

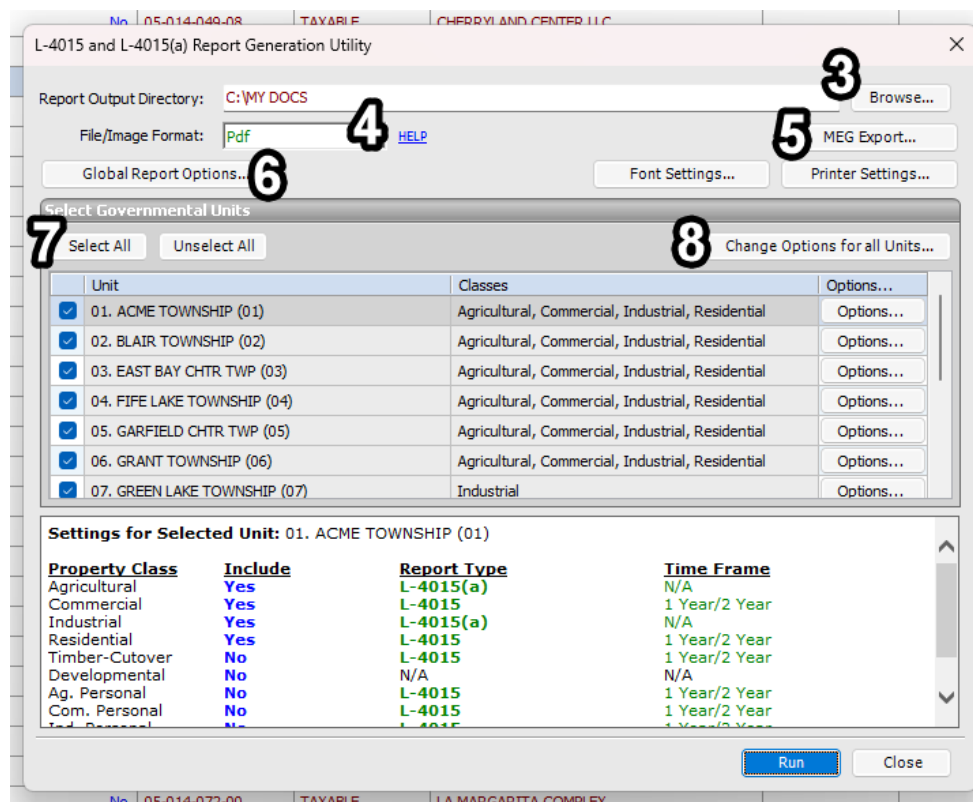
Instructions for Importing Form 4504 (L-4015a) *Appraisal Study List* into MEG

Before running the L-4015a's you **MUST** first run Miscellaneous Totals and Statistics from 'Assessing Reports'.

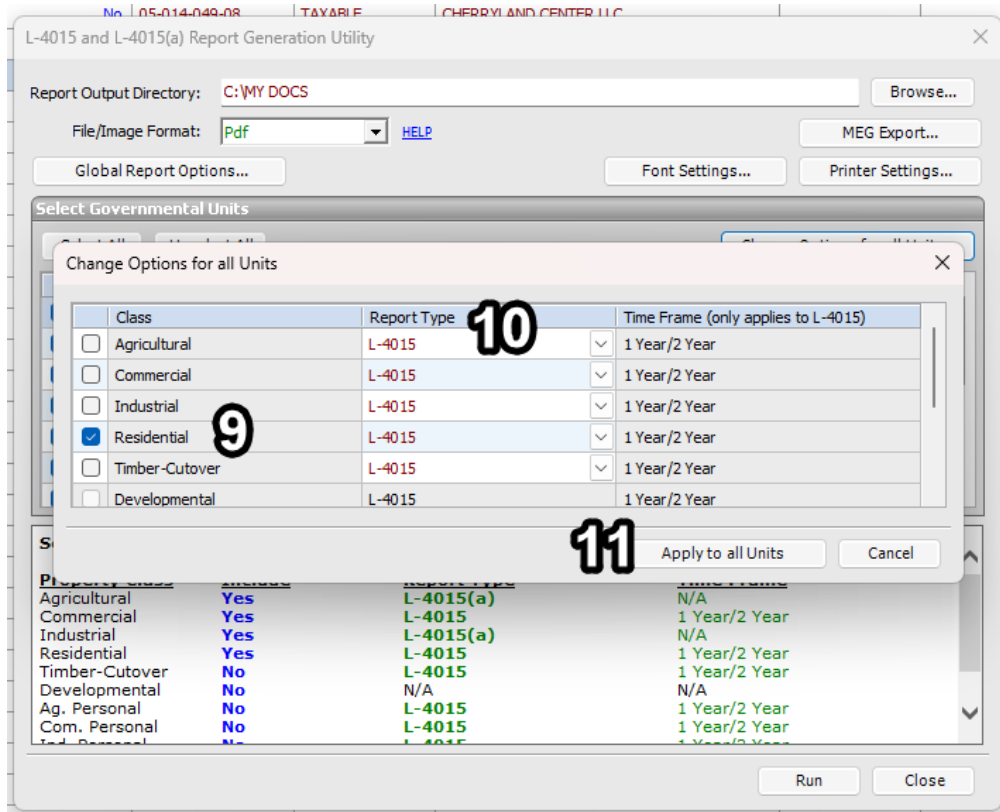
Questions regarding how to enter a stratified study into the CAMA software should be referred to BS&A.

Follow the following instructions to export study data for the L-4015a from BS&A.

1. In BS&A go to 'Utilities' and then 'Equalization/MEG Reporting Tools'.
2. Click on 'L-4015 and L-4015(a) 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. In 'Global Report Options...' select the options wanted to export (the following options still have to be selected even though these instructions are for appraisal studies).
 - a. Types of Sale
 - b. Terms of Sale
 - c. The following options must be the only items selected: 'Include Grantor/Grantee', 'Include Sale Price' & 'Include Terms of Sale'. Selection of additional options will create an error.
 - d. Filters (this is where outliers can be removed (i.e., 80/20 or 90/10))
7. Select the Governmental Unit(s) wanted to export.
NOTE: If there is a county wide class such as "XXXXX.County Name" be sure that unit is not selected.



8. In 'Change Options for all Units...'
9. Select the class(es) wanted to export (**do not select any personal property**).
10. The 'Report Type' should only be L-4015a.
11. Click 'Apply to all Units'.



12. Click Run
13. When utility has been run, click 'OK' then click 'Close' then click 'Yes' to save the L-4015/L-4015a results for all selected units/property classes for L-2793/L-4018 use. Review the data before importing into MEG to ensure it is correct.

Following the instructions below to import L-4015a exported data into MEG.

To perform a county import:

1. Sign into MEG and go to Form 4504 (L-4015a) 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 file was saved in step 5 on page 1.
5. Click 'Import'
6. Once imported, verify the information is correct, then click 'Submit All'.

To perform a single unit import:

1. The BS&A export must only contain a single unit's data (step 7 on page 1).
2. Sign into MEG and go to Form 4504 (L-4015a) 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 was saved in step 5 on page 1.
6. Click 'Import'.
7. Once imported, verify the information is correct, then click 'Save' then 'Submit'.

If an amendment is needed, please request that the county's analyst unlock the form.