

MCSJ Version 2023.1 Release Guide



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Payments

Direct Withdrawal E-mail Enhancements

Direct Withdrawal notification emails now include the Account # and Property Location in the main body of the email.

A payment totaling \$ 45.65 will be debited from your account on 07/01/22 for Account #: 90 0 at
Property Location: PO BOX 1100 ANYWHERE, NJ 01234.

Test Custom Message!

Thank you for your payment.

Payment Origins

MCSJ now offers the ability to record and report on the various ways customers pay. Organizations can offer various payment options to their residents, including over-the-counter, mail, one-time online payments, auto-pay enrollment, direct withdrawal, IVR phone payments, bank lockbox and an assortment of other options. Tracking payment origins gives an organization the ability to analyze the transaction quantity and dollar volume of the various ways customers are choosing to pay. This feature is optional and can be activated in Collections Parameter Maintenance.

Collections Parameter Maintenance

System or Billing Module must be locked AND you must have the necessary security level to edit the fields display

General | Tax Search Export File Transfer | Virtual Terminal | Interfaces

Printer Type: Epson TM-U375/675 Enable Q1:

Validate: Tax/Tax Lien

Print Receipt: Current Tax Year: 2022

Cash Drawer: Prelim Tax Year: 2023

Online Update Tax/Util/Misc Payments: No # Days Year: 360

Update Tax/Util/Misc Payments to Revenue: APR 1: 8

Display Utility current amount due within 31 days. APR 2: 18

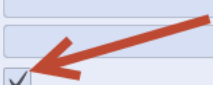
Display Tax current amount due within 31 days. Threshold:

Apply Sp Assmnt Back Payment to Instl Int:

Default Validate Option: Check (Single Property)

Transfer focus to 'Type' field after validating:

FIS SFTP User Id:

FIS SFTP Password: 

Track Payment Origins:

Payment Origins Maintenance

Once the feature is activated, a Payment Origins Maintenance will appear under *Billing/Collections > Payments*. This maintenance is used to add the various payment origins to be tracked. Two WIPP related origins will already appear in the list as these origins are assigned automatically during the WIPP import. Some additional examples are shown in the image below, but users can add an unlimited number of payment origins depending on what payment options their organization offers.

Payment Origins Maintenance

+ Add Save Close Delete Print Help

Payment Origin Id
BANK CHECK
IVR
LOCKBOX
MAIL
OTC
WIPP
WIPP-AUTO

Assigning Payment Origins

Users will assign payment origins in the various areas of MCSJ where they accept or generate payment batches. This could be the Payment Window, Payment Import, Invoice Maintenance or various other areas of the system that will now display a **Payment Origin** picklist.

The screenshot shows the 'Payment Window' interface. At the top, there are navigation buttons: Add, Save, Cancel, Previous, Next, and Detail. Below these are input fields for Batch (SU), Payment Co. (002), and Description (WATER/SEWER RENTAL). Further down are fields for Account Id (19 - 0), Type (R05), City Id, Block (1.05, 2.01), Cert Num, Owner (36 E CRESCENT PARTNERS LLC), and Bill To (36 E CRESCENT PARTNERS LLC).

Service	Principal Balance	Principal Due	Interest
Water	.00	.00	.00
Sewer	112.75	112.75	3.4
Total:	112.75	112.75	3.4

Below the table are fields for Payment Amt (.00), Payment Descript, Check 1 Amt (.00), Check 2 Amt (.00), Check 3 Amt (.00), and Payment Origin. A red arrow points to the picklist button (three dots) next to the Payment Origin field.

Payment Import

Next Close

Enter the Following:

Select File Type: Standard Combined Lock Box Apply to: Oldest Balance First

Batch Id: SU

Tax Pay Code: Utility Pay Code:

Payment Date: / /

Payment Origin: *(Red arrow points here)*

Check Number: Description:

Input File Name: Select File...

Print to Screen

Payment Origin Report

Once payment origins are being assigned to payments, the Payment Origin Report can be used to get payment counts and dollar totals by origin and payment method (cash, check, etc.).

Billing/Collections > Payments > Payment Origin Report

Payment Origin Report

Print Close Help

Range of Payment Origins:

Starting Date: / /

Ending Date: / /

Select Payment Method to Include:

Cash Check Credit

Apply Postmark Date on Lockbox Import (Waive Penalty)

When importing payments using the lockbox import routines, a postmark date may be optionally applied for purposes of waiving penalty.

Payment Import

Next Close

Enter the Following:

Select File Type: Standard Combined Lock Box

Batch Id: SU

Tax Pay Code: ... Utility Pay Code: ...

Payment Date: / / Postmark Date Option: None / /

Check Number: Description: ...

Input File Name: ...

Print to Screen

None
Use File Date
Override File Date

Postmark Date Option - When the file contains a postmark date on the detail payment records, the user may choose the 'Use File Date' option. If the file wasn't created with postmark dates, the user can assign their own postmark date to all payments in the file by choosing the 'Override File Date' option. In either case, any penalty calculated on or after the postmark date for a payment will be automatically waived.

Accounts Receivable

License Listing - Service Id Range

A Range of Service Ids has been added to the License Listing.

The screenshot shows a window titled "License Listing" with a menu bar containing "Print", "Close", and "Help". The main area contains the following fields and options:

- Enter the Following:**
- Select Print Sequence:** License Id (dropdown)
- Range of License Ids (Blank for All):** [] ... to [] ...
- Include Seasonal:** Yes (dropdown)
- Range of Effective Dates:** / / [] to 12/08/2022 []
- Range of Service Ids (Blank for All):** [] ... to [] ... (highlighted with a red box)
- Select Status to Include:**
 - Applied For
 - Denied
 - Vacant
 - Approved
 - No Renewal
- Select Fields to Include:**
 - Print Service Ids
 - Print Customer Address
 - Print Notes
 - Print Conditions
- Print to Screen
- Print to Excel

Invoice Import

MCSJ can now import invoices from a csv or Excel file. The routine allows users to map the columns in the file to valid MCSJ invoice fields in order to create an invoice record. If the file indicates the invoices are paid, the system can also generate a payment batch for those invoices. Other features of the routine include:

- Ability to select an invoice prefix
- Create multiple line invoices or generate separate invoices

- Create new customers
- Save an import template
- Accepts *Service, Revenue Tax, and Rate/Flat per Unit Service Ids*

Billing/Collections > Misc A/R > Invoices

Invoice Import

Next
Close
Verify
Open
Save
Help

This routine will generate a single invoice for consecutive records with the same customer/invoice date unless the "Create Separate Invoice Checkbox" is selected. This will create a separate invoice for each record.

