# MCSJ Version 2022.2 Release Guide

**edmunds**
GovTech

Last updated on Wednesday August 18, 2022

# Table of Contents

# Finance

## *Include Class Id's on Trial Balance*

Account Class Id's may be exported for each account when printing the 'One Line Account Totals' report type to Excel.

# Payroll

## *NJ Pension Report: Include All Employees with Contributions*

A new 'All Employees with Contributions' status has been added to the NJ Pension report. This option will ensure any employees with contributions are shown on the report, regardless of their current employment status.

# Finance & Payroll

## *Positive Pay Custom File Builder*

MCSJ now allows for the creation of custom Positive Pay file layouts for both A/P and Payroll checks. A special maintenance is available to build any new layouts which are different than the existing bank formats available in MCSJ.

*Note: Existing clients already configured for Finance or Payroll Positive Pay will not need to change anything to continue using the Positive Pay Export routines.*

### Positive Pay Format Maintenance

The Positive Pay Format Maintenance is used to build custom positive pay files for Finance and Payroll.

*Finance > AP > Check Processing > Positive Pay Format Maintenance*



**File Type** – Choose from Fixed Width, CSV or Tab Delimited file types.

**File Name** – Specify the file name and extension you want the export routine to generate.

**Exclude ACH** – Checking this box will exclude any ACH checks from the positive pay file.

**Separate Void File** – Will generate a separate file with any void checks and append "Void" to the front of the file name.

**Issue / Void Indicators** – If required, up to 3 characters may be specified to indicate whether a check is an issue or void.

Use the *Detail* tab to define the file layout for the check records. If the file specifications call for *Header* or *Footer* records in the file, use the appropriate tab to define those records.
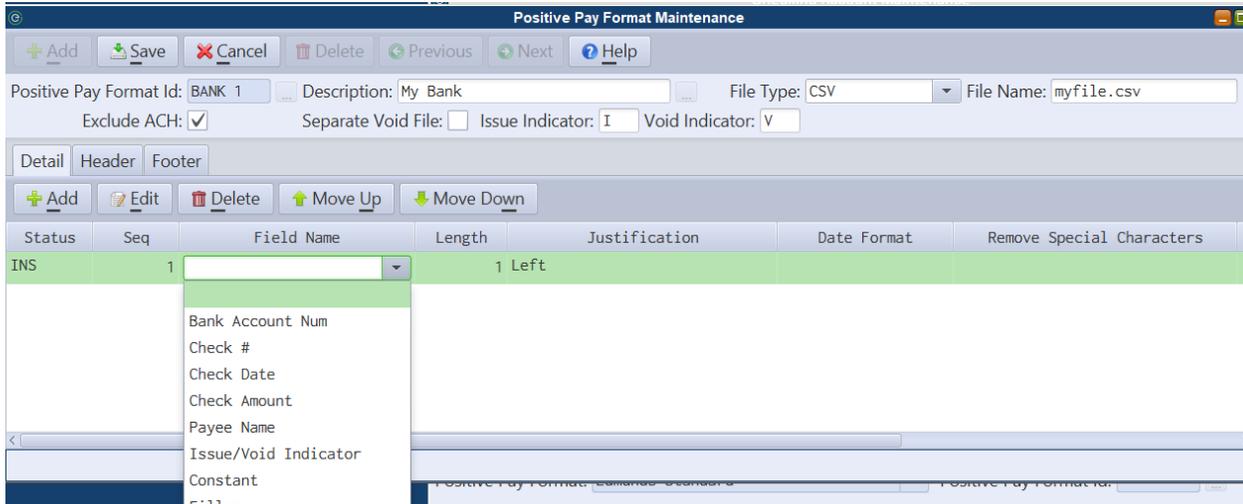
Use the tab toolbar to add the required fields for each record type. The **Move Up** and **Move Down** buttons can be used to control the order of the fields for the record.

**Field Name** – The available field selections will vary between Detail, Header, and Footer records.

**Length** – Specify the max length of the field.

**Justification** – Select how to justify the field.

**Date Format** – If a date field is selected, specify the format.

**Remove Special Characters** – If the field should not contain certain special characters which may be present in the MCSJ data, list the characters to remove.

