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## MCSJ Version 2019.3 Release Guide



Last updated on Thursday July 23, 2020

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## Document Management

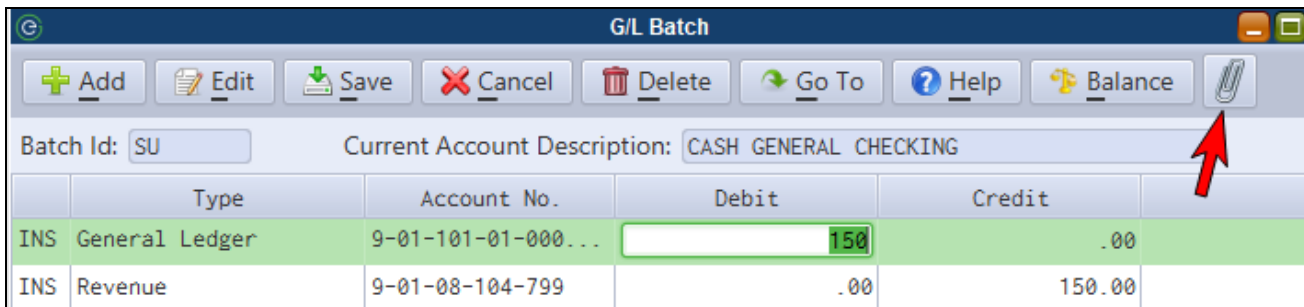
The 2019.3 MCSJ Release contains new document management features that integrate with MCSJ attachments.

- Attach documents to journal batches posted via the G/L Batch, Budget/Expenditure Batch and Cash Receipts Batch.
- View journal attachments via a new Posting Reference Report.
- Categorize attachments with keywords.
- Search for attachments via keywords using the new Attachment Search Inquiry.
- Assign retention schedules to documents allowing them to be purged after the expiration of their defined retention period.
- Attachment dialog windows will remain open after opening an attachment to make it easier to open multiple attachments.

### Journal Entry Attachments

Documents may be attached to G/L, Budget/Expenditure and Cash Receipts Batches.

Users will notice an attachment button on the Batch Entry toolbars of any batches which support attachments. Documents can be attached and removed in the normal fashion. Upon update of the batch, the attachments will be associated with the batch reference number and can be retrieved using the new Posting Reference report located under the Finance menu.

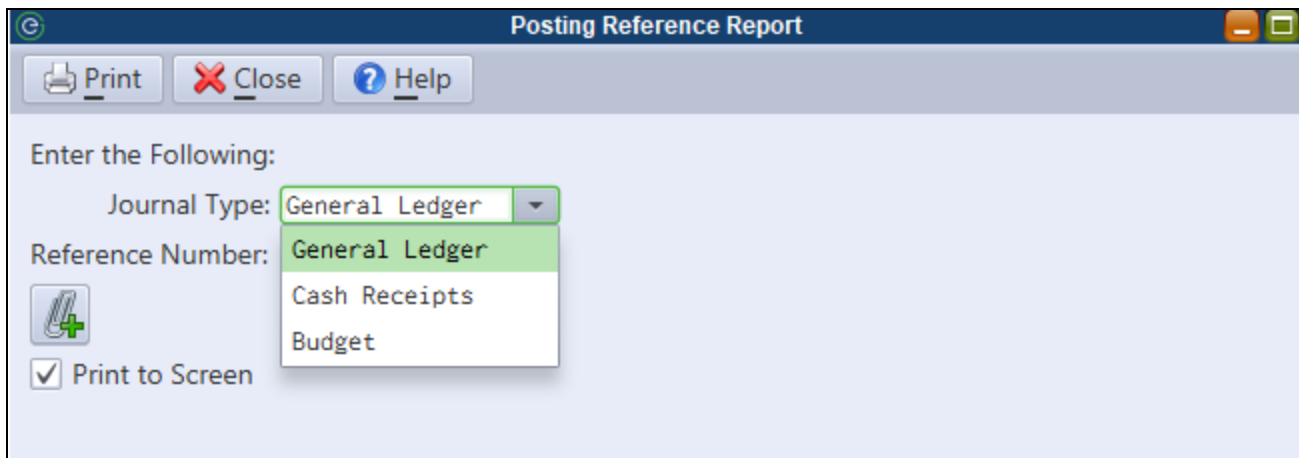


The screenshot shows the 'G/L Batch' window. The toolbar includes buttons for Add, Edit, Save, Cancel, Delete, Go To, Help, Balance, and an attachment button (paperclip icon). A red arrow points to the attachment button. Below the toolbar, the 'Batch Id' is 'SU' and the 'Current Account Description' is 'CASH GENERAL CHECKING'. The main table displays journal entries:

	Type	Account No.	Debit	Credit
INS	General Ledger	9-01-101-01-000...	150.00	.00
INS	Revenue	9-01-08-104-799	.00	150.00

### Posting Reference Report

The new Posting Reference report is located directly under the Finance menu and will accept reference numbers for G/L, Budget/Expenditure, and Cash Receipts batches. The report will display any attachments for a batch and allow the addition or removal of attachments for those batches. Unlike the G/L Posting Reference report, the new report will not display the resulting G/L postings of the original batch and will just show the actual entries recorded in each batch.



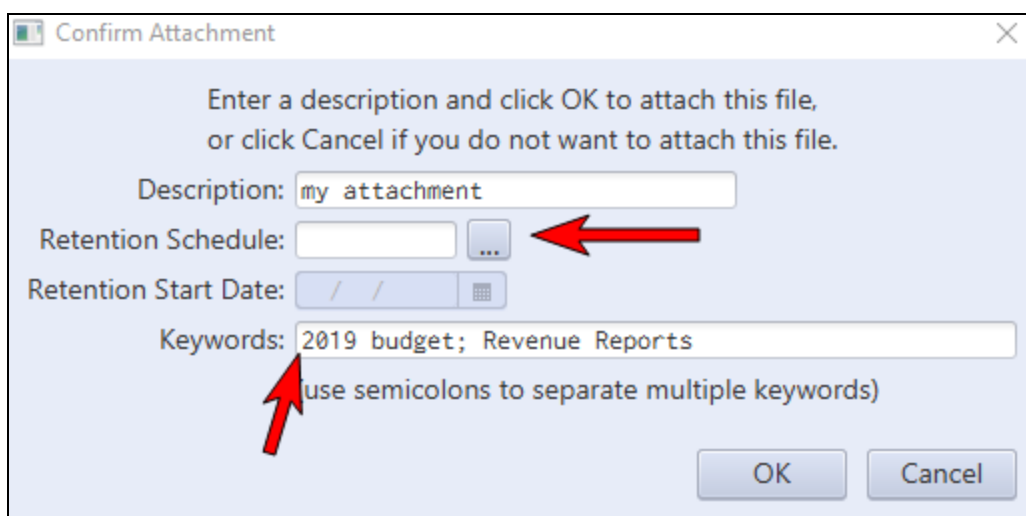
The image shows a software window titled "Posting Reference Report". At the top, there are three buttons: "Print", "Close", and "Help". Below these, the text "Enter the Following:" is displayed. There are two input fields: "Journal Type:" and "Reference Number:". The "Journal Type:" field has a dropdown menu open, showing three options: "General Ledger", "Cash Receipts", and "Budget". The "Reference Number:" field also has a dropdown menu open, showing the same three options. Below these fields, there is a checkbox labeled "Print to Screen" which is checked. There is also a small icon of a paper with a plus sign next to it.

## Keywords and Retention Schedules

When a document is attached in MCSJ, users may choose to assign one or more **Keywords** to the document for purposes of making the document easier to find in a general search of attachments. The keywords will be used in the new Attachment Search Inquiry to find documents containing or matching search keywords entered by the user.

In addition to assigning keywords, users may assign a pre-defined **Retention Schedule** to an attachment. The retention schedule defines the length of time a particular type of document should be stored before it is eligible to be purged from the system.

Upon attaching a document, the confirmation dialog will give the user the option of entering keywords and/or retention schedules. Use a semicolon to separate multiple keywords.



The image shows a software window titled "Confirm Attachment". It contains the following fields and controls:

- Description:** A text box containing "my attachment".
- Retention Schedule:** A text box with a dropdown arrow button next to it. A red arrow points to this button.
- Retention Start Date:** A date picker control showing slashes for day, month, and year.
- Keywords:** A text box containing "2019 budget; Revenue Reports". A red arrow points to this text box.
- Instructions:** Below the keywords field, there is a note: "use semicolons to separate multiple keywords)".
- Buttons:** At the bottom right, there are two buttons: "OK" and "Cancel".

