



MCSJ Version 2019.1 Release Guide

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Finance & A/P

Tracking Id Exports on PO Status

The Excel version of the PO Status report will now contain a column containing the current Tracking Id (if applicable) stored on each PO line item.

Number of Days in Preliminary EOY Window (GAAP Users)

The number of days available in the preliminary EOY period before requiring the Final EOY Close to be run can now be customized in *System Utilities>Finance Parameter Maintenance*. The System module must be locked under *System Utilities>Lock User's Access*.

The screenshot shows the 'Finance Parameter Maintenance' window with the following fields and values:

- Fixed Asset Threshold: 5,000.00
- Current Period Start Date: 07/01/2018
- Current Period End Date: 07/31/2018
- Allow Future Over Encumber Override:
- Request/Encumber Override:
- Post G/L on Reim:
- Cancel Revenue Account: 100-4700-0000
- PO/Contract Over Encumber Sub Security: 3
- Fund 20 Cancel Credit: - - -
- PO/Contract Over Encumber Ctrl Security: 5
- Voucher Receivable G/L Id: - - -
- Budget Batch Over Encumber Sub Security: 3
- Assign Fixed Asset Id:
- Budget Batch Over Encumber Ctrl Security: 5
- Assign Fixed Asset Prefix:
- Requisition Over Request Sub Security: 3
- Requisition Over Request Ctrl Security: 9
- Display G/L Encumber Accounts For NJ:
- Allow Unbalanced Funds for GL Batch:
- Allow Unbalanced Funds for Other Batches:
- Post Separate Entries for Cash vs.
- Check Transactions in Payment Batch:
- Number of Days in Preliminary Window: 90

A red arrow points to the 'Number of Days in Preliminary Window' field.

Expenditure Summary by Month to Excel

The Expenditure Summary by Month report can now be exported to Excel.

Enter the Following:

Year to Print:

Range of Accounts (Blank for All)

... to ...

Starting Month:

Starting Year:

As of Date for YTD Totals:

Print Zero Activity Accounts

Print to Screen

Print to Excel

Print Subtotals for:

Dept Acct

Print Page Break After:

Dept

Monthly Budgeting

MCSJ will now support the budgeting of expenses and revenues on a monthly basis. Users may optionally choose to budget amounts by month and reporting features have been added to help analyze activity against the monthly budgets.



Monthly budgeting is optional. Users may continue to budget a single annual amount with no changes to budget preparation or amendment procedures.

Budget/Expenditure and Revenue Account Maintenance

The Budget Account Maintenance (NJ users), Expenditure Account Maintenance and Revenue Account Maintenance now contain a tab for viewing and modifying monthly budgets. Users may edit the amounts directly from the maintenance screens if no annual budget for the account was entered. Upon saving changes to monthly budgets, the system will calculate the total annual budget and prompt the user for a posting date and reason (Adopted, Amended, etc.).

E Expenditure Account Maintenance

Account: 100-200-5010-0000 ... Year: Current ... Acct Type: Sub ...
 Desc: Overtime Wages ... Chk Acct: 100CHECKING ...
 Fund Type: Budget ... Cap: Class Id: ... Class Id 2: ...

July:	1,000.00
August:	1,000.00
September:	1,000.00
October:	1,000.00
November:	2,000.00
December:	3,000.00
January:	4,000.00
February:	5,000.00
March:	3,000.00
April:	1,000.00
May:	1,000.00
June:	1500

Reason for Change [X]

Reason: Amended Budget

Posting Date: 03/26/2019

Description:

Revenue Account Maintenance

Acct: 500-150-4305-0000 Year: Current Type: Accrual Basis Anticipated:
 Desc: Water Sales Exclude from Income Statement:

July: 420000
 August: 400000
 September: 250000
 October: 150000
 November: 100000
 December: 100000
 January: 100000
 February: 100000
 March: 100000
 April: 150000
 May: 200000
 June: 300000

Budget and Revenue Preparation

The Budget and Revenue Preparation batch screens contains a toolbar button that can be used to allocate an annual budget by entering monthly amounts or percentages of the annual budget.

Budget Preparation

Dept: - Year: 2019 Approp: 85,000.00 Actual: 87,430.60 % 102.86

Requested	%	Admin. Recmnd	%	Adopted Budget	%	Note
.00	.00	.00	.00	.00	.00	
.00	.00	.00	.00	.00	.00	
.00	.00	.00	.00	.00	.00	
.00	.00	.00	.00	.00	.00	
.00	.00	.00	.00	.00	.00	
.00	.00	.00	.00	90,000.00	.00	
.00	.00	.00	.00	.00	.00	
.00	.00	.00	.00	180,000.00	.00	
.00	.00	.00	.00	.00	.00	
.00	.00	.00	.00	.00	.00	

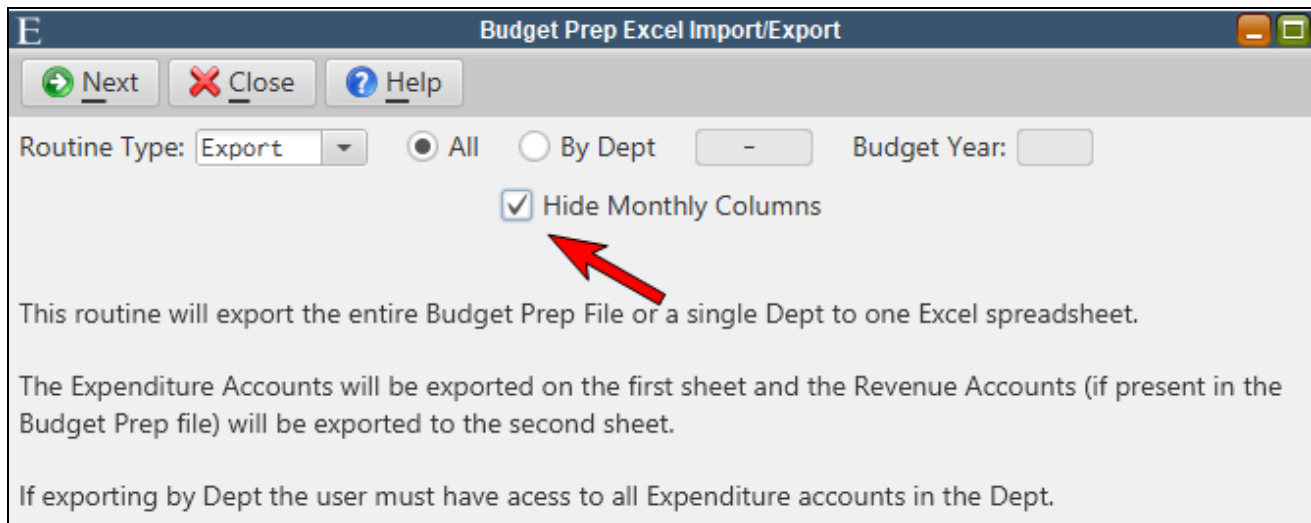
In order to edit monthly allocations, users must enter the full annual amount in the **Adopted Budget** column. While that line is selected, the **Monthly** toolbar button can be selected and the user will be prompted with the dialog below.

	Amount	Percent
July:	.00	.0000
August:	.00	.0000
September:	45,000.00	50.0000
October:	45,000.00	50.0000
November:	.00	.0000
December:	.00	.0000
January:	.00	.0000
February:	.00	.0000
March:	.00	.0000
April:	.00	.0000
May:	.00	.0000
June:	.00	.0000
Total of Months:	90,000.00	100.0000
Difference:	.00	.0000

Monthly amounts may be entered or calculated by entering a percentage. The **Divide Adopted Budget by 12** button can also be used to auto-calculate the amounts. The total amounts entered or calculated must equal the total annual adopted budget or anticipated budget.

Excel Export

The Budget Prep Excel Export contains an option to hide monthly columns for users who don't wish to see the extra monthly columns on the exported file. Uncheck the box if you wish to see or enter monthly budgets on the Excel file.



G	H	I	J	K	L	M	N	O	P	Q	R	S
Adopted Budget	July	August	September	October	November	December	January	February	March	April	May	June
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3,000.00	1,000.00	2,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

When entering monthly budgets in Excel, users should verify that the Adopted Budget or Anticipated Budget equals the 12 month total. Otherwise, errors will appear on the budget prep verification after import and the user will need to update the Adopted Budget or Anticipated columns to match the monthly detail.

Monthly Budget and Revenue Reports

The Monthly Budget and Revenue reports are designed to work with accounts that have monthly budgets. The MCSJ versions of both reports can be utilized to compare YTD expenditures/revenue against the YTD budget. The Excel export versions will contain columns of monthly budgets and monthly expenditure/revenue totals for more advanced analysis needs.

Monthly Budget Report

Print Close Help

Enter the Following:

Year to Print: Current

Range of Accounts (Blank for All)

100-000-0000-0000 ... to 109-999-9999-9999 ...

As of Date for YTD Totals: 03/31/2019

Print Zero YTD Activity Accounts
 Include Requisition Items
 Print to Screen
 Print to Excel

Print Control Totals for:

Fund Dept
 Print Subtotals for:
 Dept Acct
 Print Page Break After:
 Dept

Monthly Revenue Report

Print Close Help

Enter the Following:

Year to Print: Current

Range of Accounts (Blank for All)

- - - ... to - - - ...

As of Date for YTD Totals: 03/31/2019

Print Zero YTD Activity Accounts
 Include Non-Anticipated Accounts
 Print to Screen
 Print to Excel

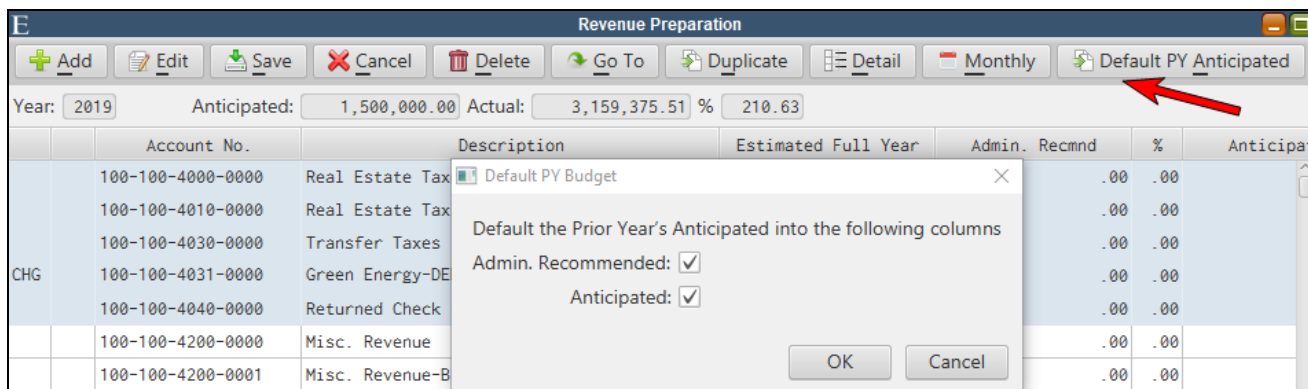
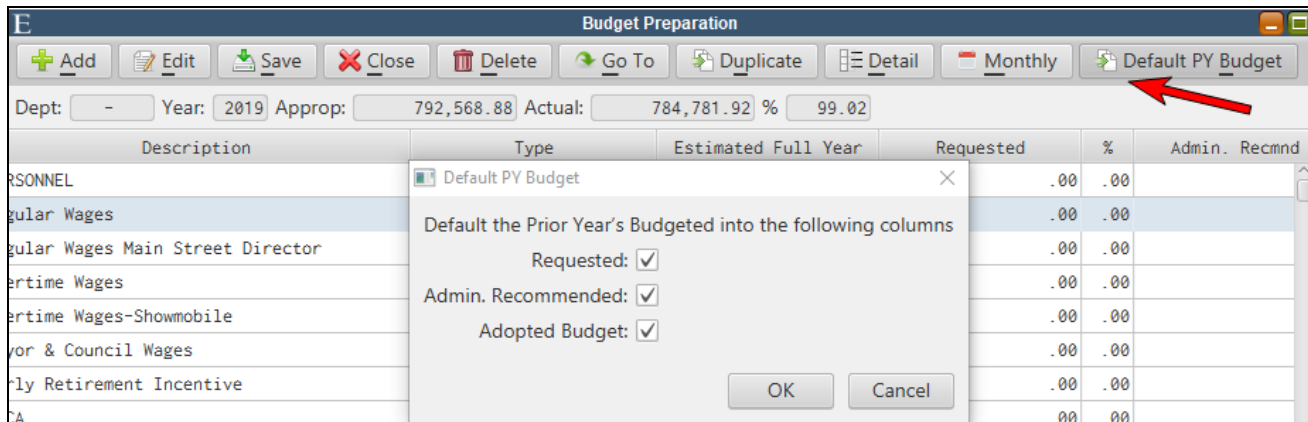
Print Subtotals for:

Dept Acct

Budget and Revenue Prep - Default PY Budget

The Budget and Revenue Preparation Batch toolbars now contains an option to default prior year budgeted amounts as the starting budget. Users can select an individual account or multiple accounts (by using the Shift or Ctrl keys) and then click the **Default PY Budget** or **Default PY Anticipated** but-

tons on the batch toolbars. A prompt will appear giving the user the ability to default the amounts as requested or adopted/anticipated.



