

#28 - CYMS Training Guide – Setting Up Auto-pay (10.3 – Updated Oct 2012)

The auto-pay feature can be used for making vacation credit payments, ongoing agency co-pays and various AFC benefits (Army specific) such as the 20% discount that deployed soldiers receive or Cat 1 discount that Wounded Warriors and Fallen Warriors receive.

These auto payments occur automatically **during** the installment billing process.

You may set up an unlimited number of Auto Payments **per** enrollment.

This guide will discuss how to set up a customer for a **One Time Payment** or an **On-Going Discount**.

One-Time Discount

- This option is more applicable for a parent wishing to use a Vacation Credit during a particular billing period.
- 1 Go to **Files → Global → HH Installment Billing Update**.
 - 2 Find the household and **Select** them.
 - 3 If you receive the message, “**No Installment Bills exist for <name> Household**”:
 - Make sure the child is enrolled in a program.
 - Check to see if other children in the same activity got billed.
 - 4 If you see a list of activity enrollments, highlight the one you wish to work with and click **Change Bill**.

Billing Schedule For Liam: 900000-01

Date	Status	Bill Amt	Disc Amt	AutoPay	Net Bill Amt
11/01/2011	Billed	87.00	0.00	0.00	87.00
11/15/2011	Unbilled	107.00	0.00	0.00	107.00
12/01/2011	Unbilled	107.00	0.00	0.00	107.00
12/15/2011	Unbilled	107.00	0.00	0.00	107.00
01/01/2012	Unbilled	107.00	0.00	0.00	107.00
01/15/2012	Unbilled	107.00	0.00	0.00	107.00
02/01/2012	Unbilled	107.00	0.00	0.00	107.00
02/15/2012	Unbilled	107.00	0.00	0.00	107.00
03/01/2012	Unbilled	107.00	0.00	0.00	107.00
03/15/2012	Unbilled	107.00	0.00	0.00	107.00
04/01/2012	Unbilled	107.00	0.00	0.00	107.00
04/15/2012	Unbilled	107.00	0.00	0.00	107.00
05/01/2012	Unbilled	107.00	0.00	0.00	107.00
05/15/2012	Unbilled	107.00	0.00	0.00	107.00
06/01/2012	Unbilled	107.00	0.00	0.00	107.00
06/15/2012	Unbilled	107.00	0.00	0.00	107.00
07/01/2012	Unbilled	107.00	0.00	0.00	107.00
07/15/2012	Unbilled	107.00	0.00	0.00	107.00

You Have More Than 100 Bills.
Number of Bills and Total Amount Will Not be Calculated.

[Click Here To Set Up Auto-Debiting](#) [Household Payment History](#)

[Add Line Item](#) [Change Line Item](#) [Delete Line Item](#) [Done](#) [Start Over](#)

- 5 Select the **Unbilled Line** Item for which you wish to apply this one time discount.

Note: Do not select a Billed Line Item as the billing has already been run and the Discount will not be applied.

- 6 Click **Change Line Item**


7 Click **Set Up Auto Payments**

8 Click Add

Auto payments for bill date: 11/15/2011 (Sara: 900007-01)

Bill Line Item	1: CDC1-FD Care Fees (C1-FD)
Bill Amount	107.00
Auto Pay Code	33
Auto Pay Amount	54.00
	<input type="checkbox"/> Percent?

Done Cancel

- 9 Make sure the **Bill Line Item** is populated with the *first* bill code. The **1** at the beginning of this line indicates this is the first bill code. 
- 10 Right click in the **Auto Pay Code** field and select the pay code you wish to use.
- 11 Enter the Amount or Percent of the discount in the **Auto Pay Amount** field. If entered as a Percent, select the Percent field, otherwise, leave the **Percent** field de-selected.
- 12 Click **Done**.

[illegible]

- 13** If you wish to set up another Auto Pay, click **Add** and follow **Steps 9 thru 12**. You may add an unlimited number of auto payments per enrollment.
- If you wish to change the existing Auto Pay record you just set up, click **Change** and follow Steps 9 thru 12.
- If you wish to finish, select **Back**.

Do NOT enter anything in the Bill Disc field.

Schedule Line Item Detail

Bill Date	11/15/2011 ↑	Sara's Payment History
Status	Unbilled ↓	

Code	Description	Current Net Fee	Bill Amount	Count	QTY	Bill Disc	Auto Payments	Net Bill Amount
C1-FD	CDC1-FD Care Fees	167.00	107.00	1.00	1.00	0.00	54.00	53.00
C1FDL	CDC 1-FD Late Pmt	0.00	0.00	1.00	1.00	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	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	0.00	0.00	0.00	0.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Per Bill Amount								53.00

Set Up Auto Payments

OK	Cancel
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Note: Leave the bill Status as **Unbilled**. This is especially important when you are giving a **Percent** discount because you would want the discount to change appropriately if the household's Income Category changes.

- 14** Verify the **Auto Payment** amount is correct and click **OK**.

