

Instructions for transferring Equalization form data into MEG County Portal utilizing JSON export file from BS&A Assessing dotNET

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Like the current E-Equalization site, BS&A Assessing dotNET will generate an output file that will be imported into the MEG system for each equalization form. The output file will be in JSON format and will contain mapping instructions to pull data for all units within the county requiring only one import action into MEG for each Equalization form. Assessing dotNET will also produce an output file for a single unit and a single unit can be imported into the MEG County Portal if so desired or if a correction needs to be made within a single unit. Assessing dotNET allows for customization of some form outputs (e.g. L-4015) and the fields must be selected carefully within the Assessing dotNET Equalization reporting module to match the fields in MEG to prevent a failed import error.

The process of exporting the JSON file out of Assessing dotNET and importing into MEG will take some getting used to. Since some reports are generated out of the same module in Assessing dotNET and have separate modules in MEG, multiple runs of a reporting module in Assessing dotNET will be necessary. For example, both the L-4015a and L-4015 forms are run out of the same module in Assessing dotNET. This will no longer be a one-run process. The L-4015a's will have to be run to create a L-4015a JSON file and then "saved for L-4018 and 2793 use." The L-4015's will then have to be run separately ensuring all L-4015a selections are cleared out of the reporting module in Assessing dotNET to create a L-4015 JSON file and then "saved for L-4018 and 2793 use."

JSON export files will be created from within the Equalization Reporting Tools module located within the Utilities Tab in Assessing dotNET. Each form reporting utility will have a "MEG Export" button except for the L-4023.

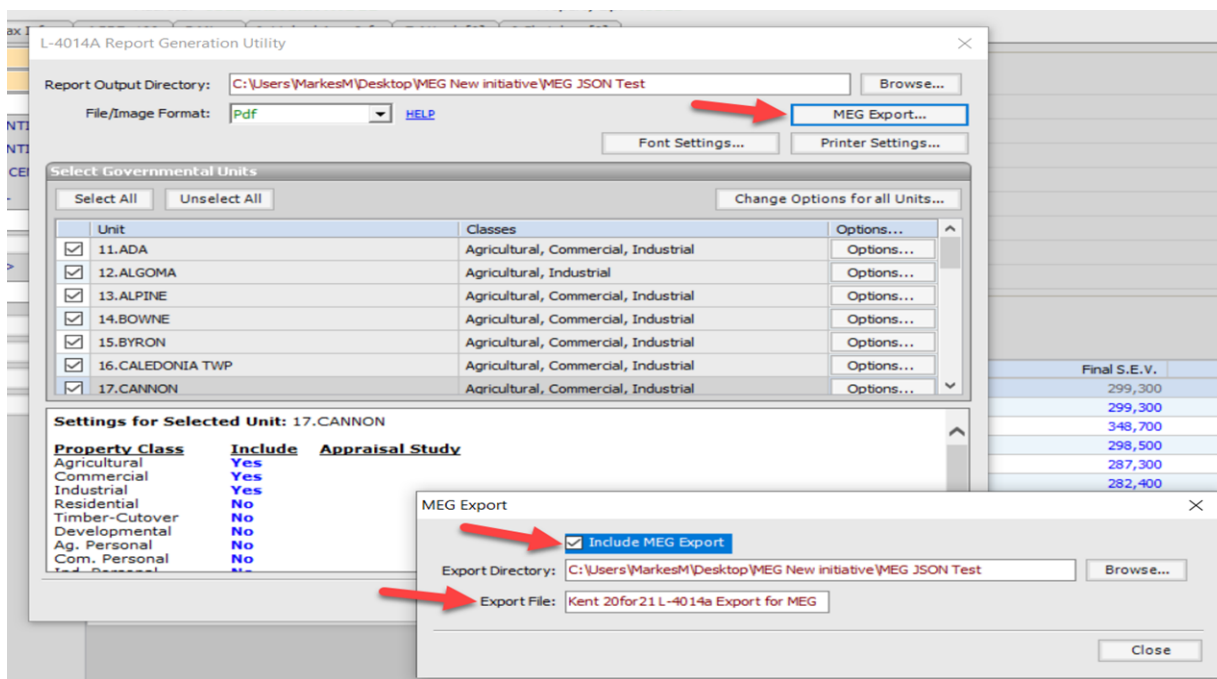
The import of JSON files for each form will be within each MEG form reporting module in the County Portal. Each form will have a "County Import" button and within each local unit there will be a "Unit Import" button.

