

November 16 – Tax Roll File Creation

On November 16, the Lien Process requires the final assessment of accounts in the Lien Processing batch prior to being turned over for Tax Roll.

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.

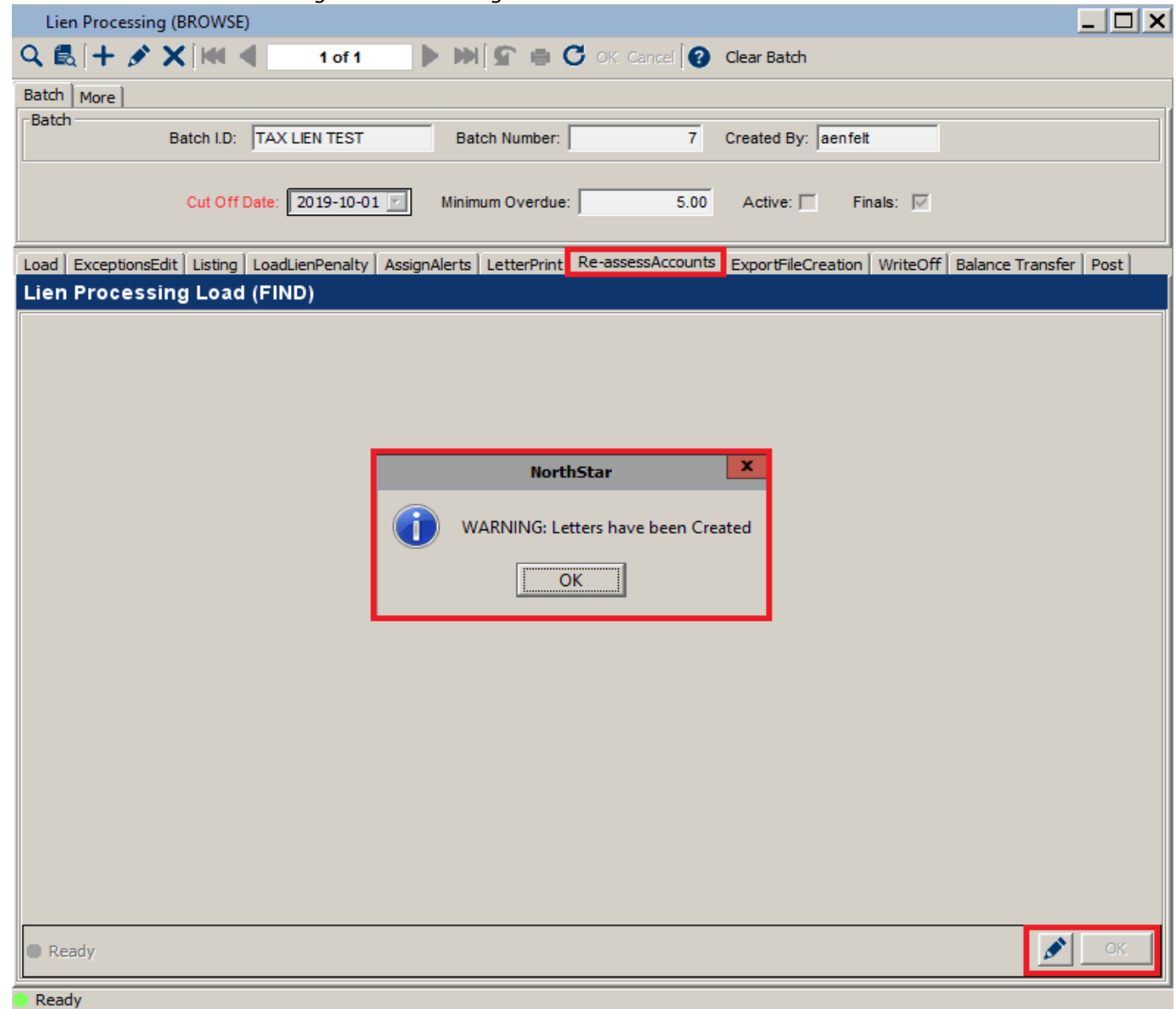
Move to the **Re-assess Accounts** tab.

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.

*Note: Remember to return to the **ExceptionsEdit** tab to complete a final review of all accounts.*

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

Lien Processing (BROWSE)

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

If **Parcel Numbers** are to be included on the Lien Export File, they must be present in Account Gateway.

