.4.120

Tracy Thomas [atthomas@wingap.net]

Sent: Thu 6/27/2013 10:31 AM

To: 'Bill McWhorter'; 'Danny Womack'; 'Debbie Griggers'; 'Jeanne Logue'; 'Joe Wright'; 'Kim Bryant'; 'Knight, Keith E'; lmgriggers@gmail.com; Lynn Bentley; 'Marchese, Michael A'; 'Melanie Oglesby'; 'Nancy A. Greer'; 'Teri Wodzisz'; Thurmond, Linda; Walker County TAO

Cc: Steve Burnette; Al Deen; Grant Hilton; 'Gregg Reese'; Kenny Colson; Mark Lovett; mloyd@wingap.net

Good morning!

I have received a new patch this morning and have uploaded it to the website, 4.0.4.120. This patch repairs a flaw in the digest export process that recently crept into the program in a recent build. The flaw was D_REAL exports were not always correctly updated. Build 120 fixes that bug.

Other changes included in this build:

1. Digest Export – corrected bug whereby D_REAL data was not properly exported. (4.0.4.113)
2. Real Property General Information – removed blinking “renewal” feature. The word RENEWAL will not appear as static text. (4.0.4.114)
3. Reports: Consolidation – when using the CHOOSE REPORT treeview to select digest consolidations, the correct dialog will now display that allows the users to correctly run the consolidation, exactly as it does when the user selects consolidations from the Reports Menu. (4.0.4.120)

We have also included a new link on the [updates](#) page I will try to keep current as well, the new link contains the complete [Wingap](#)SQL Installer (MSI) that should be used when setting up a new PC for the first time. We are always available on OLS to assist with this, but some of you have asked for this in the past so I’m happy we’ve finally added it.

4.0.4.120: [Full Install](#) for New PCs Only (June 27, 2013)

This is a *PATCH* - no strucfix required.

Tracy Thomas

atthomas@wingap.net

(404)831-0158 (Phone/SMS)

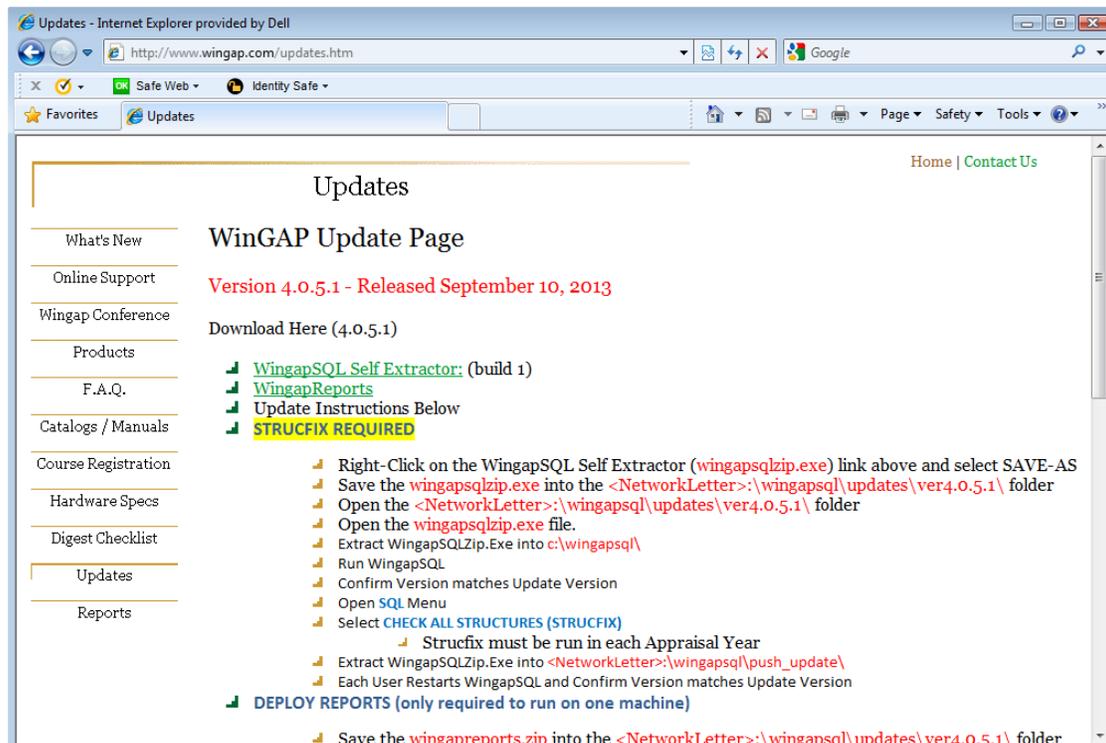
Live [Wingap](#) Support: http://www.wingap.com/online_support.htm

WinGAP Administration Manual

The user should follow the instructions in the email and navigate to the WinGAP homepage, as seen below, then click on the Updates link on the left of the page.



Clicking the Updates link takes the user to the Updates page.



WinGAP Administration Manual

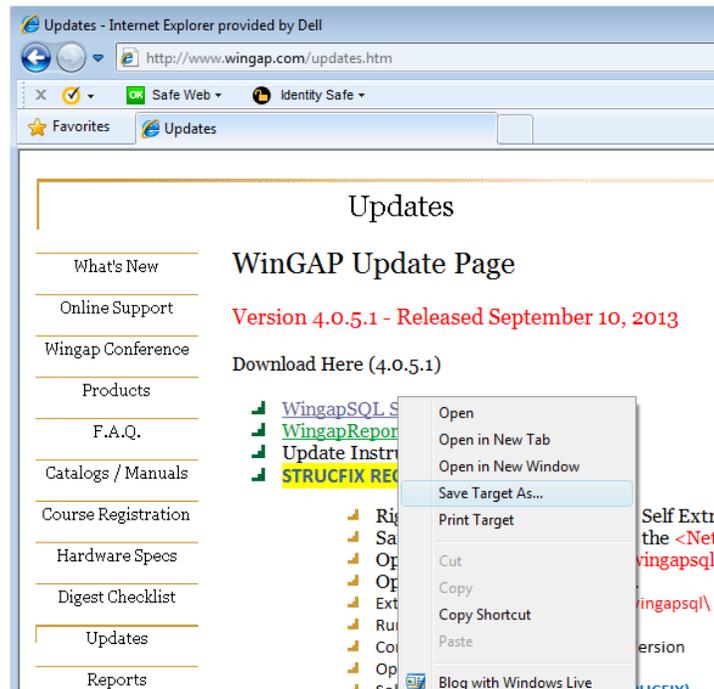
There are several steps to updating WinGAP.

- Download and install the WinGAPSQL executable file
- Run Strucfix in all Appraisal Years
- Download and Deploy the new Reporting System RDLs

Each of these steps is explained in detail below.

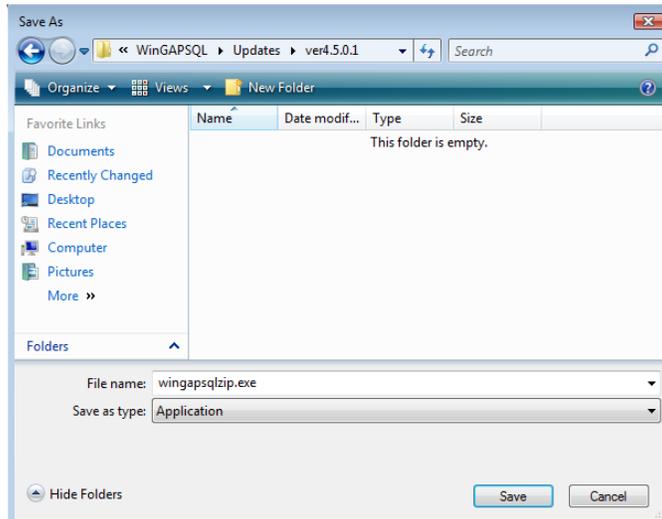
Download and Install the WinGAPSQL executable file

Right – click on the WinGAPSQL Self Extractor link, and then click on Save Target As...

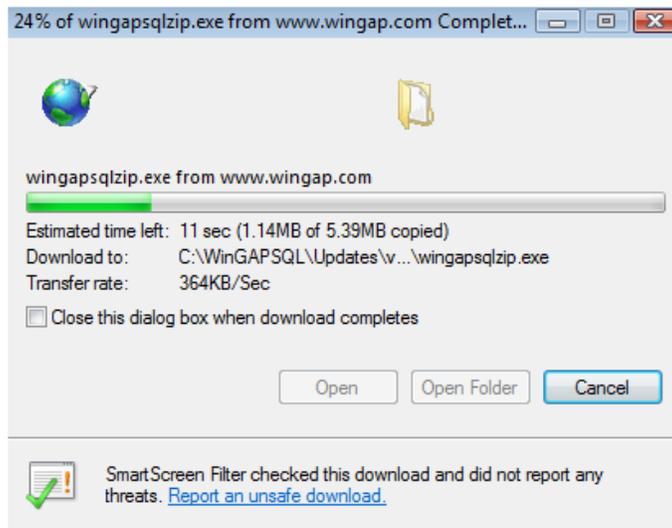


This will produce the Save As window, next page. The User should Navigate to the <NetworkLetter>: \\wingapsq\updates\ver4.0.5.1\ folder and click Save. If the ver4.0.5.1 folder does not already exist, it can be created on the Save As form. Once the folder exists, save the wingapsqlzip.exe into this folder by clicking the Save button.

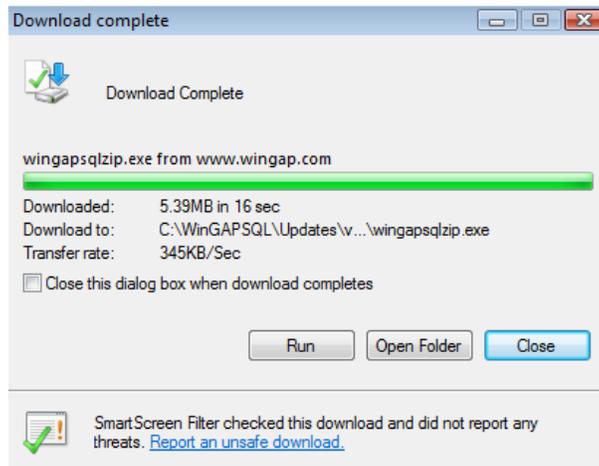
WinGAP Administration Manual



The download progress form should appear. On a broadband connection, the download will only take a few seconds.

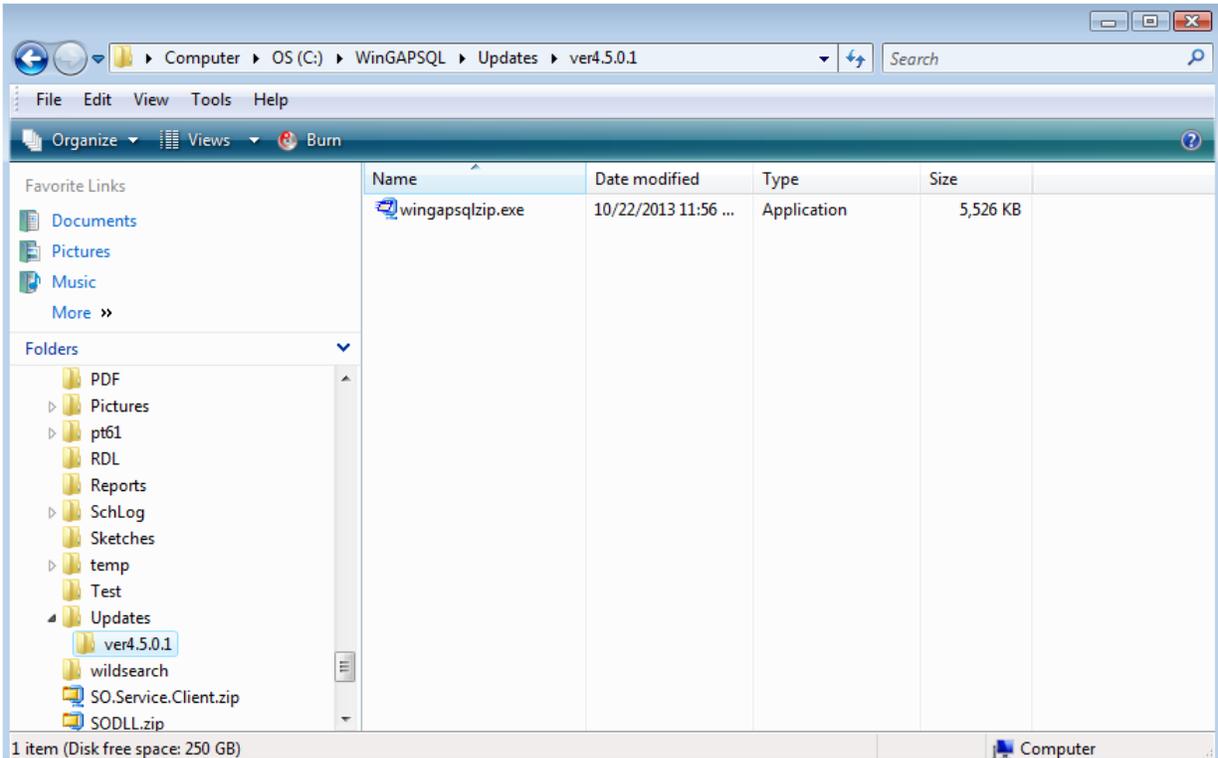


When the download is finished, the user should click Close.

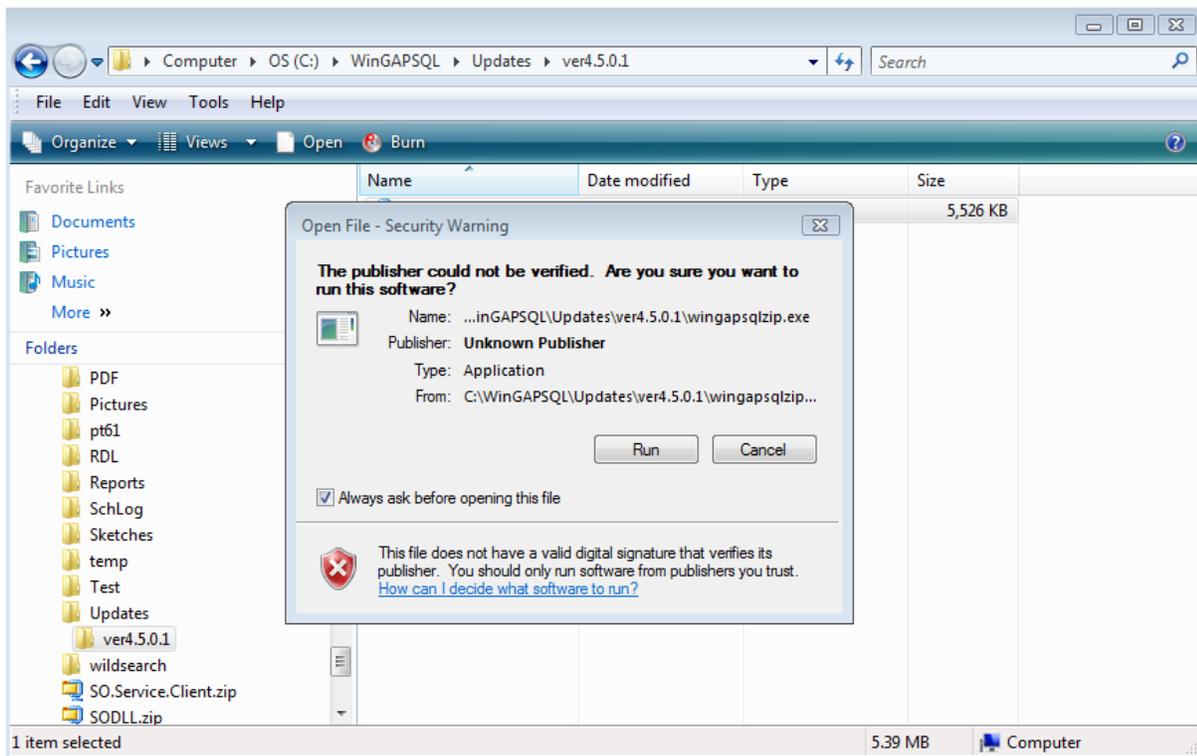


WinGAP Administration Manual

Using Windows Explorer, navigate to the folder where the file was just downloaded.



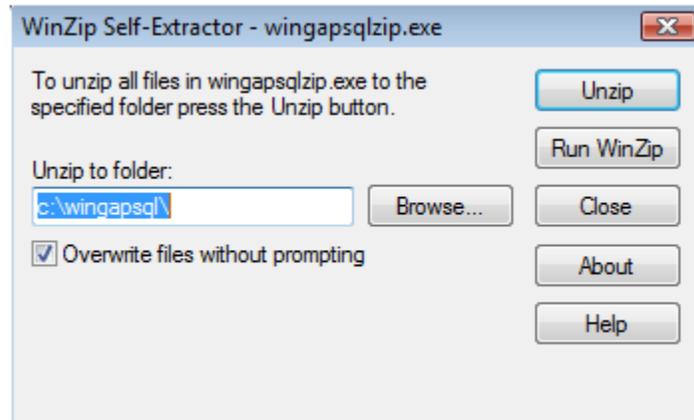
Double click the self-extracting exe. The user may receive a security warning, if so, click Run (it is safe).



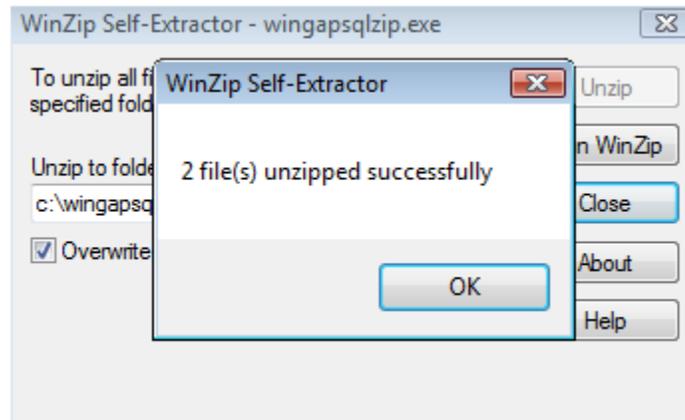
WinGAP Administration Manual

The unzip window will appear. The unzip to folder location will default to the correct location. If not, browse to the correct WinGAPSQL folder. The user should then click the Unzip button.

Note: all users must be out of WinGAP for the new WinGAPSQL exe to overwrite the existing exe.



The user should receive the message that two files have unzipped. The two files are the new WinGAPSQL executable file and the WinGAPSQL version changes file.

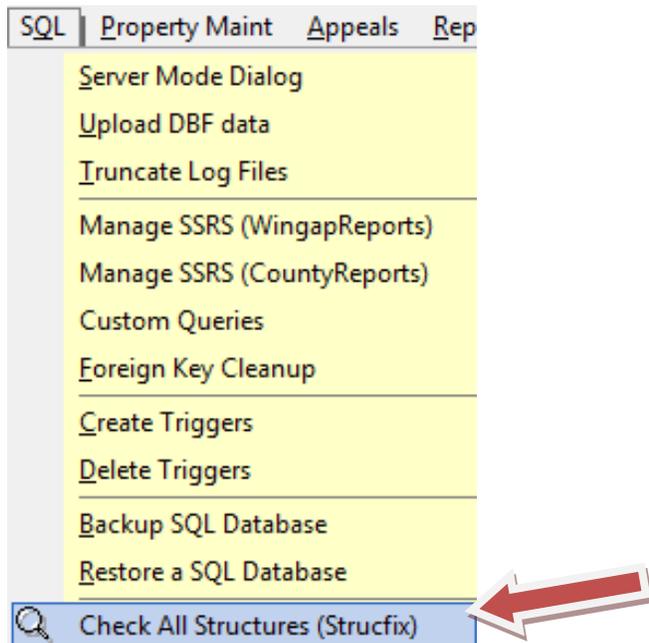


Clicking OK on the message will return the user to the Self-Extractor form, where Close can be clicked to exit the form. The user should then run WinGAP, and check the Version Number to make sure it matches the one on the website. In this example, it should be Version 4.0.5.1. The Version number displays in the Status Bar of WinGAP, next page.



