

#25 - CYMS Training Guide – End Of Day II Navy Accounting (10.3 – Updated Jan 2014)

Processes for Navy CYP Region Finance/Accounting (Part B)

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 (RF/A). The instructions and processes in this document assume that RF/A accepts and posts financial data from the CYMS generated DAR II

Special notes and rules for RF/A:

- If RF/A will post from the CYMS generated DAR – they will run the Military DAR II report and the Credit Card report. RF/A may also elect to have a (non-cash handling) center manager run these for them. The reason the Military DAR II is used is so they can skip Over and Short postings – the Navy does not want these printing on the DAR.
- RF/A will not re-count batches or process adjustments.
- RF/A will not Void batches.
 - If a transaction requires correction after the fact (for example – a clerk processed a check payment as if it were a cash payment), the correcting transaction(s) will be processed on the next day's business.
 - Transaction corrections may be audited to ensure proper internal control. We advise monitoring and tracking errors for processing problems, training issues, etc.

Region Finance or an Appointed Non-Cash Handling Manager Must Run the Following DAILY:

1. Military DAR II
2. Credit Card Report

IN ADDITION - on the 1st and 15th and Mondays for all Camp weeks

1. Global HH Trial Balance II for Credits (one per database - this could sent by one of the centers or someone in finance could print it. See CTG 20 FIN-Installment Billing - EOS for more information on where to retrieve the Global HH Trial Balance II for Credits).

Military DAR II

Path to this program: Reports • System • System Financial Reports • Military DAR II Report or you may have a Hot Button

G/L Range: Include all GL's: 0-999999

C/C Range: Include all Cost Centers: BLANK Thru ZZZZZZ

User Range: Leave Blank thru ZZZ

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Drawer Range: Each center has a drawer range and there is no standard. Finance will need to know these.

Date Range: Select the date range that is appropriate for the financial reporting.

Create Offsets By Cost Center: This needs to be selected for CYMS.

Military DAR II Report

G/L Code: Add GL Codes, Clear Entries

G/L Code	Description	Acc
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Cost Center: Add Cost Center, Clear Entries

Cost Center	Description	Acct Nur
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G/L Range: 0 Thru 999999
C/C Range: Thru
User Rng: Thru
Drwr Rng: 100 Thru 129
Date Rng: 07/27/2011 Thru 07/27/2011
Time Rng: 00:00 Thru 23:59
Rcpt Rng: 0 Thru 99999999

Auto Cycle Drawers? Create Offsets By C/C?
 Print Selection Criteria? Used Fixed Times?

Print, Details >>, Last Settings, Default Settings, Templates, Exit

Click **Details**

Military DAR II Report - Details

Include Actv Registrations? Include Court Reservations? Include Trainer Reservations?
 Include Facility Reservations? Include Point-of-Sale? Print Summary GL Totals?
 Include League Scheduling? Include Rental Transactions? Include Over/Short Postings?
 Include Pass Management? Include Locker Transactions?
 Include Trip Bookings? Include Misc Transactions?

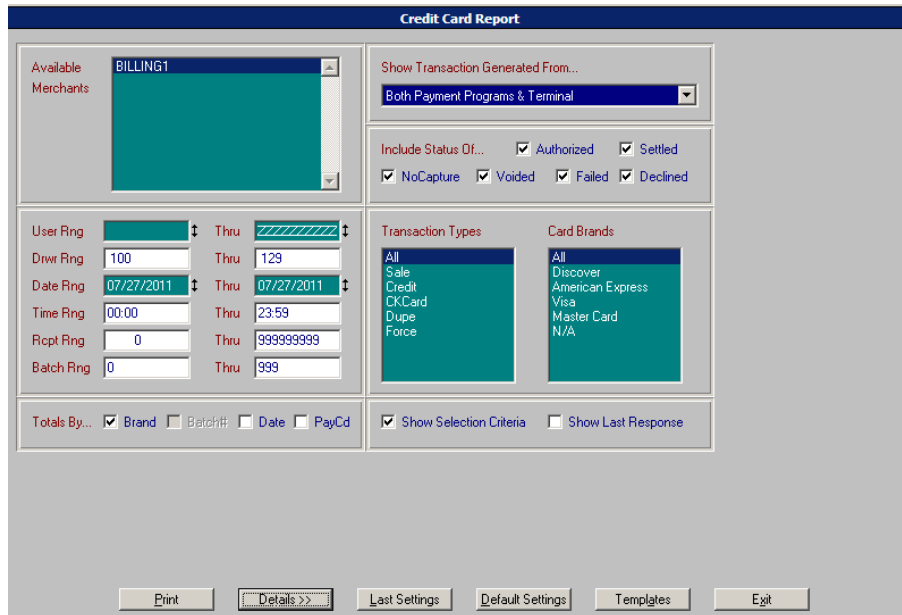
Skip	Credits	Include	Skip	Debits	Include
		01-Check			01-Check
		02-Cash			02-Cash
		03-Visa			03-Visa
		04-Amex			04-Amex
		05-Mastercard			05-Mastercard
		06-MWR GiftCard			06-MWR GiftCard
		07-Journal Pmt			07-Journal Pmt
		08-Paper Check			08-Paper Check
		09-MD/Travel Ch			09-MD/Travel Ch
		10-MWR BUCKS			10-MWR BUCKS
		11-M D / Cash Ch			11-M D / Cash Ch
		12-Gift Certif			12-Gift Certif
		15-Allotment			15-Allotment
		17-Mayor's Mtg			17-Mayor's Mtg
		18-Carson Cares			18-Carson Cares
		19-Respite-Care			19-Respite-Care
		20-ACS-Vol			20-ACS-Vol
		21-ACS-EFMP			21-ACS-EFMP
		22-Fam Sup			22-Fam Sup
		23-Fam Red			23-Fam Red

Print, Templates, << Back, Exit

Make sure all Pay Codes are included on the Credit and Debit side and Include Over/Short Postings is de-selected.

Credit Card Report:

Path to this program: Reports • System • Credit Card/E-Check Reports • Credit Card Report or you may have a Hot Button



Make sure the Available Merchant is highlighted. Select the correct date, user and drawer range (make sure this is the same criteria you chose when you ran the DAR II).

Select the **Transaction Types** to report on (typically **All**, however if you include Drawer 0 you should NOT include CKCARD transactions. CKCard type transactions are the \$1 transaction that is sent when a patron is set up for Auto Debit and will skew your totals. These transactions are processed under Drawer 0. On the patron side, these transactions are authorized but eventually fall off) and **Card Brands** to report on (typically **All**) and click **Print**.

Daily Financial End of Day Packet Per Center Should Include the Following:

1. *Military DAR II (run for all users and drawers for your site)*
2. *Credit Card Report (run for all users and drawers for your site)*
3. *Cashiers End Of Shift Cash Outs from CYMS (all of the EOS Cashouts for your site)*

IN ADDITION - on the 1st and 15th (and Mondays for SA Camp weeks)

1. *Global HH Trial Balance II for Credit Balances (one per database - this could come from one of the sites or someone in Finance could print it)*
2. *Installment Billing Log (for your center's billing)*

