

**EQUALIZER  
SPECIAL ASSESSMENT SYSTEM  
TRAINING MANUAL**



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## **CLASS OVERVIEW**

This one-day course covers the Equalizer Special Assessment System. Program setup and creating a multi-year, principal/interest type of Special Assessment District with various benefit calculation methods will be covered. Creating a separate billing for special assessments and/or billing the annual installment on a current tax bill will be reviewed. This course assumes prior training in either the Equalizer Assessing System or the Equalizer Tax System. The user should be familiar with basic concepts such as Indexing; Blocking and running system reports.

## **CLASS OUTLINE**

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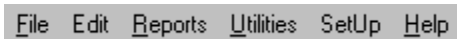
## PROGRAM ORIENTATION

The Equalizer Special Assessment System has several important items displayed on the screen. The following section is designed to describe the importance of each of these items.

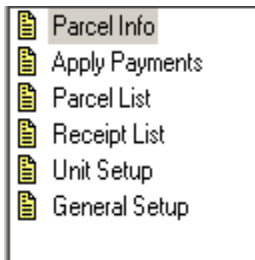
**Title Bar:** the top area of each window that displays the current user, the current database and the current index (sort order) of the database.



**Menu Bar:** located just below the Title Bar. Opening a menu can be done either by clicking on the menu title or by pressing [**Alt**] plus the underlined letter of the menu title. When selecting an option from the Menu Bar you will see a pull down menu with related program functions.



**Navigation Tree:** located at the left of the screen. The Tree enables the user to quickly access areas of the program. The right side of the screen will display information related to the area selected from the Navigation Tree.



**Parcel Info** – This is the main parcel screen where data is entered or edited

**Apply Payments** – This screen is used to enter/edit/review payment information

**Parcel List** – Summary fields from the Parcel Info screen

**Receipt List** – Summary fields from the Receipt (Apply Payments) Screen

**Unit Setup** – Allows for the entry and setup of information that is specific to one unit of government.

**General Setup** – Basic program and user preference entry

**Information Bar:** located at the bottom of the application window. This bar contains the current year posting date, and interest date information.



*Parcel Info Screen*

The Parcel Info Screen can be divided into two sections:

Special Assmnt Code: <input type="text" value="47"/>		Name: <input type="text" value="SPECIAL PROJECTS"/>
APR Interest Rate: <input type="text" value="5.0000000"/> # of Years: <input type="text" value="10"/>		<input type="button" value="Edit District Wide Information"/>
-----		
Parcel #: <input type="text" value="E -17-12-452-002"/>		Owner: <input type="text" value="BYRNE, PATRICK F"/>
Assessment: <input type="text" value="15,509.92"/> <input type="button" value="ADJ"/>		Status: <input type="text" value="Active"/>
Override Options: <input type="button" value="Parcel Override Options"/>		User #1: <input type="text" value="0"/> <input type="text" value="User Alpha 1"/>
Amortization Table: <input type="button" value="Amortization Table"/>		User Alpha 2: <input type="text"/>
<b>Installment # 1</b>		
(2008) Installment: <input type="text" value="1,644.98"/>		<input type="button" value="Comments"/>
(2008) Payments: <input type="text" value="1,660.49"/>		<input type="button" value="Miscellaneous Fields"/>
(2008) Balance: <input type="text" value="0.00"/>		*** 2008 INSTALLMENT PAID ***
Payoff Calculation: <input type="button" value="Payoff Calculation"/>		Multi-Year Snapshot
Benefit Entry: <input type="button" value="Benefit Entry"/>		Effective Assesmnt: <input type="text" value="15,509.92"/>
*** 2008 Installment Transferred to Tax ***		Principal Payments: <input type="text" value="1,550.99"/>
*** Cert Fee Applied: 93.99 ***		Principal Balance: <input type="text" value="13,958.93"/>

District Information

Parcel Information

## GENERAL SETUP

The General Setup screen provides selections where program defaults and system settings are established. Many of these items affect the database as a whole, and can only be modified by users with Administrator rights. Items that only affect the program preferences of an individual user can be modified by the majority of users.

The screenshot displays the General Setup interface. At the top, there is a text field labeled "County Name" containing the text "OAKLAND COUNTY". Below this field is a grid of ten buttons arranged in two columns and five rows. The buttons are: "User/Database Preferences", "Parcel Number Setup", "Set Up Field Colors", "Administrator Options", "Labels for User Index Fields", "Accessory Program Setup", "Change Current User's Password", "Printer/Font Setup", "Cash Receipting Interface Options", and "Cashier List".

### *User/Database Preferences*

- User-Specific preferences are options that affect the way the program looks and behaves for individual users. They typically have no impact on the way the program operates in terms of calculations, and can be customized to each individual user's preferences.
- Database Wide preferences affect the entire database for all units and can only be changed by an administrator.

### *Set Up Field Colors*

This area allows the user to modify the colors of different field types throughout the program.

### *Labels for User Index Fields*

User Index Field labels can be modified to denote specific types of information. This is something that can only be set by an admin user.

### *Change Current User's Password*

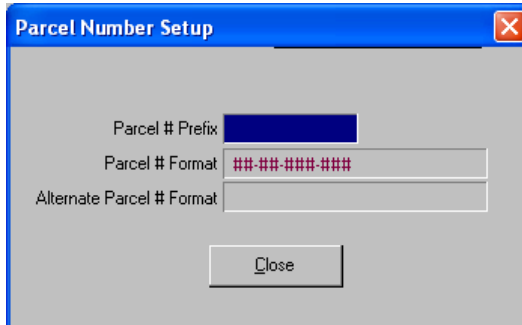
The user currently logged into the system may change their password using this function.

### *Cash Receipting Interface Options*

Oakland County does not use the Equalizer Cash Receipting System. Therefore, this area of the program is not currently used.

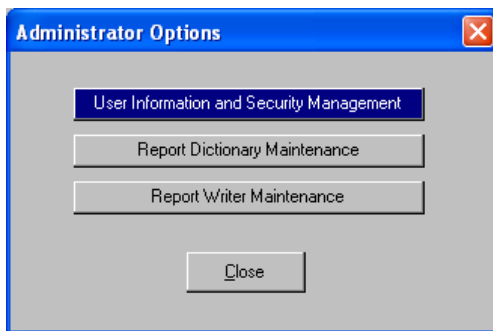
### *Parcel Number Setup*

The Parcel Number Setup to make sure it matches the format in the Equalizer Assessing and/or Equalizer Tax System. This should only be modified by admin users.



### *Administrator Options*

The User Information and Security Management selection allows the program administrator to setup user names, passwords and establish access rights for the program. Basic report writer maintenance may also be handled here when necessary.



