



TAX

UPLOAD LIENS

This document describes how to upload water, sewer, electric and other liens into the AUC Tax Billing system from a spreadsheet. This process may be used in lieu of, or in addition to, the manual lien entry. The upload process uses a comma-delimited (CSV) file generated from an Excel spreadsheet template supplied by ADMINS. This document assumes a reasonable working knowledge of Microsoft Excel.



NOTE

This document describes how to IMPORT the data into the AUC Tax module. It does not intend to illustrate how to EXPORT the data from your water, sewer, electric, trash or other lien management system. You may need to contact the Vendor supplying that software for additional information.



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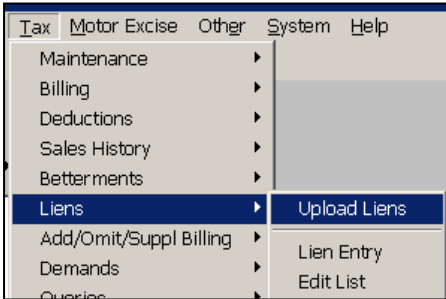
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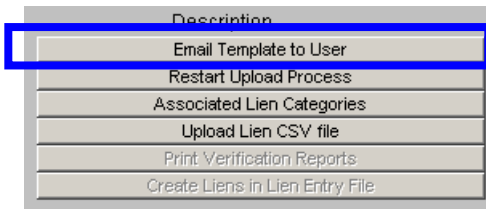
1. GETTING STARTED

1.1. EMAIL THE TEMPLATE

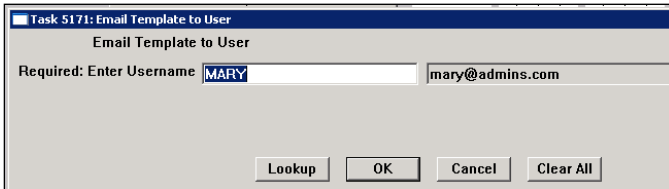
ADMINS has created an Excel template file that you will populate with lien data to upload, and has set up a mechanism for you to obtain it by email. To get the template, follow these steps:



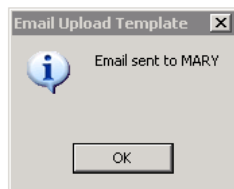
- a. From the AUC menu, click **Tax ▶ Liens ▶ Upload Liens**. The steps menu will display.



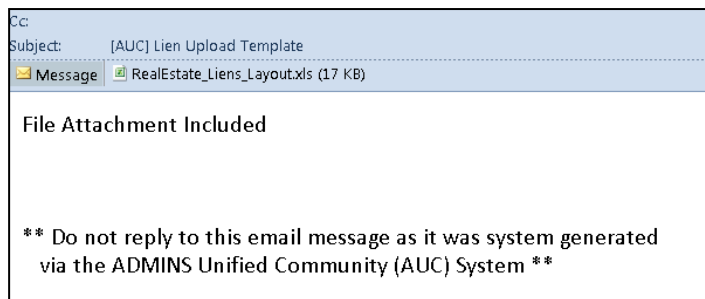
- b. Click the step labeled "Email Template to User".



- c. Send the template to yourself. You may click the LOOKUP button and select your name from a list of choices.



Click OK to complete the process.



You should now have the template in your email Inbox. It will be sent as a Microsoft Excel file named **RealEstate_Liens_Layout.xls**. See the APPENDIX for a sample of the file.

Open the Email and save the template attachment to a location of your choice on your computer. You can give it any name you want when you save it.

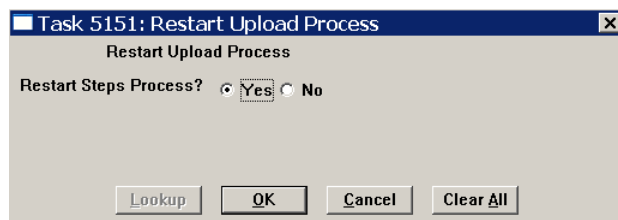
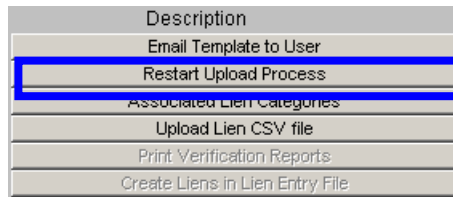


1.2. GENERATE LIEN DATA

You should now generate the **EXPORT** of lien data from the water, sewer, electric, trash or other department. You will use this data to populate the template spreadsheet.