## Retention Schedule Maintenance

In order to utilize retention schedules on your attachments, the schedules must be created in Retention Schedule Maintenance.



*Users need System security  $\geq 2$  to access the Retention Schedule Maintenance.*

File>Document Management>Retention Maintenance

Retention Maintenance				
+ Add    Edit    Save    Cancel    Delete    Print    Help				
	Retention Id	Description	Number of Years	Number of Month
INS	BUD-7800	Budget Adoption Resolutions	<input type="text" value="5"/>	



*Administrators should plan to define logical Retention Id's in order to make assigning them more efficient for users.*

## Attachment Search Inquiry

The Attachment Search Inquiry will allow users to search attachments throughout the various system modules. Users may search by keyword or retention information. They will be able to search the system modules to which they have access.

**Attachment Search Inquiry**

Range of Retention Ids (Blank for All):

to

Range of Retention Start Dates (Blank for All):

to

Keyword:

2019 Budget

☒ Contains  
☐ Exact Match  
☐ Select All Types

Attachment Types:

<input type="checkbox"/> Applicant	<input type="checkbox"/> Backflow	<input type="checkbox"/> Backflow Tester	<input type="checkbox"/> Bank
<input type="checkbox"/> Benefit	<input checked="" type="checkbox"/> Budget Account	<input type="checkbox"/> Budget Batch	<input type="checkbox"/> Building Code
<input type="checkbox"/> Cash Receipts Batch	<input type="checkbox"/> Class	<input type="checkbox"/> Contract	<input type="checkbox"/> Customer
<input type="checkbox"/> Developer	<input type="checkbox"/> Employee	<input type="checkbox"/> Fixed Asset	<input type="checkbox"/> Fleet
<input type="checkbox"/> G/L Account	<input type="checkbox"/> G/L Batch	<input type="checkbox"/> Incident	<input type="checkbox"/> Inventory
<input type="checkbox"/> Invoice	<input type="checkbox"/> License	<input type="checkbox"/> Lien	<input type="checkbox"/> Lien Holder
<input type="checkbox"/> Ordinance	<input type="checkbox"/> P.O.	<input type="checkbox"/> PAF	<input type="checkbox"/> Parcel
<input type="checkbox"/> Permit	<input type="checkbox"/> Project	<input type="checkbox"/> Rental	<input type="checkbox"/> Requisition
<input checked="" type="checkbox"/> Revenue Account	<input type="checkbox"/> Special Assessments	<input type="checkbox"/> Special Charges	<input type="checkbox"/> Supply Contract
<input type="checkbox"/> Tax Account	<input type="checkbox"/> Utility Accounts	<input type="checkbox"/> Vendor	<input type="checkbox"/> Violation
<input type="checkbox"/> Work Orders			

Search results will be displayed in the Attachment Search dialog. The user may click on any of the result rows to link to the MCSJ record containing the attachment.





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# Personnel Cost Projections

MCSJ Finance and Payroll clients will now have the ability to do basic salary and employer personnel cost projections which can be optionally included in their Budget Preparation files. Additionally, H/R users will have the option of projecting personnel costs for vacant positions.

Salary and Benefit cost projection routines are located under the *Personnel>Reports* menu but will only be available to users with full Payroll/HR security access. In order to update the routines to Budget Preparation, a user would also need full access to Budget Prep (Adopt/ Amend security).

The general process for Personnel Cost Projections is outlined below:

1. Determine the types of personnel cost projections you wish to perform (e.g. salaries, longevity, other compensation, employer taxes and other contributions, benefits, vacant positions) and then review and complete the appropriate system configuration areas described in this guide.
2. You will likely need to run the two projection routines multiple times each to handle different scenarios, so plan and organize how to group your employees when running the projection routines. For example, identify what departments or unions will have the same % increases. If projecting vacant positions, identify which departments and positions will need to be projected.
3. Run the Salary Projection Report and review carefully. Save your report groupings and settings so they can easily be re-run or modified.
4. If projecting benefits, run the Benefit Projection Report and review carefully. Save your report groupings and settings so they can easily be re-run or modified.
5. To see a comprehensive report of both salary and benefit projections, update the projection routines for each grouping to the Personnel Costs Batch. Use the Export to Excel option on the batch to review all projections.
6. Use the batch to modify any projection figures.
7. If you plan to update the results to Budget Preparation, make sure the Budget Preparation file has been created in the Finance system.
8. Review the Budget Prep Update Preview on the Personnel Costs Batch.
9. Update the Personnel Costs Batch to import the results into the Budget Preparation file.
10. Review the Budget Preparation Worksheet and make any adjustments to your total cost projections in the Budget Prep Batch.

## General Set-up and Configuration

There are various changes throughout the Payroll and H/R modules related to the ability to do personnel cost projections. Depending on the specific types of projections you intend to do, some set-up may be required before you're able to utilize the projection routines. Please review the changes below before attempting to run the Salary and Benefit projection routines.

### Employee Maintenance - Exclude Employee From Projections

On the *Salary/Rates* tab of Employee Maintenance, an employee can be excluded from any projection routines.

Employee Maintenance - General Data

Employee Id: ABB01 Previous Next Go To: General Data

First Name: CHRISTINA Middle Init: A Last Name: ABBOTT Suffix:

Main Classification Dates Salary/Rates Hrs Pension Emergency Demographics Hire Check ACA Notes

Current Previous

Longevity Id: Salary Change Effective Date: 06/01/2018 Calc Rates

Class Id: Step: Grade:

Base Salary: .00 Exclude from Salary/Benefit Projections: ☐

Longevity Salary: .00 Paid with Earning Code: ☒ Include Longevity in Pension: ☐

Other Comp: .00 Pension Other Comp: .00

### Other Compensation - Projected Amount

If projecting employee other compensation amounts, a projected amount for each employee other compensation record can be optionally specified. Projected amounts are entered in the Employee Maintenance - *Other Compensation* screen. If the projected amount for a particular Other Comp Id is the same for all employees, it may be globally edited from the Other Compensation Maintenance.

Employee Maintenance - Other Compensation

Employee Id: ANT01 Previous Next Go To: Other Compensation

First Name: DIANE Middle Init: Last Name: ANTICO Suffix: Calc Amts

Other Comp Id	Description	Included In	Annual Amount	Projected Amount	Exclude from Projections	Paid
1	Total Salary		1,000.00	1,500.00	<input type="checkbox"/>	N



Check the 'Exclude from Projections' box to exclude a particular Other Comp Id from salary projections. If an Other Comp Id is not excluded and no projected amount is entered, the system will just



project the current amount. Other Comp Id's which are set as a % of salary will be projected as a % of the new projected salary.

Other Comp Maintenance

+ Add Edit Cancel Delete Previous Next ? Help

Other Comp Id: 1 ... Global Save

Comp Type: Stipend

Amt/Prc: Amt 1000

Projected Amount: 1,500.00

Earning Code: ...

## Benefit Maintenance

The Benefit Maintenance now contains a new *Projections* tab, which allows the user to store a **Projected Increase %** and a **Projection Distribution Code**.

The Projection Distribution Code requires an employer liability earning code and must be filled out in order for the benefit to be included in the Benefit Projection Routine. The earning code's employer liability distribution rules will tell the system how to distribute the employer benefit costs in the budget.

Benefit Maintenance

+ Add Edit Close Delete Previous Next Detail ? Help

Benefit ... 053 ... Description: HMO - HORIZON ... NJ Health Bene...

Type: Medical - W2 Administrat... Global Edit

General Eligibility Annual Contribution Projections

Projection Distribution Code: ERM ...

