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**Equalizer Products:**

*Property-Based Systems*

- Assessing
- Equalization
- Local Tax
- County Tax
- County Delinquent Tax
- Delinquent Personal Property
- Special Assessments
- PRE Audit
- Drain Assessment
- Drain Ledger
- Building Department

*Fund Accounting Systems*

- General Ledger
- Accounts Payable
- Cash Receipting
- Miscellaneous Receivables
- Payroll
- Time Sheets
- Purchase Orders
- Fixed Assets
- Utility Billing

*Companion Products*

- Animal Licensing
- Cemetery Management
- Business Licensing
- Complaint Tracking
- Internet Services

BS&A Software  
14965 Abbey Lane  
Bath, MI 48808

517.641.8900  
517.641.8960 Fax

[www.bsasoftware.com](http://www.bsasoftware.com)

## BS&A Briefings

### Online Tax Payments

We have partnered with Official Payments, a credit card processing company, allowing your municipality to accept credit card payments online for tax bills, utility bills and permits. Online payments work in conjunction with our Internet Services application making it easy for residents to access their property information 24 hours a day, 7 days a week.

### Internet Services 3 Month FREE Trial

Not sure about putting your data online? Try it for 3 months, absolutely free! Display your assessing, tax, building permits, animal licensing, miscellaneous receivables, special assessments, principal residence exemption audit, and utility billing data online for easy public access. After the free trial, your municipality can choose to pay an annual service fee or continue getting the service for free by allowing BS&A to charge the users a convenience fee.

### Working with your Budget

We realize that budget considerations play a large role in the software selection process. Because of this, we offer an interest-free payment plan allowing you to pay for your software over a two- or three-year term based on your needs.

### See you at the Conference!

We look forward to visiting with you at the upcoming MML Conference in March, the MTA District Spring Meetings, and the Michigan Association of Municipal Clerks Conference in June.



See you there!

# Program Points...

## 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](http://www.bsasoftware.com) and download the latest update. There is also a CHANGE LOG on the site that will give a list of all of the changes contained in the update as well as any prior changes.

### 2003 STC Cost Tables

We are expecting to have the 2003 STC Cost Tables available sometime this spring. This is a major update to the Assessing program and will require a data conversion. When this update is released the user will have an option in Program Management/Calculation Options to select the 2003 Cost Tables or continue to use the 1998 STC Cost Tables. The UIP costs will now be available in the system for the 2003 STC Cost Tables. Previously the user had to hand enter the UIP rates into the system.

### Freezing the Assessors Values

Once again it is that time of year to start getting ready to print Assessment Change Notices and present the roll to the March Board of Review. It is very important to FREEZE the ASSESSORS values prior to printing the Assessment Change Notices and prior to turning the roll over to the MBOR. To Freeze the Assessors values you MUST first run the Write Floating Values Tool for ALL RECORDS and then in Program Management under the Gov Unit Options set the FREEZE REAL to Freeze Assessors Values. You can also set the FREEZE PERSONAL VALUES at this time as well, although most users wait to FREEZE the personal property until most of the notices come in. After the MBOR, you should again freeze these numbers.

## TAX SYSTEM

### Program Points...

#### Tax System

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.

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We'd like to offer a warm welcome to Brian Popilek, the newest member of our Building Department Support Staff.  
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### 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. Remember we now can import directly from a cd.

### PRE Audit System

We have recently been testing changes made to the Equalizer Delinquent County export. Since then, an update was mailed out in February for the EQ PRE Audit System. If you did not receive the update please contact us. It can also be downloaded from our web site.

NEW! The Internet Services application now displays your PRE Audit data. Contact Julie for more information.

## FUND ACCOUNTING

### Department Details...

#### Utility Billing Help Docs on the Web

Various Utility Billing documents are now available on the web under the Support Tab, as well as in the program itself under the Help Menu/View Online Help Documents.

