
MCSJ Version 2021.1 Release Guide



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Table of Contents

- Finance & A/P** 3
 - Void & Print Replacement Check 3
 - Option to Print Tracking Ids on PDF Purchase Orders 3
 - Vendor ACH Addenda Records 4
- Payroll** 7
 - Gross or Base Wage Reporting Option on Pension Report 7
- Utility** 8
 - Reference Utility Account on Miscellaneous Payments 8
- Meter Management App** 10
 - View Work Order History 10
 - Additional Reading History 10
 - Add Billable Costs to Work Orders 11
- Property Tax and Liens (Outside of NJ)** 14
 - Lien Listing 14
 - Lien Redemption Report 14
- VA Personal Property** 16
 - Display Property Description in Adjustment Batch 16

Finance & A/P

Void & Print Replacement Check

The Void Check Routine now contains the option to void and print a replacement check.

When selecting the **Void and Print Replacement Check** option, enter the **Void/Replace Date** and click the **Print Check** button on the toolbar.

Option to Print Tracking Ids on PDF Purchase Orders

A parameter option is now available to print Tracking Id's on PDF purchase orders.

System Utilities>Finance Parameter Maintenance

Finance Parameter Maintenance

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

General G/L Revenue Budget A/P

General PO/Requisition Format Signatures

PO Format: PDF Form Requisition Format: Laser

PDF Attachment:

P.O. Attention Line: Bill To Addr:

of P.O. Copies: 2 Print FOB/Vendor Acct Num on PO: F.O.B.

P.O. Town Seal X Position: 25 Y Position: 710 Scale: 60

PO Copy Info

| | | | |
|----|-----------------|-------------------|-----------------------------------|
| 1: | POC1P1.PDF | Additional Pages: | POADDTL.PDF |
| 2: | DEPARTMENT COPY | Blue | Additional Copy Page1: POACP1.PDF |
| 3: | | White | |
| 4: | | White | |
| 5: | | White | |

Print Charge Acct Descript on PO: Print Charge Acct Descript on Req:

Print Tracking Id on PO:

Vendor ACH Addenda Records

Addenda records containing a vendor account number and invoice amounts may now be optionally included on vendor ACH files. Addenda records will appear on vendor bank statements to help them better identify the payments they receive from your organization.



This option is only available on CCD Standard Entry Class ACH files. Your ACH file type can be identified on the Direct Deposit tab of Checking Account Maintenance.

The screenshot shows the 'Checking Account Maintenance' application window. At the top, there are navigation buttons: Add, Save, Cancel, Delete, Previous, Next, and Help. Below these, the 'Checking Acct:' field is set to 'ACCOUNT 1' and the 'Descript:' field is empty. The 'Direct Deposit' tab is selected, and the 'File Header:' section contains fields for 'Immediate Destination', 'Immediate Destination Name', 'Immediate Origin', 'Immediate Origin Prefix', 'File Id Modifier', and 'Immediate Origin Name'. The 'Company Header/Control:' section includes 'Originating Bank DFI', 'Company Name', 'Company Identification', 'Company Id Prefix', 'Service Class Code', and 'Standard Entry Class Code' (set to 'CCD'). The 'Debit Entry:' section has 'Include Debit Entry' (unchecked) and 'Generate Addenda Records' (checked, highlighted with a red box). The 'Misc:' section includes 'Zero Amt Prenotes', 'End Of File 9 Record Blocking', 'Bank on Check' (set to 'Print Account Number'), and 'File Name(incl Path)'. The 'Generate Addenda Records' checkbox is highlighted with a red box.

The **Generate Addenda Records** box must be selected on the *Direct Deposit* tab of Checking Account Maintenance and on an individual vendor for addenda records to be included in the ACH file.

Vendor Maintenance

Vendor Id: ... Name: ... Statu

Page 1 Page 2 Page 3 Commodity Codes Additional Addresses 1099


Direct Deposit

Bank DFI: ...

Account Num:

Type: ▼ Prenote:

Disable Direct Deposit:

Generate Addenda Records: 



The vendor account number is entered on Page 2 of Vendor Maintenance. It is not required when using addenda records, but will appear in the file if the field is completed.

Payroll

Gross or Base Wage Reporting Option on Pension Report

This change applies to PA, KY, SC and TN. A check box was added to the State Pension/Loan report to give users the option of reporting base or gross wages.

