July Abstract User Guide

For the

Division of Property Valuation

Requirements

Prepared by the
Abstract Section

Kansas Department of Revenue
Division of Property Valuation
300 SW 29th St.
Topeka, KS 66601-3506

KANSAS DEPARTMENT OF REVENUE
PROPERTY VALUATION DIVISION
JULY ABSTRACTS – USERS GUIDE
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The Kansas Property Valuation Division exercises general supervision over ad-valorem policies and procedures, conducts the valuation of state appraised properties and provides concise and timely property tax information. Property is appraised by county appraiser and taxes are collected at the county level.

Abstract information is used to create The Statistical Report of Property Assessment and Taxation. This report is published annually by the State Department of Revenue, Division of Property Valuation for the purposes of reporting information that pertains to assessment and tax. This report is divided into 3 sections, statewide statistics, county statistics and valuation and tax comparisons for the current and previous year.

The following pages contain documentation or using the on-line State of Kansas Edit and Abstract Program and instructions for submitting the July abstract files.

PLEASE REVIEW THIS DOCUMENT IN ITS ENTIRETY BEFORE BEGINNING TO USE THE PROGRAM

JULY ABSTRACT CERTIFICATION

The county or district appraiser on or before June 1, shall deliver documents certifying that such appraisals constitute the complete appraisal rolls for real and personal property (K.S.A. 79-1466 for real and K.S.A. 79-1467 for personal property). If your county appraiser has received an extension for certification of the appraisal roll, this extension does not automatically extend the July 15 certification date for the assessment roll. If you will not be able to meet the July certification date, notify the division in writing the reason you cannot meet the deadline and when you expect to certify.

CERTIFICATION REQUIREMENTS

➢ Sign, date, and affix your official seal to the computer-generated *Summary Signoff*.
➢ Sign, date, and affix your official seal to the computer generated *16/20M Heavy Truck Abstract*.
➢ Sign, date, and affix your official seal to the computer generated *New Improvements Abstract*.
➢ Sign, date, and affix your official seal to the computer-generated *Watercraft Abstract*.
➢ Notify Veronica Dean at 785.296.2936 or Jamie Cox at 785.296.3225 when you have successfully completed the upload of your abstract files and mailed the certifications.

Mail the following documents to the address in the box below:

Summary Signoff
16/20M Heavy Truck Abstract
New Improvement Abstract
Watercraft Abstract

MAILING ADDRESS

Kansas Department of Revenue
Division of Property Valuation
Abstract Section
300 SW 29th Street
PO Box 3506
Topeka, KS 66601-3506

After your July abstract files have been audited and any necessary corrections received, you will be notified by phone or email that the division is releasing your July abstract files.

INSTRUCTIONS

GENERAL INSTRUCTIONS

The program requires that you have Microsoft Internet Explorer. Access to the on-line July Abstract program is found on the Abstract Section's home page that is accessed from the KDOR website. The website is www.ksrevenue.org/pvdabstract.html. You are encouraged to add this website to your favorites by setting up a bookmark.

The user guides for July and November are available under '**Abstract Guides**' should you wish to read through them before beginning the abstract process.

To close any window on your PC, click on the '**X**' in the upper right-hand corner of the window. Another method is to pull down on the '**File**' menu and click on '**Close**'.

Clicking on the '**Back**' button at the upper left-hand corner of the window returns you to the previous screen.

To log into the abstract on-line application, go to '**Abstracts Used to Collect Data from County Officials**' and click on '**July and Nov. Abstracts**".

This loads the On-line Application Login Welcome screen. To log in, you must enter the username and password which you have used in the past.

Initially, a username and password was assigned by KDOR. This was your County Number and County Name. The box titled '**Username**' is clicked and the County Number (Example: 030) is entered as the box titled '**Password**' may be tabbed to or clicked on and your current password is entered. If you have not changed your password, it would be your county name. If the username (county #)/password combination is invalid, an error message is displayed.

The Navigation Menu for the On-line Applications will be at the top of the screen. Return to the Main Menu from any other menu by clicking on '**Home**'. Help information is available by clicking on '**Help**'. The July and November User Guides are available at the location. KDOR contact information may be found by clicking on '**Contact Us**'. The password may be changed by clicking on '**Change Password**'. Change Password is available only after you have logged in. 'Help' and 'Home' are also only available after you have logged in. Clicking on the '**Logout**' button returns you to the Abstract Applications Login Page.

Enter your Username and Password, then click on "**Login**' to login to the July and November Abstracts.
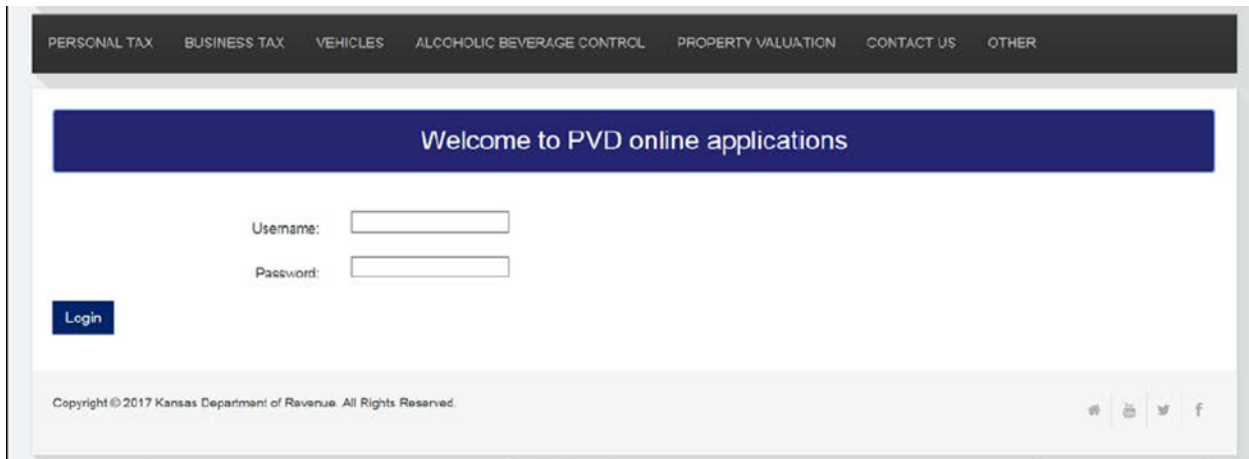
CHANGE PASSWORD

For security purposes the department assigned password should be changed, but changing the password is not required. To change the password, click on the '**Change Password**' button in the Navigation Menu.
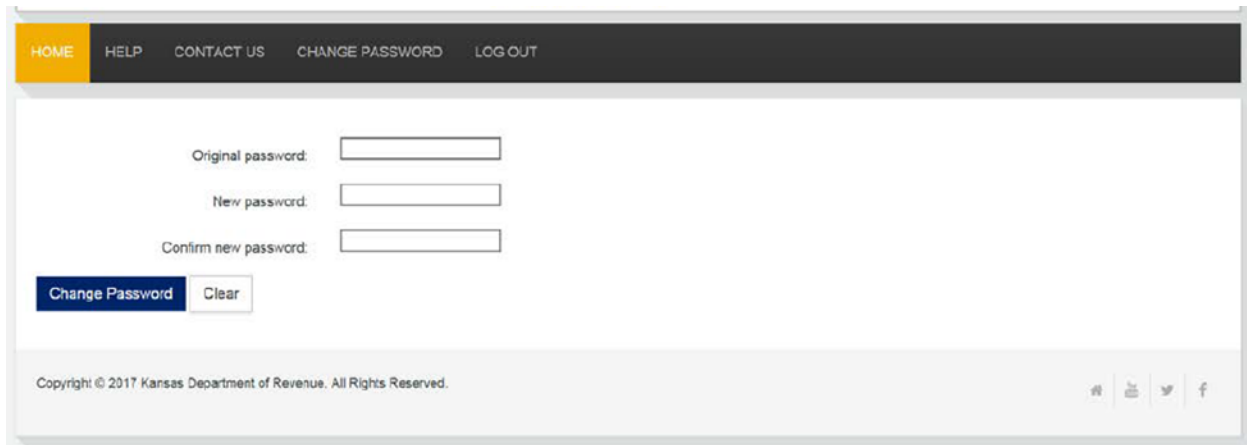
To change the password:

1. Enter the current password in the box titled '**Original password**'. An error message is returned if the password does not match the current password.
2. Enter the new password in the box titled '**New password**'. The new password must be at least 4 characters long and must consist of only numbers and letters. Error messages appear to advise of password composition mistakes.
3. Enter the new password again in the box titled '**Confirm new password**'.
4. Click on the '**Change Password**' button to save the new password.

To start over or correct errors, click on the '**Clear**' button to clear what has been entered and begin again.

A confirmation screen is displayed when the password has been changed successfully. Remember your username and password for future use. However, if you forget the password, you may call the PVD Abstract Section or technical support to have the password reset to the county name.