South Carolina Use Tax

MCSJ now supports the calculation and reporting of SC Sales and Use Tax. In addition to the state rate, the system can also support up to 3 different local tax rates. A routine for automatically generating Use Tax payments has also been added.

State Rate and Local Tax Maintenance

The State rate must be filled out in Finance Parameter Maintenance.

Finance Parameter Maintenance

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

General G/L Revenue Budget Escrow A/P

Fixed Asset Threshold: 5,000.00 Current Period Start Date: 07/01/2018
 Allow Future Over Encumber Override: Current Period End Date: 07/31/2018
 Request/Encumber Override:
 Post G/L on Reim: Cancel Revenue Account: U - -
 PO/Contract Over Encumber Sub Security: 3 Fund 20 Cancel Credit: - - -
 PO/Contract Over Encumber Ctrl Security: 5 Voucher Receivable G/L Id: - - -
 Budget Batch Over Encumber Sub Security: 3 Assign Fixed Asset Id:
 Budget Batch Over Encumber Ctrl Security: 5 Assign Fixed Asset Prefix:
 Requisition Over Request Sub Security: 3
 Requisition Over Request Ctrl Security: 9
 Display G/L Encumber Accounts For NJ:
 Allow Unbalanced Funds for GL Batch:
 Allow Unbalanced Funds for Other Batches:
 Post Separate Entries for Cash vs.
 Check Transactions in Payment Batch:
 Number of Days in Preliminary Window: 190
 SC State Use Tax Rate: 6.0000

Local rates may be added under *Finance>A/P>Use Tax>Local Tax Maintenance*.

Local Tax Maintenance

+ Add Edit Close Delete Previous Next Help

Local Tax Type Id: COUNTY 1
 Effective Date: 03/26/2019
 Description: County 1
 Code: 1234
 County: County Name
 Rate: 1.0000

Vendor Maintenance

Local tax codes can defaulted on particular vendors in the Vendor Maintenance.

Requisition and PO Entry

Use tax calculations are available in the Requisition and PO Maintenance screens as well as the Quick Entry screens.



If vendors have included tax amounts on their invoices, the Use Tax fields on the requisition or purchase order can just be left blank.

PO Maintenance

When entering a PO or Requisition via the maintenance, any **Local Tax Type Id's** will default from the vendor. The user may add a Local Tax Id or remove one at any time.

Purchase Order Maintenance

Buttons: Add, Save, Cancel, Delete, Previous, Next, Print, Line Item, Help

Purchase Order: 19-00541
Status: Open
Order Date: 03/26/2019
Due Date: / /
Descript: Misc Items
F.O.B.:
Discount %: .00
Req. No.:
P.O. Total: 50.00
Void Total: .00

P.O. Type:
Vendor: BEARI005
Name: BEAR INDUSTRIES
P O BOX 9174
ANYWHERE SC 01234

Contract Id:
Supply Contract:
St. Contract No:
Ship To:

Buttons: PO Status, Line Item Status, Edit Discount, Duplicate, Calc Use Tax

Local Tax Type Ids

Local Tax Type Id 1:	COUNTY 1	...
Local Tax Type Id 2:		...
Local Tax Type Id 3:		...

Comments:

Enter the line items on the purchase order.

Purchase Order Line Item Maintenance

Purchase Order: 19-00541 Vendor: BEARI005
 Item Seq: 1 Status: Open Name: BEAR INDUSTRIES

General | Notes

Inventory Id:
 Release Num: 0 Due Date: / / Checking Acct: ID: 0 Date: / /
 Description: Misc Items Supply Contract Id/Seq:
 First Enc Date: 03/26/2019 Charge To: Expenditure 100-110-6015-0000 Split Charges:
 Control Acct: O&M Balance: 174,288.16
 Sub-Account: Miscellaneous Expense Balance: -300.00
 Catalog Num: Purch Type: Other
 Comm Code:
 Tracking Id:
 Quantity: 1.0000 U. Measure: Rcvd Date: / / Invoice:
 Unit Price: 300.0000 Rcvd Batch Id: 1099 1099 Exclusion:
 Item Total: 300.00 Void Date: / / Req. No:

Use Tax

Exempt From State: Local 1 Tax: .00 Local 3 Tax: .00
 State Tax: .00 Local 2 Tax: .00

If a particular line item is exempt from use tax, select the **Exempt from State** box. It is only necessary to do this if other line items on the purchase order will have use tax. If tax was already included on the vendor's invoice, there is no need to do anything with the *Use Tax* section.

After all of the line items have been entered, verify the PO total on the main screen. Ensure any **Local Tax Id's** has been entered and click the **Calc Use Tax** button on the main PO screen. Use and local tax (if applicable) will be calculated on each line item.

Purchase Order Maintenance

Purchase Order: 19-00541
 Status: Open
 Order Date: 03/26/2019
 Due Date: / /
 Descript: Misc Items
 F.O.B.:
 Discount %: .00
 Req. No:
 P.O. Total: 300.00
 Void Total: .00

P.O. Type:
 Vendor: BEARI005
 Name: BEAR INDUSTRIES
 P O BOX 9174
 ANYWHERE SC 01234

Contract Id:
 Supply Contract:
 St. Contract No:
 Ship To:
 Comments:

Local Tax Type Ids
 Local Tax Type Id 1: COUNTY 1
 Local Tax Type Id 2:
 Local Tax Type Id 3:

Select an Option

The following use tax will be calculated:

State
 COUNTY 1

Purchase Order Line Item Maintenance

Purchase Order: 19-00541 Vendor: BEARI005
 Item Seq: 1 Status: Open Name: BEAR INDUSTRIES

Inventory Id:
 Release Num: 0 Due Date: / / Checking Acct: ID: 0 Date: / /
 Description: Misc Items Supply Contract Id/Seq:
 First Enc Date: 03/26/2019 Charge To: Expenditure 100-110-6015-0000 Split Charges:
 Control Acct: O&M Balance: 174,288.16
 Sub-Account: Miscellaneous Expense Balance: -300.00
 Catalog Num: Purch Type: Other
 Comm Code:
 Tracking Id:
 Quantity: 1.0000 U. Measure: Rcvd Date: / / Invoice:
 Unit Price: 300.0000 Rcvd Batch Id: 1099 1099 Exclusion:
 Item Total: 300.00 Void Date: / / Req. No:

Use Tax

Exempt From State: Local 1 Tax: 3.00 Local 3 Tax: .00
 State Tax: 18.00 Local 2 Tax: .00



If it is necessary, users may edit the calculated use tax amounts on each PO line item. If changes are made to the line item amounts, the use tax will automatically recalculate.

Quick Entry

PO and Requisition Quick Entry screens also include use tax fields. Enter all of the requisition or purchase order line items and then click the **Calc Use Tax** button if applicable.

P. O.: 19-00542 Vendor: BEARI005 Name: BEAR INDUSTRIES

Descrpt: Ship To: P O BOX 9174

Line Items: 1 Total: 300.00 Status: Received Enc Date: 03/27/2019

Purch Type: Other Rcvd Batch Id: SU Rcvd Date: 03/27/2019

Control Acct: Bal: Item Total: Bal: .00

Local Tax Type Ids

% Calc Use Tax

Local Tax Type Id 1: COUNTY 1 Local Tax Type Id 2: Local Tax Type Id 3:

tes	Exempt From State	State Tax	Local 1 Tax	Local 2 Tax	Local 3 Tax
	N	.00	.00	.00	.00

SC Use Tax Report

For purposes of allowing the user to complete the ST-3 and ST-389 forms, this routine exports the detail for all paid purchase orders containing use and local tax to Excel. Additionally, the routine can generate a purchase order or G/L Batch to disburse the amount owed.

Finance>A/P>Use Tax>South Carolina Use Tax Report

South Carolina Use Tax Report

Range of Check Dates: / / to / /

Create: Report Only

Calculate Discount: Report & G/L Batch

Discount %: Report & Purchase Order

Range of Check Dates: The routine will pull the use tax information from purchase orders on paid checks in the date range. The amount owed will be calculated from this information.

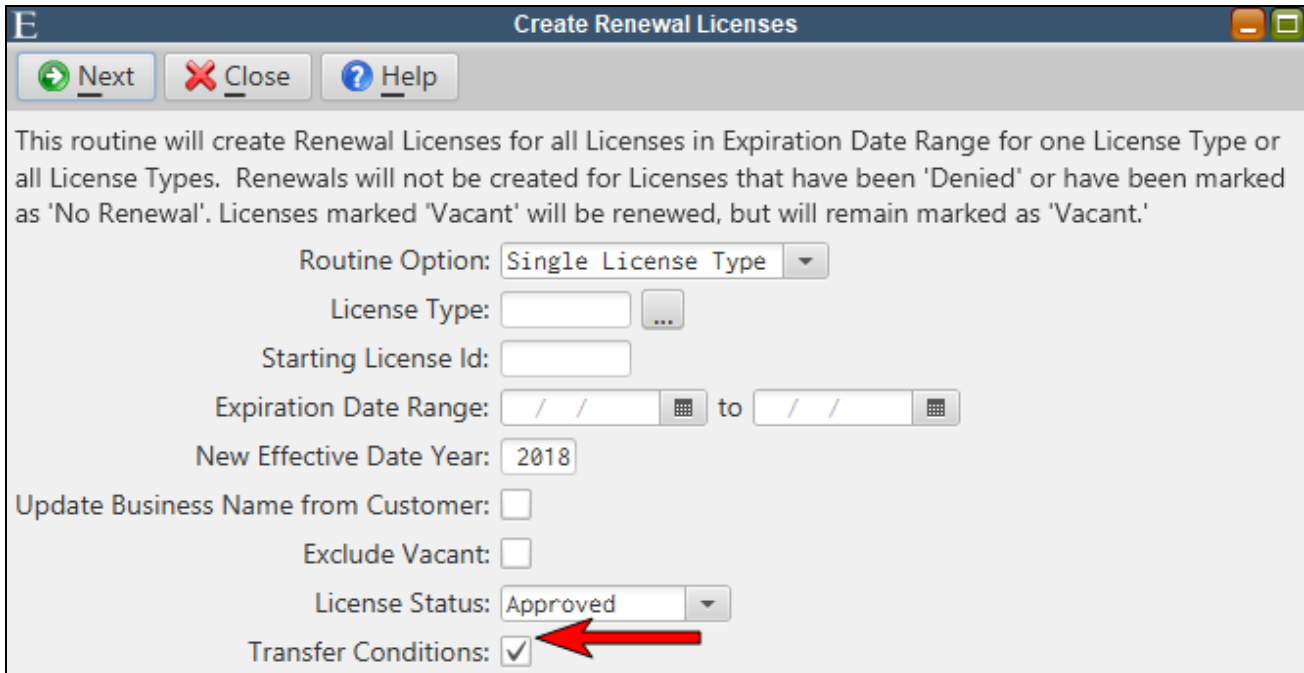
Create: Users should generate the *Report Only* first. Once the numbers are verified, they may optionally choose to generate a G/L Batch or Purchase Order to disburse the amount owed.

Calculate Discount: When the use tax payment is subject to a discount, check the **Calculate Discount** box and enter the **Discount** %. The Excel export will contain a discount column and the payment amount will be adjusted if choosing one of the payment generation options.

Accounts Receivable

Transfer Conditions During License Renewal

An option has been added to transfer conditions on an existing license to the new license during the auto-renewal process. This option is also available during a single license renewal.



The screenshot shows a window titled "Create Renewal Licenses" with a standard Windows-style title bar (minimize, maximize, close buttons). Below the title bar are three buttons: "Next" (with a green arrow), "Close" (with a red X), and "Help" (with a question mark). The main area contains the following text and controls:

This routine will create Renewal Licenses for all Licenses in Expiration Date Range for one License Type or all License Types. Renewals will not be created for Licenses that have been 'Denied' or have been marked as 'No Renewal'. Licenses marked 'Vacant' will be renewed, but will remain marked as 'Vacant.'

Routine Option: (dropdown menu)

License Type: (with a browse button "...")

Starting License Id:

Expiration Date Range: (calendar icon) to (calendar icon)

New Effective Date Year:

Update Business Name from Customer:

Exclude Vacant:

License Status: (dropdown menu)

Transfer Conditions: (with a red arrow pointing to it)

Payment Window - Only Displays Unpaid Invoices

The invoice picklist in the Payment Window now displays only unpaid invoices.

