
MCSJ Version 2022.2 Release Guide



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Finance

Include Class Id's on Trial Balance

Account Class Id's may be exported for each account when printing the 'One Line Account Totals' report type to Excel.

The screenshot shows the 'G/L Trial Balance' configuration window. At the top, there are buttons for 'Print', 'Close', and 'Help'. Below these, the user is prompted to 'Enter the Following:'. The configuration includes several fields and checkboxes:

- Report Type:** A dropdown menu set to 'One Line Account Totals'.
- Report Sequence:** A dropdown menu set to 'Date'.
- Year to Print:** A dropdown menu set to 'Current'.
- Range of Accounts (Blank for All):** Two input fields with a 'to' separator and ellipsis buttons.
- Use Subsidiary Ledger:** An unchecked checkbox.
- Fund:** Two input fields with a 'to' separator and '(Blank for All)' text.
- Transaction Starting Date:** A date field set to '01/01/2022' with a calendar icon.
- Ending Date:** A date field set to '12/31/2022' with a calendar icon.
- Class Id (Blank for All):** An input field set to 'A1230' with an ellipsis button.
- Print Subtotals for:** A group box containing two unchecked checkboxes: 'Object' and 'Sub Object'.
- Print Manual Journal Entry Detail:** An unchecked checkbox.
- Subtotal by Account Type:** An unchecked checkbox.
- Exclude Accounts With Zero Balance and No Activity in Date Range:** An unchecked checkbox.
- Print to Screen:** An unchecked checkbox.
- Print to Excel:** A checked checkbox.
- Print Class Id(s):** A checked checkbox, highlighted with a red rectangular box.
- Separate Tab for each Fund:** An unchecked checkbox.

Payroll

NJ Pension Report: Include All Employees with Contributions

A new 'All Employees with Contributions' status has been added to the NJ Pension report. This option will ensure any employees with contributions are shown on the report, regardless of their current employment status.

State Pension/Loan

Print Close Help

Enter the Following:

Pension Id: PERS ... Bureau: Location:

Select Sort Sequence: Employee Id ... Range of Employee Ids (Blank for All):

Select Report Type: Detail

Status: All Employees with Contributions

Quarter: 1

Range of Check Dates: 01/01/2020 to 03/31/2020

Add to Contrib. Rate:

Print Social Security #

Print to Screen

Print to Excel

Finance & Payroll

Positive Pay Custom File Builder

MCSJ now allows for the creation of custom Positive Pay file layouts for both A/P and Payroll checks. A special maintenance is available to build any new layouts which are different than the existing bank formats available in MCSJ.

Note: Existing clients already configured for Finance or Payroll Positive Pay will not need to change anything to continue using the Positive Pay Export routines.

Positive Pay Format Maintenance

The Positive Pay Format Maintenance is used to build custom positive pay files for Finance and Payroll.

Finance > AP > Check Processing > Positive Pay Format Maintenance

Status	Seq	Field Name	Length	Justification	Date Format	Remove Special Characters
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File Type - Choose from Fixed Width, CSV or Tab Delimited file types.

