

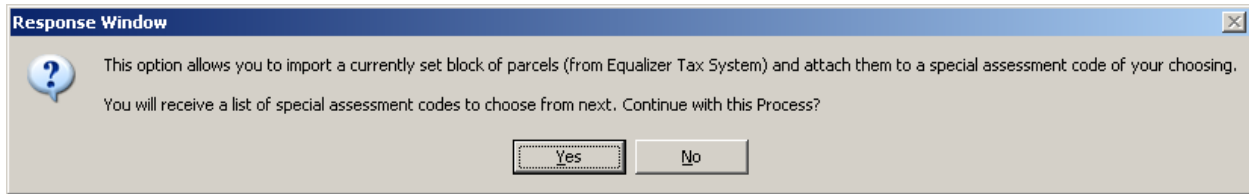
# How to import parcels from BSA Tax into BSA Special Assessments

1. Make a block of the parcels in BSA Tax that you want to import into the Special Assessment system.

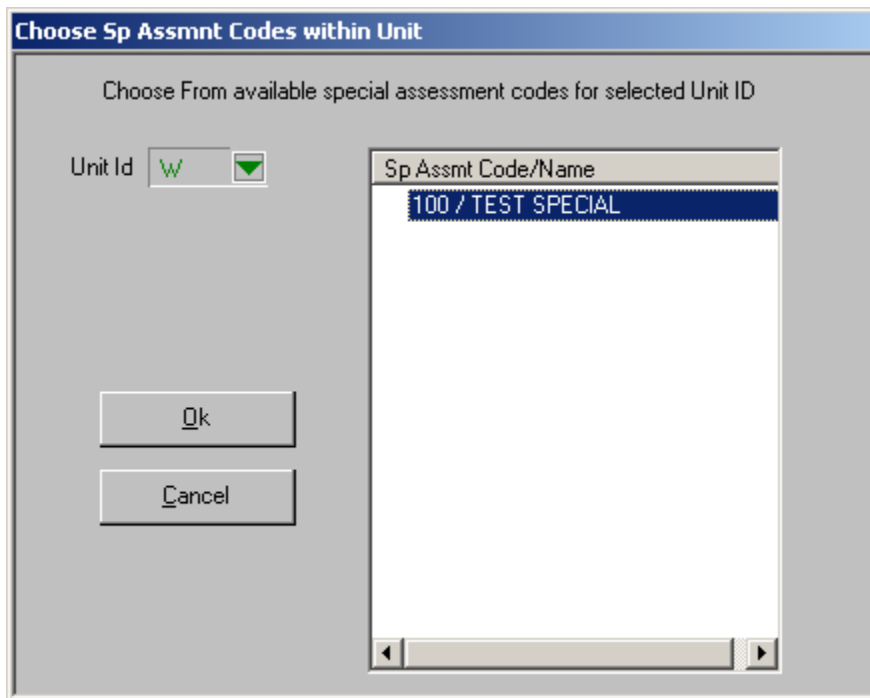
Tax Unit ID / Parcel #	Parcel #	DDA/TIFA	Marked Parcel	Govt Unit ID/Parcel #	Billing Code	IFT Cert #	Adjustment Info
Unit W / W -13-28-302-030	W -13-28-302-030	Unit W / NONE		Unit W / W -13-28-302-030	Unit W /	Unit W /	Unit W / JULY BOR: TAXABLE L
Unit W / W -13-28-302-031	W -13-28-302-031	Unit W / NONE		Unit W / W -13-28-302-031	Unit W /	Unit W /	Unit W / JULY BOR: TAXABLE L
Unit W / W -13-28-302-032	W -13-28-302-032	Unit W / NONE		Unit W / W -13-28-302-032	Unit W /	Unit W /	Unit W / JULY BOR: TAXABLE L
Unit W / W -13-28-302-033	W -13-28-302-033	Unit W / NONE		Unit W / W -13-28-302-033	Unit W /	Unit W /	Unit W / JULY BOR: TAXABLE L
Unit W / W -13-28-302-034	W -13-28-302-034	Unit W / NONE		Unit W / W -13-28-302-034	Unit W /	Unit W /	Unit W / STC/OTHER: SPEC L
Unit W / W -13-28-302-035	W -13-28-302-035	Unit W / NONE		Unit W / W -13-28-302-035	Unit W /	Unit W /	Unit W / JULY BOR: TAXABLE L
Unit W / W -13-28-302-036	W -13-28-302-036	Unit W / NONE		Unit W / W -13-28-302-036	Unit W /	Unit W /	Unit W / JULY BOR: TAXABLE L
Unit W / W -13-28-302-037	W -13-28-302-037	Unit W / NONE		Unit W / W -13-28-302-037	Unit W /	Unit W /	Unit W / JULY BOR: TAXABLE L
Unit W / W -13-28-302-038	W -13-28-302-038	Unit W / NONE		Unit W / W -13-28-302-038	Unit W /	Unit W /	Unit W / JULY BOR: TAXABLE L
Unit W / W -13-28-303-001	W -13-28-303-001	Unit W / NONE		Unit W / W -13-28-303-001	Unit W /	Unit W /	Unit W / JULY BOR: TAXABLE L
Unit W / W -13-28-303-002	W -13-28-303-002	Unit W / NONE		Unit W / W -13-28-303-002	Unit W /	Unit W /	Unit W / JULY BOR: TAXABLE L
Unit W / W -13-28-303-003	W -13-28-303-003	Unit W / NONE		Unit W / W -13-28-303-003	Unit W /	Unit W /	Unit W / STC/OTHER: SPEC L
