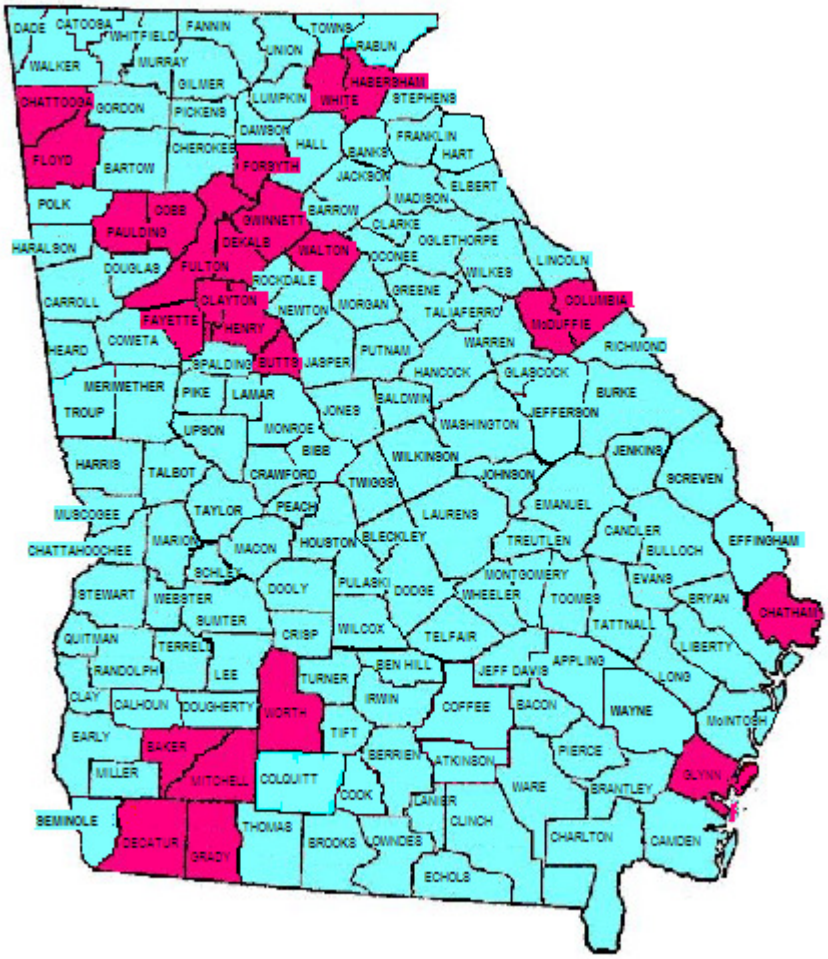
WinGAP Basic Data Entry Class Manual



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WinGAP Basic Data Entry
Introduction

- History
  - Beginning and Funding
  - Gap Group User Association

- CAMA
  - Computer Assisted Mass Appraisal

- Program Design
  - Basic Appraisal System
  - GAP/GPP

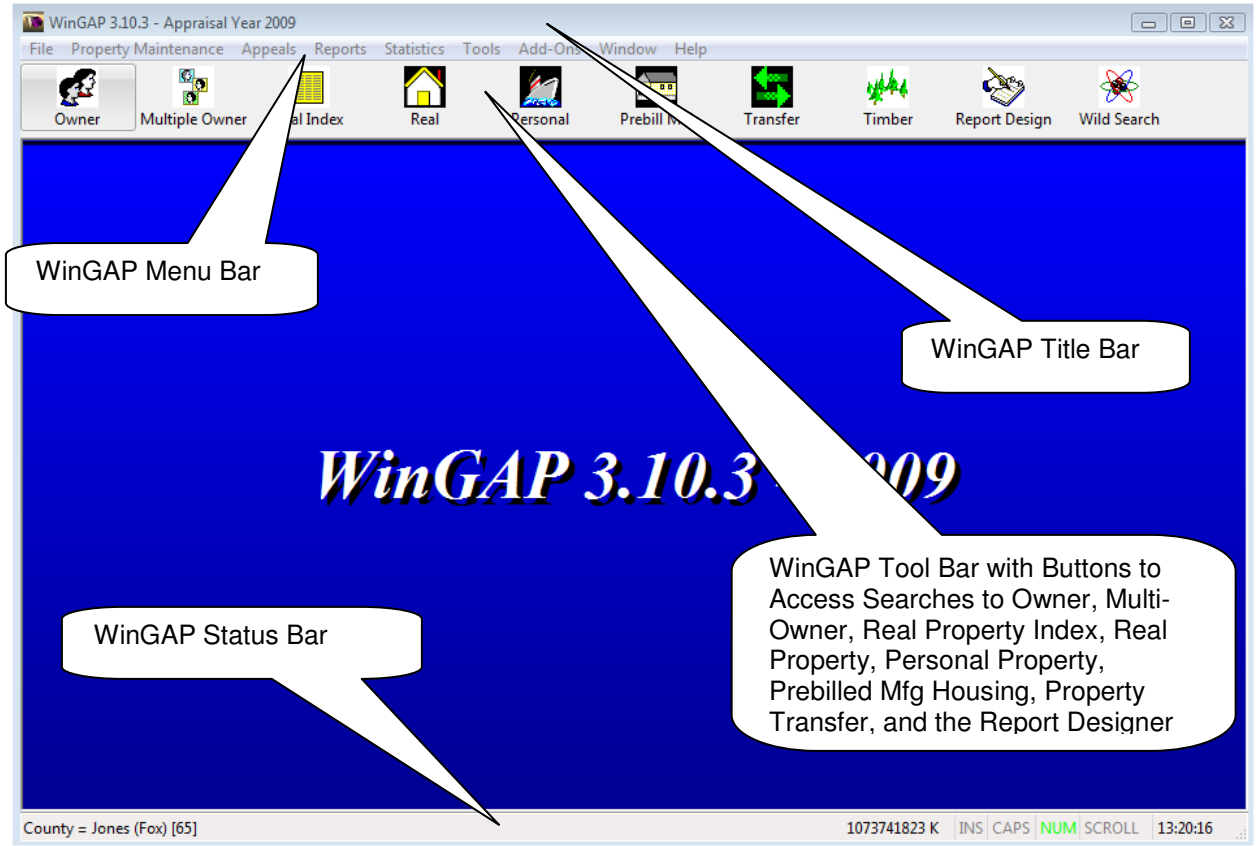
- Development Language
  - Visual Objects
  - Visual Basic (Sketching Module)

- How Information is stored
  - FoxPro Database Files (Fox 2X Format)
  - County should purchase one copy of Microsoft Visual Foxpro ($500)
  - Microsoft SQL (Structured Query Language) in WinGAP Version 4.0

- Major Program Features
  - Multi-User (No Limit)
  - Handles All Types of Property (Real, Personal, Manufactured Housing)
  - Current Appraisal Year Data
  - Past Years and Future Year Data
  - Property Transfers
  - Sales Tracking
  - Sales Ratio (Statistics) Module
  - Appeals Tracking
  - Report Generation (Pre-Built and User Defined Reports)
  - Check Out / Check In Of Data For Field Review
  - Customizable User Logins
  - All Schedules Accessible and Locally Defined
  - Online Support Connection Through The Internet
  - Help Incorporated Within Program
  - GIS Tie-In
  - Timber Sales Tracking
  - Handling of eFiled PT-61 data
  - NADA Schedules and Pricing for Manufactured Housing
  - ABOS Schedules and Pricing for Boats
  - Forest Land Protection Act
  - H.B. 233 Requirements

Main WinGAP Screen

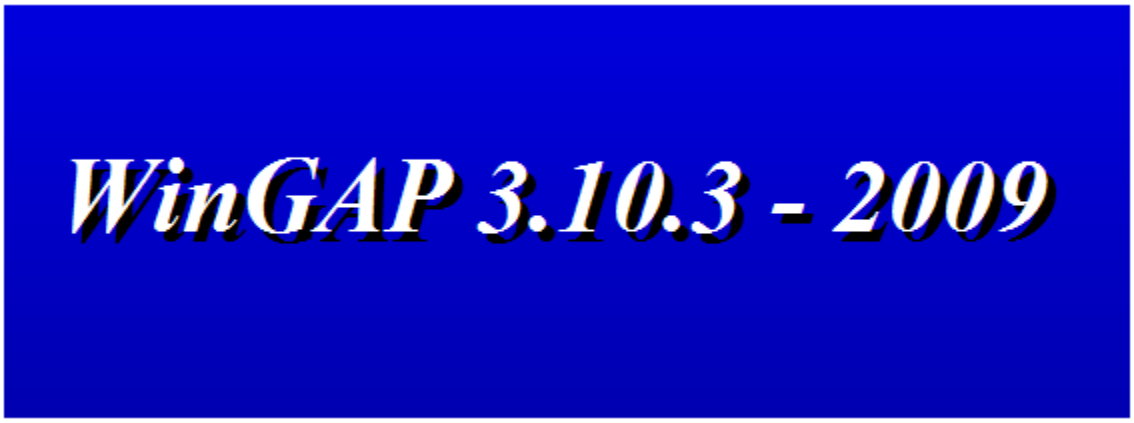
When WinGAP is first initialized, the user is taken to the Main Screen. All WinGAP operations originate at this screen, which defaults to a graduated blue color and is similar to the primary screen in most Windows applications.



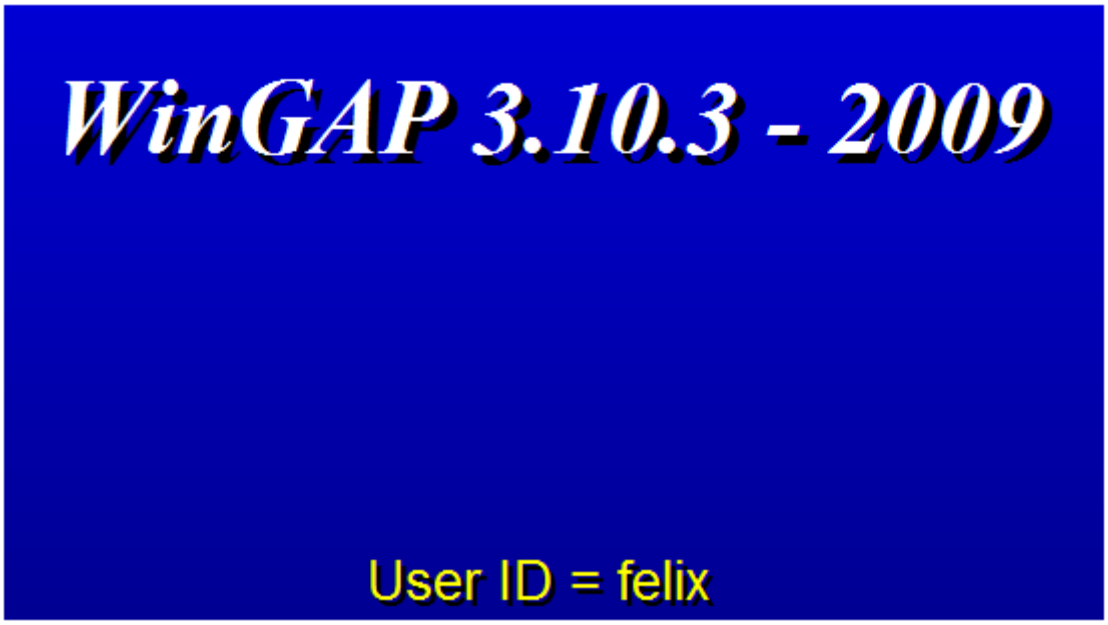
The main WinGAP screen consists of the following features:

Main Window

The main WinGAP screen is a graduated blue color when the user is in the default appraisal year. The screen is a graduated red color when the user is in a previous appraisal year or logged in as Guest. It is a graduated gold color when the user is in the Future year. The version of WinGAP will display in the center of the window, along with the appraisal year in use, as shown below.



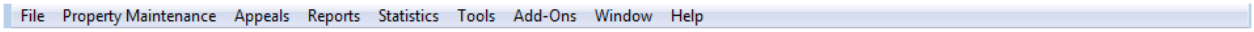
If Logins are enabled, the Login ID of the user will display below the WinGAP version, as shown below. The positioning of the Login ID beneath the WinGAP version will depend upon the size of the Main WinGAP screen and the monitor resolution.



Title Bar

The Title Bar at the top of the screen contains the Name of the program (in this case, WinGAP), the Version Number of WinGAP (in this case, 3.10.3), and the Appraisal Year Folder that is currently being used. On the far left of the Title Bar is an icon that can be clicked to produce a Menu where the user can resize the main WinGAP screen or close the WinGAP application. On the far right of the Title Bar are the standard Windows buttons that can be used to Minimize, Maximize/Restore, and Close the Main WinGAP screen.

Menu Bar

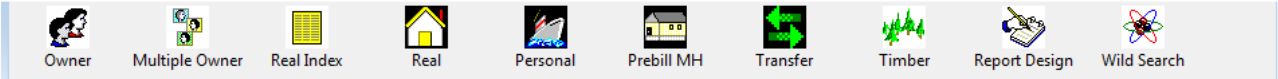


The Menu Bar contains pull-down menu options that allow the user to perform different functions within WinGAP. These menus can be selected by either clicking on the menu word, for instance, "File", with the mouse, or they can be selected with what is known as a "hot-key" combination. For example, holding down the Alt key and pressing the letter "F" will pull down the File Menu. After a menu is activated, the user has several methods available in selecting the desired menu option. These methods are listed below and apply to all menus.

- Pointing at the desired menu option with the mouse and single clicking the left mouse button
- Using the Up and Down directional arrow keys on the keyboard to navigate through the menu option and then press Enter when the desired option is highlighted
- Using a hotkey combination. Menu options that have hotkey combinations have them displayed to the right of the option. Hotkeys can initiate a menu options without first activating the menu. For example, CTRL + N would display the Owner screen without the File menu being displayed or dropped down.

Each of these Menus will be discussed in more detail on the following pages.

Tool Bar



The WinGAP Tool Bar contains Buttons that can be clicked on to perform various tasks in WinGAP. From left to right, clicking on the Buttons will produce the:

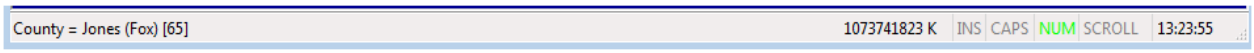
- Owner Search Form
- Multi-Owner Search Form
- Real Property Index Form
- Real Property Search Form
- Personal Property Search Form
- Prebill Mobile Home Search Form
- Property Transfer Form
- Timber Form
- Report Designer
- Wild Search

Many of these Forms can also be reached with the use of a “hot-key” combination:

- Ctrl + O (Owner Search Form)
- Ctrl + M (Multi-Owner Search Form
- Ctrl + V (Real Property Index Form)
- Ctrl + R (Real Property Search Form)
- Ctrl + Shift + P (Personal Property Search Form)
- Ctrl + T (Property Transfer Form)

The use of each of these Forms is discussed in detail later in this manual.

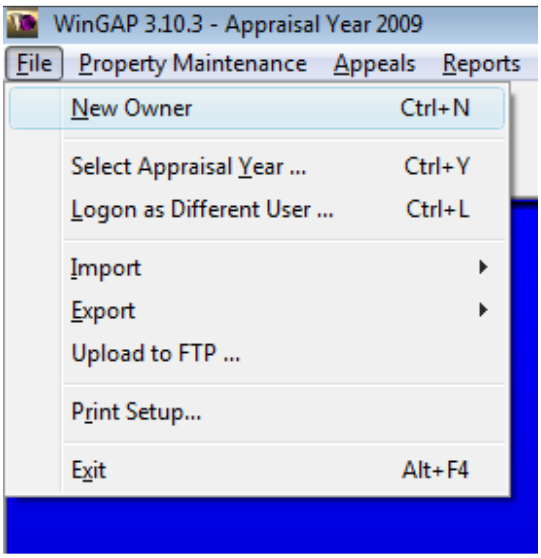
Status Bar



The WinGAP Status Bar is located at the bottom of the main WinGAP screen. It displays:

- The County Name, from the County Name field as entered in **Tools >> Preferences**.
- Database driver. This will be either Fox or ADS (Advantage Database Server)
- The Build Number, in brackets, for this version of WinGAP
- System Memory (RAM)
- Whether the INS (Insert), CAPS (Caps Lock), NUM (Num Lock), and SCROLL (Scroll Lock) keys are engaged on the keyboard. If engaged, they will display in **GREEN**.
- System Time of the computer

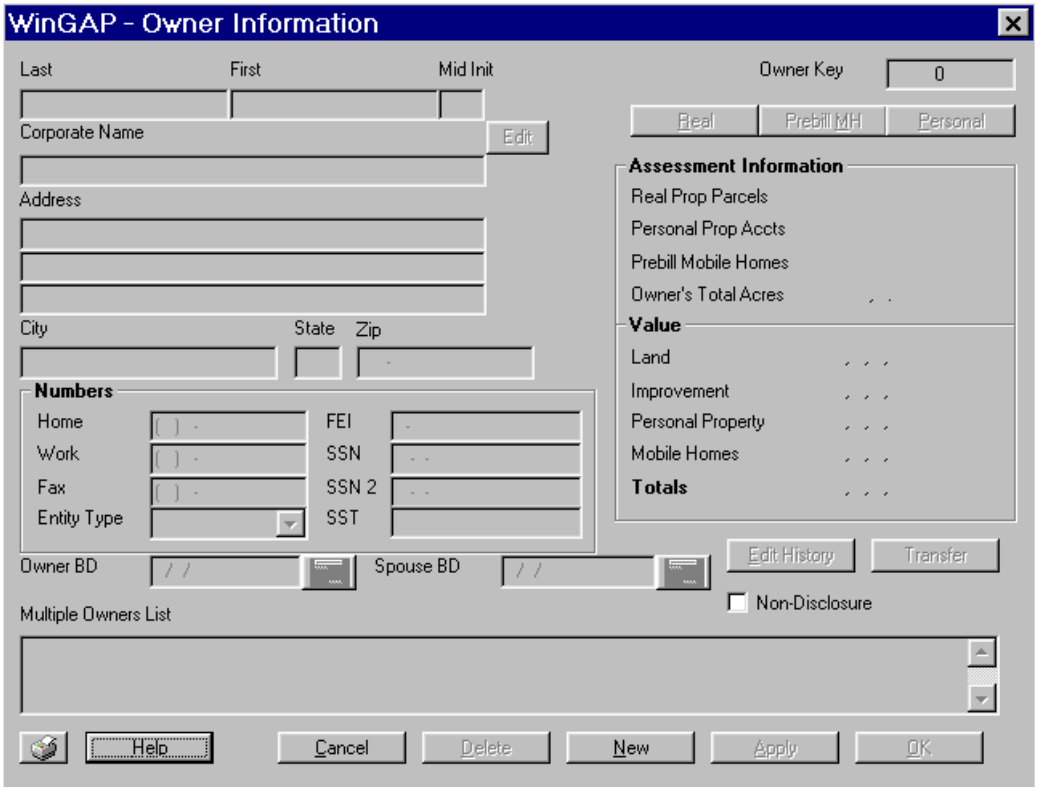
File Menu



The File Menu contains the following options:

New Owner

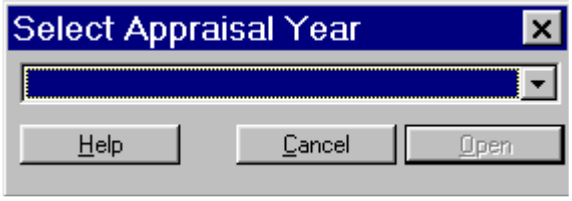
The New Owner option on the File Menu is one of several places in WinGAP where a New Owner can be added. The user can click with the mouse to select this option and proceed to the New Owner Information Form, or use a "hot-key" combination. In New Owner the "N" is underlined, so the user can use the key combination of Ctrl + N (hold down the Control key and simultaneously press the letter N) to produce the Owner Information Form, below.



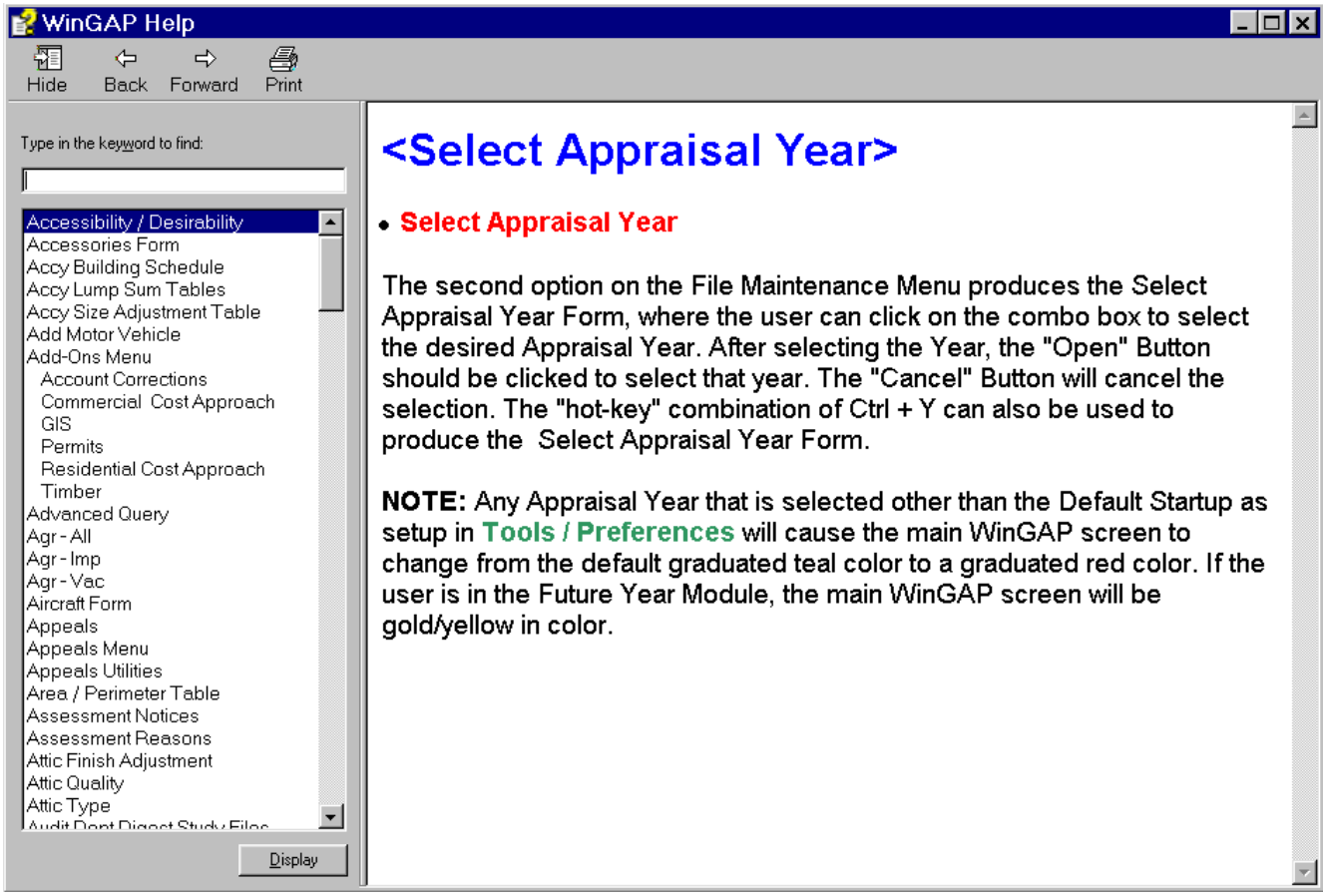
See the Owner Information Form for help specific to that Form.

Select Appraisal Year

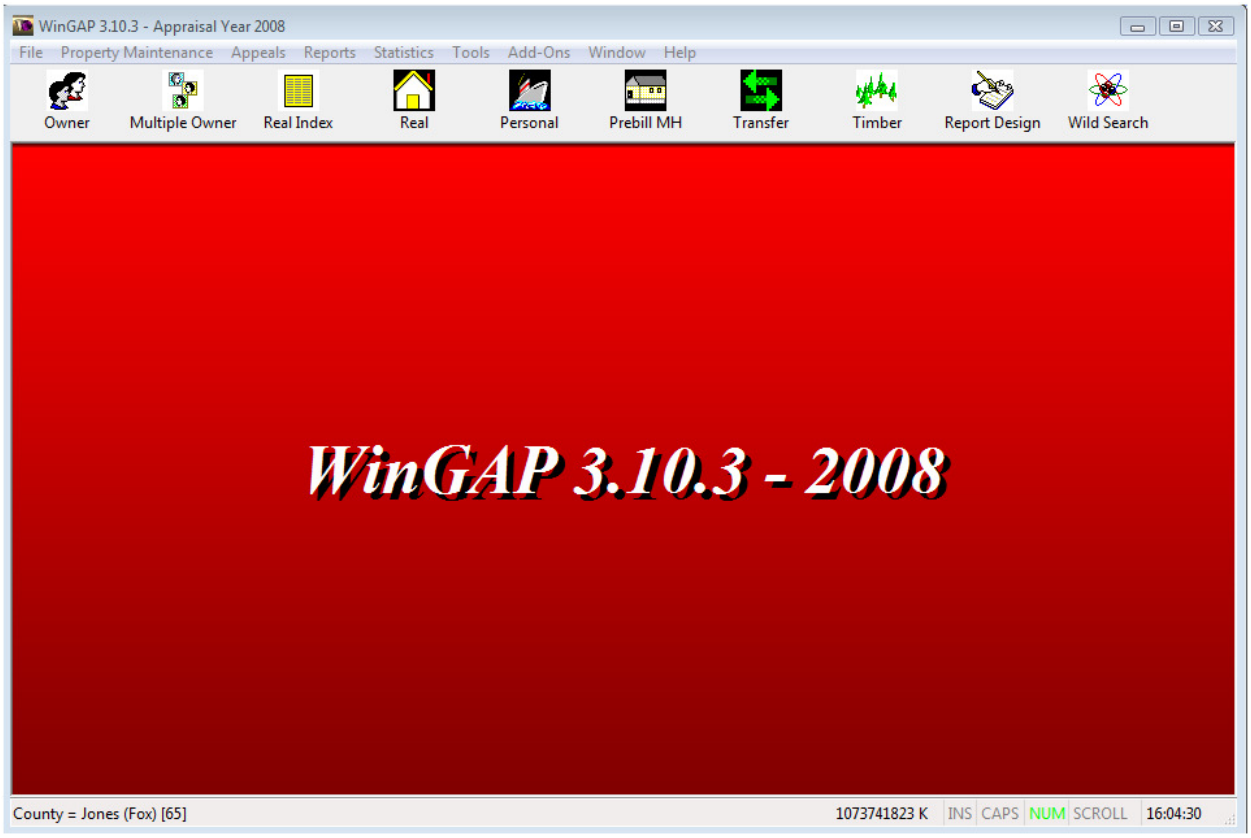
The second option on the File Maintenance Menu produces the Select Appraisal Year Form, where the user can click on the combo box to select the desired Appraisal Year. After selecting the Year, the **Open** Button should be clicked to select that year. The Open Button will not become available until an Appraisal Year is selected. The **Cancel** Button will cancel the selection. The Help Button can be clicked to produce a Help Form about this option. The "hot-key" combination of Ctrl + Y can also be used to produce the Select Appraisal Year Form.



Note: The Help Button can be clicked to produce a Help Form about this option, as seen below. Any Form in WinGAP that has a Help Button can be used to produce on-screen information about that particular feature in WinGAP

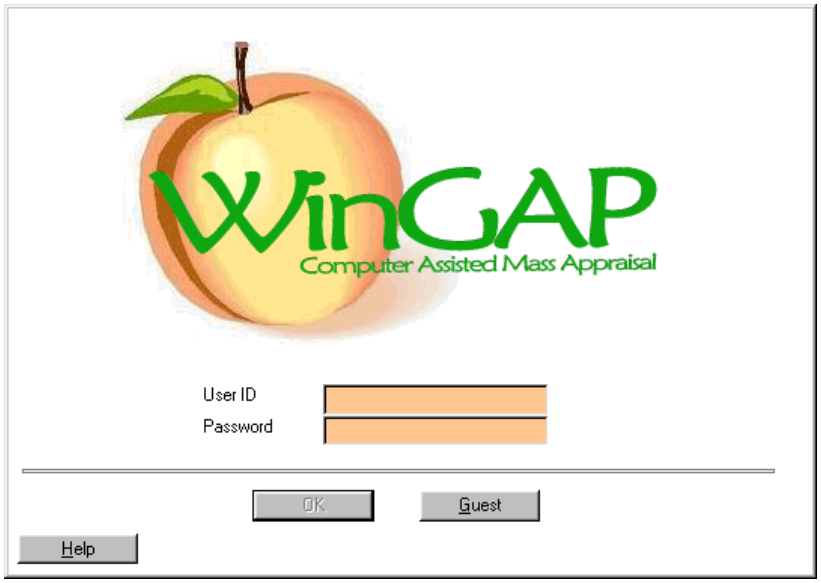


NOTE: Any Appraisal Year that is selected other than the Default Startup as setup in **Tools >> Preferences** will cause the main WinGAP screen to change from the default graduated blue color to a graduated red color, as shown below.



Login as Different User

Selecting this option on the File Maintenance Menu (or pressing the "hot-key" combination of Ctrl + L) produces the WinGAP Login Form, as seen below. Accessing this Form is particularly useful when the current user is having a problem with WinGAP or the computer system and does not have "rights" to use all parts of WinGAP. A different individual, such as the System Administrator who has "full" rights, can Log In as a Different User on the current user's computer to resolve the problem.



If a user attempts to access any appraisal year except the default year and the user's name is not found in the non-default year's password list, the user will be logged into that year as a Guest. Also, logins with no Administrative rights will not be able to access the File Maintenance Menu.

The Reindex Login is used in situations where the index files (files with an extension of CDX) have been deleted and the user's login/password is no longer functional. If reindexing is needed after an update or a deletion of the CDX files due to corruption, the user should key the word **reindex** in the User ID field and click OK. **No password is required**. Upon doing this, WinGAP will display the Reindex screen where the user **MUST** click the Begin button. After the reindex process has finished, the user will be returned to the Login screen, where the User ID and Password can be entered for normal WinGAP access.

The **Guest** Button should be clicked to log in as a "Guest", meaning that the user will only have rights to **VIEW** property information. Guests cannot add, edit or delete any information in WinGAP. Logging in under Guest also blocks access to the Reports, Tools, and Add-Ons Menus, meaning that the user cannot print reports, access any schedule information, or have access to PT-61 information, GIS, or Timber information. Guests are allowed to print screens that have a Printer button, as well as any reports that are available by right clicking on the Printer button.

In addition, Guests are not allowed access to the Transfer, Timber, Report Designer, and Wild Search modules of WinGAP. Guest logins will not be able to see the "tool tips" for any parcels under the ownership of an owner record with a Non-Disclosure flag. The following data is also masked under a Guest login **if the parcel is receiving a Homestead Exemption and the owner is flagged for non-disclosure:**

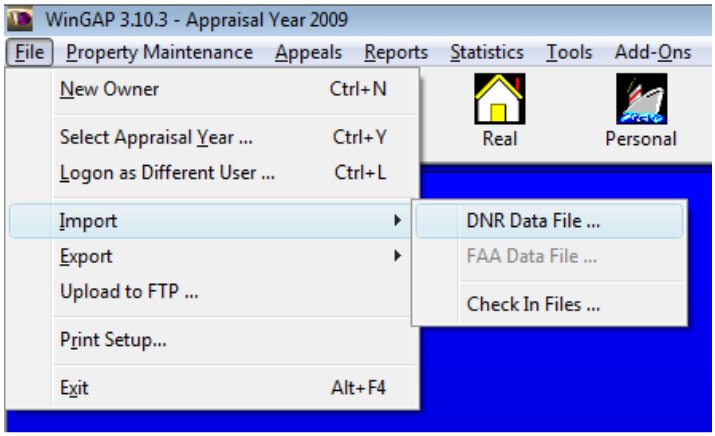
- All fields associated with a situs location
- Latitude
- Longitude
- Land lot
- Land district
- GMD
- Legal description
- Subdivision name, lot, block, section, and phase

The **Guest** Login is designed to be used primarily at computers accessed by the public. Login User IDs and Passwords in WinGAP are always entered in lower case.

NOTE: Counties can also set up a Guest User in Password Administration to further control Guest access to WinGAP. The Password can be whatever the County chooses.

Import

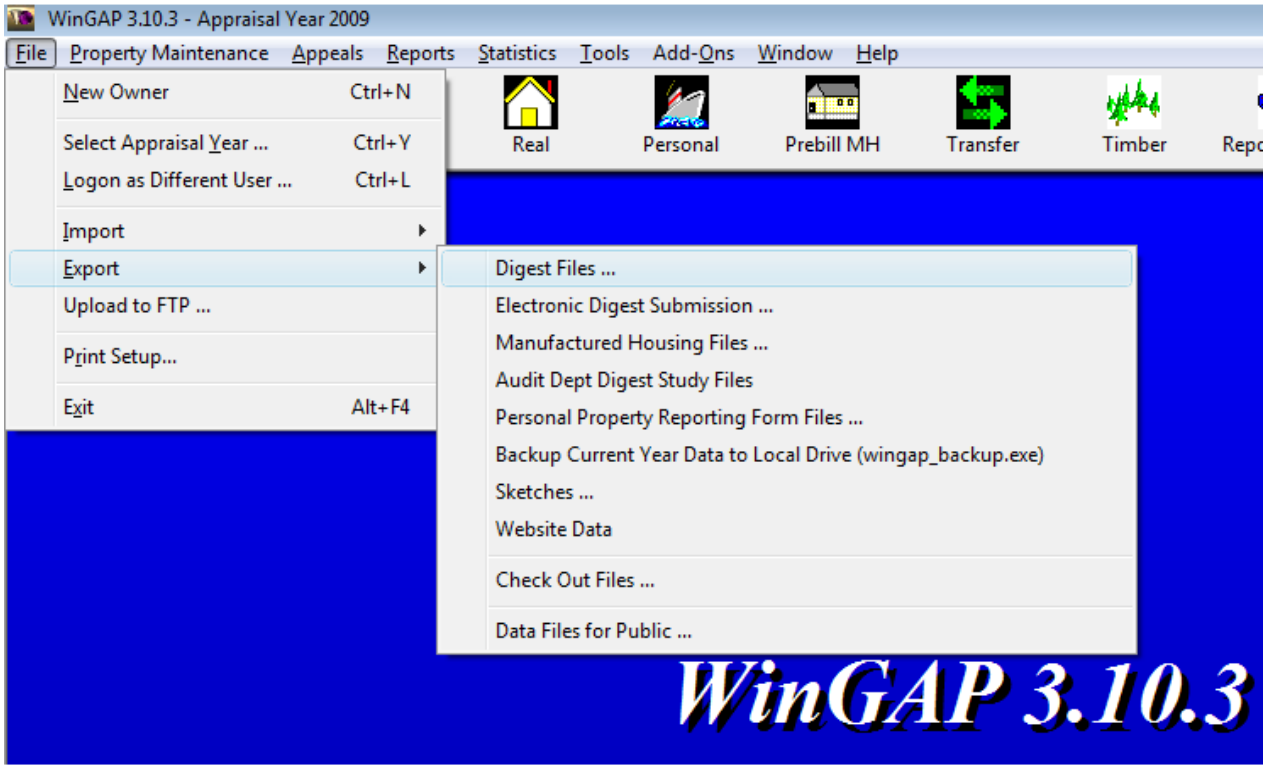
The Import option on the File Menu produces a Sub-Menu with three options.



Import is not covered in the WinGAP Basic Data Entry Class Manual. Please see the WinGAP Basic Data Entry Master Manual for these procedures.

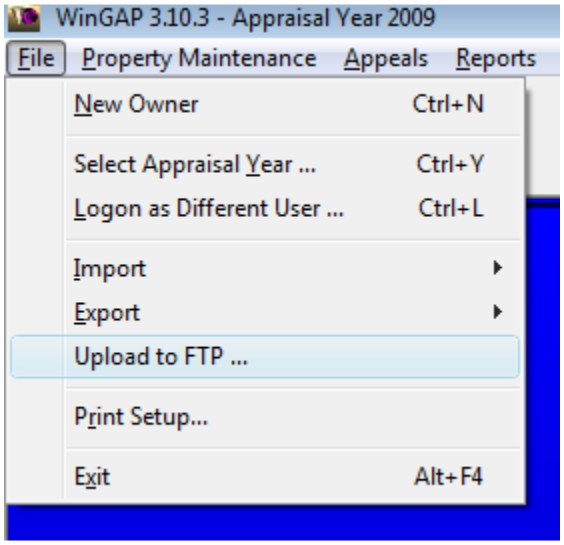
Export

The Export option on the File Menu produces a Sub-Menu with ten options that allow the user to Export data out of WinGAP.



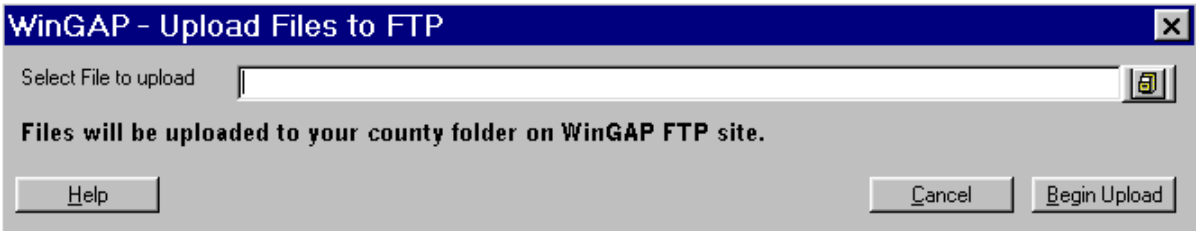
Export is not covered in the WinGAP Basic Data Entry Class Manual. Please see the WinGAP Basic Data Entry Master Manual for these procedures.

Upload To FTP

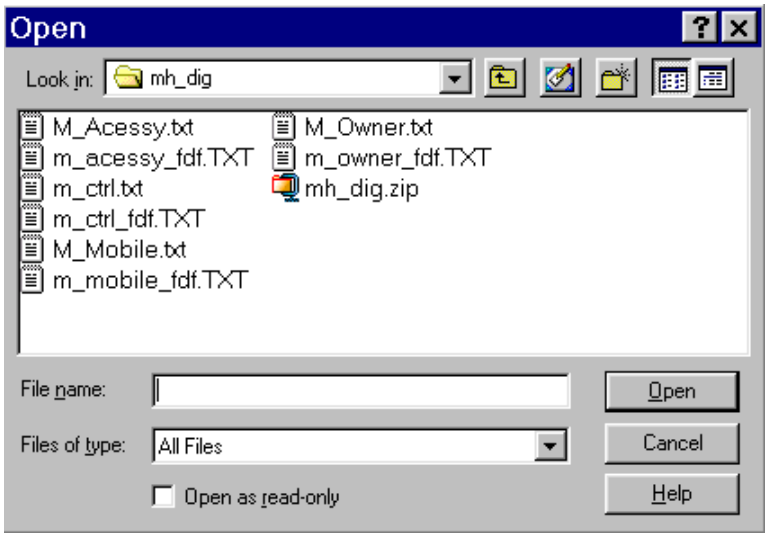


The Upload to FTP option on the File Menu, previous page, allows the County to easily upload files that are not part of a normal WinGAP export process to the FTP site. This would be done, for instance, when a County

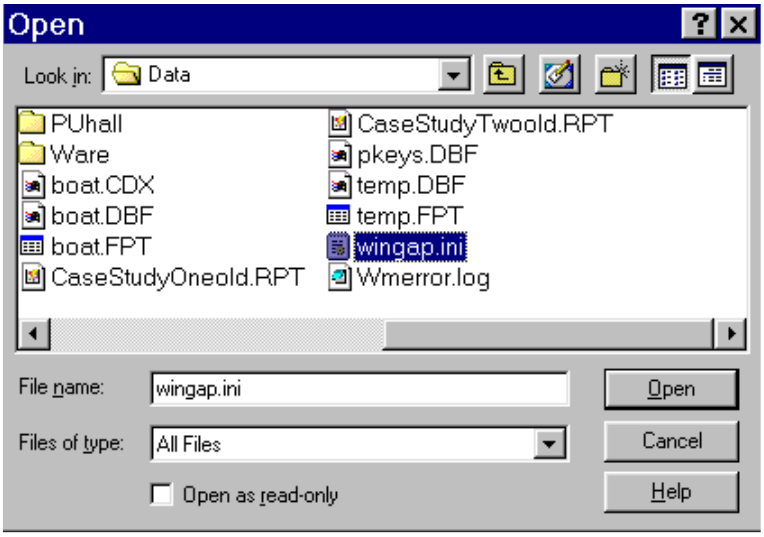
is required to send a large file to the WinGAP support team for review or when the County desires to upload the data file that is created as part of the USDA Farm Data Program. This process can be used in lieu of emailing large files.
Clicking on the Upload to FTP option on the File Menu produces the Upload Files to FTP form, as seen below.



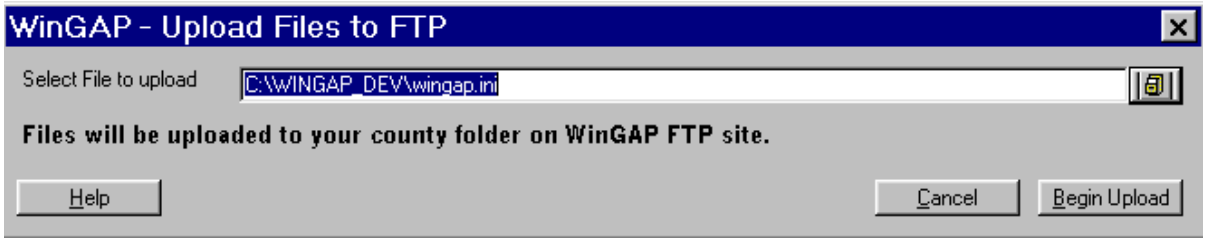
To upload the file(s), the user should click the **Browse** button to the right of the Select File to upload field. This will produce the Open dialog box, below, which defaults to the last Folder that was opened with the Upload Files to FTP form.



If necessary, the user should click in the Look In combo box to select the desired folder, then browse to the file that is to be uploaded, as seen below.



The user should click on the file to select/highlight it and then click the Open button. This will place the file along with its complete path in the upload field, as seen below.

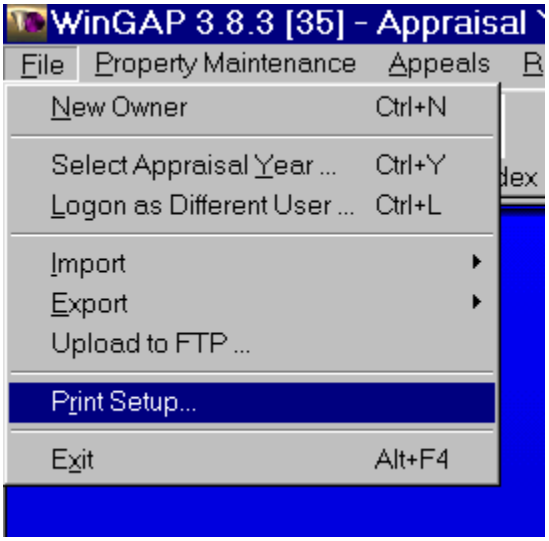


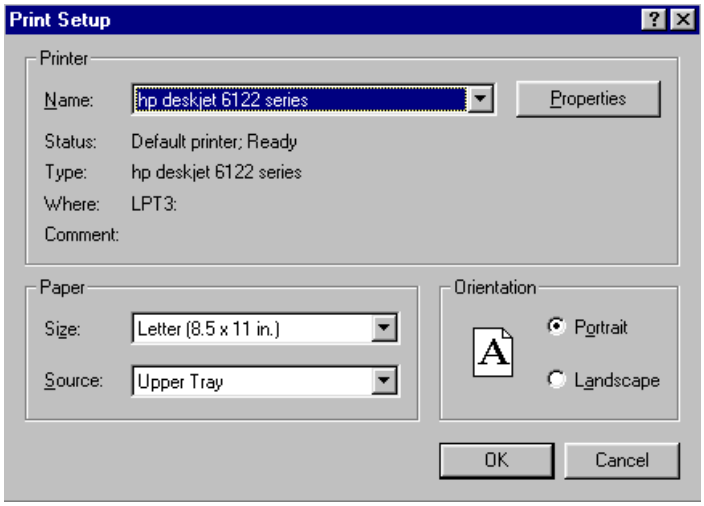
The user should then click the **Begin Upload** button, and the file will be uploaded to that County's folder on the WinGAP FTP site. Various messages will display as the file is uploaded. The user will be informed that the upload was successful, and returned to the Upload Files to FTP form. The **Cancel** button on the Upload Files to FTP form can be clicked to return to the main WinGAP Screen. After the file is uploaded, the County should call or email the appropriate contact person and inform them that the file has been uploaded.

If the upload is not successful, for instance, the user's Internet connection is not functioning, the user will receive an error message similar to the one shown below, and the user can try again later to upload the digest files.

Print Setup

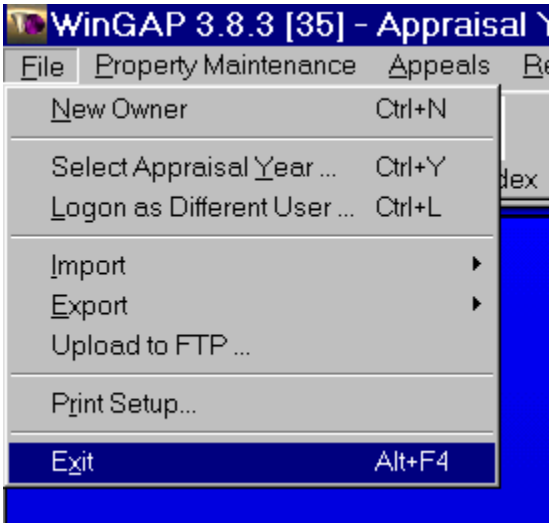
The Print Setup option on the File Menu, below, produces the Windows Print Setup Form, next page, where the user can change the properties for the default Windows printer, change the Paper Size, Source, and Orientation, or select another printer, if available, by clicking on the Printer Name combo box.





Exit

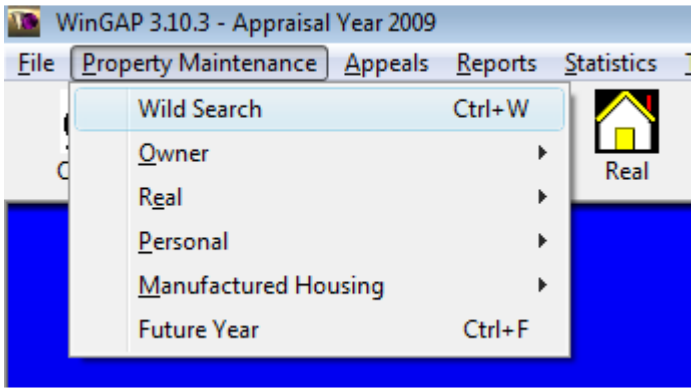
The Exit option on the File Menu, below, allows the user to exit WinGAP. The hot-key combination of Alt-F4 (Function Key F4) will also exit the program, as will clicking the X in the upper right hand corner of the main WinGAP screen.



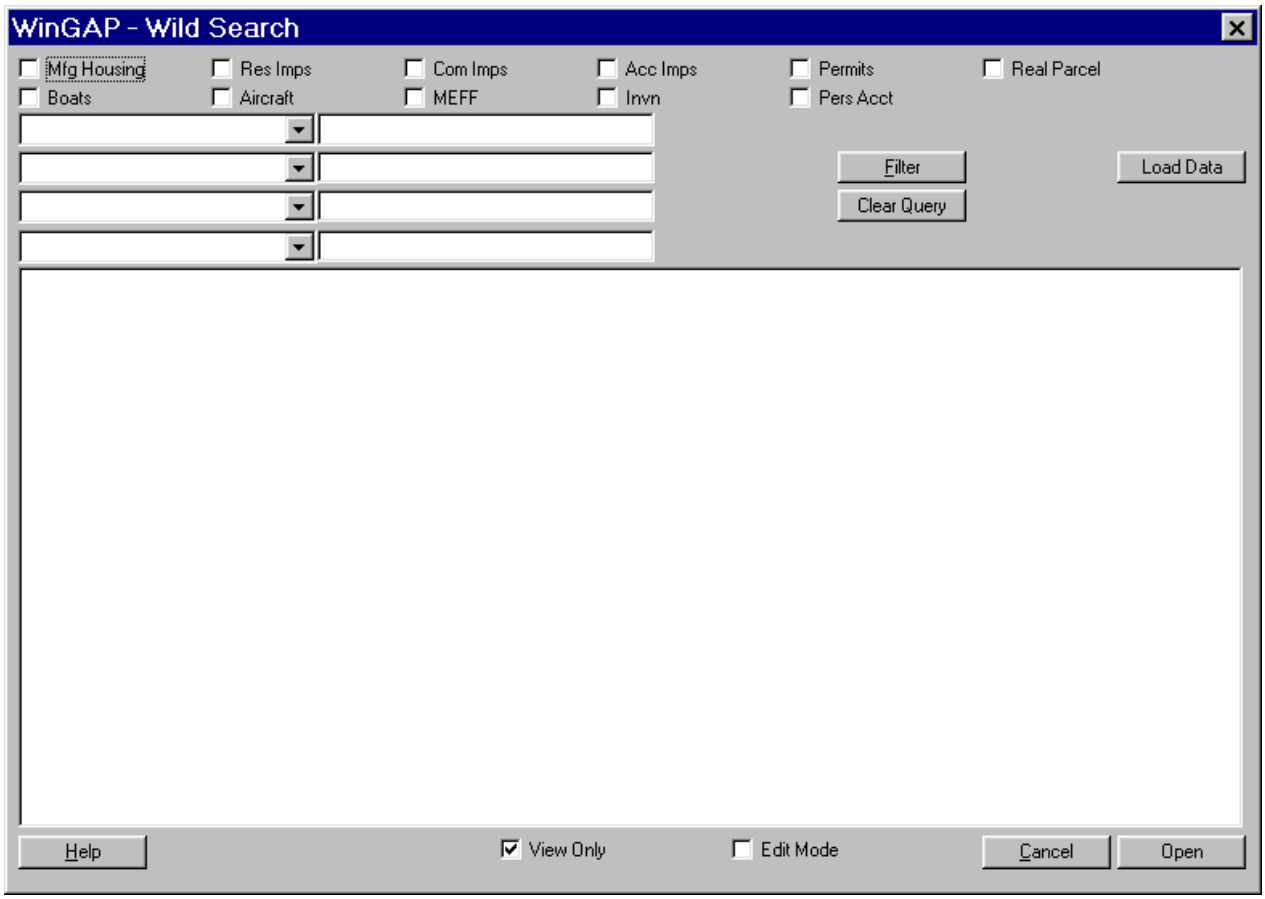
Property Maintenance Menu

The Property Maintenance Menu contains the following options:

Wild Search



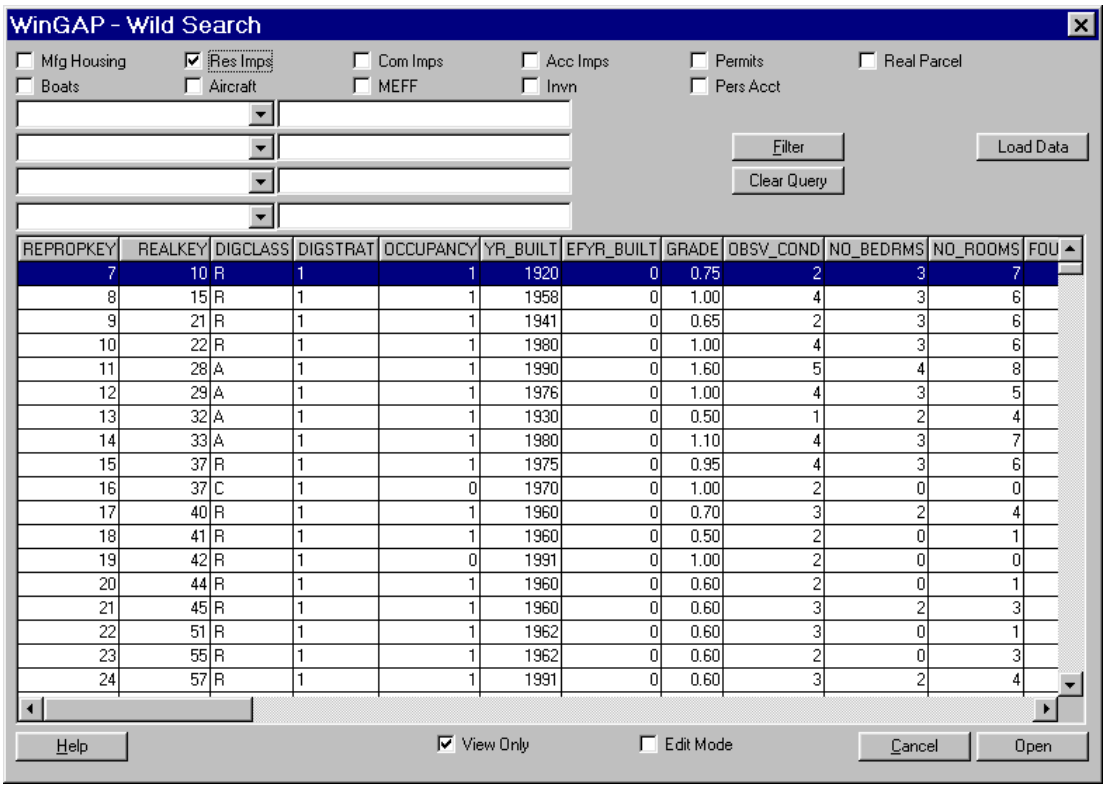
The Wild Search option on the Property Maintenance Menu produces the Wild Search Form, below, where information about certain types of property in WinGAP can be obtained, without the user running FoxPro.



NOTE: The Wild Search option on the Tools Menu is disabled if WinGAP is operating in Guest Mode.

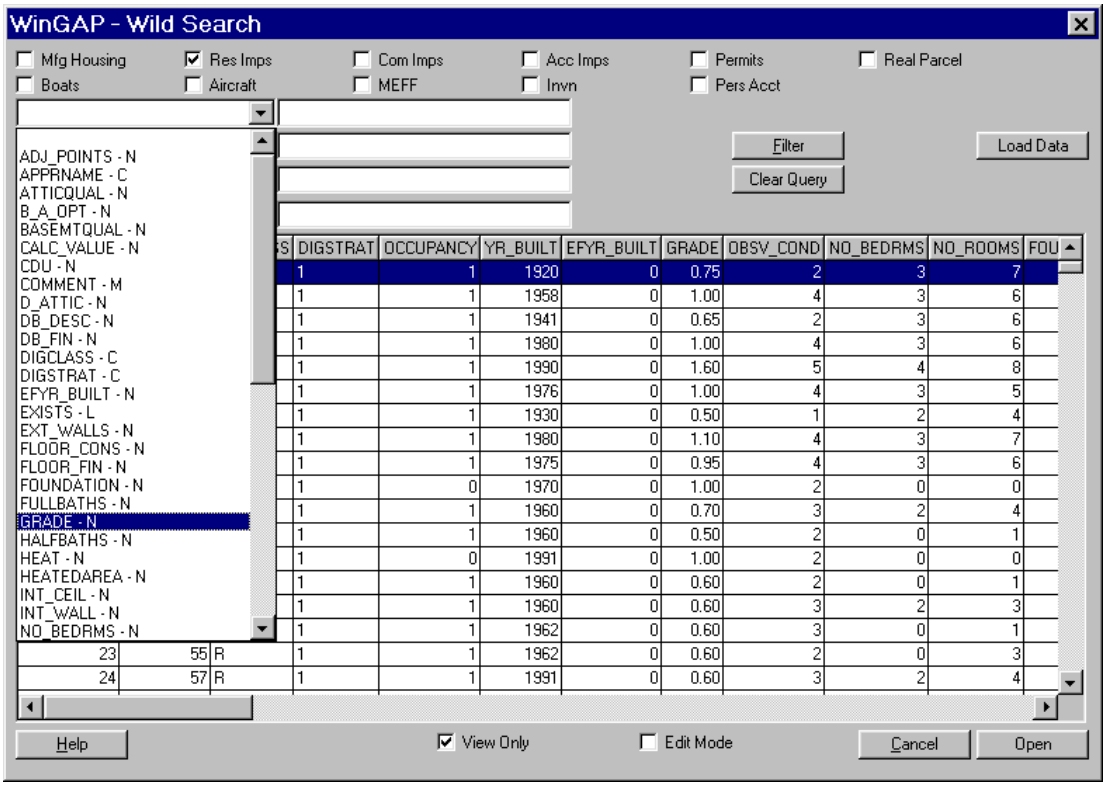
The checkboxes along the upper left of the Wild Search Form allow the user to select the type of property to be Viewed or Edited. Viewing or Editing depends upon which one of the checkboxes at the bottom of the form, **View Only** or **Edit Mode**, is checked. Only one type of property can be selected for viewing/editing at any point.

For example, the user wishes to view all the Residential Improvements with a Grade of 100. The user would click the Res Imps checkbox, which will display all of the Residential Improvements on the Wild Search Form, as seen below.

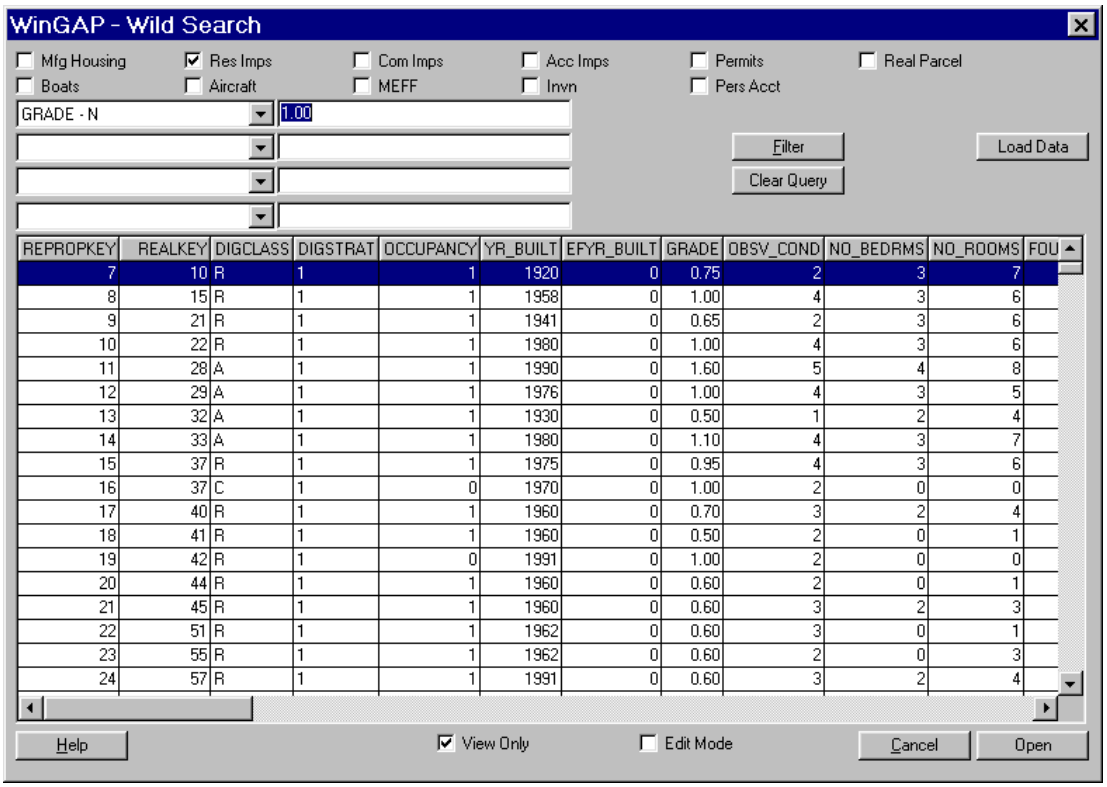


REPROPKEY	REALKEY	DIGCLASS	DIGSTRAT	OCCUPANCY	YR_BUILT	EFYR_BUILT	GRADE	OBSV_COND	NO_BEDRMS	NO_ROOMS	FOU
7	10	R	1	1	1920	0	0.75	2	3	7	
8	15	R	1	1	1958	0	1.00	4	3	6	
9	21	R	1	1	1941	0	0.65	2	3	6	
10	22	R	1	1	1980	0	1.00	4	3	6	
11	28	A	1	1	1990	0	1.60	5	4	8	
12	29	A	1	1	1976	0	1.00	4	3	5	
13	32	A	1	1	1930	0	0.50	1	2	4	
14	33	A	1	1	1980	0	1.10	4	3	7	
15	37	R	1	1	1975	0	0.95	4	3	6	
16	37	C	1	0	1970	0	1.00	2	0	0	
17	40	R	1	1	1960	0	0.70	3	2	4	
18	41	R	1	1	1960	0	0.50	2	0	1	
19	42	R	1	0	1991	0	1.00	2	0	0	
20	44	R	1	1	1960	0	0.60	2	0	1	
21	45	R	1	1	1960	0	0.60	3	2	3	
22	51	R	1	1	1962	0	0.60	3	0	1	
23	55	R	1	1	1962	0	0.60	2	0	3	
24	57	R	1	1	1991	0	0.60	3	2	4	

To view only those Residential Improvements with a Grade of 100, the user would click on the **Field Query** combo box on the upper left and select the Grade field, as shown below.

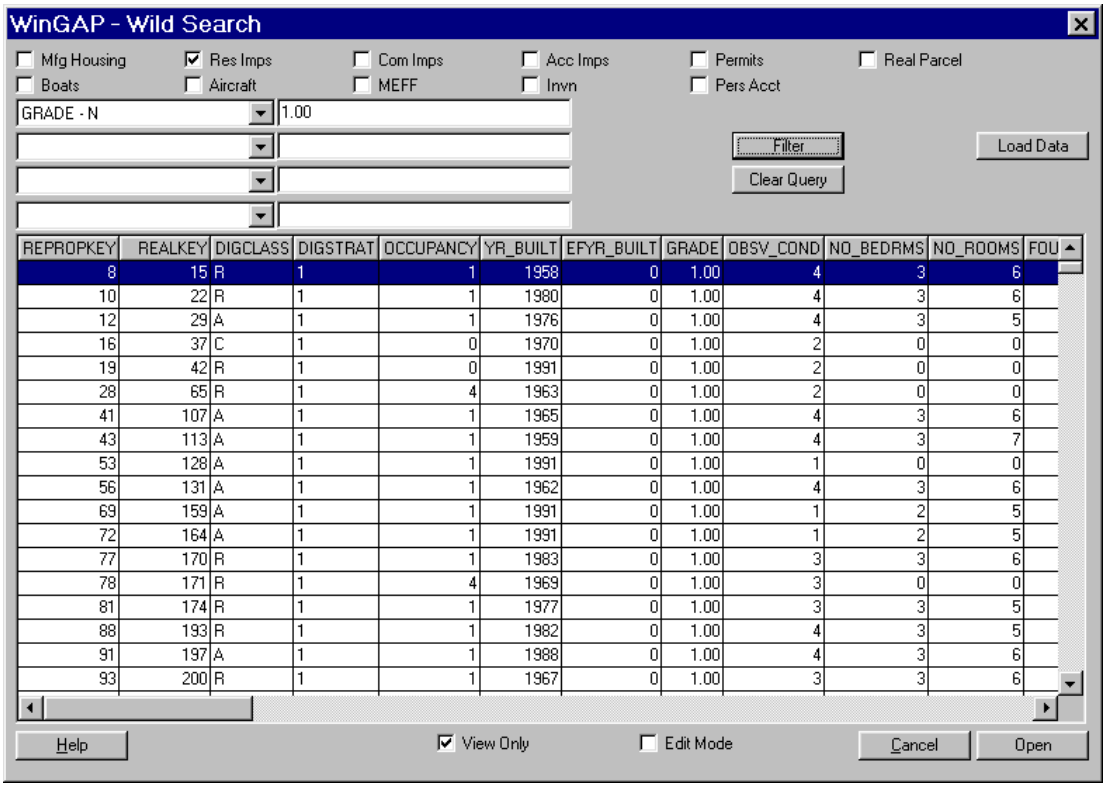


The user should then click in the **Data** field to the right of the Field Query box and key in 1.00, which represents a Grade of 100 in WinGAP, as shown below.



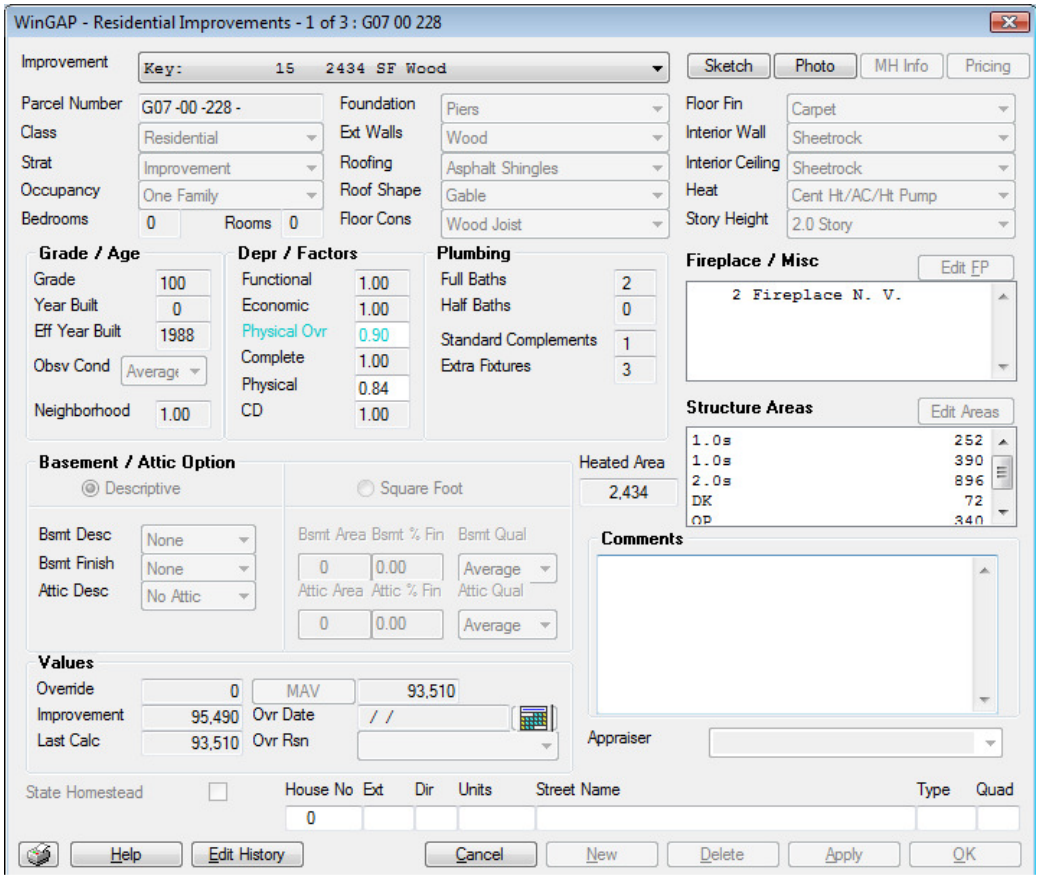
REPROPKEY	REALKEY	DIGCLASS	DIGSTRAT	OCCUPANCY	YR_BUILT	EFYR_BUILT	GRADE	OBSV_COND	NO_BEDRMS	NO_ROOMS	FOU
7	10	R	1	1	1920	0	0.75	2	3	7	
8	15	R	1	1	1958	0	1.00	4	3	6	
9	21	R	1	1	1941	0	0.65	2	3	6	
10	22	R	1	1	1980	0	1.00	4	3	6	
11	28	A	1	1	1990	0	1.60	5	4	8	
12	29	A	1	1	1976	0	1.00	4	3	5	
13	32	A	1	1	1930	0	0.50	1	2	4	
14	33	A	1	1	1980	0	1.10	4	3	7	
15	37	R	1	1	1975	0	0.95	4	3	6	
16	37	C	1	0	1970	0	1.00	2	0	0	
17	40	R	1	1	1960	0	0.70	3	2	4	
18	41	R	1	1	1960	0	0.50	2	0	1	
19	42	R	1	0	1991	0	1.00	2	0	0	
20	44	R	1	1	1960	0	0.60	2	0	1	
21	45	R	1	1	1960	0	0.60	3	2	3	
22	51	R	1	1	1962	0	0.60	3	0	1	
23	55	R	1	1	1962	0	0.60	2	0	3	
24	57	R	1	1	1991	0	0.60	3	2	4	

The **Filter** Button should then be clicked to display all of the Residential Improvements with a Grade of 100, as shown below.

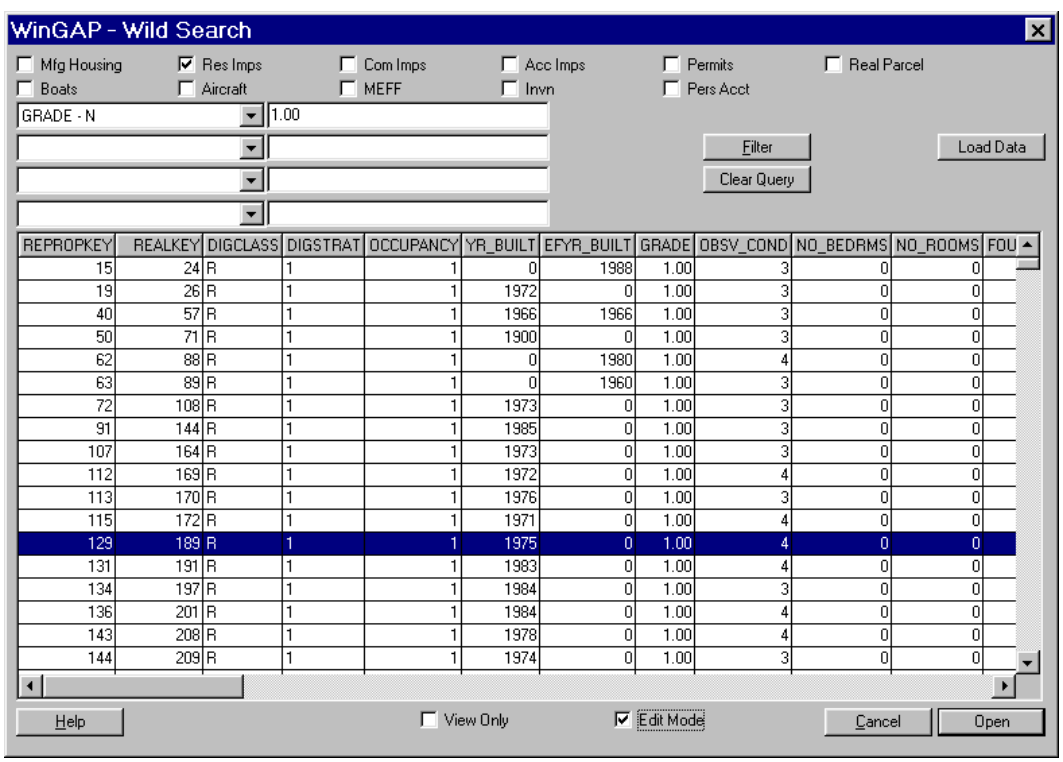


REPROPKEY	REALKEY	DIGCLASS	DIGSTRAT	OCCUPANCY	YR_BUILT	EFYR_BUILT	GRADE	OBSV_COND	NO_BEDRMS	NO_ROOMS	FOU
8	15	R	1	1	1958	0	1.00	4	3	6	
10	22	R	1	1	1980	0	1.00	4	3	6	
12	29	A	1	1	1976	0	1.00	4	3	5	
16	37	C	1	0	1970	0	1.00	2	0	0	
19	42	R	1	0	1991	0	1.00	2	0	0	
28	65	R	1	4	1963	0	1.00	2	0	0	
41	107	A	1	1	1965	0	1.00	4	3	6	
43	113	A	1	1	1959	0	1.00	4	3	7	
53	128	A	1	1	1991	0	1.00	1	0	0	
56	131	A	1	1	1962	0	1.00	4	3	6	
69	159	A	1	1	1991	0	1.00	1	2	5	
72	164	A	1	1	1991	0	1.00	1	2	5	
77	170	R	1	1	1983	0	1.00	3	3	6	
78	171	R	1	4	1969	0	1.00	3	0	0	
81	174	R	1	1	1977	0	1.00	3	3	5	
88	193	R	1	1	1982	0	1.00	4	3	5	
91	197	A	1	1	1988	0	1.00	4	3	6	
93	200	R	1	1	1967	0	1.00	3	3	6	

If desired, a Residential Improvement record with a Grade of 1.00 (100) can be viewed (the default "look up" method on the Wild Search Form) by clicking the Open button. The Residential Improvement record will display, as seen below.



