Adding Existing Liens to EDIFICE

These instructions explain how to add existing liens that were manually maintained outside of EDIFICE to the system.

Note: If you have liens for more than 1 lien year, you must perform the process for each lien month and year individually.

Set Up Function Key to Open Lien Workfile Maintenance

Note: A function key must be set up for adding existing liens to the system. Please contact NDS Support at 1-800-649-7754 for assistance.

Maintain Lien Parameters

To add existing liens to the system set the Lien Month and Year on the Lien Parameter to be the month and year of the liens to add. Set the Lien Parameters for each service for which you are processing liens.

Go to **Processes → Liens → Lien Parameter Maintenance**.

Retrieve the service for the liens.

Edit the lien month and year to be the appropriate lien month and year.

Verify that the transaction codes assigned for liens and lien cost are correct.

Click **Fast Maintenance** ✦ to verify that the debit/credit GL accounts assigned to the transaction codes are correct.

Click **Save**.

Add Customers with Existing Liens to the Lien Workfile

After the lien parameters are set, the accounts need to be added to the Lien Workfile. This must be done for each account that has an existing lien that was manually created outside of the system.

To open the Liens Workfile Maintenance window, press the function key that was set up by NDS Support.

Enter the **Customer ID** and **Service Code**, then click **Retrieve**.

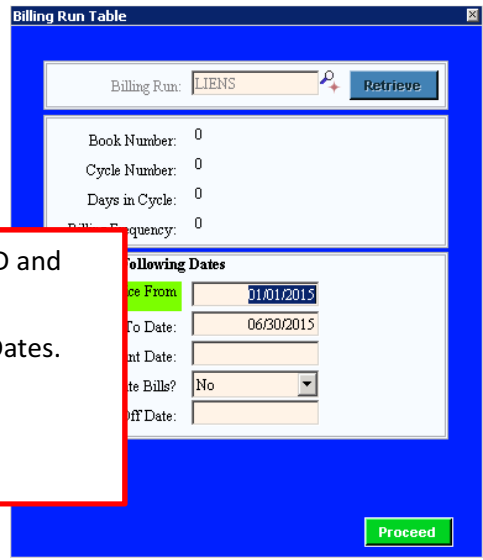Enter the **Company**.

Click **Save**.

Note: No other information needs to be entered.

Enter Lien Transactions

After the customers have been added to the workfile, use Lien Transaction Entry to enter the transactions to apply the lien amounts. A transaction must be entered for the lien and a separate transaction detail line must be entered for the lien cost, if applicable.
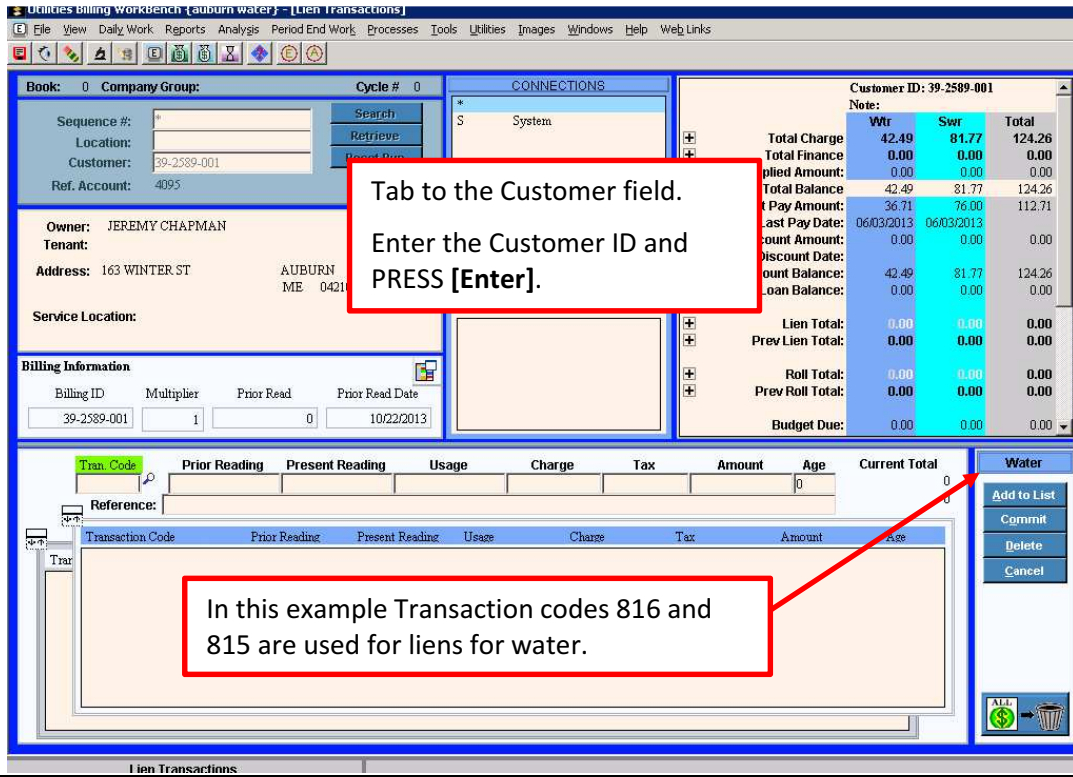
Go to **Processes → Liens → Transaction Entry**.

