

#92 - CYMS Training Guide – Changing a HH ID Number (10.3 - Updated Sept 2013)

Background:

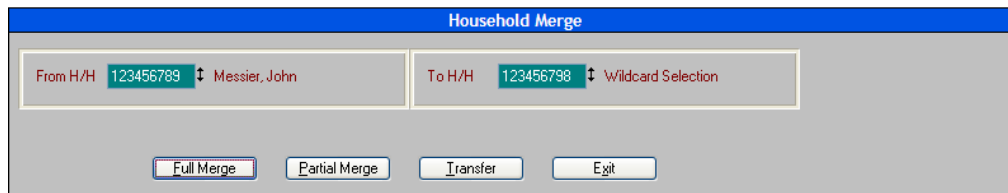
- If you are still *manually* assigning household numbers as socials this document is relevant.
- In the past, many bases used the sponsor's social as the household number. Most bases have abandoned this thought process and instead let CYMS automatically assign the household number.
- If you are still *manually* assigning the household number as the sponsor's social and the number was incorrectly entered during initial registration process you would use the Household Transfer/Merge process below to fix. **Note:** You should also consider performing a bulk household conversion and let CYMS assign the number automatically for you. Contact VSI for details.
- If the system *automatically* assigns your household numbers already it is likely you will never need to use the Household Transfer process. If for some reason you think you do, please call VSI for assistance.

EXTREME CAUTION: Please be careful and follow the approved steps exactly. For detailed information on how to use the Full Merge or Partial Merge option please refer to guide CTG-93 HH Merge and/or call VSI for assistance.

Example: A household ID was entered as 123-45-67**89**. It should be 123-45-67**98**

STEP 1 - Change the Household ID: (follow these steps carefully)

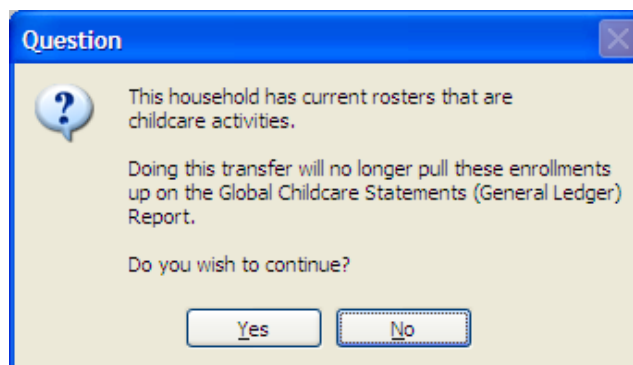
- 1 Go to Utilities → System → Household/FM Utilities → Household Transfer/Merge.



- 2 Right click in the **From H/H** field and click on the **Last Name** and type the last name of your sponsor. **Select** the household. The **From H/H** field will be updated with the invalid household number.

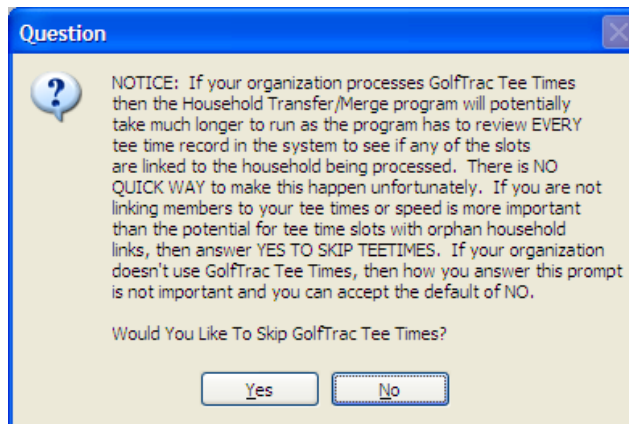
CAUTION: Make sure the Household number and name that appear are for the sponsor you want to change!

- 3 In the **To H/H** field, enter the **correct household number** (123456798). If you hit your tab, the message should change from "Not Yet Selected" to "Wildcard Selection." If a name appears to the right of the To H/H field, this means there is already a HH with that ID. If the To household already exists, you should call VSI for assistance.
- 4 Click **Transfer**. If you receive the following message:



Click **Yes** to continue as long as you have been on 10.1 for more than 1 year. Bases should not be using the Global Childcare Statement (General Ledger). They should be using Global Childcare Statement (sa0525) instead.

If you receive the following message:



Read the message carefully and answer accordingly. Most bases will choose **Yes** to skip Tee Times as CYMS and Golftrac are not part of the same database.

- 5 When the process is complete, click **OK**.

STEP 2 - CHECK SPONSOR SSN

- 1 Go to **Household Member Update** and select the household.
- 2 Click **Members**.
- 3 Highlight the sponsor and click **Change**.
- 4 Be sure that the sponsor's Social Security number is accurate. If you are unable to view the sponsor's social, call VSI for assistance.

STEP 3 - ISSUE NEW CARDS

- 1 If you are using key fobs you should **not** have to print new cards.
- 2 If you are printing cards out of CYMS and the household number has changed it is likely you will need to re-print cards for all children in the household.
- 3 The old cards will no longer work!