

MUMS * Multi-Union Membership System

MUMS/2000 for Windows

Version 4.4x
(February 2001)

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

Strike Check Processing Manual

For Exclusive use by CWA Locals



MUMS/2000 - Strike Check Processing Manual

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Strike Check for Windows Overview

This documentation is the review of Strike Check processing for MUMS/2000.

This program allows you to build a batch of transactions to pay a variety of strike benefits. You can select multiple bank accounts and multiple descriptions.

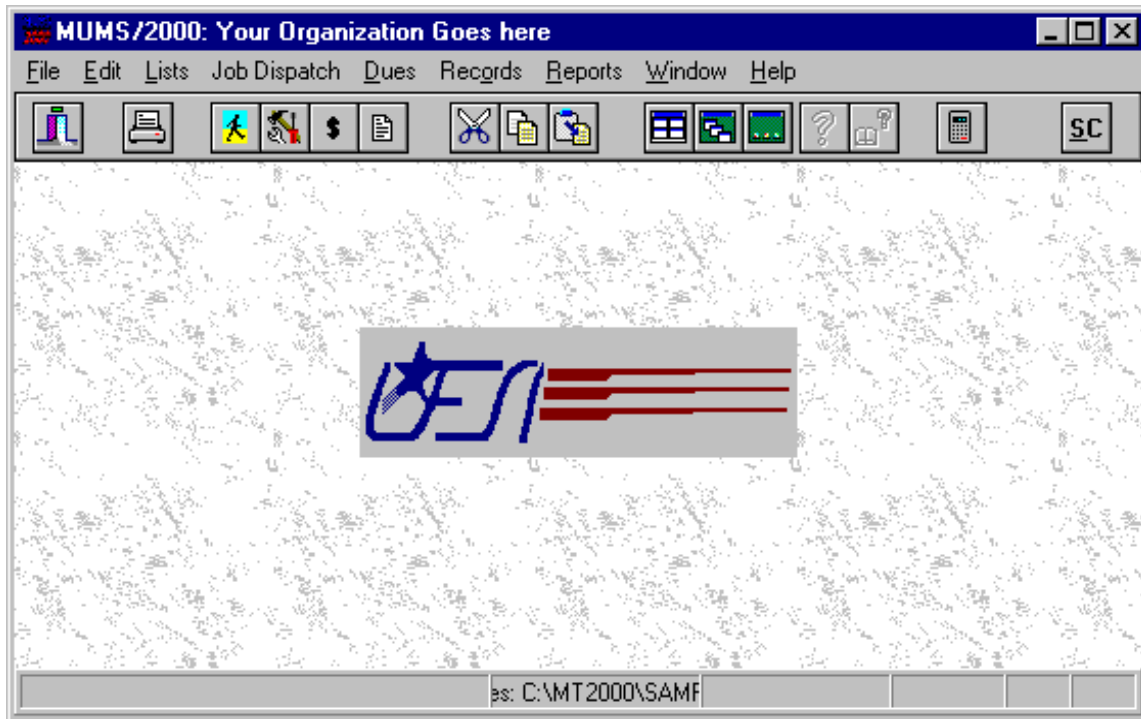
You can then edit these batches, print checks and view check register. The Check Register program allows you to void a check, reprint a check, print a check register and print individual ledgers.

The ledger print feature can be used to print checks drawn against a specific fund. This can be used to document requested reimbursements.

A custom report writer is included to create custom strike check reports if needed.

Please review the Frequently Asked Questions found towards the end of this documentation.

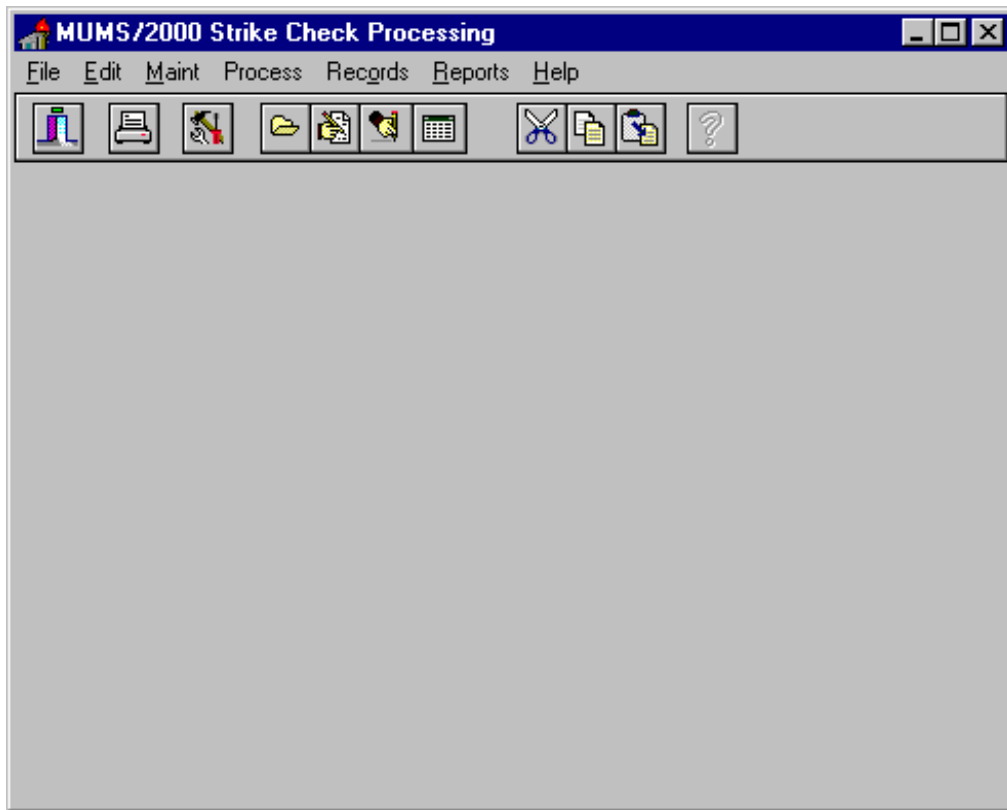
Running Strike Check from MUMS/2000



Once The Strike Check program is loaded, there should be a speedbutton on MUMS/2000 called SC.

By pressing this button you will automatically load the Strike Check Processing System described on the following pages.

Strike Check Menus & Speed Buttons



This is the Strike Check Processing Main Screen.

This is where the menu and speed buttons are located.



The "File" Menu is where Printer Setup is found.

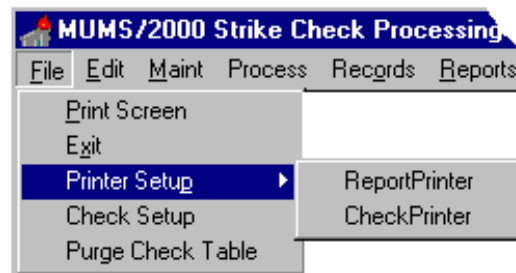
The "Maint" Menu is where Table Maintenance is found.

The "Process" Menu is where the four process steps are found.

The "Reports" Menu is where the custom report feature is found.

This is the “File” menu.

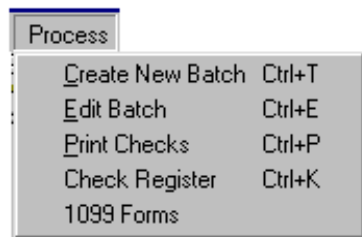
Notice this is where the printer setup is found for Report and Check Printers. There is also a menu item for Check Setup and Purge Check Table.



The Print Screen feature can also be requested from the speedbutton on the tool bar.



The “Maint” Menu item and the matching speedbutton are used to setup table maintenance for strike checks.



The “Process” Menu shows us the four steps in the strike check process and the option for 1099's.

There are also four speedbuttons that match the four major processing steps found on the above menu.



