MUMS/2000
Multi-Union Membership System

Local Dues Collection
Add-on Module

BCTGM – LDCS Documentation

by Van Elgort Information Systems
March 2012
Version 6.xx

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LDCS Overview

BCTGM – LDCS is an add-on program that is fully integrated into MUMS/2000 and allows a BCTGM local to create a worksheet, update and easily post dues. Transactions can contain Fees and Over/Under payments with balance forwards for next month. This posting will then create proper coversheet information and data to be sent to HQ.

The following documentation describes:

Initial LDCS Setups:

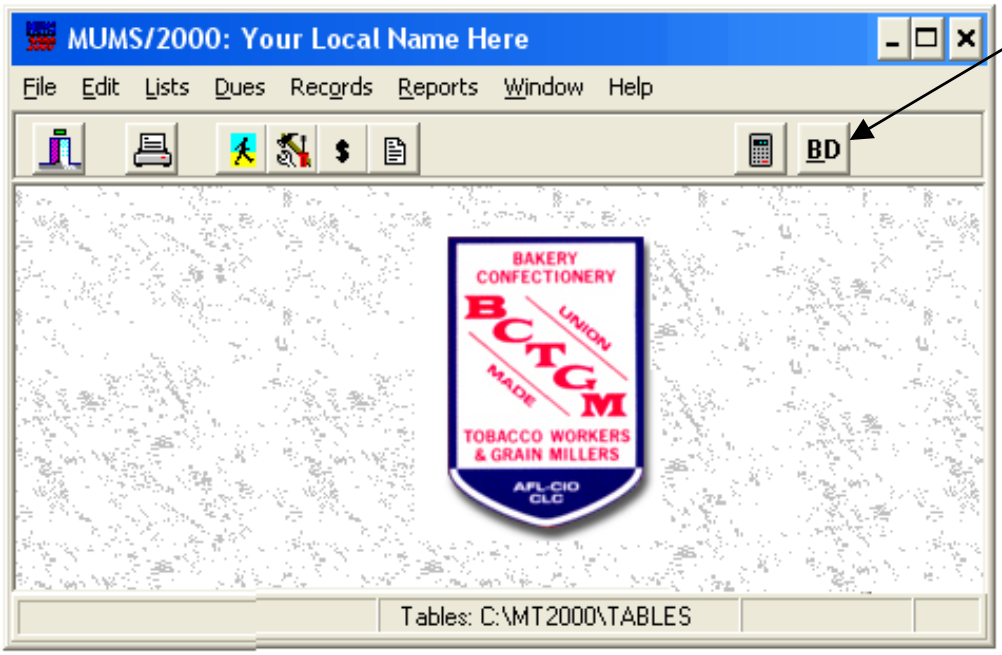
- Installing BCTGM-LDCS Program and linking it to MUMS
- Initial Deduction Code Setup (Setup rates and method of dues calcs)
- Member Deduction Setup (Mass insert codes, or rates into members)
- Initial Shop Setup: (Select the sort sequence and Billing Options)

The Basic Four Steps of Dues Processing

- Create/Update Prelist/Billings
  - (Local/Shop worksheet w/ active members + delq Dues)
- Update Checkoff
  - (Add, Delete, Chg Dues.Chg Status, Add Members)
- Ok Checkoff
  - (Ok the Shop & Dues Period)
- Post Checkoffs
  - (Post payments & balances to member's records)

Speedbuttons & Menus

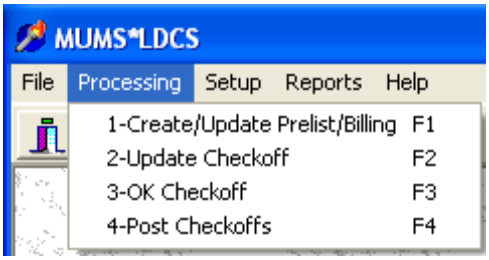
BCTGM – LDCS is executed from within MUMS/2000 by using a Speedbutton that was created during the install phase.



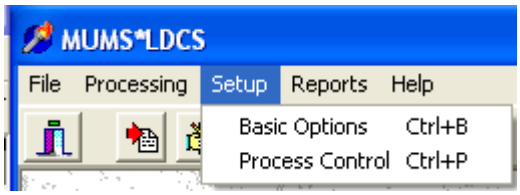
Once inside of BCTGM-LDCS, you can run the various steps by using Speedbutton, the Menu or even Function or Ctrl Keys.

This documentation will refer to the processing steps by # shown next to the menu items, that is also the function key. Setup steps are done from Menu or Buttons.

Processing Step Menu

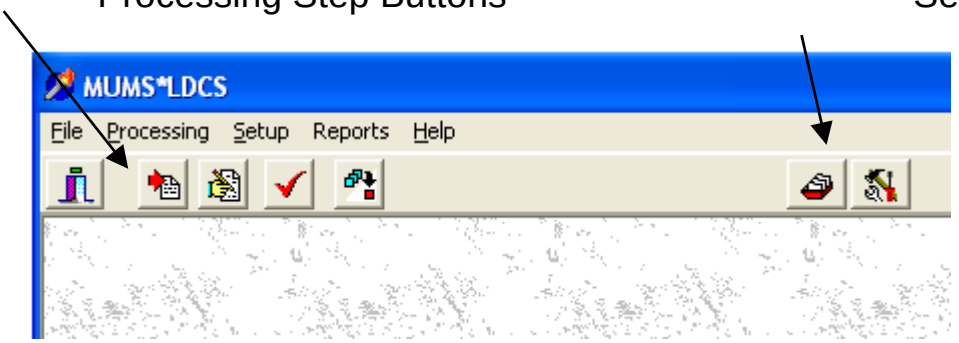


Setup Menu



Processing Step Buttons

Setup Buttons



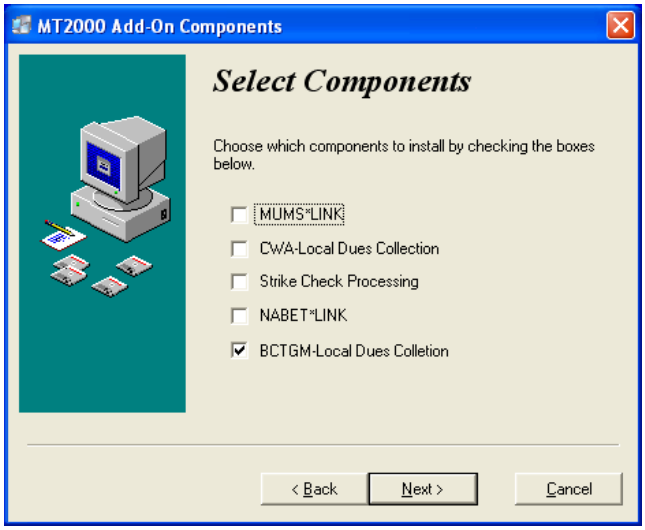
Installation

Installation of BCTGM-LDCS Add-on Program

(If you had Version 5.94 of BCTGM-LDCS you will need to remove c:\mt2000\bcldcs folder before installing or upgrading to Version 6.xx. Also in MUMS* File|Setup|Edit INI *change last line of 5.85 to 5.86. Then* File|Setup|Update From INI File*)

From MUMS CD-ROM or saved image of CD-ROM on hard drive…

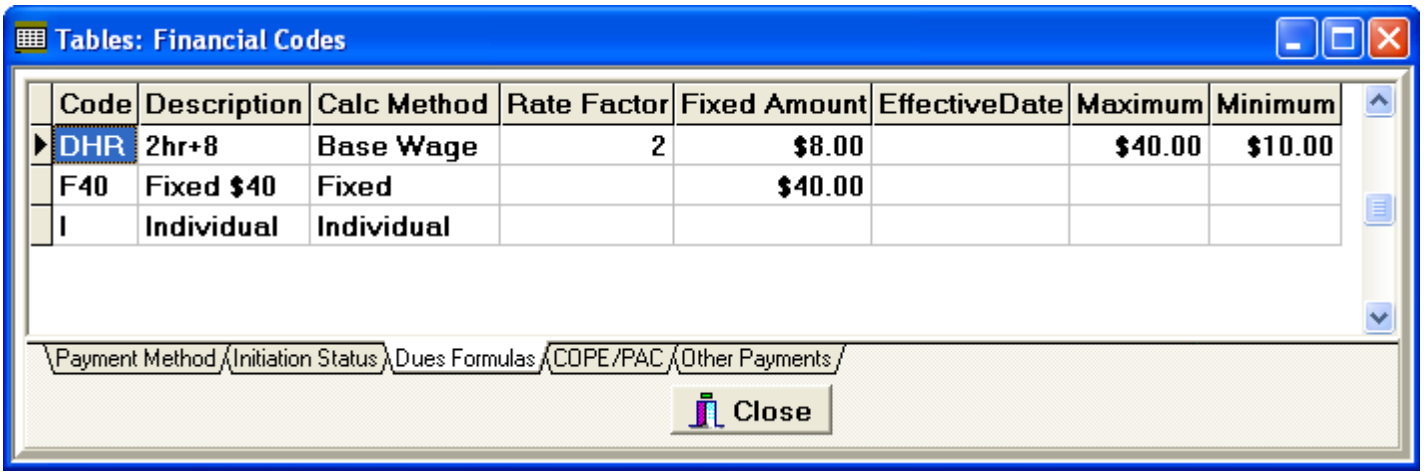
- Open the ADDON folder
- Double click the ADDON program or application
- On the following screen, uncheck all items except BCTGM-LDCS
- Use Next and Finish buttons



After the install you should verify that there is now a BD Speedbutton inside of MUMS as shown on prior page of this documentation.

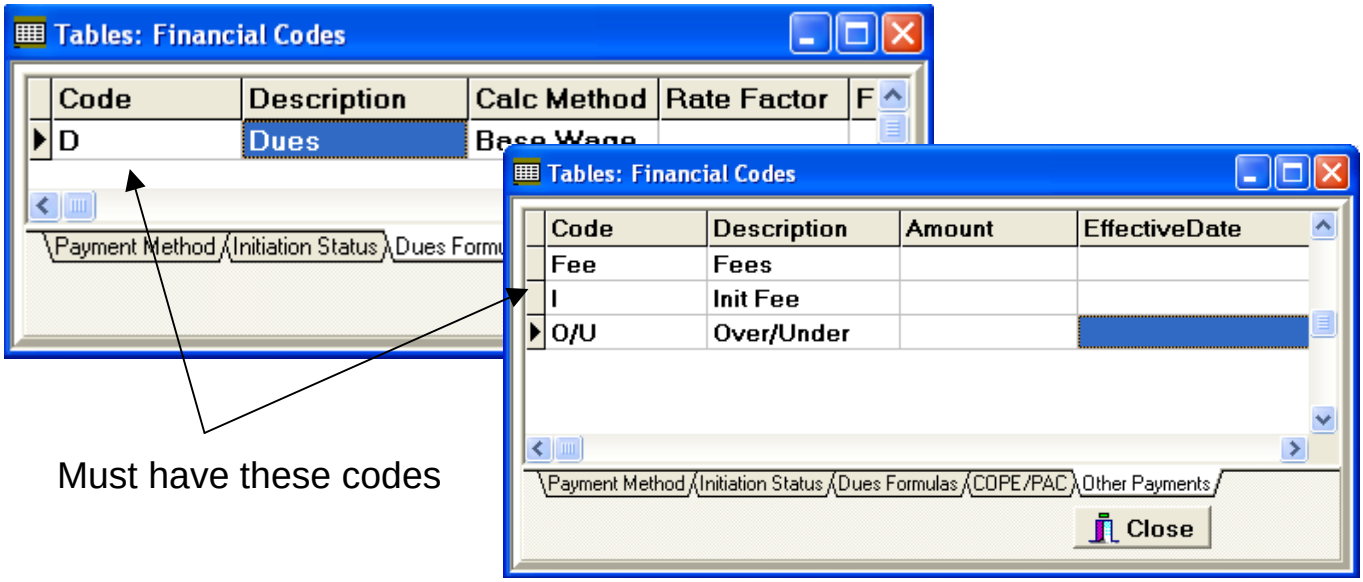
Initial Deduction Code Setup:

Dues is calculated based upon the member's Dues Code on the member's financial tab. This code relates to the Dues Formulas Tab in MUMS List|Code Tables|Financial



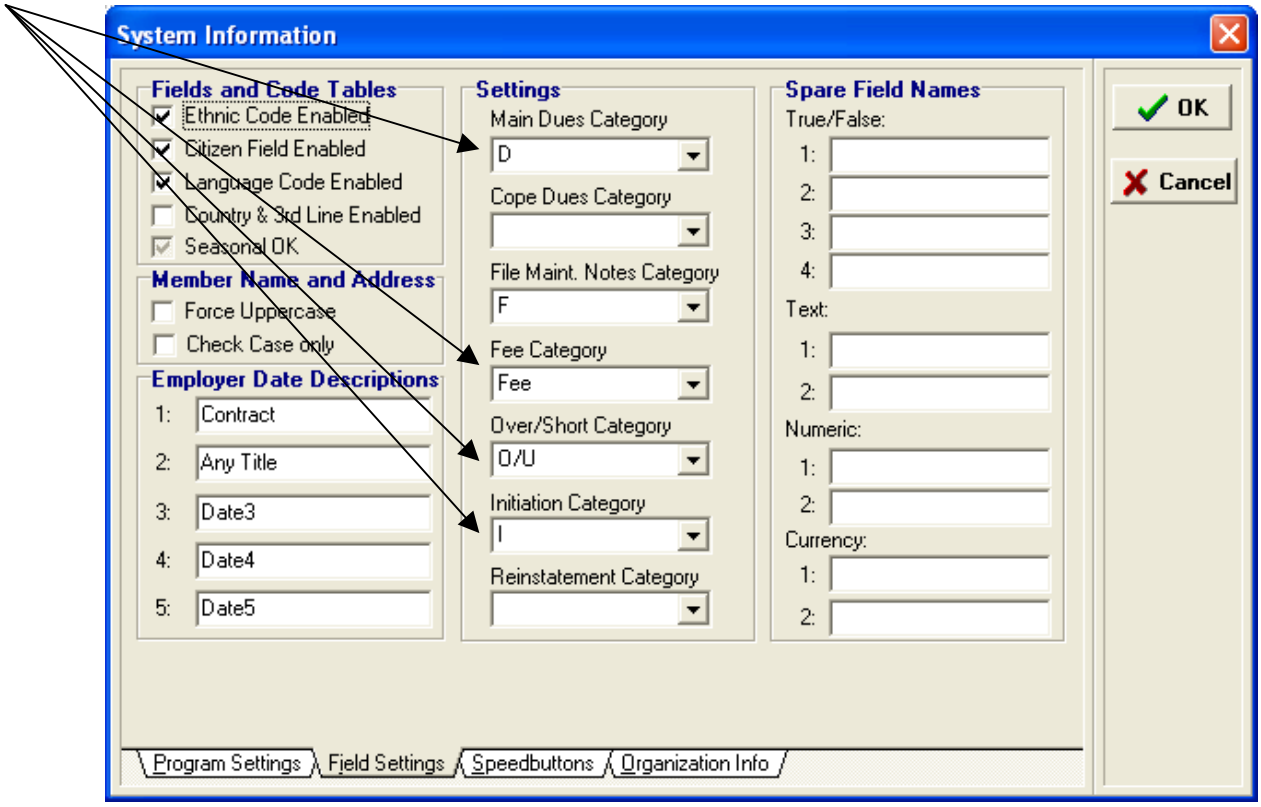
Code	Description	Calc Method	Rate Factor	Fixed Amount	EffectiveDate	Maximum	Minimum
DHR	2hr+8	Base Wage	2	$8.00		$40.00	$10.00
F40	Fixed $40	Fixed		$40.00			
I	Individual	Individual					

IMPORTANT NOTE: In addition to deduction codes you are going to use, you must create a dummy Code “D” in Dues Formulas with a description of “Dues” and a Code “I”, “O/U” & “Fee” in Other Payments with description of Init Fee for coversheet calculations. These are also used for general history description of payments.



Must have these codes

Also you need to check under File | Setup | System Information, the Field Setting Tab to make sure the “Settings” for Categories are as follows for Dues, Fee, Over/Short and Initiation.



Member Deduction Setup:

- By using Deduction Codes, you can use MUMS mass change and insert "DedMethod into all members records based upon shop and/or job title codes.
- If using Base Wage based, then you must insert the "BaseWage"
- If using Individual Based, then you need to update each member's "Individual Payment" according.

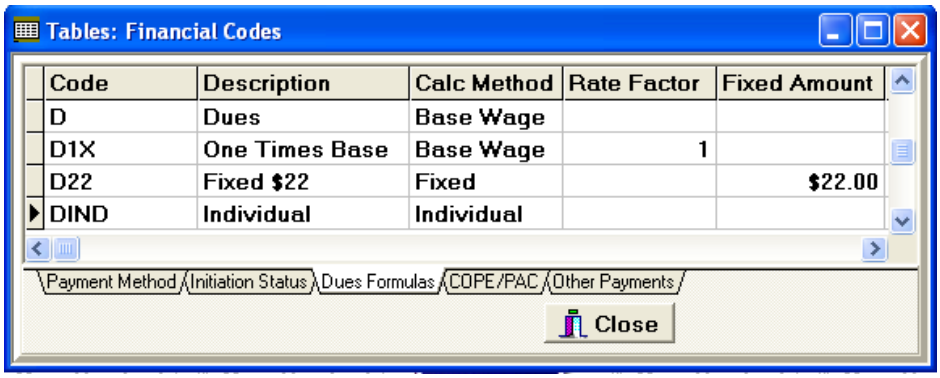
For example:

If you had a shop ABC and everyone paid $22 dues. You can optionally setup the deductions three different ways.

For these examples we are use the following sample Deduction Codes:

DIND	Dues based upon Individual Payment
D1X	One times the base wage field
D22	Dues fixed at $22.

The Dues table would look like this:

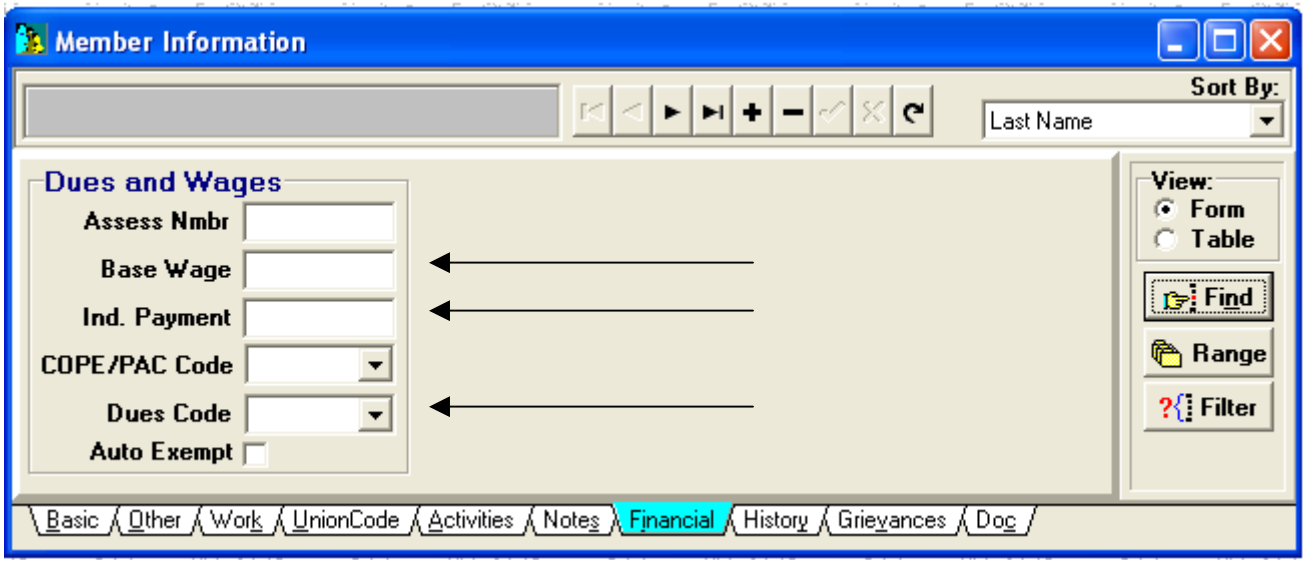


Code	Description	Calc Method	Rate Factor	Fixed Amount
D	Dues	Base Wage		
D1X	One Times Base	Base Wage	1	
D22	Fixed $22	Fixed		$22.00
DIND	Individual	Individual		

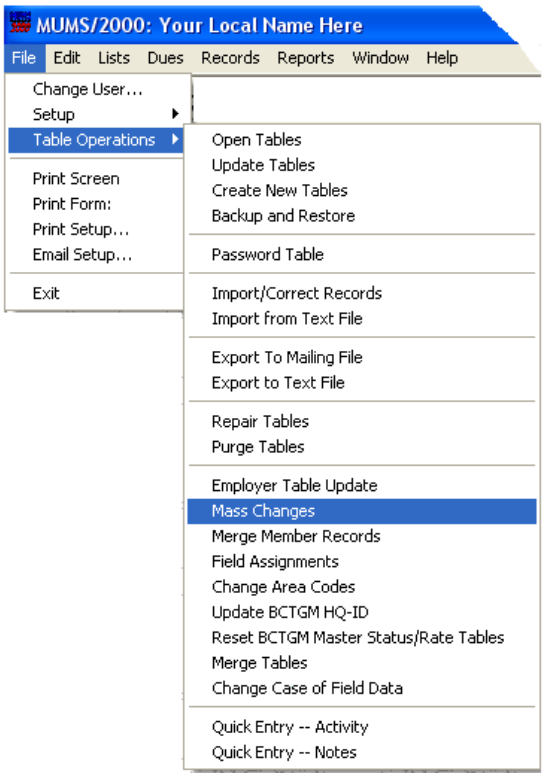
The fields in the members record on Financial Tab would need to be updated manually or using the Mass Change feature in MUMS. In all cases you need a Dues Code in each record. Optionally you might also need a Base Wage or Ind.Payment.

If Deduction Code set to…

Individual Dues:	Need Dues Code of DIND and Ind.Payment of $22.00
Base Wage:	Need Dues Code of D1X and Base Wage of $22.00
Fixed Dues:	Need Dues Code of D22 only



Obviously if a shop all had same rate you could use a code with Shop number like DABC for shop ABC and then you could easily change amount in the table and not have to change members when rate changed.



You can use Mass Change to update individual payments or base wages. If a fixed or formula changes then you need only change information in the deduction table for that matching code.

This is the Mass Change Screen:

On this screen you select the Member.db and the field you wish to update.

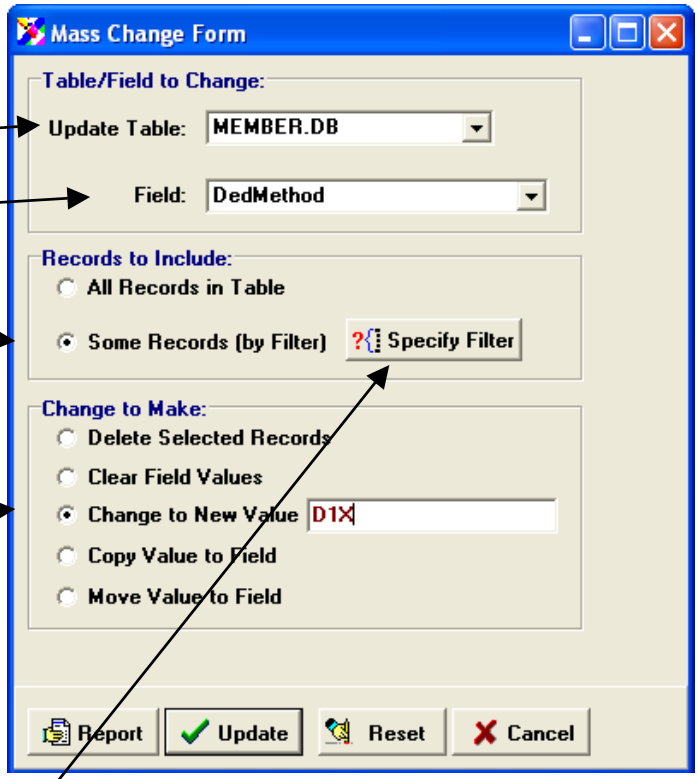
In this example we are going to select all those members in Shop ABC and setup a Dues Code of D1X. Then this feature would be run again to setup Base Wage of $22.00. Any member with a different base wage could then be manually changed.

