



## SOFTWARE PRODUCTS LIST

### **General Accounting Applications**

*MSI-Accounts Payable*

*MSI-General Ledger*

*MSI-Payroll*

*MSI-Budget Planning*

*MSI-Cash Register:*

*Offering an Optional Credit Card Processing Module*

*MSI-Purchase Orders*

*MSI-Accounts Receivable*

### **Licensing Applications**

*MSI-Vehicle Licensing*

*MSI-Business Licensing*

*MSI-Animal Licensing*

### **Additional Applications**

*(As featured in this pdf document)*

*MSI-Building Permits & Inspections.....pg 2,3*

*MSI-Fixed Assets.....pg 4-6*

*MSI-Human Resources.....pg 7,8*

*MSI-Job Costing.....pg 9*

*MSI-Parking Tickets.....pg 10, 11*

*MSI-Service Requests.....pg 12, 13*

*MSI-Utility Billing.....pg 14, 15*

*Offering an Optional Electronic Bill Presentment & Payment Module.....pg 16*

# **MSI-Building Permits & Inspections**

## *System Features*

### ***Features of the MSI-Building Permits & Inspections Module Include:***

- *Permits linked to a parcel file of addresses*
- *User defined contractor group codes, fee codes, & inspection codes*
- *Automatic notification of expired contractor's insurance & bond certificates*
- *User maintainable permit fee tables, permit type codes, contractor tables, & inspection codes*
- *Inspection scheduling by inspection date and time & inspector*
- *Facilitates scheduling of inspections with the ability to print work tickets for upcoming inspections*
- *Full permit & inspections inquiry & reporting*
- *Printing of contractor's license & building permit*
- *Cash receipts entry with distribution to MSI-General Ledger & MSI-Cash Register systems*
- *Electronic refunds of bonds, deposits, & escrows*
- *Ability to generate certificates of occupancy*
- *Up to 30 contractors and 30 fee codes per permit*
- *Contractor entry available during permit entry*
- *Tracking of bonds, escrows, & deposits by permit*

# MSI BUILDING PERMITS & INSPECTIONS

## Permit Entry Screen

**Permit Information**

Permit #	95004089	Expires	07/05/1995	Occupancy	
Applied	01/03/1995	Permit Type	CMR COMMERCIAL REMODEL	Sq. Feet	0
Issued	01/03/1995	Type of Use	COM COMMERCIAL CLASSIFICATION	Value	150,000
Status	I ISSUED	Improvement	CR COMMERCIAL REMODEL	Build #	
Contractor Code				Unit	

**Parcel Information**

Parcel	0322301009.1554	Display Parcel	03-22-301-009-.1554
Block		Subdivision	SHM SPRING HILL MALL
Address	1554 SPRING HILL MALL	Address 2	

**Owner Information**

Name	GAPKIDS	Tenant	
Address	1554 SPRING HILL MALL	Address 2	
City	WEST DUNDEE	State	IL
Zip	60118	Phone	000 000 0000

**Fee Code(s)**

Fee Code	MULTIPLE FEES
----------	---------------

**Other Financial Data**

Deposit/Bond	0.00	Escrow	0.00
Bond	0.00	Deposit	0.00

**Payment Data**

Permit Fee	3349.35
Amount Paid	3349.35
Balance Due	0.00

OK Cancel Delete Exit

The MSI Building Permits & Inspections Module assists local building departments in collecting permit fees & scheduling periodic inspections of projects in progress.

# **MSI-Fixed Assets**

## *System Features*

### ***Features of the MSI-Fixed Assets Module Include:***

- *GASB- Item 34 compliant*
- *Flexible asset ID number length*
- *Asset classification by fund and department*
- *Assets grouped by type and class*
- *Up to three funding sources per asset*
- *Manufacturer information, including serial number*
- *Insurance policy information*
- *Asset inquiry including depreciation & book value*
- *Complete asset disposal & recovery documentation*
- *Multiple asset retirement by fiscal year*
- *Unlimited retired asset history*
- *Printing of bar code asset ID tags*
- *Prints Asset Listing by location*
- *Interfaces with MSI- Accounts Payable for easy recording of assets*
- *Interfaces with inventory management system for scanning of bar codes*
- *Elect to depreciate or not depreciate by asset*

## MSI FIXED ASSETS

### Fixed Asset Entry Screen

**FA Asset Entry** File Help

Enter the ID number of the new asset to create a new asset record, you can click the binoculars to lookup an existing record.

