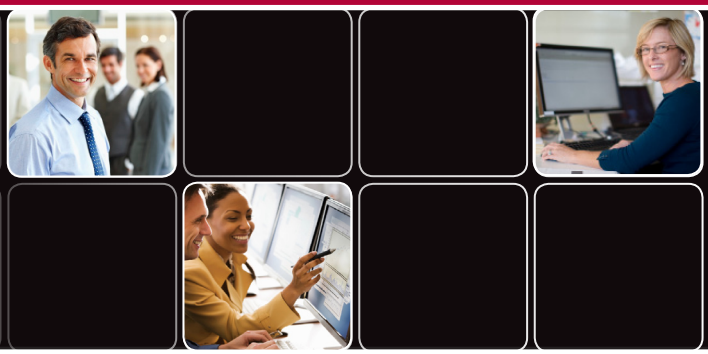
BS&A SOFTWARE

Service, Support, Solutions...Satisfaction



THIRD QUARTER
JULY - SEPTEMBER 2017

**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

## BS&A Support Teams Make Continuing Education a Priority

Our Support teams are continuously working to expand their knowledge of Governmental Accounting practices, as well as advanced processes and procedures within our applications. A few examples of their continuing education efforts include:

- Advanced Topics for each application;
- BS&A Application Courseware;
- BS&A Application interface instruction;
  - Our teams are encouraged to learn all they can about our customers' processes and how they pertain to other applications;
- working toward earning a certificate in Governmental Accounting;
- Report Designer classes and exercises;
- SQL courses

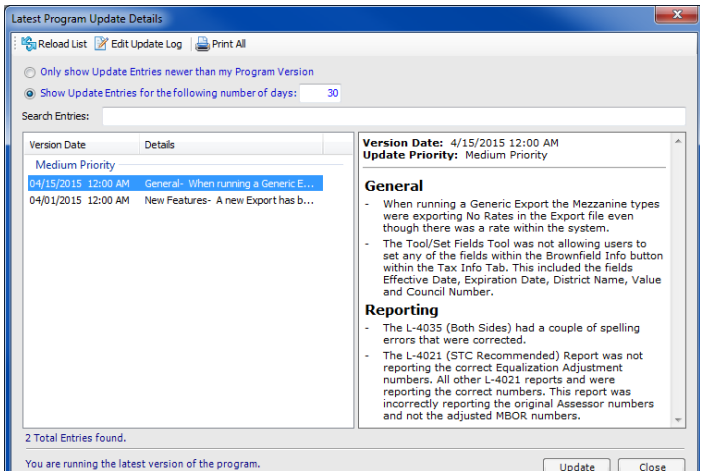
One-third of our Financial Management Support staff have completed courses to earn their certificate in Governmental Accounting. The remaining FM Support staff are in the process.

# Assessing/Equalization

## Assessing .NET

**Changes**

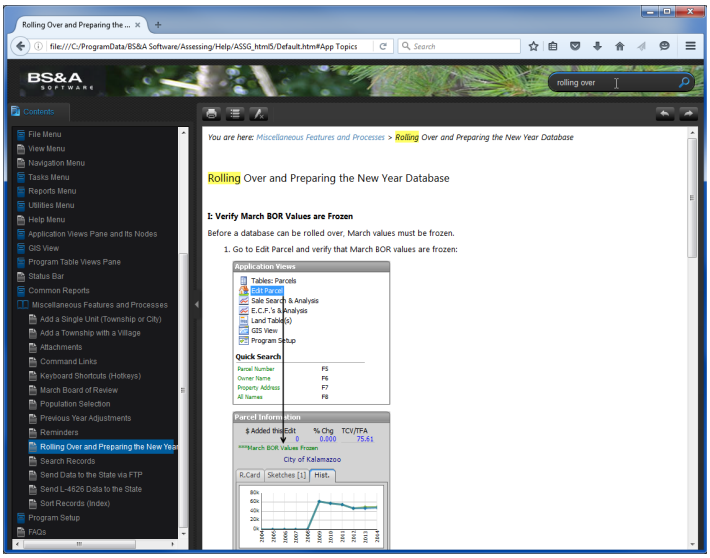
.NET users can open the Assessing program and click the globe in the lower-right corner to view a list of changes. Click the *Show Update Entries For the Following Number of Days* button and enter the days.




