
MCSJ Version 2020.1 Release Guide



Last updated on Friday March 13, 2020

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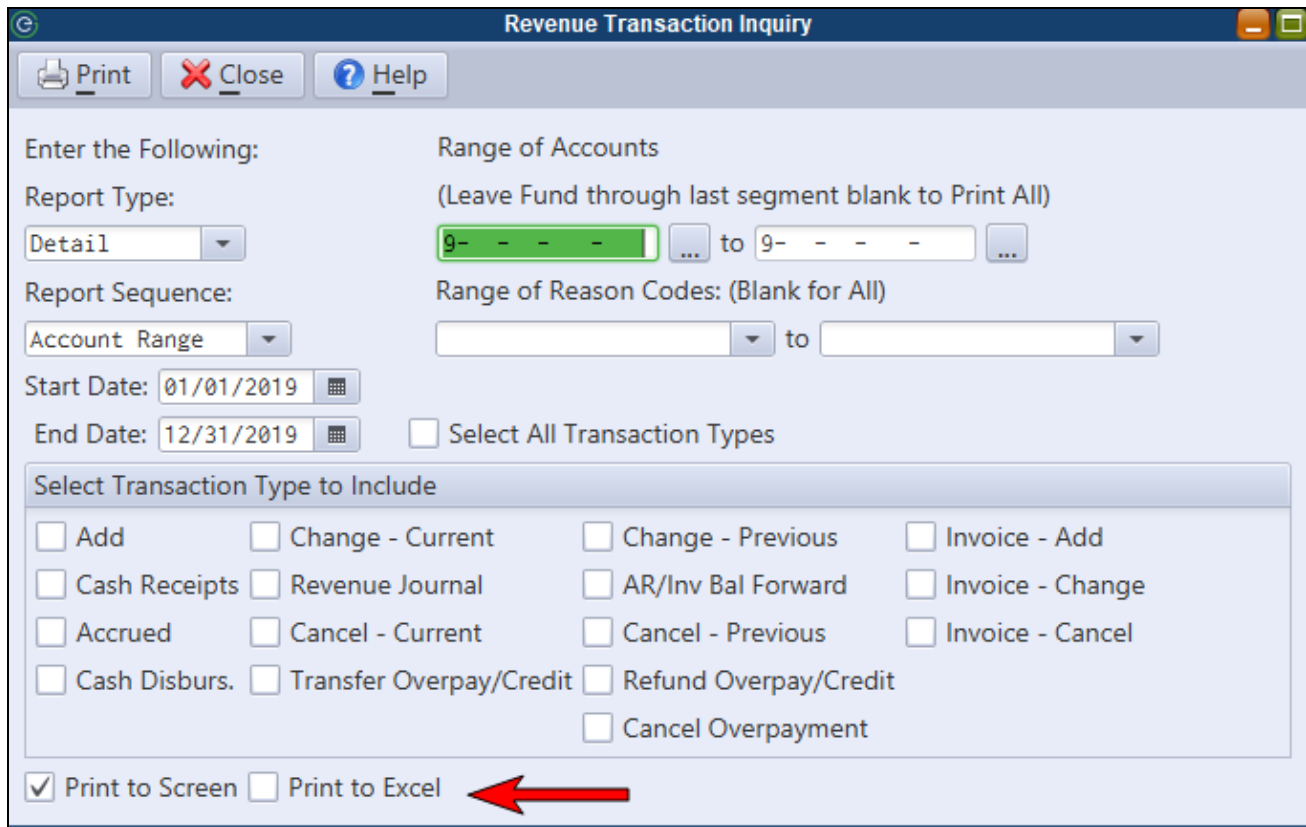
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Finance and A/P