No changes can be made to the record when in View mode. If the user desires to make a change, the Edit Mode checkbox at the bottom of the Wild Search Form should be checked as seen below.



REPROPKEY	REALKEY	DIGCLASS	DIGSTRAT	OCCUPANCY	YR_BUILT	EFYR_BUILT	GRADE	OBSV_COND	NO_BEDRMS	NO_ROOMS	FOU
15	24	R	1	1	0	1988	1.00	3	0	0	
19	26	R	1	1	1972	0	1.00	3	0	0	
40	57	R	1	1	1966	1966	1.00	3	0	0	
50	71	R	1	1	1900	0	1.00	3	0	0	
62	88	R	1	1	0	1980	1.00	4	0	0	
63	89	R	1	1	0	1960	1.00	3	0	0	
72	108	R	1	1	1973	0	1.00	3	0	0	
91	144	R	1	1	1985	0	1.00	3	0	0	
107	164	R	1	1	1973	0	1.00	3	0	0	
112	169	R	1	1	1972	0	1.00	4	0	0	
113	170	R	1	1	1976	0	1.00	3	0	0	
115	172	R	1	1	1971	0	1.00	4	0	0	
129	189	R	1	1	1975	0	1.00	4	0	0	
131	191	R	1	1	1983	0	1.00	4	0	0	
134	197	R	1	1	1984	0	1.00	3	0	0	
136	201	R	1	1	1984	0	1.00	4	0	0	
143	208	R	1	1	1978	0	1.00	4	0	0	
144	209	R	1	1	1974	0	1.00	3	0	0	

When the Open button is clicked in Edit Mode, the user is taken to the Real Property General Information Form for that Residential Improvement record, as seen below.

WinGAP - Real Property General Information - THIGPEN JAMES ALFRED & : G07 00 228

<< Top | < Prev | Next > | End >> | Account Number 24 | Duplicate | Notice | Special District

PIN (1) G07 -00 -228 - | Tax District 01 - Unincorporated

Alt PIN | Asmt Reason

Street Information

House # 0 | Ext | Dir | Units | Street Name

Type | Quad | Latitude | Longitude | Zip Code -

Property Information

LL | LD | GMD | Zoning

Legal : PART OF LAND OF IDA BEN BARRON ESTATE

Neighborhood Gray

Lendor | Total Acres 5.67

Subdivision

Lot | Blk | Sec | Phse

Exemption Information

Homestead S1 | HS App Date / /

Covenant

Floating Homestead

Original 0

Current 0

State HS Val 0

BOE Value 0

BOE Year 0

Values

Previous	207,756	Edit
Current	207,756	
Return	0	
Curr-MAV	207,756	
Prev-MAV	207,756	Edit

History

2000	179,586
0	0
0	0

PIN History

	FMV	MAV
Land (1)	32,251	32,251
Res Imp (3)	171,300	171,300
Com Imp	0	0
Acc Imp (1)	4,205	4,205

Edit Information

Data Entry | Edit History

Review 11/10/1992

Appraiser

Alternate

Comments

CLINTON ST PB 6/13 DB 358/210 G01 00 027

Future | New Owner | Transfer Items | Transfer | Sales (1) | Permits | Appeals | Dup Items | Income | Map It | Documents

Help | Cancel | Delete | New | Apply | OK

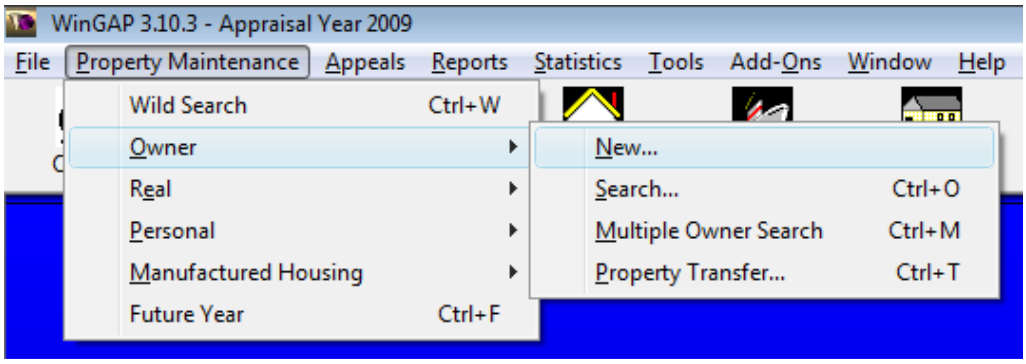
The Edit Button to the right of the Res Imp value field can be clicked to take the user to the desired Residential Improvement record, where changes can be made.

Once the user has finished with this Query, the **Clear Query** Button should be clicked to clear the Field Query Box and field. If another Query using Residential Improvements data is desired, the **Load Data** Button should be clicked to refresh the data. Otherwise, one of the other Property Type checkboxes can be clicked to load the data for that property.

The user will be able to run more complicated Queries on the Wild Search Form in a future version of WinGAP.

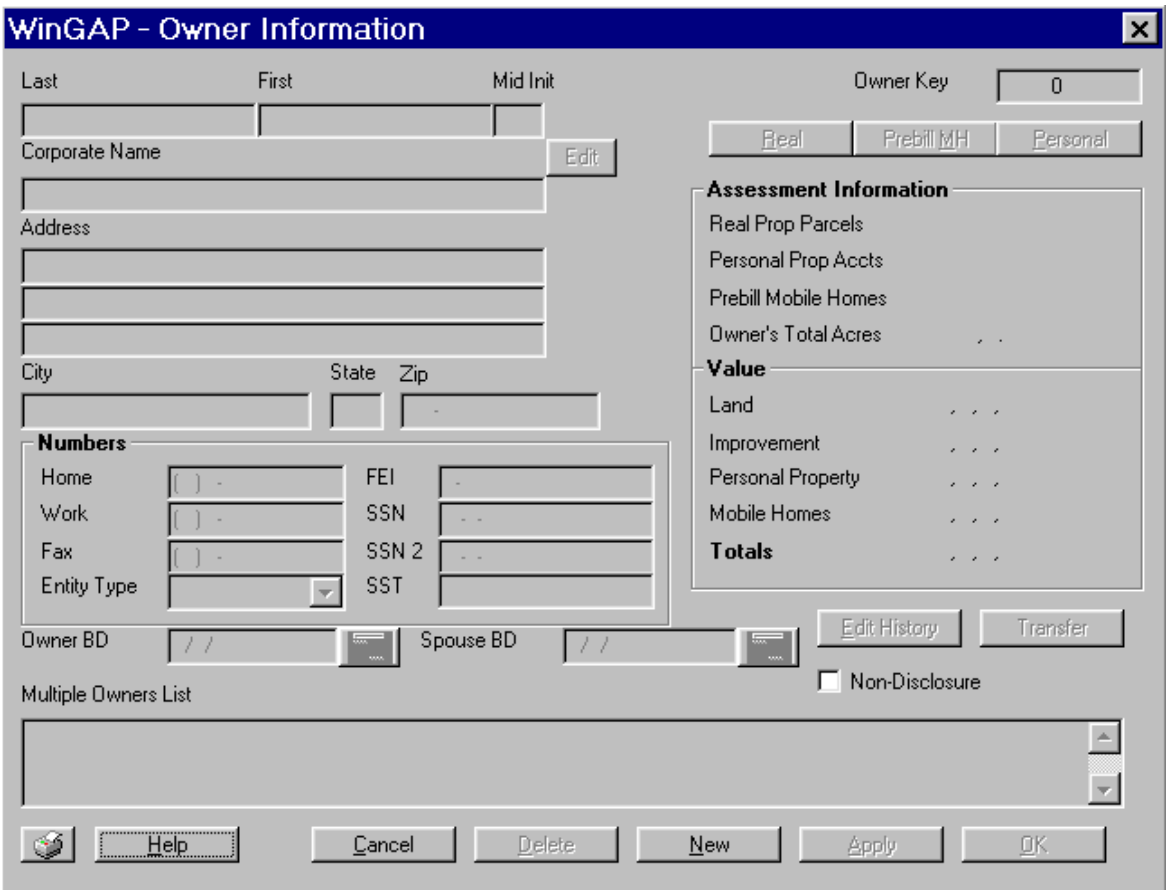
Owner

The Owner option on the Property Maintenance Menu produces a sub-menu with four options that allows the user to add a New Owner (the **New** option), Search for an Owner (the **Search** option), perform a search for property owned by more than one owner (the **Multiple Owner Search** option), or Transfer Property between Existing Owners or between an Existing Owner and a New Owner (the **Property Transfer** option).



- **New**

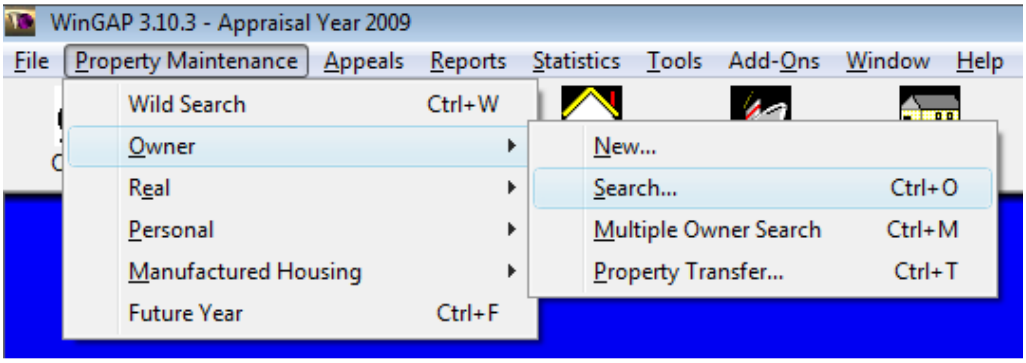
The "New" option on the Owner sub-menu, above, is one of several places in WinGAP that can be selected to add a New Owner to the database. The user can click with the mouse to select this option and proceed to the Owner Information Form or use the Ctrl-N "hot-key" combination to produce the Form.

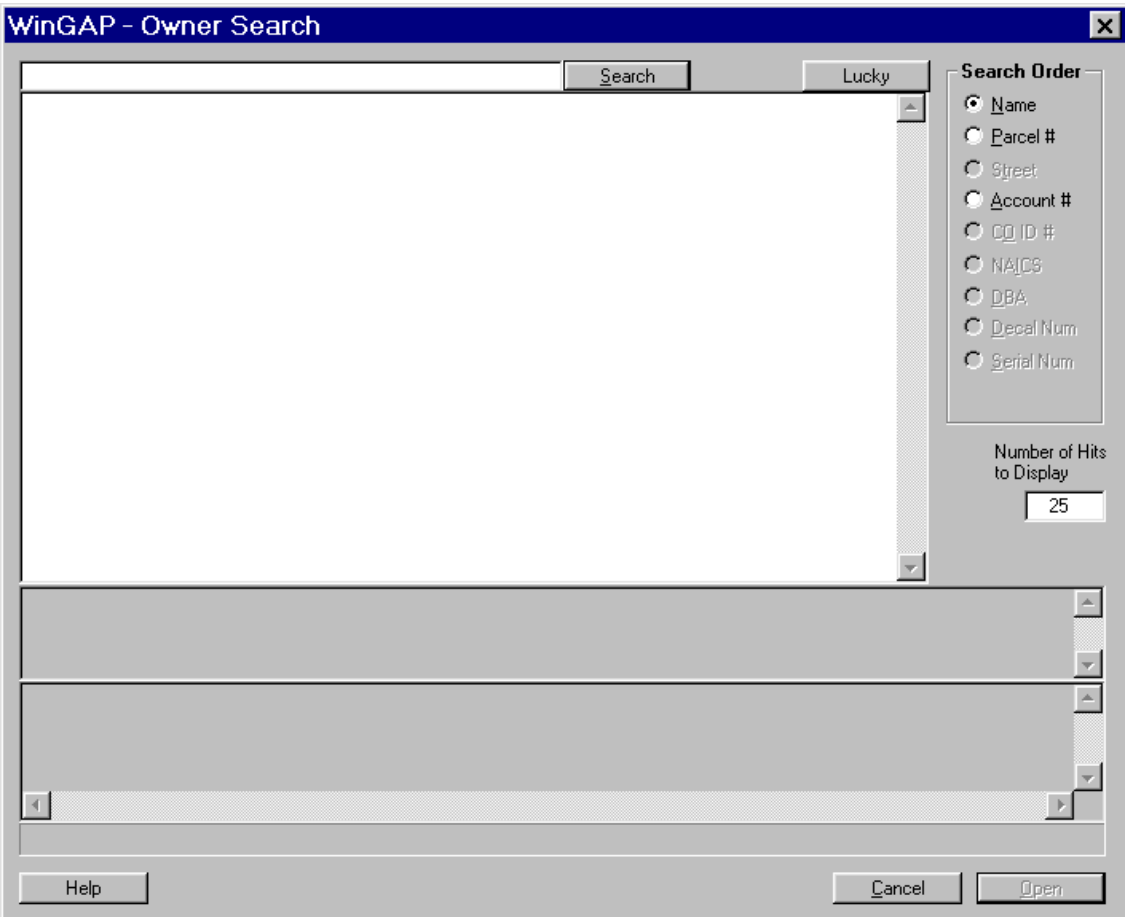


See the Owner Information Form, later in this manual, for help specific to that Form.

- **Search**

Clicking on the "Search" option on the Owner sub-menu, below, or pressing the hot-key combination of Ctrl-O will produce the Owner Search Form, below.

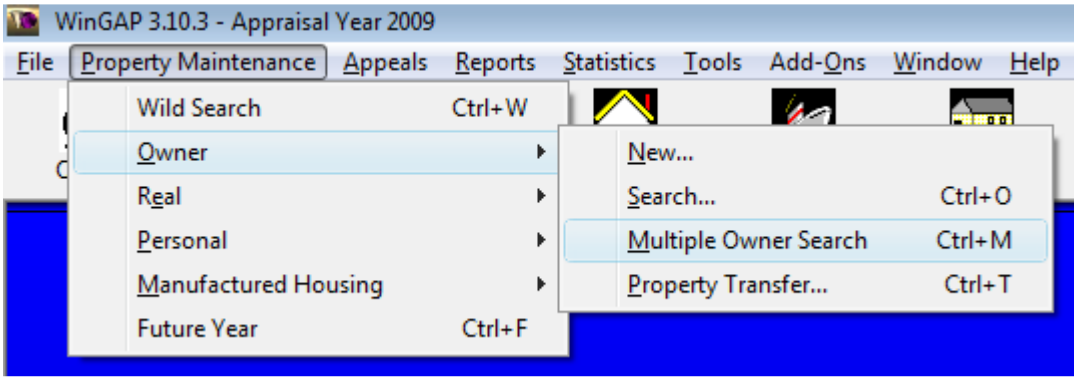




Owners in WinGAP can be searched for by Name, Parcel Number, or Owner Account Number (also known as the Ownkey). See the Owner Search Form, later in this manual, for help specific to that Form.

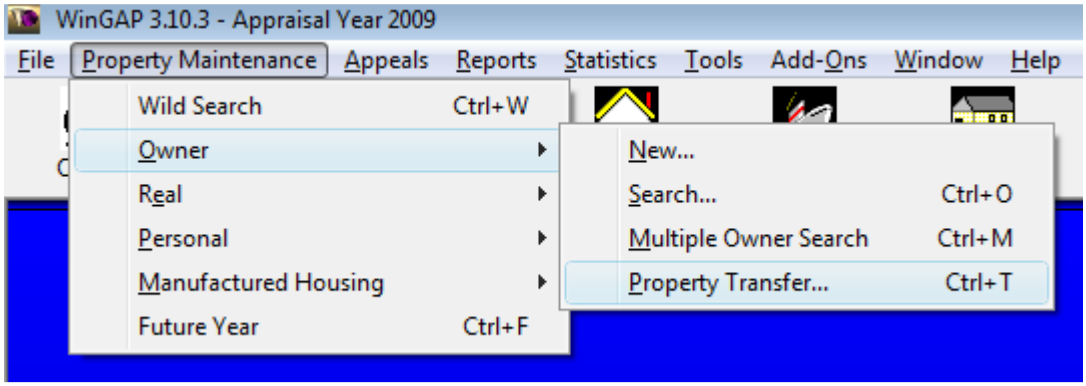
- **Multiple Owner Search**

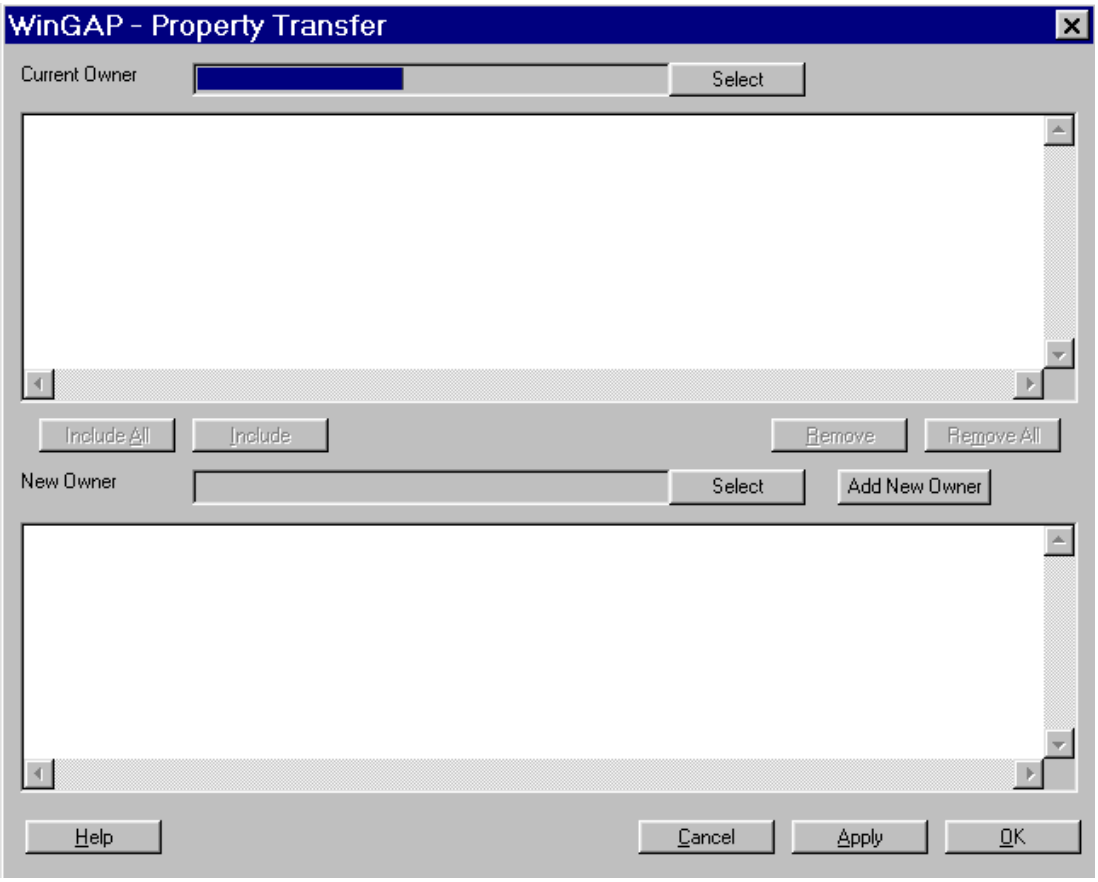
Clicking on the "Multiple Owner Search" option, below, on the Owner sub-menu will produce the Multiple Owner Search Form, below. See the Multiple Owner Search Form, later in this manual, for help specific to that Form.



- **Property Transfer**

The "Property Transfer" option, below, on the Owner sub-menu is one of four places in WinGAP that can be used to transfer property (the others are the Transfer Button on the Tool Bar, the Transfer Button on the Real Property General Information Form, and the Transfer Button on the Personal Property General Information Form). The user can click with the mouse to select this option and proceed to the Property Transfer Form, or use the Ctrl-T "hot-key" combination to produce the Form.

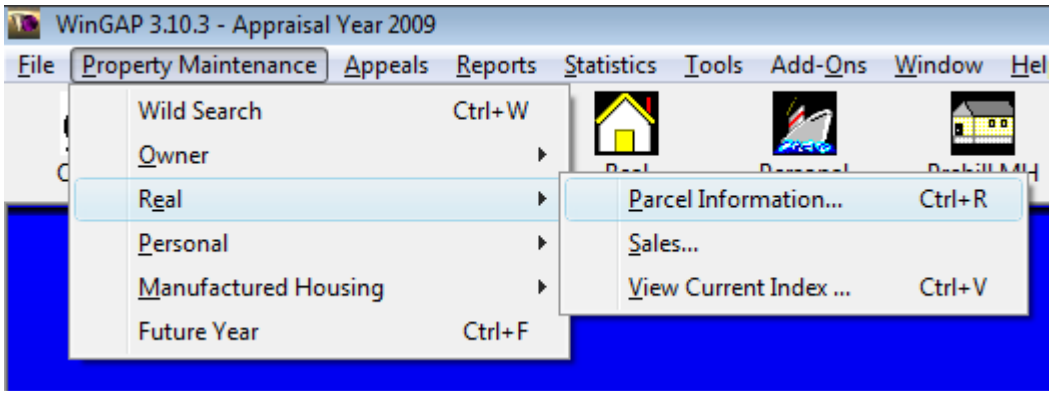




See the Property Transfer Form for help specific to that Form.

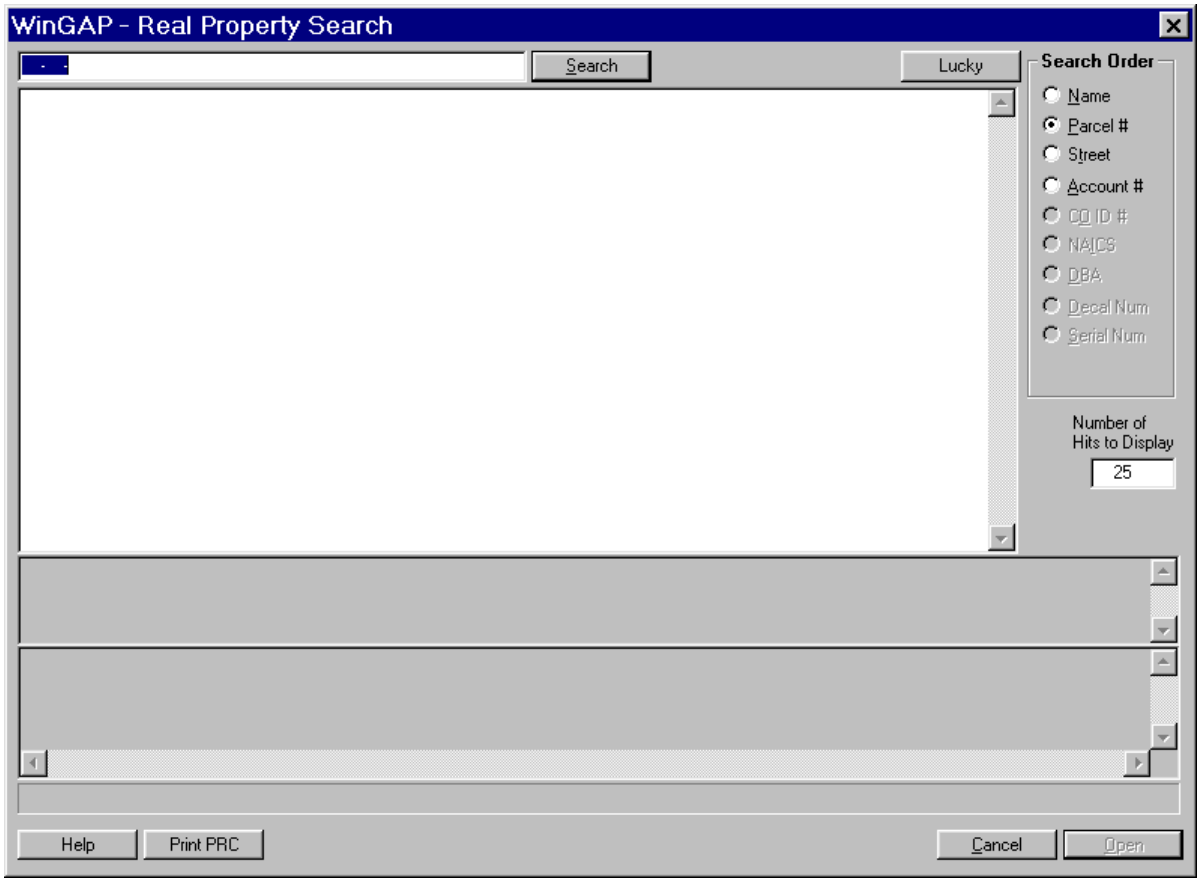
Real

The Real option on the Property Maintenance Menu, below, produces a sub-menu with three options. The Parcel Information option produces a Form that allows the user to Search for Real Property. The Sales option produces a Form that allows the user to Search for Sales Information associated with Real Property. The View Current Index option produces a listing of Real Property.



- **Parcel Information**

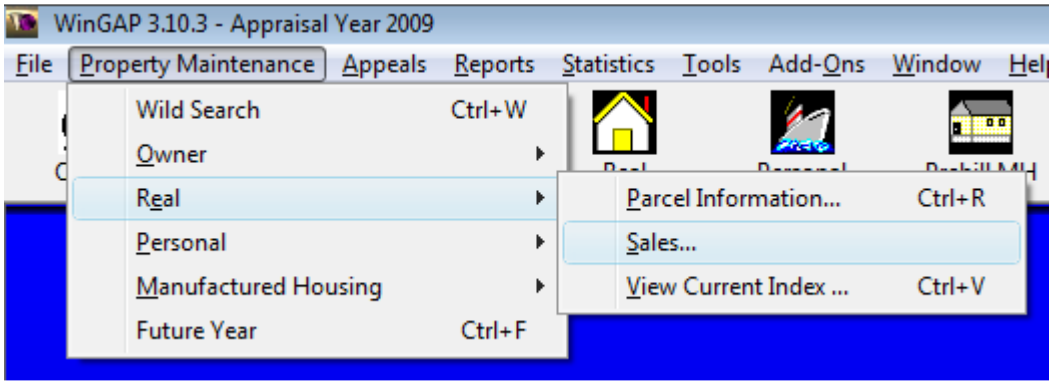
The "Parcel Information" sub-menu option is one of two places in WinGAP that can be selected to produce the Real Property Search Form (the other is the Real Button on the Toolbar). The user can also use the Ctrl-R "hot-key" combination to produce the Form.

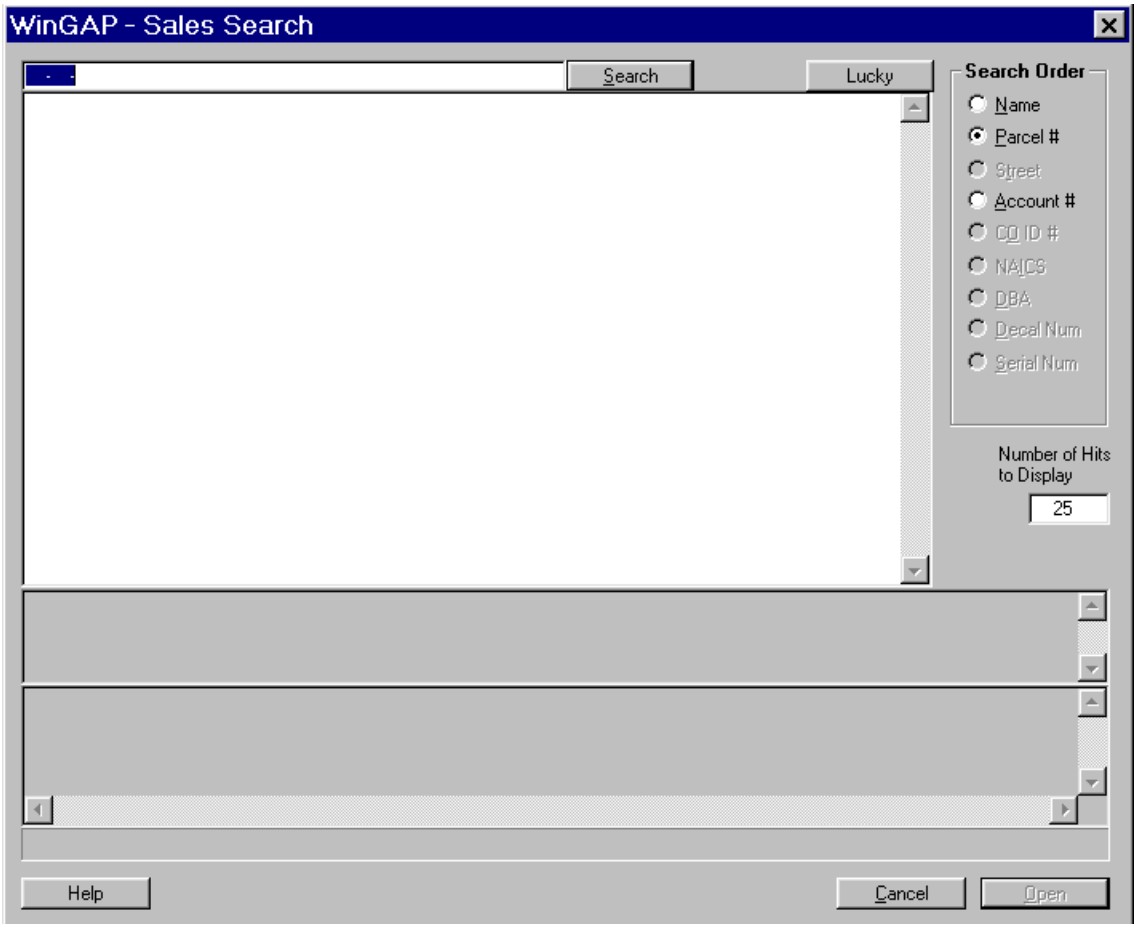


See the Real Property Search Form, later in this manual, for help specific to that Form.

- **Sales**

The "Sales" option on the Real sub-menu will produce the Sales Search Form. The user can click with the mouse to select this option and proceed to the Sales Search Form, below.

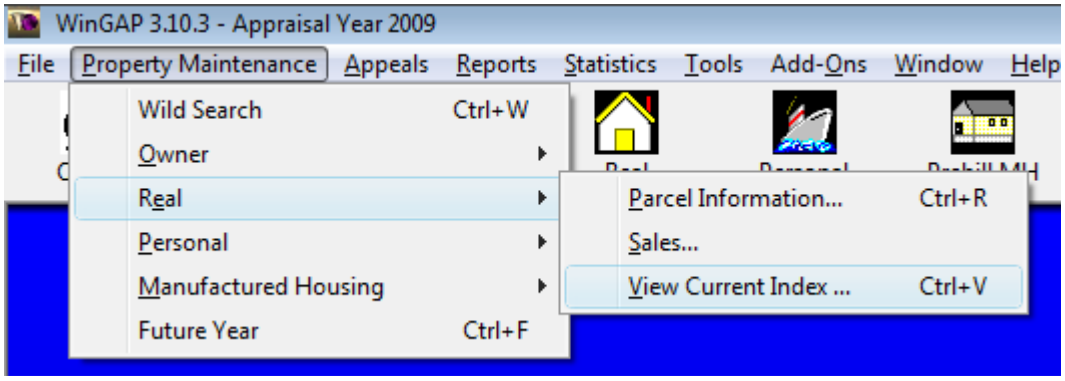


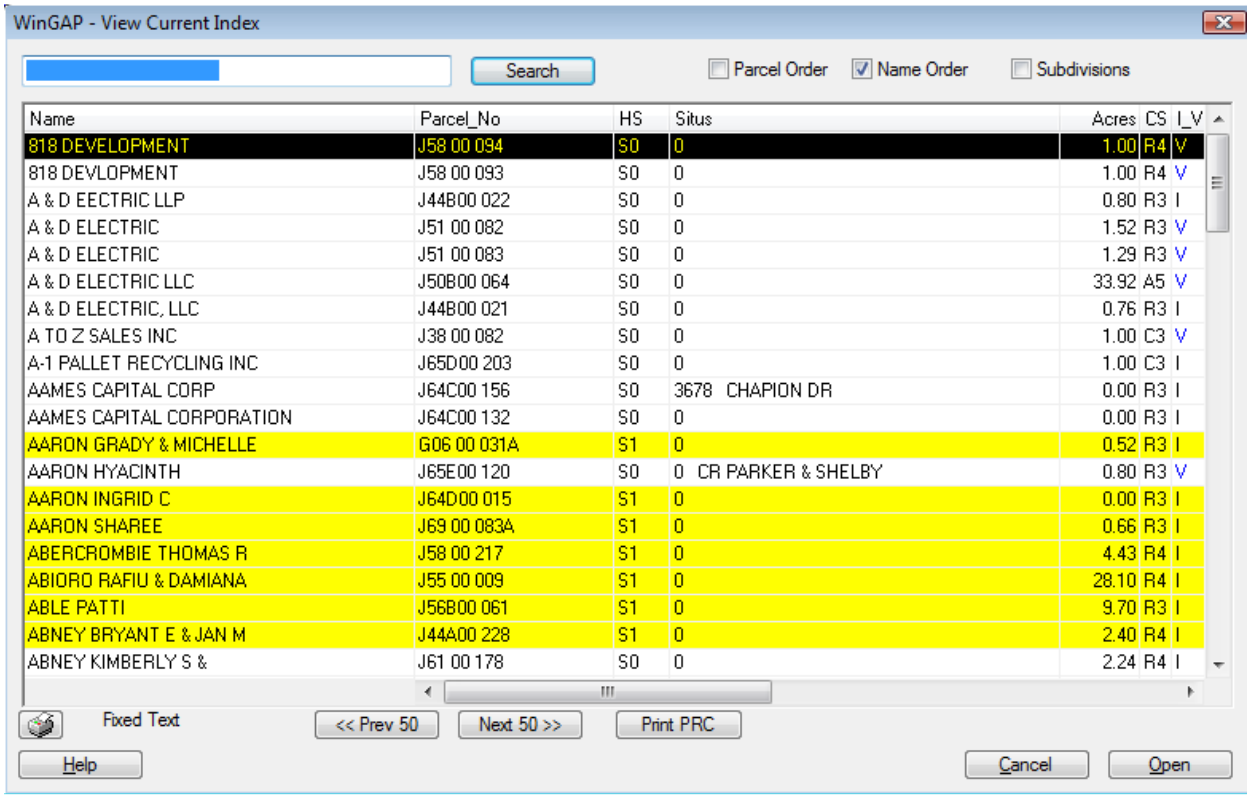


See the Sales Search Form, later in this manual, for help specific to that Form.

- **View Current Index**

The "View Current Index" option on the Real sub-menu will produce the Real Property listing, indexed in Name order. The user can click with the mouse to select this option and proceed to the Real Property View Current Index Form, shown below.

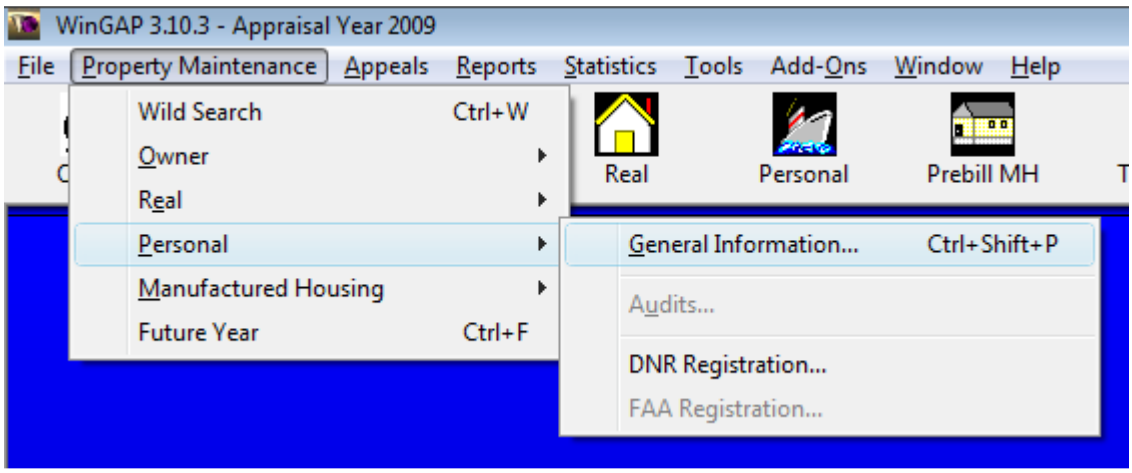




See the View Current Index Form, later in this manual, for help specific to that Form.

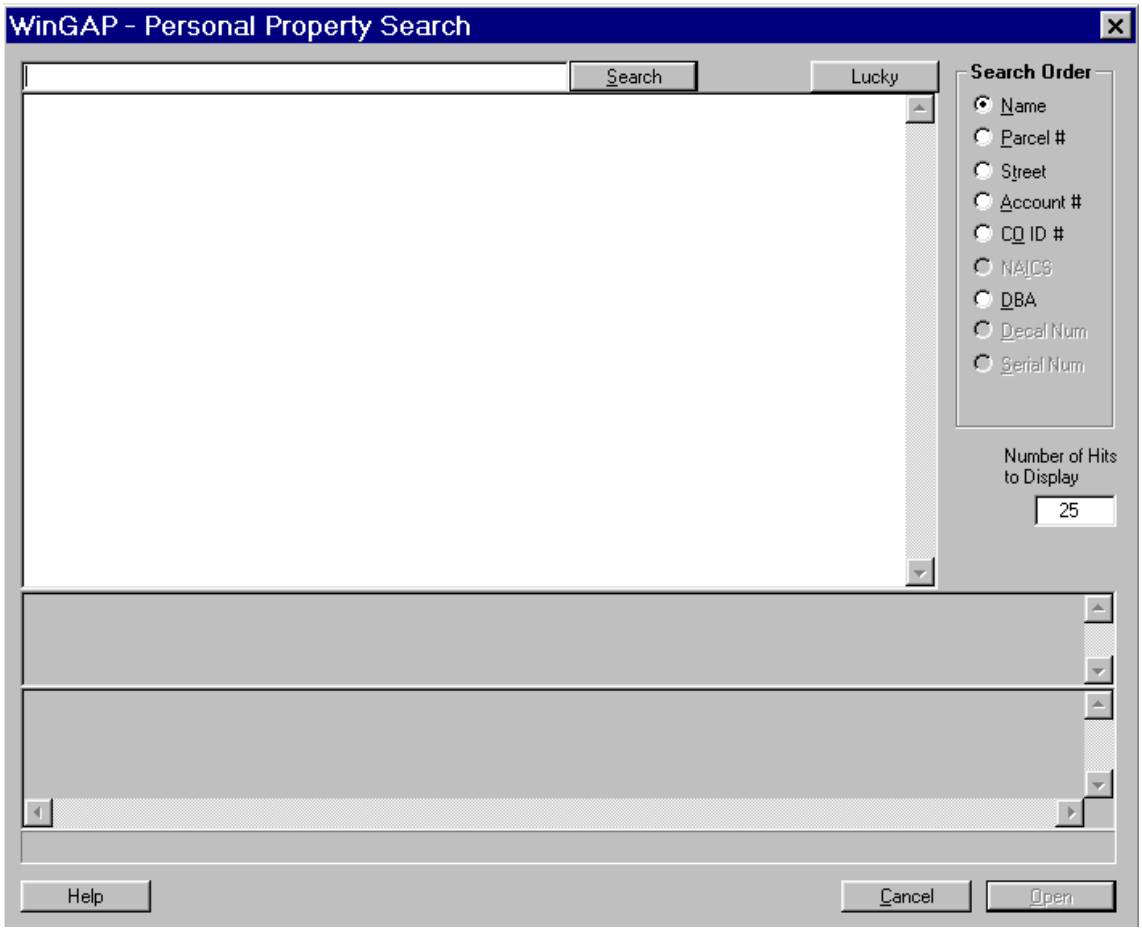
Personal

The Personal option on the Property Maintenance Menu produces a sub-menu containing four options. Only two of the options, General Information and DNR Registration, are functional at the present time.

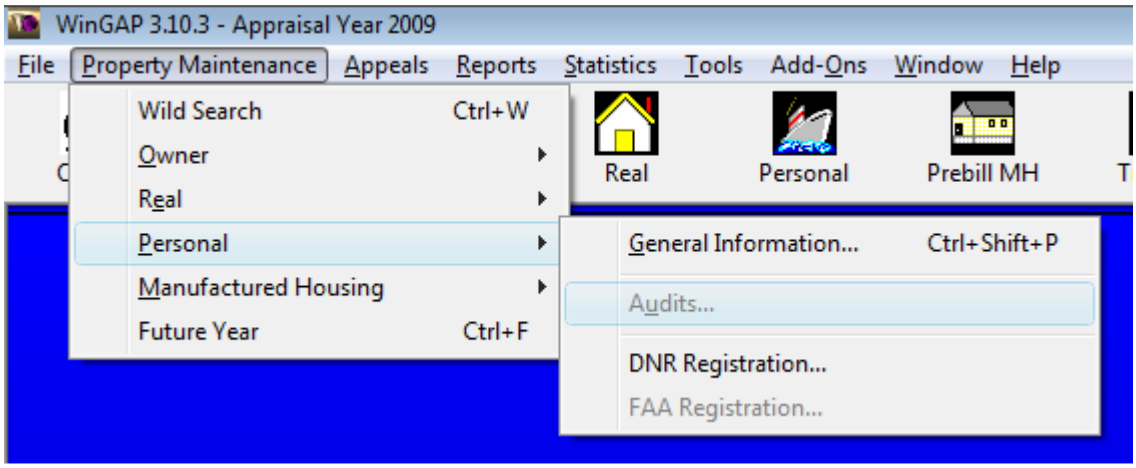


- **General Information**

Selecting this option produces the Personal Property Search Form that allows the user to search for Personal Property. Personal Property is covered in the WinGAP Personal Property course and Personal Property Manual.

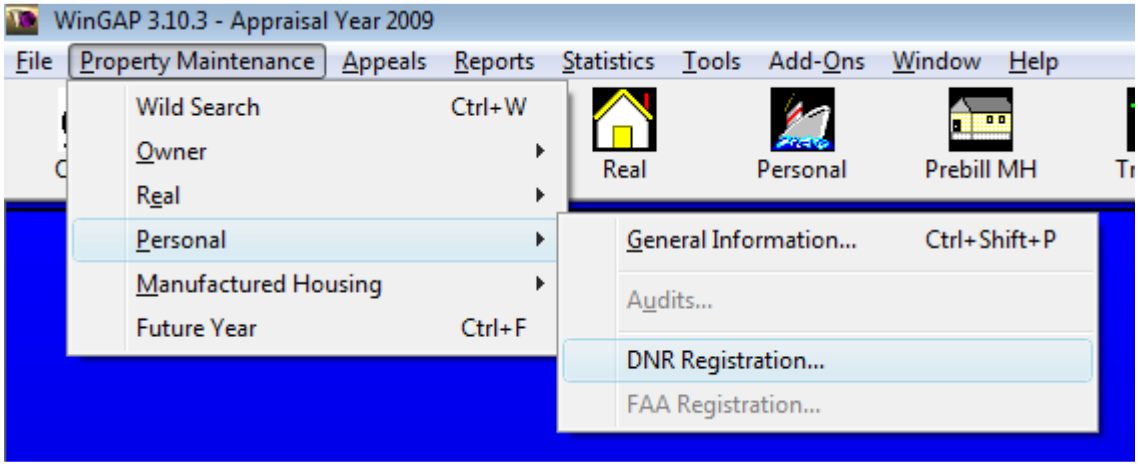


- **Audits**

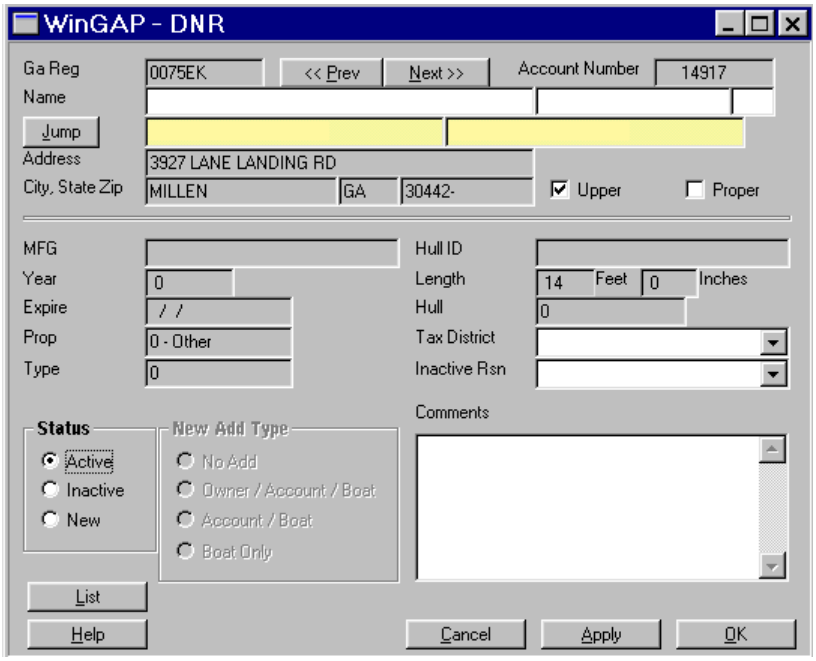


The Audits option does not function at the present time (Ver. 3.10.3).

- **DNR Registration**

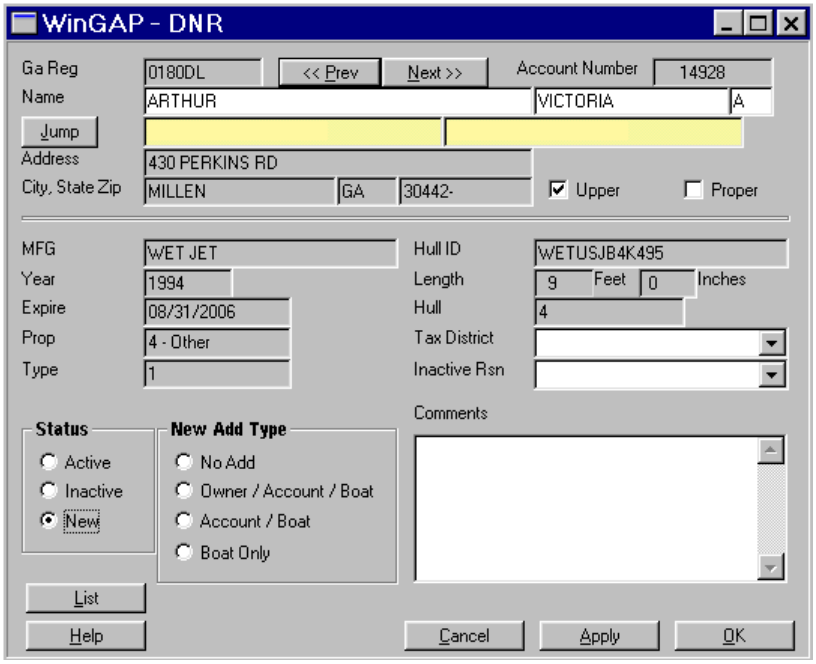


The "DNR Registration" option produces the DNR Boat Search/Add Form, next page, that allows the user to search for Boats located in the County that are registered with the Georgia Department of Natural Resources. If the Boat is not currently on the Tax Digest, the Boat can be added to an existing Owner, 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.



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

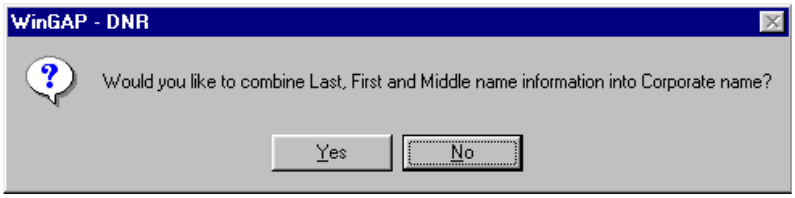
At this point the Status of the Boat will be displayed in the Status section of the Form. If the Boat is Active or Inactive, no action is necessary. If the New radio button is highlighted, however, as seen in the image below, the New Add Type section of the Form will be in focus, and the user will need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



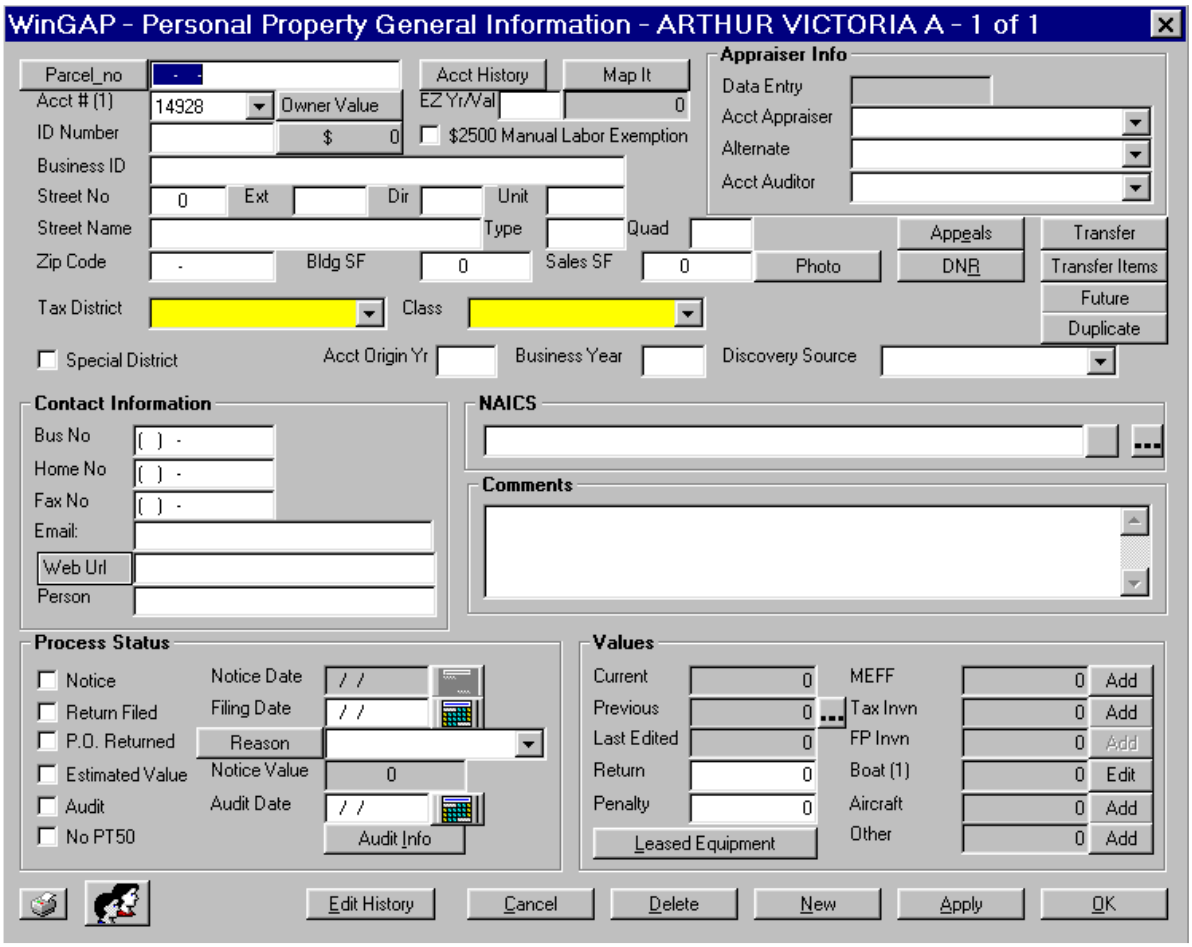
There are four New Add Type options: No Add; add the Owner of the Boat as a New Owner, along with a New Account and new Boat record; add a New Account and the Boat record to an Existing Owner; or add the Boat record only to an Existing Owner and Account. Prior to selecting any of these options, the user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

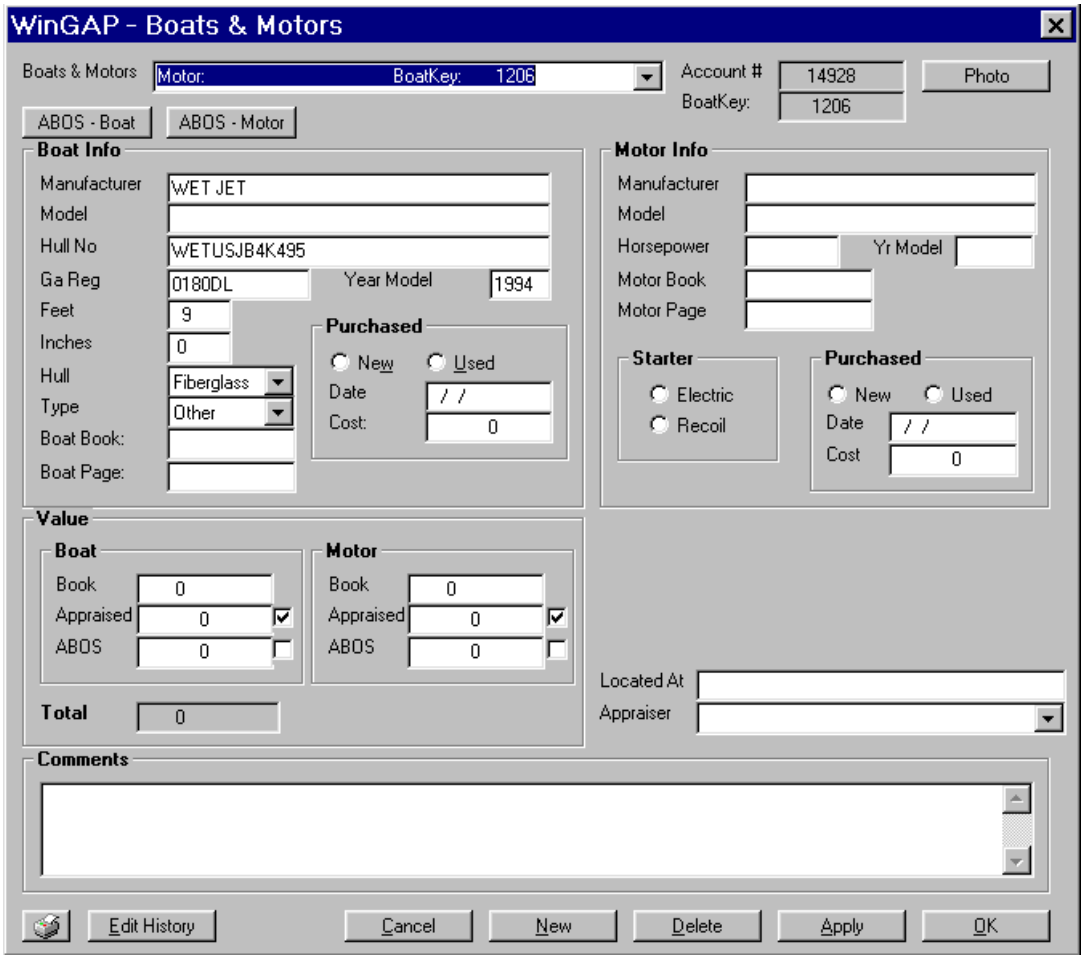
- Owner / Account / Boat: If the user selects the Owner / Account / Boat option in the New Add Type, it indicates that a determination has been made that the Boat Owner does not exist anywhere in the WinGAP database. If this item is selected, the user should click the OK Button on the DNR Form, and the user will be asked how the Owner's name information will be handled.



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 below.



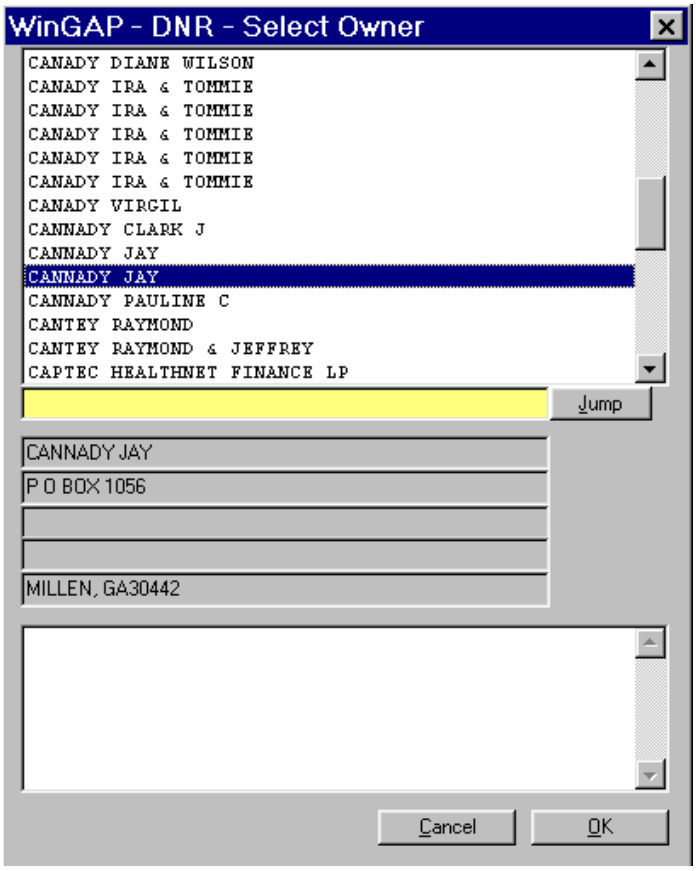
All of the appropriate information for this Personal Property Account should be added on this Form, particularly the Tax District and Digest Class, which is required information. After clicking Apply to save the Account record, and while the user is still on this Form, the Edit Button next to the Boat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



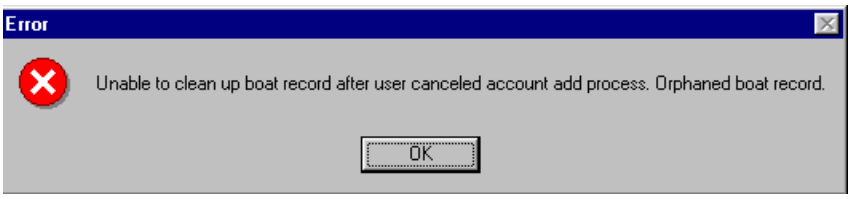
Clicking OK on the Boats & Motors Form will return the user to the Personal Property General Information Form, where OK can be clicked to return to the DNR Boat Form.

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

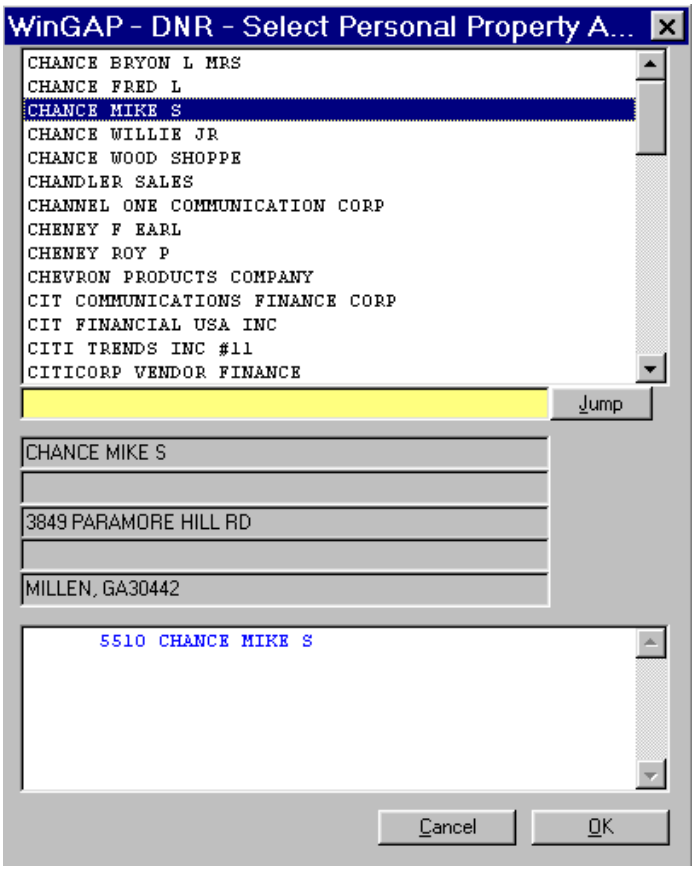


Owner Names are displayed in the list box on the top of the Form. The highlighted record will be the first Owner that has the last name of the Owner of the Boat that is about to be added. The user should scroll down the list until the correct Owner is found. The Owner's address information displays beneath 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 on the Personal Property General Information Form, the Account and Boat MUST be added (it can be deleted after adding, if necessary). If the user changes their mind <u>while on the Select Owner Form, above</u>, and clicks the Cancel Button, a message will display that the Boat record will remain orphaned.



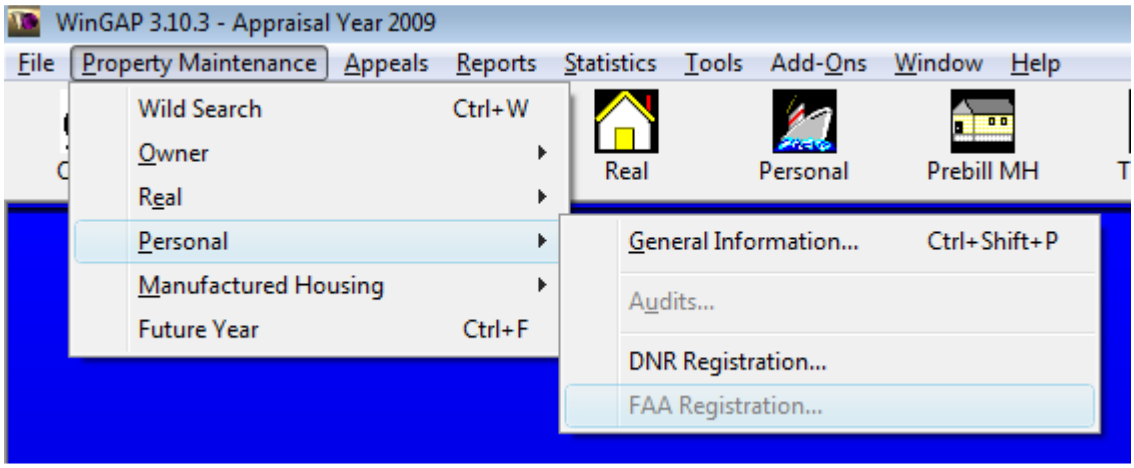
Clicking the OK Button will return the user to the DNR Form.

- 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, shown on the next page.



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 to add the Boat to that Account, and the user will be returned to the DNR Form. The user should make a note that this Boat has been added to this Owner's Account and at some point go to that Owner's Account and view and if necessary update the Boat information.

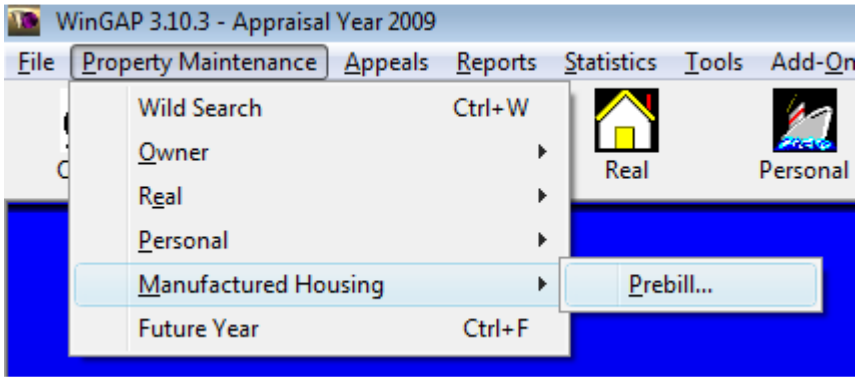
- **FAA Registration**



The FAA Registration option does not function at the present time (Ver. 3.10.3).

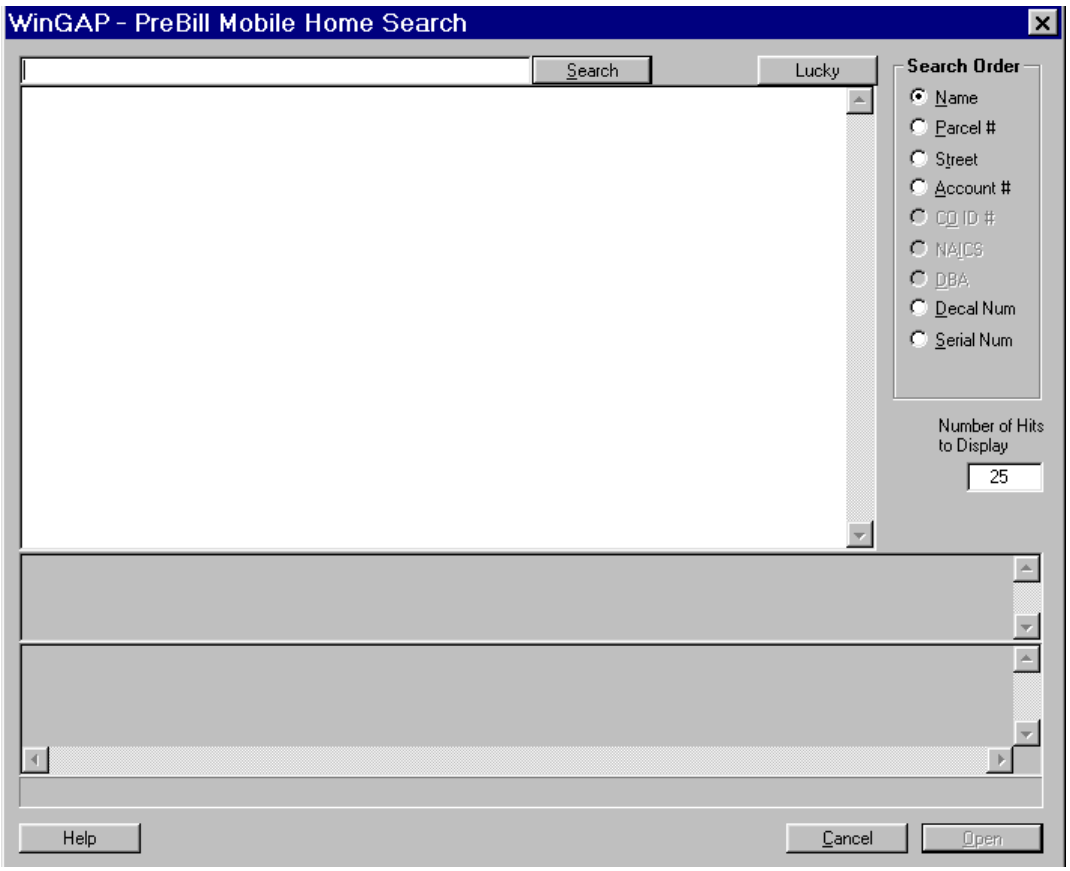
Manufactured Housing

The Manufactured Housing option on the Property Maintenance Menu produces a sub-menu with one option, Prebill:



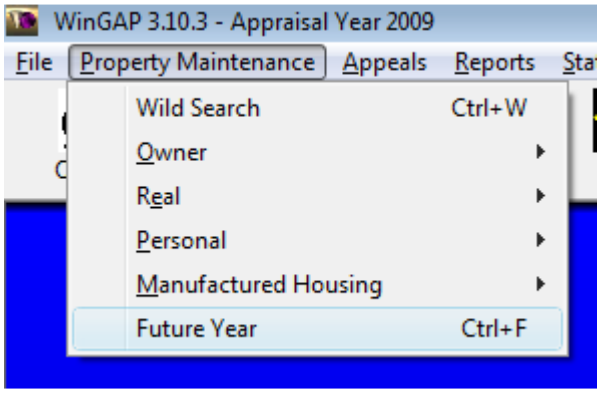
- **Prebill**

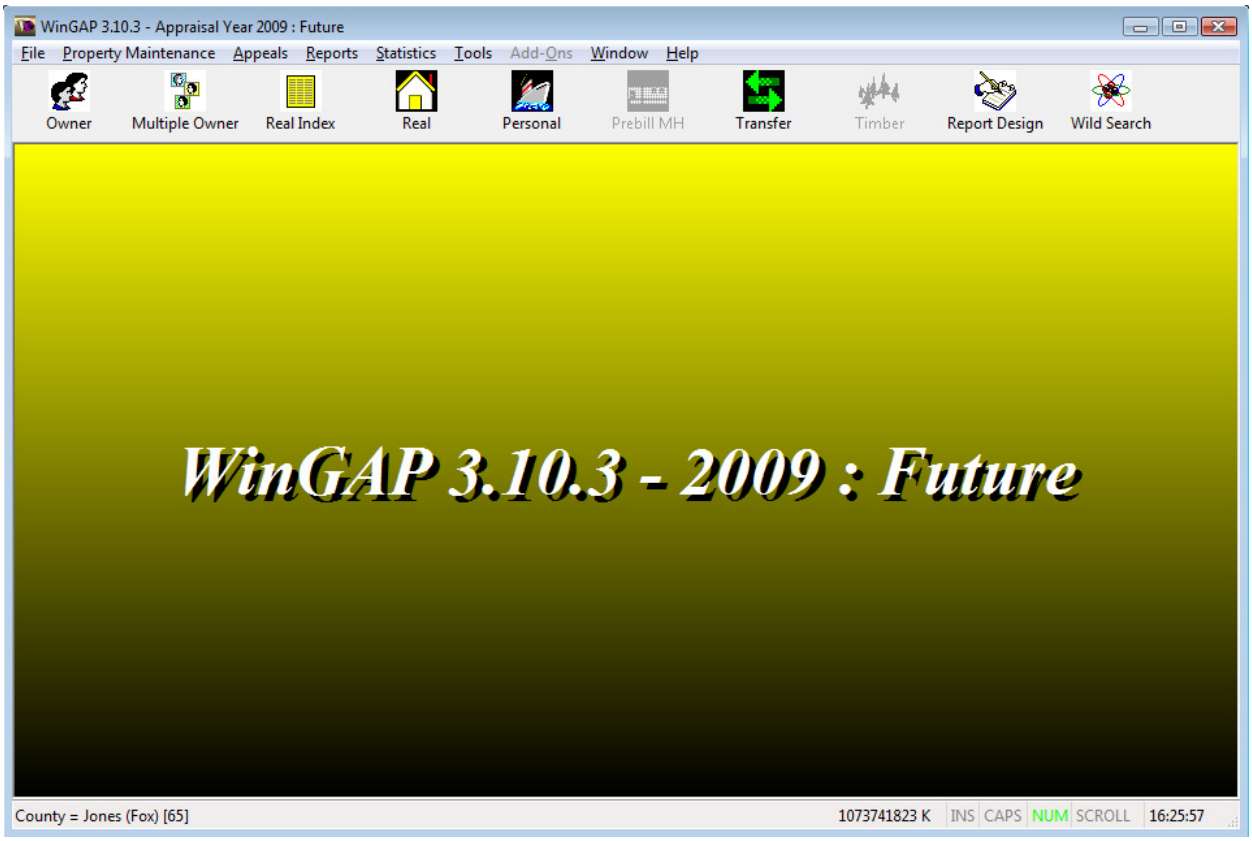
Selecting this option produces the PreBill Mobile Home Search Form that allows the user to search for Prebilled Mobile Homes. See the PreBill Mobile Home Search Form for help specific to that Form.



Future Year

The Future Year option on the Property Maintenance Menu takes the user into the WinGAP Future Module, as seen below. The Future Year can also be accessed from the WinGAP Main screen by pressing Ctrl + F.





