

## Equalizer Software Systems

### Property-Based

- Assessing
- Equalization
- County/Local Tax
- Delinquent County Tax
- Delinquent Personal Property
- Special Assessments
- Principal Residence Exemption Audit
- Drain Assessment
- Building Department

### Fund Accounting

- General Ledger
- Accounts Payable
- Cash Receipting
- Miscellaneous Receivables
- Payroll
- Human Resources
- Timesheets
- Purchase Orders
- Fixed Assets
- Utility Billing

### Companion

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

## BS&A Briefings

# What is .Net anyway?

You may be aware that we've been working hard, rewriting our 25 applications in the .Net platform. The Equalizer .Net applications are almost ready to be released. The Fund Accounting applications will be tested and ready early next year. Assessing & Tax are set to be released Spring/Summer 2009 and the other applications will be released shortly thereafter. Pricing is now available for budgetary purposes.

So, what is .Net anyway? The Microsoft .Net Framework is a software technology that is available with several Microsoft Windows Operating Systems. The .Net Framework is a programming platform intended to be used by most new applications created for the Microsoft Windows Operating Systems.

All BS&A Applications are being completely re-written from the ground up to provide additional functionality. This re-write gives BS&A Software the ability to develop with technologies being written today to provide more flexibility and functionality for the applications. Using newer technologies will require newer aged hardware for the optimal experience of our applications.

The new Equalizer .Net Applications use the Microsoft SQL Server database engine. This will replace the Pervasive Database engine currently used by the applications. This new platform will allow for much stronger data stability, as well as, a substantial amount of flexibility for storage, backup and maintenance of the data.

## Holiday Hours

We will be closed:

### November

Thanksgiving - 11.27.08  
Friday After - 11.28.08

### December

Christmas Eve - 12.24.08  
Christmas - 12.25.08  
New Year's Eve - 12.31.08  
(Closed at Noon)

### January

New Year's Day - 1.1.09

**The quality of a leader is reflected in the standards they set for themselves.**

*Ray Kroc*

# Assessing System

## Program Points

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

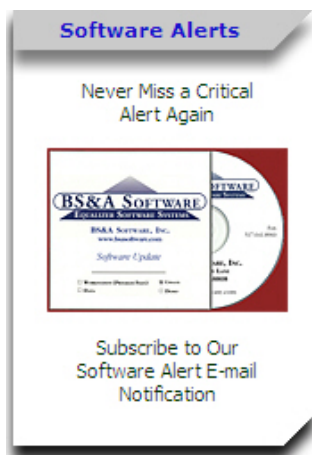
### Email Alerts

For those users that have Internet access we highly recommend visiting our website [www.bsasoftware.com](http://www.bsasoftware.com) to sign up for Software Alert Email Notifications. Subscribers will receive all email alerts we send out regarding our applications. The email alerts often detail important information regarding a specific BS&A program. This could be information regarding a bug/new feature or several other important updates about the application.

To subscribe, just log on to our home page.

You'll see, in the lower right of that page, a section with the heading 'Software Alerts'.

Click on the BS&A Software image and complete the form. The user has the control of selecting which applications to receive email alerts on. Assessing, Tax, Fund Accounting, Building Dept. or all of our other Companion Programs. This is a valuable tool to utilize to make sure you have all of the latest information on a specific application in the timeliest manner.



## What's New

### Welcome New Employees

We'd like to welcome three new Technical Support Staff to BS&A:

**Lori Merians, in Building Department Support**

**Bill Miller, in Tax Support, and**

**Jason Kohagen, in Assessing Support**

We're happy to have them as part of our family!

# Tax System

## Program Points

### Interest and Penalty

Verify that your interest and penalty information is setup correctly prior to taking delinquent payments. Once payments have been applied with interest and penalty amounts, you will not want to make any changes to your interest/penalty setup dates without contacting us.

When honoring postmarks, please use the current date as your posting date and set your interest date to the postmark.

If you use a printing company to print the interest due on your tax bills, be sure to check **several** parcels, as their numbers may be rounded differently than ours at times.

As the winter tax season quickly approaches we want to offer a few reminders.

