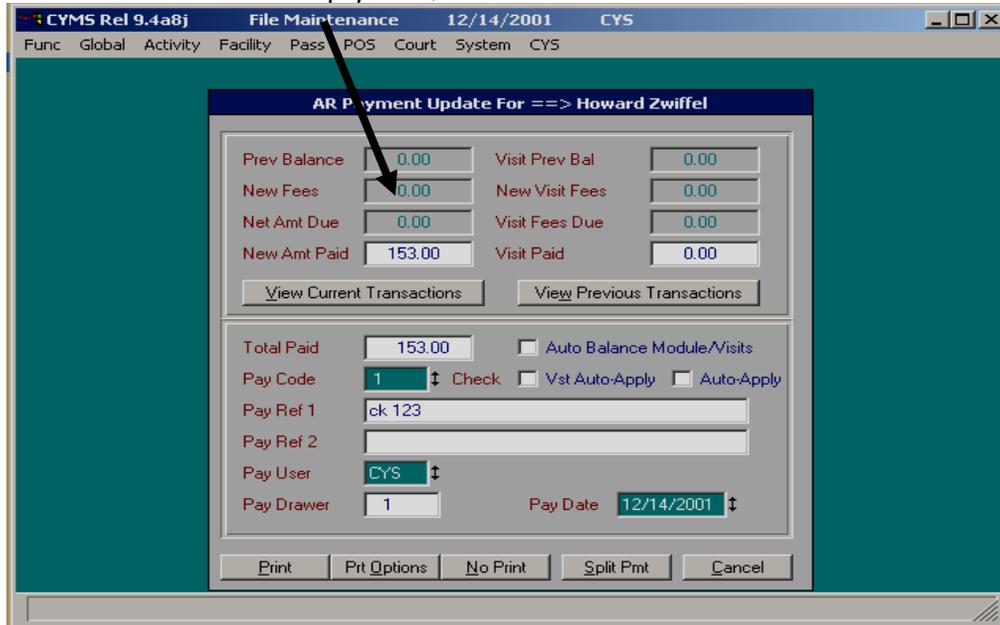


**CYMS TRAINING GUIDE**  
**CTG-F02 - ADVANCE PAYMENT (GLAC 263) FLOW**  
 Updated Apr 04

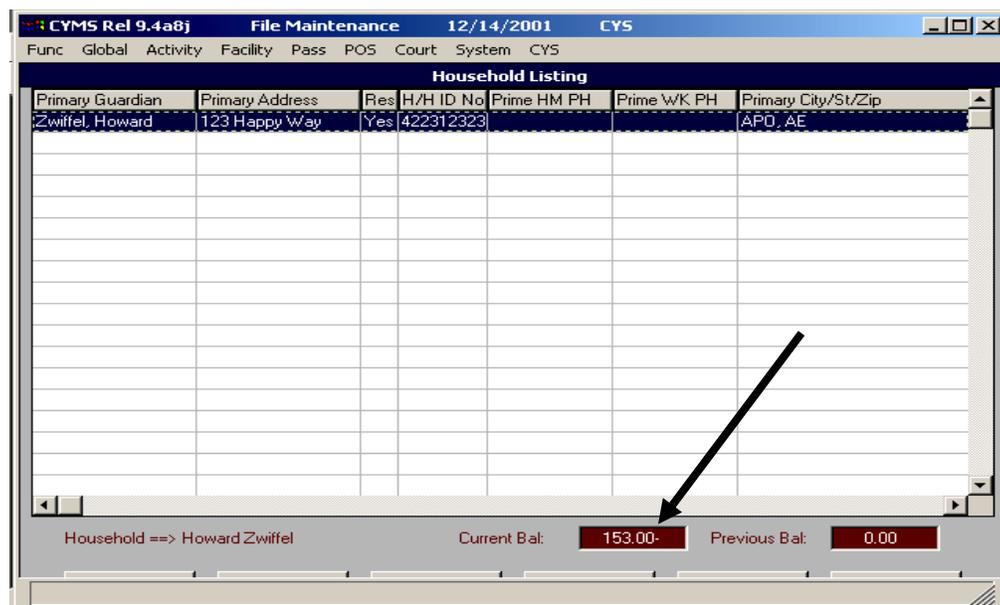
**Flow of a Payment Made to a Zero Balance Household**

(Advance Payments to GLAC 263)

1. A household wants to make a \$153.00 check payment toward their program/ activity fees for the upcoming month. At the time of the payment, their household balance is zero.

