

Topic Doc – Navy Reconciling the 251005 Account

(10.3 – Oct 2013)

This document addresses how to reconcile the 251005 account in CYMS.

Background

- The 251005 General Ledger account is an Unearned Revenue account that is used in CYMS to track pre-payments.
- Movement in and out of the 251005 account is also tied to a cost center. In CYMS, this cost center represents the region's general fund.
- The 251005/General Fund (unearned revenue) balance in CYMS can be determined by **region** or by **installation** depending on if the CYMS database is a regional or installation specific database. The general rule is that each CYMS database represents one Company Code and therefore one 251005 account. It **cannot** be reported on by **center**.

Example 1: Customer has a zero balance and makes a \$100 cash payment at CDC 1 Mayport. This transaction will make the following entries in SAP:

Credit: 251005/General Fund

Debit: 101060

Further assume that this is the only Mayport household with a credit in CYMS.

From a report perspective, I will be able to see that **Mayport CYMS** households have \$100 worth of credit. I **will not** be able to report on Mayport **CDC** households with credits specifically.

- Money will move out of the 251005/General Fund when something charges it.
Example: If the household above (with a \$100 credit balance) goes to the youth center and signs up for a \$40 baseball class.
This Transaction will make the following entries in SAP:
Debit: 251005/General Fund
Credit: 501000 (Revenue)
- The 251005/General Fund **balance** can be determined by running the Global Household Trial Balance II report for credits. If there is \$10,000 worth of household credit in the Mayport database, the balance in the 251005/General Fund for Mayport should be \$10,000. Essentially this is what you are trying to balance to.

The Global Household Trial Balance II report for credits should be scheduled in every CYMS database to run **every day for the entire database**.

Finance will want to, at a minimum, use the end of month Global Household Trial Balance II by region to determine whether CYMS credits match to the 251005/General Fund SAP balance.

- 251005/General Fund **general ledger activity** can be tracked using the GL Distribution Report. The GL Distribution report can be run by specific gl and cost center, for specific date ranges and specific user/drawer ranges. Every Center in CYMS has a specific user/drawer range. This is important as it will help us determine where the problem lies if your 251005 account balance in SAP does not match the Global Household Trial Balance II report in CYMS.

RULES AND ASSUMPTIONS

- Prior to going live in CYMS, the 251005/General Fund account in SAP was credited to reflect the amount of pre-payments/household credits in CYMS. To do this we would use the Global Household Trial Balance II report after all 'pre-payments' have been entered. OR
- If the 251005/General Fund account was **NOT** updated in SAP it either implies there were no household credits when the installation went live or the 'credits' were reflected by reducing the customer's first installment billing amount.
- Finance is using the **CYMS** generated DAR for posting General Ledger and Cost Center activity and/or interfacing daily transactions to SAP

How Do I Know if my 251005/General Fund Account is in Balance?

At a minimum, at the end of every month Finance will want to use the CYMS Global Household Trial Balance II report for credits for the **entire region** to determine whether CYMS household credits match to the 251005/General Fund SAP balance.

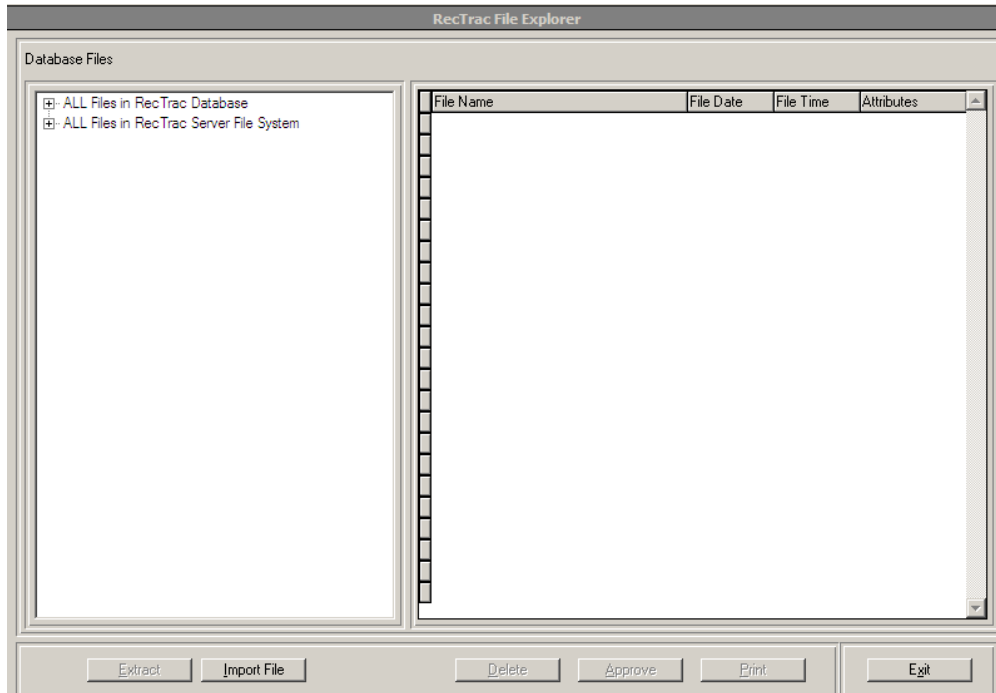
Example: If the January 31 CYMS Global Household Trial Balance II for credits for the entire Mid-Atlantic region shows \$10,000 worth of credit, the 251005/General Fund account in SAP should show \$10,000.

