

MCSJ Version 2023.2 Release Guide



Last Updated On August 28, 2023

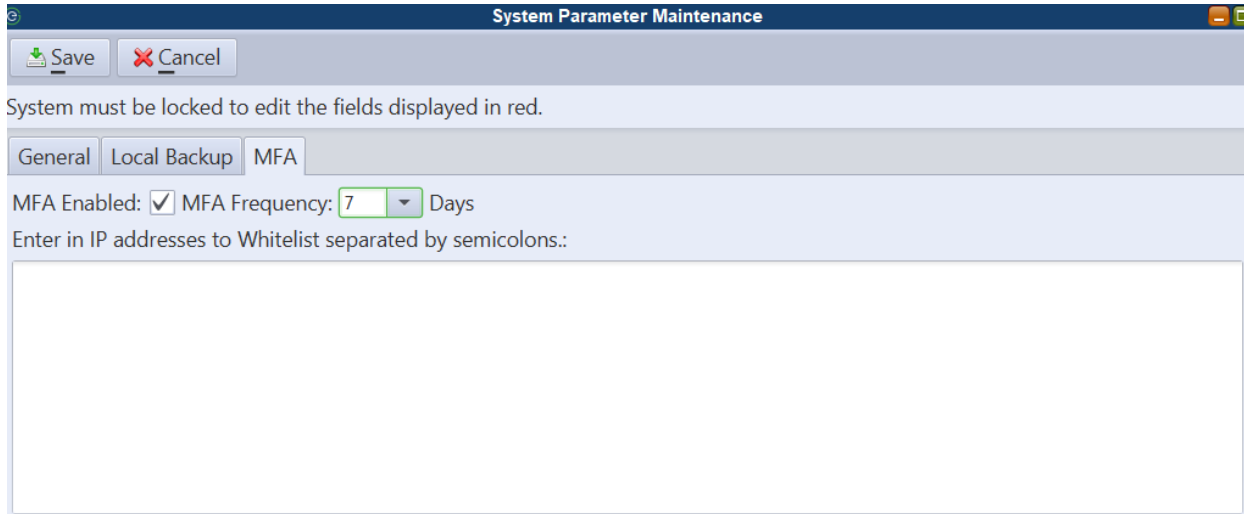
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System

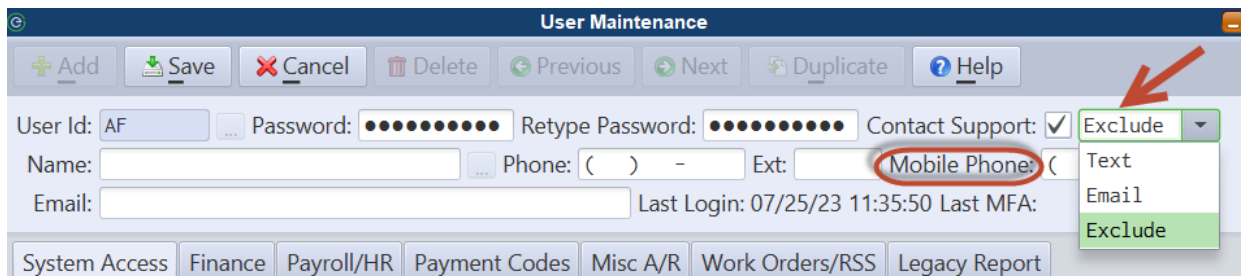
Multi-Factor Authentication (MFA)

The MCSJ system now supports MFA for user log-ins. The feature is optional and can be activated in System Parameter Maintenance. Initially, MCSJ will support MFA via text or e-mail.



The screenshot shows the 'System Parameter Maintenance' window. At the top, there are 'Save' and 'Cancel' buttons. Below that, a message states: 'System must be locked to edit the fields displayed in red.' There are three tabs: 'General', 'Local Backup', and 'MFA'. The 'MFA' tab is selected. The settings are: 'MFA Enabled: ', 'MFA Frequency: 7 Days' (with a dropdown arrow), and a text area for 'Enter in IP addresses to Whitelist separated by semicolons:'. The text area is currently empty.

Once activated, your system administrator can determine how frequent (in days) users will be required to re-authenticate during a log-in from the same location. Your IT staff may input whitelisted IP addresses if users should not be authenticated when logging in from certain locations, such as your municipal LAN.



The screenshot shows the 'User Maintenance' window. At the top, there are buttons for '+ Add', 'Save', 'Cancel', 'Delete', 'Previous', 'Next', 'Duplicate', and 'Help'. Below these are input fields for 'User Id: AF', 'Password: [masked]', 'Retype Password: [masked]', 'Contact Support: ', 'Name:', 'Phone: () -', 'Ext:', 'Mobile Phone: ()', and 'Email:'. The 'Mobile Phone' field is circled in red. To the right of the 'Contact Support' field is a dropdown menu with 'Exclude' selected. A red arrow points to this dropdown. Below the input fields are several tabs: 'System Access', 'Finance', 'Payroll/HR', 'Payment Codes', 'Misc A/R', 'Work Orders/RSS', and 'Legacy Report'.

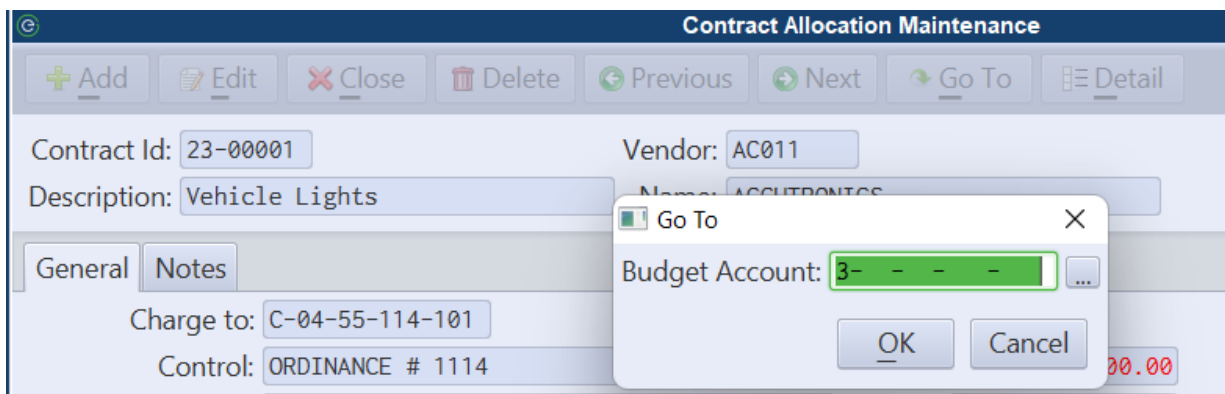
Upon their first log-in attempt after activation, users will be prompted to choose whether they want to authenticate using text or email and will be required to supply the appropriate information.

