BS&A SOFTWARE

Service, Support, Solutions...Satisfaction

SECOND QUARTER
APRIL - JUNE 2016

FINANCIAL MANAGEMENT
Accounts Payable
Cash Receipting
Fixed Assets
General Ledger/Budgeting
Human Resources
Miscellaneous Receivables
Purchase Order
Payroll
Timesheets
Utility Billing

FM ANCILLARY APPLICATIONS
Inventory Management
Work Order Management

COMMUNITY DEVELOPMENT
Building Department
Field Inspection
Business Licensing
Citizen Request for Action

ASSESSING & PROPERTY TAX SUITE
Assessing/Equalization
County Delinquent Tax
Drain Assessment
Drain Ledger
Delinquent Personal Property
P.R.E. Audit
Special Assessment
Property Tax

AccessMyGov
Internet Services
Building Department Services
Business Licensing Services
Citizen Request for Action Services
Employee Self Service
Financial Services

ANCILLARY APPLICATIONS
Animal License
Cemetery Management

You're Invited!

User Group meetings are a great way for our customers and users to get together and see the features in the applications you use on a daily basis. You'll also have the chance to meet the support and development staff, catch a glimpse of some new projects we have coming up, and participate in our open forum Q&A session regarding the applications. Meetings are held at our training facility in Bath and other locations outside of Michigan. As always, there is no charge for these meetings, and breakfast and lunch will be provided.

Watch for your post card detailing when User Group meetings will be held in your area!

Assessing/Equalization

Assessing .NET

Freezing the Assessors Values

It is that time of year to start getting ready to print Assessment Change Notices and present the roll to the March Board of Review. Make sure that the program is on the latest version of the software so the Assessment Change Notices are up to date with the latest STC changes. It is very important to FREEZE the ASSESSORS values prior to printing the Assessment Change Notices, and prior to turning the roll over to the MBOR. To freeze the Assessors values, you MUST first run the Write Floating Values Tool for ALL RECORDS. Once that is done:

- Pervasive users: Go to *Program Management>Gov Unit Options>Calculation Options*. Set the Freeze Real to Freeze Assessors Values.
- .NET users: Go to *Program Setup>Database Setup>Governmental Units*. Click the Options tab, then click the Calculation Options button. Set the Freeze Real field to Freeze Assessors Values.

You can also freeze Personal Values at this time, although most users wait to do this until most of the notices have come in.

Freezing the MBOR Values

After the March Board of Review has been completed and all changes have been entered, you MUST run the Write Floating Values to Disk tool for ALL RECORDS. Once this has been done:

- Pervasive users: Go to *Program Management>Gov Unit Options>Calculation Options*. Set the Freeze Real field to Freeze MBOR Values.
- .NET users: Go to *Program Setup>Database Setup>Governmental Units*. Click the Options tab, then click the Calculation Options button. Set Freeze Real field to Freeze MBOR Values.

This will LOCK in those MBOR values so that any changes made affecting values will NOT change those values in your database. PRE changes can still be made in the program once the Freeze MBOR values are set. These PRE changes can be made up until the June 1st deadline. Shortly after the June 1st deadline, the L-4025 report should be run, as well as a Misc Stats/Totals report.

Rolling Over the Database

Once the totals have been verified, the database is ready to be rolled over to the 2017 assessment year.

- Pervasive users: Go to *Help>Other Documentation* to view the Roll Over Reference Guide.
- .NET users: Go to *Help>View Documentation>Manual*. Search for "rolling over," then click the link for Roll Over Checklist.

EMPP

- A reminder that even if your municipality has no EMPP parcels, the EMPP Export to the State MUST be run and submitted for every unit. This allows the Department of Treasury to track which municipalities still need to submit exports. Because of the tight timeframe imposed by the Department, we strongly suggest running the export at the close of the MBOR. The EMPP Export to the State MUST be submitted by March 18th. The instructions for the entry of EMPP parcels as well as the Export to the State can be found in the .NET application within the BS&A Message Center.

