ADDENDUM

Watercraft

July Abstracts User Guide

for the

Division of Property Valuation Requirements

Kansas
Department of Revenue
Property Valuation Division

JULY ABSTRACT CERTIFICATION

The county or district appraiser on or before June 15, 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

1. Sign, date and affix your official seal to the computer generated *Summary Signoff*.
2. Sign, date and affix your official seal to the computer generated *16/20M Heavy Truck Abstract*.
3. Sign, date and affix your official seal to the computer generated *New Improvements Abstract*.
4. Sign, date and affix your official seal to the computer generated *Watercraft Abstract*.
5. Notify Vicki Lignitz at 785.296.3225 or Peggy Huard at 785.296.6641 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:

1. Summary Signoff
2. 16/20M Heavy Truck Abstract
3. New Improvements Abstract
4. Watercraft Abstract

MAILING ADDRESS:

Kansas Department of Revenue
Division of Property Valuation
Abstract Section
915 SW Harrison, Room 400N
Topeka, KS 66612-1585

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

JULY UPLOAD INSTRUCTIONS

The next screen provides a list of the five files that need to be uploaded to KDOR for July, as well as the two optional edit buttons. The button, '**View Reports**', is used for printing the four signoffs necessary for the July Abstract.

The list includes:

- Upload July Personal Property File
- Upload July Real Property File
- Upload July Heavy Truck File
- Upload July New Improvement File
- Upload July Watercraft File
- (unused)
- View Reports
- Edit July Heavy Truck File
- Edit July New Improvement File
- Edit July Watercraft File

When any of the first five selections are chosen, an upload screen appears. At this point in 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**' dialog box (shown on the next page) and proceed as follows:

- Click on the drop-down arrow next to the '**Look in:**' box and double click on the '**Hard_Drive (C:)**' icon , or the drive your vendor has mapped where your abstract files are located.
- Locate and double click on the '**Abstracts**' folder

The five files are available for selection from the '**Abstracts**' folder. After finding this path for the first time, you are returned to this folder when '**Browse**' is clicked again.

UPLOAD JULY WATERCRAFT FILE

Choose this radio button to upload the watercraft file for July. Above the information on uploading the file is the 'Levy:' box. Clock in the box and enter your county's previous years county average levy *without any decimals* in this box then continue to upload your county's watercraft file (see the screen shot on next page). NOTE: If your vendor creates this file, it is not necessary to enter the watercraft levy. However, verify that the levy is correct.

