

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

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

The screenshot shows the 'Member Information' window for Richard Van Elgest. The 'Status Code' is 10, the 'Local Type' is DFR-1, and the 'Employer Code' is 0255401. The form includes sections for Address, Dates, Local Information, and Phone Numbers.

Status Code

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

Employer Code

| SSN | Last Name | First Name | Mid | Nickname | Title | Suffix |
|-------------|------------|------------|-----|----------|-------|--------|
| 111-11-9147 | Van Elgest | Richard | 0 | | | |

Address

Van Elgest Information Systems
8921 DuSoto Ave #202
City: Cotago Park, St or Prov: CA, Zip/Postal Code: 91304
Language: ☐ Bad Address: ☐ Status Code: 10

Local Information

Local: 5503, Sub Loc: ☐ Local Type: DFR-1, Council: 03, Region: 4, Empl: 0255401

Dates

Status: 11/09/1995, Birth Date: 01/02/1945, 1st Hire: ☐ Enrollment: 05/02/1984, Seniority: 05/02/1984, Addl Chng: 01/14/2004

Phone Numbers

Home: (818) 555-1212, Work: (818) 718-9900 x1

5 - Overview - MUMS Work Data

The screenshot shows the 'Member Information' window for 'Van Elget, Richard' (ID: 111-11-9147). The 'Work' tab is active, displaying 'Job Classification Information' and 'Job Location Information'. The 'Job Classification Information' section includes fields for Group (Soft), Title (Prog), and Class (RF). The 'Job Location Information' section includes fields for Employee Num (001), Employer (0259401), Alt Empl, and Location (Loc1). A table below shows location codes and their descriptions:

| Code | Location |
|------|------------|
| Loc1 | Location 1 |
| Loc2 | Location 2 |
| Loc3 | Location 3 |

The 'Benefit Plan Code' is 08000036, and the 'Shift' is 10. The window has a menu bar (Basic, Other, Work, UnionCode, Activities, Notes, Financial, History, Grievances, Job Disp, Date Rec, Log) and a toolbar with buttons for View, Find, Range, Filter, Dues, Griev, Label, and Close.

- 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

| SSN | Name | Amount | Fund | Description | Alt. Payee | Employer |
|-------------|----------------------|----------|----------|-------------|------------|----------|
| 333-333331 | Patricia Casey | \$200.00 | HQ M-R-F | Strike Duty | | 0259401 |
| 666-66 6663 | Thomas Flet | \$200.00 | HQ M-R-F | Strike Duty | | 0259401 |
| 444-44-4430 | Allon F Reed | \$200.00 | HQ M-R-F | Strike Duty | | 0259401 |
| 777-77-7776 | David A Van Elgort | \$200.00 | HQ M-R-F | Strike Duty | | 0259401 |
| 111-11-9147 | Richard D Van Elgort | \$200.00 | HQ M-R-F | Strike Duty | | 0259401 |

- 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 Checks

Open Batches:

| Batch ID |
|-----------------|
| Loc1 01/15/2004 |
| Loc2 01/15/2004 |
| Loc3 01/15/2004 |

Selection Criteria:

Include Batches:

☒ All
☐ Selected

Include Funds:

☒ All
☐ Single:

Include Payments:

☒ All
☐ Single:

Print Checks

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

Control #: 200402
Batch ID: Loc1 01/15/2004
Fund: HQ M-R-F
Name: Richard O Van Elgort
Description: Strike Duty
SSN: 111-11-1147
Check Date: 01/15/2004
Amount: \$200.00
Alternate Payee:

Control #: 200405
Batch ID: 01/15/2004
Amount: \$200.00

Richard O Van Elgort
Van Elgort Information Systems
8021 DeSoto Ave #202
Cerritos Park, CA 91304

10 - Overview - Check Register

Check Register can print after checks are done.

Each Batch listed separate.

| Check Register Listing | | | | | | |
|--------------------------------|------------|----------------------|----------|-------------|----------|-----------|
| 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 Demeglio | 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 Wojcik | HQ M-R-F | Strike Duty | 0259401 | \$200.00 |
| Batch Total: | | | | | | \$800.00 |
| Grand Total: | | | | | | \$2000.00 |