Unit W / W -13-28-303-004	W -13-28-303-004	Unit W / NONE		Unit W / W -13-28-303-004	Unit W /	Unit W /	Unit W / JULY BOR: TAXABLE L
Unit W / W -13-28-303-005	W -13-28-303-005	Unit W / NONE		Unit W / W -13-28-303-005	Unit W /	Unit W /	Unit W / JULY BOR: TAXABLE L
Unit W / W -13-28-303-006	W -13-28-303-006	Unit W / NONE		Unit W / W -13-28-303-006	Unit W /	Unit W /	Unit W / JULY BOR: TAXABLE L
Unit W / W -13-28-303-007	W -13-28-303-007	Unit W / NONE		Unit W / W -13-28-303-007	Unit W /	Unit W /	Unit W / JULY BOR: TAXABLE L
Unit W / W -13-28-303-008	W -13-28-303-008	Unit W / NONE		Unit W / W -13-28-303-008	Unit W /	Unit W /	Unit W / STC/OTHER: SPEC L
Unit W / W -13-28-303-009	W -13-28-303-009	Unit W / NONE		Unit W / W -13-28-303-009	Unit W /	Unit W /	Unit W / JULY BOR: TAXABLE L
Unit W / W -13-28-303-010	W -13-28-303-010	Unit W / NONE		Unit W / W -13-28-303-010	Unit W /	Unit W /	Unit W / JULY BOR: TAXABLE L
Unit W / W -13-28-303-011	W -13-28-303-011	Unit W / NONE		Unit W / W -13-28-303-011	Unit W /	Unit W /	Unit W / JULY BOR: TAXABLE L
Unit W / W -13-28-303-012	W -13-28-303-012	Unit W / NONE		Unit W / W -13-28-303-012	Unit W /	Unit W /	Unit W / STC/OTHER: SPEC L
Unit W / W -13-28-326-010	W -13-28-326-010	Unit W / NONE		Unit W / W -13-28-326-010	Unit W /	Unit W /	Unit W / NO ADJUSTMENT L
Unit W / W -13-28-326-011	W -13-28-326-011	Unit W / NONE		Unit W / W -13-28-326-011	Unit W /	Unit W /	Unit W / NO ADJUSTMENT L
Unit W / W -13-28-326-012	W -13-28-326-012	Unit W / NONE		Unit W / W -13-28-326-012	Unit W /	Unit W /	Unit W / NO ADJUSTMENT L
Unit W / W -13-28-326-013	W -13-28-326-013	Unit W / NONE		Unit W / W -13-28-326-013	Unit W /	Unit W /	Unit W / NO ADJUSTMENT L
Unit W / W -13-28-326-014	W -13-28-326-014	Unit W / NONE		Unit W / W -13-28-326-014	Unit W /	Unit W /	Unit W / NO ADJUSTMENT L