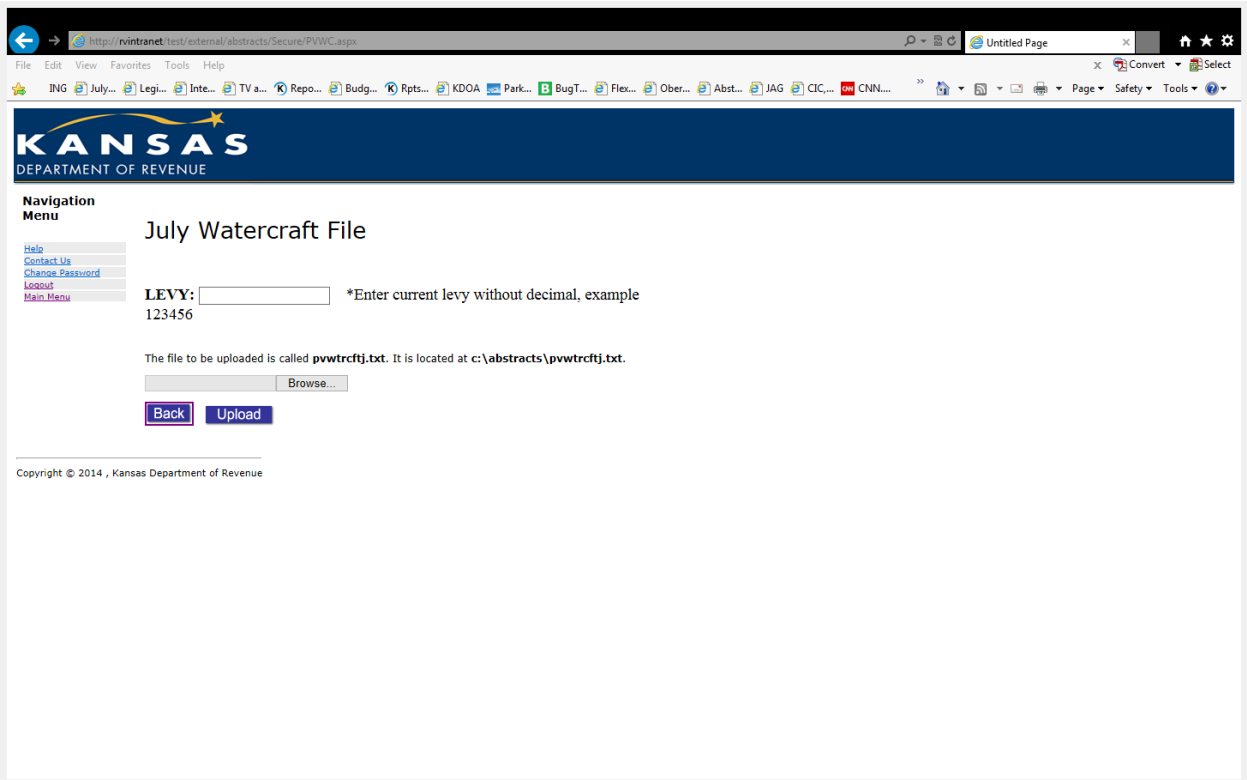
The watercraft file's name, pvwtrcft.txt, and its path, c:/abstracts\pvwtrcft.txt are displayed on the screen. Click on the 'Browse' button to open the 'Choose file' dialog box and find the file on your computer using the pathname shown above.

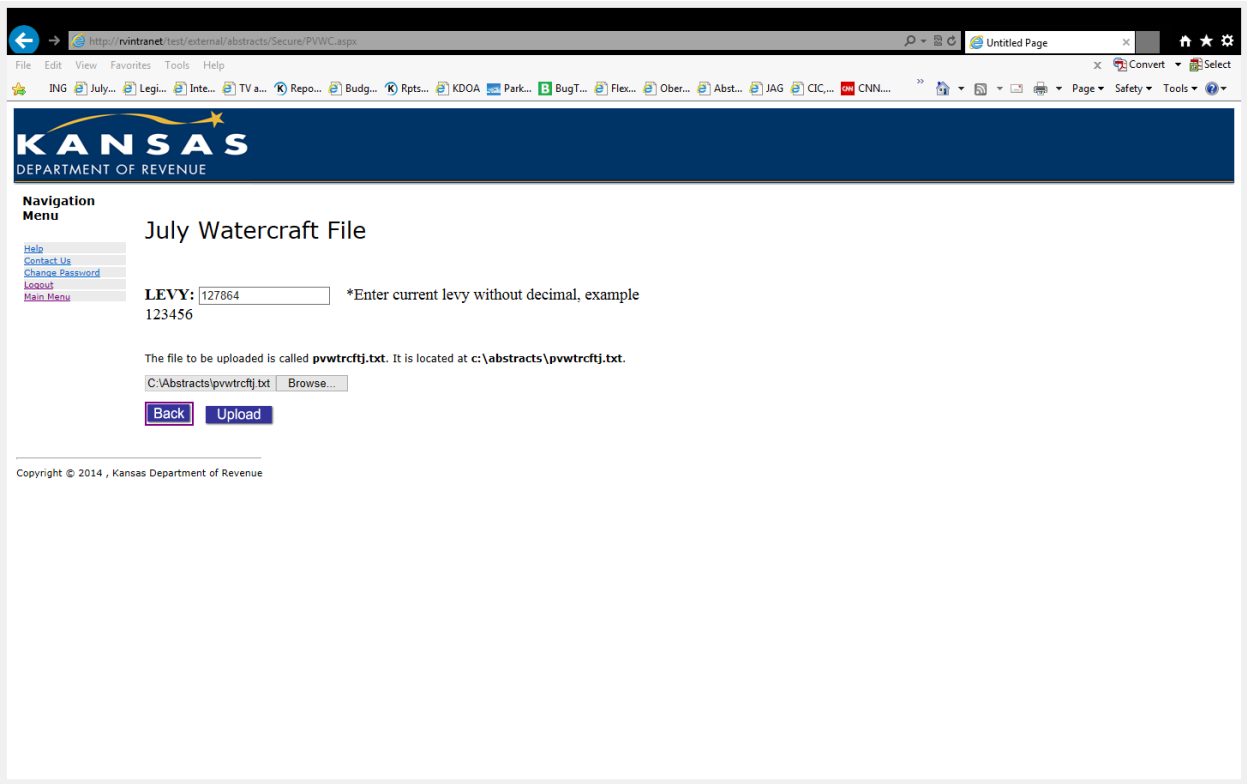
After a successful upload, you will see a message that the file has been uploaded successfully and an informational table of the data that was uploaded is displayed. You may scroll through the data using the scroll bar on the right side of the table (see the screen shot on the next page).

