

## MCSJ Version 2024.2 Release Guide



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# Finance

## Enhanced Reporting Features - G/L Trial Balance

The G/L Trial Balance report was enhanced to include several interactive features, such as built-in hyperlinks and improved drill-down capabilities.

These features allow users to click on report text to link to records like purchase orders, vendors or account numbers. A check number can even be clicked to open a check register. The 'One Line Account Totals' version of the report now drills to the 'Detail' Trial Balance report and can subsequently drill to a Posting Reference report. The 'Condensed Monthly Totals' report will drill into the Transaction Inquiry for a particular transaction type.

The 'Detail' version to Excel will also enable a new option to 'Include PO/Invoice Detail,' which exports item descriptions and vendor/customer names.

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

G/L Trial Balance						
Print		Close		Search		
04/16/24	I	2540	3	Refund Overpay/Cr	CUSTOMER REFUND	30.00
04/16/24	I	2541	1	Refund Overpay/Cr	CUSTOMER REFUND	30.00
04/16/24	I	2541	1	Refund Overpay/Cr	CUSTOMER REFUND	30.00
04/16/24	I	2542	1	Refund Overpay/Cr	CUSTOMER REFUND	5,918.56
04/16/24	I	2542	1	Refund Overpay/Cr	CUSTOMER REFUND	5,918.56
<b>04/16/24 Totals:</b>						<b>7,989.26</b>
<p>Page: 82 <span style="float: right;">CITY OF ANYWHERE 10/08/2024</span>            2024 General Ledger Detail Trial Balance By Date with Subsidiary Ledger <span style="float: right;">01:04 PM</span></p>						
Account No	Date	Ref	Description	Type	Debit	Credit
10-2-0000-0217			TAXES IN ADVANCE	Account Continued		
04/17/24	W	14705	Cash Receipt CS/CK	Payment Window TAXES		0.55
04/18/24	W	14707	Cash Receipt CS/CK	Payment Window TAXES		315.08
04/24/24	C	1355	10	Cash Disbursement	Chk: 74093 PO: 24-02536	72.98
04/24/24	C	1355	11	Cash Disbursement	Chk: 74094 PO: 24-02537	85.49
04/24/24	C	1355	12	Cash Disbursement	Chk: 74049 PO: 24-02538	518.40
04/24/24	C	1355	13	Cash Disbursement	Chk: 74050 PO: 24-02539	1,522.30
04/24/24	C	1355	14	Cash Disbursement	Chk: 74051 PO: 24-02540	30.00
04/24/24	C	1355	15	Cash Disbursement	Chk: 74052 PO: 24-02541	5,918.56
<b>04/24/24 Totals:</b>						<b>0.00</b>
04/29/24	G	5135	2	Manual Entry	Correcting Entry;S Cable;Acct 00000217	0.06
04/29/24	W	14738		Cash Receipt CS/CK	Payment Window TAXES	597.72
<b>04/29/24 Totals:</b>						<b>597.78</b>

G/L Trial Balance

Print Close Help

Enter the Following:

Report Type: Detail Report Sequence: Date

Year to Print: Current

Range of Accounts (Blank for All): - - - to - - -

Use Subsidiary Ledger

Exclude Perpetual Accts

Fund: 10 to 10 (Blank for All)

Transaction Starting Date: 04/01/2024 Ending Date: 04/30/2024

Print Subtotals for:  TYPE:  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

Include PO/Invoice Detail

Print to Screen  Print to Excel  Print Legacy Report  Print Class Id(s)  Separate Tab for each Fund

## Disable Requisition Entry

A new feature is now available to temporarily disable requisition entry for all or most users. This feature can be useful at year-end or in other situations where Administration wants to prevent departments from submitting new requisitions. The feature is enabled in Finance Parameter Maintenance and individual users may be excluded from the restriction by checking a box on their user records.

