MCSJ Version 2019.2 Release Guide

Last updated on Thursday July 25, 2019

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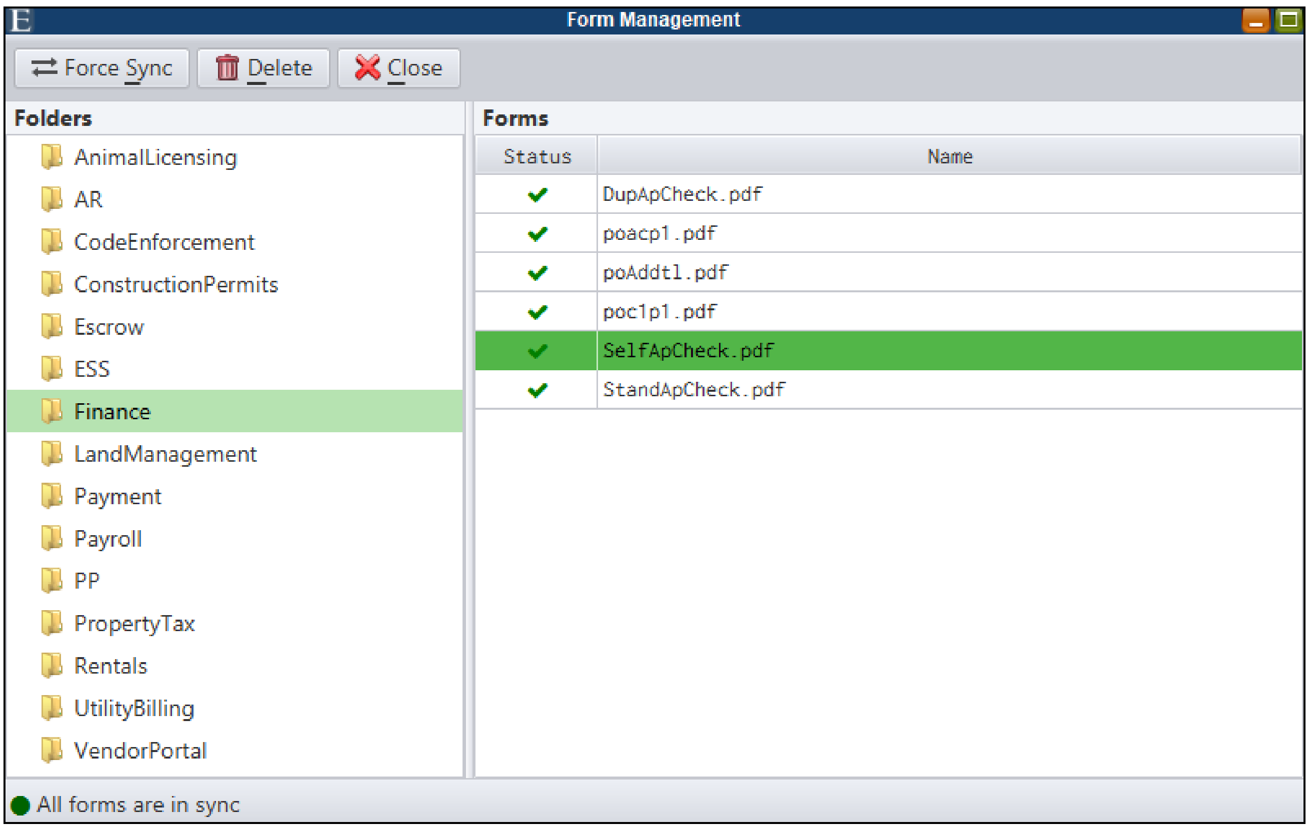
PDF Form Management

PDF Form Management is a user interface designed to simplify the process of installing new or modified PDF forms and syncing them between the client and server for hosted or remote client installations. The use of the Form Management interface will also automatically archive deleted or replaced forms to help prevent the accidental deletion of custom forms.

Users will need level 2 System security access in order to access PDF Form Management.

System Utilities>PDF Form Management



To install a new form, select the appropriate module folder in the left *Folders* panel. Drag and drop the PDF form you need to install into the *Forms* section.

To remove a form, select the appropriate module folder in the left *Folders* panel. Select the form you want to remove and the **Delete** button on the toolbar will enable. Click the **Delete** button.

Deleted or replaced forms will be archived in the MCSJ\Data Vault folder.

*The **Force Sync** button will refresh the display to show all forms at the server. It should only be necessary if a form was manually installed in the Forms directory while the panel is open. The green check next to each form in the Status column indicates a form is synced between the server and client.*

Finance

Written Dollar Amounts on Checks

In previous versions of MCSJ, A/P checks could not properly display the written version of large dollar amounts when the total character length exceeded a set number of alpha characters. A/P PDF check formats will now handle most reasonable written dollar amount scenarios with the installation of an updated A/P Check PDF form. Although the capacity is slightly less than the PDF checks, the character limit has also been expanded on non-PDF pre-printed check stock.

> *Please contact an E&A representative if you would like an updated PDF check form or need a custom form updated.*

Old Format

DATE ISSUED	CHECK NO.	CHECK AMOUNT
07/22/19	42587	$*88,888,888.00

************************************88,888,888 AND 00/100 Dollars

TO THE ORDER OF:

New Format

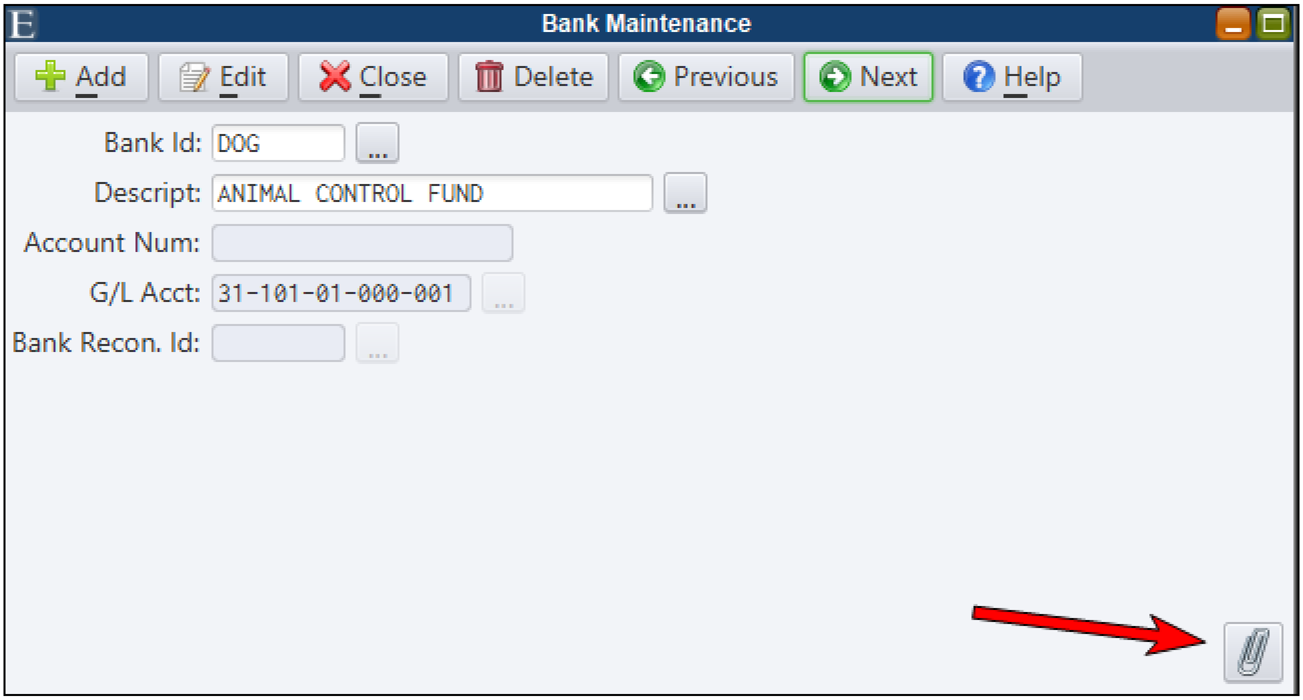
DATE ISSUED	CHECK NO.	CHECK AMOUNT
07/24/19	42587	$*88,888,888.00

Eighty Eight Million Eight Hundred Eighty Eight Thousand Eight Hundred Eighty Eight AND 00/100 Dollars

TO THE ORDER OF:

Attachments Button on Bank Maintenance

An attachments button is now available on *Finance*>*Revenue*>*Bank Maintenance*.


Bank Maintenance
Add
Edit
Close
Delete
Previous
Next
Help
Bank Id: DOG
Descript: ANIMAL CONTROL FUND
Account Num:
G/L Acct: 31-101-01-000-001
Bank Recon. Id:

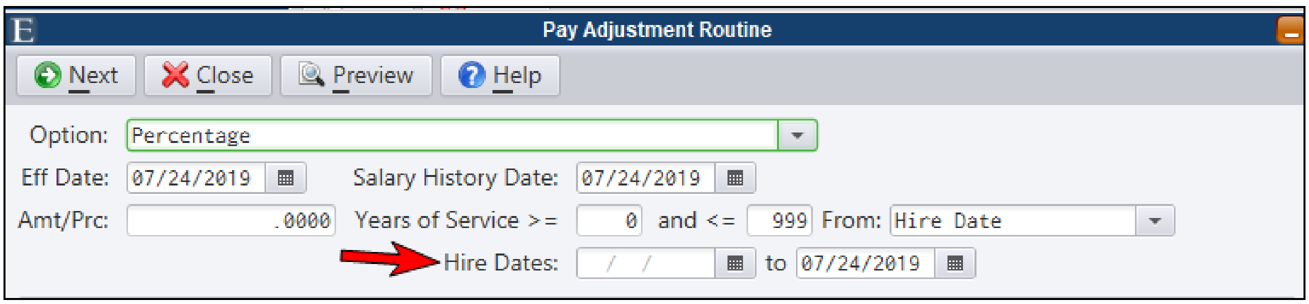
Payroll & Attendance

Employee Self Service Check Stubs

ESS check stubs will now display the same information as the original check including attendance detail and leave balances.

Hire Date Range Added to Pay Adjustment Routine

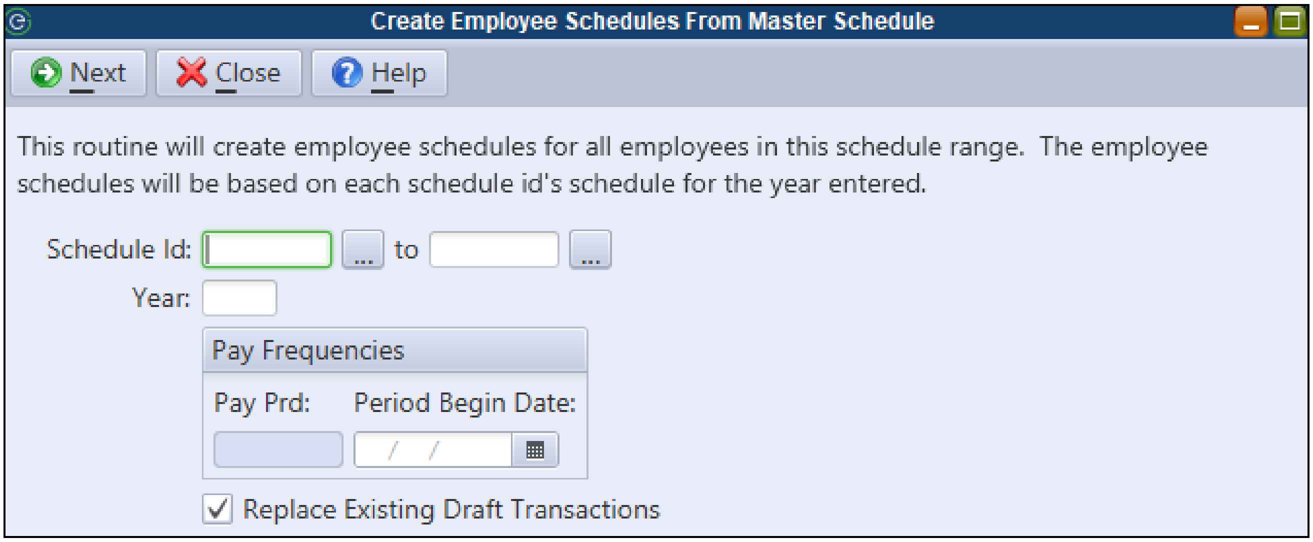
A Hire Date range can now be specified on the Pay Adjustment Routine.



Create Employee Schedules From Master Schedule

This routine has been enhanced to insert scheduled transactions beginning from a specified pay period begin date(s). The routine previously inserted transactions only for dates in the specified calendar year and beginning on the first day of that year. Users can specify a different period begin date for each unique pay period in their system. If pay periods are not used, then simply enter a begin date next to the empty pay period box.

The routine also gives the user the option of replacing any existing Draft transactions found during the scheduling period. By deselecting the **Replace Existing Draft Transactions** box, the routine will not remove anything previously scheduled. This is helpful if unapproved vacation or sick time has been entered on the schedules for future dates. Leaving the box checked will remove any Draft transactions found in the period and replace them based on the current master schedules.


