

BS&A SOFTWARE

3rd Quarter Newsletter
July 2009 - September 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

I'd like to see a demonstration of your .NET software. How can I arrange that?

We have set up a system to allow you to test-drive the new version of our software at <http://demo.bsasoftware.com>. Here you will be asked to register and provide some basic information, including your email address.

Once you have successfully registered, you will receive an email providing a link to let you log on to the demo version of the software.

Signing up for the online demo does not result in a proposal being sent. You will still need to contact us to request a proposal for our software.

Other News...

- In May we began releasing the Assessing .Net and Tax .Net applications. We are pleased to have nearly 50 customers on the new version now, and are looking forward to the upcoming implementations. Please note, the turnaround time of these installations is not instantaneous upon sending back a signed proposal. Because hardware needs to be verified and the data converted to .Net, we are anticipating installation dates will be scheduled into the fall months and beyond. As stated on the proposal; due to high demand, we cannot guarantee that your installation will be completed in the current year.
- BS&A is now Microsoft Certified. Congratulations to our most recent certified technician, Clayton Ballreich.
- We'd like to welcome Bob Gross and Kevin Rainbolt as the newest members of our team. Bob is supporting the Building Department System and Kevin is a junior software developer. Welcome!



Coming up...

Conferences:

July

MAED - 7.12.09 - 7.15.09

August

MAA - 8.2.09 - 8.5.09

MAC - 8.17.09 - 8.18.09

MACT

September

MTA Fall District Meetings

MML - 9.22.09 - 9.25.09

"The quality of a leader is reflected in the standards they set for themselves."/>

Ray Kroc

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



Assessing System

Program Points

It's time, again, to start rolling over the 2009 databases into a new 2010 database. If you have ADOBE ACROBAT READER loaded on your PC you can go to the TOP of the screen under HELP/OTHER DOCUMENTATION and select the ROLL OVER REFERENCE. This will guide you through the roll-over process step-by-step. If you do not have ADOBE loaded on your PC or, it is not at least version 5.0 you can go to our website at www.bsasoftware.com, under the SUPPORT option and download the latest version. There are also other helpful guides located in the HELP/OTHER DOCUMENTATION section, including the COMPLETE ASSESSING MANUAL, that will be helpful throughout the year.

Program Issues of Note:

There have been many "minor" changes to the Assessing system since the last mass update. These changes are documented periodically on our website.

- Keep in mind that due to the way the L-4025 is calculated, the ONLY numbers that you will be able to balance to other reports generated in the Assessing system are the TOTAL PREVIOUS, CURRENT TAXABLE values and the ADDITIONS/LOSSES. You will NOT be able to balance the HOMESTEAD/NON-HOMESTEAD NUMBERS to ANY of the other

reports.

- The L-4025 SEV report does not generate State Equalized Values. The L4025 SEV is the same as the L-4025 in that it generates TAXABLE values - the only difference is that if the unit receives an EQUALIZATION FACTOR they must run the L-4025 SEV instead of the L-4025.

Tax System

Program Points

1. Be careful when downloading updates that you grab the appropriate one for your unit as we now have both .NET and PVSW updates available
2. Now that you have settled with your County, it is time to update your history before you begin your new database. If you currently do not update history real time please do the following:
 - Be in the database you want history updated for
 - Utilities/History File Options/Update History with current

tax information/follow the prompts to complete. This will allow this database's history to be viewed from other databases.

Verify Your Tax Bill

To avoid serious problems, we recommend you do the following:

1. Verify all calculations - this ensures your millages were entered correctly (Compare millages to the Assessor's L-4029)
2. If you print a bar code, scan it to make sure it scans correctly
3. Update any messages
4. If you do not balance to your Assessor's warrant, do not proceed until the issue is resolved.

We recommend printing a Tax bill from each school district and verifying the bills are correct. PRE/Non PRE/MBT scenarios as well. We also recommend that you print out your Millage rates and verify they have been entered correctly.

Interest and Penalty

Verify your interest/penalty calculation before accepting payments with interest/penalties

Creating a New Tax Database (Pervasive Version)

When creating a new database for the 2009 tax season, take advantage of the documentation we have included in the Tax System. If you have Adobe Acrobat Reader installed on your PC, open the help Menu (located at the top of your screen) in your Tax System and select View Documentation. Next, select Setting Up a New Database for the New Tax Year. This will guide you through the process step-by-step. Feel free to call tech support if you would like help at any point.

For assistance with transferring of Mortgage Codes, check out the help document located under the help menu/view documentation/transferring of Mortgage Codes.

.Net News

- We have successfully begun installing .net Tax applications. The .Net Special Assessments and .Net Delinquent



Well Wishes...