To check for Parcel Number, navigate to Account Gateway.

Search for an account currently in the Lien Process.

Open the **Account Lien Information** table.

Parcel Numbers are located in the **Roll Number** field.

Note: No other information is required.

To add Parcel Numbers, click the **Edit** icon.

At **Roll Number** field, enter the Parcel Number.

Click **OK** to save.

Repeat the process for each account in the Lien Processing table.

Account Gateway > Additional Information > Account Lien Information

Account Lien Info (BROWSE)

1 of 1

OK Cancel County Property

Lien Info

Roll Number: 191/0809-081-5136-6

Owner: []

Mail Address: []

Exempt All:

Set Landlord Info []

Set Owner Info []

Last Updated: 2018-11-14 []

Additional Lien Info | Liens Services Exemptions | Affidavit of Lease | Liens History | Owners

Previous Lien Info:

Date: [] Amount: [] Service: []

Current Info:

Occupant: 16 [TIM ALLEN]

Occupant's type: T []

Landlord: 7125 [RICHARD KARN]

Ready

With Parcel Numbers added to the Account Lien Information table, return to the Lien Processing batch to create the Lien file.

Navigate to the **Export File Creation** tab.

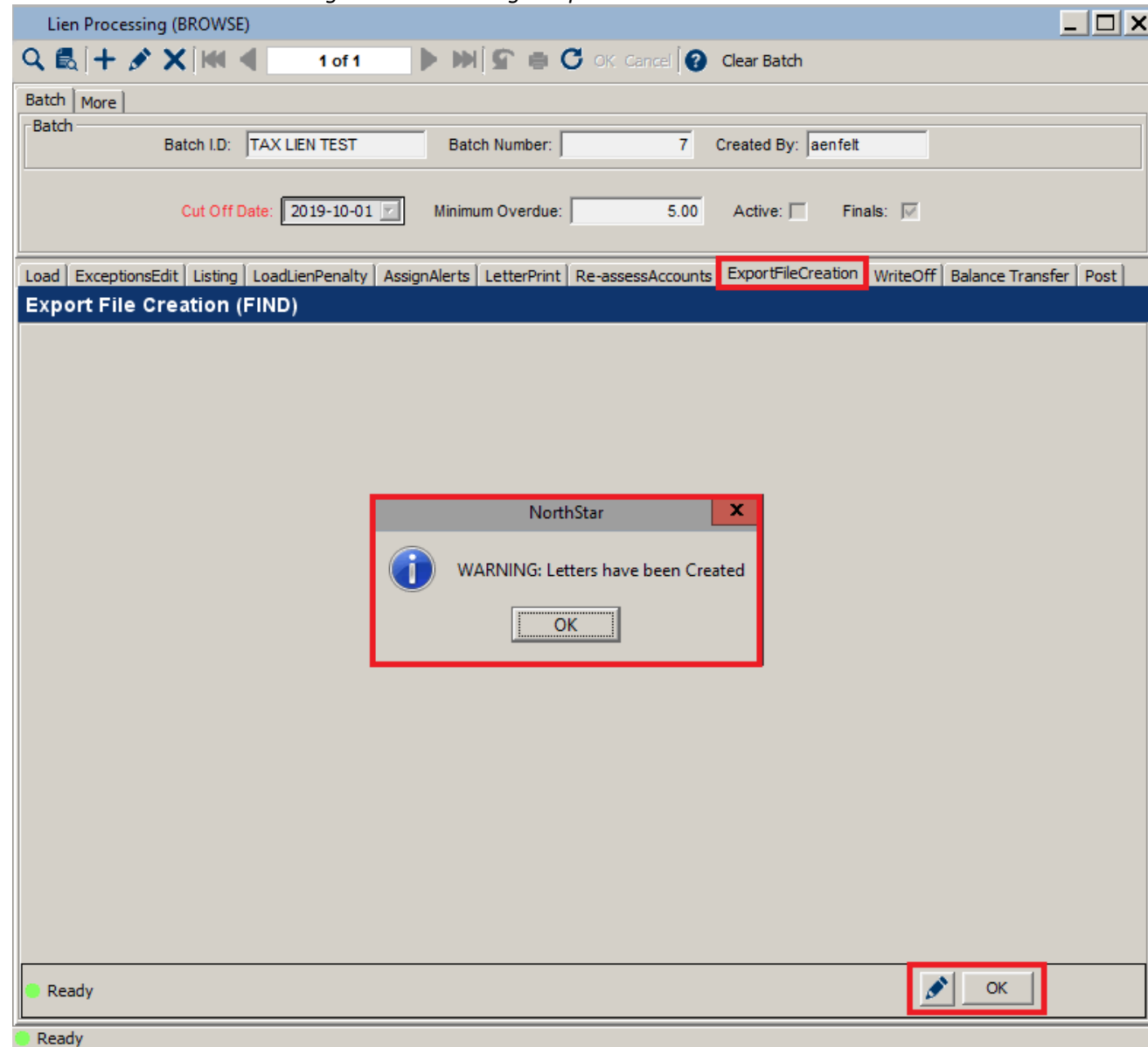
Click the **Edit** icon.

