

## #81 - CYMS Training Guide – Setup (CDC+SA Activity Fees) (10.3 – Update May 2011)

Childcare rates are subject to change annually. The timing and accuracy of entering new rates into CYMS is important. Once rates are changed in the rate grid, initial prorates, PCS prorates and installment bills will/could be affected. For this reason, rate changes should be made only when you are truly ready for those changes to take effect.

### Prior to changing any rates in CYMS it is important to understand the following:

- VSI now gives bases the ability to enter **Weekly Fees** and/or **Semi-Monthly Fees** and/or **Monthly Fees**. The billing frequency linked to your classes In Activity Maintenance/CYMS screen will determine whether you should update just the weekly fees, just the semi-monthly, just the monthly or some other combination.
- If, for the program type you are updating, you only allow Semi-Monthly billing you **do not** need to enter the Weekly or Monthly amounts.

If, for the program type you are updating, you only allow Monthly billing you **do not** need to enter Weekly or Semi-Monthly amounts.

If, for the program type you are updating, you only allow Weekly billing you **do not** need to enter Semi-monthly or Monthly amounts.

- There are also two new billing frequencies in 10.3 (Activity Maintenance/CYMS screen):
  - a. Patron Choice: Weekly, Semi-Monthly or Monthly
  - b. Patron Choice: Semi-Monthly or Monthly

CYS Default Installment Bill Freq

- N/A
- Weekly
- Bi-Weekly
- Semi-Monthly
- Monthly
- Qtrly
- Patron Choice: Weekly, Semi-Monthly or Monthly
- Patron Choice: Semi-Monthly or Monthly

If you are a base that allows Patron Choice: Weekly, Semi-Monthly or Monthly you **must** enter all 3 rates in the rate grid. Failure to do so could result in incorrect billing amounts.

If you are a base that allows Patron Choice: Semi-Monthly or Monthly you must enter the Semi-Monthly and Monthly rates. Failure to do so could result in incorrect billing amounts.

- Rates can now include cents.

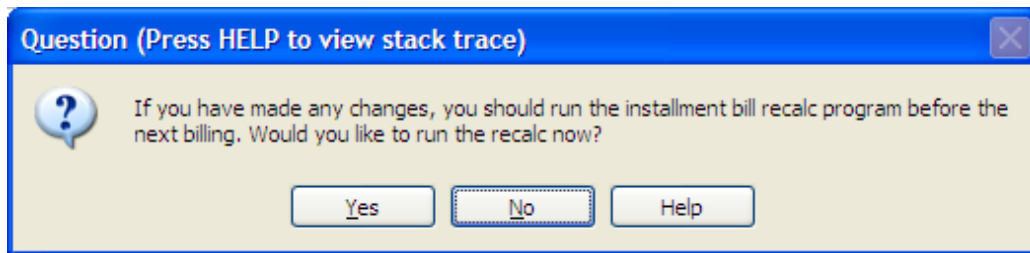
By allowing you to enter Weekly and/or Semi-Monthly and/or Monthly amounts whatever you enter is what we will charge, **even if it includes cents**. For example, in the past if you charged an odd monthly rate (say, \$201) we would cut that in half to find the semi-monthly amount and round up (\$101 twice per month). This would cause patrons to be overcharged by \$1 each month.

To get around this, bases would make their Monthly amount an even dollar amount to bypass the rounding. This is no longer a consideration.

If you enter \$100.50 as your semi-monthly Cat 1 amount that is what we will charge your Cat 1 customers.

- Rate changes entered into the table are effective **immediately**, meaning if you change rates at 09:00am, and a child is enrolled at 09:01am they will be charged the new rate. For this reason, VSI recommends that rates get changed after close of business on the evening *before* they are to go into effect.