**Finance Parameter Maintenance**

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

Fixed Asset Threshold: 
 Current Period Start Date:

Allow Future Over Encumber Override: 
 Current Period End Date:

Request/Encumber Override:

Post G/L on Reim: 
 Cancel Revenue Account:

PO/Contract Over Encumber Sub Security: 
 Fund 20 Cancel Credit:

PO/Contract Over Encumber Ctrl Security: 
 Voucher Receivable G/L Id:

Budget Batch Over Encumber Sub Security:

Budget Batch Over Encumber Ctrl Security: 
 Assign Fixed Asset Id:

Requisition Over Request Sub Security: 
 Assign Fixed Asset Prefix:

Requisition Over Request Ctrl Security: 
 Requisition Buyers:

Display G/L Encumber Accounts For NJ: 
 Allow Editing of Approved Requisitions Security Level:

Allow Unbalanced Funds for GL Batch: 
 Disable Requisition Entry:

**User Maintenance**

User Id: 
 Password: 
 Retype Password: 
 Contact Support:

Name: 
 Phone: ( ) - 
 Ext: 
 Mobile Phone: ( ) -

Email: 
 Last Login:

**Budget Department Access**

Dept 1: 
 Dept 4: 
 Dept 7:

Dept 2: 
 Dept 5: 
 Dept 8:

Dept 3: 
 Dept 6:

**Fixed Asset Department Range:**

to

**Requisitions**

Ignore Disable Requisition Parameter:

# Personnel

## ***VA Mission Square Export***

MCSJ now supports the VRS Hybrid Retirement Plan Payroll File Interface for Mission Square.

*Personnel > Payroll > End of Qtr/Year > VA Mission Square Export*



VA Mission Square Export

Print Close Help

Enter the Following:

Check Date:

/ /

Employer Code:

File Name:

## ***NC State Tax Rates to be Consolidated in 2024.2 Upgrade***

The NC State Tax codes assigned to any employees will be consolidated in the 2024.2 Upgrade as follows:

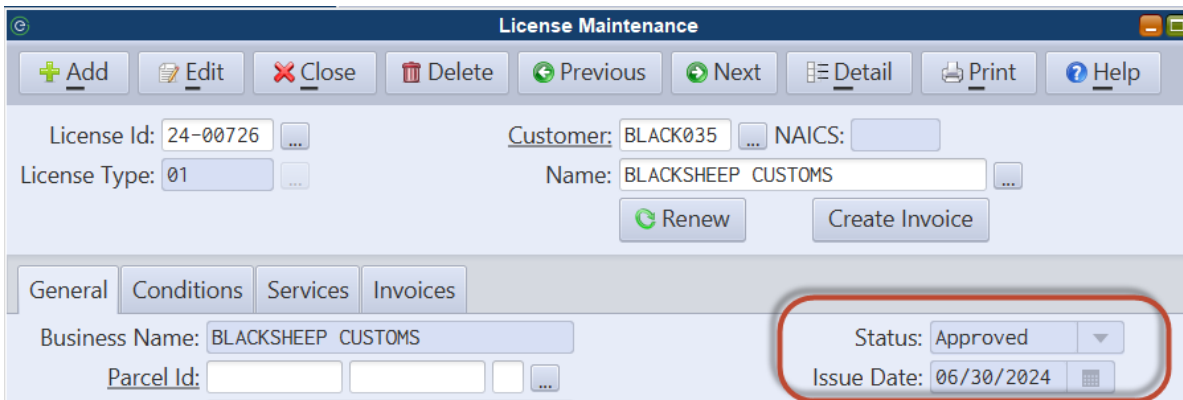
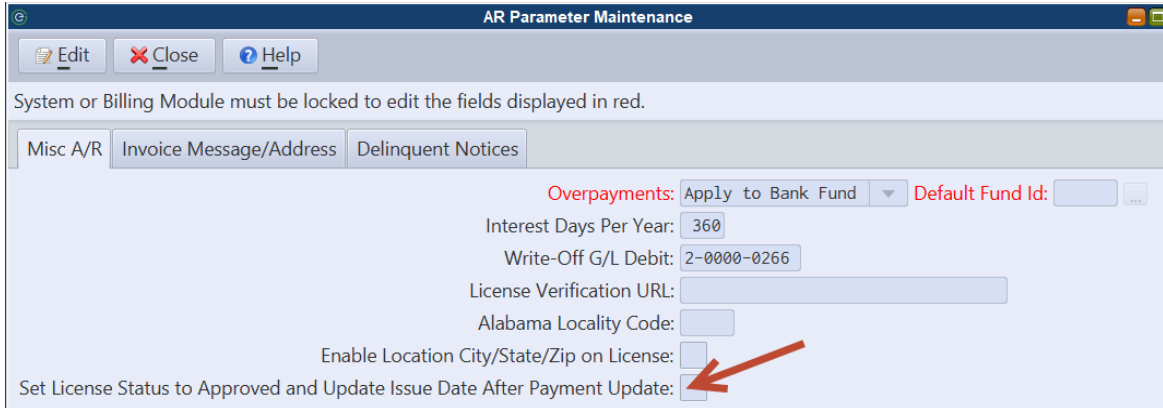
- NCH and NCHA will become NCH
- NCS, NCSA, NCM, and NCMA will become NCSM

This change will NOT affect employee tax amounts in future payrolls.