Create Employee Schedules From Master Schedule
Next
Close
Help
This routine will create employee schedules for all employees in this schedule range. The employee schedules will be based on each schedule id's schedule for the year entered.
Schedule Id:
to
Year:
Pay Frequencies
Pay Prd:
Period Begin Date:
Replace Existing Draft Transactions

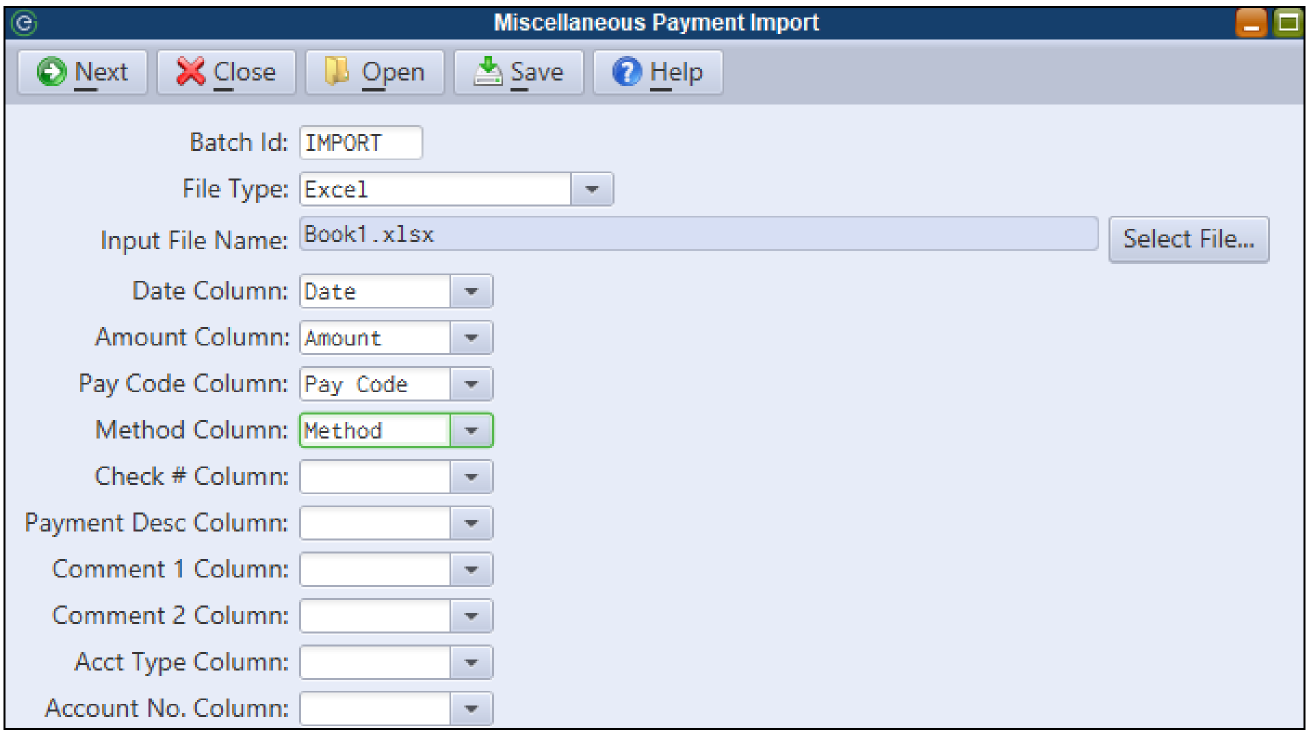
Payments

Miscellaneous Payment Import

A customizable Miscellaneous Payment Import is now available for importing cash receipt information into MCSJ. The routine can import from a csv or Excel file and the user can map the column information in the spreadsheet to the appropriate MCSJ data fields. Import templates can be saved for repeated use once they are initially mapped.

The routine uses an MCSJ Payment Batch to process the imported transactions so it requires payment codes and other required information from a payment batch.

Payments>Miscellaneous Payment Import



Batch Id - Specify a unique Payment Batch Id.

File Type - Excel, CSV with header, CSV with no header

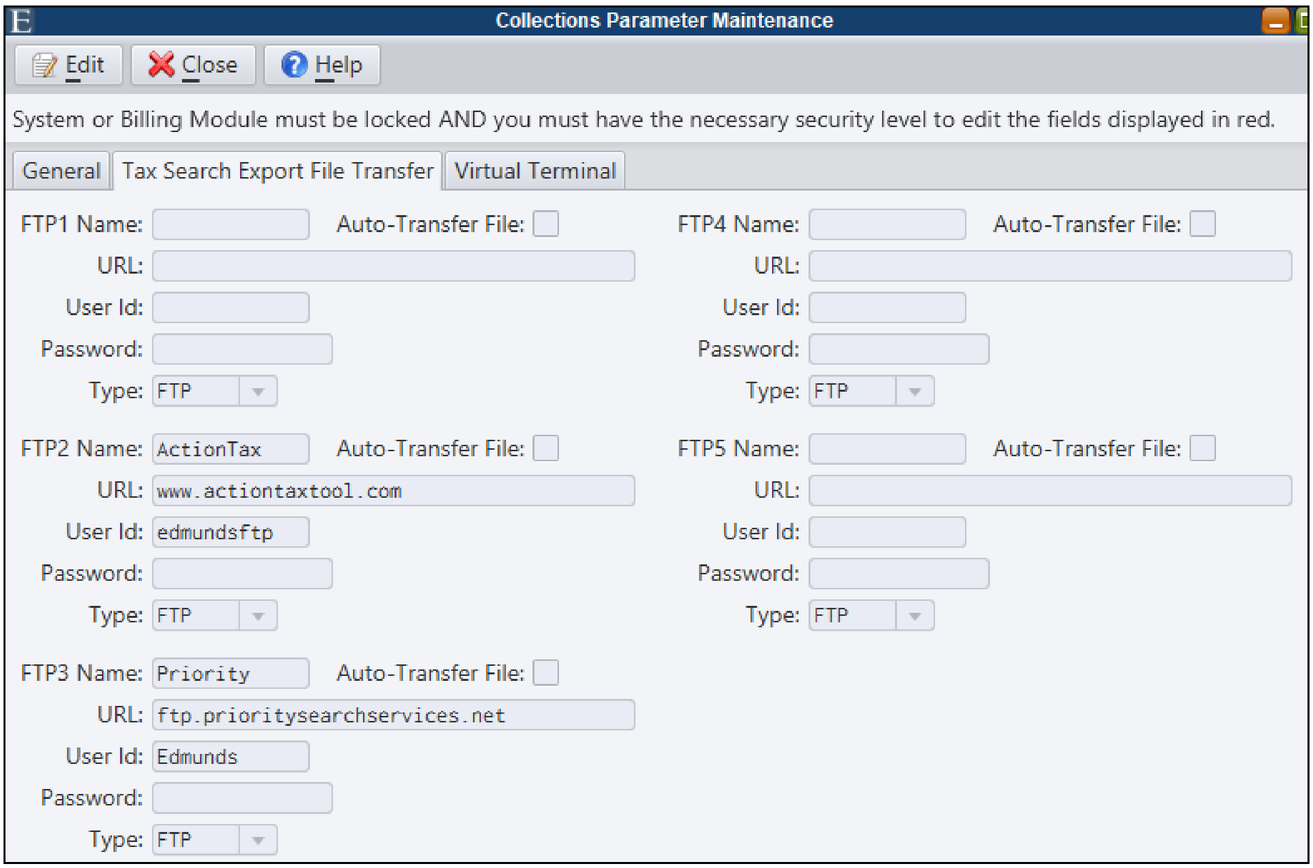
Input File Name - Use the **Select File** button to browse for the import file.

Once the file is selected, you will map file headings or column numbers to the corresponding MCSJ column or use the **Open** button to browse to a previously saved mapping template. Only the required fields need to be mapped. If a new mapping was made, the **Save** button can be used to save the mapped template for future use.

Click **Next** to run the import. An import exception report will appear with any warnings or errors. If the import was successful, the Payment Batch must be verified and updated.

Tax Search Export

Two additional transfer options have been added to the Tax Search Export parameters. FTP/SFTP auto-transfer options are also available for all 5 exports.



Utility

Backflow Enhancements

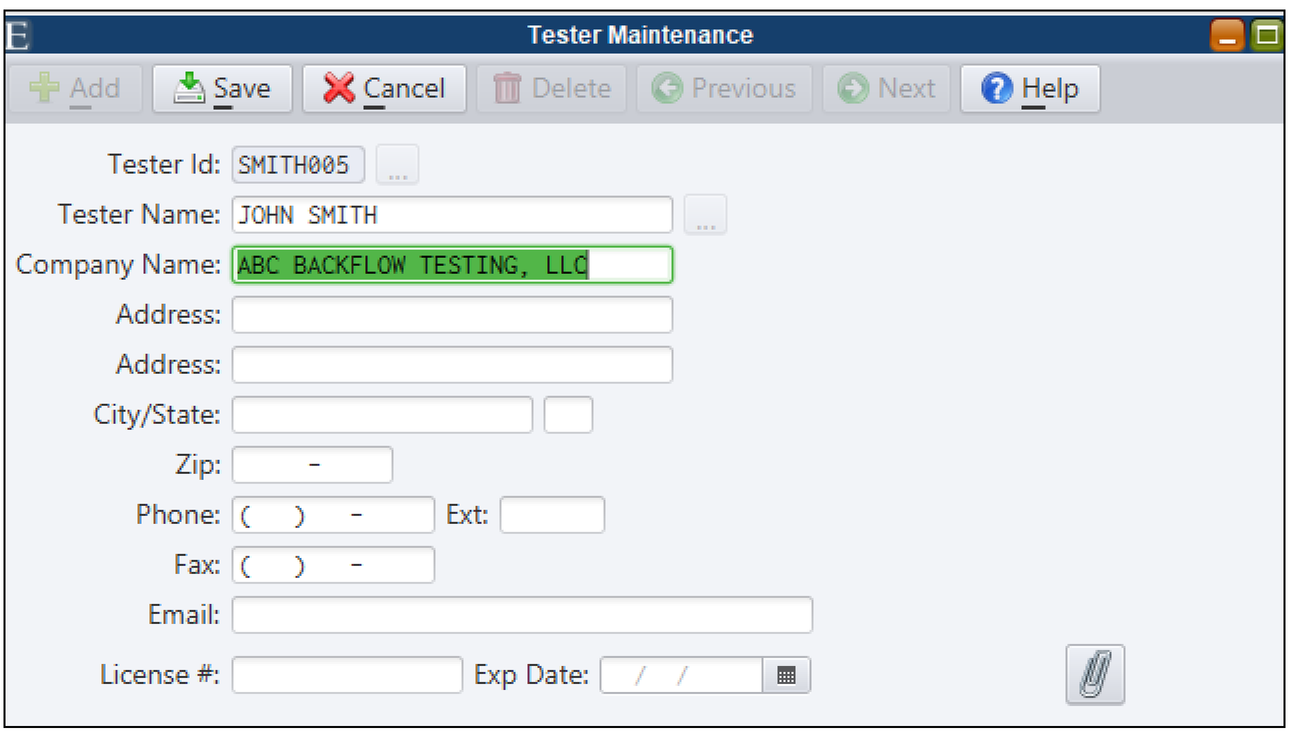
Several enhancements were added to the Utility Backflow module in MCSJ.

- Tester Maintenance
- Backflow Listing and Utility Account Letters enhancements
- Option to update utility account number on backflow devices
- Change transactions written for Backflow Maintenance edits
- Surcharge Routine

Backflow Tester Maintenance

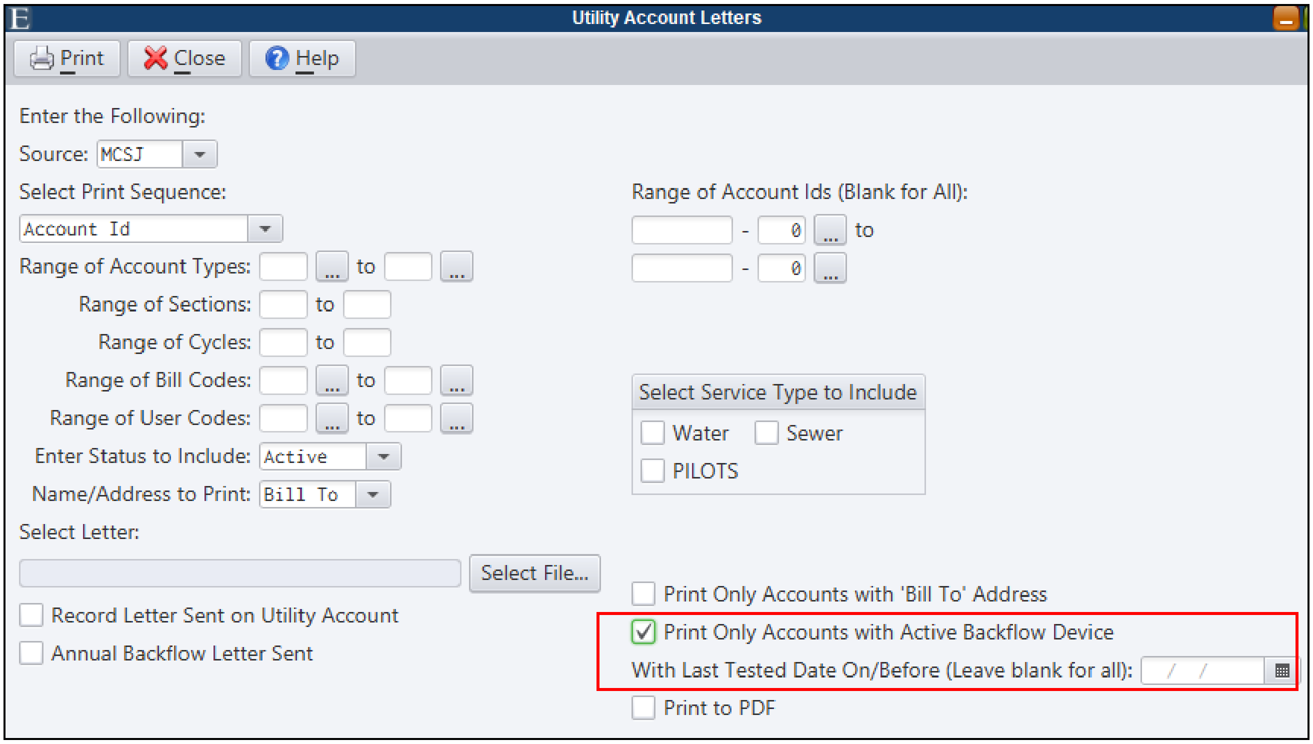
A Tester Maintenance was developed to store ids, names and other miscellaneous information for backflow testers. This feature eliminates the need to create MCSJ User Ids to identify the individual testers who perform backflow device testing.

