VERMONT SYSTEMS

CYMS– Before and After School Prorate

Vermont Systems CYMS 3.1 Training

07/7/2022

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Logging In and Navigation

Signing in to the RecTrac 3.1 CYMS

The newest version of CYMS is a module within the web-based RecTrac 3.1 platform. Vermont Systems recommends using the Chrome or Firefox browser to access RecTrac 3.1.

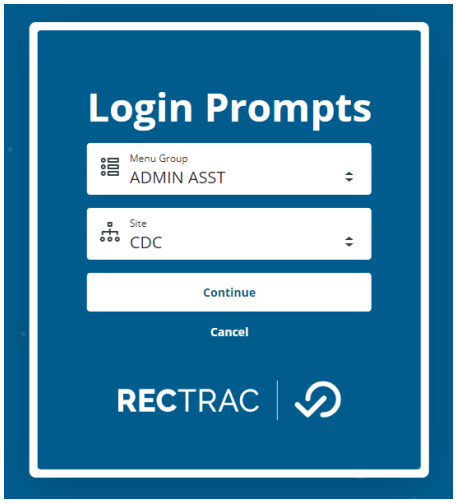
Username: Your Army email alias*

*The alias is everything before the @army.mil

Password: password

Please Note: *You're welcome to change your password. You'll be able to do this by clicking on the User Details section of the sidebar menu.*

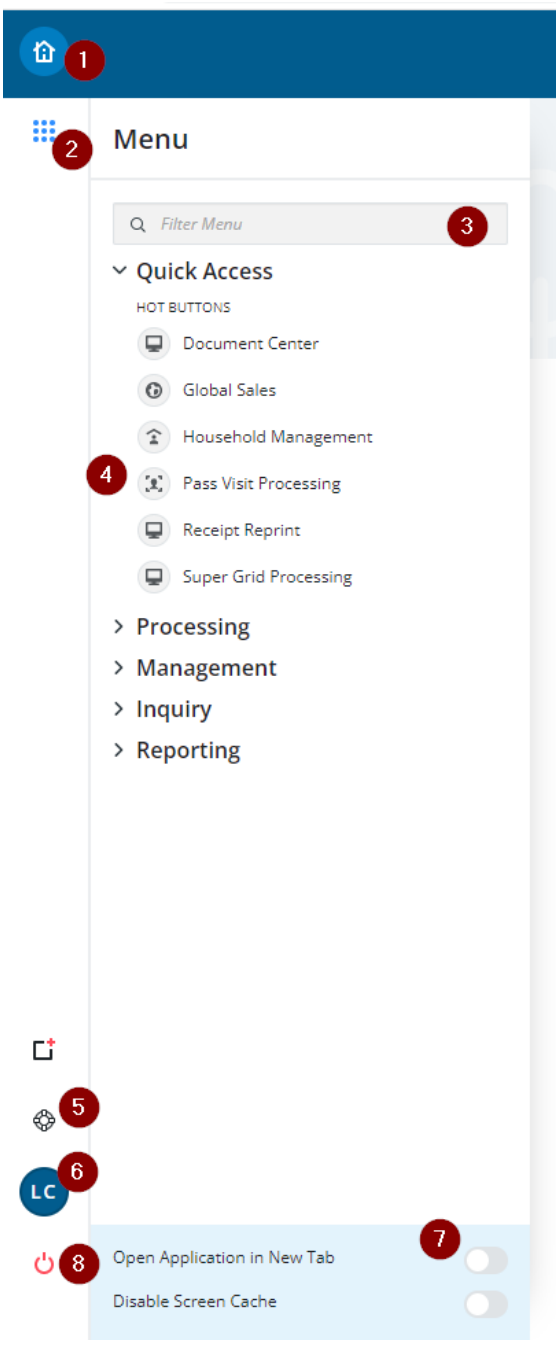
For this training, please sign in using the **Admin Asst** user group and **CDC** site.



When prompted, please leave your starting cash at $0.00 and continue. The PCS Admin user group is configured to start a transaction batch when you log in.

The RecTrac Menu

Access to all RecTrac 3.1 programs and components is done through the menu on the left side of the screen. To open your RecTrac menu, click on the waffle (2) in the upper left.



Menu Components

1 – **Home Button**: Use this button to take you back to the home screen where you can see all of your favorites.

2 – **Waffle**: Use this button to expand the menu and see the menu buttons.

