

# PARCEL TRACKING REPORT

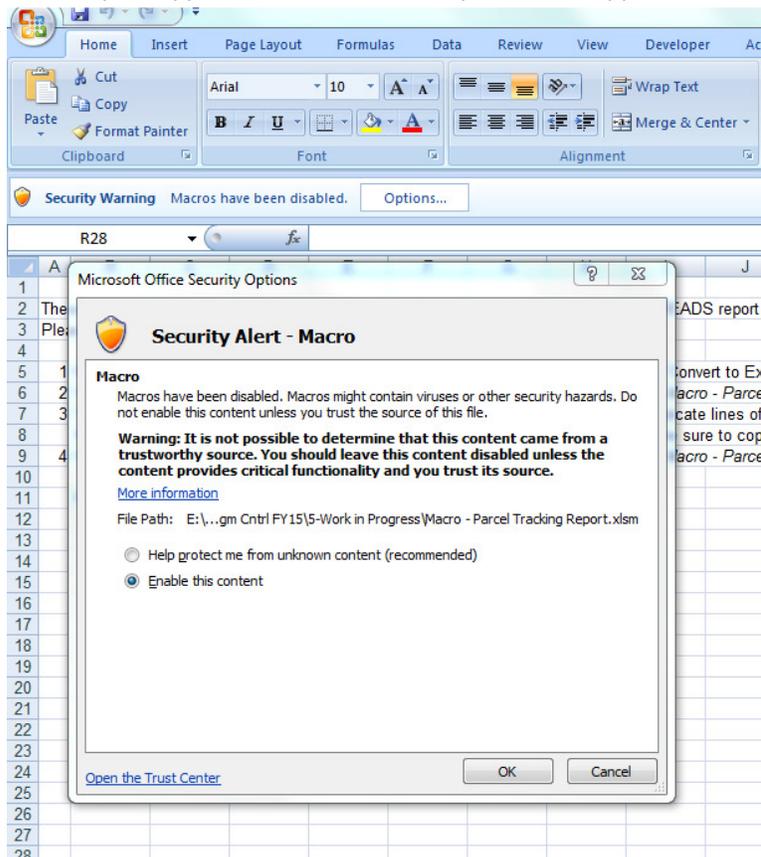
## USING EXCEL MACROS TO FORMAT AND ADD CALCULATIONS TO THE REPORT

### SINGLE USE MACRO

When running the parcel tracking report quickly on a single project only, and not part of the larger file, use the steps below.

1. Open “Marco – Parcel Tracking Report.xlsm”. This file must be open to use the macros to edit the report.
2. For the security warning at the top, select “Options” then select the “Enable this Content” radial button and hit “OK.”

If this step is skipped the macros will not open. If this happens, close and reopen the file.



3. Run the READS report “ACQ – Parcel Tracking Report” and export to excel.
4. With the exported report as the active workbook (your primary view) run the Macro\* *Macro - Parcel Tracking Report.xlsm!HighlightDuplicates*. TIP: If you see *HighlightDuplicates* then the exported report is not the active workbook. Close the macro menu, select the exported file, and try again.

5. This macro will highlight the duplicated parcels. Clean up workbook by deleting duplicate lines of information.
  - a. NOTE: Sometimes the appraisal information splits between two lines (Green Highlight). Please make sure to copy this information up to the appropriate line. Other times there is no additional information (Blue Highlight) and the extra line can be deleted.

Parc	Owner's Name	Appraiser's Name	Acquisition Specialist	Parcel Type	Submitted for Review	Approval Date	Offer to Owner	Owner Appraisal Due Date	Accepted Date	JO Expires	Closing Date
Project ID: 1080-13-20											
1	A O'Donnell	Gene Bock	Migdalia Dominguez	Intermediate Improved			8/19/2014	10/21/2014	9/8/2014		9/22/2014
1	A O'Donnell	Gene Bock	Migdalia Dominguez	Intermediate Improved	8/14/2014	8/14/2014					
2	Sirius Real Estate Investors, LLC	Gene Bock	Migdalia Dominguez	Intermediate	6/5/2014	5/29/2014	6/12/2014	8/14/2014	7/10/2014		9/22/2014
3	Bray Family Trust	Gene Bock	Migdalia Dominguez	Intermediate	6/19/2014	6/19/2014	6/26/2014	8/28/2014	8/28/2014		9/20/2014
3	Bray Family Trust	Gene Bock	Migdalia Dominguez	Intermediate							
4	Southeast Crossroads, LLC	Gene Bock	Migdalia Dominguez	Intermediate	6/5/2014	5/29/2014	6/12/2014	8/14/2014	6/25/2014		9/8/2014
4	Southeast Crossroads, LLC	Gene Bock	Migdalia Dominguez	Intermediate							
5	Larry M Simon and Corrine Simon	Gene Bock	Migdalia Dominguez	Intermediate	6/5/2014	5/29/2014	6/12/2014	8/14/2014	9/10/2014		9/22/2014
5	Larry M Simon and Corrine Simon	Gene Bock	Migdalia Dominguez	Intermediate							

6. With the exported report as the active workbook (your primary view) run the Macro\* *Macro - Parcel Tracking Report.xlsm!ParcelTrackingFormat*
7. If the *Appraisal Submitted*, *Appraisal Approved*, or *Owner's Appraisal* is highlighted yellow, it is likely that the parcel is a nominal/waiver of appraisal parcel. If it is a nominal parcel, type "Nominal" or "Waiver" into the highlighted cell to remove the highlighting. If the parcel requires an appraisal, information in READS is missing and needs to be updated.
8. If the *Accepted Offer* is highlighted orange, enter a "N/A" into the cell. This identifies a JO, and an accepted offer is not required.

