1 - MUMS 2000
Strike Check Processing

This Course covers how to setup for a Strike, produce Strike Checks and the various output reporting options.

CWA On-Web Courses are found at
www.CWA-Secy-Treas.org

Prerequisite: "How-to-Use" On-Web Course

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2 - Course Objectives

· OVERVIEW - Learn how MUMS/2000 Strike Check Processing can help your local with defense fund payments. Learn how to execute Strike Check Program.

· SETUP - Setup terms to be used in Strike Check Processing, printers and other table entries.

· CYCLE - Step through the complete Strike Check Processing from Creating a Batch, printing Checks to various reports.

·REPORTS - Strike Check Standard & Custom Reporting

3 - Overview - Functions

MUMS/2000 Strike Check Processing Allows you to:

- Create a batch of transactions to pay a variety of strike benefits. You can select multiple funds and multiple descriptions. You can select one or many work locations for single or multiple batches.

- You can edit these batches, print checks and view check register. You can void a check, reprint a check, print check register and print individual ledgers.

- You can create custom report for internal or HQ reporting requirement.

- You can print 1099's and/or export data to "Account Ability" software for e-filing.

4 - Overview - MUMS Basic Data

Basic Tab contains 3 fundamental fields used in Strike Check Processing

Status Code

Local Type: Preferred place to record DFR-1 form received

Employer Code

5 - Overview - MUMS Work Data

•Work Tab is where Employer and Location are maintained.

•Work Location Codes should have informative descriptions.

•These fields are used for creation of batch alternatives.

6 - Overview - Running Strike Check

Strike Check Processing is executed from within MUMS/2000 by pressing the SC button on tool bar.

This Speed Button in MUMS/2000 is automatically created when the Strike Check Processing Add-on Program is installed. This is a separate installation from MUMS/2000 but is found on the same CD.

7 - Overview - Create a Batch

- Setup Batch Details as to Fund, Payment Desc and Payment Amount.
- Select Members by Employer, prior batch, custom, etc.
- By Employer can create separate batches for each work location
- Test Selections to see how many meet your criteria
- Create Batch button creates records that can be edited later.

8 - Overview - View/Edit a Batch

- This is used to add, change, delete records for a specific batch.
- Batches shown on left, details in the batch on the right.
- You can enter an Alternate Payee name for the check.
- Can also print a Proof listing, good for picket line uses.

9 - Overview - Print Checks

- Print all or just selected batches.
- Print all funds or single fund.
- Print all or single type of payment.

10 - Overview - Check Register

Check Register can print after checks are done.

Each Batch listed separate.

	Check Register Listing					
01/15/2004	Check Numbers: 200401 - 200413					

Batch ID: Loc1 01/15/2004

Check #	Check Date	Name	Fund	Payment	Employer	Amount
200401	01/15/2004	Pamela Casey	HQ M-R-F	Strike Duty	0259401	$200.00
200402	01/15/2004	Thomas Flor	HQ M-R-F	Strike Duty	0259401	$200.00
200403	01/15/2004	Alton F Reed	HQ M-R-F	Strike Duty	0259401	$200.00
200404	01/15/2004	David A Van Elgort	HQ M-R-F	Strike Duty	0259401	$200.00
200405	01/15/2004	Richard O Van Elgort	HQ M-R-F	Strike Duty	0259401	$200.00
					Batch Total:	**$1000.00**

Batch ID: Loc2 01/15/2004

Check #	Check Date	Name	Fund	Payment	Employer	Amount
200406	01/15/2004	Ron L Casey	HQ M-R-F	Strike Duty	0259401	$200.00
200407	01/15/2004	Steven Kant	HQ M-R-F	Strike Duty	0259401	$200.00
200408	01/15/2004	Bonnie J Shatun	HQ M-R-F	Strike Duty	0259401	$200.00
200409	01/15/2004	Brandon Weber	HQ M-R-F	Strike Duty	0259401	$200.00
					Batch Total:	**$800.00**

Batch ID: Loc3 01/15/2004

Check #	Check Date	Name	Fund	Payment	Employer	Amount
200410	01/15/2004	Nina Demegllo	HQ M-R-F	Strike Duty	0259401	$200.00
200411	01/15/2004	Kelly Peddler	HQ M-R-F	Strike Duty	0259401	$200.00
200412	01/15/2004	Mary A Thomas	HQ M-R-F	Strike Duty	0259401	$200.00
200413	01/15/2004	William W Wojtalik	HQ M-R-F	Strike Duty	0259401	$200.00
					Batch Total:	**$800.00**
					Grand Total:	**$2600.00**

11 - Overview - Ledgers/Reports

Review the payments made and print with variety of selection options.

