First Quarter
January - March 2021

BS&A SOFTWARE®

Newsletter

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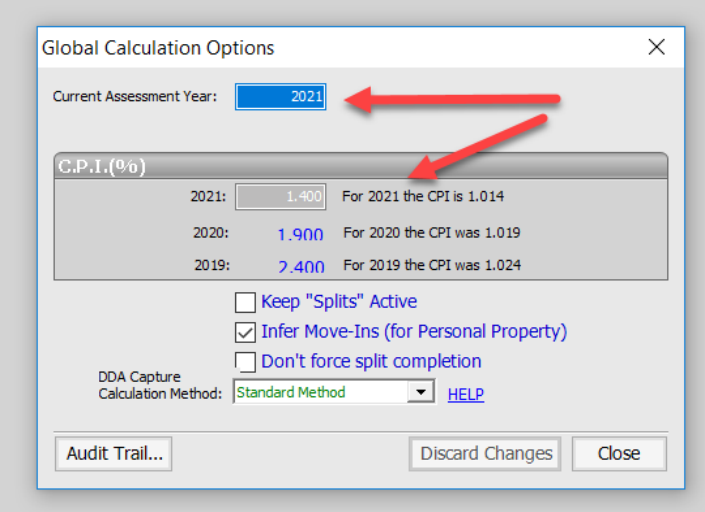
Assessing/Equalization

Assessing .NET

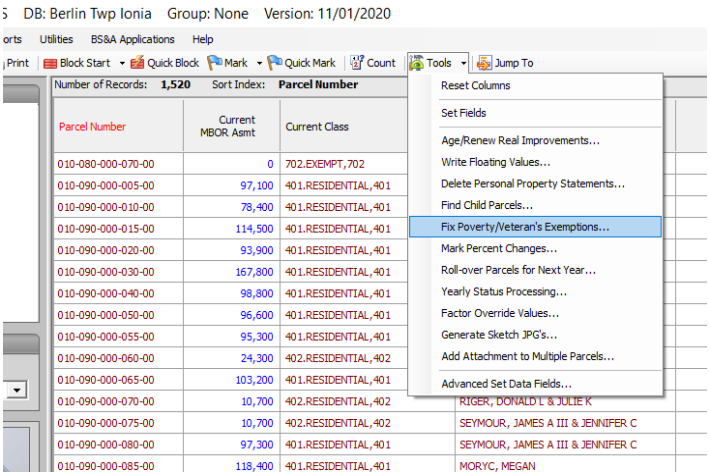
STC CPI for 2021 Roll

The STC has released the 2020 Consumer Price Index for the 2021 Assessing year. For Assessing .NET users on the November 1st 2019 update or later, the CPI 1.014 (1.4%) 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 11/01/2020 update.



The 2021 Personal Property Forms and the 5076 Forms have been updated with the latest changes from the State.

This is also the time for users to make sure to run the FIX POVERTY/VET Exemption tool, as the current CPI is used in that tool to bring back onto the roll any previous Poverty or Veteran Exemptions that were granted at the previous year MBOR. This tool is located in the Parcels table.



Tax Suite

Tax .NET

Welcome New Tax Team Members

We would like to introduce you to two new Tax Team members, Austin Kowalcyzk and Katherine Maiville. Both Austin and Katherine joined the Tax Team at the end of September 2020, and are currently supporting the Tax application. They will also be learning and supporting other Tax Suite applications in the future.

Austin graduated from Michigan State University in 2019 with a Bachelor's Degree in Communications. He enjoys spending time working on cars and bikes. He also enjoys spending as much time as possible on his boat, relaxing and fishing.

Katherine graduated in 2020 from Alma College with a Bachelor's Degree in Mathematics. She was a member of the Alma College Cheer and STUNT Team. In her free time, Katherine enjoys riding and showing horses, and reading.

New Treasurer Remote Training Tax Classes

As you know, COVID-19 has restricted our ability to hold in-person classes at our training facility. However, with 2020 being an election year, we recognize and anticipate the need to offer resources for new Treasurers. BS&A wants to help make any transitions as easy as possible, while keeping everyone's safety a priority. We will be holding virtual training classes for any new Treasurers that may want to attend. These classes are designed help get new users acclimated to using the Tax program.