The Future Year Folder in the current Appraisal Year folder must exist for the screen above to appear. If the Future Year has not been created yet, the user will receive the message "Future year does not exist." Before any Future Year work can take place a future folder must have been created by going to **Tools >> File Maintenance >> Future Folder Tasks >> Create Future Folder**. The creation of a future folder should be done only by a WinGAP administrator and is discussed in the **Tools >> File Maintenance >> Future Folder Tasks >> Create Future Folder** section of the manual.

The WinGAP Future Year module is designed to allow the user to modify real and personal property characteristics with the intent of the changes being incorporated in the next year's digest during Yearend Cleanup. All aspects of the property, name, address, land, structures, account items, etc can be modified. New parcels or splits can be created. The next year's digest data can be worked as the information is presented without having to wait until the current digest is closed out. Procedures for creating the Future Year

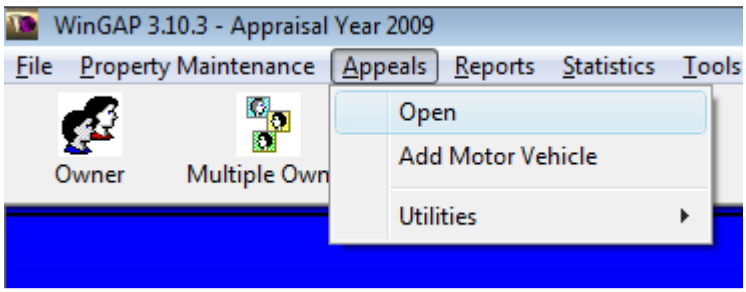
data folder and using the Future Year Module are discussed in the **Tools >> File Maintenance >> Future Folder Tasks >> Create Future Folder** and the **Future Year** sections located elsewhere in this manual.

Note: To return to the current Appraisal Year from the Future Year module, the user should use the **File >> Select Appraisal Year** menu option and select the current Appraisal Year using the combo box on the Form.

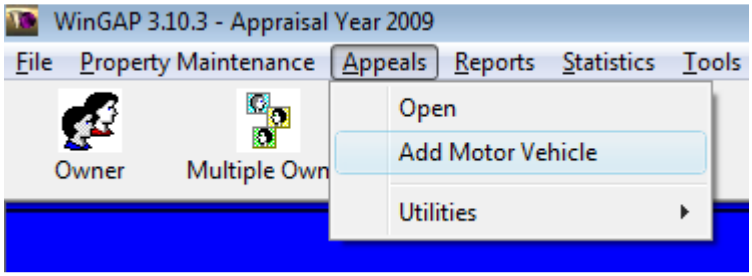
Appeals Menu

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 three options on the Appeals Menu:

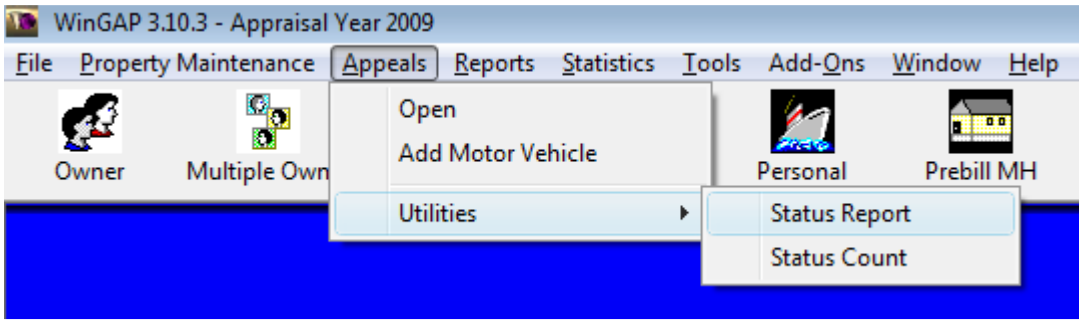
- **Open**, used to view, track, and maintain Appeals



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



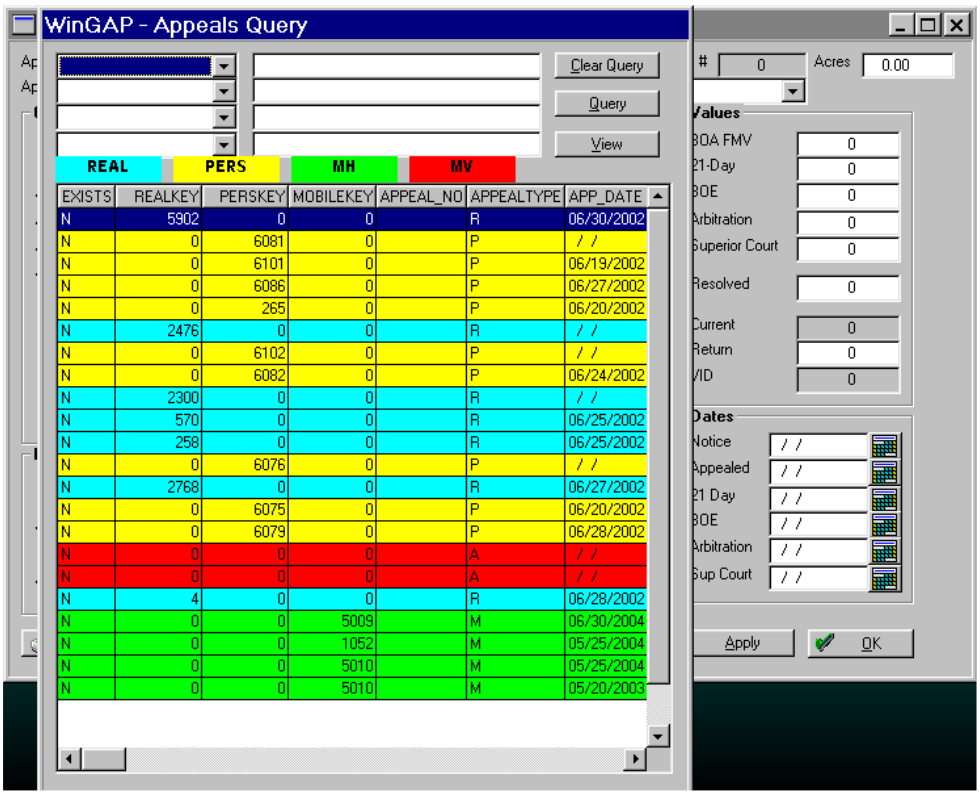
- **Utilities**, which produces a sub-menu, below, where a Status Report on Appeals can be printed and a Status Count of Appeals made.



NOTE: Real, Personal, and Manufactured Housing Appeals **cannot** be added at the Appeals Menu. These types of Appeals should be added on the Real Property General Information Form for Real Property; on the Personal Property General Information Form for Personal Property; and on the Mobile Homes Form for Manufactured Housing.

- **Open**

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



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 Last Name, 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. The desired Appeal is selected by first clicking on the Appeal in the list box to highlight it, and then clicking on the View Button, which pulls the information for that Appeal into the Appeals Form and places the Appeals Form on top of the Query Form (see next page). The Appeals information can then be viewed, updated, or deleted as desired.

WinGAP - Appeals

Appeal No 0 | Status Withdrawn | PIN 010 -049 - | Acct # 570 | Acres 36.54
Appeal Year 2002 | Type Real | Appraiser Snake Pliskin

Owner Information

Last, First, MI
Corpname BOLTON EDDIE C | Search
Agent
Address1 3805 LANE ROAD
Address2
Address3
City / State / Zip MILLEN | GA | 30442-
Legal Desc 36.54 AC CLUBHOUSE GUINEA RIDGE LANE
Homephone ( ) - | Workphone ( ) -
Comments

Values

BOA FMV	56,715
21-Day	0
BOE	0
Arbitration	0
Superior Court	0
Resolved	0
Current	56,715
Return	28,827
VID	27,888

Dates

Notice	06/18/2002
Appealed	06/25/2002
21 Day	/ /
BOE	/ /
Arbitration	/ /
Sup Court	/ /

Manufactured Housing

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

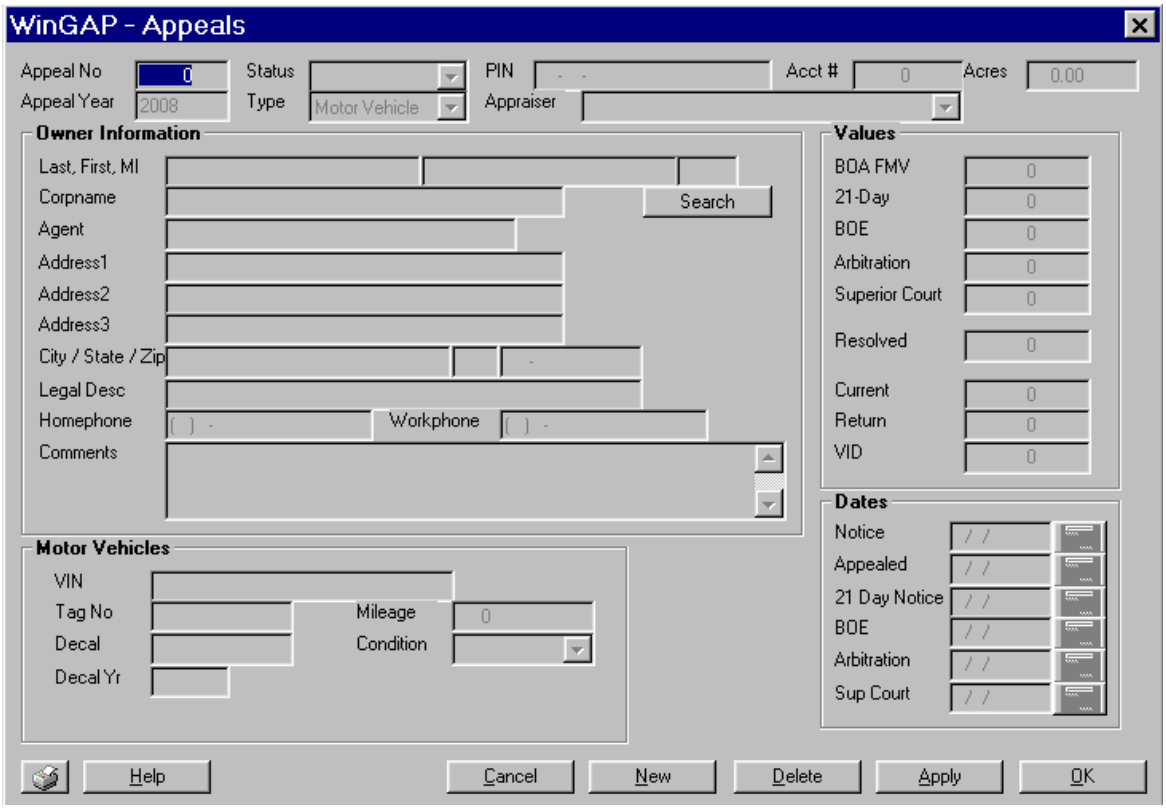
Help | Cancel | New | Delete | Apply | OK

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 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.

NOTE: The adding of a Real, Personal, and Manufactured Housing Appeal, and the discussion of the fields on the Appeals Form, will be covered under the Help information on the General Information Form for those types of property, located elsewhere in this manual. The adding of a Motor Vehicle Appeal, however, will be covered next.

- **Add Motor Vehicle**

The Add Motor Vehicle option on the Appeals Menu produces the Appeals Form for Motor Vehicles, below, where Appeals for Motor Vehicles are added.



The Appeals Form will appear with all data entry fields "grayed out". The "New" Button **MUST** be clicked at this point to enable the fields and buttons. The user will be taken to the Appeal Year field. A discussion of all Appeal Form fields follows. The discussion sequence of the fields is the same as when adding a **NEW** Motor Vehicle Appeal Record.

- Appeal No: The appeal number will be assigned by WinGAP without user intervention.
- 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 21 Day. 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. Pressing the Tab key takes the user to the Type field. Listed below are the current Appeal Status options and the WinGAP codes associated with them:

    - 21 Day - 2
    - Active (BOA) - A
    - Arbitration - T
    - BOE - B
    - BOE Final - F
    - Inactive - I
    - Resolved - R
    - Superior Court - S
    - Waived - D
    - Withdrawn - W

Pressing the Tab key takes the user to the Type field, next page.

- Type: The Type of Appeal, which in this case is Motor Vehicle. The Type field defaults to Motor Vehicle and cannot be changed by the user.
- P.I.N.: The Map and Parcel number field is "grayed out" for Motor Vehicle Appeals and is not used.
- 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 edit rights.
- Acct #: The Acct # field is "grayed out" for Motor Vehicle Appeals and is not used.
- Acres: The Acres field is "grayed out" for Motor Vehicle Appeals and is not used.

Owner Information Fields

- Last: The Last name field is the first of the Owner Information fields on the Appeal Form. This field is 20 characters wide and should contain the Last name of the Owner of the Motor Vehicle under Appeal, unless the County chooses to place its Owner names in the Corporate name field, in which case the Owner's name should be keyed in the Corporate name field and the Last name field left blank. If the Last name field is used, a comma should **NOT** be placed after the name.
- First: This field is also 20 characters wide and should contain the First name of the Owner, but only if there is a Last name entered.
- MI: The Owner's middle initial, if any, is keyed here, if the Last and First name fields are used.
- CorpName: If the County uses the Corporate Name field for Owner's names, than the name of the Owner of the Motor Vehicle under Appeal should be keyed here in the following format: Last Name followed by a space then the First Name followed by a space then the Middle Initial.
- Agent: The individual or company designated by the Motor Vehicle Owner to handle the Appeal.
- Address Fields: There are three fields where address information can be entered. Each field is 40 characters wide. The property location address is usually keyed in the first Address field. Additional Owners can also be keyed in this field.
- City: The Motor Vehicle Owner's City is keyed here.
- State: The Owner's State is keyed here.
- Zip: The Zip Code of the Owner is keyed in this field.
- Legal Description: The Description of the Motor Vehicle is keyed in this field.
- Home Phone: The Home Phone number of the Motor Vehicle Owner is keyed in this field.
- Work Phone: The Work Phone of the Owner is keyed in this field.
- Comments: Any Comments about the Appeal are keyed in this field.

Motor Vehicle Information Fields

- VIN: The Vehicle Identification Number, or VIN, is keyed in this field.
- Tag No: The Tag Number is keyed in this field.
- Decal: The Decal Number that was on the Motor Vehicle for the Appeal Year in question is keyed in this field.
- Decal Yr: The Decal Year for the Motor Vehicle for the Appeal Year in question is keyed in this field.
- Mileage: The Mileage of the Motor Vehicle at the time of the Appeal, if known, is keyed in this field.
- Condition This Condition of the Motor Vehicle under Appeal, such as Good or Poor. The user can click on the combo box to display a list of the valid Condition types, or key the first letter of the Condition description to select the Condition.

Values Fields

- BOA FMV: The Board of Assessors Fair Market Value for the Motor Vehicle.
- 21 Day: The value of the Motor Vehicle that the Board of Assessors sets after a review of the property when the appeal is initially filed.
- BOE: The value of the Motor Vehicle as determined by the Board of Equalization after they hear the Appeal.
- Arbitration: The Motor Vehicle Owner may opt 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.

- Superior Court: The value of the Motor Vehicle as determined by the Superior Court after the Appeal is heard in Court.
- Resolved: The value of the Motor Vehicle that is signed off on by the Owner. "Signed off on" also could be when the Owner no longer appeals. An example might be if the 21-day notice is mailed and the Owner does not appeal to the BOE, then the 21-day value should then be moved to resolved and the appeal status changed to resolved.
- Current: The Current Value of the Motor Vehicle 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 and also in the BOE Value field.
- Return: The Return Value of the Motor Vehicle, as entered on the Appeal Form by the Owner of the Motor Vehicle.
- VID: The Value In Dispute, which is the difference between the Current Value and the Return Value.

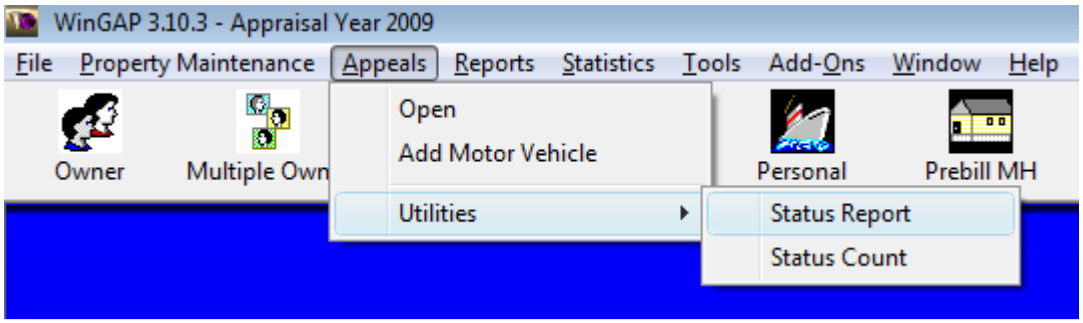
Dates Fields

- Notice: The Date of the Assessment Notice for the Motor Vehicle
- Appealed: The Date the Owner of the Motor Vehicle appealed the Motor Vehicle value
- 21 Day Notice: The Date the 21 Day Notice was mailed
- BOE: The Date of the BOE decision
- Arbitration: The Date of the Arbitration decision
- Sup Court: The Date of the Superior Court decision

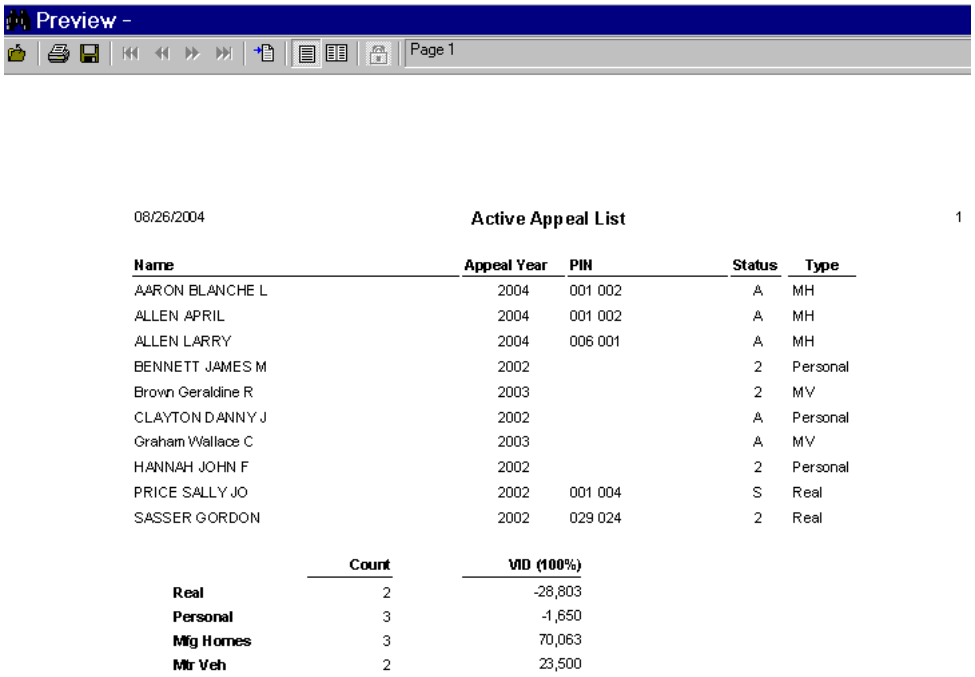
After keying all the relevant data, the Apply Button can be clicked to save the information, remain on the Appeals Form, and view the information, or the OK Button can be clicked to save the information and return to the main WinGAP screen. The Motor Vehicle Appeal can be viewed by clicking the Appeals>Open menu option, discussed above. Motor Vehicles appear in blue in the listing of active Appeals.

- **Utilities**

The Utilities option on the Appeals Menu produces a Sub-Menu with two options, Status Report and Status Count.



Status Report: Clicking on the Status Report sub-menu option produces a report of all Active Appeals, as shown on the next page. The Appeals listing shows the Owner's Name, the Appeal Year, the Parcel Number and the Status of the Appeal.



Preview -

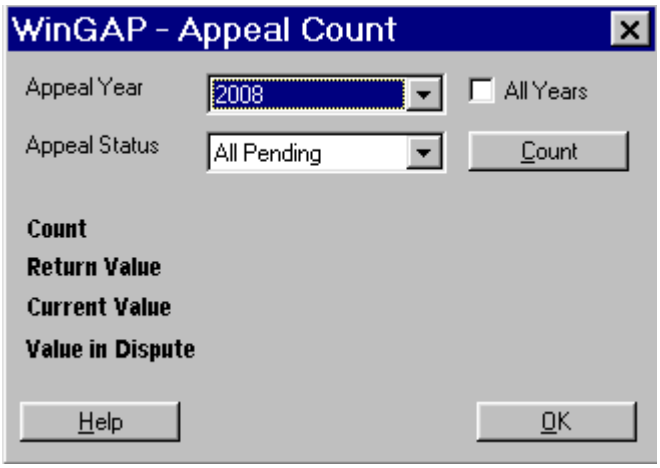
Page 1

08/26/2004 **Active Appeal List** 1

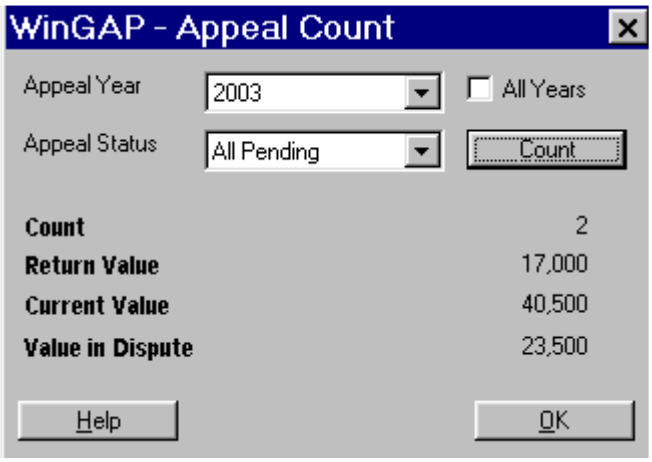
Name	Appeal Year	PIN	Status	Type
AARON BLANCHE L	2004	001 002	A	MH
ALLEN APRIL	2004	001 002	A	MH
ALLEN LARRY	2004	006 001	A	MH
BENNETT JAMES M	2002		2	Personal
Brown Geraldine R	2003		2	MV
CLAYTON DANNY J	2002		A	Personal
Graham Wallace C	2003		A	MV
HANNAH JOHN F	2002		2	Personal
PRICE SALLY JO	2002	001 004	S	Real
SASSER GORDON	2002	029 024	2	Real

	Count	VID (100%)
Real	2	-28,803
Personal	3	-1,650
Mfg Homes	3	70,063
Mtr Veh	2	23,500

Status Count: Clicking on the Status Count sub-menu option produces the Appeal Count Form, shown below. The user should select the desired Appeal Year from the combo box, or click the All Years checkbox if Appeals for all years are desired. The Appeal Status is selected from the available list of Statuses in that combo box.

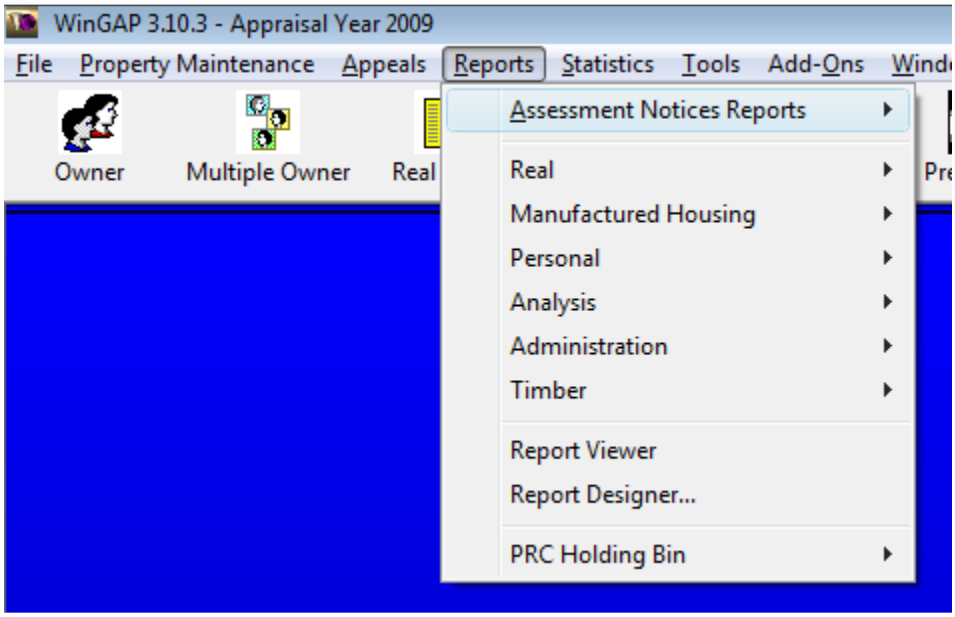


The Count Button should then be clicked to complete the Status Count, shown in the example on the following page. For the Appear Year(s) and Appeal Status selected by the user, the Appeal Count Form will display the total number of Appeals(the Count), the total value returned by the taxpayer, the total Current Value of the Appeals, and the Value in Dispute. The user can return to the main WinGAP screen by clicking the OK Button on the Appeal Count Form.


WinGAP - Appeal Count
Appeal Year
2003
All Years
Appeal Status
All Pending
Count
Count
2
Return Value
17,000
Current Value
40,500
Value in Dispute
23,500
Help
OK

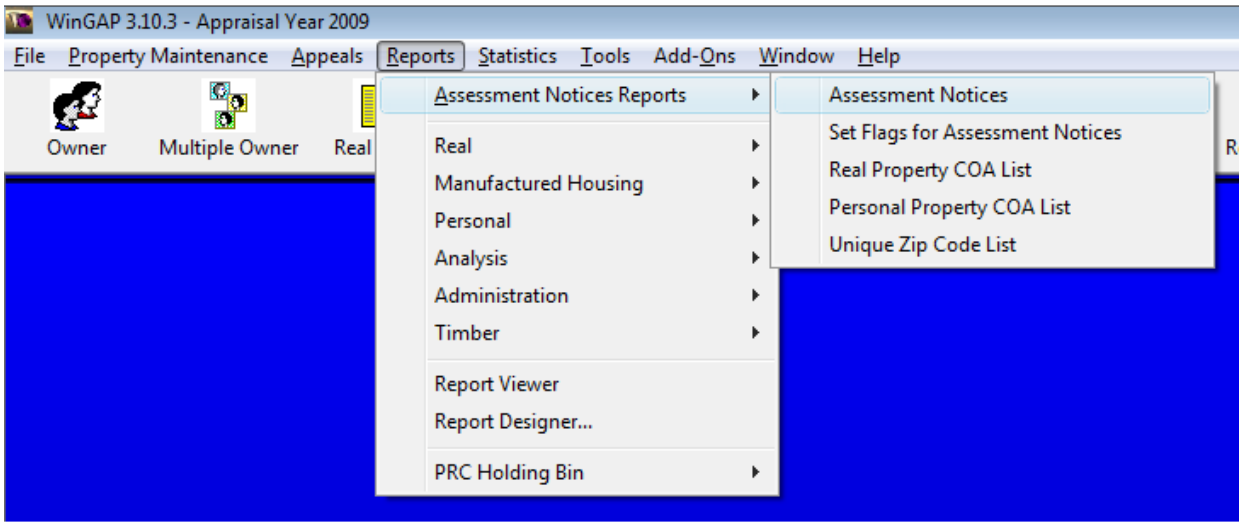
Reports Menu

The Reports Menu, below, is used to print various reports used by the Assessors office. The user also has access to a Report Designer Module within WinGAP to produce customized reports for local County purposes.



Assessment Notices

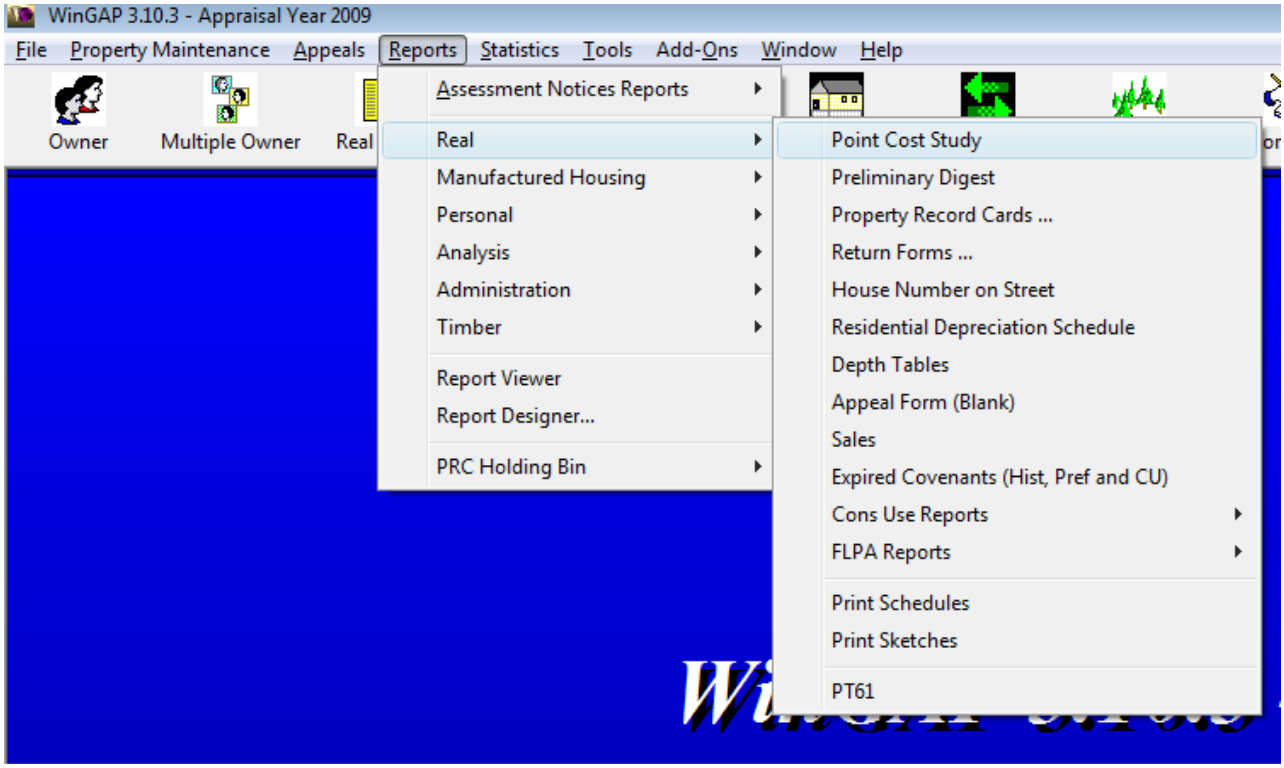
The first option on the Reports Menu is Assessment Notices. Selecting this option first produces the Assessment Notices Menu, below.



Reports > Assessment Notices is not covered in the WinGAP Basic Data Entry Class Manual. Please see the WinGAP Basic Data Entry Master Manual for these procedures.

Real

The Real option on the Reports Menu produces a sub-menu with a variety of Real Property Reports:



- **Point Cost Study**

The Point Cost Study option on Real reports sub-menu produces a report, the first and last pages of which are shown on the next page. The Point Cost Study performs an analysis on FMV residential improved sales that have occurred one year removed from the present digest year. The primary product of the study is the Residential Improvement Point Cost. The resulting Residential Improvement Point Cost is the local index that is used to convert points to dollar values in the process of valuing residential improvements. The Residential Improvement Point Cost is entered into the schedules by going to **Tools >> Preferences** and keying the value in the field, Residential, found in the Points/Base Cost section of the screen. The Reappraise sub-menu option for Residential Improvements (**Tools >> Re-Appraise >> Real Property**) must be run in order to apply any new point cost to all residential improvements, unless each residential improvement is edited.

Preview -

Page 1

09/17/2005 1

Year	Grade	Area	Func	Econ	% Comp	Phy	CDU	Adj Points	Sale Price	Land Value	Bldg Residual	Bldg Res - Adj	Point Value
Pin: 10A 8													
1990	1.20	1368	1.00	1.00	1.00	0.90	1.00	394.00	140000	30812	86188	95764	243.06
Pin: 74A 29													
1990	1.00	1000	1.00	0.90	1.00	0.90	1.00	261.00	45000	6855	38345	47340	181.38
Pin: 85A 18													
1990	1.15	1454	1.00	0.95	1.00	0.90	1.00	450.00	145000	20000	125000	143349	323.00
Pin: 85A 44													
1990	1.00	1144	1.00	0.95	1.00	0.90	1.00	280.00	77500	19784	57716	67112	239.69
Pin: 82 29A													
1990	0.80	1620	1.00	0.95	1.00	0.80	1.00	257.00	38000	4000	34000	44737	174.07
Pin: 97 41													
1995	1.15	2062	1.00	0.95	1.00	0.90	1.00	542.00	110000	17128	92872	107991	199.25
Pin: 97 40													
1996	0.85	1944	1.00	0.95	1.00	0.90	1.00	333.00	54000	13168	40832	47479	142.58
Pin: 18 50													
2001	0.85	1800	1.00	0.95	1.00	0.95	1.00	294.00	40000	12413	27587	30652	104.26
Pin: 85A 42													
1995	0.80	1404	1.00	0.95	1.00	0.90	1.00	225.00	44900	6375	38525	44797	199.10
Pin: 78 7													
1995	1.00	440	1.00	0.95	1.00	0.90	1.00	181.00	172900	52650	120250	139826	772.52
Pin: 10 1B													
1995	1.15	1920	1.00	1.00	1.00	0.93	1.00	615.00	135000	21791	113209	121730	197.93
Pin: 97 21R													
1996	1.10	1200	1.00	0.95	1.00	0.95	1.00	281.00	54000	4000	50000	55556	197.71
Pin: 12B 34													
1996	1.10	2089	0.95	1.00	1.00	0.92	1.00	576.00	159000	34521	123479	141930	246.41
Pin: 58 6C													
1996	0.80	1440	1.00	0.95	1.00	0.90	1.00	229.00	45900	8000	37900	44070	192.45
Pin: 58 6C													
1996	0.80	1440	1.00	0.95	1.00	0.90	1.00	229.00	56800	8000	48800	56744	247.79

Preview -

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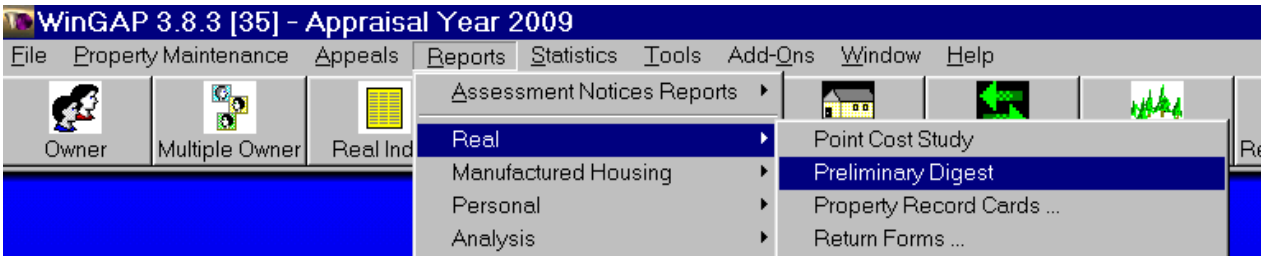
09/17/2005 3

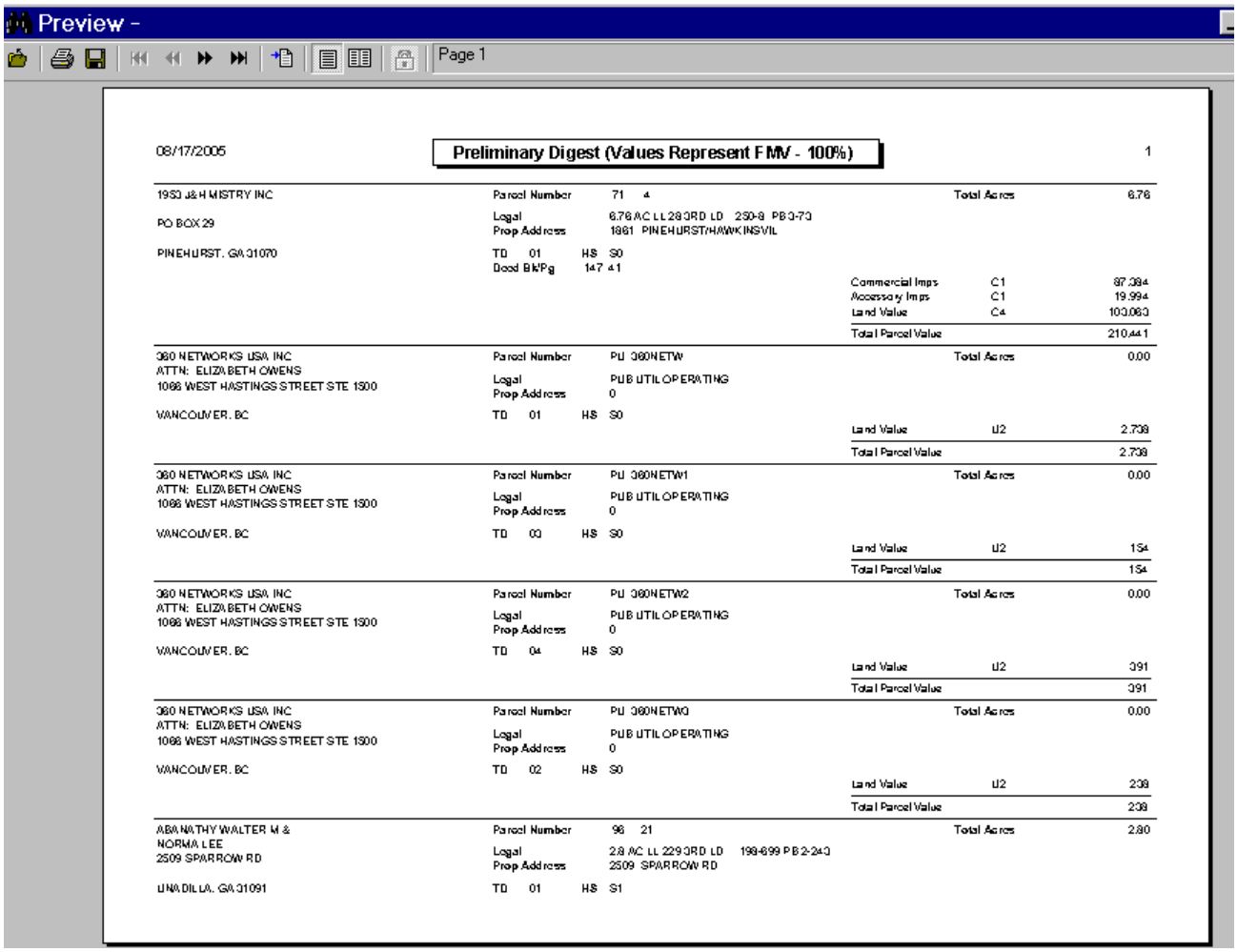
Year	Grade	Area	Func	Econ	% Comp	Phy	CDU	Adj Points	Sale Price	Land Value	Bldg Residual	Bldg Res - Adj	Point Value
Pin: S1A 39													
1998	1.10	576	1.00	1.00	1.00	0.95	1.00	169.00	70000	26000	44000	46316	274.06
Pin: V15 6 16													
2003	1.00	1890	1.00	1.00	0.80	0.99	1.00	355.00	7500	2760	4740	6000	16.90
Pin: 97 60													
1996	0.80	1848	1.00	0.95	1.00	0.75	1.00	295.00	15000	14371	629	886	3.00
Pin: S1A 60													
2000	1.10	720	1.00	1.00	1.00	0.95	1.00	184.00	72000	26000	46000	48421	263.16
Pin: V11 5 1B													
1999	0.80	1152	1.00	1.00	1.00	0.90	1.00	196.00	45000	5462	39538	43901	224.14
Pin: V15 2 34													
2003	1.00	1272	1.00	1.00	0.80	0.99	1.00	280.00	75000	6815	68185	115368	412.74

Average	*201.73*

- **Preliminary Digest**



Clicking on the Preliminary Digest option produces a Print Preview of the Preliminary Digest, as shown below.



Preview -

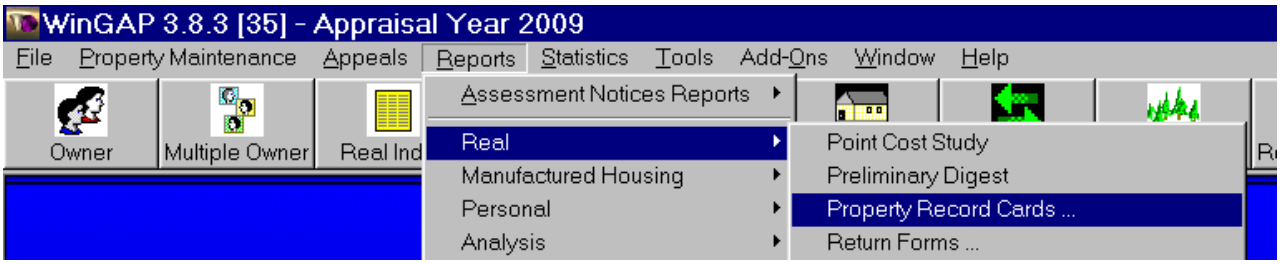
Page 1

08/17/2005 **Preliminary Digest (Values Represent FMV - 100%)** 1

1953 J&H MISTRY INC PO BOX 29 PINEHURST, GA 31070	Parcel Number 71 4 Legal 6.76 AC LL 283RD LD 250-8 PB3-73 Prop Address 1961 PINEHURST/HAWKINSVIL TD 01 HS S0 Deed Bk/Pg 147 41	Total Acres		6.76
		Commercial Imps	C1	87,384
		Accessory Imps	C1	19,994
		Land Value	C4	103,063
		Total Parcel Value		210,441
360 NETWORKS USA INC ATTN: ELIZABETH OWENS 1066 WEST HASTINGS STREET STE 1500 VANCOUVER, BC	Parcel Number PU 360NETW Legal PUB UTIL OPERATING Prop Address 0 TD 01 HS S0	Total Acres		0.00
		Land Value	U2	2,739
		Total Parcel Value		2,739
360 NETWORKS USA INC ATTN: ELIZABETH OWENS 1066 WEST HASTINGS STREET STE 1500 VANCOUVER, BC	Parcel Number PU 360NETW1 Legal PUB UTIL OPERATING Prop Address 0 TD 03 HS S0	Total Acres		0.00
		Land Value	U2	154
		Total Parcel Value		154
360 NETWORKS USA INC ATTN: ELIZABETH OWENS 1066 WEST HASTINGS STREET STE 1500 VANCOUVER, BC	Parcel Number PU 360NETW2 Legal PUB UTIL OPERATING Prop Address 0 TD 04 HS S0	Total Acres		0.00
		Land Value	U2	391
		Total Parcel Value		391
360 NETWORKS USA INC ATTN: ELIZABETH OWENS 1066 WEST HASTINGS STREET STE 1500 VANCOUVER, BC	Parcel Number PU 360NETWQ Legal PUB UTIL OPERATING Prop Address 0 TD 02 HS S0	Total Acres		0.00
		Land Value	U2	238
		Total Parcel Value		238
ABANATHY WALTER M & NORMA LEE 2509 SPARROW RD UNADILLA, GA 31091	Parcel Number 96 21 Legal 2.8 AC LL 229 3RD LD 198-699 PB2-243 Prop Address 2509 SPARROW RD TD 01 HS S1	Total Acres		2.80

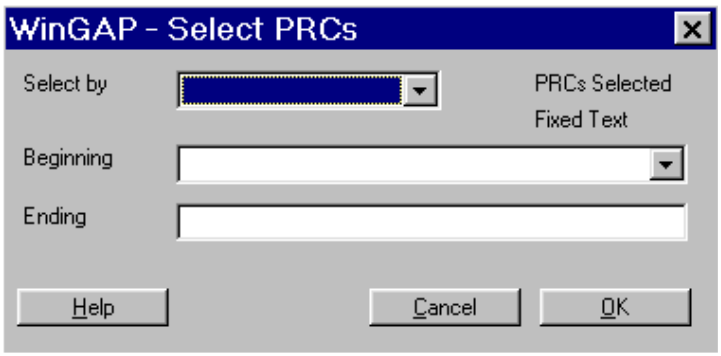
The Preliminary Tax Digest is a working or edit listing of all the Real Property in the County at the appraised 100% value. Property values are separated by types of property, such as Residential or Commercial Improvements, Accessory Improvements, and Land Value, stratified and totaled for each Parcel. The listing is in alphabetical order by Owner name.

- **Property Record Cards**



Property Record Cards (PRCs) can be selected for printing on a mass basis by clicking on this option on the **Reports >> Real** sub-menu. This produces a Select PRCs window, as shown below.

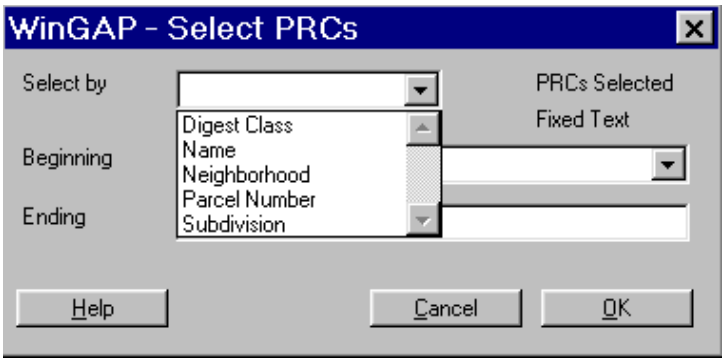
Note: The PRCs that are selected using this option are sent to the PRC Holding Bin for printing. Property Record Cards can also be printed one at a time from the Real, Personal, and Mobile Homes General Information Forms, and from the PRC Holding Bin, IF the PRCs have been sent to the Holding Bin.



The first task facing the user from the Select PRCs window is to select the manner by which the PRCs will be printed. There are five selections available.

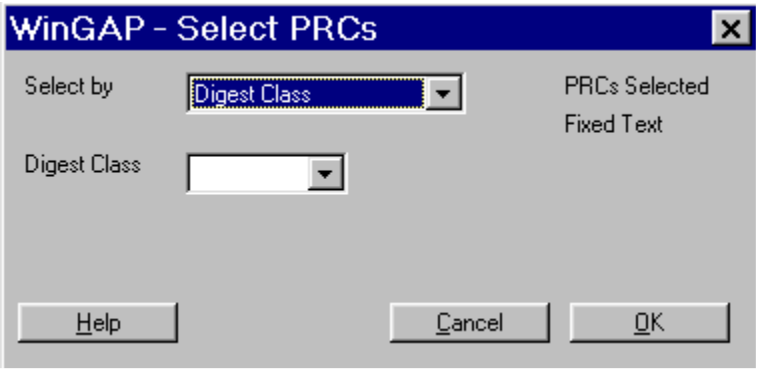
- Digest Class
- Name
- Neighborhood
- Parcel Number
- Subdivision

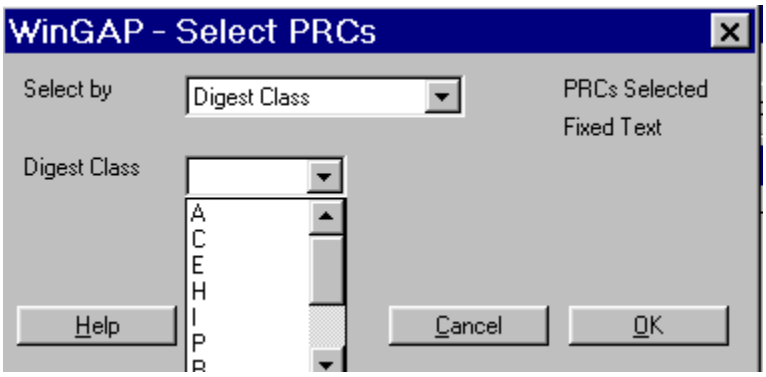
An order is selected by clicking on the Select By combo box, as seen below.



- **Digest Class option**

If the Digest Class option is selected, the user will be asked to select a Digest Class, as shown on the following two screens, below.

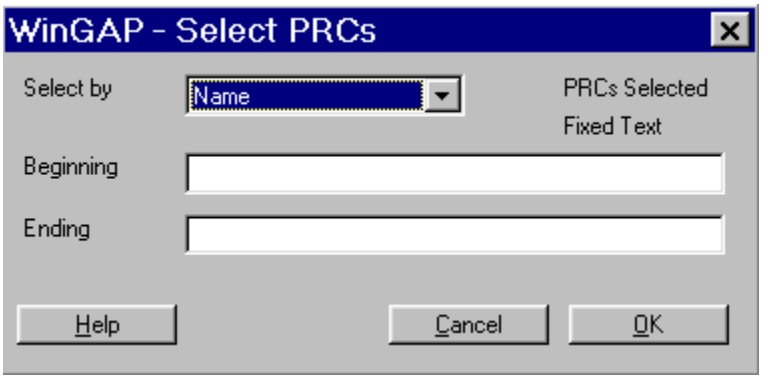




Once a Digest Class is selected, the OK Button is clicked to send the PRCs to the PRC Holding Bin. The number of PRCs that were sent will display in the Select PRCs window.

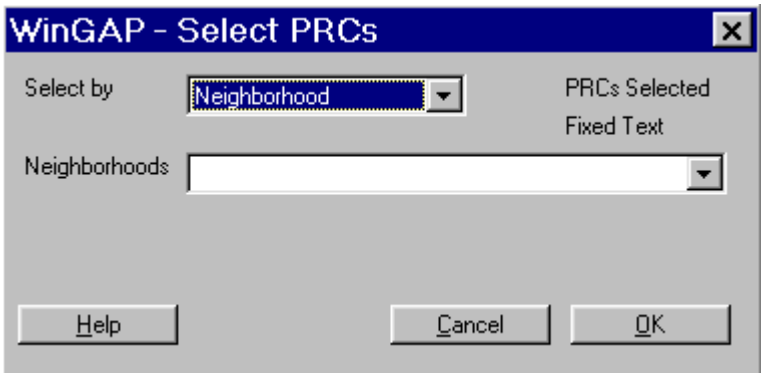
- **Name option**

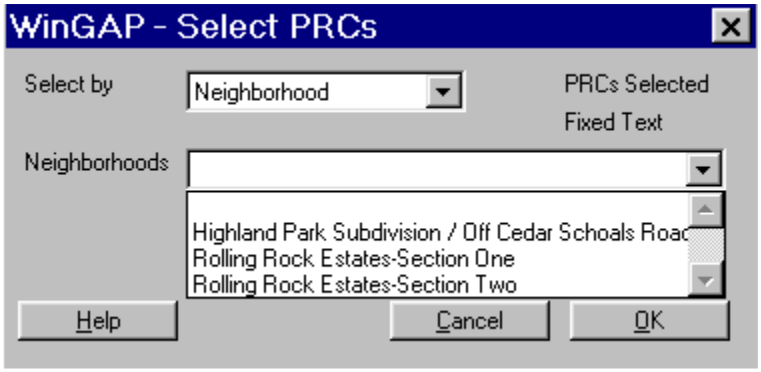
If the Name option in the Select by combo box is selected, as shown below, the user will be presented with two fields where a Beginning and Ending Name, or part of a Name, such as the letter "A", can be keyed. If all Names are desired, the fields should be left blank. As under the Digest Class option, the OK Button is clicked to send PRCs to the PRC Holding Bin. The number of PRCs that were sent will display in the Select PRCs window.



- **Neighborhood option**

If the Neighborhood option in the Select by combo box is chosen, as seen below, the user will be presented with a second combo box where a Neighborhood can be selected. The Neighborhood option for printing PRCs can be used only if the Neighborhood schedule has been set up in **Tools >> Schedules / Tables >> Neighborhoods**, and parcels have been assigned to a Neighborhood on the Real Property General Information Form.

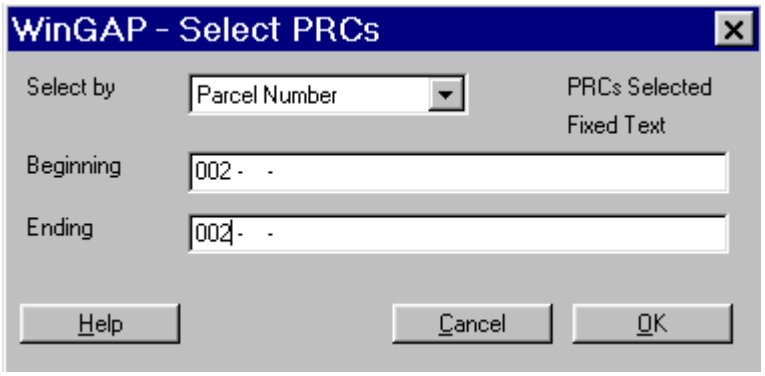




Once a Neighborhood is selected, the OK Button is clicked to send the PRCs to the PRC Holding Bin. The number of PRCs that were sent will display in the Select PRCs window.

- **Parcel Number option**

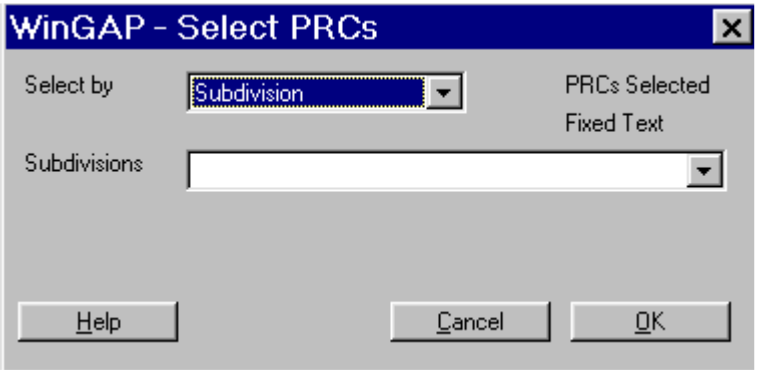
If the Parcel Number option in the Select by combo box is chosen the user will be presented with two fields where a Beginning and Ending Parcel Number, or part of a Parcel Number, such as "002" can be keyed, as seen below.

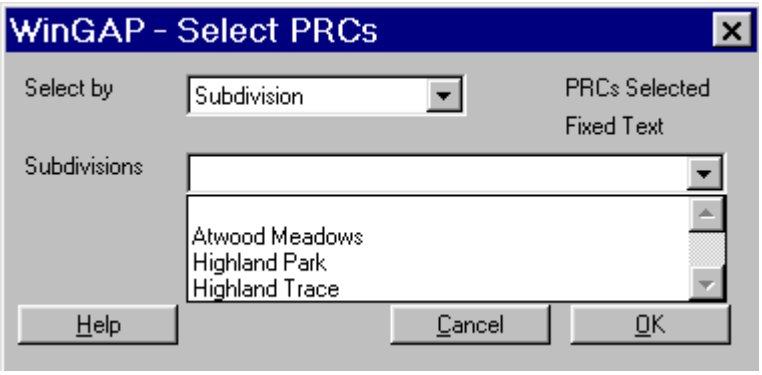


If all Parcel Numbers are desired, the fields should be left blank. As under the Digest Class option, the OK Button is clicked to send the PRCs to the Holding Bin. The number of PRCs that were sent will display in the Select PRCs window.

- **Subdivision option**

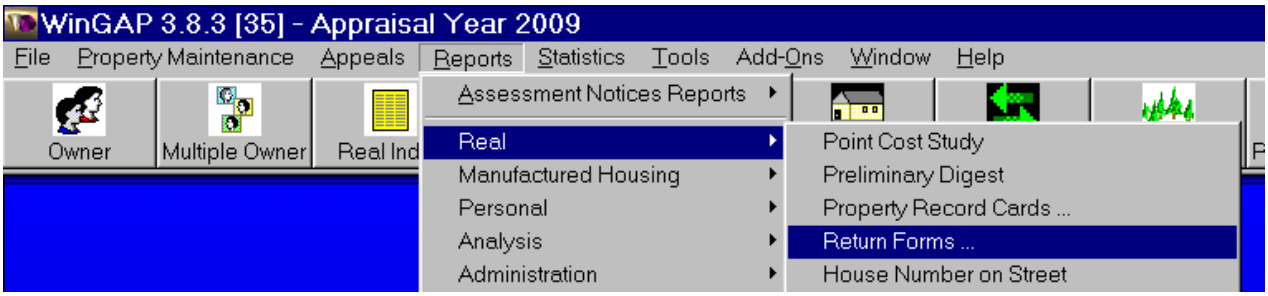
If the Subdivision option in the Select by combo box is chosen the user will be presented with a combo box where a Subdivision can be selected, as seen below. The Subdivision option for printing PRCs can be used only if the Subdivision schedule has been set up in **Tools >> Schedules/Tables >> Subdivisions List**, and every parcel has been assigned to a Subdivision on the Real Property General Information Form.



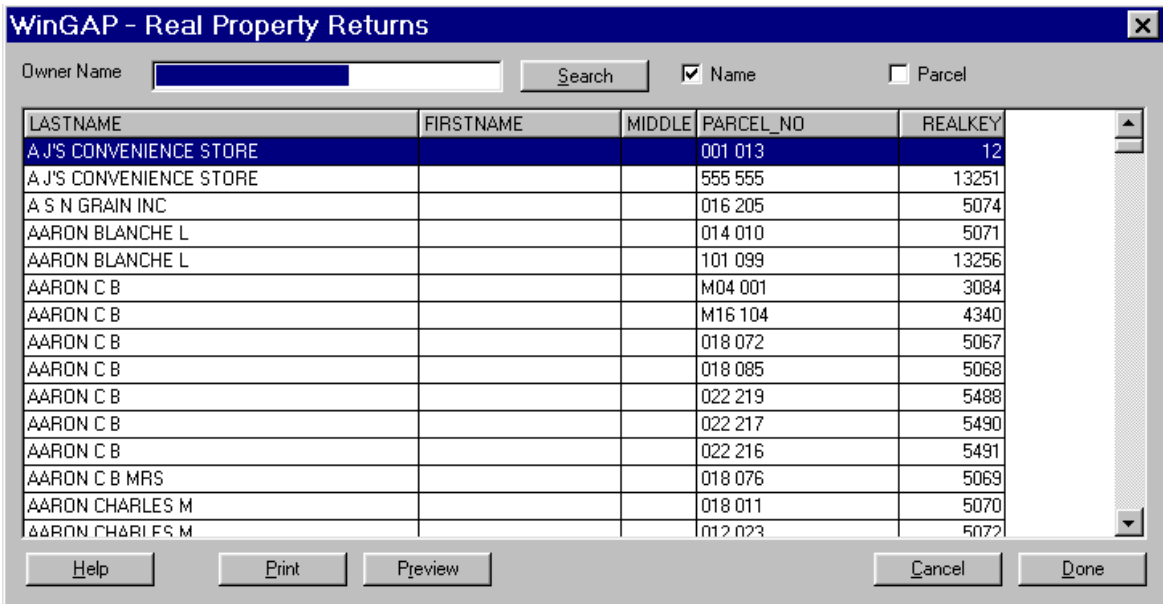


Once a Subdivision is selected, the OK Button is clicked to send the PRCs to the PRC Holding Bin. The number of PRCs that were sent will display in the Select PRCs window.

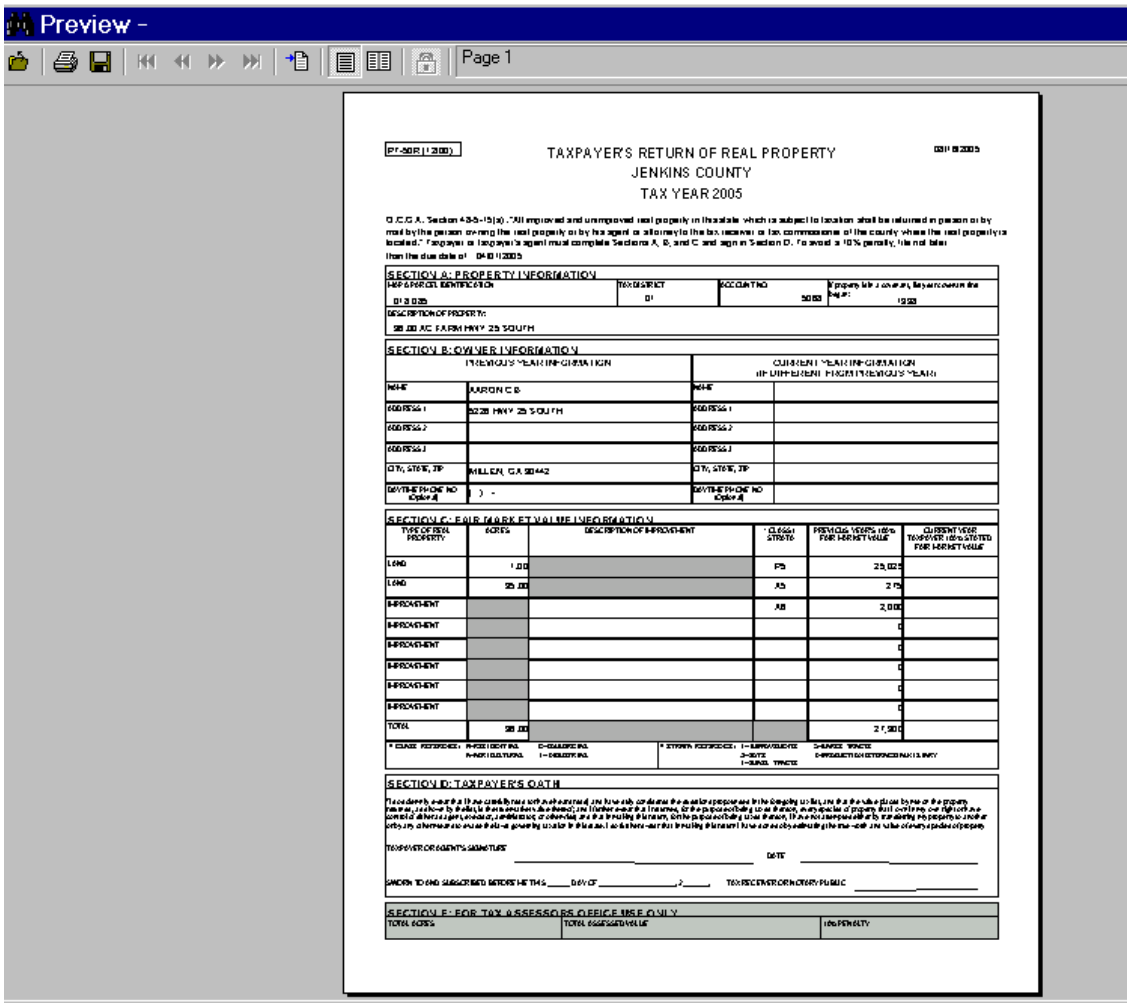
- **Return Forms**



Real Property Return Forms can be printed by clicking on this option on the **Reports >> Real** sub-menu. This produces a window that displays a listing of all Owners, in the default descending Name order, as shown on the next page. The Parcel checkbox can be checked to display all the parcels in Parcel Number order.



The list can be narrowed by keying the desired name in the single line edit Search Field. The Return Form for any owner can be printed by clicking on the desired record in the list box and then clicking the Print Button to send the Return Form directly to the printer; otherwise, the Preview Button can be clicked to Preview the Return, below, where it can be viewed and then printed.

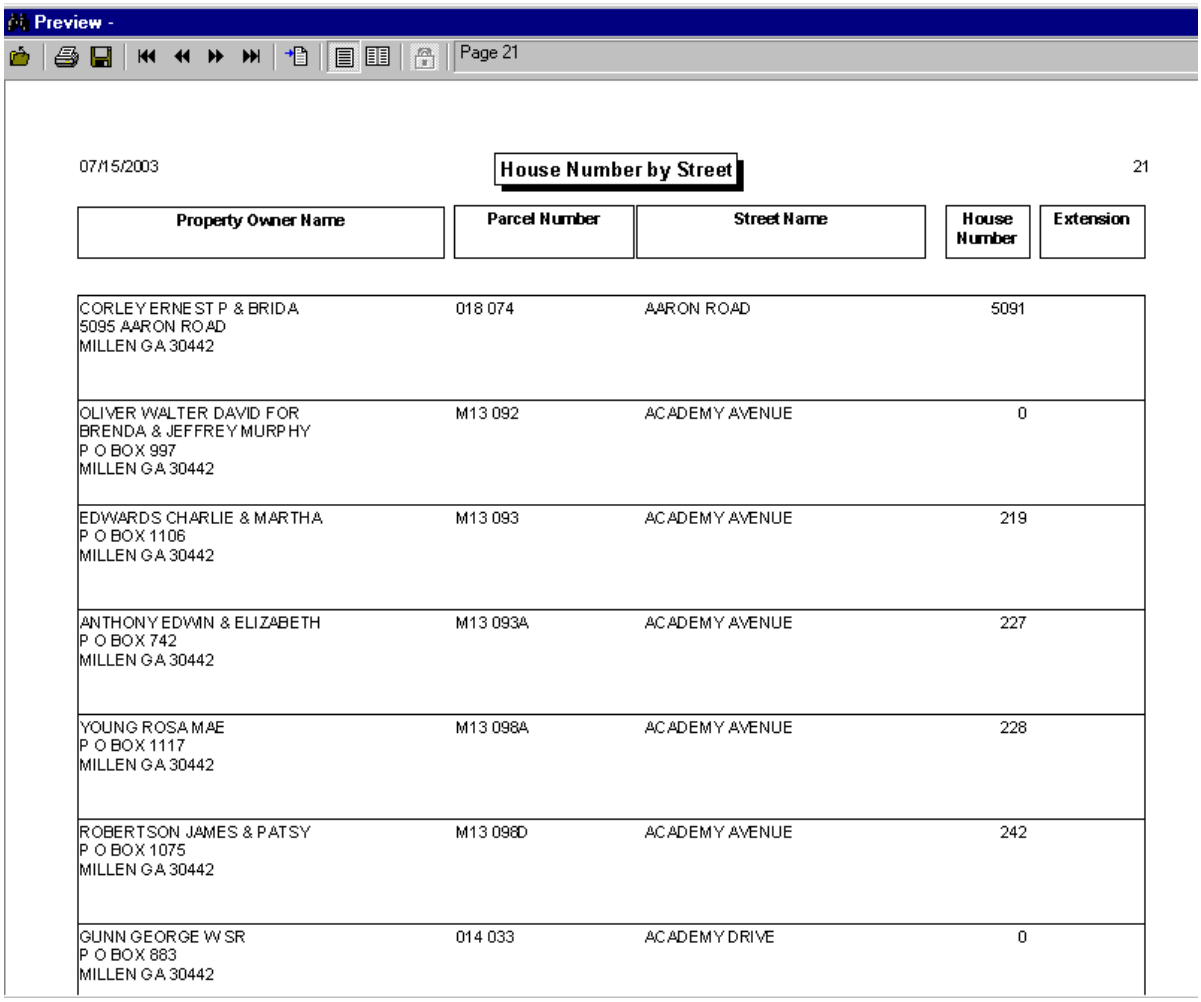


If the user wishes to print a batch of Return Forms, first one is selected and printed (or previewed/ printed, if desired), then another is selected and printed, and so on. Once all of the Return Forms are printed, the Done button is clicked to return to the WinGAP main screen.

NOTE: Return Forms can also be printed from the Real Property General Information Form by right-clicking on the Printer button on the lower left of the Form and selecting PT50R on the menu that appears.

- **House Number on Street**

A report listing all Owners of property in Street Name and House Number order can be printed by clicking on this option on the **Reports >> Real** sub-menu. This produces a Print Preview of the report, as shown below.



Preview -

Page 21

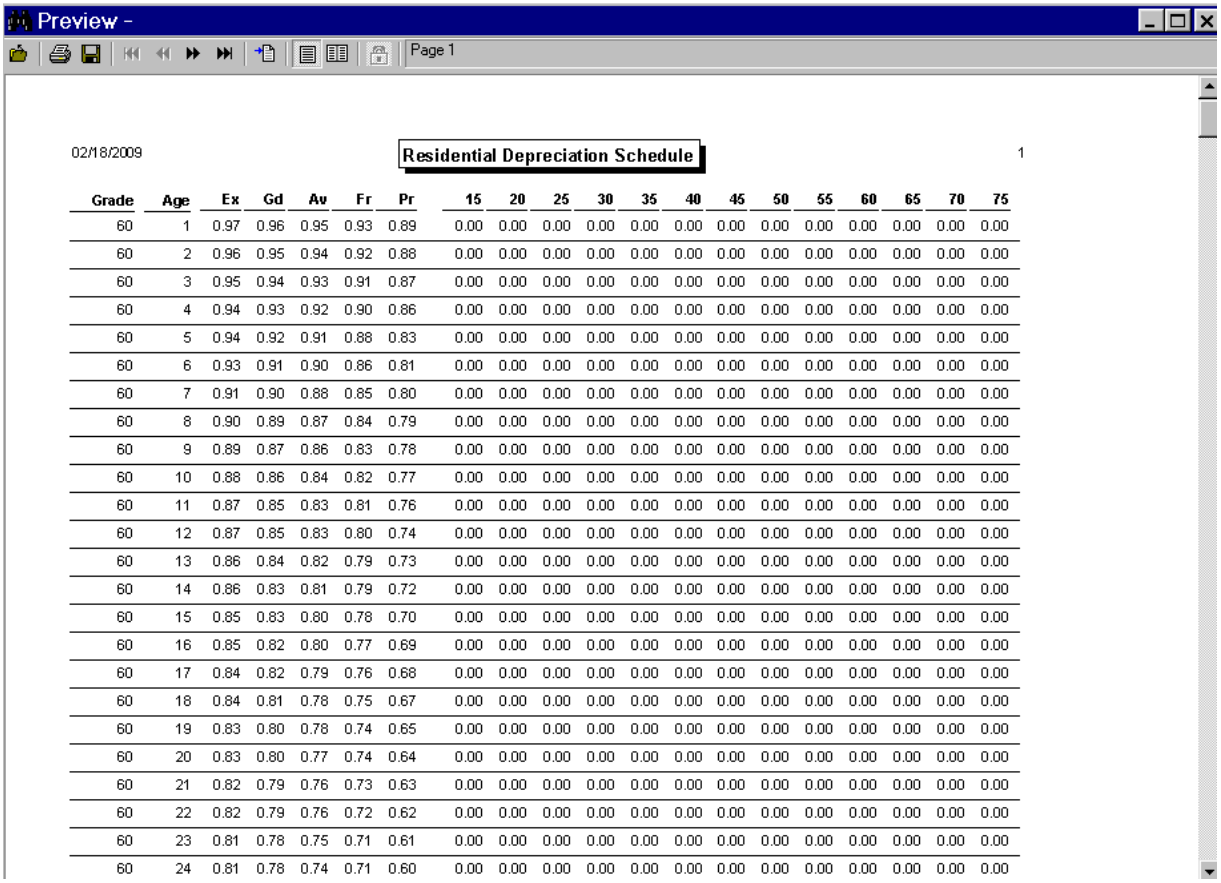
07/15/2003 **House Number by Street** 21

Property Owner Name	Parcel Number	Street Name	House Number	Extension
CORLEY ERNEST P & BRIDA 5095 AARON ROAD MILLEN GA 30442	018 074	AARON ROAD	5091	
OLIVER WALTER DAVID FOR BRENDA & JEFFREY MURPHY P O BOX 997 MILLEN GA 30442	M13 092	ACADEMY AVENUE	0	
EDWARDS CHARLIE & MARTHA P O BOX 1106 MILLEN GA 30442	M13 093	ACADEMY AVENUE	219	
ANTHONY EDWIN & ELIZABETH P O BOX 742 MILLEN GA 30442	M13 093A	ACADEMY AVENUE	227	
YOUNG ROSA MAE P O BOX 1117 MILLEN GA 30442	M13 098A	ACADEMY AVENUE	228	
ROBERTSON JAMES & PATSY P O BOX 1075 MILLEN GA 30442	M13 098D	ACADEMY AVENUE	242	
GUNN GEORGE W SR P O BOX 883 MILLEN GA 30442	014 033	ACADEMY DRIVE	0	

The report can be filtered to print a listing for a specific Street Name, Map/Parcel Number, Owner's Last Name, etc., by using the Report Designer or Report Viewer. The filename for the report that would be modified is Houseno.rpt.

