

Third Party/Agency Billings and Payments

Third Party/Agency payments are defined as any payments made on behalf of a household towards child care fees. This document provides the proper steps in posting Third Party / Agency billings and associated payments.

The instructions included in this document are for CYMS 10.3. Although the steps remain the same, CYMS 10.3 and 10.1 have different set-ups and menus. Installations using CYMS 10.1 will be provided separate applicable instructions.

Step 1: Set up an auto pay using pay code 73 for the amount in notification of an approved third party/agency agreement

Auto-billing/ installment billing process:

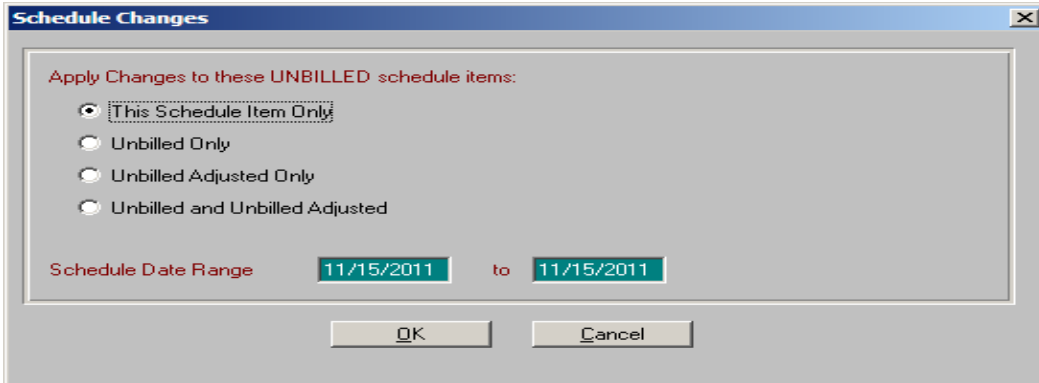
1. Click the HH Installment Billing Update button or navigate to Files > Global > HH Installment Billing Update
2. Find and Select the household
3. From the list of enrollments highlight the appropriate one and click Change Bill
4. Select the first Unbilled Line Item for which the discount will be applied *Note: A discount cannot be added to a Billed Line Item*
5. Click Change Line Item

Bill Line Item	1: CCDC-Full Day Fees (CC-FD)
Bill Amount	207.00
Bill Discount	0.00
Auto Pay Code	73
Auto Pay Amount	207.00
	<input type="checkbox"/> Percent?

Done Cancel

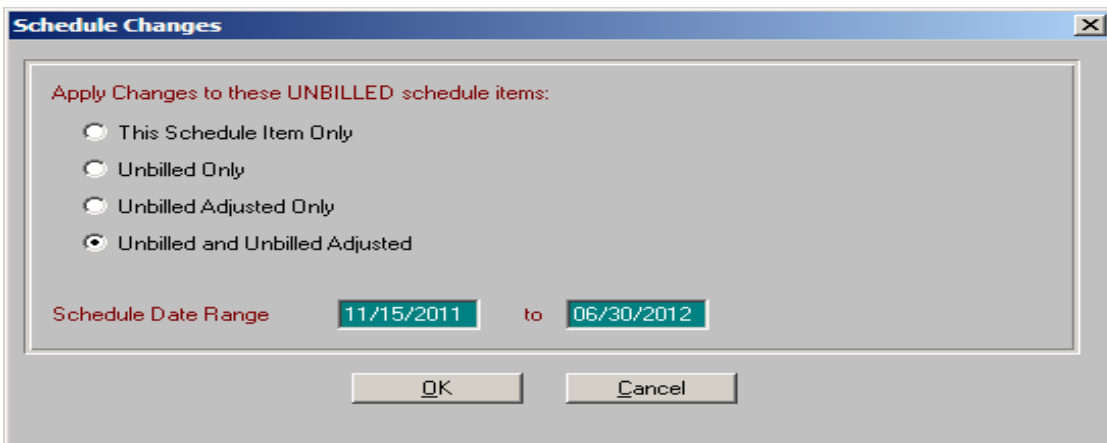
10. Click Done
11. If the amount is less than the amount the parent is scheduled to pay and the Agency/Third party does not allow CYP to collect the difference, add a second Autopay using **Hardship Pay Code 66** for the difference. Ultimately the full bill amount should be paid using Autopay if the parent is not responsible to pay the difference.
12. Click <<Back
13. Click OK