It will be necessary for CED's to utilize CAMA Data Standards (STC publication 12-17-2019) for a smooth transfer of data particularly as it pertains to Gov Unit/Rev Share Code, Terms of Sale, and sale Instrument Type. The use of any other terms of sale or instrument type will result in a "Unable to Import Data – Invalid Field(s)" error.

CREATION OF JSON EXPORT FOR SPECIFIC EQUALIZATION FORMS WITHIN ASSESSING dotNET

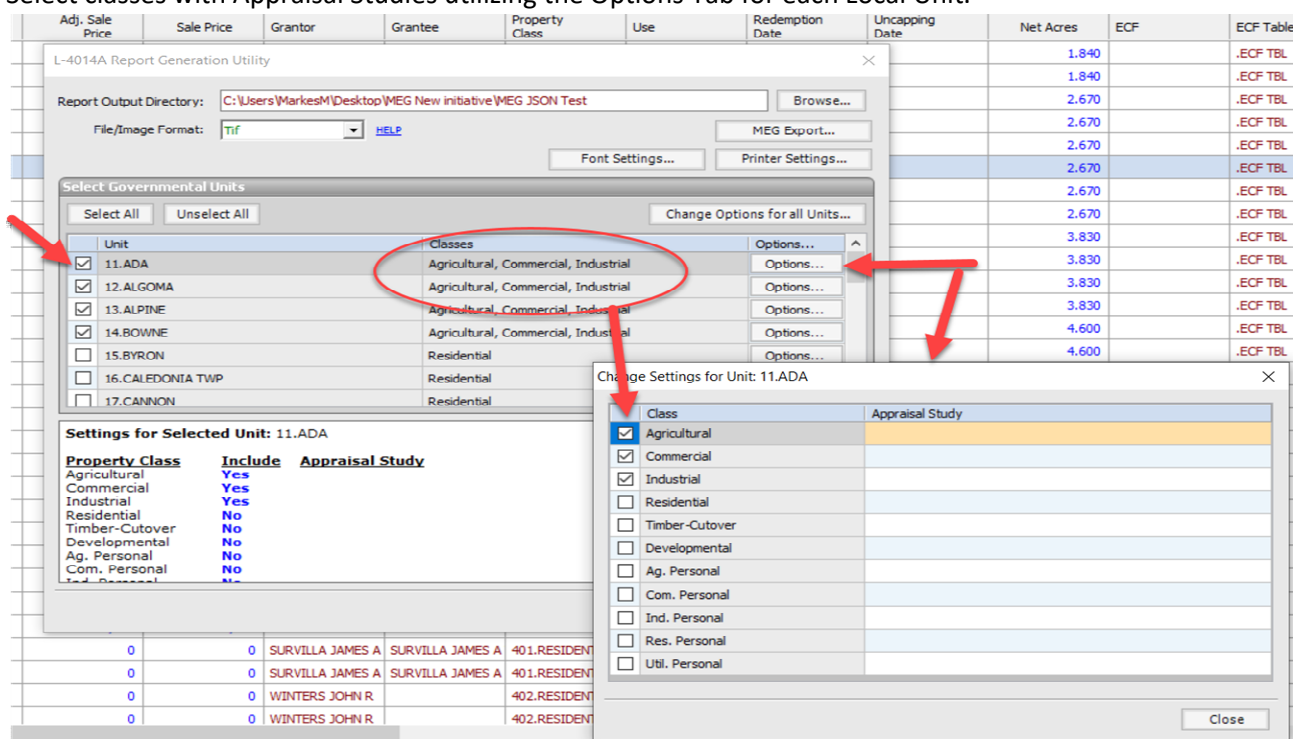
L-4014a

KEY POINTS THROUGHOUT DOCUMENT WILL BE HIGHLIGHTED WITH RED ARROWS ON ILLUSTRATIONS



Create Countywide JSON Export within L-4014a Report Generation Utility:

- Select Local Units (If there is a Blank Local Unit (County) in available choices, do not select it)
- Select classes with Appraisal Studies utilizing the Options Tab for each Local Unit.