Tax Suite

Tax .NET

Land Bank Sale Parcels and the Quick Tax Disbursement Report

We recently made some changes to the Quick Tax Disbursement Report that could affect your distribution of SET and School Operating on Land Bank Sale Parcels. Here is a brief overview of Land Bank Sale Parcels and how BS&A handles this breakdown of taxes on the Quick Tax Disbursement Report.

When a parcel owned by a Land Bank Authority sells to a taxpayer, the classification of that parcel is then changed to a Land Bank Sale classification, and begins paying taxes again at the normal Ad Valorem rates (or Renaissance Zone rates if located in a Renaissance Zone).

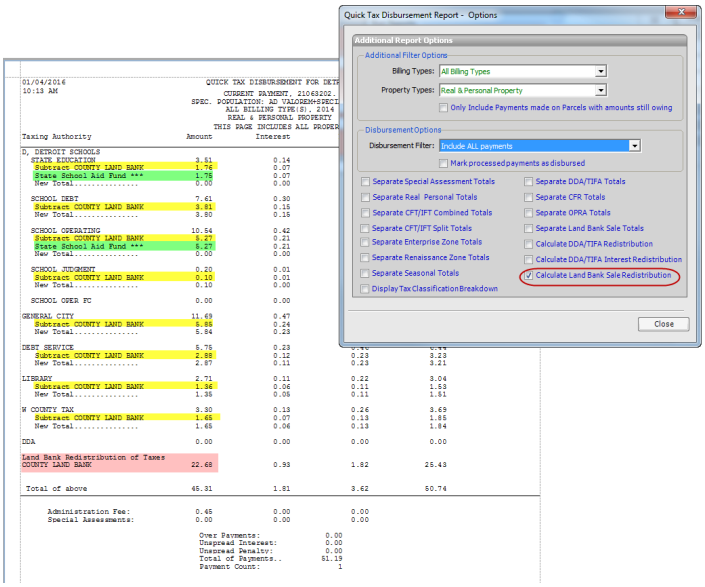
When a parcel with any of the Land Bank Sale classifications pays its taxes, 50% of the taxes are remitted to the corresponding Land Bank Authority. This classification stays on the parcel for 5 years, which is why you will hear these parcels referred to as "5/50" parcels (5 years/50%).

The remaining 50% of the taxes get disbursed to the taxing authorities as normal, with two exceptions:

> The SET and School Operating are not disbursed as normal. In most cases, SET is sent to the county and School Op is sent to the school district, but that is not the case for these parcels. The 50% of SET and School Operating not sent to the land bank authority are instead remitted to the State School Aid Fund, using treasury form 3865. This is the same form that municipalities use to remit IFT taxes to the state.

A copy of this can be found here:
http://www.michigan.gov/documents/3865f_71726_7.pdf

This breakdown can be shown on the Quick Tax Disbursement Report by turning on the option to "Calculate Land Bank Sale Redistribution":



The report then breaks out the 50% of each line item that gets submitted to the land bank authority (highlighted yellow). Also note the green highlighted areas, which indicate the other 50% of SET and School operating that get submitted to the State

School Aid fund (rather than the taxing authorities). There is also a total of the amount that gets submitted to the land bank authority, highlighted in pink.

Also note that Brownfields can capture on the 50% of the tax that is not submitted to the land bank authority. NO OTHER TIF districts are allowed to capture on these parcels. However, if the report is run to include payments on a land bank parcel that is within a Brownfield, we display the following message in the footer of the report:

****Payments detected on Land bank Sale Parcels within a Brownfield district. Any potential capture of these authorities will need to be manually calculated and subtracted from this amount.*

Any questions about these parcels can be directed to our Tax Support Staff for clarification.

