# MCSJ Version 2022.3 Release Guide

Last updated on Monday December 12th, 2022

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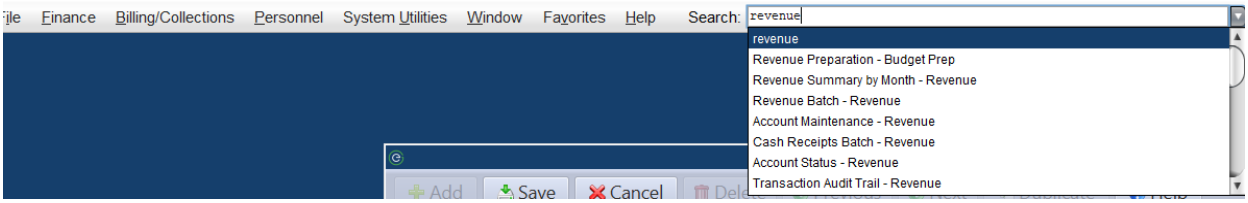
# MCSJ Menu Search

A convenient menu option search bar has been added to MCSJ. A user can quickly search the various menu trees by typing a partial menu option name and then selecting one of the potential matches returned by the search engine.



# Document Management

## *Legacy System Report Storage*

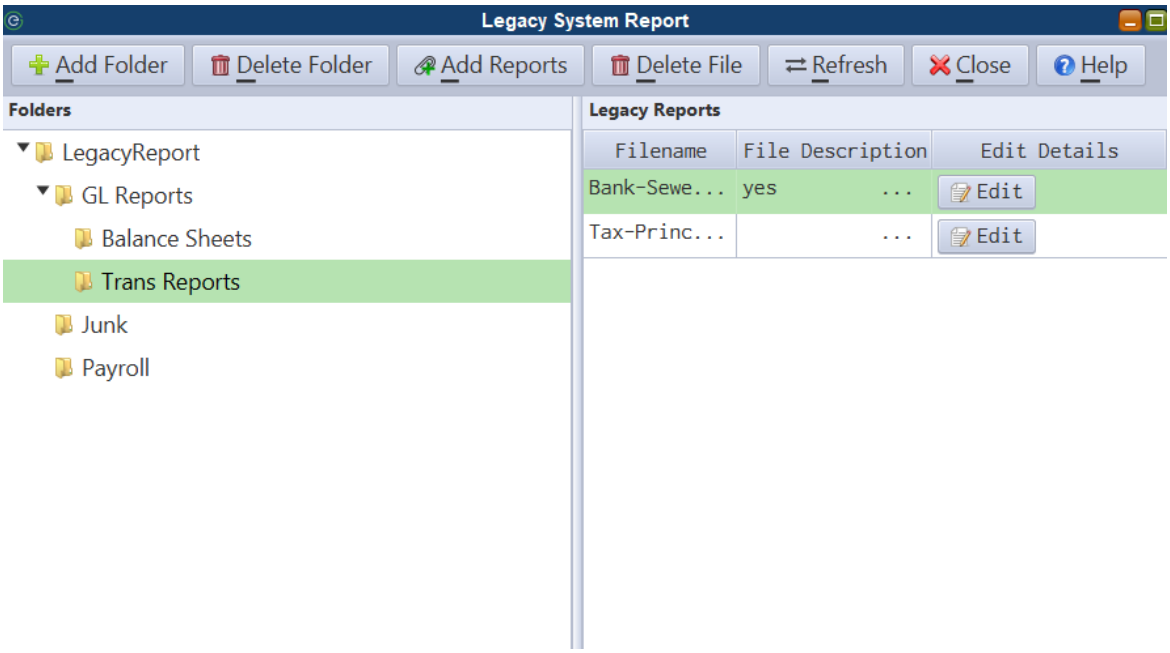
Primarily designed to give users a convenient place to store and access historical reports from their legacy software products, the Legacy System Reports feature serves as a mini file management system within MCSJ that users can organize to fit their document storage needs.

Located under the Document Management menu, this feature gives users the ability to create a file folder structure of their own design for purposes of storing and accessing external document files directly from the MCSJ software. Other use cases might include storing internal documentation for software procedures or saving EOY reports and completed bank reconciliations for easy, convenient access.