**Constant** – Only enabled when the Constant field name is selected. Specify the value to include in the file.

**Include Decimal Point** – For check amounts, indicate if a decimal point is required.

## Assign a Positive Pay Format to A/P Checking Accounts

As part of the above changes, each A/P checking account can now have its own positive pay format. This means the Positive Pay Export File Format will now be assigned in Checking Account Maintenance instead of the Finance Parameter Maintenance.

*Note: The upgrade will automatically assign the existing A/P Positive Pay Format to all checking accounts.*

*Finance > AP > Check Processing > Checking Account Maintenance.*



**Positive Pay Format** – Select any of the pre-existing formats or select the new 'User Defined' format and specify the **Positive Pay Format Id**.

## Assign a Positive Pay Format for Payroll Checks

The Positive Pay format for payroll checks is still defined in Personnel Parameter Maintenance. The 'User Defined' format has been added as an option.

*System Utilities > Personnel Parameter Maintenance*

# Work Orders

## *Parcel Work Orders*

A new 'Parcel' type work order is now available in MCSJ.  This type of work order allows users to look up and select an existing property from Parcel Maintenance using Property Location, Parcel Id, or Owner Name. Because this type of work order is tied to a particular parcel, users can view them from the Parcel Maintenance.

# Payments & Billing/Collections

## Report on Waived Penalty Adjustment

The Transaction Inquiry reports in Utility, Property Tax and VA Personal Property can now report on waived penalty adjustments made via the Payment Window Postmark button.



*Note:  The 'Penalty' transaction type must be selected to enable the 'Include Postmark Adjustments' combo box.*

## *Notification Emails for Direct Withdrawal Customers*

This feature will allow users to optionally generate an email notification to Utility and Tax customers indicating a direct withdrawal transaction is scheduled to post to their account.  To avoid premature or erroneous emails, the emails will be generated via a separate routine so that users can thoroughly review the direct withdrawal payment batch results before sending the emails.  This feature applies to NJ Tax, Property Tax and Utility.

*Note:  A valid "From Email Address" must be specified on the E-bills tab of the Utility Billing or Property Tax Parameter Maintenance.  NJ Tax Collection users will specify a "From Email Address" on the Direct Withdrawal tab of Tax Collection Parameter Maintenance.*





Generate Direct Withdrawal Emails

This routine is used to send a direct withdrawal notification to any customers with an email address who currently have a payment in the direct withdrawal payment batch.

*Billing/Collections>Payments>Generate Direct Withdrawal Emails*
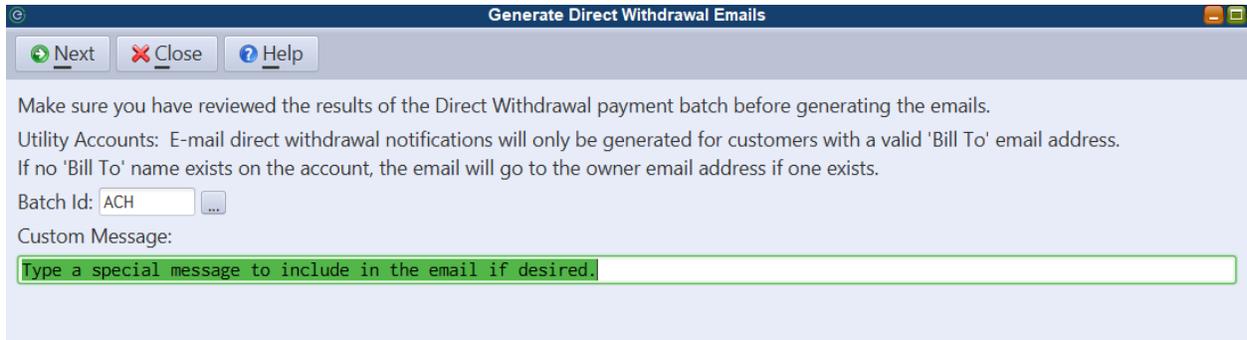
**Batch Id** – Specify the existing Direct Withdrawal Payment Batch Id.

