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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
- Human Resources

Companion Products

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

BS&A Briefings

BS&A is now offering a new service, IS Ads, in conjunction with Internet Services that allows your municipality to generate revenue through the sale of advertising space to businesses in your area.

This new project allows local businesses (Realtors, Title Companies, Mortgage Companies, Appraisers, Builders, Plumbers, Electricians, etc.) to sponsor an IS web site by purchasing a banner ad that will be placed in the upper right corner of the page.

We're limiting advertising to one banner ad per page and all advertisers will be approved before becoming a site sponsor.

These businesses will have the ability to choose which municipality they want to sponsor. When multiple businesses choose to sponsor the same site, advertisements will then be scheduled to rotate.

The benefit to you is that it will enable a municipality to generate revenue through your online information without having to invest in R&D, marketing or billing. BS&A will do all of the heavy lifting and will share the advertising revenue at a rate of 20%. Contact us for more details.



BS&A Software
14965 Abbey Lane
Bath, MI 48808

517.641.8900
517.641.8960 Fax

www.bsasoftware.com

HOLIDAY HOURS

BS&A will be closed the following days:

November 23rd & 24th

December 25th

January 1st

Program Points...

ASSESSING SYSTEM

Program Points...

The June Mass Update that contains the 2003 STC and U.I.P. cost tables has been sent to all users. As expected there have been several pricing issues that have been corrected in the last three months. For those users that have Internet access, the update can be downloaded from our website at www.bsasoftware.com. There is also the CHANGE LOG, which will document any corrections to date. For those users that do not have Internet access a MASS update will be sent in the next few months to address these issues.

There were SEVERAL field name changes in the system but the HELP fields have not been updated yet. We anticipate that all HELP fields will be updated in the coming months to reflect these changes.

As many of you have already found, any QUERIES that were setup and SAVED prior to the mass update were not converted. These QUERIES will have to be rebuilt in the new version. Sorry for any inconvenience this has caused.

Finally, just a reminder that after the conversion the system will DEFAULT to using the 1998 STC cost tables. If you want the system to use the new 2003 STC tables you will need to change this in PROGRAM MANAGEMENT/GOV. UNIT OPTIONS/CALCULATION OPTIONS. Make sure that the correct County Multipliers are entered depending on what cost table is used.

Popular MAA Course will be held at BS&A

Unleashing the Power of your Equalizer Database

The class is designed to help participants understand the Equalizer database structure, custom reports, queries and filters. When these advanced tools are understood, the user will be able to apply the knowledge to create custom reports using their database and apply queries and filters to review the integrity of the data in their Equalizer database. Ideas for consistent data entry and sample data in-

tegrity reports will be included as class examples. These steps will be included in the printed material. This course is recommended for both the "seasoned" user, as well as, new Equalizer Assessing System users.

Class Format: This two day course is presented in a lecture-style format (Not Hands-on) to enable participants to concentrate on the topics and concepts presented.

This is a State Assessors Board approved course for 6-Hour Renewal.

Class Dates: Oct 30 & 31 (2-day lecture)

Registration Fee: \$125/person for the 2 day session, this includes material, breaks and lunch both days.

Class size is limited to 40 people. Please use the form on page 7 to make your reservation.

IT TOPICS...

Pervasive Rollout

We have mailed out the last letters regarding the Pervasive rollout that began in February of 2004.

Pervasive is the engine that runs our Equalizer programs and is replacing Btrieve. Our goal is to have all users on Pervasive by the end of the year.

If you have not yet received the Pervasive database engine, please contact Merrilee Parker at 517.641.8900.

TAX SYSTEM

Program Points...

As you are probably aware, we sent out a mass update in June with important changes to the Tax System. If you did not receive it please call us and we will promptly send one to you. It can also be downloaded from our website: www.bsasoftware.com. If you received the update but have not yet installed it, verify your version date is prior to June 26, 2006 and then please install immediately.

September is already here! Please verify that your interest and penalty information is set up correctly. If you need assistance, please contact us once your payments have been accepted after your due dates, but before making any changes to the interest and penalty setup.

Department Details...

We've recently hired Clayton Ballreich for assistance in our Technical Support Department. Clayton has a background in Computer Science and experience in IT support.

FUND ACCOUNTING

Program Points...

General Ledger

We are going to be releasing the newest version of General Ledger v4.51 to all users. The release will be done in batches and will be completed by the end of August. The 4.51 version includes features that are the result of numerous suggestions from users made over the last few years.

The system has greatly expanded project/grant accounting capabilities. The vast majority of users who don't have any need for project accounting will see no changes. If you don't have any projects set up, the system will hide the (unused) project-related fields. Please run the update even if you don't utilize project/grant accounting in order to receive the other new features included. Some of these other features were added to the Account Detail screen and include:

- budget notes for current, previous and next fiscal year are shown;
- Fund & Dept/Activity descriptions are now shown at the top of this screen.

Since we are mailing this update out to our users in batches. Once you install this update, you will not be able to download more updates from our website until the full release to the rest of our customers. If you need another update, please give Fund Accounting Support a call and we will have another CD sent in the mail or will direct you to the appropriate update on our FTP site.

Accounts Payable

We will soon be releasing a version of Accounts Payable that will include ACH capabilities for paying vendors. The system will generate an ACH file in order for your bank to process payments to any of your vendors that you have set up to receive payments via ACH. Look for this new feature in an update soon!

U.P. & NORTHERN MICHIGAN

Assessing and Tax training is now being offered in the UP and Northern Michigan area. Additionally, any jurisdiction interested in having an on-site presentation or are in need of a speaker, contact Colleen Brook at 906-280-4365.

