

CYMS TRAINING GUIDE

CTG-F01a - RATES SETUP - ACTIVITY

Updated Apr 04

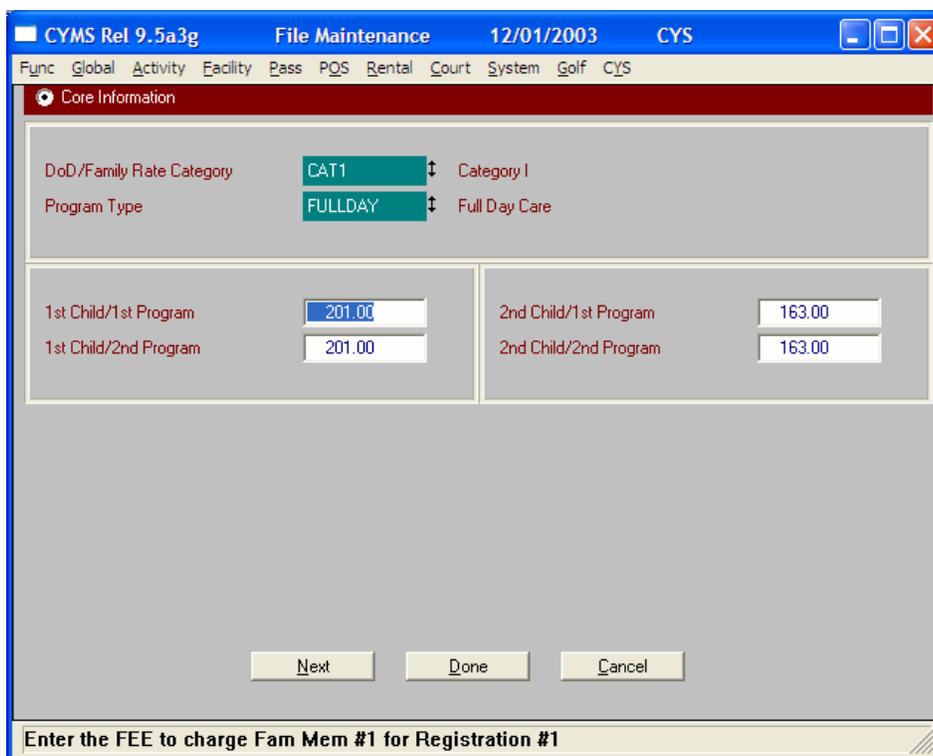
This section explains changing full day, part day pre-school (PDPS) and pre-K rates. Changing before and after or camp rates are covered on page 4.

Go to Files → CY5 → CY5 Financial Maintenance → CY5 Rates Maintenance.

DoD Income Cat	Program Type	1st Child/1st Prog	1st Child/% Prog	Yr Child/1st Prog	Yr Child/% Prog
CAT1	AFT-SCH	90.00	90.00	80.00	80.00
CAT1	BEF-SCH	60.00	60.00	55.00	55.00
CAT1	CAMPK-SU	116.00	116.00	99.00	99.00
CAT1	CAMPS-SU	116.00	116.00	99.00	99.00
CAT1	FULLDAY	201.00	201.00	163.00	163.00
CAT1	PDPS2-4H	68.00	68.00	56.00	56.00
CAT1	PDPS3-3H	76.00	76.00	64.00	64.00
CAT1	PDPS3-4H	102.00	102.00	86.00	86.00
CAT1	PDPS33.5	88.00	88.00	74.00	74.00
CAT1	PDPS5-4H	146.00	146.00	124.00	124.00
CAT1	PDPS5-5H	164.00	164.00	138.00	138.00
CAT1	PRE-K	136.00	136.00	136.00	136.00
CAT2	AFT-SCH	114.00	108.00	98.00	92.00
CAT2	BEF-SCH	58.00	50.00	48.00	42.00
CAT2	CAMPK-SU	125.00	125.00	106.00	106.00

In this example, the Cat 1 full day 1st child rate is changing to \$220 per month and the 2nd child rate is changing to \$176 per month.

