

CYMS TRAINING GUIDE

CTG-A12a - YOUTH - DAILY PROCESSES

Updated Apr 04

Hints and Tips Before You Begin

- 1 When entering information into your CYMS database, use proper capitalization, which makes the data easier to read and cleaner looking.
- 2 Picklists can be accessed by right-clicking or pressing **F9** from within any field with a dual arrow next to it . To select an item on a picklist, double click on it.
- 3 Use the **Tab** key to advance to the next field instead of the mouse. If you tab too far, you can use **Shift + Tab** to go to the previous field.
- 4 To clear the contents of a date field, use the **F8** key to start again.

Enrolling Into an Activity with No Fee

This section covers enrolling children into programs that have no associated fees. This includes any programs that you need to have a roster for, and your Boys & Girls Club and 4H Club programs.

- 1 Click **Global Sales**.
- 2 In the **Lookup** field, type the last name of the child. Click **Family Member**.
- 3 Select the child from the picklist.
- 4 The Global Sales screen will appear. Click **Program Registration**.
- 5 Be sure the child you are trying to enroll is highlighted in the Family Member Selection browser box (at the top left part of the screen).
- 6 Right-click in the **Actv No** field and select the program from the picklist.

Note: To find an activity on a picklist, click the **Description** header to re-sort the list alphabetically. Type the first few letters of the program's description on the keyboard.

- 7 Click **Select**. This will move the program to the Current Transaction Listing browser box (aka "shopping cart") at the bottom of the screen.

FIGURE 1

- 8** Click **Payment**.
- 9** Click **No Print**.

Enrolling Into an Activity with Fees

This section will cover enrolling children into your programs with fees attached. Examples of these programs would include sports, trips, instructional programs, etc.

Flat Fee (No changes)

- 1** Click on Global Sales.
- 2** In the **Lookup** field, type the last name of the child. Click **Family Member**.
- 3** Select the child from the picklist.
- 4** The Global Sales screen will appear. Click **Program Registration**.
- 5** Be sure the child you are trying to enroll is highlighted in the Family Member Selection browser box (at the top left part of the screen).
- 6** Right-click in the **Actv No** field and select the program from the picklist.

Note: To find an activity on a picklist, click the **Description** header to re-sort the list alphabetically. Type the first few letters of the program's description on the keyboard.

- 7** Once you have selected the activity, the **Std Fees** field should fill in with the price.

CYMS Rel 9.5a3g Daily Processing 11/12/2003 CYS

Func Global Activity Facility Pass PQS Rent Court System CYS

Aguilar - Activity Registrations

Family Member Selection

Mem	Name	Birthday	Gender
1	Anthony A. Aguilar		M
2	Tammie Aguilar		F
3	Chaz A. Aguilar	01/03/1998	M

Update New No Notes

Activity Selection Search

Actv No 921100 09 Baseball-SG (AMR)

Select Fees Std Fees 50.00

No Comment Roster Note Details No Tickler

Current Transaction Listing

Mod	Transaction Description	Fee/Disc	Tax Amt	Deposit	Net Paid	Net Fee

Update Remove Total Due For All New Charges 0.00

Payment View H/H View Pass Global Cancel Sales

FIGURE 2

- 8 Click **Select**. This will move the activity to the shopping cart at the bottom of the screen.
- 9 Click **Payment**.
- 10 In the **New Amt Paid** field on the **Actv Reg** line, type the amount to be applied.

Note: Enter the amount to be applied to the activity in the **New Amt Paid** field. You should only use the **Total Paid** field on the bottom of the screen if the customer gave you more cash than the amount due; the system will tell you the amount of change due.

- 11 Right-click in the **Pay Code** field and select the appropriate payment type.

Note: If paying by check, enter the check number in the **Pay Ref 1** field.