# Accounts Receivable

## Update License Status and Issue Date at Payment Update

A new A/R parameter is available, giving users the option to set a business license status to 'Approved' and set the 'Issue Date' when a payment is updated.



## Display Business Location City, State and Zip

Business licenses can now optionally display city, state and zip information as part of the property location.



**AR Parameter Maintenance**

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: 2-0000-0266

License Verification URL:

Alabama Locality Code:

Enable Location City/State/Zip on License:

**License Maintenance**

License Id: 24-00726

Customer: BLACK035  NAICS:

License Type: 01

Name: BLACKSHEEP CUSTOMS

General Conditions Services Invoices

Business Name: BLACKSHEEP CUSTOMS

Parcel Id:

Property Location: 104 N MAIN STREET

City/State/Zip: SOMEWHERE AL

## ***New Business License and Customer Reporting Fields***

Several new reporting fields have been added to Business License Maintenance and Customer Maintenance.

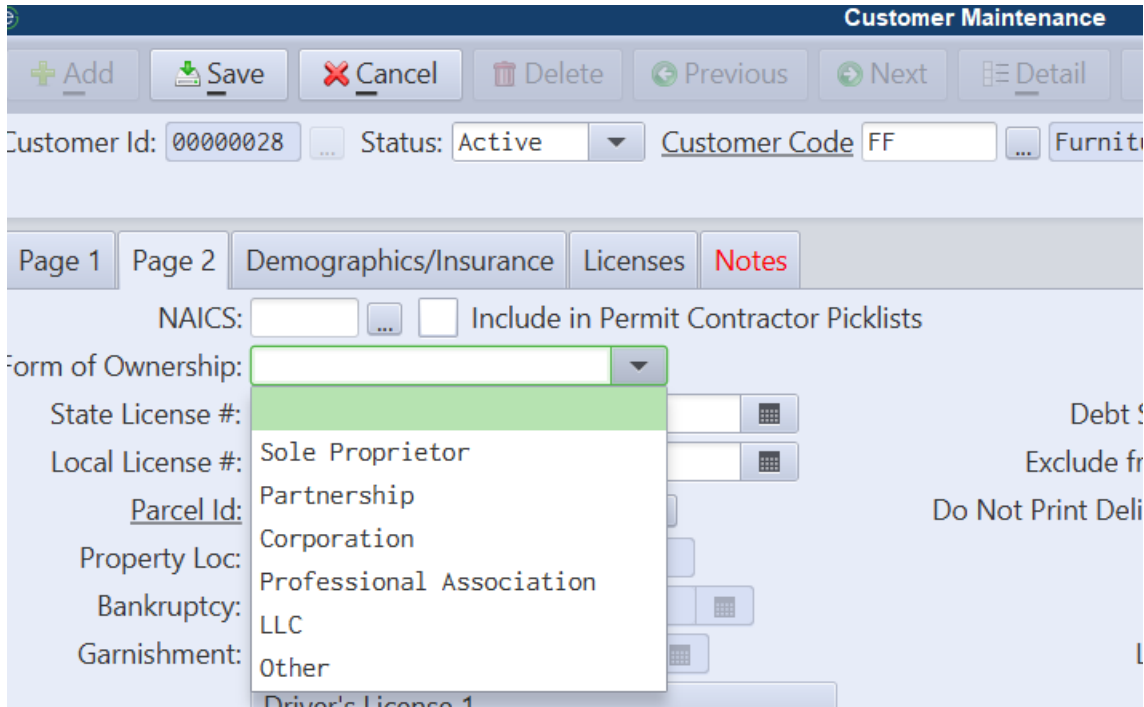
**License Maintenance**

+ Add   Save   Cancel   Delete   Previous   Next   Detail   Print   Help

License Id: 24-00726   Customer: BLACK035   NAICS:   
 License Type: 01   Name: BLACKSHEEP CUSTOMS   Renew   Create Invoice

