

# ***SAMPLE INSTRUCTIONS FOR DISTRICTS***

***FOR USING PARCELQUEST, EXCEL, and WORD***

***TO PRODUCE A FILE OF DIRECT CHARGES***

***FOR THE CURRENT YEAR SECURED ROLL***

***FOR SUBMISSION TO THE EL DORADO COUNTY AUDITOR***

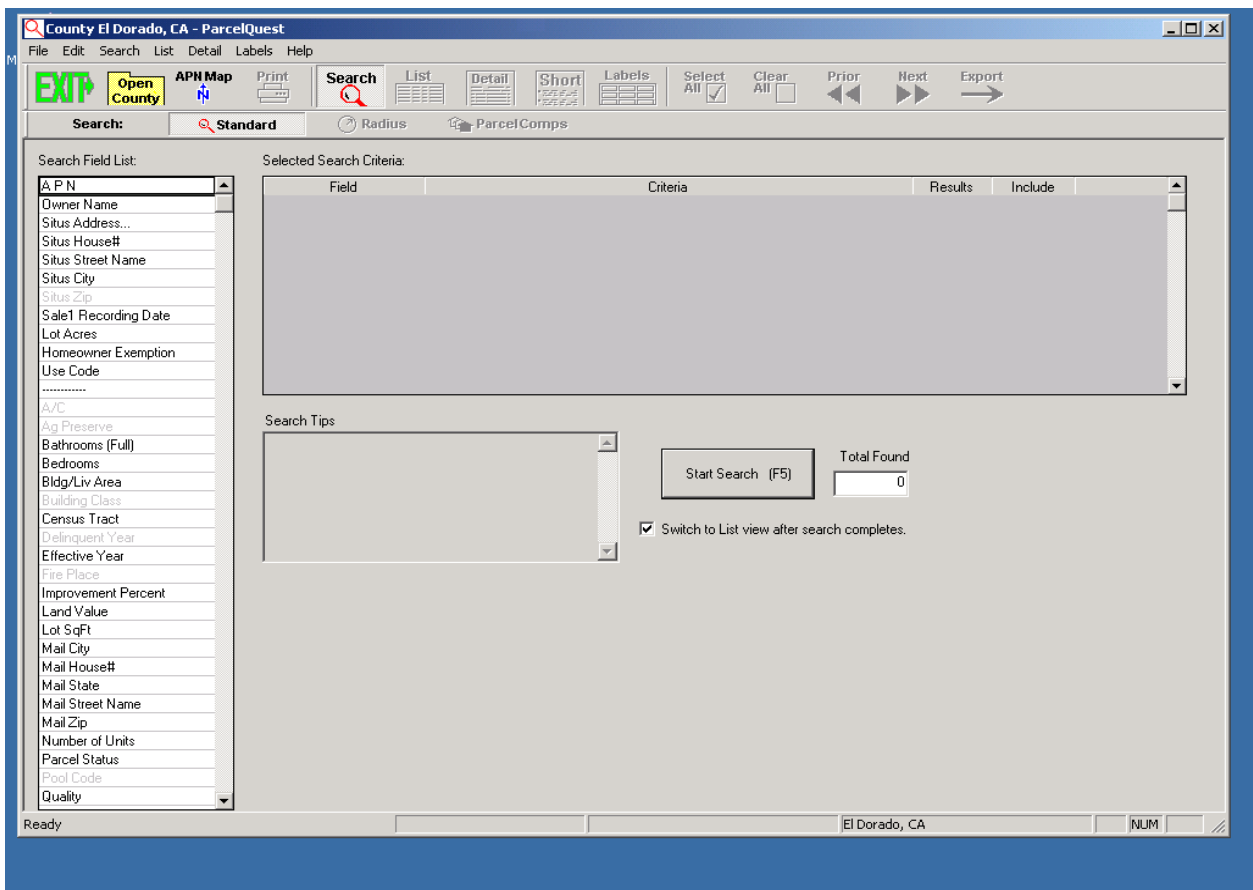
***BY AUGUST 10 OF EACH YEAR***

The information contained in this packet is not an endorsement of any software package or vendor. It is simply a sample of one of many methods in which a District could produce the file for submission to the Auditor to place the District's direct charges on the current year's secured tax roll. CD-DATA's ParcelQuest version 4.1 is a for-sale product produced by a private vendor using publicly available information. The vendor produces an on-line user guide which can be accessed by visiting their website.

This sample presumes that the objective is to charge \$45.00 to all "active" parcels within the District. This sample also presumes that the District services Tax Rate Areas (TRA's) 069-003, 069-007, 069-010, 069-014, and 069-015. However, data on other criteria such as Use Code, Unit Count could be obtained from the database to determine the direct charges for the year.

The State Board of Equalization (SBE), on a per roll-year basis, assigns TRA's. Following verification by the County Auditor, the SBE's TRA reports are reproduced on the County website under the office of the Assessor. Any interested party can review and print these documents. The website address for the county is [www.co.el-dorado.ca.us](http://www.co.el-dorado.ca.us). Click on "county departments" menu followed by the "Assessor" menu. Then click on "codes and reports."

The instructions contained within describe how to "extract" the necessary Assessor's Parcel Numbers (APNs) from the assessor's database using ParcelQuest. Then the instructions step the reader through the processes of how to use Excel and Word to take the extracted data and format it into the layout required by the Auditor's office. This process should be repeated or refreshed each year for several reasons such as: parcel numbers can change (due to completion of an assessor's book); parcels can be split/combined; parcel status can change (due to acquisition by a public agency).



## **NOTES:**

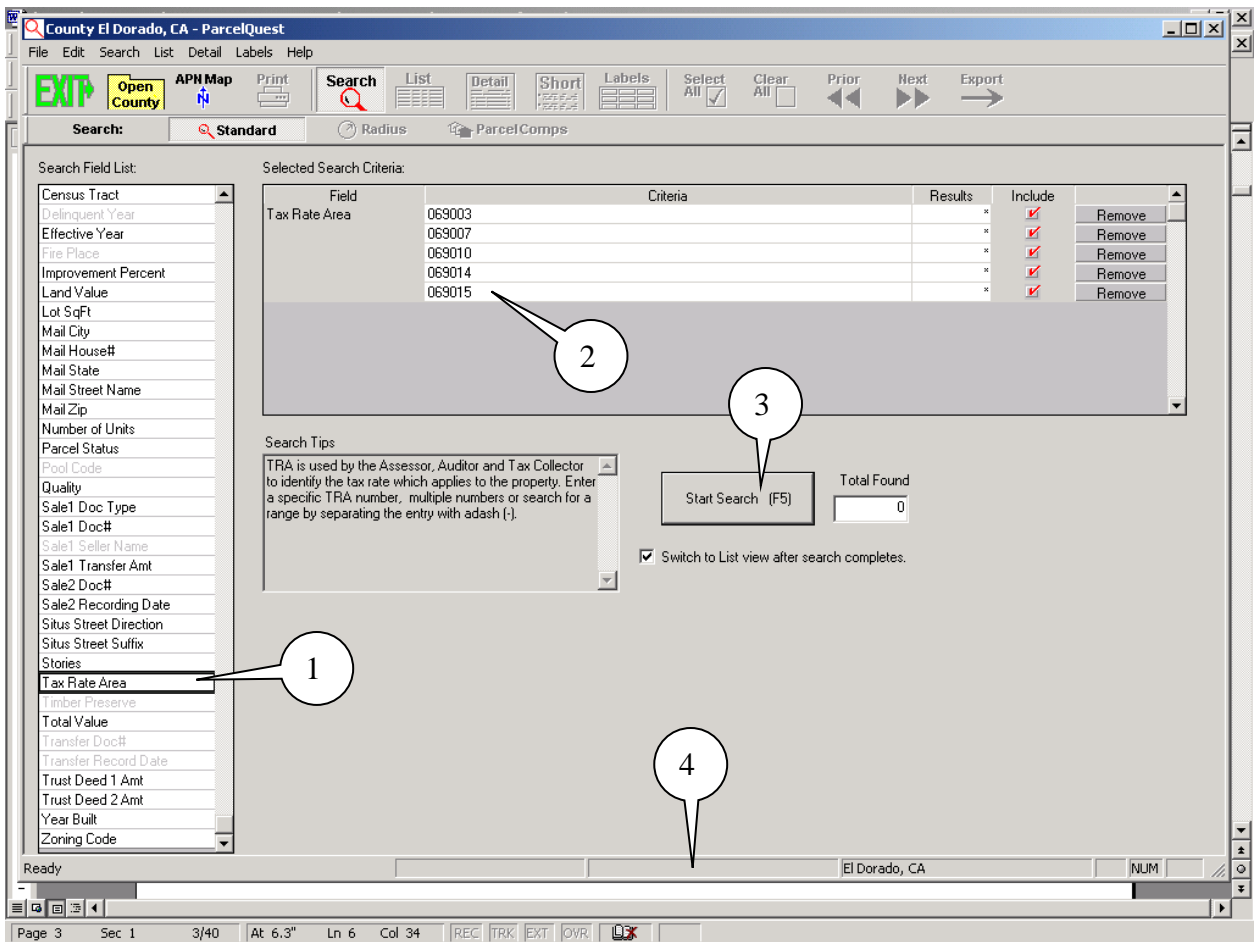
This is what the application looks like when the ParcelQuest program is first accessed. The software may have gone through several visual upgrades/changes since this set of sample instructions were written; however, the process is essentially the same.

**IMPORTANT:** ParcelQuest updates their CD-ROM monthly with the most current information available from the Assessor's office regardless of which roll year the information is applied. These CDs include both active and inactive parcels. The names on these CDs will be for whomever has been processed as the most current owner, which may be different from the roll owner (the owner as of 1/1/xx). These CDs are useful for creating mailing labels and other applications where the most current information is desired.

**IMPORTANT:** ParcelQuest also produces a CD of the Assessor's assessment roll as it is required to be delivered to the Auditor by July 1 of each year. This assessment roll is the basis for creating the tax bills for the year. This CD contains only the parcels that will get tax bills for the current year secured roll. The CD produced from the assessment roll is commonly referred to as the "fixed roll", "frozen roll", "lien date roll", "tax roll", or "assessment roll". **This is the CD that is necessary to create the direct charges for submission to the Auditor (if this method is used).**

Historically, both kinds of CDs has been available for use (free) at all of the libraries in El Dorado County. But make sure you ask for the CD type that you need. It is also available for purchase from CD-DATA, 2330 E. Bidwell Street, Suite 200, Folsom, CA 95630, Toll Free (888) 217-8999.

The Vendor, CD-DATA, has published a user manual for their ParcelQuest product at [parcelquest.com](http://parcelquest.com) at the "support menu" option.



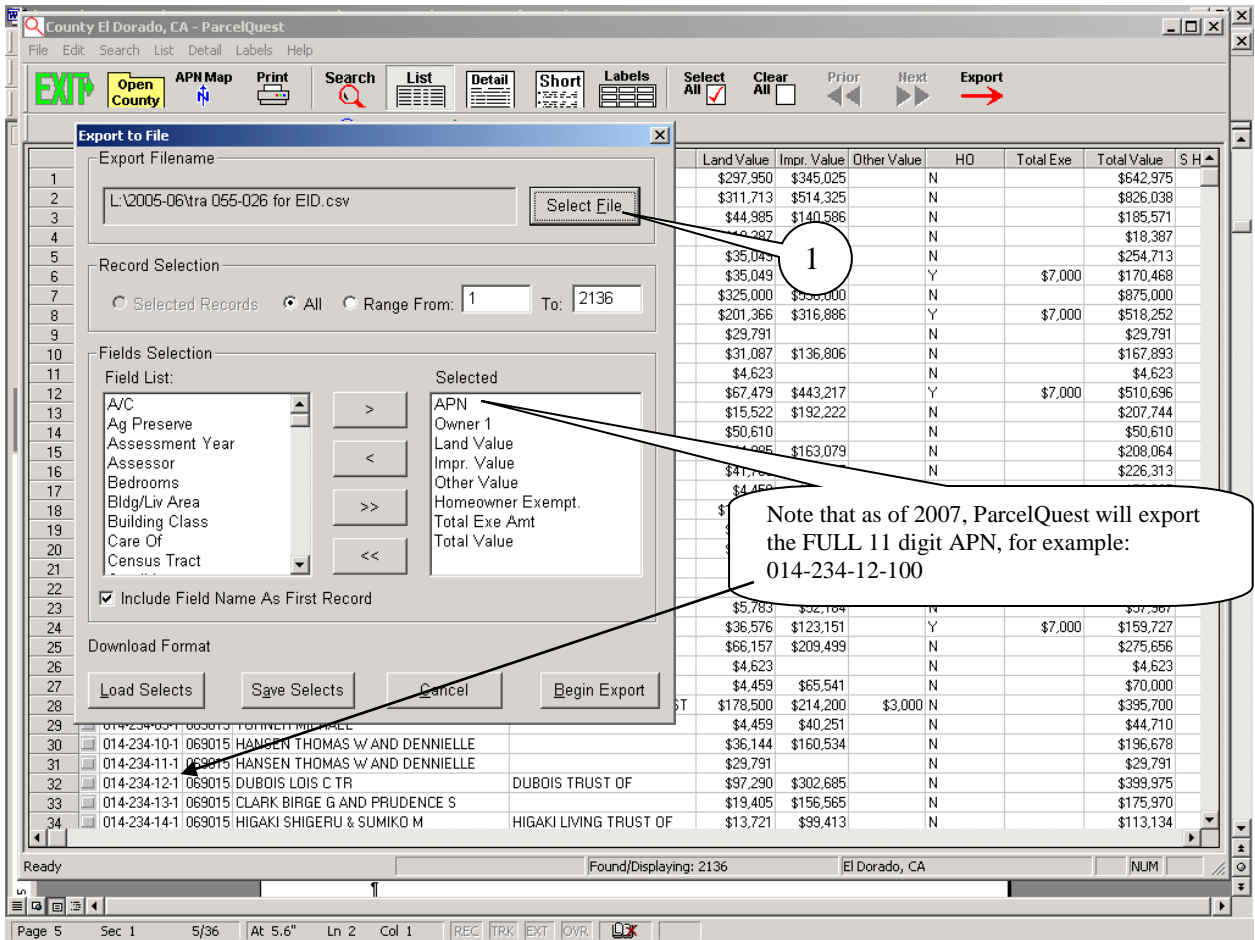
1. Click TAX RATE AREA (TRA) as the criteria to search. Notice that the TRA's are input with no dashes.
2. Enter the TRA (with no 'dashes'). You may press the ENTER key to add additional TRAs as shown above.
3. After ALL search criteria is entered, then click on START SEARCH.
4. A "record count" will start in the bottom middle of the screen and the word "searching" will display on the bottom left of the screen. The number of records that the search found. This number should be verified with other known information to ensure reasonableness (prior year's information, parcel counts per TRA as found on the Assessor's web page in the Value by TRA report, etc).

A	APN	TRA	Owner 1	Owner 2	Land Value	Impr. Value	Other Value	HO	Total Exe	Total Value	S.H
1	014-021-11-1	069015	PEERS ROI NELSON JR		\$297,950	\$345,025		N		\$642,975	
2	014-021-12-1	069015	MCCOY PETER ALAN	BREWER ALTA	\$311,713	\$514,325		N		\$826,038	
3	014-021-13-1	069015	MCKEY	MORROW COLLEEN R	\$44,985	\$140,586		N		\$185,571	
4	014-231-05-1	069015	MCMANUS JOHN		\$18,387			N		\$18,387	
5	014-231-07-1	069015	LEHMAN JONATHAN		\$26,049	\$219,664		N		\$254,713	
6	014-231-08-1	069015	HEINTZ LY					Y	\$7,000	\$170,468	
7	014-231-09-1	069015	DUNCAN G					N		\$875,000	
8	014-231-10-1	069015	STONE MA					Y	\$7,000	\$518,252	
9	014-232-01-1	069015	PETERSON					N		\$29,791	
10	014-232-02-1	069015	ELIZARRE					N		\$167,893	
11	014-232-03-1	069015	JOHNSTONE PATRICK					N		\$4,623	
12	014-232-07-1	069015	LAFFERTY MICHAEL H AND JULIE LIPE		\$67,479	\$443,217		Y	\$7,000	\$510,696	
13	014-232-08-1	069015	HOLMES TERENCE		\$15,522	\$192,222		N		\$207,744	
14	014-232-09-1	069015	DOUGHERTY ROBERT F AND ROSE M		\$50,610			N		\$50,610	
15	014-232-10-1	069015	DOUGHERTY ROBERT F AND ROSE M		\$44,985	\$163,079		N		\$208,064	
16	014-233-04-1	069015	WEISINGER JAMES R AND JEANNETTE P		\$41,708	\$184,605		N		\$226,313	
17	014-233-05-1	069015	WITT BRIAN K AND KEVIN C		\$4,459	\$48,538		N		\$52,997	
18	014-233-08-1	069015	FINCK DAVID M AND GERALDINE		\$174,870	\$158,973		N		\$333,843	
19	014-233-09-1	069015	FIELDING JESSE A TR	FIELDING/BOWER TR OF	\$35,751	\$145,994		N		\$181,745	
20	014-233-10-1	069015	BOLT STEVEN JOHN		\$44,985	\$122,589		Y	\$7,000	\$167,574	
21	014-233-11-1	069015	SUTTLES DOLORES K AKA	COMER DOLORES K	\$5,152	\$53,430		N		\$58,582	
22	014-233-12-1	069015	COUGHLIN VIRGINIA SILVA AND DANIEL R		\$7,932	\$127,566		N		\$135,498	
23	014-233-13-1	069015	SILVA ANTHONY AND ELISABETH C		\$5,783	\$52,184		N		\$57,967	
24	014-233-14-1	069015	CRAWFORD KEN B AND SHAWN R		\$36,576	\$123,151		Y	\$7,000	\$159,727	
25	014-233-15-1	069015	HARRISON PETER JOHN AND TERESA KAY		\$66,157	\$209,499		N		\$275,656	
26	014-234-02-1	069015	CARPENTER NICHOLAS A AND BRETT A		\$4,623			N		\$4,623	
27	014-234-03-1	069015	DOLLE DONALD A & PATRICIA		\$4,459	\$65,541		N		\$70,000	
28	014-234-06-1	069015	REECE WILLIAM THOMAS TR	REECE 1992 FAMILY TRUST	\$178,500	\$214,200	\$3,000	N		\$395,700	
29	014-234-09-1	069015	TURNER MICHAEL		\$4,459	\$40,251		N		\$44,710	
30	014-234-10-1	069015	HANSEN THOMAS W AND DENNIELLE		\$6,144	\$160,534		N		\$196,678	
31	014-234-11-1	069015	HANSEN THOMAS W AND DENNIELLE		\$7,991			N		\$29,791	
32	014-234-12-1	069015	DUBOIS LOIS C TR	DUBOIS TRUST OF	\$290	\$302,685		N		\$399,975	
33	014-234-13-1	069015	CLARK BIRGE G AND PRUDENCE S		\$3,405	\$156,565		N		\$175,970	
34	014-234-14-1	069015	HIGAKI SHIGERU & SUMIKO M	HIGAKI LIVING TRUST OF	\$3,721	\$99,413		N		\$113,134	

ParcelQuest will automatically display the search results once after the search is completed.