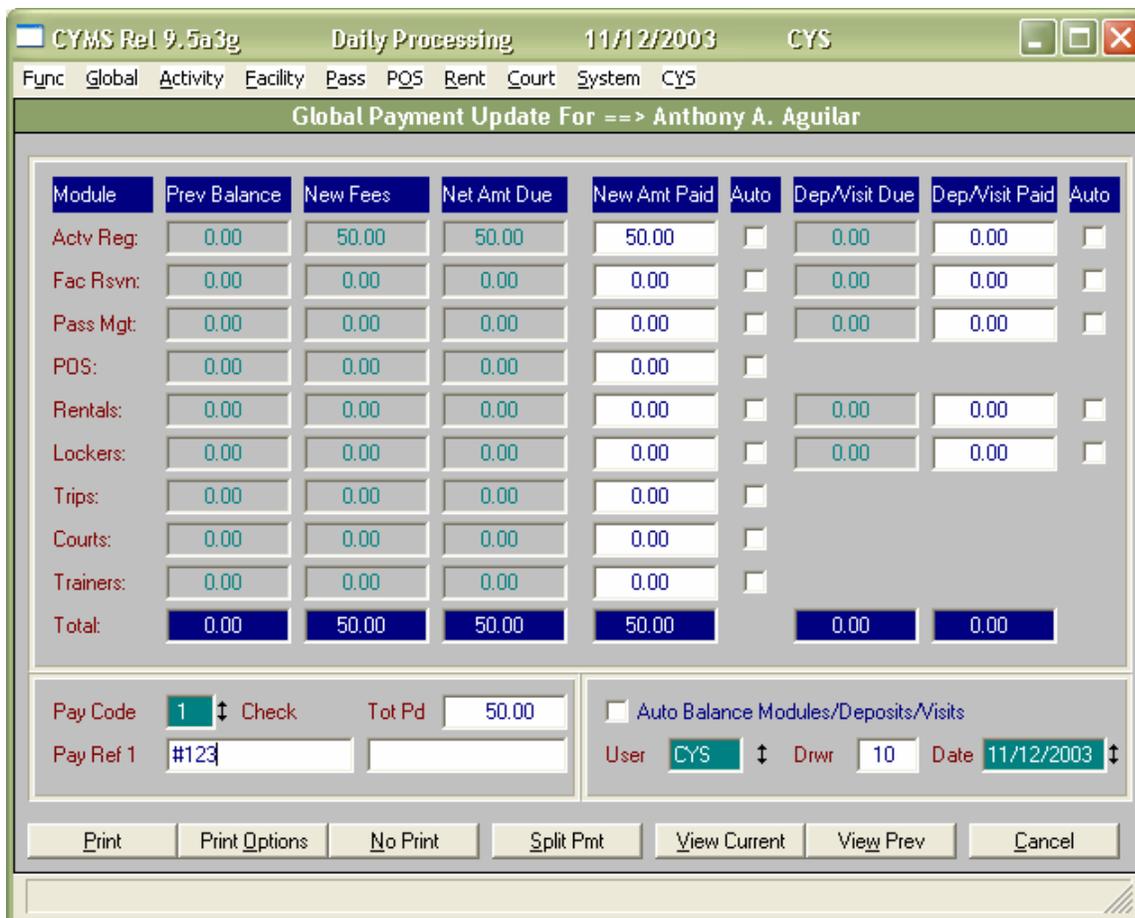


FIGURE 3

12 Click **Print**. The Print Option Selection box will appear. Click **Print** to print the receipt.



FIGURE 4

13 Click **Exit** to return to the Main Menu.

Payment for Second Child Discount

- 1 Click **Global Sales**.
- 2 In the **Lookup** field, type the last name of the child. Click **Family Member**.
- 3 Select the child from the picklist.
- 4 The Global Sales screen will appear. Click **Program Registration**.
- 5 Be sure the child you are trying to enroll is highlighted in the Family Member Selection browser box (at the top left part of the screen).

6 Right-click in the **Actv No** field and select the program from the picklist.

Note: To find an activity on a picklist, click the **Description** header to re-sort the list alphabetically. Type the first few letters of the program's description on the keyboard.