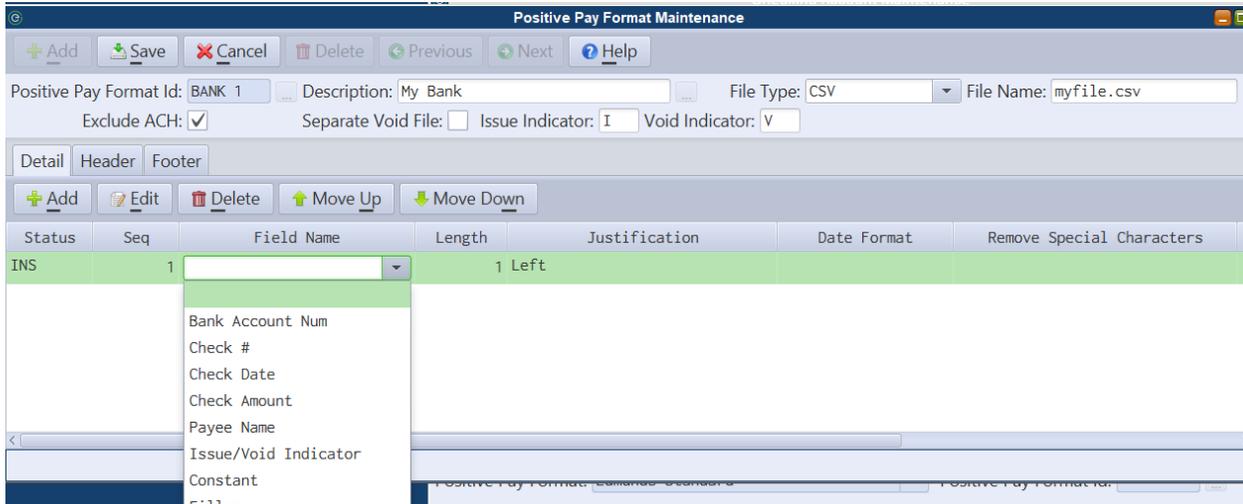
File Name - Specify the file name and extension you want the export routine to generate.

Exclude ACH - Checking this box will exclude any ACH checks from the positive pay file.

Separate Void File - Will generate a separate file with any void checks and append "Void" to the front of the file name.

Issue / Void Indicators - If required, up to 3 characters may be specified to indicate whether a check is an issue or void.

Use the *Detail* tab to define the file layout for the check records. If the file specifications call for *Header* or *Footer* records in the file, use the appropriate tab to define those records.



Use the tab toolbar to add the required fields for each record type. The **Move Up** and **Move Down** buttons can be used to control the order of the fields for the record.

Field Name – The available field selections will vary between Detail, Header, and Footer records.

Length – Specify the max length of the field.

Justification – Select how to justify the field.

Date Format – If a date field is selected, specify the format.

Remove Special Characters – If the field should not contain certain special characters which may be present in the MCSJ data, list the characters to remove.

Constant – Only enabled when the Constant field name is selected. Specify the value to include in the file.

Include Decimal Point – For check amounts, indicate if a decimal point is required.

Assign a Positive Pay Format to A/P Checking Accounts

As part of the above changes, each A/P checking account can now have its own positive pay format. This means the Positive Pay Export File Format will now be assigned in Checking Account Maintenance instead of the Finance Parameter Maintenance.

Note: The upgrade will automatically assign the existing A/P Positive Pay Format to all checking accounts.

Finance > AP > Check Processing > Checking Account Maintenance.

Checking Account Maintenance

Checking Acct: 27 PARTNERS Descript: ***** DO NOT USE *****

General Signatures Direct Deposit

Enter a Cash Disbursement G/L Credit Account for Manual Checks
(Leave BLANK to default to the Budget Account G/L Credit):
G/L Acct: - - - -

Enter a Cash Disbursement G/L Credit Account for POs charged to Revenue & G/L Accounts:
G/L Acct: - - - -
X Offset: 0 Y Offset: 17

Bank Name: _____
Bank Addr1: _____
Bank Addr2: _____

Frac Transit Num: _____ e.g. 55-123/456 Days To Void Check: _____
Bank DFI: _____ Account Num: _____

Positive Pay Format: User Defined Positive Pay Format Id: _____

Positive Pay Format – Select any of the pre-existing formats or select the new ‘User Defined’ format and specify the **Positive Pay Format Id**.

Assign a Positive Pay Format for Payroll Checks

The Positive Pay format for payroll checks is still defined in Personnel Parameter Maintenance. The ‘User Defined’ format has been added as an option.

