
MCSJ Version 2022.1 Release Guide



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Finance

Cash Flow Forecasting

A Cash Flow Forecasting feature has been added to MCSJ which allows users to build and report on various cash flow projection scenarios. Cash Flow Forecasting consists of several menu options used for set-up, data input and reporting. Users will have access to a maintenance area where they can define receipt and disbursement categories and build projection "scenarios." They will also have access to a batch used for previewing and adjusting their projection results. A Cash Flow Forecast Report and graph can be generated for each batch. Additionally, Excel export options are available for viewing historical activity or to assist with custom cash flow projections that need to be done outside of the software.

Finance>G/L>Cash Flow Forecasting

The general steps for preparing a cash flow forecast in MCSJ are listed below.

1. Assign Class Id's to the various accounts used to record receipts and disbursements for a cash account. The Class Id's will be used to summarize the accounts into general receipt and disbursement categories.
2. Utilize the Cash Flow Maintenance to build a projection scenario. Users will be able to define how the annual and monthly projections for each receipt and disbursement category should be calculated.
3. Use the Cash Flow Forecasting Batch to adjust and fine-tune receipt and disbursement projections.
4. Generate the Cash Flow Report.

Assigning Class Id's to Accounts

If a user plans to use historical activity or current budget figures to calculate cash flow projections, they will need to identify the various expense, revenue or balance sheet accounts they want to include in the projections. To do this, the user will assign Class Id's, representing summarized disbursement or receipt categories, to each account they want to include. While this could be done manually in the Account Maintenance screens, it will be more efficient to use the new 'Assign Class Id' routine. This routine is located in the Special Routines program and requires administrative security rights.



Contact E&A Support if you need assistance accessing the Special Routines program.

Assign Class Id

Next Close Help

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

This routine will assign Class Ids to the selected accounts below.:

☐ Update GL Accounts ☐ Update Budget Accounts ☒ Update Revenue Accounts

Class Id:

Range of General Ledger Account (Blank for All):
 to

Range of Budget Accounts (Blank for All):
 to

Range of Revenue Accounts (Blank for All):
 to

Total Updated Rows:

General Ledger: Budget Account: Revenue Account:

To utilize the routine, select a Class Id and choose the accounts to which it should be assigned. Click 'Next' to run the routine.

Revenue Account Maintenance

+ Add Save Cancel Delete Previous Next Detail Help

Acct: 2-01-01-103-814 Type: Cash Basis Anticipated: ☐

Desc: PETTY CASH - TREASURER Exclude from Income Statement: ☐

Totals G/L Accounts Adopted Budget Detail Monthly Anticipated Tracking Ids **Class Ids**

+ Add Delete

Class Id	Description
RECEIPTS1	Revenue Cat 1



Class Id's appear on the Class Ids tab of the various Account Maintenances. Classes may also be assigned or removed from this tab.

Cash Flow Projection Maintenance

This maintenance will store an unlimited number of cash flow “scenarios” for specified cash accounts. A scenario will contain the disbursement and revenue categories (Classes) to be included in the cash flow projections. For each category, the user can define how the disbursement and receipt projections for an annual period and monthly periods will be calculated. Projections may be manual or based on percentages of current budgetary numbers or historical activity averages.

Class Id	Description	Account Type	Annual Projection	Annual Percentage	Monthly Projection
TAXES	Taxes	Revenue	Current Budget %	100.00	Historical - Prior Year %
LICENSES	Licenses	Revenue	Historical - 2 Year %	102.00	Historical - 2 Year %
INTEREST	Interest	Revenue	Historical - Prior Year %	100.00	Historical - Prior Year %
SERVICES	Services	Revenue	Manual Entry	.00	Manual Entry

Id	Description	Account Type	Annual Projection	Annual Percentage	Monthly Projection	Exclude
G	Operating	Expense	Historical - 3 Year %	105.00	Historical - 3 Year %	N
	Debt	Expense	Current Budget %	.00	Manual Entry	N
	Capital	Expense	Manual Entry	.00	Annual Projection/12	N

Each scenario requires a **Bank Id** or **Bank Recon Id** (multiple G/L cash accounts). The bank records identify the G/L cash accounts used in the projection so the system can calculate the correct opening balance for the Cash Flow Report and get the actual balances for an "actual to projected" comparison.

Next, the user needs to define their receipt and disbursement projection categories on the applicable tabs.

Receipts/Disbursements Tab

Class Id - The user will list the receipt and disbursement categories that will be defined on the Cash Flow Forecast on the appropriate tab. Receipt categories will be Class Id's that are assigned to various revenue or G/L accounts and disbursement categories will use classes assigned to expense or G/L accounts. The user will sort the categories in the order they want them to appear on the report using the 'Move Up'/'Move Down' toolbar buttons.

Account Type - Identify the type of accounts linked to the Class Id. Only totals for the defined account type will be included in the Class totals.

Annual Projection - The system offers several ways to calculate annual projections for a category.

- **Manual Entry** - User enters their own values.
- **Current Budget %** - User will enter in the % of the current budget they expect to collect/disburse. (Not available for G/L Account Type)
- **Historical - Prior Year %** - User will enter in a % of their prior cash receipt or disbursement activity for the category. So, if they feel like they will spend or collect 5% more this year, they would enter 105%.
- **Historical - 2 and 3 year** - Same as above except the cash receipt or disbursement activity is averaged over the selected number of years.

Monthly Projection - Unless the manual entry option is selected, the monthly projection applies a percentage against the projected annual amount of receipts or disbursements to calculate a monthly projected amount. Users can apply an equal ratio for each month (Annual/12) or they can choose from one of the historical % averages. The historical averages calculate the % of annual receipts/disbursements for each month and apply that ratio to the projected annual figure. For example, if 75% of Tax receipts historically occur in June, then the monthly projected receipts for June will be 75% of the annual projection.

