Banyon Data Systems
WINDOWS PROPERTY TAX SOFTWARE
800-229-1130

sales@banyoncom

WELCOME

Banyon Data Systems, Inc. (BDS) is pleased to provide you with the enclosed information describing the features and operation of the Windows Property Tax software program. The following explains the major software features, company profile, and support policy.

This document contains four important sections:

- **Introduction and Summary**
- **WinTAX Screens, Setup and Procedures**

All Banyon Data Systems software was developed to meet the requirements of those customers desiring software to run efficiently and effectively within the Windows 98 and higher operating systems. After 15 years of development on the BDS DOS software, it seemed only natural that BDS would create its Windows version with many featured-packed ingredients that public organizations have been hoping to find in a fully integrated package. Now, our company is over 20 years old and has over 900 installations nationwide.

Although the material you review is important, more can be gained and understood from an on site demonstration, or phone discussions with other BDS customers. You may even choose to visit to our World Wide Web site on the Internet (www.banyon.com) and review our Home Page that contains many informative items about our company and software.

Please contact BDS at **(800) 229-1130** for more information or to talk about detail features with one of our sales consultants or programmers.

Please note that pricing information is provided separately in a BDS proposal and is available upon your request.

Thank you for considering **Banyon Data Systems** as your software vendor. We will make every effort to ensure your complete satisfaction.

Sincerely,

BANYON DATA SYSTEMS, INC.
Parkway Place
101 W. Burnsville Parkway
Burnsville, MN 55337

INTRODUCTION AND SUMMARY

COMPANY STATEMENT

Banyon Data Systems, Inc. (BDS) is a leading vendor of automated software systems for public organizations.

Established in 1981, BDS has become a leading force in the design, development, and support of hardware and software solutions for municipalities. Over the past 20 years, the number of BDS software installations has grown to over 900 nationwide. This extraordinary growth in this marketplace reflects an emphasis on understanding and responding to customer's on-going needs. Our dedicated staff of programmers, trainers, support technicians, and salespeople are here to help you. Our company considers customer service to be the single highest priority.

Unlike the approaches of many companies that acquire software packages from the private sector and modify them, BDS software was developed specifically in response to our customers' unique requirements and suggestions from accountants and auditors. Another key principle of the product development strategy has been the creation of a 'family' of software products - products that integrate and meet the full range of your organization's software needs.

Each year our software has been updated to meet the changing needs of our customers and other state and federal mandates. BDS is committed to developing and delivering enhanced software products that continue to meet the needs of our customers, as well as to grow with customers' needs well into the future.

BDS also maintains a dedicated full-time development and support staff.

SUPPORT POLICY (General)

Software support is available to BDS customers in the form of an Annual Support Agreement. For those cities subscribing to this agreement, software support begins at the moment BDS training staff completes training and leaves the customer's site. In addition to unlimited telephone access, BDS' Annual Support Agreement also provides for modem support, software updates, and quarterly newsletters.

With its strong dedication to product quality and timely support, BDS has made staffing provisions to ensure customers access to support personnel during critical installation and start-up periods. In fact, several front-line support people have been added recently in response to a growing customer base, precisely in order to assure the availability of support and consistency of response times. All support staff members have extensive experience with customer support as well as software operation in their areas of specialty.

Software support is available weekdays during the hours of 8AM - 5PM (Central Time). Eighty percent of support queries are handled on the inbound call; the remaining twenty percent receive return calls within 15 minutes to 1 hour. Response to support queries is generally offered within 1 hour. BDS takes a ***shared responsibilities*** approach to customer support; employees are cross-trained on application support to ensure that support people are always available for customer inquiries.

BDS Annual Support Agreement only includes BDS software, including core programs and modules. Support on your operating system, and all other programs must be provided by the software manufacturer or sales vendor. The same is true for hardware systems.

TRAINING POLICY (Recommended)

BDS considers training to be a pivotal element of any successful software installation. Accordingly, BDS chooses only the most experienced personnel to conduct training seminars. All BDS trainers have conducted hundreds of sessions, and have themselves personally set-up hundreds of successful installations. Training components include software orientation, application set-up, daily and periodic software operations, and orientation to documentation and support.

Two days of training is recommended for each core software application although one day may suffice under certain conditions. A maximum of 3 people is permitted during any one training session. Generally, a discount is applied if training on multiple software products can be grouped together during the same BDS visit. However, it is recommended that Utility Billing, Special Assessments and Permits and Licensing software be given separate training session days and visits.

