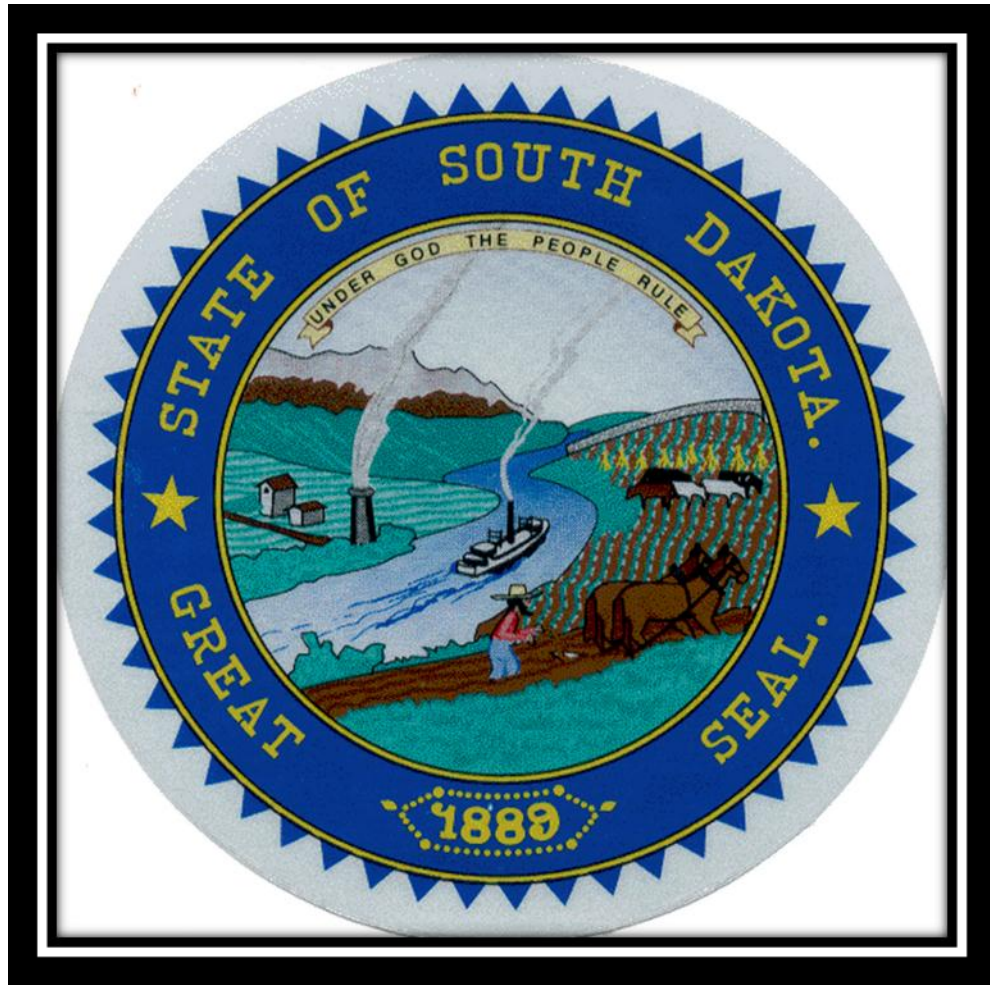


# State of South Dakota Property Tax Division



## Web Based Sales Ratio Program User's Manual

# Introduction

The purpose of the Web Based Sales Ratio Program is to allow the Directors of Equalization and public to gain easy access to sales information. The program will allow Directors of Equalization to upload or enter their information into an online database that is accessible from anywhere in the world.

Directors are now able to upload data from their third party software directly into the sales ratio database. Their third party software will export sales and soils information into Excel spreadsheets that are then uploaded into this system.

Directors also have the option of logging the sales directly into this system without using third party software. This instruction manual will explain how to use the programs various features.

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# Login Screen

This is the page you should see when you click your “link” to the Ratio Program page or type in the address.

The screenshot shows a web browser window titled "Sales Ratio - Login - Windows Internet Explorer provided by State of South Dakota". The address bar shows the URL "https://appstest.sd.gov/applications/RV76SalesRatio/Login.aspx". The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The Favorites bar shows "Sales Ratio - Login (2)". The main content area has a light yellow background. At the top, there is a box for the "PROPERTY TAX DIVISION" with the address "445 E. CAPITOL AVENUE | PIERRE, SD 57501", phone number "(605) 773-3311", fax number "(605) 773-6729", and the South Dakota Department of Revenue logo. Below this is a dark brown header for the "Sales Ratio System". Underneath, there are two login boxes. The "County Official Login" box on the left contains fields for "User Name" and "Password", a "Remember User Name?" checkbox, and "Login" and "Change Password" buttons. The "Public User Access" box on the right contains a single "Login" button. The status bar at the bottom shows "Done", "Trusted sites | Protected Mode: Off", and a zoom level of "100%".

Enter your User Name in the County Official Login box, which will be your County Name. (ie. Jones, Potter, Hughes)

Your initial password to the site will be “Password”

## Changing Passwords

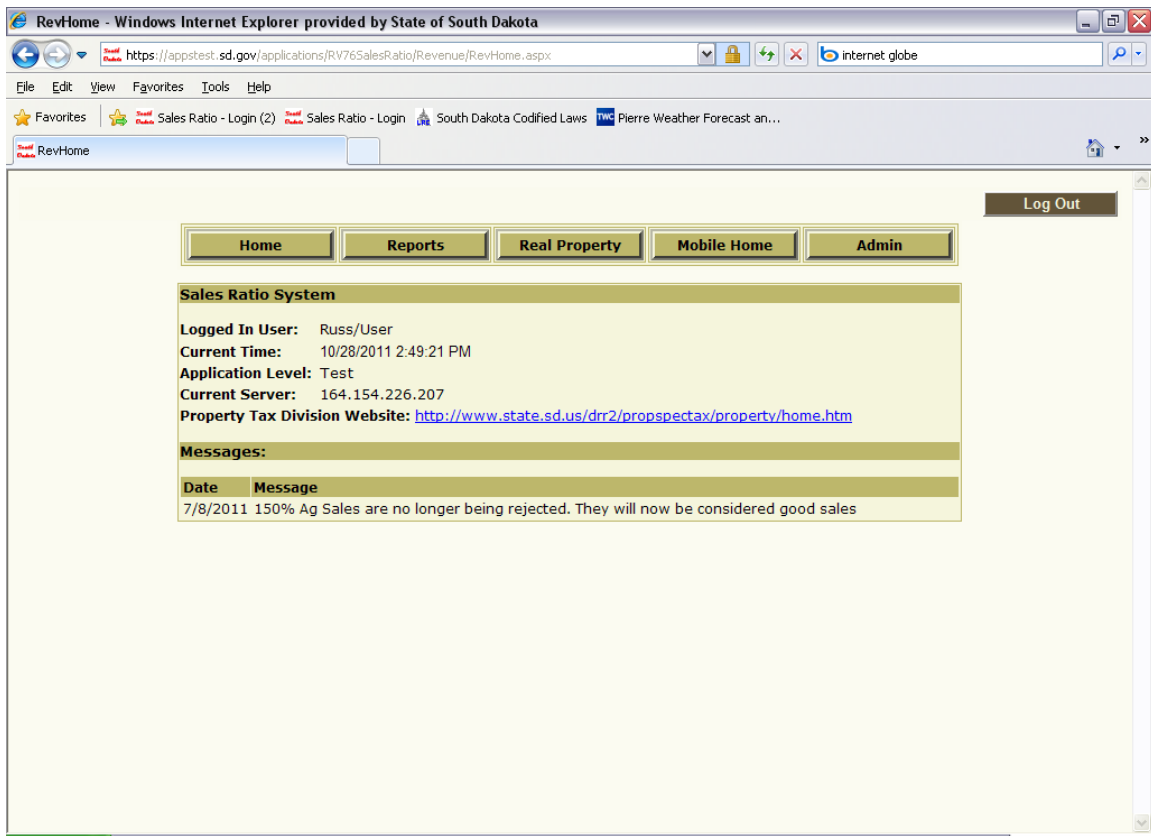
When you first enter your “Password”, or have your password reset because you forgot it, you will be prompted to change it. This is the screen you will see.

The screenshot shows a web browser window titled "Sales Ratio - Login - Windows Internet Explorer provided by State of South Dakota". The address bar displays the URL: <https://appstest.sd.gov/applications/RV76SalesRatio/ChangePassword.aspx?ChangeRequired=True>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The Favorites bar shows "Sales Ratio - Login (2)", "Sales Ratio - Login", "South Dakota Codified Laws", and "Pierre Weather Forecast an...". The main content area has a light yellow background. At the top left, it says "PROPERTY TAX DIVISION" with contact information: "445 E. CAPITOL AVENUE | PIERRE, SD 57501" and "PHONE: (605) 773-3311 | FAX: (605) 773-6729". To the right is the South Dakota Department of Revenue logo. In the center, there is a "Change Password" form with a red message: "You are required to change your password". The form contains two input fields: "New Password" and "Re-enter Password". Below these fields, it states "Password Must Be 7 Characters" and "One Number Must Be Included". At the bottom of the form are "Update" and "Cancel" buttons.

Please enter a password that you and the other office staff that use the system will remember. If you can't remember the password, please contact the Department of Revenue at 1-605-773-3311, ask for the Property Tax Division and they will reset it for you.

# Home Page

This is the Home Page.

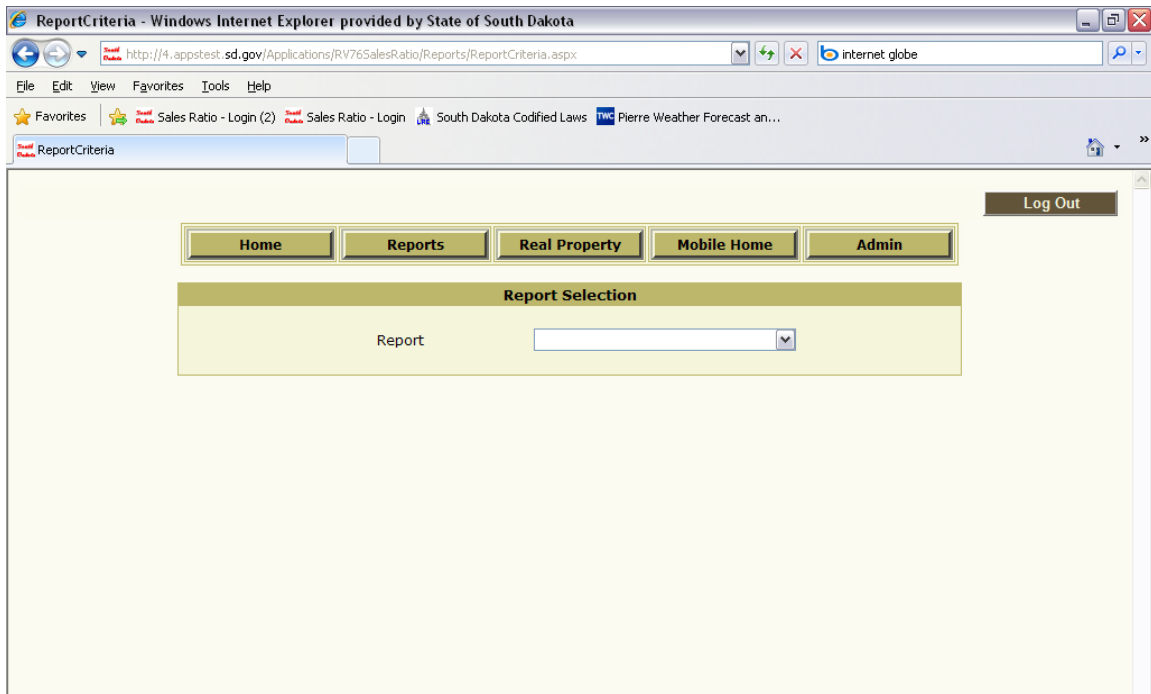


From the Home Page, you can navigate to any of the tabs listed at the top of the page.

You will notice a message board on the bottom of this screen that will display important information regarding your use of sales in the sales ratio program or other important information the Property Tax Division thinks you need to know.

# Reports Page

Clicking the “Reports” tab at the top of the Home page will bring you to this screen.



You may use the drop down menu to select a number of different reports that you can run for your specific county. The following pages show the different reports that can be run.

# Ag Land Dollar Value Adjustments

Selecting this report will show you the following screen:

The screenshot shows a web browser window titled "ReportCriteria - Windows Internet Explorer provided by State of South Dakota". The address bar shows the URL "https://appstest.sd.gov/Applications/RV76SalesRatio/Reports/ReportCriteria.aspx". The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The Favorites bar shows "ReportCriteria" and "Sales Ratio - Login (2)". The main content area has a navigation bar with buttons for Home, Reports, Real Property, Mobile Home, and Admin. A "Log Out" button is in the top right corner. Below the navigation bar is a "Report Selection" section with a "Report" dropdown menu set to "AG LAND DOLLAR VALUE ADJUSTMENTS". Below this is a "Report Criteria" section with a "County" dropdown menu showing a list of counties: AURORA, BEADLE, BENNETT, BON HOMME, BROOKINGS, and BROWN. There are also dropdown menus for "Reject Sale" (set to NO), "Year" (with a "To:" dropdown), and "Include Edit Records" (set to NO). A "Run" button is at the bottom of the form.

## County

Make sure you select your County in the first box.

## Reject sale:

In the reject sale box, you may select "No" to run the report on all "good" sales.

You may select "Yes" if you want to run the report on all "rejected" sales.

## Year:

Next, select the year for which you want to run the report. Remember this is ASSESSMENT YEAR! Our Assessment years run from Nov. 1 to Oct. 31.

## Include Edit Records:

If you want to include records that are currently being edited in your office and have not yet been approved by the DOR, you may select yes in this box.

If you want to leave out those sales that are being edited, leave the box at the default setting of "NO"

You may now click "Run" to get your Ag Land Dollar Value Adjustments Report.

# County Ratio Calculations Report

Selecting this report will show you the following screen.

