MCSJ Version 2024.1 Release Guide

edmunds GovTech

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Finance

Enhanced Reporting Features - PO and Requisition Listing

The Purchase Order and Requisition Listing reports were enhanced to include several interactive features, such as built-in hyperlinks and account spending balance visuals.

These are the first MCSJ reports which allow users to click on report text to link to records like purchase orders, vendors or account numbers. Additionally, users can hover over an expense account on the report to view a spending activity donut chart. The chart is also interactive as you can hover over a color to view spending category totals or toggle to view control account totals.

A 'Print Legacy Version' checkbox is available for any users that prefer to print the report without the interactive features.

©		PO Listing By PO				= =
🔄 Print 🔀 Close 🔍 Sear	ch					
23-00265 01/19/23 PUBLI090	PUBLIC WORKS ASSOCIA	TION OF NJ				
1 Public Works Association of NJ	41.25	3-01-26-290-000-440	в	Streets & Rds - Prof Ass'N Dues	0	01/19/23
2 Public Works Association of NJ	41.25	3-01-26-310-000-440	В	Bldgs & Grounds - Prof Ass'N Dues	0	01/19/23
3 Public Works Association of NJ	41.25	3-05-55-500-000-440	В	Water - Prof Ass'N Dues	0	01/19/23
4 Public Works Association of NJ	41.25	3-07-55-700-000-440	В	Sewer - Prof Ass'n Dues	0	01/19/23
	165.00	_				
23-00300 01/23/23 FEDEX010	FEDEX					
1 SHIPPING TO UNITED LAB - S	EWER 77.00	2-07-55-700-000-220	в	Sewer - Postage & Express Charge	0	01/23/23
23-00329 01/25/23 HERMA020	HERMAN'S TRUCKING, IN	C.	в			
1 aspalt/concreate disposal	33 58	3-05-55-500-000-251	в	Water - Maintenance Water Lines	0	01/25/23
12 aspalt/concreate disposal	94.16	3-05-55-500-000-251	в	Water - Maintenance Water Lines	R	01/25/23 C
	127.74	-		Account: 3-05-55-500-0	00-251	
				Water - Maintenance Water L	.ines	
23-00332 01/25/23 JOHNS080	JOHNSON & TOWERS INC)		View Control A	Account	
1 Vehicle Parts & Accessories	40.15	3-01-26-315-000-342		Fleet PW - Vehicle Parts & Ac		01/25 /23
23-00333 01/25/23 JOSEP130	JOSEPH FAZZIO INC.			Encumbered	equesteu	
1 Welding and shop supplies	67.40	3-01-26-315-000-390		Fleet PW - Ge	0	01/25 /23
23-00334 01/25/23 TRACT010	TRACTOR SUPPLY					
1 Parts and Supplies	769.52	3-01-26-315-000-260		Fleet - Maintenance Of Equipmer	nO	01/25 /23
				Budget: \$50,000.00	D 📕	
23-00418 01/31/23 CENTJERS	Central Jersey Equipment L	LC		86% Used		
1 Chainsaw parts	573.48	3-01-26-290-000-390		Street Rds - General Machinery P	a0	01/31 /23
23-00421 01/31/23 USABL010	USA BLUEBOOK			Net Expended Net Expended: \$22,205,45		
1 repair clamps misc parts 23-00438 01/31/23 BLAZE011	412.02 Blaze Emergency Equipme	3-05-55-500-000-381 nt LLC		Water - Gener	0	01/31 /23
1 parts and accessories	235.44	3-01-26-315-000-340	в	Fleet PW - Fire/EMS Vehicle Parts	0	01/31/23

Purchase Order Listing - Additional Fields

When running the PO Listing to Excel, users can now choose to include various additional columns of data from both PO master and line item fields.

e	P.O. Listing	Ξ				
	Print Close PHelp					
Gen	neral Additional Fields					
Addi	tional PO Master Fields					
C C F	 Description Requisition Information Vendor Address Due Date St. Contract # FOB Ship to Address 					
Addi	tional PO Item Fields					
	1099 Exclusion Purchase Type ✓ Tracking Id/Description Catalog Number Qty/Unit Price/UOM Commodity Code/Description Received Batch Id Due Date Release #					

Requisition Buyer Approvals

Optional features designed to allow multiple Purchasing department "buyers" to review, change and approve requisitions at the same level have been introduced in MCSJ. Both features can optionally be activated in Finance Parameter Maintenance.

