
MCSJ Version 2020.2 Release Guide



Last updated on Monday June 15, 2020

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Finance

Grant Status Report - CFDA Number

The Grant Status report now includes the CFDA # (Catalog of Federal Domestic Assistance Number) for any applicable grants.

Account No	Description		
Grantor Agency	Orig Grant	Curr Budgeted	
Federal/State Id	Ending Date	Expended YTD	
CFDA Number		Expended Curr	
G-02-0P-745-353	MUNICIPAL CT ALCOHOL ED		
	278.46	138.46	
		0.00	
1234567		0.00	

Link Tracking Id's to Finance Accounts

Tracking Id's may now be optionally linked to Expense, Revenue and G/L account numbers. A user can require particular tracking id's to be linked to accounts, which will limit the selection and use of those tracking id's to only transactions affecting the subset of accounts on which they are referenced. To accommodate this new functionality, the changes below were made to the Tracking Maintenance and Finance Account Maintenance screens.

Tracking Id Maintenance - Require Account Linking

In order to link a tracking id to an account, users must enable the **'Only display in picklists when referenced on an account'** field in Tracking Id Maintenance. When this field is NOT selected, tracking id's will continue to appear for selection in all picklists.

Tracking Id Maintenance

+ Add Edit Close Delete Previous Next Listing Assign to Accounts Help

Tracking Id:

Descript:

Status: Active

Estimated Amount:

Start Date: / /

End Date: / /

Balance:

Only display in picklists when referenced on an account:

Tracking Id Maintenance - Assign Tracking Id's

To assist with mass assigning tracking id's to a group of accounts, an 'Assign to Accounts' routine can be accessed directly from the Tracking Id Maintenance. A user can use account segment ranges to identify the accounts that need to be updated with specified tracking id's and then run the routine to quickly link the tracking id's to the appropriate accounts.



The routine can also be used to remove tracking id's from accounts.

Assign/Remove Tracking Ids to/from Accounts

Assign

Tracking Ids: ... to ...

Account Types: Budget G/L Revenue

Account Id Segments: At least one range required. Fill in fields completely.

Budget G/L Revenue

Fund: to

CAFR: to

Dept: to

Div: to

Item: to

Allow Tracking Ids on Prior Year Accounts

OK Cancel

Select whether to 'Assign' or 'Remove' the tracking id's you select in the range. Select the account types to which to assign the tracking id's and then for each selected account type, specify the account segment ranges to include. For example, selecting Fund 01 to 01 and Dept 123 to 125 will assign tracking id's to all accounts in fund 01 with departments 123, 124 and 125.

Allow Tracking Ids on Prior Year Accounts - If selected, the **Allow Prior Year** flag will be set for these tracking id's on each account they are assigned to. The flag will allow the tracking id's to be selected on prior year accounts and transactions.

After clicking OK, the routine will provide a preview so the user can confirm which accounts will be updated.

Account Maintenance Views - Tracking Id Tab

All of the Finance Account Maintenance screens will now display a Tracking Id's tab. Users can add or remove tracking id's from these views.

Budget Account Maintenance

Account: 0-01-20-708-046 Desc: SOFTWARE MAINTENANCE
 Acct Type: Sub Chk Acct: PARKE-CURRENT Cap Flag:
 Fund Type: Budget Class Id: Class Id 2:

Tracking Id	Description	Allow Prior Year
INS 2	Tracker 2	N

G/L Account Maintenance

Account: 0-01-206-55-412-100 Desc: RESERVE FOR DEBT - ABANDON PROPERTIES
 Account Type: Liability

Tracking Id	Description	Allow Prior
INS 2	Tracker 2	N

Revenue Account Maintenance

Acct: 0-01-08-104-800 Type: Cash Basis Anticipated:
 Desc: LICENSES - OTHER Exclude from Income Statement:

Tracking Id	Description	Allow Prior Y
INS 2	Tracker 2	N



The 'Allow Prior Year' flag will permit a tracking id to be assigned on prior year accounts.



Only Tracking Id's with the 'Only display in picklists when referenced on an account' flag selected in Tracking Id Maintenance will appear in the picklist.

Tracking Id Report - Lifetime Totals

A lifetime totals option is now available on the Tracking Id Report. Checking this option will show all-time totals for any tracking id's appearing on the report in addition to the normal date range totals.

