

MCSJ Version 2022.3 Release Guide



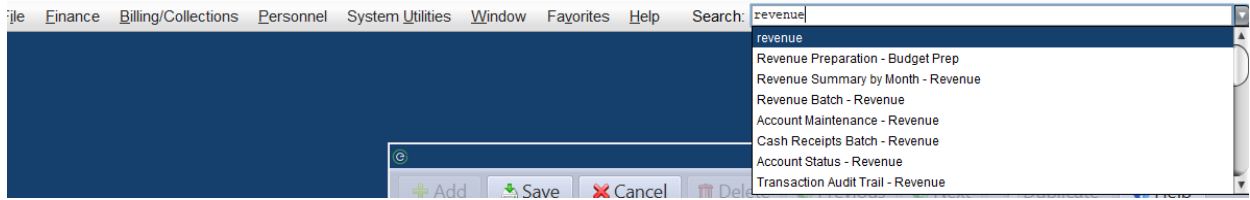
Last updated on Monday December 12th, 2022

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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

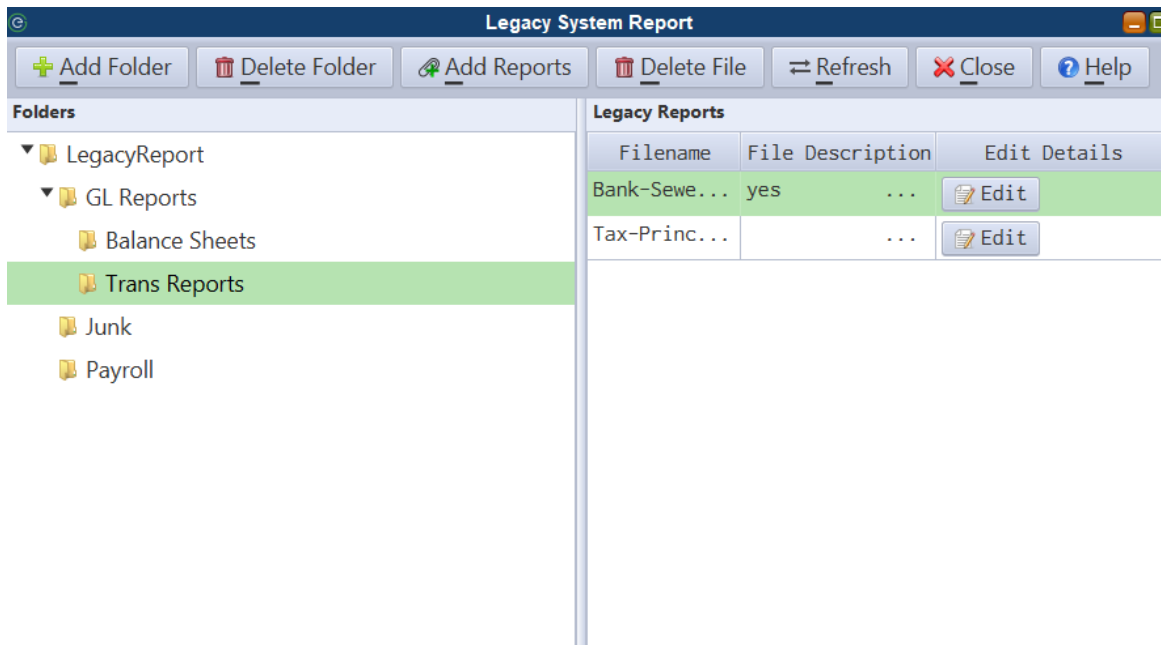
Primarily designed to give users a convenient place to store and access historical reports from their legacy software products, the Legacy System Reports feature serves as a mini file management system within MCSJ that users can organize to fit their document storage needs.

