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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
- Drain Ledger
- Building Department

Fund Accounting Systems

- General Ledger
- Accounts Payable
- Cash Receipting
- Miscellaneous Receivables
- Payroll
- Time Sheets
- Purchase Orders
- Fixed Assets
- Utility Billing

Companion Products

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

BS&A Software
14965 Abbey Lane
Bath, MI 48808

517.641.8900
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www.bsasoftware.com

Growth in 2005

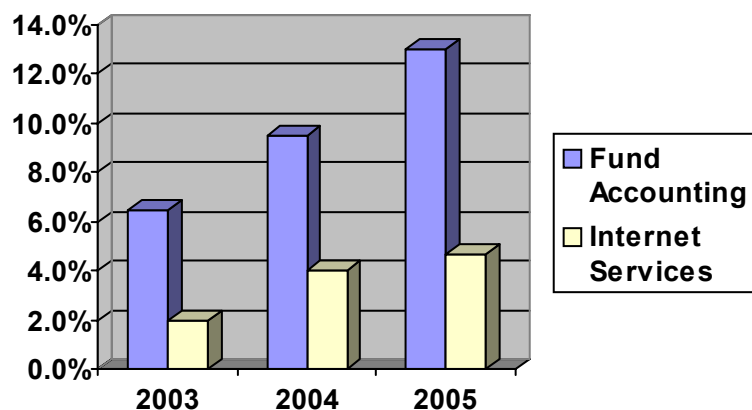
Happy New Year! This past year was filled with wonderful changes for BS&A. Company-wide growth led to the building of a larger facility to better accommodate our staff. Now that we're settled, we're enjoying our new location in rural Bath Township.

In part, this growth is no doubt due to the continuing success of the Fund Accounting and Internet Services Applications. Again we thank all of our customers for your continued support over the years.

Fund Accounting

Over the course of the year, customer growth with our Fund Accounting applications increased 13% across the board for General Ledger, Accounts Payable, Cash Receipting and Utility Billing. Because of the continuing success of these programs, we've added in-house training classes to the schedule this year. Look for Fund Accounting I, Fund Accounting II and Payroll classes in March.

Customer Growth



Internet Services

This application displays property information over the Internet, allowing for easy access by tax payers, realtors, title companies and appraisers. Since the beginning of last year, the new Internet Services application has grown leaps and bounds. Nearly all of our users (95%) that were on the old PRD System have switched over to IS. Of those users, 75% make daily updates to their data or display real-time.

Many of these new users have taken advantage of our partnership with Official Payments with the acceptance of online tax payments using credit cards. More than 10% have implemented this feature, offering an alternative payment solution that many taxpayers utilize.

Program Points...

ASSESSING SYSTEM

Program Points...

There have been several small changes to the Assessing system. As always those users with Internet access can visit our web site 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. The 2006 STC Personal Property Statement changes have been put in. The CPI for 2006 is 1.033 or 3.3 % this can be put into the 2006 database under the Governmental Unit Options/Global Calculation Options. Enter 3.3 into the CPI field not 1.033 since it needs to be the percentage.

2003 STC COST TABLES

We are expecting to have the 2003 STC Cost Tables completed in December. Obviously most users are going to use the 1998 STC Cost Tables to complete their 2006 roll. When this update is released the system will default to using the 1998 cost tables but the user will have an option in Program Management/Calculation Options to select the 2003 Cost Tables. We are also working on entering the UIP costs in the system but these will not be available until 2006.

Apex Version 3

We have received several calls asking if the Equalizer Assessing system is compatible with the newest version of Apex. The 2 programs are not compatible but will be with the next mass update that goes out in December. Until that update is available you will want to continue to use Apex 2.91.

TAX SYSTEM

Program Points...

Tax System

At the end of October we mailed out a Tax update. This update mainly addressed the DNR-PILT parcels, but it is important for **everyone** to update their tax program as soon as they receive the updated cd. If you did not receive an October update, please contact our office and ask the receptionist to mail you one, or as always you can update all of our programs from our web site.

