# #91 - CYMS Admin - Period End

**(10.3 – Updated Sept 2013)**

**Note:** Reports with an asterisk (*) are good only for the moment at which they are run and show current data only. The *Global Trial Balance II Report* is a good example. It will show you who owes money today but cannot tell you who owed money three weeks ago.

## Daily Processes

### System

**1 End of Shift Cash Out**

**Path to:** Daily → System → End of Day Processing → End of Shift Cash-Out

**a. Purpose:** Clerks who log into CYMS should perform an End of Shift Cash Out. This is a 'blind' count of what is in the drawer at the end of their shift. Any 'invisible' pay codes, such as vacation credits and agency co-pays, are counted automatically by the system.

**2 End of Day Summary Report**

**Path to:** Daily → System → End of Day Processing → End of Day Summary Report

a. **Purpose:** Managers should look at this report every day to see any over, short or open batches. Managers who see any **invalid** over/short batches should use *Close Out Adjustments* to fix the batch before forwarding the consolidated Cash, GL and DAR II reports to finance. Managers should not use *Close Out Adjustments* if/when the clerk's cash out is legitimately over or short.

'Open' batches should be closed by the proper clerk using End of Shift Cash Out or if that is not possible, by the manager. This will prevent the clerk from unknowingly mixing money from two different days in one batch. .

**3 Consolidated Cash Journal, GL Distribution and Military DAR II**

**Path to:** Daily → System → End of Day Processing → Consolidated End of Shift Cash Report

a. **Purpose:** When satisfied that the *End of Day Summary* is accurate, the Manager should run a *Consolidated End of Shift Report.* This process creates a Cash Journal, GL Distribution and Military DAR II for all the batches reviewed in the End of Day Summary. The Cash Journal shows all the money taken in for the date range. The GL Distribution shows the distribution of that money to the GL Accounts for that date range. And the Military DAR II Report shows the distribution of the money by Cost Center for that date range. The consolidated Cash, GL and DAR II reports should all balance.

**Note:** When the Military DAR II is sent to finance, it should NOT contain any hand written notes. *Also, it should not contain any over or short postings unless the clerk was legitimately over or short.*

## Daily Processes

### Visit/Hourly

**1 Current Attendance Inquiry**

**Path to:** Inquiry → CYS → CYS Current Attendance Inquiry

**a. Purpose:** This inquiry lists and tallies the number of children who have swiped into your building. If sorted by classroom and Printed, the report will show each child by classroom. This might be able to eliminate the need to call each room for their room count.

b. The Current Attendance can also be used by **Inspectors** and at the **Base Level** to show children who have overdue shots, overdue Health Assessments, overdue Physicals, Ticklers and/or by Special Needs and contains a variety of sponsor/spouse and emergency contact information .

**2 Pass Visit Swipe Out**

**Path to:** Utilities → Pass → Pass Visit Utilities → Pass Visit Swipe Out

**a. Purpose:** This process will swipe out anyone who is left in your building at the end of the day. Failure to swipe out at the end of every day will cause that child's next swipe to be a swipe *out* instead of a swipe *in*. It is extremely important that you impress upon your parents the importance that **they** swipe in and out each day for accurate USDA postings, visits statistics and child accountability. Print the output to determine which parents are not swiping out and address accordingly.

**3 Reservation No Show Fee Posting**

**Path to:** Daily → CYS → CYS Reserv No Show Fee Posting

**a. Purpose:** This process is used to identify and/or charge households who made an hourly reservation but didn't show up for it and didn't cancel. If your installation/center doesn't take hourly reservations, you will not need to do this.

**4 Hourly Reservation Report**

**Path to:** Reports → Court → Reservations Reports → Court Reservations Report II

**a. Purpose:** The Hourly Reservation Report allows you to view reservations by date and time. It will also display the percentage of hourly slots reserved, medical information, allergy and special needs. You can also opt to print as an attendance sheet for the parent's to sign in/out and should be used as a reference when taking drop-ins.

