

#41 - CYMS Training Guide – Camp Enrollment

(10.3 – Updated March 2012)

Daily Processing Device Assumption: Global Sales Default = Pass Registration
(For guidance on *Daily Processing Device Assumption*, See CQG #01c – Daily Processing Device)

Note: Before any children are enrolled into any camps, VSI HIGHLY recommends that you:

#1 Review the Camp Training Guides

CTG-40 Camp Setup

CTG-41 Camp Enrollment

CTG-42 Camp Pro-Rate/Billing

CTG-85 Set-Up CDC SA Activity (for numbering schemes)

#2 Call VSI to verify your set-up

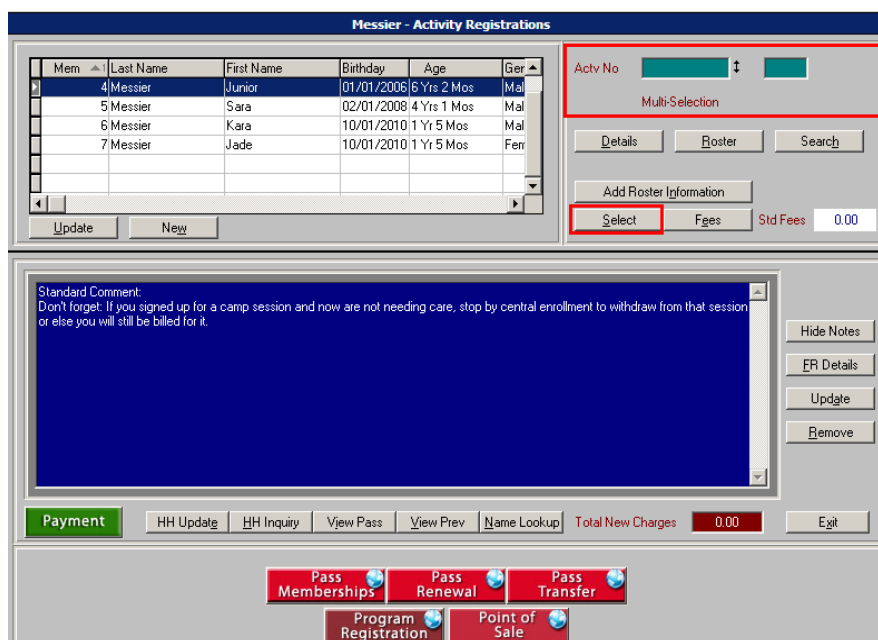
If camp is not set-up correctly, you will have billing problems and may have to re-enroll all your children. **Please take a minute to call us.**

Before enrolling ANY child into ANY camp, you must ensure that:

- All children who were on last year's camp roster have been **transferred to history**
 - If they haven't, transfer those children to history
- The Camp **class setups** are current and correct:
 - Proper dates on all the sections. If this isn't done, **you will have billing problems.**
 - Proper Maximum Counts
 - Rates are set up correct in the CYS Rate Grid.
- If you start enrolling children before all setup has been completed, you will have billing problems and may have to re-enroll all children. **Please call us to ensure your setup is 100% correct before you start enrolling!**

Enrolling Children Into Camp

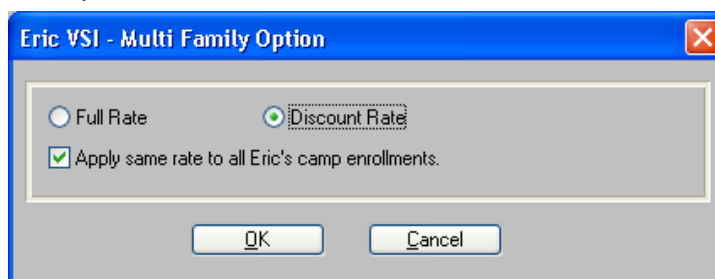
- 1 Click **Global Sales**. Lookup the appropriate household or child and select them.
- 2 Click the **Program Registration** button at the bottom of the screen. The selection criteria on the upper right of the screen will change to display **Actv No**.
- 3 Highlight the child in the Family Member Selection browser box.



NOTE: If you are charging a non-refundable deposit that is going straight into a Revenue Account at the time of enrollment, you should click the **Fees** button instead of the Select button in Step 6 below. This will pop the Full Rate/Discount Rate question below, and then take you to the **Fees** screen where you will be able to manually charge this customer the deposit amount

Go to the **Special Instructions for Installations Collecting a Non-Refundable Camp Deposit** section below for instructions on collecting the deposit. See **CTG #40 Camp-Setup** for additional information on camp deposits.

