

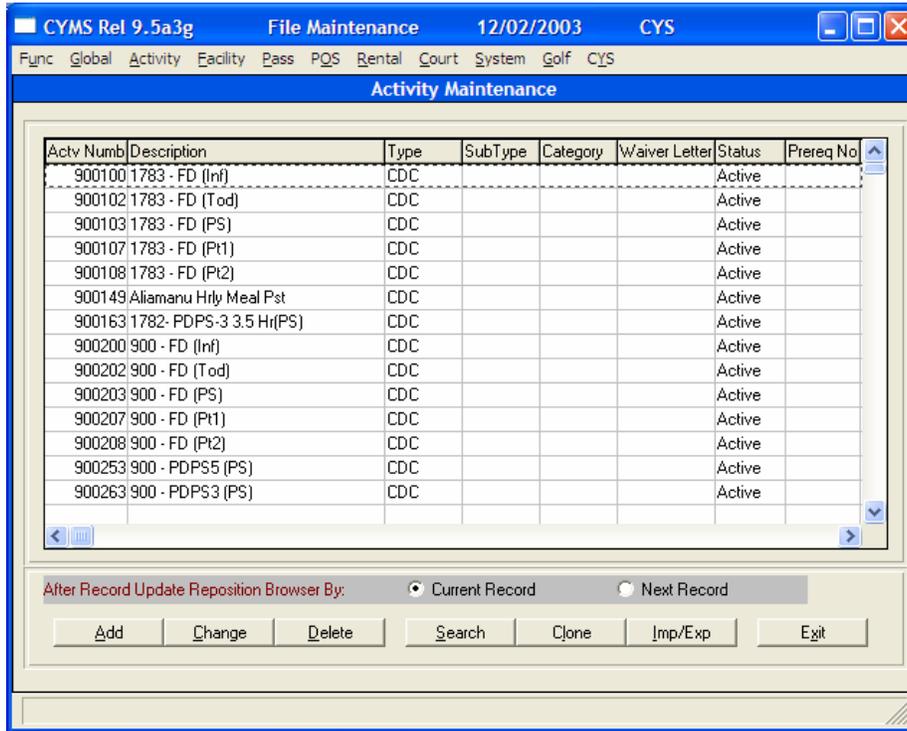
CYMS TRAINING GUIDE

CTG-A05 - ACTIVITY SETUP

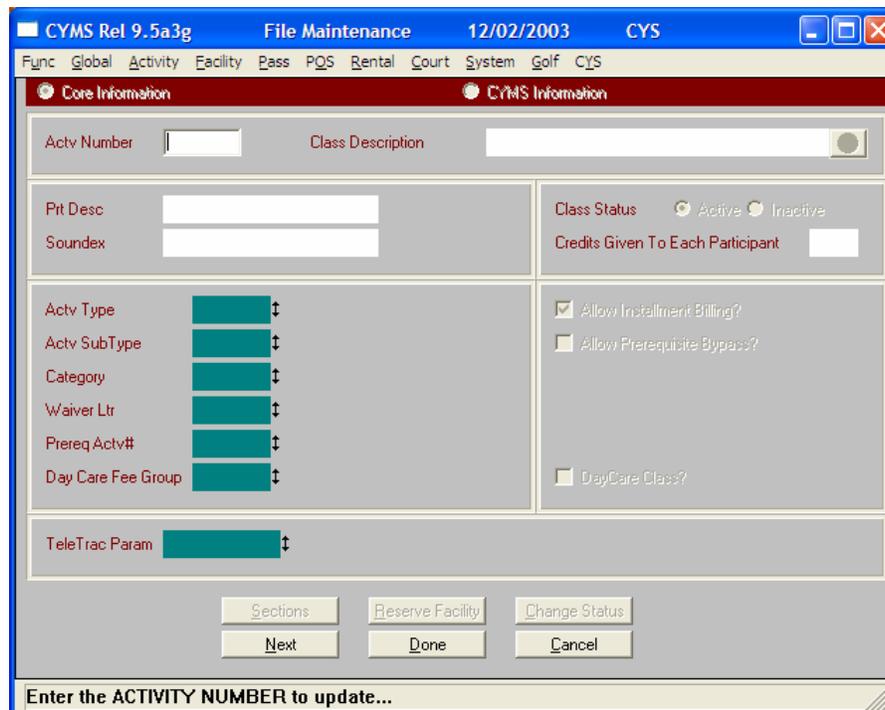
Updated Apr 04

Creating a CDC/SA Class

- 1 Go To Files → Activity → Activity Maintenance.