**Example:** Your new rates will go into effect on 01 October. VSI recommends that you change your rates after close of business on 30 September and run the Installment Billing Recalc program immediately after that. Do NOT run Installment Billing for 01 October prior to changing the rates or prior to running the Installment Bill Recalc program. The recalc will update billing amounts linked to customers with existing installment bills. Every time you exit from the rate screen you will be prompted to run the recalc program.



## Understanding the CYS Rate Tables

- To change Category Billing Rates, go to **Files → CYS → CYS Financial Maintenance → CYS Rates Maintenance**.

DoD Income Cat	Program Type	1 Child/1st Program	1st Child/2nd Program	2nd Child/1st Program	Month 2nd Child/2nd F
CAT1	AFT-KIND	46.00	42.00	44.00	
CAT1	AFT-SCH	46.00	42.00	44.00	
CAT1	BEF-KIND	46.00	42.00	41.00	
CAT1	BEF-MS	24.00	24.00	24.00	
CAT1	BEF-SCH	46.00	42.00	41.00	
CAT1	CAMP-MS	19.00	19.00	17.00	
CAT1	CAMP-PD	0.00	0.00	0.00	
CAT1	CAMPK-F	36.00	36.00	32.00	
CAT1	CAMPK-SP	36.00	36.00	32.00	
CAT1	CAMPK-SU	36.00	36.00	32.00	
CAT1	CAMPK-W	36.00	36.00	32.00	
CAT1	CAMPS-F	36.00	36.00	32.00	
CAT1	CAMPS-SP	36.00	36.00	32.00	
CAT1	CAMPS-SU	36.00	36.00	32.00	
CAT1	CAMPS-W	36.00	36.00	32.00	
CAT1	FULLDAY	0.00	0.00	0.00	
CAT1	KIND	164.00	164.00	148.00	
CAT1	PARTTIME	98.00	98.00	89.00	
CAT1	PDPS-2	25.00	25.00	25.00	
CAT1	PDPS-3	37.00	37.00	37.00	
CAT1	PDPS-5	62.00	62.00	62.00	
CAT2	AFT-KIND	92.00	78.00	83.00	

**Figure 1: The CYS Rates Maintenance Table**

- On this browser, you can click the following column headings to sort by:
  - DOD Income Category
  - Program Type

Since this table is usually very long, this feature is beneficial, especially for checking and validating completed rates.

- To change a rate, highlight the rate (ex Cat 1, FULLDAY) and click **Change**.
- The following screen will appear.

Income Rate Information for FULLDAY (CAT1)			
DoD/Family Rate Category	CAT1	↓	CAT 1
Program Type	FULLDAY	↓	Full Day Care
Weekly 1st Child/1st Program	0.00	Weekly 2nd Child/1st Program	0.00
Weekly 1st Child/2nd Program	0.00	Weekly 2nd Child/2nd Program	0.00
Semi-Month 1st Child/1st Progr	100.00	Semi-Month 2nd Child/1st Progr	90.00
Semi-Month 1st Child/2nd Progr	100.00	Semi-Month 2nd Child/2nd Progr	90.00
Month 1st Child/1st Program	0.00	Month 2nd Child/1st Program	0.00
Month 1st Child/2nd Program	0.00	Month 2nd Child/2nd Program	0.00
<input type="button" value="Done"/> <input type="button" value="Cancel"/>			

**Figure 2: CY5 Rates Maintenance, Single Rate Core Information screen**

The screen is broken into 3 separate blocks: **Weekly**, **Semi-Monthly** and **Monthly**

**It is very important that you update the correct block(s) when updating your rates.**

***If you do not allow your patrons to choose their billing frequency:*** For instance, if everyone who enrolls into a Fullday program is charged semi-monthly, you only need to update the semi-monthly block for the Fullday Program Type. In this case, the Weekly and Monthly blocks could be zeroed out.

***If you do allow patrons to choose their billing frequency:*** For instance, you might allow Patron Choice in Activity Maintenance of Semi-Monthly or Monthly billing for your Fullday programs, you will need to make changes in both the Semi-Monthly and Monthly blocks. In this case, the Weekly blocks could be zeroed out.

