



BS&A SOFTWARE

1st Quarter Newsletter
January 2009 - March 2009

Equalizer Software Systems

Property-Based

Assessing
Equalization
County/Local Tax
Delinquent County Tax
Delinquent Personal Property
Special Assessments
Principal Residence Exemption Audit
Drain Assessment
Building Department

Fund Accounting

General Ledger
Accounts Payable
Cash Receipting
Miscellaneous Receivables
Payroll
Human Resources
Timesheets
Purchase Orders
Fixed Assets
Utility Billing

Companion

Animal Licensing
Cemetery Management
Business Licensing
Complaint Tracking
Internet Services

BS&A Briefings

.Net FAQs

We have had several general questions regarding the release of our “.Net” Software Applications. Below is a Q&A to address the most common inquiries. If you have any other questions, please call for clarification.

Q. Will Municipalities be required to upgrade? When will you stop supporting the Windows Version?

A. You will not be required to upgrade. This is an optional purchase and we will support the current Windows platform for the foreseeable future. The new .Net applications already have significantly more features, and a MS-SQL database, therefore we hope to migrate all users eventually. We do not plan to stop supporting any application. We will, however, allocate the majority of our programming resources to enhancing the .Net version.

Q. What is the program price based on?

A. Similar to the Windows version, the price is based on the Total Parcel count for Local Units, SEV for Counties, and Population for the Building Department System.

Q. How can I get an estimated cost of the

program(s) for budgeting purposes?

A. Program prices are available. Simply call our office and a proposal will be prepared for your Municipality

Q. Is the cost of the .Net Version more than the Windows Version?

A. Generally speaking, for the Fund Accounting Programs the price has not changed. Since the cost for the Equalization/Assessing System and the Tax program prices were determined 8+ years ago those prices have increased.

Q. What if a Municipality recently purchased a Software Module - do they need to repurchase the .Net application?

A. If a local unit purchased an application within the last 2 years, the upgrade is typically free. For Fund Accounting customers that have used a program for more than 2 years the upgrade fee is 25% of the base Software Cost. For Assessing and Tax customers that purchased within the last 5 years “credit” is given in increments of 25%, 50% and 75%. If you have used an application for more than 5 years, you need to repurchase the application.

Coming up...

Conferences:

January

MTA Annual Conference - 1.28.09 - 1.30.09

February

MACT Winter Conference - 2.1.09 - 2.3.09

March

MML - 3.3.09 - 3.4.09

“Leadership is an action, not a position.”

Donald H. McGannon

14965 Abbey Lane
Bath, MI 48808
517.641.8900
517.641-8960
www.bsasoftware.com



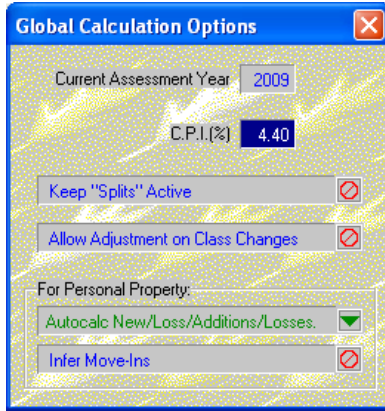
Assessing System

Program Points

There have been several small changes to the Assessing system. As always those users with internet access can visit our website at www.bsasoftware.com and download the latest update. There is also a CHANGE LOG on the site that lists all of the changes contained in the update, as well as any prior changes.

CPI For 2009 Roll

The STC has released the 2009 Consumer Price Index for the 2009 Assessing year. To enter this into the Assessing System go into Program Management/Gov Unit Options/Global Calculation Options and enter the Percent into the CPI % field as 4.4.



Form 4452 Cellular Equipment

Form 4452 was changed last winter by expanding the number of years on the form. Due to the time of year, this change was not implemented in the Assessing system for the 2008 roll. For 2009 databases, this change is now in the system.

Free Standing Communication Towers Updated

| Year Installed | Original Cost | STC Mult. | True Cash Value |
|----------------|---------------|-----------|-----------------|
| 2008 | 0 | 0.770 | 0 |
| 2007 | 0 | 0.480 | 0 |
| 2006 | 0 | 0.350 | 0 |
| 2005 | 0 | 0.250 | 0 |
| 2004 | 0 | 0.200 | 0 |
| 2003 | 0 | 0.140 | 0 |
| 2002 | 0 | 0.080 | 0 |
| 2001 | 0 | 0.050 | 0 |
| 2000 | 0 | 0.040 | 0 |
| 1999 | 0 | 0.040 | 0 |
| Prior | 0 | 0.040 | 0 |
| Total | 0 | | Total TCV 0 |

The Cost Valuation Multipliers for use in calculating the 2009 Assessments of Freestanding Communication Towers have been updated in the October 29, 2008 update.