Exclude Revenue Journal Entries (Receipts Only)- The system uses cash receipt transactions to calculate historical collection totals. It does not include accrued revenue transactions (non-cash entries). Users can utilize this option to determine whether or not to include manual journal entries against revenue accounts as part of cash receipts

Exclude Expenditure Journal Entries (Disbursements Only) - The system uses cash disbursement transactions to calculate historical totals. The user can use this field to determine whether or not to include manual expenditure journal entries in cash disbursement totals.

Cash Flow Forecasting (Batch)

The Cash Flow Forecasting Batch is used to calculate, preview and adjust a cash flow projection scenario. It can then be used to print the Cash Flow Report. Additionally, the user may export the calculated results of the batch to Excel if they plan to do further analysis or have more complex forecasting needs.

The screenshot shows a window titled "Cash Flow Forecasting". At the top, there are three buttons: "Next" (with a green arrow icon), "Close" (with a red X icon), and "Help" (with a question mark icon). Below these buttons, the following fields and options are visible:

- Batch Id: MYBATCH (with a dropdown arrow icon)
- Scenario Id: DEMO-1 (with a dropdown arrow icon)
- Year: 2022 (with a dropdown arrow icon)
- Starting Month: January (with a dropdown arrow icon)
- Compare to Actual: ☐
- Print Graph on Separate Page: ☐
- A list of actions with radio buttons:
 - ☒ Create Forecast
 - ☐ Forecast Batch Entry
 - ☐ Print Report
 - ☐ Export Report to Excel
 - ☐ Delete Batch

Create Forecast

To create a new forecast, the user will specify a **Batch Id**, select a **Scenario Id** and specify the starting **year/month** of the projection before clicking 'Next' to generate the Forecast Batch. The system will calculate the annual and monthly forecast projections based on the scenario settings defined in the Cash Flow Maintenance.

Forecast Batch Entry

The Forecast Batch is used to preview and adjust the calculated forecast. The top half of the batch shows the summarized projections and net cash flow totals for each month. The projections may be changed on the Receipts and Disbursements tabs.

Cash Flow Forecasting									
<div> Edit Save Close Show Percents Recalculate Scenario Update Annual Help </div>									
Forecast Starting: January 2022		Annual	January	February	March	April	May	June	July
Projected Total Receipts		3,324,000	452,000	402,000	102,000	402,000	502,000	52,000	402,000
Projected Total Disbursements		2,725,000	212,000	215,000	256,000	205,000	220,000	355,000	220,000
Projected Net Cash Flow		599,000	240,000	187,000	-154,000	197,000	282,000	-303,000	182,000
<div> Receipts Disbursements </div>									
Class Id	Description	Annual	January	February	March	April	May	June	July
TAXES	Taxes	3,000,000.00	400,000.00	400,000.00	100,000.00	400,000.00	400,000.00	50,000.00	400,000.00
LICENSES	Licenses	100,000.00	.00	.00	.00	.00	50,000.00	.00	.00
INTEREST	Interest	24,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00
SERVICES	Services	200,000.00	50,000.00	.00	.00	.00	50,000.00	.00	.00

Cash Flow Forecasting									
<div> Edit Save Close Show Percents Recalculate Scenario Update Annual Help </div>									
Forecast Starting: January 2022		Annual	January	February	March	April	May	June	July
Projected Total Receipts		3,324,000	452,000	402,000	102,000	402,000	502,000	52,000	402,000
Projected Total Disbursements		2,725,000	212,000	215,000	256,000	205,000	220,000	355,000	220,000
Projected Net Cash Flow		599,000	240,000	187,000	-154,000	197,000	282,000	-303,000	182,000
<div> Receipts Disbursements </div>									
Class Id	Description	Annual	January	February	March	April	May	June	July
OPERATING	Operating	2,400,000.00	200,000.00	200,000.00	200,000.00	200,000.00	200,000.00	200,000.00	200,000.00
DEBT	Debt	75,000.00	.00	.00	.00	.00	.00	.00	75,000.00
CAPITAL	Capital	250,000.00	12,000.00	15,000.00	56,000.00	5,000.00	20,000.00	80,000.00	20,000.00

Cash Flow Forecasting									
<div> Edit Save Close Show Amounts Recalculate Scenario Update Annual Help </div>									
Forecast Starting: January 2022		Annual	January	February	March	April	May	June	July
Projected Total Receipts		3,324,000	451,999	401,999	101,999	401,999	501,999	52,001	401,999
Projected Total Disbursements		2,725,000	211,999	214,999	255,999	204,999	219,999	354,999	219,999
Projected Net Cash Flow		599,000	240,000	187,000	-154,000	197,000	282,000	-302,998	182,000
<div> Receipts Disbursements </div>									
Class Id	Description	Annual	January	February	March	April	May	June	July
OPERATING	Operating	2,400,000.00	8.33	8.33	8.33	8.33	8.33	8.33	8.33
DEBT	Debt	75,000.00	.00	.00	.00	.00	.00	.00	100.00
CAPITAL	Capital	250,000.00	4.80	6.00	22.40	2.00	8.00	32.00	

Double click in a cell or use the 'Edit' button on the toolbar to change annual and monthly amounts or percentages.



If a user elects to start their projection after the first month of the year, the months prior to the start month will contain actual receipts and disbursements for each category and cannot be edited.

Toolbar options:

Show Percents/Show Amounts - Use this button to toggle between monthly projections viewed as an amount or as a percentage of the annual projection. The monthly amounts or percentages may be changed but the user must recalculate the annual values to ensure the monthly values equal the annual projection before they can generate the Cash Flow report.

