

#24 - CYMS Training Guide – End Of Day II Navy Centers

(10.3 – Updated June 2013)

Processes for Navy CYP Centers (Part A)

The Navy End of Day Process is done in two parts – **Part A** is completed by center users and **Part B** is completed by Region Finance/Accounting.

The Process

- 1 Pass Visit Swipe Out
- 2 Reservation No Show Fee Posting
- 3 End of Shift Cash-Out

Pass Visit Swipe Out

Path: Utilities → Pass → Pass Visit Utilities → Pass Visit Swipe Out (or select **Pass Visit Swipe Out** button on your main menu screen)

Purpose: This process will swipe out **every** child that is swiped into your building. This is not meant to take the place of parents swiping out their children and is not meant to be run prior to everyone picking up their children. This is an end of day – after everyone has left – process to get children out so that tomorrow they are truly swiping in.

- At the end of every day it is imperative that NO children are left swiped-in to your center in CYMS.
- Failure to swipe them out at the end of every day will cause that child's next swipe to be a swipe *out* instead of a swipe *in*.

Key Point: Be careful to only run for **your location** or you could swipe everyone out from every location.

Pass Type	Pass Description
CY-CHILD	Child Pass

Beg Type: [Dropdown] Wildcard Selection
End Type: [Dropdown] Wildcard Selection
Wildcard: [Text Box]
 Range and Browser Browser Only
Swipe Date: [Dropdown] 07/27/2011
Beg Visit Location: [Dropdown] 6058 East CDC
End Visit Location: [Dropdown] 6058 East CDC
Swipe Out Option:
 Minutes from Swipe In Specific Out Time
Length in Minutes Between Swipe In and Out: [Text Box] 1
Swipe Out Time: [Text Box]

[Schedule] [Process] [Exit]

Step 1 – Running the Pass Visit Swipe Out

- 1 Click **Browser Only**
- 2 If no Passes show in the browser, click **Add Entries** and **Add** the pass types that you allow into your building.
- 3 **Swipe Date** should be today's date.
- 4 Enter **your** location in the **Location Range**. This is important to prevent swiping out children from other centers.
- 5 **Swipe Out Option:** VSI recommends that you choose **Minutes from Swipe In** and enter 1 in the **Length in Minutes Between Swipe In and Out** field. **Everyone** who is swiped in will be swiped out. Their swipe out time will be 1 minute after their swipe in. It **does not** use the time on your pc.

Note: (While this may not be accurate it is safer than swiping all the stranded children out at 6:00 PM since this could inflate your USDA meal counts. (If you need to update the swipe with actual swipe out time, go to Utilities→ Pass→ Pass Visit Utilities→ Pass Visit History Update.)

If you elect to choose the **Specific Out Time** option you must also enter a **Swipe Out Time**. This is not recommended as it could inflate your USDA meal counts.

- 6 Click **Process**. Recommend printing the report. If you see the same children on the list each day you should address with the parents. This process does **not** charge a late pickup fee. Remember, you want credit for how long children are in your facility and need it for accountability purposes. This process can be schedule to run automatically, however, I think the centers should do it manually to be sure they see who is and isn't swiping out each day.

Reservation No Show Fee Post

Path: Daily → CYS → Resv No Show Fee Posting

Purpose: To identify and/or charge households that made an hourly reservation, but didn't show.

Key Points: This process should be run at the **end** of every day at all facilities where CYMS Hourly Care reservations are being made and where there is a "no show" fee policy in place.

Step 2 – Running the Reservation No Show Fee Post

- 1 Go to **Daily → CYS → CYS Reservation No Show Fee Posting**.
- 2 On the **Reservation No Show Fee Posting** screen:
 - Right click in the **Location** and select your building number.
 - Select the **Date Range** you wish to search for no-shows – typically you would use today's date.
 - **Search Times:** Accept the default times of 00:00 to 24:00.
 - Be sure to select the appropriate **Bill Code** (accounting code) that represents your center's hourly care program.
 - **Fee:** Enter the amount you wish to charge the customer for not showing up for their hourly reservation, then select the appropriate toggle to go with it:
 - **Flat** = Charges the customer a flat fee for not showing up. **Example:** \$10.00.
 - **Hourly** = Charges the parent for each hour of their reservation. **Example:** If a parent reserved 3 hours and the Fee said \$4.00 they would be charged \$12. A customer with a 4 hour missed reservation would get charged \$16. And so on.
 - **Posting Date:** Accept the default (current day). This is the date the entry will be made in the customer's transaction history.