Tracking Id Report

Print Close Open Save Help

General Account Ranges

Range of Tracking Ids (Blank for All):

PO Date Type: First Encumbrance

Date Range: 01/01/2020 to 12/31/2020

Tracking Id Status: Active

Report Format: Detail

Report Sequence: Tracking Id/Charge Account

Range of Vendor Ids (Blank for All):

Print to Screen

Print to Excel

Select All Account/Transaction Types

Account Type

Budget G/L

Revenue

Transaction Type

Purchase Order Budget

Revenue/Cash Receipt Attendance

Manual

Invoices

Include PO Line Item Status

Open Approved

Received Paid

Held Void

Budgeted Tracking Report

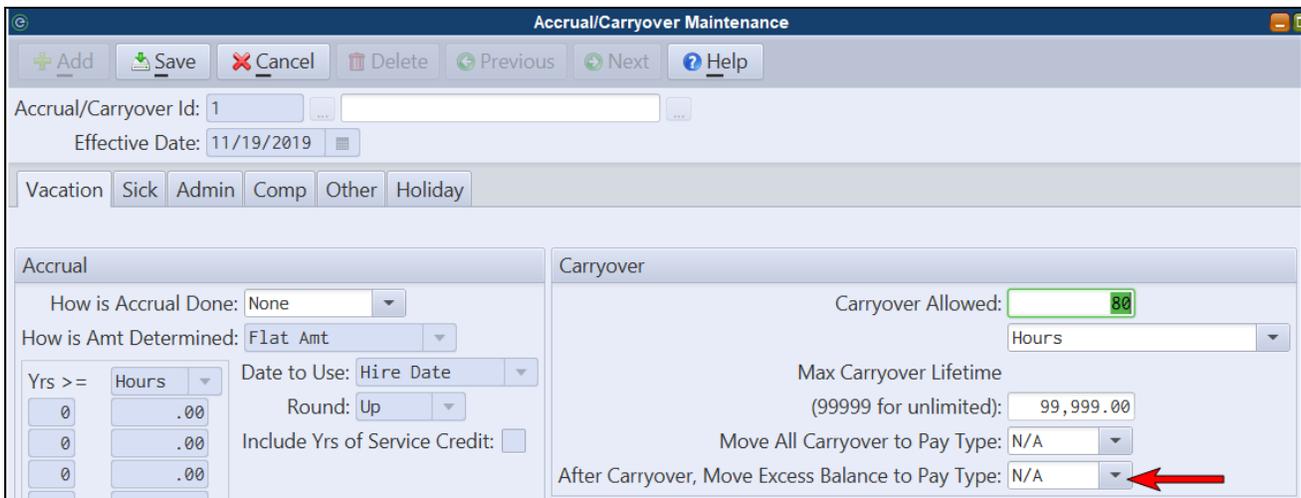
Include Line Items Without Tracking Id

Include Lifetime Totals

Personnel

Carryover Excess to Different Pay Type

A new feature was added to the Accrual/Carryover Maintenance which allows excess time balances beyond the carryover limit to be moved to a different pay type. For example, a user could be allowed to carryover 80 vacation hours, but may have 88 available. This feature would allow the 8 excess hours to move to Sick time instead of losing the time.



Account Range on Attendance Transaction Report

The Attendance Transaction report now allows for an expense account range to be entered when the user selects the option to **Print Rates/Tracking Id.**

Attendance Transaction Report

Enter the Following:

Select Sort Sequence: Employee Id

Range of Dates (Blank for All): 01/01/20 to 12/31/20

Range of Attendance Codes (Blank for All):

Day: All Month: All

Select Status to Include

- Draft
- Submitted
- Approved
- Time Entry
- Paycheck

Print Rates/Tracking Id

Include Base Pay Rates for Salaried

Show Only Edited in Payroll

Print to Screen

Print to Excel

Range of Employee Ids (Blank for All):

to

Page Break after Employee

Select All pay Types

Select Pay Type to Include

- Regular
- Overtime
- Sick
- Vacation
- Holiday
- Special
- Admin
- Other
- Comp
- None
- Earning Codes
- Accrued Sick
- Accrued Vacation
- Accrued Admin
- Accrued Other
- Accrued Comp
- Accrued Holiday
- Shift1 Regular
- Shift1 Overtime 1
- Shift1 Overtime 2
- Shift1 Special 1
- Shift2 Regular
- Shift2 Overtime 1
- Shift2 Overtime 2
- Shift2 Special 1
- Shift3 Regular
- Shift3 Overtime 1
- Shift3 Overtime 2
- Shift3 Special 1

Range of Budget Accounts (Leave Fund through last segment blank to Print all):

0- - - - to 0- - - -

NY Days Worked - Option to Include OT for Part-timers

For hourly employees, an option is now available to include non-base working hours in the days worked calculation.