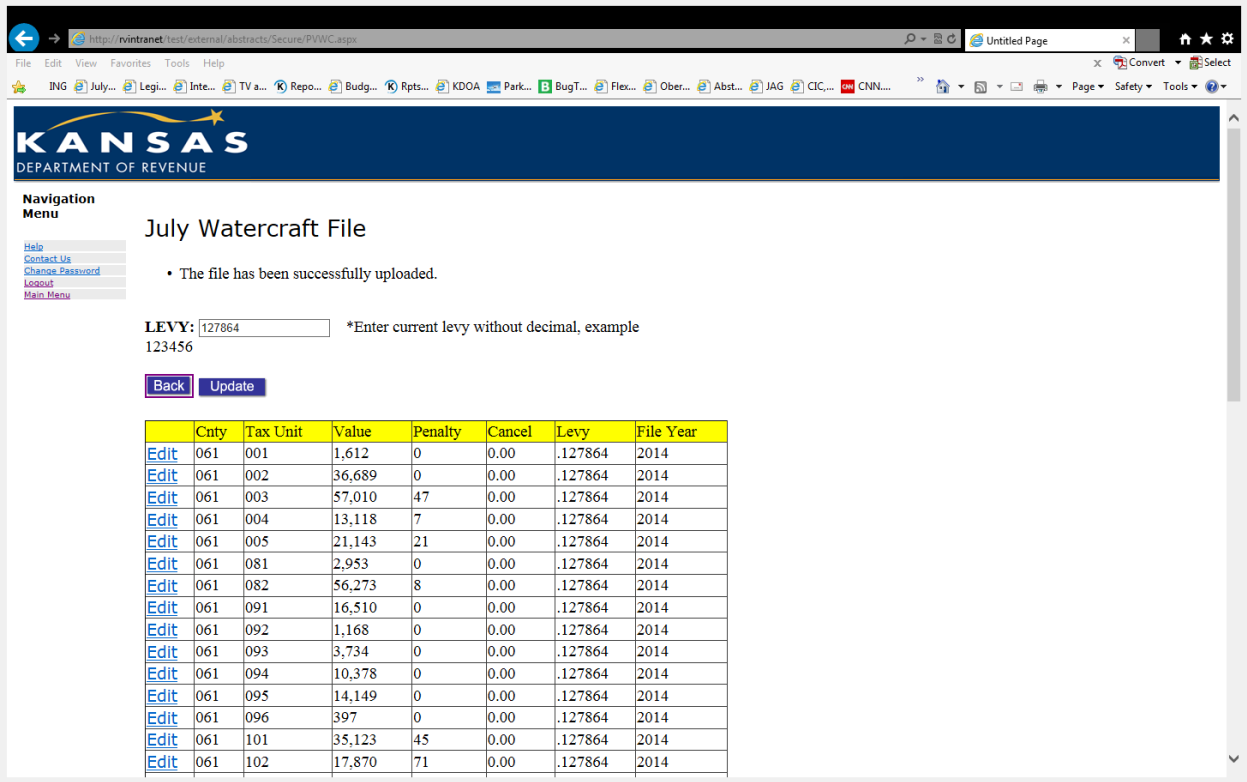
If any problems are encountered in the upload process, an error message is displayed advising you of an unsuccessful upload attempt. If the error is in the file, make the correction to the file, re-extract the data following your vendor's instructions, and upload the corrected file.

