**Merced County Tax Intercept**

**Refreshing the CALTRECS file for Megabyte Users**

1. In Megabytes, run “Debt Offset IIC” from Jobs. This may take an hour or so.
2. When complete, run “Debt Offset IIC” from reports.
	1. Export to Excel.
	2. “Save-As” Excel Data-Only to X:Unsecured/Tax Intercept/2019/Megabyte Downloads using today’s date (i.e.: April 12 2019).
	3. “Save-As” again but as Excel Workbook, 2010 or more recent.
3. In X:Unsecured/Tax Intercept/2019, open most recent file that begins with Merced. (i.e.: Merced April 6 2019)
	1. “Save-As” with today’s date. (i.e.: Merced April 12 2019.)
4. Use View to arrange the 2 documents side by side.
5. In the file called Merced \*\*\*\*\*\*, insert a column just before the dollar amount. Copy/paste the column called DebtUniqueKey.
6. Do the same thing in the file without Merced as a part of the name.
7. Now comes the fun stuff! Set up the formula as follows:
	1. Place cursor in the first dollar amount in Column L in the Merced \*\*\*\*\* file.
	2. Type =VLOOKUP(
		1. Select the cell to the immediate left the dollar amount where you are creating the formula. Comma (,)
		2. In the other file, highlight everything in the columns with the new DebtUniqueKey and dollar amount (Columns K & L) from row 2 to the last row used. Comma (,)
		3. Type 2. Comma (,)
		4. Type FALSE.
		5. Type Close Parenthesis ).
	3. The formula should look something like this. =VLOOKUP(K2,'[Apr 4 2019 (1).xlsx]Sheet1'!$K$2:$L$2726,2,FALSE)
8. Now copy paste this formula in all the other cells in the same column.
9. Highlight the whole column again. This time you will do a copy/paste special (values). This gets rid of the formula and saves the new $$ amounts.
10. Hold on! You’re not done yet. You will see #N/A in several places. This means the debtor has paid so there is no longer a record to find. To fix these, do a find #N/A and replace with 0.00.
11. Now get rid of that extra DebtUniqueKey column (column K) and save. You are now ready to send to CalTRECS!
12. That was easy, wasn’t it. You just learned a super powerful advance Excel formula.
13. The last step is to upload the file to CalTRECS.
	1. Click on Upload at the top of the page.
	2. Scroll to the bottom and click browse. Find the file you wish to upload on your computer. Click OPEN.
	3. Click Upload on the CalTRECS website. A message will appear at the top of the website and tell you if the upload is successful.
	4. Shortly afterward, you will get an email telling you if the file was accepted. (And it will let you know why not, if it is not accepted.)
14. This process can be done as often as you like.