7 Once you have selected the activity, the **Std Fees** field should fill in with the price.

8 Click **Fees**. The Fees screen will appear.

9 Change the fee in the **Fee Amt** field at the top center of the screen.

10 Click **OK**.

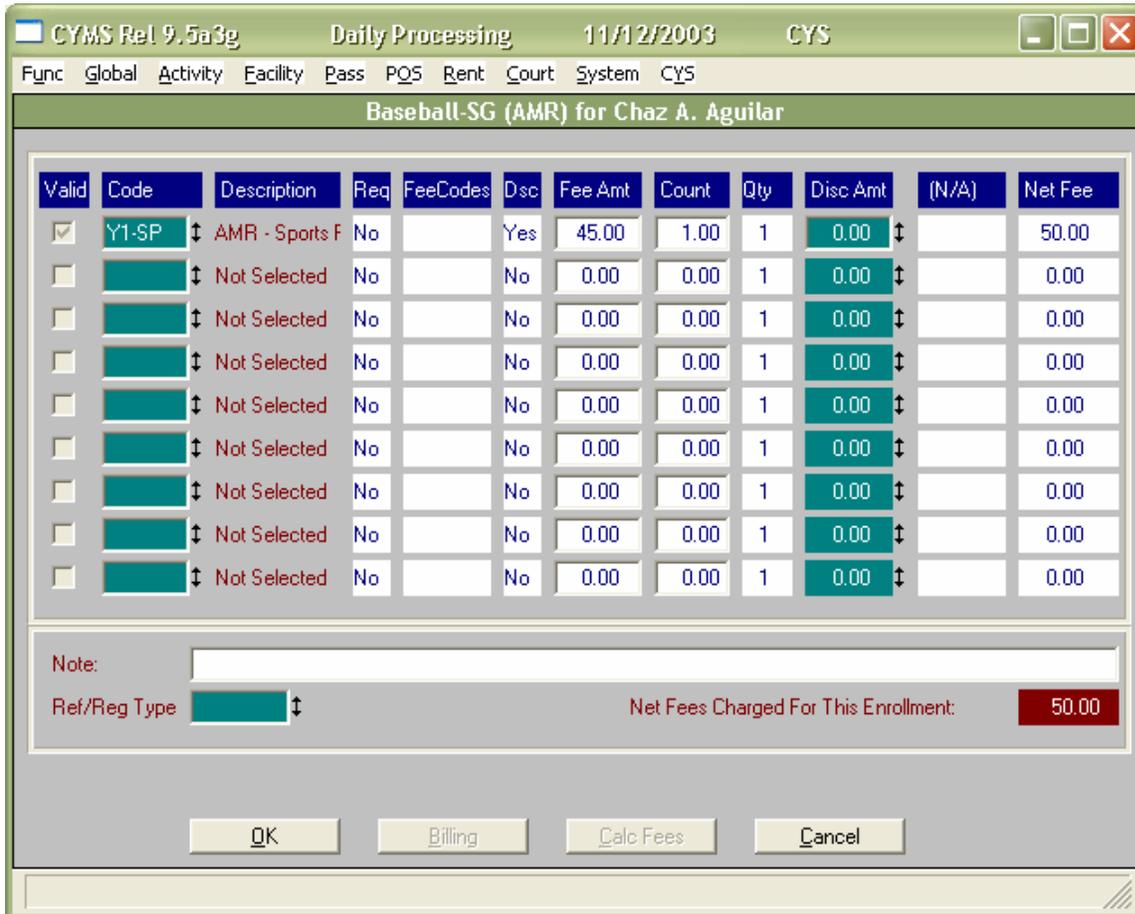


FIGURE 5

11 Click **Payment**.

12 In the **New Amt Paid** field on the **Actv Reg** line, type the amount to be applied.

Note: Enter the amount to be applied to the activity in the **New Amt Paid** field. You should only use the **Total Paid** field on the bottom of the screen if the customer gave you more cash than the amount due; the system will tell you the amount of change due.

13 Right-click in the **Pay Code** field and select the appropriate payment type.

Note: If paying by check, enter the check number in the **Pay Ref 1** field.

14 Click **Print**. The Print Option Selection box will appear. Click **Print** to print the receipt.

15 Click **Exit** to return to the Main Menu.

Payment Using Coach's Discount (One Child)

- 1 Click **Global Sales**.
- 2 In the **Lookup** field, type the last name of the child. Click **Family Member**.
- 3 Select the child from the picklist.
- 4 The Global Sales screen will appear. Click **Program Registration**.
- 5 Be sure the child you are trying to enroll is highlighted in the Family Member Selection browser box (at the top left part of the screen).
- 6 Right-click in the **Actv No** field and select the program from the picklist.