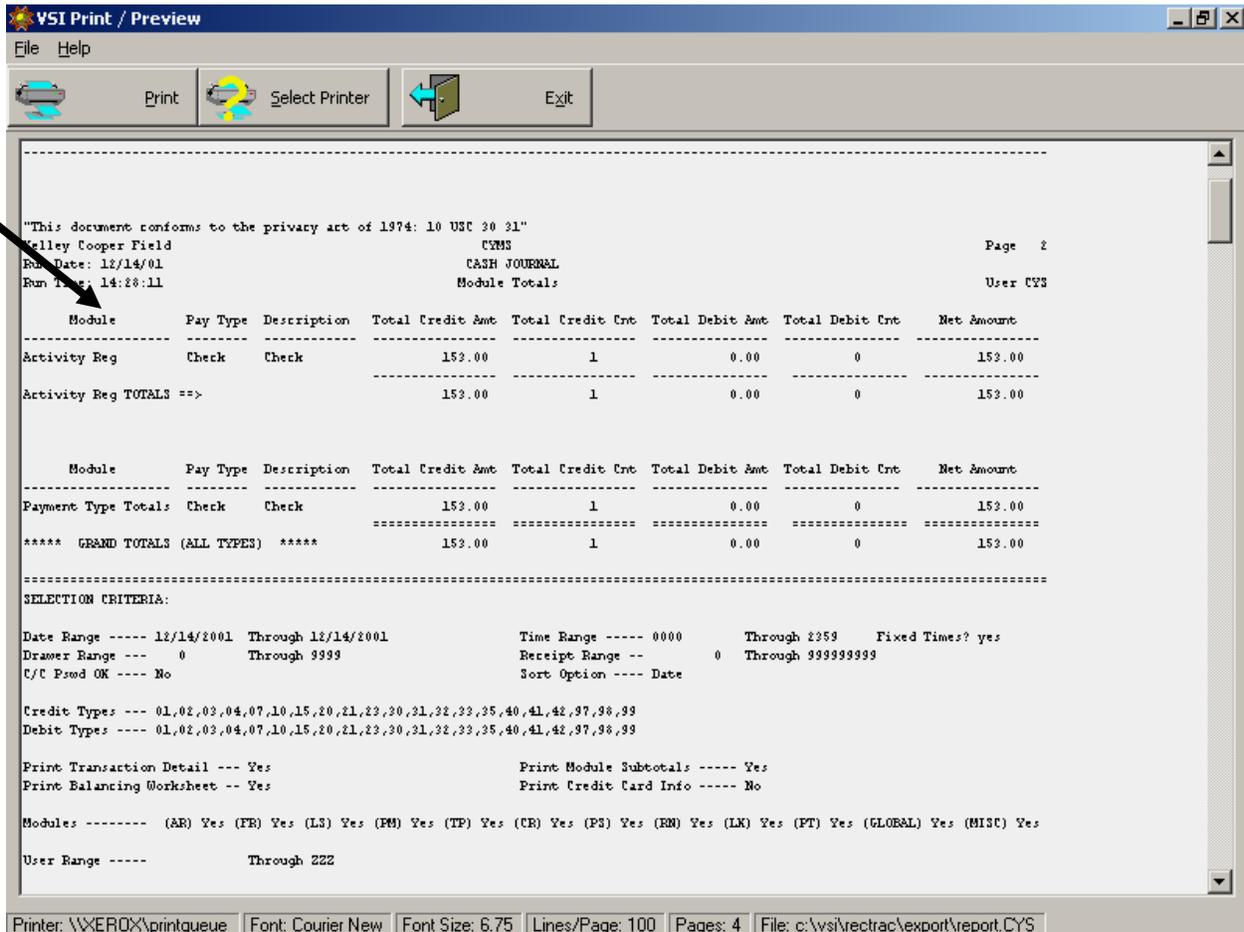


2. After the payment, the household shows a \$153.00 credit. This is displayed as 153.00- in the Current Balance field below.



