

## Vermont Extract Instructions

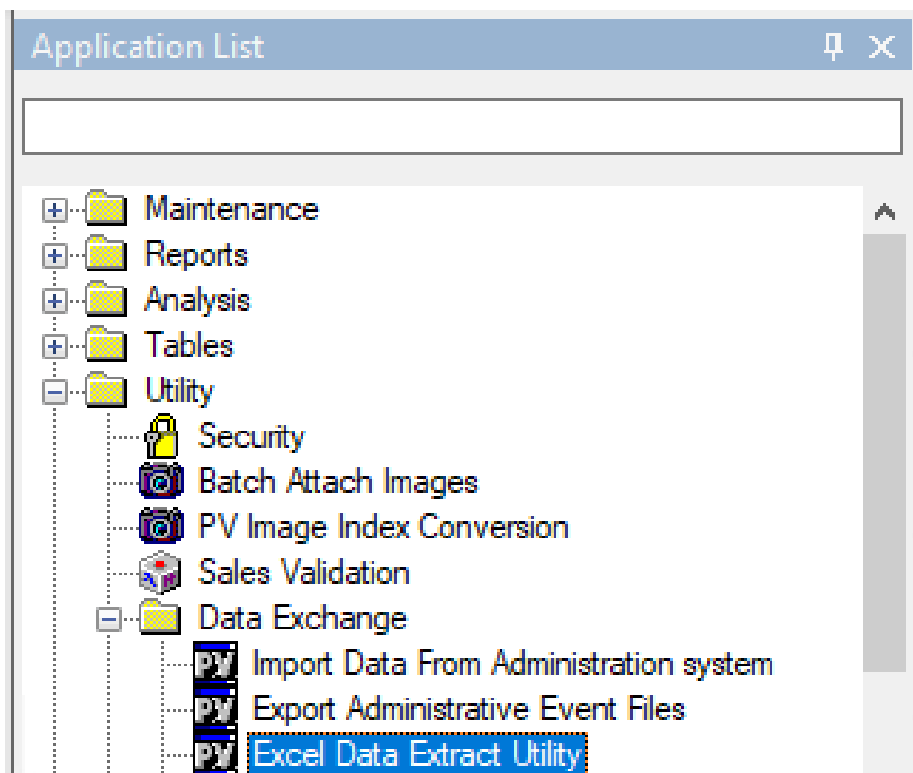
**Note:** For users with ProVal Version 9.01.20 or higher

The State of Vermont has recently introduced an extract all jurisdictions in the State of Vermont are required to submit.

A view named VermontExtract\_v has been created to output the required fields.

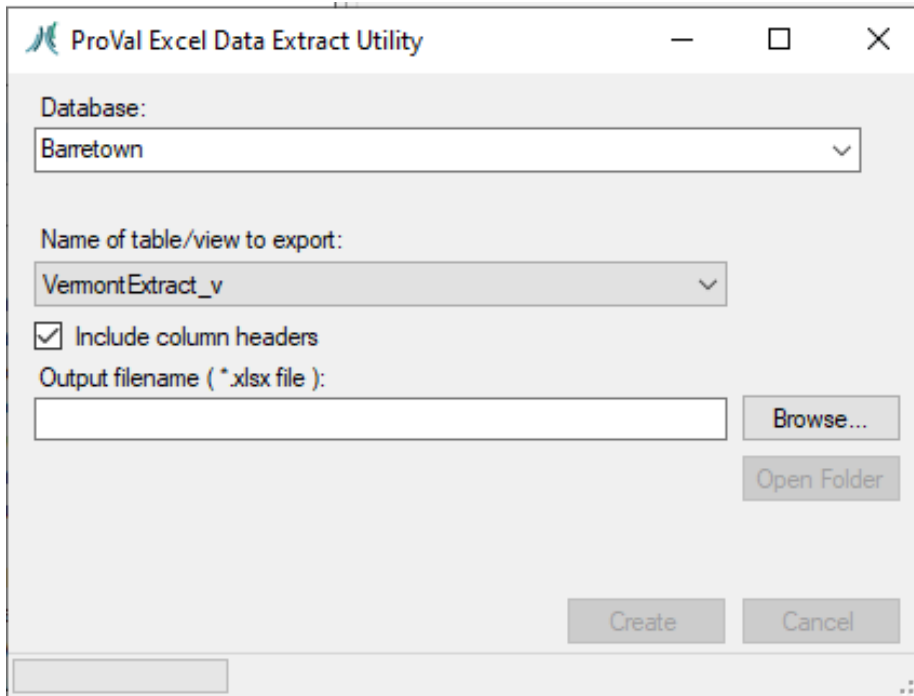
To easily save the data contained in the view, navigate to:

**Applications | Utility | Data Exchange | Excel Data Extract Utility**



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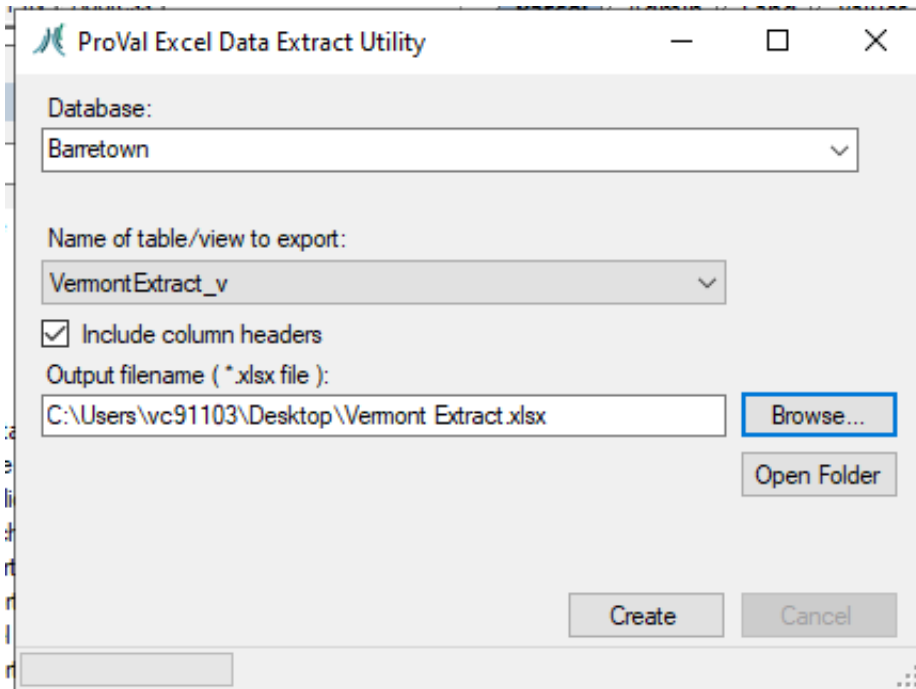
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- Select **VermontExtract\_v** from the **Name of table/view to export** dropdown field
  - When providing the file to the State of Vermont, uncheck the **Include column headers**
  - When reviewing the file, checking the **Include column headers** box will allow for an easier to follow spreadsheet

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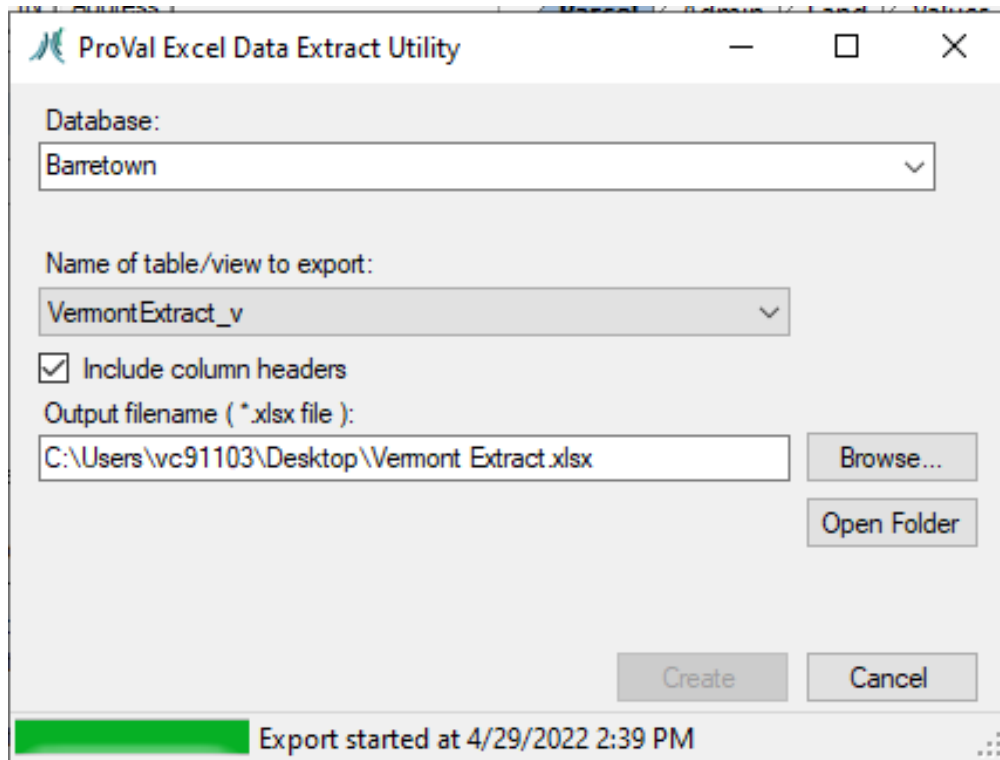
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- Click **Browse** and enter a name and location for the file
  - The location and filename will then appear in the Output filename field