General   Conditions   Services   Invoices

Business Name: BLACKSHEEP CUSTOMS   Status: Approved  
 Parcel Id:   Issue Date: 06/30/2024  
 Property Location: 104 N MAIN STREET   Effective Date: 01/01/2024  
 City/State/Zip: SOMEWHERE AL 12345-   Expiration Date: 12/31/2024  
 Contact: SHANE OR COLLEEN BAKER   Inspected By:   
 Phone: (555)555-1606 Ext:   Inspection Date: / /  
 Vehicle Id:   State Id:   
 Insurance Co:   Control No:   
 Policy No:   Ins Exp Date: / /   No. Employees: 0  
 Notes:   Seasonal:   
 Business Type:   City Limits:   
 Police Jurisdiction:   
 Retail  
 Wholesale  
 Building Contractor  
 Service  
 Professional  
 Manufacturer  
 Rental  
 Other



## ***Alabama Business License Export***

MCSJ can now export the Alabama State Monthly Business License Report data in the required electronic file layout. An Alabama Locality Code must be entered in A/R Parameter Maintenance and the appropriate informational data must be entered on licenses and customers to produce an accurate report.

## ***Service Id Fee Schedules***

A new feature has been added to Service Id Maintenance which allows for fees and penalties to be established on a single Service Id and then assigned to many other Service Id's. This new feature eliminates the need to fill out rates or penalty settings on each service id that uses the same rates. A "fee schedule" can be defined on any Service, Revenue Tax, or Rate/Flat Per Unit Service Id Type and then referenced on any Service Id's of the same type.

**Service Maintenance**

Service Id: BEER    Descript: BEER

Type: Service

Charge Acct: Revenue    4-10-3-3120-0106    BUSINESS LICENSE TAXES

Post Billing Entry to AR:     - - - -

Off-set Receivable with Reserve:     - - - -

Unit Msre:

Unit Price: .000000

Payment Code:

Point of Sale:

Fee Schedule Service Id: MISCELL

Use Penalty Calc from Fee Schedule:

## ***Business License Renewal Notices***

This routine will generate printed or email notices for customers who have not renewed a license in the current year. To utilize the routine, users must have renewed prior year licenses and must utilize the new parameter option to automatically approve licenses when they are paid.

*Business Licensing > Business License Renewal Notices*

# Escrow

## *Project Listing to Excel*

The Project Listing may now be exported to Excel.

# Payments

## Postmark Reporting Enhancements

The Payment Cash Receipts Report to Excel will now include a "Postmark Date" column to display any postmark date applied to a payment. Postmark dates will only be displayed for transactions where the postmark date differs from the payment date.

## Description/Comment Columns Added to Misc Payment Reversal

To assist users in selecting the correct payment for reversal, the Payment Reversal Routine now displays description and comment columns for Miscellaneous type payments.

The screenshot shows the "Payment Reversal Routine" window. At the top, there are buttons for "Verify", "Update", "Cancel", and "Help". Below these, there are input fields for "File Type" (set to "Misc") and "Comments". There are also date pickers for "Original Payment Date" (03/06/2024) and "Reversal Date" (10/09/2024), along with checkboxes for "NSF Reversal" and "Add NSF Fee Adjustment". A "Reversal Description" field is also present. At the bottom, a table displays a list of payments with columns for "k #", "Date", "Ref Seq", "Descript", and "Comments". The "Descript" and "Comments" columns are highlighted with a red oval.

k #	Date	Ref Seq	Descript	Comments
	03/06/24	1	NO PARKING AREA	#0017 2/14/24 CHEVY TYC-5044 DOLLAR TRE
	03/06/24	1		1080 E STUART #5 - B. MCCREADY
	03/06/24	4		3/5/24 #249166-249179