## COLOR CODING KEY

Yellow	Identifies if the parcel is a nominal/waiver of appraisal parcel and the appraisal date information is not needed. Fill cell in with "Nominal" or "Waiver".
Orange	Identifies a JO parcel and the Accepted date is not needed. Fill in cell with "N/A" or "J.O."
Pink	Due Date is within the next 30 days

## CALCULATION DESCRIPTIONS

### OFFER TO OWNER BY

Offer to Owner By = Target Acquisition Date – 120 Days

This allows 60 days for the owner's appraisal to be submitted, 15 days to finalize negotiations based on the owner's appraisal, and 45 to J.O. the parcel, if necessary. If this date is not met by the real estate agent, this information should be shared with the Real Estate Lead Worker, Real Estate Supervisor, and PDS Project Manager as an at-risk parcel that may not make PS&E.

### FINALIZE NEGOTIATIONS

1. If the Target Acquisition is within the next 60 days, then it is equal to the JO date.
2. If the Offer to Owner is blank, then it is blank.
3. If the parcel is a nominal/waiver of appraisal, then it is equal to 120 days since the offer was sent out or 150 days before the target acquisition date, whichever is sooner.
4. Otherwise, it is equal to 120 days since the offer was sent out or the JO date, whichever is sooner.

If the parcel is a nominal / waiver of appraisal, this calculates the date when an appraisal should be ordered and the parcel renegotiated. This should also be used if a release of rights from the mortgage or other interested party has not been signed and returned to the DOT.

The 120 days from the offer is to be just a reminder to the agent to finalize negotiations and close out the parcel, and is not intended to be a hard deadline on the project. However, if the date calculated off of the target acquisition date or J.O. date,

and is not met by the real estate agent, this information should be shared with the Real Estate Lead Worker, Real Estate Supervisor, and PDS Project Manager as an at-risk parcel that may not make PS&E.

### LAST DAY TO JO

Last Day to JO = Target Acquisition Date – 45 Days

This allows enough time to JO the parcel, let the JO expire, and order the check, to close the parcel by the Target Acquisition Date. If this date is not met by the real estate agent, this information should be shared with the Real Estate Lead Worker, Real Estate Supervisor, and PDS Project Manager as an at-risk parcel that may not make PS&E.

## TROUBLESHOOTING

### MY PROJECT SHOWS ##### FOR THE CALCULATED DATES FIELDS

This problem arises when the “Target Acquisition Date” is not entered in READS. This is assigned in the Project Menu under the Parcel Tab.

**Real Estate Automated Data System (READS)**

Project | Parcel | Reports | My Parcels | My Ticklers | Property Mgmt | Setup | E-Submit | Acq Comps | E-Help | E-Man

Project ID: 9999-99-99 | Project Name: Drew's test Project | Parcels on Project: 8 | Cert. Status: 1

FIIPS Subprogram: | FIIPS Group: | FIIPS Concept: | ROW Acquired For: LPA | ROW Acquired By: Eau Claire | Order No: 9999999999 | Contract Approval: 01/01/2001

Object Code: 5550 - State | RE FUNDING (%): Federal: 0, State: 0, County: 0, Local: 0, Total: 0

Initial Relo Order: 01/01/2001 | Report Code: 11, 142, 158

Construction IDs

Construction ID	Ad Mtg Date	Letting Date	Earliest PSE Date
99999999		01/01/2001	01/01/2001

Plat Summary | Relo Plan | Cost Allocation | **Parcels** | Construction IDs | Assignments | Relo Comps | Payment Request | Documents | Log

Approve Nominal Offers | **Assign Target Acquisition Dates** | Add New Parcel

Open Parcel	Remove from Acquisition	Parcel No	Parcel Owner	Acquisition Specialist	Location Specialist	Parcel Type	Closing Date	Delete
<input type="checkbox"/>	<input type="checkbox"/>	1	alkjdfllakjsfdlkjafd	Sara Greely		Nominal		X

Once the Target Acquisition is entered into READS, it will be pulled automatically into the report and used for the calculation fields.

Additional information can be found in the READS user manual (E-Manual) starting on page 57.

### I DON'T SEE THE MACROS

Make sure that the file “Marco – Parcel Tracking Report.xlsm” is open as this is where all of the macros are saved to edit the report.

### I'M HAVING OTHER ISSUES/PROBLEMS/ERRORS

Please contact Audrey Demeter at [audrey.demeter@aecom.com](mailto:audrey.demeter@aecom.com) or [audrey.demeter@dot.wi.gov](mailto:audrey.demeter@dot.wi.gov) for additional assistance with the macros and report.