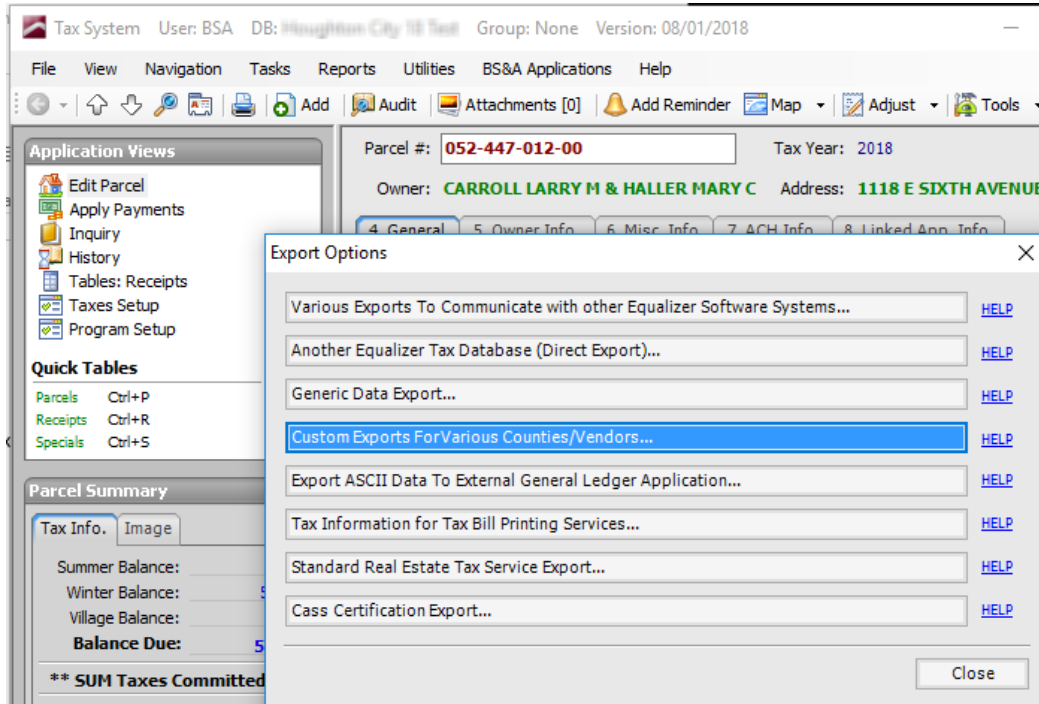


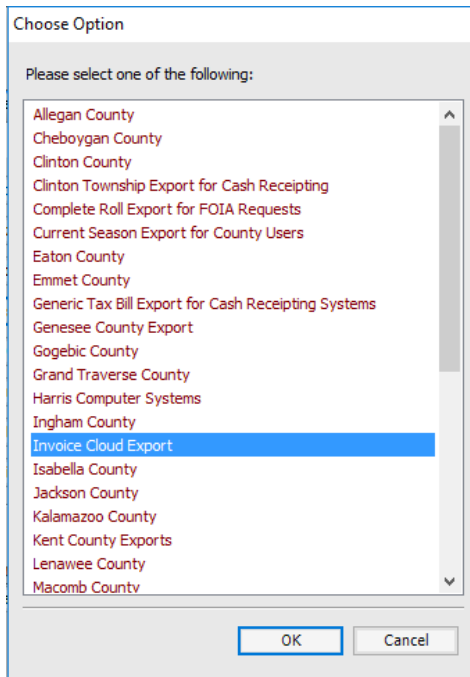
Invoice Cloud Payment Export from BS&A Tax

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.

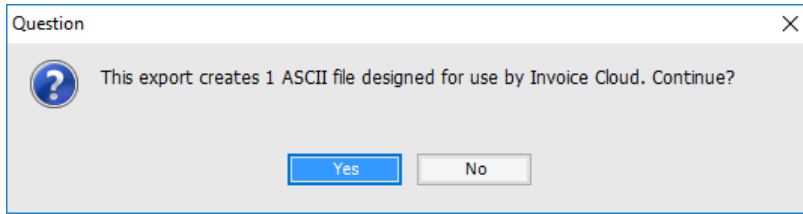
1. Go to File>Export>Custom Exports for Various Counties/Vendors.