Utility Accounts>Backflow>Tester Maintenance

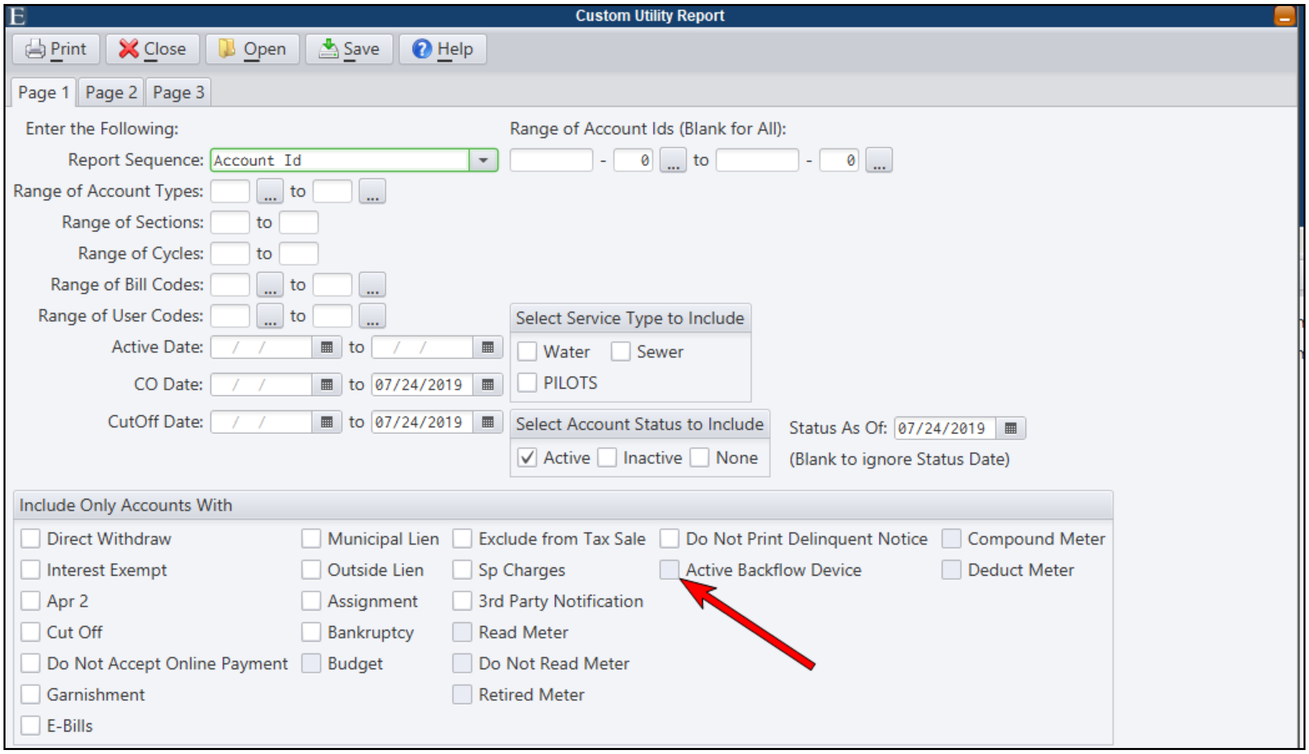


Backflow Options on Utility Account Letters and Custom Report

Backflow filtering options were added to the Utility Account Letters and Custom Report in order to allow letters to be generated for backflow testing notifications or similar communications.

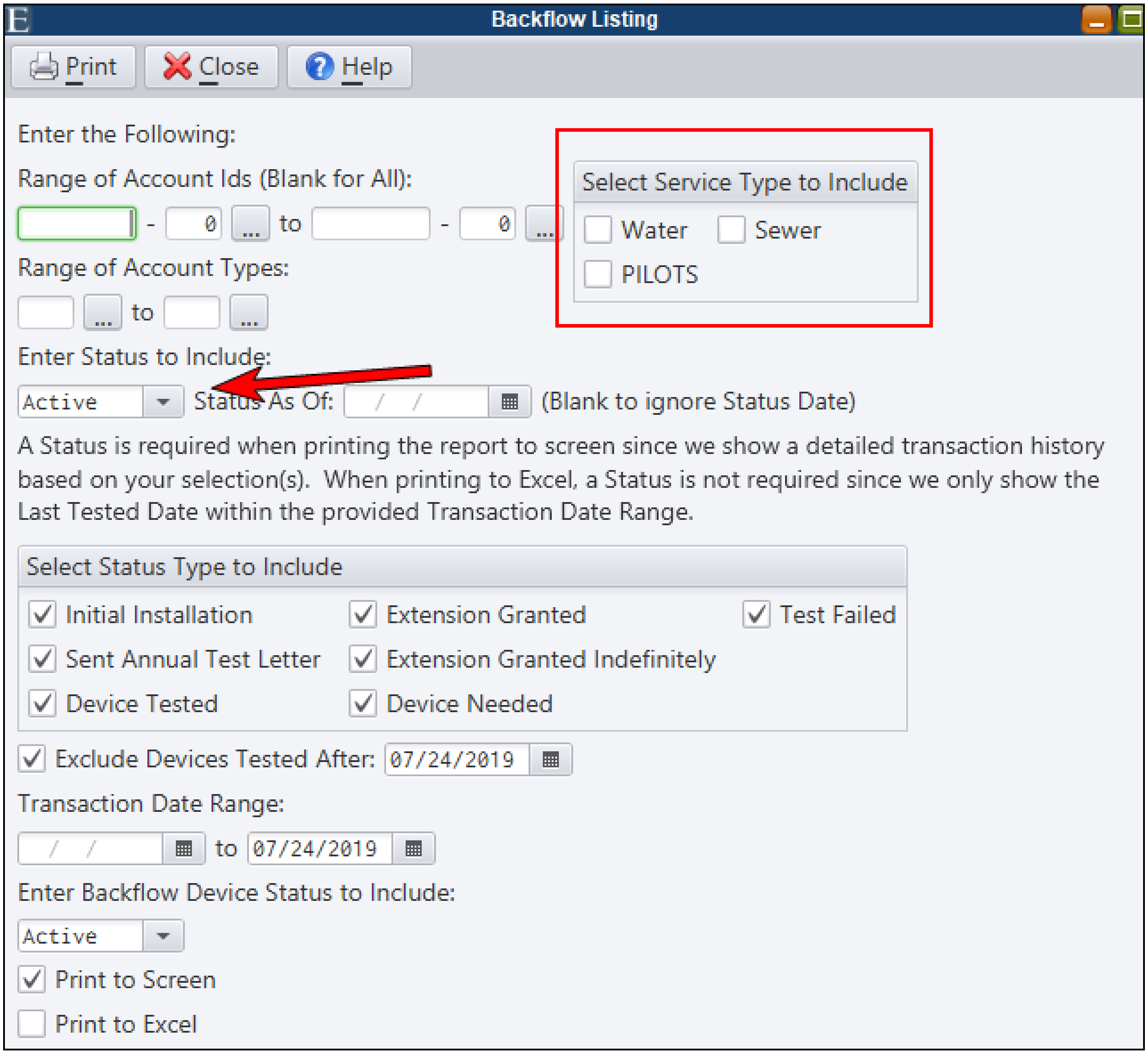


Print Only Accounts with Active Backflow Device With Last Tested Date On/Before - Checking this box will generate letters for accounts with an active backflow device. Optionally, users may also specify a date to only print letters for devices last tested on or prior to that date.



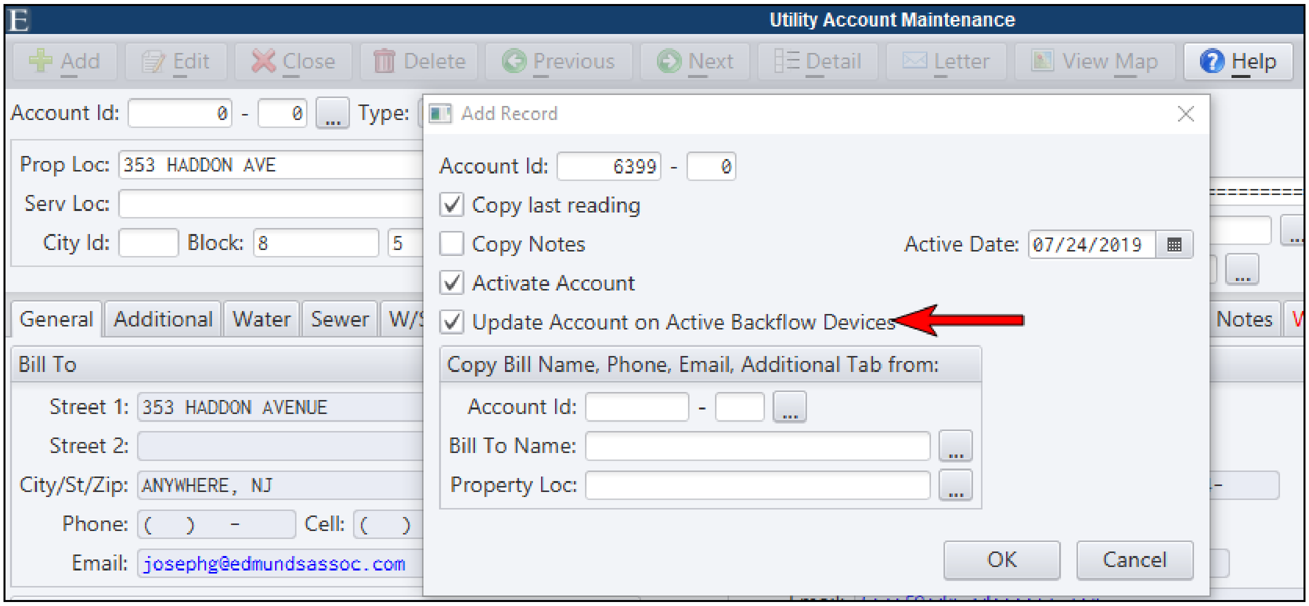
Backflow Listing

Service type selections and the ability to exclude accounts with inactive Utility services were added to the Backflow Listing.



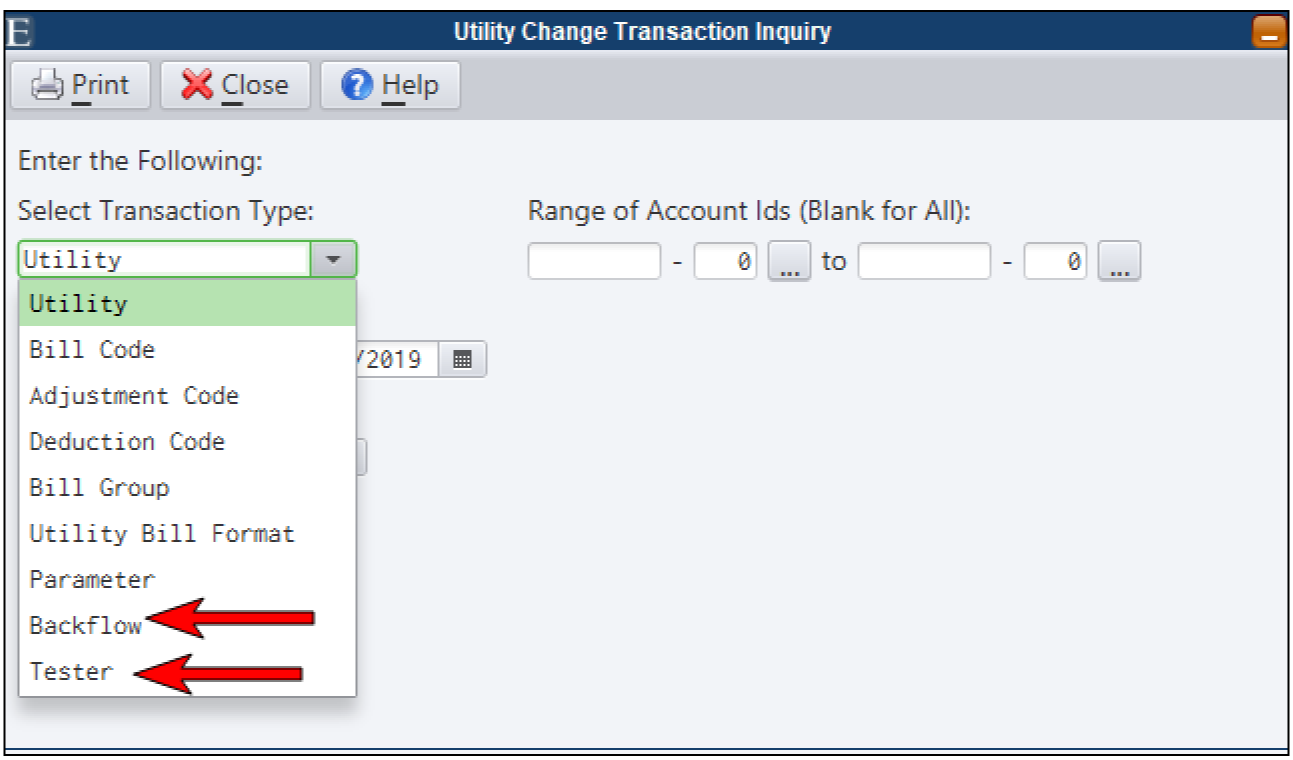
Update Utility Account Number on Backflow Device When Adding New Tenant Accounts

When new tenant utility accounts are added via the duplicate account function, the new tenant account number can be updated on any active backflow device on the property.



Backflow Change Transactions are Recorded to Backflow and Tester Maintenance

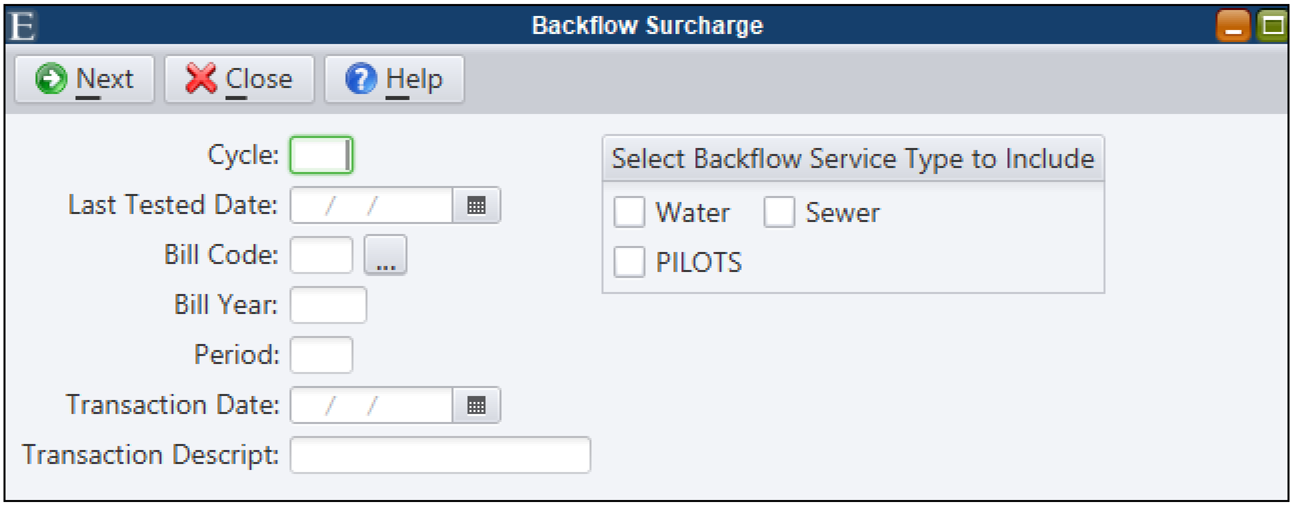
Backflow change transactions are recorded to Backflow and Tester Maintenance and can be viewed on the Utility Change Transaction Inquiry.



