MCSJ Version 2023.1 Release Guide

Last Updated On April 20, 2023

Table of Contents

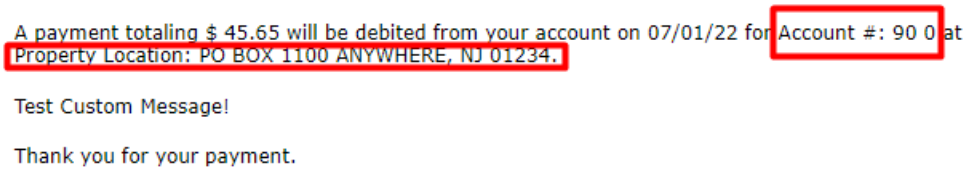
Payments **4**
Direct Withdrawal E-mail Enhancements 4
Payment Origins 4
Payment Origins Maintenance 5
Assigning Payment Origins 6
Payment Origin Report 7
Apply Postmark Date on Lockbox Import (Waive Penalty) 7
Accounts Receivable **9**
License Listing - Service Id Range 9
Invoice Import 9
Utility Billing **12**
Include Parcel Id on Utility Transaction Inquiry Excel Export 12
Print Utility Bills for a Range of Banks 12
Bill Calculation - Option to Calculate All Services 13
Separate Print and E-bill Formats 14
Utility Account Letters - Save Excel Source Template 14
Billing Register - Type and Section Totals 15
Calculate Installment Plan Enhancements 16
Custom Fields 17
Utility Custom Tabs Maintenance 18
Custom Report 19
Bill Choice 20
Bill Format Maintenance 20
Utility Account Maintenance 21
Print Utility Bills 22
E-mail Message Content for E-bills 24
Bill Format Maintenance - E-Bill tab 25
Penalty Calculation - Account Type Filter 26
NJ Tax **27**
Special Charges Register - Tax Sale Flag & Bankruptcy Case 27
Property Class Range Filter Added to Automated Adjustments 27
NJ - PILOT **28**

Tax Automated Adjustments Routine - Added PILOT 28
NJ Standard Payment Export / Import - Added PILOT 28
Property Tax **30**
Discount Amount Due Added to Property Tax Accounts 30
Bill Calculation - Option to Calculate All Services 30
VA Personal Property Tax **31**
Print Personal Property Bills by Owner Name 31
Personal Property Surcharge Routine 31
Construction Permits **33**
PDF Permit Invoices Include Description of Work 33

Payments

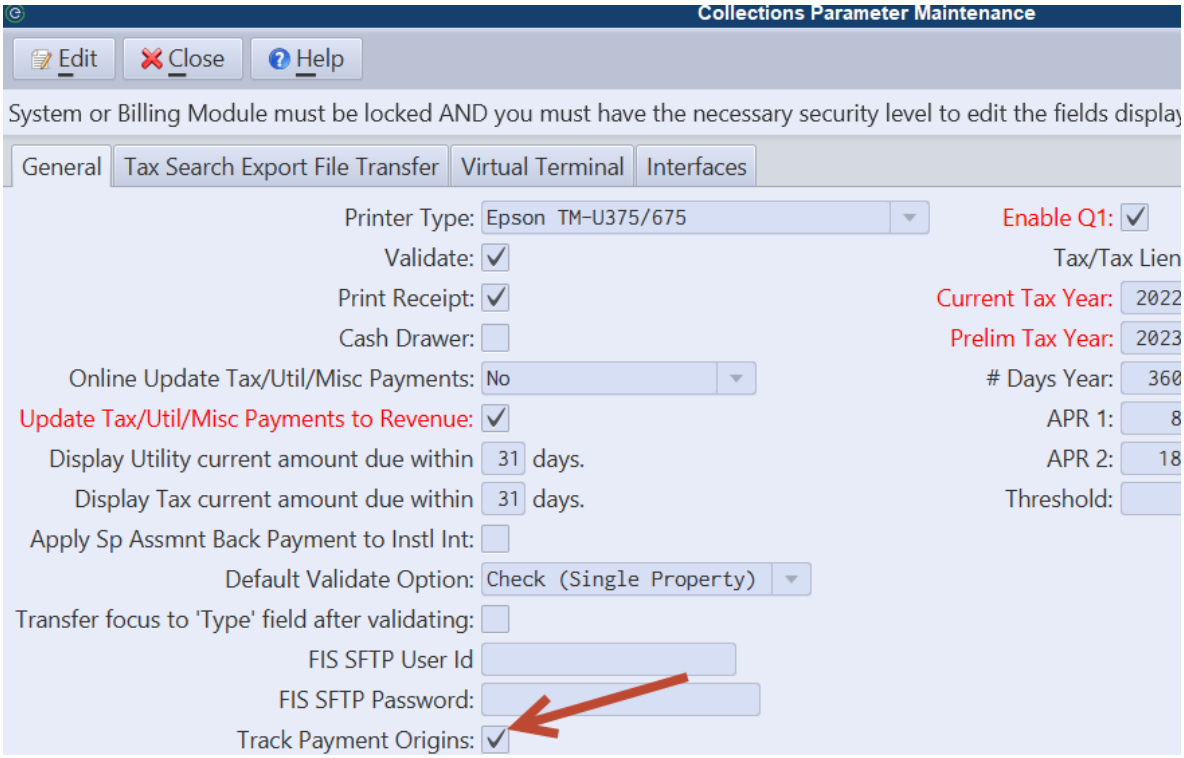
Direct Withdrawal E-mail Enhancements

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



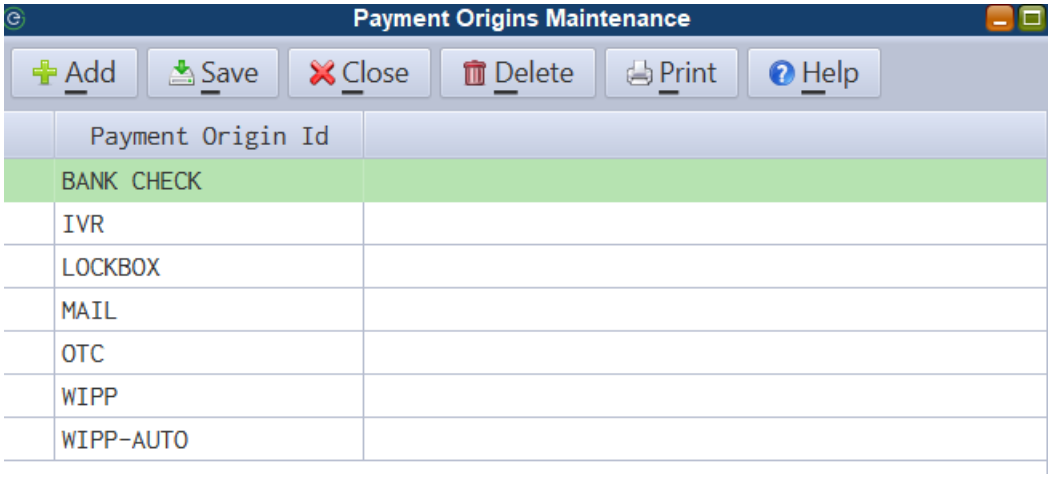
Payment Origins

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.



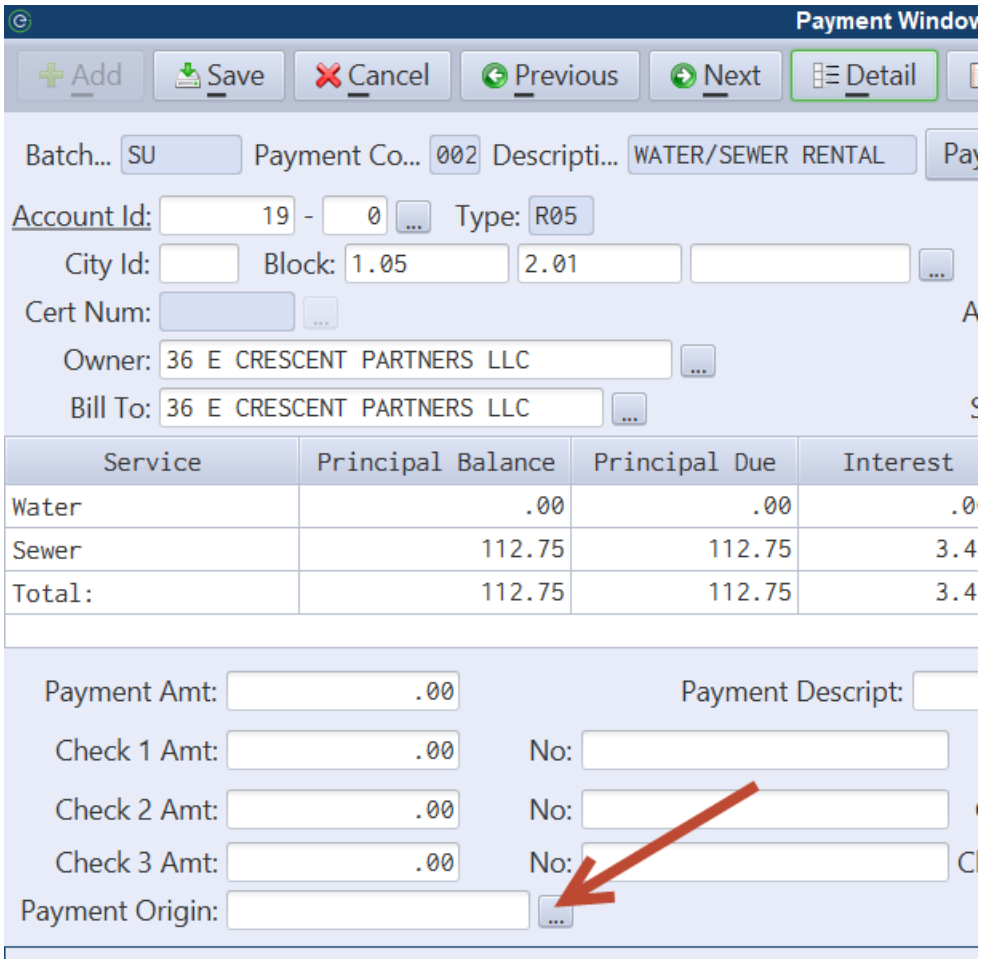
Payment Origins Maintenance

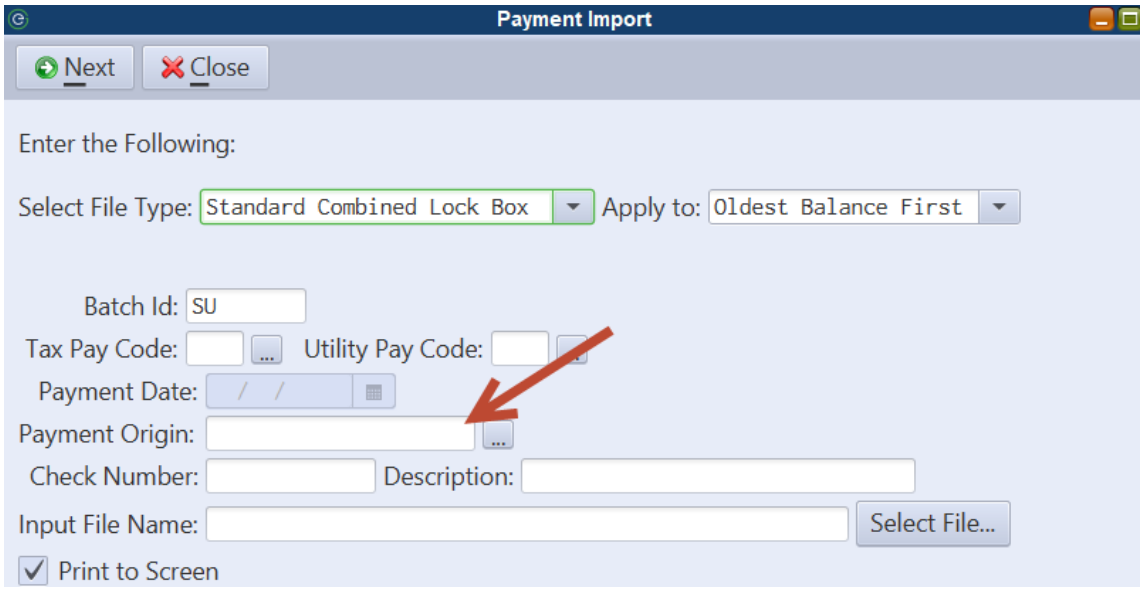
Once the feature is activated, a Payment Origins Maintenance will appear under *Billing/Collections* > *Payments*. This maintenance is used to add the various payment origins to be tracked. Two WIPP related origins will already appear in the list as these origins are assigned automatically during the 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.