System Utilities > Personnel Parameter Maintenance

Personnel Parameter Maintenance

Save Cancel 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

Check Series:  Account Num: 123456789

Check Format: PDF - Include Accrued Hours

X Offset: 10 Y Offset: 10 Print Direct Deposit Notices:

PDF Check Attach:

Bank on Check: Print Last 4 digits of Account Number

Bank Name: Bank of Anywhere

Bank Addr1: Anywhere, PA 12345

Bank Addr2:

Bank Acct Descript:

Frac Transit Num: 55-123/456

Bank DFI: 123456789

Days to Void: 90 Days

Positive Pay Export File Format: User Defined

Positive Pay Format Id: TEST1

FROM E-mail Address: SAV@EdmundsAssoc.com

Verify

Work Orders

Parcel Work Orders

A new 'Parcel' type work order is now available in MCSJ. This type of work order allows users to look up and select an existing property from Parcel Maintenance using Property Location, Parcel Id, or Owner Name. Because this type of work order is tied to a particular parcel, users can view them from the Parcel Maintenance.

The screenshot shows the 'Work Order Maintenance' application window. At the top, there is a toolbar with buttons for '+ Add', 'Edit', 'Close', 'Delete', 'Previous', 'Next', 'Detail', 'Print', and 'Help'. Below the toolbar, the form contains the following fields and controls:

- 'Work Order:' followed by an empty text box and a search icon.
- 'Type:' followed by a dropdown menu currently showing 'Parcel'. This dropdown is highlighted with a red box.
- 'Name:' followed by an empty text box and a search icon.
- 'Prop Loc:' followed by an empty text box and a search icon.
- 'Bill To:' followed by an empty text box and a search icon.
- 'Service Loc:' followed by an empty text box and a search icon.
- 'Block/Lot/Qual:' followed by three empty text boxes and a search icon.

On the right side of the form, there is a 'Duplicate' button and a paperclip icon.

Payments & Billing/Collections

Report on Waived Penalty Adjustment

The Transaction Inquiry reports in Utility, Property Tax and VA Personal Property can now report on waived penalty adjustments made via the Payment Window Postmark button.

Utility Transaction Inquiry

Print Close Help

Enter the Following:

Report Sequence: Account Id

Range of Cycles: to

Range of Years: to

Range of Periods: to

Range of Dates: / / to 07/13/2022

Range of System Dates: / / to / /

Report Type: Detail

Bill Code Range: to

Deduct Code Range: to

Pay Code Range: to

Bal Adj Code Range: to

Include Postmark Adjustments: Yes

Print to Screen

Print to Excel

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

Select Payment Type to Include

Water Sewer

Select All Transaction Types

Select Transaction Type to Include

Add Applied Overpayment

Change Reversal Applied Overpay

Billing Refund Overpayment

Deductions Cancel Overpayment

Penalty Applied Deposit

Payment Reversal Applied Deposit

Reversal Refund Deposit

Bal Adjustment Transfer (Service) Deposit

Budget Posted Deposit Interest

Readings

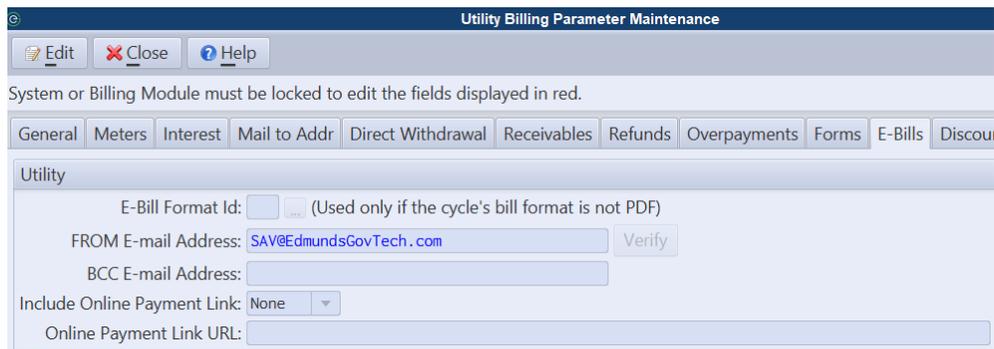
Use Bill Code Range for Pay, Adj, Penalty, etc...

