
MCSJ Version 2021.3 Release Guide



Last updated on Tuesday December 21, 2021

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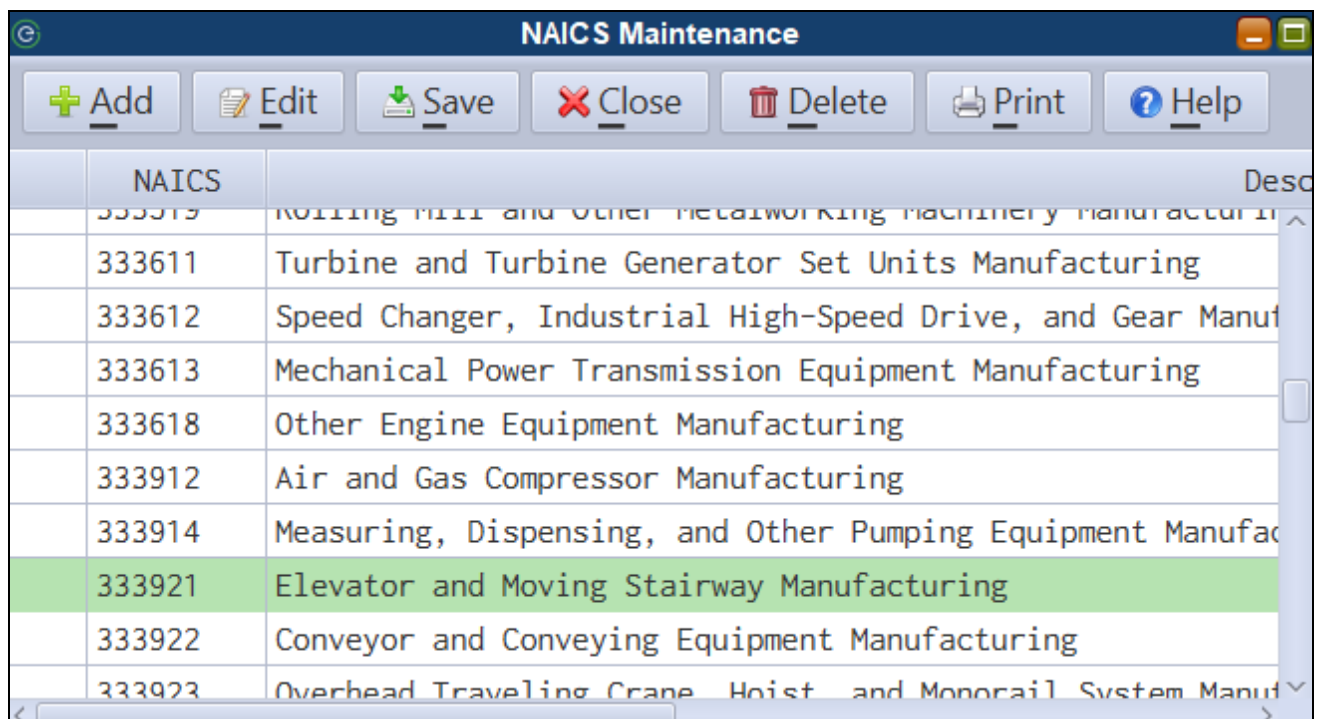
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Accounts Receivable

NAICS Code Maintenance

A new table maintenance was added to store North American Industry Classification System (NAICS) codes. The MCSJ 2021.3 upgrade will populate the latest codes in the table while preserving any existing codes your organization may already use. Users can utilize a picklist to assign the codes to customers.

Misc A/R>Customers>NAICS Maintenance



NAICS	Desc
333611	Turbine and Turbine Generator Set Units Manufacturing
333612	Speed Changer, Industrial High-Speed Drive, and Gear Manufacturing
333613	Mechanical Power Transmission Equipment Manufacturing
333618	Other Engine Equipment Manufacturing
333912	Air and Gas Compressor Manufacturing
333914	Measuring, Dispensing, and Other Pumping Equipment Manufacturing
333921	Elevator and Moving Stairway Manufacturing
333922	Conveyor and Conveying Equipment Manufacturing
333923	Overhead Traveling Crane, Hoist, and Monorail System Manufacturing

Customer Maintenance

Customer Id: 1STLI005 Status: Active Customer Code

NAICS:
 Include in Permit Contractor Picklists
 Type of TIN: SSN

State License #: 13VH01515500 Exp Date: 03/31/2020
 Type of TIN 2:

Local License #: Exp Date: / /
 Do Not Print Delinquent Notice:

Block/Lot/Qual:
Business Start: 07/11

A/R Delinquent Notice Enhancements

Two filters have been added to the A/R Delinquent Notices to give users more control over what types of invoices are included on delinquent notices.

