BS&A SOFTWARE
EQUALIZER SOFTWARE SYSTEMS

Unequaled service...Unequaled support...

4th Quarter, 2007

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

A (Web)Site to be Seen

As you may have noticed, we launched a new web site this summer in attempt at making it more user-friendly and informative for you. This was done with assistance from I.T. Right (www.itright.com), using their Host IT Right web design.

The new site contains many of the same elements as our previous site, including support pages with Change Logs, product information and regular news items. Just as before, we are eager to welcome our new clients by listing them on the homepage. We also share a complete client list, by application type, located under the 'About Us' tab.

The most noticeable change is in the look and feel of the site. Navigating around the site should become accelerated with our new menu items and quick links, allowing you to find what you need faster.

Check it out at **www.bsasoftware.com**. You may even recognize a few familiar faces!

I.T. Right specializes in helping municipalities create and maintain their own web sites. For more information visit www.itright.com.

Please Note...

BS&A will be closed on the following dates:
November 22-23 - Thanksgiving
December 24-25 - Christmas
December 31-January 1 - New Year's

What's New...

✔ Sign up online to get the quarterly newsletter in your inbox

✔ **Welcome new employees**
Tera Halfmann is our newest Receptionist. She has taken over for Amy Armstrong, who is moving into our Fund Accounting/ Utility Billing Support Department.

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 to 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 updates. The Change log now lists any update that will have an effect on calculations or values in RED text, BLUE text represents a new feature added to the system, and BLACK text represents general bug fixes not including value/pre changes.

Apex Medina Version
The Assessing System is compatible with the latest version of Apex as long as the version of the Assessing System is from June 13th 2007 or after. Also, we have firmed up our relationship with Apex and have been assigned a Tech that will assist us with integration and trouble shooting problems.

Map Button
For those users that have their maps available on-line the system now has a MAP button. Once the correct URL is entered in Program Management (under Accessory Programs), the system will link to the appropriate map for each parcel and allow the user to view it.

TAX SYSTEM
Program Points...
Tax System
As you are probably aware, we sent out a mass update in June with important changes to the Tax System. If you did not receive it please call us and we will promptly send one to you. This can also be downloaded from our website. If you received the update but have not yet installed it, verify your version date is prior to June, 2007 and then please install immediately, as this affects data transfer between the Assessing and Tax Systems.

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.

Interest and Penalty
Interest and Penalty amounts have been separated and are now stored as 2 separate fields within a particular payment.

Because we can't breakout interest and penalties on pre-existing payments, only 2007 databases and later will be affected. It is **very important** that the correct year is selected under Taxes Setup -> Calculation Options.
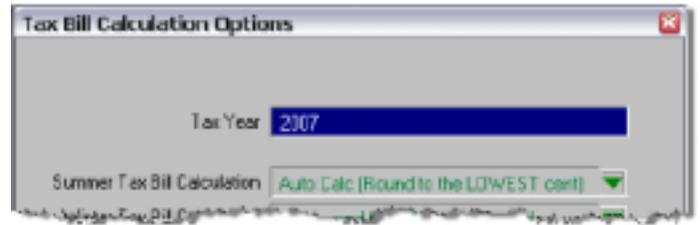
The Quick Tax Disbursement Report will separate Interest and Penalty according to the spread options selected in Taxes Setup. Interest/Penalty Setup -> Interest/Penalty Calculation Options.
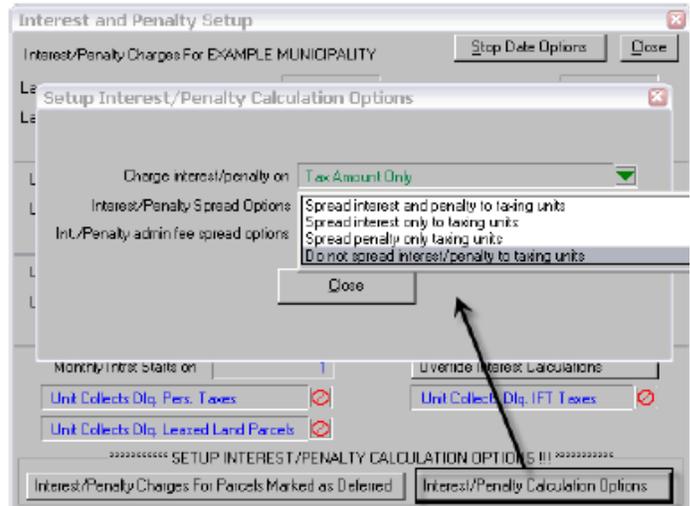
As the winter tax season quickly approaches we wanted to offer a few reminders.
1. Run a mini settlement to make sure you balance to date, this will make the end of year balancing run more smoothly. Many municipalities run these reports monthly to assure payments and disbursements are up-to-date.
- Run 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.
- Run 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 total should match.

2. Prepare and balance any Special Assessments that will be added to Winter bills.

3. 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.

4. Make sure you have a signed warrant from your Assessor prior to collecting taxes.

FUND ACCOUNTING SYSTEMS
Department Details...

UB Refresher Classes
We have decided to spilt this new class into two; a beginner and an advanced class. The new class descriptions are listed on page 5. See page 6 for a current schedule.

Best of luck, Danielle!
We are sad to announce that Danielle Stumpff's last day here at BS&A was August 22, 2007. She has relocated to Jacksonville, Florida with her family in support of her husband's new teaching position. Danielle will be greatly missed by her fellow co-workers and loyal Fund Accounting customers. Yet, with her recently earned Bachelor's Degree in Business Administration, we are excited for her and the new opportunities that lie ahead.

