

MUMS * Multi-Union Membership System

MUMS/2000 for Windows

32bit Ver 4.xx - February 2003

**The Advanced Membership Management System
for Labor Organizations of all sizes.**

MUMS*LDCS

Local Dues Collection System Manual

MUMS/2000 - MUMS*LDCS Manual

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MUMS*LDCS for Windows Overview

MUMS*LDCS stands for “Local Dues Collection System”. This allows a CWA Local to process Dues and report the information to headquarters without manual paperwork.

LDCS is processing unit based. The PU# is the same as the MUMS/2000 employer code. Each PU can be setup as Traditional CWA Unit, Printing Sector Unit, Newspaper Guild Unit or IUE.

The Processing Unit Record is comprised of the Basic Options screen and the Process Control Screen. The control screen is used to denote which step of the cycle for any given month is the current status of the unit.

The Processing Cycle starts with the creating of a Prelist and ends with sending the information to CWA Headquarters.

MUMS*LDCS is fully integrated with the windows MUMS/2000 membership system. MUMS*LDCS is activated via a speed button on the MUMS/2000 tool bar.

This documentation reviews the MUMS*LDCS features, options and standard usage.

Installation Note:

You install MUMS*LDCS along with other MUMS “Addons” from the same CD as the MUMS/2000 was installed.

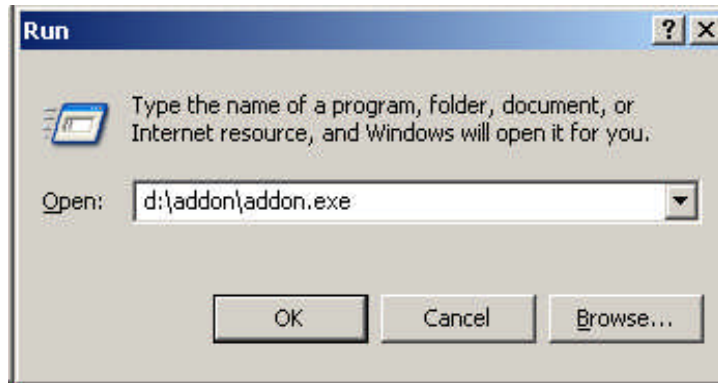
If you are a network user, you should install MUMS*LDCS on all workstations wishing to perform MUMS*LDCS processing. You do not install it on your server unless it is also used as a workstation. Also, you do not need to install it on workstations that use MUMS/2000 but do not have MUMS*LDCS processing responsibility.

WARNING: **Do not install MUMS*LDCS until you have MUMS/2000 running properly.**

Installation Instructions

If you are using Windows 3.xx use FILE|RUN and request "A:INSTALL".

Using Windows 98, ME, or XP Click on START|RUN and request the following using your CD drive letter instead of "d:".

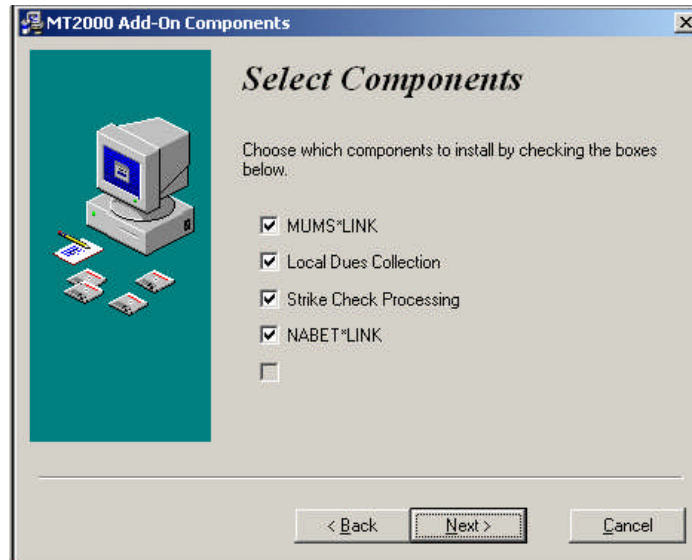


This is the installer for all Addons. If you have already loaded all programs previously then you do not need to install again.

At this screen do the NEXT button and install all the addons you wish. At a minimum you should install MUMS*LINK and Local Dues Collection.

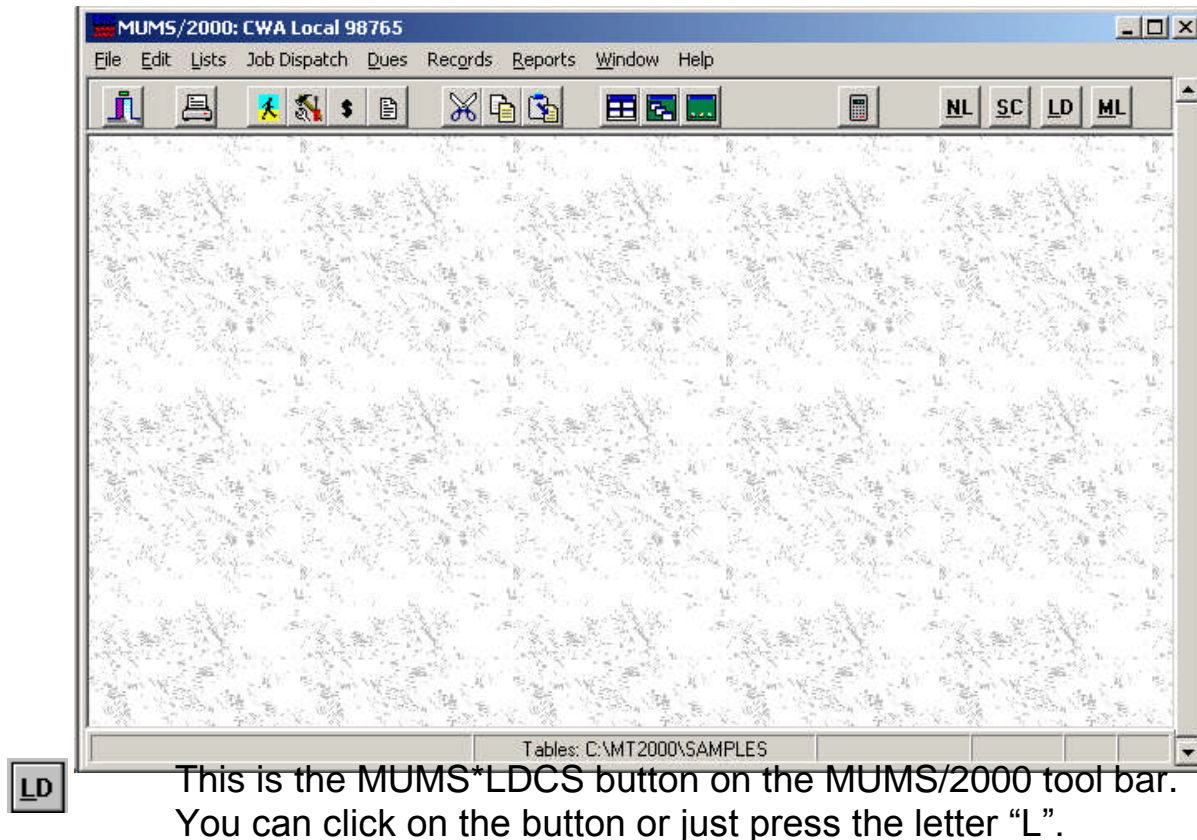
You can un-check NABET*LINK if you wish. No harm if you install it and never use it.

