

# PA-TEDtrac

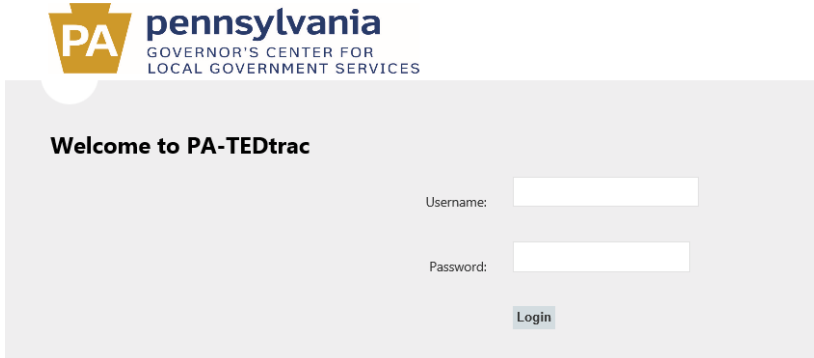
## County User Manual

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## Login

To login, please go to: <http://apps.dced.pa.gov/patedtrac/>



The screenshot shows the login interface for PA-TEDtrac. At the top left is the Pennsylvania logo and the text "pennsylvania GOVERNOR'S CENTER FOR LOCAL GOVERNMENT SERVICES". Below this is the heading "Welcome to PA-TEDtrac". The login form consists of two input fields: "Username:" and "Password:". Below the password field is a "Login" button.

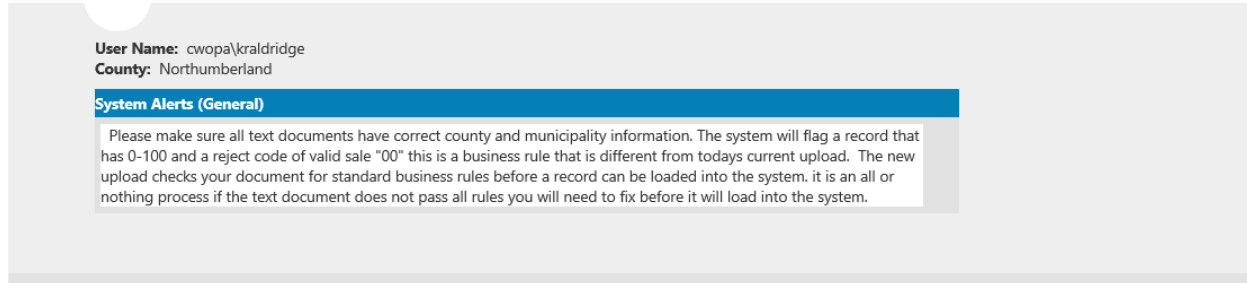
**Note:** *Your login credentials remain the same as when you logged into STEBtrac.*

- When logging in, please use **user\** in front of your username.
- If you **do not** have an account, please do the following:
  - Go to [www.login.state.pa.us](http://www.login.state.pa.us) and register for an account. After creating an account, please email the following information to [PA-TED@pa.gov](mailto:PA-TED@pa.gov)
    - First AND Last Name
    - Username
    - Email address
    - County
    - Clerk or Manager
    - Telephone #
  - If you have **forgotten** your password, go to [www.login.state.pa.us](http://www.login.state.pa.us) and select "Forgot Password".

## Home

Upon login, users will be redirected to the home screen. The home screen will display the username and county of the user that is logged in. The **Home** screen will also display any **alerts** posted by the STEB Administrators.

Example:



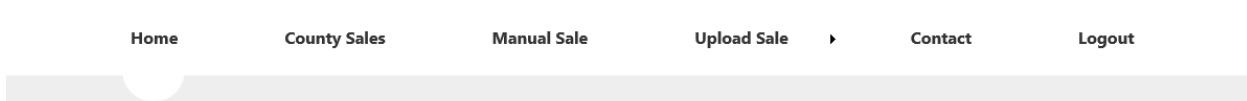
**User Name:** cwopa\kraldridge  
**County:** Northumberland

**System Alerts (General)**

Please make sure all text documents have correct county and municipality information. The system will flag a record that has 0-100 and a reject code of valid sale "00" this is a business rule that is different from today's current upload. The new upload checks your document for standard business rules before a record can be loaded into the system. It is an all or nothing process if the text document does not pass all rules you will need to fix before it will load into the system.

