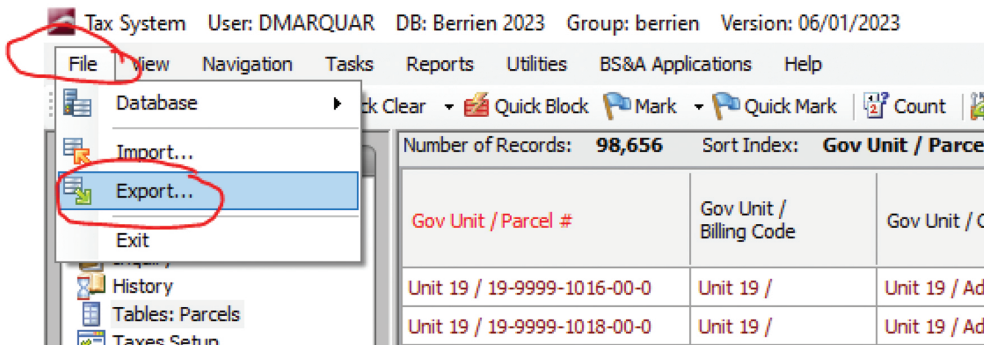




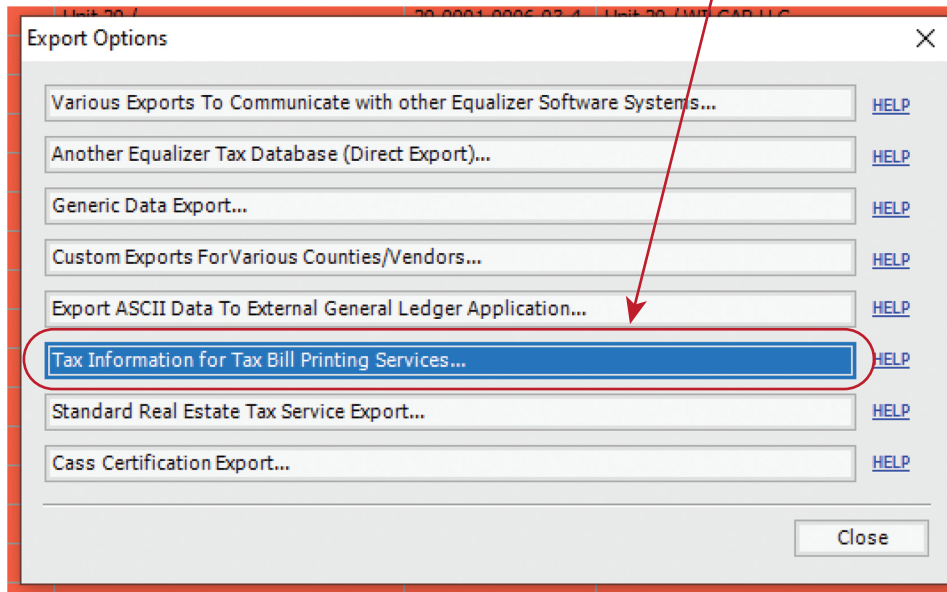
BS&A Tax Bill Export Notes (.NET Version)

The notes and graphics below have been compiled by a County Information Systems professional to guide you in the process of exporting tax bill files. While your BS&A software version or type may be different, the general process is provided to help you save money and time by enlisting SBF Enterprises to provide address reports, print and mail your tax bills.

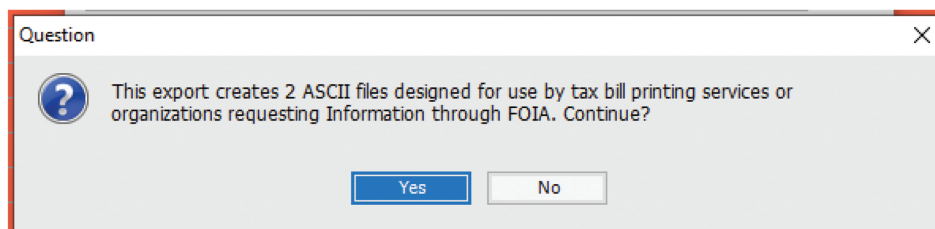
1) Click on: File>Export



2) Click on: Tax Information for Tax Bill Printing Services...