The installer will put the MUMS*LDCS program in the same directory on your hard drive as where MUMS/2000 programs were installed.

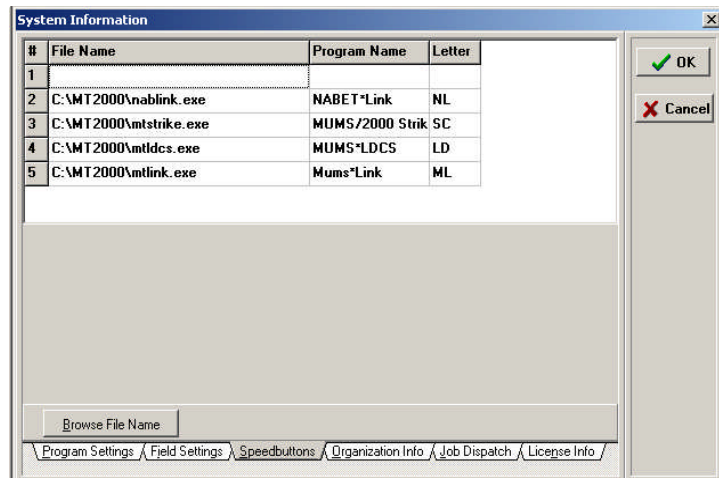


The MUMS*LDCS installer will also set up a Speed Button inside MUMS/2000 to execute MUMS*LDCS. This will be called "LD".

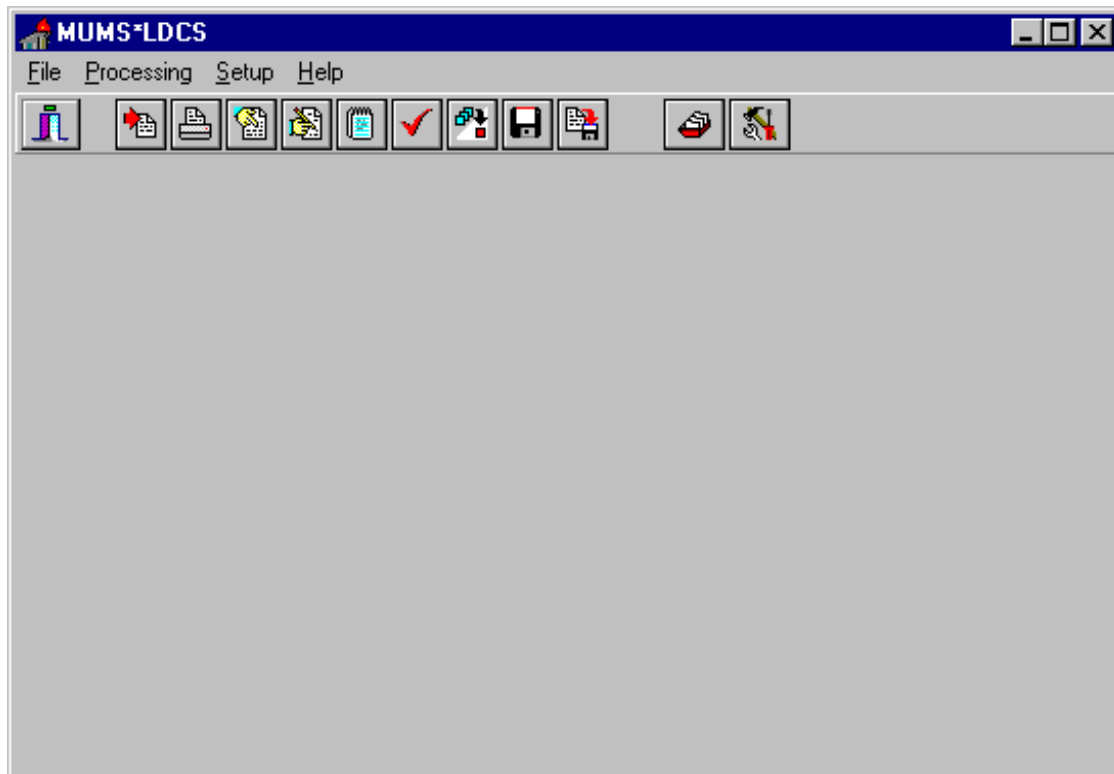
Running MUMS*LDCS from MUMS/2000



This speed button was added by the MUMS*LDCS installer to the possible set of five speed buttons that are reviewed in the MUMS/2000 Reference Manual. This is the information behind the button as inserted by the installer. This screen can be used to insert other access buttons.