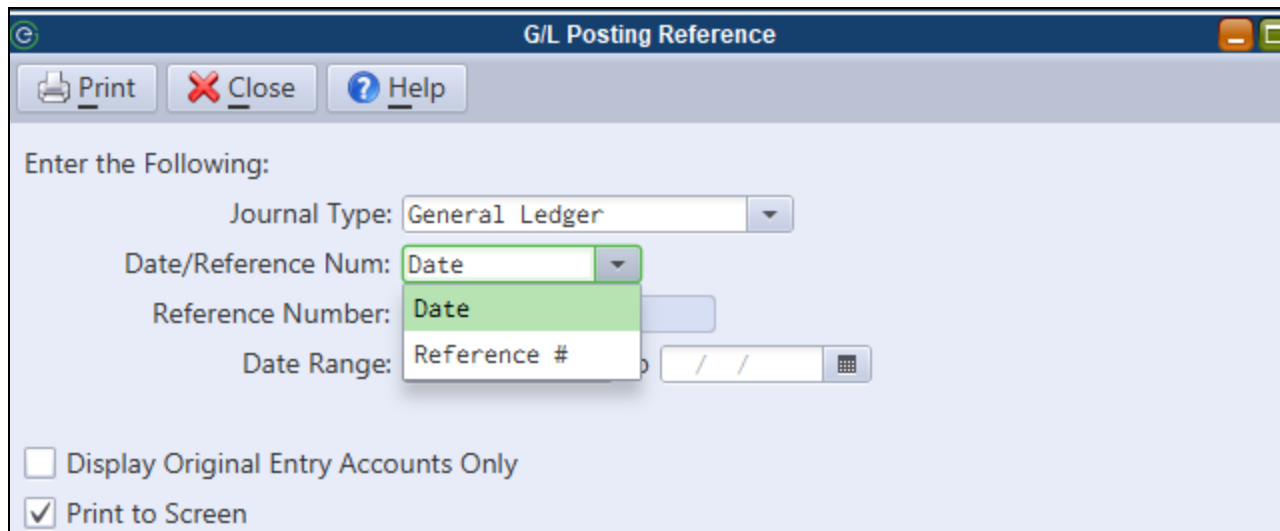
Expenditure and Revenue Transaction Inquiry to Excel

The Budget/Expenditure and Revenue Transaction Inquiry reports can now be generated to Excel.



G/L Posting Reference Report Enhancements

The G/L Posting Reference Report can now print journal entries by date and has an option to display journal entries with the expense and revenue subsidiary accounts originally entered instead of the resulting G/L postings. In addition, the user id will appear for each updated reference number.



Enter the Following:

Journal Type: General Ledger

Date/Reference Num: Date

Reference Number: Date

Date Range: / /

Display Original Entry Accounts Only

Print to Screen

Date/Reference Num - For the G/L, Revenue, and Budget Journal Types, the user can select the *Date* option and enter a date range. The report will list each reference number within the date range in date order.

Display Original Entry Accounts Only - If checked, the report will list the original subsidiary expense and revenue accounts posted instead of the G/L control accounts that were updated.

PO Master Enhancements

The Purchase Order Master view has been enhanced to show paid totals and a remaining balance. In addition, the user id of the PO creator will now be displayed.

Purchase Order Maintenance

Purchase Order: 18-01457 ...
 P.O. Type: [v]
Contract Id: [] ...

Status: Open

Vendor: 90007 [0] ...
Supply Contract: []

Order Date: 03/11/2020 []

Name: TEAMSTERS LOCAL #830 ...

Due Date: / / []
 12298 TOWNSEND ROAD

Descript: []
 ANYWHERE
PA
01234

F.O.B.: [v]
 St. Contract No: []

Discount %: .00

Ship To: [] ...

Req. No: []
 Line Items: 4

Entered By: SU

P.O. Total: 350.00

Paid Total: 100.00

Remaining: 250.00

Void Total: 20.00

Comments: []


Vendor ACH Prenote Process

The new Vendor ACH Prenote Routine allows users to send an ACH prenote file to the bank for testing without having to complete a check run. Users can input vendor ACH information for one or more vendors, set each vendor up as a prenote, and then run the routine to create a prenote file. Assuming no issues are returned, the user can use the Change Vendor Prenote Switches routine (now available under the Vendor menu) to remove the prenote flags from those vendors.

Finance>A/P>Vendor>Generate Vendor Prenote File

Generate Vendor Prenote File


Next Close Help



This routine will create a vendor prenote file for all vendors that have their prenote field selected in Vendor Maintenance.

Enter the Following:

Checking Account: ...

Effective Date: 03/11/2020 

Output File Name:

Print Account Number

Print to Screen



The Change Vendor Prenote Switches routine can be run to remove the prenote flags from all vendors. It has been removed from the Special Routines program and is now located under the Vendor menu.

Personnel

Personnel Action Forms - Additional Approvals

Two additional custom approval levels have been added.