- **1st Child/1st Program:** The rate a household will be charged if it has one child enrolled in this type of Program. **Put your 1<sup>st</sup> Child Rate here.**
- **1st Child/2nd Program:** The rate a household will get charged if the *same* child is in more than one program.
  - In the case of *most* CDC Programs, such as Fullday, PDPS and Pre-K, the same child will never be in more than one at the same time, so it is fairly irrelevant. **For CDC Programs, enter your 1<sup>st</sup> Child Rate again here.**
  - The 1<sup>st</sup> Child/2<sup>nd</sup> Program field becomes relevant, however, when working with School Age Programs, such as Before and After School and Before and After Kindergarten. In those instances, it *is* possible for one child to be in two programs at the same time.
- **2nd Child/1st Program:** The rate a household will be charged if it has more than 1 child in eligible CY5 programs. This is the Multi-Child reduction. **Put your 2<sup>nd</sup> Child Rate here.**

- **2nd Child/2nd Program:** The rate a household will get charged if the *same* 2<sup>nd</sup> child is in more than one program.
  - In the case of *most* CDC Programs, such as Fullday, PDPS and Pre-K, the same child will never be in more than one at the same time, so it is fairly irrelevant. **For CDC Programs, enter your 2<sup>nd</sup> Child Rate again here.**
  - The 2<sup>nd</sup> Child/2<sup>nd</sup> Program field becomes relevant, however, when working with School Age Programs, such as Before and After School and Before and After Kindergarten. In those instances, it is possible for the same 2<sup>nd</sup> child to be in two programs at the same time.
 

**In the screen shot above** (Figure 2) it appears this base charges their Fullday patrons on a **Semi-Monthly** basis. The First child rate is \$100 and the second child rate is \$90.

## Changing Full Day, PDPS, Camp, PreK, Before and After School/Kinder Rates\*

\*In regards to Before and After School/Kinder rates: The below steps are only relevant if your before rate + your after rate = your Both Rate.

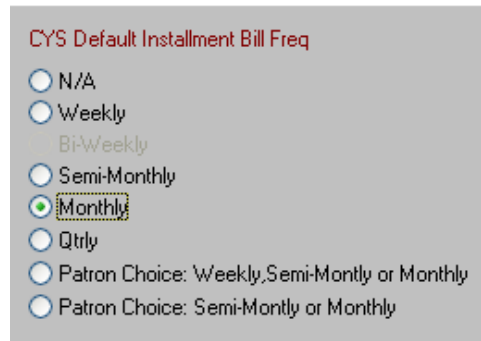
**Example: If your Cat 1 Before rate is \$50, After is \$30 and Both is \$80 the steps below apply.**

\*If your Before rate is \$50 and your After rate is \$30 and your both rate is \$70 – you must refer to the section in this document titled: **Before and After School/Kinder with Discount.**

**Example 1:** Base is **not allowing** Patron Choice on the CYMS screen in Activity Maintenance, but instead is billing all Fullday customers **Monthly**.

The Cat 1 Fullday 1<sup>st</sup> Child Rate should be \$200 per **MONTH**

The Cat 1 Fullday 2<sup>nd</sup> Child Rate should be \$180 per **MONTH**.



- 1 Go to **Files → CYS → CYS Financial Maintenance → CYS Rate Maintenance**
- 2 Highlight the **Cat 1** Fullday rate for your center and click **Change**.
- 3 Go to the **MONTHLY 1<sup>st</sup> Child/1<sup>st</sup> Program** field and replace the old rate with the new rate (\$200.00).
- 4 Use your **tab** to move from field to field. Repeat this rate (\$200.00) in the **MONTHLY 1<sup>st</sup> Child/2<sup>nd</sup> Program** field.
- 5 Complete the two 2<sup>nd</sup> Child rate fields in the same manner, changing the old rate to the new rate (\$180.00). See Figure 3 below.

