

## 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](http://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

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

Address			Dates		
Van Elgert Information Systems			Status	11/88/1995	
8921 DuSoto Ave #282			Bath Date	01/02/1945	
City	St or Prov	Zip/Postal Code	1st Hire		
Castro Park	CA	91304	Enrollment	05/02/1984	
Language	Bad Address		Seniority	05/02/1984	
	Status Code	10	Add Chng	01/14/2004	

Local Information			Phone Numbers	
Local	Sub Loc	Local Type	Home	(818) 555-1212
Council 03	Region 4	Exp# 0259401	Work	(818) 718-9900 x1

## 5 - Overview - MUMS Work Data

The screenshot shows the 'Member Information' window for 'Van Elget, Richard' (ID: 111-11-9147). The 'Work' tab is active, displaying 'Job Classification Information' (Group: Solt, Title: Prog, Class: RF) and 'Job Location Information' (Employee Num: 001, Employer: 0259401, Alt Empl, Location: Loc1, Shift: D). A 'Benefit Plan Code' table is visible with columns 'Code' and 'Location', listing 'Loc1 Location 1', 'Loc2 Location 2', and 'Loc3 Location 3'. The bottom status bar shows 'Basic / Other / Work / UnionCode / Activities / Notes / Financial / History / Grievances / Job Disp / Data Hist / 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

**Batch Details:**  
Strike Fund: HQ M-R-F  
Payment Description: Strike Duty  
Payment Amount: \$200.00  
Paid Thru Date: 01/15/2004  
 Use Alternate Payees

**Member Group:**  
 Employer / Location  Prior Batch  Custom  A La Carte

**Select:**  
Employer: 0273401  
Create:  
 A Single Batch containing All Work Locations  
 A Single Batch containing One Work Location  
 Multiple Batches, One for each different Work Location

**Include Members with Status Codes:**  
 All  
 Range from: 10 to 16

Buttons:  Create Batch, Test Selections, Close

- 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

**Open Batches:**  
Batch: Loc1\_01/15/2004  
Loc2\_01/15/2004  
Loc3\_01/15/2004

**Check Details:**

SSN	Name	Amount	Fund	Description	Alt. Payee	Employer
888-888888	Patricia Colby	\$200.00	HQ M-R-F	Strike Duty		0258401
888-888888	Thomas Flex	\$200.00	HQ M-R-F	Strike Duty		0258401
444-44-4430	Allan F Reed	\$200.00	HQ M-R-F	Strike Duty		0258401
777-77-7778	David A Van Elgar	\$200.00	HQ M-R-F	Strike Duty		0258401
111-11-9147	Richard D Van Elgar	\$200.00	HQ M-R-F	Strike Duty		0258401

Buttons: Proof, Delete

- 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



Control #: 20040  
 Batch ID: Loc1 01/15/2004 Fund: HQ M-R-F  
 Name: Richard O Van Elgort Description: Strike Duty  
 SSN: 111-11-6147 Check Date: 01/15/2004  
 Alternate Payee: Amount: \$200.00

Control #: 200405  
 01/15/2004 \$200.00

Richard O Van Elgort  
 Van Elgort Information Systems  
 8021 DeLora Ave #202  
 Crognn Park, CA 91304

Control #: 200405  
 Batch ID: Loc1 01/15/2004 Fund: HQ M-R-F  
 Name: Richard O Van Elgort Description: Strike Duty  
 SSN: 111-11-6147 Check Date: 01/15/2004  
 Alternate 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.

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

## 11 - Overview - Ledgers/Reports

**Check Register**

Name	Amount	Fund	Description	A/R	Payee	BatchID	SSN	Cleared
Pamela Casey	\$200.00	HQ M-R-F	Strike Duty			Loc1 01/15/2004	339-33-3331	<input type="checkbox"/>
Thomas Flor	\$200.00	HQ M-R-F	Strike Duty			Loc1 01/15/2004	686-86-6863	<input type="checkbox"/>
Alfon F. Reed	\$200.00	HQ M-R-F	Strike Duty			Loc1 01/15/2004	444-44-4430	<input type="checkbox"/>
David A Van Elgot	\$200.00	HQ M-R-F	Strike Duty			Loc1 0		<input type="checkbox"/>
Richard O Van Elgot	\$200.00	HQ M-R-F	Strike Duty			Loc1 0		<input type="checkbox"/>
Ron L. Caspey	\$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 Shatus	\$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"/>
Nino Deneaglio	\$200.00	HQ M-R-F	Strike Duty			Loc3 0		<input type="checkbox"/>
Kelly Pizzider	\$200.00	HQ M-R-F	Strike Duty			Loc3 0		<input type="checkbox"/>
May 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 #

Buttons: Print, Close

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

## 12 - Overview - 1099's

**Print 1099 Forms**

**Select Members:**

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

**Tax Year:** 2003

**Form Style:**

- Tractor
- Laser

**Laser Copy Mode:**

- Collate
- Don't Collate

**Laser Copies:** 4

**Federal Identification Number:** [ ]

Note: The Export button will export 1099 information into a text file. The exported file can then be imported by Tax preparation software (Account 40My).