Employee Maintenance - General Data

Employee Id: AME03 Previous Next Go To: General Data

First Name: KACEY Middle Init: A Last Name: AMET Suffix:

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

Emp Type: Hourly Suppress Reg Hrs On Check: Exclude from EEO:

Pay Freq: Bi-Weekly Import Reg Hrs: Statutory Employee:

Pay Grp Cat: Part Time Employee Import Exception Time/Reduce Regular: W-Comp Class:

Pay Period Id: Union Name: Medicare Qual. Gov't Employee:

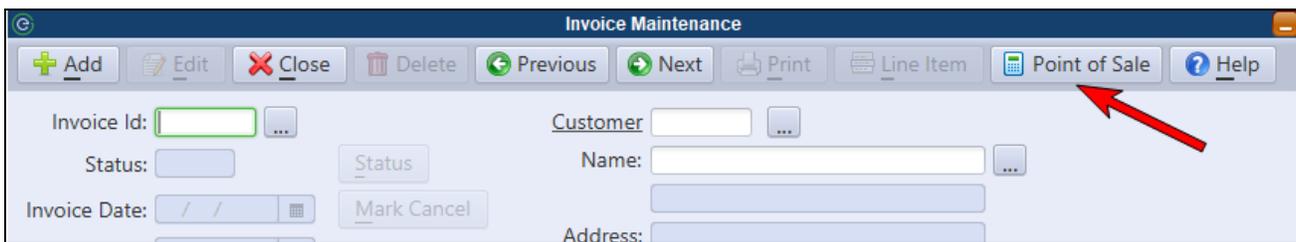
Job Category Id: 1099-R Taxable Not Determined:

Schedule Id: **Include Non-Base Hours in Days Worked Calculation:**

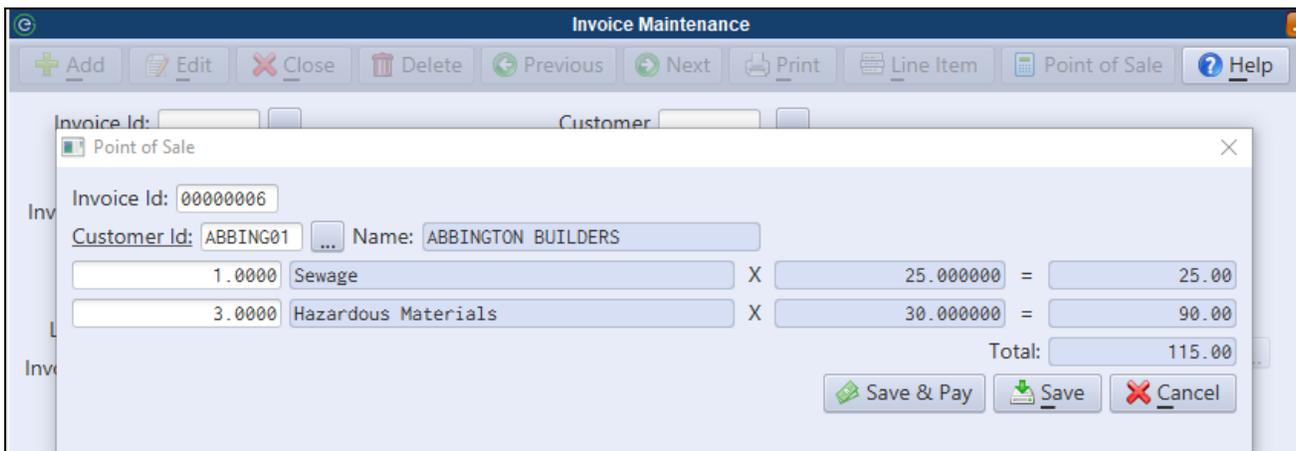
Accounts Receivable

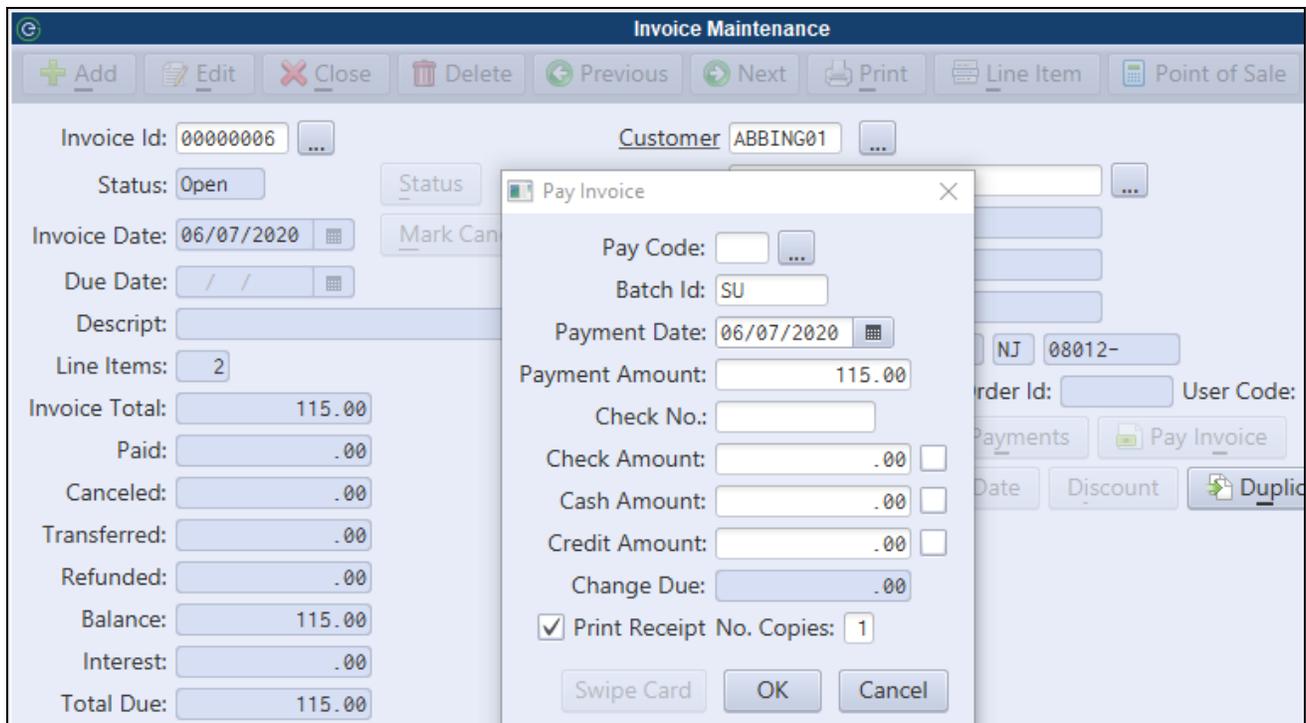
Point of Sale Invoices

Point of Sale invoices allow users to quickly generate and pay invoices for specially designated 'Point of Sale' Service Id(s). POS transactions are entered directly from the Invoice Maintenance screen and are most efficient in situations where recurring customers are making in-person payments for variable quantity, pre-defined rate billings that require a supporting invoice. Use cases could include sewage disposal, bulk water purchases, gas or diesel billings, and dumping fees.



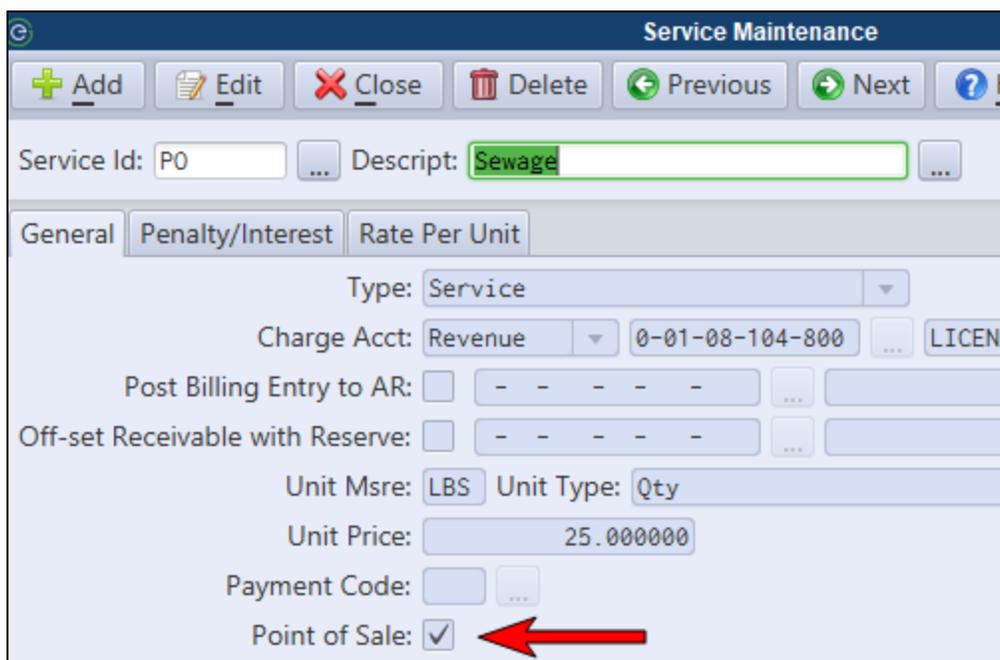
To generate and process an invoice, the user will click the new **Point of Sale** toolbar button from the Invoice Maintenance. A dialog will populate with any designated POS service id's. The cashier will select a customer, enter quantities and then click **Save & Pay** to generate the invoice and apply payment using the standard 'Pay Invoice' dialog. An invoice and/or receipt can be printed for the customer. In a case where payment isn't being immediately tendered, the cashier may also elect to simply **Save** the invoice.





