

New Revised BS&A Instructions – February 2020

BS&A .Net Software Instructions **page 2**

BS&A Pervasive Software Instructions **page 5**

Clarification on What to Submit **page 8**

Important Notes:

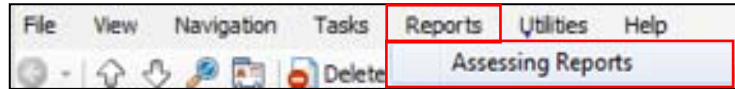
- **NEW - Run the 4626 form from the current database after the close of the March Board of Review and submit the electronic CSV file to your county equalization dept along with forms L-4021 and L-4022**
- **NEW - Do Not submit a copy to the State**
- **Form Due after the close of the March Board of Review**
- **Townships: Do Not exclude village values from the report**

.Net Instructions

pgs 2-4

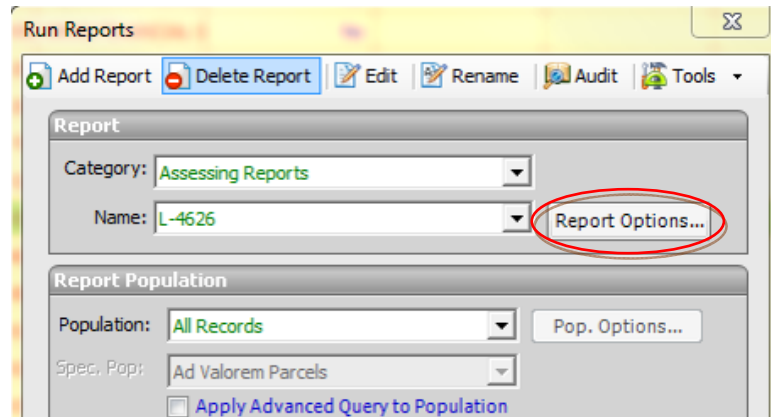
Make sure you are in **Table View** (not Parcel View) before running the report.
From the File Menu:

- 1. Select 'Reports'
- 2. Select 'Assessing Reports'



- 3. Select 'L-4626' from the reports listed

The correct report population choices will automatically be completed for you.



- 4. Set up your Report Options:

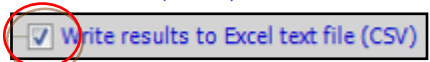
Preparer Name: (Enter your name)
Preparer Phone: (Enter your phone #)
Preparer Email: (Enter your email address)
Govt Unit: Select the appropriate Twp or City

Important: Remove the checkmark next to **Send to State of Michigan**
*The 2/15/2016 BS&A update will remove this option from the Report Options screen.

DON'T USE – REMOVE CHECKMARK



Important: Make sure to put a checkmark next to **Write results to Excel text file (CSV)**



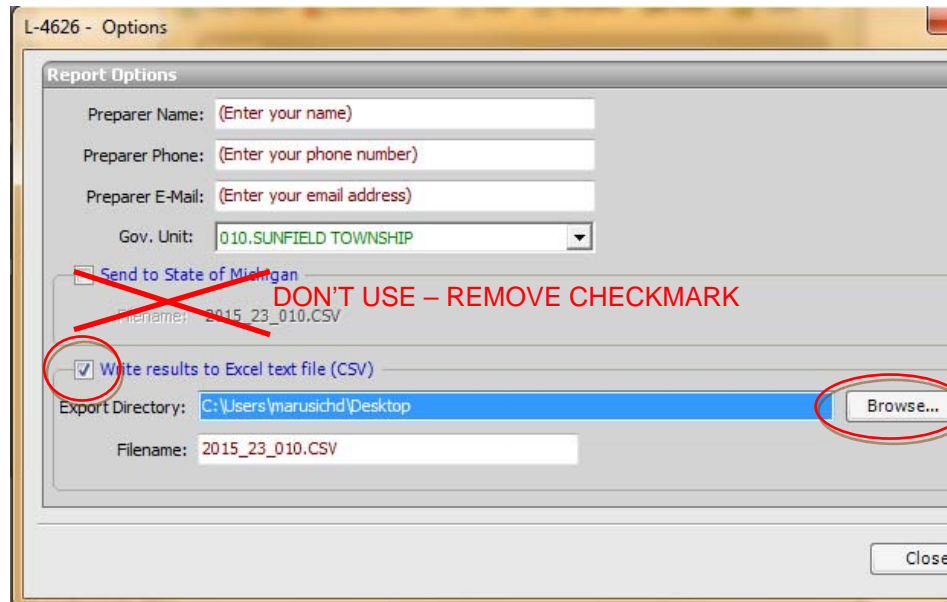
Important: Click **Browse** and select the save location in **Export Directory** for the CSV file that will be created.