It is important that the CYMS Global Household Trial Balance II report for credits is from the LAST DAY of the month AFTER ALL TRANSACTIONS HAVE BEEN POSTED FOR THE DAY. This is the reason we schedule this report to run every evening. If you run the GTB II in the middle of a day and then run 20 minutes later, the information will change because people are always making payments, signing up for classes, etc.

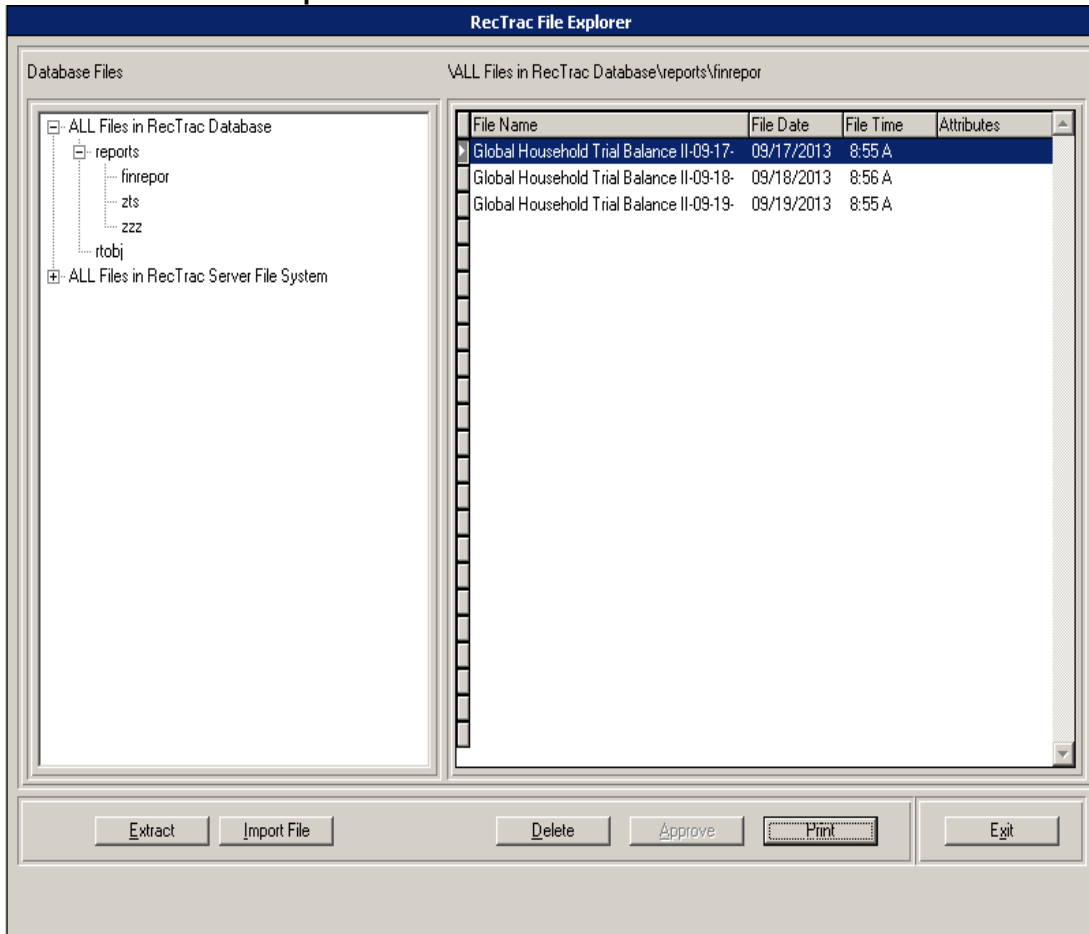
By scheduling the report to run each evening we get a 'clean' look at the household credit balances.