The screenshot shows a web browser window titled "ReportCriteria - Windows Internet Explorer provided by State of South Dakota". The address bar shows the URL "http://4.appstest.sd.gov/Applications/RV76SalesRatio/Reports/ReportCriteria.aspx". The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The Favorites bar shows links for "Sales Ratio - Login (2)", "Sales Ratio - Login", "South Dakota Codified Laws", and "Pierre Weather Forecast an...". The main content area has a navigation bar with buttons for "Home", "Reports", "Real Property", "Mobile Home", and "Admin". A "Log Out" button is in the top right corner. Below the navigation bar is a "Report Selection" section with a "Report" dropdown menu set to "COUNTY RATIO CALCULATIONS". Underneath is a "Report Criteria" section with a "County" dropdown menu showing a list of counties: AURORA, BEADLE, BENNETT, BON HOMME, BROOKINGS, and BROWN. There is also a "Reject Sale" dropdown menu, a "Year" dropdown menu with a "To:" field, and an "Include Edit Records" dropdown menu set to "NO". A "Run" button is located at the bottom of the "Report Criteria" section.

## County

Make sure you select your County in the first box.

## Reject sale:

In the reject sale box, you may select "No" to run the report on all "good" sales.  
You may select "Yes" if you want to run the report on all "rejected" sales.

## Year:

Next, select the year for which you want to run the report. Remember this is ASSESSMENT YEAR! Our Assessment years run from Nov. 1 to Oct. 31.

## Include Edit Records:

If you want to include records that are currently being edited in your office and have not yet been approved by the DOR, you may select yes in this box.

If you want to leave out those sales that are being edited, leave the box at the default setting of "NO"

You may now click "Run" to get your County Ratio Calculations Report.



# County Statistical Report

Selecting this report will show you the following screen.

The screenshot shows a web browser window titled "ReportCriteria - Windows Internet Explorer provided by State of South Dakota". The address bar shows the URL "http://4.appstest.sd.gov/Applications/RV76SalesRatio/Reports/ReportCriteria.aspx". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The toolbar shows "Favorites", "Sales Ratio - Login (2)", "Sales Ratio - Login", "South Dakota Codified Laws", and "Pierre Weather Forecast an...". The main content area has a navigation bar with buttons for "Home", "Reports", "Real Property", "Mobile Home", and "Admin". A "Log Out" button is in the top right corner. Below the navigation bar is a "Report Selection" section with a "Report" dropdown menu set to "COUNTY STATISTICAL". Underneath is a "Report Criteria" section with a "County" dropdown menu showing a list of counties: AURORA, BEADLE, BENNETT, BON HOMME, BROOKINGS, and BROWN. Below the "County" menu are three more dropdown menus: "Reject Sale" (set to "No"), "Year" (with a "To:" label), and "Include Edit Records" (set to "NO"). A "Run" button is at the bottom of the "Report Criteria" section.

## County

Make sure you select your County in the first box.

## Reject sale:

In the reject sale box, you may select "No" to run the report on all "good" sales.  
You may select "Yes" if you want to run the report on all "rejected" sales.

## Year:

Next, select the year for which you want to run the report. Remember this is ASSESSMENT YEAR! Our Assessment years run from Nov. 1 to Oct. 31.

## Include Edit Records:

If you want to include records that are currently being edited in your office and have not yet been approved by the DOR, you may select yes in this box.

If you want to leave out those sales that are being edited, leave the box at the default setting of "NO"

You may now click "Run" to get your County Statistical Report.

# County Summary Report

Selecting this report will show you the following screen.

ReportCriteria - Windows Internet Explorer provided by State of South Dakota

http://4.appstest.sd.gov/Applications/RV76SalesRatio/Reports/ReportCriteria.aspx

File Edit View Favorites Tools Help

ReportCriteria

Log Out

Home Reports Real Property Mobile Home Admin

**Report Selection**

Report: COUNTY SUMMARY

**Report Criteria**

County: AURORA, BEADLE, BENNETT, BON HOMME, BROOKINGS, BROWN

Reject Sale Class: A, A~A1, AC, AC+AC2, C, C~C1

Year: From: To:

Include Edit Records: NO

Run

## County

Make sure you select your County in the first box.

## Reject sale:

In the reject sale box, you may select “No” to run the report on all “good” sales.  
You may select “Yes” if you want to run the report on all “rejected” sales.

## Class:

This box allows you to select the different classes of property that you can run your County Summary Report on. You may select one or all of the classes listed. To select all classes, click the first class and drag to the bottom of the list.

## Year:

Next, select the year for which you want to run the report. Remember this is ASSESSMENT YEAR! Our Assessment years run from Nov. 1 to Oct. 31.

## Include Edit Records:

If you want to include records that are currently being edited in your office and have not yet been approved by the DOR, you may select yes in this box.

If you want to leave out those sales that are being edited, leave the box at the default setting of “NO”

You may now click “Run” to get your County Summary Report.

# County W/In School District Statistical

Selecting this report will show you the following screen.

## County

Make sure you select your County in the first box.

## Reject sale:

In the reject sale box, you may select “No” to run the report on all “good” sales.  
You may select “Yes” if you want to run the report on all “rejected” sales.

## School District:

This box allows you to select one or multiple school districts within your county on which to run a Statistical Report. This list will only show current school districts.

## Year:

Next, select the year for which you want to run the report. Remember this is ASSESSMENT YEAR! Our Assessment years run from Nov. 1 to Oct. 31.

## Include Edit Records:

If you want to include records that are currently being edited in your office and have not yet been approved by the DOR, you may select yes in this box.

If you want to leave out those sales that are being edited, leave the box at the default setting of “NO”

You may now click “Run” to get your School District Statistical Report.

# Real Property

Clicking on the Real Property Tab will bring you to this page.

The screenshot shows a web browser window titled "Real Property Search - Windows Internet Explorer provided by State of South Dakota". The address bar shows the URL: <https://appstest.sd.gov/Applications/RV76SalesRatio/Revenue/RealPropertySearch.aspx>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The Favorites bar shows links for "Sales Ratio - Login (2)", "Sales Ratio - Login", "South Dakota Codified Laws", and "Pierre Weather Forecast an...".

The application interface has a top navigation bar with tabs: Home, Reports, Real Property (selected), Mobile Home, and Admin. Below this is a sidebar on the left with the following links: Search, New Card, Edit List, Approval List, Reject List, and Upload Errors.

The main content area is titled "Real Property Search" and contains three dropdown menus: Counties, Instrument Type, and Class. The Counties dropdown lists: AURORA, BEADLE, BENNETT, BON HOMME, BROOKINGS, BROWN, BRULE, BUFFALO, BUTTE, CAMPBELL, and CHARLES MIX. The Instrument Type dropdown lists: ABANDONMENT, ADMINISTRATOR'S DEED, CONDEMNATION, CONTRACT, CONTRACT FOR DEED, CORPORATE DEED, CORRECTION DEED, COVENANT, EASEMENT, EXECUTOR'S DEED, and FINAL DECREE. The Class dropdown lists: A, A+A1, AC, AC+AC2, C, C+C1, CC, CC+CC2, D, D+D1, and DC.

Below the dropdowns are several input fields with "To" labels: Assessment Year, Card Number, Sequence Number, Instrument Date, Selling Price, Building Value, Land Value, Parcel Number, Seller Name, and Buyer Name. Each field has a corresponding "To" field. The Edit Status dropdown is set to "INCLUDE RECORDS IN EDIT MODE".

At the bottom of the form are two buttons: "Run Search" and "Clear".

You will see a list of options on the left hand side of the page.

The following pages will describe what you can do with these options.

## Real Property – Search

This is the default page that comes up when you click on the Real Property tab.

The screenshot shows a web browser window titled "Real Property Search - Windows Internet Explorer provided by State of South Dakota". The address bar shows the URL: <http://4.appstest.sd.gov/Applications/RV76SalesRatio/Revenue/RealPropertySearch.aspx>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The Favorites bar shows links for "Sales Ratio - Login (2)", "Sales Ratio - Login", "South Dakota Codified Laws", and "Pierre Weather Forecast an...".

The application interface has a top navigation bar with buttons for "Home", "Reports", "Real Property", "Mobile Home", and "Admin". The "Real Property" button is highlighted. Below this is a sidebar menu for "Real Property" with links: "Search", "New Card", "Edit List", "Approval List", "Reject List", and "Upload Errors".

The main content area is titled "Real Property Search" and contains the following search criteria fields:

Counties	Instrument Type	Class
AURORA	ABANDONMENT	A
BEADLE	ADMINISTRATOR'S DEED	A+A1
BENNETT	CONDEMNATION	AC
BON HOMME	CONTRACT	AC+AC2
BROOKINGS	CONTRACT FOR DEED	C
BROWN	CORPORATE DEED	C+C1
BRULE	CORRECTION DEED	CC
BUFFALO	COVENANT	CC+CC2
BUTTE	EASEMENT	D
CAMPBELL	EXECUTOR'S DEED	D+D1
CHARLES MIX	FINAL DECREE	DC

Below the dropdowns are input fields for:

- Assessment Year
- Card Number
- Sequence Number
- Instrument Date
- Selling Price
- Building Value
- Land Value
- Parcel Number
- Seller Name
- Buyer Name

Each of these fields has a corresponding "To" field for a range search. At the bottom, there is an "Edit Status" dropdown menu set to "INCLUDE RECORDS IN EDIT MODE".

At the bottom of the form are two buttons: "Run Search" and "Clear".

From this page you can search for past and present sales. Current year sales will only be included in this search if they have been approved by the DOR.

The county section is the only required field for the search function.  
You must select your county before you can run a search.

The other fields are optional and will help narrow your search to find specific sales in your county.

## Real Property – New Card

After clicking on the Real Property tab, you may select New Card on the left hand side of the screen. After selecting New Card, you will see this page.

This screen allows you to enter sales directly into the sales ratio database.

You may use this function to enter all of your sales or enter sales that were left out during the upload process.

There are numerous fields that are available to enter information.

There are required fields that must be completed. There are non-required fields which are optional for completion.

You will notice at the bottom of the screen you will have 3 options as shown on the next page.

RealPropertyEdit - Windows Internet Explorer provided by State of South Dakota

http://4.appstest.sd.gov/Applications/RV76SalesRatio/Revenue/RealPropertyEdit.aspx?ID=0

File Edit View Favorites Tools Help

RealPropertyEdit

City

State

Zip Code

**Building Information**

Neighborhood

Quality Level

Property Style

Property Type

Zone Type

Total Square Feet

Effective Age

Actual Age

Basement Size

Garage Size

Lot Size

Ag Description

**Reject Information**

Reject Reason

Save Back Add Approval Queue

After filling in the required information, you have the option to “Save”, “Back”, and “Add Approval Queue”

First, click “Save”

If you are missing required information you will see this:

RealPropertyEdit - Windows Internet Explorer provided by State of South Dakota

http://4.appstest.sd.gov/Applications/RV76SalesRatio/Revenue/RealPropertyEdit.aspx?ID=0

File Edit View Favorites Tools Help

RealPropertyEdit

City

State

Zip Code

**Building Information**

Neighborhood

Quality Level

Property Style

Property Type

Zone Type

Total Square Feet

Effective Age

Actual Age

Basement Size

Garage Size

Lot Size

Ag Description

**Reject Information**

Reject Reason

Errors were encountered while saving.  
Please correct all errors and try again.

Save Back Add Approval Queue

You must scroll back to the top of the page and find the fields that say “Required” and fill them in.

The screenshot shows the RealPropertyEdit application in a web browser. The top navigation bar includes links for Home, Reports, Real Property, Mobile Home, and Admin. The left sidebar contains links for Search, New Card, Edit List, Approval List, Reject List, and Upload Errors. The main content area is divided into two sections: Card Information and Property Information. The Card Information section includes fields for County, Card #, Class, Sequence #, Parcel #, Instrument, Instrument Date, Ag Status, School District, Year (Automatic), Rev Code, and Notes. The Property Information section includes fields for Section, Township, Range, Zip Code, # Acres, and Legal Description. Red asterisks indicate required fields.

Card Information	
County	* Required
Card #	* Required
Class	* Required
Sequence #	* Required
Parcel #	
Instrument	* Required
Instrument Date	* Required
Ag Status	
School District	PLEASE SELECT COUNTY
Year (Automatic)	
Rev Code	
Notes	

Property Information	
Section	
Township	N
Range	W
Zip Code	PLEASE SELECT COUNTY
# Acres	* Required
Legal Description	

When all information is completed, clicking “Save” should result in this screen.

The screenshot shows the RealPropertyEdit application in a web browser. The top navigation bar includes links for Home, Reports, Real Property, Mobile Home, and Admin. The left sidebar contains links for Search, New Card, Edit List, Approval List, Reject List, and Upload Errors. The main content area is divided into three sections: Seller Information, Buyer Information, and Reject Information. The Seller Information section includes fields for Name, Address, City, State, and Zip Code. The Buyer Information section includes fields for Name, Address, City, State, and Zip Code. The Reject Information section includes a field for Reject Reason. At the bottom, there are buttons for Save, Back, and Add Approval Queue.

Seller Information	
Name	
Address	
City	
State	
Zip Code	

Buyer Information	
Name	
Address	
City	
State	
Zip Code	

Reject Information	
Reject Reason	

Save Complete

Save Back Add Approval Queue



When you see “Save Complete” the sale is ready to be sent to DOR.

To do this, click “Add Approval Queue”

This will pop up on your screen.