Delete Range of Business Licenses

A routine to delete a range of business licenses has been added to the Special Routines program under the Misc A/R menu.



Users must have security access to the Special Routines program to access this routine.

Attendance and Payroll

Print Tracking Id on Attendance Transaction Report

When including rates on the Attendance Transaction Report, tracking id's will be included for each transaction.

The screenshot shows the 'Attendance Transaction Report' dialog box with the following settings:

- Buttons: Print, Close, Help
- Enter the Following:
 - Select Sort Sequence: Employee Id
 - Range of Dates (Blank for All): 01/01/2018 to 12/31/2018
 - Range of Attendance Codes (Blank for All):
 - Day: All, Month: All
 - Select Status to Include:
 - Draft
 - Submitted
 - Approved
 - Time Entry
 - Paycheck
 - Print Rates/Tracking Id (highlighted with a red arrow)
 - Include Base Pay Rates for Salaried
 - Show Only Edited in Payroll
 - Print to Screen
 - Print to Excel
- Range of Employee Ids (Blank for All):
- Page Break after Employee
- Select All pay Types
- Select Pay Type to Include:

<input checked="" type="checkbox"/> Regular	<input checked="" type="checkbox"/> Earning Codes	<input checked="" type="checkbox"/> Shift1 Special 1
<input checked="" type="checkbox"/> Overtime	<input checked="" type="checkbox"/> Accrued Sick	<input checked="" type="checkbox"/> Shift2 Regular
<input checked="" type="checkbox"/> Sick	<input checked="" type="checkbox"/> Accrued Vacation	<input checked="" type="checkbox"/> Shift2 Overtime 1
<input checked="" type="checkbox"/> Vacation	<input checked="" type="checkbox"/> Accrued Admin	<input checked="" type="checkbox"/> Shift2 Overtime 2
<input checked="" type="checkbox"/> Holiday	<input checked="" type="checkbox"/> Accrued Other	<input checked="" type="checkbox"/> Shift2 Special 1
<input checked="" type="checkbox"/> Special	<input checked="" type="checkbox"/> Accrued Comp	<input checked="" type="checkbox"/> Shift3 Regular
<input checked="" type="checkbox"/> Admin	<input checked="" type="checkbox"/> Accrued Holiday	<input checked="" type="checkbox"/> Shift3 Overtime 1
<input checked="" type="checkbox"/> Other	<input checked="" type="checkbox"/> Shift1 Regular	<input checked="" type="checkbox"/> Shift3 Overtime 2
<input checked="" type="checkbox"/> Comp	<input checked="" type="checkbox"/> Shift1 Overtime 1	<input checked="" type="checkbox"/> Shift3 Special 1
<input checked="" type="checkbox"/> None	<input checked="" type="checkbox"/> Shift1 Overtime 2	

Time Sheets - Employee Name Suffix

Names on the Time Sheet department panel will now contain a suffix if applicable (e.g. Jr, Sr)

- ▶ 10100-00
- ▼ 10100-01
 - JOHN BRANNER JR. ←
 - COLBY CHAS
 - GHULAM FAULKNER
 - ROBERT MCGHEE
 - MICHAEL REYNOLDS
 - ADAM STOUT
 - JERMAINE YOUNG JR ←

Personnel Action Form Notifications

Personnel Action Form email notification times can be configured in Personnel Parameter Maintenance.

The screenshot shows the 'Personnel Parameter Maintenance' window. At the top, there are 'Save', 'Cancel', and 'Help' buttons. A message states: 'System or Personnel Module must be locked to edit the fields displayed in red.' Below this are tabs for 'General', 'Payroll', 'HR', and 'ESS'. Under the 'General' tab, there is a sub-tab for 'PAF'. The main area contains several checked options: 'Supervisor Approval Needed', 'Department Head Approval Needed', and three 'Approval Needed' entries with titles 'Boss 1', 'Boss 2', and 'Boss 3' and user IDs 'CPERKINS', 'CE', and 'DS' respectively. At the bottom, a red box highlights the 'PAF Notifications' section, which includes a checked checkbox, 'Time 1: 08:00', and 'Time 2: 16:00'.

Insert/Update Time Entries From File

This routine, which can be used to create time entries for employees with a special earning code or update existing time entries with additional deductions/earnings, has been overhauled to make it more

user friendly. Highlights include:

- Excel file requires 4 columns in no particular order with a header name for each column
- User will be prompted to identify the columns containing the required information
- Employee may be listed on multiple rows with different earning/ deduction codes
- Ability to save import layouts
- Ability to include an expense account for charging earning codes
- Ability to import deductions or earnings
- Verification listing and more informative error checking

Personnel>Payroll>Generate Payroll>Insert/Update Time Entries From File

Time Entry Parameters

Please select a spreadsheet that you would like to import as Time Entries. The column fields will populate once a spreadsheet is selected that contains a header row. The "Open" and "Save" buttons will be enabled once a file is selected. These can be used to restore and save the column configurations.

Time Entry: Create New Time Entry

Period Ending Date: / /

Period Begin Date: / /

Use Fed Supp With Rate: N/A

Use State Supp With Rate: N/A

Include Added Federal:

Include Added State:

Include Added City:

Include Added Other:

Generate Direct Deposit:

Excel Columns

Input File Name: C:\Users\allenf\Desktop\Book1.xlsx Select File...

Employee Id Column: Emp Id

Earning/Deduction Code Column: Earning Code

Amount Column: Amount

Expense Account Column: Account

Open Save

Florida Pension Report to Excel

The Florida Pension Report can now be generated to Excel.

Permits and Code Enforcement

Unlimited Building Codes and Ordinances

Permits can now handle an unlimited number of building codes and violations will allow for referencing an unlimited number of ordinances. CPSS and the Inspection Management App also support the changes.

Construction Permit Maintenance

Application Id: 90004759 Application Date: 07/30/2018 Delinquent Charges
 Permit No: 18-00420 Permit Issue Date: / / Permit Expiration Date: / /
 Update No: 0

	Building Code	Alt Cost	Addition Cost	Contractor Id	Contractor Name	License Number	Bond Waiver	Activ
	ELECTRICAL	3,180.00	.00	HERBE005	HERBERT SPEACH		<input type="checkbox"/>	
INS	BUILDING	.00	.00				<input type="checkbox"/>	
INS	MECHANICAL	.00	.00				<input type="checkbox"/>	
INS	PLUMBING	.00	.00				<input type="checkbox"/>	
INS	FIRE	.00	.00				<input type="checkbox"/>	
INS	<input type="text"/>	.00	.00				<input type="checkbox"/>	

Violation Maintenance

Violation Id: V7-00001 Violation Date: 03/23/2019

	Ordinance Id	Description	Compliance Deadline	Activity Type	Status	Date
INS	<input type="text"/>					

Violation Ordinance Picklist Filter

The Ordinance picklists in Violation Maintenance can now be filtered for keywords to help users quickly navigate to the appropriate ordinance.

Id	Detail
CHAP163	163-1 PURPOSE 163-2 ABANDON VEHICLES ON PUBLIC AND PRIVATE PROPERTY 163-3 DEFINITIONS 163-4 ENFORCEMENT 163-5 POSTING OF NOTICE ON VEHICLE 163-6 VEHICLES ON PRIVATE PROPERTY WITHOUT OWNER'S CONSENT 163-7 VEHICLES ON PRIVATE PROPERTY WITH OWNER'S CONSENT 163-8 NOTICE REQUIREMENTS 163-9 IMMUNITY OF POLICE OFFICERS, EMPLOYEES AND GARAGE MEN 163-10 EXCEPTION FOR CARS OR PARTS 163-11 VIOLATIONS AND PENALTIES
COMM GRA	CHAPTER 119 PROPERTY MAINTENANCE ARTICLE 3 COMMERCIAL AND INDUSTRIAL GRASS CUTTING.
PROPERTY	CHAPTER 119 PROPERTY MAINTENANCE
RESI GRA	CHAPTER 119 PROPERTY MAINTENANCE ARTICLE 2 GRASS CUTTING AND CLEANUP OF RESIDENTIAL PROPERTY.

After selecting the Ordinance Id picklist, type a word, number, or phrase contained in the Ordinance Id or description you're looking to select. Click **Apply Filter** and the list will only display ordinances containing your keyword. Select the ordinance or click **Clear** to start over.

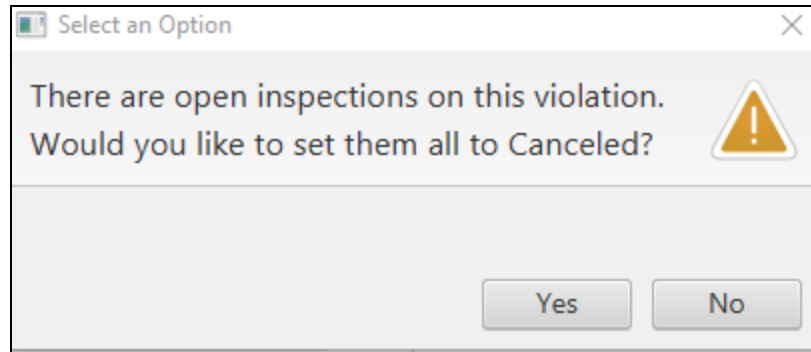
Cancel Status for Inspections

A new 'Cancel' status is available for permit and violation inspections.

Activity Type	Inspector	Date	Start Time	End Time	Actual Time	Status
VIOLATION CHECK	AMURRAY	03/23/2019			:	Cancel

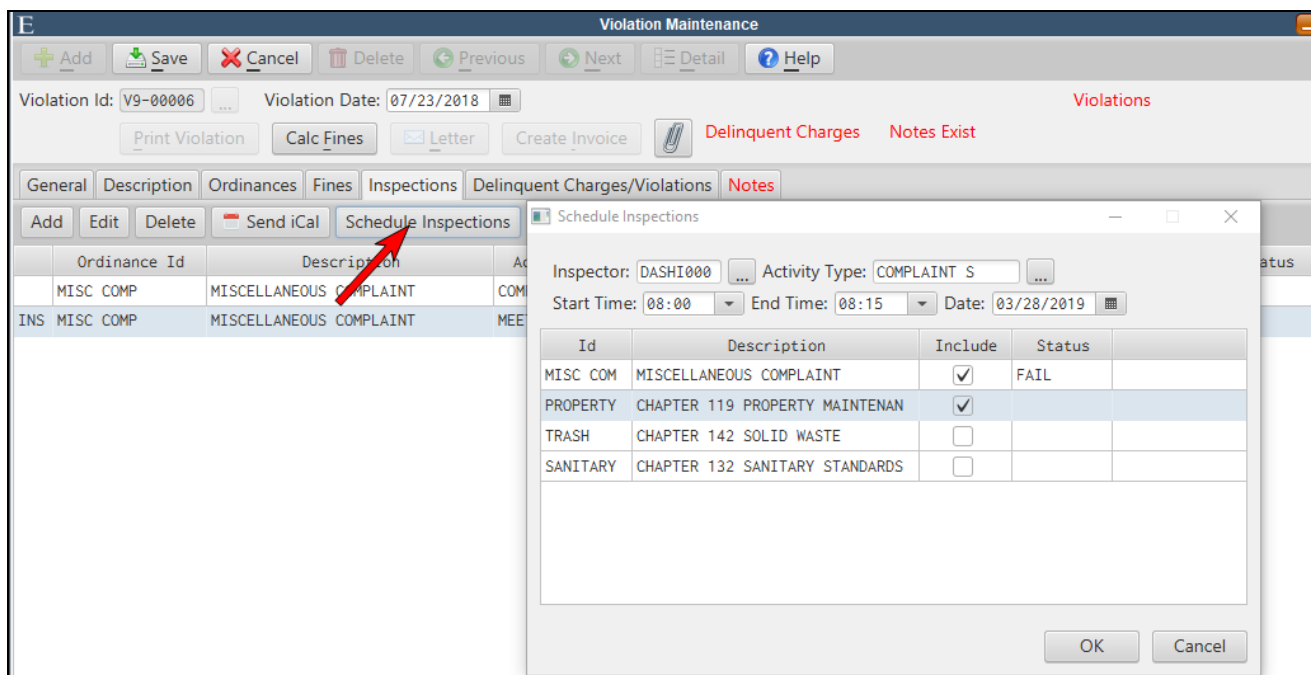
Cancel Inspections When Voiding a Permit or Violation

Users will have the option of automatically canceling open inspections when voiding a permit or violation.