Because the county appraiser uses the secure log-in site, please inform your county appriasier if the password is changed.

Click on '**Home**' on Navigation Menu at the top of the screen to continue.

A confirmation screen is displayed when the password has been changed successfully. Remember your username and password for future use. However, if you forget the password, you may call the PVD Abstract Section or technical support to have your password reset to the county name,
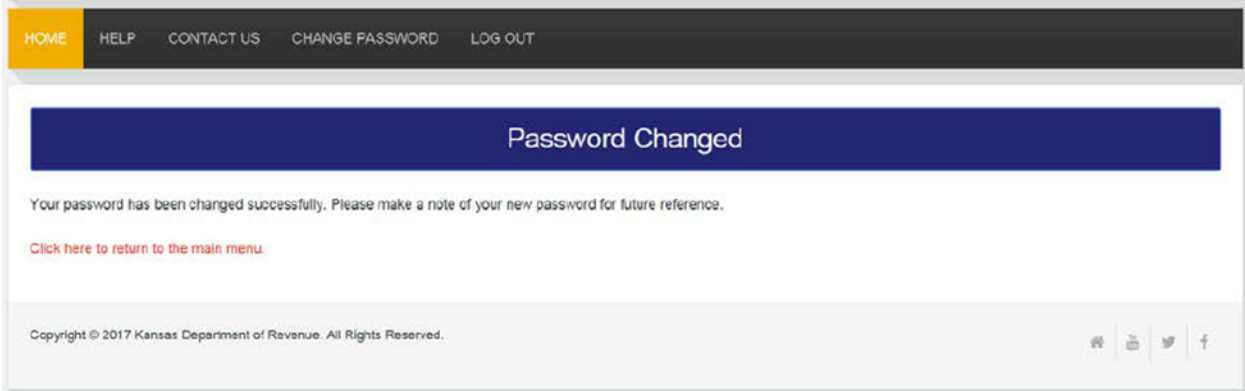
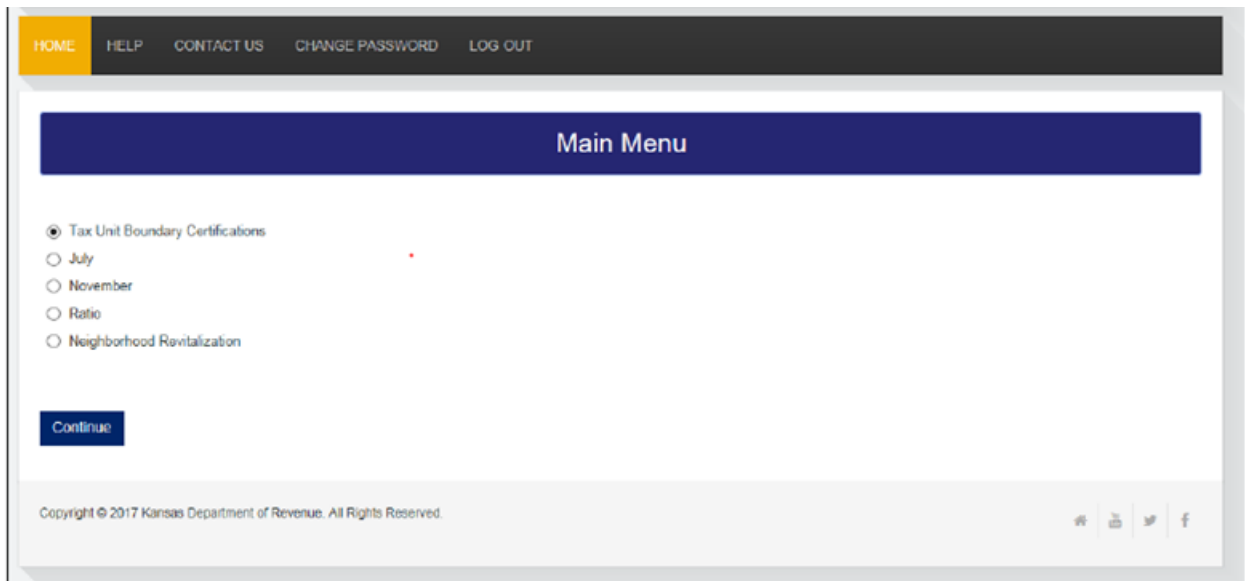Click on '**Home**' on Navigation Menu at the top of the screen to continue.

MAIN MENU

You are now at the On-line Application Main Menu. There are '**Tax Unit Boundary Certification**', '**July**', '**Neighborhood Revitalization**' and '**Ratio**' radio buttons, as well as a red '**Continue**' button. The '**July**' button is accessible during the months of June, July, and August, but will remain available until all counties have successfully uploaded their July abstracts. It is then closed until the following June.

The '*November*' *is visible here because this is the test site. Normally '*November*' is only visible during October, November and December.*

The '**July Abstract Users Guide**' and the '**November Abstract Users Guide**' are available by clicking on '**Help**' on the Navigation Menu. Instructions are available on the Abstracts website for '**Tax Unit Boundary Certification**' and '**Neighborhood Revitalization**'. The '**Ratio**' radio button is to upload information for the Ratio Studies compiled by your county appraiser and its use will not be addressed here.

The Navigation Menu is available at the top of the menu screen. Throughout your work, you may logout and return to the On-line Application Login Welcome screen by clicking on '**Logout**'. You may return to this main menu page at any time by clicking on '**Home**'.

Click the '**July**' ration button then click the '**Continue**' button.

FILE OVERVIEW

RADIO BUTTON	DESCRIPTION
Upload July Personal Property File	The file necessary for execution of the '**Upload July Personal Property File**' button is pj1.txt and its path name is **abstracts\pj1.txt**. Click on the '**Browse**' button to open the '**Choose File**' dialog box and find the file on your computer using the pathname shown above. Double click on the file to select it and it appears in the box on the upload screen. When the correct pathname is displayed, click on the '**Upload**' button to upload a file. Click on the '**Back**' button to return to the menu.
Upload July Real Property File	The file necessary for execution of the '**Upload July Personal Property File**' button is rj1.txt and its path name is **abstracts\rj1.txt**. Click on the '**Browse**' button to open the '**Choose File**' dialog box and find the file on your computer using the pathname shown above. Double click on the file to select it and it appears in the box on the upload screen. When the correct pathname is displayed, click on the '**Upload**' button to upload a file. Click on the '**Back**' button to return to the menu.
Upload July Heavy Truck File	First, enter the current year's Motor Vehicle Levy without any decimals in the '**Levy:**' box. The file necessary for the execution of the '**Upload July Heavy Truck File**' button is the pvhtj.txt and its path name is **abstracts\pvhtj.txt**. Click on the '**Browse**' button to open the '**Choose file**' dialog box and find the file on your computer using the pathname shown above. Double click on the file to select it and it appears in the box on the upload screen. When the correct pathname is displayed, click on the "**Upload**' button to upload the levy and the file. Click the '**Back**' button to return to the menu.
Upload July New Improvement File	The file necessary for the execution of the 'Upload July New Improvement File' is the pvnif01.txt and its path name is abstracts\pvnif01.txt. Click on the 'Browse' button to open the 'Choose file' dialog box and find the file on your computer using the pathname shown above. Double click on the file to select it and it appears in the box on the upload screen. When the correct pathname is displayed, click on the 'Upload' button to upload the file. Click the 'Back' button to return to the July Abstract Menu.
Upload July Watercraft File	First, enter the county's previous year's county average levy without any decimals in the '**Levy:**' box. The file necessary for the execution of the '**Upload July Watercraft File**' button is the pvwtrcftj.txt and its path name is **abstracts\pvwtrcftj.txt**. Click on the '**Browse**' button to open the '**Choose file**' dialog box and find the file on your computer using the pathname shown above. Double click on the file to select it and it appears in the box on the upload screen. When the correct pathname is displayed, click on the '**Upload**' button to upload the levy and the file. Click on the '**Back**' button to return to the menu.
View Reports	After the five files have been uploaded and edited, click on the '**View Reports**' button. This opens the '**PVD Abstracts Reports Menu**' window. ➤ Click on the '**Summary Signoff**' then '**Show Report**' to open and print your '**Summary Signoff**'. Verify the information on your '**Summary Signoff**'. ➤ Click on the '**Heavy Truck Signoff'** and '**Show Report**' to open and print your '**July Abstract of 16/20M Heavy Trucks.**' Verify the information on the abstract. ➤ Click on the '**Watercraft Signoff**' and '**Show Report**' to open and print your '**July Abstract of Watercraft.**' Verify the information on the abstract.