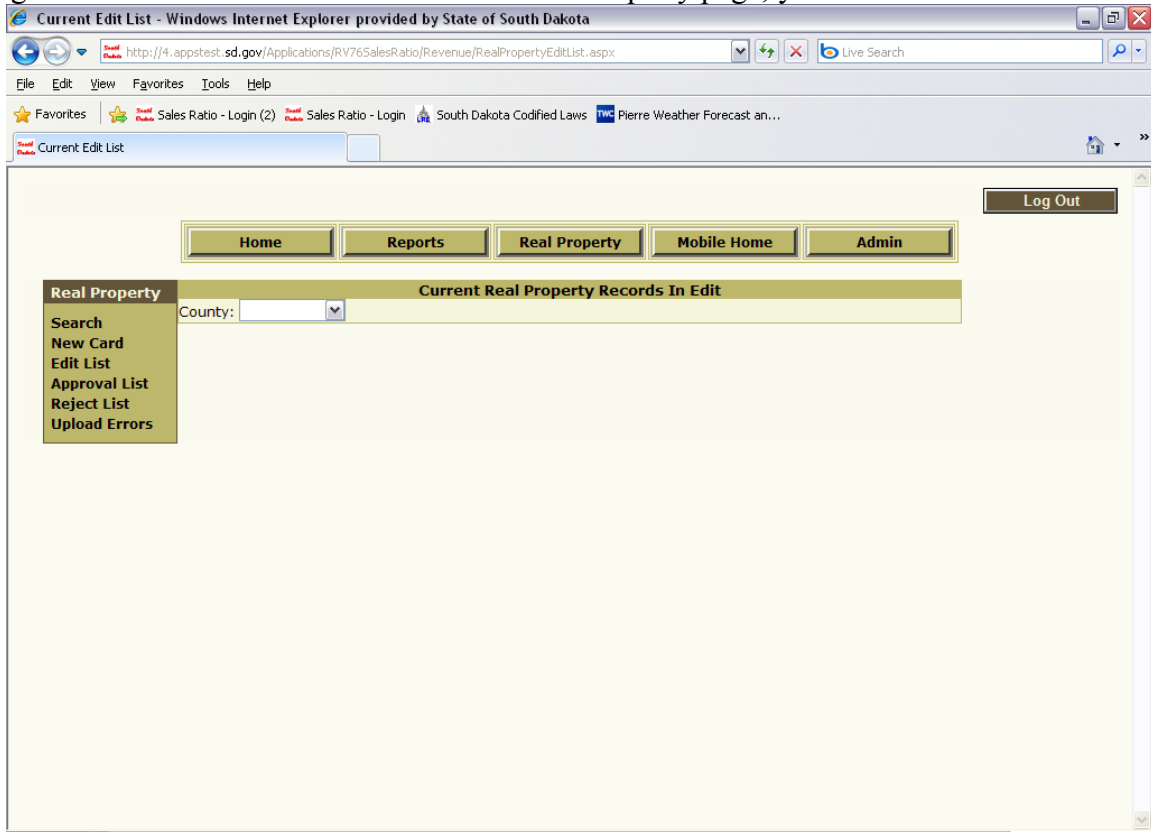


Click “OK”

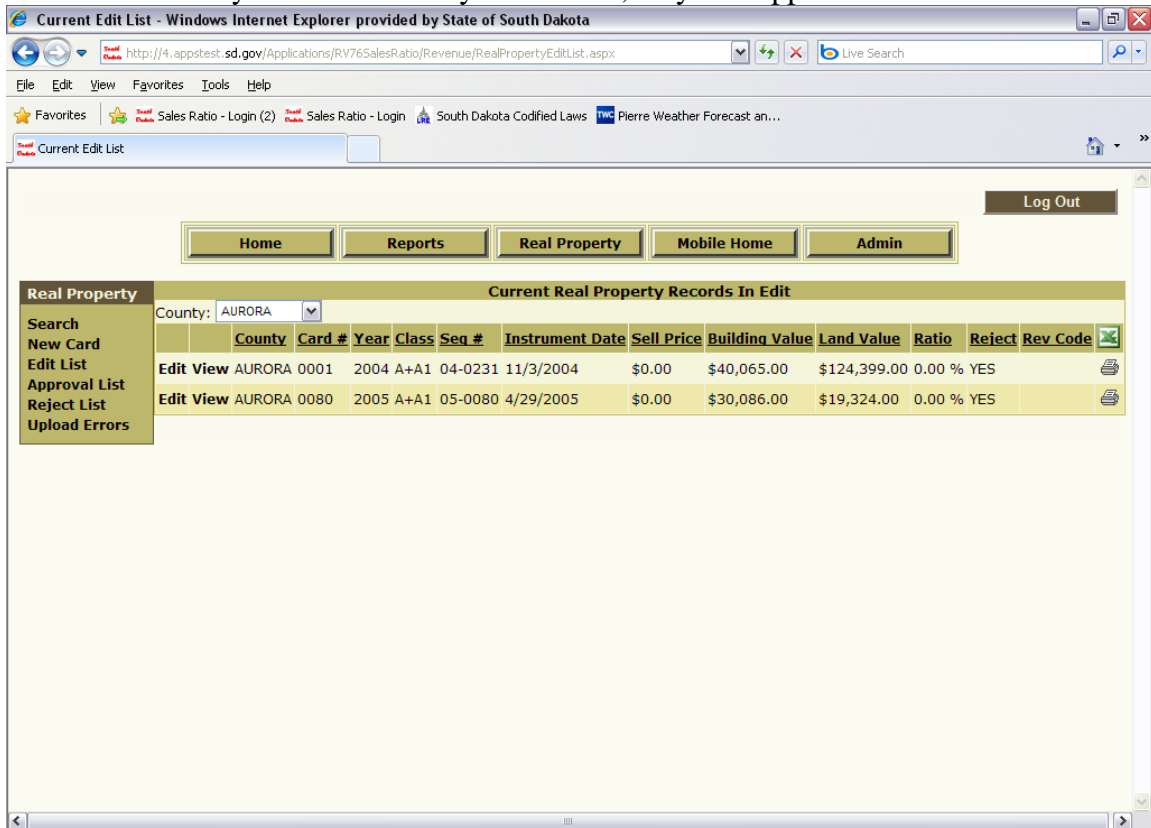
After clicking “OK” you will be returned to the “Search” page.

## Real Property – Edit List

By selecting “Edit List” from the left menu on the Real Property page, you will see a screen that looks like this.



You can select your county from the drop down menu.  
If you have sales in your edit list, they will appear like this:



These are sales that are in the process of being changed by someone in your office and the changes have not yet been saved and resent to DOR.

To save and send to DOR, click “Edit” on the sale you want to fix and send in.

All of the card information will appear on the screen, like this:

The screenshot shows a web browser window titled "RealPropertyEdit - Windows Internet Explorer provided by State of South Dakota". The address bar shows the URL: <http://4.appstest.sd.gov/Applications/RV76SalesRatio/Revenue/RealPropertyEdit.aspx?ID=348303>. The browser has several tabs open, including "Sales Ratio - Login (2)", "Sales Ratio - Login", "South Dakota Codified Laws", and "Pierre Weather Forecast an...".

The application interface has a navigation bar with buttons: "Home", "Reports", "Real Property", "Mobile Home", and "Admin". The "Real Property" button is selected.

On the left side, there is a sidebar menu with the following options: "Search", "New Card", "Edit List", "Approval List", "Reject List", and "Upload Errors".

The main content area is divided into two sections:

- Card Information**:
  - County: AURORA
  - Card #: 0001
  - Class: A+A1
  - Sequence #: 04-0231
  - Parcel #: 895
  - Instrument: OTHER
  - Other Instrument: OTHER
  - Instrument Date: 11/3/2004
  - Ag Status: AGRICULTURE
  - School District: 01-2
  - Year (Automatic): 2004
  - Rev Code:
  - Notes:
- Property Information**:
  - Section:
  - Township: 102
  - Range: 63
  - Zip Code:
  - # Acres: 160.0
  - Legal Description: NE1/4 32-102-63

Make sure all information is correct and fix what is not.

After filling in the required information, you have the option to “Save”, “Back”, and “Add Approval Queue”

First, click “Save”

If you are missing required information you will see this:

The screenshot shows a web browser window titled "RealPropertyEdit - Windows Internet Explorer provided by State of South Dakota". The address bar shows the URL: <http://4.appstest.sd.gov/Applications/RV76SalesRatio/Revenue/RealPropertyEdit.aspx?ID=0>. The browser has several tabs open, including "Sales Ratio - Login (2)", "South Dakota Codified Laws", and "Pierre Weather Forecast an...". The main content area is titled "RealPropertyEdit" and contains a form with the following sections:

- City**: Text input field.
- State**: Dropdown menu.
- Zip Code**: Text input field.
- Building Information**:
  - Neighborhood**: Text input field.
  - Quality Level**: Dropdown menu.
  - Property Style**: Dropdown menu.
  - Property Type**: Dropdown menu.
  - Zone Type**: Dropdown menu.
  - Total Square Feet**: Text input field.
  - Effective Age**: Text input field.
  - Actual Age**: Text input field.
  - Basement Size**: Text input field.
  - Garage Size**: Text input field.
  - Lot Size**: Text input field.
  - Ag Description**: Text input field.
- Reject Information**:
  - Reject Reason**: Text input field.

At the bottom of the form, there is a red error message: "Errors were encountered while saving. Please correct all errors and try again." Below the error message are three buttons: "Save", "Back", and "Add Approval Queue".

You must scroll back to the top of the page and find the fields that say “Required” and fill them in.

The screenshot shows the same web browser window as the previous one, but the form is now at the top of the page. The browser window is titled "RealPropertyEdit - Windows Internet Explorer provided by State of South Dakota". The address bar shows the URL: <http://4.appstest.sd.gov/Applications/RV76SalesRatio/Revenue/RealPropertyEdit.aspx?ID=0>. The browser has several tabs open, including "Sales Ratio - Login (2)", "South Dakota Codified Laws", and "Pierre Weather Forecast an...". The main content area is titled "RealPropertyEdit" and contains a form with the following sections:

- Home**: Button.
- Reports**: Button.
- Real Property**: Button.
- Mobile Home**: Button.
- Admin**: Button.
- Real Property**:
  - Card Information**:
    - County**: Dropdown menu. \* Required
    - Card #**: Text input field. \* Required
    - Class**: Dropdown menu. \* Required
    - Sequence #**: Text input field. \* Required
    - Parcel #**: Text input field.
    - Instrument**: Dropdown menu. \* Required
    - Instrument Date**: Text input field. \* Required
    - Ag Status**: Dropdown menu.
    - School District**: Dropdown menu. PLEASE SELECT COUNTY
    - Year (Automatic)**: Text input field.
    - Rev Code**: Text input field.
    - Notes**: Text input field.
  - Property Information**:
    - Section**: Text input field.
    - Township**: Text input field. N
    - Range**: Text input field. W
    - Zip Code**: Text input field. PLEASE SELECT COUNTY
    - # Acres**: Text input field. \* Required
    - Legal Description**: Text input field.

When all information is completed, clicking “Save” should result in this screen.

RealPropertyEdit - Windows Internet Explorer provided by State of South Dakota

http://4.appstest.sd.gov/Applications/RV76SalesRatio/Revenue/RealPropertyEdit.aspx?ID=0

File Edit View Favorites Tools Help

RealPropertyEdit

Remarks

Ratio 120.00%

Total Assessed Value \$600.00

**Seller Information**

Name

Address

City

State

Zip Code

**Buyer Information**

Name

Address

City

State

Zip Code

**Reject Information**

Reject Reason

Save Complete

Save Back Add Approval Queue

When you see “Save Complete” the sale is ready to be sent to DOR.

To do this, click “Add Approval Queue”

This will pop up on your screen.



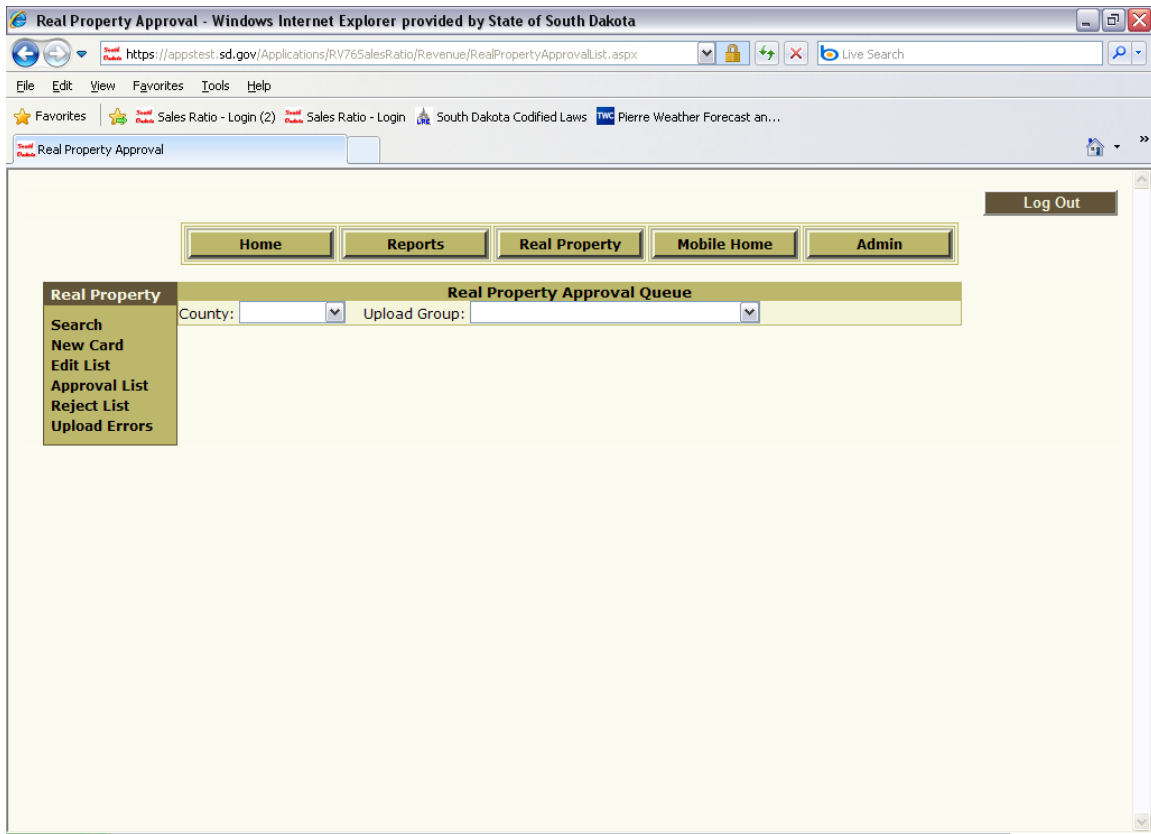
Click “OK”

After clicking “OK” you will be returned to the “Search” page.

Make sure that you periodically check this list to be sure that all of your sales have been sent to DOR for approval. DOR will consider any sale in this list has incomplete information and will not approve it.

## Real Property – Approval List

When you click on “Approval List” on the left hand side of the screen under the Real Property tab, you will see a page like this:



This list allows you to see what sales you have actually submitted to DOR. You can do this by selecting your county from the drop down menu or by selecting an upload group from the “upload group” dropdown menu.