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

User Maintenance

User Id: Password: Retype Password: Contact Support:

Name: Phone: () - Ext:

Email: Last Login:

Legacy Report: View Modify

Grant Legacy Report access to the following folders

Folders

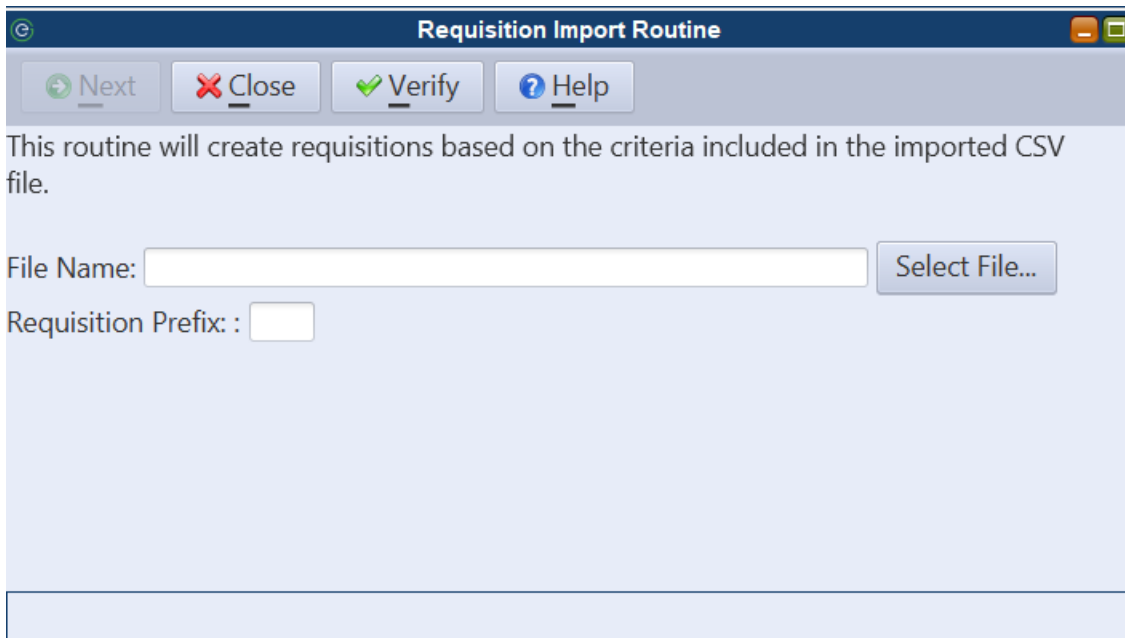
- LegacyReport
 - GL Reports
 - Junk
 - Payroll

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



The screenshot shows a software dialog box titled "Requisition Import Routine". At the top, there are four buttons: "Next" (with a right arrow), "Close" (with a red X), "Verify" (with a green checkmark), and "Help" (with a question mark). Below the buttons, the text reads: "This routine will create requisitions based on the criteria included in the imported CSV file." Underneath this text, there is a "File Name:" label followed by a text input field and a "Select File..." button. Below the "File Name" field, there is a "Requisition Prefix:" label followed by a small text input field.

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

Dept Id: Description:

Account Ranges Requisition Approvers

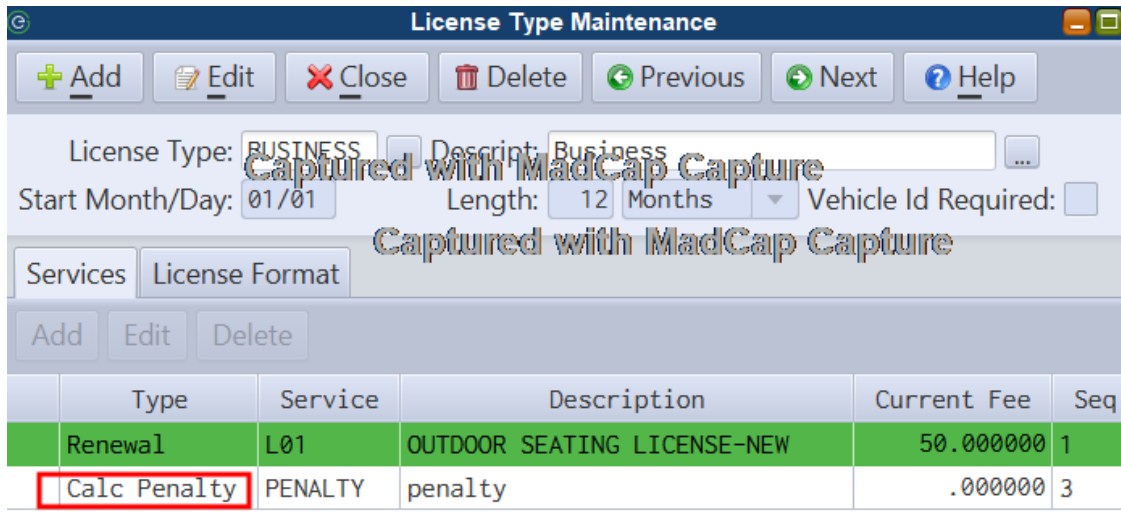
User Id	Max Approval Level	Notification Level	Seq
RROSETTO	3rd Approval	None	2
MLEE	3rd Approval	None	3
LGRIMLEY	3rd Approval	None	4
NADLER	3rd Approval	None	6
BRUTKOWS	3rd Approval	None	7
POLHEMUS	3rd Approval	None	8
RDIBIASE	3rd Approval	None	9
MASEF	3rd Approval	None	10



Accounts Receivable

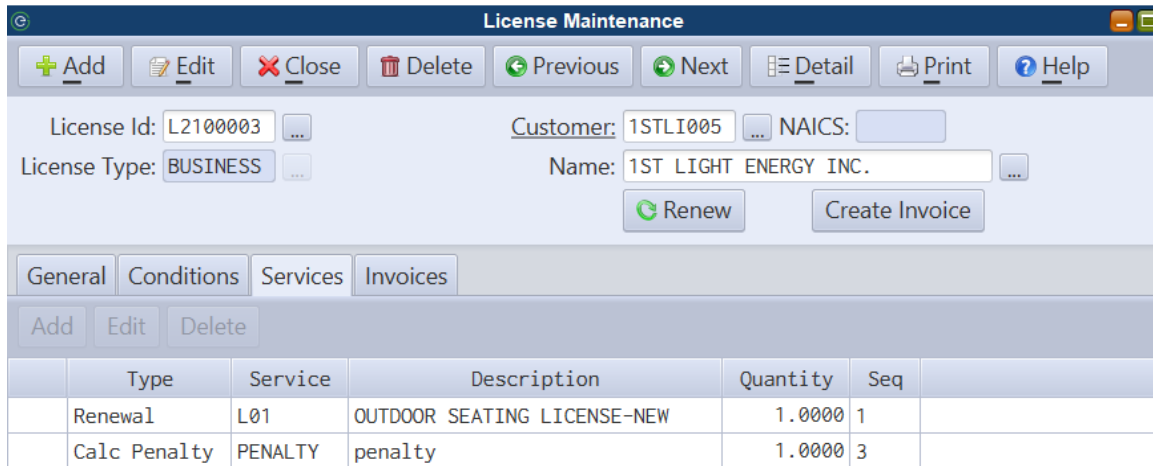
Apply Penalty When Creating a Late License

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.



The screenshot shows the 'License Type Maintenance' window. At the top, there are buttons for Add, Edit, Close, Delete, Previous, Next, and Help. Below these are input fields for License Type (BUSINESS), Description (Business), Start Month/Day (01/01), Length (12 Months), and Vehicle Id Required (checkbox). There are also tabs for Services and License Format, and buttons for Add, Edit, and Delete. A table below shows the following data:

Type	Service	Description	Current Fee	Seq
Renewal	L01	OUTDOOR SEATING LICENSE-NEW	50.000000	1
Calc Penalty	PENALTY	penalty	.000000	3