In a case where a particular user needs to be excluded from MFA, an 'Exclude' flag can be set in the User Maintenance, allowing that user to bypass the MFA requirements at log-in.

Finance

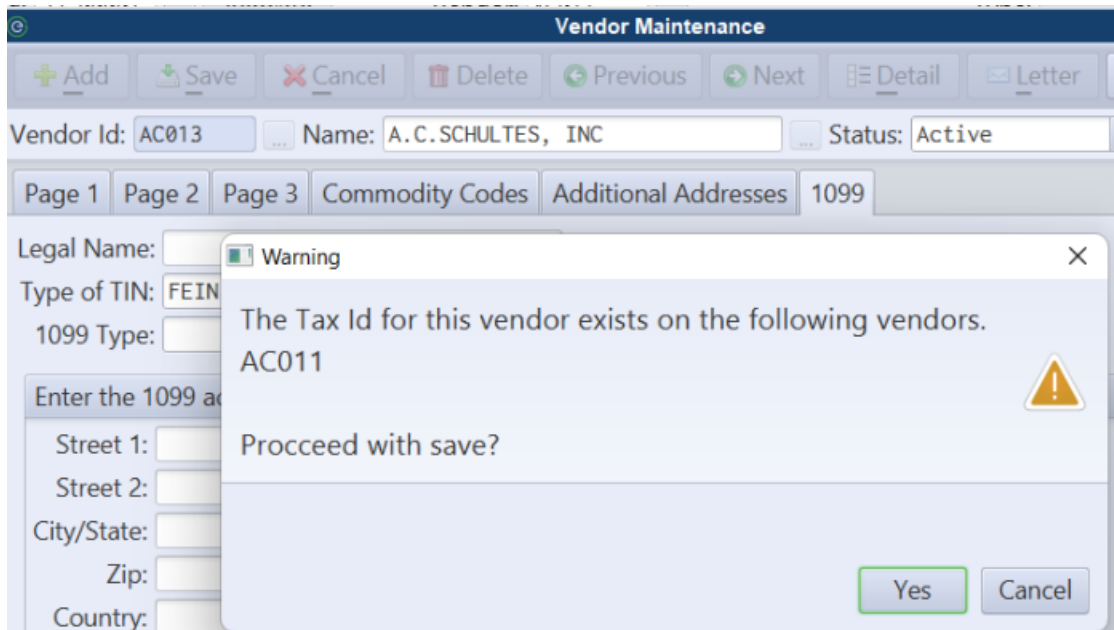
Contract Maintenance - Go To Button

A new "Go To" toolbar button has been introduced for Contract Allocation line items. This addition allows users to swiftly navigate by charge account, eliminating the need to manually scroll through the lines of a multi-line contract.



Duplicate Vendor Warning

When entering a new vendor or editing an existing one, MCSJ will alert the user if the vendor's FEIN or SSN is already associated with another vendor record.



Expense and Revenue Custom Reports - Export Class Ids

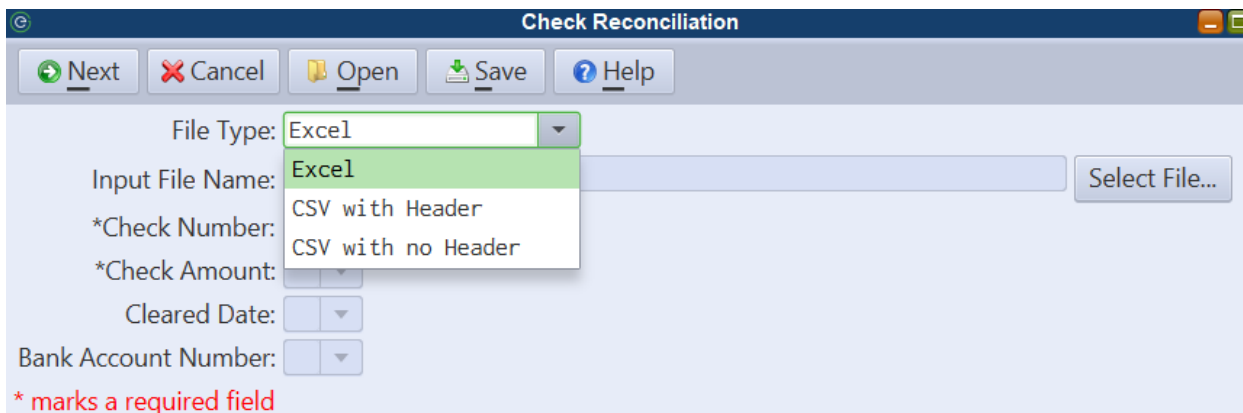
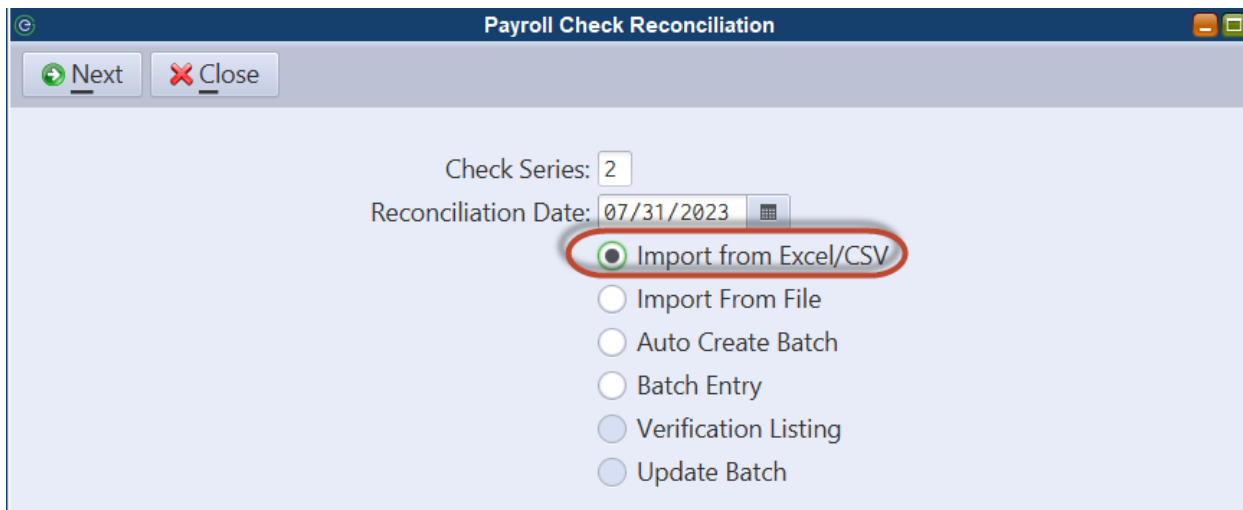
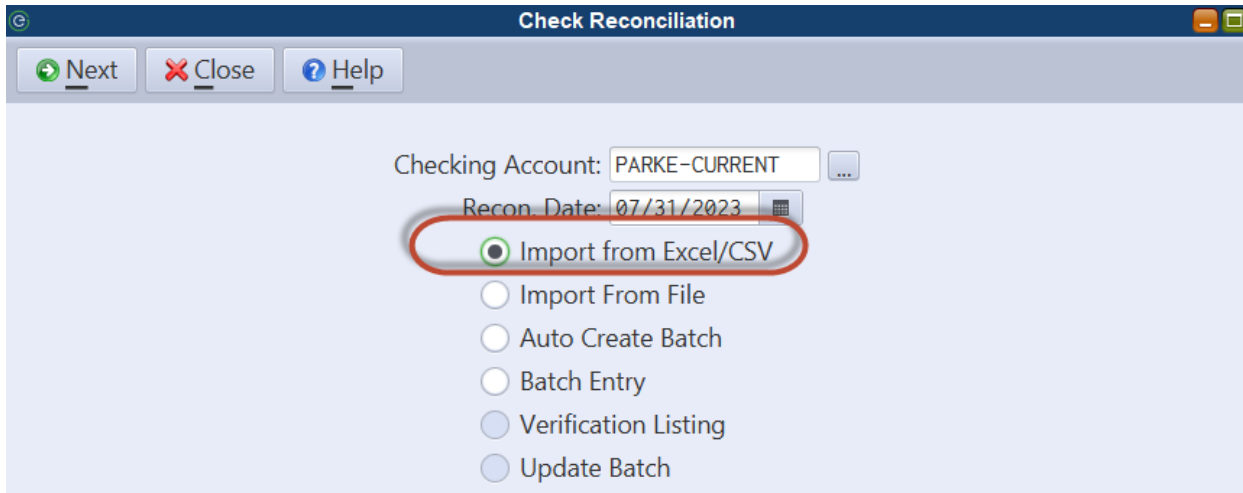
The Expense and Revenue Custom Reports can now be used to export a list of accounts and their Class Ids. Previously, the reports would restrict the printing of Class Ids when a Class Id or Class Group was not specified.