MUMS*LDCS Menus & Speed Buttons



The above is the MUMS*LDCS screen showing the Menus and Tool bar.

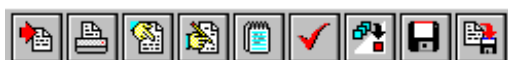
MUMS*LDCS Menus:

File Processing Setup Help

File	Used to Exit or use Speed Button	
Processing	MUMS*LDCS Processing Steps	
Setup	To Edit Processing Unit Basic Options and Process Control Information.	
Help	Show current Version under About.	

MUMS*LDCS Processing Steps:

These are the LDCS processing steps. These can be run from the menu, by clicking on an item, using the Function keys that match the processing steps or by using the set of speed buttons.



Processing	Setup	Help
1-Create Prelist Listing		F1
2-Create Employer Billing		F2
3-Input Data into Prelist		F3
4-Edit Listing of Prelist		F4
5-Prelist Status Listing		F5
6-OK Prelist for Posting		F6
7-Post Prelist to MUMS		F7
8-Check Diskettes Needed		F8
9-Remit Prelist to HQ		F9
10-Optional Billing/Posting Summary		F10

MUMS*LDCS Setup:

This is the Setup Menu. You can use the menu items, the CTRL-x keys or the speed buttons.

Setup	Help
Basic Options	Ctrl+B
Process Control	Ctrl+P



The two Setup features call up the same setup program positioned at the "Basic Options" or "Process Control" Tab.

MUMS*LDCS Setup-Traditional CWA Units

The following will be shown when you request the Basic Option Setup Menu item or the speed button for Basic Options.

The screenshot shows a window titled "System Control" with a blue title bar. Below the title bar, there is a text field for "PU:" containing "0112345" and a checked checkbox labeled "Active". To the right of these are navigation buttons: a left arrow, a right arrow, a plus sign, a minus sign, a checkmark, and an 'X'. Further right are "Find" and "Close" buttons. The main area is divided into three sections. The left section, titled "PU Type", contains radio buttons for "Simple (100/0)", "CWA Traditional" (which is selected), "Printing Sector", "Newspaper Guild", and "IUE". Below this is the "Report Sort Order" section with radio buttons for "SSN", "Last Name" (selected), "Location/Name", and "Grp/Dept/Name". The middle section, titled "Options", contains "Local/HQ Split %" with a dropdown menu showing "60/40", "Local Additional %" with a text field showing "0", "Charge Defense Fund" (checked), "Charge MRF" (checked), "Charge Mortuary Fund" (unchecked), "Weekly-Based Projections" (unchecked), and "Weekly-Based Deductions" (unchecked). To the right of these is the "Local Assessment" section with "Amount:" set to "\$0.00" and radio buttons for "Monthly" (selected) and "Weekly". Below this is a "Defense Amt:" field set to "\$0.50" and a "Custom Split" button. The bottom section, titled "Input Method", contains three radio buttons: "Edit Projected Base; Total Dues, PerCap recalculated" (selected), "Edit Total Dues; Projected Base, PerCap recalculated", and "Edit Total Dues; Projected Base, PerCap unchanged". At the bottom of the window are two tabs: "Basic Options" (which is active) and "Process Control".

Notice the two tabs, "Basic Options" and "Process Control". You can click on the tab to switch from one to the other. The two Setup menu items and two setup speed buttons position you on one of these tabs.

The heading of this screen denotes the Processing Unit #, if the unit is active, a navigation bar and the FIND button.

If you wish to add a new Processing Unit to MUMS*LDCS, you press the "+" key on the navigation bar and the computer will display all of the MUMS/2000 employers.

The "PU Type" group is used to denote if this processing unit is "Traditional CWA", "Printing Sector", "Newspaper Guild" or "IUE".

The "Report Sort Order" is used to designate the sequence for the Prelist and all reports for this unit.

This area is used to designate the split with HQ and which items you are charging.

You can also setup additional local assessments and denote if you are using Weekly projections.

Local/HQ Split %	60/40	
2.00 Rmdr	02	
60/40	60	
70/30	70	
75/25	75	
75/25s	01	

The “Input Method” options can be used determine the type of edits that can be done.

The 1st option is used to denote that dues is based upon projected base, that you can edit the projected base and PerCap will be recalculated.

The 2nd option is used for those units that you input the Total Dues and it calculates the PerCap and the Projected Base for next month’s prelist.

The 3rd option is used to edit the Total Dues and/or Projected Base. If you change the Total Dues the PerCap will remain unchanged and is calculated on the Projected Base.

MUMS*LDCS Setup - Printing Sector Units

System Control

PU: ☒ Active

PU Type

- ☐ Simple (100/0)
- ☐ CWA Traditional
- ☒ Printing Sector
- ☐ Newspaper Guild
- ☐ IUE

Report Sort Order

- ☐ SSN
- ☒ Last Name
- ☐ Location/Name
- ☐ Grp/Dept/Name

Options

Local/HQ Split %

Local Additional %

Local Assessment

Amount:

☒ Monthly ☐ Weekly

Charge Defense Fund ☒ Defense Amt:

Charge MRF ☒

Charge Mortuary Fund ☒

Weekly-Based Projections ☐

Weekly-Based Deductions ☐

Input Method

- ☒ Edit Projected Base; Total Dues, PerCap recalculated
- ☐ Edit Total Dues; Projected Base, PerCap recalculated
- ☐ Edit Total Dues; Projected Base, PerCap unchanged

Basic Options / Process Control

MUMS*LDCS Setup - Newspaper Guild Units

System Control

PU: 3203501 ☒ Active

Navigation: [Previous] [Next] [Home] [End] [Add] [Delete] [Find] [Close]

