USING MEGABYTE TO PREPARE AND UPDATE FILES IN CALTRECS

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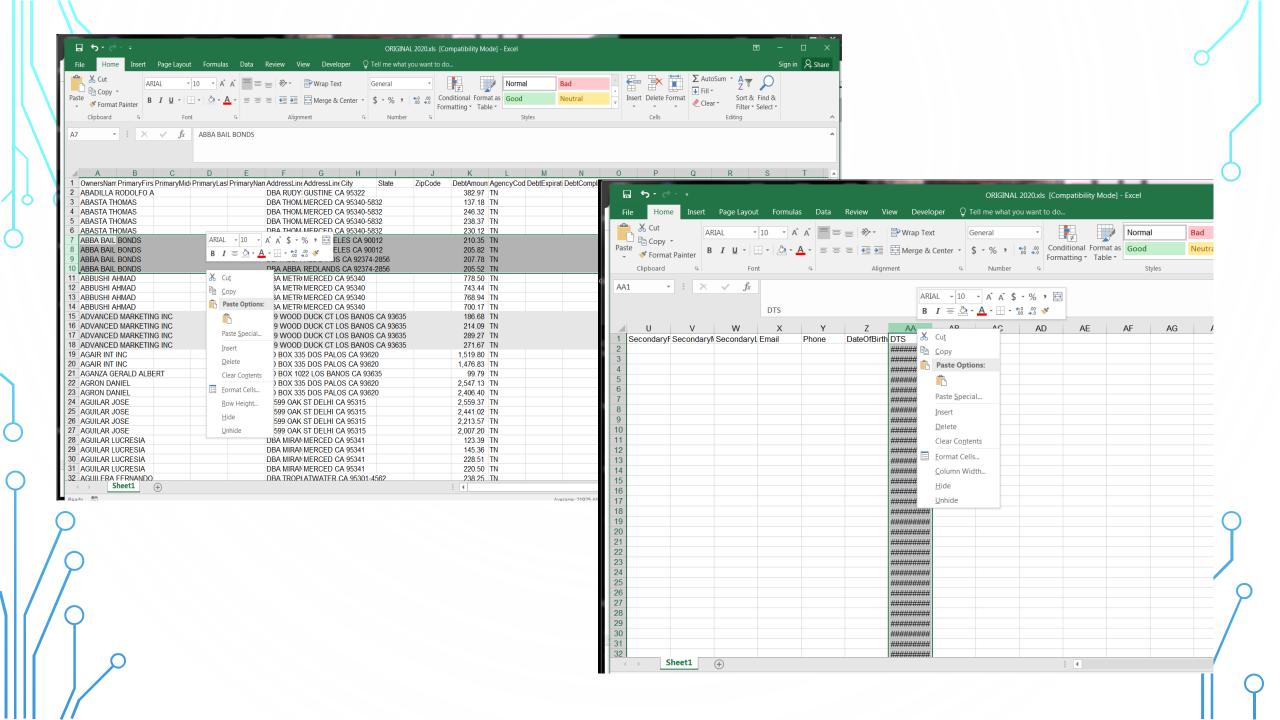
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CREATE THE ORIGINAL FILE IN MEGABYTE

- 1. Schedule IIC Debt Offset in Job Scheduler. (This may take awhile)
- 2. Once done open IIC Debt Offset in Reports and export to Excel.
- 3. "Save-As" Data Only. (Data-Only gives you data and headers only)
- 4. Delete any businesses that do not also have an individual's name.
- 5. Delete Column AA.
- 6. "Save-As" Excel Workbook (*xlsx) 2010 or newer.
- 7. Upload to CalTRECS by November 15th.



CREATE FILE FOR CALTRECS - REFRESH

- Refresh as often as you would like (Daily, weekly, monthly)
- Create the file in the same manner as the initial file. (Steps 1-3) Name it using today's date and some way to indicate that this is your new MB version. No need to "Save-As" 2010 or newer.
- Open previously sent file and "Save-As" with a name indicating the current date and place side by side with the new file.
- Perform the v-lookup function. (Detailed written instructions are on the CalTRECS website)
- Change all #N/A to zeros (Find/Replace) and delete extra column created for v-lookup.
- Save your updated file and submit to CalTRECS.