Expense/Budget Transaction Audit Trail - Includes Invoice #

The 'Print to Excel' option on the Expense Transaction Audit Trail will include invoice numbers entered on purchase orders.

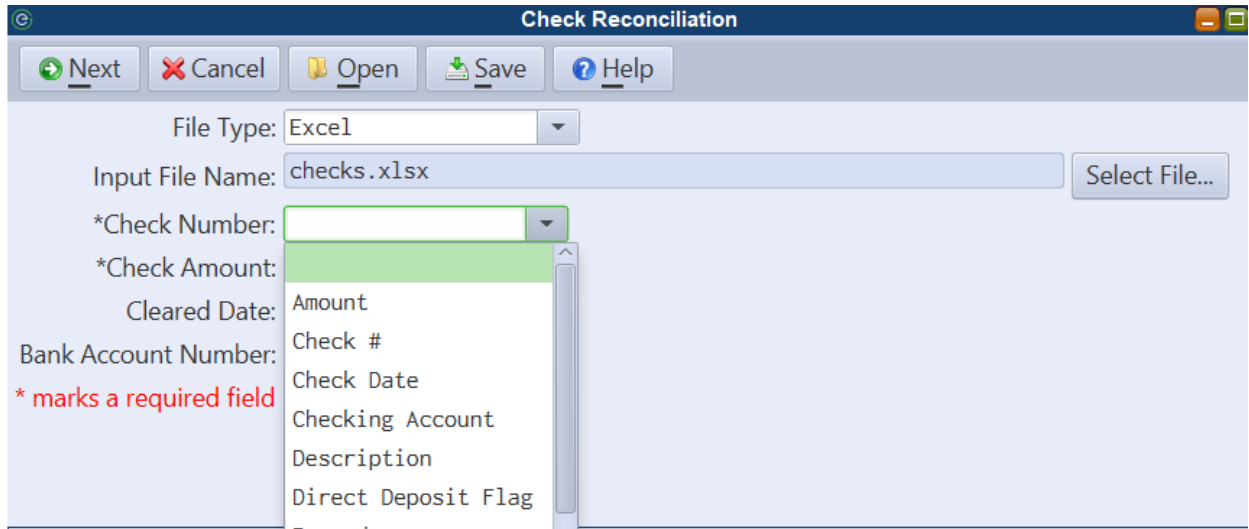
Check Reconciliation Import (A/P and Payroll)

MCSJ can now import Excel or CSV check reconciliation files via both the A/P and Payroll Check Reconciliation routines. No particular file layouts are required and users will have the ability to map the data columns in the files to MCSJ check fields. The file mapping can be saved as a template and retrieved to streamline future imports.



After selecting the **File Type**, the column names in the file (or column numbers in the case of a CSV with no headings) will appear under the drop-down boxes next to each MCSJ check field. Users will map the required MCSJ fields to the appropriate columns of data and can save

those mappings for future imports. Once the files are imported, they can be modified or updated using standard Check Reconciliation Batch functionality.



Personnel

Deduction/Earning Import

The Deduction/Earning Import can be used to mass update (add or remove) employee default deductions and earnings. The routine can import Excel or CSV files and allows users to map data columns in the files to the MCSJ fields required to create an employee deduction/earning default record. A verification preview report must be generated before the import is completed.

Personnel > Employee > Import Deduction/Earning Defaults from File

Import Deduction/Earning Defaults from File

Next Close Verify Open Save Help

This routine can clear specified defaults from all employee records as well as insert new defaults from an import file.

Clear Deduction/Earning Defaults: Deduction/Earning Codes:

Import Deduction/Earning Defaults from File: Import By:

File Type:

File Name:

*Employee Id/SSN:

*Deduction/Earning Code:

Type:

*Amount/Percent:

Frequency:

Start Date:

End Date:

Max Amount:

Max Percent:

EOY:

Lifetime Max:

Budget Account:

* marks a required field

Clear Deduction/Earning Defaults - This option can be used to remove selected codes from all employees.

Import Deduction/Earning Defaults from File - Checking this option will enable the options on the panel required to import employee deduction/earning defaults from a file. Once a file

type and file are selected, the drop-down boxes next to each MCSJ field name can be used to reference the columns in the file which contain the corresponding MCSJ information. Only the required fields need to be mapped. An import template can be saved and retrieved later using the **Open/Save** buttons on the toolbar.

Note: Deduction/Earnings codes must exist in MCSJ.

Benefit Import

The Benefit Import can import and remove benefit records from employees and their dependents. If the benefits are tied to deductions or earnings, it can also update employee deduction/earning defaults. Like the Deduction/Earning Import, the routine can import Excel or CSV files and gives users the ability to map data columns in the files to the MCSJ fields required to create the employee benefit records. A verification preview report must be generated before the import is completed.

This routine is located under the *Benefits* menu.

