

November 1 – Applying the Lien Penalty

On November 1, the Lien Process requires the application of the Lien Penalty to all accounts in the Lien Processing batch.

Prior to removing any accounts from the Lien Listing, verify each of below processes is completed.

- Post all cash received to date
- Cross Apply (x-apply) has been run
- Post all overdue interest and late payments journals

Note:

1. Any pending web payments will not update during the Re-Assess process.
2. Any accounts paid in full will manual removal after the web payment posts.
3. Any payments posted the same date as the re-assess process, but *after* the re-assess completes, will not be updated in the Lien Processing batch. These accounts will require manual updates/adjustments.

Open the **Lien Processing** table.

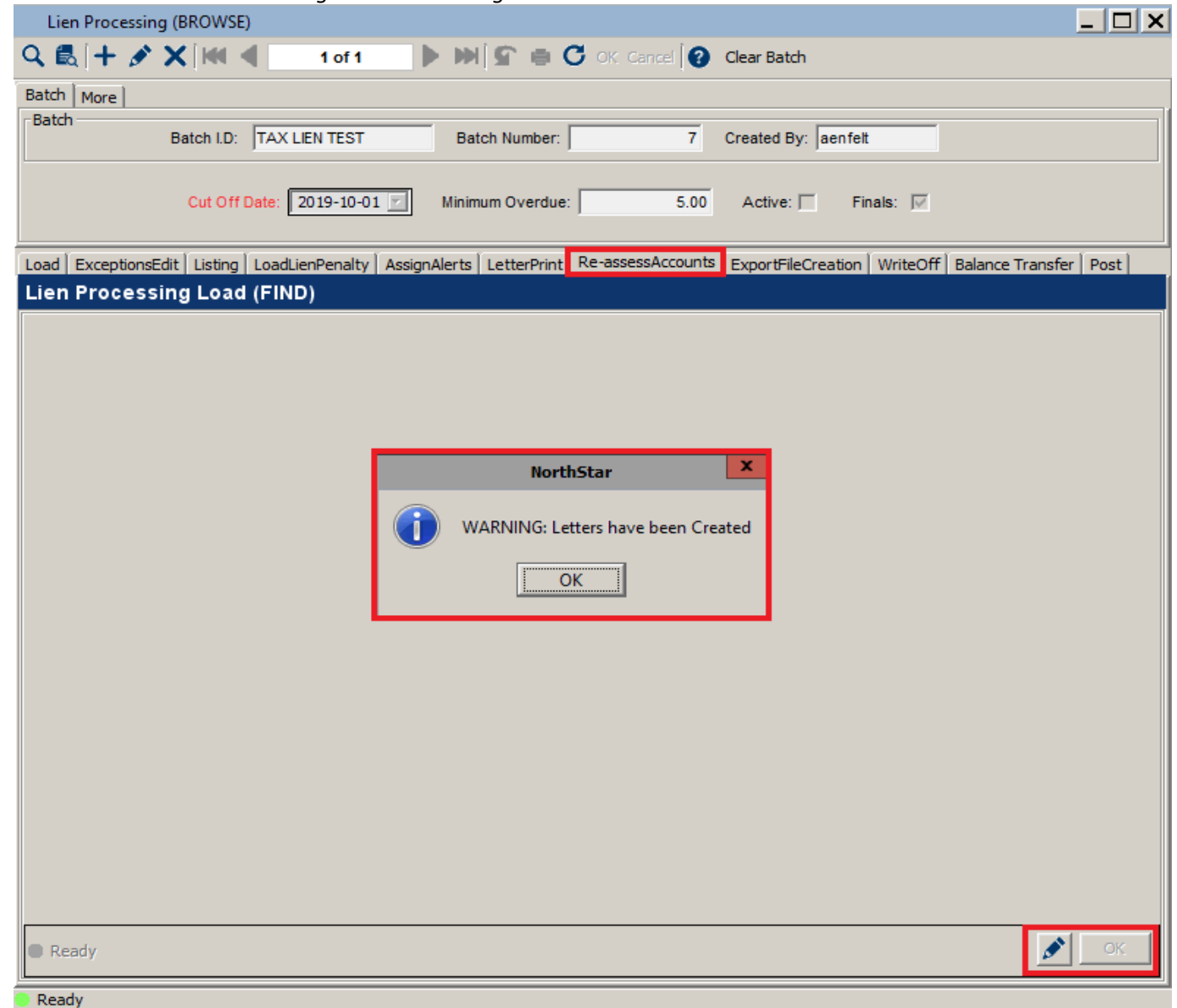
Move to the **Re-assess Accounts** tab.