Unit W / W -13-28-326-017	W -13-28-326-017	Unit W / NONE		Unit W / W -13-28-326-017	Unit W /	Unit W /	Unit W / NO ADJUSTMENT L
Unit W / W -13-28-326-018	W -13-28-326-018	Unit W / NONE		Unit W / W -13-28-326-018	Unit W /	Unit W /	Unit W / NO ADJUSTMENT L
Unit W / W -13-28-327-001	W -13-28-327-001	Unit W / NONE		Unit W / W -13-28-327-001	Unit W /	Unit W /	Unit W / NO ADJUSTMENT L
Unit W / W -13-28-327-002	W -13-28-327-002	Unit W / NONE		Unit W / W -13-28-327-002	Unit W /	Unit W /	Unit W / NO ADJUSTMENT L
Unit W / W -13-28-327-003	W -13-28-327-003	Unit W / NONE		Unit W / W -13-28-327-003	Unit W /	Unit W /	Unit W / NO ADJUSTMENT L
Unit W / W -13-28-327-004	W -13-28-327-004	Unit W / NONE		Unit W / W -13-28-327-004	Unit W /	Unit W /	Unit W / NO ADJUSTMENT L
Unit W / W -13-28-327-014	W -13-28-327-014	Unit W / NONE		Unit W / W -13-28-327-014	Unit W /	Unit W /	Unit W / NO ADJUSTMENT L
Unit W / W -13-28-327-015	W -13-28-327-015	Unit W / NONE		Unit W / W -13-28-327-015	Unit W /	Unit W /	Unit W / NO ADJUSTMENT L
Unit W / W -13-28-327-016	W -13-28-327-016	Unit W / NONE		Unit W / W -13-28-327-016	Unit W /	Unit W /	Unit W / NO ADJUSTMENT L
Unit W / W -13-28-327-027	W -13-28-327-027	Unit W / NONE		Unit W / W -13-28-327-027	Unit W / 00004	Unit W /	Unit W / NO ADJUSTMENT L
Unit W / W -13-28-327-028	W -13-28-327-028	Unit W / NONE		Unit W / W -13-28-327-028	Unit W / 00004	Unit W /	Unit W / NO ADJUSTMENT L
Unit W / W -13-28-327-029	W -13-28-327-029	Unit W / NONE		Unit W / W -13-28-327-029	Unit W / 00004	Unit W /	Unit W / NO ADJUSTMENT L
Unit W / W -13-28-327-030	W -13-28-327-030	Unit W / NONE		Unit W / W -13-28-327-030	Unit W / 00004	Unit W /	Unit W / NO ADJUSTMENT L
Unit W / W -13-28-327-031	W -13-28-327-031	Unit W / NONE		Unit W / W -13-28-327-031	Unit W / 00004	Unit W /	Unit W / NO ADJUSTMENT L
Unit W / W -13-28-327-032	W -13-28-327-032	Unit W / NONE		Unit W / W -13-28-327-032	Unit W /	Unit W /	Unit W / NO ADJUSTMENT L