**Looking ahead**

It's that time of year to start rolling over the 2017 database into a new 2018 database. For instructions on the rollover process, go to *Help>View Documentation>Manual*. Type **rolling over** into the Search field and press Enter. Click the link entitled Rolling Over and Preparing the New Year Database for a full description. This will then allow you to select the specific areas of the roll over.

Another option for .NET users is to go to *Help>View Documentation>Tutorial*. This launches our Assessing Tutorials web page, which offers video tutorials for a variety of operations, including rolling over.




**Program Issues of Note**

Many minor changes to the software have been made since the last update. These and all changes are documented on our website.

Please keep in mind that because of how the L-4025 is calculated, the only numbers that you will be able to balance to other reports generated in the program are the Total Previous and Current Taxable Values (you will not be able to balance the PRE/Non-PRE numbers to any of the other reports). An exception to this are parcels marked as Sr/Ctzn/Dis Fam Hsg-PILT; these types of parcels report on all other reports (not L-4025 or L-4028) as Ad-Valorem.

# Tax Suite

## Tax .NET

**We are happy to announce new Tax Program User Group Meetings for local unit users. These dates are August 2, 2017 and August 16, 2017. You can register online by going to www.bsasoftware.com and clicking on *News/Events*. Select one of the dates on the calendar, then click Register. Subject matter will be the same in each session; please register for only one.**

In preparation for the tax season, we have one legislation change for 2017, noted below. Report changes and new features are also detailed in this newsletter. Please contact our support staff if you have any questions about these program changes.

**Legislation Change**

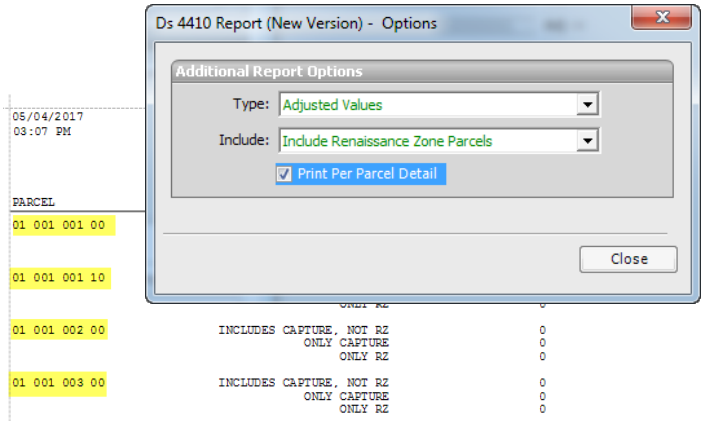
**New Classification – Transitional Qualified Forest Parcels.** Commercial Forest property taxpayers can now apply to transition back to the Ad Valorem property class. This is a 5 year transition, where the parcel is billed 20% of the Ad Valorem taxes in the first year and an additional 20% each year, up to 100% in the fifth year. These parcels will be assessed a 2 mill special assessment each year to be a part of the program. For additional information about this program, please contact the Michigan Department of Agriculture and Rural Development/ Qualified Forest Program.

**Report Changes**

**Questionable Parcel/Payment Report – New Option.** We have added an option to this report to Exclude Questionable Tax Calculations due to a manual adjustment. This is because of the number of Veteran Exempt parcels that require you to enter a manual adjustment for prorated taxes. This type of manual adjustment will cause the parcel to appear on the Questionable Parcel/Payment Report because the tax amounts do not match the program calculations. Users should run the report without the option first. If it is determined there are a number of these adjustments, the report can be run again with the option turned on.