	➢ Click on the '**New Improvement Signoff**' and '**Show Report**' to open and print your '**New Improvements Signoff**.' Verify the information on your '**New Improvement Signoff**.'
	➢ Click on the '**Heavy Truck**' and '**Show Report**' and a dialog box opens offering to '**Open**' or '**Save**' the file. It is **not** necessary to mail in this report.
	➢ Click on the '**Watercraft**' and '**Show Report**' and a dialog box opens offering to '**Open**' or '**Save**' the file. It is **not** necessary to mail in this report.
Edit July New Improvement File	Click on the '**Edit July Heavy Truck File**' button to view and edit the Heavy Truck File. Click on '**Edit**' to edit information on that line. Click on the '**Update**' button to update the file. Click the '**Back**' button to return to the menu.
Edit July Watercraft File	Click on the '**Edit July Watercraft File**' button to view and edit the Watercraft File. Click on the '**Edit**' to edit information on that line. Click on the '**Update**' button to update the file. Click the '**Back**' button to return to the menu.

JULY UPLOAD INSTRUCTIONS

There are five files that need to be uploaded to KDOR for July, as well as the three optional edit buttons. The button, '**View Reports**', is used for printing the four signoffs necessary for the July Abstract.

The list includes:

- o Upload July Personal Property File
- o Upload July Real Property File
- o Upload July Heavy Truck File
- o Upload July New Improvement File
- o Upload July Watercraft File
- o View Reports
- o Edit July Heavy Truck File
- o Edit July New Improvement File
- o Edit Watercraft File

When any of the first five selections are chosen, an upload screen appears. At this point is the process, the correct file must be selected that corresponds to the file that you wish to upload. The upload process will not complete successfully if the selected file does not correspond with the upload button you selected. You are only able to see and select files pertinent to your county.

Each file is located on your PC with a pathname. For each upload, you must find and select the file on your computer. When you are instructed to click on the 'Browse' button with each upload, you will open the '**Choose file to Upload**' dialog box (shown below) and proceed as follows:

- o Click on the Documents within Libraries to locate the '**Abstracts**' folder
- o Double click on the '**Abstracts**' folder

The five files are available for selection from the 'Abstracts' folder (shown on the next page). After finding this path for the first time, you are returned to the folder when '**Browse**' is clicked again.
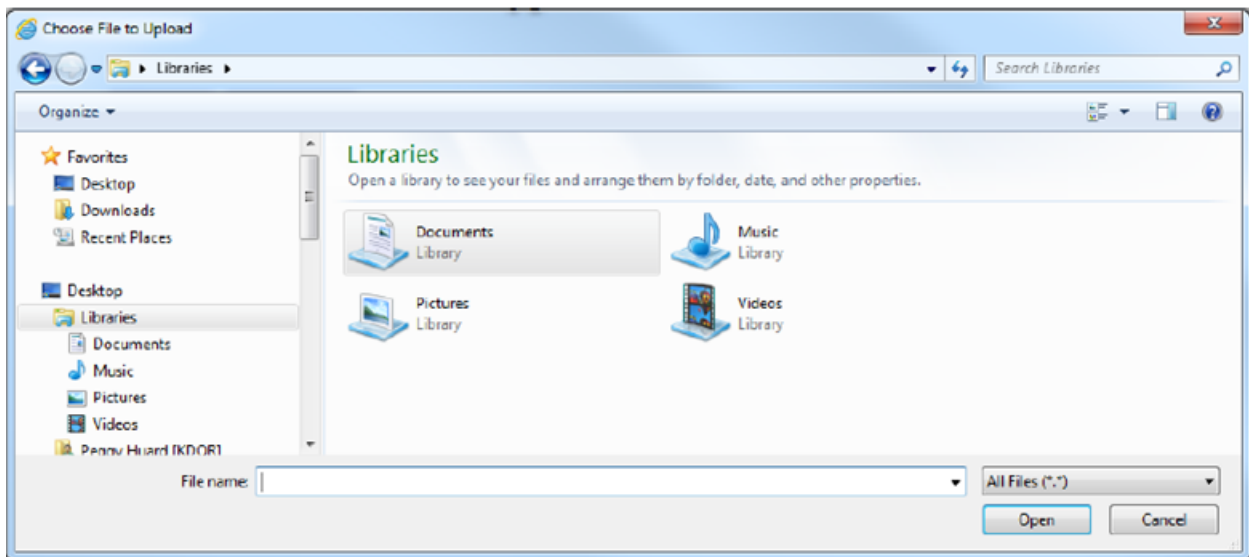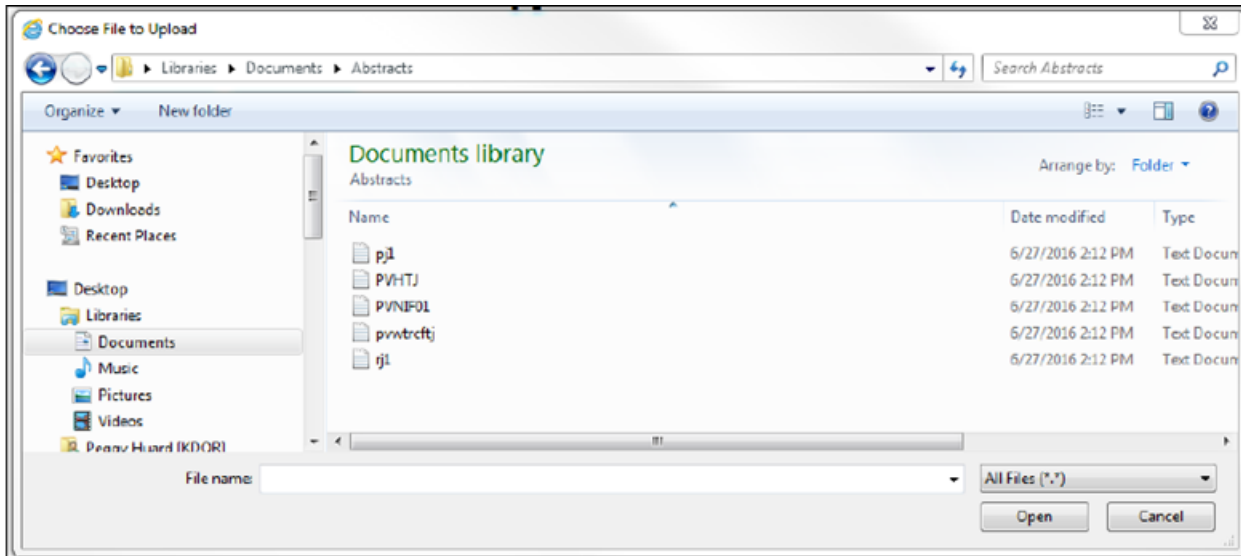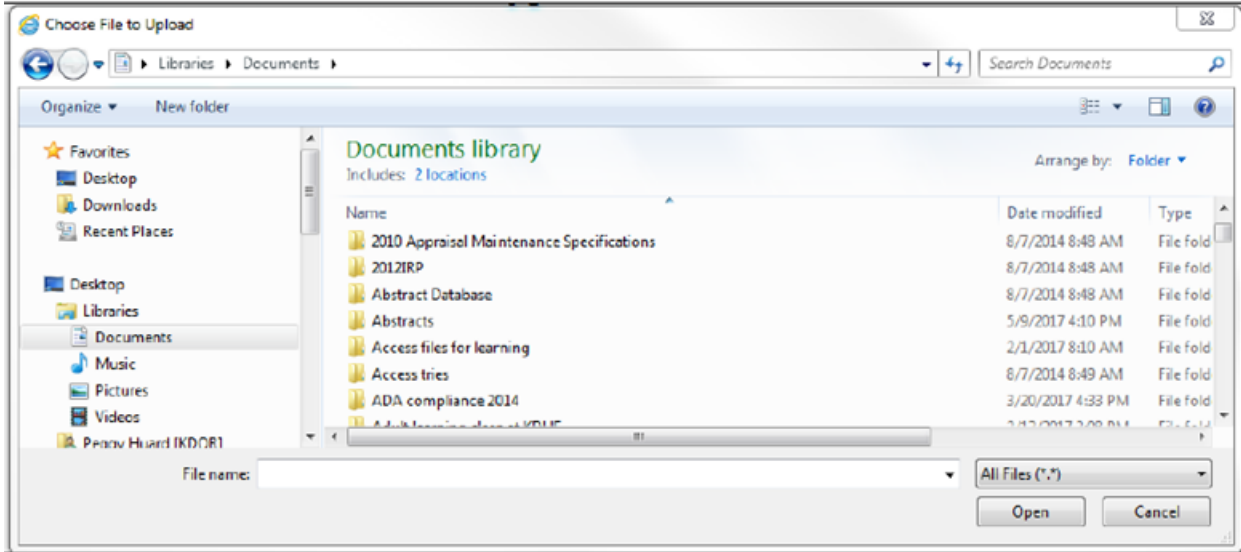
The Kansas Department of Revenue (KDOR) On-line July Abstract program allows Kansas Counties to upload and edit their data on-line. Each county must have the following text files created by a vendor before executing the July Abstract program. The July personal property file name for July is pj1.txt. The July real estate file is identified as rj1.txt. These two files are used when generating the '**Summary Signoff**'. Three additional files are needed to produce the '**Heavy Truck Signoff**' (July Abstract of the 16/20M Tagged Vehicles), the '**New Improvement Signoff**' (New Improvement Abstract), and the '**Watercraft Signoff**' (July Abstract of Watercraft). A vendor must create these files for you. File names for these files are pvhtj.txt for the heavy truck data, pvwtrcftj.txt for the watercraft data and pvnif01.txt for the new improvement data.