The screenshot shows a software window titled "Personnel Parameter Maintenance". At the top, there are buttons for "Save", "Cancel", and "Help". Below these is a message: "System or Personnel Module must be locked to edit the fields displayed in red." There are tabs for "General", "Payroll", "HR", and "ESS". Under "General", there are sub-tabs for "General" and "PAF". The "PAF" tab is active. It contains several checkboxes: "Supervisor Approval Needed" (checked), "Department Head Approval Needed" (unchecked), and five "Approval Needed" checkboxes (all checked). Each "Approval Needed" checkbox is followed by a text field for "Title" and another for "User Id", with a three-dot menu button to the right. The last two rows of these fields are highlighted with a red border. At the bottom, there are "PAF Notifications" (checked), "Time 1" (12:30), and "Time 2" (05:00) with dropdown arrows.

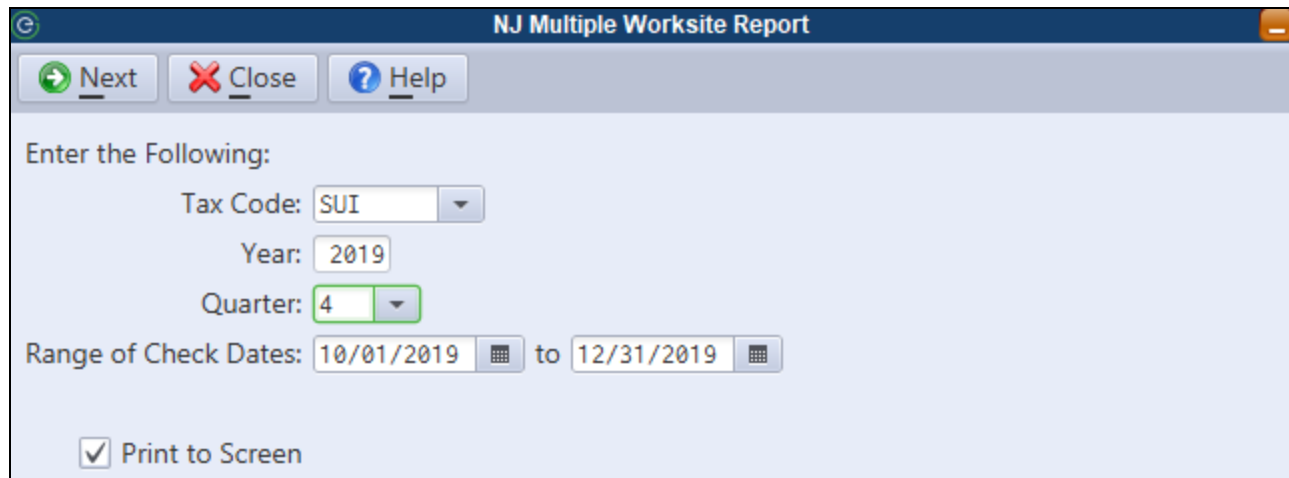
Max Accruals Enhancement

Employees that have reached their max accrued for a pay type will now be allowed to accrue time if the used time on their time entry takes the employee below the max.

NJ Multiple Worksite Report

This report provides the information necessary to complete the NJ Dept of Labor and Workforce Development Multiple Worksite Report.

Payroll>End of Qtr/Year>NJ Worksite Report



NJ Multiple Worksite Report

Next Close Help

Enter the Following:

Tax Code: SUI

Year: 2019

Quarter: 4

Range of Check Dates: 10/01/2019 to 12/31/2019

Print to Screen



The report requires Location Id's to be accurately assigned to your employees.

Default Rates in Time Entry Maintenance Budget Distribution

An employee's default regular, overtime or special rates will be displayed in the rate column for the appropriate pay types when entering hours via the Time Entry Maintenance Budget Distribution screen. The user may continue to override or select a different rate if necessary.