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.

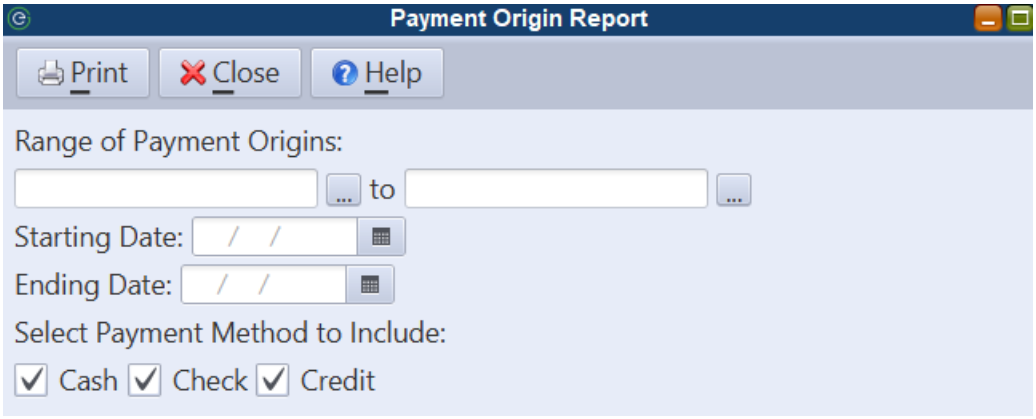




Payment Origin Report

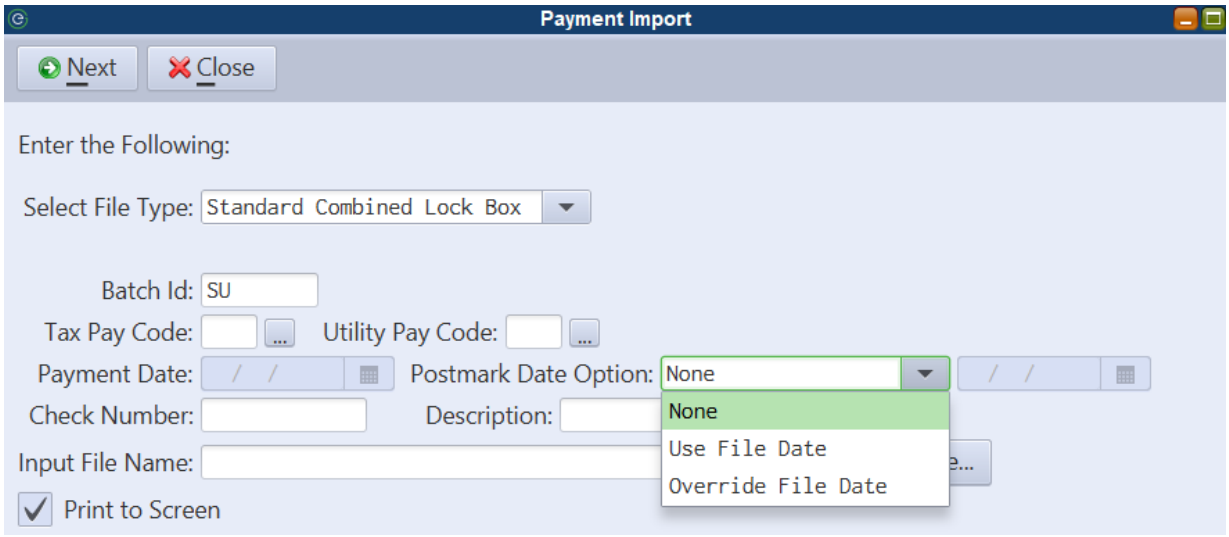
Once payment origins are being assigned to payments, the Payment Origin Report can be used to get payment counts and dollar totals by origin and payment method (cash, check, etc.).

Billing/Collections > *Payments* > *Payment Origin Report*



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.

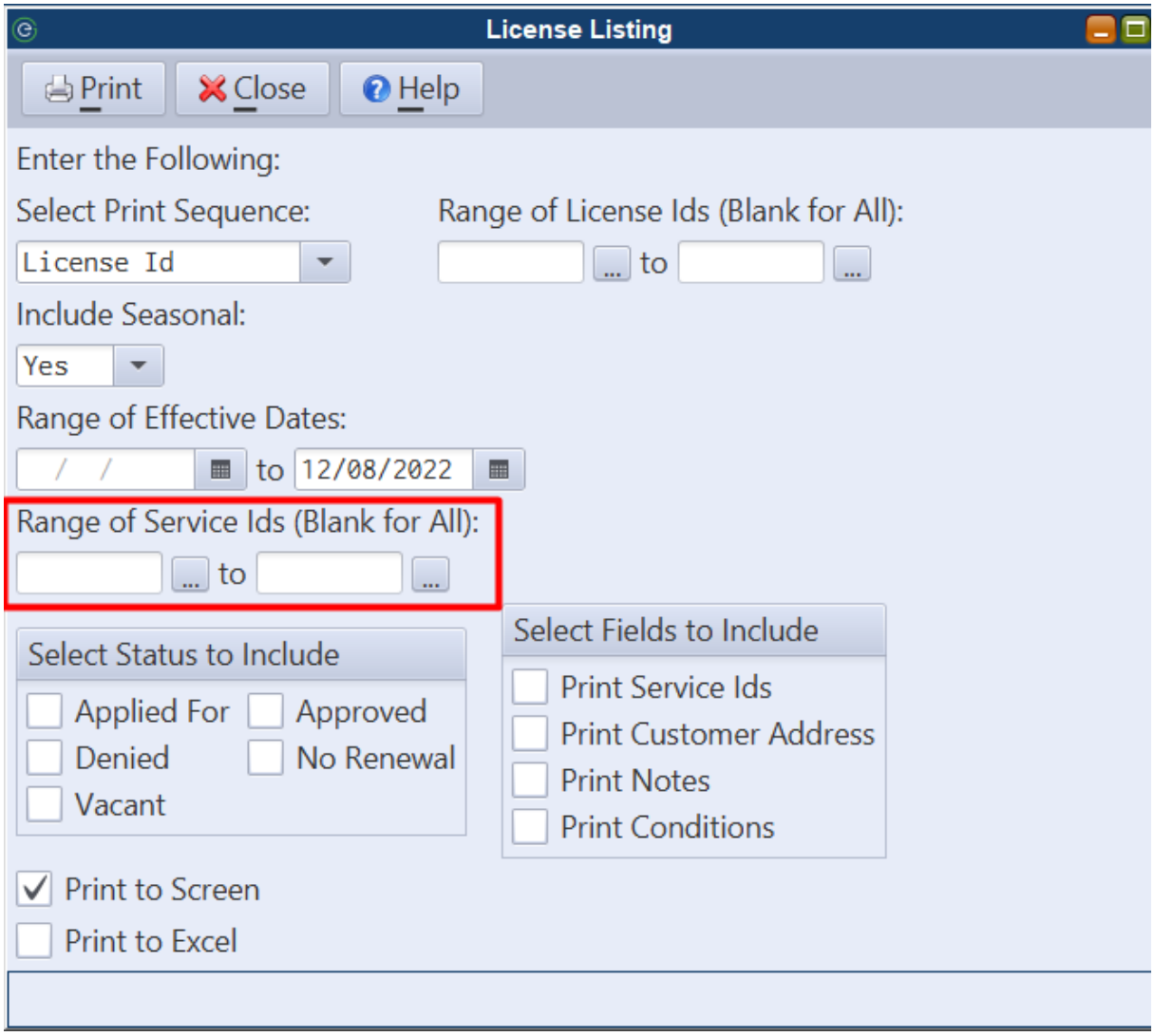


Postmark Date Option - When the file contains a postmark date on the detail payment records, the user may choose the 'Use File Date' option. If the file wasn't created with postmark dates, the user can assign their own postmark date to all payments in the file by choosing the 'Override File Date' option. 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.



