BS&A SOFTWARE

Service, Support, Solutions...Satisfaction



FIRST QUARTER
JANUARY - MARCH 2019

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

BS&A Online
Public Records Search
Community Development
Business Licensing
Citizen Request for Action
Employee Self Service
Financial Services

ANCILLARY APPLICATIONS
Animal License
Cemetery Management

Update on the Equalizer Assessing System and the MMSVP Installation Project

As most of you know, the State of Michigan mandated the use of the new Marshall and Swift MMSVP valuation platform. Marshall and Swift designed and developed the MMSVP software service and directed us as to how it should be used within our Equalizer Assessing application. The BS&A software development staff spent approximately 2 years re-engineering our Assessing application to integrate with the MMSVP valuation platform.

In addition to our software re-engineering efforts, BS&A's IT team had the task of installing the MMSVP platform on our customers' individual workstations and/or local area networks. Because the MMSVP installation required the use and manipulation of Microsoft's Internet Information Service (IIS), we were unable to use our standard installation process and allow our customers to just click a few buttons. This is because Microsoft's IIS is fairly complex and can cause serious problems if not configured properly.

Because of the aforementioned considerations, 9 of our BS&A IT team members installed 1,575 MMSVP customer installations at an average time of 1 hour per install. We were able to accomplish this in just over 3 months.

Some of the more specific reasons BS&A decided to have our IT group handle the MMSVP installation for our customers:

- Because of the necessary level of integration, our IT team planned ahead, practiced, and was ready for any unusual event that might occur during the process.
- We performed a uniform installation of MMSVP across all networks and workstations.
- Our team has extensive experience with troubleshooting. This allowed us to quickly resolve issues that occurred during the process.
- We had detailed knowledge of the proprietary MMSVP Web Service Configuration program and the MMSVP Commercial and Residential databases.
- We had the experience to quickly determine how and where the MMSVP service could/should be installed (i.e., server or stand-alone computer).
- In addition to the MMSVP installation, the BS&A IT team often had to install the latest version of Microsoft SQL. In many cases, this was necessary because the MMSVP platform does not work with older Microsoft SQL database versions.
- Our IT team determined that it is best to have a separate Microsoft SQL instance for MMSVP, when running the Express version. We did this because we wanted to be sure that the MMSVP service did not negatively impact any other applications using Microsoft SQL.

The installation of the MMSVP valuation system made for a very busy summer/fall for our Assessing and IT support teams. We're proud of their response to the required use of MMSVP, and we'll continue to listen to our customers and look for opportunities to improve.

Tax Suite

Welcome New Tax Team Members

We would like to introduce you to two new Tax Team members: Grant Thelen and Jeff Glowacki. Both Grant and Jeff joined the Tax Team in July 2018, and are currently supporting the Current Tax application. They will also be learning and supporting other Tax Suite applications.

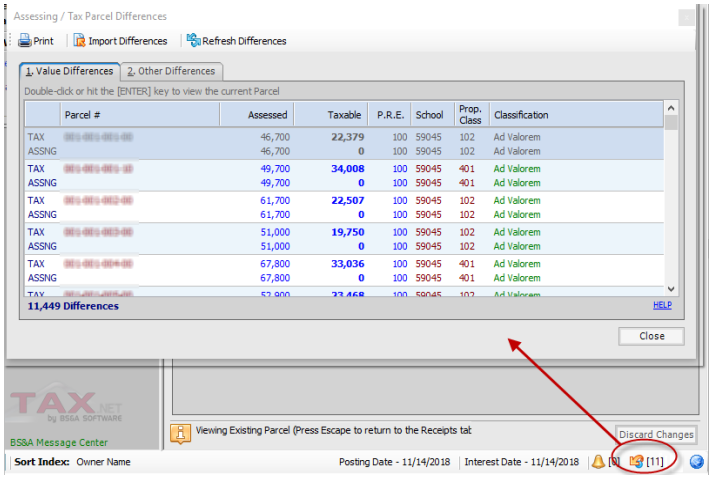
Grant is finishing up his last semester at Lansing Community College, then transferring to Davenport University to complete his Bachelor's degree in Business Management. Grant likes watching and playing sports, and spending time with friends and family. He also enjoys working on his truck and riding snowmobiles.

Jeff received his Bachelor's in Business Administration from Baker College in May 2018. Jeff enjoys being outdoors, hunting, fishing, and hiking. He also loves traveling and spending as much time as possible with family and friends.

