

# #38 – CYMS Training Guide – Using Transaction Codes for Counting Attendance / Sales (for KOS, Meetings, Events, etc.)

(10.1 – Updated Feb 2010)

## Special Information – When to Use Tran Codes

There are multiple ways in CYMS to set up and track different events and activities – depending on the type of event you can use **hourly reservations, activity rosters or Transaction Codes (Tran Codes)**.

This document focuses exclusively on tracking events, such as **Kids On Site! (KOS)**, with Tran Codes. The process is very simple – you create the Tran Code, “sell” the Tran Code, report on participant numbers as well as dollars (if any).

Tran codes can be used for the following purposes:

- **RECORDING ATTENDANCE AT FREE EVENTS.** Use Tran codes to Kids On Site!, Parent Advisory Meetings, special events (the Halloween Haunted House, Month of the Military Child Fun Fest, , etc record attendance at events where **no money is involved** Examples: .)
- **RECORDING ATTENDANCE AND/OR INCOME AT OPEN EVENTS.** Use if you **allow member and non-member children** and they don’t need to pre-register.
- **GETTING MONEY INTO THE SYSTEM.** Use to get money into CYMS for events **where you don’t need a roster** (i.e., a dance, etc.). Tran Codes can also be used to set up a contract receivable or record income received for a contract.

### Tran Code Maintenance

- 1 Go to **Files → POS → Tran Code Maintenance**.
- 2 Click **Add**.
- 3 In the **Transaction Code** field, enter the new transaction code to be used.

**Note:** The Tran Code is a **six digit** number or letter and number combination.

The Army has developed a standard way to identify Transaction Codes used for counting event attendance (for events like Parent Advisory Meetings, FRG Meetings, SKIESUnlimited Recitals, YSF Tournaments, MOMC Events, MST Dance, OS Reunion Training, and so on).

**Please refer to the chart at the end of this document for the Army numbering scheme.**

Screen Shot Samples of Tran Codes to Track Chapel Numbers and Chapel Contract Dollars follow:

- a. Tran Code Sample – Tracking Chapel Numbers (number of children in care).
  - **NOTE:** The Tran Code has the # sign as part of its description since we are only recording attendance numbers here.

Core Info   Restrict/Features   Fees/Charges   Comments/Ticket

Transaction Code: 985-00    Active    Inactive

T/C Type: Misc

Punch Plays: 0.00

N/A: Not Applicable

Keyonix Type:  Admin    Golfer

Keyonix Time/Players/Carts: 0   0   0

Print Description: KidsOnsite-Chapel #

Second Print Line: KidsOnsite Chapel #s

Detail Description: KidsOnsite Chapel # of users

	G/L Code	Description	Cost Center	Description	Rev Percent
Revenue 1	501	Service/Recreation Income		Not Used	100.00
Revenue 2		Not Used		Not Used	0.00
Revenue 3		Not Used		Not Used	0.00
Discount	501	Service/Recreation Income		Not Used	
Receivables		Not Used		Not Used	
Unearned		Not Used		Not Used	

Use Std Rate Pricing?    Wildcard Cost Center In G/L?    Use Accrual for this Trancode?

Next   Done   Cancel

b. Tran Code Sample – Tracking Chapel Contract (creating a receivable – sale of this Tran Code is paid with the appropriate agency pay code, i.e., Chapel pay code).

- **NOTE:** This Tran Code has a \$ as part of the description since money is involved.

Core Info   Restrict/Features   Fees/Charges   Comments/Ticket

Transaction Code: 98A-00    Active    Inactive

T/C Type: Misc

Punch Plays: 0.00

N/A: Not Applicable

Keyonix Type:  Admin    Golfer

Keyonix Time/Players/Carts: 0   0   0

Print Description: KidsOnsite-Chap Con\$

Second Print Line: Chapel Contract

Detail Description: KidsOnsite-Chapel Contract \$

	G/L Code	Description	Cost Center	Description	Rev Percent
Revenue 1	501	Service/Recreation Income	15UG1	CLEOS - STACC	100.00
Revenue 2		Not Used		Not Used	0.00
Revenue 3		Not Used		Not Used	0.00
Discount	501	Service/Recreation Income	15UG1	CLEOS - STACC	
Receivables		Not Used		Not Used	
Unearned		Not Used		Not Used	

Use Std Rate Pricing?    Wildcard Cost Center In G/L?    Use Accrual for this Trancode?