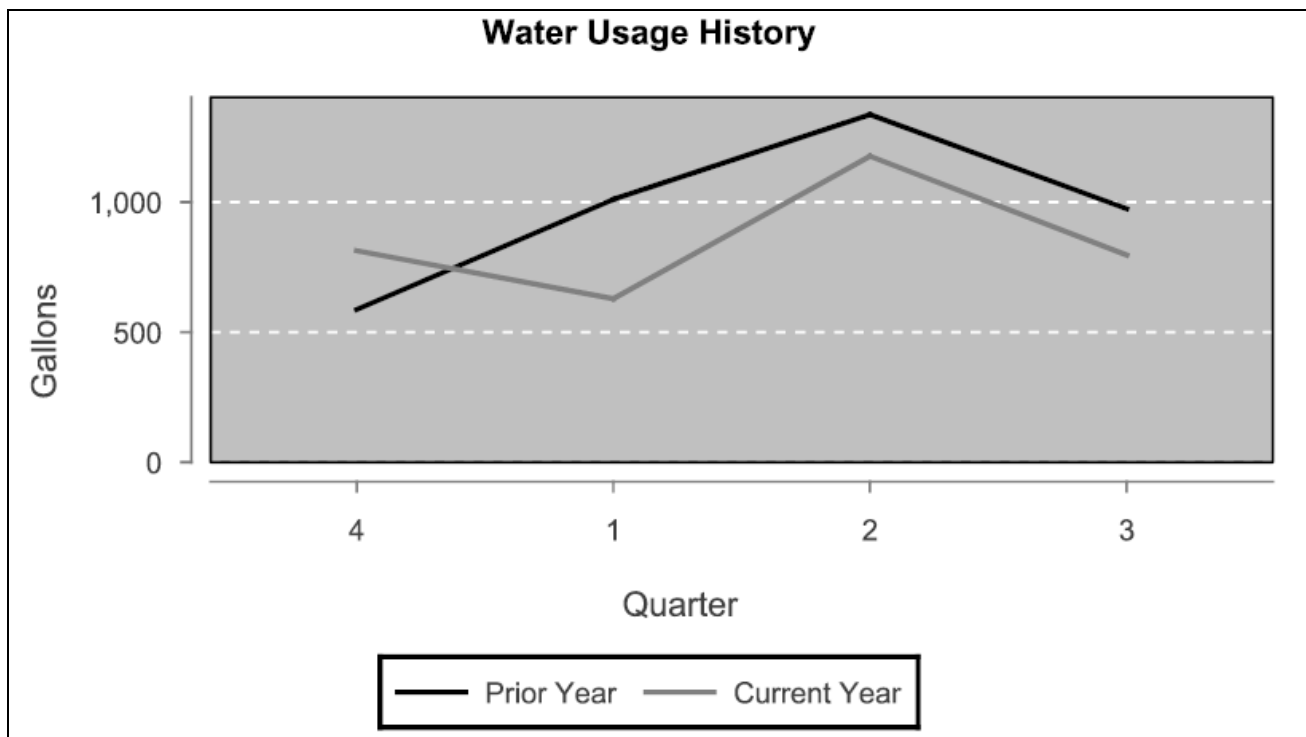
Utility

Comparison Usage Graph

A new comparison usage graph is now available on PDF Utility bills. The new graph will compare current year/period usage to prior year usage. It also allows users to customize the horizontal and vertical axis labels.



The new graph is optional and will have no impact on the look or design of existing client PDF bills. The option may be turned on in Utility Bill Format Maintenance.



Utility Bill Format Maintenance

+ Add Save Cancel Delete Previous Next Help

Format Id: 2 Description: WATER/SEWER

Page 1 Page 2 Page 3

File Name: StandMtrUtilBill.pdf Message:

E-Bill Attach:

Mail To: Water

Town Seal X: 25 ... 710 Sc... 60

Bar Code X: 75 Y: 125

Print Usage ... Comparative

Print Perf Line:

Print Year/Prd:

Print Header:

Usage Graph Labels

	Horizontal	Vertical
Water/S...	Quarter	Gallons

NJ Tax

Assessment Display

The Assessed Value tab of Tax Account Maintenance will now display the current and prior tax year's assessed values.

The screenshot shows the 'Tax Account Maintenance' interface. At the top, there are navigation buttons: Add, Edit, Close, Delete, Previous, Next, Detail, Letter, and Help. Below these are input fields for Block (1.02), Lot (5.02), Qualifier, Owner (PACIFIC PARK INVESTMENTS LLC), and Prop Loc (73 MAPLE AVE). There are also buttons for Tax Bill, PTR Form, and Restricted Edit. A 'Notes Exist' indicator is visible. The 'Assessed Value' tab is selected, showing data for 2019 and 2020. A red arrow points to the 'Current Year' label above the 2020 data. The data for both years is identical: Land Value: 45,600; Impr Value: 121,300; Net Value: 166,900. There are also sections for Special Tax Codes and Limited Exemptions.