11 - Overview - Ledgers/Reports

Check Register

| Name | Amount | Fund | Description | A/R | Pages | BatchID | SSN | Cleared |
|----------------------|----------|----------|-------------|-----|-------|-----------------|-------------|--------------------------|
| Pamela Casey | \$200.00 | HQ M-R-F | Strike Duty | | | Loc1 01/15/2004 | 339-33-3331 | <input type="checkbox"/> |
| Thomas Flor | \$200.00 | HQ M-R-F | Strike Duty | | | Loc1 01/15/2004 | 666-66-6663 | <input type="checkbox"/> |
| Alfon F. Reed | \$200.00 | HQ M-R-F | Strike Duty | | | Loc1 01/15/2004 | 444-44-4430 | <input type="checkbox"/> |
| David A. Van Elgot | \$200.00 | HQ M-R-F | Strike Duty | | | Loc1 0 | | <input type="checkbox"/> |
| Richard O. Van Elgot | \$200.00 | HQ M-R-F | Strike Duty | | | Loc1 0 | | <input type="checkbox"/> |
| Ron L. Casey | \$200.00 | HQ M-R-F | Strike Duty | | | Loc2 0 | | <input type="checkbox"/> |
| Steven Kant | \$200.00 | HQ M-R-F | Strike Duty | | | Loc2 0 | | <input type="checkbox"/> |
| Bonnie J. Shatun | \$200.00 | HQ M-R-F | Strike Duty | | | Loc2 0 | | <input type="checkbox"/> |
| Brandon Weber | \$200.00 | HQ M-R-F | Strike Duty | | | Loc3 0 | | <input type="checkbox"/> |
| Nino D'Onofrio | \$200.00 | HQ M-R-F | Strike Duty | | | Loc3 0 | | <input type="checkbox"/> |
| Kelly Priedder | \$200.00 | HQ M-R-F | Strike Duty | | | Loc3 0 | | <input type="checkbox"/> |
| Mary A. Thomas | \$200.00 | HQ M-R-F | Strike Duty | | | Loc3 0 | | <input type="checkbox"/> |
| William W. Wojcik | \$200.00 | HQ M-R-F | Strike Duty | | | Loc3 0 | | <input type="checkbox"/> |

Ledger Report

Include Checks:

- ☒ Printed Checks
 - ☒ Show Cleared
 - ☒ Show Un-Cleared
 - ☐ Show only Check # [200401] To [200413]
- ☐ Un-Printed Checks
- ☐ Voided Checks

Include Members:

- ☒ All
- ☐ Single Member

Include Fund:

- ☒ All
- ☐ Single Fund: []

Sort By:

- ☒ Batch ID, Control #
- ☐ Control #

Print Close

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

12 - Overview - 1099's

Print 1099 Forms

Select Members:

- ☒ All
- ☐ Single
- ☐ SSN Range
- ☐ with Total Payments > \$500

Tax Year: 2003

Form Style:

- ☐ Tractor
- ☒ Laser

Laser Copy Mode:

- ☐ Collate
- ☒ Don't Collate

Laser Copies: 4

Federal Identification Number: []

Note: The Export button will export 1099 information into a text file. The exported file can then be imported by Tax preparation software (AccountAbility).

The software will allow the user to print 1099's and submit the information electronically to the IRS. For more information please refer to www.irsinc.com

Export Print Close

Basic/Advanced

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

13 - Setup - Menus

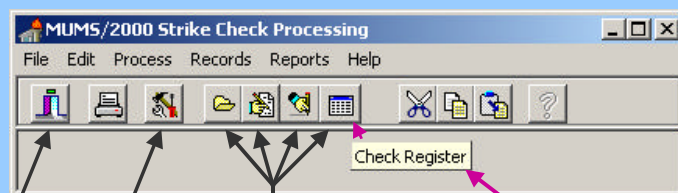
- **File Menu:** Used to Setup Printers and Check Layouts, maintain codes, output 1099's
- **Process Menu:** Main Check Cycle of Create Batch, Edit Batch, Print Checks, Check Register, Clear Payments
- **Reports Menu:** Custom Reports, Sum Total Report and 1099 Preview Report



14 - Setup - Speed Buttons

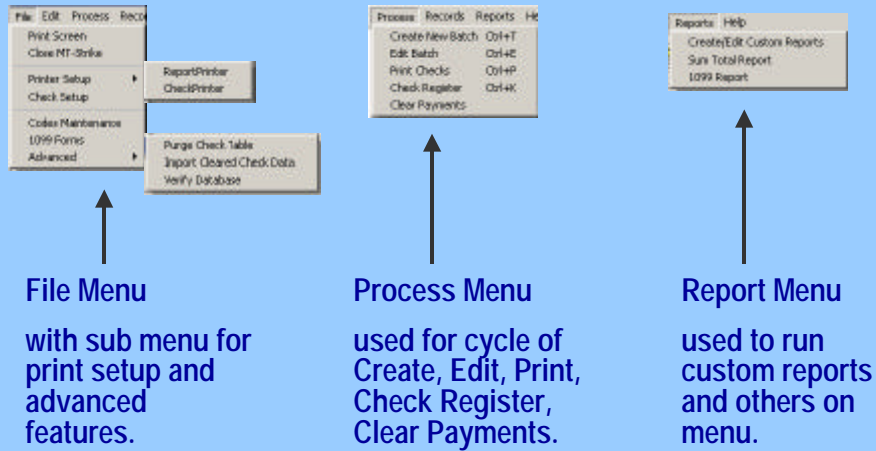
- Exit
- Code Maintenance
- CYCLE Buttons**
 - Create Batch
 - Edit Batch
 - Print Checks
 - Check Register/Ledgers