1. Run a mini-settlement to make sure you balance to date. This will make the end of year balancing run more smoothly. Many municipalities run these reports monthly to assure payments and disbursements are up-to-date.
2. Run a Questionable Parcels/Payments Report. *Reports > Balancing/Settlement Reports > Questionable Parcels/Payments Report on All Records.* Any parcels on this report will need to be cleared up. The goal is to have a blank report.
3. Run a Balancing Recap Report. *Reports > Balancing/Settlement Reports > Balancing Recap Report on All Records.* The last column in this report will provide totals for all payments received to date. Compare this to all disbursements added up to date, plus payments not disbursed. These totals should match.
4. Prepare and balance any Special Assessments that will be added to Winter bills.
5. Double check winter millage tax tables. As always have a second set of eyes view your tax bills and/or tax tables to assure correct millages. Remember to take "County" Operating Tax off the winter tax tables.
6. Run a couple of bills out of each school district to verify for correctness.
7. If you print a bar code, make sure it scans correctly into the Tax System or the Cash Receipting program you are using.
8. Make sure you have a signed Tax Warrant from your Assessor prior to collecting taxes.

### MBT

Just a reminder, if you charge school operating taxes in the Winter, you will need to be sure you have the latest update with the MBT changes installed. Set up for MBT



## 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](http://www.mi-gmis.org).

exemptions is located under Billing options.

### Backing up your data

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

### STC Bulletins

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

### Special Assessments

Before Transferring EQ Special Assessments to Tax, please verify that the database you are linked to is the correct database. If you need to change the path to the EQ Tax Database, remember to exit the EQ Special Assessment application to activate the link.

## Fund Accounting

### Program Points

We are excited about the new .net version and look forward to its future release. Each of our programs will include many new features and improvements that will offer many benefits to your daily procedures. Here are just some of the great features you will find in the new versions.

### General Enhancements

- User-defined fields in GL, AP, CR, PO & CM can be free-form text, a check box or a customized drop down list
- Latest program update details at the click of a

button

- Most all applications have "quick search" ability with function keys on all screens.
- Backups of an entire set of linked databases will be able to be done simultaneously.

### Cash Receipting

- Ability to manually spread payments and view the distribution for interfaced receipts
- Journalize and Post from CR to GL for interfaced receipts
- The Quick Receipt Entry screen will be streamlined to allow for more efficient processing of receipts.

### Accounts Payable

- Ability to email vendors that are setup for ACH payments (Can use Outlook, MAPI or SMTP)
- No limit on the number of GL Distributions per invoice or GL Distributions/Invoice per Check

### Miscellaneous Receivables

- Ability to have lienable and non-lienable items on an invoice all under a single parcel number
- Recurring Penalties process which will notify users when penalties need to be applied
- New "Jump-to" buttons have been added for quick access between receipts and invoices, or between adjustments and invoices.

### Purchase Orders

- Requisitions and PO records will be streamlined for improved ease of entry.

- Keep track of your bidding process and maintain a list of bidders separate from the list of vendors.

- Setup of approval levels will be redesigned to be fully customizable and can include email notifications.

### General Ledger

- Project Accounting will be redesigned to incorporate project codes into the GL number.
- A utility to check all linked programs for unposted journal entries.
- Each fund will have the ability to have a separate Fiscal Year End if necessary.

### Utility Billing

- List of "Residents" will allow changing info in one area and will update all linked accounts for that person.
- Enter/verify meter reads "en-masse"
- Mock Bill Calculation for verification of billing totals

### Payroll

- Rate Tables will be assigned by the GL distribution, reducing the number of pay codes
- Employees leave accrual can be changed on their leave bank, allowing for fewer leave banks and pay codes to be setup.
- User variables assigned to each employee, instead of individual deductions.

**Learn about more new features at our website under News Alerts!**

## Managed Remote Backup

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- No More Hassle
- Monitored Daily

**I.T. RIGHT**

Let I.T. Right safely and securely manage your data backup and restoration.

Call today for more info.

(517) 318-0350

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

## Building Department

### Program Updates

The recent Assessing update changed the ability to import property/name information in the Building Dept System. We recommend updating your program to the latest version to restore the ability to import this information. In addition, we have released several other update patches to address other concerns found in the software. Go to Help / Download Latest Version from within the application.

## Host I.T. 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

### IT Right Web Design

Tools to build and maintain a professional looking, user-friendly web site.



### 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	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	fundacc2@bsasoftware.com
Fund Accounting	fundacc2@bsasoftware.com
Internet Services	is@bsasoftware.com

### Sending Data/Messages to Support

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.

Remember...

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



**"It's what you learn after you know it all that counts."**

*Attributed to Harry S. Truman*

## Assessing Courses

### Level I - Program Introduction & 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.

### State Assessors Board Note

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 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.