Invoice Prefix:

Batch Id:

Payment Code: ...

Default Payment Method: ▼

File Type: ▼

File Name: Select File...

Generate Payment Batch:

Create New Customer Records:

Create Separate Invoice for Each Record:

Invoice
Invoice Items

*Customer Id: ▼

*Customer Name: ▼

Address 1: ▼

Address 2: ▼

City: ▼

State: ▼

Zip: ▼

*Invoice Date: ▼

Due Date: ▼

User Code: ▼

General Description: ▼

* marks a required field

Invoice Import

This routine will generate a single invoice for consecutive records with the same customer/invoice date unless the "Create Separate Invoice Checkbox" is selected. This will create a separate invoice for each record.

Invoice Prefix:
 Generate Payment Batch:

Batch Id:
 Create New Customer Records:

Payment Code: ...
 Create Separate Invoice for Each Record:

Default Payment Method: ▼

File Type: ▼

File Name:

Item Description: ▼

Tracking Id: ▼

*Service Id: ▼

Quantity: ▼

*Unit Price/Revenues: ▼

Notes: ▼

Paid Indicator: ▼

Paid Date: ▼

Method: ▼ e.g. CS, CK, CR, Cash, Check, Credit

Check Number: ▼

* marks a required field

Utility Billing

Include Parcel Id on Utility Transaction Inquiry Excel Export

An option to include a Utility account's parcel number is available when exporting the Utility Transaction Inquiry to Excel.

Print Utility Bills for a Range of Banks

When printing bills for 'Banks Only', a bank code range can now be entered.

Print Utility Bills

Next Cancel Help

Enter the Following:

Cycle Id Range: 1 to 1

Bill Year Range: 2023 to 2023

Bill Period Range: 1 to 1

Bill Type: Printed Bills

Report Sequence: Zip Code/Account Id

Bank Code Option: Banks Only

Active As Of Date: 04/15/2023 (Blank to ignore Status Date)

Range of Bank Codes: to (Blank for All)

Format Id: 2 WATER/SEWER

Select Payment Type to Include

Water Sewer

Range of Zip Code/Account Ids (Blank for All):

- - 0 to

- - 0 to

Bill Calculation - Option to Calculate All Services

Utility billings which include more than one service on the bill can now be calculated simultaneously instead of running separate bill calculations for each service. This feature can be optionally enabled in the Utility Billing Parameter Maintenance. Once enabled, users can choose the 'All Utility' option when running the Bill Calculation/Update.

Utility Billing Parameter Maintenance

Edit Close Help

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

General Meters Interest Mail to Addr Direct Withdrawal Receivables Refunds Overpayments Forms E-Bills Discounts Misc Fleet

Electric Descript: Require BLQ:

Other Descript: Multiple Towns:

Utility Alt. Id Desc: Alternate Id


Search Number: 30

Utility Payment Order

Apply Payments to Principal Before Penalty:

Calculate Penalty on Penalty:

Calculate Credit Bills:

Allow All Utility Services to be Calculated Together: 

Allow All Property Tax Services to be Calculated Together:

Bill Calculation/Update

Next Close Help

Enter the Following:

Service Type: All Utility

Cycle: 1

Bill Year: 2023 to 2023

Bill Period: 2 to 2

Billing Date: 02/03/2023

Reading Year: 2023 to 2023

Reading Period: 2 to 2

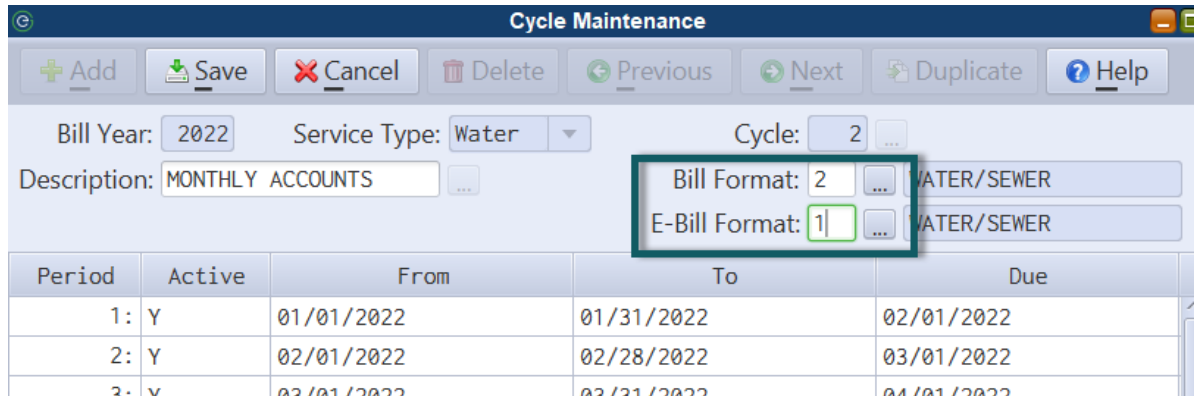
Average Usage:

Include Active Accounts on or before: 02/03/2023

Include Inactive Accounts on or after: 02/03/2023

Separate Print and E-bill Formats

MCSJ will now support separate Print and E-bill formats for the same bills. Users can assign the appropriate bill formats in Cycle Maintenance.



The screenshot shows the 'Cycle Maintenance' window. At the top, there is a toolbar with buttons for Add, Save, Cancel, Delete, Previous, Next, Duplicate, and Help. Below the toolbar, the following fields are visible: Bill Year: 2022, Service Type: Water, Cycle: 2, and Description: MONTHLY ACCOUNTS. A red box highlights the 'Bill Format' and 'E-Bill Format' fields. The 'Bill Format' is set to 2 and the 'E-Bill Format' is set to 1. Both fields have a dropdown arrow and are associated with 'WATER/SEWER'. Below these fields is a table with the following data:

Period	Active	From	To	Due
1:	Y	01/01/2022	01/31/2022	02/01/2022
2:	Y	02/01/2022	02/28/2022	03/01/2022
3:	Y	03/01/2022	03/31/2022	04/01/2022

Utility Account Letters - Save Excel Source Template

The ability to save and retrieve panel selections is now available when generating letters via the Utility Account Letters routine using the Excel source option. After selecting a PDF letter and Excel source file, the user can save or retrieve the column mappings defined on the panel.