**Asset Identification**

Asset ID: 425520070005 ACTIVE Location: Par Park/Rec Department

Description: Vehicle-1990 Pickup Type: 811 Vehicles

1401 Hammond Ave Class: 1 Straight Line-5 yr

Custodian: PRC Vendor:

Date Acquired: 07/01/1990 Service Date: 07/1990 Fund: 42 Capital Improvements

Asset Group: V Parent: N Dept: 55200 Parks/Recreation

**Manufacturer**

Name: Chev Model: 4x4 Serial #: 1GCFK24K1LE177661

**Insurance**

TM Transit Mutual Insurance

Policy #: Value: 0.00

**Depreciation Information**

Depreciation Type: SL Straight Line

Cost Basis: 18,400.00

Salvage Value: 1,000.00

Replacement Cost: 30,000.00

Warranty Date: Useful Life (months): 60

**Funding Sources**

1.	GPR  General Purpose Revenue	100.00	%
2.		0.00	%
3.		0.00	%

**G/L Accounts**

Asset Purchase: 4218524700701

Depreciation Expense: 4255200500547

Accumulated Depreciation: 4218524700791

OK Cancel Delete Exit

The MSI Fixed Assets Module provides a single source of current data on any asset in the municipality, providing administrators with valuable information for improved asset management.

# MSI-Fixed Assets / Inventory Tracking

## System Features

### Features of the MSI-Fixed Assets / Inventory Tracking Module Include:

The MSI-Fixed Assets application now offers a convenient inventory tracking interface. This interface utilizes a handheld PDA (Palm platform) containing a built in bar code scanner.

Essentially, capital assets are tagged with bar-coded labels created through the MSI Fixed Assets application using a STAR Thermal receipt / label printer. The fixed asset information can then be collected when the labels are scanned via the PDA's built in bar code laser scanner. The PDA is then synchronized with the MSI Fixed Assets application, and an exception report is created. The exception report details any discrepancies between the items listed in the MSI Fixed Asset database versus those items that have been scanned via the PDA.



**PDA FIXED ASSETS  
Entry Screen**

**The MSI Fixed  
Assets / Inventory  
Tracking Module**  
provides an intuitive  
interface to the MSI  
Fixed Assets database  
for users in the field.

# **MSI-Human Resources**

## *System Features*

### ***Features of the MSI-Human Resources Module Include:***

- *Unlimited employee comments by date*
- *Detail job/wage history to track job and pay changes*
- *Date reminder maintenance for expirations, etc.*
- *Insurance Manager*
- *Education Manager*
- *Training Manager*
- *Tuition reimbursement tracking*
- *Unlimited emergency contacts with comments*
- *Paid time off entry by day*
- *Universal % pay increase*
- *Date reminder inquiry*
- *Insurance Inquiry*
- *Paid time off inquiry*
- *Job/wage history report*

# MSI HUMAN RESOURCES

## Job/Wage History

**HR Job/Wage Maintenance**

File Help

Selection  
 Employee : 230 FRED LEMON

Current Position / Wage  
 Job Class : OFFICE ASSISTANT Level : 10  
 Hourly Rate : 17.0000 Gross Pay : 1360.00 Annual Salary : 35360.00

New Position / Wage  
 Effective Reason for Change Department Job Status  
 Hours Type Freq Job Class Level Base Hrs Hourly Rate Gross Pay Annual Salary % Change

Display

Effective Date	Reason	Dept Code	Job Status Code	Job Class Code	Job Level	Hours Type Code	Rate	Base Hours	Gross Pay	Payroll Updated
2002-02-01	PAY RAISE	60	FT	01	10	REG	17.0000	80.0	1360.00	H
2001-02-12	BEGINNING RECORD	60	FT	01	10	REG	16.7101	80.0	1336.80	P

OK Cancel Delete Exit

The MSI Human Resources Module has been designed to track key human resource information for municipal & park district employees.



## **MSI-Job Costing**

### *System Features*

#### ***Features of the MSI-Job Costing Module Include:***

- *User defined creation of task codes, location codes, & equipment codes*
- *Comparison of actual amount spent to budgeted amount*
- *User defined alphanumeric project number creation*
- *Task maintenance tracking by labor, equipment, & related costs*
- *Interfaces with MSI-Payroll system*
- *Miscellaneous charge-outs*
- *Reporting available by project, a single or range of date(s), task codes, location codes, labor type codes, & equipment codes*

