

Property Tax Administration

South Dakota Ratio Study



Ratio Study Training

Presented By:



David Salzer Director Business Development

CATALIS



- Review changes to ratio study workflow
- Review application workflow, features and functions
- Live Software Demonstration
- Discussion/Questions







Ratio Study Application

















CATALIS Existing Sales Workflow







Application

Ratio Study





















CATALIS 🛸 DOE Workflow

- You will be uploading sales like always
- You will be required to "Release" your validated sales to the state
- Sales that are not validated through an upload (missing sequences), will require manual validation
- This system has more features and functions than the previous, <u>but at the end of the day if your</u> <u>uploads match all sequence numbers nothing will</u> <u>change for you</u>

REMEMBER THIS INFORMATION



























Web Application Review

CATALIS

CATALIS Web Application

- Ratio Study is separate from the E-File portal:
 - https://sdsalesportal.org/
- Reason why you need separate logins
 - Browser saved credentials
- You can login from any internet connected device



Jurisdiction: Meade 🔻	Year: 2023 🔻	
	Ratios Manage sales and run ratio studies.	No Studies Found Local Verification: (0 / 78) Sales State Verification: (0 / 78) Sales

CATALIS 🛸 Home Page

Year: 2023 🔻

County Selection

Jurisdiction: Meade 🔻

→ Year Selection





Jurisdiction: Meade	▼ Year: 2023 ▼		
Lill	Ratios Manage sales and run ratio studies.	No Studies Found Local Verification: (0 / 78) Sales Sales Completed by County State Verification: (0 / 78) Sales Sales Completed by State	,

CATALIS 🛸 Sale "Index" Screen

The Sales Index screen shows all available sale records in <u>sequence order</u>

This level of data is analogous to viewing the folder tabs when you open the filing cabinet drawer Hyde / Ratios / Sales

The dropdown below allows you to see unverified sales (your work queue) and verified sales. Switching to verified sales will allow you to release sales to DOR.

Seq	- Verification	- Questions	 Instrument Date 	 Sale Price 	- Ratio	- State PID	
220115	Included	0	11/16/2022	\$398.500	0.00		
220116	Included	0	11/29/2022	\$499,000	0.00		
220117	Included	0	12/5/2022	\$175,000	0.00		
220118	Included	0	12/8/2022	\$147,500	0.00		
220119	Included	0	11/15/2022	\$74,500	0.00		
220120	Included	0	11/30/2022	\$0	-99.00		
220121	Included	0	12/20/2022	\$303,000	0.00		
220122	Included	0	12/23/2022	\$0	-99.00		
220123	Included	0	12/22/2022	\$315.000	0.00		
220124	Included	0	12/27/2022	\$0	-99.00		
230034	Included	0	1/18/2023	\$0	-99.00		
230035	Included	0	12/29/2022	\$0	-99.00		
230036	Included	0	2/9/2023	\$0	-99.00		
230037	Included	0	3/15/2023	\$0	-99.00		
230038	Included	0	3/15/2023	50	-99.00		
230039	included	0	3/15/2023	\$0	-99.00		
230040	Included	0	3/10/2023	\$0	-99.00		
230041	Included	0	3/10/2023	\$0	-99.00		

CATALIS 🛸 Sale "Index" Screen

Hyde / Ratios / Sales

Help -

The dropdown below allows you to see unverified sales (your work queue) and verified sales. Switching to verified sales will allow you to release sales to DOR.

All	~			U	pload Reports 💌
Seq	Verification	Questions	Instrument Date	Sale Price	A Ratio
220115	Included	0	11/16/2022	\$398,500	0.00
220116	Included	0	11/29/2022	\$499,000	0.00
220117	Included	0	12/5/2022	\$175,000	0.00
220118	Included	0	12/8/2022	\$147,500	0.00
220119	Included	0	11/15/2022	\$74,500	0.00
220120	Included	0	11/30/2022	\$0	-99.00
220121	Included	0	12/20/2022	\$303,000	0.00
220122	Included	0	12/23/2022	\$0	-99.00
220123	Included	0	12/22/2022	\$315,000	0.00
220124	Included	0	12/27/2022	\$0	-99.00
230034	Included	0	1/18/2023	\$0	-99.00
230035	Included	0	12/29/2022	\$0	-99.00
230036	Included	0	2/9/2023	\$0	-99.00
230037	Included	0	3/15/2023	\$0	-99.00
230038	Included	0	3/15/2023	\$0	-99.00
230039	Included	0	3/15/2023	\$0	-99.00
230040	Included	0	3/10/2023	\$0	-99.00
230041	Included	0	3/10/2023	\$0	-99.00
Showing page 1 of 5 with 123 to	tal records.				Page Size 25 V First Prev 1 2 3 4 5 Next Last