Update Annual - This option will ensure the annual value for each category matches equals its monthly projections.



The 'Difference' column at the end of each row lets the user know if the annual and monthly totals for a category need to be adjusted or recalculated.

Recalculate Scenario - This button clears the batch and regenerates the projections based on the current scenario settings defined in the Cash Flow Maintenance. Use this option to reset the batch or apply category or calculation changes you've made to the current scenario in the Cash Flow Maintenance.

Print Report

Once the forecast numbers are satisfactory, use the 'Print Report' button to generate the Cash Flow Forecast report. Selecting this button will enable the following report options:

Compare to Actual - Adds an actual cash flow line to the graph when the user wants to compare prior months' forecasts against actual cash flow.

Print Graph on Separate Page - Prints the graph and report on separate pages.

Cash Flow Forecasting

Next Close Help

Batch Id: MYBATCH

Scenario Id: DEMO-1

Year: 2022

Starting Month: January

Compare to Actual ☒

Print Graph on Separate Page ☒

☐ Create Forecast

☐ Forecast Batch Entry

☒ Print Report

☐ Export Report to Excel

☐ Delete Batch

Export Report to Excel

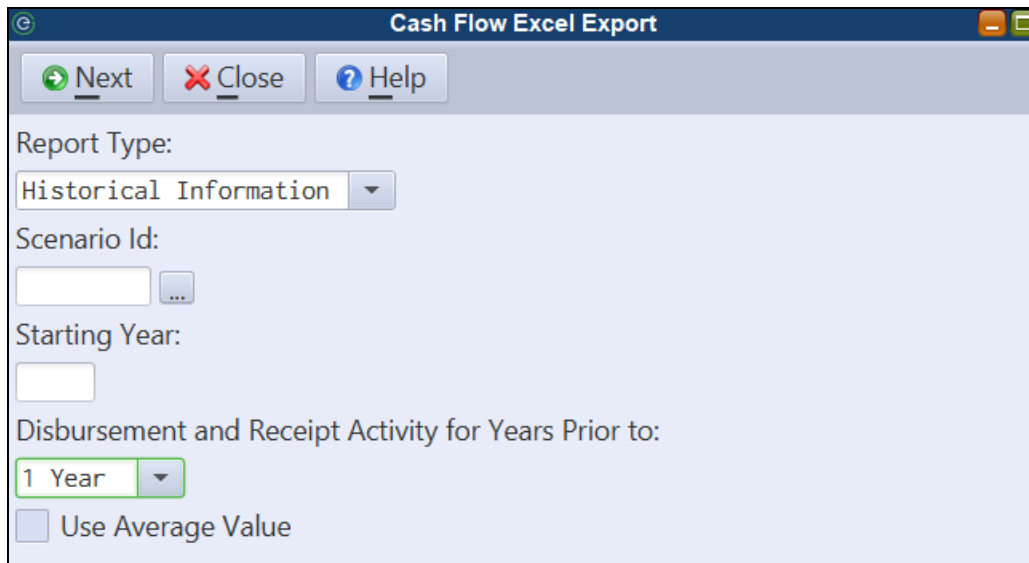
This option will export the Cash Flow Forecast to Excel. The spreadsheet contains formulas to update monthly net cash flow and cash balances as category projections are modified.

Delete Batch

Use this option to delete a selected batch.

Cash Flow Excel Export

This export can be used to send the historical information used to calculate scenario projections to Excel. It also contains an option to export actual cash flow data. The source data can be used to create your own cash flow analysis or to help verify the projections calculated in the Forecast Batch.



Report Type - The *Historical Information* option will send receipt and disbursement data by category for the requested number of years prior to the 'Starting Year.' The *Actual Cash Flow* option will export cash balances and actual monthly cash flow for the specified year.

Scenario Id - All information is reported using the categories defined in the selected scenario.

Starting Year - Historical information is reported for the specified number of years prior to the start year. Actual data is specified for the months in this year.

Use Average Value - If selecting more than one historical year, this option can be used to average the receipts/disbursements over the specified number of years instead of reporting each year separately.

P-Card Requisitions

Users may now enter P-Card Requisitions.

Requisition Maintenance

+ Add Save Cancel Delete Previous Next Print

Requisition No: 21000502 P.O. Type: Purchase Card P.O. No:

Page 1 Page 2

Status: Open Status Vendor: Name: Address:

Reason: Req Date: 05/05/2022 Due Date: / / Descript: St. Contract No: F.O.B.: Entered By: Ship T

Identify ACH Checks in Bank Reconciliation

An 'ACH' identification column has been added to the Disbursements section of the Bank Reconciliation to help users quickly identify checks issued via ACH.