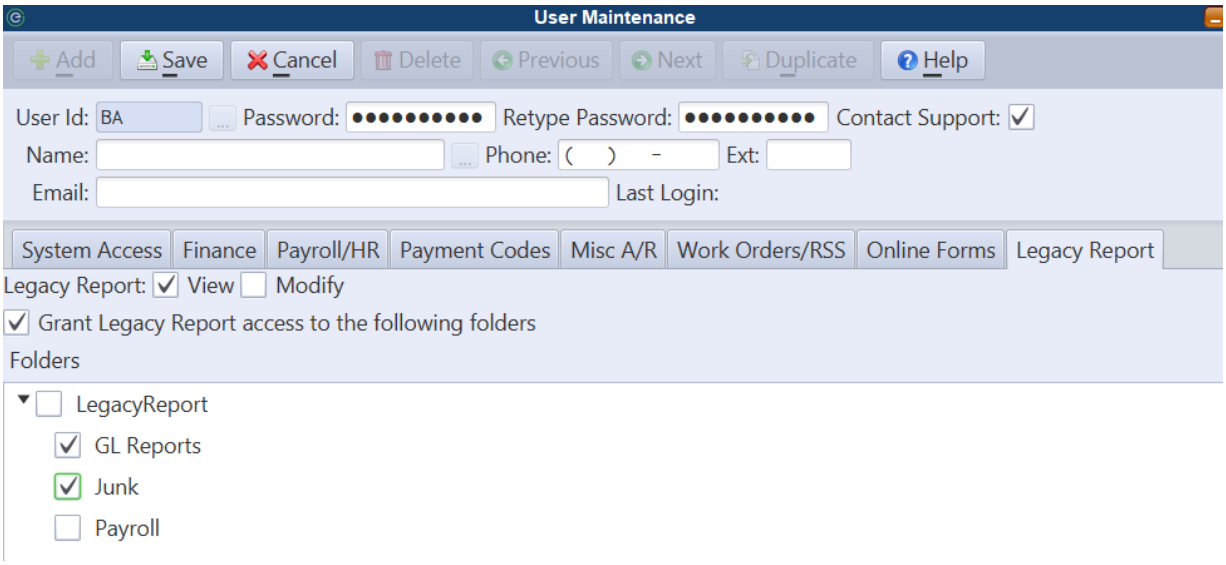
Features include:

- Ability to create folders and upload, open and remove document files from a centralized location within MCSJ.
- Establish user access rights (view or modify) to the folders in the file system.
- Files are stored and backed up from the same location as MCSJ attachment files.
- Ability to tag uploaded files with descriptions and keywords for searches.