Year	Land Value	Impr Value	Net Value
2019	45,600	121,300	166,900
2020 (Current Year)	45,600	121,300	166,900

Restricted Lien BLQ Changes

MCSJ will now require a Restricted Edit password to allow a BLQ to be changed on a lien. In previous versions, users could unintentionally change the BLQ on a lien when the account was in regular edit mode.

Notification of Owner Changes on Accounts with Direct Withdrawal

The Tax Update and Update Owner/Bank Code from File routines will produce a listing of any accounts with owner changes that were previously set up for direct withdrawal.

Delinquent Notices - Exclude Accounts in Tax Sale

Accounts in tax sale will now be excluded from delinquent notices.

Tax Sale Process Enhancements

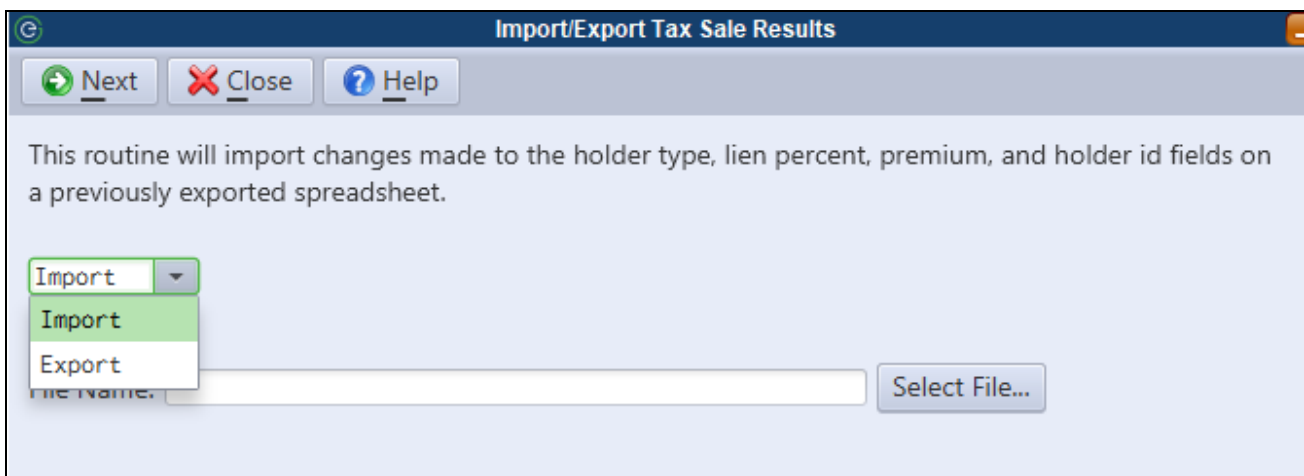
Several changes to enhance the user experience with the Tax Sale process have been added to MCSJ.

- Excel import of tax sale results
- Tax Sale Maintenance changes to improve manual input of sale results
- Option to lock advertising cost from Create/Update Tax Sale routine
- MUA Charges Import: Totals preview
- Auto-creation of Lien Holder Payment Batches

Excel Import of Tax Sale Results

For larger volume tax sales, users now have the option of inputting their tax sale results into an MCSJ exported spreadsheet and importing back into the Tax Sale Maintenance.

Liens>Tax Sale>Import/Export Tax Sale Results



If electing to use this option, the process works as follows:

1. Verify the final tax sale balances have been updated. (Update Tax Sale File)
2. Verify no tax sale errors exist. (Tax Sale Error Listing)
3. Export the tax sale file using the new routine.
4. Input the sale results in the exported spreadsheet.
5. Enter any new Lien Holder Id's into Lien Holder Maintenance..
6. Import the sale results using the new routine.
7. Proceed with the rest of the standard tax sale process.