The screenshot shows the 'License Maintenance' window. At the top, there are buttons for Add, Edit, Close, Delete, Previous, Next, Detail, Print, and Help. Below these are input fields for License Id (L2100003), Customer (1STLI005), NAICS, License Type (BUSINESS), and Name (1ST LIGHT ENERGY INC.). There are also buttons for Renew and Create Invoice. There are tabs for General, Conditions, Services, and Invoices, and buttons for Add, Edit, and Delete. A table below shows the following data:

Type	Service	Description	Quantity	Seq
Renewal	L01	OUTDOOR SEATING LICENSE-NEW	1.0000	1
Calc Penalty	PENALTY	penalty	1.0000	3

License Maintenance

License Id: L2100003 Customer: 1STLI005 NAICS:
 License Type: BUSINESS Name: 1ST LIGHT ENERGY INC.

Create Invoice

Invoice Id: I2100326 Invoice Date: 12/11/2022
 Service Id: Renewal Due Date: 01/10/2023
 Calculate Standard Penalty:
 Pay Invoice:

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

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

Personnel Parameter Maintenance

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

General Payroll HR

General Pension Checks Signatures Direct Deposit

Current Payroll Year: 2022 Max Gross Pay: 9,999,999.99

Pay Frequency Default: Bi-Weekly Max Net Pay: 9,999,999.99

Pay Salary Default: Weekly Protected Amt: .00

Quarter Dates

1st: 03/31/2022

2nd: 06/30/2022

3rd: 09/30/2022

4th: 12/31/2022

NJ WR30 Mag. Tape Auth. No.:

PA PSD Code:

Include Shift Regular in Base Pay:

Post Cash Transfer in Budget Distribution Batch:

Validate Gross Pay/Budget Distribution:

NY SDI Code: SDI

NY SDI Max Amounts

Weekly: .60

Bi-Weekly: 1.20

Monthly: 2.70

Bi-Monthly: 1.20

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

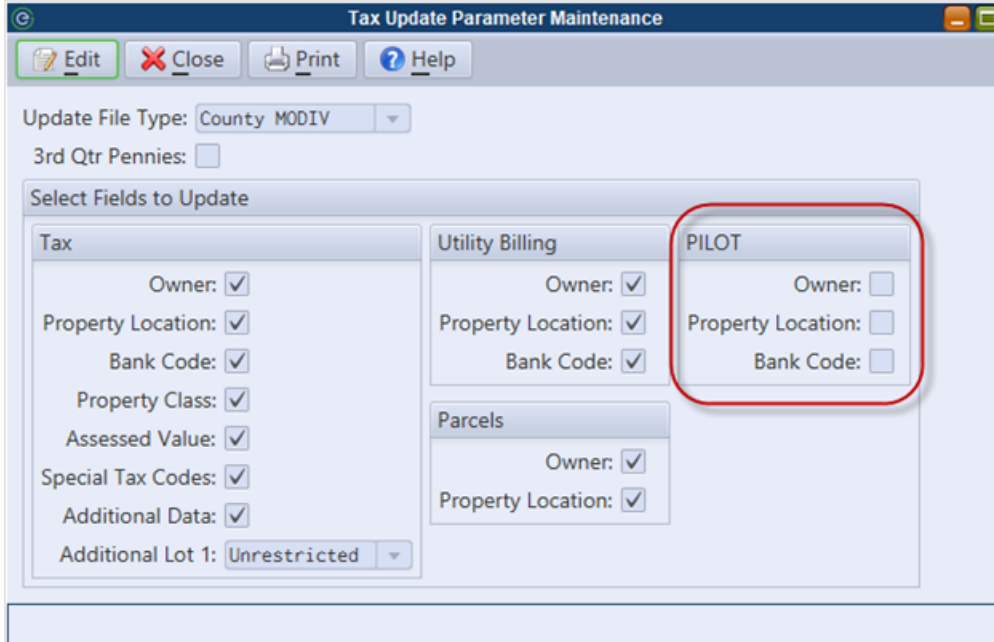
A 'Print to PDF' option has been added to the Tax Delinquent Notices.

