

## CYMS TRAINING GUIDE

### CTG-F03 - INSTALLMENT BILLING

Updated Apr 04

- THE PROCESS:**
- 1) Run HH Trial Balance for 1.00- (to see current status of credits)
  - 2) Log In Using Special Installment Billing Login (995, 996, etc)
  - 3) Run Installment Bill Recalc
  - 4) Run Installment Billing
  - 5) Run HH Trial Balance for 1.00- (to see change in status of credits)
  - 6) Do Military DAR Process for the Post Date including **ONLY** the drawer # of the person running the Installment Bill Process (and submit these documents to Finance):
    - a. G/L Distribution Report
    - b. Military DAR

- NOTES:**
- 1) BILL DATE - always 1<sup>st</sup> or 15<sup>th</sup> of month. Special circumstances apply during camp weeks.
  - 2) POST DATE - always use the Bill Date
  - 3) JOURNAL - always run in "journal" and review/ correct results before you "process"

#### 1. Installment Bill Recalc

- a. **Path:** Period End -- CYS -- CYS Install Bill Recalc
- b. **Purpose:** Adjusts billing amounts for HH that had changes in income, billing frequency, number of children enrolled, etc.
- c. **Key Points:**
  - 1) Must be run BEFORE the Installment Billing Process
  - 2) Overrides any manual billing changes made during the month (hardships, co-pay, etc). Goes back and looks at activity enrollment, HH income, rate tables, billing frequency and recalculates amount due.
  - 3) Can be run more than once
- d. **To Run:**
  - 1) Begin Household / End Household = Blank through 999999999
  - 2) Click  button
  - 3) Do you wish to continue?
  - 4) Message = CDC Activity Installment Bill Recalc Complete
  - 5)

## 2. Installment Billing

- a. **Path:** Period End -- Global -- Global Auto Dr/Install Billing
- b. **Purpose:** Charges HH for regularly scheduled fullday/partday care or for sports/instructional classes set up for installment billing.
- c. **Key Points:**
- 1) Run twice per month - ALWAYS for the 1<sup>st</sup> and 15<sup>th</sup> Bill Date. Note: When Spring, Winter, Fall and Summer Camp is taking place the billing will also need to be run every Monday to charge for Camp. Understand that you will still run for the 1<sup>st</sup> and 15<sup>th</sup> in addition to every Monday during camp weeks. Please Call VSI for assistance if unclear.
  - 2) Can be run multiple times for the same date without duplicate charges as long Bill Date remains the 1<sup>st</sup> or the 15<sup>th</sup>
  - 3) Recommend one person do this process on behalf the entire CYS program. You MUST have reliable backup(s) in case this person is absent !!!
  - 4) Person who runs Installment must also run a DAR (or have their drawer # included in a regular DAR) for the Post Date and submit the DAR to Finance to show movement of funds out of the Advance Payment account.

d. **To Run:**

- 1) You will only deal with settings in the upper right box:

<b>Begin Name / End Name</b>	= Blank through ZZZZZZZZZ
<b>Toggle</b>	= Range and Browser
<b>Bill Date</b>	= Always the 1 <sup>st</sup> or the 15 <sup>th</sup> (even if these days fall on a weekend). Only Exception is during Camp Weeks. This is CRITICAL !!! Call VSI if unclear.
<b>Post Date</b>	= This is the date pre-payments move out of Advance Payment Account -GLAC 263. Always use the Bill Date
<b>Untoggle</b>	= Pass, Rental, Locker (only Activity is toggled)
<b>Toggle</b>	= Journal Only

**Don't touch anything else on this screen.**

- Click  Do you want to continue?
- (on screen) or  a hard copy

CYMS Rel 9.4a7e      Period End 04/11/2002      CYS

Func Global Activity Pass PQS Court System CYS

### Installment Billing/Auto Debit

**Individual Selections**

Name	Address
Kokko, Richard	CMR 445 Box 276
Bragdon, Gregory	Unit30403, Box 15
Rizzo, Robert	CMR 480 Box 931
McCarthy, Micheal	Unit 30402 Box 66
Crocker, Andrea	
Whiting, John	CMR 445 Box 237

Begin Name

End Name

Range And Browser     Browser Only

Bill Date

Activity     Pass     Rental     Locker

Journal Only     Process and Journal     Process Only

**Installment Billing Options**

Due Date

Comment Code  Not Assigned

Min Balance     Copies

Print Fee Detail     Print Household Balance

Print Credit Card Authorization on Bill

**Auto Debit Options**     Apply Credit Balance to Auto-Debit

ACH Pay Code  Check    Pay Drw

Pay Ref 1

Pay Ref 2

Pay User  CYS MASTER USER (MG)

CC Pay Code  Visa/MC

ACH File Date      Unique Routing #'s

  
   
   

### Journal Only Mode (to check your data)

- Shows who will be charged and how much - **BUT doesn't** actually charge them
- Shows HH, activity number, type (Bill) and amount charged
- Gives you a chance to review the printout (on screen or hard copy) before going final
- Spot check against your manual records, new enrollments, known status changes, etc.
- If a HH is being charged too much or too little or if a HH is not showing on the list, you **MUST** research and fix **BEFORE** taking the next step (actually charging the HH)
- For hints on fixing, see below.