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

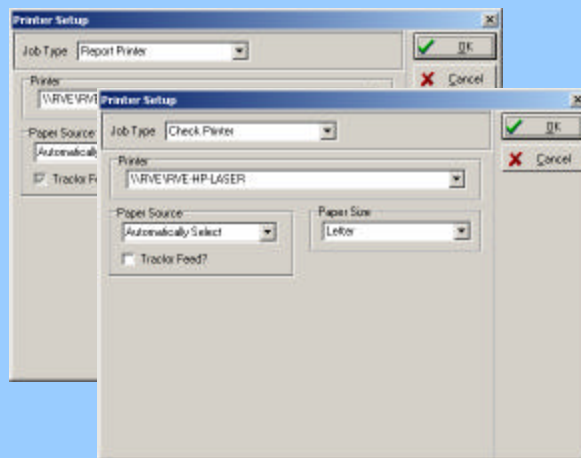


Speed Buttons "Pop-Up" hints

15 - Setup - Menu Details



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

The 'Select Check Type' dialog box has two tabs: 'Printer Type' and 'Tractor Check Layout'. The 'Printer Type' tab is active. It contains the following options:

- ☒ 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.

18 - Setup - Check Setup-Tractor

The 'Select Check Type' dialog box has two tabs: 'Printer Type' and 'Tractor Check Layout'. The 'Tractor Check Layout' tab is active. It contains the following fields and controls:

| | X Offset | Y Offset |
|-----------------|----------|----------|
| Entire Receipt: | 0 | 0 |
| Upper Block: | 0.25 | 1 |
| Control #: | 6.125 | 4.6 |
| Date: | 7.125 | 4.6 |
| Amount: | 6.75 | 5.25 |
| Name Block: | 1 | 5.75 |
| Currency Words | 1 | 4.6 |
| Signature (1): | 1 | 5.25 |
| Signature (2): | 3.5 | 5.25 |

Sub Placement: ☒ Top ☐ Bottom

Buttons: Fonts, Test, Defaults

| | Height | Width |
|----------------|--------|-------|
| Signature (1): | 0.5 | 2 |
| Signature (2): | 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 screenshot shows the 'Table Maintenance' window. It has two list boxes at the top: 'Strike Funds' containing 'HQ M-R-F' and 'Local DF', and 'Payment Descriptions' containing 'Mortgage/Rent' and 'Strike Duty'. Below these are 'Defaults' fields: 'Strike Fund' set to 'HQ M-R-F', 'Payment Description' set to 'Strike Duty', and 'Standard Strike Payment' set to '\$200.00'. At the bottom are 'Print' and 'Close' buttons. Arrows from the text on the left point to the 'Strike Funds' list and the 'Defaults' section.

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

20 - Cycle - Create New Batch

1) Confirm Batch Details

The screenshot shows the 'Create Batch' window. The 'Batch Details' section on the left includes 'Strike Fund' (HQ M-R-F), 'Payment Description' (Strike Duty), 'Payment Amount' (\$200.00), and 'Paid Thru Date' (01/16/2004). There is a checkbox for 'Use Alternate Payees'. The 'Member Group' section on the right has radio buttons for 'Employee / Location', 'Prior Batch', 'Custom', and 'A la Carte'. At the bottom are 'Create Batch' (with a checkmark icon), 'Test Selections', and 'Close' buttons. Arrows from the numbered instructions point to the 'Batch Details' section, the 'Member Group' section, and the 'Create Batch' button.

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

The screenshot shows two windows from a software application. The 'Create Batch' window on the left has a 'Batch Details' section with fields for 'Strike Fund' (set to 'HQ M-R-F'), 'Payment Description' (set to 'Strike Duty'), 'Payment Amount' (set to '\$200.00'), and 'Paid Thru Date' (set to '01/16/2004'). There is a checkbox for 'Use Alternate Payers' and a 'Create Batch' button. The 'Member Group' section has radio buttons for 'Employee / Location', 'Prior Batch', 'Custom', and 'As Is Case'. The 'Select' section has radio buttons for 'New Custom Query' (which is selected) and 'Saved Custom Query'. An arrow points from the text '1) Select New or Saved Custom Query' to the 'New Custom Query' radio button. The 'Shazam Report Wizard' window on the right shows a list of fields for a report: 'RegistrationCt', 'AbsBallot', 'EmployeeNum', 'Employee' (which is selected), and 'Employer2'. Below this is a table with columns: 'HEADER', 'SSN', 'LocalType', and 'Employee'. The table has rows for 'TABLE', 'FIELD', 'SHOW', 'SORT', and 'FILTER 1'. The 'FILTER 1' row shows a filter condition: 'Equals DFR-1' and 'Equals TC59401'. An arrow points from the text '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' to the 'FILTER 1' row in the table.

