



Forest Protection

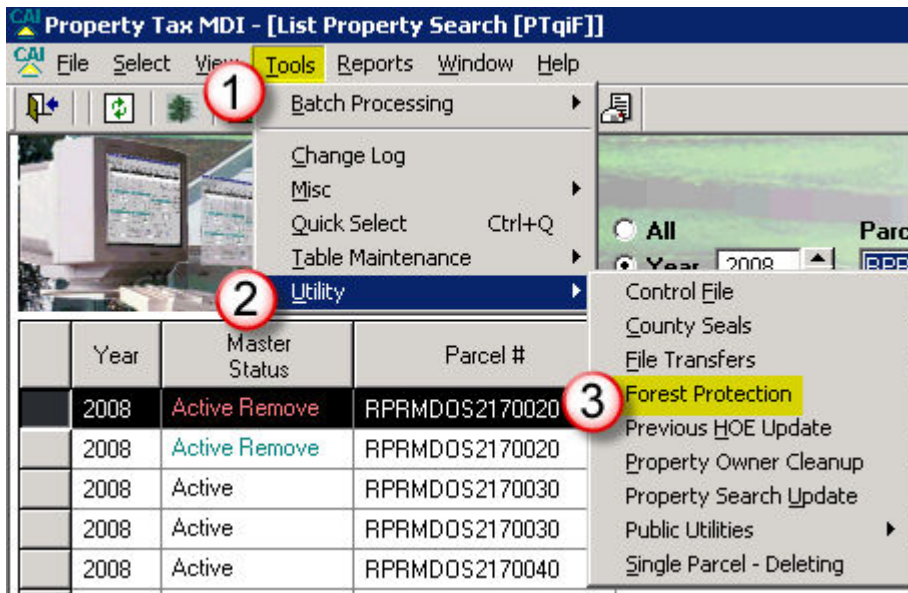
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OVERVIEW

Forest Protection tax assessment charges are entered as certifications, and are processed in two parts. One is producing change logs that are sent to the Idaho Department of Lands, and the other is to applying the tax certification charges that are received from them.

