
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

Forms	
Status	Name
✓	DupApCheck.pdf
✓	poacp1.pdf
✓	poAddtl.pdf
✓	poc1p1.pdf
✓	SelfApCheck.pdf
✓	StandApCheck.pdf

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: 

Descript: 

Account Num:

G/L Acct: 

Bank Recon. Id: 



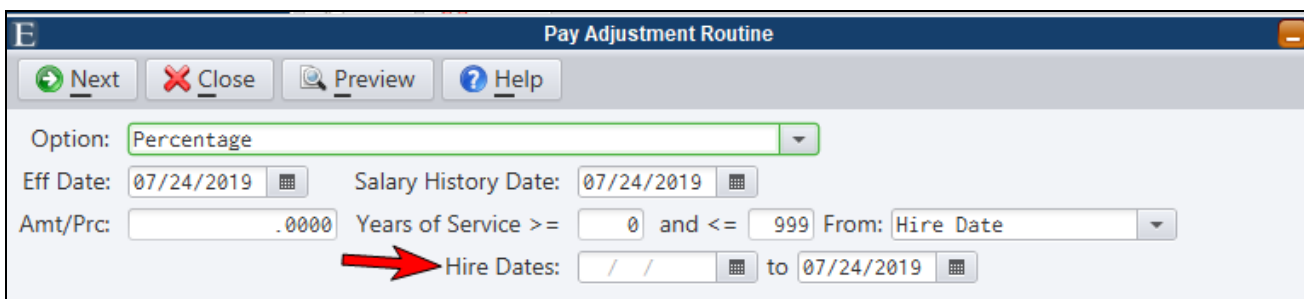
Payroll & Attendance

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.




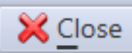
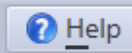
The screenshot shows the 'Pay Adjustment Routine' window. It includes buttons for 'Next', 'Close', 'Preview', and 'Help'. The 'Option' dropdown is set to 'Percentage'. The 'Eff Date' and 'Salary History Date' are both 07/24/2019. The 'Amt/Prc' field is .0000. The 'Years of Service' range is from 0 to 999, starting from 'Hire Date'. A red arrow points to the 'Hire Dates' field, which is currently empty, indicating where a date range can be specified.

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


  

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:
<input type="text"/>	<input type="text"/> / / 

