

MCSJ Version 2023.3 Release Guide



Last Updated On January 26, 2024

TOC

- Finance** 3
 - Trial Balance - Option to Exclude Perpetual / Alpha Accounts 3
- Accounts Receivable** 4
 - Customer Letters - Print One Letter Per License Customer 4
- Personnel** 5
 - EEO-4 Changes 5
 - Require Budget Distribution Batch Selection 6
 - Allow Negative Earning Amounts on Attendance Entries 6
 - Class Record Table Expansion 7
 - NC Quarterly Wage File Layout Changes 7
- Payments** 8
 - Void Reversal Routine - Void All Transactions 8
- Utility** 9
 - Add & Change Readings from Account Maintenance 9
 - One-Time Penalty 10
- NJ Tax** 12
 - Update Owner/Bank Code Routine - Automatic File Download 12
 - NJ Standard Payment Import Exception Listing Changes 12
- Property Tax** 13
 - Print Previous Balance Option in Bill Format Maintenance 13
- Virginia Personal Property** 14
 - Expanded License Plate Field 14
 - JD Power Valuation API 14
- ViewPoint Dashboard** 16
 - Finance Dashboard 16
 - Utility Dashboard 16

Finance

Trial Balance - Option to Exclude Perpetual / Alpha Accounts

When including subsidiary ledger accounts on the Trial Balance, an option to exclude perpetual accounts is now available. This feature is helpful when the perpetual accounts are linked to Asset or Liability accounts, as it prevents debit/credit activity from being duplicated on the report.

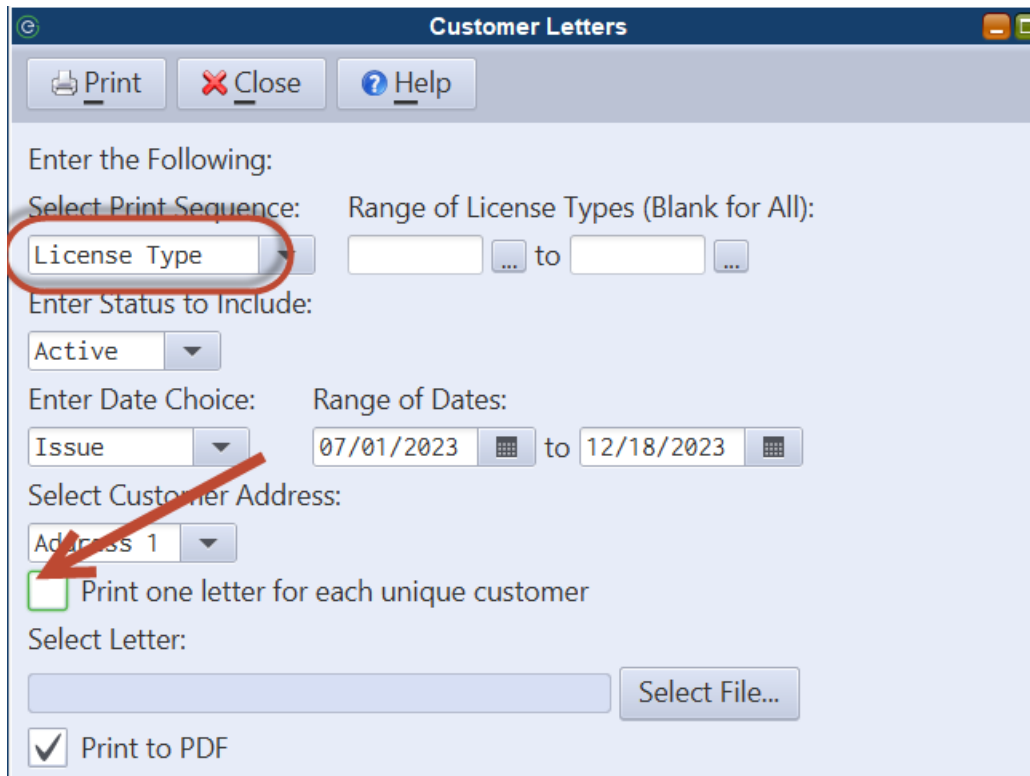
The screenshot shows the 'G/L Trial Balance' window with the following settings:

- Buttons: Print, Close, Help
- Enter the Following:
- Report Type: One Line Account Totals
- Report Sequence: Date
- Year to Print: Current
- Range of Accounts (Blank for All): - - to - -
- Use Subsidiary Ledger
- Exclude Perpetual Accts (highlighted with a red arrow)
- Fund: [] to [] (Blank for All)
- Transaction Starting Date: 07/01/2023
- Ending Date: 06/30/2024
- Print Subtotals for: Account
- Class Id (Blank for All): []
- Print Manual Journal Entry Detail
- Subtotal by Account Type
- Exclude Accounts With Zero Balance and No Activity in Date Range
- Print to Screen Print to Excel Print Class Id(s) Separate Tab for each Fund

Accounts Receivable

Customer Letters - Print One Letter Per License Customer

When generating Customer Letters by License Type and a particular customer has multiple licenses, they will receive a letter for each of their licenses. Alternatively, an option is now available to print one letter for each unique customer.