Click the **Edit** icon.

Click **OK** to run the Re-Assess process

Click **OK** at the pop-up window. The 'Warning: Letters have been Created' is for reminder purposes only.

Credit Control > Lien Processing > Lien Processing > Re-assessAccounts tab



Click **Close** when the Re-Assess process completes.

Lien Processing (BROWSE)

Print Save Cancel **Close** [Print Icon] [Copy Icon]

Results Status Errlog

100%

Download complete. Report url = http://WPPIUB181:18001/fglweb/secure/FGL?reportid=126703&tmpext=WAUNAKEE_TEST&type=report

| | |
|----------------|---|
| Message | Lien Processing Re-Asses Completed |
| Status | OK |
| URL | http://WPPIUB181:18001/fglweb/secure/FGL?reportid=126703&tmpext=WAUNAKEE_TEST&type=report |

*Note: After the Re-Assess process completes, search for any accounts with a \$0.00 balance from the **ExceptionsEdit** tab.*

Manually remove these accounts prior to applying the Lien Penalty using the removal process notated on pages 23 – 25 of this document.

Move to the **Load Lien Penalty** tab.

Click the **Edit** icon.

Leave the following fields blank:

- **Service**
- **Amount Due**
- **Active**

Set **Penalty Process Date** to November 1 of the current year.

Set **Penalty Percentage** to 0.10 (10%).

Merge with Batch Number is '0' unless combining the batch with another existing batch.

Select the corresponding **A/R Description** from the dropdown menu.

Note: There may be a separate Tax/Lien Penalty A/R Code from the regular Late Penalty A/R Code.

Click **OK** to run the Lien Penalty Load process.

Credit Control > Lien Processing > Lien Processing > LoadLienPenalty tab

Lien Processing (BROWSE)

Batch | More

Batch

Batch I.D.: TAX LIEN TEST Batch Number: 7 Created By: jaenfelt

Cut Off Date: 2019-10-01 Minimum Overdue: 5.00 Active: Finals:

Load ExceptionsEdit Listing **LoadLienPenalty** AssignAlerts LetterPrint Re-assessAccounts ExportFileCreation WriteOff Balance Transfer Post

Load Lien Penalty (FIND)

Selection Criteria

Service: [dropdown]
Amount Due: [text box]
Active: [dropdown]
Penalty Process Date: 2019-11-01
Penalty Percentage: 0.10
Merge With Batch Number: 0
A/R Description: 172 LATE PENALTY

