
MCSJ Version 2021.2 Release Guide



Last updated on Tuesday September 14, 2021

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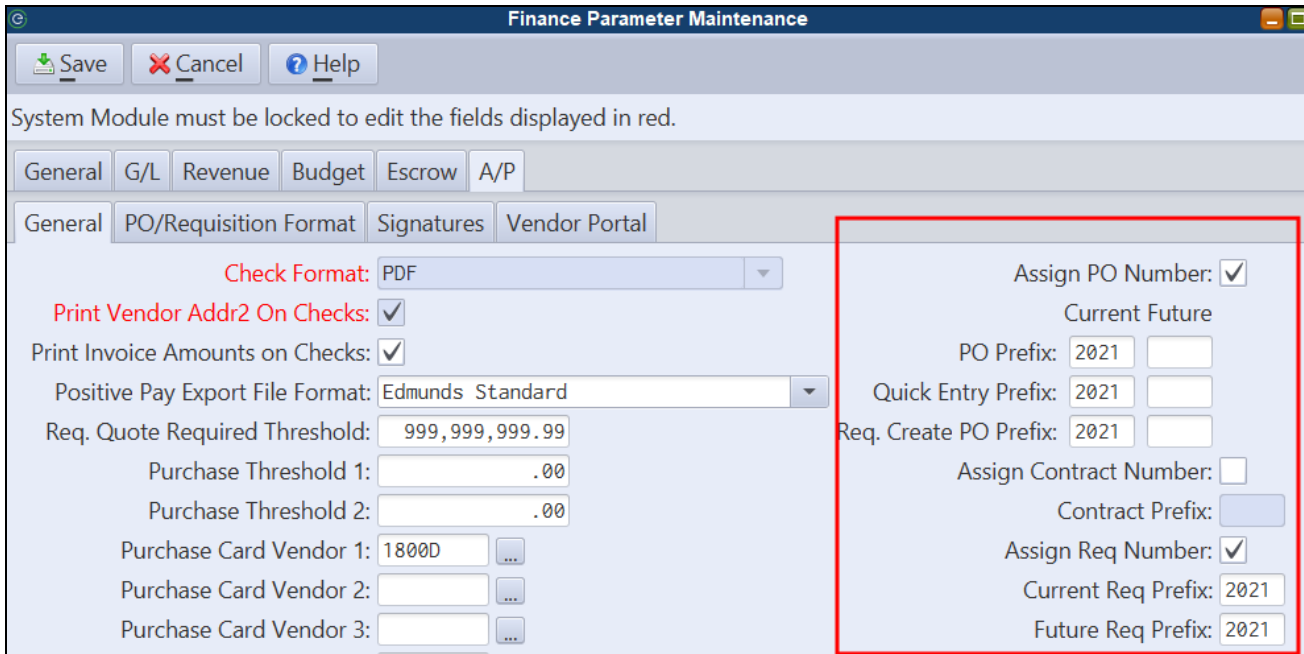
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Finance

A/P Record Prefixes

Purchase order, requisition and contract prefixes may now be up to 4 characters in length.



Vendor 1099 YTD Adjustment

Users may now adjust a vendor's YTD totals for 1099 reporting via a new transaction type in the Budget/Expenditure Batch.

Finance > Budget/Expenditure Batch

Type - Select YTD 1099.

Within the batch, enter the amount to increase (+) or decrease (-) a vendor's YTD totals.

Budget Batch

Next Close Help

Batch Id: YTD

Date: 08/02/2021

Type: YTD 1099

Batch Entry
 Batch Verification Listing
 Update Batch

Budget Batch

Add Edit Save Cancel Delete Go To Help

Batch Id: YTD Account Descript:

Type	Amount	Description	Tracking Id	Vendor Id	Seq
INS YTD 1099	100.00	Adjust YTD Totals		AN007	1

Statement of Rev/Exp - Print Segment Descriptions

When printing department and other segment subtotals, the SORE report will now use the segment descriptions entered in the various segment description maintenances. In any case where a segment description isn't defined, the report will continue to print the segment number.