Utility Account Letters

Enter the Following:

Source:

Please select a PDF letter that you would like to print and an Excel file that you would like to print from. Column selection fields will be created based on these two files.

Select Letter:

Select Excel File:

name[0]:

addr1[0]:

addr2[0]:

addr3[0]:

Record Letter Sent on Utility Account
 Annual Backflow Letter Sent
 Print to PDF

Letter Text:

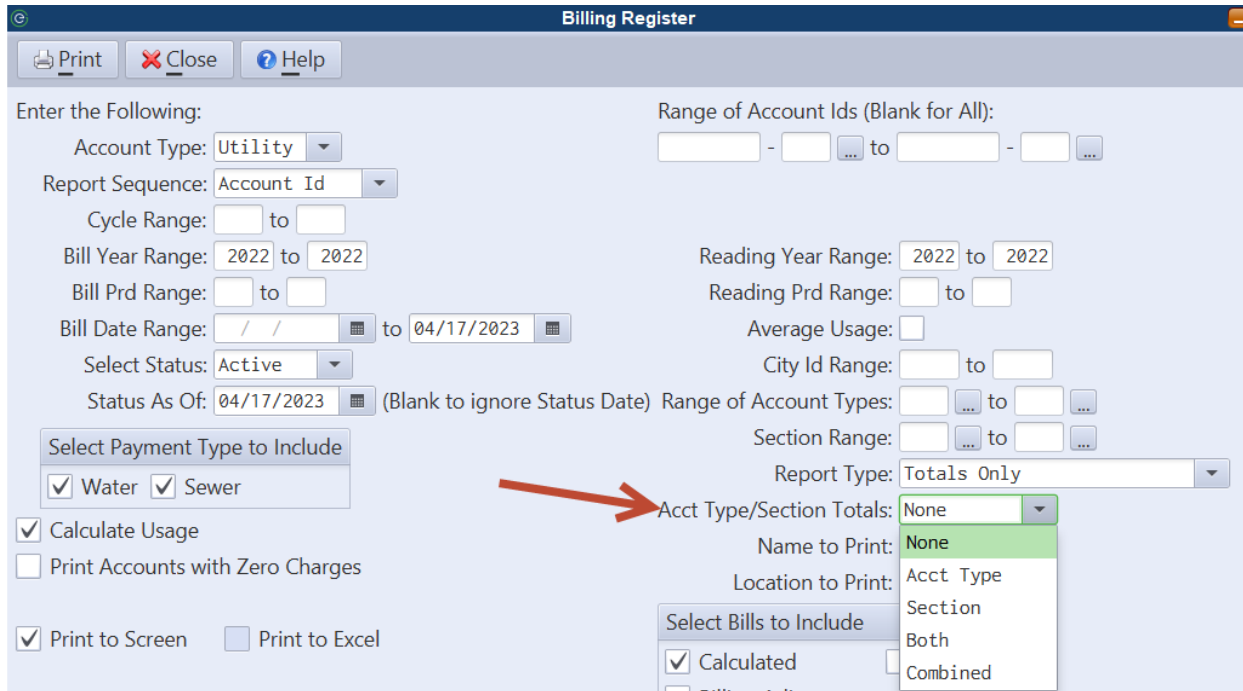
Letter Date 1:

Letter Date 2:

Letter Date 3:

Billing Register - Type and Section Totals

Account Type and Section totals may now be optionally included on the Billing Register.



Acct Type/Section Totals:

Acct Type - Provides only Type totals.

Section - Provides only Section totals.

Both - Provides both Type and Section totals.

Combined - Provides nested Type/Section totals. For example, separate totals will be given for accounts with type RES/section 001 and accounts with type RES/section 002.

Calculate Installment Plan Enhancements

Several new features have been added to the Calculate Installment Plan button in Utility Account Maintenance.

- Installment plans may optionally be moved to a "Payment Plan" service. This feature will only benefit users who use less than the 4 available services in MCSJ. An EGT representative's assistance is required to add a new service. Advantages of using a separate service for payment plan tracking might include the ability to calculate installments on a frequency different than the normal billing (e.g. monthly installments for quarterly billings) or to report on payment plan balances separately from the normal service balances.
- Added an option to also credit penalty balances when choosing the option to 'Credit Billing.'
- Choose between the current option of specifying the # of installments or a new option where the user can just specify an installment amount. When the installment amount option is selected, the system will figure out the total # of installments by dividing the

total amount owed by the agreed upon installment amount.

- Users can now optionally specify their own billing description when calculating installments.

Calculate Installment Plan

Service Type: Water

Bill Code: []

Total Amount: []

Installment Option: Specify Installment Amount

Installment Amount: Specify # of Installments

Starting Year: Specify Installment Amount

Override Description: []

Credit Water Billing: From Year: [] Prd: []

Bill Code: [] To Year: [] Prd: []

Credit Sewer Billing: From Year: [] Prd: []

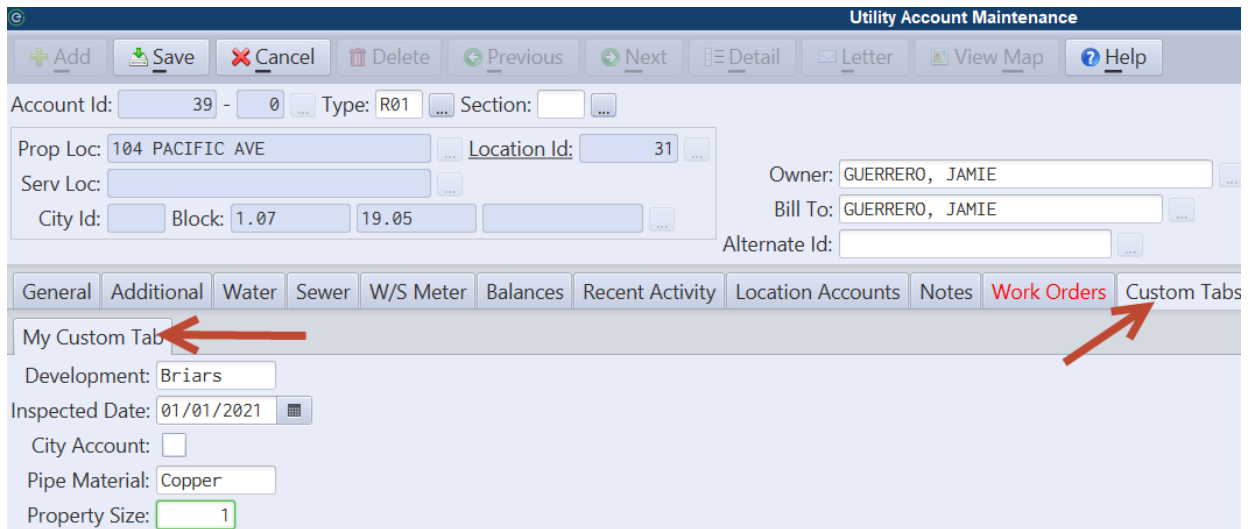
Bill Code: [] To Year: [] Prd: []