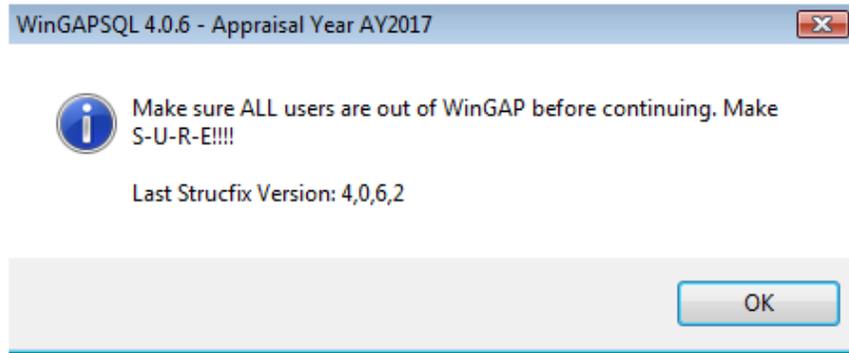
Run Strucfix in all Appraisal Years

The update page will mention if a strucfix is required. If it is, this is accomplished on the SQL Menu.

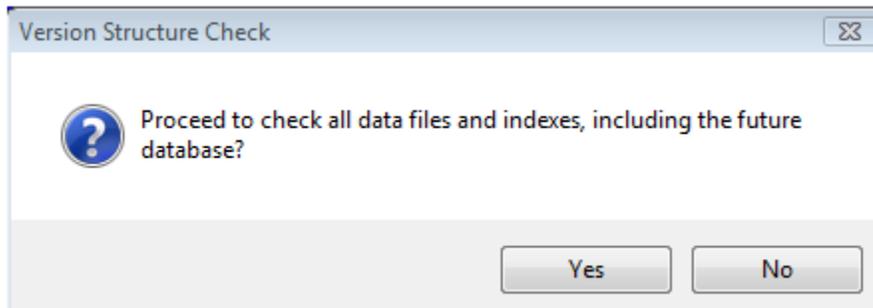


WinGAP Administration Manual

Clicking this option on the SQL menu produces several messages. The first message lets the user know that all other users must be out of WinGAP, and it also shows the last version that strucfix was run from. If the versions are the same, the user has already strucfixed with this version. OK should be clicked to proceed.



Yes should be clicked on the next message to proceed with the strucfix process. If the strucfix process is up to date, the user should click No. Also, if there is a Future appraisal year in place, the message will remind the user that strucfix will run twice, once for the current year, and once for the future year.



Various messages will display as the strucfix process is run. The user should click OK on the Strucfix completed message to return to the main WinGAP screen.

Note: running strucfix only updates the table structures in the appraisal year it is run. The user must switch to the other appraisal years by using the File > Select Appraisal Year option and then run strucfix in every appraisal year.

WinGAP Administration Manual

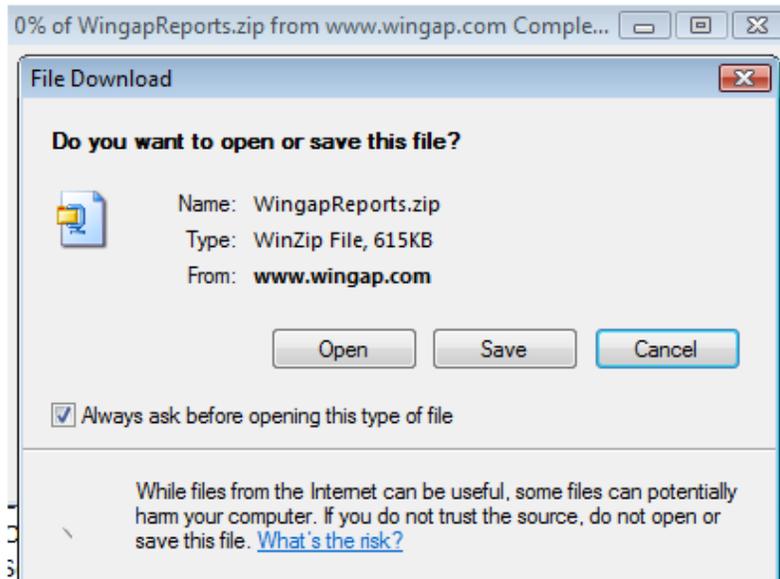
Download and Deploy the new Reporting System RDLs

The user will need to download and deploy reports with each update. The Updates page lists the instructions for doing this.

The screenshot shows a web page with a navigation menu on the left and a main content area. The navigation menu includes links for Products, F.A.Q., Catalogs / Manuals, Course Registration, Hardware Specs, Digest Checklist, Updates (highlighted), and Reports. The main content area contains a list of instructions for updating WingapSQL and deploying reports. The instructions are as follows:

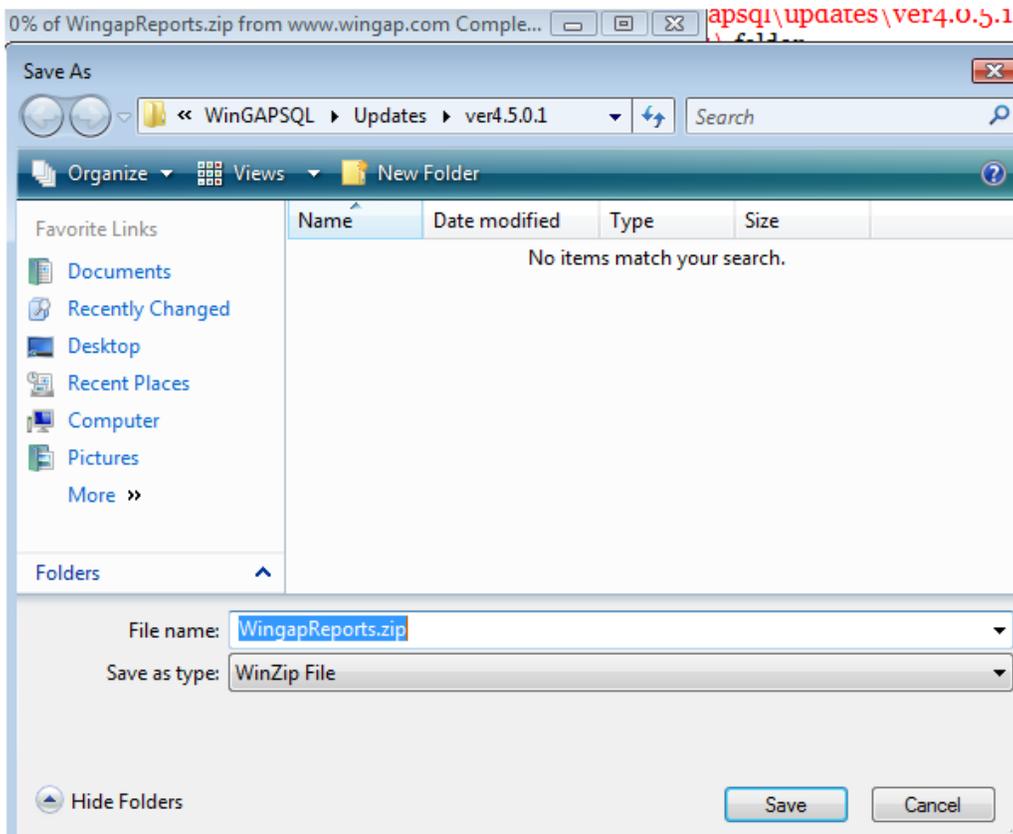
- WingapSQL Self Extractor: (build 1)
- WingapReports
- Update Instructions Below
- STRUCFIX REQUIRED**
 - Right-Click on the WingapSQL Self Extractor ([wingapsqlzip.exe](#)) link above and select SAVE-AS
 - Save the [wingapsqlzip.exe](#) into the <NetworkLetter>:\wingapsql\updates\ver4.0.5.1\ folder
 - Open the <NetworkLetter>:\wingapsql\updates\ver4.0.5.1\ folder
 - Open the [wingapsqlzip.exe](#) file.
 - Extract WingapSQLZip.Exe into c:\wingapsql\
 - Run WingapSQL
 - Confirm Version matches Update Version
 - Open SQL Menu
 - Select **CHECK ALL STRUCTURES (STRUCFIX)**
 - Strucfix must be run in each Appraisal Year
 - Extract WingapSQLZip.Exe into <NetworkLetter>\wingapsql\push_update\
 - Each User Restarts WingapSQL and Confirm Version matches Update Version
- DEPLOY REPORTS (only required to run on one machine)**
 - Save the [wingapreports.zip](#) into the <NetworkLetter>:\wingapsql\updates\ver4.0.5.1\ folder
 - Open the [wingapreports.zip](#)
 - Extract Reports into c:\wingapsql\rdl
 - NOTE:** any custom RDLs should not be included in this process.
 - Open SSRS
 - Open WingapReports Project
 - In solution explorer, right click on REPORTS folder and ADD > EXISTING ITEMS
 - Browse to the c:\wingapsql\rdl folder
 - Select all items (excluding any that represent your CUSTOM REPORTS) and add.
 - Answering YES to overwrite each RDL
 - Deploy the project

The user should click on the WingapReports link, which will produce the File Download window.

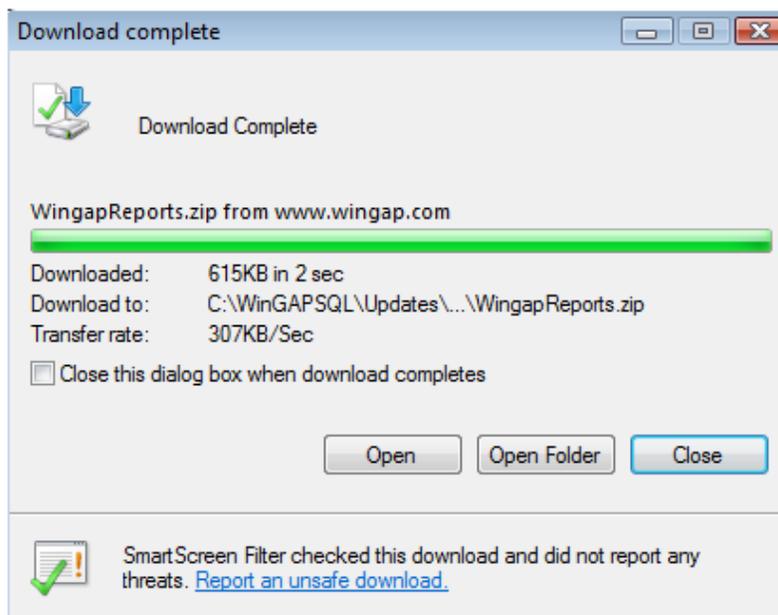


WinGAP Administration Manual

The user should click the Save button, which should default to the same location where the update executable file was saved. The user should click Save button to download the WingapReports.zip file.

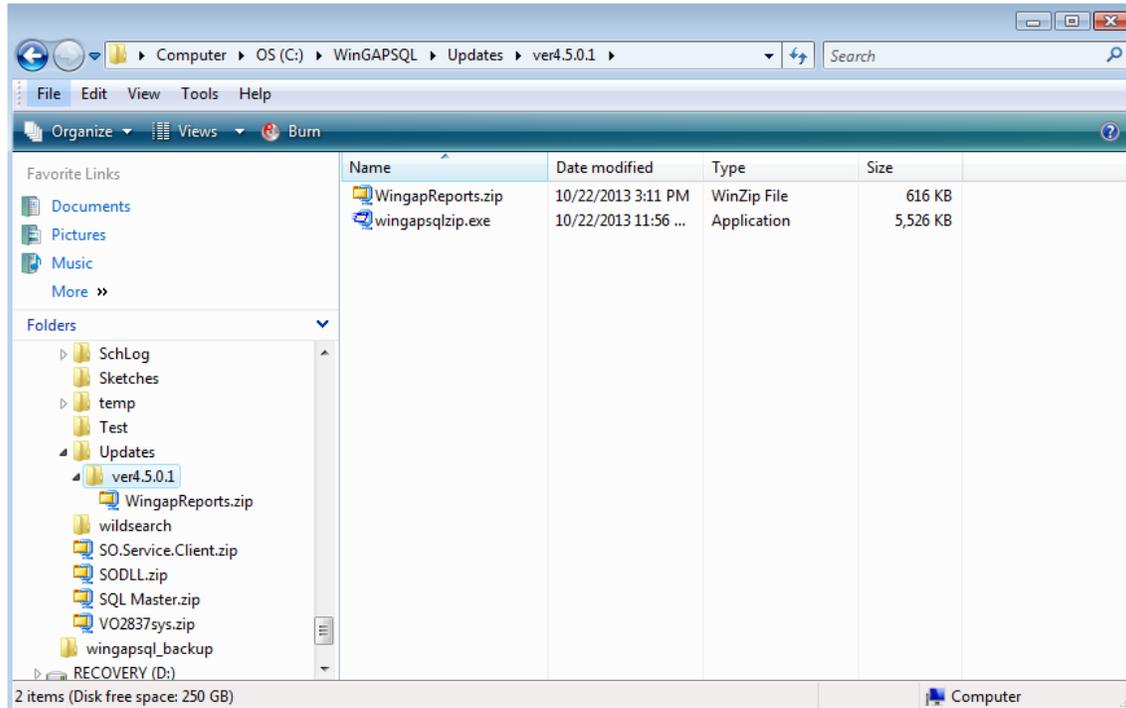


The file should download quickly and produce the Download Complete window. Click Close to finish the process.

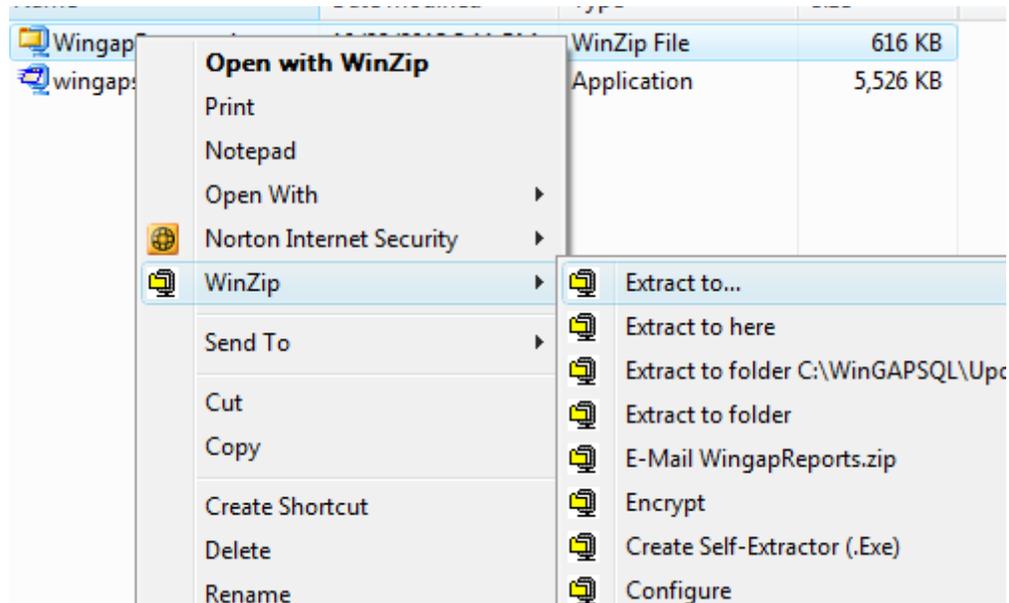


WinGAP Administration Manual

Using Windows Explorer, navigate to the folder where the file was just downloaded.

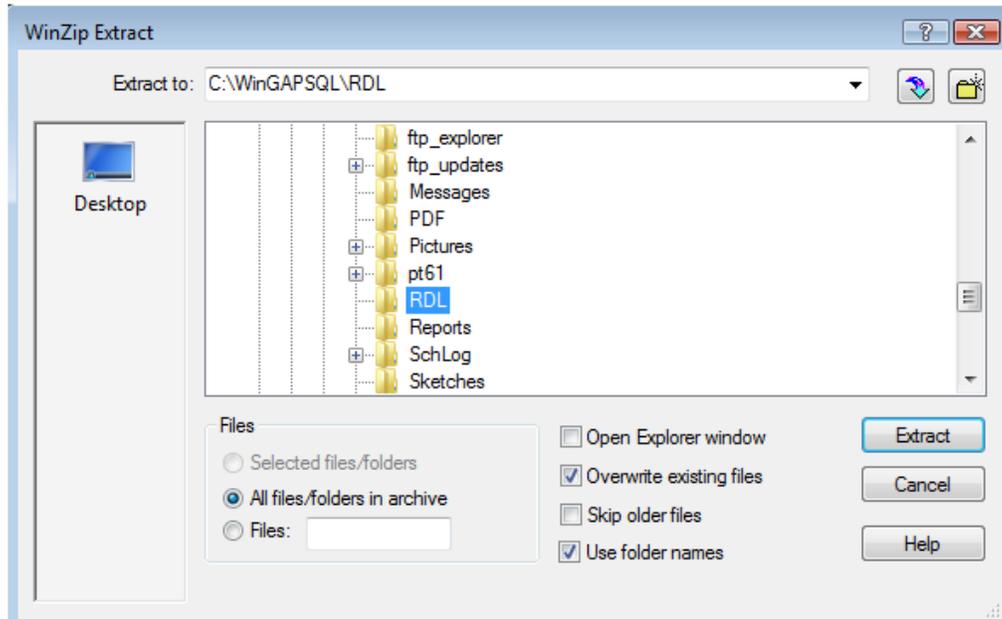


Right click the Wingapreports.zip file and select WinZip and then Extract to...



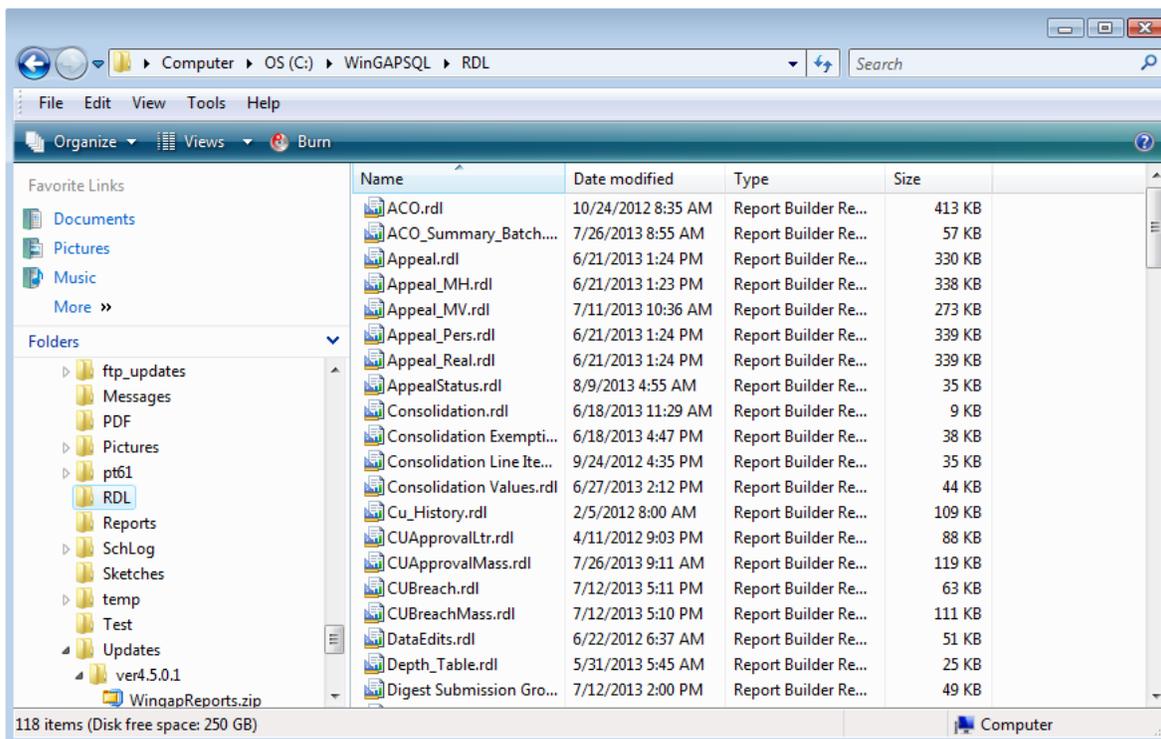
WinGAP Administration Manual

In the WinZip Extract window, select the WinGAPSQL \ RDL folder, and click Extract. Make sure the Overwrite existing files box is checked to overwrite the existing RDL files.