Clear Benefits

This section can be used to clear selected benefits from your employees and dependents. If benefit records are tied to deductions/earnings, make sure to check **Update Deductions/Earnings** to also remove the corresponding payroll information.

Import Benefits

Checking **Import Benefits from File** will enable the options on the panel necessary to import employee and dependent benefit information from a file. Check the box to **Update Deductions/Earnings** if the benefits are tied to deduction/earning codes and the corresponding payroll information needs to be updated. If there are dependents listed in the file and you want to update dependent benefits, check **Update Dependents**.

Once a file type and file are selected, the drop-down boxes next to each MCSJ field name can be used to reference the columns in the file that contain the corresponding MCSJ information. Only the required fields need to be mapped. An import template can be saved and retrieved later using the **Open/Save** buttons on the toolbar.

Note: Benefits and dependents must exist in MCSJ prior to the import.

Import Benefits from File

Use Clear Benefits to remove the selected Benefits from all Employees and their Dependents.

Clear Benefits: Benefits:

Update Deductions/Earnings:

Import Benefits from a File.

Import Benefits from File: Import By:

Update Deductions/Earnings: Update Dependents:

Benefit History records will be written for any Benefits that are cleared or replaced.

Benefit History Date: Reason:

File Type:

File Name:

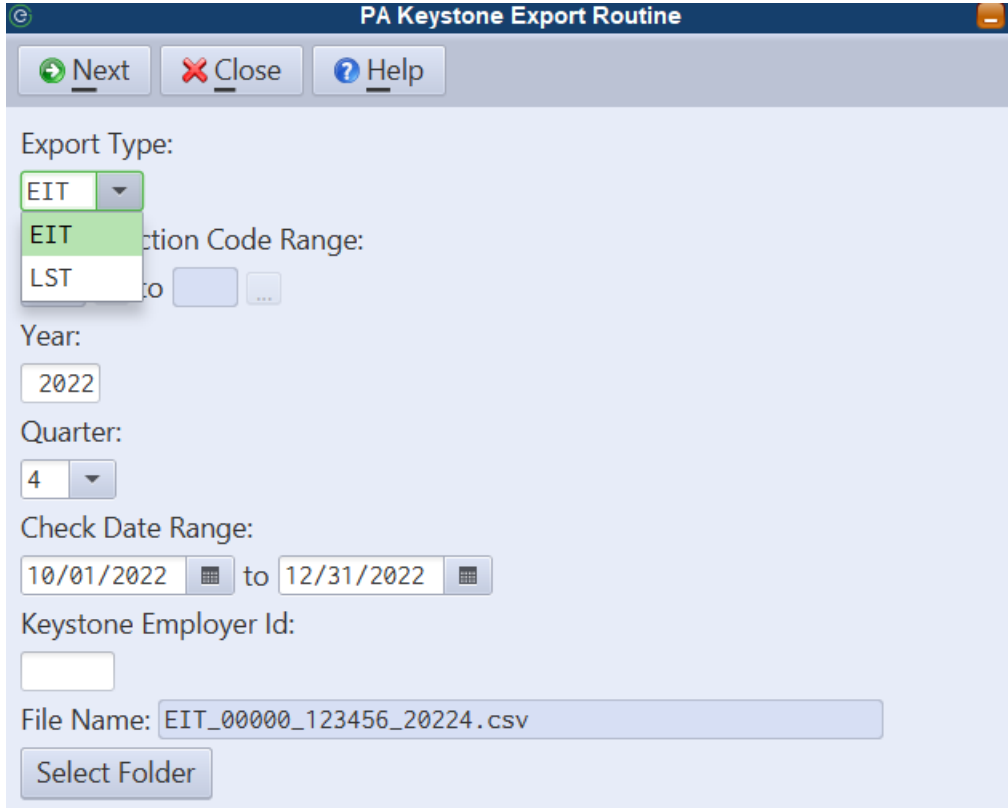
*Employee Id/SSN:
 *Benefit Id:
 *Coverage Type:
 *Dependent SSN:
 Coverage Amount:
 Copay:
 Annual ER Contrib:
 Annual EE Contrib:
 Frequency:
 Eligibility Date:
 *Benefit Effective Date:
 Benefit Expiration Date:
 Payroll Start Date:
 Payroll End Date:
 COBRA:
 Certificate Num:

* marks a required field

Keystone Collections - EIT and LST Export Files (PA Only)

For PA Payroll, a routine has been added that will produce the Earned Income Tax and Local Service Tax electronic files for Keystone Collections.

Personnel > Payroll > End of Qtr/Year > PA Keystone Collections Export



The screenshot shows a software dialog box titled "PA Keystone Export Routine". At the top, there are three buttons: "Next" (with a right arrow), "Close" (with a red X), and "Help" (with a question mark). Below these buttons, the "Export Type:" label is followed by a dropdown menu currently showing "EIT". A secondary dropdown menu is open, listing "EIT" and "LST". To the right of this menu is the label "Location Code Range:" followed by two empty text boxes and a small "..." button. Below that, the "Year:" label is followed by a text box containing "2022". The "Quarter:" label is followed by a dropdown menu showing "4". The "Check Date Range:" label is followed by two date pickers: the first shows "10/01/2022" and the second shows "12/31/2022", with a "to" label between them. Below the date range is the "Keystone Employer Id:" label followed by an empty text box. At the bottom, the "File Name:" label is followed by a text box containing "EIT_00000_123456_20224.csv". A "Select Folder" button is located at the bottom left of the dialog.

Utility Billing

Save E-bills to PDF

When generating E-bills, an option to save the emailed bills to a single PDF can be selected.

Print Utility Bills

Next Cancel Help

Enter the Following:

Cycle Id Range: 1 to 1

Bill Year Range: 2022 to 2022

Bill Period Range: 1 to 1

Bill Type: E-Bills

Report Sequence: Account Id

Bank Code Option: All

Active As Of Date: 08/10/2023 (Blank to ignore Status Date)

Range of Bank Codes: to (Blank for All)

Format Id: 2 WATER/SEWER

Select Payment Type to Include

Water Sewer

Range of Account Ids (Blank for All):

- 0 to

- 0

Water/Sewer:

Reading Year Range: to

Reading Prd Range: to

Average Usage

Billing Date: 08/10/2023

Due Date: 11/01/2022 / / / /

Direct Debit Date: / /

Save to PDF Alignment X Offset: 8 Y Offset: 15

Batch Generator - Billing Adjustments

The Batch Generator in MCSJ Special Routines has been enhanced to include Utility Billing Adjustments. The Batch Generator is capable of importing an Excel file containing Utility balance or billing adjustments to create a batch in MCSJ.

Note: Users must have access to the Special Routines program with both System and Utility Billing access.