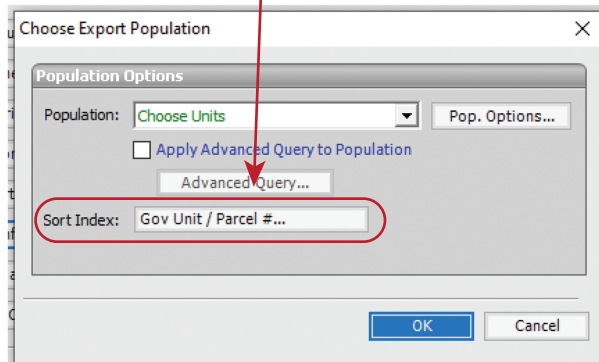
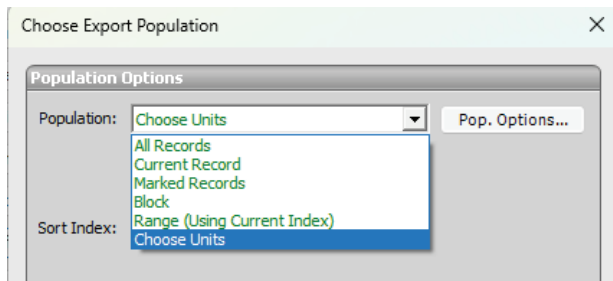


3) Click on: Yes



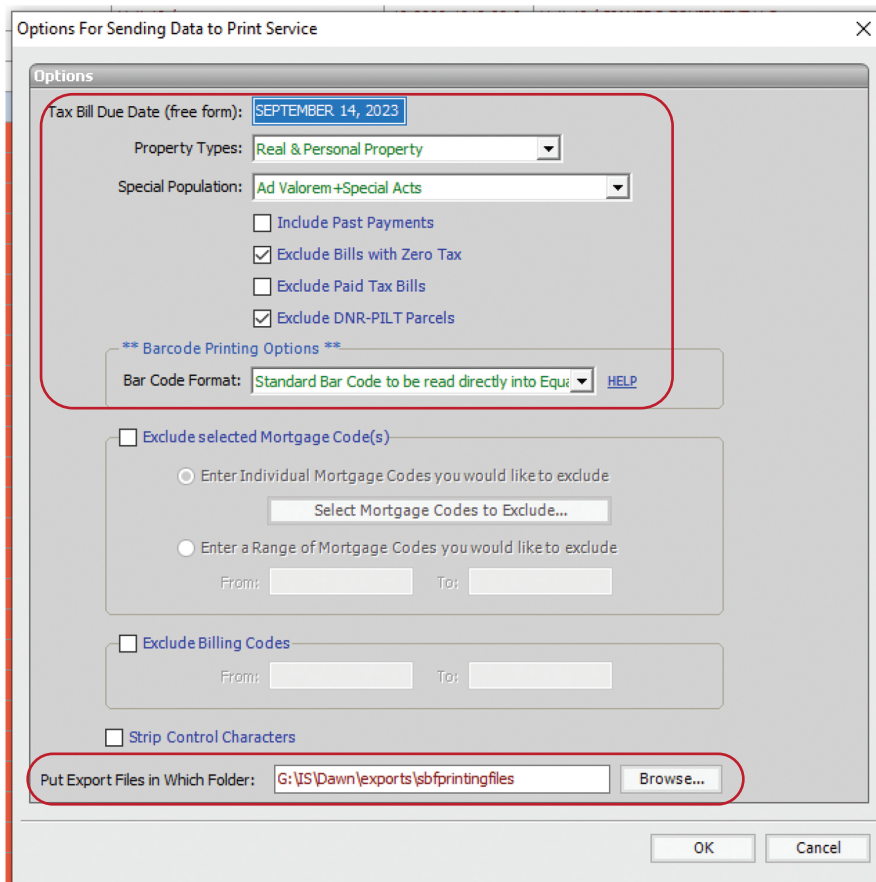


4) Select: Appropriate **Population*** and verify you have the unit checked that you are exporting. I like to make sure the table is sorted by **GOV Unit/Parcel #**, or **Tax Unit/Parcel #** if exporting the village season. **Click OK.**