Please contact the KDOR Software Administrator if you have any problems with the upload process. This number may be found under '**Contact Us**' on the Navigation Menu.

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 left of the screen.







	Cnty	Tax Unit	Value	Penalty	Cancel	Levy	File Year
Edit	061	001	1,612	0	0.00	.127864	2014
Edit	061	002	36,689	0	0.00	.127864	2014
Edit	061	003	57,010	47	0.00	.127864	2014
Edit	061	004	13,118	7	0.00	.127864	2014
Edit	061	005	21,143	21	0.00	.127864	2014
Edit	061	081	2,953	0	0.00	.127864	2014
Edit	061	082	56,273	8	0.00	.127864	2014
Edit	061	091	16,510	0	0.00	.127864	2014
Edit	061	092	1,168	0	0.00	.127864	2014
Edit	061	093	3,734	0	0.00	.127864	2014
Edit	061	094	10,378	0	0.00	.127864	2014
Edit	061	095	14,149	0	0.00	.127864	2014
Edit	061	096	397	0	0.00	.127864	2014
Edit	061	101	35,123	45	0.00	.127864	2014
Edit	061	102	17,870	71	0.00	.127864	2014

EDIT JULY WATERCRAFT FILE

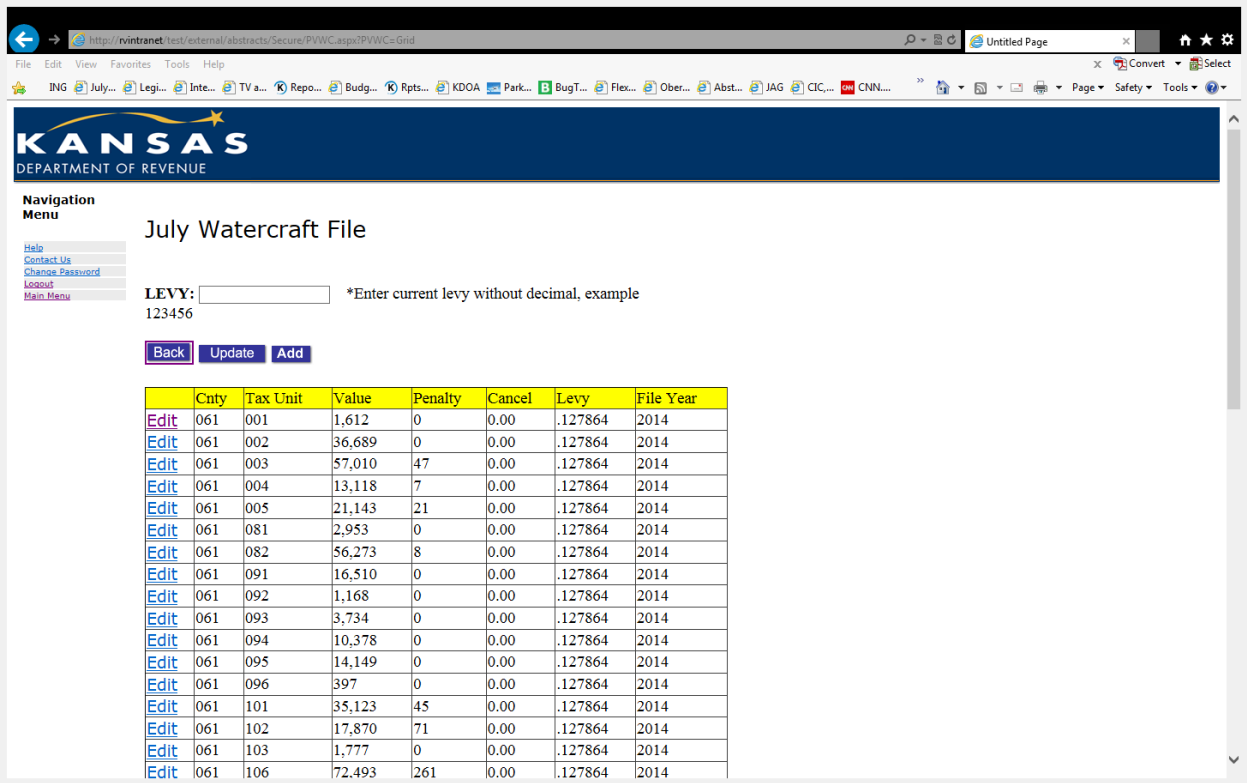
Choose this radio button to edit or make corrections to the watercraft file for July. This button opens the screen showing the uploaded Watercraft File (see below for a screen shot). To edit the levy, enter your county's previous years county average levy *without any decimals* in this box, then click the **'Update'** button. To add a new record/line, click the blue **'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 underlined, blue '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.