☒ Replace Existing Draft Transactions

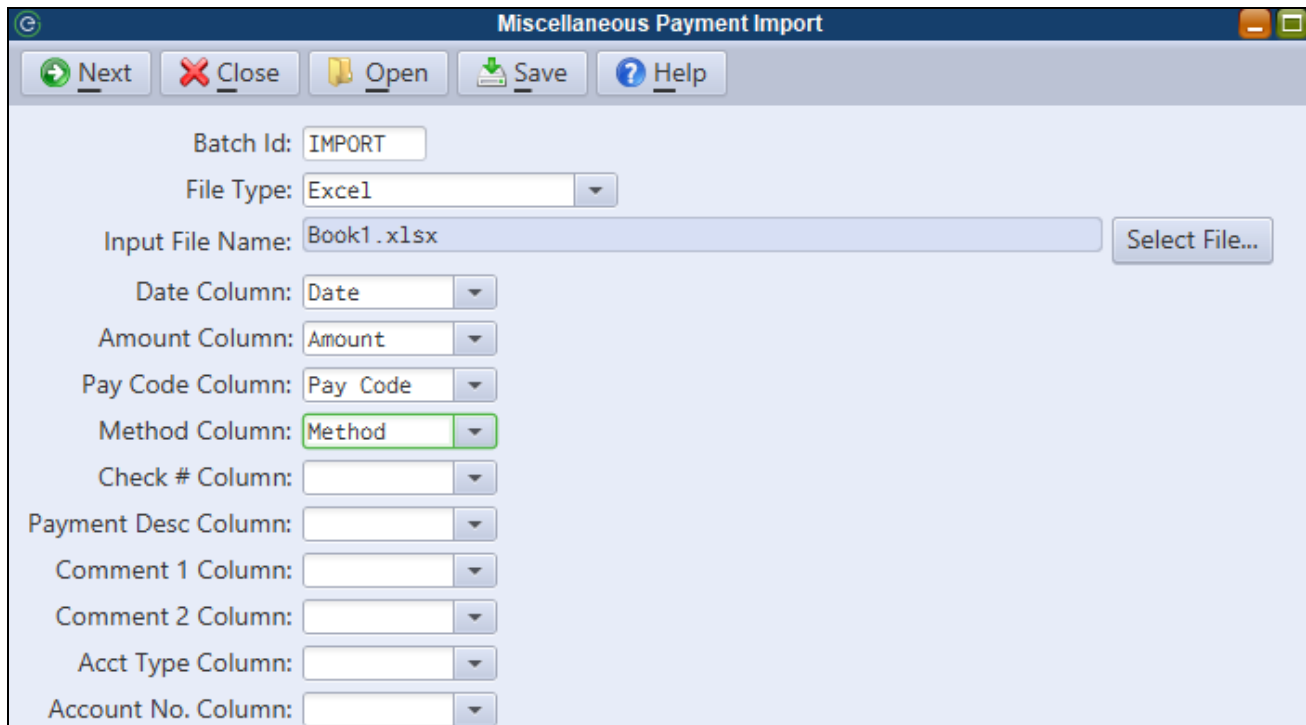
Payments

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

The screenshot shows a software window titled "Miscellaneous Payment Import". At the top, there is a toolbar with five buttons: "Next" (with a green arrow icon), "Close" (with a red X icon), "Open" (with a yellow folder icon), "Save" (with a green floppy disk icon), and "Help" (with a blue question mark icon). Below the toolbar, the "Batch Id:" field contains the text "IMPORT". The "File Type:" dropdown menu is set to "Excel". The "Input File Name:" field contains "Book1.xlsx", and to its right is a "Select File..." button. Below these fields are several dropdown menus for mapping spreadsheet columns to MCSJ data fields: "Date Column:" is set to "Date", "Amount Column:" is set to "Amount", "Pay Code Column:" is set to "Pay Code", "Method Column:" is set to "Method" (this dropdown is highlighted with a green border), "Check # Column:" is empty, "Payment Desc Column:" is empty, "Comment 1 Column:" is empty, "Comment 2 Column:" is empty, "Acct Type Column:" is empty, and "Account No. Column:" is empty.

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.

The screenshot shows a software window titled "Collections Parameter Maintenance" with a menu bar containing "Edit", "Close", and "Help". A message at the top states: "System or Billing Module must be locked AND you must have the necessary security level to edit the fields displayed in red." Below this is a tabbed interface with three tabs: "General", "Tax Search Export File Transfer" (which is selected), and "Virtual Terminal". The "Tax Search Export File Transfer" tab contains five sets of fields for FTP/SFTP connections, labeled FTP1 through FTP5. Each set includes fields for Name, URL, User Id, Password, and Type (a dropdown menu set to "FTP"), along with an "Auto-Transfer File" checkbox. The fields for FTP2, FTP3, and FTP5 are highlighted in red, indicating they are required or locked. The values entered are: FTP2 Name: ActionTax, URL: www.actiontaxtool.com, User Id: edmundsftp; FTP3 Name: Priority, URL: ftp.prioritysearchservices.net, User Id: Edmonds.

FTP Name	Auto-Transfer File	URL	User Id	Password	Type
FTP1 Name:	<input type="checkbox"/>				FTP
FTP2 Name: ActionTax	<input type="checkbox"/>	www.actiontaxtool.com	edmundsftp		FTP
FTP3 Name: Priority	<input type="checkbox"/>	ftp.prioritysearchservices.net	Edmonds		FTP
FTP4 Name:	<input type="checkbox"/>				FTP
FTP5 Name:	<input type="checkbox"/>				FTP

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

The screenshot shows a web-based form titled "Tester Maintenance". The form has a header bar with a blue background and white text. Below the header bar is a toolbar with buttons for "Add", "Save", "Cancel", "Delete", "Previous", "Next", and "Help". The form fields are as follows:

- Tester Id: SMITH005
- Tester Name: JOHN SMITH
- Company Name: ABC BACKFLOW TESTING, LLC (highlighted in green)
- Address: (empty)
- Address: (empty)
- City/State: (empty)
- Zip: -
- Phone: () - Ext: (empty)
- Fax: () -
- Email: (empty)
- License #: (empty)
- Exp Date: / / (empty)

A paperclip icon is located in the bottom right corner of the form.

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.

The screenshot shows the 'Utility Account Letters' window with the following options:

- Enter the Following:**
 - Source: MCSJ
 - Select Print Sequence: Account Id
 - Range of Account Types: [] to []
 - Range of Sections: [] to []
 - Range of Cycles: [] to []
 - Range of Bill Codes: [] to []
 - Range of User Codes: [] to []
 - Enter Status to Include: Active
 - Name/Address to Print: Bill To
- Range of Account Ids (Blank for All):**
 - [] - 0 to []
 - [] - 0
- Select Service Type to Include:**
 - ☐ Water ☐ Sewer
 - ☐ PILOTS
- Select Letter:**
 - ☐ Record Letter Sent on Utility Account
 - ☐ Annual Backflow Letter Sent
- Print Options:**
 - ☐ Print Only Accounts with 'Bill To' Address
 - ☒ **Print Only Accounts with Active Backflow Device**
 - With Last Tested Date On/Before (Leave blank for all): / /
 - ☐ Print to PDF

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.