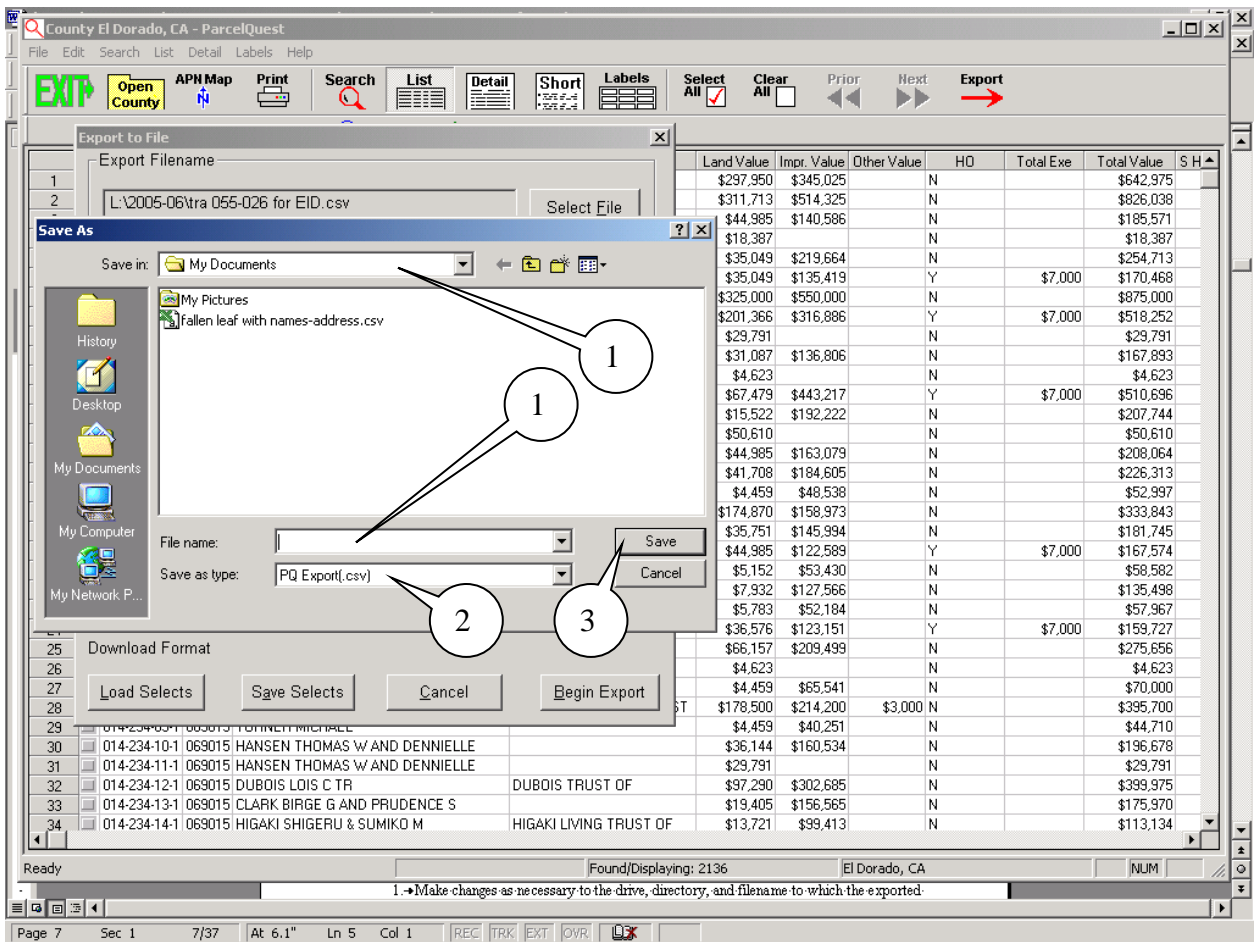
1. Notice the record count at the bottom. The number of records that the search found. This number should be verified with other known information to ensure reasonableness (prior year's information, parcel counts per TRA as found on the Assessor's web page in the Value by TRA report, etc).
2. For your viewing pleasure, this screen can be customized as necessary to display the information desired. One way to customize is to select LIST followed by CHANGE COLUMNS. The vendor's on-line user manual may also be of assistance.
3. Next, the data will need to be exported to a file to process the information further. Click EXPORT. You will have the opportunity in the EXPORT function to choose the fields that you wish to download.

**IMPORTANT NOTE:** There is currently a vendor limitation of 25,000 records that can be exported from the results of any one search. If the search returns more than 25,000 records, the search will need to "broken" into two or more groups with multiple exports of the data to different filenames. Then, in Excel, the data can be combined back into one file (currently Excel has a maximum of 65,536 records per sheet).

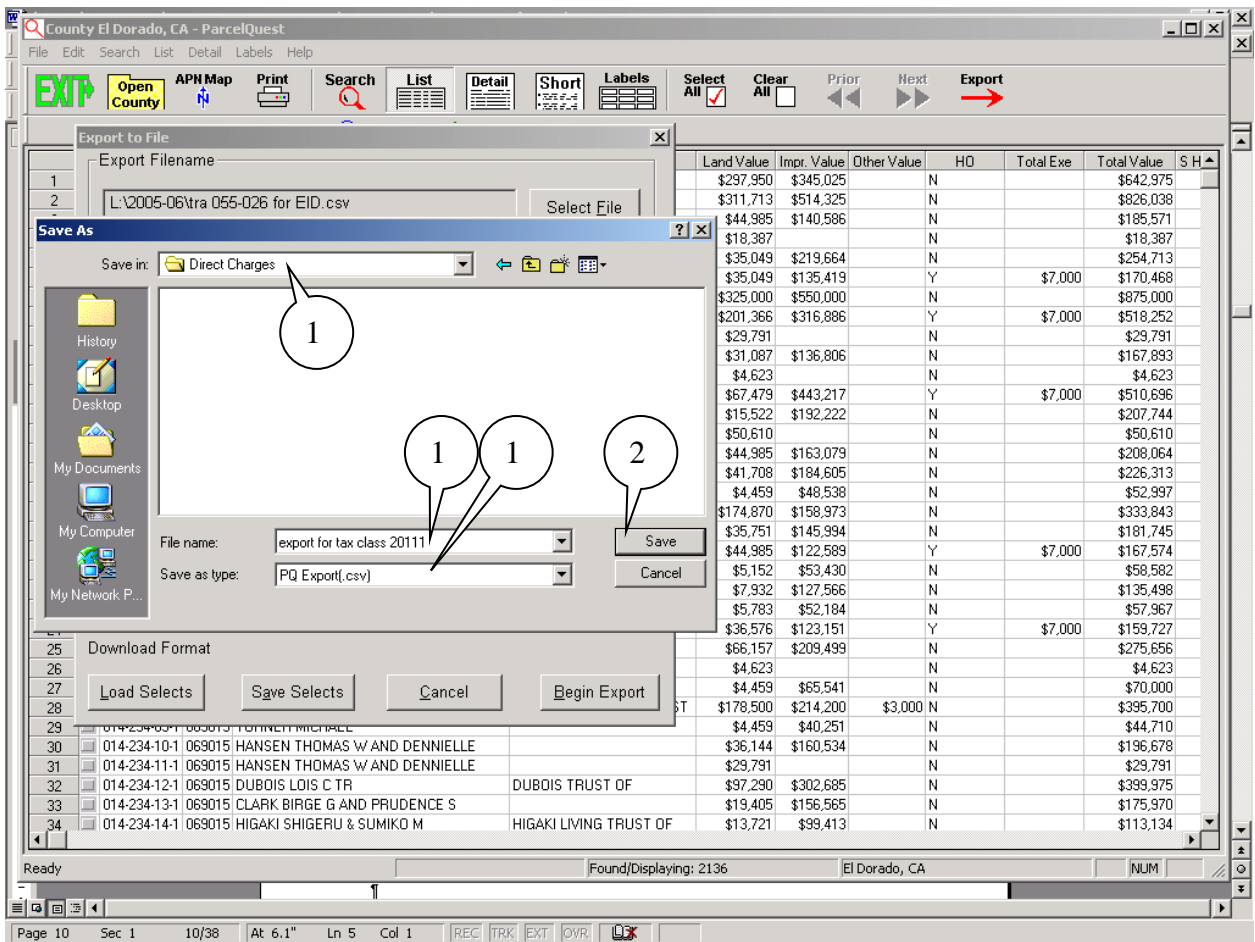


When SEARCH is clicked, ParcelQuest will navigate to this screen for selection of the fields desired for exporting.

1. ParcelQuest needs a filename and location to which it may save the exported data. It may suggest a filename and location. If so, the suggested filename and location may not be appropriate to the specific user. To change the filename and location for saving, click SELECT FILE.

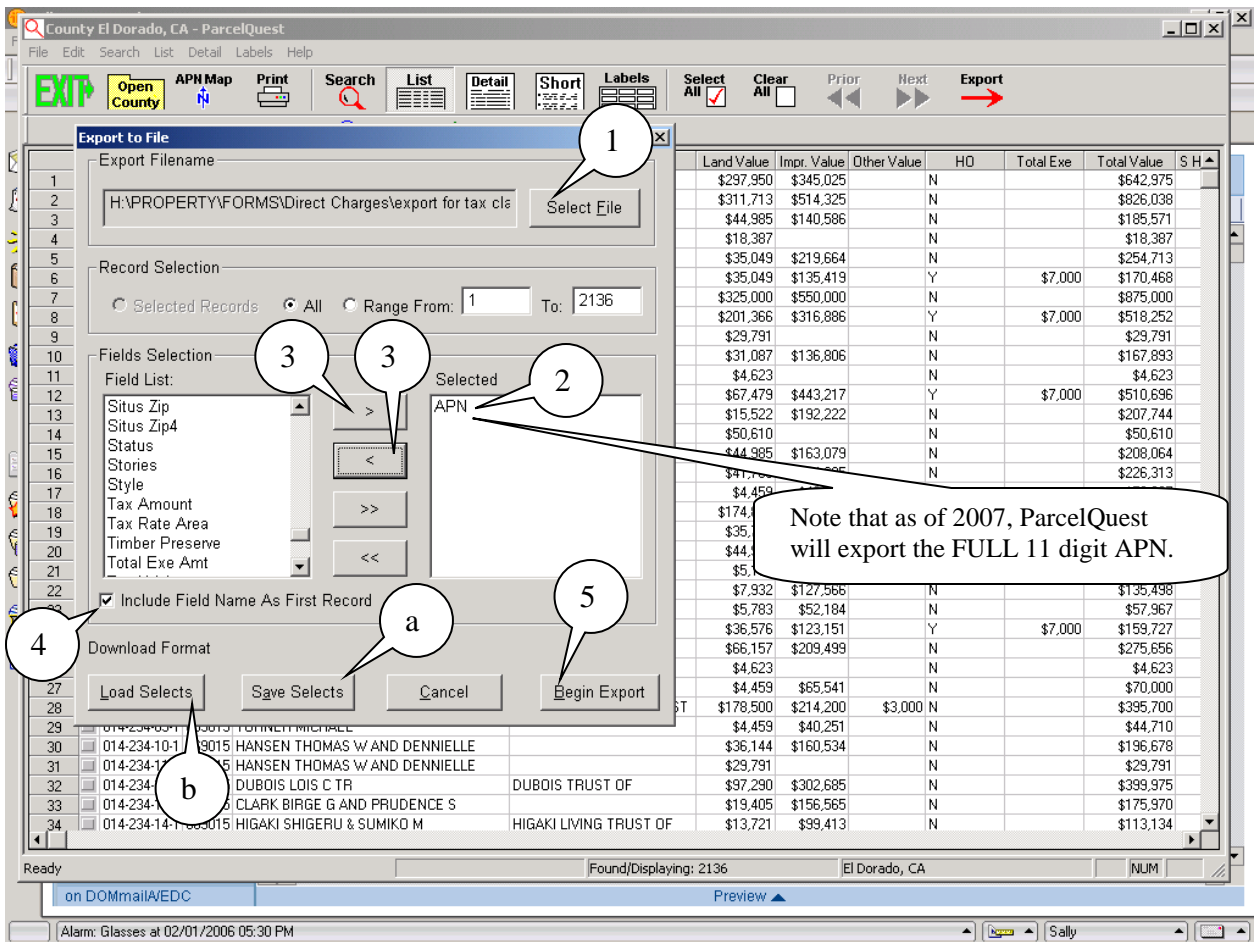


1. Make changes as necessary to the drive, directory, and filename to which the exported data should be saved. See next page for an example.
2. ParcelQuest will automatically put a CSV extension on the file as the file type. We suggest that you leave the file type/extension alone. This file type/extension is retrieved/converted very well by many other applications including Excel. See next page for an example.
3. After you are satisfied with the drive, directory, filename, and type, click SAVE.



1. This page shows what the 'save as' screen might look like after you choose the directory and filename.
2. After you are satisfied with the drive, directory, filename, and type, click SAVE.





1. The filename/location to which you chose to save the file will show here.
2. Next, choose which fields to export. Whatever fields are shown as “selected” will be exported. Make sure to select at least the APN. You may desire additional fields.
3. There may already be fields selected due to a prior user’s selection. Any undesired fields may be removed by clicking on them to highlight them and then clicking on the arrow pointing to the field list. Use the arrow keys to move fields back and forth between the “field list” to the “selected” list.  
  
More fields may be selected if desired (e.g. owner name, situs address, use code, etc). Note that as the fields display in either the “field list” column or the “selected fields” column. They do NOT display in both columns at the same time. A user may move the fields from one column to the other column by clicking on the field name and then clicking MOVE TO as shown above.
4. It is recommended to click this box. By doing so, the field names will automatically be included with the exported data.
5. When satisfied with the fields to export, click BEGIN EXPORT.
  - a. The export criteria may be saved for future use for using SAVE SELECTS.
  - b. Use the LOAD SELECTS to load any previously saved export criteria.

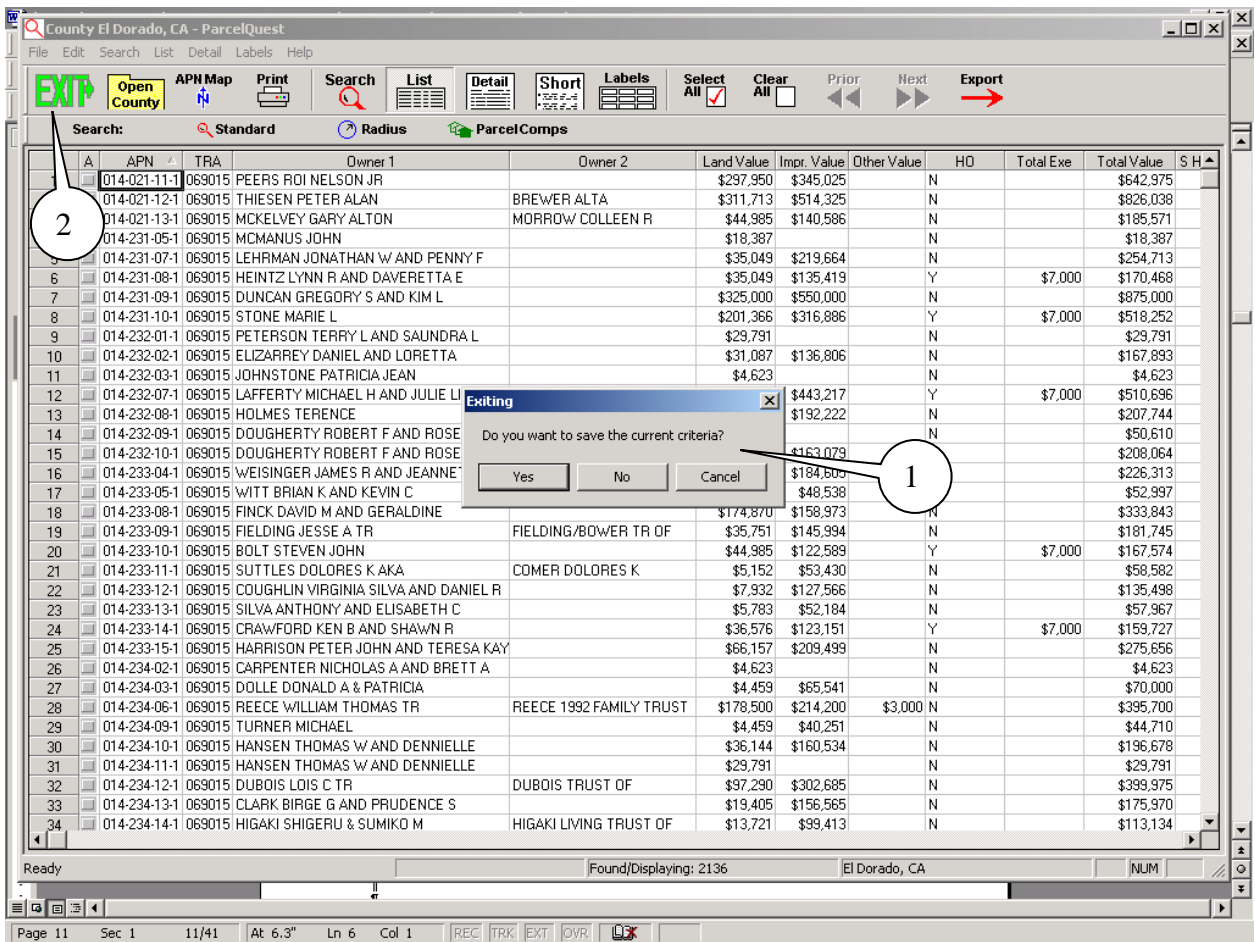


The screenshot shows the ParcelQuest application window for County El Dorado, CA. The interface includes a menu bar (File, Edit, Search, List, Detail, Labels, Help), a toolbar with various icons (EXIT, Open County, APN Map, Print, Search, List, Detail, Short, Labels, Select All, Clear All, Prior, Next, Export), and a search area with options for Standard, Radius, and Parcel Comps. The main data table displays columns for APN, TRA, Owner 1, Owner 2, Land Value, Impr. Value, Other Value, HO, Total Exe, Total Value, and S H. An 'Export' dialog box is open over the table, displaying the message 'Export is finished.' and an 'OK' button. A callout bubble with the number '1' points to the 'OK' button. The status bar at the bottom indicates 'Ready', 'Found/Displaying: 2136', 'El Dorado, CA', and 'NUM'.

	APN	TRA	Owner 1	Owner 2	Land Value	Impr. Value	Other Value	HO	Total Exe	Total Value	S H
1	014-021-11-1	069015	PEERS ROI NELSON JR		\$297,950	\$345,025		N		\$642,975	
2	014-021-12-1	069015	THIESEN PETER ALAN	BREWER ALTA	\$311,713	\$514,325		N		\$826,038	
3	014-021-13-1	069015	MCKELVEY GARY ALTON	MORROW COLLEEN R	\$44,985	\$140,586		N		\$185,571	
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7	014-231-09-1	069015	DUNCAN GREGORY S AND KIM L		\$325,000	\$550,000		N		\$875,000	
8	014-231-10-1	069015	STONE MARIE L		\$201,366	\$316,886		Y	\$7,000	\$518,252	
9	014-232-01-1	069015	PETERSON TERRY L AND SAUNDRA L		\$29,791			N		\$29,791	
10	014-232-02-1	069015	ELIZARREY DANIEL AND LORETTA		\$31,087	\$136,806		N		\$167,893	
11	014-232-03-1	069015	JOHNSTONE PATRICIA JEAN		\$4,623			N		\$4,623	
12	014-232-07-1	069015	LAFFERTY MICHAEL H AND JULIE LIPE		\$67,479	\$443,217		Y	\$7,000	\$510,696	
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14	014-232-09-1	069015	DOUGHERTY ROBERT F AND ROSE M		\$50,610			N		\$50,610	
15	014-232-10-1	069015	DOUGHERTY ROBERT F AND		\$44,985	\$163,079		N		\$208,064	
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18	014-233-08-1	069015	FINCK DAVID M AND GERALDINE		\$174,870	\$158,973		N		\$333,843	
19	014-233-09-1	069015	FIELDING JESSE A TR	FIELDING/BOWER TR OF	\$35,751	\$145,994		N		\$181,745	
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28	014-234-06-1	069015	REECE WILLIAM THOMAS TR	REECE 1992 FAMILY TRUST	\$178,500	\$214,200	\$3,000	N		\$395,700	
29	014-234-09-1	069015	TURNER MICHAEL		\$4,459	\$40,251		N		\$44,710	
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31	014-234-11-1	069015	HANSEN THOMAS W AND DENNIELLE		\$29,791			N		\$29,791	
32	014-234-12-1	069015	DUBOIS LOIS C TR	DUBOIS TRUST OF	\$97,290	\$302,685		N		\$399,975	
33	014-234-13-1	069015	CLARK BIRGE G AND PRUDENCE S		\$19,405	\$156,565		N		\$175,970	
34	014-234-14-1	069015	HIGAKI SHIGERU & SUMIKO M	HIGAKI LIVING TRUST OF	\$13,721	\$99,413		N		\$113,134	

A progress bar will display the % of exportation completed. However, the download may process so quickly that it only shows for an instant. This sample of 2,136 records took about 2 seconds to complete, so the progress bar didn't really display.

