

# # 90 - CYMS Training Guide – Database Auditing Tools

(10.3 – Updated Sept 2013)

## Background:

- **Maintaining internal controls and ensuring the security and validity of the information in the CYMS database is a **CRITICAL MANAGEMENT RESPONSIBILITY**.**
- A wide variety of **REPORTS, INQUIRIES and SPOT-CHECKS** are available to assist managers when performing these key functions.
- Reports with an **asterisk (\*)** are **good only for the moment at which they are run** and will show current data only. The *Global Trial Balance II Report* is a good example. It will show you who owes you money today but cannot tell you who owed you money three weeks ago.
- Someone at the garrison should be designated to run these audit tools on a **REGULAR PERIODIC BASIS** to ensure the validity of information within the CYMS database.
- Some of your users/managers might be hesitant about running these processes. **Remember** - with **reports** and **inquiries**, you **can't hurt anything** in the database. If users understand the basic report running principles, have the path and have screen shots of the best settings, running reports and inquiries is a simple process. They should also feel free to experiment with other settings and other reports to see if they can obtain additional local management/monitoring information about their programs.
- This guide contains the following sections. The **blue text** next to each individual report explains why you might want to run this report.

<b>A. Financial</b> Audit Tools	<b>F. Hourly Care</b> Audit Tools
<b>B. Activity Enrollment</b> Audit Tools	<b>G. Household/Family Member</b> Audit Tools
<b>C. Pass Registration</b> Audit Tools	<b>H. Wait List</b> Audit Tools
<b>D. POS Sales &amp; Trans Code</b> Audit Tools	<b>I. Provider/Staff</b> Audit Tools
<b>E. Rental</b> Audit Tools (Provider Lending Library, Sports Equipment Issue, Etc.)	<b>J. Misc.</b> Audit Tools (for ISO/FTS)

## A. Financial Audit Tools:

- 1 **Cash Journal** - Use to check against **unneeded use of journal payments**.
  - Journal payments (Pay Code #7) should rarely be used.
  - Excessive / recurring use reflects inefficient operational procedures. Most staff should be restricted from access to Pay Code #7. This can be done on the **Payment Device** on the **Module Details** screen in the **Allowed Pay Codes** field.

**To Run:** Reports → System → System Financial Reports → Cash Journal (8 ½ by 11).  
Run for all users and drawers. **Include Pay Code 7 only** using the Dual Selection lists on the Details screen.

Date	Time	Rcpt #	Drwr	Mod	D/C	Type	User	House/Other	Payment Reference	Amount
09/22/2011	15:45	420244	7777	A/R	C	Journa	ZZZ	Duck, Donald		50.00

2 **GL Distribution Report for “Advance Payments on Account”** – Use to see if you are **in synch with what Finance is posting to your Control (Advance Payment) Account.**

- For a given month, have Finance send you a day by day breakdown of the net debit or credit they posted to the control account.
- Then use the GL report in Summary and Sort by Date.
- The CYMS GL should match to what Finance is posting. If it doesn't, it typically means Finance is not getting all the Control Account activity because DAR's are not being submitted every day or all users are not being included, or an after billing DAR isn't being forwarded.
- It is crucial that Finance gets your DAR's and that they are in synch with CYMS.

**To Run:** Reports → System → System Financial Reports → GL Dist Report (Detail)

Thursday September 22nd, 2011												
G/L	Acct No	CstCtr	AcctNo	Rcpt #	Mod	Type	Pay Cd	Source Descript	Trxn Reference	User	DR Amt	CR Amt
263	263	18700	1-P6-87-00	420245	A/R	C	2	2573: Duck, Donald		ZZZ		1,000.00
							TOTALS:	DR COUNT: 0	CR COUNT: 1	AMOUNTS:	0.00	1,000.00

3 **Audit Log for “Balance” Program** – Use to see whether **household balances are being affected using the master “Balance” program.**

- The Balance program should be used in very specific instances and **ONLY** with the assistance of a VSI representative.
- Changing a patron's balance via this program can cause havoc in your database.

**To Run:** Reports → System → Other Reports and Listings → Audit Log Listing.

- Run with the user range wide open, or *<blank> through ZZZ.*
- Enter the word 'balance' in the **Beginning** and **Ending Program** fields.
- The resulting report should be scrutinized for users who use this program consistently.

Date	Time	Prog	ID	Program Parameters
09/28/2011	10:50	BALANCE	ZZZ	Household ==> 2573 Old A/R: New A/R: 25.00 Old POS: New POS: 500.00 Old P/M Vst Ch: New P/M Vst Ch: 25.00

4 **Audit Log for “FMQUEST” Program** – Army Specific. **Use to see whether changes are being made to the Deployment Dates under FM Question**

- Run with the user range wide open, or *<blank> through ZZZ.*
- Enter the word 'fmquest' in the **Beginning** and **Ending Program** fields.
- Report will show every instance of an answer being changed on the FM questions screen. Any changes to these dates will affect a patron's AFC benefits.
- Output shows Name, which question was changed and the before and after value of the field.

