



## TaxValues™ Public Works Goes with the Flow of Your Municipality

When it comes to water and sewer billing, one size doesn't fit all.

In fact, water/sewer billing is one of the most localized types of municipal billing despite the commonality of functions between public works departments. A municipality's billing approach can be virtually unique, as it is defined by a variety of factors that include billing method (flat rate or consumption); length and number of billing cycles; possibility of early payment discounts, annual maintenance fees, and/or non-standard special rate calculators. The flexibility of Point Software's TaxValues™ Public Works application readily accommodates the diversity of these adopted water/sewer billing approaches.

Yet the billing aspects are only the beginning as multiple sets of receivables are controlled by a single bill. This means that the water/sewer posting component must be designed for maximum automation at both the batch and account levels.

How, you may ask, can water/sewer software address this versatility? The secret lies in a number of design features.

### Rate Calculation

Point developed a variety of options to handle the rate calculations mandated by the selected billing approach. Using

combinations of recurring fee tables that may exist with more typical consumption-based tables, accounts are able to be coded and billed to any rate structure required by the DPW.

Both table types are fully user configurable and are assigned on an individual account or meter basis to support multiple billing methods in the same municipality.

A rate table consists of four sections, allowing a separate rate structure for different kinds of consumption. The four sections are water, sewer, "sewer only" (for properties that do not use the municipal water supply) and MWRA.

Rate structures may also contain minimum amounts, early payment discount factors, table driven discounting, and multiple rate steps for implementation of a cumulative price model based on consumption.

Moreover, a handful of municipalities have implemented highly specialized approaches that require a custom rate calculator that can be programmed for their system.

### Data Collection

TaxValues™ Public Works allows for readings to be acquired either manually using paper-based route sheets or from electronic reading devices that are commonly used in the marketplace. Combinations of touch read, manual



capture and the newer radio readings are supported by the application. GIS mapping using latitude and longitude data references has also recently been extended to add visual marking to read meters.

### Service Codes and Penalties

TaxValues™ Public Works allows the creation of an unlimited set of service codes that can be combined with standard billing to include secondary charges for things like 24x7 provider fees and/or charges for shutoffs or repairs to name a few. Creating a service code is as simple as creating a new table entry.

Just as easily, you can set up penalty charges for delinquent accounts. These are automatically added to the bills using account flagging that extends to delinquency advisories with or without interest and are used to establish lien lists.

### Intelligent Posting Utilities

A complex billing process requires complex posting software for remittance processing. TaxValues™ Public Works features multiple options to automate payment distribution thus eliminating mistakes from interpretations of where to categorize money. Like other Point solutions, bar code printing and scanning of bills is a primary component and the solution supports options for on-line payments.

### Summary

To see TaxValues™ Public Works in action, call Scott Choiniere at 1.800.368.9538 or on his cell at 413.478.5285. He will be happy to arrange for an online presentation of this robust solution for Water and/or Sewer billing administration.



## Calendar of Events

Date(s)	Event	Location
Apr. 9-10	IAAO Workshop 151: National USPAP <i>Sponsored by the Massachusetts Chapter of IAAO</i>	Holiday Inn 242 Adams Place Boxboro, MA
Apr. 15-17	MAAO Spring Conference	Sturbridge Host Hotel 366 Main Street Sturbridge, MA
Apr. 16	MCTA Spring Meeting	Holiday Inn 265 Lakeside Avenue Marlborough, MA
May 4-8	NRAAO Annual Conference	Hilton Lake Placid Resort One Mirror Lake Drive Lake Placid, NY

### Take the First Step into the Future with ReportNET™

Point Software collection customers eager to step into the future of municipal technology should consider making the implementation of ReportNET™ one of their near term goals. This next-generation report engine is the first stage of upgrading Point's collection system that includes the fastest SQL database engine that we know of. With ReportNET™, report compilation times all but disappear as customers embrace digital-based reporting.

ReportNET™ provides for both future needs and backward compatibility with the billing and posting components of the Point system. The best way to understand the added value of this product is to see it firsthand by participating in a short webinar presentation. To arrange for your personal demonstration of this solution, contact Scott Choiniere at 1.800.368.9538 or on his cell at 413.478.5285.

### Accommodating the New Registry of Deeds Standards

The Massachusetts Registry of Deeds published new standards applicable to documents recorded after January 1, 2008. These standards require that the first page of all documents contain a 3" x 3" "recording information area" in the upper right-hand corner. While adjustments are being made to the forms used for the documents, the registry will accept an official Document Cover Sheet for submission with the documents.

Point Software is in the process of determining how to accommodate the expected recording block for documents recorded at local registries. Due to the density of information contained in these reports, the new standards will require some redesign of the forms. In the interim, Point customers will need to use the Document Cover Sheet supplied by the Registry of Deeds.

The new document formatting standards can be found online at:  
<http://www.sec.state.ma.us/rod/rodpdf/FormattingStnds08.pdf>

## Tech Tips

If you are preparing to get a new computer, if your e-mail server is being replaced, or if you simply want to make sure all your important information is backed up, you should create a copy of your essential e-mail messages. A fast, easy way of accomplishing that in Outlook is to export a folder at a time as a Personal Folder File (.pst).

### To export as a Personal Folder File:

1. Select **Import and Export** from the "File" menu.  
The Import and Export Wizard appears.
2. Select **Export to a file** then click **Next**.
3. Select **Personal Folder File (.pst)** as the file type then click **Next**.
4. Select the folder to be exported. Indicate whether or not to include subfolders then click **Next**.
5. Browse to a location to copy the folder. Give the file a recognizable name then click **OK**.
6. Select the desired export option then click **Finish**.  
The "Create Microsoft Personal Folders" dialog box appears.
7. Set the desired options for the Personal Folder File then click **OK**.

### To import a Personal Folder File:

1. Select **Import and Export** from the "File" menu.
2. Select **Import from another program or file** then click **Next**.
3. Select **Personal Folder File (.pst)** as the file type then click **Next**.
4. Browse for the Personal Folder File. Double-click it.
5. Select the desired import option then click **Next**.
6. Select the folder to import from and where to import it. Select **Finish**.