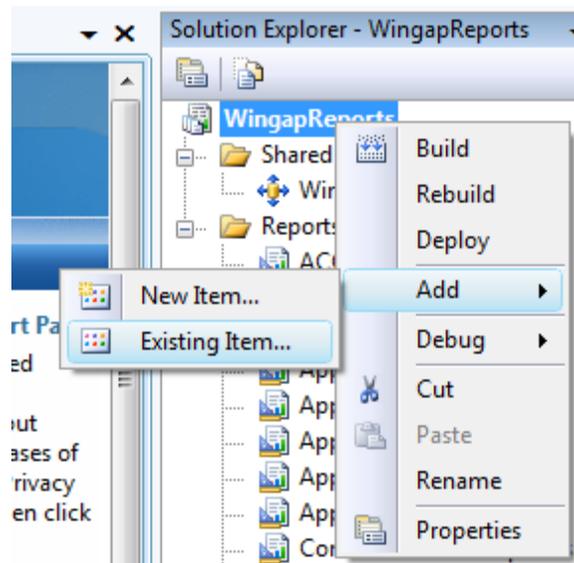
Important Note: If the County has any Custom written report files, do not overwrite those. Those RDLs will have to be updated manually to meet the requirements for any new report. Contact WinGAP OnLine Support for assistance with this.

After unzipping the file, all of the new RDLs should be present in the RDL subfolder.

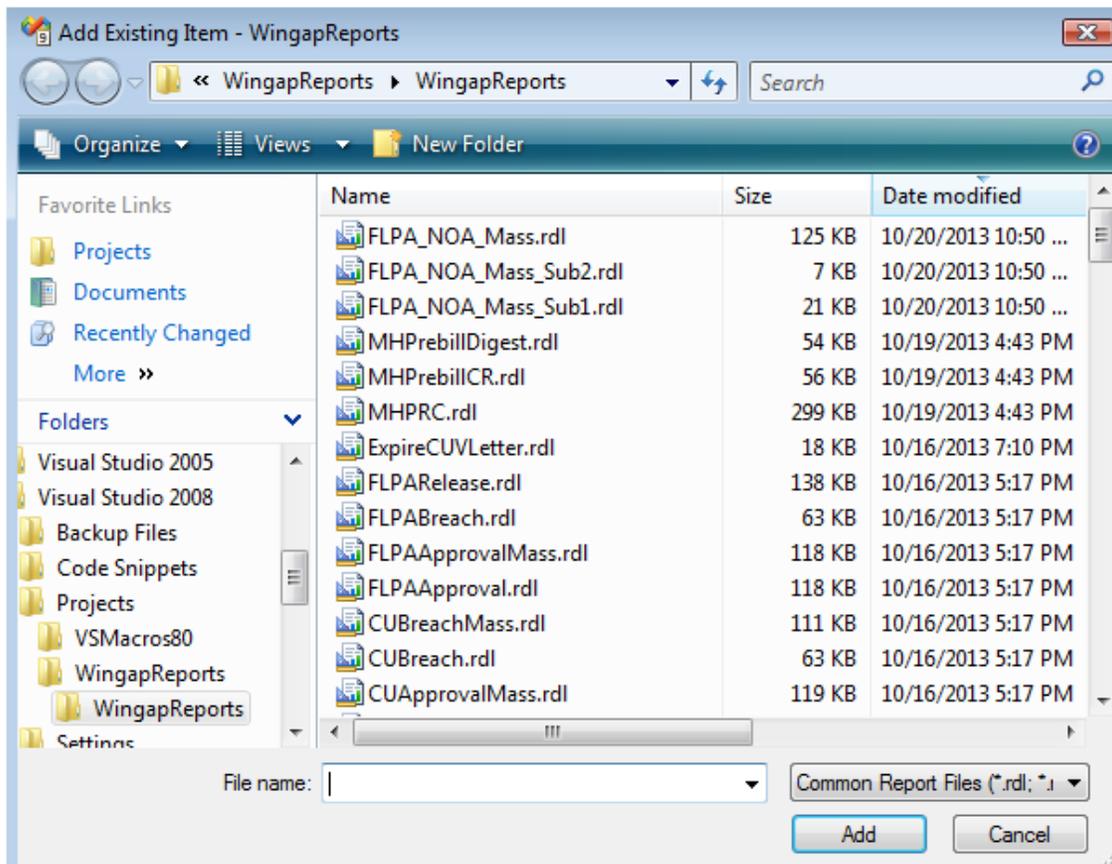


WinGAP Administration Manual

The user should now run the Solution Explorer in Visual Studio, and right click on their Reports folder, then left click on Add Existing Items, as seen below.

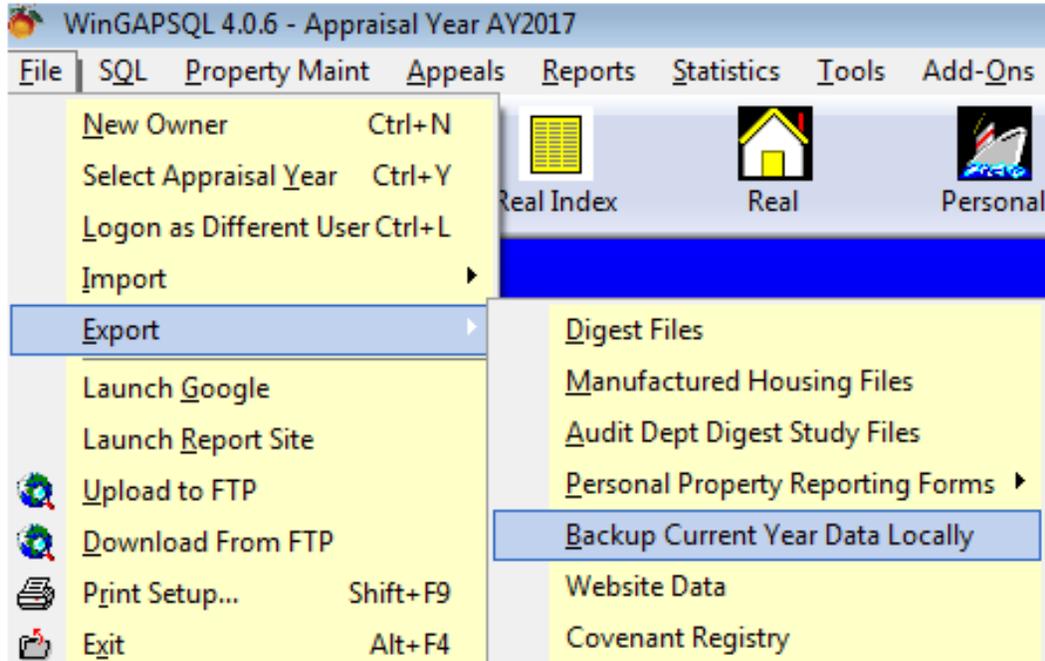


This produces a dialog window where the user should select ALL of the report items (including the Customized RDL reports for the County), and then click Add. If the user receives an Overwrite message, click Yes.



WinGAP Administration Manual

Backup Current Year Data



The fifth option on the Export submenu allows the user to backup WinGAP current appraisal year data to another folder, zip the files, and then upload them to the FTP site. This backup process could also be done for a number of other reasons:

- The user wants to make a backup of the data files prior to Online Support fixing a problem
- The user wants to make a backup of the data before using SSMS or SQLMaster to run some tests on the data
- The user wants to upload data to the WinGAP FTP site for use by a LGS support agent or for other purposes

Important: DO NOT use this Backup menu option to transfer files to the public. Confidential data has not been redacted.

Selecting this option on the Export Menu produces the Database Backup form, next page.

WinGAP Administration Manual

Database Backup

Select Databases to backup:

Select	Database	Backup Filename
<input checked="" type="checkbox"/>	ay2007	ay2007_20131022.bak
<input type="checkbox"/>	ay2008	ay2008_20131022.bak
<input type="checkbox"/>	ay2009	ay2009_20131022.bak
<input type="checkbox"/>	ay2010	ay2010_20131022.bak
<input type="checkbox"/>	AY2013	AY2013_20131022.bak
<input type="checkbox"/>	AY2014	AY2014_20131022.bak

Expires:

Password:

Compress

Zip File Loc:

Server Path:

Remote URL:

Move To:
(Leave blank if you do not require this)

Delete Original Copy of File that Moved

Notes on the Location Options:

1. Backup Filename - Can be edited on the browser. Choose something like TM_20070103.bak
2. Server Path - the exact path ON THE SERVER, as the server sees it
3. Remote URL - the URL path to the above location if doing this on a workstation
4. Leave the password and expiry date empty if not required

Shrink Log File after backup

In most cases, the defaults options should be chosen, as the screen was likely configured when your application was installed and converted from Version 3 of wingap. Notes on the options on the form are provided at the bottom of the form. The Appraisal Year that is to be backed up should be selected in the list box at the top of the form by highlighting the year in the list box and clicking in the Select checkbox, as shown on the next page. More than one year can be selected if desired.

WinGAP Administration Manual

Database Backup

Select Databases to backup:

Select	Database	Backup Filename
<input type="checkbox"/>	AY2014	AY2014_20131023.bak
<input type="checkbox"/>	AY2015	AY2015_20131023.bak
<input type="checkbox"/>	AY2016	AY2016_20131023.bak
<input type="checkbox"/>	AY2016_FUTURE	AY2016_FUTURE_20131023.bak
<input checked="" type="checkbox"/>	AY2017	AY2017_20131023.bak
<input checked="" type="checkbox"/>	AY2017_FUTURE	AY2017_FUTURE_20131023.bak

Expires: / /

Password:

Compress

Zip File Loc: C:\Users\SteveAdmin\AppData\Roaming\WinGAPSQL\Zip\

Server Path: c:\Wingapsq\BACKUPS\

Remote URL:

Move To: c:\wingapsq_backup\
(Leave blank if you do not require this)

Delete Original Copy of File that Moved

Format:

- Let SQL Svr Choose
- 512 Bytes (normal)
- 4096 Bytes

Execution Option:

- I am working on the Server
- I am working remotely

Notes on the Location Options:

- Backup Filename - Can be edited on the browser. Choose something like TM_20070103.bak
- Server Path - the exact path ON THE SERVER, as the server sees it
- Remote URL - the URL path to the above location if doing this on a workstation
- Leave the password and expiry date empty if not required

Shrink Log File after backup

Backup Close

Once all options are selected, the Backup button should be clicked. WinGAP will prompt the user, and Yes should be clicked to start the backup.

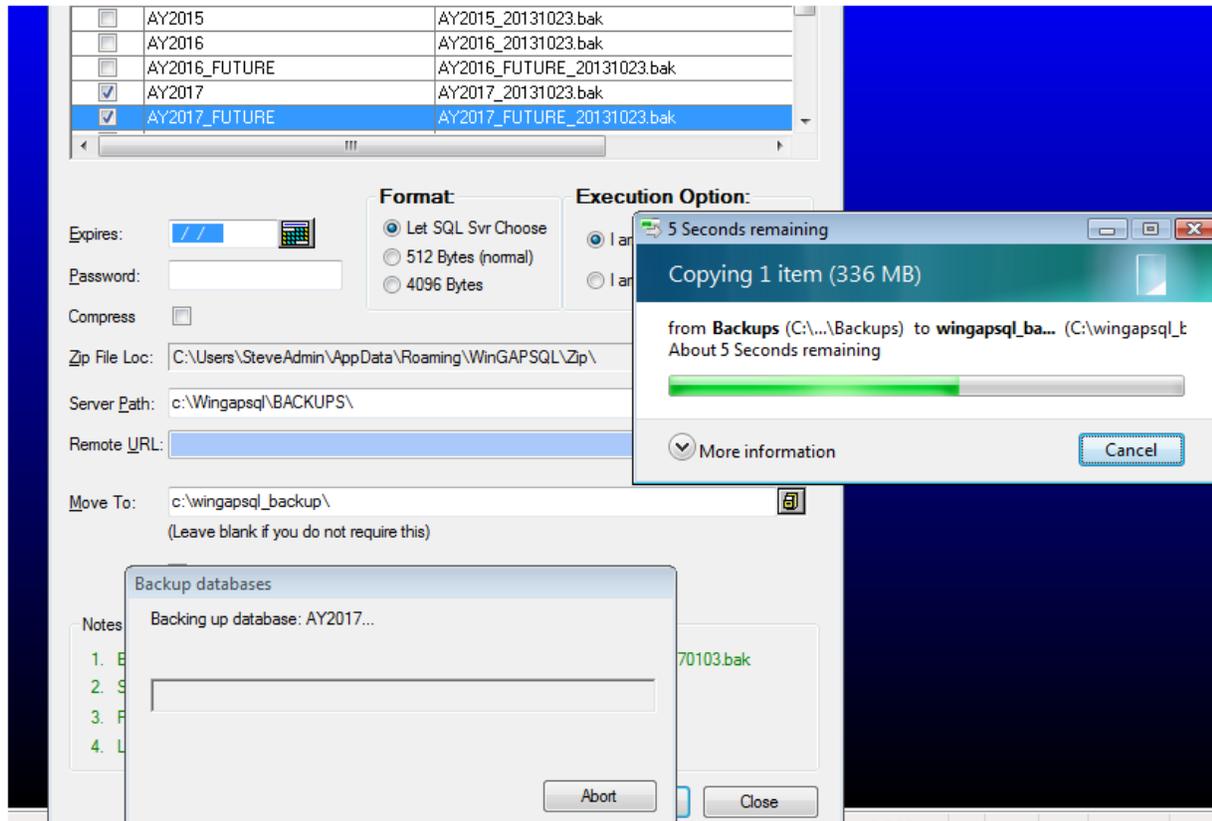
Backup Databases

Start Backup?

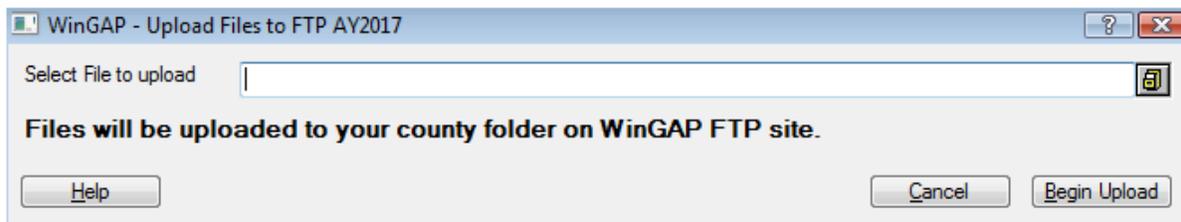
Yes No

WinGAP Administration Manual

Various messages will appear as the backup is processed.



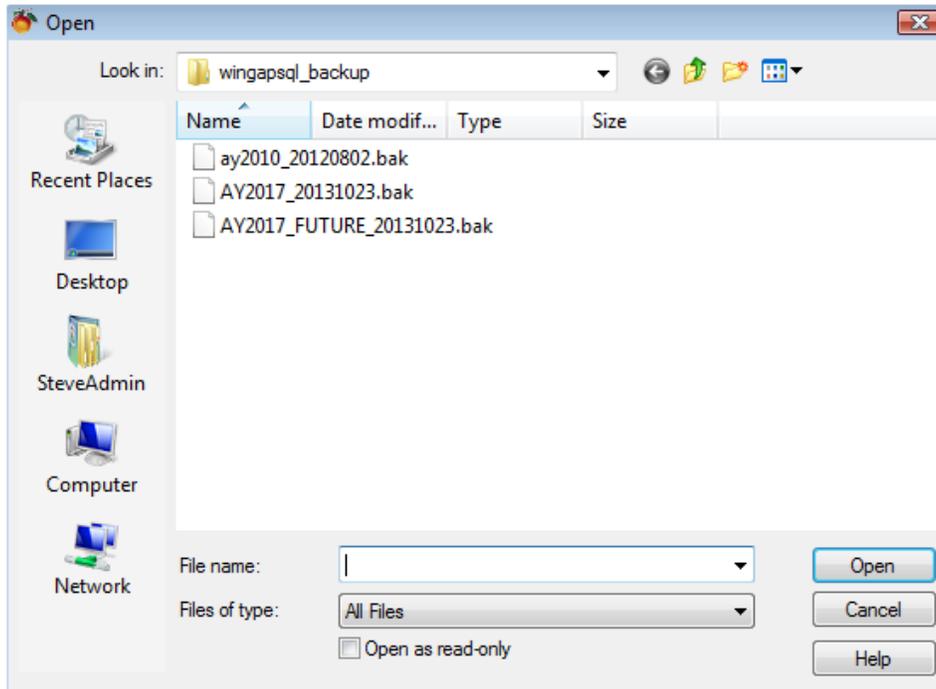
At the conclusion of the Winzip process, the Upload Files to FTP window appears, as seen below.



NOTE: If the user does not wish to upload the files, but merely make a backup, the **Cancel** button on the Upload window should be clicked to terminate the upload process.

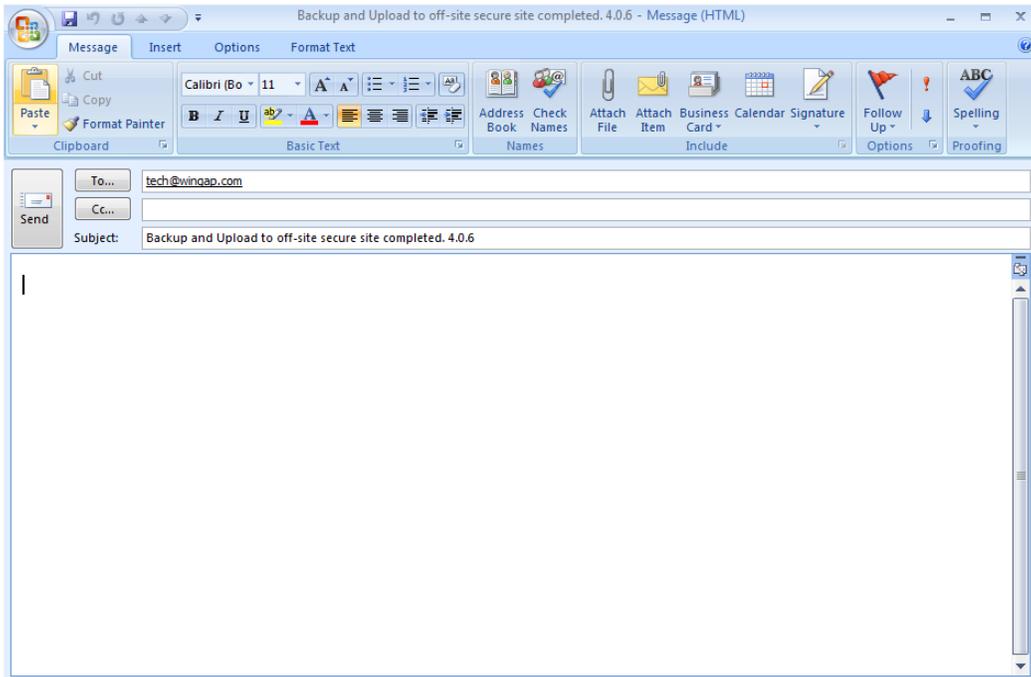
The Browse button to the right of the Select File to upload field should be clicked, and the user will be taken to the wingapsq_backup folder, as shown on the next page.