## County User

Menu Options (Clerk)



Home    County Sales    Manual Sale    Upload Sale ▶    Contact    Logout

## Sales Entry

The clerk has two options to upload sales.

1. Manual Entry
2. Upload (*preferred*)

### Manual Entry

- Select **Manual Sale** from the menu bar.
- Complete the manual sales entry form
  - All fields must be filled before submitting a sale.
  - All Parcel#'s must begin with the letter **P**.

## Sales Entry

Parcel ID:	<input type="text"/>	County:	Lebanon	Municipality:	--Select--
Year:	--Select--	Month:	--Select--	Assessed Value:	<input type="text"/>
Sale Price:	<input type="text"/>	Land Use:	--Select--	Reject Code:	--Select--

- Select **Next Sale** to enter more sales, or if complete go to next step.
- Select **View Sales** to review all the sales you have entered.

## Upload

- Select **Upload Sale** from the menu bar.
- Browse to the document you wish to upload.


Please select a file to load.

- Click **Check File**
  - **Note:** This step will check for any errors in your upload file.

## Upload Errors

If any errors are found, the document will not upload, until the errors are corrected. Please reference the **TED UPLOAD DOCUMENT**, for help in identifying your errors.

Error Example:

 **REVIEW INFORMATION BELOW**

- PLEASE REVIEW POSSIBLE ERRORS OR DUPLICATE RECORDS....
- SALES RECORD EXISTS IN THE SYSTEM. PLEASE CHECK PARCEL NUMBER: PZZ9-5- ROW(1)
- SALES RECORD EXISTS IN THE SYSTEM. PLEASE CHECK PARCEL NUMBER: P2324Z- ROW(2)
- SALES RECORD EXISTS IN THE SYSTEM. PLEASE CHECK PARCEL NUMBER: P9195L- ROW(3)
- SALES RECORD EXISTS IN THE SYSTEM. PLEASE CHECK PARCEL NUMBER: P4399- ROW(4)

Please select a file to load.

### Upload Approval

If no errors are detected, your records will load and display in a grid. Please review all records that have been uploaded for accuracy.

[Approve All Records](#) [Edit Records](#)

Month	Year	County	Muni	Property	Price	Assessed	Reject	Parcel	Created	Source
6	2013	6	1819	4000	\$45,000.00	\$49,100.00	00	P05530626791194 S01	8/6/2014 10:43:30 AM	BerksTest3.txt
6	2013	6	1819	1000	\$60,000.00	\$34,800.00	00	P05530626791194 S02	8/6/2014 10:43:30 AM	BerksTest3.txt
6	2013	6	1819	1000	\$2,000.00	\$65,900.00	08	P05530626791194 S03	8/6/2014 10:43:30 AM	BerksTest3.txt

- If you have any changes to make, please click **Edit Records** at this time. This will redirect you to the County Screen to edit records.
- If you do not have any changes and wish to approve your records, to send them to your manager for approval, please click **Approve All Records** at this time. They will disappear from your view and be read for your Manager to approve.

### Upload Details Report

If you wish to view all sales that you have uploaded, prior to approving them, there is a report that exports to an excel document that you can print off, to review all of your sales.

After an upload is complete, it will appear under **Upload Sales** in the **Upload Detail Report**.

The following excel report will export a text version of the source file converting ID's to text. If the file has been loaded to Steb Trac System transfer will = True

BerksTest3.txt ▼

**Export Report**

Reports can be exported by selecting the file you uploaded and clicking **Export Report**.

### Sales Approval/Edits (Clerk)

To view all county sales that have been entered and not yet approved, go to the menu bar and Select **County Sales**.

#### County Sales (Clerk)

For Sales that were not immediately approved by the clerk after upload or were manually entered, this is the screen where the clerk can edit and Approve Sales. Note: It is necessary for the clerk to approve their sales. If a clerk does not approve their sales, the manager will not be able to view them for their approval.

There are two methods of filtering records to view them. The user can sort by Municipality, or if they know the Parcel#, they can sort by a specific record.



# pennsylvania

GOVERNOR'S CENTER FOR LOCAL GOVERNMENT SERVICES

## County Sales & Approvals

Select Municipality:

--Select--

Enter Parcel Number:

Filter

Ready to Approve

Approve All Records

\*Note: ALL Records will Approve, even when filtered.