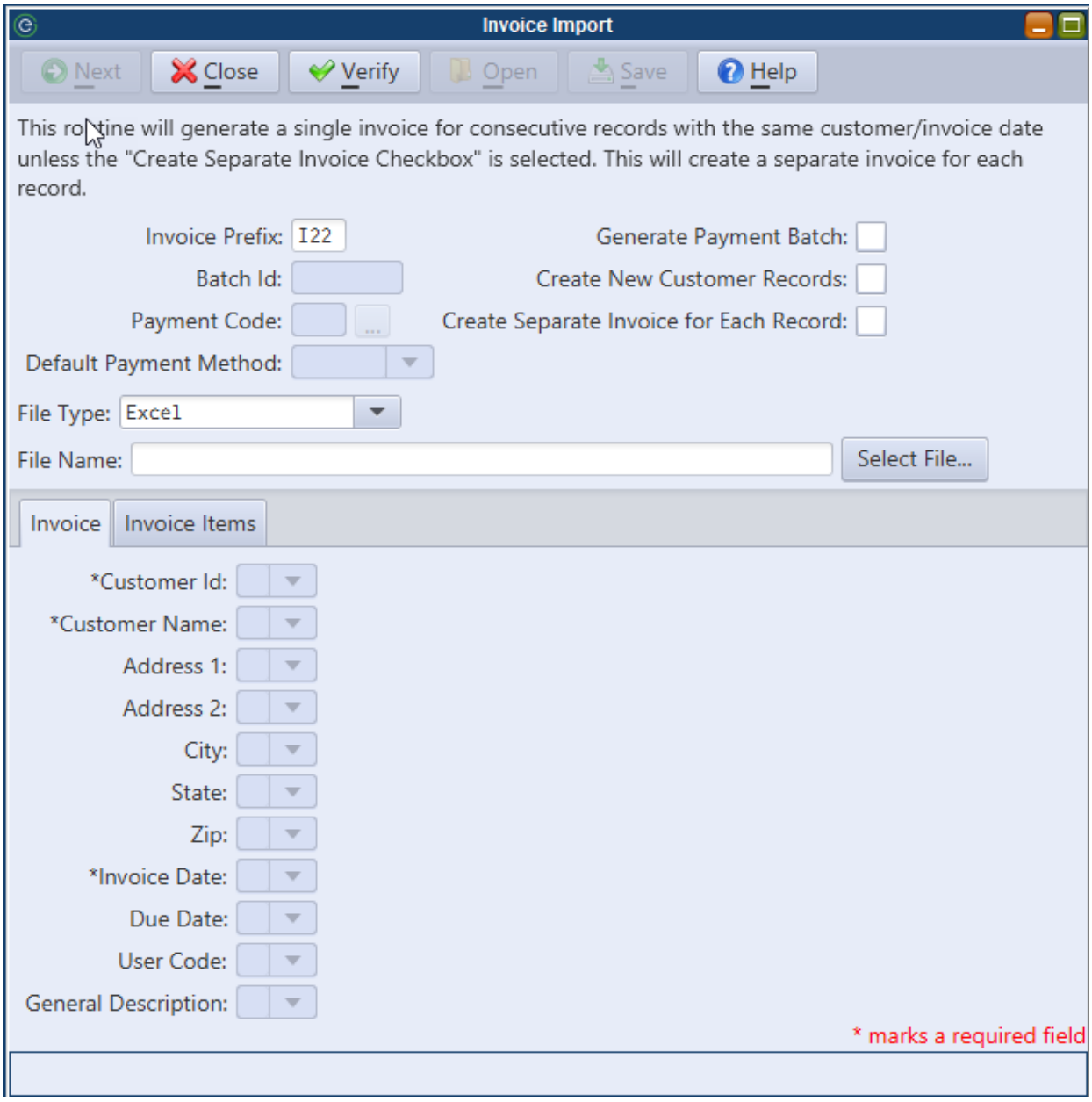
Invoice Import

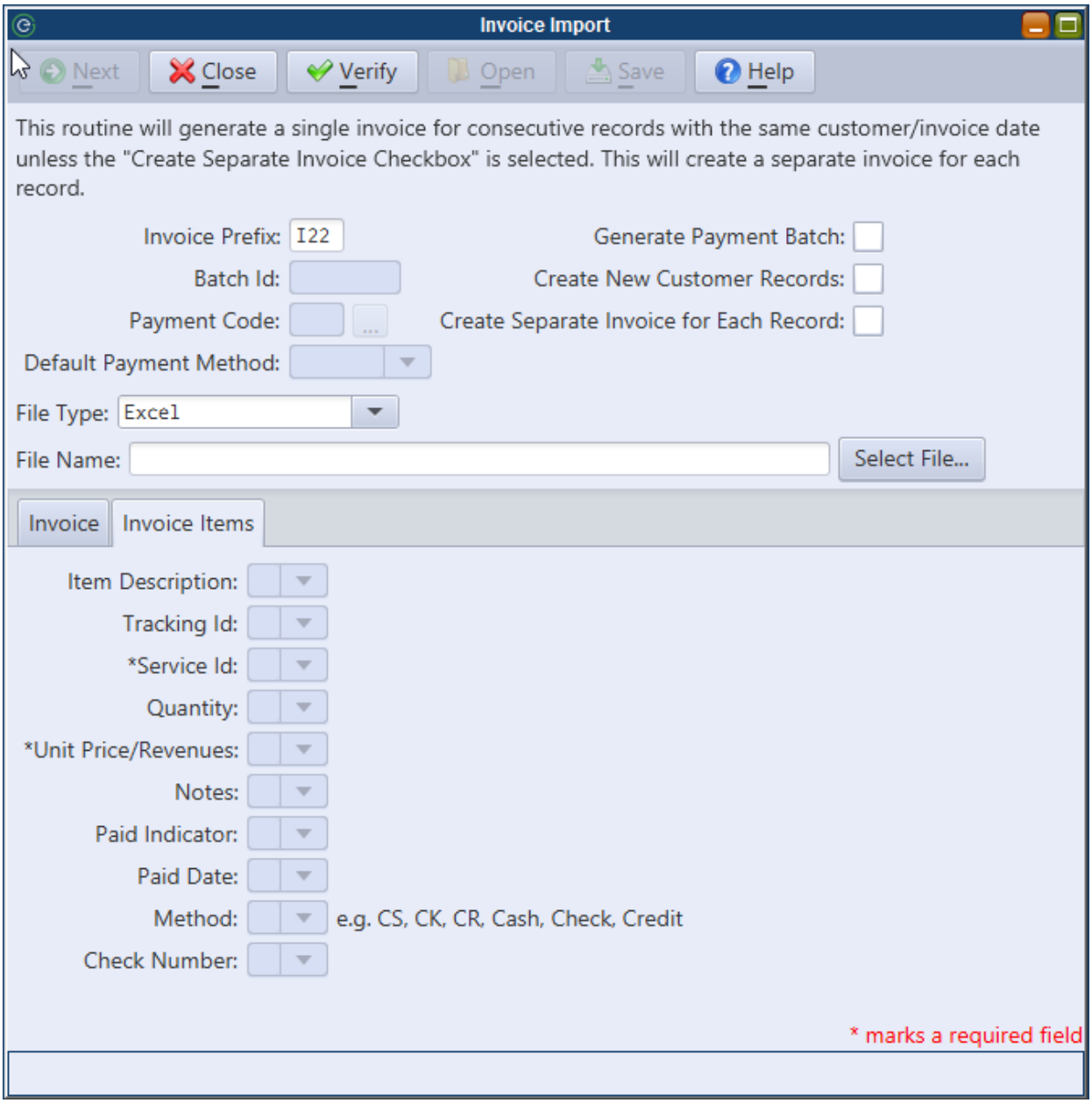
MCSJ can now import invoices from a csv or Excel file. The routine allows users to map the columns in the file to valid MCSJ invoice fields in order to create an invoice record. If the file indicates the invoices are paid, the system can also generate a payment batch for those invoices. Other features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

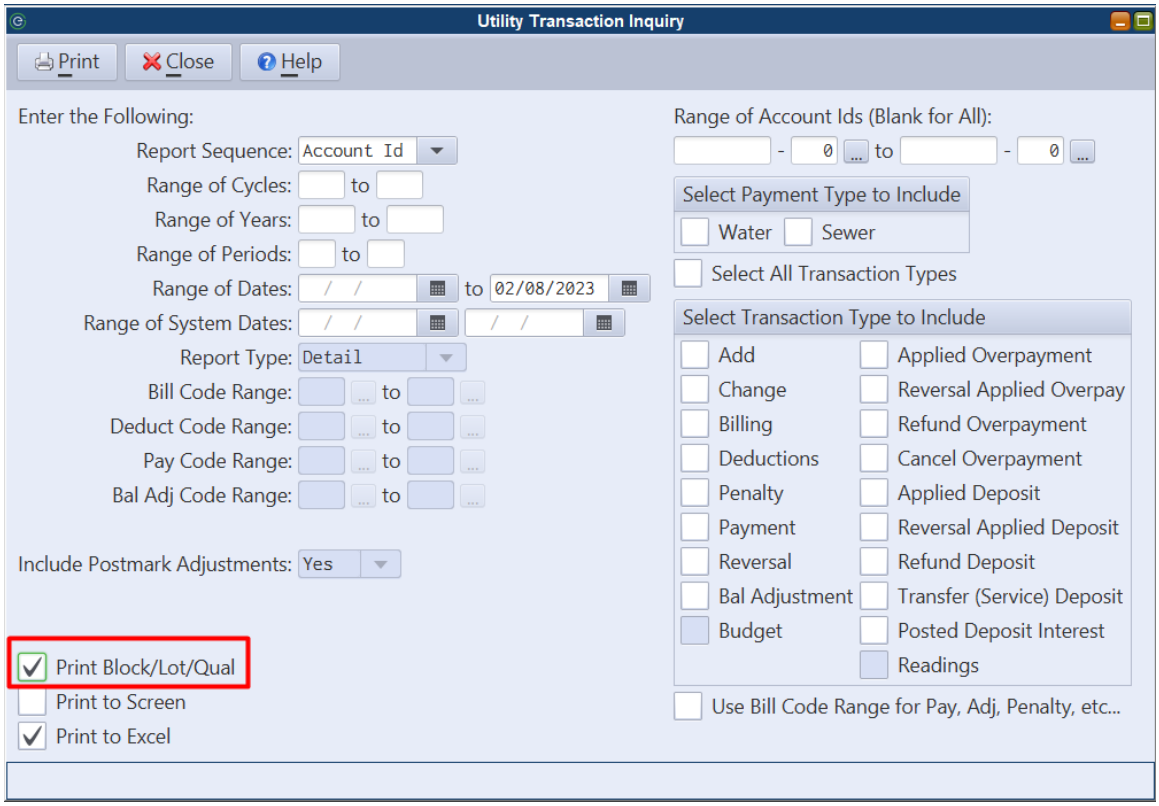



Invoice Import
Next
Close
Verify
Open
Save
Help
This routine will generate a single invoice for consecutive records with the same customer/invoice date unless the "Create Separate Invoice Checkbox" is selected. This will create a separate invoice for each record.
Invoice Prefix:
I22
Generate Payment Batch:
Batch Id:
Create New Customer Records:
Payment Code:
Create Separate Invoice for Each Record:
Default Payment Method:
File Type:
Excel
File Name:
Select File...
Invoice
Invoice Items
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

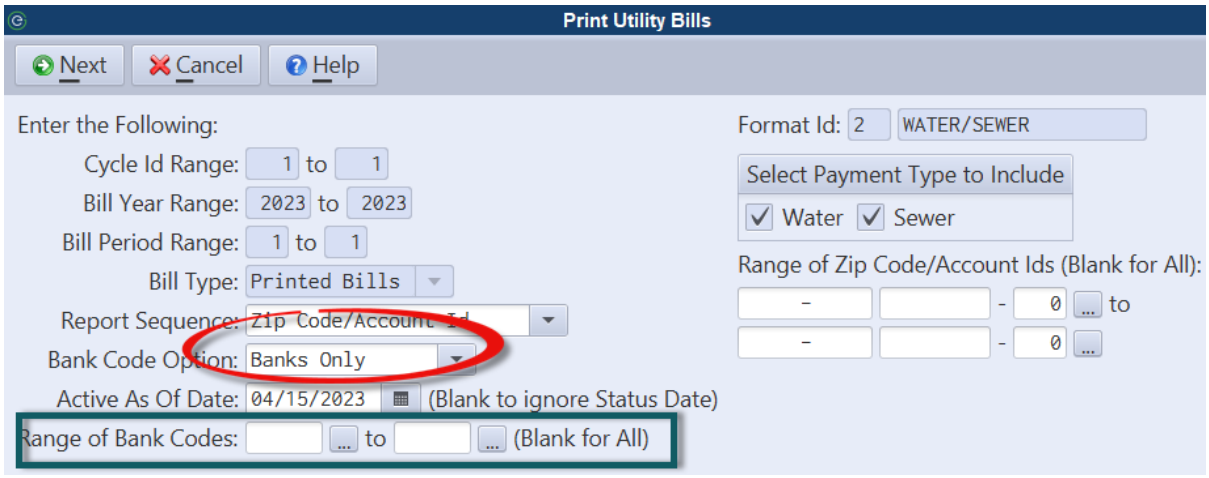
Include Parcel Id on Utility Transaction Inquiry Excel Export

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



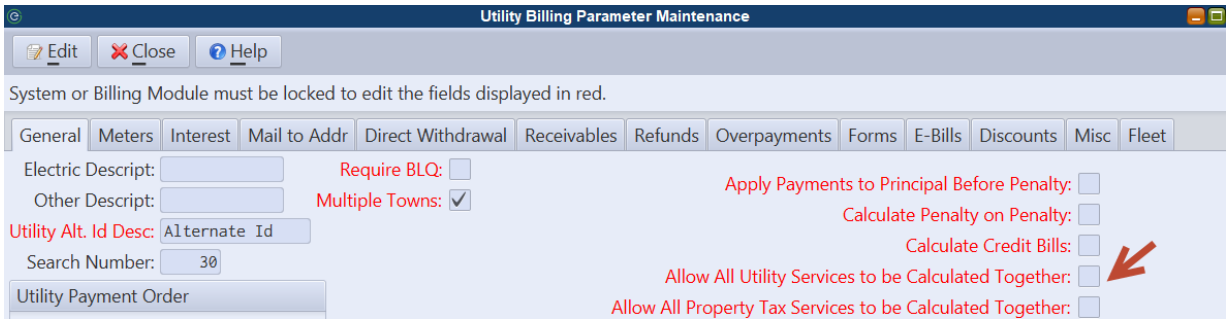
Print Utility Bills for a Range of Banks

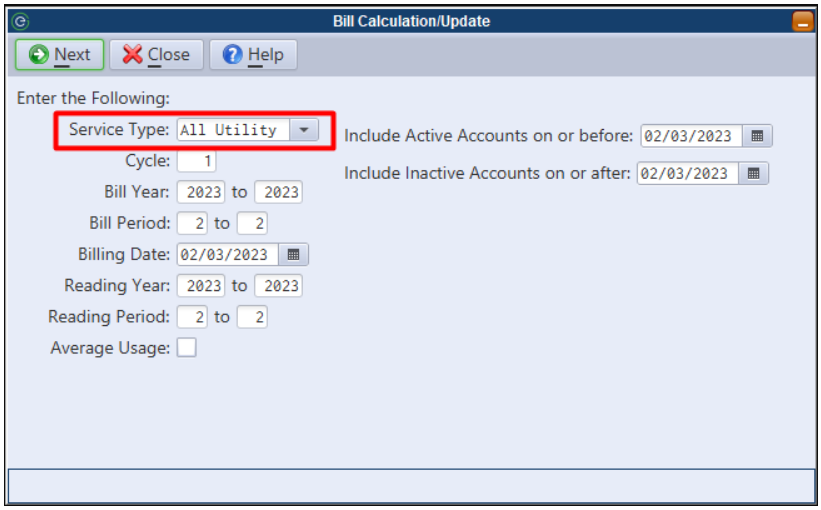
When printing bills for 'Banks Only', a bank code range can now be entered.



