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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
- 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 Briefings

New Customers

The flexibility and ease-of-use of the Equalizer Fund Accounting Suite has proven successful with its first installation outside Michigan. In March, we welcomed the City of Lowell and the City of Bethel Heights, Arkansas as new customers. Both cities are long-time users of the Equalizer Building Department System and now use several Fund Accounting modules.

I have been very impressed with the BS&A software and the support we receive is outstanding. It has been a big change going from Quickbooks to accounting software and I could not have done it without the support I have received. It has been a pleasure doing business with your company.

*~Sherill Easley, Deputy Clerk
City of Berkley, AR*

Program	Installs May 2005	Installs May 2006
Accounts Payable	148	198
Cash Receipting	123	167
General Ledger	153	206
Payroll	116	161
Utility Billing	139	178
Total	679	910

The number of installations of our core Fund Accounting applications has jumped over 200 in just a year.

Upcoming Conferences

We look forward to seeing you at the following conferences this summer:

July	August	September
MACDC	MAA	MAGCU
MAED	MACT	MTA Fall Districts
		MML

BS&A Software
14965 Abbey Lane
Bath, MI 48808

517.641.8900
517.641.8960 Fax

www.bsasoftware.com



Happy Summer!

Program Points...

ASSESSING SYSTEM

Program Points...

Watch for the MASS Assessing Update with the New STC Cost Manual...coming soon!

TAX SYSTEM

Program Points...

Tax System

Be sure to verify that your tax bill is correct before sending. To avoid serious problems, we recommend you do the following:

1. Verify all calculations - this ensures your millages were entered correctly
2. If you print a bar code scan it to make sure it scans correctly
3. Update any messages

Backing up your data

Note that performing backups will backup all seasons in tax, not just the current season.

Summer Tax Conversions - VERY IMPORTANT

If you are having us convert data for the Summer tax season, please remember to include each of the following to insure prompt and efficient conversion of the data.

1. Unit Name
2. Treasurer's Name
3. Mailing Address
4. County
5. Phone Number
6. Grand Totals for both Real AND Personal Property
7. Millage Rates* for EACH School District.

*a copy of a bill from each School District is a fast and easy way to send us the correct information.

Latest UPDATE

Be sure to watch your mail for the latest Equalizer Tax Program Update. This update will correspond with the new cost manual Assessing update and is required to work with the new version of the Assessing Program.

FUND ACCOUNTING

Department Details...

New Employee announcement

We'd like to welcome Jessica Duflo as the newest team member in the Fund Accounting Department. She will be supporting the Utility Billing program and eventually all of the Fund Accounting Apps.

Fund Accounting Classes scheduled:

We will be holding Fund Accounting classes once again this quarter. Registration forms are on page 7 and a list of class descriptions can be found on page 5.

July 25-FA I
July 26-FA II
July 27-FA III Payroll

UP User Group Meetings Scheduled:

August 23-Fund Accounting
August 24-Payroll and Utility Billing

**More information on User Groups to come. A mailing to each of our UP customers will be sent out soon.

BS&A Babies!

There have been several new additions to the BS&A family over the past several months. We'd like to congratulate Chad Harryman on his first daughter, Alyson, born in April; Scott Gross on his son Evan, also born in April; Jason Soldan on his daughter Taylor and Sarah Navin on her daughter Olivia, both born in May.

BUILDING DEPARTMENT SYSTEM

New Version News...

County/Multi-Jurisdictional Unit Code Setup

For counties and multi-jurisdictional customers, we have added a unit field that will enable you to assign a code and description for the different municipalities you track.

The field will show on the main property view and you can query reports based on this unit field. Please contact Building Department System Support for instructions on setting this up.

Inspection Button Reports Now User-Defined

The "Print Inspection" and "Inspection History" buttons are now linked to user-definable reports. Each report category (Project, Permit, Enforcement, Occupancy and Inspection Group) will each have a report called "Inspection History". Just choose the report and click the "Edit Format" button to delete or add fields, change font settings or move fields around.

Printing of the Report Query

There is a new field in the report system called "SysCurrentFilter" that will print the current report query set for the report you are running. Many users have added Dialog Fields to print "from" and "to" date ranges or to state what "permit type" the report is listing. This will eliminate the need for these Dialog Fields.

Here is an example of query printing...

```
PerDateIssued Range from 01/01/2000 to 01/31/2004
And PerPermitType = Building
And PerCategory = Res. Single Family
```

Old Version News...

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.

INTERNET SERVICES

Reduce Your Calls - An informal survey of Internet Services customers has revealed that after setting up Internet Services customers have experienced a significant decrease in call volume; in some cases as much as 85%. This figure has been reported by our customers to support staff, and seems to be highest after it is properly promoted and people become aware of it.

Help Documents - Customers of our Internet Services product should be vigilant of what data is displayed online. Part of that is making sure Internet Services is reading the correct database. We have prepared instructions for the rollover procedure and they are available on our website by going to the Support section and then Internet Services through the menu on the left.