Projected Increase: 2.00 %

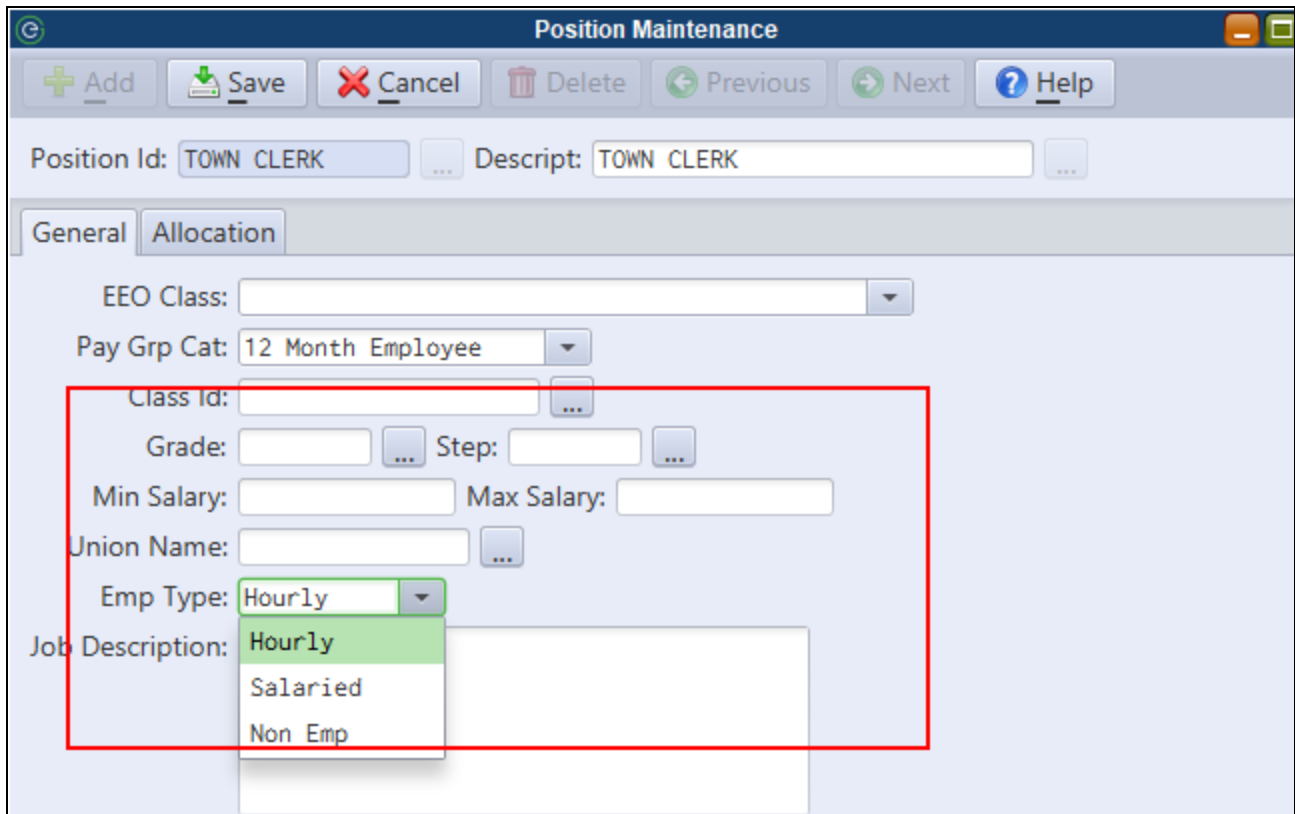
## Position Control Set-up (H/R Users Only)

The Position Control piece of the new personnel cost projection changes allows users to optionally project costs for vacant positions.

## Position Maintenance

When salaries are projected for vacant positions, the system will use the settings on the Position Maintenance to determine the salary amounts to project and how to allocate those salaries to the budget.

**Class/Step/Grade** - These fields should be used if you want the system to project salaries for a position based on a salary chart defined in Class Maintenance. Otherwise, you may specify a minimum or maximum salary/rate for the position (your selection in the **Emp Type** field should determine whether a salary or hourly rate is entered).



The screenshot shows the 'Position Maintenance' window with the 'Allocation' tab selected. The 'Position Id' is 'TOWN CLERK' and the 'Descript' is 'TOWN CLERK'. The 'General' tab is also visible. The 'Allocation' tab contains the following fields:

- EEO Class: [Dropdown]
- Pay Grp Cat: 12 Month Employee [Dropdown]
- Class Id: [Text]
- Grade: [Text]
- Step: [Text]
- Min Salary: [Text]
- Max Salary: [Text]
- Union Name: [Text]
- Emp Type: Hourly [Dropdown]
- Job Description: [Text]

A red box highlights the 'Class Id', 'Grade', 'Step', 'Min Salary', 'Max Salary', 'Union Name', 'Emp Type', and 'Job Description' fields. The 'Emp Type' dropdown is open, showing the options: Hourly, Salaried, and Non Emp.

Using the *Allocation* tab, define how the vacant salary projections should be distributed to the budget.

Position Maintenance

+ Add    Save    Cancel    Delete    Previous    Next    ? Help

Position Id: TOWN CLERK    Descript: TOWN CLERK

General    Allocation

Add    Edit    Delete

Pay Type	Account	Account Description
INS Regular	9-01-20-120-011	MUNICIPAL CLERK S&W

## Position Control Maintenance

Position Control Maintenance is used to define the various positions within a department. The maintenance must be completed if you plan to project vacancies. If there are certain positions that should not be included in the projections, a field has been added to exclude a particular position from the projection routine.

Position Control Maintenance

+ Add    Edit    Close    Delete    Previous    Next    ? Help

Dept Id: FIR -    Description: FIRE DEPARTMENT

To enter positions for all sub departments of a department, only use the first segment of the department.

Add    Edit    Delete

Position Id	Description	Count	Exclude From Projections	Comment
FULL TIME	FULL TIME E...	6	<input type="checkbox"/>	
PART TIME	PART TIME L...	1	<input checked="" type="checkbox"/>	

## Auto-Create Position Control Routine

If you have not set up Position Control Maintenance in the past or it needs to be updated, this routine will auto-populate any missing departments and make sure each department has all of its employee positions listed.

**Create Using Primary Department** - Check this box to create Position Control departments based on the main department segment in the Department Id. Otherwise, the system will create a Position Control department for each individual sub-department. For example, in departments 240-01 and 240-02, 240 is the main department and 01 and 02 are the sub-departments. Checking the box will create a single 240 department in Position Control.



*After running the routine, a list of the departments and positions that have been added to the system will be printed to the screen.*

### Update Position Maintenance Min/Max Salaries

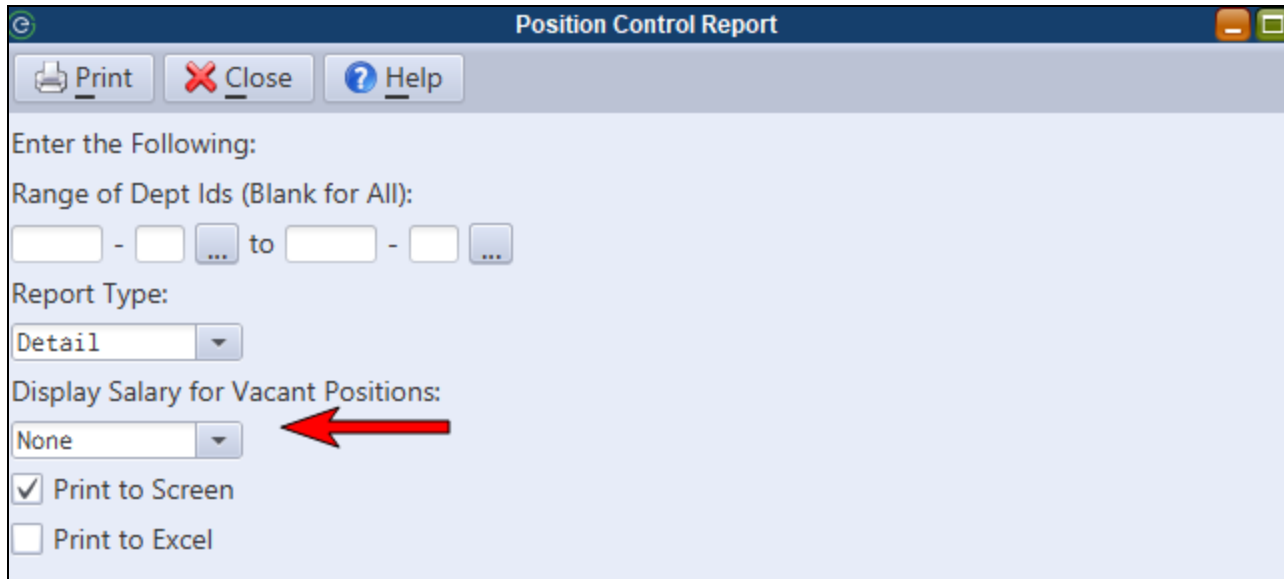
This routine is optional, but is helpful in updating the minimum and maximum salaries stored in Position Maintenance and used in salary projections. The user can enter a percentage increase to the salaries for a range of positions.

The routine contains a **Preview** option which must be run before the **Next** button will enable.

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## Position Control Report

Several enhancements have been made to the Position Control Report to accommodate the new vacant position projections including salary subtotals by position and department.