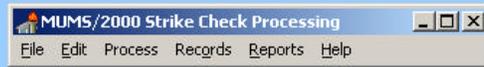
The software will allow the user to print 1099's and submit the information electronically to the IRS. For more information please refer to www.dhsinc.com

Buttons: 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

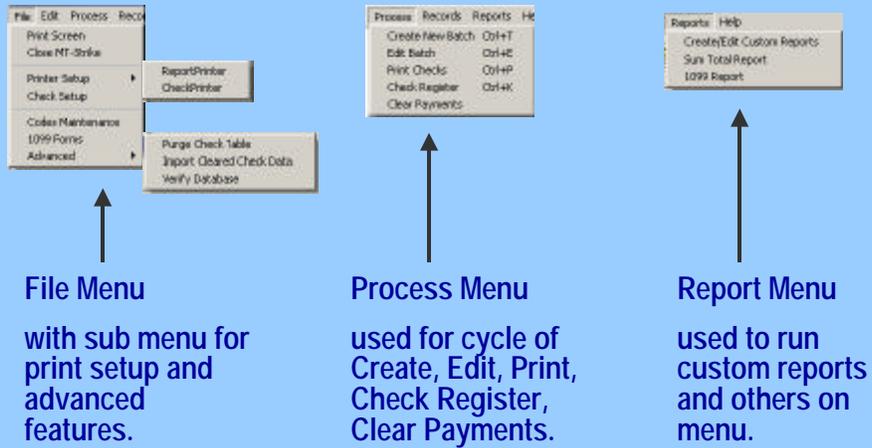
### CYCLE Buttons

- Create Batch
- Edit Batch
- Print Checks
- Check Register/Ledgers

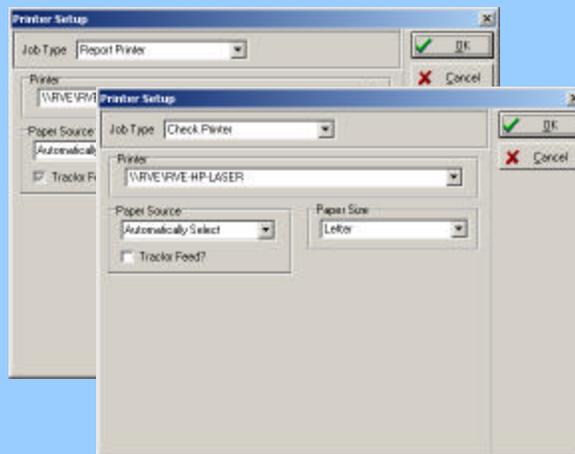
Speed Buttons "Pop-Up" hints

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

## 15 - Setup - Menu Details

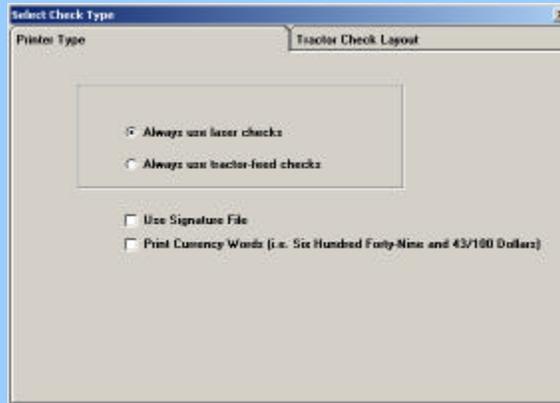


## 16 - Setup - Printer Setup



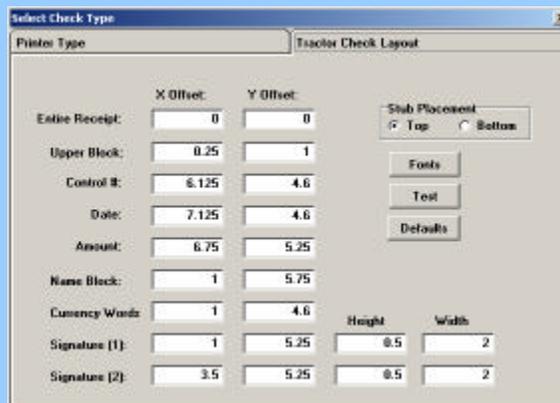
From File Menu you can setup which printer will be used for Reports and which printer will be used for Check writing.