The screenshot shows the 'Customer Letters' dialog box with the following fields and options:

- Buttons: Print, Close, Help
- Enter the Following:
 - Select Print Sequence: License Type (circled in red)
 - Range of License Types (Blank for All): [] to []
- Enter Status to Include: Active
- Enter Date Choice: Issue
- Range of Dates: 07/01/2023 to 12/18/2023
- Select Customer Address: Address 1
- Print one letter for each unique customer (indicated by a red arrow)
- Select Letter: [] Select File...
- Print to PDF

Personnel

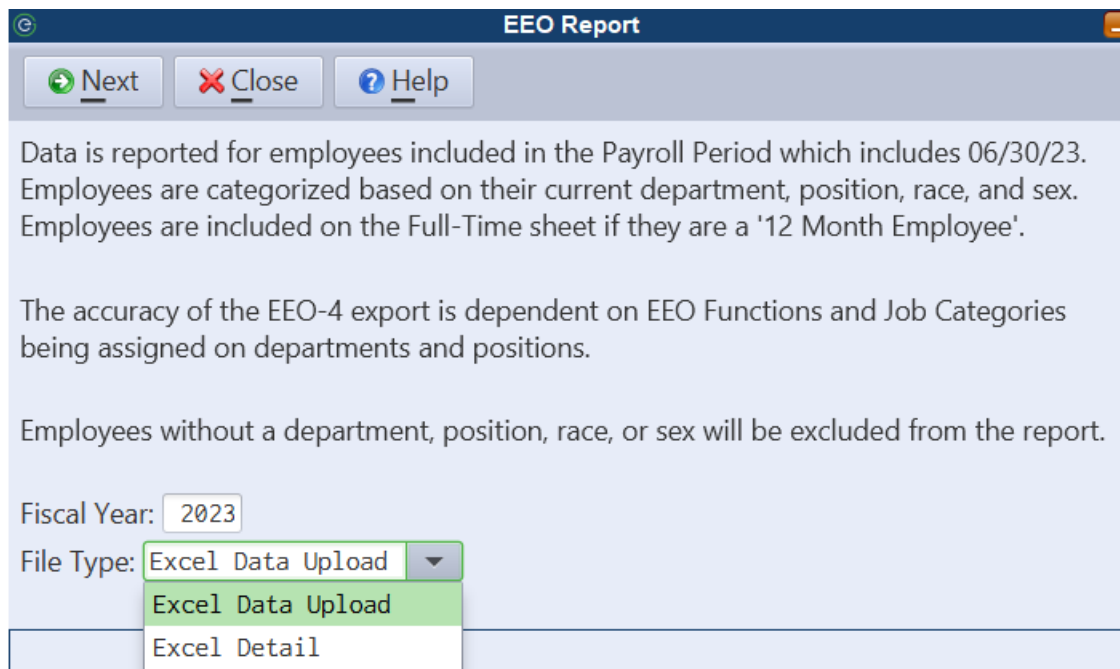
EEO-4 Changes

The EEO-4 Report has been modified to generate the U.S. Equal Employment Opportunity Commission's prescribed Excel Data Upload file. The updated report was released previously in MCSJ Version 2023.2 when the 2023 EEO-4 data collection period opened. The report is only applicable to local governments with 100 or more employees.

To utilize this report, employees must be assigned appropriate demographic information in Employee Maintenance and EEO Functions and Job Categories must be assigned on departments and positions.

Filing instructions and additional information can be found at www.eeocdata.org/EEO4/home/index.