### Accessory Program Setup

This screen is used to establish a link to either the Equalizer Tax System or the Equalizer Assessing System, and can only be modified by admin users. **Note:** *If you want payments made on Special Assessments that have been transferred to the Equalizer Tax System to update parcel information in the Equalizer Special Assessment System, you must also use the Accessory Program Setup in the Equalizer Tax System to link to the Equalizer Special Assessment System.*

The 'Accessory Programs' dialog box is shown with the following fields and options:

- Link to Equalizer Tax System:**  [Link To Equalizer Tax System for Windows](#)
- Path to Tax Database:**
- (UNC Version of Path):**
- Name/Address Update:**  [Update Names/Addresses from Equalizer Tax System](#)
- [Read/Update Send Bill To Flag from Tax Program](#)
- Link to Equalizer Assessing System:**  [Link To Equalizer Assessing System for Windows](#)
- Path to Assessing Database:**
- (UNC Version of Path):**
- Name/Address Update:**  [Update Names/Addresses from Equalizer Assessing System](#)
- Attachment System --**
- Attachments Path:**
- 
- 

### Printer/Font Setup

This screen allows the user to set a default printer and default font and font size selection for all reports generated from the system.

The 'Options' dialog box is shown with the following elements:

- Currently:** No Value Set
- Options List:**
  - Set Printer Options for all Reports
  - Set Font/Point Size Options for all reports
- (with a green checkmark icon)
- (with a red X icon)

### *Cashier List*

When accepting payments, it is possible to require the user to enter a cashier name before the payment can be entered. The list of eligible cashier names should be set up in this window. Oakland County users will not have cashier names listed here. In place of entering a cashier name we track the username of the user as the cashier name.

The screenshot shows a dialog box titled "Enter List of Cashiers" with a close button in the top right corner. The dialog contains two columns of text input fields, numbered 1 through 20. The first column contains fields 1-10 and the second column contains fields 11-20. At the bottom center of the dialog is a button labeled "Close".

## UNIT SETUP

The Unit Setup screen allows for the establishment of each governmental unit, along with the various options that are to be set on a unit-by-unit basis.

The screenshot shows the 'Unit Setup' interface. At the top, there is a toolbar with icons for navigation (up/down arrows), search (magnifying glass), print, add, and delete. To the right of the toolbar is a field labeled 'Govt Units Determined by:'. Below the toolbar is a main form area with the following fields:

- 'Information for Unit' with a text input containing 'E' and a text input containing 'TOWNSHIP OF COMMERCE'.
- 'Unit Type' with a dropdown menu showing 'Township'.
- 'Related Unit (if Village)' with a dropdown menu.

Below these fields are several buttons arranged in a grid:

- Unit Address Info
- Spec. Assessment Bill/Receipt Messages
- Special Assessment District Codes/Info
- Postal Permit Info
- Receipt Options
- Tentative District Descriptions
- Penalty Setup
- Unit Wide Preferences

### *Unit Address Info*

The Return Address for each governmental unit should be entered here.

The screenshot shows a dialog box titled 'Unit Address Information'. It contains the following fields:

- 'Municipality' with a dropdown menu showing 'TOWNSHIP OF WHITE LAKE'.
- 'Ret. Addr Line 1' with a text input containing 'TOWNSHIP OF WHITE LAKE'.
- 'Ret. Addr Line 2' with a text input containing '7525 HIGHLAND ROAD'.
- 'Ret. Addr Line 3' with a text input containing 'WHITE LAKE MI 48383'.
- 'Ret. Addr Line 4' with an empty text input.
- 'Ret. Addr Line 5' with an empty text input.
- 'Phone' with an empty text input.

At the bottom of the dialog box is a 'Close' button.

*Special Assessment District Codes/Info*

Within each governmental unit, each separate special assessment code and the corresponding district information should be entered in this screen. Additional information on the setup of special assessment districts will be addressed later in this manual.

Special Assessment Information

↑ ↓ 🔍 Srch 📄 Add 🗑 Del

Sp Assessment Code: 1      Sp District Codes for Unit: E

Desc. 1: WILDWOOD RIVER SUB WATER

Sp Assessment Name: WILDWOOD RIVER S      Desc. 2:

Project Estimated Cost	38,850.00	* Information Only *
Project Actual Cost	0.00	* Information Only *
Govt Unit Share	0.00	* Information Only *
TaxPayers' Share	38,850.00	* Important *

Misc. Miscellaneous Fields

APR Interest Rate: 5.8016000      Interest Method: Declining Balance

Months to Charge 1st Yr: 0      Payahead Options: Keep installment amount same

# of Years: 10      Comments:

Starting Year: 2000      Status: Active

Due Date: 05/14/2008      If Tentative:

Month/Day to Begin Charging Interest For Payoff Calculation (MM/DD): 05/15

Hard Code Above Date:       //

Override Unit Wide Penalty Setup

Close

### Receipt Options

Receipt Options control various aspects of the process of accepting payments in the system.

Receipt Options for Unit: E

Automated Cell Movement: No Auto Cell Movement For Receipts

Auto Numbered Receipts: Use Auto Numbered Receipts

Last Used Recpt #: 0

Prompt for Cashier when paying

Print Receipt Automatically

Entry of 'Paid By' Info: Prompt for 'Paid By' Info when paying

Spread Partial Payments By: Ratio Method, spread evenly

Close

### Penalty Setup

Each governmental unit has the option of either manually running the process of applying penalty to unpaid installments or to setup the automatic calculation of penalty and/or late interest. The automatic calculation applies to every district in the unit of government. The user does have the option of overriding that setup for individual districts.

Penalty SetUp for Unit: E

Penalty Setup For Year: 2009

Choose method of applying penalty below, then select options for that method

Choose Penalty Application Method: Apply penalty manually by running batch process through utility menu

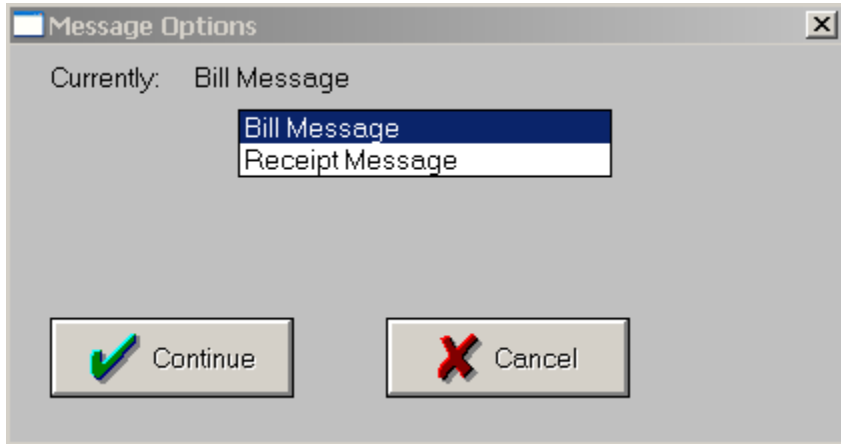
Batch Process Penalty Options

Auto Calc Penalty Options

Close

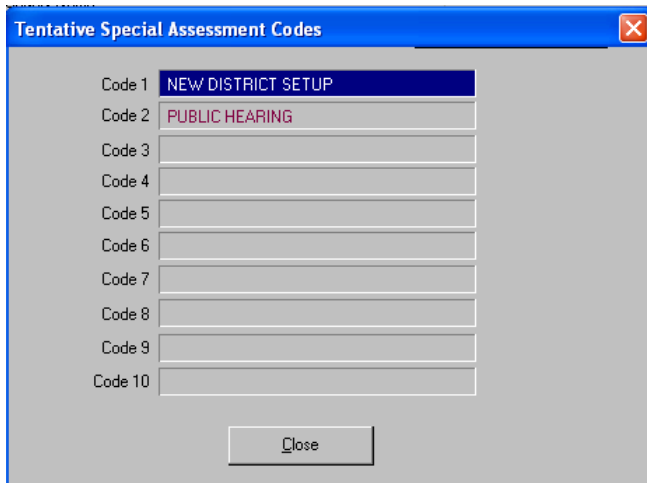
### *Spec Assessment Bill/Receipt Messages*

This area can be used to create default messages to be printed on the governmental unit's special assessment bills and receipts. It is possible to override that message for an individual special assessment district.