	CA	Sale Price	Assessed Value	Year	Month	LandUse	Muni	County	Reject	Ratio	Parcel#
<a href="#">Select</a>	<input type="checkbox"/>	\$45,000.00	\$49,100.00	2013	6	Commercial	Reading City	Berks	Valid Sale	1.0911111111	P05530626791194 S01
<a href="#">Select</a>	<input type="checkbox"/>	\$60,000.00	\$34,800.00	2013	6	Residential	Reading City	Berks	Valid Sale	0.5800000000	P05530626791194 S02
<a href="#">Select</a>	<input type="checkbox"/>	\$2,000.00	\$65,900.00	2013	6	Residential	Reading City	Berks	Forced/Sheriff	32.9500000000	P05530626791194 S03
<a href="#">Select</a>	<input type="checkbox"/>	\$555,000.00	\$600,000.00	2013	9	Oil/Gas/Min.	Fleetwood Borough	Berks	Valid Sale	1.0810810811	P00ZZ12

**Clerk Approval** – to approve the records, check the box next to “Ready to Approve” and then click the **Approve All Records** box. Note: ALL Records will approve, even when filtered – please make any/all edits prior to approving. Records will no longer be able to viewed, upon approval, except to the County Manager.

**Edit Record:** To edit any information on a record (Prior to approval), click select next to record to be edited. This will redirect you back to the Manual Screen. You will be able to edit all fields EXCEPT Parcel# that cannot be edited. Click submit and your sale will update.

## County Manager

### Menu Options (Manager)



Managers have the same view as County Clerks. It is not necessary for the County to Manager to use the **Manual Sale** or the **Upload Sale** screens. They are available however, in the event that the County Clerk is not available, and the County Manager wished to do sale entries. For instructions to use those two screens, please visit the section under the Clerk section above, for instructions.

## Sales Approval/Edits (Manager)

To view all county sales that have been entered and not yet approved, go to the menu bar and Select **County Sales**.

### County Sales (Manager)

To approve sales to be sent to the TED Staff at DCED, the County Manager will need to approve sales entered by their County. The Manager will be able to view ALL unapproved, submitted sales in the **County Sales** screen.

- Records can be filtered by Municipality and by Parcel Number.

### County Sales & Approvals

Select Municipality:

--Select--

Enter Parcel Number:

Filter

Ready to Approve

Approve All Records

\*Note: ALL Records will Approve, even when filtererd.

	CA	MA	Sale Price	Assessed Value	Year	Month	LandUse	Muni	County	Reject	Ratio	Parcel#
Select	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$45,058.00	\$49,158.00	2013	1	Oil/Gas/Min.	Sinking Spring Borough	Berks	Multiple-Parcel	1.0909938302	P1234567890
Select	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$45,059.00	\$49,159.00	2013	1	Land (More than 10 Acres)	South Heidelberg Township	Berks	Estate Sale	1.0909918107	P0987654321

The column "CA" that has the boxes check shows that a Clerk has entered and approved them. They are now waiting for Manager Approval. *A manager can still view approve without the Clerk Approval box being checked.*

**Manager Approval** – to approve the records, check the box next to "Ready to Approve" and then click the **Approve All Records** box. Note: ALL Records will approve, even when filtered – please make any/all edits prior to approving. Records will no longer be able to viewed, upon approval, except to the County Manager.

**Edit Record:** To edit any information on a record (Prior to approval), click select next to record to be edited. This will redirect you back to the Manual Screen. You will be able to edit all fields EXCEPT Parcel# that cannot be edited. Click submit and your sale will update.

**NOTE:** Both the Manual and Upload Screens are available in the Manager view, in the event that the Manager needs to go in and act on behalf of the Clerk.

**\*NOTE: Once all sales have been approved, they will no longer be in view and be available to the TED staff for their approval.**

## Contact

If you require assistance, please contact the TED staff:

### Phone:

**Main:** 717-787-5950

### Email:

**Support:** [PA-TED@pa.gov](mailto:PA-TED@pa.gov)

### Address:

Department of Community & Economic Development  
Tax Equalization Division  
Commonwealth Keystone Building  
400 North St., 4th Floor  
Harrisburg, PA 17120