

What's in MCSJ V2.7 – As of 01/30/12

Summary of Major Changes:

- Enhanced Financial Reporting
- Tax Sale Enhancements
- PDF Forms: Purchase Orders, Business Licenses, Utility Bills
- Requisition Enhancements
- Accrual/Carryover Changes
- Work Order Enhancements

System:

- Workspaces
- Improved Report Aesthetics

Finance:

- G/L Financials
 - Added Print to Excel option
 - Balance Sheet – Comparative Statement
- Statement of Revenue Expense
 - Added Print to Excel option
 - Added Comparative Statement for Budgeted and Actual
- * Budget Account Maintenance - added a second Class Id
- Fixed Assets
 - * Fixed Asset Maintenance
 - Added fields for floor, room, and bar code
 - Added ability to track aggregate fixed assets
 - Writes change transactions
 - Fixed Asset Security added to Maintenance & Listings
 - Fixed Asset Code Maintenance
 - Deprecation Routine security is now level 3
- Checking Account Maintenance – increased size of Frac Transit Num

A/P:

- PO's
 - * PDF Purchase Orders
 - * PO Maintenance
 - In addition to Bid/State/Other there is now 'Exempt'
 - An internal comments field that does not print on purchase order. Comments from requisition are carried over the purchase order.

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** Indicates items (also shown in *orange*) are coming soon

- When creating a Fixed Asset while receiving a PO line item, the Fixed Asset Maintenance can be already open as long as it is not in “edit” mode (previously the fixed asset could only be created if the Fixed Asset Maintenance was closed)
- Vendors
 - * Vendor Maintenance
 - Unlimited Commodity Codes
 - Additional addresses
 - Website & Legal Name fields
 - * Vendor Activity Report – added option to print Open/Held/Aprv Requisitions
 - * Combined Vendor Routine – now deletes the first vendor
- * Supply Contracts
- * Commodity Code Maintenance & Report
- * Void A/P Check Routine – added void reason
- * 1099 Magnetic Media combined filer option is available to all states (previously only available in NJ)

Requisition:

- * Create Purchase Orders From Requisitions - implemented department security checking, users are no longer required to have ALL department
- * Requisition Maintenance
 - In addition to Bid/State/Other there is now ‘Exempt’
 - Additional Statuses: Needs Revision and Resubmitted
 - Status Reason field that can be used to comment on why a requisition was denied or needs revision.
- * Requisition Auto Approval Enhancements
 - Ability to view attachments
 - Requisition detail prints additional information
- * Requisition Notification
 - Notifies users if any of the requisitions they entered are marked as ‘Needs Revision’ or ‘Held’ when the user logs into system.

Escrow:

- * Project Maintenance – added an attachment button
- * 1099 Magnetic Media supports combined filers

A/R:

- * The A/R Menu has been moved to the Billing/Collections Menu
- Invoices
 - * Invoice Maintenance – added attachment button
 - Invoice Printing
 - Print property location on Permit & Violation Invoices
 - * Print bar code on stub
 - * Void Invoice Payment Routine
 - Allows void date to be changed
 - The payment code picklist only shows invoice & customer type payment codes
 - * Finance Purge Routine can be run on years that have invoices
 - ** Routine to delete a range of invoices
 - ** Routine to reverse penalty
- Licensing

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- * PDF Business License
- * License Maintenance
 - Added attachment button
 - Open up invoice maintenance to allow user to pay invoice from create invoice button
- * Create Invoices From Licenses – displays how many invoices will be created by routine before it starts running
- * Revenue Tax Service Id Line Items can accept two decimal places
- Customers
 - Customer Code Maintenance – added description
 - * Customer Listing
 - Added an Excel option
 - Added options to make the detail format more flexible
 - * Combined Customer Routine – now deletes the first customer
 - Customer Statements – for Personal Property line items print the VIN #
- * Change Service Id Routine

Personnel:

- * NJ Hires Directory Export File/Report
- * Accrual/Carryover Changes
 - Employee Maintenance – Carryover & Accrual fields can be edited by all clients
 - Accrual/Carryover Maintenance – this new maintenance allows accrual & carryover rules to be setup and then assigned to employees
 - Routine to Assign Accrual Ids to groups of employees
- Vacation/Sick/Personal Time Report
 - Added Department Page Break option
 - * Added an as of date for YTD totals
- Employee Maintenance
 - New employee status: New Hire
 - Display benefit description
 - Ability to attach an Employee Picture

Payroll:

- Employee Custom Listing
 - Added the following calculated fields: Gross Pay, Base Pay, Net Pay, Regular Pay, Sick Pay, Vacation Pay, Admin Pay, Comp Pay, Holiday Pay, Overtime Pay, Special Pay, Other Pay
- * Employee Maintenance - added a new field, 1099-R Taxable Not Determined, to determine whether to check box 2b on the 1099R form
- ** Employer Healthcare on W2
- * Deduction History Report - option to send to Excel
- * Employee HR Detail Listing – made certain selections (Benefits, Other Compensation, & LOA History) available to Payroll Only clients
- * New Routine: Reverse Carryover
- * Void Payroll Check Routine – added void reason
- * W2 Verification Listing – improved layout by making landscape
- State Specific:
 - Employee Maintenance - For PA clients: Added PA PSD code (will print on City Wage Report)

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- * Deduction Earning Code Maintenance – added “Calc on Pay in Excess Of” field in order to handle the DE Municipal Pension calculation
- * Support W2 Magnetic Media for the following state(s): VA, NC, MD
- * Virginia State Income Tax Calculation & Unemployment Report
- Maryland Pension File/Report

H/R:

- * Electronic EEO
- * COBRA Report - added Excel option
- * Split H/R Security level 3 into two levels 3 & 4, increased all levels above by 1 (upgrade will automatically adjust existing users). New level 3 allows for viewing Employee Maintenance, Reports & Schedules within department access range. New level 4 allows for Attendance Batch Update, Attendance Transaction Adjustment Routine, & editing of Employee Schedules.
- * Attendance Calendar – attendance summary is now based on the year entered by the user
- * New Routine: Delete Attendance by Reference Number – can be used to delete transactions associated with an Attendance Batch or the Carryover/Accrual Routine

Payments:

- * Miscellaneous Payment Security allows users to be restricted to payment codes within their ranges.
- * Payment Code Picklists - filter based on user's module securities and misc payment code ranges

Tax (NJ):

- * Tax Sale Enhancements – for specifics see the end of this document
- * 1099 Magnetic Media supports combined filers
- Writes change transactions for the following maintenances: Bank Code, Dues Dates, Lien Holder, & Special Assessment Types

Property Tax (not-NJ):

- ** PDF Property Tax Bill
- * For North Carolina clients: Revised Property Tax Bill Postcard format
- * Property Tax Maintenance
 - Added Historic District field
 - Added fields to store up to four exempt codes/values
- * NY Property Tax Bills
 - Added options for printing delinquent notices & receipts (receipts can also be printed from maintenance)
 - Can be printed in Bank Code/Map/Block/Lot.
 - Bills print MCSJ bank code
- * Writes change transactions for the following maintenances: Exempt Code & Bill Format

Utility Billing:

- ** Electric Net Metering
- The “Other” Service Type has metered option
- * PDF Utility Bill
- * Utility Parameter to allow the user to defined the label for the “Meter Num” field
- Utility Account Maintenance
 - Added fields for: Do Not Disconnect, Driver’s License, & Social Security Number

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- Look up by meter serial number
- Suppress totals page when printing meter readings detail
- * Latitude & Longitude fields with View Map Button (one set for Water/Sewer meter & one set for Elc meter)
- * Budget Plans
- * Allow 3 decimal places for demand readings
- * Writes change transactions for the following maintenances: Bill Format, Adjustment Code, & Deduction Code
- * Delinquent Notices - added options to exclude inactive accounts & Use Net Balance option
- Bill Format Maintenance – added option to combine flat & excess

Work Orders:

- * Work Order Maintenance
 - Recurring Work Orders
 - Auto-Numbering has a prefix option
 - Modified to handle multiple meters & an unlimited number of work order codes
 - Added the ability to duplicate a work order
 - Work Orders can be done against a fixed asset
 - Added word wrap functionality to notes
- * Writes change transactions for the following maintenances: Work Order & Work Order Code

Animal Licensing:

- * Animal Maintenance - added Rabies Exempt field & an Attachment Button
- * Local POP Fee Capability
- * Moved/Deceased Animals are not included in Payment Window picklist
- * Handle separate set of tags for 3 year dog licenses

Construction Permits & Code Enforcement:

- Structure Type Maintenance & Listing
- * Permit Maintenance – picklist of conditions (uses comment maintenance)
- * Violation Maintenance
 - Increased size of description field and added a conditions field
 - Allow for violations to be entered against non-parcels
 - Ordinance description picklist
- * Customer Maintenance – increased state license # size to 12 and added a second set of insurance fields
- * Service Id Maintenance – added a rounding option for rate per unit types
- * A/R Parameter Maintenance – add contact information for printing on permit & violation invoices
- State Specific:
 - * NJ Monthly Activity Report
 - * For Virginia & Delaware Clients: Census Report
- * **Change Permit No Routine**