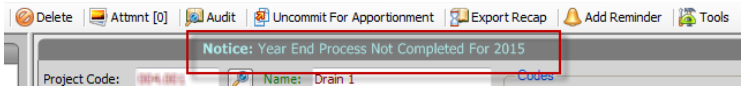
Delinquent Tax .NET

In preparation for sending the June Delinquent Tax bills, we suggest you take a moment and review your Tax Notice Document for any needed changes, as well as print a variety of notices from different units for review for accuracy. Remember to update Names and Addresses from the linked Assessing application to reduce returned mail.

Many of our County Treasurers are now using a web service interface to process Redemption Certificates, Forfeiture Certificates, and a handful of other documents with the Register of Deeds. This is an easy to use export that sends these documents directly to the Register of Deeds software. Once they have processed the documents, in many cases the liber and page or document number can be retrieved and imported directly to the Delinquent Tax program. This process saves both time and money for the Treasurers and Register of Deeds offices. The direct export to Register of Deeds is a custom feature in the Delinquent Tax program for each county. If you are interested in pursuing a direct export of these documents to your Register of Deeds, please contact BS&A for more information.

Drain Assessment .NET

As you begin to prepare your drain assessment rolls, be sure to confirm that the 2015 year has been completed. One quick way to see if the year has been advanced is from the Project Master View. There should be a scrolling message across the top of the page indicating a previous year end was not completed.



Additionally when viewing a parcel record, you can view the payment tab to determine if previous payments or year end payments have been recorded. The payment description will indicate year end payment and the Year End column will display Yes if completed.

Financial Management

Looking Ahead

Fiscal Year End Reminders

For customers with a Fiscal Year End of December 31, please remember that the year-end closing process should be completed by June 30. You can find helpful instructions on the GL Year End Rollover Process within the online help manual as well as the courseware manual and videos via the Help Menu in the application. As always, if you need additional assistance or questions answered, you can call or submit a help request to the Financial Management Support Department.

Utility Billing .NET

Looking Ahead

Utility Billing Receivables Balancing

Municipalities with a March 31, 2015 Fiscal Year End will be beginning the process of balancing their Receivables to General Ledger. A helpful tool in balancing is the Aged Accounts Receivable (By Date) report. Open the Reports menu and select Account Reports as the Category. Open the Name field to select the Aged Accounts Receivable (by Date) report. This report lets you view Receivable balances as of the date you specify in the Report Options.

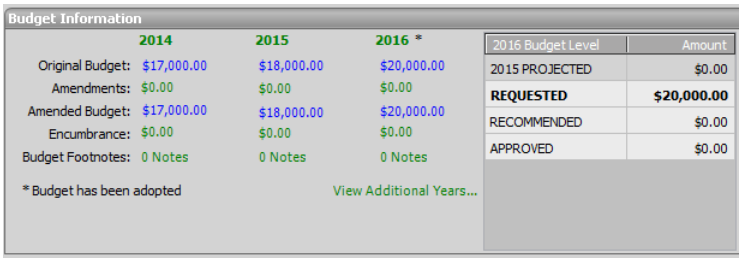
When running the following Tasks - Delinquent to Tax Export; Importing and Exporting Meter Reads; Importing Payment files – a helpful tool is the Proof Run. Immediately following the Proof Run, the Process Log Viewer appears and informs you of any warnings or errors that need to be addressed before completing the live run.

General Ledger .NET

New Feature Highlight

Adopted Budget Level Indicator

In General Ledger, when viewing budget information from the GL Details Screen, there is now an indicator of the adopted budget level. The adopted budget level will now display in a bold font, assisting those looking at the budget figures to see at what level the budget was originally adopted.



