

#74- CYMS Training Guide - Youth – Daily Processes (10.3 – Updated Sept 2013)

Daily Processing Device Assumption: Global Sales Default = Clerk's Payment Screen
(For guidance on *Daily Processing Device Assumption*, See CQG #01c – Daily Processing Device)

This guide focuses on a wide range of daily financial and transitioning processes for Youth programs and Instructional Classes that vary slightly from companion procedures in the CDC and SA programs.

In addition to YS related processes, several CORE and FINANCIAL guides (and the matching Quick Guides) should also be included in Youth instruction manuals and training:

- CTG-01 CORE-Household Files
- CTG-02 CORE-Pass Registration
- CTG-10 CORE-Report Key (Summary)
- CTG-11 CORE-Reports (System)
- CTG-12 CORE-Reports (CYS)
- CTG-40-42 CAMP-Setup, Enrollment, Billing (if weekly installment billed MST camps are offered)

Canceling Out of an Activity and Giving a Refund

Note: If you are an *Army* customer and you are cancelling out of a **Sport** or **SKIES** program please refer to CTG-07e AFC SKIES-Sports for proper cancellation procedures. CTG-07e describes the extra steps required to determine whether a program was paid for using a 'discount' pay code.

- 1 Click the **Global Cancel/Change** hot button.
- 2 Look up the household or child and select. This will bring you to the **Global Cancel/Changes** screen.

Mod	Transaction Description	Date	Changes	Net Fee	Fee Paid	Net Due
AR	950130:01-SK-Creative Art 3-5 (Liam) E	06/08/2011		35.00	35.00	0.00
AR	920100:01-SP-Baseb-Fall (3-4) (Sara) E	06/07/2011		50.00	50.00	0.00
AR	900007:02-East-Yel2 FD (PT1) (Sara) F	05/28/2011		291.00	291.00	0.00
AR	910025:01-Bef Sch DM - (1-4) (Liam) F	05/28/2011		282.00	282.00	0.00
AR	920001:01-Bash (Liam) E	04/22/2010		360.00	360.00	0.00
CR	HRLY:6058:TOD @ 07:30 (67908 - Liam)	05/27/2011		0.00	0.00	0.00
CR	HRLY:6058:TOD @ 08:00 (67908 - Liam)	05/27/2011		0.00	0.00	0.00
CR	HRLY:6058:TOD @ 08:30 (67908 - Liam)	05/27/2011		0.00	0.00	0.00
CR	HRLY:6058:TOD @ 09:00 (67908 - Liam)	05/27/2011		0.00	0.00	0.00
CR	HRLY:6058:TOD @ 09:30 (67908 - Liam)	05/27/2011		0.00	0.00	0.00
CR	HRLY:6058:TOD @ 10:00 (67908 - Liam)	05/27/2011		0.00	0.00	0.00
CR	HRLY:6058:TOD @ 07:30 (67907 - Liam)	05/25/2011		0.00	0.00	0.00
CR	HRLY:6058:TOD @ 08:00 (67907 - Liam)	05/25/2011		0.00	0.00	0.00
CR	HRLY:6058:TOD @ 08:30 (67907 - Liam)	05/25/2011		0.00	0.00	0.00
CR	HRLY:6058:TOD @ 09:00 (67907 - Liam)	05/25/2011		0.00	0.00	0.00
CR	HRLY:6058:TOD @ 09:30 (67907 - Liam)	05/25/2011		0.00	0.00	0.00
CR	HRLY:6058:TOD @ 10:00 (67907 - Liam)	05/25/2011		0.00	0.00	0.00
CR	HRLY:6058:TOD @ 10:30 (67907 - Liam)	05/25/2011		0.00	0.00	0.00
CR	HRLY:6058:TOD @ 11:00 (67907 - Liam)	05/25/2011		0.00	0.00	0.00
CR	HRLY:6058:TOD @ 11:30 (67907 - Liam)	05/25/2011		0.00	0.00	0.00

Figure 1: The Global Cancel/Changes screen

- Highlight the enrollment you want to cancel. Click **Cancellation/Void**. You will proceed to the **Cancel <Program # and Name>** screen.

Figure 2: The Class Cancellation screen showing a cancellation reason and full refund.

- Type a reason for the cancellation in the **Cancellation Reason** field.

Note: If you are not refunding the entire amount the customer paid, enter the amount you wish to keep in the **Surcharge Amount** field. This will reduce the customer's refund.

- Click **OK**, and then **Yes** at the challenge message.