Personnel > Reports > EEO Report

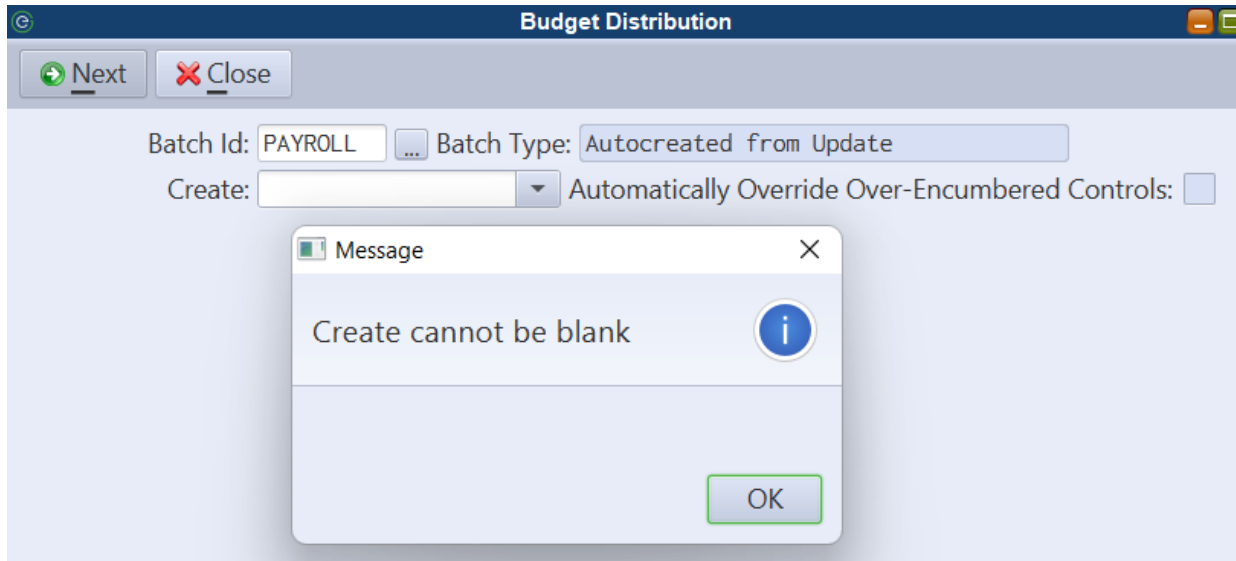


Excel Data Upload - The required EEO-4 Excel template is updated and can be saved to any desired location. Once verified, this file can be uploaded on the EEO portal.

Excel Detail - Generates a listing of employees with their EEO related information so you can see how each employee is being classified on the official report.

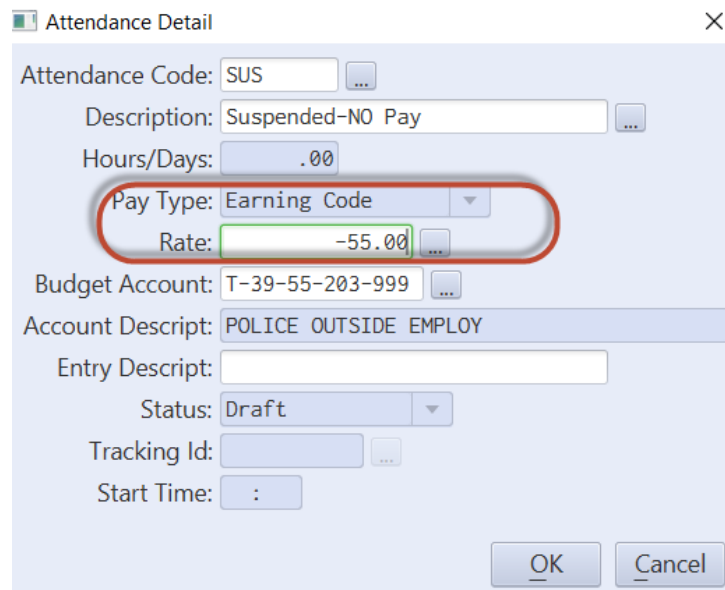
Require Budget Distribution Batch Selection

Users will now be required to select a batch creation option in the Budget Distribution Batch before they can verify and update their batch. Previously, the system defaulted to 'No Finance Update' and users could potentially forget to switch to their preferred batch creation option.