Delinquent Notices

Select Print Sequence: Customer Id Range of Customer Ids (Blank for All):
 Balances Due As Of: 12/20/2021 to
 Notice Date to Print: 12/20/2021
 Notice Description: DELINQUENT NOTICE
 Print Balances Greater Than:
 Mail to: Misc A/R
 Pay to: CITY OF ANYWHERE
 ACCOUNTS RECEIVABLE
 123 ANY ST.
 ANYWHERE, NJ 01234
 Phone: (555)555-0720 Ext: 130
 Fax: (555)555-0632
 Per Diem Interest Date: / /

Exclude Inactive Customers
 Include Only Invoices with Service In Range: to
 Exclude Permit/Violation/Rental Invoices
 Print a Total Page

Include Only Invoices with Service in Range - When selected, users can specify a service id range and the system will only generate notices for customers with a delinquency on one of the selected services.

Exclude Permit/Violation/Rental Invoices - Checking this option will prevent notices from generating for these types of invoices.

Change License Type Routine

A routine to change License Type Id's has been added to the MCSJ Special Routines program.



The Special Routines program requires a special log-in icon and users need System and A/R security to access this routine.

Change License Type Id

Next Close Help

There should be a current backup of the data before processing!

Old License Type Id: Descript:

New License Type Id:

ArLicenseType:

Arlicense:

ArlicenseTypeService:

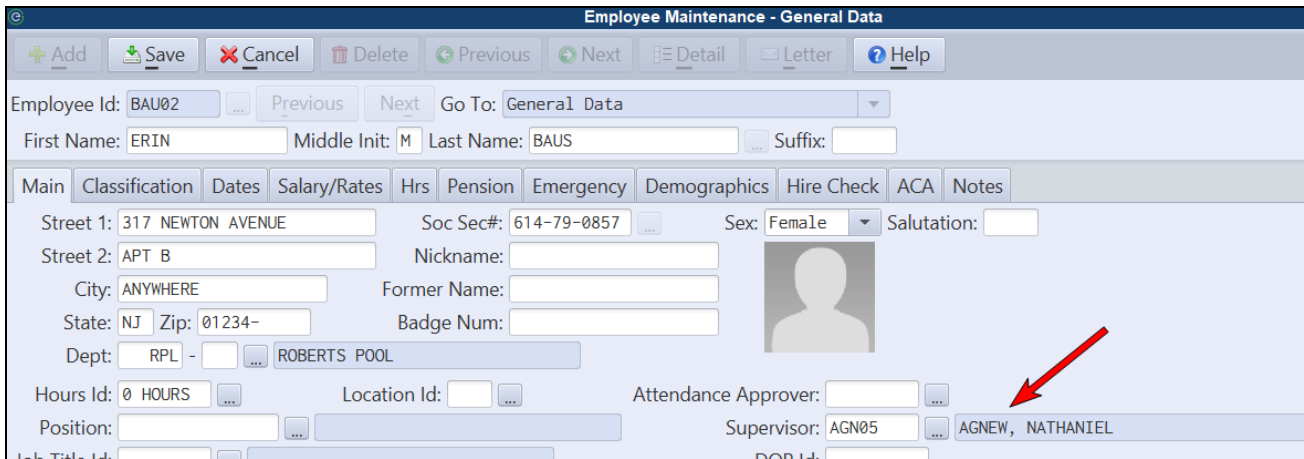
Personnel

Duplicate Social Security Message

When entering a new employee, the system will now warn the user if another employee record exists with the same social security number.

Display the Supervisor Name

Supervisor names will now be displayed on the Employee Maintenance and Custom Report. Previously, only the Supervisor Employee Id was displayed.



The screenshot shows the 'Employee Maintenance - General Data' form. At the top, there are navigation buttons: Add, Save, Cancel, Delete, Previous, Next, Detail, Letter, and Help. Below these are fields for Employee Id (BAU02), First Name (ERIN), Middle Init (M), Last Name (BAUS), and Suffix. A tabbed interface includes Main, Classification, Dates, Salary/Rates, Hrs, Pension, Emergency, Demographics, Hire Check, ACA, and Notes. The 'Main' tab is active, displaying fields for Street 1 (317 NEWTON AVENUE), Street 2 (APT B), City (ANYWHERE), State (NJ), Zip (01234-), Soc Sec# (614-79-0857), Nickname, Former Name, Badge Num, Sex (Female), Salutation, Dept (RPL - ROBERTS POOL), Hours Id (0 HOURS), Location Id, Attendance Approver, Position, and Supervisor (AGN05). A red arrow points to the supervisor name 'AGNEW, NATHANIEL' displayed next to the supervisor ID.