## New Card Reader Device Supported - Ingenico Axium DX8000

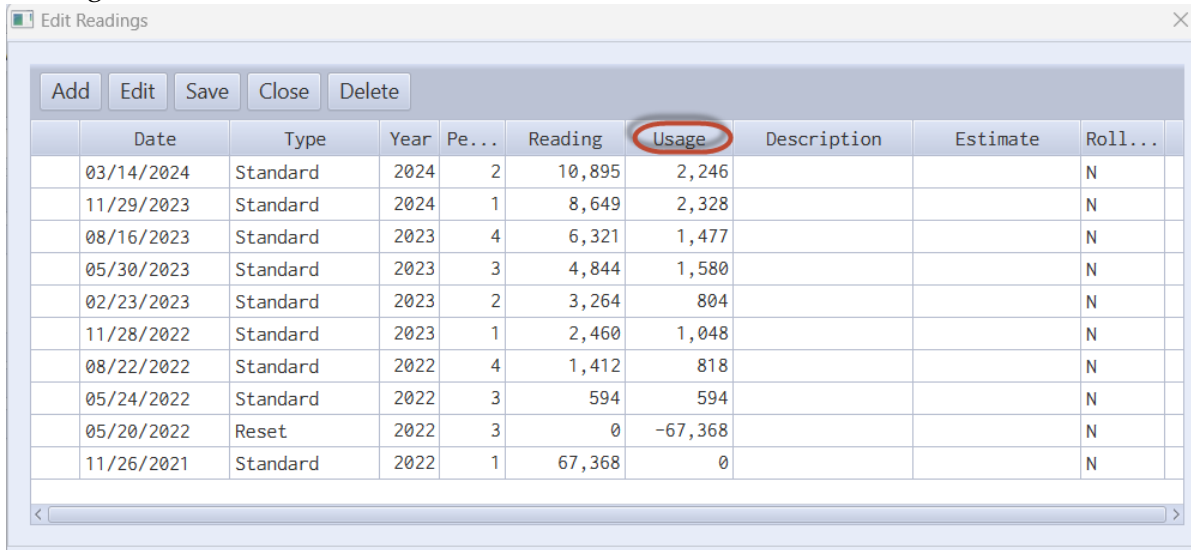
MCSJ now supports the Ingenico Axium DX8000 for processing over-the-counter card and electronic payments. The device supports chip readers and tap-to-pay technology as well as Apple Pay and Google Wallet. The DX8000 connects to a PC or laptop using Bluetooth and connects via Wi-Fi to the payment processor. The devices are tightly integrated with the MCSJ Payment Window and do not require users to input any information into a browser window.

Please contact an EGT Sales representative for more information.

# Utility

## Usage Column Added to Edit Readings Feature

The Edit Reading feature, accessed from Utility Account Maintenance, now displays a non-editable usage column.



The screenshot shows a window titled "Edit Readings" with a table of utility readings. The table has columns for Date, Type, Year, Pe..., Reading, Usage, Description, Estimate, and Roll... The 'Usage' column is circled in red. The data rows are as follows:

Date	Type	Year	Pe...	Reading	Usage	Description	Estimate	Roll...
03/14/2024	Standard	2024	2	10,895	2,246			N
11/29/2023	Standard	2024	1	8,649	2,328			N
08/16/2023	Standard	2023	4	6,321	1,477			N
05/30/2023	Standard	2023	3	4,844	1,580			N
02/23/2023	Standard	2023	2	3,264	804			N
11/28/2022	Standard	2023	1	2,460	1,048			N
08/22/2022	Standard	2022	4	1,412	818			N
05/24/2022	Standard	2022	3	594	594			N
05/20/2022	Reset	2022	3	0	-67,368			N
11/26/2021	Standard	2022	1	67,368	0			N

# Work Orders

## *Work Order Scheduling on Holidays*

The system will now reference the Holiday Maintenance in System Utilities to warn users when they try to schedule work orders on defined holiday dates. Unless the parameter to 'Schedule Work Orders for Weekends and Holidays' is checked (Utility Parameters), the system will warn the user if an appointment date is entered on a defined holiday. Similarly, worker schedules will be grayed out on holidays.



# Online Service Applications

## *Customer Name Formatting*

When creating accounts, customer names will now be formatted as "Last Name, First Name." Additionally, when filling out a new service application, customers will now have the option to identify themselves with a business name instead of a first and last name.

