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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

Mile Markers in 2006

As we begin another new year, we would like to first take this opportunity to thank all of you for your continued support over the years. 2007 marks the 20th year that BS&A Software has been in business and we are sincere when we say we couldn't have done it without you! In twenty years BS&A has completed over 5,000 installations of the 23 different software modules we offer.

In the last year, BS&A added eight new employees and several interns. We now have over 50 employees! Our growing family is another result of our customer-driven success, as we now support nearly 2,000 customers.

Looking to the future, we hope to continue to be the company you think of for your software needs. We thank you again and wish you a very happy new year!



BS&A Software, home office

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 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.

2003 STC COST TABLES

A reminder for those users that have converted to the 2006 Version of the Assessing system: That version contains the option to use the 2003 STC Cost Tables for completing the 2007 roll. As expected there have been several pricing corrections to the original mass update that was sent in August. For those users with internet access, corrections to these issues can be downloaded from the website. We also plan on sending out a mass update in the next few weeks to address these issues, and add the 2006 Personal Property Forms.

CONVERSION

There was an issue in the conversion process to the 2006 version of the Assessing system. Some of the COMMENTS in the ADJUSTMENT section of the program did not convert over properly. Any user that converted to the 2006 version of the Assessing system will need to run a utility to address this problem. Under UTILITIES/SUPPORT UTILITIES/FIX ADJUSTMENT COMMENTS. Make sure that prior to running this utility you have a good BACKUP of the Assessing database or at least the EQCOMMEN.DAT file from the appropriate database.

CPI FOR THE 2007 ASSESSMENT ROLL

The STC issued a bulletin setting the CPI at 1.037 as the taxable value multiplier for 2007. When entering the CPI in 'In Program Management/Global Calculation Options' it will be entered as a percentage 3.7.

TAX SYSTEM

Program Points...

The EQ Tax program now has a new database compare feature. This report will allow the user to compare the current year tax assessed, taxable and PRE values with the previous years assessing values, which will quickly allow the user to find any discrepancies between applications. The Assessing Database Compare has been added under Balancing Settlement Reports. To run the report successfully, the following needs to be in place first:

1. 2006 or later version of EQ Assessing
2. An established link between EQ Assessing and Tax
3. The EQ Assessing utility "write floating values" must be performed first.

Department Details...

Did you know, there is a list of help documents and data layouts located on our website. There are a number of PDF help documents that will walk you through a number of basic processes in the Tax program and some basic data layouts that are useful when receiving third party imports. Logon www.bsasoftware.com/support/programs/tax/ & scroll down the page.

Did you know, there is a list of helpful settlement reports available in the tax program for you? Go to the Help Menu and click on View Documentation then select the Helpful Settlement Reports. This is a PDF document that you can either view or print. The reports are listed in under the category where they can be found from the Reports Menu.

To get a jump on settlement, a few of the most helpful reports in the balancing process are listed below. The first report we suggest you run is the Questionable Parcels/Payments Report. This report will list any parcels or payments that need to be corrected or cleared. For example, any over payments, or questionable payment spreads. Keep in mind that this report needs to be run in both the summer & winter seasons.

The Balancing Recap Report is basically the same as a settlement report, however, it will also allow you to

ATTENTION ASSESSORS & TREASURERS

The State of Michigan has contracted with "Tax Management Associates" (TMA) to perform an audit of PRE's throughout part of the State (30 Counties in phase 1). The Department of Treasury and TMA have sent letters to the selected municipalities.

If your Assessor received a letter from TMA it asked for "Tax Billing Information," - We have contacted TMA and verified that all the necessary fields for their audit purposes are included with the Assessing System. Please send them a backup from only the Assessing System. They do NOT need a backup from the Tax Program.

enter a posting date range for payments which prints in a separate column on the report for all payments already received. This will allow you to do a "mini" settlement.

One more suggestion is to run a Quick Tax Disbursement for All Payments in Unit (for each season) and compare the report to the actual total dollars you have disbursed, revealing any potential out of balances.

Of course, we are available to help with any questions or concerns you may have.

FUND ACCOUNTING SYSTEMS

Program Points...

Cash Receipting

We have included a new import in Cash Receipting that will allow for importing a Mortgage Company Tax file into Cash Receipting. This import will verify the file coming in and print a report of any discrepancies in the file. It will create individual receipts for each parcel which will update the Tax System when journalized or immediately if set up to post real-time.

Department Details...

We will be holding classes again during the 1st quarter.

February 13 - Fund Accounting I Class
February 14 - Fund Accounting II Class
February 15 - Fund Accounting III Class
February 23 - UB Report Writer Class

UP User Group Meetings Scheduled:

March 2, 2007 - Fund Accounting User Group
March 9, 2007 - Utility Billing User Group
**More information on User Groups to come. A mailing to each of our UP customers will be sent out soon.

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 for details 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

IT TOPICS

In an attempt to complete the rollout of the Pervasive Database upgrade, we will be calling those customers who are not yet upgraded. The upgrade will allow for faster program performance and increased data integrity. BS&A has upgraded 80%+ of our customers!