## Salary Projection Routine

The Salary Projection Routine is capable of projecting base salaries, non-base pay, longevity and other compensation amounts, and employer payroll contributions for current employees. Additionally, if H/R Position Control is installed, it can project the base salaries and employer tax contributions for vacant positions. The projected costs will be distributed to the appropriate expense accounts based on employee distribution defaults.

The routine contains a **Preview** button so cost projections and expense distribution can be reviewed in a report or in Excel. The routine can optionally be updated to generate a Personnel Cost Projections batch, which can be edited if necessary and later imported into the Finance Budget Preparation Batch.

Routine selections can be saved as templates and retrieved for future use using the **Save** and **Open** buttons on the panel's toolbar.

## Current Employees

### Selecting Employees



The routine may be run for a single employee or you may use the various filter combo boxes to select which employees should be included. Each combo box allows for multiple selections without the need to specify ranges.

### Salary Projections

A simple % increase will be applied to existing salaries or rates.

**For Hourly Employees Use:** - The selection in this field will determine how annual salaries are projected for hourly employees. You may elect to use the salary field on your employees (if it's populated) or determine the salary by multiplying the employee's hourly rate by their default working hours.

### Non-Base Projections

Non-base pay projections can be included by applying the percentage entered to the selected non-base wages earned by your employee's during a given time period.

### Longevity & Other Comp Projections

Longevity salary projections can be included for employees with a longevity salary. If Longevity Id's are used, the system will prompt for an effective date in order to use the longevity schedules. If Longevity Id's are not used, then the system will simply include the current longevity salary in the projection totals (% increase is not applied).

Other compensation salary amounts can also be included in the projections. If the other compensation salaries are calculated from the detail listed on an employee's Other Compensation screen, the system will include the projected amounts entered for that compensation or calculate new amounts if the other compensation is set up as a percentage of the salary. If the other compensation is not calculated from the employee detail, then the current other compensation salary will be projected.

### Employer Taxes and Liabilities Projections

Users may select the employer tax contributions and any additional employer liabilities to be included in the cost projections. Rates will be applied against the newly projected gross wages for each employee in order to get an estimate of employer contributions. Reductions to an employee's taxable wages are not considered in the calculation.

## **Vacancies**

If Position Control information has been configured, users may also select which vacant positions to include in their projections.

### Select Vacancies

Select the departments and positions to include.

---

## Salary Projections

Choose whether to use the minimum or maximum salary for each selected position and what increase percentage to apply. For any positions with a Class/Step/Grade defined, the Class schedule will be used instead.

## Employer Taxes Projections

Select any employer tax contributions to be applied to the vacant position wage projections.

## **Salary Projection Reporting and Update**

The Salary Projection Routine is designed to provide a preview of all calculated projections and budget allocations. The preview report is generated by clicking the **Preview** button on the toolbar and may be printed to the screen or exported to Excel. If the user is only interested in the projection figures, they can simply stop at this point. If they want to modify figures and import to the Budget Prep module, then they will click the **Next** button on the toolbar to update the results into the new Personnel Costs Batch.

The preview reports will include current salary information and projected costs for each employee as well as a summary of their expense account distributions. Sub-totals will appear based on the report sequence selected.

The routine may be updated as often as necessary to make sure all employees are able to processed. Each time the routine is updated, its results will be inserted into the Personnel Costs Batch. It will not replace existing entries in the batch so if you mistakenly process the same employee group twice, those employees will be included in the batch twice.

## ***Benefit Projection Routine***

The Benefit Projection Routine will project employer benefit costs for each employee. Additionally, if H/R Position Control is installed, it can project employer benefit costs for vacant positions. The projected costs will be distributed to the appropriate expense accounts based on the configuration of employer liability distribution codes assigned in Benefit Maintenance.

The routine contains a **Preview** button so cost projections and expense distribution can be reviewed in a report or in Excel. The routine can optionally be updated to generate a Personnel Cost Projections batch, which can be edited if necessary and later imported into the Finance Budget Preparation Batch.

Routine selections can be saved as templates and retrieved for future use using the **Save** and **Open** buttons on the panel's toolbar.

**Benefit Projection Report**

Next Close Preview Open Save Help

Current Employees Vacancies

Select Employees

Employee Id:  ...

Report Sequence: Last Name

Department:

Position:

Employee Status:

Employee Type:

Pay Group Category:

Union:

Job Category Id:

Job Title:

Hire/Curr Pos Start Date: N/A

Date Range:  to

Projections

Budget Year Start Date:

☒ Print to Screen

☐ Print to Excel

**Benefit Projection Report**

Next Close Preview Open Save Help

Current Employees Vacancies

Select Vacancies

Department:

Position:

Benefit Id:

Coverage Type: Single

## Current Employees

### Selecting Employees

---

The routine may be run for a single employee or you may use the various filter combo boxes to select which employees should be included. Each combo box allows for multiple selections without the need to specify ranges.

**Budget Year Start Date** - This date is compared against the employee's benefit expiration date. The employee benefit will not be included if it expires before the budget year start date.

## **Vacancies**

If Position Control information has been configured, users may also select which vacant positions to include in their projections.

### Select Vacancies

Select the departments and positions to include. Then, choose which benefits to include for the vacant positions. The system will project the annual cost of the selected benefits based on the coverage type selected.

## **Benefit Projection Reporting and Update**

The Benefit Projection Routine is designed to provide a preview of all calculated projections and budget allocations. The preview report is generated by clicking the **Preview** button on the toolbar and may be printed to the screen or exported to Excel. If the user is only interested in the projection figures, they can simply stop at this point. If they want to modify figures and import to the Budget Prep module, then they will click the **Next** button on the toolbar to update the results into the new Personnel Costs Batch.

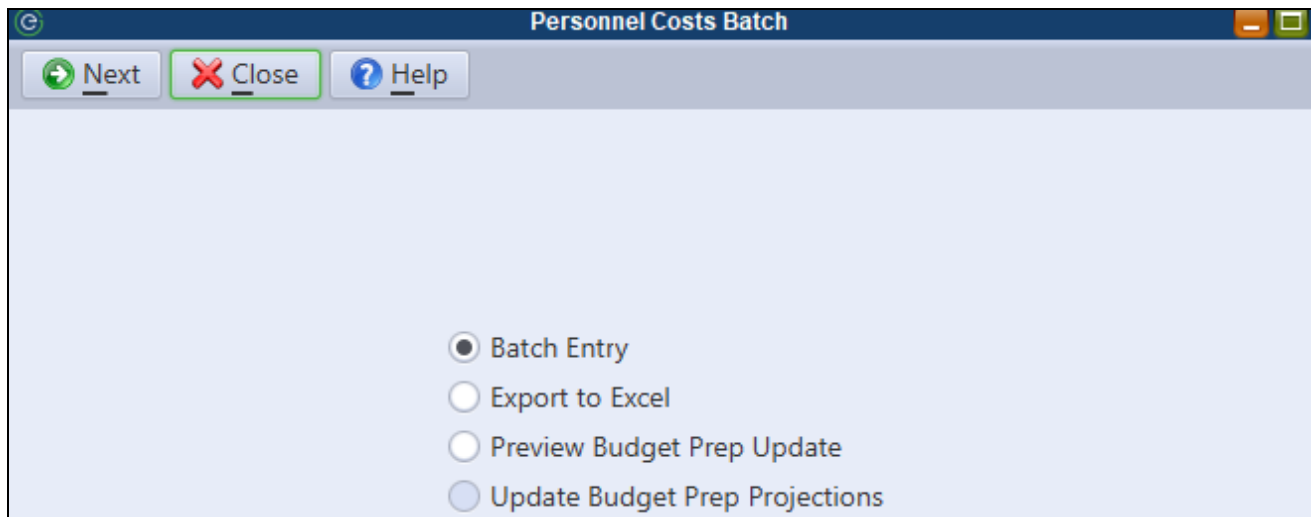
The preview reports will include current and projected benefit costs for each employee as well as projected expense account allocations. Sub-totals will appear based on the report sequence selected.

The routine may be updated as often as necessary to make sure all employees are able to processed. Each time the routine is updated, its results will be inserted into the Personnel Costs Batch. It will not replace existing entries in the batch so if you mistakenly process the same employee group twice, those employees will be included in the batch twice.