# **MSI-Parking Tickets**

## *System Features*

### ***Features of the MSI-Parking Tickets Module Include:***

- *1st, 2nd, and 3rd notice processing of unpaid parking tickets*
- *User maintainable fee tables, violation location, and issuing officer badge number*
- *On-line inquiry by ticket number, plate number, name, address, and ticket disposition*
- *Tracks parking tickets forwarded to traffic court*
- *Tracks parking tickets sent to collections and fees associated with subsequent collection*
- *Tracks parking tickets by officer's STAR number*
- *Creation of violation codes, location codes, officer codes at entry screen*
- *Cash receipts entry and listing*
- *On-line inquiry shows total outstanding due by ticket holder*
- *Open Balance Report*
- *Parking Ticket Detail Report*
- *User maintainable penalty calculation by number of days late*
- *Statistical reporting by location and ticket status*
- *System wide table maintenance at entry screens*
- *Unauthorized deletion of unpaid parking tickets report*
- *Interfaces with MSI-General Ledger, MSI-Cash Register, and MSI-Vehicle Licensing systems*

# MSI PARKING TICKETS

## Ticket Entry Screen

Entry		Violation Information	
Ticket #	444891	Issue Date	11 / 23 / 02
Plate #	2429674	Time	5 : 41 AM
Plate State	IL	Officer	272 OFCR T WOODS
Plate Mo/Year	0 / 0	Location	19TH AVENUE
Sticker#			1600 BLK OF ST.CHARLES
Sticker Year	01	Violation(s)	NS NO DISPLAY OF VILLAGE STICKER
In City?	Y		BOU BOUNCED CHECK
		Violation Fee	25.00
		Due Date	12 / 7 / 2

Vehicle Description and Owner Information			
Type	4 DOOR HATCHBACK	Name(L)	GRAPES
Make	CADI CADILLAC	(F)	JULIAN
Model	CARRYALL	Address	304 S 1ST AVE
Color	RED		
		City	MUNICIPALIA
Additional		State	IL
DL #	G123-1234-1234	Zip Code	60000 - 1234
		Birth	0 / 0 / 0

**The MSI Parking Tickets Module** provides a complete processing and tracking solution for parking violations online. Ticket Entry Screen 1 provides the ability to toggle to Screen 2 in order to track information such as status, user defined codes, penalty notice dates, court dates, etc.

# **MSI-Service Requests**

## *System Features*

### ***Features of the MSI-Service Requests Module Include:***

- *Offers service request & work order/service request processing*
- *User defined work codes, source codes, location codes, status codes, and priority codes*
- *Customer processing by customer number, name, and address*
- *Automatic generation of next available request number*
- *Requested by information tracked by name and address*
- *Inquiry by service request, work order, work order schedule, & work order follow-up*
- *Reporting by service request and work order scheduling*
- *Deletion of closed service requests and work orders*
- *Interfaces with MSI-Utility Billing system*
- *Provides E-mail notification upon receipt of request*
- *Supports comments by request number*
- *Supports the printing of work orders*
- *Recurring work requests supported*
- *History is limited only by available disk space*

## MSI SERVICE REQUESTS

### Service Request Entry Screen

**Request**

Request # 10055 Request Date 06/24/2005 Request Time 14:01  
Taken by ERIC JUNIPER Service Date 06/27/2005 Service Time 09:00 AM

**Contact**

Contact 7 Name JOHNATHON GRAPES Contact Phone (847) 555-1212  
History Notify on completion?

**Details**

Service Location 123456789  
Name JOHNATHON GRAPES Home Phone (847) 555-1212  
Address 1 1850 W WINCHESTER Work Phone (312) 555-1212  
Address 2  
City, St, Zip LIBERTYVILLE IL 0

ACCOUNT NUMBER: 0101020900-01  
METER NUMBER: 0012905351 SERIAL NUMBER:  
METER OUT DIAL NUMBER:  
METER IS LOCATED AT: ACTIVE ACCOUNT  
LAST READ DATE: 07/29/03 LAST READ: 0017900

Type	MR	METER REPLACEMENT
Work Unit	WAT	WATER OFFICE
Source	O	OUTSIDE CALL
Geographic Location	N	NORTH SIDE
Status	OPN	OPEN
Priority	2	MEDIUM

OK Cancel Delete Exit

**MSI Service Requests Module** has been designed to provide a centralized method of collecting and processing requests, including code enforcement, work orders, and resident complaint tracking.