- Click on MEG Export button. Make sure to click the Include MEG Export checkbox, select Export Directory, and create a filename that is unique to the form.

L-4015a

IMPORTANT: Run L-4015a form separately from L-4015

Create Countywide L-4015a JSON Export within L-4015 and L-4015(a) Report Generation Utility:

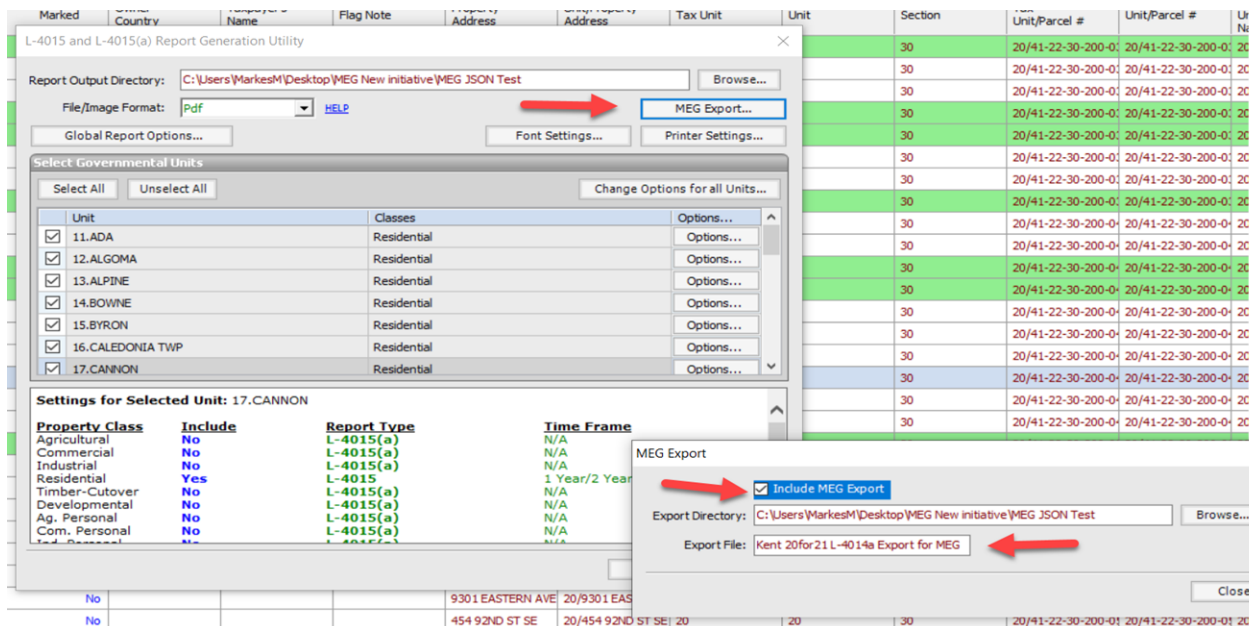
- Select Local Units
- Select classes with Appraisal Studies utilizing the Options Tab for each Local Unit. Make sure any class requiring a L-4015 Sales study listing or any class that has no parcels in the class (E.g. Residential, Timber Cutover, Developmental, Agricultural Personal, Residential Personal) is not checked.
- Make sure L-4015a is selected for each class requiring an Appraisal study.
- Click on MEG Export button. Make sure to click the Include MEG Export checkbox, select Export Directory, and create a filename that is unique to the form.
- Run report module.
- Save for L-4018 use upon closing module

Final S.E.V.	Value
Final S.E.V.	299,300
	299,300
	348,700
	298,500

L-4015

Create Countywide L-4015 JSON Export within L-4015 and L-4015(a) Report Generation Utility:

- Set Global Reporting Options (Types of Sale, Terms of Sale, Report Output Fields, and Assessment/Sale Ratio filter)
 - Assessing dotNET allows customized fields on the L-4015 report which exceed those on the STC approved L-4015. Report Output fields selected in Assessing dotNET must match those which are available in MEG **(DO NOT INCLUDE ADDRESS, TOTALS ONLY, ACREAGE, or PERCENT TRANSFERED FIELDS)**. Doing so will result in a failed import error.
 - Include Grantor/Grantee
 - Include Sale Price
 - Include Terms of Sale
- Select Local Units
- Select classes with Sales studies utilizing the Options Tab for each Local Unit. Make sure any class requiring a L-4015a Appraisal study listing or any class that has no parcels in the class (e.g. Agricultural, Commercial, Industrial, Timber Cutover, Developmental, Agricultural Personal, Commercial Personal, Industrial Personal, Residential Personal, Utility Personal) is not checked.
- Make sure L-4015 is selected for each class requiring a Sales ratio study.
- Click on MEG Export button. Make sure to click the Include MEG Export checkbox, select Export Directory, and create a filename that is unique to the form.
- Run report module.
- Save for L-4018 and 2793 use upon closing



2793 (L-4017/L-4047)

Create Countywide 2793 JSON Export within L-2793 Report Generation Utility:

- Select Local Units
- Classes requiring 2793 will be prepopulated for each unit based on saved L-4015 reporting.
- Click on MEG Export button. Make sure to click the Include MEG Export checkbox, select Export Directory, and create a filename that is unique to the form.
- Run report module.
- Save 2793 results for all selected Units/Property Classes for L-4018 use upon closing.

The screenshot displays the L-2793 Report Generation Utility interface. The main window includes a 'Report Output Directory' field, a 'File/Image Format' dropdown set to 'Pdf', and a 'MEG Export...' button highlighted with a red arrow. Below this is a 'Select Governmental Units' section with a list of units (11.ADA to 17.CANNON) and a 'Settings for Selected Unit: 11.ADA' table.

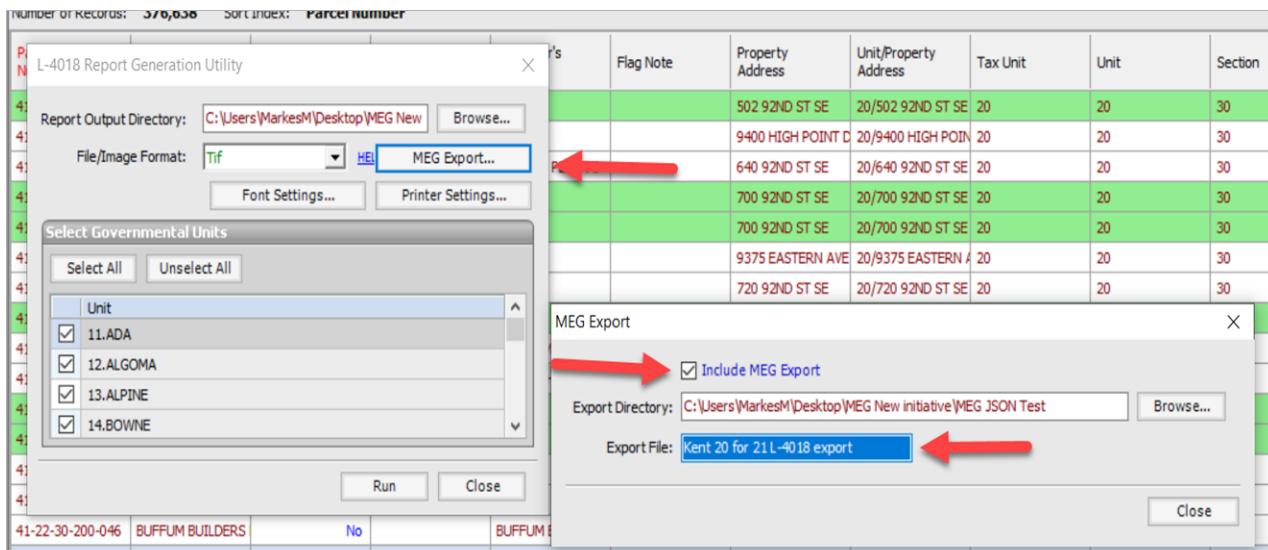
Property Class	Include	L-4015/L-4015(a)	Time Frame	Report Type
Agricultural	No	L-4015(a)	N/A	N/A
Commercial	No	L-4015(a)	N/A	N/A
Industrial	No	L-4015(a)	N/A	N/A
Residential	Yes	L-4015	1 Year/2 Year	L-2793
Timber-Cutover	No	L-4015(a)	N/A	N/A
Developmental	No	L-4015(a)	N/A	N/A
Ag. Personal	No	L-4015(a)	N/A	N/A
Com. Personal	No	L-4015(a)	N/A	N/A