Custom Utility Report

Print Close Open Save Help

Page 1 Page 2 Page 3

Enter the Following: Report Sequence: Account Id Range of Account Ids (Blank for All): - to -

Range of Account Types: to

Range of Sections: to

Range of Cycles: to

Range of Bill Codes: to

Range of User Codes: to

Active Date: to

CO Date: to 07/24/2019

CutOff Date: to 07/24/2019

Select Service Type to Include

☐ Water ☐ Sewer

☐ PILOTS

Select Account Status to Include

☒ Active ☐ Inactive ☐ None

Status As Of: 07/24/2019 (Blank to ignore Status Date)

Include Only Accounts With

<input type="checkbox"/> Direct Withdraw	<input type="checkbox"/> Municipal Lien	<input type="checkbox"/> Exclude from Tax Sale	<input type="checkbox"/> Do Not Print Delinquent Notice	<input type="checkbox"/> Compound Meter
<input type="checkbox"/> Interest Exempt	<input type="checkbox"/> Outside Lien	<input type="checkbox"/> Sp Charges	<input type="checkbox"/> Active Backflow Device	<input type="checkbox"/> Deduct Meter
<input type="checkbox"/> Apr 2	<input type="checkbox"/> Assignment	<input type="checkbox"/> 3rd Party Notification		
<input type="checkbox"/> Cut Off	<input type="checkbox"/> Bankruptcy	<input type="checkbox"/> Read Meter		
<input type="checkbox"/> Do Not Accept Online Payment	<input type="checkbox"/> Budget	<input type="checkbox"/> Do Not Read Meter		
<input type="checkbox"/> Garnishment		<input type="checkbox"/> Retired Meter		
<input type="checkbox"/> E-Bills				

Backflow Listing

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

Enter the Following:

Range of Account Ids (Blank for All):
[] - 0 ... to [] - 0 ...

Range of Account Types:
[] ... to [] ...

Enter Status to Include:
Active Status As Of: / / (Blank to ignore Status Date)

A Status is required when printing the report to screen since we show a detailed transaction history based on your selection(s). When printing to Excel, a Status is not required since we only show the Last Tested Date within the provided Transaction Date Range.

Select Status Type to Include

<input checked="" type="checkbox"/> Initial Installation	<input checked="" type="checkbox"/> Extension Granted	<input checked="" type="checkbox"/> Test Failed
<input checked="" type="checkbox"/> Sent Annual Test Letter	<input checked="" type="checkbox"/> Extension Granted Indefinitely	
<input checked="" type="checkbox"/> Device Tested	<input checked="" type="checkbox"/> Device Needed	

☒ Exclude Devices Tested After: 07/24/2019

Transaction Date Range:
 / / to 07/24/2019

Enter Backflow Device Status to Include:
Active

☒ Print to Screen
☐ Print to Excel

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.

Utility Account Maintenance

Account Id: 0 - 0 Type: Add Record

Prop Loc: 353 HADDON AVE

Serv Loc:

City Id: Block: 8 5

General Additional Water Sewer W/S

Bill To

Street 1: 353 HADDON AVENUE

Street 2:

City/St/Zip: ANYWHERE, NJ

Phone: () - Cell: ()

Email: josephg@edmundsassoc.com

Account Id: 6399 - 0

☒ Copy last reading

☐ Copy Notes

Active Date: 07/24/2019

☒ Activate Account

☒ Update Account on Active Backflow Devices

Copy Bill Name, Phone, Email, Additional Tab from:

Account Id: - ...

Bill To Name: ...

Property Loc: ...

OK Cancel

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.

Utility Change Transaction Inquiry

Print Close Help

Enter the Following:

Select Transaction Type:

Utility

Utility

Bill Code

Adjustment Code

Deduction Code

Bill Group

Utility Bill Format

Parameter

Backflow

Tester

Range of Account Ids (Blank for All):

- 0 ... to - 0 ...

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

The screenshot shows a software window titled "Backflow Surcharge". At the top, there are three buttons: "Next" (with a green arrow), "Close" (with a red X), and "Help" (with a question mark). Below these buttons, the form is organized into two columns. The left column contains the following fields: "Cycle:" followed by a text box; "Last Tested Date:" followed by a date picker (MM/DD/YYYY); "Bill Code:" followed by a text box and a dropdown arrow; "Bill Year:" followed by a text box; "Period:" followed by a text box; "Transaction Date:" followed by a date picker; and "Transaction Description:" followed by a large text area. The right column contains a section titled "Select Backflow Service Type to Include" which includes three checkboxes: "Water", "Sewer", and "PILOTS".

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.


