

01a - CYMS Quick Guide – What Does This Button Do?

(10.3 – Updated March 2011)

This Quick Guide identifies the most common functions of the buttons on your screen. Since many buttons can be used for many reasons this is not meant to be a complete listing or a step-by-step process guide.



Global Sales is primarily used for adding new households, issuing passes, transferring from one pass type to another, renewing passes when they expire, enrolling children in classes and taking payments.



Global Cancel/Change is primarily used to increase or decrease fees that have already been charged or to assess late payment fees. Youth/SA might additionally use this program to cancel class or camp enrollments where the child has changed his/her mind or if they were enrolled into something by mistake. Cancellations where fees have already been paid will result in a household refund. All updates/changes are displayed in HH Transactions and can be audited by user.



Previous Year Payments is the only place you can make a payment on a previous year balance. Previous year balances occur when a child is transferred to history and money is still owed on their enrollment.



Global Payment Reversal is used to correct any payment where the wrong pay code (check, cash, credit card, etc) was used. It can also be used to correct a payment made to the wrong household. Once the wrong payment is corrected, a new transaction must be processed through Global Sales to put the payment back into the system correctly.



The **Late Payment Fee Calculator** allows you to charge Late Payment Fees en masse to anyone that owes a balance as of a certain date. It also allows you to edit the list of people who will be charged in case there are exceptions. It is the equivalent of Updating Charges on several people all at once without having to visit each household individually.



Miscellaneous Income/Expense Posting is used to post money that can't be recorded elsewhere, but needs to be on the DAR at the end of the day. Examples include USDA reimbursements and donations. It should **not** be used for Agency Reimbursements.



CYS Miscellaneous Income/Expense Posting is used to post agency reimbursements.



Log Out takes you out of CYMS to the Login Screen. Works like the old Login as New User. To prevent others from using (or misusing) your ID, you should ALWAYS click this button when you leave the computer unattended. This process forces the next person to log in using their own ID.



Program Sections is primarily used to look at your classroom, activity and provider enrollments. It shows maximum count, enrolled count, who is currently enrolled, who was enrolled in the past (Previous Year), amount due and other child/financial information.



CYS Roster Reassignment is used to move a child from one room to another within the same cost center. It is also used to move FCC children between homes.



Individual Roster Transfer to History is used to take one person off of a class roster (send them to history). This should be done if the child is leaving care, PCS'ing or moving from one center to another.



Roster Transfer to History is used to transfer everyone off of a roster (send them to history). The Youth Center and instructional classes will use this just prior to new season or session sign-ups. SA will also use this to clear last year's camp enrollments. Once children are in history, activity reporting ability is diminished. You may wish to keep a hard copy of the roster before you put it to history.



Program Roster is used to print rosters for any activity and to obtain extensive demographic information about children enrolled in activities. Use the Details button to customize the report.



Program RecConnect This is the old Activity Labels and Letters program. It allows you to print labels, letters, send surveys, send emails, print a report or create an export file for a group of households that you specify. If you need to get a message to the parents in your center or to last year's soccer enrollees, Labels and Letters is for you.



Before/After School Prorate should be used prior to the last before and after billing before Summer Camp begins. It will prorate the final before and after bill, cancel before and after bills while Summer Camp is in session and prorate the first before and after bill when camp is over. This program does **not** adjust fees that have already been billed.



CYS PCS Prorate is used when a customer is PCS'ing. It prorates the customer's final bill, cancels all future bills, statuses the child as PCS on the roster and assigns a PCS date to the child that is then used when running the Bulk Transfer to History process. It should be run **prior** to the customer's last billing. If billing has already occurred you should still use this program. If you ran this after billing and you have already overcharged the customer remember to use Global Cancel/Changes and Update Charges to reduce their fees before you send the child to history.



Household Inquiry can be used for many different purposes. It should be used when troubleshooting billing problems, to see a household's class enrollments, passes, pass visits, transaction history, hourly reservations, print a household/family member profile, rental history and much, much more.



Household Member Update is used to add new households and modify existing household/member information. It can also be used to print passes and a profile (hard copy) of all the household/member information.



Search for Care is used to determine the specific type of care a patron is seeking and search the system for matching vacancies. It can produce an FCC provider listing and post all referrals given. If care is not immediately available, Search for Care is used to add a child to the waitlist, change waitlist status, update waitlist entries (dates, priority, age group, program type, location, etc). It is also used to update someone's waitlist renewal date, delete a waitlist entry and add notes to a waitlist entry. Any changes made here can affect a child's position on the waitlist.