Click on the rate you wish to work with (e.g., Cat1, FULLDAY) and click **Change**.



Prior to changing your rates it is important to understand the following:

- Regardless of a base's billing frequency, the 1st and 2nd child rate that gets entered must represent a *monthly* amount.
For example, if your Cat 1 full day rate is \$50 per week, you would multiply \$50 by 4 (\$200). Camp rates are the only exception to this rule. Changing camp rates is covered elsewhere in this document.
- If the 1st or 2nd child rate is an odd number and you charge customers on a bi-weekly basis, the billing process will divide the monthly rate in half and round up to the nearest dollar.
For example, if the monthly rate entered is \$201, the system would charge the customer \$101 twice per month. You may decide to change your rate to \$200 so it is evenly divisible by 2 and system rounding does not occur.
- Rate changes are effective immediately for new enrollments. Billing amounts linked to customers that already have installment bills will be updated when the Installment Billing Recalc process is run.

Therefore, if your full day 1st child rate is changing to \$220 and the 2nd child rate is going to \$176, make the following changes:

The screenshot shows a software window titled "CYMS Rel 9.5a3g File Maintenance" with a date of "12/01/2003" and user "CYS". The menu bar includes "Func", "Global", "Activity", "Facility", "Pass", "POS", "Rental", "Court", "System", "Golf", and "CYS". The "Core Information" section contains the following fields:

DoD/Family Rate Category	CAT1	Category I	
Program Type	FULLDAY	Full Day Care	
1st Child/1st Program	220.00	2nd Child/1st Program	176.00
1st Child/2nd Program	220.00	2nd Child/2nd Program	176.00

At the bottom of the window are three buttons: "Next", "Done", and "Cancel".

Note: The second program field for both 1st and 2nd child should be completed, even though for this type of program (full day) a child would never be enrolled in more than one full day class.

Click **Done** to save your changes and repeat steps for any other categories/program types that are changing. If changing camp or before/after school rates, refer to the applicable sections below.

Explanation of each field:

DOD/Family Income Category - This defines what income category we are working with.

Program Type - This defines what type of rate we are working with. (full day, PDPS, Pre-K, etc).

1st Child/1st Program - The monthly rate a household will be charged if they have one child enrolled in this type of Program.

1st Child/2nd Program - The monthly rate a household will get charged if this is the second program this same child is in. In the case of full day, PDPS and Pre-K the same child will never be in more than one of these types of programs at the same time, so it is fairly irrelevant. The Second Program field becomes relevant when working with Before and After School Rates as it is possible that one child may be in two programs at the same time.

2nd Child/1st Program - The monthly rate a household will be charged if they have more than 1 child in this type of program (the Multi Child Reduction).

2nd Child/2nd Program - The monthly rate a household will get charged if they have more than 1 child in more than 1 program of this type. In the case of full day, PDPS and Pre-K the same child will never be in more than one of these types of programs at the same time, so it is fairly irrelevant.

The Second Program field becomes relevant when working with Before and After School Rates as it is possible that one child may be in two programs at the same time.

Changing Camp Rates

Unlike a full day, PDPS, or pre-K rate, camp rates must be entered according to how the camps are set up. For example, if your camps have been set up with weekly sections, the rate that gets entered would represent the weekly rate.

Note: If you don't know how your camps are set up, go to Files → Activity → Activity Maintenance to review them.

For this example, your summer camp has weekly sections. The Cat 1 School Age Summer Camp 1st child rate is being changed to \$120 per week and the 2nd child rate is being changed to \$110 per week.

To change the Cat 1 School Age Summer Camp rate, go to Files → CYS → CYS Financial Maintenance → CYS Rates Maintenance.

