

Import: Complete Tax Roll and Payments from Another Equalizer Tax System

Questions? From your BS&A program, go to **Help>Contact Customer Support** and select **Request Support Phone Call** or **Email Support**. Or, you may call us at (855) 272-7638 and ask for the appropriate support department. Questions for our I.T. department may be submitted by phone (same number), or by emailing tech@bsasoftware.com.

This import is primarily designed for counties to import the entire local unit tax roll - payments and adjustments included - at Settlement. It can also be used when a local unit has run the All Seasons Payments to Another Equalizer Tax System export; during this import, you may select "payments only." The following instructions are written assuming you have received a .ZIP file. Please contact Support if you have received .TXT files. If the export file was emailed to you, save it to your PC or server before beginning. The import process cannot retrieve files directly from email.

1. Verify you are in the correct database.
2. Go to File>Import>Various Imports...>Complete Tax Roll and All Payments from Another Equalizer Tax System and click Yes.
3. You are prompted to restore compressed data. Click Yes.
4. Browse to the location of the saved .ZIP file and double-click it. It should be named BSARLL2.ZIP. Please contact Support if you see something else.
5. Click Yes to accept the default extraction location of your local My Documents folder.
6. Click Ok>Yes.
7. The Complete Roll Import Wizard appears. Click Next.
8. Mark the items to import¹ or click **Select All Options** to mark all of them (except Comments, which will need to be turned on). Click Next.
9. Verify or select the Unit Code to Import.
10. If applicable, turn on the Update Names/Addresses in Audit Trail setting, then click Finish.

¹If the data that was exported was created using the All Seasons Payment Export, the only setting that should be turned on is Import Payments.