Bill Calculation - Option to Calculate All Services

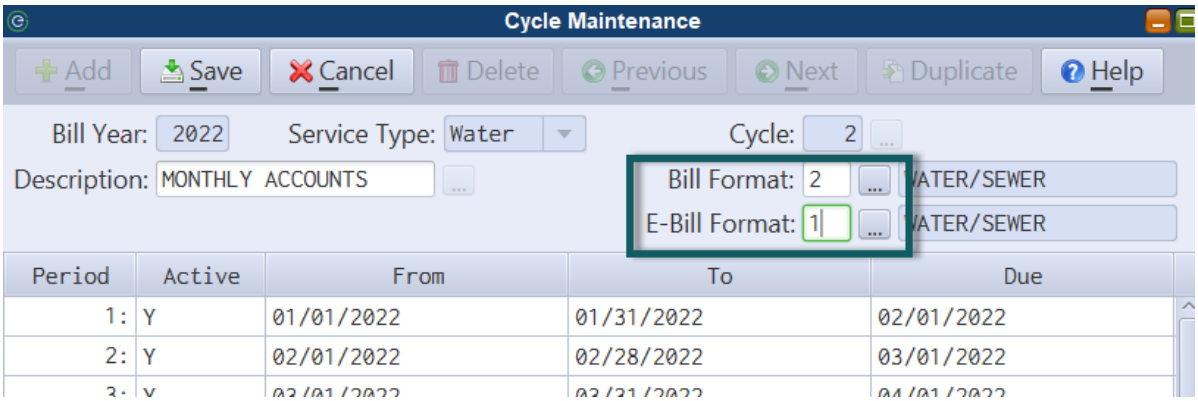
Utility billings which include more than one service on the bill can now be calculated simultaneously instead of running separate bill calculations for each service. This feature can be optionally enabled in the Utility Billing Parameter Maintenance. Once enabled, users can choose the 'All Utility' option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





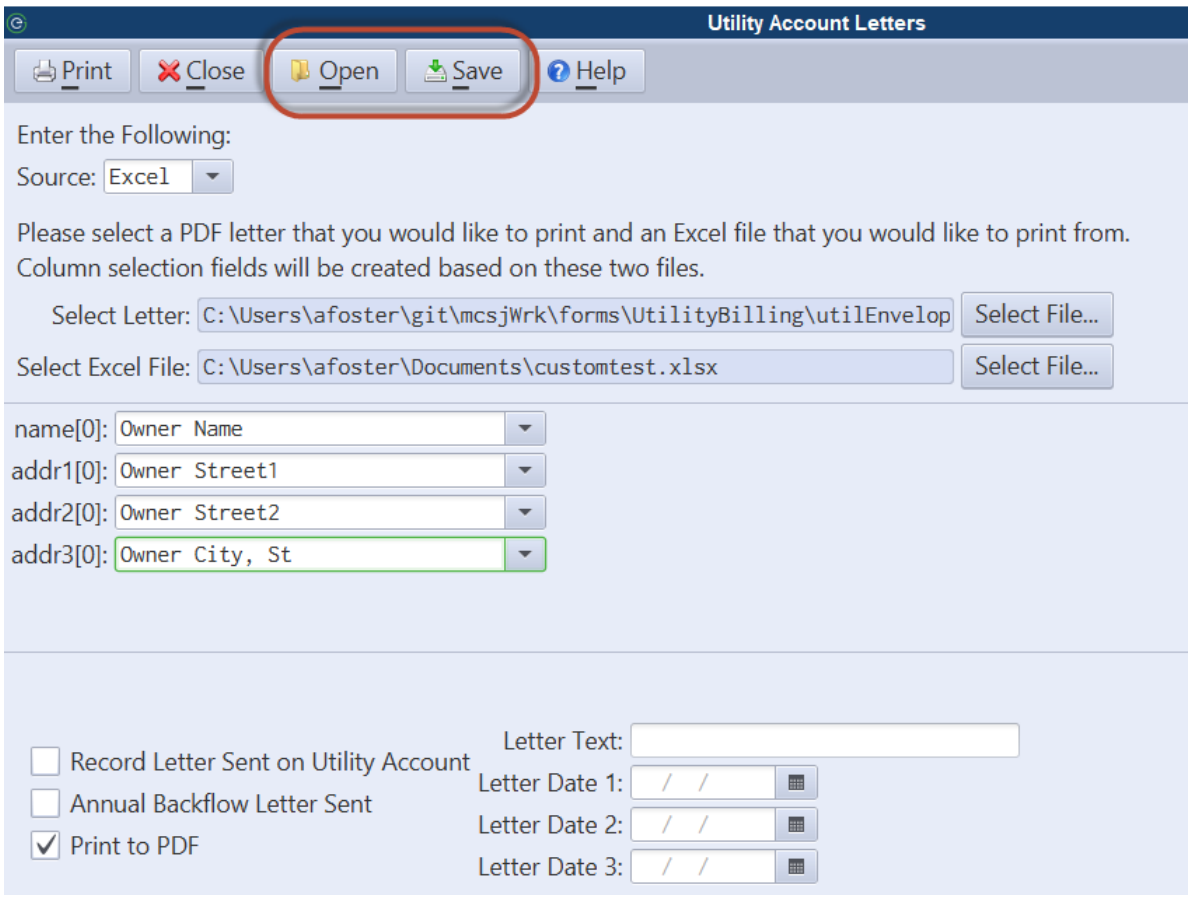
Separate Print and E-bill Formats

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



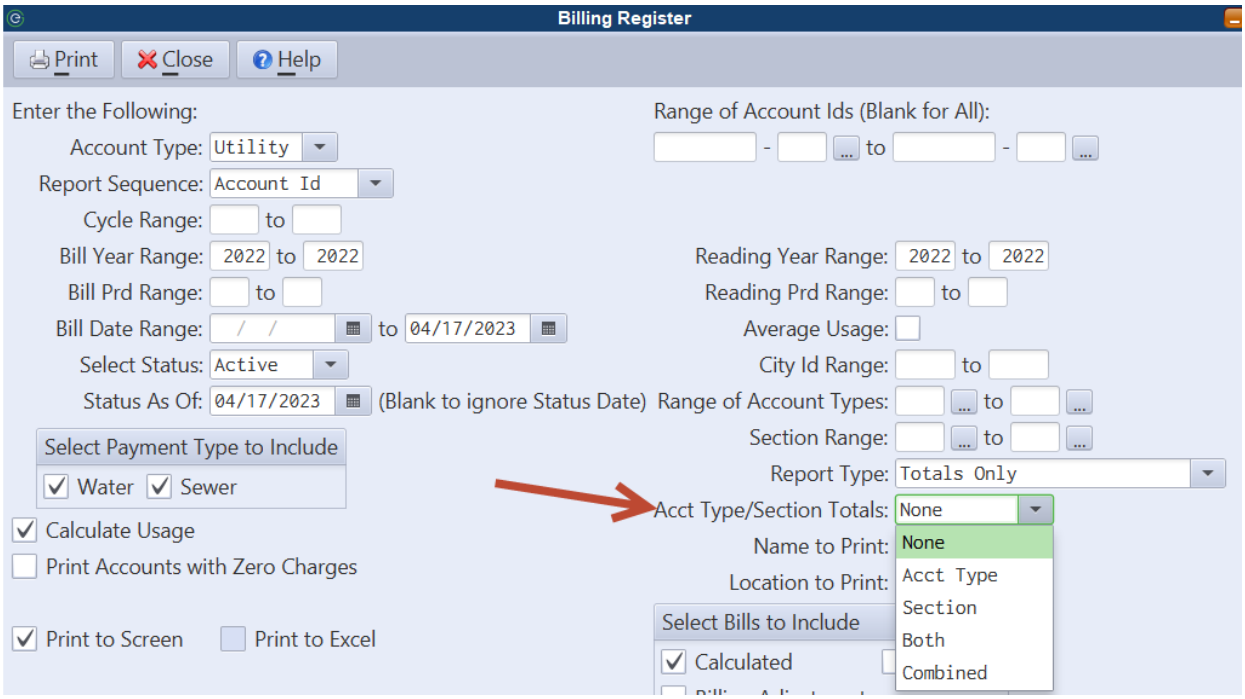
Utility Account Letters - Save Excel Source Template

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.



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.

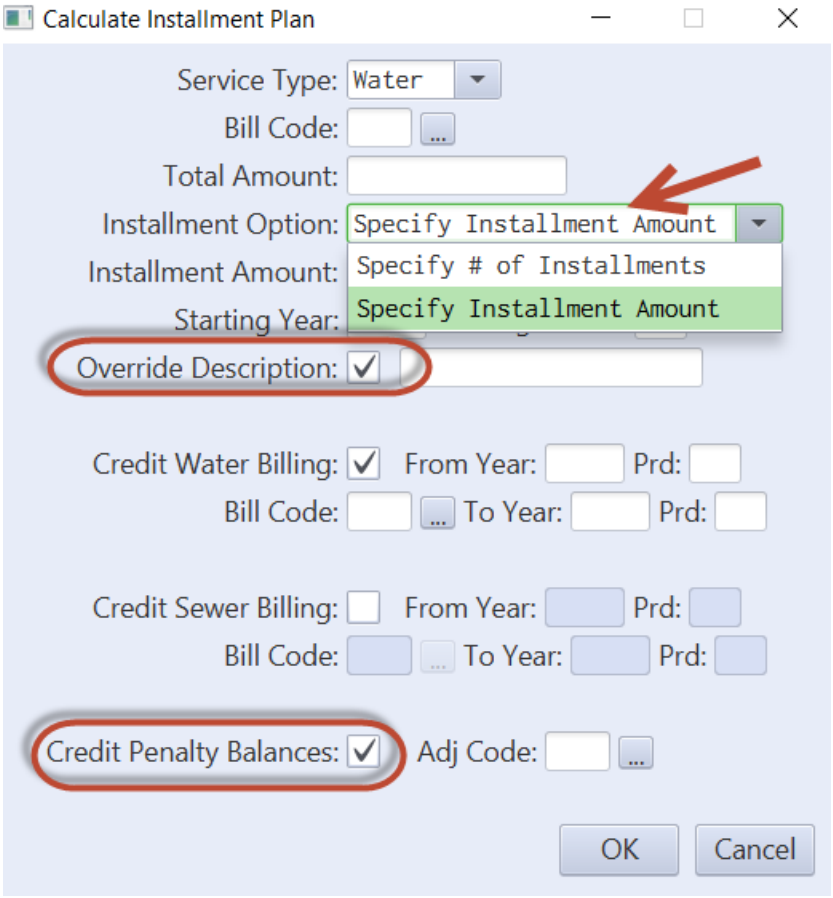
Calculate Installment Plan Enhancements

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

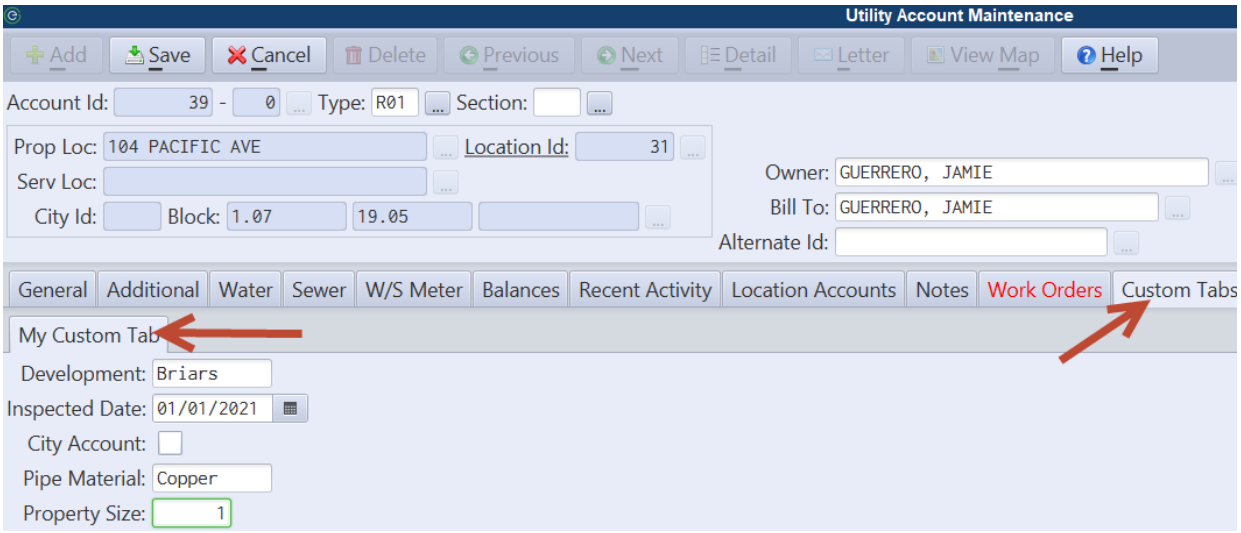
total amount owed by the agreed upon installment amount.