- 2 Click **Add**. You will continue to the Core Information screen.



Hint: Use the Tab key to move from field to field.

Explanation of the important fields on this screen:

Activity Number - There is a very specific numbering scheme that should be used whenever possible. If you don't know how to assign a number to your program, call VSI for assistance. In this example, you will create a full day infant class: *900000*.

Class Description - Enter a description in the following format: <building number> - <program type> (<age group>). For example: *1234 - FD (Inf)*.

Prt Description - This field will be filled in automatically from the Class Description. You may need to edit it since the print description is shorter than the class description.

Class Status - You will almost always select Active. Ask yourself, "Do I want to be able to enroll kids into this class?" If the answer is yes, make it active.

Actv Type - Right-click in this field and select the appropriate activity type. This is a key Annual Report field.

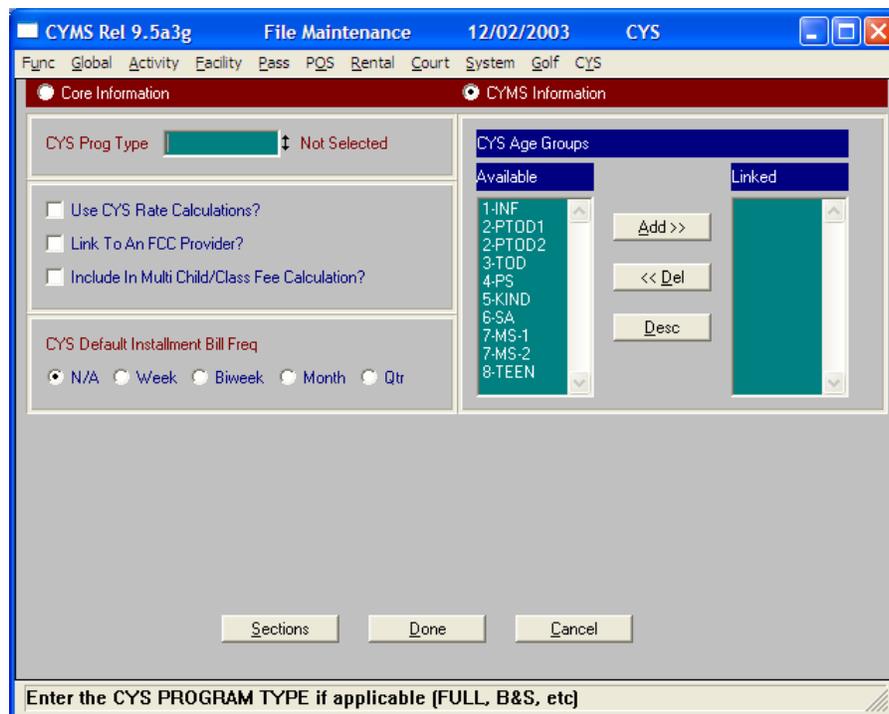
Category - Right-click in this field and select the appropriate category, if applicable.

Allow Installment Billing - This option must be selected.