CATALIS 🛸 Sale "Index" Screen

Hyde / Ratios / Sales

Help -Sale Status Control -

All	~				Upload Repo	rts 💌
eq	 Verification 	 Questions 	 Instrument Date 	 Sale Price 	🔶 Ratio	- State PID
20115	Included	0	11/16/2022	\$398,500	0.00	
20116	Included	0	11/29/2022	\$499,000	0.00	
20117	Included	0	12/5/2022	\$175,000	0.00	
20118	Included	0	12/8/2022	\$147,500	0.00	
20119	Included	0	11/15/2022	\$74,500	0.00	
20120	Included	0	11/30/2022	\$0	-99.00	
20121	Included	0	12/20/2022	\$303,000	0.00	
20122	Included	0	12/23/2022	\$0	-99.00	
20123	Included	0	12/22/2022	\$315,000	0.00	
20124	Included	0	12/27/2022	\$0	-99.00	
30034	Included	0	1/18/2023	\$0	-99.00	
30035	Included	0	12/29/2022	\$0	-99.00	
30036	Included	0	2/9/2023	\$0	-99.00	
30037	Included	0	3/15/2023	\$0	-99.00	
30038	Included	0	3/15/2023	\$0	-99.00	
30039	Included	0	3/15/2023	\$0	-99.00	
30040	Included	0	3/10/2023	\$0	-99.00	
30041	Included	0	3/10/2023	\$0	-99.00	

CATALIS Sale "Index" Screen

Hyde / Ratios / Sales

Help Sale Status Control

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Sales Table

All	~				Upload Report	s 💌	
Seq	 Verification 	Questions	 Instrument Date 	▲ Sale Price	A Ratio	→ State PID	•
220115	Included	0	11/16/2022	\$398,500	0.00		
220116	Included	0	11/29/2022	\$499,000	0.00		
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230039	Included	0	3/15/2023	\$0	-99.00		
230040	Included	0	3/10/2023	\$0	-99.00		
230041	Included	0	3/10/2023	\$0	-99.00		

CATALIS Sale "Index" Screen

Hyde / Ratios / Sales

Sale Status Control

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	All	~			Upload	Reports 💌	
	Seq	Verification	Questions	Instrument Date	Sale Price	A Ratio	State PID
	220115	Included	0	11/16/2022	\$398,500	0.00	
	220116	Included	0	11/29/2022	\$499,000	0.00	
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	220124	Included	0	12/27/2022	\$0	-99.00	
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	230035	Included	0	12/29/2022	\$0	-99.00	
	230036	Included	0	2/9/2023	\$0	-99.00	
	230037	Included	0	3/15/2023	\$0	-99.00	
	230038	Included	0	3/15/2023	\$0	-99.00	
	230039	Included	0	3/15/2023	\$0	-99.00	
	230040	Included	0	3/10/2023	\$0	-99.00	
	230041	Included	0	3/10/2023	\$0	-99.00	
	Showing page 1 of 5 with 123 to	tal records			Dage	Size 25 M First Drav 1	2 2 4 5 Novt Last

The dropdown below allows you to see unverified sales (your work queue) and verified sales. Switching to verified sales will allow you to release sales to DOR.

Sales Table

Help

CATALIS 🛸 What is in a Sale

- The sale contains four (tabs) with different information
 - Overview: The sales overview screen shows a combination of data
 - PT-55 ROD Data
 - PIE Data for the parcel(s) involved in the sale
 - PT-55 DOE Data (Validated Sales information)
 - Properties: Controls the PIE records associated with the sale
 - Attachments: Documents or other information attached by users
 - Questions: Message board interface for State and DOE to discuss sale

