
MCSJ Version 2020.3 Release Guide



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Unlimited Class Id's

An unlimited number of Class Id's can now be assigned to G/L, Revenue and Expense account numbers. This feature will allow users to define an unlimited number of class combinations and reporting sequences on certain reports that support classes. As part of these changes, the G/L and Expense/Revenue Class Maintenance tables have been merged into a single Class Maintenance.

Moving forward, users will be required to build "Class Groups" in order to define the particular classes they want to display on a report as well as the sort order for those classes. Instead of choosing class ranges on reports, users will simply define the class group they want to include on a report. For expense/revenue reports, it will no longer be necessary to create Class Id's in alphanumeric order to control report sorting.



The 2020.3 upgrade will automatically create class groups for any existing classes assigned to your accounts.

The following reports have Class Group reporting options:

- G/L Financials
- Expenditure/Revenue Status
- Expenditure/Revenue Custom Report
- Monthly Expenditure/Revenue
- Expenditure/Revenue Transaction Inquiry
- Expenditure Year Analysis Report
- Statement of Revenue and Expenditures
- Budget Prep Worksheet

G/L Financials

Print Close Open Save Help

Enter the Following:


Report Type: Balance Sheet Comparative Report Type: None

Year: 2020 Fund: 01 to 01 (Blank for All)

Custom Report Title (Will be printed for each Fund in the Range):

Period Starting Date: 01/01/2020
Ending Date: 12/31/2020
As Of Date: 12/31/2020

Revenue Report Type: Detail
Budget Report Type: Detail

Class Group Id: ... 

Summarize Control Totals Combine Funds
 Include Revenue less Expenses Suppress Zero Activity Accounts
 Print to Screen Suppress Account Numbers
 Print to Excel Include Alpha Accounts

The screenshot shows a software window titled "Revenue Account Status". At the top, there are three buttons: "Print", "Close", and "Help". Below these, the text "Enter the Following:" is followed by several input fields and a dropdown menu. The "Order By" dropdown menu is open, showing three options: "Fund/Class Id", "Class Id/Fund", and "Account". The "Account" option is highlighted in green. A red rectangle highlights the area containing the "Class Id", "Class Group Id", and "Order By" fields. Other fields include "Status Type" (set to "Revenue"), "Report Sequence" (set to "Class"), "Year for YTD Totals", "Current Period Start Date" (09/01/2020), "End Date" (09/30/2020), and "As of Date for YTD Totals" (09/30/2020). There are also four checkboxes: "Print Column Descriptions in Legend", "Print Zero Activity Accounts", "Include Pro-rated", and "Print to Screen" (checked).

Class Maintenance

The G/L Class Maintenance has been merged with the Expense/Revenue Class Maintenance to form a single Class Maintenance.

Finance > Class Maintenance

Class Maintenance			
Add Edit Save Close Delete Print Help			
Class Id	Description	Default Account	
CASH	Cash	Asset	
FUND BAL	Fund Balances	Fund Balance	
LOCAL REV	Local Revenues	Revenue	
SAFETY	Public Safety	Budget	



Any existing Class Id's in the system will be moved to the new Class Maintenance in the 2020.3 upgrade.

Default Account Type - This field is optional and is only used to organize your Class Id's and filter class picklists by account type. There are no restrictions on the type of accounts to which a class can be assigned.



A Class listing can be printed (Excel) by clicking the Print button on the toolbar.

Class Group Maintenance

The Class Group Maintenance will allow users to define a group of related classes and a sort sequence for those classes to appear on a report. Instead of selecting a range of classes when a user runs a report in class order, the user will now be required to select a Class Group. When the report runs, it will sort and subtotal accounts based on the class order defined in the group. The user can define an unlimited number of Class groupings for their reports.

Finance > Class Group Maintenance

Class Group Maintenance

Group Id: Description:

Class Id	Description	Seq
CASH	Cash	1
REC	Receivables	2
OTHER ASSE	Other Assets	3
INTERFUND	Interfunds	4
PAYABLES	Payables	5
DEBT	Long-term Debt	6
RESERVERS	Reserves	7



The 2020.3 upgrade will automatically create class groups for any existing classes assigned to your accounts.