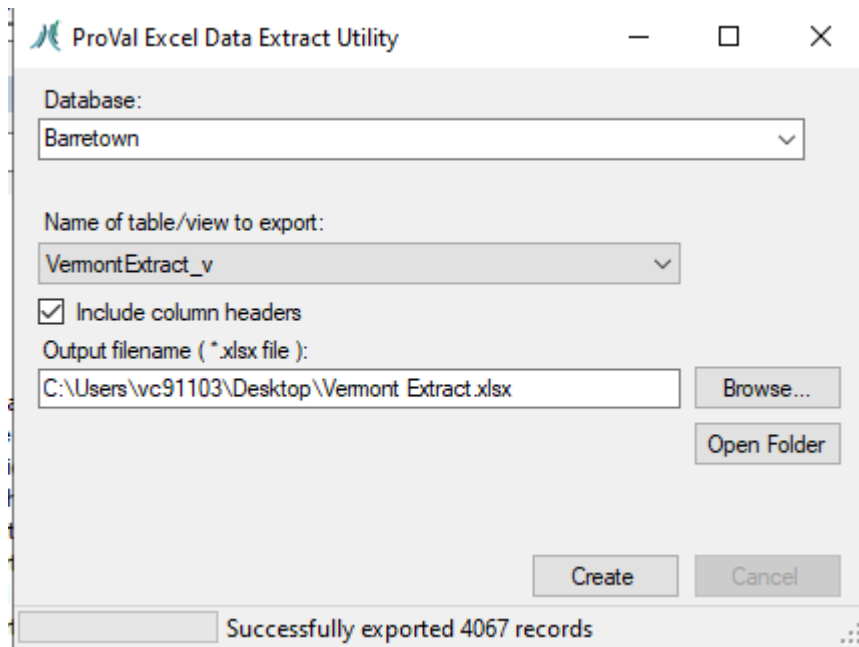
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- Click **Create**
  - The progress bar will start filling with green, and a message will indicate that the export has started, and at what time