Credit Penalty Balances: Adj Code: []

OK Cancel

Custom Fields

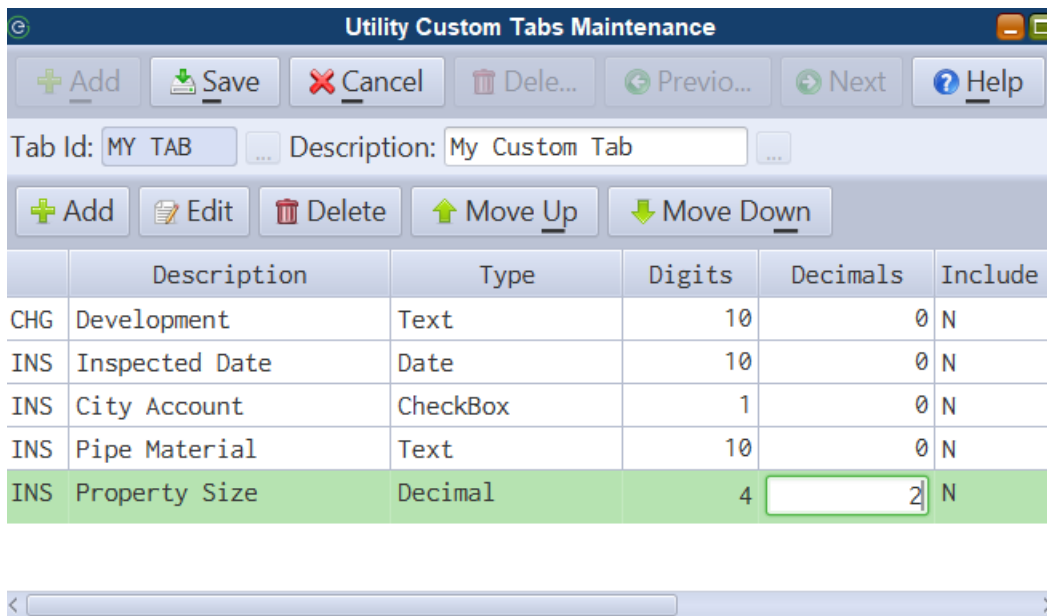
Custom fields can now be added to the Utility Account Maintenance. The fields are organized under user-defined "tabs" which will appear under "Custom Tabs" on Utility Account Maintenance. Fields can be checkbox, dates, text, integers or decimals with a user-defined label. Custom fields can be reported on using the Utility Custom Report.



Utility Custom Tabs Maintenance

Custom fields are added via the Utility Custom Tabs Maintenance. Users will define a tab name and then list any fields they want to appear on that tab. Multiple tabs can be created if grouping similar fields together makes sense.

Billing/Collections > Utility Billing > Utility Accounts > Custom Tabs Maintenance



Include in Custom Report Account Filters - For date and checkbox fields only, the user can indicate if they want a filter option added to the Custom Report. A date range will appear for dates and checkbox fields will appear under the 'Account Filters' section of the Custom Report.

Utility Custom Tabs Maintenance				
<input type="button" value="+ Add"/> <input type="button" value="Save"/> <input type="button" value="Cancel"/> <input type="button" value="Dele..."/> <input type="button" value="Previo..."/> <input type="button" value="Next"/> <input type="button" value="Help"/>				
Tab Id: MY TAB		Description: My Custom Tab		
<input type="button" value="+ Add"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Move Up"/> <input type="button" value="Move Down"/>				
Digits	Decimals	Include in Custom Report	Account Filters	Seq
10	0	N		1
10	0	Y		2
1	0	N		3
10	0	N		4
4	0	N		5

Custom Report

Custom Utility Report			
<input type="button" value="Print"/> <input type="button" value="Close"/> <input type="button" value="Open"/> <input type="button" value="Save"/> <input type="button" value="Help"/>			
General Account Fields Balance Meters			
Enter the Following:		Range of Account Ids (Blank for All):	
Report Sequence:	Account Id		
Range of Account Types:			
Range of Sections:			
Range of Cycles:			
Range of Bill Codes:			
Range of User Codes:			
Active Date:	/ /	to	/ /
CO Date:	/ /	to	04/17/2023
Cut Off Date:	/ /	to	04/17/2023
Inspected Date:	/ /	to	04/17/2023
Select Payment Type to Include		<input type="checkbox"/> Water <input type="checkbox"/> Sewer	
Select Account Status to Include		<input checked="" type="checkbox"/> Active <input type="checkbox"/> Inactive <input type="checkbox"/> None	
		Status As Of: 04/17/2023	
(Blank to ignore Status Date)			
Account Filters			
<input type="checkbox"/> Direct Withdraw <input type="checkbox"/> Interest Exempt <input type="checkbox"/> Online Payment Restrictions <input type="checkbox"/> EO Payment Plan <input type="checkbox"/> Apr 2			
<input type="checkbox"/> Cut Off <input type="checkbox"/> Garnishment <input type="checkbox"/> E-Bills <input type="checkbox"/> Municipal Lien <input type="checkbox"/> Outside Lien			
<input type="checkbox"/> Assignment <input type="checkbox"/> Bankruptcy <input type="checkbox"/> Do Not Disconnect <input type="checkbox"/> Budget <input type="checkbox"/> Exclude from Tax Sale			
<input type="checkbox"/> Sp Charges <input type="checkbox"/> 3rd Party Notification <input type="checkbox"/> Do Not Print Delinquent Notice <input type="checkbox"/> Read Meter <input type="checkbox"/> Do Not Read Meter			
<input type="checkbox"/> Retired Meter <input type="checkbox"/> Compound Meter <input type="checkbox"/> Deduct Meter <input type="checkbox"/> Active Backflow Device <input checked="" type="checkbox"/> City Account			
For 'Include Accounts With' - Include Accounts With: Any Selected			
<input checked="" type="checkbox"/> Print to Screen <input type="checkbox"/> Skip Budget Service Types			
<input type="checkbox"/> Print to Excel			