5 **Audit Log for “IB0300a” Installment Billing Update Program** – Use to see if users are manually changing Installment Bills.

- It does **not** show bills changed as a result of running the PCS Prorate program or the Before/After Prorate program.
- Only on extremely rare occasions should a family’s bill be manually adjusted prior to billing.
- Routine instances of billing adjustments to the same household should be looked at more closely.

**To Run:** Reports → System → Other Reports and Listings → Audit Log Listing. Run an Audit Log Listing with the user range open. Enter ‘ib0300a’ in the **Beginning** and **Ending Program** fields.

Date	Time	Prog	ID	Program Parameters
09/28/2011	11:03	ib0300	ZZZ	Amount Change for ALL Unbilled: No. for house: Donald Duck Bill Code 1: 74.57 to 25.00 Bill Code 2: 0.00 to 0.00 Bill Code 3: 0.00 to 0.00 Bill Code 4: 0.00 to 0.00 Bill Code 5: 0.00 to 0.00 Bill Code 6: 0.00 to 0.00 Bill Code 7: 0.00 to 0.00 Bill Code 8: 0.00 to 0.00 Bill Code 9: 0.00 to 0.00 TXN: 44073 Module AR 900007-02 ==> East-Yel2-A-FD (PT1) - Billing Update For Baby Status: U Primary Bill Date Changed: 10/01/2011

6 **Audit Log for “sa0690” Program** – Use to see how often this direct database change program is used to edit transactions that did not complete for such reasons as power outages, network failures, etc.

- SA0690 should be used in specific rare instances only and **ONLY** with the assistance of a VSI representative.

**To Run:** Reports → System → Other Reports and Listings → Audit Log Listing. Run an Audit Log Listing with the user range open. Enter ‘sa0690’ in the **Beginning** and **Ending Program** fields. The resulting report should be scrutinized for users who run this program consistently.

Date	Time	Prog	ID	Program Parameters
09/28/2011	11:05	SA0690	ZZZ	change: 420260 ddi

7 **Global Trial Balance II\*** – Use during times of the month when program balances should be zero, such as the day after your billing ‘grace period, to see who still owes you money.’

- You should be able to explain or ‘prove’ any balance on the report.
- This should be run for both debits (.01) and credits (.01-) on the last business of every month, after *all* transactions have been processed but before billing is run for the next month.
- The credit report can be used by finance, as long as it is run on the last business day of the month after close of business, to help balance the Control Account balance.
- The debit report will tell you whose household balances are being carried over into the next month.

- If run for zero (.00), both credits and debits will display on one report,

**To Run:** Reports → Global → Global Financial Reports → Global HH Trial Balance II

Household	Activity	AR Visit	Court	Facility	Locker	Pass	PM Visit	PDS	Rental	Trainer	Trips	League	Total Due
Duck, Donald	1,000.00-	0.00	0.00	0.00	0.00	0.00	0.00	500.00	0.00	0.00	0.00	0.00	500.00-
HH Credit Totals:	1,000.00-	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
HH Debit Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00	0.00	0.00	0.00	0.00	

- 8 Household Balance Aging Report \*** – Use to see [how long a balance has been on a household](#) (30, 60, 90 120+ days)

**To Run:** Reports → System → Household/Family Member Reports → Household Balance Aging Report

Household	House No	Current	Over 30 Days	Over 60 Days	Over 90 Days	Over 120 Days	Total Due
Duck, Donald	2573	0.00	0.00	0.00	0.00	500.00	500.00
<b>Totals:</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>500.00</b>	<b>500.00</b>

- 9 Agency Payment/Reimbursement Report** – Run to determine [how much an agency owes a center](#).

- Failure to see postings may indicate Agency Reimbursements are not being tracked in CYMS.

**To Run:** Reports → CY5 → CY5 Admin Reports → Agency Payment/Reimbursement Report

Date	Time	Rcpt#	Mod	GL Code	Cost Cntr	D/C	Usr Drwr	Household	Payment Reference	Amount
09/22/2011	16:07	420247	A/R	501	1587Q	C	ZZZ 7777	Duck, Donald		150.00
<b>Total agency payments for Pay Code: 16 (ACS Hardship) (dates: 09/22/2011 - 09/22/2011):</b>										150.00
<b>Agency reimbursements received for Pay Code: 16 (ACS Hardship) (dates: 09/22/2011 - 09/22/2011)</b>										
Date	Description	GL Code	Cost Cntr	I/E	Usr Drwr	PayCode	Amount			
09/22/2011	ACS Hardship	548	1587Q	I	ZZZ 7777	2	150.00			
<b>Total agency reimbursements received for Pay Code: 16 (ACS Hardship) (dates: 09/22/2011 - 09/22/2011):</b>							150.00			

- 10 HH Pay Code Audit Report** – Use to see [how often a specific Pay Code has been used with a household](#). Note: This report will take a long time to run.