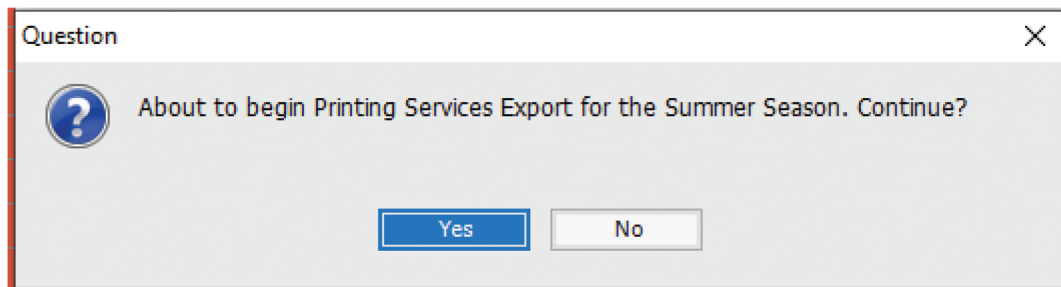
*Cities and Townships may not have “**Choose Units**” as an option like a County does that is helping their municipalities with tax bill processing. So, choose the appropriate option for your circumstance.

5) Verify the due date for the unit and the rest of the options below. Click on: OK

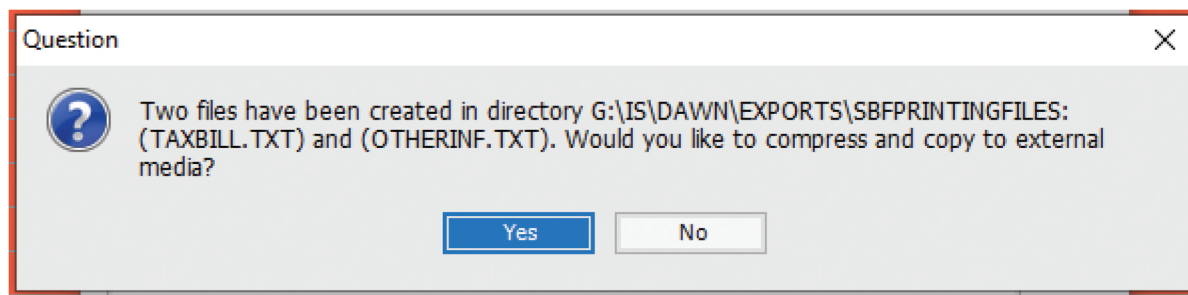




6) Click on: Yes

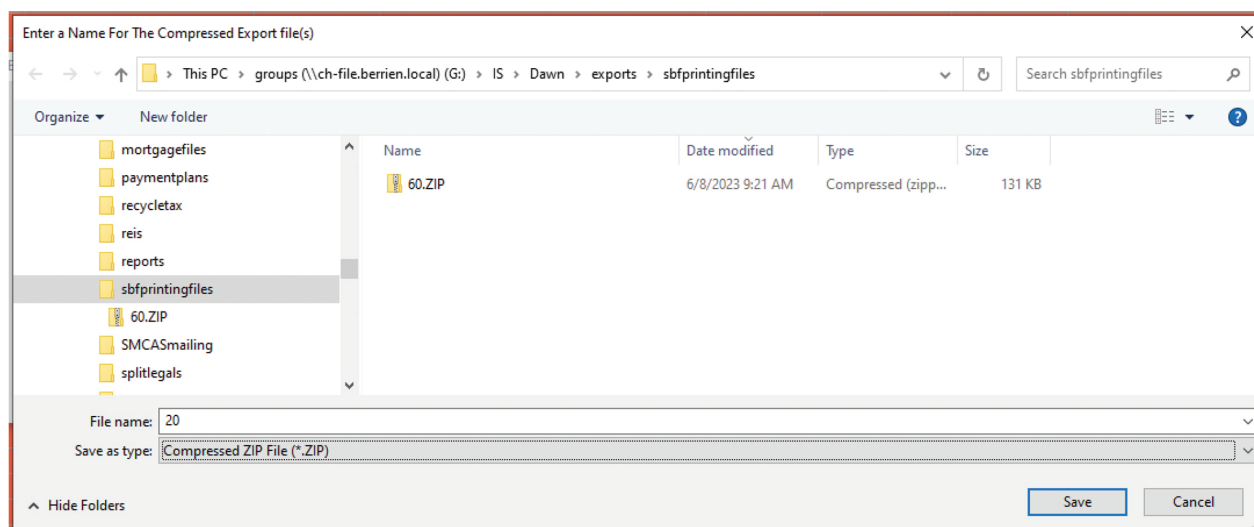


7) Click on: Yes



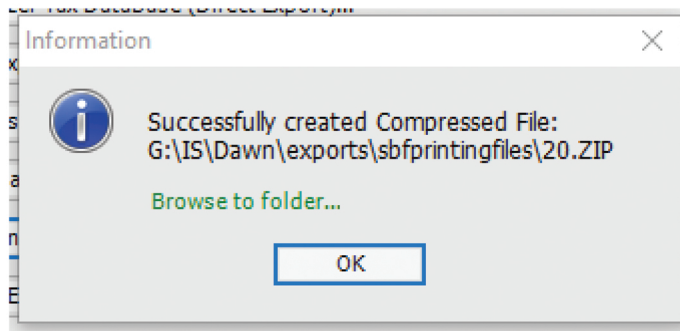
8) Name the file (your unit number or name) and save it in a place of your choosing.