GETTING THERE

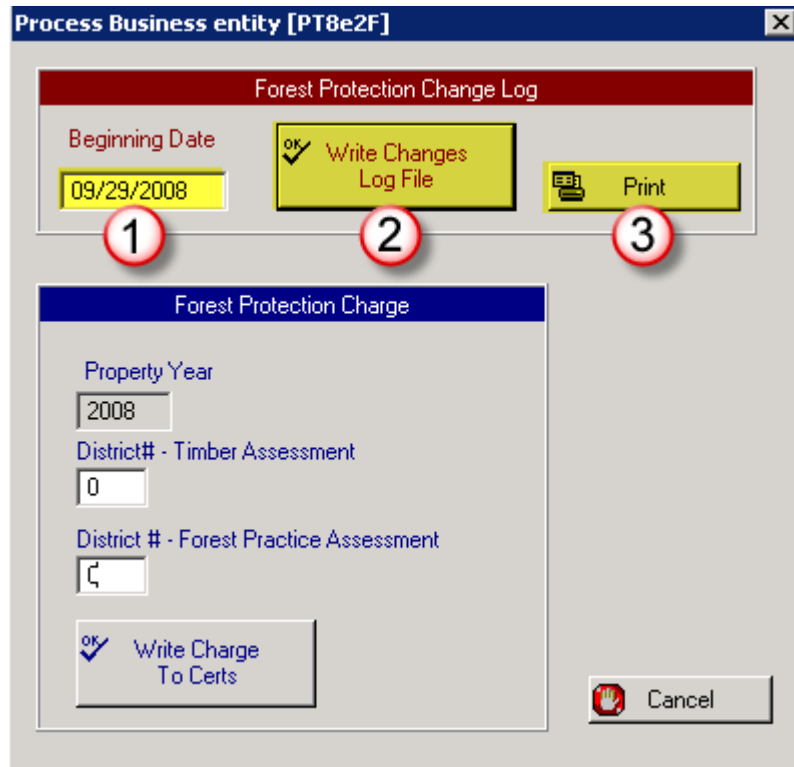


1. Click on Tools
2. Select Utility
3. Select Forest Protection

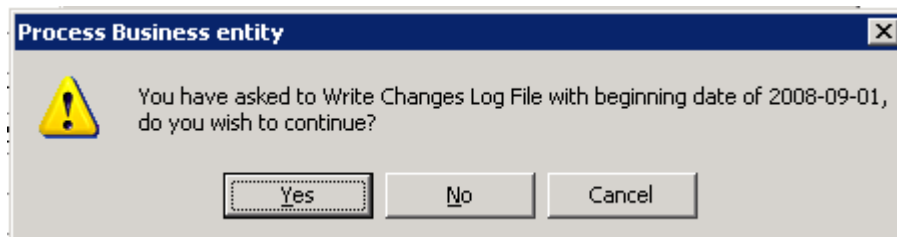
CHANGE LOG

There are a variety of Land Records actions that take place at the county that can have an effect on the Idaho Department of Lands forest protection assessments. In order for them to keep their data up to date, and to provide accurate charge files to you, they will periodically request change logs. The Property system allows you to generate both electronic and printed files as needed.

CREATE A CHANGE LOG



1. Enter the beginning change date (this date is typically provided to you by the Idaho Department of Lands whenever they request a change log)
2. Click the Write Changes Log File button
 - a. Confirm your intention to write changes



- b. You will receive this confirmation message when processing is complete

APPLY CERTIFICATION CHARGE

The Idaho Department of Lands will provide you with charge file that has to be processed. The file is first imported into the Property system, and then processed to apply charges to the parcels involved.

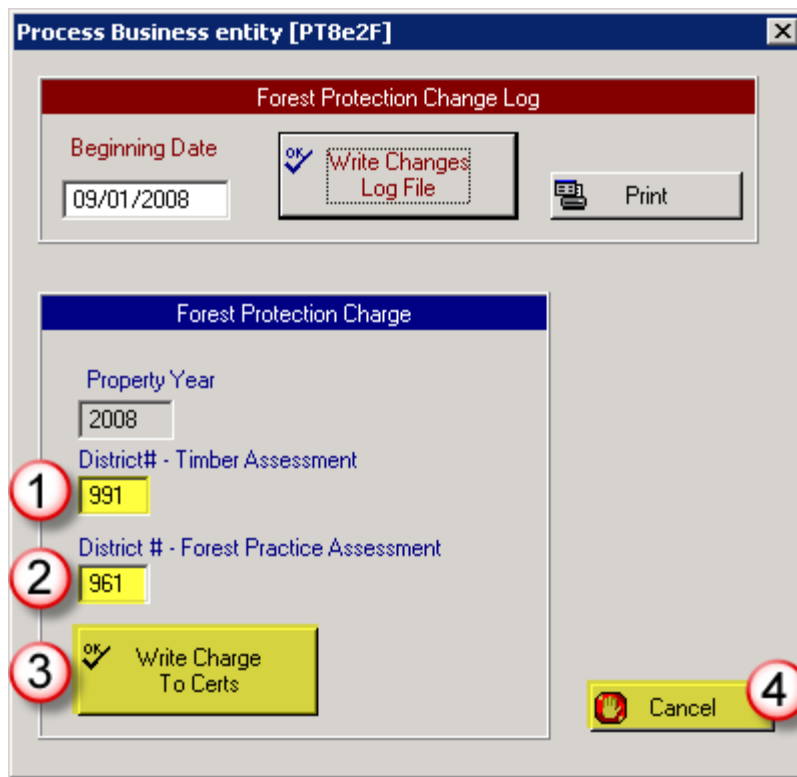
FILE IMPORT

Transferring the file is done through the File Transfer program. Refer to file transfer documentation to import the file, then return to this document to process the data.

