# 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.

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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.



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.

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Sales Ratio System	
Logged In User: Russ/User	
Current Time: 10/28/2011 2:49:21 PM	
Application Level: Test	
Current Server: 164.154.226.207 Property Tax Division Website: http://www.state.sd.us/drr2/propspectax/property/home.htm	
Messages:	
Date Message	
7/8/2011 150% Ag Sales are no longer being rejected. They will now be considered good sales	
	~

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.

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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:

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#### 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.

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#### 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**

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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.

#### 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.

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#### 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

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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.

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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.

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	Edit Status	INCLUDE RECORDS IN EDIT	MODE		

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.

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	Zip Code	PLEASE SELECT COUNTY		
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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.

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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:

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

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

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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.

Message from webpage  🛛
Are you sure?
OK Cancel

Click "OK"

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

### Real Property – Edit List



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:

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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"

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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.

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Are you sure?	
OK Cancel	

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:

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Approval List Reject List	
Upload Errors	
	×

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:

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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 inform	ation you will see this:	
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	Real Property	Card Information		
	Search	County	* Required	
	New Card	Card #	* Required	
	Edit List	Class	* Required	3
	Approval List Reject List	Sequence #	* Required	
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	oprodu Errors	Instrument	► Required	
		Instrument Date	Required	
		Ag Status School District	PLEASE SELECT COUNTY	
		Year (Automatic)		
		Rev Code		
		Notes		
		Property Informati	on	
		Section		
		Township	N 💌	
		Range	W	
		Zip Code	PLEASE SELECT COUNTY	
		# Acres	* Required	
		Legal Description		
				<b>M</b>

When a	all informatio	on is completed, clicking "Save" should result in this s	screen.
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	Ratio	120.00%	
	Total Assessed Value		
	Seller Information		
	Name		
	Address		
	City		
	State		
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	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.

Message from webpage	×
Are you sure?	
OK Cancel	

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:

🗧 RealPropertyRejectList - Windows Internet	Explorer provided by State	of South Dakota			_ 20
🚱 💿 🗢 🐹 https://appstest.sd.gov/Applications/R	V76SalesRatio/Revenue/RealPrope	rtyRejectList.aspx	M 🔒 🔶 🗙 🛛	⊙ Live Search	9
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nealPropertyRejectList					Å •
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Tionie			Mobile Hollie	Admin	
Real Property County:		operty Reject Lis	st		
Search New Card					
Edit List Approval List					
Reject List					
Upload Errors					

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:

<i>6</i> R	tealPropertyRejec	tList - Windo	ows Internet E	xplorer pr	ovided by Sta	ate of South D	akota			
$\bigcirc$	💽 🗢 📶 https://	appstest. <b>sd.go</b>	v/Applications/RV	76SalesRatio,	/Revenue/RealPi	ropertyRejectList.	aspx 💌	🔒 🔸 🗙 🙋 Live Search		<b>₽</b> -
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🔶 F.	avorites 🛛 👍 🚟 S	ales Ratio - Logi	in (2) 🚟 Sales R	atio - Login	🛕 South Dakot	a Codified Laws	WC Pierre Weather For	ecast an		
R	tealPropertyRejectList									🐴 • »
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	Real Property				Rea	l Property R	eject List			
	Search	County: 🕨		Cand		C	T			
	New Card Edit List		<u>County</u>	<u>Card</u> Y	ear <u>Class</u>	<u>Sequence</u> <u>No</u>	<u>Instrument</u> <u>Date</u>	Reject Reason		
	Approval List	Edit View		4960 20	009 DC+DC2	09-5250	10/8/2009	Not a valid Reject Reason		
	Reject List Upload Errors			4500 20	505 001002	05 5250	10,0,2005		~	
1										~

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 informa	tion you will see this:	
🥖 RealPropertyEdit - Windows Internet Explor			_ 2 🛛
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File Edit View Favorites Tools Help			
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City			
State	<u> </u>		
Zip Code Building Information			
Neighborhood			
Quality Level			
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Property Type	▼		
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Actual Age			
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Garage Size			
Lot Size			
Ag Description			
		✓	
Reject Information			
Reject Reason			
	Errors were encountered while sa		
	Please correct all errors and try a		
		roval Queue	