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

Batch Details:

Strike Fund: H0 MRF

Payment Description: Strike Duty

Payment Amount: \$200.00

Paid Thru Date: 01/16/2004

☐ Use Alternate Payees

☒ Create Batch

Member Group

☐ Employer / Location ☐ Pick Batch ☐ Custom ☒ A La Carte

Member Search

Search Criteria: SSN

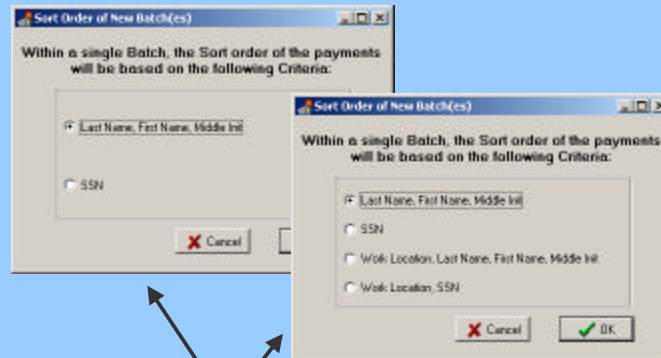
| LastName | FirstName | SSN | Middle |
|----------------|-----------|-----|--------|
| 222-22-2221 | Car | | |
| 333-33-3321 | Car | | |
| 444-44-4420 | Rev | | |
| 555-55-5521 | Wg | | |
| 666-66-6620 | Do | | |
| 777-77-7720 | Rev | | |
| 888-88-8820 | Rev | | |
| 999-99-9920 | Rev | | |
| 101-11-1120 | Rev | | |
| 111-11-1120 | Rev | | |
| 121-12-1220 | Rev | | |
| 131-13-1320 | Rev | | |
| 141-14-1420 | Rev | | |
| 151-15-1520 | Rev | | |
| 161-16-1620 | Rev | | |
| 171-17-1720 | Rev | | |
| 181-18-1820 | Rev | | |
| 191-19-1920 | Rev | | |
| 201-20-2020 | Rev | | |
| 211-21-2120 | Rev | | |
| 221-22-2220 | Rev | | |
| 231-23-2320 | Rev | | |
| 241-24-2420 | Rev | | |
| 251-25-2520 | Rev | | |
| 261-26-2620 | Rev | | |
| 271-27-2720 | Rev | | |
| 281-28-2820 | Rev | | |
| 291-29-2920 | Rev | | |
| 301-30-3020 | Rev | | |
| 311-31-3120 | Rev | | |
| 321-32-3220 | Rev | | |
| 331-33-3320 | Rev | | |
| 341-34-3420 | Rev | | |
| 351-35-3520 | Rev | | |
| 361-36-3620 | Rev | | |
| 371-37-3720 | Rev | | |
| 381-38-3820 | Rev | | |
| 391-39-3920 | Rev | | |
| 401-40-4020 | Rev | | |
| 411-41-4120 | Rev | | |
| 421-42-4220 | Rev | | |
| 431-43-4320 | Rev | | |
| 441-44-4420 | Rev | | |
| 451-45-4520 | Rev | | |
| 461-46-4620 | Rev | | |
| 471-47-4720 | Rev | | |
| 481-48-4820 | Rev | | |
| 491-49-4920 | Rev | | |
| 501-50-5020 | Rev | | |
| 511-51-5120 | Rev | | |
| 521-52-5220 | Rev | | |
| 531-53-5320 | Rev | | |
| 541-54-5420 | Rev | | |
| 551-55-5520 | Rev | | |
| 561-56-5620 | Rev | | |
| 571-57-5720 | Rev | | |
| 581-58-5820 | Rev | | |
| 591-59-5920 | Rev | | |
| 601-60-6020 | Rev | | |
| 611-61-6120 | Rev | | |
| 621-62-6220 | Rev | | |
| 631-63-6320 | Rev | | |
| 641-64-6420 | Rev | | |
| 651-65-6520 | Rev | | |
| 661-66-6620 | Rev | | |
| 671-67-6720 | Rev | | |
| 681-68-6820 | Rev | | |
| 691-69-6920 | Rev | | |
| 701-70-7020 | Rev | | |
| 711-71-7120 | Rev | | |
| 721-72-7220 | Rev | | |
| 731-73-7320 | Rev | | |
| 741-74-7420 | Rev | | |
| 751-75-7520 | Rev | | |
| 761-76-7620 | Rev | | |
| 771-77-7720 | Rev | | |
| 781-78-7820 | Rev | | |
| 791-79-7920 | Rev | | |
| 801-80-8020 | Rev | | |
| 811-81-8120 | Rev | | |
| 821-82-8220 | Rev | | |
| 831-83-8320 | Rev | | |
| 841-84-8420 | Rev | | |
| 851-85-8520 | Rev | | |
| 861-86-8620 | Rev | | |
| 871-87-8720 | Rev | | |
| 881-88-8820 | Rev | | |
| 891-89-8920 | Rev | | |
| 901-90-9020 | Rev | | |
| 911-91-9120 | Rev | | |
| 921-92-9220 | Rev | | |
| 931-93-9320 | Rev | | |
| 941-94-9420 | Rev | | |
| 951-95-9520 | Rev | | |
| 961-96-9620 | Rev | | |
| 971-97-9720 | Rev | | |
| 981-98-9820 | Rev | | |
| 991-99-9920 | Rev | | |
| 1001-100-10020 | Rev | | |