Backflow Surcharge Routine

The Backflow Surcharge Routine enables users to create a billing surcharge on utility accounts with active backflow devices that haven't satisfied testing requirements.

Utility Accounts>Backflow>Backflow Surcharge



Accounts within the specified service cycle and having an active backflow device with no successful tests recorded beyond the **Last Tested Date** will receive a flat surcharge amount on the designated year, period and transaction date.

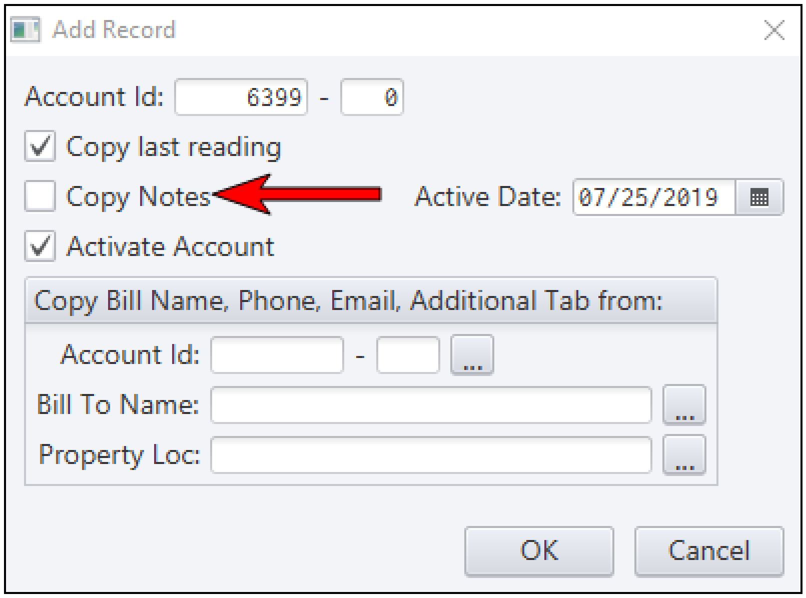
Click **Next** to run the routine. A posting reference report for any generated surcharge billing transactions will print to the screen.

> *The Bill Code must be a Separate Charge Bill Code with the flat amount input on the code.*

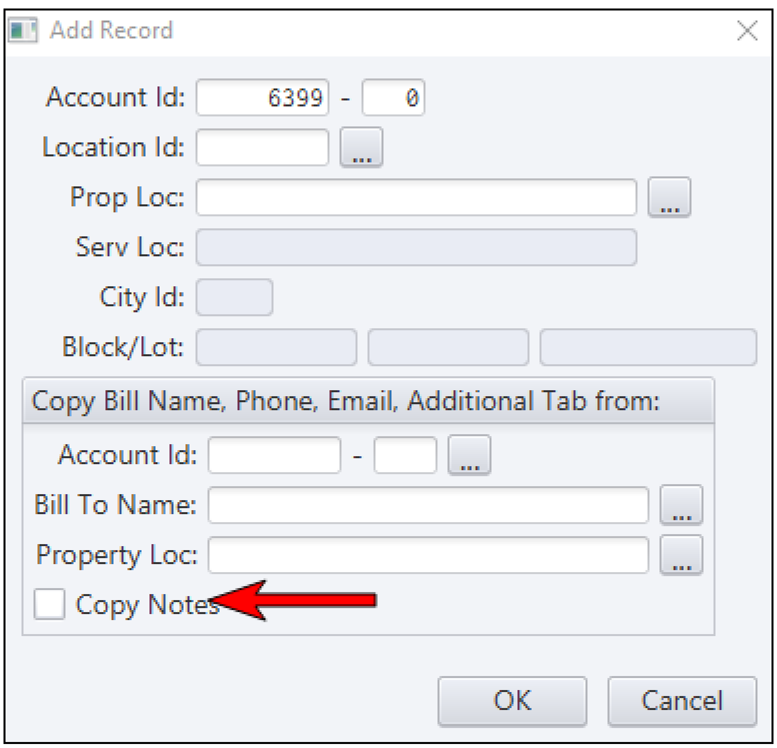
Copy Notes From Existing Account When Adding a New Account

When adding new accounts, users will have the option to copy notes from an existing account to the new account.

<ins>Duplicating Account</ins>

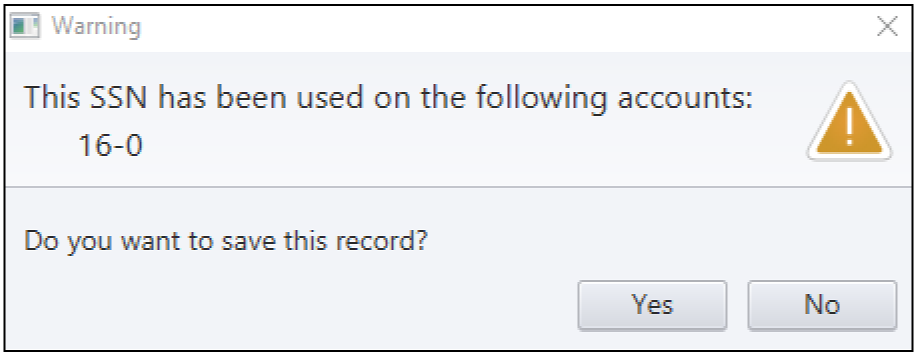


Create New Account



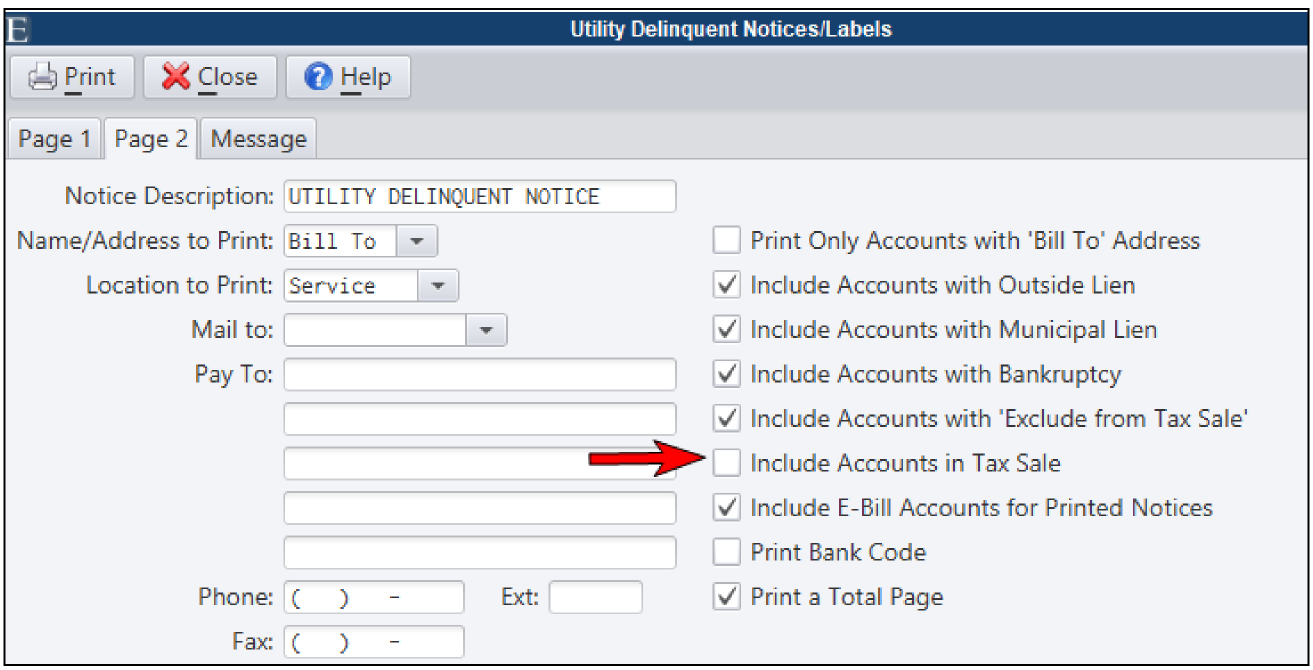
Duplicate SSN Warning When Adding New Accounts

MCSJ will now warn the user if a new account is added which contains a Social Security number used on another account.



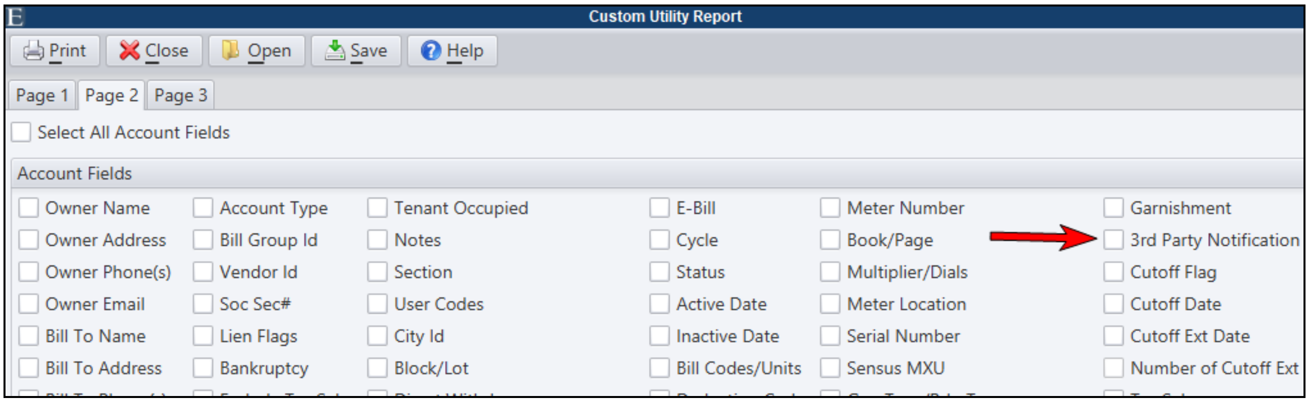
Accounts in Tax Sale (NJ) Excluded From Delinquent Notices

Utility Delinquent Notices will now exclude accounts in Tax Sale. Users may still choose to include these accounts by checking the **Include Accounts in Tax Sale** box on *Page 2* of the Delinquent Notices panel.



Custom Report - Print Guarantor & Co-Applicant Info

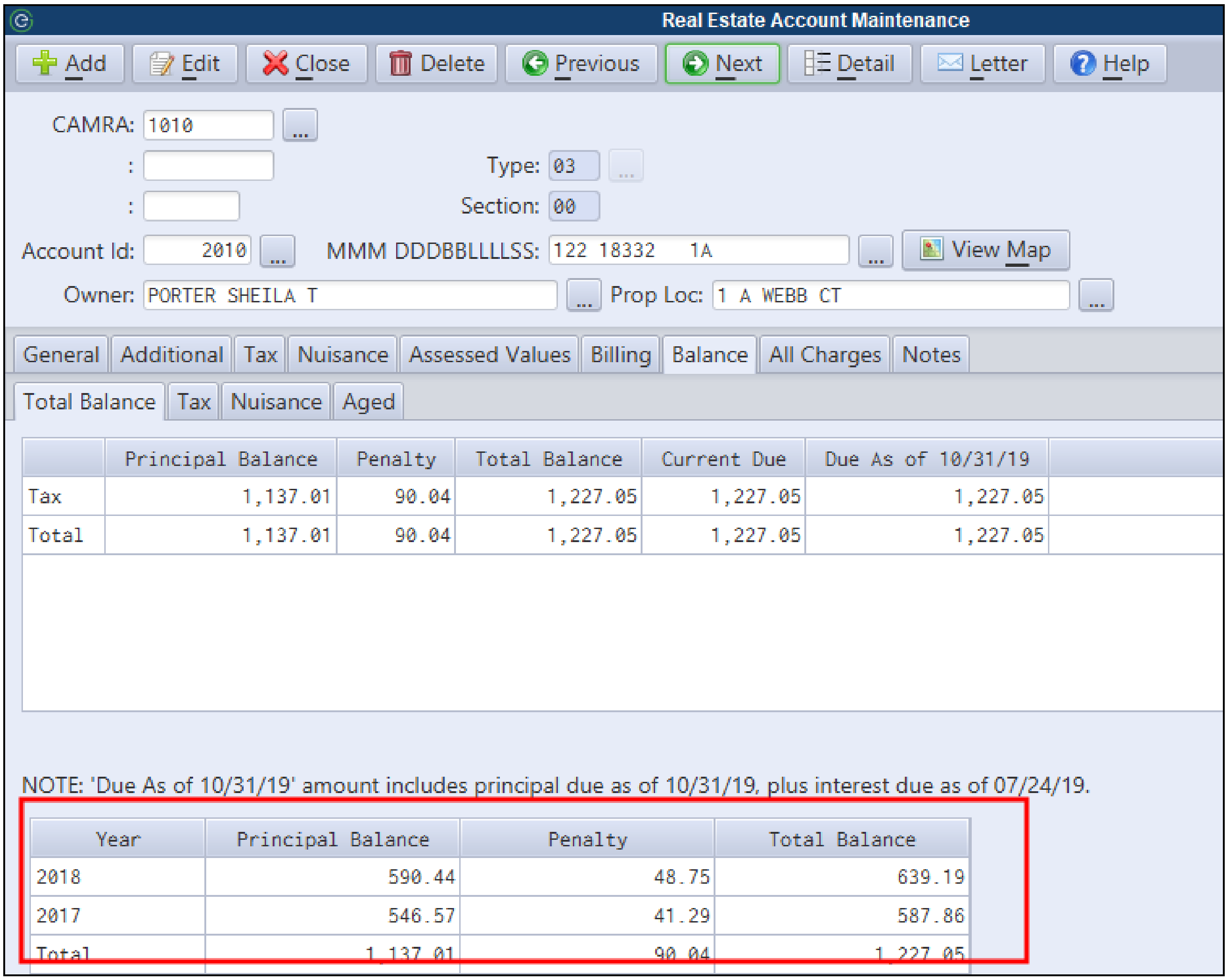
The Utility Custom Report will now print Guarantor and Co-Applicant information from an account when selecting the **3rd Party Notification** field for printing.