The 'Schedule Changes' box will default to 'This Schedule Item Only' for a one-time Auto Pay setup click OK and Done



****OR****

For an ongoing Auto Pay setup change the selection from 'This Schedule Item Only' to 'Unbilled and Unbilled Adjusted', complete the date range for which you want to apply this discount by adding the "to" date (last billing the discount will be given)



14. Click OK – Make sure the Auto Pay column reflects the Amount of the discounted payment that will be made at the time of billing, and the Net Bill Amt. column reflects their adjusted fee
15. Click Done (Click Exit or <<Name Lookup)

➤ **Manual pay process-after auto billing has been processed:**

Using pay code 73, post the agency amount via **Global Sales**. Posting can only be made when the household shows a balance due.

Financial Impact:

The AutoPay or the Global Sales postings with **pay code 73** will be reported on the DAR as follows:

Debit to **133007 Agency/Third Party Accounts Receivable (A/R) account**
Credit to **501000 Program Revenue**

Step 2: Prepare billing or reports as required for payment

Monthly reports can be generated in CYMS to identify amounts owed using the Agency Payment/Reimbursement Report button.

1. Click the **Agency Payment/Reimbursement Report** button or navigate to: Reports > CYMS > CYMS Admin Reports > Agency Payment/Reimbursement Report
2. Verify that the center's cost centers appear in the **Include** column. All other cost centers should be skipped. To add center cost centers to the Include side, highlight them and click **Add**. To remove Cost Centers from the Include side, highlight them and click **Del**.
3. Select **Pay Code 73**. Note: to include a Pay Codes to the Include side, highlight them and click **Add**. To remove a Pay Code from the Include side, highlight them and click **Del**.
4. Toggle **Print Household Agency Payments**.
5. Enter the **Date Range** for reimbursement. Normally, the report would be run in the following month to include all the prior month's entries.
6. Do not toggle **Print Agency Reimbursements** option.
7. Toggle **Print Detail**.

CYS Agency Payment/Reimbursement Report

Skip	Cost Ctrs	Include
13JG1-Missoula Camp Income 13L44-Sports-Camps/Clinics 13L7L-Sports-Activity Fees 13M7D-CDC-Food Program 13N14-Teen-Snack Bar 13N5G-Teen-Special Events 13N7D-Teen-Food Program	<input type="button" value="Add >>"/> <input type="button" value="<< Del"/>	13M73-CDC-Full Day Fees 13M74-CDC-Hourly Fees 13M7F-CDC-B/A Kind

Skip	Payments	Include	
32-Fitness Conn 33-Vac Credit 35-Coach Disc 36-Teen Vol/Wai 37-Empl Disc 38-FCC Reg/Tran 40-GWOT Fee 41-GWOT R & R 42-GWOT Registr 43-GWOT Reunion 44-GWOT Hourly 45-GWOT Sports 46-GWOT SKIES	<input type="button" value="Add >>"/> <input type="button" value="<< Del"/>	21-11th ACR 22-AFTB 23-BCC 24-OCSC 25-PAO 26-Red Cross 28-SBSS 29-ACS VOL 30-NPSG 31-Chapel	<input checked="" type="checkbox"/> Print Household Agency Payments? HH Date Rng 09/01/2011 ↓ Thru 09/30/2011 ↓
			<input type="checkbox"/> Print Agency Reimbursements? Agency Date Rng 08/08/2008 ↓ Thru 08/18/2008 ↓
			<input checked="" type="checkbox"/> Print Detail?

8. Click **Print**. Retain a copy of this report

Financial Impact:

Report may be used as either the agency billing, or a reference document to prepare any required billing. Similar reporting may also be used monthly for CYMS and SAP account reconciliation.