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

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🗩 🗢 🗮 http://4	appstest. <b>sd.gov</b> /Applications	'RV76SalesRatio/Revenue/RealPropertyEdit.	aspx?ID=0 🔽 😽 🗙 🙋	Live Search
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🏱 Favorites 🛛 🚖 🚟 Sa	ales Ratio - Login (2) 🛼 Sale	Ratio - Login 🛕 South Dakota Codified La	aws in Pierre Weather Forecast an	>>>
🛫 RealPropertyEdit				🐴 • *
	Home	Reports Real Pr	roperty Mobile Home	Admin
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	County	× Req	uired	
Search	Card #	* Reg		
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Approval List	Sequence #	* Reg		
Reject List	Parcel #			
Upload Errors	Instrument	× Req	uired	
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	Ag Status	✓		
	School District	PLEASE SELECT COUNTY		
	Year (Automatic)			
	Rev Code			
	Notes			
	Property Informati		<u> </u>	
	Section			
	Township	N 🕶		
	Range	w~		
	Zip Code	PLEASE SELECT COUNTY		
	# Acres	* Reg	uired	
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When all information	n is completed, clicking "Save" should result in th	is screen.
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COO - Khtp://4.appstest.sd.gov/Applications/	/RV76SalesRatio/Revenue/RealPropertyEdit.aspx?ID=0 🛛 🖌 🏷 Live Search	
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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	10
		~

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.

Message from webpage 🛛 🔀
Are you sure?
OK Cancel

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:

RealPropertyUploa	adErrors - Windows Interne	t Explorer provided	by State of South Dakota	1	_ 0
💽 🗢 🗮 https:/	//appstest. <b>sd.gov</b> /Applications/RV7	6SalesRatio/Revenue/Re	alPropertyUploadErrors.aspx	💌 🔒 🐓 🗙 🗔 Live Sean	h 🛛
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RealPropertyUploadErr	ors				🖄 •
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earch	Jpload Type: COUNTY SALES	County:	Upload Gro		Show Inactive Uple
ew Card					
dit List					
pproval List eject List					
pload Errors					
			110		>

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 Type:         COUNTY SALES         County:         BEADLE         Upload Group:         Image: County and Sequence #           VD/Dad Date         File Name         Record # County         Sequence #         Fror           VD/Dad Date         File Name         Record # County         Sequence #         Fror           In/26/2011         10262011-151220_26_beadle_cxls         2026         BEADLE         060899         Record was not inserted. There is county and sequence #           10/26/2011         10262011-151220_26_beadle_cxls         2048         BEADLE         050974         Record was not inserted. There is county and sequence #           10/26/2011         10262011-151220_26_beadle_cxls         2048         BEADLE         050974         Record was not inserted. There is county and sequence #           10/26/2011         10262011-151220_26_beadle_cxls         2054         BEADLE         060933         Missing required field: RANGE           10/26/2011         10262011-151220_26_beadle_cxls         2054         BEADLE         060934         Missing required field: RANGE           10/26/2011         10262011-151220_26_beadle_cxls         2065         BEADLE         060934         Missing required field: RANGE           10/26/2011         10262011-151220_26_beadle_cxls         2065         BEADLE         060934         Missin	Log Out	ir dir			
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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         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         2065         BEADLE         060935         Missing required field: RANGE           10/26/2011         10262011-151220_26_beadle_c.xls         2065         BEADLE         060935         Missing required field: RANGE	e greater than 0.				10/20/2011
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         2065         BEADLE         060935         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 2065 BEADLE 060935 Missing required field: RANGE					
10/26/2011 10262011 151220 26 hoadlo and 2102 READLE 060085 Record was not inserted. There is					
county and sequence #.	s an existing record with this	BEADLE 060935 Record was not inserted. There is an ecourty and sequence #.			
	s an existing record with this	READLE GEOODE Record was not inserted. There is an	26_beadle_c.xls 2114	011 10262011-151220	10/26/2011
10/26/2011 10262011-151220_26_beadle_c.xls 3243 BEADLE 080009 Invalid field: SCH_DIST		BEADLE 080009 Invalid field: SCH_DIST	26_beadle_c.xls 3243	011 10262011-151220	10/26/2011
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	3 must be greater than 0.	BEADLE 110086 Invalid field: BUILDING. BUILDING mus	26_beadle_c.xls 6134	011 10262011-151220	10/26/2011