*Remember the file save location you selected so later you can locate the software generated CSV file and attach it to an email to your equalization department.

File Name: Auto fill – Don't change (Year_County #_LU info)

If you want to use a different name for your file, rename it after it is generated.

Close

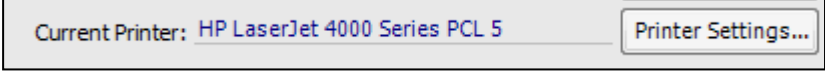


DON'T USE – REMOVE CHECKMARK

.Net Instructions

pgs 2-4

- 5. If printing the form, check the Printer Settings. Make sure the printer is set to print in Landscape format.



- 6. Click OK to run the report.

A paper version of the form will appear on the screen. You can print a copy for yourself if you like.

Important: This report is to be submitted to your equalization department for them to upload into the eEqualization system online. They cannot upload a paper or pdf copy. They cannot upload a CSV file you exported yourself from the screen generated form. They will need the CSV file automatically created by the BS&A software. When this form appears on your screen, the needed CSV file will automatically be created for you and deposited in the save location Path you selected under Report Options. Retrieve the CSV file from this save location and email to your equalization department.

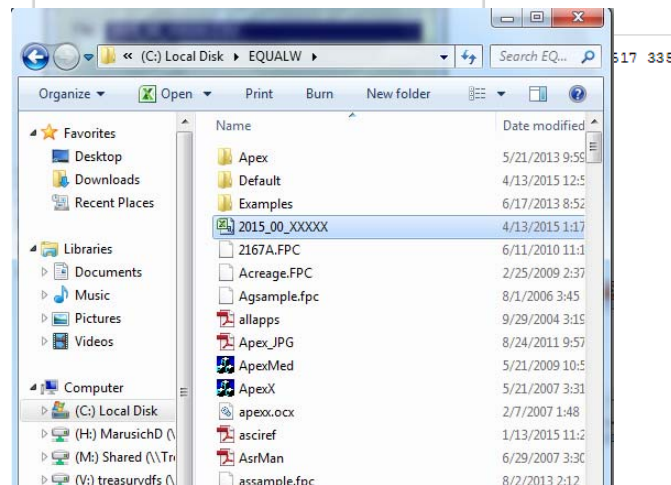
Assessing Officer's Report of Taxable Values as of State Equalization

County Name, Local Unit Name

01-070 ALCONA -- HAWES TWP. 070
State code and name of each school district (SD) in the local unit
Taxable Value of ALL REAL property
Taxable Value of COMMERCIAL and INDUSTRIAL REAL property
Taxable Value of ALL PERSONAL property
Taxable Value of COMMERCIAL, INDUSTRIAL and UTILITY PERSONAL property
Taxable Value of INDUSTRIAL PERSONAL property in Renaissance Zone(s) ON
Taxable Value of ALL Renaissance Zone property expiring December 31, 20
Taxable Value of CUI Renaissance Zone property expiring December 31, 20
Taxable Value of ALL Renaissance Zone property expiring December 31, 20
Taxable Value of CUI Renaissance Zone property expiring December 31, 20
Taxable Value of ALL Renaissance Zone property expiring December 31, 20
Taxable Value of CUI Renaissance Zone property expiring December 31, 20
Villages in the Township
All Classes of TV Excluding Renaissance Zone Property
Districts and Authorities levying millage in ONLY part of the local unit
All Classes of TV Excluding Renaissance Zone Property

The CSV file you need to submit can be found in your save location, named in the following manner:

Year_CountyNumber_LocalUnit[.csv]
(ie: **2020_32_12**) OR (ie: **2020_32_12.csv**)



.Net Instructions

pgs 2-4

If you have any problems or questions, you can check with Jessica Erhardt at the State of Michigan at (517) 335-7556 or with BS&A at (517) 641-8900

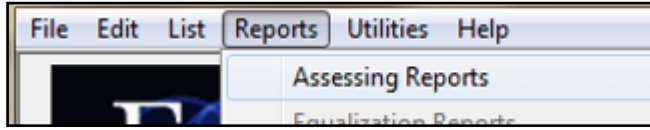
Important: If you should have to rerun the report and generate a new CSV file, first delete any existing CSV file. Once a CSV file is created, it will not be replaced with a newer version.