3 – **Menu Search**: Type in the name, or partial name, of any menu button and it will pop up below.

4 – **Menu Buttons**: All the components a user has access to will show as menu buttons. Click the menu button to open the target program.

5 – **Support Button**: Access the in-application help from here.

6 – **Session Information Button**: This button should show your own initials. Click on it to see the Username, User Group, Site, Drawer Number, and Batch you are currently logged into. This is also where you change your password.

7 – **New Tab Slider**: Turn on the slider before clicking a menu button if you already have that program open and you want to open a second instance.

> ***For Example:*** *A user can have Household Management open, and using this slider, open a second tab of Household Management so they can work on two households at once.*

8 – **Logout Button**: Click this button to log out. When you do, the system will prompt you to close your batch.

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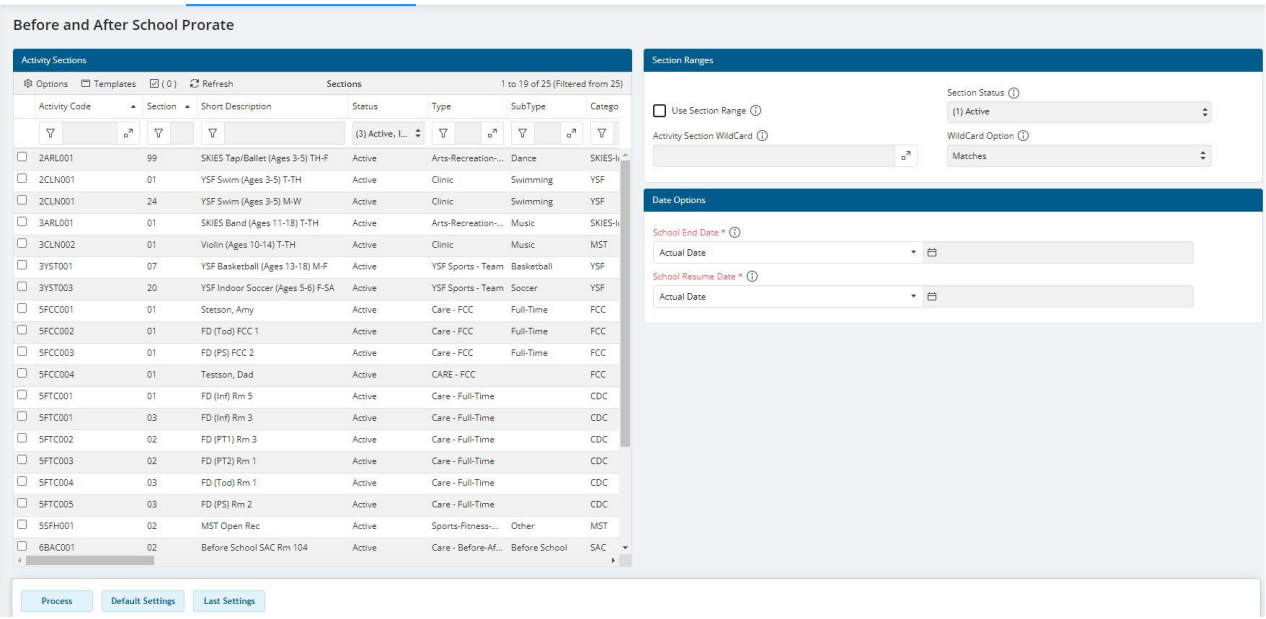
Before and After School Prorate

Before and After School Prorate

Click on **Before and After School Prorate** in the RecTrac menu. Use the Menu Search to help locate the button if desired. The Before and After School Prorate button will open the Before and After School Prorate program in a new panel. This program opens to a screen that shows activities on the left, and date ranges on the right.



The Before and After School Prorate program is used to suspend billing for before school and after school day care programs during periods when school is not in session. The program will prorate bills for the school end date. It will cancel all non-prorated bills that fall between the school end and resume range. Lastly it will prorate the bill as of the school resume date. Please see the example below:

You bill semi-monthly on the 1st and the 15th. Your School End Date and School Resume Date range is 06/25/2023 - 08/25/2023. When processing this program, the following will take place:

06/15 billing - Bills reduced, prorated for number of business days between 15 and 25 June. Business days between 26 and 30 June are not charged.

07/01 bill - Set to $ 0.00 with status of "Canceled."

07/15 bill - Set to $ 0.00 with status of "Canceled."

08/01 bill - Set to $ 0.00 with status of "Canceled."