Finance Parameter Maintenance						
Lancel Save K Cancel I Help						
System Module must be locked to edit the fields displayed in red.						
General G/L Revenue Budget A/P						
Fixed Asset Threshold: 5,000.00 Current Period Start Date: 01/01/2024						
Allow Future Over Encumber Override: Current Period End Date: 01/31/2024						
Request/Encumber Override: 🗸						
Post G/L on Reim: 🗸 Cancel Revenue Account: 🔤 –						
PO/Contract Over Encumber Sub Security: 3 Fund 20 Cancel Credit:						
PO/Contract Over Encumber Ctrl Security: 5 Voucher Receivable G/L Id:						
Budget Batch Over Encumber Sub Security: 3						
Budget Batch Over Encumber Ctrl Security: 5 Assign Fixed Asset Id:						
Requisition Over Request Sub Security: 3 Assign Fixed Asset Prefix:						
Requisition Over Request Ctrl Security: 9						
Display G/L Encumber Accounts For NJ:						

Requisition Buyers

A **Requisition Buyers** flag can be activated in Finance Parameter Maintenance, enabling certain users to be identified as a "Buyer." A buyer can be assigned to specific requisitions and will be able to generate reports and approve their assigned requisitions based on a Buyer Id filter.

© User Maintenance
Add Save Cancel To Delete O Previous Next S Duplicate Help
User Id: 🗚 🖳 Password: ••••••• Retype Password: ••••••• Contact Support: 🗸
Name: Phone: () - Ext: Mobile Phone: () -
Email: Last Login:
System Access Finance Payroll/HR Payment Codes Misc A/R Work Orders/RSS Legacy Report
Budget Department Access
Dept 1: ALL Dept 4: Dept 7:
Dept 2: Dept 5: Dept 8: Requisition Buyer: 🗸
Dept 3: Dept 6:
Fixed Asset Department Range:
0 to ZZZZZZZZZZZZZ
© Requisition Maintenance
Add Save Cancel To Delete Previous Next Print Line Item Plane
Requisition No: 22001108 P.O. Type:
Page 1 Page 2
Status: 2nd Approval Status Vendor: GE029 0 Supply Contract:
Reason: Name: GenServe, Inc
Address: 75A Twinbridge Drive
Descript: load bank and service 84673 St Contract No:
Poloace No: A Int Appy Dy
Line Items: 1 2nd Apry By: SU 05/28/2024
Total: 1,318.00 3rd Apry By:
Stat Chg By: SU
Buver Id:

© Requisition Auto Approval Routine 🧧 🗖								
O Update	© Update							
This procedure updates all Requisitions with at least one line from one status to another.								
Change All	Change All Status From: 2nd Aprv To: Buyer Id:							
Print to Screen (Updated Listing)								
Req. No.	Req. Date	Description Req. Total						
22001108	09/09/22	load bank and service 84673	1,318.00	GenServe, Ind				

© Requisition	Inquiry
O Next ≥ Close	
Select Search	n Option:
Single Requisition	C Line Items By Revenue Account
O By Req. Status	C Line Items By G/L Account
O By Req. Requested Date	C Line Items By Invoice
O By Vendor	C Line Items By Override
Line Items By Budget Account	C Line Items By Inventory Id
	Line Item Keyword Search
	By Buyer Id
Buyer Id:	
Req. Status: Open	

Allow Editing of Approved Requisitions

A security setting can be activated to allow buyers or other users to edit approved requisitions (without re-opening) at a user-defined security level greater or equal to 6. If desired, this parameter can be activated independently of the requisition buyer feature.

Vendor Information Fields

Various new informational vendor fields have been added to Page 2 of the Vendor Maintenance.