## 17 - Setup - Check Setup-Printer



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



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-riden when you create a new batch.

The screenshot shows a window titled "Table Maintenance". 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 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 are "Print" and "Close" buttons. Arrows from the text point to the "Strike Funds" list, the "Defaults" section, and the "Strike Duty" entry in the "Payment Descriptions" list.

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

## 20 - Cycle - Create New Batch

1) Confirm Batch Details

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

3) Optionally Test Selection, then Create Batch

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

## 21 - Cycle - Create Batch-Employer

The screenshot shows the 'Create Batch' dialog box with the 'Member Group' tab selected and 'Employer/Location' chosen. The 'Batch Details' section includes 'Strike Fund' (HQ M-R-F), 'Payment Description' (Strike Duty), 'Payment Amount' (\$200.00), and 'Paid Thru Date' (01/16/2004). The 'Member Group' section has 'Employer' selected, and the 'Create' options are 'A Single Batch containing All Work Locations', 'A Single Batch containing One Work Location', and 'Multiple Batches, One for each different Work Location'. A list of MUMS status codes is visible at the bottom right.

025901	UPS Corporate
AT&T	AT&T
NEW	A New Employee
LFTS	Union Family Systems, Inc

Loc1	Location 1
Loc2	Location 2
Loc3	Location 3
45	Location 45
D.C.	Washington DC
CA	Headquarters
D.C.	Washington DC
HS	Headset Office

10	MEMBER - GS
11	MEM GOOD STR
12	MEM GOOD SEW
13	MEM RE PAID
14	MEM RE HQ PD
15	MEM SUSPND
16	MEM PENDING
17	MEM CANCELLED

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

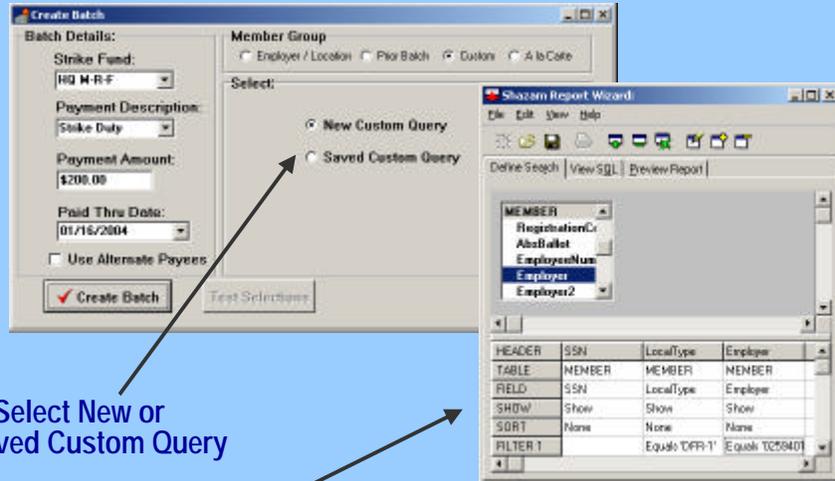
## 22 - Cycle - Create Batch-Prior Batch

The screenshot shows the 'Create Batch' dialog box with the 'Member Group' tab selected and 'Prior Batch' chosen. The 'Batch Details' section is identical to the previous slide. The 'Member Group' section has 'Prior Batch' selected, and the 'Members from Batch Number' field is populated with 'Loc1 01/15/2004', 'Loc2 01/15/2004', and 'Loc3 01/15/2004'.

Select Prior Batch Number

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

## 23 - Cycle - Create Batch-Custom



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

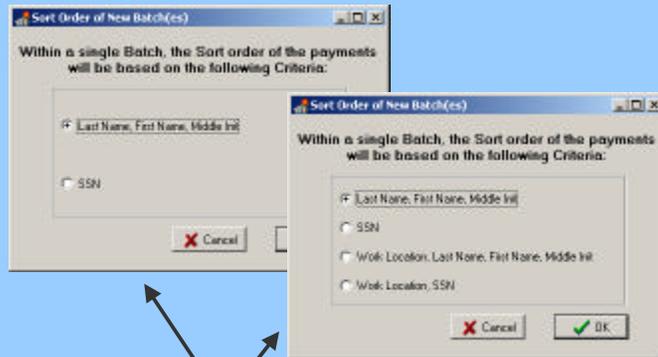
## 24 - Cycle - Create Batch-A La Carte



Select individual members by SSN

Change Search to LastName to select individual members by Name

## 25 - Cycle - Create Batch-Sort Options



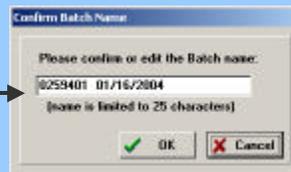
Depending upon type of batch you are creating, you will be give various sort options. This is the sequence of the records within the batch.