The screenshot shows a software window titled "State Pension/Loan" with a standard Windows-style title bar (minimize, maximize, close buttons). Below the title bar are three buttons: "Print", "Close", and "Help". The main area of the window contains the following fields and options:

- "Enter the Following:" label.
- "Pension Id:" followed by a text input field and a search icon (...).
- "Select Sort Sequence:" followed by a dropdown menu currently showing "Employee Id".
- "Range of Employee Ids (Blank for All):" followed by two text input fields separated by "to", each with a search icon (...).
- "Select Report Type:" followed by a dropdown menu currently showing "Detail".
- "Status:" followed by a dropdown menu currently showing "All Employees".
- "Quarter:" followed by a dropdown menu currently showing "1".
- "Range of Check Dates:" followed by two date input fields with calendar icons, showing "01/01/2021" and "03/31/2021".
- "Add to Contribution Rate:" followed by a text input field.
- A list of checkboxes:
 - Use gross wages instead of base wages (highlighted with a red arrow)
 - Print Social Security #
 - Print to Screen
 - Print to Excel

Utility

Reference Utility Account on Miscellaneous Payments

A Utility account number may now be referenced on payments recorded with a *Miscellaneous* type payment code. This option gives users the ability to see payments for bad check fees, service fees or other municipal charges not billed on the Utility account. The payments do not affect the Utility account balance and can be viewed from the Utility Account Maintenance (Detail button). The Cash Receipts report and Payment Batch Verification Listing both support displaying these types of payments.

The screenshot shows the 'Payment Window' interface with the following details:

- Buttons: Add, Save, Cancel, Previous, Next, Detail, Notes, Verification List, Help
- Fields: Batc... SU, Payment C... 82, Descrip... RETURNED CHECK, Payment D... 03/28/202, Postmark D... 03/28/202
- Comment: [Empty]
- Link To: Utility Account Id (indicated by a red arrow)
- Block: [Empty]
- Lot: [Empty]
- Qual: [Empty]
- Utility Account Id: 5 - 0 (highlighted with a red box)
- Owner: MILLMAN, RANDY
- Prop Loc: 200 E CRESCENT BLVD
- Payment Amt: 15.00
- Check 1 Amt: .00 No: [Empty] Cash Amt: 15.00
- Check 2 Amt: .00 No: [Empty] Credit Amt: .00
- Check 3 Amt: .00 No: [Empty] Change Due: .00
- Buttons: Subtotal, Swipe Card

To associate a miscellaneous payment with a Utility account, use the **Link To** combo box and look up the Utility account by **Account Id**, **Owner** or **Property Location**.

Utility Account Detail [X]

Trans Type: Transactions

Service Type: Transactions

Begin Date: Summarized Transactions

End Date: Summarized By Service

Billings

Meter Readings

Work Orders

Payments

Miscellaneous Payments

Change Transactions

Order By Year

Newest First

Exclude Non-NSF Reversed Payments

Print Detail Lines

OK Cancel

Payment Cash Receipts Report

Print Close Help

Enter the Following:

Report Sequence: Block/Lot/Qual/Acct

Report Type: Detail

Date Range: 01/01/2020 to 03/28/2021

Pay Code Range: to

Batch Id Range: to

Bill Year Range: to 2021

Bill Period Range: 1 to 12

Name to Print: Bill To

Section Range: to

Range of City Ids: to

Spec Tax Code Range: to

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

Block: to

Lot: to

Qual: to

Print Utility Accounts with Block/Lot/Qual

Range of Utility Account Ids (Blank for All): - 0 to - 0

Range of Customer Ids (Blank for All): to

Print Only Miscellaneous with Block/Lot/Qual

Print Only Miscellaneous with Utility Id

Sort Miscellaneous Payments by Block/Lot/Qual/Utility Account

Select All Payment Types

Meter Management App

View Work Order History

A work order history for a Utility account can be viewed from an existing work order. Users will tap on the blue Utility Account Id from the work order view to access work order history for the account.

The screenshot displays the 'View Work Order History' screen. On the left, a sidebar menu has 'Info' selected. The main content area is divided into two columns. The left column shows work order details: WO Id: 20-00528, Appt Date: 03/30/2021, Appointment Start Time: ..., Appointment End Time: ..., Work Order Code: REPLACE, Service Type: Water, Account Id: 13-0 (highlighted with a red arrow), Owner Name: PACIFIC PARK LLC, and Property Loc: ... The right column shows a list of work orders. The first entry is '16-03465' with a green checkmark icon, status 'Completed', and address '111 PACIFIC AVE'. The second entry is 'REPLACE' with work order code '20-00528', date '03/30/2021', status 'Open', and address '111 PACIFIC AVE'. A blue arrow points to the '13-0' Account Id in the left column, indicating it is the selected account for the history view.