© Vendor Maintenance 🤤							
🕂 Add 😭 Edit 🔀	Close 💼 Delete	© Previous	Next	🗄 Detail 🛛 🖂	Letter 🛛 Help		
Vendor Id: A2001	Jame: A-2-Z EMBLEMS	i	Stat	us: Active	-		
Page 1 Page 2 Page 3	Commodity Codes	Additional Ac	Idresses 1099	Э			
Threshold: No Purcha	se Threshold 🔻	L	ast Pymt Date:	03/03/2003			
St Contract:			Pymt Terms:				
COOP#:		A	mt Paid State:		.00		
GSA#:			Amt Paid Bid:		.00		
W9 Date: / /		A	mt Paid Other:		.00		
Acct Num:		Am	t Paid Exempt:		.00		
Cert Num/Date:	/ /		YTD Total:		.00		
Owner Race:		 Not 	tes:				
Ownership:	Certifications:						
Female:	Small Busi	ness:	E-Verify				
Minority:	Female Ov	emale Owned:		Da	ate: / /		
Veteran:	Minority Ow	/ned:					
Disability:	vned:						
LGBTQ:	/ned:						
Prefer not to say:	LGBTQ Ow	/ned:					
	Disadvantaged Busi	ness:					
	Prefer not to	o say:					
Separate Checks: 📃 Do N	Separate Checks: Do Not Mail:						

Account Cross Reference Reports to Excel

The G/L Account Listing, Revenue Cross Reference, and Expense Cross Reference reports can all now be exported to Excel.

Accounts Receivable

Email Invoices

Accounts Receivable invoices can now be automatically emailed. Invoices can be emailed from the Invoice Maintenance, Quick Entry and via the Print Range of Invoices Routine.

A **From Email Address** must be entered and verified in A/R Parameter Maintenance.

© AR Parameter Maintenance 📃 🗖
<u>Save</u> <u>X</u> Cancel ∂ <u>H</u> elp
System or Billing Module must be locked to edit the fields displayed in red.
Misc A/R Invoice Message/Address Delinquent Notices
Overpayments: Apply to Bank Fund Default Fund Id: Interest Days Per Year: 360 Write-Off G/L Debit: License Verification URL:
Prefix Assign Invoice Number: V I22 POS Prefix: Assign License Number: L22 Invoice Format
Print payment batch entries on invoice: 🗸
Format: PDF Form
Print PDF Perf: 🗸
of Invoice Copies: 1
PDF Form: StandInvoice.pdf
Town Seal X Position: 25 Y Position: 710 Scale: 60
Apply Principal before Penalty: FROM E-mail Address:
Verify

e	Customer Maintenance
+ Add	Save KCancel 1 Delete CPrevious 0 Next 1 1≣ Detail 1 = Le
Customer Id	: 1STLI010 Status: Active 💌 Customer Code
Page 1 P	age 2 Demographics/Insurance Contractors Licenses Notes
	Customer Name/Address
Name:	1ST LIGHT ENERGY/ELECTRIC
Name 2:	
DBA Name:	
Address:	187 DOUTH RT. 73, SUITE D
Address:	
City/State:	MANTECA
Zip:	95336- <u>User</u>
Country:	
Contact:	John Smith
Email:	fakemail@gmail.com Email Invoices to Customer: 🗸
Phone:	(555)555-2632 Ext: Fax: () -
Cell:	() -

e Invoice Maintenance E						
+ Add	Edit XClose	💼 Delete	e O Previous O Next 🔄 Print 🚍 Line Item 🛛 Help			
Invoice Id: I Status: 0	2200610 Dpen	Status	Customer 1STLI010 Name: 1ST LIGHT ENERGY/ELECTRIC			
Invoice Date: 0 Due Date: 0 Descript: 8	05/27/2024	Mark Cano Emai	ail/Print Invoices — X D			
Line Items:	1 100.00	Email I Email:	Invoice to Customer: : fakemail@gmail.com ents Pay Invoice			
Paid: Canceled: Transferred:	00. 00. 00.	Msg:	This is a custom message!			
Refunded: Balance:	.00 100.00		OK Cancel			
Interest:	.00					

Invoice from CITY OF ANYWHERE



Dear 1ST LIGHT ENERGY/ELECTRIC,

Your CITY OF ANYWHERE invoice is attached.

This is a custom message.

To view your invoice open the attached PDF document.

