MCSJ Version 2025.2 Release Guide

edmunds GovTech

Last Updated On September 08, 2025

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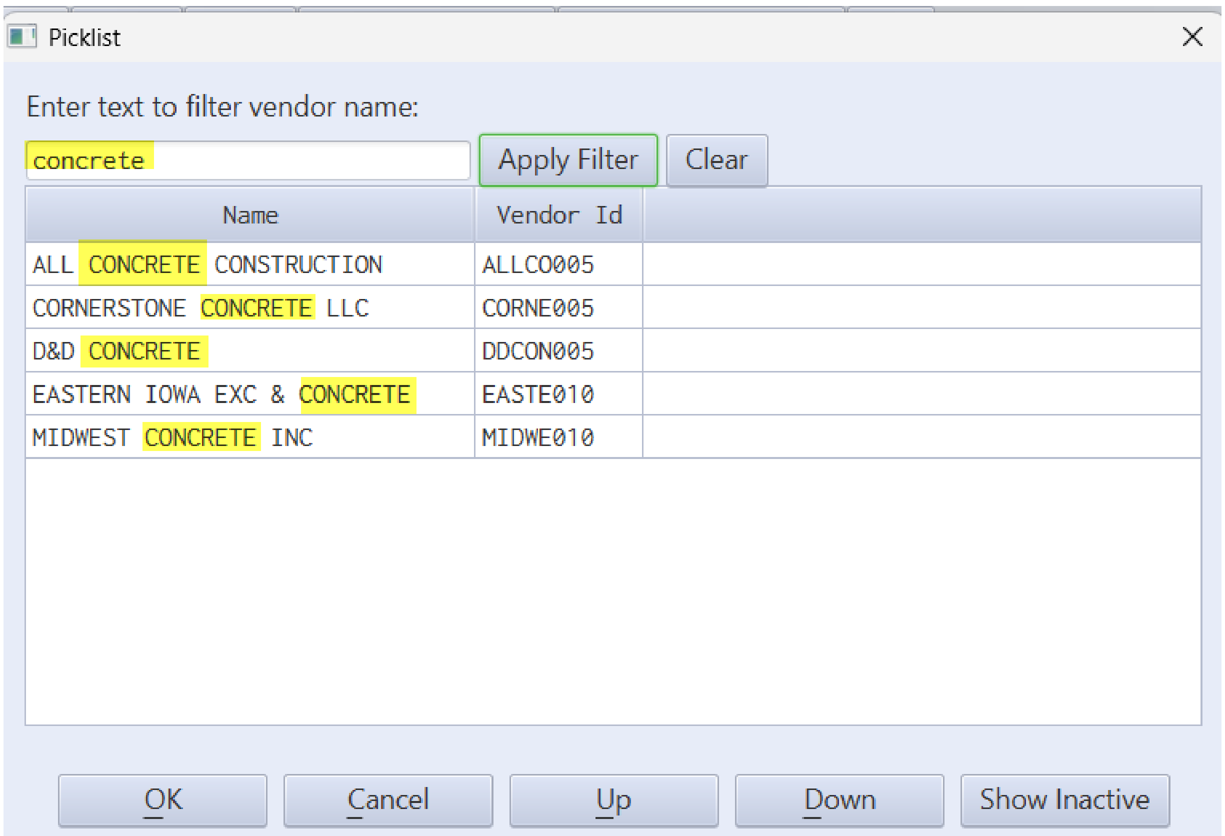
Finance

Vendor Picklist - Wildcard Search

Vendor name picklists now support a "wildcard" search. This type of search will return any vendor names containing a string of text. The new search option is available in Vendor Maintenance and when using purchase orders, requisitions and contracts.



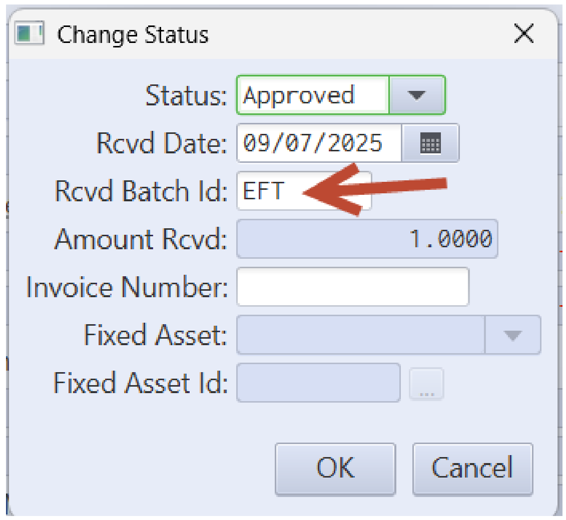
Auto-Create Manual/Electronic Check Batch

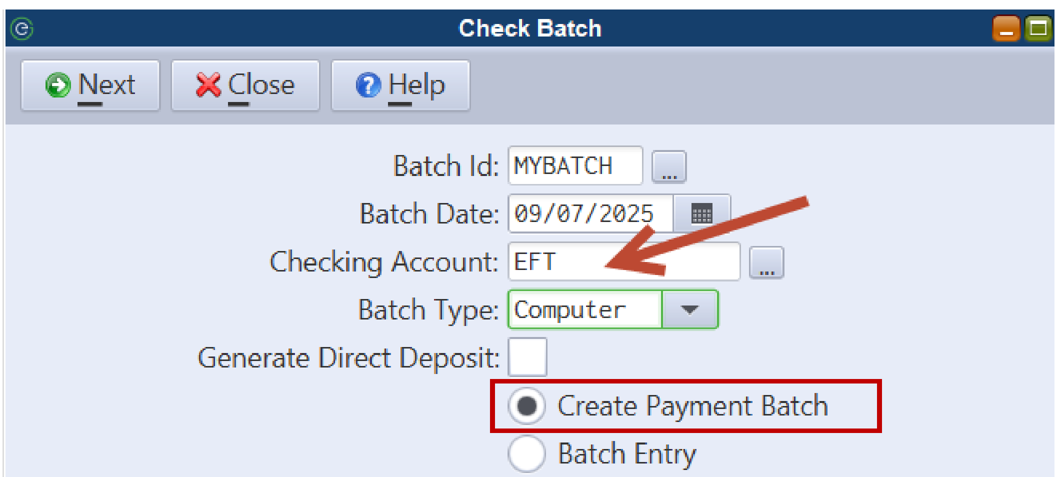
As an alternative to manually entering approved purchase order line items to a Manual Check Batch, an option is now available to auto-create a check batch to process electronically paid checks.