If you received an update in the mail but had recently updated from our web site, or if you would like to know if the update was successful you can quickly check your

system date by going to Help/System Status. The version date is in the right hand corner of the window. You should have a date of 10/25/05 or later.

DNR-PILT - Hopefully this has gone smoothly for all of our customers. Make sure your Assessor has these parcels flagged in the special act section in their EQ Assessing database for the 2006 tax year and beyond. This will ensure that the parcels come over from the EQ Assessing export correctly. If your DNR-PILT parcels are not flagged Special Acts in the EQ Tax program for the 2005 tax year, please contact our support department for help.

Pervasive Roll-out

It's been two years since the Pervasive Version 8 roll-out began in November 2003. In that time we've implemented the new version in 50% of the eligible municipalities throughout the state.

For those units who are not already on Version 8 and are ready to upgrade from an earlier version (Btrieve 6.15, 2000i, V7) Version 9 is now available. Note that if you are currently on Version 8, an upgrade is not necessary.

As a reminder for the winter season, under General Setup/User Database Preferences/User Specific Preferences you can display both the summer and winter left to pay. For example, while viewing the winter season, this allows the balance due for the summer to be displayed and vice versus.

Special Assessments System

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 program to activate the link.

FUND ACCOUNTING

Department Details...

User Group Meeting Dates

The following dates are full at this time, however, we have scheduled additional dates for the overflow of registrants.

January 13, 2006 Fund Accounting - Full

January 20, 2006 Utility Billing - Full

Additional Dates:

February 3, 2006-Fund Accounting

February 17, 2006-Utility Billing

We are now offering in-house Fund Accounting classes to help any municipal employee grasp different concepts of the Fund Accounting process. Although we will be using our software to teach these concepts, these classes are not designed to replace our official program training, as they will cover more general topics regarding the basics of Fund Accounting. If you wish for more direct program related training, please give us a call to set up a date for one of our trainers to come to your site.

BUILDING DEPARTMENT SYSTEM

Department Details...

Continuing Education for Michigan Inspectors

BS&A Software is pleased to offer continuing education credits for Michigan inspectors who attend the Introduction Course for Inspectors. Attendees will receive two administrative credit hours upon completion of the class.

The class description can be found on our website and conforms to the State-approved (Michigan) class description (Program approval # 10497).

New Version News...

We've continued adding many new features and program enhancements in the past quarter. The building department can now report directly into excel. There are currently 3 spreadsheet reports you can run; Revenue by Category, Accounts Receivable, and Accounting Summary.

Revenue by Category generates a report showing you the revenue only.

Accounts Receivable generates a report showing you any fee item in the system that still has not been paid on.

Accounting Summary generates a report showing you all of the different general ledger transactions done during a time period.

Another useful feature is the Next Number Reset Utility. Most jurisdictions are now using the two or four digit year characters (YY or YYYY) in the formatting of their permit, project and code enforcement numbers. Every year, on the first workday of January, the 'Next Number' must be reset back to '1'. If your last permit in December was PB05-0123, the first permit in January will be PB06-0001. The utility can be accessed under Options. Go to Tech Support Utilities menus and select the 'Maintenance Utilities' button. Select "Reset 'Next Number' field for the new year".

A user group meeting is scheduled for February 8th and 9th. Registrations will be mailed to all current Building Department customers.

Old Version News...

Please contact building support via phone 517-641-8900 or email permitsupport@bsasoftware.com for information about updating to the new version of the Building Department software.

BS&A Briefings...

Congratulations to Jason Hafner on the newest addition to his family. His second daughter, Natalie, was born in October.

INTERNET SERVICES (PRD)

We've have been focusing on expanding the online payment functions of the IS program. Previously, only local tax payments could be taken through Internet Services and our partnership with Official Payments. The ability to take Utility Billing payments and Building Department payments is now available. County Delinquent Tax and Dog License payments will be available in the near future.

