

Govern ADMINISTRATOR

101-pp.overview

V6.0.1412

-- Module soon to be Released --

Personal Property V6 Overview

Introduction to Personal Property

Product Knowledge Base

1/14/2015

Plan

- Introduction

- Background
- Module Overview

→ From the other side ... local government view of things ...

- Personal Property Process

- Appraisal
- Tax Process

- Functions and Features

- Module Installation

- Setup
- Configuration

Personal Property on the wiki

Wiki = PRODUCT knowledge base

100-199 OpenForms Systems

101 Govern

101-pp General Module Overview

101-pp-install Technical Info

101-pp-config Step by Step Configuration

101-pp-calculation Value Calculation

101-pp-ofr OpenForms Reference Items

[General Information](#), [Configuration](#), [Calculation](#), [Installation](#), [OF Reference Items](#)

What is Personal Property?

DEFINITION

- Movable property → unlike land and buildings
- Tangible (can be touched or felt) or intangible (cannot be touched but contributes to the business value)
- Often dictated by Financial Accounting Standards definition

Wikipedia:

Personal property is generally considered property that is movable,^[1] as opposed to real property or real estate. In common law systems, personal property may also be called **chattels** or **personalty** – any property that can be moved from one location to another ... Movable property on land, that which was not automatically sold with the land, included for example a larger livestock (wildlife and smaller livestock like chickens, by contrast, were often sold as part of the land). In fact the word *cattle* is the Old Norman variant of Old French *chatel* (derived from Latin *capitalis*, “of the head”), which was once synonymous with general movable personal property.^[2]

Kind of Personal Property

CATEGORIZATION

- Common classification used for accounting and property assessment purpose

Dictated by legislation, regulation, accounting and/or appraisal standards ...

Can be classified by:

- Property type/ **Property use**, PP Category and Type, Asset Type, taxable status, etc.

Ex: ASSET

(01) Tangible
(02) Intangible

Ex: ASSET TYPE

(01) Owned
(02) Borrowed or Leased
(03) Exempt
(04) Sensitive ...

Ex: PERSONAL PROPERTY CATEGORY

(01) Motor Vehicles
(02) Equipment
(03) Office Furniture
(04) Machinery
(05) Fixed Assets
(06) Inventories
(07) Other Assets
(08) Excess Property ...

Personal Property Value

Different Type of VALUE

- Appraised Value (999 999 000) AP
- Assessed Value (999 999 900) AS
- Taxable Amount (999 999 990)
- Tax (\$ \$\$\$ \$\$\$\$.\$\$)

Different Type of AMOUNT

- Gross (Before Exemptions)
- Net (After Exemptions)

Calculated or by OVERRIDE

Personal Property Value

Can use different PRICING GUIDES

- Industry Standards Pricing Codes (SIC, AG, MV Book..... & Depreciation guidelines
- Legislation Rules and Regulations

Can depend on different PARAMETERS

- Taxing districts and exemption legislation, ownership status, timeline (prorated), economic development programs, etc.

Personal Property Value

Lots of movement to VALUE

- New business, business growth, business structure change, bankruptcy, infrastructure modifications,
- Sale, transfer, donation, deeds ...

VALUE AS OF

- Start of Fiscal Year (-1)
- FROZEN Audit
- FROZEN Sale or Deed

Ex: VALUE CHANGE REASONS

- (01) BANKRUPTCY
- (02) DEEDED Transfer to succession
- (03) SOLD with Business inventory
- (04) ACQUIRED during the year

(EFFECTIVE DATE or Month proration)

Personal Property Value

Value CHANGE (TIME Dimension Reasons)

- Inventory as of effective dates (purchased, acquired, depreciated, inactivated, certified....)
- Value as of fiscal year exemptions, legislation, etc.
- Value in time (useful life) and depreciation

Inventory Value

- Category item details
- Different Types
- Different Pricing
- Depreciation Factors
- Adjustments
- Calculated or by Override

