

CYMS TRAINING GUIDE
CTG-A07 - STACC SETUP
Updated Apr 04

STEPS TO SET UP STACC COUNTING

To keep track of attendance numbers at STACCS (and at special events or sessions where "by name tracking" is not practical or feasible), we use the RecTrac/CYMS Point of Sale system. This part of CYMS is usually used for selling things (hot dogs, etc). We are not concerned about the financial part of it here - we are borrowing this feature to report the quantity (number of attendees).

1. First you need to get your Transaction Codes for your key agencies and events set up. For STACCS use the 9800 number series.

GO TO: FILES - POS - TRANS CODE MAINTENANCE

- 1) Click the ADD button
- 2) Enter a Trans Code number. (9800, 9801, etc).
- 3) Enter a Print Description (PWOC-CWOC, ACS-EFMP, Red Cross, etc)
- 4) Right click in the green field and select a G/L Code (where you would want income to go if any is involved - usually 501 Activity Income)
- 5) Leave the Discount G/L the same as the G/L Code
- 6) Go to the upper right corner. The T/C Type should be Misc
- 7) Course allowed should be ALL
- 8) Leave the other toggles as defaulted
- 9) Click the DONE button.

2. TO POST STACC NUMBERS

When you hold a STACC (or a special event) you need to log the number of attendees:

GO TO: DAILY - POS - QUICK POS

- 1) SCAN NO: Type in a period (.). Then right click or hit the F9 key to get the Trans Code list to appear. Select the proper Trans Code (9800, etc)
- 2) ITEM: Leave Blank
- 3) PRICE: Be sure amount is 0
- 4) QTY: Here's where you add number of children that attended STACC session
- 5) ADD NOTES: Click this button to add the date of STACC or other pertinent info.
- 6) Click SELECT
- 7) Click the PAYMENT NO H/H button. This takes you to the payment screen. Don't change anything here - payment should be zero.
- 8) Click the NO PRINT button.
- 9) Click OK

3. TO PRINT TRANS CODES REPORTS

There are several reports relating to Transaction Codes. You may find some of them beneficial. Feel free to experiment.

GO TO: REPORTS - POS - TRANSACTION CODE REPORTS

- The Transaction Code Activity Report (for example) will give you a total of the "quantity" for any date range.