

1 - MUMS 2000 Strike Check Processing

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



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

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

2 - Course Objectives

- **OVERVIEW** - Learn how MUMS/2000 Strike Check Processing can help your local with defense fund payments. Learn how to execute Strike Check Program.
- **SETUP** - Setup terms to be used in Strike Check Processing, printers and other table entries.
- **CYCLE** - Step through the complete Strike Check Processing from Creating a Batch, printing Checks to various reports.
- **REPORTS** - Strike Check Standard & Custom Reporting

3 - Overview - Functions

MUMS/2000 Strike Check Processing Allows you to:

- Create a batch of transactions to pay a variety of strike benefits. You can select multiple funds and multiple descriptions. You can select one or many work locations for single or multiple batches.
- You can edit these batches, print checks and view check register. You can void a check, reprint a check, print check register and print individual ledgers.
- You can create custom report for internal or HQ reporting requirement.
- You can print 1099's and/or export data to "Account Ability" software for e-filing.

4 - Overview - MUMS Basic Data

Basic Tab contains 3 fundamental fields used in Strike Check Processing

Status Code

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

Employer Code

The screenshot shows the 'Member Information' window for Richard Van Elgort (SSN 111-11-9147). The form is divided into several sections: 'Personal Information' (Last Name, First Name, Mid, Nickname, Title, Suffix), 'Address' (Street, City, State, Zip/Postal Code, Language, Bad Address), 'Dates' (Status, Birth Date, 1st Hire, Enrollment, Seniority, Add Chng), 'Local Information' (Local, Sub Loc, Local Type, Council, Region, Empl), and 'Phone Numbers' (Home, Work). The 'Status' is set to 11/09/1995, 'Birth Date' is 01/02/1945, '1st Hire' is 05/02/1984, 'Enrollment' is 05/02/1984, 'Seniority' is 05/02/1984, and 'Add Chng' is 01/14/2004. The 'Local Type' is set to DFR-1, and the 'Empl' field is 0259401. The 'Status Code' is 10. The 'Local' field is 9503, 'Sub Loc' is blank, 'Council' is 03, and 'Region' is 4. The 'Phone Numbers' section shows Home (818) 555-1212 and Work (818) 718-9900 x1. The bottom of the window has a tabbed interface with 'Basic' selected, and other tabs include Other, Work, UnionCode, Activities, Notes, Financial, History, Grievances, Job Disp, Daily Hire, and Doc.

5 - Overview - MUMS Work Data

Member Information

111-11-9147 Van Elgort, Richard

Sort By: Last Name

Job Classification Information

Group: Soft
Title: Prog
Class: RF

Job Location Information

Employee Num: 001
Employer: 0259401
Alt Empl:
Location: Loc1
Shift: D

Benefit Plan Code

Code	Location
Loc1	Location 1
Loc2	Location 2
Loc3	Location 3

080000036

View: Form Table
Find
Range
Filter
Dues
Griev
Label
Close

Basic / Other / **Work** / UnionCode / Activities / Notes / Financial / History / Grievances / Job Disp / Daily Hire / Doc

- Work Tab is where Employer and Location are maintained.
- Work Location Codes should have informative descriptions.
- These fields are used for creation of batch alternatives.

6 - Overview - Running Strike Check



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

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

7 - Overview - Create a Batch

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

8 - Overview - View/Edit a Batch

Batch	SSN	Name	Amount	Fund	Description	Alt. Payee	Employer
Loc1 01/15/2004	666-33-3331	Pamela Casey	\$200.00	HQ M-R-F	Strike Duty		0259401
Loc2 01/15/2004	666-66-6663	Thomas Flor	\$200.00	HQ M-R-F	Strike Duty		0259401
Loc3 01/15/2004	444-44-4430	Alton F Reed	\$200.00	HQ M-R-F	Strike Duty		0259401
	777-77-7778	David A Van Elgort	\$200.00	HQ M-R-F	Strike Duty		0259401
	111-11-9147	Richard D Van Elgort	\$200.00	HQ M-R-F	Strike Duty		0259401

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

9 - Overview - Print Checks

Print Checks

Open Batches:

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

Selection Criteria:

Include Batches:

☒ All
☐ Selected

Include Funds:

☒ All
☐ Single:

Include Payments:

☒ All
☐ Single:

Control #: 22062 Fund: 10259401
 Batch ID: 01/15/2004 Description: Strike Duty
 Name: Richard O Van Elgort Check Date: 01/15/2004
 SSN: 111-11-1111 Amount: \$200.00
 Address Payee:
 Amount: \$200.00

Control #: 22062 Fund: 10259401
 Batch ID: 01/15/2004 Description: Strike Duty
 Name: Richard O Van Elgort Check Date: 01/15/2004
 SSN: 111-11-1111 Amount: \$200.00
 Address Payee:
 Amount: \$200.00

Control #: 22062 Fund: 10259401
 Batch ID: 01/15/2004 Description: Strike Duty
 Name: Richard O Van Elgort Check Date: 01/15/2004
 SSN: 111-11-1111 Amount: \$200.00
 Address Payee:
 Amount: \$200.00

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

10 - Overview - Check Register

Check Register can print after checks are done.