### 2) After fixes have been made and you are ready to **GO FINAL**:

- Follow the steps in for setting up and running the Installment Bill above - but Toggle on **Process and Journal** (instead of Journal Only)
- When you push  the HH will be charged
- Errors discovered after you click  must be formally fixed through the system.

### e. **To Check:** (Did a HH really get billed?)

- 1) Go to: Inquiry -- Global -- Global HH Inquiry
- 2) Select HH.
- 3) Click  (Transaction History)
- 4) Click  to accept all Search Criteria (Ascending Order means newest transactions are at top of list)



CYMS Rel 9.4a7e File Maintenance 04/11/2002 CYS

Func Global Activity Facility Pass PQS Court System CYS

900101-02 ==> 3352 Rm 1 FD (Ptod) - Billing Update For Joanna Alechvargas

Billing Option  Installment Bill  Auto Debit Calculate Dates

Billing Interval  Weekly  Bi-Weekly  Monthly  Quarter

Billing Start Date 10/01/2001 Billing Exp. Date 10/01/2008

Last Date Billed 04/15/2002 Past Bills 2  PreNote

Checking  Savings  Credit Card

AutoDebit Routing No.

AutoDebit Account No.

Total Cumulative Fees 21,056.00

Code	Description	Current Net Fee	Bill Amount	Bill Disc	Net Bill Amount
C1-FD	KE - FD Care Fees	1,790.00	114.00	0.00	114.00
C1FDL	KE - FD Late Pmt Fee	0.00	0.00	0.00	0.00
		0.00	0.00	0.00	0.00
		0.00	0.00	0.00	0.00
		0.00	0.00	0.00	0.00
		0.00	0.00	0.00	0.00
		0.00	0.00	0.00	0.00

Credit Card Info OK << Back Cancel Bill Total Net 114.00

Enter the DISCOUNT AMT linked to this bill

- **Billing Option** = Installment Bill should be checked
- **Billing Interval** (frequency of billing) = Bi-Weekly (for most patrons)
- **Billing Start Date** (the first date this child will get installment billed) = should be the first of a month. If a child starts in the middle of a month, CYMS will prorate their enrollment through the end of the first partial month. The first "installment bill" for a new family will always be the 1<sup>st</sup>
- **Billing Exp Date** (when the child will automatically stop being billed) = default is 7 years from Billing Start Date
- **Last Date Billed** (last time child was picked up in a billing). This keeps a person from getting billed twice if 2 people run the Installment Bill for the same Bill Date.
- **Total Cumulative Fees (don't panic)** = the amount the family would be charged during the full 7 years. We don't use this amount for anything.
- **Code** = the cost centers where payments have been posted
- **Current Net Fee** = the amount billed to this child since initial enrollment
- **Bill Amount** = the regular bi-weekly or monthly amount this child is charged for this enrollment. **NEVER CHANGE THIS AMOUNT !!!!** Changing this number has no positive results - only a lot of negative results throughout the system. If the bill amount is wrong - you need to check income category, rates, enrollment, etc. and fix it at the source. When the Install Bill Recalc program is run, this is where the system changes the billing amount to reflect new incomes levels, etc.

Examples: (What role do these settings play when I run an installment bill)

	Example 1	Example 2	Example 3	Example 4
Frequency	Bi-Weekly	Bi-Weekly	Bi-Weekly	Bi-Weekly
Bill Start	04/01/02	04/01/02	04/01/02	04/01/02
Bill Exp	04/01/09	04/01/09	04/01/09	04/01/09
Last Date Billed	Blank	04/01/02	Blank	Blank
Bill Run For	04/01/02	04/01/02	03/15/02	05/01/02
Results	HH Charged	HH Not Charged -- have already been billed for 04/01/02	HH Not Charged -- bill start date is not until 04/01/02	HH Charged 3 Times, for: 4/1, 4/15 and 5/1
Last Date Billed Changes To:	04/01/02	No Change - Remains 04/01/02	No Change - Remains Blank	05/01/02

If you understand cause and effect on this chart, it will help you understand the theory behind the installment billing process.

### 3. Military DAR for the Installment Bill

- a. **Path:** Reports -- System -- System Financial -- Military DAR
- b. **Purpose:** To show Finance movement in and out of the Advance Payment Account.
- c. **Key Points:**
  - 1) The person who runs the Installment Bill must also run a DAR for the Post Date of the installment bill (unless this person is already part of a CDC or SAS program where a daily DAR is already being run)
  - 2) Failure to do this prevents Finance from seeing advance payments moving out of 263 and into the proper revenue account.
- d. **To Run:**
  - 1) Follow regular DAR preparation procedures (See End of Day guide)
  - 2) Be sure to include the drawer number of the person running the installment bill.