Most of the required processing reports are integrated into the processing steps.

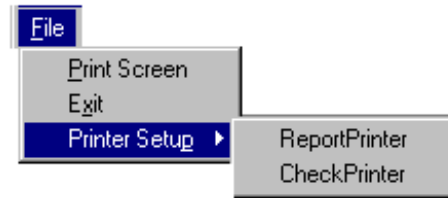
The “Reports” menu item will active the Shazam Custom report writer.

Strike Check Printer Setups

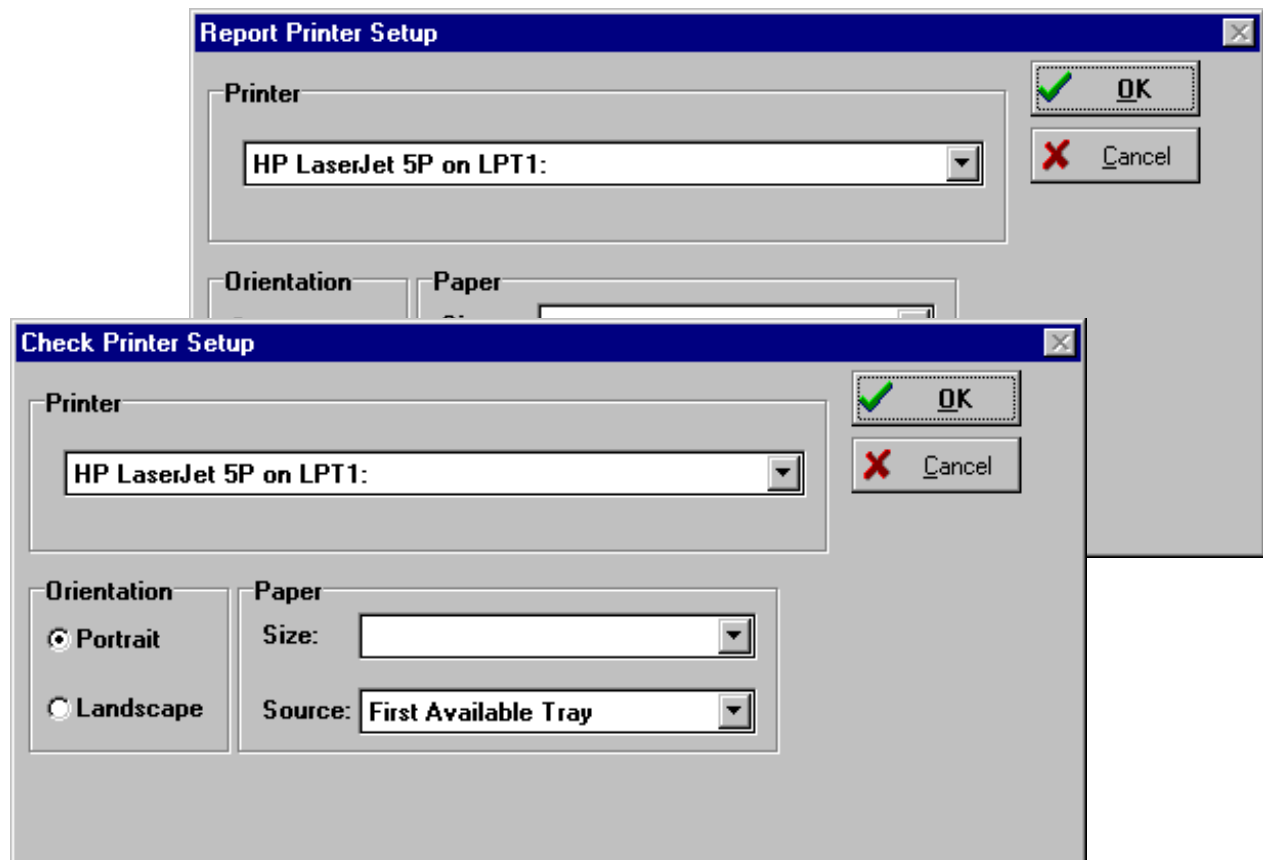
There are two printers used in Strike Check Processing. These can both be assigned to the same windows printer.

The Report Printer is used to print reports.

The Check Printer is used to print the checks. If the Check Printer is a page printer (Laser or Ink Jet) the program will automatically use the laser check format. If the printer is a dot matrix, it will automatically use the continuous check stock.



The following is the standard windows printer dialog boxes that is displayed when you setup the printers.



Tractor Check layout options for the X-offset and Y-offset can be changed by the users. The setup is found in MT-Strike Checks at the File | Check Setup | Tractor Check Layout. Please note the X is the Horizontal inches and Y is the Vertical inches.

Select Check Type

Printer Type | **Tractor Check Layout**

☐ Always use laser checks
☐ Always use tractor-feed checks
☒ Determine check type from printer setting

Users can decide the check “Stub on Top or Bottom”

Select Check Type


Printer Type | **Tractor Check Layout**

	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

Check Format:
☒ Stub on Top
☐ Stub on Bottom

Defaults
 Test
 Fonts

This is the layout of the Laser or Ink Jet checks. Please notice that because it is a single piece of paper there are two stubs. You are to keep the bottom and send the other with the check.

YOUR COMPANY NAME		1344	
		YOUR FINANCIAL INSTITUTION	
YOUR COMPANY NAME YOUR PHONE NUMBER YOUR STREET ADDRESS YOUR CITY, STATE AND ZIP		YOUR CITY, STATE AND ZIP 00-0000/0000	
PAY		DATE	AMOUNT
TO THE ORDER OF:		ITEM# LMP40 COMPATIBLE ENV: CE15	
		SAMPLE-VOID	
		AUTHORIZED SIGNATURE	
⑈001344⑈ ⑆0000000000⑆123 456 789⑈			
YOUR COMPANY NAME		1344	
51N325 (6/97) 54212			

This is an example of the continuous check. Because this is a two part check there is only one stub. The check and the attached stub go to the payee and the copy is retained by the local.

MP30
2
4
6
8
10
12
14
16
18
20
22
24
26
28
30
32
34
36
38
40
42
44
46
48
50
52
54
56
58
60
62
64
66
68
70
72
74
76
78
80
82

YOUR COMPANY NAME

1855

YOUR COMPANY NAME
YOUR PHONE NUMBER
YOUR STREET ADDRESS
YOUR CITY, STATE AND ZIP

YOUR FINANCIAL INSTITUTION
YOUR CITY, STATE AND ZIP
00-0000/0000

1855

DATE

AMOUNT

PAY TO THE ORDER OF

ITEM# MP30 COMPATIBLE ENV: CE15149

SAMPLE-VOID

AUTHORIZED SIGNATURE

⑈00 1855⑈ :0000000000⑈ 123 456 789⑈

SECURITY FEATURES INCLUDED. DETAILS ON BACK.

If the Local is going to be mailing out the strike checks to the qualified members, it has been suggested that you consider the “ease” of placing each check into all of the envelopes.

For Locals using “laser or ink-jet” checks, it has been suggested that you use a slightly larger #10 window envelope and to have your checks perforated. That way the user could chose to keep the top part for their records and send the middle and bottom portions to the recipient. This would allow the advantage of being able to insert more quickly the “folded edge” into the envelope, rather than the double open edges.

For Locals using tractor / pin-feed continuous checks, it has been suggested that you use “check stub on bottom” format. This would allow the advantage of being able to insert more quickly the “folded edge” into the envelope, rather than the double open edges.

Strike Check Table Maintenance



The Strike Check Table Maintenance Program can be accessed by using the “Maint” menu item or the speed button on the tool bar.