## **Personnel Costs Batch**

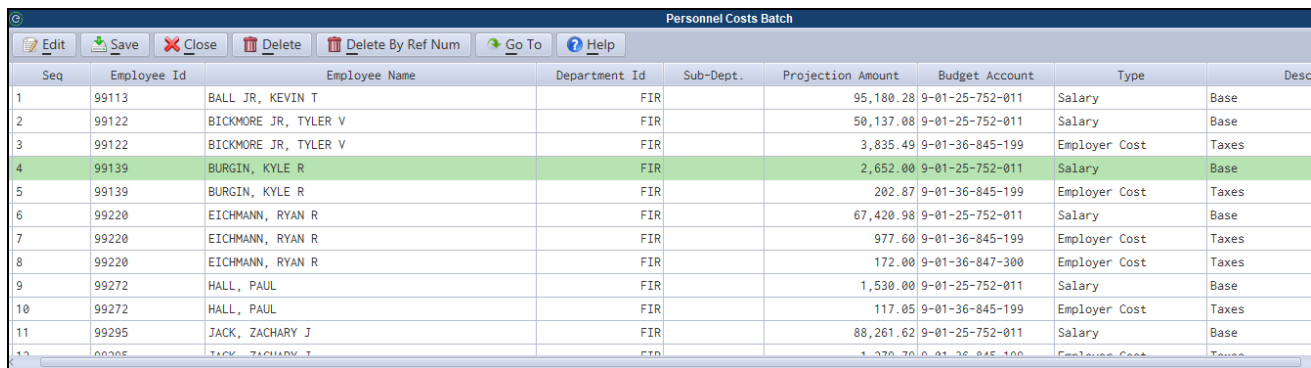
The Personnel Costs Batch contains all of the employee and benefit cost projections generated by the Salary and Benefit Projection routines. Users may edit the entries in the batch and print a single report showing all salary and benefit projections. Once all of the personnel cost projections are reviewed, the batch may be updated into an existing Budget Preparation file.

Personnel>Reports>Personnel Costs Batch



The dialog box titled "Personnel Costs Batch" has a toolbar with "Next", "Close", and "Help" buttons. Below the toolbar, there are four radio button options:

- ☒ Batch Entry
- ☐ Export to Excel
- ☐ Preview Budget Prep Update
- ☐ Update Budget Prep Projections



Seq	Employee Id	Employee Name	Department Id	Sub-Dept.	Projection Amount	Budget Account	Type	Desc
1	99113	BALL JR, KEVIN T	FIR		95,180.28	9-01-25-752-011	Salary	Base
2	99122	BICKMORE JR, TYLER V	FIR		50,137.08	9-01-25-752-011	Salary	Base
3	99122	BICKMORE JR, TYLER V	FIR		3,835.49	9-01-36-845-199	Employer Cost	Taxes
4	99139	BURGIN, KYLE R	FIR		2,652.00	9-01-25-752-011	Salary	Base
5	99139	BURGIN, KYLE R	FIR		202.87	9-01-36-845-199	Employer Cost	Taxes
6	99220	EICHMANN, RYAN R	FIR		67,420.98	9-01-25-752-011	Salary	Base
7	99220	EICHMANN, RYAN R	FIR		977.60	9-01-36-845-199	Employer Cost	Taxes
8	99220	EICHMANN, RYAN R	FIR		172.00	9-01-36-847-300	Employer Cost	Taxes
9	99272	HALL, PAUL	FIR		1,530.00	9-01-25-752-011	Salary	Base
10	99272	HALL, PAUL	FIR		117.05	9-01-36-845-199	Employer Cost	Taxes
11	99295	JACK, ZACHARY J	FIR		88,261.62	9-01-25-752-011	Salary	Base
12	99295	JACK, ZACHARY J	FIR		1,370.70	9-01-36-845-199	Employer Cost	Taxes

**Batch Entry** - Use this option to view and edit the employee costs projections. There will potentially be multiple rows of projection information for each employee depending on the various salary and employer cost categories and account distributions that exist for each employee. Users can double click a row to edit projection amounts, accounts, and descriptive labels.

Each time the projection routines update the Personnel Costs Batch with data, a reference number is assigned to all of the records inserted. Use the **Delete By Ref Num** toolbar button to delete a group of records or use the **Delete** button to remove individual records.

**Export to Excel** - This option will export the batch information to Excel. The spreadsheet will contain 2 tabs - one for general employee information and the other for the actual projection detail.

**Preview Budget Prep Update** - This option will preview the projected budget amounts that will be updated into the Budget Preparation module.

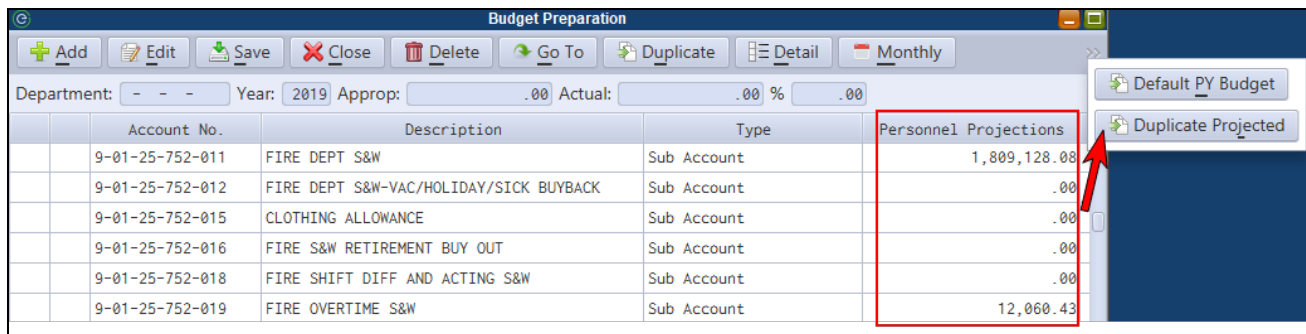
**Update Budget Prep Projections** - Click **Next** to import the projected budget figures into the existing Budget Preparation Batch. Upon update, a prompt to clear the Personnel Costs Batch or leave it out there will appear. If you think the projection detail may need to be modified or reported on again, it is recommended that you don't clear the batch until you are sure it is no longer needed. The update may be run again if necessary.

## Budget Preparation

In order to support the personnel cost projection changes, new features have been added to the Budget Preparation Batch as well as the Budget Prep Worksheet and Excel export.

### Budget Prep Batch

A Personnel Projections column has been added to the batch to store any personnel cost projection amounts imported from the Personnel Costs Batch. Optionally, users may utilize the new **Duplicate Projected** toolbar button to copy projections into the Requested, Admin Recommended or Adopted columns.



Account No.	Description	Type	Personnel Projections
9-01-25-752-011	FIRE DEPT S&W	Sub Account	1,809,128.08
9-01-25-752-012	FIRE DEPT S&W-VAC/HOLIDAY/SICK BUYBACK	Sub Account	.00
9-01-25-752-015	CLOTHING ALLOWANCE	Sub Account	.00
9-01-25-752-016	FIRE S&W RETIREMENT BUY OUT	Sub Account	.00
9-01-25-752-018	FIRE SHIFT DIFF AND ACTING S&W	Sub Account	.00
9-01-25-752-019	FIRE OVERTIME S&W	Sub Account	12,060.43

**Budget Prep Worksheet**

**Budget/Revenue Prep Worksheet**

Print Close Help

Enter the Following:

Budget Sequence:  
Account Range

Range of Budget Accounts:  
(Leave Fund through last segment blank to Print All)  
9- - - - to  
9- - - -

Include Revenue Accounts:  
Yes

Range of Revenue Accounts:  
(Leave Fund through last segment blank to Print All)  
9- - - - to  
9- - - -

Print Budget Control Totals Page:  
No


☒ Print to Screen

Budget Options:

Print Subtotals for:  
☒ CAFR ☒ Department  
Print Page Break After:  
☐ Department

Revenue Options:

Print Subtotals for:  
☒ CAFR ☒ Department  
☐ Print Details  
☐ Print Account Notes  
☐ Include Transfers in Approp  
☐ Print Personnel Projections



## Expenditure and Revenue Transaction Audit Trails - Debit/Credit Report

Account No	Description												
Rcvd/Excpd													
Date	PO	Id/Trans	Type	Chk	Date/Descript/Comment	Vendor/Reference		Encumber Date		Debit/Credit		Expend Balance	User
10-620-7310 BUILDING IMPROVEMENTS													
04/30/19	Expenditure				contractor sales tax Davis Roofing	Reference	852 3			1,051.72 Cr		1,051.72 Cr	MBAR
05/13/19	19-00630	1	CK	33648	05/15/19 REPLACE RECREATION CTR ROOF	DAVIS015 DAVIS ROOFING CO., INC.		10/30/18		58,850.00 Db		57,798.28 Db	EGOD
06/30/19	Expenditure				contractor sales tax Bradshaw Flooring &	Reference	996 3			911.71 Cr		56,886.57 Db	EGOD
06/30/19	19-01886	1	CK	33975	07/18/19 ACOUSTICAL PANNELS	BRADS005 BRADSHAW FLOORING & ACOUSTICAL		06/18/19		25,000.00 Db		81,886.57 Db	EGOD
10-620-7400 CAPITAL OUTLAY													
02/19/19	Expenditure				contractor sales tax Site Solutions of	Reference	623 4			875.35 Cr		875.35 Cr	MBAR
02/19/19	Expenditure				contractor sales tax Site Solutions of	Reference	627 4			875.35 Db		0.00 Db	MBAR