Tax .NET

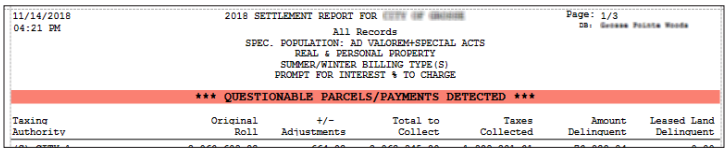
Looking Ahead

The 2018 tax year is about to come to a close. January is a great time to review your database to ensure you are on track for a smooth settlement with your county. Check with your county to determine what documents they will be requesting at settlement. You will need to balance values, keeping the Taxable Value, Assessed Value, PRE Value, and Non-PRE Value in line with the Assessor throughout the year to reduce settlement balancing issues. If your Tax database is linked to the Assessing database, you will be able to review value differences and import any necessary adjustments as needed. Please note the differences are not always adjustments, and in some cases will not import. Please review these situations with the Assessor.



Another way to compare values is to print the Adjusted Tax Roll and compare it to the Assessor's Miscellaneous Totals and Statistics Report, Balance to Tax page.

Additionally, you will need to balance tax dollars collected and tax dollars distributed. This is done by taking the original amounts due plus or minus any adjustments to determine the amount to collect. Take the amount to collect and subtract the taxes collected to determine the delinquent balance for each taxing authority. These balances are easily found on the Settlement Report. However, keep in mind when you run the Settlement Report, any payments or adjustments done after the report is run will change the report totals immediately. Also any "out of balances" directly on the Settlement Report could be questionable parcels or payments. If you do have questionable parcels, the Settlement Report will have a band across the top indicating Questionable Parcels/Payments Detected.



Once you close the report, you will immediately see the option to run the Questionable Report. Once the questionable parcels and/or payments are cleaned up, the Settlement Report will balance across all columns. We do offer another report called Balancing Recap Report. This report offers an additional column for payments in a specific date range. This may be most beneficial in January when you are still continuing to collect payments and want to have payment totals through a specific date.

Once you have determined what has been collected, you will also need to balance your disbursements. If you have disbursed everything that has been collected, any shortage could potentially be attributed to over-disbursing or to payments that were skipped in the disbursement process because of back-dating to an already disbursed period. When distribution "out of balances" are found, one suggestion we have made over the years is to run the Quick Tax Disbursement Report on All Records, then add up your distribution checks. They should balance. If not, go back and re-run the Quick Tax Disbursement report for each distribution period using the same parameters/ report options used originally. Compare the newly run report with the original disbursement report. If they match, move to the next period. Continue this process until you find the period with changes from the original disbursement. These types of out of balance issues typically happen when payments or reversals are back-dated or put into a batch that has already been disbursed, which changes the original disbursement.

Last Day of Collection

This year, the last day of collection will be Thursday, February 28, 2019. In the Interest and Penalty Setup, we suggest you always use the last day of February as the Stop Charging Interest Date. This stop date will be the end of the collection period; any delinquent parcels will not continue to accrue interest. For units that continue to collect delinquent personal property, Building on Leased Land, or Special Act property, you will need to turn on the option to override the Stop date for personal property in the Interest/Penalty setup area. Go to *Taxes Setup>Interest/Penalty Setup* and click on Tab 4. Turn on the options that apply to your unit.

March Settlement

Each county has specific report and data requirements. The first step in the settlement process is to communicate with the County Treasurer's office. Find out what data and documents they require for settlement. We are more than ready and willing to assist you with any of your settlement processes within any of the BS&A applications.

Some of the Helpful Settlement Reports within the Tax program include:

Balancing/Settlement Reports
- Questionable Parcels/Payments Report
- Settlement Report

Payment/Distribution Reports
- Daily Cash Journal
- Quick Tax Disbursement Report
- List Payments with Amount in Overpayment

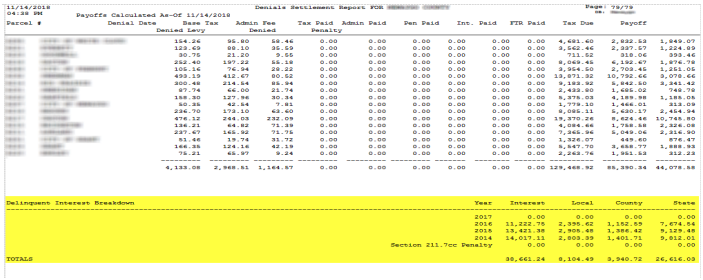
- Overpayment/Underpayments Report
- Payment Journal Status List
- Tax Collection Record

PRE Audit .NET

New Features

New Report Feature

- Section 211.7cc
- We have added the Interest breakdown to the Denials Settlement Report. The addition of the 70/20/10 interest breakdown to the totals page provides users one report on which to show totals by parcel and by school district, as well as the interest breakdown by year.