Bank Reconciliation

Update Refresh Save Close Drill Print Help

Display: All Transactions Bank Id: CURRENT

☒ Show Disbursements Statement Ending Date: 04/30/2022

☐ Show Cash Receipts Statement Ending Balance: .00

☐ Show Other Transactions

Disbursements

<input type="checkbox"/>	Check No.	Paid Date	Amount	Vendor Id	Vendor Name	Recon Date	ACH
<input type="checkbox"/>	46277	04/05/21	1,365.00	UR010	URBANO ELECTRIC, INC.		
<input type="checkbox"/>	46278	04/05/21	1,800.00	US002	U.S. POSTAL SERVICE		
<input type="checkbox"/>	46279	04/05/21	969.80	VC001	VCI		
<input type="checkbox"/>	46280	04/05/21	521.35	VE001	V.E.RALPH & SON, INC		
<input type="checkbox"/>	46281	04/05/21	941.68	VE008	VERIZON		
<input type="checkbox"/>	46282	04/05/21	474.95	VE012	VERIZON		
<input type="checkbox"/>	46283	04/05/21	1,165.07	VE021	VERIZON WIRELESS		
<input type="checkbox"/>	46284	04/05/21	406.87	VI013	VIKING PEST CONTROL		
<input type="checkbox"/>	46285	04/05/21	146.84	WA009	WASTE MANAGEMENT OF NJ, INC		
<input type="checkbox"/>	46286	04/05/21	89.94	WB001	W.B. MASON CO., INC.		
<input type="checkbox"/>	46287	04/05/21	101.96	WE014	WESTMONT ACE HARDWARE		
<input type="checkbox"/>	46288	04/05/21	820.00	WI011	WINDHAM WEAPONRY		
<input type="checkbox"/>	46289	04/05/21	3,062.00	NJ802	TREAS ST NJ DIV COMM AFFAIRS		
<input type="checkbox"/>	46290	04/05/21	816.50	WI010	CHARLES W. WIGGINTON		
<input type="checkbox"/>	46291	04/05/21	215.00	IA008	IAFC MEMBERSHIP		
<input type="checkbox"/>	46292	03/15/22	56.00	C-000001	4 U ELECTRIC		
<input type="checkbox"/>	46293	04/24/22	3.00	90002	AMERIHEALTH INSURANCE CO		Y

Deposits in Transit: 6,941.20 Cleared Deposits: .00

Outstanding Checks: 18,204,010.06 Cleared Checks: .00

Outstanding Other Transactions: 27,439,084.33 Cleared Other Transactions: .00

Other Adjustments:

Adjusted Bank Balance: 9,242,015.47

Book Balance: -10,098,119.31

Unreconciled Difference: 19,340,134.78

Run PO Listing for ACH or Non-ACH Vendors

An 'Include Vendor Type' combo box has been added to the PO Listing so users can optionally get separate totals for ACH and non-ACH vendors.

P.O. Listing

Print Close Help

Enter the Following:

Report Sequence:
P.O. Number

Range of P.O.'s (Blank for All):
 to

Report Type:
P.O. Listing

Select Item Status to Include

☐ Open ☐ Approved
☐ Received ☐ Paid
☐ Held ☐ Void

Select Purchase Type to Include

☒ Bid ☒ Other
☒ State ☒ Exempt

☒ Print to Screen
☐ Print to Excel

Report Format:
Detail

☐ Print Line Item Notes
☐ Print Comments

Select Date Range:
First Encumbrance

Date Range:
 / / to 12/31/2022

P.O. Type Option:
All

Include Vendor Type:
All
ACH
Non-ACH

Include Project: Yes
Include Revenue ar Yes

☒ Include Non-Budgeted

Print Subtotals for:
☐ CAFR ☐ Department

Print Page Break After:
☐ Department

Reserved Batch Ids (Blank for All):

Personnel

Expense Distribution Errors on Payroll Register

Gross pay and employer liability expense distribution errors will now reflect as errors on the Payroll Register. A parameter flag may be unchecked in Personnel Parameter Maintenance if your organization wants to bypass the errors.

Personnel Parameter Maintenance

Edit Close Help

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

General Payroll HR ESS

General Pension Checks Signatures Direct Deposit

Current Payroll Year: 2022 Max Gross Pay: 100,000.00

Pay Frequency Default: Bi-Weekly Max Net Pay: 100,000.00

Pay Salary Default: ☒ Weekly Protected Amt: .00

Dashboard: None NJ WR30 Mag. Tape Auth. No.: 0473

PA PSD Code:

Include Shift Regular in Base Pay: ☐

Post Cash Transfer in Budget Distribution Batch: ☐

Validate Gross Pay/Budget Distribution ☒

Quarter Dates

1st: 03/31/2022

2nd: 06/30/2022

There are Employer Liability Distribution Errors in this Payroll Register.

The following Employees contain Liability Distribution errors:

AGN03

There are Gross Pay Distribution Errors in this Payroll Register.

The following Employees contain Gross Pay Distribution errors:

AGN03

Option to include Current Accrued Hours on PDF Payroll Checks

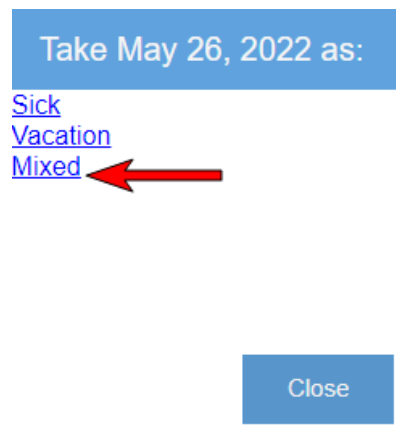
A new PDF check format is available that will display any accrued time earned during the current pay period. If your organization wishes to utilize this check format, contact an E&A representative for assistance with changing your check format and installing the PDF form.

Self-Service (ESS) Pay Stubs Display Employee Address

ESS Pay stubs will now display an employee's address.

ESS Mixed Time Requests

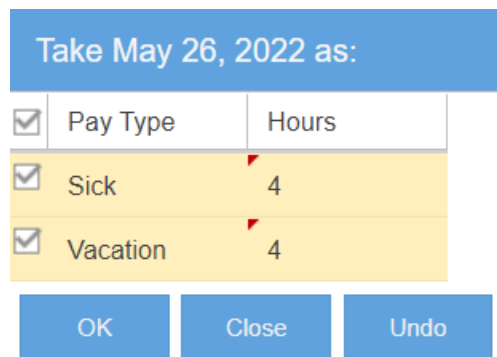
An employee may now request time off using multiple types of leave time on the same day.



