

Import: Current Season Tax Roll from 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 import is primarily designed for local units to import a balanced tax roll exported from the county, assuming the county is using Tax. Another use is for local units that have the county calculating tax bills using a program other than Tax. The county sends the other vendor's data to BS&A, who then converts the data to our format and sends it out to the local units, at which point the local units will run this import. The Current Season Tax Roll import does not include payments. It does, however, include any BOR adjustments that may have occurred. 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...>Current Season Tax Roll 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 BSA_TAX2.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. When the Data Import screen appears, all files that were part of the zipped file are marked for import. You may turn off any that you don't want to import.
8. If applicable, turn on the Update Existing Parcels Only setting. Only parcels that exist in Tax are updated; no new parcels are brought in. If this setting is off (recommended), parcels that do not exist in Tax are imported as well.
9. Click the Choose Fields to Import tab and select the fields to import.
10. Click Begin Import>Yes.