**SET Reimbursement Report**. We have made modifications to this report per the State of Michigan to only include parcels that qualify for reimbursement. If a parcel is billed SET and County Tax only, it will qualify for the $2.50 reimbursement and will be counted on this report. If other taxing authorities - including special assessments - are included on the summer bill, a parcel will not qualify for the reimbursement.

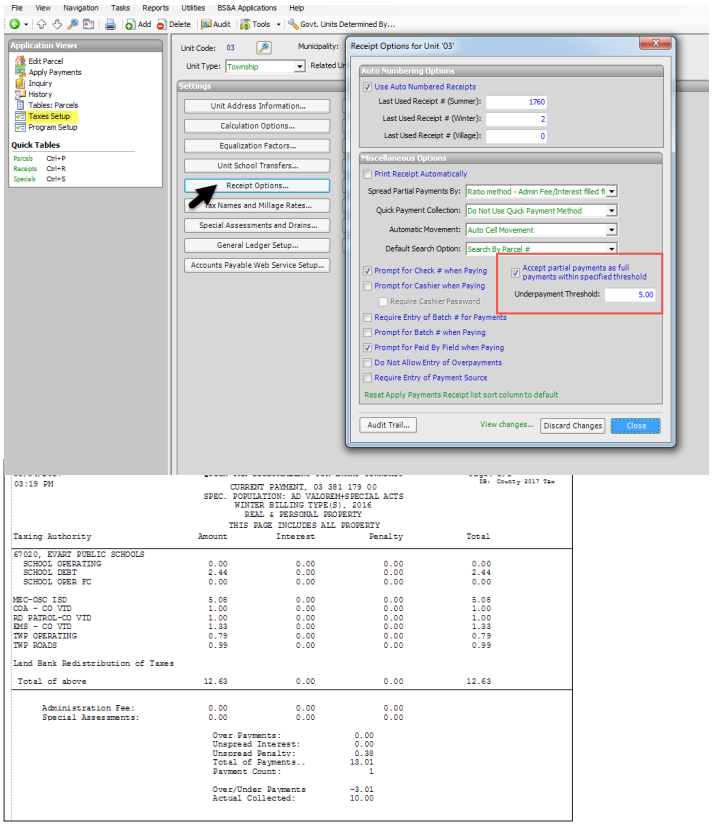
**DS 4410 Report – New Option.** This report now has an option to show per parcel detail so that users can view which parcels are being included in the totals. This should help users to determine out of balances where certain parcel classifications are or are not being included. We also offer a special population in other reports called DS4410 Eligible Parcels. This will help users to balance other reports with the DS4410.




**Daily Cash Journal – New Feature.** We have added a subtotal for ACH payments to the Daily Cash Journal to assist with daily balancing.

### New Features

**Overpayment/Underpayment Threshold**. We have added an option for all users in the Tax program to allow overpayments or underpayments within a determined threshold to show the parcel paid in full. Any amount that is over paid or underpaid within the threshold will go into an over/under line on the Quick Tax Disbursement Report. A new GL line is available to distribute those funds as you would like. It is best to make sure your municipality has a policy in place to allow you to use this feature. Additionally, we recommend checking with your county to determine if they want you to use this feature.

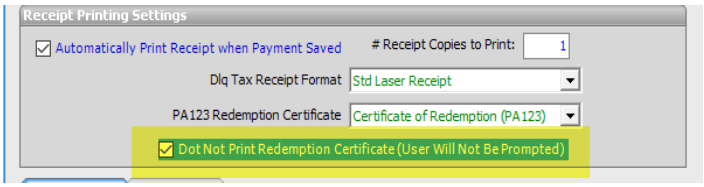



**CFR Rate.** Please note that the Commercial Forest rate per acre has been increased for 2017 to $1.30, and the CFR Conservation Easement rate is increased to $1.15. This change has been in the June 1, 2017 update.