Each Batch listed separate.

Check Register Listing						
Check Numbers: 200401 - 200413						
Batch ID: Loc1 01/15/2004						
Check #	Check Date	Name	Fund	Payment	Employer	Amount
200401	01/15/2004	Pamela Casey	HQ M-R-F	Strike Duty	0259401	\$200.00
200402	01/15/2004	Thomas Flor	HQ M-R-F	Strike Duty	0259401	\$200.00
200403	01/15/2004	Alton F Reed	HQ M-R-F	Strike Duty	0259401	\$200.00
200404	01/15/2004	David A Van Elgort	HQ M-R-F	Strike Duty	0259401	\$200.00
200405	01/15/2004	Richard O Van Elgort	HQ M-R-F	Strike Duty	0259401	\$200.00
Batch Total:						\$1000.00
Batch ID: Loc2 01/15/2004						
Check #	Check Date	Name	Fund	Payment	Employer	Amount
200406	01/15/2004	Ron L Casey	HQ M-R-F	Strike Duty	0259401	\$200.00
200407	01/15/2004	Steven Kant	HQ M-R-F	Strike Duty	0259401	\$200.00
200408	01/15/2004	Bonnie J Shatun	HQ M-R-F	Strike Duty	0259401	\$200.00
200409	01/15/2004	Brandon Weber	HQ M-R-F	Strike Duty	0259401	\$200.00
Batch Total:						\$800.00
Batch ID: Loc3 01/15/2004						
Check #	Check Date	Name	Fund	Payment	Employer	Amount
200410	01/15/2004	Nina Demeglio	HQ M-R-F	Strike Duty	0259401	\$200.00
200411	01/15/2004	Kelly Peddler	HQ M-R-F	Strike Duty	0259401	\$200.00
200412	01/15/2004	Mary A Thomas	HQ M-R-F	Strike Duty	0259401	\$200.00
200413	01/15/2004	William W Wojcik	HQ M-R-F	Strike Duty	0259401	\$200.00
Batch Total:						\$800.00
Grand Total:						\$2000.00

11 - Overview - Ledgers/Reports

Check Register

Name	Amount	Fund	Description	Alt. Payee	BatchID	SSN	Cleared
Pamela Casey	\$200.00	HQ M-R-F	Strike Duty		Loc1 01/15/2004	333-33-3331	<input type="checkbox"/>
Thomas Flor	\$200.00	HQ M-R-F	Strike Duty		Loc1 01/15/2004	666-66-6663	<input type="checkbox"/>
Alton F Reed	\$200.00	HQ M-R-F	Strike Duty		Loc1 01/15/2004	444-44-4430	<input type="checkbox"/>
David A Van Elgort	\$200.00	HQ M-R-F	Strike Duty		Loc1 0		<input type="checkbox"/>
Richard O Van Elgort	\$200.00	HQ M-R-F	Strike Duty		Loc1 0		<input type="checkbox"/>
Ron L Casey	\$200.00	HQ M-R-F	Strike Duty		Loc2 0		<input type="checkbox"/>
Steven Kant	\$200.00	HQ M-R-F	Strike Duty		Loc2 0		<input type="checkbox"/>
Bonnie J Shalun	\$200.00	HQ M-R-F	Strike Duty		Loc2 0		<input type="checkbox"/>
Brandon Weber	\$200.00	HQ M-R-F	Strike Duty		Loc2 0		<input type="checkbox"/>
Nina Demeglio	\$200.00	HQ M-R-F	Strike Duty		Loc3 0		<input type="checkbox"/>
Kelly Peddler	\$200.00	HQ M-R-F	Strike Duty		Loc3 0		<input type="checkbox"/>
Mary A Thomas	\$200.00	HQ M-R-F	Strike Duty		Loc3 0		<input type="checkbox"/>
William W Wojcik	\$200.00	HQ M-R-F	Strike Duty		Loc3 0		<input type="checkbox"/>

Ledger Report

Include Checks:

☒ Printed Checks

☒ Show Cleared

☒ Show Un-Cleared

☐ Show only Check # 200401 To 200413

☐ Un-Printed Checks

☐ Voided Checks

Include Members:

☒ All ☐ Single Member

Include Fund:

☒ All ☐ Single Fund: []

Sort By:

☒ Batch ID, Control # ☐ Control #

Print **Close**

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

12 - Overview - 1099's

Print 1099 Forms

Select Members

☒ All

☐ Single

☐ SSN Range

☐ with Total Payments > 600

Tax Year: 2003

Form Style

☐ Tractor

☒ Laser

Laser Copy Mode

☐ Collate

☒ Don't Collate

Laser Copies 4

Federal Identification Number: []

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

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

Export **Print** **Close**

Basic/Advanced

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

13 - Setup - Menus

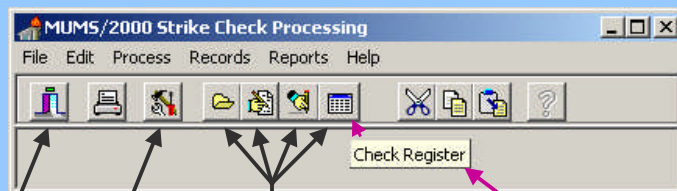
- File Menu:** Used to Setup Printers and Check Layouts, maintain codes, output 1099's
- Process Menu:** Main Check Cycle of Create Batch, Edit Batch, Print Checks, Check Register, Clear Payments
- Reports Menu:** Custom Reports, Sum Total Report and 1099 Preview Report



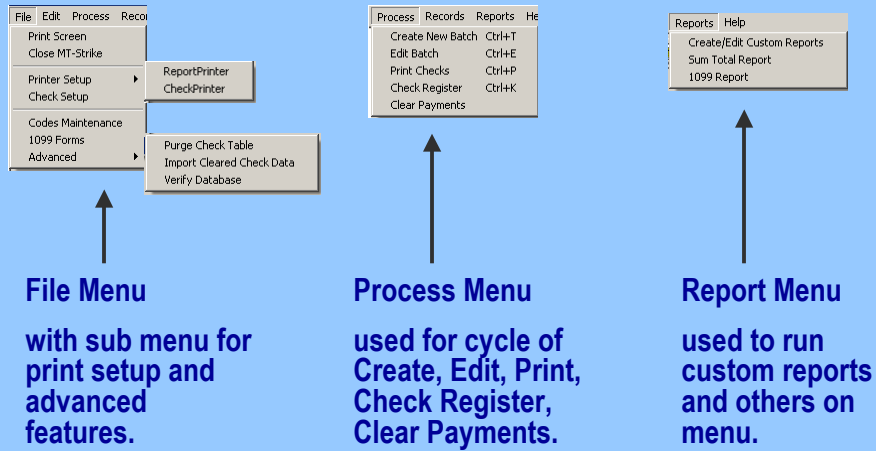
14 - Setup - Speed Buttons

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

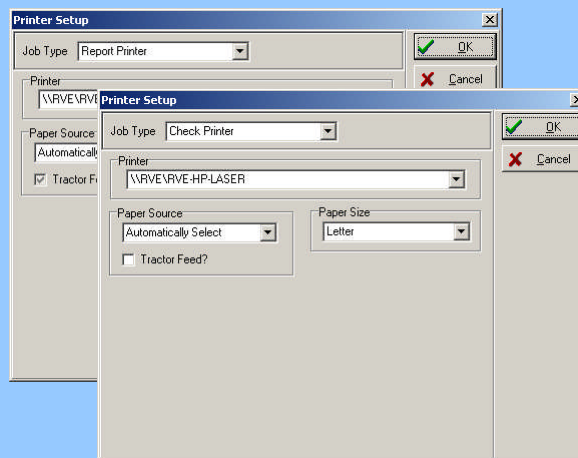
Note: Any Functions on Speed Buttons can be found on menu.



15 - Setup - Menu Details



16 - Setup - Printer Setup



From File Menu you can setup which printer will be used for Reports and which printer will be used for Check writing.

17 - Setup - Check Setup-Printer

The screenshot shows a dialog box titled 'Select Check Type' with two tabs: 'Printer Type' and 'Tractor Check Layout'. The 'Printer Type' tab is active. It contains four options: 'Always use laser checks' (selected with a radio button), 'Always use tractor-feed checks' (unselected), 'Use Signature File' (unselected checkbox), and 'Print Currency Words (i.e. Six Hundred Forty-Nine and 43/100 Dollars)' (unselected checkbox).