Supplemental or additional training is available to any BDS customer. BDS would encourage those customers with staff changes or new staff members to acquire the supplemental training. Supplemental training is charged to the customer based on days of training and travel expenses incurred.

Windows PROPERTY TAX Software

Installation

The installation of this software is handled by a unique password obtained from Banyon Data Systems, Inc.

You do not need to have the other core software programs from BDS to operate this software.

However, you may want to use the BDS Point-of-Sale (POS) software to enter your property tax receipts. This feature has been added to the POS software application and is an easy way for multiple computer stations to handle and process tax payments.

All BDS software programs are installed to a folder named \BDSWIN. This folder must be located on the station(s) entering or updating voter registration information. The data may be located on a Server Computer if multiple stations are to access the database.

PASSWORD ENTRY SCREEN

This screen prompts you to enter your user-defined password to access the WinTax software application. The password(s) should be created by a business office manager or supervisor and should be created for each computer station using the WinTax software application. Remember, your organization is responsible for securing the user passwords. Write them down and put them in a safe place.
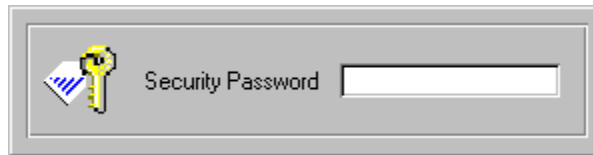
NOTE: YOUR DEFAULT PASSWORD IS "BDS" OR "bds". Please do not delete this password. You may add a password to and a unique user id. Contact BDS for assistance.

Setup Procedures

Setting up the Property Tax software is easy to do and allows user-defined entry of the tax calculations, rates, and penalty values.

Before you enter your entity's specific setting you should check to make sure that your entity information is correct. To do so, simply click on the top menu bar Tools option and select the Setup Options item and click on Entity Information. Add or correct your address, phone, zip and phone number and close the Window to save.

Next, the real setup begins. To start, click on the top menu bar Tools option and select Setup Options. Then, start entering your Descriptions, mill rates and homestead percentages if applicable. Next complete the other tab items including District/Class, Penalty/Interest, Receipt Distribution, Template and Billing information.

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DISTRICTS/CLASSIFACATION

If you use Districts or Sections for billing purposes then enter those physical/geographical designations. You may also want to enter classifications that typically become described as per a property's land use.

PENALTY/INTEREST

Penalty and Interest entries are only used if your entity uses the same. Enter the value in percentages for each month. You may also choose to have the Penalty ran at the time of receipt entry, during the Year-End processing or manually calculate on your own schedule.

RECEIPT DISTRIBUTION

Receipt distribution tells the computer that when the receipt are posted and transferred to the accounting program, the monies will be added to specific revenue or general ledger account(s) found in the BDS Windows Fund Accounting software.

If you have the BDS Windows Fund Accounting software (WinFund) application then you can search (using binoculars) for the location of the program (example: \BDSWIN\BDSfundD.mdb). For each Description entered you can have an account code.

TEMPLATE

This tab allows you to enter the property ID code structure. Use upper case "A"'s for the masking and use dashes between segments or dimensions.

The template feature allows you to automatically add the account setup when creating a new property record. Select the items that you want to activate when building a new property.

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BILLING

Finally, the Billing setup tab will allow you to enter your beginning tax year, what form to be used. Check with BDS for billing form types and the Delinquent Tax notices available.

Also, enter your due dates and remember that the total due is divided equally when 2 dates are entered.

ADDING CUSTOMERS AND PROPERTIES

CUSTOMER/OWNER

If you are building your customers and properties manually you will want to start with the Customer/Owner information. To access the Customer/Owner Window click on View and click on Customer/Owner menu option. To add, click on the arrow/asterisk and complete the fields as needed. A Owner ID is required.

Create or add an Owner ID (BDS will add ID by default) and enter the customer information including name, address, city, state, zip, and other essential information. Remember that you are entering the Owner or Payor information and not necessarily the property address.

As you can see above the tabs on this Windows will also allow you to inquiry on a Customer/Owner Property owned, Current Tax Due and Payment History as this information is entered and updated.

PROPERTY

Next, you need to add your properties with all the essential information to successfully perform a property tax calculation.

To access the Property Window, click on the View menu option and then click on the Property menu option.

OWNER/PAYOR

A Tax ID will be added as you add a new property. You then complete the essential information and attach an Owner and Payor to the property on the Owner/Payor tab.

