

CITY OF ALLENTOWN
Treasury Register- Process Flow Narrative
June 2019

Payments received and accepted at the Treasury Cashier Window fall into two categories:

“Live” Accounts:

Accounts that are updated in real time to the customer accounts in the Eden system.
i.e. Permits & Inspections, License, Utility

“Other” Accounts:

Accounts that are not updated in real time and require manual entry to the Admin system.
i.e. City Real Estate Tax, Business Privilege Tax

TREASURY CASHIER WINDOW

1. Customer comes to the Treasury Cashier window with a payment.
 - a. Cash, check or money order.
 - b. Credit/debit cards are not accepted.
2. If a customer comes without a bill, the Clerk 3 - Cashier looks up the customer's account and the amount due in the Admin and/or Eden systems.
 - a. Clerk 3 - Cashier prints out a copy of the customer's bill.
3. The Clerk 3 - Cashier enters the payment into the Tyler Cashiering system.
 - a. Using the bill, selects the payment type:
 - i. AR, Code Enforcement, Licensing, Permits & Inspections, Utility Billing or Miscellaneous Receipts.
 - ii. If the payment is for several bills, adds another payment.
 - b. Scans or manually enters the customer's account number and the amount paid.
 - c. Based on the currency type, chooses “check” or “cash”:
 - i. Check
 1. Verifies the accuracy of the check,
 2. Scans the check into the Tyler Cashiering System.
 - ii. Cash
 1. Counts the cash and tests for counterfeit bills,
 2. Puts the money into the cashier drawer.
 - d. Puts the bill into an Epson Bill Validator which is connected to the Tyler Cashiering System.
 - i. On the back of the bill, the date and amount of the payment prints.
 - ii. Prints out a payment receipt for the customer.
4. The Clerk 3 - Cashier gives the customer the receipt.
 - a. If the customer pays by cash and change is required, Clerk 3 - Cashier gives the customer the change.
5. The Clerk 3 - Cashier keeps the bills and checks in a file box, which is separated according to different payment types.

END OF DAY PROCESS

Treasury Register

1. At the end of each day, after closing the window, the Clerk 3 - Cashier begins the settlement process.
 - a. Cash
 - i. Counts the money in the cashier drawer,
 - ii. Verifies that the amount of money in the cashier drawer matches the amount listed in the Tyler Cashiering System.
 1. Tyler Cashiering System shows the total amount that should be in the cashier drawer.
 - a. The total amount is composed of the beginning cash balance and cash received that day.
 - iii. Takes out the money received that day.
 1. The remaining cash in the cashier drawer should balance to the register's beginning cash balance.
 - b. Check
 - i. Goes through every check to insure the check amount matches the Tyler Cashiering System.
2. Clerk 3 - Cashier prints out:
 - a. Batch report
 - i. All the transaction details
 - b. Settlement report
 - i. Check activity
 - ii. Cash activity
 - iii. Batch checks activity
3. Clerk 3 - Cashier writes the date, batch number, desk number and deposit amount on the deposit bag and bank deposit tickets and then initials both.
4. The Treasury Accountant counts the total amount of checks and cash and insures the amounts match with the bank deposit ticket.
5. The Treasury Accountant signs the bank deposit ticket and deposit bag.
 - a. The signature is proof that the bank deposit has been verified.
6. The Treasury Accountant puts the checks/cash and bank deposit ticket into the deposit bag and seals it.
7. Clerk 3 - Cashier puts the deposit bag in the safe.
8. Clerk 3 - Cashier puts the cash register drawer in the safe and locks it.
9. Clerk 3 - Cashier puts the batch report, settlement report and bills together.
 - a. Used for the preparation of the desk sheet.

Other Registers (except Treasury Window and Register 9)

1. At the start of the next business day, the departments turn in their prior business day's deposit bag, batch report, settlement report and bills to the Treasury window.

2. Clerk 3 – Cashier puts all the deposit bags into the safe and all the reports & bills in a mail trail.
3. All the reports & bills are given to a Treasury Accountant, who prepares a desk sheet.

Register 9

When large volume of mails are received, it is more efficient to enter the payments directly into the Admin System.

