

72a - CYMS Quick Guide – Youth Enrollment – Flat Fee Activity (Sports / Classes) (10.3 – Updated May 2011)

Daily Processing Device Assumption: Global Sales Default = **Activity Registrations**
(For guidance on *Daily Processing Device Assumption*, See CQG #01c – Daily Processing Device)

When to Use: When enrolling children into activities, such as sports programs, instructional classes and clinics.

This guide covers:

- **Flat fee enrollments** – Families pay the full rate for every enrollment into the activity
- **Additional child discounts** – Families pay a reduced rate for the second (or any additional) enrollment in the activity.

NOTE: To track full fees and additional child fees separately, you can create an “additional child” bill code for each applicable cost center. You can then run the Revenue by Bill Code report to see the separate income.

- **Promotional/Participation/Hardship discounts** – Families pay a reduced rate because their child/children is/are eligible for a special discount (coach’s discount, employee discount, participation points, etc.) or because an outside agency is going to pay all or part of the class fee (Exceptional Family Member Program, ACS, State Funding, etc.).

If Army and customer is eligible for AFC discounts/benefits, please refer to CTG-07e AFC SKIES-Sports and section The Payment Process for GUI – Payments Taken by a Clerk

Enrollment – Activity with Flat Fee:



1. Click the **Global Sales** button.
2. Select the sponsor or child.
3. Highlight the child to be enrolled
4. Right-click or press **F9** in the **Actv No** field located on the upper right-hand corner of the screen to launch the **Activity Section Picklist**.
5. Select the Activity.

NOTE: The class fee from the activity setup fees screen should be displayed in the **Std Fees** field. In this scenario, no additional child rate is offered; all children are charged the same flat fee.

6. Click **Select** to move the class down into your browser or ‘shopping cart’.
7. Click **Payment**.
8. Enter the amount being paid in the white **New Amt Paid** field where it meets the **Actv Reg:** row and click **OK** at the bottom of the screen.
9. Choose the appropriate **Pay Code** and enter a **Pay Reference** if appropriate.
10. Click **Process**.

Enrollment – Flat Fee Activity with Additional Child Discount: This example assumes you are NOT setup for automatic multi-class/multi-child Youth Sports

discounts. Please contact VSI for more information on how to automate your Sports enrollment discounts



1. Click the **Global Sales** button.
2. Select the sponsor or child.
3. Highlight the **first** child to be enrolled
4. Right-click or press **F9** in the **Actv No** field located on the upper right-hand corner of the screen to launch the **Activity Section Picklist**.
5. Select the Activity.
6. Click **Select** to move the class down into your browser or 'shopping cart'.
7. Highlight **second** child to be enrolled and repeat **Steps 4** and **5**.
8. Click the **Fees** button:
 - If you do not need to track additional child income separately, simply adjust the fee in the **Fee Amt.** Field and click **OK**.
 - If you do need to track additional child income you should see at least 2 bill codes in the Code column: 1 for the full rate and 1 for the additional child. Go to the **Fee Amount** field for the Additional Child Bill Code and enter the appropriate amount (Make sure the Full Rate code is \$0). Click **OK**.
9. Click **Payment**.
10. Enter the amount being paid in the white **New Amt Paid** field where it meets the **Actv Reg:** row and click **OK** at the bottom of the screen.
11. Choose the appropriate **Pay Code** and enter a **Pay Reference** if appropriate.
12. Click **Process**.

Enrollment – Applying Discounts In Flat Fee Activities

(Example: Coach's Discount, Employee Discount, Agency Co-Pay, etc):

1. Complete **Steps 1-8** from the **Activity with Flat Fee** example.
2. Enter the appropriate **Pay Code** of the first tender type being used (cash, check, coach's discount, exceptional child, etc...) and then enter the amount being paid using that code in the **Pay Amt** field. Enter a **Pay Reference** if necessary, and click **Add Split Pmt**. The amount will appear in the **Split Payment Detail** browser located on the right-hand side of the payment screen.
3. Repeat **Step 2** for any additional **Pay Codes** and continue until the **Pay Amt** field reads \$0.00.
4. Click **Process** to complete the transaction.