11/14/2018 Denials Settlement Report FOR [redacted] Page: 79/79
04:26 PM Payoffs Calculated As-Of 11/14/2018 on: [redacted]

Parcel #	Denial Date	Base Tax Denied Levy	Admin Fee Denied	Tax Paid Penalty	Admin Paid	Pen Paid	Int. Paid	FTR Paid	Tax Due	Payoff
[redacted]		164.24	95.90	48.46	0.00	0.00	0.00	0.00	4,681.40	2,932.53
[redacted]		123.69	88.10	35.59	0.00	0.00	0.00	0.00	3,562.46	2,237.57
[redacted]		30.76	21.20	9.55	0.00	0.00	0.00	0.00	711.52	318.06
[redacted]		252.40	197.22	55.18	0.00	0.00	0.00	0.00	8,069.45	4,192.47
[redacted]		105.16	76.34	28.22	0.00	0.00	0.00	0.00	3,954.50	2,702.45
[redacted]		493.19	412.67	80.52	0.00	0.00	0.00	0.00	13,871.32	10,792.66
[redacted]		300.48	214.54	85.94	0.00	0.00	0.00	0.00	9,192.92	5,642.42
[redacted]		87.74	66.00	21.74	0.00	0.00	0.00	0.00	2,433.80	1,485.02
[redacted]		158.20	127.96	30.24	0.00	0.00	0.00	0.00	5,378.03	4,189.98
[redacted]		50.35	42.54	7.81	0.00	0.00	0.00	0.00	1,779.10	1,466.01
[redacted]		224.70	179.10	45.60	0.00	0.00	0.00	0.00	8,092.11	5,620.17
[redacted]		476.12	244.03	232.09	0.00	0.00	0.00	0.00	19,370.26	8,624.46
[redacted]		134.21	64.42	71.39	0.00	0.00	0.00	0.00	4,084.46	1,758.38
[redacted]		237.47	165.92	71.75	0.00	0.00	0.00	0.00	7,265.94	5,049.06
[redacted]		53.46	19.74	33.72	0.00	0.00	0.00	0.00	1,326.57	489.60
[redacted]		166.35	124.16	42.19	0.00	0.00	0.00	0.00	5,547.70	3,658.77
[redacted]		76.21	66.97	9.24	0.00	0.00	0.00	0.00	2,262.74	1,951.53
		4,133.08	2,968.81	1,164.57	0.00	0.00	0.00	0.00	129,468.92	85,390.34

Delinquent Interest Breakdown

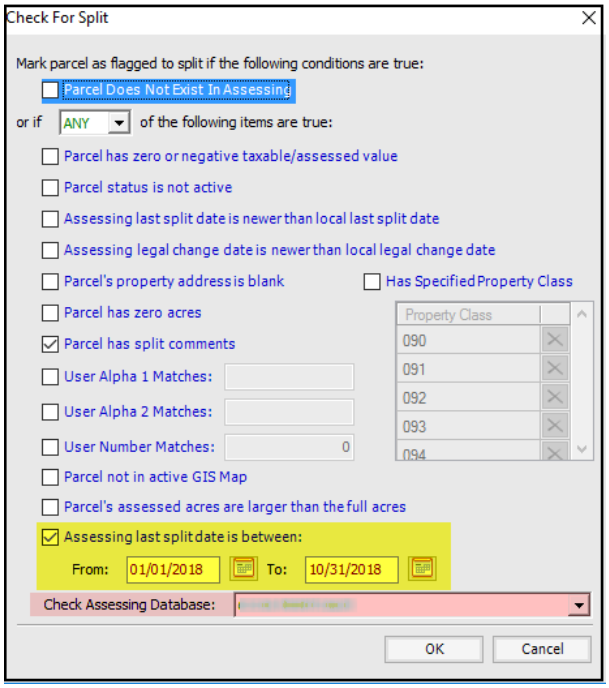
	Year	Interest	Local	County	State
	2017	0.00	0.00	0.00	0.00
	2016	11,222.75	2,395.62	1,152.55	7,674.58
	2015	13,421.38	2,906.48	1,386.42	9,129.48
	2014	14,017.11	2,803.39	1,401.71	9,012.01
Section 211.7cc Penalty		0.00	0.00	0.00	0.00
TOTALS		38,661.24	8,104.49	3,940.72	26,616.03