Schedule Changes

Apply Changes to these UNBILLED schedule items:

☒ This Schedule Item Only
☐ Unbilled Only
☐ Unbilled Adjusted Only
☐ Unbilled and Unbilled Adjusted

Schedule Date Range 11/15/2011 to 11/15/2011

OK Cancel

- 15** Accept the default option – **This Schedule Item Only** – and click **OK**. This will apply the discount to one billing **ONLY**, the 11/15/2011 billing in our example. See **Ongoing Discounts** below if this is an on-going discount that needs to be applied to multiple bills in a date range.

Billing Schedule For Sara: 900007-01

Date	Status	Bill Amt	Disc Amt	AutoPay	Net Bill Amt
11/01/2011	Billed	87.00	0.00	0.00	87.00
11/15/2011	Unbilled	107.00	0.00	54.00	53.00
12/01/2011	Unbilled	107.00	0.00	0.00	107.00
12/15/2011	Unbilled	107.00	0.00	0.00	107.00
01/01/2012	Unbilled	107.00	0.00	0.00	107.00
01/15/2012	Unbilled	107.00	0.00	0.00	107.00
02/01/2012	Unbilled	107.00	0.00	0.00	107.00
02/15/2012	Unbilled	107.00	0.00	0.00	107.00
03/01/2012	Unbilled	107.00	0.00	0.00	107.00
03/15/2012	Unbilled	107.00	0.00	0.00	107.00
04/01/2012	Unbilled	107.00	0.00	0.00	107.00
04/15/2012	Unbilled	107.00	0.00	0.00	107.00
05/01/2012	Unbilled	107.00	0.00	0.00	107.00
05/15/2012	Unbilled	107.00	0.00	0.00	107.00
06/01/2012	Unbilled	107.00	0.00	0.00	107.00
06/15/2012	Unbilled	107.00	0.00	0.00	107.00
07/01/2012	Unbilled	107.00	0.00	0.00	107.00
07/15/2012	Unbilled	107.00	0.00	0.00	107.00

You Have More Than 100 Bills.
Number of Bills and Total Amount Will Not be Calculated.

Click Here To Set Up Auto-Debiting Household Payment History

Add Line Item Change Line Item Delete Line Item Done Start Over

- 16 The **Auto Pay** column should reflect the **AMOUNT** of the payment that will be made at the time of billing. Click **Done**.

Ongoing Discount

- This option is more applicable to setting up a Cat 1 Wounded/Fallen Warrior discount or a 20% Deployment discount or for parents who qualify for an Agency co-pay each billing period.
- Go to **Files → Global → HH Installment Billing Update**.
 - Complete **Steps 2 thru 14** from the above scenario.

Schedule Changes

Apply Changes to these UNBILLED schedule items:

☐ This Schedule Item Only
☐ Unbilled Only
☐ Unbilled Adjusted Only
☒ Unbilled and Unbilled Adjusted

Schedule Date Range 11/15/2011 to 06/30/2012

OK Cancel

- Select to change the **Unbilled and Unbilled Adjusted** items and enter the date range for which you want to apply this discount. Then click **OK**. This will apply the discount to all billing records within the date range selected, 11/15/2011 thru 6/30/2012 in our example. Notice that the 7/1/2012 bill does not reflect an Auto Payment.

- If the bill amount is incorrect, you need to check the household's income category, rates, enrollment, etc. and fix the problem at the source.
- Once that is done, this amount will reflect the new income level
- **Bill Disc** – CYMS **DOES NOT** use this field.
- **Auto Payments** – This is the cumulative amount of the auto payments that have been added on the **Edit Auto Payment Screen**.
 - When billing is run, CYMS will make the auto payment(s) towards this fee using this pay code(s) defined on the Edit Auto Payment screen.
- **Net Bill Amount** – This is the Bill Amount for which the Household will be responsible.
 - This is the total bill minus any Auto Payments you have established.

Schedule Changes Screen Help and Other Important Information Regarding Auto-payments

- If you use the auto-pay logic, the person who runs installment billing will see auto-payments being made and assigned/linked to the **billing drawer and user ID**.
 - Because of these Auto-Payments and other pre-payments that move out of the Control Account during billing, the Installment Billing User **MUST** submit a DAR Packet to finance after billing. See CTG 20 or 20a for more detailed information on installment billing and the DAR packet.
- Auto-payments take place **before** the bill amount hits the household balance. This insures existing household credits are not touched before the auto-payment and also insures that finance does not see discounts being made to the Control Account Cost Center.
 - **For instance:** A household has a credit balance of \$300, and the customer's normal bill is \$200. They are setup for an auto-pay of \$50. The GL will show a payment of \$50 for the auto-pay amount and pay code *and* a \$150 debit from the control account and \$150 credit to revenue. The history will still show a \$200 billing record and the other appropriate entries.
- You are required to pick a line item in the billing schedule when setting up auto-pay.
 - **VSI recommends you pick the first billing record you want to change.** There is a date range on the Schedule Changes screen; however, the billing record you pick will always be changed regardless of the date range you enter.

Example: In the screen shot below, the 11/15/2011 bill was selected and we chose to apply discounts to *Unbilled* and *Unbilled Adjusted* records for a Date Range of 1/1/2012 thru 6/30/2012.