CATALIS 🛸 What is in a Sale

Overview Properties Attachments Questions

					Submit
					Verify Sale
5 Register Data		Verification			
Seq	230060		Source Data	PT-55 DOE Values	
Document	066-634	Ratio	134.72%	130.95%	
nstrument Date	3/31/2023	Sale Price	\$434,000	\$434,000	
Recording Date	4/6/2023	Assessed Value	\$584,695	\$568,342	
Deed Exemption Code	Exempt-Incorrect Format Given	PY Listed Value	\$581,897	\$0	
		Reject Codes	Included	Included	
Buyer	DEBRA BORMANN SURVIVOR'S TRUST	Classification	А	А	
Mailing	39261 265TH. ST.				
	STICKNEY, SD 57375	Land Value	\$584,695	\$568,342	
Seller	DELTON BORMANN FAMILY TRUST	Improvement Value	\$0	\$0	
Mailing	39261 265TH ST. STICKNEY, SD 57375	Acreage			
Property Address		Local Commont		D BY REALTOR	
		Local comment	0,99 GOOD SALE OFFERE	DEFREATION	
R Property Information Exchange D	ata				
State PID	46003-8- 0- 6- 102-66 -1-0- View Map 🖸				
Local PID	8- 0- 6- 102-66 -1-0-				
Cat Code					
Assessed Value	\$18,993				
0	\$18,839				
Acreage (PY)	14.00 (14.00)				
Situs					
Mailing					
Owner	MICHAEL A HANTEN & MARK D HANTEN				
Legal	LOT 1 & 7 IN NE1/4 6-102-66				
*Multi-Parcel sale. See Properties tab	for details.	Verified by County User 9/12	2/2023		



 Overview
 Properties
 Attachments
 Questions

 Sale Elements
 PT-55 Register Data
 Verification

 Seq
 230060
 Ratio

46003-8- 0- 6- 102-66 -1-0- View Map

MICHAEL A HANTEN & MARK D HANTEN

LOT 1 & 7 IN NE1/4 6-102-66

8-0-6-102-66-1-0-

\$18,993

\$18,839

14.00 (14.00)

Instrument Date	3/31/2023
Recording Date	4/6/2023
Deed Exemption Code	Exempt-Incorrect Format Given
_	
Buyer	DEBRA BORMANN SURVIVOR'S TRUST
Mailing	39261 265TH. ST.
	STICKNEY, SD 57375
Seller	DELTON BORMANN FAMILY TRUST
Mailing	39261 265TH ST.
	STICKNEY, SD 57375

Verify Sale Source Data PT-55 DOE Values 134.72% 130.95% Sale Price \$434.000 \$434.000 Assessed Value \$584,695 \$568,342 PY Listed Value \$581.897 \$0 Reject Codes Included Included Classification А Α Land Value \$584,695 \$568,342 Improvement Value \$0 \$0 Acreage

Local Comment

0,99 GOOD SALE OFFERED BY REALTOR

0	A	-
- >	ιu	s

Acreage (PY)

0

State PID

Local PID

Cat Code Assessed Value

Property Address

DOR Property Information Exchange Data

Mailing

Owner

Legal
"Multi-Parcel sale. See Properties tab for details.

Verified by County User | 9/12/2023

 \checkmark

Submit

CATALIS 🛸 Sale Screen: Overview

Overview Properties Attachments Questions

PT-55 Register Data

55 Register Data	
0.0	220060
seq	250000
Document	066-634
Instrument Date	3/31/2023
Recording Date	4/6/2023
Deed Exemption Code	Exempt-Incorrect Format Given
Buyer	DEBRA BORMANN SURVIVOR'S TRUST
Mailing	39261 265TH. ST.
	STICKNEY, SD 57375
Seller	DELTON BORMANN FAMILY TRUST
Mailing	39261 265TH ST.
	STICKNEY, SD 57375
Property Address	

			Submit	~
			Verify Sale	>
Verification				
	Source Data	PT-55 DOE Values		
Ratio	134.72%	130.95%		
Sale Price	\$434,000	\$434,000		
Assessed Value	\$584,695	\$568,342		
PY Listed Value	\$581,897	\$0		
Reject Codes	Included	Included		
Classification	А	А		
Land Value	\$584,695	\$568,342		
Improvement Value	\$0	\$0		
Acreage				
Local Comment	0,99 GOOD SALE OFFERE	D BY REALTOR		

DOR Property Information Exchange Data

*Multi-Parcel sale. See Properties tab for details.

State PID	<u>46003-8- 0- 6- 102-66 -1-0-</u> View Map 【
Local PID	8- 0- 6- 102-66 -1-0-
Cat Code	
Assessed Value	\$18,993
0	\$18,839
Acreage (PY)	14.00 (14.00)
Situs	
Mailing	
Owner	MICHAEL A HANTEN & MARK D HANTEN
Legal	LOT 1 & 7 IN NE1/4 6-102-66