Department Description Maintenance

Add Edit Save Close Delete Print Import Help

Department	Description	Fund (Blank for All)
120	Clerk's Office	

<i>Budget Account</i>	<i>Description</i>	<i>Prior Yr Budget</i>	<i>Budgeted</i>	<i>Curr Expd</i>	<i>YTD Expd</i>	<i>Cancel</i>	<i>Balance</i>	<i>% Expd</i>
1-01-20-120-010	MUNICIPAL CLERK S&W	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
1-01-20-120-011	MUNICIPAL CLERK S&W	\$0.00	\$62,000.00	\$0.00	\$17,267.68	\$0.00	\$44,732.32	28%
1-01-20-120-020	MUNICIPAL CLERK - OE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
1-01-20-120-021	NEWS & LEGAL	\$0.00	\$5,500.00	\$0.00	\$2,901.93	\$0.00	\$2,598.07	53%
1-01-20-120-022	postage	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0%
1-01-20-120-023	STATIONERY & PRINTING	\$0.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0%
1-01-20-120-024	NEWSLETTERS	\$0.00	\$6,000.00	\$0.00	\$3,500.00	\$0.00	\$2,500.00	58%
1-01-20-120-025	STAT & PTG MISCELLANEOUS	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0%
1-01-20-120-030	OFFICE SUPPLIES	\$0.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0%
1-01-20-120-041	MUNI CLERK-CONT EDUCATION	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0%
1-01-20-120-044	DUES	\$0.00	\$2,000.00	\$0.00	\$610.00	\$0.00	\$1,390.00	30%
1-01-20-120-099	MISCELLANEOUS	\$0.00	\$15,500.00	\$0.00	\$0.00	\$0.00	\$15,500.00	0%
	Clerk's Office Total	\$0.00	\$97,000.00	\$0.00	\$24,279.61	\$0.00	\$72,720.39	25%

Vendor ACH Remittance E-mail Address

The Direct Deposit settings on Vendor Maintenance now contain a separate ACH remittance e-mail notification address. This feature allows users to maintain a contact e-mail address for the vendor separately from the ACH notification e-mail. The upgrade to version 2021.2 will automatically update the new remittance e-mail address with the current vendor e-mail address. Users may optionally change either address moving forward.

Vendor Maintenance

Vendor Id: 2-10 ... Name: 2-10 HOME BUYERS WARRANTY ... Status: ...

Page 1 Page 2 Page 3 Commodity Codes Additional Addresses 1099

Direct Deposit

Bank DFI: ...

Account Num:

Type: ▾ Prenote:

Disable Direct Deposit:

Remittance Email:

Generate Addenda Records:

Vendor Portal

Allow Connect:

Username:

Password:

Vendor Portal - ACH Sign-up

MCSJ Vendor Portal users may now collect ACH information from authorized vendors. The ACH information is collected via a web form under the security of the Vendor Portal and requires approval from an MCSJ user before it is updated to the MCSJ Vendor Maintenance.



Access to this feature must be enabled by an E&A representative.

The screenshot displays the Vendor Portal interface. On the left is a 'Menu' sidebar with options: Vendor Info, Sign-up for ACH Payment (highlighted with a red arrow), Purchase History, Change Password, and Logout. The main content area is titled 'Vendor Info' and shows details for Vendor ID: 290N0010, Name: 290 NORTHGATE ASSOCIATES, LP, and Status: Active. Below this are tabs for 'Page 1' (selected), 'Page 2', and 'Additional Addresses'. The form is divided into two main sections: 'Purchase Order Address' and 'Remit Address'. The 'Purchase Order Address' section includes fields for Street 1 (290 NORTHGATE ROAD), Street 2, City/State/Zip (WARRENDALE PA 15086), Country, Website, Email (mcsjdummy@gmail.com), Email P.O. (checkbox), Legal Name, Phone, Ext, and Fax. The 'Remit Address' section includes fields for Street 1, Street 2, City/State/Zip, Country, Contact, Phone 2, and Ext. Below these is a section for '1099 Address (if different than Purchase Order Address)' with similar fields for Street 1, Street 2, City/State/Zip, Country, Phone, Ext, and Fax.