TAX CALCULATION

Complete the Tax Calculation fields if you are not using the automataic Template option. You must indicate by a box check mark if the property is homesteaded, if penalty applies and if a interest calculation is allowed.

PAYMENT DUE

As your data builds over time you will want to view or inquiry about Payment Due which includes past due current amount, plus a summary 3 year and beyond past due amount(s) listing.

PAYMENT HISTORY

Payment history will continue to build as you use the system and may be quickly viewed.

<u>MISCELLANEOUS</u>

The fields in this Window allow you to enter mortgage information. Information here is optionally and includes the mortgage code and account number.

IMPORTANT NOTE

If you need to edit a Customer/Owner or Property record you may do so, but be careful to edit with accuracy. You may also delete an Owner or Property using the red "X" icon located on the upper bar of the record Window. Again! be cautious and careful!

CALCULATE

With all the affected Customer/Owners and Properties entered you will be ready to calculate the billing.

To do so, you will need to first do a backup of your data. To make a backup click on the Tools menu option on the top menu bar and then select and click the Backup/Restore option.
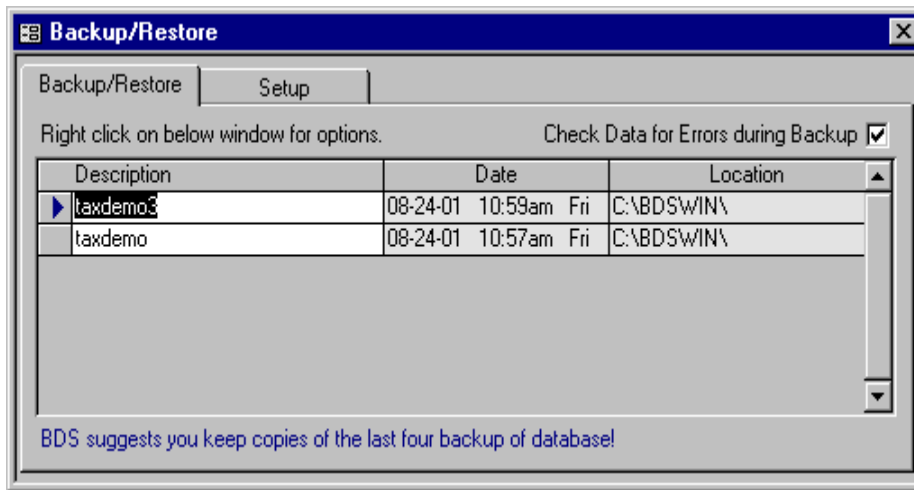
Next click on the Setup tab to assign the path or location of where the backups will be stored. Then click on the Backup/Restore tab and right click on the arrow to the left of the backup description and select and click on Create New Backup. Follow the prompts and close the Window when the backup is complete.

We recommend that you keep 3-4 backups and rotate the same on a regular basis.

As part of the Calculation process you will be prompted to make a backup. We recommend you respond with a YES and follow the backup procedures.
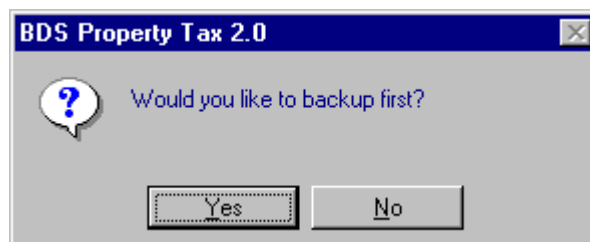
Now you are ready to Calculate Taxes. To do so, click on the View menu option on the top menu bar and select Periodic Processing and click on Calculate Annual Tax.

To calculate tax you must have all receipts posted and year-end processing completed. Year-end processing must be done to move unpaid balances to the previous tax year and update the property payment history.

If the receipts have been posted and year end complete the system will calculate taxes and prompt when finished.

BDS Property Tax 2.0

Tax Calculation Completed Successfully.

OK
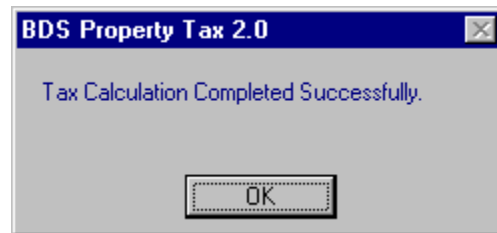
BILL STATEMENTS

After the tax calculation, you can print your tax statements. To do so, you need to click the View menu option on the top menu bar and select the Special Reports menu option and click on Tax Statements.