Use the Up and Down buttons on the toolbar to re-order the class sorting for a group.

Account Maintenances

The G/L, Revenue and Budget/Expenditure Account Maintenance screens will now allow for unlimited class id's to be assigned.

G/L Account Maintenance

Account: 0-01-000-00-000-001 Desc: CASH - REVENUE FUND - PARKE BANK

Account Type: Asset

	Class Id	Description
	CASH	Cash
INS	<input type="text"/>	

Revenue Account Maintenance

Acct: 0-01-08-105-801 Type: Cash Basis Anticipated:

Desc: FEES AND PERMITS Exclude from Income Statement:

	Class Id	Description
INS	LOCAL REV	Local Revenues
INS	FEES	Fees
INS	<input type="text" value="BUDREV"/>	Budgeted Revenues

Budget Account Maintenance

Account: 0-01-20-120-023 Desc: STATIONERY & PRINTING
Acct Type: Sub Chk Acct: PARKE-CURRENT Cap Flag:
Fund Type: Budget

Activity Misc G/L Accounts Adopted Budget Detail Monthly Budget Tracking Ids **Class Ids**

	Class Id	Description
INS	<input type="text"/>	

Accounts Payable

Additional P-Card Vendors

The system will now support up to 5 different purchase card vendors.

The screenshot shows the 'Finance Parameter Maintenance' window. At the top, there are buttons for 'Save', 'Cancel', and 'Help'. Below these is a message: 'System Module must be locked to edit the fields displayed in red.' The window has several tabs: 'General', 'G/L', 'Revenue', 'Budget', 'A/P', 'PO/Requisition Format', and 'Signatures'. The 'PO/Requisition Format' tab is selected. The fields in this tab include: 'Check Format' (set to PDF), 'Print Vendor Addr2 On Checks' (checked), 'Print Invoice Amounts on Checks' (checked), 'Positive Pay Export File Format' (set to Edmunds Standard), 'Req. Quote Required Threshold' (999,999,999.99), 'Purchase Threshold 1' (.00), and 'Purchase Threshold 2' (.00). A red box highlights the following fields: 'Purchase Card Vendor 1', 'Purchase Card Vendor 2', 'Purchase Card Vendor 3', 'Purchase Card Vendor 4', and 'Purchase Card Vendor 5'. Each of these fields has a text input box and a small button with three dots to its right.