If I process these changes, the 11/15/2011 record will be set up for auto-pay along with billing records from 1/1/2012 thru 6/30/2012.

So be careful which Line Item you initially select – if you do not want that one changed, don't select it.

Schedule Line Item Detail

Bill Date: 11/15/2011
Status: Unbilled

Sara's Payment History

Code	Description	Current Net Fee	Bill Amount	Count	QTY	Bill Disc	Auto Payments	Net Bill Amount
C1-FD	CDC1-FD Care Fees	167.00	107.00	1.00	1.00	0.00	20.00	87.00
C1FDL	CDC 1-FD Late Pmt							

Schedule Changes

Apply Changes to these UNBILLED schedule items:

☐ This Schedule Item Only
☐ Unbilled Only
☐ Unbilled Adjusted Only
☒ Unbilled and Unbilled Adjusted

Schedule Date Range: 01/01/2012 to 06/30/2012

OK Cancel

Edit Auto Payments

OK Cancel

- Similarly, if you are trying to process an ongoing discount for a date range, make sure you don't have **This Schedule Item Only** selected on the **Schedule Changes** screen. When **This Schedule Item Only** is selected, the **Date Range** is ignored.

Example: In the screen shot below the only bill that will be changed is the 11/15/2011 bill despite the date range that was entered.

Schedule Line Item Detail

Bill Date: 11/15/2011
Status: Unbilled

Sara's Payment History

Code	Description	Current Net Fee	Bill Amount	Count	QTY	Bill Disc	Auto Payments	Net Bill Amount
C1-FD	CDC1-FD Care Fees	167.00	107.00	1.00	1.00	0.00	20.00	87.00
C1FDL	CDC 1-FD Late Pmt							

Schedule Changes

Apply Changes to these UNBILLED schedule items:

☒ This Schedule Item Only
☐ Unbilled Only
☐ Unbilled Adjusted Only
☐ Unbilled and Unbilled Adjusted

Schedule Date Range: 01/01/2012 to 06/30/2012

OK Cancel

Edit Auto Payments

OK Cancel

- Lastly, it will be important to enter/maintain these Auto-payment records carefully. Double check which option you have selected and your date ranges before processing. Also, in the event of an ongoing FLAT AMOUNT discount that is based on income level you would have to revisit and tweak the Flat Amount accordingly if the family's income level ever changes.

The CYS Auto-Pay Report: CY0565

Path To: Reports → CYS → CYS Admin Reports → CYS Auto Pay Report

CYS Auto-Pay Report

Path To: Reports → CYS → CYS Admin Reports → CYS Auto Pay Report

Note: Auto Payments **do not** relate to your Auto Debit patrons. Auto Payments are being used for things like vacation credits, AFC Benefits (Army), hardship discounts, etc.

The **CYS Auto Pay Report** allows you to see patrons who have these payments/discounts set up. As a by-product of the billing process the system will automatically make these payments.

At a minimum this report should be run every month by the manager just prior to billing to see who is scheduled to receive an Auto Pay (All Bills with an **Auto Pay in the Date Range**).

- Select your **Activity Range**.
- Select the **Billing Date Range** you wish to report on. Typically this would be the next 'unbilled' billing date.
- Select which Pay Codes you wish to report on.

The screenshot shows the 'Auto Pay Report' window. It features a table of activity sections on the left, a filter panel on the right, and a payment selection area at the bottom.

Actv No	Sec	Description	Type
900000 01		1317-Belugas FD INF	CDC
900000 02		1317-5 FD (Inf A)	CDC
900000 04		1317-4 FD (Inf-B)	CDC
900000 05		1317-5FD (Inf B)	CDC
900000 06		1317 - 4 FD (Inf-C)	CDC
900000 07		1317 - 5 FD (Inf C)	CDC
900002 01		1317- FD 6 Tod B	CDC
900002 02		1317-FD 7 Tod A	CDC
900002 04		1317-FD 7 Tod B	CDC
900002 05		1317-FD 11 Tod A	CDC
900003 01		1317-8 FD (PS)	CDC
900003 02		1317-9 FD PreKinder	CDC
900003 04		1317- PM 1-PreKinder	CDC
900007 02		1317-5 FD (PT1 A)	CDC

Filter Panel:

- Beg Actv/Sec: 900000 01 | 1317-Belugas FD INF
- End Actv/Sec: 900008 06 | 1317-11 FD (PT2 A)
- Wildcard: | (...3.' Codes w/3 @ Post#4)
- ☒ Range And Browser ☐ Browser Only
- Billing Date: 11/01/2011 | Through: 11/01/2011
- Sect Status: ☒ Active ☐ Inactive ☐ Canc ☐ Pend
- Enroll Status: ☒ Enroll ☐ W/List ☐ Lotto ☐ Canc
- ☒ Future ☒ PCS

Payment Selection:

Skip	Payments	Include
		01-Check
		02-Cash
		03-Visa
		04-American Express
		05-Mastercard
		07-Journal Print
		08-Electronic Funds Transfers

Buttons: Print, Details >>, Last Settings, Default Settings, Templates, Exit