When a file has been successfully uploaded, click on the '**Back**' button to return to the previous screen to choose another file to upload. You may upload any file as often as is necessary. Each successful upload **overwrites** the data from the last upload. The Navigation Menu is again available at the top of the screen.

UPLOAD JULY PERSONAL PROPERTY FILE

Choose this radio button to upload the personal Property file for July. This file's name, **pj1.txt**, and its path, **abstracts\pj1.txt**. are displayed on the screen. Click on the '**Browse**' button to open the '**Choose file**' dialog box and find the file on your computer using the pathname shown above. Double click on the file to select it and it appears in the box on the upload screen. When the correct pathname is displayed, click on the '**Upload**' button to upload the file.

If you fail to select a file or select the incorrect file and click on the '**Upload**' button, an error message is displayed. Try again to select the file. After a successful upload, you will see a message that the file has been uploaded successfully and an information table of the data that was uploaded is displayed (see the screen shot on the next page). You may scroll through the data using the scroll bars on the right side and bottom of the internet screen.

If any problems are encountered in the upload process, an error message is displayed advising you of the problem. If the error is in the file, make the correction to the file, re-extract the data following your vendor's instructions, and upload the corrected file. See pages 35 through 37 for examples of error messages.

When the file has been successfully uploaded, click on the '**Back**' button to return to the previous screen to choose another file to upload. You may upload a file as often as is necessary. Each successful upload <u>overwrites</u> the data from the last upload. The Navigation Menu is again available at the top of the screen.
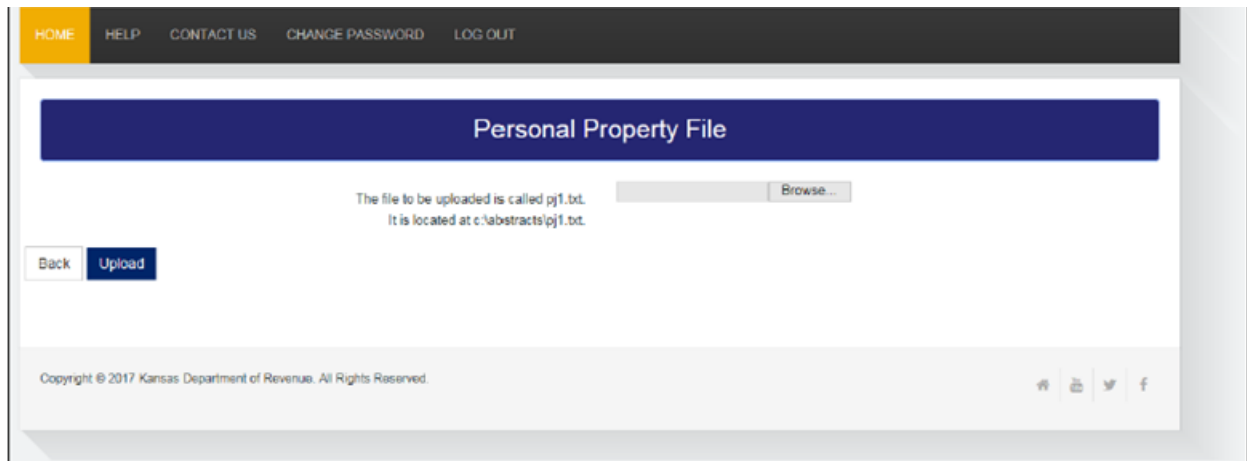
Personal Property File

The file has been successfully uploaded.

The file to be uploaded is called pj1.txt.
It is located at c:\abstracts\pj1.txt.

Browse...

Back   Upload

Cnty #	Tax Unit	Land Use	School Dist	U/R	Mobile Home	Royalty Under 5	Working Under 5	Item Under 5	Royalty Over 5	Working Over 5	Item Over 5	Public Utility	Motor Vehicle	Com/Ind	All Other	Rec Vehicle	Penalty	Exempt IRB	Exempt EDX	Exempt Res	File Year
060	001	1101	225	U	0	0	0	0	0	0	0	0	360	0	2,871	0	143	0	0	0	2018
060	001	1160	225	U	3,556	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3,442	2018
060	001	2000	225	U	0	0	0	0	0	0	0	0	0	7,325	0	0	151	0	0	0	2018
060	001	2102	225	U	0	0	0	0	0	0	0	0	0	187	0	0	0	0	0	0	2018
060	001	2175	225	U	0	0	0	0	0	0	0	0	0	100	0	0	0	0	0	0	2018
060	001	2210	225	U	0	0	0	0	0	0	0	0	0	1,792	0	0	0	0	0	0	2018
060	001	2540	225	U	0	0	0	0	0	0	0	0	0	250	0	0	0	0	0	0	2018

UPLOAD JULY REAL PROPERTY FILE

Choose this radio button to upload the real property file for July. This file's name, rj1.txt, and its path **abstracts\rj1.txt**, are displayed on the screen. Click on the '**Browse**' button to open the '**Choose file**' dialog box and find the file on your computer using the pathname shown above. Double click on the file to select it and it appears in the box on the upload screen. When the correct pathname is displayed, click on the '**Upload**' button to upload the file.

If you fail to select a file or select the incorrect file and click on the '**Upload**' button, and error message is displayed. Try again to select the file. After a successful upload, you will see a message that the file has been uploaded successfully and an informational table of the data that was uploaded displayed (see the screen shot on the next page). You may scroll through the data using the scroll bars on the right side and the bottom of the table.

If any problems are encountered in the upload process, an error message is displayed advising you of an unsuccessful upload attempt. If the error is in the file, make the correction to the file, re-extract the data following your vendor's instructions, and upload the corrected file. <u>See pages 35 through 37 for examples of error messages.</u>

When the file has been successfully uploaded, click on the '**Back**' button to return to the previous screen to choose another file to upload You may upload a file as often as is necessary. Each successful upload <u>overwrites</u> the data from the last upload. The Navigation Menu is again available at the top of the screen.
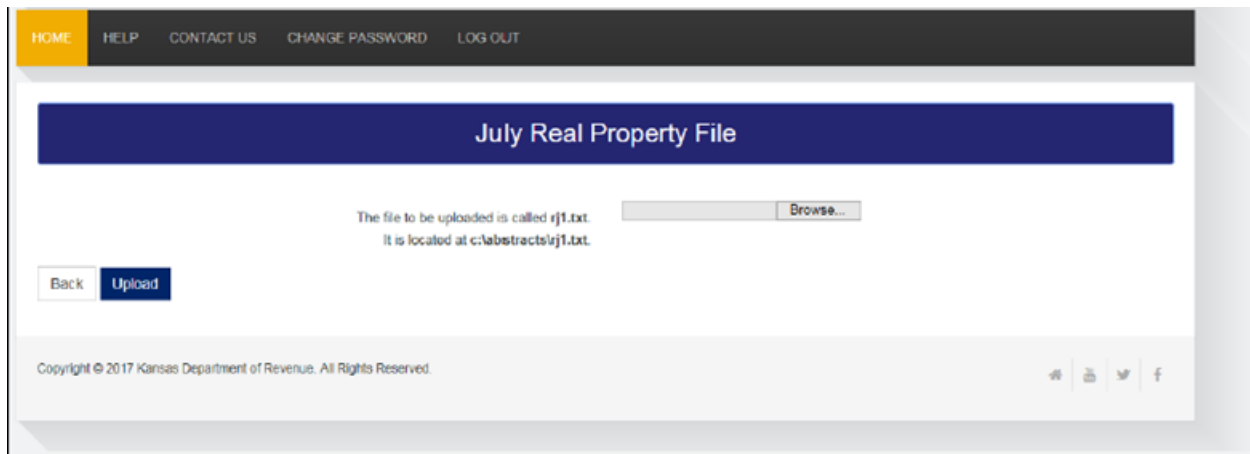
July Real Property File

The file has been successfully uploaded.