**Note:** You must complete both **2<sup>nd</sup> Program** fields even though no child would ever be enrolled in more than one Fullday program.

- 6 Click **Done** to save your changes and return to the browser.
- 7 Repeat as needed for the other Fullday rates for the remaining Categories, 2-9
- 8 When you are finished, sort the **CYS Rates Maintenance** table by *Program Type* (click on the column heading) and double-check your entries in the browser. Make sure everything is correct and repeat as needed for your PDPS and PreK rates.

Income Rate Information for FULLDAY (CAT1)			
DoD/Family Rate Category	CAT1	CAT 1	
Program Type	FULLDAY	Full Day Care	
Weekly 1st Child/1st Program	0.00	Weekly 2nd Child/1st Program	0.00
Weekly 1st Child/2nd Program	0.00	Weekly 2nd Child/2nd Program	0.00
Semi-Month 1st Child/1st Progr	0.00	Semi-Month 2nd Child/1st Progr	0.00
Semi-Month 1st Child/2nd Progr	0.00	Semi-Month 2nd Child/2nd Progr	0.00
Month 1st Child/1st Program	200.00	Month 2nd Child/1st Program	180.00
Month 1st Child/2nd Program	200.00	Month 2nd Child/2nd Program	180.00

**Figure 3: CYS Rates Maintenance, CAT 1 Fullday Rate Core Information screen Monthly Billing Only**

Notice that changes were made only to the **MONTHLY** block – the weekly and semi-monthly blocks are zeroed out!

**Example 2: Base is allowing Patron Choice on the CYMS screen in Activity Maintenance (Semi-Monthly or Monthly only).**

The Cat 1 Fullday 1<sup>st</sup> Child Rate should be \$200 **MONTHLY**

The Cat 1 Fullday 1<sup>st</sup> Child Rate should be \$100 **SEMI-MONTHLY**

The Cat 1 Fullday 2<sup>nd</sup> Child Rate should be \$180 **MONTHLY**.

The Cat 1 Fullday 2<sup>nd</sup> Child Rate should be \$90 **SEMI-MONTHLY**.

CYS Default Installment Bill Freq

N/A  
 Weekly  
 Bi-Weekly  
 Semi-Monthly  
 Monthly  
 Qtrly  
 Patron Choice: Weekly, Semi-Monthly or Monthly  
 Patron Choice: Semi-Monthly or Monthly

Income Rate Information for FULLDAY (CAT1)			
DoD/Family Rate Category	CAT1	↕	CAT 1
Program Type	FULLDAY	↕	Full Day Care
Weekly 1st Child/1st Program	0.00	Weekly 2nd Child/1st Program	0.00
Weekly 1st Child/2nd Program	0.00	Weekly 2nd Child/2nd Program	0.00
Semi-Month 1st Child/1st Progr	100.00	Semi-Month 2nd Child/1st Progr	90.00
Semi-Month 1st Child/2nd Progr	100.00	Semi-Month 2nd Child/2nd Progr	90.00
Month 1st Child/1st Program	200.00	Month 2nd Child/1st Program	180.00
Month 1st Child/2nd Program	200.00	Month 2nd Child/2nd Program	180.00

**Figure 4: CY5 Rates Maintenance, CAT 1 Fullday Rate Core Information screen Patron Choice of Semi-Monthly or Monthly**

Notice that changes were made in both the **Semi-Monthly** and **Monthly** block - weekly amounts are zeroed out.