Waitlist Status Change is used to change the status of anyone on the waitlist to "inactive" if they have not renewed since a specified date. This should generally be run each month with a cut-off date of 3-4 months **prior** or more.



Waitlist Age Group Shift is used to shift waitlisted children to the next age group based on their **current** age. It should be run at least once per week.



Waitlist Report is used to print a copy of the waitlist. Use the Details button to customize the report.



Shot Report is primarily used to print a listing of children who have shots due. Use the Details button to target children in your center.



The **Health Assessment/Physical Report** is primarily used to print who is due for, or who is missing a physical or health assessment. Use the Details button to target children in your center.



The **Special Needs RecConnect** is the old **Special Needs Labels & Letters Report**. It is primarily used to show who has special needs and who is enrolled in the Exceptional Family Member program. Use the Details button to target children in your center.



Registered Member Update is used to change a child's pass status, member date or expiration date. It should be used when a family PCS's or (with manager's approval) to extend a child's expiration. The Youth Center may also opt to suspend a child's pass for a specific date range. During this time the child would not be allowed to swipe in.



Pass Registration Renewals should be done when parents review and re-sign their annual paperwork. Renewing the child's annual registration will extend their pass expiration date (usually for another year). Renewals are used as long as the child is staying within the same pass type (age based).



Pass Registration Transfer is used when a child is moving from one age-based program/pass type to another (CDC to SA or SA to Youth, etc). The expiration date will remain the same (and there are usually no fees involved) – the time left on the old pass is simply "transferred" to the new pass. Bases that have FCC passes should also use this when someone is moving between a home and a center. **DO NOT** use **Pass Registration** when a child moves between centers – use **Pass Transfer** instead.



Visit Processing is used to swipe children in and out of the building.



This is a program that will help Mass Depart any stragglers left in your building at the end of the day. It is Pass Type driven, not program driven like the Bulk Sign Out. If you have 10 people who did not swipe out, this program will take them all out at once and give you a list. It will not charge a late pickup fee. If you have a lot of people on this report daily, you should rethink your swipe in/swipe out process. This is not meant to take the place of the customer swiping out, but rather helping you in the event that they forget. Be careful – you should not be running this process until the end of the day.



Current Attendance Inquiry allows you to see who is currently swiped into your building and how many children are swiped in. This list can also be sorted and printed by room or printed alphabetically. When sorted by room it will show you how many children by classroom are in your building.



Pass Visit Update is used to fix an incorrect hourly visit or late pick-up fee. It can be used to increase or decrease the charges. It is very handy when an hourly child was erroneously swiped in as full-day. All updates/changes are displayed in HH Transactions and can be audited by user.



Temp Visit Posting is used to temporarily sign children In/Out of your building. It is most commonly used in conjunction with field trips and other off-site activities where the children are out of the building, but still in CYS care.



Bulk Visit Posting is used to swipe children in and out in bulk when the bus arrives with the After School children and when the bus arrives to pick up the Before School children. DO NOT use this option in place of your individual swipes (Visit Processing) at the start and end of the day – it does not check for valid passes, shots, ticklers, or money due.



Hourly Care Reservations is used to make hourly care reservations.



Hourly Reservation Inquiry is used to see the hourly reservations you have made.



Hourly Cancel/Change is used to cancel or change hourly reservations.



CYS No Show Fee Posting is used to charge households a flat or hourly rate for not showing up for an hourly care reservation.



The **Cash Receipts Report** should be printed every day for balancing purposes and submitted to Finance. It shows all the money that was paid in, reversed and/or refunded. This report can also be used to research or audit transactions by user, date, time, receipt number, pay type, etc. If you use the End of Shift Cash Out process, this report can print as a by-product of cashing out. It can also be printed automatically during the Consolidated End of Shift process.



The **G/L Distribution Report** should be printed every day for balancing purposes and submitted to Finance. It shows the distribution of monies to the appropriate GL codes and cost centers. This report can also be used to research or audit transactions by GL, cost center, user, date, time, receipt number, pay type, etc. If you use the End of Shift Cash Out process, this report can print as a by-product of cashing out. It can also be printed automatically during the Consolidated End of Shift process.



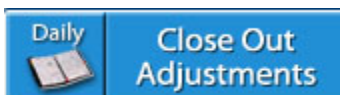
The **Military DAR II Report** should be printed every day for balancing purposes and submitted to Finance. It shows the distribution of all monies and appropriate offsets sorted by cost center. This report can also be used to research or audit transactions by GL, cost center, user, date, time, receipt number, pay type, etc. If you use the End of Shift Cash Out process, this report can print as a by-product of cashing out. It can also be printed automatically during the Consolidated End of Shift process.