Note: To find an activity on a picklist, click the **Description** header to re-sort the list alphabetically. Type the first few letters of the program's description on the keyboard.

- 7 Once you have selected the activity, the **Std Fees** field should fill in with the price.
- 8 Click **Select**. This will move the activity to the shopping cart at the bottom of the screen.
- 9 Click **Payment**.
- 10 In the **New Amt Paid** field on the **Actv Reg** line, type the amount to be applied.

Note: Even though you will not be collecting any money, you need to enter the full amount due here.

- 11 Right-click in the **Pay Code** field and select the **Coach's Discount** payment type.

Module	Prev Balance	New Fees	Net Amt Due	New Amt Paid	Auto	Dep/Visit Due	Dep/Visit Paid	Auto
Actv Reg:	0.00	50.00	50.00	50.00	<input type="checkbox"/>	0.00	0.00	<input type="checkbox"/>
Fac Rsvn:	0.00	0.00	0.00	0.00	<input type="checkbox"/>	0.00	0.00	<input type="checkbox"/>
Pass Mgt:	0.00	0.00	0.00	0.00	<input type="checkbox"/>	0.00	0.00	<input type="checkbox"/>
POS:	0.00	0.00	0.00	0.00	<input type="checkbox"/>			
Rentals:	0.00	0.00	0.00	0.00	<input type="checkbox"/>	0.00	0.00	<input type="checkbox"/>
Lockers:	0.00	0.00	0.00	0.00	<input type="checkbox"/>	0.00	0.00	<input type="checkbox"/>
Trips:	0.00	0.00	0.00	0.00	<input type="checkbox"/>			
Courts:	0.00	0.00	0.00	0.00	<input type="checkbox"/>			
Trainers:	0.00	0.00	0.00	0.00	<input type="checkbox"/>			
Total:	0.00	50.00	50.00	50.00		0.00	0.00	

Pay Code: 30 Coach Disc Tot Pd: 50.00 Auto Balance Modules/Deposits/Visits
 Pay Ref 1: User: CYS Drwr: 10 Date: 11/12/2003

Print Print Options No Print Split Pmt View Current View Prev Cancel

FIGURE 6

- 12 Click **Print**. The Print Option Selection box will appear. Click **Print** to print the receipt.
- 13 Click **Exit** to return to the Main Menu.

Payment Using Coach's Discount (Two Children)

- 1 Click **Global Sales**.
- 2 In the **Lookup** field, type the last name of the child. Click **Family Member**.
- 3 Select the child from the picklist.
- 4 The Global Sales screen will appear. Click **Program Registration**.
- 5 Be sure the child you are trying to enroll is highlighted in the Family Member Selection browser box (at the top left part of the screen).
- 6 Right-click in the **Actv No** field and select the program from the picklist.

Note: To find an activity on a picklist, click the **Description** header to re-sort the list alphabetically. Type the first few letters of the program's description on the keyboard.

- 7 Once you have selected the activity, the **Std Fees** field should fill in with the price.
- 8 Click **Select**. This will move the activity to the shopping cart at the bottom of the screen.
- 9 Repeat steps 5–8 for the second child.
- 10 Click **Payment**.
- 11 In the **New Amt Paid** field on the **Actv Reg** line, type the amount to be applied.

Note: Even though you will only be collecting a portion of the total amount, *you still need to enter the full amount due here.*

- 12 Click **Split Pmt**. The Split Payment Detail screen will appear.
- 13 Right-click in the **Pay Code** field and select the **Coach's Discount** pay code.
- 14 Type the amount to be discounted in the **Amount** field.

Note: The amount here is the full price of the activity for the first child PLUS half of the price for the second child. For example, if both children are being enrolled in baseball, which has a \$50 fee, the total fee equals \$100. The amount to be discounted will be \$75. The parent would be responsible for \$25.

- 15 Click **Split Pmt**. This will leave remaining amount due.
- 16 Right-click in the **Pay Code** field. Select the pay type that the parent will use to pay the balance.
- 17 Click **Split Pmt**.