**Example 3:** Base is doing **Weekly** Billing for their **Camps**.

The Cat 1 CAMPS-SU 1<sup>st</sup> Child Rate should be \$80 WEEKLY

The Cat 1 CAMPS-SU 2<sup>nd</sup> Child Rate should be \$70 WEEKLY

Income Rate Information for CAMPS-SU (CAT1)			
DoD/Family Rate Category	CAT1	↕	CAT 1
Program Type	CAMPS-SU	↕	SA Camp - Summer Session
Weekly 1st Child/1st Program	80.00	Weekly 2nd Child/1st Program	70.00
Weekly 1st Child/2nd Program	80.00	Weekly 2nd Child/2nd Program	70.00
Semi-Month 1st Child/1st Progr	0.00	Semi-Month 2nd Child/1st Progr	0.00
Semi-Month 1st Child/2nd Progr	0.00	Semi-Month 2nd Child/2nd Progr	0.00
Month 1st Child/1st Program	0.00	Month 2nd Child/1st Program	0.00
Month 1st Child/2nd Program	0.00	Month 2nd Child/2nd Program	0.00

**Figure 5: CY5 Rates Maintenance, CAT 1 Camp Weekly**

Notice that changes were made in **Weekly** block – Semi-Monthly and Monthly are zeroed out.

## Before and After School/Kinder with Discount

Changing before and after school rates can be tricky if the child is given a discount for being in both programs.

**Example 1:** Cat 1 1<sup>st</sup> Child Before School Rate is \$70 and the 2<sup>nd</sup> Child Rate is \$65.

Cat 1 1<sup>st</sup> Child After School Rate is \$100 and the 2<sup>nd</sup> Child Rate is \$90.

Both Rate for the 1<sup>st</sup> child is \$150

Both Rate for the 2<sup>nd</sup> child is \$125

This implies that a child in both programs will receive a discount.

Before and After School are billed **Semi-Monthly**.

If your before and after rate structure **reflects a discount** like in Example 1, **please continue to the steps below**.

If your before and after structure **doesn't reflect a discount** for being in both, refer to the section above titled: **Changing Full Day, PDPS, Camp, PreK, Before and After School/Kinder Rates\***

- 1 Go to **Files → CYS → CYS Financial Maintenance → CYS Rates Maintenance**.

DoD Income Cat	Program Type	1st Child/1st Program	1st Child/2nd Program	2nd Child/1st Program	Month 2nd Child/2nd F
CAT1	AFT-SCH	46.00	42.00	44.00	
CAT1	BEF-KIND	46.00	42.00	41.00	
CAT1	BEF-MS	24.00	24.00	24.00	
CAT1	BEF-SCH	46.00	42.00	41.00	
CAT1	CAMP-MS	19.00	19.00	17.00	
CAT1	CAMP-PD	0.00	0.00	0.00	
CAT1	CAMPK-F	36.00	36.00	32.00	
CAT1	CAMPK-SP	36.00	36.00	32.00	
CAT1	CAMPK-SU	36.00	36.00	32.00	
CAT1	CAMPK-W	36.00	36.00	32.00	
CAT1	CAMPS-F	36.00	36.00	32.00	
CAT1	CAMPS-SP	36.00	36.00	32.00	
CAT1	CAMPS-SU	0.00	0.00	0.00	
CAT1	CAMPS-W	36.00	36.00	32.00	
CAT1	FULLDAY	200.00	200.00	180.00	
CAT1	KIND	164.00	164.00	148.00	
CAT1	PARTTIME	98.00	98.00	89.00	
CAT1	PDPS-2	25.00	25.00	25.00	
CAT1	PDPS-3	37.00	37.00	37.00	
CAT1	PDPS-5	62.00	62.00	62.00	
CAT2	AFT-KIND	92.00	78.00	83.00	
CAT2	AFT-SCH	92.00	78.00	83.00	

**Figure 6: The CYS Rates Maintenance Table**

- 2 Highlight the **Cat 1 AFT-SCH** rate (as in our example) for your program and click **Change**. Make the following changes to reflect the new after school semi-monthly rate.