3. At the end of the day, our \$153.00 sample appears under the "check" Pay Type in the Activity Registration Module on the **Cash Journal Report** (the first of two required reports sent forward with the daily DAR).

NOTE: If a parent makes a payment or advance payment for Hourly Care or for a Late Pickup Fee, this will appear under the appropriate Pay Type in the Pass Module.



4. The **General Ledger Distribution Report** (the second mandatory daily report) will show a credit to the Advance Payment GLAC (which should be 263) at one designated cost center.

- At most installations, this cost center is located in the SPS/Outreach Services/CLEOS arena and is titled "**CYMS Advance Payments on Account**" (1-PM-xx-00 or 1xx00 , where xx represents the location code). In our sample, the payment is going to **GLAC 263** in 1-PG-F9-00.
- The G/L Code, Cost Center, Account #, Receipt # as well as the Household Number and the Last, First name of the household sponsor appear on this report in the **Detail Line Items** section.

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Kelley Cooper Field CIMS Page 1  
 Run Date: 12/14/01  
 Run Time: 14:40:04

G/L DISTRIBUTION REPORT  
 Detail Line Items User CYS

G/L Cd	Acct No	Cst Cc	Acct No	Rept #	Mod D/C	Type	Pmt	Source	Source Description	Tran Reference	User	Amount
Friday	December 14th, 2001											
263	263	1F900	1-PG-F9-00	3101	A/R	C	C	1	422312323	Zwoiffel, Hooard	CYS	153.00
Total Type												
Pay Type Description Total Credit Amt Total Credit Cnt Total Debit Amt Total Debit Cnt Net Amount												
DATE:	12/14/2001	Check	Check									153.00
*** TOTALS ==>												
												153.00
***** GRAND TOTALS (ALL TYPES) *****												
												153.00
SELECTION CRITERIA:												
Date Range	----	12/14/2001	Through	12/14/2001	Time Range	----	0000	Through	2359	Fixed Times?	yes	
Drawer Range	---	0	Through	9999	Receipt Range	--	0	Through	999999999			
User Range	----		Through	222	Sort By	-----	Date/GL Code/Cst Ctr/Receipt					
Credit Types	---	01,02,03,04,07,10,15,20,21,23,30,31,32,33,35,40,41,42,37,38,39										
Debit Types	---	01,02,03,04,07,10,15,20,21,23,30,31,32,33,35,40,41,42,37,38,39										
Print Transaction Detail	---	Yes			Print Credit Card Info	----	No					

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**PLEASE NOTE:** At this time, this "advance payment" is not assigned to any specific program/activity. It is identified as a credit associated with a specific household.