## 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

Batch	SSN	Name	Amount	Fund	Description	Alt. Payee	Employer
Loc1 01/16/2004	333-33-3331	Pamela Casey	\$200.00	HQ M-R-F	Strike Duty		0259401
Loc2 01/16/2004	696-96-6663	Thomas Flor	\$200.00	HQ M-R-F	Strike Duty		0259401
Loc3 01/16/2004	444-44-4430	Alton F Reed	\$200.00	HQ M-R-F	Strike Duty		0259401
	777-77-7778	David A Van Elgot	\$200.00	HQ M-R-F	Strike Duty		0259401
	111-11-9147	Richard O Van Elgot	\$200.00	HQ M-R-F	Strike Duty		0259401

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

SSN	Name	Printed	Fund	Payment	Employer	Amount
333-33-3331	Pamela Casey	False	HQ M-R-F	Strike Duty	0259401	\$200.00
696-96-6663	Thomas Flor	False	HQ M-R-F	Strike Duty	0259401	\$200.00
444-44-4430	Alton F Reed	False	HQ M-R-F	Strike Duty	0259401	\$200.00
777-77-7778	David A Van Elgot	False	HQ M-R-F	Strike Duty	0259401	\$200.00
111-11-9147	Richard O Van Elgot	False	HQ M-R-F	Strike Duty	0259401	\$200.00
Batch Total:						\$1000.00
Grand Total:						\$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

1) Select Batches, Funds and Payment Descriptions you wish to print checks for at this time.

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

## 29 - Cycle - Print Checks-OK?

Confirm Checks Printed OK.

Print Checks

Did all checks print OK?  
[Please wait for all checks to finish printing, before responding]

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

Print Checks

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						
: Loc1 01/15/2004						
Check Date	Name	Fund	Payment	Employer	Amount	
01/15/2004	Pameia Casey	HQ M-R-F	Strike Duty	0259401	\$200.00	
01/15/2004	Thomas Fior	HQ M-R-F	Strike Duty	0259401	\$200.00	
01/15/2004	Alton F Reed	HQ M-R-F	Strike Duty	0259401	\$200.00	
01/15/2004	David A Van Elgort	HQ M-R-F	Strike Duty	0259401	\$200.00	
01/15/2004	Richard O Van Elgort	HQ M-R-F	Strike Duty	0259401	\$200.00	
					Batch Total:	\$1000.00
: Loc2 01/15/2004						
Check Date	Name	Fund	Payment	Employer	Amount	
01/15/2004	Ron L Casey	HQ M-R-F	Strike Duty	0259401	\$200.00	
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	\$200.00	
200409	01/15/2004	Brandon Weber	HQ M-R-F	Strike Duty	\$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 Pedler	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

## 31 - Cycle - Ledgers-Table View

Check #	Date	Name	Amount	Fund	Description	All	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 Elgart	\$200.00	HQ M-R-F	Strike Duty			Loc1 01/15/2004	777-77-7778	<input type="checkbox"/>
200405	01/15/2004	Rickard O Van Elgart	\$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 East	\$200.00	HQ M-R-F	Strike Duty			Loc2 01/15/2004	777-77-2443	<input type="checkbox"/>
200408	01/15/2004	Bonnie J Shaban	\$200.00	HQ M-R-F	Strike Duty			Loc2 01/15/2004	888-88-1252	<input type="checkbox"/>
200409	01/15/2004	Brandon Weber	\$200.00	HQ M-R-F	Strike Duty			Loc2 01/15/2004	888-00-8889	<input type="checkbox"/>
200410	01/15/2004	Nina Demaglio	\$200.00	HQ M-R-F	Strike Duty			Loc3 01/15/2004	666-66-3570	<input type="checkbox"/>
200411	01/15/2004	Kelly Pedder	\$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	Wilson W Wojcik	\$200.00	HQ M-R-F	Strike Duty			Loc3 01/15/2004	555-99-5551	<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 #	Date
333-SSN	014
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.