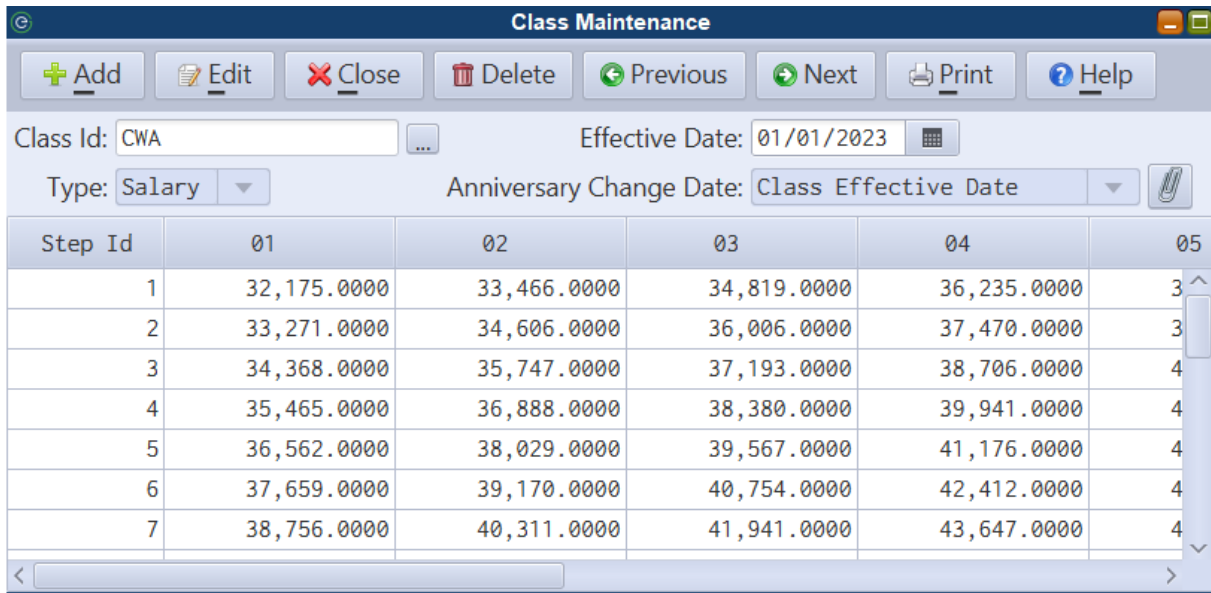
Allow Negative Earning Amounts on Attendance Entries

Attendance codes linked to earning codes will now support a negative earning amount in the Employee Time Sheets and Attendance Batch.



Class Record Table Expansion

The Class Maintenance Salary/Rate table will now support up to 30 Steps and 30 Grades.

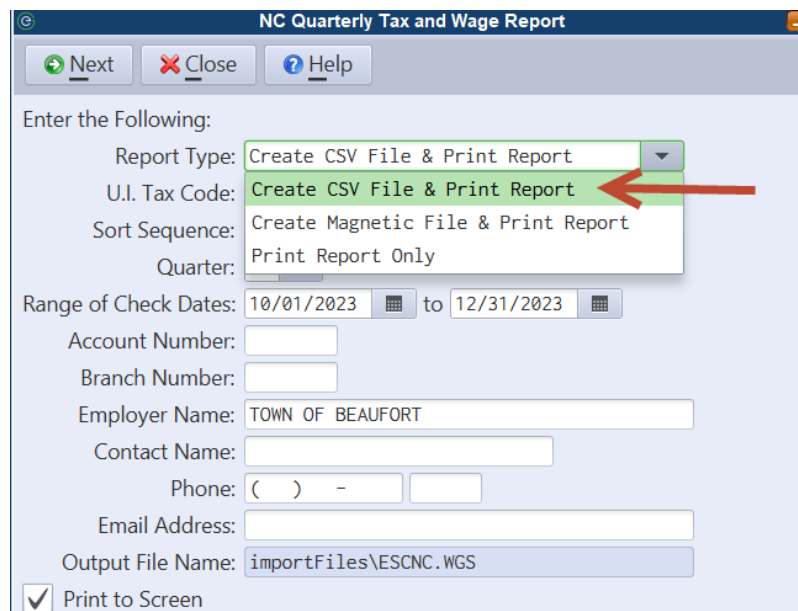


The screenshot shows the 'Class Maintenance' application window. At the top, there are buttons for '+ Add', 'Edit', 'Close', 'Delete', 'Previous', 'Next', 'Print', and 'Help'. Below these are input fields for 'Class Id: CWA', 'Effective Date: 01/01/2023', 'Type: Salary', and 'Anniversary Change Date: Class Effective Date'. The main part of the window is a table with columns for 'Step Id', '01', '02', '03', '04', and '05'. The table contains 7 rows of data, with the last column showing a grade value for each step.

Step Id	01	02	03	04	05
1	32,175.0000	33,466.0000	34,819.0000	36,235.0000	3
2	33,271.0000	34,606.0000	36,006.0000	37,470.0000	3
3	34,368.0000	35,747.0000	37,193.0000	38,706.0000	4
4	35,465.0000	36,888.0000	38,380.0000	39,941.0000	4
5	36,562.0000	38,029.0000	39,567.0000	41,176.0000	4
6	37,659.0000	39,170.0000	40,754.0000	42,412.0000	4
7	38,756.0000	40,311.0000	41,941.0000	43,647.0000	4

NC Quarterly Wage File Layout Changes

The NC Quarterly Tax and Wage Report has been updated to produce a CSV file layout that meets the new NCSUITS file specifications. The new file will be the default option, but the old electronic file may still be generated if necessary.