Then, click **OK**.

A pop-up window will appear with, "Warning: Letter have been Created."

Click **OK** to proceed.

Credit Control > Lien Processing > Lien Processing > Export File Creation tab



When the process completes, note the file name and location.

Click **Close**.

In the example, the file saved to the WAN (Waunakee) Export folder on the .ftp. The filename is lienexport000000007.

The number at the end of the filename pulls from the lien processing batch number.

Lien Processing (BROWSE)

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

Results Status Errlog

100%

Download complete. Report url = http://WPPIUB181:18001/fglweb/secure/FGL?reportid=126704&tmpext=WAUNAKEE_TEST&type=report

Message	Export File is in \\wpipiubutil\ftp\wan\Export\lienexport000000007
Status	OK
URL	http://WPPIUB181:18001/fglweb/secure/FGL?reportid=126704&tmpext=WAUNAKEE_TEST&type=report

Navigate to the Utilities' **.ftp** folder to review the file created and to verify the Parcel Numbers are present.

Open the **Export** folder.

Locate the **lienexport** file created.

Right click on the file and open with a program like Notepad or Notepad++.
Alternatively, open the file using Excel.

Utility ftp folder > Export folder

Name	Date modified	Type	Size
lienexport000000007	10/6/2019 3:26 PM	File	45 KB
UPLOAD.DAT	10/2/2019 10:16 AM	DAT File	2,898 KB
OCT 2019 1	10/1/2019 1:02 PM	File	436 KB
SEPT 2019	9/2/2019 1:24 PM	File	3,044 KB

The Parcel Number will be the first field on the file for each record.

After reviewing, close the file and return to the Lien Processing table.

\\wppiubutil\ftproot\WAN\Export\lienexport000000007 - Notepad++

File Edit Search View Encoding Language Settings Tools Macro Run Plugins Window ?

	Parcel Number	Code	Name
1	191/0809-081-5136-6	DELEL0000000063.02	TIM ALLEN
2	191/0809-081-5136-6	DELNO0000000004.55	TIM ALLEN
3	191/0809-081-5136-6	DELNO0000000000.53	TIM ALLEN
4	191/0809-081-5136-6	DELRE0000000006.27	TIM ALLEN
5	191/0809-081-5136-6	DELWS0000000020.53	TIM ALLEN
6	191/0809-081-5136-6	DELWT0000000011.89	TIM ALLEN

Move to the **Write Off** tab.

Click **Edit**.

At **A/R Description**, select the designated A/R Code for Tax Roll Write Off.

Select the **Debt Collector** as determined by the Utility.

Leave the **Merge with Batch Number** set as '0' unless merging with another Lien Processing batch.

Click **OK** to run the Write Off process.

The example is using the A/R Code 21 and the Debt Collector 'T' for the 2019 Tax Lien.

Credit Control > Lien Processing > Lien Processing > WriteOff tab

The screenshot shows the 'Lien Processing (BROWSE)' application window. The title bar indicates the current path: 'Credit Control > Lien Processing > Lien Processing > WriteOff tab'. The window contains several tabs, with 'WriteOff' highlighted in red. The 'Batch' section shows 'Batch I.D.: TAX LIEN TEST', 'Batch Number: 7', and 'Created By: aenfelt'. Below this, 'Cut Off Date: 2019-10-01', 'Minimum Overdue: 5.00', 'Active: [unchecked]', and 'Finals: [checked]' are visible. The 'Write Off Transfer (FIND)' section has three dropdown menus: 'Service Type', 'Active', and 'Amount Due'. At the bottom, a red box highlights the 'A/R Description' (21), 'Debt Collector' (T), and 'Merge With Batch Number' (0) fields. The 'A/R Description' field also shows 'TAXROLL WRITEOFF' and '2019 Tax Lien'. The 'OK' button is highlighted with a red box. A status bar at the bottom shows 'Please select debt collector code' and 'Ready'.