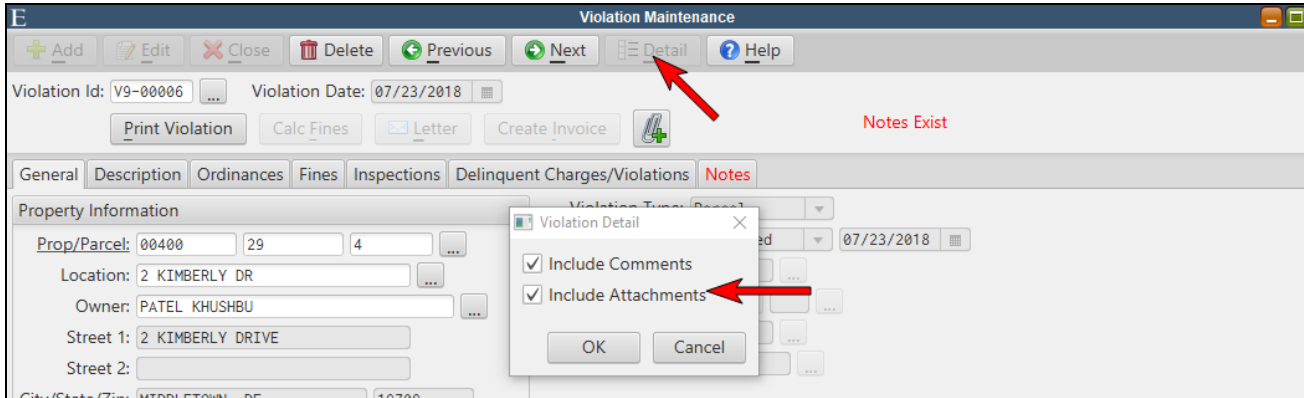
Re-Inspection Scheduling From Violation Maintenance

A **Schedule Inspections** button has been added to the *Inspections* tab of Violation Maintenance. Users can quickly enter the required inspection information for multiple ordinance(s) from a single dialog view. It can be used to quickly reschedule failed inspections, schedule inspections for multiple ordinance simultaneously or to schedule an initial inspection.



Print Public Attachments from Violation Maintenance

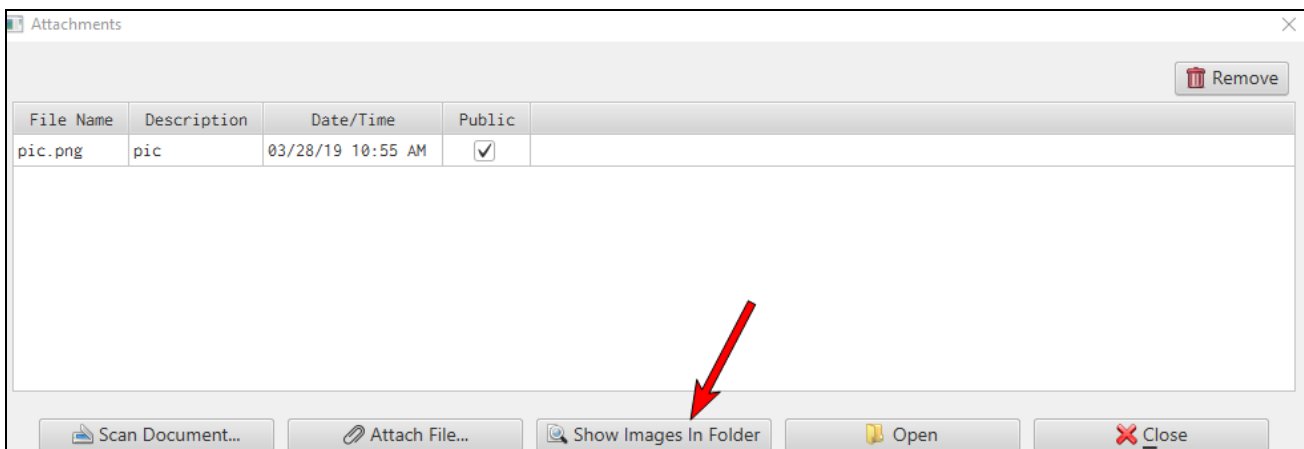
Using the **Detail** toolbar button on Violation Maintenance, a user can print public attachment files along with the standard Violation Detail Report.



Letterhead.pdf must be installed in the MCSJ\forms\CodeEnforcement directory. An E&A representative can assist.

Violation Attachments - Show Images

A **Show Images in Folder** button is available within the Violation Maintenance Attachment dialog screen. Users can view the images as thumbnails or utilize other standard view settings within the folder.



Tracking Contractor Bonds

A bond number and expiration date can be tracked on a customer. Optionally, the system can be configured to warn the user if the bond is expired when entering a permit. A **Bond Waiver** flag can be set on the permit to override the bonding requirement.

The screenshot shows the 'Customer Maintenance' form. The 'Insurance 1' dropdown menu is open, showing options: 'Bond', 'General Liability', 'Auto', 'Excessive Liability', and 'Worker's Comp'. A red arrow points to the 'Bond' option. The form also displays fields for Birth Date, Race, Hair, Eye Color, Height, Weight, Citizenship, Date, and Vendor Id. The 'E-Verify' section includes an 'Exempt' checkbox, 'Number', and 'Date' field.

The screenshot shows the 'Construction Permit Maintenance' form. The 'Notes' tab is selected. The form displays fields for Application Id (11492), Application Date (07/24/2018), Permit No., Permit Issue Date, and Permit Expiration Date. A table at the bottom shows a row for 'SIGNS' with columns for Building Code, Alt Cost, Addition Cost, Contractor Id, Contractor Name, License Number, and Bond Waiver. A red arrow points to the 'Bond Waiver' checkbox, which is currently unchecked.

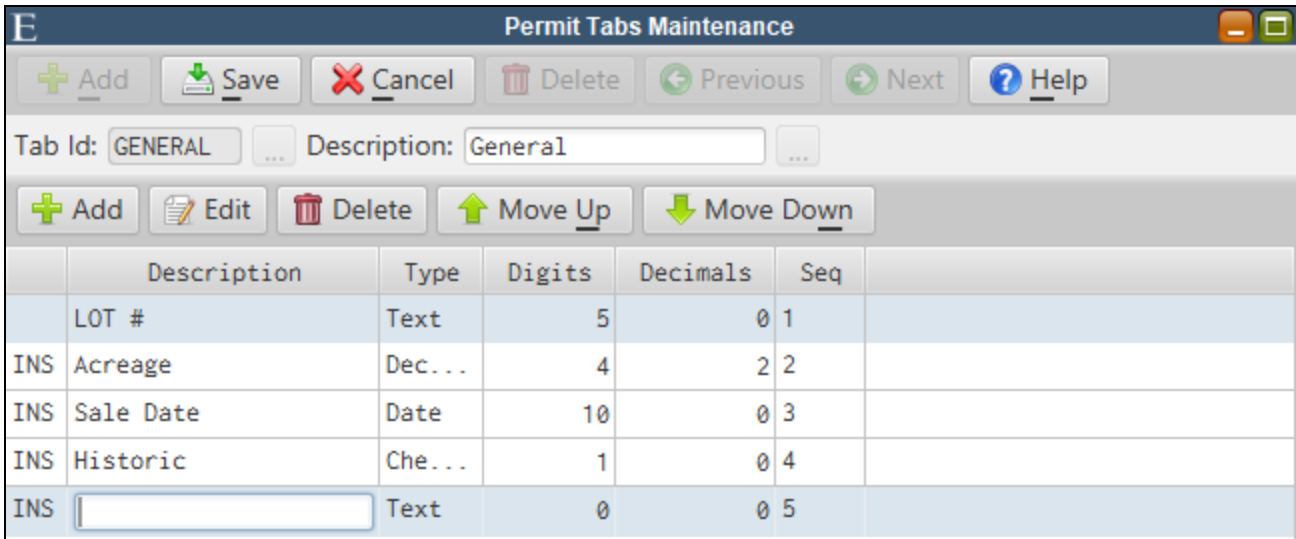
Building Code	Alt Cost	Addition Cost	Contractor Id	Contractor Name	License Number	Bond Waiver
SIGNS	.00	.00	1STST065	1ST STATE STON...		<input type="checkbox"/>



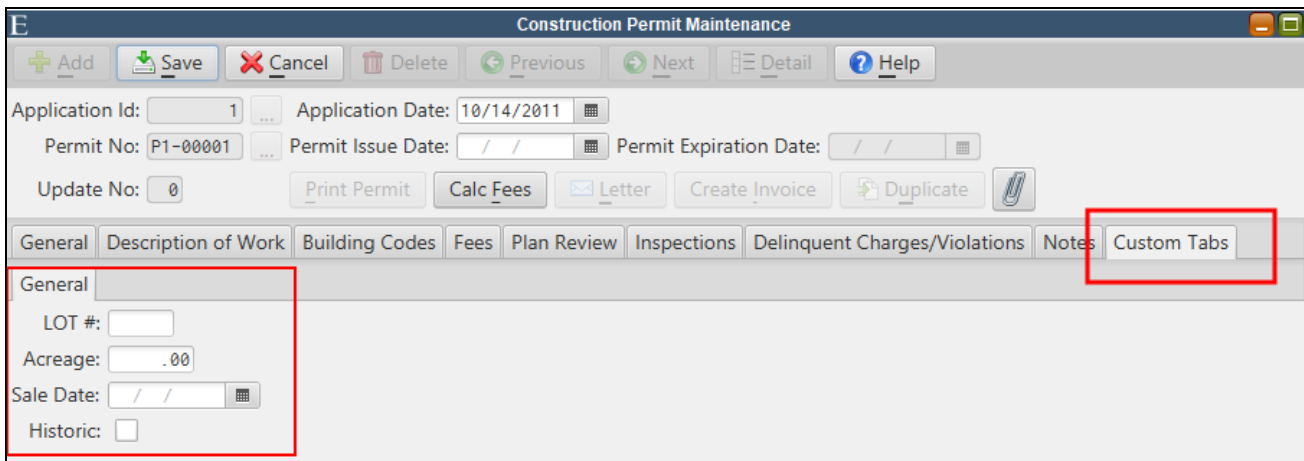
The bond warning message can be turned on or off in CPCE Parameter Maintenance.

Permit Tabs Maintenance (Custom Fields)

The *Custom Fields* tab in CPCE Parameter Maintenance has been removed and the functionality to add custom fields to the Permit Maintenance has been enhanced by creating the Permit Tabs Maintenance. Through this new maintenance, users can now create their own custom tabs and fields to appear on the Permit Maintenance.



Create a new **Tab Id**, give it a description and then use the sub toolbar to add the fields you want to appear on the tab.



Permit Format Maintenance

The Permit Format Maintenance is primarily used to handle the printing of unlimited building codes on a permit form. For each permit type, users can specify whether or not they want to print additional building code information on their permit forms. If so, they can also specify the location on the form where they want to start printing this information. The Permit Format Maintenance also gives users the ability to print custom permit fields.



If you don't want to print additional building codes on your forms, there is no need to edit the Permit Format Maintenance. If a new Permit Type is added in Permit Type Maintenance, it must also be added to Permit Format Maintenance.



A special form, PermitAddtl.pdf, must be installed in order to print additional building codes on permit forms. Please contact an E&A representative for assistance.

Permit Format Maintenance

+ Add Save Cancel Delete Previous Next Help

Permit Type: BUILDING

Description: Additional Codes

Print Custom Fields:

Print Building Codes:

Print Alteration Cost:

Print Addition Cost:

Print Totals:

Print Contractors:

Print Licenses:

Printing Start Location: 0

Letter Trailer: This section prints at the end of your permit form.

Description - Prints where the additional building code information starts on the form.

Print Custom Fields - Will print any custom fields on the permit.

Print Building Codes - If checked, additional building codes will print on the permit form.

Print Alteration Costs thru Print Licenses - Select what information you want to include for each additional code.

Printing Start Location - Enter 0 to start printing on a 2nd page. Otherwise, enter the Y coordinate for where to start printing on the permit form. Contact an E&A representative for assistance.