Search Criteria: LastName

Search Results:

| LastName | FirstName | SSN | Middle |
|----------|-----------|-------------|--------|
| David | David | 008-05-2078 | |
| Thomas | Thomas | 008-05-6663 | |
| Steven | Steven | 777-77-2443 | |
| Kelly | Kelly | 888-88-8 | |

25 - Cycle - Create Batch-Sort Options



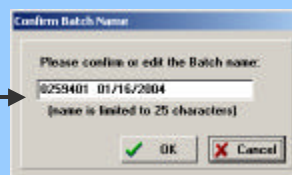
Depending upon type of batch you are creating, you will be given various sort options. This is the sequence of the records within the batch.

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

| SSN | Name | Amount | Fund | Description | Alt. Pages | Employer |
|-------------|----------------------|----------|----------|-------------|------------|----------|
| 333-33-3331 | Pamela Casey | \$200.00 | HQ M-R-F | Strike Duty | | 0259401 |
| 666-66-6663 | Thomas Flor | \$200.00 | HQ M-R-F | Strike Duty | | 0259401 |
| 444-44-4430 | Alton F Reed | \$200.00 | HQ M-R-F | Strike Duty | | 0259401 |
| 777-77-7778 | David A Van Elgart | \$200.00 | HQ M-R-F | Strike Duty | | 0259401 |
| 111-11-9147 | Richard O Van Elgart | \$200.00 | HQ M-R-F | Strike Duty | | 0259401 |

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

01/16/2004

Open Batch Listing
Batch ID: Loc1 01/16/2004

| SSN | Name | Printed | Fund | Payment | Employer | Amount |
|--------------|----------------------|---------|----------|-------------|----------|-----------|
| 333-33-3331 | Pamela Casey | False | HQ M-R-F | Strike Duty | 0259401 | \$200.00 |
| 666-66-6663 | Thomas Flor | False | HQ M-R-F | Strike Duty | 0259401 | \$200.00 |
| 444-44-4430 | Alton F Reed | False | HQ M-R-F | Strike Duty | 0259401 | \$200.00 |
| 777-77-7778 | David A Van Elgart | False | HQ M-R-F | Strike Duty | 0259401 | \$200.00 |
| 111-11-9147 | Richard O Van Elgart | False | HQ M-R-F | Strike Duty | 0259401 | \$200.00 |
| Batch Total: | | | | | | \$1000.00 |
| Grand Total: | | | | | | \$1000.00 |

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.

Print Checks

Did all checks print OK?
(Please wait for all checks to finish printing, before responding)

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.

Print Checks

A total of 13 check(s) were sent to the printer with control numbers ranging from 200414 - 200426

☐ None of these checks were printed successfully

☒ Some of these checks printed successfully
Indicate Control # of last check printed successfully:

200414

Print Checks

To reprint any checks which failed to print properly, re-start the printing process once this dialog box closes by pressing the "print checks" button again.

30 - Cycle - Print Checks- Register

Print Checks

Print list/report of printed checks?

01/15/2004

Check Register Listing

Check Numbers: 200401 - 200413

Loc1 01/15/2004

| Check Date | Name | Fund | Payment | Employer | Amount |
|--------------|----------------------|----------|-------------|----------|-----------|
| 01/15/2004 | Pamela Casey | HQ M-R-F | Strike Duty | 0250401 | \$200.00 |
| 01/15/2004 | Thomas Fior | HQ M-R-F | Strike Duty | 0250401 | \$200.00 |
| 01/15/2004 | Alton F Reed | HQ M-R-F | Strike Duty | 0250401 | \$200.00 |
| 01/15/2004 | David A Van Elgort | HQ M-R-F | Strike Duty | 0250401 | \$200.00 |
| 01/15/2004 | Richard O Van Elgort | HQ M-R-F | Strike Duty | 0250401 | \$200.00 |
| Batch Total: | | | | | \$1000.00 |