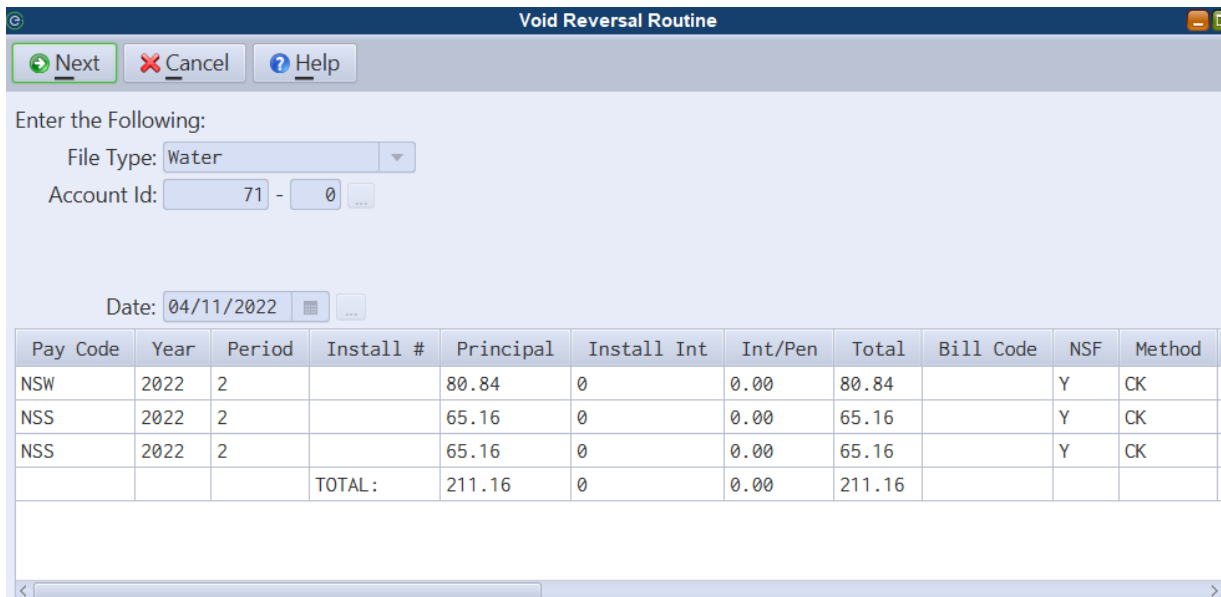
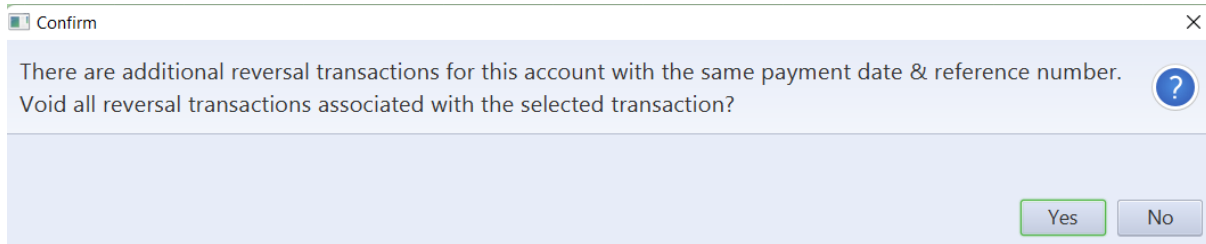


The screenshot shows the 'NC Quarterly Tax and Wage Report' application window. It has buttons for 'Next', 'Close', and 'Help'. The main area is titled 'Enter the Following:' and contains several input fields and a dropdown menu. The dropdown menu is open, showing three options: 'Create CSV File & Print Report', 'Create Magnetic File & Print Report', and 'Print Report Only'. A red arrow points to the first option. Below the dropdown are fields for 'U.I. Tax Code', 'Sort Sequence', 'Quarter', 'Range of Check Dates' (10/01/2023 to 12/31/2023), 'Account Number', 'Branch Number', 'Employer Name' (TOWN OF BEAUFORT), 'Contact Name', 'Phone', 'Email Address', and 'Output File Name' (importFiles\ESCNC.WGS). There is a checked checkbox for 'Print to Screen'.

Payments

Void Reversal Routine - Void All Transactions

The Void Reversal Routine now allows for all transactions associated with a payment reversal to be voided together. The routine previously required users to individually void each transaction component of the same reversal.



Utility

Add & Change Readings from Account Maintenance

Meter Readings may now be added or modified directly from the Meter tab on Utility Account Maintenance. Each meter on an account will have an **Edit Readings** button which can be clicked to display an editable table of reading history for a meter. Using the toolbar options on the table, a user can add, edit or delete readings.