- This is a multi-purpose report that allows you to establish an amount, percent or count threshold and for certain Pay Codes for a certain date range.

- **Example:** This report will allow you to see any household that has had three (3) or more Journal payments during the last three (3) months, or households with vacation credits of \$300 or more in the last year, etc.

**To Run:** Reports → System → System Financial Reports → HH Pay Code Audit Report

Household	HH ID	Date	Rcpt #	D/C	User	Paycode	Amount	Reference
Duck, Donald	000002573	09/22/2011	000420244	C	ZZZ	07	50.00	Actv# 912225 - 02, Circle-Abr-E
Totals for Duck, Donald:		Total Paid:	50.00					

**11 Household Adjustment Decrease Report** – Lists **households that have had fees decreased.**

- It can be run by Date, User and Household or for any household with a fee reduction during a given date range.
- It can total by household or by module (usage details) and shows the Grand Total of all adjustments.
- Households or Users with frequent decreases should be looked at more closely.

**To Run:** Reports → Global → Global Financial Reports → HH Adjustment Decrease Report

Household	Date	Rcpt #	D/C	User	Amount	Details
Duck, Donald	09/22/2011	420249	D	ZZZ	150.00-	Actv# 910025-10 Refund
Total adjustment decreases for Duck, Donald:				150.00-		
Grand Total Of Adjustment Decreases:				150.00-		

**12 End of Day Summary Report** – Shows **end-of-day batches that are over or short or that haven't been cashed out.**

- Managers should review this report EVERY DAY to ensure the end of shift cash out process is being done in their center.
- Army Managers should use the Close Out Adjustment process to fix any **invalid** Over or Short batches before forwarding the Cash, GL and DAR Package to Finance.
- There should never be open batches for a day in the past.

**To Run:** Daily → System → End of Day Processing → End-Of-Day Summary Report

Cash Out Date	09/28/2011	<input checked="" type="checkbox"/> Include Drawers that have not been closed	<input type="checkbox"/> Show All Over or Short Batches regardless of Cashout Date							
Search										
Drawer #	Batch #	Start Date	Start Time	Cash-Out Time	User List	Beg Balance	Ending Cash	Net Over/Short	Status	EOD Posted
1	6827	05/09/2011	10:18	11:20	ZZZ	0.00	0.00	0.00	Exact	Yes
100	0	05/20/2009	05:48	00:00	124	75.00	0.00	0.00		No
101	0	07/12/2011	08:16	00:00	CYS	100.00	0.00	0.00		No
104	0	05/20/2009	08:58	00:00	127	75.00	0.00	0.00		No

## B. Activity Enrollment Audit Tools:

1 **Class Attendance Worksheets or Program Roster\***– Prints **lists of the children “enrolled” in your CYMS classrooms.**

- Compare this list to the children who are actually in your classrooms.
- Rosters need to be accurate in CYMS.

**To Run:** Reports → Activity → Instructor Reports → Class Attendance Worksheets

**To Run:** Reports → Activity → Roster Reports → Activity Rosters

<b>Baby Duck</b>		Enrollment Status: E	Mil Branch: ARMY
Age: 10 Years 9 Months		Fam Care Plan Re No	Mil Grade: E-4
Birthday: 12/15/2000		Income Cat: CAT6	Mil Rank: SP4
Ethnicity: Black, African American			Mil Status: M-ACTIVE

2 **Activity Trial Balance\*** – Shows **unpaid balances for your classes and regularly scheduled activities.**

- Run using the “This Year” option at times when program balances should be zero.
- Run it using the “Last Year” option to ensure history balances aren’t becoming a problem.

**To Run:** Reports → Activity → Financial Reports → Activity Trial Balance

Household	House No	Member	Actv/Sec	Description	Year	Fees/Tax	Disc Amt	Amt Paid	Amt Due
Duck, Donald	2573	Baby	910025-10	Bef Sch LL - (1-5)	Cur	225.00	0.00	50.00	175.00

3 **Roster Update** – Use to **spot check Provider activities to ensure there are children enrolled in homes and that there are Provider Times linked to them.**

- Inaccurate or missing data here will lead to erroneous Provider referral results in Search for Care and erroneous USDA postings.

