

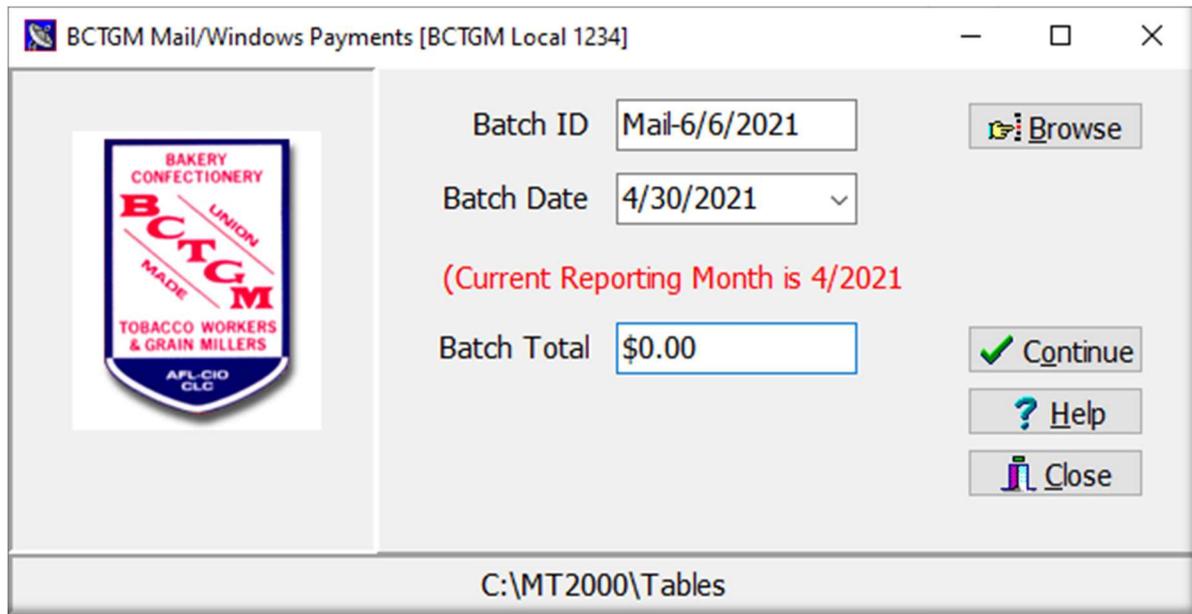


BCTGM Mail/Window Payments (BMWP) User Documentation

Overview	Page 1
Select Member/Create Payments	Page 3
Post Batch in MUMS	Page 5
Results of a Posting	Page 7
Additional Example of Payments	Page 9
Example of Refund	Page 10
Review of Init Fee & Over/Unders	Page 11

**Van Elgort Information Systems
July 2021 Version 21.6.0**

This is the initial screen displayed when you run BMWP program...



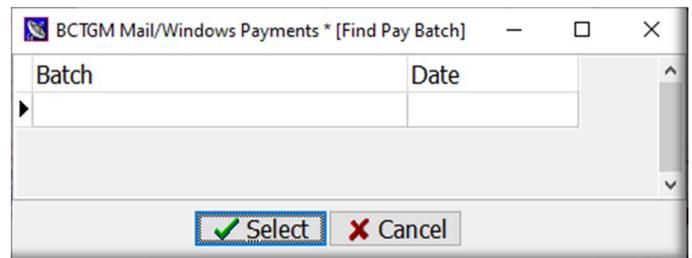
When creating a new Batch enter the Batch-ID with suggestion of “ Mail-mm-dd-yyyy” or “Windows-mm-dd-yyyy” or “Refund-mm-dd-yyyy”, using Today’s Date.

It is very important to use a correct Batch Date to make sure reporting to BCTGM HQ will be correct. Normally you would insert any date within the Current Reporting Month that is displayed.

The program will calculate all payments due from prior Paid-Thru-Date thru the Current Reporting Month.

You do not need to put in a Batch Total, the program will calculate this for you.

You can use the BROWSE button to open up an existing un-posted batch to make additional entries or remove transactions.



The following page is a review of the Payment screen and the various sections of that screen...

Member information area displays current information on the member you selected.

The Payment Detail area is to select the payments being made.

The screenshot shows the 'BCTGM Mail/Windows Payments * [Pay Batch]' window. It features a 'Member Info' section with fields for Status, Shop, Paid-Thru-Date, Dues Code, Init Balance, and (Over)/Under Balance. The 'Payment Details' section includes a table for selecting payments, an 'Init Fee' checkbox, a dropdown menu, and a 'Next Month' button. Below this is a 'Recalc Total' button and a 'New Calculated Paid-Thru-Date' dropdown. The 'Amount/Method/Check#' area has radio buttons for 'Payment' and 'Refund', and fields for Amount, Method, Check#, and Comment. At the bottom, there are two data tables: one for batch members (Batch, SSN, Name, Date, Subtotal) and one for member details (Code, Quantity, Unit Cost, Total, Control Number, DummyNumber). A 'Find' button is highlighted in the bottom left.