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

18 - Setup - Check Setup-Tractor

The screenshot shows the 'Tractor Check Layout' tab of the 'Select Check Type' dialog box. It features a table for field positions with 'X Offset' and 'Y Offset' columns. To the right are 'Stub Placement' options ('Top' selected, 'Bottom' unselected) and buttons for 'Fonts', 'Test', and 'Defaults'. At the bottom right are 'Height' and 'Width' columns.

	X Offset:	Y Offset:		
Entire Receipt:	0	0	Stub Placement <input checked="" type="radio"/> Top <input type="radio"/> Bottom Fonts Test Defaults	
Upper Block:	0.25	1		
Control #:	6.125	4.6		
Date:	7.125	4.6		
Amount:	6.75	5.25		
Name Block:	1	5.75		
Currency Words	1	4.6		
Signature (1):	1	5.25	Height	Width
			0.5	2
Signature (2):	3.5	5.25	0.5	2

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

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

19 - Setup - Code/Table Maintenance

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

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

The screenshot shows the 'Table Maintenance' window. It has two list boxes at the top: 'Strike Funds' containing 'HQ M-R-F' and 'Local DF', and 'Payment Descriptions' containing 'Mortgage/Rent' and 'Strike Duty'. Below these are 'Defaults' fields: 'Strike Fund' set to 'HQ M-R-F', 'Payment Description' set to 'Strike Duty', and 'Standard Strike Payment' set to '\$200.00'. At the bottom are 'Print' and 'Close' buttons.

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

20 - Cycle - Create New Batch

1) Confirm Batch Details

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

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

3) Optionally Test Selection, then Create Batch

21 - Cycle - Create Batch-Employer

1) Select Employer

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

3) Select all or Range of MUMS Status Codes

22 - Cycle - Create Batch-Prior Batch

Select Prior Batch Number

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

23 - Cycle - Create Batch-Custom

Create Batch

Batch Details:

Strike Fund: HQ M-R-F

Payment Description: Strike Duty

Payment Amount: \$200.00

Paid Thru Date: 01/16/2004

☐ Use Alternate Payees

Member Group:

☐ Employer / Location ☐ Prior Batch ☒ Custom ☐ A la Carte

Select:

☒ New Custom Query ☐ Saved Custom Query

Shazam Report Wizard

File Edit View Help

Define Search View SQL Preview Report

MEMBER

RegistrationC
AbsBallot
EmployeeNum
Employer
Employer2

HEADER	SSN	LocalType	Employer
TABLE	MEMBER	MEMBER	MEMBER
FIELD	SSN	LocalType	Employer
SHOW	Show	Show	Show
SORT	None	None	None
FILTER 1	Equals 'DFR-1'	Equals '0259401'	

1) Select New or Saved Custom Query

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

24 - Cycle - Create Batch-A La Carte

Create Batch

Batch Details:

Strike Fund: HQ M-R-F

Payment Description: Strike Duty

Payment Amount: \$200.00

Paid Thru Date: 01/16/2004

☐ Use Alternate Payees

Member Group:

☐ Employer / Location ☐ Prior Batch ☐ Custom ☒ A la Carte

Member Search

Search Characters

SSN	LastName	FirstName	Middle
111-11-9147	Var		
222-22-2221	Cas		
333-33-3331	Cas		
444-44-4430	Rex		
555-55-5551	W/o		
666-66-6670	Der		
666-66-6663	Flor		
777-77-2443	Kar		
777-77-3458	Thc		
777-77-7778	Var		
888-00-8889	W/e		

Search By: SSN

Member Search

Search Characters

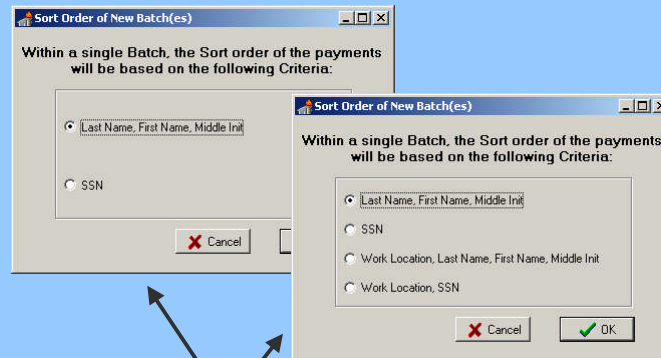
LastName	FirstName	SSN	Middle
Demeglio	Nina	666-66-3570	
Flor	Thomas	666-66-6663	
Kant	Steven	777-77-2443	
Pedder	Kelly	888-88-8640	
Reed	Alton	444-44-4430	F
Shatun	Bonnie	888-88-1252	J
Thomas	May	777-77-3458	A
Van Elport	David	777-77-7778	A
Van Elport	Richard	111-11-9147	O
Weber	Brandon	888-00-8889	
Wotalk	William	555-55-5551	W

