



Cut Costs without Cutting Back: Point's Solutions for Saving Money



Sacrifice. That's the word that typically comes to mind when the topic of cost cutting comes up. We would like to suggest inserting a different word in its place, however: investment.

We have discovered that cutting costs doesn't have to mean cutting back. By investing in the right technologies and concepts now, you can yield savings over the long term. How? Let's take a look at a few solutions offered and promoted by Point Software.

CASS Certification

Postage is a huge expense for municipal government. One way of reducing that expense – by as much as nine cents per bill – is to CASS certify your billing address list.

You will need to take into account your mailing volume before adopting this option, as there is an associated cost with

implementing CASS certification. Generally, we have found that around 2,000 bills per mailing is the break even point. If you determine that CASS certification is right for your municipality, give us a call and we can discuss with you how to get that process up and running.

Bulk Mailing

Another way to attain a reduced postage rate is by taking advantage of the Postal Service's bulk mailing program. To participate, you will need to qualify for and acquire a mailing permit. You will then have three options for applying postage to mailpieces: precanceled stamps, postage meter, or permit imprint. We recommend the latter choice as it removes the labor expenses incurred by affixing stamps or metering envelopes.

As with CASS certification, you will want to carefully explore whether the bulk mailing option makes sense for you. Visit the Postal Service's website (www.usps.com) and select "Bulk Mailing" from the "All Products and Services" page for a discussion of various factors to consider.

ReportNET™

Point's municipal reporting tool ReportNET quickly pays for itself by reducing the total cost of producing and distributing reports. With its ability to generate most reports straight to Portable Document Format (PDF), ReportNET enables you to readily deliver reports via e-mail rather than sustaining the cost of printing and postage.

Forms costs are slimmed as well by allowing some pre-printed forms to be eliminated. All design elements are contained in the report itself, allowing you to print bills onto blank tri-cut stock instead.

GoToMyPC

We endorse the web-based GoToMyPC as our remote access software of choice not only because it is reliable, fast and easy to use, but also because it can save you money. The monthly cost of a GoToMyPC account is typically less than that of maintaining the separate phone line required to support GoToMyPC's dial-in counterparts.

DocumentLink™

Placing the assessors' information online can be an expensive approach to rendering summary data for properties. As an alternative, it is possible to reposition funds used for this purpose into a DocumentLink™ solution to create a result that includes on-line original copy property record cards and promotes interdepartmental collaboration and record sharing.

Scanning Technology

Time is money, so it's wise to look at ways of making your office more efficient. Incorporating scanning technology into your workflow is one way to achieve that goal.

Several Point products utilize that technology to help expedite your daily tasks. We offer an optional bar code kit for our collection system so that you can print and scan bar codes on bills. The bar code contains the account number and amount due associated with the bill. CheckCache™ also interfaces with a bar code scanner for remittance processing, as well as a check scanner that captures check images and reads MICR encoding. For converting hard copies to PDF, a high-speed scanner can be paired with DocumentLink .

Interested in implementing technology to save money? Call us at 1.800.368.9538 to learn more.



Calendar of Events

Date(s)	Event	Location
Aug. 6-10	MAAO 52 nd Annual School	University of Massachusetts Campus Center Amherst, MA
Aug. 14-17	MCTA 37 th Annual School	University of Massachusetts Amherst, MA

Get Ready for Printing MLCs in the New Fiscal Year

Point Software’s customer service department would like to remind our collection system users that they need to set the MLC defaults for the new fiscal year before printing any municipal lien certificates.

To set the MLCs defaults for the new fiscal year:

1. Select **LIEN CERTIFICATES** from the main menu.
2. Select **STARTUP FILES** then **CERTIFICATE DEFAULTS**.
3. Enter the new fiscal year to get to the setup screen.
4. Enter the starting MLC number or take the default of 1.
5. Enter the default cost to be charged per MLC ordered.
6. Enter **Q** for quarterly billing or **S** for semiannual billing.
7. Enter up to five standard comments that can be inserted on the MLCs.
8. Enter the default printer number for MLCs.
9. Enter **Y** for yes to save.

NOTE: After setting the MLC defaults, municipalities that issue real estate tax bills on a *semiannual* basis must also set up the Interest Base File for the new fiscal year and initialize that year (under “UTILITIES”) prior to generating MLCs.

**IAAO COURSE 101: Fundamentals of Real Property Appraisal
(Offered by the Connecticut Chapter of the IAAO)**

Location

Newington Public Library
Community Room
95 Cedar Street
Newington, CT 06111

Class Dates

October 1-5, 2007

Credits

30 Hours

Registration Information

Registration form and more information are available in the Education section of the Connecticut Association of Assessing Officers website:
<http://www.caaao.com/>

Tech Tips

E-mail provides a fast and easy way of delivering documents and Portable Document Format (PDF) is often the best file format choice for that transmission method. You can convert virtually any document file into PDF if you have access to a PDF conversion utility such as Adobe Acrobat.

Here are a few reasons why you may want to convert to PDF before attaching your file to an e-mail:

- Many e-mail programs block e-mails with attachments of certain file types considered potentially dangerous (i.e. could be/contain a virus). Some programs are pickier than others, but most will allow PDF files.
- File size is a factor you always need to consider with e-mail attachments. A PDF file is typically smaller than the document from which it originated. Smaller files not only consume less bandwidth when e-mailed, they also have a higher delivery success rate. Most e-mail programs place a size limit on outgoing e-mails and/or their attachments, plus sending a large attachment could put recipients over their e-mail storage quota.
- You don’t need to worry about whether your recipients have the same word processor or desktop publisher as you. To view a PDF, all they need is the free Adobe Reader, which is readily available from www.adobe.com.

However, there are instances when you *don’t* want to convert to PDF, such as when:

- You want to allow the recipient to modify the document.
- The recipient needs to extract data from the file, as with a spreadsheet.