Note: The 'Penalty' transaction type must be selected to enable the 'Include Postmark Adjustments' combo box.

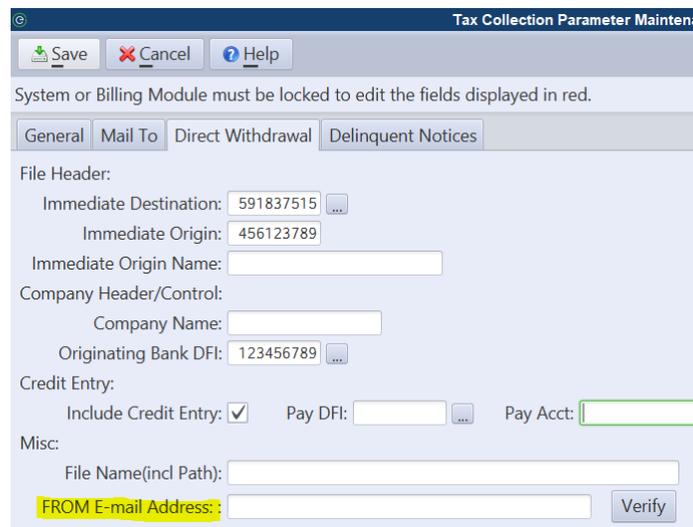
Notification Emails for Direct Withdrawal Customers

This feature will allow users to optionally generate an email notification to Utility and Tax customers indicating a direct withdrawal transaction is scheduled to post to their account. To avoid premature or erroneous emails, the emails will be generated via a separate routine so that users can thoroughly review the direct withdrawal payment batch results before sending the emails. This feature applies to NJ Tax, Property Tax and Utility.

Note: A valid "From Email Address" must be specified on the E-bills tab of the Utility Billing or Property Tax Parameter Maintenance. NJ Tax Collection users will specify a "From Email Address" on the Direct Withdrawal tab of Tax Collection Parameter Maintenance.



The screenshot shows the 'Utility Billing Parameter Maintenance' window. It has a title bar with 'Utility Billing Parameter Maintenance' and buttons for 'Edit', 'Close', and 'Help'. Below the title bar is a message: 'System or Billing Module must be locked to edit the fields displayed in red.' There are several tabs: 'General', 'Meters', 'Interest', 'Mail to Addr', 'Direct Withdrawal', 'Receivables', 'Refunds', 'Overpayments', 'Forms', 'E-Bills', and 'Discour'. The 'Utility' section is active, showing fields for 'E-Bill Format Id', 'FROM E-mail Address' (with a 'Verify' button), 'BCC E-mail Address', 'Include Online Payment Link' (set to 'None'), and 'Online Payment Link URL'.

