

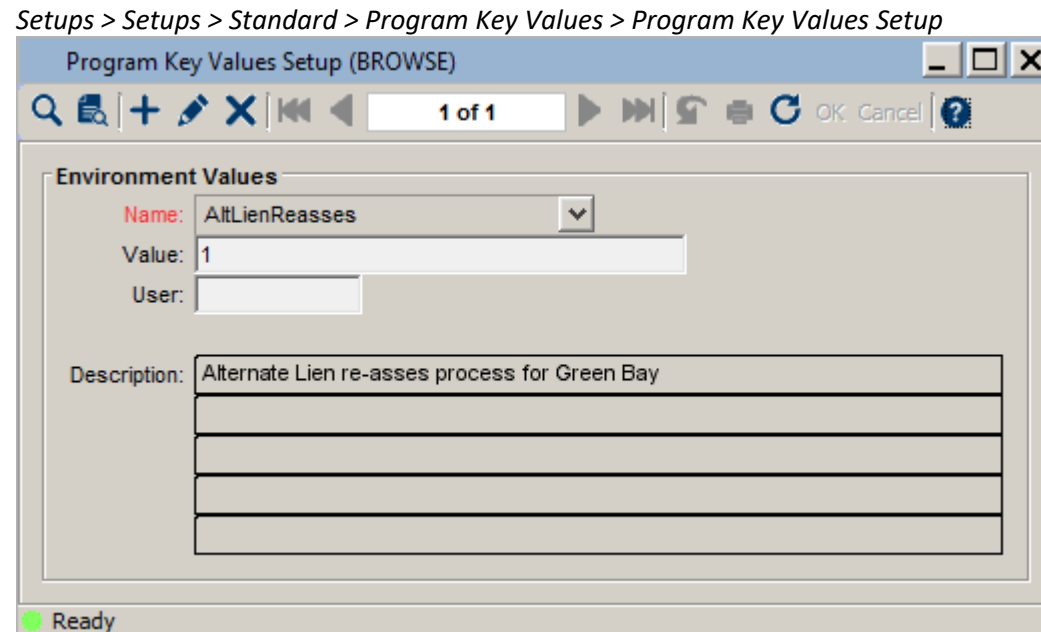
Setup Requirements

Program Key Values

AltLienReasses

Value is set to '1'.

AltLienReasses will re-assess the process for the utility.



ECXFERARSTAT

Value is set to '1'

ECXFERARSTAT allows the Extra Charge Journal Accounts Receivable setup to use an Alternate Stat Code than the one setup in the standard statistics.

The screenshot shows a window titled "Program Key Values Setup (BROWSE)". The "Environment Values" section has the following fields:

- Name:** ECXFERARSTAT (dropdown menu)
- Value:** 1 (text input)
- User:** (empty text input)
- Description:** Use the ECJ A/R setup to use an alternate stat code than that setup in the standard statistics used in Disconnect Charges - credit control (text area)

At the bottom left, there is a green dot and the text "Ready".

LIEN_EXPORT_BY_ACCT

Value is set to '1'

When LIEN_EXPORT_BY_ACCT is set, the Lien Export file will create and export by the Account instead of by the Service.

This program key value is optional and dependent on how the city/village wants the file sent to them.

The screenshot shows a window titled "Program Key Values Setup (BROWSE)". The "Environment Values" section has the following fields:

- Name:** LIEN_EXPORT_BY_ACCT (dropdown menu)
- Value:** 1 (text input)
- User:** (empty text input)
- Description:** When the Value is set to 1, the lien file will export by Account instead of by Service. (text area)

At the bottom left, there is a green dot and the text "Ready".

A/R Descriptions (A/R Code)

An **A/R Code** is required to link the Lien Processing transactions to the descriptions showing in the Balance History table.

The example shows an A/R Code for the Tax Roll Write Off.

Note: If the Utility requires, create a separate A/R Code for the Tax Roll Penalty of 10%.

Setups > Setups > Standard > A/R Description

A / R Descriptions Setup (BROWSE)

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OK Cancel ?

A/R Descriptions

A/R code: 21

Description: TAXROLL WRITEOFF

A/R Description Dictionary (BROWSE)

0 of 0

OK Cancel ?

Language	AR Description
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Ready

Extra Charges A/R

Should the Lien Processing Write Off go to a separate A/R Stat Code, the following values must be set.

The **ECXFERARSTAT** program key value must be set to '1' (see page 3).

AND

Set the **Extra Charges A/R** table to link the ECXFERARSTAT key value to the A/R Descriptions table (see page 4).

Note: If the Extra Charges A/R is not set to the A/R code, the Extra Charges Journal will default to the Write Off Stat set in the Standard Statistic Profiles table.

Once this is setup, it should not need any further adjustments.