Mod	Transaction Description	Date	Changes	Net Fee	Fee Paid	Net Due
AR	950130:01-SK-Creative Art 3-5 (Liam) E	06/08/2011	Cancelled	0.00	35.00	35.00
AR	920100:01-SP-Baseb-Fall (3-4) (Sara) E	06/07/2011		50.00	50.00	0.00
AR	900007:02-East-Yeal2 FD (PT1) (Sara) F	05/28/2011		291.00	291.00	0.00
AR	910025:01-Bef Sch DM - (1-4) (Liam) F	05/28/2011		282.00	282.00	0.00
AR	920001:01-Bash (Liam) E	04/22/2010		360.00	360.00	0.00
CR	HRLY:6058:TOD @ 07:30 (67908 - Liam)	05/27/2011		0.00	0.00	0.00
CR	HRLY:6058:TOD @ 08:00 (67908 - Liam)	05/27/2011		0.00	0.00	0.00
CR	HRLY:6058:TOD @ 08:30 (67908 - Liam)	05/27/2011		0.00	0.00	0.00
CR	HRLY:6058:TOD @ 09:00 (67908 - Liam)	05/27/2011		0.00	0.00	0.00
CR	HRLY:6058:TOD @ 09:30 (67908 - Liam)	05/27/2011		0.00	0.00	0.00
CR	HRLY:6058:TOD @ 10:00 (67908 - Liam)	05/27/2011		0.00	0.00	0.00
CR	HRLY:6058:TOD @ 07:30 (67907 - Liam)	05/25/2011		0.00	0.00	0.00
CR	HRLY:6058:TOD @ 08:00 (67907 - Liam)	05/25/2011		0.00	0.00	0.00
CR	HRLY:6058:TOD @ 08:30 (67907 - Liam)	05/25/2011		0.00	0.00	0.00
CR	HRLY:6058:TOD @ 09:00 (67907 - Liam)	05/25/2011		0.00	0.00	0.00
CR	HRLY:6058:TOD @ 09:30 (67907 - Liam)	05/25/2011		0.00	0.00	0.00
CR	HRLY:6058:TOD @ 10:00 (67907 - Liam)	05/25/2011		0.00	0.00	0.00
CR	HRLY:6058:TOD @ 10:30 (67907 - Liam)	05/25/2011		0.00	0.00	0.00
CR	HRLY:6058:TOD @ 11:00 (67907 - Liam)	05/25/2011		0.00	0.00	0.00
CR	HRLY:6058:TOD @ 11:30 (67907 - Liam)	05/25/2011		0.00	0.00	0.00

Note: At this point if the household does not owe any money, the system will want to issue a refund. If the household owes money, the refund will be automatically applied to the outstanding balance.

- Click **Refund** and after reading the challenge message, click **Yes** if appropriate.

- 7 Choose the refund type from the picklist at the bottom of the screen.
 - **Apply to Household** – Applies the amount to be refunded to the household as a credit.
 - **Refund Finance** – Assumes that a check will be cut and sent to the Sponsor. When using this option, fill out your refund voucher and attach a copy of the receipt.
 - **Refund Now** – Assumes you are taking money out of your drawer. Typically, this option is not used. Contact your system administrator or finance department for local refund policies. If using this option you must select the manner in which you are refunding by selecting the appropriate Pay Code (cash, check, etc).
 - **Refund RecTrac** – *Don't ever use!* If this refund type shows as an option, please contact your system administrator or VSI to remove it.

The screenshot shows a software interface titled "Global Refund Update For ==> John Messier". It contains several input fields and buttons. A red box highlights the "Apply to Household" dropdown menu. The "Net Refund" field shows "35.00" in red, and the "Refund Amt" field shows "35.00". Other fields include "Cred Balance" (0.00), "New Refunds" (35.00), "Pay Code" (99), "Pay User" (CYS), and "Pay Date" (06/08/2011). A green "Process" button is visible on the right side of the form.

Figure 3: The Global Refund screen showing \$35.00 to be refunded to the Household.

- 8 Click **Process** or **No Print** to finish.

Transferring a Single Child to History

When trying to determine whether a child should be **Transferred to History** or **Cancelled** from a class consider this:

Children that are cancelled from a class will not get counted on the annual report for that class. In some cases this makes sense to do. The child signed up for Baseball and then broke their leg. This child should be cancelled from the class not transferred to history. Transferring the child to history implies that they took/attended the class. Here is an example where you might elect to transfer an individual child to history: A child is enrolled in an instructional program that is being installment billed. The child attends the class for 3 months then decides they don't like the program. You should **not** cancel them out since they did attend and pay for the program. You should, however, transfer the child to history and free up a spot on the roster for someone else.