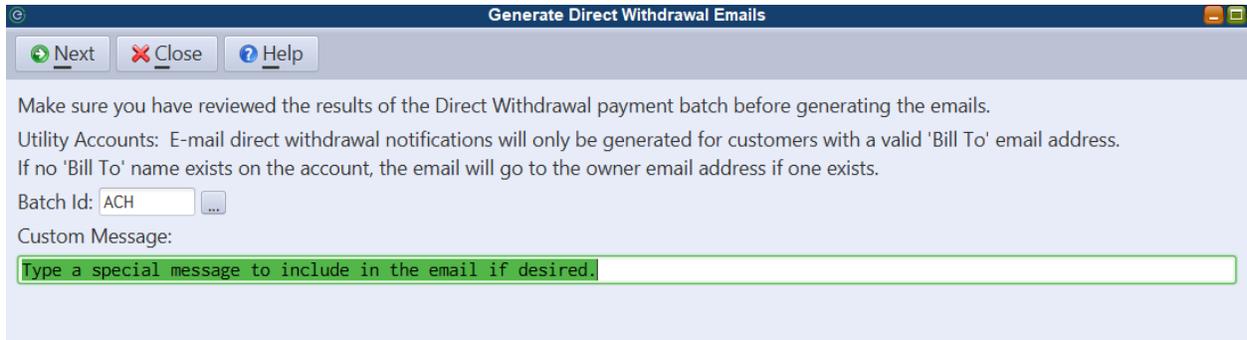


The screenshot shows the 'Tax Collection Parameter Maintenance' window. It has a title bar with 'Tax Collection Parameter Maintenance' and buttons for 'Save', 'Cancel', and 'Help'. Below the title bar is a message: 'System or Billing Module must be locked to edit the fields displayed in red.' There are several tabs: 'General', 'Mail To', 'Direct Withdrawal', and 'Delinquent Notices'. The 'Direct Withdrawal' tab is active, showing fields for 'File Header', 'Immediate Destination', 'Immediate Origin', 'Immediate Origin Name', 'Company Header/Control', 'Company Name', 'Originating Bank DFI', 'Credit Entry', 'Include Credit Entry' (checked), 'Pay DFI', 'Pay Acct', 'Misc', 'File Name(incl Path)', and 'FROM E-mail Address' (highlighted in yellow with a 'Verify' button).

Generate Direct Withdrawal Emails

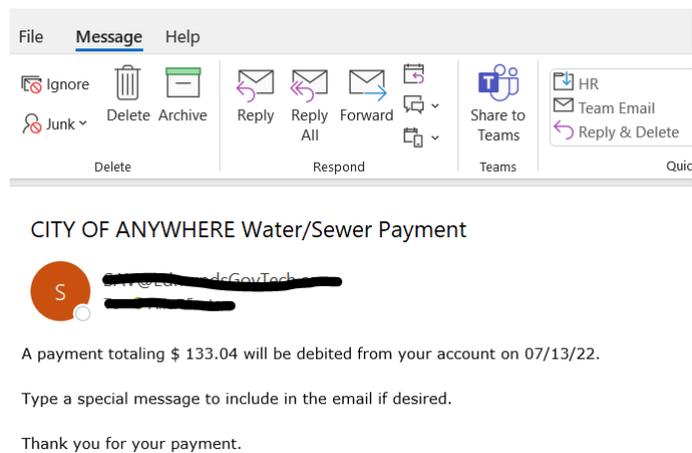
This routine is used to send a direct withdrawal notification to any customers with an email address who currently have a payment in the direct withdrawal payment batch.

Billing/Collections>Payments>Generate Direct Withdrawal Emails



Batch Id – Specify the existing Direct Withdrawal Payment Batch Id.

Custom Message – The user may optionally add a message to the body of the email in addition to the standard debit amount and date notification.



Miscellaneous Payment Code Default Amounts

An optional 'Default Amount' field has been added to the Payment Code Maintenance for Miscellaneous Payment Codes. The amount entered in this field will default as the payment amount when posting a payment in the Payment Window.

The screenshot shows the 'Payment Code Maintenance' window with the following fields and controls:

- Buttons: Add, Edit, Close, Delete, Previous, Next, Help
- Payment Code: [] Description: []
- Tabs: General, Revenue, Virtual Terminal
- Payment Type: Miscellaneous
- NSF Reversal: [] Bank Id: []
- Bill Code: [] Outside Buyer Payment: []
- Payment Codes: Water: [] Sewer: [] Fire: [] Tax: [] A/R: [] PILOT: []
- O.B. Subsequent Adj Code: [] Tax Sale Cost: [] Deposit Payment: [] Over/Short Payment: [] Customer Balance Adjustment: []
- Default Amount: [] (highlighted with a red box)

Lien Payment Reversals (NJ Tax and Property Tax)

The system will now automatically change the status back to 'Open' when reversing payments on redeemed liens.

Accounts Receivable

Customer Statement Current Charges Summary

A billing summary for the statement period will now print at the end of each customer statement.