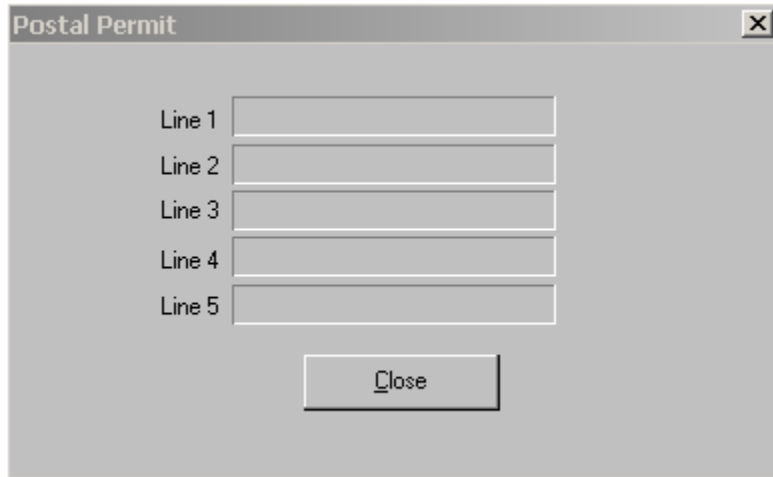
### *Tentative District Descriptions*

When establishing a new district, there are several steps needed before the first billing. This section of the program allows the user to create “major” steps to track where a new district may be in the process. The items entered here will be available for selection on the District Setup screen.



### Postal Permit Info

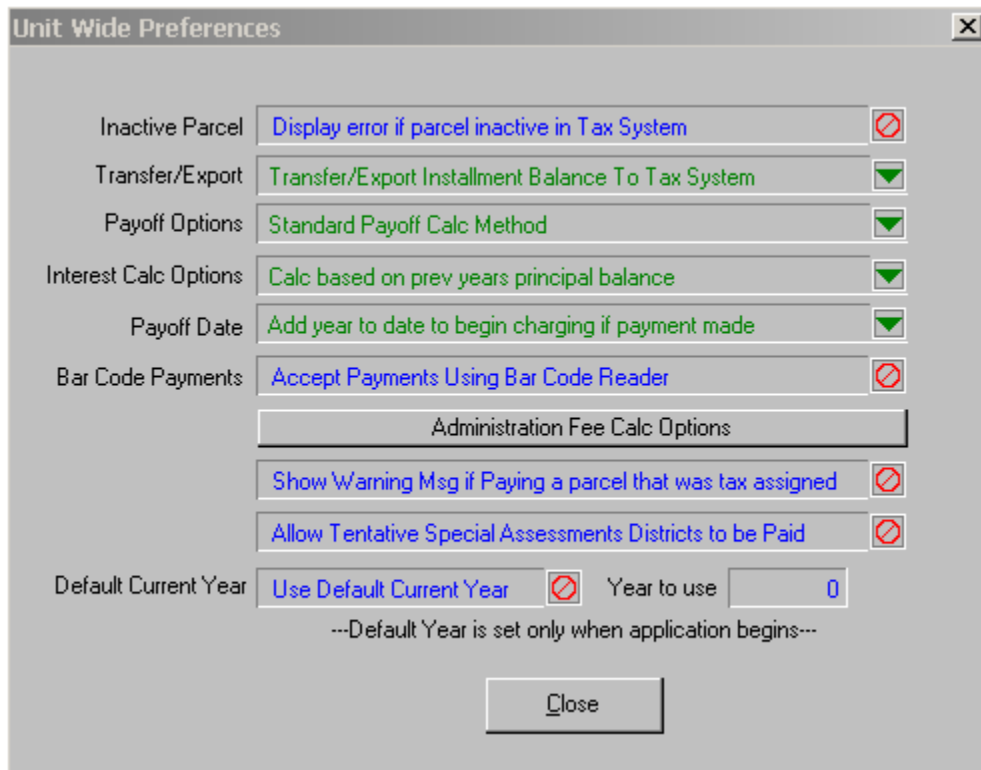
If the governmental unit prints their own tax bills, it is possible for them to enter their postal permit information here.



The 'Postal Permit' dialog box contains five text input fields labeled 'Line 1' through 'Line 5'. A 'Close' button is located at the bottom center of the dialog.

### Unit Wide Preferences

Each governmental unit may set up preferences that will affect various program behavior and calculations within that unit's districts.



The 'Unit Wide Preferences' dialog box contains several settings:

- Inactive Parcel:  Display error if parcel inactive in Tax System
- Transfer/Export:  Transfer/Export Installment Balance To Tax System
- Payoff Options:  Standard Payoff Calc Method
- Interest Calc Options:  Calc based on prev years principal balance
- Payoff Date:  Add year to date to begin charging if payment made
- Bar Code Payments:  Accept Payments Using Bar Code Reader
- Administration Fee Calc Options:  Show Warning Msg if Paying a parcel that was tax assigned
- Administration Fee Calc Options:  Allow Tentative Special Assessments Districts to be Paid
- Default Current Year:  Use Default Current Year  Year to use

--Default Year is set only when application begins--

A 'Close' button is located at the bottom center of the dialog.

## Unit Wide Preferences

- **Inactive Parcel:** Each unit has the option of receiving notification when accessing a parcel that has been made Inactive in the Tax System.
- **Transfer/Export:** When transferring installments to the Tax System, the unit has the option of transferring the full installment or only the unpaid balance of the installment. This option is very important for those users who bill and receipt into the Special Assessment System, prior to transferring unpaid installment balances to their tax rolls.\
- **Payoff Options:** This option should always be set to Standard Payoff Calc Method. It is used to address custom payoff calculations of other municipalities.
- **Interest Calc Options:** The setting of this option will determine how the current year installment interest will be calculated. The most common method here is to 'Calc based on prev. year's principal balance', which assumes that the basis for the current year interest calculation is based on the remaining principal balance after the previous year installment has been paid.
- **Payoff Date:** If 'Add year to date to begin charging if payment made', the default payoff calculation will assume that they payoff interest shall be calculated from the 'Month/Day to begin charging interest for payoff calculation' in the *previous year*. Most units of government choose the option 'Don't add year to date....'
- **Bar Code Payments:** When this option is checked, the user will have the ability to read and scan payments using a bar code scanner.
- **Administration Fee Calc Options:** This option allows for an administration fee to be calculated against all special assessment installments within that unit.
- **Show Warning Msg if Paying a Parcel that was tax assigned:** If this option is checked, a warning will be displayed if a user attempts to pay an installment that has already been transferred to the Tax System to be included on the tax roll.
- **Allow Tentative Special Assessment Districts to be Paid:** If this option is checked, payments may be accepted for districts that are still in the Tentative Status.
- **Default Current Year:** The default year does not apply in the case of a countywide system.