## **MSI-Utility Billing**

### *System Features*

#### ***Features of the MSI-Utility Billing Module Include:***

- *User Defined Account Information, Messages, and Codes*
- *Supports Electronic Bill Presentment & Payment via Credit Card*
- *Multiple Billable services- both metered and non-metered*
- *Allows for bill-to, owner, and service address data*
- *Interfaces with MSI-Cash Register & MSI-General Ledger*
- *Single, compound, and deducting meters supported*
- *Billing cycle, route number within cycle, & read sequence within route*
- *Multiple billing rate schedules per service*
- *Additional billing copies by account*
- *Estimates readings in both entire and partial cycles*
- *Multiple meter exchanges between billing periods*
- *Complete cash posting and adjustments entry*
- *Prorating of final & new account billing amounts*
- *Accounts receivable aging reports*
- *Billing register printing*
- *On-line account inquiry by number, name, or address*
- *On-line inquiry for billings, payments, adjustments, usage & financial activity*
- *Hand-held meter reading interfaces are available for most major interrogators- touch pad, radio, etc.*
- *Automatic debit payments supported*
- *Lien identifier and counter*
- *Single Utility Bill Printing*

## MSI UTILITY BILLING

### Utility Billing Inquiry Screen

Date	Activity	Code / Description	Usage	Amount	Balance
05/26/2004	ADJUSTMENT	NSF NSF CHECK		50.00-	13.57+
04/14/2004	ADJUSTMENT	PLC POOL CREDIT		10.00-	63.57+
05/15/2003	BILLING		415	73.57+	73.57+
04/03/2003	PAYMENT	2 CHECK PAYMENT		83.43-	.00+
03/15/2003	BILLING		545	83.43+	83.43+
02/03/2003	PAYMENT	2 CHECK PAYMENT		78.14-	.00+
01/15/2003	BILLING		495	78.14+	78.14+
12/03/2002	PAYMENT	2 CHECK PAYMENT		89.93-	.00+
11/15/2002	BILLING		670	89.93+	89.93+
10/02/2002	PAYMENT	2 CHECK PAYMENT		103.96-	.00+
09/15/2002	BILLING		855	103.96+	103.96+
07/26/2002	PAYMENT	2 CHECK PAYMENT		79.62-	.00+
07/15/2002	BILLING		540	79.62+	79.62+
06/10/2002	PAYMENT	2 CHECK PAYMENT		76.01-	.00+





**The MSI Utility Billing Module** was designed with the help of various utility professionals from communities with populations as large as 100,000 in order to produce a system that will maximize revenues.

# MSI-Utility Billing

## Electronic Bill Presentment & Payment (EBPP) Module

### Features of the MSI- Utility Billing, Electronic Bill Presentment & Payment Module Include:

- Ability to accept Electronic Bill Payment as a payment option for utility billing
- Ability to accept payments 24 hours a day
- Leverages the delivery power of the internet to improve cash flow and posting time
- Ability to link to a credit card processing module

		Village of Libertyville 118 W. Cook Avenue Libertyville, IL 60048-1874 (847) 362-2430		
<b>WATER AND SEWER BILL</b>				
Account Number: 0101016000-00		Due Date: MAR 21, 2004		
Name: JAMES ROYAL		Service From: DEC 01, 2002		
Service Address: 947 RED BRIDGE RD.		Service To: FEB 08, 2004		
Bill Type	Days of Service	Current Reading	Previous Reading	Usage in 1,000 Gallons
EST	68	788	780	8
CURRENT CHARGES:				
WATER SERVICE .....				\$ 34.12
SEWER SERVICE .....				\$ 23.60
TOTAL CURRENT SERVICE .....				\$ 57.72
PAST DUE BALANCE .....				\$ 0.00
TOTAL AMOUNT DUE BY 03/21/04 .....				\$ 57.72
AMOUNT DUE AFTER 03/21/04 .....				\$ 63.49
10% Late charge added to current charges if payment not received by Due Date. IF MAILED PLEASE ALLOW SEVEN WORKING DAYS FOR POSTING TO ACCOUNT. Mail to: 118 W. Cook Avenue, Libertyville, IL 60048-1874 Welcome! You are among the first to have your water bill e-mailed. If you have questions or comments, please click "Contact Us" below or call 847-918-2006.				
<b>ACCOUNT NUMBER</b>		0101016000-00		
<b>CURRENT CHARGES</b>		\$ 57.72		
<b>PAST DUE BALANCE</b>		\$ 0.00		
<b>TOTAL AMOUNT DUE BY &gt;&gt; 03/21/02</b>		<b>\$ 57.72</b>		
<b>AMOUNT DUE AFTER &gt;&gt; 03/21/02</b>		<b>\$ 63.49</b>		
Click here to pay via CREDIT/DEBIT CARD.   				
<a href="#">Contact Us</a> Please click here to contact Customer Service If paying in person or via mail, please print this bill and include with your payment				