Ex: ITEM ADJUSTMENT REASONS

- (01) DAMAGED RECYCLED STOLEN
- (02) DE-MANUFACTURING
- (03) RECYCLING OF OBSOLETE (Electronic)
- (04) QUALITY (Executive, Regular, Below Average) ...
- (05) ACQUIRED (Month PRORATION)

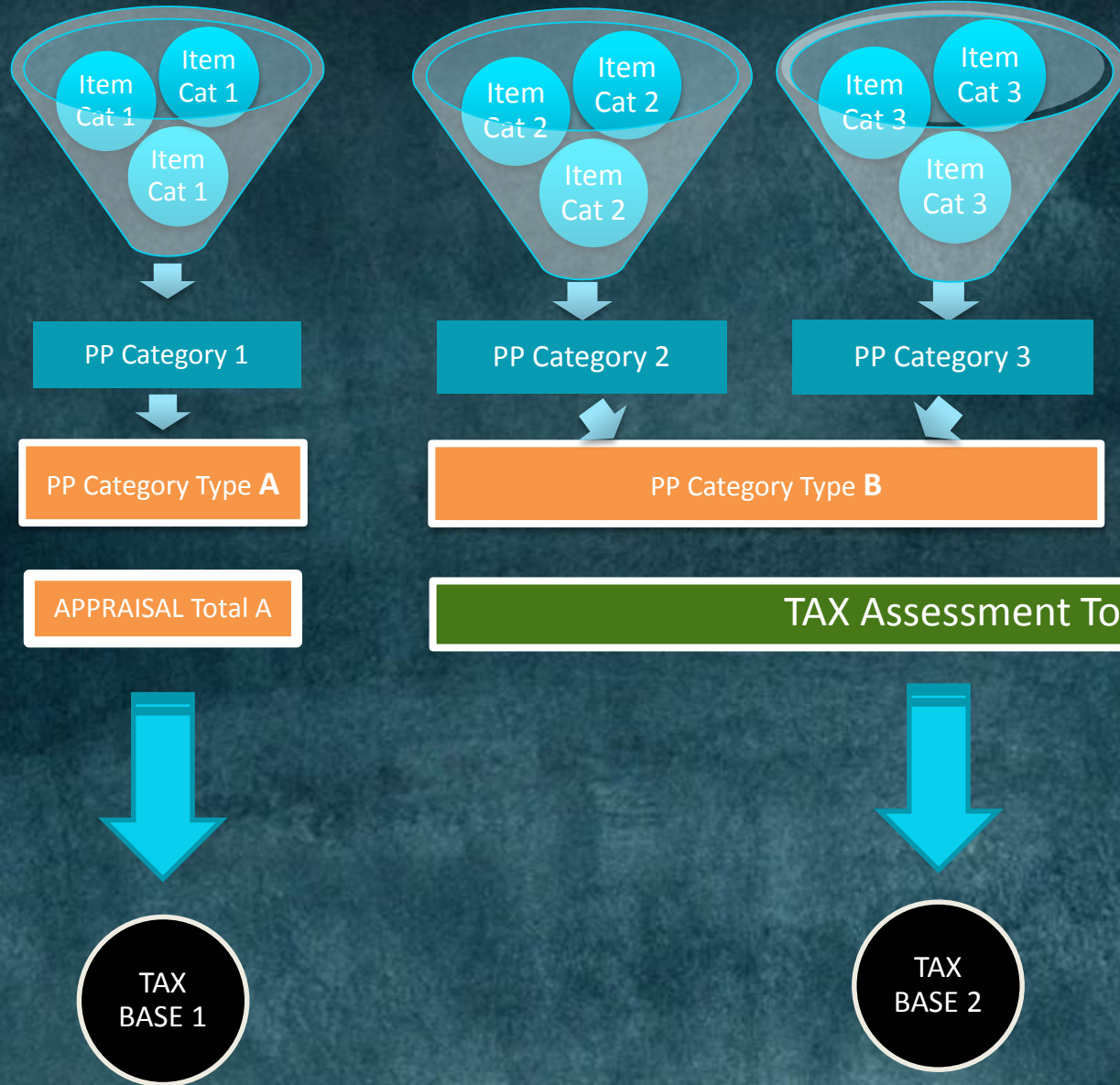
Ex: TYPE of Inventory

- (01) Owned
- (02) Borrowed or Leased
- (03) Exempt
- (04) Sensitive ...