Maryland Retirement Earnings Limitation File Export

MCSJ can now generate the Maryland State Retirement Agency's annual earnings electronic file. The file is generated to the MCSJ\importFiles directory and includes annual gross pay for each employee. Employers are responsible for uploading the file through the MSRA Employer Data Reporting (EPDR) application.

Payroll>End of Qtr/Year>MD Annual Earnings Limitation Export

MD Annual Earnings Limitation Export

Next Close Help

Payroll Year: 2021

Location: 11111111

File Location: importFiles\Annual_11111111.txt

NJ Tax

Owner Name and Property Location on PTR Forms

Users now have the option to include the owner name on PTR forms and can also choose whether to include the owner address (previous functionality) or property location on PTR forms.



When choosing the property location option, the system will automatically default the city and zip for your municipality because MCSJ property locations don't contain this information. If necessary, the city and zip may be edited on the PDF form before it is printed.

The screenshot shows a window titled "PTR Form" with a toolbar containing "Print", "Close", and "Help" buttons. The main area contains the following fields:

- Tax Year: 2021
- Form: PTR-2A
- Block: [empty]
- Lot: [empty]
- Qualifier: [empty]
- Export Owner Name:
- Export Address: [dropdown menu]
- Percent Owned: [empty]
- Percent Used as Primary Re...: [empty]

The "Export Address" dropdown menu is open, showing three options: "Owner Address" (highlighted in green), "Owner Address", and "Property Location". Two red arrows point from the "Export Owner Name" and "Export Address" labels to their respective fields.

Property Tax/Real Estate

Lien Maintenance - Foreclosed Status and Premium

The Lien Maintenance now contains a 'Foreclosed' status option and can store a premium amount.

The screenshot displays the 'Lien 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, the 'Lien No.' is set to '21-0000001', 'PID' is '5', and 'Prop Loc' is '110 MIDDLETON ST'. There are also fields for 'Worksheet' (value: 12) and 'Change Lien No.'. The main area is divided into tabs: 'General', 'Certificate', 'Adjustments', 'Balance', and 'Notes'. The 'General' tab is active, showing fields for 'Lien Date' (12/20/21), 'Type' (Municipal), '3rd Party Date' (/ /), 'Status' (Open), 'Redemption/Cancel Status Date' (Open), 'Recording Date', 'Recording Book/Page', 'Tax Year', 'Owner' (ADAMS JAMES G JR & LISA F ADAMS), 'Address' (203 COUNTRY CLUB LN), 'Holder', 'User Code', and 'Premium'. A dropdown menu is open for the 'Status' field, showing options: 'Open', 'Redeemed', 'Canceled', and 'Foreclosed'. A red arrow points to the 'Foreclosed' option. Another red arrow points to the 'Premium' field.

VA Personal Property

Personal Property Interest Calculation

A parameter option has been added to accommodate VA municipalities that charge first month's interest on a date other than the 1st of the month and then charge interest on the 1st of each subsequent month.

System Utilities>Personal Property Parameter Maintenance

Module must be locked to edit the fields displayed in red

Current Assessment Year: 2022

Bill in Two Halves:

Has PPTRA:

Vehicles valued at \$1000 or less get full PPTRA relief:

Vehicle License Fees:

Update Receivables to Revenue:

VAC City Code:

Mail To

Mail To 1: PERSONAL PROPERTY

Mail To 2: 123 ANY ST.

Mail To 3: ANYWHERE, NJ 01234

Mail To 4:

Phone: (555)555-2131

Phone Extension:

Fax: () -

Contact: MIKE SMITH

DMV Stop

Juris Code: GLAX

File Format: Extranet

Application: Each Vehicle

Bill Code: DMV STOP

Bill Code 2:

Penalty/Interest

Penalty Rate: 10.00

Interest Rate: .83333

Auto Calculate Penalty:

Auto Calculate Interest:

Last Auto-Penalty/Interest: / /

Calculate Interest On Penalty:

Calculate Interest On Interest:

After Initial Interest Date Calc Interest On: Same Day as First Interest Date

Payment Order

Principal Payment Order: 3

Penalty Payment Order: 2

Interest Payment Order: 1

Payment Application Order: Due Date/Payment Order

After Initial Interest Date Calc Interest On:

- *Same Day as First Interest Date* - This is the default option and assumes monthly interest will be calculated on the same day each month beginning with the first interest calculation.
- *First of Month* - This is the new option and will allow the user to choose any first interest date in Original Billing Due Date Maintenance, but will then use the 1st of the month on all subsequent monthly interest calculations.