A screenshot of the 'MUMS/2000 Strike Check Processing' application window. The window has a menu bar with 'File', 'Edit', 'Maint', 'Process', 'Records', 'Reports', and 'Help'. Below the menu bar is a toolbar with various icons. The main area contains a 'Table Maintenance' dialog box. This dialog box has two list boxes: 'Strike Funds' and 'Payment Descriptions'. The 'Strike Funds' list contains 'HQ M-R-F' and 'Local DF'. The 'Payment Descriptions' list contains 'Mortgage', 'Rent', and 'Strike Duty'. Below these lists is a 'Defaults' section with three 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 of the dialog are 'Print' and 'Close' buttons.

This screen is used to setup a variety of Strike funds and Payment Descriptions. You can delete the ones shown and insert your own. You use the insert key to enter and Ctrl-Delete to remove.

This screen is also used to setup defaults that are used when you create a Batch. These describe the Fund, Payment Description and optionally a Standard Strike Payment.

Users have the ability to have a Print out of the Strike Funds and Pay Descriptions including the ones the Local has inserted or removed.

Create New Batch

The screenshot shows the 'MUMS/2000 Strike Check Processing' application window. The 'Create Batch' dialog box is open, featuring a menu bar (File, Edit, Maint, Process, Records, Reports, Help) and a toolbar with icons for file operations. The dialog is divided into two main sections: 'Member Group' and 'Batch Details:'.
Member Group Section:
- Radio buttons for 'New' (selected), 'Prior Batch', and 'A la Carte'.
- A 'Select:' label above an 'Employer:' dropdown menu.
- A 'Locations to include:' section with radio buttons for 'All' (selected) and 'Single:', followed by a dropdown menu.
- A 'Status Codes to include:' section with radio buttons for 'All' (selected) and 'Range from' followed by two dropdown menus.
- Buttons at the bottom: 'Test Selections', 'Create Batch' (with a checkmark icon), and 'Close' (with a window icon).
Batch Details: Section:
- 'Strike Fund:' dropdown menu showing 'HQ M-R-F'.
- 'Payment Description:' dropdown menu showing 'Strike Duty'.
- 'Payment Amount:' text box containing '\$200.00'.
- 'Paid Thru Date:' date picker showing '02/03/2001'.

This is the Create a Batch screen. The first item to review is the Member Group.

You can create a NEW batch, reuse a PRIOR batch or “A la Carte” batch.

If you change the screen to PRIOR BATCH the form will change and you will be prompted to select which batch. All of the information from the prior batch will be duplicated into your new batch.

You start an “A la Carte” batch by selecting one person and give your batch a filename. In the Edit Batch mode you use the navigation bar at the bottom with the “+” key to add other people and define their payments and funds. “A la carte” also allows the user to make a “special batch” with payments from different “funds.”

If you are creating a NEW batch, you start by selecting the employer.

Select:

Employer:

0259401	UFSI-Corporate
AT&T	AT&T
NEWE	A New Employer
UFSI	Union Friendly Systems, Inc.

You can then select a specific location or just leave the ALL Locations indicator on. If you use the pull-down for Location the program will automatically switch from ALL to SINGLE.

You can then select a range of Status Codes by using the Pull-down feature.

Status Codes to include:

☐ All

☒ Range from to

10	MEMBER - GS
11	MEM GOOD STN
12	MEM GOOD STW
13	MEM RE PAID
14	MEM RE NO PD
15	MEM SUSPEND
16	MEM PENDING
17	MEM CANCELLED

Batch Details:

Strike Fund:

Payment Description:

Payment Amount:

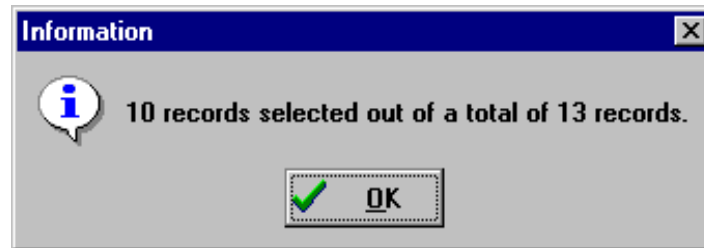
Paid Thru Date:

May 1998						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Then you must verify the Fund, Description and amount to be used. These amounts come from the defaults established in the "Maint" or setup program.

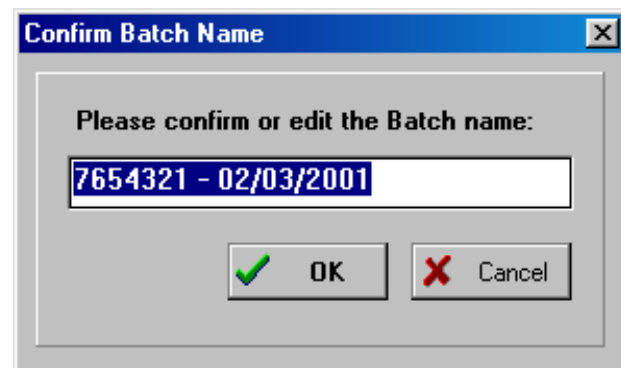
You then verify or change the Paid Thru Date. You can click on the small box to the right of the date to be presented with a calendar to make the date selection easier. With a calendar, it makes it easier to pick thru a Friday or Sunday for example.

Test Selections



When you have made all of your selection, you can press the TEST SELECTIONS button and check that the number of records the program found that matched the criteria you entered.

✓ Create Batch



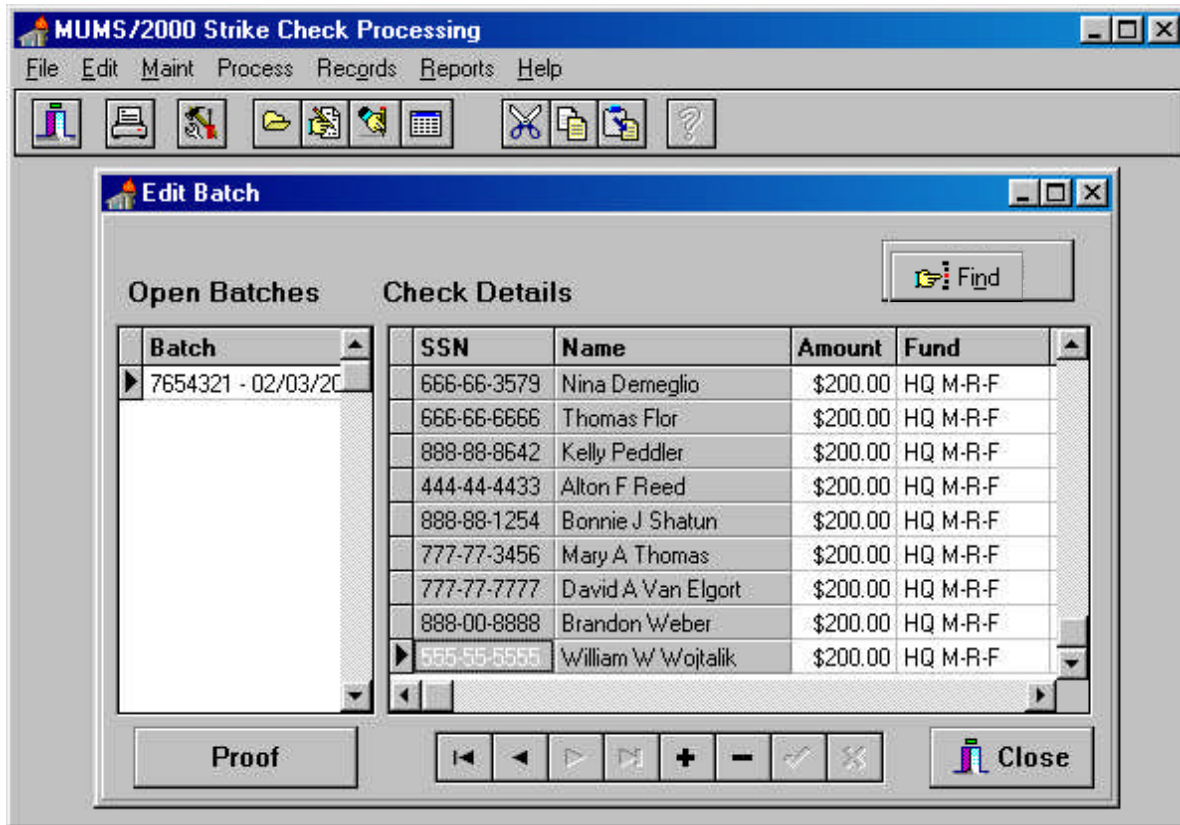
A Warning message will appear if the user is trying to create a batch with the same batch filename. Batch file names can be up to 25 characters long, which should include a date.