*File* > *Document Management* > *Legacy System Reports*



*System Utilities* > *User Maintenance*

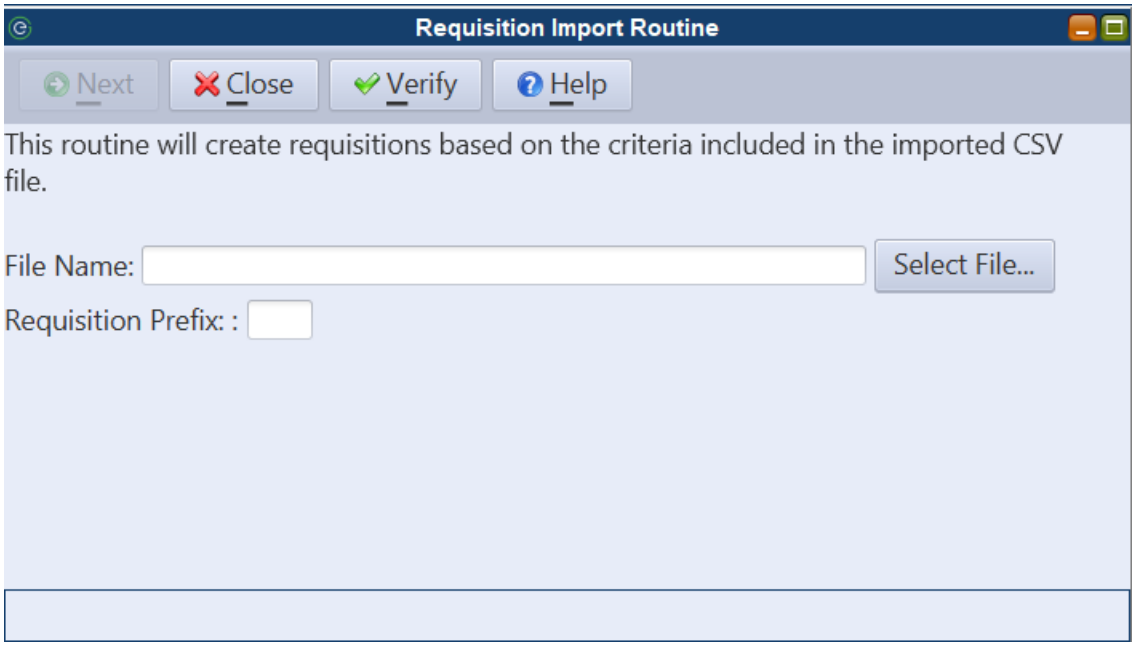


# Finance

## Requisition Import

Requisitions can be imported from a CSV file. The file layout can be obtained by contacting an EGT representative.

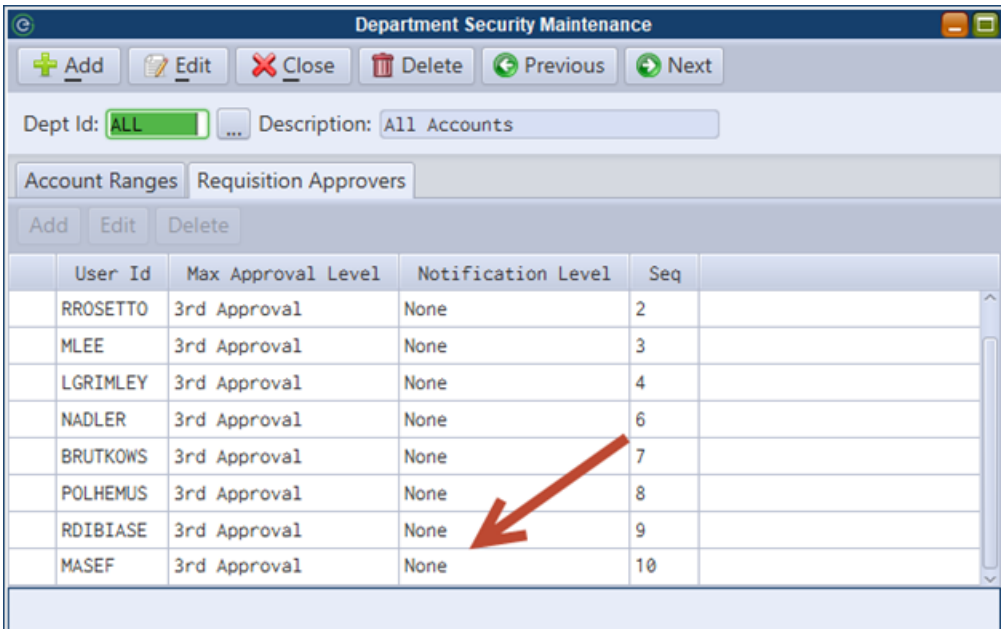
*Finance* > *A/P* > *Purchase Requisition* > *Requisition Import Routine*




## Requisition App Approvals

Users can now turn off notifications while maintaining the ability to approve requisitions within the Requisition Approval App. In Department Security Maintenance, select 'None' from the drop-down menu under the 'Notification Level' column to turn off notifications within the system.