WinGAP Administration Manual



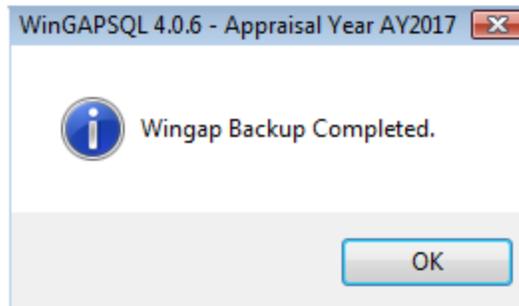
The backup file to upload should be selected, and then the user should click the Open button. The user will be returned to the Upload form, where the **Begin Upload** button should be clicked, and the file will be uploaded to that County's folder on the WinGAP FTP site. Various messages will display as the file is uploaded.

At the conclusion of the upload process the user will be returned to the Upload Files to FTP form. The **Cancel** Button on the Upload Files to FTP form can be clicked to close the Upload window. The default email client on the user's computer will run, as seen below, where an email can be sent to the appropriate party, if desired, about the files that were just uploaded.



WinGAP Administration Manual

Sending or canceling the email will produce a message that the backup was successful. OK can be clicked to return to the main WinGAP screen.



DOR Conservation Use Market Data Extraction

Note: the instructions below apply to the older version of WinGAP currently in use in most of the WinGAP counties. In the coming months, WinGAPSQL will have this routine built into a Menu item to facilitate the process of extracting this data.

In an effort to facilitate the gathering of information for the annual Conservation Use Market Study, a routine has been developed that will extract market information from your WinGAP data and with the FTP Upload function in WinGAP, provide you a means of uploading the data to the ftp site. Parcel data will be extracted for parcels with 25 acres or more with a digest class of Ag, Pref, Consv Use or Environmentally Sens and a FM or LM sale that occurred in 2007 or 2008.

The extraction and uploading to the FTP site should take only a few minutes and does not require that users be out of WinGAP. The routine must be run on a computer that has the WinZip Command Line installed in c:\program files\winzip. The routine will check for the WinZip installation and inform you if the file does not exist.

If you performed the extraction last year, you will already have the routine (dor_cuv.prg) loaded on your system. You can proceed to Step 5 in the instructions below. If you did not perform the extraction last year or you receive a message that the file is not found when you execute Step 7 below, you will need to proceed with the full set of instructions beginning with Step 1.

To download the routine, run the routine and upload the data, follow the steps below:

1. Go to <http://www.wingap.com/catalog.htm/>.
2. Scroll down the page until you find the item "new" WinGAP dor_cuv Extraction Routine.
3. Click on the item and save the dor_cuv.prg into your current appraisal year folder (2009 or 2010).
NOTE: If a left click opens what appears to be a text file, close the file. Then right click on the item and select the menu option Save Target As.
4. Download the dor_cuv.prg into your current appraisal year folder (2009 or 2010)
5. Run Fox

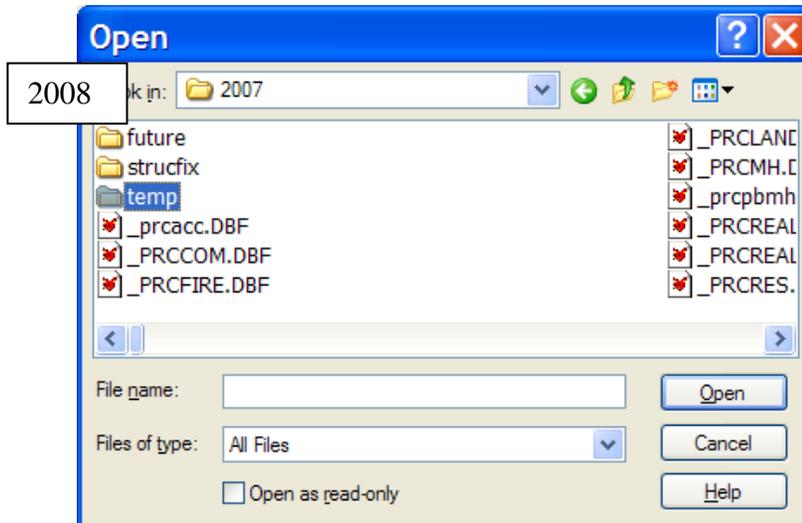
WinGAP Administration Manual

- Cd 2009 or cd 2010 (whichever folder is your current appraisal year)
- Do dor_cuv
- Follow the prompts
- Quit
- Run wingap
- Run the File >> Upload to Ftp ... menu option
- Click the Browse button at the end of the Select File to Upload field

The Browse Button



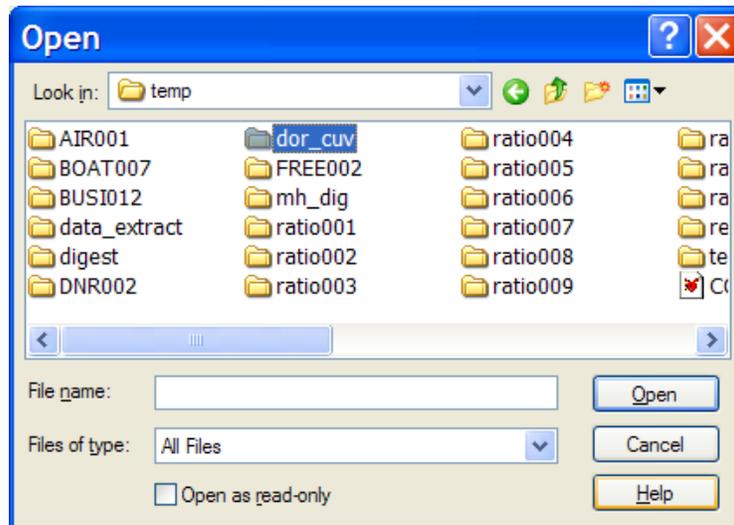
- Navigate to the folder inside the appraisal year folder (2009 or 2010).



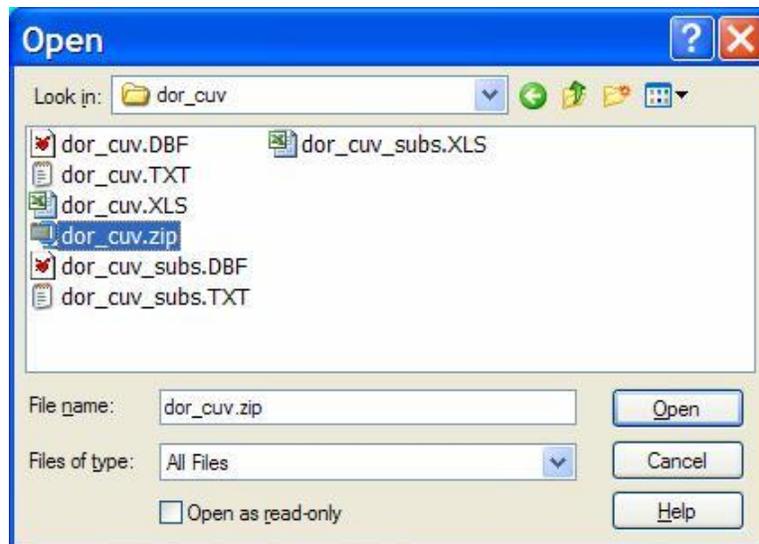
- Select the folder and click the Open button

WinGAP Administration Manual

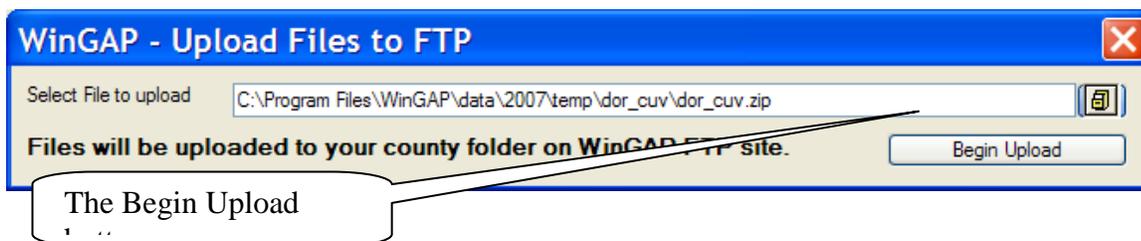
15. Select the dor_cuv folder found in the temp folder and click Open



16. Select the dor_cuv.zip file and click the Open button



17. Click the Begin Upload button on the Upload Files to FTP screen



18. The file should be uploaded

WinGAP Administration Manual

19. Email me at atthomas@wingap.net with a copy to the other DOR Tech Support agents when the file has been uploaded:

Al Deen: aldeen@wingap.net
Grant Hilton: hilt1695@bellsouth.net
Mark Loyd: mloyd@wingap.net
Kenny Colson: jcolson@wingap.net
Mark Lovett: mmlovett@wingap.net

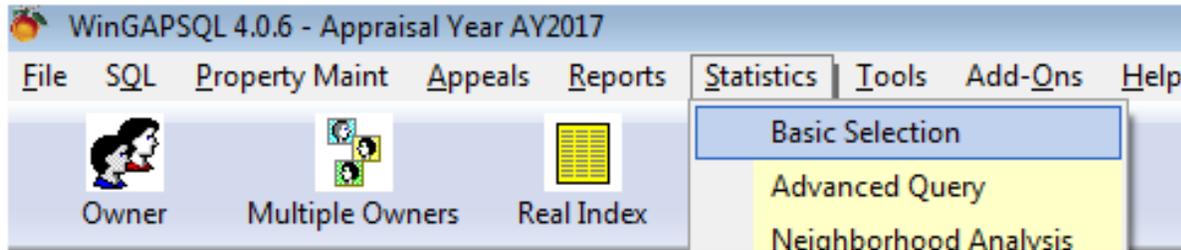
If you encounter any problems or have questions, do not hesitate to use online support or contact one of the DOR Tech Support agents. It is of utmost importance that we obtain this data as soon as possible.

WinGAP Administration Manual

Statistics Module

The Statistics Module in WinGAP is used to run Sales Analysis studies, also known as Sales Ratio Studies. Sales Ratio Studies are designed to assist Assessors' Offices with the analysis of sales. With this tool the appraiser can determine if the valuation of properties within a particular class, neighborhood, building type, tract size, etc. is being performed properly. The appraiser can readily identify if the correct proper assessment level has been established. The degree of uniformity can also be identified along with any valuation bias. These Sales Ratio Studies can provide much needed insight into digest acceptance.

As shown below, there are three different methods for running Sales Ratio Studies within WinGAP: Basic Selection, Advanced Query, and Neighborhood Analysis. The Basic Selection option will be covered first.



Basic Selection

Ratio Analysis Criteria Form

The Basic Selection option presents the Ratio Analysis Criteria Form, next page, where the user can select from a variety of pre-defined fields to run the Ratio Study. Each of these fields will be discussed in the order they appear on the Form.

WinGAP Administration Manual

- **Ending Date:** The next field is where the Ending Date for sales to be used in the Ratio Study is keyed in the same manner as the Starting Date. Like the Starting Date, the date keyed in the Ending Date field is inclusive. The Ending Date field should be left blank if it is not to be used as a criteria in the Ratio Study.
- **State Study:** The State Study checkbox field should be checked if the Ratio Study is to include only those sales that are marked "Y"(Yes) for State Audit Department use on the Sales Form.
- **Use Class:** Four checkboxes are available where the Sales Classification of the sale can be selected to further qualify the Ratio Study. Any or all of the checkboxes can be selected. If all of the Class checkboxes are left blank, the Sales Class will be ignored in the selection of sales.
- **Use Strat:** Four checkboxes are available where the Sales Stratification of the sale can be selected to further qualify the Ratio Study. Any or all of the checkboxes can be selected. If all of the Strat checkboxes are left blank, the Sales Strat will be ignored in the selection of sales.
- **Reason:** Three checkboxes and a combo box are available to set criteria for the Sale Reasons to be used for the Ratio Study. If the **ALT** checkbox is checked, and the combo box left blank, only Sales that have Sales Reasons designated as ALT (Arm's Length Transaction) will be used, provided the sales meet the other criteria already keyed in the fields on the Ratio Analysis Criteria Form. The Alt reasons will be highlighted in the Reasons combo box when the Alt box is checked, as seen below.

- If only the **FM** (Fair Market) checkbox is checked, and the combo box left blank, only sales with a Sales Reason of Fair Market will be used. If only the **LM** (Land Market) checkbox is checked, and the combo box left blank, only sales with a Sales Reason of Land Market will be used. If both the FM and LM checkboxes are checked, and the combo box left blank, only sales with a Sales Reason of Fair Market or Land Market will be used. The FM and/or LM checkboxes also be used with any of the Sale Reasons in the combo box to run a Ratio Study. Finally, the FM and LM checkboxes can be left blank and a specific reason or reasons in the Sales Reason combo box can be used to run a Ratio Study for a specific type of Sale Reason.

Real Property Criteria

The criteria used to run a Ratio Study can be further narrowed by using a variety of Real Property Criteria. The fields in the Real Property Criteria section of the Ratio Analysis Criteria Form use information keyed on the Real Property General Information Form.

WinGAP Administration Manual

- **Starting Map:** The first field in the Real Property Criteria section of the Form is where a Starting Map/Parcel number for the Ratio Study, if desired, can be keyed. The Map number keyed in this field is inclusive. The Starting Map field should be left blank if it is not to be used as a criteria in the Ratio Study.
- **Ending Map:** The next field is where the Ending Map for sales to be used in the Ratio Study is keyed in the same manner as the Starting Map number. Like the Starting Map number, the Map/Parcel number keyed in the Ending Date field is inclusive. The Ending Map field should be left blank if it is not to be used as a criteria in the Ratio Study.
- **Property Class:** The Property Class combo box can be used to select a specific Digest Classification for the Ratio Study. If all sales regardless of Digest Classification are desired in the Study, the field should be left blank.
- **Property Strat:** The Property Strat combo box can be used to select a specific Digest Stratification for the Ratio Study. If all sales regardless of Digest Stratification are desired in the Study, the field should be left blank.
- **Starting Acres:** A specific minimum size for the sales used in the Ratio Study can be selected by keying a Starting Acre level in this field. The field should be left blank to include all sales regardless of tract size.
- **Ending Acres:** A specific maximum size for the sales used in the Ratio Study can be selected by keying an Ending Acre level in this field. The field should be left blank to include all sales regardless of tract size.
- **Starting Neighborhood/Tax District/Subdivision:** The Ratio Study can be further qualified if desired by using these combo boxes to select a specific Starting Neighborhood, Tax District, or Subdivision. These fields should be left blank to include all sales regardless of the Starting Neighborhood, Tax District, or Subdivision.
- **Ending Neighborhood/Tax District/Subdivision:** The Ratio Study can be further qualified if desired by using these combo boxes to select a specific Ending Neighborhood, Tax District, or Subdivision. These fields should be left blank to include all sales regardless of the Ending Neighborhood, Tax District, or Subdivision.
- **Urban / Rural:** These two checkboxes are used to designate what Land Type, if any, should be included in the Ratio Study. If neither of these boxes are checked, all Land Types will be included in the study.

Residential Improvement Criteria

Residential Improvement Criteria			
	Starting	Ending	
Grade	0	0	Exterior Wall <input style="width: 100%;" type="text"/>
YR Built	0	0	Occupancy <input style="width: 100%;" type="text"/>
EFYR Built	0	0	Observed Condition <input style="width: 100%;" type="text"/>
Heated Area	0	0	

The criteria for Ratio Studies that include Residential Improvements can be further narrowed by using a variety of Residential Improvement Criteria. The fields in the Residential Improvement Criteria section of the Ratio Analysis Criteria Form use information keyed on the Residential Improvements Form.

- **Grade:** The first two fields in the Residential Improvement Criteria section of the Form are where a Starting and Ending Grade for Residential Improvements can be keyed. Any Grade keyed in these fields is inclusive. The Grade fields should be left blank if they are not to be used as criteria in the Ratio Study.
- **YR Built:** The YR Built fields are where a Starting and Ending Year Built for Residential improvements can be keyed. Any Year Built keyed in these fields is inclusive. The Year Built fields should be left blank if they are not to be used as a criteria in the Ratio Study.
- **EFYR Built:** The EFYR Built fields are where a Starting and Ending Effective Year Built for Residential Improvements can be keyed. Any Effective Year Built keyed in these fields is inclusive. The Effective Year Built fields should be left blank if they are not to be used as criteria in the Ratio Study.

WinGAP Administration Manual

- **Heated Area:** The Heated Area fields in the Residential Improvement Criteria section of the Form are where a Starting and Ending Heated Area for improvements can be keyed. Any Heated Area keyed in these fields is inclusive. The Heated Area fields should be left blank if they are not to be used as criteria in the Ratio Study.
- **Exterior Wall:** The Exterior Wall combo box can be used to select a specific type of Residential Improvement Exterior Wall for a Ratio Study. The Exterior Wall field should be left blank if it is not to be used as a criteria in the Ratio Study.
- **Occupancy:** The Occupancy combo box can be used to select a specific type of Residential Improvement Occupancy for a Ratio Study. The Occupancy field should be left blank if it is not to be used as a criteria in the Ratio Study.
- **Observed Condition:** The Observed Condition combo box can be used to select a specific type of Residential Improvement Observed Condition for a Ratio Study. The Observed Condition field should be left blank if it is not to be used as a criteria in the Ratio Study.

Commercial Improvement Criteria

Commercial Improvement Criteria			
	Starting	Ending	
Grade	0	0	Used As <input type="text"/>
YR Built	0	0	Built As <input type="text"/>
EFYR Built	0	0	

The criteria for Ratio Studies that include Commercial Improvements can be further narrowed by using a variety of Commercial Improvement Criteria. The fields in the Commercial Improvement Criteria section of the Ratio Analysis Criteria Form use the information keyed on the Commercial Improvements Form.

- **Grade:** The first two fields in the Commercial Improvement Criteria section of the Form are where a Starting and Ending Grade for Commercial Improvements can be keyed. Any Grade keyed in these fields is inclusive. The Grade fields should be left blank if they are not to be used as criteria in the Ratio Study.
- **YR Built:** The YR Built fields are where a Starting and Ending Year Built for Commercial Improvements can be keyed. Any Year Built keyed in these fields is inclusive. The Year Built fields should be left blank if they are not to be used as criteria in the Ratio Study.
- **EFYR Built:** The EFYR Built fields are where a Starting and Ending Effective Year Built for Commercial Improvements can be keyed. Any Effective Year Built keyed in these fields is inclusive. The Effective Year Built fields should be left blank if they are not to be used as criteria in the Ratio Study.
- **Used As:** The Used As combo box can be used to select a specific type of Commercial Improvements Used As Code for a Ratio Study. The Used As field should be left blank if it is not to be used as a criteria in the Ratio Study.
- **Built As:** The Built As combo box can be used to select a specific type of Commercial Improvements Built As Code for a Ratio Study. The Built As field should be left blank if it is not to be used as a criteria in the Ratio Study.