System Utilities > Batch Generator

The screenshot shows a window titled "Batch Generator" with a dark blue header. Below the header are two buttons: "Next" with a green arrow icon and "Close" with a red 'X' icon. The main area contains the text: "This routine will attempt to create a batch of the specified type using the information provided." Below this text are several input fields: "Batch Id:" followed by an empty text box; "Batch Type:" followed by a dropdown menu currently showing "Utility Bill Adjustment Batch" with a list of options including "Utility Bill Adjustment Batch" (highlighted) and "Utility Balance Adjustment Batch"; "Import Type:" followed by a dropdown menu showing "Excel"; "File Name:" followed by an empty text box and a "Select File..." button; and a checkbox labeled "Print only records with Notes/Errors:" which is checked. At the bottom of the window, there is a light blue box containing the instruction: "Enter a Batch Id, select a Batch Type, and click the Next button."

Users must map columns in the spreadsheet to the appropriate MCSJ batch columns using the combo boxes provided. The 'Excel Column' choice allows users to map the batch field to a column from the selected spreadsheet. The 'Default' choice gives users the option of leaving non-required fields blank or defaulting a static value to populate in the import.

Batch Generator

Next Cancel

This routine will attempt to create a batch of the specified type using the information provided.

Batch Id: TEST2 Batch Type: Utility Bill Adjustment Batch

Import Type: Excel

File Name: C:\Users\afoster\Documents\balanceadj.xlsx

Select File... Print only records with Notes/Errors:

Utm_Acct: Default

Sub_Num: Default

Bill_Ded_Code: Excel Column

Bill_Year: Default

Bill_Prd: Default 1

Flat_Amt: Default

Bill_Date: Default / /

Descript: Default

Option to Copy Custom Fields When Duplicating Accounts

When using the duplicate feature for creating new accounts, users can now optionally choose to copy custom field values from the selected account to the new account.

Add Record

Account Id: 6402 - 0

Copy last reading

Copy Notes

Copy Custom Fields

Activate Account Active Date: 08/10/2023

Copy Bill Name, Phone, Email, Additional Tab from:

Account Id: -

Bill To Name: ...

Property Loc: ...

OK Cancel

Cutoff Process

An improved cutoff process has been introduced in MCSJ for Utility customers that use service cutoffs as an enforcement tool.

Using various filter criteria, users will generate a temporary batch table containing a list of accounts to be cut off. The users will go to a centralized location where they can perform the following actions with the cutoff list:

- View and sort the list from a table view.
- Customize the columns they see on the cutoff list.
- Refresh the list to reflect current account activity/changes.
- Remove accounts from the list.
- Mass update the cutoff status of accounts.
- Update cutoff related information to the Utility Account Maintenance.
- Generate a cutoff list via the Custom Report.
- Generate Work Orders from the list.
- Clear the list.

Other improvements in the process include:

- Users will have the option to include work orders as part of the cutoff process. (if Work Orders are installed)
- Automatically remove accounts from the cutoff list after payment is made.
- The Payment Verification List will identify accounts that are cut off or on the cutoff list.
- Option (Utility Parameter Maintenance) to prompt for a work order to be generated when an account that is currently cutoff is paid via the Payment Window.
- Delinquent Notices can be generated specifically for accounts on the cutoff list.
- The Surcharge Routine can be utilized to generate charges specifically for accounts on the cutoff list or in a cutoff status.
- A Reconnect list can be generated.

The new *Cutoff Process* menu is located under the *Utility Billing* menu and contains the Cutoff Routine, Cutoff List and Reconnect List.

Cutoff Routine

The Cutoff Routine is used to generate a new Cutoff List Batch. The user will enter the delinquency criteria that qualifies accounts to be cut off and then generate the list.

Note: Accounts can be flagged as 'Do Not Disconnect' in Utility Account Maintenance prior to running the routine if they should be excluded from the list.

Cutoff Routine

Next Close Help

This routine will populate the Cutoff List based on the selection criteria below.

Batch Id:

Cycle Range: to

Bill Year Range: to

Bill Period Range: to

Calculate net balance through: 08/10/2023

Balance Due As Of: 08/10/2023

Exclude cutoff extensions after: 08/10/2023

Balances greater than:

Include Inactive Accounts:

Exclude Do Not Disconnect:

Select Payment Type to Include

Water Sewer

Accounts actively on the cutoff list will display a red indicator on the Account Maintenance.

Utility Account Maintenance

Add Edit Close Delete Previous Next Detail Letter View Map Help

Account Id: - ... Type: R01 ... Section:

Prop Loc: 133 E BROWNING RD ... Location Id: ...

Serv Loc:

City Id: Block: 1.07 11

Owner: SULLIVAN, MICHAEL

Bill To: SULLIVAN, MICHAEL

Alternate Id:

General Additional Water Sewer W/S Meter Balances Recent Activity Location Accounts Notes Work Orders C

Cutoff List

Cutoff List

Once the Cutoff Routine has completed, the Cutoff List can be used to view and maintain the resulting batch.

Select the appropriate **Batch Id** to load the cutoff list. Note that the batch may take a while to load as balances for accounts in the list are recalculated.

Status	Account Id	Property Location	Delinquent Balance	Last Payment	Cutoff Flag	Cutoff Date	Number of Extensions	Extension Date	Do Not Disconnect
	12-0	113 PACIFIC AVE	221.30	11/22/21	N		0		N
	27-0	230 S PARK DRIVE	158.98	05/13/22	N		0		N
	31-0	133 E BROWNING RD	253.05	05/26/22	N		0		N
	35-0	106 PACIFIC AVE	96.35	03/31/22	N		0		N
	44-0	111 E NARBERTH TER	315.42	03/14/22	N		0		N
	67-0	108 E WAYNE TER	547.34	12/07/21	N		0		N
	90-0	123 E FRANKLIN AVE	245.70	01/06/22	N		0		N
	93-0	111 E FRANKLIN AVE	153.47	06/13/22	N		0		N
	102-0	112 E FRANKLIN AVE	264.02	04/25/22	N		0		N
	113-0	125 E BROWNING RD	111.72	04/04/22	N		0		N
	119-0	117 HADDON AVE	80.89	08/19/22	N		0		N
	151-0	205 HADDON AVE	115.16	02/01/22	N		0		N
	155-0	221 HADDON AVE	142.56	08/08/22	N		0		N
	159-0	24 E WAYNE TER	96.81	04/21/22	N		0		N
	165-0	29 ARDMORE TER	967.00	06/08/20	N		0		N
	178-0	26 ARDMORE TER	239.02	08/12/22	N		0		N
	199-0	27 E COULTER AVE	194.00	05/23/22	N		0		N
	211-0	325 HADDON AVE	110.25	11/23/21	N		0		N

Use the **Columns** drop down box to add and remove any columns from the batch view. A view can be saved and opened using the **Open/Save Format** buttons on the toolbar. Columns may be sorted by clicking on the header.

Toolbar options:

Add Account - Any account can be added to the list. This may be necessary if an account was erroneously removed or if it simply wasn't initially included for some reason.

