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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

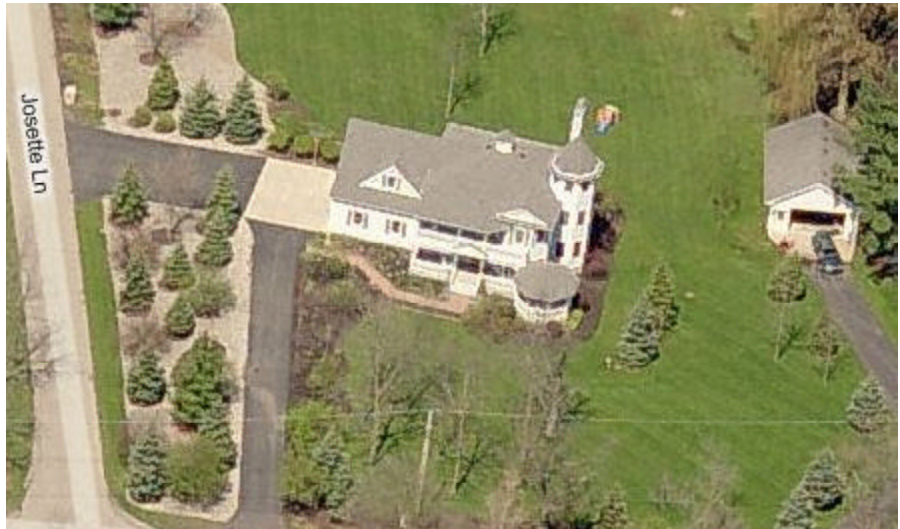
517.641.8900
517.641.8960 Fax

www.bsasoftware.com

BS&A Briefings...

New Mapping Button Enhancement 

We recently added a new feature in the Assessing System that links a parcel to publicly available mapping systems, either Microsoft or Google. Our hat's off to Ryan Runnels at West Bloomfield Township & Oakland County Equalization for making the suggestion. It's really a great way for all of the units across Michigan who do not have their own aerial maps to get instant access to some very high quality mapping data. The mapping system URL can be found in the June 2008 Update Letter on our website, as well as, under Help in the Assessing System.



Assessing/Tax Systems .NET Progress Report

Progress on the rewrite of the Assessing and Tax Administration Applications is going extremely well. It is our intention to have testing completed with an anticipated release date of Spring 2009. The new applications have several new very significant features, yet maintains a similar look and feel. Pricing will be available soon, as well as some marketing material highlighting the system capabilities. Note - this application is only compatible with Windows Operating Systems both at the server and workstation level. The applications are not compatible with Novell, Linux and any other non-Windows Operating Systems.

Please Note...

BS&A will be closed on the following days:

July 4 - Independence Day
September 1 - Labor Day

program points...

ASSESSING SYSTEM

Program Points...

Mass Update for May 2008 :

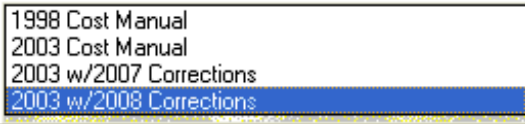
A mass update is being mailed to all Assessing customers with some very important changes and implementation instructions. The System now has the ability to track the new Conditional Rescinds. The new report L-4626 that has been developed by the STC is now available in the system. The form was also designed to be a system export that can be emailed to the Treasury Department. (See Update Letter for instructions).

Rolling Over the 2008 databases:

It's once again that time of year to roll over the database for the next year. As a reminder, once the totals have been verified the database is ready to be rolled over to the 2009 assessment year. Under HELP and OTHER DOCUMENTATION there is a Roll over Reference guide that will walk the user through the complete roll-over procedure. If you have any problems or questions feel free to call the Assessing Support Department.

Corrections to the 2003 STC Cost Manual Rates:

Once the update has been installed AND database has been rolled over to the 2009 year go to Program Management/Governmental Unit Options/Calculation Options a new Cost Manual option is available 2003 w/2008 Corrections. This contains some minor rate changes/corrections. This new option should be selected in only 2009 databases NOT any Previous databases.



TAX SYSTEM

Program Points...

Tax System

Now that you have settled with your County, it is time to update your history before you begin your new database. If you currently do not update history real time please do the following:

- Be in the database you want history updated for
- Utilities/History File Options/Update History w/ current tax information/follow the prompts to complete.

This will allow this databases history to be viewed from other databases.