Service Id Maintenance - Point of Sale Flag

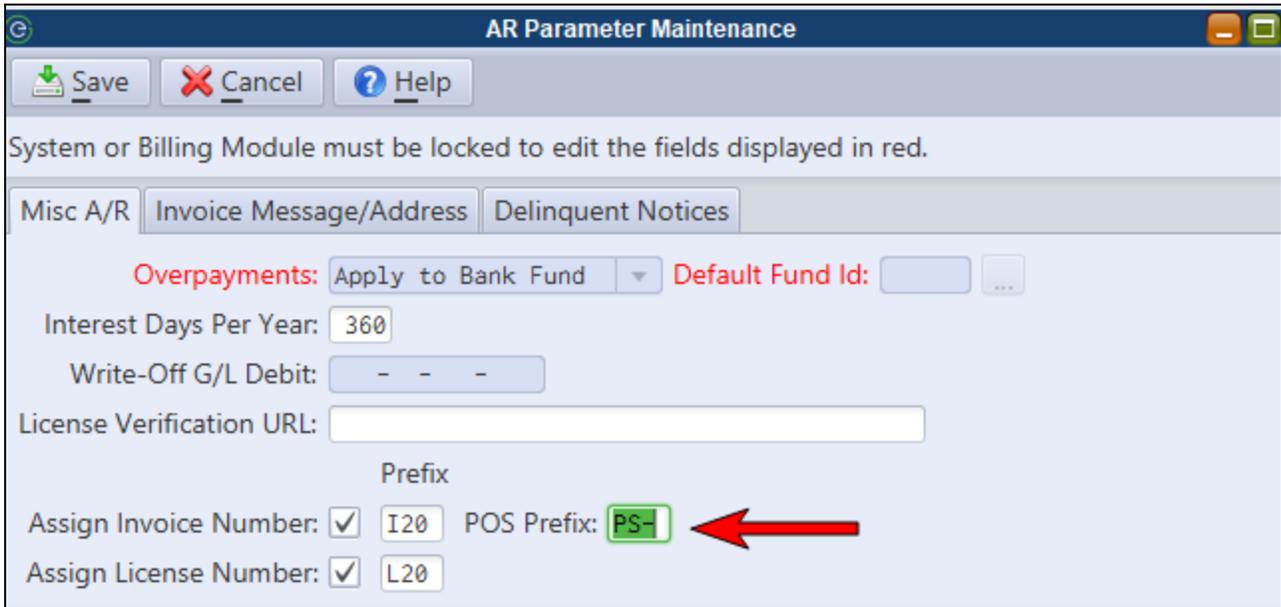
To designate a Service Id to appear in the 'Point of Sale' invoice dialog, check the **Point of Sale** box in Service Maintenance.



Auto-number Point of Sale Invoice Prefix

Point of Sale invoices may be auto-numbered with their own designated prefix by specifying one in A/R Parameter Maintenance.

System Utilities>A/R Parameter Maintenance



The screenshot shows the 'AR Parameter Maintenance' window. At the top, there are buttons for 'Save', 'Cancel', and 'Help'. Below these is a message: 'System or Billing Module must be locked to edit the fields displayed in red.' The window has three tabs: 'Misc A/R', 'Invoice Message/Address', and 'Delinquent Notices'. The 'Misc A/R' tab is active. Fields include: 'Overpayments: Apply to Bank Fund' (dropdown), 'Default Fund Id:' (text box), 'Interest Days Per Year: 360', 'Write-Off G/L Debit: - - -', 'License Verification URL: [text box]', 'Prefix' section with 'Assign Invoice Number: [checked] I20' and 'POS Prefix: PS-' (highlighted in green with a red arrow pointing to it), and 'Assign License Number: [checked] L20'.