Income Rate Information for AFT-SCH (CAT1)			
DoD/Family Rate Category	CAT1	CAT 1	
Program Type	AFT-SCH	After School Care	
Weekly 1st Child/1st Program	0.00	Weekly 2nd Child/1st Program	0.00
Weekly 1st Child/2nd Program	0.00	Weekly 2nd Child/2nd Program	0.00
Semi-Month 1st Child/1st Progr	100.00	Semi-Month 2nd Child/1st Progr	90.00
Semi-Month 1st Child/2nd Progr	80.00	Semi-Month 2nd Child/2nd Progr	60.00
Month 1st Child/1st Program	0.00	Month 2nd Child/1st Program	0.00
Month 1st Child/2nd Program	0.00	Month 2nd Child/2nd Program	0.00
<input type="button" value="Done"/> <input type="button" value="Cancel"/>			

**Figure 7: CY5 Rates Maintenance, CAT 1 After School Rate: Discount for Being in both Before and After School**

**Explanation of each field:**

- **1st Child/1st Program:** If a Cat 1 household enrolls a child in After School ONLY, the patron will be charged \$100/semi-monthly.
- **1st Child/2nd Program:** If a Cat 1 household enrolls *the same child* in After School *and* it is the child's second program (because he is already enrolled in Before School), the household will be charged \$80/semi-monthly for the After School program.

**Note:** How we know to charge \$80.00 for the 1<sup>st</sup> Child/2<sup>nd</sup> After School Program Rate

- The 1<sup>st</sup> child discount rate for being in Before and After is \$150.00
- The 1<sup>st</sup> Child/1<sup>st</sup> Program rate for **Before School** is \$70.00
- We have to total \$150 for being in both classes.
- So, if After School is the 2<sup>nd</sup> class for this child, we take \$150-\$70 (\$70 is the 1<sup>st</sup> Child/1<sup>st</sup> Program Rate for **BEF-SCH**) = \$80.
- \$80 becomes the 1st Child/2<sup>nd</sup> Program rate for **After School**

- **2nd Child/1st Program:** If the same Cat 1 household enrolls a second child in After School ONLY, the system will charge \$90/semi-monthly.
- **2<sup>nd</sup> Child/2nd Program:** If the same Cat 1 household enrolls *the same child* in After School *and* it is the second child's second program (because he is already enrolled in Before School, the household will be charged \$60/month.

**Note:** How we know to charge \$60.00 for the 2<sup>nd</sup> Child/2<sup>nd</sup> After School Program Rate

- The 2<sup>nd</sup> child discount rate for being in Before and After is \$125.00
- The 2<sup>nd</sup> Child/1<sup>st</sup> Program rate for **Before School** is \$65.00
- We have to total \$125 for being in both classes.
- So \$125 - \$65 (2<sup>nd</sup> Child/1<sup>st</sup> Program Rate for BEF-SCH) = \$60.
- \$60 becomes the 2<sup>nd</sup> Child/2<sup>nd</sup> Program rate for **After School**

4 Click **Done** to save your changes.

5 Highlight the CAT1 BEF-SCH rate and click **Change**. Make the following changes to reflect the new before school rate:

Income Rate Information for BEF-SCH (CAT1)	
DoD/Family Rate Category	CAT1
Program Type	BEF-SCH
Weekly 1st Child/1st Program	0.00
Weekly 1st Child/2nd Program	0.00
Weekly 2nd Child/1st Program	0.00
Weekly 2nd Child/2nd Program	0.00
Semi-Month 1st Child/1st Progr	70.00
Semi-Month 1st Child/2nd Progr	50.00
Semi-Month 2nd Child/1st Progr	65.00
Semi-Month 2nd Child/2nd Progr	35.00
Month 1st Child/1st Program	0.00
Month 1st Child/2nd Program	0.00
Month 2nd Child/1st Program	0.00
Month 2nd Child/2nd Program	0.00

**Figure 8: CYS Rates Maintenance, CAT 1 Before School Rate: Discount for Being in both Before and After School**

**Explanation of each field:**

- 1 1st Child/1st Program:** If a Cat 1 household enrolls a child in Before School ONLY, the system will charge \$70/semi-monthly.
- 2 1st Child/2nd Program:** If the Cat 1 household enrolls *the same child* in Before School *and* it is the child's second program (because she is already enrolled in After School), the household will be charged \$50/semi-monthly.