Community Development

Looking Ahead

User Group Meetings

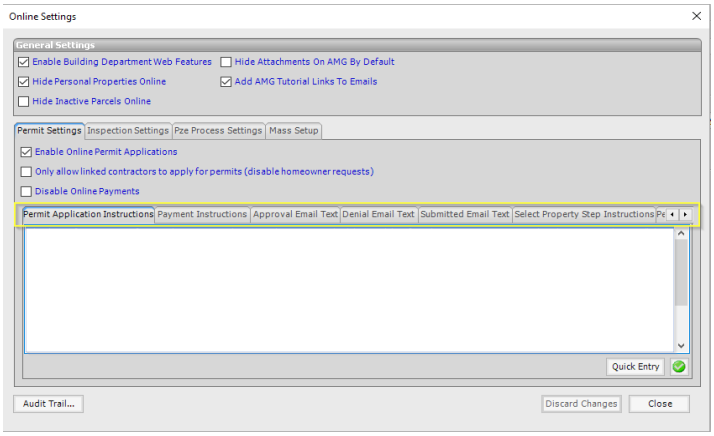
We are pleased to announce that we will be holding a Community Development PZE (Planning/Zoning/Engineering) User Group Meeting on **Thursday, April 21st from 9 a.m. to 4 p.m. EST**. This meeting is a great way for our customers and users to get together and discuss the existing PZE features in the Building Department .NET application, meet the support and development staff, and participate in our open forum Q&A session regarding this module within the BD .NET application. The meeting will be held at our training facility in Bath. There is no charge, and a light breakfast and lunch will be provided. We look forward to seeing you there!

Please note that this meeting is only for Building Department .NET users that have enabled and are currently using the PZE module within the Building Department .NET application.

Building Department .NET

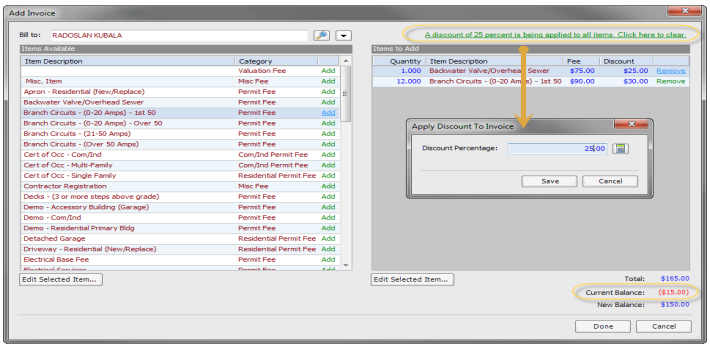
Additional AMG customization

AccessMyGov has been made more customizable with additional sections for text fields. These fields have been added to each step of the given process (e.g., applying for a permit or PZE application, or scheduling an inspection), as well as to each email generated from the web. These areas of customized text are found under *Program Setup>4. Administration>Online Settings*.



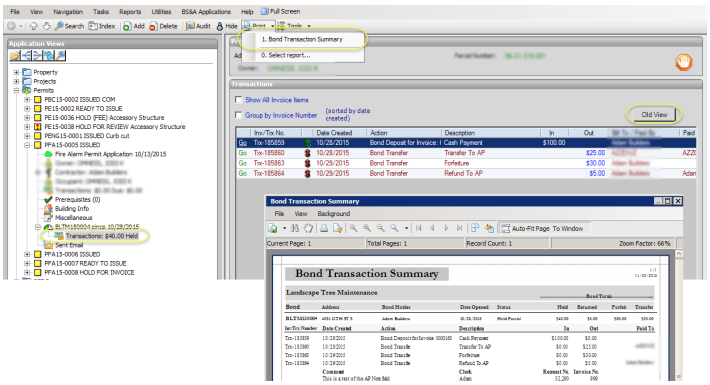
Ability to apply discounts to fees

There is an option to apply discounts to fees on an invoice. Previously this was only possible by manually overriding or adjusting a fee. This option can be used on any fee by clicking the "Apply Discount to All Items" option on the Add Invoice screen. This will reduce each fee item by the designated percentage, and will reflect under the current/new balance at the bottom (NOTE: By default this discount will NOT be applied to penalty or tax items).



A "Bond Transaction Summary" report is now available

This is a report found under the Bond Transactions section which shows all the money that has gone in (deposits) or out (forfeit, transfer, or returns) of a bond. The Bond Transactions screen has also been updated in general to better track the movement of all money on a bond (if desired, there is an "Old View" button which will display the information in the traditional format as well).



