

Activity Balance Transfer Process

Process Implementation 1 May 2014

As a reminder, Navy CYP Fee Policy states that child care payments are required prior to services--certain exceptions may apply.

All program revenue must be posted the month service is provided. In CYMS, program revenue is posted only if parent payments are made. When payments are collected according to the Fee Policy, revenue is posted in the correct accounting month and no action is needed. However for households that have received services and have not paid by the end of the month, additional postings are required to post revenue to the correct month and identify the balance as money owed (accounts receivable).

NOTE: All Transfer to History programs in CYMS will be modified to not allow a balance to be transferred to History in CYMS as of 1 May 2014. This process will also be used to transfer household balance prior to transfer to history.

The Financial Impact section is included within the steps to assist those individuals responsible for account reconciliation.

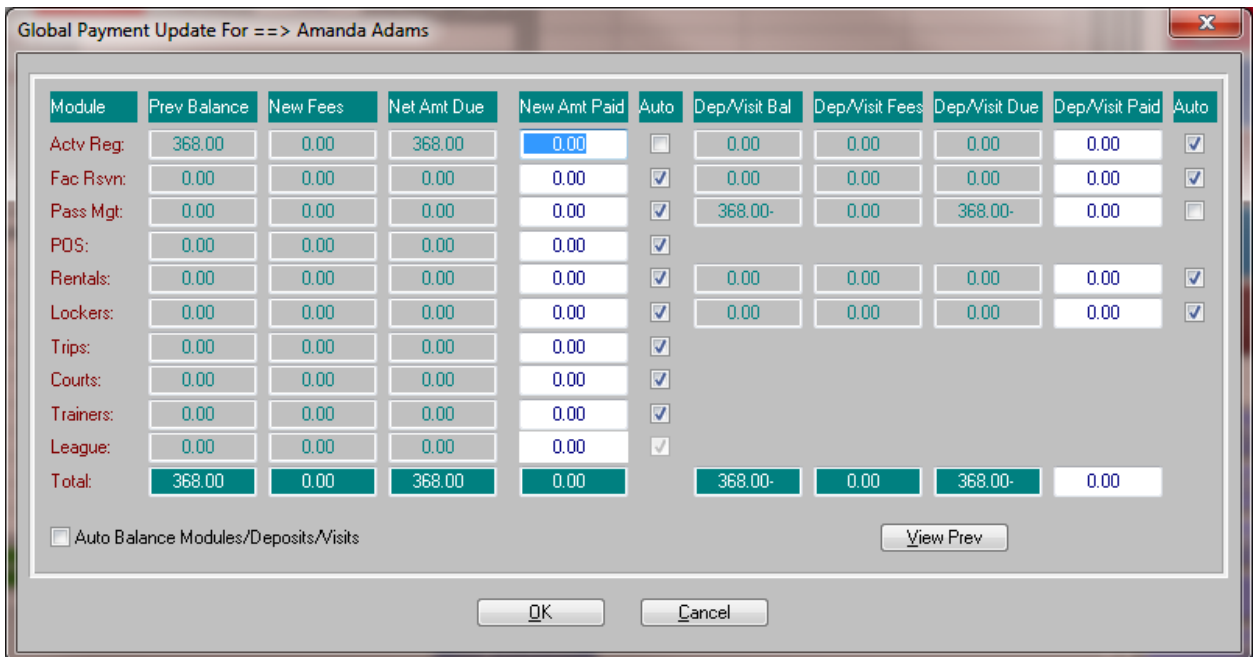
Step 2: Review and verify that Activity balances due are valid.

Activity balances may be listed and not valid for the following reasons:

- Child is enrolled during the current month--BUT will not begin receiving services until the following month
- An error is made.

Below are some common issues and steps for corrective action.

➤ ***Payment was posted to another module.***



Corrective action:

Review all modules in the payment screen to ensure payment was not posted to another module. If the matching amount is found in another module, use the Auto-balance (Module, Deposits, Visits):

1. In the Autopay column, remove all check marks from available fields except the ones showing the matching debit and credit amount.
2. Check Auto-balance box (bottom left side); click OK.
3. In the Pay Reference 1 field, enter "Autopay posting".
4. Click No Print.

- ***Household was incorrectly assigned/billed in a higher category***
Corrective action: changes must be made via Global Cancel/Changes to decrease the fee amount for immediate correction and the correct TFI amount entered for the Household on the DOD Financial screen of HH/Member Update.

- ***Payment was posted to another household***
Corrective action:

If the payment was made by Cash or Check, identify which household has the incorrect payment, process a Global Payment Reversal, and then post payment to the correct household.