Creating A New Tax Database

When creating a new database for the 2008 tax season, take advantage of the documentation we have included in the Tax System. If you have Adobe Acrobat Reader installed on your PC, open the help Menu (located at the top of your screen) in your Tax System and select View Documentation. Next, select Setting Up a New Database for the New Tax Year. This will guide you through the process step-by-step. Feel free to call tech support if you would like help at any point.

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

Verify Your Tax Bill

The new MBT legislation has required some significant changes so be sure to verify that your tax bills are correct before sending. To avoid serious problems, we recommend you do the following:

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

We recommend printing a Tax bill from each school district and verifying the bills are correct. PRE/Non PRE/MBT scenarios as well.

With MBT legislation it is imperative that you print out your Millage rates and verify they have been entered correctly.

View the latest update letter at our website for further instructions.

Backing up your data

Note: Performing backups will backup all seasons in tax, not just the current season.

Notes throughout the year

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

Some due dates fall on the weekend this year so please keep this in mind when entering your interest and penalty dates.

We now have a link to the STC (State Tax Commission) Bulletins under quick links on our website.

The Tax Update that addresses the Michigan Business Tax Act legislation has been released, if you have not received one please contact us @ 517-641-8900 and ask the Receptionist for a copy. **If you have received the update and have not loaded it yet it is IMPERATIVE that you update before beginning your 2008 Tax Year.** If your version (Help/Tax/System Status) is later than May 14th you do not need to run the Tax Update you received in the mail.

INTERNET SERVICES

It's that time of the year to ensure your Internet Services site is linked to the correct database. After the Assessing and Tax databases roll-over, there are procedures that must be completed for the correct, and most current data to display online. A reminder letter with instructions was sent out in mid-April. If you did not see the letter, you can go to the Internet Services support page on our web site to download the document. There are different procedures for our Auto FTP and Real-Time customers, so make sure to choose the correct document.

Interesting Stats: Currently we have 350 customers displaying data online, and annual hits exceed 15 Million parcel lookups.

MI-GMIS

BS&A is a proud sponsor of the MI-GMIS organization. Mi-GMIS is the State of Michigan chapter of Government Management Information Science (GMIS). It is made up of Information Systems Professionals from Cities, Townships, Counties and the State.

Mi-GMIS is excited to announce that the Fall Conference will be hosted at Boyne Mountain, September 28 - October 1. For more information visit www.mi-gmis.org.

BUILDING DEPARTMENT SYSTEM

New Version News...

Program Updates

We have released several update patches to address certain concerns found in the software. We recommend that you update your program to the latest version at your earliest convenience. This can be done by going to Help / Download Latest Version from within the Building Department application.

Support Web Page

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).

What's New...

BS&A Babies

Congratulations to Jay McMunn, one of our Fund Accounting Software Developers, on his new baby boy. Zachary was born April 6th.

Also to Sheri Trotter, our Fund Accounting Department Manager, on the birth of her daughter, Briquette, born May 19th.

Welcome New Employees

We'd like to welcome three new Software Developers to BS&A - Chris Pulling, Brenden Thiede and Brad DeYoung.

HOST IT RIGHT WEB DESIGN CLASS

This is a FREE class offered by IT Right.

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

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

Please call Dan or Melissa to register 517.318.0350

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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 2005, or prior, your 2008 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 - fundacc2@bsasoftware.com

Fund Accounting - fundacc2@bsasoftware.com

Internet Services - is@bsasoftware.com

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.

OTHER TRAINING OPTIONS

BIG RAPIDS

We offer training for Assessing Levels I-IV, Commercial/Industrial, Apex, Tax Levels I & II and Spilts/Combo classes in Big Rapids. Groups of four or may may schedule training with Dan Kirwin. Please call Dan at 517-819-3625 for additional information.

ASSESSING COURSES

LEVEL I - PROGRAM INTRODUCTION AND SETUP

Recommended for the Assessor or designated new user of the Assessing/Equalization System. The course will cover all master list setup in Program Management and its importance in data entry and reporting. Roll balancing and frequently used reports will also be covered. Understanding the importance of a plan to remove parcels from the override calculation status will be discussed.

LEVEL II - ASSESSMENT ROLL & DATA ENTRY

This course demonstrates how to perform the assessment roll including name/address changes, sales, uncapping, P.R.E.s, building permits, and processing splits. Entering all types of appraisal information will also be covered.