Back

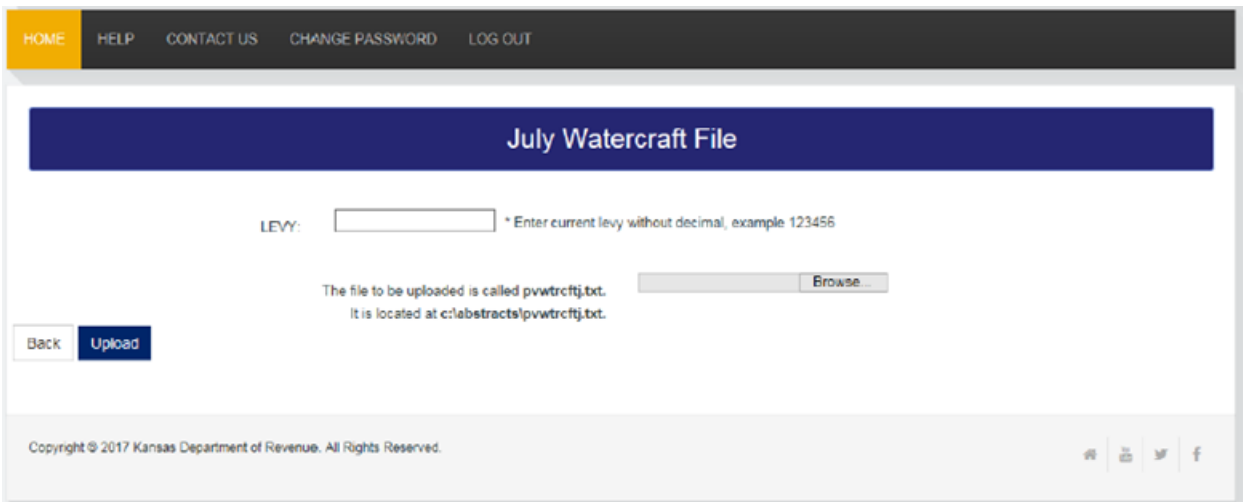| Cnty #	Tax Unit	Land Use	Sch Dist	U/R	No. Parcels	Res. Land	Res. Improvement	Ag. Land	Vacant Land	Non-Profit Land	Non-Profit Imp.	State Real	State Other	State Penalty	Public Util. Land	Public Util. Impr	Com/Ind Land	Com/Ind Impr	Other Ag Land	Other Nrc Land	Other Impr	Exempt Land	Exempt RP	Exempt IRB	Exempt EDX	Exempt Res	File Year
060	001	1101	225	U	232	77,452	1,745,238	0	902	0	0	0	0	0	0	0	0	3,393	0	0	0	0	0	0	0	23,523	2018
060	001	1102	225	U	5	1,407	30,284	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2018
060	001	1160	225	U	11	3,018	13,910	0	630	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2018
060	001	1170	225	U	1	489	18,146	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2,300	2018
060	001	1199	225	U	16	2,561	9,625	0	569	0	0	0	0	0	0	0	788	7,528	0	0	0	0	0	0	0	0	0	2018
060	001	1250	225	U	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2018
060	001	2101	225	U	1	112	418	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2018
060	001	2102	225	U	5	0	0	0	0	0	0	0	0	0	0	0	1,284	14,484	0	0	0	0	0	0	0	0	0	2018
060	001	2116	225	U	1	0	0	0	0	0	0	0	0	0	0	0	433	7,150	0	0	0	0	0	0	0	0	0	2018
060	001	2126	225	U	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2018
060	001	2151	225	U	1	0	0	0	0	0	0	0	0	0	0	0	523	7,038	0	0	0	0	0	0	0	0	0	2018
060	001	2172	225	U	1	0	0	0	0	0	0	0	0	0	0	0	333	9,030	0	0	0	0	0	0	0	0	0	2018
060	001	2175	225	U	2	0	0	0	0	0	0	0	0	0	0	0	1,000	15,368	0	0	0	0	0	0	0	0	0	2018
060	001	2210	225	U	1	0	0	0	0	0	0	0	0	0	0	0	1,063	43,213	0	0	0	0	0	0	0	0	0	2018

UPLOAD JULY HEAVY TRUCK FILE
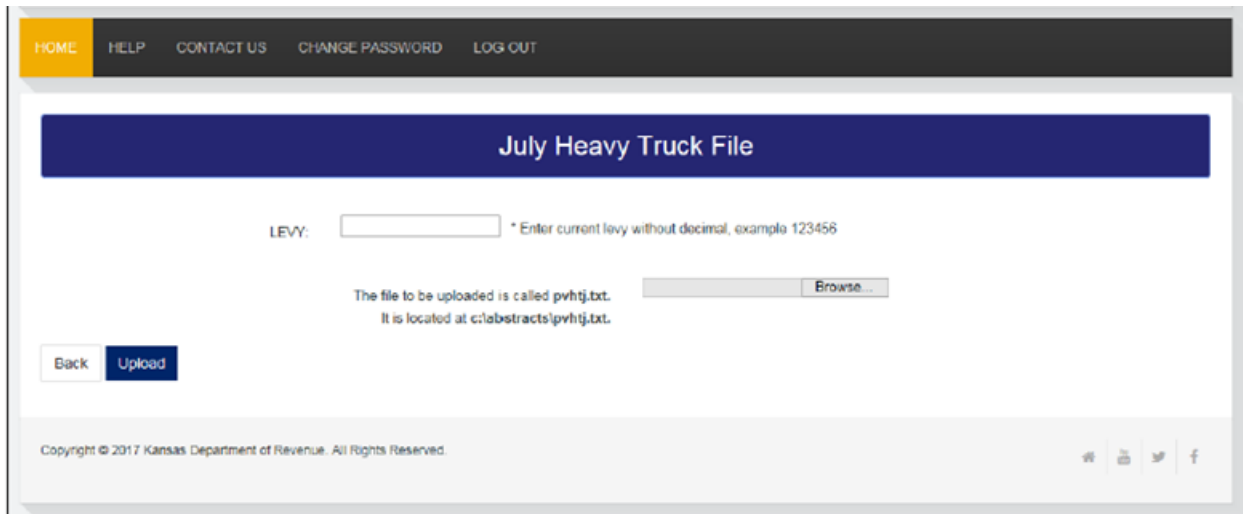
Choose this radio button to upload the heavy truck file for July. Above the information on uploading the file is the 'Levy:' box. Click in the box an enter your county's current year Motor Vehicle levy *without any decimals* in this box then continue to upload your county's heavy truck file (see the screen shot on next page).

The heavy truck file's name, **pbhtj.txt**, and its path, **abstracts\pvhtj.txt**, are displayed on the screen. Click on the 'Browse' button to open the 'Choose file' dialog box and find the file on your computer using the pathname shown above. Double click on the file to select it and it appears in the box on the upload screen. When the correct pathname is displayed, click on the 'Upload' button to upload the file.

After a successful upload, you will see a message that the file has been uploaded successfully and an informational table of the data that was uploaded is displayed. You may scroll through the data using the scroll bar on the right side of the table (see the screen shot on the next page).

If any problems are encountered in the upload process, an error message is displayed advising you of an unsuccessful upload attempt. If the error is in the file, make the corrections to the file, re-extract the data following your vendor's instructions, and upload the corrected file.

When the file has been successfully uploaded, click on the 'Back' button to return to the previous screen to choose another file to upload. You may upload a file as often as in necessary. Each successful upload <u>overwrites</u> the data from the last upload. The Navigation Menu is again available at the top of the screen.

UPLOAD JULY NEW IMPROVEMENT FILE

Choose this radio button to upload the new improvement file for July. This file's name, **pvnif01.txt**, and its path, **abstracts\pvnif01.txt**, are displayed on the screen. Click on the '**Browse**' button to open the '**Choose file**' dialog box and find the file on your computer using the pathname shown above. Double click on the file to select it and it appears in the box on the upload screen. When the correct pathname is displayed, click on the '**Upload**' button to upload the file.

If you fail to select a file or select the incorrect file and click on the '**Upload**' button, an error message is displayed. Try again to select the file. After a successful upload, you will see a message that the file has been uploaded successfully and an information table of the data that was uploaded is displayed (see the screen shot on the next page).

If this file has not been created by the county's vendor, go to '**Edit July New Improvement**' (see page 22). The previous year's information is displayed. Enter the current year's values as whole numbers without commas or decimals. Begin at 'Residential' by deleting contents before entering current year's information. Following the '**Data Manipulations Rules**' on page 22. Tab to each box to enter current information. Click '**Update**' and verify totals. Click '**Back**'.

Verify the assessed values, paying particular attention to the state assessed value. You may click the underlined, red 'Edit' at the left side of the table to edit the new improvement information. A new screen opens (see a screen shot on page 17) and you may tab between the boxes. See '**Edit New Improvements File**' on page 22 for more information on this edit screen. The Utility Section certifies the state assessed new improvement values and you **must** enter these values. Enter the number without commas or decimals.

If any problems are encountered in the upload process, an error message is displayed advising you of an unsuccessful upload attempt. If the error is in the file, make correction to the file, re-extract the data following your vendor's instructions, and upload the corrected file.

When the file has been successfully uploaded, click on the '**Back**' button to return to the previous screen to choose another file to upload. You may upload a file as often as is necessary. Each successful upload overwrites the data from the last upload. The Navigation Menu is again available at the top of the screen.

