

## MCSJ Version 2025.2 Release Guide



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.

The screenshot shows a window titled "Picklist" with a search interface. A text input field contains the word "concrete". To the right of the input field are two buttons: "Apply Filter" (highlighted with a green border) and "Clear". Below the input field is a table with two columns: "Name" and "Vendor Id". The table contains five rows of results, where the word "concrete" is highlighted in yellow in each row's name. At the bottom of the window are five buttons: "OK", "Cancel", "Up", "Down", and "Show Inactive".

Name	Vendor Id
ALL CONCRETE CONSTRUCTION	ALLC0005
CORNERSTONE CONCRETE LLC	CORNE005
D&D CONCRETE	DDCON005
EASTERN IOWA EXC & CONCRETE	EASTE010
MIDWEST CONCRETE INC	MIDWE010

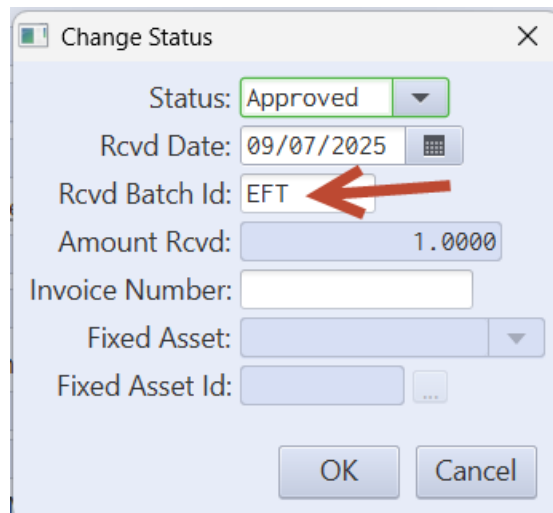
## Auto-Create Manual/Electronic Check Batch

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.

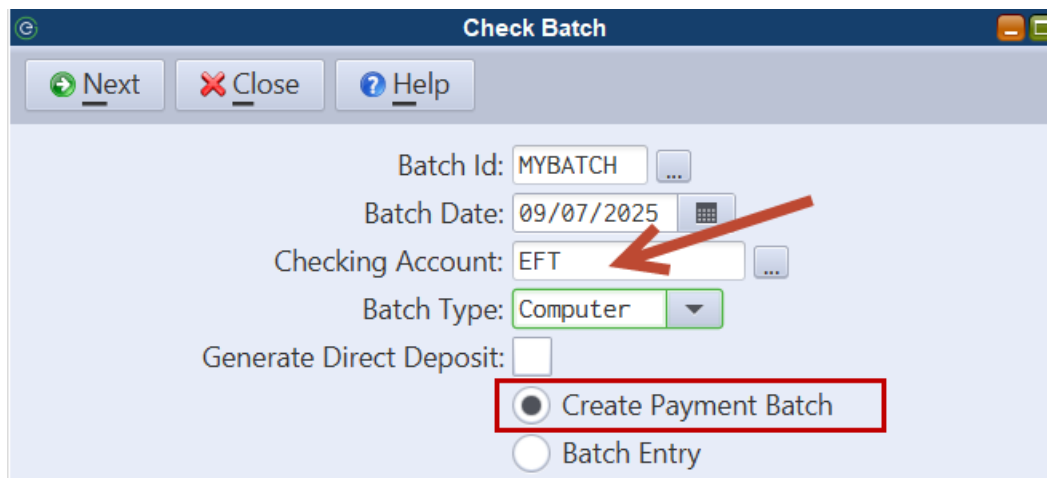
This feature can be activated in Finance Parameter Maintenance. After activating the feature, the following process must be followed:

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.



A screenshot of a 'Change Status' dialog box. It contains the following fields: 'Status' (dropdown menu showing 'Approved'), 'Rcvd Date' (calendar icon showing '09/07/2025'), 'Rcvd Batch Id' (text box containing 'EFT' with a red arrow pointing to it), 'Amount Rcvd' (text box containing '1.0000'), 'Invoice Number' (empty text box), 'Fixed Asset' (dropdown menu), and 'Fixed Asset Id' (text box with a small icon). At the bottom are 'OK' and 'Cancel' buttons.



A screenshot of a 'Check Batch' dialog box. It features a toolbar with 'Next', 'Close', and 'Help' buttons. The main area contains: 'Batch Id' (text box with 'MYBATCH'), 'Batch Date' (calendar icon showing '09/07/2025'), 'Checking Account' (text box with 'EFT' and a red arrow pointing to it), 'Batch Type' (dropdown menu showing 'Computer'), and 'Generate Direct Deposit' (checkbox). At the bottom are two radio buttons: 'Create Payment Batch' (selected and highlighted with a red box) and 'Batch Entry'.

