MCSJ Version 2020.1 Release Guide

edmunds
GovTech

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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.
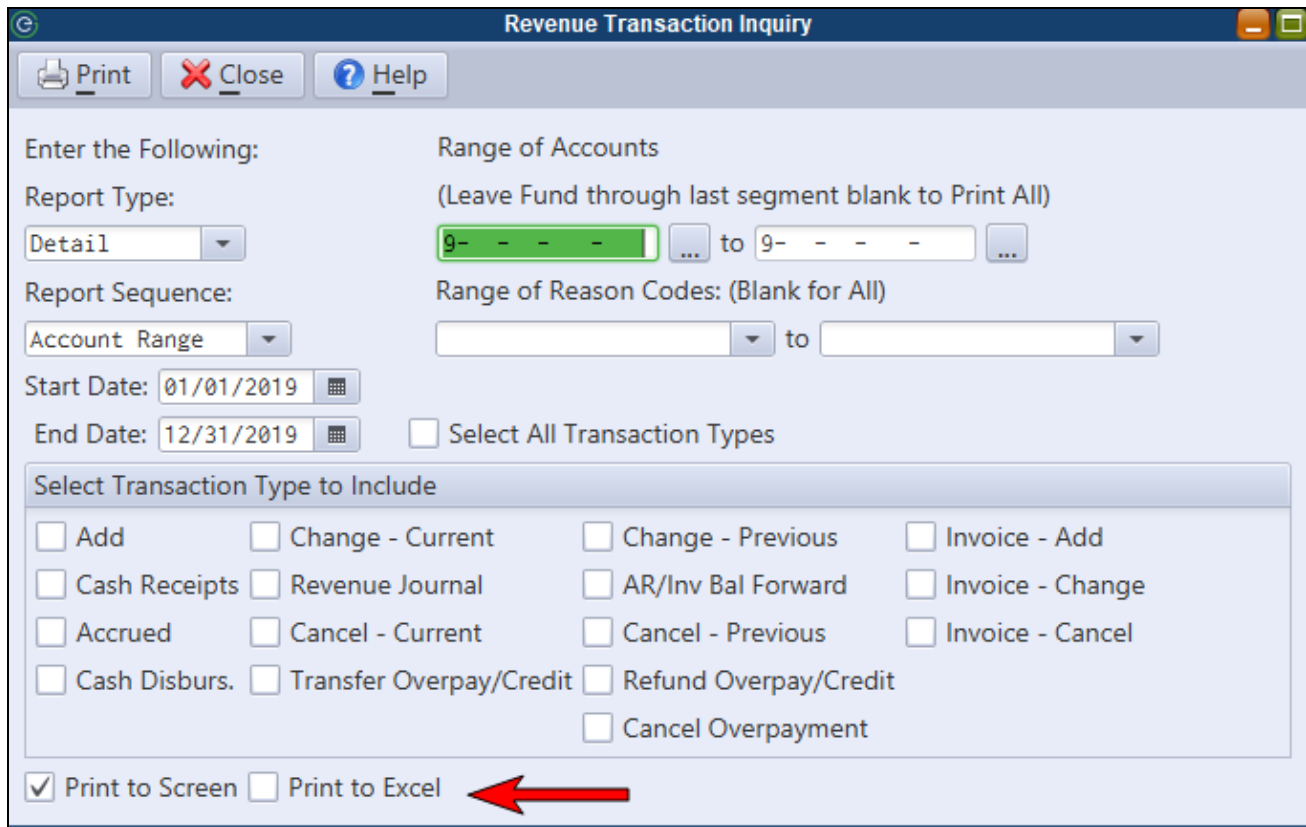
G/L Posting Reference Report Enhancements

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.

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.

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

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.