The Write Off process creates one final **Extra Charge Journal**.

Note the **Batch Number** when processing completes.

Click **Close**.

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=126706&tmpext=WAUNAKEE_TEST&type=report

Message	Accounts Loaded into Batch 583 Processing Completed
Status	OK
URL	http://WPPIUB181:18001/fglweb/secure/FGL?reportid=126706&tmpext=WAUNAKEE_TEST&type=report

In the **Journals** module, open the **Extra Charge Journal** table.

Click **OK** to load the available Extra Charge Journals.

Locate the **Lien Write Off** Journal by the batch number.

Review the accounts in the journal.

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

Journals > Extra Charge Journal

Extra Charge Journal (BROWSE)

Batch I.D.: LIEN WRITE OFF **Batch Number: 583** Created By: aenfelt Batch Type: EC

Extra Charge Entries (BROWSE)

Entry: 3593 Date: 2019-11-16

Account: 212555 16 TIM ALLEN

679 TOKEN CREEK CT

A/R code: 21 TAXROLL WRITEOFF

Debt Collector: T 2019 Tax Lien

Detail (BROWSE)

Total: -106.79

Service	Description	Statistic C...	Description	Tax	Amount
E	ELECTRIC	E-UNCO	ELEC UNCOLLECTIBLE	0	-63.02
F	FIRE PROT	F-UNCO	FIRE PROT UNCOLLECTIBLE		-4.55
P	COMTOCOM	P-UNCO	CTC UNCOLLECTIBLE		-0.53
R	REFUSE	R-UNCO	REFUSE UNCOLLECTIBLE		-6.27
S	SEWER	S-UNCO	SEWER UNCOLLECTIBLE		-20.53
W	WATER	W-UNCO	WATER UNCOLLECTIBLE		-11.89

Make sure the journal is showing the correct transaction amounts for Debit and Credit.

Additionally, verify no account is going to Suspense.

Click **Close** when done.

EXTRA CHARGE JOURNAL 00000440 aenfelt 10/06/2019 16:52 Page:7

PSEUDO	G/L ACCOUNT	DEBIT	CREDIT
4	5430.142.00.0000.0		ELEC ACCTS RECEIVABLE 6309.03
5	5430.142.00.1300.0		COMM TO COMMUNITY A/R 97.88
6	5430.142.00.1400.0		REFUSE ACCTS RECEIVABLE 373.59
7	5450.142.00.0000.0		WATER ACCTS RECEIVABLE 354.60
8	5460.142.00.0000.0		SEWER ACCTS RECEIVABLE 404.29
100	5430.904.00.0000.0	6406.91	WRITEOFF - ELECTRIC
101	5450.904.00.0000.0	728.19	WRITEOFF - WATER
102	5460.843.00.0000.0	404.29	WRITEOFF - SEWER
		7539.39	7539.39

Return to Lien Processing to complete the final steps to **Post** the batch.

Click the **Post** tab.