Duplicating Account

Add Record

Account Id: -


☒ Copy last reading


☐ Copy Notes 


Active Date: 

☒ Activate Account

Copy Bill Name, Phone, Email, Additional Tab from:

Account Id: - 

Bill To Name: 


Property Loc: 


OK Cancel

Create New Account

Add Record

Account Id: -

Location Id: 


Prop Loc: 


Serv Loc:


City Id:


Block/Lot:

Copy Bill Name, Phone, Email, Additional Tab from:

Account Id: - 

Bill To Name: 

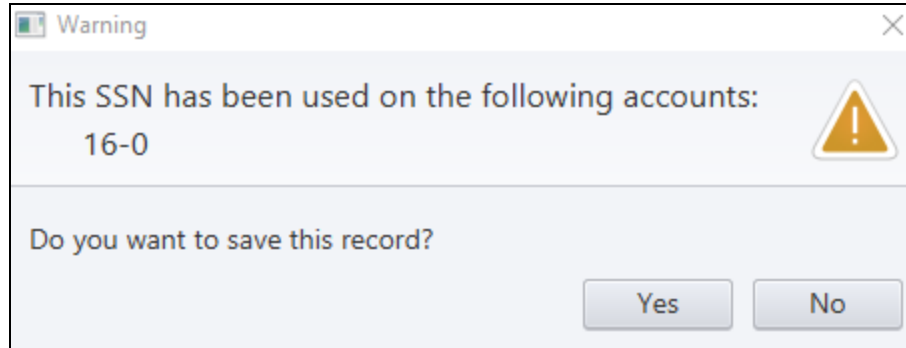
Property Loc: 

☐ Copy Notes 

OK Cancel

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.

A screenshot of the "Utility Delinquent Notices/Labels" form. The form has a title bar with "E" and "Utility Delinquent Notices/Labels". Below the title bar are buttons for "Print", "Close", and "Help". There are tabs for "Page 1", "Page 2", and "Message". The "Page 2" tab is selected. The form contains several input fields and checkboxes. On the left, there are fields for "Notice Description" (set to "UTILITY DELINQUENT NOTICE"), "Name/Address to Print" (set to "Bill To"), "Location to Print" (set to "Service"), "Mail to:", "Pay To:", and "Phone:" and "Fax:" fields. On the right, there are checkboxes for "Print Only Accounts with 'Bill To' Address", "Include Accounts with Outside Lien", "Include Accounts with Municipal Lien", "Include Accounts with Bankruptcy", "Include Accounts with 'Exclude from Tax Sale'", "Include Accounts in Tax Sale", "Include E-Bill Accounts for Printed Notices", "Print Bank Code", and "Print a Total Page". A red arrow points to the "Include Accounts in Tax Sale" checkbox, which is currently unchecked.

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.

The screenshot shows a software window titled "Custom Utility Report". At the top, there is a menu bar with icons for Print, Close, Open, Save, and Help. Below the menu bar, there are tabs for Page 1, Page 2, and Page 3. A checkbox labeled "Select All Account Fields" is present. The main area is titled "Account Fields" and contains a grid of checkboxes for various fields. A red arrow points to the "3rd Party Notification" checkbox, which is the field mentioned in the text as being selected for printing.

Account Fields					
<input type="checkbox"/> Owner Name	<input type="checkbox"/> Account Type	<input type="checkbox"/> Tenant Occupied	<input type="checkbox"/> E-Bill	<input type="checkbox"/> Meter Number	<input type="checkbox"/> Garnishment
<input type="checkbox"/> Owner Address	<input type="checkbox"/> Bill Group Id	<input type="checkbox"/> Notes	<input type="checkbox"/> Cycle	<input type="checkbox"/> Book/Page	<input checked="" type="checkbox"/> 3rd Party Notification
<input type="checkbox"/> Owner Phone(s)	<input type="checkbox"/> Vendor Id	<input type="checkbox"/> Section	<input type="checkbox"/> Status	<input type="checkbox"/> Multiplier/Dials	<input type="checkbox"/> Cutoff Flag
<input type="checkbox"/> Owner Email	<input type="checkbox"/> Soc Sec#	<input type="checkbox"/> User Codes	<input type="checkbox"/> Active Date	<input type="checkbox"/> Meter Location	<input type="checkbox"/> Cutoff Date
<input type="checkbox"/> Bill To Name	<input type="checkbox"/> Lien Flags	<input type="checkbox"/> City Id	<input type="checkbox"/> Inactive Date	<input type="checkbox"/> Serial Number	<input type="checkbox"/> Cutoff Ext Date
<input type="checkbox"/> Bill To Address	<input type="checkbox"/> Bankruptcy	<input type="checkbox"/> Block/Lot	<input type="checkbox"/> Bill Codes/Units	<input type="checkbox"/> Sensus MXU	<input type="checkbox"/> Number of Cutoff Ext

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.

Real Estate Account Maintenance

CAMRA: ...
 : Type: ...
 : Section:
 Account Id: ... MMM DDBBLLLLSS: ...
 Owner: ... Prop Loc: ...