2. RESTART THE LIEN UPLOAD PROCESS

Choosing this option will clear out any work files you may have previously created. You can select this process at any time if you want to start over.



Click OK to restart, or cancel to leave any work files in place.

3. USING THE TEMPLATE

ADMINS created the template because of the fact that there is no standard export layout from the various departments that generate liens. You can, of course, enter the data into the spreadsheet manually, but it is assumed that you receive some sort of electronic transmission, most likely an Excel spreadsheet. You may need to massage the data in the files you receive to match the layout required by AUC.



The first two rows of the template are locked. You cannot change anything in those rows.

3.1. TEMPLATE COLUMNS

1. There are 24 columns on the template, which provides for a water, sewer, electric, trash and one “other” lien. The first four columns contain information about the parcel:
 - a. Parcel number: use the slash “/” character as a delimiter, e.g. 123/002/015A. Be sure to enter any leading zeroes in any component. For example, if the parcel number is 011/002, DO NOT enter 11/2.
 - b. Name of person or company to be billed.
 - c. Service address. This may or may not be the billing address.



- d. **Collector fee:** the amount of any fees charged by the Collector for any of the liens. The column is formatted for two decimal points, so if you enter 100, it will display as 100.00.
2. The remaining columns provide for specific information for each of the other liens:
 - a. **Lien date.** Is required. Enter in format MM/DD/YYYY. The system will check for date errors within plus or minus 365 days of the upload date. In other words, the upload process will reject a date that is more than a year in the past or a year in the future.
 - b. **Account number.** Is optional. This is alphanumeric.
 - c. **Lien amount.** Required if there is a lien date. Formatted for two decimal points.
 - d. **Committed interest** for the lien. Optional. Formatted for two decimal points.
 3. Here are some tips that may be helpful in populating the template:
 - a. You can upload a separate file for each type of lien – that is, you can run the upload process for each type of lien. This is helpful if you receive a lien file from several different sources. Alternatively, you can put the data into a single file, using cut and paste if necessary.
 - b. To put multiple liens for a parcel in the same upload file, you can either enter the parcel number once and enter each lien in its proper column; or enter the parcel number for each lien.

Example: Parcel 123/456 has both a water lien and a sewer lien. They can be entered in either of two ways:

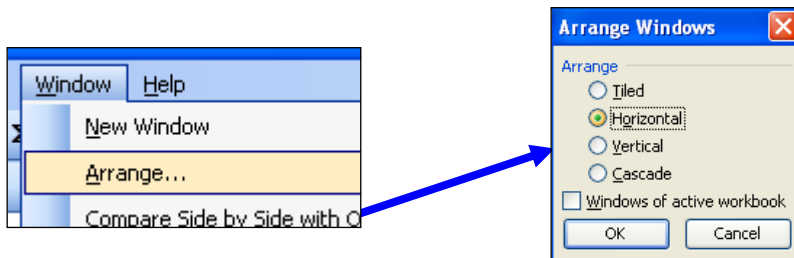
Parcel	Water lien	Sewer lien
123/456	100.00	150.00
OR		
123/456	100.00	
123/456		150.00

4. There may also be cases where there are two liens for the same property – for example a multi-family that has one parcel number but multiple water accounts. In this case you can either list the parcel number twice with different account numbers, or use the “other lien” column for the second lien.



TIME SAVING TIP

If you are moving data from a spreadsheet to the AUC template, it is helpful to use the Window ► Arrange ► Horizontal feature of Excel. This allows you to see the 2 spreadsheets in the same window and organize the data accordingly.