WinGAP Administration Manual

Checkboxes and Buttons

Records Processed: Selected True Study

Clip Samples Use MKTVAL Use MAV DOAA

Use MAV-VAL

A variety of checkboxes can be used to further define the criteria for Ratio Studies, and a number of buttons control the use of the Ratio Criteria form.

Checkboxes

Clip Samples:

The Clip Samples checkbox turns “sales clipping” on and off. If the box is checked (the default), sales with ratios below .10 and above .70 will not be used in the analysis. When no check is present in the box, no restrictions are imposed on ratios. Consequently, ratios of 0.00 up to infinity will be included.

Use MKTVAL:

The **Use MKTVAL** checkbox uses the Fair Market Value of the sale as defined on the Sales Information form. When the USE MAV box is **not** checked, the Use MKTVAL box may be checked. The field on the Sales screen that would have a value keyed into it is the FMV field.

Sales Information

Buyer	Barksdale, Kathlyn F - 10			Sale Price	40,000	40000 Instrument	
Seller	Rogers, Joe			Adjustment	0	Class	Residential
PT-61 #	PT-61 149-2010	0	Book Page	State (Y/N)	v	Strat	Improved
Sale Date	01/05/2011	Deed		FMV	35,000	Fair Market	
RETT	0.00	Plat		MAVVAL		RSN	
				Qualifier			Land Class / Strat : R3

With the Use MAV box not checked and the Use MKTVAL checked, the ratio generated on the parcel with the same set of circumstances as described in the Use MAV-VAL section would be:

$$(35,000 * .40) / 40,000 = .3500$$

Use MAV:

The **Use MAV** checkbox is used to define which value is used during the sales ratio analysis. If the Use MAV box is checked, moratorium values that are present on the parcels will be used. If Use MAV is **not** checked, FMV will be used in the study. If True Study is not checked, SB346 values will take precedent under all situations.

WinGAP Administration Manual

True Study:

The purpose of the True Study is to supply the appraiser with information as to how the actual appraisals compare to sales prices without the legislated SB346 value. Placing a check in the True Study box provides the appraiser with a means of running a sale ratio study using FMV or MAV in lieu of the SB346 value. Sales prices will be compared to either FMV or MAV depending on the presence of a check in the Use MAV box.

DOAA:

The DOAA checkbox allows the appraiser to emulate the ratio study analysis that is being performed by the Department of Audits & Accounting. The study will be generated based on a comparison of sales that occurred one year prior to the appraisal year to values also within that year. For example, when run from Appraisal Year 2012, sales that occurred in 2011 will be compared to the 2011 values. The 2011 values will be taken from the PT50R table which is created during the Yearend Cleanup process. The DOAA analysis does acknowledge checks placed in the Use MKTVAL or the Use MAV-VAL boxes.

Use MAV-VAL:

When Use MAV is checked, the appraiser can also check the **Use MAV-VAL** box. With a check in the Use MAV-VAL box, values entered in the MAVVAL field on the sales screen (see screen shots that follow) will be used in the ratio analysis in lieu of the MAV value of the parcel.

The screenshot shows the 'Sales Information' form with the following fields and values:

Buyer	Barksdale, Kathlyn F - 10	Sale Price	40,000	40000 Instrument	
Seller	Rogers, Joe	Adjustment	0	Class	Residential
PT-61 #	PT-61 149-2010	State (Y/N)	Y	Strat	Improved
Sale Date	01/05/2011	FMV	0	Fair Market	
RETT	0.00	MAVVAL	0	FSN	
		Qualifier			

The MAVVAL field is highlighted with a red box. The Land Class / Strat is R3.

A value is typically entered in MAVVAL when a parcel sales and modifications affecting value are made after the sale and prior to the end of the year. The value keyed in the MAVVAL field would be the value at the time of the sale.

An example of such a situation would be the sale of a home that at the time of the sale was in poor condition. The sales price, let's say 40,000, and the value of the parcel from the Real Property Gen Info screen at the time of the sale, say 35,000, reflect the condition of the home. After the sale, the purchaser renovated the home bringing it back to a state that would be considered as average condition with a value of 75,000.

The current value of 75,000 should not be used in the ratio study as it does not reflect the status of the property at the time of the sale. The value of 35,000 that was present before the renovations, however, does reflect the appraised value at the point in time of the sale. Consequently, 35,000 would be keyed in the MAVVAL field on the sale screen, as shown on the next page.

WinGAP Administration Manual

Sales Information									
Buyer	Barksdale, Kathlyn F - 10				Sale Price	40,000	40000 Instrument		
Seller	Rogers, Joe				Adjustment	0	Class	Residential	
PT-61 #	PT-61 149-2010	0	Book	Page	State (Y/N)	Y	Strat	Improved	
Sale Date	01/05/2011		Deed		EMV	0	Fair Market	Fair Market	
RETT	0.00	Plat			MAVVAL	35,000	FSN	Land Class / Strat : R3	
					Qualifier				

With the Use MAV and Use MAV-VAL boxes checked, the sales assessment ratio for the parcel would be calculated as follows: $(35,000 * .40) / 40,000 = .3500$ instead of $(75,000 * .4) / 40,000 = .7500$.

Buttons

The **Run** button on the Ratio Analysis Criteria Form is clicked to run the Ratio Study. The **Cancel** or **Exit** buttons can be clicked to leave the Form. The **Print Screen** Button can be clicked to print a hard copy of the Form showing the selected selection criteria, which can be attached to the printout of the Ratio Study (covered next).

After reviewing/changing any of the selection criteria for the Ratio Study, the **Run** button MUST be clicked to perform the Study. A horizontal green progress bar will appear as WinGAP analyses sales based upon the selection criteria and calculates the sales ratios and other statistics that make up the Ratio Study. The number of Sales records that are selected (those that meet the criteria keyed on the Ratio Analysis Criteria Form) in the Ratio Study will display beneath the bar graphs. When this process is completed, WinGAP will produce the Sales Ratio Analysis Form, discussed below. If no sales are found that meet the selection criteria, WinGAP will display the message "No records found - please expand your search", and the user should expand the sales criteria in order to locate the desired sales.

Sales Ratio Analysis Form

Once the sales are analyzed and the sales ratios calculated, the Sales Ratio Analysis Form will appear, similar to the one on the next page. The Sales Ratio Analysis Form will display the sales ratios and other statistics and present the user with several options for printing the Ratio Study. The user can also look at a list of the sales that met the selection criteria and edit these sales if needed. Each of the fields and options of the Sales Ratio Analysis Form will be discussed in the order they appear on the Form.

WinGAP Administration Manual

	LCI	Actual	UCI
Median	0.3850	0.3900	0.3984
Aggregate	0.3803	0.3838	0.3873
COD	0.0945		
PRD	0.9917		

Number of Samples: 264
 Lowest Ratio: 0.1076
 Highest Ratio: 0.5010
 Min Sample Size: 1
 Standard Deviation: 0.0566

Report Title: Sales Ratio Analysis

- Median LCI/Actual/UCI:** The Median Actual Ratio is a measure of central tendency that indicates the midpoint of the array of the sales ratios. The Median Ratio is the statistic used to determine the level of assessment for the study. If the Median Ratio exceeds .44, the UCI (Upper Confidence Interval) Ratio can be used to see if digest acceptance is possible. The Upper Confidence Interval must be between .36 and .44 in this situation. The LCI (Lower Confidence Interval) is used in the same manner as the Upper Confidence Interval, except it will be used to determine digest acceptance if the Median Ratio is less than .36.
- Aggregate LCI/Actual/UCI:** The Aggregate Actual Ratio is the weighted average of the sales. It is calculated by dividing the sum of the assessments by the sum of the sales prices. If the PRD (Price Related Differential, explained below) is outside of acceptable ranges and the Aggregate Ratio is used to determine the assessment level, the UCI (Upper Confidence Interval) Ratio must fall within a ratio range of .36 to .44 to allow for assessment level acceptance. If the PRD is out of range, the LCI (Lower Confidence Interval) is used in the same manner as the Upper Confidence Interval meaning that if the UCI is out of range, the LCI must fall within the acceptable range of .36 to .44 for assessment level acceptance. The table below provides an illustration of the use of the UCI and LCI.

LCI	AGG	UCI	
32	34	36	Pass (UCI falls within (overlaps) acceptable range)
28	30	32	Fails
26	32	38	Pass (UCI falls within (overlaps) acceptable range)

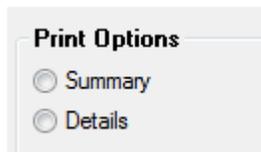
- COD:** The COD, or Coefficient of Dispersion, measures the degree of uniformity in the study. The COD is calculated by first determining the absolute deviation from the median for each sale (Ratio-Median). The average of the deviations is then calculated. The average deviation is then divided by the median ratio to produce the COD. The COD should be less than .15 for residential property and less than .20 for agricultural, commercial, and industrial properties.
- PRD:** The PRD, or Price Related Differential, is used to measure assessment bias in a ratio study. The PRD should fall between .95 and 1.10. It is calculated by dividing the mean ratio by the aggregate ratio. If the PRD is greater than 1.00, the lower priced properties generally have higher ratios than the higher

WinGAP Administration Manual

priced properties. The study is exhibiting regressivity. If the PRD is less than 1.00, the higher priced properties are overvalued compared to the lower priced properties. The study exhibits progressivity

- **Number of Samples:** The number of Sales that met the selection criteria and are used in the Ratio Study.
- **Lowest Ratio:** The Lowest Ratio of any sale that meets the selection criteria and is used in the Ratio Study.
- **Highest Ratio:** The Highest Ratio of any sale that meets the selection criteria and is used in the Ratio Study.
- **Min Sample Size:** The smallest number of samples in a ratio study that will constitute a valid ratio study. The Min Sample Size is a function of the uniformity in the ratio study. A ratio study with greater uniformity has a lower Min Sample Size.
- **Standard Deviation:** The basic numeric measure of the extent of variation of the sample around the center (measure of central tendency).
- **Report Title:** The title of the Sales Ratio Report can be customized by using this 50 character field. The default is Sales Ratio Analysis.

Print Options



The screenshot shows a dialog box titled "Print Options". It contains two radio buttons: "Summary" and "Details". The "Summary" radio button is selected, indicated by a small circle next to it.

The Sales Ratio Study is printed by selecting one of the options in the Print Options radio button section of the Sales Ratio Analysis Form. A Summary report of only the Sales Ratios statistics, with no individual sales, can be printed by clicking the **Summary** radio button, then the **Print** button. This will send a screen image of the Sales Ratio Analysis Form to the default Windows printer. If a detailed listing of the sales that make up the Sales Ratio Study is desired, the Details radio button should be clicked, followed by the Print button, which will produce a Print Preview of the Sales Ratio Analysis report, next page. The user will be able to sort this report in any order by using the column headers of the report.

WinGAP Administration Manual

Report Viewer - Internet Explorer provided by Dell
 http://steveadmin-pc/ReportServer/Pages/ReportViewer.aspx?/WinGAPReports/Ratio&Report
 ReportSvr: STEVEADMIN-PC/WinGAP ReportDB: Lee
 c Userid: Nologin
 View Report

10/23/2013 1:16:11 PM Page 1

Sales Ratio Analysis

PARCEL NO	SC	RSN	NBHD	GRANTOR	SALEDATE	SALEPRICE	ACRES	RATIO
070 138002L	R	1	FM	ATKINS BOBBY R	04/26/2011	87,900	1.05	0.3395
				PALMER STEVEN A & JENNIFER L	1465 185	29,840		
072A176047 C02	R	1	FM	PURVIS MABLE	12/16/2011	48,000	1.00	0.1248
			00032	MILLS TERRY E	150 136	5,992		
072H142108 023	R	1	FM	SMITH JAMES L & CAROLYN P	10/14/2011	140,000	1.00	0.3677
			00034	FICKLEN KELLI D	1501 41	51,480		
115D022221 012	R	1	FM	HOUSTON HENRY A &	01/14/2011	188,000	1.26	0.3632
			00044	TORRE PAUL JR	1448 139	68,280		
115D022221 015	R	1	FM	CANNON EDWIN L &	03/25/2011	249,500	1.44	0.3205
			00044	BUSH KEVIN K	1461 24	79,960		
1150048129 001	R	1	FM	ATKINS BOBBY RAY	05/05/2011	81,000	1.00	0.4355
			00047	PAUL DANA A	1467 301	35,272		
1150048129 007	R	1	FM	METTS CARTER III	04/01/2011	105,000	1.00	0.3303
			00047	DEEDS RICHARD	1463 8	34,680		
117 113002				STOFFEY MARI & ROBERT D	06/10/2011	261,000	21.62	0.5010

Print Orders

Previous versions of WinGAP required the user to make a Print Order selection on the Sales Ratio Analysis Form, after clicking the Detailed radio button. The WinGAPSQL versions of WinGAP allow the user to select the order on the Sales Ratio Analysis report itself.

The default order of the report is Parcel Number order. The report can also be placed in one of six other orders by clicking on the sort arrows, circled above, to the right of column heading, circled above. The other orders are Grantor, Saledate, Acres, Ratio, Sales Class, and Grantee. For instance, if the user clicks the Ratio sort arrows, the report will change to Ratio order, as seen on the next page.

WinGAP Administration Manual

ReportSvr STEVEADMIN-PC\WinGAP ReportDB Lee View Report

c Userid Nologin

1 of 1 100% Find | Next Select a format Export

10/23/2013 1:16:11 PM Page 1

Sales Ratio Analysis

PARCEL NO	GRANTOR	SALEDATE	SALEPRICE	ACRES	RATIO
119M008573 020	GARRETT JACK DANIEL	10/28/2011	111,500	1.85	0.1076
R 1 FM 00052	PERRY DALTON C	1501 59	12,000		
119M008573 022	GARRETT JACK DANIEL	10/05/2011	105,000	1.67	0.1143
R 1 FM 00052	HUNTER COREY & MARY R	1495 266	12,000		
119M008573 023	GARRETT JACK DANIEL	07/20/2011	100,500	1.81	0.1194
R 1 FM 00052	ADAMS MARILYN L	1481 89	12,000		
072A176047 C02	PURVIS MABLE	12/16/2011	48,000	1.00	0.1248
R 1 FM 00032	MILLS TERRY E	150 136	5,992		
LSEI079195 237	TALL PINE BUILDERS INC	09/09/2011	150,000	0.17	0.1555
R 1 FM 00012	MORGAN PATRICIA A	1490 299	23,320		
268M102031 224	GARRETT JACK DANIEL	04/11/2011	126,000	0.91	0.1803
R 1 FM 00162	JOHNSON SOJNIA IRENE & STEVEN CLINTON	1463 72	22,720		
223L225649 031	BILLY BOGGUS CONSTRUCTION LLC	03/17/2011	167,400	1.55	0.1940
R 1 FM 00210	WHITE JEFFREY	1458 194	32,480		

All of the sales that make up the Sales Ratio Study will be displayed, regardless of order. If the report is more than one page, the right arrow button, circled above can be clicked to view additional pages. The second right arrow button, also circled above, will take the user to the last page of the report, below, which will also show all of the Sales Ratios for the report.

ReportSvr STEVEADMIN-PC\WinGAP ReportDB Lee View Report

c Userid Nologin

10 of 10 100% Find | Next Select a format Export

271104006	FORD CLYDE D &	03/04/2011	122,000	3.23	0.4623
R 1 FM	FAUST SUSAN L	1467 76	56,400		
174B283002 043	WILSON GLORIA	10/31/2011	99,000	0.00	0.4646
R 1 FM 00121	HORNE WILLIAM R III & STACY C	1499 59	46,000		
184S005098 069	MILLIGAN JOHN S &	01/28/2011	240,000	5.90	0.4657
R 1 FM 00130	DYES STEVE W JR & SUNNY D	1450 35	111,760		
217C260053 172	DENSON MARGE L	04/15/2011	243,000	1.03	0.4659
R 1 FM 00009	MULLINS WESLEY D & SANDRA G	1464 220	113,208		
128P243119 013	REED GARY S	12/22/2011	100,000	0.28	0.4684
R 1 FM 00074	ALLEGOOD R HEATH	1510 306	46,840		
215H228156 152	EDWARDS KEN A	07/29/2011	166,450	0.67	0.4705
R 1 FM 00002	NOLAND SHANNON A	1483 121	78,320		
117 113002	STOFFEY MARI & ROBERT D	06/10/2011	261,000	21.62	0.5010
R 1 FM	THOMAS CLAY	1474 14	130,770		

	MED	AGG	COD	PRD	NUMBER OF SAMPLES
Measured	0.3900	0.3838	0.0945	0.9917	264
Lower Confidence Interval	0.3850	0.3803			
Upper Confidence Interval	0.3984	0.3873			

Level of Assessment Measured using the Median ratio unless the PRD falls outside the acceptable range of .95 to 1.10 inclusive, in which case, the Level of Assessment is measured using the Aggregate Ratio. The acceptable values for the COD are .15 or less for Residential Properties, and .20 or less of non-Residential properties.

WinGAP Administration Manual

View Array Button

	LCI	Actual	UCI
Median	0.3850	0.3900	0.3984
Aggregate	0.3803	0.3838	0.3873
COD	0.0945		
PRD	0.9917		
Number of Samples	264		
Lowest Ratio	0.1076		
Highest Ratio	0.5010		
Min Sample Size	1		
Standard Deviation	0.0566		

Print Options
 Summary
 Details

Print Order
 Detailed Report

User may sort interactively on the report

Report Title: Sales Ratio Analysis

A listing of all sales that meet the selection criteria can be viewed, as shown below, by clicking the **View Array** Button, above, on the Sales Ratio Analysis Form. All of the information about each sale that met the selection criteria will display in the default sales ratio order on the Sales Array list box, as shown below.

RECID	Salekey	Realkey	Grantee	Grantor
529	26731	11616	PERRY DALTON C	GARRETT JACK DA
530	26608	11619	HUNTER COREY & MARY R	GARRETT JACK DA
531	26239	11618	ADAMS MARILYN L	GARRETT JACK DA
532	26927	26	MILLS TERRY E	PURVIS MABLE
533	26507	12493	MORGAN PATRICIA A	TALL PINE BUILDEI
534	25877	12434	JOHNSON SOJNIA IRENE & STEVEN CLINTON	GARRETT JACK DA
535	25807	13339	WHITE JEFFREY	BILLY BOGGUS COI
536	25890	12932	KING NICHOLAS P	POWELL EARLENE
537	27042	316	RAC CLOSING SERVICES LLC	GODWIN CHARLES
538	26024	2133	JOHNSON CLASSIE	MILNER PHYLLIS M
539	25640	257	ROBBINS CRAIG S & JULIE	BURNS MARTIN F
540	26373	505	SULLIVAN DEBORA L	COOK LAURA
541	25713	1245	BURGESS MORRIS L	KERLIN SCOTT MO
542	26871	9518	MERCER DEBORAH KAY	JOWERS TOMMY A
543	25611	2491	TANNER ELLEN M	ADAMS KEVIN & LO
544	26405	9282	KELLER JERAMIE J	BROOKERD MARIO
545	25712	9672	BURGESS JAMES E JR & CADALI	BASCHINE DONALD F

Buttons: Edit Sale, Open with Excel, OK

WinGAP Administration Manual

A sale can be edited by clicking on the desired sale and then clicking the **Edit Sale** button. The sales array can also be opened as an Excel spreadsheet by clicking the **Open with Excel** button. Using Excel, the spreadsheet can be saved to another file name and manipulated by the user. The **OK** button should be clicked to leave the listing of sales and return to the Sales Ratio Analysis Form.