Business Licensing .NET

Basic filters now available on record tables

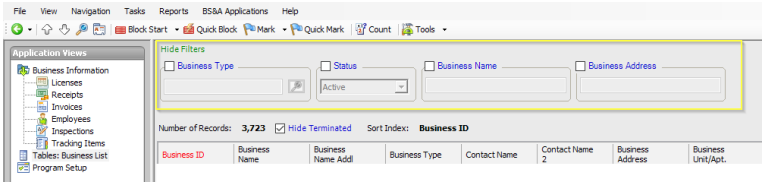
Filters have been added to the program tables. To use these, click the green SHOW FILTERS link in the top left hand corner of the table view, then use the options. These include…

Business List: Business Type, Status, Business Name, Business Address

License List: License Type, Status, Amount Due

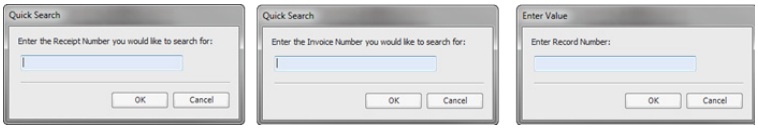
Receipt List: Amount Paid, Post Dates, Journal Status, Is CR Receipt, License Number

Invoice List: Amount Due, Invoice Date, Post Date, Journal Status



Additional search options available

Search shortcuts for receipts (F10) and invoices (F11) are now available. Additionally, a "Search any record by record number" shortcut has been added (Ctrl + F).



Technical Support

We encourage you to utilize our Help Menu feature in all .NET applications to either send a call-back request or an email request to the support team. All requests will continue to be answered or returned within the normal turn-around time that our customers are accustomed to.

Alternatively, regular email requests are also encouraged. Both options are 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	dlqtax@bsasoftware.com
Delq Personal Property	taxsupport@bsasoftware.com
Special Assessment	taxsupport@bsasoftware.com
Building Dept.	permitsupport@bsasoftware.com
Utility Billing	fundsupport@bsasoftware.com
Financial Management	fundsupport@bsasoftware.com
Internet Services	is@bsasoftware.com
I.T. Department	tech@bsasoftware.com

Sending Data to Support

The easiest, most efficient way to send BS&A data is to use our FTP process. This works for both Pervasive and .NET:

1. Back up your database.
2. Go to ***Help>FTP>FTP File to BS&A Software***.
3. For .NET, **File to Upload** defaults to the backup file you just created; click **Ok**. For Pervasive, you will need to browse to the backup file; do so and click Send.
4. For .NET, go to ***Help>Contact Customer Support>Email Support***. For Pervasive, go to ***Help>Email [deptname] Support***.
5. For .NET, verify the information in the Subject line (your license file and version date information). For Pervasive, enter a Subject.
6. In the body of the message, notify us of the FTP upload, and be sure to add your name and a contact number.

Should you need to send data via regular mail, 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 media. Our goal is to serve you as quickly as possible and unlabeled items could cause a delay in that process.

Annual Service Fees

Your Support Agreement, which covers program updates and technical support, guarantees that fees will not change for the first two 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 were a new customer in 2014, your 2016 Support Fee will increase no more than 3%. This does not apply to upgrades to the .NET applications where fees are increased by the annual CPI.

Assessing Classes

6-Hour Continuing Education Credit All Assessing & Tax Classes listed are hands-on and held at BS&A's training facility. The State Tax Commission has approved these elective classes for 6-hour continuing education credit.

Level I - Program Introduction & Setup

Recommended for the Assessor or designated new user of Assessing/Equalization. This class covers all master list setup in Program Setup and its importance in data entry and reporting. Roll balancing and frequently-used reports are also covered.

Level II - Assessment Roll & Data Entry

This class demonstrates how to perform the assessment roll including name/address changes, sales, uncapping, P.R.E.s, building permits, and processing splits/combinations. Entering all types of appraisal information is also 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. This class also reviews related reports for each of these features.