The **End of Shift Cash Out** process allows the Clerk to count their drawer and enter their totals into CYMS. CYMS then determines whether the clerk is in balance and, depending on certain Balance Tolerance settings, prints out certain reports including a Balance Worksheet. If you are beyond your Balance Tolerance you will not be allowed to Cash Out. The Cash Out process is the equivalent of an old cash drawer Z-Out – it resets your drawer totals back to zero for the day. In CYMS, Cashing Out is also referred to as Closing a Batch.



Same as above except you are required to type in your drawer number in order to Cash Out.



If a batch has been Cashed Out and is Over or Short, the manager is required to log in as their center's Void Drawer User (this is a special login that will be given to each center) to fix the Batch. If the batch is Over or Short due to a **counting error**, the manager will simply **Adjust** the batch and re-enter the correct totals using the **Close Out Adjustments** program. If a **transactional fix** is required to correct the batch, the manager will need to **Void** it using the **Close**

Out Adjustments program. This will move all the transactions in the batch to the center's Void Drawer Number. All subsequent fixes to the batch should then be made using the Void Drawer User (this ensures that all the fixes will hit the correct drawer number). Once all fixes are made, the manager must cash out the batch using the **EOS Cash Out By Drawer #** button. The drawer # they should Cash Out will be their center's Void Drawer #.



At the end of every day, VSI recommends that the manager log in as the Void Drawer User and look at their batches using the **End of Day Summary**. The End of Day Summary will show whether batches are open, closed, exact, over or short. The idea being that all batches should be closed and, hopefully, exact. If a batch is over or short and it is a **valid over or short** (meaning the clerk is truly off – gave back too much change or lost a check, etc.) – they would run their **Consolidated End of Shift**. If the over or short is **not valid**, it should be fixed using Close Out Adjustments and once fixed, run the **Consolidated End of Shift**.



Once all batches are closed and **Exact** or at least closed and **legitimately** over or short, the manager should run the **Consolidated End of Shift** report. This will roll up all the individual batches into one big Cash Journal, GL Distribution and DAR report. This is what should be submitted to finance.



The **Agency Payment Reimbursement Report** is primarily used to generate a detailed "bill" or report for agency accounts receivable showing how much they owe you, who used the services, when they used the services, the individual fees incurred, etc. This report can also provide the same detailed information for any specified time period on discounts codes (vacation credits, coaches discount, parent participation, hardship/special circumstances, etc) and any other pay codes (cash, check, credit cards, donations, refunds, etc). It can be narrowed down by pay code, date, time, drawer number, receipt number, etc. to facilitate research and audits.



Install Billing Auto Debit is used to charge households for their childcare and for any installment billed instructional classes. This process should only be run by the official Installment Billing designee!

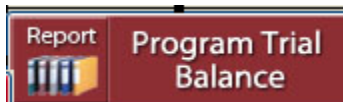


HH Install Billing Update is primarily used to troubleshoot household billing problems. How much and how often someone is billed is contained here. It is recommended that this program be used for **viewing purposes only**; however, in special circumstances (like hardship cases) certain changes to bill amounts and schedules (approved by management) may be warranted.



The **Global Trial Balance II** shows all of the households that have a credit (.01-) and/or debit (.01) balance for any module (Activity, Pass, etc). This is an excellent audit tool for managers and at a minimum should be run at times of the month when people shouldn't owe money and on the last business day of the month, after all payments have been processed and prior

to billing for credit balances. This should be sent to finance to help them balance the Control Account. This report can also be scheduled on the App Server.



The **Program Trial Balance Report** shows how much is due for current and/or previous year enrollments. This is an excellent audit tool since all accounts should be paid in full each month. Program/facility managers should be reviewing this report after each billing period and be able to explain all unpaid accounts. It should also be run at the end of every month for Previous Balances and reviewed for accuracy.



CYC Staff Maintenance is used to set up and maintain staff, volunteer and contractor records.



FCC Providers is used to set up and maintain FCC provider records. This does not establish the provider as a household – a provider whose own children are in care must also complete a household registration through Central Registration.



FCC Attendance Posting is used to post attendance for FCC children by provider. Attendance must be posted before posting USDA meal reimbursements for your providers. This is the FCC version of swiping in and out and a great way to track daily usage in your homes.



Bulk Training Update is used to update staff or provider training records in bulk. It can be used to link multiple trainings to one staff/provider or multiple staff/providers to one training.



Lending Library Check-Out is used by FCC or Youth to check out various items to providers or coaches. To use this program you cannot have fees associated with the items being lent. Template inventories for Lending Library and Sports Equipment have been developed.



Lending Library Check-In is used when the provider or coach returns borrowed items.