

## # 23 - CYMS Quick Guide – End of Day Financial (DAR II) (10.3 - Updated May 2011)

When to Use: At the end of every business day (even if no cash has come across your counter).

Remember: Installment billing, updating charges, enrollments involving households with credits, cancellations from activities, etc. all qualify as “business” for which a DAR must be run.

- **NOTE:** The clerks will run the **Pass Visit Swipe Out** program, **No Show Fee Post** and **End of Shift Cash Out**. Clerks will not be able to see the amount they are over or short.
- **IF, there is a problem with the End of Shift Cash Out** (clerk is over or short in error), the managers will be responsible for logging in as the Void Drawer User, making **Close Out Adjustments** and running the **End of Day Summary Report** to make sure all batches are closed and all batches are in balance.
- **If more than one Cash Out was done in the center (multiple batches)**, the manager must run the **Consolidated End of Shift** program which will print a single, rolled up **Cash Journal, GL Report, Credit Card Report and DAR II for all the batches**.
- The Cash, GL, Credit Card Report and DAR II **MUST all be in balance with each other** before they are forwarded to Finance. If not, the overage or shortage must be legitimate. Post it notes or pen and ink changes will not be accepted by finance.

### Pass Visit Swipe Out: Clerk



1. Click the **Pass Visit Swipe Out** button.
2. Select the appropriate **Pass Type** using **Range and Browser** or **Browser Only**.
3. Enter today's **Date** and your **Beginning/Ending Location**. The Location is very important as you don't want to swipe out children at somebody else's center.
4. **Swipe Out Option:** Choose **Minutes from Swipe In** – this is the safest option as it does not overstate their time in your care nor does it overstate your USDA Reimbursement.
5. Enter 1 in the **Length in Minutes Between Swipe In and Out** field. This will make each child's swipe out time (the ones left in your building) 1 minute after their swipe in. So a child who swiped in at 8:03 AM will be swiped out at 8:04 AM.
6. Click **Process**. This will not charge a late pickup fee.

### No Show Fee Posting: Clerk (Only if You Book Hourly Reservations in CYMS)



1. Click the **No Show Fee Posting** button.
2. Right click in the **Location Code** field and select your location.
3. Enter **Search Dates** and **Times**
4. Right click in the **Bill Code** field and select this location's **No Show Bill Code**. This will ensure the payment of this fee will go to the correct GL and Cost Center.

5. In the **Fee** field, choose whether you wish to assess a **Flat** fee or **Hourly** fee.
  - Flat Fee = a standard charge (example: \$10.00 per child that didn't show)
  - Hourly Fee = household gets charged for each hour reserved (example: If you put \$3.00 in this field, a parent who missed a 3 hour reservation would get charged \$9.00; a parent who missed a 5 hour reservation would get charged \$15.00)
7. Click **Process**
8. If you wish to charge everyone on the screen, click **Post**. To remove someone from the list so they don't get charged, click the person and **Remove**; **Journal Only** shows who will get charged, but does not charge them.
 

**Note:** Once the fee is posted, it will show in Global Sales in the Pass Row on the **LEFT** side of the screen. If you wish to adjust this fee, it can only be done using **Global Cancel/Changes** and **Update Charges**.

## End of Shift Cash Out: Clerk



1. Click **End of Shift Cash Out**.
2. Enter the **Qty** of each Currency you have in your drawer (2 hundreds, 1 fifty, etc). This count should **include** your Starting Cash. Click **Process** and **Yes** to continue.
3. For all other standard Pay Codes (like check and credit card) double click the pay code in the **Browser**, enter the **Tender Count** and **Tender Amount**, and then click **OK**. All Discount or Agency payment code totals will fill in automatically.
4. When all the totals are entered for all your pay codes, click **Process** and **Yes** to continue.
5. If the Cash Out is allowed (this is dependent on the balance tolerances on your End of Shift device) the clerk will be returned to a login screen. If there is an over/short issue that is not valid, the manager will need to log in as the Void Drawer User and process Close Out Adjustments before running the Consolidated End of Shift. See below for notes on Close Out Adjustments.
 

If the Cash Out is **not allowed** (meaning the batch is still open) due to an over or short problem, the manager should get involved to research the problem. **As long as the batch is still open**, the **clerk** can process the fix under their own login. If the batch is closed, the manager needs to fix according to the steps indicated in guide CTG 25 FIN End of Day II – Manager. .

## End of Day Summary Cash Report: Manager

1. Log in as the Void Drawer User.



2. Click the **End of Day Summary** button.
2. Enter the **Cash Out Date**, toggle to **Include Drawers that have not been closed** and click **Search**.
3. Verify all batches are in balance (Exact) and all batches have been posted or closed (EOD Posted=Yes). You should not run the Consolidated End of Shift if there are open batches and/or **invalid** over or short batches.

## Close Out Adjustments: Manager

If a clerk has posted an over or short due to a **counting or typing error** during the End of Shift Cash Out process, please **see below**. The assumption made here is that the Batch is closed and not legitimately over or short.



1. Log in as the **Void Drawer User** and click **Close Out Adjustments**.

2. Enter the **Drawer Number** to be adjusted,
3. Choose to include **All** batches and click **Search**.
4. Select the batch you wish to fix and click **Adjust Count**.
5. Double click the **Pay Code(s)** you need to fix in the browser. Remember that you need to include the clerk's starting cash in the cash total or you will be short.
6. Enter the correct **Tender Count** and **Tender Amount** and click **OK**.
7. When all the corrected totals are entered, click **Process** and **Yes** to continue.
6. Typically the manager will have rights to view overs and shorts. On the **Tender Balance Review** screen, if all looks good, click **Process**.

If the over or short is due to a **transaction error** – the clerk took in cash as check, etc, -- this is a bit more complicated. Please refer to guide CTG 25 FIN End of Day II – Manager for details.

### **Consolidated End of Shift: Manager (If Consolidated Packet is needed)**

1. Once all batches are closed and exact (or at least validly over or short), click the



**Consolidated End of Shift** button.

2. Enter the **Cash Out Date Range** then **Tab**.
3. This should show batches for your center that have been cashed out in the date range. If you need to remove a batch, highlight it and click **Remove**. This should be done only in rare instances.
4. Otherwise, click **Process All**. Any batch that is on the screen will be consolidated. You do not have to highlight or multi select to print them.
  - Depending on how your End of Shift device is configured, the Cash Journal, GL Report. Credit Card Report and DAR II will preview or print automatically.
  - Unless you are truly over or short, all payment types should **MATCH EXACTLY!**
  - With the exception of a valid cash overage or shortage, you should **NEVER** submit an unbalanced DAR to Finance or make handwritten notes.