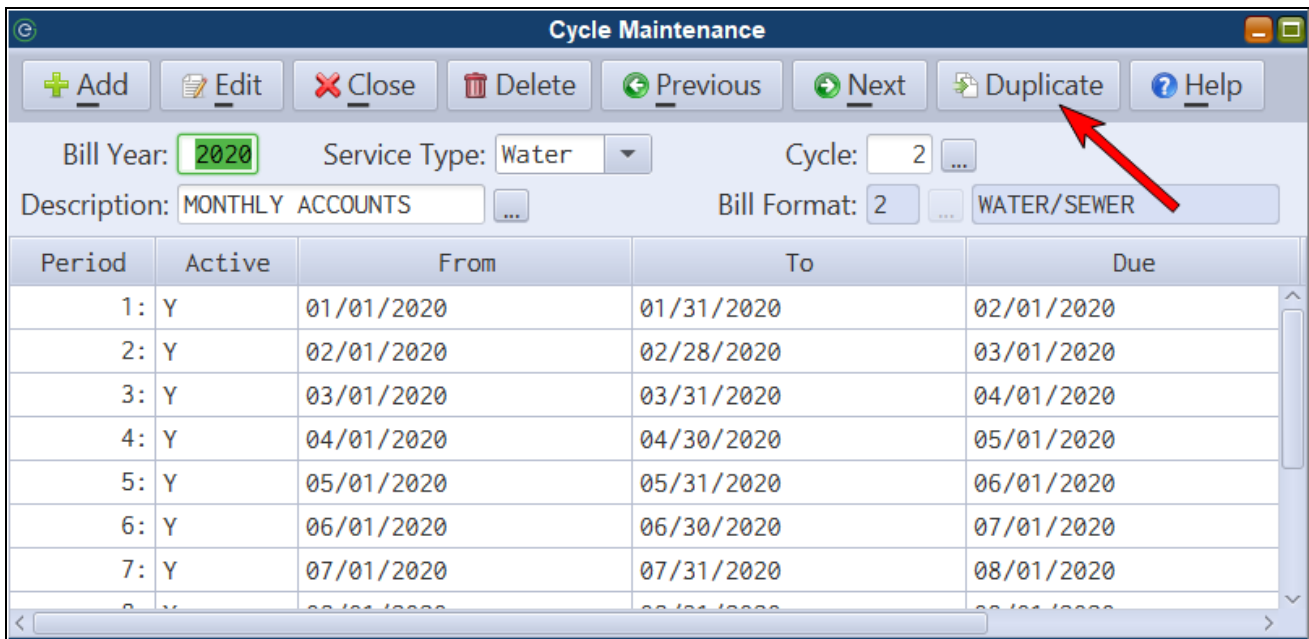
Utility

Cycle Maintenance - Duplicate Button

A duplicate feature has been added to the Cycle Maintenance which allows users to quickly create new cycles based on an existing cycle. The system will auto-populate dates and the bill format based on the currently selected cycle. Date years will update to correspond to the cycle bill year entered.



This is an ease-of-use feature designed to assist users who, for various reasons, may have to add new cycles during the year. It is not replacing the Utility year-end cycle rollover, which will now occur automatically when running the Finance EOY routine. For clients who need to roll cycle years prior to Finance EOY, they can still manually run the Utility Billing EOY routine.



Backflow

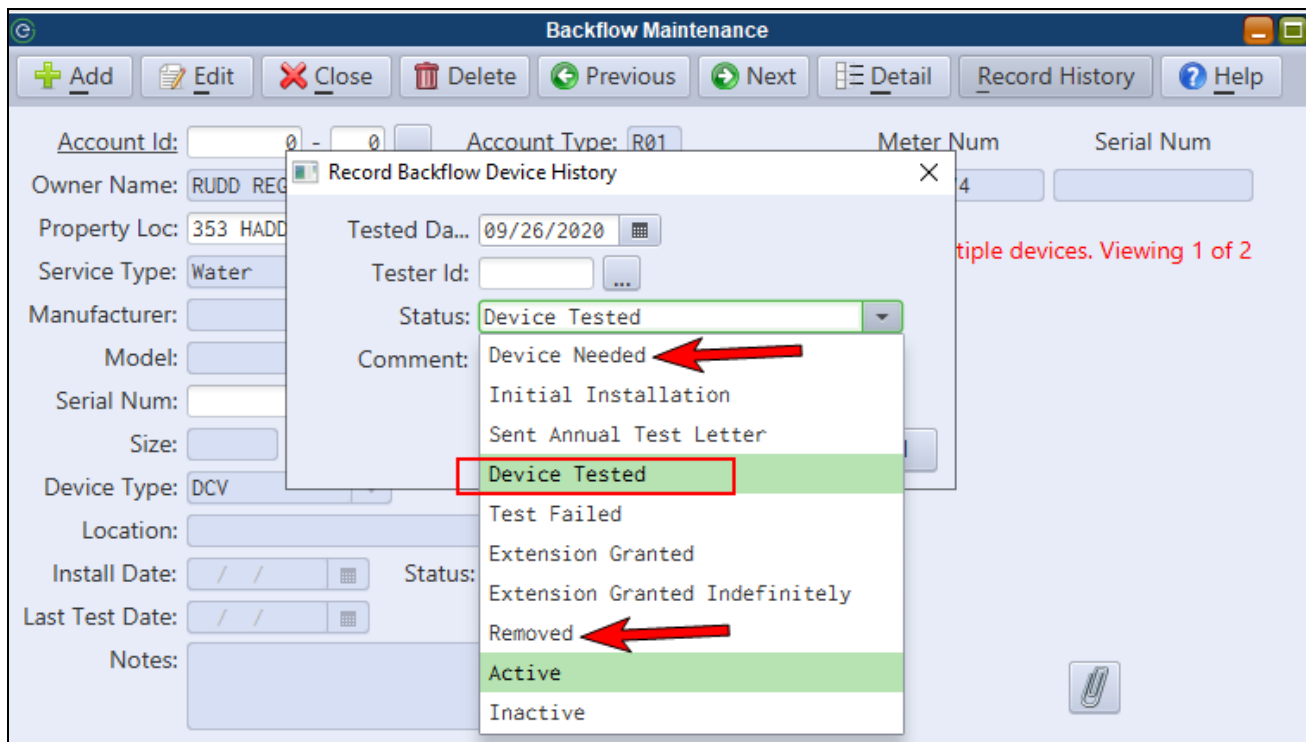
The MCSJ Backflow module was updated with several new enhancements.