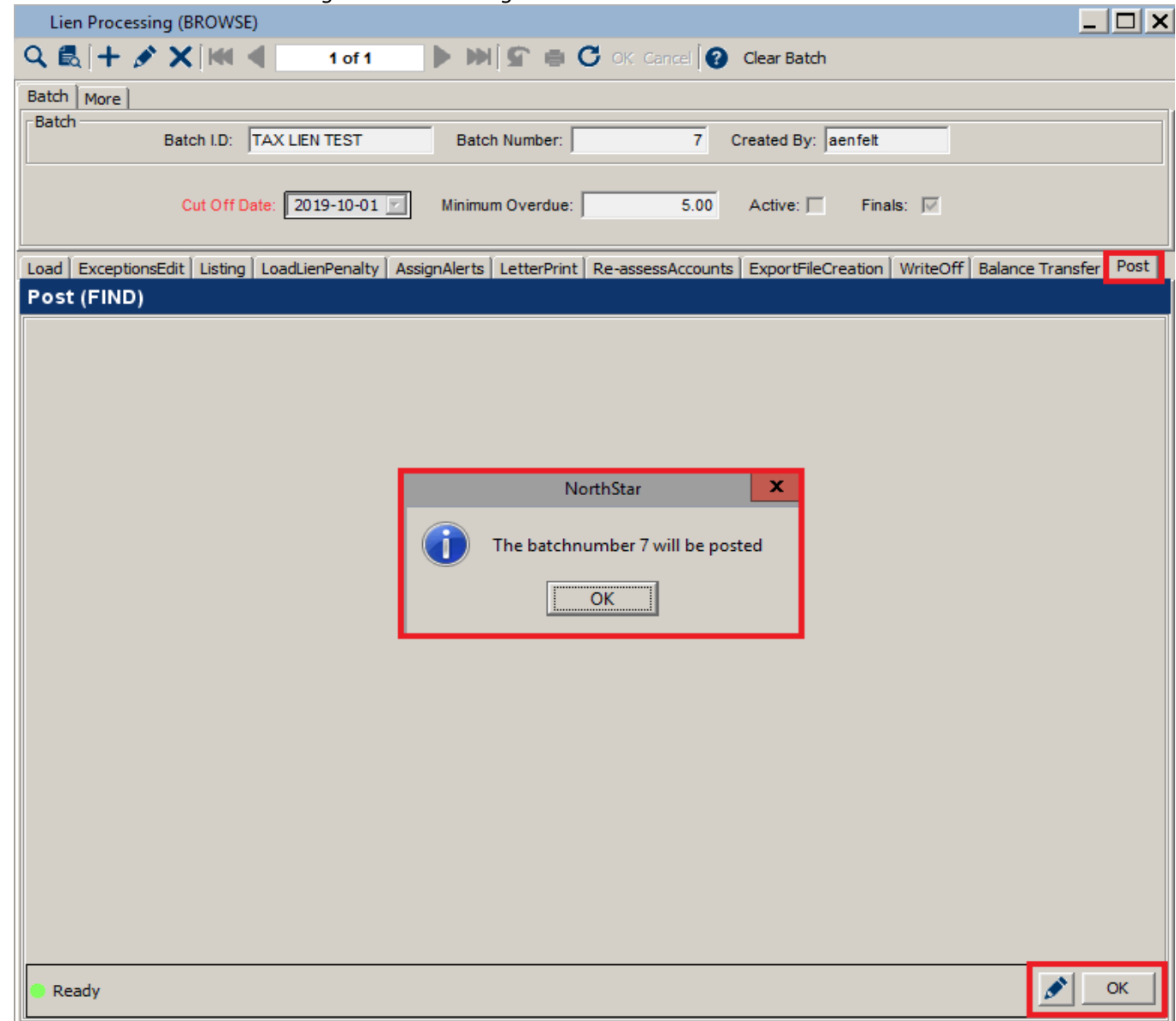
Click the **Edit** icon.

Click **OK**.

A pop-up window will appear indicating the batch number that will post.

Click **OK** to complete the Posting process.

Credit Control > Lien Processing > Lien Processing > Post tab



Click **Close** when the Posting 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=126711&tmpext=WAUNAKEE_TEST&type=report

Message	Processing Completed
Status	OK
URL	http://WPPIUB181:18001/fglweb/secure/FGL?reportid=126711&tmpext=WAUNAKEE_TEST&type=report

Return to **Account Gateway** to review multiple accounts from the posted Lien Processing batch.

Account Gateway

Account Management View (BROWSE) **FINAL/DEBTCOLL:T**

Quick Info Account Details

Account Info

Account: 212555 16 Active:

Name: TIM ALLEN

Customer: 11420

An alert will appear at the top of account indicating it is in Debt Collection.

The Tax Roll Write Off will display in the Account Balance History table.

Service Summary (BROWSE) **Account Balance History (BROWSE)** Account Lien Info (BROWSE) Service Details (BROWSE)

3 of 87

Trans Date	Jour Code	Jour No	Amount	Description	Balance
2019-11-01	EC	439	27.89	LATE PENALTY	199.98
2019-11-01	CR	3530	-200.00	CHECK PAYMENT	172.09
2019-10-06	EC	440	-106.79	TAXROLL WRITEOFF	372.09
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