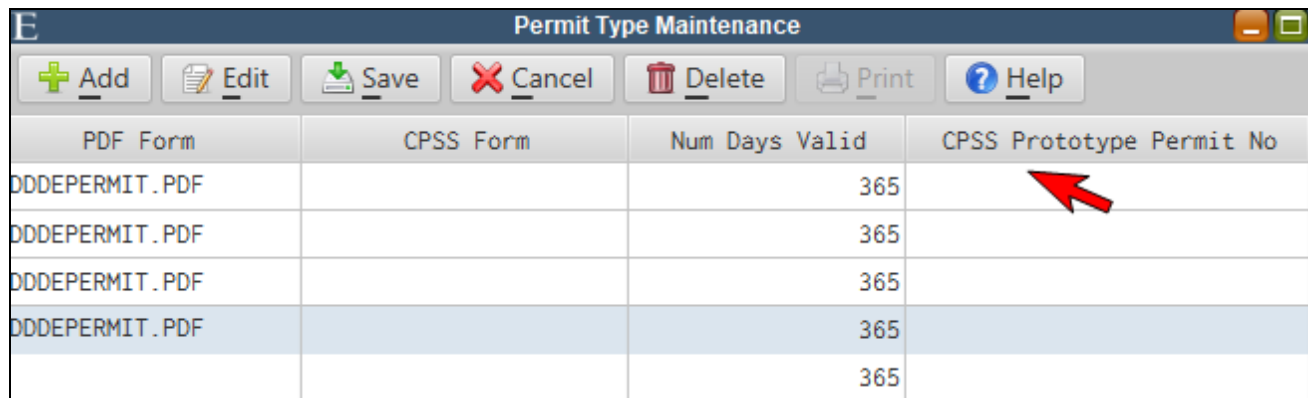
Letter Trailer - This section will print at the end of the permit form.

Print and View Violation Notices in CPSS

Violation notices can now be printed from the CPSS web portal.

CPSS Prototype Permits

A prototype permit number can be referenced for each permit type in Permit Type Maintenance. When entering a new permit through CPSS, the appropriate fields will default from the referenced prototype permit number.






PDF Form	CPSS Form	Num Days Valid	CPSS Prototype Permit No
DDDEPERMIT . PDF		365	
DDDEPERMIT . PDF		365	
DDDEPERMIT . PDF		365	
DDDEPERMIT . PDF		365	
		365	


CPSS Permit and Violation Notes


Within CPSS, notes can be added on both Permits and Violation records.


Create Violation



Violation Date: 03/11/2019   Attachments

Property Location: 4130 4134 MITCHELL HILL DR  Search


Owner Name: BOYER SANDRA IRA  Search

Map/Parcel/Lot: 0031-0162-0  Search

Description: 

Conditions:   Search

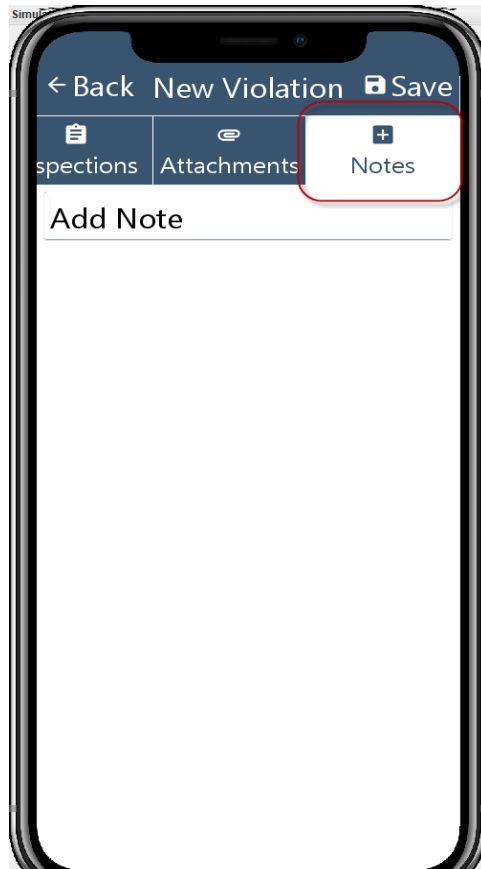
Ordinances | Inspections | **Notes**

 Add Note

Created Date	Modified Date	Note

Inspection App Notes

Permit and Violation notes can be viewed and entered via the Inspections App.



Upload Multiple Images Simultaneously in Inspection App

Users may select and upload multiple files at one time in the Inspections App.



Payments

Ability to Enter Account for Misc Pay Codes in Window

Miscellaneous payment codes can now be flagged to prompt the cashier for a revenue account number in the Payment Window. This will allow users to direct the same type of payment to different revenue accounts without the need to create a code for each unique account number.

The screenshot shows the 'Payment Code Maintenance' window. At the top, there are buttons for '+ Add', 'Save', 'Cancel', 'Delete', 'Previous', 'Next', and 'Help'. Below these buttons, the 'Payment Code' is set to '123' and the 'Description' is 'Misc Receipt'. The window has two tabs: 'General' and 'Revenue'. The 'Revenue' tab is active. Under the 'Revenue' tab, there is a 'Source Id' field with 'ARTES005'. Below that is a 'Charge Accounts' section with a dropdown menu set to 'Revenue'. A red arrow points to a checked checkbox labeled 'Prompt for Account in Payment Window'. Below this checkbox are several rows for '2019 Billing', '2018 Billing', 'Future Year Billing', 'Arrears', 'Interest', and 'Overpay/Deposit', each with a dropdown menu and a text input field.

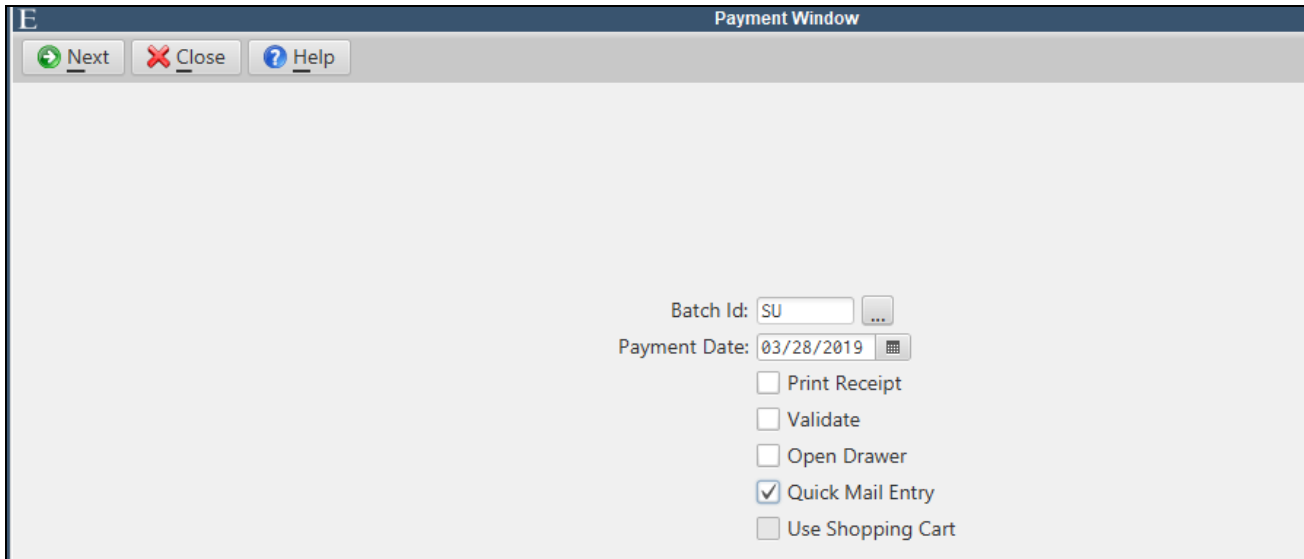
A Revenue, G/L, or Budget/Expense type account may be selected.

Quick Mail Entry

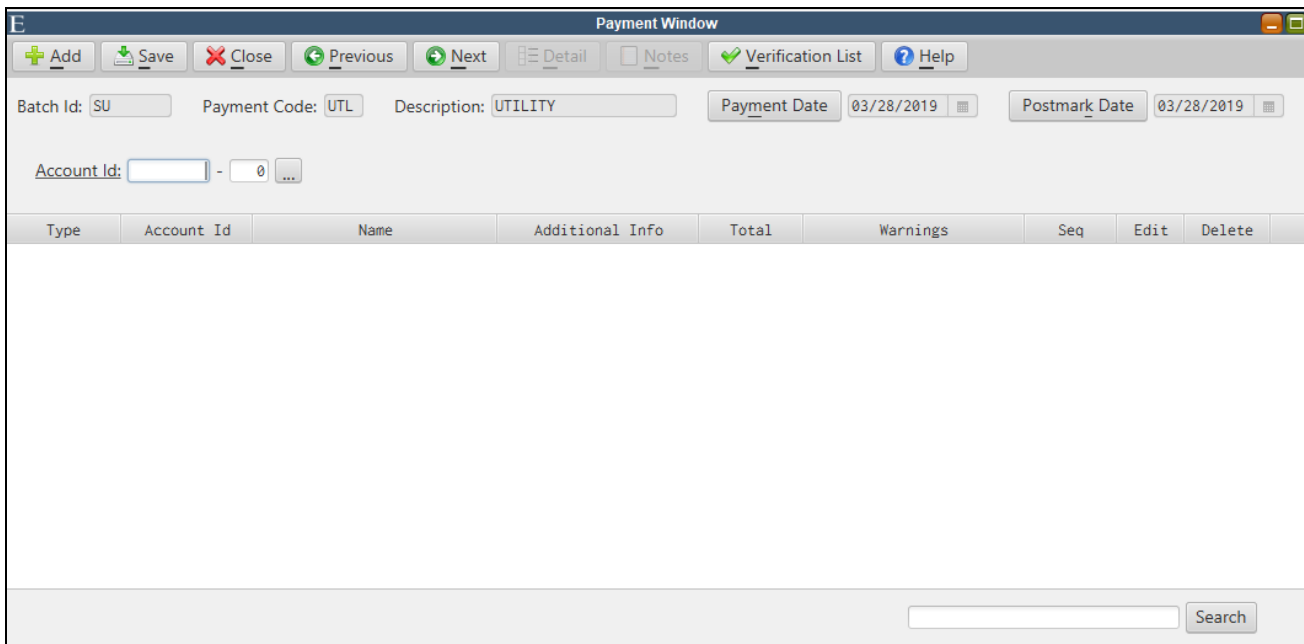
The new Quick Mail Payment Entry screen/interface will provide the ability to quickly process payments during high volume collection periods. It will allow for payments which are paying the exact amount due to be processed by simply scanning the bar codes on the coupons/bill stubs. When a bar code is scanned, the system will determine the amount due for the account, and immediately save a payment for that amount to the Payment Batch. The screen will display a running list of the payments that have been scanned to the batch, with one summarized entry per payment, and allow for quick editing of the payment amount and description. The "Postmark Date" feature for waiving penalties applied after a specified postmark date will be supported (same as standard Payment Window entry), and a search feature is provided to quickly locate a previously scanned payment in the list by Account Id, Name, or Location. The interface will call attention to any scenarios which might indicate that the payment requires closer review (penalty applied/waived, account is cut off, in lien, etc). In the event that there is no balance to pay for a scanned account, an error message will be displayed, and no payment will be added to the batch. The area of the screen above the payment list will display user messages for either the last account scanned, or for the currently highlighted entry in the list.

Billing/Collections>Payments>Payment Window

After entering a new **Batch Id**, select the **Quick Mail Entry** box. This will automatically uncheck any other selections and disable the **Shopping Cart** option. The **Print Receipt** and other functions are still available to be selected if necessary.



Enter the Window and **Add** a payment code. Since Quick Mail Entry is designed for scanning barcoded bills, only Tax, Utility and Invoice payment codes will be accepted.



Simply begin scanning bill stubs for the payment code type selected. If you need to scan a different bill type, then change the payment code before scanning.

Accounts will be added to the top of the table in the window when they are successfully scanned. Any user messages will appear in the top section of the window for the last scanned account (or currently selected account). Watch for warning messages in the **Warnings** column.



If an account with a lien is scanned, a message will appear so the user can confirm they want to save it.

Payment Window

Batch Id:
 Payment Code:
 Description:
 Payment Date:
 Postmark Date:

Acct Id:

Type	Account Id	Name	Additional Info	Total	Warnings	Seq	Edit	Delete
Tax	11	O'NEILL KYLE P	243 ACADEMY LA	126.00		34-34	Edit	Delete
A/R	I9-00243	LEISURE HOMES LLC		206.00		30-32	Edit	Delete
A/R	I9-00242	ST JOSEPH'S CARNIVAL COM. ...		7,630.00		29-29	Edit	Delete
Utility	1053640-2	CLARK, JOSEPH B & BARBARA A	3 ARMILLARY CIR	241.48	Penalty Paid: 15.00	22-28	Edit	Delete
Utility	1053620-1	GLENN & LOIS LOVE		264.51		15-21	Edit	Delete
Utility	1053575-1	GALBRAITH, MARY JO	329 OBELISK LN	283.09		8-14	Edit	Delete
Utility	1053600-1	GOLD, MAUREEN	331 OBELISK LN	256.79		1-7	Edit	Delete

PAYMENT OF 126.00 SUCCESSFULLY SAVED FOR ACCOUNT #: 11.

An individual payment can be edited or removed by clicking the **Edit** or **Delete** buttons for that payment. The amount or description may be edited.

Type in the **Search** field and use the button to filter for accounts by account, name or location.