**Custom Message** – The user may optionally add a message to the body of the email in addition to the standard debit amount and date notification.
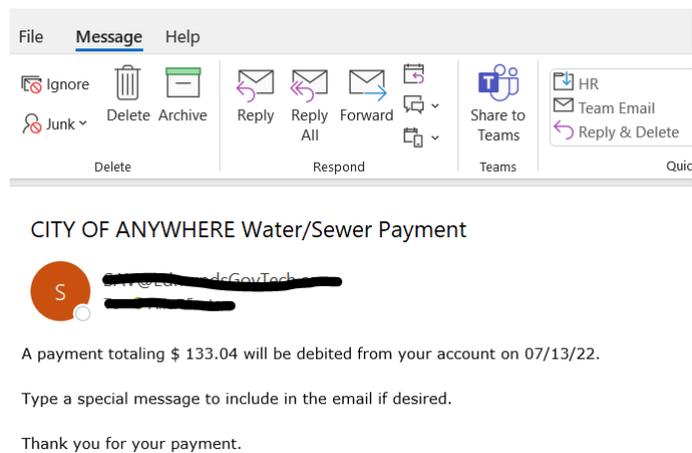
## Miscellaneous Payment Code Default Amounts

An optional 'Default Amount' field has been added to the Payment Code Maintenance for Miscellaneous Payment Codes. The amount entered in this field will default as the payment amount when posting a payment in the Payment Window.



## Lien Payment Reversals (NJ Tax and Property Tax)

The system will now automatically change the status back to 'Open' when reversing payments on redeemed liens.

# Accounts Receivable

## *Customer Statement Current Charges Summary*

A billing summary for the statement period will now print at the end of each customer statement.

```
┌─────────────────────────────────────────────────────────────────────────────────────────┐
│ ⟳                          Customer Statement: Print to Screen                      ▬ ▭    │
├─────────────────────────────────────────────────────────────────────────────────────────┤
│  ✖ Close      🔍 Search                                                                   │
│   01/07/21     2  Permit No: 21-00011          UCB03A    Rehabilitation/Alterations       │
│   01/07/21     3  Permit No: 21-00011          UCBZZMIN Building Minimum Fee              │
│  03/17/21  I2100196  Permit No: 21-00146           Due Date: 04/16/21                     │
│   03/17/21     1  Permit No: 21-00146          UCDCAALT DCA Alteration Fee                │
│   03/17/21     2  Permit No: 21-00146          UCB03A    Rehabilitation/Alterations       │
│   03/17/21     3  Permit No: 21-00146          UCBZZMIN Building Minimum Fee              │
│  12/31/21  I2100323                                Due Date: 12/31/21                     │
│   12/31/21     1                               FINE     Ordinance Fine                    │
│                                                                                            │
│  01/20/21  Payment          6585  CK                              69.00-          0.00    │
│  03/29/21  Payment          6789  CK                              69.00-          0.00    │
│                                                                                            │
│                                                                                            │
│  ────────────────────────────────────────────────────────────────────────────────────   │
│                                                                                            │
│  Total Invoiced by Service Id:                                                            │
│  FINE          Ordinance Fine                        100.00                                │
│  UCB03A        Rehabilitation/Alterations            128.00                                │
│  UCBZZMIN      Building Minimum Fee                     2.00                                │
│  UCDCAALT      DCA Alteration Fee                       8.00                                │
│                                                                                            │
└─────────────────────────────────────────────────────────────────────────────────────────┘
```

# WIPP

## *Miscellaneous Online Payment Report – Excel Export*

Miscellaneous WIPP users now have the option to export the Miscellaneous Online Payment Report to Excel.

*Payments>Miscellaneous Online Payment Report*

# CPCE

## *Inspection Status Change Notification*

The MCSJ system can now optionally provide notifications to selected users when the status (e.g., Complete, Pass, Fail, etc.) changes for certain inspection activities. Notifications will appear on a user's MCSJ notification bar and will display the inspection activity, new status, property location and the related permit, rental, violation, or parcel identifier.