# NJ Tax Collection

## Enter Adjustments from Tax Account Maintenance

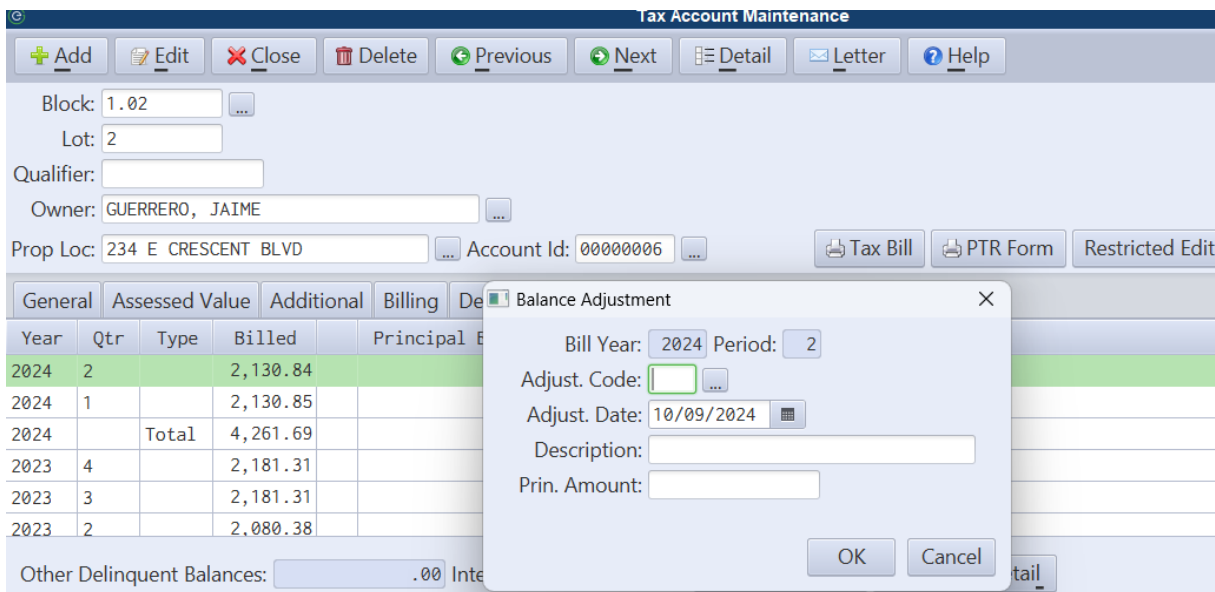
Users can now enter an adjustment to a Tax account directly from the Tax Account Maintenance Balance tab. This feature was previously available in MCSJ Utility, so it may be familiar to some users.

To enter an adjustment, double-click the row for the Tax Year/Qtr to adjust in either the Billed column or Principal Balance column.

A billing adjustment prompt will appear if you clicked in the billed column and a balance adjustment prompt will appear if you clicked in the balance column. The adjustment code pick-list will be appropriately filtered for either billing or balance codes.

Enter a date, optional description and amount.

After confirming the adjustment, a Posting Reference Report will be generated for your records. No batch update is required as the transaction posts immediately to the account.

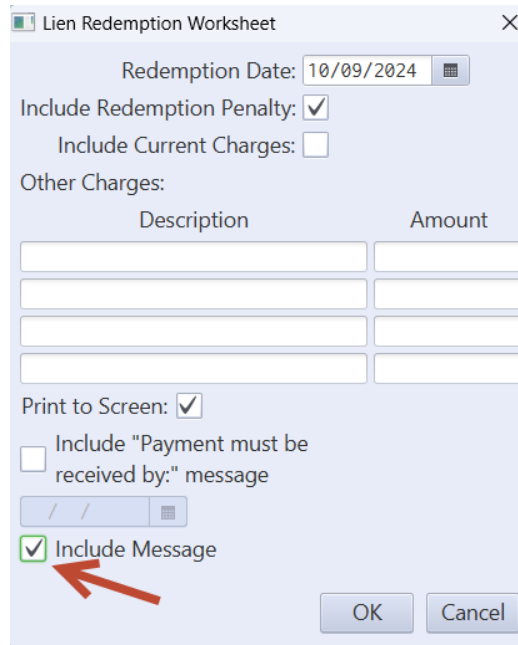


## Report Name Change

The report and file export formerly known as the Homestead Rebate Report has been renamed PTR Delinquent List Export.

## Redemption Worksheet Custom Message

Collectors may now optionally include a custom message on Lien Redemption Worksheets. A message may be defaulted from the Liens/Sp Charges Parameter Maintenance or may be entered on-the-fly when generating each worksheet.