Search By: LastName

Select individual members by SSN

Change Search to LastName to select individual members by Name

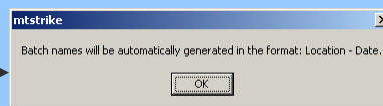
25 - Cycle - Create Batch-Sort Options



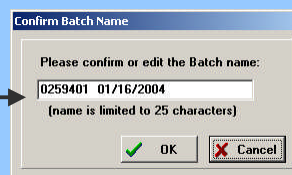
Depending upon type of batch you are creating, you will be given various sort options. This is the sequence of the records within the batch.

26 - Cycle - Create Batch-Batch Name

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



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



27 - Cycle - Edit Batch

The 'Edit Batch' window has two main panes. The left pane, 'Open Batches', lists three batches: Loc1 01/16/2004, Loc2 01/16/2004, and Loc3 01/16/2004. The right pane, 'Check Details', shows a table of checks for the selected batch (Loc1 01/16/2004).

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

Below the 'Check Details' table are buttons for 'Proof' and 'Delete'. An arrow points from the 'Delete' button to the instruction: '1) Select Batch to View or Use DELETE Button to delete whole batch'.

An arrow points from the navigation bar (a set of arrows) to the instruction: '2) Use Navigation Bar to Add, Change, Delete records in the batch'.

An arrow points from the 'Proof' button to the instruction: 'You can use the PROOF button to print an Open Batch Listing'.

The 'Open Batch Listing' window shows a detailed view of the batch (Loc1 01/16/2004) with a table of checks and a 'Grand Total' of \$1000.00.

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

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

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

28 - Cycle - Print Checks

The 'Print Checks' window has two main sections. The left section, 'Open Batches', lists three batches: Loc1 01/16/2004, Loc2 01/16/2004, and Loc3 01/16/2004. The right section, 'Selection Criteria', has three sub-sections: 'Include Batches' (radio buttons for 'All' and 'Selected'), 'Include Funds' (radio buttons for 'All' and 'Single' with a dropdown), and 'Include Payments' (radio buttons for 'All' and 'Single' with a dropdown). At the bottom are buttons for 'Print Checks' and 'Close'. An arrow points from the 'Print Checks' button to the instruction: '1) Select Batches, Funds and Payment Descriptions you wish to print checks for at this time.'

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

The 'Print Checks' window shows the results of the selection criteria. It states '13 records(s) match the selection criteria.' and 'Next assigned check number: 200414'. Below this are two radio buttons: 'Print all checks' (selected) and 'Print 13 checks'. At the bottom are buttons for 'Cancel' and 'OK'.

29 - Cycle - Print Checks-OK?

Confirm Checks Printed OK.

Print Checks

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

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

Print Checks

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

Print Checks

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

☐ None of these checks were printed successfully

☒ Some of these checks printed successfully

Indicate Control # of last check printed successfully:

200414

30 - Cycle - Print Checks- Register

Print Checks

Print list/report of printed checks?

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

01/15/2004

Check Register Listing

Check Numbers: 200401 - 200413

Check Date	Name	Fund	Payment	Employer	Amount																																																																																				
Loc1 01/15/2004																																																																																									
01/15/2004	Pamela Casey	HQ M-R-F	Strike Duty	0250401	\$200.00																																																																																				
01/15/2004	Thomas Fior	HQ M-R-F	Strike Duty	0250401	\$200.00																																																																																				
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01/15/2004	Richard O Van Elgort	HQ M-R-F	Strike Duty	0250401	\$200.00	Batch Total:					\$1000.00	Loc2 01/15/2004						01/15/2004	Ron L Casey	HQ M-R-F	Strike Duty	0250401	\$200.00	01/15/2004	Steven Kant	HQ M-R-F	Strike Duty	0250401	\$200.00	200408 01/15/2004	Bonnie J Shatun	HQ M-R-F	Strike Duty	0250401	\$200.00	200409 01/15/2004	Brandon Weber	HQ M-R-F	Strike Duty	0250401	\$200.00	Batch Total:					\$800.00	Batch ID: Loc3 01/15/2004						200410 01/15/2004	Nina Demeglio	HQ M-R-F	Strike Duty	0250401	\$200.00	200411 01/15/2004	Kelly Peddler	HQ M-R-F	Strike Duty	0250401	\$200.00	200412 01/15/2004	Mary A Thomas	HQ M-R-F	Strike Duty	0250401	\$200.00	200413 01/15/2004	William W Wojcik	HQ M-R-F	Strike Duty	0250401	\$200.00	Batch Total:					\$800.00	Grand Total:					\$2000.00
Batch Total:					\$1000.00																																																																																				
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Batch Total:					\$800.00																																																																																				
Batch ID: Loc3 01/15/2004																																																																																									
200410 01/15/2004	Nina Demeglio	HQ M-R-F	Strike Duty	0250401	\$200.00																																																																																				
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200413 01/15/2004	William W Wojcik	HQ M-R-F	Strike Duty	0250401	\$200.00	Batch Total:					\$800.00	Grand Total:					\$2000.00																																																																								
Batch Total:					\$800.00																																																																																				
Grand Total:					\$2000.00																																																																																				

