

October 1 – Begin the Initial Steps to the Lien Process

Review the tax roll letter

- Make necessary adjustments early to avoid the ‘last minute’ rush.

Review Statistic Codes and A/R Codes

- Make sure the utility is using the proper G/L coding for tax lien transactions. This review includes the Stat Codes and G/L for tax roll penalties, write-offs, and posting.

Verify the following steps are completed:

- All cash posted
- X-apply was run
- Overdue Interest Journals are posted
- Late Penalty Journals are posted

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.

In the **Credit Control** module, open the **Lien Processing** table.

Click the **Add** icon to begin a new batch.

Enter a **Batch I.D.**

Set the **Cut Off Date** to *October 1*. Any overdue amount as of this date will be included for Tax Roll.

Set the **Minimum Overdue** amount to include in the Tax Roll.

Check **Active** and/or **Finals** box(es) to indicate the type of accounts to be included in the Tax Roll.

Click **OK** to save.

Credit Control > Lien Processing > Lien Processing

Lien Processing (BROWSE)

Batch More

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

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

Lien Processing Load (BROWSE)

Cycle:
Route:
Account:
Service:
Category:
Final Date:
Credit Rating:
Landlord:
Tenant/Owner:

Active Liens
Include Payment Arrangement:

Ready OK Cancel

From the **Load** tab, click the **Edit** icon.

Click the **Advanced Find** icon to enter the utility determined criteria.

Set the parameters based on the utilities' criteria.

- Residential, Commercial, Finals, Active
- Tenant vs Owner

This list should designate the accounts as owner occupied, landlord paid, or tenant paid utilities. Each list has its own lien process to follow.

In the example, parameters are set to:

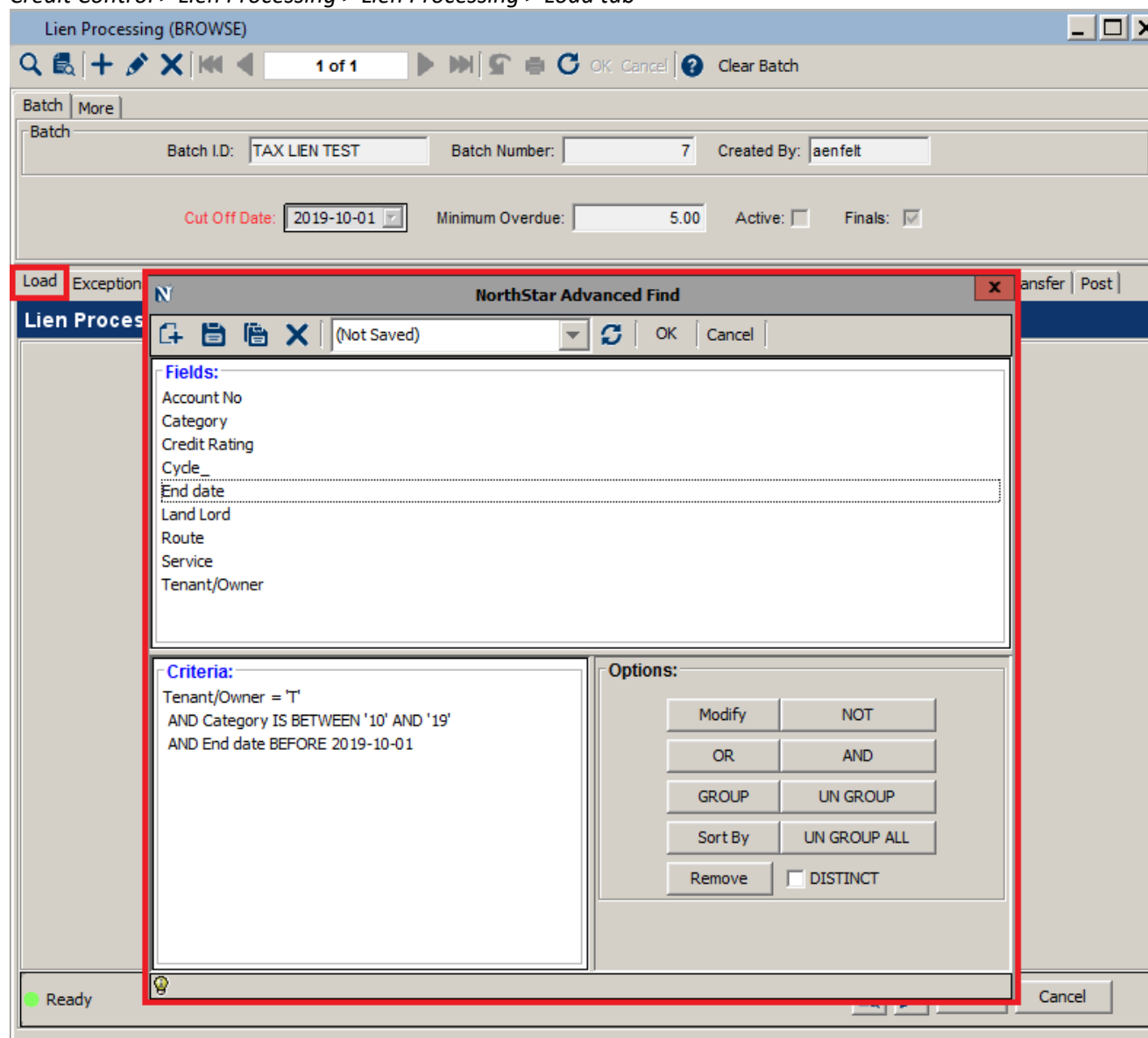
- *Tenants Only*
- *Residential Categories*
- *Minimum Overdue balance = \$5.00*
- *Final Accounts only*

Click **OK** to load the parameters.

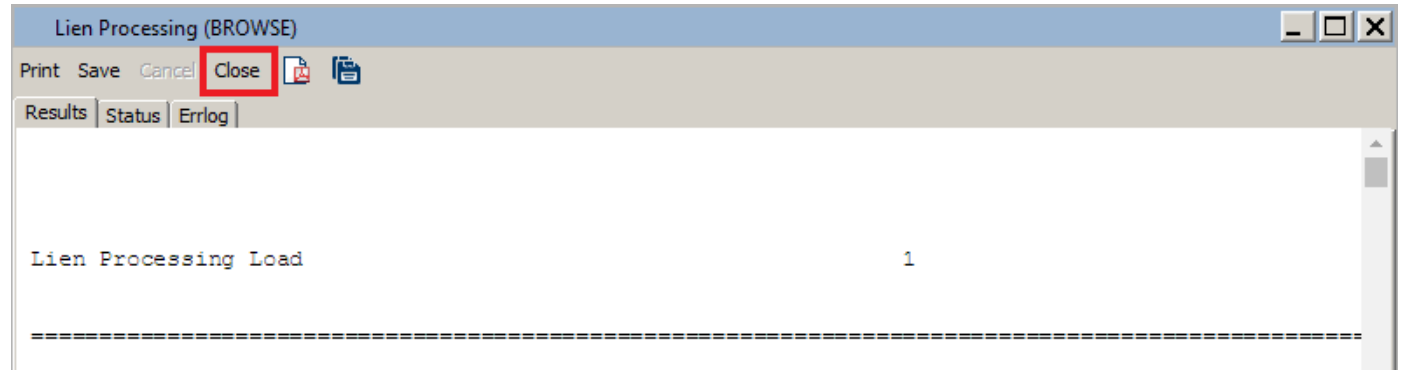
Helpful Hint: If using the same parameters yearly, click the Save As icon before clicking OK.

Click **OK** to begin the loading process.

Credit Control > Lien Processing > Lien Processing > Load tab



When the Loading Process completes, click **Close**.



Move to the **Exceptions Edit** tab or the **Listing** tab to review the qualifying accounts that pulled into the batch.

If reviewing from the Exceptions Edit tab, click on the tab.