Level IV - Assessing Cycle & Special Acts Parcels

This class 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 (necessary prior to sending Change Notices). As a part of this class, Special Acts parcels are reviewed with ideas and reports that are useful for managing special rolls.

Using Apex with Assessing/Equalization

This class covers the use of Apex (latest version available) with Assessing/Equalization .NET. Setup within Assessing/Equalization is covered, along with frequently-used commands. Practical examples of drawing buildings and land are also given.

Personal Property

This 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 class covers the details of inputting Commercial/Industrial structures into Assessing .NET. Examples of Calculator, Segregated, Unit-in-Place and Income Capitalization are used.

Assessing .NET Upgrade

Designed for the experienced user of the Pervasive Assessing application, this class introduces the user to Assessing .NET. Topics covered include the conversion process and new features, as well as the acclimation of changes from the old version to the new.

Assessing .NET Report Designer

This class introduces users of Assessing .NET to the features and functions of the new Report Designer. Sample custom reports will be created in class, along with instruction on creating and using filters and queries.

Land Value Modeling I

This one-day class begins at square one: how to create land tables and how to attach parcels to those land tables, both one-at-a-time or en masse using tabular and GIS methods. This class also illustrates how to populate essential fields in order to analyze the market value of land using a number of different units of measurement: per acre; per actual front feet; per effective front feet; per square foot. Buildable units and site value are also taught. Finally, you will learn how to utilize land-to-building ratio and land residual techniques using BS&A's Assessing program.

Using GIS

This class covers the GIS tools available in our .NET applications. Among other things, you will learn how to: create land value maps; identify parcels within x feet of subject parcels; display a wide range of fields on a map; use maps to set data fields en masse; include blocked and marked data on a map; put sales data on maps; use GIS map routes for field inspections done in conjunction with sales and permits, or on parcels in general.

Tax Classes

Level I - Introduction & Creating a Tax Roll

Recommended for the Treasurer or person creating their first tax roll using Tax .NET. This class includes a thorough program overview, as well as general setup and tax setup items relevant to creating a tax roll. Importing from Assessing .NET, 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 ofthe reports available for balancing purposes and tax bill printing through out the roll setup is presented.

Level II - Working with the Tax Roll

Designed for any Tax .NET 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 is covered. This class also includes payment processing, adjustments, and roll balancing with reports related to each item.

Special Assessment

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

Delinquent Personal Property

Designed to acquaint new users with Delinquent Personal Property .NET. Topics discussed in detail are initial setup, importing parcels from shared tax database, data entry, generating reports, entering general ledger account numbers, and receipting. Also discussed is use of the built-in Report Designer

Tax .NET Report Designer

This class introduces users of Tax .NET to the features and functions of the new Report Designer. Sample custom reports will be created, along with instruction on creating and using filters and queries.

Tax (Pervasive)

This one-day class is an overview of the Pervasive version of Tax. Designed for new users, it covers setup items relevant to creating a tax roll, importing from Assessing, and establishing millage rates. Roll maintenance such as name/address updates, mortgage codes, deferments, and handling taxpayer inquiries are covered. This class also includes payment processing, adjustments, and roll balancing, with reports related to each item.

Tax .NET Tips & Tricks

Class Fee: $75/person. This class covers a variety of tools, procedures, and tricks to help you get the most out of your Tax .NET application. Items covered include using the Differences button, importing adjustments directly from Assessing .NET, marking and blocking records, direct imports from prior year databases, New Tax Year Database Wizard, Report Profiles, and using templates for your millage rate tables, just to name a few. Previous experience with Tax .NET is recommended. This class is not a replacement for Tax Level I or Tax Level II.

Community Development Classes

Support Staff Intro .NET

This lecture-style class covers the basic features of Building Department .NET. Participants will be introduced to the layout of the program, along with the fundamentals of program management and data entry.

Administration Staff .NET

This lecture-style class is designed for admin-level users and assumes prior training has been done in Support Staff Intro .NET. This class covers the more advanced features of Building Department .NET and how to best utilize the program to manage your properties.

