

#42 - CYMS Training Guide – Camp Pro-Rate / Billing (10.3 – Updated July 2011)

Managing your financial transitions from Before and/or After School to Camp in CYMS has never been easier. In one step, the **CYS B/A School Prorate for Camp** program prorates the last Before/After bills for the current school year, suspends Before/After billing for the summer and prorates the first Before/After bills for the upcoming school year.

The key factor to a successful transition is **TIMING!**

- To work correctly, the B/A School Prorate for Camp process **MUST BE RUN BEFORE** the last Before/After School billing is run for the current year
 - If you **do not** run the prorate for camp program before the last B/A School billing, households will be overcharged for their Before and After School programs and you will have to **fix each household balance manually (one at a time)** using Global Cancel/Changes and Update Charges!

IMPORTANT ARMY NOTE: If Army, you must read the *Topic Doc – Camp Recommendations 2011* (this was developed for the CAMP DCO that was conducted in March 2011) prior to running the Before/After Prorate program as it contains ARMY specific guidance and rules on your School End and School Resume dates!!!!

CYS B/A Prorate for Camp Example:

- Before/After School ends on 06/17/11
 - Summer Camps run 06/20/11 – 08/26/11 (all or part of 10 Weeks)
 - Before/After School begins again on 08/29/11
- 1 Prior to the 6/15 Before/After school billing**, you must run **CYS B/A School Prorate for Camp**.
- This process will prorate the appropriate before/after bill records (6/15 and 8/15) and cancel the before/after bill records that are scheduled during camp (7/1, 7/15, and 8/1).
 - *If you do not run the prorate for camp process **prior** to the 6/15 billing*, children will be overcharged for their before and after school programs and you will have to fix them manually.

To Process the Camp Prorate:

- 1 Go to Period End → CYMS → CYMS Before/After School Prorate for Camp**

B/A School Prorate for Camp			
Beg CYS Actv/Sec	910025	01	3851 - Bef SAS
End CYS Actv/Sec	910035	01	3851 - Aft SAS
Before/After School End Date	06/17/2011		
Before/After School Resume Date	08/29/2011		

Process Exit

Figure 1: The CYMS Before/After Prorate for Camp selection screen

- 2 Right click or press **F9** in the **Beg CYS Actv/Sec** and choose the first section of your Before School program.
- 3 Right click or press **F9** in the **End CYS Actv/Sec** and choose the last section of your After School program, if these programs run consecutively in your browser.
 - **BEWARE:** If there are more programs in your range than just before and after, all installment bills connected to those programs will also be prorated.
 - If your Before/After programs are **NOT** listed consecutively, it is safer to do this process for each class separately!!
- 4 **IMPORTANT:** Enter the *exact date* that school ends in the **Before/After School End Date** field and enter the *exact date* that school starts in the **Before/After School Resume Date** field. Double check your date ranges to insure they are correct and then check them again.
- 5 Click **Process**.

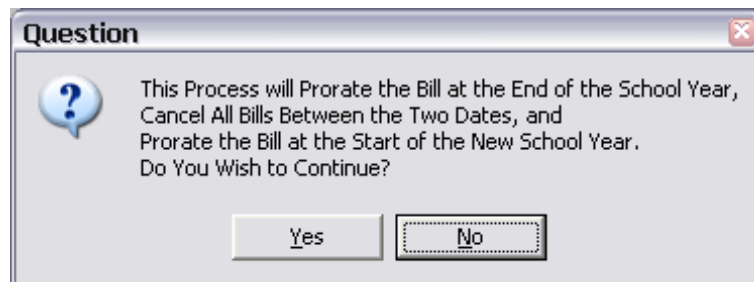


Figure 2: The Before/After School Prorate for Camp challenge message

- 6 Confirm your selections and click **Yes**.

Print the report and keep it on file. Report Output includes *Original Amount of Bill*, *Amount Adjusted* and *New Amount* each customer will be charged as well as information on cancelled bills.

- Assuming semi-monthly billing, the 6/15 and 8/15 bills will be prorated.
 - If you run monthly billing, contact VSI for special instructions.
 - Army has special billing rules for camp so please comply with your fee policy accordingly.
- The Before and After bills for 7/1, 7/15, and 8/1 will be cancelled.

Your **summer installment billing cycle** would look like this:

- **Before** 6/15/11, run the Prorate for camp process
- On **6/15/11** run billing for **normal programs**. Children in Before and After activities will be charged a prorated amount from 6/15-17/11.
- On 6/20/11, run billing for Camp (Wk1).
- On 6/27/11, run billing for Camp (Wk2).
- On 7/1/11, run billing for **normal programs** if using semi-monthly billing.
- On 7/4/11, run billing for Camp (Wk3).
- On 7/11/11, run billing for Camp (Wk4).
- On **7/15/11**, run billing for **normal programs**.
- On 7/18/11, run billing for Camp (Wk5).
- On 7/25/11, run billing for Camp (Wk6).
- On **8/1/11**, run billing for **normal programs** if using semi-monthly billing.
- On 8/1/11, run billing for Camp (Wk7).

- On 8/8/11, run billing for Camp (Wk8).
- Just prior to the 8/15 billing, make sure your Before and After rosters are updated with the correct returning children. Then on **8/15/11**, run billing for **normal programs**. This will also charge the Before and After children a prorated amount from 8/29–31 (if semi-monthly).
- On 8/15/11, run billing for Camp (Wk9)
- On 8/22/11, run billing for Camp (Wk10).

To Verify the Before/After School Billings have been Prorated and/or Cancelled

- 1 Go to **Inquiry** → **Global** → **Global HH Install Bill Inquiry** view the billing record.
- 2 Look up the household and select it.
- 3 Highlight the Before or After activity you wish to verify and click **Schedule**
 - Be patient! Calling up the bill may take a few minutes depending on the size of your database.

Date	Status	Bill Amt	Disc Amt	AutoPay	Net Bill Amt
06/15/2011	Unbilled-Adj	9.00	0.00	0.00	9.00
07/01/2011	Cancelled	0.00	0.00	0.00	0.00
07/15/2011	Cancelled	0.00	0.00	0.00	0.00
08/01/2011	Cancelled	0.00	0.00	0.00	0.00
08/15/2011	Unbilled-Adj	9.00	0.00	0.00	9.00
09/01/2011	Unbilled	36.00	0.00	0.00	36.00
09/15/2011	Unbilled	36.00	0.00	0.00	36.00
10/01/2011	Unbilled	36.00	0.00	0.00	36.00
10/15/2011	Unbilled	36.00	0.00	0.00	36.00
11/01/2011	Unbilled	36.00	0.00	0.00	36.00
11/15/2011	Unbilled	36.00	0.00	0.00	36.00
12/01/2011	Unbilled	36.00	0.00	0.00	36.00
12/15/2011	Unbilled	36.00	0.00	0.00	36.00
01/01/2012	Unbilled	36.00	0.00	0.00	36.00

Figure 3: The HH Install Billing Inquiry screen showing prorated and cancelled bills

- 4 Each of the adjusted bills is given a status of **Unbilled-Adj**. **Unbilled-Adj records are skipped during the** Installment Billing Recalc process.
 - Note the \$9.00 **Bill Amt** for the 06/15 billing, which was prorated in our example above and the \$9.00 **Bill Amt** for the 08/15 billing. The amounts are identical for June and August because, in both months, we prorated for 3 days.
- 5 Each of the Cancelled bills display **Cancelled** and show no **Bill Amt**

Note: You *cannot* make changes to Installment Bills from the Inquiry screens. If you believe something is wrong, contact Vermont Systems for assistance.