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**Expenditure Account Status/Transaction Audit Trail**

**Print**   **Close**   **Help**

Status Type:    Year to Print:

Audit Trail Report Type:    Range of Accounts (Blank for All):  to

End Date:    As Of Date for YTD Totals:    Include Cap Accounts:

☐ Print Column Descriptions in Legend  
☐ Print Prior Year Expended Column  
☐ Print Add/Change Transactions  
☐ Print Zero YTD Activity Accounts  
☐ Print PO/Contract/Budget Encm/Expd  
☐ Print Ordinance Number  
☐ Print Add'l Description  
☐ Include Requisition Items  
☐ Include Opening Db/Cr Balance  
☒ Print to Screen

Print Control Totals for:  
☐ Fund  
Print Subtotals for:  
☐ Dept  
Print Page Break After:  
☐ Dept

---

Revenue Transaction Audit Trail

Print Close Help

Enter the Following:

Audit Trail Report Type:

Debit/Credit Activity

Standard

Debit/Credit Activity (All)

- - ... to - - ...

Current Period Start Date: 12/01/2019

End Date: 12/03/2019

As of Date for YTD Totals: 12/03/2019

☐ Print Add/Change Transactions

☐ Print Zero Activity Accounts

☐ Include Opening Db/Cr Balance

☒ Print to Screen

☐ Print to Excel

## ***GL Trial Balance - Exclude Inactive Accounts***

The Trial Balance now includes an option to exclude any accounts with no opening balance or activity.

The screenshot shows a software window titled "G/L Trial Balance". At the top, there are three buttons: "Print" (with a printer icon), "Close" (with a red X icon), and "Help" (with a question mark icon). Below these buttons, the text "Enter the Following:" is displayed. The form contains several input fields and checkboxes:

- Report Type:** A dropdown menu currently showing "Detail".
- Report Sequence:** A dropdown menu currently showing "Date".
- Year to Print:** A dropdown menu currently showing "Current".
- Range of Accounts (Blank for All):** Two input fields, each containing a hyphen "-", followed by a "to" label and another two hyphens "--".
- Use Subsidiary Ledger:** An unchecked checkbox.
- Fund:** Two input fields, each containing a space, followed by "to" and another space.
- Transaction Starting Date:** A date field showing "01/01/2019" with a calendar icon.
- Ending Date:** A date field showing "12/31/2019" with a calendar icon.
- Class Id (Blank for All):** An input field containing a space, followed by a "to" and another space.
- Print Subtotals for:** A section containing an unchecked checkbox labeled "Dept".
- Print Manual Journal Entry Detail:** An unchecked checkbox.
- Subtotal by Account Type:** An unchecked checkbox.
- Exclude Accounts With Zero Balance and No Activity in Date Range:** An unchecked checkbox.
- Print to Screen:** A checked checkbox.
- Print to Excel:** An unchecked checkbox.
- Separate Tab for each Fund:** An unchecked checkbox.

### ***Check Register to Excel - Detail and Super Condensed***

The Check Register can now be printed to Excel in all three report formats.

Check Register

Print

Close

Help

Enter the Following:

Report Sequence:

Check Id

Range of Checks: (Blank for All):

to

Checking Account:

to

Report Type:

All Checks

Range of Reconciliation Dates:

/ /

to

/ /

Outstanding As Of:

/ /

Report Format:

Detail

Detail

Condensed

Super Condensed

Select Check Type to Include

☐ Computer

☒ Manual

☒ Direct Deposit

☐ Print Budget Control Totals

Additional Description:

Department

☐ Print to Excel



**Payment Window**

Add Save Cancel Previous Next Detail Notes Verification List Help Enable Shopping Cart

Batch Id: SU Payment Code: UTL Description: Utility Payment Date: 12/06/2019 Postmark Date: 12/06/2019

Account Id: 49 - 0 Type: 3

Prop: Cert Num: Alternate Id: 49

Owner: Prop. Loc: 601 603 605 LAKE DR

Bill To: LAWRENCE, SHARRON Service Loc: 601 603 605 LAKE DR

	Service	Year	Prd	Principal Balance	Principal Due	Penalty	Total Due	Due Date	Discount	Budget Flag
<input type="checkbox"/>	Landfill	2019	8	45.00	45.00	.00	45.00	08/20/19	.00	N
<input type="checkbox"/>	Stormwater	2019	8	7.50	7.50	.00	7.50	08/20/19	.00	N
<input type="checkbox"/>	Sewer	2019	8	85.06	85.06	.00	85.06	08/20/19	.00	N
<input type="checkbox"/>	Water	2019	8	59.55	59.55	10.00	69.55	08/20/19	.00	N
<input checked="" type="checkbox"/>	Landfill	2019	10	45.00	45.00	.00	45.00	10/31/19	.00	N

Payment Amt: 45.00 Payment Descript: Service Type

Check 1 Amt: .00 No: Cash Amt: .00 Subtotal

Check 2 Amt: .00 No: Credit Amt: .00

Check 3 Amt: .00 No: Change Due: .00

## Enable Shopping Cart Functionality inside Payment Window

The MCSJ Payment Window will now allow shopping cart functionality to be toggled on within the window instead of having to turn the feature on before entering the window. Within a standard Payment Window, users will simply click the new **Enable Shopping Cart** button on the toolbar to turn on the feature and begin adding payments to the cart. Upon checkout, the shopping cart will be turned off and the window will return to standard functionality.



*Users may still check the Shopping Cart button prior to entering the window in order to remain in shopping cart mode.*



# Utility

## Utility Transaction Inquiry - System Date Range

Users now have the ability to identify selected transactions based on the date they were actually posted. An optional system date range has been added to the Utility Transaction Inquiry. If the user enters a date range, the system will filter transactions based on the date they were actually posted. The system date for each transaction will also appear on the report.

The screenshot shows the 'Utility Transaction Inquiry' window. The 'Range of System Dates' field is highlighted with a red box. The window contains the following fields and options:

- Enter the Following:**
  - Report Sequence: Account Id
  - Range of Cycles: to
  - Range of Years: to
  - Range of Periods: to
  - Range of Dates: 01/01/2019 to 12/07/2019
  - Range of System Dates: / / to / /** (highlighted with a red box)
  - Report Type: Detail
  - Bill Code Range: to
  - Deduct Code Range: to
  - Pay Code Range: to
  - Bal Adj Code Range: to
- Range of Account Ids (Blank for All):** - 0 to - 0
- Select Service Type to Include:**
  - ☒ Water ☐ Sewer
  - ☐ PILOTS
  - ☐ Select All Transaction Types
- Select Transaction Type to Include:**

<input type="checkbox"/> Add	<input type="checkbox"/> Applied Overpayment
<input type="checkbox"/> Change	<input type="checkbox"/> Reversal Applied Overpay
<input checked="" type="checkbox"/> Billing	<input type="checkbox"/> Refund Overpayment
<input type="checkbox"/> Deductions	<input type="checkbox"/> Cancel Overpayment
<input type="checkbox"/> Penalty	<input type="checkbox"/> Applied Deposit
<input type="checkbox"/> Payment	<input type="checkbox"/> Reversal Applied Deposit
<input type="checkbox"/> Reversal	<input type="checkbox"/> Refund Deposit



## NJ Tax Collection

### *Transfer Overpayment Routine Skips Blank Property Classes*

The Transfer Overpayment Routine will now skip BLQ's with no property class. This will allow collectors to analyze those balances and ensure they are moved to the appropriate properties.

### *Tax Levy Totals Report - Option to Include Blank Property Classes*

For purposes of assisting with levy reconciliations, the Tax Levy Totals report can now be run for accounts with blank property classes.

The screenshot shows the 'Tax Levy Totals Report' window. It contains several input fields for filtering the report. A red arrow points to the 'Special Tax Code Range' dropdown menu, which is currently set to 'None'. The dropdown menu is open, showing options 'None', '1', and '2'. The 'None' option is highlighted in green. Below the dropdown menu, there are two checkboxes: 'Print Special District T' (unchecked) and 'Print to Screen' (checked).

