

20 - CYMS Quick Guide – Installment Billing (EOS)

(10.3 - Updated Feb 2012)

When to Use This process **must** be followed on the **1st** and **15th** of every month or if weekly billing or camp billing, every Monday. The billing process charges the household for their childcare, camps and any other installment-billed programs the base may have, like instructional classes.

Army and Navy both have special billing instructions that can be found in the Detailed Guides. VSI strongly recommends that you visit these guides if you are not familiar with billing.

You should never run billing early (meaning on the 30th for the 1st) and users can be logged into CYMS while billing is running, but VSI recommends that they stay out of households, payments, etc until billing is done.

Installment Billing Process:

1. **IMPORTANT:** If you have any patrons set up for Credit Card Auto Debit, you must run billing from a workstation that is connected to an MX830.
2. **Log in** as the base or site's **Installment Billing User**. This should start a batch.



3. Click on the **Installment Billing & Auto Debit** button.
 - Select to **Process Installment Bills and Debit Credit Cards** option.
 - Enter the **Bill Date** – should always be the **1st** or **15th** as dates. For Camp you would always use Monday's date of the week you are billing for.
 - **Post Date: Normal CDC and SA Billing:** You should **never** run billing *early* (for example: On the 30th for the 1st or on the 13th for the 15th).
 - The **Post Date** would be the actual day you are running billing. For example, if you are running billing on 1/3 for 1/1, 1/3 would be your post date.
 - The **Post Date** also controls the date Advance Payments (pre-payments) move from the Control Account to the Revenue Account **on the GL**.
 - Realize, that on the day you run billing, regardless of what you use for a post date, the household will be charged and if using auto debit, their credit card will get hit. The Post Date does not delay billing in any way from a household balance or credit card perspective. It simply controls the date linked to the GL records.
 - Toggle on **Journal Only** and click **Process. Journal Only** *does not* actually charge your households, but rather gives you a chance to spot check bill amounts, auto pay amounts, etc.
 - **Check the report** to verify the billed amounts and auto-pay amounts look OK.
 - Patrons set up for Auto-Pay will be displayed as 'Bill/Auto' in the **Type** column.
 - Patrons set up for Auto-Debit to Credit Card will show with 'CCard' in the **Type** column.
 - Patrons set up with both Auto-Pay and Auto Debit will show 'CCard/Auto' in the **Type** column.
 - If everything looks OK, **repeat the process** above, but toggle **Process/Journal** and click **Process**.
 - Click **Print** and/or **Preview** and **Finish** to print out the **Billing Log**.

- If there are any households listed in the Credit Card Decline section of the Billing Log, those parents should be contacted so they know they now have a balance and so they you can verify their new credit card information.
 - If there are any households in the **Household Balance Error** section contact VSI immediately.
4. After every 1st of the month billing, go to utilities, system, Rectrac File Explorer and find/print the **Global Trial Balance II for credits**. If you schedule this report to run more than once per month, you need to find the last one that was printed for the month prior. For instance, if you ran billing for 4/1 you would find the GTB II for Credits dated 3/31. Print this report and include in your DAR/Billing Packet to finance. This will help finance balance the control account. **You do not need to print this report for after the 15th of the month billings or after camp billings.**
Some bases might be set up to have the GTB II emailed to the Installment Billing User. If that is the case they can simply find the correct email and print from there.
5. After every 1st of the month billing, click on the **Installment Billing Report** button. Goal is to run the report by center to identify patrons that have credit cards expiring as of a particular month. For instance, in April 2011 you might want to run this report to show patrons whose card is expiring in May or June 2011. The goal would be to email this report to each center so they can contact their parents accordingly.
6. Click **End of Shift Cash Out** and prepare the Billing Packet for Finance. This packet is **CRITICAL** to show payments that moved from the Control Account to Revenue AND to show Households who had some (or all) of their bill paid via the Auto-Pay feature and were Auto Debited on their credit card.
- During the cash out process the credit card and auto payment amounts should tally automatically.

THIS PACKET WILL INCLUDE:

- GL Report
- Cash Journal
- Credit Card Report
- DAR – if the DAR shows no money/transactions – call VSI immediately.
- Global Trial Balance II for Credits (this will not print as a by-product of the cash out, but should have been printed from the File Explorer in Step 4 above.