**5. CYS Reservation Grid Report**

**Path to:** Reports → CYS → Admin Reports → CYS Reservation Grid Report

**a. Purpose:** The Reservation Grid Report is a graphical look at your reservations broken down by age group at various times of the day (for instance 15, 30 or 60 minute blocks). It is a great way to see how many infants, pre-tods, etc you will have at 6:00, 6:30, 7:00, etc and a great staffing tool! This report also has an option to print a separate contact sheet in the event that you need to call a parent.

## CYS

**1. Future to Enrolled Status Change**

**Path to:** Period End → CYS → CYS Future to Enrolled Status Change

This program changes a child's roster status from 'Future' to 'Enrolled.' Children receive 'Future' status automatically during the enrollment process whenever the **Start Date** is greater than 'today.' This process could be done Daily, but should at least be done Weekly.

**a. Purpose:** In previous releases, children would show up on class rosters immediately after enrollment regardless of their actual Start Date. Flexible reporting capabilities allow you to skip (or include) 'Future' statused children making your roster reports more accurate. Children with a 'Future' enrollment status are counted against the Enrolled Count.

> **Note:** In 10.3, the **Future to Enrolled Status Change** will be scheduled to run automatically on a daily or at least weekly basis. Contact Vermont Systems for more information on where to find this report in the **Rectrac File Explorer**.

**2. Waitlist Renewals**

**Path to:** Daily → CYS → Search For Care

b. Every base requires that a parent calls to keep themselves active on the Waitlist. Parents may also do this online. Renewing these entries in CYMS is crucial. It allows for more accurate reporting and annual reporting as well as opens up the ability to use the **Waitlist Status Change** process which effectively inactivates waitlist entries that have not been renewed. This helps keep your waitlist clean. If you simply write a date on the parent's Request for Care form, you are truly missing out.

# Weekly Processes

## Activity

### 1 Class Attendance Worksheets*

**Path to:** Reports → Activity → Instructor Reports → Class Attendance Worksheet

a. **Purpose:** The Class Attendance Worksheets are sign in sheets for individual rooms. These can be generated from CYMS and offer one more check to ensure your rosters are accurate in the database. If you prefer the CYMS One Day option, you can still process them on a weekly basis by using the Date Range.

> **Note:** You can also print sign-in sheets for your Hourly Reservations! Go to: Reports → Court → Reservation Reports → Court Reservation Report II (CYS) and select enable the *Print As Attendance Sheet* toggle, located on the lower right-hand corner of the selection screen.

### 2 Activity Listing*

**Path to:** Reports → Activity → Status Reports → Activity Listing

a. **Purpose:** The Activity Listing Report allows you to report on summarized activity information including Max Count, Enrolled and Available Spaces. Helps to ensure vacancies are being filled in a timely manner.

> **Note:** In 10.3, the **Activity Listing** will be scheduled to run automatically every Monday and on the Last Day of the Month on the App Server. Contact Vermont Systems for more information on where to find this report in the **Rectrac File Explorer**.

### 3 Roster Report*

**Path to:** Reports → Activity → Roster Reports → Activity Rosters

a. **Purpose:** The Roster Report can be customized to contain any and all information linked to an enrollment. Here, we are interested in comparing rosters in CYMS to actual class rosters. Doing this will ensure the validity of rosters in the database. The roster can also be used to aid in data cleanup: do you have old ticklers, does everyone have an email address, ethnicity, etc.

> **Note:** In a future version of 10.3 VSI is working on being able to schedule csv files via the app server. Once this ability is added, we suspect the Activity Roster will be scheduled with various demographic data. Thinking this would probably be scheduled on the last day of the month. Contact Vermont Systems for more information.

## Pass

**1 Average Daily Attendance Report**

**Path to:** Reports → Pass → Visit Reports

**a. Purpose:** The Average Daily Attendance report shows the unique number of visits per weekday (Mon, Tue, Wed, etc) and average number of visits for your date range.

## Rental

**1 Household Rental Schedule**

**Path to:** Reports → Rent → Schedules/Calendars → Household Rental Schedule

**a. Purpose:** To see Rentals, which in CYMS are typically used for sports equipment and Provider Lending Library, this report is ideal. It provides a listing of rentals, rental periods and the household with the items.