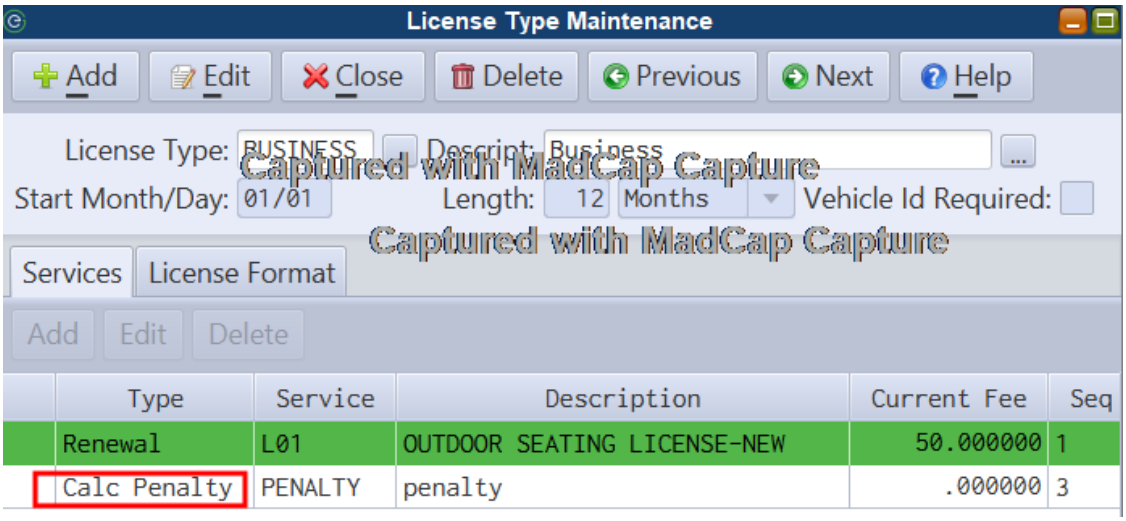
*System Utilities* > *Department Security Maintenance.*

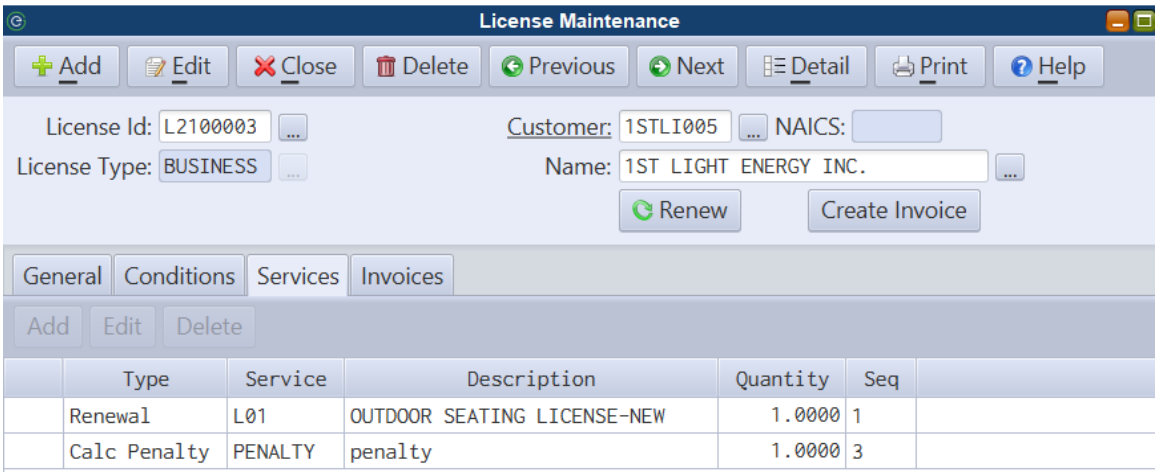

Department Security Maintenance
Add
Edit
Close
Delete
Previous
Next
Dept Id: ALL
Description: All Accounts
Account Ranges
Requisition Approvers
Add
Edit
Delete
User Id
Max Approval Level
Notification Level
Seq
RROSETTO 3rd Approval None 2
MLEE 3rd Approval None 3
LGRIMLEY 3rd Approval None 4
NADLER 3rd Approval None 6
BRUTKOWS 3rd Approval None 7
POLHEMUS 3rd Approval None 8
RDIBIASE 3rd Approval None 9
MASEF 3rd Approval None 10