UPLOAD JULY WATERCRAFT FILE

Choose the radio button to upload the watercraft file for July. Above the information on uploading the file is the '**Levy:**' box. Click in the box and enter your county's previous year's county average *without any decimals* in this box then continue to upload your county's watercraft file (see the screen shot on next page).

The watercraft file's name, **pvwtrcftj.txt**, and its path, **abstracts\pvwtrcftj.txt**, are displaying on the screen. Click on the '**Browse**' button to open the '**Choose file**' dialog box and find the file on your computer using the pathname shown above. Double click on the file to select it and it appears in the box on the upload screen. When the correct pathname is displayed, click on the '**Upload**' button to upload the file.

After a successful upload, you will see a message that the file has been uploaded successfully and an informational table of the data that was uploaded is displayed. You may scroll through the data using the scroll bar on the right side of the table (see the screen shot on the next page).

When the file has been successfully uploaded, click on the '**Back**' button to return to the previous screen to choose another file to upload. You may upload a file as often as is necessary. Each successful upload overwrites the data from the last upload. The Navigation Menu is again available at the top of the screen.

EDIT JULY HEAVY TRUCK FILE

Choose '**Edit July Heavy Truck File**' radio button to edit or make corrections to the heavy truck file for July. This button opens the screen showing the uploaded Heavy Truck File (see below for a screen shot). To edit the levy, enter your county's current year Motor Vehicle levy *without any decimals* in the '**LEVY:**' box, then click the '**Update**' button.

Clicking the underlined red '<u>Edit</u>' opens a dialog box which allows the record/line to be edited (see the next page for screen shot). When the editing for the record/line is finished, the '**Update**' button clicked and a message appears stating that the file has been updated. Another record/line may then be chosen to be edited. When editing the records, please follow the '**Data Manipulation Rules**' below.

To add a new record/line, click the red '**Add**' button and a blank dialog box opens. Each field will need information. Follow the '**Data Manipulation Rules**' below when entering the information. When the information for that record is entered, click the '**Add**' button again and a message is displayed stating that the record has been added.

Clicking the '**Clear**' button above the dialog box allows a new record/line to be added (see the next page for a screen shot). Each field will need information. Follow the '**Data Manipulation Rules**' below when entering the information. When the information for that record is entered, click the '**Add**' button again and a message appears stating that the record has been added. When the editing is done, the '**Back**' button is clicked to return to the July Abstract menu.

<u>DATA MANUPULATION RULES</u>

- Boxes that you may use to enter your data, if applicable are 'Tax Unit', 'Value', 'Penalty' and 'Cancel'.
- Values for 'Tax Unit', 'Value' (the assessed value) and 'Penalty' (the penalty value) should be entered as a whole number without commas or decimals.
- You may enter amounts in the 'Cancel' column as dollars and cents to the nearest cent. This column represents your 'Canceled Tax' amount. If the dollar amount is zero, '0.00' needs to be entered.
- If a value needs to be changed to zero, select the field and key a '0' in the space. Do not attempt to leave box blank.
- <u>Do not leave any box blank</u>, key '0' or '0.00' in any blank box.
- You may use the 'Tab' key to scroll across the boxes.

When a new tax unit needs to be entered, click "Add" button and a blank dialog box opens:

EDIT JULY NEW IMPROVEMENT FILE

Click on '**Edit July New Improvement File**' radio button to edit new construction data for your county. A '**July New Improvement File**' dialog box is displayed to edit these values (see below for a screen shot). Two buttons may be found on the screen. They are '**Back**' and '**Update**'.

The Utility Section certifies the state assessed new improvement values and you <u>must</u> enter these values. Click in the box titled 'State' and delete the contents. Following the '**Data Manipulation Rules**' below, enter the state assessed value then click '**Update**'.

If this file has <u>not</u> been created by the county's vendor, the previous year's information is displayed. Enter current year's values according to the '**Data Manipulation Rules**' below. Begin at 'Residential' by deleting contents before entering current year's information. Tab to each box to enter current information. Click '**Update**' and verify totals. Click '**Back**'.

When the editing is finished, the '**Update**' button is clicked and a message in red appears stating that the file has been updated. Subtotals and Totals are also updated. When you are finished with updating the file, the '**Back**' button is clicked to return to the July Abstract Menu. When editing the files, please follow the '**Data Manipulation Rules**' below.

<u>DATA MANIPULATION RULES:</u>
- Amounts should be entered as whole numbers
- Enter your figures without commas
- If a value needs to be changed to zero, select the box and key a '0' in the space. <u>Do not attempt to leave box blank</u>, key a '0' in any blank box.
- Use the 'Tab' key to scroll across the boxes.

When you are finished editing the New Improvement information, click the '**Update**' button, then click '**Back**' to go back to the July Abstracts page.

New Improvement File

File Year: 2018

Back   Update

Cnty No	044
Residential	664266
Farm	506975
Com/Ind	586736
Ag Impr	0
Not for Profit	0
Other	0
SubTotal	1,757,977
State	201276
Total	1,959,253

Filing Year is already in system. Please use update button to change data for the current filing year.

EDIT JULY WATERCRAFT FILE

Choose the '**Edit July Watercraft File**' radio button to edit or make corrections to the watercraft file for July. This button opens the screen showing the upload Watercraft File (see below for a screen shot). To edit the levy, enter your county's previous year's county average levy *without any decimals* in the '**LEVY:**' box, then click the '**Update**' button.

Clicking the underlined, red 'Edit' opens a dialog box which allows that record/line to be edited (see the next page for a screen shot). When the editing for that record/line is finished, the "**Update**' button is clicked and a message in red appears stating that the file has been updated. Another record/line may then be chosen to be edited. When editing the records, please follow the '**Data Manipulation Rules**' below.

To add a new record/line, click the red '**Add**' button and a blank dialog box opens. Each filed will need information. Follow the '**Data Manipulation Rules**' below when entering the information. When the information for that record is entered, click the '**Add**' button again and a message appears stating that the record has been added. When the editing is done, the '**Back**' button is clicked to return to the July Abstract Menu.

DATA MANIPULATION RULES
- Boxes that you may use to enter your data, if applicable, are 'Tax Unit', 'Value', 'Penalty' and 'Cancel'.
- Values for 'Tax Unit', 'Value' (the assessed value) and 'Penalty' (the penalty value) should be entered as whole numbers without commas or decimals.
- You may enter amounts in the 'Cancel' column as dollars and cents to the nearest cent. This column represents your 'Canceled Tax' amount. If the dollar amount is zero, '0.00' need to be entered.
- If a value needs to be changed to zero, select the filed and key a '0' in the space. Do not attempt to leave box blank.
- Do not leave any box blank, key '0' or '0.00' in any blank box.
- You may use the 'Tab' key to scroll across the boxes.

When a new tax unit needs to be entered, click "Add" button and a blank dialog box opens:

VIEW REPORTS

The '**View Reports**' radio button accesses the certifications and reports for the July Abstract. When the button is clicked a new screen is opened with the following six options:

- o Summary Signoff
- o Heavy Truck Signoff
- o Watercraft Signoff

- o New Improvement Signoff
- o Heavy Trucks
- o Watercraft

Under these options is the **'Show Report'** button.

SUMMARY SIGNOFF

When the 'Summary Signoff' radio button is selected and the 'Show Report' button is clicked, the on-line program opens a document which is created from the pj1.txt and the rj1.txt files. The 'Summary Signoff' displays a summary of the county's values in July with fields for taxes and levies displaying zeros. If an error message is displayed instead of the 'Summary Signoff', there were errors in the pj1.txt or the rj1.txt files. Make certain any errors have been corrected in those files before attempting to generate the 'Summary Signoff'.

It is important to verify the information in the 'Summary Signoff', then print a copy to certify and mail in. The document may also be saved to your computer. To return to the Reports menu, click the 'Back' button on the Internet Explorer task bar. Changes on the 2018 Summary Signoff are indicated below.

<= Notice two fields' locations change for 2018

*** July Abstract Summary Signoff Report ***

*** Exempt Valuation *****

I hereby certify that this Abstract has been prepared and furnished to the Director of Property Valuation as required by statute K.S.A. 79-1006A.

Witness my hand and official seal, this _____ Day of _____ Year _____

County Clerk   County

HEAVY TRUCKS SIGNOFF

Opening the 'Heavy Trucks Signoff' produces the 'July Abstract of 16/20M Tagged Vehicles'. When the 'Heavy Trucks Signoff' radio button is selected and the 'Show Report' button is clicked, the on-line program opens a document which is created from the pvhtj.txt file. This file was uploaded in the 'Upload Heavy Truck File' and edited, if necessary, in the 'Edit Heavy Truck File'.

It is important to verify the information in the 'Heavy Trucks Signoff', then print a copy to certify and mail in. The document may also be saved to your computer. To return to the Reports menu, click the 'Back' button on the Internet Explorer task bar.