## CYS

**1 Waitlist Age Group Advance**

**Path to** Period End → CYS → CYS Waitlist Processes → CYS Waitlist Age Group Advance

**b. Purpose:** The CYMS Waitlist Age Group Advance program advances the Requested Age Group of each child based on the child's Current Age, so that Infants are waiting for Infant care and Pre-Tods are waiting for Pre-Tod care, etc. Running this program regularly will keep your waitlist more accurate.

**Key Points:**

**1** This program advances a child's Age Group, but it does **not** adjust the **Program Type**(s) for which she is waiting. For Example: if "Susan" was waiting for BEF-KIND care but is now in 1st Grade and should be waiting for BEF-SCH care, the Age Group Advance will change her Requested Age Group to SA, but it will not change her Program Type to BEF-SCH. You will need to go to Search For Care/HH Waitlist and change her Program Type on the Waitlist Options Update Screen 2 of 2 to BEF-SCH. The Advance Log will identify those households that need tweaking.

**2** You should run this program ***weekly*** for Age Groups Infant – Toddler *or* Infant-Pre-School depending on your rules. Example: If you want a child who turns three to continue to wait for Toddler care use Infant – Toddler. If you want a child who turns three to be shifted to wait for Pre-School care use Infant – Pre-School.

You should also run this report ***annually*** for ALL Age Groups – usually just before the start of school. For example, this would shift the Kinder children from waiting for Kinder care to SA care and possibly Toddlers to waiting for Pre-School care depending on how you run the weekly process.

**Note:** In 10.3 the **Waitlist Age Advance** will be scheduled to run weekly for either Infant thru Tod or Infant thru PS. Base will need to run the process manually for all age groups once per year just prior to school starting in September. Contact Vermont Systems for more information on where to find this report in the **Rectrac File Explorer**.

**2. PCS Bulk Transfer To History**

**Path to:** Period End → CYS → CYS PCS Bulk Transfer to History

This program will look for children with a roster status of 'PCS' and move them to history if their PCS Date is prior to or the same as the As Of Date entered on the screen. Messages will pop for children who owe money. This process does not have to be done Daily, but should at least be done Weekly.

a. **Purpose:** This program allows you to transfer multiple children from multiple rosters to history at the same time as opposed to doing it individually. Not only is this a time saver, but it will also help keep your rosters more accurate.

Also: The 'PCS' status removes the child from the enrolled count thus allowing Central Registration to fill that child's slot prior to them actually leaving.

**3 Medical Issues Report***

**Path to** Reports → CYS → Health/Medical Records → Medical Issues Report

a. **Purpose:** The Medical Issues Report allows you to run by Pass or Class and see Allergies and/or Medical Conditions, and or Medications and/or Basic Care Items, and/or Illnesses, and/or Special Needs and/or Reactions/Treatments. This report can also be used to identify children who are due for review on their Allergy or Medical Conditions.

**4 Bulk Training Update**

**Path to** Period End → CYS → CYS Bulk Training Update (Prov/Staff)

a. **Purpose:** The Bulk Training Update Program allows you to link one or multiple Training Codes to one or more Staff Members or Providers. It is extremely helpful when entering training records for a group of people who participated in the same training session or when preparing a list of training sessions for one person.

**5 Labor Scheduling Tool**

**Path to** Reports → CYS → CYS Admin Reports → CYS Labor Schedule Tool

a. **Purpose:** This report is used to spot visit/attendance trends and to aid in staffing for coming weeks. It should be run every Monday for the ***previous*** week.

**6. CYS Visit Report**

**Path to** Reports → CYS → CYS Admin Reports → CYS Visit Report

a. **Purpose:** This report is used to identify children who are over-using your hourly or fullday program. It should be run every Monday for the previous week. Use the Only Show if Child Exceed x number of Hours field.

**7. Livebackup Running?**

Someone should validate that the livebackup is running at least once per day and preferably 2-3 times per day in such a manner that the file does not overwrite itself. This is typically done as scheduled tasks on the server and is reliable so long as the Admin Password is not changed. There should be a livebackup (or similarly named) file on the server in the vsi\backup folder. Please verify that the date on the file is current. If it is not, please call VSI immediately as your database is not being backed up properly.