After a vendor logs into the portal, they use the following on-line form to submit their ACH account information and contact details.

ACH Payment Information	ACH Payment Information	
Contact Information	Vendor Id	Name
< 1 of 2 >	290NO010	290 NORTHGATE ASSOCIATES, LP
	Street 1	Street 2
	290 NORTGATE ROAD	
	City	State
	WARRENDALE	PA
	Zip	* Bank Routing Number
	15086	
	* Re-enter Routing Number	* Account Number
	* Re-enter Account Number	* Account Type
		Please select: ▾
	* Remittance Email	
	(Email address that should receive ACH payment notifications)	
	< Prev > Next	

ACH Payment Information	Contact Information	
Contact Information	* Contact	* Phone
< 2 of 2 >		
	Phone Ext	* Contact Email
	* Signature	<input type="checkbox"/> Authorize payments to be remitted via ACH
	< Prev > Next	

After submitting the form, designated MCSJ approvers are notified of a pending submission and use the below screen in MCSJ to approve or deny the submissions.

Submission Approval

Save Refresh Close

Name	Title	Description	Pending Sub
------	-------	-------------	-------------

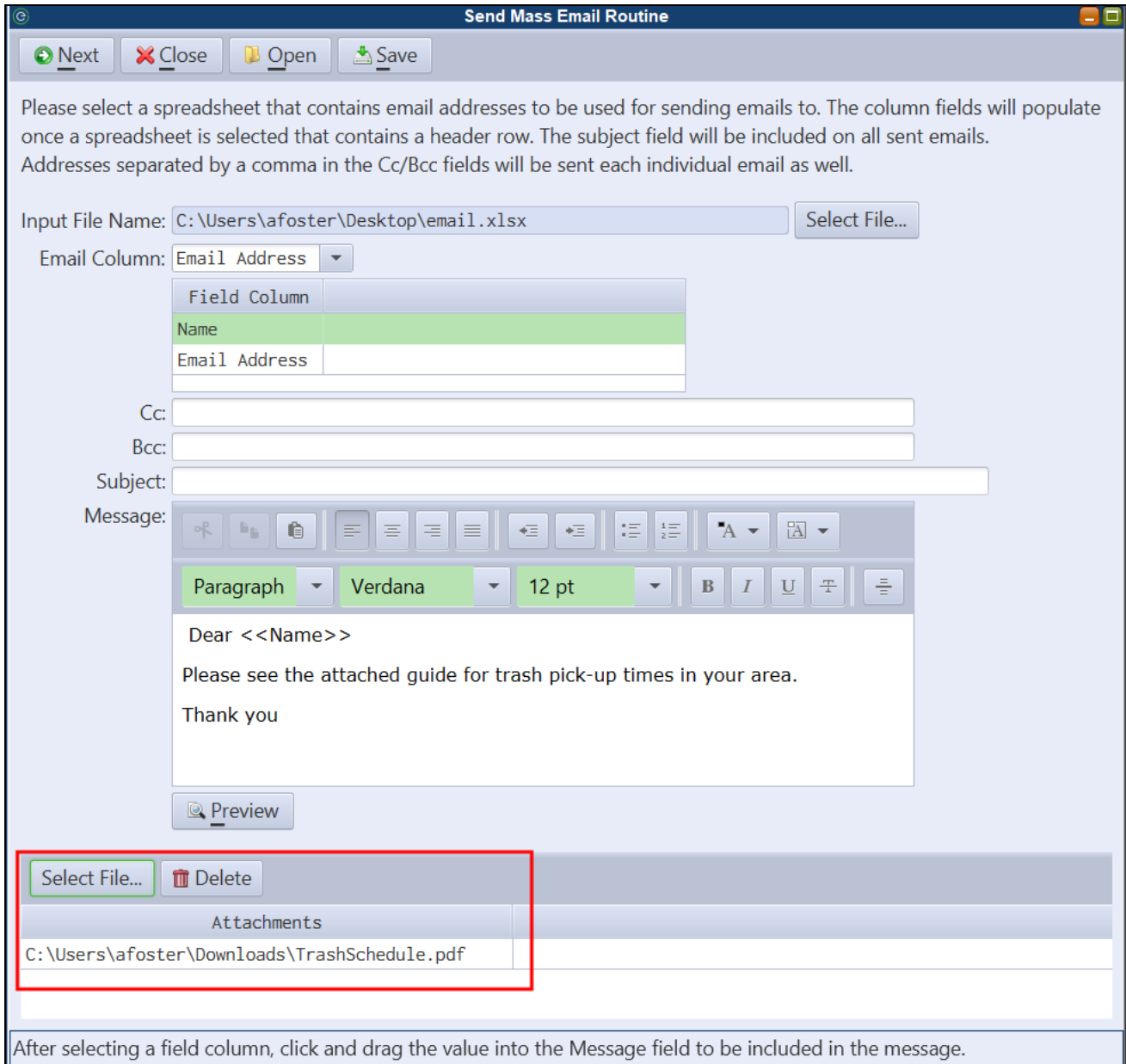
Approve All Deny All Edit Submission

Time Created	Date Created	Approve	Deny	View
--------------	--------------	---------	------	------

Attachments in Mass E-mail Routine

User are now able to include attachments in emails generated by the Send Mass E-mail Routine.

System Utilities>Send Mass E-mail Routine



Please select a spreadsheet that contains email addresses to be used for sending emails to. The column fields will populate once a spreadsheet is selected that contains a header row. The subject field will be included on all sent emails. Addresses separated by a comma in the Cc/Bcc fields will be sent each individual email as well.

Input File Name: C:\Users\afoster\Desktop\email.xlsx

Email Column: Email Address

Field Column	Name
	Name
	Email Address

Cc:

Bcc:

Subject:

Message:

Dear <<Name>>

Please see the attached guide for trash pick-up times in your area.

Thank you

Attachments