This feature can be activated in Finance Parameter Maintenance. After activating the feature, the following process must be followed:

1. Create a checking account called "EFT." This account must be used to process your manual/electronic checks.

2. When receiving purchase order line items that have been paid electronically, enter "EFT" as the Received Batch Id.
3. Use the 'Create Payment Batch' option for the EFT checking account. The system will pull in all approved purchase order items with the "EFT" Received Batch Id.
4. Process the checks by printing to PDF or blank paper.

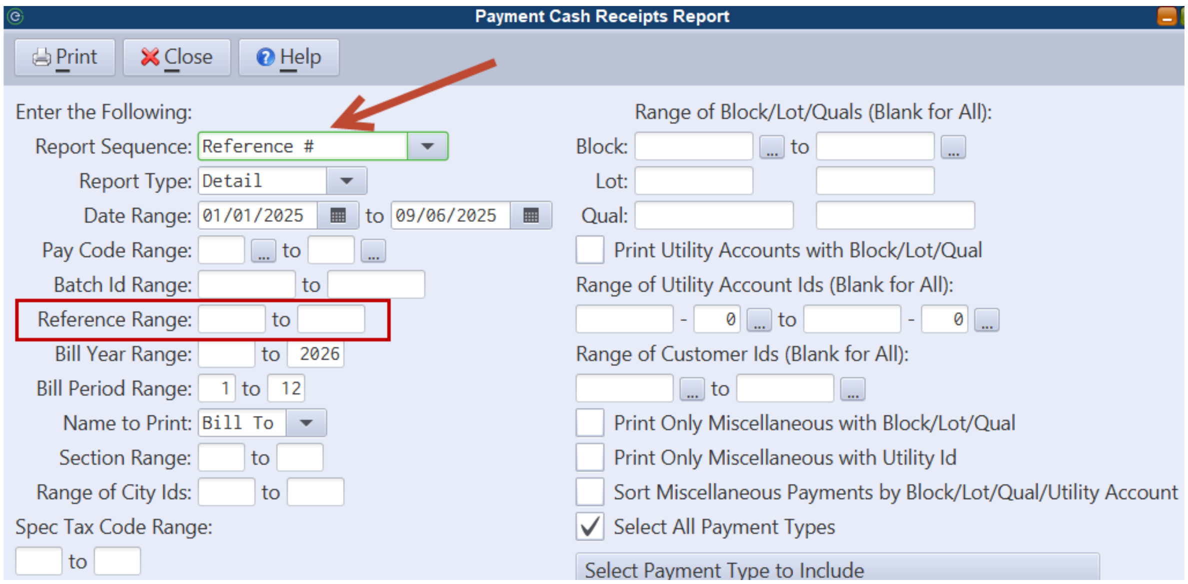




Payments

Reference # Sort and Filter on Payment Cash Receipts Report

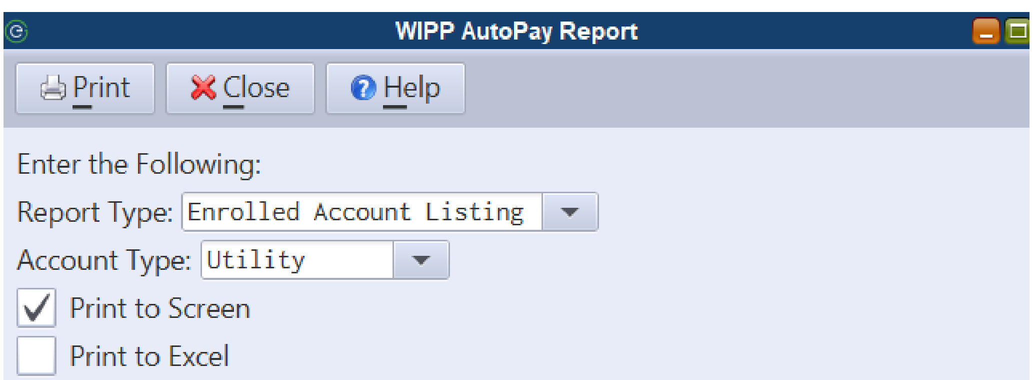
A Reference Number sort sequence and filter option have been added to the Payment Cash Receipt report. When using the reference number sort sequence, the report will provide sub-totals by reference number.



WIPP AutoPay Report - Enrolled User Email Addresses

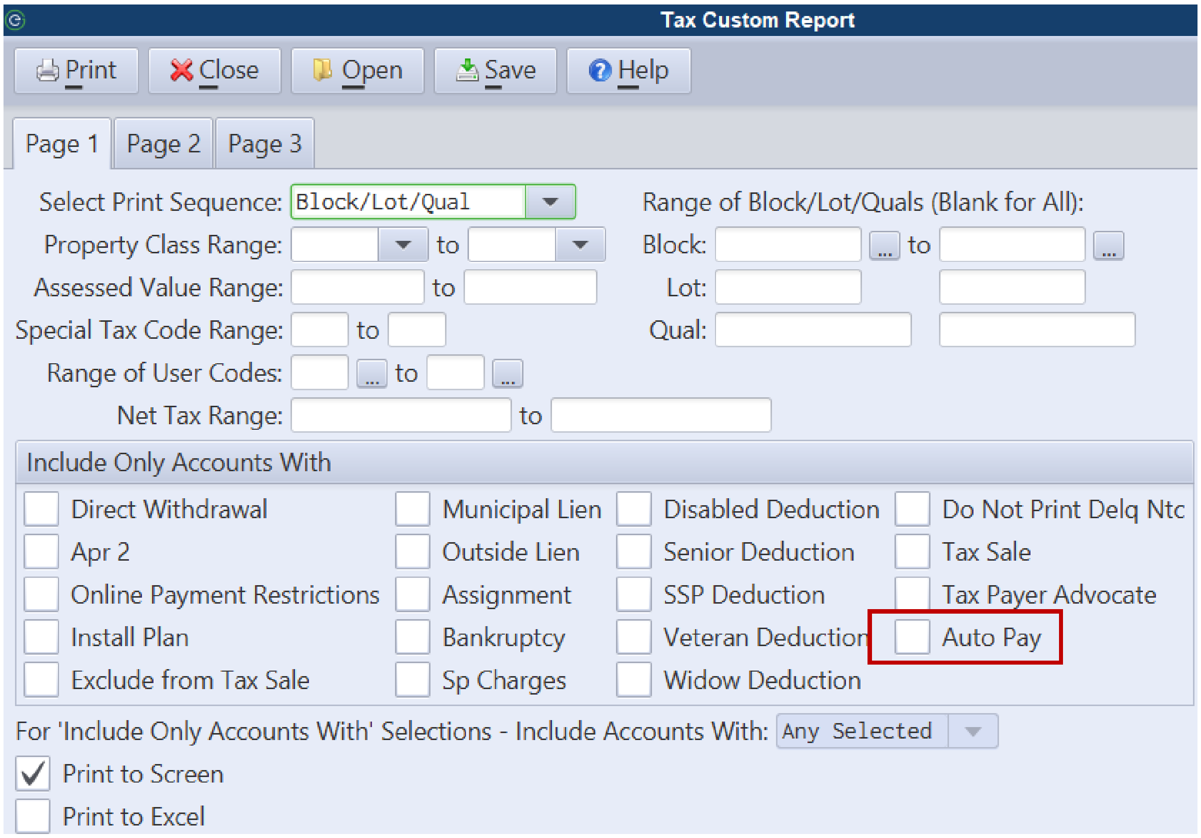
The email addresses for enrolled WIPP AutoPay users are now displayed on the Enrolled Account Listing.

Payments > WIPP AutoPay Report



WIPP AutoPay Filter Added to Property Tax Custom Report

The Property Tax Custom Report now includes a filter to identify accounts enrolled in WIPP AutoPay.



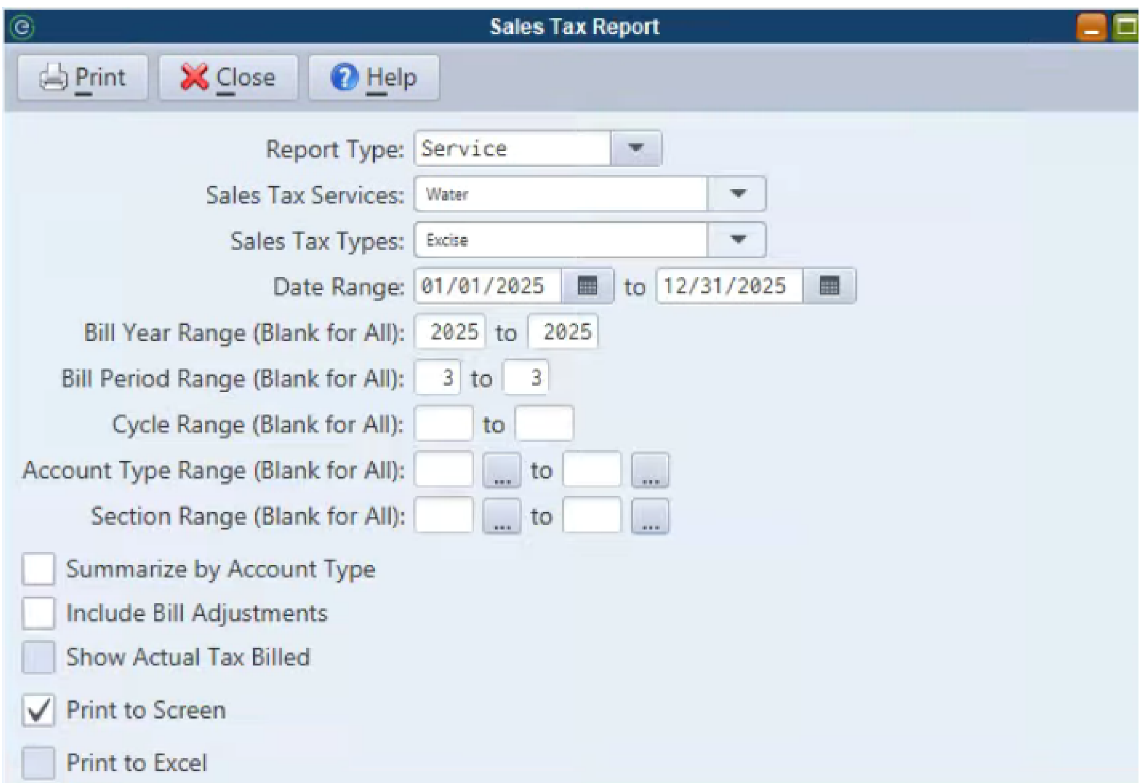
Utility Billing

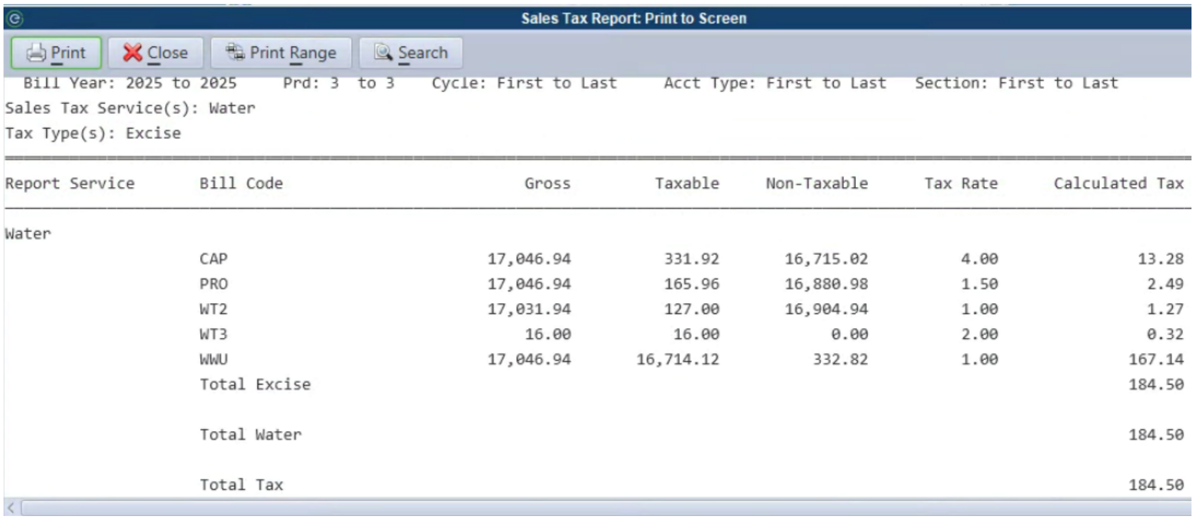
Sales Tax Reporting

A Sales Tax Report is now available for states that need to report sales tax on utilities. The report shows taxable and non-taxable billings along with a calculated tax amount. The report can also export sales tax billing data to Excel.

Before the report can be utilized, users need to define sales tax types (state, local, etc.) and applicable services (Water, Electric, etc.) in two new maintenance tables. Bill codes will also need to be configured to identify sales tax codes and the bill codes subject to sales tax. Additionally, the Utility Bill Format Maintenance now has an option to summarize sales tax charges on bills.

The Sales Tax Report and its related maintenance tables are located under the Utility Reports menu.




Sales Tax Report: Print to Screen

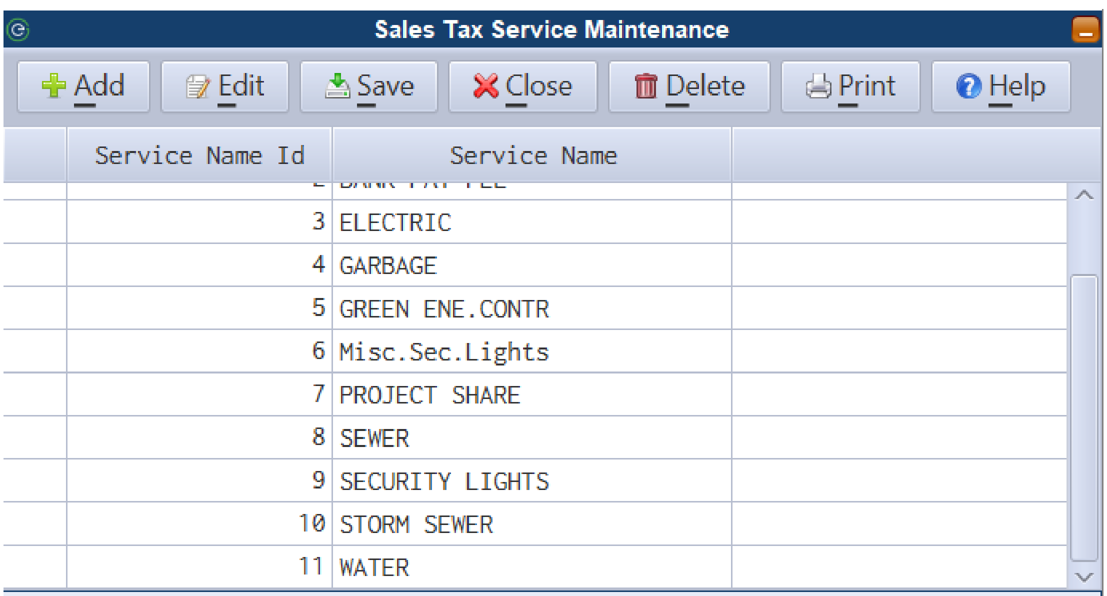
Print | Close | Print Range | Search

Bill Year: 2025 to 2025 Prd: 3 to 3 Cycle: First to Last Acct Type: First to Last Section: First to Last
Sales Tax Service(s): Water
Tax Type(s): Excise

Report Service	Bill Code	Gross	Taxable	Non-Taxable	Tax Rate	Calculated Tax
Water						
	CAP	17,046.94	331.92	16,715.02	4.00	13.28
	PRO	17,046.94	165.96	16,880.98	1.50	2.49
	WT2	17,031.94	127.00	16,904.94	1.00	1.27
	WT3	16.00	16.00	0.00	2.00	0.32
	WWU	17,046.94	16,714.12	332.82	1.00	167.14
	Total Excise					184.50
	Total Water					184.50
	Total Tax					184.50

Sales Tax Service Maintenance

This maintenance stores the name of the services that will be reported on the Sales Tax Report. A service can be assigned to a bill code to break out services within an MCSJ service. For example, Stormwater charges may exist as a separate charge on the Water service.

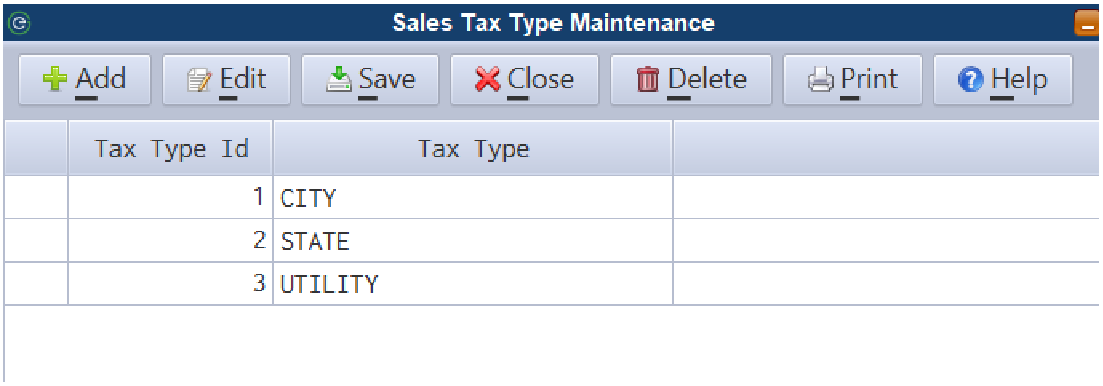

Sales Tax Service Maintenance

Add | Edit | Save | Close | Delete | Print | Help

Service Name Id	Service Name
3	ELECTRIC
4	GARBAGE
5	GREEN ENE.CONTR
6	Misc.Sec.Lights
7	PROJECT SHARE
8	SEWER
9	SECURITY LIGHTS
10	STORM SEWER
11	WATER

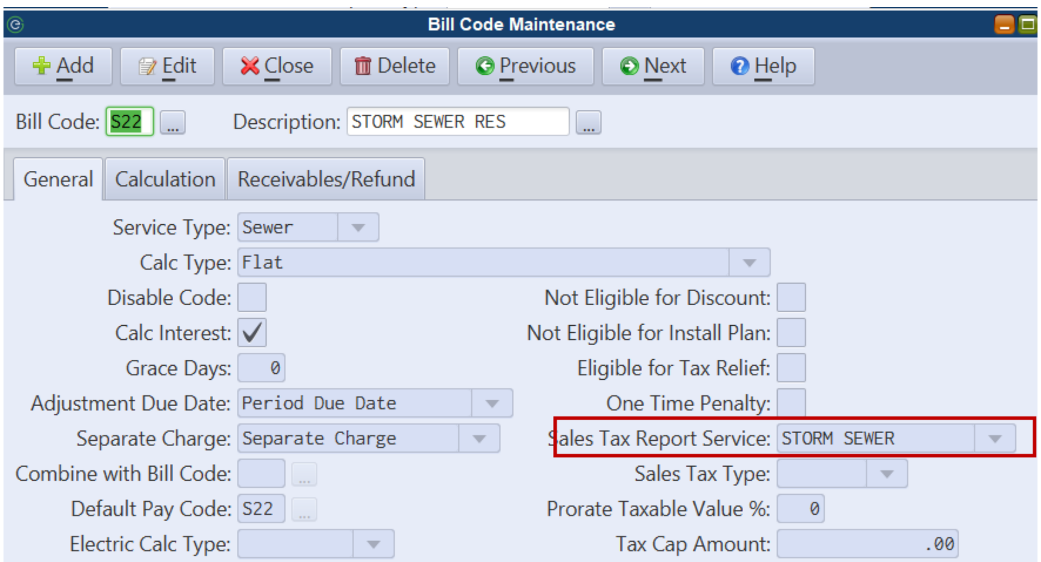
Sales Tax Type Maintenance

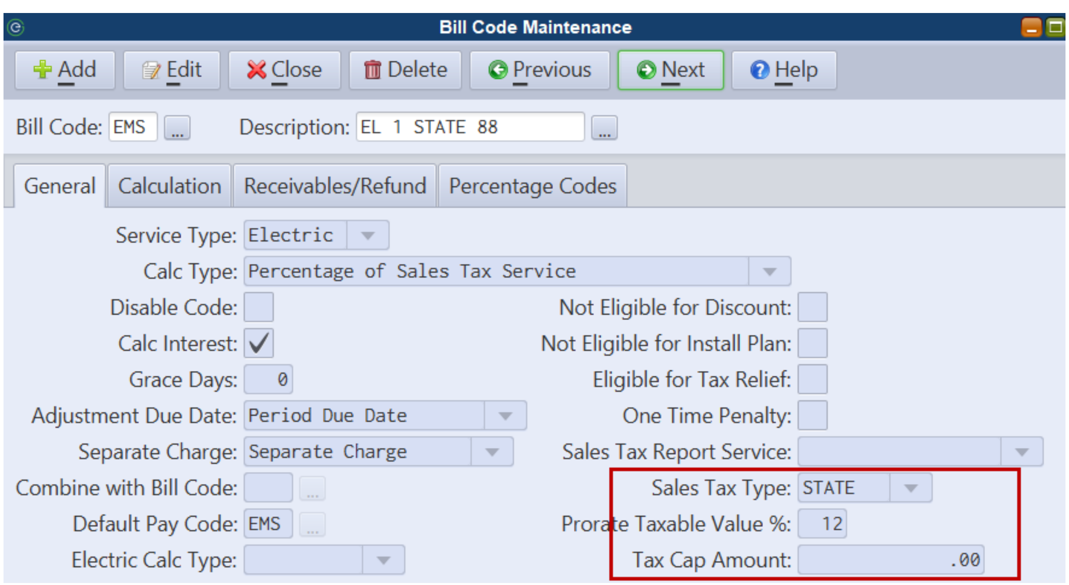
Used in conjunction with the Sales Tax report, this maintenance is used to define sales tax classifications such as Federal, State, Local, etc. Tax Types can only be assigned to percentage bill codes.