2. Go back into the special assessment system. Click on Utility from the tool bar and select "Import a block of parcels from another Equalizer product".
3. When the options pop up window is presented select "Import Block of Parcels from Equalizer Tax for Windows". Once selected click the continue button.

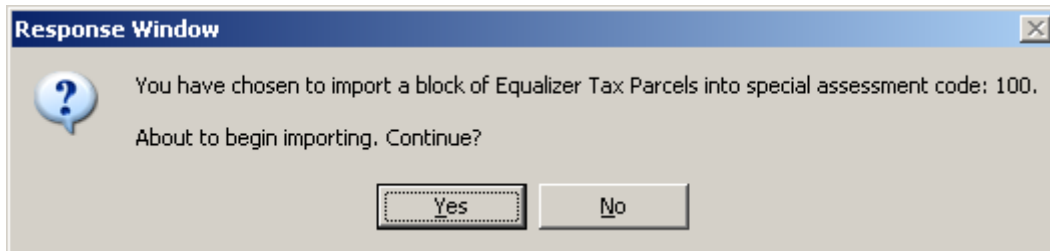
4. Once you have selected "continue" the following response window will appear. Select YES



5. You will now be prompted to pick which special assessment district you would like the parcels imported in to. Select the district code and click OK.



6. You will receive the following response window. This is so you can re-verify that you are placing the parcels in the correct special assessment district. If correct select YES.



7. The utility will run to import parcels. Depending on how many parcels are blocked will determine how long it will take. Once the import is complete you will now see your parcels in the special assessment database.



-Current Index Information-  
Govt Unit ID/Sp Assessment Co

- Parcel Info
- Apply Payments
- Parcel List
- Receipt List
- Unit Setup
- General Setup