31 - Cycle - Ledgers-Table View

Check Register									
Check #	Date	Name	Amount	Fund	Description	Alt. Payee	BatchID	SSN	Cleared
200401	01/15/2004	Pamela Casey	\$200.00	HQ M-R-F	Strike Duty		Loc1 01/15/2004	333-33-3331	<input type="checkbox"/>
200402	01/15/2004	Thomas Flor	\$200.00	HQ M-R-F	Strike Duty		Loc1 01/15/2004	666-66-6663	<input type="checkbox"/>
200403	01/15/2004	Alton F Reed	\$200.00	HQ M-R-F	Strike Duty		Loc1 01/15/2004	444-44-4430	<input type="checkbox"/>
200404	01/15/2004	David A Van Elgort	\$200.00	HQ M-R-F	Strike Duty		Loc1 01/15/2004	777-77-7778	<input type="checkbox"/>
200405	01/15/2004	Richard O Van Elgort	\$200.00	HQ M-R-F	Strike Duty		Loc1 01/15/2004	111-11-9147	<input type="checkbox"/>
200406	01/15/2004	Ron L Casey	\$200.00	HQ M-R-F	Strike Duty		Loc2 01/15/2004	222-22-2221	<input type="checkbox"/>
200407	01/15/2004	Steven Kant	\$200.00	HQ M-R-F	Strike Duty		Loc2 01/15/2004	777-77-2443	<input type="checkbox"/>
200408	01/15/2004	Bonnie J Shatun	\$200.00	HQ M-R-F	Strike Duty		Loc2 01/15/2004	888-88-1252	<input type="checkbox"/>
200409	01/15/2004	Brandon Weber	\$200.00	HQ M-R-F	Strike Duty		Loc2 01/15/2004	888-00-8889	<input type="checkbox"/>
200410	01/15/2004	Nina Demeglio	\$200.00	HQ M-R-F	Strike Duty		Loc3 01/15/2004	666-66-3570	<input type="checkbox"/>
200411	01/15/2004	Kelly Peddler	\$200.00	HQ M-R-F	Strike Duty		Loc3 01/15/2004	888-88-8640	<input type="checkbox"/>
200412	01/15/2004	Mary A Thomas	\$200.00	HQ M-R-F	Strike Duty		Loc3 01/15/2004	777-77-3458	<input type="checkbox"/>
200413	01/15/2004	William W Wojcik	\$200.00	HQ M-R-F	Strike Duty		Loc3 01/15/2004	555-55-5551	<input type="checkbox"/>
200414	01/16/2004	Pamela Casey	\$200.00	HQ M-R-F	Strike Duty		Loc1 01/16/2004	333-33-3331	<input type="checkbox"/>

This Check Register/Ledger program can be run from Menu or Speed Button.

Check Register	
Check #	Date
200401	01/15/2004
200402	01/15/2004

You can re-arrange the columns of this screen and the Edit by click & hold on column header and moving it. This example moved SSN to left.