Bill Code Configuration for Sales Tax

Bill Codes subject to sales tax should be classified with a Sales Tax Report Service.



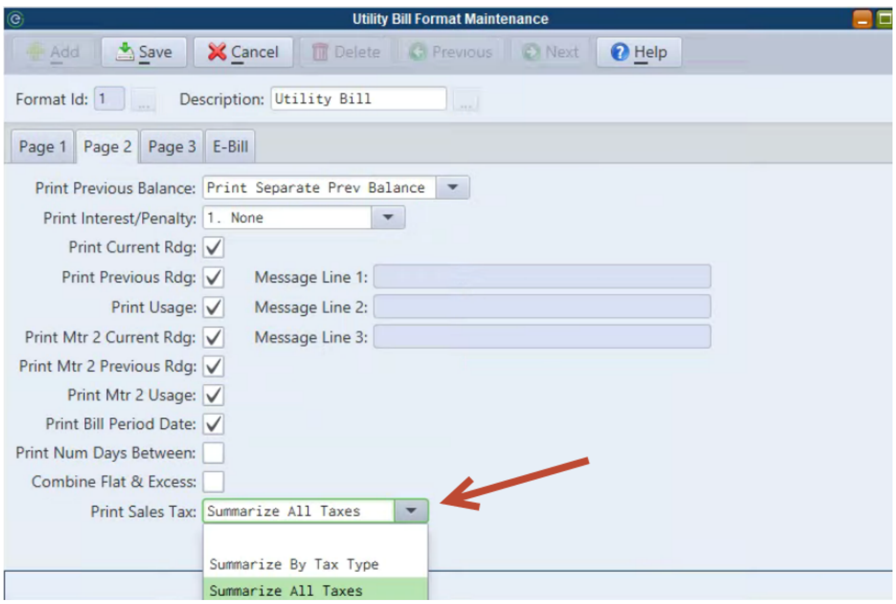


The Sales Tax Type, Prorate Taxable Value % and Tax Cap Amount are applicable to bill codes that calculate sales tax.

The Taxable Value % can be used when only a portion of the billable charges are taxable. The Tax Cap Amount will prevent the calculated sales tax from exceeding any amount specified.

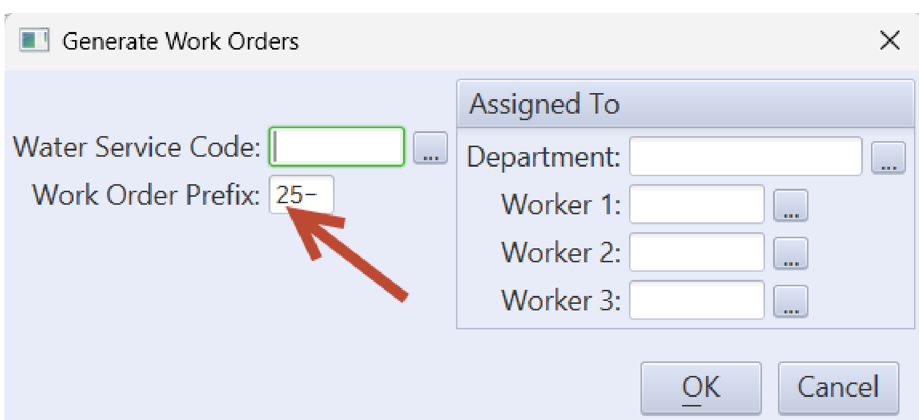
Printing Sales Tax on Bills

Options to summarize sales tax charges on bills can be configured in Utility Bill Format Maintenance.



Work Order Prefix Option on Cutoff List

When generating work orders from the cutoff list, you can now change the default work order prefix.



Condensed Balance View

An option to summarize Utility charge balances in Account Maintenance and the Payment Window is now available. When account services have multiple separate charge bill codes for the same billing period, this feature consolidates the bill code balances on your utility services to improve the readability of the balance view. The feature can be activated in Utility Parameter Maintenance.

The screens below show the balance views before and after the feature is activated.