BUILDING DEPARTMENT SYSTEM

New Version News...

Support Web page

We have created a support page for the new version users of the Building Department System. Content is being added frequently. On this page you will find instructions on setting up new features included in updates to the system. You can access the page through the Building Department System by choosing "Help / View Support Page (Web)".

Excel Spreadsheets

We have added the ability to create user-defined Excel Spreadsheet reports. Creating these reports is just a matter of picking and choosing fields that you wish to print. The report prints to Excel creating a column for each field you have chosen. The reports are also capable of totaling on any field.

For sites tracking multiple jurisdictions, the Excel Spreadsheet reports can be set to breakdown by "Unit Code" to allow reporting on each individual jurisdiction in one spreadsheet.

The setup instructions can be found on our support page.

Stop Work Orders

Expect to see this feature sometime within this quarter. The Stop Work Orders will allow users to tag records so no changes can be made to those records. For instance, if you do not want to allow inspections to be scheduled for a certain permit, you can add a Stop Work Order to the permit record and the system will not allow users to add inspections to the permit.

IT RIGHT COURSES - NO CHARGE

Instructor: Daniel P. Eggleston, MCSE+I

Director of Information Technology

Classes are held at BS&A Software from 9-12

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

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 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

4th Quarter, 2006

	Monday	Tuesday	Wednesday	Thursday	Friday
October		3	4	5 Assessing Level I	6 Assessing Level II
	9	10	11	12 Tax Level I	13 Tax Level II
	16 Bldg. Dept. Inspector Intro	17 Bldg. Dept. Support Intro	18 Bldg. Dept. Administrative	19 Bldg. Dept. New Version Conversion	20 Payroll User Group
	23	24 Fund Accounting I	25 Fund Accounting II	26 Fund Accounting III Payroll	27 Special Assessments
	30 Assessing Database 2-Day Lecture	31 Assessing Database 2-Day Lecture			

November			1	2 Assessing Level III	3 Report Writer
	6 Utility Billing Report Writer	7 IT Right Web Design	8	9 Tax Level I	10 Tax Level II
	13 Bldg. Dept. Inspector Intro	14 Bldg. Dept. Support Intro	15 Bldg. Dept. Administrative	16 Bldg. Dept. New Version Conversion	17 APEX
	20	21	22	23 Closed Thanksgiving Holiday	24 Closed Thanksgiving Holiday
	27	28	29	30 Delinquent Personal Property	

December					1 Report Writer
	4	5 IT Right Web Design	6	7 Assessing Level I	8 Assessing Level II
	11	12	13	14 Assessing Level III	15 Personal Property
	18 Bldg. Dept. Inspector Intro	19 Bldg. Dept. Support Intro	20 Bldg. Dept. Administrative	21 Bldg. Dept. New Version Conversion	22
	25 Closed Christmas Holiday	26	27	28	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 Sarah 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: _____
Personal Property	_____	_____	PHONE: _____
Apex Sketch	_____	_____	ATTENDEES: _____
Assessing Database Lecture	_____	_____	_____
TAX			
Tax Level I	_____	_____	
Tax Level II	_____	_____	
Special Assessments	_____	_____	
Combined Report Writer	_____	_____	
Delinquent Personal Property	_____	_____	
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			
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)

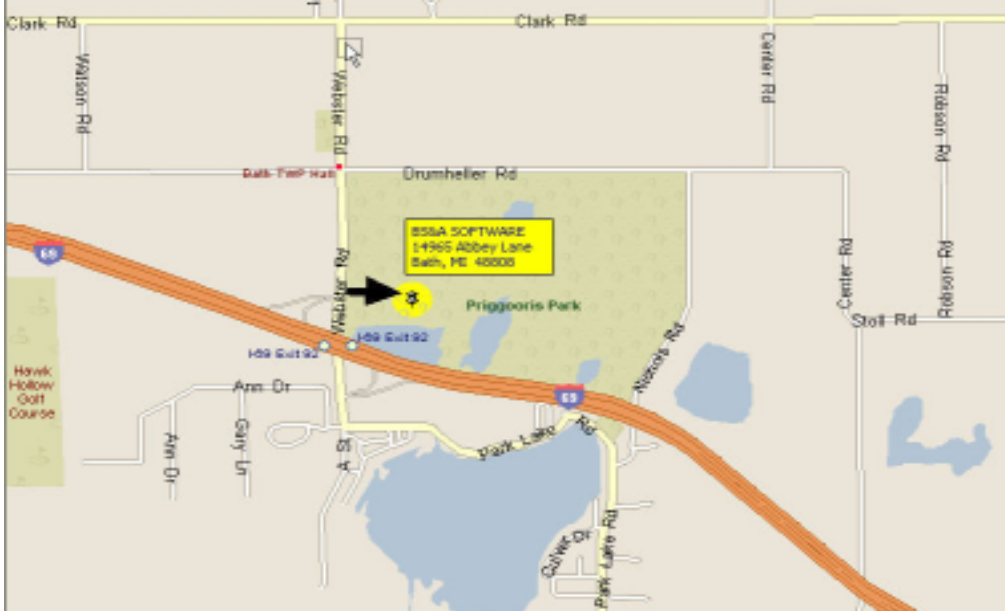
I-69 NORTH (Marshall area) - Travel North on **I-69**, continue on East **I-69** towards Flint, to Webster Rd Exit (Exit 92)

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 approximately 1/4 mile. Turn Right into Somerset and Right at the stop sign, which is Abbey Lane. We're all the way around to the back. Somerset is a new development and is not yet on MapQuest, printed maps or other mapping software.



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 - 4th 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

