

## # 21b - CYMS Quick Guide – Payments (Pass/Visit) (Registration Fees / Hourly Care / Late Pickup) (10.3 – Updated May 2011)

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

When to Use: Payments for transactions in the Pass module are handled differently than activity payments. Be sure to make pass payments in the **correct locations (next to the amounts due)** on the payment screens!

Pass payments include:

- An hourly child being swiped out at the end of hourly care
- Any child being swiped out after the designated late pickup time
- Pre-payments for hourly care
- Payments for annual registration fees.

### Hourly / Late Pickup Payments (Made at Swipe Out):

1. Hourly and late pickup fees are automatically assessed when you swipe a patron out of the system.
2. A small screen will pop-up displaying the **Total Fees Due**.
  - The **Total Visit Amount** is the amount due for hourly care.
  - The **Total Late Amount** is for late pick-up fees.
3. You may adjust these fees here, if necessary.  
NOTE: CYMS keeps a record of all adjustments by date, time and User ID.
4. Click **Payment**.
5. On the **PM Payment Update For** → **<Household>** screen, enter the amount paid in the **Visit Paid** field on the **RIGHT-HAND SIDE** of the payment screen.
6. Leave all toggles as they default.
7. Click **OK**.
8. Choose the appropriate **Pay Code**.
9. Enter a payment reference in the **Pay Reference 1** field if appropriate.
10. Click **Process** or **No Print** to finish the transaction
11. If the client is paying less than the full amount due, a box will pop up saying "You have selected to manually apply a payment..." Click **Yes** and you will be taken to a Manual Apply screen. Note: Once you arrive on this screen you cannot leave it until the Amount Left to Apply is 0.00!
  - If there is only one pass visit or if you are applying all of the money to one pass visit, highlight the pass/visit and click **Full Pay**.
  - If you need to apply the money to more than one pass/visit – highlight the first visit and click **Partial Pay**. Enter the amount to pay for that visit in the **New Visit Paid** field, click **OK** and repeat the process for the next visit.
  - Click **Done** to finish.

### Hourly / Late Pickup Payments (Not Made at Swipe-Out):



1. Click the **Global Sales** button.
2. Select the child or sponsor
3. On the **RIGHT-HAND SIDE of the screen:** Enter the amount being paid in the **Dep/Visit Paid** field where it meets the **Pass Mgt:** row – the **third row down**.

**CAUTION:** *IT IS CRITICAL YOU PLACE THIS AMOUNT IN THE CORRECT FIELD.* If you put it on the left side of the screen (under Activity or Pass, for example) it will not get applied to the hourly or late pickup charges.

4. Click **OK**.
5. Choose the appropriate **Pay Code** and enter a **Pay Reference 1** if appropriate.
6. Click **Process** or **No Print**.
7. If the client is paying less than the full amount due, a box will pop up saying “You have selected to manually apply a payment...” Click **Yes** and you will be taken to a Manual Apply screen: Note: Once you arrive at this screen you cannot exit out until the Amount Left to Apply is 0.00
  - If there is only one pass visit or if you are applying all of the money to one pass visit, highlight the pass and click **Full Pay**.
  - If you need to apply the money to more than one pass/visit – highlight the first visit and click **Partial Pay**. Enter the amount to pay for that visit, click **OK** and repeat the process for the next visit.
  - Click **Done** to finish.

### Pre-Payment for Hourly Care:



1. Click the **Global Sales** button.
2. Select the child or sponsor
3. On the **RIGHT-HAND SIDE of the screen**: Enter the amount being pre-paid in the **Dep/Visit Paid** field where it meets the **Pass Mgt:** row – the **third row down**.
  - **CAUTION:** *IT IS CRITICAL YOU PLACE THIS AMOUNT IN THE CORRECT FIELD.* If you put it on the left side of the screen (under Activity or Pass, for example) it will not get applied to hourly charges.
4. A message will pop-up that says, “You are paying more than is due...” Click **Yes**.
5. Click **OK**.
6. Choose the appropriate **Pay Code** and enter a **Pay Reference 1** if applicable.
7. Click **Process** or **No Print**.

### Registration Fee Payments:



1. Click the **Global Sales** button.
2. Select the child or Household
3. On the **LEFT-HAND SIDE of the screen**: Enter the amount being paid in the **New AMT Paid** field where it meets the **Pass Mgt:** row – the **third row down**.
  - **CAUTION:** *IT IS CRITICAL YOU PLACE THIS AMOUNT IN THE CORECT FIELD.* If you put it on the Activity row (*where the cursor defaults*) or on the right side of the screen (under Pass, for example) it will not get applied to the registration fees.
  - Make sure you enter the *amount paid* next to the correct *amount due!*
4. Click **OK**.
5. Choose the appropriate **Pay Code** and enter a **Pay Reference 1** if applicable.
6. Click **Process** or **No Print**.