

PA-TEDTRAC UPLOAD DOCUMENT PROCESS

State Tax Equalization Board | August 2020



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PA-TEDtrac Upload Document Process

The following document explains the business process for which is used by county assessment offices to properly format the Upload Sales Data File to be used in the Upload Sales Process.

Please refer to the *STEB TEDTrac County User Manual* for additional upload and user guidance.

File Document Information

Naming Convention:

Counties will use a generic text file document naming convention of County Code, Month and Reporting Year. This naming of the file will be saved to each monthly text file submitted to STEB and can be exported by county users from the Upload Sales in the Upload Detail Report in the TEDTrac system.

Example File Name: 67032020.txt, County Code of 67 and the file date of March 2020.

Required Data:

Each deed transfer entered into the TEDTrac system must contain at least the following; Parcel ID, County, Municipality, Year, Month, Sale Price, Assessed Value, Land Use Code and Validation/Rejection Code. The individual sale will be formatted into a delimited string of characters found in the rows contained within the file.

Default String Details

Example String:

1032000000671111000099000000000200000000020000312P

Same example of String broken down into character sections:

1	03	20	000	00	67	1111	0000	99	0000000002	0000000002	00003	12	P{50}
G1	G2	G3	G4	G5	G6	G7	G8	G9	G10	G11	G12	G13	G14

****Red indicates current unused locations**

Definition of each character section:

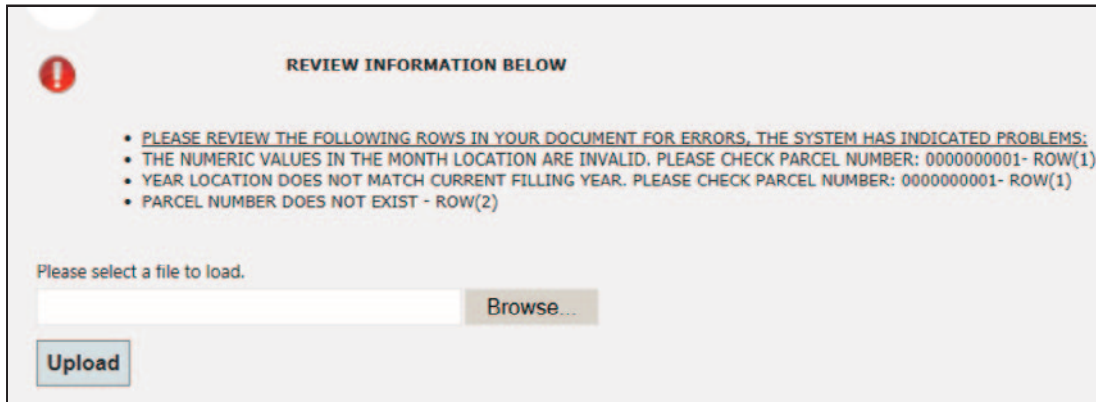
CHARACTER	LENGTH	DETAILS
Total String Length	100 digits: first 50 digits to and including the P (parcel number) plus the following additional 50 digits after the letter P	If string is greater than 100, a flag error will be triggered.
G1 (1) Default	1-digit: default indicator	Must be the numeral 1, if not 1 it will cause a flag error.
G2 (2) Month	2-digit	Must be a valid value for each month's corresponding number from 01 (January) to 12 (December), all other numbers will cause a flag error.
G3 (2) Year	2-digit	Must be a current reporting year for which sales are being submitted, if the sale occurred in the previous year or the wrong reporting year is indicated, the system will not accept it and will cause a flag error.
G4 (3) Book # <i>*In the past this was used as part of the Deed "Book" and Page details. A county may continue to use this if it conforms to the character spacing criteria.</i>	3-digit: this is a place holder	Currently is not in use. However, the string must contain three numeric values. The suggested values are to use all zeros (000), if the length is missing any of these values it will cause a flag error
G5 (2) Page # <i>*In the past this was used as part of the Deed Book and "Page" details. A county may continue to use this if it conforms to the character spacing criteria.</i>	2-digit: this is a place holder	Currently is not in use. However, the string must contain two numeric values. The suggested values are to use all zeros (00), if the length is missing any of these values it will cause a flag error.
G6 (2) County Code	2-digit	Must be a valid county number, any invalid code will cause a flag error.
G7 (4) Muni Code	4-digit	Must be a valid STEB municipality code associated with the county's 2-digit County Code. The system will cross-check the codes and must contain four numeric values, if the code is incorrect or if the length is missing any of these values it will cause a flag error.
G8 (4) Property (Land Use)	4-digit	Must be a valid STEB land use codes. The system will cross-check the codes and must contain four numeric values, if the code is incorrect or if the length is missing any of these values it will cause a flag error. For the list of acceptable land use codes, please refer to the <i>STEB Sales Validation and Submission Operations Manual</i> .