Your screen should look similar to the following:

The screenshot shows the 'CYMS Rel 9.5a3g File Maintenance' window. The 'Core Information' tab is active. The 'Actv Number' field contains '900000' and the 'Class Description' field contains '1234 - FD (Inf)'. The 'Prt Desc' field also contains '1234 - FD (Inf)'. The 'Class Status' is set to 'Active'. The 'Actv Type' is 'CDC' (Child Development Center). The 'Actv SubType', 'Category', 'Waiver Ltr', 'Prereq Actv#', and 'Day Care Fee Group' are all set to 'Not Selected'. The 'Allow Installment Billing?' checkbox is checked. The 'DayCare Class?' checkbox is unchecked. The 'Credits Given To Each Participant' field is empty. At the bottom, there are buttons for 'Sections', 'Reserve Facility', 'Change Status', 'Next', 'Done', and 'Cancel'. A status bar at the bottom reads 'Enter a TYPE DESCRIPTION used to group like activities together'.

3 Click **Next** to continue to the CYMS Information screen.



Explanation of the important fields on this screen:

CYS Prog Type - Right-click in this field and select the appropriate program type. In this example, you are creating a full day infant class, so you will select FULLDAY.

Note: The CYMS program type is very important for two reasons: 1) In conjunction with a household's income level, the program type tells the system what rate to charge; 2) The program type is used in creating the waitlist during the Search For Care process.

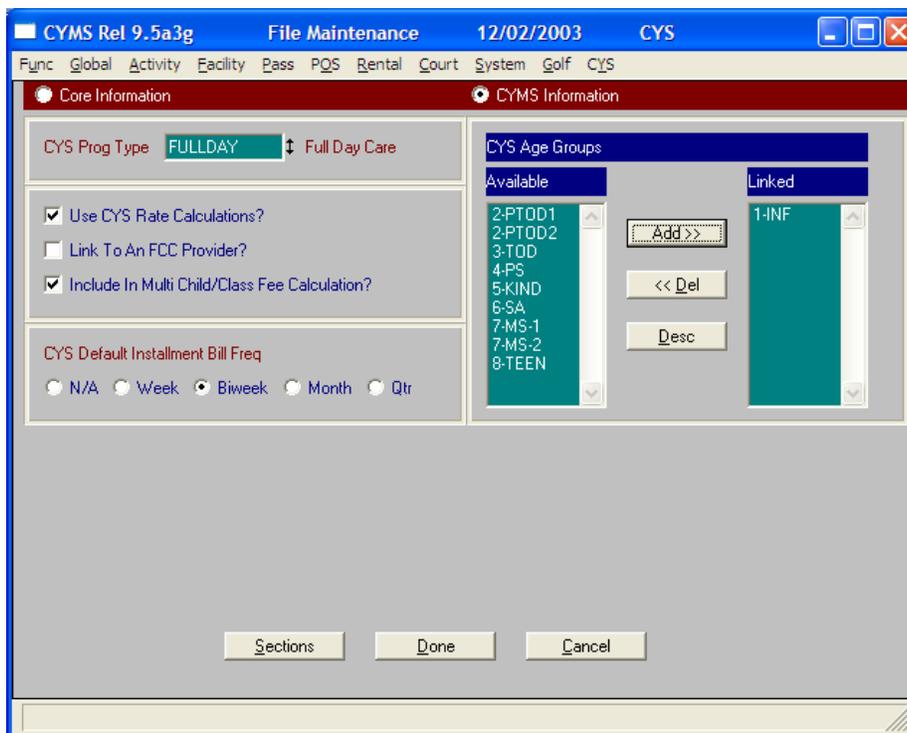
Use Cys Rate Calculations? - This option should always be selected. This tells the system to use the CYMS Rate Maintenance screen to determine the rate the household will be charged.

Include In Multi Child/Multi Class Fee Calculation? - This option should always be selected, *except for camps*. This makes it possible for the system to automatically calculate fee discounts for households that have more than one child enrolled in programs or one child enrolled in more than one program.