Property Tax

Total Balances by Year in Property Tax Maintenance

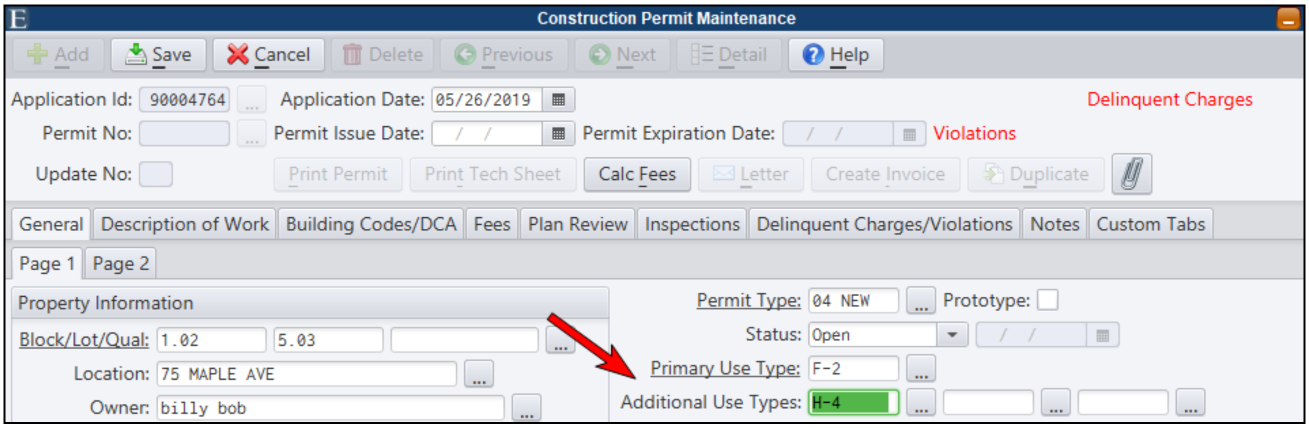
Total Tax balances by year are now displayed on the *Total Balance* tab of Property Tax/Real Estate Account Maintenance.

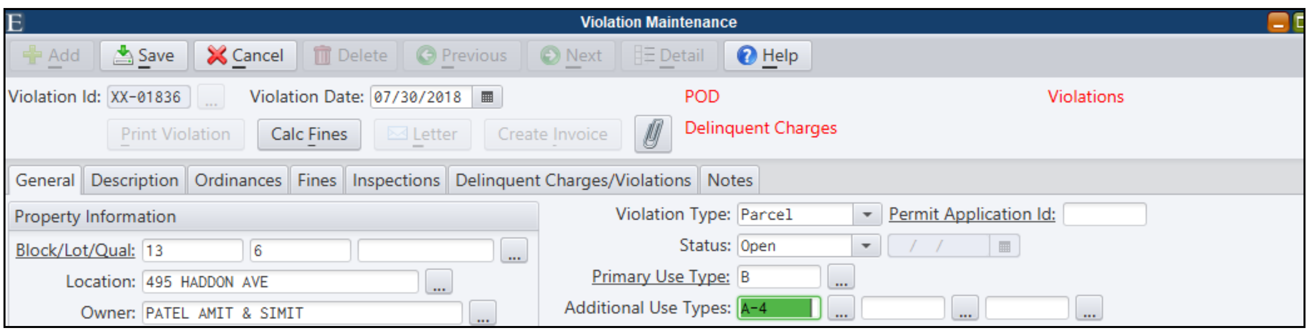


Permits & Code Enforcement

Multiple Use Types

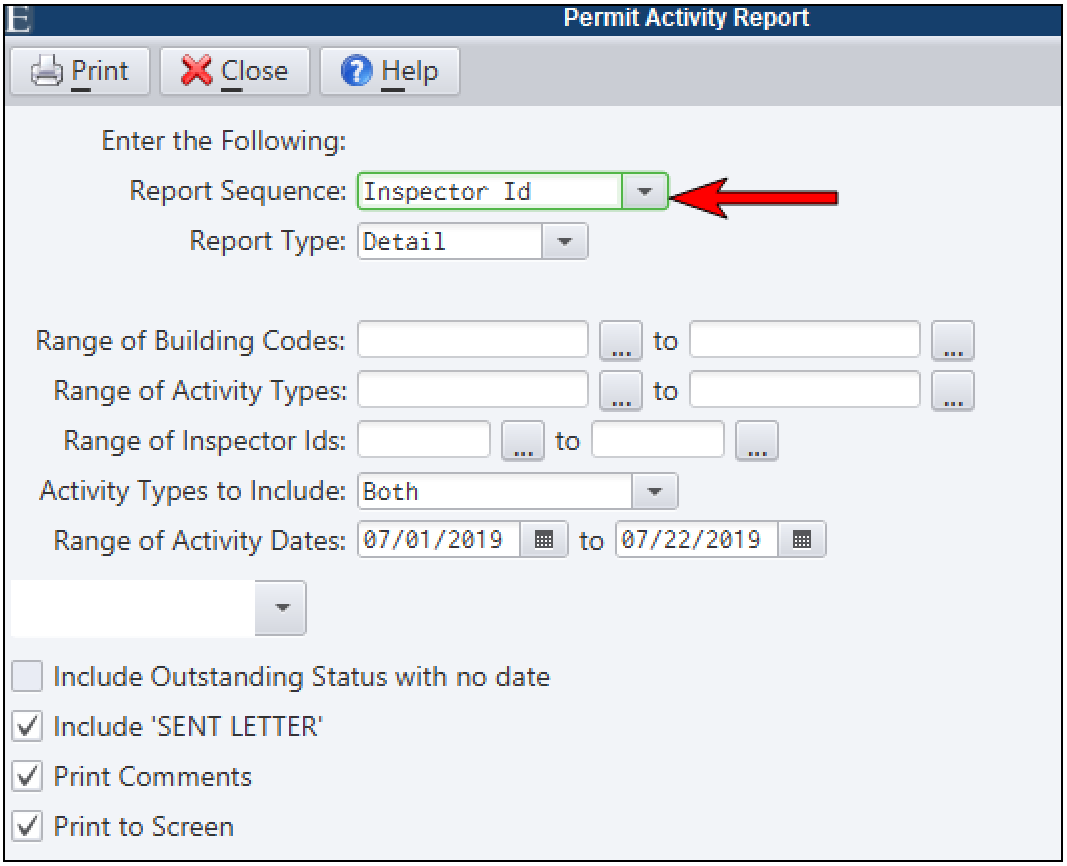
Multiple Use Types can now be entered on permits and violations for properties designated as mixed use. Users must define a primary use type and then can add up to 3 additional use types.





Inspector Sort Sequence on Activity Reports

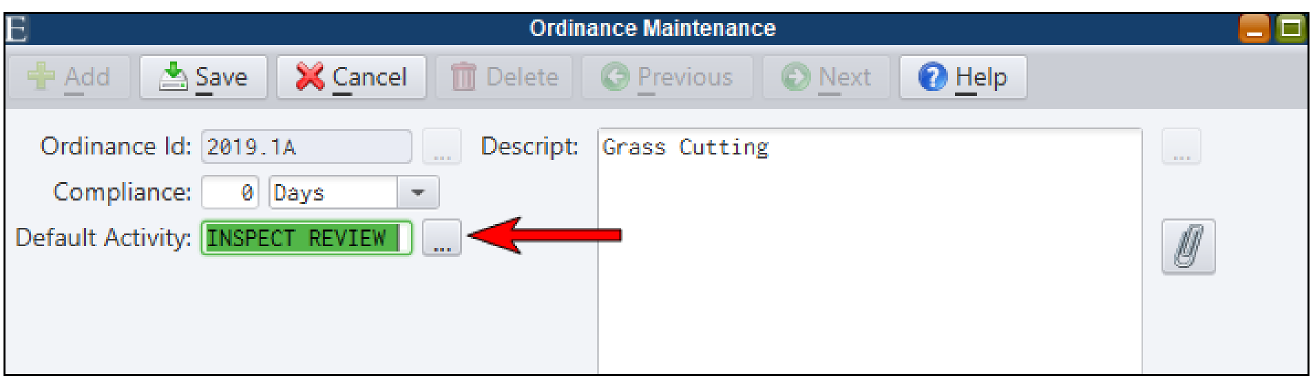
An 'Inspector' sort sequence has been added to the Permit, Violation and Rental Activity reports.



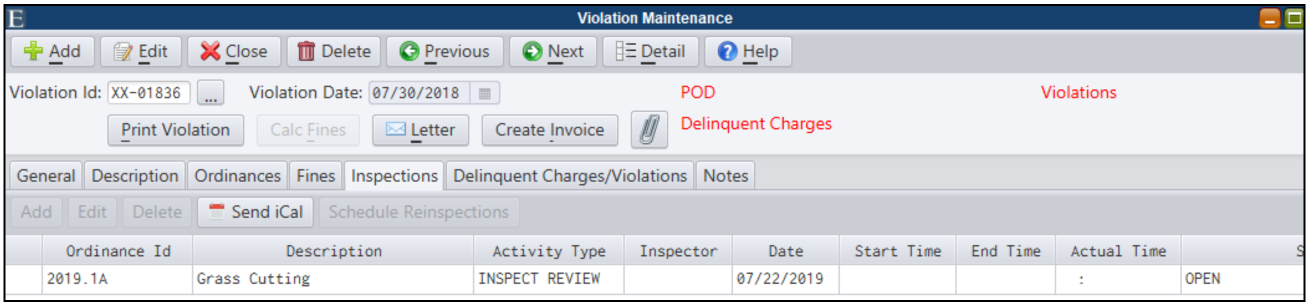
Auto-schedule Violation Inspection

An inspection can be scheduled automatically when selecting a particular Ordinance Id on a violation.

In order to use this feature, users would need to define a **Default Activity** in Ordinance Maintenance.

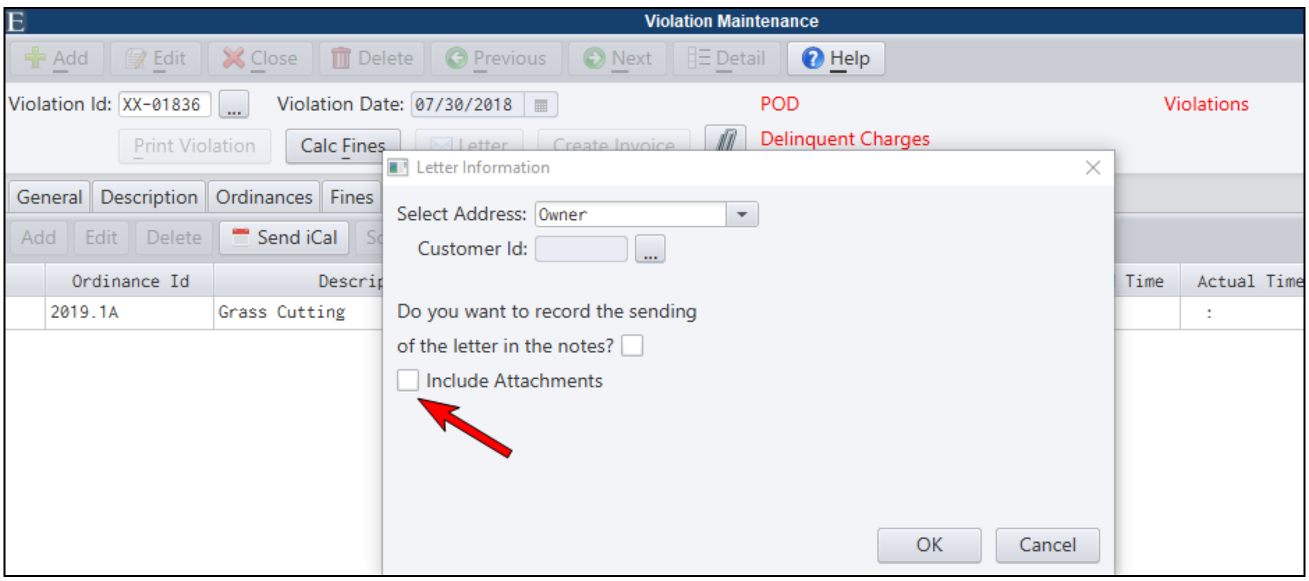


After selecting the ordinance on a violation, the default activity will automatically appear on the *Inspections* tab of Violation Maintenance. The user must still assign an inspector and date if applicable.



Print Attachments - Violations and Violation/Permit Letters

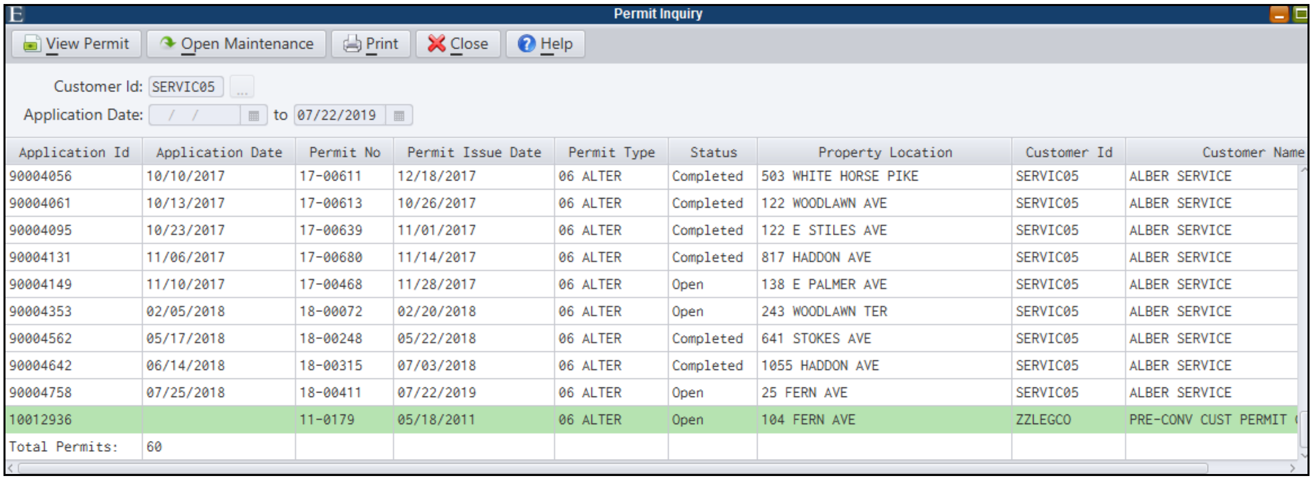
The print dialogs for violations, violation letters and permit letters now give users an option of printing attachments along with the selected form or letter.