A/R Overpayment Applications

Users now have more control where A/R Invoice overpayments are applied. Previously, A/R overpayments were always applied to a single designated revenue account specified in the A/R Parameter Maintenance. For any customer overpayments, the system would find and use this revenue account in the fund where the cash (Bank Id on Pay Code) was deposited. In order to give users more options for handling the posting of overpayments to the G/L, the following changes have been made:

- The A/R overpayment revenue account has been removed from the A/R Parameter Maintenance and must now be specified on each individual fund. This feature allows different account numbers and account types (Revenue or G/L) to be used for each fund.



The upgrade will automatically move the revenue account previously defined in A/R Parameter Maintenance to the Fund Maintenance for any existing funds where the revenue account exists. Otherwise, the user is responsible for creating funds in Finance>Fund Maintenance and specifying a valid overpayment account number.

- In the A/R Parameter Maintenance, users may now optionally specify a default fund to apply all overpayments against. This option will also allow users, with proper security, to change the fund where the overpayment is applied when posting payments.

Apply to Bank Fund - This is the default option and handles overpayments the same way they were handled in previous versions. An overpayment will be applied to the defined overpayment account number in the same fund as the deposit bank. Overpayment account numbers are now stored on the Fund Maintenance.

Default Fund - This option requires the user to select a default fund in the **Default Fund Id** picklist field. All overpayments will default to the defined overpayment account number for the designated fund. However, users will be able to override the fund (if necessary) during payment processing as shown in the figure below.

Payment Window

Batch Id: SU Payment C...

Customer Id: AACMEP01 Name: AACME PLUMBING Address: 612 CREEK RD

06/07/2020

Confirmation:

WARNING: Payment amount is greater than the total balance due.
Overpayments will be applied to Fund: 01 ...

Do you want to save this payment?

Yes No Cancel

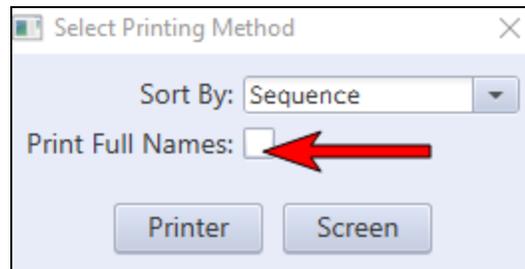
Item	Inv. Date	Service	Split
1	06/07/20	PO	50.00
2	06/07/20	PO2	90.00
Total:			140.00

Payment Amt: 170.00 Payment Descript: Subtotal

Payments

Option to Print Full Owner Names on Payment Verification Listing

For Tax and Utility accounts, users may now optionally choose to print full owner names on a Payment Verification Listing in lieu of including parcel numbers.



Select Printing Method

Sort By: Sequence

Print Full Names:

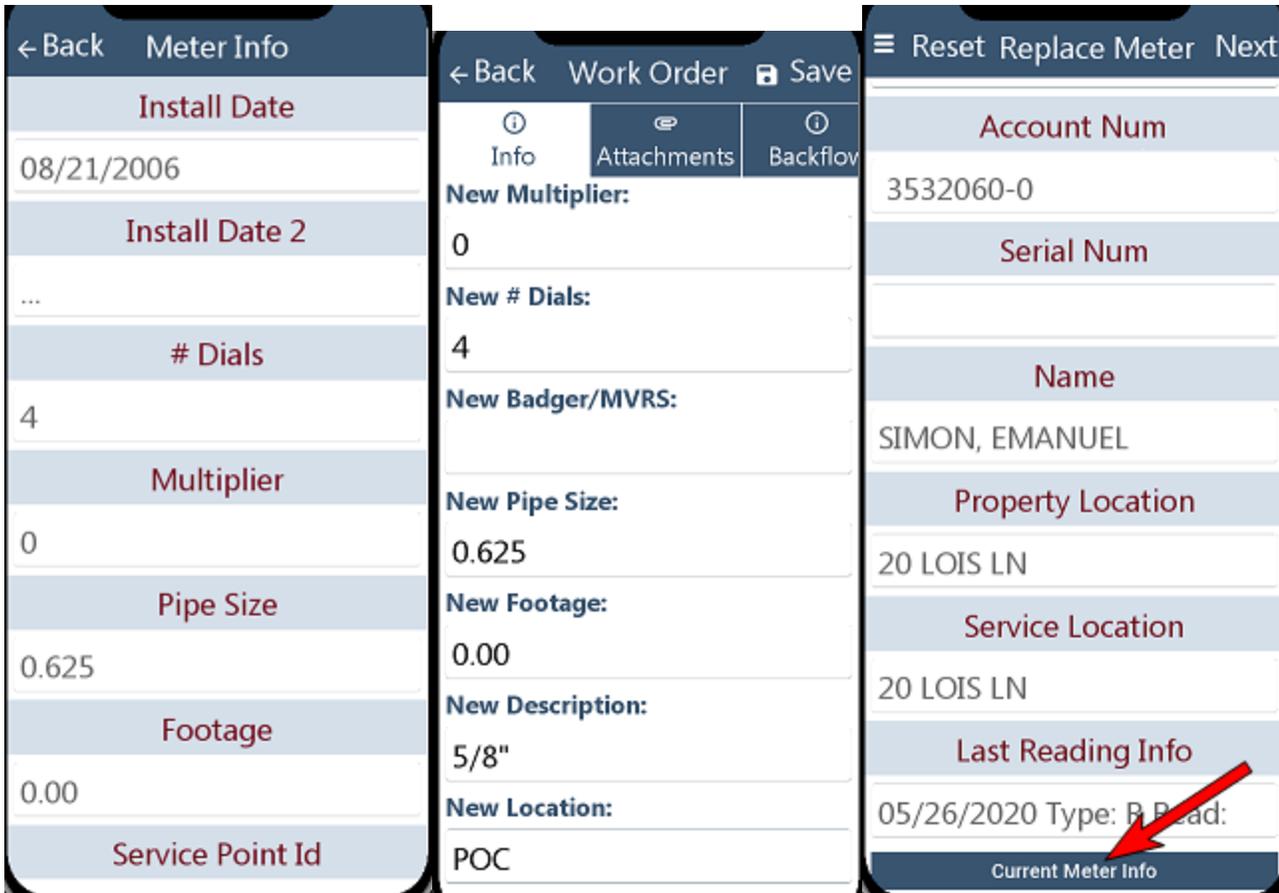
Printer Screen

Work Orders & Meter Management App

Show All Meter Information Fields on Work Order and App

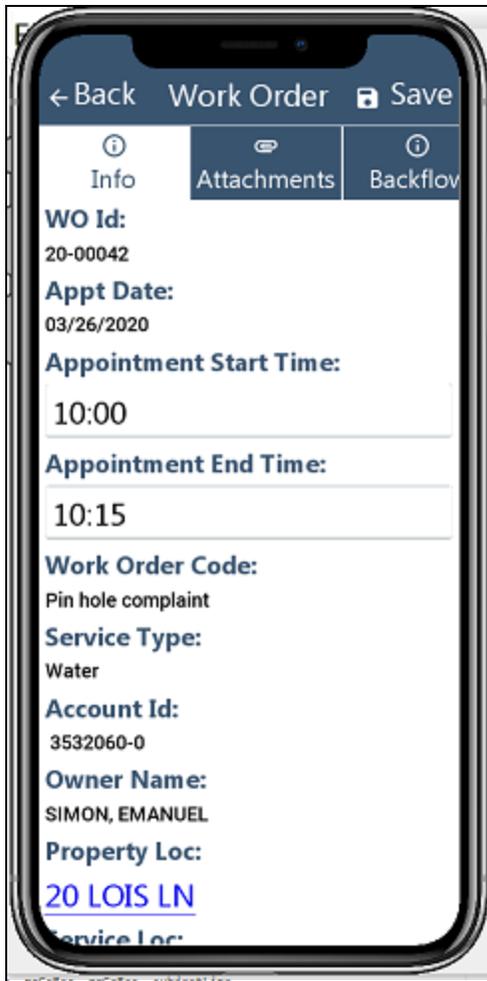
Users will now be able to view all meter information fields in the Work Order Service Code Detail view, printed work orders and the Meter Management App. When replacing meters, the same data fields will default to the new meter regardless of whether the meter is replaced via MCSJ or the App.