Select your form **(SEE SAMPLE FORMS AT BACK OF DOCUMENT)** to be used and then select all or partial run of statements. If you need to have a special message then use the Message to Tax Payor box to enter your unique message.
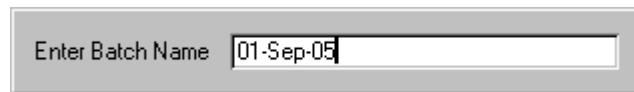

IMPORTANT NOTE

      If you need a customized tax statement or late notice please contact BDS.

RECEIPT ENTRY

To enter your tax payments you will do so within batches which may be created and posted on a hourly, daily or weekly basis.
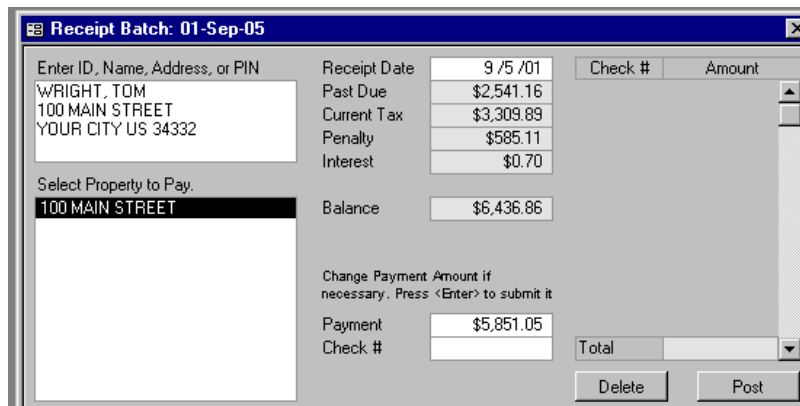
To enter a payment click on the View menu option on the top menu bar and select the Receipts option and click on Create New Batch. You should know that as you create multiple batches or keep a batch open for entry at a later time the name of the batch will also appear on this menu.

Having selected Create New Batch you will be prompted to enter or retain the batch name shown. Do not create batches with the same name.

Next, you may access the Customer/Owner by entering the ID, Name Address or PIN.

To add the payment press the Enter Key on the payment amount field and it will be automatically added to the total field and you will be prompted for a check number.

Press Enter Key again to accept the payment.

If you made an incorrect entry simply press the Delete button. IF okay, then enter a new Customer/Owner and enter the other payments.

IMPORTANT NOTE

Use BDS Point of-Sale (POS) software to enter your Property Tax payments. Contact BDS for more information on the POS system.

Posting the Batch

To post a batch of receipts click on the Post button in the lower right-hand corner of the Window.
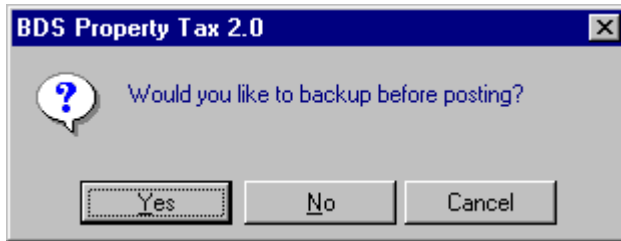
You will then be prompted to backup your data. This is a real good idea and we highly recommend you do the backup.

After your backup is finished the program will post the receipts and advise as to the procedures success.
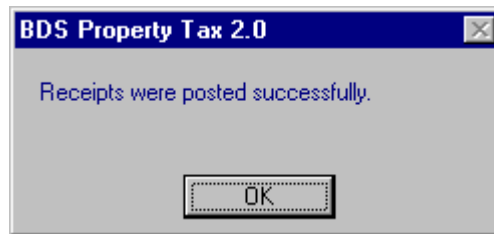
PENALTY CALCULATION

At some point in the tax payment process you will probably be adding penalty or interest the property tax customer/owner.

IMPORTANT NOTE

Remember that all batches must be posted before a penalty calculation is performed.

To do so, you click on the View menu option on the top menu bar and select Periodic Processing and click on Calculate Penalty/Interest.

Next, select the schedule you want to use for the calculation and then click on the Calculate button.
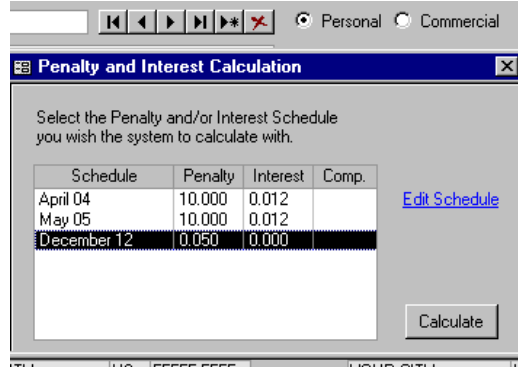
If you need to edit the schedule because of changes in penalty or interest percentages then click on the Edit Schedule item underscored in blue letters.