Drain Assessment .NET

New Features

Check for Splits – We added a couple options to help with the split process in Drain Assessment.

- The first option is the ability to enter a Split Date Range. This allows the user to limit the results from Assessing to a specific time frame so that old splits will not be included in the list. This option will also work in conjunction with all of the other options that are turned on when checking for splits.
- Another option lets you select which Assessing database to use in the check for splits process. In the past, we found many Equalization Departments often had a different database as part of the Shared Database Group than what the Drain office needed to point to when checking for splits. This feature allows the Drain office to select the database they need.



Financial Management

General Ledger .NET

Looking Ahead

Year End Rollover

As a reminder for municipalities with a fiscal year end date of June 30th, the year-end rollover process will need to be completed before December 31st to prevent any posting date errors in the BS&A application. You can find helpful instructions on the GL Year End Rollover Process in the online help manual, courseware, and videos, all accessed through the Help menu in the application.

Municipalities with a fiscal year end of September 30th will need to complete this process before March 31st.

Municipalities who will be filing their 1099s electronically for the first time should begin the process now by requesting a Transmitter Control Code (TCC) from the IRS. For municipalities submitting hard copies of their 1099s, those forms are available for purchase at any office supply store.

Payroll .NET

Looking Ahead

Payroll .NET Year End Process Deadline for W-2 Submission:
The deadline for W-2/W-3 submission to the Social Security Administration via mail or electronically is January 31, 2019. The deadline to distribute forms to employees is January 31, 2019 as well. No program changes to the W-2 process have been made. The only change to the process are the new deadlines noted above. Forms you've used in past years continue to be available. We encourage an early review of 941 and W-2 balancing in the event assistance from BS&A is needed in this time-critical matter. Remember, we are only a call away.

We would also like to remind you of the year-end help video located under *Utilities>Year End Utilities>Wrap-Up Pay Year*. Look to the lower left. This video guides you through the year end process step by step. Affordable Health Care Act Reporting Deadlines: Forms 1095-B and 1095-C are due to individuals by January 31, 2019. Forms 1094-B, 1095-B, 1094-C, and 1095-C are required to be filed with the IRS by February 28, 2019 if filing on paper; by April 1, 2019 if filing electronically.

Other: Another note to be made in the processing and submission of ACA forms is that any form that is to be submitted to the IRS from the employer must be an official IRS form. This may be acquired through their website and printed, or acquired through a third-party printer. As you prepare for ACA reporting, please note that our Support team will be available to assist you in any setup questions you may have. Keep in mind that our knowledge on the coverage codes, safe harbor codes, and what should be used in certain situations is not a legally-sound source. If there are questions in regards to what should be used for specific employee situations, you may want to consult the IRS or your insurance provider.

New Feature

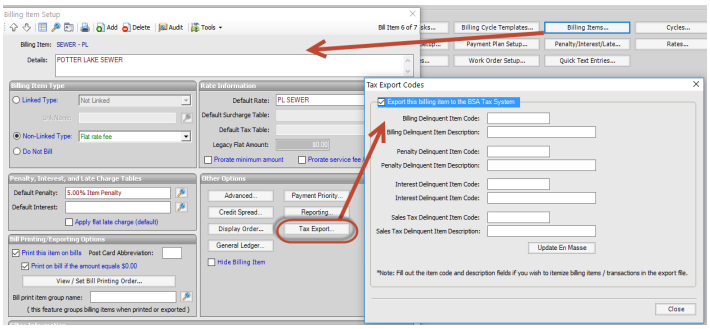
The ability to mass update insurance policy amounts for Group Term Life taxing has come to the Payroll application. To take advantage of this new utility, go to *Utilities>Program Setup Utilities>Mass Update Taxable Life Insurance Amounts*. You can load the current data in the program by clicking the Load button, and then update policy amounts as needed. Within the Tools menu in this utility there is also an area to upload a spreadsheet to mass update the insurance policy amounts.