Required STC Forms

Just a reminder that when the State Website forms are updated, such as the Assessment

Change Notice/Personal Property Statement, are available and on the STC website, we will be updating these forms in the Assessing system. Typically, these forms change slightly each year. When they are available, and in the Assessing system, we will update the change log on the website and also send out a mass update to all users. Those users with internet access can download the update when it becomes available.

Tax System

Program Points

As the winter tax season quickly approaches we wanted to offer a few reminders.

1. Run a mini-settlement to make sure you balance to date. This will make the end of year balancing run more smoothly. Many municipalities run these reports monthly to assure payments and disbursements are up-to-date.

• Run a Questionable Parcels/Payments Report

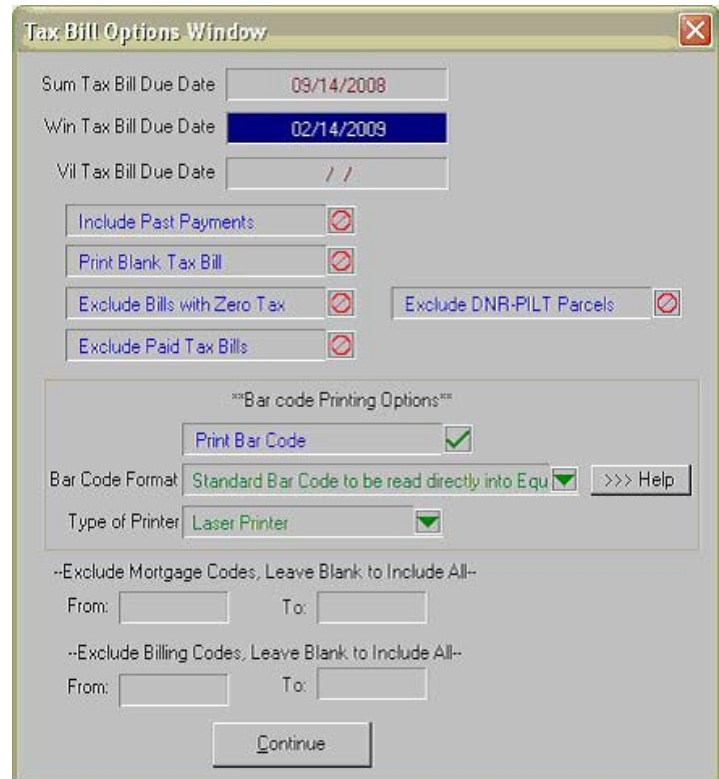
Reports > Balancing/Settlement Reports > Questionable Parcels/Payments Report on All Records. Any parcels on this report will need to be cleared up. The goal is to have a blank report.

• Run Balancing Recap Report

Reports > Balancing/Settlement Reports > Balancing Recap Report on All Records. The last column in this report will provide totals for all payments received to date. Compare this to all disbursements added up-to-date plus, payments not disbursed. These totals should match.

2. Verify or enter any applicable winter interest/penalty rates. Once these rates have been added, and payments have been taken with interest/penalty, do not modify.

3. Tax Due Date is located under **Choose Report Options**.



4. The deferment application has been modified with the latest changes from the State of Michigan.

5. Under user settings, we have added **view/edit of ACH information on a parcel** to allow for more privacy.

BS&A Buzz...

Tell Us What You Think!

Evaluate our products and services. Logon to our website (www.bsasoftware.com) and click on the "Take our Survey" link under Quick Links. Your feedback is appreciated and is important in shaping the future of BS&A.

Fund Accounting

Program Points

As many of you may already be aware, we are in the process of developing a new version of our Fund Accounting applications using Microsoft's .net framework and SQL databases. We are excited about these new versions and look forward to their release in the very near future. Each of our programs will include many new features and improvements that will help improve your daily procedures. In this next quarter we will be holding .Net User Group Meetings. Upcoming meetings include:

- 1. Fund Accounting .Net**
Covering General Ledger, Accounts Payable, Cash Receipting, Purchase Orders, Miscellaneous Receivable and Fixed Assets.
- 2. Payroll .Net**
- 3. Utility Billing .Net**



During the meetings, we will be conducting a brief demo of the new applications, discussing the new and improved features that have been added, and gathering your input on the new programs. Our goal is to provide our customers with the best possible software available.