The screenshot shows a window titled 'CYMS Rel 9.5a3g File Maintenance 12/01/2003 CYS'. The main area is titled 'CYS Rates Maintenance' and contains a table with the following data:

DoD Income Cat	Program Type	1st Child/1st Prog	1st Child/'X' Prog	'Y' Child/1st Prog	'Y' Child/'X' Prog
CAT1	AFT-SCH	90.00	90.00	80.00	80.00
CAT1	BEF-SCH	60.00	60.00	55.00	55.00
CAT1	CAMPK-SU	116.00	116.00	99.00	99.00
CAT1	CAMPS-SU	116.00	116.00	99.00	99.00
CAT1	FULLDAY	220.00	220.00	176.00	176.00
CAT1	PDPS2-4H	68.00	68.00	56.00	56.00
CAT1	PDPS3-3H	76.00	76.00	64.00	64.00
CAT1	PDPS3-4H	102.00	102.00	86.00	86.00
CAT1	PDPS33.5	88.00	88.00	74.00	74.00
CAT1	PDPS5-4H	146.00	146.00	124.00	124.00
CAT1	PDPS5-5H	164.00	164.00	138.00	138.00
CAT1	PRE-K	136.00	136.00	136.00	136.00
CAT2	AFT-SCH	114.00	108.00	98.00	92.00
CAT2	BEF-SCH	58.00	50.00	48.00	42.00
CAT2	CAMPK-SU	125.00	125.00	106.00	106.00

Below the table, there are controls for 'After Record Update Reposition Browser By:' with radio buttons for 'Current Record' (selected) and 'Next Record'. At the bottom, there are buttons for 'Add', 'Change', 'Delete', 'Search', 'Clone', 'Imp/Exp', and 'Exit'.

Click on the rate you wish to work with (e.g., CAT1, CAMPS-SU) and click **Change**.

CYMS Rel 9.5a3g File Maintenance 12/01/2003 CYS

Func Global Activity Facility Pass PQS Rental Court System Golf CYS

Core Information

DoD/Family Rate Category CAT1 Category I

Program Type CAMPS-SU SA Camp - Summer Session

1st Child/1st Program	116.00	2nd Child/1st Program	99.00
1st Child/2nd Program	116.00	2nd Child/2nd Program	99.00

Next Done Cancel

Enter the FEE to charge Fam Mem #1 for Registration #1

Make the following changes to reflect the new weekly camp rates:

CYMS Rel 9.5a3g File Maintenance 12/01/2003 CYS

Func Global Activity Facility Pass PQS Rental Court System Golf CYS

Core Information

DoD/Family Rate Category CAT1 Category I

Program Type CAMPS-SU SA Camp - Summer Session

1st Child/1st Program	120.00	2nd Child/1st Program	110.00
1st Child/2nd Program	120.00	2nd Child/2nd Program	110.00

Next Done Cancel

Click **Done** to save your changes.

Changing Before and After School Rates

Changing before and after school rates can be tricky depending on your rate structure.

Example 1

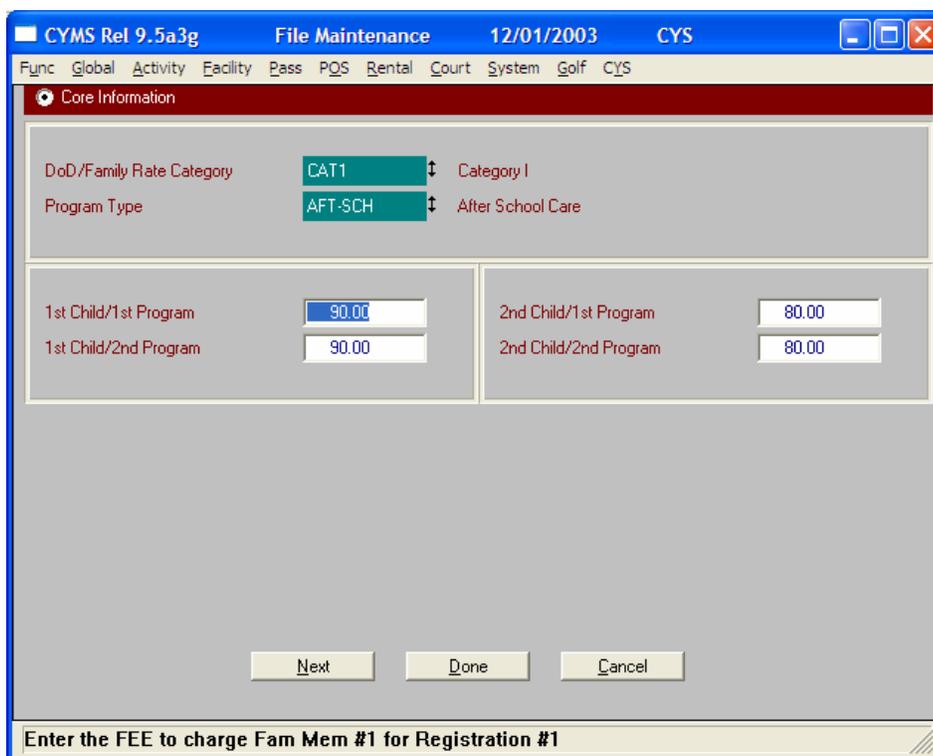
In this example, no discount is given for being in both before and after school.