C:\Users\afoster\Downloads\TrashSchedule.pdf

After selecting a field column, click and drag the value into the Message field to be included in the message.

Personnel

Personnel Action Listing - Display Total Compensation

The PAF Listing will now display the old and new Total Compensation field for an employee.

The screenshot shows a window titled "Personnel Action Listing: Print to Screen" with buttons for Print, Close, Print Range, and Search. The main content is a table with columns: Hire Date, Current Position, Start Date, Last Salary Adj. Date, and Created On Date. Below the table is a summary section with two columns: Old Employee Status and New Employee Status. The "Old Total Comp" row is highlighted in green and has a red border around it.

Hire Date	Current Position	Start Date	Last Salary Adj. Date	Created On Date
05/06/19	CIN01 CINTRON, DARRELL	1	Pending	08/02/21

Old Employee Status:	Active	New Employee Status:	
Old Base Salary:	58,217.59	New Base Salary:	60,000.00
Old Total Comp:	58,217.5900	New Total Comp:	60,500.0000
Old Other Comp:	0.00	New Other Comp:	500.00
Old Reg Rate:	26.6564	New Reg Rate:	27.4725
Old O/T Rate 1:	39.9846	New O/T Rate 1:	41.2088
Old O/T Rate 2:	53.3128	New O/T Rate 2:	54.9450

NYS-45 Report - Option to use UI Wages

Traditionally, the NYS-45 report in MCSJ has used gross wages when reporting UI remuneration. Users now have the option to report wages accumulated under a specific UI wage code.



This feature requires creation of a UI tax code in Other Tax Maintenance. Existing users should not utilize this option until a new payroll year as a new UI code will not contain wages from previous payrolls.

NYS-45-ATT Report

Next Close Help

Enter the Following:

Report Type: Create Files & Print Report

Select Sort Sequence: Soc. Sec. #

Quarter: 3

Range of Check Dates: 07/01/2021 to 09/30/2021

Withholding Tax ID: 22-1234567

U.I. Tax Code:

Prev. WT Credit:

U.I. Empr Registration Num:

NYS-1 Payments:

U.I. Remittance:

Apply Overpayments To: Credit

Prev. U.I. Underpaid:

Dependent Ins. Benefits: Yes

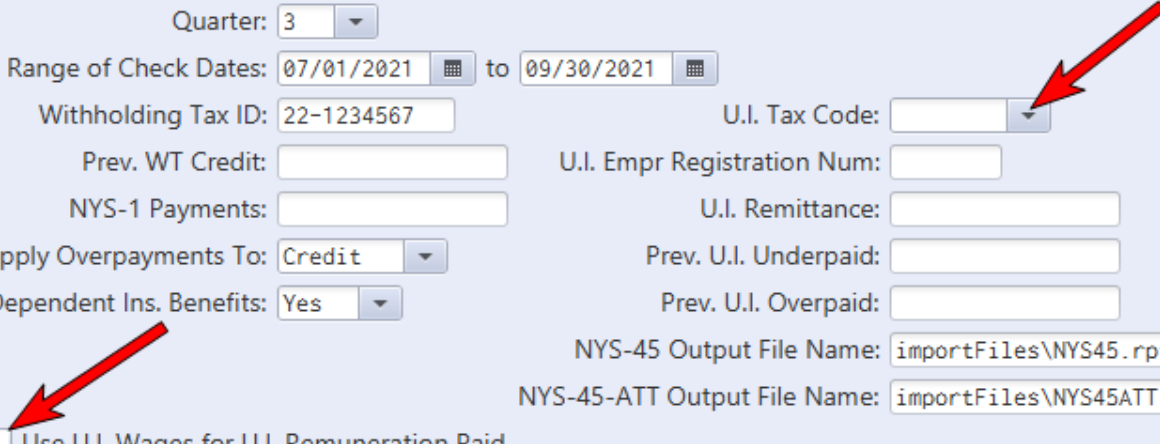
Prev. U.I. Overpaid:

NYS-45 Output File Name: importFiles\NYS45.rpt

NYS-45-ATT Output File Name: importFiles\NYS45ATT.rpt

Use U.I. Wages for U.I. Remuneration Paid

Print to Screen



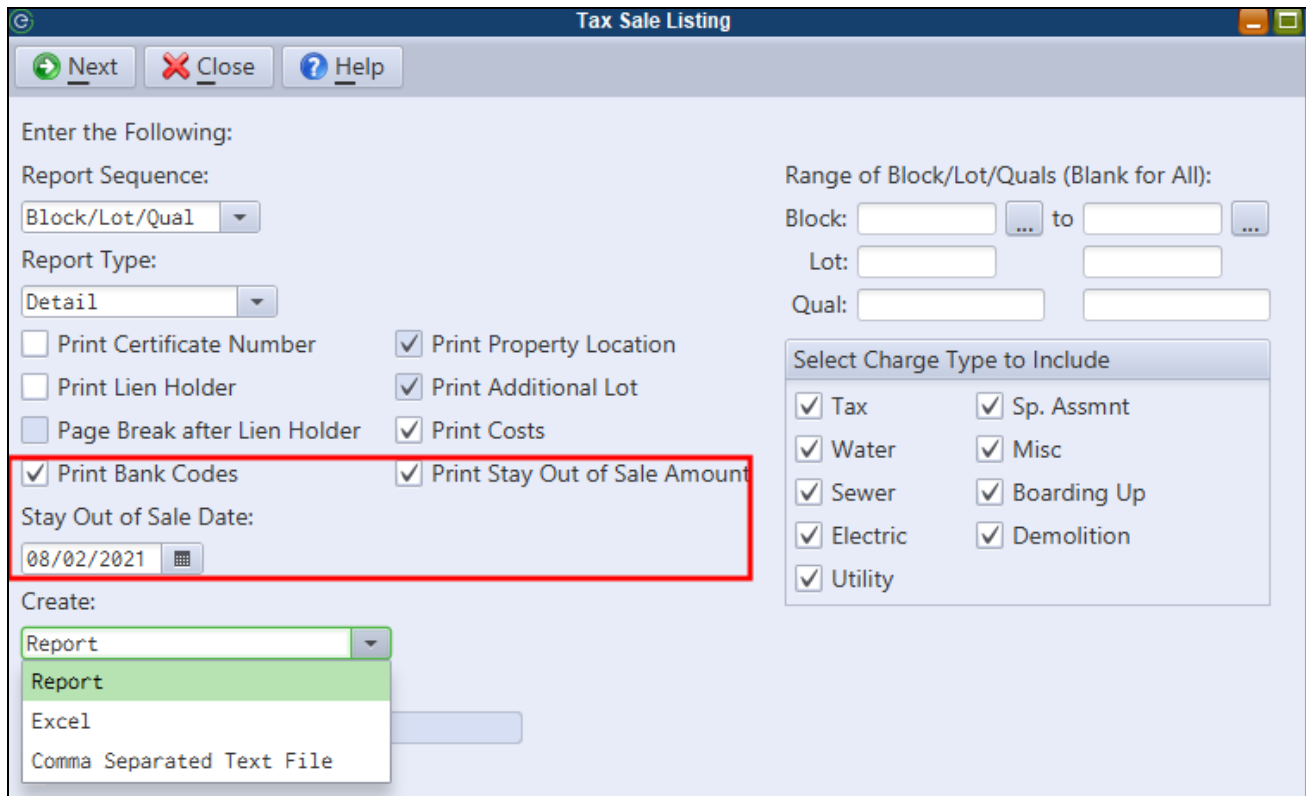
NJ Tax

Barcodes Added to Tax Sale Notices & PILOT Bills

Barcodes are now available on the standard and self-mailer Tax Sale notice formats as well as PILOT bills.

Tax Sale Listing - Include Stay out of Sale Amounts

When running the Detail version of the Tax Sale Listing, users have the option to print a "stay out of sale amount" and include bank codes. The stay out of sale amount includes current interest projected through a **Stay Out of Sale Date**.



NJ Standard Payment Import - Option to Update Banks

The NJ Standard Payment Import now contains an option to automatically update the bank id on BLQ's which are included in the bank payment file but don't have a corresponding bank id. Previously, MCSJ had the option of reporting on these mismatches but users had to make the changes manually.

Payment Import

Next Close

Enter the Following:

Select File Type: Standard

Batch Id: SU

Payment Code: ...

Payment Date: 08/02/2021

Check Number: Description:

Input File Name: Select File...

Print to Screen

Print Bank Mismatch Error

Update Bank Code

Create/Update Liens - Update Other Fee

In addition to updating the recording fee fields, the Create/Update Liens Routine will now also optionally update the 'Other Fee' category when generating/updating new liens.

Create/Update Liens

Next Close Help

This routine will Create Lien Accounts from Tax Sale File Accounts.

Default Lien Holder Id: ...