Take May 26, 2022 as:

- [Sick](#)
- [Vacation](#)
- [Mixed](#)

Close



Take May 26, 2022 as:

<input checked="" type="checkbox"/>	Pay Type	Hours
<input checked="" type="checkbox"/>	Sick	4
<input checked="" type="checkbox"/>	Vacation	4

OK Close Undo

Personnel Action Form Enhancements

Print Personnel Action Form






A 'Print' button has been added to the Personnel Action Maintenance toolbar. The button can optionally print all information for the PAF request or only the changes.

The screenshot shows the 'Personnel Action Maintenance' window. The toolbar at the top includes buttons for Add, Edit, Close, Delete, Previous, Next, Letter, Print, and Help. The main form displays fields for Employee Id (AGN05), First Name (NATHANIEL), Middle Init, Hire Date (06/01/2018), and Reason. A 'Current' tab is selected at the bottom. A 'Personnel Action Detail' dialog box is open, showing options to 'Print All Sections' (unchecked) and 'Print Sections with Changes' (checked). The dialog has OK and Cancel buttons.

Additional PAF Change Fields – Union and Employee Addresses

Users may now enter change requests for an employee's union and address and phone contact information.

- Position
- Entered by user

Personnel Action Approval Routine						
 Next  Close  View  Undo  Help						
Employee Id	Employee Name	Soc Sec#	Department Id	Union	Position Title	Entered By
AGN05	AGNEW, NATHANIEL	XXX-XX-2733	RPL	FMBA		SU
AGN06	AGNEW, ERIN	XXX-XX-7762	RPL			SU

Personnel Action Maintenance

The last 4 digits of the employee's social and the user id who entered the request are now displayed on the Personnel Action Maintenance.

Expansion of Payment and Adjustment Description Field Lengths

The length of payment and adjustment descriptions has been expanded to 30 characters in all MCSJ Tax modules and Utility.

Payment Window

Buttons: Add, Save, Cancel, Previous, Next, Detail, Notes, Verification List, Help

Batc... SU Payment C... 00 Descip... PROPERTY TAX Payment D... 04/24/202 Postmark D...

Block: 19.06 Lot: 5 **Total Municipal Charges**

Qual: Cert Num: Owner: COLLINGSWOOD ASSOC. C/O KRIEGMAN/SM Prop. Loc: 457 S PARK DRIVE

Acct Id: 00000735 Bank Code:

Type	Year	Prd	Prin Bal	Prin Due	Interest	Total Due	Code	Due Date
Tax	2021	2	34,193.38	34,193.38	5,888.05	40,081.43	001	05/01/21

Payment Amt: .00 Payment Descript: Subtotal

Utility Balance Adjustment Batch

Buttons: Add, Edit, Save, Cancel, Delete, Go To, Help

Batch Id: SU Owner Name: JJSG, LLC Property Loc: 5 E CRESCENT BLVD

Interest	Descript	Date	Seq
.00		05/09/2022	1

Accounts Receivable

Invoice Maintenance Payment Batch Indicator

Invoices will now display a message when a payment is in an outstanding batch.

The screenshot shows the 'Invoice Maintenance' window with the following details:

- Invoice Id:** T1400102 (highlighted in green)
- Status:** Open
- Invoice Date:** 05/06/2014
- Due Date:** 06/05/2014
- Descript:** Permit No: 14-00269
- Line Items:** 2
- Invoice Total:** 84.00
- Paid:** .00
- Canceled:** .00
- Transferred:** .00
- Customer:** POWERH01 (with a red 'Payment in Batch' indicator)
- Name:** POWER HOME REMODELING GROUP
- Address:** 2502 RT 541
- City/State/Zip:** CHESTER PA 19013-
- License Id:** (empty)
- Work Order Id:** (empty)
- User Code:** (empty)
- Last Pymt Date:** / /
- Interest Date:** 04/24/22

Buttons at the top: Add, Edit, Close, Delete, Previous, Next, Print, Line Item, Help.

Buttons at the bottom: Status, Mark Cancel, Payments, Pay Invoice, Interest Date, Discount, Duplicate.

Permits/Code (CPCE) and Inspections

Property Inspections

Users will now be able to schedule general property inspections without requiring the entry of a permit, violation or rental record. These types of inspections could be done for fire safety, housing, property sales or any other reason. The inspections and any related checklists will be tied back to the Parcel Maintenance in MCSJ for look-up. Property Inspections can be scheduled via the MCSJ Inspection Schedule or Inspections App.

Schedule Inspection

Type: **Permit** (dropdown menu open showing: Permit, Violation, Rental, **Property**, Miscellaneous)

Inspector Id: **Permit**

Date: [] Start: 10:30 AM End: 10:45 AM

Permit No: [] Date No: []

Application Id: [] Open Maintenance

Building Code: BUILDING

Location: []

Owner Name: []

Block/Lot/Qual: [] [] []

Activity 1: [] OPEN Comment Send iCal

Activity 2: [] OPEN Comment Send iCal

Activity 3: [] OPEN Comment Send iCal

OK Cancel

Parcel Maintenance

Add Edit Close Delete Previous Next Help View Map

Block/Lot/Qual: 5 7 Status: Active Escrow Current Balance: 0
 Parent Block/Lot/Qual: Status Date: 09/10/2018 Number of Invoices: 1
 Prop Loc: 24 ARDMORE TER Zoning Code: 2 Number of Business Licenses: 0
 Subdivision Name: Historic District: Number of Business Tax: 0
 10152020: Latitude: .000000 Number of Permits: 5
 Owner Name: LULOFS TIMOTHY J & CHERYL L Longitude: .000000 Number of Violations: 2
 Owner Street 1: 24 ARDMORE TERRACE User Code 1: Number of Projects: 0
 Street 2: User Code 2: Number of Rentals: 0
 City/State: COLLINGSWOOD NJ User Code 3: Number of Work Orders: 0
 Zip: 08108- Utility Total: 173.12
 Country: Tax Total Balance: 2343.15
 Phone: () -
 Cell Phone: () -
 Email:

Tax Lien Utility Work Orders Inspections Projects Permits Violations Rentals Invoices Business Licenses Business Tax Escrow Owner History Notes

Inspection Type	Record #	Activity Description	Date	Start Time	End Time	Actual Time	Status	Comment
Property		Some kind of Inspection	04/28/22	10:30 AM	10:45 AM		OPEN	
Violation	V7-00003	Zoning Violation	12/04/21				Open	
Violation	V7-00004	Zoning Violation	12/04/21				Open	
Permit	90005206		03/07/19	08:30 AM	08:45 AM		PASS	
Permit	10009260	Final Inspection	09/07/06				PASS	
Permit	10009260	Final Inspection	09/07/06				PASS	
Permit	10009260	Final Inspection	09/07/06				PASS	
Permit	10009260	Rough Inspection	06/13/06				PASS	
Permit	10009260	Rough Inspection	06/13/06				PASS	

Inspection Checklists

Inspection checklists will define various tasks or compliance items that can be checked off during a property inspection. Using the Inspections App, the user-defined items can be marked as completed, passed, failed or whatever other terminology the user elects to use. Completed checklists can be saved as a PDF attachment on the appropriate MCSJ record type (Permit, Violation, Rental, Parcel) and can also be emailed via the App to interested 3rd parties such as a homeowner, tenant, realtor or developer. Users will be able to create an unlimited number of inspection checklists and will assign them to an Activity Type (Inspection) in MCSJ. When activities with an inspection checklist are accessed in the Inspections App, the inspector will have the option to complete the associated checklist.

← Back

Inspection

⋮

ⓘ

Info

✓

Inspection Check

Activity Date

04/27/2022

Start Time

10:00 AM

End Time

10:15 AM

Type

Property

Block/Lot/Qual

5. 7.04

Activity Type

Some kind of Inspection

Property Loc

26 ARDMORE TER

Owner Name

MANALO-LAMANNA, ANDRE

Owner Email

← Back

Inspection

⋮

ⓘ

Info

✓

Inspection Checklist

Kitchen Area		Comments
Stove	<input type="checkbox"/>	+ Add Comment
Fire Extinguisher	<input type="checkbox"/>	+ Add Comment
Bedrooms		Comments
Smoke Detector	<input type="checkbox"/>	+ Add Comment
Carbon Monoxide	<input type="checkbox"/>	+ Add Comment

Inspection Checklist Format Maintenance

To use Inspection Checklists, the user must define the PDF form names for any checklists they want to create. The forms are limited to a generic checklist format, but users have some customization options they can define in the Format Maintenance such as including an inspector signature and custom text at the bottom of the form.

Billing/Collections>Construction Permits/Code Enforcement>Inspection Checklist Format Maintenance

Inspection Checklist Format Maintenance

+ Add Edit Close Delete Previous Next ? Help

Format Id: Description:

PDF File Name:

Print Inspector Name: ☒

Title:

Name:

Street 1:

Street 2:

City:

State:

Zip:

Phone: Ext:

Fax:

Email:

Signature File: Point Size:

Trailer Text:

Inspection Checklist Maintenance

The Inspection Checklist Maintenance is used to build checklists. Users will define the checklist name, the PDF format id and list all the checklist fields for the form.

Billing/Collections>Construction Permits/Code Enforcement>Inspection Checklist Maintenance

Item Type	Checklist Format	Description	Box 1 Label	Box 2 Label	Comment
Heading	Comments Only	Kitchen Area	Y
Checklist Item	1 Checkbox	Stove ...	Pass/Fail...	...	Y
Checklist Item	1 Checkbox	Fire Extinguis...	Pass/Fail...	...	Y
Heading	Comments Only	Bedrooms	Y
Checklist Item	1 Checkbox	Smoke Detector...	Pass/Fail...	...	Y
Checklist Item	1 Checkbox	Carbon Monoxid...	Pass/Fail...	...	Y

Item Type – Users can create a Heading or Checklist item. A heading is used to label a section of the form with related checklist items. For example, a housing inspection may contain a “Kitchen” heading which will organize the checklist items pertaining to the inspection of the kitchen. Checklist items are used to label the various inspection items on the form. Typically, each inspection item will be accompanied by a pass/fail check box and/or comment area.

Checklist Format – For each item listed, the user can define the checklist style for the item. For example, a single check box with a “Pass” label or separate check boxes for “Pass” and “Fail”. Users can also choose a “Comments Only” style where they just type the results of the inspection. If a check box style is selected, they can still allow for a comment by making the appropriate selection in the **Comment Allowed** field.

Description – Enter the label for the checklist item or heading.

Box 1 and 2 Label – Provide the label for check box. For example, “Pass” or “Fail”.



Note: The order in which the fields are listed on the maintenance will be the order they appear on the form. Use the mini toolbar 'Move Up/Down' buttons to change the sort order.

Assign Checklists to Activity Types (Inspections)

After building their checklists, the user must assign them to the applicable Activity Types.

Billing/Collections>Construction Permits/Code Enforcement>Activity Type Maintenance

Activity Type Maintenance		
Def Service Id	Exclude from Violation Notice	Inspection Checklist Id
	N	1
	N	
	N	

Print or Email Violation Letters/Notices to Tenants

Violation letters and notices may now be printed or emailed to a tenant. The user will be able to select a 'Tenant' option in MCSJ, the Inspections App and CPSS. Tenant email and address information will default or may be typed in on the fly.