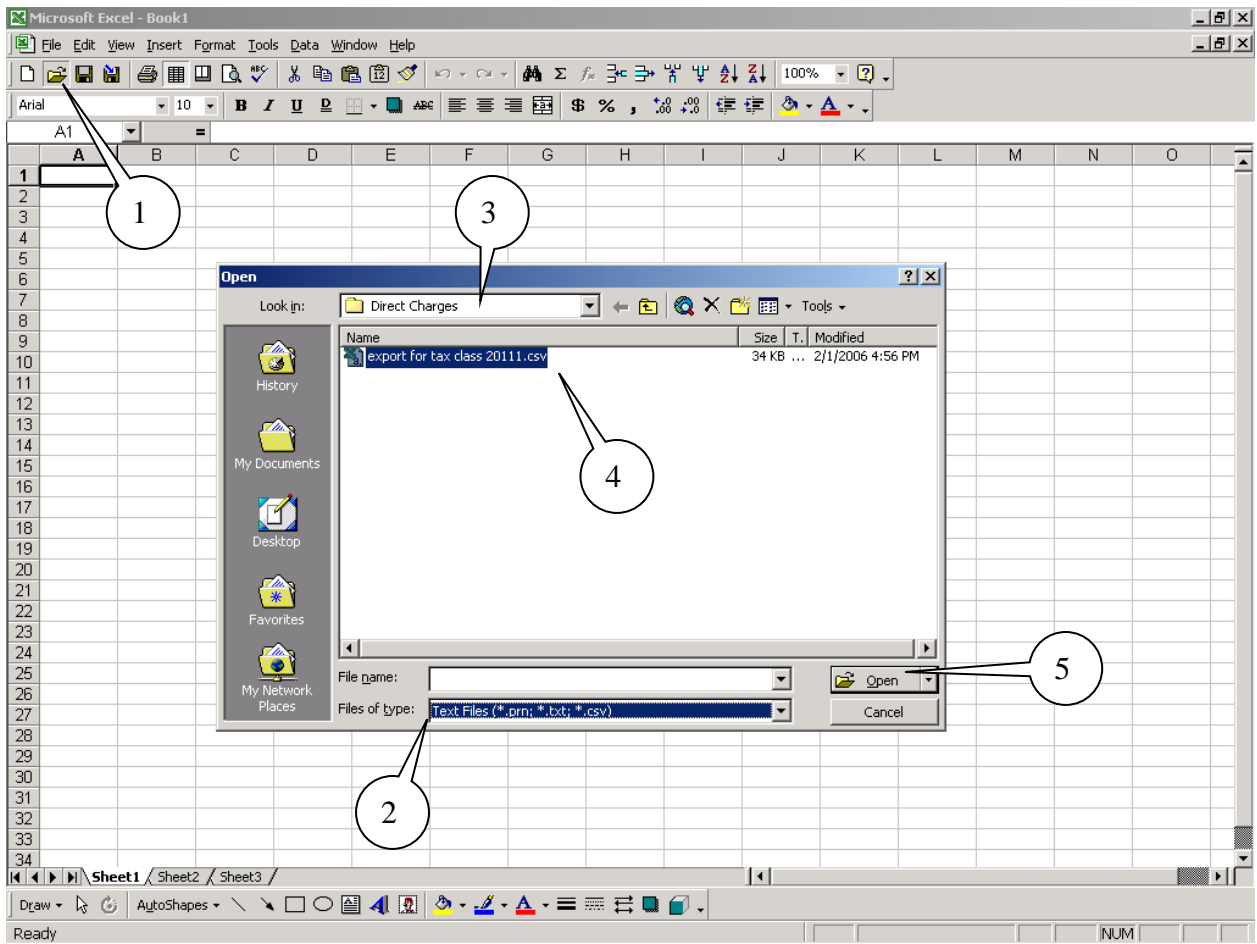
1. Click OK to leave the EXPORT features of ParcelQuest.



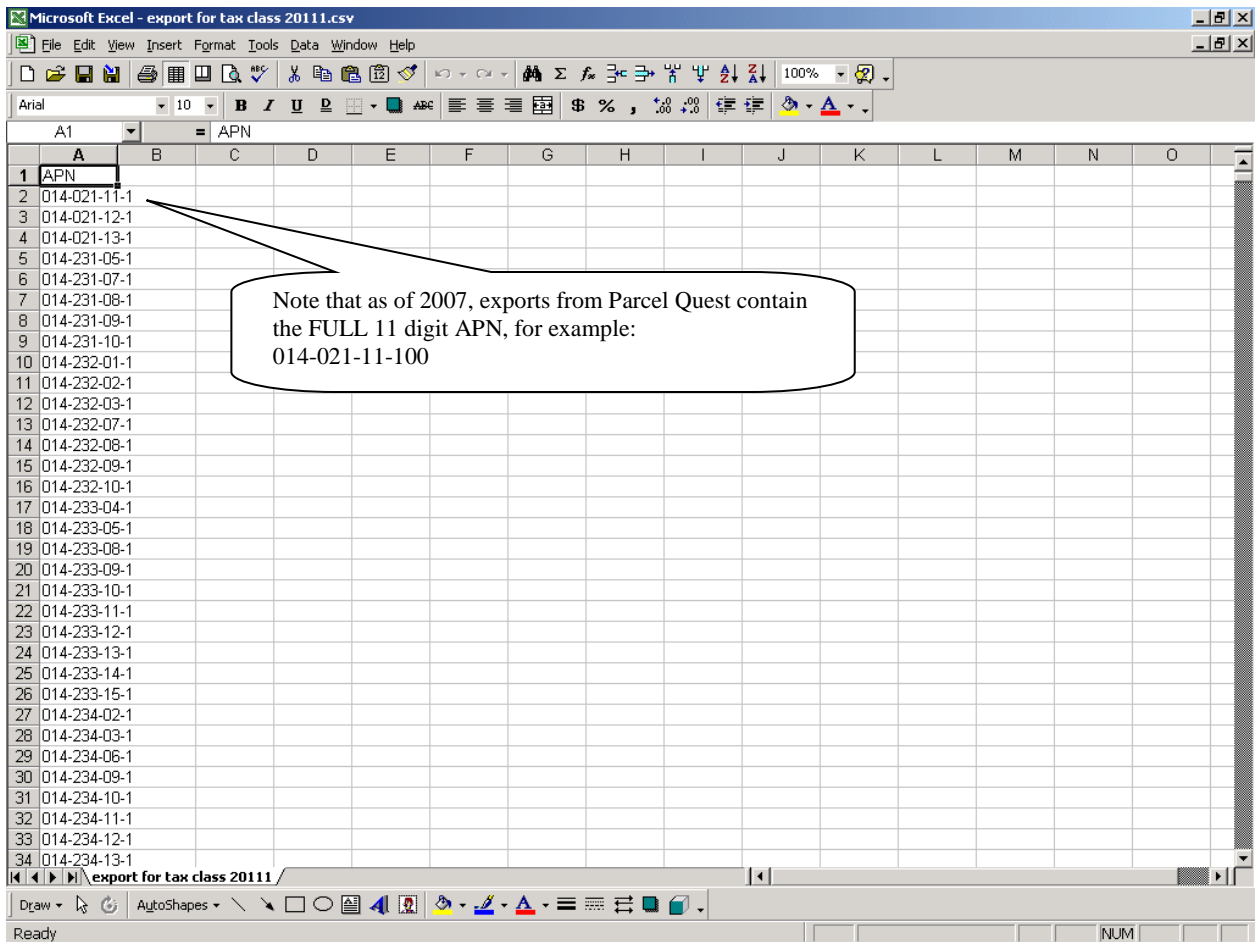
After the export is completed, ParcelQuest automatically returns the user to this screen.

1. Determine whether you need to save the current SEARCH criteria, and click YES or NO.
2. Click EXIT to get out of the ParcelQuest program.

Next, go to Excel to prepare the data for submission to the El Dorado County Auditor's office.



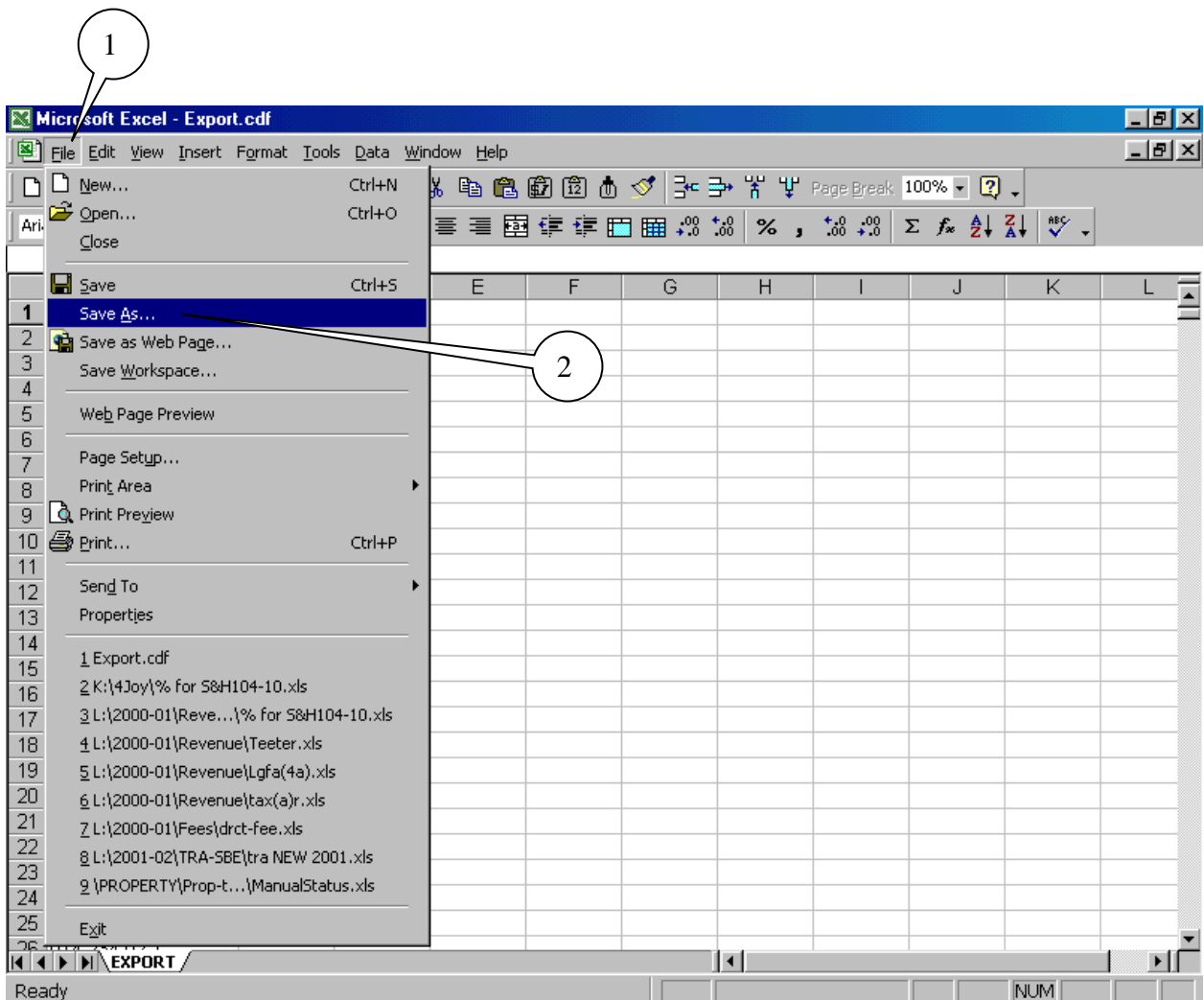
1. Get into Excel and open the file.
2. The user will probably have to change the file type as shown above.
3. The user may have to change the file directory to gain access to the file's location.
4. Select the appropriate file.
5. Click OPEN.



The data will be retrieved into Excel as shown above.

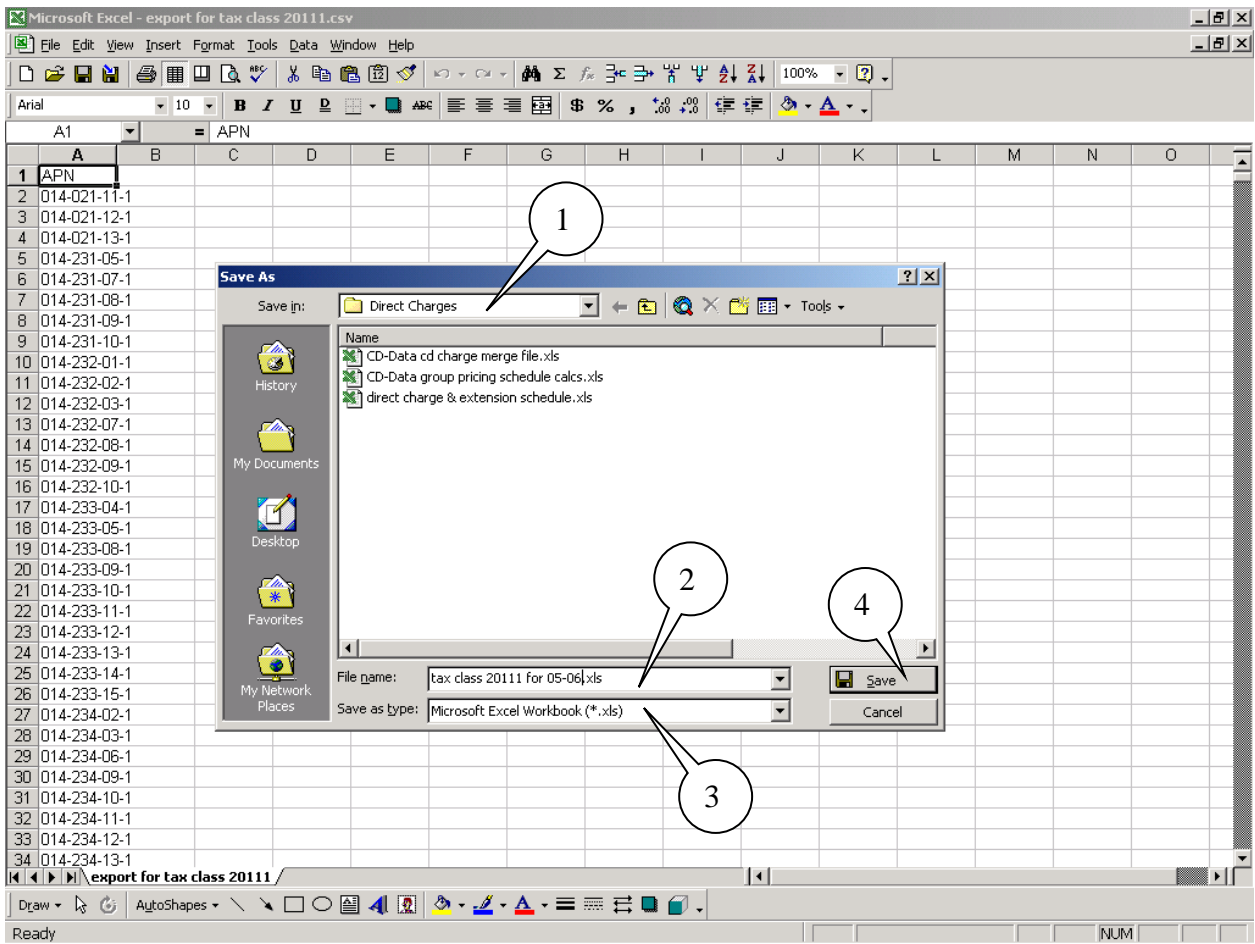
Notice that the column header is shown on line 1. This was automatically included, because in the export process in ParcelQuest, the “include field name as first record” was checked.

Do the step on the next page first. From there, the order of the steps is somewhat unimportant as long as the end result is in the appropriate format.



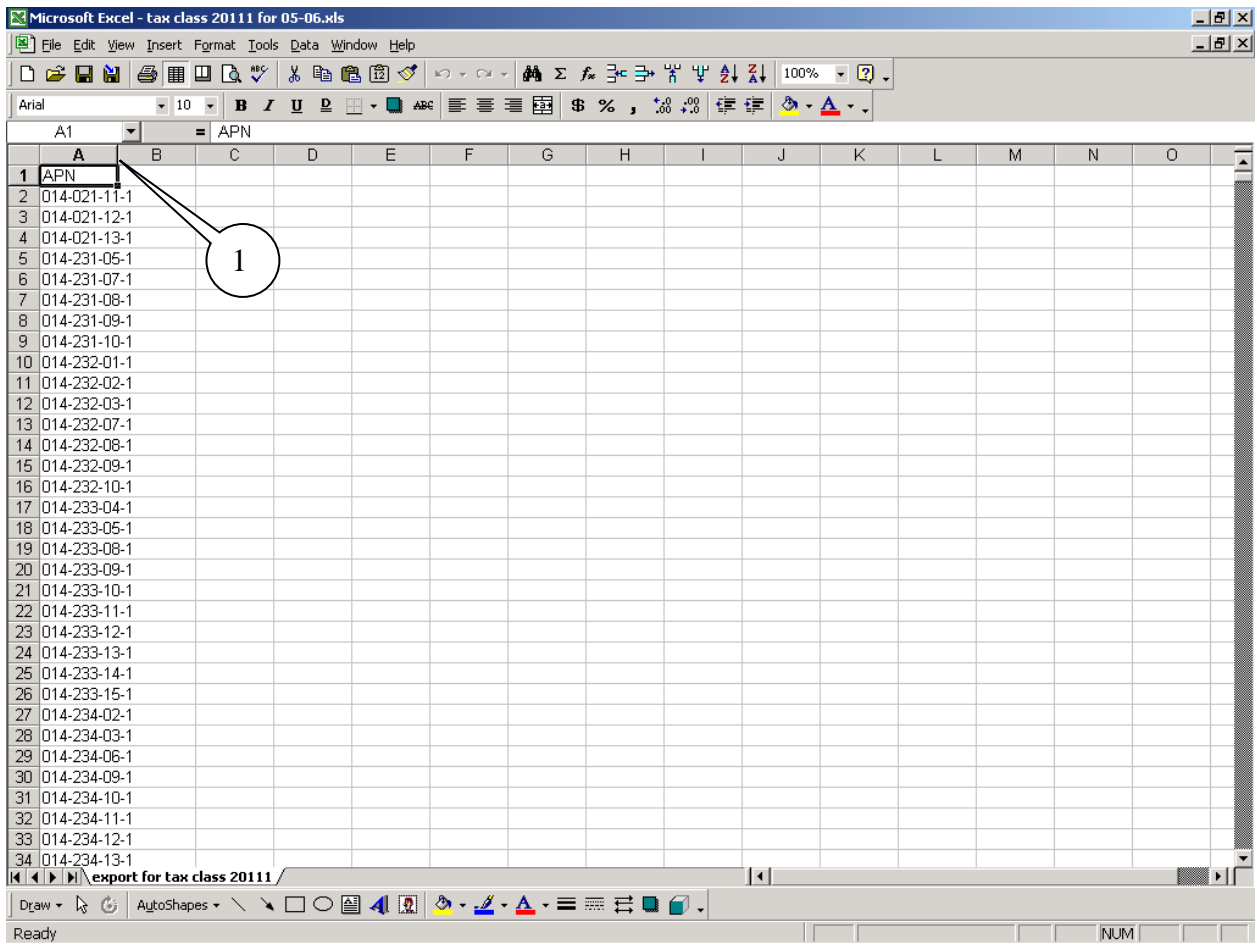
To protect the integrity of the data exported from ParcelQuest (in case it needs to be used for other purposes or a mistake is made and the user needs to start over), immediately after retrieving the data into Excel, save it as an Excel file. **If left as a .CSV file, then all formatting will be lost if the file is resaved as a .CSV file**

1. Click FILE.
2. Click SAVE AS.

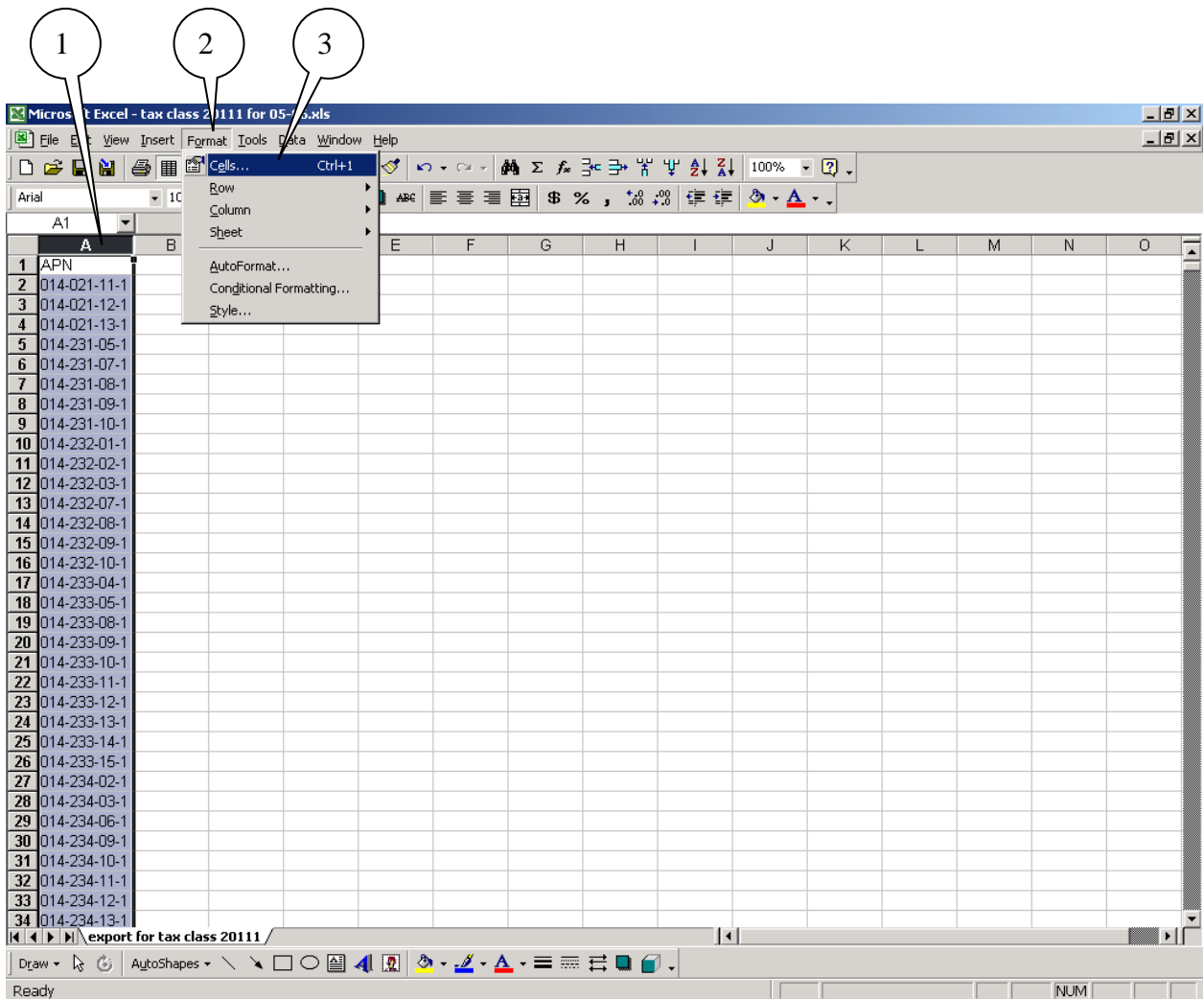


1. Select drive.
2. Select filename (suggest the tax class number and the fiscal year).
3. Select file type. Choose your computer's latest version of Excel, which is typically the very first file type, listed.
4. Click SAVE.





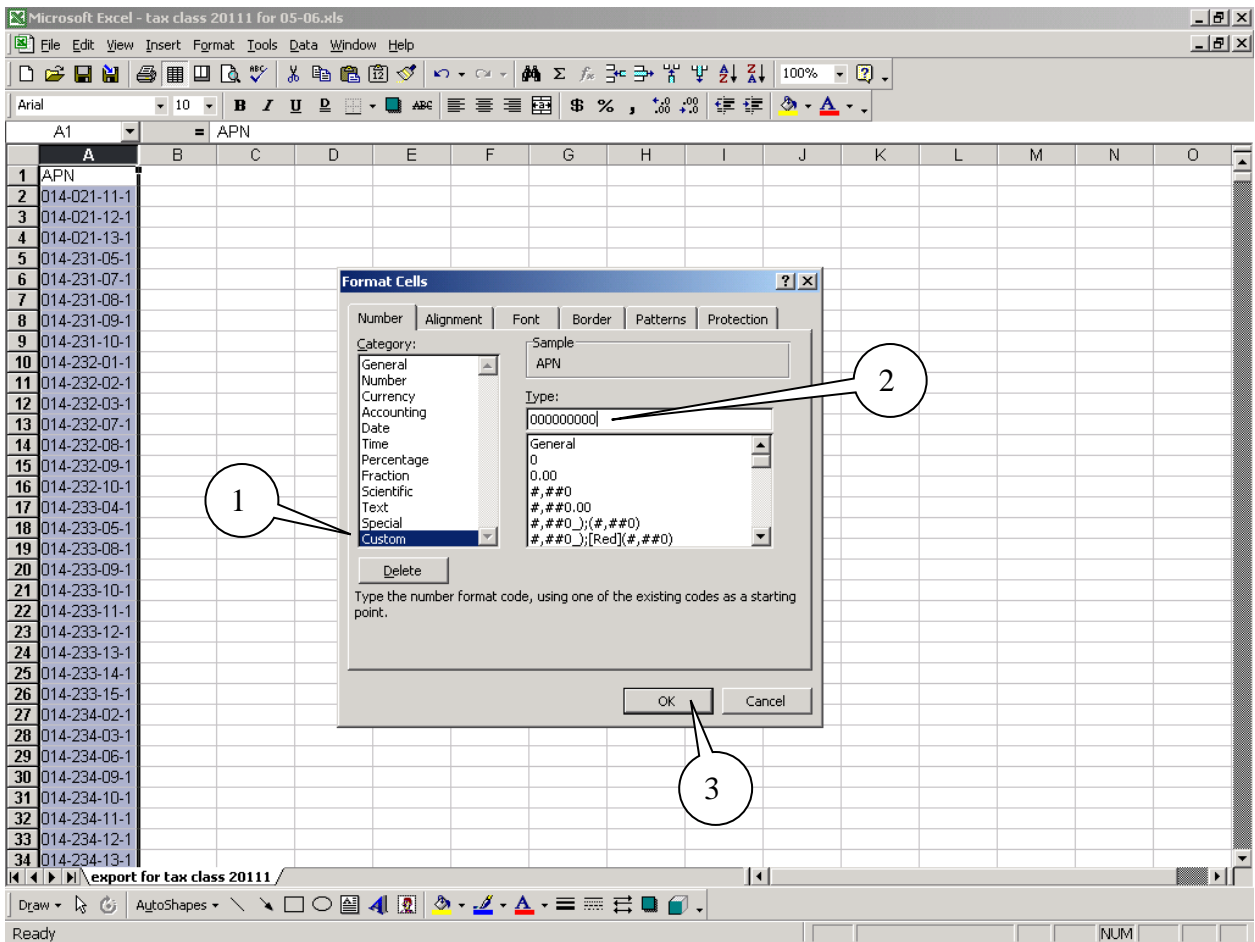
1. Make the column wide enough by placing the cursor between the two column headings until a symbol is shown that looks like a crossbar with arrows on it. Double click while this symbol is on display, and the column will automatically adjust to the appropriate size to accommodate the largest record in the column. The results are shown on the following page.



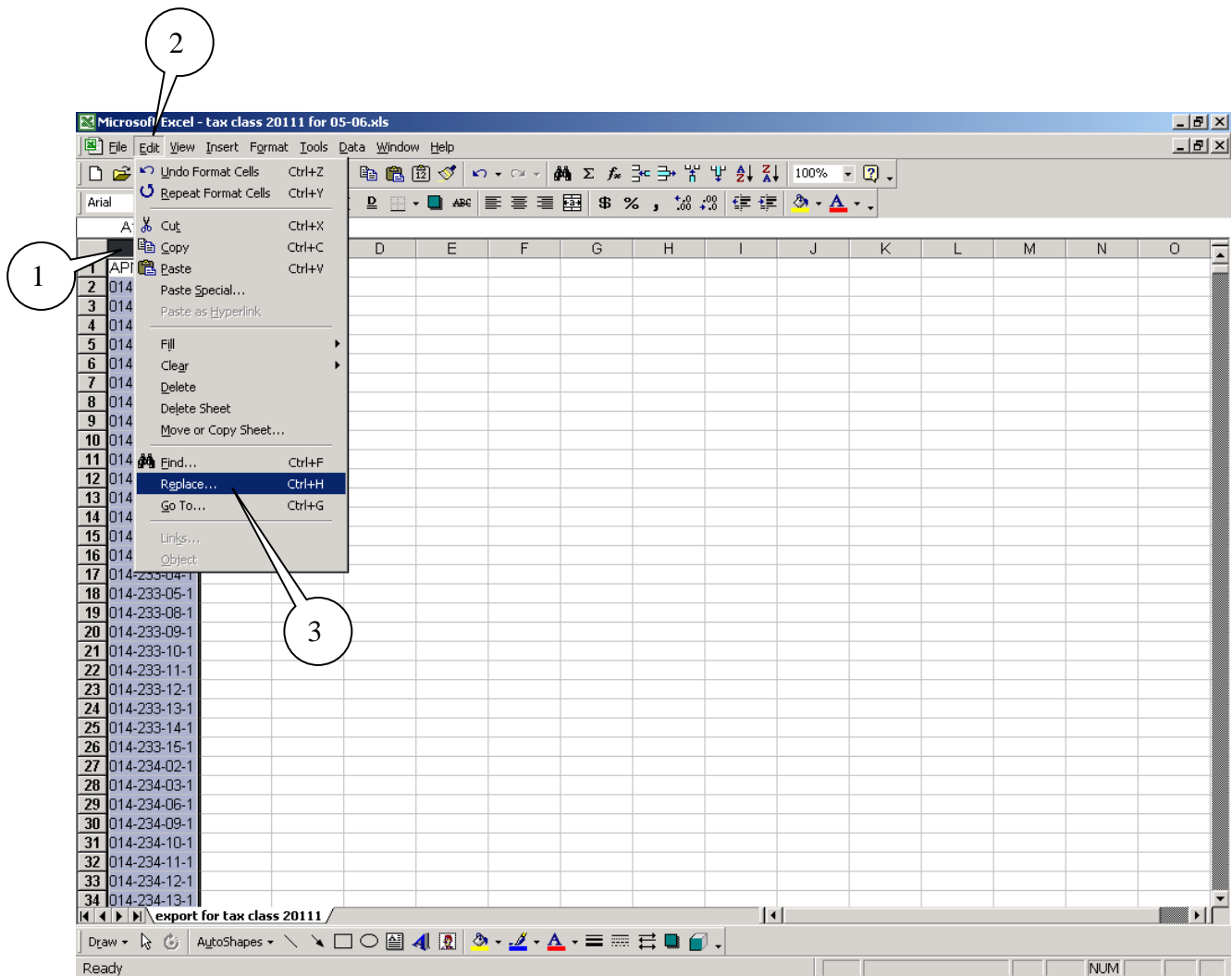
This screen shows that the column width is now appropriate to the data contained within it.

The dashes need to be removed from the APN. But if the appropriate formatting isn't done first, the leading zeros will disappear. So, the first step in getting rid of the dashes is formatting the column to maintain the leading zeros.

1. Click on the column to select it. The entire column should become shaded indicating the whole column has been selected.
2. Click FORMAT.
3. Click CELLS.

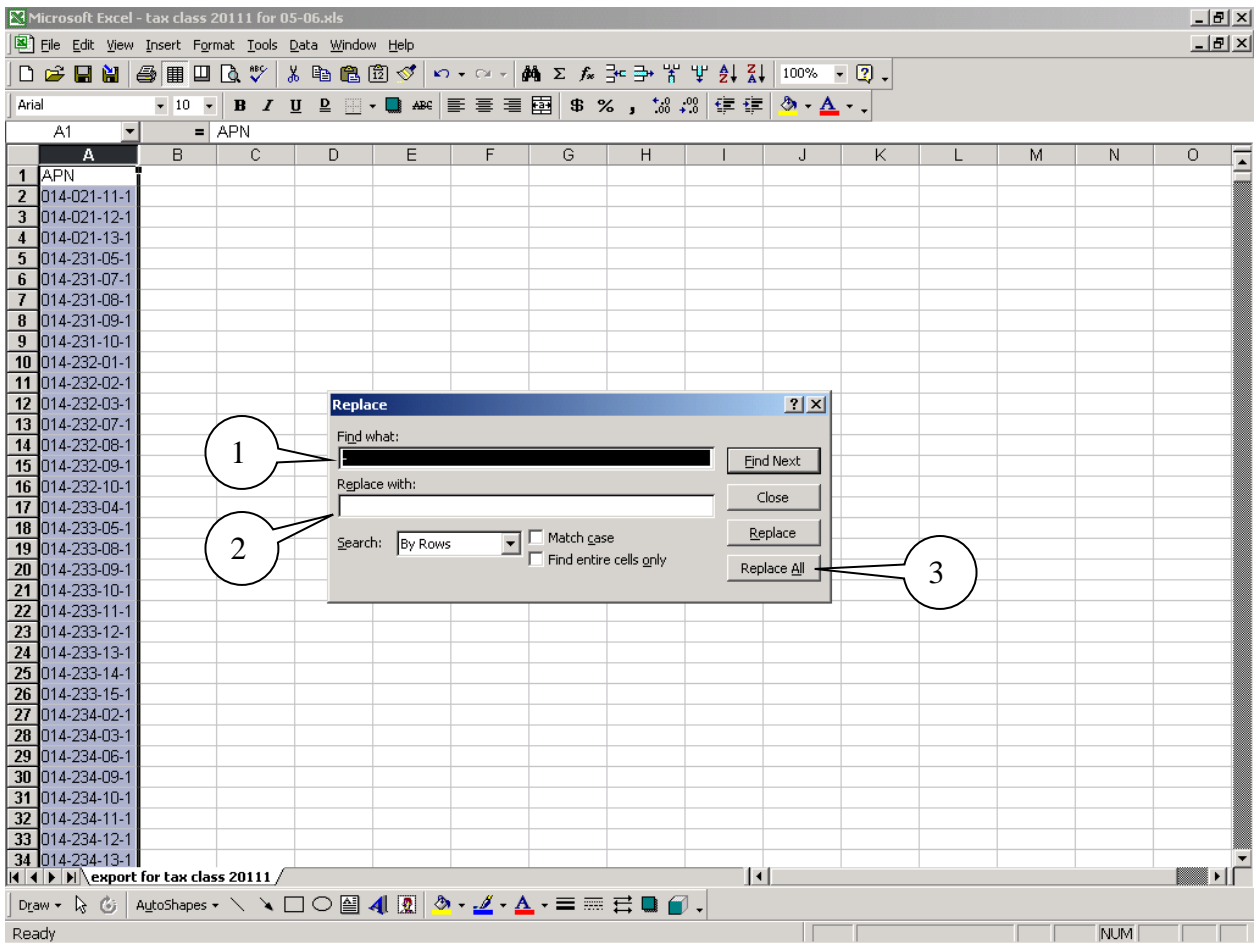


1. Click CUSTOM.
2. Replace the “type” with 9 zeros as shown above. **NOTE: IF using ParcelQuest produced after 2006, then use 11 ZEROS instead to accommodate the change in exported data from a 9 digit APN to a full 11 digit APN.**
3. Click OK.

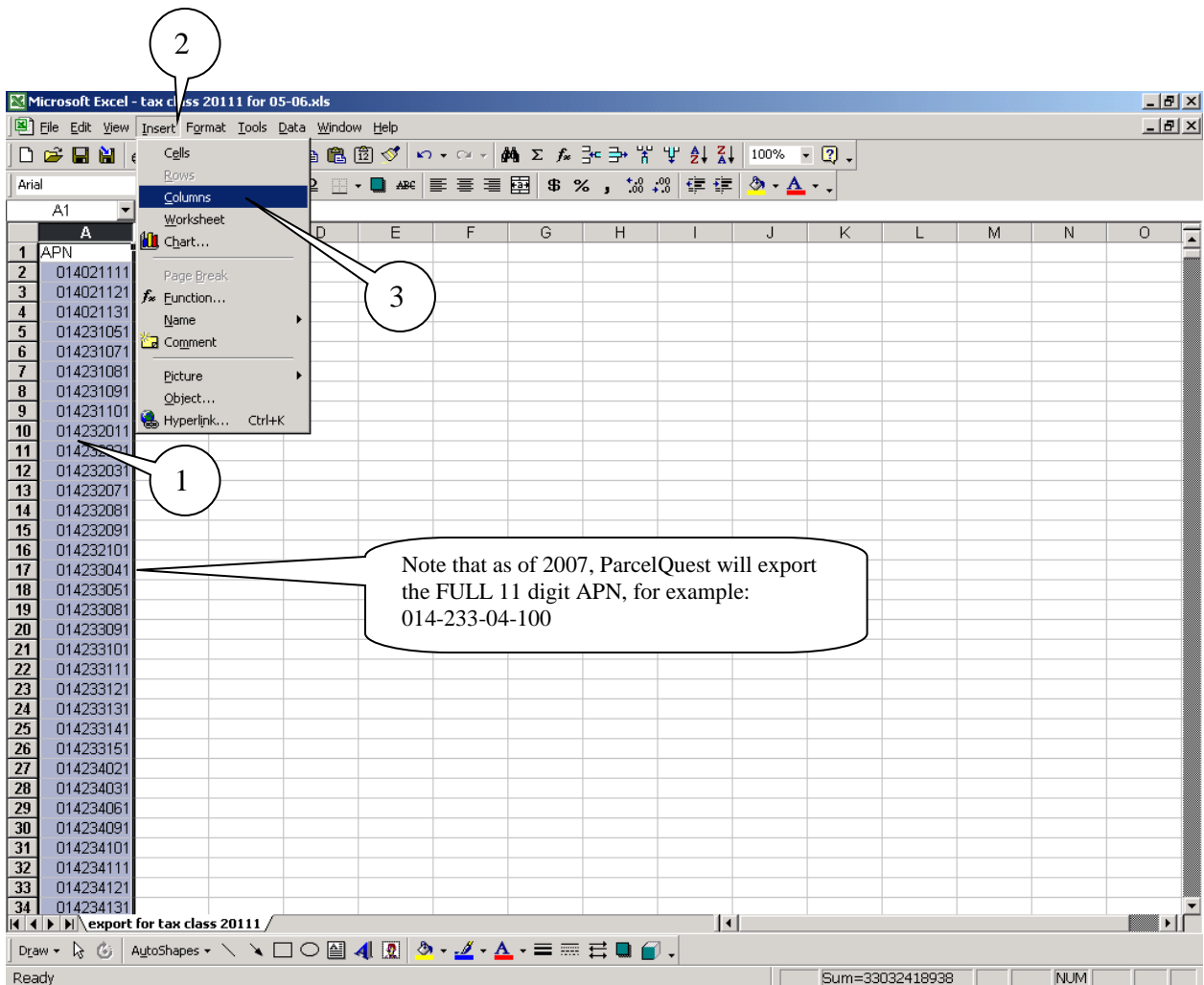


Next, the dashes need to be removed to comply with the format necessary to deliver to the Auditor. The dashes can be removed quickly by using the “search and replace” feature of Excel.

1. Ensure the column is still selected. If necessary, click on the column to select it. The entire column should become shaded indicating the whole column has been selected
2. Click EDIT.
3. Click REPLACE.



1. Place a “dash” in the “find what” box. The dash is located directly above the “P” on the keyboard.
2. Leave the “replace with” blank to *remove* the dashes.
3. Click REPLACE ALL.



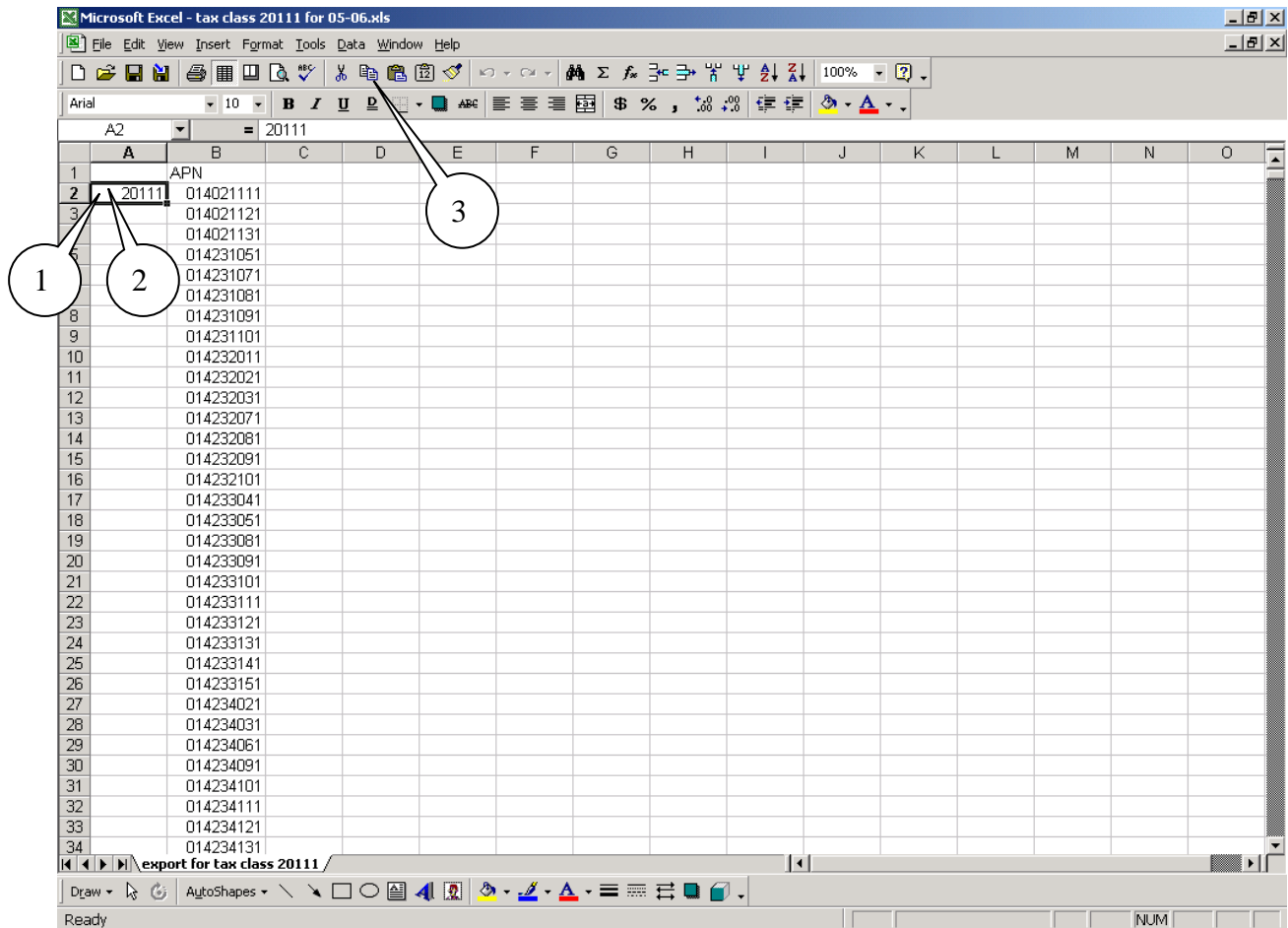
All dashes are now gone from column A and the leading zeros remained.

Next insert the 5-digit tax class number. In the example, it's 20111. The "20" means it's on the non-alternate or non-Teeter plan). Most of the direct charges are on the non-alternate plan.

The tax class number needs to come before the APN, so a blank column needs to be added.

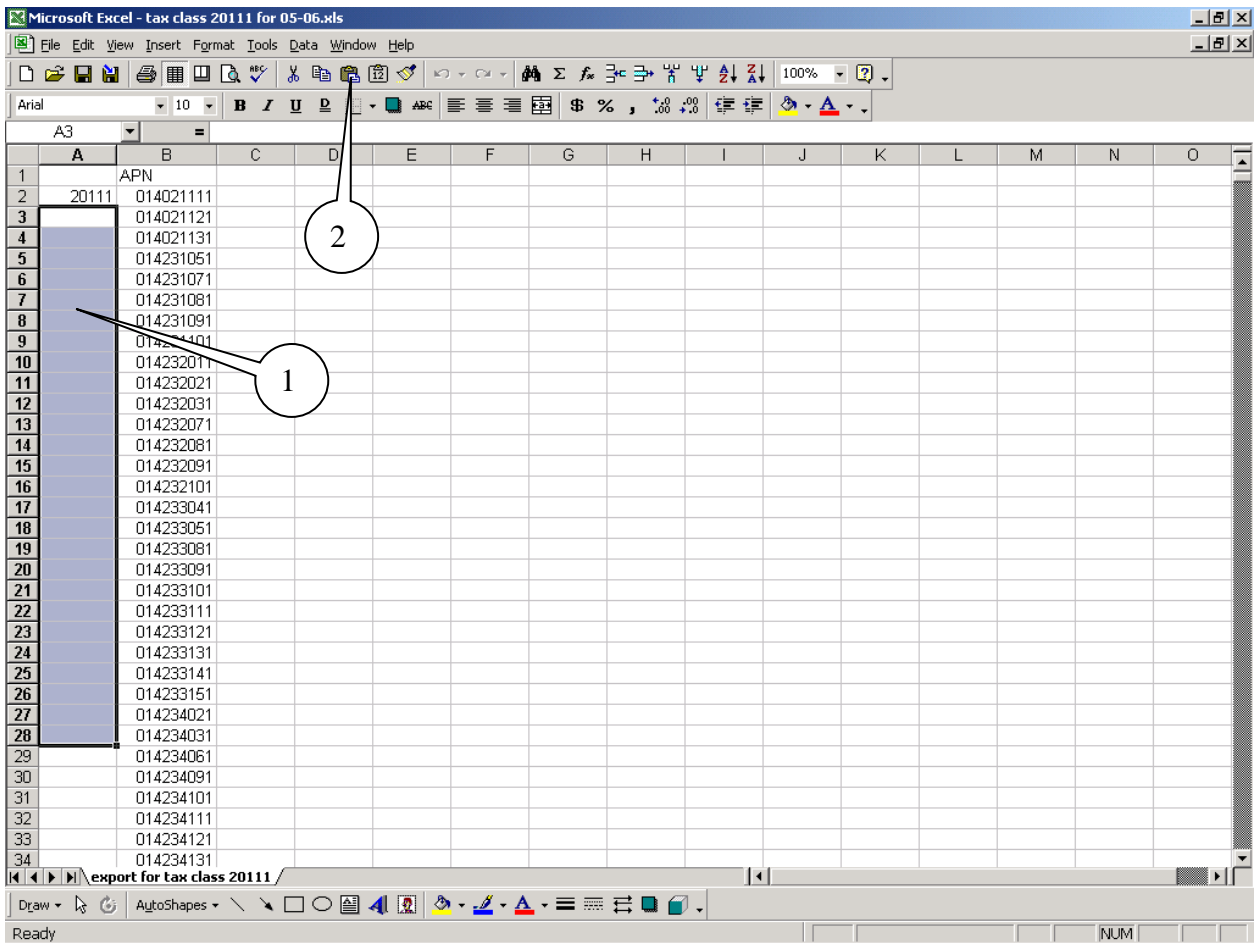
1. Click somewhere within column A.
2. Click INSERT.
3. Click COLUMNS.



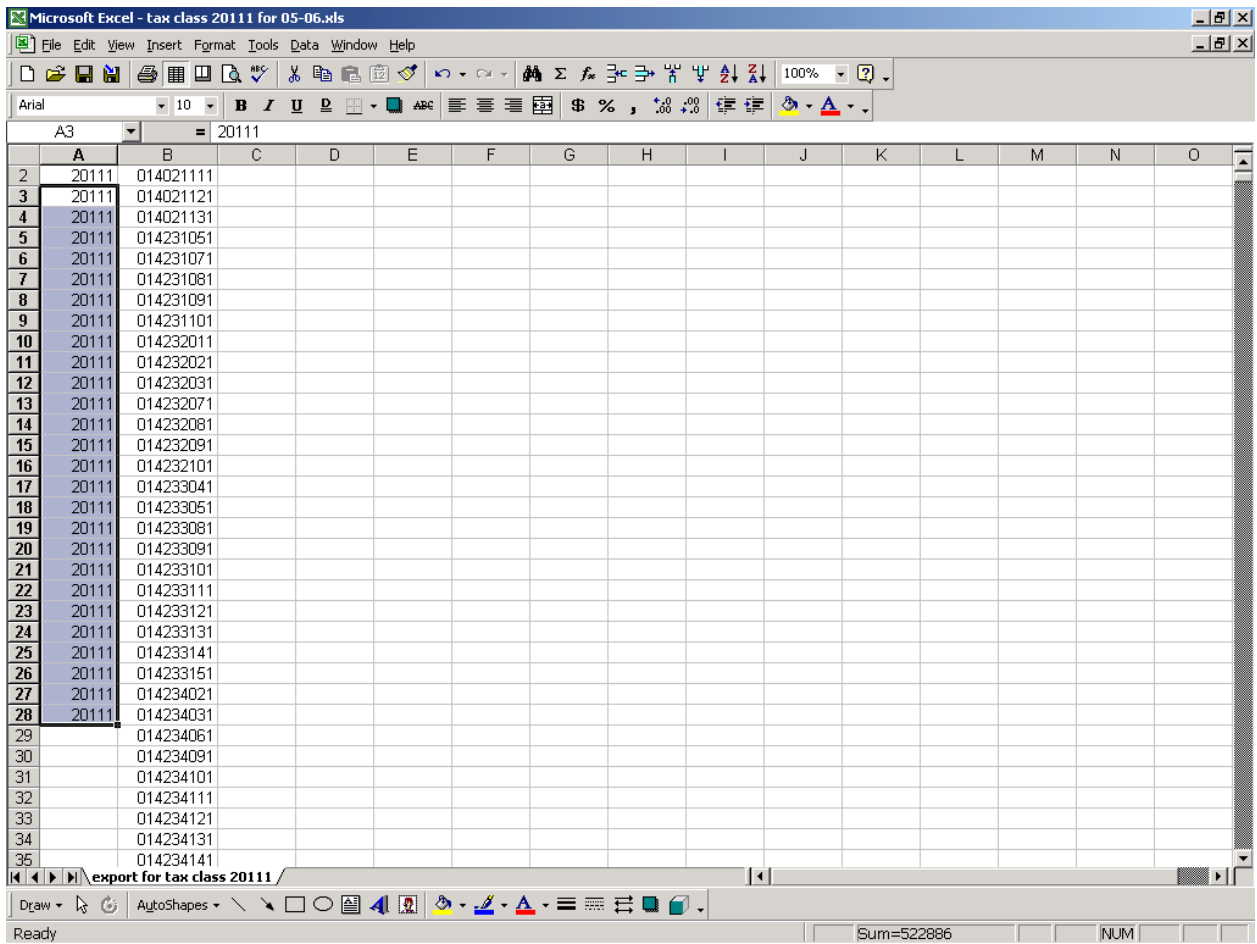


The new column has now been added.

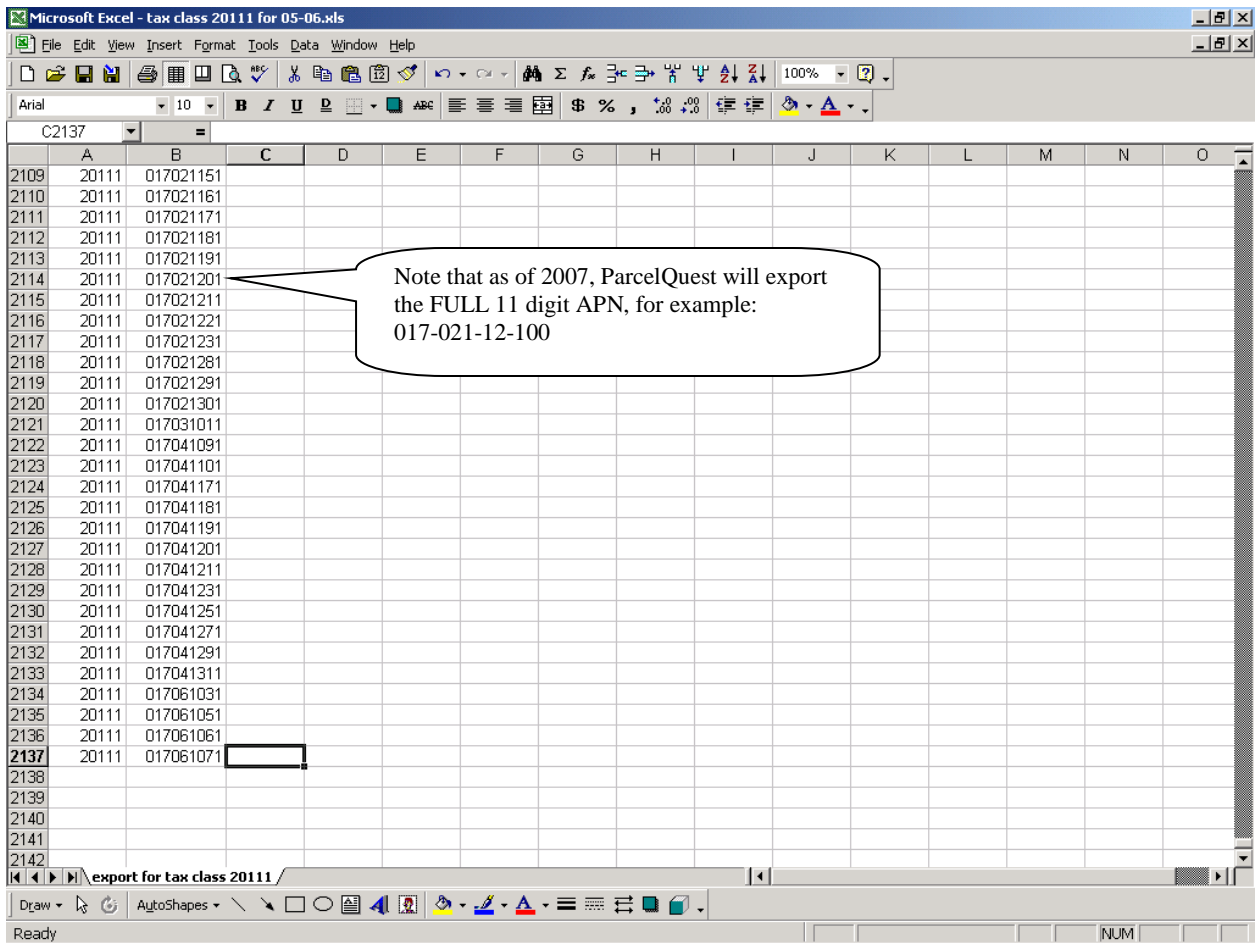
1. Enter your district's tax class number (in the sample above, the tax class is 20111; however, your district's number will be different) in cell A1 and press the ENTER key.
2. Leave the cursor on cell A1, so that it can be copied to the rest of the 2,136 records without typing it repetitively.
3. Click COPY.



1. Next, Excel wants to know to where the user wants to copy the information. So, click and hold the cursor on cell A2. Then while still holding the click, drag the mouse down to the end of the end of the copy area. In this example, we'll just copy to row 28. In reality, the user would want to copy all the way to the end of the 2,136 records.
2. Click PASTE to paste the tax class in all of the selected cells.

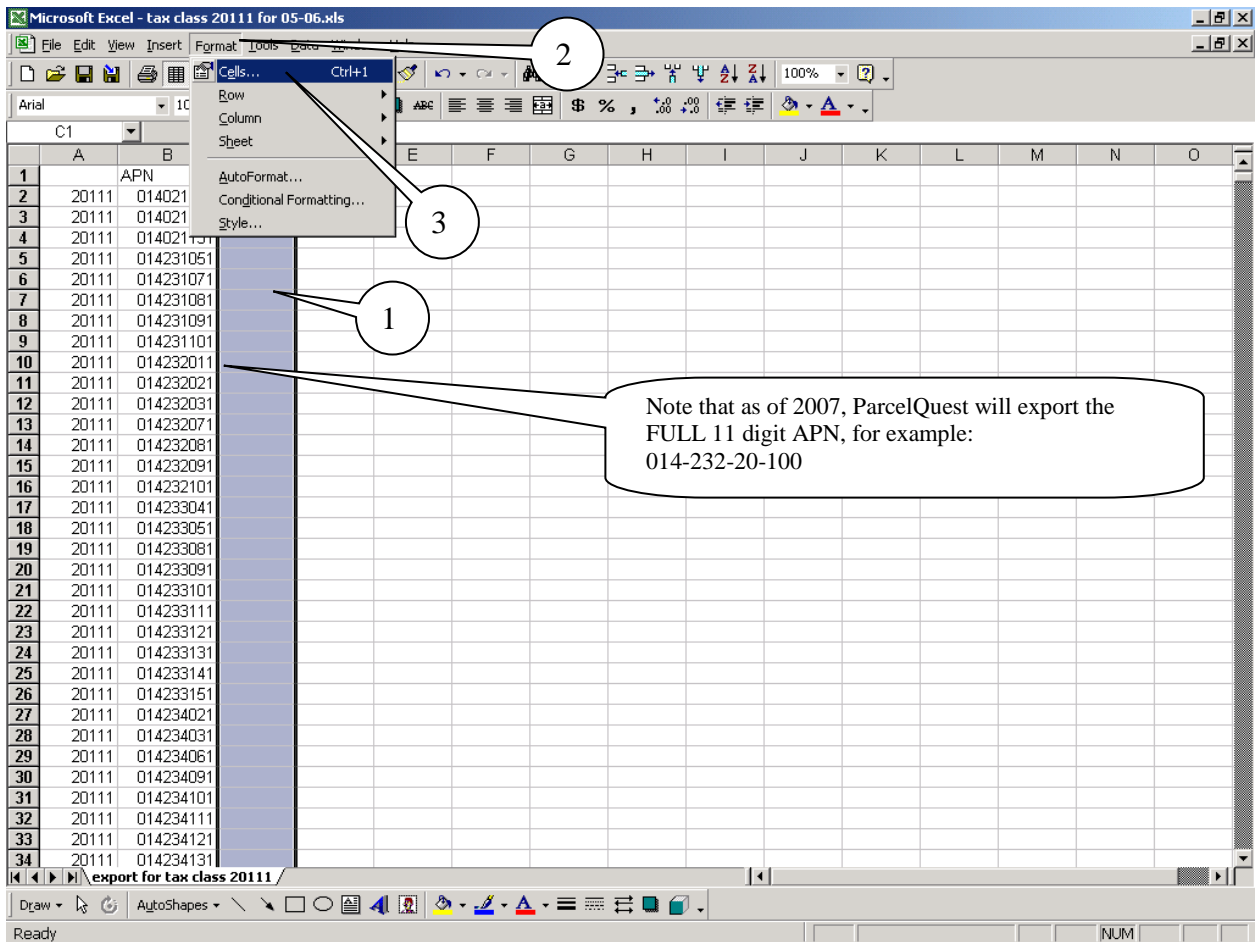


This screen shows that the copy has been completed and the information has been placed where desired. The next screen shown, will have the tax class copied all the way to the bottom of the records by using the same technique just shown.



Now, the tax class number is copied all the way to the end of the records.

The next step is to return to the top of the Excel file to finish work on the APN and the dollar amount.



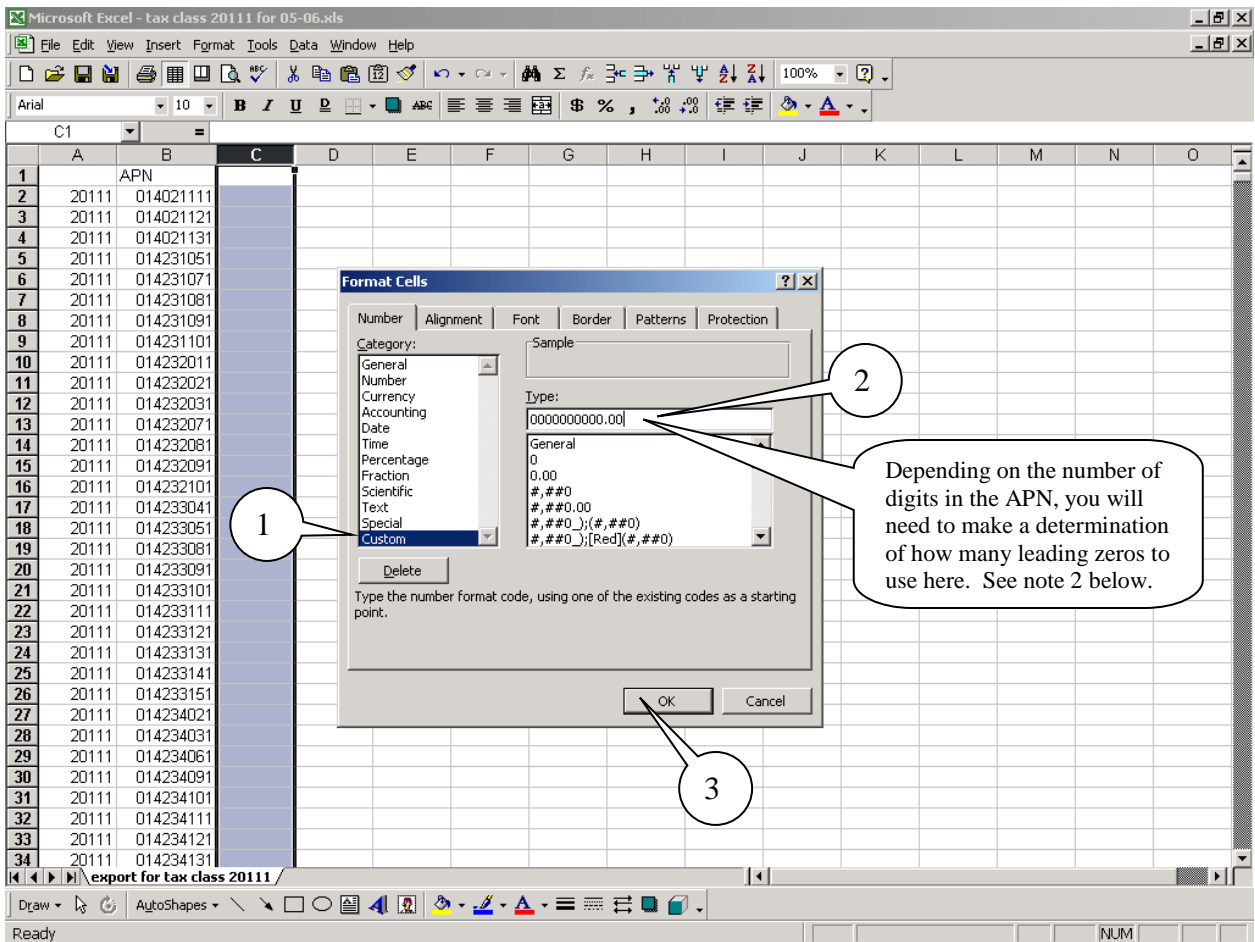
The format required by the Auditor includes an 11 digit APN rather than the 9 digit APN shown thus far in the example. Depending on the production date of the ParcelQuest CD, the parcel number may be missing the last two digits. As of 2007, ParcelQuest will export the FULL 11 digit APN. FYI, the last two digits of the APN are always zero (but the Assessor is planning on using these 2 digits in the future, so eventually they won't be zero).

The dollar amount must also be 11 digits. The 11 digits include a decimal place and leading zeroes.

**IF** ParcelQuest exported 9 digits instead of the full 11 digit APN, then Column C *may* be used to insert the last 2 digits of the APN AND insert the appropriate dollar amount to be charged, all at the same time. This saves a little bit of time in the processing of the data to prepare it in a format acceptable to the Auditor. Please make sure to count the number of digits in the APN exported from ParcelQuest *before* you decide whether you need to do this step or not.

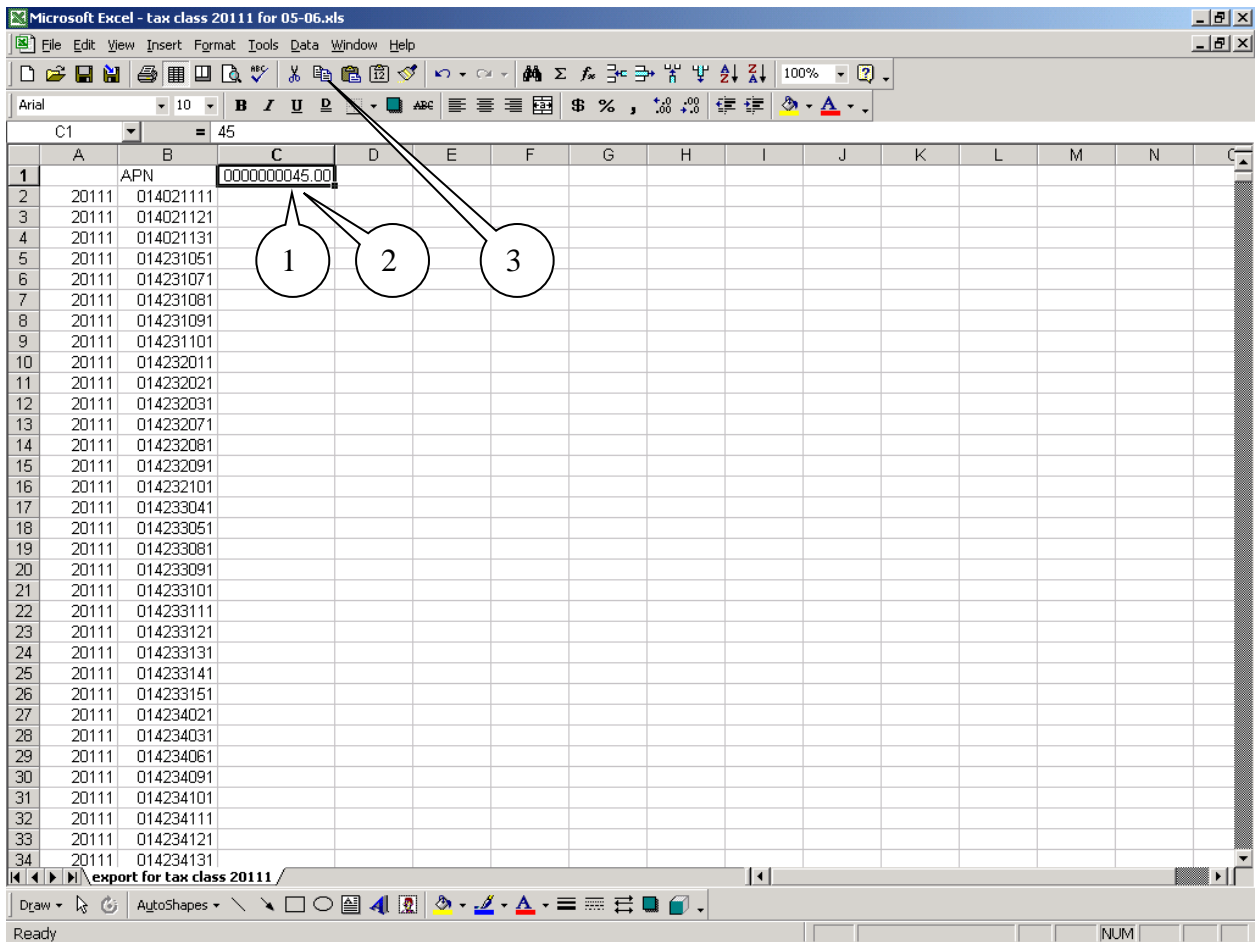
Column C must first be formatted correctly as shown below.

1. Click on column heading in column C to select it. The entire column should become shaded indicating the whole column has been selected.
2. Click FORMAT.
3. Click CELLS.

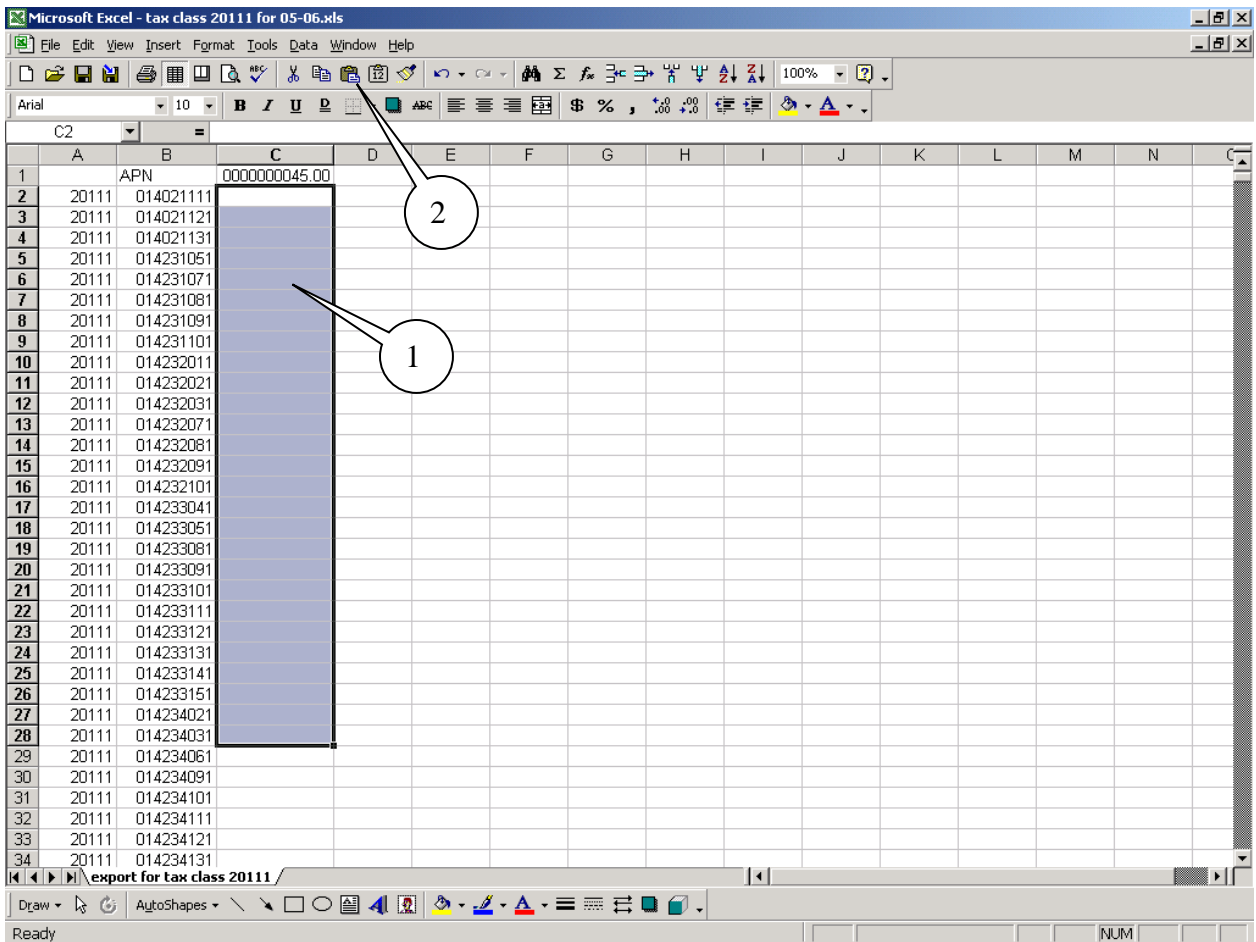


1. Click CUSTOM.
2. Backspace over anything shown in “type” and key one of the following:
  - a. IF the APN is already at the full 11 digits, then key in 8 zeros followed by 1 decimal place and 2 more zeros.
  - b. IF the APN is at 9 digits (and missing the final 2 zeros), then key in 10 zeros followed by 1 decimal place and 2 more zeros.
3. Click OK.

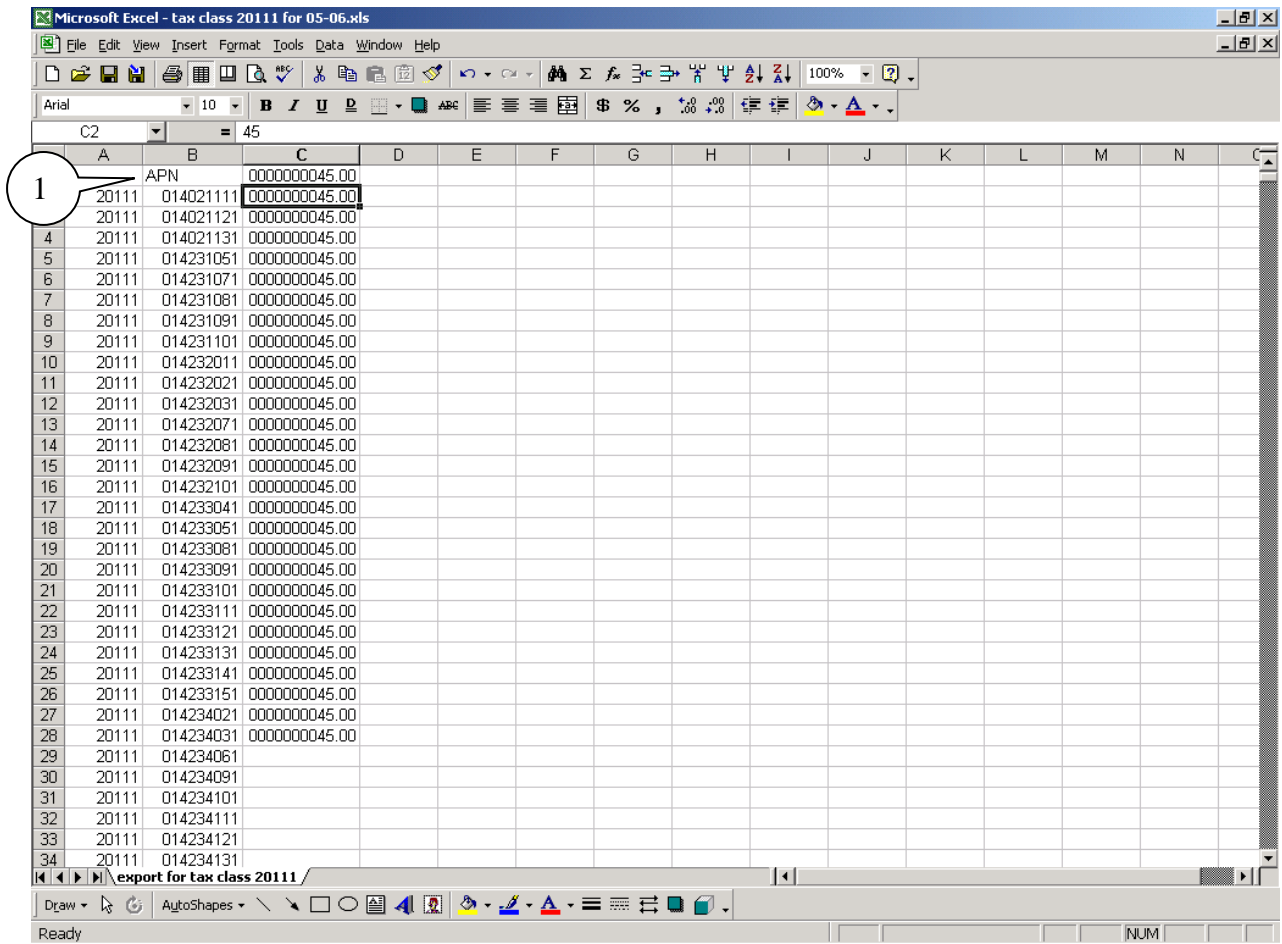




1. Enter the appropriate dollar amount (45 in the example) in cell C1 and press the ENTER key.
2. Leave the cursor on cell C1, so that it can be copied to the rest of the 2,136 records without typing it repetitively.
3. Click COPY.

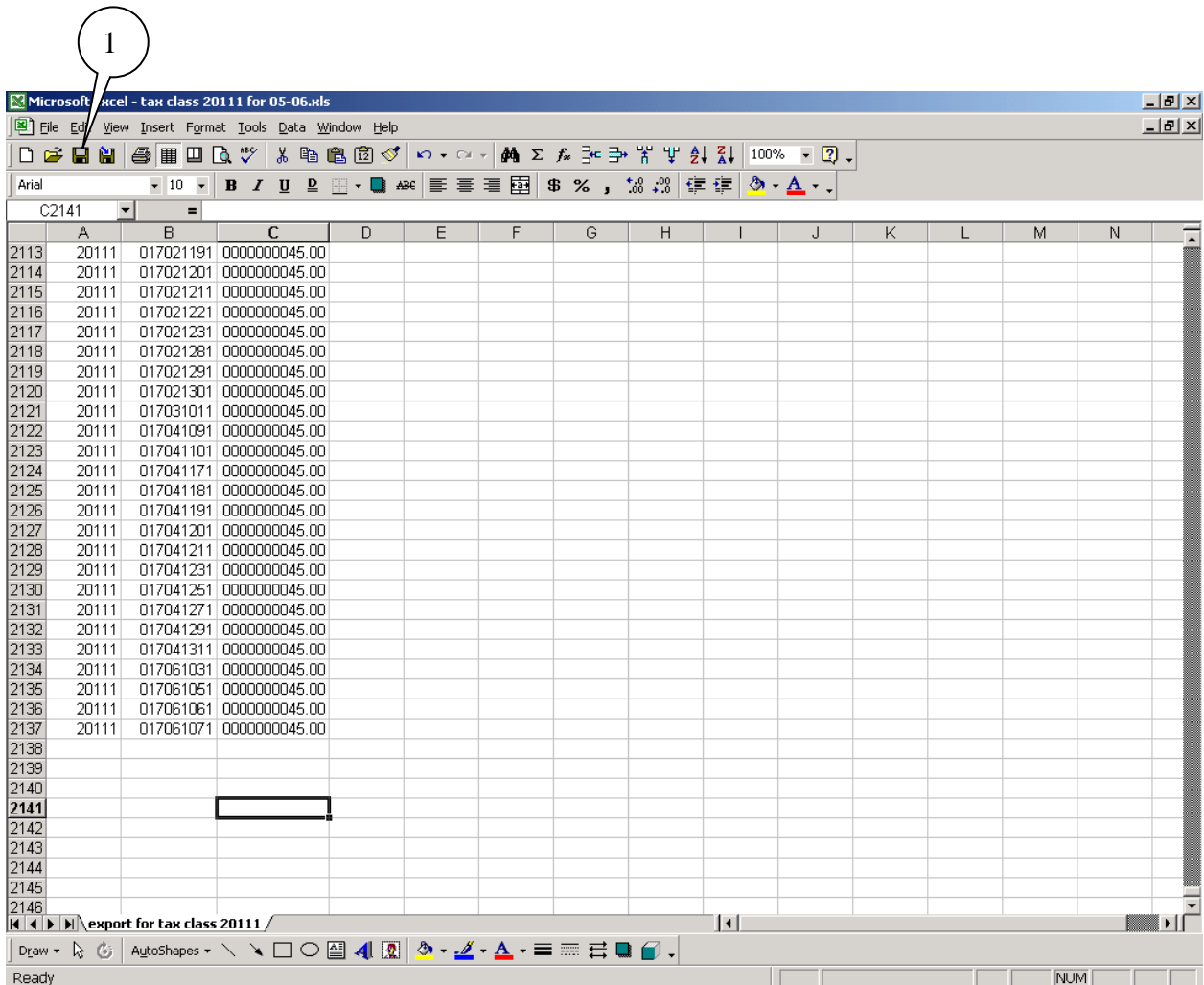


1. Next, Excel wants to know to where the user wants to copy the information. So, click and hold the cursor on cell C2. Then while still holding the click, drag the mouse down to the end of the copy area. In this example, we'll just copy to row 28. In reality, the user would want to copy all the way to the end of the 2,136 records.
2. Click PASTE to paste the tax class in all of the selected cells.



This screen shows that the copy has been completed and the information has been placed where desired. The next screen shown, will have the dollar amount copied all the way to the bottom of the records by using the same technique just shown.

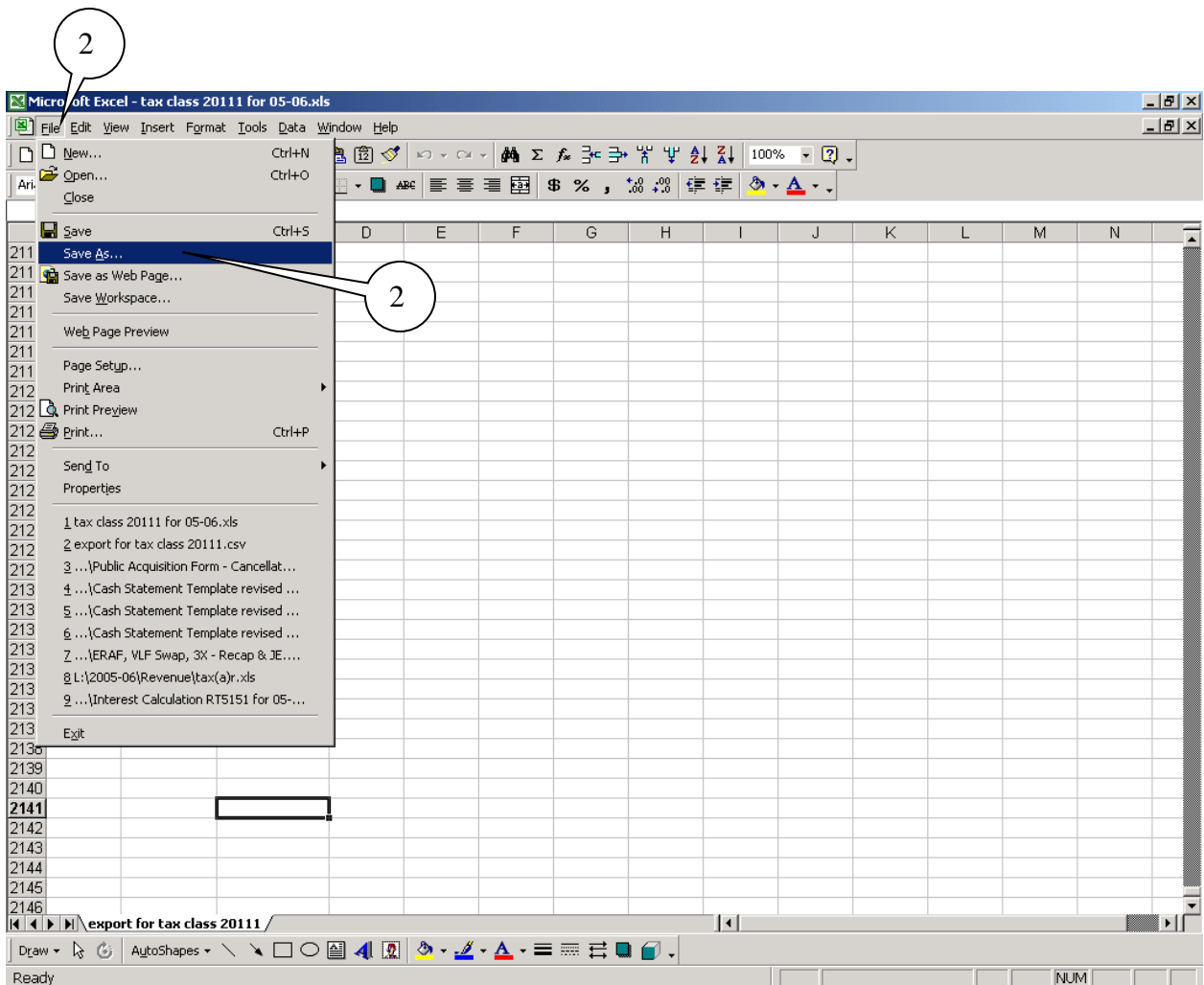
1. You may also want to delete the column headers at this point in time. The column headers must be absent on the file provided to the Auditor.



Now, the dollar amount is copied all the way to the end of the records.

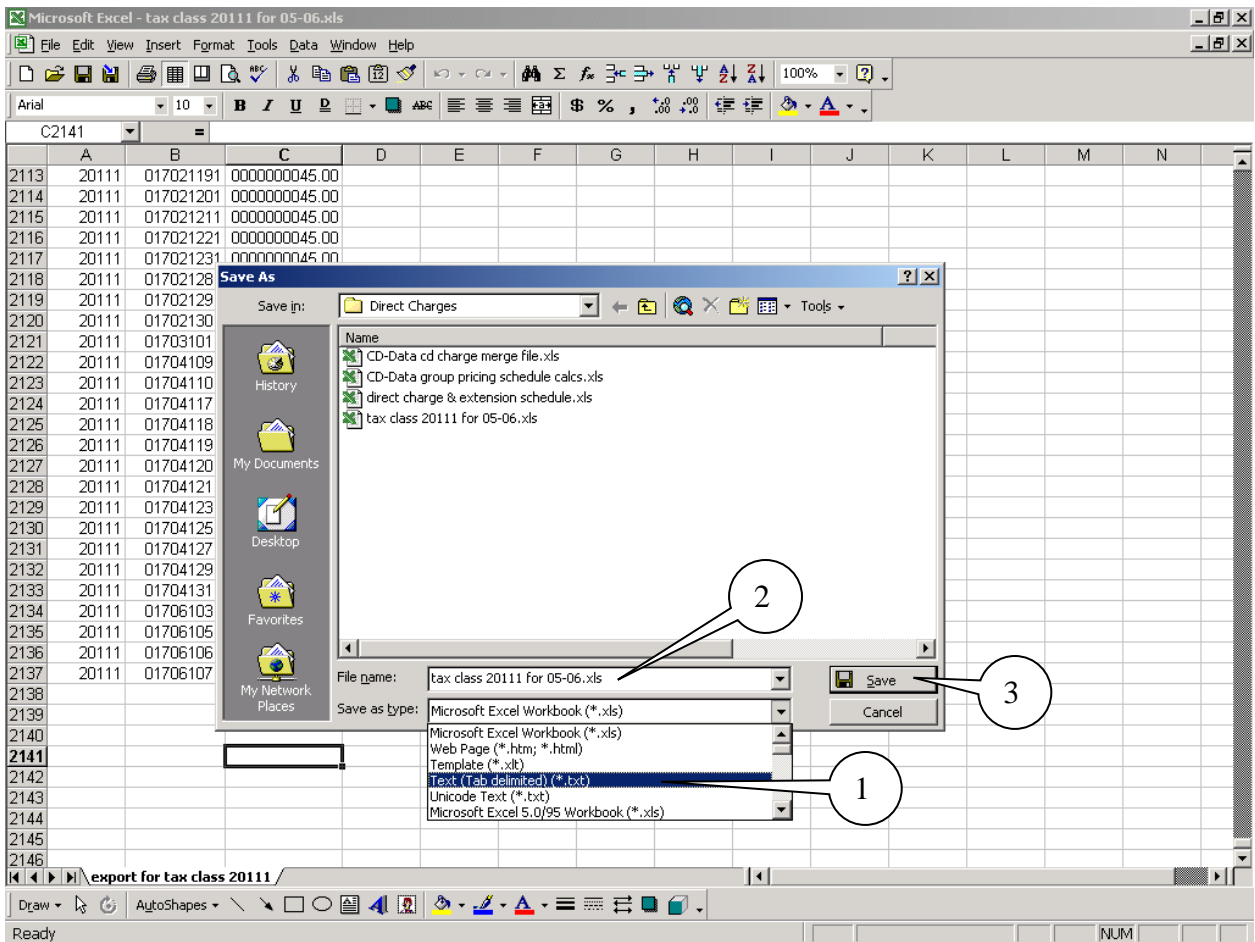
1. It is a good idea to save the file after each successful step to provide for easy recovery if necessary. To save the file, click SAVE.

Next, the districts should review and update its exception list (due to administrative APNs, split interest billing, etc.). If any of the parcels or their corresponding amounts on Excel need to be changed, now is a good time to do it. Any changes necessary should be made prior to submission to the Auditor (e.g. deletions or changes to certain APN dollar amounts).

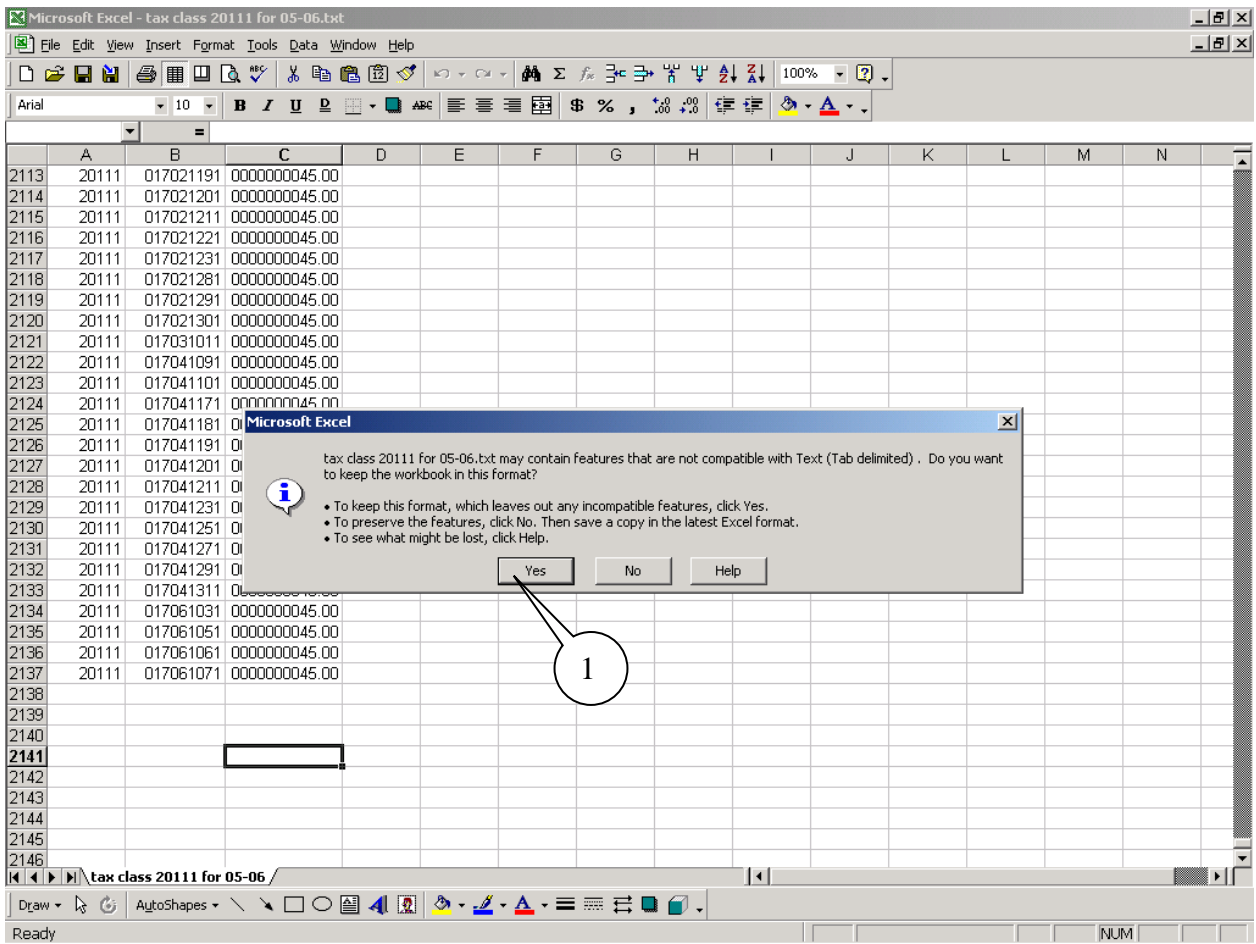


After all desired changes are made, the file needs to be saved in TEXT version as follows:

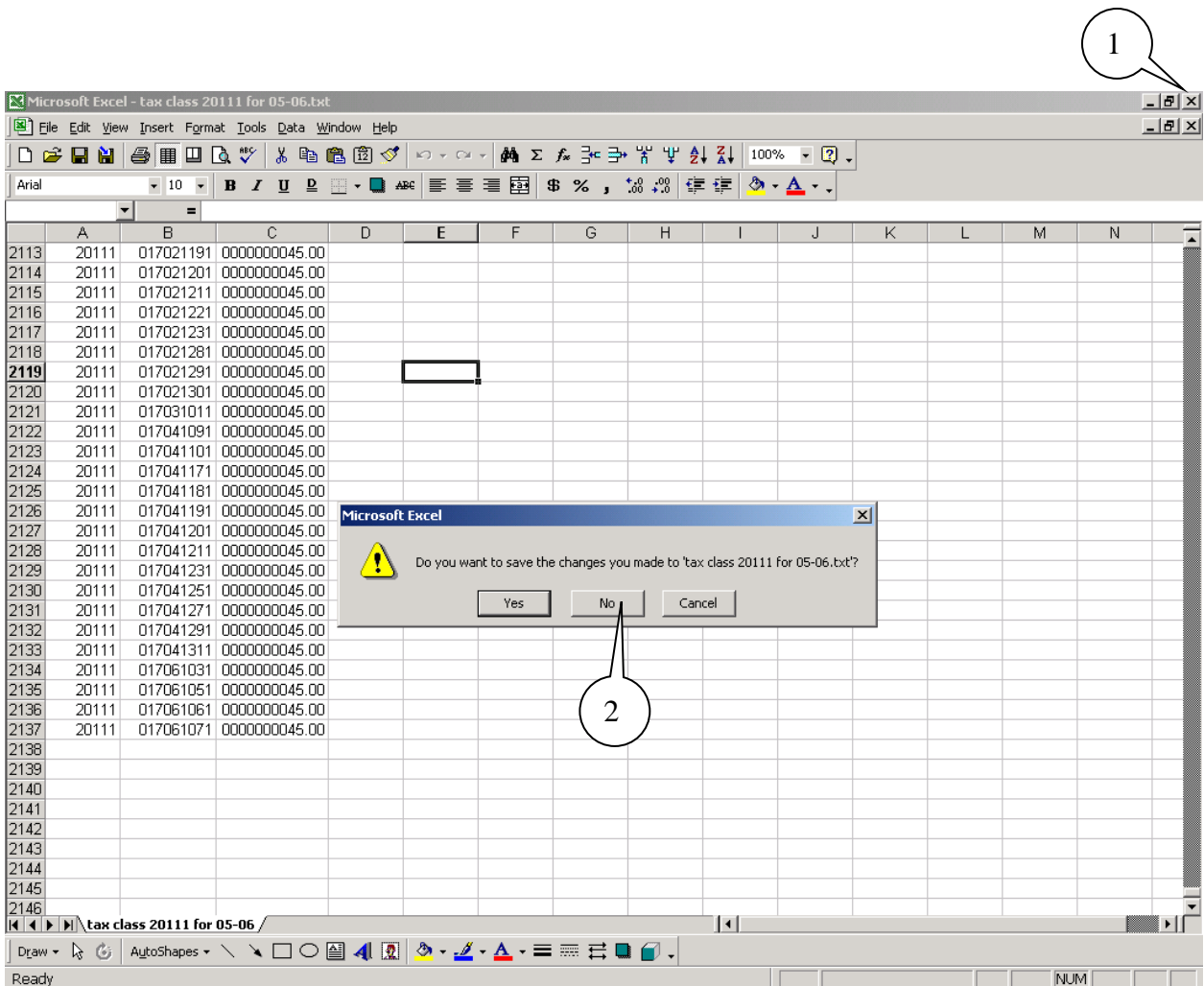
1. Click FILE.
2. Click SAVE AS.



1. Click the TEXT (TAB DELIMITED)(\*.TXT).
2. The filename can be the same filename as before. The extension of *.xls* will automatically be replaced with the extension *.txt*. The end result will be 2 different files (*tax class 20111 for 05-06.xls* and *tax class 20111 for 05-06.txt*). This is OK.
3. Click SAVE.



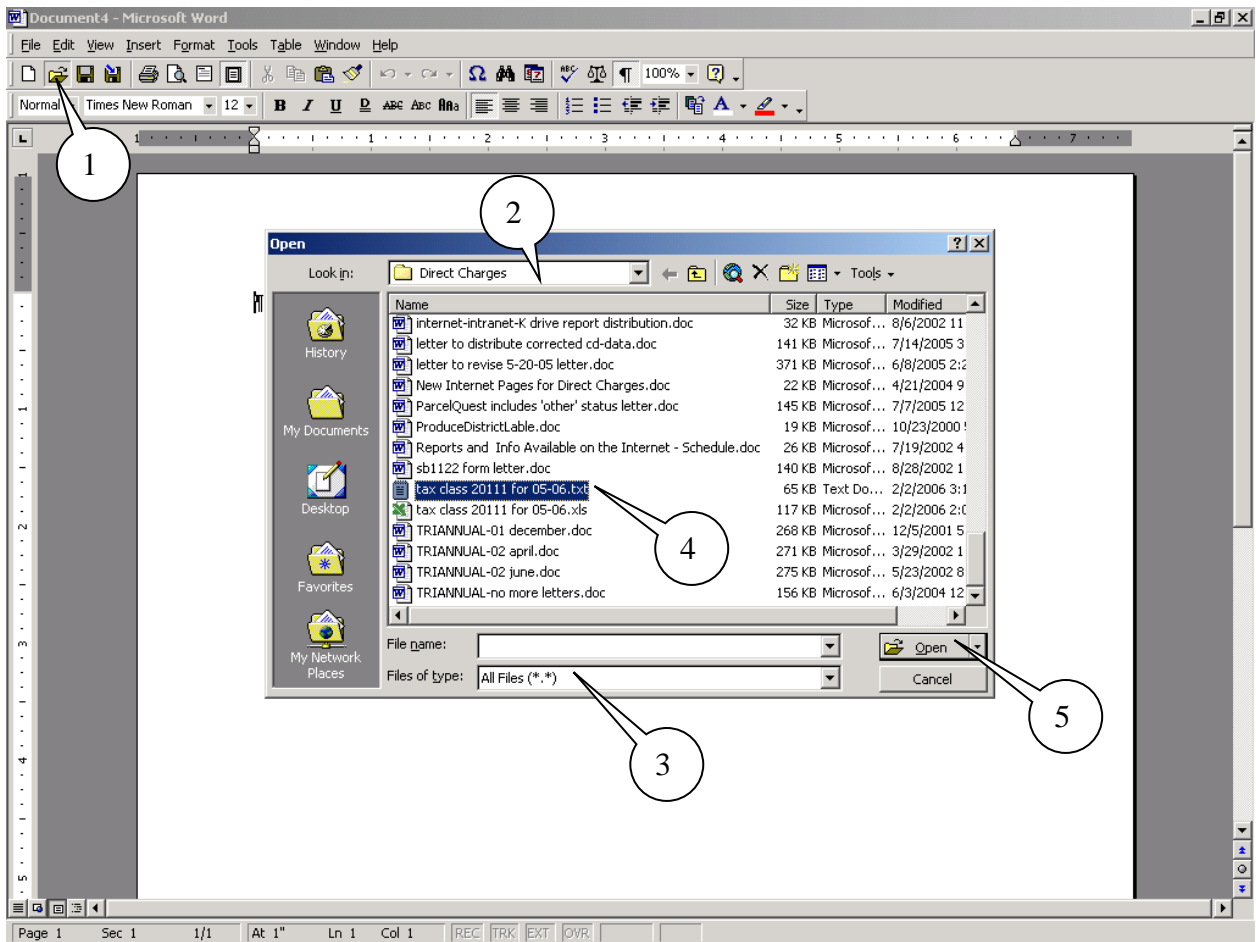
1. Click YES.



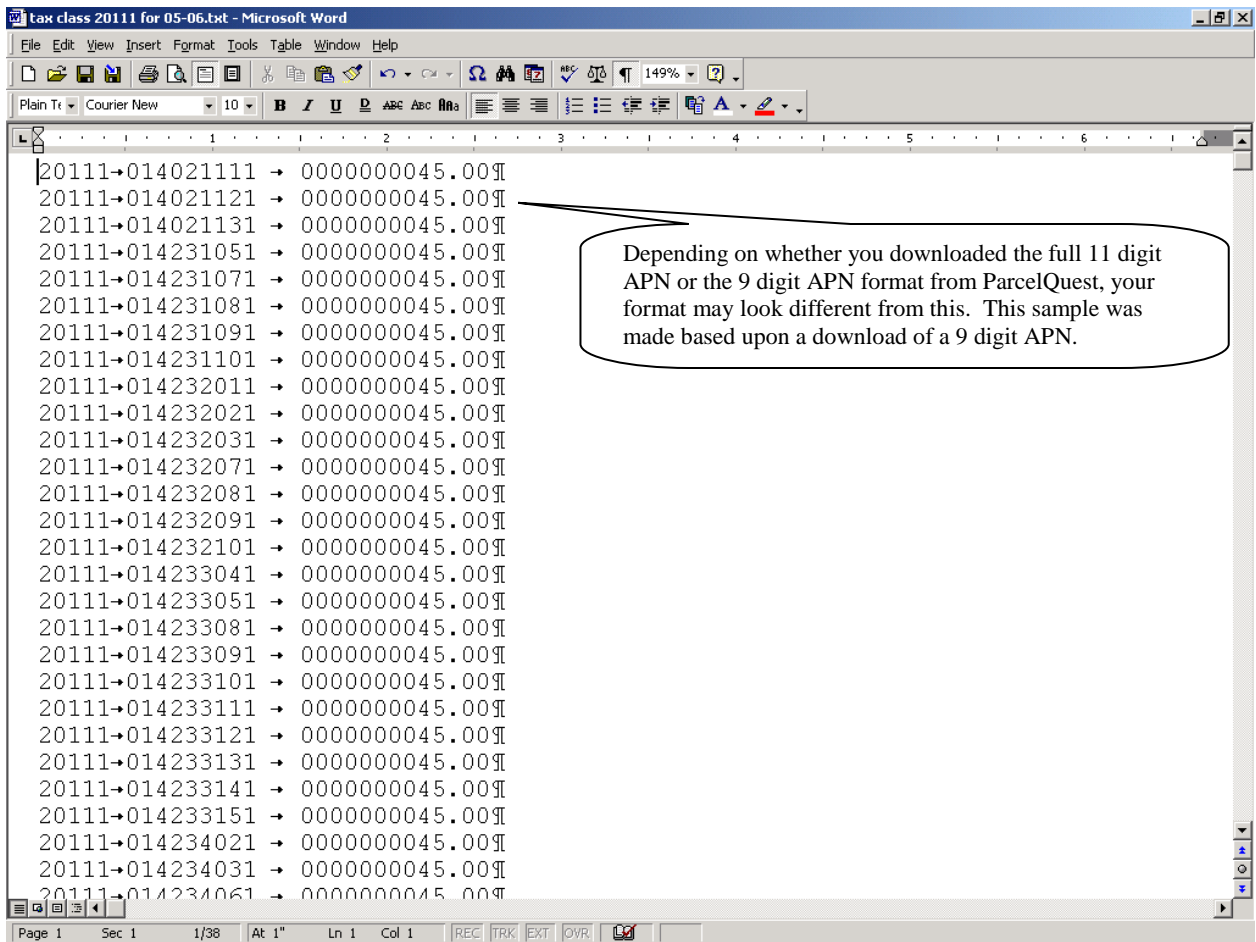
1. The work done on Excel has now been completed. Exit Excel as shown.
2. Click NO, since you just saved it.