## UB Report Writer Classes

We will be holding Utility Billing Report Writer Classes on **Thursday, April 27th and Friday, May 26, 2006**. The classes will cover basic concepts of creating custom reports using the Report Writer tool in our Utility Billing System. We will go over how the Report Writing System works and also the different data fields unique to the Utility Billing System. WE will also create some example custom forms. This class will be beneficial to anyone who would like to customize their reporting in the system to best fit your needs.

## Class in Marquette

We have scheduled another UB Report Writer class in Marquette on May 17th and 18th. Space is limited to 10 people per class. Registration forms will be mailed shortly to all UP customers using the UB program.

## BUILDING DEPARTMENT SYSTEM

### *New Version News...*

Thank you to all who came to the User Group Meetings on February 8th and 9th at our offices and to the Chicago User Group for our Illinois customers on February 27th. We received excellent feedback and suggestions. We will be sorting through these suggestions and compiling a list that will be mailed to you sometime in March. This will let you know what type of changes to expect to the System in 2006.

### *Old Version News...*

Please contact building support at 517-641-8900 or [permitsupport@bsasoftware.com](mailto:permitsupport@bsasoftware.com) for information about updating to the new version of the Building Department software.

## IT RIGHT COURSES - NO CHARGE

Instructor: Daniel P. Eggleston, MCSE+I  
Director of Information Technology

### **Pervasive Networking**

Installation & configuration; Explanation and use of system tools; Effects of Pervasive on other software; Tuning your network; ODBC and database connectivity; network security

### **Web Design**

Tools to build and maintain a professional looking, user-friendly web site. If you know how to work Microsoft Word, you can do this. Provide up-to-date information 24 hours a day on the web without breaking your budget. For more information go to [yourtownshiphere.com](http://yourtownshiphere.com)

## INTERNET SERVICES

We've recently implemented some changes in the IS application due to some very welcomed customer feedback, and to improve the overall performance. Pages are now delivered compressed by our server, which means that the speed of the download should be greatly increased and the site, on the whole, should be much more responsive.

The pay-per-hit model continues to generate strong interest, so improvements have been made there as well. We've implemented the ability to invoice our pay-per-hit IS customers and have made other generic enhancements to make the site a touch more intuitive.

Note to Assessors: Make sure you have the correct information online during the upcoming 2006 Board of Review. We've added a new feature to IS that allows you to easily change the year in order to display the correct values. Login as admin, go to **Group Setup** and go to the **Tools** tab. Using this panel, you can choose to display the Current Year Values or not. Remember, this setting depends on what database is being referenced by IS. IF the 2006 database is referenced and the option is 'on' the 2006 values will show. After BOR, turn the feature 'on' to show your final 2006 values. Also remember to reference your 07 database (or send us your 07 database) and turn the feature 'off' so that your 2006 values continue to display online, and your sales and owner data stay up-to-date.

## IT TOPICS

### **BS&A Discontinues Support for Windows NT, 95, 98 and ME, Effective June 30, 2006**

As we continue to grow, the features and benefits to each individual program continue to grow as well. With the high demand for program updates and feature enhancements, BS&A would like to provide you with the best service possible.

Many updates and enhancements we provide are no longer supported on Windows NT, 95, 98 or ME as Microsoft will be discontinuing support of these operating systems, effective June 30, 2006. Visit Lifecycle at [support.microsoft.com/gp/lifeselect](http://support.microsoft.com/gp/lifeselect) for details.

As always, BS&A will continue to provide the same excellent service and support our customers receive everyday. For any customer having difficulty with this transaction, please feel free to call us and we will be happy to assist you.