Permit Inquiry Enhancements

The Permit Inquiry has been enhanced to include:

- Total # of permits are displayed and printed
- Results screen has been simplified to show more pertinent permit information
- Look-up by customer will also include permits with a matching sub-contractor



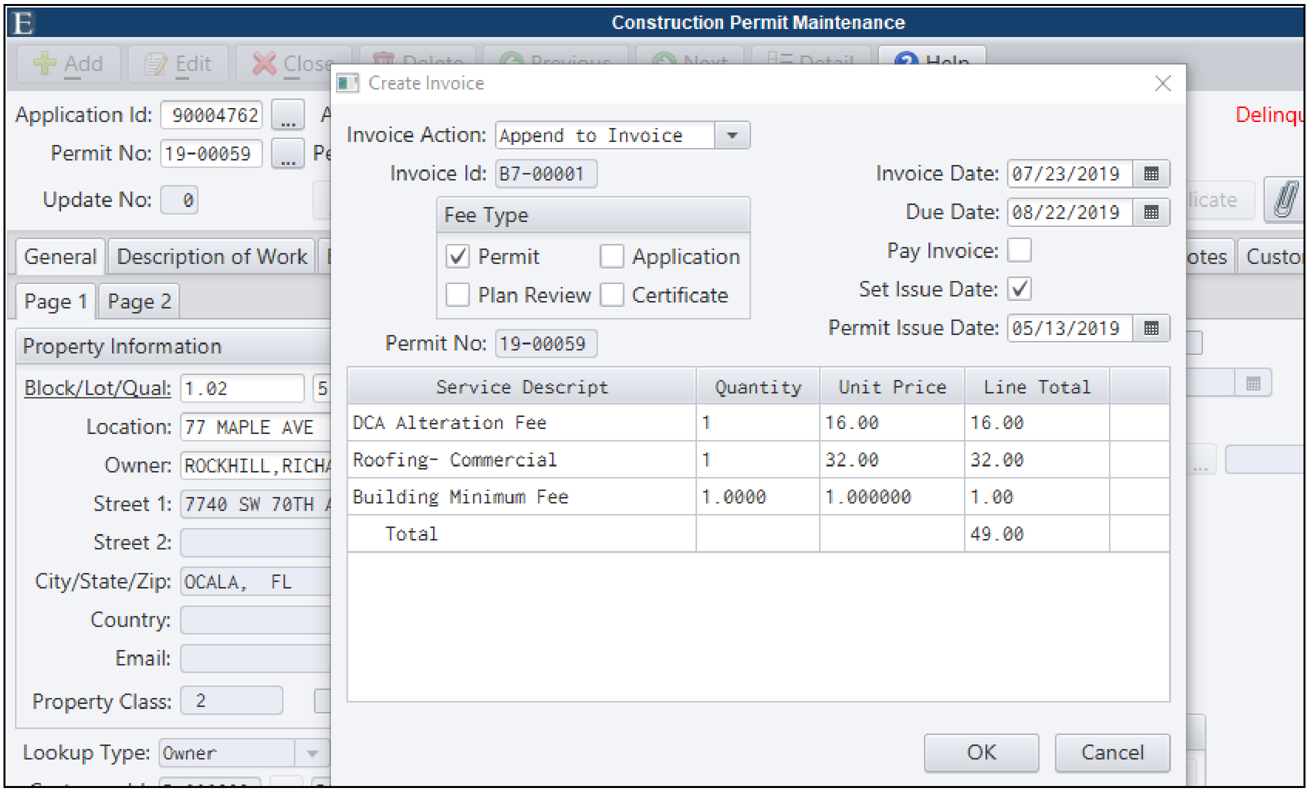
Application Id	Application Date	Permit No	Permit Issue Date	Permit Type	Status	Property Location	Customer Id	Customer Name
90004056	10/10/2017	17-00611	12/18/2017	06 ALTER	Completed	503 WHITE HORSE PIKE	SERVIC05	ALBER SERVICE
90004061	10/13/2017	17-00613	10/26/2017	06 ALTER	Completed	122 WOODLAWN AVE	SERVIC05	ALBER SERVICE
90004095	10/23/2017	17-00639	11/01/2017	06 ALTER	Completed	122 E STILES AVE	SERVIC05	ALBER SERVICE
90004131	11/06/2017	17-00680	11/14/2017	06 ALTER	Completed	817 HADDON AVE	SERVIC05	ALBER SERVICE
90004149	11/10/2017	17-00468	11/28/2017	06 ALTER	Open	138 E PALMER AVE	SERVIC05	ALBER SERVICE
90004353	02/05/2018	18-00072	02/20/2018	06 ALTER	Open	243 WOODLAWN TER	SERVIC05	ALBER SERVICE
90004562	05/17/2018	18-00248	05/22/2018	06 ALTER	Completed	641 STOKES AVE	SERVIC05	ALBER SERVICE
90004642	06/14/2018	18-00315	07/03/2018	06 ALTER	Completed	1055 HADDON AVE	SERVIC05	ALBER SERVICE
90004758	07/25/2018	18-00411	07/22/2019	06 ALTER	Open	25 FERN AVE	SERVIC05	ALBER SERVICE
10012936		11-0179	05/18/2011	06 ALTER	Open	104 FERN AVE	ZZLEGCO	PRE-CONV CUST PERMIT (
Total Permits:	60							

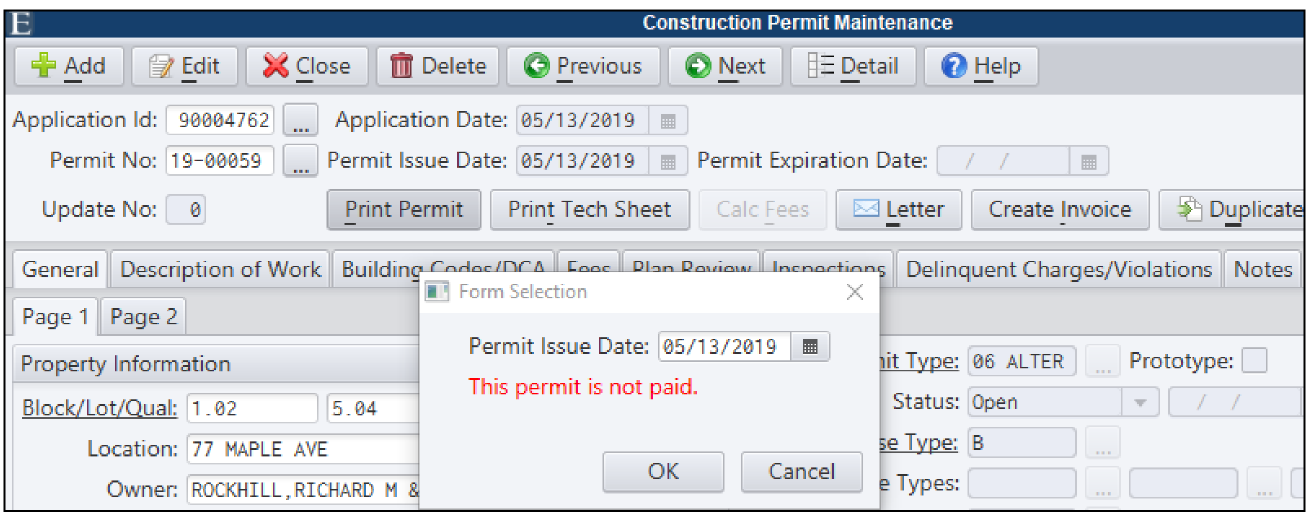
Permit Issue Date Prompt

MCSJ contains added flexibility for assigning permit issue dates. Users will receive prompts to set or update the permit issued date in the following areas:

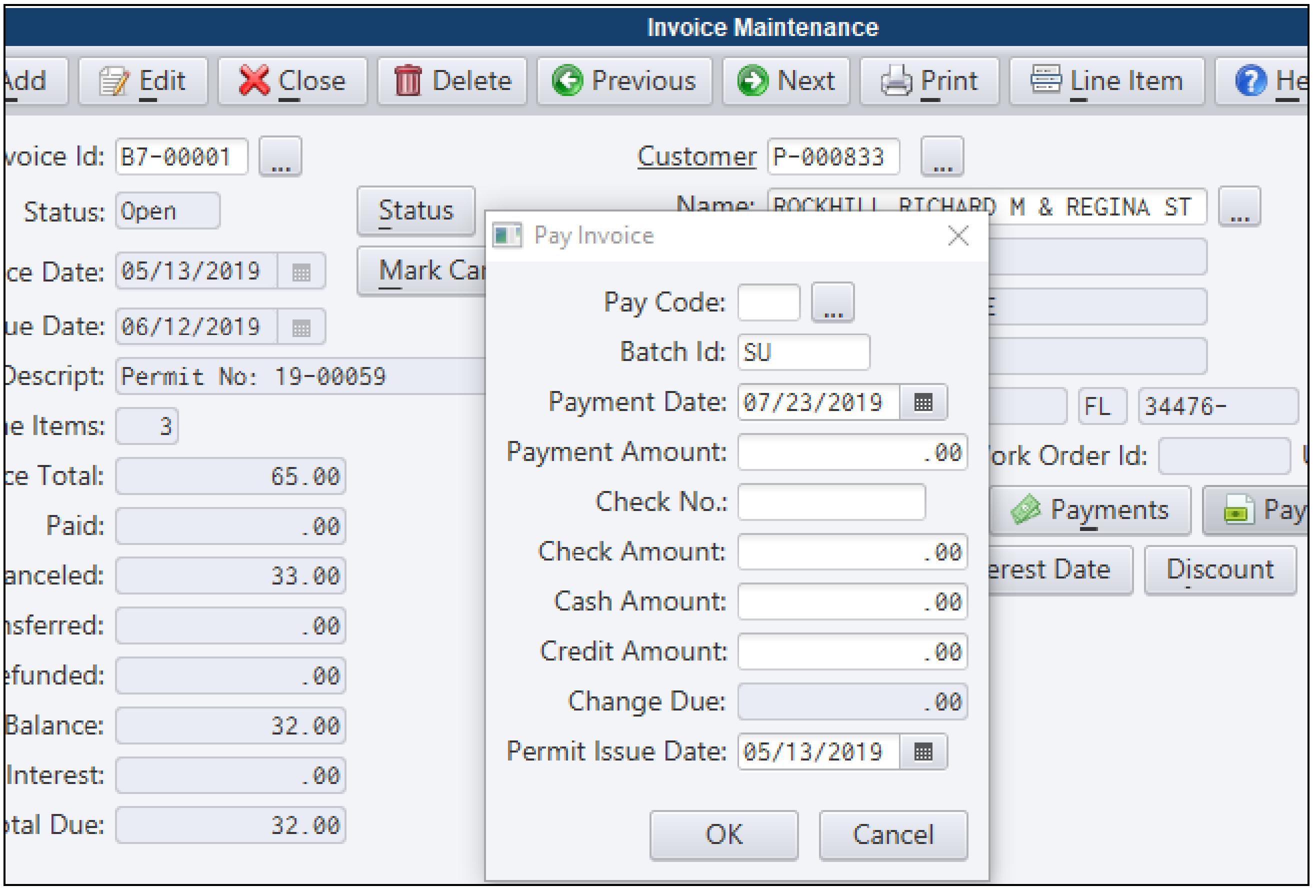
- Create Invoice dialog when generating a permit invoice
- Printing a Permit (Permit Maintenance, CPSS, Inspection Management App)
- Pay Invoice prompt from Invoice Maintenance
- Payment Window

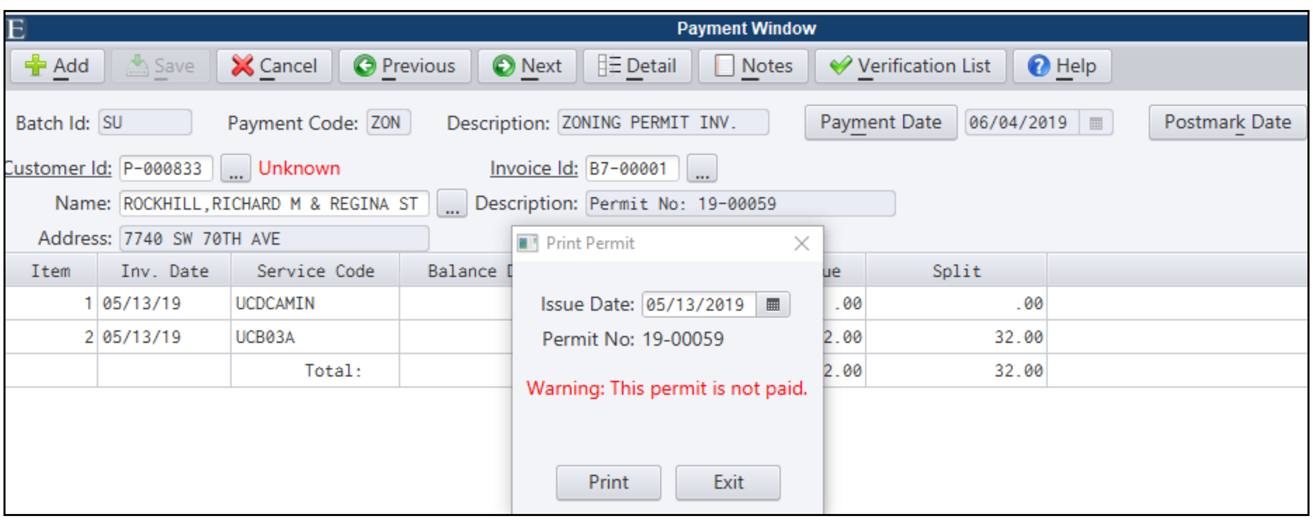
The user may blank out the permit issue date or click Exit when available if they don't wish to update the issue date.





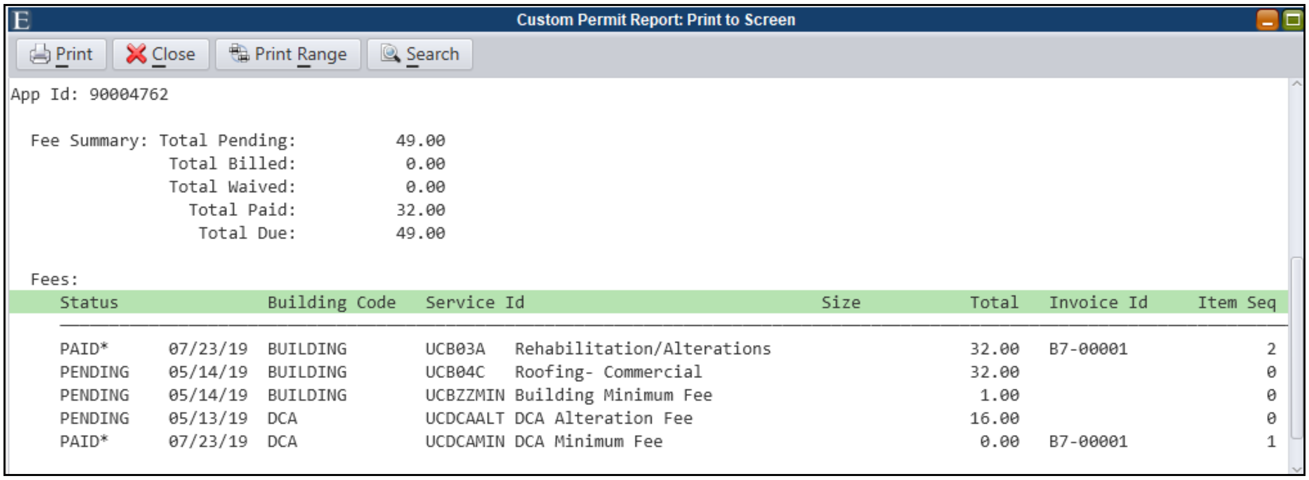
Permits printed via CPSS and the Inspection Management App will also prompt users to set the permit issue date.