Outside Recording Fee: .00

Municipal Recording Fee: .00

Other Fee: .00

Close Tax Sale File

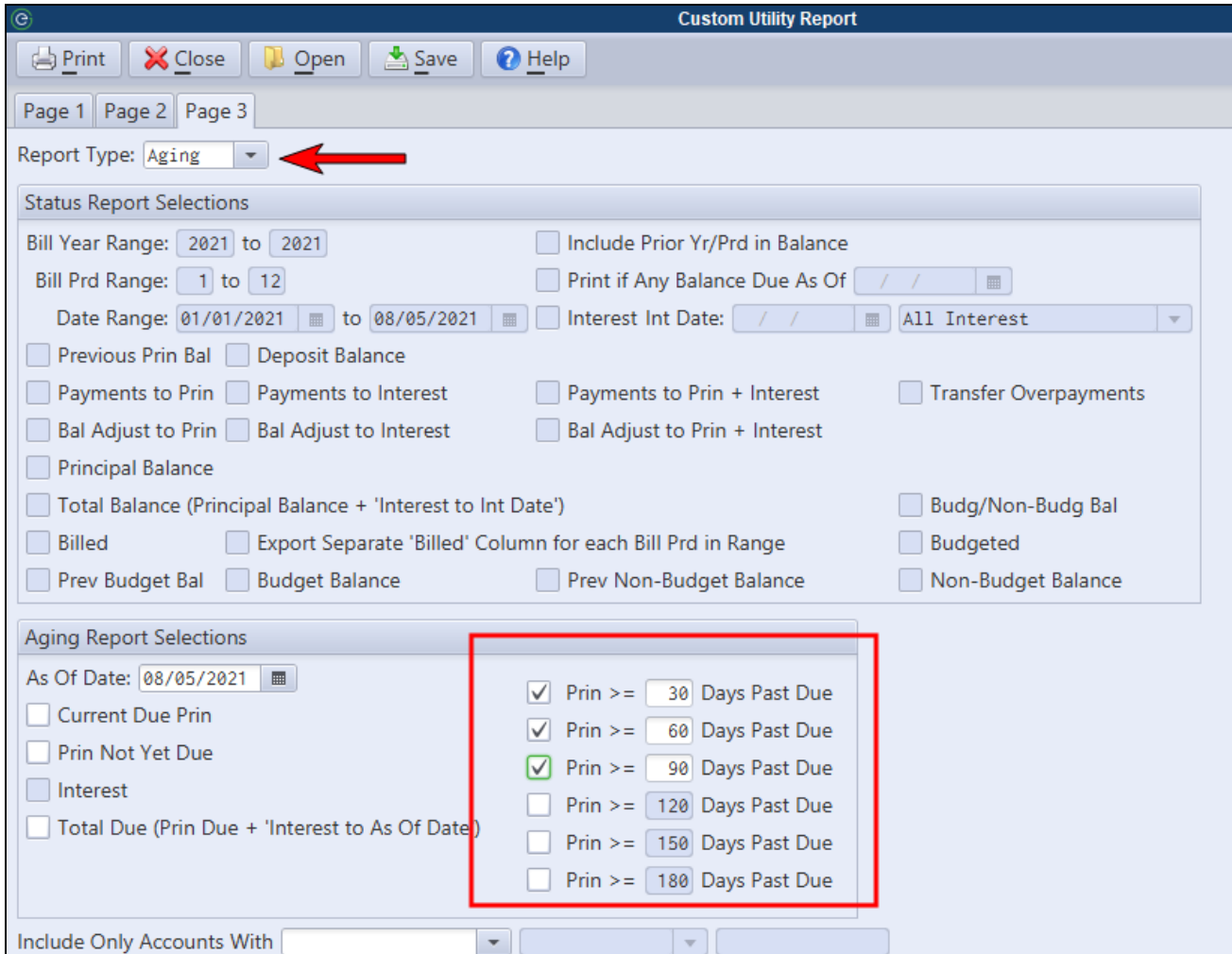
Warning: Closing the Tax Sale File will erase the file and can not be undone!

DO NOT CLOSE the Tax Sale File until all TAX SALE PAYMENTS have been UPDATED!

Utility Billing

Custom Report - Aging Enhancements

The Utility Custom Report's Aging version has been enhanced to allow for up to 6 user-defined aging categories. Users may select one or more of the 30 day increments of aging categories or define their own aging categories.



Print Bills - Zip Code/Account Id order for Bill To/Owner

MCSJ can now print bills in Zip Code/ Account Id order when the Utility bill format is set to print bills for both owner and bill to addresses. The zip code sort sequence will also still apply if guarantor and co-applicant bills are included in the printing.

Utility Bill Format Maintenance

+ Add Save Cancel Delete Previous Next Help

Format Id: 1 Description:

Page 1 Page 2 Page 3

Type: PDF Form

Billing Address: Both

Print Utility Bills

Next Cancel Help

Enter the Following:

Cycle Id Range: 1 to 1

Bill Year Range: 2021 to 2021

Bill Period Range: 1 to 1

Bill Type: Printed Bills

Report Sequence: Zip Code/Account Id

Bank Code Option: Zip Code/Account Id

Active As Of Date: (e Status Date)

Water/Sewer:

Reading Year Range: to

Reading Prd Range: to

Billing Date: 08/05/2021

Due Date: 02/01/2021

Direct Debit Date: / /

Print to PDF Alignment X Offset: 8 Y Offset: 15

Format Id: 2 WATER/SEWER

Select Payment Type to Include

Water Sewer

Range of Zip Code/Account Ids (Blank for All):

- - 0 to

- - 0

OCR Scan Line - Utility and Property Tax Bills

When applicable, users may now adjust the print location of OCR scan lines on their Utility or Real Property Tax bill formats.