Review the following information:

- Batch criteria
- Number of accounts
- Services brought in
- Total overdue amounts for a few accounts compared to Account Gateway > Balance History tab

Credit Control > Lien Processing > Lien Processing > ExceptionsEdit tab

Exceptions Edit (BROWSE)

Account: 212555 16 TIM ALLEN

Service: 679 TOKEN CREEK CT

Landlord: 7125 RICHARD KARN Tenant/Owner: T

Total OD: 478.88

TOTAL	Current Lien	Balance At	Penalty	Current Balance
	478.88	478.88	0.00	478.88

Service Type	Service Description	Last Process Date	Current Lien Amount	Balance At	Penalty	CurrBalance
E	ELECTRIC	2019-09-27	282.61	282.61	0.00	282.61
F	FIRE PROTECTION	2019-09-27	20.40	20.40	0.00	20.40
P	COMMITMENT TO COMMU...	2019-09-27	2.36	2.36	0.00	2.36
R	REFUSE	2019-09-27	28.09	28.09	0.00	28.09
S	SEWER	2019-09-27	92.07	92.07	0.00	92.07
W	WATER	2019-09-27	53.35	53.35	0.00	53.35

If reviewing the batch from the **Listing** tab, click the **Edit** icon.

No criteria needs to be set. This will show all accounts in the batch.

Click **OK** to run the report.

Credit Control > Lien Processing > Lien Processing > Listing tab

Lien Processing (BROWSE)

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

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

Lien Listing Processing (FIND)

Selection Criteria

Account:

Landlord:

Tenant/Owner:

Ready

The **Lien Processing Listing** report will open.

Review the following information on page 1 of the report:

- Batch criteria
- total overdue amounts on a few accounts compared to Account Gateway > Balance History tab
- Services brought in

Lien Processing (BROWSE)

Print Save Cancel Close

Results Status Erlog

ALWAYS ON UTILITIES LIEN PROCESSING LISTING aenfelt 09/30/2019 16:34 Page:1

Account/Service Address	Owner/ Tenant	Landlord Owner Name	Landlord Roll Number
Service	Date	Overdue	Balance At Cutoff
	First Processed		Last Assessed
	Date	Overdue	Current Balance

Batch: 7	TAX LIEN TEST	aenfelt	Cutoff: 10/01/2019 Min Overdue: 5.00 Active :N Final Y

212555 - 16	TIM ALLEN	T	7125 RICHARD KARN
679	TOKEN CREEK CT		TIM ALLEN
E ELECTRIC	09/27/2019	282.61	282.61 09/27/2019 282.61 F
F FIRE PROT	09/27/2019	20.40	20.40 09/27/2019 20.40 F
P COMTOCOM	09/27/2019	2.36	2.36 09/27/2019 2.36 F
R REFUSE	09/27/2019	28.09	28.09 09/27/2019 28.09 F
S SEWER	09/27/2019	92.07	92.07 09/27/2019 92.07 F
W WATER	09/27/2019	53.35	53.35 09/27/2019 53.35 F
			478.88

Review the following information on the last page of the report:

- Number of accounts pulled into the batch
- Services brought in

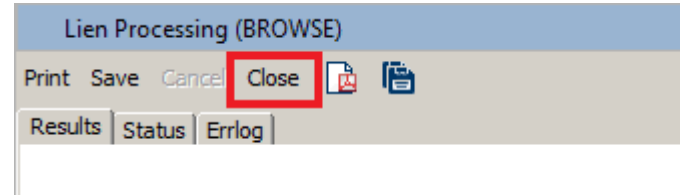
Batch Totals

	7360.92
E ELECTRIC	6080.55
F FIRE PROT	138.03
P COMTOCOM	93.67
R REFUSE	364.60
S SEWER	440.94
W WATER	243.13
Total	7360.92

55 Account(s) printed

Print or **Save** the report per normal procedure.

Click **Close**.



Once accounts are loaded to the Lien Processing batch and reviewed, the Lien Processing table may be closed.

DO NOT re-assess the batch until beginning Part 2 of the Lien Process on October 15.

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.