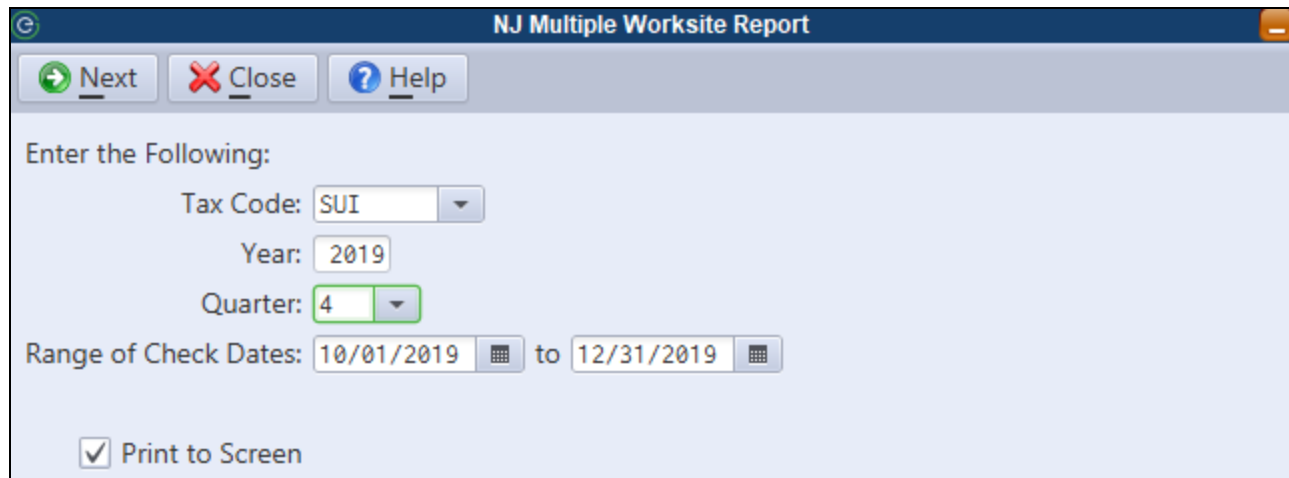## Max Accruals Enhancement

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

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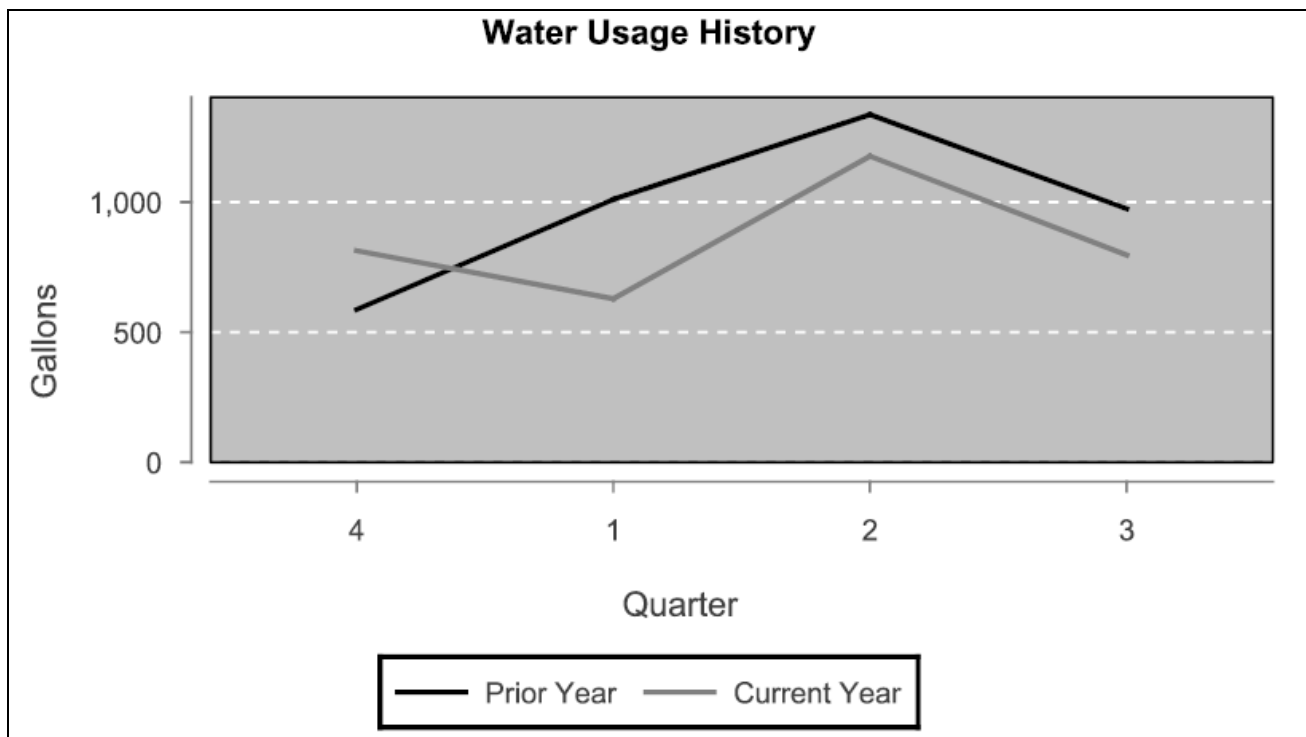
A new comparison usage graph is now available on PDF Utility bills. The new graph will compare current year/period usage to prior year usage. It also allows users to customize the horizontal and vertical axis labels.

> 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.