Global Payment Update For ==> John Messier

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 Rvnr:	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:	12.00	0.00	12.00	0.00	<input type="checkbox"/>	0.00	0.00	0.00	0.00	<input checked="" type="checkbox"/>
PDS:	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:	12.00	0.00	12.00	0.00		0.00	0.00	0.00	0.00	

Auto Balance Modules/Deposits/Visits View Prev

OK Cancel

End of Shift Cash-Out

Path: Daily → System → End of Day Processing → End of Shift Cash-Out (or select **End of Shift Cash Out** button on your main menu screen)

Purpose: This process deals with the money taken in and supports the Navy-mandated blind cash drop. This process allows users to count and post cash, check, credit card, etc. totals for the day.

Special Note: All CYMS users – including center managers – who are prompted for starting cash on log in (even if their starting cash is zero) must run the End Of Shift Cash-Out process **daily**.

Key Points:

- If you cash-out and think you might have made a mistake entering your totals – or you find more money in your drawer after cashing-out. **DO NOT LOG-IN TO CYMS IN AN ATTEMPT TO CORRECT YOUR ERROR.**
- A (non-cash handling) manager may correct issues of this nature – detailed later in this guide.
- Follow the approved procedures in preparing your cash drop.
- The End of Shift Cash Out report will be part of the End of Day packet that goes to finance. See **CTG-25 FIN End of Day II Navy Accounting** for more detailed end of day packet information.

Step 3 – Running End of Shift Cash-Out

- 1 Go to: **Daily → System → End of Day Processing → End of Shift Cash-Out**
- 2 On the **Cash Balancing** screen:
 - Count the Cash in your drawer (including your Starting Cash) by denomination/coin.
 - Enter how many of each denomination currency/coin you have in the **Qty** Field.

Cash Balancing For Drawer ==> 700

Currency	Qty	OR	Calc Amount	Coin	Qty	OR	Calc Amount
Hundreds	0		0.00	Halfs	0		0.00
Fifties	0		0.00	Quarters	0		0.00
Twenties	5		100.00	Dimes	0		0.00
Tens	4		40.00	Nickels	0		0.00
Fives	1		5.00	Pennies	0		0.00
Ones	5		5.00	Other 1	XXXXX		0.00
Other	XXXXX		0.00	Other 2	XXXXX		0.00

Total Cash **150.00**

Process Cancel

- o Click **Process** and **Yes** to continue

3 On the Tender Balancing Update Screen:

- For every pay code tender type in your drawer:
 - o Double click the **Pay Code** on the left side of the screen
 - o Tab to the **Tender Amount** field
 - o Enter the Amount for that pay code
 - o Click **OK**.
 - o This will update the **Counted Amount Column** on the left side of the screen for that pay code.

Note: Non-tender pay codes (such as Agency Payments) will fill in automatically. You should **not** change these values or you will create an overage/shortage.

Tender Balancing Update

Pay Code	Short Desc	Tender Cnt	Counted Amt
1	Check	0	50.00
2	Cash	0	150.00
3	Visa	0	0.00
4	Amex	0	0.00
5	Mastercard	0	0.00
8	Paper Check	0	0.00
9	MO/Travel Ch	0	0.00
10	MWR BUCKS	0	0.00
11	M D / Csh Ch	0	0.00
12	Gift Certif	0	0.00
17	Mayor's Mtg	0	0.00
18	Carson Cares	0	0.00
19	Respite-Care	0	0.00
20	ACS-Vol	1	46.00
21	ACS-EFMP	0	0.00
22	Fam Sup	0	0.00
23	Fam Red	0	0.00

Select

Payment Code Being Updated	1
Payment Code Description	Check
Tender Count (Ex: Chk Count)	0
Tender Amount (Ex: \$150 in Chk)	50.00
Foreign Currency Rate	1.00000

OK << Back

Reference

Process Cancel

- 4** When you have entered all of your tender types, click **Process** and **Yes** to continue.