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



Custom Fields

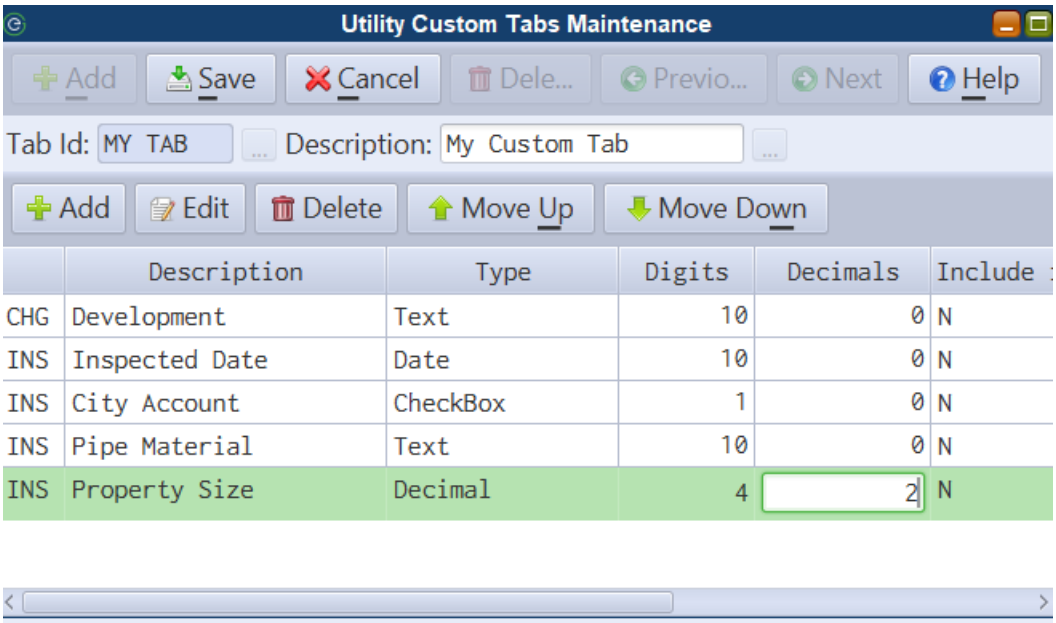
Custom fields can now be added to the Utility Account Maintenance. The fields are organized under user-defined "tabs" which will appear under "Custom Tabs" on Utility Account Maintenance. Fields can be checkbox, dates, text, integers or decimals with a user-defined label. Custom fields can be reported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



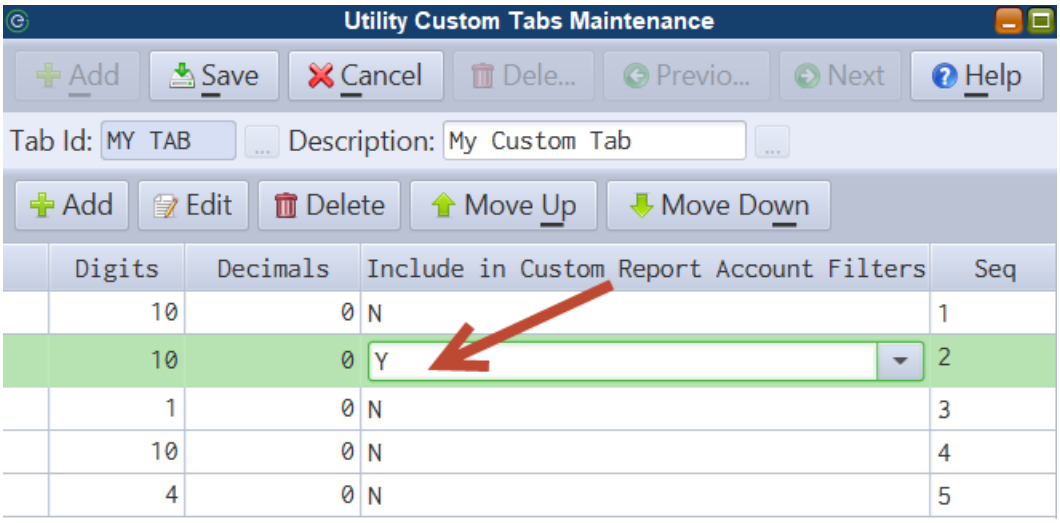
Utility Custom Tabs Maintenance

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.

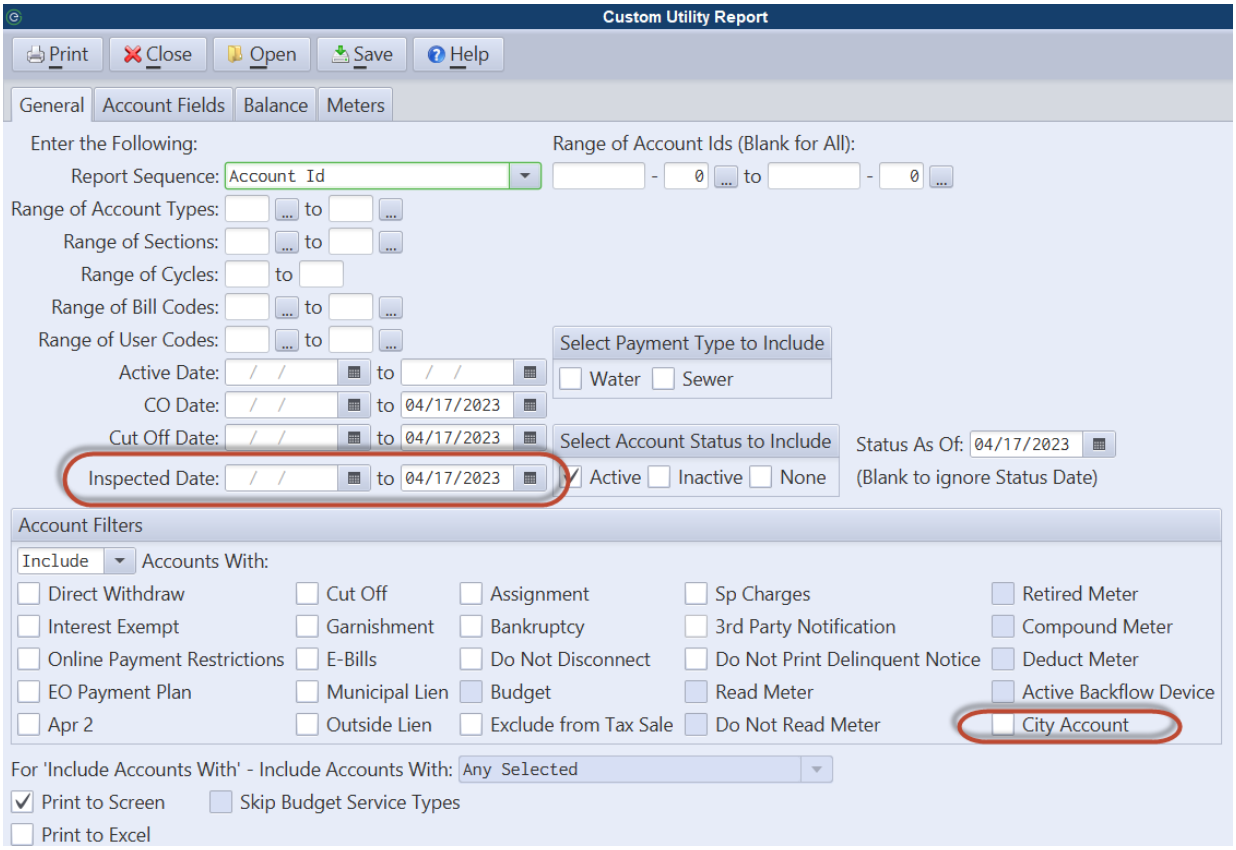
Billing/Collections > *Utility Billing* > *Utility Accounts* > *Custom Tabs Maintenance*

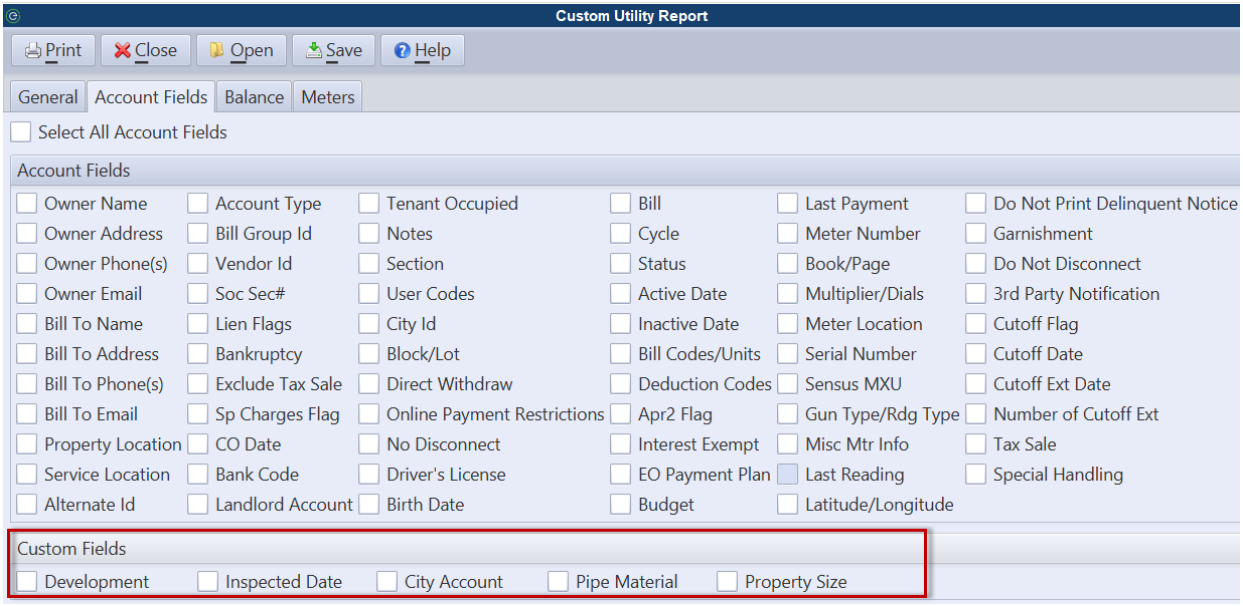


Include in Custom Report Account Filters - For date and checkbox fields only, the user can indicate if they want a filter option added to the Custom Report. A date range will appear for dates and checkbox fields will appear under the 'Account Filters' section of the Custom Report.



Custom Report



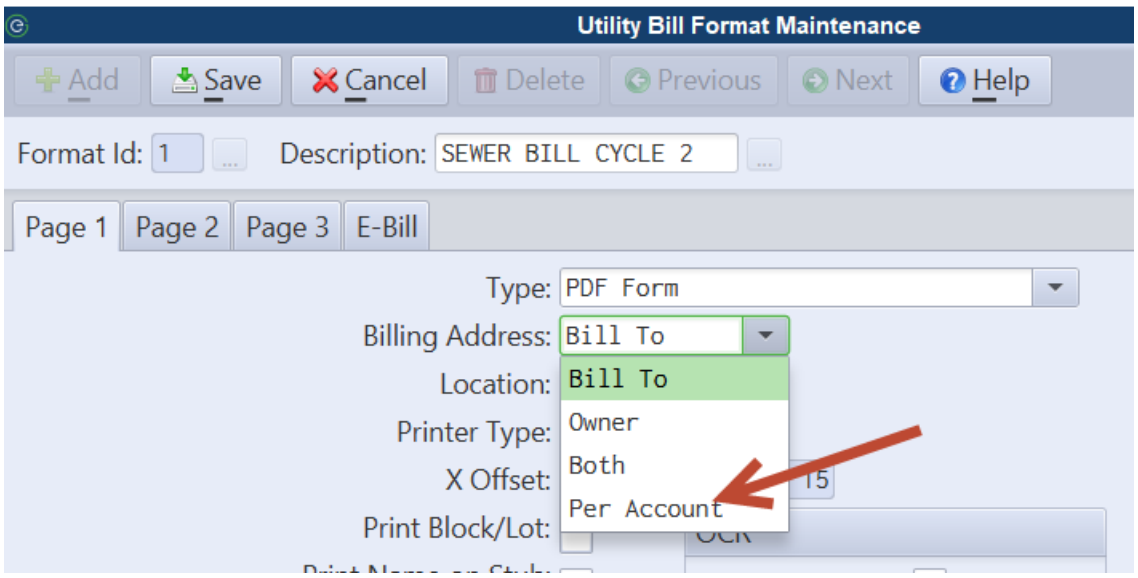


Bill Choice

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.