## Delinquent Tax .NET

### New Features

**Do Not Print Redemption Certificate.** For customers who export to the Register of Deeds, we have added an option so that you will not be prompted to print a Redemption Certificate when paying a Forfeited balance off. This option is in *Program Setup* > *Program Settings* > *Receipting Settings*, under *Receipt Printing Settings*. This does not affect automatic receipt printing.




**Option to Charge 1/2 Percent Interest per Month.** This feature is for those who have Foreclosure Avoidance Agreements where you wish to charge ½ percent interest. Taxes are still subject to forfeiture and fees, however, the parcel will be withheld from Foreclosure with this option turned on.

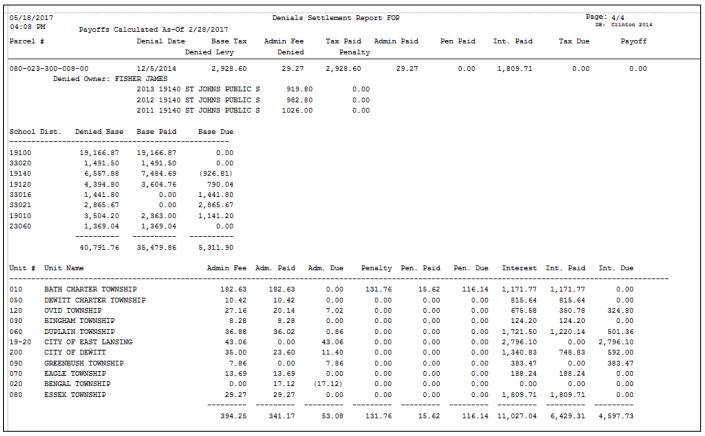
**2018 Foreclosures.** Please note: March 31, 2018 falls on a Saturday – Certificates of Forfeiture, Hearing Notices, Notices of Judgment, and other related reports for 2017 forfeitures must use April 2, 2018 (Monday) as the payment/foreclosure deadline.

## PRE Audit .NET

### New Reports

With the 3/01/2017 release we have two new reports:

**Denials Settlement Report.** This is found in *Reports* > *Parcel Reports*. This report will break down amounts due, amounts paid, and balances for a given population. The report also subtotals the school operating taxes by school district, and fees are subtotaled by local unit.



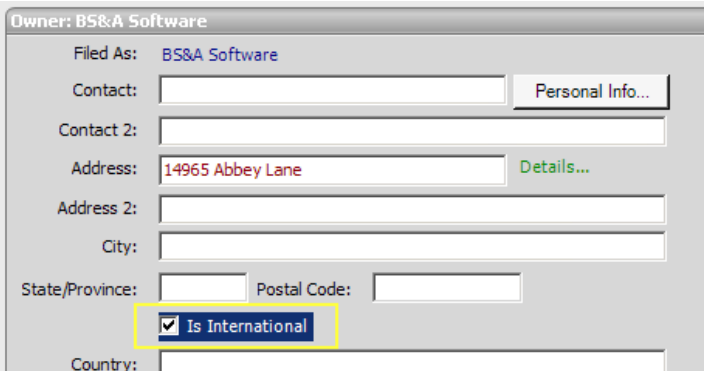

**Payment Breakdown Report.** This is found in *Reports* > *Payment/Distribution Reports*. This report will subtotal the base tax paid by school district. The Admin, Penalty, and Interest are subtotaled by unit.