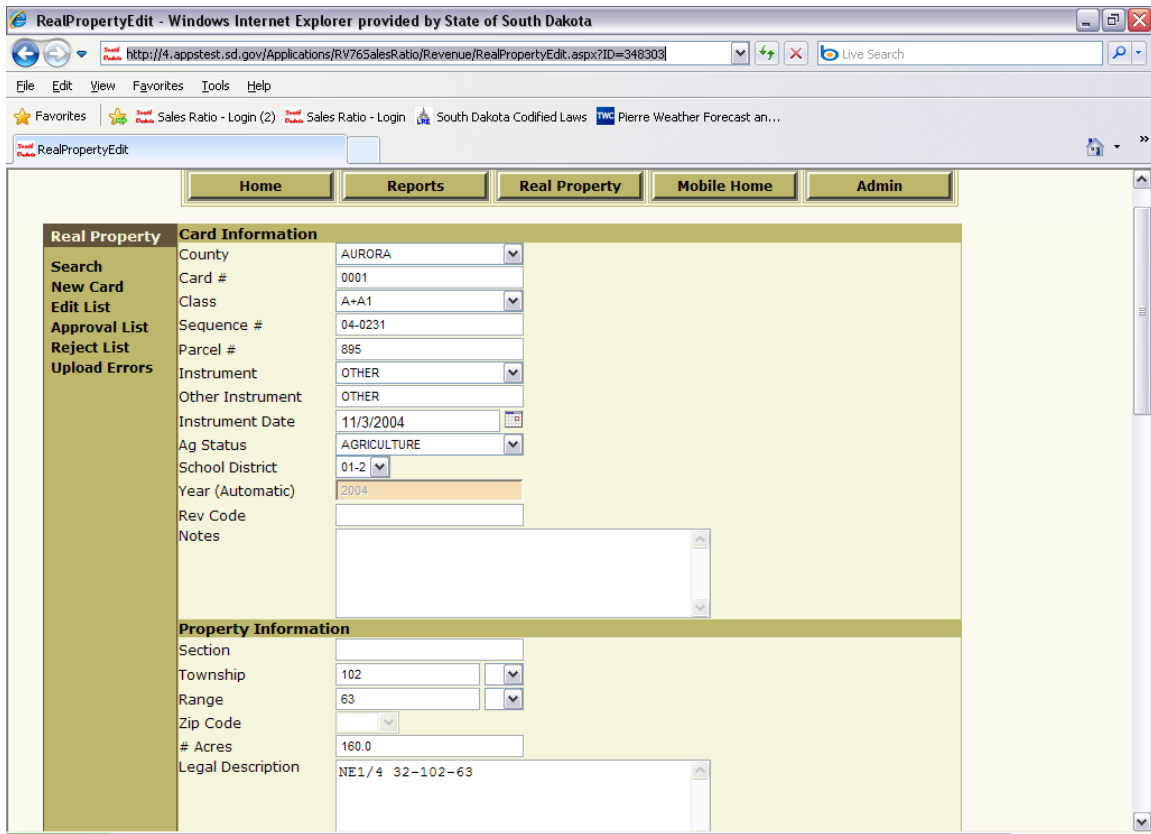
Upload groups show the file name that you uploaded and the date and time of the upload.

You can look over this list to make sure that the information that was sent to DOR is correct before your audit.

If you find an error in any of your information, you can correct it by following these steps.

To fix and re-send to DOR, click “Edit” on the sale you want to fix and submit. See next page for further instruction.

All of the card information will appear on the screen, like this:



**RealPropertyEdit**

Home Reports Real Property Mobile Home Admin

**Real Property**

Search  
New Card  
Edit List  
Approval List  
Reject List  
Upload Errors

**Card Information**

County: AURORA  
Card #: 0001  
Class: A+A1  
Sequence #: 04-0231  
Parcel #: 895  
Instrument: OTHER  
Other Instrument: OTHER  
Instrument Date: 11/3/2004  
Ag Status: AGRICULTURE  
School District: 01-2  
Year (Automatic): 2004  
Rev Code:  
Notes:

**Property Information**

Section:  
Township: 102  
Range: 63  
Zip Code:  
# Acres: 160.0  
Legal Description: NE1/4 32-102-63

Make sure all information is correct and fix what is not.

After filling in the required information, you have the option to “Save”, “Back”, and “Add Approval Queue”

First, click “Save”

If you are missing required information you will see this:

The screenshot shows a web browser window titled "RealPropertyEdit - Windows Internet Explorer provided by State of South Dakota". The address bar shows the URL: <http://4.appstest.sd.gov/Applications/RV76SalesRatio/Revenue/RealPropertyEdit.aspx?ID=0>. The browser has several tabs open, including "Sales Ratio - Login (2)", "Sales Ratio - Login", "South Dakota Codified Laws", and "Pierre Weather Forecast an...". The main content area is titled "RealPropertyEdit" and contains several form sections: "City", "State", "Zip Code", "Building Information" (with fields for Neighborhood, Quality Level, Property Style, Property Type, Zone Type, Total Square Feet, Effective Age, Actual Age, Basement Size, Garage Size, Lot Size, and Ag Description), and "Reject Information" (with a Reject Reason field). At the bottom of the form, there is a red error message: "Errors were encountered while saving. Please correct all errors and try again." Below the error message are three buttons: "Save", "Back", and "Add Approval Queue".

You must scroll back to the top of the page and find the fields that say "Required" and fill them in.

The screenshot shows the same web browser window as the previous one, but the form is now at the top of the page. The browser window is titled "RealPropertyEdit - Windows Internet Explorer provided by State of South Dakota". The address bar shows the URL: <http://4.appstest.sd.gov/Applications/RV76SalesRatio/Revenue/RealPropertyEdit.aspx?ID=0>. The browser has several tabs open, including "Sales Ratio - Login (2)", "Sales Ratio - Login", "South Dakota Codified Laws", and "Pierre Weather Forecast an...". The main content area is titled "RealPropertyEdit" and contains a navigation bar with buttons: "Home", "Reports", "Real Property", "Mobile Home", and "Admin". Below the navigation bar is a sidebar with links: "Real Property", "Search", "New Card", "Edit List", "Approval List", "Reject List", and "Upload Errors". The main form area is divided into two sections: "Card Information" and "Property Information". The "Card Information" section has fields for County, Card #, Class, Sequence #, Parcel #, Instrument, Instrument Date, Ag Status, School District, Year (Automatic), Rev Code, and Notes. The "Property Information" section has fields for Section, Township, Range, Zip Code, # Acres, and Legal Description. Several fields in the "Card Information" section are marked with a red asterisk and the word "Required": County, Card #, Class, Sequence #, Instrument, Instrument Date, Ag Status, and School District. The "Zip Code" field in the "Property Information" section is also marked with a red asterisk and the word "Required".



When all information is completed, clicking “Save” should result in this screen.

The screenshot shows a web browser window titled "RealPropertyEdit - Windows Internet Explorer provided by State of South Dakota". The address bar shows the URL: <http://4.appstest.sd.gov/Applications/RV76SalesRatio/Revenue/RealPropertyEdit.aspx?ID=0>. The browser has several tabs open, including "Sales Ratio - Login (2)", "Sales Ratio - Login", "South Dakota Codified Laws", and "Pierre Weather Forecast an...". The main content area is titled "RealPropertyEdit" and contains a form with the following sections:

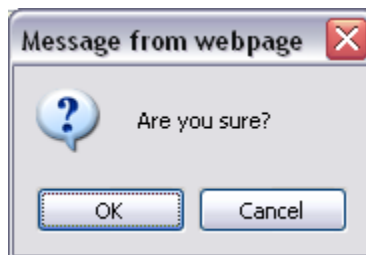
- Remarks:** A large text area for entering remarks.
- Ratio:** A text field containing "120.00%".
- Total Assessed Value:** A text field containing "\$600.00".
- Seller Information:** A section with fields for Name, Address, City, State (a dropdown menu), and Zip Code.
- Buyer Information:** A section with fields for Name, Address, City, State (a dropdown menu), and Zip Code.
- Reject Information:** A section with a "Reject Reason" text area.

At the bottom of the form, there are three buttons: "Save", "Back", and "Add Approval Queue". Above the "Save" button, the text "Save Complete" is displayed in red.

When you see “Save Complete” the sale is ready to be sent to DOR.

To do this, click “Add Approval Queue”

This will pop up on your screen.

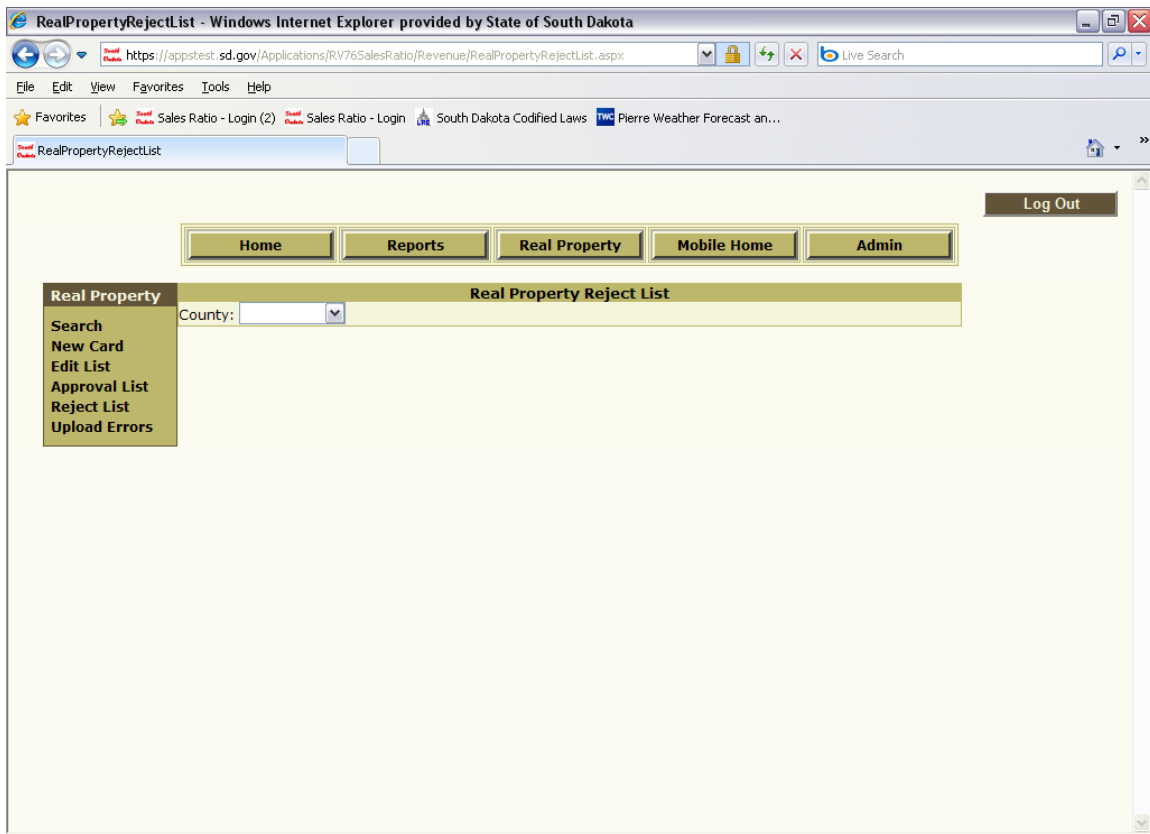


Click “OK”

After clicking “OK” you will be returned to the “Approval List” page.

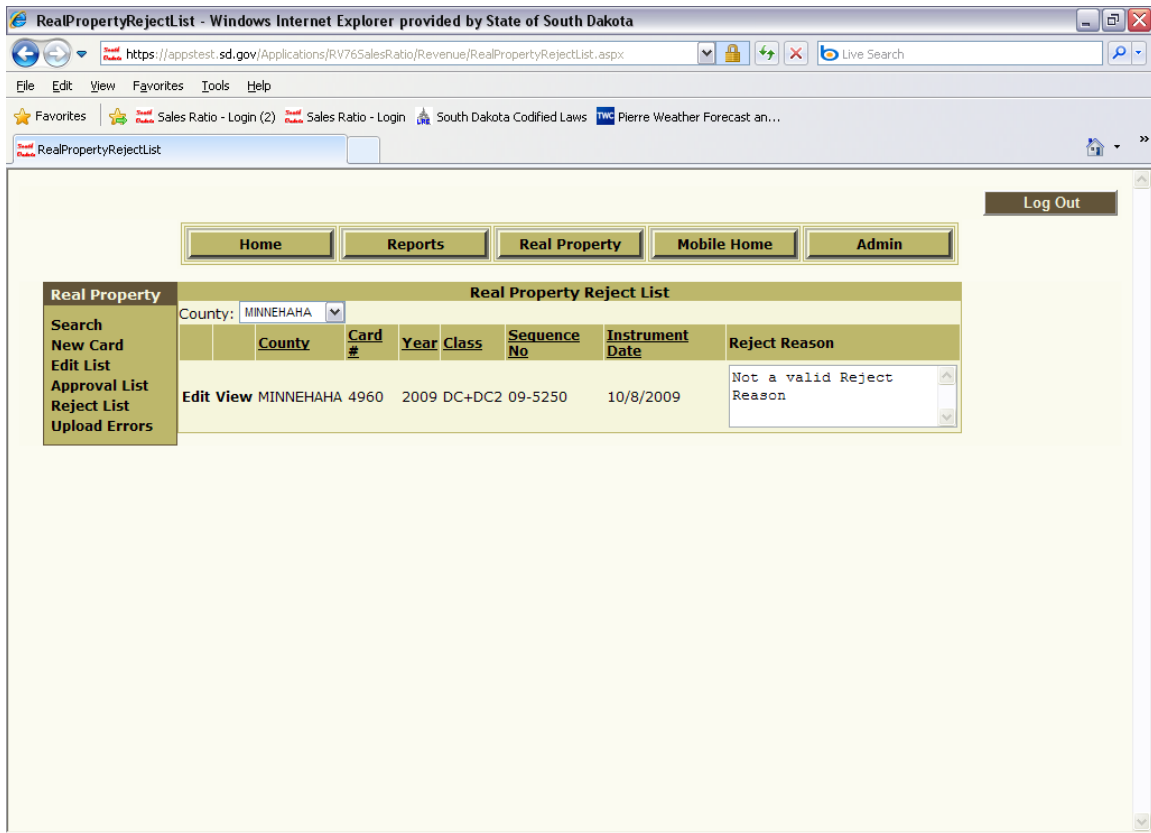
## Real Property – Reject List

Clicking on the “Reject List” on the Real Property page will bring you to this page:



Selecting your county will show a list of sales that could not be approved by DOR.