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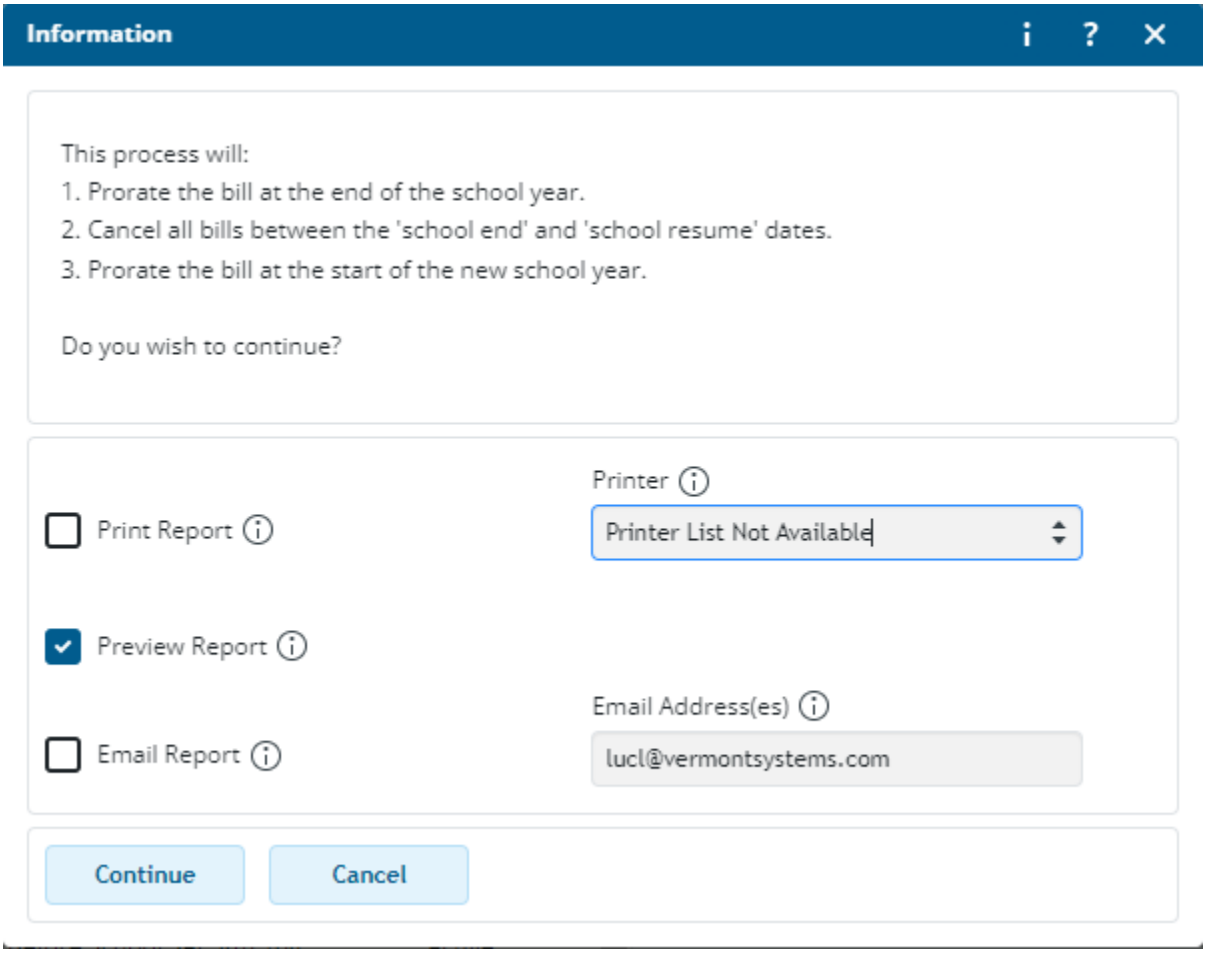
08/15 bill - Bills reduced, prorated for the number of business days between 25 and 31 August. Business days between 15 and 24 August are not charged

Note: This program should be run only when the school break spans at least two (2) billing cycles.

Running Before and After School Prorate

To Run the Before and After School Prorate Program

1. Select your before and after school programs from the Sections DataGrid or enter a range of Activity Sections in their respective fields or both.
2. Enter your School End Date.
3. Enter your School Resume Date.
4. Click Process. The process runs and will print a report when the process is completed.