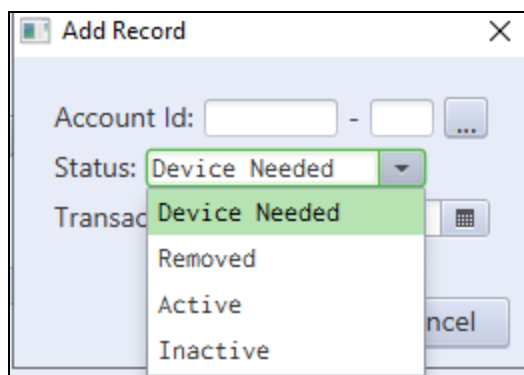
Backflow Maintenance

Status and Transaction History Changes

Two new status options have been added to Backflow Maintenance: 'Device Needed' and 'Removed'. For existing devices, all status changes must now be recorded via the **Record History** button. When adding new devices, users will be prompted to select an initial status for the device. These features will improve reporting capabilities when selecting device status criteria on reports.

Additionally, when recording history on backflow devices, 'Device Tested' will now be the default selection.





Field Display Changes

The **Size** field now accepts decimals and the **Meter Serial Number** will now be displayed on the Backflow Maintenance.

Backflow Listing

- The report no longer requires devices to have transactions in the date range in order to include a device on the report. However, by selecting the new 'Only include devices with selected transactions in the date range' check box, users can still get this functionality from the report.
- All transaction types have been added to the report for selection.
- The new device status options (Device Needed and Removed) can be selected.
- A 'Status As Of' date can be entered to report on the status of each device as of a given date.
- A Utility account cycle range has been added.
- The report will now show Service, Meter #, Serial #, Last Tester Id and Name.

Backflow Listing

Print Close Help

Enter the Following:

Range of Account Ids (Blank for All): - to -

Range of Account Types: to

Range of Cycles: to

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

Select Transaction Type to Include

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

Exclude Devices Tested After: 09/26/2020

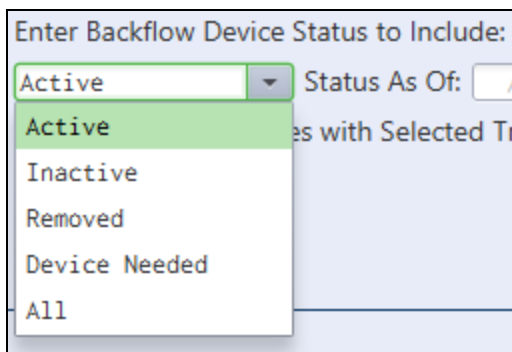
Transaction Date Range: / / to 09/26/2020