# 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.

Payment Cash Receipts Report

Enter the Following:

Report Sequence: **Reference #**

Report Type: Detail

Date Range: 01/01/2025 to 09/06/2025

Pay Code Range: to

Batch Id Range: to

**Reference Range: to**

Bill Year Range: to 2026

Bill Period Range: 1 to 12

Name to Print: Bill To

Section Range: to

Range of City Ids: to

Spec Tax Code Range: to

Range of Block/Lot/Quals (Blank for All):

Block: to

Lot: to

Qual: to

☐ Print Utility Accounts with Block/Lot/Qual

Range of Utility Account Ids (Blank for All):

- 0 to - 0

Range of Customer Ids (Blank for All):

to

☐ Print Only Miscellaneous with Block/Lot/Qual

☐ Print Only Miscellaneous with Utility Id

☐ Sort Miscellaneous Payments by Block/Lot/Qual/Utility Account

☒ Select All Payment Types

Select Payment Type to Include

## 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 Report

Enter the Following:

Report Type: Enrolled Account Listing

Account Type: Utility

☒ Print to Screen

☐ Print to Excel

## 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.

The screenshot shows the 'Tax Custom Report' application window. At the top, there is a title bar with a green 'e' icon and the text 'Tax Custom Report'. Below the title bar is a toolbar with buttons for 'Print', 'Close', 'Open', 'Save', and 'Help'. Below the toolbar are three tabs: 'Page 1', 'Page 2', and 'Page 3'. The main area contains several filter sections:

- Select Print Sequence:** A dropdown menu with 'Block/Lot/Qual' selected.
- Property Class Range:** Two input fields with a 'to' separator and a dropdown arrow.
- Assessed Value Range:** Two input fields with a 'to' separator.
- Special Tax Code Range:** Two input fields with a 'to' separator.
- Range of User Codes:** Two input fields with a 'to' separator and three dots on each.
- Net Tax Range:** Two input fields with a 'to' separator.
- Range of Block/Lot/Quals (Blank for All):** Three input fields for 'Block', 'Lot', and 'Qual', each with a 'to' separator and three dots.

Below these filters is a section titled 'Include Only Accounts With' with a grid of checkboxes:

<input type="checkbox"/> Direct Withdrawal	<input type="checkbox"/> Municipal Lien	<input type="checkbox"/> Disabled Deduction	<input type="checkbox"/> Do Not Print Delq Ntc
<input type="checkbox"/> Apr 2	<input type="checkbox"/> Outside Lien	<input type="checkbox"/> Senior Deduction	<input type="checkbox"/> Tax Sale
<input type="checkbox"/> Online Payment Restrictions	<input type="checkbox"/> Assignment	<input type="checkbox"/> SSP Deduction	<input type="checkbox"/> Tax Payer Advocate
<input type="checkbox"/> Install Plan	<input type="checkbox"/> Bankruptcy	<input type="checkbox"/> Veteran Deduction	<input type="checkbox"/> Auto Pay
<input type="checkbox"/> Exclude from Tax Sale	<input type="checkbox"/> Sp Charges	<input type="checkbox"/> Widow Deduction	

Below the grid is a label 'For 'Include Only Accounts With' Selections - Include Accounts With:' followed by a dropdown menu with 'Any' selected. At the bottom, there are two checkboxes: 'Print to Screen' (checked) and 'Print to Excel'.

