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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 Software
14965 Abbey Lane
Bath, MI 48808

517.641.8900
517.641.8960 Fax

www.bsasoftware.com

BS&A Briefings

Over the last several years we've been updating you on our ever expanding customer base and product line. This portrayal of growth is a true reflection of our mission statement, whereas "...we pledge to offer top-quality software applications, thorough program training and professional technical support."

Since this time last year, we've converted another 40 new users to our Fund Accounting Systems from other fund accounting software products including FundBalance (Tyler Technologies), Vadim (Versyss), Pontem (Resource), Springbrook and New World Systems.

Our list of recent conversions include the City of Plymouth, Wayne County; City of Dowagac, Cass County; City of Novi, Oakland County; Delta Charter Township, Eaton County; Kimball Township, St. Clair County and Hillsdale County. Check our web site for a full list of new users, updated weekly.

Warm welcome

BS&A Welcomes New Employees

Mary Beutell in our Fund Accounting Support Department & Brad Russman in our Tax Support Department

Upcoming Events

Look for us at the upcoming conferences and events:

Michigan Townships Association - District Meetings
May 2007

Michigan Association of Municipal Clerks Conference
June 26-29

Program Points...

ASSESSING SYSTEM

In early February we discovered a very serious bug in the calculation of New and Loss for personal property parcels.

The Problem: The bug only shows up after you freeze your personal property parcels. After freezing, the system clears the Assessor's "Equalization New and Loss" fields and any change in values shows up as "Adjustment". A MASS update was mailed to address this issue as well as a letter discussing the different options available. The update on the web also has the correction and the letter that was mailed out.

Program Points...

There have been several small changes to the Assessing system. As always those users with internet access can visit our website at www.bsasoftware.com and download the latest update. There is also a CHANGE LOG on the site that will give a list of all of the changes contained in the update as well as any prior changes.

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

TAX SYSTEM

Department Details...

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.

Program Points...

The following features have been added to the EQ Tax Program with a **version date of 2/8/2007** or later.

▶ If you have internet access you can get the latest version by going to Help/Download Latest Version. If you do not have internet access please contact our

receptionist and request the latest tax update.

▶ The History Information Printout report now displays a property address.

▶ The Parcel Information Screen now displays the property class type next to the property class.

▶ Comments can now be added by population in the parcel summary list under tools/set specific parcel file fields.

▶ Backup is now available for Report files.

Please view the change log under the support tab on our website for a more complete listing of program enhancements.

STC APPROVAL

"BS&A Software's Equalizer Assessing/Equalization System received Michigan State Tax Commission approval on Dec 21st, 2006. This approval is for the 2003 computerized cost tables included within the program. The Commission also rescinded approval of any cost manuals other than the 1998 and 2003 manuals."

FUND ACCOUNTING SYSTEMS

Department Details...

We've added additional User Group Meetings for both Utility Billing & Fund Accounting in April but they're filling up fast. For more information or to register, please contact Sheri Trotter.

April 13 - Utility Billing User Group

April 27 - Fund Accounting User Group

Our regular scheduled Fund Accounting Classes will be held in May. Please use the registration form on page 7 to sign up for these classes.

May 16 - Fund Accounting I

May 17 - Fund Accounting II

POPULAR MAA COURSE - 2 DAY LECTURE

Unleashing the Power of your Equalizer Database to be held at BS&A in Bath

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 integrity 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: May 3rd & 4th (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.

BUILDING DEPARTMENT SYSTEM

New Version News...

Variances

We have added the ability to add Variances in the Building Department System. A Variance can be applied to any property for multiple reasons. Once a Variance has been added, the user will see a flashing "Variance" button when entering the property record, notifying them of its existence. Please visit our Support Page to download the instructional document that walks you through setting this feature up and using it.

Support Web Page

As always, please visit the Building Department System support web page to keep up on latest program updates, instructional documents, and other files. The web page is accessible through the program by clicking on "Help / View Support Page (Web)".

Old Version 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.

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.

WEB DESIGN COURSE - NO CHARGE

Instructor: Daniel P. Eggleston, MCSE+I and Melissa Eggleston of IT RIGHT

Classes are held at BS&A Software from 9 to noon

Please call Dan or Melissa to register 517.318.0350

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 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 2004, or prior, your 2007 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 - agsupport@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

SENDING DATA/MESSAGES

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. Page 5 of this newsletter lists the department emails and outlines which programs have email capability within the program.

Remember...

If Tax data is being converted: Grand Totals & Millage Rates for each school district must be included.

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 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

Course Descriptions...

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 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.

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.