- **Residential Depreciation Schedule**

This option on the **Reports >> Real** sub-menu allows the user to print the Residential Depreciation Schedule. Clicking on this option produces a Print Preview of the Residential Depreciation schedule, below.



Preview -

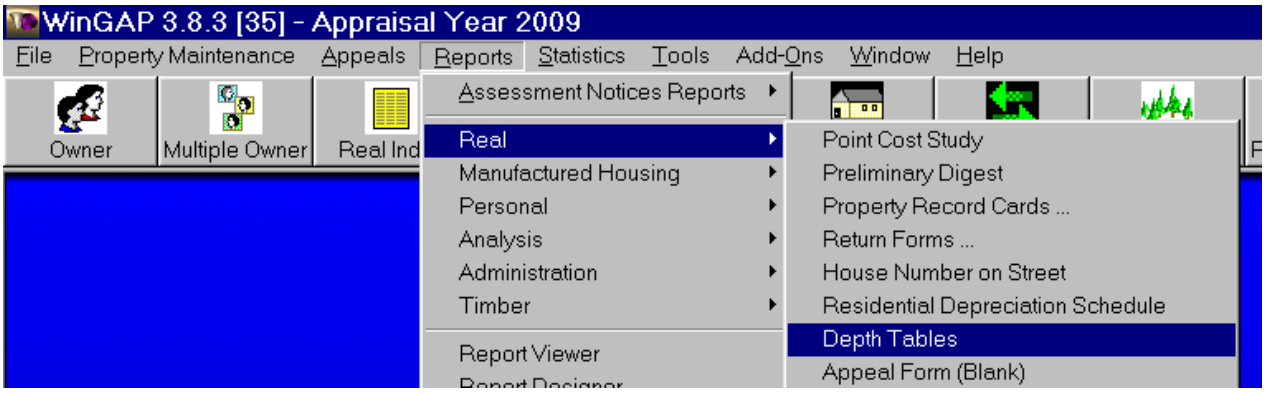
Page 1

02/18/2009 **Residential Depreciation Schedule** 1

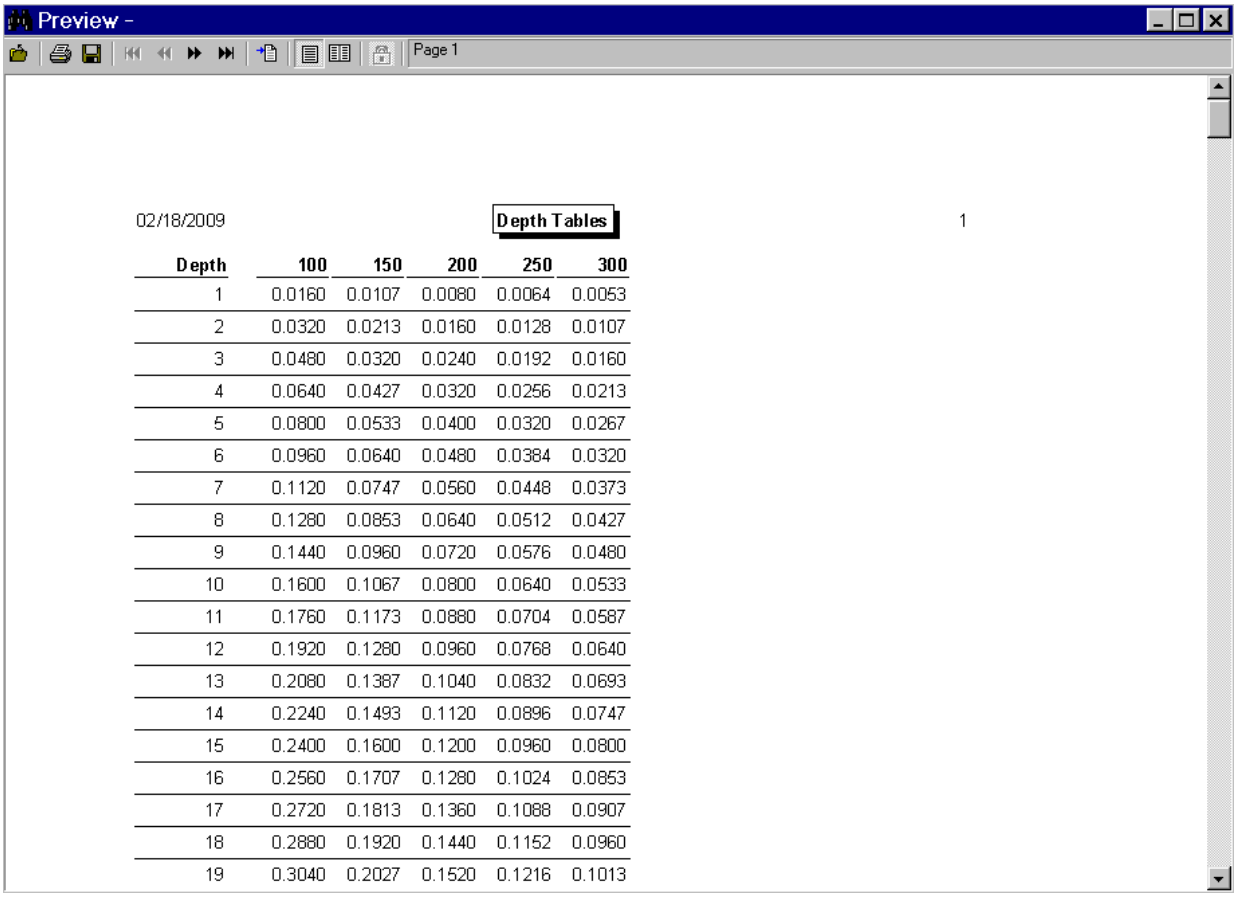
Grade	Age	Ex	Gd	Av	Fr	Pr	15	20	25	30	35	40	45	50	55	60	65	70	75
60	1	0.97	0.96	0.95	0.93	0.89	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60	2	0.96	0.95	0.94	0.92	0.88	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60	3	0.95	0.94	0.93	0.91	0.87	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60	4	0.94	0.93	0.92	0.90	0.86	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60	5	0.94	0.92	0.91	0.88	0.83	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60	6	0.93	0.91	0.90	0.86	0.81	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60	7	0.91	0.90	0.88	0.85	0.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60	8	0.90	0.89	0.87	0.84	0.79	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60	9	0.89	0.87	0.86	0.83	0.78	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60	10	0.88	0.86	0.84	0.82	0.77	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60	11	0.87	0.85	0.83	0.81	0.76	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60	12	0.87	0.85	0.83	0.80	0.74	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60	13	0.86	0.84	0.82	0.79	0.73	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60	14	0.86	0.83	0.81	0.79	0.72	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60	15	0.85	0.83	0.80	0.78	0.70	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60	16	0.85	0.82	0.80	0.77	0.69	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60	17	0.84	0.82	0.79	0.76	0.68	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60	18	0.84	0.81	0.78	0.75	0.67	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60	19	0.83	0.80	0.78	0.74	0.65	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60	20	0.83	0.80	0.77	0.74	0.64	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60	21	0.82	0.79	0.76	0.73	0.63	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60	22	0.82	0.79	0.76	0.72	0.62	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60	23	0.81	0.78	0.75	0.71	0.61	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60	24	0.81	0.78	0.74	0.71	0.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

The report is in Grade and Age order with columns for the Grade, Age, and Observed Condition Depreciation Factors. As in most schedules in WinGAP, there is a default Residential Depreciation Table delivered with WinGAP when it is installed in the County. This schedule can be customized by the County to fit local needs, if necessary. The Residential Depreciation schedule in WinGAP is found in **Tools >> Depreciation >> Residential Tables**.

- **Depth Tables**



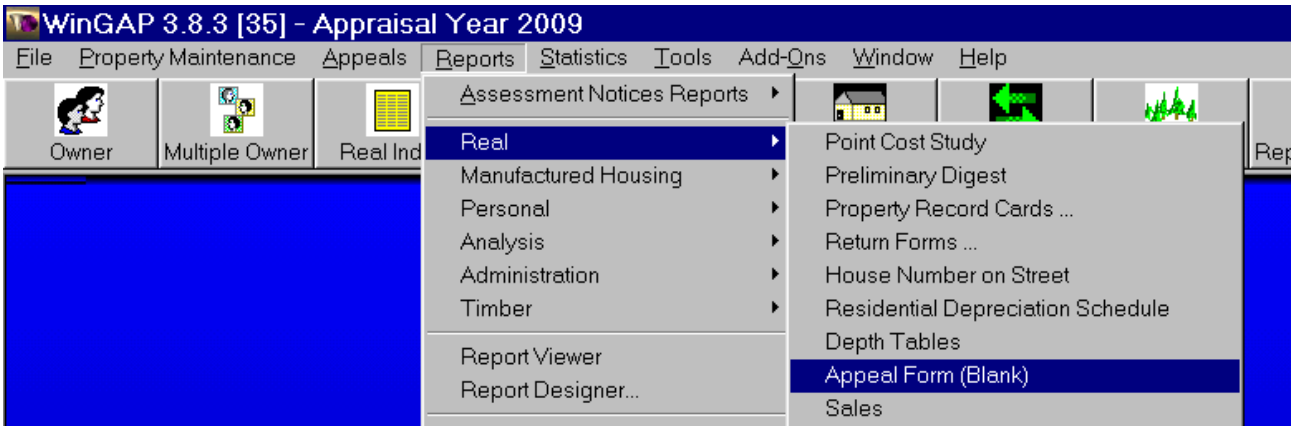
The Depth Tables option on the **Reports >> Real** sub-menu prints a Depth Table listing. Clicking on this option produces a Print Preview of the Depth Table schedule for Urban Land, as seen below.



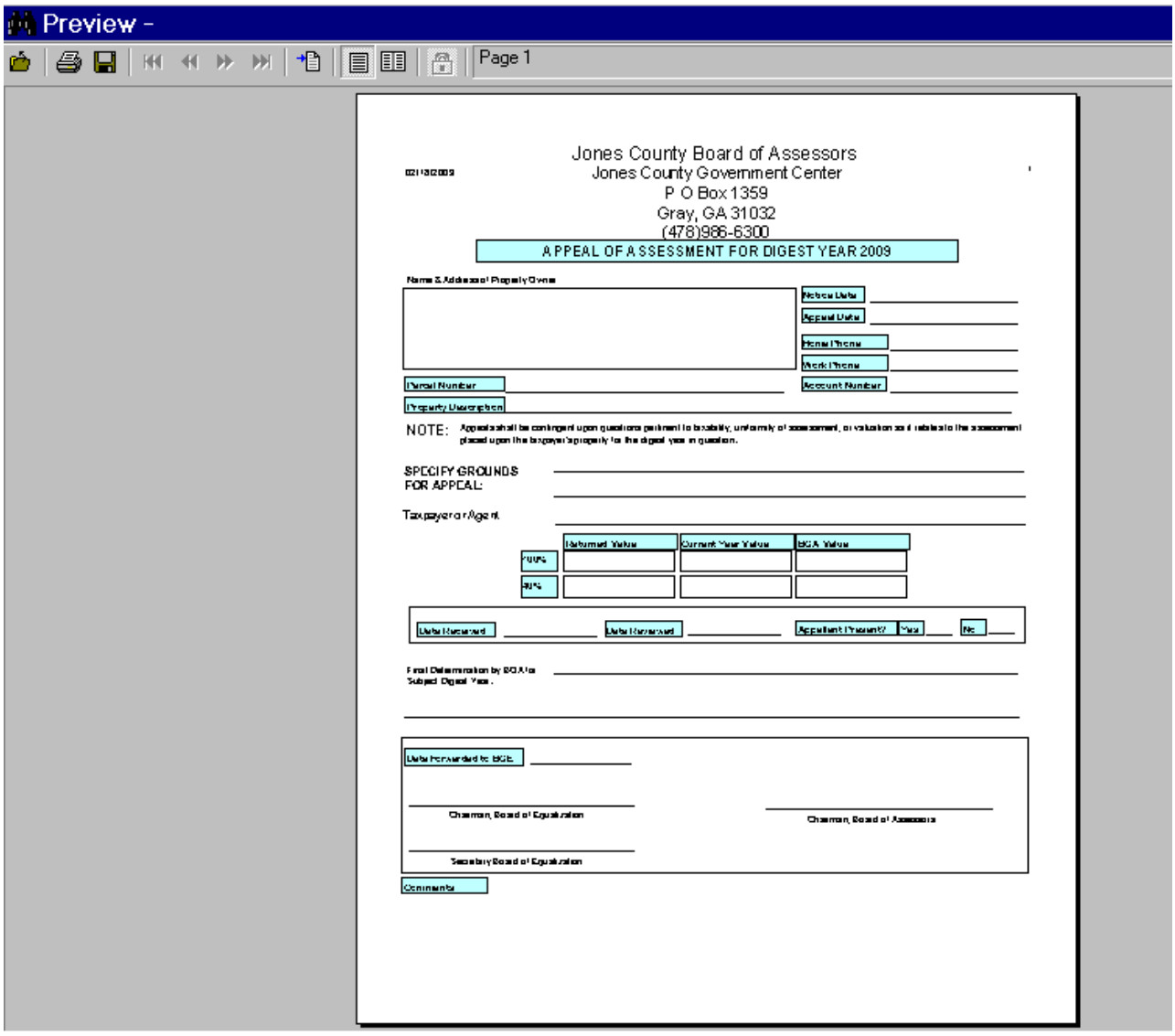
Depth	100	150	200	250	300
1	0.0160	0.0107	0.0080	0.0064	0.0053
2	0.0320	0.0213	0.0160	0.0128	0.0107
3	0.0480	0.0320	0.0240	0.0192	0.0160
4	0.0640	0.0427	0.0320	0.0256	0.0213
5	0.0800	0.0533	0.0400	0.0320	0.0267
6	0.0960	0.0640	0.0480	0.0384	0.0320
7	0.1120	0.0747	0.0560	0.0448	0.0373
8	0.1280	0.0853	0.0640	0.0512	0.0427
9	0.1440	0.0960	0.0720	0.0576	0.0480
10	0.1600	0.1067	0.0800	0.0640	0.0533
11	0.1760	0.1173	0.0880	0.0704	0.0587
12	0.1920	0.1280	0.0960	0.0768	0.0640
13	0.2080	0.1387	0.1040	0.0832	0.0693
14	0.2240	0.1493	0.1120	0.0896	0.0747
15	0.2400	0.1600	0.1200	0.0960	0.0800
16	0.2560	0.1707	0.1280	0.1024	0.0853
17	0.2720	0.1813	0.1360	0.1088	0.0907
18	0.2880	0.1920	0.1440	0.1152	0.0960
19	0.3040	0.2027	0.1520	0.1216	0.1013

The Depth Table listing is in Depth order. As in most schedules in WinGAP, there is a default Depth Table delivered with WinGAP when it is installed in the County. This schedule can be customized by the County to fit local needs, if necessary. The Depth Tables schedule cannot be modified within WinGAP, but it can be modified using either FoxPro or VODBX. The filename is Depthtbl.dbf.

- **Appeal Form (Blank)**

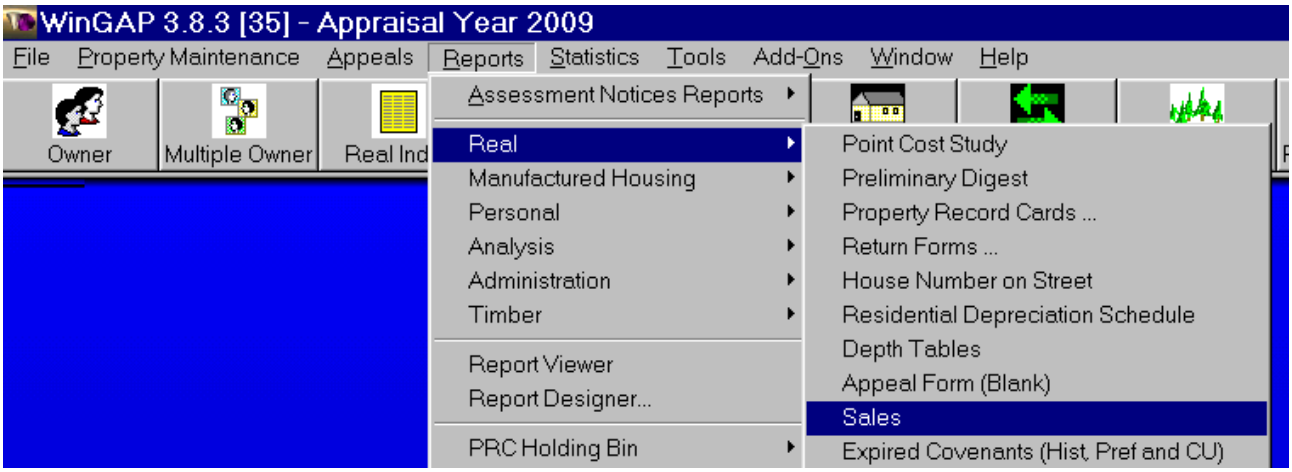


A Blank Appeal Form that can be used by the taxpayer to file an appeal on their property can be printed by clicking on this option on the **Reports >> Real** sub-menu. This produces a Print Preview, below.

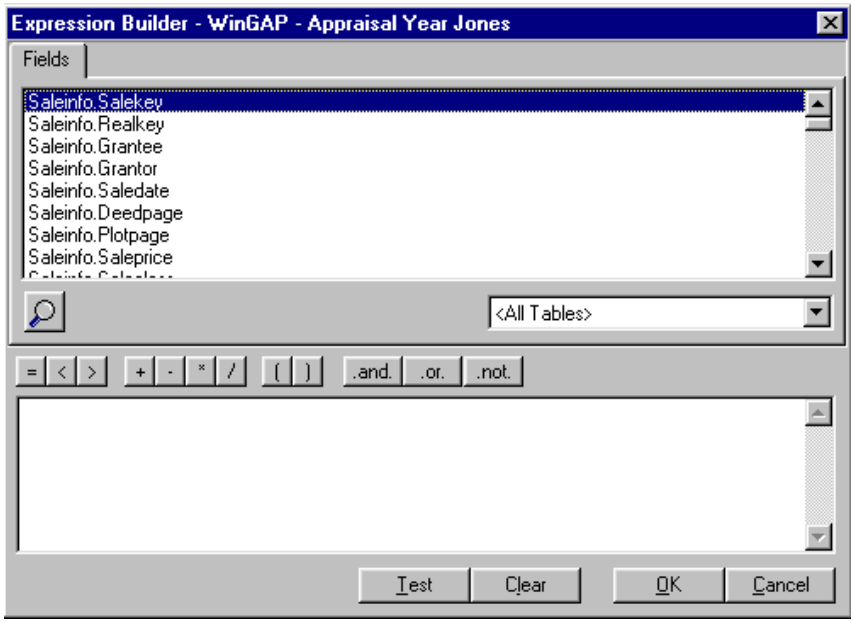


NOTE: Appeal forms for a particular parcel can also be printed by going to the Real Property General Information Form, right-clicking on the Printer button on the lower left side of the Form, and selecting Appeal Form on the menu that appears.

- **Sales**



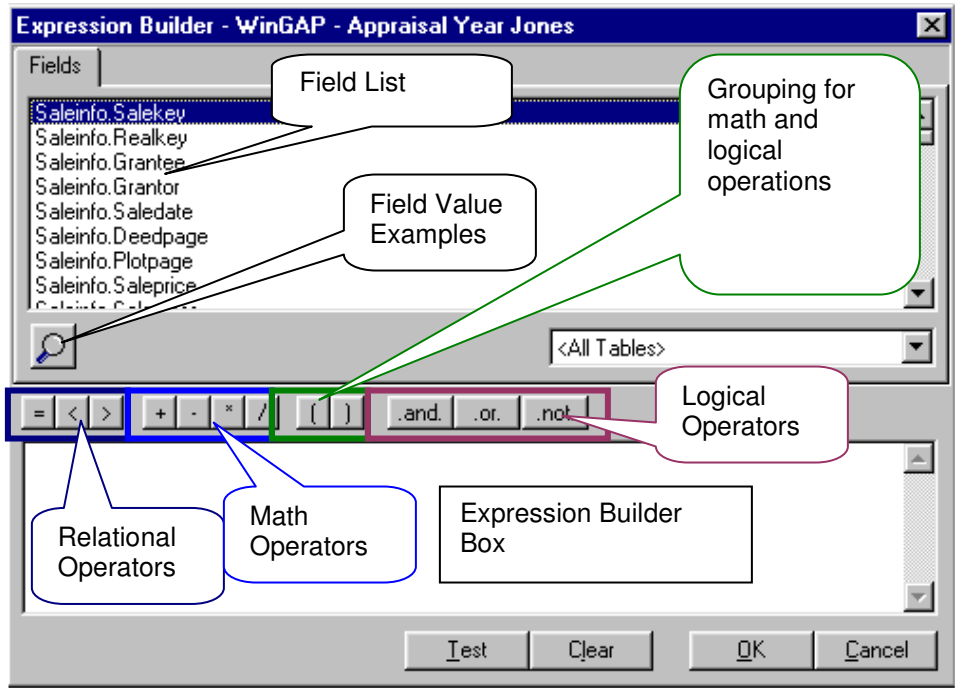
A sales report based on user defined criteria can be printed by selecting this option on the **Reports >> Real** sub-menu. Clicking on this option produces the WinGAP Expression Builder Form, below.



The Expression Builder is used to create an "Expression" that will set the conditions for printing the report. The user selects the field(s) used to set the conditions in the Expression from either the Saleinfo and/or the Realprop database files. A typical expression in its simplest form will contain the following components and must be constructed in the order specified, as shown below:

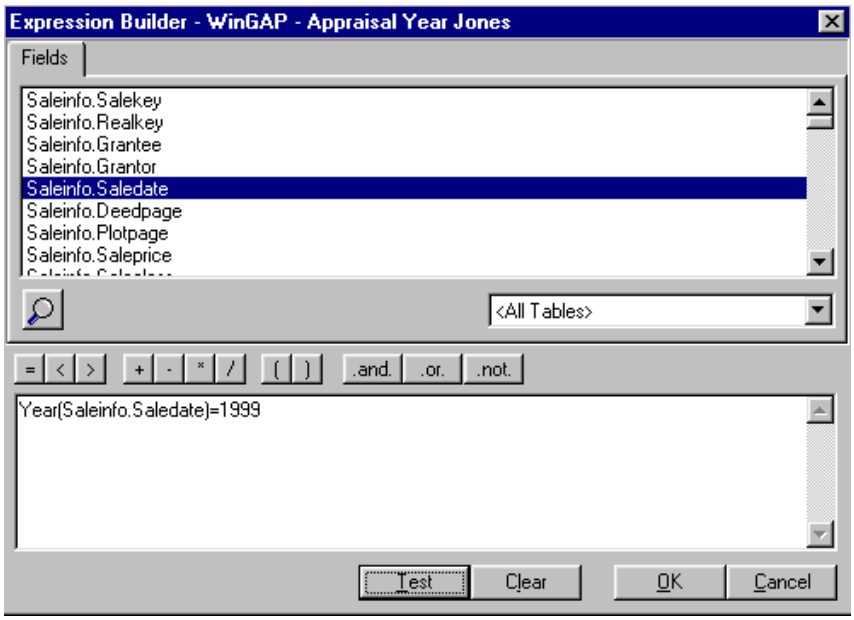
1. **Field Name** – obtained from the field list and inserted in the Expression Builder Box by double-clicking on the Field Name.
2. **Relational Operator** – inserted in the Expression Builder Box by clicking the appropriate relational operator.
3. **Comparative Value** – the user must click in the Expression Builder Box and key in the value to the right of the relational operator if the value is not a field. If the value is a field, the user can find it in the field list and double-click to insert to the right of the relational operator.

The components used in building the Expression are shown below in the Expression Builder window.



For this example, a Sales Report is desired that shows sales only for the year 1999. The user must first decide which of the two available files contains the Sales Date. The Sales Date is contained in the Saleinfo database file. The user must next determine which field in the Saleinfo database file contains the Sales Date for parcels. The field is called Saledate. Next, the user must find and double click this field, **Saleinfo.Saledate**, which will place the field in the Expression Builder box. (Note: If the user is familiar with the field names, the field names may be typed in the expression builder box by clicking in the box and typing the field name and the remainder of the expression). **Note:** Field names must be typed as they appear in the field list, i.e. <file name>.<field name>.

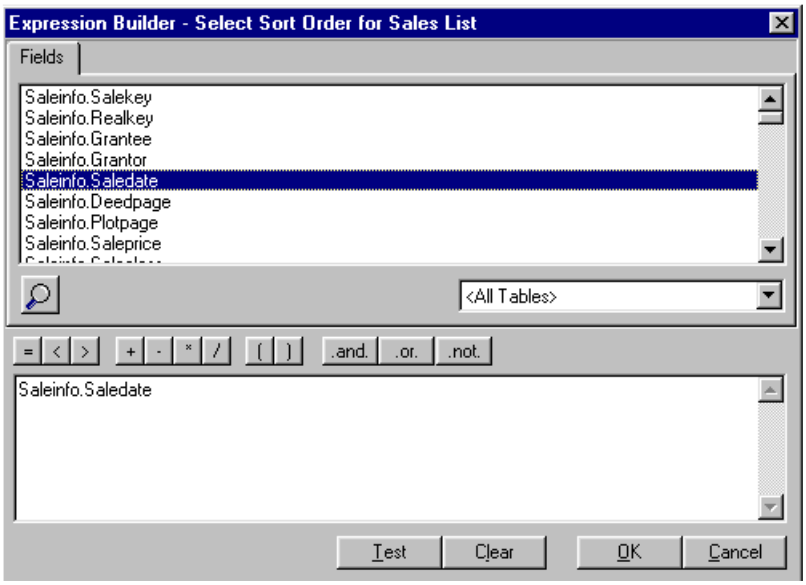
The next step in building the Expression is to use the Year() Function with the Saleinfo.Saledate field to assist in selecting the Year 1999 sales. The word Year is typed in front of Saleinfo.Saledate in the Expression Builder Box, followed by an open parentheses. A close parentheses is placed after Saleinfo.Saledate, followed by an equal sign(=), then the year 1999, and the entire expression should appear as shown below.



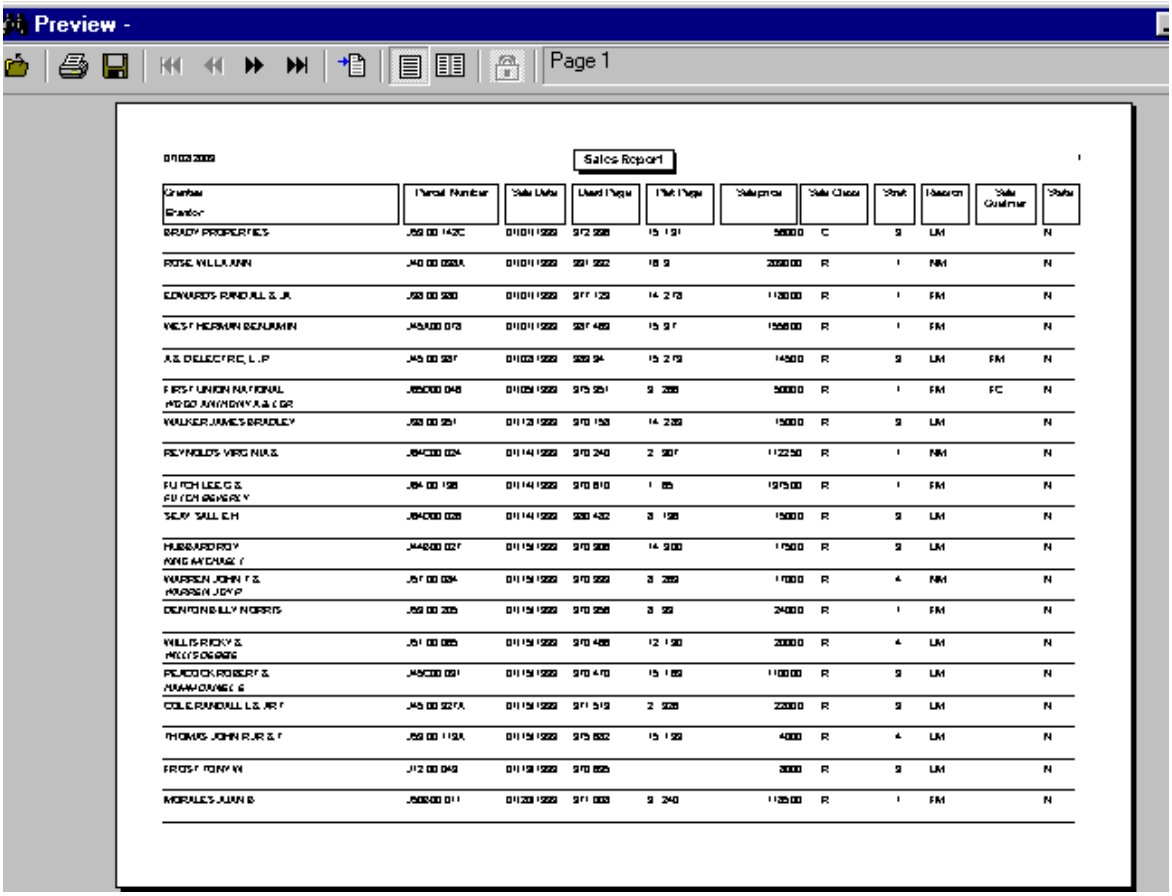
After building the expression, it is advised that the user check the validity of the expression by clicking on the Test button and receiving the message below.

An invalid expression will show the following message.

With either a valid or invalid expression the user must click OK. If the expression is invalid or in error, the user must correct it before proceeding. If the expression test is valid, then the user may click the OK button found at the bottom right of the Expression Builder window, and proceed to selecting a Sort Order for the Sales report, as seen below.

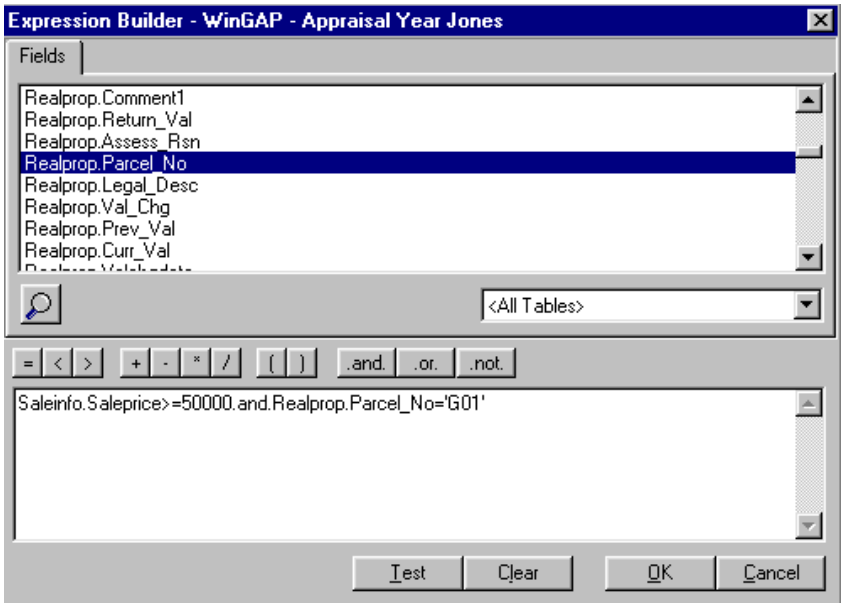


The Sort Order is the order in which the information on the Sales report will be printed. In this example the report is to be printed in Sale Date order, so the user must again find and double click the field **Saleinfo.Saledate**, which will place the field in the Expression Builder box. Now the report is ready to print, so the user must click the OK button found at the bottom right of the Expression Builder window, and proceed to the Print Preview window. A preview of the report allows the user to decide if any changes need to be made before wasting time and paper on a report that is not satisfactory. The report preview can be seen on the next page.

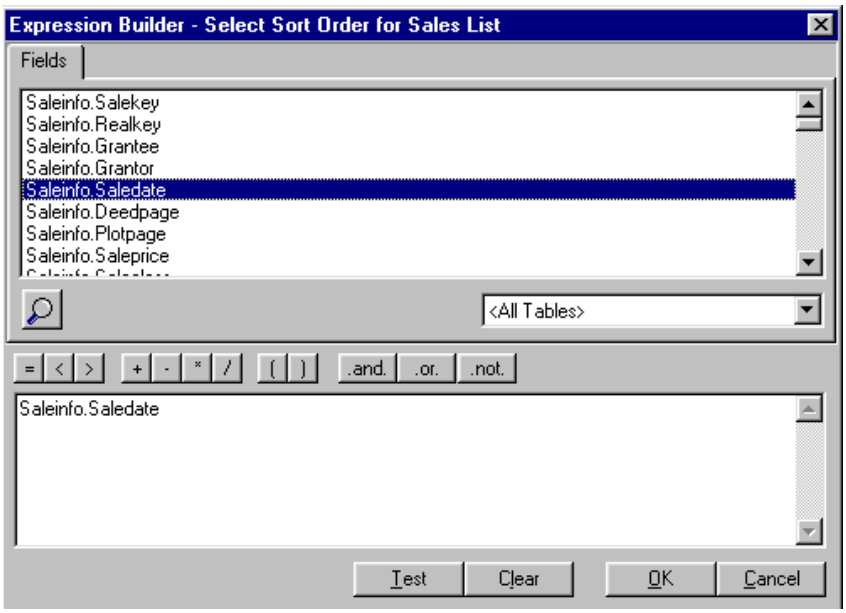


If the Sales report is acceptable, the Printer Button on the Print Preview toolbar can be clicked to send the report directly to the printer; otherwise, the Preview window can be closed, returning the user to the main WinGAP screen.

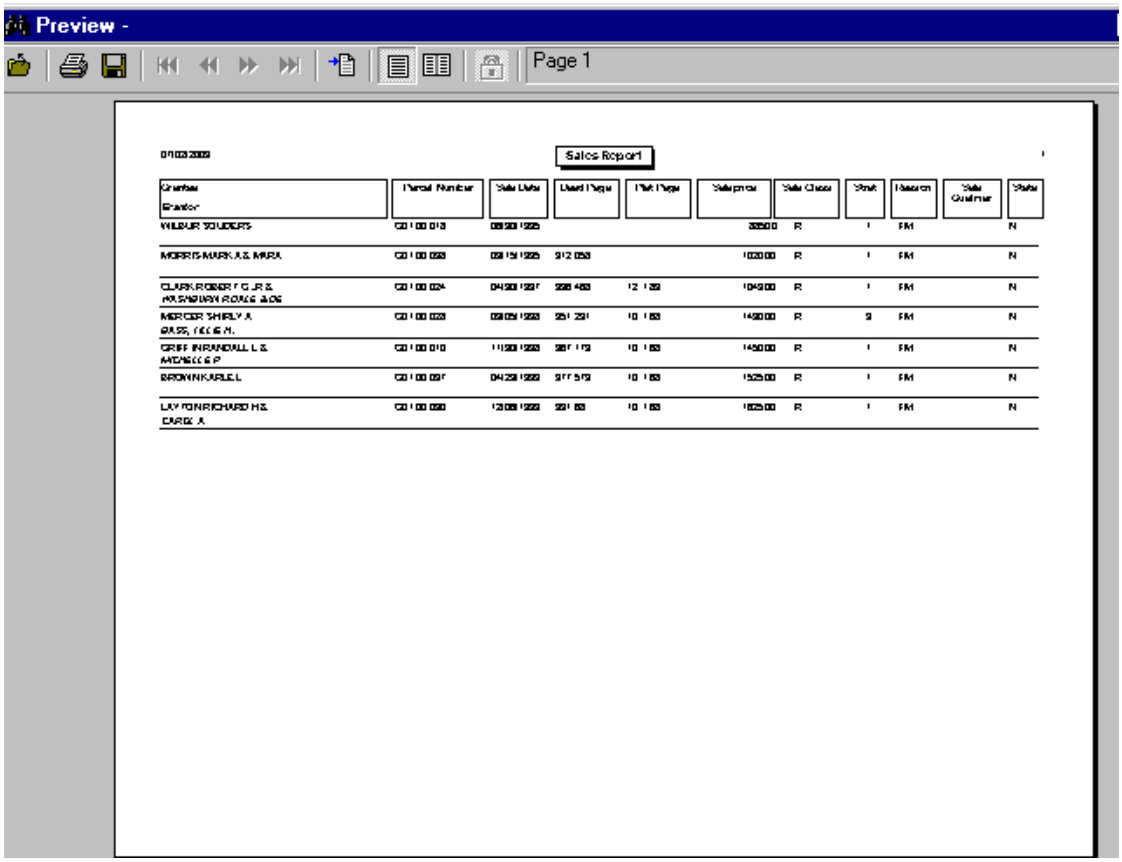
A second example of a Sales report might be one that involved showing all Sales that occurred on a certain Map number, in this case "G01', and had a Sales Price greater than or equal to $50,000. For this example, both the Saleinfo and Realprop database files will be needed, as the Parcel Number is found in Realprop, and the Sales Price is found in Saleinfo. The appropriate fields in each file are located and placed in the Expression Builder Box, and the Expression will end up looking like it does in the example shown below.



If the Expression tests as valid, then the user should click the OK button found at the bottom right of the Expression Builder window, and proceed to selecting a Sort Order for the Sales report, as seen below.



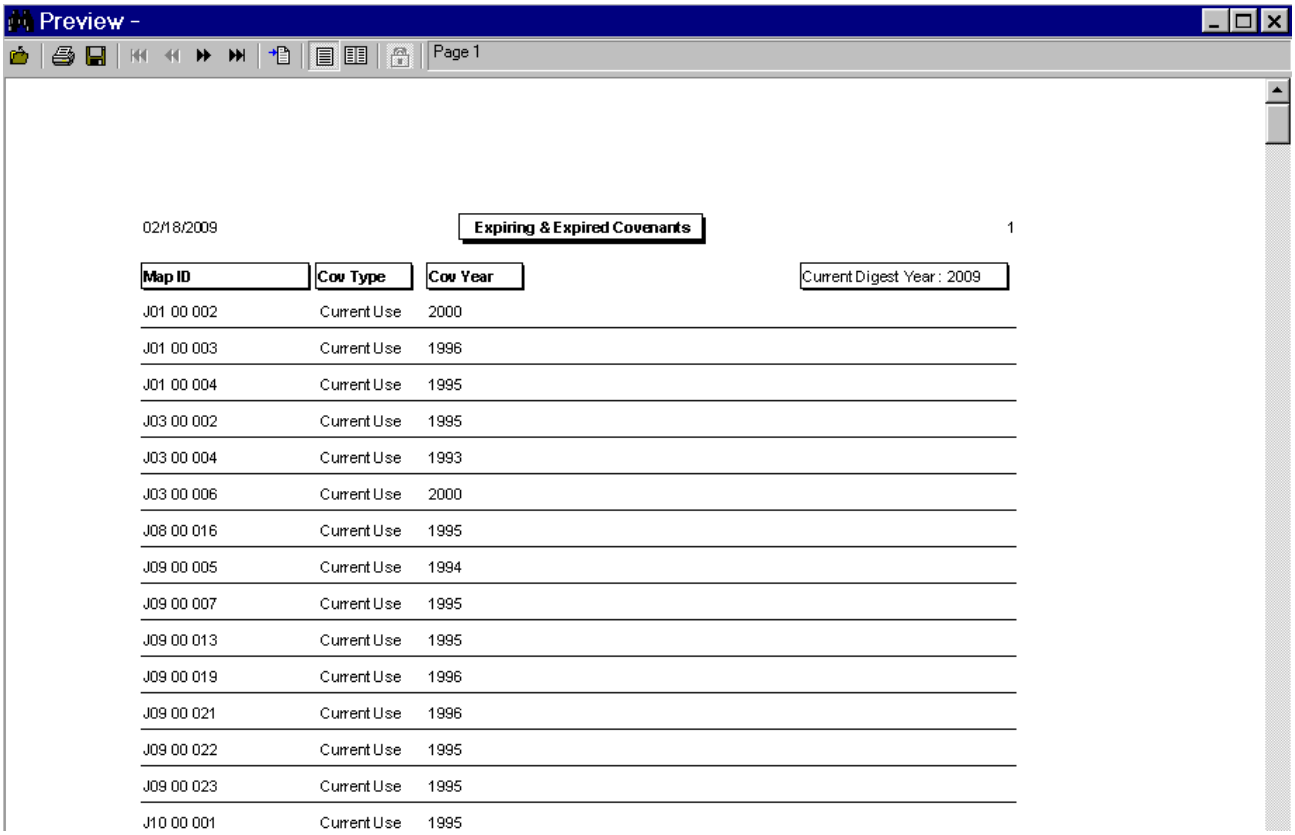
In this example the report should again be printed in Sale Date order, so the user must again find and double click the field **Saleinfo.Saledate**, which will place the field in the Expression Builder box. Now the report is ready to print, so the user must click the OK button found at the bottom right of the Expression Builder window, and proceed to the Print Preview window, below.



If the Sales report is acceptable, the Printer Button on the toolbar can be clicked to send the report directly to the printer; otherwise, the Preview window can be closed, returning the user to the main WinGAP screen.

- **Print Expired Covenants (Historic, Preferential, and Conservation Use)**

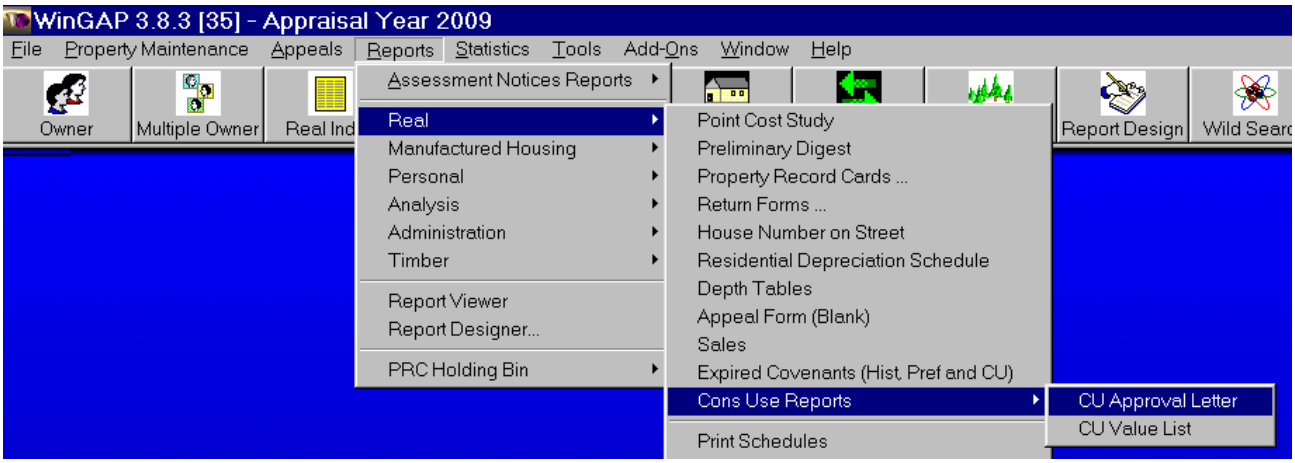
A listing of Expired Covenants for Historic, Preferential, and Conservation Use property can be printed by using this submenu option on the **Reports >> Real** menu, as shown above. This produces a Print Preview, below.



Map ID	Cov Type	Cov Year
J01 00 002	Current Use	2000
J01 00 003	Current Use	1996
J01 00 004	Current Use	1995
J03 00 002	Current Use	1995
J03 00 004	Current Use	1993
J03 00 006	Current Use	2000
J08 00 016	Current Use	1995
J09 00 005	Current Use	1994
J09 00 007	Current Use	1995
J09 00 013	Current Use	1995
J09 00 019	Current Use	1996
J09 00 021	Current Use	1996
J09 00 022	Current Use	1995
J09 00 023	Current Use	1995
J10 00 001	Current Use	1995

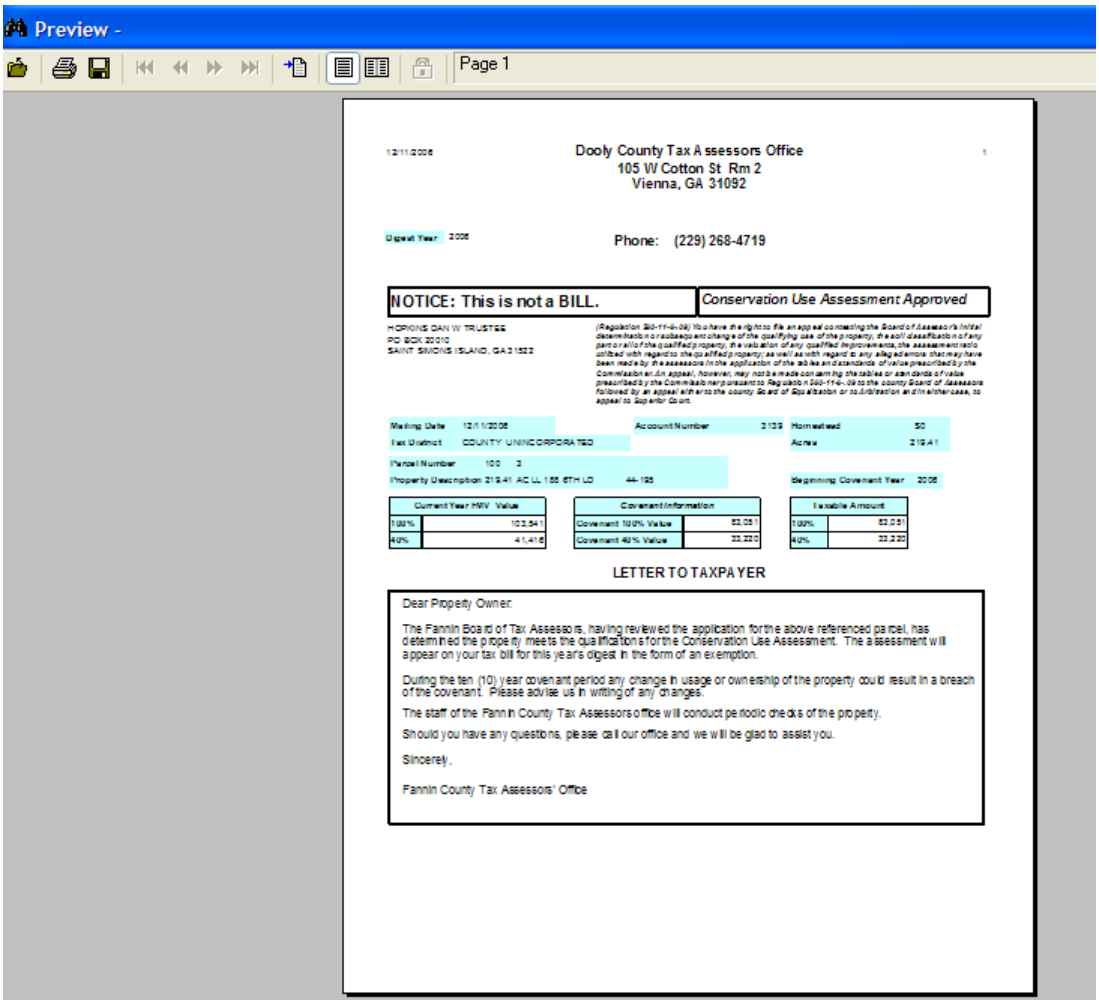
The listing is Grouped by Digest Class and in Parcel Number order for the current digest year.

- **Print Cons Use Reports**



The Cons Use Reports submenu option, above, on the **Reports >> Real** menu allows the user to print a Conservation Use Approval Letter and a Conservation Use Value List.

- The CU Approval option on the sub-menu will print a notice informing the taxpayer of CU covenant approval. The letter will be printed for every parcel where the CU covenant year equals the digest year. CuvApprovalLetter.rpt is the report being used. A print preview example of the letter is shown below.



Preview -

Page 1

Dooly County Tax Assessors Office
105 W Cotton St Rm 2
Vienna, GA 31092

Phone: (229) 268-4719

NOTICE: This is not a BILL.

Conservation Use Assessment Approved

LETTER TO TAXPAYER

Dear Property Owner:

The Fannin Board of Tax Assessors, having reviewed the application for the above referenced parcel, has determined the property meets the qualifications for the Conservation Use Assessment. The assessment will appear on your tax bill for this year's digest in the form of an exemption.

During the ten (10) year covenant period any change in usage or ownership of the property could result in a breach of the covenant. Please advise us in writing of any changes.

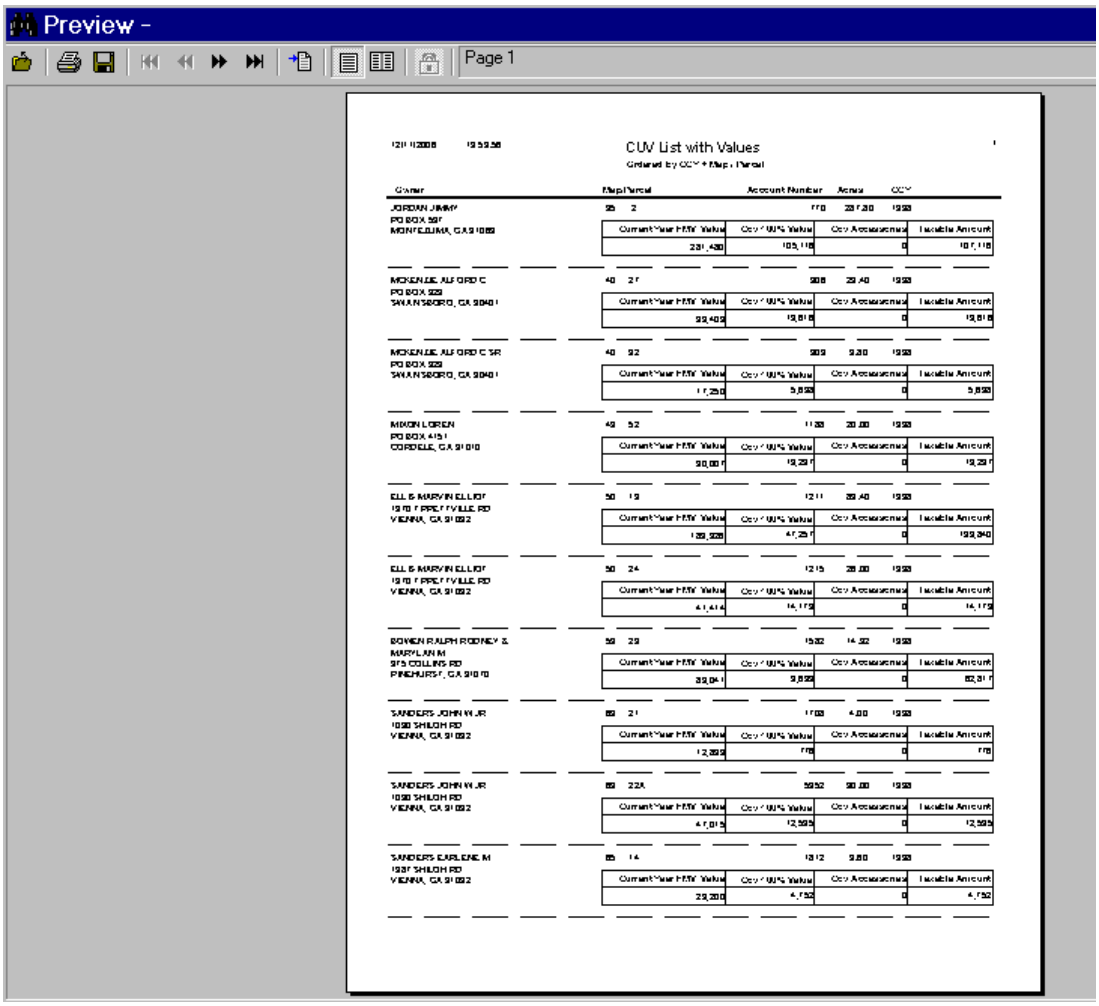
The staff of the Fannin County Tax Assessors office will conduct periodic checks of the property.

Should you have any questions, please call our office and we will be glad to assist you.

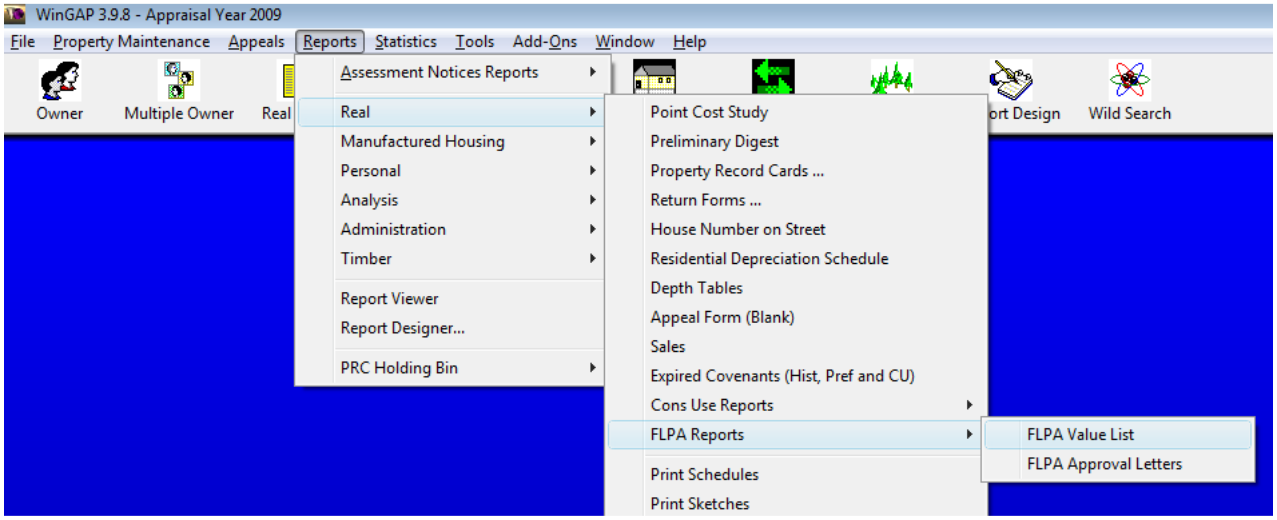
Sincerely,

Fannin County Tax Assessors' Office

- The CU Value List option on the sub-menu will print a listing of all parcels in a Conservation Use covenant. The list will be in Conservation Year then Map and Parcel Number order. CuvValueList.rpt is the report being used. A print preview example of the first page of the listing is shown below.

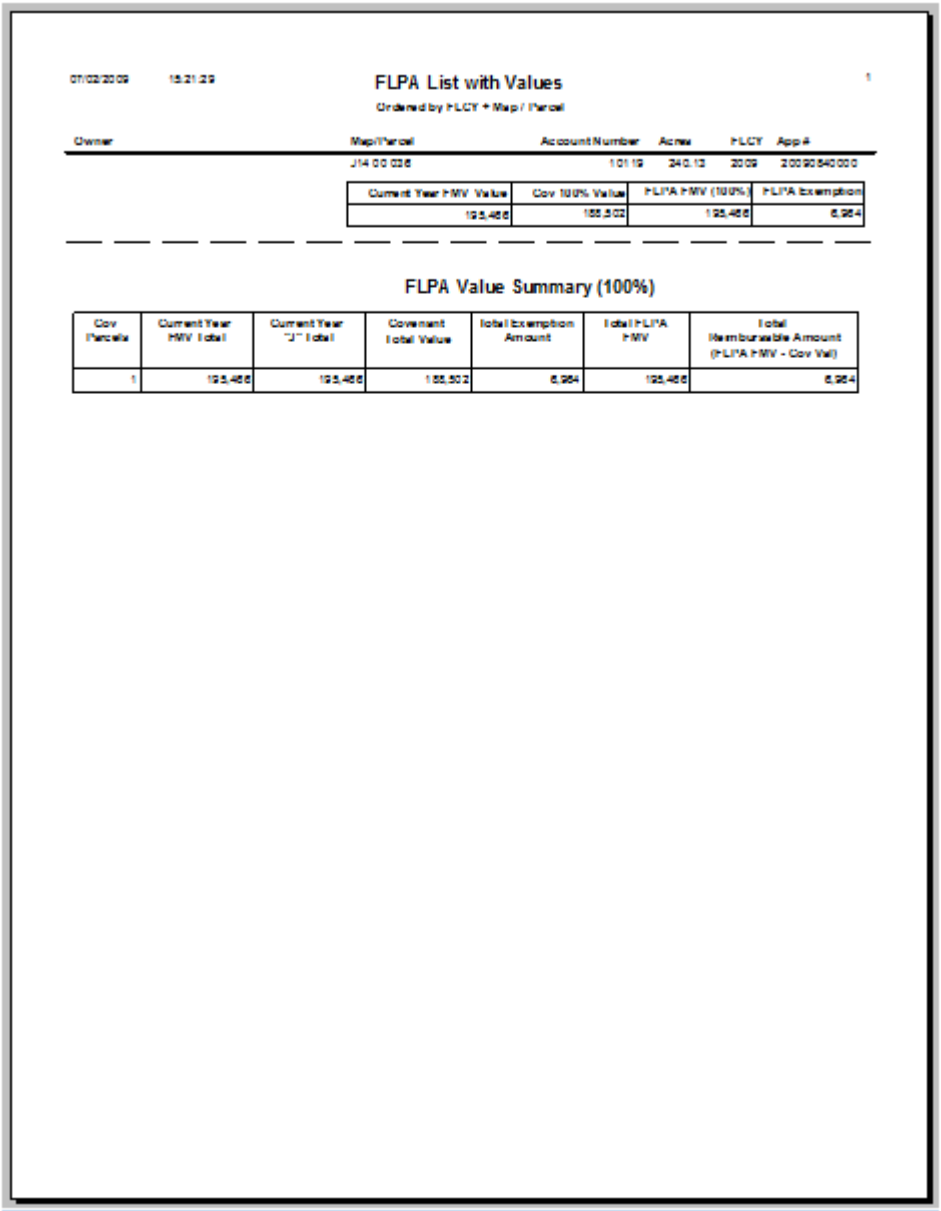


- **Print FLPA Reports**



The FLPA (Forest Land Protection Act) Reports submenu option, above, on the **Reports >> Real** menu allows the user to print an FLPA Value List and FLPA Approval Letters.

- The FLPA Value List option on the sub-menu will print a listing of all parcels that have a FLPA Covenant. The list will be in FLPA Year then Map and Parcel Number order. FlpaValueList.rpt is the report being used. A print preview example of the report is shown below.



01/02/2009 15:21:29

FLPA List with Values

Ordered by FLCY + Map / Parcel

1

Owner	Map/Parcel	Account Number	Acres	FLCY	App #
	J14 00 036	10119	240.13	2009	200908400 0

Current Year HMV Value	Cov 100% Value	FLPA HMV (100%)	FLPA Exemption
195,466	188,502	195,466	6,964

FLPA Value Summary (100%)

Cov Parcels	Current Year HMV Total	Current Year "J" Total	Covenant Total Value	Total Exemption Amount	Total FLPA HMV	Total Reimbursable Amount (FLPA HMV - Cov Val)
1	195,466	195,466	188,502	6,964	195,466	6,964

- The FLPA Approval Letters option on the FLPA sub-menu will print a notice informing the taxpayer of FLPA covenant approval. The letter will be printed for every parcel where the FLPA covenant year equals the digest year. Flpa_Approval_Letter.rpt is the report being used. A print preview example of the letter is shown below.

07/02/2009 1

Jones County Tax Assessors Office
Jones County Government Center
P O Box 1359
Gray, GA 31032
(478)986-6300

Digest Year 2009

NOTICE: This is not a BILL. *Approval of Forest Land Protection Act Covenant*

DIAL ASSOCIATES A GA GENE
PARTNERSHIP
1920 ROUND OAK
JULIETTE ROAD
JULIETTE, GA 31046

Account Number 10119 Homestead 50
Covenant # 2009-054-000001 Acres 240.13

Mailing Date 07/02/2009
Tax District Unincorporated
Parcel Number J14 00 036
Property Description TR 1-6 LL 165,169,184 LD 12 12\206 09254\526

Covenant Term: 2009 - 2023

Current Year FMV Value	
100%	195,466
40%	78,186

Covenant Valuation	
Covenant 100% Value	188,502
Covenant 40% Value	75,401

Covenant Exemption	
100%	6,964
40%	2,786

LETTER TO TAXPAYER

Dear Property Owner:

The Jones 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.

During the fifteen (15) year covenant period any change in usage or ownership of the property could result in a breach of the covenant. Please advise us in writing of any changes.

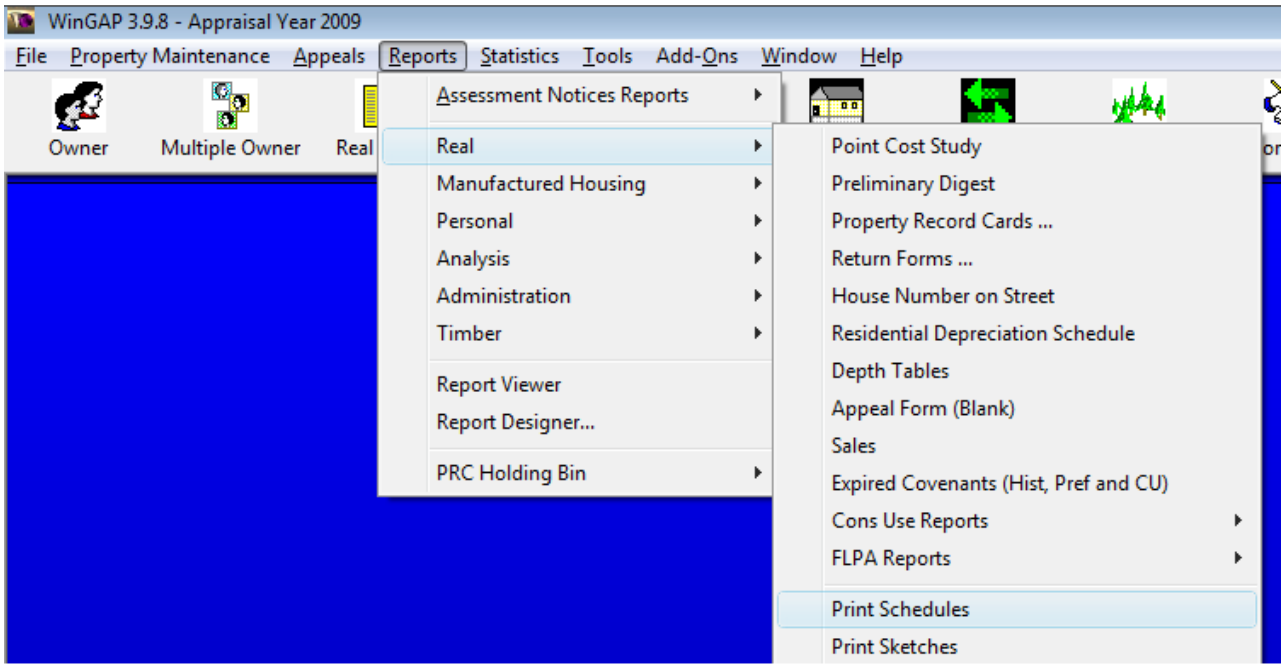
The staff of the Jones County Tax Assessors office will conduct periodic checks of the property.

Should you have any questions, please call our office and we will be glad to assist you.

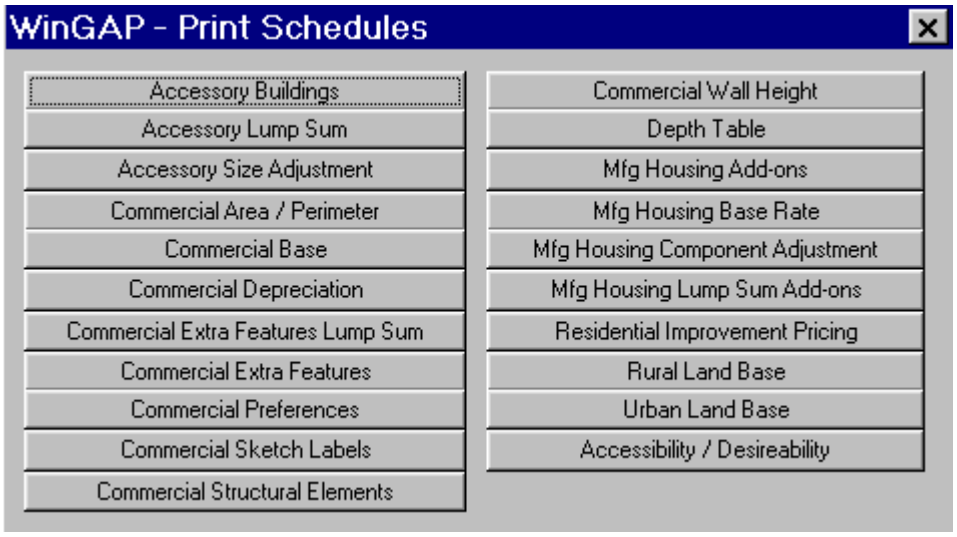
Sincerely,

Jones County Tax Assessors' Office

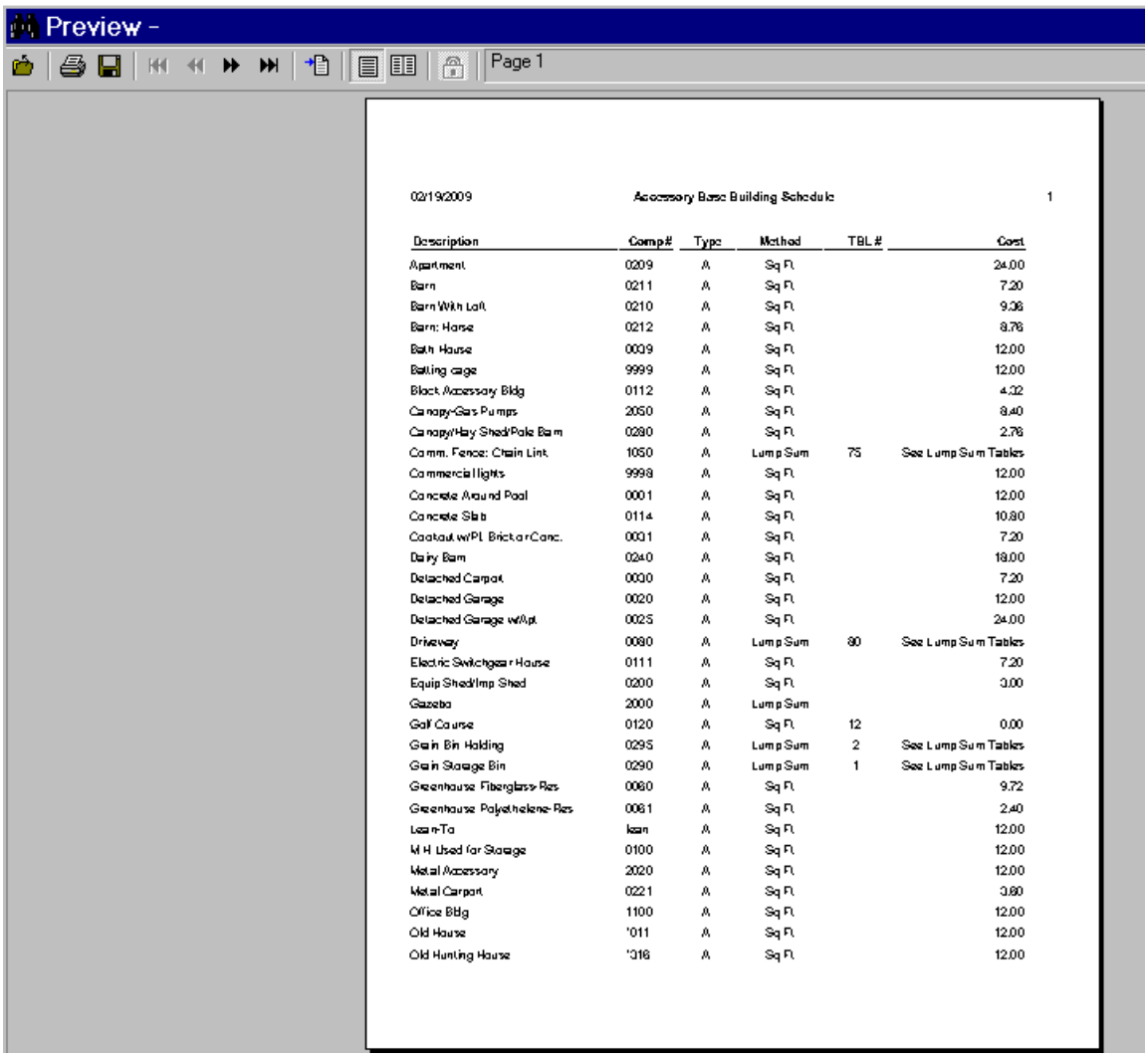
- **Print Schedules**



This option on the **Reports >> Real** sub-menu allows the user to print a variety of Real Property valuation schedules. Clicking on this option produces the Print Schedules Menu, below.



The schedule for any of the items listed on the Print Schedules Menu can be printed by clicking on that item, for instance, Accessory Buildings. This will produce a Print Preview of the Accessory Base Building Schedule, as seen on the next page.



Preview -

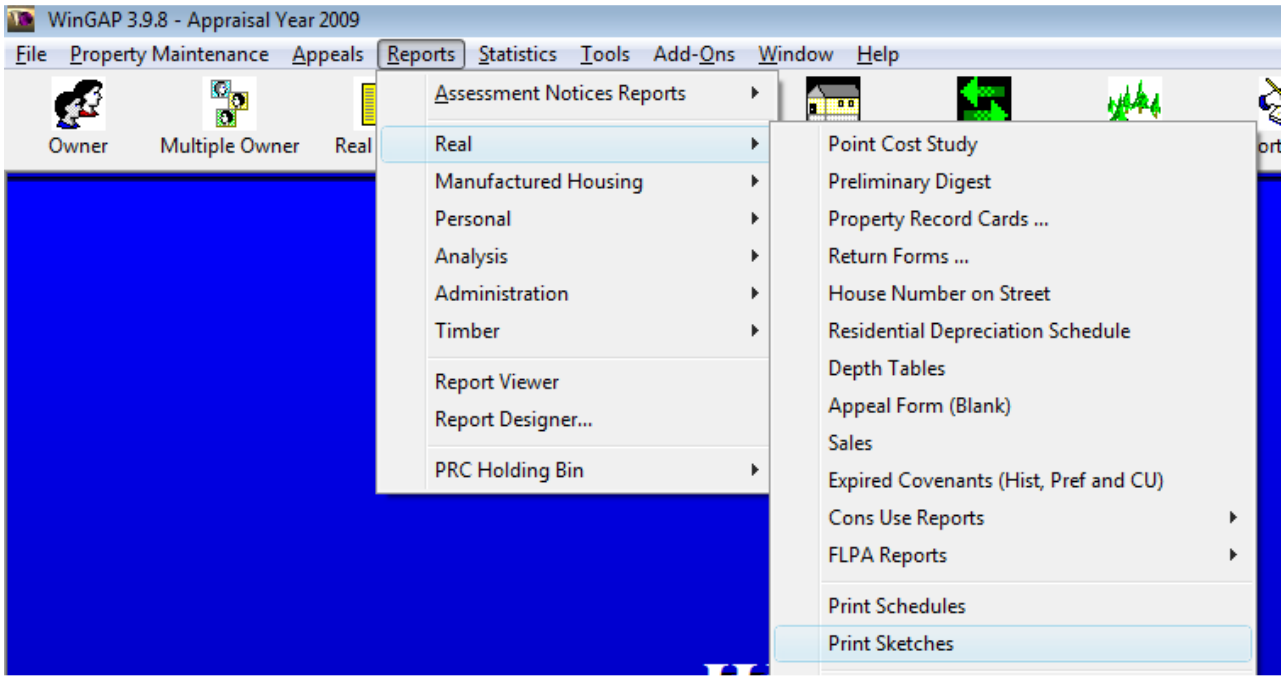
Page 1

02/19/2009 Accessory Base Building Schedule 1

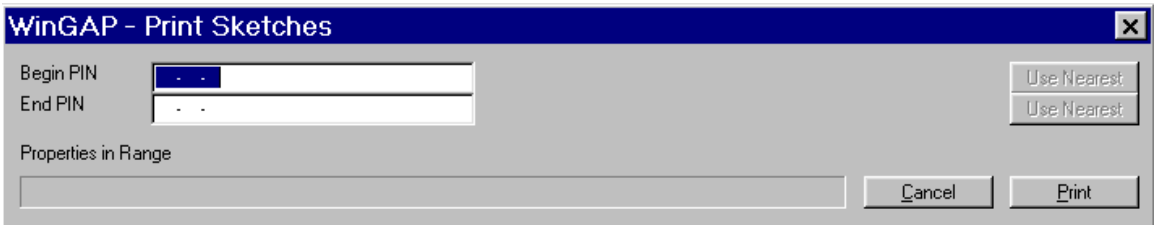
Description	Comp#	Type	Method	TBL #	Cost
Apartment	0209	A	Sq Ft		24.00
Barn	0211	A	Sq Ft		7.20
Barn With Loft	0210	A	Sq Ft		9.08
Barn: Horse	0212	A	Sq Ft		8.76
Bath House	0009	A	Sq Ft		12.00
Batting cage	9999	A	Sq Ft		12.00
Block Accessory Bldg	0112	A	Sq Ft		4.32
Canopy-Gas Pumps	2050	A	Sq Ft		8.40
Canopy/Hay Shed/Pole Barn	0280	A	Sq Ft		2.76
Comm. Fence: Chain Link	1050	A	Lump Sum	75	See Lump Sum Tables
Commercial lights	9998	A	Sq Ft		12.00
Concrete Around Pool	0001	A	Sq Ft		12.00
Concrete Slab	0114	A	Sq Ft		10.80
Cookout w/PL Brick or Conc.	0001	A	Sq Ft		7.20
Dairy Barn	0240	A	Sq Ft		18.00
Detached Carport	0030	A	Sq Ft		7.20
Detached Garage	0020	A	Sq Ft		12.00
Detached Garage w/Apt.	0025	A	Sq Ft		24.00
Driveway	0080	A	Lump Sum	80	See Lump Sum Tables
Electric Switchgear House	0111	A	Sq Ft		7.20
Equip Shed/Imp Shed	0200	A	Sq Ft		3.00
Gazebo	2000	A	Lump Sum		
Golf Course	0120	A	Sq Ft	12	0.00
Grain Bin Holding	0295	A	Lump Sum	2	See Lump Sum Tables
Grain Storage Bin	0290	A	Lump Sum	1	See Lump Sum Tables
Greenhouse Fiberglass-Res	0060	A	Sq Ft		9.72
Greenhouse Polyethelene-Res	0061	A	Sq Ft		2.40
Lean-To	lean	A	Sq Ft		12.00
M H Used for Storage	0100	A	Sq Ft		12.00
Metal Accessory	2020	A	Sq Ft		12.00
Metal Carport	0221	A	Sq Ft		3.80
Office Bldg	1100	A	Sq Ft		12.00
Old House	'011	A	Sq Ft		12.00
Old Hunting House	'016	A	Sq Ft		12.00

Clicking the Printer Button at the upper left of the Preview Form will produce the Printer Dialog Box, where the appropriate Printer can be selected and the Schedule printed. At the conclusion of printing, the user is returned to the Print Schedules Form. The Printing of all of the other schedule items on the Print Schedules Form is done in a similar manner.