100% Button

The ratio statistics that are displayed on the default Sales Ratio Analysis Form are based upon the 40% level of assessment. If the user wants to view these statistics at the 100% Fair Market Value of the property, the **100% Button** should be clicked. The 100% Button will change to 40%, as seen below. The 40% Button can be clicked to again display the ratios at the 40% assessment level.

Once the work with this ratio study is completed, the Exit button on the Sales Ratio Analysis Form should be clicked to return to the Ratio Analysis Criteria Form. Once all Basic Selection ratio study work is completed, the Exit button on the Ratio Analysis Criteria Form should be clicked to return to the main WinGAP screen.

	LCI	Actual	UCI
Median	0.9625	0.9750	0.9960
Aggregate	0.9508	0.9595	0.9683
COD	0.0945		
PRD	0.9917		
Number of Samples	264		
Lowest Ratio	0.2690		
Highest Ratio	1.2525		
Min Sample Size	1		
Standard Deviation	0.0566		

40%

Report Title: Sales Ratio Analysis

Print Options: Summary, Details

Print Order: Detailed Report

Print

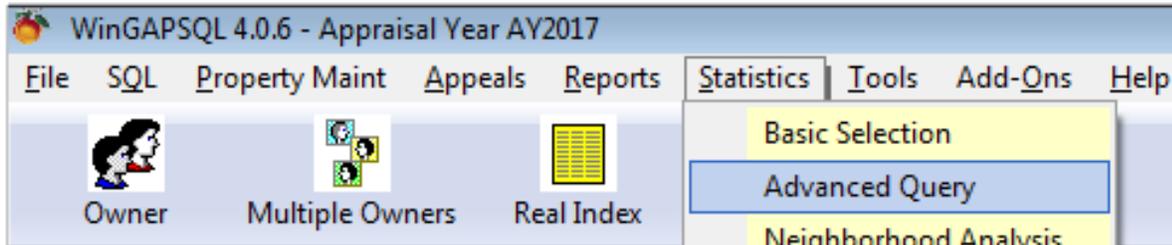
User may sort interactively on the report

Exit

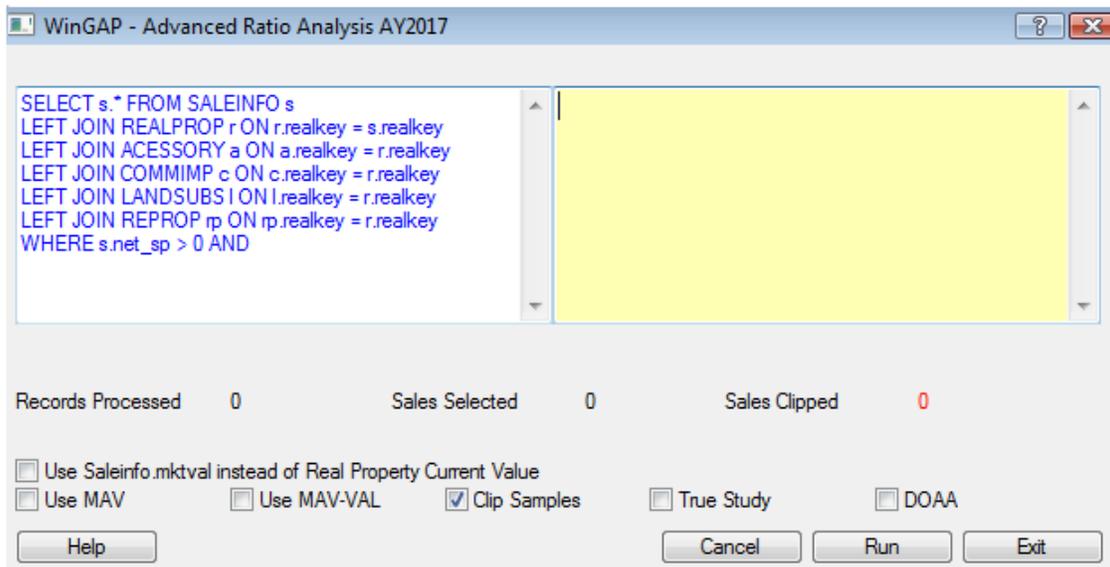
WinGAP Administration Manual

Advanced Query

The Advanced Query option on the Sales Analysis Menu, below, provides a more flexible tool that the Assessors' Office can utilize in the generation of customized ratio studies. The Advanced Query will allow the Assessors' Office to incorporate any criteria that can be used in the analysis of sales into the sales analysis process.



Selecting this option presents the Advanced Ratio Analysis Form, below. This Form will be used to construct what is called a Query Expression. The contents of the Query Expression will determine the manner in which the Sales Ratio Study will be run.



In order to run ratio studies properly the user should have a basic understanding of the following:

1. what the purpose is of each of the six WinGAP database tables used in running a Sales Ratio Study
2. what kind of data is contained in the fields found in each of the six tables
3. which operators should be used to construct the query statement

A. The Six Sales Ratio Analysis Database Tables

WinGAP uses six Database tables to run Sales Ratio Studies. These tables are explained in detail below.

1. SALEINFO.DBF

SALEINFO.DBF is the primary database table used in running ratios and contains sales information pertaining to parcels that are entered into WinGAP. Data such as grantee, grantor, deed book and page, saleprice, sale class, sale strata, and sale reason code are contained in this table.

WinGAP Administration Manual

2. ACESSORY.DBF

All of the data about every accessory building in the county is contained in the ACESSORY.DBF table. Such information as length, width, square feet, grade, and accessory improvement value is stored here.

3. COMMIMP.DBF

The primary commercial improvement database, COMMIMP.DBF contains data for each commercial improvement such as digest class and strat, used as and built as codes, square footage, and total commercial improvement value.

4. LANDSUBS.DBF

Landsubs.dbf contains the land subrecords for all types of urban and rural land in WinGAP. Subrecord data such as front feet, acres, land type, subrecord influence, and subdivision code are contained in this table.

5. REALPROP.DBF

Every parcel entered in WinGAP will have a record in this table. This table contains the parcel number, total current and previous parcel value, digest classification and stratification, and taxing district, etc.

6. REPROP.DBF

The primary residential improvement database table, REPROP.DBF contains information such as exterior wall type, square feet, total heated area, grade, heating type, plumbing, and total improvement value.

B. Data Fields

Each of the six database tables used to run Sales Ratio Studies have a number of fields that contain specific kinds of data that can be used to qualify the Query Expression. The number, type, and purpose of each field varies from table to table. For instance, REALPROP.DBF would be used if the ratio study used parcel acreage as a qualifier; LANDSUBS.DBF would be used if land type was needed as a qualifier; REPROP.DBF would be used if grade or structure value for residential buildings was a qualifier; COMMIMP.DBF would be used if grade or structure value for commercial buildings was needed.

C. Operators

Operators are used to compare field values in database tables with qualifying data **and** to link multiple expressions. Three types of operators are used in the Analysis module.

- **Relational** operators such as = (equal to), > (greater than), < (less than), and <> (not equal to) are used to compare a field value with the qualifying data.
- **Mathematical** operators such as + (plus), - (minus), * (multiply), and / (divide) are used to perform mathematical operations.
- **Logical** operators such as **AND** and **OR** are used to combine one or more tables in a query statement. **AND** is used to join two or more logical expressions and generate a single result. For the

WinGAP Administration Manual

result to be true, each of the logical expressions must be true. **OR** also joins two or more logical expressions, but only one of these must be true in order to obtain a single result. Also, parentheses are sometimes used to "group" expressions or parts of an expression.

The Query Expression is constructed using the following:

- The six WinGAP database tables, which are pre-defined in the left memo field on the Advanced Query form;
- At least two of the data fields in the tables (one, net_sp is pre-defined in the left memo field);
- And at least two operators (one, AND, is pre-defined in the left memo field).

Multiple tables, fields, and operators can be used to construct more complex Query Expressions and produce more defined Sales Ratio Studies. All ratio studies use the Saleinfo database table as it contains all of the sales applicable to a particular parcel.

WinGAP - Advanced Ratio Analysis AY2017

```
SELECT s.* FROM SALEINFO s
LEFT JOIN REALPROP r ON r.realkey = s.realkey
LEFT JOIN ACESSORY a ON a.realkey = r.realkey
LEFT JOIN COMMIMP c ON c.realkey = r.realkey
LEFT JOIN LANDSUBS l ON l.realkey = r.realkey
LEFT JOIN REPROP rp ON rp.realkey = r.realkey
WHERE s.net_sp > 0 AND
```

Records Processed 0 Sales Selected 0 Sales Clipped 0

Use Saleinfo.mktval instead of Real Property Current Value
 Use MAV Use MAV-VAL Clip Samples True Study DOAA

Help Cancel Run Exit

At the bottom of the form are checkboxes similar to those found on the Basic Selection Ratio Analysis form, which allow the user to further define how the Sales Ratio Study is run. Placing a checkmark in the **Use Saleinfo.mktval instead of Real Property Current Value** checkbox allows the use of the Fair Market Value as entered on the Sales Information Form instead of the Current Value as calculated by WinGAP. The **Use MAV** and **use MAV-VAL** checkboxes were discussed earlier in the Basic Selection section of the manual and allow the user to use those values instead of FMV values. The **True Study** and **DOAA** checkboxes were also discussed earlier and allow the user to further define the Ratio Study. The **Clip Samples** checkbox, which is checked by default, allows the exclusion of sales with ratios outside of a range of .10 to .70. Removing the checkmark means that all sales that meet the Query Expression conditions will be used, regardless of ratio.

At the top of the Advanced Query form is where the assembling of the actual query is performed. As the user can see below, much of the Advanced Query expression is already constructed for the user and displays in the left memo field on the form. The six WinGAP databases used for queries are displayed, along with one preset condition: net sales price greater than zero, and one operator, AND. The user has only to specify the additional conditions for the query and place them in the memo field on the right side of the form.

WinGAP Administration Manual

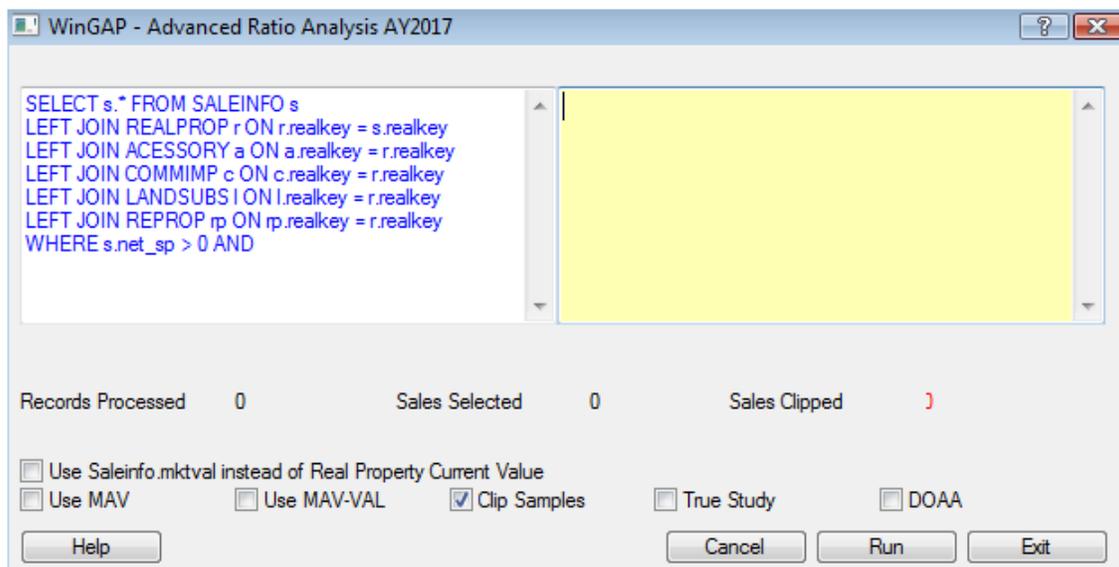
All of the queries the user keys in the right memo field will contain what are known as aliases. An alias is a letter or letters that identifies the table that the condition is using to obtain the desired information and generate the results. The aliases the Advanced Query form uses are as follows:

s – Saleinfo – Sales Information
r – Realprop – Parcel Information
a – Accessory – Accessory Improvement Information
c – Commimp – Commercial Improvement Information
l – Landsubs – Land Subrecord Information
rp – Reprop – Residential Improvement Information

When the alias is keyed in the query memo field, it MUST be followed by a period. Otherwise, the query will not work, and user will receive an error message.

Four Examples will be used below to illustrate how Advanced Queries are constructed.

Note: Users can learn more about the WinGAP tables, fields, and operators, as well as how to construct queries, by attending the WinGAP Technical Workshop or consulting the WinGAP Technical Workshop manual.



Example One: A study of all Residential Sales

In this first example, the user wants to conduct a Sales Ratio Study for all Residential Sales. Sales records are found in the Saleinfo table, so the first step in finishing the query is to key the letter **s** in the query memo field, followed by a period. As mentioned above, the letter "s" is called an alias and is the alias for the Saleinfo table.

Residential is the sale class of the sales we want. The sale class in the Saleinfo table is found in a field called, appropriately enough, saleclass. Residential sales are identified by the letter R (case does not matter in the query, it can be a lower case r as well). The Saleclass field in the Saleinfo table is a Character field, so the letter R must be delimited by the apostrophe ' on each side of the R. Finally, since we want only Residential sales, the = Relational Operator will be used in the query as well. This is all the information we need to construct this query, and it looks like this:

s.saleclass='r'

WinGAP Administration Manual

When the user keys the above part of the query into memo field and clicks on the **RUN** Button, a “Please wait for this process” message will appear as the query information is analyzed, then the Sales Ratio Analysis form will appear. The number of records processed, the number of sales selected for the ratio study, and the number of Sales clipped, or excluded, will be displayed on the query form as well. The results are shown below.

The screenshot shows two windows from the WinGAP software. The left window, titled "WinGAP - Advanced Ratio Analysis AY2017", contains a SQL query in a memo field:

```
SELECT s.* FROM SALEINFO s
LEFT JOIN REALPROP r ON r.realkey = s.realkey
LEFT JOIN ACCESSORY a ON a.realkey = r.realkey
LEFT JOIN COMMIMP c ON c.realkey = r.realkey
LEFT JOIN LANDSUBS1 ON l.realkey = r.realkey
LEFT JOIN REPROP rp ON rp.realkey = r.realkey
WHERE s.net_sp > 0 AND
s.saleclass='r'
```

Below the query, statistics are displayed: Records Processed: 3434, Sales Selected: 3434, Sales Clipped: 0. There are several checkboxes for options like "Use Saleinfo.mktval instead of Real Property Current Value", "Use MAV", "Use MAV-VAL", "Clip Samples", "True Study", and "DOA". Buttons for "Help", "Cancel", and "Run" are visible.

The right window, titled "WinGAP - Sales Ratio Analysis AY2017", displays the results of the analysis. It includes a table of statistics:

	LCI	Actual	UCI
Median	0.4063	0.4095	0.4122
Aggregate	0.3893	0.3912	0.3931
COD	0.2081		
PRD	1.0539		
Number of Samples	3,434		
Lowest Ratio	0.1000		
Highest Ratio	0.6993		
Min Sample Size	4		
Standard Deviation	0.1136		

Additional options include "Print Options" (Summary, Details), "Print Order" (Detailed Report), and a "Print" button. A note states: "User may sort interactively on the report". A "View Array" button is also present. At the bottom, the "Report Title" is "Sales Ratio Analysis" and there is an "Exit" button.

The Sales Ratio Analysis Form will display the sales ratios and other statistics and present the user with several options for printing the Ratio Study. The user can also look at a list of the sales that met the selection criteria and edit these sales if needed. The Sales Ratio Analysis Form was discussed under Basic Selection, earlier in this manual, and the user can refer to those pages for more information if desired.

Example Two: a study of all sales for parcels that are under a Conservation Use or Preferential Assessment Covenant.

To construct this query, here is the information we need:

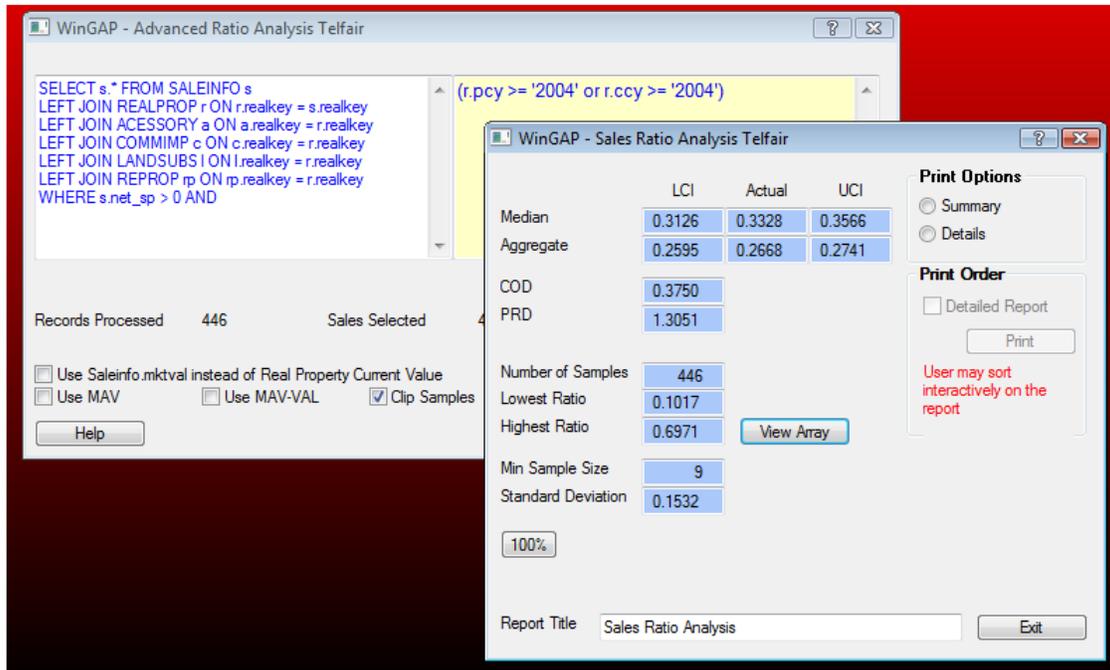
- Parcels that are under a Conservation Use or Preferential Assessment covenant will have a beginning covenant year keyed in either the Pref YR field or the CUV YR field on the Real Property General Information Form. These fields, **Pcy** for Pref Yr and **Ccy** for CUV YR, are found in the Realprop database table.
- We will again use the alias in the query; the alias “r” is used for Realprop.
- To run a Sales Ratio Study for parcels that are currently under a covenant, and the appraisal year is 2013, the date keyed in either the Pref YR or CUV YR field needs to be no more than 10 years PRIOR to the current appraisal year (2013), which would be the year 2004.
- The year '2004' is delimited because the Pcy and Ccy fields in Realprop are character fields.
- To use both that year and all years after 2004, the ">=" (greater than or equal to) operator should be used.
- The logical "or" operator will also be used in the expression to link the Pcy and Ccy fields. Whenever the “Or” operator is used, it is best to group the query with parentheses.

This is all the information we need to construct this query. The final part of the query looks like this and is keyed in the query memo field on the form:

```
(r.pcy >= '2004' or r.ccy >= '2004')
```

WinGAP Administration Manual

When the user keys the above part of the query into memo field and clicks on the **RUN** Button, a “Please wait for this process” message will appear as the query information is analyzed, then the Sales Ratio Analysis form will appear. The number of records processed, the number of sales selected for the ratio study, and the number of Sales clipped, or excluded, will be displayed on the query form as well. The results are shown below.