Customer Statement: Print to Screen					
Close		Search			
01/07/21	2	Permit No: 21-00011	UCB03A	Rehabilitation/Alterations	
01/07/21	3	Permit No: 21-00011	UCBZZMIN	Building Minimum Fee	
03/17/21	I2100196	Permit No: 21-00146		Due Date: 04/16/21	
03/17/21	1	Permit No: 21-00146	UCDCAALT	DCA Alteration Fee	
03/17/21	2	Permit No: 21-00146	UCB03A	Rehabilitation/Alterations	
03/17/21	3	Permit No: 21-00146	UCBZZMIN	Building Minimum Fee	
12/31/21	I2100323			Due Date: 12/31/21	
12/31/21	1		FINE	Ordinance Fine	
01/20/21	Payment	6585	CK	69.00-	0.00
03/29/21	Payment	6789	CK	69.00-	0.00
Total Invoiced by Service Id:					
FINE	Ordinance Fine			100.00	
UCB03A	Rehabilitation/Alterations			128.00	
UCBZZMIN	Building Minimum Fee			2.00	
UCDCAALT	DCA Alteration Fee			8.00	

WIPP

Miscellaneous Online Payment Report – Excel Export

Miscellaneous WIPP users now have the option to export the Miscellaneous Online Payment Report to Excel.

Payments>Miscellaneous Online Payment Report

Miscellaneous Online Payment Report

Print Close Help

Enter the Following:

Range of Category Ids (Blank for All):

to to

Range of Payment Dates (Blank for All):