	Principal Balance	Penalty	Total Balance	Current Due	Due As of 10/31/19
Tax	1,137.01	90.04	1,227.05	1,227.05	1,227.05
Total	1,137.01	90.04	1,227.05	1,227.05	1,227.05

NOTE: 'Due As of 10/31/19' amount includes principal due as of 10/31/19, plus interest due as of 07/24/19.

Year	Principal Balance	Penalty	Total Balance
2018	590.44	48.75	639.19
2017	546.57	41.29	587.86
Total	1,137.01	90.04	1,227.05

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.

Construction Permit Maintenance

Application Id: 90004764 Application Date: 05/26/2019

Permit No: Permit Issue Date: Permit Expiration Date: Violations

Update No: Print Permit Print Tech Sheet Calc Fees Letter Create Invoice Duplicate

General Description of Work Building Codes/DCA Fees Plan Review Inspections Delinquent Charges/Violations Notes Custom Tabs

Page 1 Page 2

Property Information

Block/Lot/Qual: 1.02 5.03

Location: 75 MAPLE AVE

Owner: billy bob

Permit Type: 04 NEW Prototype:

Status: Open

Primary Use Type: F-2

Additional Use Types: H-4

Violation Maintenance

Violation Id: XX-01836 Violation Date: 07/30/2018

Print Violation Calc Fines Letter Create Invoice

General Description Ordinances Fines Inspections Delinquent Charges/Violations Notes

Property Information

Block/Lot/Qual: 13 6

Location: 495 HADDON AVE

Owner: PATEL AMIT & SIMIT

Violation Type: Parcel Status: Open

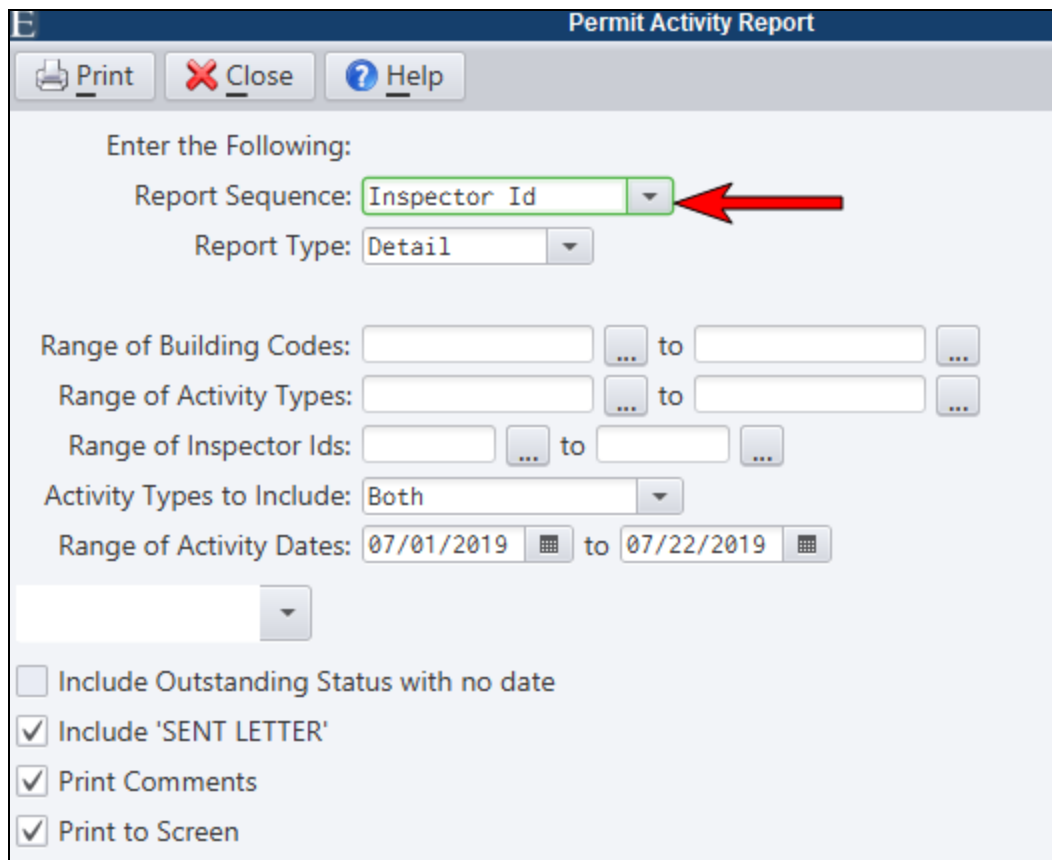
Permit Application Id:

Primary Use Type: B

Additional Use Types: A-4

Inspector Sort Sequence on Activity Reports

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



Permit Activity Report

Enter the Following:

Report Sequence: Inspector Id

Report Type: Detail

Range of Building Codes: to

Range of Activity Types: to

Range of Inspector Ids: to

Activity Types to Include: Both

Range of Activity Dates: 07/01/2019 to 07/22/2019

☐ Include Outstanding Status with no date

☒ Include 'SENT LETTER'

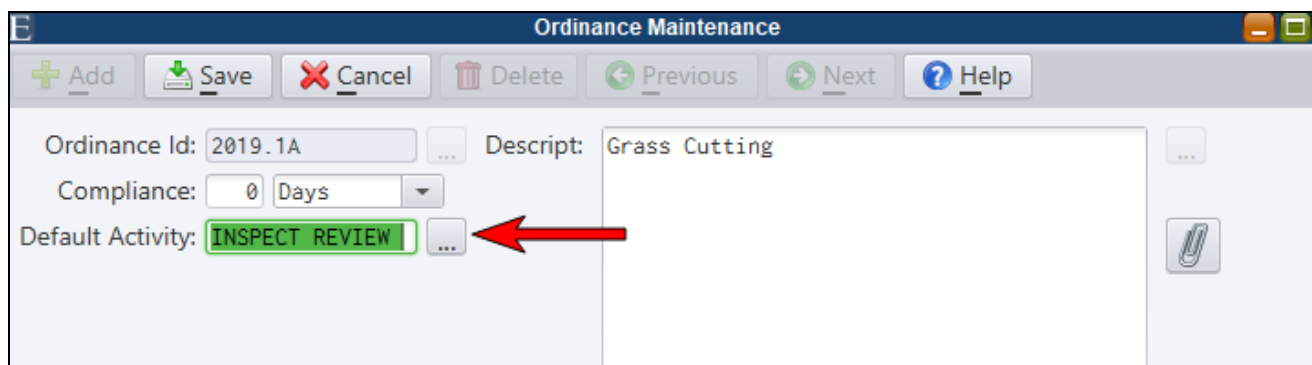
☒ Print Comments

☒ Print to Screen

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.



Ordinance Maintenance

Ordinance Id: 2019.1A

Compliance: 0 Days

Default Activity: INSPECT REVIEW

Descript: Grass Cutting

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.

The screenshot shows the 'Violation Maintenance' window. At the top, there are buttons: Add, Edit, Close, Delete, Previous, Next, Detail, and Help. Below these are input fields for 'Violation Id: XX-01836' and 'Violation Date: 07/30/2018'. To the right, there are labels 'POD' and 'Violations'. Below the input fields are buttons: Print Violation, Calc Fines, Letter, and Create Invoice. A red label 'Delinquent Charges' is also present. Below these buttons are tabs: General, Description, Ordinances, Fines, Inspections, Delinquent Charges/Violations, and Notes. Under the 'General' tab, there are buttons: Add, Edit, Delete, Send iCal, and Schedule Reinspections. At the bottom, there is a table with the following data:

Ordinance Id	Description	Activity Type	Inspector	Date	Start Time	End Time	Actual Time	Status
2019.1A	Grass Cutting	INSPECT REVIEW		07/22/2019			:	OPEN

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.

The screenshot shows the 'Violation Maintenance' window with a 'Letter Information' dialog box open. The dialog box has the following fields and options:

- Select Address: Owner (dropdown menu)
- Customer Id: (input field)
- Do you want to record the sending of the letter in the notes? ☐
- ☐ Include Attachments (highlighted with a red arrow)
- OK and Cancel buttons at the bottom right.

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

Permit Inquiry								
<div> View Permit Open Maintenance Print Close Help </div>								
Customer Id: <input type="text" value="SERVIC05"/>								
Application Date: <input type="text" value="/ /"/> to <input type="text" value="07/22/2019"/>								
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	ZZLEGC0	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.

Construction Permit Maintenance

Application Id: 90004762 Permit No: 19-00059 Update No: 0

General Description of Work Page 1 Page 2

Property Information

Block/Lot/Qual: 1.02 5.04

Location: 77 MAPLE AVE

Owner: ROCKHILL, RICHARD M & J

Street 1: 7740 SW 70TH AVE

Street 2:

City/State/Zip: OCALA, FL

Country:

Email:

Property Class: 2

Lookup Type: Owner

Create Invoice

Invoice Action: Append to Invoice

Invoice Id: B7-00001

Invoice Date: 07/23/2019

Due Date: 08/22/2019

Pay Invoice: ☐

Set Issue Date: ☒

Permit Issue Date: 05/13/2019

Fee Type

☒ Permit ☐ Application

☐ Plan Review ☐ Certificate

Permit No: 19-00059

Service Descript	Quantity	Unit Price	Line Total
DCA Alteration Fee	1	16.00	16.00
Roofing- Commercial	1	32.00	32.00
Building Minimum Fee	1.0000	1.000000	1.00
Total			49.00