**To Run:** Files → Activity → Roster Update

Day of Week	Arrival Time	Departure Time	Include
Monday	08:00	10:00	
Tuesday	08:00	10:00	
Wednesday	08:00	10:00	
Thursday	08:00	10:00	
Friday	08:00	10:00	

Monday     Tuesday     Wednesday  
 Thursday     Friday     Saturday     Sunday

Arrival Time:     Departure Time:

      

**4 Activity Listing\*** – Use to determine **whether your CDC/SA rooms are full.**

- Run in **CYS Detail** mode.

**To Run:** Reports → Activity → Activity Listing

Actv #	Description	Sec	Beg Date	End Date	Time Period	Meet Days	Max	Enroll	PCS	Tot Enr/PCS	Avail	Future
900007	East-Yel1-A-FD (PT1)	01	04/02/2002	12/31/2099	05:45-18:00	M,Tu,W,Th,F	5	5	0	5	0	0
	East-Yel2-A-FD (PT1)	02	04/02/2002	12/31/2099	05:45-18:00	M,Tu,W,Th,F	5	5	0	5	0	0
	East-Gre-A-FD (PT1)	03	04/02/2002	12/31/2099	05:45-18:00	M,Tu,W,Th,F	5	3	0	3	2	0
	East-Blu1-A-FD (PT2)	04	04/02/2002	12/31/2099	05:45-18:00	M,Tu,W,Th,F	5	5	0	5	0	0
	East-Yel1-B-FD (PT1)	11	11/14/2008	12/31/2099	05:45-18:00	M,Tu,W,Th,F	4	3	0	3	1	1
	East-Yel2-B-FD (PT1)	12	11/14/2008	12/31/2099	05:45-18:00	M,Tu,W,Th,F	4	4	1	5	1-	0
<b>Totals:</b>							28	25	1	26	2	1

**5 PCS Bulk Transfer to History** – Run using an “As Of Date” from last week or last month **to ensure rosters are being transferred to history on a regular basis.**

- You should **not** see anyone who needs to be moved to history.
- Centers should be running this program daily or at least weekly to remove children from active rosters who have left your program.

**To Run:** Period End → CYS → CYS Bulk Transfer to History

PCS Roster Browser						
Last Name	First Name	Activity	Section	Description	PCS Date	
▶ Duck	Baby	900007	02	East-Yel2-A-FD (PT1)	10/05/2011	

**6 Future to Enrolled Status Change** – Run using an “As Of Date” from last week or last month **to ensure the enrollment status of children in your centers is accurate.**

- You should **not** see anyone whose status has been changed to Enrolled.

- Centers should be running this program every day or at least weekly to ensure children who had Future start dates now have a status of Enrolled.
- Note:** Future to Enrolled Status Change can be programmed to run automatically via the App Server and Scheduler. Contact Vermont Systems for more information.

**To Run:** Period End → CYS → CYS Future To Enrolled Status Change

Future To Enrolled Status Change		
Run Date: 09/23/11		User: ZZZ
Run Time: 10:38		
Activity	Name	Start Date
900007-11	Baby Duck	10/01/2011

7 **Transition Report\*** - Lists children enrolled in CYS Programs who currently exceed the maximum age for that class and are therefore ready to be transitioned to another class in an older age group.

- Based on selection criteria, this report also shows children who will be ready to transition as of a given date.
- When using today's date as the Future Transition Cut-Off date, the report will show who is overdue to be transferred from their classroom and how many days delinquent.

**To Run:** Reports → CYS → CYS Admin Reports → CYS Transition Report

Household	Home Phone	Work Phone	Actv/Sec	Program Description	Family Member	Age	Max Age	Days
Donald Duck	(719)582-7136	(719)526-0069	900007-11	East-Yell-B-FD (PT1)	Baby Duck Child's B'Day:	10.83	1.49	3418 12/15/2000

**Transition Matrix (cy0315)** – Similar to above, this program allows you to see children who are in need of transition and future transition needs. This program also allows you to plot and plan where you will move them and, once satisfied, allows you to process those changes. The program output can then be used to fill slots accordingly.

**To Run:** Daily → CYS → CYS Transition Matrix

## C. Pass Registration Audit Tools:

1 **Pass Visit Trial Balance\*** – Lists patrons with unpaid balances due in Hourly Care or in Late Pickup fees. It can be printed by Pass Type to isolate particular centers.

**To Run:** Reports → Pass → Financial Reports

Household	Member	Type	Description	Visit Bal	Tax Bal	Late Bal	Tot Amt Due
Bermudez, Jeff A.	Xavier	CY-SAS	School-Age Pass	8.75	0.00	0.00	8.75
	Isalah	CY-SAS	School-Age Pass	8.75	0.00	0.00	8.75
	Household Totals:			17.50	0.00	0.00	17.50

2 **Pass Member Report** – Sorted by name, this lists **members who have more than one pass in the CYMS database.**

- Having more than one active pass type, except for their age appropriate pass and the privilege pass, will yield inaccurate Annual Report and Visit data.

**To Run:** Reports → Pass → Membership Reports → Pass Member Report

Pass Member Name	Pass No	Pri Guardian	Type	Stat	User	Mem Date	Exp Date	Net Fee/Tx	Fee/Tax Pd	Amt Due
Duck, Baby	37413	Duck, Dpnaid	CY-SAS	Exp	708	05/06/2009	06/06/2009	0.00	0.00	0.00

3 **Pass Visit Blank GL Report\***– Run monthly to determine **whether you have any Pass visit balances that are not tied to a GL.**

- If you see any visits on this report, it means the next payment towards those fees will not post to the GL.
- It also means that you likely have a problem in your Pass Visit Fees Maintenance setup.
- If it is not corrected you will continue to have visits showing on this report and Cash/GL problems.
- To fix, you will need to call VSI for assistance with running a pass utility called **Pass Visit GL Fix by Location** (pm0636).
- VSI will also assist with researching your Pass Visit Fees Maintenance setup to prevent future problems.

**To Run:** Reports → Pass → Financial Reports → Pass Visit Blank GL Report (pm0556)

Pass #	Pass Type	Pass Holder	Visit Date	Location	Visit Amount
2221		Unknown!!!	02/08/2007	1315	3.00
5826		Unknown!!!	03/26/2007	1315	3.00
7180		Unknown!!!	03/26/2007	1315	1.00

## D. POS Sales and Trans Code Audit Tools:

1 **POS Trans Code Inquiries** – Are **Trans Codes being used to sell sports enrollments or other services that require roster data and should be set up as CYMS Activities?**

- Click on the questionable Trans Code and click History to see how often those codes are getting used.
- If Trans Codes are being used for sports signups how are your centers getting their roster information out of CYMS?

**To Run:** Inquiry → POS → POS Trans Code Inquiry

POS Tran Code History For M-Reunion (SpEvCtr)							
Tran Date	Tran Code	Description	Rcpt Num	Name	Type	Time	Item Number
03/26/2010	08M-09	M-Reunion (SpEvCtr)	418887	Fam Member ==> 0	Misc	12:10	

**E. Rental Audit Tools (Provider Lending Library / Sports Equipment Issue / Etc):**

1 **Rental Return Schedule** – To view lending library items or sports equipment packages that have not been returned.

**To Run:** Reports → Rent → Schedules → Rental Return Schedule

Item Num	Description/Serial #	Make/Model	Reservation Date/Time	Quan	Renters Name/Phone	Amount Due
TENT-01	Puptent - 2 Man PT 261 A	Ews PUP-24	Mon 08/23/1999 Out: 8:00A Thu 08/26/1999 In: 5:00A	1	Valley, Thomas H(802)555-8729 W(802)555-6993	0.00

2 **Rental Inquiry** – To spot check items using the Monthly Calendar to see if the rental module for Provider Lending Library or Sports Equipment issue is being used.

- Days in Yellow indicate at least one item has been 'rented' on that day. Green indicates all items available for lending. Days in Red indicate all items are currently out.

**To Run:** Inquiry → Rental → Rental Inquiry



**F. Hourly Care Audit Tools:**

1 **Court Reservation Inquiry/Hourly Rsvns Inquiry** – To see how often the hourly reservation program is being used.

- Use the Block Calendar or List Schedule.
- Days listed with 'Partial' indicate at least 1 reservation has been made for that day.
- By forwarding ahead through the months of the year, you be able to see when additional slots will need to be generated.

- Days listed as 'Unsched' have no slots generated.

**To Run: Inquiry → Court → Court Reservation Inquiry**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 PARTIAL	2 OPEN	3 OPEN	4 UNSCHE
5 UNSCHE	6 OPEN	7 OPEN	8 OPEN	9 OPEN	10 OPEN	11 UNSCHE

## G. Household / Family Member Data Audit Tools:

### 1 Household Duplicate Listing\* – Identifies **possible duplicate households based on home phone, work phone, cell, etc.**

- Many times the households that show on this report will need to be fully or partially merged, but not always.
- Often, in a military community, phone numbers and addresses are “re-used” frequently.
- You will need to investigate them fully before making any changes.

**To Run: Utilities → System → Household/FM Utilities → Household Duplicate Listing**

HH ID	Primary Guardian	Mailing Address	City	St Zip	Home Phone	Work Phone	Added	By
0	Xavier Brandon	241 Beluga Ave. Apt.D	Fort Richardson	AK 99505	(907)428-0101		06/25/2007	701
0	Tammy Gantt	320 B 5th St	Ft Richardson	AK 99505-1257	(907)428-0101	(907)384-3876	05/17/2007	N/A

### 2 Household Creation Report – Shows **households added to your database during a specified date range.**

- Output includes the User ID of the person who initiated the file.
- Run for **All Methods** to show all households added via GUI and Web.
- Run for **Web Batch** to show households initiated via the Web.

