

WOODBRIIDGE SESSION SCHEDULE

	MCSJ Finance & Payroll	MCSJ Revenue Tax & Utility	MSI Finance	General
8:00 - 9:00 AM	Registration & Breakfast			
9:00 - 9:30 AM	Opening Session & Introductions			
9:35 - 10:45 AM	Bank Reconciliations	Tax Sale	MSI Web Version New Functionality	MCSJ Permitting & Code Enforcement Best Practices
10:50 - 12:00 PM	AP Tools - ACH, Requisitions, etc.	Tax & Utility Custom Reporting	MCSJ Revenue to MSI Finance Integration	Parks & Recreation
12:00 - 1:00 PM	Lunch			
1:00 - 2:10 PM	Payroll FAQs	Payment Reversals	MSI Fun with Reports	AI in Government
2:15 - 3:25 PM	Grant Accounting	PILOTS	MSI Roundtable	
3:30 - 4:40 PM	Cash Flow Forecasting & Financial Reporting	Online Payments - DataPointe & Rate Payer Adoption		

SESSION DESCRIPTIONS

General | MCSJ | MSI

General Sessions

AI in Government

This session will cover how Large Language Models (LLMs) like ChatGPT and Claude are trained, what they are good at, what they are not good at, and best practices for everyday use.

MCSJ Permitting & Code Enforcement Best Practices

This session will cover features and best practices for the Permitting and Code Enforcement modules. You will learn about our Online Permit Applications and the configurable application process for your residents to apply online, demonstrating the process they would go through. We will review the inspector's mobile app and its features, including how to set up and use custom checklists. Additionally, you will see how to create custom reports and templates, illustrating how to build reports for both permits and violations.

Parks & Recreation

This session will cover unique features within our Parks and Recreation portal. We will review topics including setting up custom fields, handling member check-ins, and our point-of-sale tools.

MCSJ Finance & Payroll Sessions

Bank Reconciliations

This session will cover a brief overview of setting up bank IDs and bank recon IDs. You will learn about other reconciliation tools, such as the check reconciliation routine and its associated import, and how to use the payroll check reconciliation routine. We will share tips and tricks for performing bank reconciliation and common troubleshooting techniques to help identify the cause of an unreconciled difference.

Accounts Payable Tools - ACH, Requisitions, and More

This session will cover accounts payable topics, such as vendor ACH, along with useful tips and tricks within finance parameters to leverage potentially unfamiliar parameters that can assist with daily operations. We will also review FAQs for specific New Jersey-based needs.

Cash Flow Forecasting & Financial Reporting

This session will cover the cash flow forecasting feature. You will learn how to create cash flow scenarios, calculate monthly cash flow projections, and analyze cash flow data to support informed decisions. Additionally, we will discuss financial reporting.

New Jersey Grant Accounting

This session will cover best practices for setting up and managing grants in MCSJ. We will review basic grant accounting entries, creating and charging grant accounts, setting up appropriated reserves and receivables, processing Chapter 159s and title changes, and generating grant account status reports.

Payroll FAQs

This session will cover the One Big Beautiful Bill Act and its relation to changes in both MCSJ Payroll and MCSJ Human Resources. We will also review the overtime calculation routine, which was introduced in version 2025.1 of the MCSJ Human Resources module.

MCSJ Revenue - Tax & Utility Sessions

Tax Sale

This session will cover the process of creating a tax sale, transitioning into lien creation, and the critical steps involved in processing. We will also highlight common mistakes collectors make and offer practical guidance on how to avoid them.

Payment-in-Lieu-of-Taxes (PILOT)

This session will cover PILOT account setup through the billing process, emphasizing key considerations along the way. Real-life scenarios will be shared to illustrate common challenges and effective solutions.

Payment Reversals

This session will cover an in-depth review of payment processing through the payment window. You will learn about other payment processing methods and recommended best practices for managing payment reversals. Additionally, we will discuss payment reporting.

Tax & Utility Custom Reporting

This session will cover what can be reported with MCSJ Tax and MCSJ Utility custom reports, along with useful tools, features, and best practices to maximize the value of individual report configurations.

Online Payments - DataPointe & Rate Payer Adoption

This session will cover high-level reporting capabilities provided through the DataPointe Portal. We will review reports designed to assist with bank reconciliation and payment collection processes. Additionally, you will learn about overall online payment adoption rates and strategies to increase your online payment submission volume.

MSI Finance Sessions

Web Version New Functionality

This session will cover complex workflows and how MSI Finance can manage the direction of requisitions based on their content. We will explore other functionalities currently available through the web interface, including fixed asset management and journal entries.

Fun with Reports

This session will cover a demonstration of new reporting options added to MSI Finance. We will explore the power of pattern matching and custom Excel reports.

MCSJ Revenue to MSI Finance Integration

This session will cover account mappings in MSI Finance, along with the relationship to bank ID and payment codes in MCSJ.

MSI Roundtable

This session will cover upcoming features and allow you to talk with other MSI Finance users to propose new functionality ideas and discuss desired changes to the software to be considered for future releases.