Utility Bill Format Maintenance

Format Id: 1 Description:

Page 1 Page 2 Page 3

Type: PDF Form

Billing Address: Bill To

Location: Property

Printer Type: Laser

X Offset: 8 Y Offset: 15

Print Block/Lot:

Print Name on Stub:

Print Current Resident:

Print Zero Balance Bills for Active Accounts:

Print Credit Bills for Active Accounts:

Print Inactive Bills with a Balance:

Print Bills for E-Bill Accounts:

Print Duplicate Message:

OCR

Print OCR on bill:

	X	Y
Stub 1:	360	40
Stub 2:	0	0
Stub 3:	0	0
Stub 4:	0	0

Virtual Terminal MID Parameters

Virtual Terminal users will notice new merchant code parameters in Payment Code Maintenance and Collections Parameter Maintenance. The payment code parameters allow for alternative merchant codes (control bank deposits) to be specified for Miscellaneous and Animal Licensing payment codes. The Collections parameters allow for different merchant codes for individual Utility services.



Never attempt to edit this information without the assistance of an E&A representative.

Payment Code Maintenance

+ Add Edit Close Delete Previous Next

Payment Code: 500 Description: RENTS - MISC

General Revenue Virtual Terminal

Filling out this tab will override what is stored in Collections Parameter M

FIS URL:

Merchant Code:

Settle Code:

VA Personal Property and Debt Set-off

Personal Property Acct Maint - Abatement Report

The Abatement Report generated from the Personal Property Account Maintenance previously listed all properties on the account regardless of whether or not they were abated. This is now an optional feature as the default settings will be to include only properties with an abatement.

The screenshot displays the 'Personal Property Maintenance' application window. The main window shows account information for Account ID 00000003, Tax Year 2021, and Name MARTINEZ CRISTINA ALVARENGA. A 'Detail Date Range' dialog box is open, allowing users to filter the report by date range and property type. The 'Type' is set to 'Abatements' and the 'End Date' is 08/05/2021. A red arrow points to the 'Print All Properties on Account' checkbox, which is currently unchecked. The dialog box also includes options for 'Newest First', 'Print Detail Lines', and 'OK/Cancel' buttons. At the bottom of the main window, there are tabs for different property types: Vehicles, Boat, Mobile Home, Other, Business Personal, Merchant's Capital, Machinery & Tools, Balances, Notes, and Abatements.

User-Defined Personal Property Book Columns

Users may now define a custom label on the various columns of the Personal Property Book and define what property types are included in each column. In the event a particular bill code should appear in a different column than its default property type, an override option is available in the Bill Code Maintenance.

System Utilities > Personal Property Maintenance

Personal Property Parameter Maintenance

Edit Close Help

Billing Module must be locked to edit the fields displayed in red

General Forms Books

Column Names

Book Column Name 1: Business Property

Book Column Name 2: Tangible Property

Book Column Name 3: Mobile Homes

Book Column Name 4: Machinery & Tools

Book Column Name 5: Merchant's Capital

Property Types

Boat: 1

Business Personal Property: 2

Mobile Home: 3

Machinery & Tools: 4

Merchant's Capital: 5

Other Personal Property: 1

Personal Property Bill Code Maintenance

+ Add Save Cancel Delete Previous Next Help

Bill Code: PL Description: Airplane

General Rates

Calculation Type: Assessed Value x Rate Revenue Inte

Property Type: Other Personal Property Tax Acco

Eligible for PPTRA:

Eligible for Tax Relief:

Include in DMV Stop File:

Calculate Penalty:

Calculate Interest:

Print VIN on Book:

Vehicle License Bill Code:

Override Book Column:

Penalty Acco

Interest Acco

DMV Stop Tracking Number Expansion

The database will now support an 11 character tracking number

VA Debt Set-Off Claim Number Expansion

The database will now support a 9 digit claim number.

Scan Document Driver Detection

MCSJ will now detect all available scanners and other devices with a TWAIN driver when utilizing the attachment button's scan document feature. This feature allows users to ensure the correct device is being selected during the attachment scanning process. Depending on scanner capabilities, users may also select duplex, paper size, color and resolution settings for each scan.