If payment was posted by Credit Card, contact your CYMS SME for additional setup to allow processing of the above steps.

NOTE: Steps 1 and 2 should also be followed throughout the month to ensure outstanding balances are accurate by the last day of the month.

For all valid Activity balances proceed to Step 3

Step 3: Post Activity balance due in Global Sales using CYMS Pay Code 74 –Past due Activity Balance

This step is similar to posting a payment to a household. Use of pay code 74 and this process will post all balances owed as program revenue for the month it was earned—service is received—and as accounts receivable for the activity.

1. In Global Sales, select the household
2. Enter the appropriate amount next to **Net Amt Due** in the **New Amt Paid** column for the **Act Reg:** row. If the amount is higher than the balance due on the Activity Trial Balance report from Step 1 (due to a sibling in another program), change the amount to match the balance on the report.

Note: If you do not get the screen below, click **Payment**, click **Yes** to the **There are no Transactions to Process** message, click **Module Details**

Module	Prev Balance	New Fees	Net Amt Due	New Amt Paid	Auto	Dep/Visit Bal	Dep/Visit Fees	Dep/Visit Due	Dep/Visit Paid	Auto
Actv Reg:	291.00	0.00	291.00	291.00	<input type="checkbox"/>	0.00	0.00	0.00	0.00	<input checked="" type="checkbox"/>
Fac Rvsn:	0.00	0.00	0.00	0.00	<input checked="" type="checkbox"/>	0.00	0.00	0.00	0.00	<input checked="" type="checkbox"/>
Pass Mgt:	0.00	0.00	0.00	0.00	<input checked="" type="checkbox"/>	0.00	0.00	0.00	0.00	<input checked="" type="checkbox"/>
POS:	0.00	0.00	0.00	0.00	<input checked="" type="checkbox"/>					
Rentals:	0.00	0.00	0.00	0.00	<input checked="" type="checkbox"/>	0.00	0.00	0.00	0.00	<input checked="" type="checkbox"/>
Lockers:	0.00	0.00	0.00	0.00	<input checked="" type="checkbox"/>	0.00	0.00	0.00	0.00	<input checked="" type="checkbox"/>
Trips:	0.00	0.00	0.00	0.00	<input checked="" type="checkbox"/>					
Courts:	0.00	0.00	0.00	0.00	<input checked="" type="checkbox"/>					
Trainers:	0.00	0.00	0.00	0.00	<input checked="" type="checkbox"/>					
League:	0.00	0.00	0.00	0.00	<input checked="" type="checkbox"/>					
Total:	291.00	0.00	291.00	291.00		0.00	0.00	0.00	0.00	

Auto Balance Modules/Deposits/Visits View Prev

OK Cancel

3. Click **OK**
4. Right-Click in the **Pay Code** field, select Pay Code #74
5. Type in the **Pay Reference 1** field *"EOM bal due"*
6. Click **No Print**

Global Payment Update For ==> Tyler Pappas

Prev Balance 291.00
 New Fees 0.00
 Net Amt Due 291.00

Pay Code 74 Overdue Bal
 Pay Amt 291.00

Pay Reference 1 EOM bal due
 Pay Reference 2

Pay User CYS
 Pay Date 04/04/2014 Pay Drawer 1

Process

Split Payment Detail

Pay Type	Amt Paid	Reference Line 1	Reference Line 2

Print Options No Print

Mod	Transaction Description	Fee/Disc	Tax Amt	Deposit	Net Paid	Net Fee

Payment

HH Update HH Inquiry View Pass View Prev Name Lookup Total New Charges 0.00 Exit

Activity Registration
 Pass Registration Pass Renewal Pass Transfer
 Point of Sale

This step must be done for **each** household with a valid remaining balance, and will result in the household showing a zero Activity balance.

Financial Impact:

CYMS Pay code 74 is mapped to post to SAP account 133008 Parent/Individual Accounts Receivable (A/R) account

DAR Postings created:

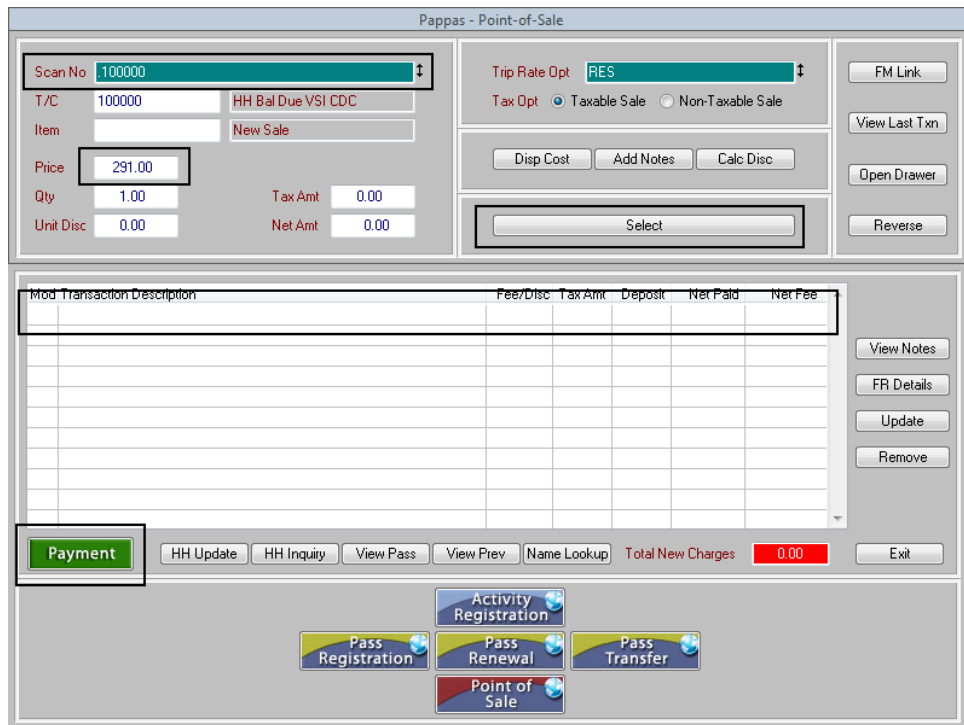
- Debit to 133008 Parent/Individual Accounts Receivable (A/R) account
- Credit to 501000 Program Revenue and the cost center of the fee owed

After this step, both program revenue and accounts receivable are reported properly and posted in the correct accounting month.

Step 4: Post balances to CYMS Point of Sales (POS) Module for each household and amount posted in Step 3

As mentioned above, the result of step 3 is that activity balances for the respective households are cleared. Step 4 will post the balances back to the household using the POS Module for separate reporting. ***It is very important that this step be repeated for each household and amount as posted in step 2***

1. In **Global Sales**, select the household; click the **Point of Sale** button at the bottom of the screen. A new transaction code, one for each site, has been created for this process. **Make sure to select the code for your site!**
2. In the **Scan No** field, type the period symbol (.) then either Right-click or hit F9 to get to the Tran Code Pick list
3. Highlight the Tran Code for your site by clicking on it and hit 'Select'



4. In the **Price** field enter the amount (the same amount we posted in **Step 3**)
5. Click **Select**. This will move the transaction into the 'Shopping Cart'

6. Click **Payment**
7. Ensure the **POS: New Amt Paid** field is at 0.00
8. Click **OK**

Module	Prev Balance	New Fees	Net Amt Due	New Amt Paid	Auto	Dep/Visit Bal	Dep/Visit Fees	Dep/Visit Due	Dep/Visit Paid	Auto
Actv Reg:	0.00	0.00	0.00	0.00	<input checked="" type="checkbox"/>	0.00	0.00	0.00	0.00	<input checked="" type="checkbox"/>
Fac Rsvn:	0.00	0.00	0.00	0.00	<input checked="" type="checkbox"/>	0.00	0.00	0.00	0.00	<input checked="" type="checkbox"/>
Pass Mgt:	0.00	0.00	0.00	0.00	<input checked="" type="checkbox"/>	0.00	0.00	0.00	0.00	<input checked="" type="checkbox"/>
POS:	0.00	291.00	291.00	0.00	<input checked="" type="checkbox"/>					
Rentals:	0.00	0.00	0.00	0.00	<input checked="" type="checkbox"/>	0.00	0.00	0.00	0.00	<input checked="" type="checkbox"/>
Lockers:	0.00	0.00	0.00	0.00	<input checked="" type="checkbox"/>	0.00	0.00	0.00	0.00	<input checked="" type="checkbox"/>
Trips:	0.00	0.00	0.00	0.00	<input checked="" type="checkbox"/>					
Courts:	0.00	0.00	0.00	0.00	<input checked="" type="checkbox"/>					
Trainers:	0.00	0.00	0.00	0.00	<input checked="" type="checkbox"/>					
League:	0.00	0.00	0.00	0.00	<input checked="" type="checkbox"/>					
Total:	0.00	291.00	291.00	0.00		0.00	0.00	0.00	0.00	

Auto Balance Modules/Deposits/Visits View Prev

OK Cancel

9. Ensure a valid Pay Code is in the **Pay Code** field and click **No Print** to finish the process

Past due balances now show under Point of Sales (POS) module.