Inventory Control:

- * Average Value Calculation
- * Inventory Batch – look up by inventory master description by using F4 in inventory id column
- * Inventory Maintenance – detail button has option to include/exclude order transactions
- Change Transaction Inquiry – added ability to select individual field

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*** Tax Sale Enhancement Details:**

- Tax Sale Menu - the menu order was changed
 - Payment Code Maintenance (for NJ Only) - added a check box for Tax Sale Cost
 - Tax Sale Parameter Maintenance
 - The Other Cost was replaced with 2 fields for 1st and 2nd In Lieu Of Cost
 - Added a check box for including Current Tax Interest on Tax Sale Notices and Stay Out of Sale Window when Taxes are not in the sale
 - Added a check box for including Current Utility Interest on Tax Sale Notices and Stay Out of Sale Window when Utility Charges are not in the sale
 - Added a check box to indicate that the Tax Sale has been Advertised
 - The Tax Sale and Stay Out of Sale Cost Pay Codes require a Pay Code with “Tax Sale Cost” checked
 - Create/Update Tax Sale File
 - There are selections for:
 - Adding the 1st and 2nd In Lieu of cost (separate from calculating the Advertise Percentage Cost)
 - Updating the account balances without recalculating cost (so the previous calculated cost will remain the same)
 - When the Tax Sale Advertised field has been checked in Tax Sale Parameter Maintenance the Advertise Percentage Cost cannot be recalculated
 - A BLQ can be entered for any Miscellaneous Payment
 - Miscellaneous Payment Window has look-up by BLQ, Owner Name and Property Location
 - A Miscellaneous Payment to Tax Sale Cost requires a BLQ
 - When entering a Reversal for a Miscellaneous Payment: a BLQ can be entered to locate the correct payment for reversal
 - Cash Receipts Report
 - Added a check box to ‘Print Misc Payments with BLQ’ – Misc Payments with a BLQ will sorted with the Tax Payments
 - Added a check box to ‘Print only Misc Payments with BLQ’ - will only print the Misc Payments that were assigned to a BLQ
 - Tax Account Maintenance and Tax Payment Window “Detail Button” selection for Tax Transactions: will print any Miscellaneous Payments posted to this BLQ with a Payment Date in the calendar year of the Tax Year selected. The Miscellaneous Payments will print at the bottom of the report.
 - Tax Sale Notices uses the Tax Sale Parameter fields for including “Current” Tax and Utility Interest
 - Tax Sale Listing prints accounts with only a cost balance (if cost is checked)
 - Tax Sale Listing will include Tax Sale Parameter ‘In Lieu Of Cost’ amounts even when they have not yet been applied to the Tax Sale Accounts (if cost is checked)
 - Stay Out of Sale Payment Window
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- Allows editing the interest
- Cost amount cannot be edited – edit in Tax Sale Maintenance only
- Uses the Tax Sale Parameter fields for including “Current” Tax and Utility Interest
- Includes the “Current Interest” field from Special Charges Maintenance for Special Charges Accounts that are in the Tax Sale File
- Will display an Error when save if there is already a payment in this or any other batch to any account for this BLQ that is in the tax sale: Tax, Utility, Sp.Charges or Sp. Assessment
- Does not allow paying more than the Stay Out of Sale amount: use the Tax, Utility, Miscellaneous, etc. to pay more than the Stay Out of Sale amount.
- Will allow Outside Buyer Subsequent Payments - The “Cost” pay code for Outside Buyer Subsequent payments cannot be a Miscellaneous Type. (Must be Tax or Utility to get adjusted on to the Lien)
- Total Municipal Charges Tab on Tax Account Maintenance
 - Includes a “CURRENT CHARGES TOTAL” line with all Current Charges that are due including any Tax Sale Cost. This Total excludes Liens and Special Charges that are not in the Tax Sale.
- A Total Municipal Charges button was added to the Tax Payment & Stay out of Sale Payment Windows. It displays the same information as the Tax Account Maintenance “Total Municipal Charges” tab
- Tax Sale Maintenance - displays the Total Original Charges Amount that was used to calculate the Advertise % Cost. It also displays a message if the Cost field was edited.
- Automated Adjustment Routine to Adjust off Municipal Tax Sale Balance for Special Charges Accounts
 - Will create batch entries to zero out unpaid interest on special charges accounts
 - The entries will not be visible in the adjustment batch entry screen
 - The entries will print on the adjustment batch verification list
 - When the batch is updated a change transaction will be written

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