Tax and Exemption Values

- Exemptions applied BEFORE
 - Assessment Value
- Exemptions applied AFTER
 - Tax Value
- Different levies applicable to different amounts

APPRAISAL INVENTORY ITEMS BY CATEGORY



Parcel

Parcel or Non-Parcel

Effective Inactive

Jurisdiction

Area, Legal, etc.

Personal Property

Business or
Occupant
Name

PP VALUES Appraisal,
Assessment

PP Category Values

PP Account Info

Inventory

Category

Items Quantity, Cost, Price Code.
Exemption, Depreciation, Adjustment

PP ASSESSMENT

- By parcel (or non parcel) and business name
- By year and frozen id
 - Name ID = Business
- By personal property Assessment Master ID (pp_id)
 - PP ASSESSMENT
 - Tax Bases
 - Overrides
 - Exemptions
 - Levies

PP_ASSESSMENT	
PK,I2,I1 PK	YEAR_ID PP_ID
PK,I2,I1	FROZEN_ID
I2 I1 I1	PP_USR_ACNT_NB P_ID NA_ID NOT_COPY_YEAR FILED_FLAG TAX_CODE NOTES TOTAL_TAXES RATE_VALUE NON_EXEMPT TRUE_TAX ESTIMATED_TAX MIN_BASE_VALUE VA_AP_TOTAL VA_AS_TOTAL LAST_YEAR_VAL MODIF_STAMP HISTORY_ONLY CLASS_CODE BILL_NO_SEQ LAST_MODIF_UID LAST_MODIF_DATE TEMPLATE_VA PR_LATE_CHARGES DUPLICATE_BILL PR_LATECHARGE_R COMPONENT_GRP LIAB_STATUS PROPERTY_TYPE NOT_SUBJECT_LIEN INACTIVE ACH_SEQ ACH_FROM_DATE ACH_UNTIL_DATE

PP ASSESSMENT DETAIL

- By personal property Assessment Detail (pp_det_id)
 - PP ASSESSMENT DET -one to many link
 - Inventory
 - Depreciation
 - Adjustments
 - **Exemptions**
 - Overrides

PP_ASSESSMENT_DET	
PK PK,I1 PK,I1	PP_DET_ID YEAR_ID FROZEN_ID
I1	PP_ID PP_CATEG_CODE PP_CATEG_ITEM_CODE PP_CATEG_ITEM_QTY PP_ORIGINAL_COST PP_DEPR_YEAR PP_AFTER_DEPR_VAL PP_LEASOR
I2	PRICE_CODE DEPR_VALUE OVERRIDE_DEPR PP_CATEG_ITEM_ADD TEMPLATE_VA TEMPLATE_DE PP_DISPOSAL DE_TABLENAME AD_TABLENAME OVERRIDE_COST OVERRIDE_PRICE TEMPLATE_OV PP_ID_NUMBER

Model

PC_PARCEL	
PK	<u>P_ID</u>
	TAX_MAP
I10	SUBD
I10	LOT
I3	LEGAL
I1	EFFECTIVE_YEAR
I2	INACTIVE_YEAR
I7	TAX_MAP_UFMT
	APPROVED_SUBD
	OCCUPANCY_TYPE
	VIRTUAL_PARCEL
	JURISDICTION
	NON_PARCEL_FLAG
I5	NON_PARCEL_TYPE
I4	NON_PARCEL_ID
	LEGAL_INDEX
I6	LEGAL_INDEX_UFMT
I8	SEC_KEY_1
I9	SEC_KEY_2
	LAST_MODIF_UID
	LAST_MODIF_DATE
	X
	Y
	MA_CHECK_OUT
	MA_CH_OUT_USR
	INSP_CHECK_OUT
	INSP_CH_OUT_USR