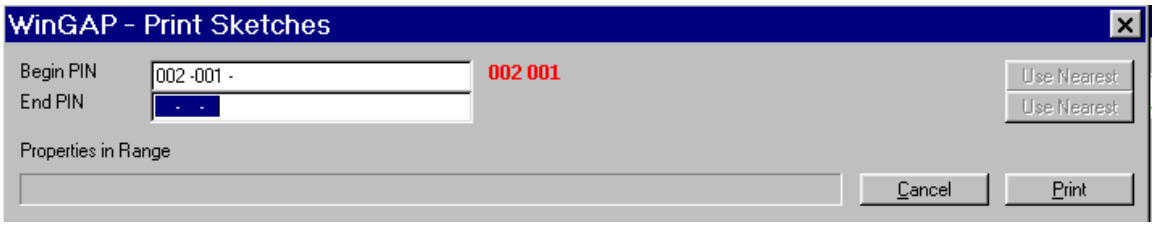
- **Print Sketches**



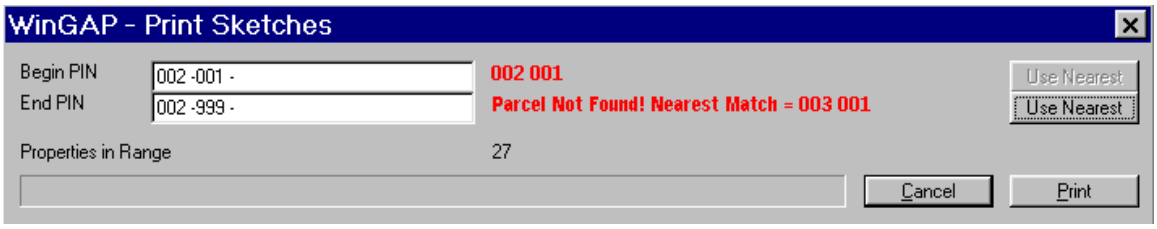
This option on the **Reports >> Real** sub-menu allows the user a means of printing only sketches based on a specified range of parcels. Clicking on this option produces the Print Sketches Form.



The user should key the parcel number that represents the beginning of the desired range of parcel numbers into the Begin PIN and press the Tab key. If this parcel number is valid, WinGAP will display it to the right of the Begin PIN field, as shown below.

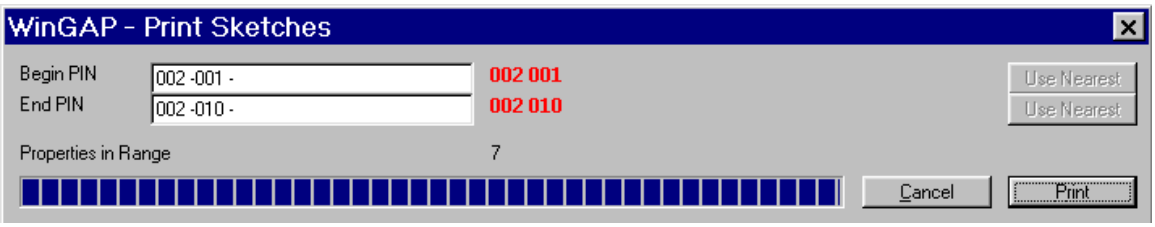


If an invalid parcel number is keyed, WinGAP will display a message to the right of the Begin (or End) PIN field, as shown below.



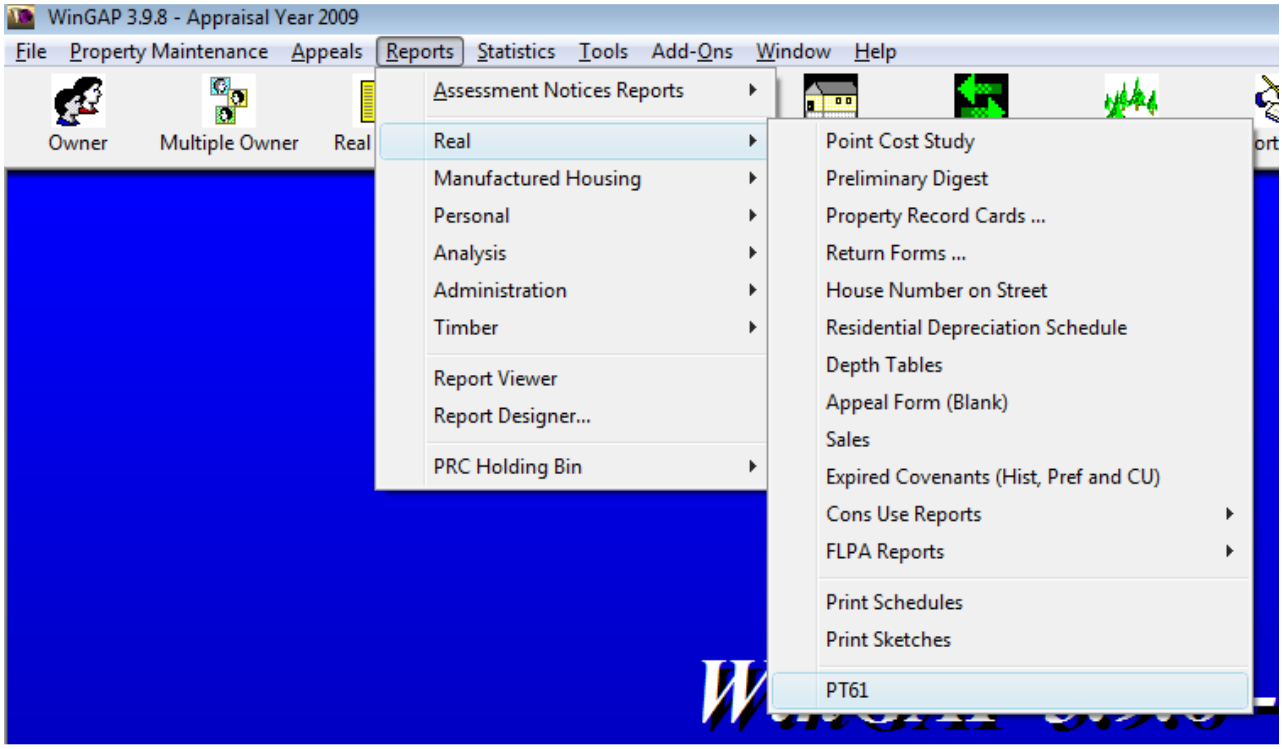
This "nearest" PIN match can be used by clicking the Use Nearest button, which will insert the "Nearest" PIN in the field. The user can also key another PIN in the field to use if so desired and repeat the process.

The Print button should be clicked to Print the sketches. A bar graph will display the progress of the printing, as shown below. The sketches are sent directly to the default Windows printer; no Print Preview is displayed.

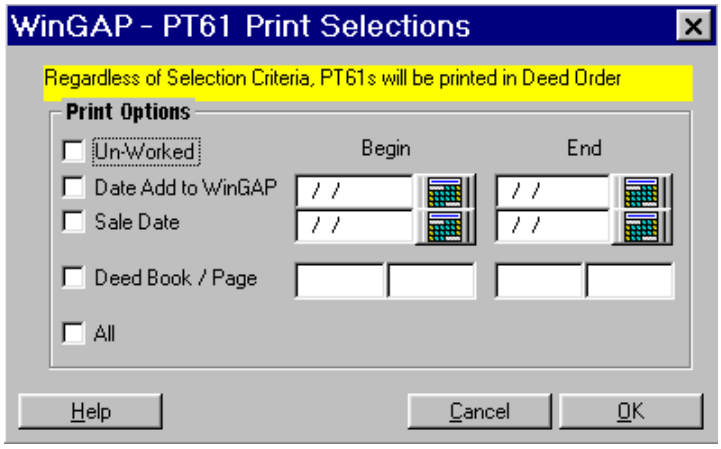


The Cancel Button or "X" in the upper right hand corner of the Print Sketches Form can be clicked to return to the main WinGAP screen.

- **PT-61**

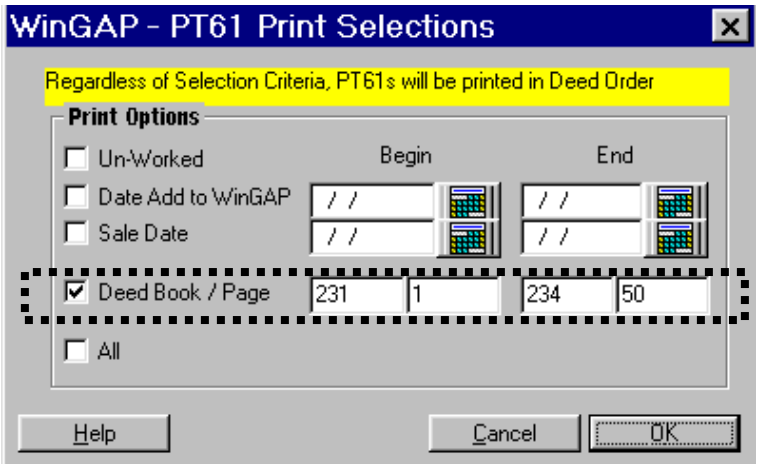


A variety of reports on PT-61s can be run using this option on the **Reports >> Real** submenu. Clicking on this option produces the PT61 Print Selections Form, as seen on the next page, where the desired Print Option and beginning and ending date or deed book/page ranges can be defined. A preview of the documents will be made available before printing actually begins.



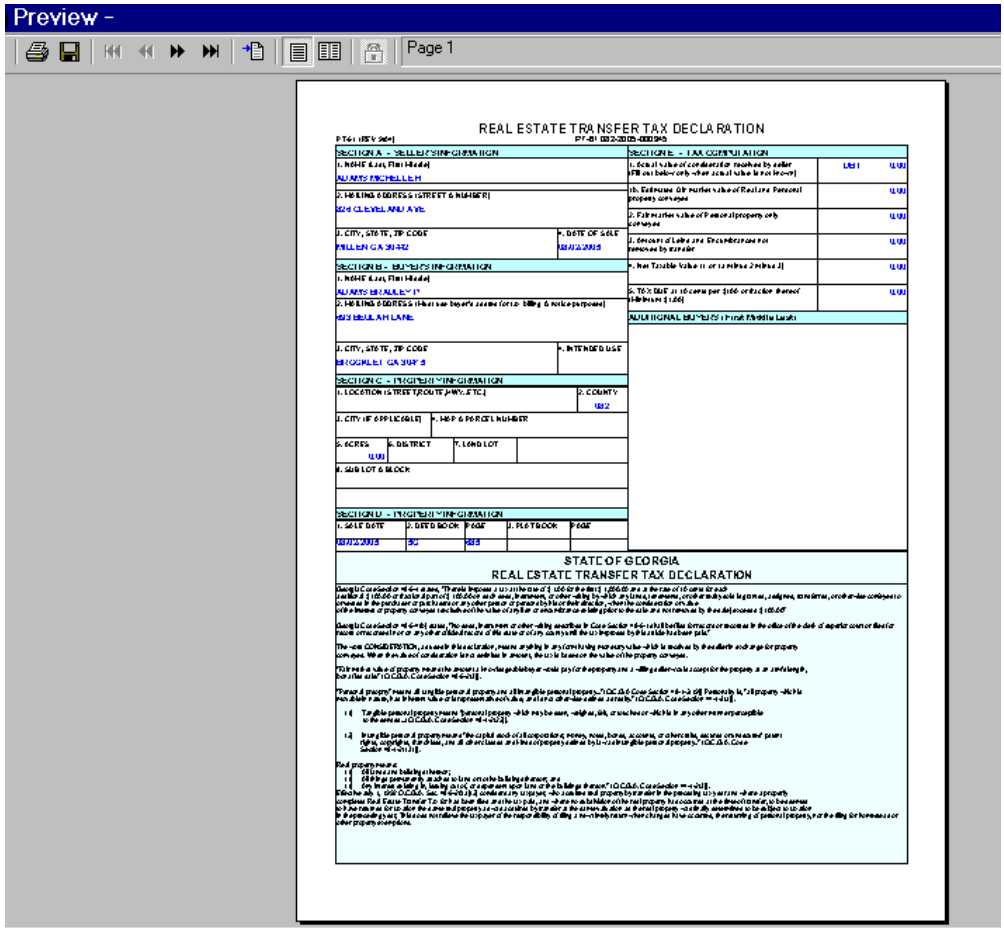
On the screen above, the user should check a single Print Option and then enter beginning and ending criteria for options where such is available. Note that all printing will be done in **Deed Order** regardless of the Print Option that is selected. Additional details concerning the Print Options are provided below:

- **Un-Worked** – These are PT61's that have not been worked within the system. A PT61 is defined as being "worked" when it has been matched with a parcel, field matching has taken place and the information from the PT61 has been transferred to the data fields in WinGAP. An Un-Worked PT61 has either a yellow highlight or no highlight when viewed on the PT61 match screen. No date or deed range is available for the Un-Worked PT61's.
- **Date Add to WinGAP** – The user can define a date range to print all PT61's that were merged into the live PT61 files within that time frame. This option can be used to print PT61's that were just added to WinGAP through the 4 step process. In such situations, the begin date and end date would be the same.
- **Sale Date** – This option is used to print all PT61's that have a sale date which falls within the specified date range.
- **Deed Book** / **Page** – All PT61's that have deed book and pages that fall within the specified range will be printed. The deed book should be entered in the first field and the deed page entered in the second field for the Begin and End criteria. For example, if a deed range of deed book 233 page 1 through deed book 234 page 50 is desired, the books and pages would be entered as shown on the PT61 Print Selections Form, below.



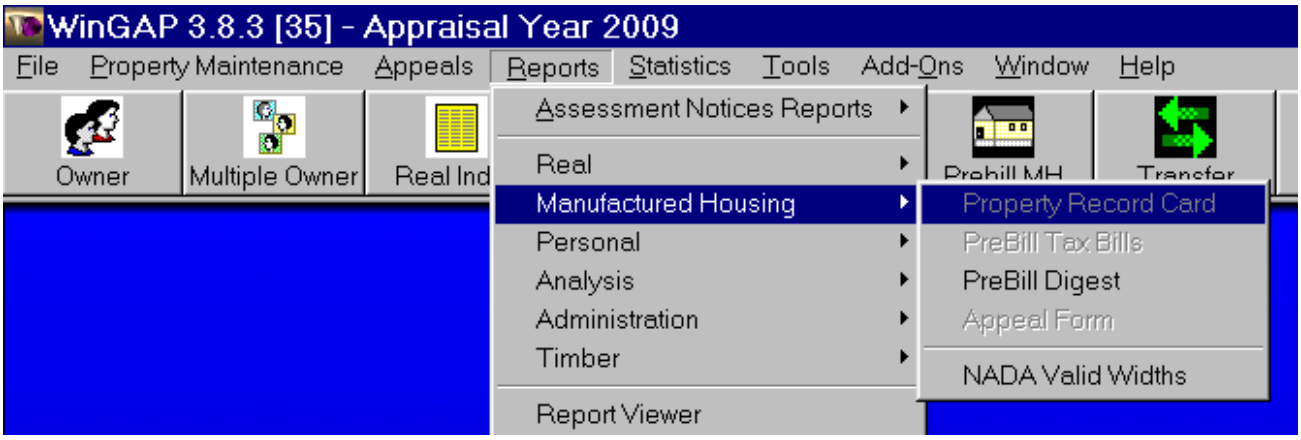
- **All** – This option should be selected only when the user desire to print all of the PT61's in the live WinGAP files.

After the selection is made and beginning/ending criteria are entered, the user should click OK to proceed to a preview of the PT61 forms, as shown on the next page. The Cancel button should be clicked to close the window without printing.



Manufactured Housing

The Manufactured Housing option on the Reports Menu produces a sub-menu with a variety of Manufactured Housing Reports:



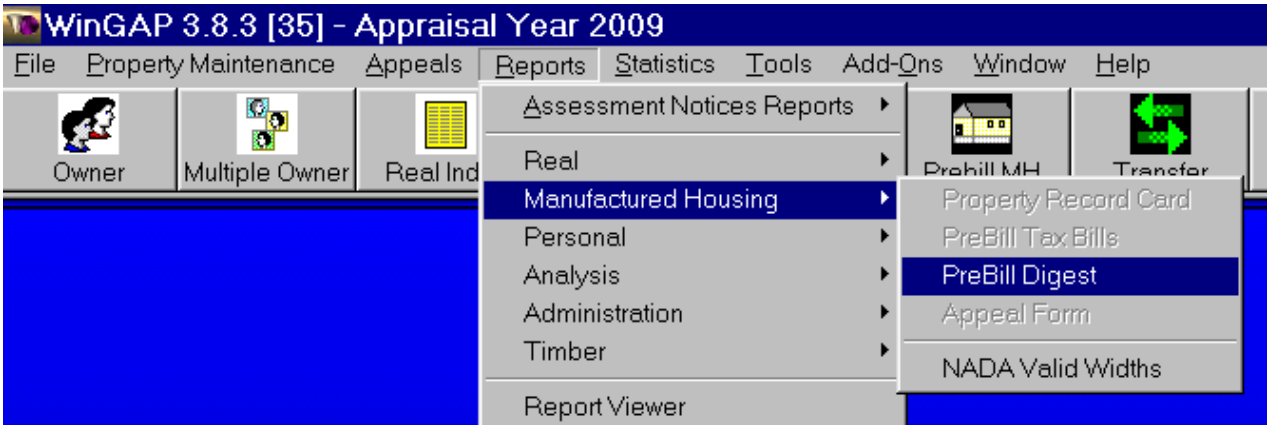
- **Property Record Cards**

Property Record Cards for Manufactured Housing, above, does not function in Version 3.10.3.

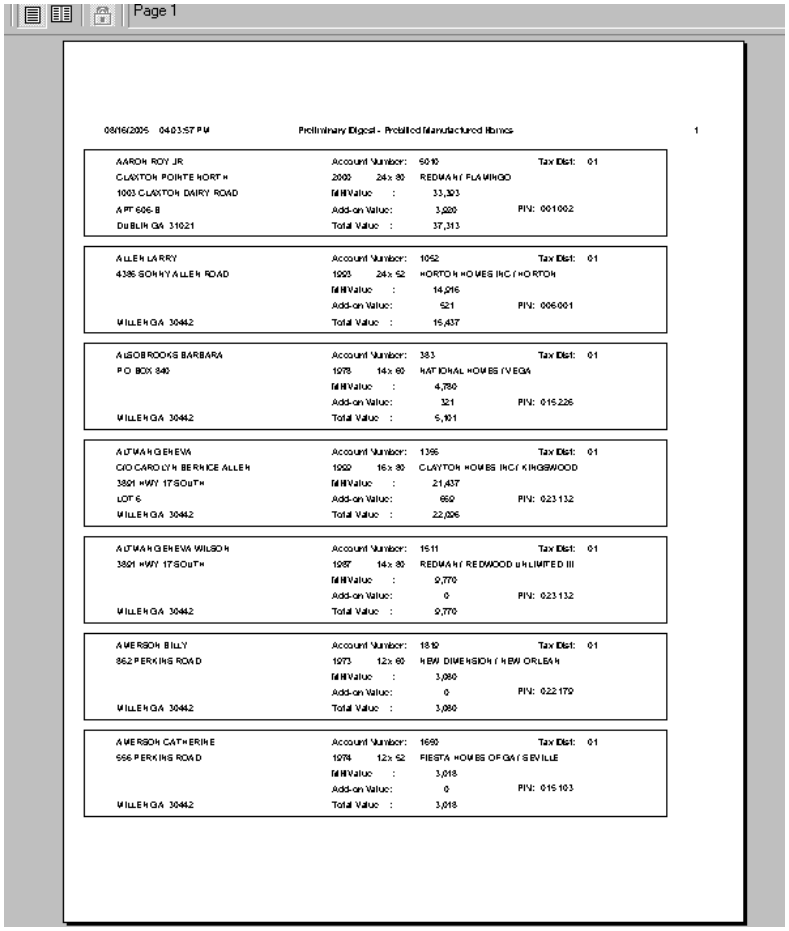
- **PreBill Tax Bills**

PreBill Tax Bills for Prebilled Manufactured Housing does not function in Version 3.10.3.

- **PreBill Digest**



A preliminary Tax Digest for Prebilled Manufactured Housing can be printed by clicking on this option on the **Reports >> Manufactured Housing** sub-menu. This will produce a Print Preview of the Preliminary Digest, as shown on the next page.



Page 1

08/16/2005 04:03:57 PM Preliminary Digest - Prebilled Manufactured Homes 1

AARON ROY JR	Account Number:	5010		Tax Dist: 01
CLAXTON POINTE NORTH	2000	24x 80	REDMAN/ FLAMINGO	
1003 CLAXTON DAIRY ROAD	Mill Value :	33,303		
APT 606-B	Add-on Value:	3,020		PIN: 001002
DUBLIN GA 31021	Total Value :	37,313		
ALLEN LARRY	Account Number:	1052		Tax Dist: 01
4386 SONNY ALLEN ROAD	1993	24x 52	NORTON HOMES INC / NORTON	
	Mill Value :	14,916		
	Add-on Value:	521		PIN: 006001
MILLEN GA 30442	Total Value :	15,437		
ALSOBROOKS BARBARA	Account Number:	383		Tax Dist: 01
P O BOX 840	1978	14x 60	NATIONAL HOMES / VEGA	
	Mill Value :	4,780		
	Add-on Value:	321		PIN: 015226
MILLEN GA 30442	Total Value :	5,101		
AUTMAN GENEVA	Account Number:	1396		Tax Dist: 01
C/O CAROLYN BERNICE ALLEN	1992	16x 80	CLAYTON HOMES INC/ KINGSWOOD	
3801 HWY 17 SOUTH	Mill Value :	21,437		
LOT 6	Add-on Value:	669		PIN: 023132
MILLEN GA 30442	Total Value :	22,026		
AUTMAN GENEVA WILSON	Account Number:	1511		Tax Dist: 01
3801 HWY 17 SOUTH	1987	14x 80	REDMAN/ REDWOOD UNLIMITED III	
	Mill Value :	9,770		
	Add-on Value:	0		PIN: 023132
MILLEN GA 30442	Total Value :	9,770		
AMERSON BILLY	Account Number:	1812		Tax Dist: 01
862 PERKINS ROAD	1973	12x 60	NEW DIMENSION / NEW ORLEAN	
	Mill Value :	3,080		
	Add-on Value:	0		PIN: 022172
MILLEN GA 30442	Total Value :	3,080		
AMERSON CATHERINE	Account Number:	1690		Tax Dist: 01
556 PERKINS ROAD	1974	12x 52	FIESTA HOMES OF GA / SENILLE	
	Mill Value :	3,018		
	Add-on Value:	0		PIN: 015103
MILLEN GA 30442	Total Value :	3,018		

The Preliminary Tax Digest for Prebilled Manufactured Homes is a working or edit listing of all the Prebilled Mobile Homes in the County at the appraised 100% value. The Values for the Mobile Home itself as well as any Add-Ons are listed separately and then totaled for each Mobile Home. The listing is in alphabetical order by Owner name, and then Mobile Home Account Number within each Owner. The Print Button can be clicked to send the report directly to the printer; otherwise, the Preview window can be closed, returning the user to the main WinGAP screen.

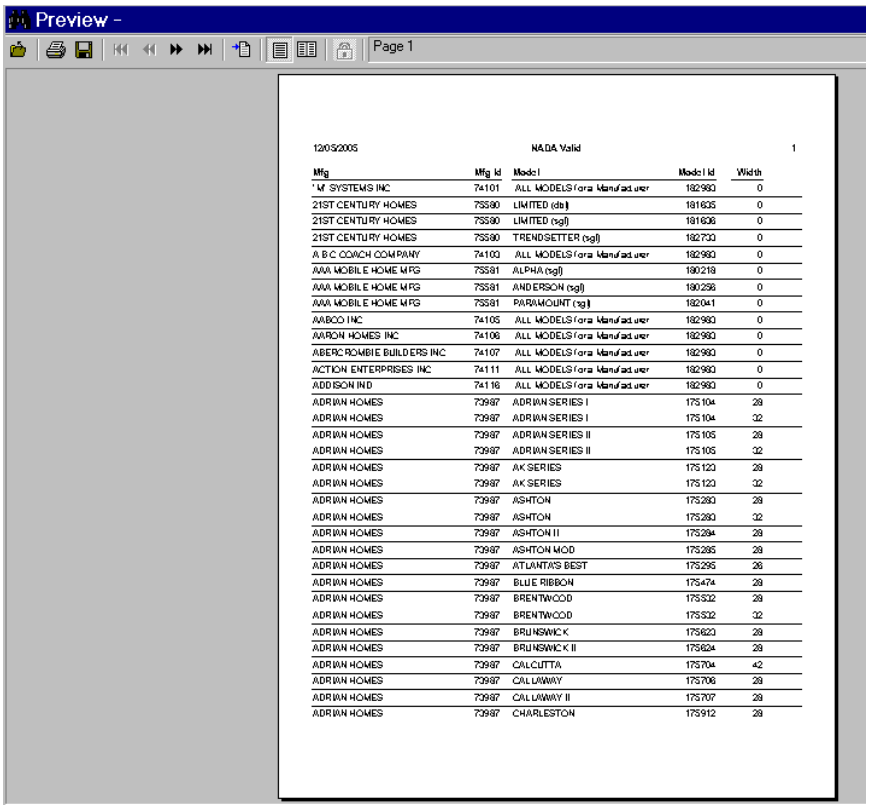
NOTE: If the user clicks off the Print Preview, it will hide behind the main WinGAP screen. It does not close until the user either closes it intentionally or prints the Prebill Digest.

- **Appeal Form**

The Manufactured Housing Appeal Form option on the Reports >> Manufactured Housing sub-menu does not function in Version 3.10.3.

- **NADA Valid Widths**

A report showing NADA Valid Widths for Manufactured Housing can be printed by clicking on the final option on the **Reports >> Manufactured Housing** sub-menu. This will produce the NADA Valid report, as shown below.



12/03/2005 NADA Valid 1

Mfg	Mfg Id	Model	Model Id	Width
' M SYSTEMS INC	74101	ALL MODELS for a Manufacturer	182980	0
21ST CENTURY HOMES	75590	LIMITED (dbl)	181635	0
21ST CENTURY HOMES	75590	LIMITED (sgl)	181636	0
21ST CENTURY HOMES	75590	TRENDSETTER (sgl)	182700	0
A B C COACH COMPANY	74100	ALL MODELS for a Manufacturer	182980	0
AAA MOBILE HOME MFG	75591	ALPHA (sgl)	180219	0
AAA MOBILE HOME MFG	75591	ANDERSON (sgl)	180236	0
AAA MOBILE HOME MFG	75591	PARAMOUNT (sgl)	182041	0
AABCO INC	74105	ALL MODELS for a Manufacturer	182980	0
AARON HOMES INC	74106	ALL MODELS for a Manufacturer	182980	0
ABERCROMBIE BUILDERS INC	74107	ALL MODELS for a Manufacturer	182980	0
ACTION ENTERPRISES INC	74111	ALL MODELS for a Manufacturer	182980	0
ADDISON IND	74116	ALL MODELS for a Manufacturer	182980	0
ADRIAN HOMES	73987	ADRIAN SERIES I	175104	28
ADRIAN HOMES	73987	ADRIAN SERIES I	175104	32
ADRIAN HOMES	73987	ADRIAN SERIES II	175105	28
ADRIAN HOMES	73987	ADRIAN SERIES II	175105	32
ADRIAN HOMES	73987	AK SERIES	175120	28
ADRIAN HOMES	73987	AK SERIES	175120	32
ADRIAN HOMES	73987	ASHTON	175280	28
ADRIAN HOMES	73987	ASHTON	175280	32
ADRIAN HOMES	73987	ASHTON II	175284	28
ADRIAN HOMES	73987	ASHTON MOD	175285	28
ADRIAN HOMES	73987	ATLANTA'S BEST	175295	26
ADRIAN HOMES	73987	BLUE RIBBON	175474	28
ADRIAN HOMES	73987	BRENTWOOD	175532	28
ADRIAN HOMES	73987	BRENTWOOD	175532	32
ADRIAN HOMES	73987	BRUNSWICK	175620	28
ADRIAN HOMES	73987	BRUNSWICK II	175624	28
ADRIAN HOMES	73987	CALCUTTA	175704	42
ADRIAN HOMES	73987	CALLAWAY	175706	28
ADRIAN HOMES	73987	CALLAWAY II	175707	28
ADRIAN HOMES	73987	CHARLESTON	175912	28

The purpose of the NADA Valid report is to provide the user with a list of widths that are used in the NADA valuation process. The report should allow the user to check the validity of information provided on manufactured housing.

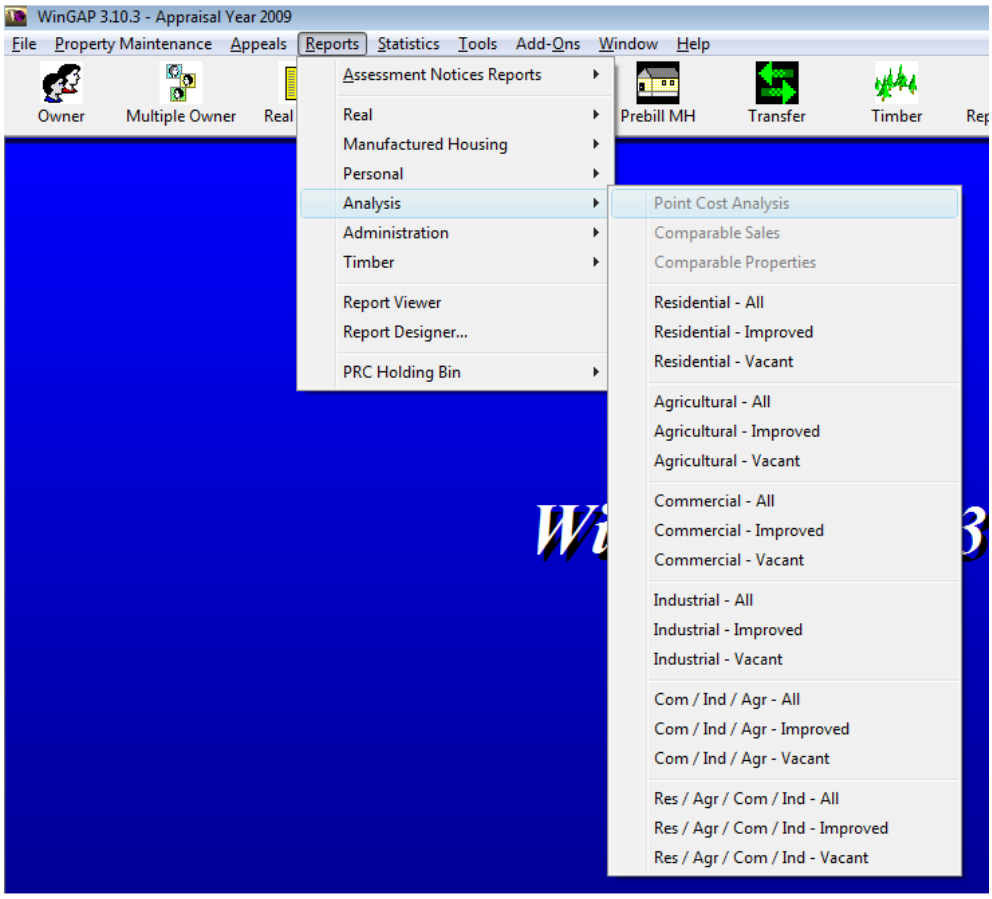
Personal

The Personal option on the Reports Menu produces a sub-menu with several Personal Property Report options.

Reports > Personal is not covered in the WinGAP Basic Data Entry Class Manual. Please see the WinGAP Basic Data Entry Master Manual for these procedures.

Analysis

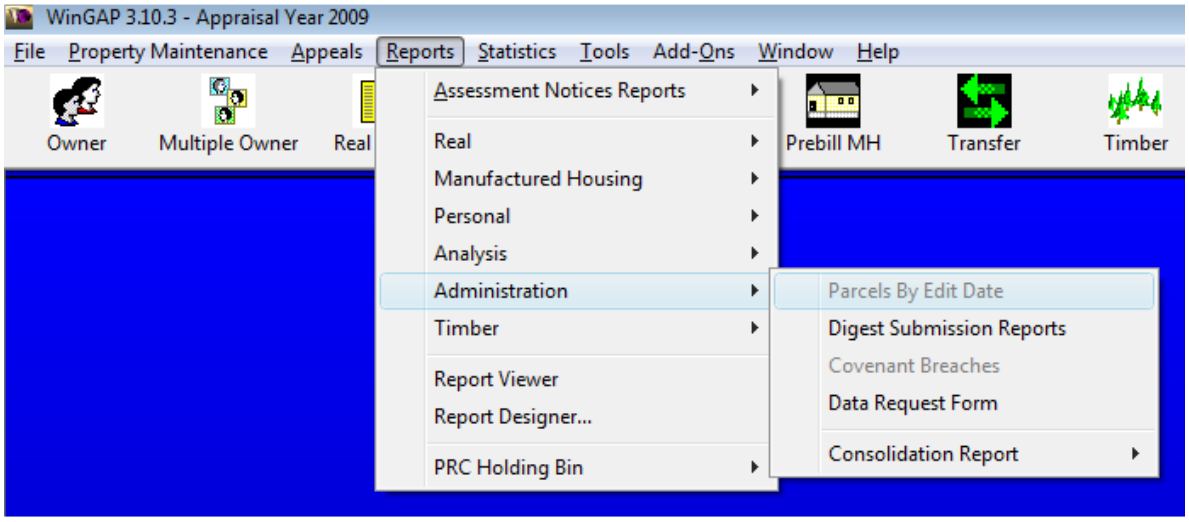
The Analysis option on the Reports Menu produces a sub-menu with a variety of already created Sales Ratio reports.



Reports > Analysis is not covered in the WinGAP Basic Data Entry Class Manual. Please see the WinGAP Basic Data Entry Master Manual for these procedures.

Administration

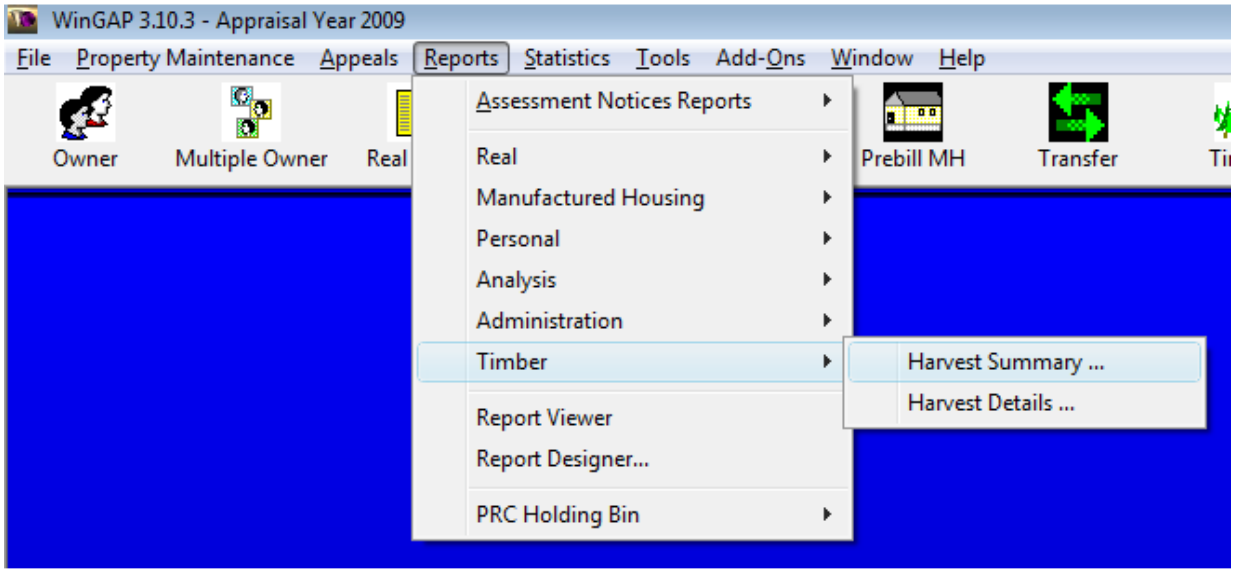
The Administration option on the Reports Menu produces a sub-menu where reports used in the Administration of the Assessors' Office are printed.



Reports > Administration is not covered in the WinGAP Basic Data Entry Class Manual. Please see the WinGAP Basic Data Entry Master Manual for these procedures.

Timber

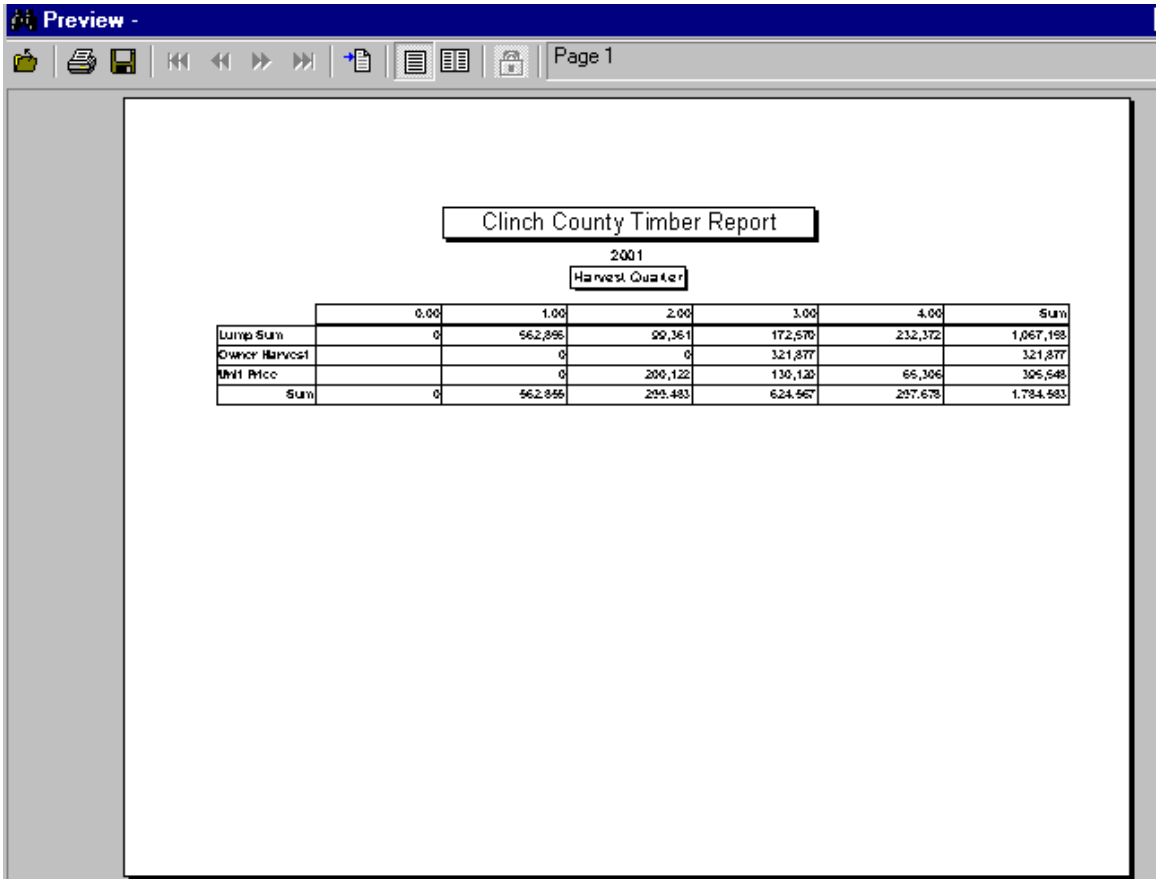
The Timber option on the Reports Menu produces a sub-menu where two Timber Harvest reports can be printed.



- **Harvest Summary**

Summary dollar values for the amount of timber harvested in the County for any Harvest Year are obtained by clicking on the Harvest Summary option on the Timber Menu. This produces the Timber Report Form, next page, where the Harvest Year is entered.

After keying the Harvest Year (the field defaults to the current appraisal year), and clicking the OK Button, the Harvest Summary Print Preview will appear, shown on the next page.



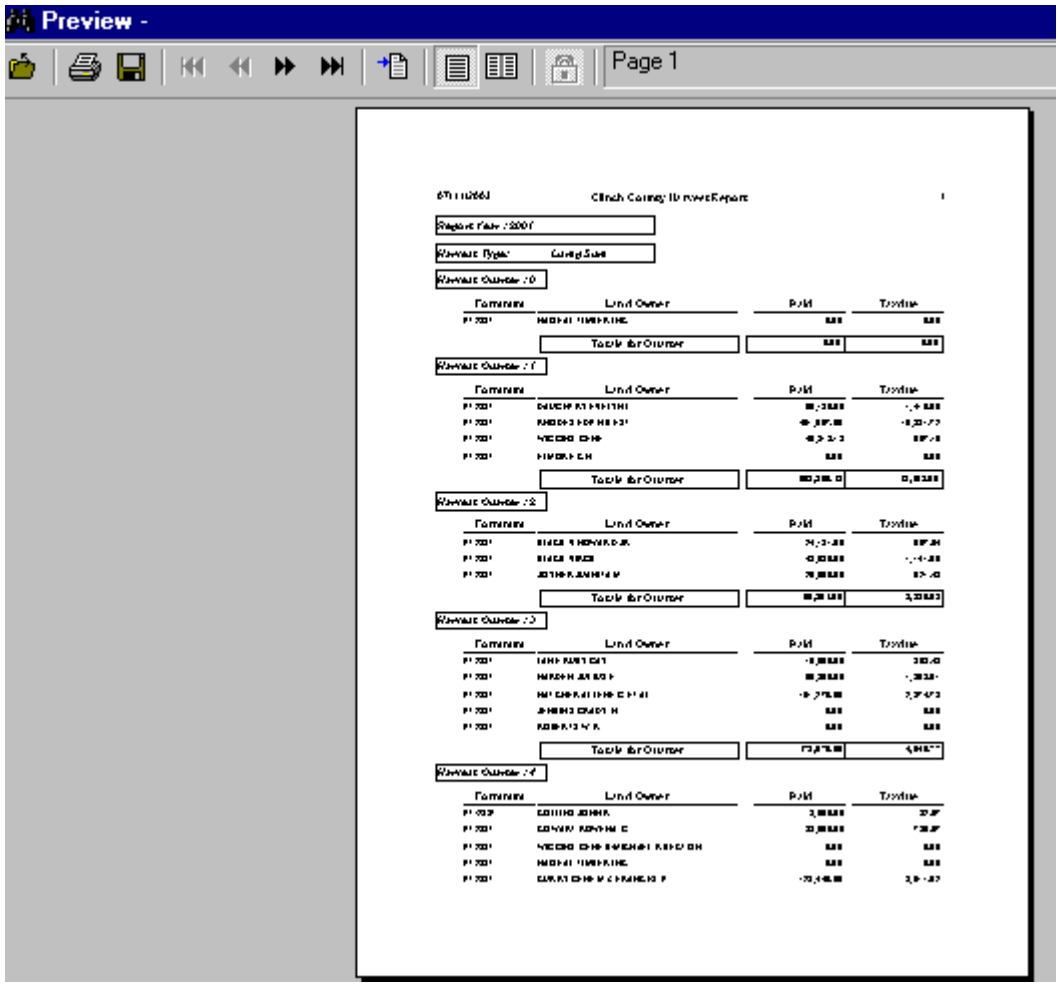
	0.00	1.00	2.00	3.00	4.00	Sum
Lump Sum	0	562,866	99,361	172,570	232,372	1,067,168
Owner Harvest		0	0	321,877		321,877
Unit Price		0	200,122	130,120	65,306	395,548
Sum	0	562,866	299,483	624,567	297,678	1,784,583

There is a column on the report are for each quarter of the year, along with a summary for the entire year. Totals for the three types of harvested timber are shown in each row.

- **Harvest Details**

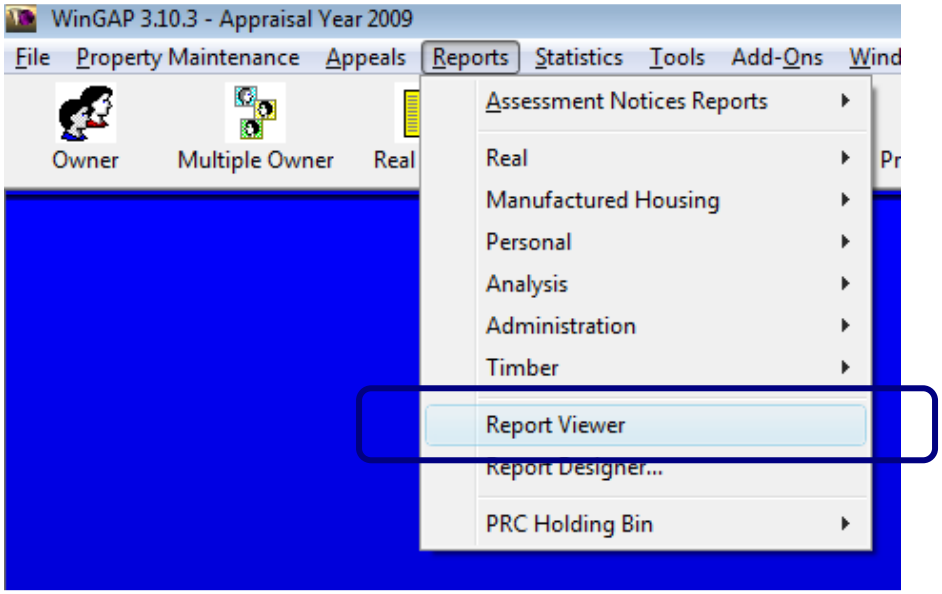
A detailed listing for each land owner where timber was harvested in the County for any Harvest Year is obtained by clicking on the Harvest Details option on the Timber Menu. This produces the Timber Report Form, where the Harvest Year is entered.

After keying the Harvest Year (the field defaults to the current appraisal year), and clicking the OK Button, the detailed Harvest Summary Print Preview will appear, shown on the next page.



Report Viewer

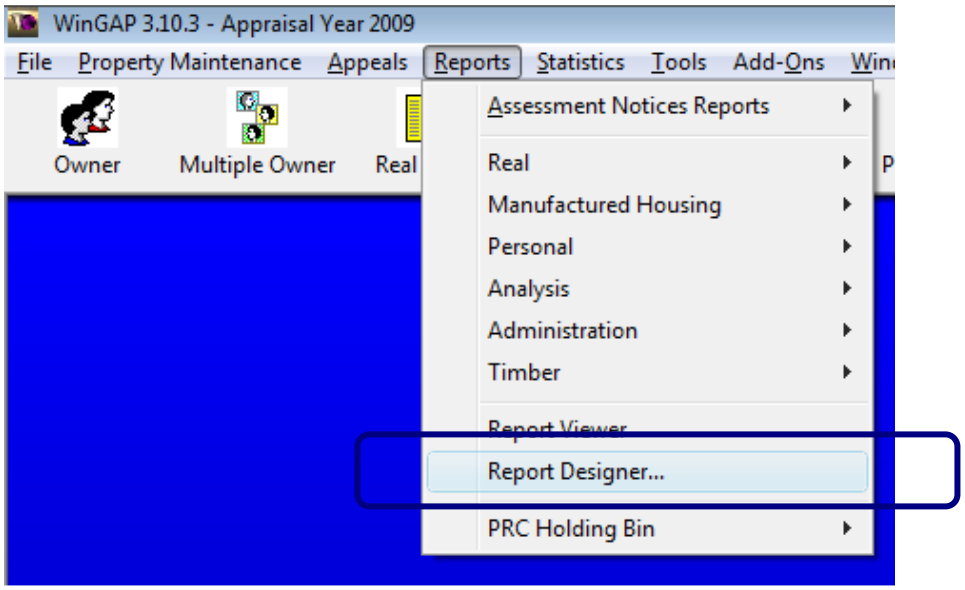
The Report Viewer included with WinGAP is designed to offer the user a way to preview/print a report and make temporary modifications to the report filter, if desired, without permanently changing the report. To start the report viewer, the user should select the Reports>Report Viewer option as shown below.



Reports > Report Viewer is not covered in the WinGAP Basic Data Entry Class Manual. Please see the WinGAP Basic Data Entry Master Manual for these procedures.

Report Designer

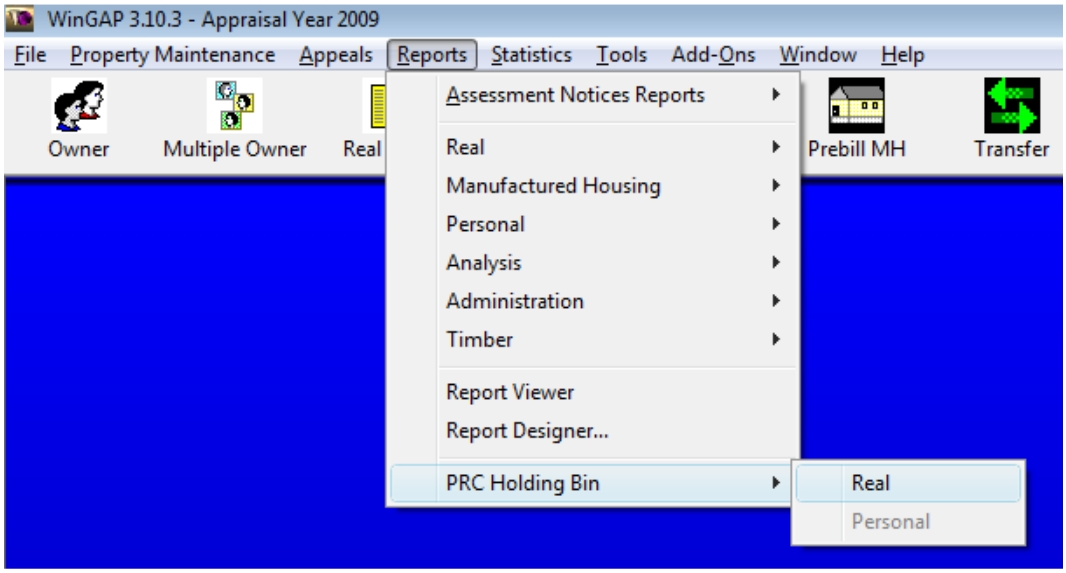
The report designer included with WinGAP offers a powerful and flexible alternative to using Foxpro to generate reports. The report designer was written and developed professionally by Data Pro Inc. in Warner Robins, GA. The Report Designer is very easy to use, yet powerful. To start the Report Designer, the user should select the **Reports >> Report Designer** option as shown below.



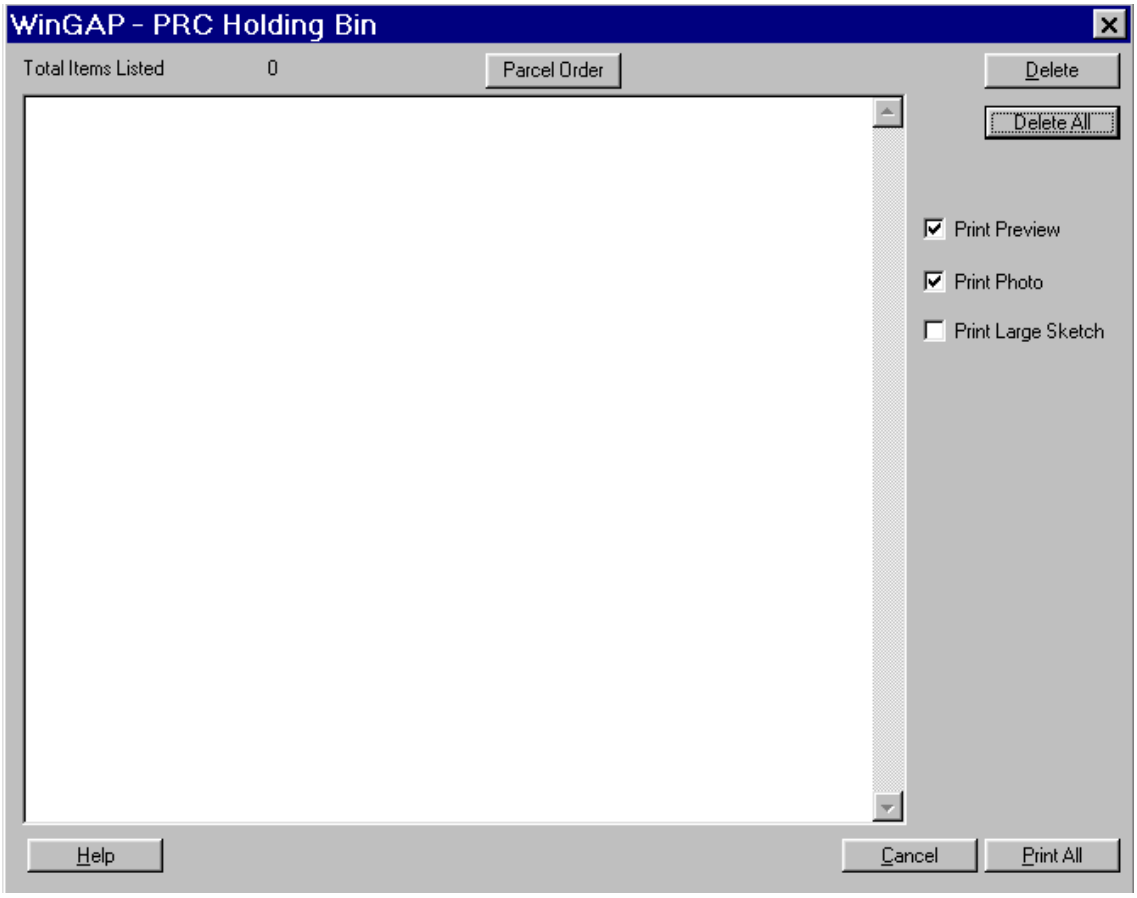
Reports > Report Designer is not covered in the WinGAP Basic Data Entry Class Manual. Please see the WinGAP Basic Data Entry Master Manual for these procedures.

PRC Holding Bin

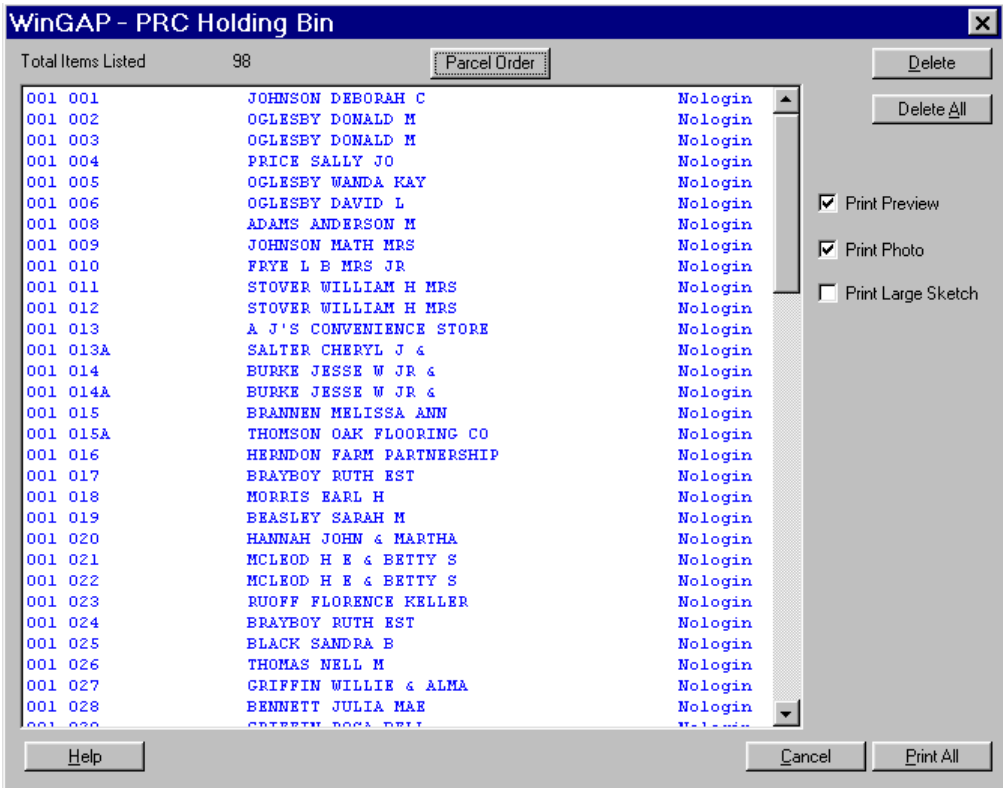
The PRC (Property Record Card) Holding Bin is designed to facilitate the mass printing of Property Record Cards. PRCs can be printed for one Parcel, selected Parcels, a range of Parcels, or all Parcels.



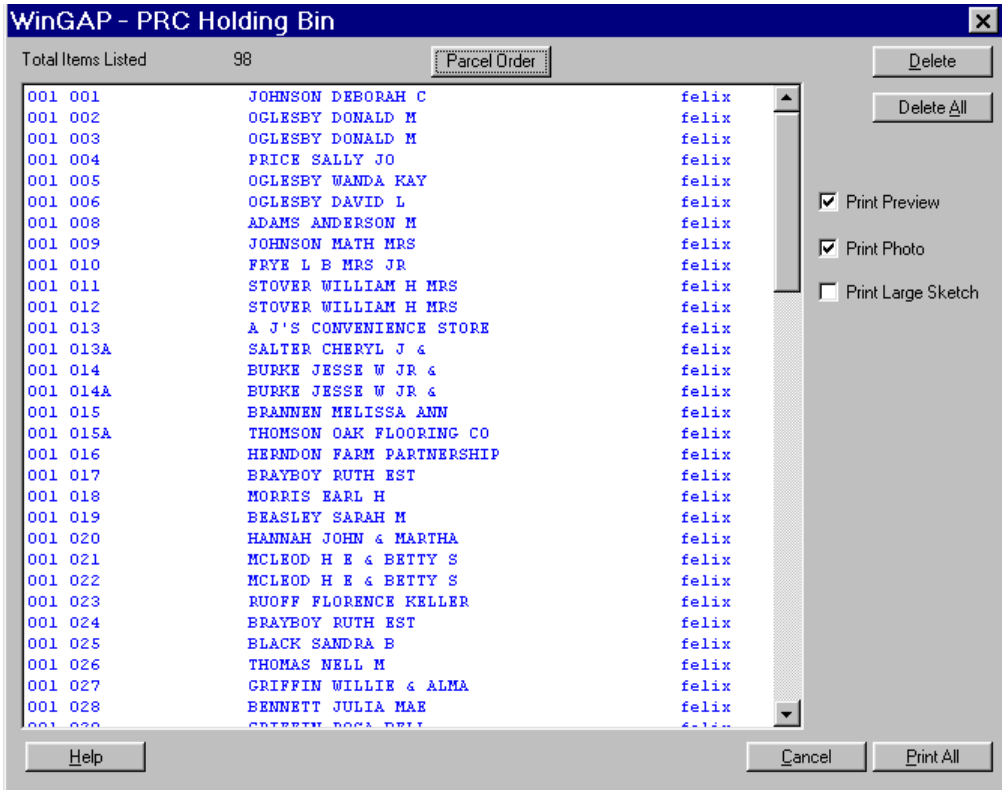
At the present time, only Real Property PRCs are printed from the PRC holding Bin, as seen on the **Reports >> PRC Holding Bin >> Real** sub-menu as shown above. Real Property PRCs are sent to the PRC Holding Bin from one of two places: 1) from the Reports >> Real >> Property Record Cards Selection screen discussed earlier in the Reports section of this manual, or 2) by right clicking on the Printer Button on the Real Property General Information Form and selecting the PRC Holding Bin option on the Printer Button menu. Clicking on the **Reports >> PRC Holding Bin >> Real** option will produce the PRC Holding Bin, below.



The Holding Bin window will be blank if no PRCs have been sent to the Holding Bin, as seen on the previous page. If PRCs have been sent to the Holding Bin, and Logins are not enabled, the Holding Bin will appear similar to the image below.



If Logins are enabled, the User ID of the individual that sent the PRC to the Holding Bin will also be displayed in the Holding Bin list box, as seen below.



There are several buttons and checkboxes on the PRC Holding Bin form that control how it operates.

- **Parcel Order Button**

The user can click the Parcel Order Button to "toggle" between Parcel Number Order and Natural (record, or data entry) Order. Parcel Number Order is the default.

- **Delete Button**

The user can delete a PRC from the Holding Bin by clicking on the desired item and clicking the Delete button. A range of PRCs can be deleted by clicking on the first item in the desired range, holding the Shift key down, clicking on the last item in the range, and then clicking the Delete button. If the user wants to deleted various, or random, PRCs in the Holding Bin, these can be selected for deleting by clicking on the first item, holding the Ctrl key down, and then clicking on each of the other desired items. Clicking the Delete Button will then delete the selected items.

- **Delete All Button**

The user can delete all of the PRCs from the Holding Bin by clicking the Delete All button. No PRCs need to be selected to do this.

- **Print Preview Checkbox**

If this box is checked, a Print Preview of the PRCs to be printed will appear. If the box is unchecked, the PRCs are sent directly to the default Windows printer.

- **Print Photo Checkbox**

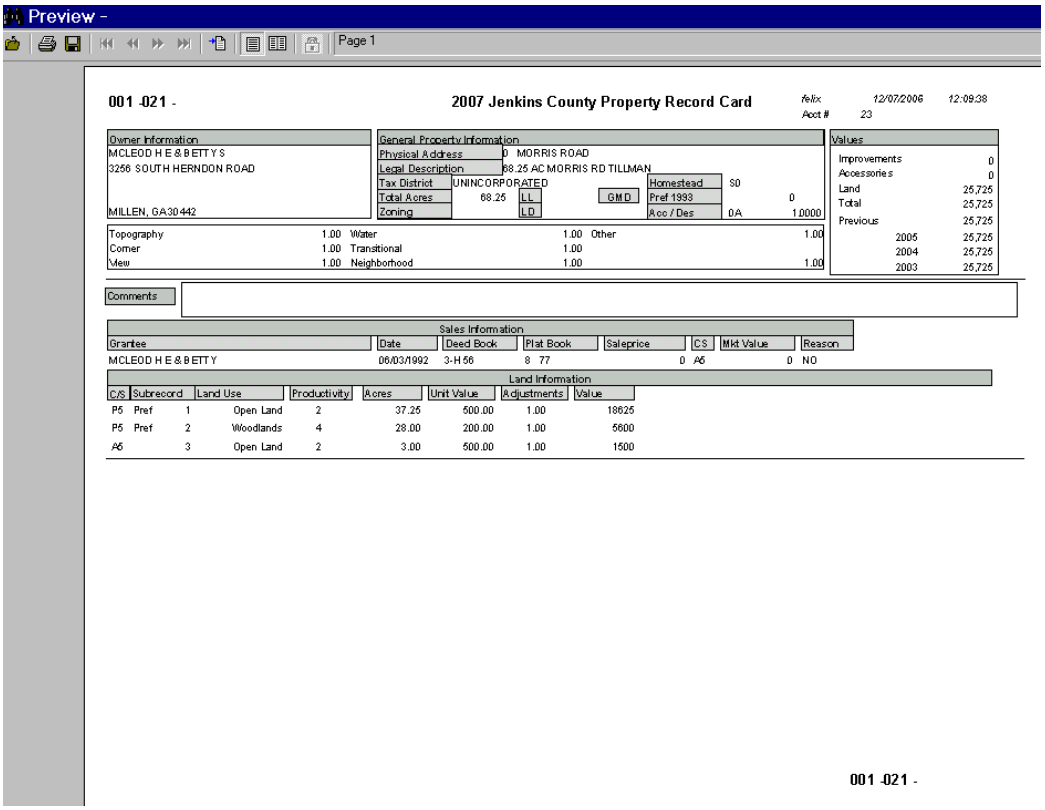
If this box is checked, the first digital photo that is attached to any Residential or Commercial Improvement records will print. If the box is unchecked, no photos will print.

- **Print Large Sketch Checkbox**

If this box is checked, the large version of the Sketch that is attached to any Improvement record will print on a separate piece of paper. If the box is unchecked, the smaller (default) version of any sketches will print.

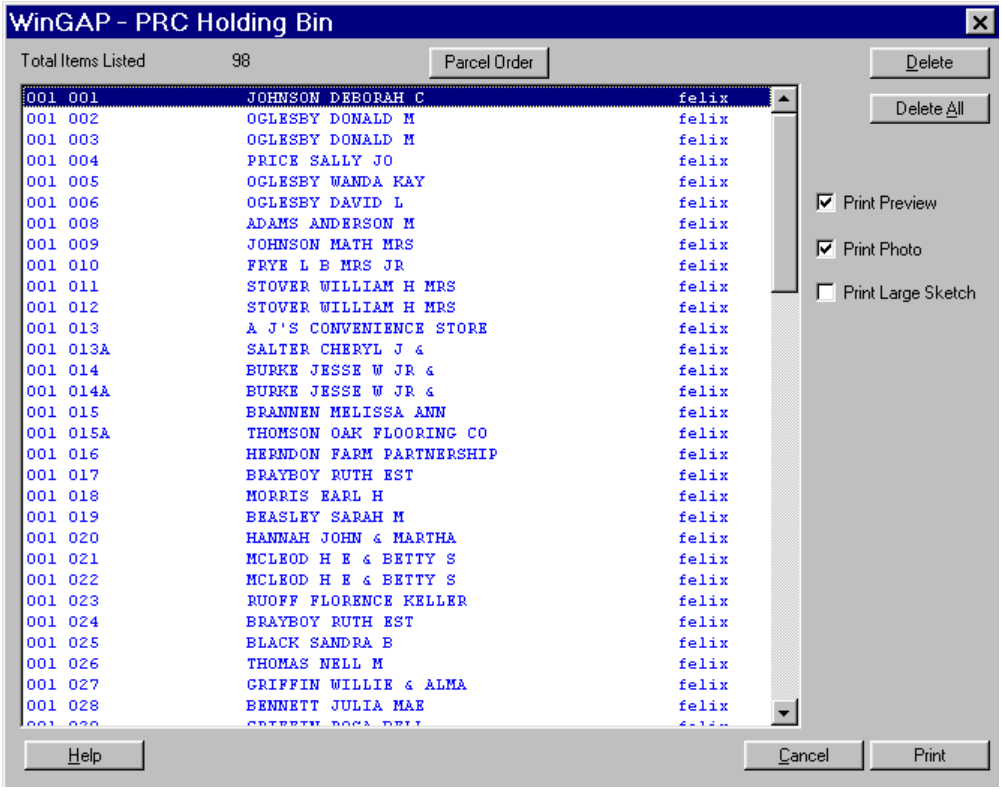
- **Print All Button**

If all of the PRCs in the Holding Bin are to be printed, the user has only to click the **Print All** Button to print the PRCs. If the Print Preview checkbox is checked, which is the default for the PRC Holding Bin, the Print Preview window will appear first, as shown below.

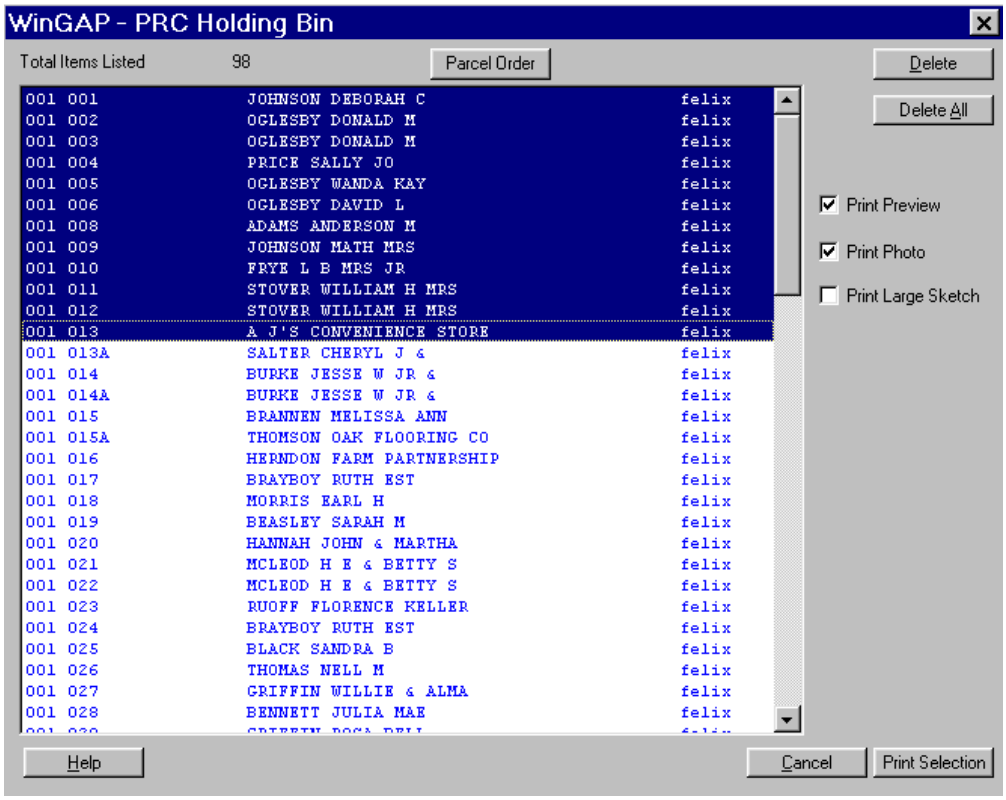


The PRCs can now be printed from the Preview window. If the PRCs are to be sent directly to the printer without previewing, the Print Preview checkbox on the PRC Holding Bin window should be unchecked first.