VA Debt Set-Off - Project Interest and State Admin %

The Debt Set-Off Export now allows for users to project an interest % on exported balances. In addition, the State Admin Fee % can be adjusted when it changes.

Debt Set-Off Export

Next Close Help

This routine will generate the Debt Set-Off NEW CLAIM-UPDATE-CLAIM file that gets submitted to the Virginia Department of Taxation (TAX). An optional percentage can be added to each claim amount before the Administrative Fee is added to it. The Administrative Fee will be added to each claim. The State Admin Fee will be calculated based on the percentage entered and will be calculated after the Administrative Fee is added. The 'Exclude Bankrupt' checkbox will ignore any accounts or customers that are currently bankrupt. Claims less than \$5.00 will not be included.

Note: If this is your first time running the routine for this year, you should run the 'Reset Debt Set-Off Fields' routine first.

Balances Due From: / / To: 12/20/2021

Add % To Claim Amount Before Admin Fee: .00000

Administrative Fee:

State Admin %: 4.00000

Agency Number:

Claim Year: 2022

Output File Name:

Include Utility:

Include AR Customers: Prefix:

Include Real Estate:

Include Personal Property:

Exclude Bankrupt:

Rentals

Specify # of Beds/Baths on Rental Units

A user may now record the number of beds, baths and other rooms in each rental unit.

The screenshot shows the 'Rental Maintenance' software interface. At the top, there is a toolbar with buttons for '+ Add', 'Save', 'Cancel', 'Delete', 'Previous', 'Next', 'Detail', 'Letter', and 'Create Invoice'. Below the toolbar, there are input fields for 'Rental Id: 00000001', 'Registration Date: / /', and 'Expiration Date: / /'. A tabbed menu includes 'General', 'Property Management', 'Description', 'Delinquent Charges', 'Violations', and 'Invoices'. The 'General' tab is active, showing fields for 'Block/Lot/Qual: 1.02 5', 'Location: 71 MAPLE AVE', 'Status: Active', 'Use Type:', 'User Code:', 'Customer Id: P-000038', and 'PISCIELLA NICK J'. There are also buttons for 'Add Owner as Customer' and 'Create Violation'. On the right, there are fields for 'Owner: KENNY PAUL D', 'Street 1: P.O. BOX 2713', 'Street 2:', 'City/St/Zip: CHERRY HILL, NJ 08034-02', 'Country:', 'Phone: () -', 'Cell: () -', and 'Email:'. Below this is the 'Unit Information' section with tabs for 'Units', 'Inspections', 'Tenants', and 'Fees'. Under the 'Units' tab, there are buttons for '+ Add', 'Edit', and 'Delete'. A table displays unit information with columns: 'Unit Num', 'Rental Type Id', 'Max Occupancy', 'Curr Occupancy', 'Beds', 'Baths', and 'Other Rooms'. The 'Beds', 'Baths', and 'Other Rooms' columns are highlighted with a red border. The table contains two rows of data:

Unit Num	Rental Type Id	Max Occupancy	Curr Occupancy	Beds	Baths	Other Rooms
CHG 1	TEST	0	0	.00	.00	.00
2	TEST	0	0	.00	.00	.00

Needs Inspection Report

A 'Needs Inspection Report' option was added to the Rental Custom Report. This new option will allow users to identify any active rental units without a scheduled or passed inspection since a given date. Users will be able to select from their available statuses to identify which represent scheduled and passed.

Custom Rental Report

Print Close Open Save Help

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Enter the Following:

Report Sequence: Rental Id

Report Type: Detail

Range of Rental Types: to

Range of Registration Dates: / / to 12/20/2021

Range of Expiration Dates: / / to 12/31/2021

Range of Use Types: to

Range of Customers: to

Range of User Codes: to

Range of Rental Ids (Blank for All): to

Status to Include

- Active
- Inactive

Needs Inspection Report

This report will identify any active rental units without one of the selected inspection status options after the specified date.

Inspected after date: / /

Statuses:

