

MCSJ Version 2025.1 Release Guide



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Personnel

Employee Maintenance Navigation Skips Terminated Employees

Employees with a terminated or deceased status are now skipped when using the Previous and Next button navigation in Employee Maintenance. These employees may still be accessed via picklist navigation.

Overtime Calculation Routine

The Overtime Calculation Routine will calculate an OT adjustment to attendance hours input for a specified work period. The routine allows timekeepers to simply enter time worked for their employees without having to calculate when an employee becomes eligible for OT.

After attendance entry has been completed for a pay period, a timekeeper or payroll admin can input OT criteria into the routine for a select group of employees. When an employee's hours worked exceed the base hours threshold, the system will generate attendance adjustments on the last day of the work period for the appropriate amount of OT. Transactions are added immediately to employee timesheets with the attendance status selected in the routine.

The Overtime Calculation Routine is located under the Attendance menu for users with Attendance security of 3 or higher.

The screenshot shows the 'O/T Calculation Routine' form. At the top is a title bar with the text 'O/T Calculation Routine'. Below the title bar is a toolbar with buttons: 'Next' (with a circular arrow icon), 'Close' (with a red X icon), 'Verify' (with a green checkmark icon), 'Open' (with a folder icon), 'Save' (with a floppy disk icon), and 'Help' (with a question mark icon). The main form area contains several input fields and a 'Calculation Methods' section. The 'Employee Id' field has a text input and a dropdown arrow. The 'Department' field has a text input with 'FIR (FIRE DEPARTMENT)' and a dropdown arrow. The 'Emp Type' field has a dropdown menu with 'Hourly' selected. The 'Work Period Date Range' field shows '05/10/2025' to '05/23/2025' with calendar icons. The 'Calculation Methods' section has two checkboxes: 'Calculate OT' (checked) and 'Calculate Shift OT' (unchecked). Below this, there are several more fields: 'Time Worked Calculation' (dropdown with 'All Regular Pay Types'), 'Attendance Status for Time' (dropdown with 'Submitted'), 'Base Work Hours' (text input with 'Use Employee Hours Id' and a dropdown arrow), 'Base Worked Hours' (text input), 'Hours Id Frequency' (dropdown with 'Bi-Weekly'), 'Regular Pay Attendance Code' (text input), 'Shift Regular Hours Worked Attendance Code' (text input), 'Regular Hours Adjustment Code' (text input with 'REGULAR'), 'OT Attendance Code' (text input with 'OT'), and 'Shift OT Attendance Code' (text input).

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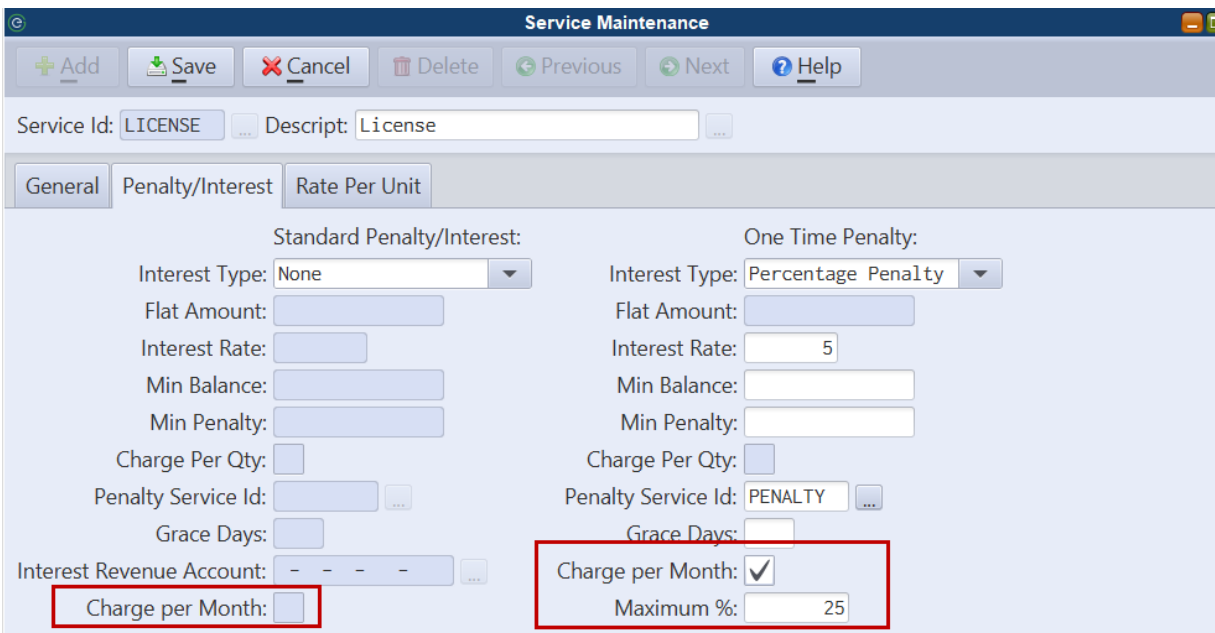
Accounts Receivable