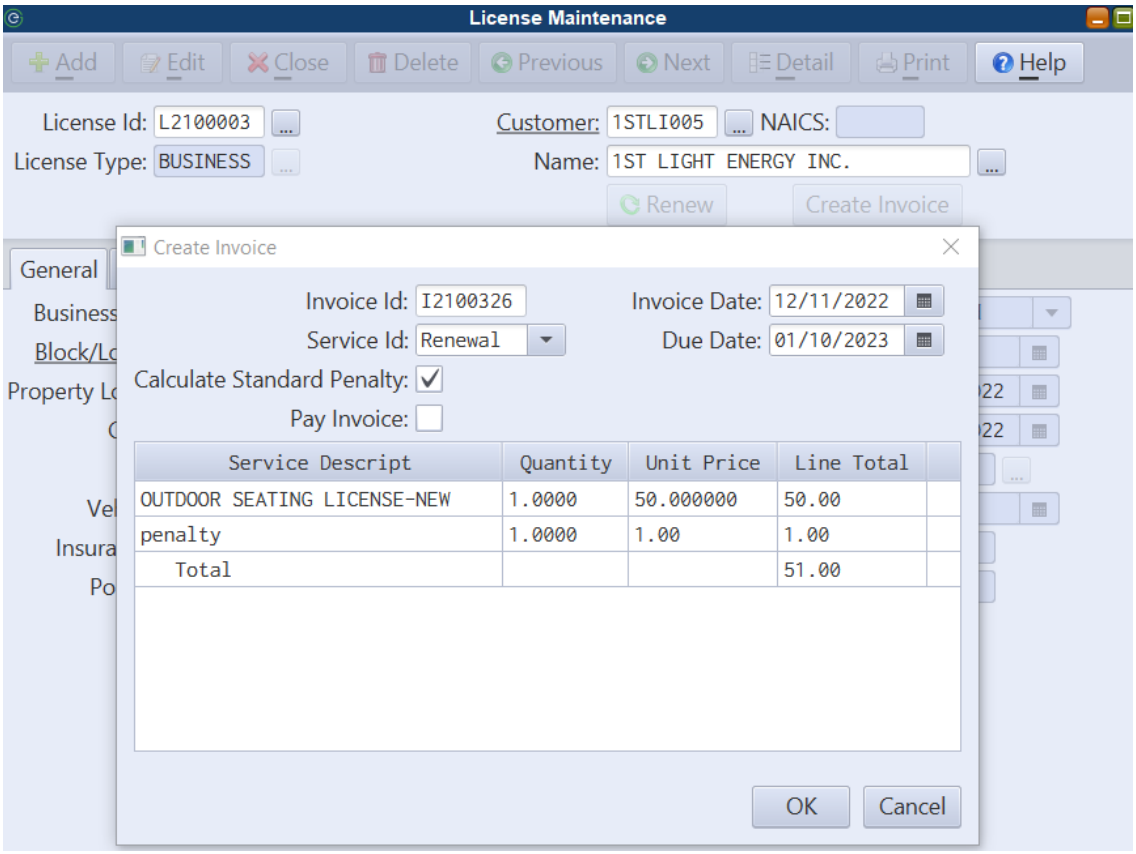
# Accounts Receivable

## *Apply Penalty When Creating a Late License*

This feature allows users to apply Service Id penalty rules when renewing or adding a late business license. A 'Calc Penalty' option has been added to the 'Type' combo box on the License Type Maintenance and License Maintenance. If the 'Calc Penalty' type is detected on a late license, the system will apply the penalty rules configured on each Service Id when generating the invoice from the License Maintenance.