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Func Global Activity Facility Pass PQS Rent Court System CYS

Split Payment Detail For ==> Anthony A. Aguilar

Pay Code 2 † Cash

Amount 0.00

Pay Ref 1

Pay Ref 2

Pay Type	Amt Paid	Reference Line 1	Reference Line 2
1	25.00	#124	
30	75.00		

Total Amount Paid Against All Module Balances 100.00

Total Amount Distributed On This Screen 100.00

Amount Left To Distribute On This Screen 0.00

Amount Given Back as Change (Cash) 0.00

 << Previous

Enter the PAY CODE linked to this amount

FIGURE 7

- 18 Click **Print**. Click **Yes**. The Print Option Selection box will appear. Click **Print** to print the receipt.
- 19 Click **Exit** to return to the Main Menu.

Canceling Out of an Activity (Giving a Refund)

- 1 Click **Global Cancellation/Changes**.
- 2 Type the last name of the child in the **Lookup** field. Click **Family Member**.
- 3 Select the child from the list. This will bring you to the cancel/changes screen.
- 4 Highlight the activity you want to cancel. Click **Cancellation/Void**.
- 5 Type a reason for the cancellation in the **Cancellation Reason** field.

Note: For partial refunds, enter the amount your are NOT going to refund in the **Surcharge** Amount field. Click **Tab**.

- 6 Click **OK**. Click **Yes**.

Cancel 921100:07-Baseball-PG (AMR) (Chaz A.) E

Cancellation Reason
Broke Leg.

Cancellation Code

Surcharge Amount 0.00 Surcharge Tax 0.00
Surcharge BillCode Y1-SP AMR - Sports Fees

Refund Amount 50.00 Delete Record
 ProRate Refund - Charge Fees of \$50.00

OK Cancel

FIGURE 8

Note: At this point if the household does not owe any money, the system will want to issue a refund. If the household owes money, the refund will be automatically applied to the outstanding balance.

- 7 Click **Refund**. Click **Yes**.
- 8 Choose the refund type from the picklist at the bottom of the screen.

Apply to Household – Applies the amount to be refunded to the household as a credit.

Refund Finance – Assumes that a check will be cut and sent to the Sponsor. When using this option, fill out your refund voucher and attach a copy of the receipt.

Refund Now – Take the money out of your drawer. Typically, this option is not used. Contact your finance department for local refund policies.

Refund RecTrac – Don't ever use.

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Func Global Activity Facility Pass POS Rent Court System CYS

Global Refund Update For ==> Anthony A. Aguilar

Module	Cred Balance	New Refunds	Surcharges	Dep/Visit Bal	Dep/Visit Ref	New Refund Due
Actv Reg:	0.00	50.00	0.00	0.00	0.00	50.00
Fac Rsvn:	0.00	0.00	0.00	0.00	0.00	0.00
Pass Mgt:	0.00	0.00	0.00	0.00	0.00	0.00
POS:	0.00	0.00	0.00			0.00
Rentals:	0.00	0.00	0.00	0.00	0.00	0.00
Lockers:	0.00	0.00	0.00	0.00	0.00	0.00
Trips:	0.00	0.00	0.00			0.00
Courts:	0.00	0.00	0.00			0.00
Trainers:	0.00	0.00	0.00			0.00
Total:	0.00	50.00	0.00	0.00	0.00	50.00

Pay Code 99 System Apply to Househ

Pay Ref 1

Ref Address Primary Secondary Free Form

User CYS Drwr 10 Date 11/13/2003

Print Print Options No Print View Pay Hist Cancel

FIGURE 9

- 9 Click **Print**. Click **Yes**. The Print Option Selection box will appear. Click **Print** to print the receipt.
- 10 Click **Exit** to return to the Main Menu.

Removing a Child From an Activity (No Refund)

- 1 Go to Period End → Activity → Activity Roster Maintenance → Roster Transfer to History (Indiv).
- 2 Type the last name of the child in the **Lookup** field. Click **Family Member**.
- 3 Select the child from the list. The Roster Transfer to History (INDIVIDUAL) screen will appear, listing the current activities for the selected child.
- 4 Highlight the activity you want to remove the child from.
- 5 Click **Transfer**. Click **Yes**.

