



STATE OF MICHIGAN
DEPARTMENT OF TREASURY
LANSING

RICK SNYDER
GOVERNOR

R. KEVIN CLINTON
STATE TREASURER

DATE: January 29, 2015

TO: County Equalization Directors

FROM: Lori Parr
Assessment and Certification Division

SUBJECT: Data export upload of e-Equalization online filing

The Assessment and Certification Division Staff continues to work diligently to address any issues that were brought to our attention during the online filing process for State Equalization. One issue that was a concern to many of you was the inability to use the upload feature if you we're not currently using BS&A software. Since 2008 the system has been able to accept imported data from those of you who have software other than BS&A. We have been successful in performing a data upload to the online e-equalization filing system from another software provider, and have updated our instructions to assist those who wish to take advantage of this new capability.

In order for data to be uploaded into the system from different software, it is necessary for your software to produce a data export file that is compatible with the requirements of the BS&A system. If you are interested in taking advantage of this time saving process, please contact your software provider to see if they have already created the file format, or if they are willing to assist you with creating this export formatting. If your software provider has not already run a test file with our system that would need to be done prior to your first attempt to upload. Once the export format is tested, you will be able to use the existing upload instructions within the program to do your own export uploads.

The file layout below is the exact layout necessary for the e-Equalization export to work. Please be aware that the fields and their EXACT widths are essential.

If you have any questions, or would like to submit a sample export for testing, please feel free to contact Dan Bengel at dbengel@bsasoftware.com or 517-641-8900.

eEqualization File layout

CountyCode - 2 characters
Local Unit Code - 2 characters
Property Class - 14 characters
Current Parcel Count - 6 characters
Equalized Factor - 7 characters
Ratio - 5 characters
Prev Assessed - 12 characters
Cur Assessed - 12 characters
Prev SEV - 12 characters
Cur SEV - 12 characters
Prev Taxable - 12 characters
Cur Taxable - 12 characters
PRE Taxable - 12 characters
Non-PRE Taxable - 12 characters
Loss - 12 characters
Adjusted - 12 characters
New - 12 characters
Starting TCV - 12 characters
Starting Ratio - 5 characters
Line 07 - 12 characters
Remarks - 20 characters
CR - 1 character
LF - 1 character
Special Acts – 14 characters