Block/Lot/Qu	Property Location	Owner Name	Holder Ty	Percent	Premium	Holder Id	Total Cert	Prior Lien	Prior Lien Holder Id	Prior Lien Holder Nam	User Code
21. 18.	27 HARVARD AVE	CHITTUM DARRELL J & BETTY JEAN	Outside	0.00	0.00		5,324.04 N				
29. 22.	406 CEDAR AVE	DUNNE JACLYN E & O'ROURKE MATTHEW T	Outside	0.00	0.00		3,716.93 N				
10. 12.02	20 E SUMMERFIELD AVE	MULCRONE RYAN	Outside	0.00	0.00		5,442.74 N				
19.11 20.01	139 E PALMER AVE	FOX MONICA M	Outside	0.00	0.00		3,907.62 N				
19.05 16.03	604 CEDAR AVE	BLAND MARIAN P	Outside	0.00	0.00		3,928.35 N				
19.04 41.	231 WOODLAWN TER	SIMONDS WILLIAM F & CATHERINE A	Outside	0.00	0.00		4,409.17 N				

Users must input the results into the MCSJ exported spreadsheet and cannot alter the layout of the file or it will not import. The following columns are the only fields that will be updated in MCSJ:

1. Holder Type - Type "Outside" or "Municipal".
2. Percent - Leave 0 or enter a number. (column is already formatted)
3. Premium - Leave 0 or enter amount. (column is already formatted)
4. Holder Id - Enter the Lien Holder Id of the lien holder. You can copy and paste existing Lien Holder Id's from the the 'Lien Holder Info' tab of the spreadsheet. If you have new lien holders, it is recommended you temporarily record their name in the Holder Id cells and then replace it prior to importing with the Id you created when adding the lien holder to MCSJ.



The spreadsheet will indicate if prior open liens exist for a property, the total certificate amount and will show any user codes entered on the tax account. This data is just informational and will not be updated to MCSJ.

Tax Sale Maintenance Input

The following changes have been made to the Tax Sale Maintenance in order to allow for more efficient input of sale results:

1. More logical tab order through fields related to sale results to allow for quicker data entry.
2. Lien Holder Id hyperlink
3. Notification on panel of existing prior liens.

Tax Sale Maintenance

Save Cancel Delete Previous Next Detail Help

Block: 1.07 Cert Num: Lien
 Lot: 11 Edit Cert Num Prior Lien
 Qualifier: Prop Loc: 133 E BROWNING RD

General Charges in Sale

Sale Date: 07/25/2019 Owner: SULLIVAN MICHAEL J
 Type: Outside Address: 3514 LANCASTER AVE #204
 Percent: .00
 Premium: .00 ANYWHERE, NJ 01234-
 APR 2: Tax Years: 2018
 Payment Before Sale: Holder:
 Sale Payment Posted: Name:
 Prior Credit: Address:
 User Msg Code:

Option to Lock Advertising Costs from Update Tax Sale Routine

Users can now select to lock advertising costs directly from the Update Tax Sale routine instead of having to remember to check the box in Tax Sale Parameter Maintenance.

Create/Update Tax Sale File

Next Close Help

Warning: Municipal Subsequents must be transferred to Lien before running this routine!
 A Tax Sale File already exists. The Tax Sale has NOT been Advertised.

The Tax Sale File is used to print the Tax Sale List, Notices, & Labels. Also, the Tax Sale File balances are required for Posting Tax Sale Payments and for Creating Lien Accounts.

The Tax Sale File is created/updated from Delinquent Tax, Utility, Special Assessment and 'Sp Charges w/Tax Sale Flag' Accounts.


Calculate Option: Update Balances

Cost Payments posted within 62 days prior to the Sale Date will be applied to Cost.

Sale Date: 07/25/2019
 Total Allowable Bal: 10.00
 Held By: Outside
 Tax Due As Of: 12/31/2018
 Sp Assmnt Due As Of: 12/31/2018
 Utility Due As Of: 12/31/2018

In order to ensure the proper amount is calculated for Projected Penalty:
 APR1, APR2, Threshold, 'Min Penalty', 'Apply Penalty Method' and 'Apply to Utility Separate Charges' parameters MUST be entered correctly in UTILITY BILLING Parameter Maintenance!

Water:
 Sewer:
 PILOTS: Project Penalty:
 Number of Penalty Calculations prior to Sale: 1

Sale Has Been Advertised (Lock Percentage Cost): 

Print to Screen

Import MUA Charges Preview

For municipalities who import MUA charges for inclusion in their sale, the routine now has a preview option to verify totals prior to the import.