PU Type

- ☐ Simple (100/0)
- ☐ CWA Traditional
- ☐ Printing Sector
- ☒ Newspaper Guild
- ☐ IUE

Report Sort Order

- ☐ SSN
- ☐ Last Name
- ☒ Location/Name
- ☐ Grp/Dept/Name

Dues Methods

- ☒ TNG PerCap / Def. Rates
- ☐ Dues Percentage
- ☐ TNG Salary/Dues Table

Per Capita and Defense Rates

Class	Effective	PC Rate	Def. Amt.
1	5/1/1995	\$14.33	
1	5/1/1996	\$14.63	
1	5/1/1997	\$14.88	

Salary/Dues Table

From	To	Rate
\$0.00	\$54.99	\$3.15
\$55.00	\$59.99	\$3.45
\$60.00	\$64.99	\$3.75

☒ Charge Defense Fund

Basic Options / Process Control

MUMS*LDCS Setup - IUE Units

System Control

PU: ☒ Active

Find Close

PU Type

☐ Simple (100/0)
☐ CWA Traditional
☐ Printing Sector
☐ Newspaper Guild
☒ IUE

Report Sort Order

☐ SSN
☒ Last Name
☐ Location/Name
☐ Grp/Dept/Name

Year	Base Def.	Cap	Local %	Adjusted %	Flat 1	Flat 2
1/1/2001	\$462.28	\$26.00	42.5%	42.5%		
1/1/2002	\$497.84	\$28.00	45.0%	45.0%		
1/1/2003	\$533.40	\$30.00	47.5%	47.5%	\$29.75	
1/1/2004	\$568.96	\$32.00	50.0%	50.0%		
1/1/2005	\$604.52	\$34.00	52.5%	52.5%		
1/1/2006	\$640.08	\$36.00	55.0%	55.0%		
1/1/2007	\$675.64	\$38.00	57.5%	57.5%		

Charge MRF ☒

Use Flat Rates ☒

Local / HQ Split - Local Type

☒ Standard (60/40 in year 2008, Use above table "Local %")
☐ Towards 70/30 (Approved to add 10% to above table)
☐ Towards 75/25 (Approved to add 15% to above table)

Basic Options / Process Control

MUMS*LDCS Setup - Processing Control Tab

System Control

PU: 0812345
☒ Active

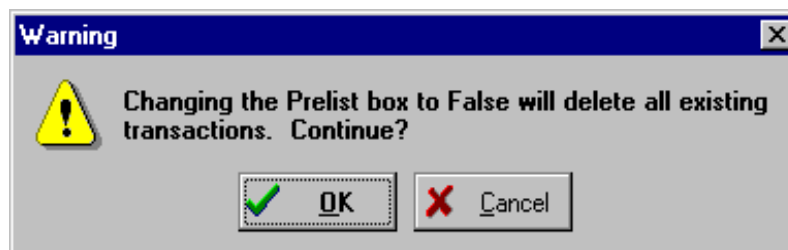
Find Close

Period	PreList	Billing	Input	Edit	Bal OK	Post	Remit
11/02	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
12/02	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
▶ 01/03	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Basic Options Process Control

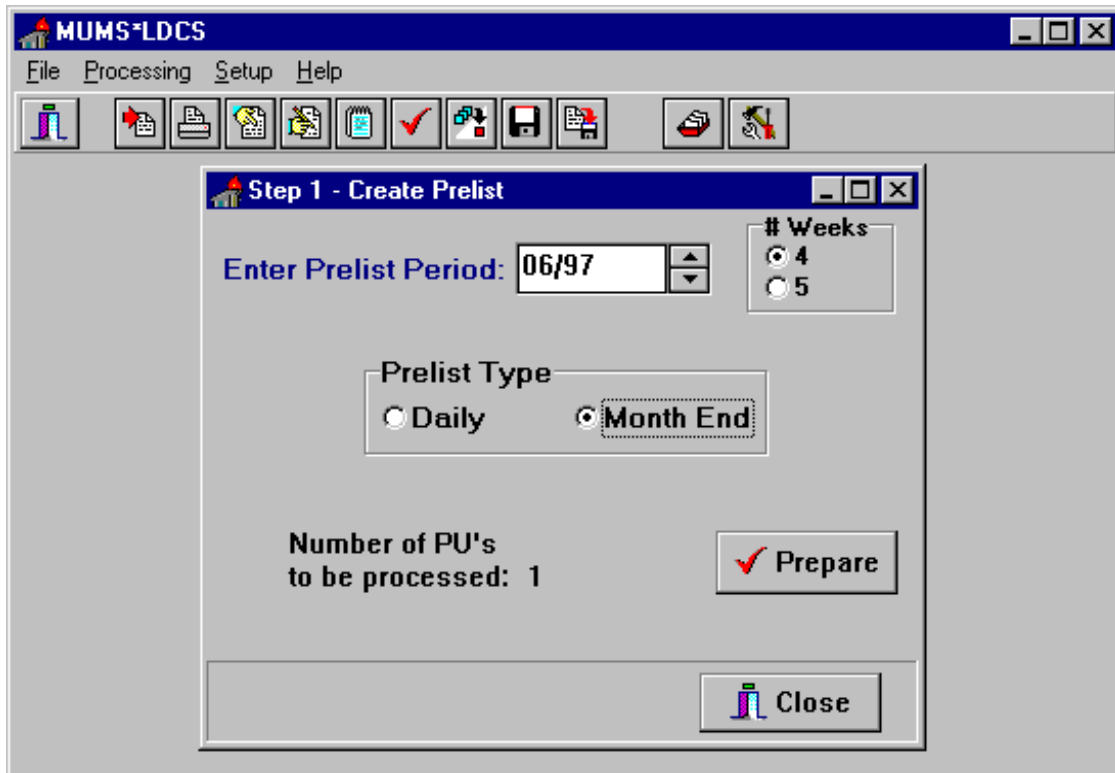
This is the “Process Control” tab. This can be accessed by clicking on the tab or directly from the Setup menu or speed buttons.