Simply close out of the Payment Window when finished. You may return to the same Quick Mail Entry batch at any time and your view will be preserved. Verification and updating procedures are unchanged.

Payment Cash Receipts Report to Excel

The Cash Receipts Report can now be run to Excel.

Payment Cash Receipts Report

Print Close Help

Enter the Following:

Report Sequence: Prop/Parcel/Acct

Report Type: Detail

Date Range: 07/01/2018 to 03/27/2019

Pay Code Range: to

Batch Id Range: to

Bill Year Range: to 2020

Bill Period Range: 1 to 12

Name to Print: Bill To

Section Range: to

Range of City Ids: to

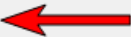
Range of Installment Due Dates (Blank for All): to

Select Payment Method to Include

Cash Check Credit Voucher Virtual Terminal

Print Reference Num

Print to Screen

Print to Excel 

Range of Prop/Parcels (Blank for All):

Prop: to

Parcel: to

: to

Print Utility Accounts with Prop/Parcel

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

Range of Customer Ids (Blank for All): to

Print Miscellaneous w//Prop/Parcel

Print Only Miscellaneous w//Prop/Parcel

Select All Payment Types

Select Payment Type to Include

<input checked="" type="checkbox"/> Water	<input checked="" type="checkbox"/> Sewer	<input checked="" type="checkbox"/> Electric
<input checked="" type="checkbox"/> Trash	<input checked="" type="checkbox"/> Tax	<input checked="" type="checkbox"/> Invoice
<input checked="" type="checkbox"/> Sp Charges	<input checked="" type="checkbox"/> Sp Assmnt	<input checked="" type="checkbox"/> Property Lien
<input checked="" type="checkbox"/> Voucher Agency	<input checked="" type="checkbox"/> Miscellaneous	

Property Tax

NY Assessment Change Report

This report is designed to compare the change in value between 2 assessment years. The report is broken into 3 parts:

1. The Detail report is generated to Excel and will list the assessment change information for all property accounts. Blank columns for identifying whether the changes were due to equalization or physical reasons can be populated by the user and then subtotaled in Excel. The subtotals will be need to be entered on the report panel for Part 1.
2. Part 1 provides the "Summary of Total Assessed Value of Locally Assessed Properties" and a summary of increases/decreases by equalization and physical change. It also contains a certification line for the Tax Assessor.
3. Part 3 provides assessment change summaries by Property Class and Roll Section.

Assessment Change Report

Print Close Help

Report Type: Part 1

Current Year: Detail to Excel

Prior Year: Part 1

SWIS Code: Part 3

County: _____

Increases Due to Physical or Quantity Changes: 0

Increases for Equalization: 0

Decreases Due to Physical or Quantity Changes: 0

Decreases for Equalization: 0

Print to Screen

E-Bills

E-bills are now available for Property Tax.



You should contact an E&A representative for help with configuring your system to send E-bills. Basic set-up steps are listed below.

1. Add an E-Bill PDF format in Property Tax Bill Format Maintenance
2. Assign the bill format and verify the "from" e-mail address in Property Tax Parameter Maintenance.
3. Update E-bill flag and e-mail address on the applicable Tax accounts.
4. Verify MAC address is assigned at server. (Will need E&A rep.)

Property Tax Bill Format Maintenance

An e-bill PDF bill format must be established in Property Tax Bill Format Maintenance.

The screenshot shows the 'Property Tax Bill Format Maintenance' window. At the top, there is a toolbar with buttons for '+ Add', 'Save', 'Cancel', 'Delete', 'Previous', 'Next', and 'Help'. Below the toolbar, the 'Format Id' is set to '2'. The window is divided into two pages, with 'Page 2' currently selected. The main area contains the following fields and options:

- Description: Property Tax E-bills
- Type: PDF Form
- Print Interest/Penalty: 1. None
- X Offset: 0
- Y Offset: 0
- Print Zero Bills:
- Print Credit Bills:
- Print Inactive Bills:
- Print Bills for E-Bill Accounts:
- Message Line 1:
- Message Line 2:
- Message Line 3:

The screenshot shows a software window titled "Property Tax Bill Format Maintenance". At the top, there is a toolbar with buttons for "Add", "Save", "Cancel", "Delete", "Previous", "Next", and "Help". Below the toolbar, the "Format Id" is set to "2". There are two tabs, "Page 1" and "Page 2", with "Page 1" selected. The main area contains several input fields: "File Name" with the value "StandPropTaxBill.pdf", "E-Bill Attach" with "letter.pdf", "Town Seal X" (25), "Y" (710), and "Scale" (60). Below these are "Bar Code X" (75) and "Y" (125). There is a "Print Perf Line" checkbox which is currently unchecked. To the right of these fields is a "Message:" label and a large empty text area.

Property Tax Parameter Maintenance

The **E-bill Format Id** must be assigned in Property Tax Parameter Maintenance.

A valid **From E-mail Address** is required. The address must be verified with Amazon Web Services by clicking the **Verify** button. A verification email will be sent to the email address entered.

If online payments are accepted, the user can assign an **Online Payment Link URL** to appear in the body of the email.

Utility/Property Tax Parameter Maintenance

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

E-Bill Format Id: ...

FROM E-mail Address: SAV@EdmundsAssoc.com

BCC E-mail Address:

Include Online Payment Link: None

Online Payment Link URL:

Property Tax

E-Bill Format Id: ...

FROM E-mail Address:

BCC E-mail Address:

Include Online Payment Link: None

Online Payment Link URL:

None
WIPP
Other

Property Tax Account Maintenance

The **E-Bill** flag and customer e-mail address must be set on any accounts that will receive an e-bill.

Property Tax Account Maintenance

+ Add Save Cancel Delete Previous Next Detail Letter Help

Prop: 00100 ...

Parcel: 01 Type: R ...

: 3 Section:

Account Id: 11 ... Alternate Id: ...

Owner: O'NEILL KYLE P Prop Loc: 243 ACADEMY LA ...

General Additional Tax Assessed Values Billing Balance All Charges Notes

Name 2:

Owner Street 1: 243 ACADEMY LN

Street 2:

City/State: ANYWHERE, NJ

Zip: 01234-

Country:

Phone: () -

Cell: () -

Email: somebody@gmail.com

Under Appeal:

Municipal Lien:

Assignment:

Bankruptcy:

Garnishment:

Exclude from Tax Sale:

Do Not Print Delinquent Notice:

E-Bill:

Tax Bill

Outside Lien:

Sp Charges:

Bankruptcy Date: / /

Garnishment Date: / /

CO Date: / /

User Msgs: ...

WIPP PIN: 4686

Printing E-bills

E-bills are printed from the standard Print Property Tax Bills screen.

E Print Property Tax Bills

Next Close Help

Enter the Following:

Cycle Id Range: 1 to 1

Bill Year: 2018

Bill Period: 1

Bill Type: Printed Bills

Bank Code Option: Printed Bills

Report Sequence: E-Bills

Billing Type: Original

Supplement #: 0

Assessment to Print: Original

Format Id:

Select Service Type to Include

Tax

Range of Zip Code/Prop/Parcel

Zip Code: -

Prop: ...

Parcel:

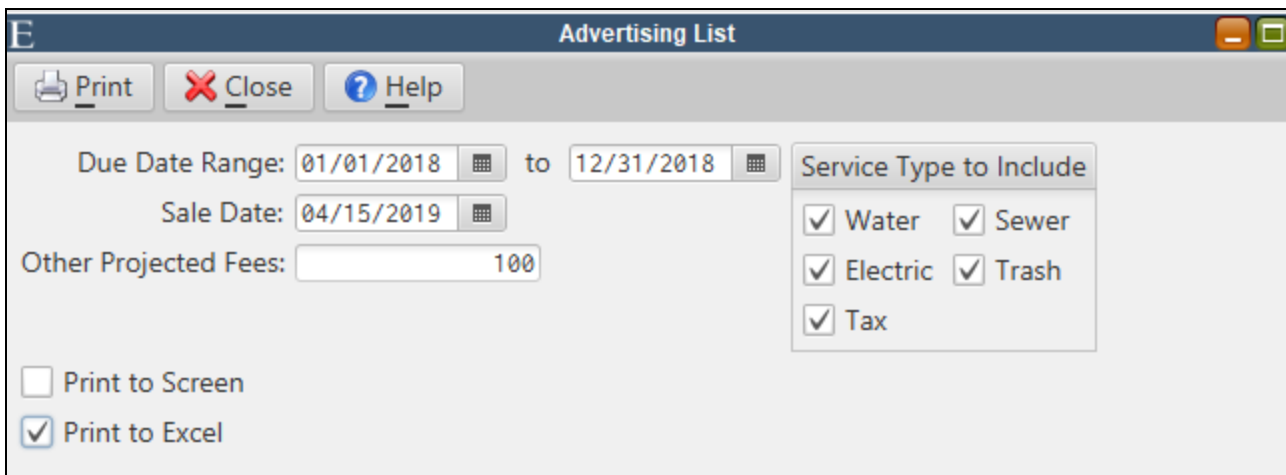
Property Liens

Lien functionality for MCSJ Property Tax and Utility users outside the State of NJ has been added to MCSJ. The new functionality contains the ability to produce a lien sale advertising list, automatically create Lien accounts for delinquent Property Tax and Utility accounts, report on liens and calculate interest on lien balances.

Most lien functions have been consolidated under the *Billing/Collections>Liens* menu.

Advertising List

The Advertising List is used to produce a list of Property Tax and/or Utility accounts with delinquent balances in a given due date range for purposes of advertising the delinquencies for a Lien Sale. The list may be generated to Excel.



The screenshot shows a software window titled "Advertising List". At the top, there are three buttons: "Print", "Close", and "Help". Below these, the "Due Date Range" is set from "01/01/2018" to "12/31/2018", and the "Sale Date" is "04/15/2019". A field for "Other Projected Fees" contains the value "100". To the right, a "Service Type to Include" section has five checked options: "Water", "Sewer", "Electric", "Trash", and "Tax". At the bottom left, there are two checkboxes: "Print to Screen" (unchecked) and "Print to Excel" (checked).

Other Projected Fees: If necessary, an amount can be added to the advertised delinquent amount for each property to cover any administrative or advertising costs associated with the Lien Sale.



The 'Exclude from Tax Sale' flag can be set on accounts to exclude them from the list.

Automated Lien Creation Routine

This routine will generate Lien Maintenance records for selected delinquent Property Tax and/or Utility accounts. The routine can be run to pick up unpaid accounts (Municipal Liens) or accounts paid by a 3rd party lien holder (3rd Party). A preview option is available to allow the user to review all information before the liens are actually created.

Enter the Following:

Lien Type:

Type of Account:

Range of Prop/Parcel: (Blank for all):
 ... to ...

Due Date: to

Adjustment/Lien Date:

Move Penalty to Lien as:

Balance Adjustment Code:

Description:

Tax Year:

Other Fees:

Default Holder Id:

Starting Lien No:

Payment Reference No:

Penalty Bill Codes

Water: ... Sewer: ...
Electric: ... Trash: ...
Tax: ...

Costs

Advertising: ...
Mailing: ...
Other: ...

Select Service Type to Include

Water Sewer
 Electric Trash
 Tax



The 'Exclude from Tax Sale' flag can be set on accounts to exclude them from this routine.

Lien Type: Choose *Municipal* to create liens for accounts with unpaid balances. Choose *3rd party* to create liens for accounts with delinquent balances that were paid by 3rd party lien holders.

Type of Account: Choose to create Tax or Utility accounts.

Range of Parcels/Accounts: A range of the specified type of accounts can be selected.

Due Date - Only charges due in this date range will be included in the Lien balance.

Adjustment/Lien Date: This date will be used to remove any balances from Tax or Utility accounts and will be the Lien Date.

Move Penalty to Lien as: Penalty balances on the Tax or Utility accounts can be shown on the Lien as either *Penalty* or *Interest*.

Balance Adjustment Code: Specify the code to use when the system removes the balances from the Tax or Utility accounts.

Tax Year: Specify the Tax Year to show on the Lien.

Other Fees: This amount will appear on any created Liens. It is for administrative or other costs associated with the lien process.

Default Lien Holder Id: This Lien Holder will be assigned to each lien. It may be edited after the liens are created.

Starting Lien No: Liens will automatically be numbered starting at the number specified here. Lien numbers may be changed.

Payment Reference No: If creating 3rd Party Liens, specify the payment reference number for the Lien Sale payments.

Penalty Bill Codes: If separate charge bill codes are used to add penalty or interest to accounts, the user has the option of identifying the penalty code for each service type. Any delinquent balances for these codes would be added to the lien as penalty.

Costs: If separate charge bill codes are used to add special fees to accounts, the user has the option of identifying those fees and adding them to the lien as "Costs".