Building Department .NET Tips & Tricks

Class Fee: $75/person. This lecture-style class covers a variety of tools, procedures, and tricks to help you get the most out of your Building Department .NET application. Items covered include setting fields, report profiles, mass letters, workflows, and new features. Previous experience with Building Department .NET is recommended. This class is not a replacement for Support Staff Intro .NET or Administration Staff .NET.

Community Development - AccessMyGov Demo

Class Fee: No Charge. Class Time: 9 a.m. - Noon. Learn how contractors and homeowners alike can apply for permits and request inspections online, saving your staff valuable time. This feature currently integrates with Building Department .NET only.

Community Development .NET Report Designer

This interactive class takes the user through the theory, design, and functionality of your powerful new reporting tool. Each user gets interactive, hands-on experience with a knowledgeable instructor, walking them step-by-step through the process of creating basic reports and data filters. This class is designed for the new .NET user who wants to get the most out of their new software. You will have the opportunity to work with data and text fields, learn about data relationships, and create a report of your own.

Field Inspection .NET Demo

Class Fee: No Charge. Class Time: 1 p.m. - 4 p.m. Gone are the days of hand-writing notes during the inspection, only to have to then enter them into the computer later. Quickly upload inspection results and repair letters, automatically send e-mails and download changes from the desktop, home, or anywhere. Learn how BS&A's Field Inspection .NET software uses checklists, handwriting recognition, quick text features, and common word lists to enable inspectors to quickly and efficiently complete inspections and share data with Building Department .NET.

Financial Management Classes

Fund Accounting I

This class is designed for anyone wishing to grasp the basics of fund accounting. Topics covered are: 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 class is designed for those wishing to learn more of the advanced topics and reporting aspects of fund accounting. Topics covered are: GASB 34 reporting, F-65 reporting, project and grant accounting as well as fixed assets, including: capitalization; depreciation; repairs and maintenance; disposals and improvements.

Host I.T. Right

DNN Web Design

Learn the basics of DNN Software and maintain your own professional-looking website. This is a FREE class offered by I.T. Right.

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

Classes are held at the BS&A Software Training Center from 9 to noon. Please call I.T. Right to register: (517) 318-0350

2nd Quarter, 2016

Register for classes Click on the class name in the calendar below or visit our website at http://www.bsasoftware.com/News-Events/Upcoming-Events

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.

April

Monday	Tuesday	Wednesday	Thursday	Friday
				1
4	5	6	7	8
11 Tax .NET I	12 Tax .NET II	13 Special Assessment .NET	14 Assessing .NET Level I	15 Assessing .NET Level II
18	19 I.T. Right DNN Web Design	20 Community Development .NET Support Staff	21 Planning/Zoning/ Engineering (PZE) User Group Meeting	22
25 Assessing .NET Level III	26 Assessing .NET Level IV	27	28	29

May

2	3	4	5 APEX	6 GIS (using Assessing .NET)
9	10 Community Development .NET Administrative Staff	11 I.T. Right DNN Web Design	12 Tax .NET Tips & Tricks	13
16 Delinquent Personal Property .NET	17	18 Fund Accounting I	19 Fund Accounting II	20 Commercial/Industrial (using Assessing .NET)
23 Land Value Modeling (using Assessing .NET)	24	25 Building Department .NET Tips & Tricks	26	27
30 Closed for Memorial Day	31			

June

		1	2	3
6 GIS (using Assessing .NET)	7	8	9 Community Development .NET Report Designer	10
13 APEX	14	15 I.T. Right DNN Web Design	16	17
20	21 Community Development .NET Support Staff	22	23	24
27	28	29	30	

Class Times
Each class is one full day from 9:00 a.m. - 4:00 p.m. with an hour lunch break, unless otherwise noted.

Fees/Invoicing
Classes are $205/person and include lunch, unless otherwise noted. Please do not send payment until you are invoiced.