The screenshot displays the 'Utility Account Maintenance' application window. At the top, there is a toolbar with icons for Add, Edit, Close, Delete, Previous, Next, Detail, Letter, View Map, and Help. Below the toolbar, the 'Account Id' is set to 0-0, 'Type' is R01, and 'Section' is empty. The 'Prop Loc' is 353 HADDON AVE, 'Location Id' is 1, 'Serv Loc' is empty, 'City Id' is empty, 'Block' is 8, and '5' is entered in another field. The 'Owner' is RUDD REGINA and 'Bill To' is RUDD, REGINA. The 'Alternate Id' is empty. A tabbed interface shows 'General', 'Additional', 'Water', 'Sewer', 'W/S Meter', 'Balances', 'Recent Activity', 'Location Accounts', 'Notes', and 'Work Orders'. The 'Meter' tab is active, and a sub-tab 'Backflow' is also visible. Below the tabs, there are fields for 'Add Meter', 'Meter Num', 'Serial Num', and 'Book/Page'. The 'Meter 1' section contains various fields: 'Meter Type' (Standard), 'Meter Num' (1549996434), 'Book' (BN05), 'Page' (970), 'Location' (MIU INSIDE), 'Service Point Id' (W1), 'Gun Type' (Neptune), 'Gun Rdg Type' (Radio), 'Status' (Read), 'Status Date' (empty), 'Status Reason' (empty), 'Meter Group' (1), '# Dials' (6), 'Multiplier' (0), 'Install Date' (empty), 'Install Date 2' (empty), 'Pipe Size' (.000), 'Footage' (.00), 'Serial Num' (empty), 'Badger/MVRS' (empty), 'Sensus MXU' (empty), 'Read Resolution' (empty), 'Decode Type' (0), 'Tamper Code' (empty), 'Replaced Meter' (0), 'Meter Descript' (empty), 'Latitude' (.000000), and 'Longitude' (.000000). On the right side of the 'Meter 1' section, there are four buttons: 'Edit Readings', 'Replace Meter', 'Delete Meter', and 'View Map'. A red arrow points to the 'Edit Readings' button.

Edit Readings

Add Edit Save Cancel Delete

	Date	Type	Year	Period	Reading	Description	Estimate	Roll...
INS	12/21/2023	Standard		0	0			N
	05/26/2022	Standard	2022	3	3,218			N
	03/31/2022	Reset	2022	3	0			N
	02/22/2022	Standard	2022	2	236,899			N
	08/25/2021	Standard	2021	4	230,500			N
	05/26/2021	Standard	2021	3	228,000			N
	02/26/2021	Standard	2021	2	225,500			N
	12/01/2020	Standard	2021	1	222,900			N
	08/27/2020	Standard	2020	4	219,500			N
	05/28/2020	Standard	2020	3	217,200			N
	02/28/2020	Standard	2020	2	215,100			N

One-Time Penalty

A 'One-time Penalty' option has been added to the Utility Billing Penalty Calculation Routine. This option is intended to be used by customers who charge an initial delinquency penalty on a late balance and then subsequently charge monthly interest or penalty that they wish to track separately for reporting or revenue posting purposes. One-time penalty is assigned with a Separate Charge bill code, but will show in the penalty column on your accounts.

Penalty/Interest 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: []

One Time Penalty: Bill Code: []

Cycle Range: [] to []

Account Type Range: [] to []

Supplements: Include Supplements Supplement #: []

Bill Year Range: [] to []

Period Range: [] to []

Calculation Date: 12/21/2023

Transaction Date: 12/21/2023

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: 2.00

Minimum Balance: 25.00

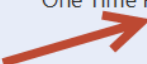
Bill Code - The Separate Charge bill code used to assign the one-time penalty must be flagged as 'One Time Penalty' in Bill Code Maintenance.

Bill Code Maintenance

Bill Code: PEN Description: Penalty

General | Calculation | Receivables/Refund

Service Type: Sewer
 Calc Type: Flat
 Disable Code: Not Eligible for Discount:
 Calc Interest: Not Eligible for Install Plan:
 Grace Days: 0 Eligible for Tax Relief:
 Adjustment Due Date: Period Due Date One Time Penalty:
 Separate Charge: Separate Charge
 Combine with Bill Code:
 Default Pay Code: PEN
 Electric Calc Type:



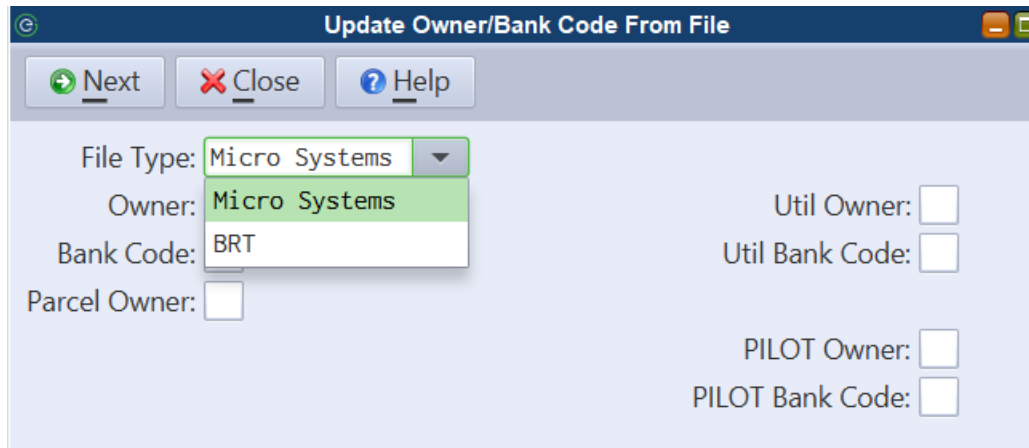
The one-time penalty balance will be displayed on its own row under the Penalty column.

Year	Prd	Code	Billed	Principal Balance	Penalty	Total Balance
2022	3	PEN	.00	.00	6.00	6.00
2022	3		60.00	60.00	.00	60.00

NJ Tax

Update Owner/Bank Code Routine - Automatic File Download

The Update Owner/Bank Code Routine will now automatically download your municipality's current file from a secure FTP site. Redacted owner name information (Daniel's Law) will be updated when applicable.



Update Owner/Bank Code From File

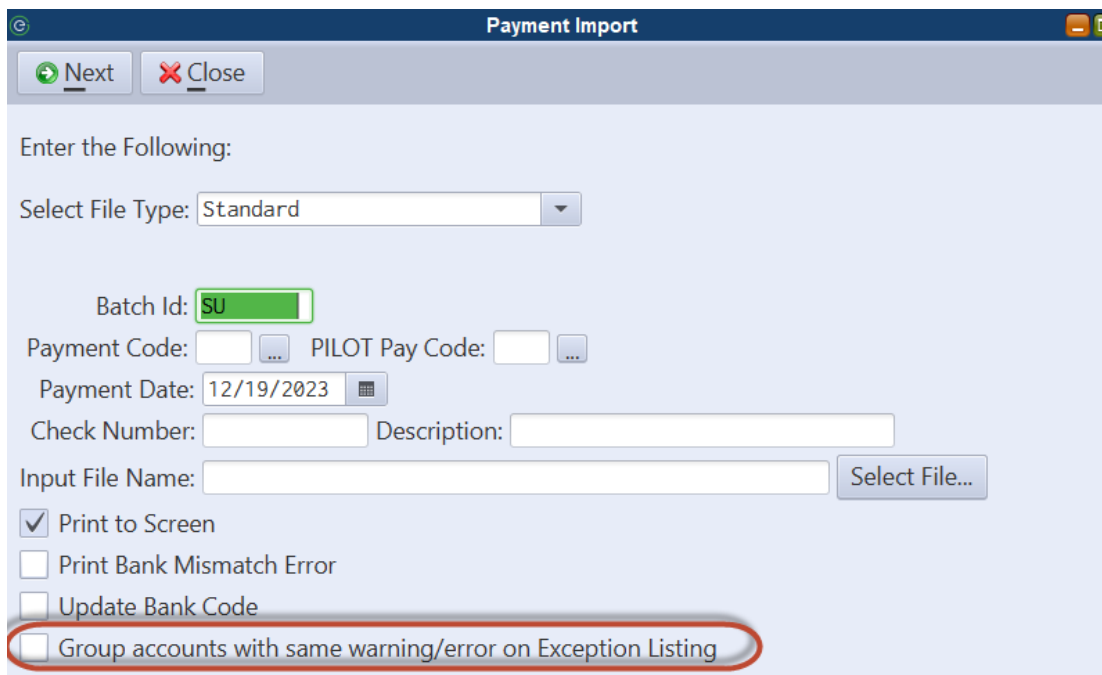
Next Close Help

File Type: Micro Systems
Owner: Micro Systems
Bank Code: BRT
Parcel Owner:

Util Owner:
Util Bank Code:
PILOT Owner:
PILOT Bank Code:

NJ Standard Payment Import Exception Listing Changes

Accounts with the same warning or error can now be grouped together on the exception listing for the NJ Standard Payment Import routine, allowing users to easily review all properties with the same exceptions.