WATERCRAFT SIGNOFF

Opening the '**Watercraft Signoff**' produces the 'July Abstract of Watercraft'. When the '**Watercraft Signoff**' radio button is selected and the '**Show Report**' button is clicked, the on-line program opens a document which is created from the pvhtj.txt file. This file was uploaded in the '**Upload Watercraft File**' and edited, if necessary, in the '**Edit Watercraft File**'.

It is important to verify the information in the '**Watercraft Signoff**', then print a copy to certify and mail in. The document may also be saved to your computer. To return to the Reports menu, click the '**Back**' button on the Internet Explorer task bar.

NEW IMPROVEMENT SIGNOFF

Opening the 'New Improvement Signoff' produces the 'New Improvement Abstract'. When the 'New Improvement Signoff' radio button is selected and the 'Show Report' button is clicked, the on-line program opens a document which is created from the pvinf01.txt file. This file was uploaded in the 'Upload New Improvement File' and edited in the 'Edit New Improvement File'.

It is important to verify the information, especially the State Assessed value, in the 'New Improvement Signoff', then print a copy to certify and mail in. The document may also be saved to your computer. To return to the Reports menu, click the 'Back' button on the Internet Explorer task bar.
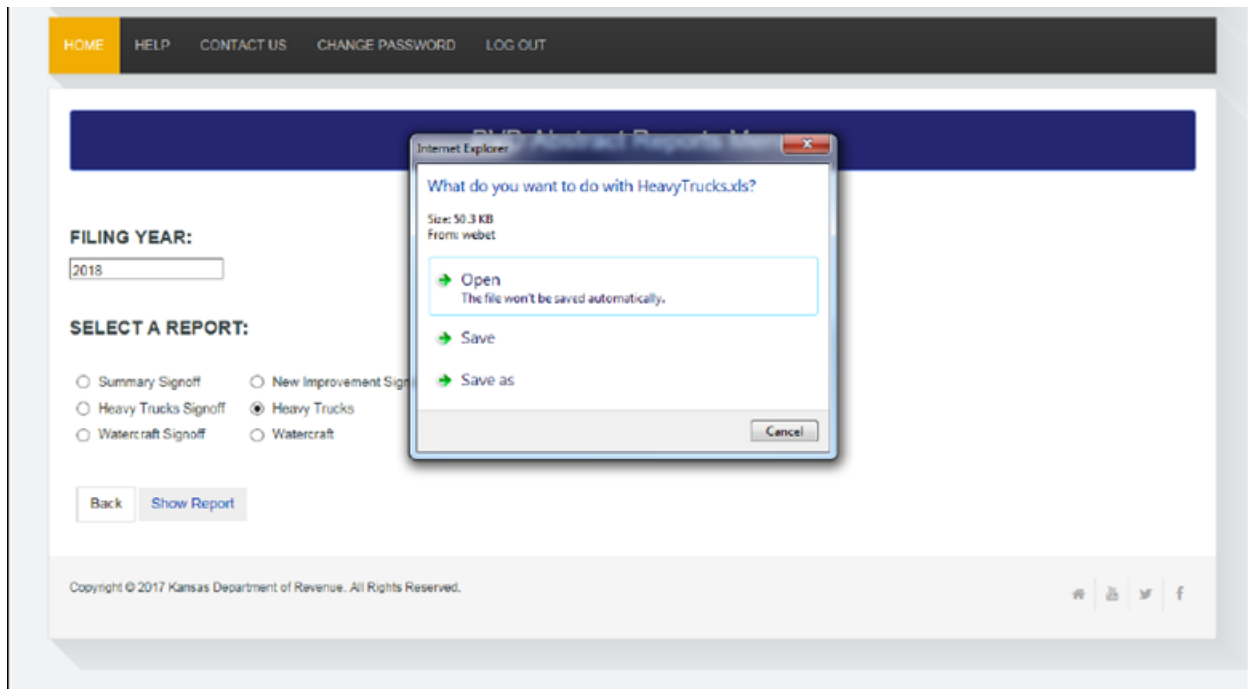
HEAVY TRUCKS (Optional)

Opening the '**Heavy Trucks**' produces an Excel file of the 'PVD Heavy Trucks Detail' which was formerly called the 16/20M Heavy Trucks Report'. *This report is no longer required part of the July Abstract.*

When the '**Heavy Trucks**' ration button is selected and the '**Show Report**' button is clicked, a box asking 'What do you want to do with HeavyTrucks.xls?' (see the screen shot below) opens offering to '**Open**', '**Save**', '**Save As**' or '**Cancel**'.

If the option '**Open**' is selected the Excel file is opened in the Internet Explorer window for viewing purposes (see screen shot below). *You do not need to print or save this report for the July Abstract.*

If '**Save**' or '**Save As**' is clicked, you may save the Excel File to your computer (see the screen shot on the next page of the '**Save As**' dialogue box). If '**Cancel**' is clicked the dialog box closes.
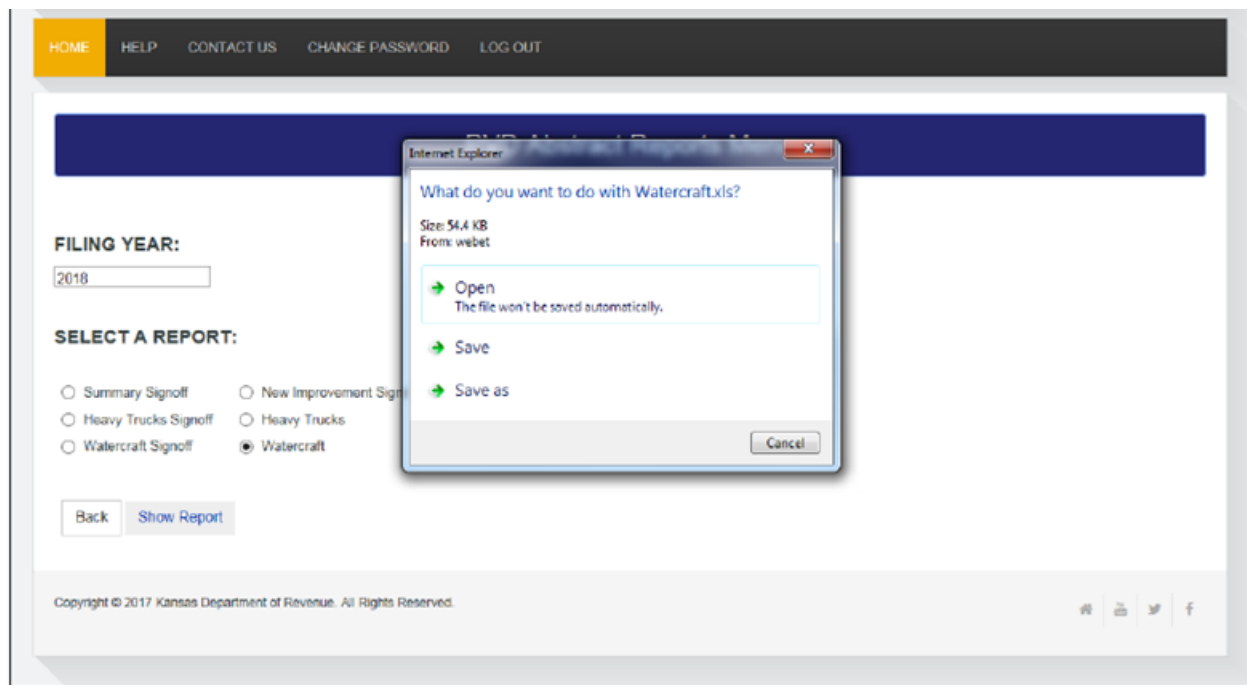
WATERCRAFT (Optional)

Opening the '**Watercraft**' produces an Excel file of the 'PVD Watercraft Detail'. *This report is not required part of the July Abstract.*

When the '**Watercraft**' radio button is selected and the '**Show Report**' button is clicked, a box asking 'What do you want to do with Watercraft.xls?' (see the screen shot below) opens offering to '**Open**', '**Save**', '**Save As**' or '**Cancel**'.

If the option '**Open**' is selected the Excel is opened in the Internet Explorer window for viewing purposes (see screen shot on the next page). *You do not need to print or save this report for the July Abstract.*

If '**Save**' or '**Save As**' is clicked, you may save the Excel file to your computer (see the screen shot on the next page of the '**Save As**' dialogue box). If '**Cancel**' is clicked the dialog box closes.

```
┌─────────────────────────────────────────────────────────────┐
│                  * CONGRATULATIONS *                        │
│                                                             │
│          YOU HAVE SUCCESSFULLY COMPLETED YOUR               │
│                                                             │
│                    JULY ABSTRACTS                           │
│                                                             │
└─────────────────────────────────────────────────────────────┘
```

Call or Email the PVD Abstract Contact Personnel **<u>after</u>** you have successfully completed the upload of your file July abstract files, printed and verified the information in the four reports to be mailed in.