CYS Default Installment Bill Freq - This determines how often you will be charging customers that enroll in this class. Weekly = every Monday; Bi-weekly = twice per month (the 1st and the 15th of the month); Monthly = once per month (the 1st of the month). *The billing frequency is not the same as how often a customer pays.*

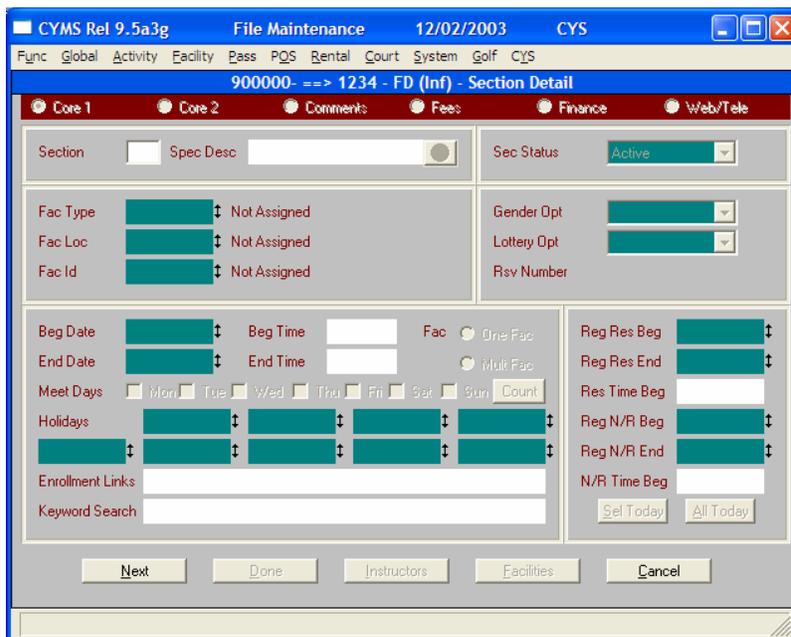
CYS Age Groups - Link the proper age group. In this example, you are setting up a full day infant class, so you will link 1-INF by highlighting it in the Available column and clicking **Add>>**. The Age Group link is a key component to the wait list sorting properly.

Your screen should look similar to the following:



- 4 Click **Sections** and then click **Yes** to add a section.

In this example, each section will be a full day infant classroom in building 1234.



Explanation of the important fields on this screen:

Section - If this is your first classroom under this activity, enter *01* (zero one). The next infant classrooms in this building would be *02*, *03*, etc.

Spec Desc - Enter a description in the following format: <building number> - <room name or number> <program type> (<age group>). For example, *1234 - Gir FD (Inf)*. This is an important field—it is the description the clerk will see when enrolling a child into this class.

Fac Id - Right-click in this field and select the room where the class will be held. The **Fac Type**, **Fac Loc**, and **Fac Id** fields will fill in when the facility is selected.

Beg Date/End Date - Since child care is ongoing, you will typically use a date range of today's date through 12/31/2099. However, if you are setting up a camp, you need to make this the exact week the camp is being held. For example, if section 01 represents week 1 of your summer camp, the exact week should be entered here: 7/7/03-7/11/03. Section 02 (week 2) would be 7/14/03-7/18/03.

Beg Time/End Time - Enter the center's open and close time.

Meet Days - Select only the days of the week this class is held. Failure to toggle the correct days will cause the system to prorate customer fees incorrectly.

Holidays - Do NOT enter holidays—your fee policy already takes holidays into account. Adding holidays here will cause the system to prorate customer's fees incorrectly.

Your screen should look similar to this:

The screenshot shows a software window titled "CYMS Rel 9.5a3h File Maintenance 12/03/2003 CYS". The main title bar includes "900000- ==> 1234 - FD (Inf) - Section Detail". Below the title bar, there are tabs for "Core 1", "Core 2", "Comments", "Fees", "Finance", and "Web/Tele". The "Core 1" tab is selected. The form contains several sections of fields:

- Section Info:** Section: 01, Spec Desc: 1234 - Gir FD (Inf), Sec Status: Active.
- Facility Info:** Fac Type: CDC (Child Dev Center), Fac Loc: 1234 (Bldg 1234), Fac Id: GIR (Giraffe Bldg 1234).
- Gender and Lottery:** Gender Opt: Coed Enroll, Lottery Opt: Normal Only, Rsv Number: 0.
- Scheduling:** Beg Date: 12/02/2003, Beg Time: 06:00, End Date: 12/31/2099, End Time: 18:00. Meet Days: Mon, Tue, Wed, Thu (checked). Fac: One Fac selected.
- Holidays:** Five fields with "//" indicating no class on those days.
- Registration:** Reg Res Beg: 12/03/2003, Reg Res End: //, Res Time Beg: 00:00, Reg N/R Beg: 12/03/2003, Reg N/R End: //, N/R Time Beg: 00:00.
- Buttons:** Next, Done, Instructors, Facilities, Cancel.

At the bottom of the window, a legend states: "YES=Class Meets On This Day NO=No Class On This Day".

5 Click **Next** to continue to the Core 2 screen.

Explanation of the important fields on this screen:

Beginning Age/Ending Age - Enter the age range for this classroom. If you are setting up an infant room, the range would be .10 (approximately 6 weeks) thru .99.

Aging Date - This field should be left blank. If there is a date in this field, tab to it and press F8 to clear the field.

Maximum Count - The maximum number of kids allowed in this classroom. If this is a room that is split between infants and pre-toddlers, etc., and you are setting up the infant side of the room, enter the maximum number of infants in this field.

Require Current Pass Membership - This option must be selected since all children need valid passes to be entered into a class.

Child Care Activity - This option must be selected; it allows a child care statement to be printed at the end of the year.

Prorate Fees By Class Count - This option must be selected for CDC and SA classes. *For Camps, this option will not be selected.*

Your screen should look similar to the following:

CYMS Rel 9.5a3h File Maintenance 12/04/2003 CYS

Func Global Activity Facility Pass PQS Rental Court System Golf CYS

900000-01 ==> 1234 - FD (Inf) - Section Detail

Core 1 Core 2 **Comments** Fees Finance Web/Tele

Beginning Age: 0.10	Beginning Grade: 0.00	Aging Date: [Date]
Ending Age: 0.99	Ending Grade: 99.00	(Date Used To Calculate Ages)
Minimum Count: 0	Max Res Count: 8	Res Enrolled: 0
Maximum Count: 8	Max N/R Count: 8	N/R Enrolled: 0
Maximum W/List Cnt: 0	Slots Available: 8	Total Enrolled: 0
		Waiting Count: 0

Allow Age Override
 Allow Grade Override
 Allow Gender Override
 Allow Resident Count Override
 Allow Non-Resident Count Override
 Allow Maximum Count Override

Allow Resident Reg Date Override
 Allow Non-Res Reg Date Override
 Strenuous Program Flag
 Require Manual Fee Calculation?
 Require Current Pass Membership
 Pass Types

Child Care Activity
 DayCare Install. Billing Section
 Record Visit Attendance
 Prorate Fees By Class Count
 Question Group: [Date]

Next Done Instructors Facilities Cancel

YES=Prorate Fees By Class NO=Charge Full Amount

6 Click **Next** to continue to the Comments screen.

CYMS Rel 9.5a3h File Maintenance 12/04/2003 CYS

Func Global Activity Facility Pass PQS Rental Court System Golf CYS

900000-01 ==> 1234 - FD (Inf) - Section Detail

Core 1 Core 2 **Comments** Fees Finance Web/Tele

Comment Code: [Date] Not Assigned View

Misc Comments: [Text Area]

Brochure Code: [Date] Not Assigned View

Brch Comments: [Text Area]

Maint Code: [Date] Not Assigned View

Maint Comments: [Text Area]

Tickler Code: [Date] Not Assigned Auto Display Tickler in DP View

Tickler Cmnts: [Text Area]