The Sales Ratio Analysis Form will display the sales ratios and other statistics and present the user with several options for printing the Ratio Study. The user can also look at a list of the sales that met the selection criteria and edit these sales if needed. The Sales Ratio Analysis Form was discussed under Basic Selection, earlier in this manual, and the user can refer to those pages for more information if desired.

Example Three: a study of all sales for houses that have a square foot value less than \$30 / Square Foot.

Data on houses in WinGAP is found in the Reprop database table. We will need to use the alias “rp”, for Reprop, in the query statement. The \$ / square foot value of a house is calculated by taking the calculated value of the house, found in the Timp_val field, and dividing this value by the square footage of the house, found in the heatedarea field. The user will need to employ four operators in this Query Expression:

1. the relational ">" (greater than) operator;
2. the logical "and" operator;
3. the mathematical "/" (divide) operator; and
4. the relational "<" (less than) operator.

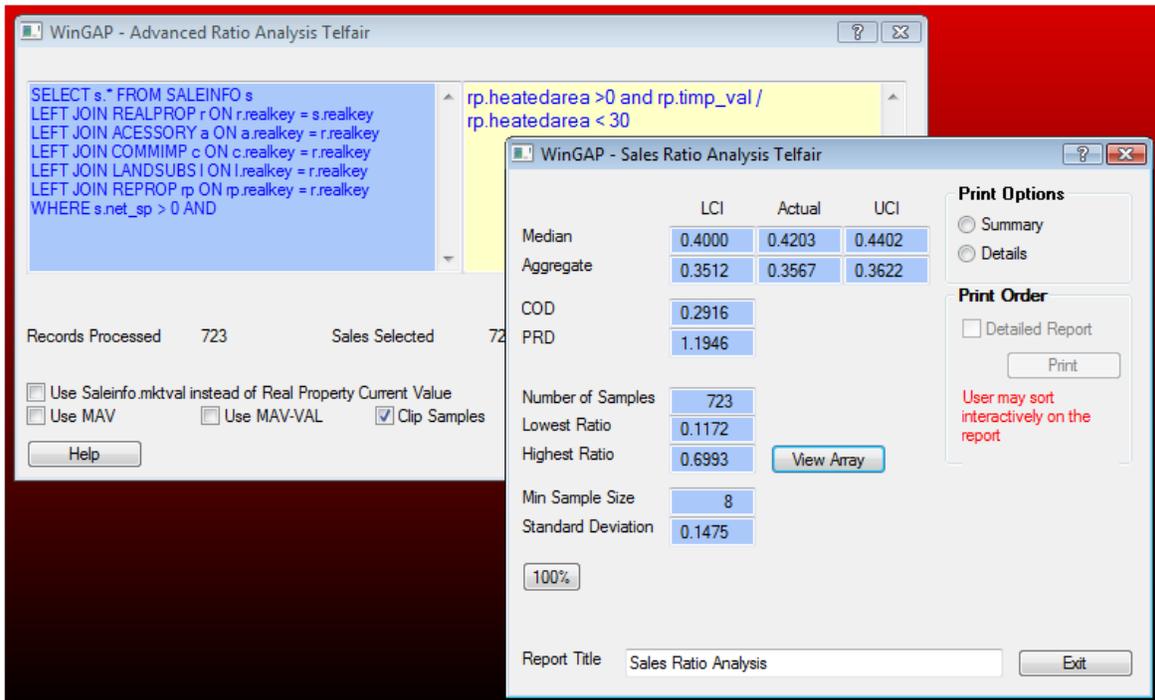
Since division by zero is not allowed in any query expression, a condition must first be set to prevent the query expression from using any Heatedarea values of zero. This is done by clicking the ">" (greater than) operator and placing it after the Heatedarea field in the expression, followed by a "0" (zero). This condition must be linked with the expression that will produce only those houses with a \$ / square foot value less than \$30. The logical "and" operator is used to link the expressions, followed by the Timp_val / Heatedarea calculation.

WinGAP Administration Manual

The final step in building the expression is to limit it to those houses that have a value under \$30 per square foot. This is done by keying the less than operator (" $<$ "), then keying 30 after the less than operator. The final part of the query looks like this and is keyed in the query memo field on the form:

`rp.heatedarea >0 and rp.timp_val / rp.heatedarea < 30`

The user can now click the Run button to run the Sales Ratios Study for all sales for houses that have a square foot value less than \$30 per square foot. Once the sales are analyzed and the sales ratios calculated, the Sales Ratio Analysis Form will appear, similar to the one below.



The Sales Ratio Analysis Form will display the sales ratios and other statistics and present the user with several options for printing the Ratio Study. The user can also look at a list of the sales that met the selection criteria and edit these sales if needed. The Sales Ratio Analysis Form was discussed under Basic Selection, earlier in this manual, and the user can refer to those pages for more information if desired.

Example Four: a study of all sales for houses that have a replacement cost new value greater than 100,000.

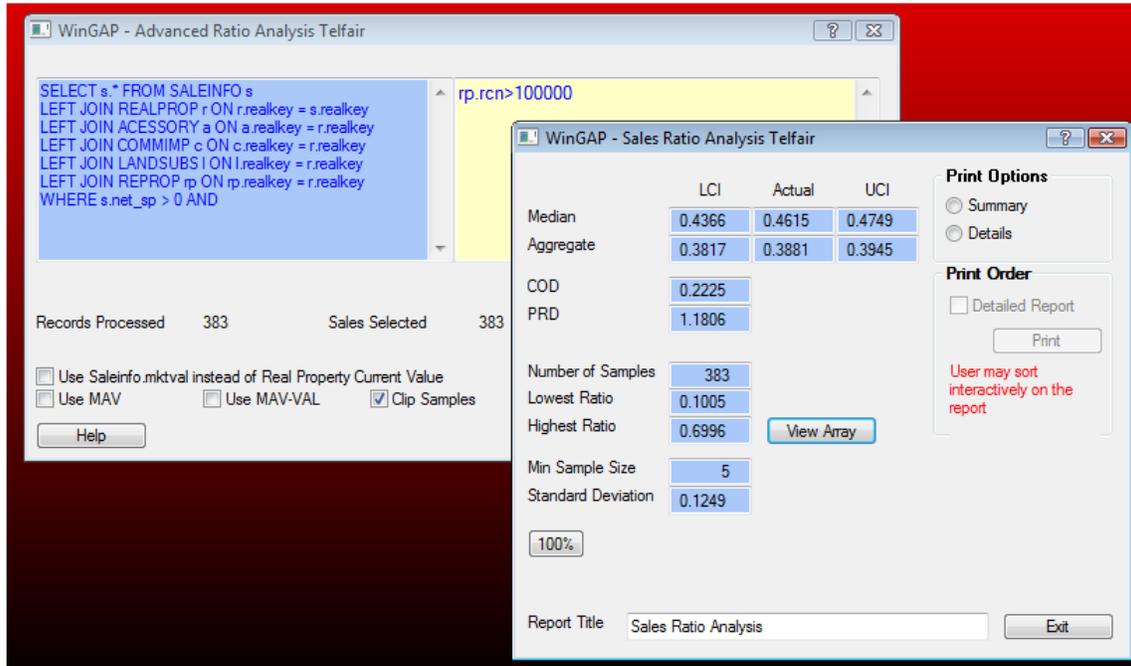
Since this example uses house data, the Reprop database table, and the alias "rp", will again be used. The replacement cost new value of a house is found in the RCN field. (NOTE: The County MUST have run Reappraise for Real Property at least once in order for this field to be populated with values). The user will need to employ just one operator, the relational ">" (greater than) operator, in this query expression.

The sales ratio study example was for sales for all houses with a RCN value greater than \$100,000. The user should key the greater than sign (" $>$ "), then key 100000 after the greater than operator. When the user has finished constructing the query expression, it should appear like the one below:

`rp.rcn>100000`

WinGAP Administration Manual

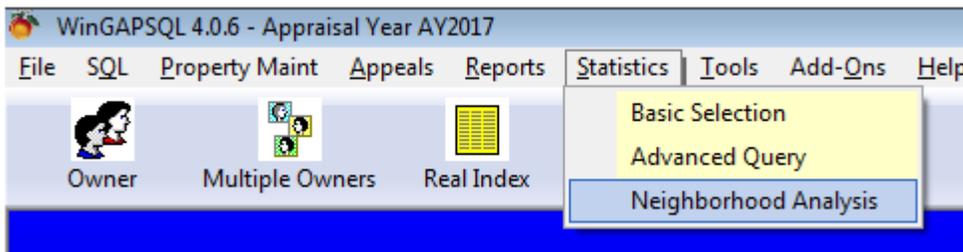
The user can now click the Run Button to run the Sales Ratios Study for all sales for houses with a replacement cost new greater than \$100,000. Once the sales are analyzed and the sales ratios calculated, the Sales Ratio Analysis Form will appear.



The Sales Ratio Analysis Form will display the sales ratios and other statistics and present the user with several options for printing the Ratio Study. The user can also look at a list of the sales that met the selection criteria and edit these sales if needed. The Sales Ratio Analysis Form was discussed under Basic Selection, earlier in this manual, and the user can refer to those pages for more information if desired.

Neighborhood Analysis

The Neighborhood Analysis option on the Sales Analysis Menu, below, provides a tool that the Assessors' Office can utilize in the generation of ratio studies based on Neighborhoods



NOTE: For Neighborhood Analysis to function properly, the County must set up Neighborhoods in **Tools >> Schedules / Tables > Neighborhoods**.

WinGAP Administration Manual

Clicking on this option will produce the Neighborhood Ratio Analysis Form, below.

Description	Neigh
025A1 - PARADISE CIRCLE	025A1
025A2 - THOMAS-HELENA-JOHN-OHOPE	025A2
ABBY LANE - DELOACH - JAY ST	100A01
ABBY LANE S TO CITY LIMITS	100A02
BANKS - LIBERTY ST	100A04
BARNARD STREET EAST	G1101
BARNARD STREET WEST	G0602
BOLTON E - BAKER - HOWARD E	G1102
BRADLEY - N HENRY - BUFFY K LANE	G0901
CASWELL - RAILROAD - TILLMAN N OF MANN	G1002
CASWELL - TILLMAN - MORRIS - S TO BANKS	G1201
CENTRAL FROM REIDSVILLE TO GLENNVILLE	01-400
COBBTOWN	00004
COBBTOWN - PERIMETER	01-101
COLEMAN BRIDGE S/D	01-106
COLLINS	00003
COLLINS - PERIMETER	01-102
COMMERCIAL - GLENNVILLE 1	COM-G1
COMMERCIAL - GLENNVILLE 2	COM-G2
COMMERCIAL - GLENNVILLE 3 DOWN TOWN	COM-G3
COMMERCIAL - REIDSVILLE 1 DOWNTOWN	COM-R1
COMMERCIAL - REIDSVILLE 2	COM-R2
COMMERCIAL 301 NORTH	C301N
COMMERCIAL 301 SOUTH	C301S
CRD-DUK	CRD
G01 - G02 NE PT - G04 - G05 N. OF MANN	G0101
GLENNVILLE	00002
GLENNVILLE - PERIMETER 1	01-801
GLENNVILLE - PERIMETER 2	01-802
GLENNVILLE - PERIMETER 3	01-803
GLENNVILLE - PERIMETER 4	01-804
GLENNVILLE NORTH & WEST OF 301	01-500
GLENNVILLE NORTH - 301 & EAST	01-600

Neighborhood List Box

The left side of the Form contains a list box of all the Neighborhoods in the County, arranged in alphabetical (descending) order. The user can move around the list box to select Neighborhoods for inclusion in the Ratio Study by using the arrow keys, the page up and down keys, and the home and end keys on the keyboard. The user can also press the first letter in the name of a Neighborhood and go directly to the first Neighborhood that begins with that letter. The mouse can also be used to move around in the list box by clicking on the "thumb" in the vertical scroll bar and dragging it up or down.

Sales Criteria

Neighborhood Ratio Studies are run based upon a more limited set of Sales Criteria than Ratio Studies that are run using either the Basic Selection or Advanced Query methods. The fields on the Form use the information keyed on the Sales Form when adding sales to Real Property.

WinGAP Administration Manual

Date Range fields

- **Start:** The Start field is where the Starting Date for sales to be used in the Ratio Study is keyed. The date keyed in this field is inclusive. For example, if the user wants a Study of all sales after January 1, 2002, then 01/02/2002 would be keyed in this field. The Start date field should be left blank if it is not to be used as a criteria in the Ratio Study.
- **End:** The End field is where the Ending Date for sales to be used in the Ratio Study is keyed in the same manner as the Start date. Like the Start date, the date keyed in the End date field is inclusive. The End date field should be left blank if it is not to be used as a criteria in the Ratio Study.

Sale Class fields

- Four checkboxes are available where the Sales Classification of the sale can be selected to further qualify the Ratio Study. Any or all of the checkboxes can be selected. If all of the Class checkboxes are left blank, the Sales Class will be ignored in the selection of sales.

Sales Reason fields

- Two checkboxes and a combo box are available to set criteria for the Sale Reasons to be used for the Ratio Study. If only the **FM** (Fair Market) checkbox is checked, and the combo box left blank, only sales with a Sales Reason of Fair Market will be used. If only the **LM** (Land Market) checkbox is checked, and the combo box left blank, only sales with a Sales Reason of Land Market will be used. If both the FM and LM checkboxes are checked, and the combo box left blank, only sales with a Sales Reason of Fair Market or Land Market will be used. The FM and/or LM checkboxes can also be used with any of the Sale Reasons in the combo box to run a Ratio Study. Finally, the FM and LM checkboxes can be left blank and a specific reason in the Sales Reason combo box can be used to run a Ratio Study for a specific type of Sale Reason.

Neighborhoods Selected List Box

Beneath the Sales Reason section of the Form is a list box that will display all of the Neighborhoods selected for the Ratio Study. Neighborhoods are placed in the list box by using the four arrow buttons located to the left of the Neighborhoods Selected list box, as seen below.

Neigh	Description
00002	GLENNVILLE

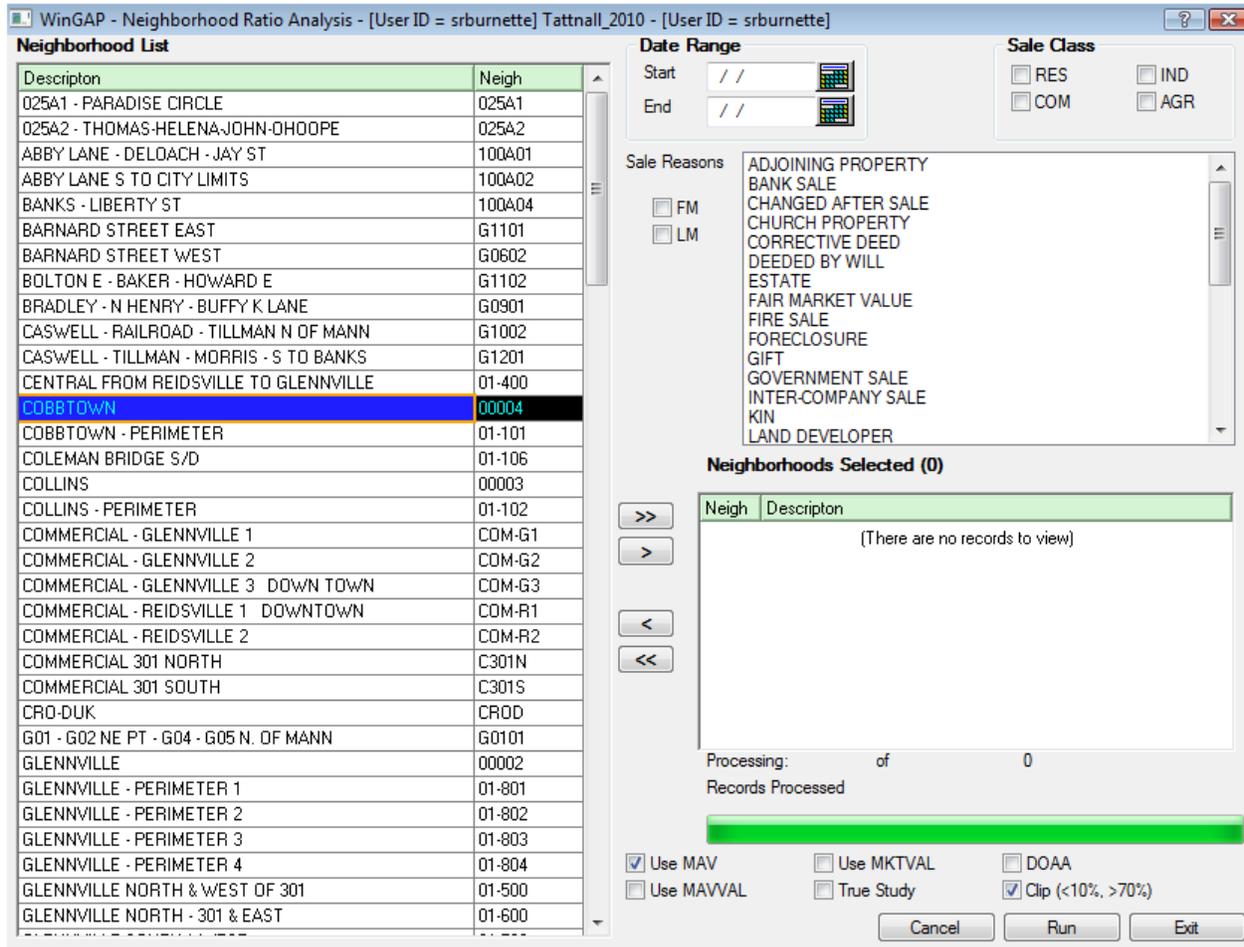
Processing: of 1
Records Processed

WinGAP Administration Manual

The top button, with two arrows on it pointing to the right, will place all of the Neighborhoods in the Neighborhood list box on the left side of the Form into the Neighborhoods Selected list box. The next button, with one arrow pointing to the right, will place any selected Neighborhoods from the Neighborhood list box on the left of the Form into the Neighborhoods Selected list box. The third button, with one arrow pointing to the left, will remove any selected Neighborhoods from the Neighborhoods Selected list box on the right side of the Form. The bottom button, with two arrows in it pointing to the left, will remove all of the Neighborhoods in the Neighborhood list in the Neighborhoods Selected list box.

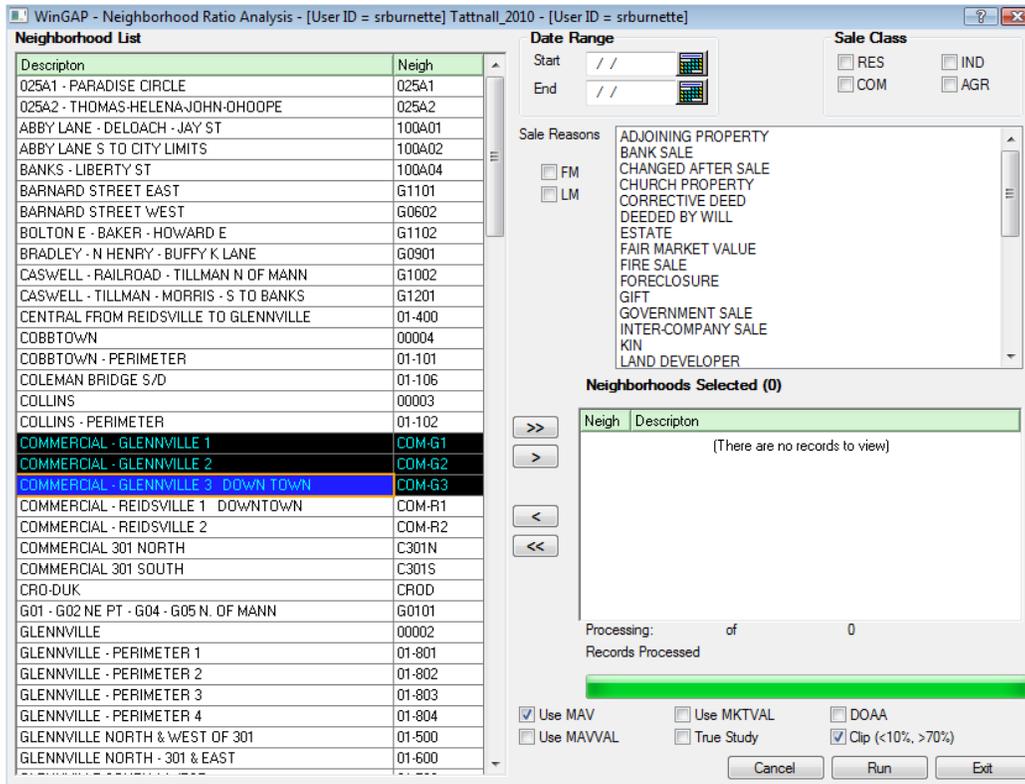
Selecting Neighborhoods

One Neighborhood can be selected for inclusion in the Ratio Study by clicking on the desired item in the Neighborhood List Box, as seen below.