## ADDING A SPECIAL ASSESSMENT DISTRICT

Special Assessment districts are added in Unit Setup by entering data within the Special Assessment District Codes/Info screen.

Special Assessment District Codes/Info

You will receive the following window:

Special Assessment Information

Sp District Codes for Unit: E

Sp Assessment Code: 89010 Desc. 1: CRUMB-TRAILVIEW WATER EXT

Sp Assessment Name: CRUMB-TRAILVIEW Desc. 2:

Project Estimated Cost	49,225.05	* Information Only *
Project Actual Cost	0.00	* Information Only *
Govt Unit Share	0.00	* Information Only *
TaxPayers' Share	49,225.05	* Important *

Audit Trail

Attachments

Calculate

Misc. Miscellaneous Fields

APR Interest Rate: 7.7300000 Interest Method: Declining Balance

Months to Charge 1st Yr: 0 Payahead Options: Keep installment amount same

# of Years: 15 Comments:

Starting Year: 1989 Status: Paid Off

Due Date: 02/14/2001 If Tentative:

Month/Day to Begin Charging Interest For Payoff Calculation (MM/DD): 02/15

Override Unit Wide Penalty Setup

Hard Code Above Date  //

Close

To add a new special assessment district, click on the Add button at the top of the screen. Each new district will require a unique district code as well as a name for the district.

Add Special Assessment

Unit Id: E

Sp Assessment Code:

Name:

Continue Cancel

The screenshot shows a software window titled "Special Assessment Information". At the top, there are navigation icons (up, down, search, add, delete) and a "Sp District Codes for Unit" field with the value "E". Below this are fields for "Sp Assessment Code" (123456) and "Sp Assessment Name" (SAMPLE DISTRICT). There are also "Desc. 1" and "Desc. 2" fields. A central section contains four cost-related fields: "Project Estimated Cost" (0.00), "Project Actual Cost" (0.00), "Govt Unit Share" (0.00), and "TaxPayers' Share" (0.00), each with a label like "\* Information Only \*" or "\* Important \*". To the right of these are buttons for "Audit Trail", "Attachments", and "Calculate". Below this is a "Misc." tab labeled "Miscellaneous Fields". It contains fields for "APR Interest Rate" (0.0000000), "Interest Method" (Declining Balance), "Months to Charge 1st Yr" (0), "Payahead Options" (Keep installment amount same), "# of Years" (0), "Comments", "Starting Year" (0), "Status" (Active), and "Due Date" (//). There is also a field for "Month/Day to Begin Charging Interest For Payoff Calculation (MM/DD)" and a "Hard Code Above Date" checkbox (checked). At the bottom right is a "Close" button.

After the district has been created, the following fields should be addressed:

**Desc. 1/Desc. 2**

Use these two fields to enter a brief description of the current special assessment district

**Project Estimated cost – Information Only**

Enter the estimated cost to implement the special assessment.

**Project Actual Cost – Information Only**

Enter the actual cost to implement the special assessment. While this is informational only, it can be useful when calculating the taxpayers' share.

**Gov't Unit Share – Information Only**

Enter your unit's share of the cost. While this is informational only, it can be useful when calculating the taxpayers' share.

**Taxpayers' Share – Must Be Entered if you wish to allocate each individual parcel's special assessment using the program**

It is important to understand the value that will be entered in this field. This value will be the total cost of the special assessment, not the current parcel's share.

### **Miscellaneous Fields**

Press this button to open a window allowing you to enter a date of when a lien started (if any) and to override the bill message you entered in General Setup. Simply turn on the field labeled **Override Bill Msg** and open up the **Override Special Assessment Bill Message** button to receive a text editor. This message will appear on your special assessment bills.

### **APR Interest Rate**

Enter the Annual Percentage Rate that is to be applied to the current special assessment district. Make sure you enter a yearly interest rate; not a monthly interest rate.

### **Months to Charge 1<sup>ST</sup> Year**

If the current special assessment district was created, say, 10 months into the year, enter a **2** in this field. If you want to keep the first year interest-free, enter a **0** in this field. Available entries are from **0** to **12**.

### **# of Years**

Enter the number of years the current special assessment will be implemented. This field is very important to various calculations in this System, including both the Amortization Table and the Current Installment Amount.

### **Starting Year**

Enter the year you will start collecting for the current special assessment.

### **Due Date**

Enter the date the first installment for the current special assessment is due. This date will print on your special assessment bill.

### **Interest Method**

Choose from two different interest calculation methods: **Standard Commercial** and **Declining Balance**.

- **Standard Commercial:** Calculates interest similar to a mortgage on a home; the payments remain constant each year the special assessment is in effect.
- **Declining Balance:** Is the more popular of these two methods. Each year, the installment amount decreases. However, the amount of the payment that is allocated to the Principal remains constant; the amount allocated to the Interest decreases.

### Pay Ahead Options

Choose from three options: **Keep Installment Amount Same, Reduce Term of Assessment; Recalculate Installments Based on Principal Left;** and **Recalculate Interest Only Based on Principal Left.** The Pay-Ahead Options apply to the entire special assessment district; not the individual parcels.

- **Keep Installment Amount Same:** Means that the last year of the installment will be reduced to reflect the “pay-ahead”.
- **Recalculate Installments:** Applies the “pay-ahead” to the principal amount and recalculates future installments based on the new principal amount.
- **Recalculate Interest Only:** Applies the “pay-ahead” to the principal amount and recalculates only the interest owed based on the reduced principal amount.

### Comments

Use this field to enter a brief comment of the current special assessment.

### Status

Choose from **Active, Inactive, Tentative,** or **Paid Off.** If marked as Inactive, Tentative, or Paid Off, the special assessment district will not be transferred to the Equalizer Tax System.

### If Tentative

If the Status of the current special assessment district is Tentative, choose a Tentative Name in this field. The Tentative Names displayed are established on the General Setup screen.

### Month/Day to Begin charging Interest for Payoff Calculation

Enter the month and the day to begin charging interest for the payoff calculation. We will discuss this field further when we talk about the payoff calculation.

After the review of each of the items on the District Information screen, Press [**Esc**] or the **Close** button to return to the Parcel Data Window.

## ADDING PARCELS TO THE SPECIAL ASSESSMENT DISTRICT

After your District has been defined, you are ready to add parcels to the District. This can be done individually, using the Quick Entry Method or by importing a block of parcels from either the Equalizer Tax System or the Equalizer Assessing System. **Note:** *Adding parcels to a Special Assessment District is best done by linking the Special Assessment System to the Tax System (or the Assessing System). Establishing the link is found on the General Setup screen/Accessory Program.*

### *Adding an Individual Parcel*

While on the Parcel Info Screen, you can add an individual parcel by using the Add button. You will be asked to supply the parcel number and select the code for the new parcel.