OK Cancel

Construction Permit Maintenance

Application Id: 90004762 Application Date: 05/13/2019

Permit No: 19-00059 Permit Issue Date: 05/13/2019 Permit Expiration Date: / /

Update No: 0

Print Permit Print Tech Sheet Calc Fees Letter Create Invoice Duplicate

General Description of Work Building Codes/DCA Fees Plan Review Inspections Delinquent Charges/Violations Notes

Page 1 Page 2

Property Information

Block/Lot/Qual: 1.02 5.04

Location: 77 MAPLE AVE

Owner: ROCKHILL, RICHARD M & J

Form Selection

Permit Issue Date: 05/13/2019

This permit is not paid.

OK Cancel



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 Name: ROCKHILL, RICHARD M & REGINA ST
Invoice Date: 05/13/2019 Mark Cash
Due Date: 06/12/2019
Description: Permit No: 19-00059
Items: 3
Invoice Total: 65.00
Paid: .00
Canceled: 33.00
Transferred: .00
Refunded: .00
Balance: 32.00
Interest: .00
Total Due: 32.00

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
1	05/13/19	UCDCAMIN	
2	05/13/19	UCB03A	
Total:			

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.

App Id: 90004762

Fee Summary:

Total Pending:	49.00
Total Billed:	0.00
Total Waived:	0.00
Total Paid:	32.00
Total Due:	49.00

Fees:

Status	Building Code	Service Id	Size	Total	Invoice Id	Item Seq
PAID*	07/23/19	BUILDING	UCB03A Rehabilitation/Alterations	32.00	B7-00001	2
PENDING	05/14/19	BUILDING	UCB04C Roofing- Commercial	32.00		0
PENDING	05/14/19	BUILDING	UCBZZMIN Building Minimum Fee	1.00		0
PENDING	05/13/19	DCA	UCDCAALT DCA Alteration Fee	16.00		0
PAID*	07/23/19	DCA	UCDCAMIN DCA Minimum Fee	0.00	B7-00001	1

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.

Violation Maintenance

Violation Date: 07/23/19

Letter Information

Select Address: Other Customer Id

Customer Id:

Do you want to record the sending of the letter in the notes? ☐

☐ Include Attachments

OK Cancel

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.

Violation Maintenance

Violation Id: V7-00005 Violation Date: 07/23/2019

Print Violation Calc Fines Letter Create Invoice Delinquent Charges

General Description Ordinances Fines Inspections Delinquent Charges/Violations Notes

Property Information

Block/Lot/Qual: 1.02 5.03

Location: 75 MAPLE AVE

Violation Type: Parcel Permit Application Id: 19-00059

Status: Open

Primary Use Type:



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).

Violation Maintenance

Violation Id: V7-00005 Violation Date: 07/23/2019

Print Violation Calc Fines Letter Create Invoice Delinquent Charges

General Description Ordinances Fines Inspections Delinquent Charges/Violations Notes

Add Edit Delete

Ordinance Id	Description	Compliance Deadline	Conditions	Activity
ZONING		07/25/2019	Please comply with zoning ordinance.	ZONING APP
2019.1A	Grass Cutting	07/25/2019	Cut grass by 7/25.	INSPECT R

Code Enforcement>Violation Format Maintenance

Format Id: 1 Description: VIOLATION

PDF File Name: violation.pdf

Print Ordinances: From Ordinance Tab (with Conditions)

Print Description: No

Print Conditions: From Ordinance Tab

Conditions Header: From Ordinance Tab (with Conditions)

Ordinance Start Location: From Inspections Tab

Change Activity Type and Time in Inspection Results

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

Range of Inspector Ids (Blank for All):

Inspection Statuses (Blank for All):

Range of Activity Types (Blank for All):

Date Range: 07/01/2019 to 07/23/2019

Permits Violations Rentals

Inspector Id	Property Location	Activity Type	Status	Actual Time
	495 HADDON AVE	INSPECT REVIEW	OPEN	12:00

Purge Violations

A Violation Purge routine has been added to 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.

Violation Maintenance

Violation Id: V7-00005 ... Violation Date: 07/23/2019 ...

General | Description | Ordinances | Fines | Inspections | Delinquent Charges/Violations | Notes

Property Information

Block/Lot/Qual: 1.02 5.03 ...

Location: 75 MAPLE AVE ...

Owner: KENNY, PAUL Dib ...

Street 1: P.O. BOX 2713

Street 2:

City/State/Zip: ANYWHERE, NJ 01234-

Country: Phone: () -

Violation Type: Parcel1 Permit A
 Status: Open / /
 Primary Use Type: A-1
 Additional Use Types: ...
 User Msg Codes: ...
 Lead Inspector: ...
 Entered By: AF ...