Next Done Instructors Facilities Cancel

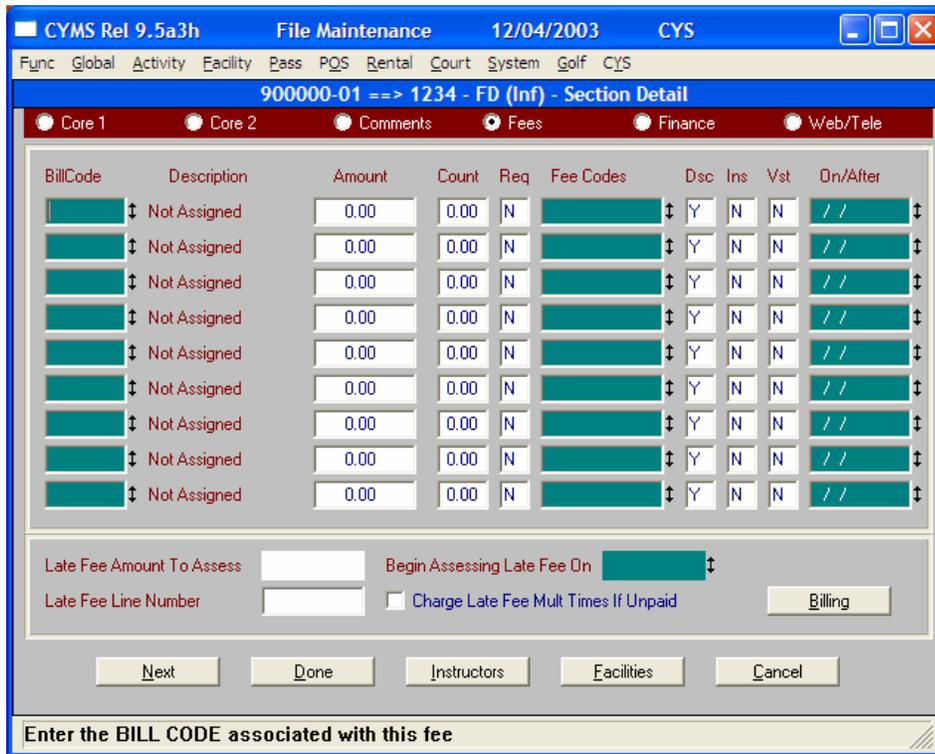
Enter the COMMENT CODE that you want printed on forms

A **Comment Code** can be created to provide customers generic information about a group of classes. This information will print on the customer's enrollment receipt. For example, you want to create a fee

policy comment code—FPOL. This comment code would be linked to all of your classes and it would remind parents that they are required to pay twice per month to avoid incurring a late payment fee, etc.

Misc Comments can be created to provide customers specific information about one class. For example, if you are setting up an infant room, you may wish to remind parents that diapers are not provided by the center.

- 7 Add a **Comment Code** and/or **Misc Comments**, if applicable.
- 8 Click **Next** to continue to the Fees screen.