Personnel

Leave Statements

Employee Leave Statements provide employee leave balances with or without attendance detail. Statements are designed to be distributed to employees and print in an easy-to-read PDF format. They can be found under the Attendance menu when H/R is installed or under the Reports menu for Payroll only installs.

C			Leave	Statement 🗧
	Print	🔀 Close	Help	
Enter	the Follo	wing:		
Selec	t Sort Sec	quence:		Range of Employee Ids (Blank for All):
Empl	oyee Id	-		to
Repo	ort Format	t:		
Deta	il		-	
Statu	IS.			
A11	Active F	mplovees	-	
AII	ACTIVE L	mproyees	•	
Date	Range:			
01/0	1/2024	to 12/3	31/2024	
	nclude Sc	heduled		
'	neidue se	incuticu	-	
Employee Td:	ABBOT005	ABBOTT, ALEX A	Statement f	or 01/01/24 to 12/31/24 Dept Td: 310-00 BUTLDING & GROUNDS
			SUMMARY	OF LEAVE BALANCES
Pay Type	Beg	inning Balance	Accrued	Used End Balance
Sick Vacation	(Hours) (Hours)	0.00	180.00	20.00 160.00 16.00 164.00
				HISACITOR DETAILS
Sick	Palanca	Accrued	Used	
01/01/24	ZZZ-ACCS	180.00	0.00	
03/01/24	SIC		8.00	
04/15/24	SIC		8.00	
US/U1/24 Ending Bal	SIC		4.00	
charlig bai	unce		100.00	
Vacation		Accrued	Used	
Beginning	Balance	neeraea	0.00	
01/01/24	ZZZ-ACCV	180.00		
03/15/24	VAC		8.00	
117////4	VAC	I I	8.00	

Max Accrual Cap

You may now specify a maximum amount of leave time that can be accrued during a fiscal year. The cap can be applied to any leave type in the Accrual/Carryover Maintenance. This will prevent an employee from accruing more than the max, regardless of the amount of time they use for that leave category.

© Acc	crual/Carryover Maintenance	
Add @ Edit ¥Close	Next <u>Help</u>	
Accrual/Carryover ld: PT-SICK part time sick accrual Effective Date: 10/29/2018		
Vacation Sick Admin Comp Other Holiday		
Accrual	Carryover	
How is Accrual Done: Per 30 Hours Worked 🔍	Carryover Allowed: 100.00	
How is Amt Determined: Flat Amt	Prc	
Yrs >= Hours Date to Use: Hire Date	Max Carryover Lifetime	
0 1.00 Round: Up	(99999 for unlimited): 99,999.00	
0 .00 Include Yrs of Service Credit:	Move All Carryover to Pay Type: N/A	
0 .00 Max YTD Accrued: 40 Hours	After Carryover, Move Excess Balance to Pay Type: N/A	
0.00		
0 00		

South Carolina Quarterly Tax and Wage Report

The SC Quarterly Tax and Wage Report and electronic file have been updated to include Standard Occupational Classification (SOC) codes and hours worked as required by the SC Department of Employment and Workforce. Information regarding these changes can be found at https://www.dew.sc.gov/employers/SOC.

SC Payroll users can enter their occupational codes in the **Job Category Id** field of Employee Maintenance.

e	Employee Maintenance - General Data	
♣ Add ☑ Edit X Close	e	
Employee Id: BAX01 Pre	revious Next Go To: General Data	
First Name: RYAN	Middle Init: Last Name: BAXTER Suffix:	
Main Classification Dates S	Salary/Rates Hrs Pension Emergency Demographics Hire Check ACA Notes	
Emp Type: Hourly	Suppress Reg Hrs On Check: Exclude from EEO:	
Pay Freq: Bi-Weekly	y 🔽 Import Reg Hrs: 🗸 Statutory Employee:	
Pay Grp Cat: Part Time	e Employee 🔍 Import Exception Time/Reduce Regular: 🛛 W-Comp Class:	
Pay Period Id:	Medicare Qual. Gov't Employee:	
Union Name:	Exclude from Unemployment Rpt:	
Job Category Id (SOC):	1099-R Taxable Not Determined:	
Schedule Id:		
Deductible Types		
Dues: FSA: Deferred	d Comp: Disability:	
Loan: Garnish: Credit	t Union:	

Tennessee Retirement and Unemployment Reporting

MCSJ now supports TN Retirement, Unemployment reporting and corresponding electronic filing.

