

## # 42 - CYMS Quick Guide – B/A School / Camp Pro-Rate (10.3 - Updated May 2011)

*When to Use: Just prior to the last B/A billing before Camp starts. This program automatically pro-rates the final B/A school bill, cancels all B/A bills while camp is taking place and, when school starts up again, prorates the first new B/A school bill.*

### **Prior to the last before/after billing cycle AND before summer camp begins:**

The timing of this process is CRITICAL. It should be run JUST before the last billing cycle for the B/A School program and before summer camp begins. For example:

- If school ends on June 7<sup>th</sup>, you would run this process prior to running the B/A school billing for June 1<sup>st</sup>.
- If school ends on June 18<sup>th</sup> and you bill semi-monthly, this process would need to be run prior to the June 15 B/A School billing.



1. Click on the **B/A School Prorate** button.
2. Right click in the **Beg CYS Actv/Sec** field and choose the first section of **B/A School**.
3. Right click in the **End CYS Actv/Sec** field and choose the last section of **B/A School**.  
**Beware:** If there are more programs in your range than just before and after, all installment bills connected to those programs will be prorated. Please pick your ranges carefully.
4. Enter the date the **B/A School End Date** and **B/A School Resume Date**.
5. Review your Activity range and dates.
6. Click **Process**.
7. Click **Yes**.
8. The report will show which bills were pro-rated and cancelled. Print and keep this report.

### **After the last billing is run for the B/A School season:**

- **CAMP BILLING SHOULD TAKE PLACE EVERY MONDAY** until camp is over.

### **Before running the first B/A School billing for the new school year:**

Carefully check your Before and After School rosters:

- Be sure any children who will not be returning are transferred to history. If a child has an outstanding balance for this class, verify it **BEFORE** you transfer them to history. If the balance is NOT valid it should be adjusted before sending the child to history. If it is valid it is okay to send the child to history wherein the balance will become a "previous year balance."
- Be sure any children new to the B/A School program are enrolled with the correct start date.