Custom Utility Report

Print Close Open Save Help

General Account Fields Balance Meters

Select All Account Fields

Account Fields

<input type="checkbox"/> Owner Name	<input type="checkbox"/> Account Type	<input type="checkbox"/> Tenant Occupied	<input type="checkbox"/> Bill	<input type="checkbox"/> Last Payment	<input type="checkbox"/> Do Not Print Delinquent Notice
<input type="checkbox"/> Owner Address	<input type="checkbox"/> Bill Group Id	<input type="checkbox"/> Notes	<input type="checkbox"/> Cycle	<input type="checkbox"/> Meter Number	<input type="checkbox"/> Garnishment
<input type="checkbox"/> Owner Phone(s)	<input type="checkbox"/> Vendor Id	<input type="checkbox"/> Section	<input type="checkbox"/> Status	<input type="checkbox"/> Book/Page	<input type="checkbox"/> Do Not Disconnect
<input type="checkbox"/> Owner Email	<input type="checkbox"/> Soc Sec#	<input type="checkbox"/> User Codes	<input type="checkbox"/> Active Date	<input type="checkbox"/> Multiplier/Dials	<input type="checkbox"/> 3rd Party Notification
<input type="checkbox"/> Bill To Name	<input type="checkbox"/> Lien Flags	<input type="checkbox"/> City Id	<input type="checkbox"/> Inactive Date	<input type="checkbox"/> Meter Location	<input type="checkbox"/> Cutoff Flag
<input type="checkbox"/> Bill To Address	<input type="checkbox"/> Bankruptcy	<input type="checkbox"/> Block/Lot	<input type="checkbox"/> Bill Codes/Units	<input type="checkbox"/> Serial Number	<input type="checkbox"/> Cutoff Date
<input type="checkbox"/> Bill To Phone(s)	<input type="checkbox"/> Exclude Tax Sale	<input type="checkbox"/> Direct Withdraw	<input type="checkbox"/> Deduction Codes	<input type="checkbox"/> Sensus MXU	<input type="checkbox"/> Cutoff Ext Date
<input type="checkbox"/> Bill To Email	<input type="checkbox"/> Sp Charges Flag	<input type="checkbox"/> Online Payment Restrictions	<input type="checkbox"/> Apr2 Flag	<input type="checkbox"/> Gun Type/Rdg Type	<input type="checkbox"/> Number of Cutoff Ext
<input type="checkbox"/> Property Location	<input type="checkbox"/> CO Date	<input type="checkbox"/> No Disconnect	<input type="checkbox"/> Interest Exempt	<input type="checkbox"/> Misc Mtr Info	<input type="checkbox"/> Tax Sale
<input type="checkbox"/> Service Location	<input type="checkbox"/> Bank Code	<input type="checkbox"/> Driver's License	<input type="checkbox"/> EO Payment Plan	<input type="checkbox"/> Last Reading	<input type="checkbox"/> Special Handling
<input type="checkbox"/> Alternate Id	<input type="checkbox"/> Landlord Account	<input type="checkbox"/> Birth Date	<input type="checkbox"/> Budget	<input type="checkbox"/> Latitude/Longitude	

Custom Fields

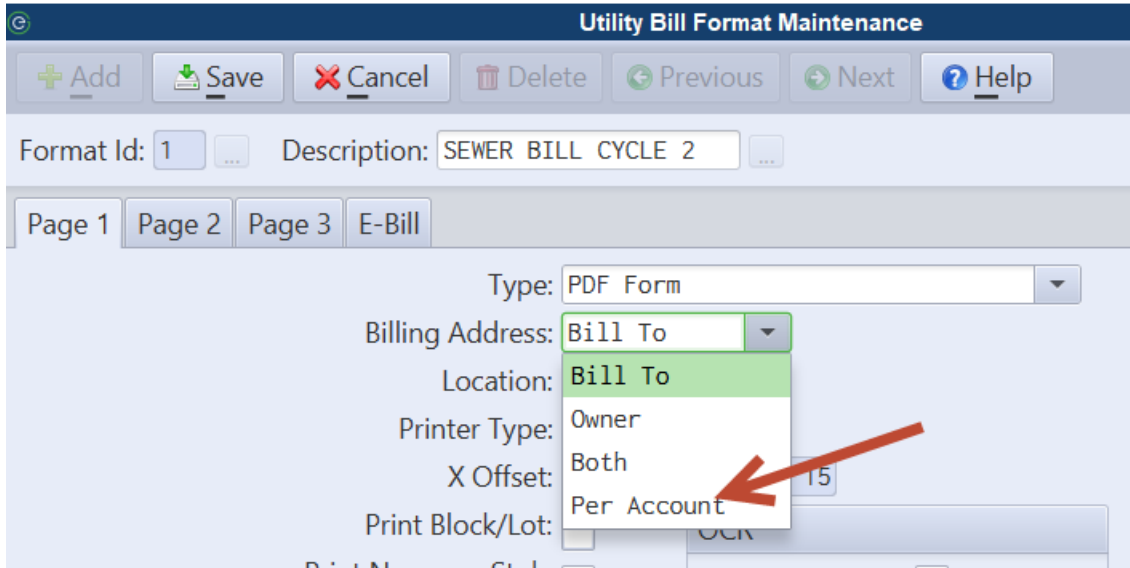
Development Inspected Date City Account Pipe Material Property Size

Bill Choice

Bill Choice is an optional feature which can allow each individual name listed on a Utility account (i.e. owner, bill to, guarantor, and co-applicant) to elect whether they want to receive printed and/or e-mailed bills and delinquent notices. Although the new MCSJ version will display bill choice options for each name on an account, nothing will change with your existing bill printing or e-billing unless you choose to activate the new feature in Bill Format Maintenance.