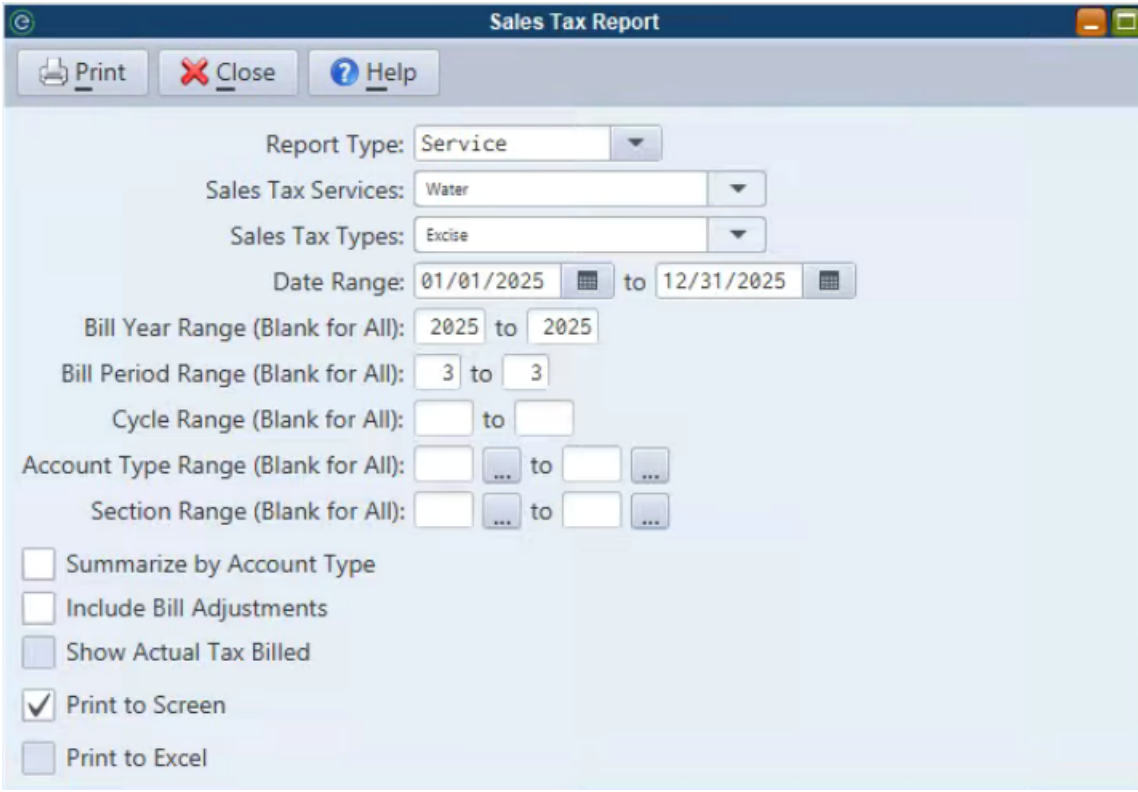
# Utility Billing

## 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.



The screenshot shows a window titled "Sales Tax Report" with a standard Windows-style title bar. Below the title bar is a toolbar with 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 contains several filter fields and checkboxes. The filters include: "Report Type" (a dropdown menu set to "Service"), "Sales Tax Services" (a dropdown menu set to "Water"), "Sales Tax Types" (a dropdown menu set to "Excise"), "Date Range" (two date pickers set to "01/01/2025" and "12/31/2025"), "Bill Year Range (Blank for All):" (two text boxes set to "2025" and "2025"), "Bill Period Range (Blank for All):" (two text boxes set to "3" and "3"), "Cycle Range (Blank for All):" (two empty text boxes), "Account Type Range (Blank for All):" (two empty text boxes with dropdown arrows), and "Section Range (Blank for All):" (two empty text boxes with dropdown arrows). Below the filters are six checkboxes: "Summarize by Account Type" (unchecked), "Include Bill Adjustments" (unchecked), "Show Actual Tax Billed" (unchecked), "Print to Screen" (checked), and "Print to Excel" (unchecked).

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.



Sales Tax Type Maintenance		
<span>+ Add</span> <span>Edit</span> <span>Save</span> <span>Close</span> <span>Delete</span> <span>Print</span> <span>Help</span>		
	Tax Type Id	Tax Type
	1	CITY
	2	STATE
	3	UTILITY

## Bill Code Configuration for Sales Tax

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

Bill Code Maintenance	
<span>+ Add</span> <span>Edit</span> <span>Close</span> <span>Delete</span> <span>Previous</span> <span>Next</span> <span>Help</span>	
Bill Code: S22	Description: STORM SEWER RES
<div>General</div> <div>Calculation</div> <div>Receivables/Refund</div>	
Service Type: Sewer	Calc Type: Flat
Disable Code: <input type="checkbox"/>	Not Eligible for Discount: <input type="checkbox"/>
Calc Interest: <input checked="" type="checkbox"/>	Not Eligible for Install Plan: <input type="checkbox"/>
Grace Days: 0	Eligible for Tax Relief: <input type="checkbox"/>
Adjustment Due Date: Period Due Date	One Time Penalty: <input type="checkbox"/>
Separate Charge: Separate Charge	Sales Tax Report Service: STORM SEWER
Combine with Bill Code:	Sales Tax Type:
Default Pay Code: S22	Prorate Taxable Value %: 0
Electric Calc Type:	Tax Cap Amount: .00