12 - Overview - 1099's

Year-End printing of 1099's and export for e-filing.

13 - Setup - Menus

MUMS/2000 Strike Check Processing
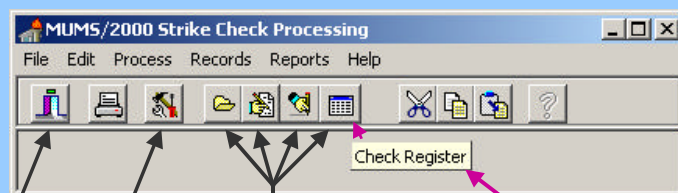
File Edit Process Records Reports Help

•**File Menu:** Used to Setup
Printers and Check Layouts,
maintain codes, output 1099's

•**Process Menu:** Main Check
Cycle of Create Batch, Edit
Batch, Print Checks,Check
Register, Clear Payments

•**Reports Menu:** Custom Reports,
Sum Total Report and 1099
Preview Report

14 - Setup - Speed Buttons

MUMS/2000 Strike Check Processing

File Edit Process Records Reports Help

Check Register

Speed Buttons "Pop-Up" hints

CYCLE Buttons

Exit

•Create Batch

•Edit Batch

•Print Checks

Code Maintenance

•Check Register/Ledgers

Note: Any Functions on Speed Buttons can be found on menu.

15 - Setup - Menu Details

File Menu

with sub menu for print setup and advanced features.

Process Menu

used for cycle of Create, Edit, Print, Check Register, Clear Payments.

Report Menu

used to run custom reports and others on menu.
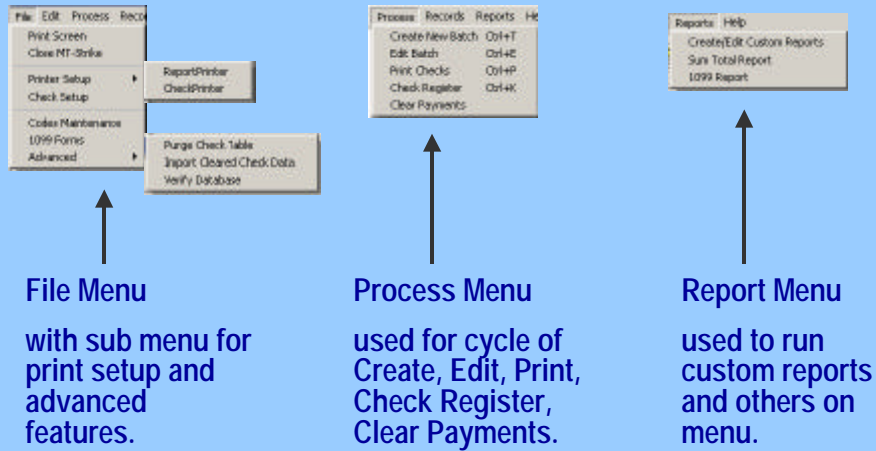
16 - Setup - Printer Setup
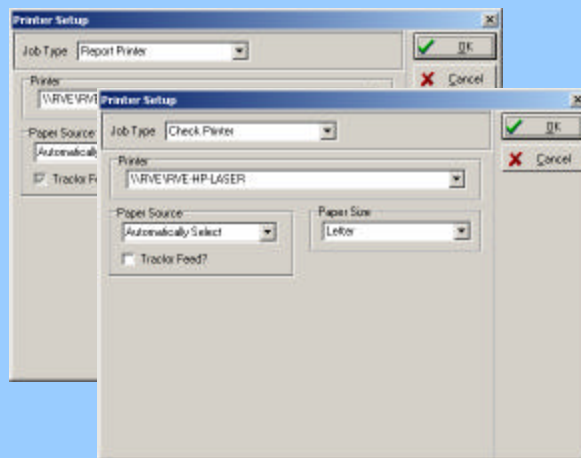
From File Menu you can setup which printer will be used for Reports and which printer will be used for Check writing.