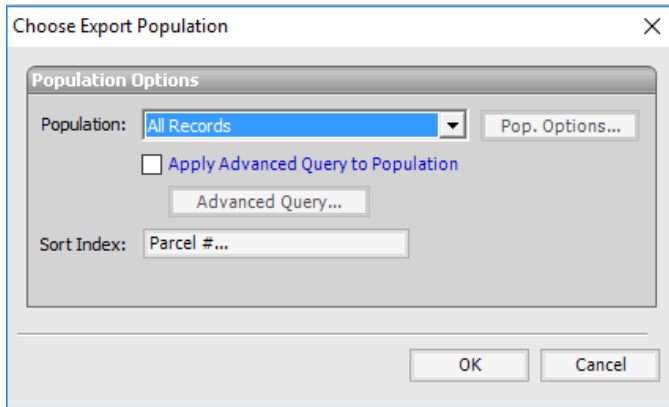
2. Select Invoice Cloud Export and click Ok.



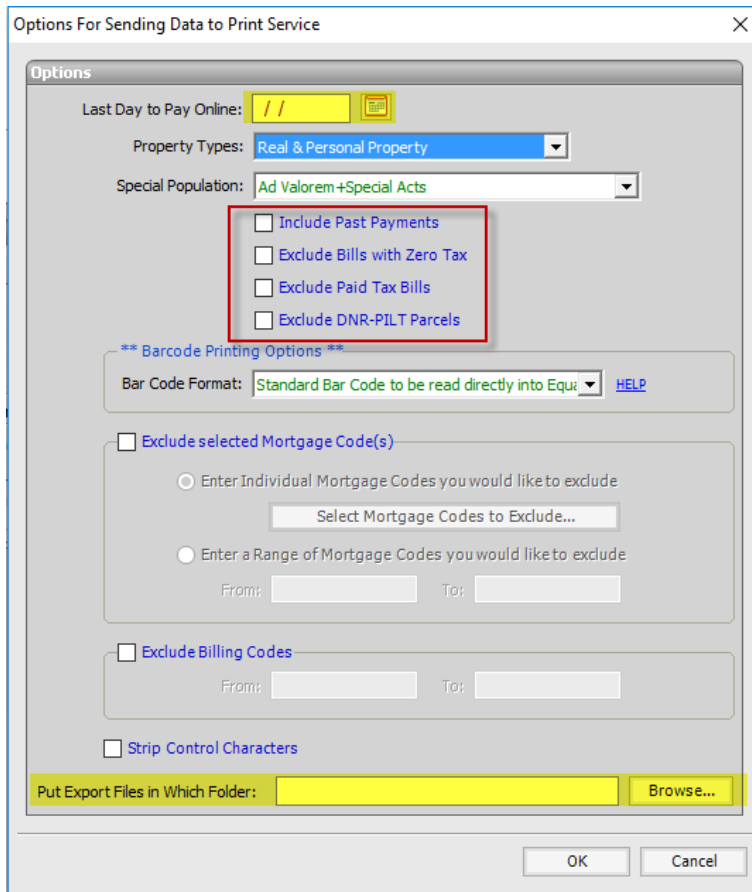
3. Click Yes.



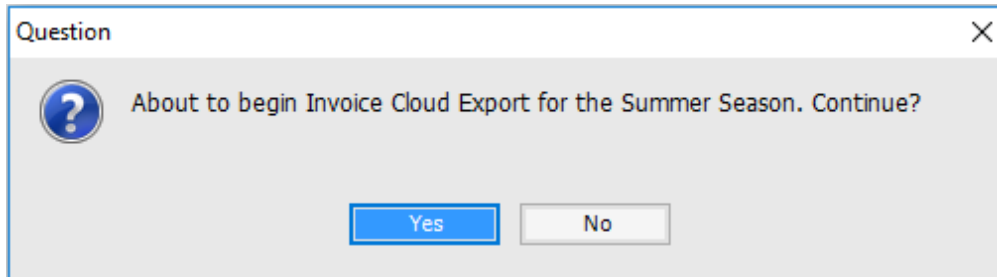
4. For this export, it is recommended that you use All Records as the Population. Click Ok.



5. Enter the Last Date to Pay Online. This is the last day of collection for the season that is being exported. Set the remaining options as you see fit. Enter the path to the export file and click Ok.



6. The export is season-specific, so pay extra attention to the prompt before you click Yes.



7. When the export is complete, you will receive a prompt that shows the export location and file name, and that asks if you want to compress the file and copy to external media. If you choose not to compress, you may send Invoice Cloud the .txt file.