The data table on the right shows columns for Property Address, Unit/Property Address, Tax Unit, Unit, Section, and Tax Unit/P. A secondary 'MEG Export' dialog box is open, showing the 'Include MEG Export' checkbox checked, the export directory path, and a filename 'Kent 20for21 L-4014a Export for MEG'.

L-4018 R/P

Create Countywide JSON Export within L-4018 Generation Utility:

- Select Local Units
- Click on MEG Export button. Make sure to click the Include MEG Export checkbox, select Export Directory, and create a filename that is unique to the form.
- Run report module.
- Save L-4018 results for all selected Units for L-4023 use upon closing module.



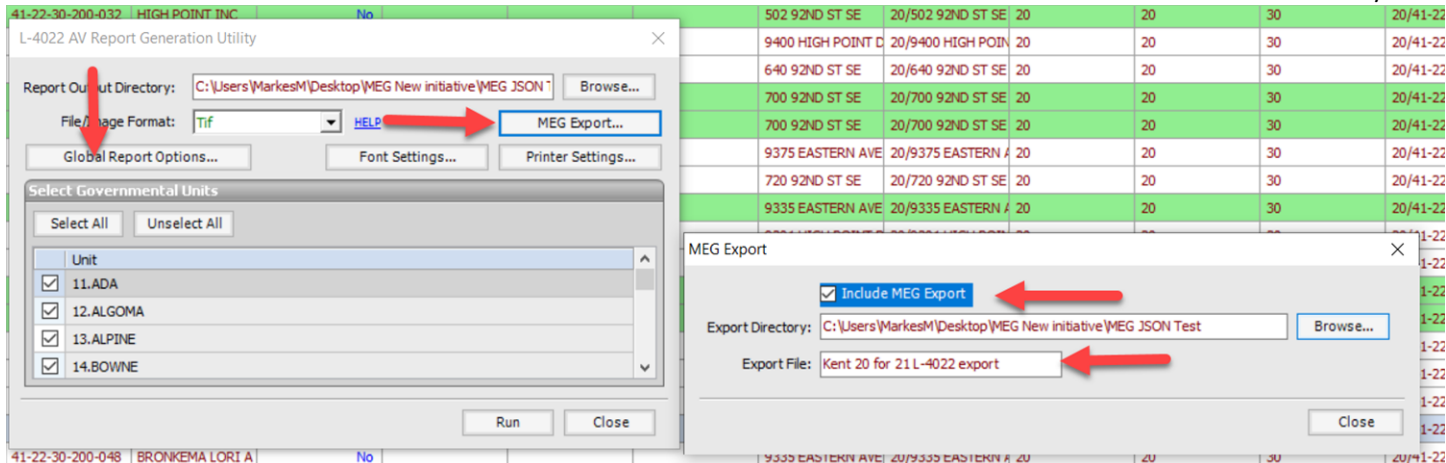
L-4022 AV (Local Unit Import Only)

There is no import of the L-4022AV out of Assessing dotNET required from the County. Local Unit exports JSON file from local assessing database utilizing the L-4022AV utility in the Equalization Reporting Utilities and Imports into MEG Local Unit Portal. Running the L-4022AV out of the Assessor Reports will not provide a MEG Export option. County CED then accepts or rejects for revision the Local Unit submission within the County Portal. County would only utilize L-4022 MEG Export Utility in an Emergency where the Local Unit Assessor of Record was not available to submit in the Local Unit Portal.