PP_POST_MASTER	
PK	<u>PP_ID</u>
PK	<u>YEAR_ID</u>
	P_ID
	NA_ID
	AR_ID
	PRIMARY_NAME
	LAST_MODIF_DATE
	LAST_MODIF_UID
	MULTIPLE_BILLS
	MESSAGE_ON_BILL_CD
	OWNER_NAME_1
	OWNER_NAME_2
	OWNER_NAME_3
	OWNER_NAME_4
	OWNER_NAME_5
	ZIP_SORT
I2	ALPHA_SORT
I1	BILL_SEQ
	TAX_NOTICE_1
	TAX_NOTICE_2
	BILL_NO_SEQ
	SEQUENCE
	CRRT
	DPBC
	CONTAINER_NUMBER
	PACKAGE_NUMBER

PP_ASSESSMENT	
PK,I2,I1	<u>YEAR_ID</u>
PK	<u>PP_ID</u>
PK,I2,I1	<u>FROZEN_ID</u>
I2	PP_USR_Acnt_NB
I1	P_ID
I1	NA_ID
	NOT_COPY_YEAR
	FILED_FLAG
	TAX_CODE
	NOTES
	TOTAL_TAXES
	RATE_VALUE
	NON_EXEMPT
	TRUE_TAX
	ESTIMATED_TAX
	MIN_BASE_VALUE
	VA_AP_TOTAL
	VA_AS_TOTAL
	LAST_YEAR_VAL
	MODIF_STAMP
	HISTORY_ONLY
	CLASS_CODE
	BILL_NO_SEQ
	LAST_MODIF_UID
	LAST_MODIF_DATE
	TEMPLATE_VA
	PR_LATE_CHARGES
	DUPLICATE_BILL
	PR_LATECHARGE_R
	COMPONENT_GRP
	LIAB_STATUS
	PROPERTY_TYPE
	NOT_SUBJECT_LIEN
	INACTIVE
	ACH_SEQ
	ACH_FROM_DATE
	ACH_UNTIL_DATE

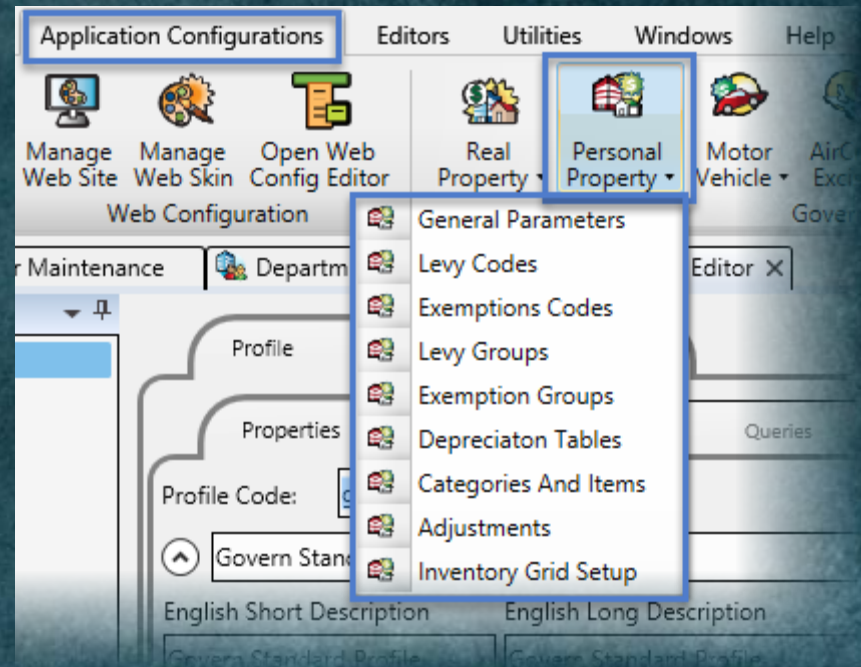
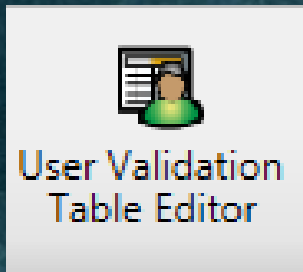
PP_ASSESSMENT_DET	
PK	<u>PP_DET_ID</u>
PK,I1	<u>YEAR_ID</u>
PK,I1	<u>FROZEN_ID</u>
I1	PP_ID
	PP_CATEG_CODE
	PP_CATEG_ITEM_CODE
	PP_CATEG_ITEM_QTY
	PP_ORIGINAL_COST
	PP_DEPR_YEAR
	PP_AFTER_DEPR_VAL
	PP_LEASOR
I2	PRICE_CODE
	DEPR_VALUE
	OVERRIDE_DEPR
	PP_CATEG_ITEM_ADD
	TEMPLATE_VA
	TEMPLATE_DE
	PP_DISPOSAL
	DE_TABLENAME
	AD_TABLENAME
	OVERRIDE_COST
	OVERRIDE_PRICE
	TEMPLATE_OV
	PP_ID_NUMBER