This screen denotes which step you are on for any given month. If you wish to re-run a Prelist and you have not posted, you can click on the checkmark for Prelist and you will get the following warning:



As you proceed with each step in the processing cycle, the control screen will be updated.

Create Prelist



This shows the Step #1 - Create Prelist dialog box. You can select a Prelist Period and Prelist Type.

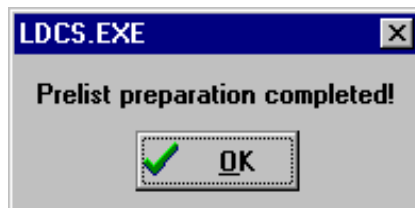
The Type of "Daily" means that a prelist will be created for any unit that does not already have a prelist for the given period and who you have recently posted the previous month.

The Type of "Month End" is used to generate a prelist for any unit that does not already have one for the given period regardless if they were posted for a previous month. This is used at the end of the month to generate prelist for all remaining units. Any outstanding months will be included on the prelist. In order words, more than one month due would be shown.

The # Weeks option is only used if you are posting by the week. This denotes the number of weeks to be used for current period.

When you are ready, press the PREPARE button.

When the report is done, this will be displayed...



Note: You must be sure that each individual has the correct Paid Thru date on their Financial Tab prior to creating a prelist. You could use the Mass Change feature in MUMS/2000 to setup Paid Thru date for everyone with the same employer code. The first time you run a prelist you will need to use the Month End feature to generate an initial set.

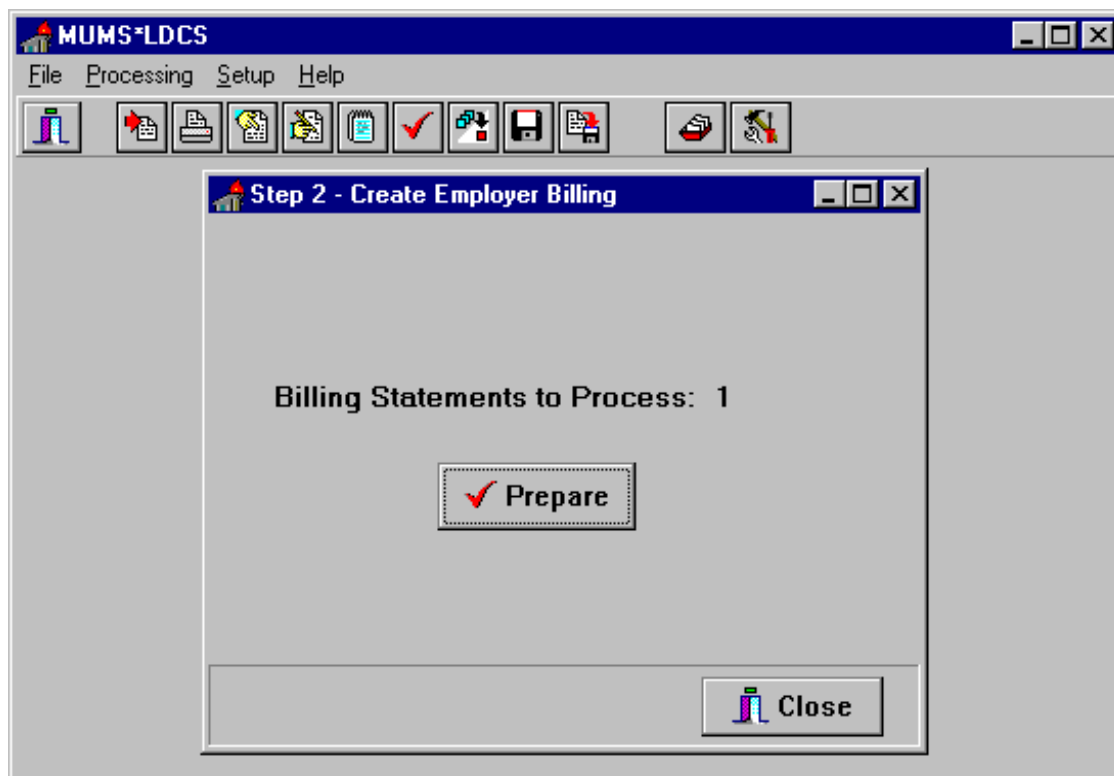
This is an example of the Prelist Report that is automatically generated when you are on Step #1.

LDCS/MUMS Prelist - Secretary Monthly Itemized Report Period: 06/97						
PU: 0259401						
SSN	Name	Proj. Base Paid Thru	Total Dues	PerCap	Net Local	
999-99-4567	Adams, Kimberly C	\$500.00 06/97	\$30.15	\$14.88	\$15.27	
333-33-3333	Casey, Pam	\$500.00 06/97	\$30.15	\$14.88	\$15.27	
111-11-9145	Van Elgort, Richard O	\$600.00 06/97	\$36.45	\$14.88	\$21.57	
888-00-8888	Weber, Brandon	\$500.00 06/97	\$30.15	\$1.10	\$30.05	
555-55-5555	Wojtalik, William W	\$500.00 06/97	\$30.15	\$5.95	\$24.20	
			\$157.05	\$50.69	\$106.36	

Create Employer Billing

This is an optional step.

You do not need to do Step #2 - Create Employer Billing.