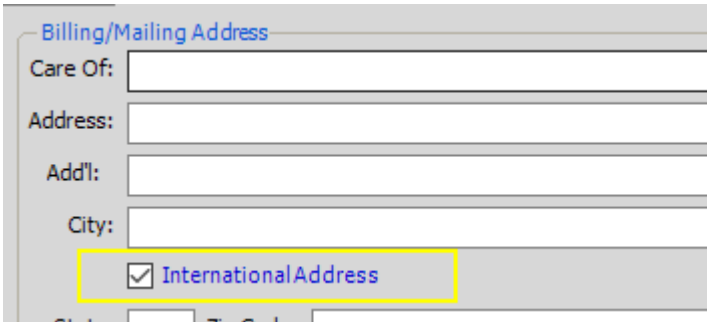
# Community Development

**New Feature Highlight in Building Department .NET and Business Licensing .NET**

**International Address Tracking on Name/Billing Records**

Addresses on Name records in BD .NET and the Billing Contact on Businesses in BL .NET can be marked as "International." This inactivates ZIP code verification and adds an additional field to track the given Country. The State field can still be used to track "State/Province."




## Building Department .NET

**Option to Hide the "Take Payment" Button**

If you use BS&A Cash Receipting to take payments, there is now a setting that lets you remove the "Take Payment" feature in BD .NET. This ensures ALL payments are processed through CR. This setting is off by default. You will need to go to *Program Setup>1. Database Setup>Accounting* to enable it.

## Business Licensing .NET

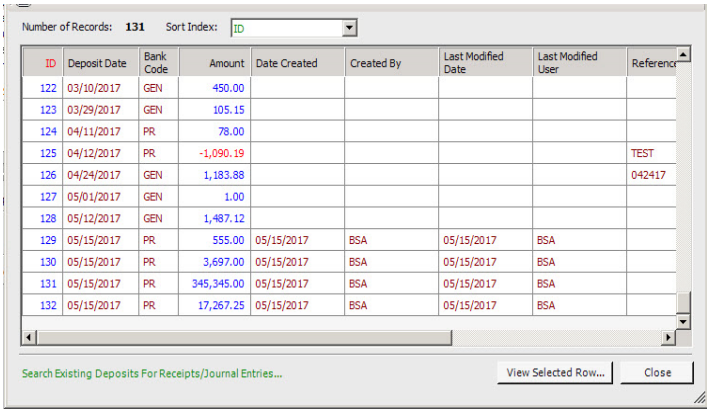
**Option to Disallow Overpayments**

There is now an option to completely disallow overpayments from being processed in BL. This is found under *Program Setup>2. Program Settings>General Settings>1. Payment Settings>Allow Overpayments*.

# Financial Management

**New Feature Highlight in General Ledger .NET and Cash Receipting .NET**

The Deposit List window now shows information for each deposit record including Created By, Created Date, Last Modified By, and Last Modified Date. This feature was added to give users information to assist them while creating and editing deposits.




| ID | Deposit Date | Bank Code | Amount | Date Created | Created By | Last Modified Date | Last Modified User | Referenc |
|---|---|---|---|---|---|---|---|---|
| 122 | 03/10/2017 | GEN | 450.00 | | | | | |
| 123 | 03/29/2017 | GEN | 105.15 | | | | | |
| 124 | 04/11/2017 | PR | 78.00 | | | | | |
| 125 | 04/12/2017 | PR | -1,090.19 | | | | | TEST |
| 126 | 04/24/2017 | GEN | 1,183.88 | | | | | 042417 |
| 127 | 05/01/2017 | GEN | 1.00 | | | | | |
| 128 | 05/12/2017 | GEN | 1,487.12 | | | | | |
| 129 | 05/15/2017 | PR | 555.00 | 05/15/2017 | BSA | 05/15/2017 | BSA | |
| 130 | 05/15/2017 | PR | 3,697.00 | 05/15/2017 | BSA | 05/15/2017 | BSA | |
| 131 | 05/15/2017 | PR | 345,345.00 | 05/15/2017 | BSA | 05/15/2017 | BSA | |
| 132 | 05/15/2017 | PR | 17,267.25 | 05/15/2017 | BSA | 05/15/2017 | BSA | |