You should also verify that the database backups are being copied **off** the server to tape or to another machine, etc.

## Monthly

### Global

**a. Global Trial Balance II***

**Path to** Reports → Global → Global Financial Reports → Global Household Trial Balance II

**Purpose:** The Global Household Trial Balance II Report allows you to report on household balances and credits. This should be run for credits on the last business of every month after *all* transactions have been processed but before billing is run for the next month. The GTB II for Credits can be used by finance (as long as the timing of the running of it can be trusted) to see the Control Account balance at month end.

The GTB II for debits and credits report should also be schedule every day during the evening. If nothing else this can be an effective troubleshooting tool when/if someone begins questioning their household balance.

> **Note:** In 10.3, the **Global Trial Balance for Credits Only** will be scheduled to run on the ***last day of every month.***
>
> The **Global Trial Balance for Debits and Credits** will be scheduled to run ***every day***. Contact Vermont Systems for more information on where to find this report in the **Rectrac File Explorer**.

**b. GL Distribution Report**

**Path to** Reports → System → System Financial Reports → GL Dist Report (Detail/Summary)

**Purpose:** The GL Distribution Report allows you to view all transactions (or a summary of transactions) that hit the various general ledger accounts during the date range selected. Some bases use this report to key on the Control Account activity for last month and do a day by day comparison against what Finance posted. Another good use of this report is for revenue purposes – how much money did the CDC make last month? How much of that was hourly?

**c. Bill/Tran Code Revenue Report II**

**Path to** Reports → System → System Financial Reports → Bill/Tran Code Revenue Report II

**Purpose:** The Bill Code Revenue Report II displays revenue earnings broken down by bill code type and bill code. For instance, this report will group all Full Day income without having to choose all Full Day cost centers as on a GL Distribution Report.

**d. Household Balance Aging Report***

**Path to** Reports → System → Household/Family Member Reports → Household Balance Aging Report

**Purpose:** The Household Balance Aging Report helps you see how old a balance is. This can be extremely useful when trying to clean up your database. Technically, if you are running and working your Trial Balances consistently you should not see a lot of old balances on this report.

**e. Installment Billing Report**

**Path to** Reports → Global → Global Financial → Installment Billing Reports → Installment Billing Report

**b. Purpose:** When you begin Auto Debiting parent's credit cards, this report should be run proactively to see whose credit card expiration date is set to expire. Example, in October 2012 you would run this for people getting billed in December who have an expiration of 12/2012. You would want to call these parents for an updated expiration date. Refer to your Branch specific Auto Debit Topic Doc for specifics on updating the expiration date and whether new paperwork is required, etc.

## Activity

1 **Instructor Pay Processing**

a. **Purpose:** As of version 10.3 we do not have anyone using Instructor Pay Processing. This is primarily due to the fact that the program does not look at children in history when it pays the instructor. This will act as a placeholder until that capability is added. Until then, please refer to the **Activity GL Report** write up below for help determining what you should pay your instructor.

2 **Activity Bottom Line Report**

**Path to** Reports → Activity → Financial Reports → Activity Bottom Line Report

a. **Purpose:** The Bottom Line Report lists enrollment and financial statistics for each selected activity. Print this report for 'last month's' activity.

3 **Activity GL Report**

**Path to** Reports → Activity → Financial Reports → Activity G/L Report

a. **Purpose:** The Activity G/L Report shows revenue received for a given date and activity range. In 10.3 this report also has the ability to print Family Member Detail – Report Option **Total By Class/Enrollee**. This is a great report for bases that need to know how much to pay their instructor each month.

4 **Unique Enrollment Report***

**Path to** Reports → Activity → Enrollment Reports → Unique Enrollment Report

a. **Purpose:** Ability to report on how many before only children you have vs after only children vs both. Must run the report 3 times to get those 3 distinct numbers.

