

Export: Complete Tax Roll and Payments to Another Equalizer Tax System

Questions? From within BS&A, 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 team. Questions for our I.T. team may be submitted by phone (same number), or by emailing itsupport@bsasoftware.com.

This is primarily designed for local units to export the entire tax roll - payments and adjustments included - for import by the county at Settlement. Another use is to provide data for import into PRE Audit. The following instructions are written using the recommended method of compressing the files into a .ZIP file. Please contact Support if your method differs.

If you are billing and collecting for a village, the village data will need to be exported separately.

1. Go to File>Export>Various Exports...>Complete Tax Roll and Payments to Another Equalizer Tax System and click Yes.
2. Select the Population and click Ok.
3. Select the DNR Export Option and click Ok.
4. The default Export Directory is your local My Documents folder. You may browse to another location.
5. You are prompted to compress the export files to a .ZIP file. Click Yes.
6. Browse to the location in which to save the file. Do not change the file name from its default of BSARLL2.ZIP.
7. Click Save.
8. You are prompted when the export is complete. You may click Ok to clear the prompt or click the [Browse to Folder](#) command link to immediately access and send the file.