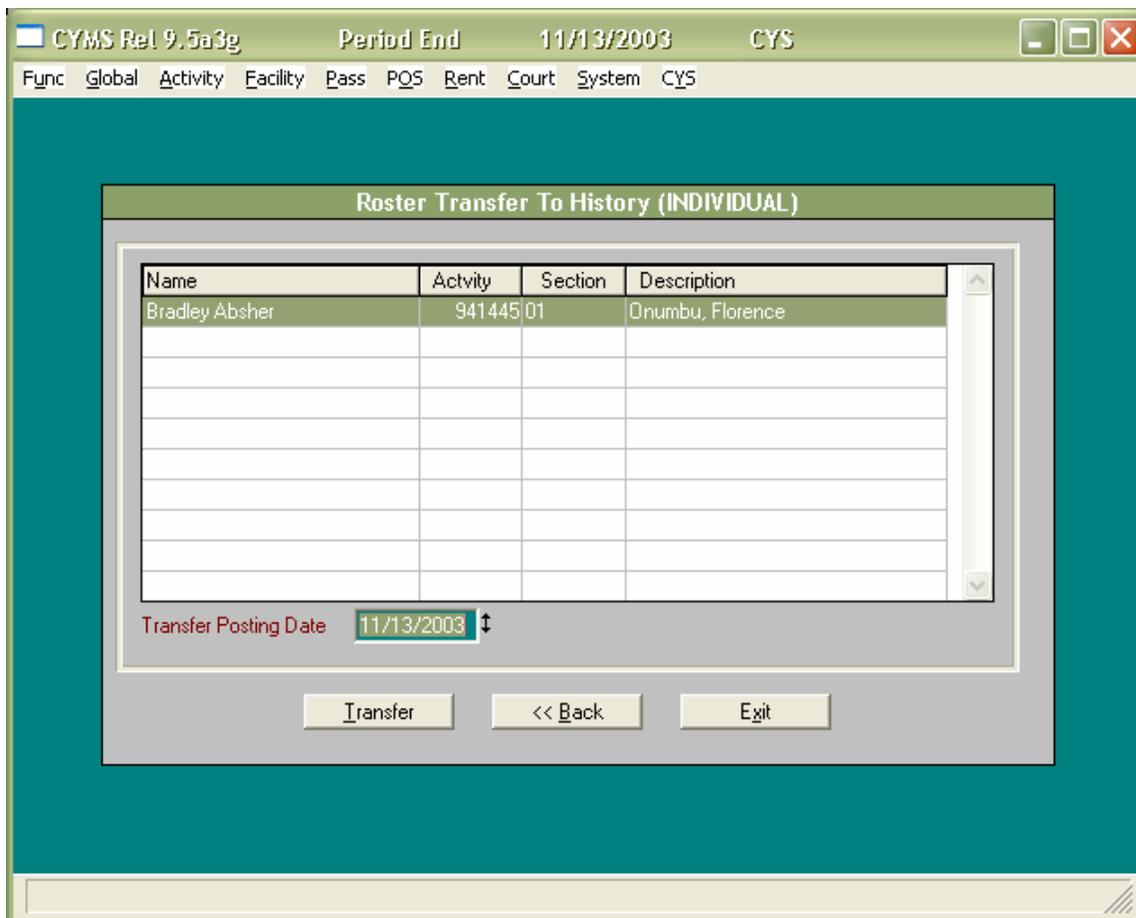


FIGURE 10

- 6 Click **OK**. Click **Exit** to return to the Main Menu.

Transferring a Child to a Different Activity

- 1 Go to Daily → Activity → Activity Transfers (Indiv).
- 2 Type the last name of the child in the **Lookup** field. Click **Family Member**.
- 3 Select the child from the list. The Activity Transfers screen will appear.
- 4 In the Family Member Selection browser, highlight the activity you want to transfer the child out of.
- 5 Right-click in the **Actv No** field. Select the activity you want to transfer the child into .