> **Note:** In 10.3, the **Unique Enrollment Report** will be scheduled to run 3 times on the ***last day of every month.*** Contact Vermont Systems for more information on how to use these reports to determine your before only, after only and both numbers and where to find this report in the **Rectrac File Explorer.**

## Pass

1 **Pass Labels/Letters**

**Path to:** Reports → Pass → Pass Labels and Letters

a. **Purpose:** The Pass Labels and Letters process should be run monthly to list children whose passes are due to expire within the coming 30 days.

2 **Pass Member Status Update**

**Path to:** Period End → Pass → Pass Member Status Update

a. **Purpose:** The Member Status Update program will status selected passes as Expired based on the current date. The program looks at all active passes and compares the membership expiration date to the current processing date. If the expiration date is less than the current processing date, the program changes the pass status to "Expired."

> **Note:** In 10.3, the **Pass Member Status Update** will be scheduled to run **Daily**. This will benefit the **Member Count Post** process which will also be scheduled. Contact Vermont Systems for more information on where to find this report in the **Rectrac File Explorer**.

3 **Pass Member Count Initialize**

**Path to:** Period End → Pass → Pass Member Count Initialize

a. **Purpose:** The Member Count Initialize program updates the pass type membership counts for each pass type. This program only counts active pass members in its totals. For accurate totals to be calculated, run the Pass Member Status Update program first.

**4 Pass Member Count Post***

**Path to:** Period End → Pass → Pass Member Count Initialize

**Purpose:** To record the number of active, expired, revoked, suspended and cancelled memberships you have as of the current date.

> **Note:** In 10.3, the **Pass Member Count Post** will be scheduled to run **Daily**. Use the **Member Count Report** to see membership numbers as of a particular day and to see trend data. Contact Vermont Systems for more information on where to find this report in the **Rectrac File Explorer**.

## POS

**1 Sales History Report**

**Path to:** Reports → POS → Sales Reports → Sales History Report

2 **Purpose:** The POS Sales History Report will list Tran Code sales for a given date range. Tran Codes are often used to track special event data that do not require registrations, such as dances, Easter Egg Hunts, snack bar sales, etc.

**3 Inventory Month End Transfer**

**Path to:** Period End → POS → Inventory Month End Transfer

**a. Purpose:** This process will transfer all sales, cost and quantity figures to their respective historical buckets for the month selected. This program is usually run after close of business on the last day of the moth, before start of business on the first day of the new month. Keep a log of when this program is run because failure to run it each month or running it more than once a month will produce invalid sales statistics. If you do not sell inventory from CYMS you do not need to run this program.

## CYS

## Waitlist

**1 Waitlist Report***

**Path to:** Reports → CYS → Central Reg/Waitlist Reports → CYS Waitlist Report

**a. Purpose:** The Waitlist Report prints waitlist entries for a selected waitlist type. This will give the numbers of children on each waitlist. The summary option would be an excellent option for this report as it will give numbers and not listings of individual names.

> **Note:** In 10.3, the **Waitlist** will be scheduled to run 3 times (once for each waitlist) on the 1st and 15th of the month. Contact Vermont Systems for more information on where to find this report in the **Rectrac File Explorer**.

**2 Waitlist Placed Statistics Report***

**Path to:** Reports → CYS → Central Reg/Waitlist Reports → Waitlist Placed Statistics Report

a. **Purpose:** The Waitlist Placed Statistics Report allows you to view statistics related to the number of days family members spent on a waitlist prior to being placed in a program and also allows you to see how many people were placed into programs within a selected date range. The report subtotals by Age Group and also displays Grand Totals by Waitlist Priority Code.

**3 Waitlist Status Change**

**Path to** Period End → CYS → CYS Waitlist Processes → CYS Waitlist Status Change

**a. Purpose:** The CYMS Waitlist Status Change program allows you to inactivate waitlist entries that have not been renewed within a specified period of time. Run this program to make sure the waitlist stays active and current.

## Administrative

### 1 AFC Eligible Report* (ARMY ONLY)

**Path to:** Reports → CYS → Admin Reports → AFC Eligible Report

a. **Purpose:** Recommend running for a date range of last month (in Sept for Aug). Report loses its effectiveness if running for a large date range as deployment data can change during the year. This report does not report on whether someone actually used an AFC benefit, but rather, whether someone was eligible to use a benefit during a given date range. It can provide sponsor status counts (deployed, rear detached, etc), spouse counts, family member counts and household status counts.