If all is OK, Press the CREATE BATCH button. The program will then create a batch name using the Employer and Paid Thru Date. If you wish you can change this.

Once done this message will be displayed.

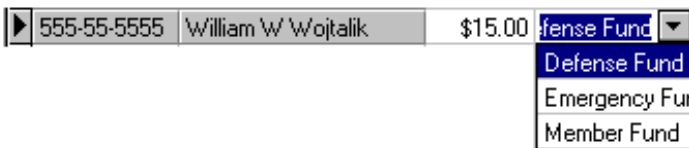
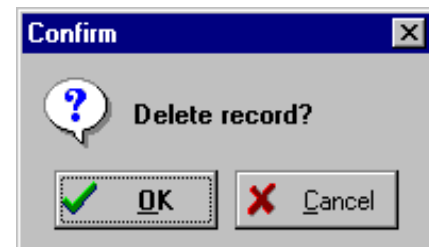


Edit Batch



This is the Edit program. You can highlight any open batch on the left and see the items on the right. A batch is open if it has any items that have not been paid.

You can delete items by highlighting them and pressing the “-” key on the navigation bar. You will then get this confirmation message.



You can highlight any line and change the amount, the Fund

and/or the Description. If you change the Fund or Description, you will be presented with the pull-down list that matches table maintenance.

If you press the “+” key on the navigation bar, you can insert a new individual to be paid in this batch.

Member Search [X]

Search Characters

[Text Field]

SSN	LastName	FirstName	Middle
▶ 111-11-9145	Van Elgort	Richard	O
222-22-2222	Casey	Ron	L
333-33-3333	Casey	Pam	
444-44-4433	Reed	Alton	F
555-55-5555	Wojtalik	William	W
666-66-3579	Demeglio	Nina	
666-66-6666	Flor	Thomas	
777-77-2443	Kant	Steven	
777-77-3456	Thomas	Mary	A
777-77-7777	Van Elgort	David	A
888-00-8888	Weber	Brandon	

Search By

SSN [Dropdown]

[OK] [Cancel]

From this screen you can enter the SSN or change the “Search By” at the bottom of this screen to Last Name and use the incremental search to find the individual you wish.

Open Batches		Check Details		
Batch		Fund	Description	Alt. Payee
▶ UFSI - 7/25/98		▶ Defense Fund	Strike Duty	
		Defense Fund	Strike Duty	

At the end of each entry in the Strike Check Batch is room for an Alternate Payee. What this allows you to do is to print the check directly to pay a member’s bill such as bank payment.

If you press the "Proof" button the program will print the following proof list based upon the batch you are on. This will total all open items.

Proof

7/25/98

Open Batch Listing

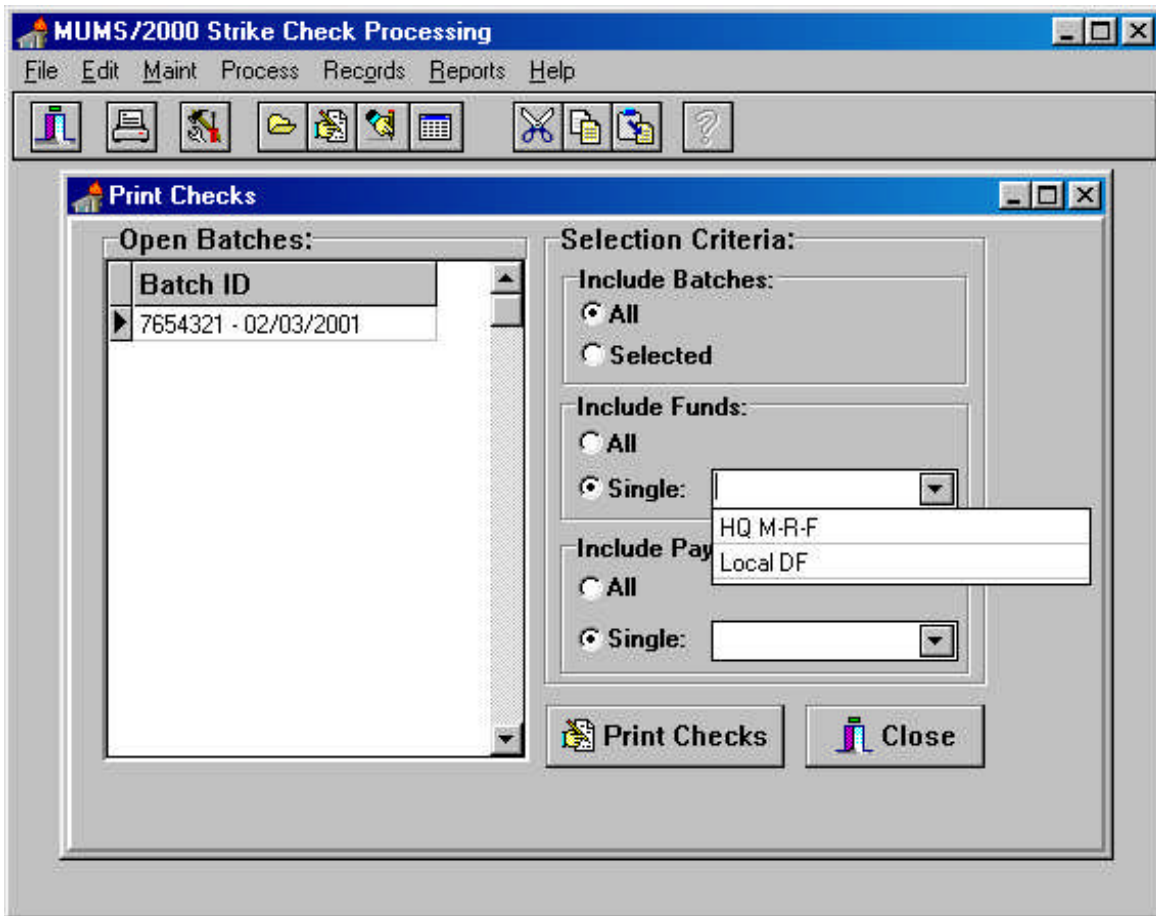
Batch ID: UFSI - 7/25/98

Batch ID: UFSI - 7/25/98

SSN	Name	Printed	Fund	Payment	Employer	Amount
111-11-9145	Richard O Van Elgort	False	Defense Fund	Strike Duty	UFSI	\$15.00
222-22-2222	Ron L Casey	False	Defense Fund	Strike Duty	UFSI	\$15.00
333-33-3333	Pam Casey	False	Defense Fund	Strike Duty	UFSI	\$15.00
555-55-5555	William W Wojtalik	False	Defense Fund	Strike Duty	UFSI	\$15.00
666-66-6666	Thomas Flor	False	Defense Fund	Strike Duty	UFSI	\$15.00
777-77-2443	Steven Kant	False	Defense Fund	Strike Duty	UFSI	\$15.00
777-77-3456	Mary A Thomas	False	Defense Fund	Strike Duty	UFSI	\$15.00
777-77-7777	David A Van Elgort	False	Defense Fund	Strike Duty	UFSI	\$15.00
888-00-8888	Brandon Weber	False	Defense Fund	Strike Duty	UFSI	\$15.00
888-88-8642	Kelly Peddler	False	Defense Fund	Strike Duty	UFSI	\$15.00
Batch Total:						\$150.00
Grand Total:						\$150.00

Only on the "proof" listing does the Alternate Payee not show.