Each session will be divided into two parts:

Part 1: Demonstration of the new applications and discussion of new and improved features

Part 2: Question/Answer/ Customer Suggestion period

Letters have been sent to all current users of our Pervasive Systems for the above applications with a registration form. If interested in attending, please fax or mail back the form to us. If you have not received the letter and registration form, please give us a call at (517) 641-8900 and we can help get you registered.

Please refer to the class schedule for specific dates. The meetings will be held at our office, in Bath, from 10 a.m. to 4 p.m. and will be free of charge.

Department Details

Brad Russman

(originally in Tax Support) has moved over to Fund Accounting to assist with Payroll Support. Brad will, however, still be supporting the Delinquent County Tax System.

Building Department

New Version News

We have released several update patches for the Building Department application. We recommend that you update your program to the latest version at your earliest convenience and continue to update on a weekly or monthly basis. This can be done by going to Help / Download Latest Version, from within the Building Department application.

.Net Compatibility

The .Net version of the Cash Receipts, Accounts Payable and General Ledger Systems are currently in Beta. Because of this, a link between Pervasive Building Permits and these applications has been established.

Support Web Page

As always, please visit the Building Department System support web page to keep up on latest program updates, instructional

I. T. RIGHT "Providing computer network Solutions for Michigan Government."

- I.T. Right has been BS&A's recommended service provider for over 11 years.
- Learn more about us at our website, www.itright.com.
- Please visit us at the MTA Annual Trade Expo in January 2009. Booth # 434

Bring this ad with you and enter Our drawing to win a free 19" monitor!

documents, and other files. The web page is accessible through the program by clicking on "Help/View Support Page (Web)".

Old Version

Please contact building support at 517.641.8900 or permitsupport@bsasoftware.com for information about updating to the new version of the Building Department software.

Host I.T. Right

Dnn Web Design Class

This is a FREE class offered by I.T. Right.

Instructor: Daniel P. Eggleston, MCSE+I & Melissa Eggleston of IT RIGHT

Classes are held at BS&A Software from 9 to noon. Please call I.T. Right to register 517.318.0350

IT Right Web Design

Learn the basics of Dnn Software & maintain your own professional looking website.



Annual Support Fee Note

Your "Support Agreement," which covers program updates and technical support, for the Windows version of our software, guaranteed that fees will not change for the first three years that your municipality uses our software. After that time we reserve the right to increase fees by the cumulative Consumer Price Index. Therefore, if you purchased a program in 2006, or prior, your 2009 Support Fee will increase.

Technical Support

We encourage you to take advantage of using email to contact our support staff. This is especially useful for those customers who do not work in their offices each day during regular business hours.

Please keep in mind not all situations can be handled through email. Occasionally we may need to speak with you.

| | |
|------------------------|-------------------------------|
| Assessing | asgsupport@bsasoftware.com |
| Tax | taxsupport@bsasoftware.com |
| Delq Tax | taxsupport@bsasoftware.com |
| Delq Personal Property | taxsupport@bsasoftware.com |
| Special Assessment | taxsupport@bsasoftware.com |
| Building Dept. | permitsupport@bsasoftware.com |
| Utility Billing | fundacc2@bsasoftware.com |
| Fund Accounting | fundacc2@bsasoftware.com |
| Internet Services | is@bsasoftware.com |

Sending Data/Messages to Support

Please remember to note on your envelope or enclosure the department or person that has requested the data. It is also important to label the diskettes or CD sent. Our goal is to serve you as quickly as possible and unlabeled items could cause a delay in that process.

Sending BS&A data or a question via email:

- 1) When sending emails to any of our departments please put the name of your unit, your name and phone number in the subject line. For security reasons we delete any unknown emails.
- 2) You may also go to our web site, or in some cases, directly through the program, to email us.

Remember...

If Tax data is being converted:
Grand Totals & Millage Rates
for each school district must be included.



“By learning you will teach, by teaching you will learn.”