Loc2 01/15/2004

| | | | | | |
|--------------|-----------------|----------|-------------|---------|----------|
| 01/15/2004 | Ron L Casey | HQ M-R-F | Strike Duty | 0250401 | \$200.00 |
| 01/15/2004 | Steven Kant | HQ M-R-F | Strike Duty | 0250401 | \$200.00 |
| 200408 | Bonnie J Shatun | HQ M-R-F | Strike Duty | 0250401 | \$200.00 |
| 200409 | Brandon Weber | HQ M-R-F | Strike Duty | 0250401 | \$200.00 |
| Batch Total: | | | | | \$800.00 |

Batch ID: Loc3 01/15/2004

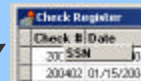
| Check # | Check Date | Name | Fund | Payment | Employer | Amount |
|--------------|------------|------------------|----------|-------------|-----------|----------|
| 200410 | 01/15/2004 | Nina Demeglio | HQ M-R-F | Strike Duty | 0250401 | \$200.00 |
| 200411 | 01/15/2004 | Kelly Peddler | HQ M-R-F | Strike Duty | 0250401 | \$200.00 |
| 200412 | 01/15/2004 | Mary A Thomas | HQ M-R-F | Strike Duty | 0250401 | \$200.00 |
| 200413 | 01/15/2004 | William W Wojcik | HQ M-R-F | Strike Duty | 0250401 | \$200.00 |
| Batch Total: | | | | | \$800.00 | |
| Grand Total: | | | | | \$2000.00 | |

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

31 - Cycle - Ledgers-Table View

| Check # | Date | Name | Amount | Fund | Description | Alt. Payee | BatchID | SSN | Cleared |
|---------|------------|---------------------|----------|----------|-------------|------------|-----------------|-------------|--------------------------|
| 200401 | 01/15/2004 | Pamela Casey | \$200.00 | HQ M-R-F | Strike Duty | | Loc1 01/15/2004 | 333-33-3331 | <input type="checkbox"/> |
| 200402 | 01/15/2004 | Thomas Flor | \$200.00 | HQ M-R-F | Strike Duty | | Loc1 01/15/2004 | 666-66-6663 | <input type="checkbox"/> |
| 200403 | 01/15/2004 | Alton F Reed | \$200.00 | HQ M-R-F | Strike Duty | | Loc1 01/15/2004 | 444-44-4430 | <input type="checkbox"/> |
| 200404 | 01/15/2004 | David A Van Elgar | \$200.00 | HQ M-R-F | Strike Duty | | Loc1 01/15/2004 | 777-77-7778 | <input type="checkbox"/> |
| 200405 | 01/15/2004 | Richard O Van Elgar | \$200.00 | HQ M-R-F | Strike Duty | | Loc1 01/15/2004 | 111-11-9147 | <input type="checkbox"/> |
| 200406 | 01/15/2004 | Ron L Casey | \$200.00 | HQ M-R-F | Strike Duty | | Loc2 01/15/2004 | 222-22-2221 | <input type="checkbox"/> |
| 200407 | 01/15/2004 | Steven Kari | \$200.00 | HQ M-R-F | Strike Duty | | Loc2 01/15/2004 | 777-77-2443 | <input type="checkbox"/> |
| 200408 | 01/15/2004 | Bonnie J Shabun | \$200.00 | HQ M-R-F | Strike Duty | | Loc2 01/15/2004 | 888-88-1252 | <input type="checkbox"/> |
| 200409 | 01/15/2004 | Brandon Weber | \$200.00 | HQ M-R-F | Strike Duty | | Loc2 01/15/2004 | 888-00-8889 | <input type="checkbox"/> |
| 200410 | 01/15/2004 | Nina Demaglio | \$200.00 | HQ M-R-F | Strike Duty | | Loc3 01/15/2004 | 666-66-3570 | <input type="checkbox"/> |
| 200411 | 01/15/2004 | Kelly Peddler | \$200.00 | HQ M-R-F | Strike Duty | | Loc3 01/15/2004 | 888-88-8640 | <input type="checkbox"/> |
| 200412 | 01/15/2004 | Nancy A Thomas | \$200.00 | HQ M-R-F | Strike Duty | | Loc3 01/15/2004 | 777-77-3458 | <input type="checkbox"/> |
| 200413 | 01/15/2004 | William W Wojcik | \$200.00 | HQ M-R-F | Strike Duty | | Loc3 01/15/2004 | 555-95-5551 | <input type="checkbox"/> |
| 200414 | 01/16/2004 | Pamela Casey | \$200.00 | HQ M-R-F | Strike Duty | | Loc1 01/16/2004 | 333-33-3331 | <input type="checkbox"/> |

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.

| SSN | Check # | Date |
|-------------|---------|------------|
| 333-33-3331 | 200401 | 01/15/2004 |
| 666-66-6663 | 200402 | 01/15/2004 |
| 444-44-4430 | 200403 | 01/15/2004 |
| 777-77-7778 | 200404 | 01/15/2004 |

32 - Cycle - Ledgers-Printing

Ledger Report

Include Checks:

- ☒ Printed Checks
 - ☒ Show Cleared
 - ☒ Show Un-Cleared
 - Show only Check #: To
- ☐ Un-Printed Checks
- ☐ Voided Checks

Include Members:

- ☒ All ☐ Single Member

Include Fund:

- ☒ All ☐ Single Fund:

Sort By:

- ☒ Batch ID, Control # ☐ Control #

Check Register Listing
All Printed Checks

BatchID: Loc1 01/15/2004

| Check # | Check Date | Name | Fund | Payment | EmpID |
|---------|------------|--------------|----------|-------------|--------|
| 200401 | 01/15/2004 | Pamela Casey | HQ M-R-F | Strike Duty | 021944 |

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

| Check # | Date | Name | Amount | Batch ID | Cleared | Clear Note |
|---------|------------|---------------------|----------|--------------------|--------------------------|------------|
| 200401 | 01/15/2004 | Pamela Casey | \$200.00 | Loc1 01/15/2004 | <input type="checkbox"/> | |
| 200402 | 01/15/2004 | Thomas Flor | \$200.00 | Loc1 01/15/2004 | <input type="checkbox"/> | |
| 200403 | 01/15/2004 | Alton F Reed | \$200.00 | Loc1 01/15/2004 | <input type="checkbox"/> | |
| 200404 | 01/15/2004 | David A Van Elgot | \$200.00 | Loc1 01/15/2004 | <input type="checkbox"/> | |
| 200405 | 01/15/2004 | Richard D Van Elgot | \$200.00 | Loc1 01/15/2004 | <input type="checkbox"/> | |
| 200406 | 01/15/2004 | Ron L Casey | \$200.00 | Loc2 01/15/2004 | <input type="checkbox"/> | |
| 200407 | 01/15/2004 | Steven Kant | \$200.00 | Loc2 01/15/2004 | <input type="checkbox"/> | |
| 200408 | 01/15/2004 | Bonnie J Shatun | \$200.00 | Loc2 01/15/2004 | <input type="checkbox"/> | |
| 200409 | 01/15/2004 | Brandon Weber | \$200.00 | Loc3 01/15/2004 | <input type="checkbox"/> | |
| 200410 | 01/15/2004 | Nina Demeglio | \$200.00 | Loc3 01/15/2004 | <input type="checkbox"/> | |
| 200411 | 01/15/2004 | Kelly Peddler | \$200.00 | Loc3 01/15/2004 | <input type="checkbox"/> | |
| 200412 | 01/15/2004 | Harv A Thomas | \$200.00 | Loc3 01/15/2004 | <input type="checkbox"/> | |
| 200413 | 01/15/2004 | William W Wojcik | \$200.00 | Loc3 01/15/2004 | <input type="checkbox"/> | |
| 200414 | 01/16/2004 | Pamela Casey | \$200.00 | Loc1 01/16/2004 | <input type="checkbox"/> | |
| 200415 | 01/16/2004 | Richard D Van Elgot | \$200.00 | Special 01/16/2004 | <input type="checkbox"/> | |
| 200416 | 01/16/2004 | Thomas Flor | \$200.00 | Loc1 01/16/2004 | <input type="checkbox"/> | |
| 200417 | 01/16/2004 | Alton F Reed | \$200.00 | Loc1 01/16/2004 | <input type="checkbox"/> | |

Hints: To select or unselect individual payments, use the ctrl + mouse button combination.
To select or unselect a range of individual payments use the shift + mouse button combination.

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 un-clear or select group and clear or un-clear selected by highlighting using CTRL-Mouse for individual or SHIFT-Mouse for range .

34 - Cycle - 1099 Processing

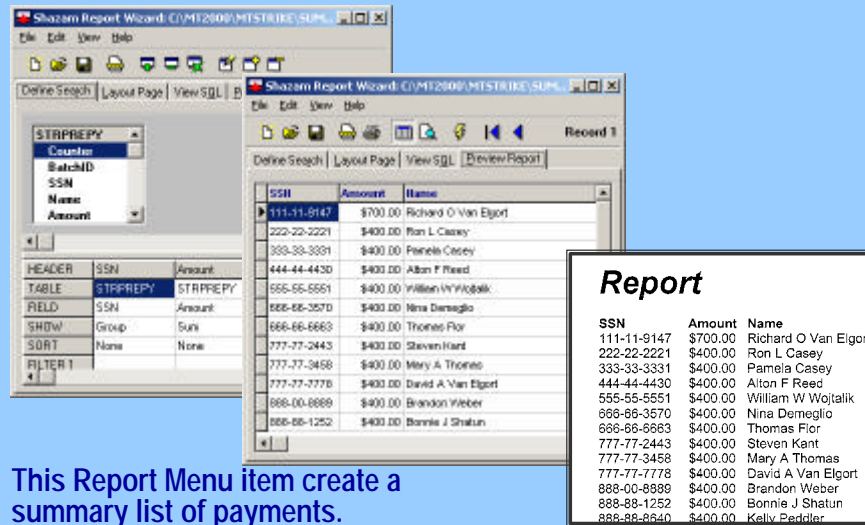
The 1099 Form feature is found on the FILE menu.