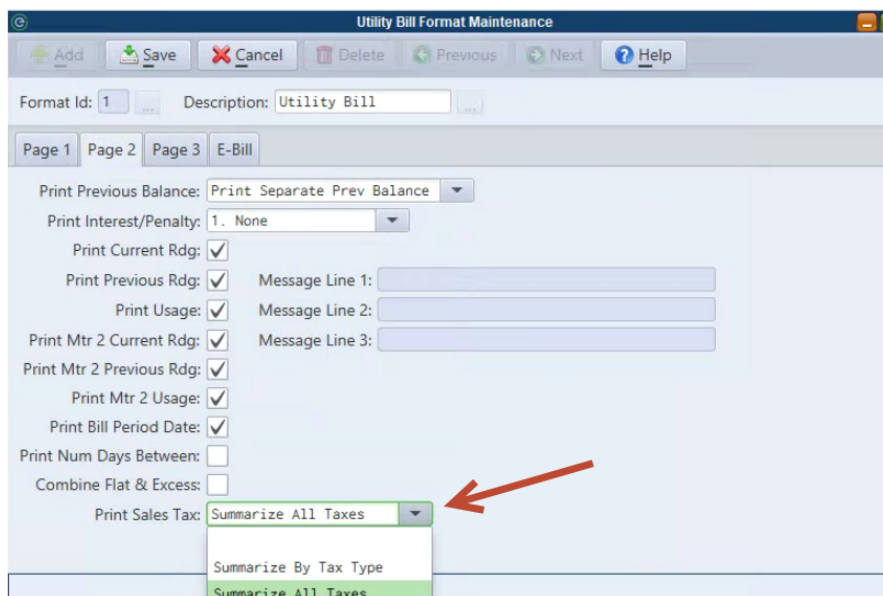
Bill Code Maintenance	
<span>+ Add</span> <span>Edit</span> <span>Close</span> <span>Delete</span> <span>Previous</span> <span>Next</span> <span>Help</span>	
Bill Code: EMS	Description: EL 1 STATE 88
<div>General</div> <div>Calculation</div> <div>Receivables/Refund</div> <div>Percentage Codes</div>	
Service Type: Electric	Calc Type: Percentage of Sales Tax Service
Disable Code: <input type="checkbox"/>	Not Eligible for Discount: <input type="checkbox"/>
Calc Interest: <input checked="" type="checkbox"/>	Not Eligible for Install Plan: <input type="checkbox"/>
Grace Days: 0	Eligible for Tax Relief: <input type="checkbox"/>
Adjustment Due Date: Period Due Date	One Time Penalty: <input type="checkbox"/>
Separate Charge: Separate Charge	Sales Tax Report Service:
Combine with Bill Code:	Sales Tax Type: STATE
Default Pay Code: EMS	Prorate Taxable Value %: 12
Electric Calc Type:	Tax Cap Amount: .00

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

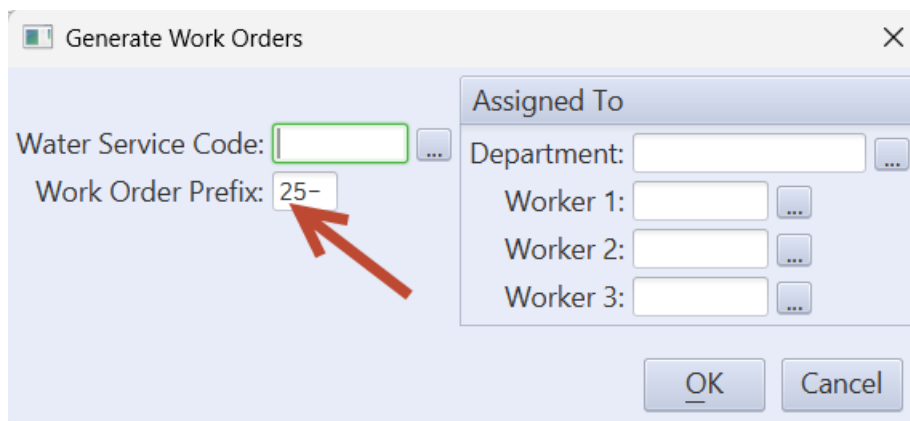
Options to summarize sales tax charges on bills can be configured in Utility Bill Format Maintenance.



The screenshot shows the 'Utility Bill Format Maintenance' window. The 'Format Id' is 1 and the 'Description' is 'Utility Bill'. The 'Page 1' tab is selected. The 'Print Sales Tax' dropdown menu is open, showing three options: 'Summarize All Taxes' (selected), 'Summarize By Tax Type', and 'Summarize All Taxes'. A red arrow points to the 'Summarize All Taxes' option.