Our Tax Level 1 course focuses on starting your new tax year database and roll preparation. Level 2 is geared towards working within an established roll, and includes accepting payments, entering adjustments, running reports, etc.

Tax 1 .NET Webinar – February 8, 2021

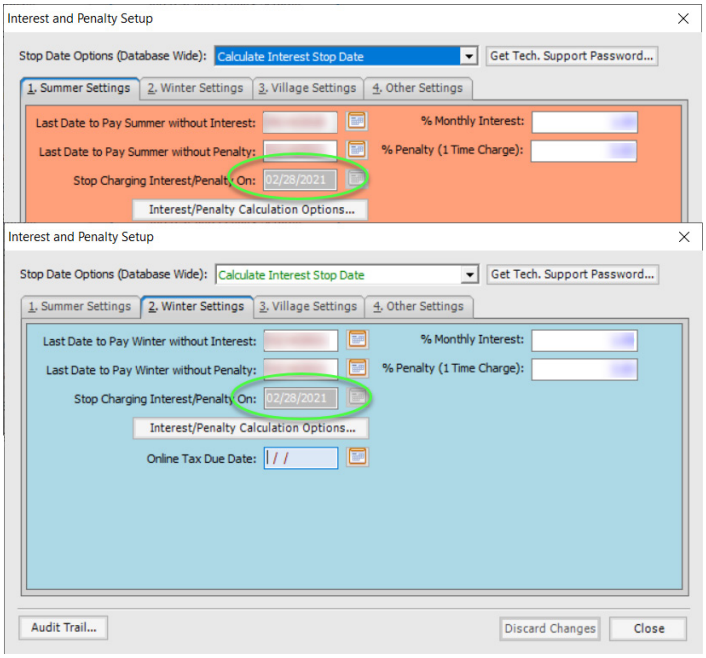
Tax 2 .NET Webinar – February 9, 2021

Registration is available on our website http://www.bsasoftware.com/News-Events/Upcoming-Events. When registering, you will include your contact information and email address. We will use your email address to invite you to the remote session(s) that you select.

2020 Tax Year End

Last Day of Collection

The 2020 tax year will extend to Monday, March 1, 2021. However, in Interest/Penalty Setup, we suggest that you always use the last day of February as the Stop Charging Interest Date. This will allow you to collect payments in March without charging more than a total of 6% on any delinquent real parcels. By using the last day of February, delinquent real parcels will not continue to accrue interest.

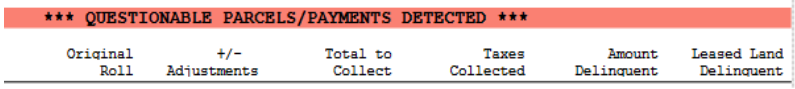


Online Services Customers
Please note: due to February 28th, 2021 falling on a weekend, and many municipalities extending tax collection until Monday, March 1st, BS&A Software Online Services is set to not disable online payments until March 1st at 11:59 PM. If your municipality does not wish to extend this deadline for online payments, preferring to disable payments at a different date/time, please contact BS&A Software's Online Services Team by calling 855-272-7638 or emailing ITsupport@bsasoftware.com

Settlement
As 2020 collection comes to a close, you can get a head-start on the settlement process. January is the perfect time to do some Pre-Settlement Balancing. This balancing will help ensure that settlement with your county in March will go as smoothly as possible.

Leading up to March:

- 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.
- 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 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.

Each county has their own requirements for Settlement. So, you will want to reach out to your county and ask them which types of reports and files they will be requesting come March.