A list of sales and the reason they could not be approved by DOR will be shown on this page after your county is selected from the drop down menu:



The reason DOR is not approving the sale is listed on the right of the page. You may select Edit to fix what was wrong in the sale.

Make sure all information is correct and fix what is not.

After filling in the required information, you have the option to “Save”, “Back”, and “Add Approval Queue”

First, click “Save”

If you are missing required information you will see this:

The screenshot shows a web browser window titled "RealPropertyEdit - Windows Internet Explorer provided by State of South Dakota". The address bar shows the URL: <http://4.appstest.sd.gov/Applications/RV76SalesRatio/Revenue/RealPropertyEdit.aspx?ID=0>. The browser has several tabs open, including "Sales Ratio - Login (2)", "Sales Ratio - Login", "South Dakota Codified Laws", and "Pierre Weather Forecast an...". The main content area is titled "RealPropertyEdit" and contains several form fields. The fields are organized into sections: "City", "State", "Zip Code", "Building Information", and "Reject Information". The "Building Information" section includes fields for "Neighborhood", "Quality Level", "Property Style", "Property Type", "Zone Type", "Total Square Feet", "Effective Age", "Actual Age", "Basement Size", "Garage Size", "Lot Size", and "Ag Description". The "Reject Information" section includes a "Reject Reason" field. At the bottom of the form, there is a red error message: "Errors were encountered while saving. Please correct all errors and try again." Below the error message are three buttons: "Save", "Back", and "Add Approval Queue".

You must scroll back to the top of the page and find the fields that say "Required" and fill them in.

The screenshot shows the same web browser window as the previous one, but the main content area is now titled "RealPropertyEdit" and displays a navigation menu on the left and a form on the right. The navigation menu includes links for "Home", "Reports", "Real Property", "Mobile Home", and "Admin". The "Real Property" link is selected. The form is titled "Card Information" and includes fields for "County", "Card #", "Class", "Sequence #", "Parcel #", "Instrument", "Instrument Date", "Ag Status", "School District", "Year (Automatic)", "Rev Code", and "Notes". The "County", "Card #", "Class", "Sequence #", "Instrument", and "Instrument Date" fields are marked with a red asterisk and the word "Required". The "School District" field has a dropdown menu with the text "PLEASE SELECT COUNTY". The "Year (Automatic)" field is a text input. The "Rev Code" field is a text input. The "Notes" field is a text area. Below the "Card Information" section is the "Property Information" section, which includes fields for "Section", "Township", "Range", "Zip Code", "# Acres", and "Legal Description". The "Zip Code" and "# Acres" fields are marked with a red asterisk and the word "Required".

When all information is completed, clicking “Save” should result in this screen.

The screenshot shows a web browser window titled "RealPropertyEdit - Windows Internet Explorer provided by State of South Dakota". The address bar shows the URL: <http://4.appstest.sd.gov/Applications/RV76SalesRatio/Revenue/RealPropertyEdit.aspx?ID=0>. The browser's Favorites bar includes links for "Sales Ratio - Login (2)", "Sales Ratio - Login", "South Dakota Codified Laws", and "Pierre Weather Forecast an...".

The main content area is titled "RealPropertyEdit" and contains a form with the following sections:

- Remarks:** A large text area for entering remarks.
- Ratio:** A text field containing ".120.00%".
- Total Assessed Value:** A text field containing "\$600.00".
- Seller Information:** A section with fields for Name, Address, City, State (a dropdown menu), and Zip Code.
- Buyer Information:** A section with fields for Name, Address, City, State (a dropdown menu), and Zip Code.
- Reject Information:** A section with a "Reject Reason" text area.

At the bottom of the form, there are three buttons: "Save", "Back", and "Add Approval Queue". Above the "Add Approval Queue" button, the text "Save Complete" is displayed in red.

When you see “Save Complete” the sale is ready to be sent to DOR.

To do this, click “Add Approval Queue”

This will pop up on your screen.

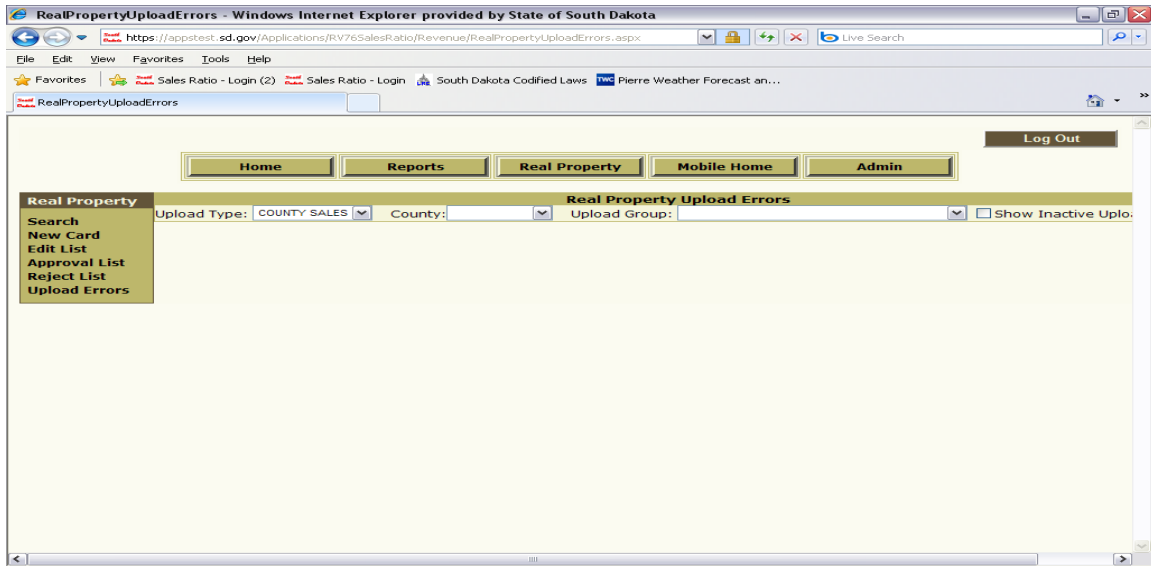


Click “OK”

After clicking “OK” you will be returned to the “Reject List” page.

## Real Property – Upload Errors

By clicking on “Upload Errors” under the Real Property page, you should see this page:



This page is only used if you upload your sales from another program such as Ultra, Incode, or another provider.

Selecting the file type and the county will bring up the list of errors that occurred while uploading that file and will look something like this.

Upload Date	File Name	Record #	County	Sequence #	Error
10/26/2011	10262011-151220_26_beadle_c.xls	2026	BEADLE	060899	Record was not inserted. There is an existing record with this county and sequence #.
10/26/2011	10262011-151220_26_beadle_c.xls	2042	BEADLE	050974	Record was not inserted. There is an existing record with this county and sequence #.
10/26/2011	10262011-151220_26_beadle_c.xls	2048	BEADLE	070184	Invalid field: LAND. LAND must be greater than 0.
10/26/2011	10262011-151220_26_beadle_c.xls	2054	BEADLE	060933	Missing required field: RANGE
10/26/2011	10262011-151220_26_beadle_c.xls	2058	BEADLE	060940	Missing required field: RANGE
10/26/2011	10262011-151220_26_beadle_c.xls	2064	BEADLE	060934	Missing required field: RANGE
10/26/2011	10262011-151220_26_beadle_c.xls	2065	BEADLE	060935	Missing required field: RANGE
10/26/2011	10262011-151220_26_beadle_c.xls	2103	BEADLE	060985	Record was not inserted. There is an existing record with this county and sequence #.
10/26/2011	10262011-151220_26_beadle_c.xls	2114	BEADLE	060998	Record was not inserted. There is an existing record with this county and sequence #.
10/26/2011	10262011-151220_26_beadle_c.xls	3243	BEADLE	080009	Invalid field: SCH_DIST
10/26/2011	10262011-151220_26_beadle_c.xls	3727	BEADLE	080675	Invalid field: SCH_DIST
10/26/2011	10262011-151220_26_beadle_c.xls	6134	BEADLE	110086	Invalid field: BUILDING. BUILDING must be greater than 0.

You can check for errors in both your sales file and your soils file by selecting the Upload type at the top of the screen.

The error screen shows you the sequence number of the sale and what was wrong with the sale, such as no land value, or wrong school district. You can go to the “Approval List” to find your sales and edit them to fix the errors before your audit. See the “Approval List” section for instructions on how to do this.

# Mobile Home

This section is dedicated to the mobile homes in your county, as you could probably tell by the title. The opening screen will look like this:

The screenshot shows the 'Mobile Home Search' application running in Internet Explorer. The browser's address bar displays the URL: <https://appstest.sd.gov/Applications/RV76SalesRatio/Revenue/MobileHomeSearch.aspx>. The application has a navigation bar with buttons for 'Home', 'Reports', 'Real Property', 'Mobile Home', and 'Admin'. A 'Log Out' button is located in the top right corner. On the left side, there is a sidebar with the following links: 'Mobile Home', 'Search', 'Edit List', and 'Upload Errors'. The main content area is titled 'Mobile Home Search' and contains a search form. The form includes a 'Counties' dropdown menu with the following options: AURORA, BEADLE, BENNETT, BON HOMME, BROOKINGS, BROWN, and BRULE. There is also a 'Reject Sale?' dropdown menu with options 'NO' and 'YES'. Below these are input fields for 'Serial Number', 'Title Number', 'Decal Number', 'Township', 'Range', 'Sequence Number', 'Selling Price', 'Assessed Value', 'Transfer Date', 'Seller Name', and 'Buyer Name'. The 'Range' and 'Sequence Number' fields have 'To' fields next to them. The 'Transfer Date' field has a calendar icon. At the bottom of the form is an 'Edit Status' dropdown menu with the option 'INCLUDE RECORDS IN EDIT MODE'. There are 'Run Search' and 'Clear' buttons at the bottom of the form. The browser's status bar at the bottom shows 'Trusted sites | Protected Mode: Off' and a zoom level of 100%.

There are a couple options on the left side of the screen similar to the “Real Property” section. Examples and instructions for each option are on the following pages.

## Mobile Home – Search

The search section is the opening screen of the Mobile Home tab.

The screenshot shows a web browser window titled "MobileHomeSearch - Internet Explorer provided by State of South Dakota". The address bar displays the URL "https://appstest.sd.gov/Applications/RV76SalesRatio/Revenue/MobileHomeSearch.aspx". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The Favorites bar shows "Sales Ratio - Login (2)", "South Dakota Codified La...", and "Pierre Weather Forecast a...". The page title is "MobileHomeSearch".

The main content area features a navigation bar with buttons for "Home", "Reports", "Real Property", "Mobile Home", and "Admin". A "Log Out" button is located in the top right corner. The "Mobile Home" tab is selected, displaying the "Mobile Home Search" form.

The "Mobile Home Search" form includes a sidebar on the left with links: "Search", "Edit List", and "Upload Errors". The main search area contains the following fields and controls:

- Counties:** A dropdown menu with the following options: AURORA, BEADLE, BENNETT, BON HOMME, BROOKINGS, BROWN, and BRULE.
- Reject Sale?:** A dropdown menu with options: NO and YES.
- Serial Number:** A text input field.
- Title Number:** A text input field.
- Decal Number:** A text input field.
- Township:** A text input field.
- Range:** A text input field followed by a "To" label and another text input field.
- Sequence Number:** A text input field followed by a "To" label and another text input field.
- Selling Price:** A text input field followed by a "To" label and another text input field.
- Assessed Value:** A text input field followed by a "To" label and another text input field.
- Transfer Date:** A date picker followed by a "To" label and another date picker.
- Seller Name:** A text input field.
- Buyer Name:** A text input field.
- Edit Status:** A dropdown menu with the option "INCLUDE RECORDS IN EDIT MODE".

At the bottom of the form are two buttons: "Run Search" and "Clear".

The browser's status bar at the bottom shows "Trusted sites | Protected Mode: Off" and a zoom level of "100%".

From this screen you can select your county and search for your mobile homes.

County is the only required field for the search criteria.

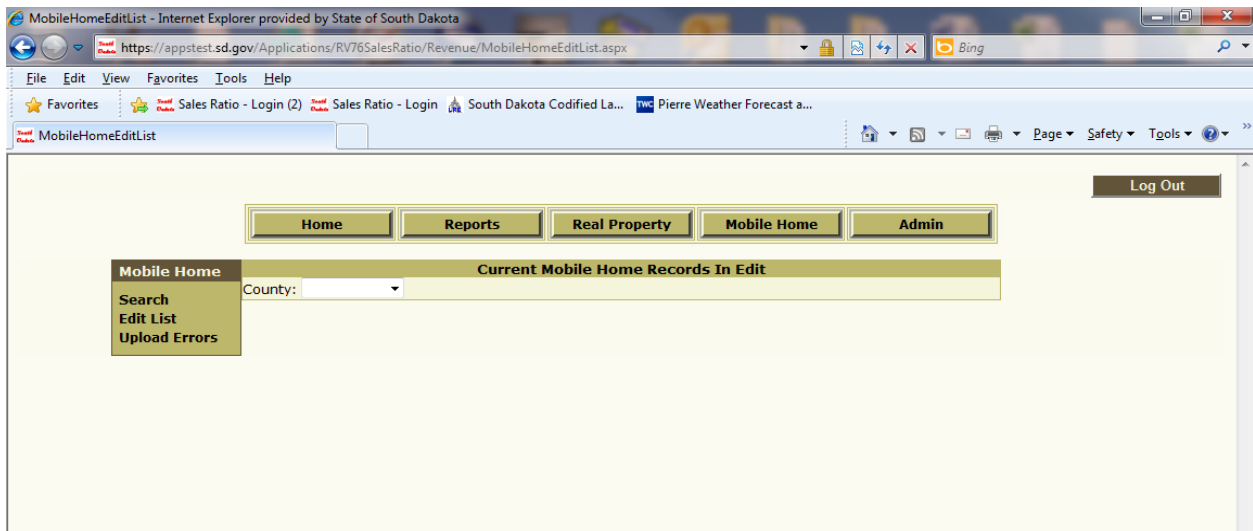
County must be selected before you can run a search.

