

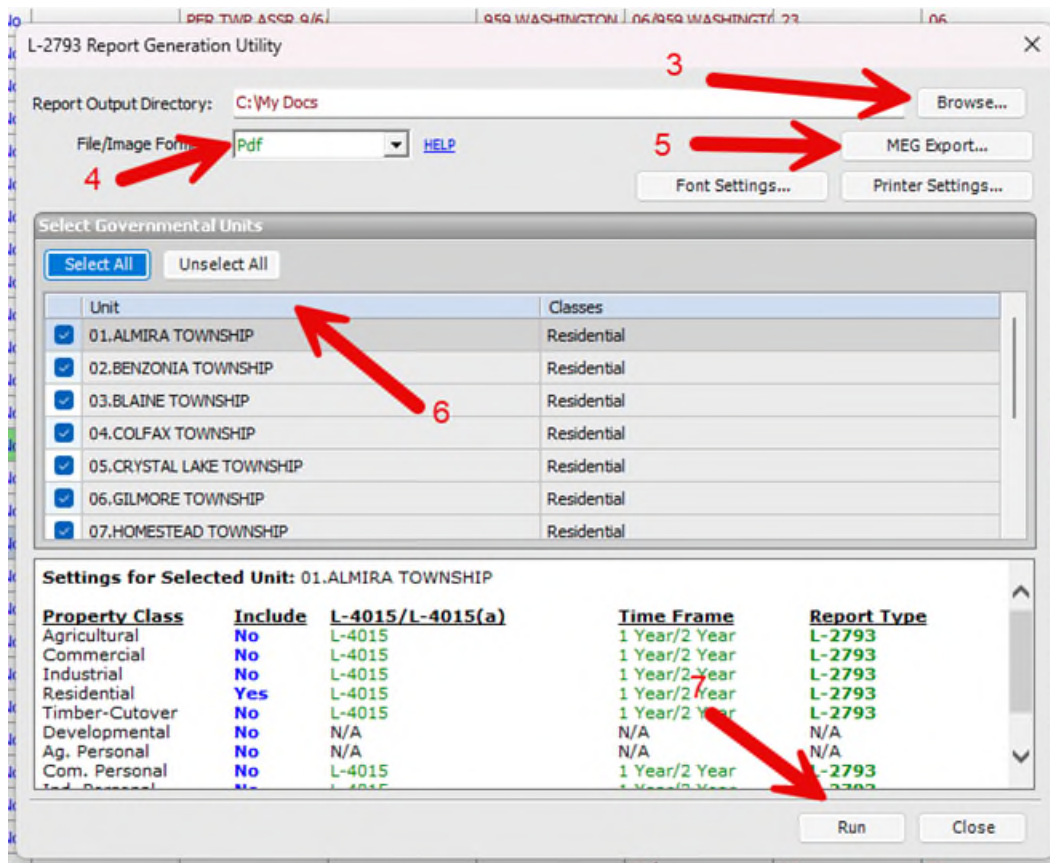
Instructions for importing Form 2793 (L-4017/L-4047) 24- and 12-Month Sales Ratio Study for Determining the Starting Base into MEG

The following instructions are to export data for the L-4017/4047 from BS&A.

NOTE: This utility should only be ran AFTER the L-4015/L-4015a Utility has been ran in BS&A and the results from the selected units/property classes have been saved for the L-2793/L-4018 use.

NOTE: The L-4017/4047 MUST be imported BEFORE the L-4015a is imported in MEG.

1. In BS&A go to 'Utilities' and then 'Equalization/MEG Reporting Tools'.
2. Click on 'L-2793 Utility'.
3. Select the 'Report Output Directory' by clicking 'Browse'.
4. Select 'Pdf' from File/Image Format drop down menu.
5. Click 'MEG Export' window & select 'Include MEG Export', click 'Browse' to select the 'Export Directory' and then name the 'Export File'. Click 'Close'
6. Select the governmental units wanted for export.
7. Click 'Run'.
8. When utility has been completed click 'OK" then click 'Close' then click 'Yes' to save to the L-4018 and then choose 12- or 24-month ratio for each unit and click 'OK'.



To perform a county import:

1. Sign into MEG and go to Form 2793 (L-4017/4047) module in the correct equalization year and correct county.
2. Click on 'County Import' at the top right.
3. In the pop-up screen select the classification(s) wanted to import.
4. Browse out to where the saved file is from step 5 above.
5. Click 'Import'
6. Review the data that was imported to ensure correct values.
7. Click 'Submit All' then click 'Yes'.

To perform a single unit import:

1. The BS&A export must only contain a single unit's data (step 6 above).
2. Sign into MEG and go to Form 4618 (L-4015) module.
3. Click on the pencil icon to the right of the local unit's name.
4. Click 'Unit Import' at the top right.
5. In the pop-up screen select the classification(s) wanted to import. Browse out to where the file is saved from step 5 on page 1.
6. Click 'Import'.
7. Review the data that was imported to ensure correct values.
8. Click 'Save' then 'Submit' or 'Resubmit' then click 'Yes'.