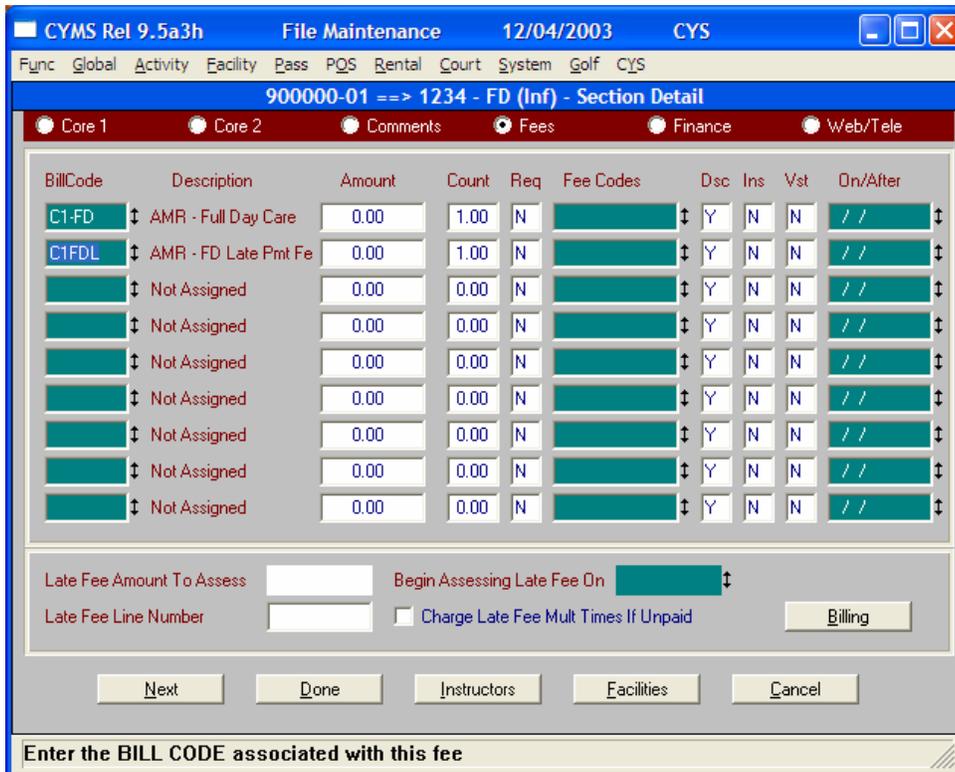


Bill codes are linked to general ledger accounts and cost centers. When a customer enrolls into this class, the bill code is linked to the enrollment; payments made against the enrollment will be directed to the proper general ledger account and cost center.

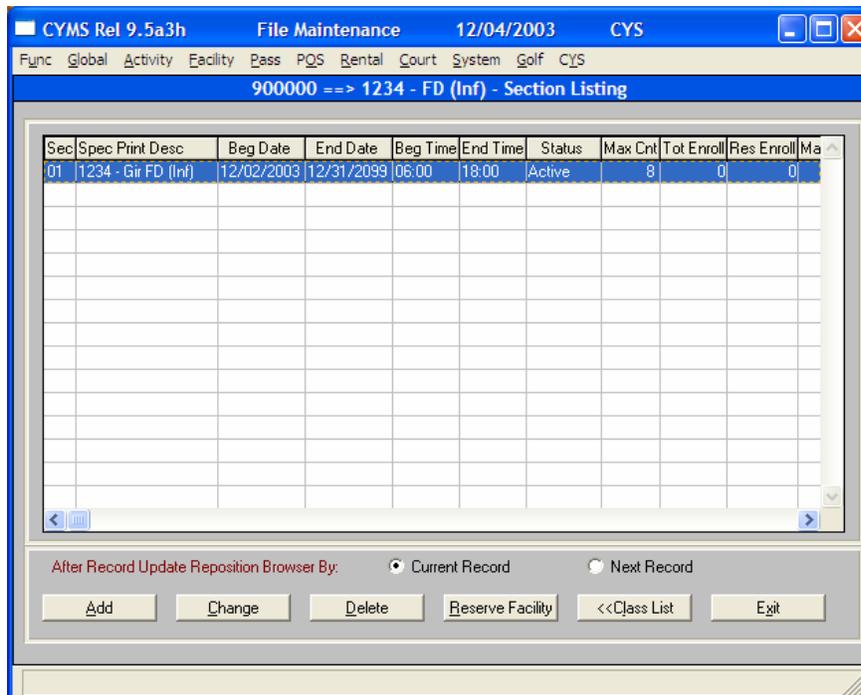
Note: If the bill code that gets linked here is connected to the wrong cost center, customer payments will post to the wrong cost center.

- 9 Right-click in the **BillCode** field on the first row and select the appropriate bill code for the type of class you are creating.
- 10 Right-click in the **BillCode** field on the second row and select the appropriate late bill code for the type of class you are creating.

Your screen should look similar to the following:



11 Click **Done** to save your changes.



Note: In this example, if you had another infant classroom at this location you would click **Add** and repeat steps 4 through 11.

If, however, you have other classrooms (e.g., pre-tod rooms, toddler rooms, etc.) you would click **<<Class List** and then click **Add** to create a new Activity number and repeat steps 1 through 11.