Note: At this point, look at the fees listed in the top right section of the screen. The system will take the fees paid to the old activity and apply them to the new activity. If the new activity costs more, there will be a fee charged. If the new activity costs less, the system will issue a refund. If the prices are the same, it will be an even exchange.

CYMS Rel 9.5a3g Daily Processing 11/13/2003 CYS

Func Global Activity Facility Pass PQS Rent Court System CYS

Aguilar - Activity Transfers

Family Member Selection No Ngtes

Activity	Sec	Name	Description
921100	02	Chaz A. Aguilar	Baseball-CP (AMF)
940022	01	Chaz A. Aguilar	Smith, Mary

Surcharge 0.00 Surcharge Billcode

Actv No 921110 03 Bsktb-TM (AMR)

New Fees 50.00

Old Fees 0.00

Old Paid 40.00

Net Fees 10.00

Select Fees Prorate 100.00%

Comment Roster Note Details Tickler

Current Transaction Listing

Mod	Transaction Description	Fee/Disc	Tax Amt	Deposit	Net Paid	Net Fee

Total Due For All New Charges 0.00

Net Balance 10.00-

Remove

Refund

View H/H

View Pass

Global

Cancel Sales

FIGURE 11

- 6 Click **Select**. This will move the activity to the shopping cart at the bottom of the screen.
- 7 Click **Payment** (or **Refund**).
- 8 If paying, type the amount to be applied in the **New Amt Paid** field, choose your pay type and click **Print**. If refunding, choose the appropriate refund type, and click **Print**. If there is no balance due, simply click **Print**.

Preparing Your Activities for the Next Season

Before your new season starts, you need to prepare your activities. First you will need to clear the roster. Next you will need to change the dates to reflect the correct dates for the new season. This applies mostly to your sports programs. Boys & Girls Club and 4H Club activities will only be transferred after running your reports at the end of the calendar year.

Clearing the Roster

- 1 Go to Period End → Activity → Activity Roster Maintenance → Roster Transfer to History (All).
- 2 Select the range of activities.

Note: If you are transferring a single activity to history, select the same activity for both **Begin Activity/Section** and **End Activity/Section**. If you are transferring multiple activities that are not consecutive on the list, you will need to run this program several times.

- 3 Enter today's date in the **Enrollment Cutoff Date** and the **Transfer Posting Date** fields.
- 4 Do not check any of the toggles in the bottom section.
- 5 Click **Transfer**. Click **Yes**. Click **Yes**.

FIGURE 12

- 6 Click **OK**. Click **Exit** to return to the Main Menu.

Updating Activity Dates

- 1 Go to Files → Activity → Activity Maintenance.
- 2 Highlight the activity you want to update. Click **Change**.
- 3 Click **Sections**.
- 4 Highlight the section you want to update. Click **Change**.
- 5 Update the **Beg Date** and **End Date** fields to reflect the dates for the new season.
- 6 Click **Done**.

CYMS Rel 9.5a3g File Maintenance 11/13/2003 CYS

Func Global Activity Facility Pass POS Rental Court System CYS

921100-01 ==> Baseball (AMR) - Section Detail

Core 1 Core 2 Comments Fees Finance Web/Tele

Section 01 Spec Desc Baseball-TB (AMR) Sec Status Active

Fac Type YFIEL Sports Field Gender Opt Coed Enroll

Fac Loc 9MWR Other MWR Facilities Lottery Opt Normal Only

Fac Id FAMRA AMR A Field Rsv Number 0

Beg Date 03/01/2003 Beg Time 09:00 Fac One Fac

End Date 05/25/2003 End Time 19:00 Mult Fac

Meet Days Mon Tue Wed Thu Fri Sat Sun Count

Holidays // // // // // // // // // //

Enrollment Links ?

Keyword Search

Reg Res Beg 02/01/2003

Reg Res End 04/26/2003

Res Time Beg 00:00

Reg N/R Beg 02/01/2003

Reg N/R End 04/26/2003

N/R Time Beg 00:00

Sel Today All Today

Next Done Instructors Facilities Cancel

If SECTION PRINT DESC is different than CLASS then enter here

FIGURE 13

- 7 Repeat steps 4 through 6 for all sections you want to update.
- 8 Click <<Class List.
- 9 Repeat steps 2 through 7 for all activities you want to update.
- 10 Click **Exit** to return to the Main Menu.