Next   Done   Cancel

c. Tran Code Sample – Tracking Chapel Reimbursement (satisfying receivable amount – this sale is paid with actual tender, i.e., credit card, check)

Core Info   Restrict/Features   Fees/Charges   Comments/Ticket

Transaction Code: 98A-01    Active    Inactive

T/C Type: Misc

Punch Plays: 0.00

N/A: Not Applicable

Keyonix Type:  Admin    Golfer

Keyonix Time/Players/Carts: 0 0 0

Print Description: KidsOnsite-Chap Pmt\$

Second Print Line: Chapel Reimbursement

Detail Description: KidsOnsite-Chapel Payment \$

	G/L Code	Description	Cost Center	Description	Rev Percent
Revenue 1	140	Accounts Receivable	15UG1	CLEOS - STACC	100.00
Revenue 2		Not Used		Not Used	0.00
Revenue 3		Not Used		Not Used	0.00
Discount	140	Accounts Receivable	15UG1	CLEOS - STACC	
Receivables		Not Used		Not Used	
Unearned		Not Used		Not Used	

Use Std Rate Pricing?    Wildcard Cost Center In G/L?    Use Accrual for this Trancode?

Next   Done   Cancel

- 4 Press **Tab** twice.
- 5 In the **Print Description** field, enter a description for the Tran Code.
- 6 Press **Tab**.
- 7 Right-click in the Revenue 1 **G/L Code** field and select the appropriate account (all Tran Codes require a GL Code).
- 8 Right-click in the **Cost Center** field and select the appropriate cost center (\$\$ Tran Codes use cost centers, ## Tran Codes do not use cost centers). Verify the Revenue Percent field says 100.00 for the Revenue 1 row.
- 9 Toggle on the **Use Std Rate Pricing?** option.
- 10 Click **Next** twice.
- 11 If this item will always be the same price, enter a price in the **Normal Fee To Charge When Using T/C** field. If the price varies, leave the default value in this field (0.00).
- 12 Click **Done**.

- **Note:** Being as specific as possible when setting up the Tran Codes will allow the most accurate reporting capability.
- For example, if you charge one price for member children and a higher price for non-member children, create two separate Tran Codes.
- This setup will allow you to report on member vs. non-member sales.

### **“Selling” the Tran Code (Posting Your Attendance Numbers)**

- 1 Go to **Daily → POS → Point of Sale**.
- 2 **Type a period (“.”)** in the **Scan No** field. (**F1-Help has a chart**)
- 3 Right-click (or press **F9**).
- 4 **Select** the Tran Code from the pick-list.



- 10 Select the appropriate pay type from the **Pay Code** field
- 11 Enter the total amount paid in the **New Amt Paid** field
- 12 Click **Print** or **No Print** to finish.

## Tran Code Reports

Once you start tracking Kids On Site! and other special events and (in some cases) dollars using your Tran Codes, you need a way to retrieve your event information. You can use some of the POS sales reports. The two most common are listed below – feel free to “experiment” with others:

- **Sales History Report (Reports → POS → POS Sales Reports → Sales History Report)**
  - Not only do you get the numbers on this report – but you can also print the notes you made on the sales transactions.
    - Be sure to run as a **Detail Report** and toggle on **Print Sales Notes** on the Details screen if you want to see the notes you made on the sales.
    - For a specified time period (month, quarter, year, etc) you can find out how many times the event was held, the number of attendees and any money entered through the Tran Code process.