Print Checks



This is the Print Checks program. From here you can highlight open batches to be selected or print all batches. Remember, an open batch is one that still has items to print. If you partially print checks from a batch, that batch will still be shown with the possibility of printing the remaining checks later.

If you do not wish to print the remaining items in a batch, you need to use the Edit Batch function and delete the unpaid items.

The above screen also lets you select all or a single fund. Notice the pull-down choice shown is your table maintenance choices. You can also select a specific payment type to pay or all.

Please note that there are advantages to the user if they coordinate their check numbers with the control number feature of Strike Checks. Check control numbers can be a maximum of 999,999,999 long. Most users will have numbers only six digits long



When you press the “Print Checks” button you will see this screen.

This allows you to setup the next check or control number if you wish. It will default to one number higher than you used before.

You do not need to follow any number that was pre-printed on the check. The Strike Check Processing system will issue it's own control number and print it on the check.

A Windows-style dialog box titled "Print Checks Progress" in a blue header bar. The main area is light gray. At the top, it says "11 record(s) match the selection" in blue. Below that, "Next assigned check number:" is followed by a text box containing "4442" and a small up/down arrow. Underneath is a group box containing two radio buttons: "Print all checks" (which is selected) and "Print only the first" followed by a text box with "11" and an up/down arrow, and the word "checks". At the bottom are two buttons: "Cancel" with a red X icon and "OK" with a green checkmark icon.

This screen also allows you to print all of the checks or just the first so many. This can be useful if you wish to process only some of them at a time.

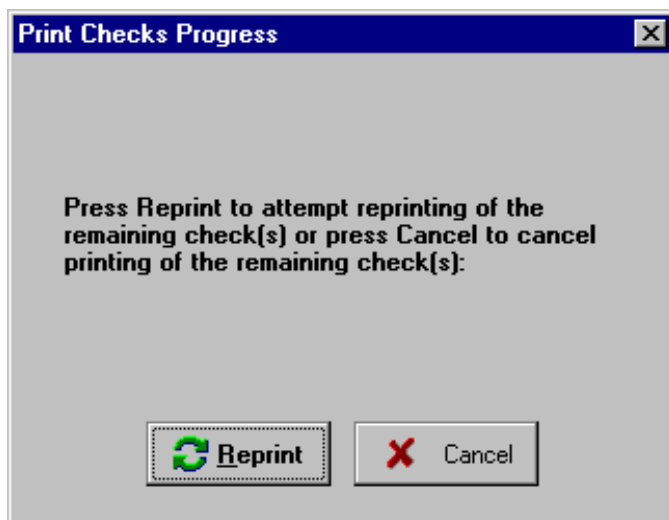
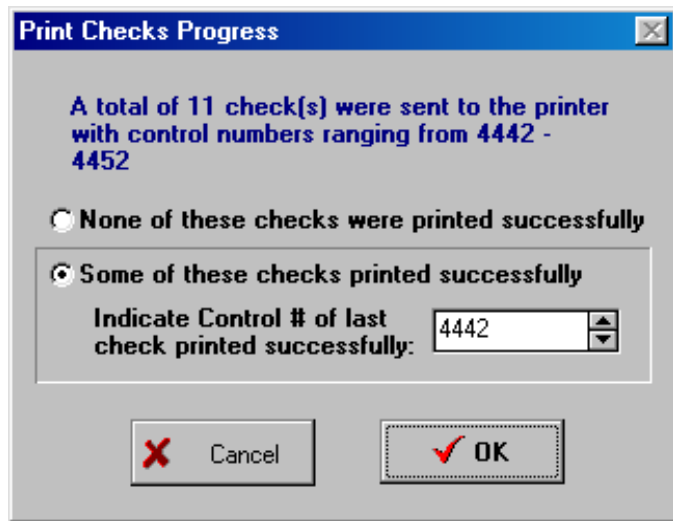
If you press OK on the previous screen the program will print the checks onto the printer you have setup as your check printer.

At the end of the print job this message will be displayed.

A Windows-style dialog box titled "Print Checks Progress" in a blue header bar. The main area is light gray. In the center, it asks "Did all checks print OK?" in bold. At the bottom are two buttons: "No" with a red circle and slash icon, and "Yes" with a green checkmark icon.

If you then say “No” you can reprint all of the checks or just those after a given control number.

If you said “No” when the checks were really OK, just OK this screen and CANCEL the following Reprint confirmation screen.



This is the reprint confirmation screen.

If you press “Reprint” the checks you have said did not print correctly will be reprinted.

If you press the “Cancel” button the program will ignore that you said the checks were no OK and assume that all is well.

This is a sample of the laser check format. Notice the double stub information, the check body with control number, date, amount and name & address.

Control #	5	Fund:	Defense Fund
Batch ID:	UFSI - 7/25/98	Description:	Strike Duty
Name:	Thomas Flor	Check Date:	7/25/98
SSN:	666-66-6666	Amount:	\$15.00
Alternate Payee:			

Control #: 5

7/25/98\$15.00

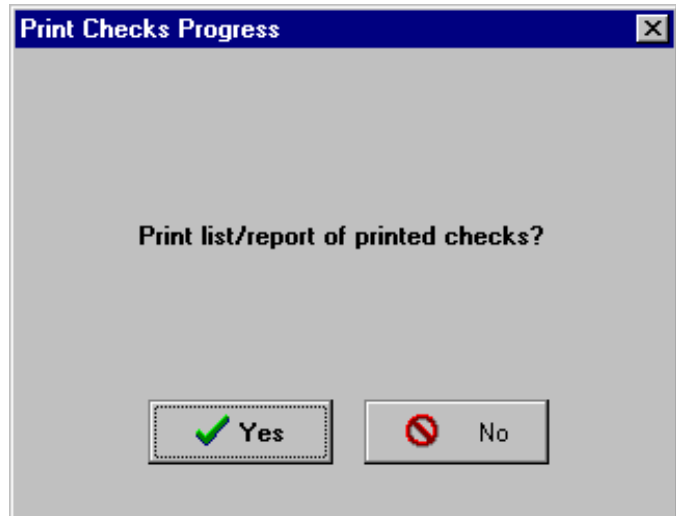
Thomas Flor
6666 Flor Lane Drive
Chatsworth, CA 91311-6666

Control #:	5	Fund:	Defense Fund
BatchID:	UFSI - 7/25/98	Description:	Strike Duty
Name:	Thomas Flor	Check Date:	7/25/98
SSN:	666-66-6666	Amount:	\$15.00
Alternate Payee:			

When you have completed all of the check printing for the batches and items selected, the program will ask if you wish to print a "List of Printed Checks".

This is a check register of those checks just printed.

You can always get a check register later by using the "Check Register" menu or speedbutton.