Point of Sale

This section covers how to get money into the system for events where you don't need a roster (e.g., a dance). Use this method if you allow member and non-member children to attend and they don't need to pre-register.

Trans Code Maintenance

- 1 Go to Files → POS → Trans Code Maintenance.
- 2 Click **Add**.
- 3 In the **Transaction Code** field, enter the new trans code to be used.

Note: The trans code is a six digit number beginning with 92. For example, your first trans code might be 921000. Make sure you leave room for expansion, and group similar items in the same number range.

- 4 Press **Tab** twice.
- 5 In the **Print Description** field, enter a description for the trans code.

- 6 Press **Tab**.
- 7 Right-click in the **G/L Code** field and select the appropriate account.
- 8 Right-click in the **Cost Center** field and select the appropriate cost center.
- 9 Toggle on the **Use Std Rate Pricing?** option.

The screenshot shows a software window titled "CYMS Rel 9.5a3g File Maintenance 11/13/2003 CYS". The window has a menu bar with "Func", "Global", "Activity", "Facility", "Pass", "POS", "Rental", "Court", "System", and "CYS". Below the menu bar is a tabbed interface with "Core Information", "Restrict/Features", "Fees/Charges", "Ticket Print", and "Comments". The "Core Information" tab is active. The "Transaction Code" field contains "921000" and is set to "Active". The "Print Description" field contains "Christmas Dance", the "Second Print Line" is empty, and the "Detail Description" contains "Christmas Dance". The "T/C Type" dropdown is set to "Misc", "Punch Plays" is "0.00", and "E-Range Size" is "Not Applicable". The "G/L Code" field contains "501" (Not Used), "Cost Center" contains "1YB7L" (Not Used), "Discount G/L" contains "501" (Not Used), "Discount C/C" contains "1YB7L" (Not Used), "Receivables G/L" is empty, and "Receivables C/C" is empty. On the right side, there are several checkboxes: "Wildcard Cost Center In G/L?" (unchecked), "Post Detail In Navy G/L Interface?" (unchecked), "Track Summary Sales Statistics?" (checked), "Use Std Rate Pricing?" (checked), "Print Military Voucher?" (unchecked), "Print Item Number On Receipt?" (checked), and "Print Admittance Ticket?" (unchecked). At the bottom of the window are "Next", "Done", and "Cancel" buttons. A status bar at the very bottom reads "A=Active I=Inactive (Not Available For Use)".

FIGURE 14

- 10 Click **Next** twice.
- 11 If this item will always be the same price, enter a price in the **Normal Fee To Charge When Using T/C** field. If the price varies, leave the default value in this field (0.00).
- 12 Click **Done**.

Note: Being as specific as possible when setting up the trans codes will allow the most accurate reporting capability. For example, if you charge one price for member children and a higher price for non-member children, create two separate trans codes. This setup will allow you to report on member vs. non-member sales.

Selling the Trans Code

- 1 Go to Daily → POS → Quick POS.
- 2 Type a period (".") in the **Scan No** field.
- 3 Right-click (or press **F9**).
- 4 Select the trans code from the picklist.

- 5 Enter a price (if not defaulted).
- 6 Enter a quantity (i.e. number of children at the dance).

Quick Point-of-Sale

Scan No: 921000
 Rate Opt: RES
 T/C: 921000
 Item: Christmas Dance
 Price: 3.00
 Qty: 50.00
 Unit Disc: 0.00
 Tax Amt: 0.00
 Net Amt: 150.00

Mod	Transaction Description	Quantity	Fee Amt	Unit Disc	Unit Tax	Ext Net Fee	Dep Am

Total Due For All New Charges: 0.00

FIGURE 15

- 7 Click **Select**. This will move the trans code to the shopping cart at the bottom of the screen.
- 8 Click **Pmt No H/H**.
- 9 Enter the total amount paid in the **New Amt Paid** field.
- 10 Select the appropriate pay type from the **Pay Code** field.
- 11 Click **No Print**.