
How to Create a CSV of Your Mod-IV Data

Step 1: Select "21 – Utilities":

```
03/25/26 04:45PM                                EAST HANOVER town10
                                                PRC System VER 5

PRC Information Screens                            Other Screens

1 - Mod IV Information                            11 - Commercial Income Approach
2 - Residential PRC Information                   12 - Commercial Cost Appr
3 - Historical Sale Information                   13 - Added Assessments
4 - Building Permits                             14 - Codes Table
5 - Residential Data Entry                       15 - Land Data Entry
                                                16 - Chapter 91
                                                17 - Tax Appeals
                                                18 - EA4 Forms

System and Administration                        Reports & Misc

21 - Utilities                                   31 - Print Property Record Card
22 - Codes & Cost Values                         32 - Reports & Misc Printing
23 - Backup This Town                           33 - Assessment History
24 - Global Updates Menu                        34 - Copy/Demolish a Residential PRC
25 - Message System                             35 - Download Forms to Laser Printer

Type a Number and Press Enter or type q to exit this menu: 21
```

Step 2: Select "35 - Data Download Menu":

```
Utility Menu

1 - Prepare Tax List/Start New Year              10 - Process Changes/Compare Reval
2 - Close AA List                               11 - Print Accept/Reject/Compare Rpt
3 -                                             12 -
4 -                                             13 - New Owners Report
5 - CRT Program Update                          14 - Change Transaction Totals
6 - AnyDesk                                     15 - Upload MOD4 File
7 - Custom Menu                                 16 - CSV Data
8 - Bcheck all Files                            17 -
9 - Timer                                        18 - Mod4 Compare

20 - Update BL from Work/Reval File             30 - Display Tax Rates
21 - Update Addr/Value in Reval File            31 - Tax Rate Calculation
22 - Update Sales&Addr in Reval File            32 - Proof Book
23 - User Manuals/Documentation                 33 - Bu_Data to tmp
24 - Send VNC                                  34 - Tax Bill Inquiry
25 - Change Your Password                       35 - Data Download Menu

                                                q - Exit This Menu

Please Type a Number and Press Enter: 35
```

Step 3: Select "8 - Comma Separated Ascii Mod-IV File" and take the defaults:

```
*****
*
*                               DOWNLOAD DATA MENU
*
*****

1 - Mod-IV Master File
2 - Taxa File
3 - Tab Delimited File for PC-Mod4
4 - Srla Old/Block/Lot Update
5 - Appeal.dat and .idx Files
6 - All .dat and .idx Files
7 - GIS File
8 - Comma Separated Ascii Mod-IV File
9 - Change Transaction File
10 - Clear File Locks
11 - Run Mod-IV Update
12 - Mod-IV Transaction Report

q - Quit

Please Type a Command and Press Enter: 8
Creating Download Please Wait

ACEGO ACE Report Writer Driver Read Phase          INFORMIX Version 3.30.14
Copyright (C) 1981, 1982, 1983, 1984 Relational Database Systems, Inc.
Software Serial Number ALT-R268201

Database "prc" has been selected successfully.

All Having Class (hit enter for all): [enter]

All Having Upd Code (hit enter for all): [enter]

The reading of the database will now begin.

Inform statement number 1 will now be processed.

A sequential search will be used to satisfy the WHERE clause.
The reading of the database has finished.

The report will now be written to the file "aceacc.csv".

Program over.

adding: aceacc.csv (deflated 79%)
Beginning Transfer
$OO PRESS ENTER:
```