The screenshot displays the 'Service Code Detail' window, which is divided into three main sections: 'Service Code Info', 'Current Meter Info', and 'New Meter Info'. The 'New Meter Info' section is highlighted with a red border, indicating the focus of the update. The 'Service Code Info' section includes fields for 'Work Order Code' (set to 'REPLACE'), 'Bill Code', 'Amt' (set to '.00'), and 'Description'. The 'Current Meter Info' section shows 'Meter Seq' (1), 'Interim/Final Reading' (.000), 'Rollover' checkbox, 'Meter Num' (1564102426), and 'Serial Num'. The 'New Meter Info' section contains a grid of fields: 'Meter Num', 'Serial Num', 'Location' (MIU INSIDE), 'Description' (3/4"), 'Sensus MXU', 'Num Dials' (6), 'Mult' (1), 'Gun Type' (Neptune), 'Gun Rdg Type' (Radio), 'Reset Rdg' (0), 'Install Date', 'Install Date 2', 'Badger/MVRS', 'Decode Type' (0), 'Read Resolution', 'Service Point Id' (W1), 'Pipe Size' (1.000), 'Footage' (.00), and 'Tamper Code'. At the bottom, there are 'Year' and 'Prd' (0) fields, and 'OK' and 'Cancel' buttons.



Meter Management App - Appointment Time and Parcel Id's

Work orders in the Meter Management App will now display appointment times and parcel identification numbers (if referenced on Utility accounts).



Meter Management App - Display Backflow Information

The Meter Management App will display backflow device information on work orders for Utility accounts with an active device.

← Back Work Order Save

Info Attachments Backflow

Device Type
None

Manufacturer
WILKINS

Model
350

Device Size
0.75

Serial Num
A550591

Location
meter pit

Last Tested Date
2019-05-04

Work Order Department Look-up and Reporting Enhancements

- A department range has been added to the Work Order Custom Report.
- The department (if entered) will appear on printed work orders.
- Workers can be assigned a department.
- The worker's department will appear in worker picklists.
- Department look-up is available on the Work Order Inquiry.

Worker Maintenance

+ Add Edit Close Delete Previous Next Help

Worker Id: BOBBY H ... Worker Type: All

Name: BOBBY HASTINGS ... Tester Id: ...

Phone: () - Ext: ... Department: WATER CREW ...

Email: ...

State License #: ... Exp Date: / /

Availability

	Mon: <input checked="" type="checkbox"/>	Tue: <input checked="" type="checkbox"/>	Wed: <input checked="" type="checkbox"/>	Thu: <input checked="" type="checkbox"/>	Fri: <input checked="" type="checkbox"/>	Sat: <input type="checkbox"/>	Sun: <input type="checkbox"/>
Start:	08:00	08:00	08:00	08:00	08:00		
End:	12:30	12:30	12:30	12:30	12:30		

AMET	JOHN AMET	WATER CREW
BJP	Bette Jo Pigliacelli	PUBLIC WORKS
BL	BILL LUTZ	STREETS
BM	BARBARA MATOUSCH	PUBLIC WORKS
BOBBY H	BOBBY HASTINGS	WATER CREW

Work Order Inquiry

Next
Close
Help

Select Search Option:

Single Work Order

Assigned To

Utility Account Id

Completed By

Completed Date

Service Location

Work Order Status

Work Order Code Range

Department Id

Department Range: ... to ...

Service Location Appears on Worker Schedules

The property service location now appears on the Worker Schedule main view.

Worker Schedule			
Close Previous Next Show All Help			
Monday June 8, 2020			
Time	BL	- BILL LUTZ	BOBBY H - BOBBY HASTINGS
07:00			
07:15			
07:30			
07:45			
08:00			
08:15			
08:30			
08:45			
09:00			20-00540 115 E NARBERTH TER
09:15			

Auto-Assign Department/Worker to Work Orders Generated via Delinquent and Meter Exception Reports

When auto-generating work orders via the Delinquent or Meter Exception reports, work orders will be auto-assigned to a department/worker based on the Work Order Code defaults.

Work Order Code Maintenance

+ Add **✓** Save **✗** Cancel **🗑** Delete **⬅** Previous **➡** Next **?** Help

Work Order Code: WME ...

 Descript: Water Meter Change ...

 Service Type: Water ▾

 Billable: Bill Code: ... Amount: ...

 Meter Service: None ▾

 Update Status: Neither ▾ Update Meter Status: Neither ▾

Update Other Account

 Update Status: Neither ▾ Update Meter Status: Neither ▾

Assign To

 Department: WATER CREW ... Worker: BL ...

Update Cut Off: Neither ▾

NJ Tax

Tax Payer 3rd Party Delinquency Notification

A 3rd party name and address may now be specified on Tax accounts. Optionally, this 3rd party can be set up to receive delinquent notices and Tax Sale notices if they are generated for an account.

3rd Party Notification - If checked, the Tax Payer Advocate will receive copies of any delinquent notices or Tax Sale notices generated for this property.