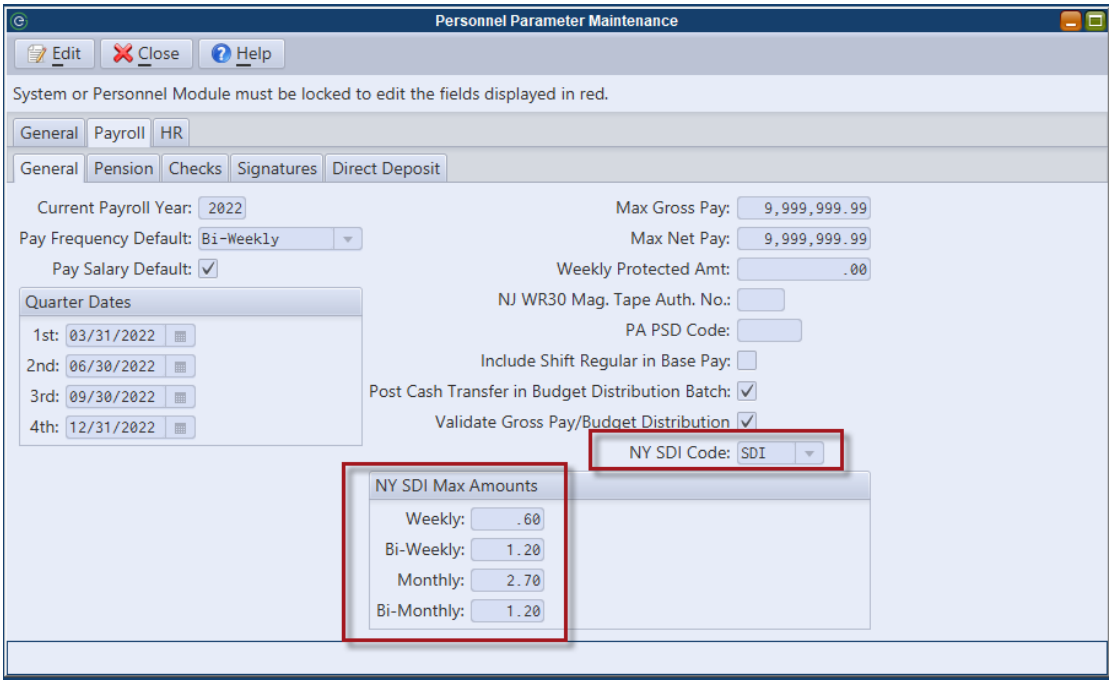

License Maintenance
Add
Edit
Close
Delete
Previous
Next
Detail
Print
Help
License Id: L2100003
License Type: BUSINESS
Customer: 1STLI005
NAICS:
Name: 1ST LIGHT ENERGY INC.
Renew
Create Invoice
General
Create Invoice
Invoice Id: I2100326
Service Id: Renewal
Calculate Standard Penalty:
Pay Invoice:
Invoice Date: 12/11/2022
Due Date: 01/10/2023
Service Descript
Quantity
Unit Price
Line Total
OUTDOOR SEATING LICENSE-NEW
1.0000
50.000000
50.00
penalty
1.0000
1.00
1.00
Total
51.00
OK
Cancel

# Payroll

## *NY Employee Disability Contributions*

MCSJ can now support the NY Employee Disability calculation. In lieu of using a deduction code, users may optionally establish an SDI code in Other Tax Maintenance and update the required parameters in Personnel Parameter Maintenance.

*System Utilities* > *Personnel Parameter Maintenance*

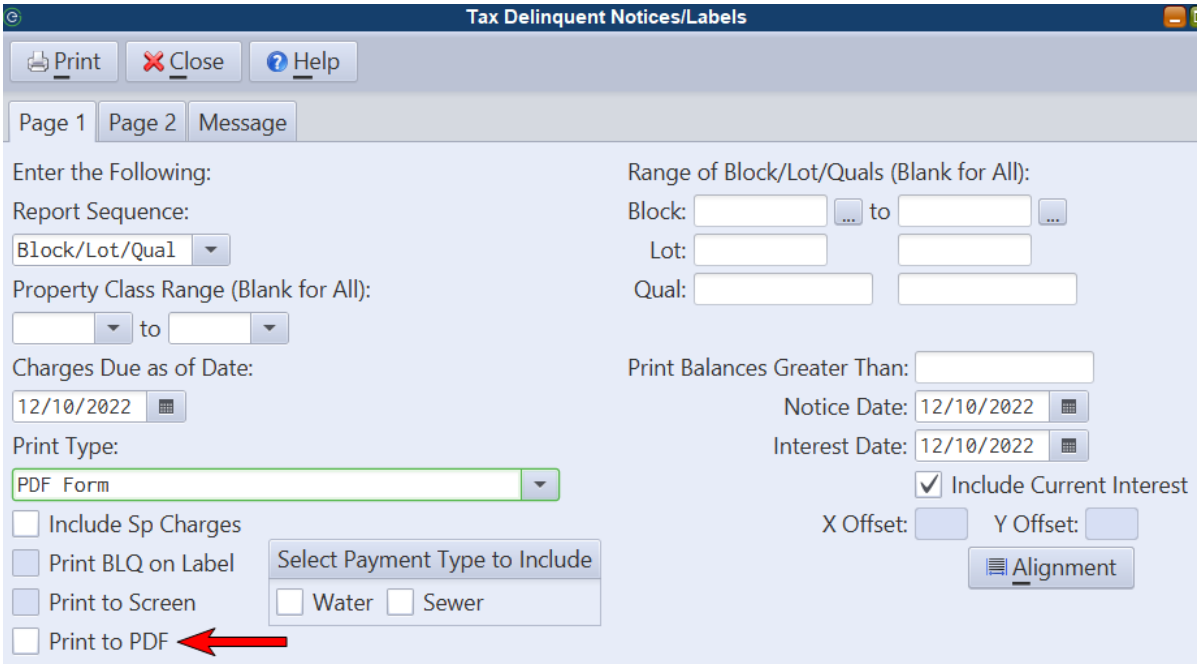



**NY SDI Code -** Specify the Other Tax Code used to calculate the withholding.
**NY SDI Max Amounts -** Specify the current max withholding per pay frequency.