- The CAT1 1st child before school rate is \$70 and the 2nd child rate is \$65.
- The CAT1 1st child after rate is \$100 and the 2nd child rate is \$90.
- The rate for being in both is \$170 and \$155 respectively—again, no discount. If your rate structure reflects a discount for being in both before and after, refer to example 2 below.

Go to Files → CYS → CYS Financial Maintenance → CYS Rates Maintenance.

DoD Income Cat	Program Type	1st Child/1st Prog	1st Child/* Prog	Yr Child/1st Prog	Yr Child/* Prog
CAT1	AFT-SCH	90.00	90.00	80.00	80.00
CAT1	BEF-SCH	60.00	60.00	55.00	55.00
CAT1	CAMPK-SU	116.00	116.00	99.00	99.00
CAT1	CAMPK-SU	120.00	120.00	110.00	110.00
CAT1	FULLDAY	220.00	220.00	176.00	176.00
CAT1	PDPS2-4H	68.00	68.00	56.00	56.00
CAT1	PDPS3-3H	76.00	76.00	64.00	64.00
CAT1	PDPS3-4H	102.00	102.00	86.00	86.00
CAT1	PDPS33.5	88.00	88.00	74.00	74.00
CAT1	PDPS5-4H	146.00	146.00	124.00	124.00
CAT1	PDPS5-5H	164.00	164.00	138.00	138.00
CAT1	PRE-K	136.00	136.00	136.00	136.00
CAT2	AFT-SCH	114.00	108.00	98.00	92.00
CAT2	BEF-SCH	58.00	50.00	48.00	42.00
CAT2	CAMPK-SU	125.00	125.00	106.00	106.00

Click on the rate you wish to work with (e.g., CAT1, AFT-SCH) and click **Change**.



Prior to changing your Before and After rates it is important to understand the following:

- Regardless of a or base's billing frequency, the 1st and 2nd child rate that gets entered must represent a monthly amount.
For example, if your Cat 1 after rate is \$50 per week, you would multiply \$50 by 4 (\$200). Camp rates are the only exception to this rule; changing camp rates is covered in a different section of this document.
- If the 1st or 2nd child rate is an odd number and you charge customers on a bi-weekly basis, the billing process will divide the monthly rate in half and round up to the nearest dollar.
For example, if the monthly rate entered is \$201, the system would charge the customer \$101 twice per month. You may decide to change your rate to \$200 so it is evenly divisible by 2 and system rounding does not occur.
- Rate changes are effective immediately for new enrollments. Billing amounts linked to customers that already have installment bills will be updated when the installment billing recal process is run.