☐ Do Not Purge

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.

Construction Permit Maintenance

+ Add Edit Close Delete Previous Next Detail Help

Application Id: 90004764 Application Date: 05/26/2019 Delinquent Charges
 Permit No: Permit Issue Date: / / Permit Expiration Date: / / Violations
 Update No: Print Permit **Print Tech Sheet** Calc Fees Letter Create Invoice Duplicate

General Description of Work Building Codes/DCA Fees Plan Review Inspections Delinquent Charges/Violations Notes Custom Tabs

Detail Summary

Add Edit Delete Waived Fees: None

Status	Building Code	Service Id	Description	Unit	Msre	Size	Unit Price	Total	Wai
PENDING: 07/24/19	BUILDING	UCB02A	Addition	1,500.0000	CUF		.000000	250.0000	N
PENDING: 07/24/19	BUILDING	UCB03A	Rehabilitation/Alterations	2,500.0000	\$.000000	96.0000	N
PENDING: 07/24/19	DCA	UCDCAALT	DCA Alteration Fee	1.0000			.000000	1.0000	N
PENDING: 07/24/19	DCA	UCDCAVOL	DCA Volume Fee	1.0000			.000000	6.0000	N
PENDING: 07/24/19	ELECTRICAL	UCE01A	Lighting Fixtures	3.0000			.000000	.0000	N
PENDING: 07/24/19	ELECTRICAL	UCE02A	Receptacles	1.0000			.000000	.0000	N
PENDING: 07/24/19	ELECTRICAL	UCE06A	Motors- Fractional HP	1.0000			.000000	.0000	N
PENDING: 07/24/19	ELECTRICAL	UCE11A	TOTAL ELECTRICAL FIXTURES	11.0000			.000000	50.0000	N
PENDING: 07/24/19	ELECTRICAL	UCE22C	KW Transformer/Generator	1.0000		500	15.000000	15.0000	N

Construction Permit Maintenance

+ Add Edit Close Delete Previous Next Detail Help

Application Id: 90004764 Application Date: 05/26/2019 Delinquent Charges
 Permit No: Permit Issue Date: / / Permit Expiration Date: / / Violations
 Update No: Print Permit Print Tech Sheet Calc Fees Letter Create Invoice Duplicate

General Description of Work Building Codes/DCA Fees Plan Review Inspections Delinquent Charges/Violations Notes Custom Tabs

Add Edit Delete

Contractor Name	License Number	Bond Waiver	Description of Work	Activity Type
TRIC		<input type="checkbox"/>	This is the description for the actual Building Subcode.	100 CABLE OPI
TRIC		<input type="checkbox"/>	This is the description for the actual Electrical Subcode.	

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.

The screenshot shows a software window titled "Inventory Issue Listing". At the top, there are three buttons: "Print", "Close", and "Help". Below these, the text "Enter the Following:" is displayed. Under "Enter the Following:", there are two main sections. The first section is "Sequence:", which contains a dropdown menu. The dropdown menu is open, showing three options: "Department Id", "Location Id", and "Work Order Id". A red arrow points to the "Work Order Id" option. The second section is "Range of Dept Ids (Blank for All):", which contains two text input fields separated by "to", with ellipsis buttons on either side. Below these sections, there are five checkboxes: "Use Vendor Unit Price", "Use Issue Unit Price", "Print Page Break After Dept Id", "Print to Screen", and "Print to Excel". The "Print to Screen" checkbox is checked. A red arrow points to the "Print to Excel" checkbox.

Inventory Issue Listing

Print Close Help

Enter the Following:

Sequence: Range of Dept Ids (Blank for All):

Department Id Department Id Location Id Work Order Id

☐ Use Vendor Unit Price

☐ Use Issue Unit Price

☐ Print Page Break After Dept Id

☒ Print to Screen

☐ Print to Excel

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.

The screenshot shows a 'Picklist' window with two tables. The top table lists accounts, and the bottom table lists tax years. Red arrows indicate the selected rows in both tables.

Account Id	Name	Name 2
00029505	WARD KENNETH CHARLES	
00029506	BAKER CLARENCE RUDOLPH	
00029507	FLYTHE MAURICE	FLYTHE BRIDGET RENA
00029508	RAY WILLIAM HENRY II	
00029509	RIDLEY SASHA ALVETA	RIDLEY WILLIAM LEWIS
00029510	ROACH LENA MARIE	
00029511	WALLS PATRICIA BOYKIN	
00029512	WHITEHEAD MICHAEL LEN	

Account Id	Tax Year	Supplement
00029509	2019	0
00029509	2018	0
00029509	2017	0
00029509	2016	0
00029509	2015	0
00029509	2014	0
00029509	2013	0
00029509	2012	0

Buttons: OK, Cancel, Up, Down