Do NOT send the Excel file. It is for your records only. It will not properly process through to the mainframe computer system and all submitted records will be rejected. Instead, submit a text file in the approved format. Word may be used to create a text file in the approved format as shown in the subsequent pages.

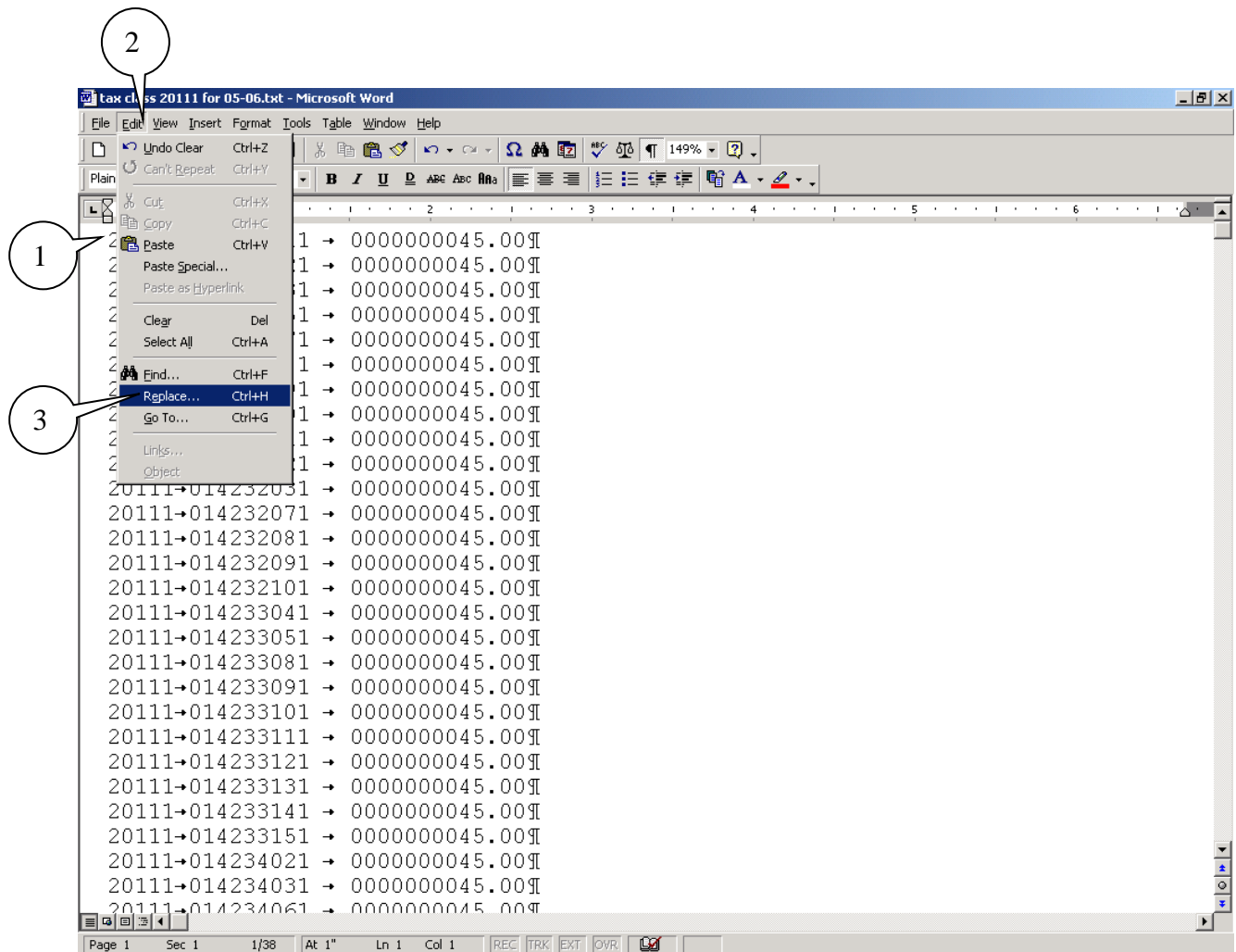




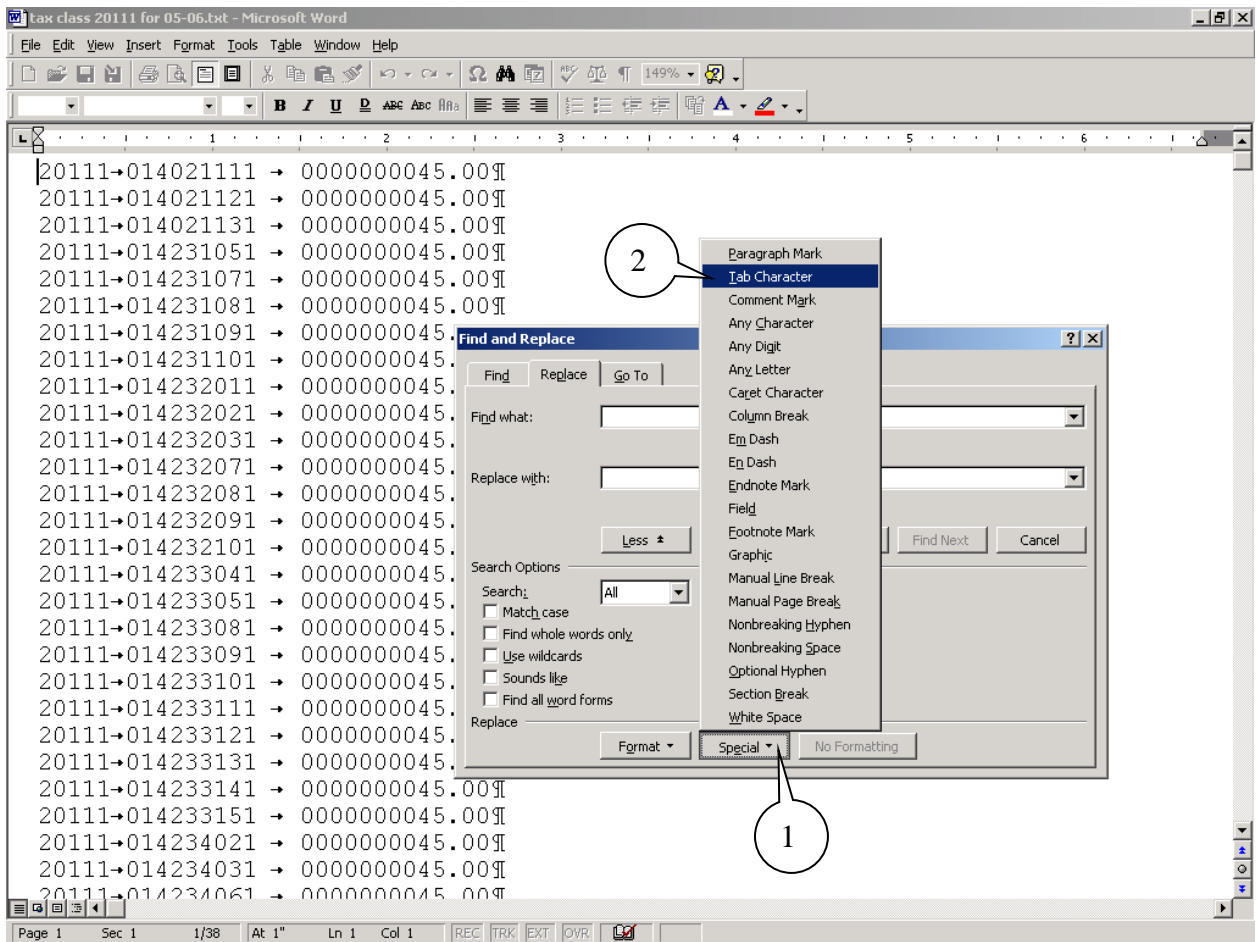
1. Click the OPEN FILE icon
2. [Changes](#) may be necessary to the “directory” to locate the Excel file.
3. Changes to the “file type” may be necessary to locate the Excel file. “All Files (\*.\*)” should work.
4. Select the *.TXT* file you wish to open (make sure it’s not the *.XLS* file).
5. Click OPEN.



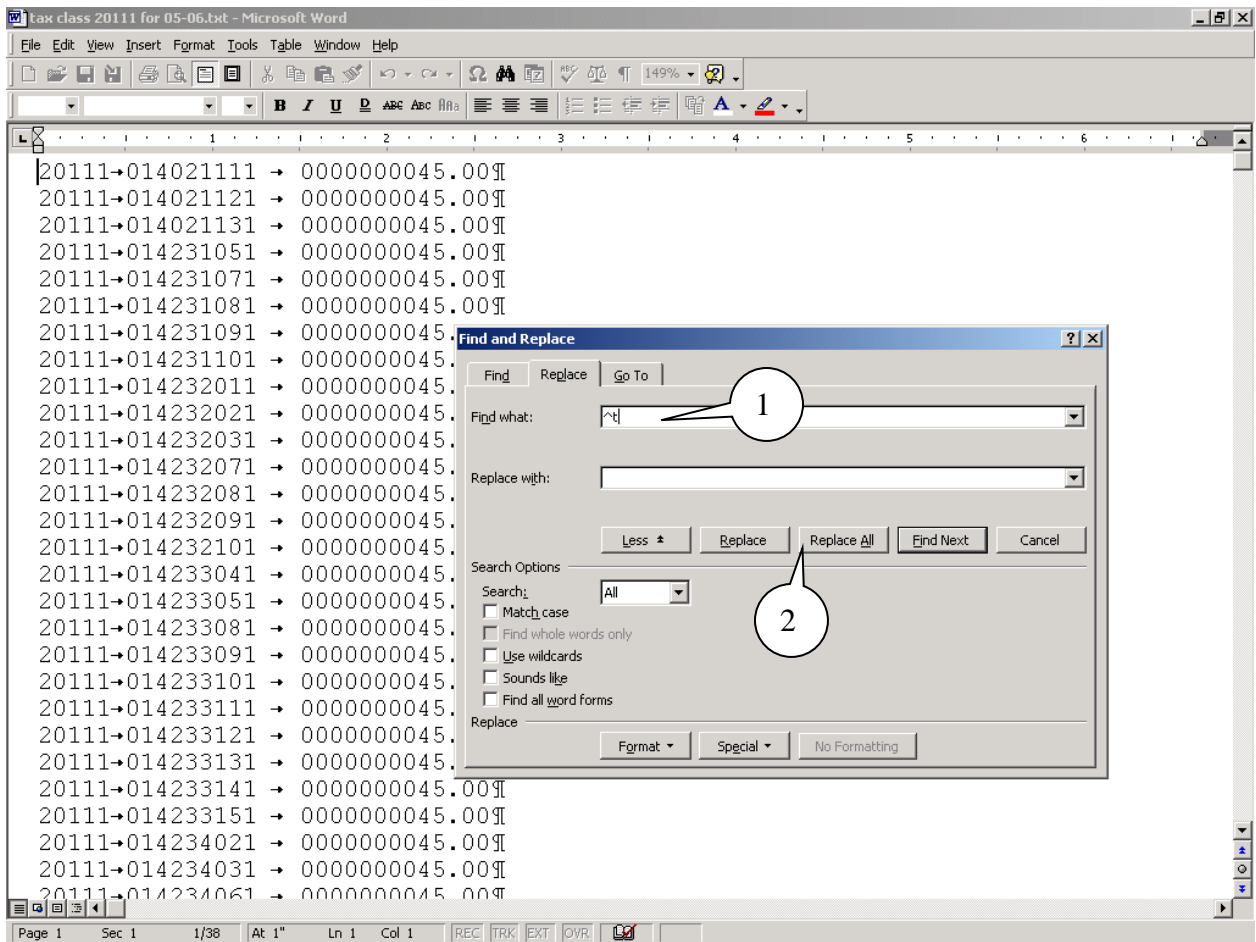
The file will look similar to the one shown above. Notice the breaks between the data fields. Word has brought (imported) the data as a “Tab Delimited” file, which means there are TABS between the fields. If the file is submitted like this, it will not process through to the mainframe computer system and all submitted records will be rejected. Instead, get rid of the tabs as shown on the following pages.



1. Place the cursor at the beginning of the file.
2. Click EDIT.
3. Click REPLACE.

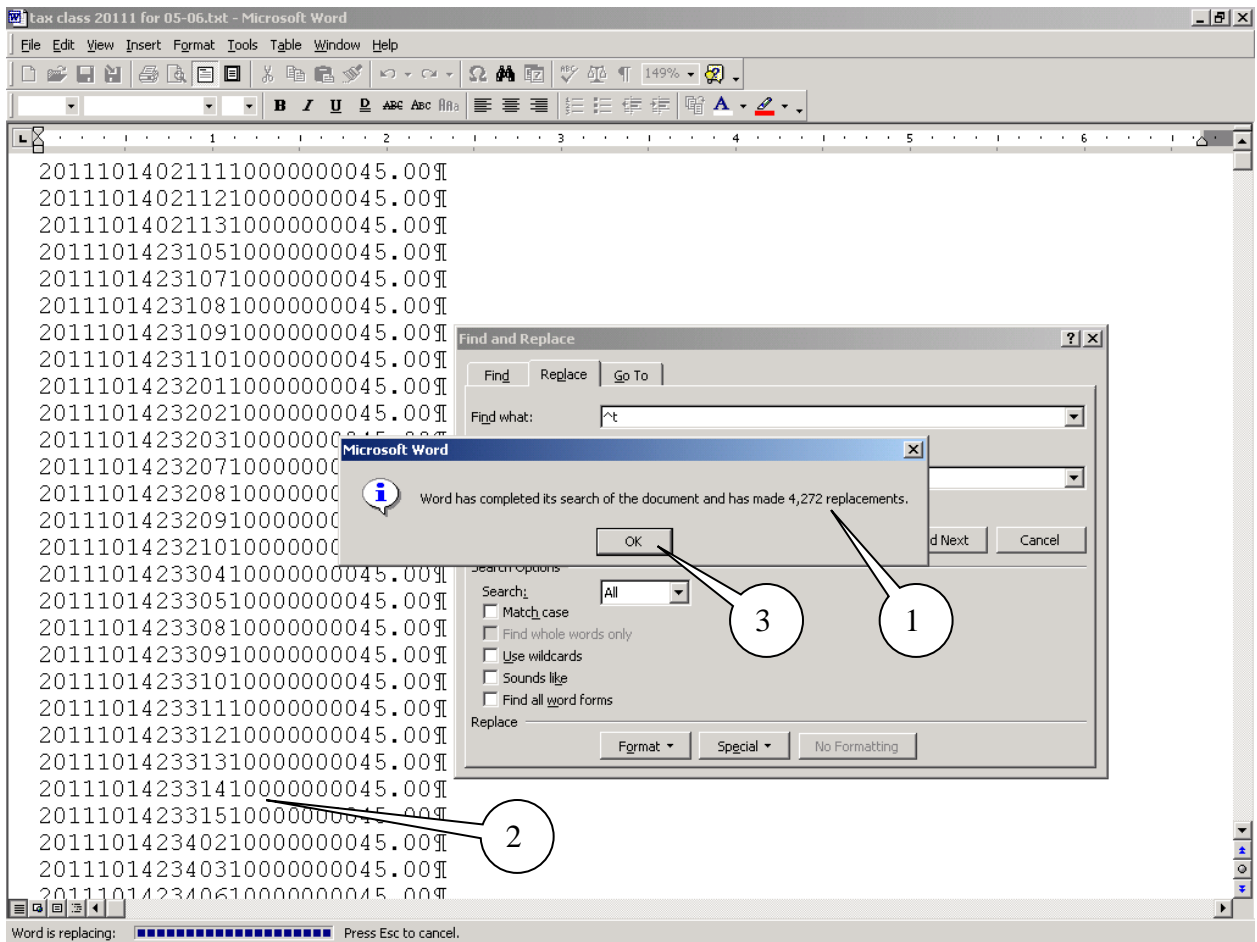


1. Click SPECIAL.
2. Click TAB CHARACTER.

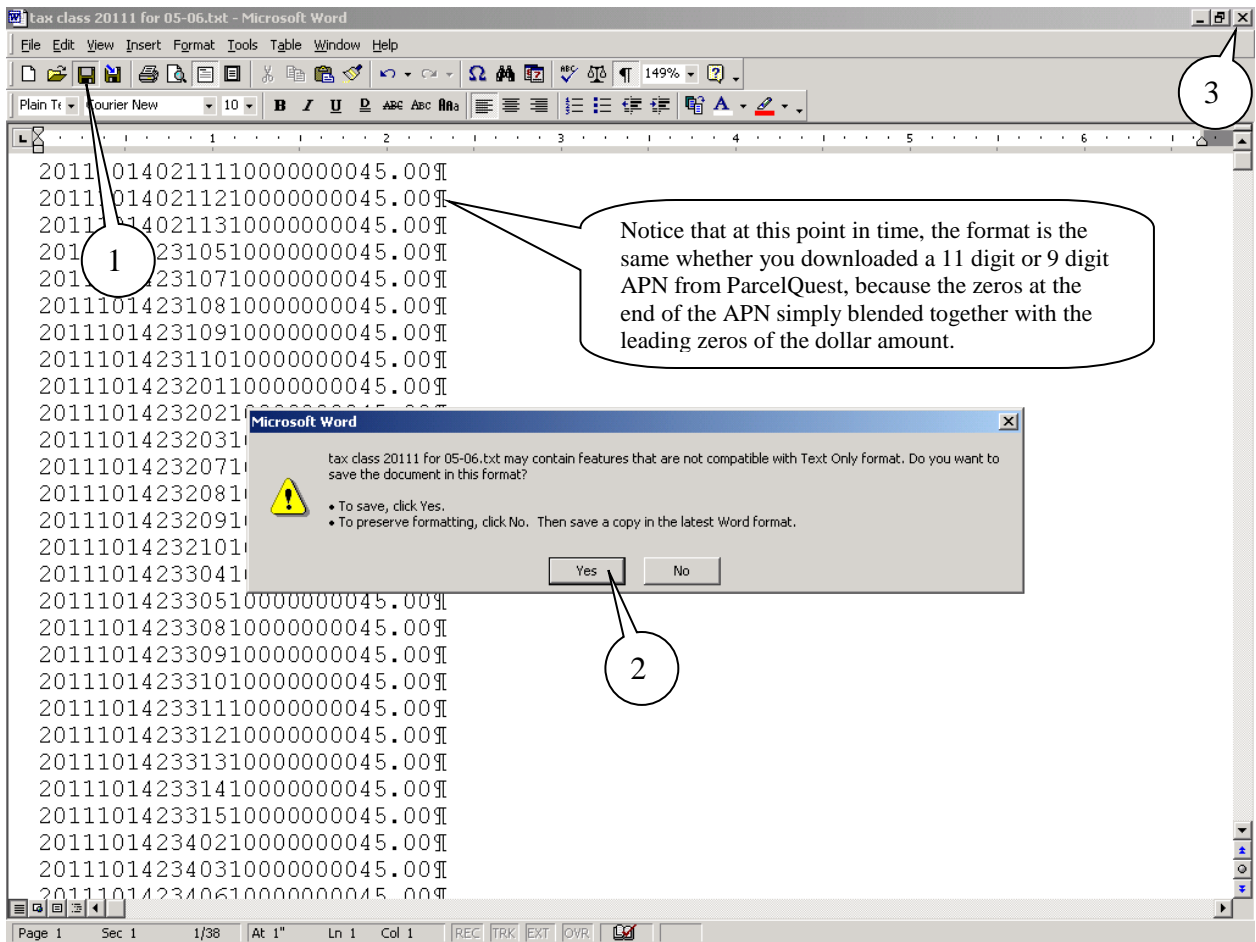


1. Word will put ^t in the “find what” area.

2. Click REPLACE ALL.



1. Word will indicate how many items it has changed.
2. Notice there are no longer "tabs" or "spaces" in the data.
3. Click OK.



1. Click the SAVE icon. The file will stay in the \*.TXT format.
2. Click YES if this message displays to keep the file in the \*.TXT format.
3. Exit Word.

**Give a copy of this file to the Auditor along with the other required items (see annual requirements list letter which can be found on the Auditor's website). You may email the file if desired.**