/ / to / /

Print to Screen

Print to Excel

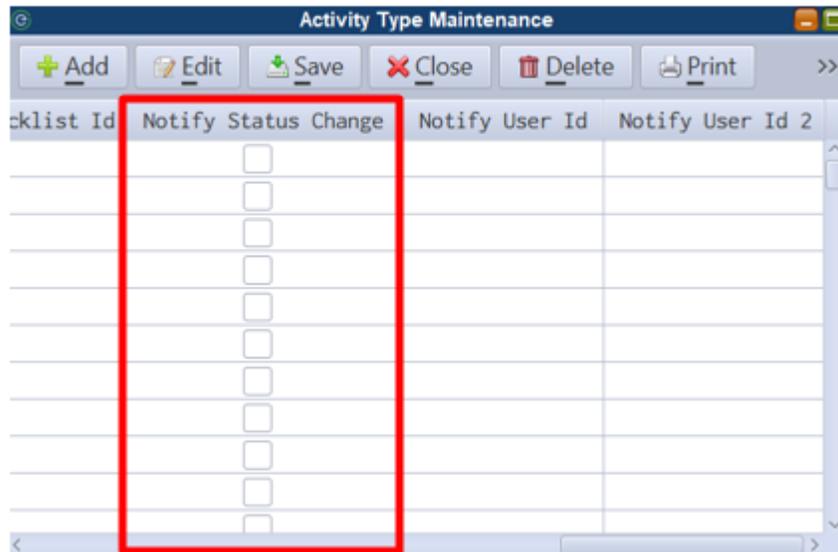
CPCE

Inspection Status Change Notification

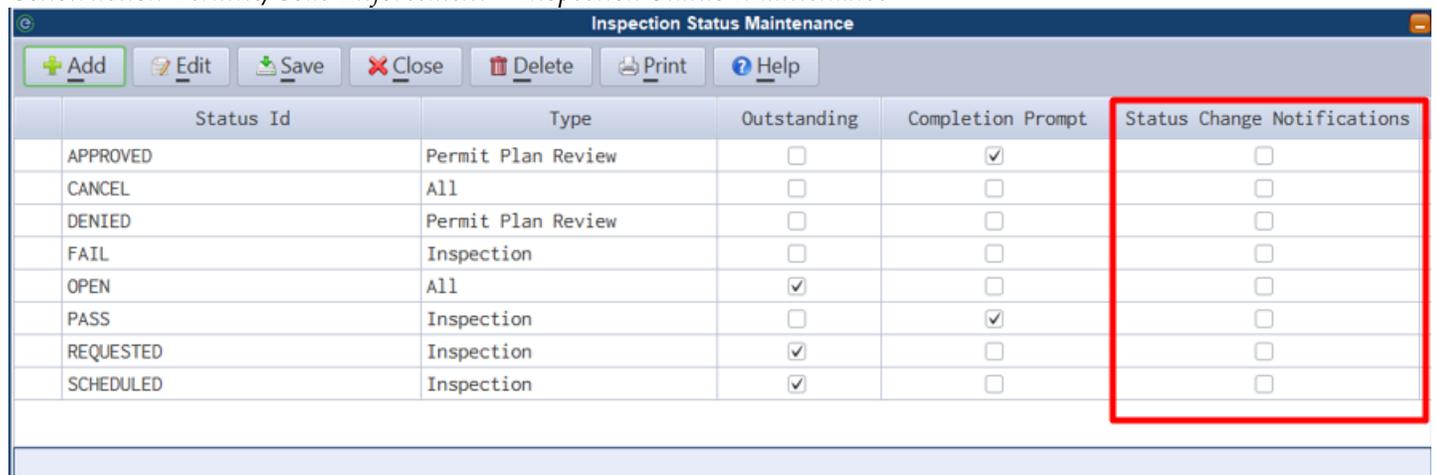
The MCSJ system can now optionally provide notifications to selected users when the status (e.g., Complete, Pass, Fail, etc.) changes for certain inspection activities. Notifications will appear on a user's MCSJ notification bar and will display the inspection activity, new status, property location and the related permit, rental, violation, or parcel identifier.

The Activity Type Maintenance is used to select the Activity Types (inspections) for which to provide status change notifications and to specify which users should receive the notification (up to 2 users). The user will also need to choose the status options that trigger the notifications in the Inspection Status Maintenance.

Construction Permits/Code Enforcement > Activity Type Maintenance



Construction Permits/Code Enforcement > Inspection Status Maintenance



Resident Self-Service

Case Status Notifications for Residents

The system will now send an email to residents when the status of their case submission changes. Previously, the system required residents to check on the status of their case using their case number. The email will reference the case #, new status, property id, and location.

The status of your CITY OF ANYWHERE Resident Self-Service request has been updated.

Case Number: 65465464
Status: Active
Name: jen test2
Email:
Address: 6
Phone: (564)646-5465
Email Notification: Yes
Phone Notification: No
Property Id: 2046
Property Loc: AMES PLAZA
Other:
Lat/Lng: 0.000000, 0.000000
Category: Yard work needed
Description: skl;kjlkj;j

This is an automated message, please do not reply.
Edmunds GovTech

RSS Category Security

Administrators can now restrict RSS users to only view or edit RSS requests within specified RSS Request Categories.

System Utilities > User Maintenance

The screenshot shows the 'User Maintenance' interface. At the top, there are navigation buttons: Add, Edit, Close, Delete, Previous, Next, Duplicate, and Help. Below these are input fields for User Id, Password, Retype Password, Contact Support (checkbox), Name, Phone (with parentheses and hyphen), and Ext. An Email field is also present. A tabbed menu below includes System Access, Finance, Payroll/HR, Payment Codes, Misc A/R, Work Orders/RSS, and Online Forms. Under the 'Work Orders/RSS' tab, there is a 'Worker Id' field and a section for 'RSS Categories' with three rows, each containing a number, a dropdown menu, and a 'to' label followed by another dropdown menu.

Use the RSS Category ranges to specify the categories each RSS user should be able to access.

Note: User security levels for read/write access have not changed. Leaving all ranges blank will continue to grant access to all RSS requests. Once a range is assigned, users will only be able to view or edit, depending on security level, the requests within their assigned category ranges.