Some regions/installations may even opt to look at the GTB II/251005 balance **daily**. In that event, it is important that you use the GTB II for credits for the proper day in question/ for the entire region/installation.

1. To find the CYMS end of month Global Household Trial Balance II **for credits for the entire region**, go to **Utilities → System → RecTrac File Explorer**



2. Expand the **All Files in Rectrac Database** option.
3. Click/Expand **Reports**
4. Click on the user ID **finrepor**.



- The scheduled reports for the **finrepor** user will appear on the right side of the screen. Realize there may be **more reports** than just the Global Household Trial Balance II report and there will likely be **multiple** Global Household Trial Balances.
- Select the Global Household Trial Balance II report with the proper date and click **Print**, toggle **Preview** then click **Finish**.
Note: The File Time may or may not be accurate depending on which Time Zone you are located in. The correct Run Date and Run Time of the report can be viewed after Previewing the report.

Run Date: 09/17/13

Global Household Trial Balance II
Credits Only

Run Time: 23:55

User: FINREPOR

- The **Total Credits Due in Selected Range** represents what we think the balance of the 251005/General Fund account should be at close of business of the Run Date in question.

Total Households In Selected Range:	21
Total Credits Due In Selected Range:	1,038.50-

What If My 251005/General Fund Does NOT Match to the GTB II For Credits

- Make sure you are comparing the 'right' GTB II for credits. By 'right' we mean, right date and using the document for the entire region.
- Use the General Ledger Distribution report in CYMS and SAP to narrow down where the problem lies.
- Go to **Reports → System → System Financial → GL Distribution Report (Detail)**
- The General Ledger Distribution Report (Detail) can be run to isolate postings made to the 251005/General Fund for a particular date or date range, by drawer or drawer range.

In CYMS, each site has a specific drawer range. In SAP, general ledger activity is passed by Site #.

Your job is to determine how much Site 1 had for postings to the 251005/General Fund in SAP for a particular date range and compare that to the drawer range that represents that site in CYMS.

Example: Site 1 represents Norfolk CDC 1. In SAP there was a net credit of \$1000 posted to the 251005/General Fund for Site 1 from January 1-January 31.

In CYMS Norfolk CDC 1 has a drawer range of 100-149 and the GL Distribution Report shows postings totaling a net credit of \$1200 from January 1 – January 31. This does require finance to know the drawer ranges for their centers.

If the Norfolk CDC 1 totals match to SAP you would simply move on to the next site.

Once you determine which site is off you can narrow the date range on the SAP side and on the CYMS side to find the day/drawer/user/transaction(s) that is ultimately causing the problem.

Once you find that issue, VSI can assist in how to fix.

Here is a screen shot of how to run the General Ledger Distribution and an explanation of the key fields:

GL Range: For CYMS this will always be 251005 thru 251005

C/C Range: This will be different for each region.

User Range: Important that this is blank thru zzzzzzzzzzzz

Drawer Range: The sites drawer range that you are looking to run for. Finance should create a cheat sheet of their regions drawer ranges.

Date Range: This, of course, will vary but should match to what you are comparing to on the SAP side.

Click **Details:**

Print Detail: De-Select – Initially we only want summary data. Once you determine the day(s) that are problems, you would want to run in Detail for that particular day.

Prt Pay Code Desc?: Make sure this is selected.

Prt Pay Code Sub-Totals?: Make sure this is selected.

Debits/Credits: You want to make sure all pay codes are added on the **Include** side. No pay codes should be on the **Skip** side.

Reasons the Global Trial Balance II Report and SAP do not match

There are several reasons the CYMS Global Household Trial Balance II for credits might not match to the 251005/General Fund balance on the SAP side.

- Cash and GL are out of Balance in CYMS – this can be caused by a power outage during a transaction or a clerk got kicked out of CYMS during a transaction, etc.
- Drawer is not being included in the .inp file that is being used to pass totals from CYMS to SAP.
- Billing was run early by a center. Centers are told to not run billing early, meaning don't run the Feb 1 billing on January 30th. Billing needs to run on the 1st of the month or greater. Failure to do so will cause the 251005 and CYMS to be out of balance at the end of the month.
- The batch file in CYMS used to create the SAP interface file did not run properly.
- The SAP polling program process did not function properly and did not pull in the CYMS totals for a particular day(s).