New Hardware, More Bandwidth - We have upgraded several hardware components and are excited to announce that starting early June we are increasing the available bandwidth to IS by 500%. This upgrade should make the site faster and more responsive than ever while providing lots of room for growth.

For a listing of all participating municipalities, logon <http://directory.is.bsasoftware.com>

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

U.P. & NORTHERN MICHIGAN

To all our UP and Northern Michigan customers: We will be sending out a training schedule for the Assessing and Tax Systems soon. Included in the mailing will be a survey to better help us identify your training needs.

Additionally, if you are interested in having an on-site presentation or are in need of a speaker, contact Colleen Brook at 906-280-4365.

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 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

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 - ubsupport@bsasoftware.com

Fund Accounting - 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 report 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

3rd Quarter, 2006

	Monday	Tuesday	Wednesday	Thursday	Friday
July	Closed 3	Closed 4th of July 4	5	Tax Level I 6	Tax Level II 7
	10	11	12	Assessing Level I 13	Assessing Level II 14
	Bldg. Dept. Inspector Intro 17	Bldg. Dept. Support Intro 18	Bldg. Dept. Administrative 19	Bldg. Dept. New Version Conversion 20	Special Assessments 21
	24	Fund Accounting I 25	Fund Accounting II 26	Fund Accounting III Payroll 27	IT Right Web Design 28
	31				

August		1	2	Assessing Level I 3	Assessing Level II 4
	7	8	9	Assessing Level III 10	Report Writer 11
	Bldg. Dept. Inspector Intro 14	Bldg. Dept. Support Intro 15	Bldg. Dept. Administrative 16	Bldg. Dept. New Version Conversion 17	APEX 18
	21	22	Fund Accounting User Group - UP 23	Payroll/UB User Group - UP 24	25
	28	29	30	IT Right Web Design 31	

September					1
	Closed Labor Day 4	APEX 5	6	Tax Level I 7	Tax Level II 8
	Utility Billing Report Writer 11	12	13	14	Assessing Level III 15
	Bldg. Dept. Inspector Intro 18	Bldg. Dept. Support Intro 19	Bldg. Dept. Administrative 20	Bldg. Dept. New Version Conversion 21	APEX 22
	25	26	27	28	IT Right Web Design 29

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

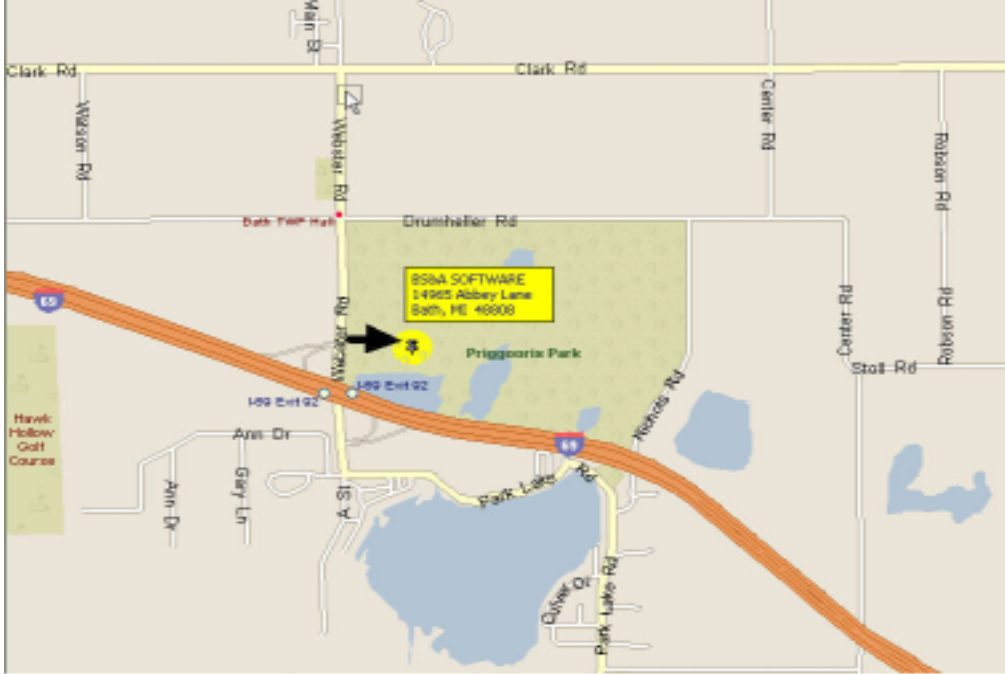
I-69 NORTH (Marshall area) - Travel North on **I-69**, continue on East **I-69** towards Flint, to Webster Rd Exit (Exit 92)

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. Turn Right into Somerset and Right at the stop sign.



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 - 3rd Quarter, 2006

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

www.bsasoftware.com

14965 Abbey Lane
Bath, MI 48808