Step 3: Process payments received from agency

All CYP payments must be posted in CYMS, regardless of the form of payment-- electronic funds transfer (EFT), direct deposit, and checks--received at the center or in local/regional business offices-- must be posted using the same process.

Upon notification or receipt of payment from an agency/third party, a miscellaneous posting in CYMS is required.

Notes before proceeding:

- If one agency payment covers multiple centers, the amount must be split, and posted separately per location or cost center.
- If agency payment received is higher than amount posted in Step 1, the total payment amount will have to be split into two entries:
 - The amount posted in Step 1 for that agency, following the instructions below, and
 - Misc. Inc. Posting for the additional amount using the instructions below, but using G/L code **501000 Program Revenue**.

If the amount received is the same amount as posted in Step 1:

1. Click the **CYS Misc Inc/Exp Posting** button or navigate to Period End > CYMS > Misc Inc/Exp Posting) Warning! Make sure you are in the correct program. When clicking on the button or the menu item, make sure you are brought to this screen and there is an Agency Link field.

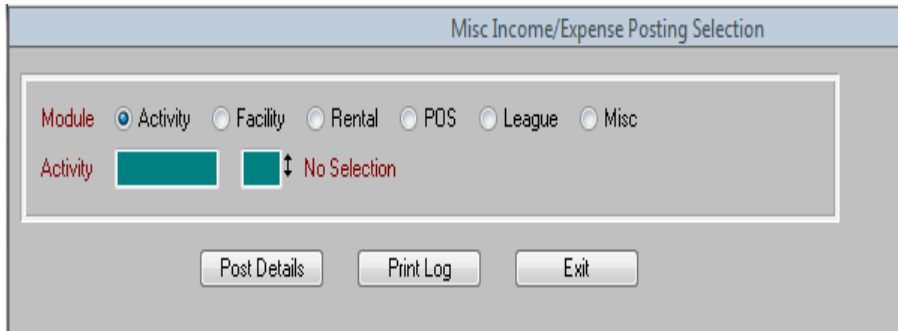
Posting Date	Description	Inc/Exp	Amount	GL Code	Cost Center	User ID	Agency

2. Click **Add**.
3. Enter **Amount**,
4. The **Posting Type** should be **Income**
5. In the **Description** field, enter the name of the agency, and month for reimbursement.
6. In the **Agency Link** field select **73-All Agencies**
7. The **G/L Code** is **133007 A/R** – **not** the 501 Program Revenue account--step 1 posted program revenue in the month it was earned.
8. The **Cost Center** should be specific to the center that was reimbursed—the same cost center used in step 1.
9. Enter the agency name in the **Notes** field.
10. Enter the **Pay Code** for **Check**—regardless of the payment method.
11. Click **Post**.

If the amount received is more than the amount posted in Step 1, continue below

1. Click the **Misc Inc/Expense Posting** button or navigate to Period End • Global • Global Misc Inc/Exp Postings. *It is very important to make sure you are in the correct program.*

You should be brought to a screen like this:



Misc Income/Expense Posting Selection

Module Activity Facility Rental POS League Misc

Activity [] No Selection

Post Details Print Log Exit

2. Select **Misc**.
3. Click **Post Details**.
4. Click **Add**.
5. Enter **Amount**,
6. The **Posting Type** should be **Income**.
7. In the **Description** field, enter the name of the agency, month for reimbursement and Overpayment
8. The **G/L Code** is **501000** A/R – the additional money should be treated as income
9. The **Cost Center** should be specific to the center that was reimbursed—the same cost center used in step 1.
10. Enter the agency name in the **Notes** field.
11. Enter the **Pay Code** for **Check**—regardless of the payment method.
12. Click **Post**.

Financial Impact:

Postings that show the same amount paid as set up in Step 1, will be reported on the Daily Activity Record (DAR):

Debit to **101060 DAR Clearing Account**

Credit to **133007 Agency/Third Party Accounts Receivable (A/R)**