Enter the Following:

Range of Block/Lot/Quals (Blank for All):

Block:  ... to  ...

Lot:

Qual:

Current Tax Year:

Prelim. Tax Year:

Property Class Range:  to

Special Tax Code Range:

☐ Print Special District T

☒ Print to Screen

---

# VA Personal Property

## ***Debt Set-Off Export - All Delinquent Balances***

The Debt Set-Off export now contains an additional option to include all delinquent balances for Personal Property accounts.

**Debt Set-Off Export**

Next Close Help

This routine will generate the Debt Set-Off NEW CLAIM-UPDATE-CLAIM file that gets submitted to the Virginia Department of Taxation (TAX). The Administrative Fee will be added to each claim and then a 4% State Fee will be charged on top of that. The 'Exclude Bankrupt' checkbox will ignore any accounts or customers that are currently bankrupt. Claims less than \$5.00 will not be included.

**Note: If this is your first time running the routine for this year, you should likely run the 'Reset Debt Set-Off Fields' routine first.**

Enter the Following:

Balances Due From: / /

Balances Due To: 12/07/2019

Administrative Fee:

Agency Number:

Output File Name:

Include Utility: ☐

Include AR Customers: ☐

Include Real Estate: ☐

Include Personal Property: ☒ Only accounts with IRMS Flag selected

Exclude Bankrupt: ☐ Only accounts with IRMS Flag selected

All inactive accounts

All Delinquent Balances

Prefix:

## Personal Property Maintenance - Return Date Field Added

Personal Property Maintenance

Add Edit Close Delete Previous Next Detail Print Tax Bill Letter Help

Account Id: 00000349 Tax Year: 2019 Supplement: 0 Status: Active

Name: [REDACTED] SSN/FEIN: SSN [REDACTED] Birth Date: / /

Name 2: [REDACTED] SSN/FEIN 2: [REDACTED] Birth Date 2: / /

Street 1: 609 SOUTH HIGH STREET District: [REDACTED] Return Status: N/A

Street 2: [REDACTED] User Codes: [REDACTED] Return Date: / /

City: FRANKLIN VA 23851 Phone: ( ) - Ext: [REDACTED] Business: ☐ Judgment: ☐

Country: [REDACTED] Cell: ( ) - Fax: ( ) - Corrected: ☐

# NY Retirement

## NY Retirement - Overtime Max for Tiers 5 and 6

MCSJ will now handle capping retirement contributions on overtime wages above the statutory limits defined for tier 5 and 6 ERS and PFRS retirement members. In addition to the changes shown below, the printed NY Retirement report will identify any employees who have exceeded the OT limits.

A new Pension O/T Limit Maintenance will be used to store the various limits for each year.

*Personnel>Maintenances>Pension O/T Limit Maintenance*

Pension O/T Limit Maintenance						
<div> Add  Edit  Save  Close  Delete  Print  Help</div>						
	Pension Id	Pension Tier	Year	Amt/Prc	OT Limit	
	NYS EM	5	2019	Amount	19,571.60	
	NYS EM	6	2019	Amount	16,779.00	
	POLICE	5	2019	Percent	15.00	
	POLICE	6	2019	Percent	15.00	

Users may specify the pay types that constitute OT wages in the Personnel Parameter Maintenance.

Edit Close Help

System or Personnel Module must be locked to edit the fields displayed in red.

General Payroll HR

General Checks Signatures Direct Deposit

Current Payroll Year: 2019

Pay Frequency Default: Bi-Weekly

Pay Salary Default: ☒

Overtime Pension Limit Applies to:

☒ Overtime ☒ Shift Overtime

☐ Special ☐ Shift Special

☐ Other

Max Gross Pay: 9,999,999.99

Max Net Pay: 9,999,999.99

Weekly Protected Amt: .00

NJ WR30 Mag. Tape Auth. No.:

NY Pension/Loan Location/Employer Code: 40257

NC 401K Sub Plan:

NC Orbit/FRS Date: Pay Period

To ensure employees are identified with the correct tier, a **Pension Tier** field has been added on the Pension tab of Employee Maintenance.

Employee Maintenance - General Data

Employee Id: 101 Previous Next Go To: General Data

First Name: JOHN Middle Init: Last Name: SMITH Suffix:

Main Classification Dates Salary/Rates Hrs Pension Emergency Demographics Hire Check ACA Notes

First Pension:

Pension Id: NYS EM Employer 401K Contribution:

Pension Type: Contributory Retirement Plan: ☒

Pension Num: 50078716 Additional Life Insurance Amt:

Pension Tier: 5

## NY Retirement - Exclude Checks From Retirement Reporting

Users may now exclude certain types of checks (e.g. leave payouts) from retirement wage and contribution reporting by removing the employee's pension id in Time Entry Maintenance (during the payroll) or via the Check Adjustment Routine (after a payroll).

Time Entry Maintenance - General

Employee Id: Name:

Prd End Date: 10/12/2019 Check Entry Num: 0 Previous Next Go To: General Data

Prd Begin Date: / /

General Shift Differential Attendance

Check Type: Regular Days Worked: Hrs X Default Rates:

Hours Worked Actual Hours Accrued Hours Use Fed Supp Rate: N/A

Actual Hours Sick: Vacation: Use State Supp Rate: N/A

Regular: Admin: Pay Regular Salary:

Overtime: Other: Include Added Federal:

Special: Comp: Include Added State:

Total Base: Holiday: Include Added City:

Total Non-Base: Include Added Other:

Total Hours: Pension Id:

After the payroll is processed, a check can be excluded from retirement reporting by removing the **Pension Id** via the Check Adjustment Routine.

*Personnel>Payroll>Check>Check Adjustment Routine*

**Check Adjustment Routine - Taxes**

Employee Id: [REDACTED]

Date: 09/19/2019 Check Entry Num: 1

	Wages	Employer Taxes	Employee Taxes
FWT:	1,157.60		124.22
FUI:	.00	.00	
SS:	1,225.86	76.00	76.00
MED:	1,225.86	17.78	17.78
SWT:	1,215.86		60.49
CWT:	.00		.00
OWT:	.00	.00	.00
METR:	1,225.86	4.17	.00

State: NY

SWT Code: NYM

CWT Code:

OWT Code:

PA PSD Code:

Salary: 67,320.00

Pension Salary: 67,320.00

Pension Id: NYS EM

Location Id: 005

Dept Id: 1325 - 00

TREASURER

# Animal Licensing

## 3 Year Cat Licenses

MCSJ will now support 3 year cat licenses.

Animal Licensing Parameter Maintenance

Save Cancel Help

System or Billing Module must be locked to edit the fields displayed in red.

Page 1 Page 2

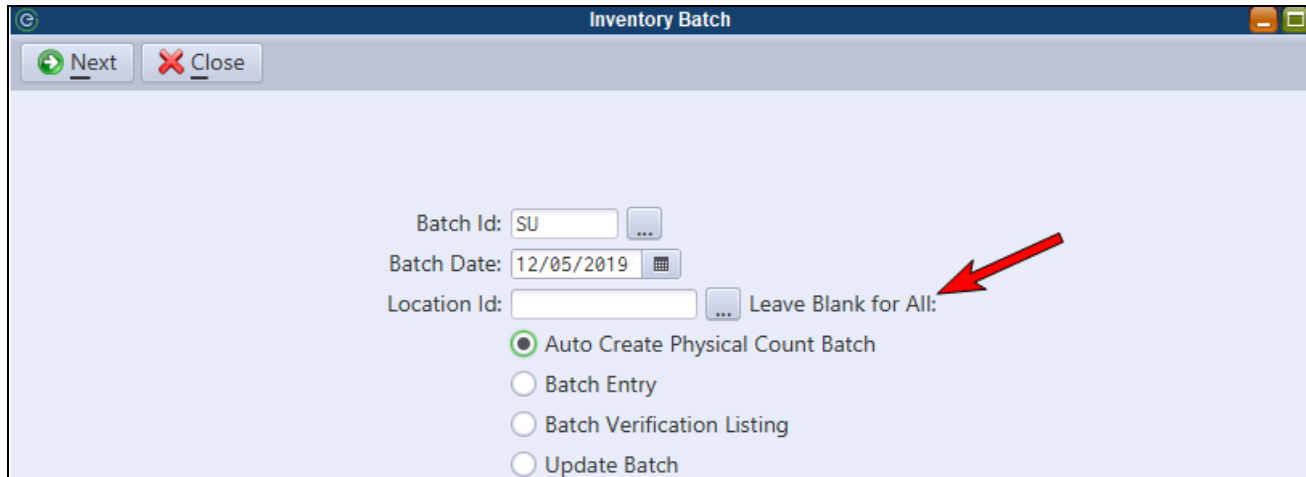
<b>Curr License Year:</b>	2018	<b>License Format:</b>	PDF
<b>Dog Licenses:</b>		<b>Cat Licenses:</b>	
<b>Installed:</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Auto Incr. License:</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Num Yrs Default:</b>	1	1	
<b>Late Date:</b>	03/31/2018	03/31/2018	06/01/2011
<b>1 Year Expire Date:</b>	12/31/2018	12/31/2018	12/31/2011
<b>3 Year Expire Date:</b>	/ /	/ /	
<b>License Fee:</b>	15.80	5.00	.00
<b>Senior License Fee:</b>	5.00	5.00	5.00
<b>Disabled Vet License Fee:</b>	1.50	1.50	1.50
<b>Firefighter License Fee:</b>	1.50	1.50	1.50
<b>EMS License Fee:</b>	1.50	1.50	1.50
<b>Late Fee:</b>	10.00	.00	10.00
<b>Dupl Fee:</b>	1.00	1.00	1.00
<b>Local POP Fee:</b>	.00	3.00	