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

32 - Cycle - Ledgers-Printing

Ledger Report

Include Checks:

☒ Printed Checks

☒ Show Cleared

☒ Show Un-Cleared

☐ Show only Check # [200401] To [200414]

☐ Un-Printed Checks

☐ Voided Checks

Include Members:

☒ All ☐ Single Member

Include Fund:

☒ All ☐ Single Fund: []

Sort By:

☒ Batch ID, Control # ☐ Control #

Wizard: C:\MT2000\MTSTRIKE\Listing.SRW

Page 1

Zoom 100%

01/16/2004

Check Register Listing

All Printed Checks

Batch ID: Loc1 01/15/2004

Check #	Check Date	Name	Fund	Payment	Emplo
200401	01/15/2004	Pamela Casey	HQ M-R-F	Strike Duty	02594

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

33 - Cycle - Cleared Checks

Check #	Date	Name	Amount	Batch ID	Cleared	Clear Note
200401	01/15/2004	Pamela Casey	\$200.00	Loc1 01/15/2004	<input type="checkbox"/>	
200402	01/15/2004	Thomas Flor	\$200.00	Loc1 01/15/2004	<input type="checkbox"/>	
200403	01/15/2004	Alton F Reed	\$200.00	Loc1 01/15/2004	<input type="checkbox"/>	
200404	01/15/2004	David A Van Elgort	\$200.00	Loc1 01/15/2004	<input type="checkbox"/>	
200405	01/15/2004	Richard O Van Elgort	\$200.00	Loc1 01/15/2004	<input type="checkbox"/>	
200406	01/15/2004	Ron L Casey	\$200.00	Loc2 01/15/2004	<input type="checkbox"/>	
200407	01/15/2004	Steven Kant	\$200.00	Loc2 01/15/2004	<input type="checkbox"/>	
200408	01/15/2004	Bonnie J Shatun	\$200.00	Loc2 01/15/2004	<input type="checkbox"/>	
200409	01/15/2004	Brandon Weber	\$200.00	Loc2 01/15/2004	<input type="checkbox"/>	
200410	01/15/2004	Nina Demeglio	\$200.00	Loc3 01/15/2004	<input type="checkbox"/>	
200411	01/15/2004	Kelly Peddler	\$200.00	Loc3 01/15/2004	<input type="checkbox"/>	
200412	01/15/2004	Mary A Thomas	\$200.00	Loc3 01/15/2004	<input type="checkbox"/>	
200413	01/15/2004	William W Wojtalik	\$200.00	Loc3 01/15/2004	<input type="checkbox"/>	
200414	01/16/2004	Pamela Casey	\$200.00	Loc1 01/16/2004	<input type="checkbox"/>	
200415	01/16/2004	Richard O Van Elgort	\$300.00	Special 01/16/2004	<input type="checkbox"/>	
200416	01/16/2004	Thomas Flor	\$200.00	Loc1 01/16/2004	<input type="checkbox"/>	
200417	01/16/2004	Alton F Reed	\$200.00	Loc1 01/16/2004	<input type="checkbox"/>	

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

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

You can view a range of numbers, select all to clear or un-clear or select group and clear or un-clear selected by highlighting using **CTRL-Mouse** for individual or **SHIFT-Mouse** for range .

34 - Reports - Custom Reports

Shazam Report Wizard: Untitled

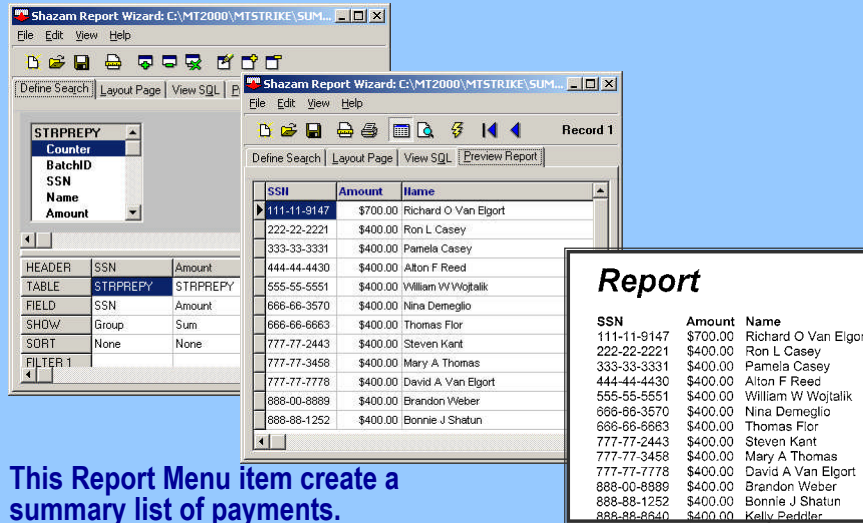
Define Search | Layout Page | View SQL | Preview Report