17 - Setup - Check Setup-Printer

Select Check Type

Printer Type	Tractor Check Layout

○ Always use laser checks

○ Always use tractor-feed checks

☐ Use Signature File

☐ Print Currency Words (i.e. Six Hundred Forty-Nine and 43/100 Dollars)

From the File Menu you can setup the type of checks you are using, if you wish previously scanned signatures added to your checks and if you wish amount spelled out in words.

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18 - Setup - Check Setup-Tractor

Select Check Type

Printer Type	Tractor Check Layout

	X Offset	Y Offset	
Entire Receipt:	0	0	Stub Placement: ○ Top ○ Bottom
Upper Block:	0.25	1	Fonts
Control #:	6.125	4.6	Test
Date:	7.125	4.6	Defaults
Amount:	6.75	5.25	
Name Block:	1	5.75	
Currency Words:	1	4.6	

	X Offset	Y Offset	Height	Width
Signature (1):	1	5.25	0.5	2
Signature (2):	3.5	5.25	0.5	2

This tab of the Check setup is used to describe the location of fields on tractor check stock & the type of check sub you are using.

Note: Laser Check adjustments, if necessary, are done by using Custom Report Menu (Shazam) and modifying "Laser.srw".

19 - Setup - Code/Table Maintenance

·This screen is used to setup various funds and payment descriptions.

·Also defaults for funds, descriptions and standard amount is setup on this screen. This can be over-ridden when you create a new batch.

The above can be reached via file menu or speed button.

20 - Cycle - Create New Batch

1) Confirm Batch Details

2) Select Member Group by Employer/Location or optionally by Prior Batch, Custom, or A la Carte

3) Optionally Test Selection, then Create Batch

21 - Cycle - Create Batch-Employer

1) Select Employer

2) Select Single Batch all Locations, One Location or Multiple Batches for each Location

3) Select all or Range of MUMS Status Codes

22 - Cycle - Create Batch-Prior Batch

Select Prior Batch Number

Note: This and the next 2 slides are optional methods to create a batch.

23 - Cycle - Create Batch-Custom

1) Select New or Saved Custom Query

2) If New Select fields and filters. Same as setup for custom report but actually used to select records for batch.
Example above selects LocalType = DFR-1 & Employer = 0259401

24 - Cycle - Create Batch-A La Carte

Select individual members by SSN

Change Search to LastName to select individual members by Name

25 - Cycle - Create Batch-Sort Options
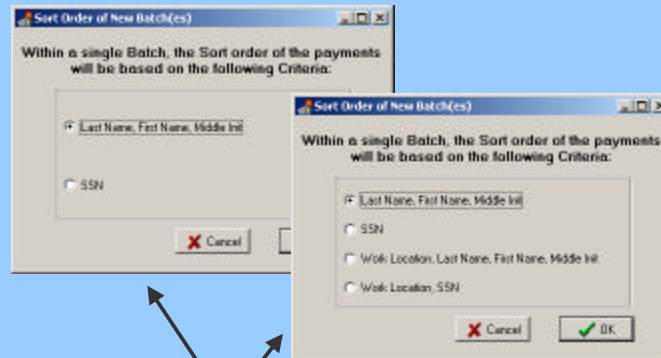
Depending upon type of batch you are creating, you will be give various sort options. This is the sequence of the records within the batch.

26 - Cycle - Create Batch-Batch Name

If you selected multiple batches by work location, the batch name will be Location-Date.

Otherwise, you will be presented with the computer generated batch number that you can customize if you wish.

27 - Cycle - Edit Batch

1) Select Batch to View or Use DELETE Button to delete whole batch

2) Use Navigation Bar to Add, Change, Delete records in the batch

You can use the PROOF button to print an Open Batch Listing

28 - Cycle - Print Checks

1) Select Batches, Funds and Payment Descriptions you wish to print checks for at this time.

2) Verify Next Check Number, select all of the checks ready to print or a number to print. This is used to assist you in printing and making sure they print correctly.

29 - Cycle - Print Checks-OK?

Confirm Checks Printed OK.