Make the following changes to reflect the new after school rate:

The screenshot shows the 'File Maintenance' window for 'CYMS Rel 9.5a3g' on '12/01/2003'. The 'Core Information' section is active. The 'DoD/Family Rate Category' is set to 'CAT1' (Category I) and the 'Program Type' is 'AFT-SCH' (After School Care). The rate table is as follows:

1st Child/1st Program	100.00	2nd Child/1st Program	90.00
1st Child/2nd Program	100.00	2nd Child/2nd Program	90.00

Buttons at the bottom include 'Next', 'Done', and 'Cancel'.

Click **Done** to save your changes.

Highlight the CAT1 Before School rate and click **Change**. Make the following changes to reflect the new before school rate:

The screenshot shows the 'File Maintenance' window for 'CYMS Rel 9.5a3g' on '12/01/2003'. The 'Core Information' section is active. The 'DoD/Family Rate Category' is 'CAT1' (Category I) and the 'Program Type' is 'BEF-SCH' (Before School Care). The rate table is as follows:

1st Child/1st Program	70.00	2nd Child/1st Program	65.00
1st Child/2nd Program	70.00	2nd Child/2nd Program	65.00

Buttons at the bottom include 'Next', 'Done', and 'Cancel'.

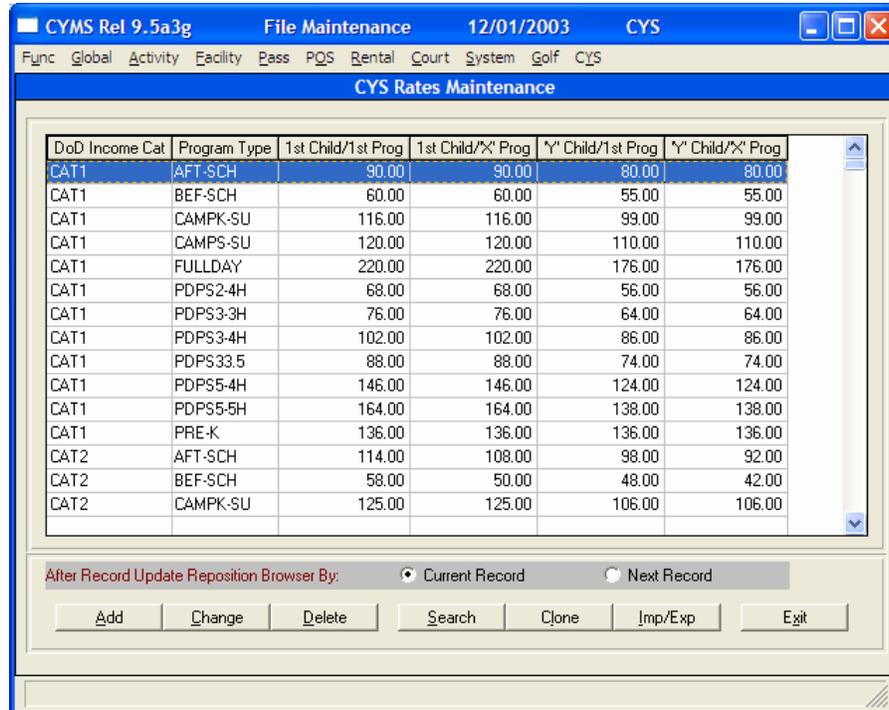
Click **Done** to save your changes.

Example 2

In this example, a discount is given for being enrolled in both before and after school.

- The Cat 1 1st child before school rate is \$70 and the 2nd child rate is \$65.
- The Cat 1 1st child after rate is \$100 and the 2nd child rate is \$90.
- The rate for being in both is \$150 and \$130 respectively. This implies there is a discount for being in both. If your rate structure doesn't reflect a discount for being in both before and after, refer to example 1 above.

Go to Files → *CYS* → *CYS Financial Maintenance* → *CYS Rates Maintenance*.