5. Once you have completed the changes, save the AUC template as a CSV file.

3.2. CREATE THE CSV FILE

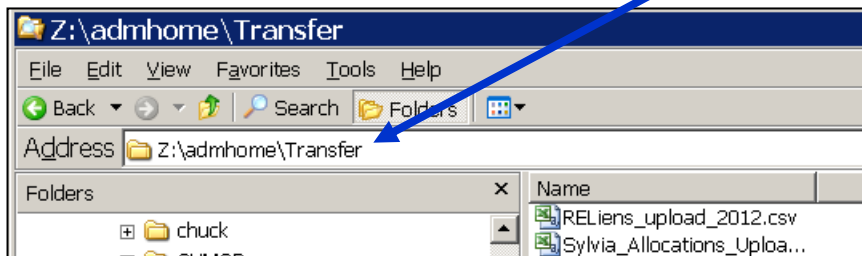
To save the Excel spreadsheet as a CSV file:

- Click **File ▶ Save As**
- Choose **CSV** in the “**Save as Type**” window
- Choose a location on your computer, supply a file name and then click **OK**. The file name is your choice. If you upload a separate file for each lien type, you may want to use a naming convention such as Liens_Water_2012.csv.

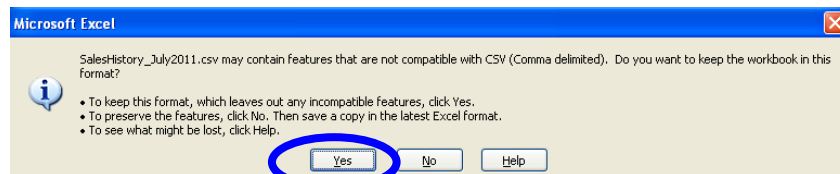
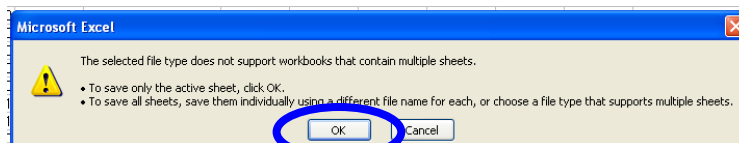


You can save the file to any location you want, but in the next step – uploading the file – the system will automatically start looking in the location specified by item 5100 in the Module Control Table.

5092	Name of Online Payment Processor for RE and TT	ONLINE
5100	Lien Upload Import Directory	z:\admhome\transfer
5107	Attach PE Bills During Posting?	Y



You may be prompted with one or both of the following messages, to which you should respond with the circled answer:

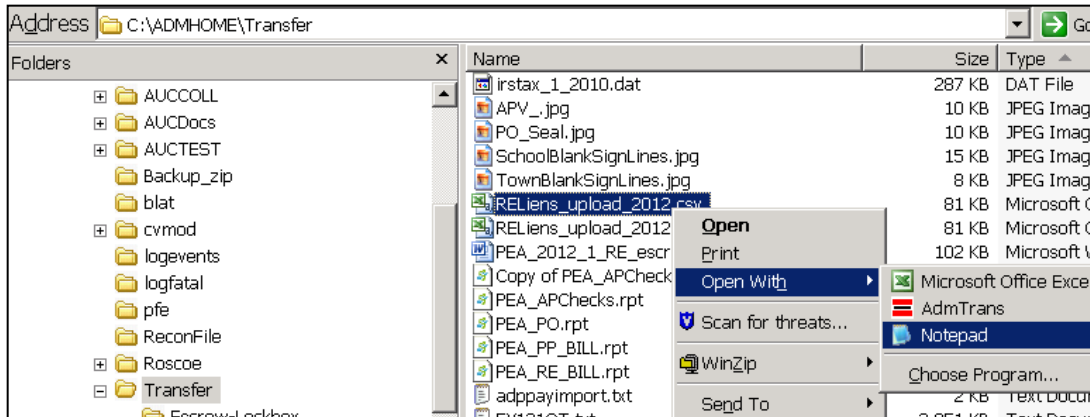




3.3. CONFIRM THE CSV FORMAT

Before trying to upload the file, confirm that it is properly formatted by opening the file with **NOTEPAD**.
To do so:

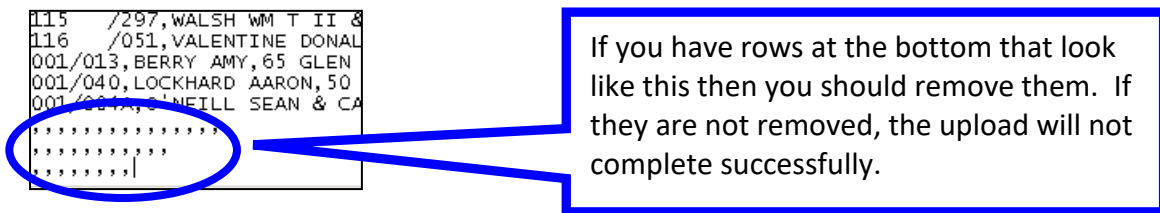
- Locate the .CSV file on your hard drive.
- Right click on the File and choose **Open With ▶ Notepad**



The file will display in the Notepad editor.

```
Parcel,Owner,Address,Method,.....
KPARNUM,SDNDAM,L01ADDR,BILMTH,CFEE,WLENDAT,WACCT,WAMT,WIAMT,SLENDAT,SACCT,SAMT,SIAMT,TLENDAT,TACCT,TAMT,TIAMT,E
005 /045,DELGRECO ROBERT S TRUSTEE,3 MARKET ST,1,.....,8/1/2011,005 -045,100.67,....
005 /109A,AMIRO LINDA L,108 RUSSELL ST,1,.....,8/1/2011,005 -109A,"2,224.29",....
005 /116,ALLEN JOSEPH R & PAMELA E,8 BUFORD RD,1,.....,8/1/2011,005 -116,707.3,....
015 /012,PATERMO VINCENT & DONNA M,636 GRAND REGENCY BLVD,1,.....,8/1/2011,015 -012,747.09,....
018 /020,VALENTI VINCENTO & LISA A,15 CRANE AVE,1,.....,8/1/2011,018 -020,"2,987.61",....
024 /054,BURKETT THOMAS C & JUDITH E,11 HOOVER AVE,1,.....,8/1/2011,024 -054,26.2,....
033 /073A,BONFIGLIO PETER J & RHONDA L,2 MADDABON PL,1,.....,8/1/2011,033 -073A,596.95,....
033 /503,LEO NANCY,5B ELGINWOOD RD,1,.....,8/1/2011,033 -503,684.3,....
036 /515,APPLEY CHARLES,13 BOURBON ST - UNIT 52,1,.....,8/1/2011,036 -515,"1,049.59",....
036 /548,PELLETIER LORRAINE A,19 BOURBON ST - UNIT 85,1,.....,8/1/2011,036 -548,792.89,....
038 /037,CRISTOFORO JOANNE M,13 MT PLEASANT DR,1,.....,8/1/2011,038 -037,"2,972.02",....
045 /015B,KRAJCA M & CAPORALE M,84 PINE ST,1,.....,8/1/2011,045 -015B,142.19,....
046 /017A,CHOPOR SHELLEY A ANTONELLI WAY,1,.....,8/1/2011,046 -017A,"1,522.64",....
```

Scroll all the way to the bottom of the file.



Once you have built your CSV file then you are ready to proceed.



4. ASSOCIATED LIEN CATEGORIES

As previously indicated, the spreadsheet template has separate columns for each type of lien. To ensure that these integrate properly with the system, verify that each type of lien is associated with a category in the **Billing Category** table.

Description
Email Template to User
Restart Upload Process
Associated Lien Categories
Upload Lien CSV file
Print Verification Reports
Create Liens in Lien Entry File

You may only need to go into this table the very first time you run this process. Once the records are established here then you do not need to perform this step each time.