CATALIS 🛸 Sale Screen: Overview

Overview Properties Attachments Questions

Control Control rt Date 310,023 rg Date 46,023 emption Code Beenpt-incorrect Format Given DEBRA BORMANN SURVOYOR'S TRUST Sale Price 3261 Safti STI, STI, STI, STI, STI, STI, STI, STI,						
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ID 8-0-6-102-66-1-0- de 518,993 s18,839 518,839 je (PY) 14.00 (14.00) junchaela Hanten & MARK D HANTEN LOT 1 & 7 IN NE1/4 6-102-66 varcel sole. See Properties tab for details. Verified by County User 9/12/2023	tate PID	46003-8- 0- 6- 102-66 -1-0- View Map				
ed Value \$18,993 \$18,839 je (PY) 14.00 (14.00) J MICHAELA HANTEN & MARK D HANTEN LOT 1 & 7 IN NE1/4 6-102-66 'arcel sole. See Properties tab for details: Verified by County User 9/12/2023	ocal PID	8- 0- 6- 102-66 -1-0-				
s18,839 je (PY) 14.00 (14.00) MICHAEL A HANTEN & MARK D HANTEN LOT 1 & 7 IN NE1/4 6-102-66 'arcel sole. See Properties tab for details. Verified by County User 9/12/2023	ssessed Value	\$19.002				
<pre>pe (PY) 14.00 (14.00) g MICHAEL A HANTEN & MARK D HANTEN LOT 1 & 7 IN NE1/4 6-102-66 'arcel sole. See Properties tab for details.</pre>		\$18,839				
MICHAEL A HANTEN & MARK D HANTEN LOT 1 & 7 IN NE1/4 6-102-66 'arcel sole. See Properties tab for details. Verified by County User 9/12/2023	creage (PV)	14.00 (14.00)				
g MICHAEL A HANTEN & MARK D HANTEN LOT 1 & 7 IN NE1/4 6-102-66 'arcel sole. See Properties tab for details. 'arcel sole. See Properties tab for details.	litus					
MICHAEL A HANTEN & MARK D HANTEN LOT 1 & 7 IN NE1/4 6-102-66 Verified by County User 9/12/2023	Aailing					
LOT 1 & 7 IN NE1/4 6-102-66 Verified by County User 9/12/2023	Jwner	MICHAEL A HANTEN & MARK D HANTEN				
Parcel sale. See Properties tab for details. Verified by County User 9/12/2023	egal	LOT 1 & 7 IN NE1/4 6-102-66				
	<u>Multi-Parcel sale. See Properties t</u>	ab for details.	Verified by County User 9/12	/2023		

CATALIS Sale Screen: Overview

Overview Properties Attachments Questions

					Subm
					Verify Sale
ster Data		Verification			
	220060		Source Data	DT-55 DOE Values	
cument	066-634	Ratio	134 72%	120 05%	
strument Date	3/31/2023	Sale Price	\$434.000	\$434,000	
ecording Date	4/6/2023	Assessed Value	\$584.695	\$568.342	
eed Exemption Code	Exempt-Incorrect Format Given	PV Listed Value	\$581,897	\$0	
eu Exemption couc	Exclupe incorrect format ower	Reject Codes	Included	Included	
IVer	DEBRA BORMANN SURVIVOR'S TRUST	Classification	٨	٨	
Aailing	30261 265TH ST	classification	0	C C	
anng	STICKNEY, SD 57375	Land Value	\$584.695	\$568 342	
eller	DELTON BORMANN FAMILY TRUST	Improvement Value	\$0	\$0	
failing	39261 265TH ST.	Acreage	* *		
	STICKNEY, SD 57375	-			
roperty Address		Local Comment	0,99 GOOD SALE OFFERE	D BY REALTOR	
Property Information Exchange D	lata				
ate PID	46003-8- 0- 6- 102-66 -1-0- View Map	6.	le Verifierti	0.10	
ocal PID	8- 0- 6- 102-66 -1-0-	Sd	ie vernicati	on	
at Code					
ssessed Value	\$18,993				
	\$18,839				
creage (PY)	14.00 (14.00)				
tus					
lailing					
wner	MICHAEL A HANTEN & MARK D HANTEN				
egal	LOT 1 & 7 IN NE1/4 6-102-66				

CATALIS 🛸 Sale Screen: Overview

Overview Properties Attachments Questions

PT-55 Register Data

	Con	trols -	Submit Verify Sale
rification			
	Source Data	PT-55 DOE Values	
Ratio	134.72%	130.95%	
Sale Price	\$434,000	\$434,000	
Assessed Value	\$584,695	\$568,342	
PY Listed Value	\$581,897	\$0	
Reject Codes	Included	Included	
Classification	А	А	
Land Value	\$584,695	\$568,342	
Improvement Value	\$0	\$0	
Acreage			
Local Comment	0.99 GOOD SALE OFFERE	D BY REALTOR	

eq	230060
Document	066-634
nstrument Date	3/31/2023
Recording Date	4/6/2023
Deed Exemption Code	Exempt-Incorrect Format Given
Buyer	DEBRA BORMANN SURVIVOR'S TRUST
Mailing	39261 265TH. ST.
	STICKNEY, SD 57375
Seller	DELTON BORMANN FAMILY TRUST
Mailing	39261 265TH ST.
	STICKNEY, SD 57375