The screenshot shows the 'Tax Delinquent Notices/Labels' application window. The window title is 'Tax Delinquent Notices/Labels'. It features a menu bar with 'Print', 'Close', and 'Help'. Below the menu bar are tabs for 'Page 1', 'Page 2', and 'Message'. The main area contains various input fields and checkboxes. A red arrow points to the 'Print to PDF' checkbox, which is currently unchecked. Other options include 'Print to Screen', 'Print BLQ on Label', and 'Include Sp Charges'. There are also fields for 'Report Sequence', 'Property Class Range', 'Charges Due as of Date', 'Print Type' (set to 'PDF Form'), 'Range of Block/Lot/Quals', 'Print Balances Greater Than', 'Notice Date', 'Interest Date', 'Include Current Interest', 'X Offset', and 'Y Offset'.

PILOT Fields Added to NJ Tax Update Parameters

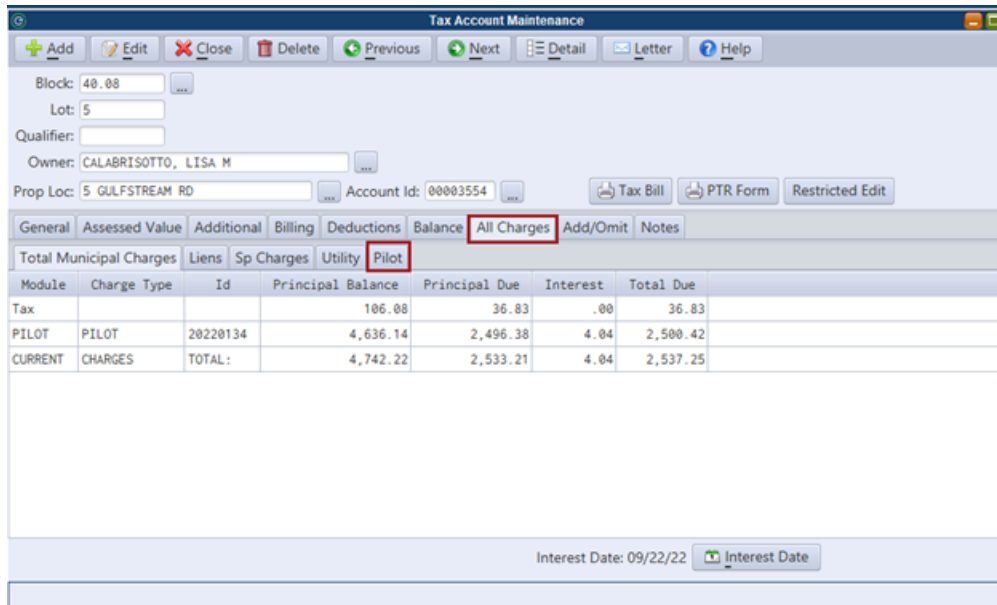
PILOT users may now choose whether they want to update Owner, Property Location or Bank Code information when Tax BLQ information is updated.

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.

The screenshot shows a software window titled "Personal Property Delinquent Notices". At the top, there are buttons for "Print", "Close", and "Help". Below the window title, there are tabs for "Page 1" and "Page 2". The main area contains several input fields and options:

- Select Print Sequence:** A dropdown menu set to "Account Id".
- Balances Due As Of:** A date field set to "09/15/2022".
- Range of Account Ids (Blank for All):** Two empty text boxes with "to" between them.
- Tax Year Range:** A field with "to" in the middle, highlighted with a red box.
- Notice Date to Print:** A date field set to "09/15/2022".
- Notice Description:** A text field containing "DELINQUENT NOTICE".
- Print Balances Greater Than:** A text field.
- Pay to:** A text field.
- Mail to:** A text field.
- Phone:** A field with "() -" and "Ext: ".
- Fax:** A field with "() -".
- Generate Debt Set-off Match Letters**
- Match Date Range:** A field with "/" and "to" and another "/".
- Certify Date:** A field with "/" and "/".
- Finalize Date:** A field with "/" and "/".
- Match Letter File Name:** A text field with a "Select File..." button.
- Generate Extract File**
- Print to PDF**