<u>Before - Account Maintenance</u>

Total Balances | Water | Sewer | Electric | Garbage | Aged

Year	Prd	Code	Billed		Principal Balance	Penalty	Total Balance
2025	9	FA	3.56	*	.00	.00	.00
2025	9	ETX	.45	*	.45	.00	.45
2025	9	E01	41.27	*	41.27	.00	41.27
2025	8	FA	2.89	*	.00	.00	.00
2025	8	ETX	.55	*	.06	.00	.06
2025	8	E01	52.37	*	9.78	.00	9.78
2025	7	FA	3.99	*	.00	.00	.00
2025	7	ETX	.57	*	.00	.00	.00

<u>After - Account Maintenance</u>

Total Balances | Water | Sewer | Electric | Garbage | Aged

Year	Prd	Billed		Principal Balance	Penalty	Total Balance
2025	9	45.28	*	41.72	.00	41.72
2025	8	55.81	*	9.84	.00	9.84
2025	7	57.16	*	.00	.00	.00
2025	6	55.64	*	.00	.00	.00
2025	5	51.01	*	.00	.00	.00
2025	4	67.69	*	.00	.00	.00
2025	3	110.39	*	.00	.00	.00
2025	2	134.54	*	.00	.00	.00

Year	Prd	Code	Descript	Billed		Principal Balance	Penalty	Total Balance
2025	9	FA	Fuel Adjustment	3.56	*	.00	.00	.00
2025	9	ETX	CONVERTED TAX	.45	*	.45	.00	.45
2025	9	E01	ELECTRIC RESIDENTIAL	41.27	*	41.27	.00	41.27

Before - Payment Window (Year/Period view)

	Service	Year	Prd	Principal Balance	Principal Due	Penalty	Total Due	Due Date	Disc
☐	S02	2025	8	3.00	3.00	.00	3.00	03/20/25	
☐	E01	2025	8	9.78	9.78	.00	9.78	03/20/25	
☐	ETX	2025	8	.06	.06	.00	.06	03/20/25	
☐	W01	2025	9	31.67	31.67	.00	31.67	04/21/25	

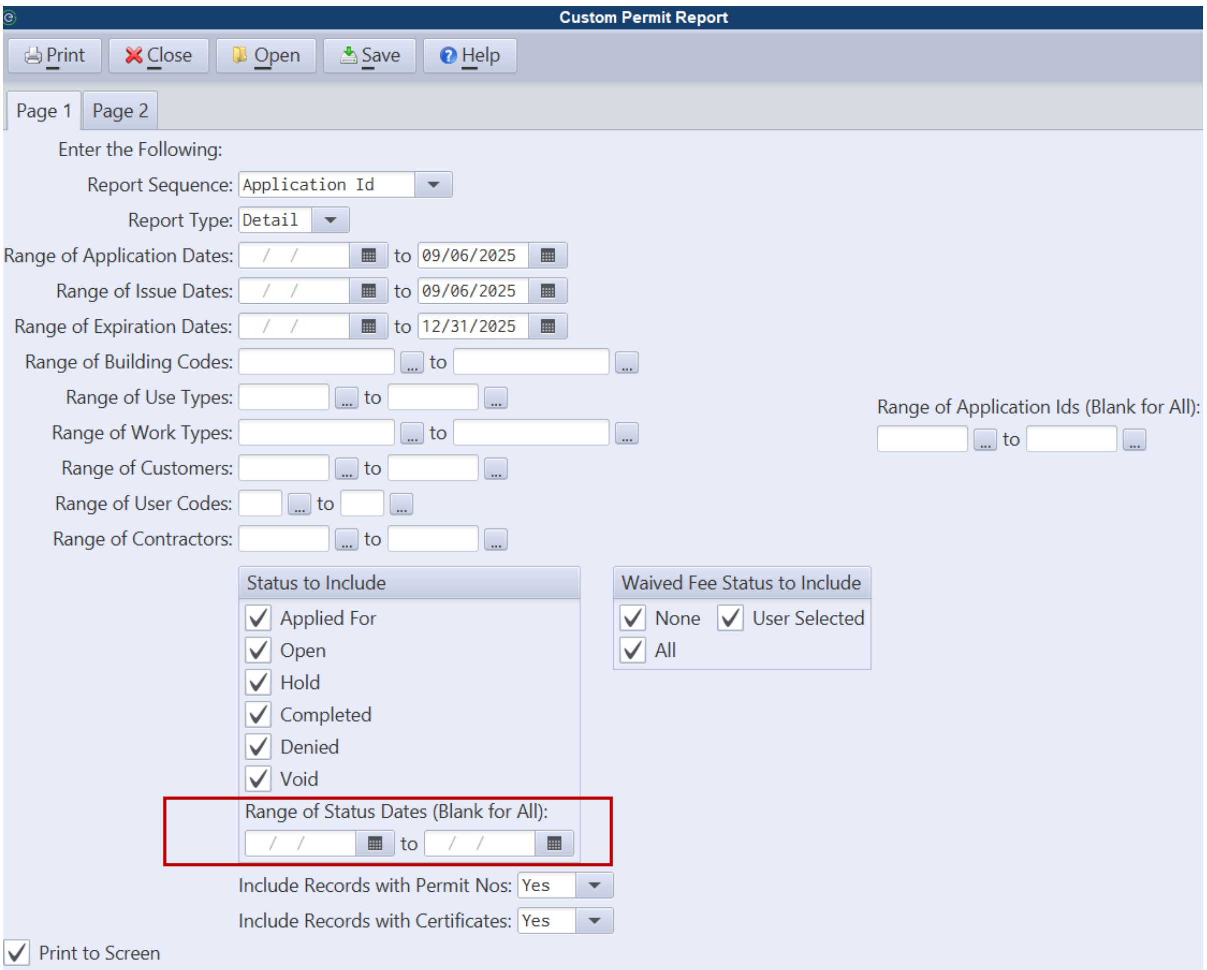
After - Payment Window (Year/Period view)

	Service	Year	Prd	Principal Balance	Principal Due	Penalty	Total Due	Due Date	D:
☐	Sewer	2025	8	3.00	3.00	.00	3.00	03/20/25	
☐	Electric	2025	8	9.84	9.84	.00	9.84	03/20/25	
☐	Sewer	2025	9	37.91	37.91	.00	37.91	04/21/25	
☐	Water	2025	9	33.57	33.57	.00	33.57	04/21/25	