**To Run: Reports → System → Household/Family Member Reports → Household Creation Report**

Added	Time	By	Method	H/H #	Household Name	HmPhone	Res	Mem#	Email Address
02/21/2012	11:46	CYS	Web-Batch	4258	Mess, John	(802)555-4545	Yes	3	johnm@vermontsystems.com
HH Address: 199 Rudgate, 199 Rudgate, ,									
		<u>Mem#</u>	<u>Name</u>	<u>DOB</u>	<u>Gen</u>	<u>Grade</u>			
		1	Mess, John		M	0			
		2	Mess, No		F	0			
		3	Me, Sara	10/05/2010	M	0			

### 3 Household Audit Report – Shows **inaccurate household information specific to CYS functions.**

- It keys 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 could be affected.

**To Run:** Reports → CYS → CYS Admin Reports → CYS HH Audit Report. Toggle **Missing Spouse Only** option, include **All Households** and **All Pass Types**.

Household	H/H Numb	Stat	Spouse's Name	Mil Stat	Branch	Grade	Rank
Barrett, Franklin	0	A	Irina Barrett				
Brenke, Nathan	0	I	Rachel Brenke				

**4 Family Care Plan Report** – Shows the **status of single military or dual military households' Family Care Plans**.

- If there are a lot of households overdue for a Family Care Plan, the information contained in this report is not being followed up on.
- You would need to run twice – once for Family Care Plans that are initially due and once for Family Care Plans that are due for renewal.

**To Run:** Reports → CYS → CYS Admin Reports → Family Care Plan Report

Household	H/H ID	Unit/Employer	Home Phone	Work Phone	Brnch	Rank	Due Date	Rcv Date
Heath Boley	0	12th CTS	(802)555-6464	(802)554-4764	USAF	SA		
Sarah Hernandez	0	OPS Group	(760) -	(802)555-4447	ARMY	SSG	02/11/2008	
Louis Malfoy	0	RHHT 11 ACR		(802)555-1454	ARMY	SP4		

**5 Health Assessment/Physical Report\*** - Shows **family members whose Health Assessment or Last Physical date will expire during a specified date range**.

- By choosing an expiration date in the past, this report will give an indication of the effectiveness of the health assessment and/or physical renewal process.

**To Run:** Reports → CYS → Health/Medical Records → Health Assessment/Physical Report

Family Member's Name	Assessment Date	Sponsor's Name	Home Phone	Member Date
Benson, Lowell	02/20/2008	Benson, Jennifer	(802)555-9144	12/12/2011
Bryant, Stephanie	08/06/2007	Bryant, Phillip	(802)555-9442	03/24/2008
Carlisle, Jonathan	06/20/2007	Grace, Ron	(802)555-5443	06/30/2008
Diaz, Robert	07/30/2008	Diaz, Walter	(802)555-7177	12/12/2011
Messier, Kaitlyn	03/01/2009	Messier, Richard	(802)555-5970	01/27/2011
Watson, McKenzie	07/21/2008	Pagan, Ernesto A.	(802)555-9316	02/01/2012

**6 Shot Report** – Shows **shots that are past due**.

- Children with overdue shots should only be allowed in your center on an exception basis.

**To Run:** Reports → CYS → Health/Medical Records → Shots Report

Act/Sect	Family Member	Shot Code	Description	Due Date	Shot Date	Waived
900000-01	Messier, Liam	IPV/OPV4	IPV/OPV (4-6 yr)	08/23/2011		No
	Messier, Liam	MMR 2	MMR (4-6 yr)	08/23/2011		No
	Messier, Liam	DTAP 5	DTAP (4-6 yr)	08/23/2011		No
	Weigel, Alan	MMR 1	MMR (15 mo)	04/02/2011		No
	Weigel, Alan	IPV/OPV3	IPV/OPV (18 mo)	07/01/2011		No
	Weigel, Alan	HIB 3	HIB (15 mo)	04/02/2011		No
	Weigel, Alan	HEP-B 3	HEP-B (18 mo)	07/01/2011		No
	Weigel, Alan	DTAP 4	DTAP (18 mo)	07/01/2011		No
	Weigel, Alan	DTAP 3	DTAP (6 mo)	07/02/2010		No
	Weigel, Alan	C-POX	Chicken Pox/Varicella	07/01/2011		No
Sub Totals for 900000-01		Family Members:	2	Shots:	10	

## H. Wait List Audit Tools:

- 1 Waitlist Follow-up/Renewal Report** - Shows **wait list entries that need to be followed-up on** based on the date they were initially added to the wait list or wait list entries that are due to be renewed.

- If this list is quite extensive, the renewal process is not happening correctly.