When the Calculate button is clicked you are again asked to perform and backup. Again we recommend a backup before any calculation.
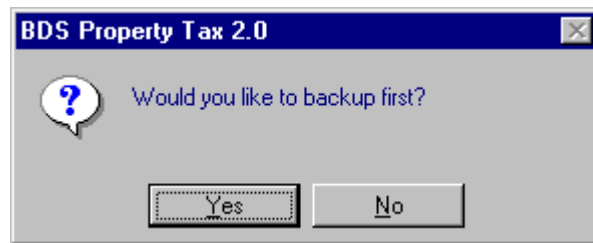
When the calculation is completed the following message will appear.
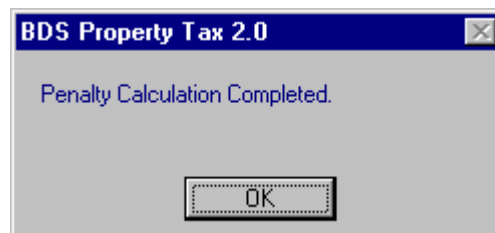
YEAR-END PROCESSING

To calculate a new tax year you must run the End of Year procedure. This will also advance your system to the next year date.

To run Year-end you click on the View menu options on the top menu bar. Next, select Periodic Processing and click on Year-End Processing. Again you will be prompted to do a backup. We strongly advise that you do this backup.
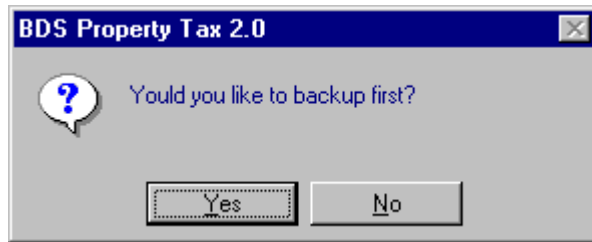
When backup is finished you will be notified of the year end success and will be notified of the new tax year and asked if you want to calculate it. If you have not already calculated the new tax year please do so.

SAMPLE FORMS

Standard Tax Statement

Property Tax Bill - 2001

Make check payable to:

YOUR ENTITY NAME
FOR PAYMENT HERE

Property:

WRIGHT, TOM
100 MAIN STREET
YOUR CITY US 55555--5555

Property Number:	2233223311
Due Date:	14-Sep-01
Amount Due:	$3,895.70
Amount Remitted:	

Please detach along perforation. Return top portion with payment. Thank you.

Property Information

WRIGHT, TOM
100 MAIN STREET
YOUR CITY US 55555--5555

Land Value	$40,000
Improvement Value	$176,000
Personal Value	$10,000
2000 Past Due	$585.81
1999 Past Due	$0.00
1998 and Beyond	$0.00
Total Past Due	$585.81
2001 Tax	$3,309.89
2001 Penalty	$0.00
2001 Interest	$0.00
Total 2001 Due	$3,309.89
Balance Due	**$3,895.70**

Property Number: 2233223311

Description	Millage	Amount
SPECIAL ASSESS TAX	1.20000	$271.20
PERSONAL PROP TAX	0.78600	$177.64
SCHOOL TAX	4.10000	$924.75
MUNICIPAL TAX	2.50000	$563.87
COUNTY TAX	2.90000	$652.12
STATE TAX	3.20000	$720.31
Total 2001 Tax	14.68600	$3,309.89

Homestead Tax Reduction $9.15

Amount Due	If Paid
$3,895.70	Before September 14, 200
$4,285.74	After April 04, 2001
$4,285.74	After May 05, 2001
$3,897.65	After December 12, 2001

MESSAGE TO TAX PAYER:

WISCONSIN STATUTES REQUIRE THAT INTEREST BE CHARGED ON ALL DELINQUENT TAXES AT 1% PER MONTH (FRACTION OF A MONTH COUNTS AS A WHOLE MONTH) FROM FEBRUARY 1, UNTIL PAID, AND MAY BE SUBJECT TO AN ADDITIONAL PENALTY OF 1/2% A MONTH, IF THE COUNTY BOARD APPROVES (S. 74,47). WAUKESHA COUNTY HAS APPROVED THIS ADDITIONAL PENALTY.