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, 2007

	Monday	Tuesday	Wednesday	Thursday	Friday
April	Special Assessments 2	3	4	5	Close @ Noon Good Friday 6
	Tax Level I 9	Tax Level II 10	11	12	Utility Billing User Group 13
	Bldg. Dept. Inspector Intro 16	Bldg. Dept. Support Intro 17	Bldg. Dept. Administrative 18	Bldg. Dept. New Version Conversion 19	Assessing & Tax Report Writer 20
	23	Delinquent County Tax User Group 24	25	26	Fund Accounting User Group 27
	Assessing Level I 30				
May		Assessing Level II 1	Personal Property 2	Assessing Database 2-Day Lecture 3	Assessing Database 2-Day Lecture 4
	Tax Level I 7	Tax Level II 8	Delinquent Personal Property 9	10	Assessing Level III 11
	14	IT Right Web Design 15	Fund Accounting I 16	Fund Accounting II 17	APEX 18
	Bldg. Dept. Inspector Intro 21	Bldg. Dept. Support Intro 22	Bldg. Dept. Administrative 23	Bldg. Dept. New Version Conversion 24	25
	Closed Memorial Day 28	29	30	Assessing Level IV 31	
June					APEX 1
	4	5	6	Utility Billing Report Writer 7	8
	11	IT Right Web Design 12	Assessing Level I 13	Assessing Level II 14	Assessing & Tax Report Writer 15
	Bldg. Dept. Inspector Intro 18	Bldg. Dept. Support Intro 19	Bldg. Dept. Administrative 20	Bldg. Dept. New Version Conversion 21	22
	Tax Level I 25	Tax Level II 26	27	28	29

Groups of 4 or more may schedule Assessing & Tax Training in Big Rapids with Dan Kirwin. Contact 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 for details.

Registration Information

2nd Quarter, 2007

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: _____
Personal Property	_____	_____	EMAIL: _____
Apex Sketch	_____	_____	ATTENDEES: _____
Assessing Database Lecture	_____	_____	_____
TAX			
Tax Level I	_____	_____	_____
Tax Level II	_____	_____	_____
Special Assessments	_____	_____	_____
Delinquent Personal Property	_____	_____	_____
Asg/Tax Report Writer	_____	_____	_____
BUILDING DEPT.			
Inspector Intro	_____	_____	_____
Support Staff Intro	_____	_____	_____
Administrative (Advanced)	_____	_____	_____
New Version Conversion	_____	_____	_____
FUND ACCOUNTING			
Fund Accounting I	_____	_____	_____
Fund Accounting II	_____	_____	_____
Utility Billing Report Writer	_____	_____	_____
IT RIGHT COURSE			
Web Design	_____	_____	_____

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

_____ - _____ - _____

Please indicate the 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)

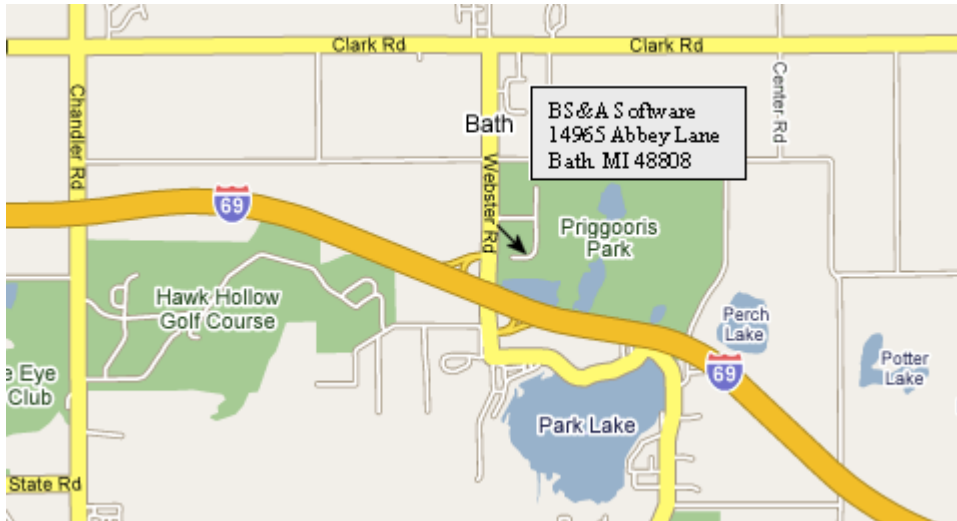
I-69 NORTH (Marshall area) - Travel North on **I-69**, continue on East **I-69** towards Flint, to Webster Rd Exit (Exit 92)

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 - 2nd Quarter, 2007

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