Posting payments

Payments for these past due balances must be posted via Global Sales in the POS module, since this is where the amounts are shown.

Module	Prev Balance	New Fees	Net Amt Due	New Amt Paid	Auto	Dep/Visit Bal	Dep/Visit Fees	Dep/Visit Due	Dep/Visit Paid	Auto
Actv Reg:	0.00	0.00	0.00	0.00	<input checked="" type="checkbox"/>	0.00	0.00	0.00	0.00	<input checked="" type="checkbox"/>
Fac Rsvn:	0.00	0.00	0.00	0.00	<input checked="" type="checkbox"/>	0.00	0.00	0.00	0.00	<input checked="" type="checkbox"/>
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Courts:	0.00	0.00	0.00	0.00	<input checked="" type="checkbox"/>					
Trainers:	0.00	0.00	0.00	0.00	<input checked="" type="checkbox"/>					
League:	0.00	0.00	0.00	0.00	<input checked="" type="checkbox"/>					
Total:	0.00	291.00	291.00	291.00		0.00	0.00	0.00	0.00	

Auto Balance Modules/Deposits/Visits

View Prev

OK Cancel

Click **OK** when done to proceed to the final **Payment Update Screen** where you enter **Pay Code** and **Pay Reference** information based upon the method of payment by the patron for the past due balance.

Financial impact:

DAR posting:

Debit 101060 DAR Clearing Account

Credit 133008 Parent/Individual Accounts Receivable (A/R) account

Reporting on Steps 3 and 4

To report on payments made using CYMS Pay Code 74:

Click the Pay Code Summary Cash Report button or navigate to Reports • System • System Financial Reports • Pay Code Summary Cash Report.

1. In the **Beg Code** and **End Code** fields, select Pay Code 74.
2. In the **Drwr Rng** fields, enter the drawer range for your program.

3. In the **Date Rng** fields, enter the date range
4. Click **Details>>**
5. For **Report Option**, select **Print By Household Name**
6. Click **Print**, toggle only Preview and click Finish.
7. Use this report to compare to the Household Detailed Sales Report to verify steps 3 and 4 were completed correctly.

To report on previous month balances in the CYMS POS Module:

Click on the Household Detailed Sales Report button or navigate to Reports • POS • Sales Reports • Household Detailed Sales Report

1. In the **Beg Date** and **Thru** fields, enter the date range.
2. Click **Details>>**
3. Toggle **All Households**.
4. In the **Beg Tran Code** and **End Tran Code** fields, select the Trans Code for your site.
5. **Sort by** should be set to **Household Name**.
6. If desired, select the appropriate **User Code Opt** and click Add>>
7. Click **Print**, toggle only **Preview** and click **Finish**.
8. The resulting report should be compared to the Pay Code Summary Cash Report to ensure accuracy in the process.

Reports

Monthly review of CYMS report and SAP General Ledger Account 133008 is required.

The following steps should be used to generate the CYMS report to get balance will provide the 133008 balance at month end:

Click on the POS Trial Balance Report button or navigate to Reports • POS • POS Trial Bal Report

1. Click on Default Settings
2. In the Beg Tran Code and End Tran Code fields, select your program's HH Bal due Tran Code.
3. Click Print, toggle only Preview and click Finish
4. Use this report to match to SAP for the end of month balance

Troubleshooting scenarios:

Scenario:

Child is leaving care in the middle of the month and the parent has not paid the remaining fees. Transferring to History with a balance is no longer allowed.

Perform steps 3 and 4 for that Household only prior to performing the transfer to History. When payment is received-- post payment via Global Sales in the POS module where the amount due is shown.

Scenario:

Pay Code 74 was used to pay the balance before close of business in anticipation of not collecting the payment but the parent has come in to pay. Step 4 (Posting balance back to household) was not done yet.

Perform step 4, and collect the payment from the parent.

Scenario:

Step 3 is followed and Pay Code 74 is used to pay the Activity Trial Balance after close of business. Step 4 is not followed and the POS balance is not added to the household. This can be found by comparing the two reports above for the same date range.

*Add the POS balance whenever the discrepancy is discovered but **before** collecting the payment from the parent.*

Scenario:

Step 3 is not followed and no payment is made with Pay Code 74. Step 4 is followed and the POS balance is added to the household. This can be found by comparing the two reports above for the same date range.

Post the payment using the Step 3 instructions.

Note: If the payment is posted in the following month, notify Finance that the payment is for the previous month to allow them to post the accounts for the previous month correctly in SAP.