Latin Proverb

Assessing Courses

Level I - Program Introduction & Setup

Recommended for the Assessor or designated new user of the Assessing/Equalization System. The course will cover all master list setup in Program Management and its importance in data entry and reporting. Roll balancing and frequently used reports will also be covered. Understanding the importance of a plan to remove parcels from the override calculation status will be discussed.

Level II - Assessment Roll & Data Entry

This course demonstrates how to perform the assessment roll including name/address changes, sales, uncapping, P.R.E.s, building permits, and processing splits. Entering all types of appraisal information will also be covered.

Level III - Land Tables, ECFs & Sales Studies

Designed for the user that will be responsible for creating/maintaining land rates, analyzing/setting ECFs, and

performing sales studies. The course will also review related reports for each of these features.

Level IV - Assessing Cycle & Special Acts Parcels

This course reviews the entire assessment cycle, beginning with creating a new assessment year database, rolling over the database, and processing all types of adjustments through end of assessment roll review (needed prior to sending Change Notices). As a part of this course, Special Acts parcels will be reviewed with ideas and reports that are useful for managing special rolls.

Apex Sketch

This class will cover the use of the Apex IV or Medina Version Assessor sketching program to draw both buildings and land, and its integration into the Equalizer Assessing System.

Personal Property

This one-day class is designed for assessors, appraisers and other office

staff who perform duties pertaining to the processing, data entry and reporting of Personal Property. Topics discussed in detail are printing of the personal property statements, processing statements, assessing buildings on leased land, estimating assessments for non-filers and Board of Review changes.

Commercial/Industrial

This one-day class will cover the details of inputting Commercial/Industrial structures into the Equalizer Assessing System. Examples of Calculator, Segregated, Unit-in-Place and Income Capitalization will be used.

6-Hour Continuing Education Credit

All Equalizer Assessing & Tax Courses listed are hands-on and held at BS&A's training facility. The State Assessors Board has approved these courses for 6-hour continuing education credit.

Splits/Combination

A one-day class to cover parcel splits/ combinations in the Assessing System.

Tax Courses

Level I - Introduction & Creating a Tax Roll

Recommended for the Treasurer or person creating their first tax roll using the Equalizer Tax System. Course covers general setup and tax setup items relevant to creating a tax roll. Importing from EQ Assessing, developing a tax roll checklist, and establishing millage rates for all billing types is also covered, as well as working with mortgage information and reviewing options for adding special assessments to the tax bill. A review of the reports available for balancing purposes and tax bill printing throughout the roll setup will be presented.

Level II - Working with the Tax Roll

Designed for any Tax System user working with an existing tax roll throughout the course of the collection cycle. Roll maintenance such as name/address updates, mortgage codes, deferments, and handling taxpayer inquiries will be covered. Course will also include payment processing, adjustments, and roll balancing with reports related to each item.

Equalizer Special Assessment System

Program setup and creating a multi-year, principal/interest type of Special Assessment District with various benefit calculation methods will be covered. Creating a separate billing for special assessments and/or billing the annual installment on a current tax bill will also be reviewed.

Delinquent Personal Property System

Designed to acquaint new users with the Equalizer Delinquent Personal Property System. Topics discussed in detail are initial setup, data entry, generating reports, entering general ledger account numbers, and



receipting. Also discussed will be the use of the built-in Report Writer.

Report Writer, Queries and Filters for Tax & Assessing

Designed for any interested Equalizer Assessing or Tax System users. The features of the Report Writer are the same for both systems and will be covered in detail. Examples are given of creating custom reports.

Building Dept. Courses

Introduction Course for Inspectors

Designed for inspectors & code enforcement officers, this class will focus on those features most important to individuals responsible for managing these activities. Included in this course will be such items as Code Enforcement setup and techniques, Permit setup and inspection techniques, how to view/print the daily schedule, how to create automatic reminders, how to set up and use rental certification cases, and a host of other useful features.

Introduction Course for Support Staff

This class presents the fundamentals necessary for data entry and primary program management and is designed for those users who are new to the System and wish to learn how to best utilize the System in their daily operations. Class contents include program setup features, how to add permits, schedule and print daily inspections, add inspection results, print standard formatted letters, how to set up and manage projects, and how to best utilize the automated reminder feature as well as many other components useful operations.

Administration Staff (Advanced)

Created for administrative-level users, this class covers more advanced features and how to best utilize the System for property information management. Topics covered in this class are Report Writing and Letter Writing instructions. Also included in this class will be such items as project management issues, user account management, maintenance

utilities, name management information, mass letter writing features and other administrative-level topics. Suggested prerequisite: Support Staff Introduction Course.