Set to Member.db

Set to DedMethod

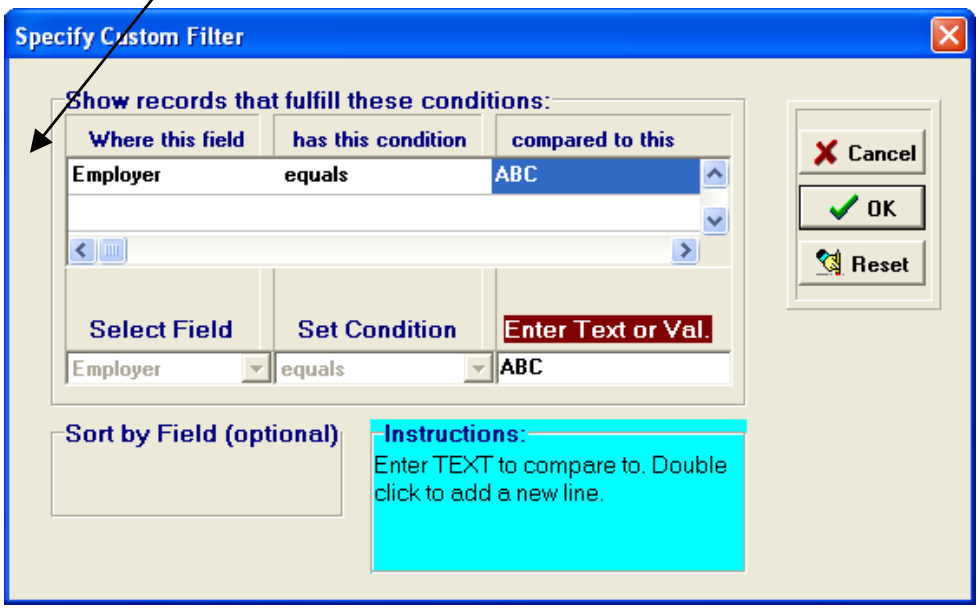
Set to Some Records

Change to new Value



Filter by Shop (Employer)

Field = Employer
Condition = Equals
Value = ABC



NOTE: All of the following setup and usage documentation refer to screens and operations within BCTGM-LDCS. This means you have pressed the BD button inside of MUMS to request LDCS.

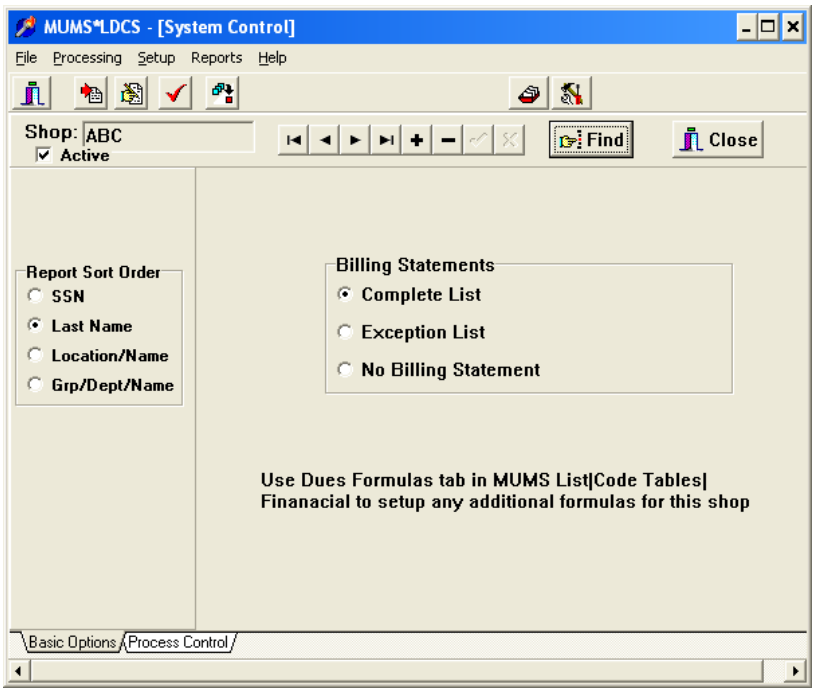
Initial Shop Setup:

Setup is started with the Button.

By Pressing the "+" the user can select the Shop to setup for LDCS.

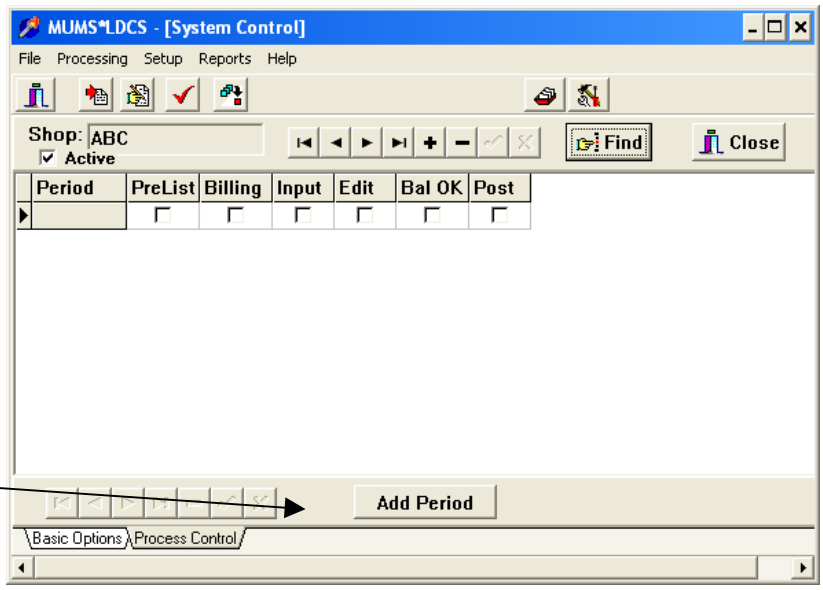
The Basic Options screen allows you to select the sort sequence for reports and input screens.

You can also setup Billing Statement Options. The Exception List will only show those members with other than a single dues payment.



This is the Process Control Screen used to review or edit the current status of a Shop. The user can un-check a step to re-run. This can be used to un-post a month if necessary by un-checking the POST box.

When setting up a new shop you must press the "Add Period" button to setup the last period posted so the program knows where to start.



Note: A check means that the matching step has been completed. Normal operations do not require a user to do anything with this screen. …

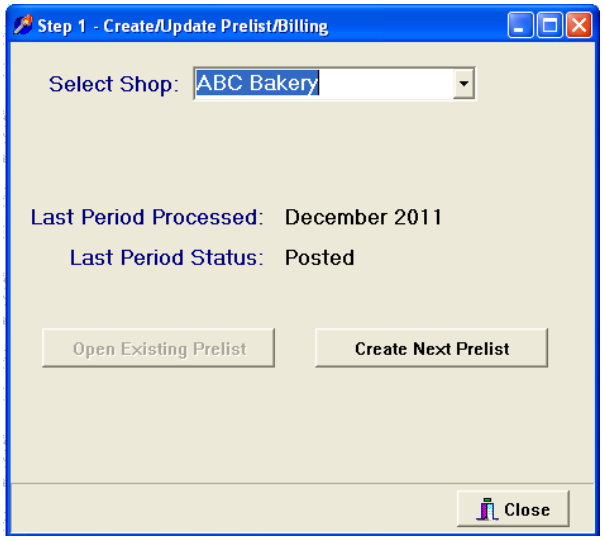
- Prelist flag set when new prelist/checkoff work file created
- Billing flag set when optional billing statement printed
- Input flag set when header info entered on checkoff
- Edit Flag set when Checkoff printed and IN-BALANCE
- Bal-OK Flag set when User OK's Checkoff for Posting
- Post Flag set when Checkoff posted to MUMS History

Processing

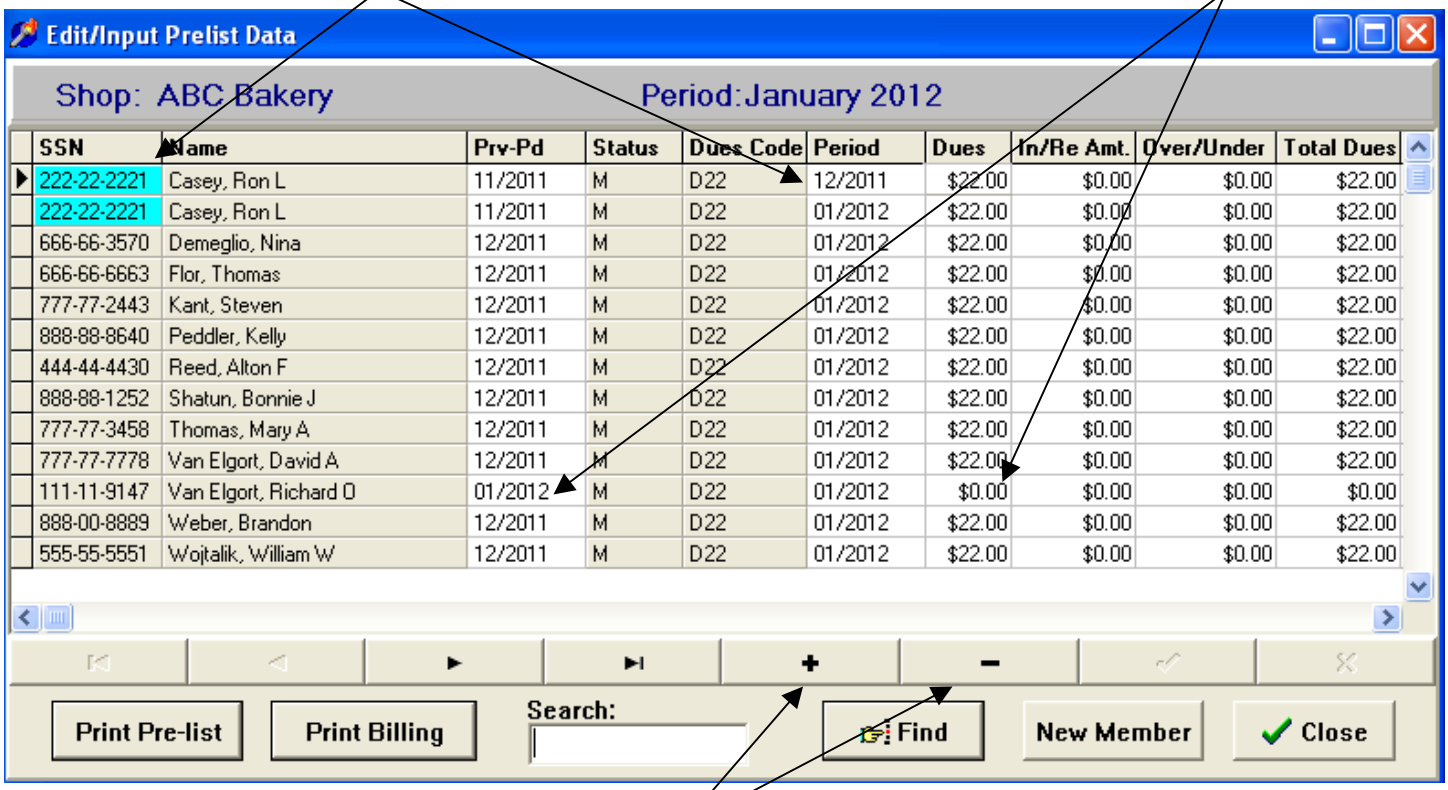
Dues Processing Step #1 (F1) – Create/Update Prelist/Billing

Initial Screen in this step allows you to select a Shop. Once a shop is selected the screen will display the most recent status for that shop along with the period.