Invoice Maintenance
Add
Edit
Close
Delete
Previous
Next
Print
Line Item
Help
Invoice Id: B7-00001
Customer P-000833
Status: Open
Status
Name: ROCKHILL RICHARD M & REGINA ST
Invoice Date: 05/13/2019
Mark Cancel
Due Date: 06/12/2019
Descript: Permit No: 19-00059
Line Items: 3
Invoice Total: 65.00
Paid: .00
Canceled: 33.00
Transferred: .00
Refunded: .00
Balance: 32.00
Interest: .00
Total Due: 32.00
FL
34476-
Work Order Id:
Payments
Pay
Interest Date
Discount
Pay Invoice
Pay Code:
Batch Id: SU
Payment Date: 07/23/2019
Payment Amount: .00
Check No.:
Check Amount: .00
Cash Amount: .00
Credit Amount: .00
Change Due: .00
Permit Issue Date: 05/13/2019
OK
Cancel


Payment Window
Add
Save
Cancel
Previous
Next
Detail
Notes
Verification List
Help
Batch Id: SU
Payment Code: ZON
Description: ZONING PERMIT INV.
Payment Date 06/04/2019
Postmark Date
Customer Id: P-000833
Unknown
Invoice Id: B7-00001
Name: ROCKHILL,RICHARD M & REGINA ST
Description: Permit No: 19-00059
Address: 7740 SW 70TH AVE
Item
Inv. Date
Service Code
Balance Due
Split
1 05/13/19 UCDCAMIN .00 .00
2 05/13/19 UCB03A 2.00 32.00
Total: 2.00 32.00
Print Permit
Issue Date: 05/13/2019
Permit No: 19-00059
Warning: This permit is not paid.
Print
Exit

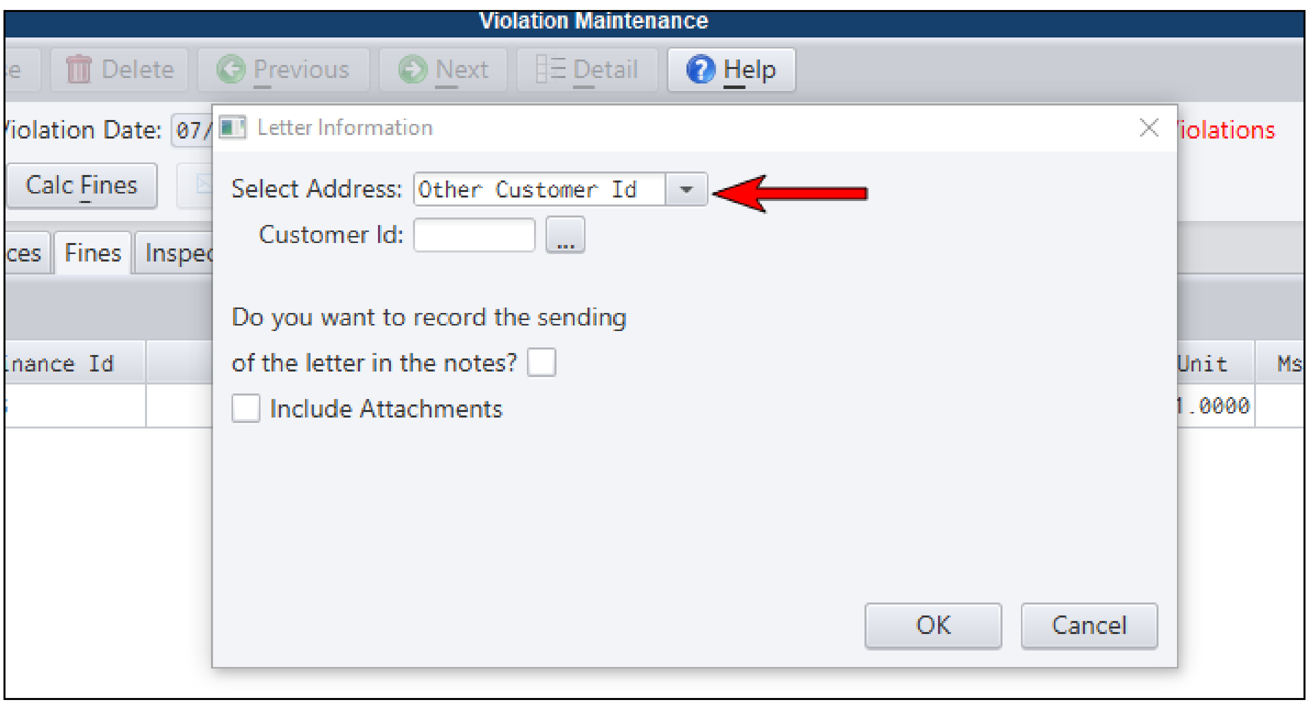
Invoice Detail Printed on CPCE Custom Reports

The Custom Reports for Permits, Violations and Rentals will now display invoice information and fee detail when checking the **Print Fees** or **Print Fines** boxes on the reports.



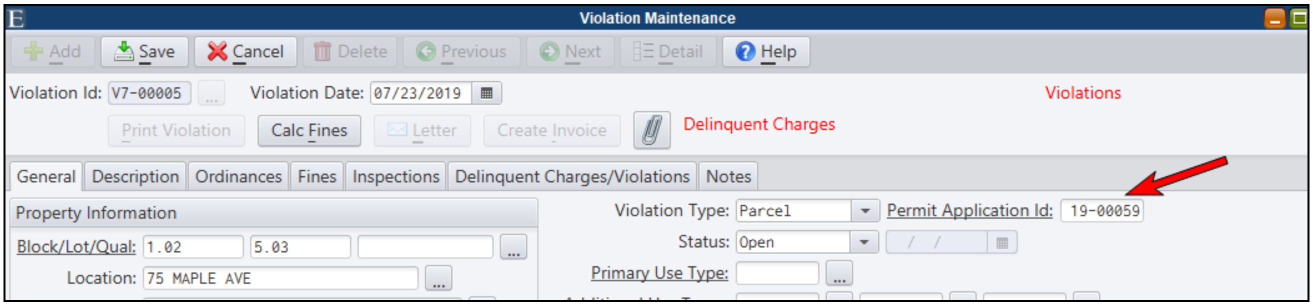
Print Violation/Permit Letters to 3rd Party Contact

A 3rd party customer can be addressed on printed violation and permit letters in lieu of the owner or customer referenced on the permit or violation.



Generate NJ UCC Violation Forms From Violation Maintenance (NJ)

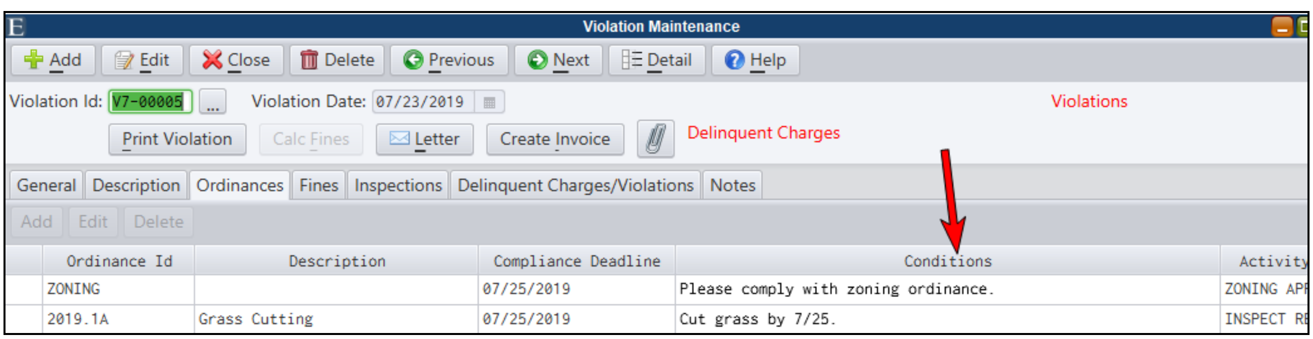
The various UCC Violation forms can be generated from Violation Maintenance Letter button. A permit application number, if applicable, can be referenced on the violation record in order to reference permit related information on the violation form.



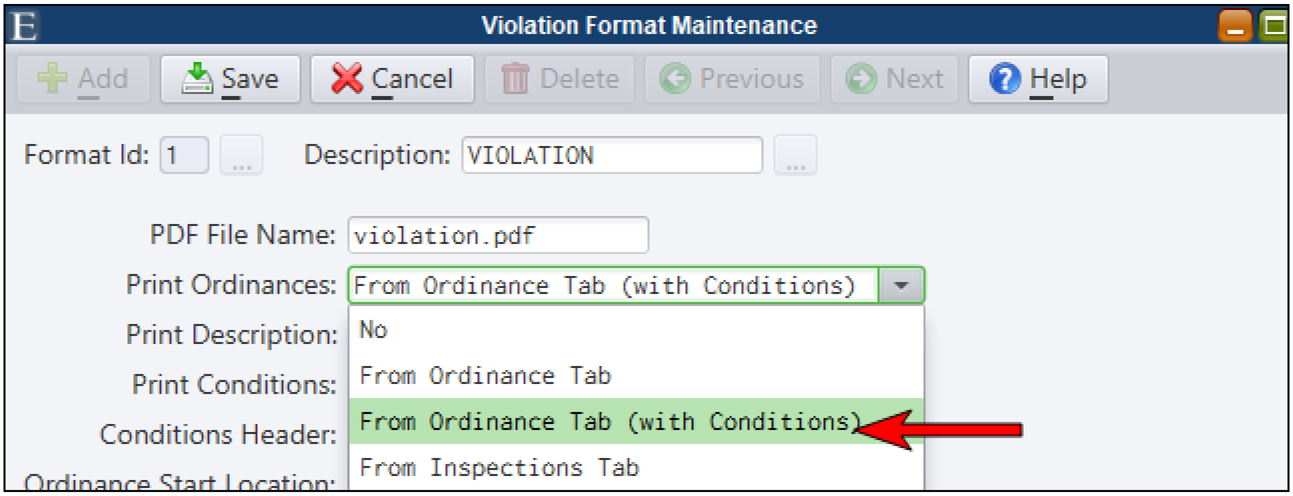
For UCC forms that reference violation inspection dates, comments or ordinance information, users should click and select the appropriate inspection on the Violation Maintenance Inspections tab prior to using the Letter button to select their UCC form. Contact an E&A representative if you need assistance with your UCC violation forms.

Individual Ordinance Conditions on Violations

Each Ordinance Id referenced on a violation can now be assigned its own set of conditions. The user has the option of printing the individual ordinance conditions on the violation form by selecting a new option in the Violation Format Maintenance (See 2nd figure below).

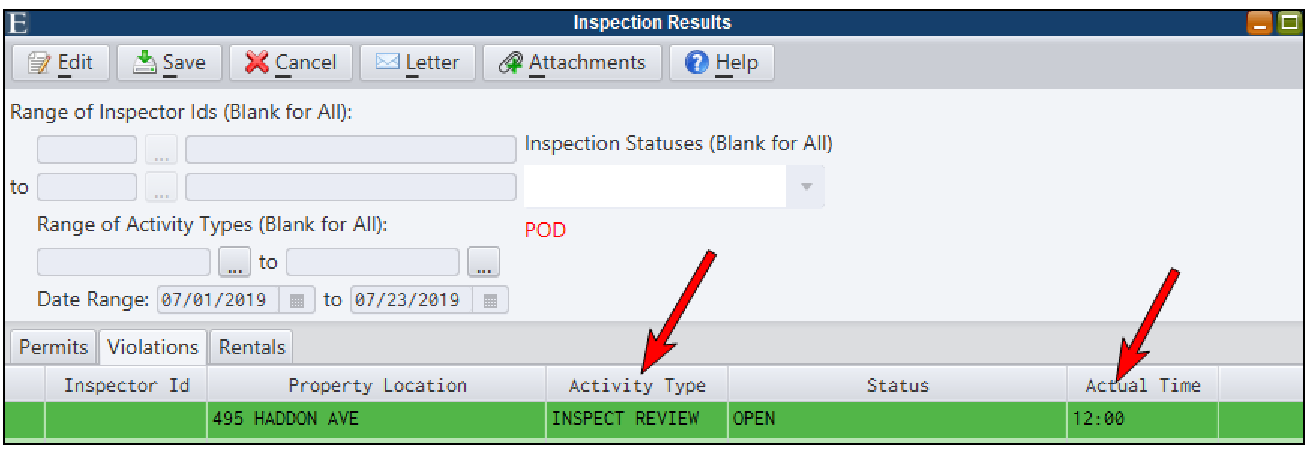


Code Enforcement>Violation Format Maintenance



Change Activity Type and Time in Inspection Results

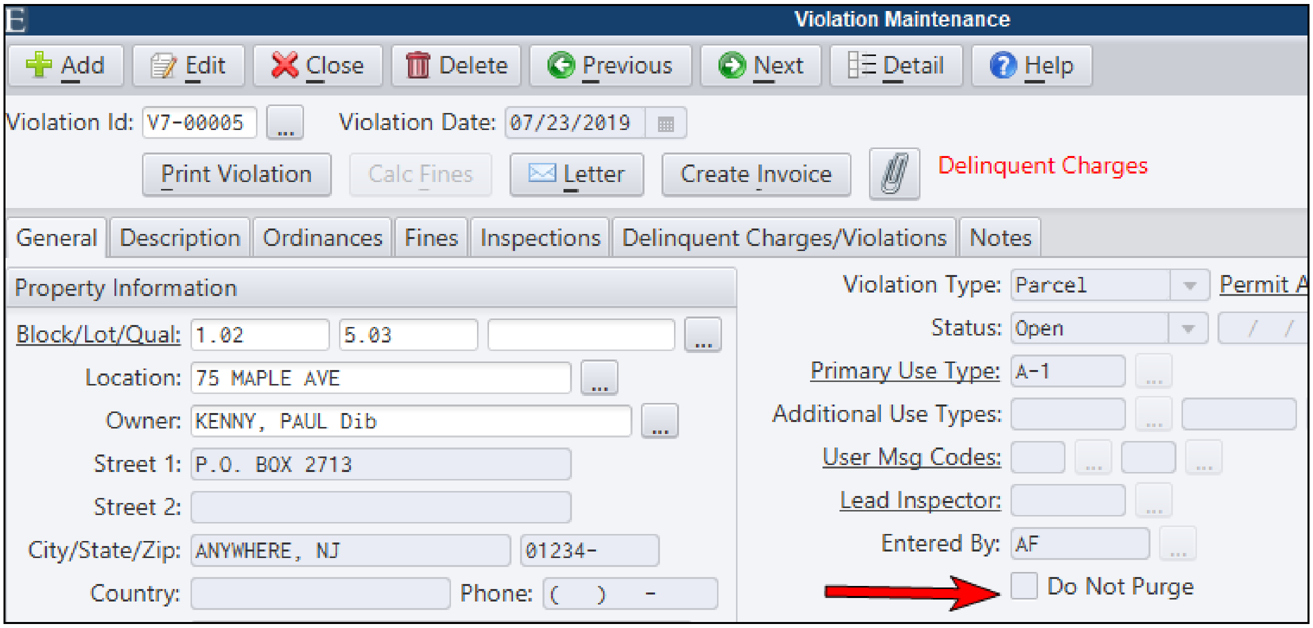
Inspectors may now modify the Activity Type or Actual Time columns within the Inspection Results routine.