DOR Property Information Exchange Data

State PID	<u>46003-8- 0- 6- 102-66 -1-0-</u> View Map 🖸
Local PID	8- 0- 6- 102-66 -1-0-
Cat Code	
Assessed Value	\$18,993
0	\$18,839
Acreage (PY)	14.00 (14.00)
Situs	
Mailing	
Owner	MICHAEL A HANTEN & MARK D HANTEN
Legal	LOT 1 & 7 IN NE1/4 6-102-66
*Multi-Parcel sale. See Properties tab for details.	

 \checkmark



Aurora (20	23) / Sales / Properties						
Overview	Properties Attachments	Questions					
Propertie	s (Buyer: TOM J. SCOTT, Seller:	PATRICIA A. KNIGGE, Address:)					
	Add Property					Reports 🔹	•
	State PID	Parcel ID	Situs	Owner	Legal	Value PY	Value
~	31- 101- 1- 40-0-00001	31- 101- 1- 40-0-00001		LYNN A ANDERSON & JOLENE M ANDERSON	LOTS 1 & 2 & E 20' LOT 3 BLK 4 ORIGINAL ADDITION TO THE CITY OF PLANKINTON	\$293,300	\$293,300
Showing 1	I to 1 of 1 rows						
Total PY: Total: \$29	\$293,300 93,300						



Aurora (202	3) / Sales / Properties						
Overview	Properties Attachments Question	ns					
Properties	(Buyer: DEBRA BORMANN SURVIVOR'S TRU	UST, Seller: DELTON BORMANN FAMILY TRUS	T, Address:)			
	Add Property					Report	5 🔻
	State PID	Parcel ID	Situs	Owner	Legal	Value PY	Value
~	8- 0- 6- 102-66 -1-0-	8- 0- 6- 102-66 -1-0-		MICHAEL A HANTEN & MARK D HANTEN	LOT 1 & 7 IN NE1/4 6-102-66	\$18,839	\$18,993
~	8- 0- 6- 102-66 -2-0-	8- 0- 6- 102-66 -2-0-		MICHAEL A HANTEN & MARK D HANTEN	LOT 2, 3 & 4 & SE1/4 NW1/4 6-102-66	\$307,598	\$309,184
~	8- 0- 6- 102-66 -3-0-00001	8- 0- 6- 102-66 -3-0-00001		MICHAEL A HANTEN & MARK D HANTEN	LOT 5, 6, 8 & 9 IN SW1/4 6-102-66	\$255,460	\$256,518
Showing 1	to 3 of 3 rows						

Multi Parcel Sales

Total: \$584,695



Auro	ra (2023) / Sales / Properties							
Over	view Properties Attachm	ents Questions						
Atta	.ttachments (Buyer: DEBRA BORMANN SURVIVOR'S TRUST, Seller: DELTON BORMANN FAMILY TRUST, Address:)							
	Add Attachment Reports 👻							
	Name	Туре	Document Date	Notes	Uploaded	Uploaded By		
	No matching records found							





Aurora (2023) / Sales / Questions				
Overview Properties Attach	Questions			
Questions (Buyer: DEBRA BORMAN	N SURVIVOR'S TRUST, Seller: DELTON BORMANN FAMIL	Y TRUST, Address:)		
New Question	Release Questions	*	(Reports 💌
			-	



CATALIS 🛸 New Process

- I know, this is a lot to digest....
- This was just the background information
- The process you follow is simple
 - Load PT-55 DOE File
 - Release Verified Sales

CATALIS 🛸 New Process

- I know, this is a lot to digest....
- This was just the background information
- The process you follow is simple
 - Load PT-55 DOE File
 - Release Verified Sales

CATALIS Login and go to Sale Index

Davison / Ratios / Sales



The dropdown below allows you to see unverified sales (your work queue) and verified sales. Switching to verified sales will allow you to release sales to DOR.