### 2 Facility Usage Report

**Path to:** Reports → CYS → Admin Reports → CYS Facility Usage Report

a. **Purpose:** This report tallies a family member's unique visits to a selected location by date broken down by gender and the Sponsor's Military Status (M-Active, DoD Civilian, Retired, etc…). These numbers provide helpful utilization information.

### 3 Family Care Plan Report

**Path to:** Reports → CYS → Admin Reports → CYS Family Care Plan Report

a. **Purpose:** This report is used to show you single active military or dual active military households whose Family Care Plan (FCP) has *not* been received, has been received or is overdue for renewal.

### 4 HH Audit Report

**Path to:** Reports → CYS → Admin Reports → CYS HH Audit Report

a. **Purpose:** The CYS Household Audit Report shows inaccurate household information specific to CYS functions. The report will key off the Military Status/Grade/Rank information entered on the Sponsor and Spouse. The only household that should ever appear on this report is the Internal Household. If other households appear, your Annual Report data will be incorrect.

### 5 Income Category Report*

**Path to:** Reports → CYS → Admin Reports → CYS Income Category Report

a. **Purpose:** The CYS Income Category Report shows household and family member enrollment statistics broken down by Programs and Income Categories.

> **Note:** In 10.3, the **Income Category Report** will be scheduled to run on the last day of every month for CDC and SA separately. Will run 3 times per site for Category option, Rate Detail and Rate Summary. Contact Vermont Systems for more information on where to find this report in the **Rectrac File Explorer**.

### 6 Transition Matrix*

**Path to:** Daily → CYS → CYS Transition Matrix

a. **Purpose:** The Transition Matrix is a management tool to help identify children who currently exceed the maximum age for the class they are enrolled in and are therefore ready to be transitioned to another class in an older age group. The matrix also shows, Future and PCS statused children and allows you to perform actual reassignments and/or 'play' with classroom scenarios before locking in. The output from this process should be used by Central Registration to determine vacancies in your classrooms.

### 7 Ethnicity Report*

**Path to:** Reports → CYS → CYS Admin Reports → CYS Ethnicity Report

a. **Purpose:** The CYS Ethnicity Report provides percentile analysis of ethnic diversity in CYS by Pass Memberships, Program Registrations or both. At a minimum, the report will display the total number of children linked to an Ethnicity Code and that code's percentage of the total. Children not linked to an Ethnicity Code will be listed as "Not Assigned." The report can also display Gender and Age totals for the range you select as well as Detail Records for each child sorted by Ethnicity. This is specific to Boys and Girls Club Reporting Requirements.

**8 Boys And Girls Club Report***

**Path to:** Reports → CYS → Annual Summary Reports → Boys And Girls Club Report

a. **Purpose:** The Boys and Girls Club Report provides statistical participation analysis of total pass memberships and visits to selected centers and activities. It also provides Ethnicity percentages for pass memberships, ADA/Frequency of attendance statistics and provides a comprehensive list of zip codes of all children outside the installation who use the services of a CYS Center.

**9 CYS Demographics Report***

**Path to:** Reports → CYS → CYS Admin Reports → CYS Demographics Rpt (Ann Report)

**a.** **Purpose:** This report provides demographic data on your current and/or previous rosters, your pass holders and your active and/or inactive waitlist entries. Demographic Data includes sponsor and spouse status, branch, grade information and more. Be careful with the Date Range. Depending on what you are looking for and what option you are running (waitlist, pass, program enrollments), results can vary greatly. VSI highly recommends reading the Annual Report Notes document prior to running.

**10 Agency Payment/Reimbursement Report**

**Path to:** Reports → CYS → CYS Admin Reports → Agency Payment/Reimbursement Report

**a.** **Purpose:** This report can ultimately show what your agency receivables should be as long as you are using the new CYS Misc Income/Expense process when posting agency reimbursements. This was not possible in A6.