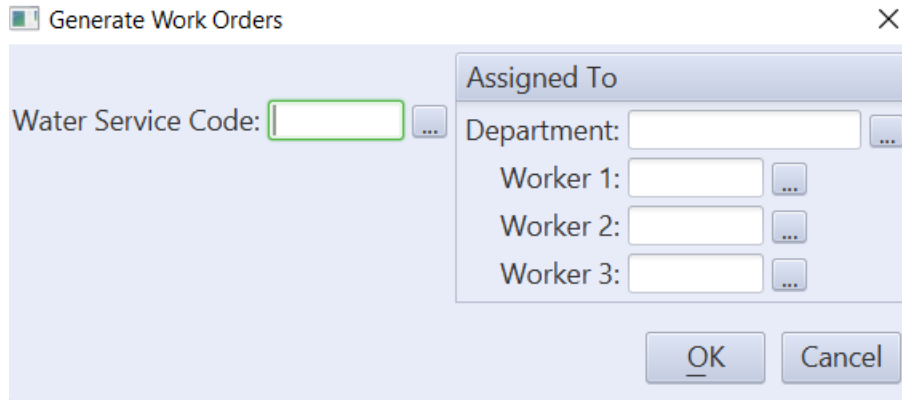
Edit - Users may modify the following batch columns: Cutoff Flag, Cutoff Date, # of Extensions, Extension Date and Do Not Disconnect. All of the fields will be updated on the corresponding account.

Remove - Any account can be removed from the list. Use CTRL + A to select all accounts for removal.

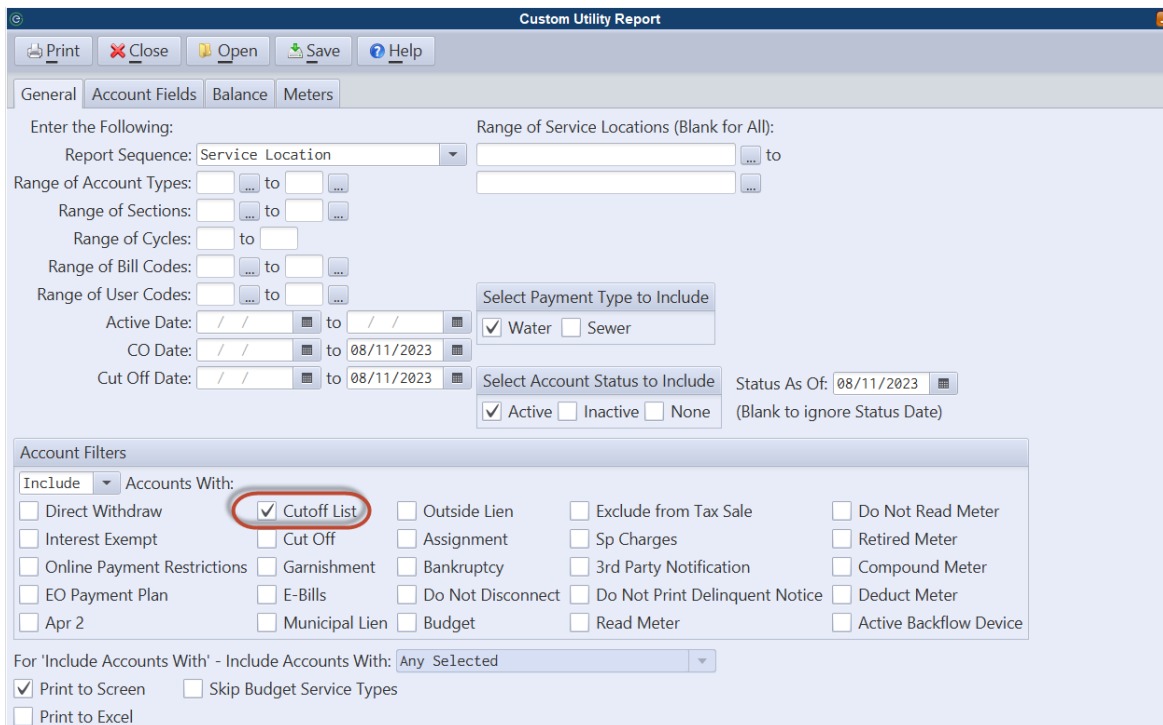
Refresh - Refreshing the list will recalculate all of the account balances. This action may take a while.

Open/Save Format - Saves the column layout so a batch can be re-opened in the same format at a later time.

Generate Work Orders - Select the account rows for which you want to generate work orders. CTRL + A will select all batch lines or use the CTRL or SHIFT key to select multiple rows. The user will be prompted to enter the default work order codes.



Print Cutoff List - This button will link the user to the Custom Report with the "Cutoff List" filter pre-selected. Users will still need to select the account fields and any other information they want to appear on the report. A saved report could also be selected if a cutoff list template has been previously created.



Cutoff - Especially for customers who don't use work orders, this button is used to mark selected accounts as cutoff. CTRL + A will select all lines or use the CTRL or SHIFT key to select multiple accounts. Cutoff fields on the Account Maintenance will be automatically updated.

Reconnect List

This report is used to show accounts in a cutoff status with a payment (updated or pending) so workers can reconnect the accounts.

Reconnect List

Print Close Help

Enter the Following:

Report Sequence: Account Id

Location to Print: Property Location

Payment Date Range: / / to / /

Select Payment Type to Include

Water Sewer

Print to Screen

Print to Excel

Range of Accounts (Blank for All):

- to

-

Delinquent Notices & Surcharge Routine

The Delinquent Notices can now be run for only accounts on the cutoff list.

Utility Delinquent Notices/Labels

Print Close Help

Page 1 Page 2 Message

Enter the Following:

Report Sequence: Account Id

Bill Year Range: to

Bill Period Range: to

Cycle Range: to

Account Type Range: to

Section Range: to

Select Status: Both

Status As Of: / / (Blank to ignore Status Date)

Print Balances Greater Than: .00

Notice Type: PDF Form

Print Prior Year Balance Message

Include Prior Years in Previous Balance

Exclude Cutoff Accounts

Generate Notices From Cutoff List: ...

Exclude Budget Reconciliation

Print Duplicate Message

Range of Account Ids (Blank for All):

- 0 to

- 0

Select Payment Type to Include

Water Sewer

Balances Due As Of: 08/11/2023 Use Net

Interest Date: / / Include C

Print if Any Balance Due As of: / / Break O

Exclude Cutoff Extensions After: / /


Notice Date to Print: 08/11/2023

Shut Off Date: / /

The Surcharge Routine can generate charges for accounts on the cutoff list or based on a cutoff date.