INTERNET SERVICES
The service for looking up property information and current tax bills has been widely received and is being used by more and more people all the time. At the end of 2007, we will have processed over 9 million data retrievals for the year. Our customer base has increased to over 300 participating municipalities and continues to grow. We offer two payment options. The first option offers the service for free to municipalities and allows BS&A to charge the end-user a small convenience fee for data retrievals. The second option offers the online data for free to the end-user by charging the municipality an annual service fee. Not sure which option is right for you?
Try it free for 3 months!

For added convenience to taxpayers, we offer the ability for them to make online payments of tax bills and utility bills through Official Payments
For additional information please contact IS Support.

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

IT Right 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. Go to yourtownshiphere.com for more information. (Note: This class provides instruction for building an IT Right-hosted web site.)

BUILDING DEPARTMENT SYSTEM
New Version News...
Accounting Report Update
We have added a new filter to the accounting detail reports to allow you to filter on a specific category or description of the receipt item.

Stop Work Order Update
When adding a new Stop Work Order to a record, we have added a new option to have the system automatically add a property flag when the system adds the stop work order.

Payment Window Update
As requested, in the Advanced Payment Window, we have added the property address to the columns so the property of the records available are viewable for selection.

BS&A Assessing Import Update
The BS&A assessing imports have now been consolidated. If you used them, there was;
· Equalizer Assessing (Windows), and
· Equalizer Assessing (Windows 2006)
The newest version has been renamed to Equalizer Assessing (Windows) again.

When importing, if you import from the BS&A Assessing System and you use the class filtering option you will want to review your settings in the class filter window. The choices have changed to match the Assessing System's 2006 version.

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.

IT TOPICS
BS&A has been testing Equalizer Software's compatibility with Windows Vista since Vista's release. Our software has been deemed fully compatible with Vista by the BS&A Tech Support Department. There is, however, an issue with Pervasive and Vista. Security settings do not allow Pervasive to run directly after the install. In order to get Pervasive running correctly, some minor modifications have to be made so our software modules can correctly manage Data. The most common error one will see is error 3012. To prepare Vista for BS&A Software applications please follow the instructions provided on our web site under News Alerts.

support information...

Annual Support Fee Note

Your "Support Agreement," which covers program updates and technical support, guaranteed that fees will not change for the first three years that your municipality uses our software. After that time we reserve the right to increase fees by the cumulative Consumer Price Index. Therefore, if you purchased a program in 2004, or prior, your 2007 Support Fee will increase.

Technical Support

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

Please keep in mind not all situations can be handled through email. Occasionally we many 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
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, and Tax Levels I & II in Big Rapids. Please note the New Splits & Combination Class held on August 22nd. The class will cover the following: one to many - typical split; many to one - combination; many to many- Platted/Site Condo; and many to many - unplatted. Please call Dan Kirwin at 517-819-3625 for more 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 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.

Splits/Combination

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

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.

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
4th Quarter, 2007

October

Monday	Tuesday	Wednesday	Thursday	Friday
1 Assessing Level I	**2** Assessing Level II	**3** Assessing Level III	**4**	**5**
8 Bldg. Dept. Inspector Intro	**9** Bldg. Dept. Support Intro	**10** Bldg. Dept. Admin	**11** Bldg. Dept. New Version Conversion	**12**
15 Assessing Level IV	**16** Fund Accounting I	**17** Fund Accounting II	**18**	**19**
22	**23** Utility Billing Refresher I	**24** Utility Billing Refresher II	**25** IT Right Web Design	**26**
29 Tax Level I	**30** Tax Level II	**31** Special Assessments		

November

Monday	Tuesday	Wednesday	Thursday	Friday
			1	**2** Utility Billing Report Writer
5 Assessing Level I	**6** Assessing Level II	**7** APEX	**8** Delinquent Personal Property	**9**
12 Bldg. Dept. Inspector Intro / **Tax I Big Rapids**	**13** **Tax II Big Rapids**	**14** Bldg. Dept. Support Intro	**15** Bldg. Dept. Administrative	**16** Bldg. Dept. New Version Conversion
19 Tax Level I	**20** Tax Level II	**21**	**22** **Closed Thanksgiving holiday**	**23** **Closed Thanksgiving holiday**
26 Assessing & Tax Report Writer	**27** Utility Billing Refresher I	**28** Utility Billing Refresher II	**29** IT Right Web Design	**30**

December

Monday	Tuesday	Wednesday	Thursday	Friday
3 Commercial Industrial	**4** Splits/Combo	**5** APEX	**6** Tax Level I	**7** Tax Level II
10 Personal Property	**11** Utility Billing Refresher I	**12** Utility Billing Refresher II	**13**	**14**
17 Bldg. Dept. Inspector Intro	**18** Bldg. Dept. Support Intro	**19** Bldg. Dept. Administrative	**20** Bldg. Dept. New Version Conversion	**21**
24 **Closed Christmas Eve**	**25** **Closed Christmas Day**	**26**	**27**	**28**
31 **Closed New Year's Eve**				

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, 2007

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

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

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

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	_____	_____	
Splits & Combination	_____	_____	**PHONE:**_____
TAX			
Tax Level I	_____	_____	**EMAIL:**_____
Tax Level II	_____	_____	
Special Assessments	_____	_____	**ATTENDEES:**_____
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*

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 - 4th Quarter, 2007

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

www.bsasoftware.com

Bath, MI 48808
14965 Abbey Lane

BS&A SOFTWARE
EQUALIZER SOFTWARE SYSTEMS