New Version Introduction

This class is designed for the experienced user (administrators and office staff) who are familiar with the original Permit System and who wish to learn the new features available with the new version. This course will cover such items as Rental Certification, Inspection Deficiency window, Reminder Management, new Naming Configuration issues and their impact, financial features, and Mass Letter-writing techniques.

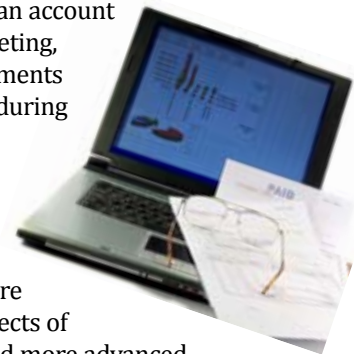
Fund Accounting Courses

Fund Accounting I

This course is designed for anyone wishing to grasp the basics of Fund Accounting. Topics covered will be: description of fund accounting, components of a uniform chart of accounts, typical accounting transactions including inter-fund activity, pooled cash vs. non-pooled cash, internal controls, preparing an account reconciliation, budgeting, basic financial statements and what to expect during your annual audit.

Fund Accounting II

This course is designed for those wishing to learn more of the reporting aspects of Fund Accounting and more advanced topics. Topics covered will be: GASB 34 reporting, F-65 reporting, fixed assets including, capitalization; depreciation; repairs and maintenance; disposals and improvements, purchase orders and encumbrances, and project accounting.



Retake a class for free! If you would like to brush up on recently learned skills, you may retake the same class within 6 months free of charge if space is available. Call for details.

Equalizer Software Training Schedule

1st Quarter, 2009

| | Monday | Tuesday | Wednesday | Thursday | Friday |
|----------|-----------------------------------|---------------------------------|-----------------------------------|--|--|
| January | | | | 1 New Year's Day | 2 |
| | 5 Assessing Level I | 6 Assessing Level II | 7 Assessing Level III | 8 | 9 |
| | 12 Tax Level I | 13 Tax Level II | 14 Special Assessments | 15 | 16 |
| | 19 Bldg. Dept. Inspector Intro | 20 Bldg. Dept. Support Intro | 21 Bldg. Dept. Administrative | 22 Bldg. Dept. New Version Conversion | 23 |
| | 26 Splits & Combination | 27 | 28 | 29 | 30 |
| February | 2 Tax Level I | 3 Tax Level II | 4 Delinquent Personal Property | 5 | 6 Fund Accounting .Net Users Group |
| | 9 Asg/Tax Report Writer | 10 APEX Sketch | 11 Personal Property | 12 | 13 Payroll .Net Users Group |
| | 16 Bldg. Dept. Inspector Intro | 17 Bldg. Dept. Support Intro | 18 Bldg. Dept. Administrative | 19 Bldg. Dept. New Version Conversion | 20 Utility Billing .Net Users Group |
| | 23 Assessing Level IV | 24 Commercial/Industrial | 25 Fund Accounting I | 26 Fund Accounting II | 27 Fund Accounting .Net Users Group |
| | | | | | |
| March | 2 | 3 | 4 | 5 | 6 Fund Accounting .Net Users Group |
| | 9 | 10 | 11 | 12 | 13 Utility Billing .Net Users Group |
| | 16 Bldg. Dept. Inspector Intro | 17 Bldg. Dept. Support Intro | 18 Bldg. Dept. Administrative | 19 Bldg. Dept. New Version Conversion | 20 Payroll .Net Users Group |
| | 23 | 24 | 25 | 26 I.T. Right Dnn Web Design | 27 Fund Accounting .Net Users Group |
| | 30 Tax Level I | 31 Tax Level II | 1 Special Assessments | | |

Groups of 4 or more may schedule Assessing & Tax Training in Big Rapids with Dan Kirwin. Contact 517-819-3625.

Registration Information

1st Quarter, 2009

Location

Training classes are held in our office in Bath, MI. BS&A Software has historically been a casual company and we encourage our customers to dress comfortably when attending a class. Feel free to wear jeans or shorts (weather permitting, of course)!

Instructors

Typically, class instructors will be Dan Kirwin (Assessing & Tax), Chris Polack (Tax), Jeff Howe (Building Department), Bill Garner (Utility Billing) or Jason Hafner (Fund Accounting). Occasionally, another qualified member of our staff may teach a class, depending on the availability of the primary instructors.