Purge Violations

A Violation Purge routine has been added the MCSJ Special Routines program. Users may purge all completed and void violations within a specified violation date range. A 'Do Not Purge' flag has been added to the Violation Maintenance and can be selected to prevent the purging of particular violations.

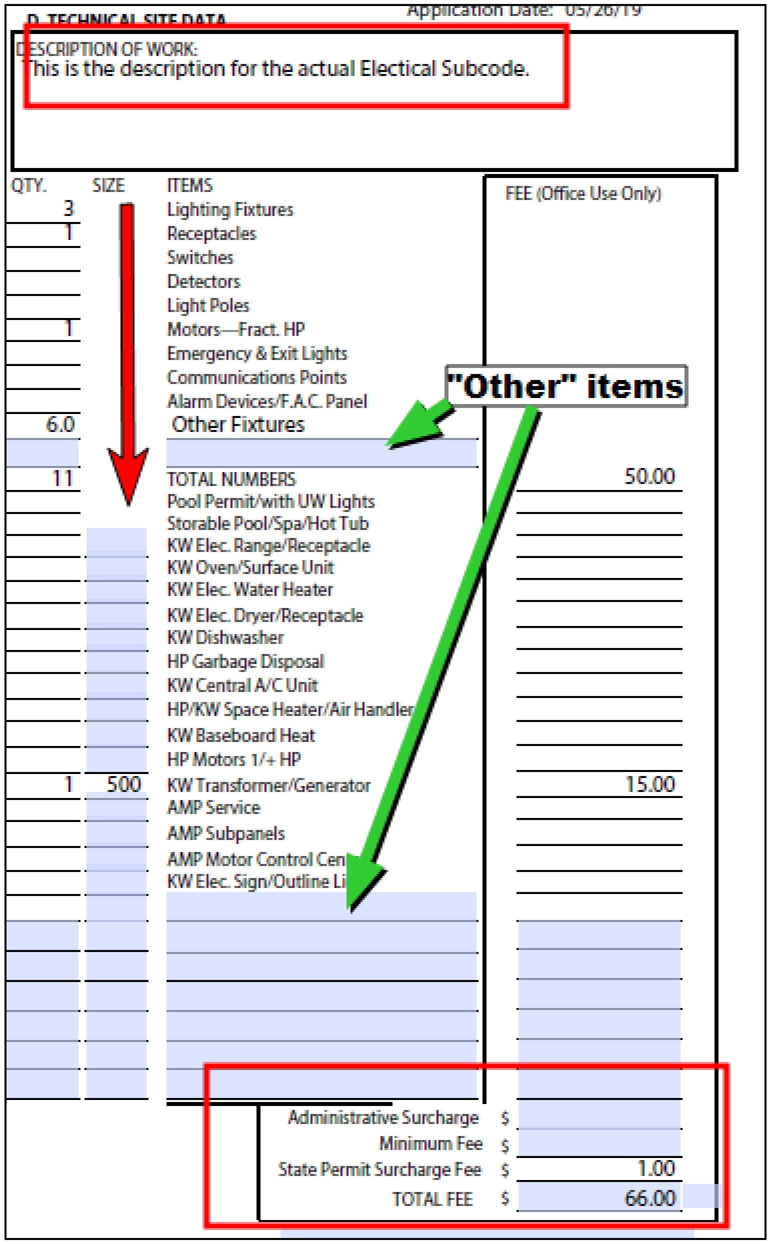
> *A special icon and proper security access is required to access the Special Routines program. Contact an E&A representative for assistance.*



NJ Tech Sheet Improvements

NJ Tech Sheets now support up to 9 "Other" items, sizes can be entered on tech sheet items, a sub code specific work description can be printed and state surcharge fees will appear in the totals.

In order to support the new Tech Sheet features, the *Fees* tab and Fees dialog screen of Construction Permit Maintenance now contain a **Size** column (text field) and the *Building Codes* tab contains a **Description of Work** column for each subcode.



D. TECHNICAL SITE DATA

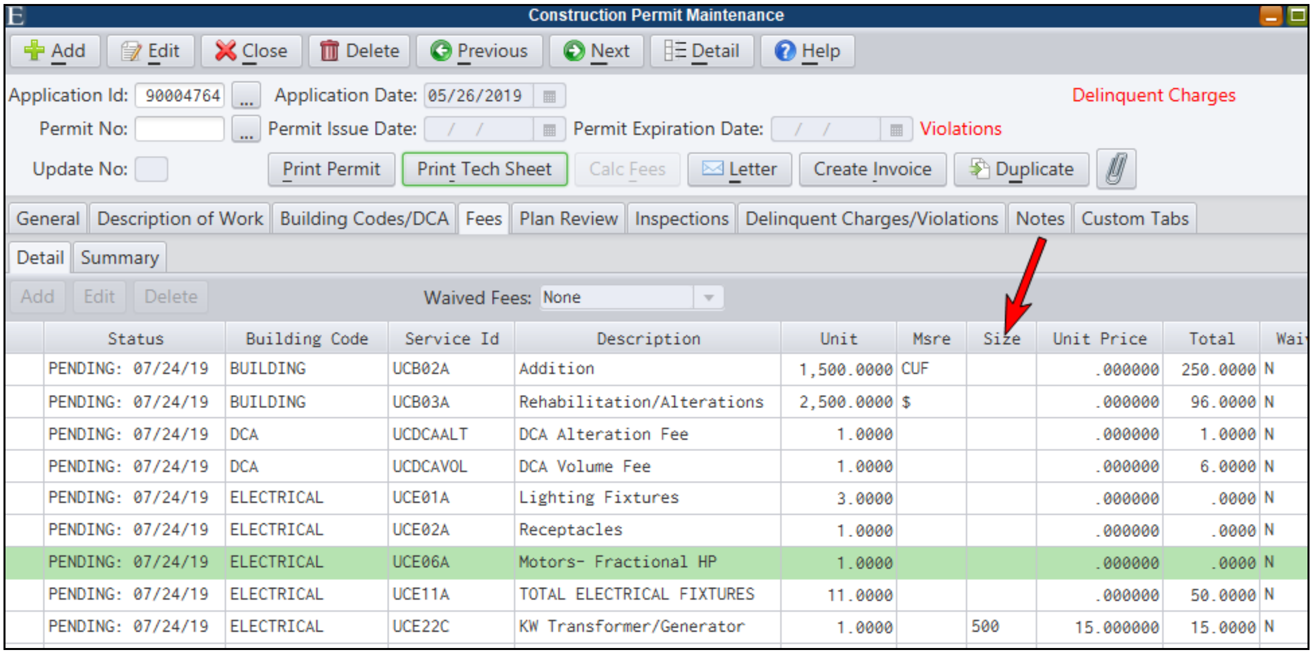
Application Date: 05/26/19

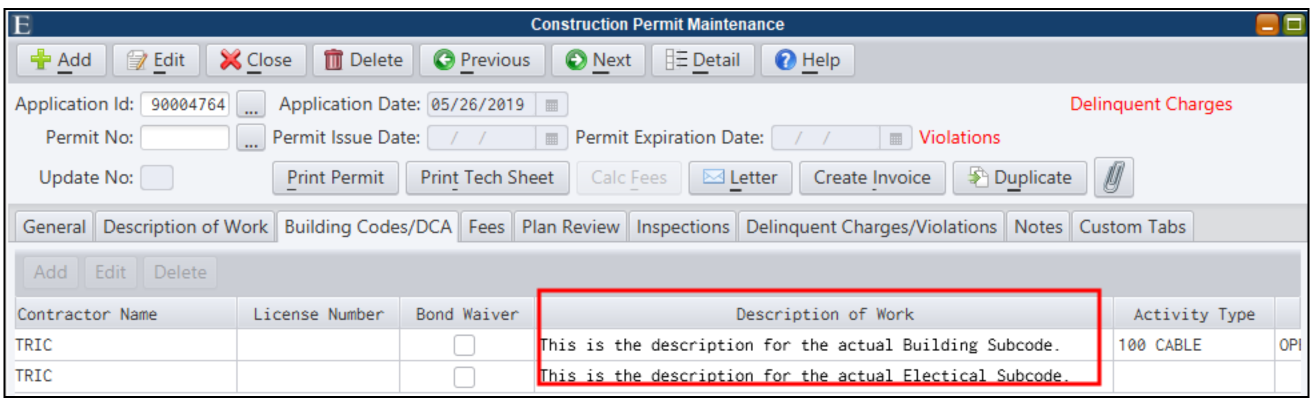
DESCRIPTION OF WORK:
This is the description for the actual Electical Subcode.

"Other" items

QTY.	SIZE	ITEMS	FEE (Office Use Only)
3		Lighting Fixtures	
1		Receptacles	
		Switches	
		Detectors	
		Light Poles	
1		Motors—Fract. HP	
		Emergency & Exit Lights	
		Communications Points	
		Alarm Devices/F.A.C. Panel	
6.0		Other Fixtures	
11		TOTAL NUMBERS	50.00
		Pool Permit/with UW Lights	
		Storable Pool/Spa/Hot Tub	
		KW Elec. Range/Receptacle	
		KW Oven/Surface Unit	
		KW Elec. Water Heater	
		KW Elec. Dryer/Receptacle	
		KW Dishwasher	
		HP Garbage Disposal	
		KW Central A/C Unit	
		HP/KW Space Heater/Air Handler	
		KW Baseboard Heat	
		HP Motors 1/+ HP	
1	500	KW Transformer/Generator	15.00
		AMP Service	
		AMP Subpanels	
		AMP Motor Control Cen	
		KW Elec. Sign/Outline Li	

Administrative Surcharge	$	
Minimum Fee	$	
State Permit Surcharge Fee	$	1.00
TOTAL FEE	$	66.00





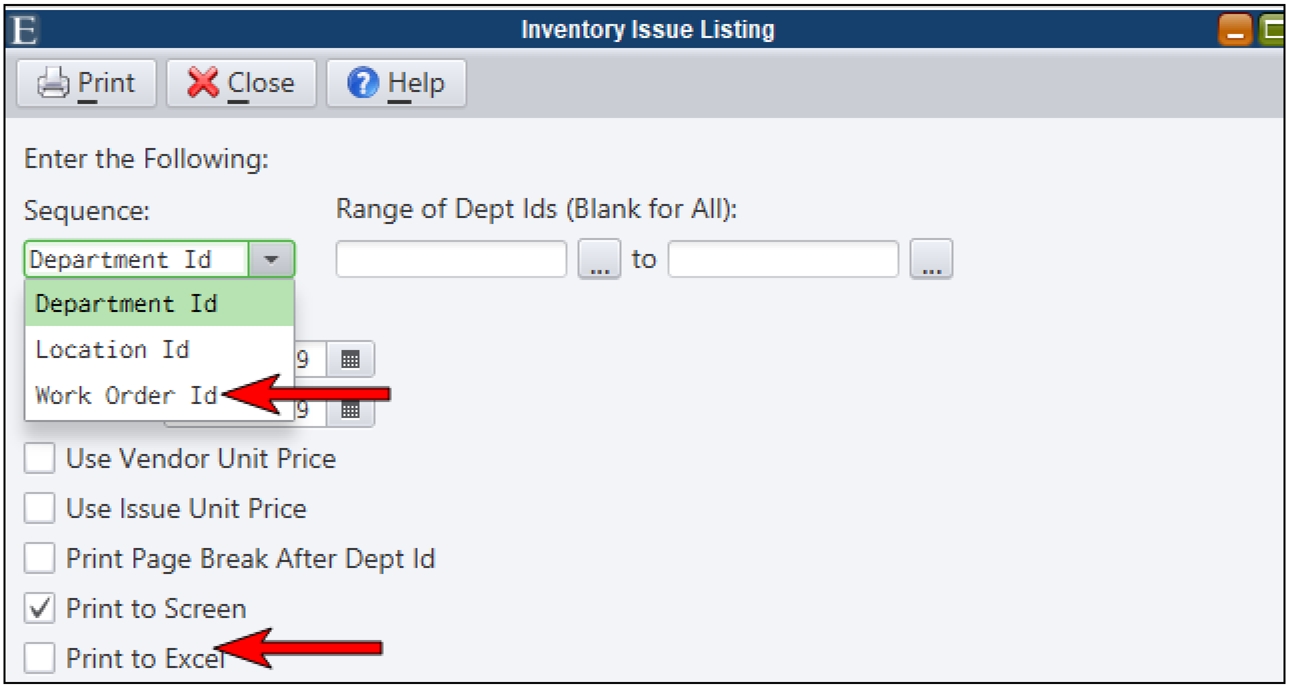
CPSS and Inspections Management App

The CPSS portal and Inspections Management App have been updated to support the above applicable MCSJ CPCE changes.

Inventory

Inventory Issue Listing Enhancements

The Inventory Issue Listing can now be generated to Excel and contains a Work Order sequence option.



VA Personal Property

Improved Picklist for Account Look-up in Personal Property Maint

Personal Property Maintenance look-up picklists will now identify all of the years in which a selected account exists. Users will select the account in the top half of the picklist and then can select a specific year in the bottom half of the picklist.