Procedures for Emergency L-4022 generation by CED will be as follows:

Create Countywide JSON Export within L-4022AV Report Generation Utility:

- Select Local Units (If there is a Blank Local Unit (County) in available choices, do not select it)
- Set Global Report Options, Special Populations field to "Ad Valorem Parcels"
- Click on MEG Export button. Make sure to click the Include MEG Export checkbox, select Export Directory, and create a filename that is unique to the form.
- Run report module. Input Charitable Exemption Loss value for each Local Unit as prompted by module.



L-4023 and L-4024

Forms L-4023 and L-4024 do not have a MEG Export option within Assessing dotNET. The MEG system automatically calculates the L-4023 report for each Local Unit based on previous L-4018R/P and L-4022 AV data that has been imported into the MEG system. If a Line 7 adjustment is warranted, the value on this line will have to be manually hand entered and a justification comment is required. The L-4023 generated in the MEG County Portal should be compared to the L-4023 out of the Assessing dotNET system. CED will then Review and Save completed L-4023 for each Local Unit utilizing the “Save” button then Submit the completed forms to the State utilizing the “Submit” button.

Like the current E-Equalization system, MEG will generate the L-4024 report based on L-4023 report data that has already been Accepted by the State in the MEG County Portal. MEG generated L-4024 should be compared to L-4024 out of Assessing dotNET system and Saved utilizing the “Save” button. The L-4024 can then be rendered to PDF and printed for Board of County Commissioners approval. Once County has finished Equalization through the Board of County Commissioners, L-4024 can be submitted to the State utilizing the “Submit” button in the County Portal.

IMPORTING JSON DATA FILES FROM ASSESSING dotNET INTO MEG COUNTY PORTAL

The import of JSON files for each form will be within each MEG form reporting module in the County Portal. Each form will have a “County Import” button and within each local unit there will be a “Unit Import” button.

Michigan Equalization Gateway
The Department of Treasury

County Dashboard

Equalization Year: 2021 | County: Kent County

Form 5571 (L-4014a) Preliminary Appraisal Study Listing Due: 06/30/2020 NOT STARTED	Form 3689 (L-4027i) Interim Status Report and Plan of Study - June Due: 06/30/2020 NOT STARTED	Form 3689 (L-4027i) Interim Status Report and Plan of Study - August Due: 08/31/2020 NOT STARTED	Form 3689 (L-4027i) Interim Status Report and Plan of Study - October Due: 10/31/2020 NOT STARTED
Form 4618 (L-4015) Sales Study List Due: 01/04/2021 IN PROGRESS	Form 4504 (L-4015a) Appraisal Study Listing Due: 01/04/2021 NOT STARTED	Form 2793 (L-4017/4047) 24 and 12 Month Sales Ratio Study Due: 01/04/2021 IN PROGRESS	Form 602/603 (L-4018 P/R) Analysis for Equalized Valuation of Real and Personal Property Due: 01/04/2021 NOT STARTED






MiSuite - MEG | meg.uat.migov.net/county-portal/410000/2021/forms/8009/local-units

Michigan Equalization Gateway
The Department of Treasury

County Dashboard > Kent County

 **County Import**

Form 5571 (L-4014a) Preliminary Appraisal Study Listing | Due: 06/30/2020

Status	Code	Local Unit	View Form
NOT STARTED	411010	Ada Township	
NOT STARTED	411020	Algoma Township	
NOT STARTED	411030	Alpine Township	
NOT STARTED	411040	Bowne Township	
NOT STARTED	411050	Byron Township	

The screenshot shows the Michigan Equalization Gateway (MEG) interface. At the top, the breadcrumb navigation reads 'County Dashboard > Kent County > Ada Township'. Below this, there are three buttons: 'Unit Import' (highlighted with a red arrow), 'View PDF', and 'Reset Form'. The main content area is titled 'Form 5571 (L-4014a) Preliminary Appraisal Study Listing' with a due date of '06/30/2020'. It features a classification filter for '100 Agricultural' and a table with columns: Parcel Number, Property Address, Appraiser Initials, Property Class, Current Year AV, Vacant or Improved, Field Inspection, Data Entry Date, Comments, Edit Parcel, and Delete. A summary table at the bottom shows 'Parcels Selected for Appraisal Study', 'Improved Parcels', 'Inspections Completed', and 'Entries Completed', all with a value of 0. 'Save' and 'Submit' buttons are at the bottom right.