If last period status is "Posted" then the "Create Next Prelist" will be active. If there is an existing Period that has not been posted then the "Open Existing Prelist" button will be active.



Multiple payments for the same member are highlighted in color. In this example Ron Casey owes the Dec & Jan payments. Notice $0.00 due on member in advance



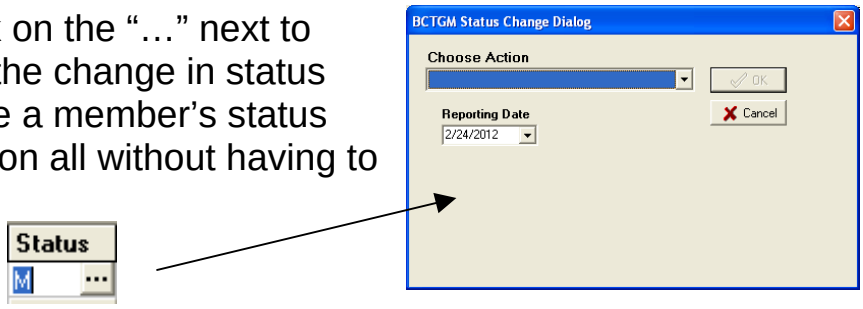
SSN	Name	Prv-Pd	Status	Dues Code	Period	Dues	In/Re Amt.	Over/Under	Total Dues
222-22-2221	Casey, Ron L	11/2011	M	D22	12/2011	$22.00	$0.00	$0.00	$22.00
222-22-2221	Casey, Ron L	11/2011	M	D22	01/2012	$22.00	$0.00	$0.00	$22.00
666-66-3570	Demeglio, Nina	12/2011	M	D22	01/2012	$22.00	$0.00	$0.00	$22.00
666-66-6663	Flor, Thomas	12/2011	M	D22	01/2012	$22.00	$0.00	$0.00	$22.00
777-77-2443	Kant, Steven	12/2011	M	D22	01/2012	$22.00	$0.00	$0.00	$22.00
888-88-8640	Peddler, Kelly	12/2011	M	D22	01/2012	$22.00	$0.00	$0.00	$22.00
444-44-4430	Reed, Alton F	12/2011	M	D22	01/2012	$22.00	$0.00	$0.00	$22.00
888-88-1252	Shatun, Bonnie J	12/2011	M	D22	01/2012	$22.00	$0.00	$0.00	$22.00
777-77-3458	Thomas, Mary A	12/2011	M	D22	01/2012	$22.00	$0.00	$0.00	$22.00
777-77-7778	Van Elgort, David A	12/2011	M	D22	01/2012	$22.00	$0.00	$0.00	$22.00
111-11-9147	Van Elgort, Richard O	01/2012	M	D22	01/2012	$0.00	$0.00	$0.00	$0.00
888-00-8889	Weber, Brandon	12/2011	M	D22	01/2012	$22.00	$0.00	$0.00	$22.00
555-55-5551	Wojtalik, William W	12/2011	M	D22	01/2012	$22.00	$0.00	$0.00	$22.00

The "+" and "-" keys are used to add an existing member or delete a member from this prelist.

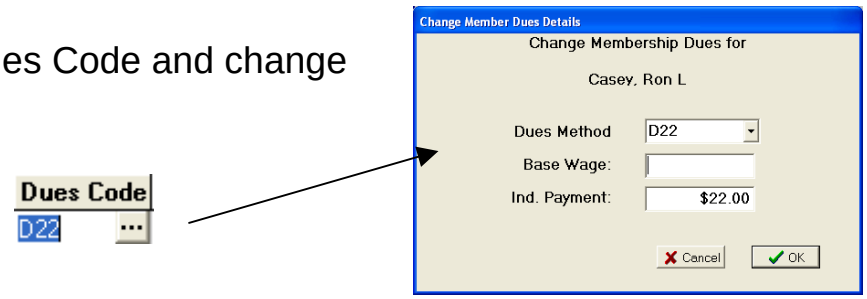
The "FIND" button can be used to locate a member within this prelist by SSN or Name. The Search field can also be used to locate a record within the prelist.

The "New Member" button is used to add a new member to MUMS system.

On a transaction line you can click on the "…" next to Status and will be presented with the change in status window. This way you can change a member's status and then delete the dues transaction all without having to leave this prelist screen.



You can click the "…" next to Dues Code and change Dues Calculated fields.



If you click on Period, you can change it also by using the arrow keys. This is useful if you are adding records to this prelist.

You can, of course, change Dues, In/Re Amt (Initiation and/or Reinstatement Fee) and enter an amount Over/Under. If you enter a positive amount it will be an Over and the Total Dues paid will increase. If the member shorted you money, then enter a minus sign followed by amount shorted.

SSN	Name	Prv-Pd	Status	Dues Code	Period	Dues	In/Re Amt.	Over/Under	Total Dues
666-66-6663	Flor, Thomas	12/2011	M	D22	01/2012	$22.00	$0.00	$10.00	$32.00
777-77-2443	Kant, Steven	12/2011	M	D22	01/2012	$22.00	$0.00	-$5.00	$17.00

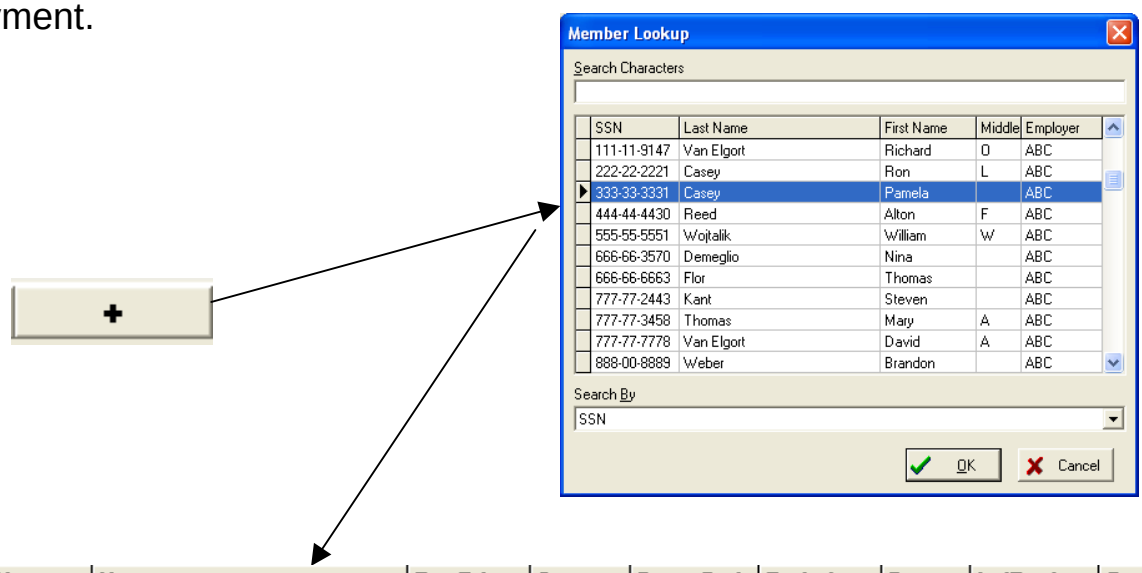
In the above example Flor paid extra $10 and Kant shorted the local $5 by entering the amounts in the Over/Under fields. The Total Dues is automatically recalculated.

Note: Dues is recalculated based upon a change in Dues Code. In/Re Amount default to amount entered when doing a new member or reinstatement and should be adjusted if the member is not paying it in full. The amount of Initiation and Reinstatement balance is created immediately and reduced only after posting this period.

Note: Over/Under once posted is carried as Dues Balance on Member's record and is automatically carried forward to next period.

Adding an existing member to a Prelist:

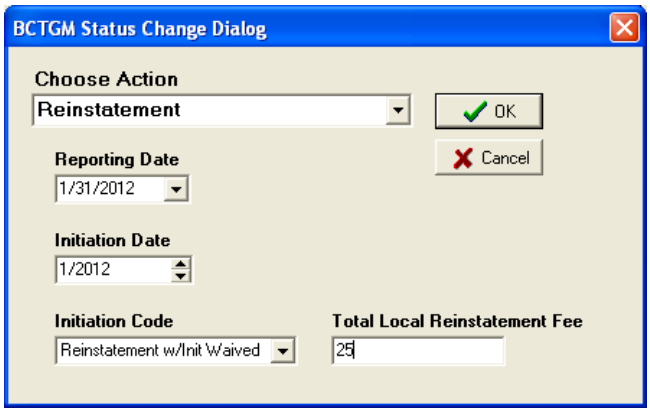
In the follow example we are using the "+" key to add an non-active member by the name of Pamela Casey. Then we are going to reinstate her and make a January Payment.



	SSN	Name	Prv-Pd	Status	Dues Code	Period	Dues	In/Re Amt.	Over/Under	Total Dues
*	333-33-3331	Casey, Pamela		E	D22	01/2012	$22.00	$0.00	$0.00	$22.00

Notice when added it created a current dues transaction and highlighted the Status Code field for a change.

After pressing the "…" next to the Status of an "E" we get the screen to do the reinstatement.



Now we see the transaction with Pamela Casey as a "M" Member and the fee of $25 inserted into the transaction.

SSN	Name	Prv-Pd	Status	Dues Code	Period	Dues	In/Re Amt.	Over/Under	Total Dues
333-33-3331	Casey, Pamela		M	D22	01/2012	$22.00	$25.00	$0.00	$47.00

Any additional back periods of dues that might be due can be added by using "+" key and changing the period.

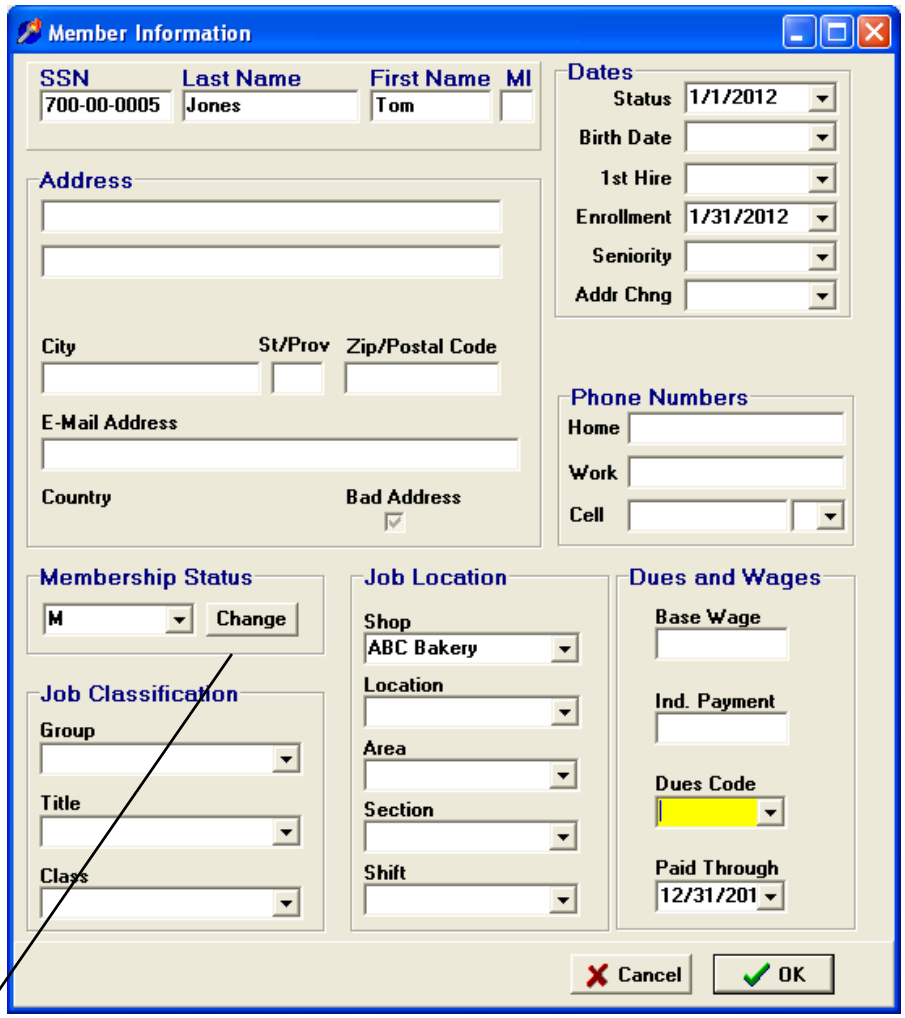
Adding a New Member to the Prelist:

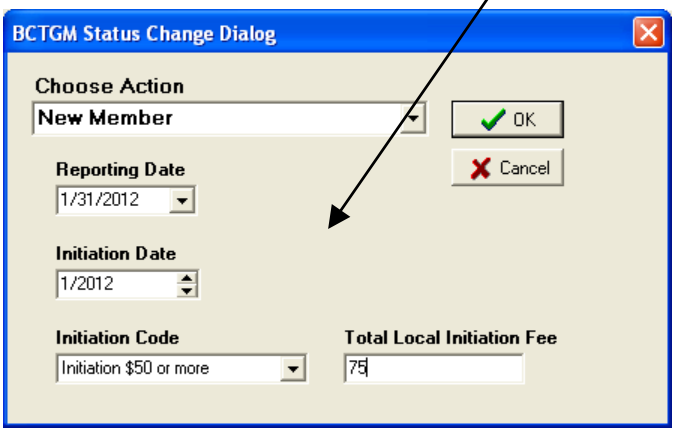
A new member is added using the “New Member” Button on the Screen.

Pressing this button allows you to add a new member while in the middle of Input Data into Prelist function. This is a combination of a member’s Basic and Work Tabs and Financial Tabs. Any additional information can be updated later…

The program inserts the Shop automatically.

At a minimum you must “Change” the Status and enter a Dues Code.





The CHANGE button for status on the above screen will bring up the BCTGM set of options for adding a new record. Once you have selected the type of new add, you will be presented with the standard MUMS new add screen to complete the information needed to report to HQ. Once the Status is changed, the program inserts the Status Date, Enrollment Date and paid-thru-date.

When the program returns to prelist, we are (for example) changing the $75 fee to show that Tom Jones only paid $40.

SSN	Name	Prv-Pd	Status	Dues Code	Period	Dues	In/Re Amt.	Over/Under	Total Dues
700-00-0003	Jones, Tom		M	D22	01/2012	$22.00	$40.00	$0.00	$62.00

Edit/Input Prelist Data

Shop: ABC Bakery Period: January 2012

SSN	Name	Prv-Pd	Status	Dues Code	Period	Dues	In/Re Amt.	Over/Under	Total Dues
333-33-3331	Casey, Pamela	12/2011	M	D22	01/2012	$22.00	$25.00	$0.00	$47.00
222-22-2221	Casey, Ron L	11/2011	M	D22	12/2011	$22.00	$0.00	$0.00	$22.00
222-22-2221	Casey, Ron L	11/2011	M	D22	01/2012	$22.00	$0.00	$0.00	$22.00
666-66-3570	Demeglio, Nina	12/2011	M	D22	01/2012	$22.00	$0.00	$0.00	$22.00
666-66-6663	Flor, Thomas	12/2011	M	D22	01/2012	$22.00	$0.00	$10.00	$32.00
700-00-0003	Jones, Tom	12/2011	M	D22	01/2012	$22.00	$40.00	$0.00	$62.00
777-77-2443	Kant, Steven	12/2011	M	D22	01/2012	$22.00	$0.00	-$5.00	$17.00
888-88-8640	Peddler, Kelly	12/2011	M	D22	01/2012	$22.00	$0.00	$0.00	$22.00
444-44-4430	Reed, Alton F	12/2011	M	D22	01/2012	$22.00	$0.00	$0.00	$22.00
888-88-1252	Shatun, Bonnie J	12/2011	M	D22	01/2012	$22.00	$0.00	$0.00	$22.00
777-77-3458	Thomas, Mary A	12/2011	M	D22	01/2012	$22.00	$0.00	$0.00	$22.00
777-77-7778	Van Elgort, David A	12/2011	M	D22	01/2012	$22.00	$0.00	$0.00	$22.00
111-11-9147	Van Elgort, Richard O	01/2012	M	D22	01/2012	$0.00	$0.00	$0.00	$0.00
888-00-8889	Weber, Brandon	12/2011	M	D22	01/2012	$22.00	$0.00	$0.00	$22.00
555-55-5551	Wojtalik, William W	12/2011	M	D22	01/2012	$22.00	$0.00	$0.00	$22.00

Print Pre-list | Print Billing | Search: | Find | New Member | Close

The above prelist view is a result of all of the changes made so far.

Member	Standard Dues	Exception	Total Received
Casey, Pamela	D22 = $22.00	Reinstated & full $25 Re-Stmt fee	$47.00
Flor, Thomas	D22 = $22.00	Paying $10 extra	$32.00
Jones, Tom	D22 = $22.00	New Member paying $40 of Init fee	$62.00
Kant, Steven	D22 = $22.00	$5 Short in his payment	$17.00

The above highlights the exceptions to normal one dues payment per member.

After Posting we expect to see the following in Members Record & next month's prelist:

	Member's Record	Next Month's Prelist
Flor	Dues Balance of -$10	Over/Under = -$10
Kant	Dues Balance of $5	Over/Under = $5
Jones	Fee Balance of $35	In/Re Amt = $35
	See Pages 20-21	See Page 23

Printing Prelist

The Prelist can be printed using the **Print Pre-list** button

Print Date: 2/25/2012 — 1 of 1

LDCS/MUMS Prelist

Period: 01/12

SHOP: (ABC) ABC Bakery

SSN	Name	Prv-Pd	Status	Base Wage	Ind. Amount	Dues Code	Pd. Thru	Dues	In/Re Amt.	(Over)/Under	Total
333-33-3331	Casey, Pamela	12/2011	M			D22	01/2012	$22.00	$25.00	$0.00	$47.00
222-22-2221	Casey, Ron L	11/2011	M			D22	12/2011	$22.00	$.00	$0.00	$22.00
222-22-2221	Casey, Ron L	11/2011	M			D22	01/2012	$22.00	$.00	$0.00	$22.00
666-66-3570	Demeglio, Nina	12/2011	M			D22	01/2012	$22.00	$.00	$0.00	$22.00
666-66-6663	Flor, Thomas	12/2011	M			D22	01/2012	$22.00	$.00	$10.00	$32.00
700-00-0003	Jones, Tom	12/2011	M			D22	01/2012	$22.00	$40.00	$0.00	$62.00
777-77-2443	Kant, Steven	12/2011	M			D22	01/2012	$22.00	$.00	-$5.00	$17.00
888-88-8640	Peddler, Kelly	12/2011	M			D22	01/2012	$22.00	$.00	$0.00	$22.00
444-44-4430	Reed, Alton F	12/2011	M			D22	01/2012	$22.00	$.00	$0.00	$22.00
888-88-1252	Shatun, Bonnie J	12/2011	M			D22	01/2012	$22.00	$.00	$0.00	$22.00
777-77-3458	Thomas, Mary A	12/2011	M			D22	01/2012	$22.00	$.00	$0.00	$22.00
777-77-7778	Van Elgort, David A	12/2011	M			D22	01/2012	$22.00	$.00	$0.00	$22.00
111-11-9147	Van Elgort, Richard O	01/2012	M			D22	01/2012	$0.00	$.00	$0.00	$0.00
888-00-8889	Weber, Brandon	12/2011	M			D22	01/2012	$22.00	$.00	$0.00	$22.00
555-55-5551	Wojtalik, William W	12/2011	M			D22	01/2012	$22.00	$.00	$0.00	$22.00
								$308.00	$65.00	$5.00	$378.00

Above is the Prelist Printed. This shows the same information as the screen, plus details on Dues Calculations, such as Base Wage, Ind. Amt, Dues Code. Also this report totals all of the money columns.

Printing Billing Statements

Billing Statements are run using the **Print Billing** button.

The type of statement that is printed is controlled by the options setup for the Shop as described previously.

Billing Statements

- (•) Complete List
- ( ) Exception List
- ( ) No Billing Statement

ABC Bakery

Prepared: 2/25/2012 12:02 PM

1000 CupCake Lane
AnyTown US 12345

SSN	Name	Payroll Month	# Dues Payments	Dues Amount	Init/Rein Fee	(Over)/Under Amount	Total Withhold
333-33-3331	Casey, Pamela	01/2012	1	$22.00	$25.00	$0.00	$47.00
222-22-2221	Casey, Ron L	01/2012	2	$44.00	$0.00	$0.00	$44.00
666-66-3570	Demeglio, Nina	01/2012	1	$22.00	$0.00	$0.00	$22.00
666-66-6663	Flor, Thomas	01/2012	1	$22.00	$0.00	$10.00	$32.00
700-00-0003	Jones, Tom	01/2012	1	$22.00	$40.00	$0.00	$62.00
777-77-2443	Kant, Steven	01/2012	1	$22.00	$0.00	-$5.00	$17.00
888-88-8640	Peddler, Kelly	01/2012	1	$22.00	$0.00	$0.00	$22.00
444-44-4430	Reed, Alton F	01/2012	1	$22.00	$0.00	$0.00	$22.00
888-88-1252	Shatun, Bonnie J	01/2012	1	$22.00	$0.00	$0.00	$22.00
777-77-3458	Thomas, Mary A	01/2012	1	$22.00	$0.00	$0.00	$22.00
777-77-7778	Van Elgort, David A	01/2012	1	$22.00	$0.00	$0.00	$22.00
111-11-9147	Van Elgort, Richard O	01/2012	0	$0.00	$0.00	$0.00	$0.00
888-00-8889	Weber, Brandon	01/2012	1	$22.00	$0.00	$0.00	$22.00
555-55-5551	Wojtalik, William W	01/2012	1	$22.00	$0.00	$0.00	$22.00
							$378.00

Above is an example of a Complete List - Billing Statement. Notice that members with multiple payment due are consolidated into one amount with # of Dues Payments indicated. Below is an example of exception only Billing Statement showing those with multiple period dues, those with no dues and those with fees due.