Real-Time Invoice Data on WIPP A/R

Real-time MCSJ A/R invoice balances are now available in WIPP, allowing your customers to access and pay invoices the same day they are created. Previously, invoice data was only updated nightly.

Charge per Month Penalty Option in Licensing

This new feature supports charging penalty and interest based on the number of months a license renewal is past due. If penalty settings on a service id are configured to charge penalty in this fashion, the system will prompt for the number of delinquent months when generating invoices for late licenses. The penalty amount or percentage will then be charged for each month.



Service Maintenance

Buttons: Add, Save, Cancel, Delete, Previous, Next, Help

Service Id: LICENSE Descript: License

Tabs: General, Penalty/Interest, Rate Per Unit

Standard Penalty/Interest:	One Time Penalty:
Interest Type: None	Interest Type: Percentage Penalty
Flat Amount:	Flat Amount:
Interest Rate:	Interest Rate: 5
Min Balance:	Min Balance:
Min Penalty:	Min Penalty:
Charge Per Qty:	Charge Per Qty:
Penalty Service Id:	Penalty Service Id: PENALTY
Grace Days:	Grace Days:
Interest Revenue Account: - - - -	Charge per Month: <input checked="" type="checkbox"/>
Charge per Month: <input type="checkbox"/>	Maximum %: 25

License Maintenance

+ Add ✎ Edit ✕ Close 🗑 Delete ⬅ Previous ➡ Next 📋 Detail 🖨 Print ? Help

License Id: L2400005 Customer: A1AFF005 NAICS:
 License Type: LICENSE1 Name: A1 AFFORDABLE CONSTRUCTION

Renew Create Invoice

Create Invoice

Invoice Id: I2400388 Invoice Date: 05/21/2025

Service Id: Renewal Due Date: 06/20/2025

Calculate One-Time Penalty: ☒ ☒ Charge Penalty # of Months: 2

Pay Invoice: ☐

Service Descript	Quantity	Unit Price	Line Total
License	1.0000	100.000000	100.00
penalty	1.0000	10.00	10.00
Total			110.00

OK Cancel

Payments

Payment Batch Verification - Licenses/Permits Paid via WIPP

The Payment Batch Verification Listing will now print a page listing any licenses, permits, violations or rentals paid via WIPP.

May 22, 2025 08:27 PM		CITY OF ANYWHERE Online Invoice Payments: SU
WIPP Payments: Online Permit Payments Downloaded: 23-00312		
There are NO errors in this listing.		

Payment Cash Receipts Report - Excel Export Includes License and Permit Numbers

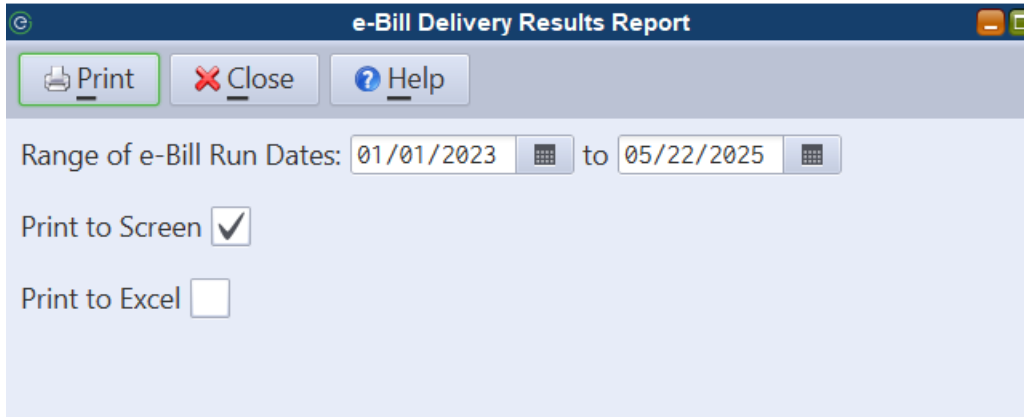
The Payment Cash Receipt Report Excel export will now include license, permit, violation and rental record numbers in addition to an invoice number.