Your Organization Name Goes Here Local: 1111 - Employer Billing Statement

UFSI-Corporate

SSN	Name	Proj.	Base Dues Month	Total Dues
999-99-4567	Adams, Kimberly C	\$500.00	06/97	\$30.15
333-33-3333	Casey, Pam	\$500.00	06/97	\$30.15
111-11-9145	Van Elgort, Richard O	\$600.00	06/97	\$36.45
888-00-8888	Weber, Brandon	\$500.00	06/97	\$30.15
555-55-5555	Wojtalik, William W	\$500.00	06/97	\$30.15
				\$157.05

Input Data

The screenshot shows a Windows-style application window titled "MUMS-LDCS" with a menu bar (File, Processing, Setup, Help) and a toolbar. A modal dialog box titled "Step 3 - Edit/Input Data" is open. Inside the dialog, there are two input fields: "Enter Prelist Period:" with the value "06/97" and "Enter PU Number:" with the value "0259401". To the right of these fields is a section labeled "# Weeks" with two radio buttons, "4" (selected) and "5". At the bottom of the dialog are three buttons: "Edit/Input Data" (with a small icon), "Ready For EditList" (with a checkmark icon), and "Close" (with a small icon).

This is Step #3 - Edit/Input Data. From the above dialog box, you need to select the Period and the PU number that you wish to edit. You then click on the EDIT/INPUT DATA button to start the program.

After you have completed your edits, you can click on the READY FOR EDITLIST button to flag this unit for the Edit Listing Step #4.

Edit/Input Prelist Data

SSN	Name	Class	Tot Dues	Pri. Base	PdThru	HQTotal	Loc Fe
111-11-9145	Van Elgort, Richard O	1	\$36.45	\$600.00	6/1/97	\$14.88	
333-33-3333	Casey, Pam	1	\$30.15	\$500.00	6/1/97	\$14.88	
555-55-5555	Wojtalik, William W	7	\$30.15	\$500.00	6/1/97	\$5.95	
888-00-8888	Weber, Brandon	6	\$30.15	\$500.00	6/1/97	\$0.10	
999-99-4567	Adams, Kimberly C	1	\$30.15	\$500.00	6/1/97	\$14.88	

Navigation Bar: < << >> > + - ✓ ✕

PU: 0259401 Period: 06/97 Find Done

This is the Edit/Input screen.

From this screen, depending upon the type of unit, you can change the dues and/or base wages. You can scroll to the right and change any local fees.

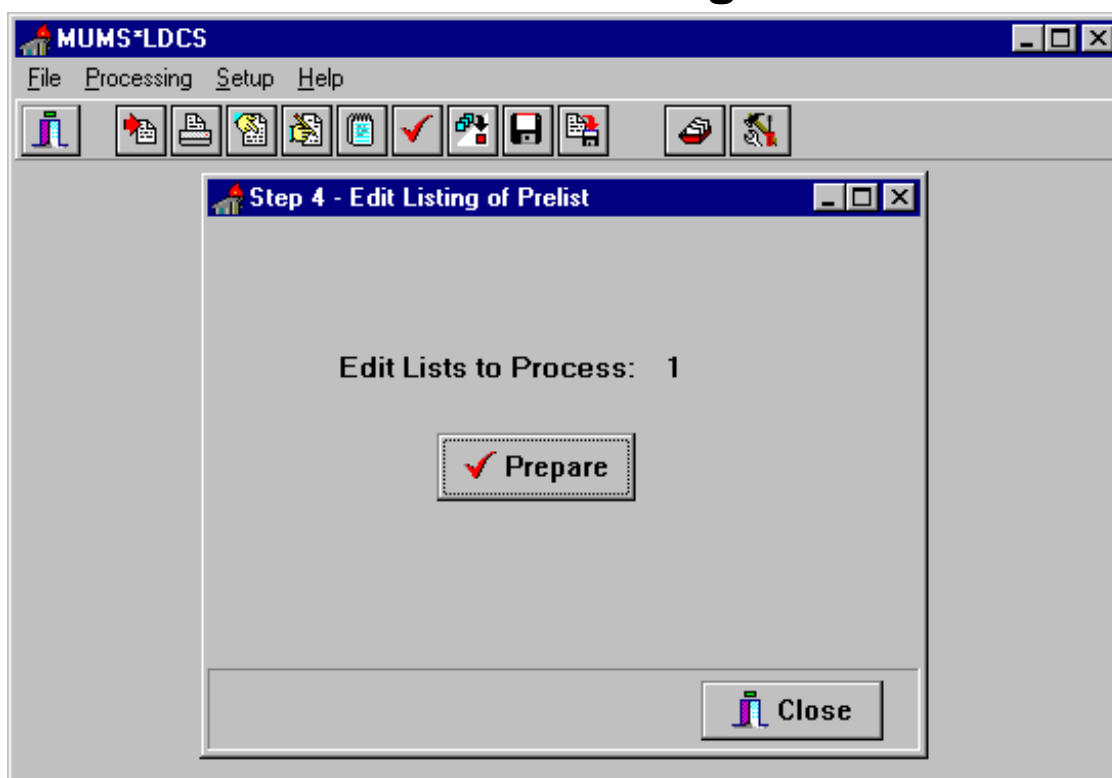
The program will recalculate all the proper numbers automatically after you edit the amounts you are allowed to change.

You can use the FIND key to locate individual records.

You can use the Navigation Bar to delete and insert new records.

When you are done, press the DONE button and you will return to the start of this step to edit another unit or mark this one that you are read to include it in the next Edit Listing (Step #4).