The "Home" link has also been added to the Internet Services application. If you would like to configure the link back to your municipal website, log in as admin and configure the link in the "Edit your Unit" section of the admin area. If you need any assistance please email prdsupport@bsasoftware.com or call 517-641-8900.

IT TOPICS

Long Printer Names

When naming shared printers the entire qualified name (including the server name, for example \\SERVER\HPLJ8150PCL5E) must be fewer than 31 characters. It is also recommended that you do not use special characters or spaces in the printer name.

Note that shared names are generally not used for qualified printer names. If your printer name is HP Laserjet 8150 Series PCL 5e on SERVER, then the Qualified name for your printer would be \\SERVER\HP Laserjet 8150 Series PCL 5e. If this name is more than 31 characters, however, it must be shortened.

Example: The HP Laserjet 8150 Series PCL 5e is shared on the same network as hp8150, the machine it is attached to is named SERVER. Windows uses the shared names for mapping only, the qualified name for this printer would be \\SERVER\HP Laserjet 8150 Series PCL 5e.

To make the example above a qualified name of less than 31 characters, the printer name will have to be shortened on the machine the printer is attached to (SERVER). To alter this name go to printers, right click on the printer and select rename.

PERVASIVE NETWORKING COURSE

Instructor: Daniel P. Eggleston, MCSE+I
Director of Information Technology
I.T. Right, Inc.

Topics covered:

Pervasive Installation & configuration; Explanation and use of Pervasive system tools; The effects of Pervasive on other software; Tuning your network for the use of Pervasive; ODBC and database connectivity; How to implement network security

Check the schedule for class dates.

Support/Course Information...

ANNUAL SUPPORT FEE NOTE

Your "Support Agreement," which covers program updates and technical support, guaranteed that fees will not change for the first three years that your municipality uses our software. After that time we reserve the right to increase fees by the cumulative Consumer Price Index. Therefore, if you purchased a program in 2003, or prior, your 2006 Support Fee will increase.

TECHNICAL SUPPORT

We encourage you to take advantage of using email to contact our support staff. This is especially useful for those customers who do not work in their offices each day during regular business hours.

Please keep in mind not all situations can be handled through email. Occasionally we may need to speak with you.

Assessing - asgsupport@bsasoftware.com

Tax - taxsupport@bsasoftware.com

Delq Tax - taxsupport@bsasoftware.com

Delq Personal Property - taxsupport@bsasoftware.com

Special Assessment - taxsupport@bsasoftware.com

Building Dept. - permitsupport@bsasoftware.com

Utility Billing - ubsupport@bsasoftware.com

Fund Accounting - fundacc2@bsasoftware.com

Several of our programs now offer email directly through the Help Menu. Those programs not listed will have this capability in the near future.



Special Assessment; Tax; Delinquent Tax; Dog License; Cemetery Management; Utility Billing; Accounts Payable; Cash Receipting; Misc. Receivables; General Ledger; and Payroll

ASSESSING COURSES

LEVEL I - PROGRAM INTRODUCTION AND SETUP

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

LEVEL II - ASSESSMENT ROLL & DATA ENTRY

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

LEVEL III - LAND TABLES, ECFs & SALES STUDIES

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

LEVEL IV - ASSESSING CYCLE & SPECIAL ACTS PARCELS

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

APEX SKETCH

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

PERSONAL PROPERTY

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

COMMERCIAL/INDUSTRIAL

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

TAX SYSTEM COURSES

LEVEL I - INTRODUCTION & CREATING A TAX ROLL

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

LEVEL II - WORKING WITH THE TAX ROLL

Designed for any Tax System user working with an existing tax roll throughout the course of the collection cycle. Roll maintenance such as name/address

Course Information...

updates, mortgage codes, deferments and handling taxpayer inquiries will be covered. Course will also include payment processing, adjustments and roll balancing with reports related to each item.