- If you are not collecting a deposit, simply click the **Select** button. A **Multi Family Option** window will appear. Decide whether you are charging this customer the Full Rate (1st child rate) or the Discount Rate (2nd child rate). Then select to **Apply the same rate to all the child's camp enrollments**. In a future version of 10.3 clerks will not have to make these decisions. The system will be coded with your business rules.



Then click **OK** and the enrollments will move to the **Transaction browser** or Shopping Cart in the middle of the screen. Unless you charge a deposit, you should not see any fees associated with this enrollment. Behind the scenes, an installment billing record will be created. Camp billings should be done weekly to assess camp charges.

Messier - Activity Registrations

Mem	Last Name	First Name	Birthday	Age	Gen
4	Messier	Junior	01/01/2006	6 Yrs 2 Mos	Mal
5	Messier	Sara	02/01/2008	4 Yrs 1 Mos	Mal
6	Messier	Kara	10/01/2010	1 Yr 5 Mos	Mal
7	Messier	Jade	10/01/2010	1 Yr 5 Mos	Fem

Actv No:

Fees Std Fees: 0.00

Mod	Transaction Description	Fee/Disc	Tax Amt	Deposit	Net Paid	Net Fee
AR	Class: 910055-01 -> Camp SU w/K1 (Junior) Enrolled	0.00	0.00	0.00	0.00	0.00
AR	Class: 910055-02 -> Camp SU w/K2 (Junior) Enrolled	0.00	0.00	0.00	0.00	0.00
AR	Class: 910055-03 -> Camp SU w/K3 (Junior) Enrolled	0.00	0.00	0.00	0.00	0.00
AR	Class: 910055-06 -> Camp SU w/K6 (Junior) Enrolled	0.00	0.00	0.00	0.00	0.00
AR	Class: 910055-07 -> Camp SU w/K7 (Junior) Enrolled	0.00	0.00	0.00	0.00	0.00

Total New Charges: 0.00

- 7 Double-check to make sure that all of the sections/weeks the parent requested appear in the Shopping Cart. If all looks good, click **Payment**. You will be taken to the **Global Sales Payment Module Details** screen.
 - The **New Fees** should be \$0.00, unless you are charging and taking Deposits.

FL Irwin Web Ref 10.31 Daily Processing 03/13/12 CYS (TouchPOS LAN LIVE)

Func: Global Activity Facility Pass League POS Rent Court Incdnt System CYS

Global Payment Update For ==> John Messier

Prev Balance: 40.00

New Fees: 0.00 Pay Code: 2 Cash

Net Amt Due: 40.00 Pay Amt: 0.00

Pay Reference 1:

Pay Reference 2:

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:	30.00	0.00	30.00	0.00	<input type="checkbox"/>	0.00	0.00	0.00	0.00	<input type="checkbox"/>
Fac Rsvnt:	0.00	0.00	0.00	0.00	<input type="checkbox"/>	0.00	0.00	0.00	0.00	<input type="checkbox"/>
Pass Mgt:	0.00	0.00	0.00	0.00	<input type="checkbox"/>	10.00	0.00	10.00	0.00	<input type="checkbox"/>
POS:	0.00	0.00	0.00	0.00	<input type="checkbox"/>					<input type="checkbox"/>
Rentals:	0.00	0.00	0.00	0.00	<input type="checkbox"/>	0.00	0.00	0.00	0.00	<input type="checkbox"/>
Lockers:	0.00	0.00	0.00	0.00	<input type="checkbox"/>	0.00	0.00	0.00	0.00	<input type="checkbox"/>
Trips:	0.00	0.00	0.00	0.00	<input type="checkbox"/>					<input type="checkbox"/>
Courts:	0.00	0.00	0.00	0.00	<input type="checkbox"/>					<input type="checkbox"/>
Trainers:	0.00	0.00	0.00	0.00	<input type="checkbox"/>					<input type="checkbox"/>
League:	0.00	0.00	0.00	0.00	<input type="checkbox"/>					<input type="checkbox"/>
Total:	30.00	0.00	30.00	0.00		10.00	0.00	10.00	0.00	

Auto Balance Modules/Deposits/Visits

- 8 Follow regular procedures for taking payments. If no Payment is being taken at this time, click **OK**.
- 9 Click **Process** or **No Print** to finish the transaction.

