

RELOCATION TRACKING REPORT

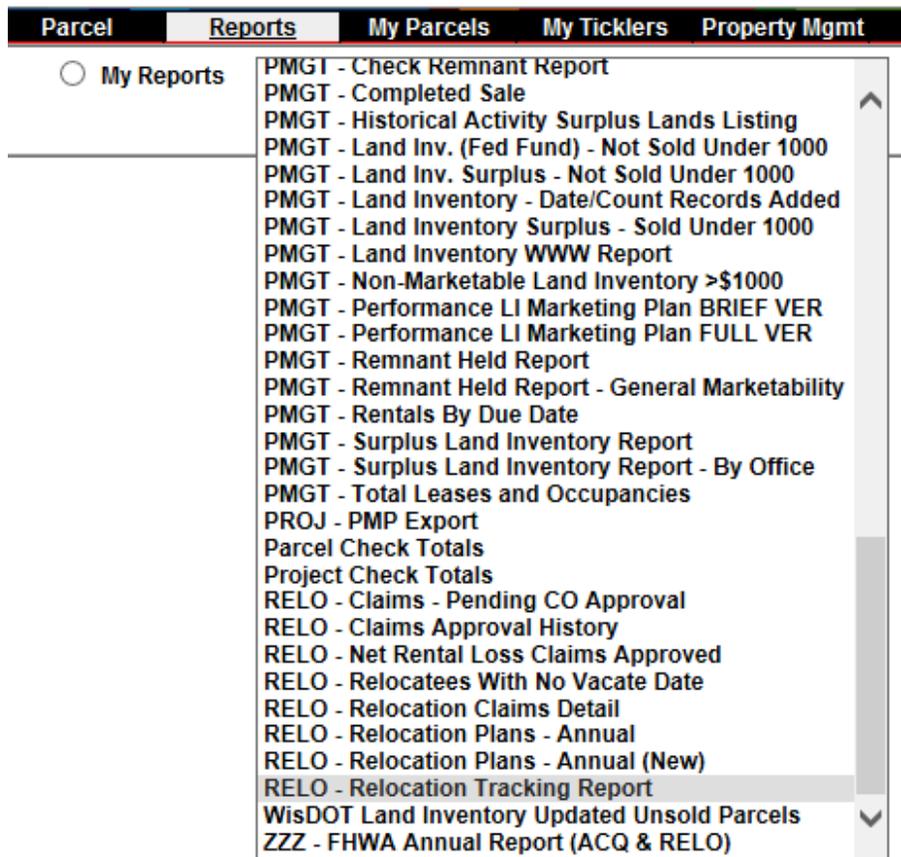
USING EXCEL MACROS TO FORMAT AND ADD CALCULATIONS TO THE REPORT

The goal and intention of this report is to improve the transition of parcels between Relocation and Demolition. It is intended to increase communication between management and staff, agents and property management, and real estate and PDS. It is suggested that the relocation and property management teams meet to discuss current relocation and demolitions at least quarterly, or as needed based on current workload.

THE READS REPORT

The report data is pulled from READS. Any updating to data should be done within the READS program to make the report accurate each time it is run.