### Work Order Prefix Option on Cutoff List

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



The screenshot shows the 'Generate Work Orders' window. The 'Water Service Code' field is empty. The 'Work Order Prefix' field contains '25-'. A red arrow points to the '25-' prefix. The 'Assigned To' section shows 'Department' and 'Worker 1', 'Worker 2', and 'Worker 3' fields, all of which are empty. The 'OK' and 'Cancel' buttons are at the bottom right.

## 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.

### Before - Account Maintenance

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

### After - Account Maintenance

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
<input type="checkbox"/>	S02	2025	8	3.00	3.00	.00	3.00	03/20/25	
<input type="checkbox"/>	E01	2025	8	9.78	9.78	.00	9.78	03/20/25	
<input type="checkbox"/>	ETX	2025	8	.06	.06	.00	.06	03/20/25	
<input type="checkbox"/>	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:
<input type="checkbox"/>	Sewer	2025	8	3.00	3.00	.00	3.00	03/20/25	
<input type="checkbox"/>	Electric	2025	8	9.84	9.84	.00	9.84	03/20/25	
<input type="checkbox"/>	Sewer	2025	9	37.91	37.91	.00	37.91	04/21/25	
<input type="checkbox"/>	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.

The screenshot shows the 'Custom Permit Report' window. At the top, there are buttons for Print, Close, Open, Save, and Help. Below these are tabs for Page 1 and Page 2. The main area is titled 'Enter the Following:' and contains several filter sections:

- Report Sequence:** A dropdown menu set to 'Application Id'.
- Report Type:** A dropdown menu set to 'Detail'.
- Range of Application Dates:** A date range selector with a calendar icon, set from '/' to '09/06/2025'.
- Range of Issue Dates:** A date range selector with a calendar icon, set from '/' to '09/06/2025'.
- Range of Expiration Dates:** A date range selector with a calendar icon, set from '/' to '12/31/2025'.
- Range of Building Codes:** A text input field followed by a 'to' button and another text input field.
- Range of Use Types:** A text input field followed by a 'to' button and another text input field.
- Range of Work Types:** A text input field followed by a 'to' button and another text input field.
- Range of Customers:** A text input field followed by a 'to' button and another text input field.
- Range of User Codes:** A text input field followed by a 'to' button and another text input field.
- Range of Contractors:** A text input field followed by a 'to' button and another text input field.
- Range of Application Ids (Blank for All):** A text input field followed by a 'to' button and another text input field.
- Status to Include:** A list of checkboxes: Applied For, Open, Hold, Completed, Denied, and Void. All are checked.
- Waived Fee Status to Include:** A list of checkboxes: None, User Selected, and All. All are checked.
- Range of Status Dates (Blank for All):** A date range selector with a calendar icon, highlighted by a red box. It is currently empty.
- Include Records with Permit Nos:** A dropdown menu set to 'Yes'.
- Include Records with Certificates:** A dropdown menu set to 'Yes'.
- Print to Screen:** A checkbox that is checked.

# 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.

The screenshot shows a web interface with a modal window titled "PAS-1 Form Info". The modal contains a table with tax data for the years 2023, 2024, and 2025. The data includes Assessed Value, Tax Rate, and Total Taxes. There are also checkboxes for Appeal and Added/Omitted. A "Close" button is at the bottom of the modal. On the main page, a button labeled "PAS-1 Form Info" is highlighted with a red arrow.

	2023	2024	2025
<b>Appeal:</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Added/Omitted:</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Assessed Value:</b>	289,800	289,800	289,800
<b>Tax Rate:</b>	3.892	3.925	4.056
<b>Total Taxes:</b>	11,279.02	11,374.65	11,754.29

Close

**PAS-1 Form Info**

Total Due	Status
2,938.58	OPEN

# 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	v

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	v

### Before - Payment Window (Year/Period view)

	Type	Year	Prd	Principal Balance	Principal Due	Penalty	Total Due	Code	Due Date	Disc
<input type="checkbox"/>	T24	2024	1	.02	.02	.00	.02	T24	01/06/25	^
<input type="checkbox"/>	F25	2025	1	6.47	.00	.00	.00	F25	01/05/26	
<input type="checkbox"/>	S25	2025	1	2.77	.00	.00	.00	S25	01/05/26	
<input type="checkbox"/>	T25	2025	1	9.25	.00	.00	.00	T25	01/05/26	v

After - Payment Window (Year/Period view)

	Type	Year	Prd	Principal Balance	Principal Due	Penalty	Total Due	Due Date	Discount	Par
<input type="checkbox"/>	Prop Tax	2024	1	.02	.02	.00	.02	01/06/25	.00	410
<input type="checkbox"/>	Prop Tax	2025	1	18.49	.00	.00	.00	01/05/26	.00	410
<input type="checkbox"/>	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