AC	AD	AE	AF	AG	AH	AI
Reference Num	Reference Seq	Time Entered	Over Short Flag	Payment Origin	Postmark Date	Record #
24202	1	2025-05-22 20:26:52		WIPP		Permit No: 23-00312
24202	2	2025-05-22 20:26:52		WIPP		Permit No: 23-00312
24202	3	2025-05-22 20:26:52		WIPP		Permit No: 23-00312
24202	4	2025-05-22 20:26:52		WIPP		Permit No: 23-00312
24202	5	2025-05-22 20:26:52		WIPP		Permit No: 23-00312
24202	6	2025-05-22 20:26:52		WIPP		Permit No: 23-00312
24202	7	2025-05-22 20:26:52		WIPP		Permit No: 23-00312

Utility Billing

E-bill Delivery Results Report

The E-Bill Delivery Results Report provides the delivery status of e-bills sent within a specified date range. It includes a summary of delivery results and a list of all email addresses that encountered delivery errors. The report is located under the Utility Reports menu.

A screenshot of a software window titled "e-Bill Delivery Results Report". The window has a dark blue title bar with standard window controls (minimize, maximize, close) on the right. Below the title bar is a light blue toolbar containing three buttons: "Print" (with a printer icon), "Close" (with a red X icon), and "Help" (with a question mark icon). The main area of the window is white and contains the following elements: a label "Range of e-Bill Run Dates:" followed by two date input fields. The first field contains "01/01/2023" and the second contains "05/22/2025", with a small calendar icon between them. Below the date fields are two checkboxes: "Print to Screen" which is checked (indicated by a checkmark in the box), and "Print to Excel" which is unchecked (indicated by an empty box).

Meter Exception Report Enhancements

When exporting the Meter Exception Report to Excel, a new *Additional Info* tab will appear on the report panel. This tab offers the following optional selections:

- Include Additional Meter Info - Includes MXU#, meter location and meter description
- Include parcel identification number for an account
- Include a specified number of usage history periods
- Name - Choose to display the bill to or owner name for each account

Meter Exception Report

Print Close Open Save Help

General Additional Info

Enter the Following:

Report Sequence: Account Id

Location to Print: Service

Account Status: Active

Status As Of: 05/23/2025 (Blank to ignore Status Date)

Cycle Range: to

Account Type Range: to

Section Range: to

Reading Year Range: to

Reading Period Range: to

Reading Date Range: / / to 05/23/2025

Consecutive Estimates:

Range of Account Ids (Blank for All): - 0 to - 0

Select Service Type to Include

☐ Water/Sewer

Select Report Types to Include

☒ Tripped Meter ☒ Zero Usage ☐ Non-Zero Usage

☒ No Readings ☒ Variance

☒ Consecutive Estimates

Select Meter Types to Include

☒ Standard ☒ Compound ☒ Deduct

Select Meter Status to Include

☒ Read ☐ Do Not Read ☐ Retired

Read Status As Of: 05/23/2025 (Blank to ignore Status Date)

☐ Standard readings only for 'No Reading' option

Create Work Orders: ☐ Work Order Prefix:

Work Order Codes

Water:

Sewer:

Exclude Accounts with User Codes:

Variance Calculation

(Example: For usages at least 50% less than or 50% greater than the previous usage, enter -50 to 50.)

Less than Variance:

OR Greater than Variance:

Compared To: Year: 0 to 0

Period:

☐ Average same for last 3 years

☐ Print Accounts with No Previous Usage

☐ Print to Screen ☒ Print to Excel

Meter Exception Report

Print Close Open Save Help

General Additional Info

☐ Include Additional Meter Info

☐ Include Block/Lot/Qual Info

☐ Include Usage History

Periods of Usage History (1-13):

Name:

Bill To

Owner

Auto-Penalty Notifications

An auto-penalty results email can be sent to one or more email addresses. The email will contain a transaction count, date, total dollar amount, and a reference number. Addresses can be defined on the *Auto-Penalty* tab of Utility Parameter Maintenance.

The screenshot shows a software window titled "Utility Billing Parameter Maintenance". At the top, there are buttons for "Save", "Cancel", and "Help". Below these is a message: "System or Billing Module must be locked to edit the fields displayed in red." A series of tabs are visible: "General", "Meters", "Interest", "Mail to Addr", "Direct Withdrawal", "Receivables", "Refunds", "Overpayments", "Forms", "E-Bills", "Discounts", "Misc", and "Fleet". The "Auto-Penalty" tab is currently selected. Within this tab, the "Automatically Calculate Penalty" checkbox is checked. The "Last Auto-Penalty Check" is set to "05/31/2025". Below this, a label reads "Utility Auto-Penalty Notification Email Recipients:". A text box contains the email addresses "person1@gmail.com," and "person2@gmail.com".