You may narrow down your search by filling in the other options if you have a specific sale in mind.



## Mobile Home – Edit List

The edit list is the second option on the Mobile Home tab and will bring you to this screen:



At the beginning of every month, all of the mobile home transfers will be dumped into this system. You will select your county from the drop down menu, and if you have any mobile home transfers for the month, they will show up on the screen like this:



If you have sales in your list, they need to be completed with the required information.

To do this, you need to select edit on the sale that you want to complete. This will bring up a page that lists the information on the mobile home, minus the info you need to complete, and will look something like this:

MobileHomeEdit - Windows Internet Explorer provided by State of South Dakota

https://appstest.sd.gov/Applications/RV76SalesRatio/Revenue/MobileHomeEdit.aspx?ID=7082

File Edit View Favorites Tools Help

MobileHomeEdit

Home Reports Real Property Mobile Home Admin

**Mobile Home**

Search  
Edit List  
Upload Errors

**Details**

County: BEADLE  
Sequence #: 11-0001  
Serial #: 12180  
Title #: 112631259  
Title/Transfer Date: 10/12/2011  
Decal Number:  
School District:  
Rev Code:  
Notes:

**Model / Make Information**

Manufacturer: MARSHALL  
Model: 14X68  
Home Year: 1970  
Home Width:  
Home Length:  
Home Sq Ft:  
Expando Size:  
Expando Sq. Ft:  
Addition Size:  
Addition Sq Ft:  
Quality:  
Condition:

Trusted sites | Protected Mode: Off 100%

Fill in the information in the correct fields and then scroll to the bottom of the page.

There you will have the option to click “Save”, “Back”, and “Add Approval Queue”

Click “Save” to save the information you entered.

If you have not entered all of the required information, you will get a screen that looks like this:

The screenshot shows a web browser window with the address bar displaying <https://appstest.sd.gov/Applications/RV76SalesRatio/Revenue/MobileHomeEdit.aspx?ID=7082>. The browser's address bar also shows "MobileHomeEdit - Windows Internet Explorer provided by State of South Dakota". The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The browser's status bar shows "Trusted sites | Protected Mode: Off" and "100%".

The form is titled "MobileHomeEdit" and contains the following sections:

- Range**: A dropdown menu.
- Zip Code**: A dropdown menu.
- Reject Sale?**: A dropdown menu with the value "NO".
- Remarks**: A text area.
- Seller Information**:
  - Name**: CRONIN BLACK AND WHITE DAIR
  - Address**: A text field.
  - City**: A text field.
  - State**: A dropdown menu.
  - Zip Code**: A text field.
- Buyer Information**:
  - Name**: AREVALO, CRISTIAN
  - Address**: 602 JERSEY AVE NE LOT 33
  - City**: HURON
  - State**: SOUTH DAKOTA
  - Zip Code**: 57350
- Reject Information**:
  - Reject Reason**: A text area.

At the bottom of the form, there is a red error message: "Errors were encountered while saving. Please correct all errors and try again." Below the message are two buttons: "Save" and "Back".

Please go back and find the fields that are marked as required and fill them in.

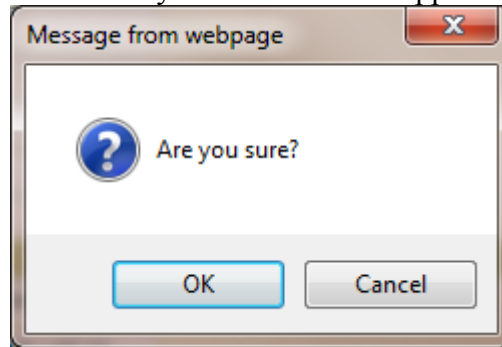
If you filled everything in correctly, you will get this screen:

The screenshot shows the same web browser window as the previous one, but the form is now filled out correctly. The "Save" button is highlighted in red, and the text "Save Complete" is displayed in red above it. The "Back" and "Add Approval Queue" buttons are also visible. The browser's status bar shows "Done" and "Trusted sites | Protected Mode: Off" and "100%".

The next step is to send the completed sales to the DOR.

To do this, click the “Add Approval Queue” button.

The “Are you sure” box will appear:



Click “OK”

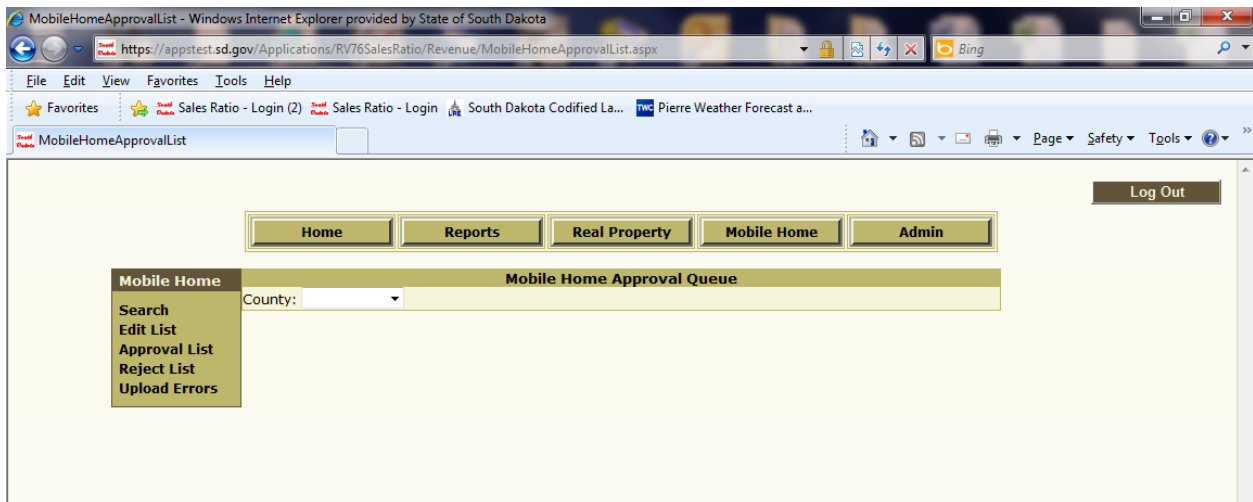
That mobile home has now been sent to DOR for final approval.

You will be returned to the “Edit List” to complete the information for the rest of your mobile home transfers.

If your edit list is empty, you have either completed all of your mobile home transfer information, or you didn’t have any transfers for the month.

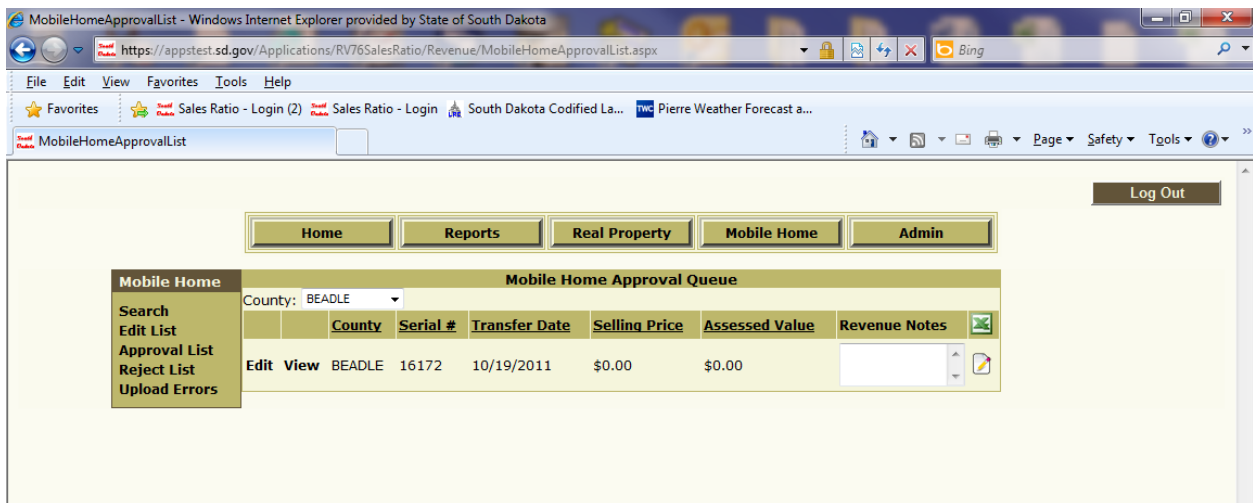
# Mobile Home – Approval List

Clicking the Approval List button will bring you to this page:



Selecting this option will allow you to see what Mobile Home transfers you have sent to the DOR for approval.

Select your county, and you will be brought to this screen:

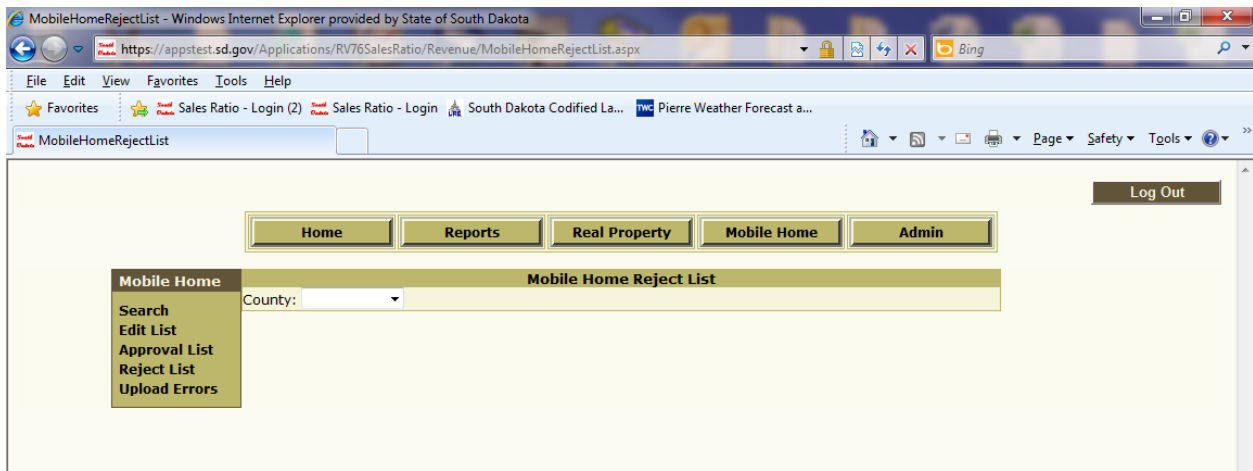


Double check this information to make sure it is correct.

If it is not, click the “Edit” button on the sale that is wrong and follow the steps described in the “Mobile Home – Edit List” section of this manual.

## Mobile Home – Reject List

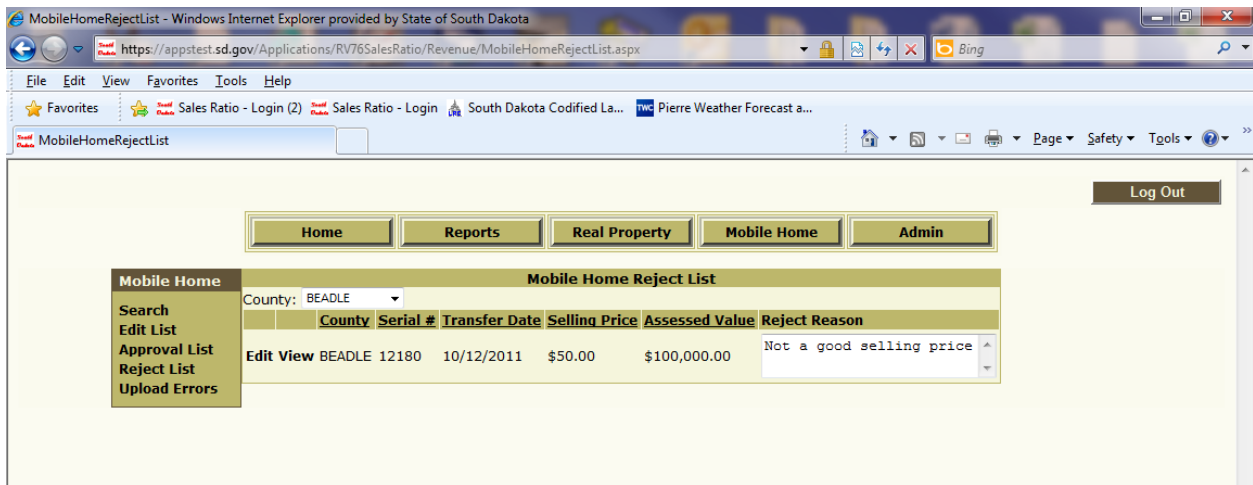
Clicking on the Reject list will bring you to this screen.



This list will show you what mobile home transfers have not been approved by DOR and for what reason they were not approved.

By selecting your county, you can see if a sale has not been approved. If no transfers appear, your mobile homes have been accepted by DOR.

If a sale has not been approved, you will get a sale on your screen like this:



This shows the mobile home transfer that was not accepted, and gives a detailed reason on the right side of the page.

You can select “Edit” on the sale in question, fix the problems and resubmit to DOR.

For detailed instructions on this, please see the “Mobile Home – Edit List” section of this manual.

## Mobile Home – Upload Errors

Clicking this link will bring up a page similar to this:

MobileHomeEditList - Windows Internet Explorer provided by State of South Dakota

https://appstest.sd.gov/Applications/RV76SalesRatio/Revenue/MobileHomeUploadErrors.aspx

File Edit View Favorites Tools Help

★ Favorites ★ Sales Ratio - Login (2) Sales Ratio - Login South Dakota Codified La... TWC Pierre Weather Forecast a...

MobileHomeEditList

Log Out

Home Reports Real Property Mobile Home Admin

**Mobile Home** Mobile Home Upload Errors

Search  
Edit List  
Approval List  
Reject List  
Upload Errors

Upload Type: DMV County:

By selecting your county, you are able to see if there were any problems during the upload process for your county's mobile home sales.

MobileHomeEditList - Windows Internet Explorer provided by State of South Dakota

https://appstest.sd.gov/Applications/RV76SalesRatio/Revenue/MobileHomeUploadErrors.aspx

File Edit View Favorites Tools Help

★ Favorites ★ Sales Ratio - Login (2) Sales Ratio - Login South Dakota Codified La... TWC Pierre Weather Forecast a...

MobileHomeEditList

Log Out

Home Reports Real Property Mobile Home Admin

**Mobile Home** Mobile Home Upload Errors

Search  
Edit List  
Approval List  
Reject List  
Upload Errors

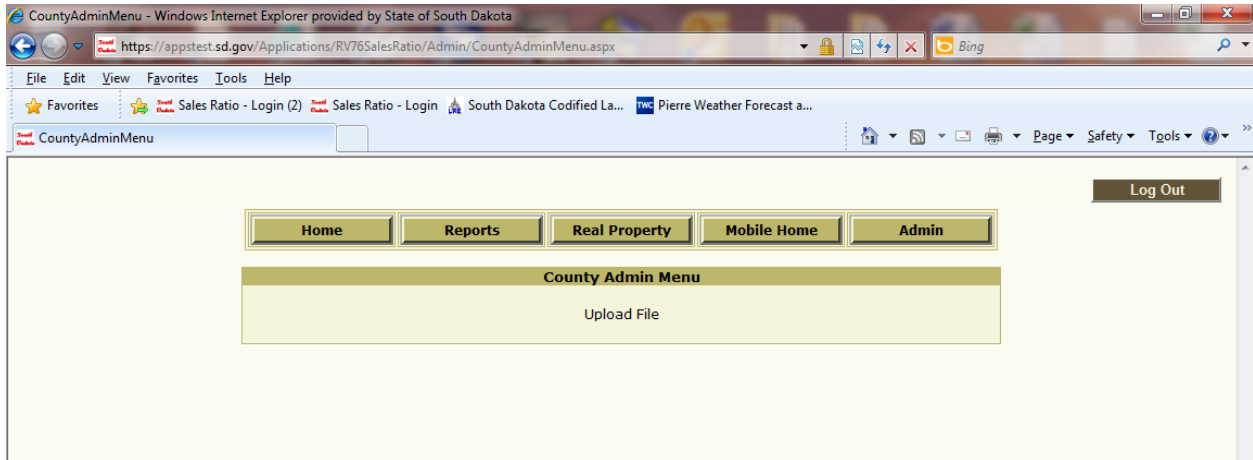
Upload Type: DMV County: BUTTE

Upload Date	File Name	Record #	County	Title #	Serial #	Error
10/31/2011	10312011-104158_26_20110930194502-20111028194503.txt	69	BUTTE	112660316	PAT23699IN	Missing required field: PREV_OW
10/31/2011	10312011-104158_26_20110930194502-20111028194503.txt	69	BUTTE	112660316	PAT23699IN	Missing required field: PREV_TITI
10/31/2011	10312011-104158_26_20110930194502-20111028194503.txt	129	BUTTE	112720250	MY1031943ABCV	Missing required field: PREV_OW
10/31/2011	10312011-104158_26_20110930194502-20111028194503.txt	129	BUTTE	112720250	MY1031943ABCV	Missing required field: PREV_TITI
10/31/2011	10312011-104158_26_20110930194502-20111028194503.txt	132	BUTTE	112720640	14101049AB	Record was not inserted. There county, title #, and serial #.

The sales will be listed by Title # and Serial # so you can find the sale in the edit list and fix whatever problem was found during the upload process.

# Admin

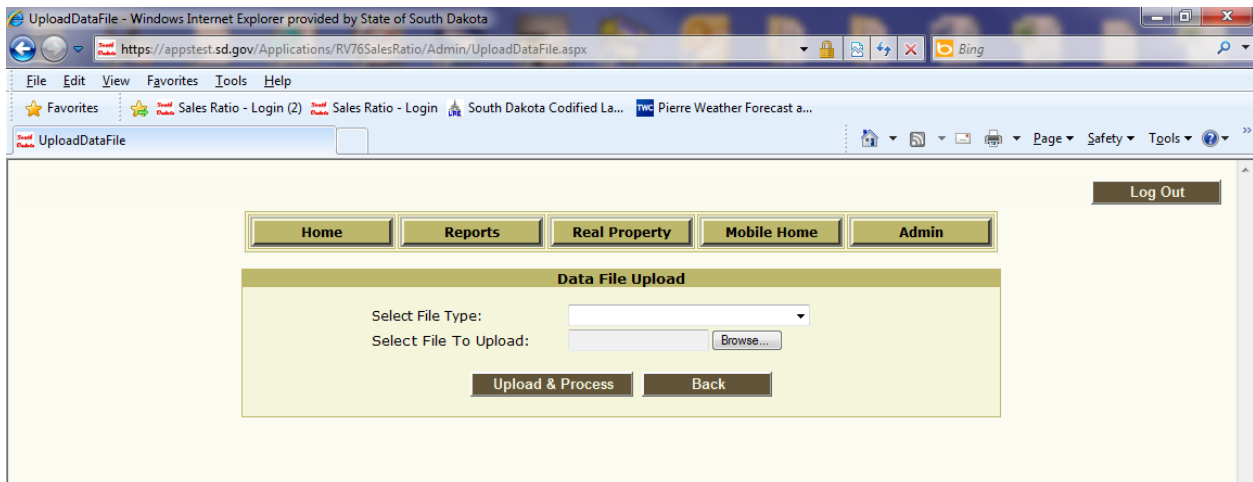
By selecting the Admin tab at the top of the page, you are brought to a screen that looks like this:



If you are entering sales into another system such as Ultra or Incode, you will come to this tab to upload those sales into the State system.

After you have exported your sales out of your third party software, (i.e. Ultra, Incode), click the “Upload File” link on the Admin page.

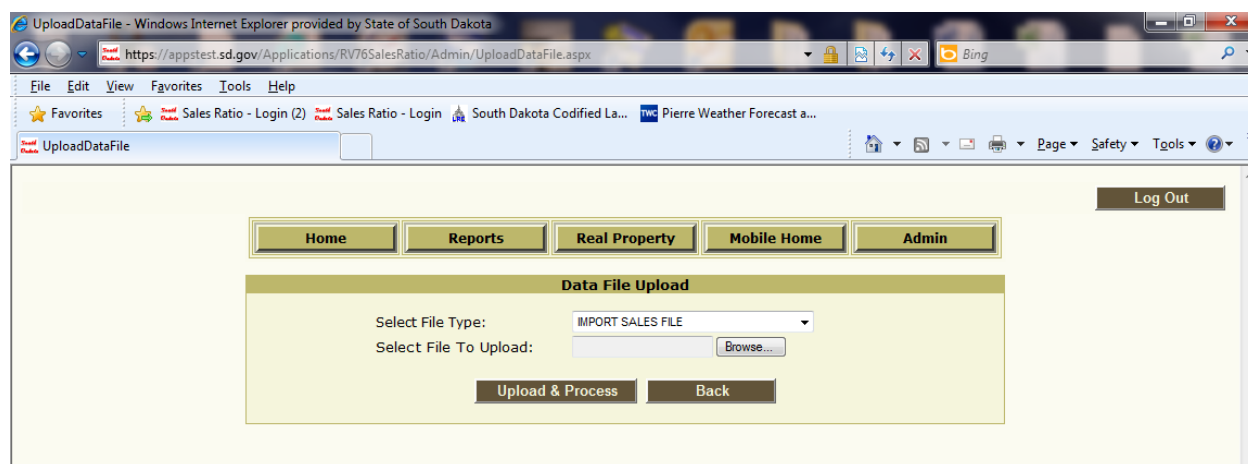
You will get a screen that looks like this:



From here will select the file type that you want to upload, Sales, Soils, or Mobile Home Updates.



After selecting the Sales file or Mobile Home Updates file you will see a screen that looks like this:

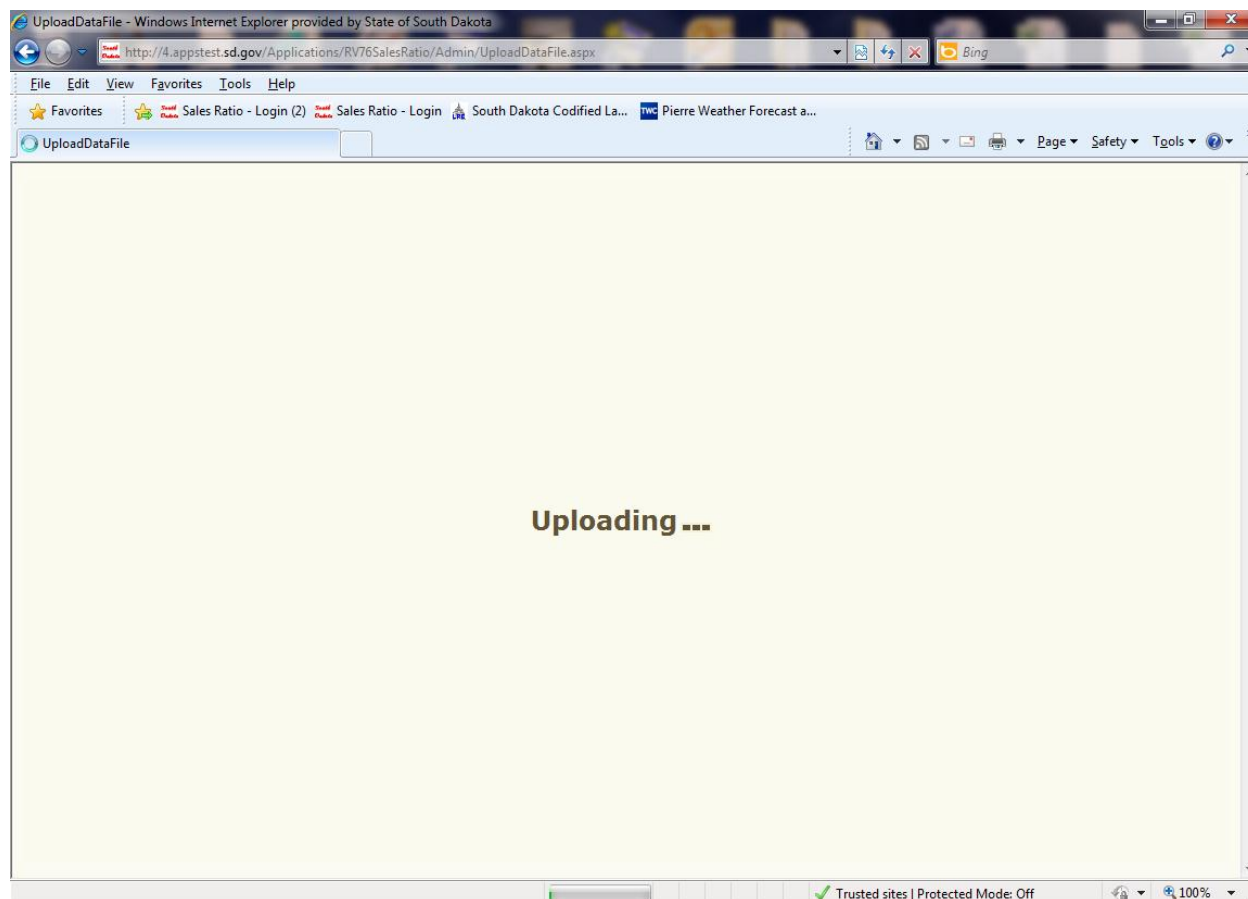


After you have selected your file type, you can click “Browse” to locate your excel file that has your Sales or Mobile Home Updates.

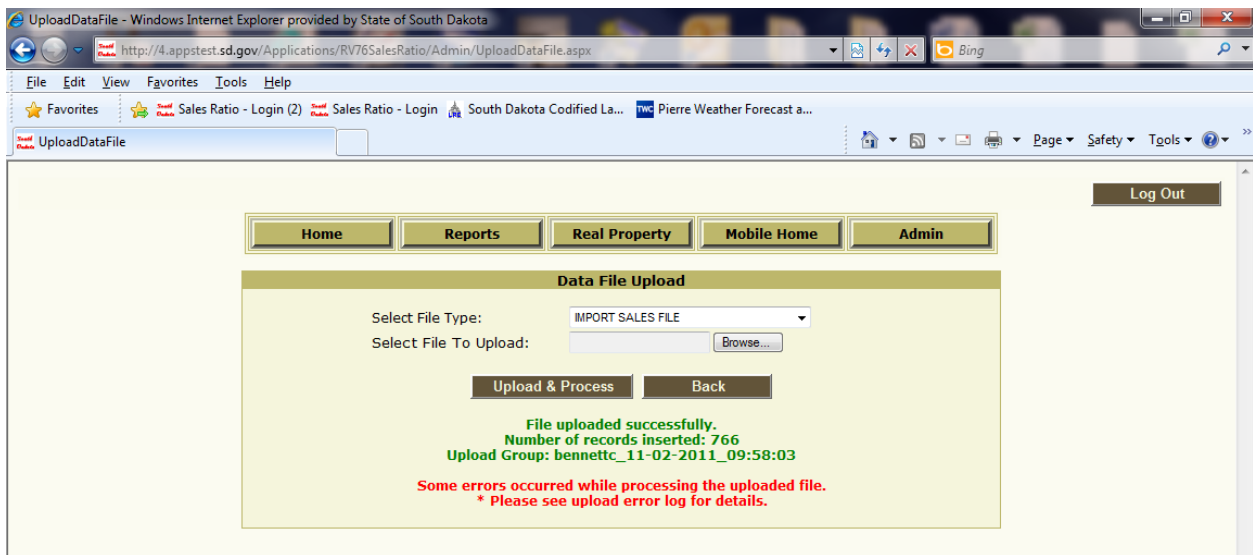
You will then click “Upload & Process”

This may take a while for the upload process to finish, especially if you have a slower internet connection.

You will see this screen during the upload process:



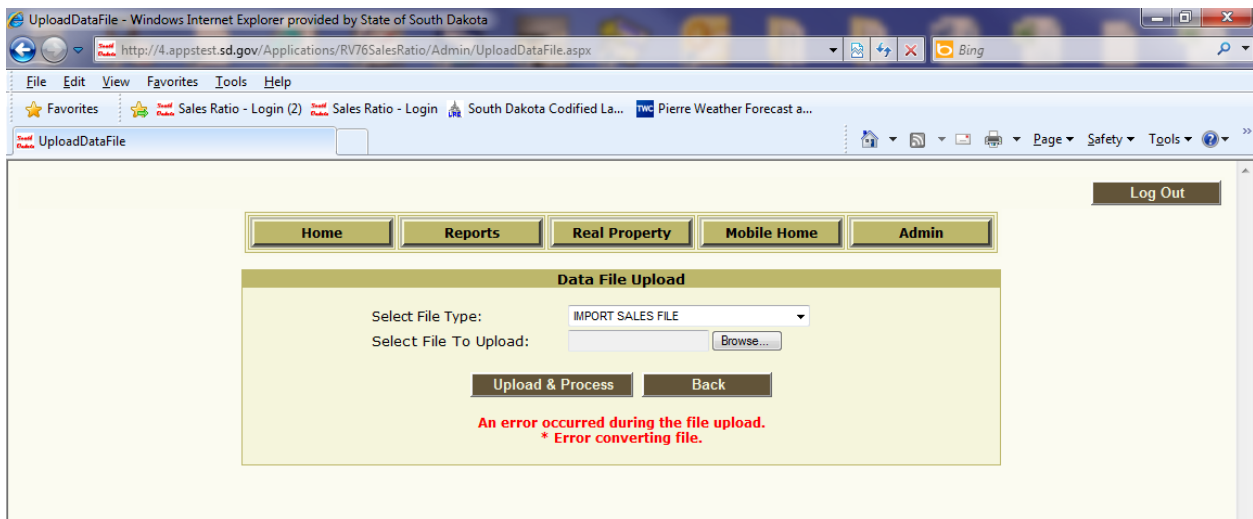
When the upload completes, you will see a screen similar to this:



If your file contained errors, the red text at the bottom of this screen will show up.

If your file was error free, you will only see the green text saying it was uploaded successfully.

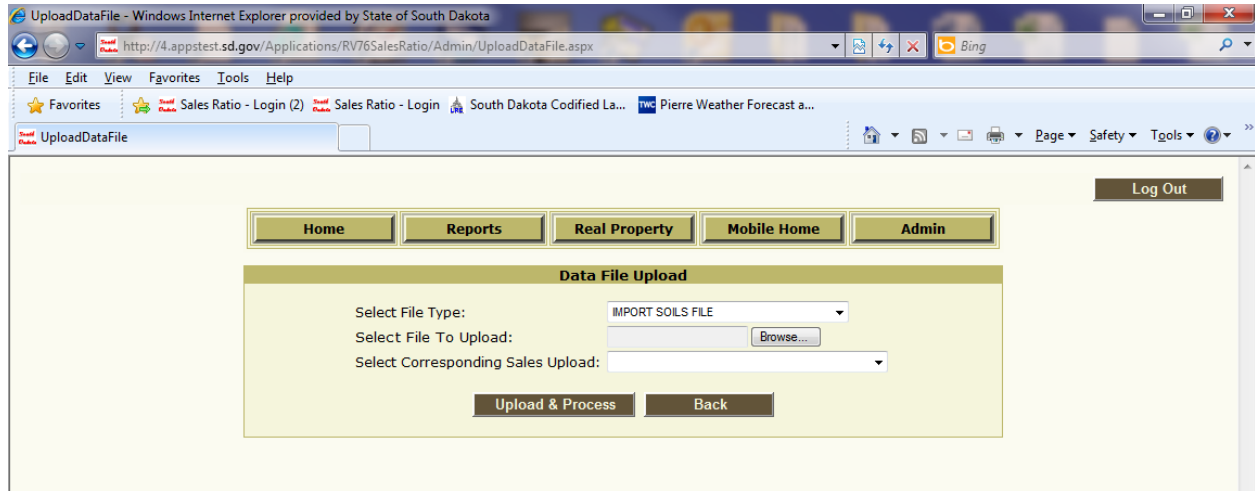
If you get this page when you click upload:



Please check to make sure that your Sheet Name, or the Tab at the bottom of excel is named "Sheet1"  
No spaces are needed in naming the sheet or tab.

## Admin – Uploading Soils Files

The soils upload is just a little different from sales and mobile homes.  
After you have clicked Upload File, select the file type as “Import Soils File”  
That will bring you to this screen:



You will notice a third box that was not available for the sales or mobile home download.

You must match your soils upload to the corresponding sales file upload.

First select “Browse” to find your excel file with your soils information.

Then from the drop down menu, select the sales file that has the matching information to your soils file.

**PLEASE NOTE: SALES MUST BE UPLOADED FIRST, OR YOUR SOILS FILE WON'T HAVE ANYTHING TO ATTACH TO!**

After that, the upload process is the same as the Sales file. Please see the “Admin” section on page 39 for more detailed instructions on the rest of that procedure.

## Exporting to Excel

The Approval List, Edit List, Reject List, and sales that are on the Search screen have the ability to be exported to an excel spreadsheet.

I will use the Approval List screenshots as an example, but all three lists and the search screen have this option in the same location.

Real Property Approval - Windows Internet Explorer provided by State of South Dakota

https://appstest.sd.gov/Applications/RV76SalesRatio/Revenue/RealPropertyApprovalList.aspx

File Edit View Favorites Tools Help

Real Estate Sales Ratio - Login (2) Real Estate Sales Ratio - Login South Dakota Codified La... Pierre Weather Forecast a...

Real Estate Real Property Approval

Log Out

Home Reports Real Property Mobile Home Admin

Real Property

Search  
New Card  
Edit List  
Approval List  
Reject List  
Upload Errors

Real Property Approval Queue

County: BENNETT Upload Group:

		Type	County	Card #	Class	Year	Seq #	Instr. Date	Sell	Building	Land	Ratio	Revenue Notes
Edit	View	New	BENNETT	0001	DC+DC2	2005	04-0101	11/1/2004	\$20,000.00	\$12,630.00	\$7,500.00	100.65 %	
Edit	View	New	BENNETT	0002	D+D1	2005	04-0102	11/1/2004	\$0.00	\$1.00	\$1.00	0.00 %	
Edit	View	New	BENNETT	0004	D+D1	2005	04-0104	11/2/2004	\$36,200.00	\$32,000.00	\$1,200.00	91.71 %	
Edit	View	New	BENNETT	0005	D+D1	2005	04-0105	11/2/2004	\$46,600.00	\$80.00	\$2,500.00	5.54 %	
Edit	View	New	BENNETT	0007	A	2005	04-0107	11/3/2004	\$0.00	\$0.00	\$1.00	0.00 %	
Edit	View	New	BENNETT	0008	D	2005	04-0108	11/10/2004	\$7,500.00	\$0.00	\$2,700.00	36.00 %	

You will notice when you select your county from the dropdown list, that some information will not fit on the screen. There is a scroll bar at the bottom of the screen. Drag it to the right and it will reveal the hidden information.

Real Property Approval - Windows Internet Explorer provided by State of South Dakota

https://appstest.sd.gov/Applications/RV76SalesRatio/Revenue/RealPropertyApprovalList.aspx

File Edit View Favorites Tools Help

Favorites

Sales Ratio - Login (2)

Sales Ratio - Login

South Dakota Codified La...

Pierre Weather Forecast a...

Real Property Approval

Log Out

Home Reports Real Property Mobile Home Admin

Real Property Approval Queue

County: BENNETT Upload Group:

		Type	County	Card #	Class	Year	Seq #	Instr. Date	Sell	Building	Land	Ratio	Revenue Notes	
Edit	View	New	BENNETT	0001	DC+DC2	2005	04-0101	11/1/2004	\$20,000.00	\$12,630.00	\$7,500.00	100.65 %		
Edit	View	New	BENNETT	0002	D+D1	2005	04-0102	11/1/2004	\$0.00	\$1.00	\$1.00	0.00 %		
Edit	View	New	BENNETT	0004	D+D1	2005	04-0104	11/2/2004	\$36,200.00	\$32,000.00	\$1,200.00	91.71 %		
Edit	View	New	BENNETT	0005	D+D1	2005	04-0105	11/2/2004	\$46,600.00	\$80.00	\$2,500.00	5.54 %		

After scrolling to the right, you will see a green icon next to the column heading “Revenue Notes”. By clicking on the green “Excel” icon, it will export all of the sales that you have in your list to an excel spreadsheet.

NOTE: POP UP BLOCKERS MAY STOP THE EXCEL SPREADSHEET FROM APPEARING. PLEASE MAKE SURE THAT YOUR POP UP BLOCKER IS ALLOWING POP UP’S FROM THIS SITE.

After your spreadsheet is open, you may save it to your computer for viewing at a later time.

## Printing Individual Sales

After searching for sales in the Real Property Search, you are able to print individual sales information straight from the program.

When your search results are on the screen, such as this:



County	Card #	Class	Sequence Number	Instrument Date	Sell Price	Land Value	Building Value	Ratio	Edit Mode	Edit Status
AURORA	0001	A+A1	04-0231	11/3/2004	\$0.00	\$124,399.00	\$40,065.00	0.00 %	YES	EDIT
AURORA	0002	A	04-0232	11/3/2004	\$0.00	\$130,197.00	\$0.00	0.00 %	NO	
AURORA	0003	A	04-0233	11/3/2004	\$0.00	\$64,703.00	\$0.00	0.00 %	YES	EDIT
AURORA	0004	A	04-0237	11/2/2004	\$0.00	\$103,890.00	\$0.00	0.00 %	NO	
AURORA	0005	C+C1	04-0238	11/5/2004	\$52,000.00	\$12,600.00	\$42,928.00	106.78 %	NO	
AURORA	0001	D+D1	04-0239	11/9/2004	\$85,000.00	\$4,921.00	\$77,653.00	97.15 %	NO	
AURORA	0006	C+C1	04-0240	11/2/2004	\$130,000.00	\$4,920.00	\$67,551.00	55.75 %	NO	
AURORA	0002	D+D1	04-0241	11/15/2004	\$8,500.00	\$1,586.00	\$24,388.00	305.58 %	YES	EDIT
AURORA	0003	D+D1	04-0242	11/18/2004	\$1,500.00	\$950.00	\$1,500.00	163.33 %	NO	
AURORA	0007	A	04-0243	6/12/1984	\$53,000.00	\$103,885.00	\$0.00	196.01 %	NO	
AURORA	0004	D+D1	04-0244	11/19/2004	\$0.00	\$475.00	\$10,786.00	0.00 %	NO	
AURORA	0008	CC+CC2	04-0245	11/19/2004	\$10,100.00	\$128.00	\$4,068.00	41.54 %	NO	
AURORA	0005	DC+DC2	04-0246	11/5/2004	\$0.00	\$1,271.00	\$8,848.00	0.00 %	NO	
AURORA	0006	D+D1	04-0247	11/19/2004	\$48,500.00	\$1,831.00	\$20,902.00	46.87 %	NO	
AURORA	0007	D+D1	04-0248	11/23/2004	\$57,000.00	\$1,800.00	\$42,100.00	77.02 %	NO	
AURORA	0008	D+D1	04-0249	11/23/2004	\$8,500.00	\$1,343.00	\$9,198.00	124.01 %	NO	
AURORA	0009	CC+CC2	04-0250	12/1/2004	\$79,000.00	\$26,611.00	\$50,137.00	97.15 %	NO	
AURORA	0010	A	04-0255	11/29/2004	\$382,000.00	\$339,163.00	\$0.00	88.79 %	NO	

You will notice a scroll bar at the bottom of the screen.

By scrolling to the right, you see a few more columns on the screen like this:



County	Card #	Class	Sequence Number	Instrument Date	Sell Price	Land Value	Building Value	Ratio	Edit Mode	Edit Status	Audited	Rev Code	Printer Icon
AURORA	0001	A+A1	04-0231	11/3/2004	\$0.00	\$124,399.00	\$40,065.00	0.00 %	YES	EDIT	NO		Printer Icon
AURORA	0002	A	04-0232	11/3/2004	\$0.00	\$130,197.00	\$0.00	0.00 %	NO		YES		Printer Icon
AURORA	0003	A	04-0233	11/3/2004	\$0.00	\$64,703.00	\$0.00	0.00 %	YES	EDIT	NO		Printer Icon
AURORA	0004	A	04-0237	11/2/2004	\$0.00	\$103,890.00	\$0.00	0.00 %	NO		NO		Printer Icon
AURORA	0005	C+C1	04-0238	11/5/2004	\$52,000.00	\$12,600.00	\$42,928.00	106.78 %	NO		NO		Printer Icon
AURORA	0001	D+D1	04-0239	11/9/2004	\$85,000.00	\$4,921.00	\$77,653.00	97.15 %	NO		NO		Printer Icon
AURORA	0006	C+C1	04-0240	11/2/2004	\$130,000.00	\$4,920.00	\$67,551.00	55.75 %	NO		NO		Printer Icon
AURORA	0002	D+D1	04-0241	11/15/2004	\$8,500.00	\$1,586.00	\$24,388.00	305.58 %	YES	EDIT	NO		Printer Icon
AURORA	0003	D+D1	04-0242	11/18/2004	\$1,500.00	\$950.00	\$1,500.00	163.33 %	NO		NO		Printer Icon
AURORA	0007	A	04-0243	6/12/1984	\$53,000.00	\$103,885.00	\$0.00	196.01 %	NO		NO		Printer Icon
AURORA	0004	D+D1	04-0244	11/19/2004	\$0.00	\$475.00	\$10,786.00	0.00 %	NO		NO		Printer Icon
AURORA	0008	CC+CC2	04-0245	11/19/2004	\$10,100.00	\$128.00	\$4,068.00	41.54 %	NO		NO		Printer Icon
AURORA	0005	DC+DC2	04-0246	11/5/2004	\$0.00	\$1,271.00	\$8,848.00	0.00 %	NO		NO		Printer Icon
AURORA	0006	D+D1	04-0247	11/19/2004	\$48,500.00	\$1,831.00	\$20,902.00	46.87 %	NO		NO		Printer Icon
AURORA	0007	D+D1	04-0248	11/23/2004	\$57,000.00	\$1,800.00	\$42,100.00	77.02 %	NO		NO		Printer Icon
AURORA	0008	D+D1	04-0249	11/23/2004	\$8,500.00	\$1,343.00	\$9,198.00	124.01 %	NO		NO		Printer Icon
AURORA	0009	CC+CC2	04-0250	12/1/2004	\$79,000.00	\$26,611.00	\$50,137.00	97.15 %	NO		NO		Printer Icon
AURORA	0010	A	04-0255	11/29/2004	\$382,000.00	\$339,163.00	\$0.00	88.79 %	NO		NO		Printer Icon

You can now see a printer icon on the far right of the screen. You can click this icon and the program will print all of the information for the specific card you selected.