The screenshot shows a software window titled "CYMS Rel 9.5a3g File Maintenance 12/01/2003 CYS". The window contains a table with the following data:

DoD	Income Cat	Program Type	1st Child/1st Prog	1st Child/'X' Prog	'Y' Child/1st Prog	'Y' Child/'X' Prog
	CAT1	AFT-SCH	90.00	90.00	80.00	80.00
	CAT1	BEF-SCH	60.00	60.00	55.00	55.00
	CAT1	CAMPK-SU	116.00	116.00	99.00	99.00
	CAT1	CAMPS-SU	120.00	120.00	110.00	110.00
	CAT1	FULLDAY	220.00	220.00	176.00	176.00
	CAT1	PDPS2-4H	68.00	68.00	56.00	56.00
	CAT1	PDPS3-3H	76.00	76.00	64.00	64.00
	CAT1	PDPS3-4H	102.00	102.00	86.00	86.00
	CAT1	PDPS33.5	88.00	88.00	74.00	74.00
	CAT1	PDPS5-4H	146.00	146.00	124.00	124.00
	CAT1	PDPS5-5H	164.00	164.00	138.00	138.00
	CAT1	PRE-K	136.00	136.00	136.00	136.00
	CAT2	AFT-SCH	114.00	108.00	98.00	92.00
	CAT2	BEF-SCH	58.00	50.00	48.00	42.00
	CAT2	CAMPK-SU	125.00	125.00	106.00	106.00

Below the table, there are radio buttons for "After Record Update Reposition Browser By:" with "Current Record" selected and "Next Record" unselected. At the bottom, there are buttons for "Add", "Change", "Delete", "Search", "Clone", "Imp/Exp", and "Exit".

Click on the rate you wish to work with (e.g., CAT1, AFT-SCH) and click **Change**.

CYMS Rel 9.5a3g File Maintenance 12/01/2003 CYS
 Func Global Activity Facility Pass POS Rental Court System Golf CYS
 Core Information
 DoD/Family Rate Category: CAT1 Category I
 Program Type: AFT-SCH After School Care
 1st Child/1st Program: 90.00
 1st Child/2nd Program: 90.00
 2nd Child/1st Program: 80.00
 2nd Child/2nd Program: 80.00
 Next Done Cancel
 Enter the FEE to charge Fam Mem #1 for Registration #1

Prior to changing your rates, it is important to understand the following:

- Regardless of a customer (or the base's) billing frequency, the 1st and 2nd child rate that gets entered must represent a monthly amount.
 For example, if your Cat 1 after rate is \$50 per week, you would multiply \$50 by 4 (\$200). Camp rates are the only exception to this rule; changing camp rates is covered in a different section of this document.
- If the 1st or 2nd child rate is an odd number and you charge customers on a bi-weekly basis, the billing process will divide the monthly rate in half and round up to the nearest dollar.
 For example, if your Monthly rate is \$201 we would charge the customer \$101 twice per month. You may decide to change your rate to \$200 so it is evenly divisible by 2 and system rounding does not occur.
- Rate changes are effective immediately for new enrollments. Billing amounts linked to customers that already have installment bills will be updated when the installment billing recalc process is run.

Make the following changes to reflect the new after school rate:

Explanation of each field:

1st Child/1st Program - If a Cat 1 child enrolls in after school and it is his only program, the system will charge them \$100.

1st Child/2nd Program - If the same Cat 1 child enrolls in after school and it is his second program (the reason being he is already in Before School) he will be charged \$80.

Note: Before + After = \$150. The child is already in before school and getting charged \$70. You have to total \$150 for being in both classes, so $\$150 - \$70 = \$80$. \$80 becomes the 1st child 2nd program after school rate.

2nd Child/1st Program - If a Cat 1 child enrolls in after school (and his brother or sister is already in a program) the system will charge him \$90.

2nd Child/2nd Program - If the same Cat 1 child enrolls in after school and it is his second program (i.e., he is already in before school and his brother or sister is already in a program) the system will charge him \$65 for after school.

Note: Before + After = \$130. The child is already in before school and getting charged \$65. You have to total \$130 for both classes, so $\$130 - \$65 = \$65$. \$65 becomes the 2nd child 2nd program rate for after school.

Click **Done** to save your changes.