This screenshot shows the 'Import Data' dialog box in the MEG interface. The dialog has a title bar with a close button (X). It contains an 'Upload File' section with a text input field containing 'L-4018 Kent MEG Export.json' and a 'Browse' button. At the bottom of the dialog are 'Import' and 'Cancel' buttons, with the 'Import' button highlighted by a red arrow. In the background, the 'County Import' button is also highlighted with a red arrow. The background interface shows the breadcrumb 'County Dashboard > Kent County' and a table with columns for 'Status', 'Parcel ID', and 'Jurisdiction', with a row showing 'NOT STARTED', '411010', and 'Ada Township'.

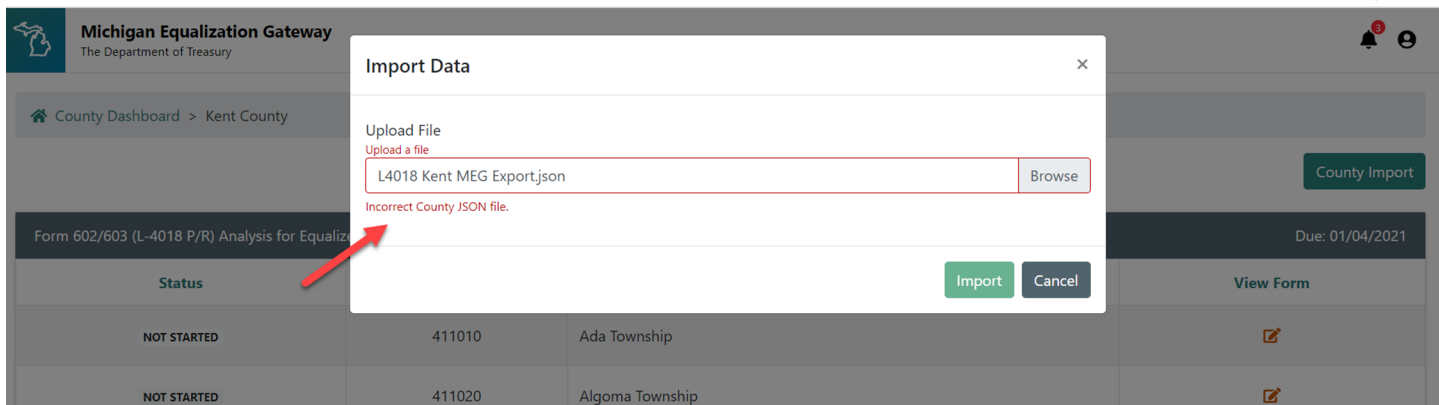
ERROR MESSAGES & TROUBLESHOOTING

Correct EQ Cycle and Jurisdiction

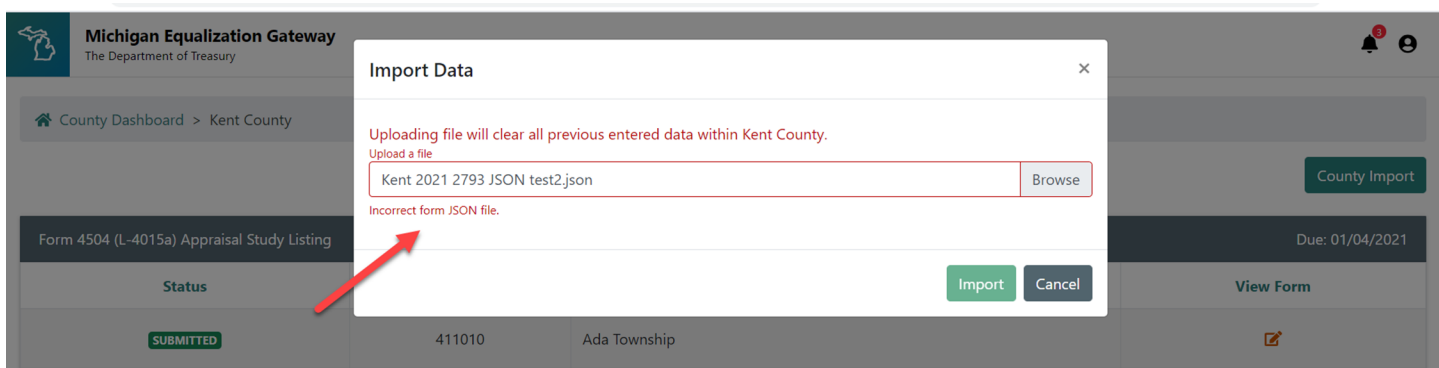
Ensure that the correct Equalization Cycle is selected and the Correct County is selected if you oversee multiple counties as EQ Director of Record.