Permits and Code Enforcement

Status Date Range Added to Permit and Code Custom Reports

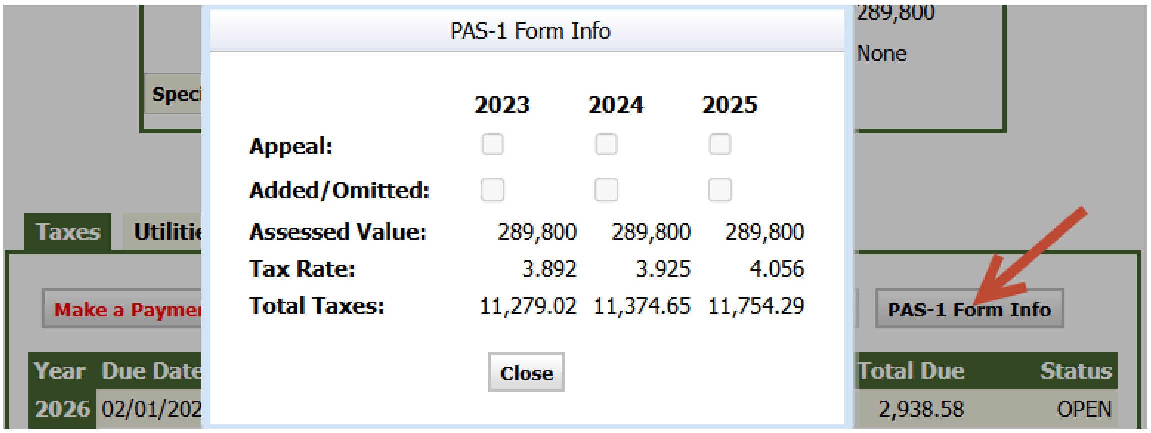
The Custom reports for Construction Permits and Code Enforcement now offer a Status Date filter.



NJ Tax Collection

PAS-1 Application Form Info on WIPP

A PAS-1 Form Info button has been added to your WIPP website to allow residents to easily access the prior year taxes billed information they need to complete their PAS-1 application for property tax relief.



Property Tax / Real Estate

Condensed Balance View

An option to summarize Property Tax charge balances in Account Maintenance and the Payment Window is now available. When account services have multiple separate charge bill codes for the same billing period, this feature consolidates the bill code balances on your Property Tax services to improve the readability of the balance view. The feature can be activated in Property Tax Parameter Maintenance.

The screens below show the balance views before and after the feature is activated.

Before - Account Maintenance

Year	Prd	Code	Billed		Principal Balance	Penalty	Total Balance
2025	1	T25	9.25		9.25	.00	9.25
2025	1	S25	2.77		2.77	.00	2.77
2025	1	F25	6.47		6.47	.00	6.47
2025	Total		18.49		18.49	.00	18.49
2024	1	T24	15.58	*	.02	.00	.02
2024	Total		15.58		.02	.00	.02

After - Account Maintenance

Year	Prd	Billed		Principal Balance	Penalty	Total Balance
2025	1	18.49		18.49	.00	18.49
2025	Total	18.49		18.49	.00	18.49
2024	1	15.58	*	.02	.00	.02
2024	Total	15.58		.02	.00	.02
2023	1	18.04	*	.00	.00	.00

Year	Prd	Code	Description	Billed		Principal Balance	Penalty	Discounted Balance
2025	1	T25	PROP TAX 2025	9.25		9.25	.00	9.25
2025	1	S25	SAND FUND 2025	2.77		2.77	.00	2.77
2025	1	F25	FIRE TAX 2025	6.47		6.47	.00	6.47

Before - Payment Window (Year/Period view)

	Type	Year	Prd	Principal Balance	Principal Due	Penalty	Total Due	Code	Due Date	Disc
☐	T24	2024	1	.02	.02	.00	.02	T24	01/06/25	
☐	F25	2025	1	6.47	.00	.00	.00	F25	01/05/26	
☐	S25	2025	1	2.77	.00	.00	.00	S25	01/05/26	
☐	T25	2025	1	9.25	.00	.00	.00	T25	01/05/26	

After - Payment Window (Year/Period view)

	Type	Year	Prd	Principal Balance	Principal Due	Penalty	Total Due	Due Date	Discount	Par
☐	Prop Tax	2024	1	.02	.02	.00	.02	01/06/25	.00	410
☐	Prop Tax	2025	1	18.49	.00	.00	.00	01/05/26	.00	410
☐	Total:			18.51	.02	.00	.02		.00	

Personal Property

Printed Receipt Improvements

When multiple Personal Property items are paid, printed receipts will display the transaction detail associated with each paid account.

```
Combined Payment

  Accounts Paid:

  PPT Account: 00028310
  Name: JOHN E GRIFFIN LLC
  Address: 112 WOOLAND CIRCLE

  Year/Make/Model:  FURNFIXT
  VIN:

25   1 Prd-BP Prin           6.93
                    ---------------
       Account Total:        6.93

   Remaining Balance:        0.00


  PPT Account: 00067115
  Name: JOHNSON  BENJAMIN CARTER II
  Address: 132 DALE CIRCLE

  Year/Make/Model: 2013 FORD ESCAPE
  VIN: 1FMCU9J95DUB44866

25   1 Prd-TK Prin         200.12
25   1 Prd-VLTK Prin        23.00
                    ---------------
       Account Total:      223.12

   Remaining Balance:        0.00


                    ---------------
     Total Payment:        230.05
```