Payment Import

Next Close

Enter the Following:

Select File Type: Standard

Batch Id: SU

Payment Code: ... PILOT Pay Code: ...

Payment Date: 12/19/2023

Check Number: Description:

Input File Name: Select File...

Print to Screen
 Print Bank Mismatch Error
 Update Bank Code
 Group accounts with same warning/error on Exception Listing

Property Tax

Print Previous Balance Option in Bill Format Maintenance

A 'Print Previous Balance' option has been added to Property Tax Bill Format Maintenance.

The screenshot shows the 'Property Tax Bill Format Maintenance' application window. At the top, there is a toolbar with buttons for '+ Add', 'Save', 'Cancel', 'Delete', 'Previous', 'Next', and 'Help'. Below the toolbar, the 'Format Id' is set to '1'. The main area is divided into 'Page 1' and 'Page 2' tabs. The 'Page 1' tab is active, showing the following settings:

- Description: [Empty text box]
- Type: 1 Stub
- Print Interest/Penalty: 1. None
- X Offset: 0 Y Offset: 0
- Print Previous Balance: Yes (selected, highlighted in green)
- Print Zero Bills: Yes
- Print Credit Bills: No
- Print Inactive Bills: Bill Year Only
- Print Bills for E-Bill Accounts: [Unchecked checkbox]
- Message Line 1: [Empty text box]
- Message Line 2: [Empty text box]
- Message Line 3: [Empty text box]

An 'OCR' section is located in the bottom right corner, containing:

- Print OCR on bill: [Unchecked checkbox]
- X Y
- Stub 1: [0] [0]

A red arrow points to the 'Print Previous Balance' dropdown menu.

Virginia Personal Property

Expanded License Plate Field

The license plate field has been expanded from 8 to 10 characters.

JD Power Valuation API

The NADA Valuation Update routine has been replaced with the JD Power Valuation Update.

Personal Property > Imports/Exports > JD Power Update

Please contact EGT Support if your Virginia county or city needs access to this routine.

JD Power Update

Next Close Help

This routine will update vehicle values through JD Power.
Vehicles that are older than 20 years will not be valued.

Tax Year:

Bill Codes: ▼

Valuing Month/Year: /

Personal Property Parameter Maintenance

Save Cancel Help

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

General Forms Books JD Power Configuration

The following configurations control what values from the JD Power Update routine are saved as the vehicle's value.

JD Power Value Type Configuration

Car Value Type:

Light Truck Value Type:

Commercial Truck (Medium and Heavy Trucks) Value Type:

Motorcycle Value Type:

JD Power Value Descriptions

Retail: The Retail value is a projected retail value (cost to purchase plus dealer profit) for a vehicle in like-new condition.

Loan: The suggested amount of credit that may be obtained on a vehicle. Providers of vehicle financing determine the amount of credit they are willing to extend within an assumed mileage range.

Trade-In: These values represent a projected wholesale value for a vehicle in like-new condition.

Base: Represent the value of the vehicle by itself, prior to modifications.

Clean: No mechanical defects and passes all necessary inspections with ease; paint, body and wheels may have minor surface scratching with a high gloss finish; interior reflects minimal soiling and wear, with all equipment in complete working order; vehicle has a clean title history; vehicle will need minimal reconditioning to be made ready for resale

Average: Mechanically sound but may require some repairs/servicing to pass all necessary inspections; paint, body and wheel surfaces have moderate imperfections and an average finish which can be improved with restorative repair; interior reflects some soiling and wear in relation to vehicle age, with all equipment operable or requiring minimal effort to make operable; clean title history; vehicle will need a fair degree of reconditioning to be made ready for resale.

Rough: Significant mechanical defects requiring repairs in order to restore reasonable running condition; paint, body and wheel surfaces have considerable damage to their finish, which may include dull, faded or oxidized paint, small to medium size dents, frame damage, rust, or obvious signs of previous repairs; interior reflects above average wear, with inoperable equipment, damaged or missing trim, and heavily soiled /permanent imperfections on the headliner, carpet, and upholstery; may have a branded title; vehicle will need substantial reconditioning and repair to be made ready for resale; some existing damage may be difficult to restore.

ViewPoint Dashboard

Finance Dashboard

The following enhancements are now available in the ViewPoint Financial Dashboard:

- Account Type and Fund Type filters are now available.
- Vendors can be filtered by owner race, female owner and small business flags.
- NJ Reserve Year Activity can be included in your visualizations.
- Perpetual Expense and Revenue accounts are now available.

Utility Dashboard

A new Utility Dashboard is available which can display visualizations for Utility accounts and Work Orders. Various visualizations can be designed around account billing, consumption, collections and delinquency parameters.