LEVEL III - LAND TABLES, ECFs & SALES STUDIES

Designed for the user that will be responsible for creating/maintaining land rates, analyzing/setting ECFs, and performing sales studies. The course will also review related reports for each of these features.

LEVEL IV- ASSESSING CYCLE & SPECIAL ACTS PARCELS

This course reviews the entire assessment cycle, beginning with creating a new assessment year database, rolling over the database, and processing all types of adjustments through end of assessment roll review (needed prior to sending Change Notices). As a part of this course, Special Acts parcels will be reviewed with ideas and reports that are useful for managing special rolls.

APEX SKETCH

This class will cover the use of the Apex IV or Medina Version Assessor sketching program to draw both buildings and land, and its integration into the Equalizer Assessing System.

PERSONAL PROPERTY

This one-day class is designed for assessors, appraisers and other office staff who perform duties pertaining to the processing, data entry and reporting of Personal Property. Topics discussed in detail are printing of the personal property statements, processing statements, assessing buildings on leased land, estimating assessments for non-filers and Board of Review changes.

COMMERCIAL/INDUSTRIAL

This one-day class will cover the details of inputting Commercial/Industrial structures into the Equalizer Assessing System. Examples of Calculator, Segregated, Unit-in-Place and Income Capitalization will be used.

SPLITS/COMBINATION

A one-day class to cover parcel splits/combinations in the Assessing System.

The SAB has mandated a specific class to be taken by all Assessors for 6-hour renewal credit, effective Oct 2007 through Sept 2008. Therefore, all Assessing & Tax classes held at BS&A by our instructors will not be eligible for 6-hour renewal credit through Sept. 2008.

TAX SYSTEM COURSES

LEVEL I - INTRODUCTION & CREATING A TAX ROLL

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

LEVEL II - WORKING WITH THE TAX ROLL

Designed for any Tax System user working with an existing tax roll throughout the course of the collection cycle. Roll maintenance such as name/address updates, mortgage codes, deferments, and handling taxpayer inquiries will be covered. Course will also include payment processing, adjustments, and roll balancing with reports related to each item.

EQUALIZER SPECIAL ASSESSMENT SYSTEM

Program setup and creating a multi-year, principal/interest type of Special Assessment District with various benefit calculation methods will be covered. Creating a separate billing for special assessments and/or billing the annual installment on a current tax bill will also be reviewed.

DELINQUENT PERSONAL PROPERTY SYSTEM

Designed to acquaint new users with the Equalizer Delinquent Personal Property System. Topics discussed in detail are initial setup, data entry, generating reports, entering general ledger account numbers, and receipting. Also discussed will be the use of the built-in Report Writer.

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. Examples are given of creating custom reports.

BUILDING DEPT. SYSTEM COURSES

INTRODUCTION COURSE FOR INSPECTORS

Designed for inspectors and code enforcement officers, this class will focus on those features most important to individuals responsible for managing these activities. Included in this course will be such items as Code Enforcement setup and techniques, Permit setup and inspection techniques, how to view/print the daily schedule, how to create automatic reminders, how to set up and use rental certification cases, and a host of other useful features.

INTRODUCTION COURSE FOR SUPPORT STAFF

This class presents the fundamentals necessary for data entry and primary program management and is designed for those users who are new to the Building Department System and wish to learn how to best utilize the System in their daily operations. Class contents include program setup features, how to add permits, schedule and print daily inspections, add inspection results, print standard formatted letters, how to set up and manage projects, and how to best utilize the automated reminder feature as well as many other components useful to day-to-day operations.

ADMINISTRATION STAFF (ADVANCED)

Created for administrative-level users, this class covers more advanced features and how to best utilize the System for property information management. Topics covered in this class are Report Writing and Letter Writing instructions. Also included in this class will be such items as project management issues, user account management, maintenance utilities, name management information, mass letter writing features and other administrative-level topics. Suggested prerequisite: Support Staff Introduction Course.

NEW VERSION INTRODUCTION

This class is designed for the experienced user (administrators and office staff) who are already familiar with the original Permit System and who wish to learn the new features now available with the new version. This course will cover such newly added items as Rental Certification, Inspection Deficiency window, Reminder Management, new Naming Configuration issues and their impact, financial features, and Mass Letter-writing techniques.