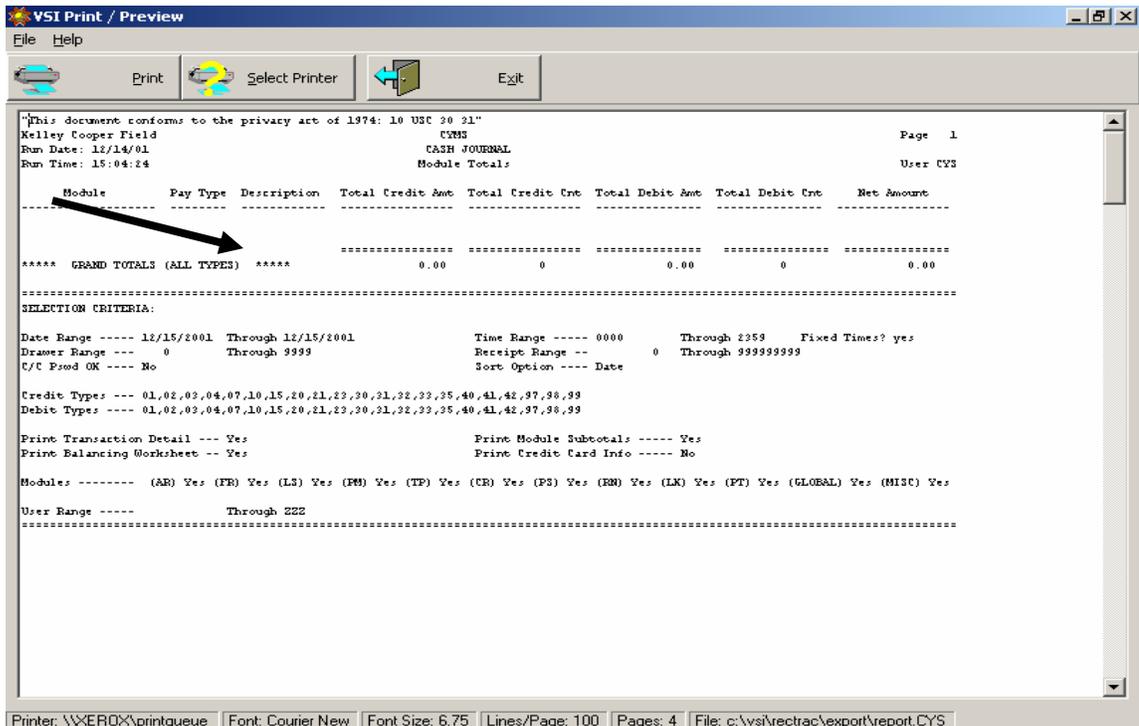
- It is not income for the SPS/Outreach Services/CLEOS program - this is merely a standardized "holding account" for advance payments.
- It does not (and cannot) belong to any specific program or cost center - it will automatically go to satisfy the first charge posted to this household (child care fees, sports fees, instructional class fees, etc). We cannot predict with any accuracy which program this will be.
- The advance payment is sitting in a general account waiting for a charge to be posted against the household. When a charge is posted (installment billing is run, a late charge is incurred, a new enrollment is made, etc), the system will move the money out of GLAC 263 and into the 500 series income account (501, 517, 527, 534, etc) of the program/activity associated with the charge.

5. Twice a month (for the 1<sup>st</sup> and the 15<sup>th</sup> billing dates during the school year and every Monday during the summer if weekly summer camps are offered), one person in CYS is required to run the **Installment Billing Process** to place recurring charges for activity enrollments on the households. As part of this process, the system checks for "household credits" and uses them to satisfy the charges.

6. When the installment billing is run, our sample household is charged \$153.00 for their activity enrollments. The system automatically applies the credit from the 263 account and the household balance becomes \$0.

**PLEASE NOTE:** It is **absolutely critical** that the individual running the installment bill produce a separate DAR (or have their drawer number included in an existing DAR) for the same posting date (1<sup>st</sup> and 15<sup>th</sup>) as the installment bill. This DAR will show Finance the movement of the money out of the 263 Account and into the appropriate program accounts).

7. The **Cash Journal Report** for this transaction will show nothing since no new money was taken into the system.



8. The **GL Distribution Report** shows a debit to GLAC 263, Cost Center 1-PG-F9-00 in our sample and a credit to GLAC 501, Cost Center 1-JG-MK-F9. Pay type for the funds moving out of GLAC 263 will display as "system."



- This report is only valid for the moment in time it is run. Any new transactions will change this report.
- If run just before the installment bill process, it should show most households with zero balances (since services are payable in advance). It may show some households with credit balances (from advance payments or from class cancellations).
- The sample below shows a report run showing both credits and balances. Two households displayed on screen show credits in the Activity Reg Module. One household (not displayed on screen) shows a credit of \$138.50 in the Pass Module. Overall, 116 families owe \$42,840.50 at this moment in time.