# NJ Tax

## *Print to PDF Option for Delinquent Notices*

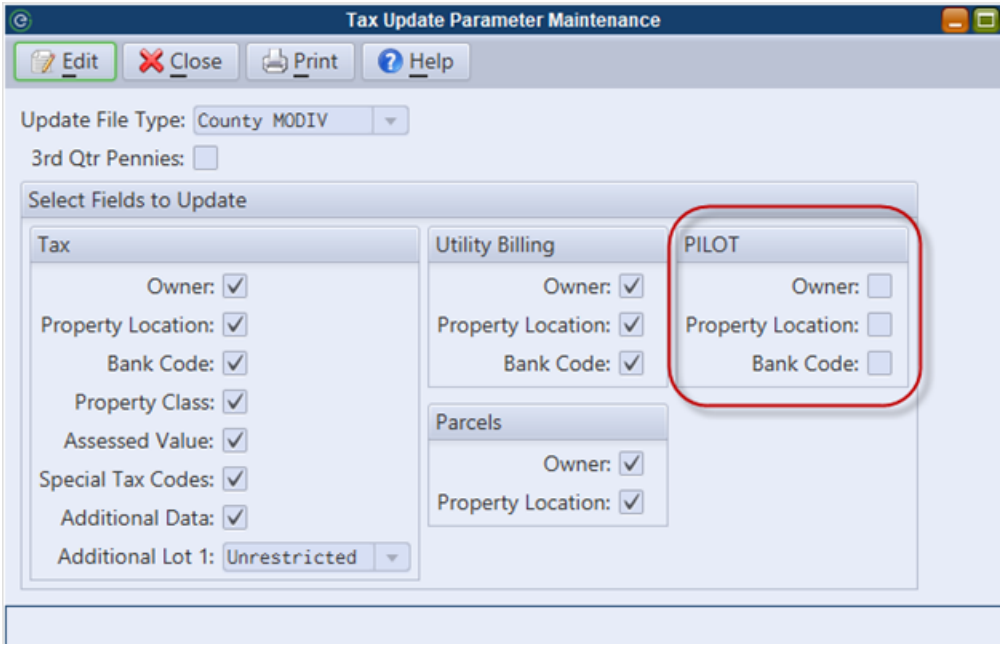
A 'Print to PDF' option has been added to the Tax Delinquent Notices.




## *PILOT Fields Added to NJ Tax Update Parameters*

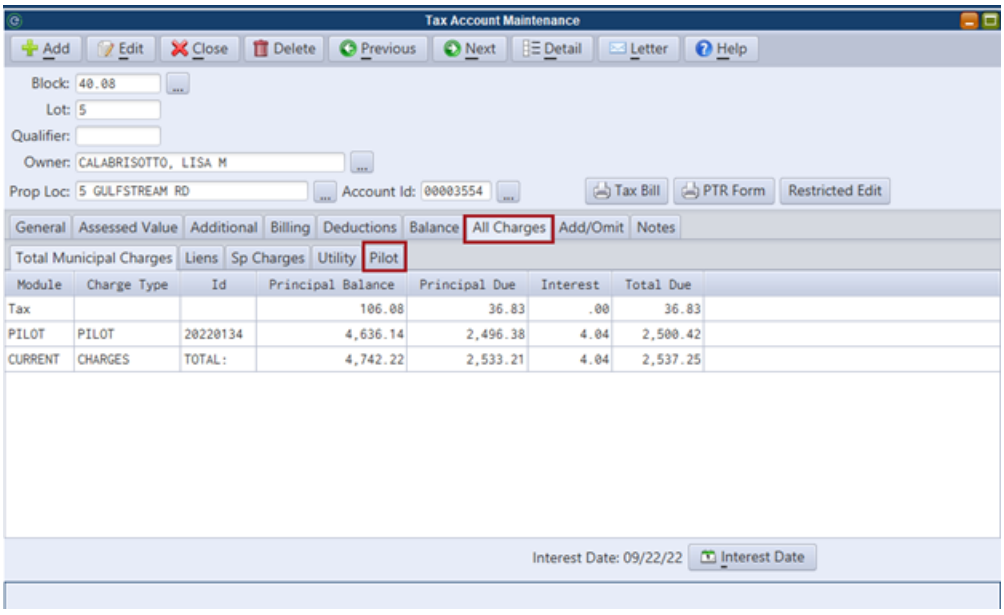
PILOT users may now choose whether they want to update Owner, Property Location or Bank Code information when Tax BLQ information is updated.