Special Instructions for Installations Collecting a Non-Refundable Camp Deposit:

- The following instructions only apply if you are collecting a deposit for every camp section into which the child enrolls, AND the deposit money is **going straight into a Revenue Account**.
- If you are charging any other type of deposit such as a one-time flat fee or a deposit that goes into an unearned income account, you will need to contact VSI and get special processing instructions. The guidance below will not apply.

NOTES

- Please refer to **CTG #40 – Camp-Setup** for definitions, suggestions and deposit setup details.
- The setup must be correct **BEFORE** you start enrolling children into camp.
- **REMEMBER:** If you are charging an “up front” deposit, you may need to **reduce the cost** of your weekly camp session by that same amount in the **CYS Rates Maintenance tables**.

If you forget to do this, you could be **OVERCHARGING** your patrons when Installment Billing runs.

To manually charge a patron a camp deposit:

- 1 Repeat **Steps 1-5** above.

Mem	Last Name	First Name	Birthday	Age	Gen
4	Messier	Junior	01/01/2006	6 Yrs 2 Mos	Mal
5	Messier	Sara	02/01/2008	4 Yrs 1 Mos	Mal
6	Messier	Kara	10/01/2010	1 Yr 5 Mos	Mal
7	Messier	Jade	10/01/2010	1 Yr 5 Mos	Fem

- 2 Click the **Fees** button and respond to any messages accordingly.
- 3 On the **Fees** screen, enter the amount of the deposit (in our example: \$10.00) in the **Fee Amt** column next to the **Camp Deposit Bill Code** (S1DEP in our example).

(910055:01) for Junior Messier

Valid	Code	Description	Req	FeeCodes	Dsc	Fee Amt	Count	Qty	Disc Amt	(N/A)	Net Fee
<input checked="" type="checkbox"/>	S1-CA	SAS1-Camp Fees	No		Yes	0.00	1.00	1	0.00		0.00
<input checked="" type="checkbox"/>	S1CAL	SAS1-Camp Late Pr	No		Yes	0.00	1.00	1	0.00		0.00
<input checked="" type="checkbox"/>	S1DEP	SAS Camp Deposit	No		No	10.00	1.00	1	0.00		0.00
<input type="checkbox"/>		Not Selected	No		No	0.00	0.00	0	0.00		0.00
<input type="checkbox"/>		Not Selected	No		No	0.00	0.00	0	0.00		0.00
<input type="checkbox"/>		Not Selected	No		No	0.00	0.00	0	0.00		0.00
<input type="checkbox"/>		Not Selected	No		No	0.00	0.00	0	0.00		0.00
<input type="checkbox"/>		Not Selected	No		No	0.00	0.00	0	0.00		0.00
<input type="checkbox"/>		Not Selected	No		No	0.00	0.00	0	0.00		0.00

Note:

Ref/Reg Type Net Fees Charged For This Enrollment: 0.00

- 4 Click **OK**.
- 5 Repeat this process for *every* section (week of camp) into which the child was enrolled. CYMS will automatically stop for each section so you have the opportunity to enter the deposit amount.
- 6 When the deposit fees for all of your sections have been added, you will be returned to the **Program Registrations** screen.
 - You should see all of the classes you selected in the **Transaction** browser (Shopping Cart).
 - The only fees you should see for these classes should be the deposits.
 - The regular camp fees will be assessed later when you do your weekly Installment Billings.

Messier - Activity Registrations

Mem	Last Name	First Name	Birthdate	Age	Gen
4	Messier	Junior	01/01/2005	8 Yrs 2 Mos	Mal
5	Messier	Sara	02/01/2008	4 Yrs 1 Mos	Mal
6	Messier	Kara	10/01/2010	1 Yr 5 Mos	Mal
7	Messier	Jade	10/01/2010	1 Yr 5 Mos	Fem

Actv No

New Registration

Add Roster Information

Mod	Transaction Description	Fee/Disc	Tax Amt	Deposit	Net Paid	Net Fee
AR	Class: 910055-01 -> Camp SU WK1 (Junior) Enrolled	10.00	0.00	0.00	0.00	10.00
AR	Class: 910055-02 -> Camp SU WK2 (Junior) Enrolled	10.00	0.00	0.00	0.00	10.00
AR	Class: 910055-03 -> Camp SU WK3 (Junior) Enrolled	10.00	0.00	0.00	0.00	10.00
AR	Class: 910055-06 -> Camp SU WK6 (Junior) Enrolled	10.00	0.00	0.00	0.00	10.00
AR	Class: 910055-07 -> Camp SU WK7 (Junior) Enrolled	10.00	0.00	0.00	0.00	10.00

- 8 The Camp Deposits will show as **Total New Charges**
- 9 Double-check to make sure that all of the sections/weeks the parent requested appear in the Shopping Cart. If all looks good, click **Payment**. You will be taken to the **Global Sales Payment Module Details** screen.