Lien Redemption Worksheet

Redemption Date: 10/09/2024

Include Redemption Penalty:

Include Current Charges:

Other Charges:

Description	Amount

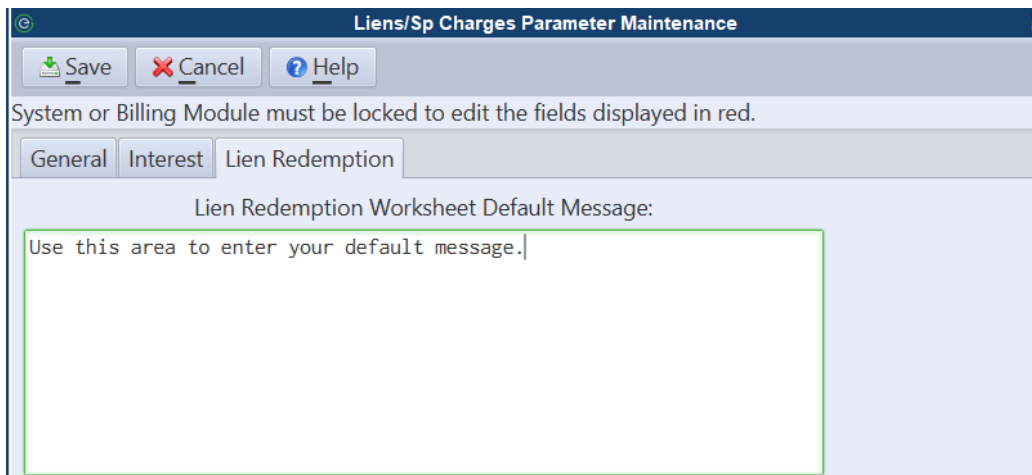
Print to Screen:

Include "Payment must be received by:" message

/ /

Include Message

OK Cancel



Liens/Sp Charges Parameter Maintenance

Save Cancel Help

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

General Interest Lien Redemption

Lien Redemption Worksheet Default Message:

Use this area to enter your default message.

## Bankruptcy Date and Case Number Fields on Tax Account

Users who don't track bankruptcies in Special Charges may now enter a bankruptcy date and case number on Tax Account Maintenance.

**Tax Account Maintenance**

Block: 
  
 Lot: 
  
 Qualifier: 
  
 Owner: 
  
 Prop Loc: 
 Account Id:

Owner Street 1: 
 Additional Lot 1: 
  
 Street 2: 
 Additional Lot 2: 
  
 City/St: 
 Property Class: 
  
 Zip: 
 Parcel Key: 
  
 Country: 
 Unpaid Interest: 
  
 Phone: ( ) - 
 Vendor: 
  
 Email: 
 User Msgs: 
  
 Bank Code:

Municipal Lien: 
 Assignment: 
 Install. Plan: 
 Exclude from Tax Sale: 
  
 Outside Lien: 
 Sp Charges: 
 APR 2: 
 Online Payment Restrictions: 
  
 Auto-Pay: 
 Bankruptcy: 
 Bankruptcy Date: / / 
 Case Number:

## ***PILOT Subsequent Payments***

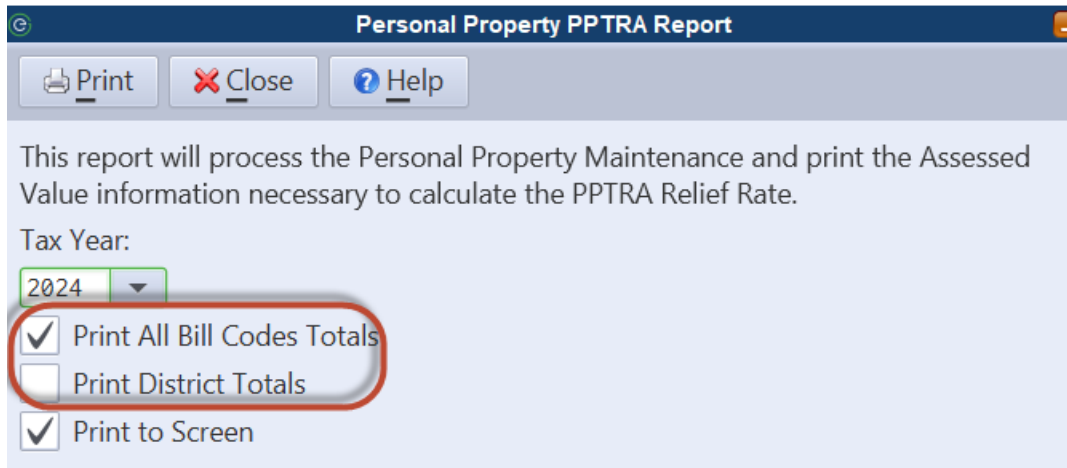
Lien subsequent payment features are now available for PILOT accounts. Users can post PILOT account subsequent payments that auto-adjust to liens and can optionally include PILOT balances on the Delinquent Report by Lien Holder.

