25 NOV 2022 MORNING SESSION

**LIEN MARKING**

**Menus**

**ALA-**Add Lien on Account

**CLA-**Cancel Lien on Account

**GLR-**Generate Lien Report

**IELN-**Inquire on Lien

**LAL-**List Account Lien

**MLA-**Modify Lien on Account

**VLA-**Verify Lien on Account

**ILHY**-History of Account Lien

**Add Lien**

1. Invoke Menu ALA-Add Lien on Account
2. Input account ID and click GO
3. Click on the ADD button to add Lien details

The following details will appear

* Lien Type
* New Lien Amount
* Old Lien Amount-this will be applicable if there was an existing Lien
* Effective Date and Expiry Date
* Lien Reason
* Requested by
* Phone number
* Request Department
* Remarks

1. On the Lien Type, search and Select the type of LIEN-Choose user Defined Lien option.
2. Fill in the details of the Lien
3. Save and Preview the details-The Lien is added successfully
4. Save and Preview the details-The Lien is added successfully

**VERIFICATION OF LIEN**

1. Invoke menu VLA-Verify Lien on Account
2. Enter Account ID or use the searcher to select an account to verify
3. Select the Account and Click GO
4. On the View button, click to view and confirm the Lien details input by the maker
5. View summary will appear as below upon selection, confirm the details and close the window to return to the verification page to submit.
6. Click on submit to complete the verification process-Lien will be successfully approved.

**MODIFY LIEN ON AN ACCOUNT**

1. Invoke Menu MLA-Modify Lien on Account
2. Enter account ID and click GO
3. Available Liens on the account will be displayed
4. Click on the Edit button to display the Lien details for update
5. Update the Lien details accordingly

user is able to amend the amount, reason, type of lien, expiry date, Request department, remarks, phone number, requested by, Expiry date

1. Click on update, the summary will be displayed
2. Submit the modification for verification

**VERIFICATION OF MODIFIED LIEN**

1. Invoke Menu VLA
2. Input the A/C ID to be verified and click GO, NOTE; only modified Lien Pending approval will appear here.
3. View record and confirm the amendments
4. Close the preview window and click submit to complete the verification process.

**CANCEL LIEN ON ACCOUNT**

1. **Invoke menu CLA-**Cancel Lien on Account
2. Input the account ID or use the searcher to select Liens pending verification
3. Select the account ID and click GO
4. Click on submit to cancel the LIEN

**Inquire on Lien**

1. Invoke Menu IELN
2. Enter account ID, on the Lien Type or use the searcher
3. On Lien classification, Select manual option and search
4. On the searcher select USER DEFINED.
5. On Lien ID -select user Defined.
6. Proceed to search to display the Lien summary
7. Click on the view details to display full details of the LIEN.