Highlight the CAT1 BEF-SCH rate and click **Change**. Make the following changes to reflect the new before school rate:

The screenshot shows a software window titled "CYMS Rel 9.5a3g File Maintenance" with a date of "12/01/2003" and user "CYS". The window has a menu bar with options: Func, Global, Activity, Facility, Pass, PQS, Rental, Court, System, Golf, and CYS. The main area is titled "Core Information" and contains the following fields:

- DoD/Family Rate Category: CAT1 (dropdown menu) with a "Category I" label.
- Program Type: BEF-SCH (dropdown menu) with a "Before School Care" label.
- 1st Child/1st Program: 70.00 (text input field)
- 1st Child/2nd Program: 50.00 (text input field)
- 2nd Child/1st Program: 65.00 (text input field)
- 2nd Child/2nd Program: 40.00 (text input field)

At the bottom of the window are three buttons: "Next", "Done", and "Cancel". A status bar at the very bottom reads: "Enter the FEE to charge Fam Mem #1 for Registration #1".

Explanation of each field:

1st Child/1st Program - If a Cat 1 child enrolls in before school and it is his only program, the system will charge him \$70.

1st Child/2nd Program - If the same Cat 1 child enrolls in before school and it is his second program (the reason being he is already in after school) the system will charge him \$50.

Note: Before + After = \$150. The child is already in after school and getting charged \$100. You have to total \$150 for being in both classes, so $\$150 - \$100 = \$50$. \$50 becomes the 1st child 2nd program before school rate.

2nd Child/1st Program - If a Cat 1 child enrolls in before school (and his brother or sister is already in a program) the system will charge him \$65.

2nd Child/2nd Program - If the same Cat 1 child enrolls in before school and it is his second program (i.e., he is already in after school and his brother or sister is already in a program) the system will charge him \$40 for before school.

Note: Before + After = \$130. The child is already in after school and getting charged \$90. You have to total \$130 for both classes, so $\$130 - \$90 = \$40$. \$40 becomes the 2nd child 2nd program rate for before school.

after school.

Click **Done** to save your changes. Press the spacebar to refresh the rate screen.

CYMS Rel 9.5a3g File Maintenance 12/02/2003 CYS

Func Global Activity Facility Pass POS Rental Court System Golf CYS

CYS Rates Maintenance

DoD Income Cat	Program Type	1st Child/1st Prog	1st Child/'X' Prog	'Y' Child/1st Prog	'Y' Child/'X' Prog
CAT1	AFT-SCH	100.00	80.00	90.00	65.00
CAT1	BEF-SCH	70.00	50.00	65.00	40.00
CAT1	CAMPK-SU	116.00	116.00	99.00	99.00
CAT1	CAMPK-SU	120.00	120.00	110.00	110.00
CAT1	FULLDAY	220.00	220.00	176.00	176.00
CAT1	PDPS2-4H	68.00	68.00	56.00	56.00
CAT1	PDPS3-3H	76.00	76.00	64.00	64.00
CAT1	PDPS3-4H	102.00	102.00	86.00	86.00
CAT1	PDPS33.5	88.00	88.00	74.00	74.00
CAT1	PDPS5-4H	146.00	146.00	124.00	124.00
CAT1	PDPS5-5H	164.00	164.00	138.00	138.00
CAT1	PRE-K	136.00	136.00	136.00	136.00
CAT2	AFT-SCH	114.00	108.00	98.00	92.00
CAT2	BEF-SCH	58.00	50.00	48.00	42.00
CAT2	CAMPK-SU	125.00	125.00	106.00	106.00

After Record Update Reposition Browser By: Current Record Next Record

Add Change Delete Search Clone Imp/Exp Exit

To prove the rate is entered correctly:

Make an "X" from After to Before. Regardless of the order that someone enrolls in before and after, you should always match the Both rate.

In the above example, if a child enrolls in After first and Before second, he would be charged a total of \$150. If he enrolls in Before first and After second, he would still be charged a total of \$150.

The same comparison can be done with the 2nd child side, except the Both rate would need to total \$130.