**To Run:** Reports → CYS → Central Reg/Waitlist Reports → Waitlist Follow-up/Renewal Report

Waitlist Name	Birthdate	Age	Initial Date	Renewal Date	Sponsor Name	Sponsor Home	Sponsor Work
Felicia Adkins	06/12/2008	3.67	05/29/2008	11/18/2008	Michael Adkins	(802)555-1750	(802)555-5911
Justin Adkins	03/05/2006	5.92	08/12/2008	11/18/2008	Michael Adkins	(802)555-1750	(802)555-5911
Lamont Ahl	10/15/1994	17.33	08/31/2010		Charlie Ahl	(802)555-0716	(802)555-3706
Emily Altorfer	06/06/2006	5.67	07/25/2008	11/18/2008	Brian Altorfer	(802)555-2151	(802)555-5033
Makala Ancrum	11/22/2005	6.25	07/30/2008	11/18/2008	Anthony Ancrum	(802)555-3195	(802)555-5326

- 2 Waitlist Inquiry** – Use this to look at **children on the waiting list.**

- How do your numbers look?
- On the Preference list, scroll to the bottom and look at the Preference Date of the last entry. This indicates the last time someone was placed on the Preference list.
- Spot check each waitlist to ensure the Requested Age and Current Age are the same on the majority of the entries. This indicates the Waitlist Age Advance is being run periodically.

**To Run:** Inquiry → CYS → CYS Waitlist Inquiry

Waitlist Inquiry										
<input type="radio"/> Projected Care <input type="radio"/> Excess Demand <input checked="" type="radio"/> Preference for Care										
W/List	Name	Spon Soc Sec	F/M	Age	Current Age Group	Req. Age Group	Priority Code	Priority	Initial Date	Initial Time
1	KaNeshia Cinco			0 6 Yrs 4 Mos	School-Age (1st - 5t	6-SA	2-D/MIL		2/05/28/08	14:12
2	Julynne Garcia			0 5 Yrs 1 Mos	Kindergarten-Age (Ki	5-KIND	3-OTHERS		3/06/19/08	09:16
3	Michael Petteway			0 5 Yrs 6 Mos	Kindergarten-Age (Ki	5-KIND	3-OTHERS		3/12/17/07	14:52
4	Jamal Iyalla			0 9 Yrs 4 Mos	School-Age (1st - 5t	6-SA	3-OTHERS		3/07/01/08	11:26
5	Jacob Reynolds			0 4 Yrs 5 Mos	Preschool-Age (3 - 5	4-PS	2-D/MIL		2/07/01/08	11:51

- 3 Waitlist Placed Statistics Report** – Use to see **if waitlist entries are being flagged as Placed upon acceptance of a center enrollment.**

- If no one shows on this report you are missing out on a lot of great report data including Longest Wait, Shortest Wait, Average Wait, Priority Stats and Age Group Stats.

**To Run:** Reports → CYS → Central Reg/Waitlist Reports → Waitlist Statistics Report

Waitlist Name	Birthday	Age Group	Priority	Placed	Init Date	# Days
Rigby, Eleanor	08/04/2006	1-INF2	Dual Military	06/13/2007	06/05/2007	8
Silverhammer, Rose	08/11/2006	1-INF2	Single Military	06/07/2007	05/29/2007	9
Silverhammer, Valerie	08/11/2006	1-INF2	Single Military	06/07/2007	05/29/2007	9
Total placed for 1-INF2:	3.00					
Average wait for placement:	8.67					

## I. Provider / Staff Data Audit Tools:

### 1 Provider Audit Report – Lists **missing information in your Provider files.**

- Missing information on the Providers will give you incomplete results in the Search for Care process.
- Referrals to those Providers with incomplete information will be affected.

**To Run:** Reports → CY5 → Provider Reports → Provider Audit Report

Provider Name	ID	Soc Sec	Status	Spec Req	Prog Type	Days&Hrs	Ages	Prog Link	Meals
Scott, Ta-Tasha	SCOTT,TT	0	A	Missing	Missing	Missing	Missing	Missing	OK
Sherman, Raquel	SHERM,RA	0	A	OK	OK	OK	OK	OK	OK
Bingleton, Julia	SINGL,JU	0	A	Missing	OK	OK	OK	OK	OK
Smith, Hope	SMITH,HO	0	A	Missing	OK	OK	OK	OK	OK
Spitzer, Chandra	SPIRT,CH	0	A	OK	OK	OK	OK	OK	OK

### 2 Provider Referral Report – To see **if referrals are being posted to your Provider files.**

- If no totals are displayed here, referrals are not being posted during the Search for Care process.
- A lack of data might also indicate that Provider referrals are not being printed out of CYMS.