Global Payment Update For ==> John Messier

Prev Balance 40.00
 New Fees 50.00 Pay Code 2 Cash
 Net Amt Due 90.00 Pay Amt 0.00 Add Split Pmt

Pay Reference 1
 Pay Reference 2

Split Payment Detail

Pay Type	Amt Paid	Reference Line 1	Reference Line 2

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:	30.00	50.00	80.00	0.00	<input type="checkbox"/>	0.00	0.00	0.00	0.00	<input type="checkbox"/>
Fac Rsvnt:	0.00	0.00	0.00	0.00	<input type="checkbox"/>	0.00	0.00	0.00	0.00	<input type="checkbox"/>
Pass Mgt:	0.00	0.00	0.00	0.00	<input type="checkbox"/>	10.00	0.00	10.00	0.00	<input type="checkbox"/>
PDS:	0.00	0.00	0.00	0.00	<input type="checkbox"/>					<input type="checkbox"/>
Rentals:	0.00	0.00	0.00	0.00	<input type="checkbox"/>	0.00	0.00	0.00	0.00	<input type="checkbox"/>
Lockers:	0.00	0.00	0.00	0.00	<input type="checkbox"/>	0.00	0.00	0.00	0.00	<input type="checkbox"/>
Trips:	0.00	0.00	0.00	0.00	<input type="checkbox"/>					<input type="checkbox"/>
Courts:	0.00	0.00	0.00	0.00	<input type="checkbox"/>					<input type="checkbox"/>
Trainers:	0.00	0.00	0.00	0.00	<input type="checkbox"/>					<input type="checkbox"/>
League:	0.00	0.00	0.00	0.00	<input type="checkbox"/>					<input type="checkbox"/>
Total:	30.00	50.00	80.00	0.00		10.00	0.00	10.00	0.00	

Auto Balance Modules/Deposits/Visits View Prev

OK Cancel

- 10 The **New Fees** field should reflect the Deposit Amount that was charged.
- 11 If applicable, enter the amount being paid in the **New Amt Paid** field and click **OK**. You will be taken to the **Global Sales Payment** screen.
- 12 Finish accordingly (Payment/Print/No Print).

Verification: Important Step

To verify the child was enrolled and will be Installment Billed – VSI HIGHLY recommends this step after the first several enrollments especially if you did not call us to verify your camp setup.

- 1 Go to **Files → Global → HH Installment Billing Update** to view the billing record.
- 2 Look up the household and select it.

Messier Household -- List of Current Installment Bills

Module	ID	Description	Name	Bill Type	PreNoted	Billing Date Range	Inst Trxn
AR	900000-01	1317-Belugas FD INF	Junior	Inst Bill	No	11/01/11 - 11/01/18	16.44
AR	900000-01	1317-Belugas FD INF	Liam	Inst Bill	No	11/01/11 - 11/01/18	16.44
AR	910055-01	Camp SU WK1	Junior	Inst Bill	No	05/21/12 - 05/21/12	16.52
AR	910055-02	Camp SU WK2	Junior	Inst Bill	No	05/28/12 - 05/28/12	16.52
AR	910055-03	Camp SU WK3	Junior	Inst Bill	No	06/04/12 - 06/04/12	16.52
AR	910055-06	Camp SU WK6	Junior	Inst Bill	No	07/02/12 - 07/02/12	16.52
AR	910055-07	Camp SU WK7	Junior	Inst Bill	No	07/09/12 - 07/09/12	16.52
AR	920144-01	Tiger Cub W/Y/O	Sara	Inst Bill	No	12/01/11 - 11/01/16	16.46

Daycare Bills: Show Hide

Bulk Billing Payment Info Update Bulk Section Billing Update

Add Bill **Change Bill** Delete Bill << Name Lookup Exit