Payments

Easy Payment Reversals

An easy-to-use Payment Reversal Routine is now available in MCSJ as an alternative to Payment Batch reversals. The new routine offers an improved, easy way to reverse account payments by selecting a payment transaction summarized by reference number / method. In the case of Miscellaneous payments, a user will select from payment transactions on a specified date. The routine can handle payment reversals for all modules, except A/R invoice payments, which already have a Void Invoice Payment Routine.

The routine also offers the following new features:

- Allows the NSF reversal flag to be set on the transactions without specifying an NSF reversal payment code.
- Provides an option to automatically add an NSF fee to Tax and Utility accounts.

Users must continue to use the Reversal Batch if they want to partially reverse individual payment transactions or continue to use NSF payment codes. There are no changes to the existing Payment Batch Reversal process.

e			Payment Revers	al Routine		
✓ Verify	Update	<mark>≍ C</mark> ancel	⑦ Help			
Enter the Follow	ving:					
File Type:	Utility	•	Property Locat	tion: 230 S	S PARK DRIVE	
Account Id:	27	- 0	Owner Na	me: SWASE	Y, GARY & COX, SUSAN	
Original Payme Revers Reversal Dese	nt Date: 05, al Date: 06, cription: Re	/27/2024 /01/2024 turned by	Dank	Ado	NSF Reversal: ✔ d NSF Fee Adjustment: ✔	
Ref #	Total	Method	Check #	Date		
✓ 22080	277.52	Check	1234	05/27/24		

Billing/Collections > Payments > Payment Reversal Routine

The Verify and Update buttons on the toolbar will produce a standard Payment Verification Listing and Update Posting report. If the **Add NSF Fee Adjustment** option is selected, a Posting Reference report will also be generated.

e	Payment Reversal Routine	
✓ Verify Update	× Cancel ℓ Help	
Enter the Following:		
File Type: Utility	Property Location: 230 S PARK DRIVE	
Account Id:	27 A OWNER NEWSEY CADY & COX, SUSAN	
	NSF Fee X	
	Bill Year: 2022 Period: 2	
Original Payment Date:	0: Bill Code: F08 Reversal: ✓	
Reversal Date:	Ø∉ Adjustment Date: 05/27/2024 🔳 ljustment: 🗸	
Reversal Description:	Re Description: NSF Fee	
Ref # Tota	NSF Fee Amount: 25.00	
✓ 22080 277.52		
	OK Cancel	

NJ Tax

Redemption Worksheet - Payment Received by Date

A "Payment must be received by" date message can be optionally added to the lien redemption worksheet for municipalities without redemption accounts.

e		Lien Maintenance	e			
Add 🕼 Edit 🗶		e The Delete Oprevious	🕑 <u>N</u> ext]≣ Deta	il 🛛 🗠 Letter	0 <u>H</u>
Cert Num: 21-00140 Blo	ock: Lot:	Rectricted Edi Lien Redemption Worksheet	+	×		
Worksheet	ual:	Redemption Date: 05	/27/2024			
	_	Include Redemption Penalty: 🗸]			
General Certificate/Assign	ime	Include Current Charges:]			
Sale Date:	12,	Other Charges:				
Туре:	Out	Description	An	nount		
Status:	Ope					
Assignment Date:					01234-	
Status Date:	,				vered Person:	
Percent:						
Premium:		Print to Screen: 🗸			sg Code:	
Install Plan:		Include "Payment must be			с	
Special Charges Acct:		received by:" message				M
Recording Date:	,					U
Recording Book/Page:			OK	Cancol	NJ 08536-	
Redemption Check Cleared:	,		UK	Cancer		

Payment Entry by Bank - Apply to Misc. Charge Balance

The Payment Entry by Bank routine now provides an option to apply payments toward 'Tax Miscellaneous Charge' balances. If the box is checked on the panel, the system will use the **Misc Charge Pay Code** in the Tax Collection Parameter Maintenance to apply payments to any Miscellaneous Charge balances existing on a Tax account.

e	Payment Entry - Bank Code 🧧 🗖
© <u>N</u> ext ¥	Close
Enter the Follow	ing:
Payment Type:	Tax 💌
Batch Id:	SU
Bank Code:	
Payment Code:	📃 🛄 Use Misc. Charge Pay Code from Tax Parameters to pay Misc. Charges
Payment Date:	05/27/2024
Bill Year:	
Bill Period:	
Check Number:	
Description:	

NJ Tax Delinquent Notices - Postcard Format

NJ Tax Delinquent Notices now support a postcard format.