## General Ledger .NET

**Looking Ahead**

Year-end Roll Over

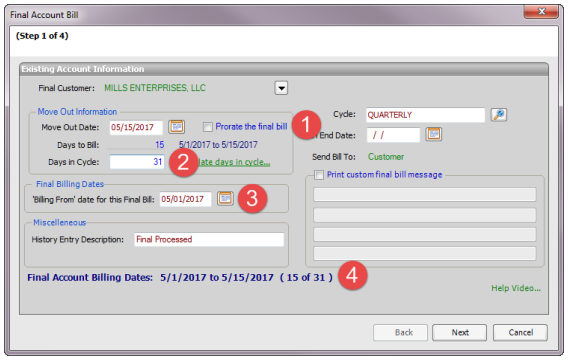
As a reminder for municipalities with a fiscal year end date of December 31, the year-end roll over process will need to be completed before June 30 to prevent any posting date errors in the BSA system. You can find helpful instructions on the GL Year End Rollover Process within the online help manual as well as the courseware manual and videos via the Help Menu in the application. Municipalities with a fiscal year end date of March 31 will need to complete this process before September 30.

## Utility Billing .NET

**Helpful Tips/Reminders**

**Final Billing Wizard:**

1. Prorate the Final Bill: If this box is checked, the final bill will be prorated during calculation. If this box is unchecked, the bill will be calculated with full charges.
2. Calculate Days in Cycle: Click this command link to see how many days are in the billing cycle.
3. Billing From Date for This Final Bill: This is the first day of the beginning of the billing cycle in which the customer should be included. It is generated based on the Billing To date from the customer's previous cycle.
4. Final Account Billing Dates: This gives you an idea of how many days the system is set to calculate for the cycle.



**Calculating a Final Bill:**
Go the account's Current Bill screen. Be sure to enter the full cycle in the Billing From and To fields so the program knows to use those dates for correct bill proration during the Final Bill Wizard.

**Rate Changes:**
To ensure that any rate additions or modifications subscribe to your municipality's ordinance, we highly recommend that you print and carefully review the Billing Register. Select a handful of accounts and perform manual calculations on them to see if they align with the system calculations. Any necessary corrections should be made prior to journalizing the bills.

# User Group Meetings

**BS&A Training Center (14049 Webster Road, Bath, MI 48808)**

**9:00 AM – 4:00 PM**

**Cost: No Charge**

**Registration details can be found at http://bsasoftware.com/News-Events/Upcoming-Events.**

Join us for a User Group! User Group meetings are a great way for our customers to get together and see new features, meet the support and development staff, catch a glimpse of upcoming projects, and participate in an open forum to address any questions or concerns. Meetings - unless specified otherwise - are held at our Training Center in Bath, located less than a mile north of our main office. User Group meetings are no charge, and light breakfast and lunch are served. Space is limited. Please register no more than four users per municipality.

### Building Department .NET User Group
**Wednesday, July 12th**

### Michigan-Based Financial Management User Group
To cover GL, AP, CR, MR, PO, and FA
**Thursday, August 17th and Thursday, August 24th**

### NEW Tax .NET User Group
**Wednesday, August 2nd and Wednesday, August 16th**

### Utility Billing .NET User Group
**Tuesday, August 29th and Thursday, October 12th**

**Topic Suggestions:**
To ensure that we cover topics on which you would like information, we are asking for your suggestions. We will work hard to implement all suggestions into the meeting agenda. If you would like to offer your ideas, you can get them to us in the following ways:

Email your suggestions to:

lmerians@bsasoftware.com - Building Department

fundsupport@bsasoftware.com - Financial Management

jmartin@bsasoftware.com - Tax

fundsupport@bsasoftware.com - Utility Billing

or call (855) 272-7638 and ask to be directed to the appropriate support team - Community Development, Financial Management, Tax or Utility Billing.