Pervasive Instructions

pgs 5-7

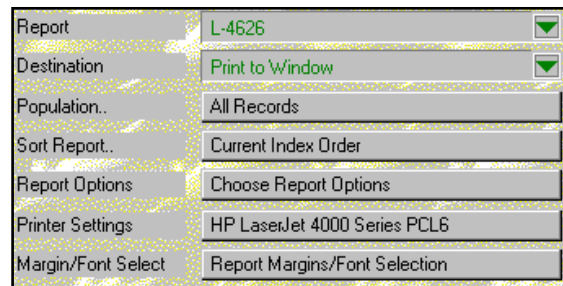
Make sure you are in Table View (not Parcel View) before running the report.
From the File Menu:

- 1. Select 'Reports
- 2. Select 'Assessing Reports



- 3.
- 4. Select 'L-4626' from the reports listed, and make sure the following are selected in the Report Setup Window:

Destination: Print to Window
Population: All Records
Sort Report: Current Index Order



- 5. Set up your Report Options:

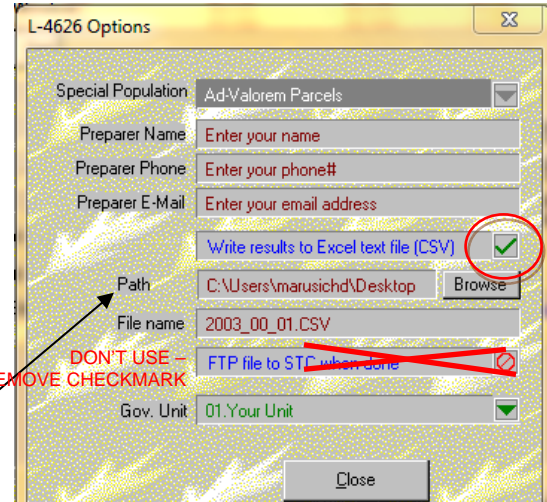


Special Population: Ad Valorem Parcels (default)
(Do not include special acts)
Preparer Name: (Enter your name)
Preparer Phone: (Enter your phone #)
Preparer Email: (Enter your email address)

Important: Make sure to put a Green checkmark next to **Write results to Excel text file (CSV)**



Important: Click **Browse** and select the save location **Path** for the CSV file that will be created.



Important: Remove the checkmark next to **FTP file to STC when done**

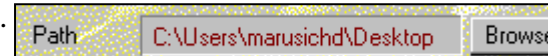


File Name: Auto fill – Don't change (Year_County #_LU info) If you want to use a different name for your file, rename it after it is generated

Govt Unit: Select the appropriate Twp or City

Close

*Remember the file save location you selected so later you can locate the software generated CSV file and attach it to an email to your equalization department.



Pervasive Instructions

pgs 5-7

- 5. If printing the form, check the Printer Settings. Make sure the printer is set to print in Landscape format.



- 7. Click OK to run the report.

A paper version of the form will appear on the screen. You can print a copy for yourself if you like.

Important: This report is to be submitted to your equalization department for them to upload into the eEqualization system online. They cannot upload a paper or pdf copy. They cannot upload a CSV file you exported yourself from the screen generated form. They will need the CSV file automatically created by the BS&A software. When this form appears on your screen, the needed CSV file will automatically be created for you and deposited in the save location Path you selected under Report Options. Retrieve the CSV file from this save location and email to your equalization department.

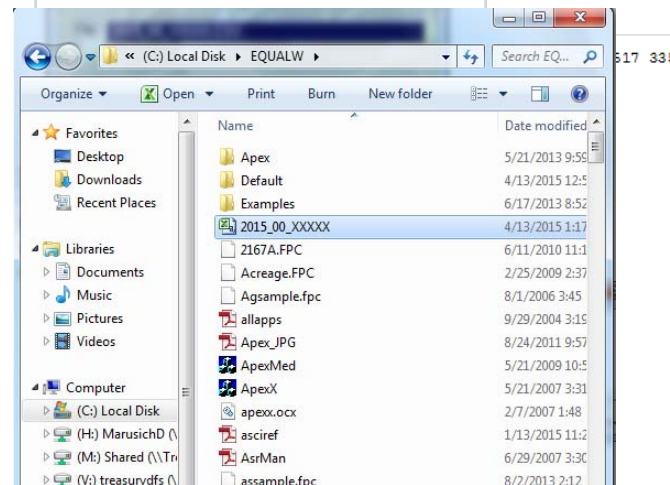
Assessing Officer's Report of Taxable Values as of State Equalization