**Note:** How we know to charge \$50.00 for the 1<sup>st</sup> Child/2<sup>nd</sup> Before School Program Rate

- o The discount rate for being in Before and After is \$150.00
- o The 1<sup>st</sup> Child/1<sup>st</sup> Program rate for **After School** is \$100.00
- o We have to total \$150 for being in both classes.
- o So \$150 (discount rate) - \$100 (1<sup>st</sup> Child/1<sup>st</sup> Program Rate for AFT-SCH) = \$50.
- o \$50 becomes the 1st Child/2<sup>nd</sup> Program rate for **Before School**

- 3 2nd Child/1st Program:** If the same Cat 1 household enrolls a second child in Before School ONLY, the system will charge \$65/semi-monthly.
- 4 2nd Child/2nd Program:** If the same Cat 1 household enrolls *the same child* in Before School *and* it is the second child's second program (because she is already enrolled in After School) the household will be charged \$35/semi-monthly for the Before School enrollment.

**Note:** How we know to charge \$35.00 for the 2<sup>nd</sup> Child/2<sup>nd</sup> Before School Program Rate

- o The 2<sup>nd</sup> child discount rate for being in Before and After is \$125.00
- o The 2<sup>nd</sup> Child/1<sup>st</sup> Program rate for **After School** is \$90.00
- o We have to total \$125 for being in both classes.
- o So \$125 (2<sup>nd</sup> Child discount rate) - \$90 (2<sup>nd</sup> Child/1<sup>st</sup> Program Rate for AFT-SCH) = \$35
- o \$35 becomes the 2<sup>nd</sup> Child/2<sup>nd</sup> Program rate for **Before School**

5 Click **Done** to save your changes. Press F5 to refresh the rate screen.

6 The monthly rates are the rates that appear in the browser – you may see \$0.00 rates if you made changes to the semi-monthly or weekly blocks.

DoD Income Cat	Program T <sub>y</sub>	Month 1st Child/1st Program	Month 1st Child/2nd Program	Month 2nd Child/1st Program	Month
CAT1	AFT-SCH	0.00	0.00	0.00	
CAT1	BEF-SCH	0.00	0.00	0.00	

7 Don't worry, we can fix that. **Right-click** in the browser and select Columns to Lock. Enter **2** and click **Ok**.

8 Scroll to the right until you see the Semi-Month 1<sup>st</sup> child rates for After School and Before School.

Income Rate Maintenance					
DoD Income Cat	Program Type	Semi-Month 1st Child/1st Program	Semi-Month 1st Child/2nd Program	Semi-Month 2nd Child/1st Program	Semi-Month 2nd Child/2nd Program
CAT1	AFT-SCH	100.00	<del>80.00</del>		
CAT1	BEF-SCH	70.00	<del>50.00</del>		

**To prove the rate is entered correctly:**

- Make an "X" from After to Before.
- Regardless of the order in which someone enrolls in Before and After programs, you should always be able to match the Both rate. ~~X~~
  - o In the above example, if a child is enrolled in After School first (After 1<sup>st</sup> Program Rate = **\$100**) and then in Before School (Before 2<sup>nd</sup> Program Rate = **\$50**), the household would be charged a total of **\$150**.
  - o If the child is enrolled in Before first (Before 1<sup>st</sup> Program Rate = **\$70**) and then in After (After 2<sup>nd</sup> Program Rate = **\$80**), he would still be charged a total of **\$150**.
- The same comparison can be done with the 2<sup>nd</sup> child side, except the Both rate should total \$125.

**IMPORTANT:** Upon exit from the **CYS Rates Maintenance** screen you will be asked if you wish to run the Installment Bill Recalc program. If you have created new rates or updated existing rates, you should always answer **Yes** to this question.