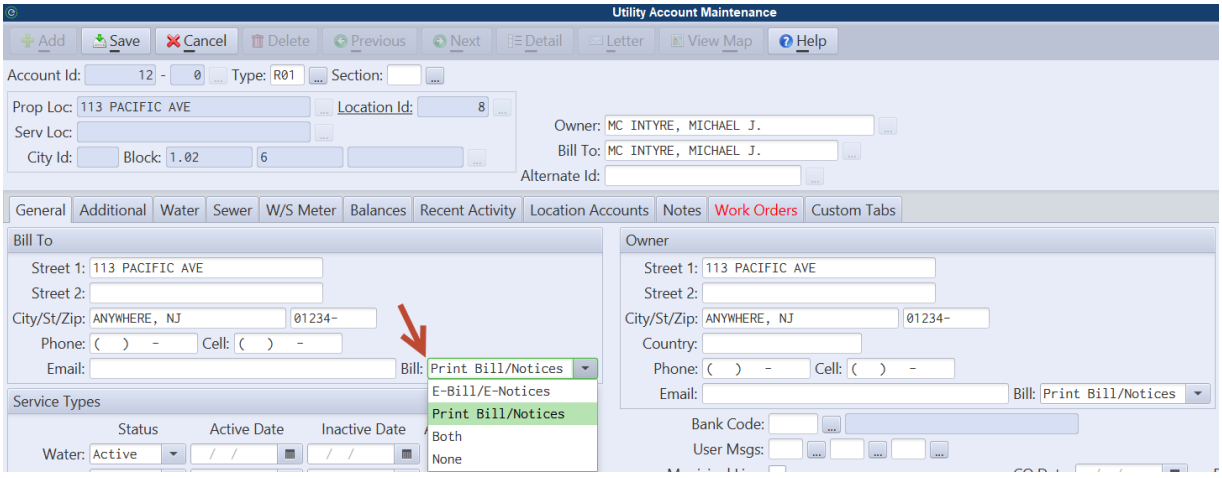
Bill Format Maintenance

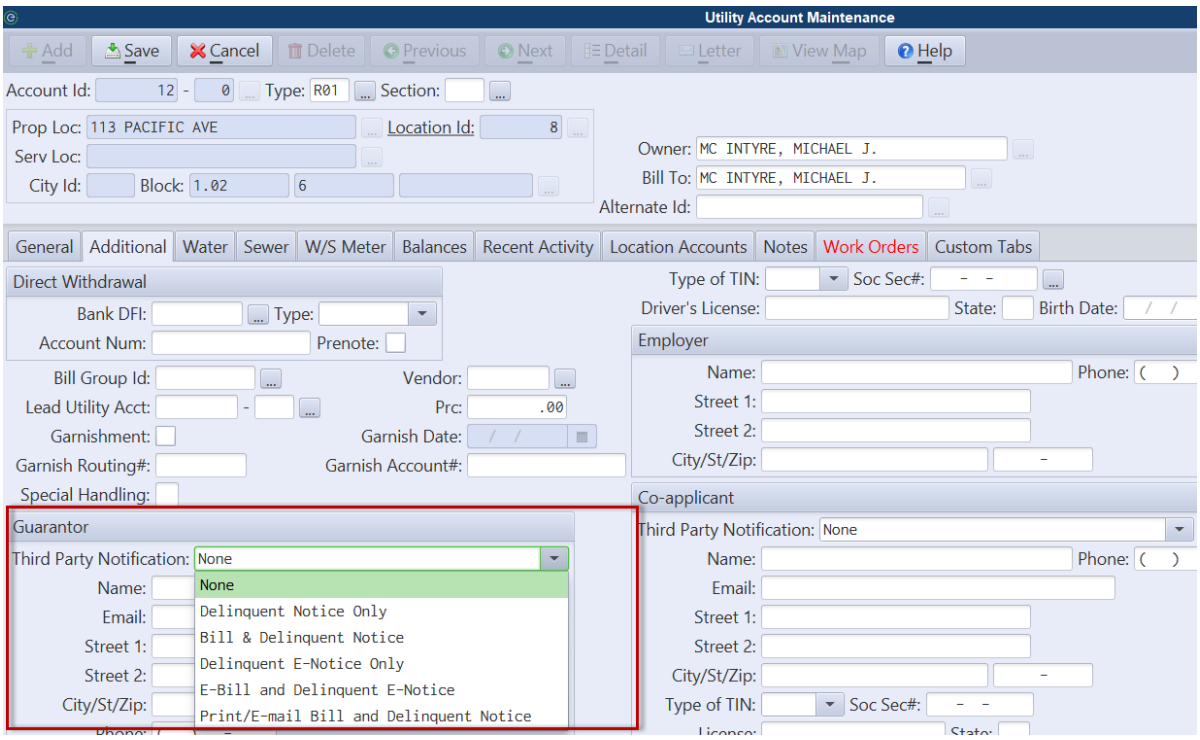
To activate this feature, the **Billing Address** defined in Utility Bill Format Maintenance must be changed to 'Per Account.'



Utility Account Maintenance

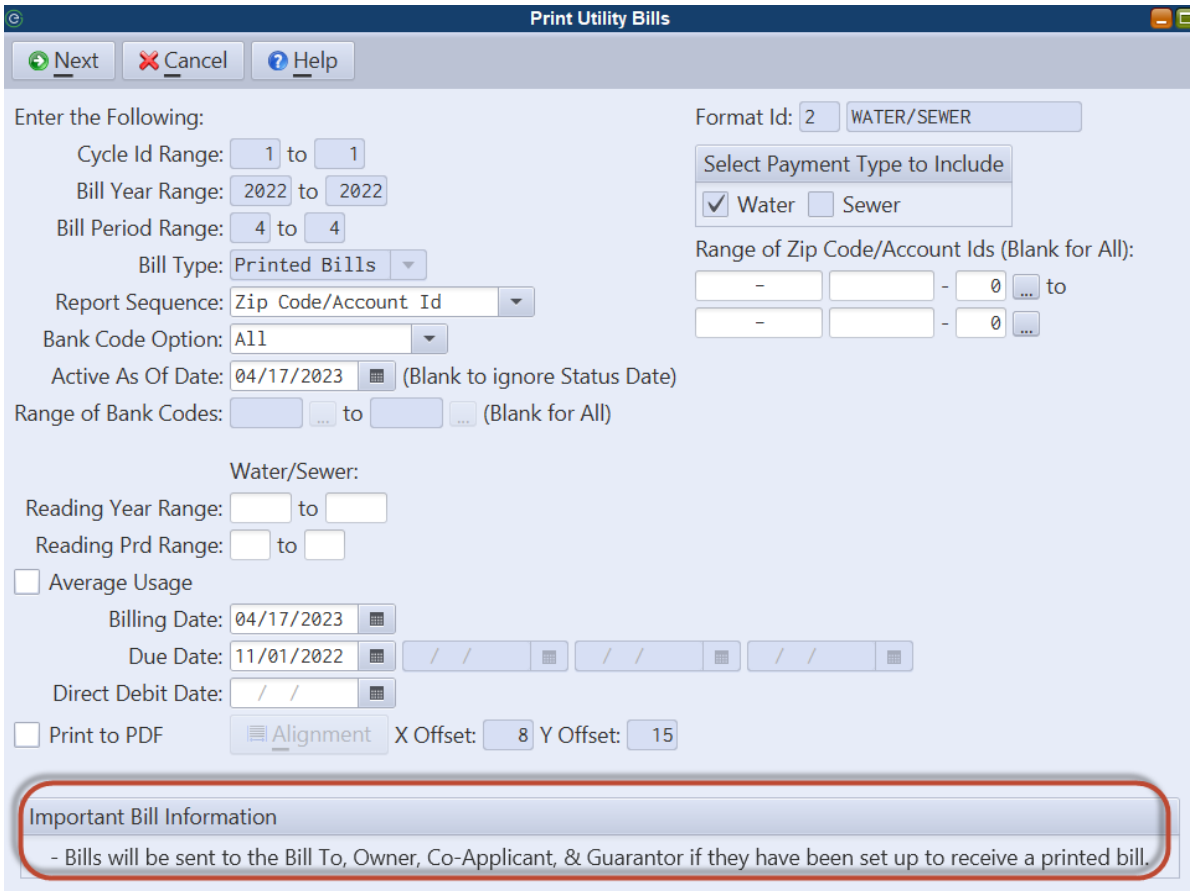
A new drop-down box will appear in Utility Account Maintenance. The selection options for owner and bill to names replace the old e-bill checkbox and will appear for all users. However, you would have to activate the 'Per Account' feature in the Bill Format Maintenance if you want someone to receive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

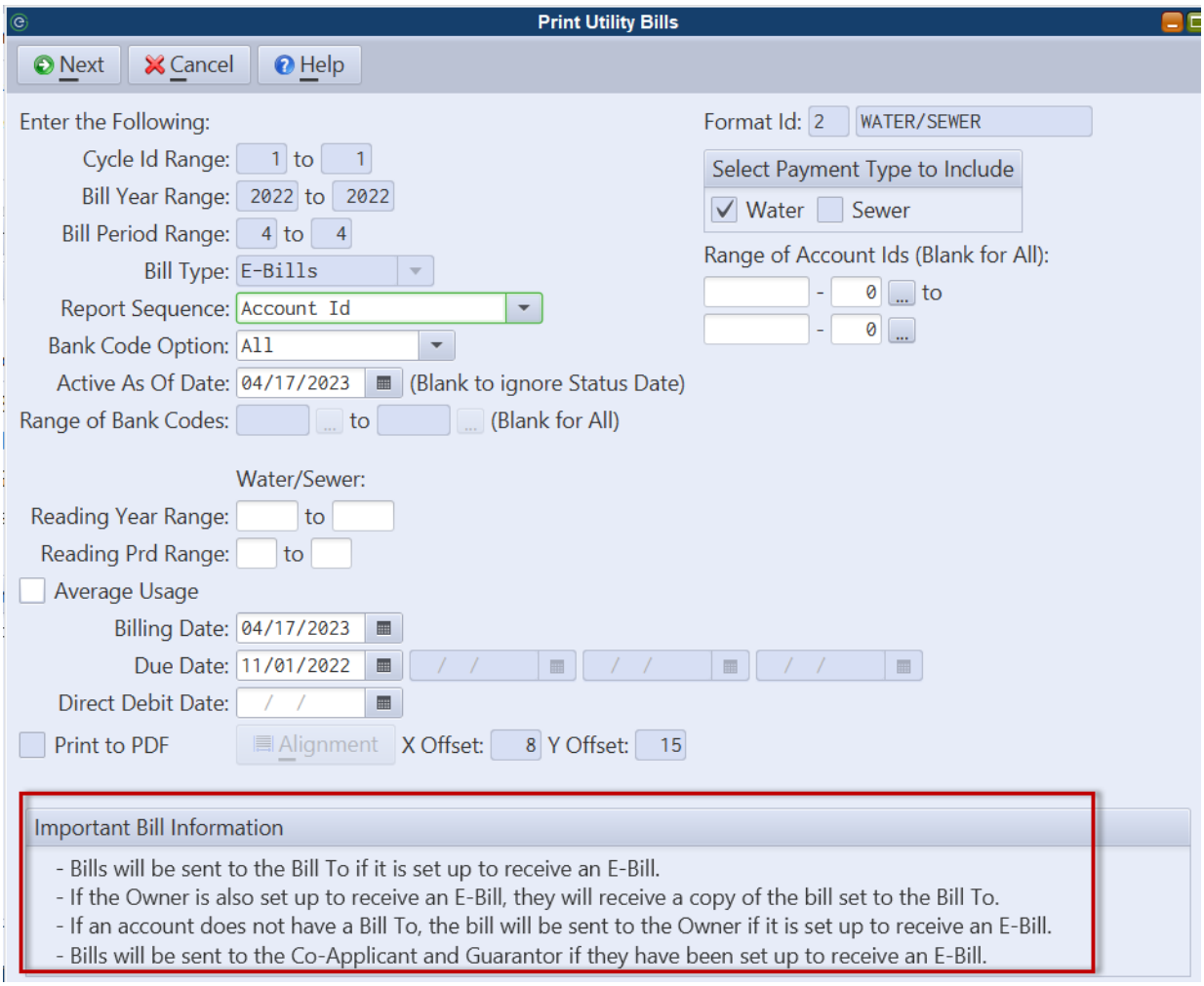




Print Utility Bills

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
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: Printed Bills
Report Sequence: Zip Code/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 Zip Code/Account Ids (Blank for All):
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, Owner, Co-Applicant, & Guarantor if they have been set up to receive a printed 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	Due Date
$159.01	02/01/23