PP_EXEMPTIONS	
PK	<u>EXEMPT_ID</u>
PK,I2	<u>FROZEN_ID</u>
PK,I2	<u>YEAR_ID</u>
I2	P_ID
I1	NA_ID
I2	EXEMPTION_NO
	AMOUNT
	AMOUNT_OVERRIDE
	ELIGIBLE_AMOUNT
	PERCENT_VALUE
	PERCENT_OVERRIDE
	RATE_VALUE
	NET_AMOUNT
	NET_OVERRIDE
	NET_DISTRIBUTED
	EFFECTIVE_FROM
	EFFECTIVE_UNTIL
	NOTES
	LAST_MODIF_UID
	LAST_MODIF_DATE
	FROZEN_ASSMT
	EXEMPT_TO_NAME
	EXEMPT_GROUP

INSP_CH_OUT_USR
INSP_CHECK_OUT
MA_CH_OUT_USR
MA_CHECK_OUT

Application Configuration

- Personal Property



Category

User Maintenance Department Maintenance Profile Editor Categories And Items (2015) X

Category

Category Code 01

Motor Vehicle

Table Name ppcat01

Type

Not Include in Total ☐ N/A

Assessment Value = % X Appraisal Value

Column Name ppcat01

Apply To Property Class

Items

General Parameter

OpenForms Govern Personal Property General Parameters

Yearly Data

☒ Using Appraisal Values
Assessment Value = % X Appraisal Value

☐ Do Not Copy Expired Exemptions To Next Year
☐ Exemption by item

Round Up

Round Exemptions ☒ Round Up

Round Assessment ☐ Round Up ☒ On Total

Round Appraisal ☒ Round Up ☒ On Total

☐ History for Current Year
☐ Roll Forward Data

Tax Levies

Consolidated Rate Type
☐ By Hundred
☐ By Thousand
☐ By Unit

Even Inst. on Levy Type

☐ Cumulate Charge for Levy

Prior Year Rate Increase / Decrease
☐ Amount ☐ Percentage

Pro-Rata Tax Levy Code

Period Ending On

Accounts Receivable

Number of Installments Force Installment

Use Third Estimated Tax

Pro-Rata Tax Levy Code List:

- Ambulance District
- County District
- City / Town District
- Fire District
- Highway District
- Library District
- Light District
- Lien (Water/Sewer)
- Other City/Town
- Other District
- Police District
- Park District
- Police Inside Town
- School District
- Special District
- Sewer District

Save **Exit**

General Parameters AR

- By Name Account Number?

Accounts Receivable

Number of Installments:

Force Installment:

☐ Check Digit for Bill Numbers

☐ Manual Bill Number

☐ Use Estimated Tax

☒ By Name Account Number

☐ Use Third Estimated Tax

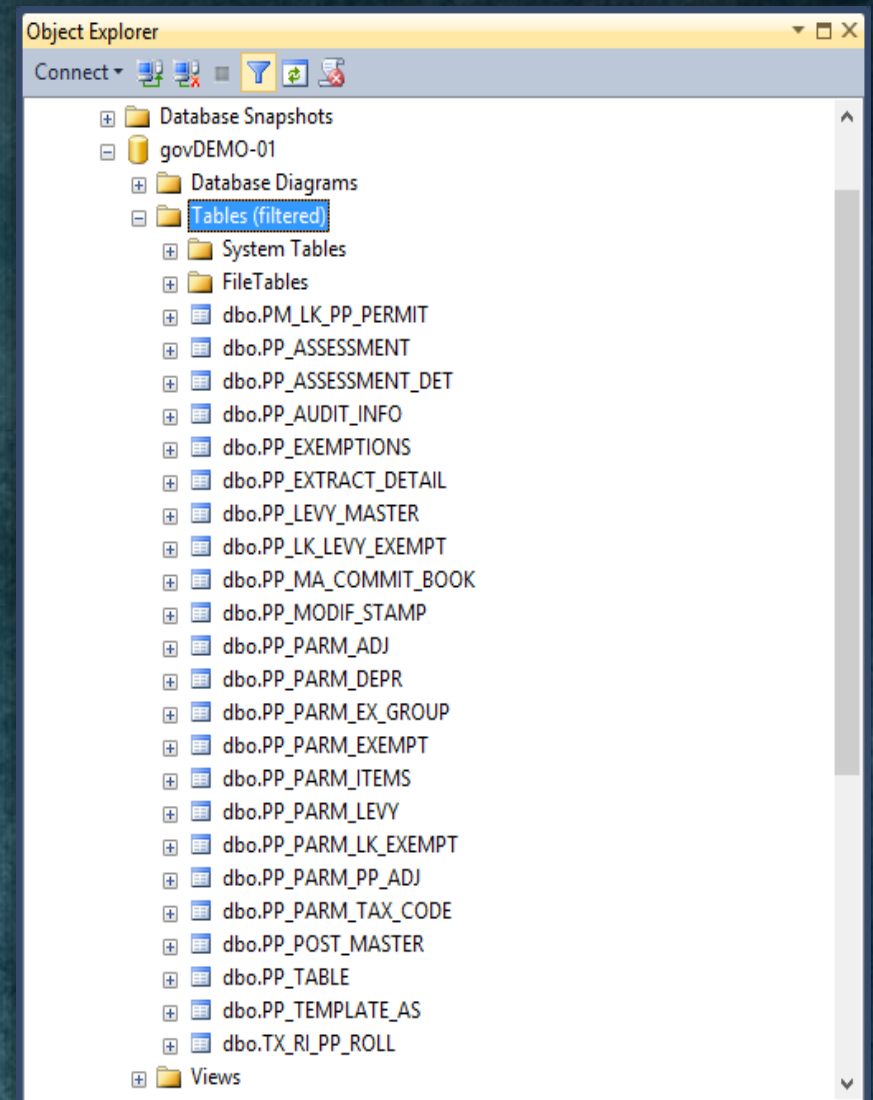
Minimum Amount To Bill:

Minimum Amount before Installment:

Fiscal Starting Date:

PP Tables

- PP ASSESSMENT
- PP ASSESSMENT DET
- PP TABLE



Table

- PP ASSESSMENT fields
 - PP_ID
 - Inactive
 - Not subject to partial billing
 - Effective date (partial billing)
 - Duplicate bill – here ore mailing index