RSS Request Approval – Allow for Multiple Users

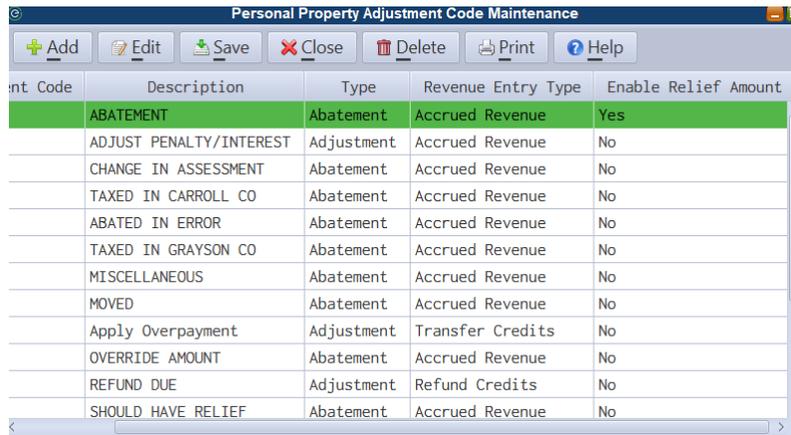
The RSS Request Approval routine will now allow multiple users to access the routine simultaneously.

VA Personal Property

Reporting on PPTRA Write-off Amounts

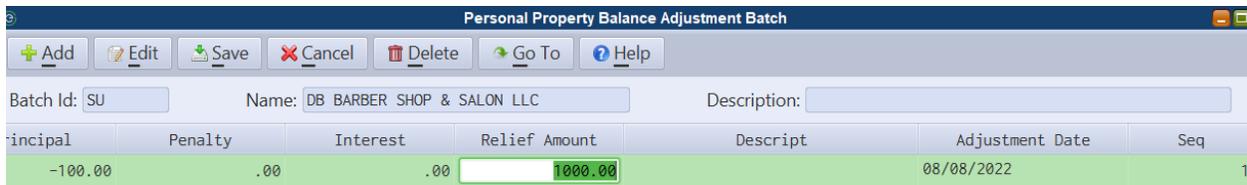
When abating or writing off Personal Property balances, users now have an option to record and report on the amount of PPTRA relief associated with the adjustment amounts.

In order for the system to display the unused PPTRA relief for any abatements/adjustments, the adjustment code must have the new Enable Relief Amount flag set to 'Yes' in Personal Property Adjustment Code Maintenance.



Adjustment Code	Description	Type	Revenue Entry Type	Enable Relief Amount
ABATEMENT		Abatement	Accrued Revenue	Yes
ADJUST PENALTY/INTEREST		Adjustment	Accrued Revenue	No
CHANGE IN ASSESSMENT		Abatement	Accrued Revenue	No
TAXED IN CARROLL CO		Abatement	Accrued Revenue	No
ABATED IN ERROR		Abatement	Accrued Revenue	No
TAXED IN GRAYSON CO		Abatement	Accrued Revenue	No
MISCELLANEOUS		Abatement	Accrued Revenue	No
MOVED		Abatement	Accrued Revenue	No
Apply Overpayment		Adjustment	Transfer Credits	No
OVERRIDE AMOUNT		Abatement	Accrued Revenue	No
REFUND DUE		Adjustment	Refund Credits	No
SHOULD HAVE RELIEF		Abatement	Accrued Revenue	No

When these particular codes are used in a Personal Property Adjustment Batch, a Relief Amount field will be enabled in the batch. The system will populate the relief amounts when applicable, but the user may override if needed.



Principal	Penalty	Interest	Relief Amount	Description	Adjustment Date	Seq
-100.00	.00	.00	1000.00		08/08/2022	1

When running the Balance Adjustment report, users may report on any relief amounts associated with their adjustments by checking the 'Print Relief Amount' box.

Balance Adjustment Report

Print Close Help

Enter the Following: Range of Account Ids (Blank for All):

Report Type: Detail to

Tax Year Range: to

Date Range: / / to 07/14/2022

Adjust Code Range: to

District Range: to

Include Abatements

Print Relief Amount

Print to Screen