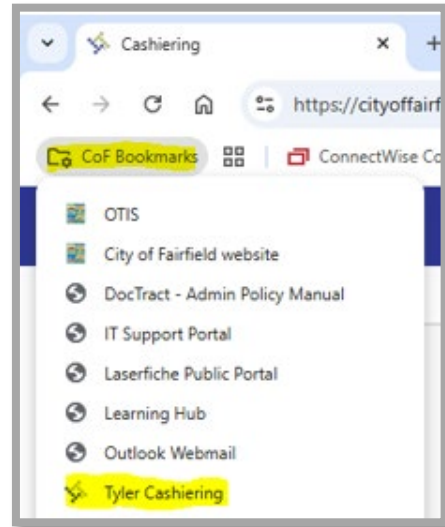


Processing Payment in Tyler Cashiering

Open Chrome and go to CoF bookmarks and select Tyler Cashiering.



From the Home screen, select the yellow plus sign  on the bottom right to start your batch.

A new window will pop up (see image on the right)

In this window, enter a Deposit Reference. Deposit Reference is your Department.Initial-Your.Initial-MMDDYY

Here are examples of Deposit Reference for each department (please use the department initial as noted below):

- Building: BLD-TG-032725
- Planning: PLN-TG-032725
- Public Works: PW-TG-032725
- ED: ED-TG-032725
- Fire: FIRE-TG-032725
- Finance: FIN-TG-032725
- Police: PD-TG-032725
- Transit: TRA-TG-032725

Create Batch

Batch Date
Processing Date * 03/27/2025 Effective Date * 03/27/2025 General Ledger Date * 03/27/2025

Settlement
Start Date * Start Time * Reports to print on closing 2 Items selected

Require Balance Drawer

Defaults
Payment Type Miscellaneous Tender Type Department * FINANCE

Deposit Account BANK OF AMERICA **Deposit Reference** Overrides

Mode
Entry Mode Counter Retail Payment Type Beginning Cash * \$ 0.00

Deposit Receipt Category Care of Department Deposit Receipt Amount \$ 0.00

Print
Print Receipts Validate Payments Automatically Scan Checks

Cancel **Create**

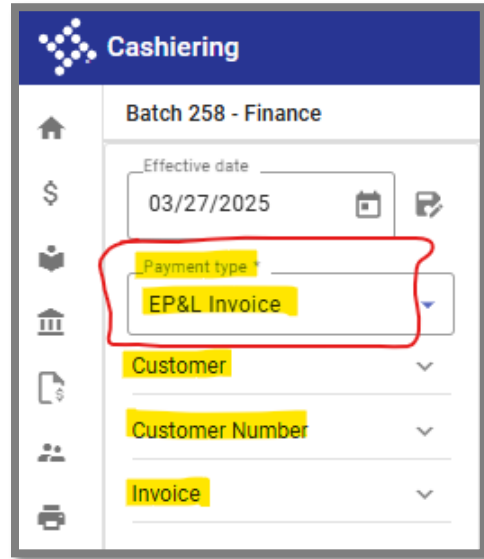
Click Create on the bottom right to start your batch. This will start your Cashiering batch for the day. You can now accept payments for EP&L (Permitting system), General Billing (AR invoices) and Miscellaneous payments.

You do not need to create a new batch for each customer or each payment you receive during the day. You can collect your payments under the same batch throughout the day. See instructions on subsequent pages on *How to Resume Your Batch***, if you get logged out.

Processing Payment in Tyler Cashiering

EP&L Payment Process

1. When taking an EP& L payment, select EP& L Invoice under the Payment type on the left.
2. Once EP&L Invoice option is selected, you can now search the invoice by entering any one of information under Customer, Customer.Number and Invoice dropdown selection. The easiest and fastest way would be to look up by Invoice.Number under the Invoice dropdown option.
3. Once the invoice is found select the Invoice and click Pay Now button on the bottom right corner.



4. This will take you to the payment window, where you'll select the payment method and complete the payment (by clicking Complete button on the bottom right).