1. The Clerk 3 - Data Entry opens and sorts the bills according to the different kinds of payments. (Cash is not supposed to be sent through the mail. If by chance it would be taken up front and put through the Clerk 3 - Cashier.)
2. If it is a “Live” account, the Clerk 3 – Data Entry either enters the bill into the Tyler Cashiering System (if there is a large volume) or gives it to the Clerk 3 – Cashier to enter it through their register.
3. If it is an “Other” account, the Clerk 3 – Data Entry makes sure checks are correct and then enters the bills into the Admin System.
 - a. An adding tape must be done for total of checks for each kind of payment done to make sure check amount matches the total for the receipts entered.
4. The Clerk 3 – Data Entry prepares the deposit bag and tickets for the checks that were mailed. The Treasury Accountant double checks with the amounts, signs on the deposit bag and tickets and then puts it in the safe.
5. The Clerk 3 – Data Entry prints out a report listing all the accounts entered and then gives it to the Treasury Accountant who prepares the desk sheet.

TREASURY DATA ENTRY

Deposit bags

1. The Clerk 3 - Data Entry gets the deposit bags from the safe, goes into the cashier room, opens one bag at a time in that room and takes out all the check and cash.
2. The Clerk 3 - Data Entry runs each check through a scanner, which uploads the check into the bank.
 - a. Scans the checks on the computer inside the cashier room.
 - b. Insures the total amount of checks for each register matches the amount listed on the deposit ticket.
3. The Clerk 3 - Data Entry prints out a report for each register after all the checks are put into the bank.
4. The Clerk 3 - Data Entry counts the money and verifies the amount listed in the deposit ticket and then puts them into the Dunbar lockbox.
 - a. If the deposit amount does not match with the deposit ticket, the Clerk 3 - Data Entry calls the department and sees if they have the short amount in their drawer. If they do not, then a journal entry is made for a shortage.

5. A receipt is printed out after all the cash is deposited into the safe.
6. Both the reports for the checks and the receipt for the cash are given to the Treasury Accountant, as proof of the amount that was deposited into the bank.
7. Dunbar picks up the cash once a week.

Data Entry

1. The batch reports, settlement reports and bills go to a Treasury Accountant who prepares the desk sheet:
 - a. The horizontal axis lists all the registers: Engineering Register1, Treasury Register2, Treasury Register3...
 - b. The vertical axis lists all different kinds of transactions (including both live and other accounts)
"Live" accounts:
Accounts receivable, Utility billing, Permits & Inspections, Licensing...
"Other" accounts:
City R/E tax, Business privilege licenses, trash, garbage collection fees...
 - c. Then the transaction amounts are entered into the desk sheet.
 - i. Separated by registers and transactions.
2. The Treasury Accountant gives the Clerk 3 - Data Entry the bills and the desk sheet.
3. The Clerk 3 - Data Entry sorts the bills according to the different kind of payments listed on the desk sheet.
 - a. City Real Estate, Business Privilege and all others.
4. If it is a "Live" account, no additional entry is required by the Clerk 3 - Data Entry.
 - a. For Permit& Inspections and license, they are updated in real time.
 - b. For AR, the Treasury Accountant will update them.
5. If it is an "Other" account, the Clerk 3 - Data Entry will enter the bill information into the Admin system.
 - a. To update the Customer's AR account in Admins to reflect the payment.
 - b. The Clerk 3 - Data Entry accesses the Admin system,
 - i. Using the information on the bill, enters the customer account number, the amount paid, and other information listed on bill,
 - ii. For each kind of transaction, the Clerk 3 - Data Entry insures that the total amount entered into the Admin System matches with the amount listed in the desk sheet,
 - iii. If the amount is the same, the Clerk 3 - Data Entry puts her initials next to the amounts verifying that the amounts match and have been entered into the Admin System.
 - iv. If the amount is different, the Clerk 3 - Data Entry will indicate the correct amount and the desk sheet needs to be adjusted.
6. After the Clerk 3 – data Entry enters all the data into the Admin System,
 - a. The Clerk 3 - Data Entry keeps the bills and files them in order. At the end of the month, all the bills are sent to Audit and Revenue.

- b. The desk sheet is returned to the Treasury Accountant, showing that the amounts match and have been entered into the Admin System.
- c. The Treasury Accountant goes into the Eden System,
 - i. For Register 1-8, all the transactions have been entered into the Tyler Cashier System and then been uploaded into the Eden System,
 - 1. Checks the total amount of every kind of transactions with the desk sheet.
 - 2. If the amount is the same, the Treasury Accountant will post these payments to the General Ledger.
 - 3. If the amount is different, the Treasury Accountant needs to research and figure out why it doesn't match and make any adjustments so that they do match.
 - ii. For Register 9, using the amount listed on the desk sheet, the Treasury Accountant prepares a journal entry.
 - 1. The journal entry is posted in Eden system which updates the General Ledger.