The Activity Type Maintenance is used to select the Activity Types (inspections) for which to provide status change notifications and to specify which users should receive the notification (up to 2 users).  The user will also need to choose the status options that trigger the notifications in the Inspection Status Maintenance.

*Construction Permits/Code Enforcement > Activity Type Maintenance*
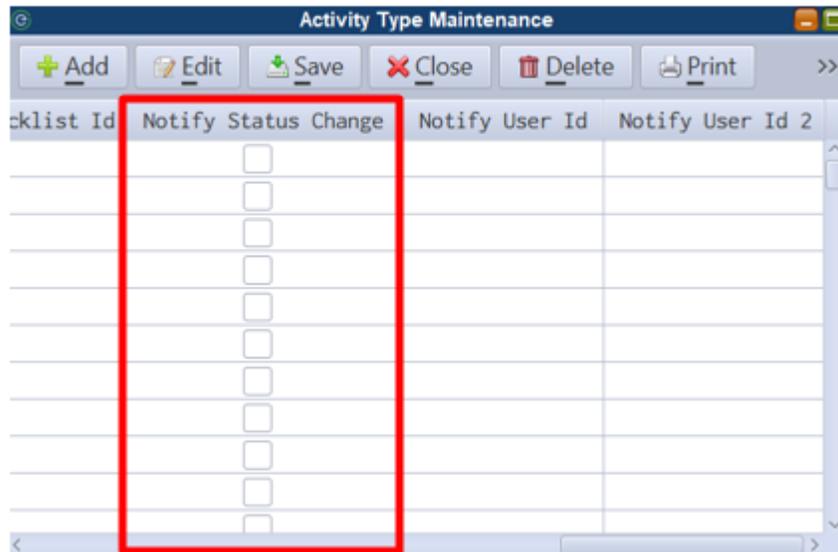


*Construction Permits/Code Enforcement > Inspection Status Maintenance*
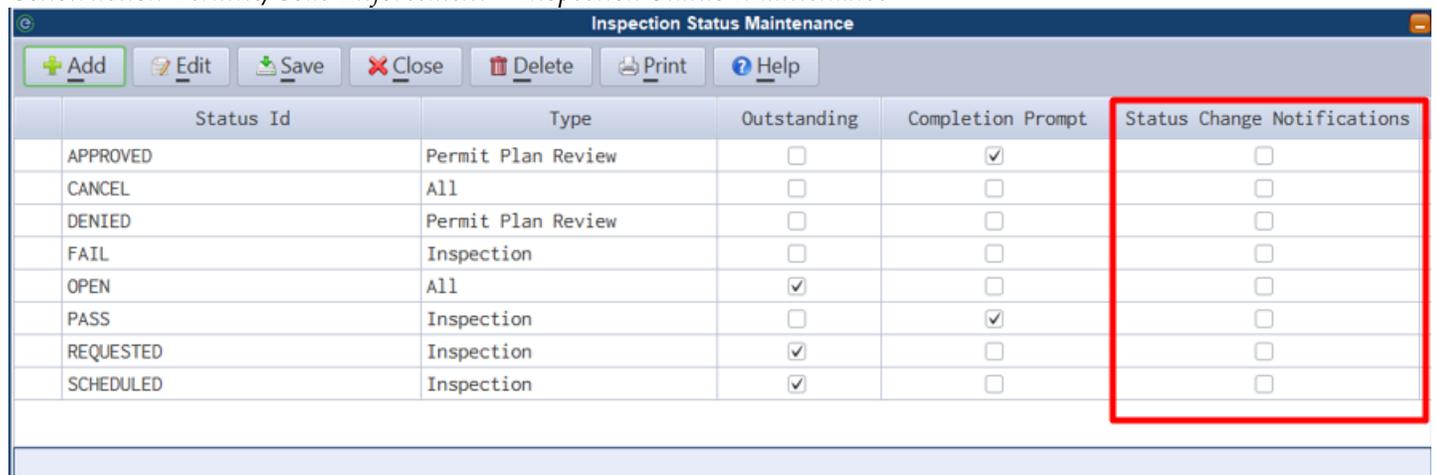
# Resident Self-Service

## Case Status Notifications for Residents

The system will now send an email to residents when the status of their case submission changes. Previously, the system required residents to check on the status of their case using their case number.  The email will reference the case #, new status, property id, and location.