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:

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						Log Out
	Home	Reports	Real Property	Mobile Home	Admin	
Mobile Home		N	lobile Home Searc	'n		
Search Edit List Upload Errors		Counties AURORA BEADLE BENNETT BON HOMME BROOKNOS BROOWN BRULE Serial Number Title Number Decal Number Decal Number Cownship Range Sequence Number Selling Price Assessed Value Transfer Date Seller Name Edit Status Run S	Reject Sal			

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.

Constraints in the second seco	Ratio - Login A South Dakota Codified La     Pierre Weather Forecast a       Ratio - Login A South Dakota Codified La     Pierre Weather Forecast a       Reports     Real Property     Mobile Home       Mobile Home Search     Reject Sale?       AURORA BEADLE BEADLE BEADLE     Pierre Sale?	Admin
Favorites 😪 🛣 Sales Ratio - Login (2) 💥 Sales MobileHomeSearch Mobile Home Search Edit List	Reports     Real Property     Mobile Home       Mobile Home Search     Reject Sale?       AURORA BEADLE     NO VES	Log Out
MobileHomeSearch Home Search Edit List	Reports     Real Property     Mobile Home       Mobile Home Search     Reject Sale?       AURORA BEADLE     NO VES	Log Out
Home Mobile Home Search Edit List	Mobile Home Search Counties Reject Sale? AURORA BEADLE NO YES	Log Out
Mobile Home Search Edit List	Mobile Home Search Counties Reject Sale? AURORA BEADLE NO YES	
Mobile Home Search Edit List	Mobile Home Search Counties Reject Sale? AURORA BEADLE NO YES	
Mobile Home Search Edit List	Mobile Home Search Counties Reject Sale? AURORA BEADLE NO YES	Admin
Search Edit List	Counties Reject Sale? AURORA NO BEADLE TES	
Edit List	AURORA BEADLE	
	BON HOMME   BROUNDS   BROUNDS   BROUNDS   BROUNDS   BROUNDS   BROUNDS   Call Number   Decal Number   Decal Number   Township   Range   To   Sequence Number   To   Selling Price   Selling Price   To   Selling Price   To   Selling Price   To   Seller Name   Buyer Name   Edit Status   NCLUEE RECORDS IN EDIT MODE	

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:

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🖕 Favorites 🛛 🦛 🗮 Sales Ratio - Login (2) 🗮 Sales Ratio - Login 🛕 South Dakota Codified La 🚾 Pierre Weather Forecast a
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Log Out
Home Reports Real Property Mobile Home Admin
Mobile Home Current Mobile Home Records In Edit
Search County: -
Edit List
Upload Errors

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:

Edit View Favo				Palas Datis da di	A curt Data c	and a difference of the	- W				
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	_	_						;			
		_									Log Out
			Hom	e	Reports	Real Property	Mobile Home	Admi	n		
Mobile Home					Current Mo	bile Home Reco	ords In Edit				
Search	Count	y: BEA	DLE .	•							
Edit List			<u>County</u>	Sequence #	<u>Transfer Date</u>	Selling Price	Assessed Value	<u>Serial #</u>	<u>Rev Code</u>	<b>X</b>	
Upload Errors	Edit	View	BEADLE	11-0001	10/12/2011	\$0.00		12180		6	
	Edit	View	BEADLE	11-0002	10/19/2011	\$0.00		16172		8	
	Edit	View	BEADLE	11-0003	10/19/2011	\$0.00		GG10233979		4	
	Edit	View	BEADLE	11-0004	10/19/2011	\$0.00		R313		8	
	Edit	View	BEADLE	11-0005	10/19/2011	\$0.00		DFL3814		4	
	Edit	View	BEADLE	11-0006	10/19/2011	\$0.00		XGA226859		8	
			DEADLE	11-0007	10/19/2011	\$0.00		GB040434		6	