**To Run:** Reports → CY5 → Provider Reports → Provider Referral Report

Prov ID	Name	Date	Household	Name	Clrk
LANE,PEN	Penny Lane	07/16/2007	0	Rose Silverhammer (FM)	CYS
		07/16/2007	0	Valerie Silverhammer (FM)	CYS
		07/16/2007	0	Samolina Pilchard (FM)	CYS
	REFERRAL TOTALS:	3			

### 3 Staff/Provider Listing II\* – This is a fast way **to see if these modules are being used to maintain your staff and provider records.**

- Simply include things like Background Checks, Medical Information, Room/Home Visits, Credentials, Training Records, etc to see if dates are current, items are coming due, etc.

**To Run:** Reports → CY5 → Provider Reports → Provider Listing II

**To Run:** Reports → CY5 → Staff Reports → Staff Listing II

- You can also spot check the **Provider Module** and **Staff Module** manually for the same kind of information in Files→CYS→ Provider Module or Files→CYS→Staff Module

<b>Strawberry Fields</b>			Application Date: 06/01/2002	Max Kids Overall: 6
Provider ID:	FIELD,ST		Provisional Cert: 07/15/2002	Max Under 2: 2
Sponsor Name:	No Fields		Full Cert: 09/14/2002	
Email Address:	nothingisreal@abbeyroad.com			
<b>Backup Info</b>			Lil Nancy, Magil	HM Phone: (802)476-8941 Cell: (802)732-1199
			Eleanor, Rigby	HM Phone: (802)695-7894 Cell: ( ) -

**4 USDA Meal/Revenue Reimbursement** – Displays **total meal counts and fees by mealtimes**.

- Run this for the past few months to ensure there is data.
- If totals are zeros, meals are not being posted correctly or not being posted at all.

**To Run:** Reports → CYS → USDA Reports → **USDA Meal/Revenue Reimbursement Report**

Actv Number	Section	Description	Breakfast	AM Snack	Lunch	PM Snack	Dinner	Total
940000	01	Acker, Tammy	77	0	115	138	130	460
Total Count			77	0	115	138	130	460
Total Fees			0.0000	0.0000	106.3800	31.3200	106.3800	244.08

## J. Misc. Audit Tools:

**1 Rectrac Database Inventory Report\*** – A **technical report for your FTS or IT staff** to see if you are **allocating enough space on your server for your CYMS database**

- This report has nothing to do with Inventory in CYMS.
- It is used to determine whether your database needs more extents.
- It is very important that you look at this report every month.

**General rules:**

- If you have a single extent database (only a d1 file) and the **Total Data Storage** under the Database Info header is approaching or greater than 500 MB, call VSI immediately to create more extents (d2, d3, etc.). In the screen shot below the database is only 43 MB so not a problem.

RECTRAC DATABASE INVENTORY REPORT			
Run Date: 11/06/07 Run Time: 14:35			
<b>Database Info:</b>			
<u>Data Extent Path</u>	<u>Extent Type</u>	<u>Extent Size(KB)</u>	<u>Available Space(KB)</u>
c:\95v10\dfs\weisbaden\rectrac\variable			
Total Data Storage(KB):		43,964	
Database High Water Mark(KB):		43,880	
Available Storage(KB):		84	

- If you are already operating with more than one extent, this report will show which extents are full and which ones still have space and how much. In the screen shot below, it shows the d1 file is Full, d2 has almost 500 MB of available space and d3 has 512 MB available.
- When D1 and D2 both show as Full and D3 is approaching 500 MB, call VSI to add more extents.

**To Run:** Reports → System → Setup Codes and File Listings → Rectrac Database Inventory Report

RECTRAC DATABASE INVENTORY REPORT			
Run Date: 11/06/07 Run Time: 12:35			
<b>Database Info:</b>			
<u>Data Extent Path</u>	<u>Extent Type</u>	<u>Extent Size(KB)</u>	<u>Available Space(KB)</u>
c:\95a6\dfs\drum\rectrac.d1	Fixed	731,200	Full
<b>Database Info:</b>			
<u>Data Extent Path</u>	<u>Extent Type</u>	<u>Extent Size(KB)</u>	<u>Available Space(KB)</u>
c:\95a6\dfs\drum\rectrac.d2	Fixed	512,000	496,580
<b>Database Info:</b>			
<u>Data Extent Path</u>	<u>Extent Type</u>	<u>Extent Size(KB)</u>	<u>Available Space(KB)</u>
c:\95a6\dfs\drum\rectrac.d3	Fixed	512,000	512,000
<b>Database Info:</b>			
<u>Data Extent Path</u>	<u>Extent Type</u>	<u>Extent Size(KB)</u>	<u>Available Space(KB)</u>
c:\95a6\dfs\drum\rectrac.d4	Variable		
Total Data Storage(KB):		1,755,216	
Database High Water Mark(KB):		746,620	
Available Storage(KB):		1,008,596	