Financial Management

Accounts Payable .NET

1099 Reminders and Updates
Tax form filing season is just around the corner. As a reminder, Accounts Payable can be used to create files for 1099 Electronic Filing to the IRS FIRE system. If your municipality has not signed up to use the FIRE system, and you would like to file electronically for the first time, please note that the filing period can take as many as 45 days to complete. The IRS recommends that Form 4419 is submitted by November 1st to ensure that you receive your Transmitter Control Code (required for electronic filing) on time to be able to submit your files prior to their due dates. To register with the FIRE system, please fill out and submit form 4419 as soon as possible.

https://www.irs.gov/pub/irs-pdf/f4419.pdf

1099 NEC Form Update: The 11/15/2020 update of the AP application introduced the new 1099 NEC form. You will now see this listed as an option for the 1099

Type on your vendor setup, and you will also see it as an available form/report in the Vendor Reports category. In previous years, the 1099 MISC form included Box #7 – which was to report non-employee compensation earnings. Starting in 2020, Box #7 has been removed from the 1099 MISC form and has become its own form, which is the 1099 NEC form. The primary box to report earnings on the 1099 NEC form will be Box #1.

For any vendor that you would have supplied a 1099 MISC form to with their earnings listed in Box #7 – they will now need to receive a 1099 NEC form instead, with those non-employee compensation earnings listed in Box #1. For any vendor that you would have supplied a 1099 MISC form to with their earnings listed in any box other than Box #7 – they will continue to receive a 1099 MISC form.

Once the 11/15/2020 update has been run, we would recommend that you begin reviewing your Vendor setup to verify these changes. If you go to *Tasks>Vendor Tasks>Update Vendor 1099 Amounts>enter 2020 and click OK* – this is going to update your vendor records in mass. It is going to look for any vendor where the 1099 Type was set to 1099-MIS and who had a default 1099 Box of 7, and it will automatically change the 1099 Type to 1099-NEC and will change their default 1099 Box to 1. If they were a 1099-MISC vendor with a default box of something other than 7, or if their 1099 type was anything other than the 1099-MISC, they will not be changed.

Feel free to contact FM Support with any questions.

General Ledger .NET

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 BS&A. This needs to be done in both GL and PO. You can find helpful instructions on the Year End Rollover Process in the online help manuals, courseware, and videos, all accessed through the Help menu in the applications.

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

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 February 1, 2021. The deadline to distribute forms to employees is also February 1, 2021.

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: Form 1095-C are due to individuals by March 2, 2021. For forms 1094-C, and 1095-C, entities that paper file the forms with the IRS need to mail the forms by March 1, 2021. Entities with 250+ forms are required to electronically file the forms to the IRS by March 31, 2021.

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 with 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.

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.

Welcome New UB Team Member

We would like to introduce our newest UB Support member, Sawyer Astle. Sawyer started with BS&A in October 2020. He is currently supporting the Utility Billing application, but will be learning the Work Order and Inventory applications in the future. Sawyer graduated from Central Michigan University with a Bachelor's of Science in Business Administration, with a major in Finance and a minor in Business Law. He enjoys playing soccer, going fishing, and helping to process maple syrup for his family's 100-year old business.

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	BSAOnlineSupport@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 support fees will not change for the first two years that your municipality uses our software. After that time we reserve the right to increase the Annual Service Fee by no more than the yearly Consumers Price Index for All Urban Consumers U.S. city average (CPI-U). Therefore, if you purchased software in 2019 or before, your 2021 Support Fee will increase 1.4%.

The following class outlines are listed for informational purposes only. We look forward to seeing you when we can return to in-person classes at our Training Center.

Assessing .NET Training Classes

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.

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.

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.

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.

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 .NET Training Classes

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.

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 Assessments

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.

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.

The following class outlines are listed for informational purposes only.

Community Development .NET Training 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. Other administrative areas will be covered as well, including report design and how to optimize report filters.

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 experienced .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.

Financial Management .NET Training 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

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.

Update on Training Classes: As you know, COVID-19 has restricted our ability to hold classes at our Training Center and elsewhere. We will continue to suspend in-person training until further notice. Remote group trainings are available. Register on our website.

1st Quarter, 2021

Register for classes. Visit our website at http://www.bsasoftware.com/News-Events/Upcoming-Events

January

Monday	Tuesday	Wednesday	Thursday	Friday
				1 New Year's Day Closed
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

February

1	2	3	4	5
8 Tax I - .NET Webinar	9 Tax II - .NET Webinar	10	11	12
15	16	17	18	19
22	23	24	25	26

March

1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

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
Remote Training Classes are $150/person, unless otherwise noted. Please do not send payment until you are invoiced.