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Pay By Mail To:
VILLAGE OF

VILLAGE OF

Bill #: 30

PAYMENT INFORMATION

2001 Summer
This tax is due by: 04/04/2001
Send SASE for a Return Receipt.
Hours: 8am-5pm Monday-Friday. Phone (231) 652-1657

PROPERTY INFORMATION

Property Assessed To: School: DISTRICT #1
WRIGHT, TOM
MAIN STREET
YOUR CITY US 34332-

Prop #:   223-322-331-1 -
Prop Addr: 100 MAIN STREET

Legal Description:
BLOCK 1, LOT 3 MAIN ADDITION

MESSAGE TO TAXPAYER

Due & Payable 7-1-01 to 8-31-01.
From 9-1-01 to 2-28-02 a 3% Penalty is Added.
After 3-1-02 Taxes are delinquent and Payable to
Newaygo County Treasurer
P. O. Box 885,
White Cloud, MI 49349.
Phone (231) 689-7230.
TAXPAYER IS Responsible for paying on Correct Description.

WRIGHT, TOM
MAIN STREET
YOUR CITY US 34332-

Mortgage Account:

TAX DETAIL		
Taxable Value	$226,000	RESIDENTIAL REAL
State Equalized Value:	$226,000	Class:
Homestead %		Mort Code:

Taxes are based upon Taxable Value.
1 mill equals $1 per $1000 of Taxable Value.
Amounts with no millage are either Special Assessments or
other charges added to this bill.

Description	Millage	Amount
SPECIAL ASSESS TAX	1.20000	$271.20
PERSONAL PROP TAX	0.78600	$177.64
SCHOOL TAX	4.10000	$924.75
MUNICIPAL TAX	2.50000	$563.87
COUNTY TAX	2.90000	$652.12
STATE TAX	3.20000	$720.31
Total 2001 Tax	14.68600	$3,309.89
Total Amount Due		$3,309.89

Homestead Exemption Has Reduced Bill By $9.15

* Full legal description is on file.

OPERATING FISCAL YEARS

The taxes on bill will be used for governmental
operations for the following fiscal year(s):

County: 10/01/2001 – 09/30/2002
Twn/City: 07/01/2001 – 06/30/2002
School: 07/01/2001 – 06/30/2002
State: 10/01/2001 – 09/30/2002

This does NOT affect when the tax is due or its amount.

Please detach along perforation. Keep the top portion.
- -
PLEASE RETURN THIS PORTION WITH PAYMENT. THANK YOU.

Bill #: 30

This tax is due by: 04/04/2001
After 04/04/2001 amount due will be $3,409.19

Property Address: 100 MAIN STREET

TAXPAYER NOTE: Are your name & mailing address correct?
If not, please make corrections above. Thank You.

WRIGHT, TOM
MAIN STREET
YOUR CITY US 34332-

Mortgage Account:

2001 Summer Tax for Property #: 2233223311
Make Check Payable To: VILLAGE OF SUSSEX

Please Pay This Amount   **$3,309.89**

Amount Remitted: _____

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NOTICE OF REAL ESTATE TAX DUE

Notice Date: 9/14/2001

PROPERTY OWNER

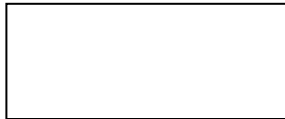*For correction to mailing address, please write complete address below*

WRIGHT, TOM
100 MAIN STREET
YOUR CITY US 55555--5555

PARCEL NUMBER	PROPERTY ADDRESS	UNPAID BALANCE	PENALTY/INTEREST
223-322-331-1 -	100 MAIN STREET	$3,895.70	$390.04

Total Unpaid Delinquent Tax Is $3,895.70
Charges Due If Paid Before October 10, 2001 Is $390.04

TOTAL DELINQUENT TAX AND CHARGES PAST DUE IS *** $4,285.74

Please return this notice with your payment to:

WISCONSIN STATUTES REQUIRE THAT INTEREST BE CHARGED ON ALL DELINQUENT TAXES AT 1% PER MONTH (FRACTION OF A MONTH COUNTS AS A WHOLE MONTH) FROM FEBRUARY 1, UNTIL PAID, AND MAY BE SUBJECT TO AN ADDITIONAL PENALTY OF 1/2% A MONTH, IF THE COUNTY BOARD APPROVES (S. 74,47). WAUKESHA COUNTY HAS APPROVED THIS ADDITIONAL PENALTY.