Click on: Save

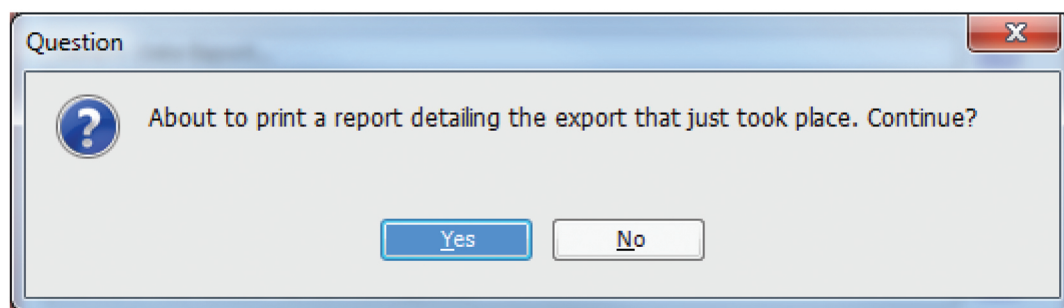




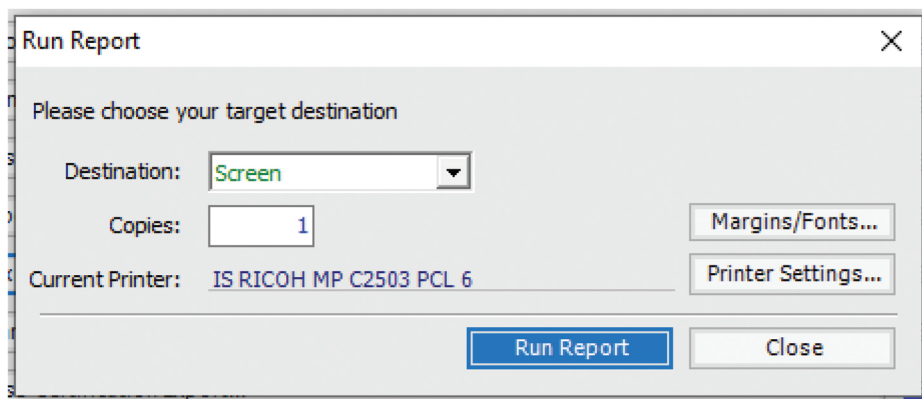
9) Click on: OK



10) Click on: Yes



11) Click on: Run Report

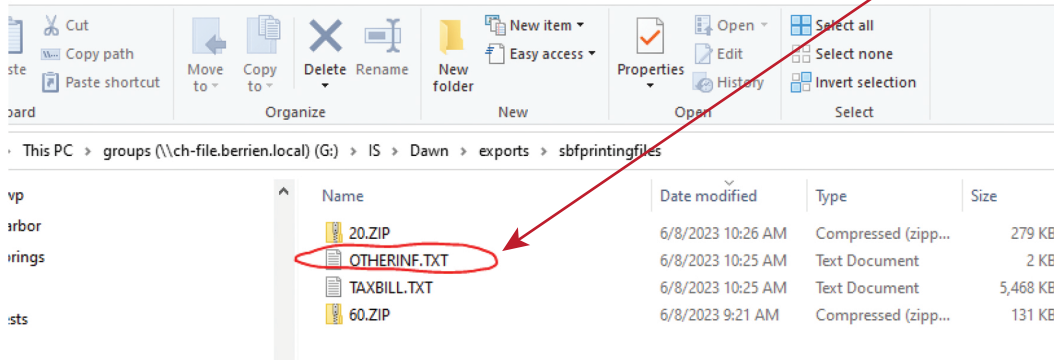




12) Verify the amount exported matches what is on the tax roll report.

06/08/2023 10:28 AM	Tax Bill Print Services Export Report Summer Season Unit(s) Chosen: THREE OAKS TOWNSHIP
Total Bills Exported :	1616
Add'l Bills Exported :	2 **
Tax SubTotal.....	1,279,839.28
Admin Fee.....	12,789.37
Grand Total.....	1,292,628.65
** Additional Bills Exported Due to 'Send To' flag set to Owner & Taxpayer	

13) Check the OTHERINF.TXT file to make sure the wording looks good (spaces between words, etc.) and