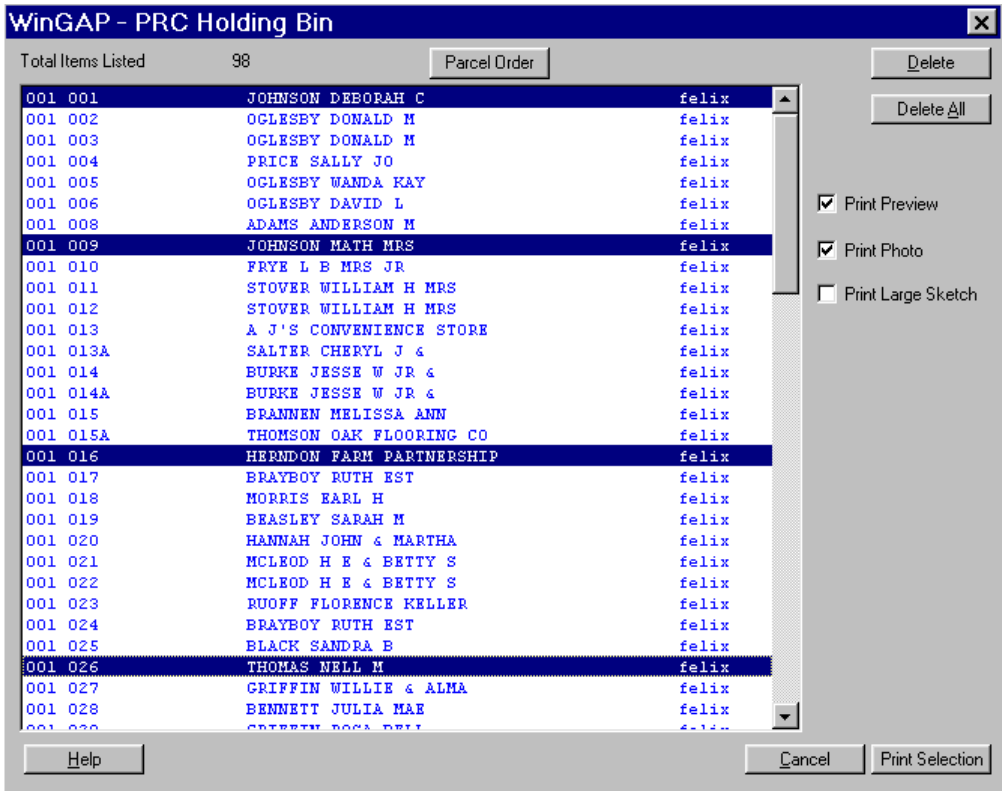
If only one PRC is to be printed, the user should click on that item in the Holding Bin. The **Print All** Button changes to a **Print** Button, as shown on the next page, which the user should click to print the selected PRC.



A range of PRCs can be selected for printing by clicking on the first item in the desired PRC range, holding the Shift key down, and then clicking on the last item in the range. An example of a range of PRCs selected for printing appears below. The **Print All** button changes to a **Print Selection** button, which can be clicked to print the selected PRCs.



If the user wants to print various, random, PRCs in the Holding Bin, 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 PRCs selected for printing appears below. The **Print All** button changes to a **Print Selection** button, which can be clicked to print the selected PRCs.

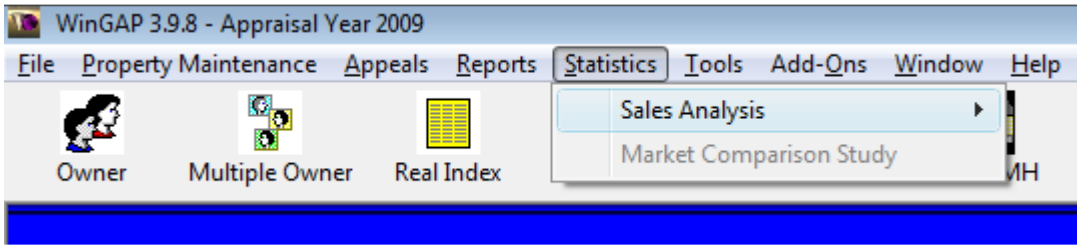


- **Cancel Button**

At any time while on the PRC Holding Bin window, the Cancel Button can be clicked to exit the PRC selection and printing process (the PRCs that have been sent to the Holding Bin WILL remain in the Holding Bin). If desired, ALL of the PRCs in the Holding Bin can be removed, or deleted, by clicking on the Delete All Button. Individual PRCs are deleted from the Holding Bin by first clicking on the item to be deleted, and then clicking the Delete Button.

Statistics Menu

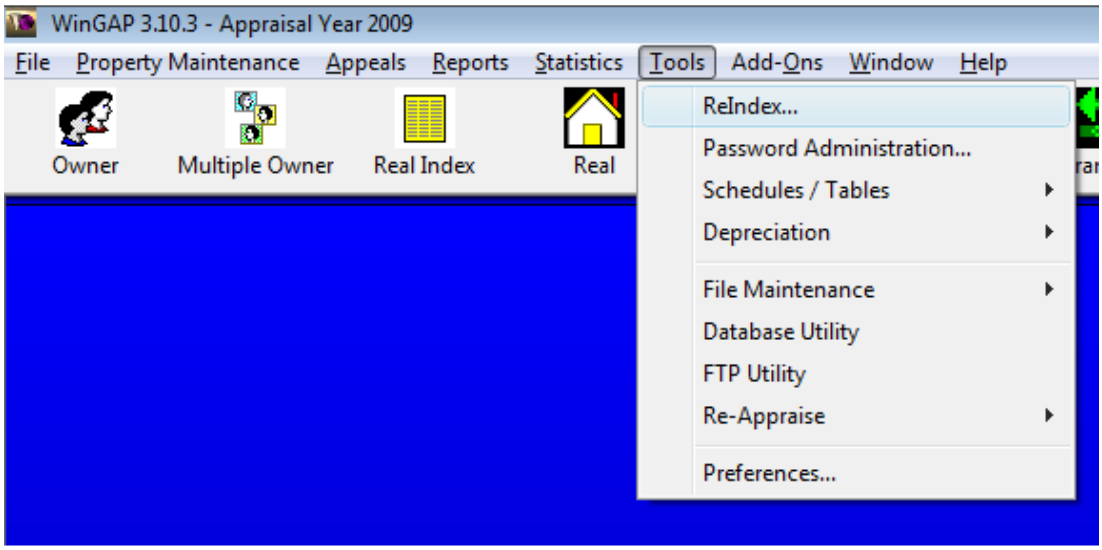
The Statistics Menu on the WinGAP Menu Bar, seen below, contains two options: 1) Sales Analysis, and 2) Market Comparison Study. Only the Sales Analysis option on the Statistics Menu is functional at the present time. The Sales Analysis option is used to run Sales Ratio Studies. Sales Ratio Studies are 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.



The Statistics Menu is not covered in the WinGAP Basic Data Entry Class Manual. Please see the WinGAP Basic Data Entry Master Manual for these procedures.

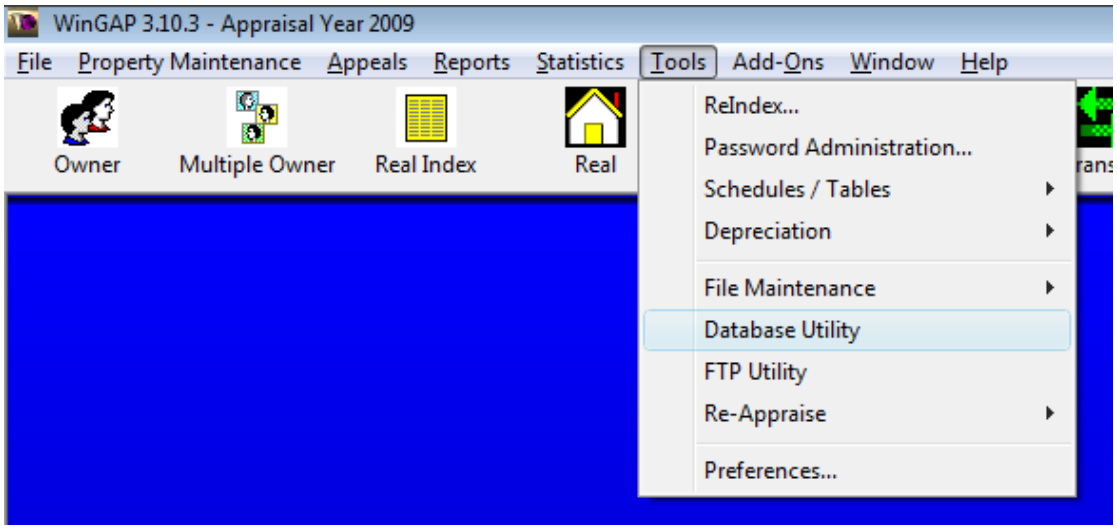
Tools Menu

The Tools Menu contains various functions that are necessary for the complete operation of an appraisal system. Some items, such as Reindexing, might be performed on a weekly basis, whereas other items, such as Schedule Maintenance, would be performed less frequently.

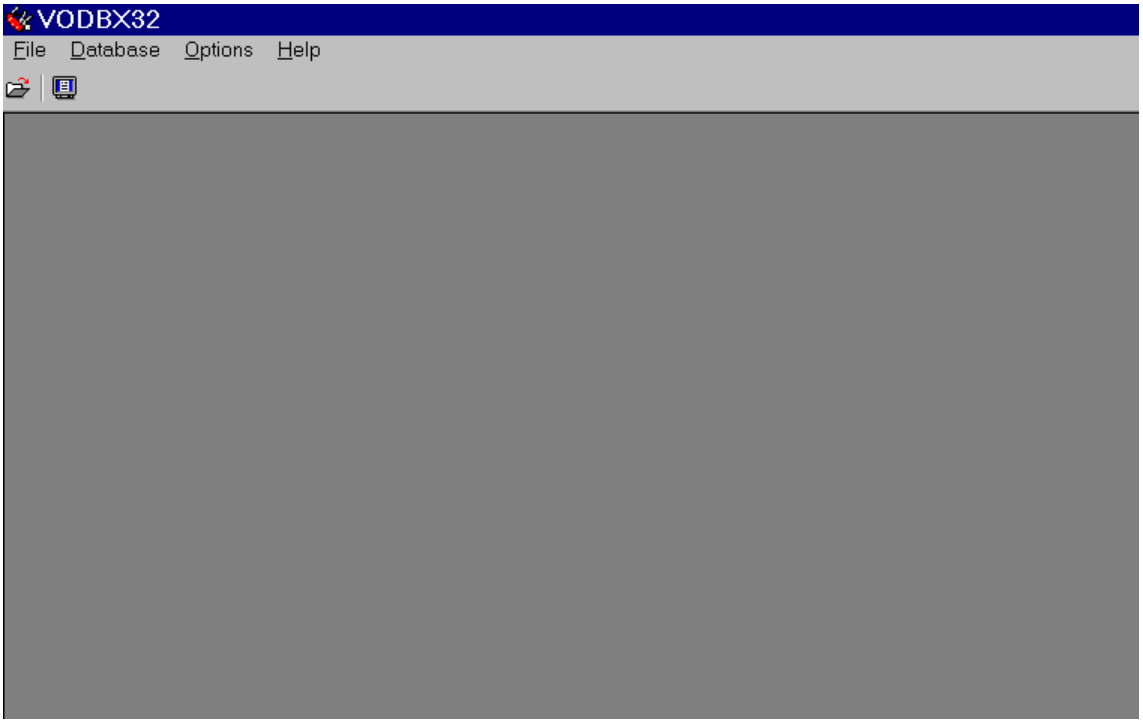


Most of the Tools Menu is not covered in the WinGAP Basic Data Entry Class Manual. Please see the WinGAP Basic Data Entry Master Manual for these procedures.

Database Utility

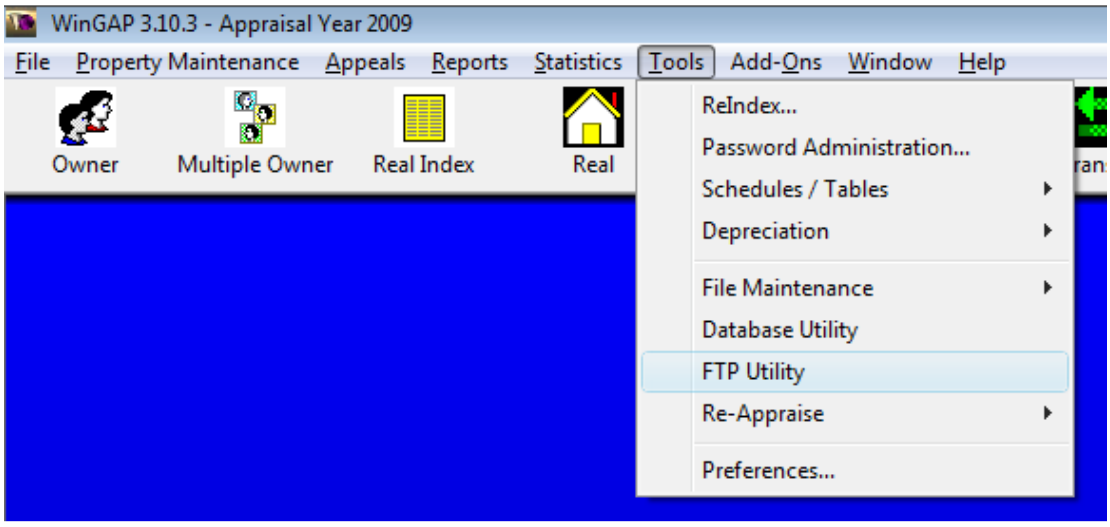


The **Database Utility** option on the Tools Menu is used to access VODBX32, the built-in Database Manager included with WinGAP. The VODBX32 screen is seen on the next page.



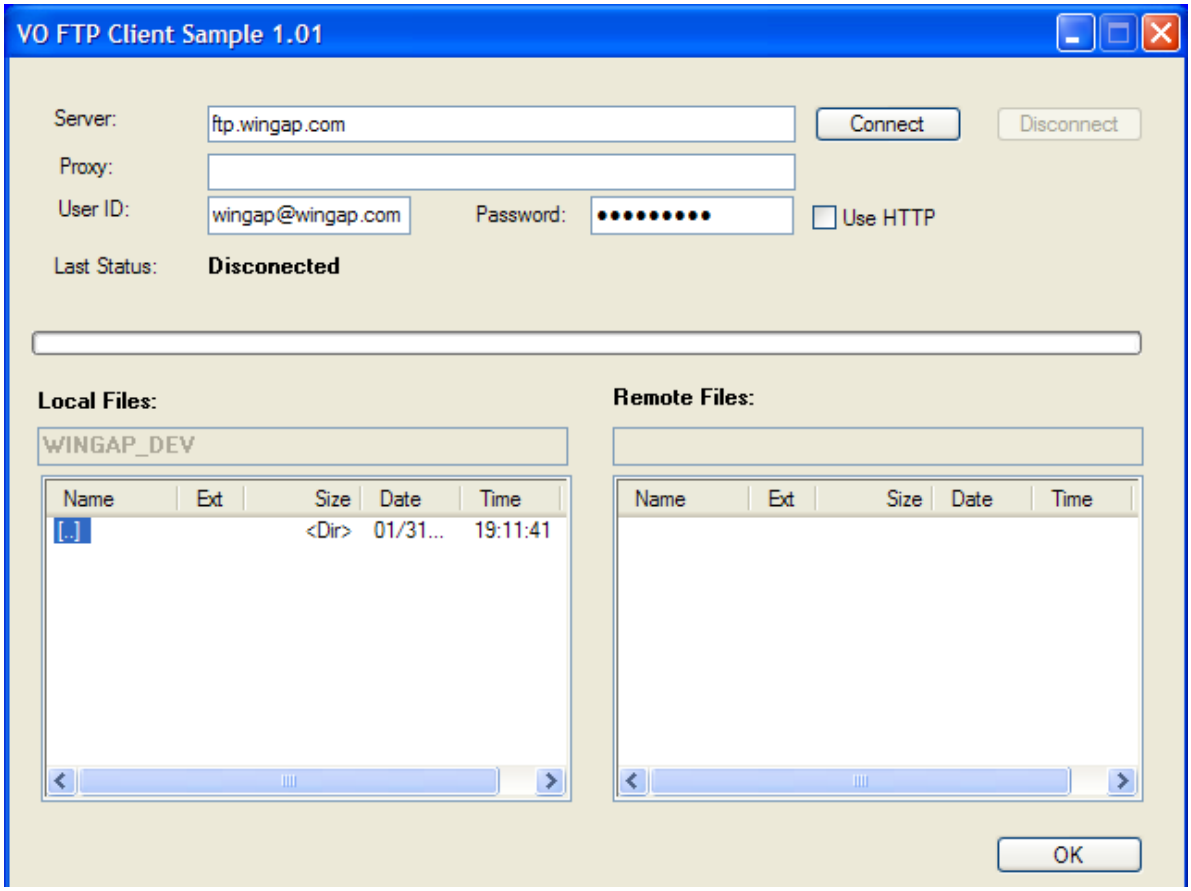
Help on operating VODBX32 is contained within the program itself and can be reached by clicking on the Help item in the VODFBX32 Menu Bar. It is strongly recommended, however, that Visual FoxPro be used as the database manager for WinGAP instead of VODBX32.

FTP Utility



In lieu of using Internet Explorer or other browsers to access the WinGAP FTP (File Transfer Protocol) Site, WinGAP now includes an FTP module that will provide the user with another means of accessing the FTP site.

Any computer this procedure is performed on must have a working Internet connection that will allow the computer to connect to the FTP site. Clicking on this option on the Tools Menu produces the FTP Client Form, as seen on the next page.

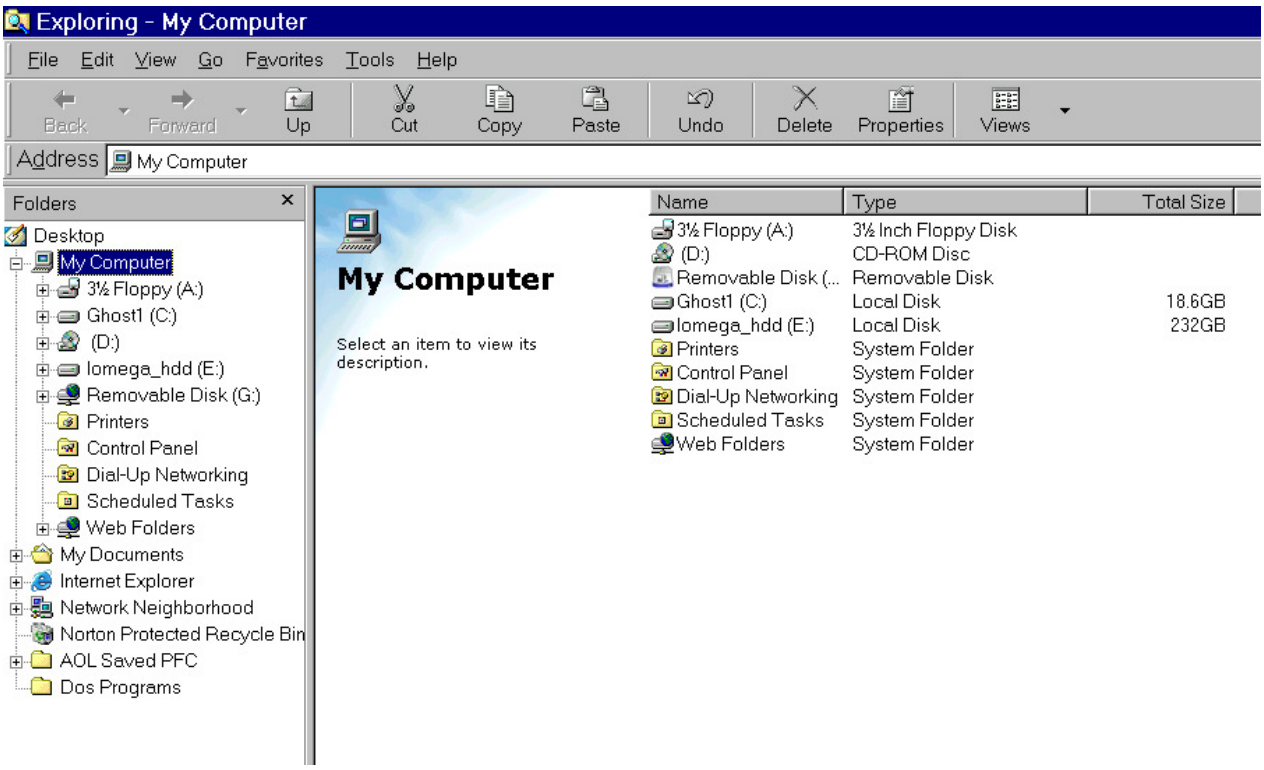


Before using the FTP Utility, the user will need to create a folder called **ftp_downloads** in the current WinGAP application folder. This can be done by using Windows Explorer, as follows.

The user can run Windows Explorer by:

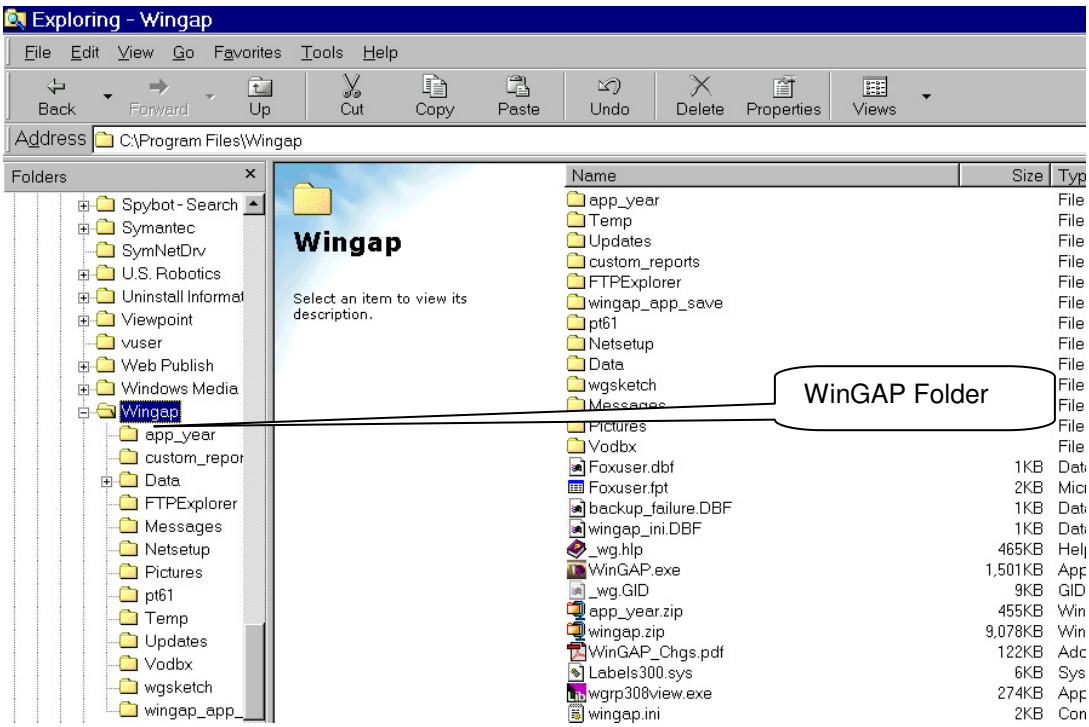
1) selecting that option on the Windows Desktop, if a shortcut for Windows Explorer exists
2) right click on the Start Menu and left click on the Explore option
3) use the hot-key combination of the Windows key (to the left of the space bar, between the Ctrl and Alt keys) + E

Any of these options will produce an Explorer window similar to the one on the next page.

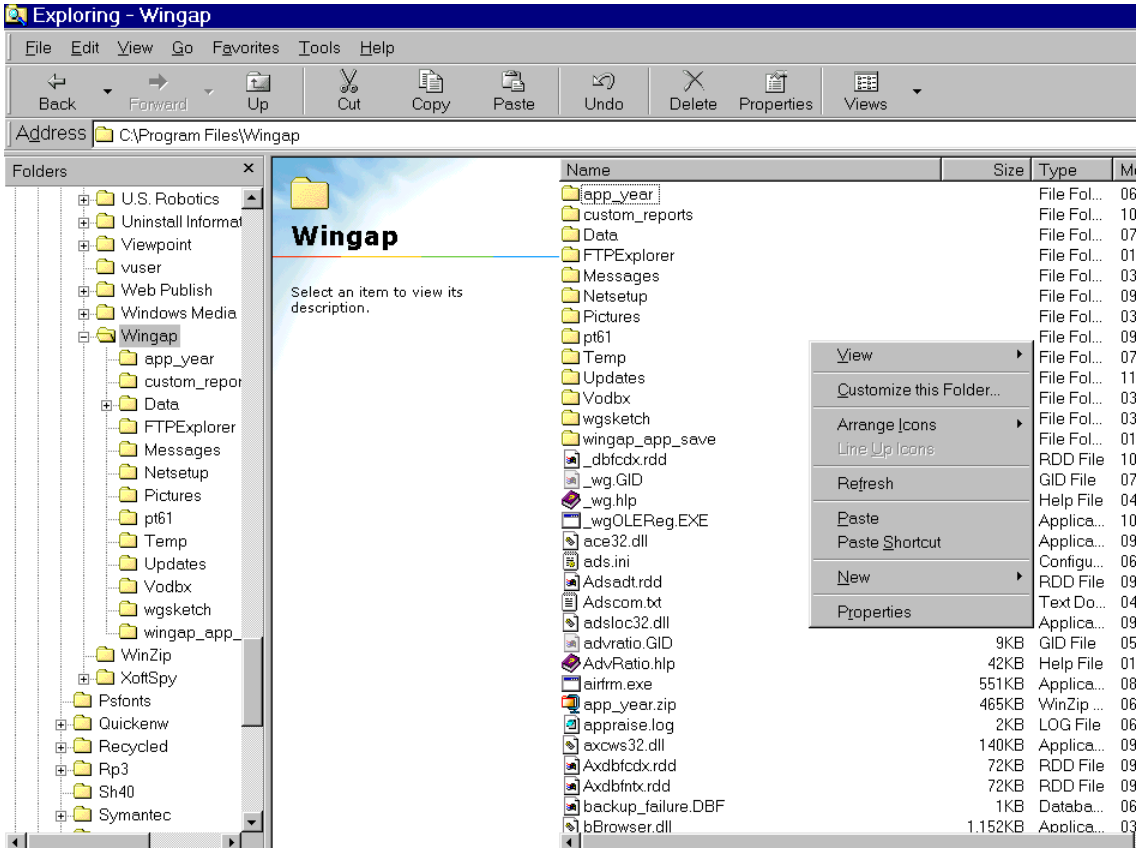


The user should navigate to the WinGAP folder by:

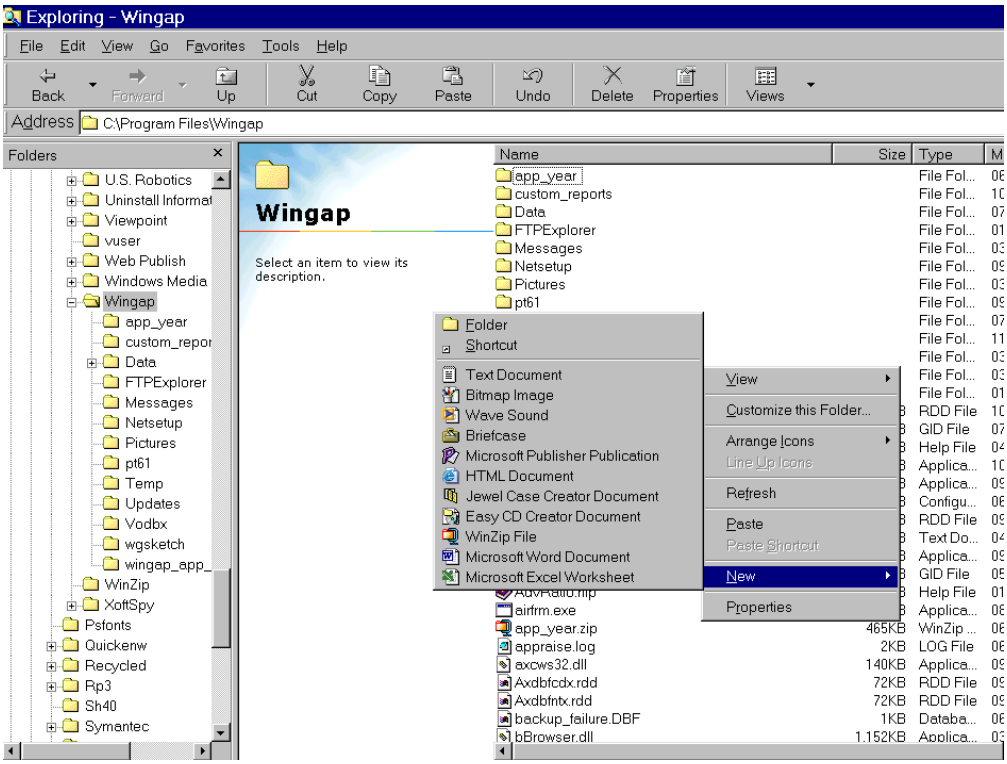
1) clicking on the "plus" sign to the left of the drive letter that WinGAP is located on (or double-clicking on the drive letter)\
2) if WinGAP is located in the Program Files folder, clicking on the "plus" sign to the left of Program Files (or double-clicking on the Program Files folder
3) double-clicking on the WinGAP folder, which will select and "expand" the folder, as seen on the next page.



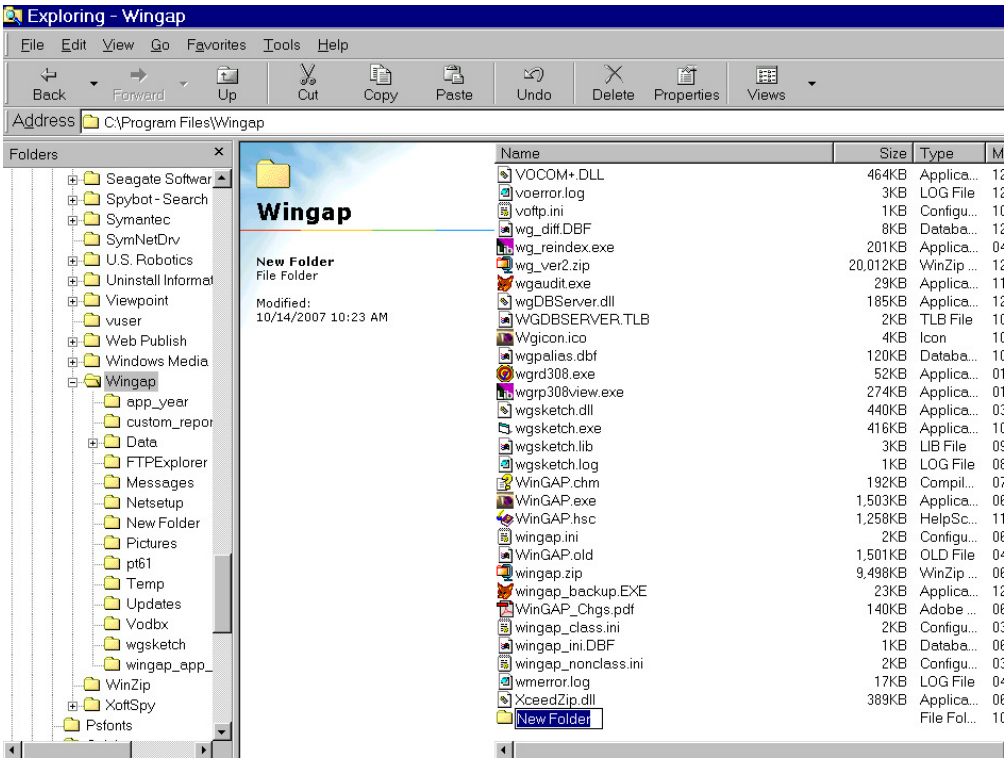
At this point the user should right click anywhere in an open area in the right panel of the Explorer window, which will produce a menu, as shown below.



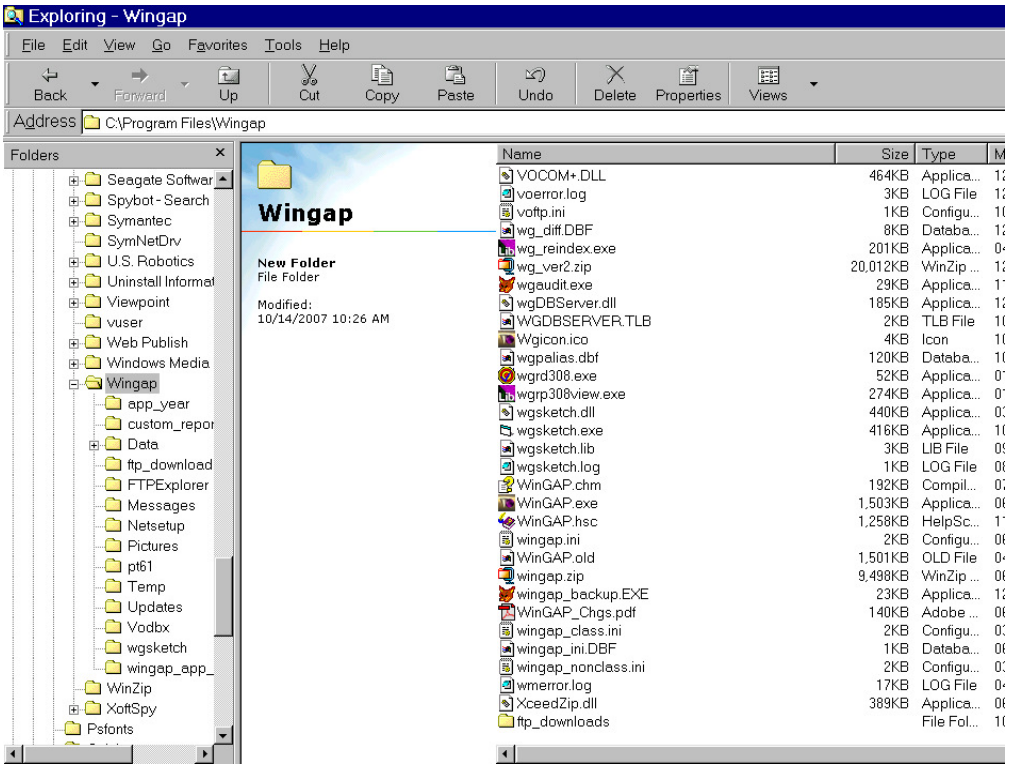
The user should place the mouse pointer on the New option on this menu, which will produce a sub-menu, as shown below.



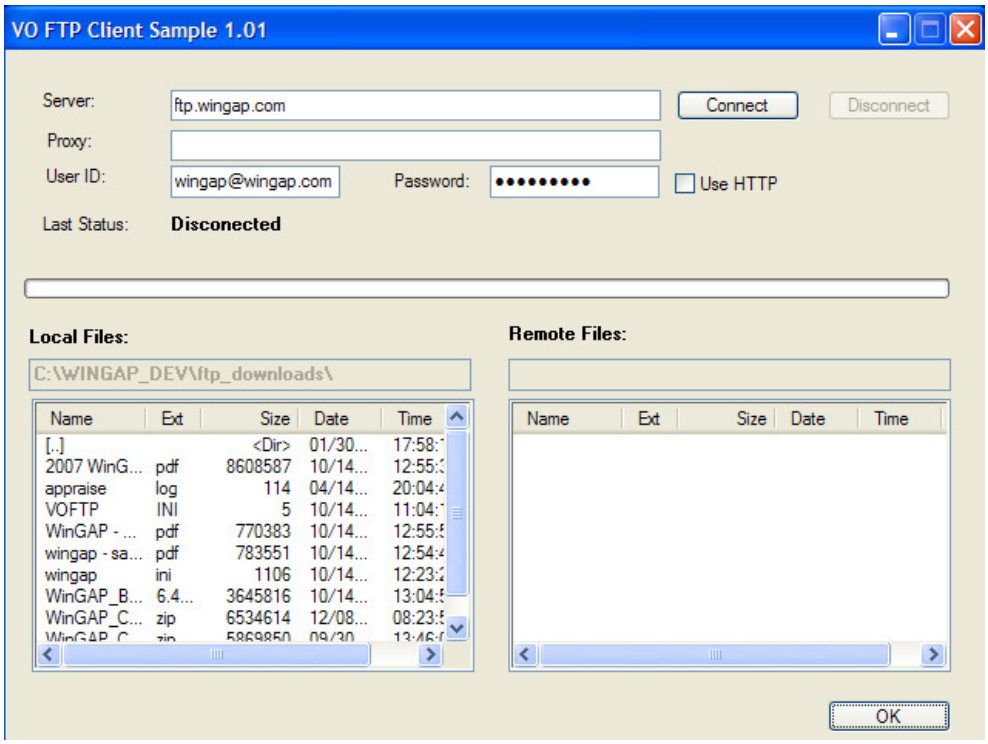
The user should now left click on the Folder option on the sub menu, which will create a "new folder" within the WinGAP folder, as seen below.

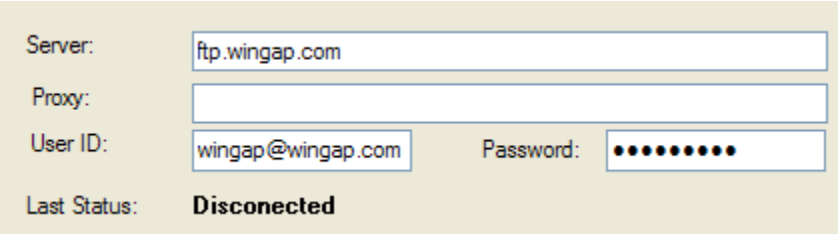


The user should now type ftp_downloads within the new folder and then press Enter, creating the new ftp_downloads folder within the WinGAP folder, as seen below.

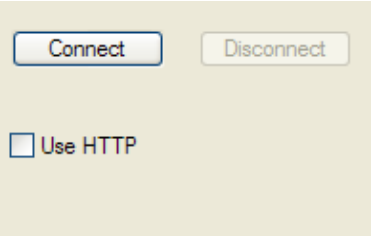


Once the ftp_downloads folder has been created, The FTP Client Form below, is ready for use. A description of each of the fields and controls on this Form follows.

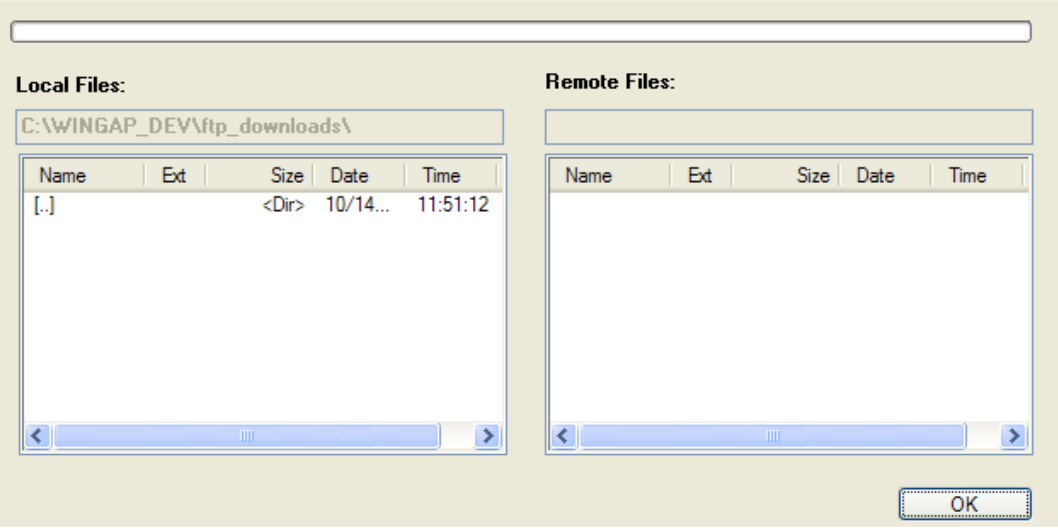




- **Server:** The Server field defaults to ftp.wingap.com. This should not be changed by the user.
- **Proxy:** The Proxy field should be left blank.
- **User ID:** The User ID field defaults to wingap@wingap.com. The User ID can be changed to gacounty@wingap.com to access the digest upload section of the ftp site.
- **Password:** The Password defaults to wingapftp. If the User ID of gacounty@wingap.com is entered, the user should key the appropriate password for access. If the password is not known, contact a DOR Technical Support agent.
- **Last Status:** The Last Status description will say "Disconnected" when the user is disconnected from the FTP Site, and "Connected" when connected to the FTP Site. Various other messages may also display from time to time.



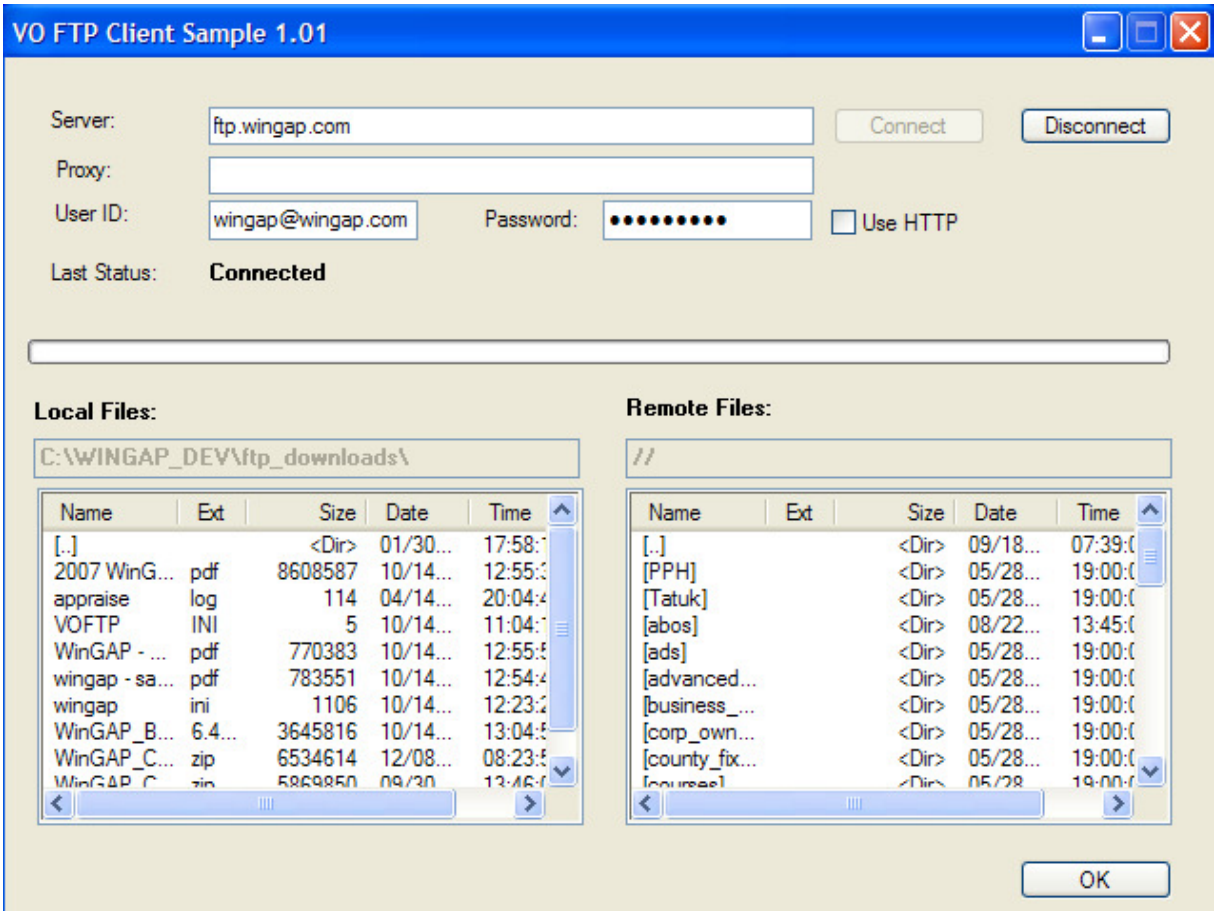
- **Connect:** The Connect Button should be clicked to connect to the WinGAP FTP site.
- **Disconnect:** The Disconnect Button is disabled until the user has connected to the FTP Site, when it will be enabled. When the user has finished transferring files to or from the FTP Site, the Disconnect Button should be clicked to terminate the connection.
- **Use HTTP:** This checkbox is not used.



- **Local Files:** The field beneath the heading "Local Files:" contains the path of the local WinGAP FTP Downloads folder. Beneath this field is a list box that shows the contents of this folder.
- **Remote Files:** The field beneath the heading "Remote Files:" contains the path of the remote FTP site. It will display the path when the user is connected to the FTP Site. Beneath this field is a list box that shows the contents of this folder on the FTP Site.

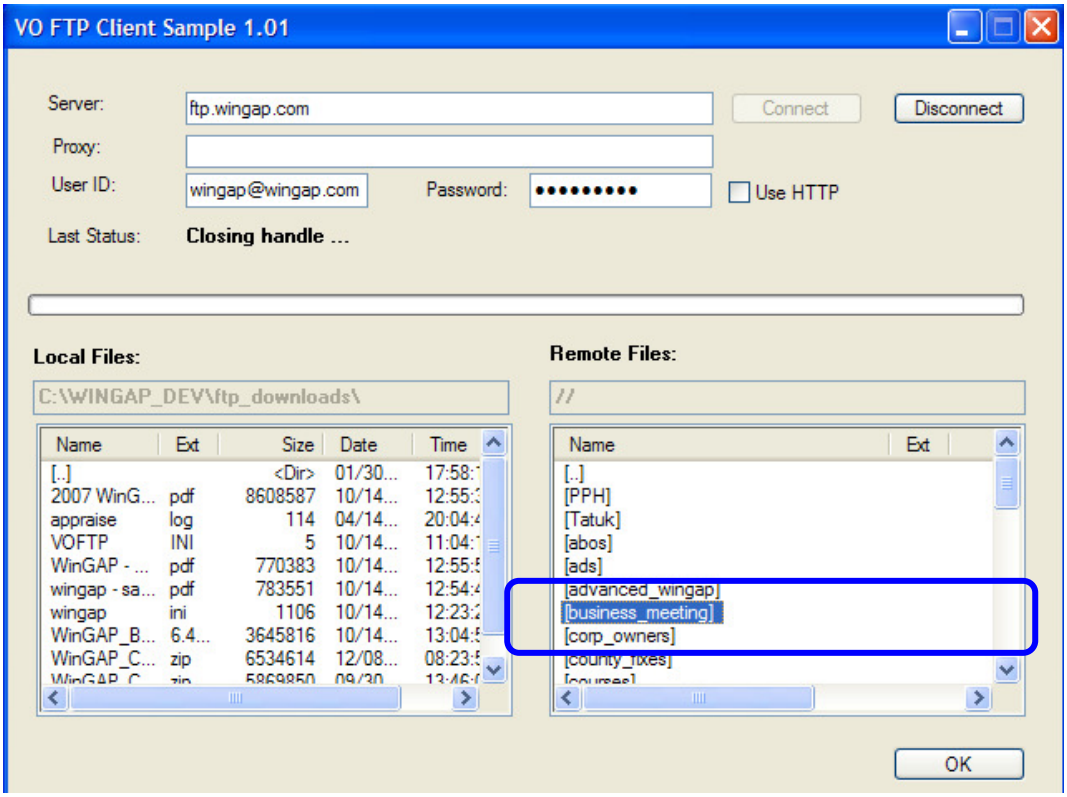
- **OK Button:** When the user has finished transferring files from the FTP Site and disconnected, the OK Button should be clicked to close the FTP Client Form.

To commence FTP operation the user should click the Connect button. Once connected, the FTP Client Form will appear similar to the one below.

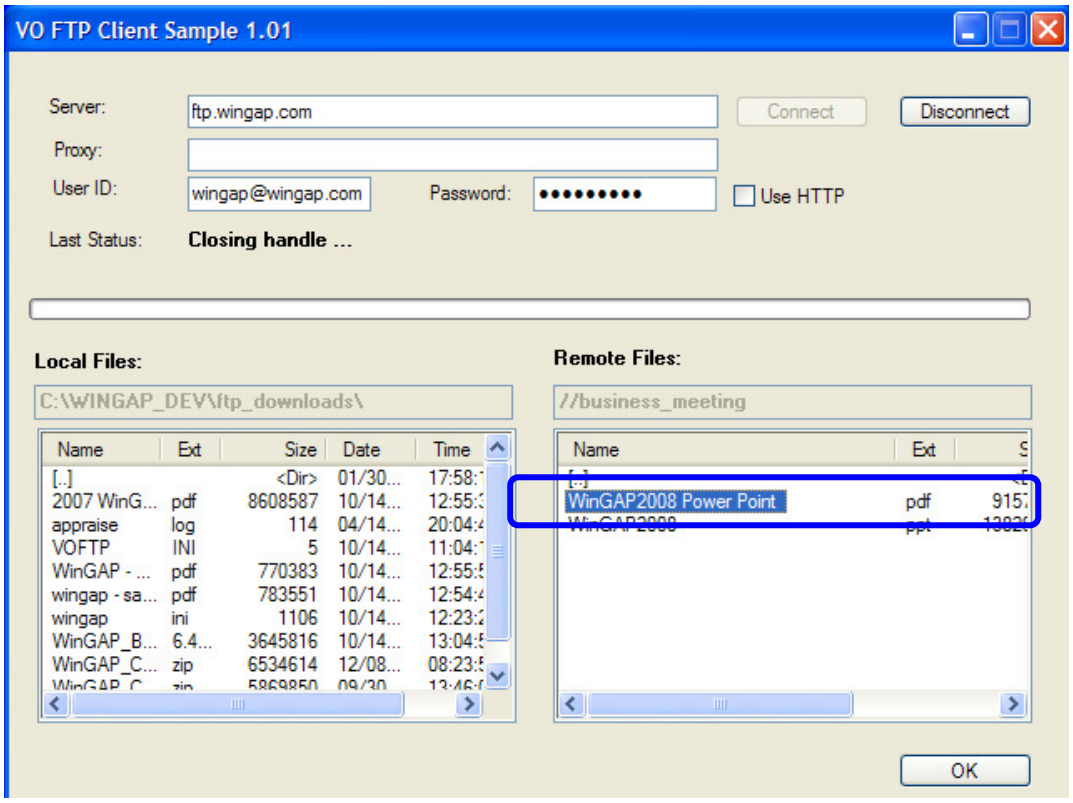


Downloading Files

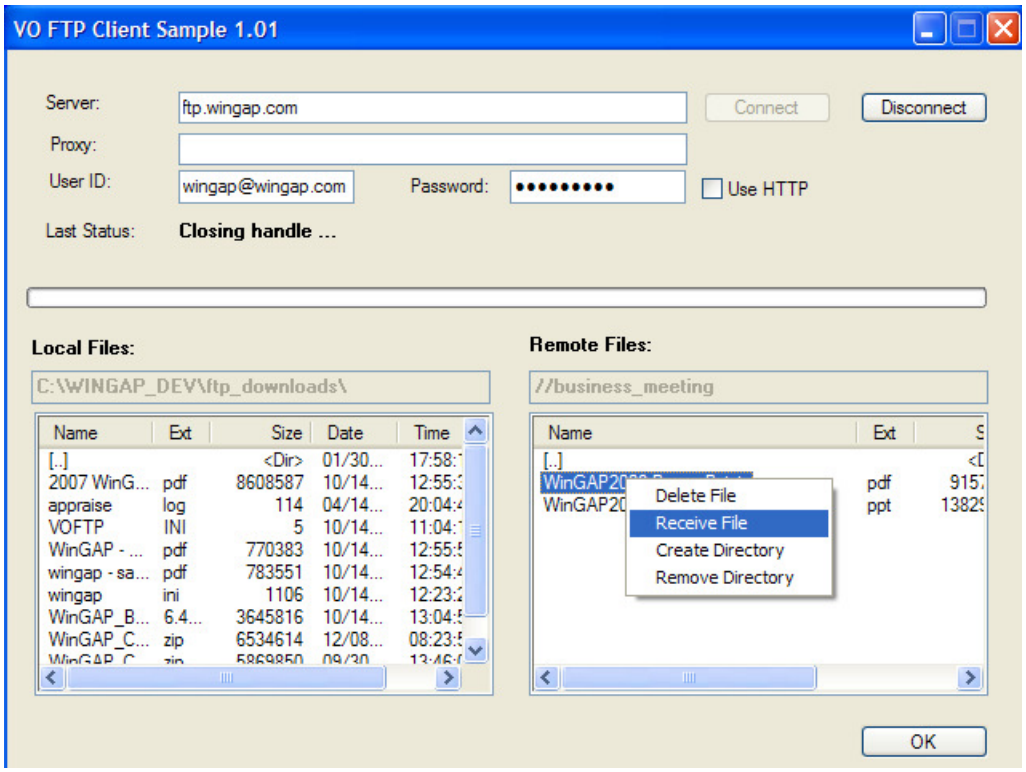
To illustrate the use of the FTP Utility to download files, a PDF file containing a PowerPoint presentation will be downloaded from the Business_meeting folder on the FTP site. The user must first locate this folder on the FTP Site by scrolling down the Remote Files list box on the FTP Site, as shown on the next page.



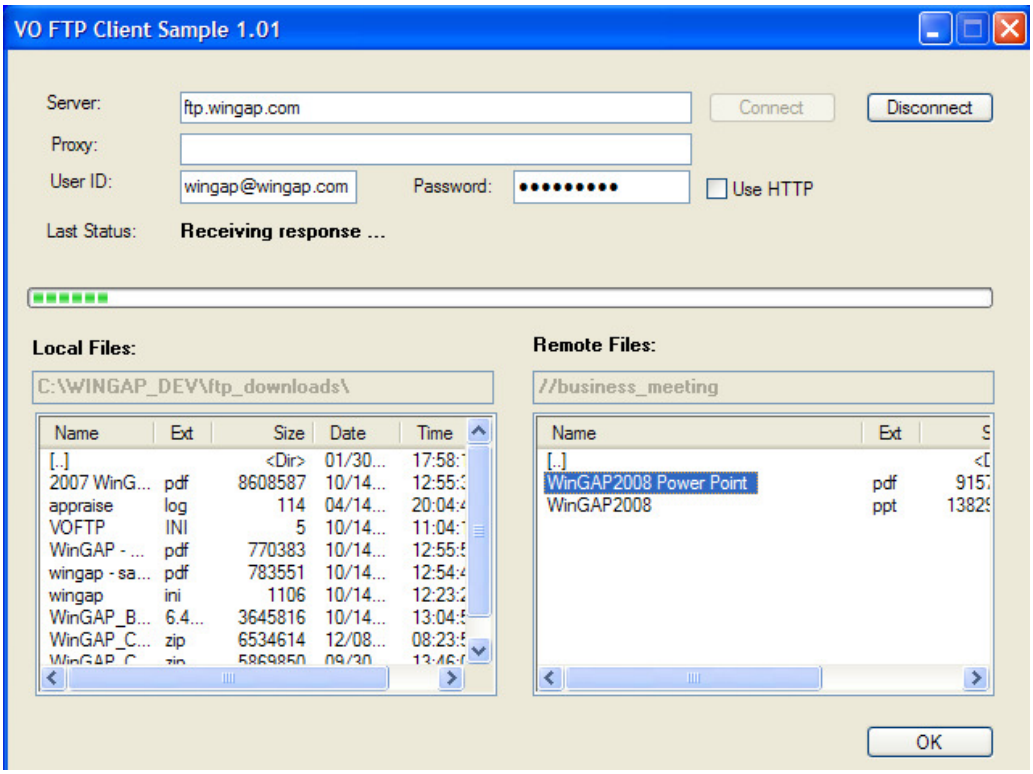
The user should double-click on the Business_meeting folder, which will expand the folder, and then locate the desired file, as shown below.



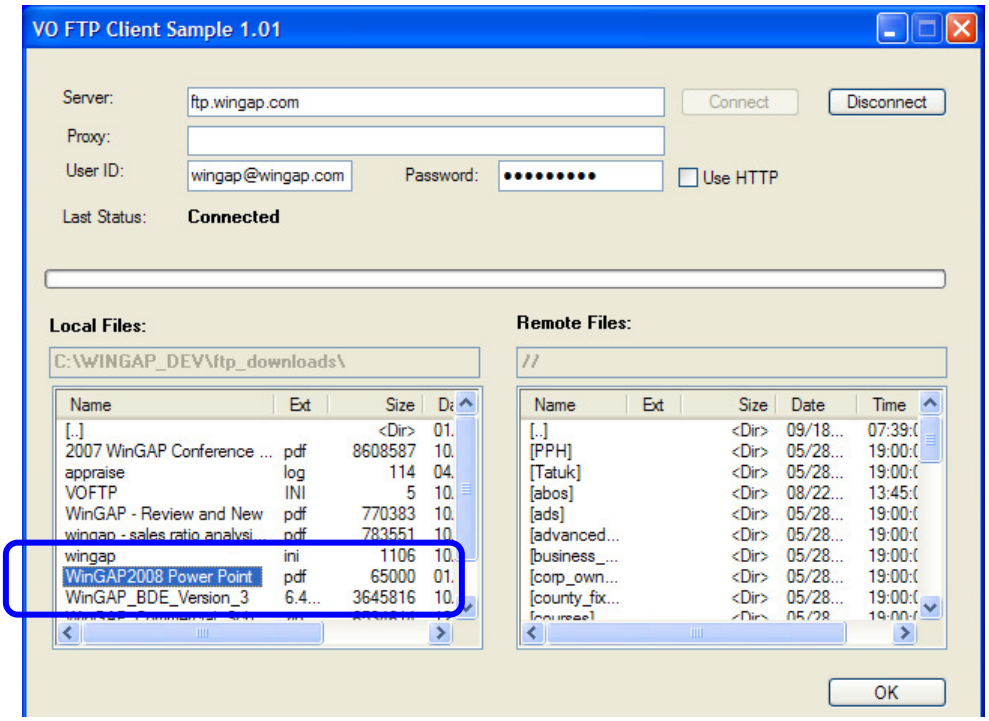
The WinGAP2008 Power Point PDF file can be downloaded by right clicking on the file, as seen below, and then clicking on the "Receive File" option that appears on the Menu.



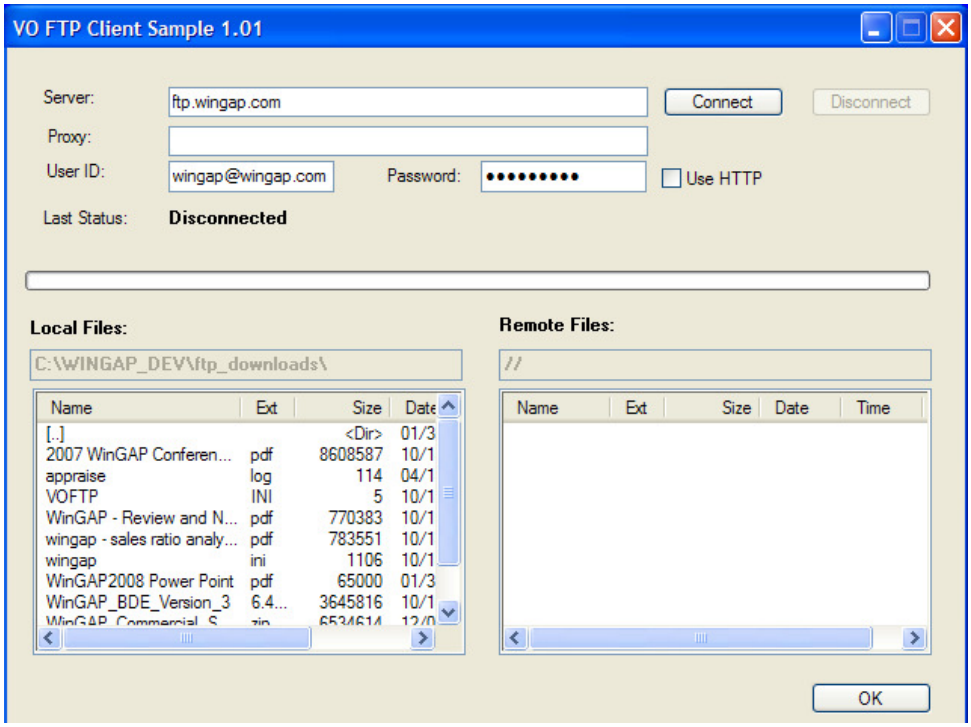
A bar graph will appear that shows the progress of the download, below.



When the download is complete, the PDF file will appear in the Local Files list box on the FTP Client Form, as seen below.



The user can click the Disconnect button to leave the FTP Site, and the FTP Client Form will appear similar to the one below. The OK Button should be clicked to close the FTP Client Form and return to the main WinGAP screen.

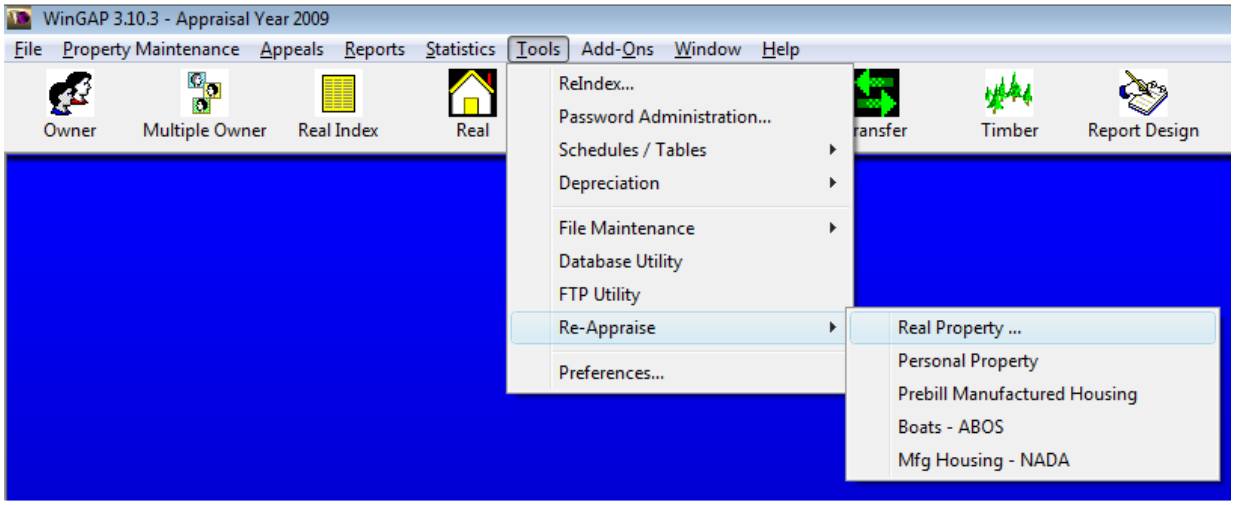


UpLoading Files

The FTP Utility should not be used to upload files to the WinGAP FTP site. Users should go to the File Menu within WinGAP and use the Upload to FTP option on this menu to upload to the FTP site.

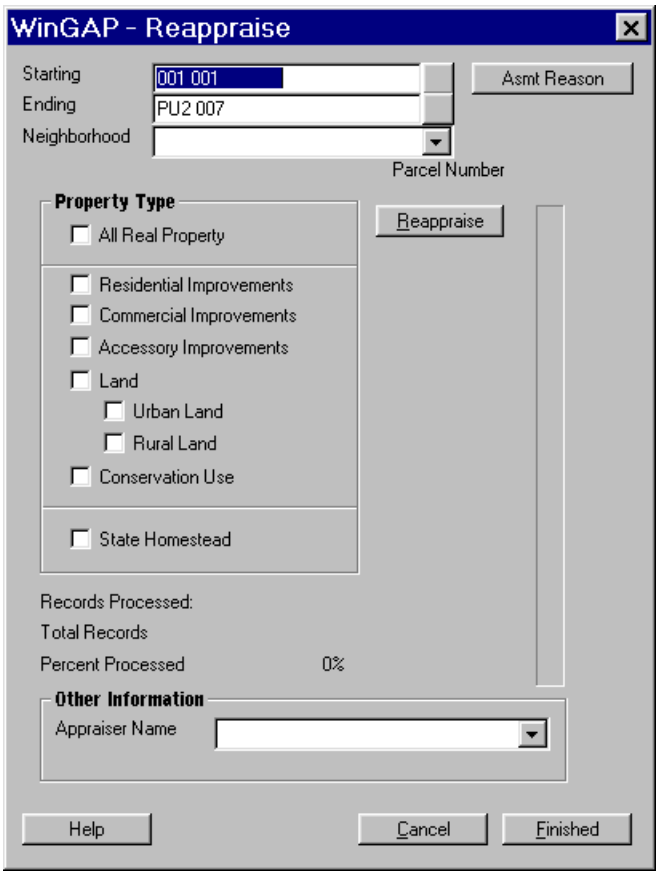
Re-Appraise

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.



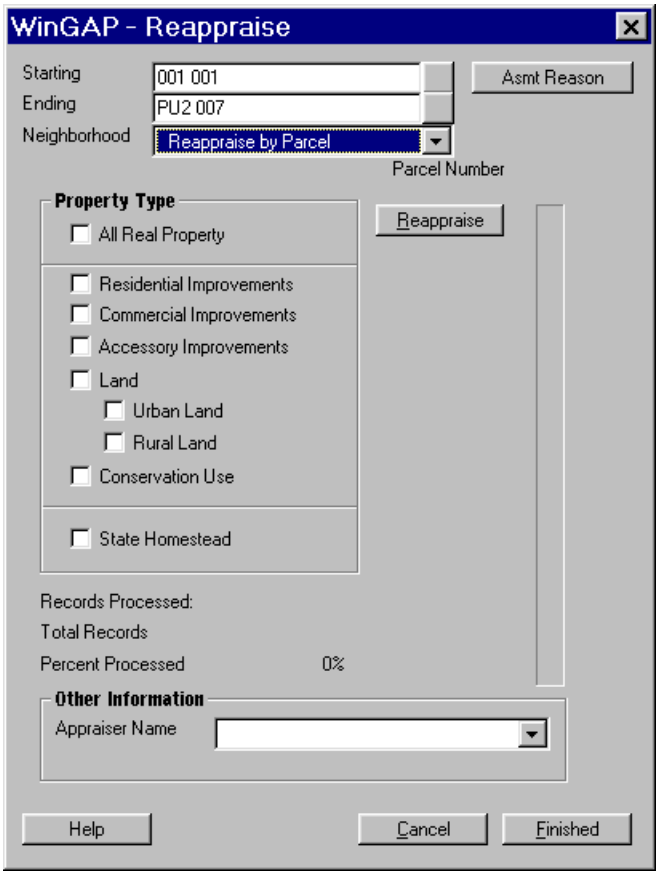
- **Real Property**

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 below.

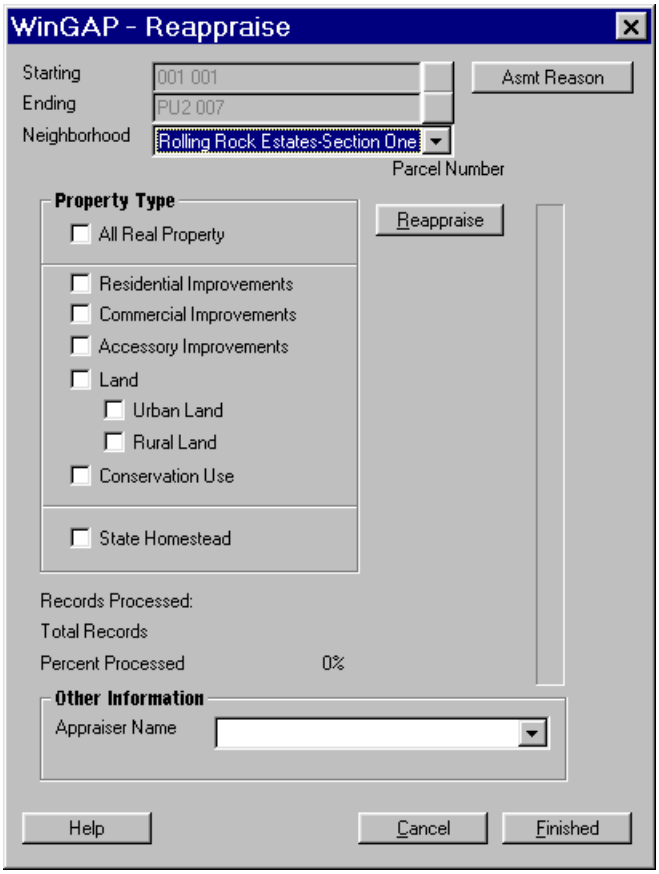


The Reappraise Form for Real Property consists of several combo boxes and check boxes where the user can select which type of Real Property is to be reappraised. A discussion of all the fields on the Reappraise Form follows.

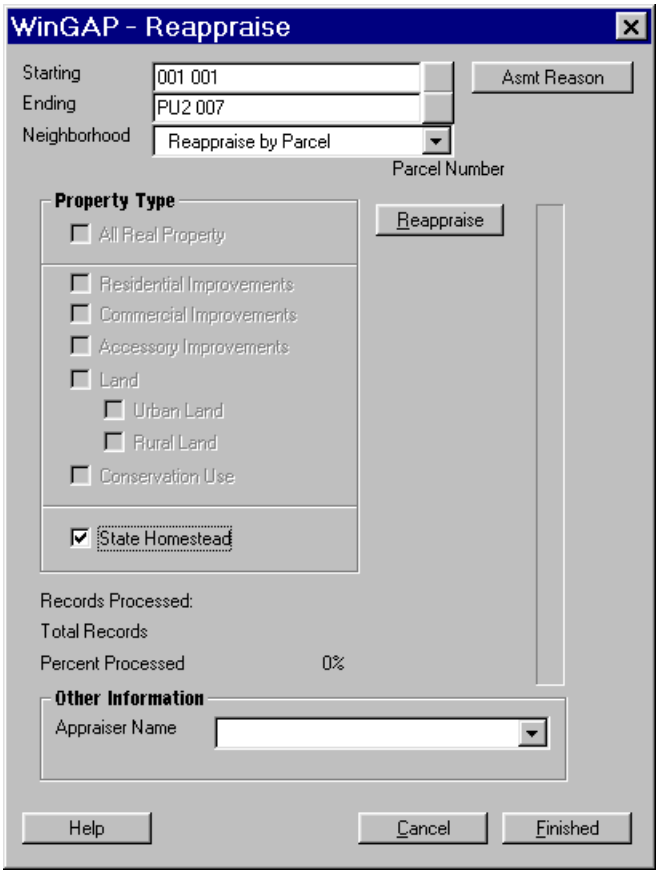
- **Starting:** The Starting combo box allows the user to choose a starting parcel number for those Real Properties that are to be reappraised. The Starting combo box defaults to the first parcel number in the County. The user can click on the combo box to select a different Starting parcel number If 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 below.



If only one Neighborhood is to be Reappraised, then the desired Neighborhood should be selected in the combo box, as seen on the next page.

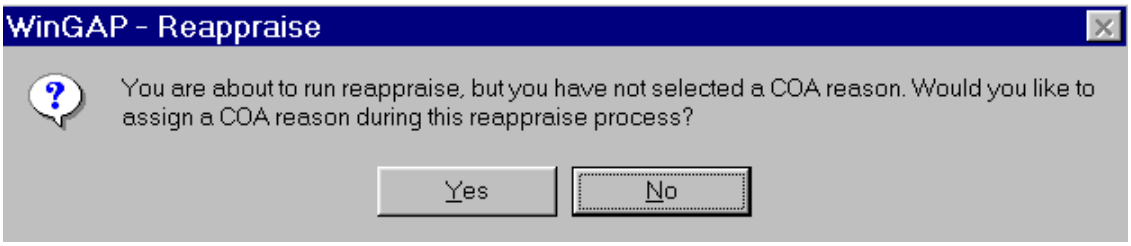


- **Property Type:** The Property Type checkbox section of the Form allows the user to select one or more types of Real Property to reappraise. If All Real Property is selected, then all of the County's Real Property will be reappraised, depending upon the parcel number range or Neighborhood selected previously. If specific types of Real Property are to be reappraised, then the All Real Property checkbox should be left blank, and the checkboxes to the left of Residential Improvements, Commercial Improvements, Accessory Improvements, Land, and Conservation Use should be checked, depending upon the specific type of property to be reappraised. Specific types of Land can be reappraised by placing a checkmark in either Urban or Rural Land.
- **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 on the next page. 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.