Class Time

Each class is one full day from 9:00 a.m. - 4:00 p.m. with a lunch break. Lunch is on your own; restaurants will be discussed in class.

Class Fees/Invoicing Information

Class fee is \$195 per person/per class. We ask that you DO NOT send payment until you are invoiced. Advanced registration is required by filling out and returning the form below. Sorry, no phone reservations will be accepted.

Confirmation

Confirmation of your registration will be sent prior to the scheduled class date(s). This will include directions to our office and hotel information. No hotel rooms are blocked; reservations are the responsibility of the attendee(s).

Cancellation Policy

BS&A Class Cancellation: At least four (4) individuals must be registered for a class to be held. In the event of low registration, the class will be cancelled. Those registered will be notified at least one week prior to the scheduled date and will be given priority to register in the next available class.

Attendee Cancellation: Cancellation by attendees made less than four (4) working days prior to class, or a "no-show" without prior notification, will result in a \$50 administration fee per attendee.

Mail or Fax Completed Form to:
 BS&A Software ~ 14965 Abbey Lane ~ Bath, MI 48808
 Fax 517.641.8960

| Class | Date | #Attending | Registrant Information |
|-------------------------------|-------|------------|---|
| Assessing | | | |
| Assessing Level I | _____ | _____ | Unit: _____ |
| Assessing Level II | _____ | _____ | County: _____ |
| Assessing Level III | _____ | _____ | Contact: _____ |
| Assessing Level IV | _____ | _____ | Phone: _____ |
| Personal Property | _____ | _____ | Email: _____ |
| APEX Sketch | _____ | _____ | Attendees: _____ |
| Commercial/Industrial | _____ | _____ | _____ |
| Splits & Combination | _____ | _____ | _____ |
| Tax | | | |
| Tax Level I | _____ | _____ | _____ |
| Tax Level II | _____ | _____ | _____ |
| Special Assessments | _____ | _____ | _____ |
| Delinquent Personal Property | _____ | _____ | _____ |
| Asg/Tax Report Writer | _____ | _____ | _____ |
| Building Dept. | | | |
| Inspector Intro | _____ | _____ | Please provide an alternate phone or fax number in the event we cannot reach you at the number provided above. _____ - _____ - _____ |
| Support Staff Intro | _____ | _____ | |
| Administrative (Advanced) | _____ | _____ | |
| New Version Conversion | _____ | _____ | |
| Fund Accounting | | | |
| Fund Accounting I | _____ | _____ | Please indicate the location you will be attending classes. <input type="checkbox"/> BS&A office in Bath Township <input type="checkbox"/> Big Rapids with Dan Kirwin |
| Fund Accounting II | _____ | _____ | |
| Utility Billing Report Writer | _____ | _____ | |
| Utility Billing Refresher I | _____ | _____ | |
| Utility Billing Refresher II | _____ | _____ | |
| I.T. Right Course | | | |
| Web Design (9am-Noon) | _____ | _____ | |



14965 Abbey Lane
Bath, MI 48808

www.bsasoftware.com

Newsletter & Training Schedule - 1st Quarter, 2009

Offering unparalleled client service and support while continuously perfecting our software applications...all at a fair and reasonable price.

Hotel Information

Sleep Inn
1101 Commerce Park Dr, Dewitt
517-669-8823 or 1-866-613-9330

Courtyard By Marriott
2710 Lake Lansing Rd, Lansing
517-482-0500 or 1-866-613-9330



Directions to BS&A Software Bath, Michigan

- I-127 NORTH (Jackson area) - Travel North on I-127 to I-69 East to Webster Rd Exit (Exit 92)
- I-69 NORTH (Marshall area) - Travel North on I-69, continue on East I-69 towards Flint, to Webster Rd Exit (Exit 92)
- I-27 SOUTH (Mt. Pleasant area) - Travel South on I-27 to I-69 East towards Flint, to Webster Rd Exit (Exit 92)
- I-69 WEST (Flint area) - Travel West on I-69 to Webster Rd Exit (Exit 92)

The office is located off Webster Rd in Somerset Park, North of I-69 approximately 1/4 mile. Turn Right into Somerset and Right at the stop sign, which is Abbey Lane. We're all the way around to the back. Somerset is a new development and is not yet on MapQuest, printed maps or other mapping software.