Note: A valid 'From Email Address' must be filled out and verified in CPCE Parameter Maintenance in order to email violation letters and notices.

Violation Maintenance	
Violation Id: V7-00011 Violation Date: 04/24/2022 [Print Violation] [Calc Fines] [Letter] [Create Invoice] [Delinquent Charges]	
General Description Ordinances	Form Selection
Property Information Block/Lot/Qual: 1.02 5.04 Location: 77 MAPLE AVE Owner: ROCKHILL, RICHARD M Street 1: 77 MAPLE AVE Street 2: City/State/Zip: COLLINGSWOOD, NJ Country: Email: Property Class: 2 [Historic]	Select Form: VIOLATION Select Address: Tenant <input checked="" type="checkbox"/> Record sending of the violation in the Inspections table <input type="checkbox"/> Include Attachments <input checked="" type="checkbox"/> Send Violation via E-mail Email Address: jsmith@fmail.com Description: Sent Violation Tenant Address: 77 MAPLE AVE Collingswood NJ 01234
Complaint Information Name: Phone: () - Ext:	OK Cancel

Print Violation

Select an Address:

Tenant

Send E-mail:

☒

Email Address:

somebody@email.com

Street 1:

14 ARDMORE TER

Street 2:

City:

Collingswood

State:

NJ

Zip:

01234

OK

Cancel

Select a Unit Tenant when creating Rental Violations

Users may now optionally select the unit and tenant for a rental violation. This change applies to any flagged Rental Violations entered via the Inspections App or CPSS.

← Back New Violation Save

Info Inspections Attachments

Rental Violation ☒

Rental Id

00000002

Tenant Name

Sam Smith

Violation Date

04/24/2022

Property Loc

Block/Lot/Qual

Ordinance Ic Complain

Create Violation

Violation Date: 05/05/2022 Rental Violation ☒

Attachments

Property Location: 71 MAPLE AVE Search

Rental Id: 00000001 Search

Tenant Name Search

Owner Name: KENNY PAUL D Search

Block/Lot/Qual: 1.02 5. Search

Regular AM/PM Times Displayed in CPCE and Inspections App

The CPCE module and Inspection App will now display all inspection schedule times in regular AM/PM format instead of military time.

Utility

Meter Read Sync Configuration Parameters

The Utility Billing Parameter Maintenance now contains an area for specifying meter sync export file transfer settings. These parameters can be used to automate periodic transfers of meter sync information for various 3rd party AMI metering companies.

The screenshot shows the 'Utility Billing Parameter Maintenance' window. At the top, there are buttons for 'Save', 'Cancel', and 'Help'. Below these, a message states: 'System or Billing Module must be locked to edit the fields displayed in red.' A tabbed interface is visible with tabs for 'General', 'Meters', 'Interest', 'Mail to Addr', 'Direct Withdrawal', 'Receivables', 'Refunds', 'Overpayments', 'Forms', 'E-Bills', 'Discounts', and 'Misc'. The 'Meters' tab is selected.

Under the 'Meters' tab, there are several fields:

- Meter Num Descript:** Meter Num
- Meter Install Date 2 Descript:** Install Date 2
- W/S Meter Reading Multiplier:** Apply at Import
- Elc Meter Reading Multiplier:** Apply at Import
- Otr Meter Reading Multiplier:** Apply at Import
- Print Meter Num on Bill:** Serial Num
- Electric Metered:** ☐
- Other Metered:** ☐

To the right of these fields is a section titled 'W/S Meter Gun Export' with the following fields:

- Prop Loc:** Service
- Comment 1:** Meter Num
- Comment 2:** Meter Location
- Comment 3:** Notes Line 1
- Comment 4:** Owner Name
- Radio Freq:** .00000
- Tone Freq:**

Below these sections is the 'Meter Gun Sync Configuration' section. It contains the following fields:

- Sync Service Type:** Water/Sewer
- Sync File Type:** Aclara One (dropdown menu is open showing options: Aclara One, AquaHawk Data Sync, Elect Solve, Itron MDI, Mueller Data Sync, Nighthawk Data Sync, Sensus Analytics, None)
- Sync Upload Option:** None
- Sync Username:** Aclara One
- Sync Password:**
- Sync File Name:**
- Sync URL:**
- Sync Directory:**
- Sync Time:** :
- Sync Frequency:**
- WaterSmart Installed:** ☐
- WaterSmart User:**
- WaterSmart Key File:**
- Next Sync Date:** / /



An E&A Support representative will need to work with you and your meter company representative to configure these parameters.

NJ PILOT

NJ PILOT Delinquent Report








A Delinquent Report is now available in the NJ PILOT module.


The screenshot shows a window titled "PILOT Delinquent Report". At the top, there are three buttons: "Print", "Close", and "Help". Below these, the "Report Sequence" is set to "Account Id" (highlighted with a green border) and the "Report Type" is set to "Condensed". To the right, there is a field for "Range of Account Ids (Blank for All):" with two input boxes and a "to" label. Below this, there are similar fields for "Range of PILOT Types (Blank for All):", "Range of Cycles (Blank for All):", and "Bill Year Range:". The "Bill Period Range:" field has two input boxes. The "Balances As Of:" field is set to "04/25/2022" with a calendar icon. The "Calculate Interest:" field has a checkbox and a date field. The "Include Current Interest:" field has a checkbox. At the bottom left, there are two checkboxes: "Print to Excel" (unchecked) and "Print to Screen" (checked).


NJ PILOT – Print Land Value on Bills

The Bill Format Maintenance now contains an option to print the land value on PILOT bills.