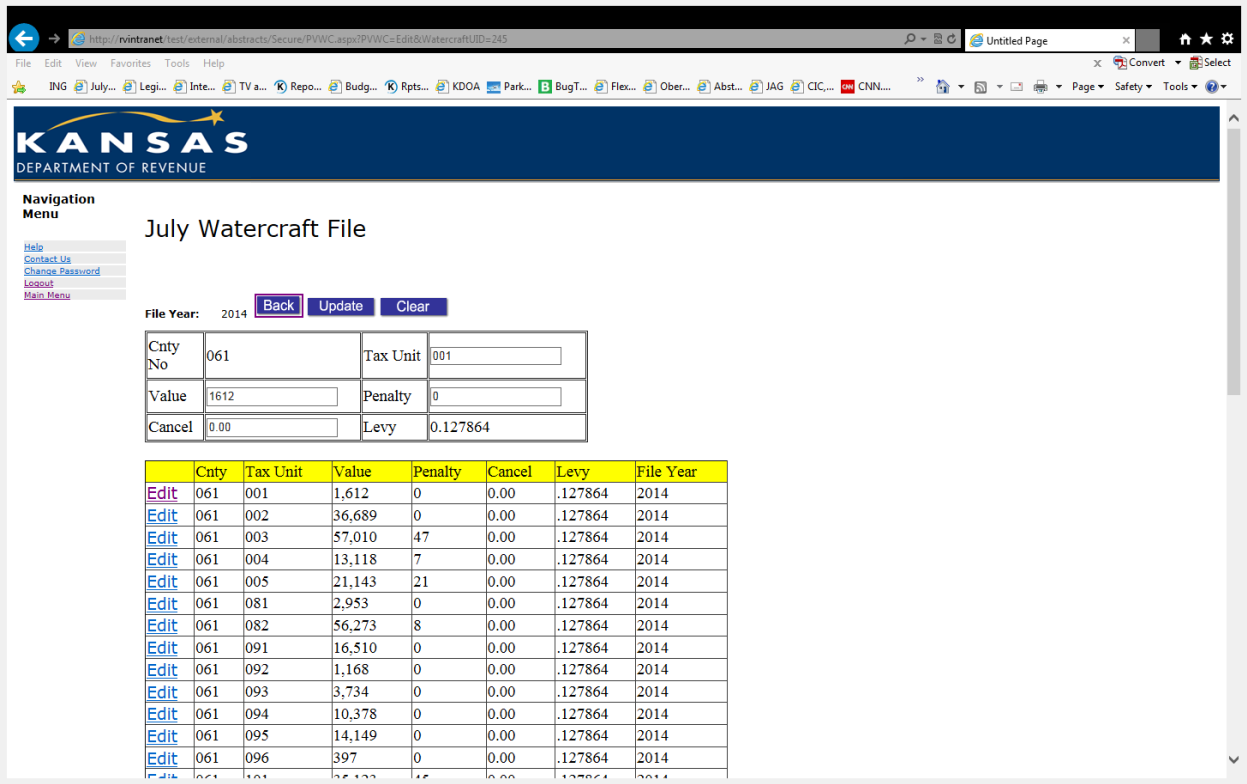
Clicking the **'Clear'** button above the dialog box allows a new record /line to be added (see the next page for a screen shot). Each field will need information. Follow the **'Data Manipulation Rules'** below when entering the information. When the information for that record is entered, click the '**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.

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' 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.
- 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.



	Cnty	Tax Unit	Value	Penalty	Cancel	Levy	File Year
Edit	061	001	1,612	0	0.00	.127864	2014
Edit	061	002	36,689	0	0.00	.127864	2014
Edit	061	003	57,010	47	0.00	.127864	2014
Edit	061	004	13,118	7	0.00	.127864	2014
Edit	061	005	21,143	21	0.00	.127864	2014
Edit	061	081	2,953	0	0.00	.127864	2014
Edit	061	082	56,273	8	0.00	.127864	2014
Edit	061	091	16,510	0	0.00	.127864	2014
Edit	061	092	1,168	0	0.00	.127864	2014
Edit	061	093	3,734	0	0.00	.127864	2014
Edit	061	094	10,378	0	0.00	.127864	2014
Edit	061	095	14,149	0	0.00	.127864	2014
Edit	061	096	397	0	0.00	.127864	2014
Edit	061	101	35,123	45	0.00	.127864	2014
Edit	061	102	17,870	71	0.00	.127864	2014
Edit	061	103	1,777	0	0.00	.127864	2014
Edit	061	106	72,493	261	0.00	.127864	2014



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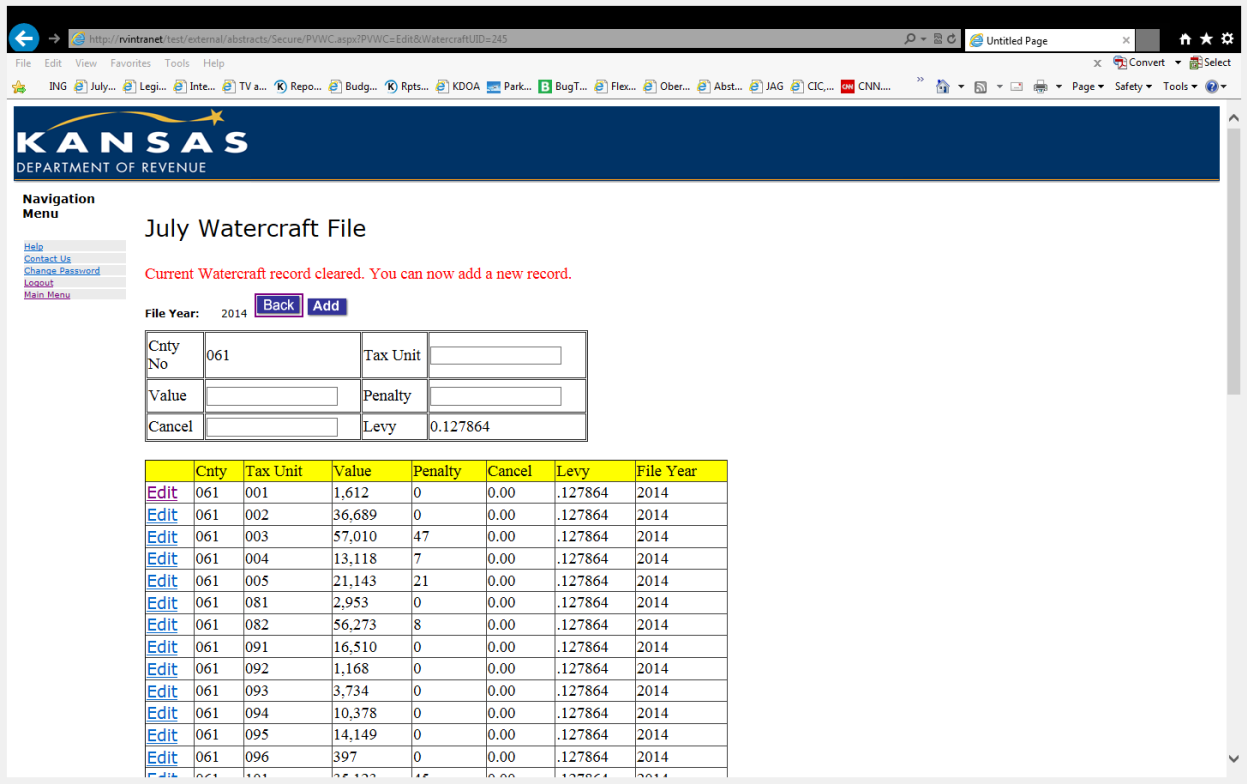
July Watercraft File

File Year: 2014 Back Update Clear

Cnty No	061	Tax Unit	001
Value	1612	Penalty	0
Cancel	0.00	Levy	0.127864

	Cnty	Tax Unit	Value	Penalty	Cancel	Levy	File Year
Edit	061	001	1,612	0	0.00	.127864	2014
Edit	061	002	36,689	0	0.00	.127864	2014
Edit	061	003	57,010	47	0.00	.127864	2014
Edit	061	004	13,118	7	0.00	.127864	2014
Edit	061	005	21,143	21	0.00	.127864	2014
Edit	061	081	2,953	0	0.00	.127864	2014
Edit	061	082	56,273	8	0.00	.127864	2014
Edit	061	091	16,510	0	0.00	.127864	2014
Edit	061	092	1,168	0	0.00	.127864	2014
Edit	061	093	3,734	0	0.00	.127864	2014
Edit	061	094	10,378	0	0.00	.127864	2014
Edit	061	095	14,149	0	0.00	.127864	2014
Edit	061	096	397	0	0.00	.127864	2014



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July Watercraft File

Current Watercraft record cleared. You can now add a new record.

File Year: 2014 Back Add

Cnty No	061	Tax Unit	
Value		Penalty	
Cancel		Levy	0.127864

	Cnty	Tax Unit	Value	Penalty	Cancel	Levy	File Year
Edit	061	001	1,612	0	0.00	.127864	2014
Edit	061	002	36,689	0	0.00	.127864	2014
Edit	061	003	57,010	47	0.00	.127864	2014
Edit	061	004	13,118	7	0.00	.127864	2014
Edit	061	005	21,143	21	0.00	.127864	2014
Edit	061	081	2,953	0	0.00	.127864	2014
Edit	061	082	56,273	8	0.00	.127864	2014
Edit	061	091	16,510	0	0.00	.127864	2014
Edit	061	092	1,168	0	0.00	.127864	2014
Edit	061	093	3,734	0	0.00	.127864	2014
Edit	061	094	10,378	0	0.00	.127864	2014
Edit	061	095	14,149	0	0.00	.127864	2014
Edit	061	096	397	0	0.00	.127864	2014

JULY CHECKLIST

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

_____ 1. **Upload** the five abstract files.

_____ 2. **Print** the July Abstract Summary Signoff, 16/20M Tagged Vehicles and the New Improvement Abstract.

_____ 3. **Personal Property Section** – Verify that the *oil* at 5 bbls 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. Please attach a note to explain any substantial changes from last year.

_____ 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 value 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 15th Certification of Assessed Value (form PV-AD-20). Do NOT include in your abstract certification any estimated value that you used for budget purposes. The real and other value totals 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. **New Improvements** – Remember to verify and update, if necessary, the state assessed new improvement field with the value certified to you by the public utility section.

_____ 12. **Watercraft –** Remember to verify the levy as it should be the previous year's county average levy.

_____ 13. **Mail** all required documents -

1. Summary Signoff,
2. 16/20M Heavy Truck Abstract, and the
3. New Improvements Abstract
4. Watercraft Abstract

to the following address:

Division of Property Valuation
ATTN: Abstract Section
915 SW Harrison, Room 400N
Topeka, KS 66612-1585

_____ 14. **Call or e-mail** Peggy or Vicki when you are ready to mail the required documents listed in number 13.