1. Run the report "RELO – Relocation Tracking Report" from the standard READS reports.

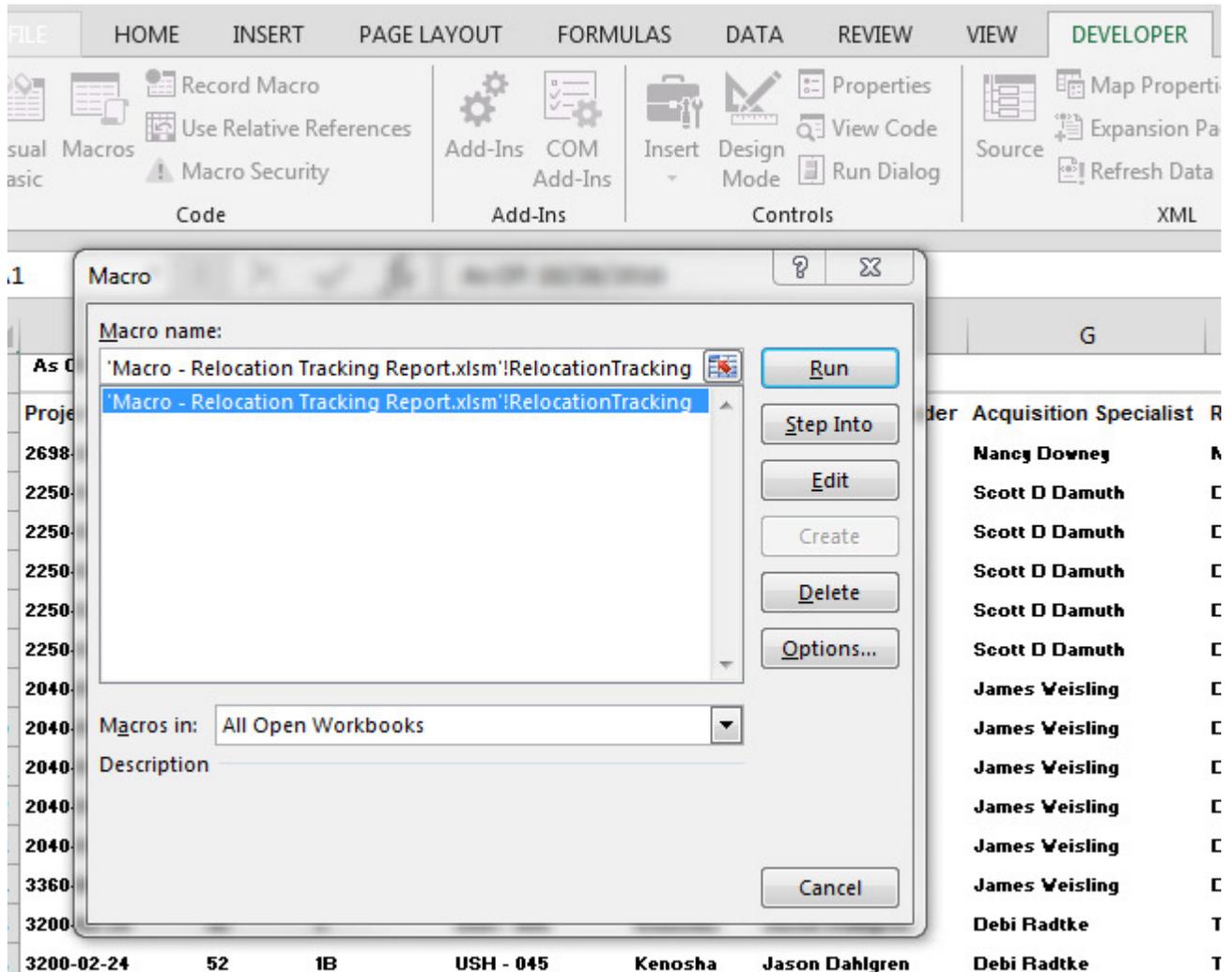


2. Update the Region and Letting Date and run the report.
3. Once the report has run, Convert to Excel.



RUNNING THE MACRO

1. Open the file "Macro – Relocation Tracking Report.xlsx"
2. Click "Enable" in the yellow ribbon at the top of the file.
3. Bring the exported file to the front as the active screen.
4. Open the "Developer" tab in the ribbon, and select the "Macros" button.
 - a. If you do not have the "Developer" tab, go to File > Options > Customize Ribbon and check the "Developer" box on the right.
5. Select the "'Macro – Relocation Tracking Report.xlsx'!RelocationTracking" macro and select run.



- a. If the macro says "RelocationTracking" then the export file is not the active file. Select "Cancel" and click through the menus on the export file screen.
6. The macro will run and update the file.

CALCULATIONS

- Plat Recorded Date = 5 Months prior to the delivering the relocation package
- Relocation Package Delivered = When the Offer was presented to the owner or 120 days before the calculated closing date, whichever is sooner
- Closing Date = Target Acquisition Date or 10 months prior to PS&E, whichever is sooner
- Vacate Date = 30 days after closing or 90 days after 90 day notice, whichever is later
- HazMat Inspection Complete = 7 months before demolition complete
- Demolition Complete = PS&E or 9 months after the last parcel vacate date, whichever is sooner

Note: The macro file will create a “Report Information” tab with this same information. It can also be found in the Macro file.

If calculations need to be updated, please contact Audrey Demeter at audrey.demeter@aecom.com or audrey.demeter@dot.wi.gov.

COLOR CODING

Task Complete

Due within the next 45 days

Overdue

Closing Date does not equal Target Acquisition Date

Demolition / Parcel Complete

Note: The macro file will create a “Report Information” tab with this same information. It can also be found in the Macro file.

TROUBLESHOOTING

ALL OF THE CLOSING DATES ARE ORANGE

This problem arises when the "Target Acquisition Date" is not entered or too late 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: | Parcels Acquired: 2 | Cert 1 Date: |

Project Termini: | Final Parcel Closed: | Closed for Charging: |

Project Highway: 54 | Object Code: 5550 - State | Sales Study Apprvd: 01/01/2001 | Federal ID: lkjdfllakjfd

FIIPS Group: | RE FUNDING (%): | Initial Relo Order: 01/01/2001 | Design ID: 9999-99-99

FIIPS Concept: | Federal: 0 | Report Code: 11, 142, 158 | Project Counties: Adams, Ashland

ROW Acquired For: LPA | State: 0 | Construction IDs: 99999999

ROW Acquired By: Eau Claire | County: 0 | Construction ID: 99999999 | Ad Mtg Date: | Letting Date: 01/01/2001 | Earliest PSE Date: 01/01/2001

Order No: 9999999999 | Local: 0 |

Contract Approval: 01/01/2001 | Total: 0 |

Plat Summary | Relo Plan | Cost Allocation | **Parcels** | Construction IDs | Assignments | Relo Comps | Document 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

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 or audrey.demeter@dot.wi.gov for additional assistance with the macros and report.