*Billing/Collections* > *Tax Collection* > *Update Taxes* > *Tax Update Parameter Maintenance.*




## *Tax Maintenance All Charges Includes PILOT Balances*

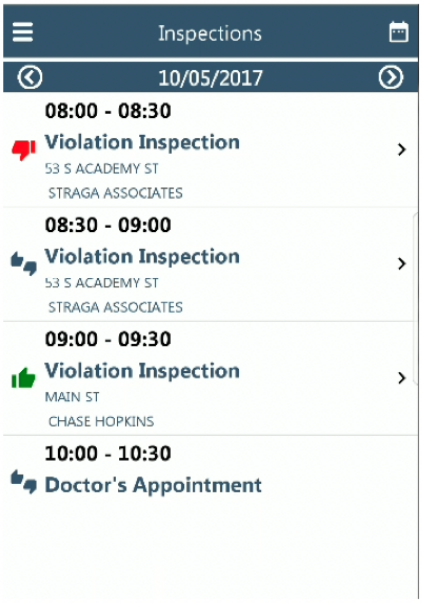
PILOT charges have been added to the Tax Account Maintenance 'All Charges' tab.



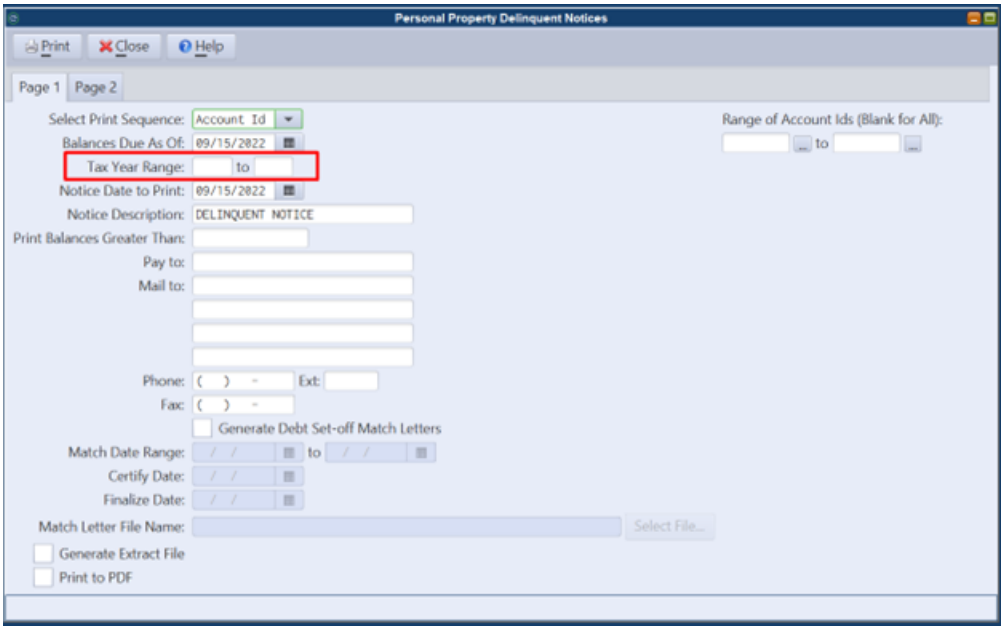
# Inspections App

## *Display Inspection Times*

When displaying inspections for a given date, inspection times will appear for each inspection.



# VA Personal Property

## *Printing Delinquent Notices - Tax Year Range*

Personal Property Delinquent Notices can now be generated for specified years.