Govt Unit ID/Sp Assessment Code	Tax Unit ID/Sp Assessment Code	Sp Assessment Code	Govt Unit Id/Property Address	Parcel #	Tax Unit Id/Parcel #
Unit K/281, PT/MART SEW #2	Unit K/281, PT/MART SEW #2	281, PT/MART SEW #2	Unit K/59756 TWIN PINES DR	K-21-05-253-085	Unit K/K-21-05-253-085, 28 Ur
Unit K/281, PT/MART SEW #2	Unit K/281, PT/MART SEW #2	281, PT/MART SEW #2	Unit K/59796 TWIN PINES DR	K-21-05-253-086	Unit K/K-21-05-253-086, 28 Ur
Unit K/281, PT/MART SEW #2	Unit K/281, PT/MART SEW #2	281, PT/MART SEW #2	Unit K/59804 TWIN PINES DR	K-21-05-253-087	Unit K/K-21-05-253-087, 28 Ur
Unit K/281, PT/MART SEW #2	Unit K/281, PT/MART SEW #2	281, PT/MART SEW #2	Unit K/59812 TWIN PINES DR	K-21-05-253-088	Unit K/K-21-05-253-088, 28 Ur
Unit K/281, PT/MART SEW #2	Unit K/281, PT/MART SEW #2	281, PT/MART SEW #2	Unit K/59820 TWIN PINES DR	K-21-05-253-089	Unit K/K-21-05-253-089, 28 Ur
Unit K/281, PT/MART SEW #2	Unit K/281, PT/MART SEW #2	281, PT/MART SEW #2	Unit K/59828 TWIN PINES DR	K-21-05-253-090	Unit K/K-21-05-253-090, 28 Ur
Unit K/281, PT/MART SEW #2	Unit K/281, PT/MART SEW #2	281, PT/MART SEW #2	Unit K/59836 TWIN PINES DR	K-21-05-253-091	Unit K/K-21-05-253-091, 28 Ur
Unit K/281, PT/MART SEW #2	Unit K/281, PT/MART SEW #2	281, PT/MART SEW #2	Unit K/59852 TWIN PINES DR	K-21-05-253-092	Unit K/K-21-05-253-092, 28 Ur
Unit K/281, PT/MART SEW #2	Unit K/281, PT/MART SEW #2	281, PT/MART SEW #2	Unit K/59860 TWIN PINES DR	K-21-05-253-093	Unit K/K-21-05-253-093, 28 Ur
Unit K/281, PT/MART SEW #2	Unit K/281, PT/MART SEW #2	281, PT/MART SEW #2	Unit K/59884 TWIN PINES DR	K-21-05-253-094	Unit K/K-21-05-253-094, 28 Ur
Unit K/281, PT/MART SEW #2	Unit K/281, PT/MART SEW #2	281, PT/MART SEW #2	Unit K/59892 TWIN PINES DR	K-21-05-253-095	Unit K/K-21-05-253-095, 28 Ur
Unit K/281, PT/MART SEW #2	Unit K/281, PT/MART SEW #2	281, PT/MART SEW #2	Unit K/59900 TWIN PINES DR	K-21-05-253-096	Unit K/K-21-05-253-096, 28 Ur
Unit K/281, PT/MART SEW #2	Unit K/281, PT/MART SEW #2	281, PT/MART SEW #2	Unit K/59916 TWIN PINES DR	K-21-05-253-097	Unit K/K-21-05-253-097, 28 Ur
Unit K/281, PT/MART SEW #2	Unit K/281, PT/MART SEW #2	281, PT/MART SEW #2	Unit K/30600 MARTINDALE	K-21-05-276-003	Unit K/K-21-05-276-003, 28 Ur
Unit K/281, PT/MART SEW #2	Unit K/281, PT/MART SEW #2	281, PT/MART SEW #2	Unit K/59301 PRESTON CT	K-21-05-426-024	Unit K/K-21-05-426-024, 28 Ur
Unit K/281, PT/MART SEW #2	Unit K/281, PT/MART SEW #2	281, PT/MART SEW #2	Unit K/59461 PONTIAC TRL	K-21-09-100-049	Unit K/K-21-09-100-049, 28 Ur
Unit K/281, PT/MART SEW #2	Unit K/281, PT/MART SEW #2	281, PT/MART SEW #2	Unit K/59801 PONTIAC TRAIL	K-21-09-100-070	Unit K/K-21-09-100-070, 28 Ur
Unit K/281, PT/MART SEW #2	Unit K/281, PT/MART SEW #2	281, PT/MART SEW #2	Unit K/59801 PONTIAC TRAIL	K-21-09-100-071	Unit K/K-21-09-100-071, 28 Ur
Unit K/ANITA, ANITA	Unit K/ANITA, ANITA	ANITA, ANITA	Unit K/	K-21-02-200-018	Unit K/K-21-02-200-018, AN Ur
Unit W/100, TEST SPECIAL	Unit W/100, TEST SPECIAL	100, TEST SPECIAL	Unit W/6013 ARTESIAN DR	W-13-28-303-001	Unit W/W-13-28-303-001, 1 Ur