---

# Inventory

## ***Physical Count Batch - Allow All Locations***

The Physical Count Batch can now be generated for all locations.



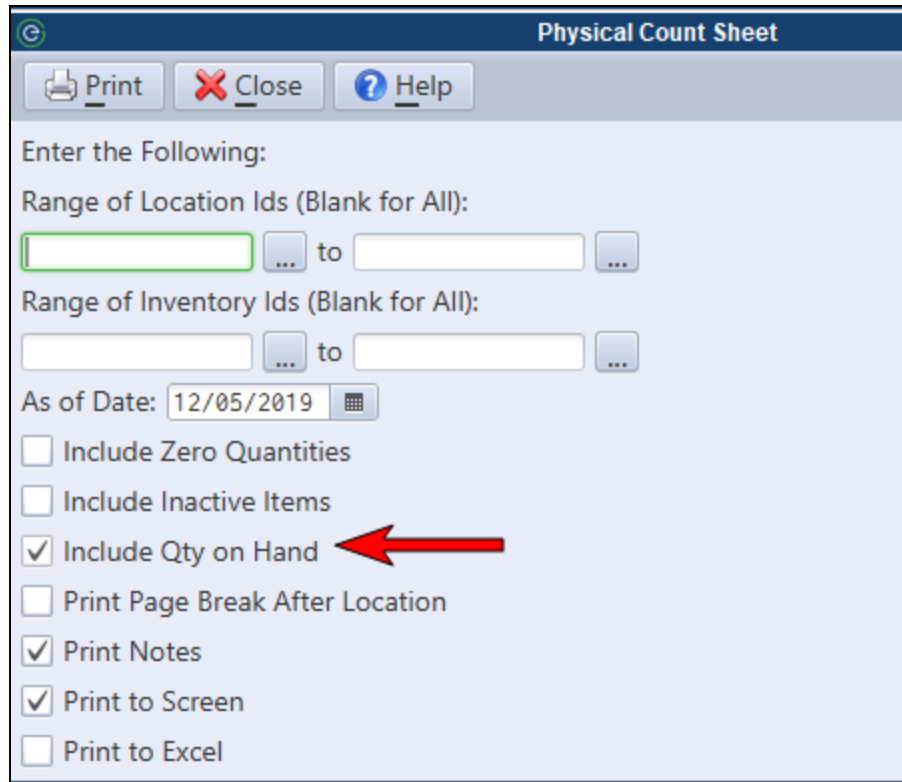
The screenshot shows a window titled "Inventory Batch" with a "Next" button and a "Close" button. The window contains the following fields and options:

- Batch Id: SU
- Batch Date: 12/05/2019
- Location Id: (empty field) ...
- Leave Blank for All: (indicated by a red arrow)
- ☒ Auto Create Physical Count Batch
- ☐ Batch Entry
- ☐ Batch Verification Listing
- ☐ Update Batch

## ***Physical Count Sheet - Option to Suppress Qty On Hand***

For purposes of not influencing counters, the Physical Count Sheet now has an option to suppress the current quantity on hand for each inventory item.



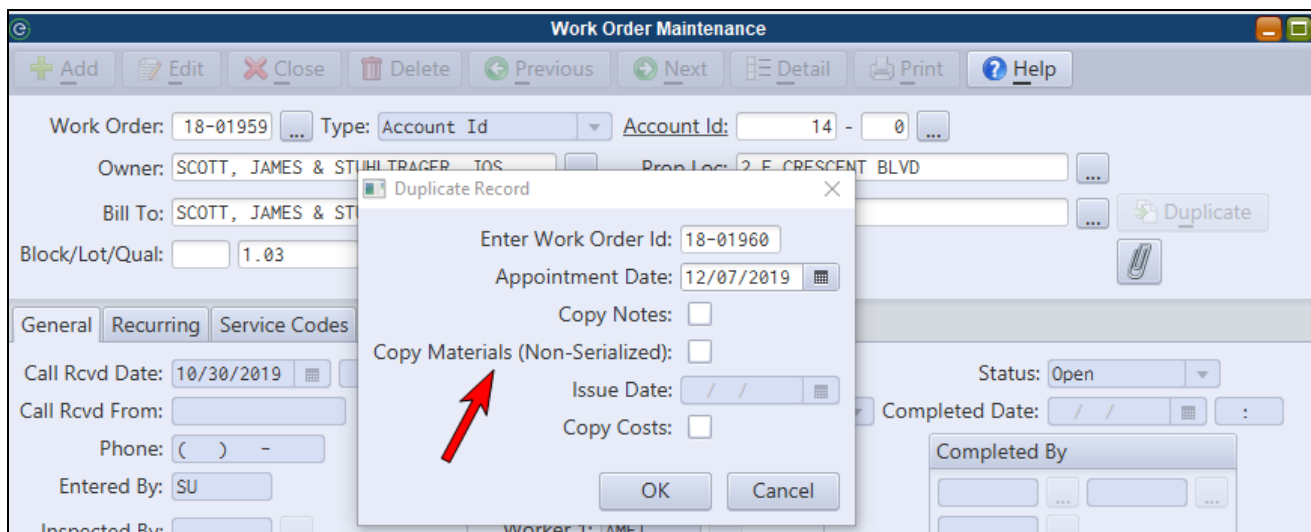


The 'Physical Count Sheet' dialog box contains the following elements:

- Buttons: Print, Close, Help
- Text: Enter the Following:
- Range of Location Ids (Blank for All): [ ] ... to [ ]
- Range of Inventory Ids (Blank for All): [ ] ... to [ ]
- As of Date: 12/05/2019
- Checkboxes:
  - ☐ Include Zero Quantities
  - ☐ Include Inactive Items
  - ☒ Include Qty on Hand (indicated by a red arrow)
  - ☐ Print Page Break After Location
  - ☒ Print Notes
  - ☒ Print to Screen
  - ☐ Print to Excel

### ***Prompt to include Inventory Items When Duplicating Work Order***

When duplicating a work order with inventory items on the Materials tab, the system will prompt the user to include those same inventory items on the new work order.



The 'Work Order Maintenance' dialog box shows a 'Duplicate Record' prompt. The background window displays work order details for '18-01959'. The 'Duplicate Record' dialog box contains the following elements:

- Buttons: Add, Edit, Close, Delete, Previous, Next, Detail, Print, Help
- Fields: Work Order: 18-01959, Type: Account Id, Account Id: 14 - 0
- Owner: SCOTT, JAMES & STUBBINS, INC.
- Bill To: SCOTT, JAMES & STUBBINS, INC.
- Block/Lot/Qual: 1.03
- Buttons: Duplicate, Duplicate (with paperclip icon)
- Buttons: General, Recurring, Service Codes
- Call Rcvd Date: 10/30/2019
- Call Rcvd From: [ ]
- Phone: ( ) - [ ]
- Entered By: SU
- Inspected By: [ ]
- Worker 1: AME
- Status: Open
- Completed Date: / /
- Completed By: [ ]

The 'Duplicate Record' dialog box contains the following elements:

- Buttons: X
- Text: Enter Work Order Id: 18-01960
- Text: Appointment Date: 12/07/2019
- Text: Copy Notes: ☐
- Text: Copy Materials (Non-Serialized): ☐ (indicated by a red arrow)
- Text: Issue Date: / /
- Text: Copy Costs: ☐
- Buttons: OK, Cancel