Unverified	~				Upload Reports	•	
Seq	 Verification 	 Questions 	 Instrument Date 	 Sale Price 	 Ratio 	 State PID 	<u>ـ</u>
220910	Included	0	12/6/2022	\$0	-99.00		
220911	Included	0	12/6/2022	\$175,000	0.00		
220912	Included	0	7/25/2020	\$124,500	0.00		
220913	Included	0	11/30/2022	\$0	-99.00		_
220914	Included	0	12/1/2022	\$424,000	0.00		_
220915	Included	0	11/10/2022	\$0	-99.00		_
220916	Included	0	12/8/2022	\$120,000	0.00		_
220917	Included	0	12/8/2022	\$0	-99.00		
220918	Included	0	12/8/2022	\$0	-99.00		_
220919	Included	0	12/8/2022	\$55,000	0.00		
220920	Included	0	12/6/2022	\$16,000	0.00		
220921	Included	0	12/9/2022	\$4,000	0.00		_
220922	Included	0	11/16/2022	\$0	-99.00		
220923	Included	0	12/5/2022	\$115,000	0.00		
220924	Included	0	12/16/2022	\$0	-99.00		
220925	Included	0	12/16/2022	\$0	-99.00		
220926	Included	0	12/16/2022	\$260,000	0.00		
220927	Included	0	11/16/2022	\$136,500	0.00		•

Page Size 25 ✓ First Prev 3 4 5 6



CATALIS Login and go to Sale Index

Davison / Ratios / Sales

1

The dropdown below allows you to see unverified sales (your work queue) and verified sales. Switching to verified sales will allow you to release sales to DOR.

eq	 Verification 	 Questions 	 Instrument Date 	 Sale Price 	 Ratio 	 State PID
20910	Included	0	12/6/2022	\$0	-99.00	
0911	Included	0	12/6/2022	\$175,000	0.00	
0912	Included	0	7/25/2020	\$124,500	0.00	
0913	Included	0	11/30/2022	\$0	-99.00	
0914	Included	0	12/1/2022	\$424,000	0.00	
0915	Included	0	11/10/2022	\$0	-99.00	
0916	Included	0	12/8/2022	\$120,000	0.00	
0917	Included	0	12/8/2022	\$0	-99.00	
0918	Included	0	12/8/2022	\$0	-99.00	
0919	Included	0	12/8/2022	\$55,000	0.00	
0920	Included	0	12/6/2022	\$16,000	0.00	
0921	Included	0	12/9/2022	\$4,000	0.00	
0922	Included	0	11/16/2022	\$0	-99.00	
0923	Included	0	12/5/2022	\$115,000	0.00	
0924	Included	0	12/16/2022	\$0	-99.00	
0925	Included	0	12/16/2022	\$0	-99.00	
0926	Included	0	12/16/2022	\$260,000	0.00	
20927	Included	0	11/16/2022	\$136,500	0.00	

Showing page 5 of 21 with 525 total records.

Page Size 25 Y First Prev 3 4 5 6 7 Next

Last

CATALIS Select Upload Button

Davison / Ratios / Sales



The dropdown below allows you to see unverified sales (your work queue) and verified sales. Switching to verified sales will allow you to release sales to DOR.

Unverified	~	Acces	s to Upload B	Sutton -	Upload Reports	
Seq	 Verification 	 Questions 	 Instrument Date 	 Sale Price 	 Ratio 	 State PID
220910	Included	0	12/6/2022	\$0	-99.00	
220911	Included	0	12/6/2022	\$175,000	0.00	
220912	Included	0	7/25/2020	\$124,500	0.00	
220913	Included	0	11/30/2022	\$0	-99.00	
220914	Included	0	12/1/2022	\$424,000	0.00	
220915	Included	0	11/10/2022	\$0	-99.00	
220916	Included	0	12/8/2022	\$120,000	0.00	
220917	Included	0	12/8/2022	\$0	-99.00	
220918	Included	0	12/8/2022	\$0	-99.00	
220919	Included	0	12/8/2022	\$55,000	0.00	
220920	Included	0	12/6/2022	\$16,000	0.00	
220921	Included	0	12/9/2022	\$4,000	0.00	
220922	Included	0	11/16/2022	\$0	-99.00	
220923	Included	0	12/5/2022	\$115,000	0.00	
220924	Included	0	12/16/2022	\$0	-99.00	
220925	Included	0	12/16/2022	\$0	-99.00	
220926	Included	0	12/16/2022	\$260,000	0.00	
220927	Included	0	11/16/2022	\$136,500	0.00	
Showing page 5 of 21 with	h 525 total records.				Page Size 25 Y Firs	t Prev 3 4 5 6 7 Next Las

Page Size 25 Y First Prev 3 4 6 7 Next



Upload	
Upload Type	
-Select-	~
Upload File	
Select file	Browse
	Cancel Upload

iload Type		
-Select-	*	
-Select-		
PT-55 Director of Equalization (DOE)		
Select file		Brow

CATALIS 🛸 Upload Sales File

- Uploads must meet required formats
- Uploads run on a five-5 minute loop



CATALIS Release Verified Sales

Aurora / Ratios / Sales

a The dropdown below allows you to see unverified sales (your work queue) and verified sales. Switching to verified sales will allow you to release sales to DOR.