Enter **LIENS** for the Billing Run ID and click **Retrieve**.

Enter the Service From and To Dates.

Click **Proceed**.

To enter the lien transactions:

Tab to the Customer field.

Enter the Customer ID and PRESS **[Enter]**.

In this example Transaction codes 816 and 815 are used for liens for water.

1. To build the lien costs transaction line, if applicable:

   a. Enter **816** for the transaction code.

   b. Tab to the charge field and enter the amount of the lien fee or lien costs, if applicable.

   c. Tab to the age field and enter the lien month and year.

   d. Press **[Enter]** to add the transaction to the list.

2. To enter the lien transaction line:

   a. Enter **815** in the tran code field.

   b. Tab to the charge field and enter the amount of the lien.

   c. Tab to the age field and enter the lien month and year.

   d. Press **[Enter]** to add the transaction to the list.

3. Then, click **Commit List** to move to sewer.

Run the Lien Transaction Journal

After all transactions have been entered, run the Lien Transaction Journal to proof your work and verify the lien amounts and lien costs amounts.

Go to **Processes → Lien → Print Transaction Journal**.
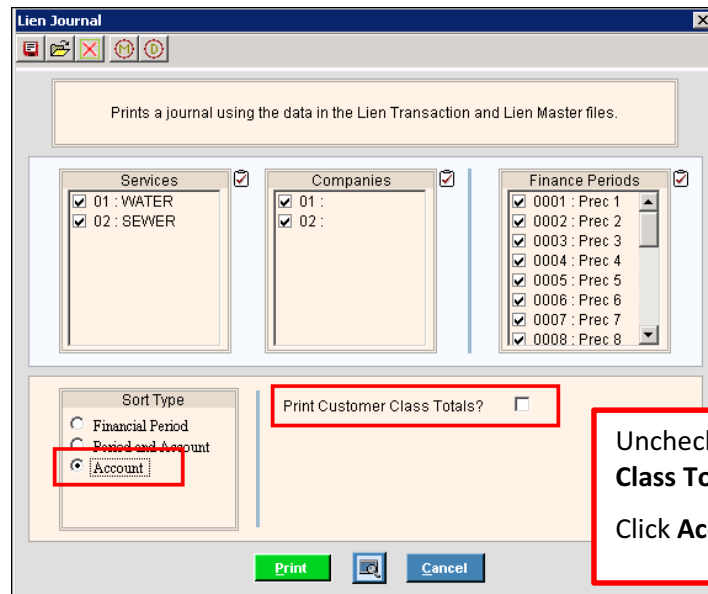
Post Lien Transactions

After the lien transactions have been proofed and approved, run the Post Lien Transactions routine to update the system with the lien information. The post will move the lien amounts and lien costs to the lien balances and create GL journal entries.

Note: Generally, you will set the Post Lien Transactions to update the current GL period. However, if manual GL entries were previously made to account for the liens manually maintained, the utility will need to make reversing entries to keep the GL in balance.

Go to **Processes → Liens → Post Transactions**.
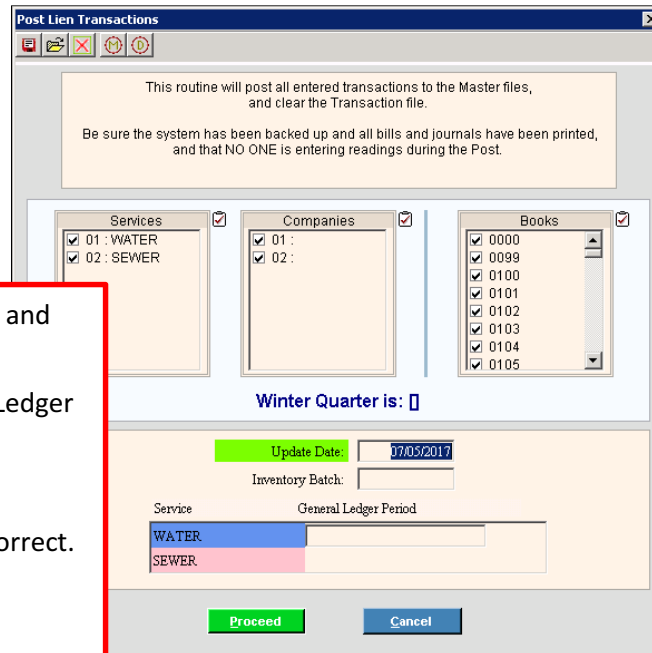
Select the **Services, Companies** and **Books.**

Enter the appropriate General Ledger period.

Click **Proceed**.

Verify the post information is correct.

Then, click **Ok** and choose the appropriate printer.

When the post routine has completed, if you need to add existing liens for another year, return to the Lien Parameters step and change the lien month and year. Then, repeat these steps. Continue to repeat these steps for each month and lien year that is applicable.