**b.** It can also act as an agency bill to show who received co-payments for a given date range.

**11 Auto Pay Report**

**Path to:** Reports → CYS → CYS Admin Reports → Auto Pay Report

**a.** **Purpose:** This report can be run to print a list of anyone **with** Auto Pay or show anyone who's Auto Pay has **expired.** This last is determined in the following manner:

Some bases like to run this report just prior to billing to validate or spot check the auto payments that are about to be applied.

**12 Hourly Visit Report**

**Path to:** Reports → CYS → CYS Admin Reports → Hourly Visit Report

**a.** **Purpose:** The Hourly Visit Report allows you to report on how many hourly visits occurred for a given date range and providers unique family member/household data along with Amount Charged, Amount paid and Amount Due. You can also get income category and age group stats on this report.

**13 Free Hour Tracking Report (ARMY ONLY)**

**Path to:** Reports → CYS → CYS Admin Reports → Free Hour Tracking Report

**a.** **Purpose:** The Free Hour Tracking Report allows you to report on how many Free and Reduced hours were used per deployment status and the resulting lost income. It also lists all the first time free hour users for a given month.

## Medical

**1 Medical Issues Report***

**Path to:** Reports → CYS → Health/Medical Records → Medical Issues Report

**a. Purpose:** This report can show Allergies, Medical Conditions, Medications, Basic Care, Illnesses and Special Needs. It can be run by Activity range or Pass range.

**2 Health Assessment/Physical Report or Shot/Physical Labels and Letters***

**Path to:** Reports → CYS → Health/Medical Records → Health Assessment/Physical Report

**a. Purpose:** The Health Assessment/Physical Report allows you to identify family members whose Health Assessment or Physical Exam date will expire during a specified date range. This information should then be used to contact those households and update the information.

**3 Shot Report or Shot/Physical Labels and Letters***

**Path to:** Reports → CYS → Health/Medical Records → Shot/Physical Labels/Letters

**a. Purpose:** Run the Shot Report to obtain a list of children who are due or overdue for shots.

## Provider – All Provider Reports can be run in Labels and Letters mode.

**1 Provider Audit Report***

**Path to:** Reports → CYS → Provider Reports → Provider Audit Report

**a. Purpose:** The Provider Audit Report identifies missing information specific to Provider functions. Mistakes or missing information on this report will cause the Search for Care process to yield incorrect data. Providers with incorrect data will not receive referrals.

**2 Provider Completed/Due Report**

**Path to:** Reports → CYS → Provider Reports → Provider Completed/Due Report

**a. Purpose:** The Provider Completed/Due Report gives coming due, past due, completed information or entire records for any combination of the following: Credentials/Evaluations, Medical, Background, Training, Home Visits, Inspections, Operational Requirements, Pet Info, Certifications. It can also show when background checks have been initiated but not completed.

**3 Provider Referral Report**

**Path to:** Reports → CYS → Provider Reports → Provider Referral Report

**a. Purpose:** The Provider Referral Report prints the number of referrals that have been given out by Central Registration, either in summary or detail. This report should be run monthly for the previous month to ensure referrals are being done out of CYMS.

**4 Provider Subsidy Report**

**Path to:** Reports → CYS → Provider Reports → Provider Subsidy Report

**a. Purpose:** The Provider Subsidy Report prints subsidies that have been awarded to Providers, either in detail or summary. To ensure subsidy tracking is happening in CYMS, this report should be run monthly for the previous month.

**5 Provider Listing II***

**Path To:** Reports → CYS → Provider Reports → Provider Listing II

**Purpose:** The Provider Listing II can be run to show a variety of demographic information.

**Note:** In a future version of 10.3 VSI is working on being able to schedule csv files via the app server. Once this ability is added, we suspect the **Provider Listing II** will be scheduled to print with various demographic data. Thinking this would probably be scheduled on the last day of the month. Contact Vermont Systems for more information.

### Staff – All Staff Reports can be run in Labels and Letters mode.

1 **Provider Completed/Due Report**

**Path to:** Reports → CYS → Staff Reports → Staff Completed/Due Report

b. **Purpose:** The Staff Completed/Due Report gives coming due, past due, completed information or entire records for any combination of the following: Credentials/Evaluations, Medical, Background, Training and Room Visits. It can also show when background checks have been initiated but not completed.