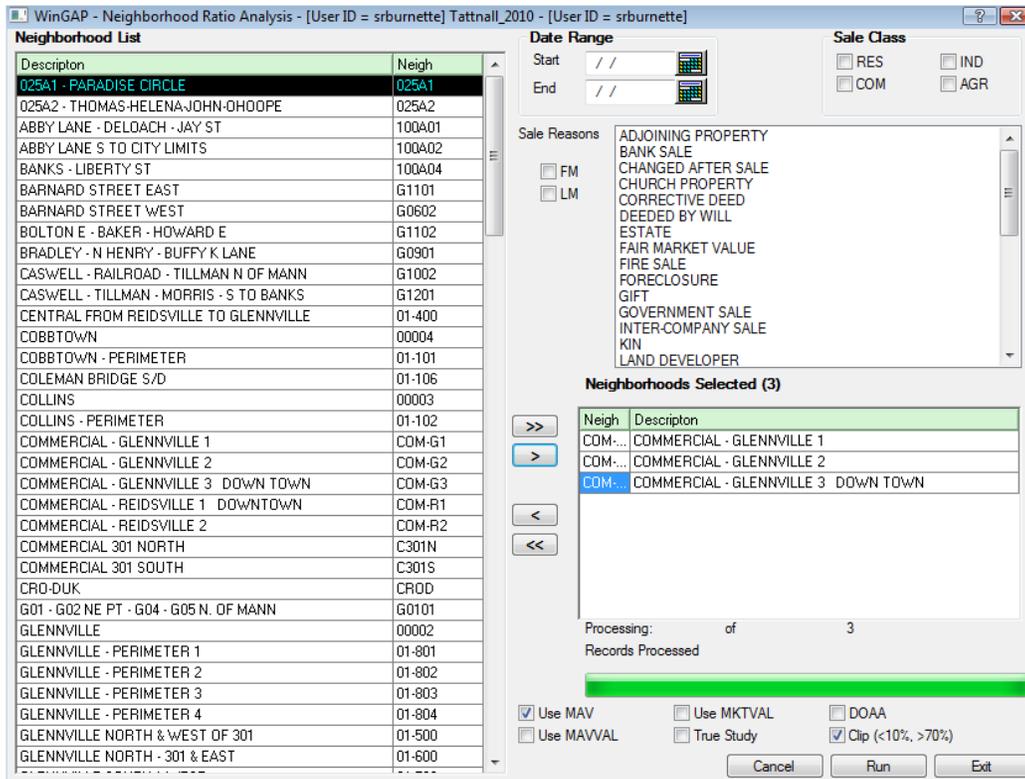


A range of Neighborhoods can be selected for inclusion in the Ratio Study by clicking on the first item in the desired range, holding the Shift key down, and then clicking on the last item in the range. An example of a range of Neighborhoods selected for a Ratio Study appears on the next page.

WinGAP Administration Manual

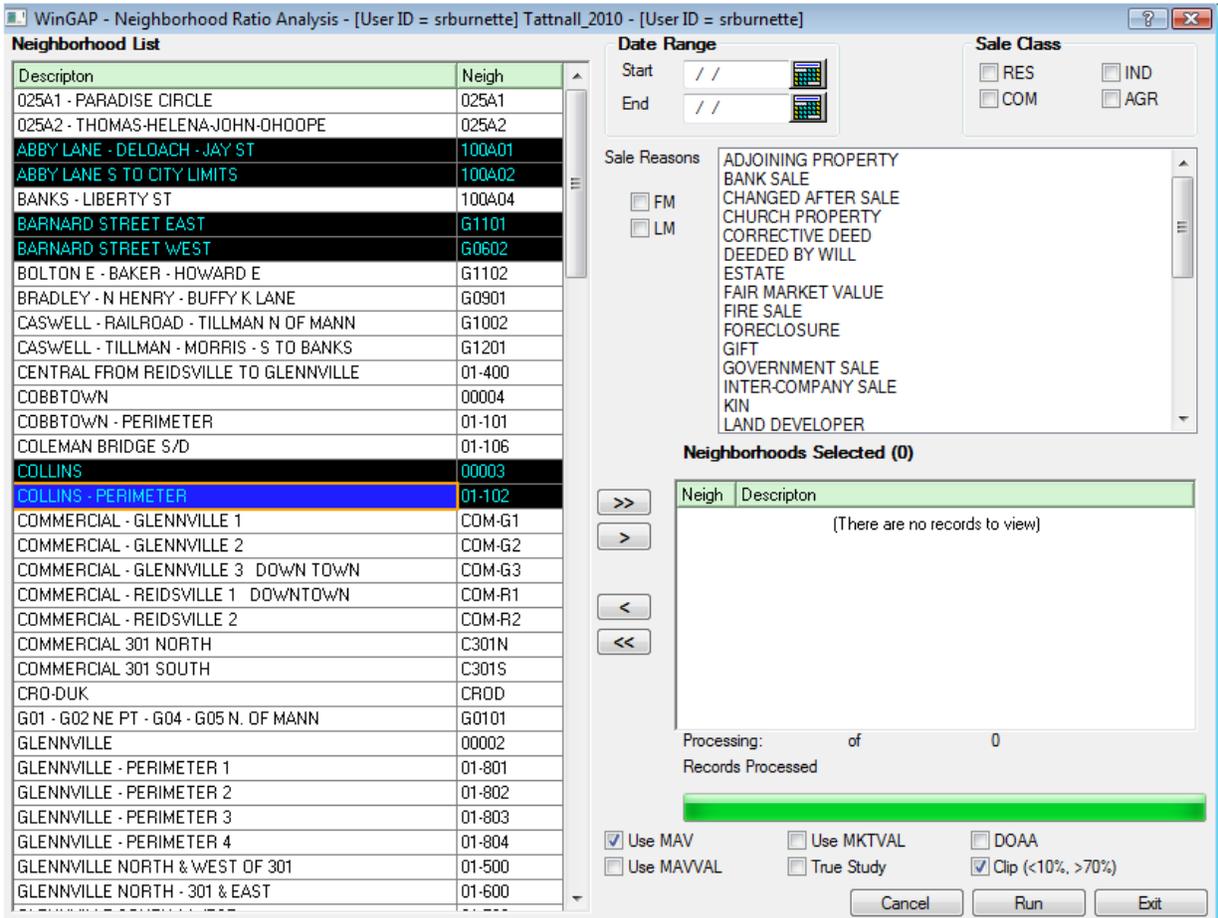


The Button with one arrow pointing to the right would be clicked to send these Neighborhoods to the Neighborhoods Selected list box, as seen below.

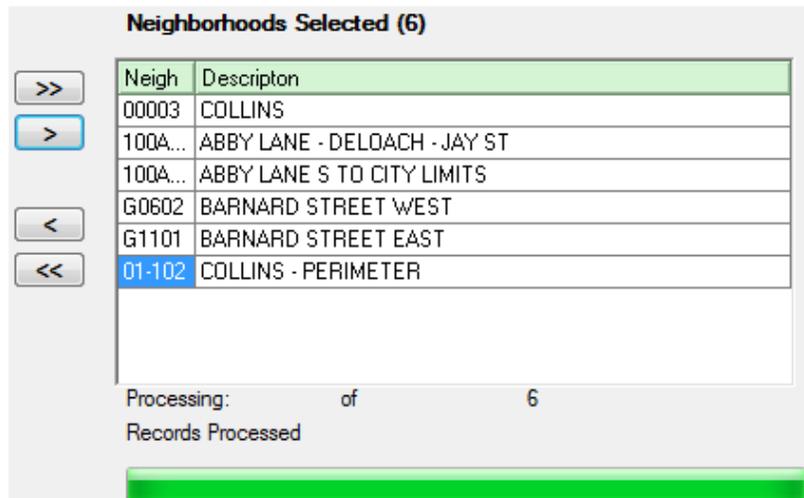


WinGAP Administration Manual

If the user wishes to select various, random, Neighborhoods, these can be selected for printing by clicking on the first item, holding the Ctrl key down, and then clicking on each of the other desired items. An example of various Neighborhoods selected for a Ratio Study appears below.



Again, clicking the Button with one arrow pointing to the right would send these Neighborhoods to the Neighborhoods Selected list box, as seen below.



WinGAP Administration Manual

Once all of the Neighborhoods to be included in the Ratio Study have been selected, and the Starting and Ending Sales Dates, Sales Classes, and Sales Reasons have been selected on the Analysis form, the Run button on the lower right of the Neighborhood Ratio Analysis form should be clicked. After the records are processed, the Neighborhood Analysis Results form will appear, as seen below.

Recid	Neigh	Description	Med	Med_Lci	Med_Uci	Agg	Agg_Lci
44	00002	GLENNVILLE	0.3997	0.3904	0.4030	0.3980	0.3948
45	01-500	GLENNVILLE NORTH & WEST OF 301	0.3886	0.3484	0.4440	0.3795	0.3490
46	01-600	GLENNVILLE NORTH - 301 & EAST	0.3930	0.3478	0.4169	0.3756	0.3619
47	01-700	GLENNVILLE SOUTH & WEST	0.3972	0.3730	0.4196	0.3918	0.3837
48	01-801	GLENNVILLE - PERIMETER 1					

The Neighborhoods will be listed in Neighborhood Code order on the Results form, and Neighborhoods that have no Sales for the criteria entered will be highlighted in BLUE.

Listed left to right on the Results Form are the following. The user can use the horizontal scroll bar at the bottom of the form to see all the columns.

- The **Record ID**, as defined by WinGAP for that Neighborhood in the Neighborhood schedule.
- The **Neighborhood Code**, as defined by WinGAP for that Neighborhood in the Neighborhood schedule.
- The **Neighborhood Description**, as entered by the County in the Neighborhood Schedule.
- The **Median Actual Ratio**. The Median Actual Ratio is a measure of central tendency that indicates the midpoint of the array of the sales ratios. The Median Ratio is the statistic used to determine the level of assessment for the study.
- The **Median Lower Confidence Interval**. The Median Lower Confidence Interval is used to determine digest acceptance if the Median Actual Ratio is less than .36.
- The **Median Upper Confidence Interval**. The Median Upper Confidence Interval is used to determine digest acceptance if the Median Actual Ratio is more than .44.
- The **Aggregate Actual Ratio**. The Aggregate Actual Ratio is the weighted average of the sales. It is calculated by dividing the sum of the assessments by the sum of the sales prices.

WinGAP Administration Manual

- The **Aggregate Lower Confidence Interval**. If the PRD(Price Related Differential, explained below) is outside of acceptable ranges and the Aggregate Actual Ratio is used to determine the assessment level, the Aggregate Lower Confidence Interval must fall within a ratio range of .36 to .44, unless the Aggregate Upper Confidence Interval (see below) is within this same range.
- The **Aggregate Upper Confidence Interval**. If the PRD is outside of acceptable ranges and the Aggregate Actual Ratio is used to determine the assessment level, the Aggregate UCI (Upper Confidence Interval) Ratio must fall within a ratio range of .36 to .44 to allow for assessment level acceptance.

The table below provides an illustration of the use of the UCI and LCI.

LCI	AGG	UCI	
32	34	36	Pass (UCI falls within (overlaps) acceptable range)
28	30	32	Fails
26	32	38	Pass (UCI falls within (overlaps) acceptable range)

- The **Coefficient of Dispersion**. The COD, or Coefficient of Dispersion, measures the degree of uniformity in the study. The COD is calculated by first determining the absolute deviation from the median for each sale (Ratio-Median). The average of the deviations is then calculated. The average deviation is then divided by the median ratio to produce the COD. The COD should be less than .15 for residential property and less than .20 for agricultural, commercial, and industrial properties.
- The **Price Related Differential**. The PRD, or Price Related Differential, is used to measure assessment bias in a ratio study. The PRD should fall between .95 and 1.10. It is calculated by dividing the mean ratio by the aggregate ratio. If the PRD is greater than 1.00, the lower priced properties generally have higher ratios than the higher priced properties. The study is exhibiting regressivity. If the PRD is less than 1.00, the higher priced properties are overvalued compared to the lower priced properties. The study exhibits progressivity.
- The **Number of Samples**. The number of sales that are included in the Ratio Study for that Neighborhood.
- The **Lowest Ratio**. The Lowest Ratio of any sale that meets the selection criteria and is used in the Ratio Study.
- The **Highest Ratio**. The Highest Ratio of any sale that meets the selection criteria and is used in the Ratio Study.
- The **Minimum Sample Size**. The smallest number of samples in a ratio study that will constitute a valid ratio study. The Min Sample Size is a function of the uniformity in the ratio study. A ratio study with greater uniformity has a lower Minimum Sample Size.
- The **Standard Deviation**. The basic numeric measure of the extent of variation of the sample around the center (measure of central tendency).
- The **Neighborhood Adjustment Factor**. The Neighborhood Adjustment Factor for that Neighborhood, as entered by the County in the Neighborhood Schedule.
- The **User ID** of the person that is logged into WinGAP and ran this Ratio Study.

WinGAP Administration Manual

Print Button

The **Print Button** on the lower left of the Results form can be clicked to display a Print Preview of the Ratio Study, as seen below.

Report Viewer - Internet Explorer provided by Dell
http://steveadmin-pc/ReportServer/Pages/ReportViewer.aspx?/WinGAPReports/RatioNH&Rej

ReportSvr: STEVEADMIN-PC\WinGAP ReportDB: Tattnall_2010 View Report

WinGAP Neighborhood Analysis

DESCRIPTION	NEIGH	MED	LCI	UCI	AGG	LCI	UCI	COD	PRD	SAMPLES	MIN SAMP	NH ADJ
GLENNVILLE	00002	0.3997	0.3904	0.4030	0.3980	0.3948	0.4012	0.0581	1.0088	105	0	1.00
GLENNVILLE NORTH & WEST OF 301	01-500	0.3886	0.3484	0.4440	0.3795	0.3490	0.4100	0.1641	1.0906	12	4	NA
GLENNVILLE NORTH - 301 & EAST	01-600	0.3930	0.3478	0.4169	0.3756	0.3619	0.3893	0.1099	0.9989	18	1	1.02
GLENNVILLE SOUTH & WEST	01-700	0.3972	0.3730	0.4196	0.3918	0.3837	0.3999	0.0596	1.0117	14	0	1.01
GLENNVILLE - PERIMETER 1	01-801	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0	0	NA

LCI = Lower Confidence Interval (95%)
UCI = Upper Confidence Interval (95%)
Samples = Number of sales included in study
Min_Samp = Calculated number of samples required to achieve statistically valid sample size

Printed by :srburnette

The default order on the report is Neighborhood Code. The sort order arrows on any of the column headings of the report can be clicked to order the report in a different order; clicking the sort order arrows on the Med (Median Actual Ratio) column heading will place the rows of the report in that order.

Print With Sales Button

The **Print With Sales** Button, also on the lower left of the Results form, can be clicked to display a Print Preview of the Neighborhood Ratio Study, with sales, as seen on the next page. This report is also in Neighborhood Code order, and the order can be changed by clicking on the sort order arrows in any of the other column headings. The ratios for each Neighborhood are presented at the end of the sales list for that Neighborhood.

WinGAP Administration Manual

ReportSvr: STEVEADMIN-PC\WinGAP ReportDB: Tattnall_2010 View Report

Hide Sales? True False

WinGAP Neighborhood Analysis

DESCRIPTION	NEIGH	MED	LCI	UCI	AGG	LCI	UCI	COD	PRD	SAMPLES	MIN SAMP	NH ADJ
GLENNVILLE	00002	0.3997	0.3904	0.4030	0.3980	0.3948	0.4012	0.0581	1.0088	105	0	1.00
PARCEL NO	GRANTOR	SALEDATE	SALEPRICE	ACRES	RATIO							
SC	SS	RSN	NBHD	GRANTEE	DEEDPAGE	CURR VAL						
099A 010				FOX ROY A & SHARON L	11/15/2007	190,000	1.03	0.3840				
R	1	FM	00002	BASS CARL H JR & KATHY	532 162	72,964						
099A 013				FOX ROY & SHARON	01/26/2006	85,000	0.00	0.4552				
R	1	FM	00002	FUTCH DARYL	502 216	38,692						
099A 025				CHADWICK DEBBIE CART	01/31/2008	106,000	0.37	0.3652				
R	1	FM	00002	GROOMS ENTERPRISES INC	535 058	38,708						
099A 026				SMITH DAVID M & PHYL	10/20/2006	160,000	0.00	0.2880				
R	1	FM	00002	ONEAL DEBRA G	514 781	46,080						
099A 028				BANKS RICHARD G & JANE S	05/05/2006	204,900	0.46	0.3939				
R	1	FM	00002	CALLANAN MICHAEL & CHRISTINE	507 343	80,720						
099A 030				KNIGHT BILLY W	02/22/2006	80,000	0.00	0.4240				
R	1	FM	00002	HELLAMS GERALD W &	503 420	33,920						
099B 008				RYAN THOMAS M JR & GWYTHA M	08/30/2006	262,500	0.00	0.3907				
R	1	FM	00002	SCHULKE DANIEL A & KAREN C	512 693	102,568						

Without leaving this report preview, the user can also “hide the sales” on the report, if desired, by clicking in the True radio button neat the top of the report preview, then clicking the View Report button on the right. The report will refresh and present the Summary Report again. The user can return to the list with sales by clicking the False radio button and the View Report button again.

ReportSvr: STEVEADMIN-PC\WinGAP ReportDB: Tattnall_2010 View Report

Hide Sales? True False

WinGAP Neighborhood Analysis

DESCRIPTION	NEIGH	MED	LCI	UCI	AGG	LCI	UCI	COD	PRD	SAMPLES	MIN SAMP	NH ADJ
GLENNVILLE	00002	0.3997	0.3904	0.4030	0.3980	0.3948	0.4012	0.0581	1.0088	105	0	1.00
GLENNVILLE NORTH & WEST OF 301	01-500	0.3886	0.3484	0.4440	0.3795	0.3490	0.4100	0.1641	1.0906	12	4	NA
GLENNVILLE NORTH - 301 & EAST	01-600	0.3930	0.3478	0.4169	0.3756	0.3619	0.3893	0.1099	0.9989	18	1	1.02
GLENNVILLE SOUTH & WEST	01-700	0.3972	0.3730	0.4196	0.3918	0.3837	0.3999	0.0596	1.0117	14	0	1.01
GLENNVILLE - PERIMETER 1	01-801	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0	0	NA

LCI = Lower Confidence Interval (95%)
 UCI = Upper Confidence Interval (95%)
 Samples = Number of sales included in study
 Min_Samp = Calculated number of samples required to achieve statistically valid sample size

Printed by :srburnette