- **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. 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 below.

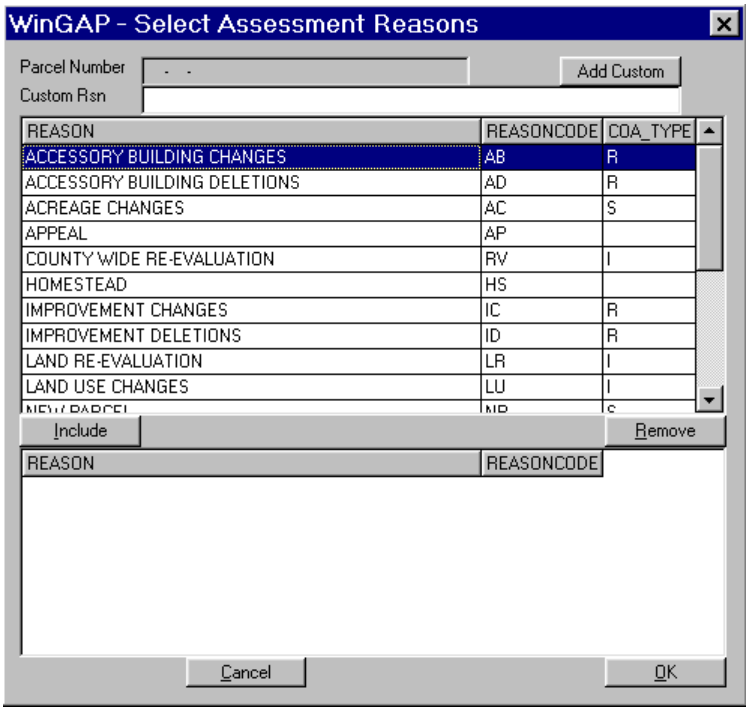


The default No button can be clicked to Reappraise Real Property without assigning any Assessment Reasons. The Yes button can be clicked to return the user to the Re-Appraise Form, where the Asmt Reason button, discussed below, can be clicked to assign an Assessment Reason. The user can also assign an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

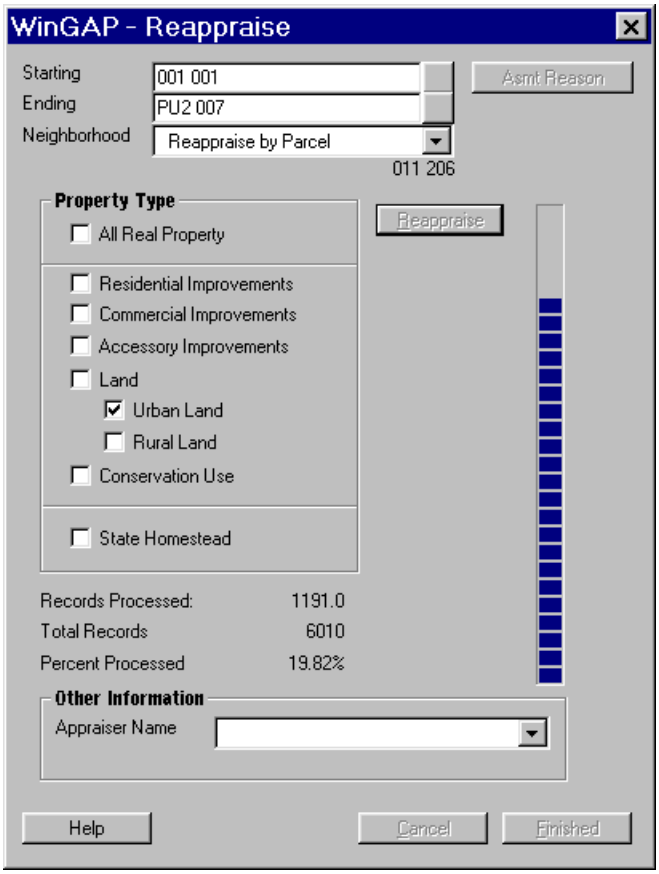
Asmt Reason button

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, below, 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.

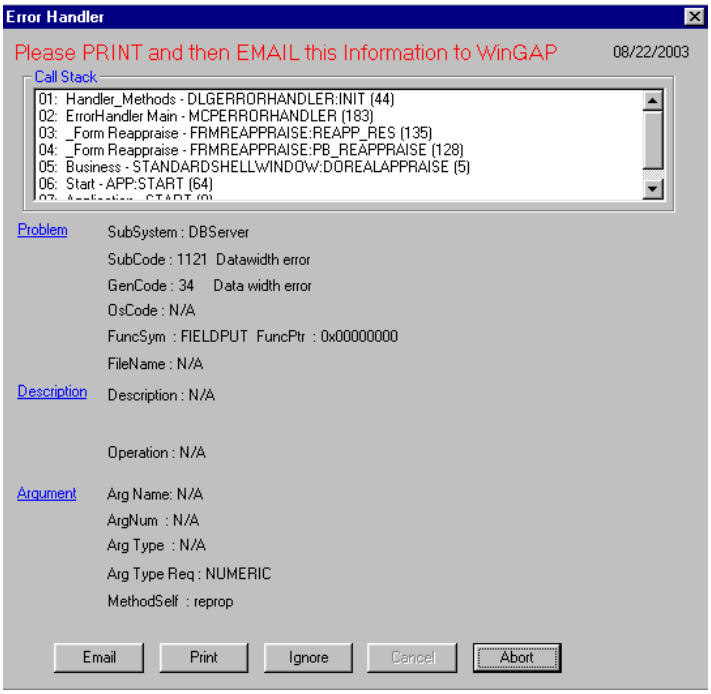


If the user is unsure whether to perform the Reappraise procedure, the **Cancel** button should be clicked on the Reappraise Form to return to the main WinGAP screen. Otherwise, the **Reappraise** button should be clicked to begin the reappraisal process. As shown on the next page, a process completed bargraph will display, parcel numbers will display on the Form as they are reappraised, and the number of records selected and processed will display. Depending upon the number of Real Property parcels selected for reappraisal, the process could last from less than a minute to a few minutes.



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.

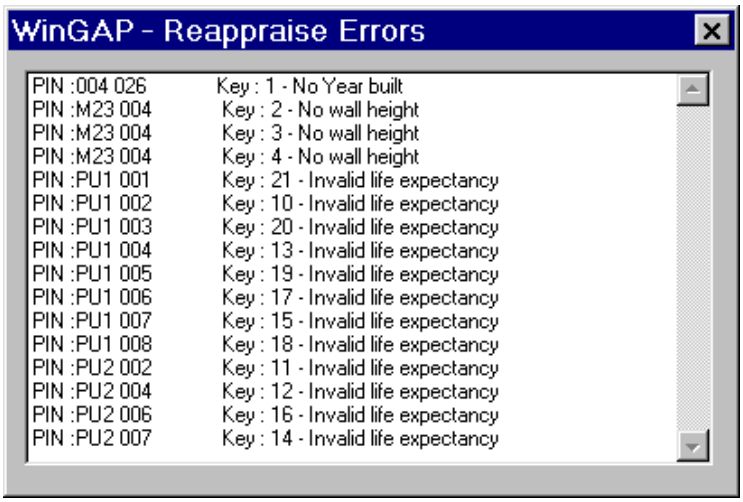
NOTE: During the Real Property reappraisal process, the user may receive various types of error messages, such as the one shown on the next page. These error messages are usually indicative of data entry problems with a particular parcel or improvement, and some examples of this are discussed on the next page. If an error message is received, the user should click in the caption bar at the top of the error message, drag the message down the screen until the parcel number is visible on the Reappraise Form, and write the parcel number on a piece of paper. The user can click the Ignore Button on the error message, continue with the reappraise process, and fix the problem after the reappraise process is completed; otherwise, the Abort Button can be clicked to exit WinGAP and fix the problem with the parcel, and run reappraise again. Also, the Data Edits routine, found at **Tools >> File Maintenance >> Data Edits**, should be run prior to running Reappraise, and may prevent some of these error messages from occurring.



Example One: The above message is typical of an error message received while reappraising Residential Improvements. In this case the improvement did not have either a Grade, Year Built, or Observed Condition entered, and Depreciation could not be calculated. This problem was common with early versions of WInGAP; the user is now required to enter data in these fields before leaving the Residential or Commercial Improvements Forms.

Example Two: Another error may occur if a Residential Improvement is a Non-Prebilled Manufactured Home, and the user has checked the House Pricing checkbox on the Mobile Homes Form, but has not filled in the required calculation information on the Residential Improvements Form. Again, depreciation cannot be calculated because of the missing data. If the House Pricing checkbox on the Mobile Homes Form is checked, the Residential Improvement information must be entered. If the Mobile Home is to be priced using the Mobile Home Schedules, the House Pricing checkbox should not be checked.

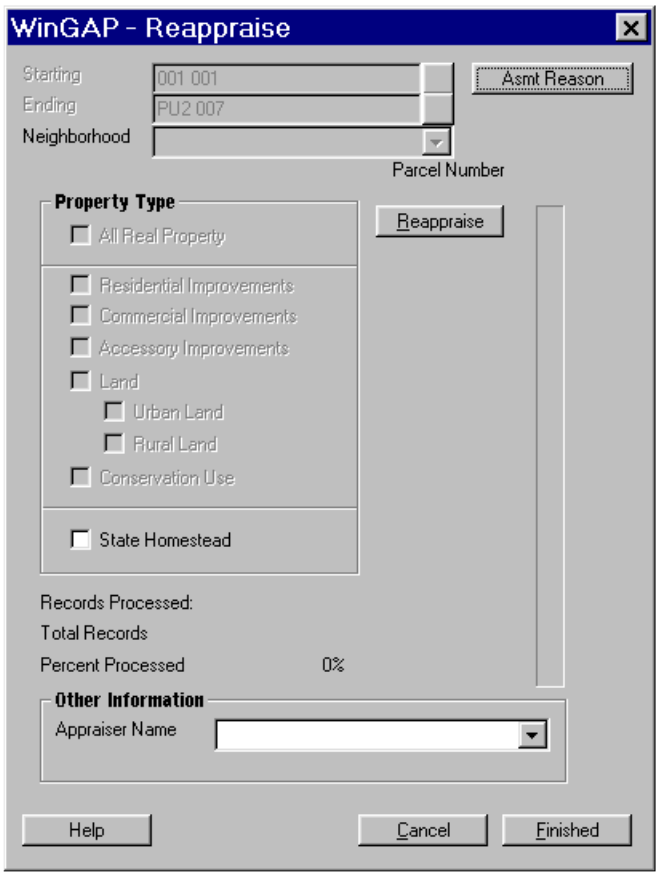
NOTE: Error messages will not be generated when performing a Reappraise of Commercial Improvements. Instead, the user will be presented with a list of Commercial Improvements with absent or invalid data, as seen below.



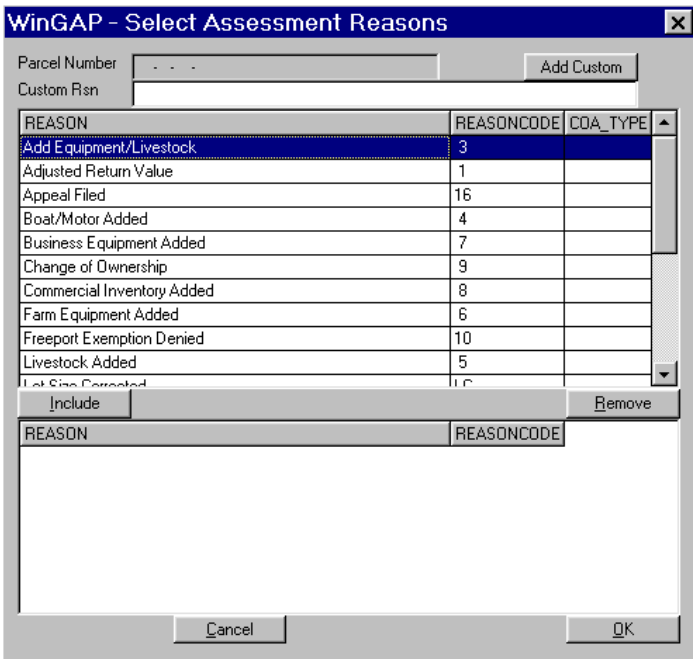
These errors can be corrected by proceeding to the listed parcels and keying the missing data.

- **Personal Property**

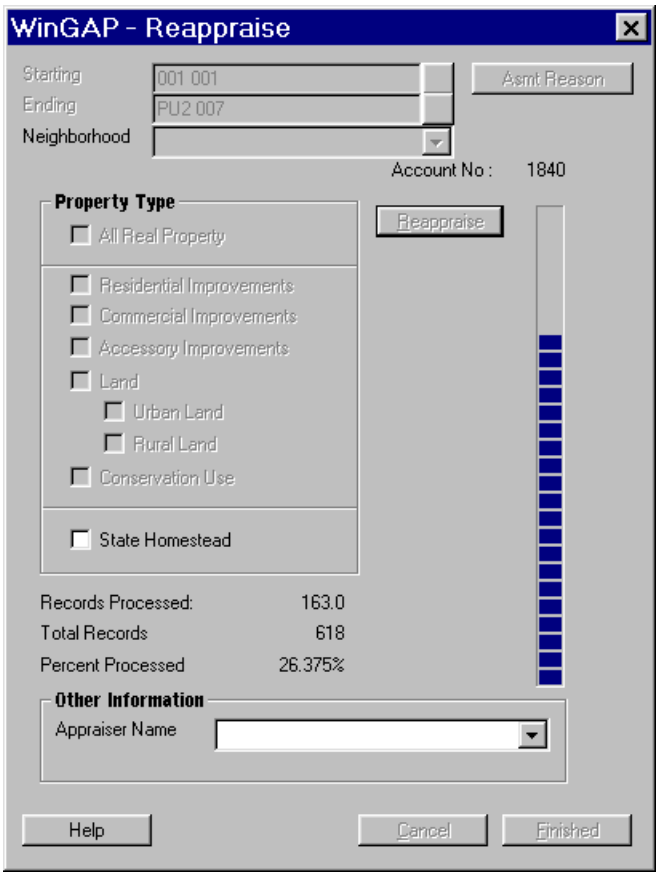
The Personal Property option on the Re-Appraise sub-menu allows the Assessors' Office to automatically recalculate machinery, equipment, furniture and fixtures cost item values for all Personal Property accounts. Selecting this option takes the user to the Reappraise Form for Personal Property, as seen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



The reappraise options that were available for Real Property are not available for Personal Property; ALL Personal Property accounts are reappraised at the same time. However, the user can assign an Appraiser Name by clicking that combo box as well as 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 Personal Property accounts selected for reappraisal and this Assessment Reason will be printed on the Assessment Notice for each account. 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.



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 in the image below, a bargraph will display the progress of the process, Personal Property account numbers will display on the Form as they are reappraised, and the number of records selected and processed will display. Depending upon the number of Personal Property accounts in the County, the process could last from less than a minute to a few minutes.

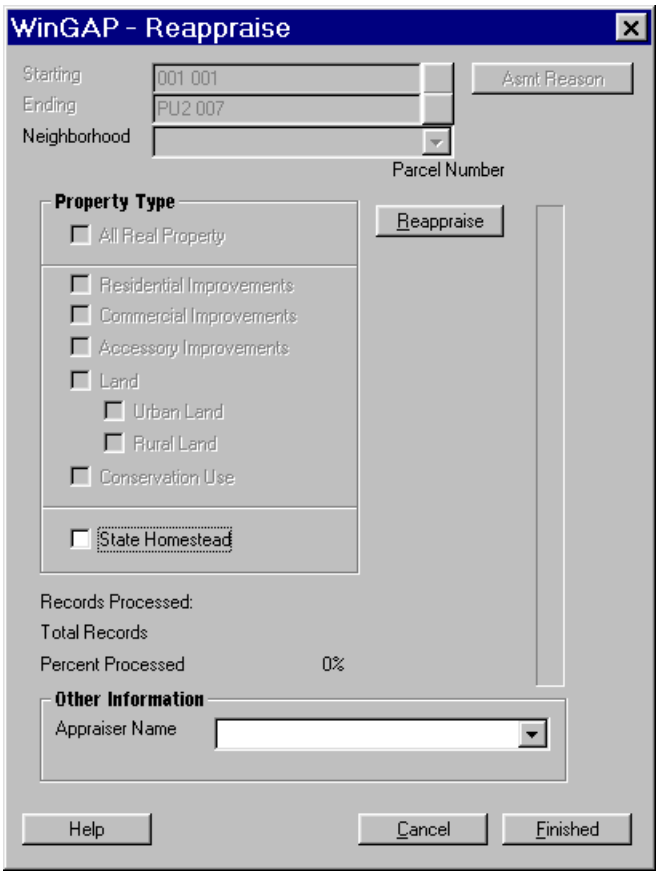


When the reappraisal process is finished a message will appear superimposed over the Reappraise Form informing the user that the process is completed. The **OK** button should be clicked to return the user to the Reappraise Form, where the **Finished** button can be clicked to return the user to the main WinGAP screen.

NOTE: During the Personal Property reappraisal process, the user may receive various types of error messages, similar to the one shown above for Real Property. These error messages are usually indicative of data entry problems with a particular account, boat, or aircraft. If an error message is received, the user should click in the caption bar at the top of the error message, drag the message down the screen until the parcel number is visible on the Reappraise Form, and write the account number on a piece of paper. The user can click the Ignore Button on the error message, continue with the reappraise process, and fix the problem after the reappraise process is completed; otherwise, the Abort Button can be clicked to exit WinGAP and fix the problem with the account, and run reappraise again.

- **Prebill Manufactured Housing**

The Prebill Manufactured Housing option on the Re-Appraise sub-menu allows the Assessors' Office to automatically recalculate property values for all Prebilled Manufactured Homes in the County due to changes in manufactured housing schedules, such as the Size Adjustment Table, Quality Adjustments, Depreciation Tables, etc. Selecting this option takes the user to the Reappraise Form for Prebilled Manufactured Homes, as seen below.



The reappraise options that were available for Real Property are not available for Prebilled Manufactured Housing; ALL Prebilled Manufactured Homes are reappraised at the same time. Also, the user cannot assign an Assessment Reason for this reappraisal, like can be done for Real and Personal Property, as the **Asmt Reason** button is not available for use on the Reappraise Form for Prebilled Manufactured Housing. However, the user can assign an Appraiser Name by clicking that combo box.

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 in the image below, a bargraph will display the progress of the process, Prebilled Mobile Home account numbers will display on the Form as they are reappraised, and the number of records selected and processed will display. Depending upon the number of Prebilled Mobile Homes in the County, the process could last from less than a minute to a few minutes.

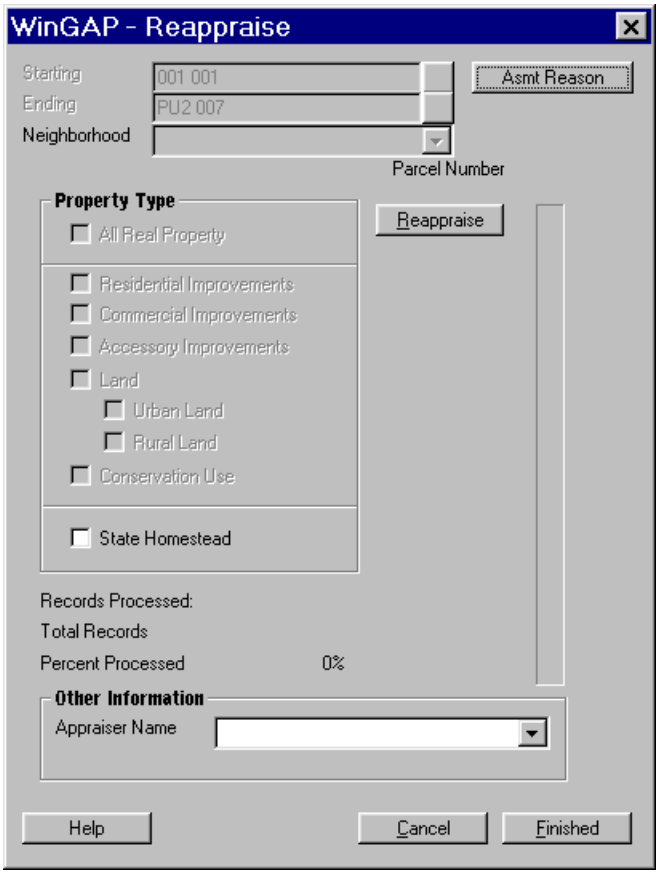
When the reappraisal process is finished a message will appear, as seen below, informing the user that the process is completed. The **OK** button should be clicked to return the user to the Reappraise Form, where the **Finished** button clicked to return the user to the main WinGAP screen.

NOTE: During the reappraisal process, the user may receive various types of error messages similar to the one shown above for Real Property. These error messages are usually indicative of data entry problems with a particular Prebilled Manufactured Home, and an example is given below. If an error message is received, the user should click in the caption bar at the top of the error message, drag the message down the screen until the Prebilled Manufactured Home account number is visible on the Reappraise Form, and write the account number on a piece of paper. The user can click the Ignore Button on the error message, continue with the reappraise process, and fix the problem after the reappraise process is completed; otherwise, the Abort Button can be clicked to exit WinGAP and fix the problem with the Prebilled Manufactured Home, and run reappraise again.

Example: One common error message received while reappraising Prebilled Manufactured Homes involves the fact that a Model was not selected for the Mobile Home during data entry. This problem was common with early versions of WInGAP; the user is now required to select a Model for the Prebilled Manufactured Home before leaving the Mobile Homes Form.

- **Boats - ABOS**

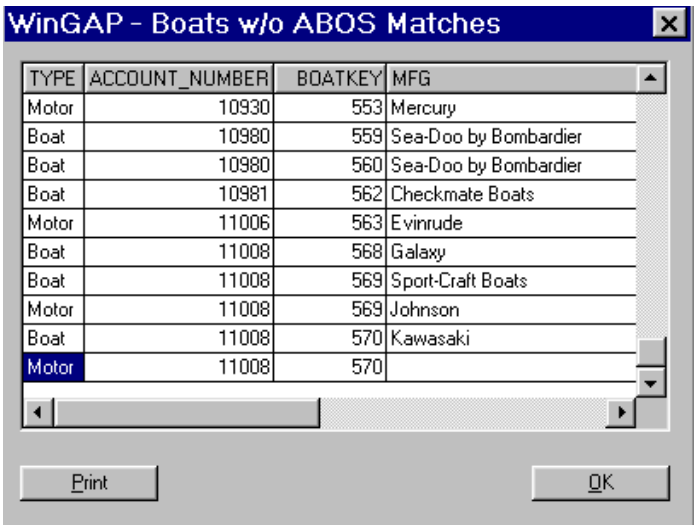
The Boats - ABOS option on the Re-Appraise sub-menu allows the Assessors' Office to automatically recalculate values for all Boats in the County using the ABOS schedules. Selecting this option takes the user to the Reappraise Form for Boats, as seen on the next page.



The reappraise options that were available for Real Property are not available for Boats; ALL Boats are reappraised at the same time. Also, the user cannot assign an Assessment Reason for this reappraisal, like can be done for Real and Personal Property, as the **Asmt Reason Button** is not available for use on the Reappraise Form for Boats. However, the user can assign an Appraiser Name by clicking that combo box.

If the user is unsure whether to perform the Reappraise procedure, the **Cancel** button should be clicked to return to the main WinGAP screen. Otherwise, the **Reappraise** button should be clicked to begin the process. As the reappraise process goes forward a bar graph will display the reappraisal progress, Personal Property account numbers will display on the Form as the Boats are reappraised, and the number of records selected and processed will display. Depending upon the number of Boats in the County, the process could last from less than a minute to a few minutes.

When the reappraisal process is finished, a window will appear, next page, listing any Boats that do not have ABOS matches, as seen on the next page. These Boats could not be reappraised using the ABOS schedules. The user should print a list of these boats by clicking the Print button on the Boats w/o ABOS Matches form and go to the Personal Property Accounts for these Boats and make sure that data entry on these Boats is correct.



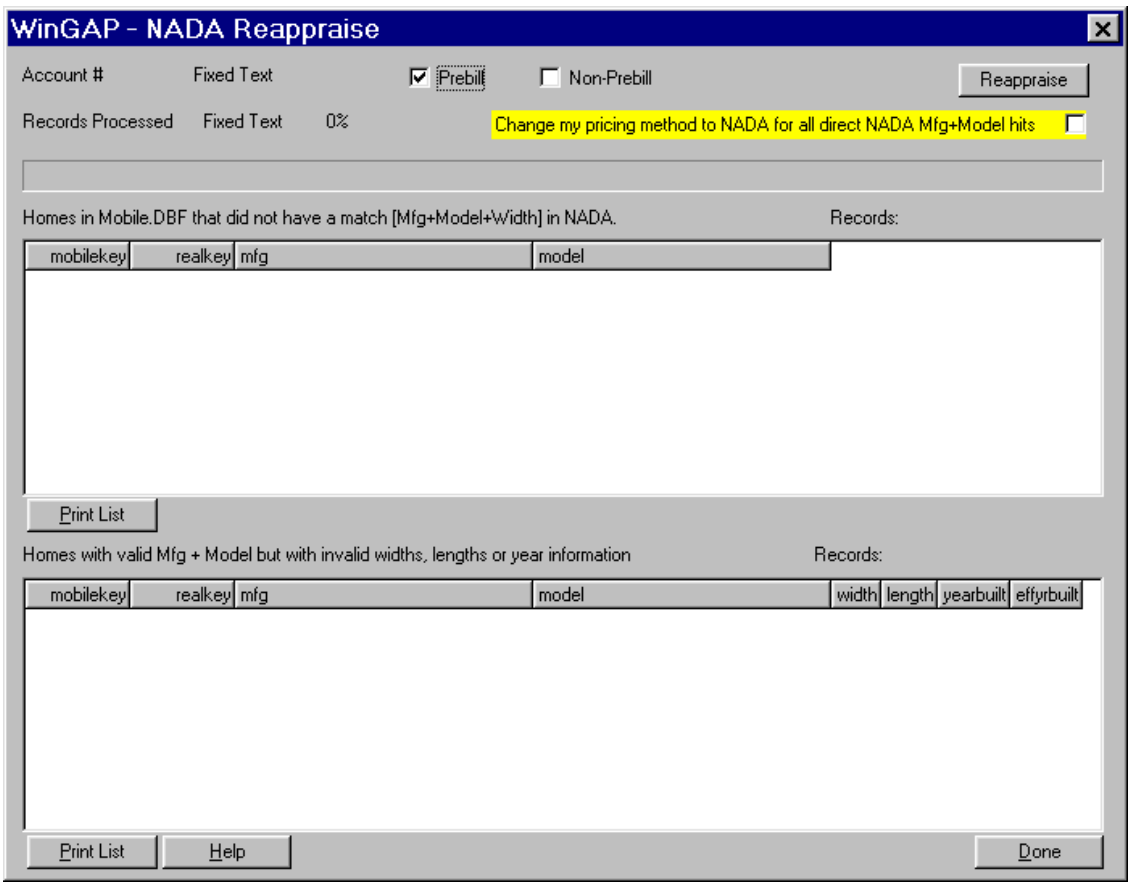
TYPE	ACCOUNT_NUMBER	BOATKEY	MFG
Motor	10930	553	Mercury
Boat	10980	559	Sea-Doo by Bombardier
Boat	10980	560	Sea-Doo by Bombardier
Boat	10981	562	Checkmate Boats
Motor	11006	563	Evinrude
Boat	11008	568	Galaxy
Boat	11008	569	Sport-Craft Boats
Motor	11008	569	Johnson
Boat	11008	570	Kawasaki
Motor	11008	570	

Once the listing is printed, the Boats without ABOS matches window can be closed by clicking the **OK** button and message will be displayed, as seen below, informing the user that the reappraisal process is completed. The **OK** button should be clicked to return the user to the Reappraise Form, where the **Finished** button clicked to return the user to the main WinGAP screen.

NOTE: During the reappraisal process, the user may receive various types of error messages similar to the one shown above for Real Property. These error messages are usually indicative of data entry problems with a particular Boat. If an error message is received, the user should click in the caption bar at the top of the error message, drag the message down the screen until the Personal Property account number for that Boat is visible on the Reappraise Form, and write the account number on a piece of paper. The user can click the Ignore Button on the error message, continue with the reappraise process, and fix the problem after the reappraise process is completed; otherwise, the Abort Button can be clicked to exit WinGAP and fix the problem with the Boat, and run reappraise again.

- **Mfg Housing - NADA**

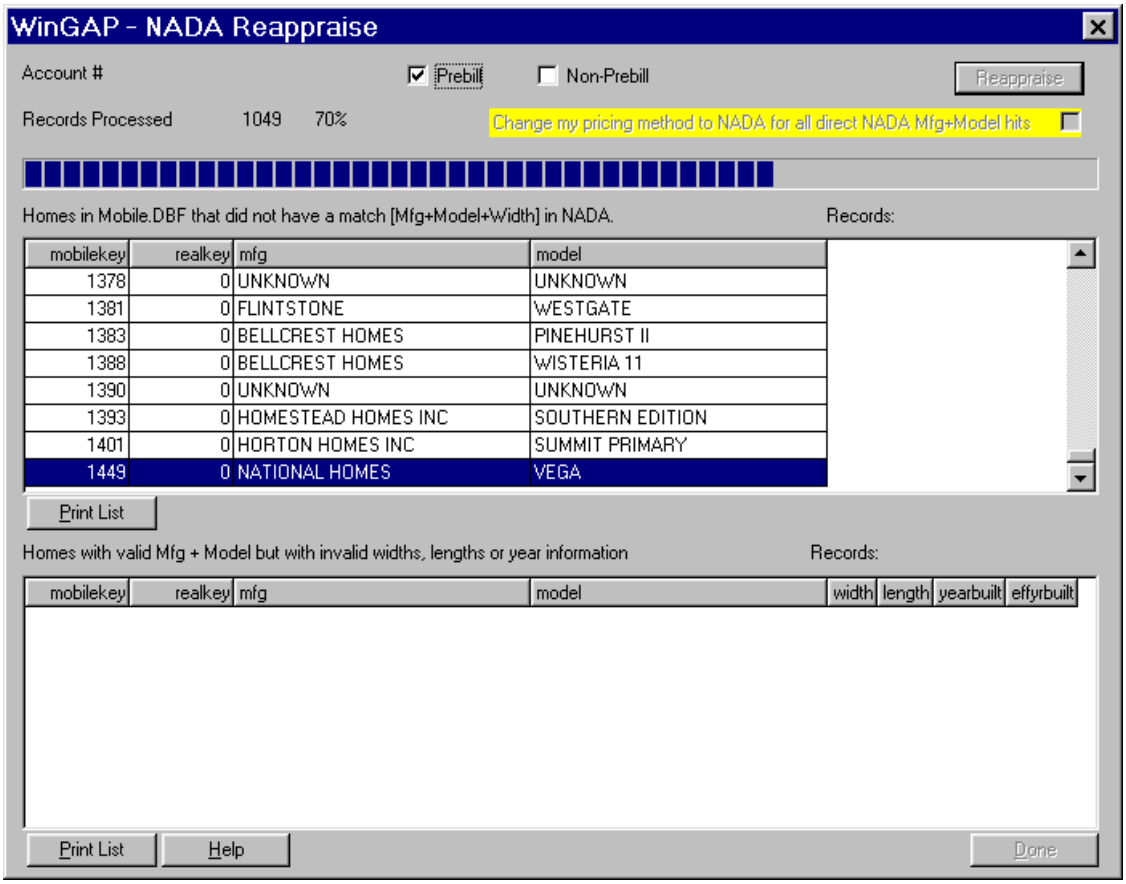
The Mfg Housing - NADA option on the Re-Appraise sub-menu allows the Assessors' Office to automatically recalculate all Manufactured Housing using the NADA schedules. Selecting this option takes the user to the NADA Reappraise Form, as seen below.



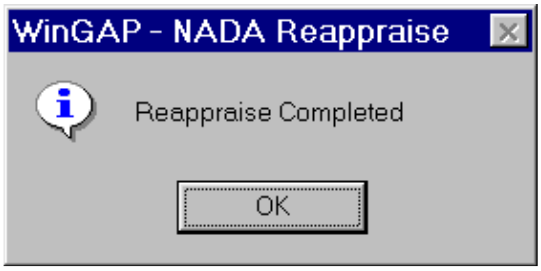
Both Prebilled and Non-Prebilled Mobile Homes can be reappraised on this form (Non-Prebilled Mobile Homes that have a checkmark in the House Pricing Checkbox will not be reappraised). If the user wants to change the pricing method to NADA for all Mobile Homes that have direct Manufacturer/Model matches in the NADA schedule, that checkbox should be clicked with the mouse.

The top list box on the NADA Reappraise Form will display Mobile Homes that do not have direct Manufacturer/Model matches in the NADA schedule. The bottom list box will display Mobile Homes that have direct Manufacturer/Model matches in the NADA schedule but have invalid length, widths, or year built as far as the NADA schedule is concerned. If any Mobile Homes appear in these list boxes during the reappraise process, the user can print these lists by clicking the appropriate **Print** button at the bottom left of each list box.

If the user is unsure whether to perform the Reappraise procedure, the **Done** button should be clicked to return to the main WinGAP screen. Otherwise, the **Reappraise** button should be clicked to begin the reappraisal process. As this process goes forward, as shown on the next page, a bar graph will display the reappraisal progress, Mobile Home account numbers will display on the Form as the Mobile Homes are compared to the NADA schedule and if a match is found, reappraised, and the number of records selected and processed will display. Depending upon the number of Prebilled or Non-Prebilled Mobile Homes in the County, the process could last from less than a minute to a few minutes.



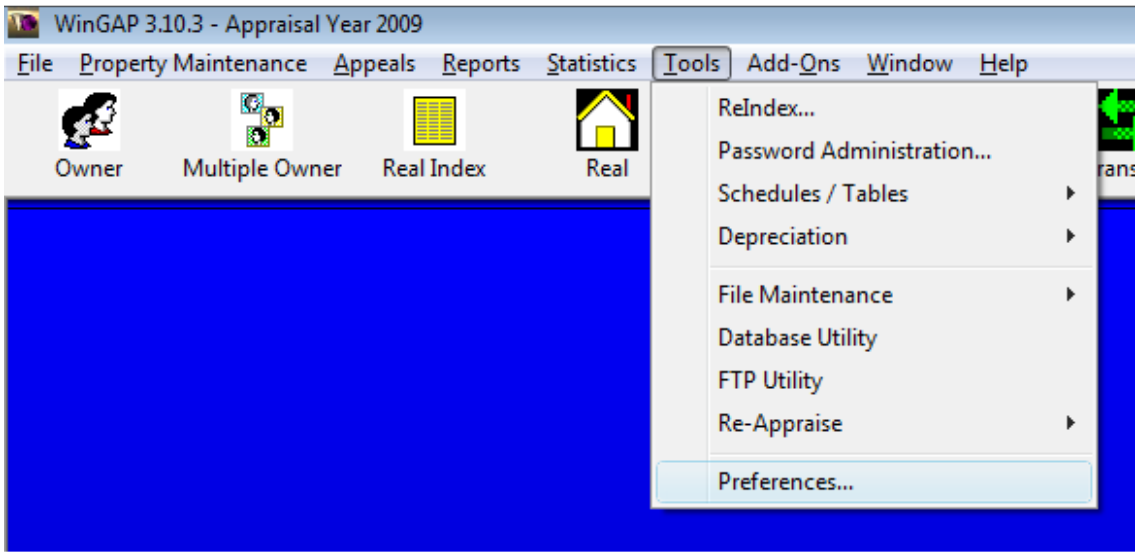
When the reappraisal process is finished, a message will be displayed, as seen below, informing the user that the reappraisal process is completed. The **OK** button should be clicked to return the user to the NADA Reappraise Form.



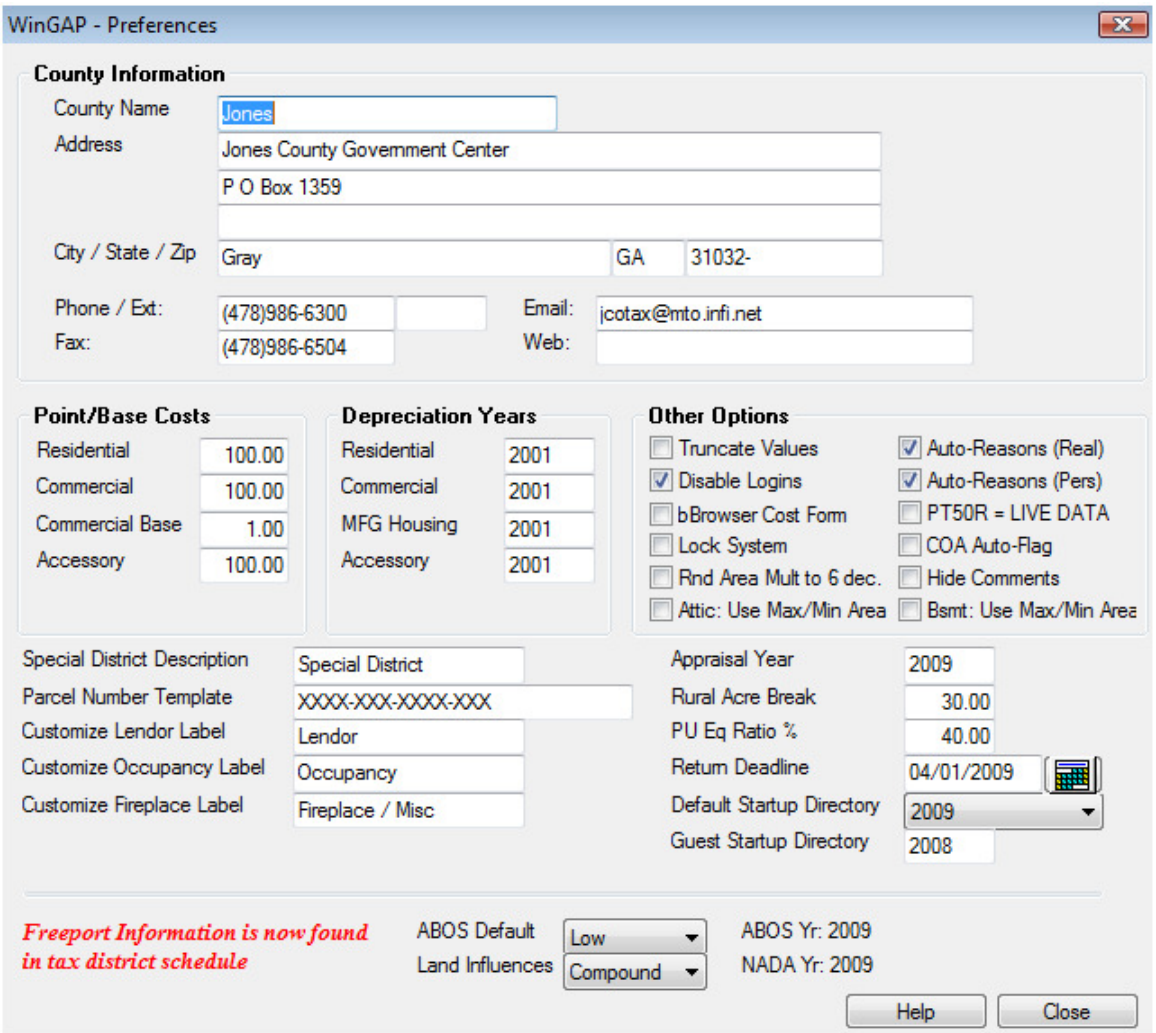
At this point the listing for any Mobile Homes that appear in either of the two list boxes should be printed, as these Mobile Homes did not have NADA matches and could not be reappraised. The user should click the Done button on the Reappraise form and then go to the Prebilled Mobile Home account (the Mobilekey), if the Prebill checkbox was checked, or the Residential Improvement account (the Realkey for that Improvement, and then the Mobilekey for that Mobile Home), if the Non-Prebill checkbox was checked, for all of these Mobile Homes and make any necessary changes for these Mobile Homes.

NOTE: During the reappraisal process, the user may receive various types of error messages similar to the one shown above for Real Property. These error messages are usually indicative of data entry problems with a particular Boat. If an error message is received, the user should click in the caption bar at the top of the error message, drag the message down the screen until the Personal Property account number for that Boat is visible on the Reappraise Form, and write the account number on a piece of paper. The user can click the Ignore Button on the error message, continue with the reappraise process, and fix the problem after the reappraise process is completed; otherwise, the Abort Button can be clicked to exit WinGAP and fix the problem with the Boat, and run reappraise again.

Preferences



The Preferences option on the Tools Menu is used to access the Preferences Form, where various background information about the Assessors Office, such as County Name, Point Costs, and Depreciation Years are entered. A discussion of all fields on the Preferences Form follows.



County Information section

County Information

County Name: Jones

Address: Jones County Government Center
P O Box 1359

City / State / Zip: Gray GA 31032-

Phone / Ext: (478)986-6300

Fax: (478)986-6504

Email: jcotax@mto.infi.net

Web:

- **County Name:** The first of the fields in the County Information Section of the Preferences Form is where the County Name, such as Jones, is keyed. It is not necessary to key "County" after the County Name. WinGAP will verify that the County Name is spelled properly.
- **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.

Point/Base Costs section

Point/Base Costs

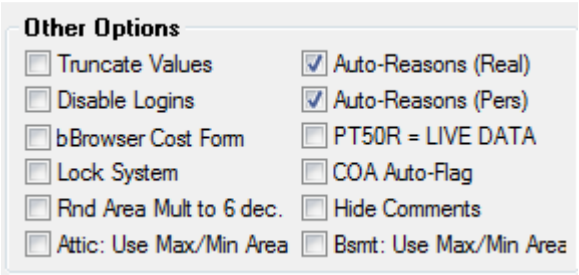
Residential	100.00
Commercial	100.00
Commercial Base	1.00
Accessory	100.00

- **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. 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 which converts points generated by WinGAP for Commercial and Industrial Improvements into a dollar value for each Commercial or Industrial Improvement. 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.

Depreciation Years section

- **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 zero years.
- **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 structures with a year built greater than the depreciation year will be determined to have an effective age of zero years.
- **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 Mobile 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 Mobile Homes with a year built greater than the depreciation year will be determined to have an effective age of zero years.
- **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 buildings with a year built greater than the depreciation year will be determined to have an effective age of zero years.

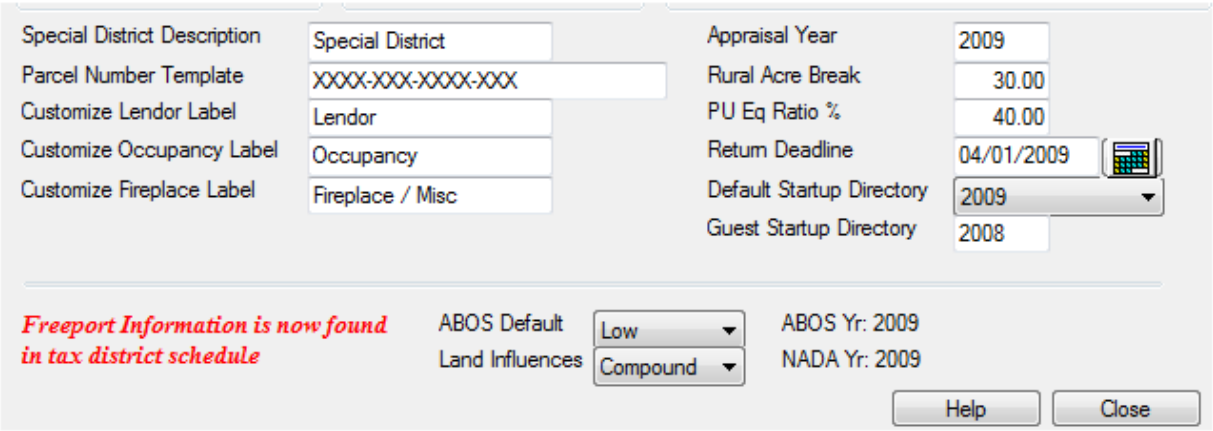
Other Options section



- **Truncate Values:** If a checkmark is placed in the Truncate Values checkbox, all values will be rounded down to the nearest $100. Fox example, a Residential Improvement that has a value of $126,767 will be rounded down (truncated) to $126,700. Values less than $100 are truncated to the 10, meaning $98 truncates to $90.
- **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 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.

- **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 decimals 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.

Remaining Preference Form Fields



- **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.
- **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 2008, 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).

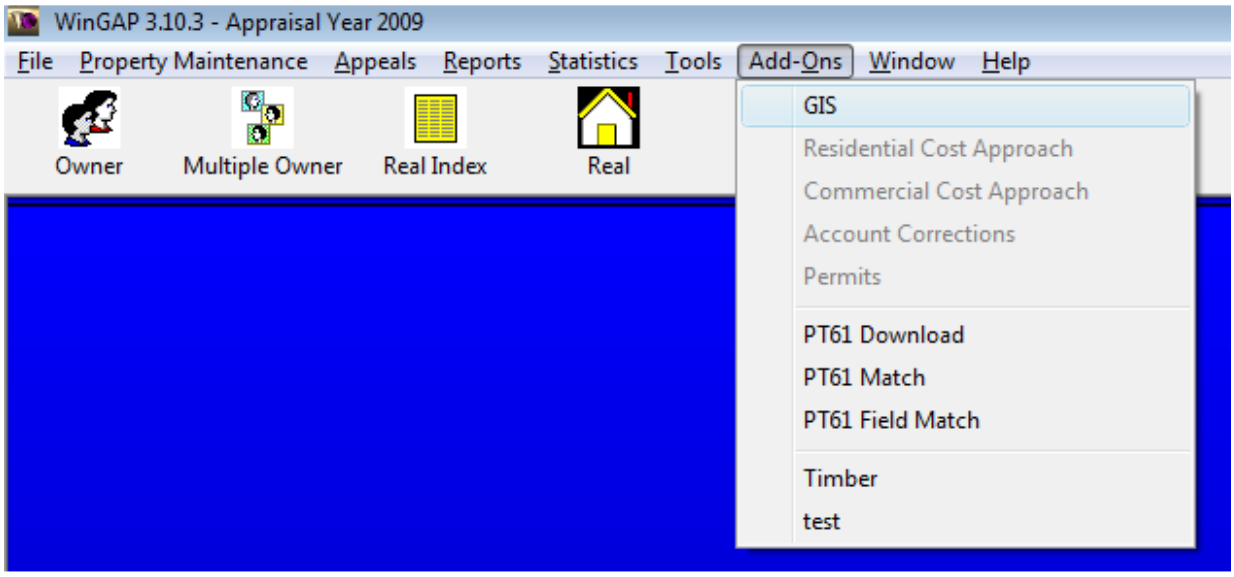
  The formula for Compound application (the manner in which Land Influences have always been applied within WinGAP) of Land Influences is as follows: Base Land * Influence1 * Influence2 * Influence3 * Influence4 * Influence5 * Influence6 * Influence7 * Neighborhood Influence. The formula for Additive application of Land Influences is as follows: (Base Land + ([(1-Influence1) * Base Land] + [(1-Influence2) * Base Land] + [(1-Influence3) * Base Land] + [(1-Influence4) * Base Land] + [(1-Influence5) * Base Land] + [(1-Influence6) * Base Land] + [(1-Influence70 * Base Land]) * 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.

Add-Ons Menu

The Add-Ons Menu gives the user access to various external, or Add-On programs, that can be used to supplement the operation of WinGAP. Only three of the Add-On programs, GIS, Timber, and PT61s, are functional at the present time.



GIS: The GIS Module is functional in Version 3.10.3. Instructions for using this menu option will be available in a future release of the WinGAP Basic Data Entry Manual.

Residential Cost Approach: The Residential Cost Approach menu option is not functional in Version 3.10.3.

Commercial Cost Approach: The Commercial Cost Approach is not functional in Version 3.10.3.

Account Corrections: Account Corrections is not functional in Version 3.10.3.

Permits: The Permits menu option is not functional in Version 3.10.3.

PT61 Download: Instructions for using this module are discussed in the PT61 Module section, next.

PT61 Match: Instructions for using this module are discussed in the PT61 Module section, next.

PT61 Field Match: Instructions for using this module are discussed in the PT61 Module section, next.

Timber: Instructions for using this module are discussed in the Timber section, later in this manual.

PT61 Module

- **General Information**

The WinGAP PT61 module provides the user with the ability to manage the e-filed PT61 documents. Through the module, the user can:

- Download the current week's PT61 zip file <county name.zip>
- **Note:** Archived PT61 files must be downloaded outside of WinGAP
- Extract the text files from the current week's zip file or a previously downloaded PT61 archive file
- Append text data into WinGAP PT61 temporary data files
- Merge data from temporary files into working files
- Match PT61's with parcels
- Define the PT61 data to be passed to WinGAP
- Transfer or Split the matched parcel

Prior to using the PT61 module, the following items must be adhered to:

- WinGAP Version 2.0.1 Build 158 or greater must be installed
- WinZip 9.x and the WinZip Command Line application **must** be installed on the computer(s) that will be working with the PT61 download and extraction routines. WinZip must be installed into the C:\Program Files\WinZip folder which is the default installation folder for WinZip.
- The computers that will be downloading the PT61 files must have an internet connection
- The correct county name must be entered in the County Name field found on the Preferences screen (Tools >> Preferences) **Note:** It is not required that the county name be located at any particular place within the field, only that somewhere within the field, it is spelled correctly.

Users that will **not** be downloading and extracting the PT61 files but will be matching PT61's with parcels and passing data into WinGAP do not require the installation of WinZip 9.x or the WinZip Command Line application on their machines. These computers also do not require any internet connection.

The PT61 files and associated data will be maintained in a WinGAP subfolder named PT61. Four data files and four temporary files will be used to store and manipulate PT61 data. The four data files are:

- PT61_filing.dbf
- PT61_actor.dbf
- PT61_prop.dbf
- PT61_tax.dbf

The temporary files are:

- PT61_filing_temp.dbf
- PT61_actor_temp.dbf
- PT61_prop_temp.dbf
- PT61_tax_temp.dbf

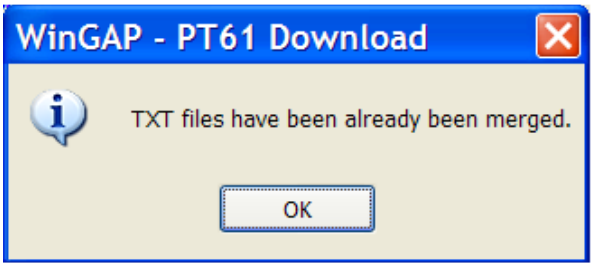
In addition to the data and temporary files in the PT61 folder, the user will find a pt61.log containing the following data for each Append and Merge

- Date of the appended PT61 text files
- Date of the merged PT61 files
- Date of the merge
- Beginning and ending PT61 document numbers within the merged files
- Id of the user performing the merge

Below is an example of an entry in the pt61.log:

```
[system]
append=20050114
merge=20050114
[20050123]
begin=PT-61 109-2004-000208
end=PT-61 109-2005-000021
userid=Nologin
```

The primary function of the pt61.log is to prevent the appending and merging of duplicate data. The date of the PT61 text files is checked against dates in the pt61.log and if the date is found, the process is terminated with the following message informing the user that the files have already been merged.

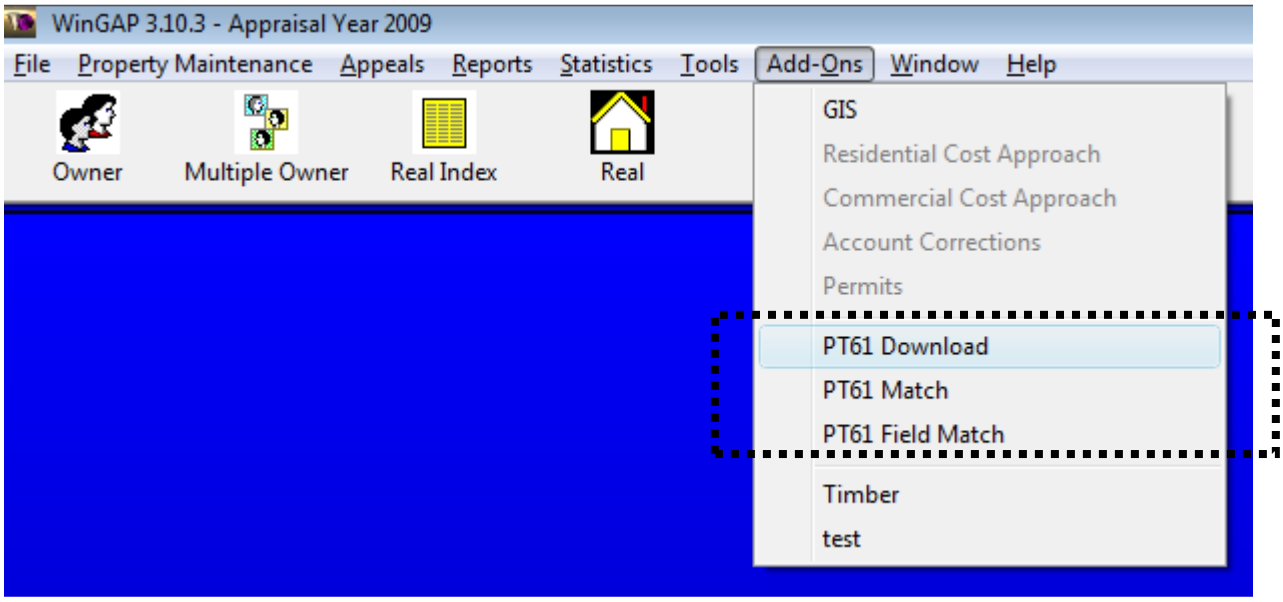


- **Accessing the Functions of the PT61 Module**

The primary functions of the PT61 module are:

- **Download** – retrieve current week PT61 zip file, extract PT61 data and merge the data with WinGAP files and print PT61 documents.
- **Match** – match PT61 with parcel
- **Field Match** – define manner in which PT61 data is to be passed to WinGAP data files.

The PT61 Download, Match, and Field Match functions and their respective screens are accessed from the Add-Ons menu in WinGAP as shown below.



In addition to being accessed from the above menu, the PT61 Match can be reached from the PT61 Download screen. The PT61 Field Match can be accessed directly from the PT61 Match as well as from the menu. All three of these menu options will be discussed in the sections that follow.

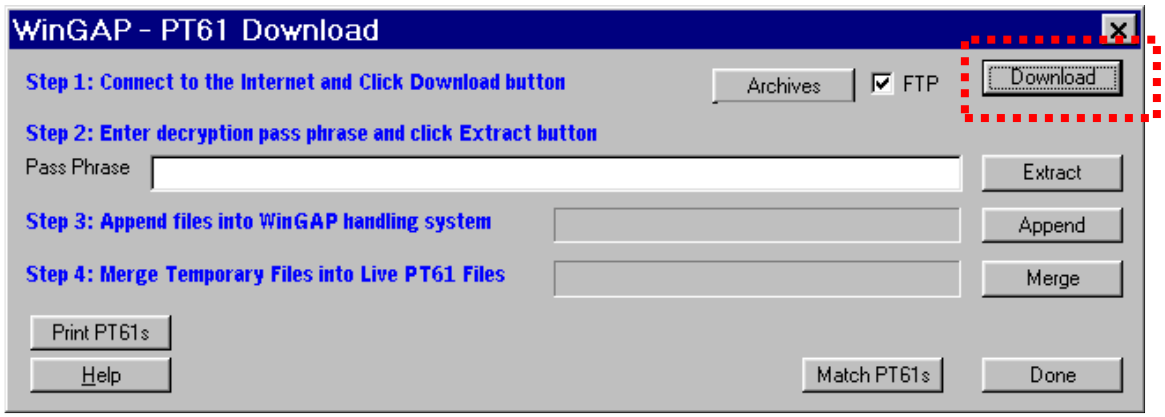
- **PT61 Download**

The PT61 Download screen provides the user with the ability to download current-week PT61's. Current-week and archived PT61's can be extracted, appended, and merged with the use of the appropriate buttons and selections. Merged PT61's can be printed within various specified ranges.

If a county desires, the processing of the PT61's within WinGAP can stop after the downloading and extracting of the files. The Download and Extract procedures will place the printable pdf file , <county name>.<date>.pdf, containing the week's PT61`s within the pt61 folder. An example of the pdf file name would be **Warren.20050114.pdf**.

The county could also proceed two steps further by appending and merging the files and stopping at this point with no further work on the PT61's. The append and merge procedures would place the PT61 text data into database files providing the ability to work with the information more easily at some time later.

The PT61 Download screen appears as shown below:



The optimal working scenario with the PT61 Download function is to perform this action each week when notice of the Current Week's release of PT61 data is received. This will reduce the amount of user interaction with the PT61's by eliminating the need to access archived PT61 files. The following discussion and instructions will focus on working the PT61's on a weekly basis. The use of the Archives button will be discussed later.

To retrieve the weekly PT61 files from the internet and merge them into the database files, the user must have:

- Access to the internet
- WinZip 9.x and WinZip Command Line application loaded
- Pass phrases for weekly PT61 downloads are not required. Pass phrases are required for access to archives that are prior to the date of the Pass phrase removal from WinGAP.
- Correct county name keyed in the County Name field found on the Preferences screen which can be accessed by going to Tools >> Preferences

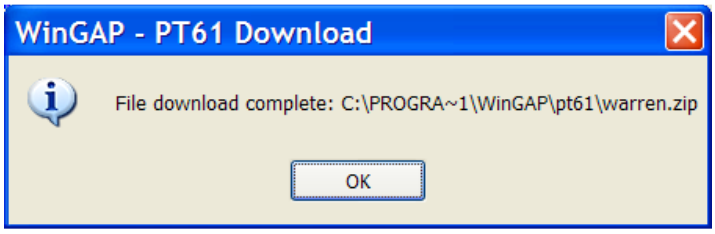
If the 4 items listed above are in place and/or available, the process involves pressing the buttons and entering the correct pass phrase in the order as provided by the Steps 1-4 on the screen. For each, download and subsequent processing, the Step order **must** be followed.

Step 1: Connect to the Internet and click the Download button

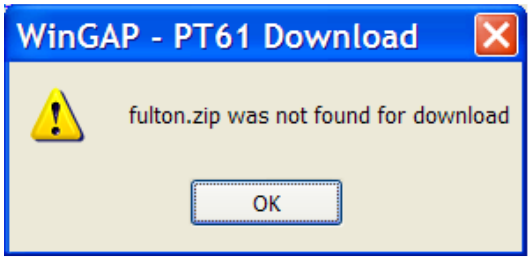
Step 1 involves clicking the **Download** button. The user will be

- Connected to the website
- Informed that the current week's file for this county is available and will be downloaded.
- Provided a message that the download may take a few minutes depending on the speed of the connection

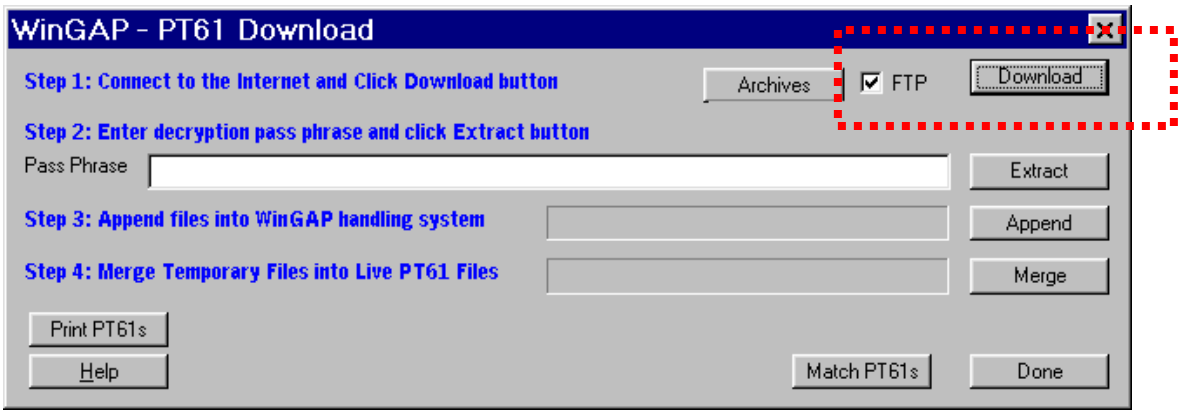
If the download is successful, the user will receive the following message:



If there is not a current week PT61 file for the county or the county name is not entered correctly, the user will see the following message:

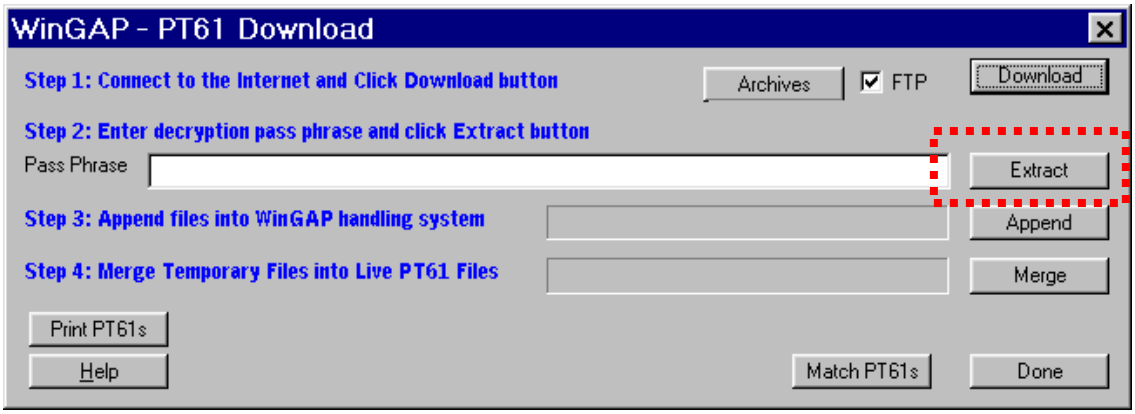


NOTE: The FTP checkbox, located at the top right of the PT61 Download screen, as seen below, is now the default for downloading PT-61 files and will connect the user to ftp://ftp.wingap.com. The FTP checkbox should remain checked unless the user has problems connecting to the file transfer site, in which case the box should be unchecked to connect the user to the www.wingap.net site for the downloading of the PT61 files.

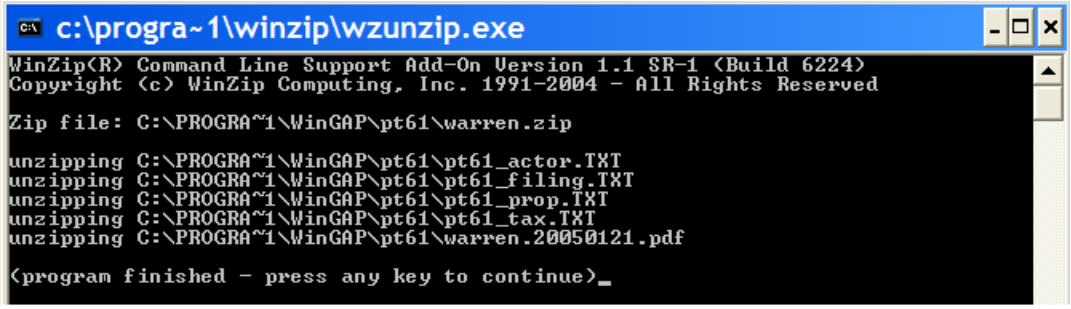


Step 2: Click the Extract button

A Pass phrase is no longer needed to download PT-61 files. All the user has to do is click the Extract Button, as seen below.



The screen below will display that the correct PT-61file has been found and unzipped successfully.

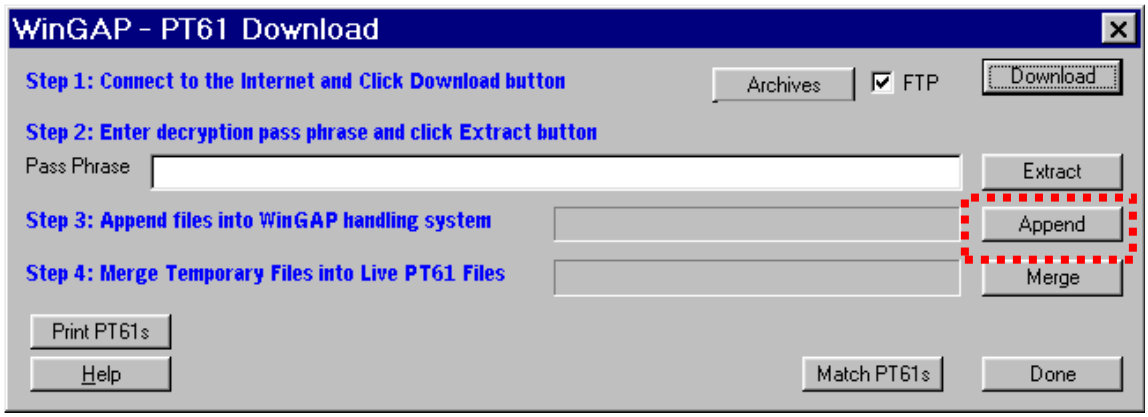


It is imperative that the user note the messages above. Should any other messages appear, the PT61 files have not been extracted. The Messages might say that the download was corrupt or that the proper WinZip applications have not been installed. The user may attempt another download and extraction to see if that corrects the problem. If all efforts fail to provide the messages above, the county should seek assistance through the WinGAP On Line Support web page or emailing the DOR support agents.
If the messages are as above, indicating a successful extraction, the user can then proceed to Step 3: Append files into WinGAP handling system.

Step 3: Append files into WinGAP handling system

The append process places the data contained in the PT61 text files into a set of temporary files. There are no checks within the Appending process for previous attempts at adding the data from the same text file. Checks for duplications are done in Step 4 where the temporary data is added to the live PT61 data.

After the extraction in Step 2 is completed successfully, the user can click the Append button to initiate the process.

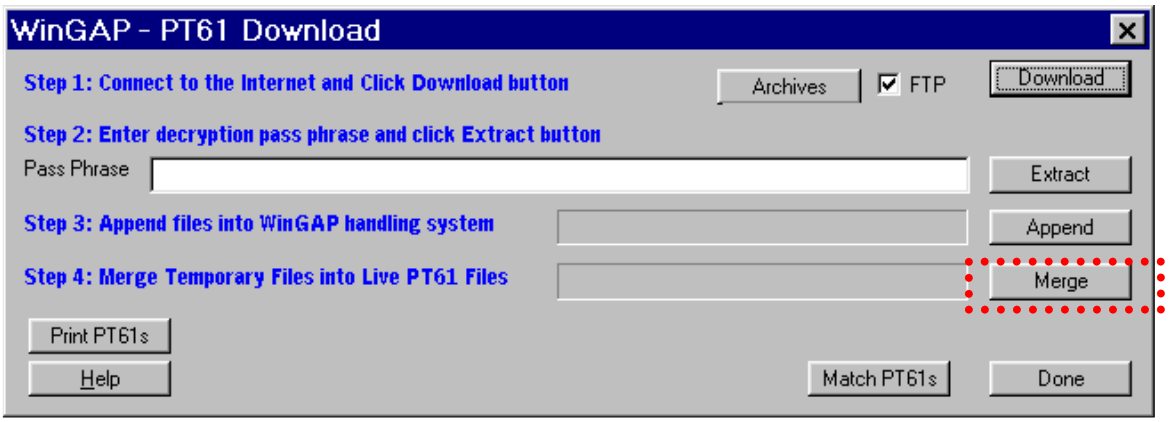


To the left of the Append button, a bar will display the progress of the appending process. At the conclusion of the process, the user is provided with the message “Append Completed!”, where the OK button can be clicked to proceed to Step 4.

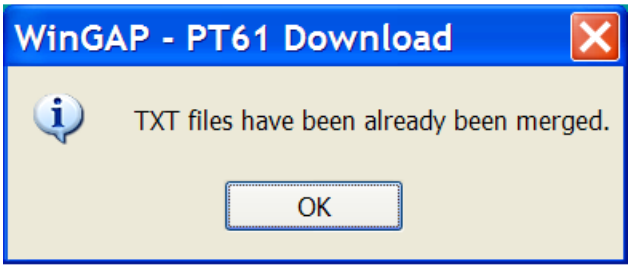
Step 4: Merge Temporary Files into Live PT61 Files

The merge process moves the data in the temporary files and places it in the live PT61 files. Before the move takes place, a check is made against entries in the pt61.log to ensure that sets of PT61 data are not duplicated.

To begin the merging of data, the user should click the Merge button as shown below.

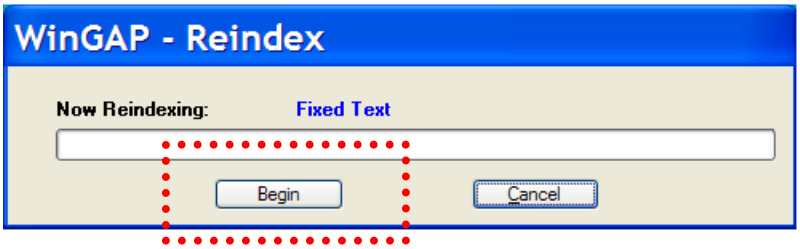


If the PT61 text files have been previously merged, the user will receive the following message after clicking Merge:



The user should click OK. If the user is uncertain about the previous merge of the PT61 data, assistance should be sought from the DOR support agent or the WinGAP administrator in the office.

If the data has not been previously merged, a Reindex screen will appear. The user should click Begin to reindex the PT61 files. This reindex will not affect the WinGAP data files. Consequently, users can continue to function within WinGAP while the PT61 reindexing takes place.



The user will be informed that reindexing is complete and should click OK on the message screen. A second message stating that “Merge Completed!” will appear where once again the user should click OK to finalize the merge process.

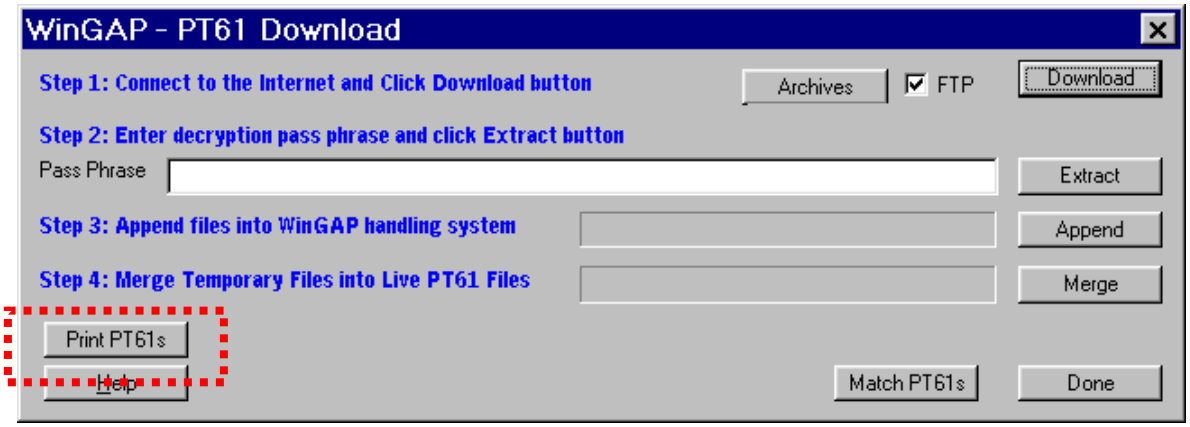
After the merge is completed, the user can take one of the 4 available options:

- Print PT61’s
- Match PT61’s
- Process Archives
- Close the PT61 Download screen

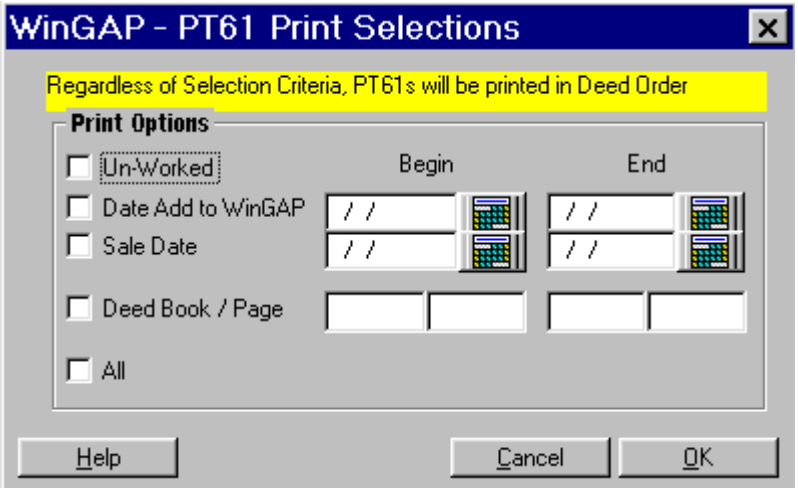
Each of the above will be discussed in more detail on the following pages.