2 **Staff Last Evaluation Report**

**Path to:** Reports → CYS → Staff Reports → Staff Last Evaluation Report

a. **Purpose:** The Staff Last Evaluation Report shows who is due for review based on a cutoff date.

3 **Staff Listing II***

**Path To:** Reports → CYS → Staff Reports → Staff Listing II

**Purpose:** The Staff Listing II can be run to show a variety of demographic information.

**Note:** In a future version of 10.3 VSI is working on being able to schedule csv files via the app server. Once this ability is added, we suspect the **Staff Listing II** will be scheduled to print with various demographic data. Thinking this would probably be scheduled on the last day of the month. Contact Vermont Systems for more information.

## USDA

1 **USDA Category (Child) and USDA Category(Household) Reports***

**Path to:** Reports → CYS → USDA Reports → USDA Category (Child/Household) Report

a. **Purpose:** These reports list USDA category counts by individual child or by household. Both are excellent USDA Statistical information reports.

2 **USDA Meal/Revenue Reimbursement Report**

**Path to:** Reports → CYS → USDA Reports → USDA Meal/Revenue Reimbursement Report

a. **Purpose:** The USDA Meal/Revenue Report displays total meal counts and fees by meal time. This is typically used for submission to USDA for reimbursement purposes and only shows reimbursable meals.

3 **USDA Total Meal Count**

**Path to:** Reports → CYS → USDA Reports → USDA Total Meal Count

a. **Purpose:** The USDA Total Meal Count report allows you to report on the number of reimbursable and non-reimbursable meals for each activity at each specified meal time.

## Other

1 **Install Billing Processing/Billing Journal***

**Path to:** Period End → Global → Global Auto Dr/Install Billing

a. **Purpose:** This process is used to bill households for weekly, semi-monthly or monthly childcare fees. Your minimum billing frequency determines how often this process needs to be run. Along with this process, it is essential that the Billing Journal be printed and filed with other periodic paperwork.

2 **Activity Trial Balance***

**Path to:** Reports → Activity → Financial Reports → Activity Trial Balance

a. **Purpose:** The Activity Trial Balance should be run after each payment period to ensure all patrons are up to date on their payments. Your minimum billing frequency determines how often this report should be run. For instance, if billing is run on the 1st and the 15th, the Activity Trial Balance should be run after close of business on the last day of your grace period (if you have one) to identify those households who have not paid in full. To charge these parents a Late Payment Fee you should be running the **Activity Late Fee Calculation** program.

> **Note:** In 10.3, the **Activity Trial Balance** will be scheduled to run twice per month (example – 6th and 20th of the month) per CDC and SA site. Schedule would be for times of the month household shouldn't owe money.
>
> Contact Vermont Systems for more information on where to find this report in the **Rectrac File Explorer**.

3 **Activity Late Payment Fee Calculation***

**Path to:** Period End → Activity → Activity Late Fee Calculation

a. **Purpose:** The Activity Late Fee Calculation program will charge a Late Payment Fee to any household that has not paid their child care in full. It should be run on the day that parents are officially late. Do not run this process early!! The list of children to be charged can be edited if appropriate as CYMS will want to charge per child per program. Finally, there is some specific setup steps required before running this process. Contact VSI if you would like to use this feature but are not sure if the setup steps have been performed.

4 **Court Slot Generator**

**Path to:** Period End → Court → Court Slot Generator

a. **Purpose:** Court Slots for hourly reservations need to be generated periodically. This is necessary to make hourly reservations in CYMS. Prior to the day/week where no slots exist -- you can see this via *Hourly Reservation Inquiry* – you must create new slots for future reservations. VSI recommends generating slots in 6-12 months increments.

5 **Inventory Postings**

**Path to:** Period End → POS → Inventory Posting

a. **Purpose:** If tracking inventory counts, the Inventory Posting program allows you to post Physical Count, Order, Receiving, and Transfer Inventory Item amounts for selected inventory items. This should be done whenever performing and inventory count, receiving an order or transferring inventory items from one center to another.