"This document conforms to the privacy act of 1974: 10 USC 30 31"										
Test Facility		Test Garrison						Page: 1		
Run Date: 03/08/10		<b>POS SALES HISTORY REPORT</b>								
Run Time: 11:49		<b>Date Range: 03/01/2008 - 03/07/2010</b>						User: CYS		
T/C	T/C Description	Date	Src	Item/Ticket	Item/Ticket Desc	Count	Sale Amt	Sales Tax	Rcpt No	User
7004	SAS Special Events Sales Notes:notes	07/08/2009	Misc	Not Applicable	Not Applicable	20.00	0.00	0.00	185305	CYS
***** TOTAL TRANSACTIONS FOR T/C ==> 7004:						1	<b>T/C Description: SAS Special Events</b>			
***** TOTAL QUANTITY SOLD FOR T/C ==> 7004:						20.00				
***** TOTAL FEES FOR T/C ==> 7004:						0.00				
***** TOTAL DISCOUNT FOR T/C ==> 7004:						0.00	SALES WITH DISC:	0		
***** NET FEES FOR T/C ==> 7004:						0.00	OWNER PCT:	0.00	OTHER PCT:	0.00
***** TOTAL SALES TAX FOR T/C ==> 7004:						0.00	TAXABLE SALES:	0.00	NON-TAX SALES:	0.00
***** TOTAL PROFIT ON INV ITEMS BASED ON ACTUAL PRICE:						0.00	COGS%:	N'Applic	MARG%:	N'Applic
***** TOTAL PROFIT ON INV ITEMS BASED ON INV PRICE:						0.00	COGS%:	N'Applic	MARG%:	N'Applic
***** INV PROFIT LOST DUE TO SALES & DISCOUNTS:						0.00				
93C-00	Pre-K - 1322	08/25/2008	Misc	Not Applicable	Not Applicable	12.00	0.00	0.00	184183	602
93C-00	Pre-K - 1322	09/09/2008	Misc	Not Applicable	Not Applicable	12.00	0.00	0.00	184155	602
93C-00	Pre-K - 1322	09/16/2008	Misc	Not Applicable	Not Applicable	12.00	0.00	0.00	184165	602
93C-00	Pre-K - 1322	09/30/2008	Misc	Not Applicable	Not Applicable	8.00	0.00	0.00	184175	602
93C-00	Pre-K - 1322	10/07/2008	Misc	Not Applicable	Not Applicable	9.00	0.00	0.00	184134	602
93C-00	Pre-K - 1322	10/14/2008	Misc	Not Applicable	Not Applicable	8.00	0.00	0.00	184144	602
93C-00	Pre-K - 1322	10/21/2008	Misc	Not Applicable	Not Applicable	7.00	0.00	0.00	184150	602
93C-00	Pre-K - 1322	11/19/2008	Misc	Not Applicable	Not Applicable	13.00	0.00	0.00	184112	602
93C-00	Pre-K - 1322	11/26/2008	Misc	Not Applicable	Not Applicable	12.00	0.00	0.00	184128	602
93C-00	Pre-K - 1322	12/03/2008	Misc	Not Applicable	Not Applicable	17.00	0.00	0.00	184087	602
93C-00	Pre-K - 1322	12/10/2008	Misc	Not Applicable	Not Applicable	14.00	0.00	0.00	184095	602
***** TOTAL TRANSACTIONS FOR T/C ==> 93C-00:						11	<b>T/C Description: Pre-K - 1322</b>			
***** TOTAL QUANTITY SOLD FOR T/C ==> 93C-00:						124.00				
***** TOTAL FEES FOR T/C ==> 93C-00:						0.00				
***** TOTAL DISCOUNT FOR T/C ==> 93C-00:						0.00	SALES WITH DISC:	0		
***** NET FEES FOR T/C ==> 93C-00:						0.00	OWNER PCT:	0.00	OTHER PCT:	0.00
***** TOTAL SALES TAX FOR T/C ==> 93C-00:						0.00	TAXABLE SALES:	0.00	NON-TAX SALES:	0.00
***** TOTAL PROFIT ON INV ITEMS BASED ON ACTUAL PRICE:						0.00	COGS%:	N'Applic	MARG%:	N'Applic
***** TOTAL PROFIT ON INV ITEMS BASED ON INV PRICE:						0.00	COGS%:	N'Applic	MARG%:	N'Applic
***** INV PROFIT LOST DUE TO SALES & DISCOUNTS:						0.00				



## ARMY TRANSACTION CODE NUMBERING SCHEME

A transaction code used for counting events or sales consists of 6 digits: Sample = 90E-01

- **The first 2 digits represent the program prefix:**

90 = CDC	95 = SKIESUnlimited
91 = SAS	96 = CYS General
92 = MST	97 = Not Used Yet
93 = Youth Sports	98 = CLEOS / OS / STACC
94 = FCC	
  
- **The third digit is the type of item being counted followed by a hyphen (the fourth digit):**
  - A = Administrative (involve money collection)
  - E = Events (Easter Egg Hunt, Haunted House, Parent Meetings, etc)
  - R = Outreach (Sports Outreach to schools, CDC, FCC, etc)
  - S = STACC Sessions
  - X = Exchanges (BGCA, off-post activities, etc).
  
- **The fifth and sixth digits are consecutive numbers within the category (01, 02, 03, 04, etc)**
  
- **Setup:**
  - **For \$\$ codes** – Select correct **GLAC** (501, 503, 534, etc) and enter a **cost center** and **\$ amount** (if appropriate)
  - **For ## codes** – Put in **GLAC 501** and **NO cost center**.

**Examples:**

90E-01 Parent Advisory Meeting (MCDC) #	93R-01 YSport-Outreach (MCDC) #
90E-02 Parent Advisory Meeting (RCDC) #	93R-02 YSport-Outreach (FCC) #
90E-03 Kinder Fest #	93R-03 YSport-Outreach (H.El Sch) #
91E-01 Parent Advisory Meeting (SAS)	95E-01 SKIES-Recital (Ballet) #
91E-02 Lights on After School #	95E-02 SKIES-Recital (Piano) #
	95E-03 SKIES-Cmty Demo (Martial Arts) #
92A-01 Dance-MST (Members) \$ #	
92A-02 Dance-MST (Non-Mem) \$ #	96E-01 Month of Military Child #
	96E-02 Nat'l Kids Day #
92E-01 MST-Haunted House #	
92E-02 MST-Fall Festival #	98E-01 OS-Newcomer Briefing #
	98E-02 OS-Reunion Training #
92X-01 MST-Exchange (YMCA) #	
92X-02 MST-Exchange (BGCA) #	98S-01 STACC-Main Post Chapel #
	98S-02 STACC-PWOC #
93A-01 YSport-Tournament Fees \$	98S-03 STACC-AFTB #
93E-01 YSport-Punt/Pas/Kick #	98S-04 STACC-FRG Meeting #

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