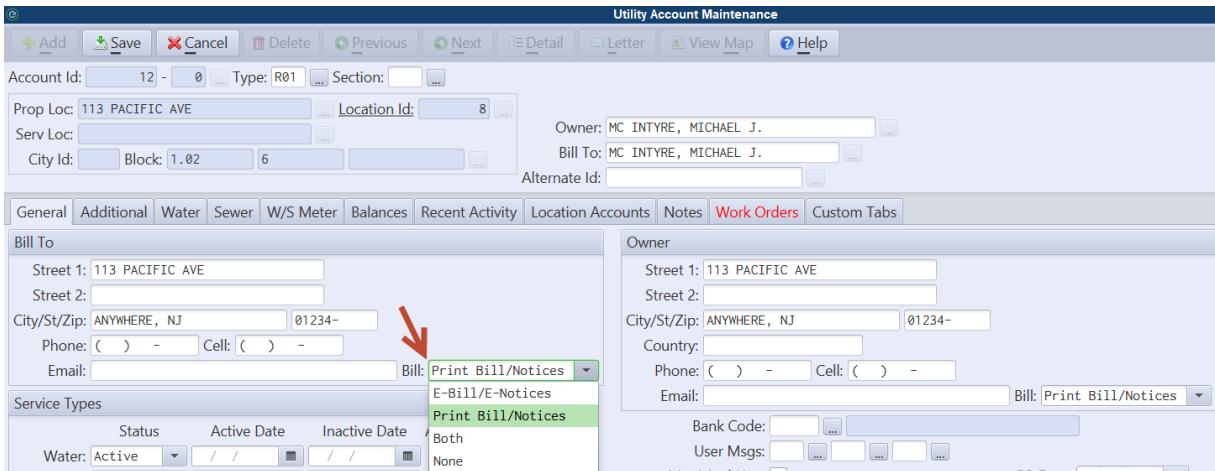
Bill Format Maintenance

To activate this feature, the **Billing Address** defined in Utility Bill Format Maintenance must be changed to 'Per Account.'



Utility Account Maintenance

A new drop-down box will appear in Utility Account Maintenance. The selection options for owner and bill to names replace the old e-bill checkbox and will appear for all users. However, you would have to activate the 'Per Account' feature in the Bill Format Maintenance if you want someone to receive a bill who would not currently receive a bill under your current bill format settings.



Utility Account Maintenance

Account Id: 12 - 0 Type: R01 Section:

Prop Loc: 113 PACIFIC AVE Location Id: 8
 Serv Loc:
 City Id: Block: 1.02 6

Owner: MC INTYRE, MICHAEL J.
 Bill To: MC INTYRE, MICHAEL J.
 Alternate Id:

General Additional Water Sewer W/S Meter Balances Recent Activity Location Accounts Notes Work Orders Custom Tabs

Direct Withdrawal
 Bank DFI: Type:
 Account Num: Prenote:

Bill Group Id: Vendor:
 Lead Utility Acct: Prc: .00
 Garnishment: Garnish Date: / /
 Garnish Routing#: Garnish Account#:

Special Handling:

Guarantor
 Third Party Notification: None
 Name: None
 Email: Delinquent Notice Only
 Street 1: Bill & Delinquent Notice
 Street 2: Delinquent E-Notice Only
 City/St/Zip: E-Bill and Delinquent E-Notice
 Print/E-mail Bill and Delinquent Notice

Type of TIN: Soc Sec#: - -
 Driver's License: State: Birth Date: / /
 Employer
 Name: Phone: ()
 Street 1:
 Street 2:
 City/St/Zip: -
 Co-applicant
 Third Party Notification: None
 Name: Phone: ()
 Email:
 Street 1:
 Street 2:
 City/St/Zip: -
 Type of TIN: Soc Sec#: - -
 License: State:

Print Utility Bills

To assist users with understanding how the bills will print for a given print job, the Print Utility Bills screen will indicate how the bills will print for each run.

Print Utility Bills

Enter the Following:

Cycle Id Range: to
 Bill Year Range: to
 Bill Period Range: to
 Bill Type:

Report Sequence:

Bank Code Option:

Active As Of Date: (Blank to ignore Status Date)

Range of Bank Codes: to (Blank for All)

Format Id:

Select Payment Type to Include
 Water Sewer

Range of Zip Code/Account Ids (Blank for All):
 - to
 -

Water/Sewer:
 Reading Year Range: to
 Reading Prd Range: to

Average Usage

Billing Date:
 Due Date: / / / / /
 Direct Debit Date: / /

Print to PDF

X Offset: Y Offset:

Important Bill Information

- Bills will be sent to the Bill To, Owner, Co-Applicant, & Guarantor if they have been set up to receive a printed bill.

Print Utility Bills

Next Cancel Help

Enter the Following:

Cycle Id Range: 1 to 1

Bill Year Range: 2022 to 2022

Bill Period Range: 4 to 4

Bill Type: E-Bills

Report Sequence: Account Id

Bank Code Option: All

Active As Of Date: 04/17/2023 (Blank to ignore Status Date)

Range of Bank Codes: to (Blank for All)

Format Id: 2 WATER/SEWER

Select Payment Type to Include

Water Sewer

Range of Account Ids (Blank for All):

- 0 to

- 0 to

Water/Sewer:

Reading Year Range: to

Reading Prd Range: to

Average Usage

Billing Date: 04/17/2023

Due Date: 11/01/2022 / / / /

Direct Debit Date: / /

Print to PDF Alignment X Offset: 8 Y Offset: 15

Important Bill Information

- Bills will be sent to the Bill To if it is set up to receive an E-Bill.
- If the Owner is also set up to receive an E-Bill, they will receive a copy of the bill set to the Bill To.
- If an account does not have a Bill To, the bill will be sent to the Owner if it is set up to receive an E-Bill.
- Bills will be sent to the Co-Applicant and Guarantor if they have been set up to receive an E-Bill.

E-mail Message Content for E-bills

The e-mail content for e-bills has been updated to include more account information as well as an optional message. Additionally, users now have the option to send e-bills without a PDF bill attachment.

Changes to the body of the e-mail include:

- Indication if account is enrolled in Direct Debit or Auto-Pay
- Account Id and Property Location is included
- Includes optional special message (entered in Bill Format Maintenance)
- Prior balance indicator
- Moved location of WIPP/online bill pay link

Dear SWASEY, GARY & COX, SUSAN:

Your CITY OF ANYWHERE Utility eBill is attached.
To view your bill, open the attached PDF document.