- **Print PT61's**

The Print PT61s button found in the lower left of the Download screen provides the user with the ability to print PT61's by various ranges.



Clicking the Print PT61s button takes the user to the following screen where the desired Print Option and beginning and ending date or deed book/page ranges can be defined. A preview of the documents will be made available before printing actually begins.

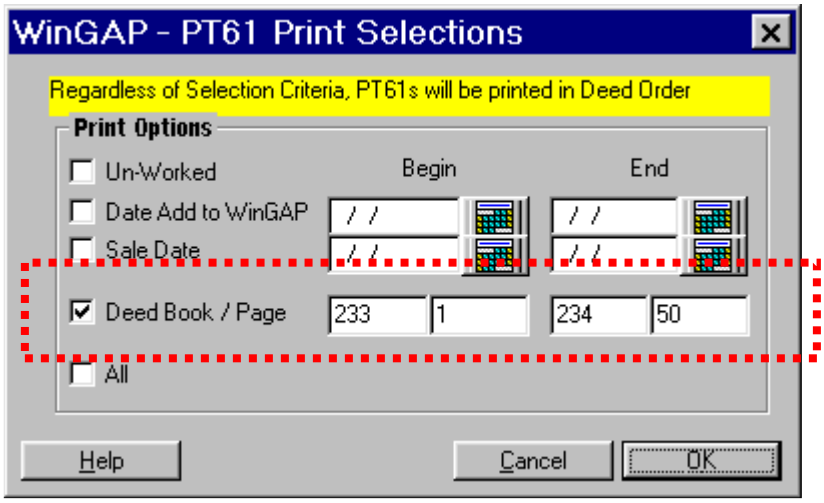


On the screen above, the user should check a single Print Option and then enter beginning and ending criteria for options where such is available. Note that all printing will be done in **Deed Order** regardless of the Print Option that is selected.

Additional details concerning the Print Options are provided below:

- **Un-Worked** – These are PT61's that have not been worked within the system. A PT61 is defined as being "worked" when it has been matched with a parcel, field matching has taken place and the information from the PT61 has been transferred to the data fields in WinGAP. An Un-Worked PT61 has either a yellow highlight or no highlight when viewed on the PT61 match screen. No date or deed range is available for the Un-Worked PT61's.
- **Date Add to WinGAP** – The user can define a date range to print all PT61's that were merged into the live PT61 files within that time frame. This option can be used to print PT61's that were just added to WinGAP through the 4 step process. In such situations, the begin date and end date would be the same.
- **Sale Date** – This option is used to print all PT61's that have a sale date which falls within the specified date range.

- **Deed Book** / **Page** – All PT61's that have deed book and pages that fall within the specified range will be printed. The deed book should be entered in the first field and the deed page entered in the second field for the Begin and End criteria. For example, if a deed range of deed book 233 page 1 through deed book 234 page 50 is desired, the books and pages would be entered as shown below:



- **All** – This option should be selected only when the user desire to print all of the PT61's in the live WinGAP files.

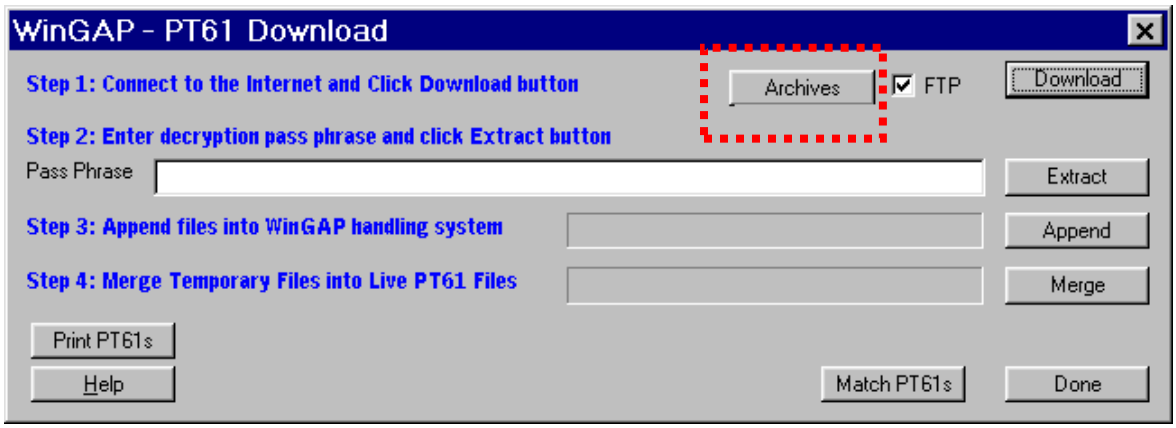
After the selection is made and beginning/ending criteria are entered, the user should click OK to proceed to a preview of the PT61 forms. The Cancel button should be clicked to close the window without printing.

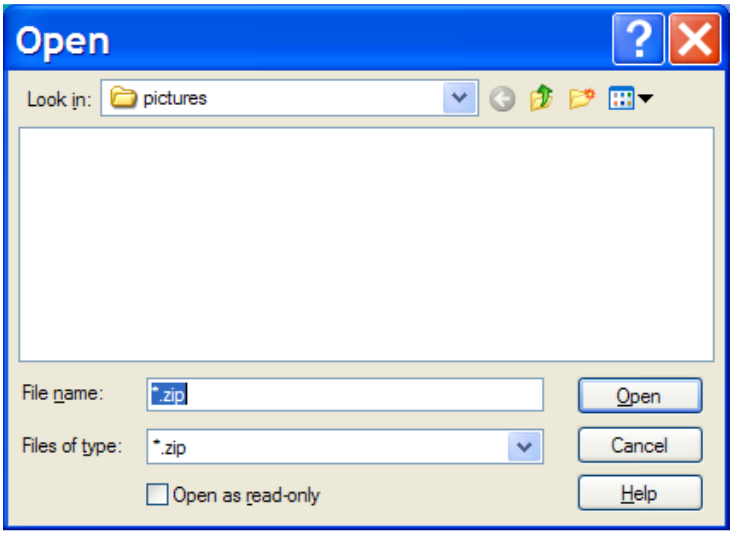
Archives

The Archives button on the PT61 download screen provides the user with the ability to locate on the network or local computer non-current week PT61's and extract, append and merge the data in the same manner as current week PT61 data.

The button does **not** function in the same manner as the Download button in that it does not access the internet. As stated above, the archive files must be located on the network or the local computer.

Clicking the Archives button, as shown below, produces a typical Windows navigational dialogue box titled Open, as shown on the next page.

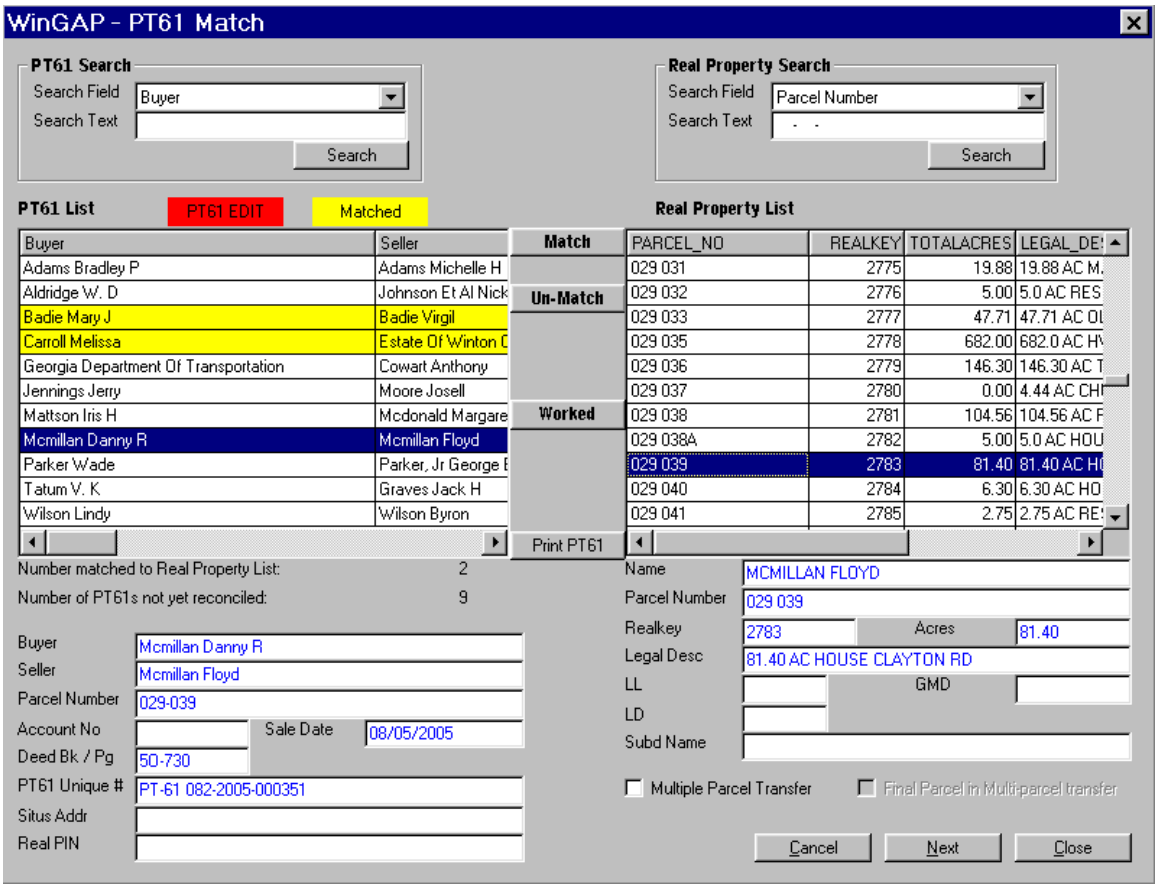




The user can then navigate to the folder where the archive files are stored, select one and click Open. The archive file will be named in the following manner <county name>.<date>.zip. An example of an archive file is warren.20041105.zip

The user can proceed to Step 2 Extraction and then through Steps 3 and 4. Unlike the PT-61 Download which no longer requires a Pass phrase during Step 2, the pass phrase keyed in Step 2 for an archive must match the pass phrase that was assigned to the archive file's month, IF this period was prior to the removal of the PT-61 Pass phrase from WinGAP.

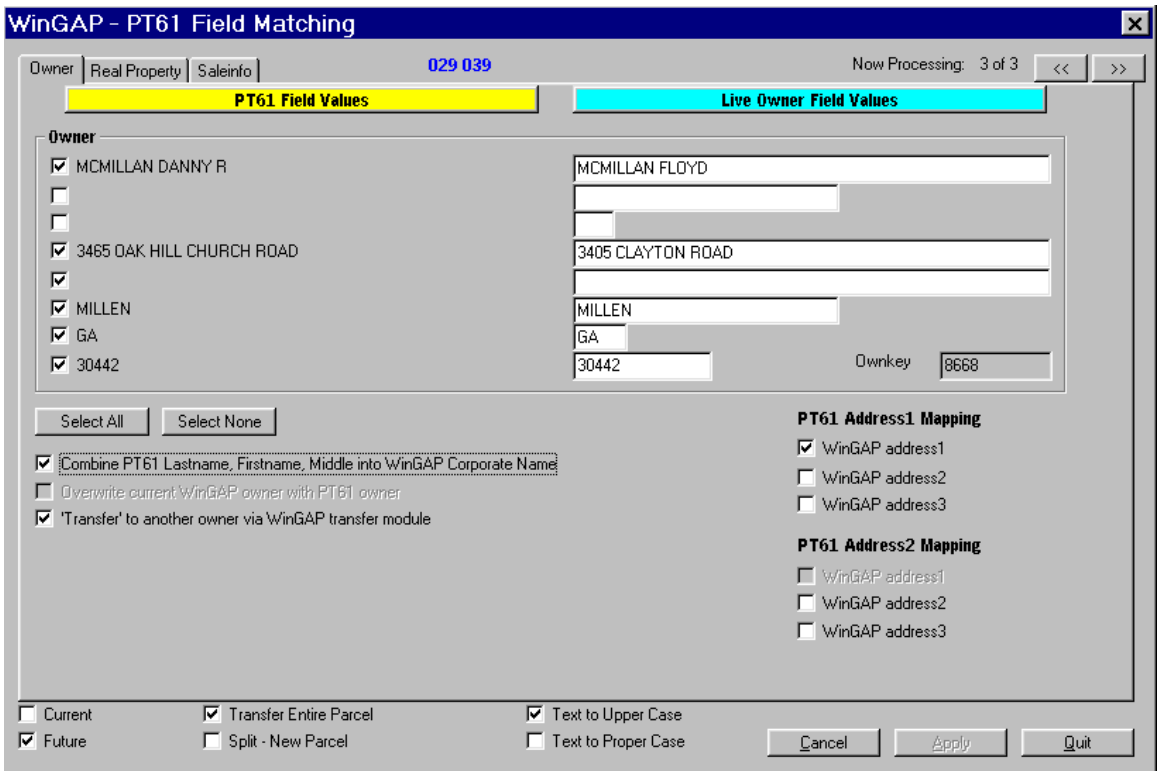
PT61 Match



Steps for Using PT61 Match

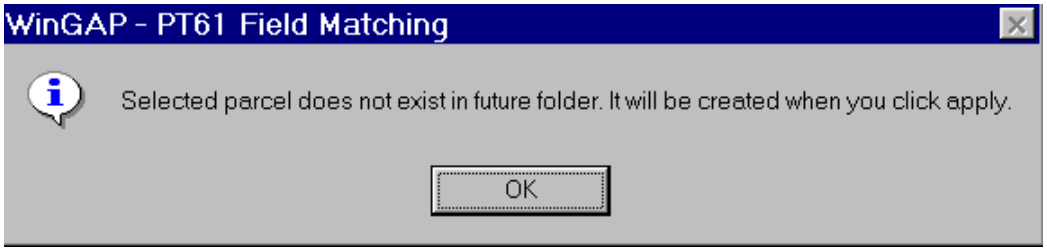
1. Locate PT61 with PT61 Search (upper left)
2. Locate parcel that is to be matched with PT61 via Parcel Search (upper right)
   a. If PT61 is a split, parent parcel should be selected
3. Confirm that the correct PT61 and Parcel are selected (highlighted in blue)
4. Click the Match button
5. If PT61-Parcel match is incorrect, select PT61 and Parcel and click Un-Match button
6. If PT61 involves multiple parcels, check Multiple Parcel Transfer (lower left)
7. Click the Next button to proceed to Field Matching if PT61 is to be worked at this time (<u>make sure the correct PT61 Buyer in the PT61 field list and the correct Parcel Number in the Real Property field list on the PT61 Match screen are highlighted</u>).
8. Repeat steps 1 – 6, if only matching is to be done at this time.

- **Field Matching - Owner**



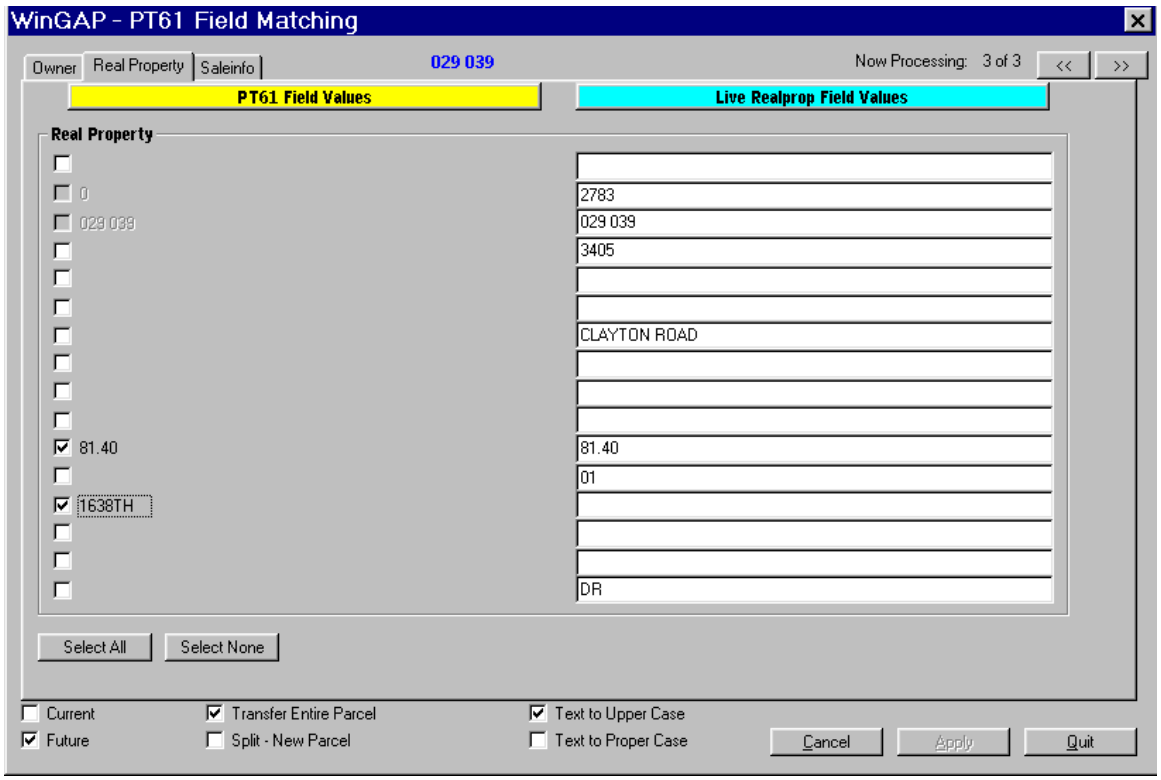
Steps for Field Matching - Owner

1. Confirm that the PT61 to be processed is displayed on the screen
    a. Navigate to correct PT61 with the >> or **<<** buttons in the upper right hand corner
2. Check/Uncheck “Combine PT61 Lastname, Firstname, Middle into WinGAP Corp Name
3. Check either “Overwrite current WinGAP owner with PT61 owner” or “’Transfer’” to another owner via WinGAP transfer module”
4. Check “Current” (lower left) or "Future". If "Future", is selected and the parcel does not exist in the Future folder, the user will receive the following message. Clicking the OK button will allow the user to proceed.



5. Check either “Transfer Entire Parcel” or “Split – New Parcel”
6. Check either “Text to Upper Case” or “Text to Proper Case”
7. Check/Uncheck PT61 Field values that are to be passed to WinGAP Owner
    a. Click Select All if all PT61 info is to be passed
    b. Click Select None if no PT61 info is to be passed
8. Assign PT61 Address 1 and Address 2 Mapping
9. Click the Real Property tab

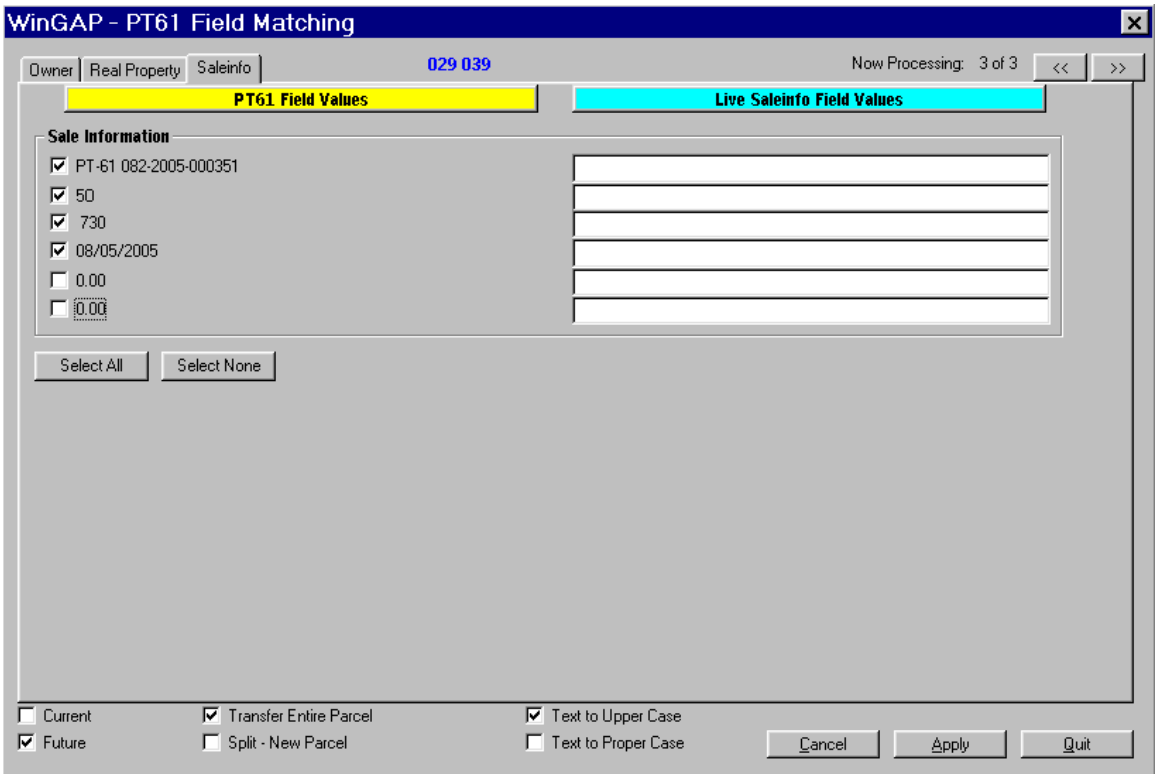
- **Field Matching - Real Property**



Steps for Field Matching - Real Property

1. Check/Uncheck all PT61 Field Values that are to be passed to WinGAP Real Property data
    a. Click Select All to pass all field values
    b. Click Select None to pass no field values
2. Click the Saleinfo tab

- **Field Matching – Saleinfo**



Steps for Field Matching Saleinfo –

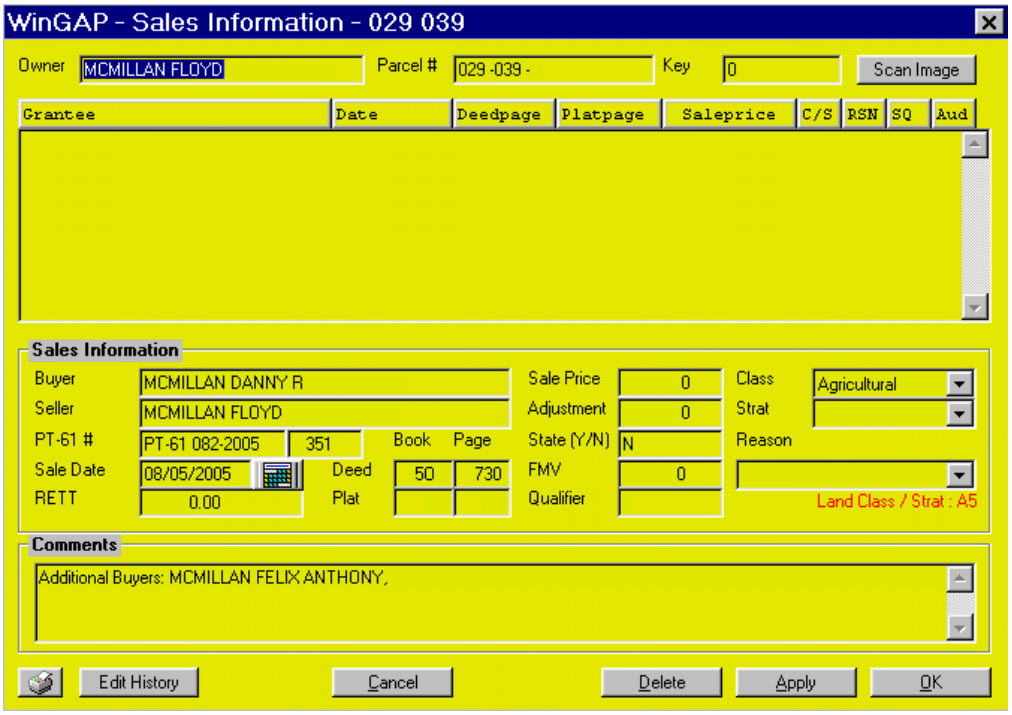
1. Check/Uncheck all PT61 Field Values that are to be passed to WinGAP Saleinfo data
    a. Click Select All to pass all field values
    b. Click Select None to pass no field values
2. Confirm all Field Matching assignments
3. Click the Apply button to process PT61 data

Clicking the Quit button will close the screen without any processing taking place. Also, all assignments will be lost for this PT61-Parcel match.

After clicking the Apply button, the user will be taken step-by-step through the transferring of PT61 data into WinGAP. Following are the general steps that are taken.

If "Transfer Entire Parcel" option is checked:

1. The Sales screen will appear, as shown on the next page (If Future is checked on the Owner Field Match screen, the screen will be Yellow-Gold, as in this image).



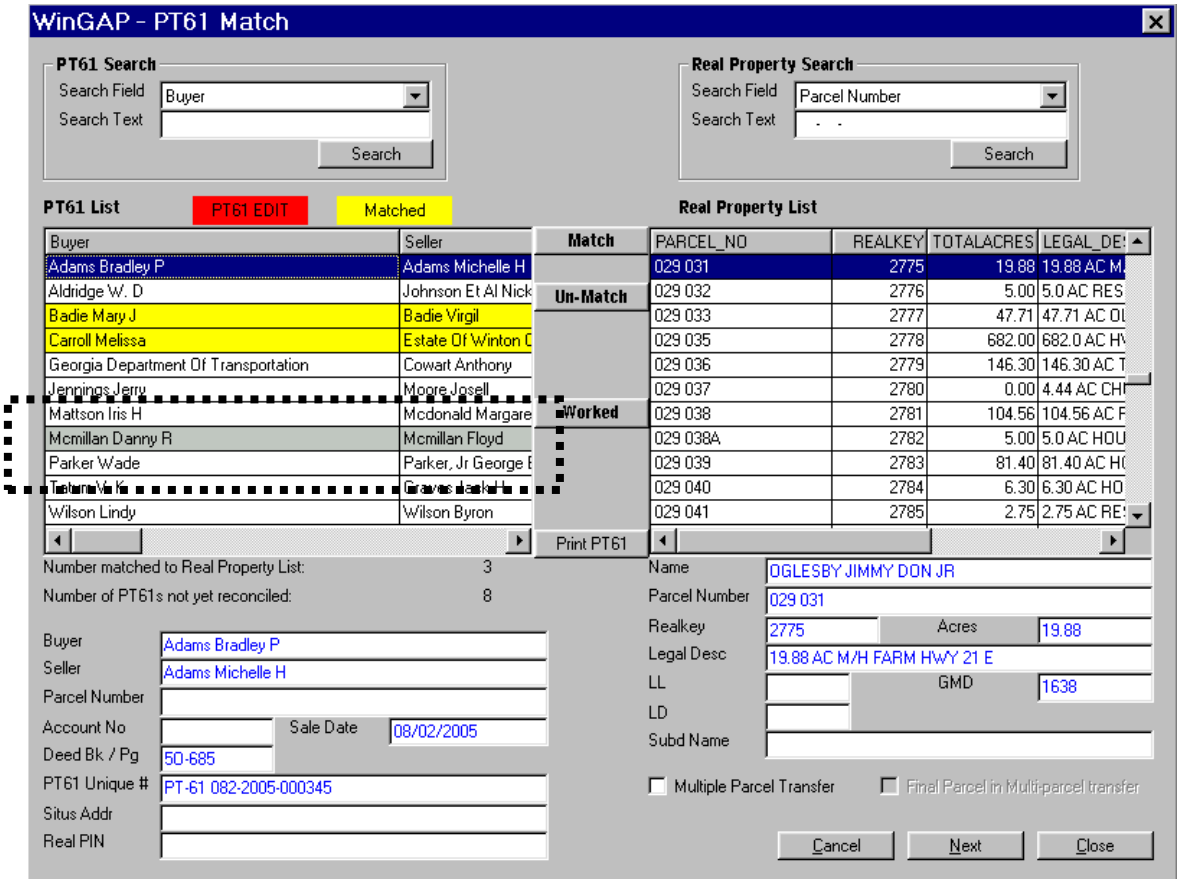
2. Transfer of ownership takes place
    a. If "Overwrite Current WinGAP owner" is checked, the Owner Information screen will appear, where the user edits the owner record
    b. If "'Transfer' to another owner" is checked, user is taken through the WinGAP transfer process
        i. Parcel can be transferred to an existing owner in WinGAP
        ii. A new owner can be created with PT61 owner data
        iii. User is provided an opportunity to correct owner data
3. Real property screen is presented where data can be edited

If "Split – New Parcel" option is checked:

1. User is taken to parent parcel where Duplicate must be checked
2. Ownership of split is established
    a. Existing owner in WinGAP can be selected
    b. A new owner record can be established (click Cancel on Owner Search)
3. Parcel number is assigned to split
4. Modifications to new parcel are made **(do not add sale at this time)**
5. Sales record is added
6. Parent parcel is accessed for modifications

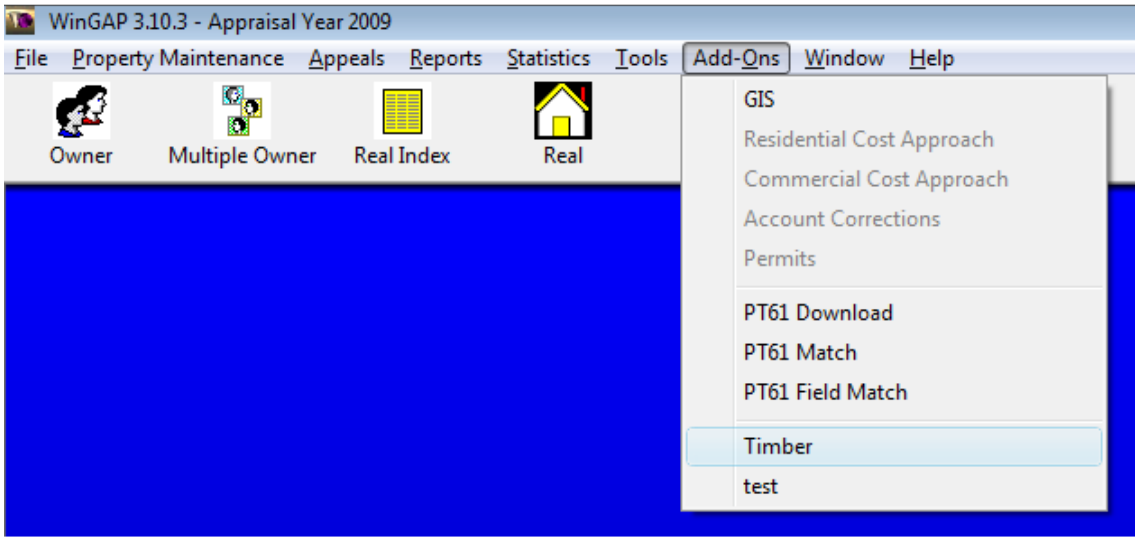
If Multiple Parcel Transfer is checked on the PT61 match screen, the next parcel associated with the PT61 is selected, the match button is clicked and the Field Matching process is followed through again. When the last parcel associated with the Multiple Transfer has been selected, the Final Parcel in Multiple parcel transfer box should be checked.

At the conclusion of the PT-61 Matching process for this particular PT-61, the user is returned to the PT-61 Match Form, where the PT-61 that was just worked is highlighted in Gray, as seen on the next page.

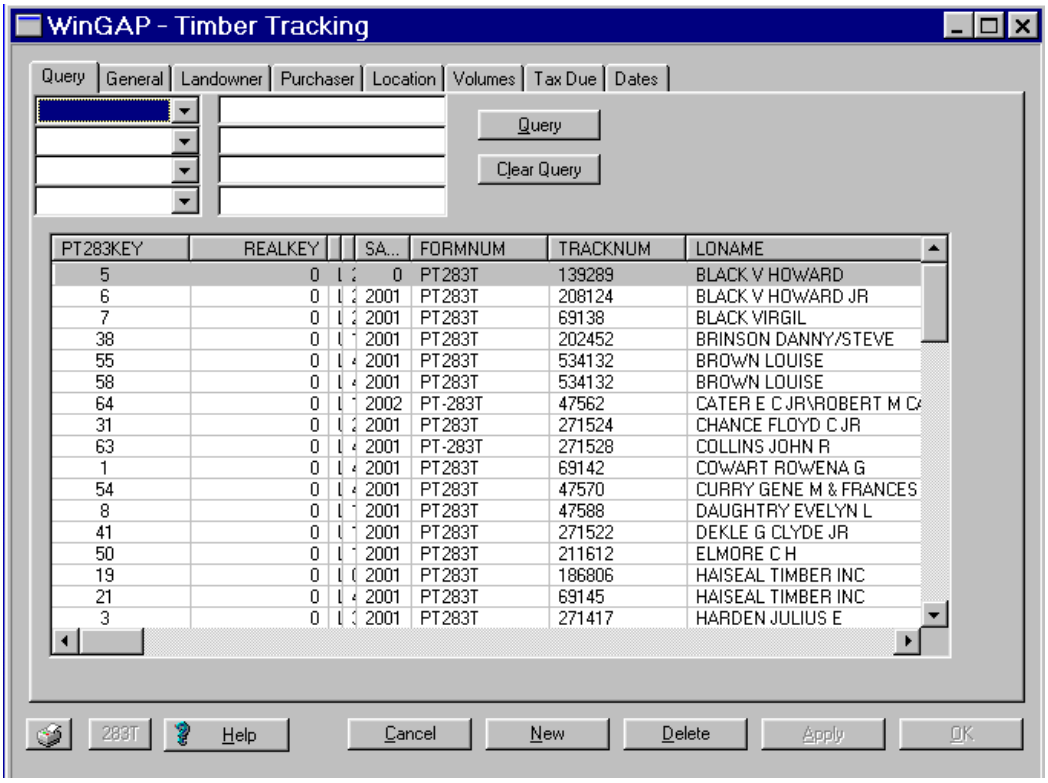


At this point, other PT-61s can be matched, or the user can close the PT-61 Match Form by clicking the Close Button.

Timber



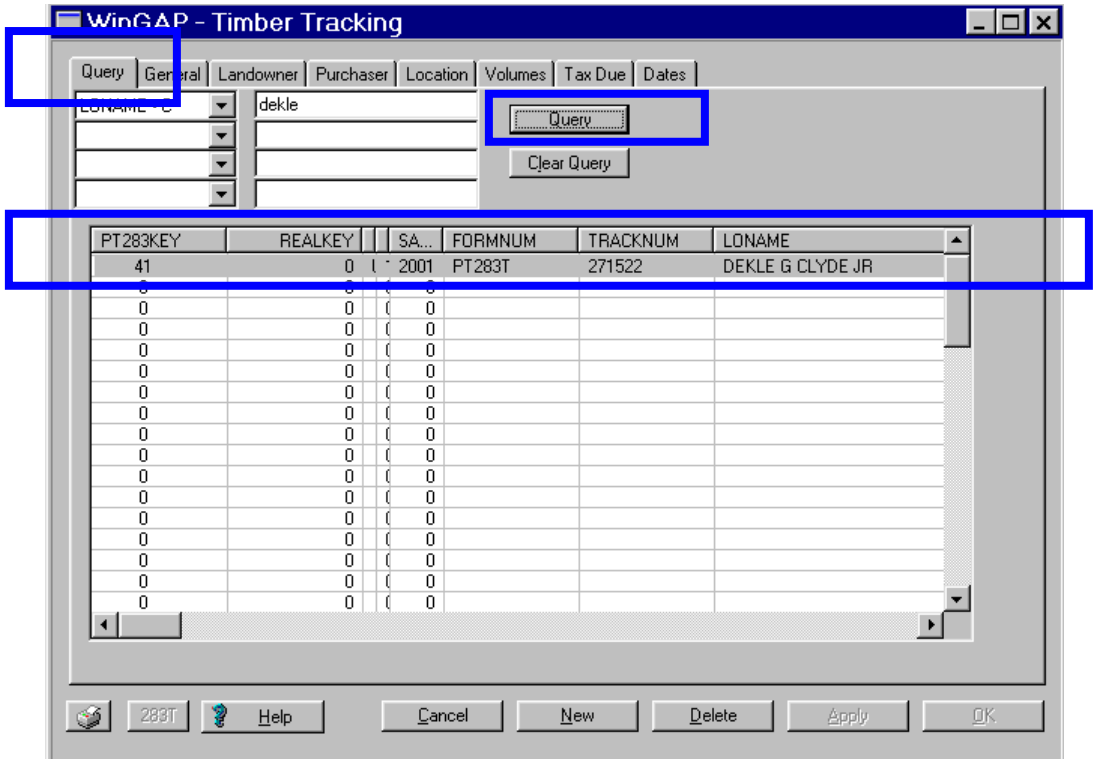
The Timber Tracking Module is used to track the sales of Timber that has been harvested in the County. Clicking on this sub-menu option produces the Timber Tracking module, as shown below.



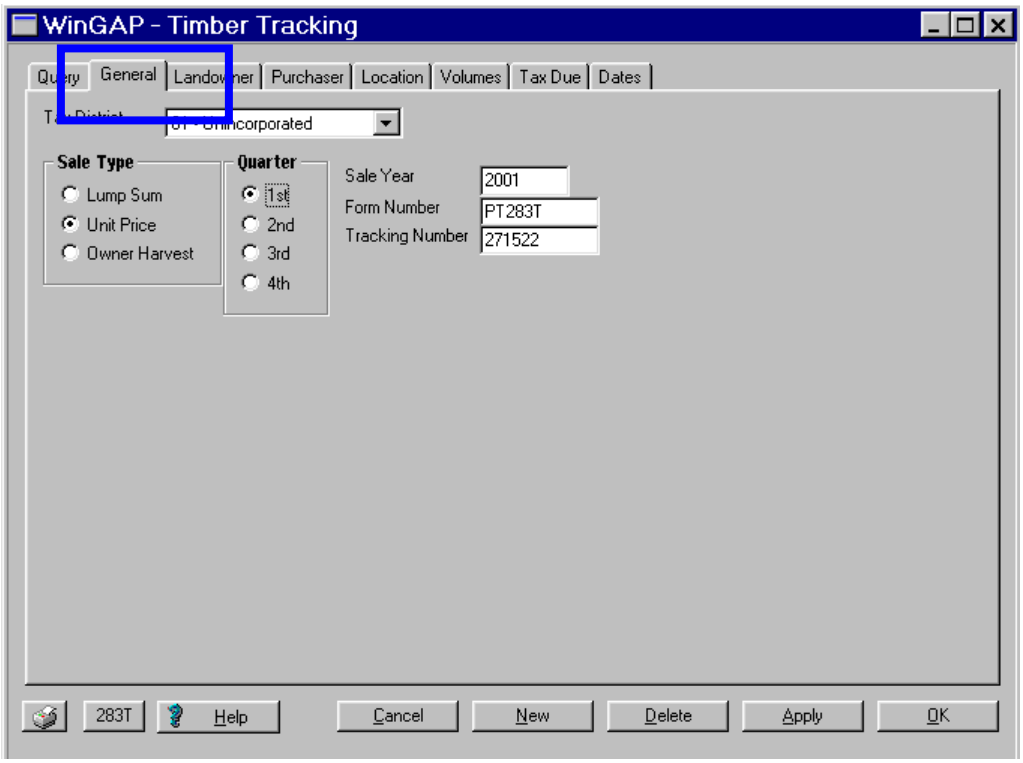
The Timber Tracking Module contains eight different Forms that are selected by clicking on the Tab for that Form at the top of the Module. The module defaults to the Query Form, as seen above. A listing of all existing Timber Sales appear in the list box at the bottom of the Query Form. Once a sale is selected there by clicking on that item in the list box, the Timber Sale information can be viewed, updated, or deleted on the other seven Timber Tracking Forms. Each of these Forms and the data entry fields that comprise the Form will be discussed as follows.

Query:. The listing of Timber Sales that displays on this Form can be narrowed by using any or all of the four query boxes on the upper left of the Query Form, next page. The user can click on the combo box to select one of the items in the query field list, such as Last Name, and then key the query criteria into the field to the right of the combo box, as seen on the next page. The user then clicks the Query Button, and a list of all

Timber Sales meeting that criteria will display in the list box as shown below. The desired Timber Sale is selected by first clicking on the Sale in the list box to highlight it, and then clicking on any of the other Form Tabs to view the Timber Sale information specific to that Form. The Timber Sale information can then be viewed, updated, or deleted as desired.



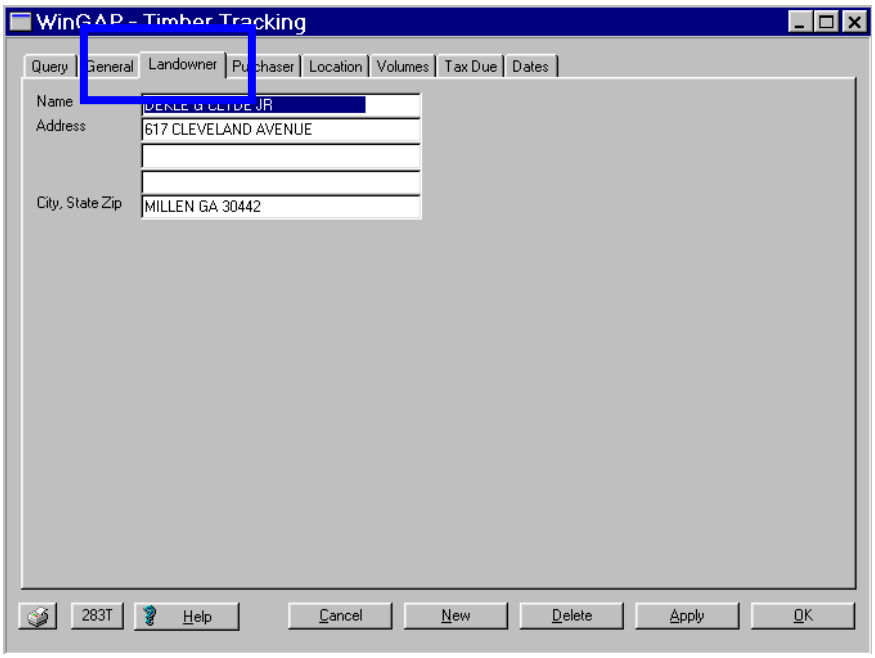
General: The General Form contains general information about the Timber Sale.



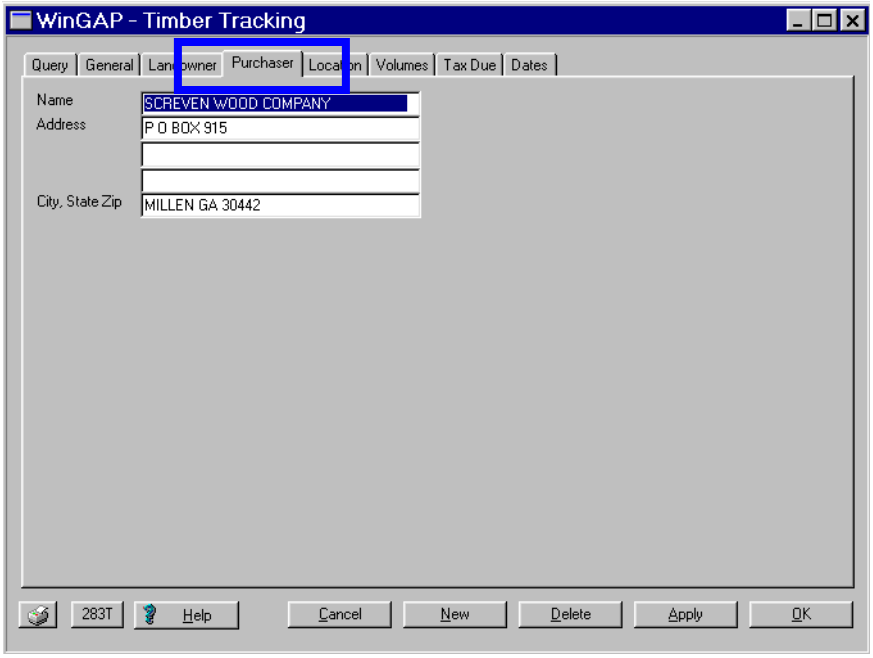
The General Form contains the:

- Sale Type
- the Quarter of the Year the Timber was harvested
- the Sale Year
- the Form Number on the State Tracking Form and
- the Tracking Number assigned to the Timber Sale.

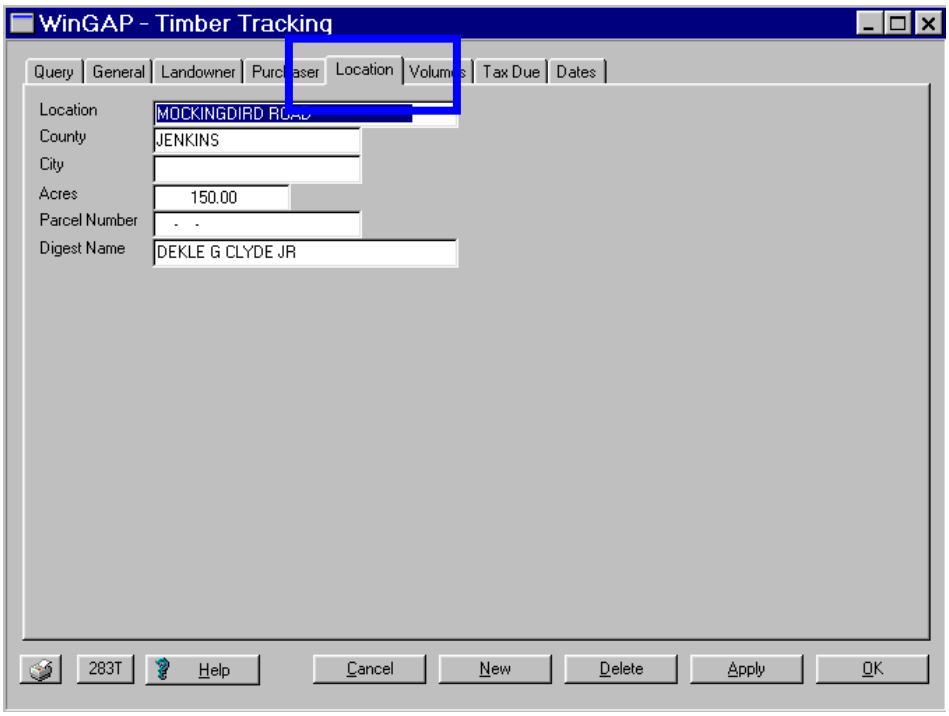
Landowner: Information about the Landowner is found in the Name, Address (3 lines), and City, State, Zip fields on this Form.



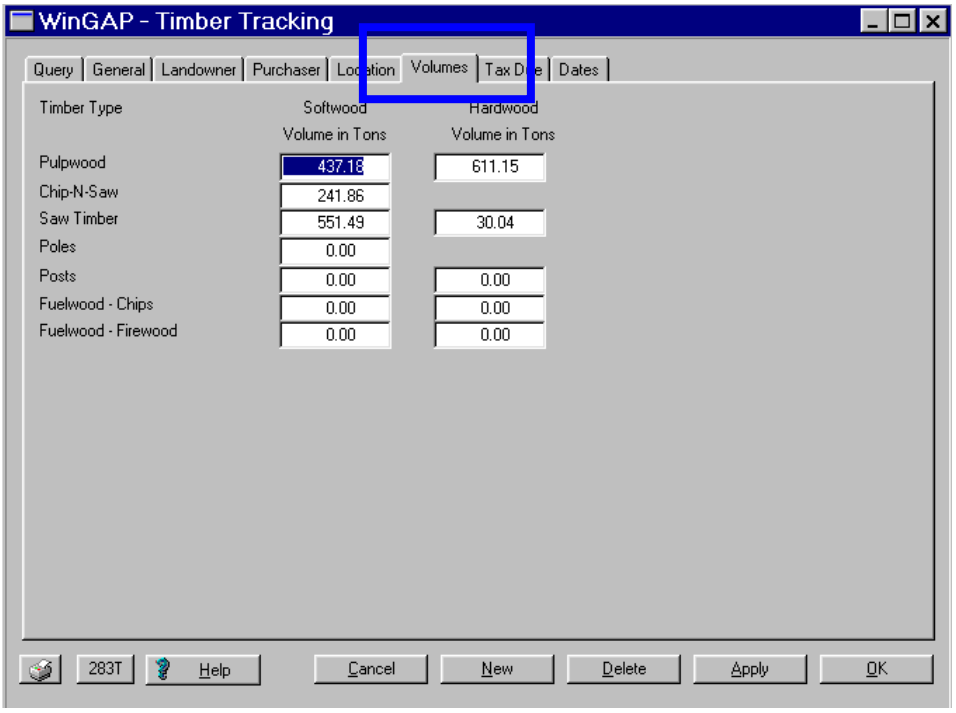
Purchaser: Information about the individual or company that purchased the Timber is found in the Name, Address (3 lines), and City, State, Zip fields on this Form.



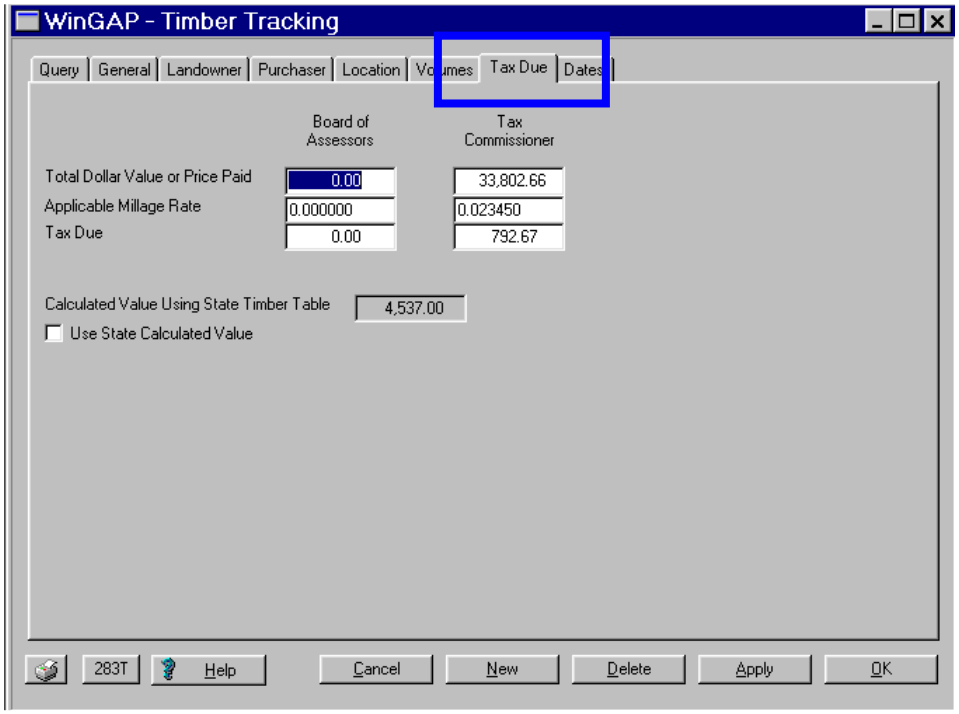
Location: Information about the location where the Timber was sold is found in the Location, County, City, Acres, Parcel Number, and Digest Name fields on this Form.



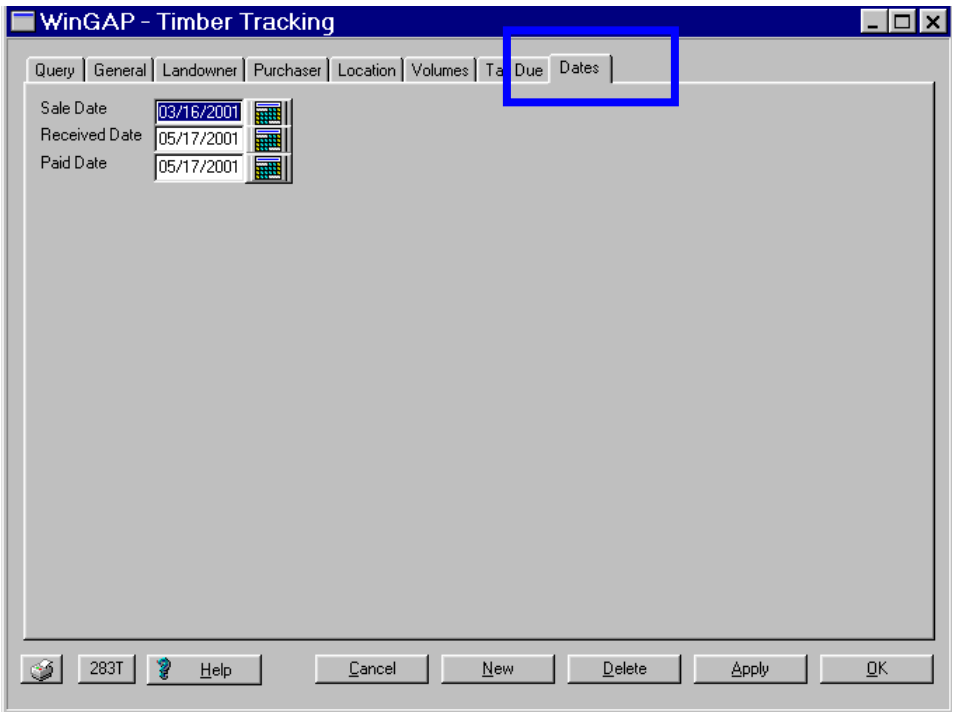
Volumes: The Volumes in Tons for the Type of Timber sold, Softwood or Hardwood, is found in the fields on this Form.



Tax Due: The Total Dollar Value (or Price Paid) and the Applicable Millage Rate is found in the appropriate fields on the Tax Due Form. WinGAP will calculate the Tax Due, and also calculate the value using the State Timber Table. If the State Calculated Value is to be used, a checkmark should be placed in the Use State Calculated Value checkbox. Use of the State Calculated Value also requires the Table of Owner Harvest Values for the applicable year to have been entered in the WinGAP Timber Values schedules via the **Tools >> Schedules / Tables** menu.

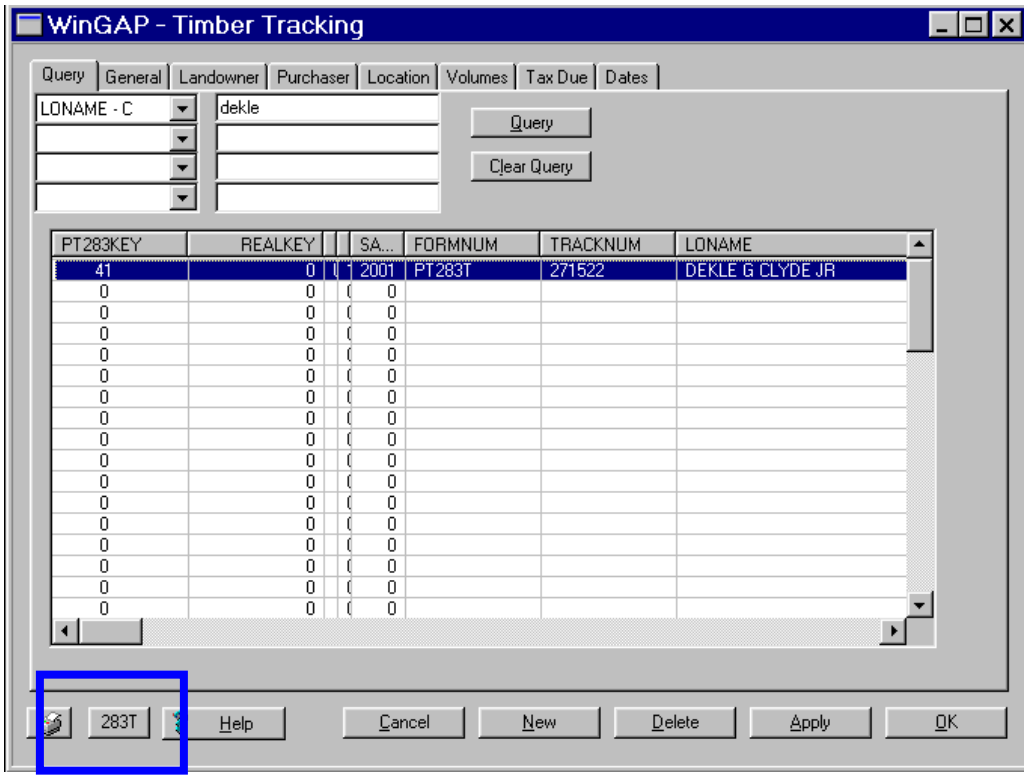


Date: The Dates that the Timber was sold, received, and paid for is found in the fields on this Form.

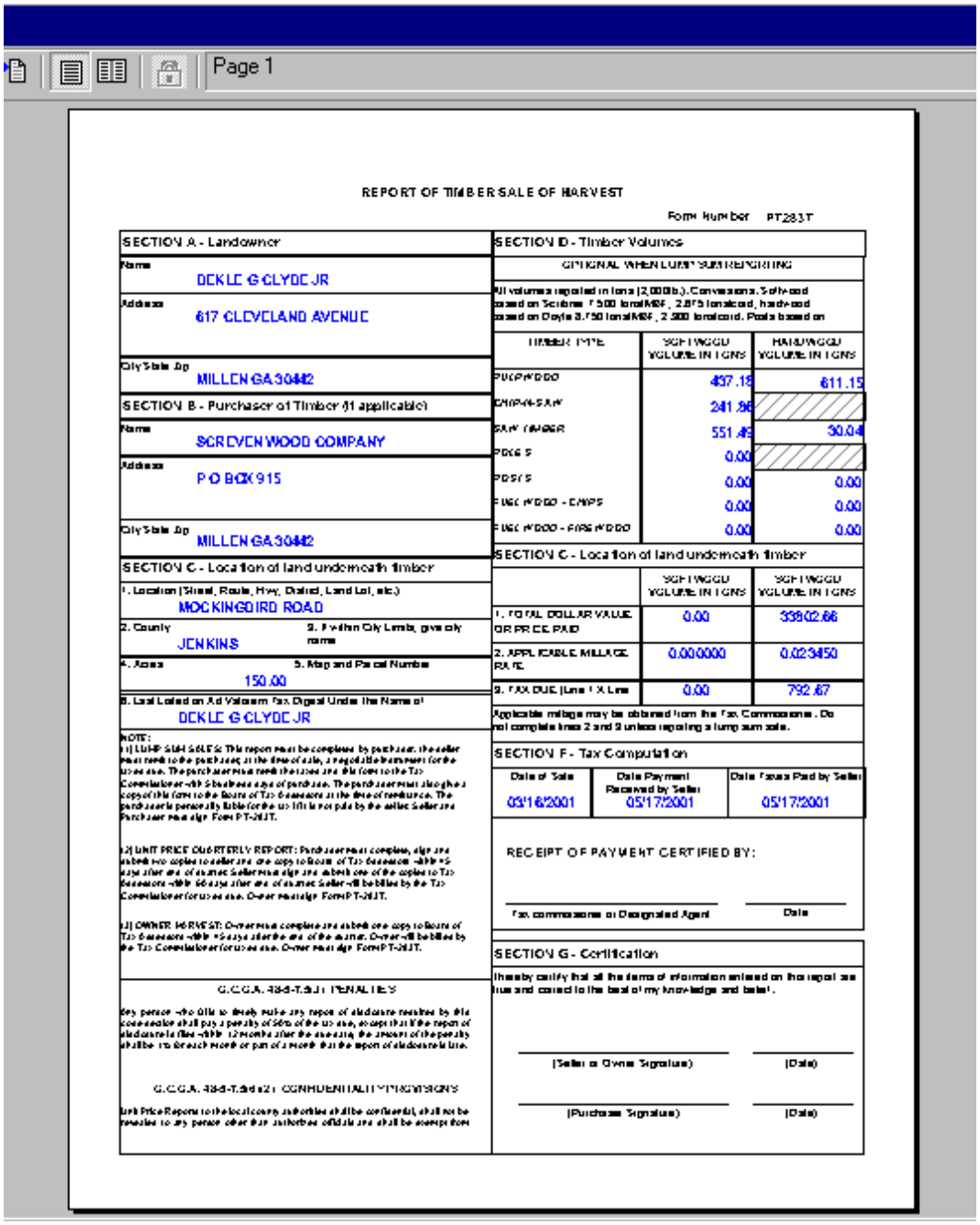


283T Button

At the lower left of the Timber Tracking form is the 283T button, as seen below.



After selecting a Timber Sale in the Query list box, as seen above, the 283T button can be clicked to produce the Report of Timber Sale of Harvest, as seen on the next page. The report lists all of the information about the Timber Sale.



Page 1

REPORT OF TIMBER SALE OF HARVEST

Form Number PT283T

SECTION A - Landowner

Name: DCKLE G CLYDE JR

Address: 617 CLEVELAND AVENUE

City State Zip: MILLEN GA 30442

SECTION B - Purchaser of Timber (if applicable)

Name: SCREVEN WOOD COMPANY

Address: P O BOX 915

City State Zip: MILLEN GA 30442

SECTION C - Location of land underneath timber

1. Location (Street, Route, Hwy, District, Land Lot, etc.): MOCKINGBIRD ROAD

2. County: JENKINS

3. If within City Limits, give city name:

4. Acres: 150.00

5. Map and Parcel Number:

6. Land Listed on Ad Valorem Tax Digest Under the Name of: DCKLE G CLYDE JR

NOTE:

(1) LUMP SUM SALES: This report must be completed by purchaser, the seller must mail to the purchaser at the time of sale, a copy of the document for the tax use. The purchaser must mail the tax use form to the Tax Commissioner within 5 business days of purchase. The purchaser must also give a copy of this form to the Board of Tax Assessors at the time of remittance. The purchaser is personally liable for the tax if it is not paid by the seller. Seller and Purchaser must sign Form PT-283T.

(2) UNIT PRICE QUARTERLY REPORT: Purchaser must complete, sign and submit two copies to seller, one copy to Board of Tax Assessors within 15 days after end of quarter. Seller must sign and submit one of the copies to Tax Assessors within 60 days after end of quarter. Seller will be billed by the Tax Commissioner for tax due. Owner must sign Form PT-283T.

(3) OWNER HARVEST: Owner must complete and submit one copy to Board of Tax Assessors within 15 days after the end of the quarter. Owner will be billed by the Tax Commissioner for tax due. Owner must sign Form PT-283T.

G.C.G.A. 48-5-7.5(d) PENALTIES

Any person who fails to timely make any report of disclosure required by this code section shall pay a penalty of 50% of the tax due, except that if the report of disclosure is filed within 12 months after the due date, the amount of the penalty shall be 1% for each month or part of a month that the report of disclosure is late.

G.C.G.A. 48-5-7.5(d)(2) CONFIDENTIALITY PROVISIONS

Unit Price Reports to the local county authorities shall be confidential, shall not be revealed to any person other than authorized officials and shall be exempt from

SECTION D - Timber Volumes

(ORIGINAL WHEN COMPLETE REPORTING)

All volumes reported in tons (2,000 lb.). Conversions: Softwood based on Scribner 1,500 tons/MBF, 2.875 tons/cord, hardwood based on Doyle 3,750 tons/MBF, 2.500 tons/cord. Poles based on

TIMBER TYPE	SOFTWOOD VOLUME IN TONS	HARDWOOD VOLUME IN TONS
PULPWOOD	437.15	611.15
CHIPPED SAW	241.96	
SAW TIMBER	551.49	30.04
POLES	0.00	
POSTS	0.00	0.00
FUELWOOD - CHIPS	0.00	0.00
FUELWOOD - FIREWOOD	0.00	0.00

SECTION E - Location of land underneath timber

	SOFTWOOD VOLUME IN TONS	SOFTWOOD VOLUME IN TONS
1. TOTAL DOLLAR VALUE OR PRICE PAID	0.00	33802.66
2. APPLICABLE MILLAGE RATE	0.000000	0.023450
3. TAX DUE (Line 1 X Line 2)	0.00	792.67

Applicable millage may be obtained from the Tax Commissioner. Do not complete lines 2 and 3 unless reporting a lump sum sale.

SECTION F - Tax Computation

Date of Sale	Date Payment Received by Seller	Date Taxes Paid by Seller
03/16/2001	05/17/2001	05/17/2001

RECEIPT OF PAYMENT CERTIFIED BY:

Tax Commissioner or Designated Agent — Date

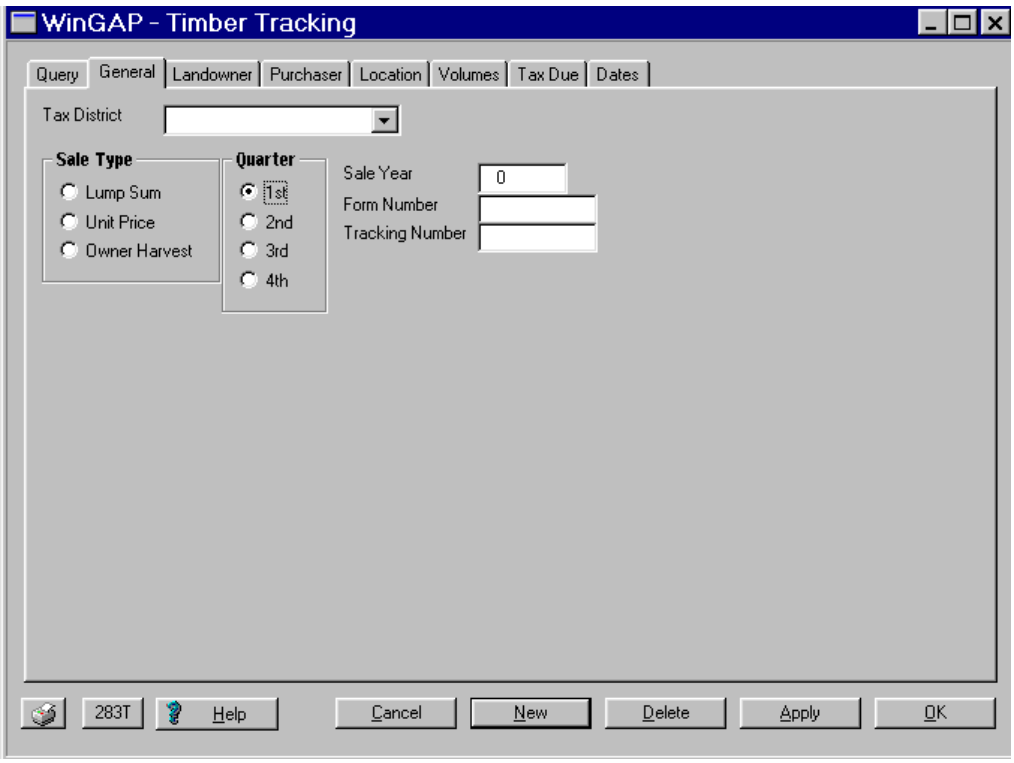
SECTION G - Certification

I hereby certify that all the items of information entered on this report are true and correct to the best of my knowledge and belief.

(Seller or Owner Signature) — (Date)

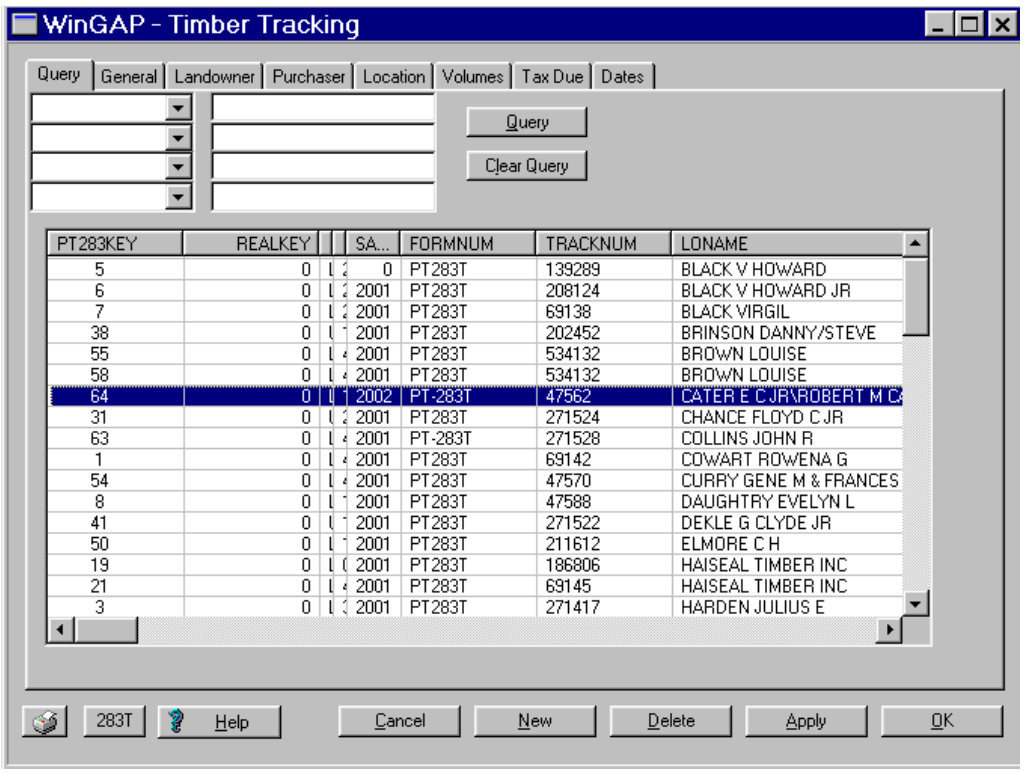
(Purchaser Signature) — (Date)

Adding a New Timber Sale: A new Timber Sale can be added from any Form in the Timber Tracking Module by clicking the **New** Button. This will produce a blank General Form, as seen on the next page, where the Sale Type and Quarter can be selected by clicking on the appropriate Radio Button, and then keying in the Sale Year, Form Number and Tracking Number information.



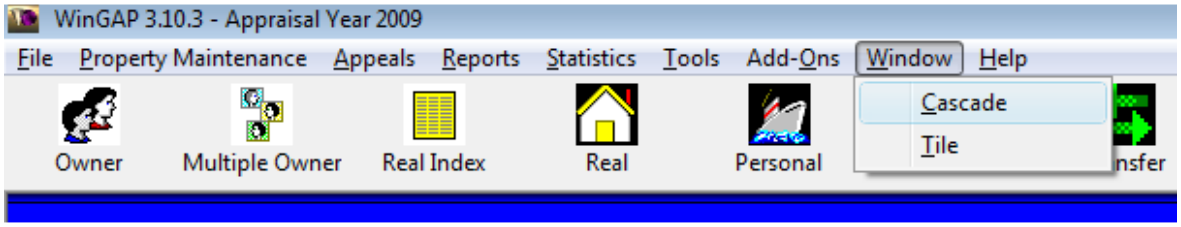
Once the General Information is keyed, the Apply Button should be clicked, and then the user should click on the Landowner Tab. This will produce a blank Landowner Form. After that information is keyed, Apply should again be clicked, then the next Tab, Purchaser, should be clicked, and the same procedures followed for the rest of the Timber Tracking Forms. **NOTE:** It is very important that the Apply Button is clicked on each Timber Tracking Form before leaving that Form, or else the information will not be saved.

Deleting a Timber Sale: A Timber Sale can be deleted by first selecting the Timber Sale in the list box on the Query Form (the Sale Item will turn blue), as shown below.



The **Delete** Button should then be clicked, and the user will receive the message "Do you want to delete this timber harvest/sale record?" If the user has selected the correct Timber Sale to be deleted, the "Y" should be clicked to delete the record; otherwise, the "N" should be clicked to return to the Timber Tracking Module Query Form.

Windows Menu



The Windows Menu is not currently functional in WinGAP Version 3.10.3.