taylor, Terrance 286.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 286  
 Temple, Henry 476.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 476  
 Thorne, Robert 476.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 476  
 Tianfook, Leon 408.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 408  
 Tucker, Seena 408.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 408  
 Tyson, Jessie 408.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 408  
 "This document conforms to the privacy act of 1974: 10 USC 30 31"  
 239rd BSB, DCA, CYSD 293rd Live Page:  
 Run Date: 08/21/03 GLOBAL TRIAL BALANCE User:  
 Run Time: 16:41

Household	Cur&Prv Actv Bal	Cur Only Court Bal	Cur Only Facil Bal	Cur Only Locker Bal	Cur&Prv Pass Bal	Cur Only POS Bal	Cur Only Rental Bal	Cur Only Train Bal	Cur Only Trip Bal	Total
Varnado, Carlos	350.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	350
Ward, Darren	190.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	190
Washington, Michelle J	124.00-	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	124
Washington, Robert	350.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	350
Wells, Shelly	476.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	476
Wilcox, Todd	17.00-	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17
Williams-Carrington, E	776.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	776
Module Totals =====>	42,979.00	0.00	0.00	0.00	138.50-	0.00	0.00	0.00	0.00	
***** TOTAL HOUSEHOLDS IN SELECTED RANGE -----					116					
***** TOTAL AMOUNT DUE IN SELECTED RANGE -----					42,840.50					

SELECTION CRITERIA:  
 Household Range ==> Through ZZZZZZZZZZZZZZZZZZZ  
 Minimum H/H Bal ==> 0.00  
 Balances Shown ==> Activity,Courts,Facility,Lockers,Pass,POS,Rental,Trainer,Trip

- Just after the installment bill is run, the Trial Balance Report should show many households with amounts due and few households with credit balances.
- The sample below shows a report run on the same households shown above just after an Installment Bill was run. The credits for the two households displayed on screen are now gone. The \$138.50 credit in the Pass Module remains since it is not affected by the Installment Billing process. Now those same 116 families owe \$86,056.50.

VS1 Print / Preview

File Help

Print Select Printer Exit

taylor, Terrance 572.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 57  
 Temple, Henry 952.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 95  
 Thorne, Robert 952.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 95  
 Tianfook, Leon 816.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 81  
 Tucker, Seena 816.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 81  
 Tyson, Jessie 816.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 81

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 239rd BSB, DCA, CYSD 293rd Live Page  
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 Run Time: 16:47

Household	Cur&Prv Actv Bal	Cur Only Court Bal	Cur Only Facil Bal	Cur Only Locker Bal	Cur&Prv Pass Bal	Cur Only POS Bal	Cur Only Rental Bal	Cur Only Train Bal	Cur Only Trip Bal	Total
Varnado, Carlos	700.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	70
Ward, Darren	380.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	38
Washington, Michelle J	352.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	35
Washington, Robert	700.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	70
Wells, Shelly	952.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	95
Wilcox, Todd	391.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	39
Williams-Carrington, E	1,552.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,55
Module Totals =====>	86,195.00	0.00	0.00	0.00	138.50-	0.00	0.00	0.00	0.00	
***** TOTAL HOUSEHOLDS IN SELECTED RANGE -----				116						
***** TOTAL AMOUNT DUE IN SELECTED RANGE -----				86,056.50						

SELECTION CRITERIA:  
 Household Range ==> Through ZZZZZZZZZZZZZZZZZZZ  
 Minimum H/H Bal ==> 0.00  
 Balances Shown ==> Activity,Courts,Facility,Lockers,Pass,POS,Rental,Trainer,Trip

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- Toward the end of the payment period (3-5 days after the installment billing), it should again show the amounts due drop close to zero. *CYS Managers* will be held responsible for being able to identify and explain any outstanding amounts (hardship cases, late fees, unpaid bills, etc) at the end of each month.

11. Another helpful audit tool might be a special run of the **GL Distribution Report** (the same report that is submitted daily with the DAR). This special run would display just the transactions for **GLAC 263** over a set period of time (30 days, 60 days, etc). Movements into and out of the 263 account can tracked and more easily matched. This report (as well as the Cash Journal and DAR) have multiple views possible (see attached comparison).