/

ERROR INSTRUCTIONS

If one of your July files contain errors, and error message will be displayed. Explanations and examples are below. Generally, you will have to correct the file in your tax administration system and have your vendor recreate the files. The corrected files will then need to be uploaded in the on-line July Abstract program.

ERROR MESSAGES

When the personal property file (pj1.txt) or the real property file (rj1.txt) contains invalid information and are uploaded, and error report is given on the screen. Here are examples of the error messages.

An "Invalid Tax Unit" error message means that the county has added a new tax unit but the tax unit was not added through a tax unit boundary certification. Contact us about this error.

An "Invalid LBCS code" means that the land use code is not valid on a line an will need to be corrected in the tax software and the file recreated.
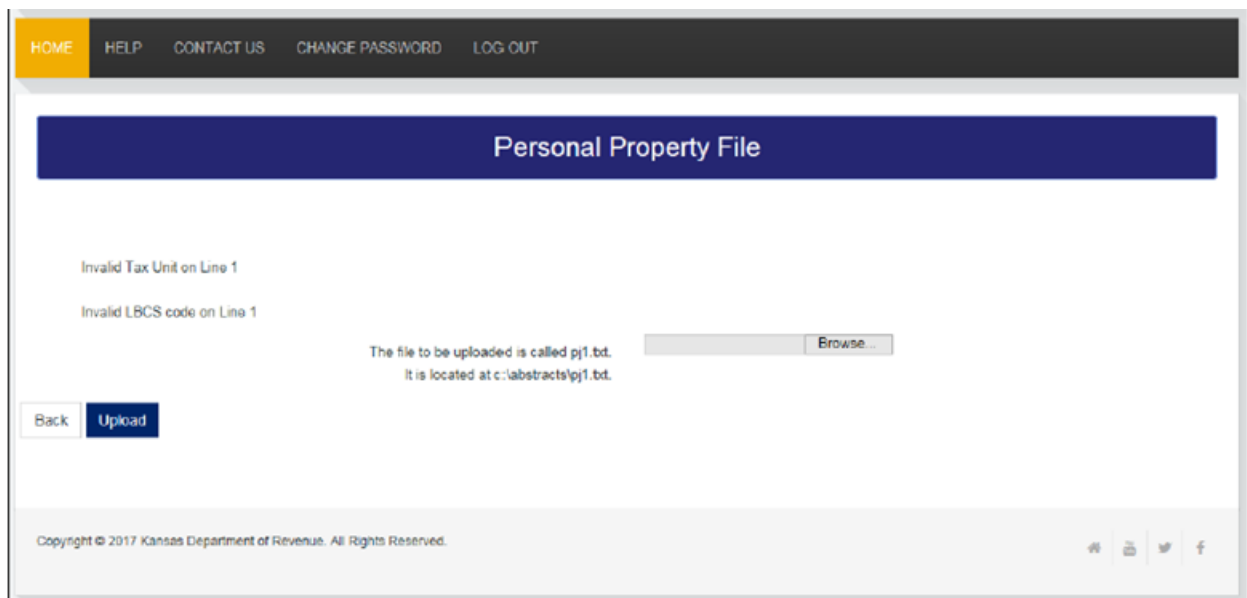
The error message below was generated from trying to upload a 2018 file that was not formatted with the new file length. Contact the software company about this.

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If either the personal property file (pj1.txt) or the property file (rj1.txt) contains an error, the error must be corrected, the data re-extracted and the file uploaded again. If an attempt is made to display the "**Summary Signoff**" with either the pj1.txt or the rj1.txt containing errors, an error screen similar to the one below will display.
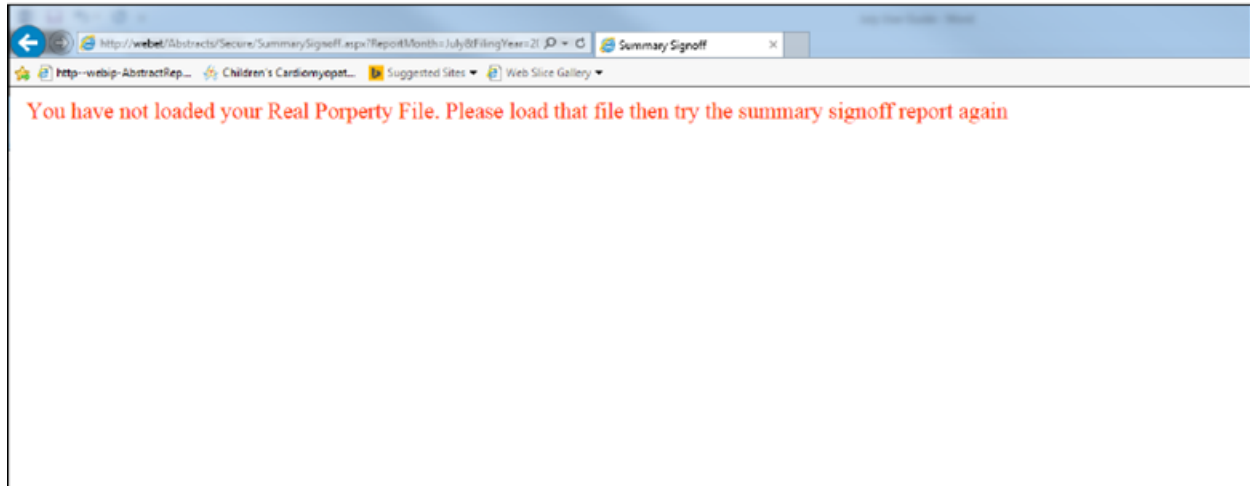
CONTACTS

If problems are encounter that cannot be resolved, please contact:

<table>
<tr><td colspan="3" align="center">BUSINESS CONTACTS</td></tr>
<tr>
<td>Veronica Dean
Fax
E-mail:</td>
<td>785.296.2936
785.296.2320
veronica.dean@ks.gov</td>
<td>Mailing Address:
Kansas Department of Revenue
Division of Property Valuation
Abstract Section
300 SW 29th Street
PO Box 3506
Topeka, KS 66601-3506</td>
</tr>
<tr>
<td>Jamie Cox
Fax
E-mail:</td>
<td>785.296.6641
785.296.2320
Jamie.cox@ks.gov</td>
<td>Mailing Address:
Kansas Department of Revenue
Division of Property Valuation
Abstract Section
300 SW 29th Street
PO Box 3506
Topeka, KS 66601-3506</td>
</tr>
</table>

JULY CHECKLIST

The following list illustrates the steps which will assist you in check the reliability of your data. Please utilize these steps before certifying your data to the Division of Property Valuation.

1. **Upload** the abstract files
2. **Print** the July Abstract Summary Signoff, 16/20M Tagged Vehicles (Heavy Truck) Signoff, the New Improvement Signoff, and Watercraft Signoff
3. **Personal Property Section** – Verify that the oil at 5bbls and under *royalty and working interest* values are accurate.
4. **Personal Property Section** – Verify that the gas at 100 mcf and under *royalty and working interest* values are accurate.
5. **Personal Property Section** – Verify the value in the *Boat Marine & Boat Trailer* field.
6. **Exempt Valuation Section** – Verify that values in the exempt *IRB and EDX real* fields and the exempt *IRB and EDX personal* fields are accurate. <u>Please attach a not to explain any substantial changes from last year.</u>
7. **Exempt Valuation Section** – Verify that you have a value in the *Assessed Residential (25 real)* and *Assessed Mobile Home (20 personal)* fields. This value is exempt pursuant to K.S.A. 79-201x (SB 41). The exempt value for mobile homes must not be greater than the vale in *Mobile Homes (5).*
8. Compare the **State Appraised (real and other)** allocation by land use code/land base classification system (LUC/LBCS) from the abstract signoff to the June 1st Certification of Assessed Value (form PV-AD-20). Do <u>NOT</u> include in your abstract certification any <u>estimated value</u> that you used for <u>budget purposes</u>. The real and other value tools must match between the summary signoff and the state certification page(s).
9. **Recap Section** – Verify the penalty value in the *PP Penalty Total Value* field.
10. **16/20M Levy** – Verify the levy for the current year tax collection
11. **Watercraft** – Verify the levy – it should be the previous year's county average levy.
12. **New Improvements** – Remember to update the state assessed new improvement field with the value certified to you by the public utility section.
13. **Mail** all required documents –
    i. Summary Signoff
    ii. 16/20M Heavy Truck Signoff
    iii. New Improvement Signoff, and the
    iv. Watercraft Signoff

    To the following address:

    Division of Property Valuation
    ATTN: Abstract Section
    300 SW 29th Street
    PO Box 3506
    Topeka, KS 66601-3506
14. **Call or e-mail** Veronica or Jamie **AFTER** you have completed Number 13 on the Checklist.