The status of your CITY OF ANYWHERE Resident Self-Service request has been updated.

|  |  |
|---|---|
| Case Number: | 65465464 |
| Status: | Active |
| Name: | jen test2 |
| Email: |  |
| Address: | 6 |
| Phone: | (564)646-5465 |
| Email Notification: | Yes |
| Phone Notification: | No |
| Property Id: | 2046 |
| Property Loc: | AMES PLAZA |
| Other: |  |
| Lat/Lng: | 0.000000, 0.000000 |
| Category: | Yard work needed |
| Description: | skl;kjlkjl;j |

This is an automated message, please do not reply.
Edmunds GovTech

## RSS Category Security

Administrators can now restrict RSS users to only view or edit RSS requests within specified RSS Request Categories.

*System Utilities > User Maintenance*

Use the RSS Category ranges to specify the categories each RSS user should be able to access.

*Note:  User security levels for read/write access have not changed.  Leaving all ranges blank will continue to grant access to all RSS requests.  Once a range is assigned, users will only be able to view or edit, depending on security level, the requests within their assigned category ranges.*
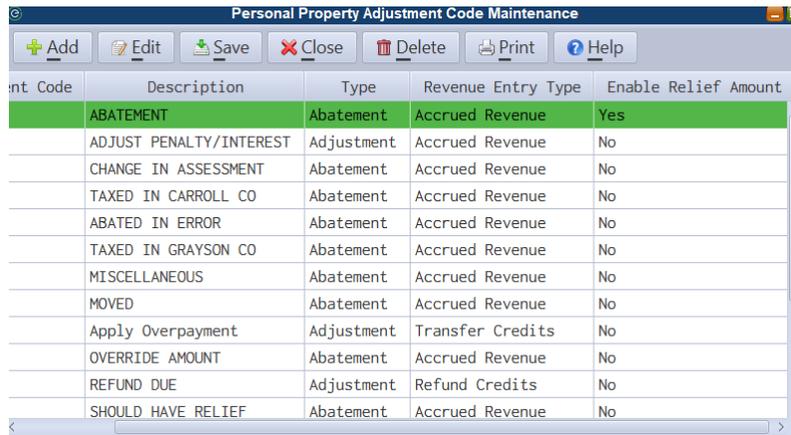
## RSS Request Approval – Allow for Multiple Users

The RSS Request Approval routine will now allow multiple users to access the routine simultaneously.

# VA Personal Property

## Reporting on PPTRA Write-off Amounts

When abating or writing off Personal Property balances, users now have an option to record and report on the amount of PPTRA relief associated with the adjustment amounts.

In order for the system to display the unused PPTRA relief for any abatements/adjustments, the adjustment code must have the new Enable Relief Amount flag set to 'Yes' in Personal Property Adjustment Code Maintenance.



When these particular codes are used in a Personal Property Adjustment Batch, a Relief Amount field will be enabled in the batch.  The system will populate the relief amounts when applicable, but the user may override if needed.
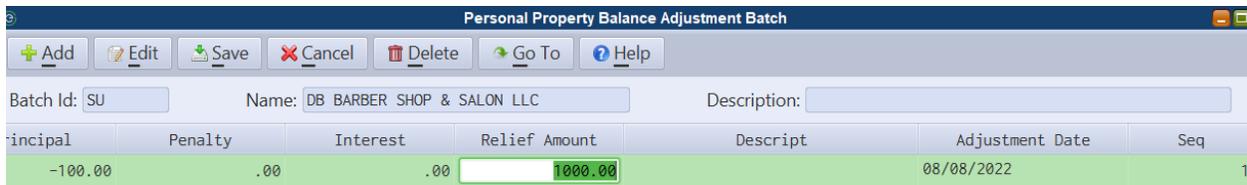


When running the Balance Adjustment report, users may report on any relief amounts associated with their adjustments by checking the 'Print Relief Amount' box.