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

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

The Advanced tab allows for alignment.

35 - Reports - Sum Total



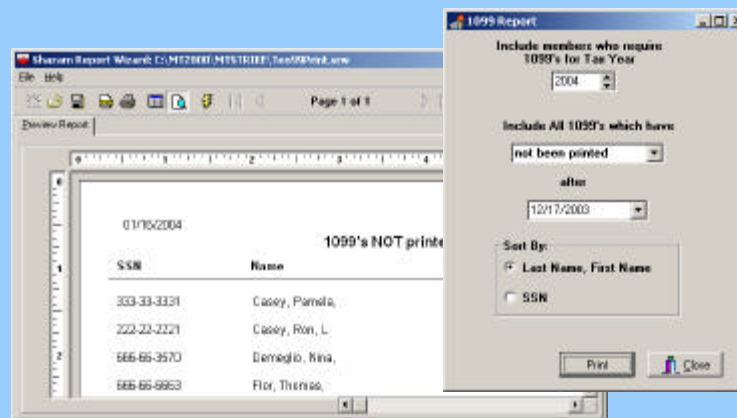
The screenshot shows the 'Shazam Report Wizard' window. On the left, the 'STRPREPY' table is selected. The 'FIELD' list includes SSN, Amount, and Name. The 'SHOW' column is set to 'Group' and the 'SORT' column is set to 'None'. The 'FILTER 1' column is set to 'None'. The 'Preview Report' tab is active, showing a list of records with columns SSN, Amount, and Name. A 'Report' window is overlaid on the right, displaying the same data in a formatted table.

| SSN | Amount | Name |
|-------------|----------|----------------------|
| 111-11-9147 | \$700.00 | Richard O Van Elgort |
| 222-22-2221 | \$400.00 | Ron L Casey |
| 333-33-3331 | \$400.00 | Pamela Casey |
| 444-44-4430 | \$400.00 | Alton F Reed |
| 555-55-5551 | \$400.00 | William W Wojcik |
| 666-66-3570 | \$400.00 | Nina Demeglio |
| 666-66-6663 | \$400.00 | Thomas Flor |
| 777-77-2443 | \$400.00 | Steven Kant |
| 777-77-3458 | \$400.00 | Mary A Thomas |
| 777-77-7778 | \$400.00 | David A Van Elgort |
| 888-00-8889 | \$400.00 | Brandon Weber |
| 888-88-1252 | \$400.00 | Bonnie J Shatun |
| 888-88-8640 | \$400.00 | Kelly Paddler |

This Report Menu item create a summary list of payments.

Note: This report is a good bases for custom reports

36 - Reports - 1099 Report

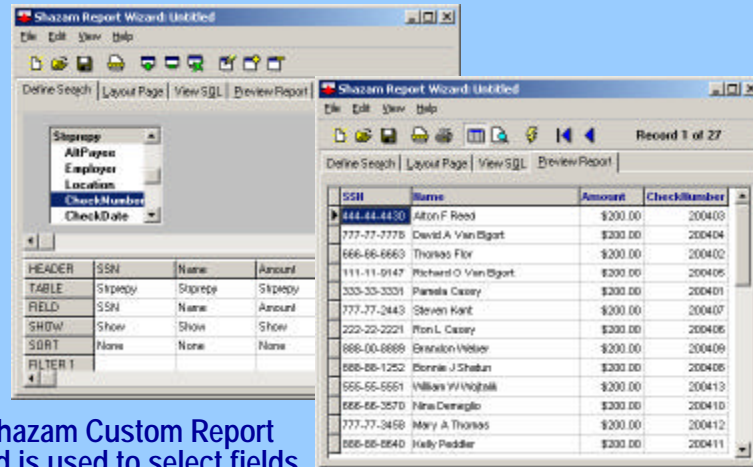


The screenshot shows the 'Shazam Report Wizard' window. The '1099 Report' window is overlaid on the right, showing the configuration for the report. The 'Include members who require 1099's for Tax Year' is set to '2004'. The 'Include All 1099's which have' is set to 'not been printed'. The 'after' date is set to '12/17/2003'. The 'Sort By' is set to 'Last Name, First Name'. The 'Preview Report' tab is active, showing a list of records with columns SSN and Name.

| SSN | Name |
|-------------|----------------|
| 333-33-3331 | Casey, Pamela |
| 222-22-2221 | Casey, Ron, L |
| 666-66-3570 | Demeglio, Nina |
| 666-66-6663 | Flor, Thomas |

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

Thanks you for using this CWA On-Web Course



Click button to return to
CWA-Secy-Treas.org Home Page