Upload Type	Associated Category																																					
Collector Fee	32 Collector Fees	<table border="1"> <thead> <tr> <th colspan="2">Real Estate Categories</th> </tr> <tr> <th>Ca</th> <th>Description</th> </tr> </thead> <tbody> <tr><td>01</td><td>Real Estate Tax</td></tr> <tr><td>02</td><td>CPA</td></tr> <tr><td>03</td><td>Luxury Tax on High Value Homes</td></tr> <tr><td>04</td><td>Unused Charge</td></tr> <tr><td>05</td><td>Water Lien</td></tr> <tr><td>06</td><td>Water Committed Interest</td></tr> <tr><td>07</td><td>Sewer Lien</td></tr> <tr><td>08</td><td>Sewer Committed Interest</td></tr> <tr><td>09</td><td>Electric Lien</td></tr> <tr><td>10</td><td>Electric Committed Interest</td></tr> <tr><td>11</td><td>Trash Lien</td></tr> <tr><td>12</td><td>Trash Committed Interest</td></tr> <tr><td>13</td><td>Other Lien</td></tr> <tr><td>14</td><td>Other Committed Interest</td></tr> <tr><td>15</td><td>Title 5a</td></tr> <tr><td>16</td><td>Betterment 1 Committed Interest</td></tr> </tbody> </table>	Real Estate Categories		Ca	Description	01	Real Estate Tax	02	CPA	03	Luxury Tax on High Value Homes	04	Unused Charge	05	Water Lien	06	Water Committed Interest	07	Sewer Lien	08	Sewer Committed Interest	09	Electric Lien	10	Electric Committed Interest	11	Trash Lien	12	Trash Committed Interest	13	Other Lien	14	Other Committed Interest	15	Title 5a	16	Betterment 1 Committed Interest
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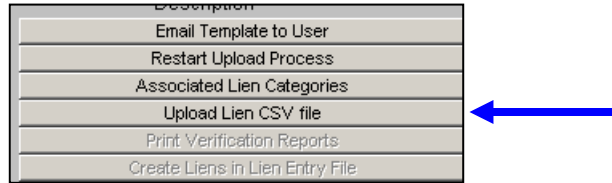


Be sure every lien on this screen is associated with a Billing Category, even if you are not actually using it.



5. UPLOAD THE CSV FILE

You are now ready to load the file. To begin, click the button labeled “**Upload Lien CSV File**”.



Task 5152: Upload Lien CSV file

Upload Lien CSV file

Required: Enter Bill Year ←

Enter Upload Filename

Upload file From **Template Spreadsheet** CUSI Interface

Run as Preview Print PDF
 If Printing use Duplex Yes No

With your cursor in the filename field, click the LOOKUP button. A standard Windows dialog box appears allowing you to locate your file. When you find the file you want to load, click the Open button. As noted above, the system will start looking in the directory specified in the Module Control Table.

Select File to Load

File name: RealEstate-Liens.csv

You will be returned to the parameter window, where your selected file name and path will appear.

Task 5152: Upload Lien CSV file

Upload Lien CSV file

Required: Enter Bill Year

Enter Upload Filename

Upload file From **Template Spreadsheet** CUSI Interface

Run as Preview Print PDF
 If Printing use Duplex Yes No

Click OK and the upload process will begin.



5.1. ERROR CHECKING

1. **File Name.** There is a limit of 80 characters for the total length of the **Drive + folder tree + file name**. Please be sure to see that your file name is not truncated here. If it is, you will need to move it to a different location with a shorter path name.
2. The system checks the upload file for errors and will not upload it if any errors exist.



3. The errors will be numbered and described on the report that is produced automatically with the upload process. The possible errors, which will be identified on the report, are:
 - A portion of the parcel number is blank
 - A parcel number is invalid – either because it does not exist or because it does not contain enough segments
 - Owner name is blank
 - Address is blank
 - Collector fee is non-numeric
 - Collector fee less than zero
 - Collector fee or lien not associated with a Bill Category (see Section 4)
 - Lien dates cannot be blank if there is a lien amount
 - A lien date is invalid
 - A lien date is more than a year ahead or behind today’s date
 - Liens cannot be less than zero
 - Lien and interest amounts must be numeric
 - The lien already exists in the posted liens file. This prevents you from uploading the same lien twice.

```

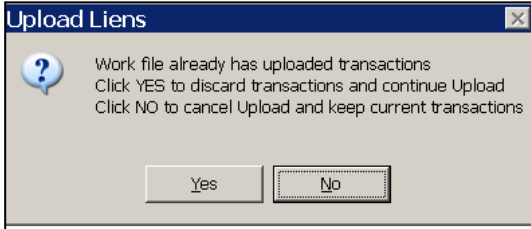
                                Upload Liens Error Report

Correct all errors in spreadsheet, export to .CSV file, and restart upload process.
=====
Row Parcel                               Location
-----
3  005 /045                               3 MARKET ST
   Error: 87 Electric Lien already in Lien Posted File

4  005 /109A                               108 RUSSELL ST
   Error: 81 Water Lien already in Lien Posted File
   Error: 83 Sewer Lien already in Lien Posted File
   Error: 87 Electric Lien already in Lien Posted File
  
```



- As mentioned above, you can run this process multiple times for different lien types. If you upload a second file (or try the same file again after correcting errors) without either completing the process or restarting it, you will get the following message:



Click YES to continue uploading the designated file. This has the same effect as restarting the process, and will discard any previous uploads. Click NO to cancel the upload.

5.2. EDIT LIST

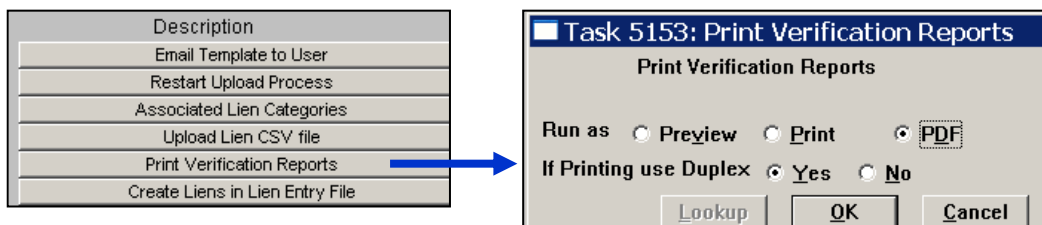
When the upload is successful, the system will automatically print a detailed edit list, showing the amount of the lien and committed interest for each parcel:

Upload Liens Edit List				
Bill Year: 2012				
001	-004A	114 BIRCH ST	O'NEILL SEAN & CATHLEEN	
Lien Type	Account#	Lien Date	Amount	Committed Interest
Water:		624742 01-Aug-2011	263.20	11.71
Sewer:		624742 01-Aug-2011	214.79	9.15
			477.99	20.86

Totals	Amount	Interest	Total
Collector	100.00		100.00
Water:	248,459.61	20,495.73	268,955.34
Sewer:	268,771.59	23,278.84	292,050.43
Electric:	63,917.36		63,917.36
		581,248.56	43,774.57
			625,023.13
Total # Lien Records loaded		828	

With totals by lien and a grand total at the end.

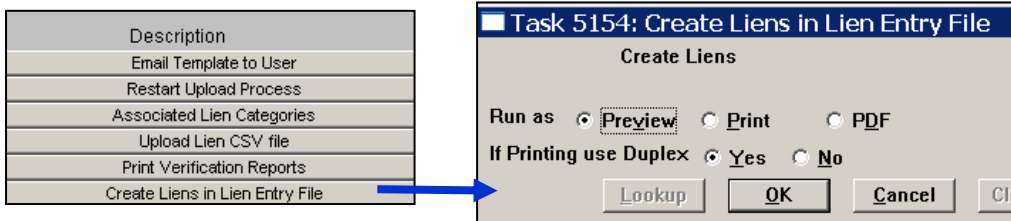
You have the option of running this report again, and you can choose preview or PDF output.



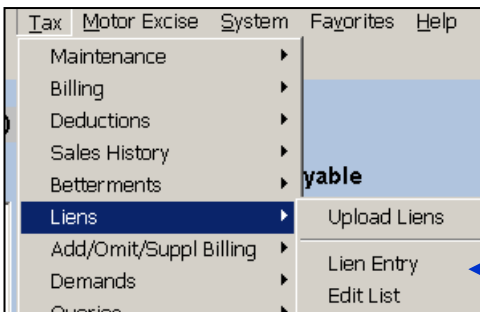
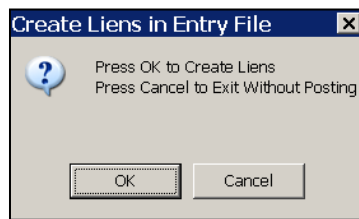


5.3. POST LIENS TO LIEN ENTRY FILE

Once you are satisfied that the liens are correct, the next step is to create them in the lien entry file. This process makes the liens available for billing.