Use the **Preview** button to review the liens that will be created. Click **Next** to create the Liens.

Lien Maintenance

The Lien Maintenance is used to store and view lien balances and transactions. Liens may also be manually added here if they are not created through the Lien Creation Routine. Users can adjust lien balances directly from the *Adjustments* tab. The Lien Worksheet, which calculates the amount owed to pay off the lien, is printed from the maintenance screen.

E Lien Maintenance

Lien No: 4423520130 ... Section: 4 ... Utility Account Id: - ...
 Block: 42 Prop Loc: CORNWALL LANE ...
 Lot: 35

General Certificate Adjustments Balance Notes

Lien Date: 02/28/2019 ... Owner: SCHWARTZ SADIE ...
 Type: Municipal ...
 3rd Party Date: / / ... Address: 194 OLD COUNTRY ROAD ...
 Status: Open ...
 Recording Date: / / ... MINEOLA NY 11501- ...
 Recording Book/Page: ...
 Tax Year: 2013 ... Holder: SANDSPNT ... User Code: ...
 Name: Inc. Village of Sands Point ...
 Address: 26 Tibbits Lane ...
 P.O. Box 188 ...
 Sands Point NY 11050- ...

Use the **Detail** button on the toolbar to view transaction and change history on a lien.

Click the **Worksheet** button to print a redemption calculation worksheet. The worksheet will break-down the outstanding lien charges, can project interest charges, include current Tax/Utility charges due and the user may add additional miscellaneous charges to include in the amount due.

Lien Redemption Worksheet

Redemption Date: 03/28/2019

Include Current Tax Charges:

Include Current Utility Charges:

Project Lien Interest:

Calculate Interest on Interest:

Lien %: 1 Num of Calculations: 2

Other Charges:

Description	Amount
Property Maint	250.00

Print to Screen:

OK Cancel

The **Change Lien No.** button allows a user to easily change the lien number.

The *General* tab stores the lien holder name and other basic information about the lien.



Lien Holders must be added to Lien Holder Maintenance before they can be assigned to a lien.

	Principal	Penalty	Interest		
PropertyTax:	223.47	33.53	177.33	Total Principal:	223.47
Tax 2:	.00	.00	.00	Total Penalty:	33.53
Tax 3:	.00	.00	.00	Total Interest:	177.33
Tax 4:	.00	.00	.00	Advertising/Mailing Cost:	.00
Water:	.00	.00	.00	Total Certificate:	434.33
Sewer:	.00	.00	.00	Other Fee:	.00
Electric:	.00	.00	.00		
Alarms:	.00	.00	.00		
Miscellaneous:	.00	.00	.00		

The *Certificate* tab stores the charge breakdown of the original lien amount.

Adjustment Date	Balance Type	Adjustment	Interest	Descript
03/28/2019	PropertyTax	.00	.00	

The *Adjustments* tab is used to enter adjustment transactions against a lien balance. It be used to add additional charges or adjust interest.

The *Balance* tab shows the remaining lien balance.

Calculate Lien Interest

Use this routine to apply monthly interest to lien balances.

Lien Status Report

The Lien Status reports on outstanding lien balances. The report can display detailed transaction activity for each lien or summarized totals for all liens.

Lien Status Report

Print Close Help

Report Sequence: Lien No Range of Lien Nos: to

Report Type: Totals Only

Start Date: Detail

End Date: Totals Only

Lien Type: Both

Select All Fields

Balance Types to Include

Water Sewer Electric Trash Miscellaneous

Tax Tax 2 Tax 3 Tax 4

Include Advertising/Mailing Costs

Include Other Fees

Include Zero Balance Liens

Print to Screen

Include Liens on Property Tax and Utility Delinquent Notices

Both Property Tax and Utility Delinquent Notices can now optionally include lien balances.

Property Tax Delinquent Notices/Labels

Print Close Help

Page 1 Page 2 Message

Enter the Following:

Report Sequence: Map/Parcel/Unit

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:

Notice Type: PDF Form

Print Prior Year Balance Message

Include Prior Years in Previous Balance

Include Liens 

Print to Screen

Print to PDF

X Offset: Y Offset: Alignment

Range of Map/Parcel/Units (Blank for All):

Map: to

Parcel: to

Unit: to

Select Service Type to Include

Water Sewer

Electric Trash

Tax

Balances Due As Of: 03/28/2019 Use Net Balance

Interest Date: / / Include Current Penalty

Print if Any Balance Due As of: 03/28/2019 Break Out Separate Charges

Notice Date to Print: 03/28/2019 Project Penalty %:

Shut Off Date: / /

Lien Payments

A 'Property Lien' Payment Code Type is required to pay lien balances in the Payment Window.

Payment Code Maintenance

Add Edit Close Delete Previous Next Help

Payment Code: LN Description: Lien Payments

General Revenue

Payment Type: Property Lien

NSF Reversal: Bank Id: 100GEN GENERAL CHECKING

Bill Code: Deposit Payment:

Payment Window

Batch Id: Payment Code: Description:

Lien No:

Map:

Parcel:

Unit:

Balance Type	Principal	Interest	Total Due
--------------	-----------	----------	-----------

Payment Amt: Payment Descript:

Check 1 Amt: No: Cash Amt:

Check 2 Amt: No: Credit Amt:

Check 3 Amt: No: Change Due:

NJ Tax Search Export Auto-Transfer

The NJ Tax Search export file can now be automatically transferred overnight to selected ftp sites. Tax search export information is configured in Collections Parameter Maintenance.


E Collections Parameter Maintenance

Save Cancel Help

System or Billing Module must be locked AND you must have the necessary sec displayed in red.

General Tax Search Export File Transfer Virtual Terminal

FTP1 Name: Auto-Transfer File:
URL:
User Id:
Password:

FTP2 Name: ActionTax Auto-Transfer File: 
URL: www.actiontaxtool.com
User Id: edmundsftp
Password:

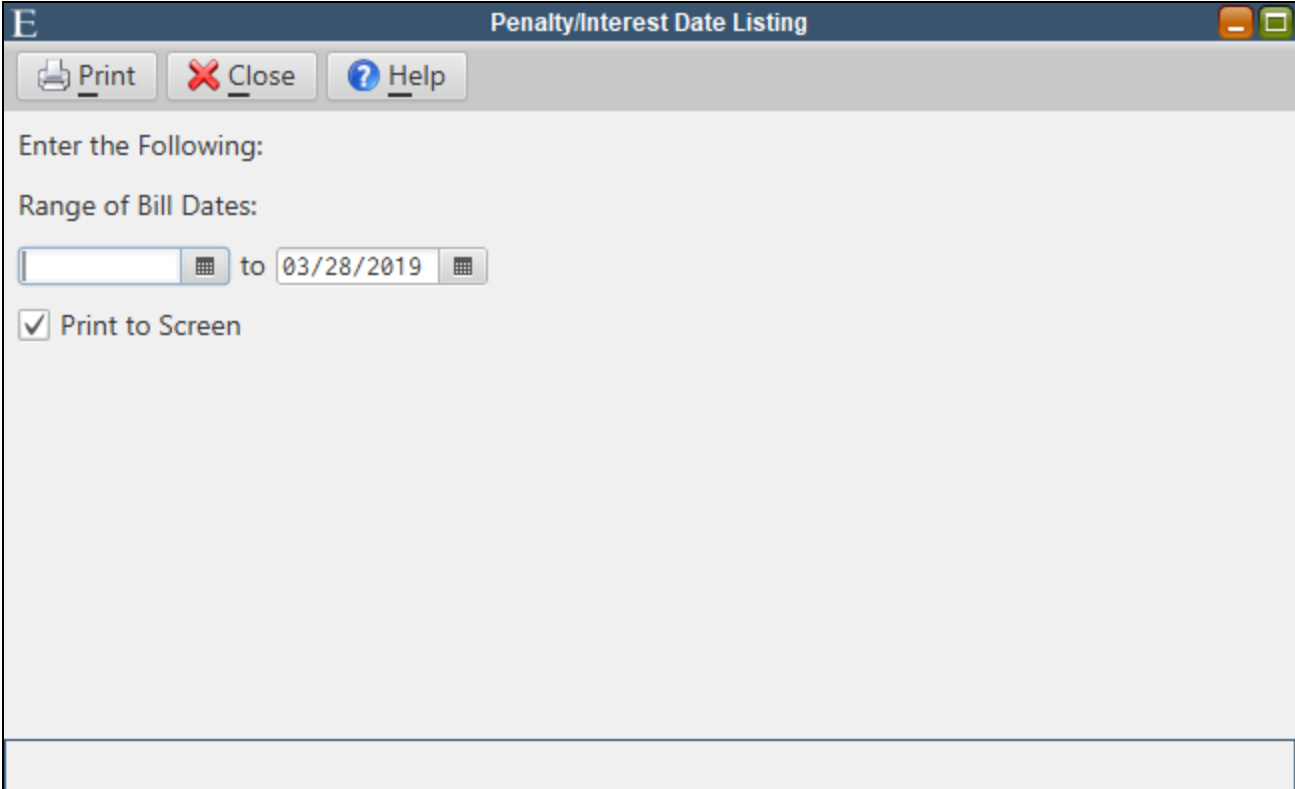
FTP3 Name: Priority Auto-Transfer File:
URL: ftp.prioritysearchservices.net
User Id: Edmunds
Password:

VA Personal Property

Penalty/Interest Date Listing

The Penalty/Interest Date Listing will display the due date and penalty and interest dates assigned to each unique billing in the specified bill date range.

Personal Property>Calculate Bills>Penalty/Interest Date Listing



The screenshot shows a window titled "Penalty/Interest Date Listing" with a toolbar containing "Print", "Close", and "Help" buttons. The main area contains the following text and controls:

Enter the Following:

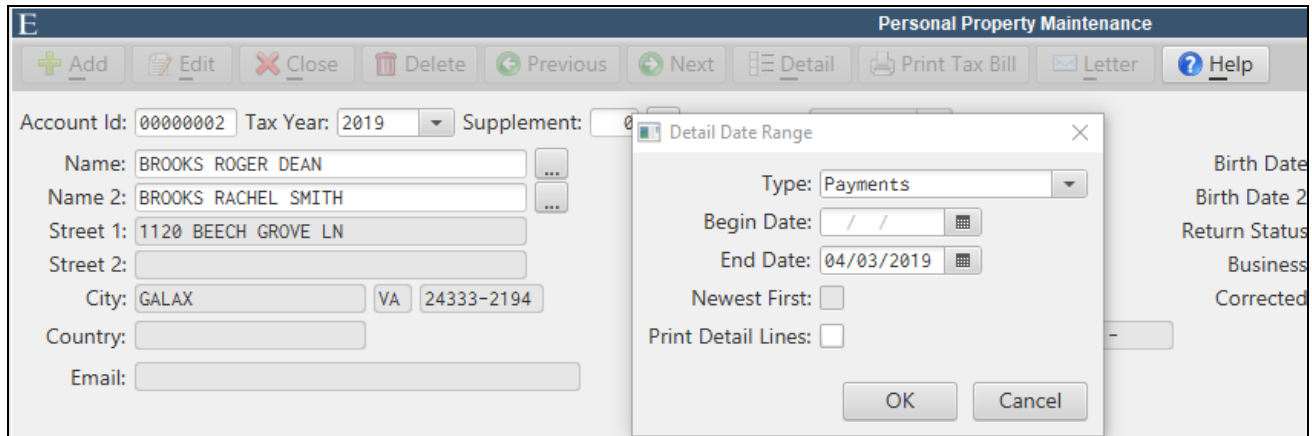
Range of Bill Dates:

to 03/28/2019

Print to Screen

Personal Property Maintenance - See Payment Detail

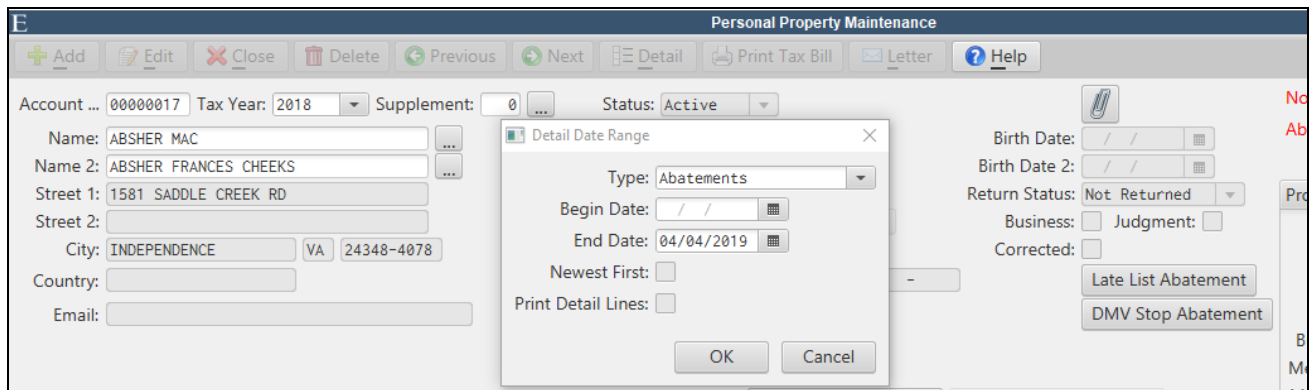
The **Detail** toolbar button in Personal Property Maintenance can now display payment transaction history.