Surcharge Calculation/Update

Next Close Help

 Overpayments will be applied and Credits will be transferred before the

Service Type: Water

Bill Code:

Cycle:

Account Type Range: to

Bill Year Range: to

Period Range: to

Calculation Date: 08/11/2023

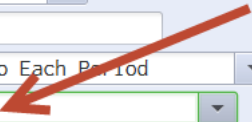
Transaction Date: 08/11/2023

Transaction Descript:

Apply Surcharge Method: Apply to Each Period

Cutoff Status: N/A

- Accounts Cutoff on
- Accounts on Cutoff List



NJ Tax Collection

Include Tax Account Id on Various Reports

The Excel version of the following reports will now have an option to include the Tax Account Id.

1. Trial Balance
2. Account Status
3. Overpayment Report
4. Delinquent Report
5. Special Charges Register
6. Lien Account Status

The screenshot shows a window titled "Trial Balance Report" with a toolbar containing "Print", "Close", and "Help" buttons. Below the toolbar, the text "Enter the Following:" is displayed. The form contains several input fields and dropdown menus for filtering data: "Range of Block/Lot/Quals (Blank for All):" with fields for Block, Lot, and Qual; "Property Class Range:" with dropdown menus; "Bill Year Range:" with numeric input fields; "Bill Period Range:" with numeric input fields; "Report Type:" with a dropdown menu set to "Condensed"; and "Date Range:" with date pickers set to "01/01/2023" and "08/09/2023". At the bottom, there are three checkboxes: "Print to Screen" (unchecked), "Print to Excel" (checked), and "Include Tax Account Id" (checked and circled in red).

Subsequent Payments on Utility Separate Charges

MCSJ can now automatically assign the required 'Subsequent' payment codes to Utility Separate Charges paid by an outside lien holder. Previously, the system defaulted the standard payment code linked to the Separate Charge bill code and the user was required to manually assign the 'Subsequent' payment code in the Payment Window.

The only requirement to utilize this feature is ensure 'Subsequent' payment codes have been set-up and linked to any Separate Charge bill codes.

Payment Window

Batch... SU Payment Co... SBW Descripti... SUBSEQUENT WATER Payment Da... 08/10/2023 Postmark Da... 08/10/2023

Account Id: 102 - 0 Type: R01

City Id: Block: 1.07 27.06 ...

Cert Num: 21-00004 Alternate Id: Outside Lien

Owner: LISIECKI BRIAN M & JEAN E Prop. Loc: 112 E FRANKLIN AVE

Bill To: LISIECKI BRIAN M & JEAN E Service Loc: ...

Service	Principal Balance	Principal Due	Interest	Total Due	Code	Split
Water	144.02	144.02	11.81	155.83	SBW	155.83
F08	129.84	129.84	0.84	129.84	SF8	129.84
Total:	264.02	264.02	21.65	285.67		285.67

Payment Code Maintenance

Payment Code: SF8 Description: Subsequent - Hydrant

General Revenue

Payment Type: Water

NSF Reversal: Bank Id: WATER

Bill Code: F08 Outside Buyer Payment: **Subsequent**

Payment Codes O.B. Subsequent Adj Code: 074

Water: Tax Sale Cost:

Sewer: Deposit Payment:

Special Charges Delinquent Notices - Balance Type Filter

A balance type filter has been added to the Special Charges Delinquent Notices.

Sp Charges Delinquent Notices/Labels

Print Close Help

Page 1 Page 2

Enter the Following:

Report Sequence:
 Block/Lot/Qual

Property Class Range (Blank for All):
 to

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

Select Balance Type to Include

<input checked="" type="checkbox"/> Tax	<input checked="" type="checkbox"/> Sp. Assmnt
<input checked="" type="checkbox"/> Water	<input checked="" type="checkbox"/> Misc
<input checked="" type="checkbox"/> Sewer	<input checked="" type="checkbox"/> Boarding Up
<input checked="" type="checkbox"/> Electric	<input checked="" type="checkbox"/> Demolition
<input checked="" type="checkbox"/> Utility	

Print Balances Greater Than:

Notice Date: 08/10/2023

Interest Date: 08/10/2023

Include Current Interest

X Offset: 0 Y Offset: 15

Alignment

Charges Due as of Date:
 08/10/2023

Print Type:
 Blank 8 1/2" x 11"

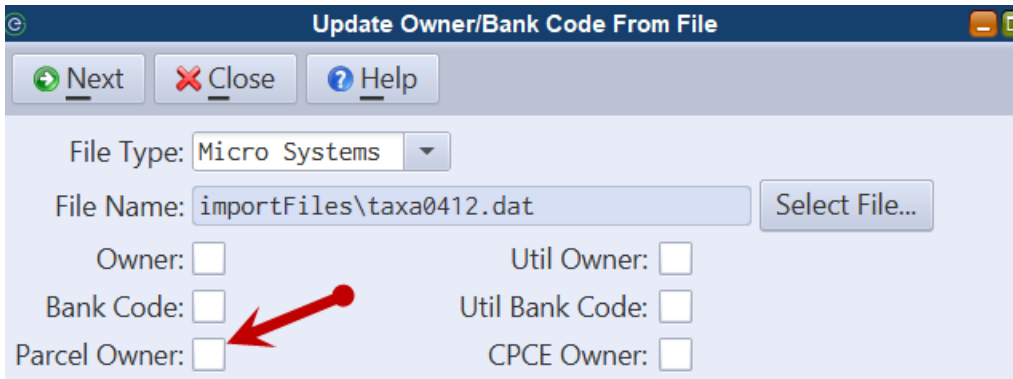
Print BLQ on Label
 Print to Screen
 Print to PDF

Owner Names No Longer Updated on Closed Liens

Owner information will no longer be automatically updated on redeemed, foreclosed or canceled liens when the owner information on a BLQ changes. Open liens will continue to be updated if a property owner changes.

Update Owner/Bank Code From File - Parcel Owners

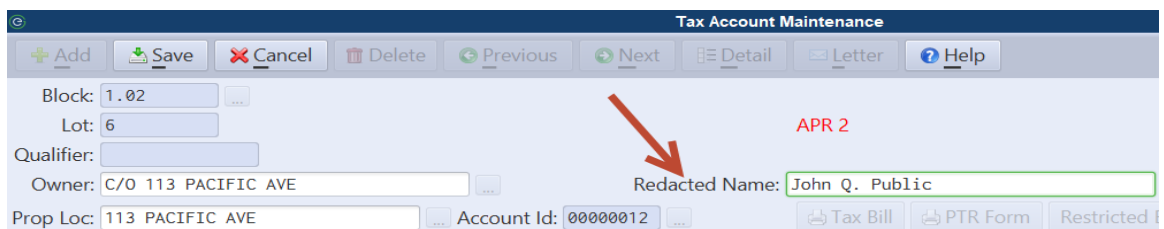
This routine now contains an option to update owner information on Parcel Maintenance records.



Daniel's Law Changes

In compliance with Daniel's Law legislation, the following changes have been made in MCSJ.