# Support/Course Information...

## ANNUAL SUPPORT FEE NOTE

Your "Support Agreement," which covers program updates and technical support, 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 2003, or prior, your 2006 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](mailto:asgsupport@bsasoftware.com)

**Tax** - [taxsupport@bsasoftware.com](mailto:taxsupport@bsasoftware.com)

**Delq Tax** - [taxsupport@bsasoftware.com](mailto:taxsupport@bsasoftware.com)

**Delq Personal Property** - [taxsupport@bsasoftware.com](mailto:taxsupport@bsasoftware.com)

**Special Assessment** - [taxsupport@bsasoftware.com](mailto:taxsupport@bsasoftware.com)

**Building Dept.** - [permitsupport@bsasoftware.com](mailto:permitsupport@bsasoftware.com)

**Utility Billing** - [ubsupport@bsasoftware.com](mailto:ubsupport@bsasoftware.com)

**Fund Accounting** - [fundacc2@bsasoftware.com](mailto:fundacc2@bsasoftware.com)

Several of our programs now offer email directly through the Help Menu. Those programs not listed will have this capability in the near future.



Special Assessment; Tax; Delinquent Tax; Dog License; Cemetery Management; Utility Billing; Accounts Payable; Cash Receipting; Misc. Receivables; General Ledger; and Payroll

## ASSESSING COURSES

### LEVEL I - PROGRAM INTRODUCTION AND SETUP

Recommended for the Assessor or designated new user of the Assessing System. The course will cover all master list setup in Program Management and their importance in data entry and reporting. Roll balancing and other frequently used reports will also be covered. In addition, 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 Equalizer Assessing 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 the database, processing all types of adjustments through end of assessment roll review needed prior to 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 Windows Assessor sketching program to draw both buildings and land, and its integration into the Equalizer Windows 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.

## TAX SYSTEM COURSES

### LEVEL I - INTRODUCTION & CREATING A TAX ROLL

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

### 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

# Course Information...

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.

## DELINQUENT PERSONAL PROPERTY SYSTEM

Designed to acquaint new users with the Equalizer Delinquent Personal Property System. Topics discussed 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.

## COMBINED CLASS - REPORT WRITER, QUERIES, FILTERS

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, as well as include examples of creating custom reports.

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

## BUILDING DEPT. SYSTEM COURSES

### INTRODUCTION FOR INSPECTORS

Designed for inspectors and code enforcement officers. Topics include Code enforcement setup and technique, permit setup and technique, how to view/print daily schedules, how to create automatic reminders, how to set up and use rental certification cases, and a host of other useful features. **Two administrative credit hours available upon completion.**

### INTRODUCTION FOR SUPPORT STAFF - USING NEW BUILDING DEPARTMENT SYSTEM

This class demonstrates data entry and primary program management. It is designed for those who are new users of the NEW VERSION 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.

### ADMINISTRATIVE STAFF (ADVANCED)

Created for administrative-level users, this class covers more advanced features and how to best utilize the system for property information management. Primary topics covered are report writing and letter writing instructions. Also included are project management issues, user account management, maintenance utilities, name management information, mass letter writing features, and other administrative-level topics. Suggested Prerequisite: Introduction for Support Staff.

## NEW VERSION INTRODUCTION (CONVERSION)

This class is designed for the experienced user familiar with the original Permit System who wish to learn the the new version. This course will cover such items as Rental Certification, Inspection Deficiency windows, Reminder Management, new Naming configuration issues and their impact, financial features and mass letter-writing techniques. Issues regarding conversion will also be addressed.

## 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 anyone 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.

### FUND ACCOUNTING III - PAYROLL

This course is designed for anyone who process payroll for your municipality. Topics covered will be: 941's, 1017's, workers compensation, applicable wages, employees vs. independent contractors, accrued wages and ACH.

### UTILITY BILLING REPORT WRITER

This course is designed for users of the Utility Billing System wishing to learn the features of the Report Writer and examples of creating custom reports.

## OTHER TRAINING OPTIONS

### ON-SITE TRAINING

A member of BS&A's training staff will come to your location with a computer and an overhead projection system. Costs for these sessions, for up to 10 people, **begin at \$800/day plus travel and overnight expenses, if applicable.** A member of the Training Department can provide you with a specific cost quotation for your desired session.

### IN-HOUSE TRAINING

If a full training day is not required, one or two individuals from your unit may come to our office for training/consulting. The cost is **\$100/hour.**

### BIG RAPIDS

We are now offering training for Assessing Levels I-IV, Commercial/Industrial, Apex, and Tax Levels I & II in Big Rapids. Please call Dan Kirwin at 517-819-3625 for more information.