Abatement Report

The Abatement Report can be run for a single account in the Personal Property Maintenance or as a general report under the Reports menu. The report provides detailed abatement activity as well as summary totals. The report generated from an individual account also acts a certification and contains a signature line.

The Abatement Report can be accessed for an individual account by clicking the **Detail** toolbar button in the Personal Property Maintenance. The report will detail any abatement activity on that account for the selected year and contains a signature line.



The general Abatement Report is accessed under the Reports menu.

The screenshot shows a software window titled "Personal Property Abatement Report". At the top, there are three buttons: "Print", "Close", and "Help". Below the buttons, the text "Enter the following:" is displayed. The form contains several input fields and checkboxes:

- Report Sequence:** A dropdown menu with "Name" selected.
- Range of Names (Blank for All):** Two text input fields, each followed by a "..." button, with the word "to" between them.
- Range of Abatement Dates:** Two date input fields, both containing "04/04/2019", each followed by a calendar icon, with the word "to" between them.
- Range of Tax Years:** Two empty text input fields, each followed by a "..." button, with the word "to" between them.
- Range of Codes:** Two empty text input fields, each followed by a "..." button, with the word "to" between them.
- Print District Totals:** An unchecked checkbox.
- Print All Properties on Account:** An unchecked checkbox.
- Print to Screen:** A checked checkbox.

Print All Properties on Account - The report only displays accounts with abatement activity, but checking this box will display all properties for these accounts.

Transaction Inquiry

A Transaction Inquiry report has been added under the Reports menu. Users can select specific transactions types and export the report to Excel.

Personal Property Transaction Inquiry

Print Close Help

Enter the Following:

Report Sequence: Account Id

Range of Years: to

Range of Dates: / / to 04/03/2019

Report Type: Detail

Bill Code Range: to

Pay Code Range: to

Adj Code Range: to

Billing Type: All

Print Revenue Receivables Reference Num

Revenue Receivables: Posted

Ref Number Range: to

Print to Screen

Print to Excel

Range of Account Ids (Blank for All): to

Select All Transaction Types

Select Transaction Type to Include

- Billing
- Interest
- Reversal
- Applied Overpayment
- Refund Overpayment
- Abatement
- Penalty
- Payment
- Adjustment
- Reversal Applied Overpay
- Cancel Overpayment

Search by Driver's License #

Picklist search capabilities have been added to the two driver's license fields on the *Additional* tab of Personal Property Maintenance.

Miscellaneous Billing Adjustments

Miscellaneous fees or billings can now be adjusted onto a Personal Property account without attaching the fee to a particular Personal Property line item. Users need to set up a 'Flat' Calculation Type bill code in Bill Code Maintenance and can enter the adjustments through the Billing Adjustment Batch.

Personal Property > Calculate Bills > Bill Code Maintenance

Personal Property Bill Code Maintenance

Bill Code: ...
 Description: ...

General | Rates

Calculation Type: ←

Property Type:

Eligible for PPTRA:

Eligible for Tax Relief:

Include in DMV Stop File:

Calculate Penalty:

Calculate Interest:

Print VIN on Book:

Vehicle License Bill Code: ...

Revenue Interface

Type:

Tax Account: ...

Type:

Penalty Account: ...

Type:

Interest Account: ...

Personal Property>Calculate Bills>Billing Adjustment Batch

Personal Property Billing Adjustment Batch

Batch Id:
 Name:

	Account Id	Tax Year	Supplement	Prop Seq	Bill Code	Principal
INS	00000014	2019	0	0	CHECK	5

Collection Percentage Report

The Collection Percentage Report is available for Personal Property collections as well as Real Estate and Business Licensing. For Personal Property, the system will calculate the percentage of collections by bill code for the original and supplemental billings in a given tax year.

Payments>Collection Percentage Report

Enter the Following:

Report Sequence: Personal Property

Bill Year Range: 2018 to 2018

Bill Period Range: [] to []

Abatement Bill Adj Code Range: [] [] to [] []

Service Id Range: [] [] to [] []

License Id Range: [] [] to [] []

Invoice Date Range: [/ /] [] to [/ /] []

Collections As Of Date: 04/04/2019

Print to Screen

Auto-Increment Account Id's

When adding a new account, the next account number will automatically default.

Add Record

Tax Year: 2019

Account Id: 00047010

Seq: []

OK Cancel

Update Values Routine (Cities and Counties)

This routine will update the assessed value to the value entered for all supplement zero properties in the tax year for the specified bill code and in or before the model year entered.

E Update Values

Next Close Help

This routine will update the assessed value to the value entered for all supplement zero properties in the tax year entered, that have the bill code entered, and a model year in or before the model year entered.

Tax Year:

Bill Code: ...


Model Year:

Value:

Ability to Select Tax Year When Adding a Supplement

Users now have the ability to select a Tax Year when creating a new Supplement Billing. This feature will also automatically add the account to the tax year if the account didn't previously exist in that tax year.

Create Supplement

Tax Year: 

Please select any properties that should be added to the new supplement record:

	Seq	VIN/Identification	Description	Bill Code	
<input type="checkbox"/>	1	1FTEF14Y7KNA93860	1989 FORD	01	
<input type="checkbox"/>	2	JACDJ58X2W7915119	1998 ISUZU	01	
<input type="checkbox"/>	3	4YMUL08193V027126	2003 CARRY ON	10	
<input type="checkbox"/>	4	2CNBJ1364T6921284	1996 GEO	01	
<input type="checkbox"/>	5	1C3AN69L04X016447	2004 CHRYSLER	01	
<input type="checkbox"/>	6	WAUGB28D4XA332567	1999 AUDI AVANT	01	
<input type="checkbox"/>	7	2HGEH2460PH522076	1993 HONDA	01	
<input type="checkbox"/>	8	2B3HD56M42H166133	2002 DODGE	01	

OK Cancel

DMV Stop Import Can Generate 2 Charges Per Account/Vehicle

The DMV Stop Import can now optionally assign 2 different billing charges to an account or vehicle. In order to assign two billings, enter a 2nd DMV Stop bill code in the new **Bill Code 2** field in Personal Property Maintenance.

Personal Property Parameter Maintenance

Save Cancel Help

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

General Forms

Current Assessment Year: 2019

Bill in Two Halves:

Has PPTRA:

Vehicles valued at \$1000 or less get full PPTRA relief:

Vehicle License Fees:

Update Receivables to Revenue:

VAC City Code:

Mail To

Mail To 1:

Mail To 2: P.O. Box 127

Mail To 3: INDEPENDENCE, VA 24348

Mail To 4: (276)773-2371

Phone: () -

Phone Extension:

Fax: () -

DMV Stop

Juris Code: GRAY

File Format: Extranet

Application: One Per Account

Bill Code:

Bill Code 2:

Improved Handling of Mailing Address (Cities and Counties)

When generating new year assessment records, an account's main address can be updated with the mailing address from the prior year record.

Check the box under the **Mail To Address** fields on the current year's record if you want the mailing address to become the main address on next year's record.

Personal Property Maintenance

Account Id: 00000002 Tax Year: 2019 Supplement: 0 Status: Active

Name: BROOKS ROGER DEAN SSN/FEIN: SSN 246068535
 Name 2: BROOKS RACHEL SMITH SSN/FEIN 2: SSN 243060724
 Street 1: 1120 BEECH GROVE LN District: 0
 Street 2: User Codes: Phone: Ext: Cell: Fax: WIPP Pin: 3090
 City: GALAX VA 24333-2194
 Country: Email:

Search by Vin #: Search by Title Num:

Vehicles Boat Mobile Home Other Business Personal Merchant's Capital Machinery & Tools Balances Notes Abateme

Bankruptcy: / /
 Garnishment: / /
 IRMS:
 Claim Num:
 Do Not Print Delinquent Notice:
 Exclude from DMV Stop File:
 Do Not Accept Online Payment:
 Vendor Id:

Dwelling Address

 _____ - _____

Mail To Address (if different)
 1 MAIN ST


 SOMEWHERE VA 55555-

Update Main Address with Mail To Address for Next Year

MCSJ Console

The MCSJ Services Console has been enhanced. Beneficial end user features include:

- Tools menu allows for quick access to Teamviewer
- Tools menu allows for viewing of active users and removal of individual or all users
- Ability to start and stop all database services at one time
- Ability to download code directly from the console

Service	State	Health	City	Version	Code Date	DB Type	DB Server	Install Path
MCSDB	 RUNNING	REACHABLE	CITY OF ANYWHERE	2019.1	2019-04-19 15:32:37	PSQL	localhost	C:\Edmunds\MCSJv2019.1

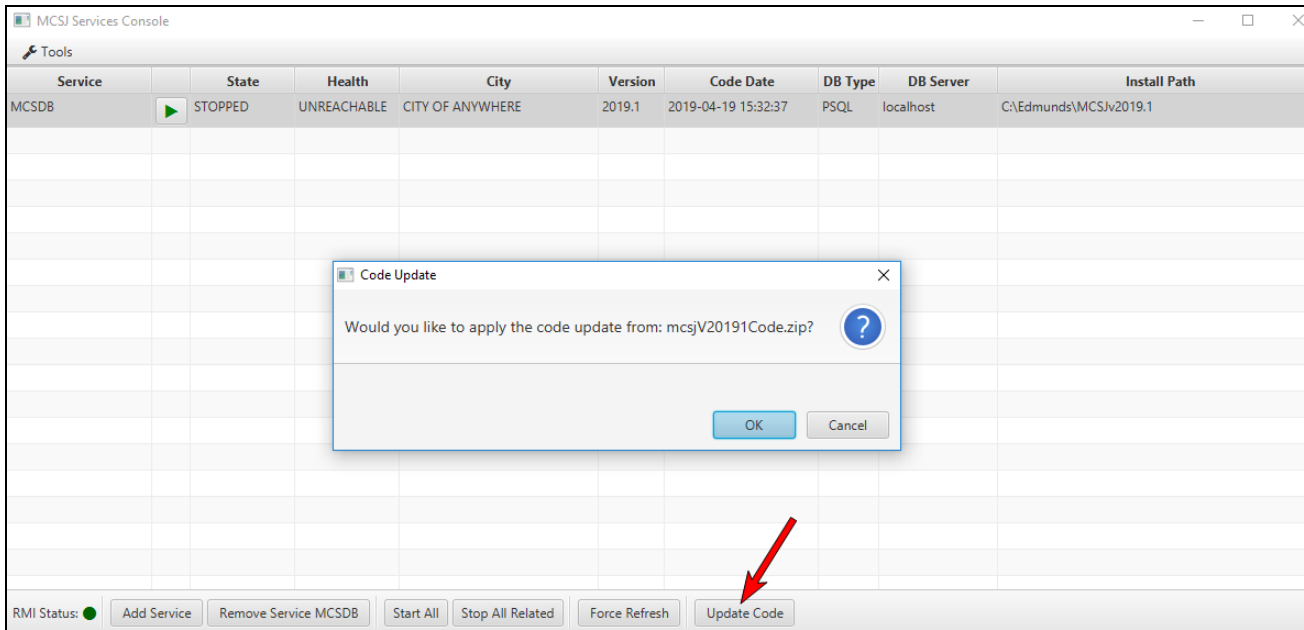
Download and Install Code

To download and install code, make sure ALL services are stopped. They may be stopped individually using the red button next to each service or by clicking the **Stop All** button.



Users must be logged out of a database before stopping the service for that database. The 'Show Users in System' option under the Tools menu can be used to view and remove users in each database.

After the services have been stopped, make sure one of the services is selected and then click the **Update Code** button. Select Ok and code will be downloaded and installed. The dialog should indicate that code is being installed and was installed successfully.



The MCSJ Console will restart itself and the **Code Date** column will reflect the date of the installed code. This may not be the current date, but should typically be a very recent date.



If the dialog indicates code was not installed, contact an E&A representative for assistance.

IMPORTANT: You must now restart the services for any databases that need to be accessed. Use the **Start All** button to start all services or click the green arrow button next to each service to start them individually.



Users will NOT be able to log into a database until that service is started. The MCSJ Console will no longer automatically restart all services.

The console may be closed by clicking the X in the top right corner and the services will continue to run.