Edit Listing



LDCS/MUMS
PU: 0259401

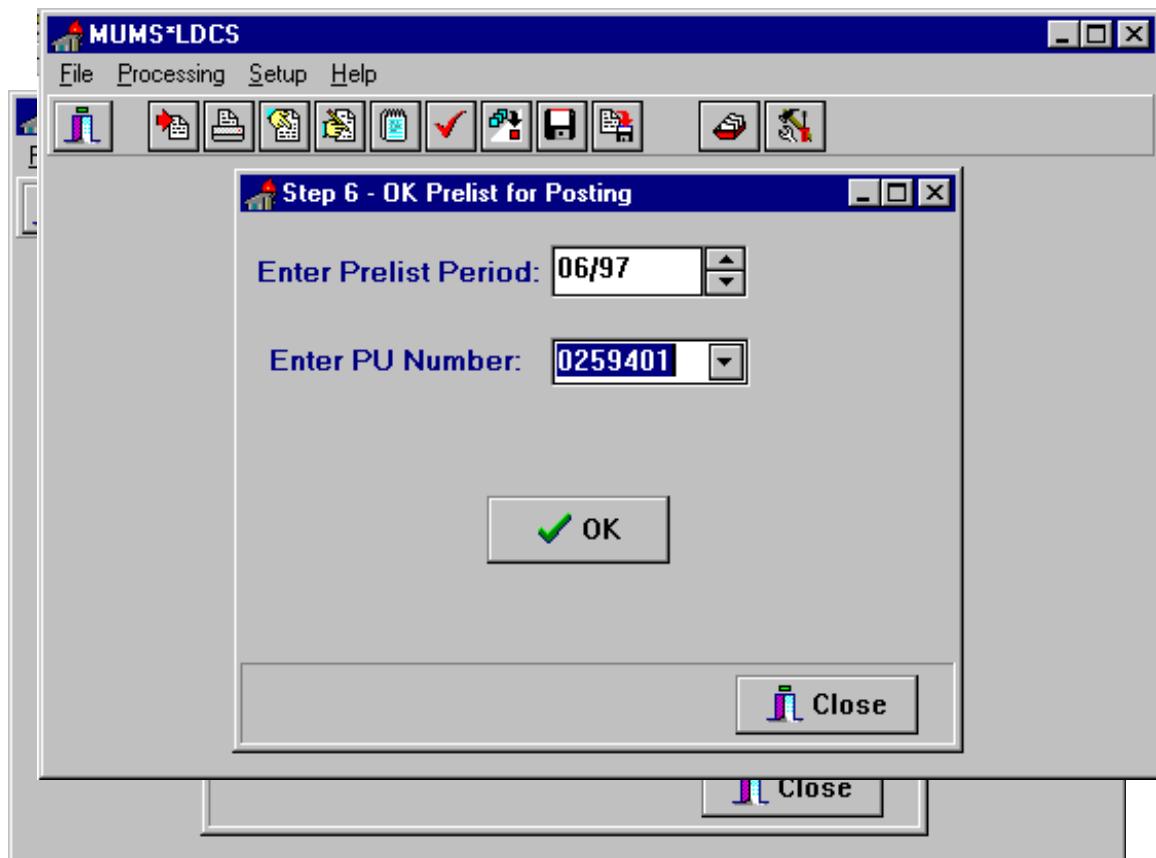
- EDIT LISTING -

Period: 06/97

SSN	Name	Proj. Base	Paid Thru	Total Dues	PerCap	Net Local
999-99-4567	Adams, Kimberly C	\$500.00	06/97	\$30.15	\$14.88	\$15.27
333-33-3333	Casey, Pam	\$500.00	06/97	\$30.15	\$14.88	\$15.27
111-11-9145	Van Elgort, Richard O	\$600.00	06/97	\$36.45	\$14.88	\$21.57
888-00-8888	Weber, Brandon	\$500.00	06/97	\$30.15	\$1.10	\$30.05
555-55-5555	Wojtalik, William W	\$500.00	06/97	\$30.15	\$5.95	\$24.20
				\$157.05	\$50.69	\$106.36

This is a mandatory step. You must do the Edit List prior to OK and Post. All units that you denoted "Ready for Edit" will be printed.

Prelist Status Listing



Prelist Status Report - 06/23/97

PU	Period	PreList	Billing	Input	Edit	Bal OK	Post	Remit
0259401	06/97	True	True	True	True	False	False	False
UFSI	06/97	True	True	False	False	False	False	False

Th
is
is
an
op

tional step to print out the process control records for all units.
This can be used to view where you are in the cycle for all units.

OK Prelist for Posting

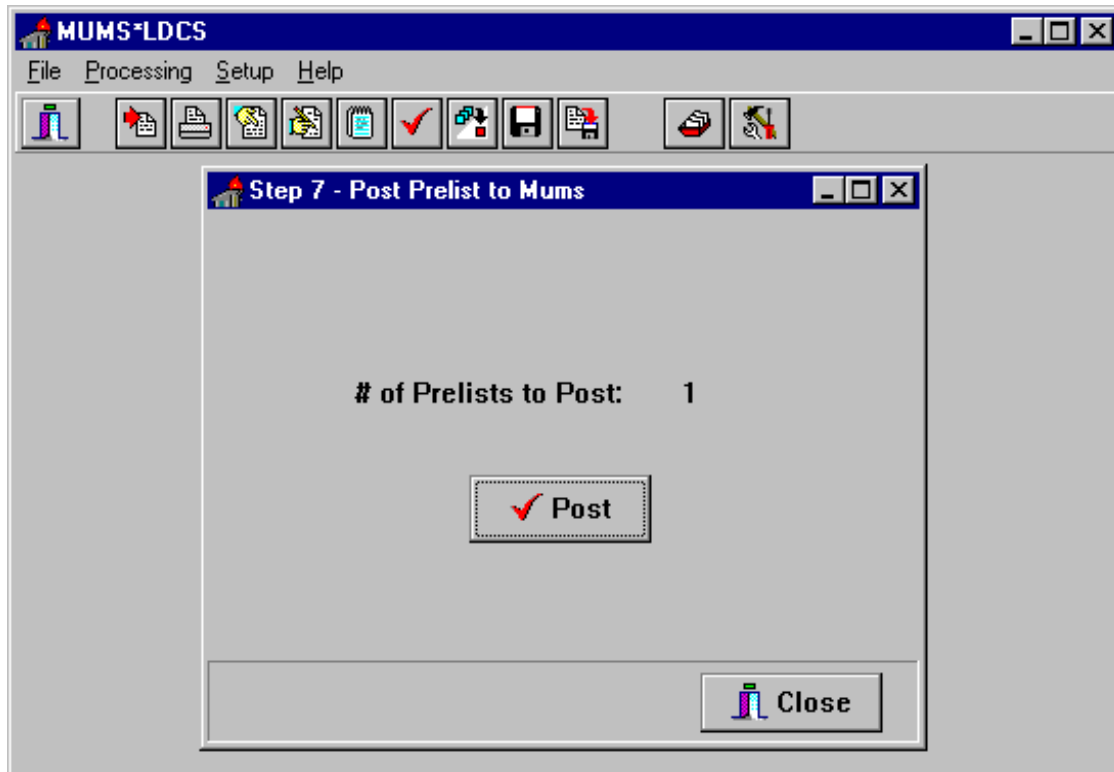
This step allows you to OK a unit. This can only be done for units that have appeared on the Edit List.