If Not, you can reprint all or just start at a specific control #. The program will then prompt you to use the "Print Checks" button again.

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30 - Cycle - Print Checks- Register

Once checks printed OK, you can print the Check Register with batch totals and overall total.

31 - Cycle - Ledgers-Table View

This Check Register/Ledger program can be run from Menu or Speed Button.
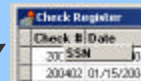
You can re-arrange the columns of this screen and the Edit by click & hold on column header and moving it. This example moved SSN to left.

32 - Cycle - Ledgers-Printing

If you press the LEDGERS button from the prior screen you will be given options as to what you wish to print. This can be used to create check registers or member ledgers.

33 - Cycle - Cleared Checks

This feature which is found on the PROCESS Menu is used to mark checks that have cleared the bank.

You can view a range of numbers, select all to clear or unclear or select group and clear or unclear selected by highlighting using CTRL-Mouse for individual or SHIFT-Mouse for range .
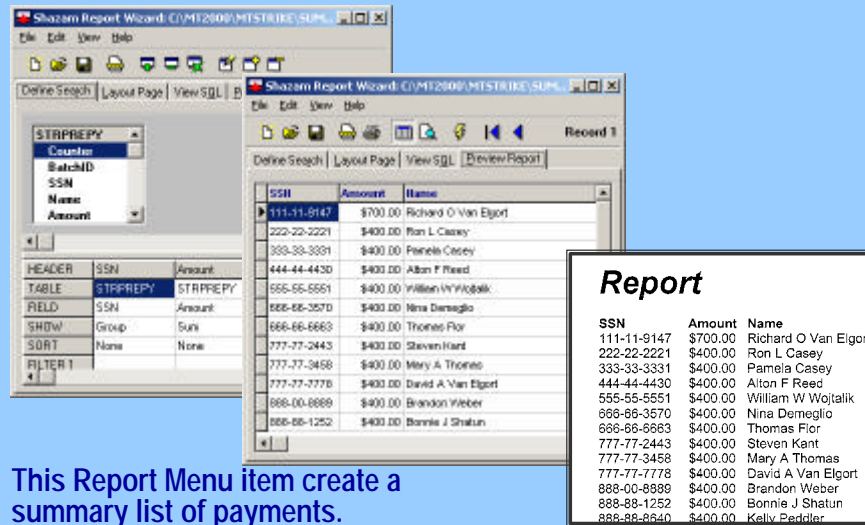
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34 - Cycle - 1099 Processing

The 1099 Form feature is found on the FILE menu.

This is used to print 1099's based upon various criteria.

The Export Button is used to extract 1099 records to be imported into "Account Ability" software for e-filing.

The Advanced tab allows for alignment.

35 - Reports - Sum Total

This Report Menu item create a summary list of payments.

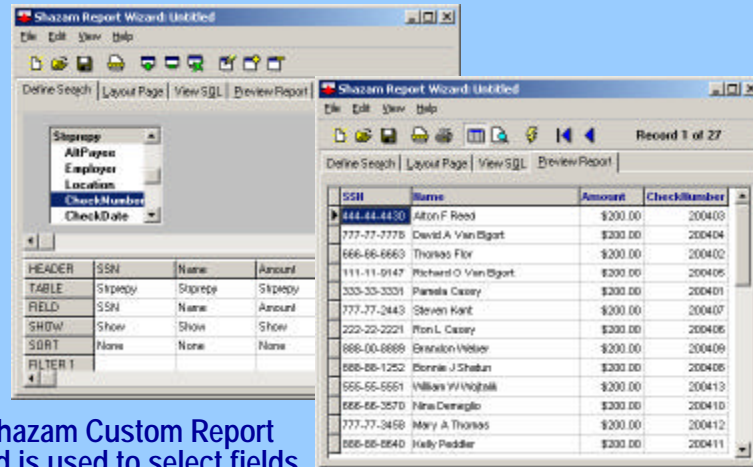Note: This report is a good bases for custom reports

36 - Reports - 1099 Report

This Report Menu item creates of list of 1099's either printed or need to be printed.

37 - Reports - Custom Reports

The Shazam Custom Report Wizard is used to select fields from the payments database "Strprepy" and design your own reports and save them for future use.

38 - End of Course

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