PILOT Billing - Option to Include Land Value

The 'Phase-In' billing calculation can now optionally include a property's land value.

C	PILOT Account Maintenance
🕂 Add 🔄 Save 🔀 Cancel 🗊 🛙	Delete OPrevious ONext Duplicate EDetail >>
Account Id: 0000001 Descript:	
Block: 1.02 L 5.02	Qualifi Restricted Edit
Land Block:	Qualifi
Owner N KENNY PAUL D	
Prop Loc: 73 MAPLE AVE	
General Billing/Balance Calculation Ta	ble Assessment Notes
Current Tax Year: 2022	Minimum Annual Amo
Update Impr Value From MO	Service Charge:
Improvement Value:	Admin Fee As: Amount
Update Land Value From MO	Admin Fee:
Land Value:	County Charge As: Amount
Revenues:	County Charge:
Project Costs:	Other Fee As: Amount
Land Tax Credit Flag: None	Other Fee:
Land Tax Credit:	
Include Land Value in Bill Calc:	

Real Property Tax

Installment Plans

Similar to the Calculate Installment Plan feature in MCSJ Utility Billing, the ability to calculate an installment plan has been added to the Property Tax module. The feature is designed to be used on an "Installments" service, meaning you must have at least one of the four Property Tax services available to utilize this feature.

Located on the Balance tab of Property Tax Account Maintenance, the 'Calculate Installment Plan' button allows you to cancel balances on any of your Property Tax services and then calculate an installment plan over a monthly or other defined period of time. A new "Installments Report," showing the installment due dates and current plan status, can be generated using the Detail button on the account's toolbar.

e						Prop	erty Tax	Accoun	it Maintena	ance	
+ Add	<u>₽</u> Edit	<mark>≍ C</mark> lose	💼 Delete	C	Previous		€ <u>N</u> ext		Detail	⊡ <u>L</u> etter	0
Dist:	03]					Not	es Exis	t		
Acct:	001172		Туре	: N							
:			Section	: 300	TAX	SAL	.E				
Account Id:	208	Map	-Grid-Parcel	0301-	-0021-119	3			📧 Viev	w <u>M</u> ap	
Owner:	JEFFERSON N	NICHOLAS	DONTATE		Prop	Loc	: 332 B	ALTIMO	RE PIKE		
General	Additional	City Tax	County Tax	Scho	ol Tax In	istal	Iments	Asses	sed Value	es Billing	Balan
Total Balar	nce City Tax	County	Tax Schoo	ol Tax	Installme	ents	Aged				
	Principal	Balance	Penalty	Total	Balance	0	Current	Due	Due As c	of 07/27/2	4
City Tax		2,618.28	303.36		2,921.6	4	2,92	21.64		2,921.	64
Total		2,618.28	303.36		2,921.6	4	2,92	21.64		2,921.	64
Calcula	te Installmen	t Plan									
NOTE: 'Due	As of 07/27/	'24' amou	nt includes p	orincipa	al due as o	of 07	7/27/24,	plus in	terest du	e as of 05/	28/24.
Ŷ	/ear	Princi	ipal Balance	2	Pena	alty	,	Т	otal Bal	ance	
2024			2,618	. 28			303.36			2,921.64	

Calculate Installment Plan	- 🗆 X
Service Type: Bill Code: Total Amount: Installment Option: Number of Installments: Starting Year: Override Description:	Installments
Cancel City Tax Balance: From Year: To Year:	None Bill Code: None W/ Bill Adj W/ Bal Adj
 ■ Property Tax Accol Trans Type: Trans Type: Trans	A management of the second sec

WIPP

Turn-off WIPP Auto-Pay when Owner / Bill To Name Changes

MCSJ users now have the option of turning off WIPP Auto-Pay when the owner name on a Tax account or owner/bill to name on a Utility account changes. If the name is changed in Account Maintenance, users will be prompted with the following message and will have the ability to deselect the **Auto-Pay** flag on the account.