The screenshot shows a dialog box titled "Add New Parcel". It contains a text box with the following text: "This Window allows you to add a Parcel to a Special Assessment District of your choosing. To add a new Special Assessment District, please go to Unit Setup and click Special Assessment District Codes/Setup. Then click Add." Below the text box are three input fields: "Unit Id" with a dropdown menu showing "E", "Parcel #" with an empty text box, and "Sp Assessment Code" with a dropdown menu. At the bottom are "Continue" and "Cancel" buttons.

Open the **Owner** button. When the Equalizer Special Assessment System is linked, the Name and Address data from either the Equalizer Tax System or the Equalizer Assessing System will be displayed.

### *Using the Quick Entry Method*

- From the **Utilities** menu, choose **Quick Entry of Parcels**
- Select the District from the list provided.
- Type the parcel numbers

### *Importing a Block of Parcels*

When adding a block of parcels, you must be linked to either the Equalizer Tax System or the Equalizer Assessing System. Oakland County's data will be linked to the Tax System.

- Open the Tax System and go to the Parcel Summary List and block the group of parcels you would like to import into the Special Assessment system.
- **Note:** *if the parcels you wish to Block are not sequential, use the **Mark** function in the Equalizer Tax System, then Index by Marked Parcel and create a Block of the Marked Parcels.*
- Return to the Special Assessment System

- From the **Utilities** menu choose **Import a Block of Parcels from another Equalizer Product**.
- Choose Import Block of Parcels from Equalizer Tax for Windows.
- Enter the Special Assessment District Code. The blocked records will be imported from the Tax System and join the Parcel Number already entered in the selected district.

### ADDING THE ORIGINAL ASSESSMENT TO THE PARCEL

Values may be added on a parcel-by-parcel basis by entering the original assessment amount to each parcel.

The screenshot displays the software interface for a parcel. At the top, there is a toolbar with icons for navigation and actions like Search, Print, Index, Add, Hist, Info, Inquiry, Audit, and Tools. Below the toolbar, the 'Special Assmnt Code' is 98071 and the 'Name' is PENNISULAR PARK. The 'APR Interest Rate' is 4.5000000 and the '# of Years' is 10. The 'Parcel #' is E -17-01-429-025, and the 'Owner' is SOUTHORN, ROBERT. The 'Assessment' is 3,483.60, which is circled in blue, and it is marked as 'ADJ'. The 'Status' is Active. There are buttons for 'Override Options', 'Amortization Table', 'Payoff Calculation', and 'Benefit Entry'. A table shows '(2009) Installment', '(2009) Payments', and '(2009) Balance', all with values of 0.00. A red message states '\*\* PARCEL COMPLETELY PAID \*\*'. A 'Multi-Year Snapshot' table shows 'Effective Assesmnt' as 3,483.60, 'Principal Payments' as 3,622.95, and 'Principal Balance' as -139.35.

Field	Value
Special Assmnt Code	98071
Name	PENNISULAR PARK
APR Interest Rate	4.5000000
# of Years	10
Parcel #	E -17-01-429-025
Owner	SOUTHORN, ROBERT
Assessment	3,483.60
Status	Active
(2009) Installment	0.00
(2009) Payments	0.00
(2009) Balance	0.00
Effective Assesmnt	3,483.60
Principal Payments	3,622.95
Principal Balance	-139.35

### BENEFIT ENTRY

Values may also be spread automatically to each parcel within the district based on Benefit. Press the **Benefit Entry** button. This window allows you to enter the data that will allocate the original assessment amount to the current parcel.

The screenshot shows a software window titled "Benefit Entry Area". At the top, there are two input fields: "Sp. Assessment Code" with the value "30005" and "Parcel #" with the value "Y -12-23-377-012". Below these is a paragraph of text: "The following fields are available to help you allocate the total district special assessment dollars to each of the constituent parcels. You can allocate the assessment by benefit unit, front feet, square footage, or lineal feet." The main area contains two columns of input fields. The left column has "Benefit Unit" (value: 1.0000000), "Front Feet" (value: 0.00), "Square Footage" (value: 0.00), "Lineal Feet" (value: 0.00), and "Set Number" (value: 0.0000000). The right column has a header "----- District Wide Rate to Use-----" followed by "Front Foot Rate" (value: 0.0000000), "Square Foot Rate" (value: 0.0000000), "Lineal Foot Rate" (value: 0.0000000), and "Set Number Rate" (value: 0.0000000). At the bottom left, there are two more fields: "Flat Benefit Amt to Add to Original Assessment" (value: 0.00) and "Label to use for Flat Benefit Amount" (empty). A "Close" button is located at the bottom center.

Enter the appropriate values in the fields available. Depending on the nature of the special assessment you are creating, you may choose to distribute the assessment to the parcels within the district based on five Benefit options. The Benefit units entered have a direct effect on how the District total is spread to the parcels in the district.

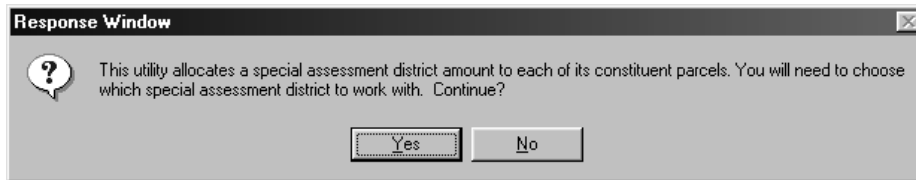
### Benefit Fields Report

After entering Benefit Units for each parcel in the District, run the **Benefit Fields Report**. This report is found under the **Standard Reports** selection from the **Reports** menu. This report will list all parcels in the district and the benefit that has been entered. Verify the totals, as this will affect the calculation of the assessment on each parcel.

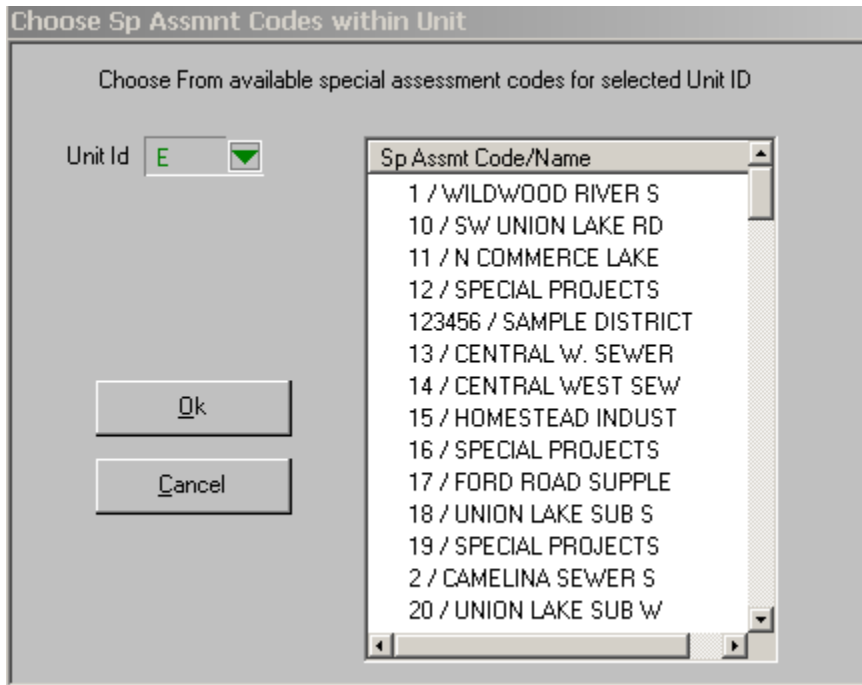
Parcel No.	Assessment District	Benefit Unit	Front Feet	Square Footage	Lineal Feet
03-01-001-001	102 (DRAIN SAMPL	1.0000000	50.00	20.00	0.00
03-02-002-002	102 (DRAIN SAMPL	1.0000000	100.00	15.00	0.00
03-06-006-006	102 (DRAIN SAMPL	1.0000000	35.00	22.00	0.00
03-07-007-007	102 (DRAIN SAMPL	1.0000000	100.00	10.00	0.00
Totals....	4 Parcels	4.0000000	285.00	67.00	0.00