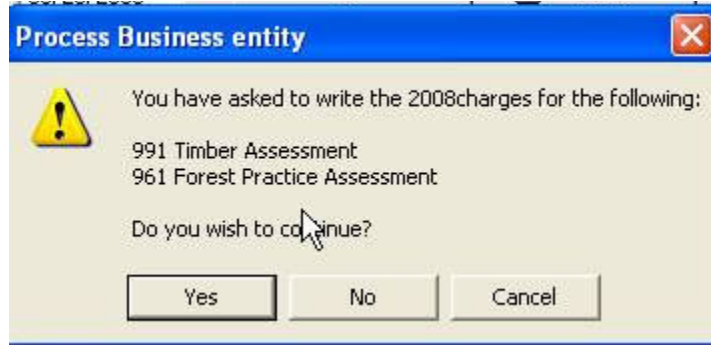
Documentation Reference: Name: **File Transfers**
 Section: **Forest Protection**
 Import Certification Charge

PROCESS CHARGES

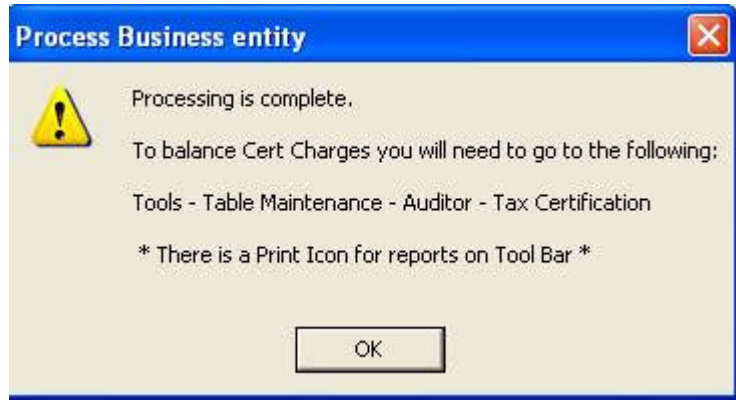
After importing the charge file, the charges have to be written to the tax certification table.



1. Enter your Timber Assessment district number (typically 991)
2. Enter your Forest Practice Assessment district number (typically 961)
3. Click on Write Charge to Certs button
 - a. Confirm your intention to write the charges