# Equalizer Software Training Schedule

## 2nd Quarter, 2006

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>April</b>					
	3	4	5	6	7 Utility Billing Report Writer
	10 Tax Level I	11 Tax Level II	12 Pervasive Networking	13 Assessing Level I	14 Assessing Level II
	17 Bldg. Dept. Support Intro	18	19	20 Bldg. Dept. Administrative	21 Bldg. Dept. New Version Conversion
	24 Special Assessments	25	26 IT Right Web Design	27 Utility Billing Report Writer	29

<b>May</b>	1 Assessing Level III	2	3	4	5 Assessing Level IV
	8	9	10 IT Right Web Design	11 Tax Level I	12 Tax Level II
	15 Bldg. Dept. Inspector Intro	16 Bldg. Dept. Support Intro	17 Bldg. Dept. Administrative	18 Bldg. Dept. New Version Conversion	19 APEX
	22 Report Writer	23 Fund Accounting I	24 Fund Accounting II	25 Fund Accounting III Payroll	26 Utility Billing Report Writer
	29	30	31		

<b>June</b>				1	2
	5	6 IT Right Web Design	7 IT Right Web Design	8 Tax Level I	9 Tax Level II
	12 Assessing Level I	13 Assessing Level II	14	15	16
	19 Bldg. Dept. Inspector Intro	20 Bldg. Dept. Support Intro	21 Bldg. Dept. Administrative	22 Bldg. Dept. New Version Conversion	23
	26 Assessing Level III	27	28	29	30

**Groups of 4 or more may schedule training in Big Rapids with Dan Kirwin. Contact him at 517-819-3625.**

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 Tricia for details.

# Registration Information

## 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

Class instructors will be Colleen Brook, Marketing/Training Rep; Bill Garner, Marketing/Training Rep; Kelly Garner, Marketing/Training Rep, Dan Kirwin, Marketing/Training Rep, Edie Hunter, Marketing/Training Rep, and Jeff Howe, Permit Trainer. 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 near lunchtime.

## 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	REGISTRATION INFORMATION
<b>ASSESSING</b>			
Assessing Level I	_____	_____	<b>UNIT:</b> _____
Assessing Level II	_____	_____	<b>COUNTY:</b> _____
Assessing Level III	_____	_____	<b>CONTACT:</b> _____
Assessing Level IV	_____	_____	<b>PHONE:</b> _____
Apex Sketch	_____	_____	<b>ATTENDEES:</b> _____
<b>TAX</b>			
Tax Level I	_____	_____	_____
Tax Level II	_____	_____	_____
Special Assessments	_____	_____	_____
Combined Report Writer	_____	_____	_____
<b>BUILDING DEPT.</b>			
Inspector Intro	_____	_____	_____
Support Staff Intro	_____	_____	_____
Administrative (Advanced)	_____	_____	_____
New Version Conversion	_____	_____	_____
<b>FUND ACCOUNTING</b>			
Fund Accounting I	_____	_____	_____
Fund Accounting II	_____	_____	_____
Fund Accounting III-Payroll	_____	_____	_____
Utility Billing Report Writer	_____	_____	_____
<b>IT RIGHT COURSES</b>			
Pervasive Networking Class	_____	_____	_____
Web Design	_____	_____	_____

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

\_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

*Please indicate at which location you will be attending classes.*

\_\_\_\_\_ *BS&A office in Bath Twp*  
 \_\_\_\_\_ *Big Rapids with Dan Kirwin*

## 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 EAST (Grand Rapids area)** - Travel East on **I-96** to **I-69** East towards Flint, to Webster Rd Exit (Exit 92)

The office is located off Webster Rd in Somerset Park, North of I-69



### 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

## Newsletter & Training Schedule - 2nd Quarter, 2006

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

[www.bsasoftware.com](http://www.bsasoftware.com)

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Bath, MI 49808