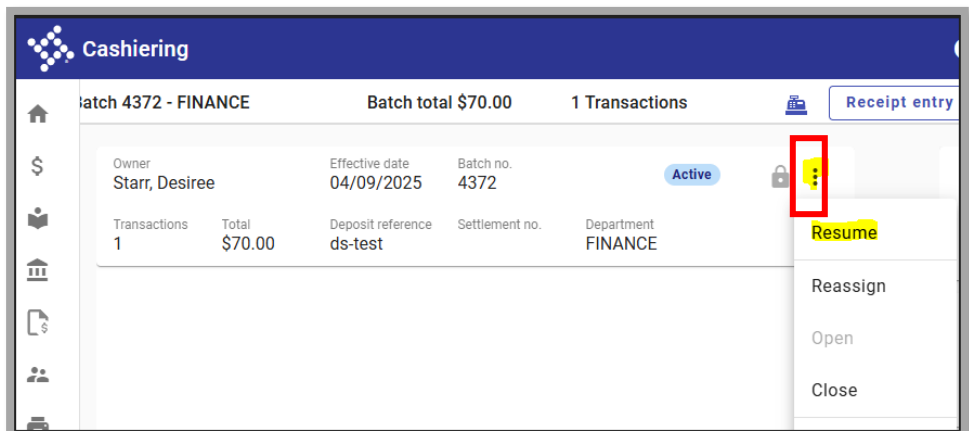
\When accepting a check payment? please make sure to scan the check through the check scanner;

Once you have processed the payment, the system will take you back to your Cashiering batch and you can follow steps 1-4 to process the payment for the next customer.

How to Resume Your Batch

If you happen to get logged out of your Cashiering batch during the day, you can resume your batch by following the steps below:

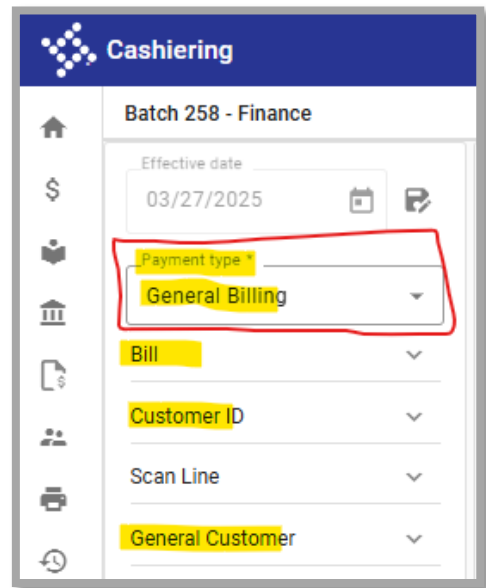
Click on the 3 dots next to your batch and then select Resume and it will take you back into your Cashiering Batch



Processing Payment in Tyler Cashiering

General Billing Payment Process

1. When taking a General Billing payment, select General Billing under the Payment type on the left.
2. Once General Billing option is selected, you can now search the invoice by entering any one of information under Bill, Customer.ID and General.Customer dropdown selection. The easiest and fastest way would be to look up and invoice is by **Bill** under the Bill dropdown option.
3. Once the invoice is found select the Invoice and click Pay Now button on the bottom right corner.
4. This will take you to the payment window, where you'll select the payment method and complete the payment (by clicking Complete button on the bottom right)



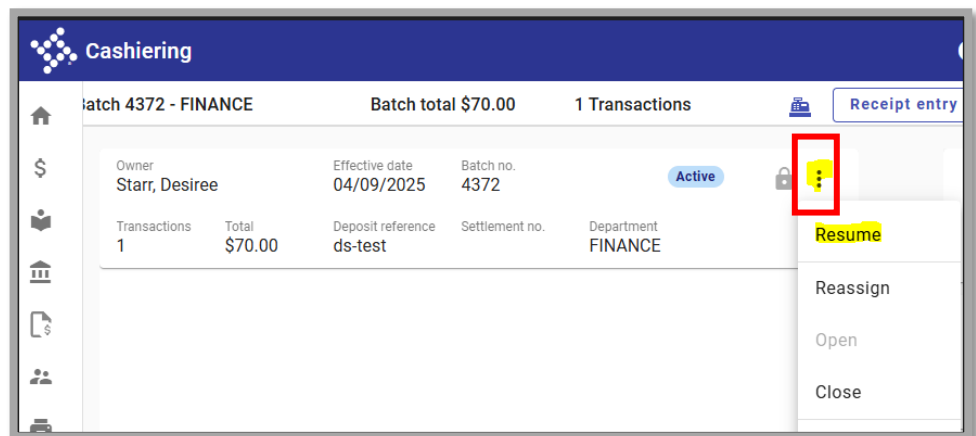
\When accepting a check payment? please make sure to scan the check through the check scanner;