NJ Tax

Assessment Display

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

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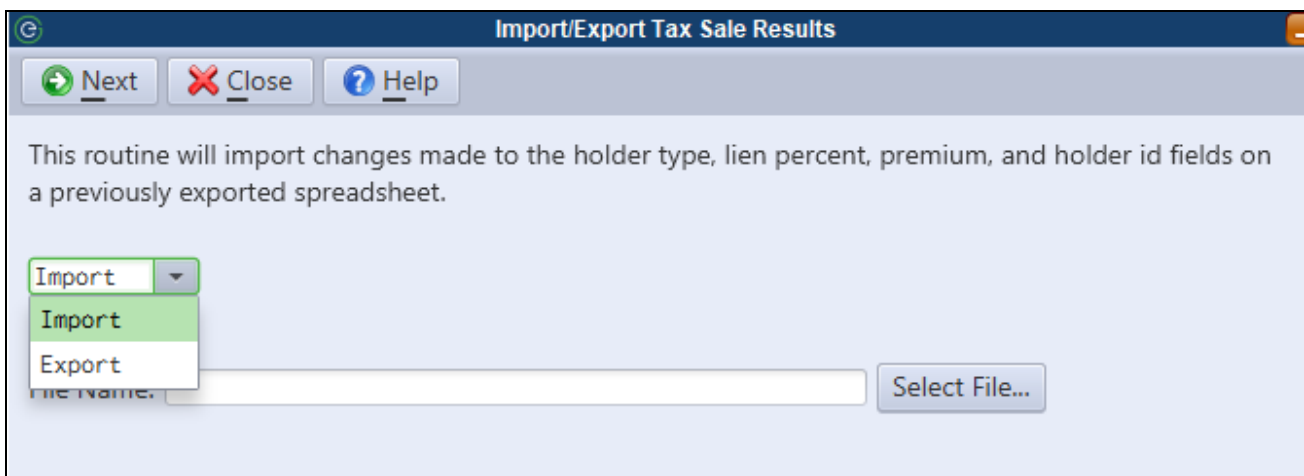
If electing to use this option, the process works as follows:

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 Nan	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 Mainteanance 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.

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.

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.
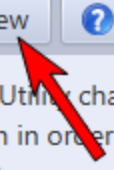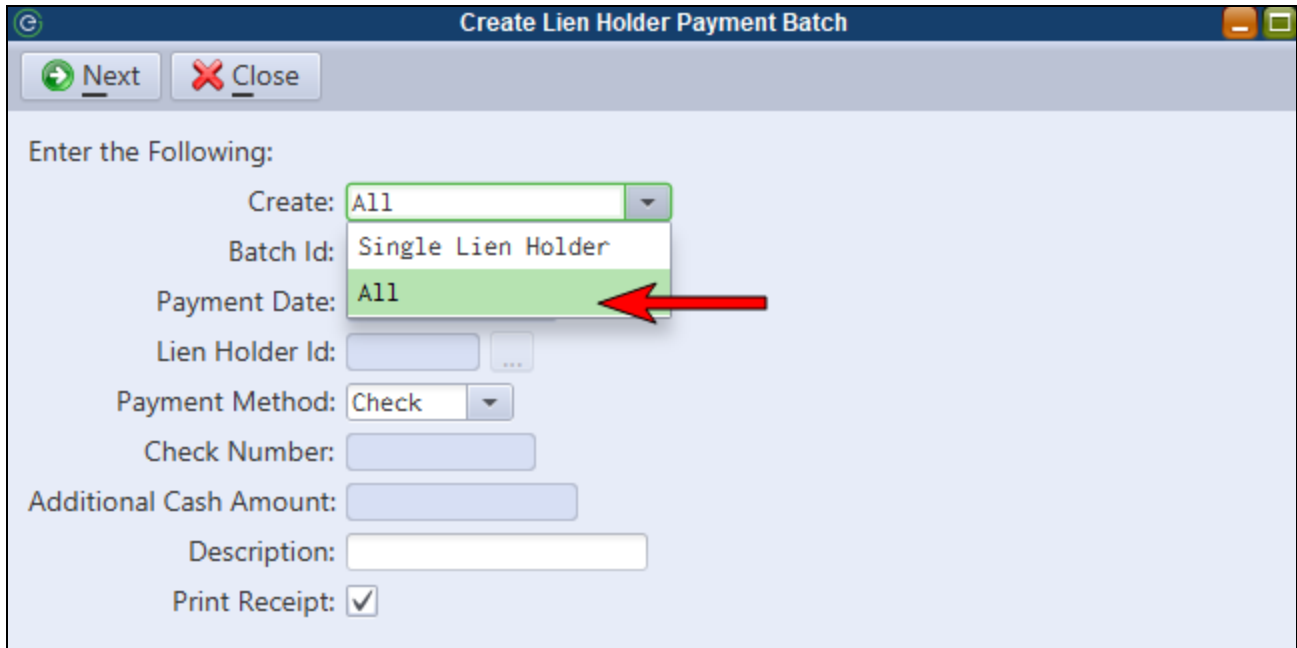
Auto-Create Lien Holder Payment Batches

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

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.