You must OK each unit you wish to Post.

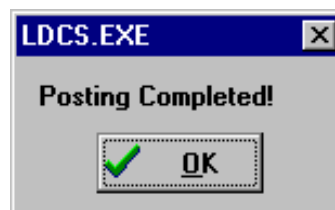
The OK button will only be active if the unit is ready to be OK'ed and has not been previously OK'ed.

Post Prelist to MUMS

This is the Step that finally posts the information that you have OK'ed. The details of the payments received will be posted to each individual's "History" tab within MUMS/2000.



To post, press the POST Button...



Member Information

111-11-9145 Van Elgort, Richard

Sort By: Last Name

Payment History				Detail			
Batch	Subtotal	Total Due	Amt Recvd	Code	Qty	Unit \$	Total
▶ LDCS - 06/23/97	\$36.45	\$36.45	\$36.45	▶ P	1	\$14.88	\$14.88
				D	1	\$21.57	\$21.57

☒ All Transactions
☐ This Month Only

Basic Other Work UnionCode Activities Notes Financial **History** Grievances Table View Doc

Find
 Range
 Filter
 \$ Dues
 Griev
 Label
 Close

This is an example of the “History” tab.

Notice the left side of the screen shows a summary of the total dues.

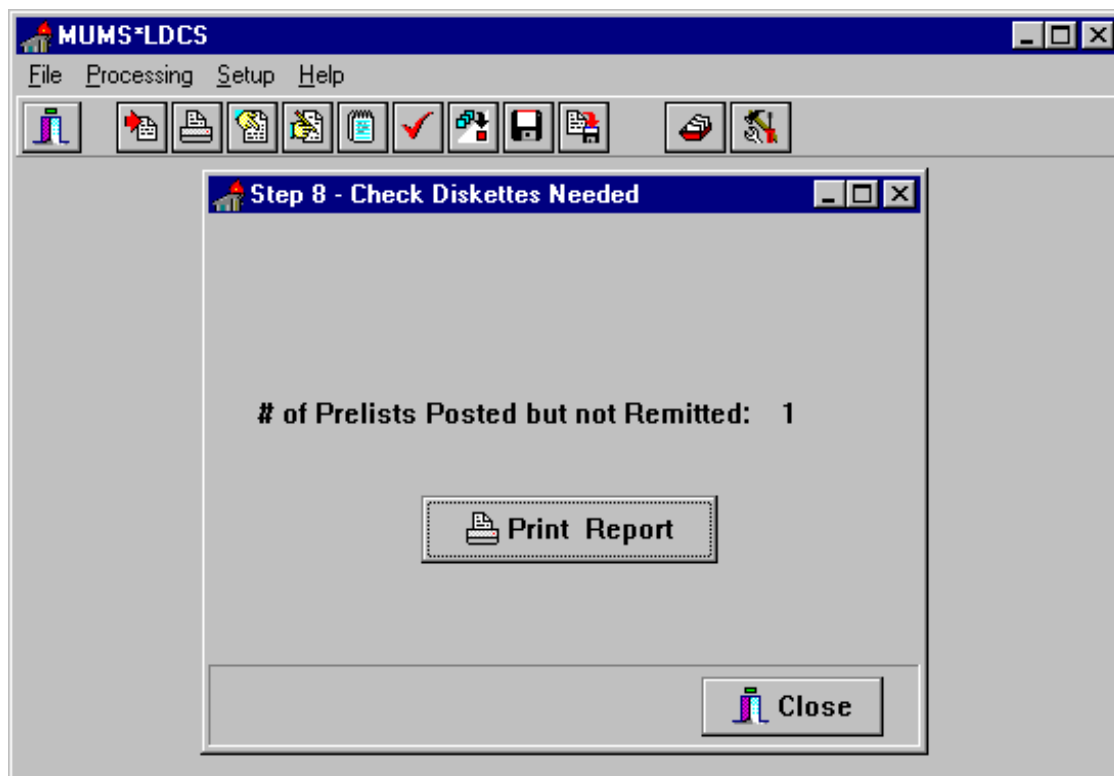
The right portion of the screen shows the detail breakdown of all items. In this case it shows “P” for PerCapita and “D” for Local Dues amounts.

NOTE: Once you have Posted, you can then create the next month’s prelist for all those units that have been posted. You do this by requesting Step #1, use the next period date and leaving the option set to “Daily”.

Check Diskettes Needed

This is an optional step to print out a listing of all units that you have posted but have not remitted to HQ.

This can be used to prepare and label diskettes prior to the last step of Remittance.



LDOS - Formatted Diskettes Needed Report 06/23/97

PU	Period
0259401	6/1/97

Remit to Headquarters

This is the last step in the Processing Cycle.

This step does not have to be done immediately after posting.

This step will prompt you to input a diskette for each unit and each period.

You can combine multiple units and periods on the same diskette as long as you know they will fit.

This step will also print a report showing the amount of a check you need to send to Headquarters along with the diskettes. A separate page will be printed for each unit. This leaves you room to write any notes you wish.

The diskette will contain two files.

The 1st file contains complete name & address records for all active members and fee payers.

The 2nd file contains the dues information that you posted.