1. MCSJ will import any "officially redacted" owner names during the MODIV and Owner/Bank Code updates. This information will be hidden on the Tax Account to all MCSJ users who are not registered as an official "redactor." MCSJ will continue to display the generic "C/O Property Location" in the owner name field of redacted properties and in WIPP (online payment portal).
2. MCSJ users who are registered redactors may be identified as such in the User Maintenance by a system administrator. These users will have access to view and edit the redacted owner names on accounts. They will also have an option to view the real owner names on the Tax Custom Report, Tax Transaction Inquiry and Change Transaction Inquiry.
3. Tax Sale/Lien records and reports will always display the redacted or "real" owner names regardless of the user. All other Tax Collection reports will continue to display the generic, masked owner name for any redacted properties.



User Maintenance

User Id: Password: Retype Password: Contact Support: Text

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

Email: Last Login: Last MFA:

System Access	Finance	Payroll/HR	Payment Codes	Misc A/R	Work Orders/RSS	Legacy Report
System: <input type="text" value="9"/>	Purchase Order: <input type="text" value="9"/>	Accounts Receivable: <input type="text" value="9"/>				
General Ledger: <input type="text" value="9"/>	PO Status Security: <input type="text" value="9"/>	Customer: <input type="text" value="9"/>				
General Ledger Batch: <input type="text" value="9"/>	Requisition: <input type="text" value="9"/>	Business Licensing: <input type="text" value="9"/>				
Revenue: <input type="text" value="9"/>	Budget PO/Reqs: <input checked="" type="checkbox"/>	Business Tax: <input type="text" value="9"/>				
Revenue Batch: <input type="text" value="9"/>	Revenue PO/Reqs: <input checked="" type="checkbox"/>	Construction Permits: <input type="text" value="9"/>				
Fixed Asset: <input type="text" value="9"/>	G/L PO/Reqs: <input checked="" type="checkbox"/>	Code Enforcement: <input type="text" value="9"/>				
Budget: <input type="text" value="9"/>	Project PO/Reqs: <input checked="" type="checkbox"/>	Rentals: <input type="text" value="9"/>				
Budget Batch: <input type="text" value="9"/>	Inventory Control: <input type="text" value="9"/>	Tax Collection: <input type="text" value="9"/>				Redactor: <input type="checkbox"/>
Adopt/Amend Batch: <input type="text" value="9"/>	Payroll: <input type="text" value="9"/>	PULL: <input type="text" value="9"/>				



Property Tax

Tax Certificates

Tax Certificates are a semi-customizable PDF form generated from the Property Tax Maintenance which can be used to certify whether Tax and Utility (optional) charges for a property have been paid. Certificates will print summarized billing and balance information for a specified time period and can be customized to display various account or assessment information. A signature line can be included and the user may enter notes on each form.

This feature is currently only available by request. Contact an EGT Support representative for form installation.

The screenshot displays the 'Property Tax Account Maintenance' application window. The main interface includes a toolbar with buttons for Add, Edit, Close, Delete, Previous, Next, Detail, Letter, and Help. Below the toolbar, there are input fields for Folio ID (38), Type (01), Section (RES), Account Id (34), Parcel ID (38-29 -027:000), Owner (MCKNIFF FRANCIS &), and Prop Loc (1311 ADAMS ST). A tabbed menu at the bottom includes General, Additional, RE Tax, Sewer Bill, Rubbish, School Tax, Assessed Values, Billing, Balance, All Charges, and Notes. The 'Notes' tab is active, and a 'Certification' button is highlighted with a red arrow. A 'Certification' dialog box is open in the foreground, containing fields for Title Id, Date (08/08/2023), Range of Tax Years (2022 to 2023), Include Utilities (checkbox), Range of Utility Years, and a Notes text area. The dialog box has 'OK' and 'Cancel' buttons at the bottom right.

Owner: MCKNIFF FRANCIS &
 Property Location: 1311 ADAMS ST
 Parcel Number: 38-01-0000100

Current Total Assessment: 125,250.00
 Current Total Exemption: 0.00
 Current Net Assessment: 125,250.00

<u>Taxes</u>								
Tax Year	Due Date	Tax	Billed	Adjusted	Penalty	Paid	Balance	Last Payment
2023	05/31/23	RE Tax	684.24	0.00	0.00	684.24	0.00	05/26/23
2023	05/31/23	Sewer Bill	390.00	0.00	0.00	390.00	0.00	05/26/23
2023	05/31/23	Rubbish	255.00	0.00	0.00	255.00	0.00	05/26/23
2023	10/31/23	School Tax	1,090.09	0.00	0.00	0.00	1,090.09	
2023	09/30/23	School Tax	1,090.09	0.00	0.00	0.00	1,090.09	
2023	08/31/23	School Tax	1,090.10	0.00	0.00	0.00	1,090.10	
2023	Subtotal	School Tax	3,270.28	0.00	0.00	0.00	3,270.28	
2022	05/31/22	RE Tax	684.24	13.68-	0.00	670.56	0.00	03/22/22
2022	05/31/22	Sewer Bill	390.00	7.80-	0.00	382.20	0.00	03/22/22
2022	05/31/22	Rubbish	255.00	5.10-	0.00	249.90	0.00	03/22/22
2022	10/31/22	School Tax	3,099.81	0.00	0.00	3,099.81	0.00	10/20/22

Notes:

Tax Collector

Property Tax Delinquent Notices - Skip Bank Code Accounts

The ability to skip properties with a bank code when running delinquent notices is now available.

Property Tax Delinquent Notices/Labels

Notice Description:

Mail to:
 Include Accounts with Outside Lien

Pay To:
 Include Accounts with Municipal Lien

Include Accounts with Bankruptcy

Include Accounts with 'Exclude from Tax Sale'

Print Bank Code

Print a Total Page

Phone: Ext:
 Skip Accounts with Bank Code

Fax:

Message Line 1:

Message Line 2:

Message Line 3:

Batch Generator - Property Tax Billing and Balance Adjustments

The Batch Generator in MCSJ Special Routines has been enhanced to include Property Tax Billing and Balance Adjustments. The Batch Generator is capable of importing an Excel file containing Property Tax balance or billing adjustments to create a batch in MCSJ.

Note: Users must have access to the Special Routines program with both System and Property Tax access.

System Utilities > Batch Generator

Users must map columns in the spreadsheet to the appropriate MCSJ batch columns using the combo boxes provided. The 'Excel Column' choice allows users to map the batch field to a column from the selected spreadsheet. The 'Default' choice gives users the option of leaving non-required fields blank or defaulting a static value to populate in the import.

Batch Generator

This routine will attempt to create a batch of the specified type using the information provided.

Batch Id: Batch Type: ▼

Import Type: ▼

File Name:

 Print only records with Notes/Errors:

Account_Id: ▼

Service_Type: ▼ ▼

Bill_Ded_Code: ▼ ...

Bill_Year: ▼

Bill_Prd: ▼ ▼

Amt: ▼

Bill_Date: ▼

Descript: ▼

Supplement: ▼