Verified	~			Release	Upload Reports	•
Seq	▲ Verification	Questions	Instrument Date	 Sale Price 	▲ Ratio	State PID
230060	Included	0	3/31/2023	\$434,000	1.31	46003-8- 0- 6- 102-66 -1-0-,4600
230061	99 - Other from Import	0	4/5/2023	\$30,000	16.77	46003-1- 0- 23- 101-63 -2-0-
230062	Included	0	1/1/2023	\$74,500	0.52	46003-33- 301- 18- 320-0-
230063	99 - Other from Import	0	4/17/2023	\$0	-99.00	46003-7- 0- 34- 102-65 -2-0-01
230064	99 - Other from Import	0	4/14/2023	\$120,000	0.28	46003-32- 206- 1- 220-0-05
230065	Included	0	4/6/2023	\$6,500	14.98	46003-32- 209- 10-3-00001,4
230066	Included	0	4/5/2023	\$0	-99.00	46003-31- 123- 150-0-
230067	99 - Other from Import	0	4/5/2023	\$0	-99.00	46003-17- 0- 11- 105-63 -4-0-
230069	99 - Other from Import	0	4/20/2023	\$0	-99.00	46003-1- 0- 23- 101-63 -2-0-
230070	99 - Other from Import	0	4/24/2023	\$0	-99.00	46003-31- 111- 1- 50-0-,46003
230071	99 - Other from Import	0	4/25/2023	\$8,000	36.66	46003-31- 101- 1- 40-0-00001

Showing page 1 of 1 with 11 total records.

Page Size 25 First Prev 1 Next Last

CATALIS Release Verified Sales

Test Server		A Confirmatio	n						
Aurora / Ratios / Sales The drapdown below allows you to see unverified sales (your work queu		2							
		Are you sure you want to	Are you sure you want to release applicable sale?						
Verified	~	2		Release	pload Reports	•			
Seq	 Verification 	- Questions	- Instrument Date	- Sale Price	- Ratio	- State PID -			
230060	Included	0	3/31/2023	\$434,000	1.31	46003-8- 0- 6- 102-66 -1-0-,4600			
230061	99 - Other from Import	0	4/5/2023	\$30,000	16.77	46003-1- 0- 23- 101-63 -2-0-			
230062	Included	0	1/1/2023	\$74,500	0.52	46003-33- 301- 18- 320-0-			
230063	99 - Other from Import	0	4/17/2023	\$0	-99.00	46003-7- 0- 34- 102-65 -2-0-01			
230064	99 - Other from Import	0	4/14/2023	\$120,000	0.28	46003-32- 206- 1- 220-0-05			
230065	Included	0	4/6/2023	\$6,500	14.98	46003-32- 209- 10-3-00001,4			
230066	Included	0	4/5/2023	\$0	-99.00	46003-31- 123- 150-0-			
230067	99 - Other from Import	0	4/5/2023	\$0	-99.00	46003-17- 0- 11- 105-63 -4-0-			
230069	99 - Other from Import	0	4/20/2023	\$0	-99.00	46003-1- 0- 23- 101-63 -2-0-			
230070	99 - Other from Import	0	4/24/2023	SO	-99.00	46003-31- 111- 1- 50-0-,46003			
230071	99 - Other from Import	0	4/25/2023	\$8,000	36.66	46003-31- 101- 1- 40-0-00001			

Showing page 1 of 1 with 11 total records

CATALIS Work All Sales that are "Unverified"

Davison / Ratios / Sales



The dropdown below allows you to see unverified sales (your work queue) and verified sales. Switching to verified sales will allow you to release sales to DOR.

Unverified	~				Upload Reports	5 🕶	
Seq	 Verification 	 Questions 	 Instrument Date 	 Sale Price 	- Ratio	 State PID 	
220910	Included	0	12/6/2022	\$0	-99.00		
220911	Included	0	12/6/2022	\$175,000	0.00		
220912	Included	0	7/25/2020	\$124,500	0.00		
220913	Included	0	11/30/2022	\$0	-99.00		
220914	Included	0	12/1/2022	\$424,000	0.00		
220915	Included	0	11/10/2022	\$0	-99.00		
220916	Included	0	12/8/2022	\$120,000	0.00		
220917	Included	0	12/8/2022	\$0	-99.00		
220918	Included	0	12/8/2022	\$0	-99.00		
220919	Included	0	12/8/2022	\$55,000	0.00		
220920	Included	0	12/6/2022	\$16,000	0.00		
220921	Included	0	12/9/2022	\$4,000	0.00		
220922	Included	0	11/16/2022	\$0	-99.00		
220923	Included	0	12/5/2022	\$115,000	0.00		
220924	Included	0	12/16/2022	\$0	-99.00		
220925	Included	0	12/16/2022	\$0	-99.00		
220926	Included	0	12/16/2022	\$260,000	0.00		
220927	Included	0	11/16/2022	\$136,500	0.00		

Showing page 5 of 21 with 525 total records.

