



BS&A SOFTWARE

2nd Quarter Newsletter
April 2009 - June 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 News

In February, we began rolling out the Fund Accounting .Net applications. Thus far, ten customers have already upgraded. The transitions have been smooth and the customers appreciate the more streamlined processes throughout the applications. They also find the look and feel of the applications to be more user-friendly. We have also found that the actual on-site training time has been less than estimated since the learning curve is easier than originally predicted.

We have about 20 more municipalities scheduled to be upgraded in the next month or two, and are looking forward to getting them on the new version.

Currently, we are taking proposals for the Tax and Assessing applications that are expected to be rolled out in May. Implementation has been scheduled for about 30 municipalities thus far.

Compatibility:

As mentioned, an upgrade of all your

Equalizer applications is not necessary to be done at the same time. The Pervasive version will integrate with .Net by way of importing and exporting. However, if you link the EQ Tax System with the EQ Cash Receipting System, the CR System must be upgraded to .NET before or concurrent with the Tax System. In other words, the Tax .Net System will not integrate with Pervasive Cash Receipting.

.Net upgrade Note

The roll out of the .Net Applications is a very critical step for us, therefore we need to control and manage the release very carefully. While it is our intention to install and implement the software for all customers desiring to upgrade to the .Net applications in 2009, due to high demand, we can not guarantee that your installation will be completed in the current year. However, by signing the proposal your price will be 'locked in,' and we will execute your installation as soon as possible.

Coming up...

Conferences:

April

Quad-County Clerks - 4.1.09

May

MTA District Meetings

June

MAMC - 6.16.09 - 6.19.09

“Leadership is the challenge to be something more than average.”

Jim Rohn

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 will give a list of all the changes contained in the update, as well as any prior changes.

DNR-PILT Properties

The changes to the DNR-PILT properties (removing the freeze for 2009 Taxable values) was implemented into the system in the January/February mass update (see Bulletin 15 of 2005). DNR-PILT properties are to have the CPI (4.4%) applied to the Taxable Value for the 2009 (DNR) Assessment

Roll. The program will automatically do this for parcels set up as DNR-PILT in the Tax Billing Info screen. The State Tax Commission recommends the 2009 Assessed/SEV/TCV for DNR-PILT properties to be ZERO, and for these properties to only carry a Taxable Value. The Equalizer Assessing System is not developed to allow a Taxable Value to be higher than the SEV; our programming logic follows the basic Capped Value Formula, so for proper Taxable Value calculations we are still requiring an Assessed Value on these properties. Due to the large number of required calculation changes to the Assessing System we determined it impractical to try and implement the ZERO Assessed Value method for 2009. We have instead modified the Assessing System in the following way: The program will factor the prior year SEV by the rate of inflation and put that value into the "Override Assessed Value" field. The system will not allow the user to remove or change the Override Assessed Value on these parcels.

Freezing the Assessor's Values

It is that time of year to start getting prepared to wrap up the Assessment roll. Just a reminder that once the ASSESSOR'S values have been set and you are ready to print the Assessment Change Notices it is time to run the WRITE FLOATING VALUES TOOL for all records and then FREEZE THE ASSESSOR'S REAL VALUES. This will ensure that the values that the Notices were printed on are locked in and do not change.

Assessing .Net Update

As you are probably aware, all of BS&A Software's 23 software applications are currently under rewrite. The Assessing System is developing very well, and is expected to be released in May of 2009. Online demos of the application are available at demo.bsasoftware.com.

Tax System

Program Points

Settlement time will be here before you know it. Here are some helpful suggestions:

- Under Reports/Balancing Settlement Reports/Questionable Parcel & Payment Report is an invaluable tool. If there are no questionable parcels/payments the report will be blank. If there are parcels listed, you need to correct each parcel. We cannot stress enough how much time running this report can save you in the long run.
- Under Balancing Settlement Reports/Settlement Report can help you quickly verify if the adjustments were all entered correctly.
- When running reports and comparing them, verify that the population on the reports matches, as we are fond of saying...Make sure you compare apples to apples.
- Often times a payment reversal or refund was done for a posting period that funds were already disbursed on and reports were finalized. If you don't balance, we suggest you rerun your reports for that time frame to find the discrepancy.
- A daily cash journal would be a good starting report to find any discrepancies between payment reports.
- If your County requires PKZIP or WINZIP to compress the exported settlement files, you will need to have a copy of this program and be able to run it. Due to license restrictions we are no longer able to provide a copy of PKZIP or WINZIP.

Interest on Deferred Parcels

Under Taxes Setup/Interest and Penalty Setup there is a button labeled Interest/Penalty charges for parcels marked as deferred. Enter Start Dates and Interest rates here to charge interest/penalty on deferred parcels that did not pay on time.

Database Compare:

Under Balancing Settlement Reports, the Assessing System Database compare has been added. The following needs to be implemented before the report can run successfully:

1. 2006 or later version of EQ Assessing
2. An established link between EQ Assessing and Tax
3. The EQ Assessing utility "write



Reminder...

It is very important that you install any update you receive in the mail from us (unless you regularly update from the web). These updates contain important changes you should be aware of.

Also remember to send us any name and address changes for your staff.

floating values” must be performed first.

Always remember to check out our help docs on the website under Program Support/Tax Administration.

Tax .Net Update

As you are probably aware, all of BS&A Software’s 23 software applications are currently under rewrite. The Tax System is developing very well, and is expected to be released in May of 2009. Online demos of the application are available at demo.bsasoftware.com.