Utility Billing .NET

Friendly Reminder

If you noticed totals being grouped together incorrectly during the Delinquent to Tax Export this fall, we recommend you take a little time to update the Delinquent Tax codes on each of your billing items. This will ensure that the next time you export, the amounts are grouped correctly for import into the BS&A Tax .NET application.

Setting up the Delinquent Tax Codes is done on ***each*** of the billing items that will be exported. The setup is found under *Program Setup>1. Database Setup>Billing Items>Tax Export*. The delinquent codes can be designated however you choose. Identical codes will have associated amounts added together during the export process. For instance, if you have four different billing items set up with a Billing and Penalty Delinquent Code of "WA20," all of the amounts will be added together upon export for the associated billing items. Billing items without a code or with a different code will still be exported, but as a separate line in the Delinquent Tax Export File.



The account will be listed multiple times depending on how many delinquent item codes are in the setup. Please note, there is no proof to check the codes; they will need to be manually updated and edited.

```
021644        0.30        WA2        33 S MANNING ST A
021644        97.00                  33 S MANNING ST A
```

Chicagoland Regional User Group

We are pleased to announce that we will again be holding FM Chicagoland Regional User Group meetings! The event on Tuesday, March 5th, 2019 will be geared toward Park District-type municipalities and will be held in Arlington Heights, IL. The event on Thursday, March 7th, 2019 will be geared toward City, Township, and Village-type municipalities and will be held in Naperville, IL. User Groups are a great way for our customers to get together to see new features, meet some of the BS&A staff, catch a glimpse of some upcoming projects, and participate in an open forum with other municipalities to address any questions or concerns. These events will be free of charge, and a lunch will be included.

2018 Regional User Group Meeting Success!

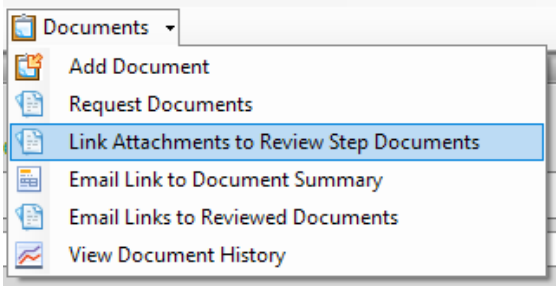
We want to thank all of our users for attending our 2018 Regional User Group Meetings. We look forward to the opportunities in which we get to meet each of you in person. We have developed great working relationships over the phone with all of you over the years and love to be able to put a face to a name. Your enthusiasm is contagious and drives our support teams every day.

Community Development

Building Department .NET

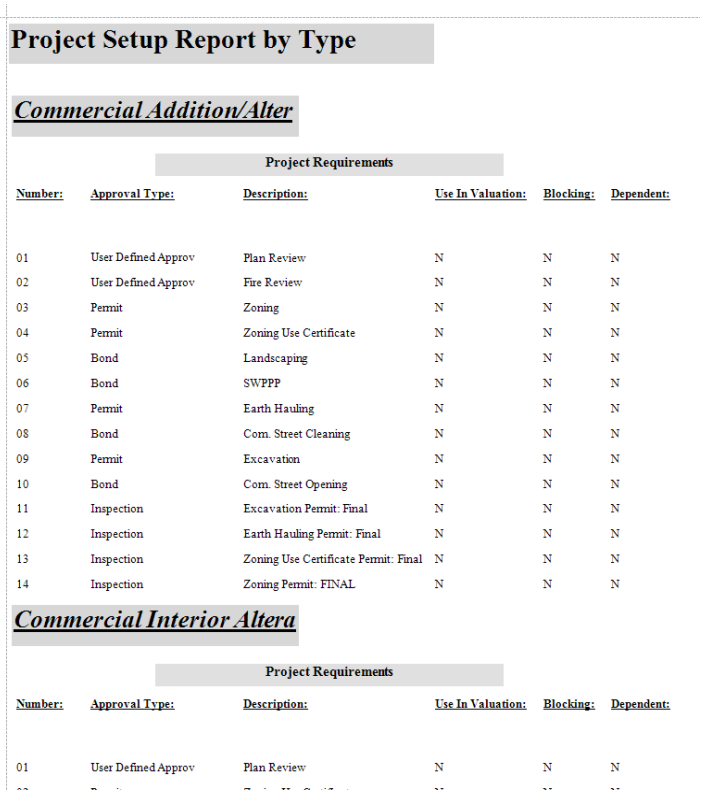
Option to "Link Attachments to Review Step Documents"

This option allows the user to copy any attachments on a permit to the "Documents" section on a given Review Step. This saves from having to re-add attachments, and is particularly useful when used with BS&A Online - applicants can submit review-related documents with their permit application, and the BS&A user can easily copy them to the step from there.