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:

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- Commo			a) (;a) (;a)	alie					A
		Home	Reports	Real Property	Mobile Home	Admin			
		Details							
	Mobile Home	County	BEADLE	•					
	Search Edit List	Sequence #	11-0001	_					
	Upload Errors	Serial #	12180	_					
		Title #	112631259	_					
		Title/Transfer Date	10/12/2011						E
		Decal Number							
		School District		•					
		Rev Code							
		Notes			*				
		Model / Make Infor	mation		Ŧ				
		Manufacturer	MARSHALL						
		Model	14X68						
		Home Year	1970	_					
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		Quality		•					
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		Value Information							<b>T</b>
					🗸 Tr	usted sites   Protected Mod	le: Utf 🛛 🚽	🚡 👻 🔍 1009	/o 🔻 🔬

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 e	entered all of	f the required in	nformation, you wil	ll get a screen	that looks l	ike this:
MobileHomeEdit - Windows Intern	net Explorer provided by Sta	ate of South Dakota			-	
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<u>File Edit V</u> iew F <u>a</u> vorites <u>T</u> o	ools <u>H</u> elp					
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MobileHomeEdit				🏠 🕶 🗟 👻 🖨	▼ <u>P</u> age ▼ <u>S</u> afety ▼	T <u>o</u> ols ▼
	Range					*
	Zip Code	•				
	Reject Sale?	NO 🔻				
	Remarks		*			
			-			
	Seller Information	1				
	Name	CRONIN BLACK AND WHITE DAIR				
	Address					
	City					
	State	<b>_</b>				
	Zip Code					
	Buyer Information	· /				
	Name	AREVALO, CRISTIAN				
	Address	602 JERSEY AVE NE LOT 33				
	City	HURON				
	State	SOUTH DAKOTA -				
	Zip Code Reject Information	57350				
	Reject Reason					=
			+			
			encountered while saving. ct all errors and try again.			
		Save	Back			
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				/ Trusted sites   Protected Mode	e: Off 🛛 🖓 🔻	• 🔍 100% 🔻

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

	Selici Information		
	Name	CRONN BLACK AND WHITE DAIR	
	Address		
	City		
	State		
	Zip Code		
	<b>Buyer Information</b>		
	Name	AREVALO, CRISTIAN	
	Address	602 JERSEY AVE NE LOT 33	
	City	HURON	
	State	SOUTH DAKOTA	
	Zip Code	57350	
	<b>Reject Information</b>		E
	Reject Reason	*	
		Save     Complete       Save     Back     Add Approval Queue	
			*
Done		🗸 Trusted sites   Protected Mode: Off 🛛 🌾 🗨 🕄 100%	•

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

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

To do this, click the "Add Approval Queue" button.





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:

Favorites Fav	<u>File Edit View Favorites Tools</u>							
Log Out          Home       Reports       Real Property       Mobile Home       Admin         Mobile Home       Mobile Home Approval Queue         Search Edit List       County:	🊖 Favorites 🛛 👍 📶 Sales Ratio - L	.ogin (2) 🚟 Sales Ratio	- Login  🛔 South Dakota	a Codified La Two Pierre	Veather Forecast a			
Home     Reports     Real Property     Mobile Home     Admin       Mobile Home     Mobile Home Approval Queue       Search Edit List     County:	MobileHomeApprovalList					🟠 🕶 🖾 👻 🖶 1	<u> P</u> age ▼ <u>Safety</u> ▼ T <u>ools</u> ▼	•
Mobile Home     Mobile Home Approval Queue       Search     County:       Edit List							Log Out	
Search Edit List		Home	Reports	Real Property	Mobile Home	Admin		
Search Edit List			Mobi	le Home Approval Q	ueue			
	Search	ounty:						
	Edit List Approval List							
Approval List Reject List								
Upload Errors	Unload Emore							

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:

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	es <u>T</u> ools <u>H</u> e	-		-					_		
🖕 Favorites 🛛 👍 🚟 S	ales Ratio - Logir	n (2)	Sales Ratio	o - Login 🔺	South Dakota Codif	ied La 🚾 Pierre	Weather Forecast a				
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Mobile H Search		ty: BEA	DLE	•	Mobile Ho	ome Approval (	)ueue				
Edit List			<u>County</u>	<u>Serial #</u>	<u>Transfer Date</u>	Selling Price	Assessed Value	Revenue Notes 🛛 📓			
Approval Reject Lis Upload Er	st Edit	View	BEADLE	16172	10/19/2011	\$0.00	\$0.00	2			

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.