FUND ACCOUNTING COURSES

FUND ACCOUNTING I

This course is designed for anyone wishing to grasp the basics of Fund Accounting. Topics covered will be: description of fund accounting, components of a uniform chart of accounts, typical accounting transactions including inter-fund activity, pooled cash vs. non-pooled cash, internal controls, preparing an account reconciliation, budgeting, basic financial statements and what to expect during your annual audit.

FUND ACCOUNTING II

This course is designed for 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.

UB REFRESHER COURSE I (BEGINNER)

A one-day class designed to acquaint users with the basic features and processes in the Equalizer Utility Billing System. The class is perfect for the first time user or any experienced user wishing to sharpen or refresh their skills. This course covers:

- ▶ Creating a Billing Cycle
- ▶ Exporting/Importing Meter Reads
- ▶ Estimating Meter Reads
- ▶ Calculating, printing & journalizing bills
- ▶ Accepting payments
- ▶ Calculating Penalties/Interest
- ▶ Final Bills
- ▶ Refunding Deposits
- ▶ Billing Adjustments
- ▶ Refunding Credits/Deposits to EQ Accounts Payable
- ▶ Using Account/Service/Billing Item Templates

UB REFRESHER COURSE II (ADVANCED)

A one-day class designed to acquaint users with more advanced utilities and processes in the Equalizer Utility Billing System. The class is perfect for the seasoned user who wishes to learn or brush up on skills with these advanced features. This course covers:

- ▶ Past Due/Shut Off Wizard
- ▶ Work Orders
- ▶ Meter Change-outs
- ▶ Meter Roll-over
- ▶ Meter Head Changes
- ▶ Working with Deposits
- ▶ Attachment System
- ▶ Letter-writer System
- ▶ Reconciliation Manager
- ▶ Transfer Delinquent Utility Bills to EQ Tax System

Equalizer Software Training Schedule

3rd Quarter, 2008

	Monday	Tuesday	Wednesday	Thursday	Friday
July		APEX 1	Assessing & Tax Report Writer 2	3	Closed Independence Day 4
	Assessing Level I 7	Assessing Level II 8	Assessing Level III 9	10	11
	14	IT Right Web Design 15	16	17	18
	Bldg. Dept. Inspector Intro 21	Bldg. Dept. Support Intro 22	Bldg. Dept. Admin 23	Bldg. Dept. New Version Conversion 24	25
	Asg IV- Big Rapids 28	Personal Property - Big Rapids 29	30	31	

August					1
	Assessing Level I 4	Assessing Level II 5	Fund Accounting I 6	Fund Accounting II 7	8
	APEX 11	Utility Billing Report Writer 12	Splits/Combo 13	Utility Billing Refresher I 14	Utility Billing Refresher II 15
	Bldg. Dept. Inspector Intro 18	Bldg. Dept. Support Intro 19	Bldg. Dept. Administrative 20	Bldg. Dept. New Version Conversion 21	IT Right Web Design 22
	Tax Level I 25	Tax Level II 26	27	28	29

September	Closed Labor Day 1	Commercial Industrial 2	Delinquent Personal Property 3	4	5
	Assessing Level III 8	Assessing Level IV 9	10	11	12
	Tax Level I 15	Tax Level II 16	Special Assessments 17	18	19
	Bldg. Dept. Inspector Intro 22	Bldg. Dept. Support Intro 23	Bldg. Dept. Administrative 24	Bldg. Dept. New Version Conversion 25	IT Right Web Design 26
	29	30			

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

3rd Quarter, 2008

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.

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	_____	_____	
Assessing Level III	_____	_____	COUNTY: _____
Assessing Level IV	_____	_____	
Personal Property	_____	_____	CONTACT: _____
Apex Sketch	_____	_____	
Commercial/Industrial	_____	_____	PHONE: _____
Splits & Combination	_____	_____	
TAX			EMAIL: _____
Tax Level I	_____	_____	
Tax Level II	_____	_____	ATTENDEES: _____
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	_____	_____	
Utility Billing Refresher I	_____	_____	
Utility Billing Refresher II	_____	_____	
IT RIGHT COURSE			
Web Design (9am-Noon)	_____	_____	

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

_____ - _____ - _____

Please indicate the location you will be attending classes.

____ **BS&A office in Bath Twp**

____ **Big Rapids with Dan Kirwin**



14965 Abbey Lane
Bath, MI 48808

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

Newsletter & Training Schedule - 3rd Quarter, 2008



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

MapQuest, printed maps or other mapping software.

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

- 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)

DIRECTIONS TO BS&A SOFTWARE
Bath, Michigan