Record 1 of 27

SSN	Name	Amount	CheckNumber
444-44-4430	Alton F Reed	\$200.00	200403
777-77-7778	David A Van Elgort	\$200.00	200404
666-66-6663	Thomas Flor	\$200.00	200402
111-11-9147	Richard O Van Elgort	\$200.00	200405
333-33-3331	Pamela Casey	\$200.00	200401
777-77-2443	Steven Kant	\$200.00	200407
222-22-2221	Ron L Casey	\$200.00	200406
888-00-8889	Brandon Weber	\$200.00	200409
888-88-1252	Bonnie J Shatun	\$200.00	200408
555-55-5551	William W Wojtalik	\$200.00	200413
666-66-3570	Nina Demeglio	\$200.00	200410
777-77-3458	Mary A Thomas	\$200.00	200412
888-88-8640	Kelly Peddler	\$200.00	200411

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

35 - Reports - Sum Total



The screenshot shows the 'Shazam Report Wizard' interface. On the left, the 'Define Search' tab is active, showing a list of fields: Counter, BatchID, SSN, Name, and Amount. Below this, a table shows the report structure with columns for HEADER, SSN, Amount, and a table named STAPREPY. The 'SHOW' column is set to 'Group' and 'Sum', and the 'FILTER' is set to 'None'.

On the right, the 'Preview Report' tab is active, displaying a table of data:

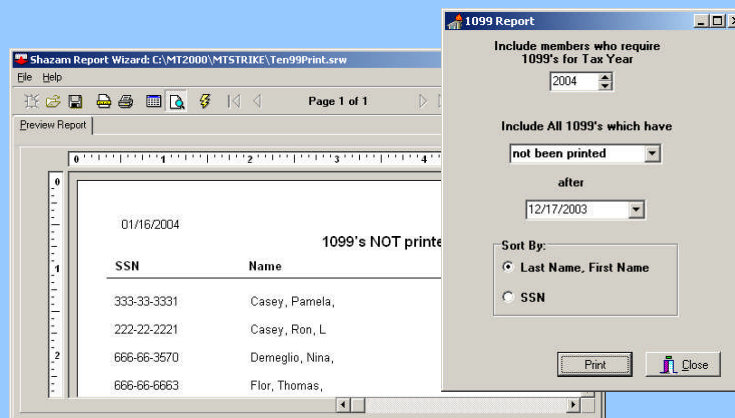
SSN	Amount	Name
111-11-9147	\$700.00	Richard O Van Elgort
222-22-2221	\$400.00	Ron L Casey
333-33-3331	\$400.00	Pamela Casey
444-44-4430	\$400.00	Alton F Reed
555-55-5551	\$400.00	William W Wojtalik
666-66-3570	\$400.00	Nina Demeglio
666-66-6663	\$400.00	Thomas Flor
777-77-2443	\$400.00	Steven Kant
777-77-3458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

To the right of the preview, a 'Report' window shows the same data in a formatted layout.

This Report Menu item create a summary list of payments.

Note: This report is a good bases for custom reports

36 - Reports - 1099 Report



The screenshot shows the 'Shazam Report Wizard' interface. On the left, the 'Preview Report' tab is active, displaying a table of data:

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

On the right, the '1099 Report' dialog box is open, showing options for including members who require 1099's for Tax Year (2004) and including all 1099's which have not been printed after 12/17/2003. The 'Sort By' options are 'Last Name, First Name' (selected) and 'SSN'.

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

37 - Cycle - 1099 Processing

The 1099 Form feature is found on the FILE menu.

The 'Print 1099 Forms' dialog box, Basic tab, is shown. It includes a 'Select Members' section with radio buttons for 'All' (selected), 'Single', 'SSN Range', and 'with Total Payments > 600'. A 'Tax Year' dropdown is set to '2003'. Below are 'Form Style' (Tractor, Laser), 'Laser Copy Mode' (Collate, Don't Collate), and 'Laser Copies' (4). A 'Federal Identification Number' field is present. At the bottom are 'Export', 'Print', and 'Close' buttons. A note states: 'Note: The Export button will export 1099 information into a text file. The exported file can then be imported by Tax preparation software (Account Ability). This software will allow the user to print 1099's and submit the information electronically to the IRS. For more information please refer to www.idm-inc.com.'

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

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

The 'Print 1099 Forms' dialog box, Advanced tab, is shown. It features 'X Offset' and 'Y Offset' settings for various placement areas: Payer Name Placement (X: 1, Y: 1), Recipient Block Placement (X: 1, Y: 2.875), Amount Placement (X: 4.25, Y: 1.875), Federal ID Placement (X: 1, Y: 2.375), and Total Section Height (Y: 5.5). 'Defaults' and 'Test' buttons are at the bottom.

The Advanced tab allows for alignment.

38 - End of Course

Thanks you for using this CWA On-Web Course



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

