

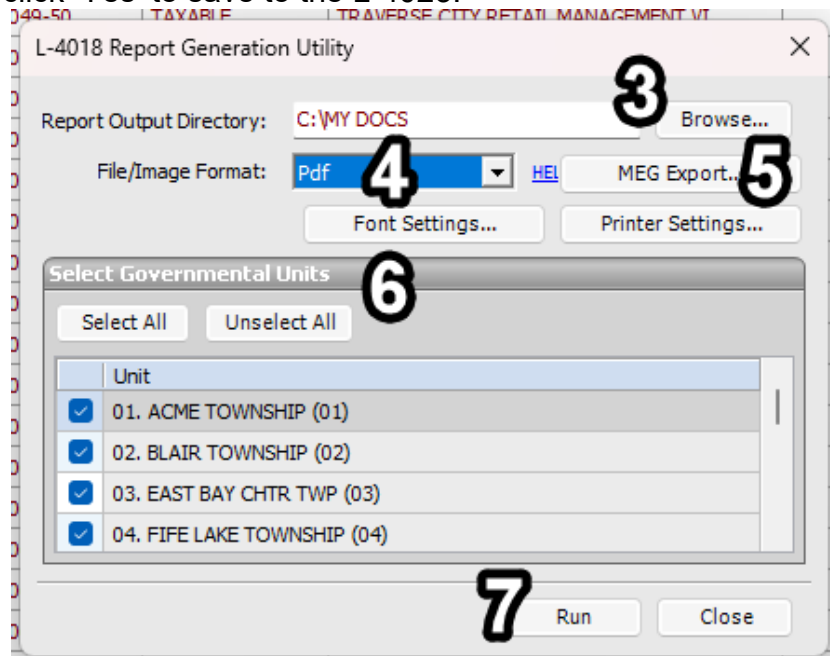
## Instructions for Form 602/603 (L-4018 R/P) Analysis for Equalized Valuation of Real and Personal Property

The MEG system now verifies values behind the scenes to ensure data integrity. If “Correction Required” appears below any value after import, that value must be corrected to be able to submit the form. The correction required is based on the previous year L-4023 for beginning values, the values submitted on the L-4015a & 2793 for the sample data, the calculation of classification assessed value divided by study ratio for the projected true cash value for appraisal, sales and estimated studies, or from the L-4015a for stratified studies. Additionally, users must put an explanation for all stratified and estimated studies. For stratified studies the first line in the classification must be AS or ES and the second line must be ST. Users can manually correct the values on the screen in MEG, but it is highly recommended that they are also corrected in the CAMA system.

Before running the BS&A utility ensure that the study types for all classifications are correct in ‘Program Setup’ and that the L-4015, L-4015a & 2793 utilities have all been ran and saved for use in the L-4018. Please contact BSA for answers regarding how to enter stratified studies in BS&A.

The following instructions are to export parcel data for the L-4018 from BS&A.

1. In BS&A go to ‘Utilities’ and then ‘Equalization/MEG Reporting Tools’.
2. Click on ‘L-4018 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’”, verify that the information is correct, then click ‘Close’ then click ‘Yes’ to save to the L-4023.



The following instructions are to import data into the L-4018 module in MEG.

To perform a county import:

1. Sign into MEG and go to Form 602/603 (L-4018) 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. If a red flag appears next to a local unit name, that unit's values must be corrected. Once corrected the submit all button will become active.
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 602/603 (L-4018) 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 in the first section.
6. Click 'Import'.
7. Review the data that was imported. If "Correction Required" appears below any value that value must be corrected. Once corrected the submit button will become active.
8. Click 'Save' then 'Submit' or 'Resubmit' then click 'Yes'.

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