double check the date one last time. If the wording is not showing a space, add a space in the Entry of Tax Bill Messages in the Taxes Setup (it may look like there is one, so I just add an extra space) and then export the unit again.

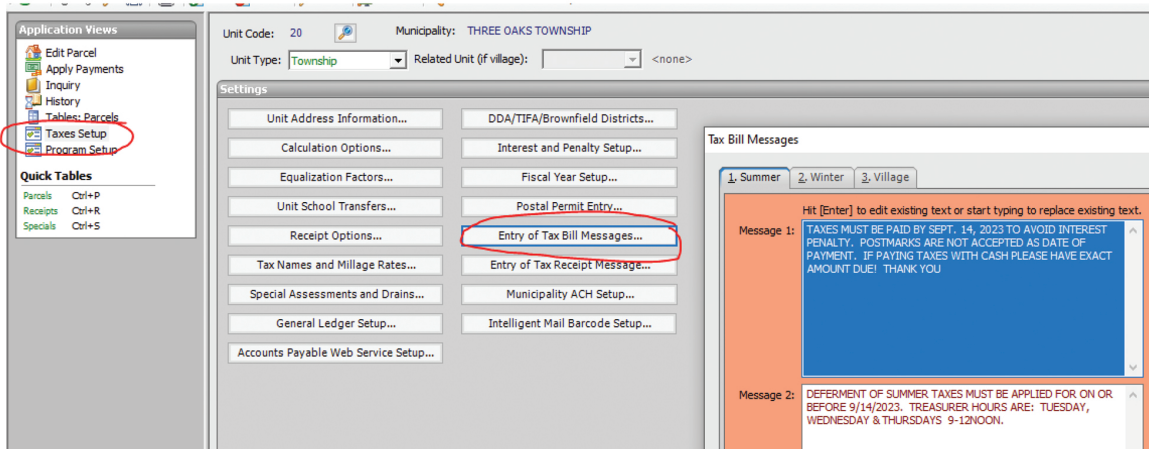


Name	Date modified	Type	Size
20.ZIP	6/8/2023 10:26 AM	Compressed (zipp...	279 KB
OTHERINF.TXT	6/8/2023 10:25 AM	Text Document	2 KB
TAXBILL.TXT	6/8/2023 10:25 AM	Text Document	5,468 KB
60.ZIP	6/8/2023 9:21 AM	Compressed (zipp...	131 KB

OTHERINF.TXT - Notepad

File Edit Format View Help

MENT OF SUMMER TAXES MUST BE APPLIED FOR ON OR BEFORE 9/14/2023. **TREASURERHOURS** ARE: TUESDAY, WEDNESDAY & THURSDAYS 9-12NOON.