New "Project Setup Report" found under Setup Reports

This report lists the requirements and details of all the project records in the database. It can be used as a quick reference and to verify the given setup.



Project Setup Report by Type

Commercial Addition/Alter

Project Requirements

Number:	Approval Type:	Description:	Use In Valuation:	Blocking:	Dependent:
01	User Defined Approv	Plan Review	N	N	N
02	User Defined Approv	Fire Review	N	N	N
03	Permit	Zoning	N	N	N
04	Permit	Zoning Use Certificate	N	N	N
05	Bond	Landscaping	N	N	N
06	Bond	SWPPP	N	N	N
07	Permit	Earth Hauling	N	N	N
08	Bond	Com. Street Cleaning	N	N	N
09	Permit	Excavation	N	N	N
10	Bond	Com. Street Opening	N	N	N
11	Inspection	Excavation Permit: Final	N	N	N
12	Inspection	Earth Hauling Permit: Final	N	N	N
13	Inspection	Zoning Use Certificate Permit: Final	N	N	N
14	Inspection	Zoning Permit: FINAL	N	N	N

Commercial Interior Altera

Project Requirements

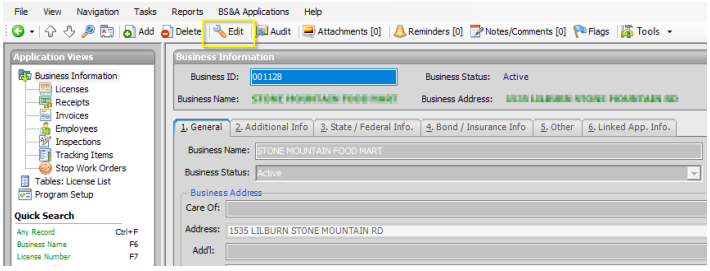
Number:	Approval Type:	Description:	Use In Valuation:	Blocking:	Dependent:
01	User Defined Approv	Plan Review	N	N	N

Business Licensing .NET

Option to lock business information from editing

When enabled (found under *Program Setup>2. Program Settings>General Settings>General Options>Required Edit Mode to Modify Businesses*), no business information can be edited unless the EDIT button on the top toolbar is selected first. This prevents important information from being unintentionally changed while navigating the database.

This option is disabled in all databases by default.



Quick Text available
Quick Text is now available in BL .NET. This allows a library of pre-set text to be created and inserted into certain data fields, making for quicker and more consistent data entry.

Quick Text is set up under *Program Setup>1. Database Setup>Quick Text Entries*. Those entries can be applied to Business Comments, as well as the Business Description and Stipulation data fields.

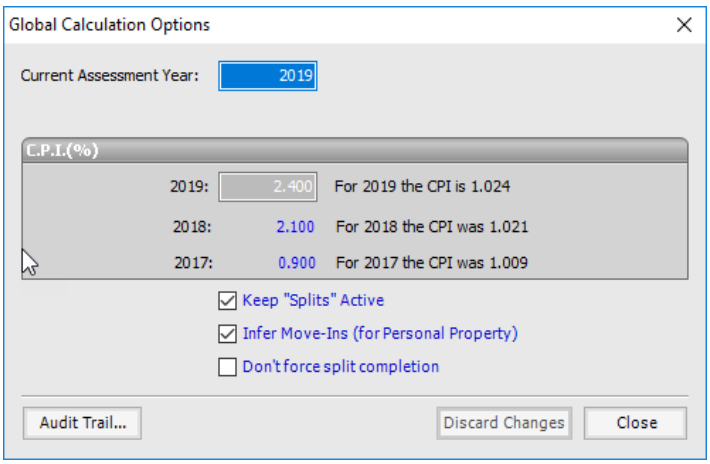
Assessing/Equalization

Assessing .NET

There have been several small changes to Assessing. As always, users with internet access can visit our website at www.bsasoftware.com and download the latest update.