# Upcoming Conferences

### 3rd Quarter Conference Schedule

| | |
|---|---|
| Florida Local Government Information Systems | July 11-14, 2017 |
| Arkansas GFOA | July 27-29, 2017 |
| Michigan Association of County Treasurers | August 6-9, 2017 |
| Michigan Assessors Association | July 30-Aug 2, 2017 |
| GMIS International | August 20-23, 2017 |
| Wisconsin Municipal Clerks Association | August 22-25, 2017 |
| Alabama GFOA | August 16-18, 2017 |
| International Code Council | September 10-12, 2017 |
| Michigan GMIS | September 10-13, 2017 |
| Illinois GFOA | September 17-19, 2017 |
| Code Officials Conference of Michigan | September 25-29, 2017 |
| MiCAMP | September 27-29, 2017 |

## 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. Team | 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 team 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 2015, your 2017 Support Fee will increase no more than 1.2%. 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 of the 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 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 emails 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

### Intro to Governmental Accounting 1.0 - Using BS&A Software

This hands-on, classroom style class is designed for anyone wishing to grasp the basic concepts of fund accounting and how those concepts are applied within the BS&A General Ledger application.

Main topics covered will be:

- The basic accounting equation
- Components of the State of Michigan Uniform Chart of Accounts
- GL number setup for projects and grants
- Common accounting processes including:
  - Inter-fund activity
  - Basic banking setup
  - Basic bank reconciliation process
  - Introduction to Budgeting

### Intro to Governmental Accounting 2.0 - Using BS&A Software

This hands-on, classroom style class is designed for anyone wishing to grasp the intermediate concepts of fund accounting and how those concepts are applied within the BS&A General Ledger application. It is recommended that those attending the 2.0 class have a basic understanding of introductory fund accounting concepts and some experience in the BS&A financial management applications.

Main topics covered will be:

- Michigan F-65 reporting
- Advanced banking setup
- Pooled cash vs. Non-pooled cash setup
- Advanced bank reconciliation tips & tricks
- Advanced budgeting features
- Financial statement creation

# 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

# 3rd Quarter, 2017

**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.

## July

| Monday | Tuesday | Wednesday | Thursday | Friday |
|---|---|---|---|---|
| 3 | 4 Independence Day Closed | 5 | 6 Building Department .NET Administrative Staff | 7 |
| 10 | 11 | 12 Building Department .NET User Group Meeting | 13 | 14 |
| 17 Tax .NET I | 18 Tax .NET II | 19 Assessing .NET Level I | 20 Assessing .NET Level II | 21 |
| 24 | 25 | 26 Land Value Modeling (using Assessing .NET) | 27 | 28 |
| 31 | | | | |

## August

| | | | | |
|---|---|---|---|---|
| | 1 | 2 Tax .NET User Group Meeting | 3 Building Department .NET Report Designer | 4 |
| 7 Using APEX with Assesing .NET | 8 GIS (Using Assessing .NET) | 9 | 10 | 11 |
| 14 I.T. Right DNN Web Design | 15 Building Department .NET Support Staff | 16 Tax .NET User Group Meeting | 17 Michigan-based Financial Management User Group Meeting | 18 |
| 21 | 22 Assessing .NET Level III | 23 Assessing .NET Level IV | 24 Michigan-based Financial Management User Group Meeting | 25 |
| 28 Tax .NET Report Desinger | 29 Utility Billing .NET User Group Meeting | 30 | 31 | |

## September

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|---|---|---|---|---|
| | | | | 1 |
| 4 Labor Day Closed | 5 | 6 Building Department .NET Administrative Staff | 7 Special Assessment .NET | 8 |
| 11 Commercial/Industrical (using Assessing .NET) | 12 | 13 | 14 | 15 |
| 18 Building Department .NET Tips & Tricks | 19 I.T. Right DNN Web Design | 20 | 21 Land Value Modeling (using Assessing .NET) | 22 |
| 25 Assessing .NET Report Designer | 26 | 27 Intro to Governmental Accounting 1.0 (Use BSA) | 28 Intro to Governmental Accounting 2.0 (Use BSA) | 29 |

**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.