Application Views

- Edit Parcel
- Apply Payments
- Inquiry
- History
- Tables: Parcels
- Taxes Setup**
- Program Setup

Quick Tables

- Parcels Ctrl+P
- Receipts Ctrl+R
- Specials Ctrl+S

Unit Code: 20 Municipality: THREE OAKS TOWNSHIP

Unit Type: Township Related Unit (if village): <none>

Settings

- Unit Address Information...
- Calculation Options...
- Equalization Factors...
- Unit School Transfers...
- Receipt Options...
- Tax Names and Millage Rates...
- Special Assessments and Drains...
- General Ledger Setup...
- Accounts Payable Web Service Setup...
- DDA/TIFA/Brownfield Districts...
- Interest and Penalty Setup...
- Fiscal Year Setup...
- Postal Permit Entry...
- Entry of Tax Bill Messages...**
- Entry of Tax Receipt Message...
- Municipality ACH Setup...
- Intelligent Mail Barcode Setup...

Tax Bill Messages

1. Summer 2. Winter 3. Village

Hit [Enter] to edit existing text or start typing to replace existing text.

Message 1: TAXES MUST BE PAID BY SEPT. 14, 2023 TO AVOID INTEREST PENALTY. POSTMARKS ARE NOT ACCEPTED AS DATE OF PAYMENT. IF PAYING TAXES WITH CASH PLEASE HAVE EXACT AMOUNT DUE! THANK YOU

Message 2: DEFERMENT OF SUMMER TAXES MUST BE APPLIED FOR ON OR BEFORE 9/14/2023. TREASURER HOURS ARE: TUESDAY, WEDNESDAY & THURSDAYS 9-12NOON.



marketing > data > print > distribution
507 Mills Street, Suite A, Kalamazoo, MI 49001

Dan Sherman
269.345.0828 x2
dansherman@sbf-phcs.com



14) Email zipped file to dansherman@sbf-phcs.com

A screenshot of an email client interface. The 'To...' field contains 'Dan Sherman;'. The 'Subject' field contains 'Three Oaks Twp'. The 'Attached' section shows a file named '20.ZIP' with a size of '278 KB'. There is a 'Send' button on the left.

15) For the winter season, if the unit has DNR parcels, print 2 copies of the DNR Composite Billing. One goes to the local treasurer and the other is sent to the State by the due date in December.

A screenshot of the 'Run Reports' dialog box. The 'Report' section has 'Category' set to 'Bills' and 'Name' set to 'DNR Composite Billing'. The 'Report Population' section has 'Population' set to 'Choose Units' and 'Spec. Pop.' set to 'DNR-PILT only'. There is a checkbox for 'Apply Advanced Query to Population' and a button for 'Advanced Query...'. The 'Sort Index' is set to 'Gov Unit / Parcel #...'. The 'Destination' is set to 'Screen'. There are buttons for 'Select Spreadsheet', 'Margins/Fonts...', and 'Printer Settings...'. The 'Number of Copies' is set to '1'. The 'Current Printer' is 'RICOH MP C2503 PCL 6'. At the bottom, there is a checkbox for 'Show Sample Reports' and buttons for 'Run Report' and 'Close'.

Thanks to Dawn Marquardt in the Information Systems Department of Berrien County for these instructions. SBF Enterprises and the County of Berrien have had a successful relationship on tax bill print/mail and other print project for nearly 30 years.

IMPORTANT: Our only goal is to provide up-to-date and comprehensive information about BS&A export, print, mail solutions. If you see an error or wish to add content that will help the BS&A community at large, please email your notes or concerns to dansherman@sbf-phcs.com We will have a consortium of users review them and update our notes as they suggest.