BUILDING DEPARTMENT SYSTEM

New Version News...

Stop Work Orders

The ability to add Stop Work Orders (SWO) in the Building Department System has been implemented. A SWO can be applied to a number of different items throughout the system including a Property, Projects, Permits, Code Enforcements, Contractors, & Licensees. Please visit our Support Page to download the instructional document that walks you through setting these up and using them.

Multiple Sub-addresses / Apartment units

Users can now create multiple sub-address and apartment units in the system. With this new addition you can add as many sequential addresses or apartment units that you need with just a couple of mouse clicks. Check the Support Page for a how-to document.

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.

INTERNET SERVICES

IS now has the ability to display PDF files attached to your Assessing database. To display PDFs on your Internet Services site, log on using your administrator account, click "Administration" in the menu on the left, choose "Edit Your Unit" on the right and click the "Assessing Settings" tab. Scroll down and check "Show .PDF Attachments". Then hit the "Save Changes" button.

The PDF files will show up on the Image and Sketch page along with a link to download Adobe Acrobat Reader.

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.

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 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 Information...

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.

FUND ACCOUNTING III - PAYROLL

This course is designed for anyone who process payroll for your municipality. Topics covered will be: 941's, 1017's, workers compensation, applicable wages, employees vs. independent contractors, accrued wages and ACH.

UTILITY BILLING REPORT WRITER

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

OTHER TRAINING OPTIONS

ON-SITE TRAINING

A member of BS&A's training staff will come to your location with a computer and an overhead projection system. Costs for these sessions, for up to 10 people, **begin at \$800/day plus travel and overnight expenses, if applicable.** A member of the Training Department can provide you with a specific cost quotation for your desired session.

IN-HOUSE TRAINING

If a full training day is not required, one or two individuals from your unit may come to our office for training/consulting. The cost is **\$100/hour.**

BIG RAPIDS

We are now offering training for Assessing Levels I-IV, Commercial/Industrial, Apex, and Tax Levels I & II in Big Rapids. Please call Dan Kirwin at 517-819-3625 for more information.

Equalizer Software Training Schedule

1st Quarter, 2007

	Monday	Tuesday	Wednesday	Thursday	Friday
January	1	2	3	Assessing Level I 4	Assessing Level II 5
	8	IT Right Web Design 9	10	Assessing Level III 11	Assessing Level IV 12
	Bldg. Dept. Inspector Intro 15	Bldg. Dept. Support Intro 16	Bldg. Dept. Administrative 17	Bldg. Dept. New Version Conversion 18	APEX 19
	22	23	24	25	26
	29	30	31		

February				Tax Level I 1	Tax Level II 2
	5	IT Right Web Design 6	7	Special Assessments 8	Personal Property 9
	12	Fund Accounting I 13	Fund Accounting II 14	Fund Accounting III Payroll 15	Tax Level III 16
	Bldg. Dept. Inspector Intro 19	Bldg. Dept. Support Intro 20	Bldg. Dept. Administrative 21	Bldg. Dept. New Version Conversion 22	Utility Billing Report Writer 23
	26	27	28		

March				Delinquent Personal Property 1	Fund Accounting User Group 2
	5	6	7	Report Writer 8	Utility Billing User Group 9
	12	IT Right Web Design 13	14	APEX 15	16
	Bldg. Dept. Inspector Intro 19	Bldg. Dept. Support Intro 20	Bldg. Dept. Administrative 21	Bldg. Dept. New Version Conversion 22	23
	26	27	28	Tax Level I 29	Tax Level II 30

Groups of 4 or more may schedule training in Big Rapids with Dan Kirwin. Contact him at 517-819-3625.

Retake a class for free! If you would like to brush up on recently learned skills, you may retake the same class within 6 months free of charge if space is available. Call Sarah for details.

Registration Information

LOCATION

Training classes are held in our office in Bath, MI. BS&A Software has historically been a casual company and we encourage our customers to dress comfortably when attending a class. Feel free to wear jeans or shorts (weather permitting, of course)!

INSTRUCTORS

Class instructors will be Colleen Brook, Marketing/Training Rep; Bill Garner, Marketing/Training Rep; Kelly Garner, Marketing/Training Rep, Dan Kirwin, Marketing/Training Rep, Edie Hunter, Marketing/Training Rep, and Jeff Howe, Permit Trainer. Occasionally, another qualified member of our staff may teach a class, depending on the availability of the primary instructors.

CLASS TIME

Each class is one full day from 9:00 a.m. - 4:00 p.m. with a lunch break. Lunch is on your own; restaurants will be discussed in class near lunchtime.

CLASS FEES/INVOICING INFORMATION

Class fee is \$195 per person/per class. **We ask that you DO NOT send payment until you are invoiced. Advanced registration is required by filling out and returning the form below. Sorry, no phone reservations will be accepted.**

CONFIRMATION

Confirmation of your registration will be sent prior to the scheduled class date(s). This will include directions to our office and hotel information. No hotel rooms are blocked; reservations are the responsibility of the attendee(s).