C	Utility Account Maintenance	
the second seco	ÎÎ Delete O Previous O Next I∃ Detail I Letter I View Map O Help	
Account Id: 3362400 - 0 Type:	RES Section: 21	
Prop Loc: 119 BILBOA DR	Location Id: 3362400 Notes Exist	
Serv Loc:	Owner: SMITH ELLA	
City Id: Parcel: 30-42-41 13	3-17 000-1250 Bill To:	
	Parcel: 30424113170001250	
General Additional Sewer Sewer	Meter Connection Balances Recent Activity Location Accounts Notes Custom Tabs	
Bill To	Select an Option X	
Street 1:	The Owner Name and/or Bill To Name has been changed, but AutoPav is still on	
Street 2:	Are you sure you want to continue?	
City/St/Zip:	709	
Phone: () - Cell: (
Email:		
Lindi.	Yes No	
Service Types	Bili	P
Status Active	Date Inactive Date Auto-Pay Bank Code:	
Sewer: Active 🔻 06/09/202	23 🔳 🖊 / / 🔳 🗸 🗲 User Msgs: 📃 🛄	

Tax Update routines and comparison reports will display warnings or print a list of accounts with owner changes and Auto-Pay.

Fleet Management

New Fleet Work Order Format

The work order format for Fleet work orders has been redesigned. Please contact EGT Support to have the new format installed.

Work Order #:	19-00002						
Fleet Id:	19-0000014	VEHICLE INFORMAT	ION:	FUE	L INFORMAT	ION:	
Description:	TRUCK #24 DUMP TRUCK	VIN:	1HTWDAARX9J1326	580 Typ	e:	Diesel	
		Year:	2009	Qua	ality:	0	
		Make:	INTERNATIONAL	Tan	k 1 Capacity:	: 0	
Status:	Open	Model:	7400 SFA 4X2	Tan	k 2 Capacity:	: 0	
Appt. Date:	-1	Body:	DUMP TRUCK				
Assigned To:		Color:	YELLOW	1154	GE INFORM		
		MSRP:	0.00	0.57	Lact II	5370	Current Usag
		License Plate:	LG86500 State:	Dat	D.	sage	current usag
Department Id:	DPW	License Evn. Date:	2000000 54440.	Mil	6376'	0.00	
Location Id:	DP W	Ownership:	Owned	Hou	eage.	0.00	
Location iu.		Warranty Date:	owneu	HOU	115.	0.00	
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Oil Changes							
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Cost Type De	scription	LABOR & E	QUIPMENT	Units		Amt	Tot
Cost Type De Materials Oil	scription	LABOR & E	QUIPMENT	Units 1.00		Amt 20.00	Tot 20.0
Cost Type De Materiais Oil	scription	LABOR & E	QUIPMENT	Units 1.00	Total Labor	Amt 20.00 Cost	Tet 20.0 20.0
Cost Type De Materials Oil	escription	LABOR & E	QUIPMENT	Units 1.00	Total Labor	Amt 20.00 Cost	Tot 20.0 20.0
Cost Type De Materials Oil	scription	LABOR & E	QUIPMENT	Units 1.00	Total Labor	Amt 20.00 Cost	Tet 20.0 20.0
Cost Type De Materials Oil	scription	LABOR & E	QUIPMENT	Units 1.00	; Total Labor	Amt 20.00 Cost	Tot 20.0 20.0
Cost Type De Materiais Oil	scription	LABOR & E	QUIPMENT	Units 1.00	Total Labor	Amt 20.00 Cost	Tot 20.0 20.0
Cost Type De Materials Oil	ted By	LABOR & E	QUIPMENT	Units 1.00	Total Labor	Amt 20.00 Cost	Tot 20.0 20.0
Cost Type De Materials Oil	ted By	LABOR & E	QUIPMENT	Units 1.00	Total Labor	Amt 20.00 Cost	Tot 20.0 20.0