This account is enrolled in Direct Debit.

Amount Due
\$159.01

Due Date
02/01/23

This account has a prior unpaid balance. Please see bill for details.

[Click here to view and pay your bill online](#)

Verify Your Information:

SWASEY, GARY & COX, SUSAN
230 S PARK DRIVE
ANYWHERE, NJ 01234
Account: 27-0
Location: 230 S PARK DRIVE

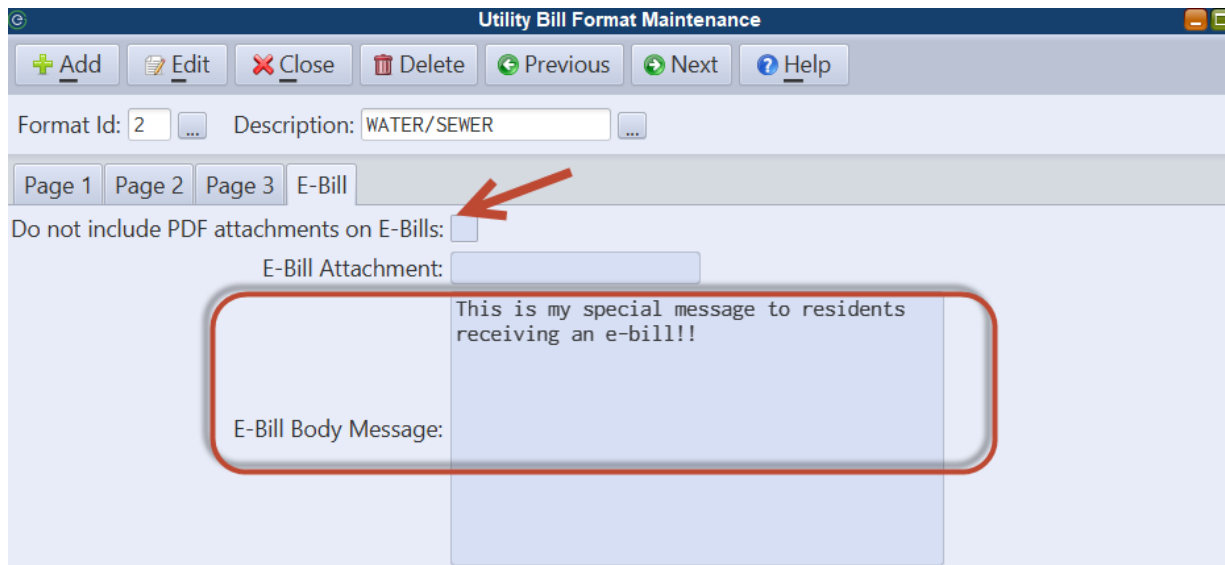
Any Questions? Contact Us:

WATER/SEWER OFFICE
123 ANY ST.
ANYWHERE, NJ 01234

This is my special message to residents receiving an e-bill!!

Bill Format Maintenance - E-Bill tab

The new 'E-Bill' tab in Utility Bill Format Maintenance allows for a custom message that will only appear in the body of the e-mail. In addition, users can elect not to attach PDF bill copies to e-bills. When this option is selected, customers would need to follow the WIPP link in the e-mail to access their full bill.



Penalty Calculation - Account Type Filter

An **Account Type** filter has been added to the Penalty Calculation routine.

Penalty Calculation/Update

Next Close Help

Overpayments will be applied and Credits will be transferred before the Penalty is calculated.

Service Type: All Utility

Primary Balance:

Cycle Range: to

Account Type Range: to

Bill Year Range: to

Period Range: to

Calculation Date: 04/18/2023

Transaction Date: 04/18/2023

Transaction Descript:

Apply Penalty Method: Apply to Each Period

Credit History Only:

Calculate Inactive Accounts:

Penalty Type: Percentage

Flat Amount:

Charge Per Unit:

Penalty %1: 1.50000

Penalty %2: .00

%2 Threshold: .00

Minimum Penalty: .00

Minimum Balance: .00

NJ Tax

Special Charges Register - Tax Sale Flag & Bankruptcy Case

Include in Tax Sale and Bankruptcy Case Number fields have been added to the Excel export of the Special Charges Register.

Block	Lot	Qual	Type	Property Location	Sp Charges Id	Lien Certificate	Installment Plan	Bankruptcy	Include in Tax Sale	Case Number	Status	Previous Balance	Loan Am
1.01	1		Tax	35 ROSEDALE ROAD	22-00001		N	N	Y		Active	500.00	
8.01	15		Water	161 HODGE ROAD	22-00004		N	N	N		Active	0	
9.01	12		Tax	158 ELM ROAD	22-00002		N	N	N		Active	0	
9.01	13		Board Up	172 ELM ROAD	22-00003		N	N	N		Active	0	
25.01	11		Misc	32-34 HUMBERT STREET	22-00005		N	N	Y		Active	0	
Totals												500.00	

Property Class Range Filter Added to Automated Adjustments

A Property Class Range filter is now available on all of the Automated Adjustments Routines for 'Tax' balance types.

Automated Adjustments

Next Close Help

Enter the Following:

Batch Id: ALL Batch Date: 01/06/2023

Adj Routine: Cancel By Resolution

Balance Type: Tax Include Misc Charges

Prin Adj Code: 071 Miscellaneous Misc Adj Code: []

Description: [] Description: []

Penalty Adj Code: []

Description: []

Bill Year: 2022 to [] Bill Period: 4 to [] Due Date: [] to []

Cancel Amt: [] .01 to 9999999.99

Property Class Range (Blank for All): [] to []

Include Properties in Lien

NJ - PILOT

Tax Automated Adjustments Routine - Added PILOT

The PILOT module has been added to the **Balance Type** drop-down menu for the following Automated Adjustment Routine options:

- Transfer Overpayments.
- Refund Overpayments.
- Cancel By Resolution.

