

Import File Layout: Special Assessments From a Comma Delimited File

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.

LAST UPDATED **12/11/2018**

DETAILS

- This import brings in data from a third party or from a BS&A Assessing user who exported to a spreadsheet.
- One file is imported. The vendor/BS&A user determines the file name, but the contents should follow along with this layout.
- Each record is delimited by a carriage return (x'0D') and line feed (x'0A)
- This is a comma-delimited import. All text fields are surrounded by quotes.

Field Name	Comment
Property Number	LJ *
Special Assessment/Drain Code	LJ
Amount	RJ ** SEE NOTE
carriage return	
line feed	

* The Property Number can include formatting (dashes or spaces), or it can be a string of numbers without formatting. If there is formatting, it must match the formatting of your parcel numbers (e.g., 23-332-223-23). If there is no formatting, you must have a parcel number format set up within your Tax database that matches your parcel numbering scheme.

** Field includes hard decimal points (000000888.99).