Additional Reading History

The last 4 readings for an account will be displayed throughout the app.

The screenshot shows a mobile application interface with three tabs: 'Info', 'Costs', and 'At'. The 'Info' tab is active. The data displayed is as follows:

| | |
|------------------|--|
| Owner Name: | PACIFIC PARK LLC |
| Property Loc: | 111 PACIFIC AVE |
| Block/Lot/Qual: | .1 02.7 |
| Meter Num: | 1821000022 |
| Meter Loc: | MIU INSIDE |
| Last 4 Readings: | 1,483 09/07/2012 1,272 06/11/2012 1,151 03/12/2012 1,061 12/06/2011 |

Add Billable Costs to Work Orders

App users may now add billable charges to their work orders. Use the new *Costs* tab on a work order to select a bill code.

Verizon 2:21 PM 50%

← Back Work Order Save

Info Costs Attachments

WO Id:
20-00528

Appt Date:
03/30/2021

Appointment Start Time:
...

Appointment End Time:
...

Work Order Code:
REPLACE

Service Type:
Water

Account Id:
[13-0](#)

Owner Name:
PACIFIC PARK LLC

Property Loc:
[111 PACIFIC AVE](#)

Block/Lot/Qual:
1 02.7

← Back Select a Bill Code

Q A

DAMAGED,MISSING METE

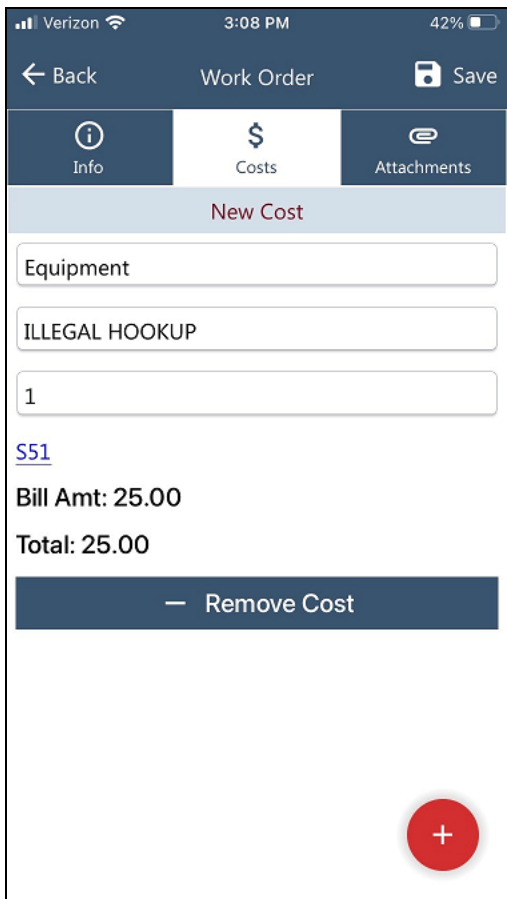
RATE ADJUSTMENT

ILLEGAL HOOK UP

ADD BILL

INCORRECT READING

INACTIVE ACCOUNT



Enter a description and the number of units. Save to update the work order with the new charges.

Property Tax and Liens (Outside of NJ)

Lien Listing

The Lien Listing allows users to customize the export of lien information to Excel. In addition to applying various filters to the export, users can choose the informational fields they want to display for each lien.

The screenshot shows the 'Lien Listing' application window. At the top, there are buttons for 'Print', 'Close', and 'Help'. Below these are several filter options:

- Sort Sequence: Lien No (dropdown)
- Lien No Range (Blank for All): [] to []
- Lien Date Range: / / to / /
- Lien Redemption/Cancel Date Range: / / to / /
- User Code Range: [] to []

There are two sections for including specific items:

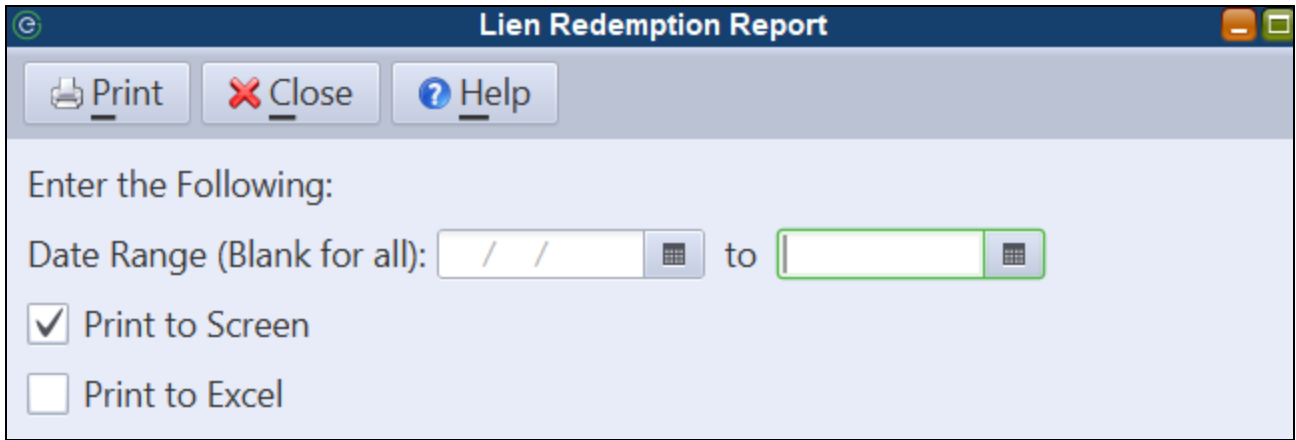
- Lien Statuses to be Included:** Open, Redeemed, Canceled (all checked).
- Lien Types to be Included:** Municipal, 3rd Party (both checked).

A checkbox for 'Select All Fields' is checked. Below this is a 'Select Fields to be Included' section with a grid of checkboxes:

| | | | | |
|---|---|--|--|---|
| <input checked="" type="checkbox"/> Map/Block | <input checked="" type="checkbox"/> Lien Status | <input checked="" type="checkbox"/> Owner Name | <input checked="" type="checkbox"/> User Code | <input checked="" type="checkbox"/> Balance Detail |
| <input checked="" type="checkbox"/> Property Location | <input checked="" type="checkbox"/> Redemption/Cancel Status Date | <input checked="" type="checkbox"/> Owner Address | <input checked="" type="checkbox"/> Tax Year | <input checked="" type="checkbox"/> Remaining Balance |
| <input checked="" type="checkbox"/> Lien Date | <input checked="" type="checkbox"/> Record Date | <input checked="" type="checkbox"/> Holder Id | <input checked="" type="checkbox"/> Certificate Detail | <input checked="" type="checkbox"/> Other Fee |
| <input checked="" type="checkbox"/> Lien Type | <input checked="" type="checkbox"/> Record Book | <input checked="" type="checkbox"/> Holder Name | <input checked="" type="checkbox"/> Total Certificate | <input checked="" type="checkbox"/> Notes |
| <input checked="" type="checkbox"/> 3rd Party Date | <input checked="" type="checkbox"/> Record Page | <input checked="" type="checkbox"/> Holder Address | <input checked="" type="checkbox"/> Unpaid Interest | |

Lien Redemption Report

The Lien Redemption Report will print a list of liens redeemed during a specified time period. The report includes basic lien information and the redemption amount.



Lien Redemption Report

Print Close Help

Enter the Following:

Date Range (Blank for all): / / to

Print to Screen

Print to Excel

VA Personal Property

Display Property Description in Adjustment Batch

The Personal Property Balance Adjustment Batch will now display the description of the vehicle or property item selected.

The screenshot shows a software window titled "Personal Property Balance Adjustment Batch". At the top, there is a toolbar with buttons for Add, Edit, Save, Cancel, Delete, Go To, and Help. Below the toolbar, there are input fields for "Batch Id: SU", "Name: CRESSELL ARNOLD E", and "Description: 2011 FORD ESCAPE". The "Description" field is highlighted with a red rectangular border. Below these fields is a table with the following columns: Tran Type, Account Id, Tax Year, Supplement, Prop Seq, Adjustment Code, Bill Num, and Bill Code. The table contains one row with the following data: INS, Balance Adjustment, P0000520, 2020, 0, 1, ADJ, and 0.

| Tran Type | Account Id | Tax Year | Supplement | Prop Seq | Adjustment Code | Bill Num | Bill Code | Pr |
|-----------|--------------------|----------|------------|----------|-----------------|----------|-----------|----|
| INS | Balance Adjustment | P0000520 | 2020 | 0 | 1 | ADJ | 0 | |