The screenshot shows the 'Automated Adjustments' window. At the top, there are buttons for 'Next', 'Close', and 'Help'. Below that, the text 'Enter the Following:' is displayed. The form contains several fields: 'Batch Id' (TEST02), 'Batch Date' (01/10/2023), 'Adj Routine' (Transfer Overpayments), 'Balance Type' (PILOT, highlighted with a red box), 'Include Misc Charges' (checked), 'Prin Adj Code' (063), 'Transfer Overpayment', 'Misc Adj Code' (089), 'DO NOT USE', 'Description' (Pos Neg Misc TranOvr Test), 'Penalty Adj Code' (empty), 'Description' (empty), 'Bill Year' (2021 to 2021), 'Bill Period' (2 to 4), 'Due Date' (empty), 'Cancel Amt' (.00 to .00), and 'Property Class Range (Blank for All)' (empty). There is also an unchecked checkbox for 'Include Properties in Lien'.

NJ Standard Payment Export / Import - Added PILOT

Quarterly PILOT billings may now be included in the NJ Standard Payment Export and Import (mortgage service company payments).

Export Payments

Next Close Help

Enter the Following:


Select File Format: Standard - NJ File Layout

Select Billing Type: Regular

Version: 2

Bill Year: 2023

Bill Period:

Include PILOT: 

Output File Name:

Select File...


Payment Import

Next Close

Enter the Following:

Select File Type: Standard

Batch Id: SU

Payment Code: PILOT Pay Code: 

Payment Date: 04/15/2023

Payment Origin:

Check Number: Description:

Input File Name: Select File...

Print to Screen

Print Bank Mismatch Error

Update Bank Code

Property Tax

Discount Amount Due Added to Property Tax Accounts

For Property Tax billings with a pre-payment discount, a 'Discounted Balance' column will now appear on the Property Tax Account Maintenance Balance tab.

The screenshot shows the 'Property Tax Account Maintenance' window. The 'Balance' tab is selected, and the 'Total Balance' sub-tab is active. A table displays the following data:

	Discounted Balance	Principal Balance	Penalty	Total Balance	Current Due
Plum Boro	895.70	897.20	67.22	964.42	739.76
Plum School	1,261.66	1,270.13	.00	1,270.13	.00
Total	2,157.36	2,167.33	67.22	2,234.55	739.76

Below this table is a historical balance table:

Year	Principal Balance	Penalty	Total Balance
2023	1,494.79	.00	1,494.79
2016	174.64	17.46	192.10
2015	87.70	8.77	96.47
2013	87.70	8.77	96.47
2011	46.44	4.64	51.08
2010	46.44	4.64	51.08

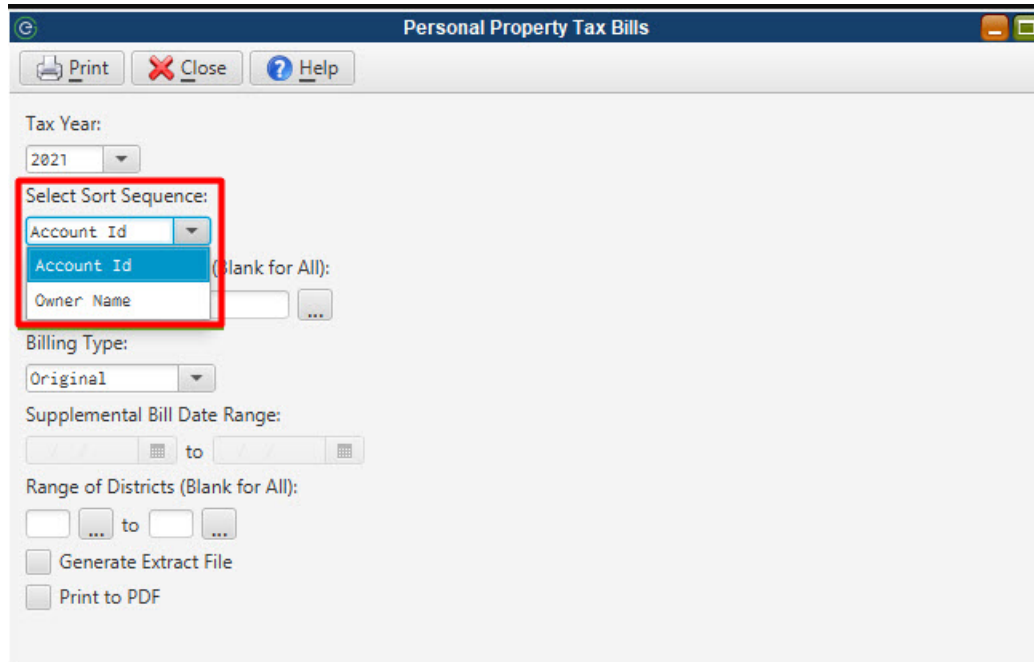
Bill Calculation - Option to Calculate All Services

Property Tax billings which include more than one service on the bill can now be calculated simultaneously instead of running separate bill calculations for each service. This feature can be optionally enabled in the Property Tax Billing Parameter Maintenance. Once enabled, users can choose the 'All Property Tax' option when running the Bill Calculation/Update.

VA Personal Property Tax

Print Personal Property Bills by Owner Name

Personal Property bills may now be printed in owner name order.




Personal Property Surcharge Routine

This new routine can be used to calculate a flat or percentage based fee on Personal Property accounts with a delinquent balance in specified tax years.

Personal Property > Calculate Bills > Personal Property Surcharge Routine

Personal Property Surcharge Routine

Next Close Help



If there are unapplied overpayments or credits on accounts, please run the "Apply Overpayments/Transfer Credits" routine before proceeding!

Bill Code: ...

Due Date: / /

Penalty Date: / /

Interest Date: / /

Tax Year Range: to

Calculation Date: / /

Transaction Date: / /

Transaction Description:

Surcharge Type: Flat

Amount:

Minimum Balance:

Include Accounts (Select)

- Bankruptcy Accounts
- Penalty and Interest Exempt billings in account balance
- 'Exclude from DMV Stop File' Accounts
- 'Exclude from Collections' Accounts

Construction Permits

PDF Permit Invoices Include Description of Work

A permit's description of work can now be included on printed permit invoices. An updated PDF form must be installed to receive this change. Contact an EGT representative if you're interested in updating your permit invoice.

PERMIT INFORMATION

PERMIT NO: 22-00465

LOCATION: 42 WASHINGTON AVE

OWNER: ECK-O'DONNELL TERESA M

BLOCK/LOT/QUAL: 32. 1.

Description of Work ADD BATHROOM