### ALLOCATING SPECIAL ASSESSMENT AMOUNTS BASED ON BENEFIT

Open the Utilities Menu and choose **Allocate Special Assessment Amount to Each Parcel within District**. You will receive the following prompt:



Answer yes to the prompt and select the appropriate district from the list displayed.



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The program will have you verify the allocation process before continuing. You will receive a warning that the allocated amount will wipe out any original assessment amount. **This process should only be used when setting up an initial district. It is designed to calculate original assessments only.**

*Running the Special Assessment Roll*

To verify all original assessments for the parcels in the District, run the *Special Assessment Roll*.

- From the **Report** menu, choose **Rolls**
- Select **Standard Roll**
- Select **Special Assessment District** as the Population and choose the district name from the list provided.
- Review **Report Options** and run the report.

Answer yes to the prompt and select the appropriate district from the list displayed.

01/12/2009 06:42 pm	SPECIAL ASSESSMENT ROLL FOR TOWNSHIP OF COMMERCE ROLL FOR YEAR 2008 POPULATION: SPECIAL ASSESSMENT DISTRICT: 47	PAGE 1
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Sp. District Heading	Parcel # Owner	Principal Admin Fee	Interest Penalty	Addtl Penlty Cert Fee	Total Installment	Prin Bal Payoff Int	Total Payoff
47 SPECIAL PROJECTS	E -17-01-227-012 LAWRIE, BETTY M	1,291.80 0.00	0.00		1,291.80	11,626.20 435.98	12,062.18
47 SPECIAL PROJECTS	E -17-01-303-011 KOS, SCOTT	780.05 0.00	0.00		780.05	7,020.41 263.27	7,283.68
47 SPECIAL PROJECTS	E -17-01-303-013 MESMAN, JOEL	780.05 0.00	0.00		780.05	7,020.41 263.27	7,283.68
47 SPECIAL PROJECTS	E -17-01-426-008 WATKINS, BELINDA	1,548.30 0.00	0.00		1,548.30	13,934.65 522.55	14,457.20
47 SPECIAL PROJECTS	E -17-08-153-010 WAGNER, DANIEL	1,240.23 0.00	0.00		1,240.23	11,162.09 418.58	11,580.67
47 SPECIAL PROJECTS	E -17-10-351-007 CRESWELL, JANIS	1,314.38 0.00	0.00		1,314.38	11,829.45 443.60	12,273.05

## CALCULATING CURRENT YEAR INSTALLMENTS

After the special assessment amounts have been allocated to all parcels within the district, the current year installment amount for each of the parcels can be calculated.

- From the Utilities Menu and choose **Calculate Current Year Installments**.
- Select the **Choose Special Assessment** option and select the district to calculate.

The program calculates a current year installment amount for each of the parcels in this district.

The total installment amount is viewable from the Parcel Info screen.

Installment # 9	
(2008) Installment	604.95
(2008) Payments	604.95
(2008) Balance	0.00

For a printable, detailed breakdown of current year installment, hit enter on the installment button.

Installment Information	
INSTALLMENT INFORMATION	
PRINCIPAL . . . :	546.77
INTEREST . . . . :	58.18
ADMIN FEE . . . :	0.00
INSTALLMENT . . :	604.95
PENALTY INFORMATION	
PENALTY . . . . :	0.00
ADDTL PENLTY :	0.00
TOT PENALTY . . :	0.00
CERTIFICATION FEE	
CERT FEE . . . . :	0.00
TOTAL-----> :	604.95

EQUALIZER SYSTEM TRAINING MANUAL  
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*Current Year Installment Report*

To verify the installment amounts for the parcels in the District, run the **Current Year Installment Report**.

- From the **Report** menu, choose **Standard Reports**
- Select **Current Year Installment Report**
- Select **Special Assessment District** as the Population and choose the district name from the list provided.
- Review **Report Options** and run the report.

01/12/2009  
07:00 pm

CURRENT YEAR INSTALLMENT REPORT FOR TOWNSHIP OF COMMERCE  
INSTALLMENTS AND PAYMENTS FOR 2008  
POPULATION: SPECIAL ASSESSMENT DISTRICT: 47

PAGE 1

Sp. Assessment	Parcel #	Name	2008 Installment	2008 Payments	2008 Balance Due	Last Pmt Date
47 (SPECIAL PROJECTS)	E -17-01-227-012	LAWRIE, BETTY M	1,291.80	1,291.80	0.00	05/14/2008
47 (SPECIAL PROJECTS)	E -17-01-303-011	KOS, SCOTT	780.05	780.05	0.00	05/14/2008
47 (SPECIAL PROJECTS)	E -17-01-303-013	MESMAN, JOEL	780.05	897.13	0.00	10/08/2008
47 (SPECIAL PROJECTS)	E -17-01-426-008	WATKINS, BELINDA	1,548.30	1,780.70	0.00	10/08/2008
47 (SPECIAL PROJECTS)	E -17-08-153-010	WAGNER, DANIEL	1,240.23	1,240.23	0.00	04/29/2008
47 (SPECIAL PROJECTS)	E -17-10-351-007	CRESWELL, JANIS	1,314.38	1,314.38	0.00	05/08/2008
47 (SPECIAL PROJECTS)	E -17-11-430-012	CURRAN, RICHARD	1,340.79	1,350.00	0.00	05/14/2008
47 (SPECIAL PROJECTS)	E -17-11-451-005	RENDI, ANTHONY J JR	1,218.10	1,400.94	0.00	10/08/2008
47 (SPECIAL PROJECTS)	E -17-12-351-008	GAUDETTE, JOSEPH	1,371.46	1,577.32	0.00	10/08/2008
47 (SPECIAL PROJECTS)	E -17-12-452-002	BYRNE, PATRICK F	1,550.99	1,783.79	0.00	10/08/2008
47 (SPECIAL PROJECTS)	E -17-12-452-003	HILL, DAVID T	1,550.99	1,783.79	0.00	10/08/2008
47 (SPECIAL PROJECTS)	E -17-13-400-019	DFR PROPERTIES LLC	1,168.10	1,168.10	0.00	05/13/2008
47 (SPECIAL PROJECTS)	E -17-28-452-008	YONO, FAIZ	1,383.93	1,383.93	0.00	04/03/2008
Totals....	13 Parcels		16,539.17	17,752.16	0.00	

## ADJUST ASSESSMENT AMOUNT

Select the **Adj** button to make adjustments to the current parcel. This button appears to the right of the **Assessment** field.