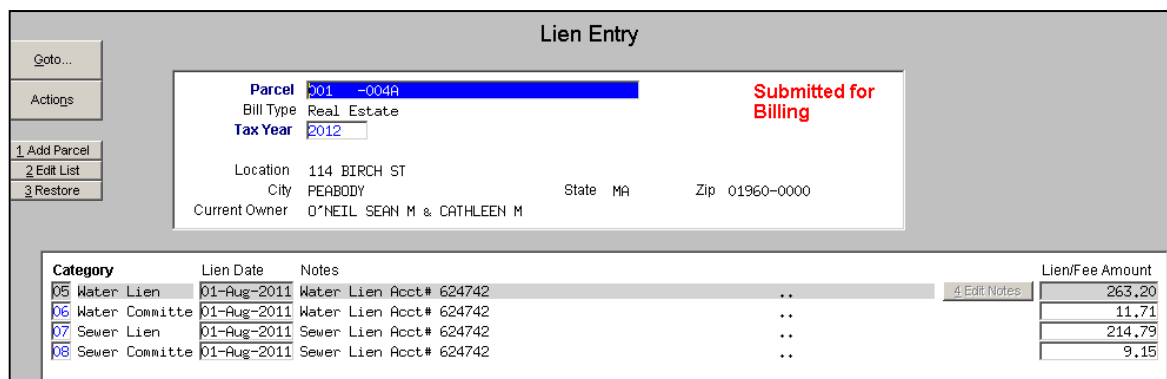


The system will check to make sure this is what you want to do:



After you have posted them, you can view the individual liens in the **Lien Entry** screen

The posted liens are automatically flagged as **Submitted for Billing**, which means you cannot make any changes in the **Lien Entry Screen**. To make changes, click the **Restore** button. You can then change the amount, add a category or delete a category. Click **Submit** to make the lien available for billing again.





6. APPENDIX – LIEN LAYOUT FILE

The top two rows are locked – you cannot change anything in them.

Name Box	B	C	D	E	F	G	H
<i>Parcel (100123123A)</i>	<i>Name</i>	<i>Service Address</i>	<i>Collector Fee</i>	<i>Water Lien Date (MMDDYYYY) +/- 365 Days</i>	<i>Water Lien Account#</i>	<i>Water Lien Amount</i>	<i>Water Committed Interest Amount</i>
XPARNUM	SNDNAM	L01ADDR	CFEE	WLENDAT	WACCT	WAMT	WIAMT

I	J	K	L	M	N	O	P	Q	R	S	T
<i>Sewer Lien Date (MMDDYYYY) +/- 365 Days</i>	<i>Sewer Lien Account#</i>	<i>Sewer Lien Amount</i>	<i>Sewer Lien Committed Interest Amount</i>	<i>Electric Lien Date (MMDDYYYY) +/- 365 Days</i>	<i>Electric Lien Account#</i>	<i>Electric Lien Amount</i>	<i>Electric Lien Committed Interest Amount</i>	<i>Trash Lien Date (MMDDYYYY) +/- 365 Days</i>	<i>Trash Lien Account#</i>	<i>Trash Lien Amount</i>	<i>Trash Lien Committed Interest Amount</i>
SLENDAT	SACCT	SAMT	SIAMT	ELENDAT	EACCT	EAMT	EIAMT	TLENDAT	TACCT	TAMT	TIAMT

U	V	W	X
<i>Other Lien Date (MMDDYYYY) +/- 365 Days</i>	<i>Other Lien Account#</i>	<i>Other Lien Amount</i>	<i>Other Lien Committed Interest Amount</i>
OILENDAT	O1ACCT	O1AMT	O1IAMT