EQUALIZER SPECIAL ASSESSMENT SYSTEM

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

DELINQUENT PERSONAL PROPERTY SYSTEM

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

COMBINED CLASS - REPORT WRITER, QUERIES, FILTERS

Designed for any interested Equalizer Assessing or Tax System users. The features of the Report Writer are the same for both systems and will be covered in detail, as well as include examples of creating custom reports.

All Assessing System courses listed are hands-on and held at BS&A's training facility. The State Assessor's Board has approved these courses for 6-hour continuing education credit.

BUILDING DEPT. SYSTEM COURSES

INTRODUCTION FOR INSPECTORS

Designed for inspectors and code enforcement officers. Topics include Code enforcement setup and technique, permit setup and technique, how to view/print daily schedules, how to create automatic reminders, how to set up and use rental certification cases, and a host of other useful features. **Two administrative credit hours available upon completion.**

INTRODUCTION FOR SUPPORT STAFF - USING NEW BUILDING DEPARTMENT SYSTEM

This class demonstrates data entry and primary program management. It is designed for those who are new users of the NEW VERSION and wish to learn how to best utilize the system in their daily operations. Class contents include program setup features, how to add permits, schedule and print daily inspections, add inspection results, print standard formatted letters, how to set up and manage projects, and how to best utilize the automated reminder feature.

ADMINISTRATIVE STAFF (ADVANCED)

Created for administrative-level users, this class covers more advanced features and how to best utilize the system for property information management. Primary topics covered are report writing and letter writing instructions. Also included are project management issues, user account management, maintenance utilities, name management information, mass letter writing features, and other administrative-level topics. Suggested Prerequisite: Introduction for Support Staff.

NEW VERSION INTRODUCTION (CONVERSION)

This class is designed for the experienced user (administrators and office staff) already familiar with the original Permit System who wish to learn the new features available in 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.

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, Building Department, and Tax Levels I & II in Big Rapids. Please call Dan Kirwin at 517-819-3625 for more information.

Equalizer Software Training Schedule

1st Quarter, 2006

	Monday	Tuesday	Wednesday	Thursday	Friday
January			Tax Level I	Tax Level II	Special Assessments
	Personal Property				FUND ACCOUNTING USER GROUP
					UTILITY BILLING USER GROUP
	Bldg. Dept. Inspector Intro	Bldg. Dept. Support Intro	Bldg. Dept. Administrative	Bldg. Dept. New Version Conversion	

February					FUND ACCOUNTING USER GROUP
			BUILDING DEPT USER GROUP	BUILDING DEPT USER GROUP	
	Bldg. Dept. Inspector Intro	Bldg. Dept. Support Intro	Bldg. Dept. Administrative	Bldg. Dept. New Version Conversion	UTILITY BILLING USER GROUP
		Assessing Level I	Assessing Level II	Assessing Level III	FUND ACCOUNTING USER GROUP

March					
	Delinquent Personal Property				
	Bldg. Dept. Inspector Intro	Bldg. Dept. Support Intro	Bldg. Dept. Administrative	Bldg. Dept. New Version Conversion	
	Fund Accounting I	Fund Accounting II	Fund Accounting III Payroll		
	Assessing Level IV	APEX	Tax Level I	Tax Level II	

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: _____
Assessing Level IV	_____	_____	PHONE: _____
Personal Property	_____	_____	
Apex Sketch	_____	_____	
TAX			
Tax Level I	_____	_____	ATTENDEES: _____
Tax Level II	_____	_____	_____
Special Assessments	_____	_____	_____
Dlq 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	_____	_____	
PERVASIVE.SQL V8			
Pervasive Networking Class	_____	_____	

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**

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 (Flint area) - Travel West on **I-69** to Webster Rd Exit (Exit 92)

The office is located off Webster Rd in Somerset Park, North of I-69



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 - 1st 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