# VA Personal Property

## PPTRA Report Enhancements

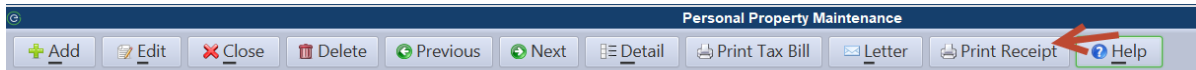
The PPTRA Report includes the following enhancements:

1. An option to 'Print All Bill Codes Totals' has been added. By deselecting this default option, the report will only display Bill Codes eligible for PPTRA relief.
2. An option to 'Print District Totals' is now available. For Cities and Counties with multiple districts, the PPTRA report will print totals separately for each district.



## Personal Property Receipts

A Personal Property Receipt can be generated from the Personal Property Maintenance to provide a property owner or other interested party with proof of payment. The receipt can be generated for a range of tax years and payment dates or for a specific vehicle. Custom notes can be included on the receipt. The receipt generates from a PDF file which can be installed by an EGT representative.



**Print Receipt** [X]

Print Receipt for: **Vehicles** ▼

Tax Years: **Payment Date**

Payment Dates: **Vehicles** / / [Calendar]

VIN: [ ] ▼

Notes: [ ]

[OK] [Cancel]

### Personal Property Tax Receipt

CITY OF ANYWHERE  
 PERSONAL PROPERTY  
 123 ANY ST.  
 ANYWHERE, NJ 01234

Account #: 20221587

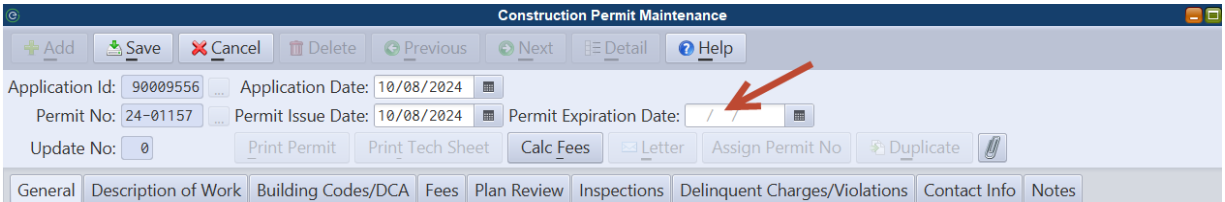
SMITH AARON WILLIAM  
 114 CARRIAGE DR  
 ANYWHERE, VA 01234

Tax Year	Bill Type	Code Description	Year/Make/Model VIN	Value	Principal Description	Penalty	Interest	Paid Date	Current Balance
2023	CAR		2019 TOYOTA CAMRY	16,875	289.44	0.00	0.00	11/20/23	0.00
	Original		4T1B11HK1K7328696		AARON SMITH				
					Total Paid on		11/20/23:	289.44	

# Construction Permits & Code Enforcement

## *Edit Permit Expiration Date*

Previously, the expiration date was locked and always calculated based on the 'Num Days Valid' specified on a Permit Type. While the expiration date will still default based on this calculation, it may now be edited by the user.



The screenshot shows the 'Construction Permit Maintenance' application window. The interface includes a menu bar with options: Add, Save, Cancel, Delete, Previous, Next, Detail, and Help. Below the menu bar, there are input fields for 'Application Id: 90009556', 'Application Date: 10/08/2024', 'Permit No: 24-01157', 'Permit Issue Date: 10/08/2024', and 'Permit Expiration Date: / /'. A red arrow points to the 'Permit Expiration Date' field, which is currently empty. Below these fields are buttons for 'Update No: 0', 'Print Permit', 'Print Tech Sheet', 'Calc Fees', 'Letter', 'Assign Permit No', and 'Duplicate'. At the bottom, there is a tabbed interface with tabs for 'General', 'Description of Work', 'Building Codes/DCA', 'Fees', 'Plan Review', 'Inspections', 'Delinquent Charges/Violations', 'Contact Info', and 'Notes'.