Unit W/100, TEST SPECIAL	Unit W/100, TEST SPECIAL	100, TEST SPECIAL	Unit W/626 RIVER RIDGE DR	W-13-28-303-002	Unit W/W-13-28-303-002, 1 Ur
Unit W/100, TEST SPECIAL	Unit W/100, TEST SPECIAL	100, TEST SPECIAL	Unit W/522 RIVER RIDGE DR	W-13-28-303-003	Unit W/W-13-28-303-003, 1 Ur
Unit W/100, TEST SPECIAL	Unit W/100, TEST SPECIAL	100, TEST SPECIAL	Unit W/518 RIVER RIDGE DR	W-13-28-303-004	Unit W/W-13-28-303-004, 1 Ur
Unit W/100, TEST SPECIAL	Unit W/100, TEST SPECIAL	100, TEST SPECIAL	Unit W/514 RIVER RIDGE DR	W-13-28-303-005	Unit W/W-13-28-303-005, 1 Ur
Unit W/100, TEST SPECIAL	Unit W/100, TEST SPECIAL	100, TEST SPECIAL	Unit W/510 RIVER RIDGE DR	W-13-28-303-006	Unit W/W-13-28-303-006, 1 Ur
Unit W/100, TEST SPECIAL	Unit W/100, TEST SPECIAL	100, TEST SPECIAL	Unit W/506 RIVER RIDGE DR	W-13-28-303-007	Unit W/W-13-28-303-007, 1 Ur
Unit W/100, TEST SPECIAL	Unit W/100, TEST SPECIAL	100, TEST SPECIAL	Unit W/502 RIVER RIDGE DR	W-13-28-303-008	Unit W/W-13-28-303-008, 1 Ur
Unit W/100, TEST SPECIAL	Unit W/100, TEST SPECIAL	100, TEST SPECIAL	Unit W/498 RIVER RIDGE DR	W-13-28-303-009	Unit W/W-13-28-303-009, 1 Ur
Unit W/100, TEST SPECIAL	Unit W/100, TEST SPECIAL	100, TEST SPECIAL	Unit W/6039 ARTESIAN DR	W-13-28-303-010	Unit W/W-13-28-303-010, 1 Ur
Unit W/100, TEST SPECIAL	Unit W/100, TEST SPECIAL	100, TEST SPECIAL	Unit W/6033 ARTESIAN DR	W-13-28-303-011	Unit W/W-13-28-303-011, 1 Ur
Unit W/100, TEST SPECIAL	Unit W/100, TEST SPECIAL	100, TEST SPECIAL	Unit W/6021 ARTESIAN DR	W-13-28-303-012	Unit W/W-13-28-303-012, 1 Ur
Unit Y/10001, SUNSET/TAYLOR	Unit Y/10001, SUNSET/TAYLOR	10001, SUNSET/TAYLOR	Unit Y/685 SUNSET ST	Y-12-21-301-011	Unit Y/Y-12-21-301-011, 10 Ur
Unit Y/10001, SUNSET/TAYLOR	Unit Y/10001, SUNSET/TAYLOR	10001, SUNSET/TAYLOR	Unit Y/639 SUNSET	Y-12-21-301-012	Unit Y/Y-12-21-301-012, 10 Ur
Unit Y/10001, SUNSET/TAYLOR	Unit Y/10001, SUNSET/TAYLOR	10001, SUNSET/TAYLOR	Unit Y/589 SUNSET ST	Y-12-21-301-013	Unit Y/Y-12-21-301-013, 10 Ur
Unit Y/10001, SUNSET/TAYLOR	Unit Y/10001, SUNSET/TAYLOR	10001, SUNSET/TAYLOR	Unit Y/555 SUNSET	Y-12-21-301-014	Unit Y/Y-12-21-301-014, 10 Ur
Unit Y/10001, SUNSET/TAYLOR	Unit Y/10001, SUNSET/TAYLOR	10001, SUNSET/TAYLOR	Unit Y/527 SUNSET	Y-12-21-301-018	Unit Y/Y-12-21-301-018, 10 Ur
Unit Y/10001, SUNSET/TAYLOR	Unit Y/10001, SUNSET/TAYLOR	10001, SUNSET/TAYLOR	Unit Y/485 SUNSET	Y-12-21-301-020	Unit Y/Y-12-21-301-020, 10 Ur
Unit Y/10001, SUNSET/TAYLOR	Unit Y/10001, SUNSET/TAYLOR	10001, SUNSET/TAYLOR	Unit Y/6915 TAYLOR TRAIL	Y-12-21-301-021	Unit Y/Y-12-21-301-021, 10 Ur
Unit Y/10001, SUNSET/TAYLOR	Unit Y/10001, SUNSET/TAYLOR	10001, SUNSET/TAYLOR	Unit Y/6905 TAYLOR TRAIL	Y-12-21-301-022	Unit Y/Y-12-21-301-022, 10 Ur
Unit Y/10001, SUNSET/TAYLOR	Unit Y/10001, SUNSET/TAYLOR	10001, SUNSET/TAYLOR	Unit Y/697 SUNSET	Y-12-21-301-024	Unit Y/Y-12-21-301-024, 10 Ur
Unit Y/10001, SUNSET/TAYLOR	Unit Y/10001, SUNSET/TAYLOR	10001, SUNSET/TAYLOR	Unit Y/706 SUNSET	Y-12-21-301-026	Unit Y/Y-12-21-301-026, 10 Ur