County Name, Local Unit Name

01-070 ALCONA - HAWES TWP. 070	
State code and name of each school district (SD) in the local unit	
Taxable Value of ALL REAL property	
Taxable Value of COMMERCIAL and INDUSTRIAL REAL property	
Taxable Value of ALL PERSONAL property	
Taxable Value of COMMERCIAL, INDUSTRIAL and UTILITY PERSONAL property	
Taxable Value of INDUSTRIAL PERSONAL property in Renaissance Zone(s) ON	
Taxable Value of ALL Renaissance Zone property expiring December 31, 20	
Taxable Value of CUI Renaissance Zone property expiring December 31, 20	
Taxable Value of ALL Renaissance Zone property expiring December 31, 20	
Taxable Value of CUI Renaissance Zone property expiring December 31, 20	
Taxable Value of ALL Renaissance Zone property expiring December 31, 20	
Taxable Value of CUI Renaissance Zone property expiring December 31, 20	
Villages in the Township	All Classes of TV Excluding Renaissance Zone Property
Districts and Authorities levying millage in ONLY part of the local unit	
All Classes of TV Excluding Renaissance Zone Property	

The CSV file you need to submit can be found in your save location, named in the following manner:

Year_CountyNumber_LocalUnit[.csv]
(ie: **2020_32_12**) OR (ie: **2020_32_12.csv**)



Pervasive Instructions

pgs 5-7

If you have any problems or questions, you can check with Jessica Erhardt at the State of Michigan at (517) 335-7556 or with BS&A at (517) 641-8900

Important: If you should have to rerun the report and generate a new CSV file, first delete any existing CSV file. Once a CSV file is created, it will not be replaced with a newer version.

Clarification of What to Submit

The proper CSV file submission will **not** look like the paper form when it is opened. The following is an image of what the CSV file looks like if it is opened using Microsoft Office Excel. Do not worry about the appearance of the contents of this file. The data from this file is dumped into our system automatically and our system knows where to find the data it needs (no paper form is generated or used from this file).

Do not send any paper or pdf forms. Only send the CSV file created by the BS&A software.

CSV File:

This is the file you should submit to your county equalization department:

	A	B	C	D	E	F	G	H	I
1	County Code	Unit Code	Unit Name	Year	Preparer	Phone Number	e-Mail Address		
2	17	1050	DETOUR T	2015					
3	4626 Web Excel								
4	Property Taxable Value RZ								
5	All Real	#####							
6	C/I Real	2,503,887							
7	All PP	1,655,100							
8	C/I/U PP	1,655,100							
9	Ind. PP								
10	All 75% - Exp 2017								
11	C/I/U 75%								
12	All 50% - Exp 2016								
13	C/I/U 50%								
14	All 25% - Exp 2015								
15	C/I/U 25%								
16									

Paper Form:

The paper form may be printed for your own records, but is not needed for submission.

Assessing Officer's Report of Taxable Values as of State Equalization in May				FILE THIS FORM BY	
County Name, Local Unit Name				JUNE 15th, 2015	
01-070 ALCONA - HAWES TWP. 070				Tax Year: 2015	
State code and name of each school district (SD) in the local unit			Total Taxable Value Excluding Renaissance Zone Property	Total Taxable Value for Renaissance Zone Property ONLY	
Taxable Value of ALL REAL property			70,592,198		
Taxable Value of COMMERCIAL and INDUSTRIAL REAL property			2,881,100		
Taxable Value of ALL PERSONAL property			3,329,900		
Taxable Value of COMMERCIAL, INDUSTRIAL and UTILITY PERSONAL property			3,329,900		
Taxable Value of INDUSTRIAL PERSONAL property in Renaissance Zone(s) ONLY					
Taxable Value of ALL Renaissance Zone property expiring December 31, 2015					
Taxable Value of CUI Renaissance Zone property expiring December 31, 2015					
Taxable Value of ALL Renaissance Zone property expiring December 31, 2016					
Taxable Value of CUI Renaissance Zone property expiring December 31, 2016					
Taxable Value of ALL Renaissance Zone property expiring December 31, 2017					
Taxable Value of CUI Renaissance Zone property expiring December 31, 2017					
Villages in the Township	All Classes of TV Excluding Renaissance Zone Property	All Classes of TV for Renaissance Zone Property ONLY	CIU Classes of TV Excluding Renaissance Zone Property	CIU Classes of TV for Renaissance Zone Property ONLY	
Districts and Authorities levying millage in ONLY part of the local unit	All Classes of TV Excluding Renaissance Zone Property	All Classes of TV for Renaissance Zone Property ONLY	CIU Classes of TV Excluding Renaissance Zone Property	CIU Classes of TV for Renaissance Zone Property ONLY	