Fund Accounting

Program Points

Again in this next quarter we will be holding .Net User Group Meetings. Note: These are not classes. 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.

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.

Update Highlight

One update worth noting is that the Accounting Summary Spreadsheet (located at Reports|Spreadsheets|Accounting Summary) has been modified to include two additional filter options allowing the user to query by a specific fee/receipt item based on either item description or category description.

.Net Compatibility

The .Net version of the Cash Receipts, Accounts Payable and General Ledger Systems are currently being selectively released. 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 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.

Managed Remote Backup

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- No More Hassle
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Let I.T. Right safely and securely manage your data backup and restoration. Call today for more info.
(517) 318-0350
www.itright.com



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

All classes, with the exception of the 'Net Training Classes' will continue to use the Windows Version for demonstration purposes.

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.

Splits/Combination

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

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.

.Net Assessing Training

Designed for the experienced user of the current EQ Assessing application, this course will introduce the user to the new .Net Assessing system. Topics covered include the conversion process and new features, as well as the acclimation of changes from the old to the new system.

All classes, with the exception of the 'Net Training Classes' will continue to use the Windows Version for demonstration purposes.

Tax Courses

Level I - Introduction & Creating a Tax Roll

Recommended for the Treasurer or person creating their first tax roll using the EQ 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.

.Net Tax Training

Designed for the experienced user of the current EQ Tax application, this course will introduce the user to the new .Net Tax system. Topics covered include the conversion process and new features, as well as the acclimation of changes from the old to the new system.

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 (Windows System)

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 .Net User Groups

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. See the class schedule for specific dates.

Fund Accounting .Net
Covering General Ledger, Accounts Payable, Cash Receipting, Purchase Orders, Miscellaneous Receivable and Fixed Assets.

Payroll .Net

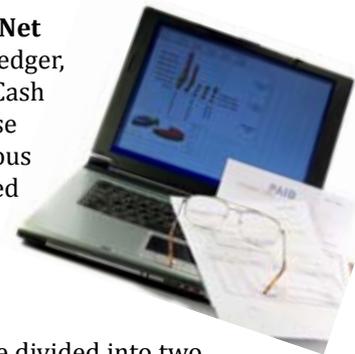
Utility Billing .Net

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

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

2nd Quarter, 2009

	Monday	Tuesday	Wednesday	Thursday	Friday
April			1 Special Assessments	2	3
	6	7	8	9 Utility Billing .Net Users Group	10 Good Friday Closed @ Noon
	13 Bldg. Dept. Inspector Intro	14 Bldg. Dept. Support Intro	15 Bldg. Dept. Administrative	16 Bldg. Dept. New Version Conversion	17 I.T. Right Dnn Web Design
	20 Tax Level I	21 Tax Level II	22 Special Assessments	23 .Net Assessing Training	24 Fund Accounting .Net Users Group
	27 Assessing Level I	28 Assessing Level II	29 Assessing Level III	30	
May					1 Payroll .Net Users Group
	4 .Net Tax Training	5 .Net Assessing Training	6	7	8 Utility Billing .Net Users Group
	11 .Net Tax Training	12 Commercial/Industrial	13 Personal Property	14 I.T. Right Dnn Web Design	15 Payroll .Net Users Group
	18 Bldg. Dept. Inspector Intro	19 Bldg. Dept. Support Intro	20 Bldg. Dept. Administrative	21 Bldg. Dept. New Version Conversion	22 Fund Accounting .Net Users Group
	25 Memorial Day Closed	26 Asg/Tax Report Writer	27 APEX Sketch	28	29
June	1 .Net Assessing Training	2 .Net Tax Training	3	4	5
	8 Assessing Level I	9 Assessing Level II	10 Assessing Level III	11 .Net Tax Training	12
	15 Bldg. Dept. Inspector Intro	16 Bldg. Dept. Support Intro	17 Bldg. Dept. Administrative	18 Bldg. Dept. New Version Conversion	19
	22 Assessing Level IV	23 APEX Sketch	24 Splits & Combination	25 I.T. Right Dnn Web Design	26
	29 .Net Assessing Training	30			

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

Registration Information

2nd 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: _____ County: _____ Contact: _____ Phone: _____ Email: _____ Attendees: _____ _____ _____ _____
Assessing Level II	_____	_____	
Assessing Level III	_____	_____	
Assessing Level IV	_____	_____	
Personal Property	_____	_____	
APEX Sketch	_____	_____	
Commercial/Industrial	_____	_____	
Splits & Combination	_____	_____	
.Net Assessing Training	_____	_____	
Tax			
Tax Level I	_____	_____	
Tax Level II	_____	_____	
Special Assessments	_____	_____	
Delinquent Personal Property	_____	_____	
Asg/Tax Report Writer	_____	_____	
.Net Tax Training	_____	_____	
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			
**User Group Meetings & Demos			
Payroll .Net User Group	_____	_____	Please indicate the location you will be attending classes. ____ BS&A office in Bath Township ____ Big Rapids with Dan Kirwin
Utility Billing .Net User Group	_____	_____	
Fund Accounting .Net User Grp	_____	_____	
I.T. Right Course			
Web Design (9am-Noon)	_____	_____	



14965 Abbey Lane
 Bath, MI 48808

www.bsasoftware.com

Newsletter & Training Schedule - 2nd 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 Somers Park, North of I-69 approximately 1/4 mile. Turn Right into Somers Park and Right at the stop sign, which is Abbey Lane. We're all the way around to the back. Somers Park is a new development and is not yet on MapQuest, printed maps or other mapping software.