

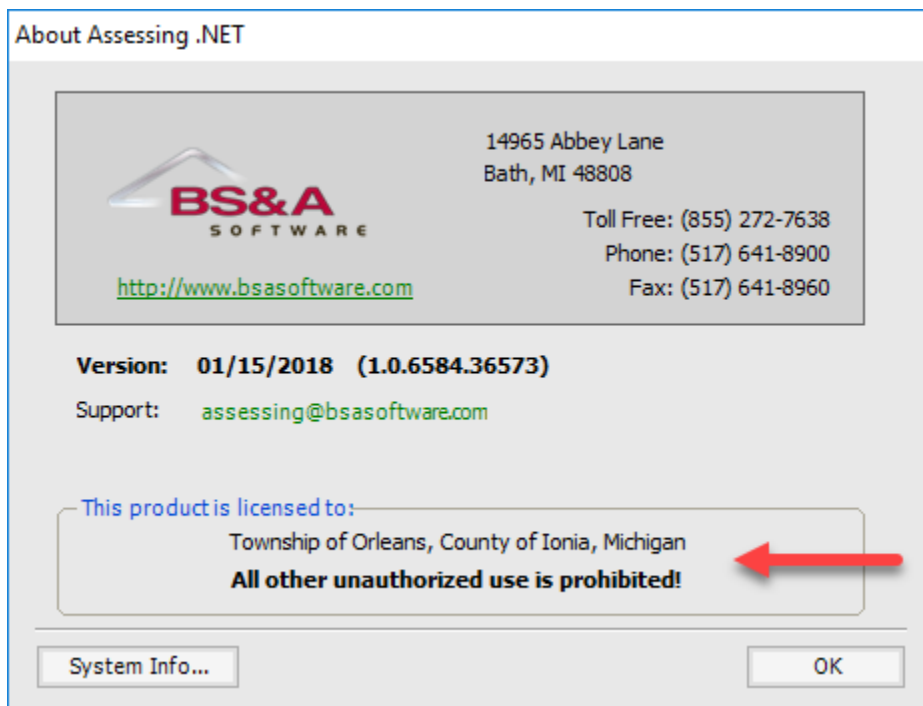
# EMPP Export for BS&A / State of Michigan

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](mailto:tech@bsasoftware.com).

BS&A software has a contract with the State of Michigan to collect all personal property data throughout the state. This document is designed to walk you through the process of getting your data out to the FTP site.

## .NET Users:

1. Please be in your 2018 database.
2. Check your license file to make sure it is correct. If it is not correct, your database will not get uploaded properly into the FTP site. Go to Help>About and look under "This product is licensed to:". If it is not correct, you will need to contact Assessing Support immediately.



Once you confirm the license file is correct, you can start the export process.

- Verify that the Revenue Sharing Code is set correctly for the Governmental Unit for the database. This is located within Program Setup>Database Setup>Governmental Units.

The screenshot shows the 'Governmental Units' window with the following details:

- Unit Code: 051
- STC Number: 0
- Revenue Sharing Code: 341050
- Municipality: EASTON TOWNSHIP
- Unit Type: Township
- Unit Totals Summary:
 

Acreage:	17,648.6	Parcel Count:	1,753
MBOR S.E.V.:	94,657,700	MBOR Tax:	70,715,386
Prev. MBOR S.E.V.:	89,304,700	Prev. MBOR Tax:	68,261,785
- Chart Type: Equalized Value by Class

- Go to File>Export>Custom Export>EMPP Export for State.

The dialog box contains the following text:

**Question**

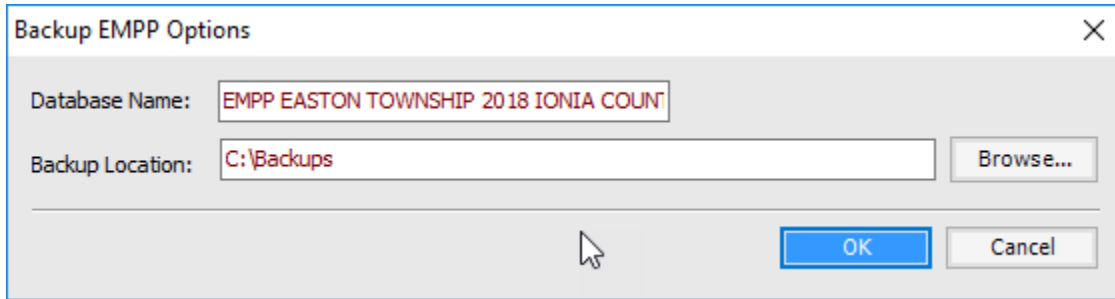
This should be ran on the MOST UP-TO-DATE database. This export will create a new database using only the EMPP parcels from the current database. You will then have the option to send this backup to the State. Continue?

Buttons: Yes, No

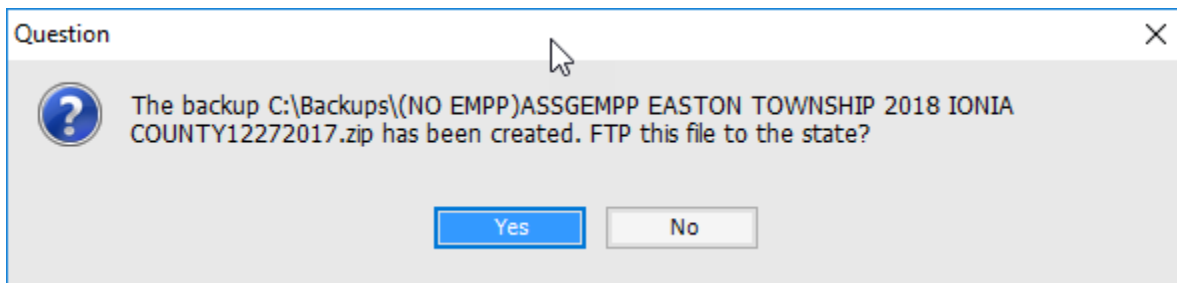
- Click Yes.

- Please name the file with EMPP at the front of your governmental unit and county name. For example: EMPP EASTON TOWNSHIP 2018 IONIA COUNTY.

The backup location is completely up to you, but should be noted in case the FTP fails.



- Click Ok. You will get this prompt when completed.



- Click Yes to send to the State FTP site. You should receive a "Successfully Uploaded" prompt. If you do not receive this, you will need to go to Help>Contact Technical Support and either request a support phone call or email support to let us know you need assistance.

**Finally, each county will be given access to the FTP location in order to monitor their local units and assist them in any way.**