- 5** You will immediately be taken out of CYMS and returned to a **Log In** screen:

- At this point your drawer is cashed out.
- Follow approved procedures in preparing your cash-drop.
- The End of Shift Cash Out report will be part of the End of Day packet that goes to finance. See **CTG-25 FIN End of Day II Navy Accounting** for more detailed end of day packet information.
- As a center user you are finished with the End Of Shift Cash-Out process.

IMPORTANT NOTE:

- **The steps below are to be used (preferably by a non-cash handling manager) only in situations where the drawer has been cashed out and a) you think you made an error entering totals during the cash-out process or b) you find more money/checks in the drawer.**
- **Prepare your deposit as usual and notify your manager of the situation. If the deposit has already been sent forward you must let the figures stand.**
- ***This is NOT the process to use to correct a Transactional error (for instance user processed a payment in CYMS as Cash (2) pay-code instead of Credit Card (3) pay-code).***
- **As long as it is same day and the deposit has not been sent forward, a non-cash handling manager can login and recount the batch using the Close Out Adjustments program. However, they are not allowed to fix transactional errors. For internal control – clerks and cash-handling managers cannot process these adjustments.**

Close-out Adjustments – For Same Day Typing or Counting Errors

The **Close-out Adjustments** program shows you the totals posted by user during **End of Shift Cash-out** and make adjustments accordingly.

In the example below the user mistyped the amount during End of Shift Cash-out process – entering \$500.00 in CHECKS instead of \$50.00.

- 1 Manager (preferably non-cash handling) will login to CYMS
- 2 Go to: **Daily → System → End of Day Processing → Close-out Adjustments**
- 3 Enter the **Drawer Number** that needs to be adjusted and enter today in the **On or After** date. The On or After date relates to the Start Date of the batch. Select to view **All** batches. Then click **Search**.

Tender Balancing Update

Pay Code	Short Desc	Tender Cnt	Counted Amt
1	Check	0	50.00
2	Cash	0	150.00
3	Visa	0	0.00
4	Amex	0	0.00
5	Mastercard	0	0.00
8	Paper Check	0	0.00
9	MO/Travel Ch	0	0.00
10	MWR BUCKS	0	0.00
11	M O / Csh Ch	0	0.00
12	Gift Certif	0	0.00
17	Mayor's Mtg	0	0.00
18	Carson Cares	0	0.00
19	Respite-Care	0	0.00
20	ACS-Vol	0	46.00
21	ACS-EFMP	0	0.00
22	Fam Sup	0	0.00
23	Fam Red	0	0.00

Payment Code Being Updated: 1

Payment Code Description: Check

Tender Count (Ex: Chk Count):

Tender Amount (Ex: \$150 in Chk):

Foreign Currency Rate:

Reference:

- 7 When your changes are complete, click **Process** and **Yes** to continue.
- 8 The cash-out adjustment is complete.

NAVY END OF SHIFT RULES & MORE IMPORTANT NOTES:

- *Managers will be set up to start a batch and run End Of Shift Cash-Out daily.*
- *Clerks and Managers should not have the ability to see user Over/Short totals.*
- *Non-Cash handling managers may recount a batch the same day in limited situations. Managers would use this feature if – for example – the user cashed out and found more money in their drawer – or felt they had entered their totals incorrectly. The manager could recount the batch using **Close Out Adjustments**. Once a deposit has been sent forward a batch will not be recounted/adjusted.*
- *Managers will never void a batch. If a transaction error requires a correction it would be processed in the clerk or manager's current batch.*
- *In the event finance does not run the **Military DAR II and Credit Card Report** – a non-cash handling manager may be designated to run the center's report and submit to finance.*
- *Centers should not have the ability to run **End of Day Summary**. However – if finance does not run the End Of Day Summary – a non-cash handling manager may be designated to run the report to ensure all the center's batches are closed.*