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

Click here to view and pay your bill online

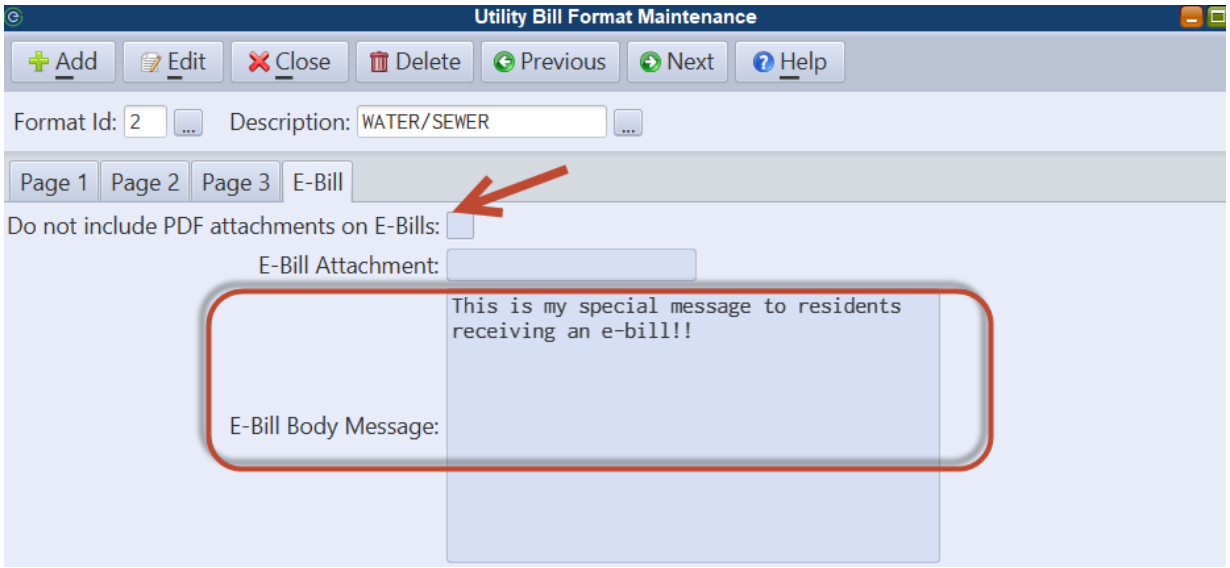
Verify Your Information:
SWASEY, GARY & COX, SUSAN
230 S PARK DRIVE
ANYWHERE, NJ 01234
Account: 27-0
Location: 230 S PARK DRIVE

Any Questions? Contact Us:
WATER/SEWER OFFICE
123 ANY ST.
ANYWHERE, NJ 01234

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

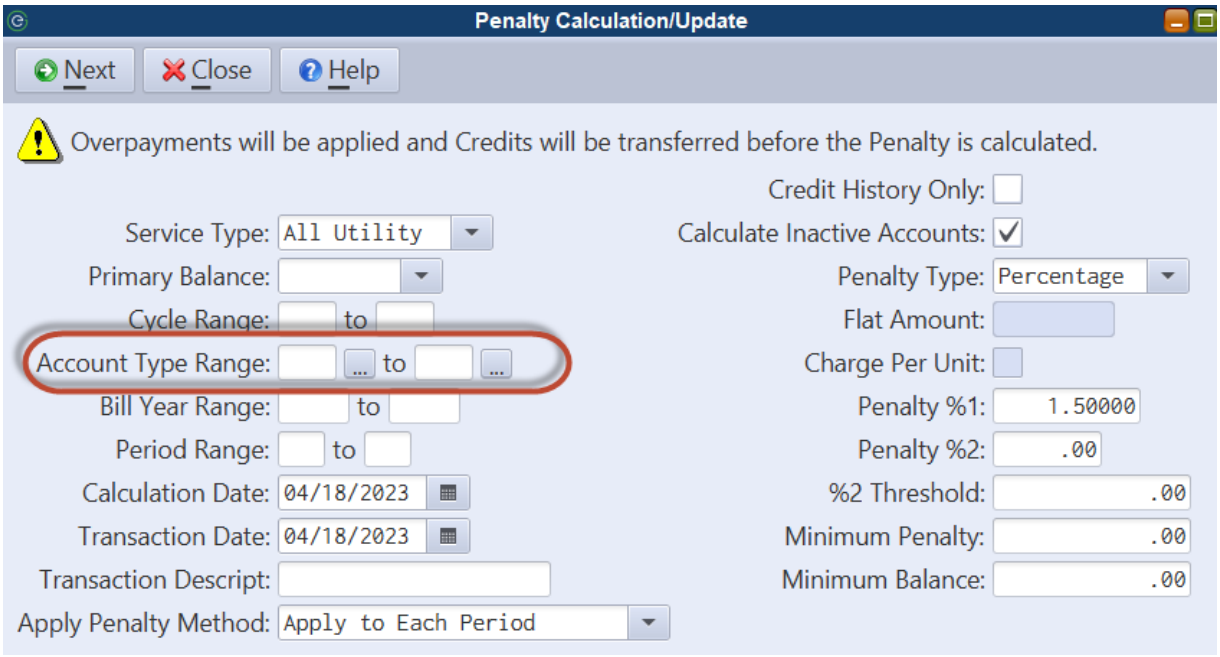
Bill Format Maintenance - E-Bill tab

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

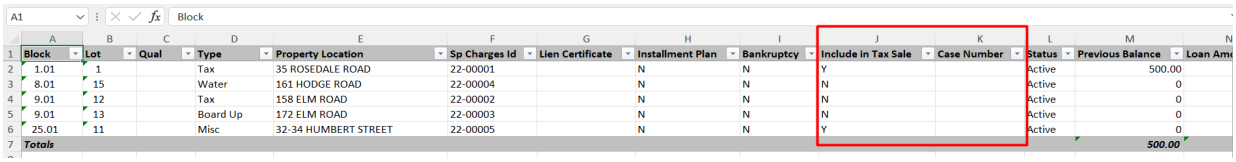
An **Account Type** filter has been added to the Penalty Calculation routine.



NJ Tax

Special Charges Register - Tax Sale Flag & Bankruptcy Case

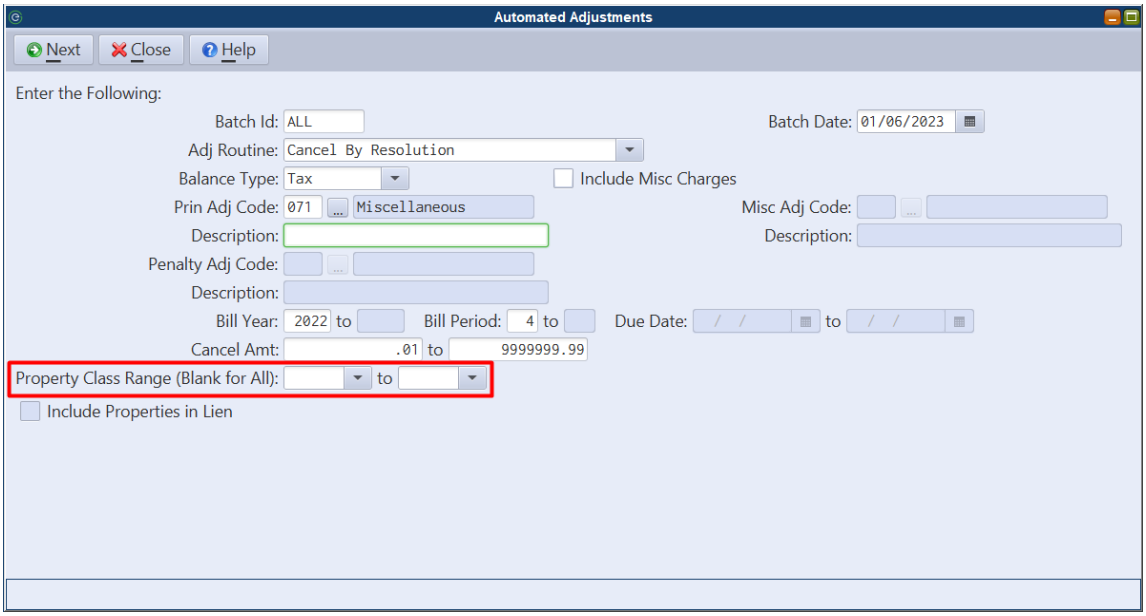
Include in Tax Sale and Bankruptcy **Case Number** fields have been added to the Excel export of the Special Charges Register.



Block	Lot	Qual	Type	Property Location	Sp Charges Id	Lien Certificate	Installment Plan	Bankruptcy	Include in Tax Sale	Case Number	Status	Previous Balance	Loan Amt
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.

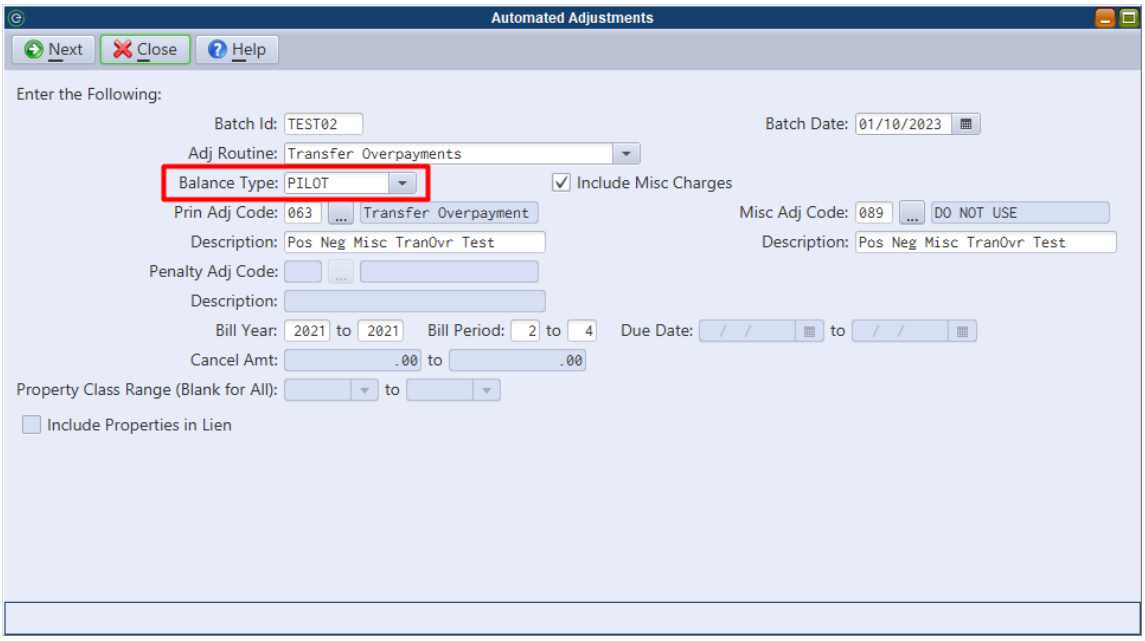


NJ - PILOT

Tax Automated Adjustments Routine - Added PILOT

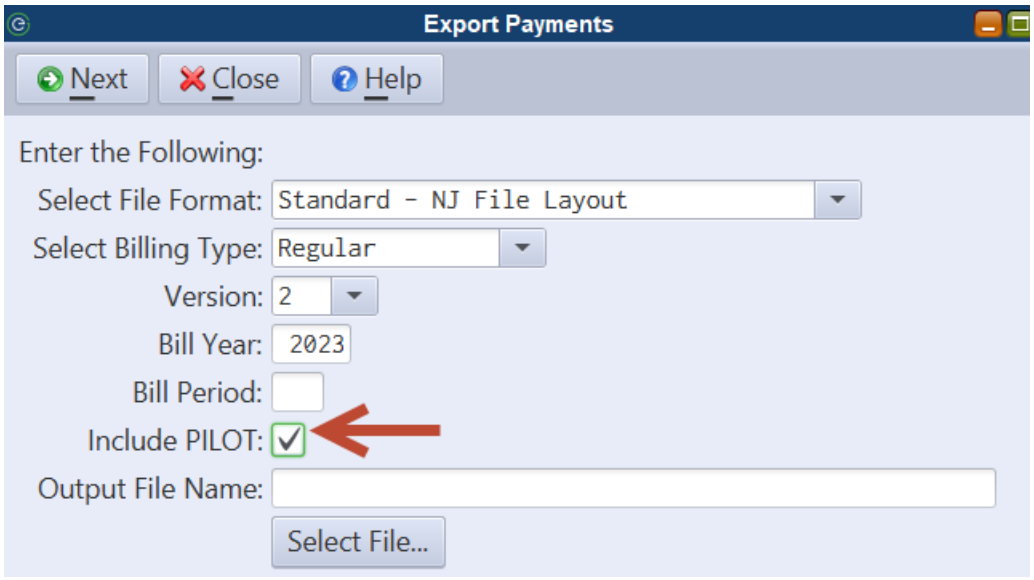
The PILOT module has been added to the **Balance Type** drop-down menu for the following Automated Adjustment Routine options:

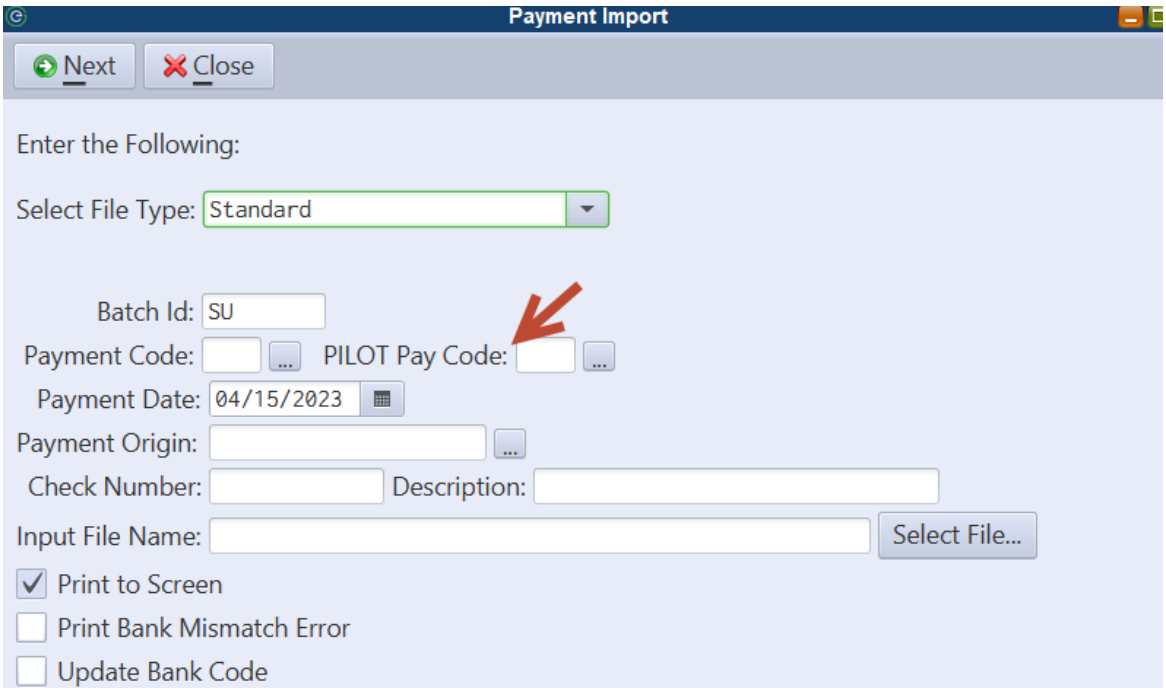
- Transfer Overpayments.
- Refund Overpayments.
- Cancel By Resolution.



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).

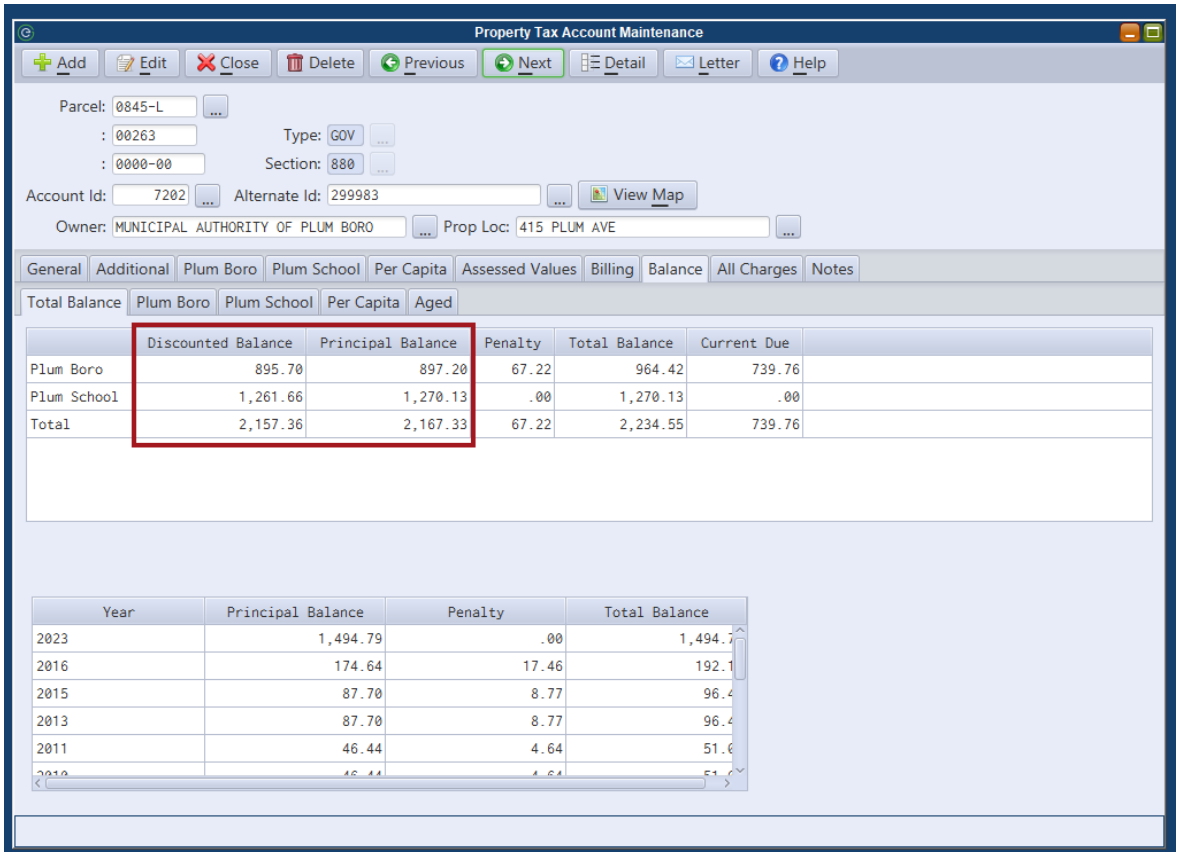

Export Payments
Next
Close
Help
Enter the Following:
Select File Format:
Standard - NJ File Layout
Select Billing Type:
Regular
Version:
2
Bill Year:
2023
Bill Period:
Include PILOT:
Output File Name:
Select File...


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.



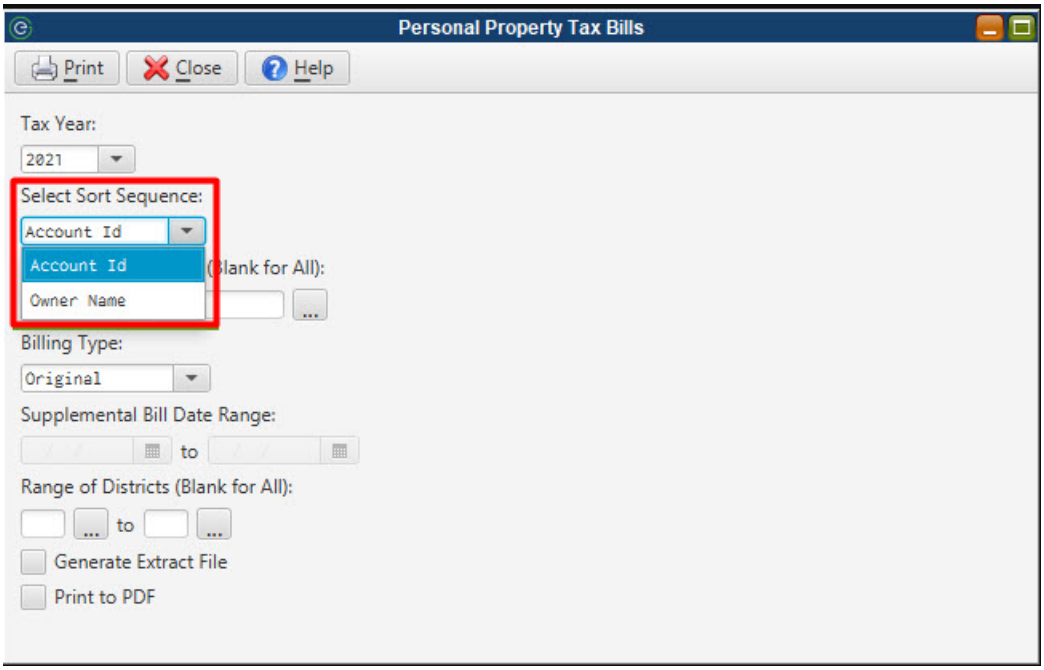
Bill Calculation - Option to Calculate All Services

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

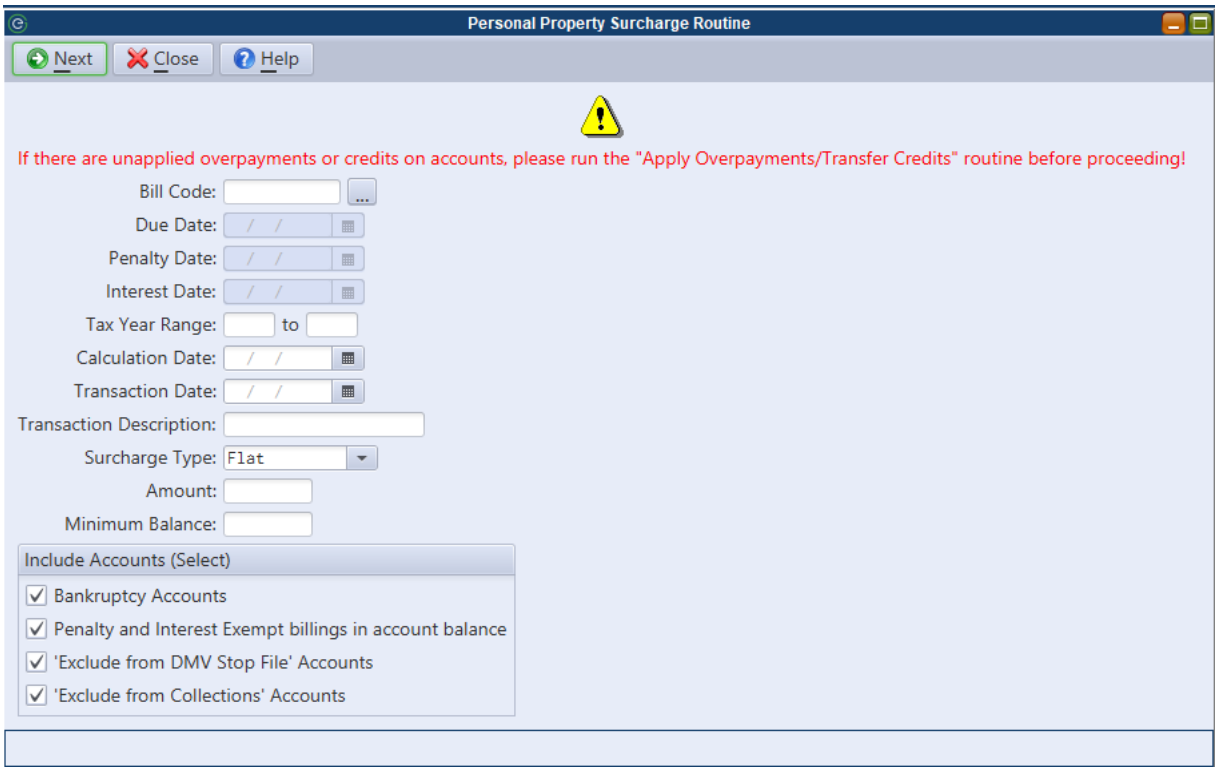
Personal Property bills may now be printed in owner name order.



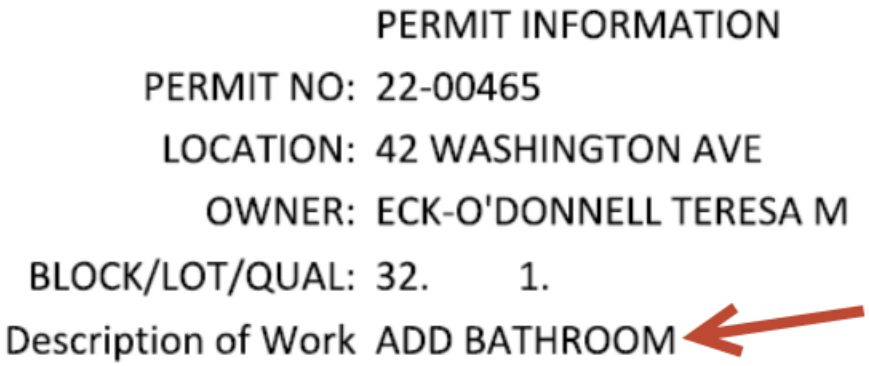
Personal Property Surcharge Routine

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.