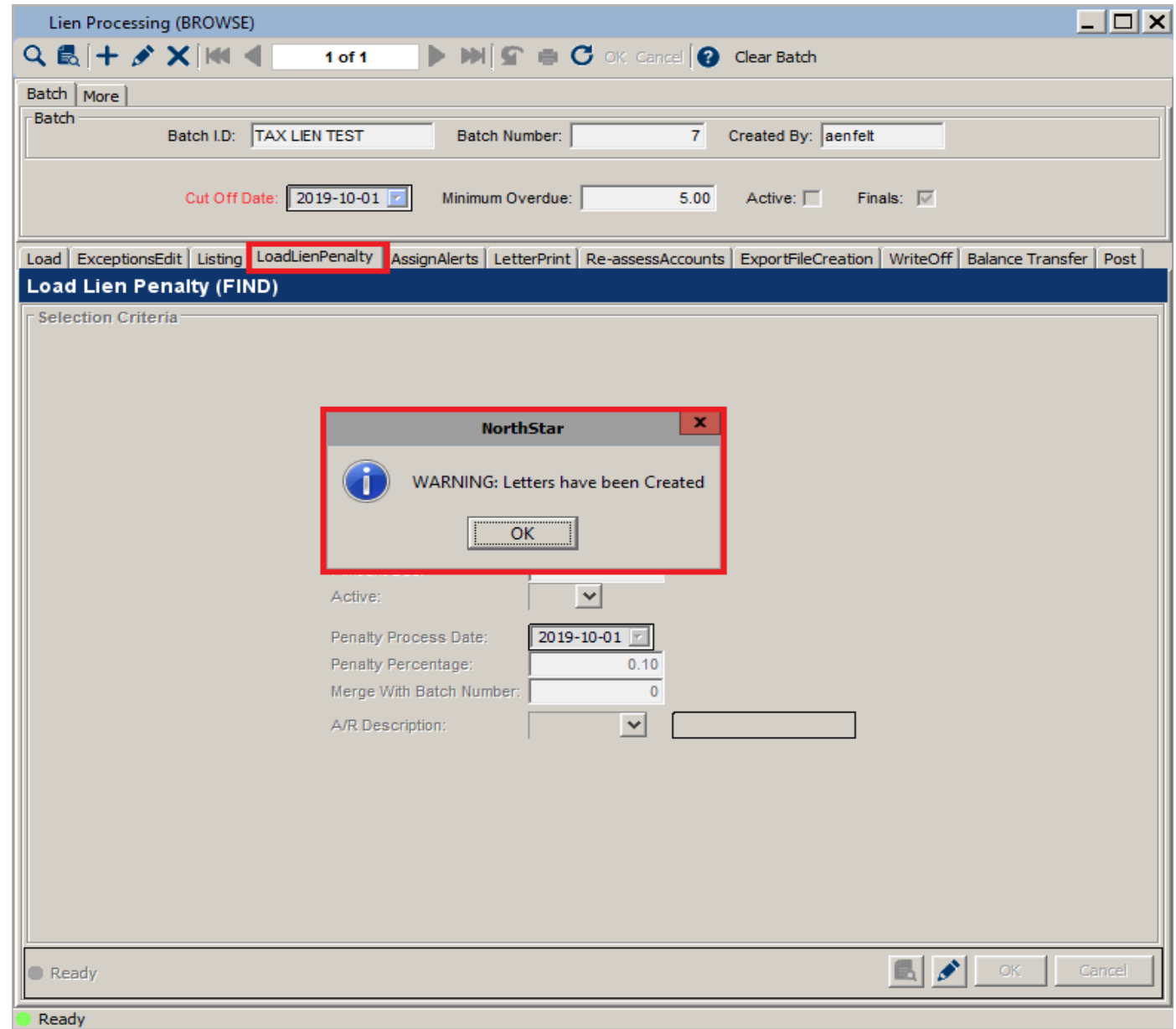
OK Cancel

Ready

Click **OK** at the pop-up window.

The 'Warning: Letters have been Created' is for reminder purposes only.

This will auto-generate and create a new Extra Charge Journal.



Click **Close** when the Lien Penalty Load completes.

Navigate to the **Journals** module.

Open the **Extra Charge Journal** table.

Click **OK** to load the current batches.

Review the items listed below for several accounts for accuracy.

- **Number of Accounts**
- **A/R Code used**
- **Total Penalty applied**

Then, following utility procedure, complete the Extra Charge Journal process including **Verification Listing**, **Journal Print**, and **Post**.

The example shows a total 10% penalty of \$27.89 applied to this account. The total overdue balance for this account is \$278.88.