Once you have processed the payment, the system will take you back to your Cashiering batch and you can follow steps 1-4 to process the payment for the next customer.

How to Resume Your Batch

If you happen to get logged out of your Cashiering batch during the day, you can resume your batch by following the steps below:

Click on the 3 dots next to your batch and then select Resume and it will take you back into your Cashiering Batch



Processing Payment in Tyler Cashiering

Miscellaneous Payment Process

- When taking a Miscellaneous Payment, select Miscellaneous under the Payment type on the left.
- Then update the following boxes in the middle screen:
 - Description
Select the fee the customer is paying.
 - Reference 1
Type in the reference name (Business name)
 - Unit price
Type in the total amount.

Note: You cannot enter ledger allocations until you have your total unit price input.

- Once you enter all the amounts in the unit price then click Ledger allocations (down arrow) to edit

Ledger Allocations:

You will see a Debit and a Credit section. You only need to update the Credit boxes. Input the amounts for each code as needed. The Credit total must equal Debit total.

- Scroll to the bottom of Tyler screen and select Add to cart. The transaction will go to your cart.
- If it looks correct select Pay Now button on the bottom right corner
- This will take you to the payment window, where you'll select the payment method and complete the payment (by clicking Complete button on the bottom right)

| Code | Number | Description | Amount |
|------|----------------|------------------------|----------|
| GB | 999-1132- | CASH IN BANK | \$100.00 |
| GR | 10145600-6110- | BUSINESS LICENSE TAX | \$ 50.00 |
| GR | 584-6111- | DID PKG & BUS IMPR TAX | \$ 50.00 |
| CB | 10145600-6110- | BUSINESS LICENSE TAX | \$ 50.00 |

When accepting a check payment? please make sure to scan the check through the check scanner;

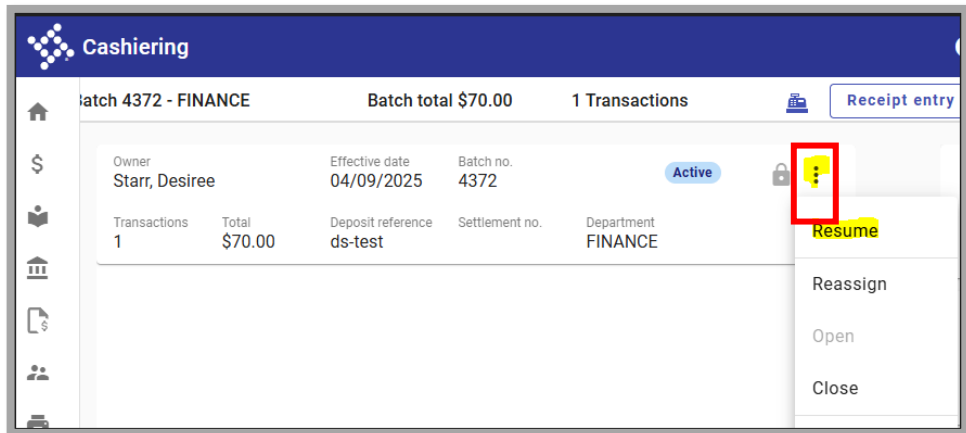
Processing Payment in Tyler Cashiering

Once you have processed the payment, the system will take you back to your Cashiering batch and you can follow steps 1-6 to process the payment for the next customer.