Utility Billing Parameter Maintenance

Save Cancel 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

Utility Auto-Penalty

Automatically Calculate Penalty: ☒ Last Auto-Penalty Check: 05/31/2025

Utility Auto-Penalty Notification Email Recipients:

person1@gmail.com,
person2@gmail.com

NJ Tax Collection

Lien Account Status - Liens Assigned For Less than Amount Due

The Lien Account Status report for municipal liens now accurately handles liens that were assigned for less than the total amount due. The option shown in the figure below will ensure liens assigned during the reporting period are not included in the report's ending balance.

The screenshot shows the 'Lien Account Status' window with the following configuration options:

- Buttons:** Print, Close, Help
- Enter the Following:**
 - Report Sequence: Block/Lot/Qual (dropdown)
 - Select Report Type: Totals Only (dropdown)
- Select Lien Type to Include:**
 - ☒ Municipal ☐ Assign Full Amt
 - ☐ Outside ☐ Assign < Cert
- Select Lien Status to Include:**
 - ☒ Open ☒ Foreclosed
 - ☒ Redeemed ☒ Canceled
- Other Options:**
 - ☐ Include Fees ☒ Include Costs
 - ☒ Print to Screen
 - ☐ Print to Excel ☐ Include Tax Account Id
- Range of Block/Lot/Quals (Blank for All):**
 - Block: [] to []
 - Lot: []
 - Qual: []
- Display zero ending balance for liens assigned during transaction date range:** ☒ (highlighted by a red arrow)
- Select Charge Type to Include:**
 - ☒ Tax ☒ Electric ☒ Misc
 - ☒ PILOT ☒ Utility ☒ Boarding Up
 - ☒ Water ☒ Sp. Assmnt ☒ Demolition
 - ☒ Sewer
- Date Ranges:**
 - Sale Date Range: 01/01/1961 to 12/31/2024
 - Status Date Range: 01/01/2024 to 05/22/2025
 - Transaction Date Range: 01/01/2024 to 12/31/2024
- Transfers to Lien Adj Codes:** 061 ... 078 ...

Property Tax

Auto-Penalty

MCSJ now supports Property Tax Auto-Penalty. This feature runs nightly to determine if accounts are due to receive penalty or interest charges and adds the charges automatically, eliminating the need to manually process the Penalty Calculation Routine. Auto-Penalty settings can be configured under *System Utilities > Auto Penalty Maintenance*. Please contact an EGT Support Specialist for assistance with enabling this feature.

The screenshot shows the 'Utility Billing Parameter Maintenance' window with the 'Auto-Penalty' tab selected. At the top, there are buttons for 'Save', 'Cancel', and 'Help'. Below these, a message states: 'System or Billing Module must be locked to edit the fields displayed in red.' A series of tabs are visible: General, Meters, Interest, Mail to Addr, Direct Withdrawal, Receivables, Refunds, Overpayments, Forms, E-Bills, Discounts, Misc, and Fleet. The 'Auto-Penalty' tab is active. It contains a checkbox for 'Automatically Calculate Penalty' which is checked, and a date field for 'Last Auto-Penalty Check' set to '05/31/2025'. Below this, a section titled 'Utility Auto-Penalty Notification Email Recipients:' shows a text box containing the email addresses 'person1@gmail.com' and 'person2@gmail.com'.

The screenshot shows the 'Auto-Penalty Maintenance' window with the 'Calculation' tab selected. At the top, there are buttons for 'Add', 'Edit', 'Close', 'Delete', 'Previous', and 'Next'. Below these, the 'Rule Id' is 'PT' and the 'Description' is 'Property Tax Penalty'. The 'General' tab is also visible. The 'Calculation' tab contains several settings: 'File Type' is set to 'Property Tax', 'Status' is 'Active', and 'Services' is checked. 'Assign All Penalty to One Service' is unchecked. 'Penalty Assignment Order' is set to 'Tax'. 'Minimum Balance' is set to '.00'. 'Include Supplements' is unchecked. 'Penalty Calculation' is set to 'Calculate only when due date passes'. The 'Cycle Range' is set to '(blank for all)'.

System

Expansion of Email Address Fields

Email address fields across the MCSJ system have been expanded to 75 characters.