## Report Writer, Queries and Filters for Tax & Assessing

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. Courses

## Introduction Course for Inspectors

Designed for inspectors & 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 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 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 familiar with the original Permit System and who wish to learn the new features available with the new version. This course will cover such 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 those 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

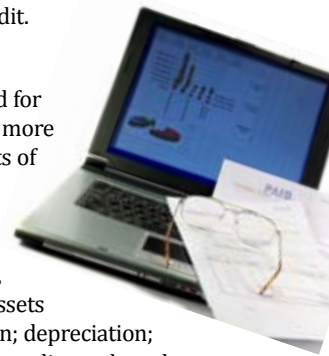
This course is designed for users of the Utility Billing System wishing to learn the features of the Report Writer and examples of creating custom reports.

## UB Refresher Course I (Beginner)

A one-day class designed to acquaint users with the basic features and processes in the EQ Utility Billing System. The class is great for the first time user or any experienced user wishing to sharpen or refresh 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 EQ Utility Billing System. The class is great for the seasoned user who wishes to learn or brush up on skills. 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 DIQ Utility Bills to EQ Tax System



# Equalizer Software Training Schedule

## 4th Quarter, 2008

	Monday	Tuesday	Wednesday	Thursday	Friday
October			1	2	3
	6 APEX Sketch	7 Fund Accounting I	8 Fund Accounting II	9	10
	13 Bldg. Dept. Inspector Intro	14 Bldg. Dept. Support Intro	15 Bldg. Dept. Administrative	16 Bldg. Dept. New Version Conversion	17
	20 Assessing Level I	21 Assessing Level II	22 Assessing Level III	23 I.T. Right Web Design	24
	27 Tax Level I	28 Tax Level II	29 Special Assessments	30	31

November					
	3 Assessing Level I - Big Rapids	4 Assessing Level II - Big Rapids	5 Personal Property Big Rapids	6	7
	10 Tax Level I / Asg/Tax Report Writer Big Rapids	11 Tax Level II	12	13 I.T. Right Web Design	14 Payroll Users Group
	17 Bldg. Dept. Inspector Intro	18 Bldg. Dept. Support Intro	19 Bldg. Dept. Administrative	20 Bldg. Dept. New Version Conversion	21 Payroll Users Group
	24 Splits & Combination	25 Commercial/Industrial	26	27 Thanksgiving	28 Closed

December	1 Tax Level I	2 Tax Level II	3 Special Assessments	4	5
	8 Assessing Level IV	9 APEX Sketch	10 Delinquent Personal Property	11	12
	15 Bldg. Dept. Inspector Intro	16 Bldg. Dept. Support Intro	17 Bldg. Dept. Administrative	18 Bldg. Dept. New Version Conversion	19
	22	23	24 Christmas Eve	25 Christmas	26
	29	30	31 New Year's Eve Closed at noon	New Year's Day	

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

## 4th 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**

Typically, class instructors will be Dan Kirwin (Assessing & Tax), Chris Polack (Tax), Jeff Howe (Building Department), Bill Garner (Utility Billing) or Jason Hafner (Fund Accounting). 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	Registrant Information
<b>Assessing</b>			Unit: _____ County: _____ Contact: _____ Phone: _____ Email: _____ Attendees: _____ _____ _____
Assessing Level I	_____	_____	
Assessing Level II	_____	_____	
Assessing Level III	_____	_____	
Assessing Level IV	_____	_____	
Personal Property	_____	_____	
APEX Sketch	_____	_____	
Commercial/Industrial	_____	_____	
Splits & Combination	_____	_____	
<b>Tax</b>			
Tax Level I	_____	_____	
Tax Level II	_____	_____	
Special Assessments	_____	_____	
Delinquent Personal Property	_____	_____	
Asg/Tax Report Writer	_____	_____	
<b>Building Dept.</b>			
Inspector Intro	_____	_____	
Support Staff Intro	_____	_____	
Administrative (Advanced)	_____	_____	
New Version Conversion	_____	_____	
<b>Fund Accounting</b>			
Fund Accounting I	_____	_____	
Fund Accounting II	_____	_____	
Utility Billing Report Writer	_____	_____	
Utility Billing Refresher I	_____	_____	
Utility Billing Refresher II	_____	_____	
<b>I.T. Right Course</b>			
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 Township
- \_\_\_\_ Big Rapids with Dan Kirwin



14965 Abbey Lane  
Bath, MI 48808

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

## Newsletter & Training Schedule - 4th Quarter, 2008

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

517-482-0500 or 1-866-613-9330  
2710 Lake Lansing Rd, Lansing  
Courtyard By Marriott  
517-669-8823 or 1-866-613-9330  
1101 Commerce Park Dr, Dewitt  
Sleep Inn

### Hotel Information



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.

- 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)

**Directions to BS&A Software  
Bath, Michigan**