Journals > Extra Charge Journal

| Service | Description | Statistic C... | Description | Tax | Amount |
|---------|-------------|----------------|---------------------------|-----|--------|
| E | ELECTRIC | E-TRPN | ELEC TAXROLL PENALTY | 0 | 16.46 |
| F | FIRE PROT | F-TRPN | FIRE PROT TAXROLL PENALTY | | 1.19 |
| P | COMTOCOM | P-TRPN | CTC TAXROLL PENALTY | | 0.14 |
| R | REFUSE | R-TRPN | REFUSE TAXROLL PENALTY | | 1.64 |
| S | SEWER | S-TRPN | SEWER TAXROLL PENALTY | | 5.36 |
| W | WATER | W-TRPN | WATER TAXROLL PENALTY | | 3.10 |

Navigate to Balance History table to see the Lien Penalty applied at the account level.

Using the same account used on the previous page, a \$27.89 Lien (Late) Penalty was applied to the overdue balance of \$278.88. The total amount potentially going to the Tax Roll is \$306.77.

Account Gateway > Main Selections > Balance History

Service Summary (BROWSE) Account Balance History (BROWSE)

1 of 86

Browse Detail Service Statistic Change AR Code

| Trans Date | Jour Code | Jour No | Amount | Description | Balance |
|------------|-----------|---------|---------|---------------------|---------|
| 2019-11-01 | EC | 439 | 27.89 | LATE PENALTY | 306.77 |
| 2019-11-01 | CR | 3530 | -200.00 | CHECK PAYMENT | 278.88 |
| 2019-09-06 | BJ | 992 | 28.06 | FINAL BILLING | 478.88 |
| 2019-09-04 | BJ | 989 | 219.95 | REGULAR BILLING | 450.82 |
| 2019-08-29 | LP | 167 | 2.28 | LATE PENALTY | 230.87 |
| 2019-08-12 | CR | 3437 | -200.00 | PSN PAYMENT | 228.59 |
| 2019-08-05 | BJ | 936 | 235.43 | REGULAR BILLING | 428.59 |
| 2019-07-29 | LP | 166 | 1.90 | LATE PENALTY | 193.16 |
| 2019-07-12 | CR | 3342 | -170.00 | PSN PAYMENT | 191.26 |
| 2019-07-03 | BJ | 910 | 189.89 | REGULAR BILLING | 361.26 |
| 2019-06-29 | LP | 165 | 1.68 | LATE PENALTY | 171.37 |
| 2019-06-09 | CR | 3216 | -170.00 | PSN PAYMENT | 169.69 |
| 2019-06-04 | BJ | 884 | 174.84 | REGULAR BILLING | 339.69 |
| 2019-05-29 | LP | 164 | 1.63 | LATE PENALTY | 164.85 |
| 2019-05-13 | CR | 3125 | -168.00 | PSN PAYMENT | 163.22 |
| 2019-05-06 | BJ | 857 | 163.48 | REGULAR BILLING | 331.22 |
| 2019-04-30 | EC | 401 | 37.50 | RECONNECTION CHARGE | 167.74 |
| 2019-04-29 | LP | 163 | 1.28 | LATE PENALTY | 130.24 |
| 2019-04-23 | CR | 3068 | -250.17 | PSN PAYMENT | 128.96 |
| 2019-04-04 | BJ | 835 | 166.46 | REGULAR BILLING | 379.13 |
| 2019-03-29 | LP | 162 | 2.10 | LATE PENALTY | 212.67 |
| 2019-03-19 | CR | 2945 | -300.00 | PSN PAYMENT | 210.57 |
| 2019-03-06 | BJ | 813 | 166.27 | REGULAR BILLING | 510.57 |
| 2019-02-28 | LP | 161 | 3.39 | LATE PENALTY | 344.30 |
| 2019-02-07 | BJ | 780 | 162.34 | REGULAR BILLING | 340.91 |

Ready

Once the Lien Penalty posts to the individual accounts, the Lien Processing table may be closed.

DO NOT re-assess the batch until beginning Part 4 of the Lien Process on November 16.

The Lien Process is date driven. Once a re-assess has been run for a given date, the process will not pick up anything with a transaction date equal to, or earlier than, the last re-assess date.

Recommended Best Practice: It is advised that the re-assess process be limited and only run prior to beginning the next steps at each deadline.