Extra Charges A/R (BROWSE)

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OK Cancel

A/R Setup

A/R: 21
Load: A

TAXROLL WRITEOFF

A/R Statistic Codes (BROWSE)

1 of 6

OK Cancel

Order by	Statistic Code	Description	Service	Amount
	E-TRWO	E TAXROLL WRITEOFF	E	
	F-TRWO	F TAXROLL WRITEOFF	F	
	P-TRWO	P TAXROLL WRITEOFF	P	
	R-TRWO	GARBAGE TAXROLL WRITEOFF	R	
	S-TRWO	S TAXROLL WRITEOFF	S	
	W-TRWO	W TAXROLL WRITEOFF	W	

Ready

Statistic Codes

Verify **Statistic Codes** used in Lien Processing are setup.

If necessary, add a Statistic Code with the appropriate G/L account number to record Tax Lien Penalties and to record the Tax Roll Write Off.

The example shows a Statistic Code used for Lien Penalty on the electric service.

Note: Each service allowed in the Lien Process requires its own Statistic Code.

Setups > Setups > Standard > Service > Statistic Codes

Statistic Codes Setup (BROWSE)

Statistic code: E-TRPN Description: ELEC TAXROLL PENALTY
 Short description: E LIEN PEN

Service type: E ELECTRIC
 Group code: E-TRPN ELEC TAXROLL PENALTY
 Tax code: 0 NO TAX

Category Information (BROWSE)

Category Code	G/L Account	Pseudo No.	Description
10	5430.450.00.0000.0	70	PENALTY - ELECTRIC
13	5430.450.00.0000.0	70	PENALTY - ELECTRIC
14	5430.450.00.0000.0	70	PENALTY - ELECTRIC
16	5430.450.00.0000.0	70	PENALTY - ELECTRIC
17	5430.450.00.0000.0	70	PENALTY - ELECTRIC
18	5430.450.00.0000.0	70	PENALTY - ELECTRIC
19	5430.450.00.0000.0	70	PENALTY - ELECTRIC
20	5430.450.00.0000.0	70	PENALTY - ELECTRIC
21	5430.450.00.0000.0	70	PENALTY - ELECTRIC
22	5430.450.00.0000.0	70	PENALTY - ELECTRIC
23	5430.450.00.0000.0	70	PENALTY - ELECTRIC

● Double-click to edit the Information

● Ready

The example to the right shows a *Statistic Code* used in the *Write Off* portion *Lien Processing*. This *Statistic Code* is for the electric service balance.

Note: Each service allowed in the Lien Process requires its own Statistic Code.

Statistic Codes Setup (BROWSE)

Statistic code: E-TRWO Description: ELEC TAXROLL WRITEOFF
 Short description: E LIEN

Service type: E ELECTRIC
 Group code: E-TRWO ELEC TAXROLL WRITEOFF
 Tax code: 0 NO TAX

Category Information (BROWSE)

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Category Code	G/L Account	Pseudo No.	Description
10	5430.145.00.0000.0	201	Receivable from Municipal
13	5430.145.00.0000.0	201	Receivable from Municipal
14	5430.145.00.0000.0	201	Receivable from Municipal
16	5430.145.00.0000.0	201	Receivable from Municipal
17	5430.145.00.0000.0	201	Receivable from Municipal
18	5430.145.00.0000.0	201	Receivable from Municipal
19	5430.145.00.0000.0	201	Receivable from Municipal
20	5430.145.00.0000.0	201	Receivable from Municipal
21	5430.145.00.0000.0	201	Receivable from Municipal
22	5430.145.00.0000.0	201	Receivable from Municipal
23	5430.145.00.0000.0	201	Receivable from Municipal

● Double-click to edit the Information

● Ready

Standard Statistic Profile

In the **Standard Statistic** Profile table, verify the Lien Penalty and Write Off Statistic Codes are entered.

If the Lien Penalty and Write Off Statistic Codes were newly created, add the Stat Codes to the table.

Select the **Service Type**.

Click the **Edit** icon.

At **Lien Penalty**, select the newly created Statistic Code from the dropdown menu.

Click **OK** to save.

Repeat this process for *each service* that may be included in the Tax Lien Process.

The example is for the electric service only. Individual utilities may allow for the collection of Fire, Water, Sewer, Refuse, and Public Benefits through the Tax Lien process.

Setups > Setups > Standard > Standard Statistic Profile

Standard Statistic Profiles Setup (BROWSE)

Utility Description

Service type: E ELECTRIC

Standard Profiles | Additional Electric

Billing Details

Balance forward:	E-BALF	First bill:	E-FIRS
Regular bill:	E-REG	Final bill:	E-FINL
No bill:	E-NOBL		
Work in progress:	E-NA	Retailer due:	E-NA
Lien penalty:	E-TRPN	Write off:	E-UNCO
Deferred budget:	E-NA	Acc Receivable:	E-AR
Cash:	E-CASH	NSF:	E-NSF
Overdue interest:	E-PEN	Late payments:	E-PEN
Discounts allowed:	E-NA		
Deposits:	E-DEP	Int on deposits:	E-DINT
Deposits req'd:	E-DREQ	Deposit refunds:	E-DREF
Interest due:	E-INT	Credit due:	E-CRDU
Occupancy:	E-NA	Collection:	E-NA

Ready