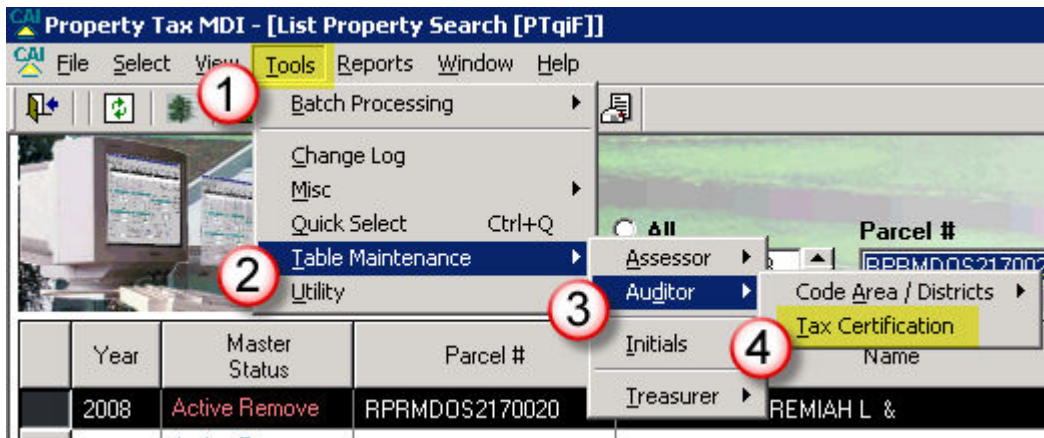


b. You will receive this confirmation message when processing is complete

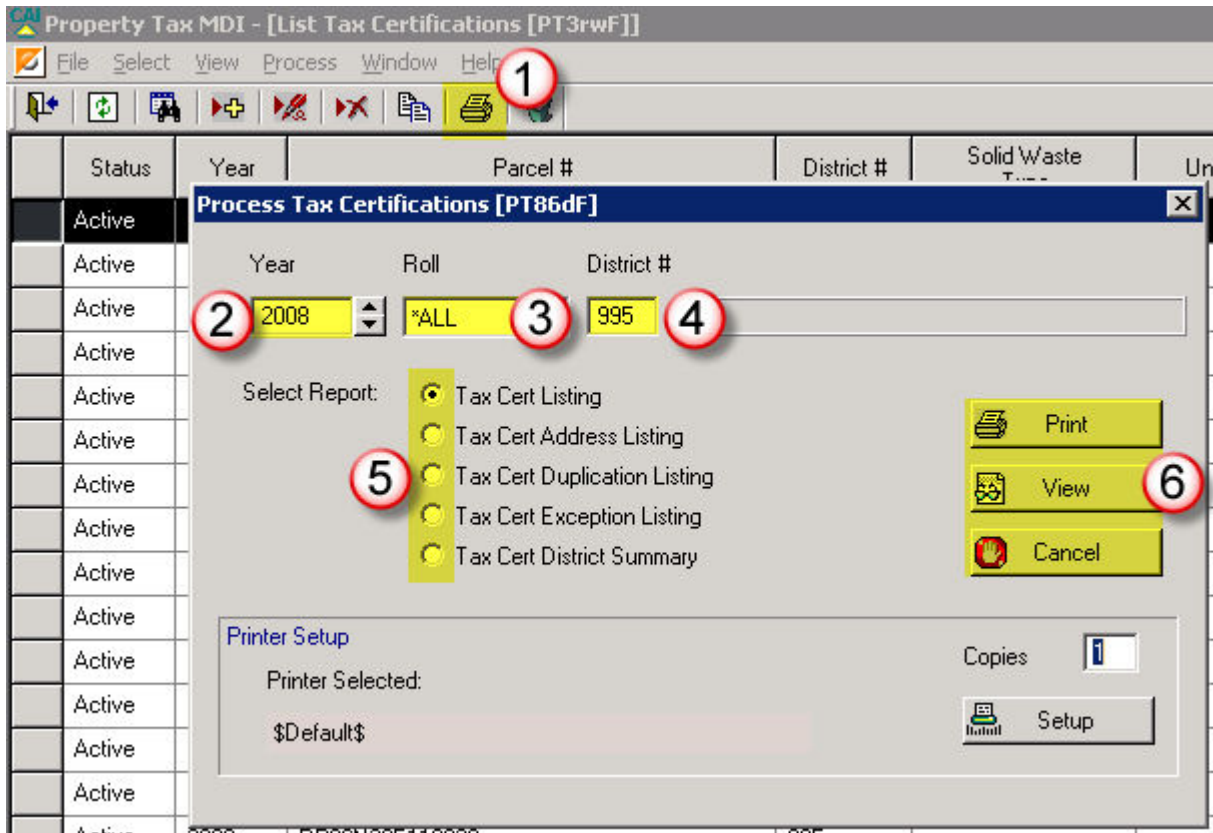


4. Click on Cancel button to exit

BALANCE CERTIFICATION CHARGES



1. Click on Tools
2. Select Table Maintenance
3. Select Auditor
4. Select Tax Certification



1. Click on the Print icon
2. Enter appropriate property year
3. Select roll (defaults to all)
4. Enter the district number (double-click district field to open list of districts to choose from)
5. Select the report to create
6. Use buttons to print, view or cancel