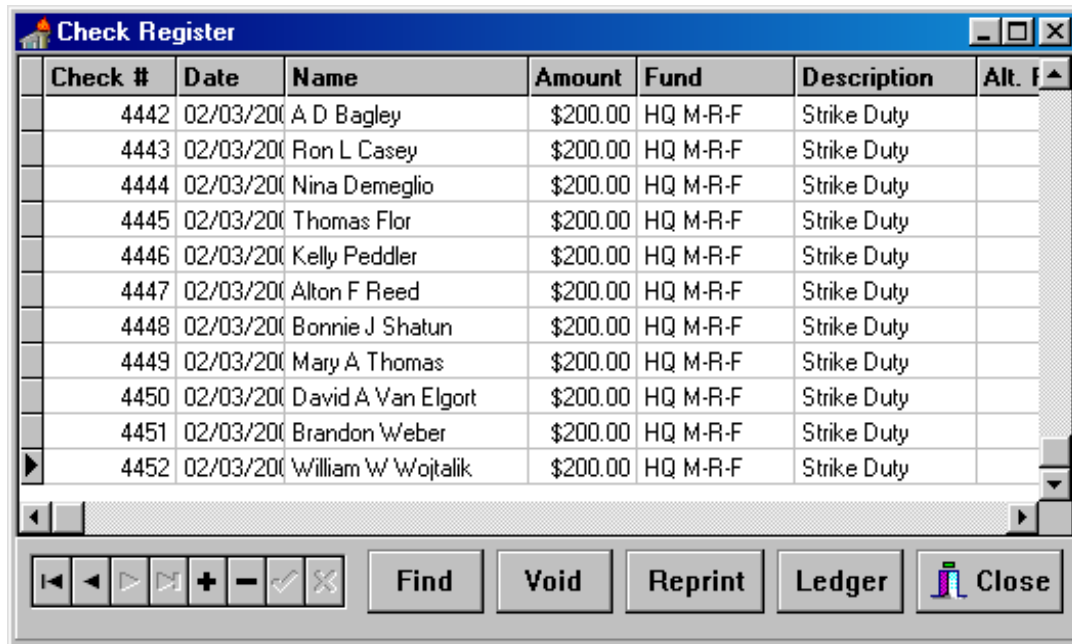


The following is an example of the check register printed at the end of the check printing function. In the heading is the range of checks just printed.

7/25/98	Check Register Listing					
	Check Numbers: 1 - 10					
<hr/>						
Batch ID: UFSI - 7/25/98						
Check #	Check Date	Name	Fund	Payment	Employer	Amount
1	7/25/98	Richard O Van Elgort	Defense Fund	Strike Duty	UFSI	\$15.00
2	7/25/98	Ron L Casey	Defense Fund	Strike Duty	UFSI	\$15.00
3	7/25/98	Pam Casey	Defense Fund	Strike Duty	UFSI	\$15.00
4	7/25/98	William W Wojtalik	Defense Fund	Strike Duty	UFSI	\$15.00
5	7/25/98	Thomas Flor	Defense Fund	Strike Duty	UFSI	\$15.00
6	7/25/98	Steven Kant	Defense Fund	Strike Duty	UFSI	\$15.00
7	7/25/98	Mary A Thomas	Defense Fund	Strike Duty	UFSI	\$15.00
8	7/25/98	David A Van Elgort	Defense Fund	Strike Duty	UFSI	\$15.00
9	7/25/98	Brandon Weber	Defense Fund	Strike Duty	UFSI	\$15.00
10	7/25/98	Kelly Peddler	Defense Fund	Strike Duty	UFSI	\$15.00
Batch Total:						\$150.00
<hr/>						
Grand Total:						\$150.00

Check Register

The Check Register menu and speedbutton are really more than just a check register. This program can be used to print any portion of the check register, print an individual ledger, void a check or even reprint a check. If you printed a listing of the checks at the end of the check printing function, you do not have to use this menu item.



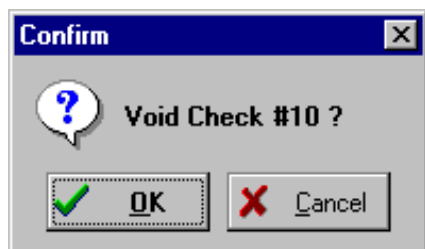
Check #	Date	Name	Amount	Fund	Description	Alt. F
4442	02/03/200	A D Bagley	\$200.00	HQ M-R-F	Strike Duty	
4443	02/03/200	Ron L Casey	\$200.00	HQ M-R-F	Strike Duty	
4444	02/03/200	Nina Demeglio	\$200.00	HQ M-R-F	Strike Duty	
4445	02/03/200	Thomas Flor	\$200.00	HQ M-R-F	Strike Duty	
4446	02/03/200	Kelly Peddler	\$200.00	HQ M-R-F	Strike Duty	
4447	02/03/200	Alton F Reed	\$200.00	HQ M-R-F	Strike Duty	
4448	02/03/200	Bonnie J Shatun	\$200.00	HQ M-R-F	Strike Duty	
4449	02/03/200	Mary A Thomas	\$200.00	HQ M-R-F	Strike Duty	
4450	02/03/200	David A Van Elgort	\$200.00	HQ M-R-F	Strike Duty	
4451	02/03/200	Brandon Weber	\$200.00	HQ M-R-F	Strike Duty	
4452	02/03/200	William W Wojtalik	\$200.00	HQ M-R-F	Strike Duty	

Below the table is a control bar with buttons: < << >> > + - ✓ ✕ Find Void Reprint Ledger Close

Void

If you highlight a check item and press the “Void” button, you will be prompted as to which check it is and do you wish to void the check.

This will not re-issue the check. This is just a void. If you need to pay the member again, you will need to put them into the next batch.



Reprint Check

If you press the “Reprint Check” button, the program will reprint the check using the same control number. This feature will also ask you to confirm that you wish to reprint the check and show you the Check/Control number.

Ledger

If you press the “Ledger” button this screen will be shown.

From this screen you can print all , All Printed or a range of check numbers.

You can select all Members or just a single member.

You can also select by Fund. This is useful for backup for reimbursements.

7/25/98	Check Register Listing					
	Check Numbers: 1 - 4					
<hr/>						
Batch ID: UFSI - 7/25/98						
Check #	Check Date	Name	Fund	Payment	Employer	Amount
1	7/25/98	Richard O Van Elgort	Defense Fund	Strike Duty	UFSI	\$15.00
2	7/25/98	Ron L Casey	Defense Fund	Strike Duty	UFSI	\$15.00
3	7/25/98	Pam Casey	Defense Fund	Strike Duty	UFSI	\$15.00
4	7/25/98	William W Wojtalik	Defense Fund	Strike Duty	UFSI	\$15.00
Batch Total:						\$60.00
<hr/>						
Grand Total:						\$60.00

The last set of options allow you to select the Sort order or Batch-ID & Control # or just Control #.

The above is an example of asking for a check register for control numbers 1 thru 4:

The following is an example of a check register showing multiple batches.

7/24/98		Check Register Listing				
<hr/>						
Batch ID: UFSI - 7/24/98						
Check #	Check Date	Name	Fund	Payment	Employer	Amount
1	7/24/98	Richard O Van Elgort	Defense Fund	Strike Duty	UFSI	\$18.00
2	7/24/98	Ron L Casey	Defense Fund	Strike Duty	UFSI	\$18.00
3	7/24/98	Pam Casey	Defense Fund	Strike Duty	UFSI	\$18.00
4	7/24/98	Pam Casey	Defense Fund	Strike Duty	UFSI	\$18.00
5	7/24/98	William W Wojtalik	Defense Fund	Strike Duty	UFSI	\$18.00
6	7/24/98	Thomas Flor	Defense Fund	Strike Duty	UFSI	\$18.00
7	7/24/98	Steven Kant	Defense Fund	Strike Duty	UFSI	\$18.00
8	7/24/98	Mary A Thomas	Defense Fund	Strike Duty	UFSI	\$18.00
9	7/24/98	David A Van Elgort	Defense Fund	Strike Duty	UFSI	\$18.00
10	7/24/98	Brandon Weber	Defense Fund	Strike Duty	UFSI	\$18.00
11	7/24/98	Kelly Peddler	Defense Fund	Strike Duty	UFSI	\$18.00
Batch Total:						\$198.00
<hr/>						
Batch ID: UFSI - 7/25/98						
Check #	Check Date	Name	Fund	Payment	Employer	Amount
12	7/24/98	Richard O Van Elgort	Defense Fund	Strike Duty	UFSI	\$18.00
13	7/24/98	Ron L Casey	Defense Fund	Strike Duty	UFSI	\$18.00
14	7/24/98	Pam Casey	Defense Fund	Strike Duty	UFSI	\$18.00
15	7/24/98	Pam Casey	Defense Fund	Strike Duty	UFSI	\$18.00
16	7/24/98	William W Wojtalik	Defense Fund	Strike Duty	UFSI	\$18.00
17	7/24/98	Thomas Flor	Defense Fund	Strike Duty	UFSI	\$18.00
18	7/24/98	Steven Kant	Defense Fund	Strike Duty	UFSI	\$18.00
19	7/24/98	Mary A Thomas	Defense Fund	Strike Duty	UFSI	\$18.00
20	7/24/98	David A Van Elgort	Defense Fund	Strike Duty	UFSI	\$18.00
21	7/24/98	Brandon Weber	Defense Fund	Strike Duty	UFSI	\$18.00
22	7/24/98	Kelly Peddler	Defense Fund	Strike Duty	UFSI	\$18.00
Batch Total:						\$198.00
<hr/>						
Grand Total:						\$396.00

This was the result of asking for ALL.

