

Commissioner Provided Items

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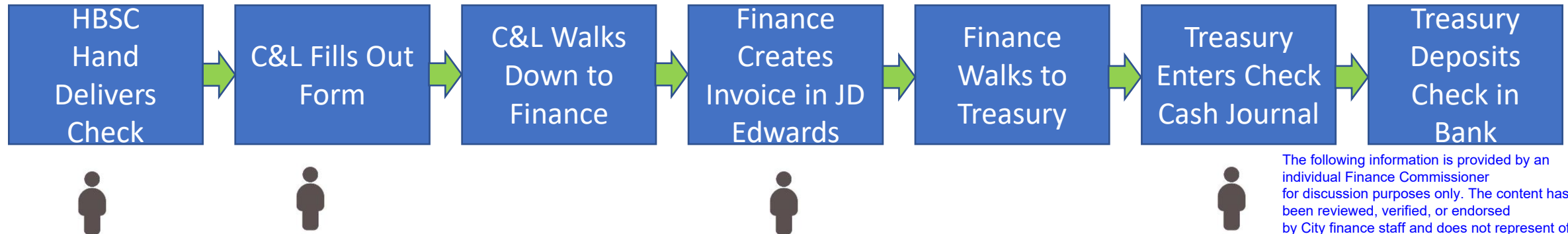
HBSC Partners Payment Processing Review and Suggested Improvements

Submitted By Dave Chennault

8/20/26

HBSC Revenue Share Rent Payment Processing

- Process Description from Joyce Zacks – Deputy City Treasurer – City of Huntington Beach
 - The operators of HBSC have been **hand delivering** their payments to Community Services department at city hall.
 - A billing form is then created and completed by staff in Community Services
 - The billing form and check are taken (**hand delivered**) to the accounts payable department in the Finance Department .
 - The A/P Finance Team puts the billing form into our accounting system (JDE),
 - Finance then **hand delivers** the check to the Treasury department for deposit.



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Cash Receipts Date

- The city records the data the payment is received in a cash receipts journal
- The receipt date you see in the Cash Receipts Journal represents the date the check was processed by Treasury.
- Due to timing issues with processing, weekends, etc., the receipt date could be after the due date.

Request – Short Term

Automate the HBSC Partners Rent Payment Process - Suggestion

- 1 - HBSC Partners sends an email to Finance AP clerk each month indicating what they will pay along with a revenue and rent breakdown
- 2 – AP clerk creates an invoice in JD Edwards and sends an email with the Invoice ID to HBSC Partners
- 3 – HBSC Partners submits payment via ACH transfer and sends an email to Treasury and Finance indicating payment has been made along with the invoice number, revenue/rent statement, and ACH transfer ID and info
- 4 – Finance and Treasury Fill out Invoice and Cash Receipts Journal based upon ACH transfer info sent from HBSC Partners.

Request – Long Term – Simple Semi Automated

Automate the HBSC Partners Rent Payment Process - Suggestion

- 1 – Create a workflow in Microsoft Flow that sends an email each month to HBSC with an embedded Power App form that allows HBSC Partners to enter the payment amount and revenue statement to the form
- 2 – Microsoft Flow picks up the response and creates an Invoice in JDE and sends an email back to HBSC Partners with the Invoice ID with an embedded Power App form that allows HBSC Partners to put in the payment date, ACH info, and Invoice ID
- 3 – Microsoft Flow Picks up response email from step 2 and sends an email to Treasury and Finance to enter a Cash Receipt Journal Entry and Update the Invoice to indicate it is paid
- 4 – Set up a workflow to alert Community Services and Finance that payment has not been received if HBSC Partners does not respond to step 1 in the process by the 16th of the month