<p>G9 (2) Ward</p> <p><i>*In the past this was used as an identifier to which ward within a city. A county may continue to use this if it conforms to the character spacing criteria.</i></p>	<p>2-digit: place holder</p>	<p>Currently is not in use. However, the string must contain two numeric values. The suggested values are to use all zeros (00), if the length is missing any of these values it will cause a flag error.</p>
<p>G10 (10) Sales Price</p>	<p>10-digit</p>	<p>Sale Price must contain only numeric values and be 10-digits in length. Values are to be proceeded with zeros to make the accepted length. No special characters such as dollar sign (\$), comma (,) or decimal point (.) is accepted and if the length is missing any of these values it will cause a flag error.</p>
<p>G11 (10) Assessed Values</p>	<p>10-digit</p>	<p>Assessed Values must contain only numeric values and be 10-digits in length. Values are to be proceeded with zeros to make the accepted length. No special characters such as dollar sign (\$), comma (,) or decimal point (.) is accepted and if the length is missing any of these values it will cause a flag error.</p>
<p>G12 (5) Ratio A/S</p>	<p>5-digit: place holder</p>	<p>A/S Ratio is a STEB calculated field and contains five numeric values. Values are to use all zeros (00000). If a value other than the zeros is entered in this string position, the system will not recognize the value and the calculated A/S Ratio will overwrite the value entered.</p>
<p>G13 (2) Reject Code</p>	<p>2-digit</p>	<p>Must be a valid STEB Validation/Rejection code. The system will cross-check the codes and must contain two numeric values, if the code is incorrect or if the length is missing any of these values it will cause a flag error. For the list of acceptable validation/rejection codes, please refer to the <i>STEB Sales Validation and Submission Operations Manual</i>.</p>
<p>G14 R{50} Parcel ID</p>	<p>1-digit: Must be the letter P plus any additional 50 characters to make unique</p>	<p>This is a mandatory field. It must contain the letter P followed by the parcel number and may contain any type of characters in this string. This parcel number will be used to identify sales records in the system and must be unique. Any records containing two or more of the same parcel numbers will cause a flag error. If the parcel transfers more than one time in the reporting year, the Parcel ID will need to have an additional character added to the end of the parcel number to be accepted in the system. A suggestion is to add the Deed Book and Page after the parcel identifier.</p>

Possible Flag Errors

- The file should not contain any trailing spaces, or any carriage returns at the bottom and/or between the records rows, otherwise this will be considered a failed file document and will cause an error to be flagged.
- There is a business rule check which looks at a predefined number of characters (first 50 characters in the string) and makes sure it is a correct sale up to the “P” (Parcel Number), and if any part of the sales string is incorrect an error will flag that entry.
- Parcel numbers must be assigned to each sales record and **MUST be unique**. During an electronic upload if another sales record has a duplicate parcel number, the system will not allow that record to be submitted into the new system and an error will be flagged. **Exception:** if manual entry is being completed, the system will overwrite the original parcel and the first sale will be lost. Please be cautious when manually entering all sales.
- An error message will be displayed on the screen indicating what row the parcel number and what is wrong with that string (example below for Flag Error Screen).
- There is an Error count max and once 20 errors are reached within an upload, the process will end and an indication to review the entire file before upload can continue.
- If a flag error is generated the entire document and all records in that file will be rejected until the file is fixed and uploaded again.

Example of the Flag Error Screen:



REVIEW INFORMATION BELOW

- PLEASE REVIEW THE FOLLOWING ROWS IN YOUR DOCUMENT FOR ERRORS, THE SYSTEM HAS INDICATED PROBLEMS:
- THE NUMERIC VALUES IN THE MONTH LOCATION ARE INVALID. PLEASE CHECK PARCEL NUMBER: 0000000001- ROW(1)
- YEAR LOCATION DOES NOT MATCH CURRENT FILLING YEAR. PLEASE CHECK PARCEL NUMBER: 0000000001- ROW(1)
- PARCEL NUMBER DOES NOT EXIST - ROW(2)

Please select a file to load.

Once all flag errors have been cleared the file will upload to the system. Again, please refer to the *STEB TEDTrac County User Manual* for additional upload and user guidance.

Contact

If you require assistance, please contact the STEB staff:

Phone: 717-787-5950

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