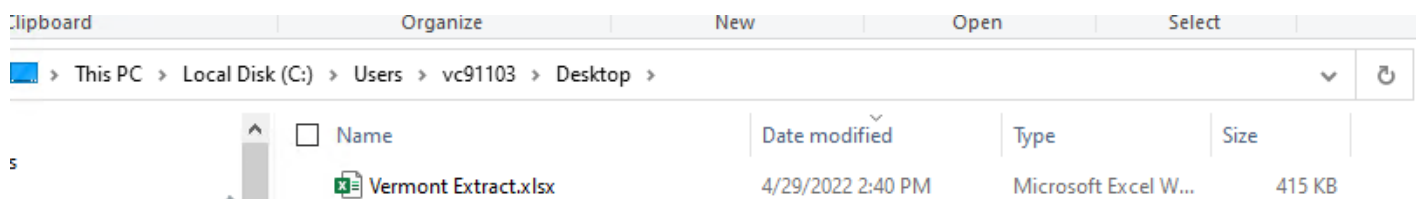
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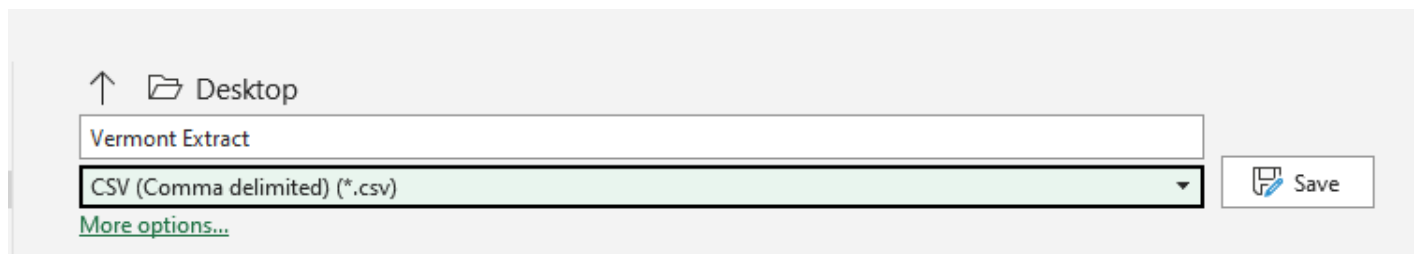
When the file has finished creating, the message will indicate it has successfully exported, and provide the number of records included in the file.

Click the **Open Folder** button

- The directory specified in the Output Filename field will open for ease of use in locating the file upon completion



To submit the file to the State of Vermont, please open the Excel document, then save as .csv

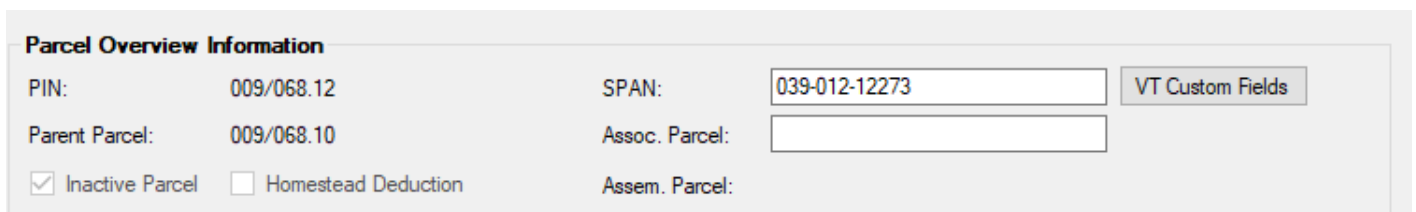


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**Note: The State of Vermont has required information regarding personal property be included within the extract. To accommodate this request, we have added fields specific to the State of Vermont on the Admin Tab.**

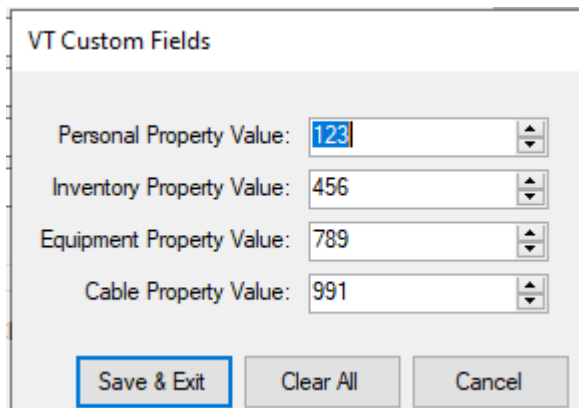
To access the fields, open the desired parcel, navigate to the **Admin Tab** then click the **VT Custom Fields** button



**Parcel Overview Information**

PIN:	009/068.12	SPAN:	039-012-12273	VT Custom Fields
Parent Parcel:	009/068.10	Assoc. Parcel:		
<input checked="" type="checkbox"/> Inactive Parcel	<input type="checkbox"/> Homestead Deduction	Assem. Parcel:		

The **VT Custom Fields** window will open



**VT Custom Fields**

Personal Property Value:	123
Inventory Property Value:	456
Equipment Property Value:	789
Cable Property Value:	991

**Save & Exit** **Clear All** **Cancel**

Fill out the appropriate fields and click **Save & Exit**, then save the parcel

- If you find you need to clear the existing data, click **Clear All**
- If you wish to exit the window without making a change, click **Cancel**