If you press the “Push to Select” button you can select from your membership by name to have a ledger printed of any strike check payments.

This button will allow you to do an incremental search by last name.

The following is a example of asking for one individuals payments.

Include Members:

☐ All

☒ Single Member: Push to Select

Search [X]

Search Characters

[Text Input Field]

LastName	FirstName	SSN	Middle
▶ Casey	Pam	333-33-3333	
Casey	Ron	222-22-2222	L
Demeglio	Nina	666-66-3579	
Flor	Thomas	666-66-6666	
Kant	Steven	777-77-2443	
Peddler	Kelly	888-88-8642	
Reed	Alton	444-44-4433	F
Shatun	Bonnie	888-88-1254	J
Thomas	Mary	777-77-3456	A
Van Elgort	David	777-77-7777	A
Van Elgort	Richard	111-11-9145	O

Search By

LastName [Dropdown Arrow]

✓ OK ✗ Cancel

1099 Forms

1099 form production is found in the tool bar icon called Process. A 1099 form will be printed for anyone based upon your choice.

6/2/2000

Checks Posted for Van Elgort, Richard

Check #	Check Date	Batch ID:	Fund	Payment	Employer	Amount
1	7/25/1998	UFSI - 7/25/98	Defense Fund	Strike Duty	UFSI	\$15.00
11	6/2/2000	UFSI - 6/2/2000	Defense Fund	Strike Duty	UFSI	\$15.00
12	6/2/2000	UFSI - 6/2/2000	Defense Fund	Strike Duty	UFSI	\$15.00
Grand Total:						\$45.00

“All”.....gives user 1099 forms regardless of amounts of funds

“With Total Payments”.....gives user “forms” regardless of which fund

The “1099 forms” prints in SSN order and
prints only the bottom address line of MT2000 called “Street Address”

The following is the “Advanced” tab on 1099 processing.

This lets you set the X - Horizontal and Y - Vertical alignments

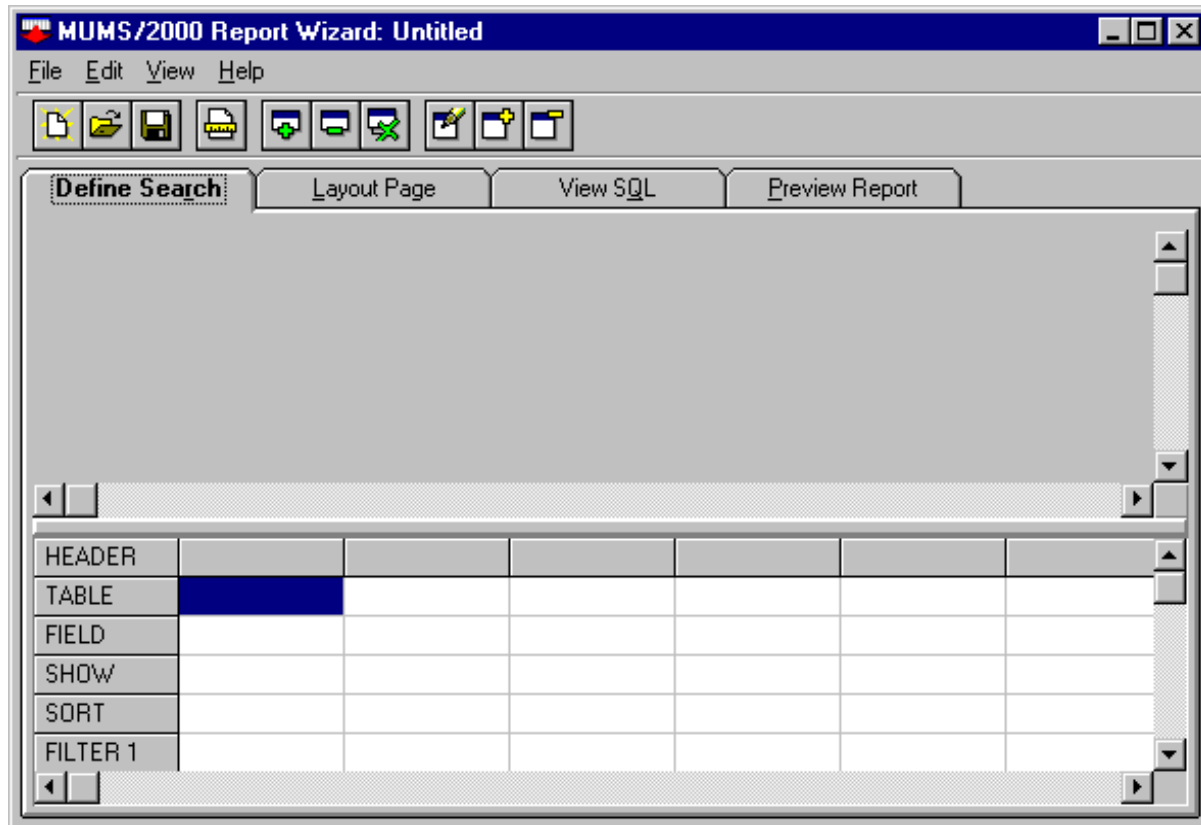
	X Offset:	Y Offset:
Payer Name Placement:	1	0
Recipient Block Placement:	1	2.2
Amount Placement:	4.25	1.47
Federal ID Placement:	1	1.8
Total Section Height		3.671875

Defaults Test

Basic Advanced

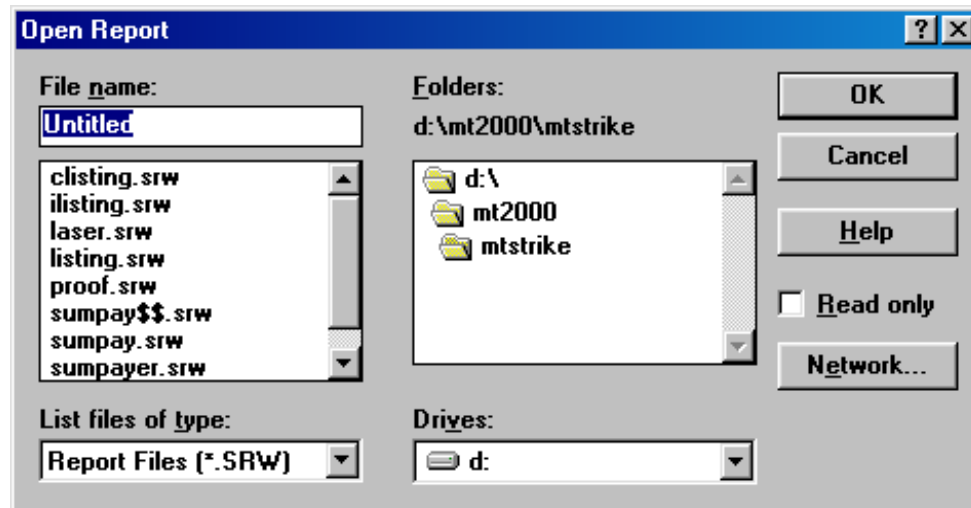
Strike Check Reports

This Menu item “Reports” is used to request the Shazam Custom Report Writer.