Typical import errors

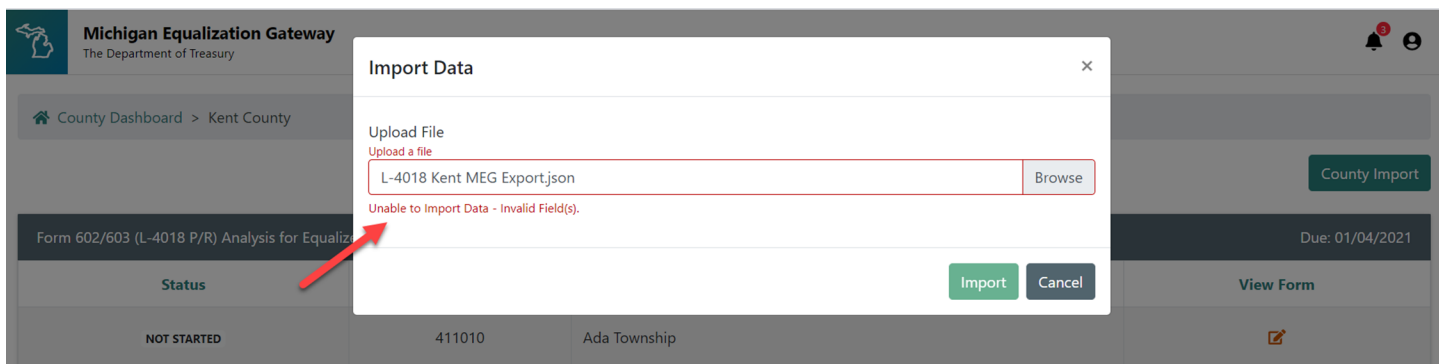
Errors during the import process would occur if the fields exported out of Assessing dotNET do not match the fields within MEG. The fields within MEG are the same fields from the STC approved form. Screen shots below shows typical Error message during County Import process.



Check to see you are importing JSON file for correct County



Check to see you are importing JSON file for correct form



Examine .pdf output file from Assessing dotNET. Make sure each field only has data options that are allowable in MEG. Data options in MEG specifically follow the STC approved CAMA Data Standards as do the options in Assessing dotNET if you have performed the conversion. It will be imperative for Counties to be utilizing the STC Approved CAMA Data Standards to prevent errors while importing data into the MEG County Portal.

System time out and avoiding loss of imported data

Due to security protocols mandated by the Michigan Department of Technology and Budget, the system is designed to time out after 60 minutes of inactivity have elapsed. System activity does not include scrolling or manual data entry. The system recognizes activity as pressing the “Save” or “Submit” button, performing a JSON import, or rendering a .pdf report file. This is the only time the system communicates with the server. After 58 minutes of inactivity, a two minute warning message pops up momentarily. System can also be refreshed at any time by using CNTRL+R or refreshing webpage with circular arrow button in web browser. Once system times out, any unsaved data will be lost and user will be returned to the login screen.

Saving Data

Imported data is automatically saved anytime a “Countywide” Import takes place. Once form data JSON file is successfully imported through a County Import, data is automatically saved upon successful completion of the import and ready to be submitted. **Data is not automatically saved during a Local Unit import.** This is a safety mechanism to prevent accidental change in data. When you import a Local Unit JSON file, you must then hit the save button to save the amended data and then submit.