Colleen Brook joined BS&A Software as Training Director 11 years ago, after a three-year consulting relationship. It is with mixed emotions that she has decided to leave full time employment and return to a consulting status. BS&A customers, primarily in the Upper Peninsula will still have the opportunity to work with Colleen in much of the same way as they have experienced in the past three years. Colleen recently passed her Level I & Level II certification tests. This change will also provide her the flexibility to pursue assessing and any other opportunities that may arise in the future. Please join us in wishing Colleen the very best in her new ventures.

Personal Property Applications are projected to be released Fall of 2009.

- Tax now has several direct imports from Assessing available. This allows you to import assessing data directly from the Assessing application - no more compressed files to locate. This is available if you use the shared database group for both Tax and Assessing. There are certain securities that the Assessor must allow. Please have your Assessor contact our Assessing Support to set the proper securities.

New Database Wizard

Go to Database/New Tax Year Database Wizard. The Wizard will guide you through easy-to-follow steps. Call Tax Support if additional assistance is needed.

Fund Accounting

Program Points

Thanks to all who attended the .Net User Group Meetings last quarter. With the release of the applications underway and dozens of jurisdictions scheduled for implementation, we will not

be holding additional user group meetings through the summer.

Be sure to view our interactive demos online at <http://demo.bsasoftware.com>.

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 Cash Receipts, Accounts Payable and General Ledger systems are currently available. Because of this, a link between Pervasive Building Permits and these .Net applications has been established. In addition, the .Net Assessing application has also been released. Those Permit customers

using the .Net Assessing application are no longer able to do a direct import between the programs, but instead must create an export file to enable the transfer of information. If you require any assistance in this matter, please feel free to contact Permit Support.

Update Highlight

One update worth mentioning is that the program now provides default billing options for each permit type, allowing you to select up to three different "bill to" choices, i.e. Contractor, Applicant, Owner.

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)". Please note that not all updates are discussed in this log file as some changes are relatively unimportant and unnoticeable while others are user specific. Only significant changes are noted on the support web page

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

- No More Tapes
- No More Hassle
- Monitored Daily

I.T. RIGHT

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	dlqtax@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.



"Learning is a kind of natural food for the mind."

Marcus Tullius Cicero

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.

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

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.

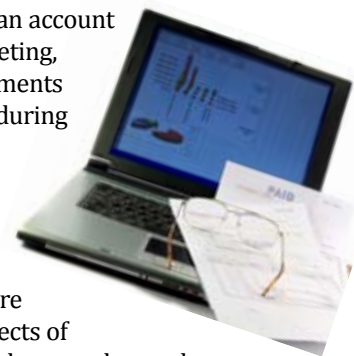
Fund Accounting Courses

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

3rd Quarter, 2009

	Monday	Tuesday	Wednesday	Thursday	Friday
July			1	2	3 Independence Day Observed - Closed
	6	7 .Net Assessing Training	8 .Net Tax Training	9	10
	13	14	15	16 APEX Sketch	17
	20 Bldg. Dept. Inspector Intro	21 Bldg. Dept. Support Intro	22 Bldg. Dept. Administrative	23 Bldg. Dept. New Version Conversion	24
	27 Tax Level I	28 Tax Level II	29 Delinquent Personal Property	30 Asg/Tax Report Writer	31
August	3	4	5	6	7
	10 Assessing Level I	11 Assessing Level II	12 Assessing Level III	13 Assessing Level IV	14
	17 Bldg. Dept. Inspector Intro	18 Bldg. Dept. Support Intro	19 Bldg. Dept. Administrative	20 Bldg. Dept. New Version Conversion	21 I.T. Right Dnn Web Design
	24 Tax Level I	25 Tax Level II	26 Special Assessments	27	28
	31 .Net Tax Training				
September		1 .Net Assessing Training	2	3	4
	7 Labor Day Closed	8 Assessing Level I	9 Assessing Level II	10 APEX Sketch	11
	14 Bldg. Dept. Inspector Intro	15 Bldg. Dept. Support Intro	16 Bldg. Dept. Administrative	17 Bldg. Dept. New Version Conversion	18
	21 Splits & Combination	22 Commercial/Industrial	23 Personal Property	24	25 I.T. Right Dnn Web Design
	28	29	30		

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

Registration Information

3rd 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	_____	_____	
Support Staff Intro	_____	_____	
Administrative (Advanced)	_____	_____	
New Version Conversion	_____	_____	
I.T. Right Course			
Web Design (9am-Noon)	_____	_____	

Please provide an alternate phone or fax number in the event we cannot reach you at the number provided above.

_____ - _____ - _____

* Please note: If you do not receive a confirmation within 2 business days upon submission of your registration, please call us to confirm your reservation for the class.



14965 Abbey Lane
Bath, MI 48808

www.bsasoftware.com

Newsletter & Training Schedule - 3rd 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)
- I-96 WEST (Detroit area) - Travel West on I-96 to I-127 North, then East one I-69 towards Flint, 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.