ABC Bakery

Prepared: 2/25/2012 12:04 PM

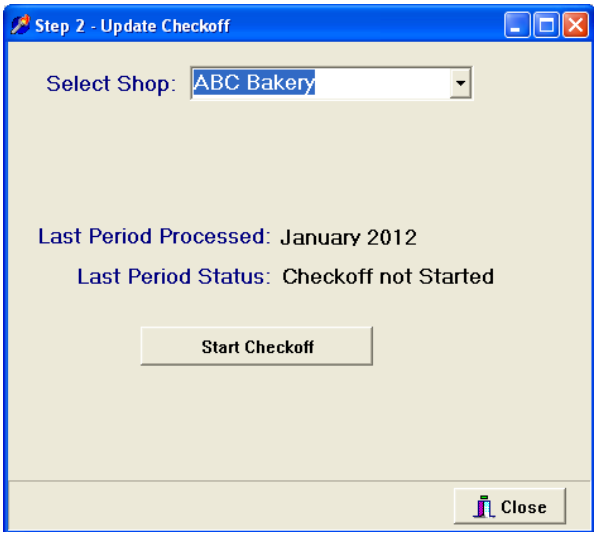
1000 CupCake Lane
AnyTown US 12345

SSN	Name	Payroll Month	# Dues Payments	Dues Amount	Init/Rein Fee	(Over)/Under Amount	Total Withhold
333-33-3331	Casey, Pamela	01/2012	1	$22.00	$25.00	$0.00	$47.00
222-22-2221	Casey, Ron L	01/2012	2	$44.00	$0.00	$0.00	$44.00
666-66-6663	Flor, Thomas	01/2012	1	$22.00	$0.00	$10.00	$32.00
700-00-0003	Jones, Tom	01/2012	1	$22.00	$40.00	$0.00	$62.00
777-77-2443	Kant, Steven	01/2012	1	$22.00	$0.00	-$5.00	$17.00
111-11-9147	Van Elgort, Richard O	01/2012	0	$0.00	$0.00	$0.00	$0.00
							$202.00

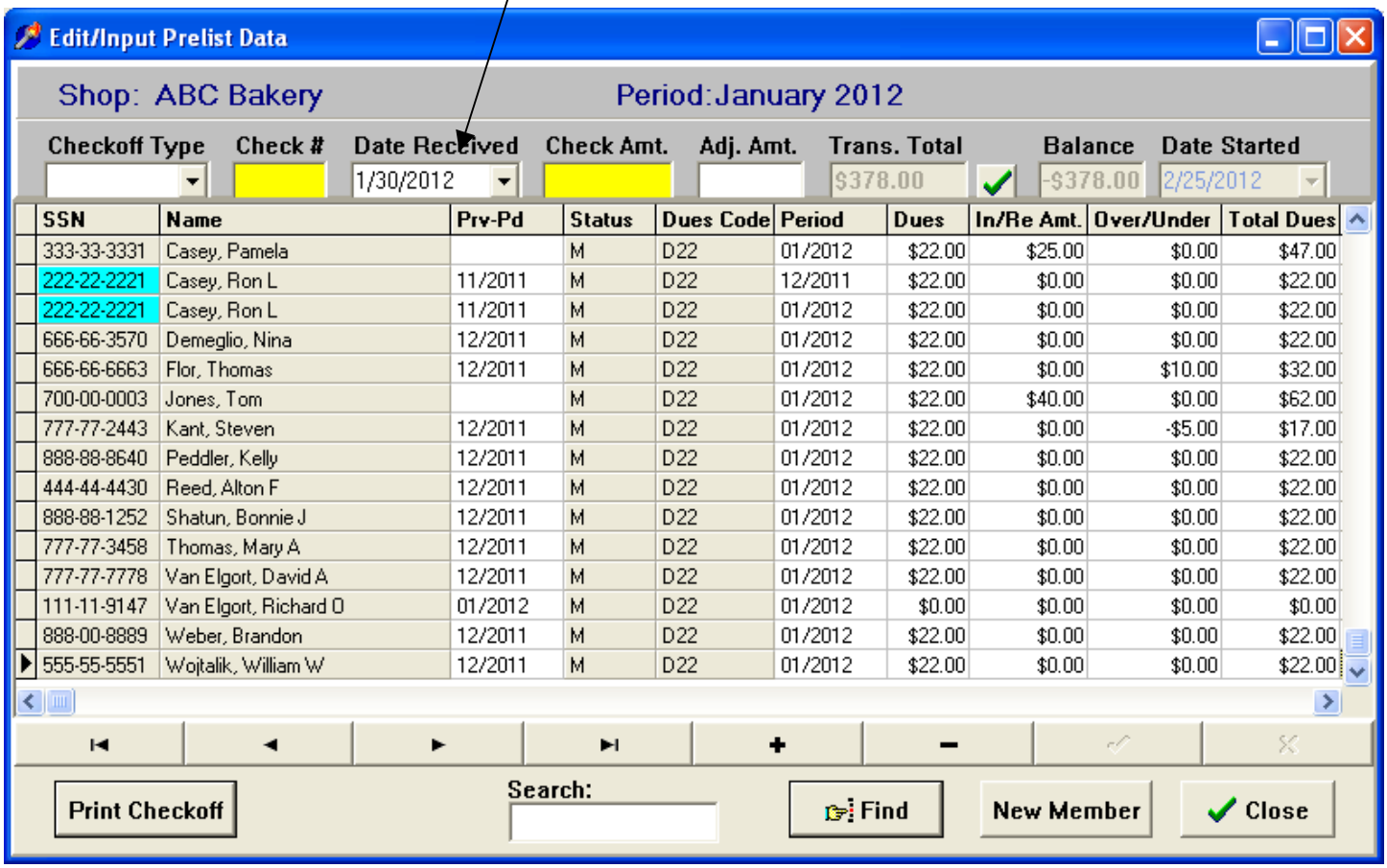
Dues Processing Step #2 (F2) – Update Checkoff

Update Checkoff starts same way as Prelist. In fact, all of the update features are the same as in the Prelist program.

The only difference on this screen is the heading information. The mandatory fields in the heading are Check # and Check Amt. Without these you cannot request the "Print Checkoff".



VERY IMPORTANT: Date Received is used to determine which Coversheet Period the data is to be reported within.



SSN	Name	Prv-Pd	Status	Dues Code	Period	Dues	In/Re Amt.	Over/Under	Total Dues
333-33-3331	Casey, Pamela		M	D22	01/2012	$22.00	$25.00	$0.00	$47.00
222-22-2221	Casey, Ron L	11/2011	M	D22	12/2011	$22.00	$0.00	$0.00	$22.00
222-22-2221	Casey, Ron L	11/2011	M	D22	01/2012	$22.00	$0.00	$0.00	$22.00
666-66-3570	Demeglio, Nina	12/2011	M	D22	01/2012	$22.00	$0.00	$0.00	$22.00
666-66-6663	Flor, Thomas	12/2011	M	D22	01/2012	$22.00	$0.00	$10.00	$32.00
700-00-0003	Jones, Tom		M	D22	01/2012	$22.00	$40.00	$0.00	$62.00
777-77-2443	Kant, Steven	12/2011	M	D22	01/2012	$22.00	$0.00	-$5.00	$17.00
888-88-8640	Peddler, Kelly	12/2011	M	D22	01/2012	$22.00	$0.00	$0.00	$22.00
444-44-4430	Reed, Alton F	12/2011	M	D22	01/2012	$22.00	$0.00	$0.00	$22.00
888-88-1252	Shatun, Bonnie J	12/2011	M	D22	01/2012	$22.00	$0.00	$0.00	$22.00
777-77-3458	Thomas, Mary A	12/2011	M	D22	01/2012	$22.00	$0.00	$0.00	$22.00
777-77-7778	Van Elgort, David A	12/2011	M	D22	01/2012	$22.00	$0.00	$0.00	$22.00
111-11-9147	Van Elgort, Richard O	01/2012	M	D22	01/2012	$0.00	$0.00	$0.00	$0.00
888-00-8889	Weber, Brandon	12/2011	M	D22	01/2012	$22.00	$0.00	$0.00	$22.00
555-55-5551	Wojtalik, William W	12/2011	M	D22	01/2012	$22.00	$0.00	$0.00	$22.00

In the Heading the "Balance" field shows you if you are in or out of balance based upon the amount of the check. If the check is not completely for Dues and there is any additional money or less money for a service fee, you can use the "Adj.Amt" field to bring the check in balance with your detail transactions.

The ✓ denotes that you are in balance and have printed the Checkoff. This then allows you to continue with the *Dues Processing Step #3 - OK Checkoff*.

The following is an example of printing the Checkoff. This is identical to the screen image with additional dues calc fields and totals.

Print Date: 2/25/2012 — 1 of 1

LDCS/MUMS Checkoff

Period: 01/12

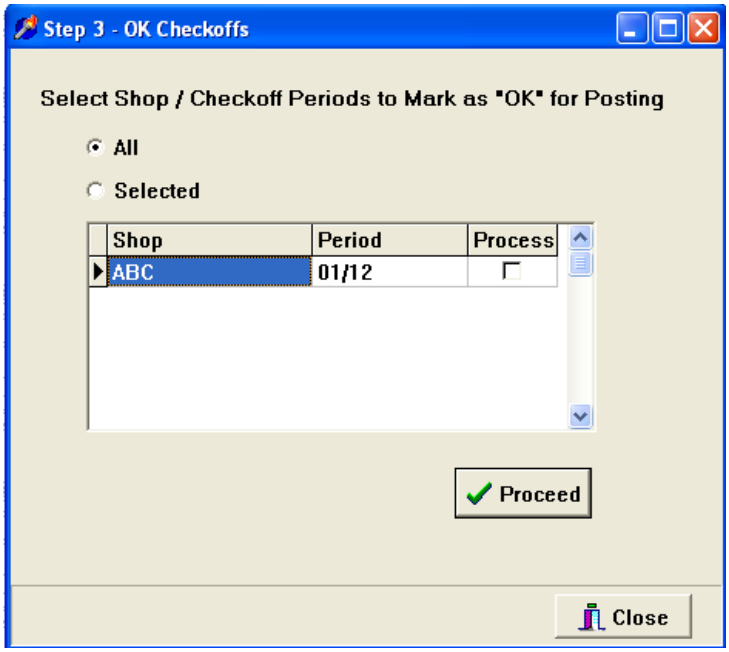
SHOP: (ABC) ABC Bakery

SSN	Name	Prv-Pd	Status	Base Wage	Ind. Amount	Dues Code	Pd. Thru	Dues	In/Re Amt.	(Over)/Under	Total
333-33-3331	Casey, Pamela	12/2011	M			D22	01/2012	$22.00	$25.00	$0.00	$47.00
222-22-2221	Casey, Ron L	11/2011	M			D22	12/2011	$22.00	$.00	$0.00	$22.00
222-22-2221	Casey, Ron L	11/2011	M			D22	01/2012	$22.00	$.00	$0.00	$22.00
666-66-3570	Demeglio, Nina	12/2011	M			D22	01/2012	$22.00	$.00	$0.00	$22.00
666-66-6663	Flor, Thomas	12/2011	M			D22	01/2012	$22.00	$.00	$10.00	$32.00
700-00-0003	Jones, Tom	12/2011	M			D22	01/2012	$22.00	$40.00	$0.00	$62.00
777-77-2443	Kant, Steven	12/2011	M			D22	01/2012	$22.00	$.00	-$5.00	$17.00
888-88-8640	Peddler, Kelly	12/2011	M			D22	01/2012	$22.00	$.00	$0.00	$22.00
444-44-4430	Reed, Alton F	12/2011	M			D22	01/2012	$22.00	$.00	$0.00	$22.00
888-88-1252	Shatun, Bonnie J	12/2011	M			D22	01/2012	$22.00	$.00	$0.00	$22.00
777-77-3458	Thomas, Mary A	12/2011	M			D22	01/2012	$22.00	$.00	$0.00	$22.00
777-77-7778	Van Elgort, David A	12/2011	M			D22	01/2012	$22.00	$.00	$0.00	$22.00
111-11-9147	Van Elgort, Richard O	01/2012	M			D22	01/2012	$0.00	$.00	$0.00	$0.00
888-00-8889	Weber, Brandon	12/2011	M			D22	01/2012	$22.00	$.00	$0.00	$22.00
555-55-5551	Wojtalik, William W	12/2011	M			D22	01/2012	$22.00	$.00	$0.00	$22.00
								$308.00	$65.00	$5.00	$378.00

Dues Processing Step #3 (F3) – OK Checkoff

In this step you can OK to post any shop and period that is in balance and has had the checkoff printed.

On this screen you can PROCEED with all units ready to post or click on "Selected" and check off individual shops.