CANCELLATION POLICY

BS&A Class Cancellation: At least four (4) individuals must be registered for a class to be held. In the event of low registration, the class will be cancelled. Those registered will be notified at least one week prior to the scheduled date and will be given priority to register in the next available class.

Attendee Cancellation: Cancellation by attendees made less than four (4) working days prior to class, or a "no-show" without prior notification, will result in a \$50 administration fee per attendee.

Mail or Fax Completed Form to:
BS&A Software • 14965 Abbey Lane • Bath, MI 48808
 Fax 517.641.8960

CLASS	DATE	# ATTENDING	REGISTRATION INFORMATION
ASSESSING			
Assessing Level I	_____	_____	UNIT: _____
Assessing Level II	_____	_____	COUNTY: _____
Assessing Level III	_____	_____	CONTACT: _____
Personal Property	_____	_____	PHONE: _____
Apex Sketch	_____	_____	ATTENDEES: _____
TAX			
Tax Level I	_____	_____	_____
Tax Level II	_____	_____	_____
Special Assessments	_____	_____	_____
Combined Report Writer	_____	_____	_____
Delinquent Personal Property	_____	_____	_____
BUILDING DEPT.			
Inspector Intro	_____	_____	_____
Support Staff Intro	_____	_____	_____
Administrative (Advanced)	_____	_____	_____
New Version Conversion	_____	_____	_____
FUND ACCOUNTING			
Fund Accounting I	_____	_____	_____
Fund Accounting II	_____	_____	_____
Fund Accounting III-Payroll	_____	_____	_____
Utility Billing Report Writer	_____	_____	_____
IT RIGHT COURSES			
Web Design	_____	_____	_____

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

Please indicate at which location you will be attending classes.

_____ *BS&A office in Bath Twp*
 _____ *Big Rapids with Dan Kirwin*

DIRECTIONS TO BS&A SOFTWARE

Bath, Michigan

I-127 NORTH (Jackson area) - Travel North on **I-127** to **I-69** East to Webster Rd Exit (Exit 92)

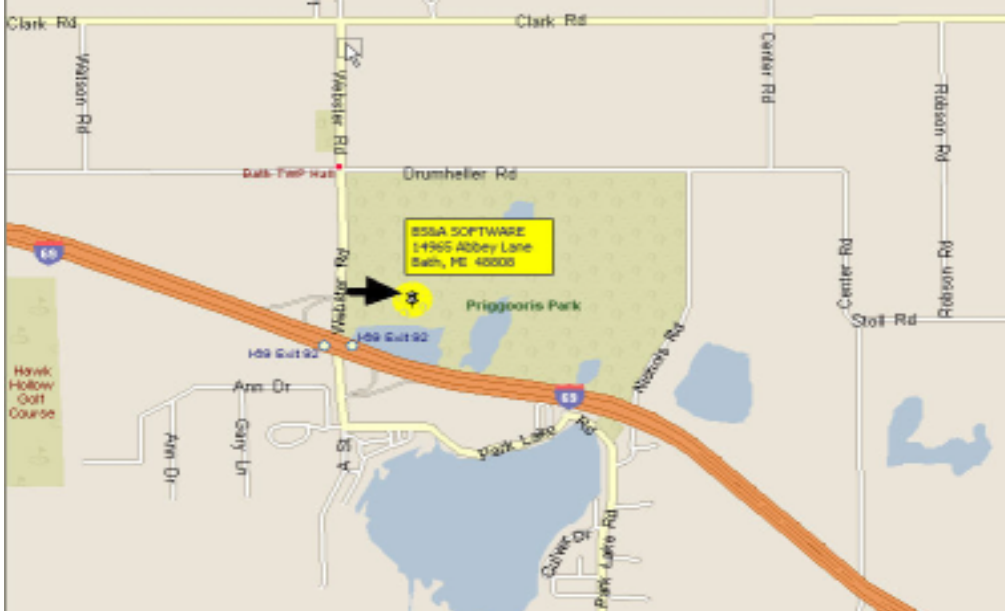
I-69 NORTH (Marshall area) - Travel North on **I-69**, continue on East **I-69** towards Flint, to Webster Rd Exit (Exit 92)

I-27 SOUTH (Mt. Pleasant area) - Travel South on **I-27** to **I-69** East towards Flint, to Webster Rd Exit (Exit 92)

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

I-96 EAST (Grand Rapids area) - Travel East on **I-96** to **I-69** East towards Flint, to Webster Rd Exit (Exit 92)

The office is located off Webster Rd in Somerset Park, North of I-69 approximately 1/4 mile. Turn Right into Somerset and Right at the stop sign, which is Abbey Lane. We're all the way around to the back. Somerset is a new development and is not yet on MapQuest, printed maps or other mapping software.



HOTEL INFORMATION

Sleep Inn

1101 Commerce Park Dr, Dewitt
517-669-8823 or 1-866-613-9330

Courtyard By Marriott

2710 Lake Lansing Rd, Lansing
517-482-0500 or 1-866-613-9330

Newsletter & Training Schedule - 1st Quarter, 2007

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

www.bsasoftware.com

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Bath, MI 48808

