

## # 21a - CYMS Quick Guide – Payments (Activity)

(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: There are various methods for making payments for child and youth activities:

- **Full Payment** – The parent is paying the entire balance due for all of the activities in which the children are enrolled.
- **Partial Payment** – The parent is paying less than the full amount due.
- **Pre-Payment or Over-Payment** – The parent is paying more than is due. The “over” amount will not go to any activity. It will be held in an Advance Payment account (the Control Account) and applied against the next bill or charge to the household.
- **Split Payment** – The parent uses more than one tender type while making a single payment (check, cash, credit card, vacation credit, agency, etc).

**CRITICAL NOTE:** Be sure payments are processed in the **correct locations** on the payment screens! If a parent is paying for previously charged hourly fees, late pickup fees, or registration fees, you **MUST** make sure you place the amounts paid in the correct boxes – **next to the amounts due!!!** Do not put payments for “pass” transactions in the “activity payment” fields described below. See Quick Guide CQG-21b – Payments Pass Visit for additional information.

### Full Payment:



1. Click the **Global Sales** button.
2. Select the child or sponsor
3. Enter the amount being paid in the appropriate **New Amt Paid** field (Activity Payments in the Activity row, etc,) and click **OK** at the bottom of the screen.
4. Choose the appropriate **Pay Code** and enter a **Pay Reference** if appropriate.
5. Click **Process**.

### Partial Payment:



1. Click the **Global Sales** button.
2. Select the child or sponsor
3. Enter the amount being paid in the appropriate **New Amt Paid** field (Activity Payments in the Activity row, etc,) and click **OK** at the bottom of the screen.
4. Choose the appropriate **Pay Code** and enter a **Pay Reference** if appropriate.
5. Click **Process**.
6. A message will pop up saying “You have selected to manual apply a payment... Do you want to continue to the Manual Apply screen?” Read the message fully and click **Yes** and **Finish**
7. Since the parent is paying less than what is due, you will be taken to the **Manual Apply** screen where you must apply the money being paid to a line item.

**IMPORTANT NOTE:** Once you arrive at this screen, you cannot exit from it until the Amount Left To Apply field reads \$0.00. That field is located on the lower right-hand corner of the screen.

- If you are applying all of the money to one activity, highlight that activity and click **Full Pay**.
- If you want to apply the money to more than one activity, highlight the first one and click **Partial Pay**. Enter the amount being paid toward that activity, then click **Done** and repeat the process for the next activity.
- Click **Done** to finish. Remember, you will not be allowed to leave the screen unless the Amount Left to Apply field is at 0.00.

### Pre-Payment / Over Payment:



1. Click the **Global Sales** button.
2. Select the child or sponsor
3. Enter the amount being paid in the appropriate **New Amt Paid** field (Activity pre-payments in the Activity Row, etc) and click **OK** at the bottom of the screen.
4. A message will pop-up saying “You are paying more than is due...” Click **Yes**.
5. Choose the appropriate **Pay Code** and enter a **Pay Reference** if appropriate.
6. Click **Process**.

\*\* NOTE 1: The amount the parent paid will now be a **credit** for the *entire household*. It is **NOT** a credit for the center that took the payment. Credits will be applied automatically to the next bill or charge to the household regardless of where and when the charge occurs.

\*\* NOTE 2: CYMS *will not let you process an overpayment* using an Agency or Discount pay code, such as GWOT, Red Cross, Vacation Credit, and etc....This is by design and necessary. Contact Vermont Systems for further details.

### Split Payments:



1. Click the **Global Sales** button.
2. Select the child or sponsor
3. Enter the amount being paid in the appropriate **New Amt Paid** field (Activity payments in the Activity Row, etc) and click **OK** at the bottom of the screen.
4. Enter the appropriate **Pay Code** of the first tender type being used in the **Pay Code** field and the amount in the **Pay Amt** field. Enter a **Pay Reference** if necessary, and click **Add Spilt Pmt**. The amount will appear in the **Split Payment Detail** browser located on the right-hand side of the payment screen.
5. Repeat **Step 4** for any additional tender types and continue until the **Pay Amt** field reads \$0.00.
6. Click **Process** to complete the transaction.

**NOTE:** In CYMS, we use three major “groupings” of Pay Codes when taking patron payments:

- **Actual “Tender” Codes** – Check, Cash, Credit Cards, etc.
- **Agency Codes** – These payments typically offset a receivables GL. Paying with an Agency Pay Code will remove the balance from the household and create a bill for the agency. To view how much an agency owes your center, use the Agency Payment/Reimbursement Report
- **Discount Codes** – These payments typically offset a discount GL. Paying with a Discount Pay Code will remove the balance from the household but allow you to track how much care you have ‘given away’. Use the Pay Code Summary Cash Report to track the amount of lost potential income given in discounts.