New Feature/Highlights

STC CPI FOR 2019 ROLL
The STC has released the 2018 Consumer Price Index for the 2019 Assessing year. For Assessing .NET users on the November 1st 2018 update or later, the CPI 1.024 (2.4%) is hardcoded in Global Calculation Options. Users do NOT have to hand enter the inflation rate multiplier into the system; rather, just be sure to install the 11/01/2018 update.



Team Spotlight

Assessing Team

On a daily basis, our Assessing Support team assists our customers – by phone or email – in using the Assessing/Equalization application. Our main focus in support is to provide unparalleled customer service to all of our municipal customers, as well as assist with many of their daily functions to help them get their jobs done.

Outside of helping customers over the phone and by email each day, the Assessing Support team works hard on other projects that benefit not only our customers, but other teams within BS&A. Many examples of these additional projects include:

- Onsite and remote trainings as needed, to assist the Assessing/Equalization community
- Test new features, such as MMSVP tool, and updates to the applications

Each year as there are changes in the Assessing/Equalization professions, the support call and email volume pick up substantially. We have been able to master providing unparalleled customer service to all of our customers, while maintaining an elite staff comprised of highly educated individuals who have a strong work ethic and a desire to continuously succeed. The busiest months and times of the year for Assessing and Equalization are: the months of February through May. The team is very proud of our ability to not only maintain our unique culture and provide unparalleled customer service, but to do so with a high call volume and impressive response time averages.

Products/Services Survey

Your Feedback Matters!

Thank you to everyone who participated in the 2018 Products and Services Evaluation! Your feedback is always encouraging and helpful in creating great products and offering second to none customer service. Congratulations to Cheryl Lotan of Independence Charter Township, Oakland County, MI on winning the Yeti Roadie 20 Cooler!

You can continue to access the survey by going to the Help menu in your .NET applications. Select *Contact Customer Support>Customer Survey*.

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
Delinquent Tax	TaxSupport@bsasoftware.com
Delq Personal Property	TaxSupport@bsasoftware.com
Special Assessment	TaxSupport@bsasoftware.com
Community Development	CDSupport@bsasoftware.com
Utility Billing	UBSupport@bsasoftware.com
Financial Management	FMSupport@bsasoftware.com
Payroll/Human Resources	HRMSSupport@bsasoftware.com
BS&A Online	ITSupport@bsasoftware.com
I.T. Team	ITSupport@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 2017, your 2019 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

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.

Assessing .NET 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 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

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.

Community Development Classes

Basic Program Usage

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.

Advanced Program Usage

This lecture style class covers the advanced features of Building Department .NET. Participants will be introduced to record type setup (including PZE processes), workflows, program security, and table filtering along with other administrative areas of the program.

Building Department .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.

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.

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 include:

- Fund Accounting
- Fund/Department/Account Definitions
- The Accounting Equation
- Uniform Chart of Accounts
- Project and Grant accounting
- Report Profiles
- 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 include:

- Banking Setup and Reconciliations
- Pooled Cash
- Deposit Creation/Interest Allocation
- Financial Statements
- Interfund Activity
- F-65 Reporting

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

1st Quarter, 2019

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

January

Monday	Tuesday	Wednesday	Thursday	Friday
	1 New Year's Day Closed	2	3	4
7	8	9	10 Using APEX with Assessing .NET	11
14	15 I.T. Right DNN Web Design	16	17 Building Department .NET Basic Program Usage	18
21	22 Assessing .NET Report Designer	23	24	25
28	29	30	31	

February

				1
4	5 Tax .NET Level I	6 Tax .NET Level II	7	8
11	12 Assessing .NET Level II	13 Assessing .NET Level III	14 Building Department .NET Report Designer	15
18	19 I.T. Right DNN Web Design	20	21	22
25 Building Department .NET Advanced Program Usage	26	27	28	

March

				1
4	5 Chicagoland Regional Financial Management User Group Meeting	6	7 Chicagoland Regional Financial Management User Group Meeting	8
11	12	13	14 Building Department .NET Basic Program Usage	15
18	19 I.T. Right DNN Web Design	20 Intro to Governmental Accounting 1.0 (Use BSA)	21 Intro to Governmental Accounting 2.0 (Use BSA)	22
25	26	27	28	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.

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.