How to Resume Your Batch

If you happen to get logged out of your Cashiering batch during the day, you can resume your batch by following the steps below:

Click on the 3 dots next to your batch and then select Resume and it will take you back into your Cashiering Batch

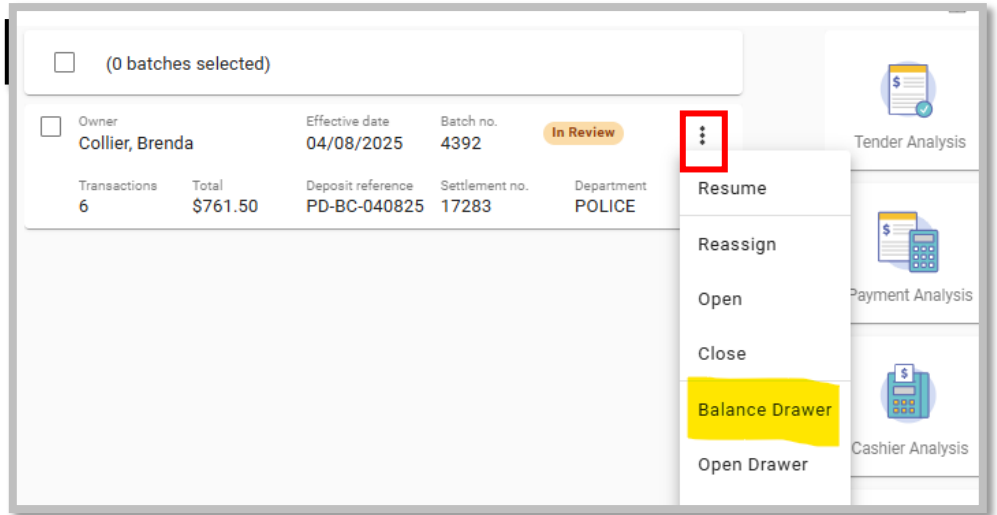


Processing Payment in Tyler Cashiering

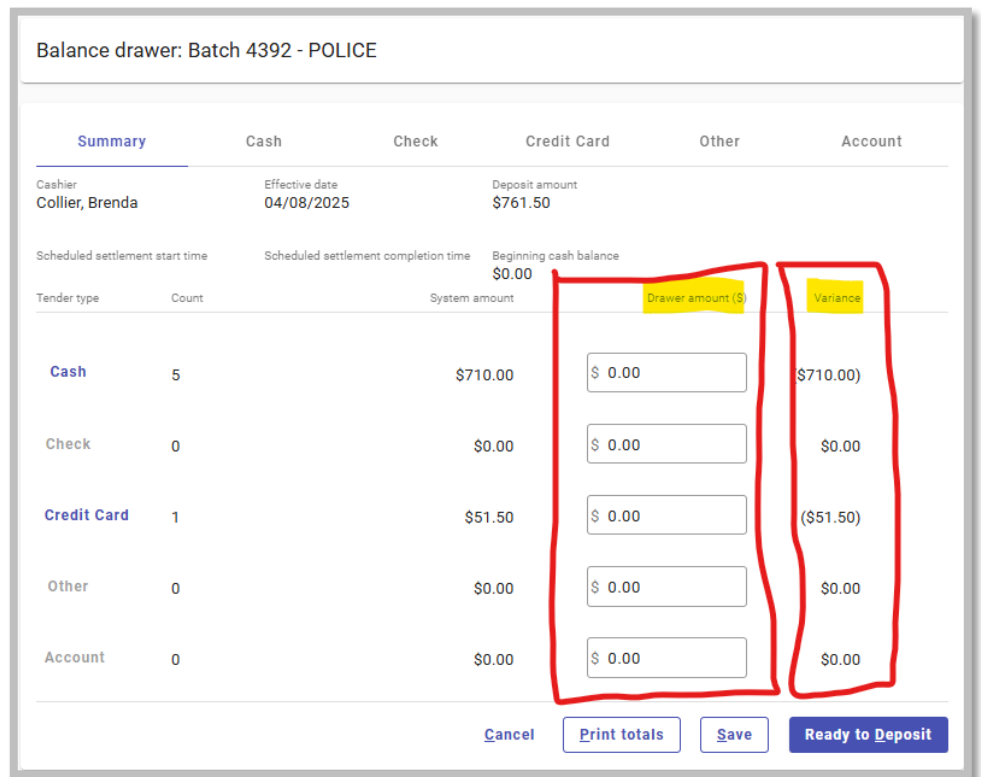
Closing your Batch

Your Cashiering batch should be closed on daily basis at the end of the day. Here are the steps to closing your batch.

1. Click on the 3 dots next to your batch and select Balance Drawer

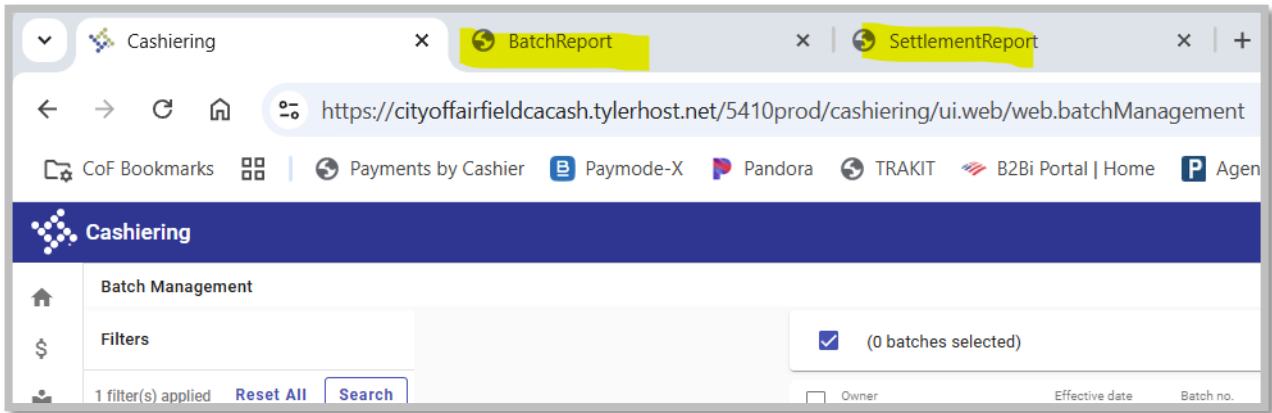


2. On the next window, update your Drawer Amount by clicking on the Tender types that are blue and update by counting your drawer. Once updated, click Accept.
3. Continue until all your Tender Types have been updated (all blue links). The Drawer Amount column should be updated, and the Variance column should reflect zero variances.
4. Click Ready to Deposit
5. Click Finalize.



Processing Payment in Tyler Cashiering

- Two reports (new tabs) will be generated on your web browser: BatchReport and SettlementReport



- From the Batch Report tab, print/save the Summary by Payment Type and Summary by Tender Type Reports (these reports happens to be the last two pages of the report).
- Send the Summary by Payment Type and Summary by Tender Type Reports to FINANCE department along with Checks and Cash.

| Batch Report | | | tyler technologies |
|--------------------------------|----------------------|----------------|---------------------------|
| Batch Number: 4392 | Batch Date: 4/8/2025 | Status: Closed | Processing Date: 4/8/2025 |
| Summary by Payment Type | | | |
| Payment Type | # of Payments | Amount | |
| Miscellaneous | 6 | 760.00 | |
| Processing Fee | 1 | 1.50 | |
| Total: | | 7 | 761.50 |

| Batch Report | | | tyler technologies |
|-------------------------------|----------------------|----------------|---------------------------|
| Batch Number: 4392 | Batch Date: 4/8/2025 | Status: Closed | Processing Date: 4/8/2025 |
| Summary by Tender Type | | | |
| Tender Type | Count | Amount | |
| CASH | 5 | 710.00 | |
| Tyler Payments CC | 1 | 51.50 | |
| Total: | | 6 | 761.50 |