Assessment 5,592.28 **ADJ**

Pressing this button opens the following window:

Adjust Assessment Amount

Original Assessment 3600.00

Adjust Assessment?

Adjusted Value 0.00

Value to use For Installment Calculation 0.00

Date of Adjstmnt / /

Reason

Other Info

Continue Cancel

### Original Assessment

Displays the current assessment of the parcel you are working on. You cannot edit this field.

### Adjust Assessment?

Turn this field on if you want to adjust the assessment. If this field is turned on, and you turn it off, the program will have you verify this step before continuing.

### Adjusted Value

Frequently, it is necessary to adjust the special assessment amount when creating a split or combination. Enter the revised value in this cell. You will have the option to use a different value for the calculation of the installments in the next cell.

### Value to use for Installment Calculation

If you are adjusting the value, enter the value you would like to use for the calculation of the installments.

### Date of Adjustment

Enter the date you are making the adjustment.

### Reason/Other Info

Enter the adjustment/Other Info reason

When you are finished entering the adjustment information, press the **Continue** button to accept the adjustment. You will return to the Parcel Data Window. If an adjustment was made to the current parcel's assessment, the **ADJ** button will **display an asterisk**.

## SPLITS AND PARCEL OVERRIDE OPTIONS

In conjunction with the Adjust Assessment Amount option, it is sometimes necessary to override specific options for an individual parcel. These modifications affect only the parcel on which the override was made. It is often necessary to modify these options when making adjustments for splits and combinations.

The following fields are designed to allow you to override various district wide options on a per parcel basis. You can override:

**Place Check here to override following 4 fields**

Override APR Interest: 0.0000000  
Months to Charge First Year: 0  
Override # of Years: 3  
Override Starting Year: 0

Override Info for Payoff Calc

Override Calculated Principal and Interest

Override Installment Principal: **Place Check here to override current installment principal**  
Override Principal Amt: 0.00

Override Installment Interest: **Place Check here to override current installment interest**  
Override Interest Amt: 0.00

Override Penalties

Override Penalty Flag: **Place Check here to override penalty**  
Override Penalty Amt: 0.00

Override Addtl Penlty Flag: **Place Check Here to override Addtl Penlty**  
Override Addtl Penlty Amt: 0.00

Close

### District Override Options

It is sometimes necessary to override options from the District Setup screen, such as the remaining number of years in a district and the starting year, when adding a new parcel due to a split or combination. If this is the case, you must check 'Place Check her to override following 4 fields' before you will be allowed access to them.

### **Override Calculated Principal and Interest**

These two cells will allow the user to override the principal and/or interest amount for the current year installment only. These changes are sometimes necessary for balancing purposes, and will not affect future installments.

### **Override Penalties**

In this area, the user may change the calculated amount of any late penalty or interest charge that has been applied to the current year installment.

## ACCEPTING INSTALLMENT PAYMENTS

The Apply Payments screen can be accessed from the Parcel Info Window by clicking on the **Payments** button or by choosing **Apply Payments** from the Navigation Tree.

Accepting payments is impacted by the settings you have established in the **Receipt Options** window, located in the Unit Setup window. It's a good idea to review the Receipt Options setup prior to accepting payments.

	Amt	Posting Date	Batch No.	Receipt No.	Check No.	Details
1	604.95	09/14/2008	C12J208	00000806		Details ▼
2	0.00	//				Details ▼
3	0.00	//				Details ▼
4	0.00	//				Details ▼
5	0.00	//				Details ▼
6	0.00	//				Details ▼
7	0.00	//				Details ▼
8	0.00	//				Details ▼
9	0.00	//				Details ▼
10	0.00	//				Details ▼
604.95		<--- Total				

**Accepting a Full Installment:** click the **Add** button to accept the full installment amount. If an amount greater or less than the full payment is being accepted, that payment amount can simply be entered into the first available line. All payment information will impact the balance amount for the current installments.

Press the **Details** button for the corresponding payment line view and/or enter additional information about that payment. From this screen, the spread of the payment can also be viewed.

Principal	546.77	Cashier	
Interest	58.18	Paid By	RICHARD W
Admin Fee	0.00	Actual Date	07/28/2008
Penalty	0.00	Posting Date	07/28/2008
Extra Interest	0.00	Interest Date	07/28/2008
Certification Fee	0.00		
Amt Paid	604.95		

Comments:

Close

Press the **Down Arrow** button to either reverse or delete the current payment. This may also be done using the command buttons at the top of the screen.

### Deleting Payments

It is not recommended that you delete a payment unless it was a clerical error. It is better to reverse the payment to provide an accurate audit trail. Deleting payments can only be done by a Oakland County BSA Administrator.

### Reversing Payments

Position cursor on the payment line you wish to reverse and click the **Rev** button. The amount will appear as a negative and if the Spread is reviewed, each bucket will also have a negative amount.

All transactions entered into the Apply Payments will be reflected in the Parcel Info Screen

Installment # 9

(2008) Installment	604.95
(2008) Payments	604.95
(2008) Balance	0.00

Payoff Calculation:

Benefit Entry:

Comments:

Miscellaneous Fields:

**\*\* 2008 INSTALLMENT PAID \*\***

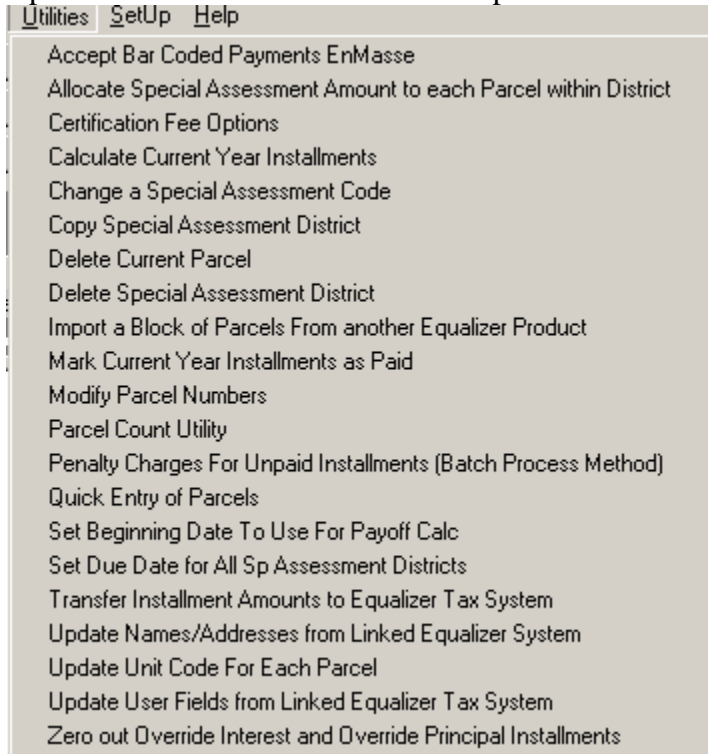
Multi-Year Snapshot

Effective Assessmnt	5,467.70
Principal Payments	4,920.93
Principal Balance	546.77

Notice that the Current Year Installment balance reflects the payment made, as does the remaining Principal Balance. A message above the Multi-Year Snapshot screen also that the current year installment has been paid.