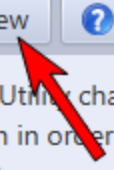
Import MUA Charges

Next Close Preview Help

This routine will import the MUA's Utility charges into the system as Special Charges.
 The Preview Listing needs to be run in order to enable the Next button.

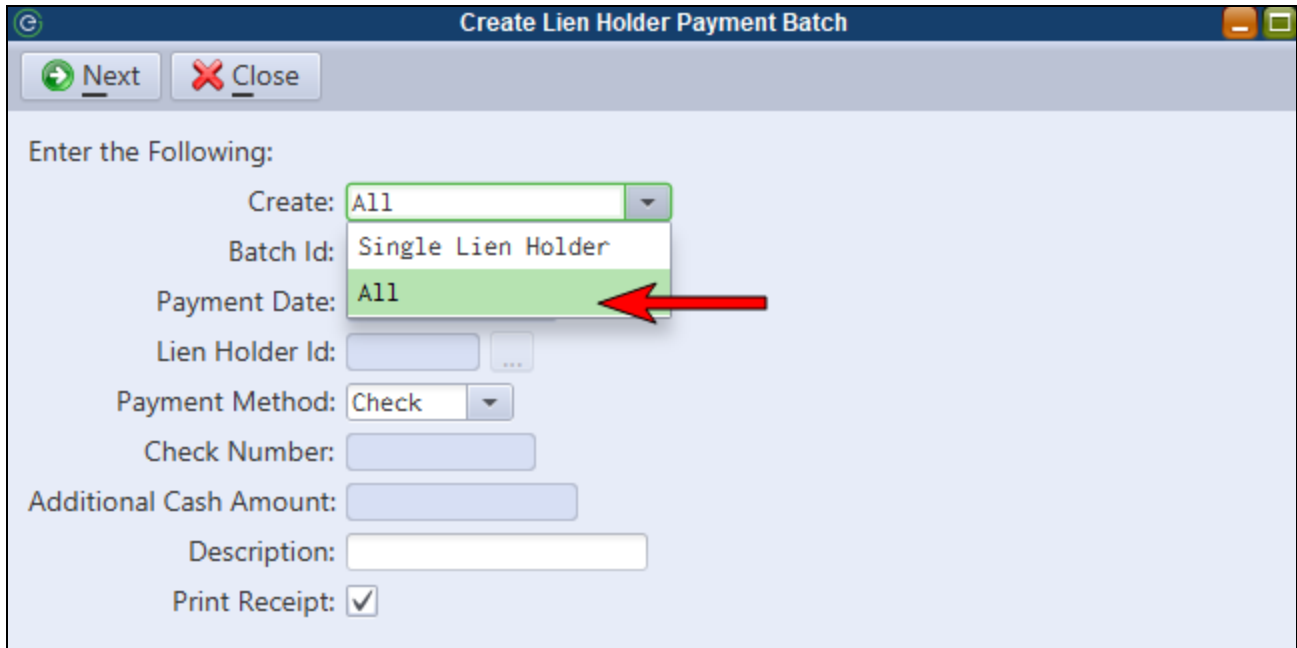
Starting Sp Charges ID: 19-00001

Bill Year: 2019
 Bill Period: 4
 Adjustment Code:
 Adjustment Date: 03/12/2020
 Import File Type: MCSJ Tax Sale File
 Input File Name: Select File...



Auto-Create Lien Holder Payment Batches

The Create Lien Holder Payment Batch routine has been enhanced to allow for the creation of sale payment batches for all lien holders.



Enter the Following:

Create: All

Batch Id: Single Lien Holder

Payment Date: All

Lien Holder Id:

Payment Method: Check

Check Number:

Additional Cash Amount:

Description:

Print Receipt:



Lien Holder Id's must be assigned in Tax Sale Maintenance before running the routine.

Property Tax

Tax/Utility Account Id Included on Lien Status Report

Tax and Utility Account Id's will now print on the Lien Status report.

Permits & Code Enforcement

Inspection Results - Open Maintenance Button

Users may now open the Permit, Violation or Rental Maintenance screens for a selected record directly from the Inspection Results window.

Date	Violation Id	Description	Inspector Id	Property Location	Action
06/15/2019	V7-00003	Grass Cutting	AH	75 MAPLE AVE	ZON
07/23/2019	V7-00005		AH	75 MAPLE AVE	ZON