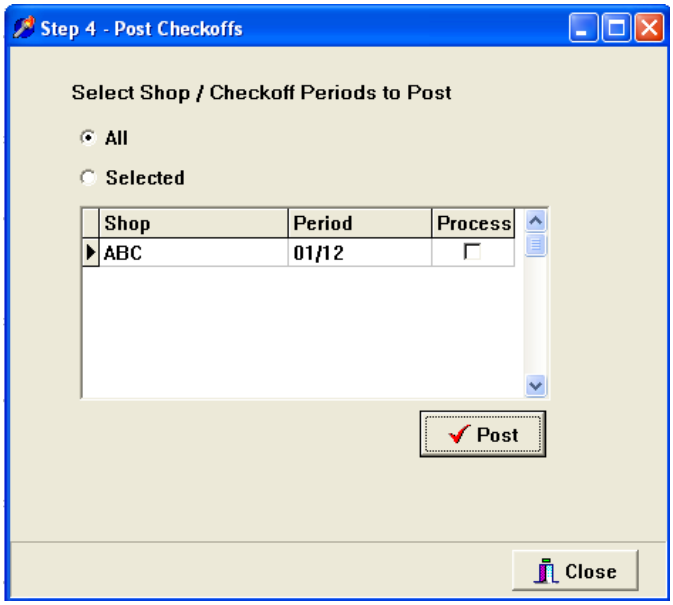
A confirmation screen will indicate the number of checkoffs you have marked OK to Post.

Dues Processing Step #4 (F4) – Post Checkoffs

This step starts with same All or Selected feature.

Here to select which Shop/Period you wish to post.

Only those that have been OK'ed will appear in the list.



The following is the posting summary report

Print Date: 2/25/2012 LDCS Prelist - Post Report 2/25/2012 1 of 1

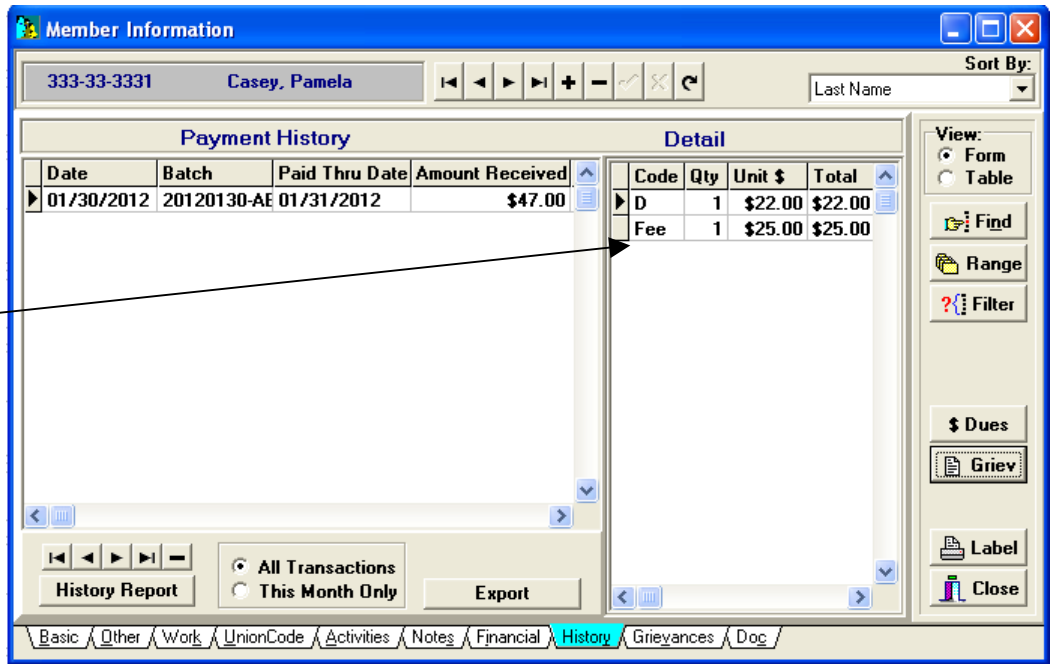
Shop	Period	Dues	Init/Re	Over/Under	Total Dues
ABC - ABC Bakery	01/2012	$308.00	$65.00	$5.00	$378.00
Totals:		**$308.00**	**$65.00**	**$5.00**	**$378.00**

The following two pages shows the results of posting on the History and Financial Tabs inside of member's records in MUMS…

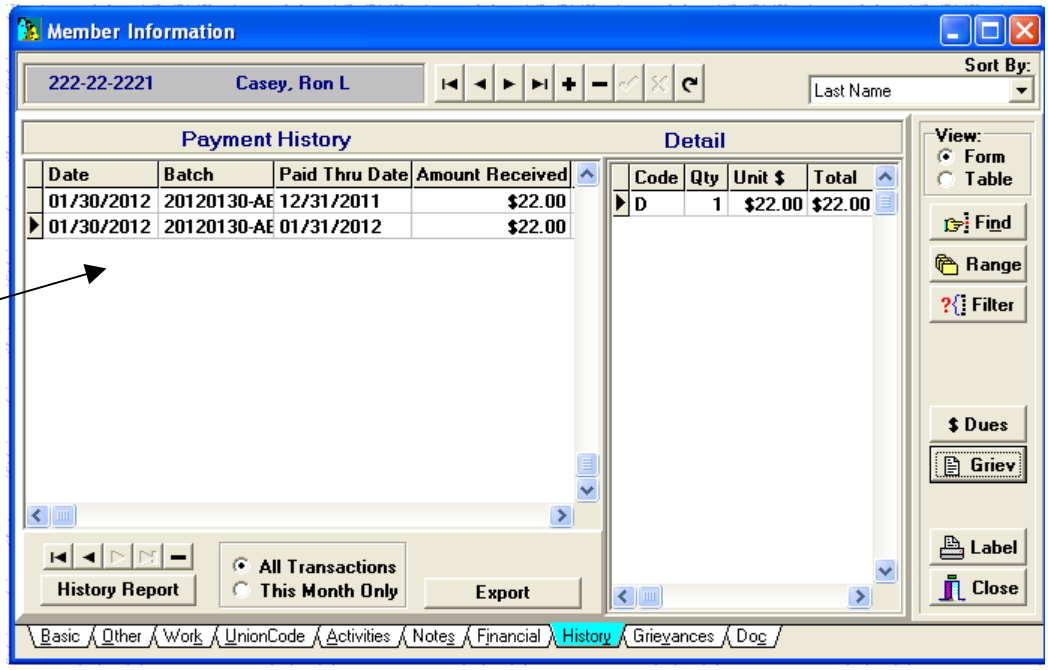
Sample Results

Results of Posting found in Member's Records

This is Pamela Casey's History Tab showing Dues and Fees.

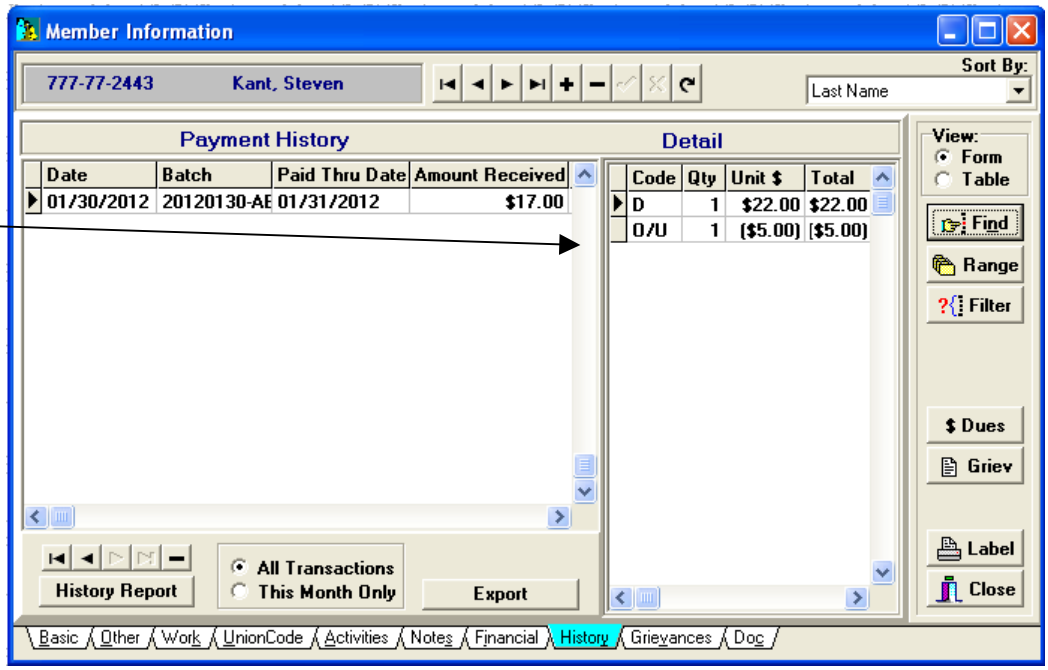


This is Ron Casey's History Tab showing the two payments made



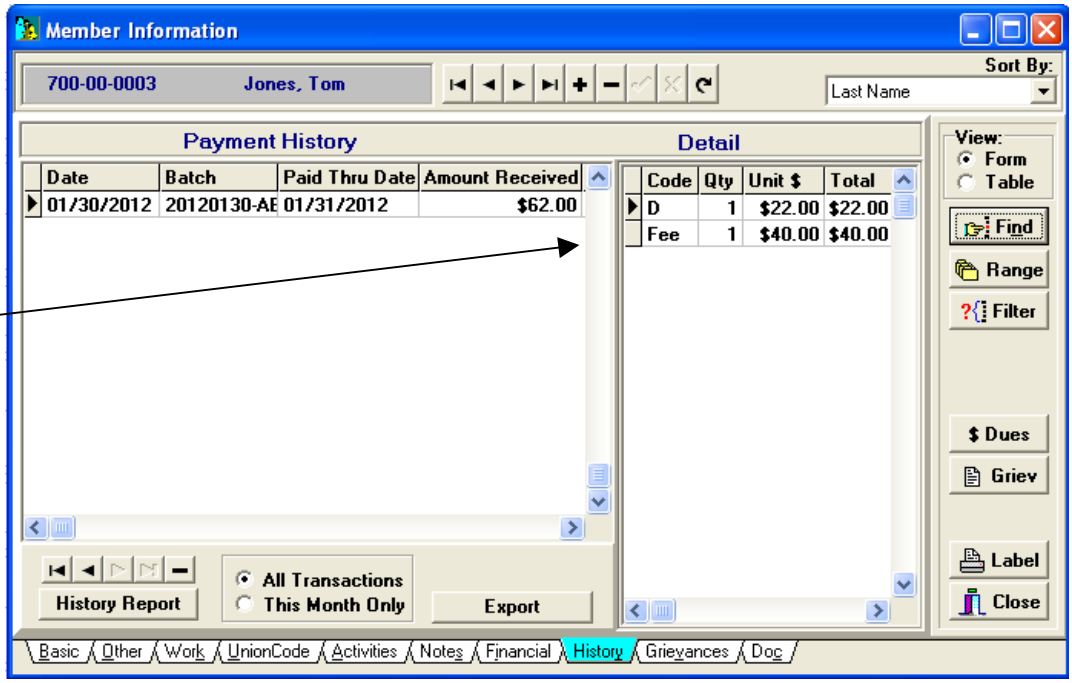
This is Steven Kant History Tab showing Dues and Over/Under.

Also here is the balance of Dues still owed based upon the Over/Under from the Financial Tab.



This is Tom Jones History Tab showing Dues and Fees.

Also here is the balance of Init fee due shown on the Financial Tab.



