

MEMORANDUM



TO: VICTOR CARDENAS, INTERIM CITY MANAGER
FROM: CARL JOHNSON, DEPUTY FINANCE DIRECTOR
SUBJECT: BS&A UTILITY UPDATE, LIMITED CITY SERVICES
DATE: MARCH 28, 2023

Mayor and Council –

An update on the revisions to the state's uniform chart of accounts update/project that I previously made you aware of.

- Victor

The State of Michigan has mandated all local governments adopt a uniform chart of accounts. The chart of accounts must be implemented for the July 1, 2023, fiscal year. The City has been working with BS&A since November 2022 to streamline the chart of accounts changeover. BS&A has developed a utility that will assist in converting the chart of accounts across all BS&A modules. It is important to note the City uses BS&A for the following:

- General Ledger,
- Accounts Payable,
- Payroll,
- Human Resources,
- Cash Receipts,
- Miscellaneous Receivables,
- Building Development,
- Fixed Assets,
- Purchase Order,
- Timesheets,
- Utility Building,
- Assessing and
- Special Assessments

All modules will be affected by the chart of accounts utility conversion/update.

In order for BS&A to assist the City with the conversion from our old chart of accounts to the new chart of accounts, all users must vacate/log out of all BS&A modules. Unfortunately, BS&A performs these services Tuesday through Thursday only and either early morning or late afternoon. In order to limit interruptions in services, the City has selected to perform the utility Tuesday, March 28, 2023, beginning at 3:00 PM. The City will have limited services available during this time (from 3:00 – 5:00 PM). For example, customers can make a payment at the Treasury counter; however, the receipt will not be entered into the software until the following date. The City will not have the availability to look up assessing or tax information. In addition, printing of utility bills or miscellaneous receivables will also not be available. Building inspections will have limited availability to software as will the finance department. The conversion will continue into the evening hours of March 28.

The City is not the first community to perform this conversion. We do not anticipate any disruption to services beyond Tuesday afternoon/evening.