PERSONAL PROPERTY ASSESSMENT
By Parcel, Non-Parcel AND Name

PP_ASSESSMENT

P_ID, NA_ID
PP_ID

By Year and Frozen ID

PP_ASSESSMENT_DET

PP_ID, P_ID, NA_ID
PP_DET_ID

By year and Frozen ID

Detail Inventory Contains
PP_CATEG_CODE
PP_CATEG_ITEM_CODE

DEPR_VALUE
OVERRIDE_DEPR
OVERRIDE_COST
OVERRIDE_PRICE

PP_PARAMS_ITEMS

PP_CATEG_CODE
ITEM_CODE

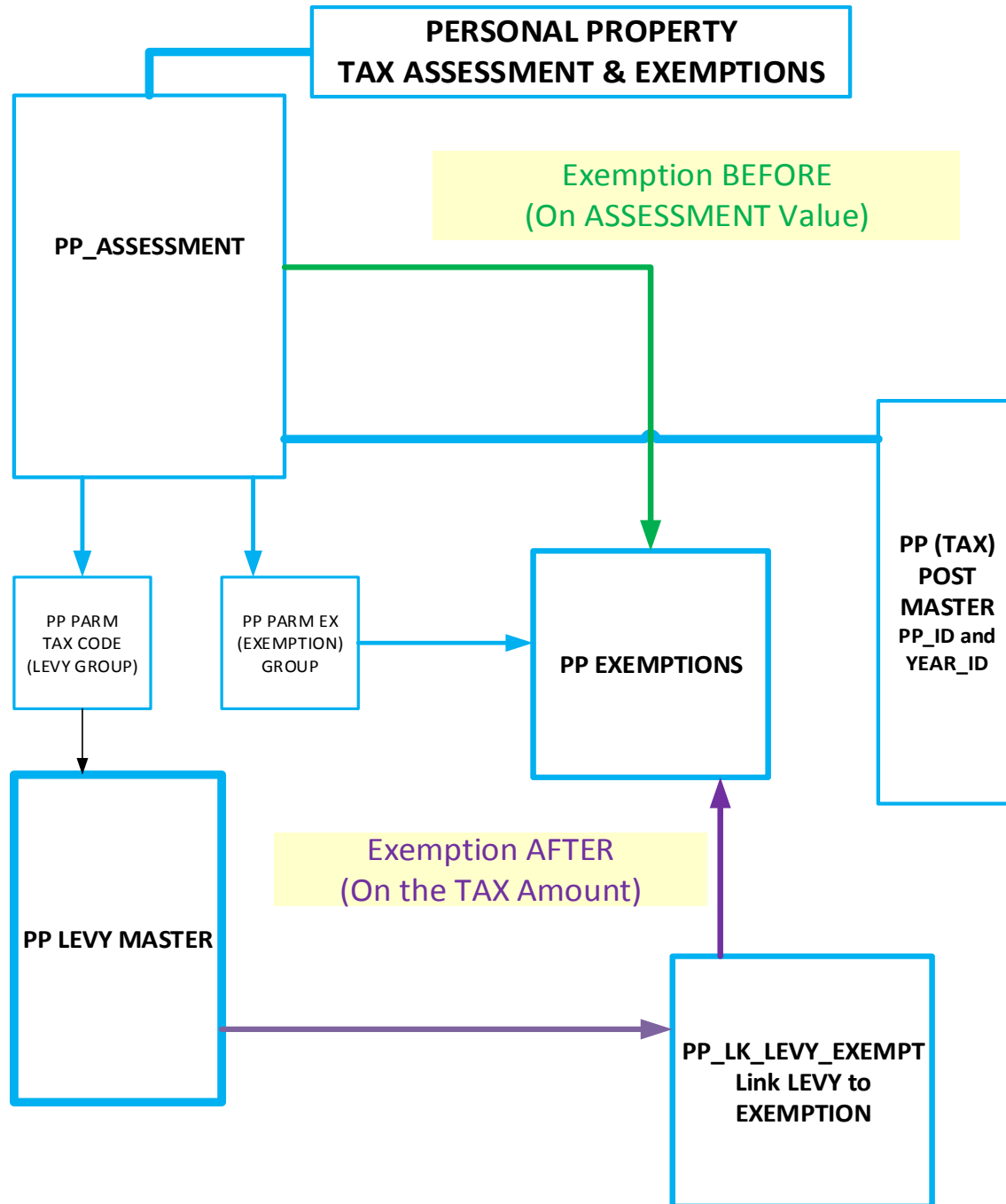
By Year ID

Contains
TABLE_NAME
DEPRECIATION_TABLE
MAX_DEPR
PRICECODE
ITEMCOST

PP_PARM_DEPR

TABLE_NAME
By Year ID

TABLE_NAME
DEPR_CODE
NUMBER OF YEARS
PERCENTAGE



Tables

- PP_TABLE