The above program can be used to design new reports.

If you press the File|Open Report or use the Open Report button you will see a list of Strike Check Reports. The ones shown above are those run automatically from various points in the strike check process.



clisting = produces the check register
ilisting = produces the check register for individuals
laser = laser check layout - system design
listing = check register by certain control numbers
proof = proof list of open batches, checks not yet printed
tractor = tractor check layout - system design
sumpay = allows user to filter on an amount of money received

Adding Strike Check Reports to your system.

If you receive new Strike Check Report layouts, they need to be placed in the C:\MT2000\MTSTRIKE directory.

Strike Check

Frequently Asked Questions

1. How do I get started?

You should have received a CD-ROM that has a grey label stating that it is Version 4.46 or higher. At your desktop, insert the CD-ROM, in less than 20 seconds it should start its Installation procedures. Once the program is finished installing you should see a speed button called SC on your MUMS/2000 system screen, as shown on page 2 of the Strike Check Processing Manual Version 4.00.

If the program does not automatically install, go to your desktop. Click open "my computer," click open your cd-rom drive (with the MT-Strike Check CD-ROM in place), find the "install" icon (looks like a computer and screen) and double click it. Follow the instructions.

2. What should I do next?

It is suggested that you change your MUMS/2000/Tables of real data to the Learning data that is contained in \MT2000\Samples in order to practice. (See the Grey MUMS/2000 Reference Manual I, chapter 2, page 11). With that accomplished let the Strike Check Processing Manual guide you through Maintenance and the four steps that make up a cycle of check production. Review the page of Version 4.36 Enhancements and make notes in your manual.

3. Where do I find out what my Local is using as Status codes?

At the MUMS/2000 system screen, go up to the Tool Bar and look for |Reports| Quick Reports | Table name STATUS.DB, "then show these fields" use pull-down and take "all," then on the right of the screen, use Display. Users should see the 71 status codes listed. Print them out. For assistance with this function see MUMS/2000 Reference Manual Chapter 7 pages 1-4.

4. What type of check - paper stock should we use?

Only you can decide which type of check paper stock is best for your Local. Certainly the number of checks that the Local will be printing each day/week and the speed of your printer(s) must be taken into consideration. Whether you are using Laser or Ink Jet or “pin-feed” continuous checks, the checks can and should be printed with only the “draft” mode set, that will give the user the fastest printing speed. Refer to your printer manual for settings and speeds.

5. What size of window envelopes should I order?

This will be determined by the type of checks you order. Your Union printer can assist you with this.

6. How do I learn about the CWA Defense Funds Rules?

By now someone in your Local (normally the Secretary/Treasurer) should have received the information. In every CWA District there is a Staff Representative who is designated as “Defense Fund Agent.”

7. How do I learn about MUMS/2000?

In each CWA Local there is someone who knows how MUMS/2000 operates. In most CWA Locals that person has been to training classes and has the proper passwords to allow them to make changes. You and they should be sharing information and manuals.

8. What is a Batch?

A “batch” to the Strike Check Processing features would normally be the 7 digit Processing Unit Number that is assigned by CWA Headquarters to every Company CWA represents. The SC program will normally automatically give you the batch name and date it is being created. For example, see page 11 of the SC manual.

Another example would be 0259401 - 07/24/2000.

WARNING, if you are creating several “Batches” for the same company on the same day - you must give each batch a different filename, for example:

0259401 - 07/24/2000 would automatically be the first batch, then suggest,

0259401a - 07/24/2000 would be a name you give the second batch,
0259401b - 07/24/2000 would be a name you give the third batch, etc.

9. How do I adjust my check alignment?

For Laser or Ink Jet printers when using paper stock that is 8.5" x 11" there should be no need for adjustments if your check design conforms to the model shown on page 6. For dot-matrix printers using "pin-feed" continuous forms your paper stock should be 8.5" wide and 7" tall to the perforation line between checks, refer to the model shown on page 7. Continuous checks have the ability to define check format for the "stub on top" or "stub on bottom." Advantage for "stub on bottom" is a quicker insertion into the window envelope. If using Laser checks and a #10 window envelope the Local could achieve quicker insertion into a window envelope by keeping the top part for Local use and folding and sending the middle and bottom sections.

10. How do I know which fund to write checks from?

The computer user should be receiving directions from the Local's Defense Fund Committee or Local Officer.

11. What happens if I "mess-up" or soil a check before mailing it?

The program allows the user to Reprint a check. It uses the same control number, refer to page 20.

12. How do I prevent several checks of the same control number from being issued?

By following sound accounting principles and audit controls mistakes and fraud can be prevented. For example, it has now been several days and the member calls in to report not receiving their check. Sound auditing controls would suggest that the user VOIDS the outstanding old check and makes a "Stop Payment" request at the bank, before issuing a new check.

13. What is the importance of control numbers?

The Strike Check program automatically assigns control numbers. The user should coordinate these numbers to match your check numbers. Then you will have the auditing controls in place to help prevent mistakes and fraud. These numbers can be assigned during the Print Check function | Next assigned check number, see page 16 of the manual.

14. How large can some of the critical fields be?

Suggested maximum amount of anyone check	=	\$9,999.99
Largest Control / Check numbers	=	999,999,999
Batch name / filename length	=	max of 25

15. Why create a Batch called “A la Carte” ?

This “A la Carte” feature helps to accommodate the pressures and decisions the Local’s Defense Fund Committee must make on a daily basis. While most people will be processed in the normal Batch mode, it is realized that there may be some people that may have exceptions that will need further research. The exceptions can be edited out, the remainder of the full batch processed. Then with “A la Carte” feature, the few people that needed further research before they could be processed during a normal batch can now be accommodated.

You start “A la Carte” batch by selecting one person and give your batch a filename. In the Edit Batch mode you use the navigation bar at the bottom with the “+” key to add other people and define their payments and funds. “A la carte” also allows the user to make a “special batch” with payments from different “funds.”

16. Why is the number of people found during Strike Check Batches not the same as found in the normal Reports of MUMS/2000?

The most likely reason the number in Strike Checks is more than in MUMS/2000 would be because in MUMS the member did not have an Employer specified on the Work Tab.

Another issue to be aware of is that some workers might also have the Alternate Employer field also populated that could be why a person shows up on two batches.

17. Should I print the Strike Checks within the Local or “outsource” the work?

MUMS\2000 Strike Checks is a free software application program designed by CWA HQ for the use by the Locals. Feedback from the few Locals who did “outsource” the printing of strike checks state that they would not do that again because of the extra costs paid to the sub-contractor and the loss of control over the process.

18. How does the Strike Check program help me complete the forms required by the District Defense Fund Agent?

The fourth step in the Strike Check cycle is the Ledger. Here you can produce any type of Fund summary and attach/staple the printout to the required Defense Fund report, thereby eliminating the manual labor required to file out the forms(s).

19. When using some Laser printers not all the checks get produced, what can I do to fix the problem?

Several factors which come into play here are the amount of RAM in both your computer and printer, your printer configuration as stand-alone or a network printer, do you have “print spooling” turned off (recommended) and how does your printer handle large print jobs into its print buffer. Having first produced a practice run on plain paper will help determine if you will have any of these problems. Many Locals did not have this problem.

If you have this problem it is suggested that you first create your full Batch with all the names in it that you need. Then you can print only the first 100 checks, then another hundred checks, and move the quantity of checks up each successful time.