

JUNE 2009 UPDATE LETTER

If you have a version date of 6/01/2009 or later,
you do not need to install this update

IT IS EXTREMELY IMPORTANT THAT YOU READ AND FOLLOW THE INSTRUCTIONS IN THIS DOCUMENT BEFORE ATTEMPTING TO INSTALL THE CD!

This CD must be installed on a PC that already has the Equalizer program installed. If on a network, that PC's copy of the Equalizer program must be pointing to the NetCommon directory (where the Equalizer data is stored).

Disable any virus-protection software. This can usually be accomplished by right-clicking on top of the icon in your system tray (lower right corner of your screen) and selecting "disable" from the menu that pops up.

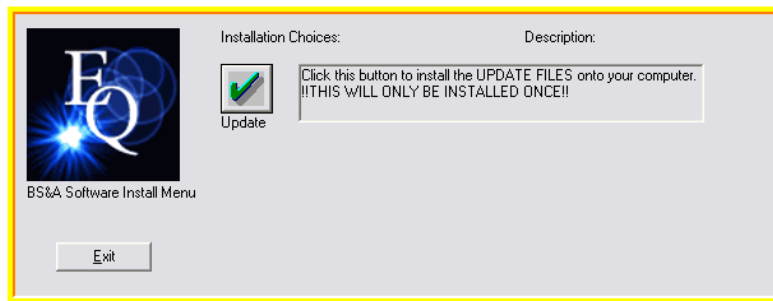
Shut down any programs running on your PC.

Make sure all network users are out of the Equalizer program.

MAKE A BACKUP OF YOUR DATABASE IMMEDIATELY PRIOR TO INSTALLING THIS UPDATE

INSTALLING THE UPDATE

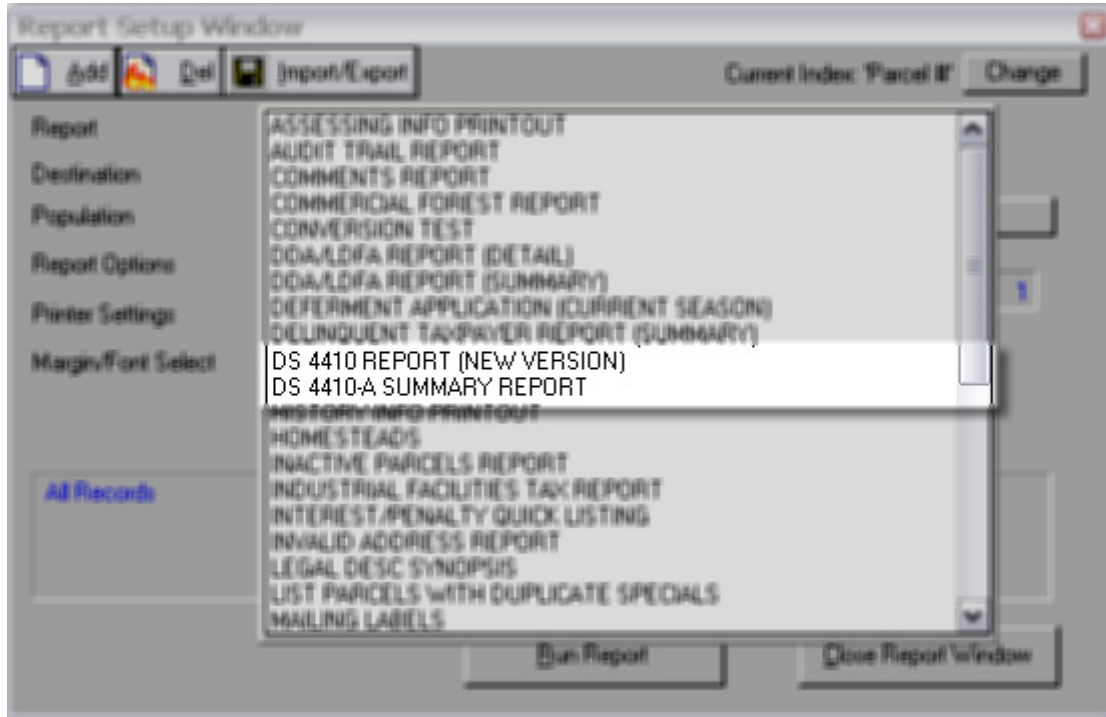
1. Go to a PC that has the Equalizer program installed.
2. Insert the CD in your drive.
3. An installation menu appears.



4. Click the Update button.
5. The Installshield Wizard runs. If you get any errors, call BS&A Software immediately.
6. Click Ok when prompted that the update is complete.
7. Click Exit to close the menu.
8. You may now open the program. If on a network, other users may now log on as well.

DS 4410 REPORT

The DS 4410 Report has been modified and now only needs to be run once to get the necessary totals. The modified version is called "DS 4410 Report (New Version)". We have kept the original "DS 4410-A Summary Report".



SPECIAL ACTS

We have added 14 Special Act categories. Please review the "Special Population Definitions" help doc located in Help>View Documentation for reporting information.

IMPORTS AND EXPORTS

Modifications were made to imports and exports to communicate with our .Net versions of Tax and Assessing.

TAX .NET FEATURES

These features are highlights of our Tax .Net application. More information is available on our website at the following location:

<http://www.bsasoftware.com/portals/93/dotnet/documents/TaxNetFeatures.pdf>

- **Microsoft SQL Database**
 - All Equalizer .Net applications are built using a Microsoft SQL database, which is more robust and reliable, and is considered the industry-standard. Microsoft SQL allows for more flexibility in storage, backup, and maintenance of data.
- **Tabbed Format on Edit Parcels/Apply Payments**
 - Offers quicker access to tax information
 - Tabbed Seasons enable you to locate season-specific information with one click
- **Adjustments**
 - Additional Adjustment Types are available for selection (Treasury; Assessor; County)
 - Ability to add multiple adjustments for the same Type
 - Ability to add School District and Property Class adjustments
- **Assessing/Tax Parcel Differences**
 - When linked, easily compare your Tax database information with Assessing .Net's in real time, using the Assessing/Tax Parcel Differences feature
 - Parcels with conflicting information are highlighted to make them easier to locate
- **Payments and Receipts**
 - "Pay Balance Across All Seasons" lets you quickly pay all seasons with an amount due, for a particular parcel
 - The Receipt Summary table lets you view all payments for all seasons
 - The Receipt Summary table can be indexed by Season and Receipt Number
 - The Quick Tax Disbursement report, among others, can be run on the current or multiple seasons

An online demo of the application is available at demo.bsasoftware.com.

In closing...

As always, those users with internet access can visit our website at www.bsasoftware.com and download the latest update anytime. There is also a Change Log on the site that provides a list of all current modifications contained in this update, as well as any prior changes.

If you have any questions please call Support @ 517-641.8900.

Sincerely,

BS&A Tax Support Department