Resulting Monthend Status Report

Status Report | **Local: 123B** | Page 1 of 1

02/25/2012 3:48:36 PM | **Period: 01/2012**

Official Transactions

Last Name	First Name	SSN 4	Activity Date	Status
(02) New Member/Agency Fee/Beck				
Jones	Tom	0003	01/01/2012	M
(03) Reinstatement				
Casey	Pamela	3331	01/01/2012	M

Resulting Coversheet

This is the resulting coversheet based upon the period posted. Notice the following:

BCTGM Coversheet | **Local: 123B** | 5.92

02/25/2012 3:41:20 PM | **Period: 01/2012**

MEMBERSHIP RECAP

Members Initiated	1	
Members Reinstated	1	
Members Depositing WD Cards	0	
Other Membership Increases	0	
Subtotal Increases		**2**
WD Cards Issued	0	
Members Deceased	0	
Members Retired/Pensioned	0	
Members Expelled	0	
Other Membership Decreases	0	
Subtotal Decreases		**0**

REMITTANCE COMPUTATION

	Count	Rate	Total
Per Capita at 01/01/11 rate	14	$10.75	$150.50
5) New Member Initiation <$50	0	$5.00	$0.00
6) New Member Initiation $50+	1	$10.00	$10.00
7) New Member Initiation Waived	1		$0.00
8) Reinstatement Fees	1	$7.50	$7.50
9) Reinstatement Fee Waived	0		$0.00

New Member

Reinstated Member

Initiation Fee

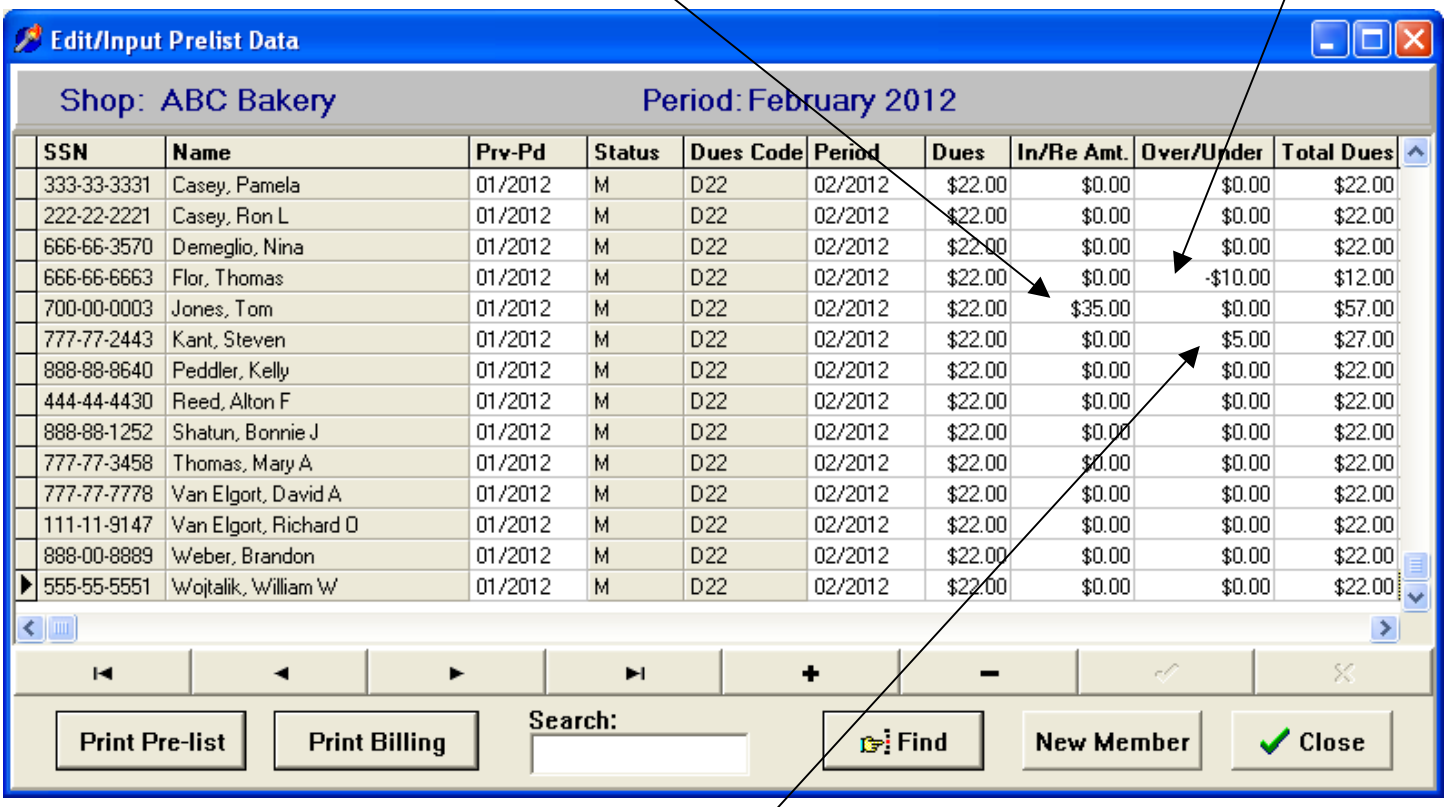
Reinstatement Fee without Initiation Fee

14 Per Capita payments

Next Month's Prelist to show carry forwards

Notice the balance of Fee due by Jones:

This shows the credit to Flor based on last months overpayment.



SSN	Name	Prv-Pd	Status	Dues Code	Period	Dues	In/Re Amt.	Over/Under	Total Dues
333-33-3331	Casey, Pamela	01/2012	M	D22	02/2012	$22.00	$0.00	$0.00	$22.00
222-22-2221	Casey, Ron L	01/2012	M	D22	02/2012	$22.00	$0.00	$0.00	$22.00
666-66-3570	Demeglio, Nina	01/2012	M	D22	02/2012	$22.00	$0.00	$0.00	$22.00
666-66-6663	Flor, Thomas	01/2012	M	D22	02/2012	$22.00	$0.00	-$10.00	$12.00
700-00-0003	Jones, Tom	01/2012	M	D22	02/2012	$22.00	$35.00	$0.00	$57.00
777-77-2443	Kant, Steven	01/2012	M	D22	02/2012	$22.00	$0.00	$5.00	$27.00
888-88-8640	Peddler, Kelly	01/2012	M	D22	02/2012	$22.00	$0.00	$0.00	$22.00
444-44-4430	Reed, Alton F	01/2012	M	D22	02/2012	$22.00	$0.00	$0.00	$22.00
888-88-1252	Shatun, Bonnie J	01/2012	M	D22	02/2012	$22.00	$0.00	$0.00	$22.00
777-77-3458	Thomas, Mary A	01/2012	M	D22	02/2012	$22.00	$0.00	$0.00	$22.00
777-77-7778	Van Elgort, David A	01/2012	M	D22	02/2012	$22.00	$0.00	$0.00	$22.00
111-11-9147	Van Elgort, Richard O	01/2012	M	D22	02/2012	$22.00	$0.00	$0.00	$22.00
888-00-8889	Weber, Brandon	01/2012	M	D22	02/2012	$22.00	$0.00	$0.00	$22.00
555-55-5551	Wojtalik, William W	01/2012	M	D22	02/2012	$22.00	$0.00	$0.00	$22.00

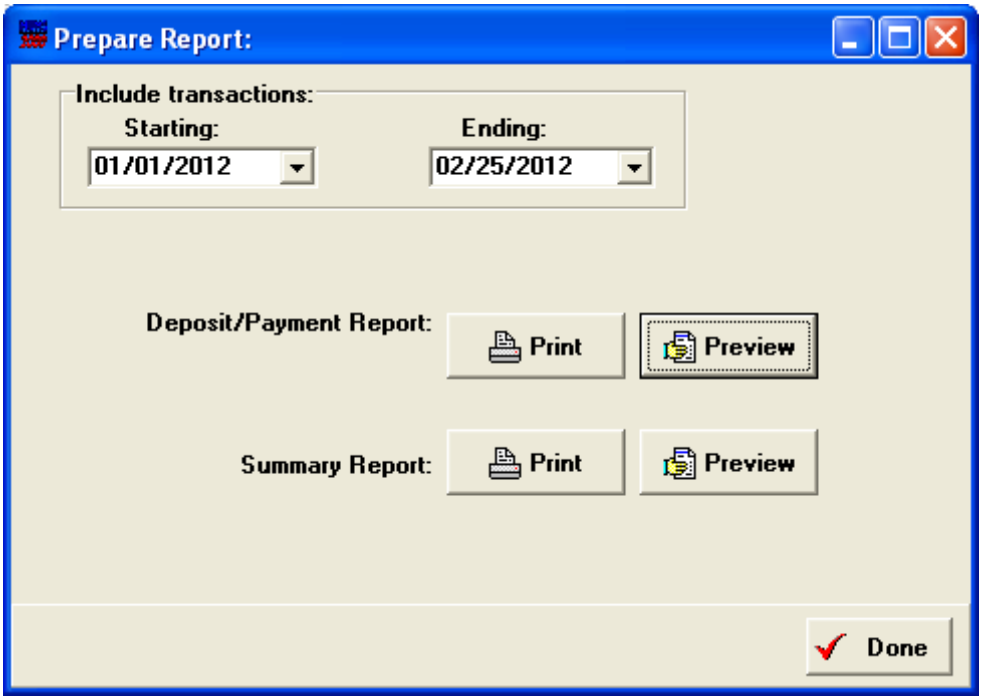
Also shows the $5 shorted from last month that we expect to be paid.

Remember, any of these amounts can be changed on the Prelist and Billing or later on the Checkoff.

Payment Reports

You can enter any range of deposit dates.

This is the date used on Checkoff Header as “Date Received”.



Payment Summary Report

The following is the Summary Report that shows amounts by codes.

Payments Summary

Breakdown by code

Starting Date: 01/01/2012
Ending Date: 02/25/2012

Code	Quantity	Total
D	14	$308.00
Fee	2	$65.00
O/U	2	$5.00
	Grand Total:	$378.00

Payment Detail Report

Payments

Starting Date: 01/01/2012

Ending Date: 02/25/2012

Batch: 20120130-ABC

Cntrl #	Date	Total Due	Check	Dues Period	Paid Thru	User	Code	Qty	Unit Cost	Item Total	SSN	Name
84	01/30/2012	$47.00	5435	01/31/2012	01/31/2012	LDCS					333-33-3331	Casey, Pamela
							D	1	$22.00	$22.00		
							Fee	1	$25.00	$25.00		
85	01/30/2012	$22.00	5435	12/31/2011	12/31/2011	LDCS					222-22-2221	Casey, Ron L
							D	1	$22.00	$22.00		
86	01/30/2012	$22.00	5435	01/31/2012	01/31/2012	LDCS					222-22-2221	Casey, Ron L
							D	1	$22.00	$22.00		
87	01/30/2012	$22.00	5435	01/31/2012	01/31/2012	LDCS					666-66-3570	Demeglio, Nina
							D	1	$22.00	$22.00		
88	01/30/2012	$22.00	5435	01/31/2012	01/31/2012	LDCS					666-66-6663	Flor, Thomas
							D	1	$22.00	$22.00		
							O/U	1	$10.00	$10.00		
89	01/30/2012	$62.00	5435	01/31/2012	01/31/2012	LDCS					700-00-0003	Jones, Tom
							Fee	1	$40.00	$40.00		
							D	1	$22.00	$22.00		
90	01/30/2012	$22.00	5435	01/31/2012	01/31/2012	LDCS					777-77-2443	Kant, Steven
							O/U	1	-$5.00	-$5.00		

							D	1	$22.00	$22.00		
91	01/30/2012	$22.00	5435	01/31/2012	01/31/2012	LDCS					888-88-8640	Peddler, Kelly
							D	1	$22.00	$22.00		
92	01/30/2012	$22.00	5435	01/31/2012	01/31/2012	LDCS					444-44-4430	Reed, Alton F
							D	1	$22.00	$22.00		
93	01/30/2012	$22.00	5435	01/31/2012	01/31/2012	LDCS					888-88-1252	Shatun, Bonnie J
							D	1	$22.00	$22.00		
94	01/30/2012	$22.00	5435	01/31/2012	01/31/2012	LDCS					777-77-3458	Thomas, Mary A
							D	1	$22.00	$22.00		
95	01/30/2012	$22.00	5435	01/31/2012	01/31/2012	LDCS					777-77-7778	Van Elgort, David A
							D	1	$22.00	$22.00		
96	01/30/2012	$22.00	5435	01/31/2012	01/31/2012	LDCS					888-00-8889	Weber, Brandon
							D	1	$22.00	$22.00		
97	01/30/2012	$22.00	5435	01/31/2012	01/31/2012	LDCS					555-55-5551	Wojtalik, William W
							D	1	$22.00	$22.00		

Count: 18 Batch Total: **$378.00**

Report Count: 18 Report Total: **$378.00**

The Count shown on the report above, is a count of the 18 transactions for the 14 members in this deposit.