## SPECIAL ASSESSMENT UTILITIES

Open the Utilities Menu to view the Special Assessment System Utilities.



### **Accept Bar Coded Payments En-Masse**

Like the Tax System, this utility allows the user to scan multiple payments at one time, giving them the option of reviewing the totals and modifying payments prior to accepting them.

### **Allocate Special Assessment Amount to Each Parcel within District**

This utility allows you to allocate a portion of a special assessment district's total assessment amount to the parcels within that district based on the benefit entry for each parcel.

### **Certification Fee Options**

If unpaid installments are going to be reassessed, this utility allows for the calculation of the certification fee on unpaid balances.

### **Calculate Current Year Installments**

The Assessment on the Parcel Info screen is their total obligation, not their installment. This utility calculates the yearly installment. Before you can calculate the installment, you must have first determined the APR Rate (annual percentage rate of interest), the Number of Years, and the Interest Calculation method within the District Setup. When these steps have been completed, you can run this utility. This utility can be run for a number of special assessment districts at once, for one particular district, or for the current parcel.

### **Change a Special Assessment Code**

This utility lets you change the code of a special assessment district. Once you've entered the new code number, you will be asked to verify this before continuing.

### **Copy Special Assessment District**

This utility lets you copy the information from one of your special assessment districts to the current special assessment district. This includes any parcels attached to the special assessment district you choose. You will be asked if you would like to copy any payment information as well.

### **Delete Current Parcel**

This utility will allow you to delete a parcel from the current special assessment district.

### **Delete Special Assessment District**

This utility will allow you to delete a special assessment district. This utility will also delete all parcels and payments tied to the special assessment district.

### **Import a Block of Parcels from Another Equalizer Product**

You must be linked to the Equalizer Tax System in order to run this utility. Once the block has been set in your Equalizer Tax System (or your Equalizer Assessing System), run this utility to bring that block of parcels into the Special Assessment System. You will be prompted for the special assessment district to assign the imported parcels to.

### **Mark Current Year Installments as Paid**

This utility marks all parcels within the district you choose as paid for the current year installment. If you are mass accepting payments for the current tax year, and today's date is beyond March 1<sup>st</sup> of the following year, you should change the system date to March 1<sup>st</sup> or earlier of the following year.

### **Modify Parcel Numbers**

Choose this utility to change the structure of your parcel numbers, such as adding or removing prefixes, or replacing dashes with spaces and vice versa. This Utility affects all parcels in your database.

### **Parcel Count Utility**

This utility will count all parcels for the population you specify. You may choose to count all parcels in your database, or all parcels within the special assessment district you choose.

### **Penalty Charges for Unpaid Installments**

This utility will allow you to add a penalty charge to the population of parcels you specify using the 'batch method'. This is not necessary if you have setup your unit to calculate penalty and/or late interest automatically. You may also choose to "zero out" the penalty charge you applied.

### **Quick Entry of Parcels**

This utility allows you add a number of parcels quickly by entering parcel numbers one after the other. It's quicker than pressing the **Add** button on the Parcel Data Window and adding parcel records that way.

### **Set Beginning Date to Use for Payoff Calculations**

This option allows you to set the Beginning Payoff Calculation Date to the same date for all districts.

### **Set Due Date for all Special Assessment Districts**

This option allows the user to set a standardized Due Date for all districts within their unit.

### **Transfer Installment Amounts to Equalizer Tax System**

If you are linked to the Equalizer Tax System, this utility allows you to transfer current year installments for the population of parcels you choose to the Equalizer Tax System. This is typically run for districts that have unpaid installments that are going to be reassessed to the tax bill. You will have the option of importing into any of the available tax seasons.

Based on the option you have selected under **User Preferences**, the program will either transfer any outstanding balances owed or the initial installment. When the import is finished, the program will ask you if you want to print a report showing the import results. If you choose **Yes**, you will receive the report setup window for that report.

### **Update Names/Addresses from Linked Equalizer System**

If you are linked to either the Equalizer Tax System or the Equalizer Assessing/Equalization System, this utility will update all name and address information in your Special Assessment System.

### **Update Unit Code for Each Parcel**

This utility writes the appropriate Unit Code to each parcel in the selected population.

### **Update User Fields from Linked Equalizer Tax System**

This utility allows the user to import the contents of the User Num Index, User Alpha 1 and User Alpha 2 fields from the Tax System into the corresponding fields in the Special Assessment System.

### **Zero Out Override Interest and Override Principal Installments**

If you had overridden the principal and interest amounts for a particular group of parcels, this utility will “zero-out” those override amounts.

## SPECIAL ASSESSMENT REPORTS

### **Amortization Table Report**

This report prints the Amortization Table for the population selected.

### **Audit Trail Report**

This report will produce a list of all changes that have been made for the population selected. The changes will be broken down by type of change, and include the user and date of the change.

### **Benefit Fields Report**

This report prints the information in the Benefit Entry Area for the population you specify.

### **Current Year Installment Report**

This report generates current year installment information for the population you specify.

### **Inactive Parcels Report**

This report lists all parcels that have a Status of Inactive.

### **List All Payoffs for Current Year**

This report lists all taxpayers who have paid off their special assessment, based on the population you specify.

### **Mailing Labels**

This will print mailing labels for the property (ies) you specify.

### **Parcel Balance Report**

This report shows the parcel number, special assessment district, original assessment and installment payment information.

### **Parcels with Override Values**

This report will list all parcels with override values for the population you specify.

### **Payment History**

This report will list the payment history for the population of parcels you specify.

### **Payment Schedule Report**

This report will print the payment schedule for the population of parcels you specify.

### **Projected Installments Report**

This report will print a list of the projected yearly installment for the year that you specify. These installments will be broken down by Current Principal and Interest, Interest remaining and other relative fields.

### **Special Assessment District List**

This report lists all of your special assessment districts, regardless of the population you specify.

**Special Assessment District Totals**

This report will show # of Years, Interest Rate, Start Year, Total Assessment Amount, and will show payment information for your districts.

**Special Assessment Info (Detailed)**

This report will only run for the current parcel and will detail the special assessment information.

**Standard Report Template**

Brings you into an area where you can design your own report.

**Transferred to Tax Report**

This report displays all current year installment balances that have been transferred to the tax system to be added to the tax bill. Both individual parcel information as well as District totals will be printed on the report.

**District-Wide Receipt Recap**

This report will show the special assessment name, Total and Current: Principal, Administration Fee, Interest, and Penalty (if any). It will show the total and current amounts paid. The Report Options area of this report has you enter a range of dates you would like to run the report for. The range of dates must be within the Current Year.

**Receipts Register**

Similar to the District-Wide Receipt Register, this report also shows the individual parcel information for the population you specify.