- 1 Go to **Period End → Activity → Activity Roster Maintenance → Roster Transfer to History (Indiv)**.
- 2 Look up the **child** and select them – you must select the child or you will receive an error: No Matching Rosters.

- 3 Highlight the activity you want to remove the child from. Do not change the Transfer Posting Date. **Note:** You can now see whether the child owes money on this enrollment. If they do owe money you should investigate whether this is a valid balance prior to sending to history.

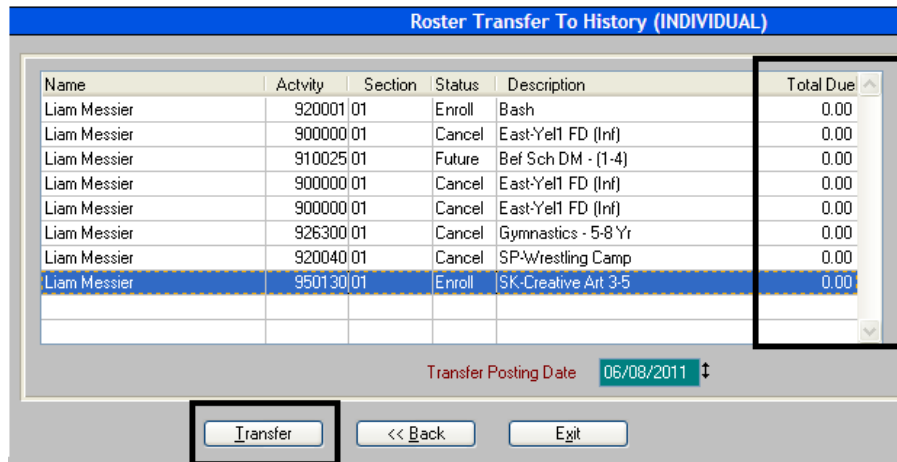


Figure 4: The Roster Transfer to History (INDIVIDUAL) screen

- 4 Click **Transfer**. Click **Yes**.
- 5 Click **OK**. Click **Exit** to return to the Main Menu.

Transferring a Child to a Different Activity (Baseball to Soccer, etc)

Note: If the transfer is for a CDC or School Age program, such as Before or After school care, Activity Transfer can **NOT** be used. For this you would use **Period End → CYS → CYS Roster Reassignment**, provided the Cost Center is the same. If the Cost Center is different, you must transfer the child to history and re-enroll the child in the new program.

Example: A child was enrolled into Baseball by mistake. They should have been enrolled in Soccer.

- 1 Go to **Daily → Activity → Activity Transfers (Indiv)**.
- 2 Lookup the household or child and select it.
- 3 In the **Activity Listing** browser (left side of screen), highlight the activity you want to transfer the child out of.
- 4 Right-click in the **Actv No** field. Select the activity you want to transfer the child into.

Note: At this point, look at the fees listed in the top right section of the screen. The system will take the fees paid to the old activity and apply them to the new activity.

- If the new activity costs more, there will be a fee charged.
- If the new activity costs less, the system will issue a refund.
- If the prices are the same, it will be an even exchange.

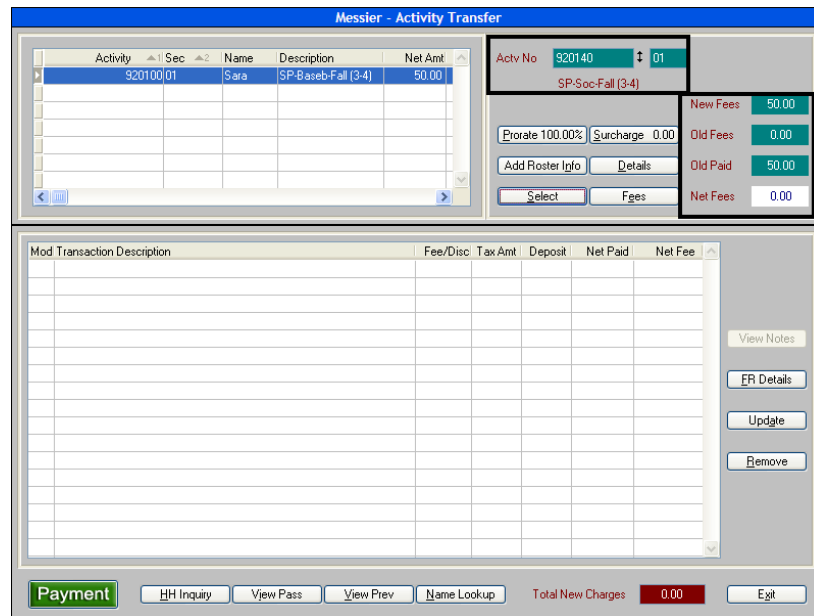


Figure 5: The Activity Transfer screen showing a child being transferred from one activity to another. In this case, the New Fees on the To class are the same as the Old Paid on the From class making the Net Fees zero.

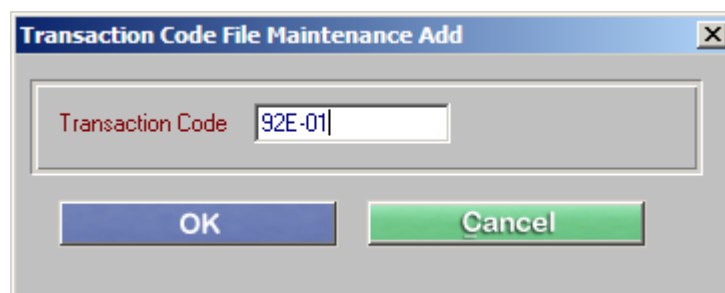
- 5 Click **Select**. This will move the activity into your 'shopping cart' (the browser at the bottom of the screen).
- 6 Click **Payment** (or **Refund**) and complete the transaction.
- 7 Click **Process** or **No Print** to finish.

Point of Sale (For Tracking \$\$\$ or Special Event Attendance/Demographics)

This section covers how to get money into the system for events where you don't need a roster (e.g., a dance). Use this method if you allow member and non-member children to attend and they don't need to pre-register. Tran Codes can be used to track money taken in (for example if you charge a fee to attend a dance) or for attendance or demographic tallying. **Example:** You might create one tran code to record Dance Fees, one to record how many males attended and another to record how many females attended.

Tran Code Maintenance

- 1 Go to Files → POS → Tran Code Maintenance.
- 2 Click **Add**.



- 3 In the **Transaction Code** field, enter the tran code you wish to add and click **OK**.

Note: The Army has a standard tran code numbering scheme to track their events – see below for details. All branches may be able to modify this for their own purposes. Make sure you leave room for expansion and group similar items in the same number range. In this example we will create a tran code to record an event with a fee.

- 4 In the **Print Description** field, enter a description for the tran code. **Example:** MST Haunted House \$\$\$. If this is an event where you might have multiple tran code to track money and demographics, the \$\$\$ in the description helps the clerk understand which one to ‘sell’
- 6 Right click in the Permissions field and link the appropriate permissions code(s). This controls who has access to this code.
- 7 Leave the **Type** as **Misc**
- 8 Make sure **Use Standard Rate Pricing** is selected.
- 9 Enter the **Default Amount**. **Example:** Entrance Fee = \$2.00. If this was a tran code used for tracking demographic information (like how many infants vs how many pretods attended an event) you would likely leave this at 0.00.
- 10 Enter the **Default Quantity**. Typically this would be 1.

The screenshot shows the '92E-01 - Chapel Tally #'s - Core Info' window. It contains several input fields and checkboxes for configuring a tran code. The 'Print Description' and 'Detail Desc' fields are both set to 'MST Haunted House \$\$\$'. The 'Type' is set to 'Misc'. The 'Default Amt' is 2.00 and 'Default Quantity' is 1.00. A table below lists various G/L codes and cost centers, with Revenue 1 assigned to G/L Code 501 and Cost Center 13M73, showing a 100.00% revenue percent.

G/L Code	Description	Cost Center	Description	Rev Percent	Rev Amount
Revenue 1	501 Service/Recreation Income	13M73	CDC-Full Day Fees	100.00	0.00
Revenue 2	0 Not Assigned		Not Assigned	0.00	0.00
Revenue 3	0 Not Assigned		Not Assigned	0.00	0.00
Refund	0 Not Assigned		Not Assigned		
Discount	501 Service/Recreation Income	13M73	CDC-Full Day Fees		
Receivables	0 Not Assigned		Not Assigned		
Unearned	Not Used		Not Used		
Control Acct.	Not Assigned		Not Assigned		

Figure 6: The Tran Code Maintenance main screen

- 11 Right-click in the Revenue 1 **G/L Code** field and select the appropriate account.
- 12 Right-click in the **Cost Center** field and select the appropriate cost center. Verify the **Revenue Percent** field says 100.00 for the Revenue 1 row.
- 13 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.

ARMY TRANSACTION CODE NUMBERING SCHEME

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