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Last

CATALIS What About Changing Uploaded Sales?

Overview Properties Attachments Questions

PT-55 Register Data Seq Document Instrument Date Recording Date

					Submit	
				<	Verify Sale	
egister Data		Verification				
	222936		Source Data	PT-55 DOE Values		
ument	128-2917	Ratio	71.47%	75.71%		
rument Date	10/28/2022	Sale Price	\$263,000	\$263,000		
ording Date	11/1/2022	Assessed Value	\$187,959	\$199,109		
d Exemption Code	Exempt-Incorrect Format Given	PY Listed Value	\$0	\$0		
		Reject Codes	Included	Included		
er.	TALON M BUIE	Classification	D+D1	D+D1		
ing	6123 S ALKI PL SIOUX FALLS, SD 57108	Land Value	\$22,900	\$22,900		
r	JAMES III BURMA	Improvement Value	\$165.059	\$165.059		
ng	298 E CHRSTNUT ST WINDSOR, CO 80550	-				
erty Address		Local Comment				

OOR Property	Information	Exchange	Data
on roperty	monuteren	exeriange	

l	State PID	46083-283.12.01.003B View Map
l	Local PID	283.12.01.003B
l	Cat Code	
l	Assessed Value	\$206,313
l	0	\$187,959
l	Acreage (PY)	0.00 (0.00)
l	Situs	
l	Mailing	
l	Owner	BUIE, TALON M
l	Legal	SF - DONAHOE FARMS ADD - LOT 3B - BLK 1
1		

Verified by County User | 7/14/2023

CATALIS What About Changing Uploaded Sales?

			Verify Sale			
Click "Verify" to edit the sale inform	ation and/or verify the sale. Clicking "Submit" will send the sale to	the state. Note that when a sale has been sent to t	verny sale			
Overview Properties Attachmen	ts Questions			PT-55 DOE Values		
			Ratio	75.71%		
			Sale Price	263,000		
			Assessed Value	199,109		
PT-55 Register Data		Verification	PY Listed Value	0		
Seq	222936		3 2922			
Document	128-2917	Ratio	Land Value	22,900		
Instrument Date	10/28/2022	Sale Price	Improvement Value	165,059		
Recording Date	11/1/2022	Assessed Value				
Deed Exemption Code	Exempt-Incorrect Format Given	PY Listed Value Reject Codes	Reject Codes (Local)		Classification (Local)	
Buyer	TALON M BUIE	Classification	-Select-	~	D+D1	~
Mailing	6123 S ALKI PL		Comments			
	SIOUX FALLS, SD 57108	Land Value				
Seller	JAMES III BURMA	Improvement Value				
Mailing	298 E CHRSTNUT ST WINDSOR, CO 80550					1
Property Address		Local Comment			Cancel	Verify
DOR Property Information Exchange Da	ata :		<u>i</u> .			
State PID	46083-283.12.01.0038 View Map					
Local PID	263.12.01.003B					
Cat Code						
Assessed Value	\$206,313					
0	\$187,959					
Acreage (PY)	0.00 (0.00)					
Situs						
Mailing						
Owner	BUIE, TALON M					
Legal	SF - DONAHOE FARMS ADD - LOT 3B - BLK 1					
		Verified by County User 7/14/202.	3			



CATALIS

CATALIS 🛸 ROD Site Prep

- Site Preparation
 - Each county with valid ROD submissions will have their data loaded
 - Counties have three states
 - Operational
 - Backlog
 - Deficient

If your ROD has not submitted-YOU CANNOT LOAD YOUR DOE FILE

CATALIS Credentials

- If you submitted a credentials request form already it has been processed and sent to you
- If you need credentials
 - Request form: https://forms.gle/wRptcKcPmYp3GbWy6

CATALIS 🛸 Loading DOE Data

- 1. Run a sales file from 11/1/2022-7/31/2023 or 11/1/2022-8/31/2023
- 2. Validate that the output matches the state required format
- 3. Login to: https://sdpropertytaxportal.org/
- 4. Load the sales file to the portal
- 5. Release verified sales to DOR

IF YOU NEED ASSISTANCE PLEASE CONTACT SUPPORT@AXIOMNH.COM



CATALIS