PILOT Bill Format Maintenance

 **Add**  **Edit**  **Close**  **Delete**  **Previous**  **Next**  **Help**

Format Id: 1 

Bill Format: 4 Stub 

File Name: pilot-fourstub.pdf

Print Land Value  

Bill Message:

Bar Codes

	X	Y
1:	<input type="text" value="0"/>	<input type="text" value="0"/>
2:	<input type="text" value="0"/>	<input type="text" value="0"/>
3:	<input type="text" value="0"/>	<input type="text" value="0"/>
4:	<input type="text" value="0"/>	<input type="text" value="0"/>

VA Personal Property

VA Personal Property Debt Set-off Enhancements

Several new enhancements have been added to the VA Personal Property Debt Set-off process.

- MCSJ can now accept match and payment files from the VA Department of Taxation.
- A 'Deletes' file can be exported as well as match update files for certifications, finalizations and contests.
- A projected penalty/interest % can be added to the claim amounts when exporting a new claims file.
- The state admin fee % can be edited.
- Accounts may be excluded based on a selected User Code. A due date range can be specified for balances to include in the file.
- Users can generate Debt Set-off match letters using the Personal Property Delinquent Notices
- New Debt Set-off related fields have been added to the Personal Property Maintenance



Note: At this time, the enhanced process features are only applicable to Personal Property.

Debt Set-off Update

The Debt Set-off Update routine will now accept match and payment files for Personal Property. The payment import will create a Payment Batch that must be verified and updated.

A screenshot of a software dialog box titled "Debt Set-Off Update". The dialog has a title bar with "Next", "Close", and "Help" buttons. The main text area contains a description: "This routine will import Debt Set-Off files that are received from the Virginia Department of Taxation (TAX). The Claim # Assignment populates the Debt Set-Off Claim number for each Utility Account, Customer, Personal Property, and Real Estate Tax Account contained in the file. The Match Update populates the Match Id, Match Date, and Match Amounts for Personal Property Accounts in the file. The Payment Update creates a Payment Batch for Personal Property Accounts in the file." Below the text, there are three labels: "File Type:", "Agency Number:", and "Input File Name:". Each label has a dropdown menu. The "File Type:" dropdown is set to "Claim # Assignment". The "Agency Number:" dropdown is also set to "Claim # Assignment". The "Input File Name:" dropdown is open, showing two options: "Match" and "Payment". To the right of the "Input File Name:" dropdown is a "Select File..." button.

Debt Set-off Export

For Personal Property balances, the export routine can export an Update Claim file for deletions and Match Update files for account certifications, finalizations and contests. For New Claim exports, users can also now add a % to the claim amount and adjust the State Admin %. An option to exclude accounts by user code has also been added.

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: 04/25/2022

Add % To Claim Amount Before Admin Fee: .00000

Administrative Fee:

State Admin %: 4.00000

Agency Number:

Claim Year:

Exclude Bankrupt: ☐

Exclude PP Accounts with User Code: ...

Output File Name: importFiles\MATCH-UPDATE-.TXT

Include Utility: ☐

Include AR Customers: ☐ Prefix:

Include Real Estate: ☐

Include Personal Property: ☒ Match Update - Certification

Certification Date Range: Only accounts with IRMS Flag selected

- All inactive accounts
- All Delinquent Balances
- New/Update Claim (Deletes Only)
- Match Update - Certification
- Match Update - Finalization
- Match Update - Contest

New/Update Claim (Deletes Only) – This file will include all only Personal Property accounts with the IRMS Delete flag checked. This flag is checked automatically when payments are made but may also be manually set by the user.

Match Update (Certification, Finalization, Contest) – These exports require the user to enter a date range for each designated export type. The system will only export accounts with a balance and a certify, finalize or contest date in the range.

Generate Debt Set-off Letters via Personal Property Delinquent Notices

This new feature allows the user to generate letters for accounts with debt matches. Users can prepare a custom PDF letter to include with an accompanying delinquent notice for any accounts with an imported debt match. This process is also used to set the Certify and Finalize dates on the same accounts so they may be included in the Match file export routine.



Note: Contact an E&A representative to assist with installation of your letter.

Match Date Range – Only matches with a date in the range will be included.

Certify/Finalize Date – The date entered in these fields will be updated to each account when the letters are printed. The Debt Set-off Export routine will use these dates to know which accounts to include when exporting match update files.

Personal Property Maintenance

A “Debt Set-off” section has been added to the Additional tab of Personal Property Account Maintenance to consolidate all debt set-off related fields.

The screenshot shows the 'Additional' tab of the 'Personal Property Account Maintenance' form. The 'Debt Set-Off' section is highlighted with a red arrow. The form includes various input fields for personal information, addresses, and dates. The 'Debt Set-Off' section contains fields for Claim Num, IRMS, IRMS Delete, Match Date, Match Id, Match Amount, Certify Date, Finalize Date, and Contest Date.

Match Date/Match Id/Match Amount – These fields are set during the new Match file import.

Certify/Finalize/Contest Date – The Certify and Finalize dates may be automatically populated when generating Debt Set-off letters. All three dates may be manually updated at any time.

Reset Debt Set-off Fields


This routine was modified to allow users to clear selected debt set-off fields from accounts in the case of a mistake.

Reset Debt Set-Off Fields

Next

Close

Help



You should have a current backup of your data file before proceeding. This routine will reset the fields selected (where applicable) on Personal Property, Real Estate, Utility, and A/R.

☐ Select All

Reset Fields

☐ IRMS☐ Claim Num☐ IRMS Delete (PP only)☐ Certify Date (PP only)☐ Finalize Date (PP only)☐ Contest Date (PP only)☐ Match Id/Date/Amount (PP only)

- 40 -