And the second s	et Explorer provided by State of Sout	th Dakota		
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	Home Repo		lobile Home Admin	Log Out
Mobile Home Search Edit List Approval List Reject List Upload Errors	unty: 👻	Mobile Home Reject List		

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.

Elle Edit View Favorites Iools Help	🤗 MobileHomeRejectList - Windows Ir	Internet Explorer provided by State of South Dakota	
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Image: MobileHomeRejectList       Image: Page + Page	<u>File Edit View Favorites Too</u>	ools <u>H</u> elp	
Home       Reports       Real Property       Mobile Home       Admin         Mobile Home       Mobile Home Reject List       County: BEADLE       County: BEADLE       Formation of the second seco	🖕 Favorites 🛛 👍 🚟 Sales Ratic	tio - Login (2) 🗮 Sales Ratio - Login 🛕 South Dakota Codified La 🚾 Pierre Weather Forecast a	
Home     Reports     Real Property     Mobile Home     Admin       Mobile Home     County:     BEADLE     Image: County: BEADLE     Image: County: BEADLE       Edit List     County:     Serial #     Transfer Date     Selling Price     Assessed Value     Reject Reason       Edit List     Edit View BEADLE     10/12/2011     \$50.00     \$100.000.00     Not a good selling price for a good selli	MobileHomeRejectList	🚵 🔻 🖾 👘 🗶 Page 🖛 S	<u>S</u> afety ▼ T <u>o</u> ols ▼ @▼ <sup>≫</sup>
Home     Reports     Real Property     Mobile Home     Admin       Mobile Home     County:     BEADLE     Image: County: BEADLE     Image: County: BEADLE       Edit List     County:     Serial #     Transfer Date     Selling Price     Assessed Value     Reject Reason       Edit List     Edit View BEADLE     10/12/2011     \$50.00     \$100.000.00     Not a good selling price for a good selli			
Mobile Home       Mobile Home Reject List         Search       County: BEADLE       Transfer Date       Selling Price       Assessed Value       Reject Reason         Edit List       County:       BEADLE       10/12/2011       \$50.00       \$100.000.00       Not a good selling price			Log Out
Search       County:       BEADLE       Image: County in the second in		Home Reports Real Property Mobile Home Admin	
Search       County:       BEADLE       Image: County in the second in			
Search         County         Serial #         Transfer Date         Selling Price         Assessed Value         Reject Reason           Edit List         Approval List         Edit View BEADLE 12180         10/12/2011         \$50.00         \$100.000.00         Not a good selling price *			
Approval List Edit View BEADLE 12180 10/12/2011 \$50.00 \$100.000.00 Not a good selling price ^	Search		
Edit View BEADLE 12180 10/12/2011 \$50.00 \$100.000.00	Edit List		
		Edit View BEADLE 12180 10/12/2011 \$50.00 \$100,000.00 Not a good selling price	
	Reject List		
Upload Errors	Upload Errors		

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:

HobileHomeEditList - Windows Internet Explorer provided by State of South Dakota	
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🛗 MobileHomeEditList	v vertex
	A
	Log Out
Home Reports Real Property Mobile Home Admin	
Mobile Home Mobile Home Upload Errors	
Search Upload Type: DMV  County:	
Edit List	
Approval List Reject List	
Upload Errors	

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.

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MobileHomeEditLi	st							🛅 🤊	· 🔊 - 🖃 🖶	▼ <u>P</u> age ▼ <u>Safety</u> ▼ T <u>ools</u>	• 🔞 •
										Log Out	:
		Home		Reports	Real Property	M	bile Hom	e	Admin		
Mobile Home						Mobile	e Home l	Jpload Erro	rs		
Search Fdit List	Upload Type: Upload Date		•	County: BUTTE	•	Record a	# County	<u>Title #</u>	<u>Serial #</u>	Error	
Approval List					20111028194503.tx 20111028194503.tx			112660316	PAT23699IN	Missing required field: PR Missing required field: PR	_
Reject List Upload Errors					20111028194503.tx					/ Missing required field: PR	_
	10/31/2011	10312011-10415	8_26_201	10930194502-2	20111028194503.tx					/ Missing required field: PR Record was not inserted.	_
										Record was not inserted.	
		10312011-10415	8_26_201	10930194502-2	20111028194503.tx	t 132	BUTTE	112/20640	14101049AB	county, title #, and serial	l #.
		10312011-10415	8_26_201	10930194502-2	20111028194503.tx	t 132	BUTTE	112/20640	14101049AB	county, title #, and serial	l #.

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:

CountyAdminMenu - Windows Internet Explorer provided by State of South Dakota	
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CountyAdminMenu	🛐 🔻 🔝 👻 🖃 🖶 Y Page 👻 Safety 👻 Tools 👻 🚱 👻
	Log Out
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County Admin Mo	enu de la companya de
Upload File	

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.

OploadDataFile - windows Internet Explorer provided by State of	South Dakota			
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				Log Out
Home	Reports Real Property	Mobile Home	Admin	
	Data File Uploa	d		
	t File Type:	-		
Selec	ct File To Upload:	Browse		
	Upload & Process	Back		

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:

Ø UploadDataFile - Windows Internet Exp	plorer provided by State of South Dakota			
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UploadDataFile			🟠 🔻 🖾 👻 🚍 🖶 👻 <u>P</u> ag	ge ▼ Safety ▼ Tools ▼ 🕢 ▼
				Log Out
		a) (		
	Home Reports	Real Property Mobile Home	Admin	
		Data File Upload		
	Select File Type:	IMPORT SALES FILE -		
	Select File To Upload:	Browse		
	Upload	& Process Back		

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:

UploadDataFile - Windows Internet Explorer provided by State of South Dakota						-		×	
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When the upload completes, you will see a screen similar to this:

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				Log Out
	Home Reports Real	Property Mobile Home	Admin	
	Data F	ile Upload		
	Select File Type: MPOF Select File To Upload:	RT SALES FILE		
	Upload & Proces	s Back		
	Number of rec	ed successfully. ords inserted: 766 tc_11-02-2011_09:58:03		
		le processing the uploaded file. ad error log for details.		

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:

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UploadDataFile		🛐 🔻 📓 👻 🖃 🖶 👻 Page 🔻 Safety 👻 Tools 🕶 🔞 👻
		Log Out
	Home Reports Real Property Mobile Home	Admin
	Data File Upload	
	Select File Type: MPORT SALES FILE	
	Select File To Upload: Browse	
	Upload & Process Back	
	An error occurred during the file upload.	
	* Error converting file.	

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:

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	Dete 1	File Upload		
	Data	File opioad		
	Select File Type:	IMPORT SOILS FILE -		
	Select File To Upload:	Browse		
	Select Corresponding Sales Upload:		-	
	Upload & Proce	ss Back		

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.

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Real Property	Cour	ty: BEI	NNETT	▼ Up	load Grou	ID:			Real Prope	rty Approval Q	ueue			
Search New Card				County	<u>Card #</u>		<u>Year</u>	<u>Seq #</u>	<u>Instr. Date</u>	<u>Sell</u>	<u>Building</u>	<u>Land</u>	<u>Ratio</u>	Revenue No
Edit List Approval List Reject List	Edit	View	New	BENNETT	0001	DC+DC2	2005	04-0101	11/1/2004	\$20,000.00	\$12,630.00	\$7,500.00	100.65 %	
Upload Errors	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 scoll bar at the bottom of the screen. Drag it to the right and it will reveal the hidden information.

🗧 Real I			_	indows Interr	_	_	-	_	kota <sup>D</sup> ropertyApprova	List.aspx	•	<b>}</b>	<mark>o</mark> Bing	
🚖 Fa	<u>E</u> dit vorites I Prope		s 🚟 Sa	es <u>T</u> ools Iles Ratio - Lo		Sales Ratio	- Login	🛕 South E	Dakota Codified I	.a nwc Pierre Wea			▼ 📑 🖶 ▼ <u>P</u> age	▼ Safety ▼ Tools ▼ Ø
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ist	Edit	View		County BENNETT	Card #			<u>Seq #</u> 04-0101	<u>Instr. Date</u> 11/1/2004	<u>Sell</u> \$20,000.00	Building \$12,630.00	<u>Land</u> \$7,500.00	Ratio 100.65 %	Revenue Notes
ors	Edit	View	New	BENNETT	0002	D+D1	2005	04-0102	11/1/2004	\$0.00	\$1.00	\$1.00	0.00 %	1
	Edit	View	New	BENNETT	0004	D+D1	2005	04-0104	11/2/2004	\$36,200.00	\$32,000.00	\$1,200.00	91.71 %	Ĵ
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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.

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

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

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

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

	<u>E</u> dit <u>V</u> avorites		vorites <u>T</u> Sales Ra	ools <u>H</u> elp tio - Login (2) 🚟 Sales	Ratio - Login 👍 So	uth Dakota Codifie	ed La Two Pier	re Weather Forecas	t a					
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04	Audited	Only	C Upaur	lited Only		Searc	h Results							
	County			Sequence Number	Instrument Date	Sell Price	Land Value	<b>Building Value</b>	Ratio	Edit Mode	Edit Status	Audited Re	v Code 迷	
iew A	URORA	0001	A+A1	04-0231	11/3/2004	\$0.00	\$124,399.00	\$40,065.00	0.00 %	YES	EDIT	NO	4	
lew A	URORA	0002	А	04-0232	11/3/2004	\$0.00	\$130,197.00	\$0.00	0.00 %	NO		YES	6	
lew A	URORA	0003	A	04-0233	11/3/2004	\$0.00	\$64,703.00	\$0.00	0.00 %	YES	EDIT	NO	4	
iew A	URORA	0004	A	04-0237	11/2/2004	\$0.00	\$103,890.00	\$0.00	0.00 %	NO		NO	6	
iew A	URORA	0005	C+C1	04-0238	11/5/2004	\$52,000.00	\$12,600.00	\$42,928.00	106.78 %	NO		NO	4	
lew A	URORA	0001	D+D1	04-0239	11/9/2004	\$85,000.00	\$4,921.00	\$77,653.00	97.15 %	NO		NO	6	/ -
iew A	URORA	0006	C+C1	04-0240	11/2/2004	\$130,000.00	\$4,920.00	\$67,551.00	55.75 %	NO		NO	4	
iew A	URORA	0002	D+D1	04-0241	11/15/2004	\$8,500.00	\$1,586.00	\$24,388.00	305.58 %	YES	EDIT	NO	6	N
iew A	URORA	0003	D+D1	04-0242	11/18/2004	\$1,500.00	\$950.00	\$1,500.00	163.33 %	NO		NO	4	
	URORA		A	04-0243	6/12/1984	\$53,000.00	\$103,885.00		196.01 %	NO		NO	6	
	URORA			04-0244	11/19/2004	\$0.00	\$475.00		0.00 %	NO		NO	4	
	URORA		CC+CC2		11/19/2004	\$10,100.00	\$128.00	\$4,068.00	41.54 %	NO		NO	6	
	URORA		DC+DC2		11/5/2004	\$0.00	\$1,271.00		0.00 %	NO		NO	4	
	URORA			04-0247	11/19/2004	\$48,500.00	\$1,831.00	\$20,902.00	46.87 %	NO		NO	<b>a</b>	
	URORA			04-0248	11/23/2004	\$57,000.00		\$42,100.00	77.02 %	NO		NO	4	
	URORA			04-0249	11/23/2004	\$8,500.00	\$1,343.00	\$9,198.00	124.01 %	NO		NO	6	
			CC+CC2	04-0250	12/1/2004 11/29/2004	\$79,000.00 \$382.000.00	\$26,611.00		97.15 % 88.79 %	NO		NO	<b>4</b>	

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.