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 #: [0001] To [0010]
- Un-Printed Checks
- Voided Checks

Include Members:

- All
- Single Member

Include Fund:

- All
- Single Fund: [ ]

Sort By:

- Batch ID, Control #
- Control #

[Print] [Close]

**Check Register Listing**

All Printed Checks

BatchID: Loc1 01/15/2004

Check #	Check Date	Name	Fund	Payment	Expire
200401	01/15/2004	Pamela Casey	HQ M-R-F	Strike Out	02/19/04

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	Closed	Clear Note
200401	01/15/2004	Pamela Casey	\$200.00	Loc1 01/15/2004	<input type="checkbox"/>	
200402	01/15/2004	Thomas Flor	\$200.00	Loc1 01/15/2004	<input type="checkbox"/>	
200403	01/15/2004	Alton F Reed	\$200.00	Loc1 01/15/2004	<input type="checkbox"/>	
200404	01/15/2004	David A Van Elgot	\$200.00	Loc1 01/15/2004	<input type="checkbox"/>	
200405	01/15/2004	Richard D Van Elgot	\$200.00	Loc1 01/15/2004	<input type="checkbox"/>	
200406	01/15/2004	Ron L Casey	\$200.00	Loc2 01/15/2004	<input type="checkbox"/>	
200407	01/15/2004	Steven Kant	\$200.00	Loc2 01/15/2004	<input type="checkbox"/>	
200408	01/15/2004	Bonnie J Shatun	\$200.00	Loc2 01/15/2004	<input type="checkbox"/>	
200409	01/15/2004	Brandon Weber	\$200.00	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 Wojcik	\$200.00	Loc3 01/15/2004	<input type="checkbox"/>	
200414	01/16/2004	Pamela Casey	\$200.00	Loc1 01/16/2004	<input type="checkbox"/>	
200415	01/16/2004	Richard D Van Elgot	\$200.00	Special 01/16/2004	<input type="checkbox"/>	
200416	01/16/2004	Thomas Flor	\$200.00	Loc1 01/16/2004	<input type="checkbox"/>	
200417	01/16/2004	Alton F Reed	\$200.00	Loc1 01/16/2004	<input type="checkbox"/>	

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

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

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

### 34 - Cycle - 1099 Processing

The 1099 Form feature is found on the FILE menu.

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

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

The Advanced tab allows for alignment.

## 35 - Reports - Sum Total

This Report Menu item create a summary list of payments.

Note: This report is a good bases for custom reports

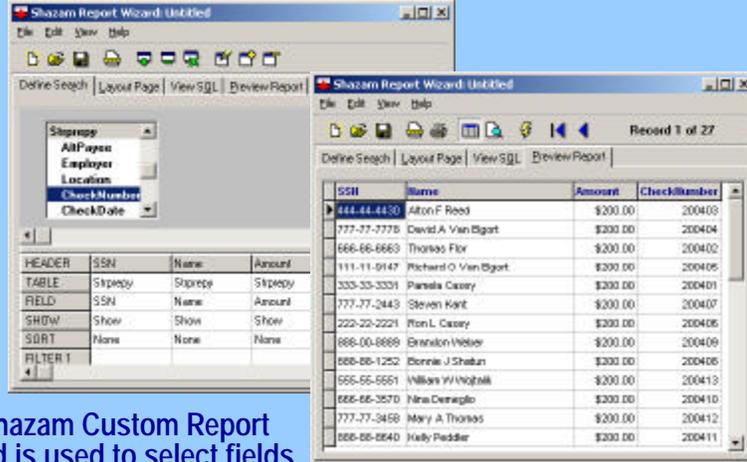
SSN	Amount	Name
111-11-9147	\$700.00	Richard O Van Elgort
222-22-2221	\$400.00	Ron L Casey
333-33-3331	\$400.00	Pamela Casey
444-44-4430	\$400.00	Alton F Reed
555-55-5551	\$400.00	William W Wojcik
666-66-3570	\$400.00	Nina Demeglio
666-66-6663	\$400.00	Thomas Flor
777-77-2443	\$400.00	Steven Kant
777-77-3458	\$400.00	Mary A Thomas
777-77-7778	\$400.00	David A Van Elgort
888-00-8888	\$400.00	Brandon Weber
888-88-1252	\$400.00	Bonnie J Shatun
888-88-8640	\$400.00	Kelly Peddler

## 36 - Reports - 1099 Report

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

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

## 37 - Reports - Custom Reports



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

## 38 - End of Course

Thanks you for using this CWA On-Web Course



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