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

Only Include Devices with Selected Transactions in the Date Range

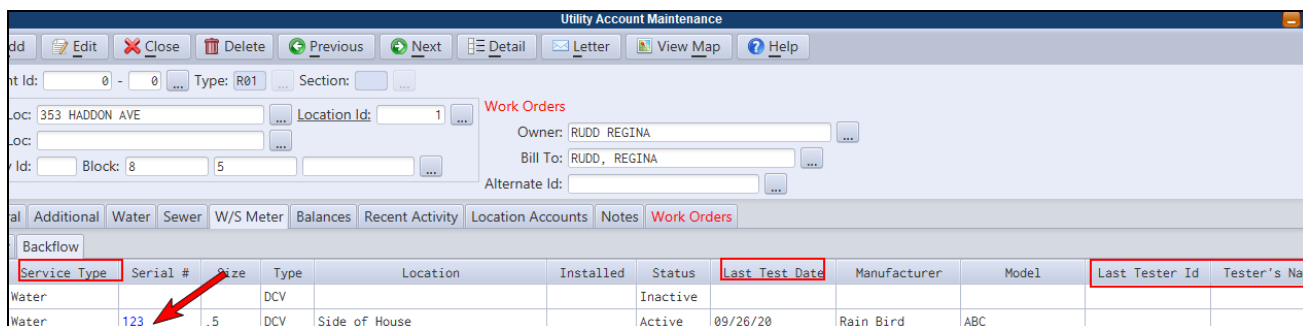
Print to Screen

Print to Excel



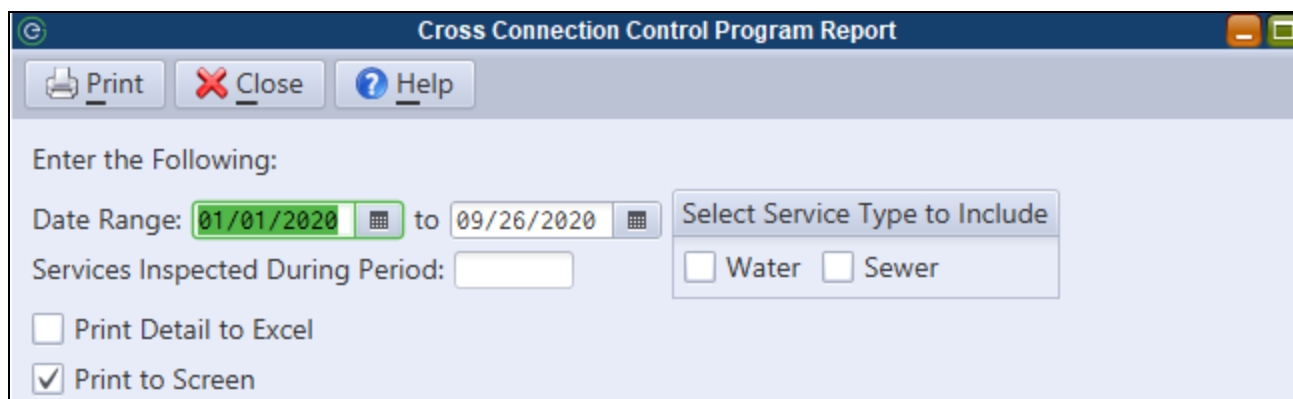
Utility Account Backflow Display

There is now a hyperlink option from the Utility account to the Backflow Maintenance. The service type and last tester information from the backflow device will be displayed on the Utility account.



Cross Connection Control Report (NY only)

The calculations on the report have been adjusted and the report can print the supporting detail for each calculated service or device count.



NJ Tax

Notes

Tax account notes will now display the user who created and last modified the notes.

The screenshot shows the 'Tax Account Maintenance' application window. At the top, there is a toolbar with buttons for Add, Save, Cancel, Delete, Previous, Next, Detail, Letter, and Help. Below the toolbar, there are input fields for Block (1), Lot (1), Qualifier, Owner (CAMDEN COUNTY PARK COMMISSION), Prop Loc (S PARK DR-PLATE 1), and Account Id (00000001). There are also buttons for Tax Bill, PTR Form, and Restricted Edit. A tabbed interface shows 'Notes' selected. Below the tabs are 'Add', 'Edit', and 'Delete' buttons. A table displays the notes:

Created	Modified	Note	Created By	Modified By
09/20/2020	09/20/2020		SU	SU

A red rectangular box highlights the 'Created By' and 'Modified By' columns in the table.

NY Tax

NY Self-Mailer Tax Bill PDF

NY Tax bills are now available in a standard PDF and PDF Self-Mailer format. The PDF formats will allow for minor customizations to verbiage by an E&A support representative.



The self-mailer requires legal size bill stock and the appropriate sealing equipment.