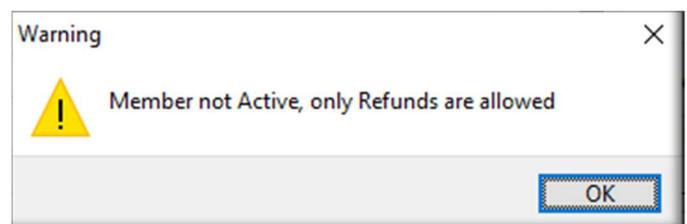
The Amount/Method area is to be entered prior to "Make Payment"

The Bottom Left shows all of the members in this batch.

The Bottom Right shows all of the details for this member.

Payments start by using the  button...

Note: If you select a person that is not status "M" or "A" this will be displayed.



For the next example we are going to do a FIND for Adams, Melissa and double click on her name to start the payment process...

Search

Search Characters
adam

LastName	FirstName	StatusCode	Middle	NickName
ACHORN	CHERI	W	A	
ADAMS	AUDRA	W	L	
ADAMS	CARLA	W	G	
ADAMS	DUANE	W		
ADAMS	EDWARD	R	F	
ADAMS	JENNIFER	E		
ADAMS	MATTHEW	M		
ADAMS	MELISSA	M	C	
ADAMS	MICHAEL	W	A	
ADAMS	PAUL	E	C	

Member.DB Rec # 21 of 5460

Search By
LastName

On the screen below, notice her Paid-Thru-Date of 1/31/2021 and the program generated Payments for Feb, Mar, Apr since our current reporting month was April.

BCTGM Mail/Windows Payments * [Pay Batch]

Member Info
MELISSA C ADAMS
Status: Shop: Paid-Thru-Date:
Dues Code:
Init Balance:
(Over)/Under Balance:

Payment Amount: Method: Check#:
 Refund Comment:

Payment Details

Make Payment	Dues Month	Amount
<input checked="" type="checkbox"/>	2/28/2021	\$48.00
<input checked="" type="checkbox"/>	3/31/2021	\$48.00
<input checked="" type="checkbox"/>	4/30/2021	\$48.00

Init Fee
 (Over)/Under
 Total
New Calculated Paid-Thru-Date

Batch	SSN	Name	Date	Subtotal

Code	Quantity	Unit Cost	Total	Control Number	DummyNumber

At this point if this is correct that she paid 3 months and paid \$144.00, we could enter the amount, method and optionally check number and click on "Make Payment". You can also enter a comment that will be attached to the member's payment history record.

The following are examples of modifying the defaults the computer made:

Example 1:

Uncheck the April Payment and click on Recalc

This resulting in changing the amount to \$96.00 and calculated new Paid-Through-Date as 3/31/2021 instead of the 4/30/2021 that was the pre-filled date.

Make Payment	Dues Month	Amount
<input checked="" type="checkbox"/>	2/28/2021	\$48.00
<input checked="" type="checkbox"/>	3/31/2021	\$48.00
<input type="checkbox"/>	4/30/2021	\$48.00

Next Month

Init Fee

(Over)/Under \$0.00

Total \$96.00

New Calculated Paid-Through-Date: 3/31/2021

Example 2: Additional month + overage

This was done by pressing the “Next Month” button and it created the May payment.

Additionally Melissa paid an extra \$20 that we are using the misc code area and selected O/U and put in \$20. Now the new Paid-Through Date is 5/30/2021 and her total is \$212.00 received.

Make Payment	Dues Month	Amount
<input checked="" type="checkbox"/>	3/31/2021	\$48.00
<input checked="" type="checkbox"/>	4/30/2021	\$48.00
<input checked="" type="checkbox"/>	5/30/2021	\$48.00

Next Month

Init Fee

O/U 20 (Over)/Under \$0.00

Total \$212.00

New Calculated Paid-Through-Date: 5/30/2021

Note: If a member pays part of a month you can edit the amount next to the Dues Month.

We are going to continue the example and complete the payment for the \$212.00 and see the results. And then press the “Make Payment” button.

Amount: 212.00 Method: Cash Check#: 10001

Comment:

Confirm: Create payment for MELISSA C ADAMS? [Yes] [No]

The bottom of the screen will show the total on the left and the details on the right. You can use the “-“ key on left to delete the whole payment or just a line on the right if needed.

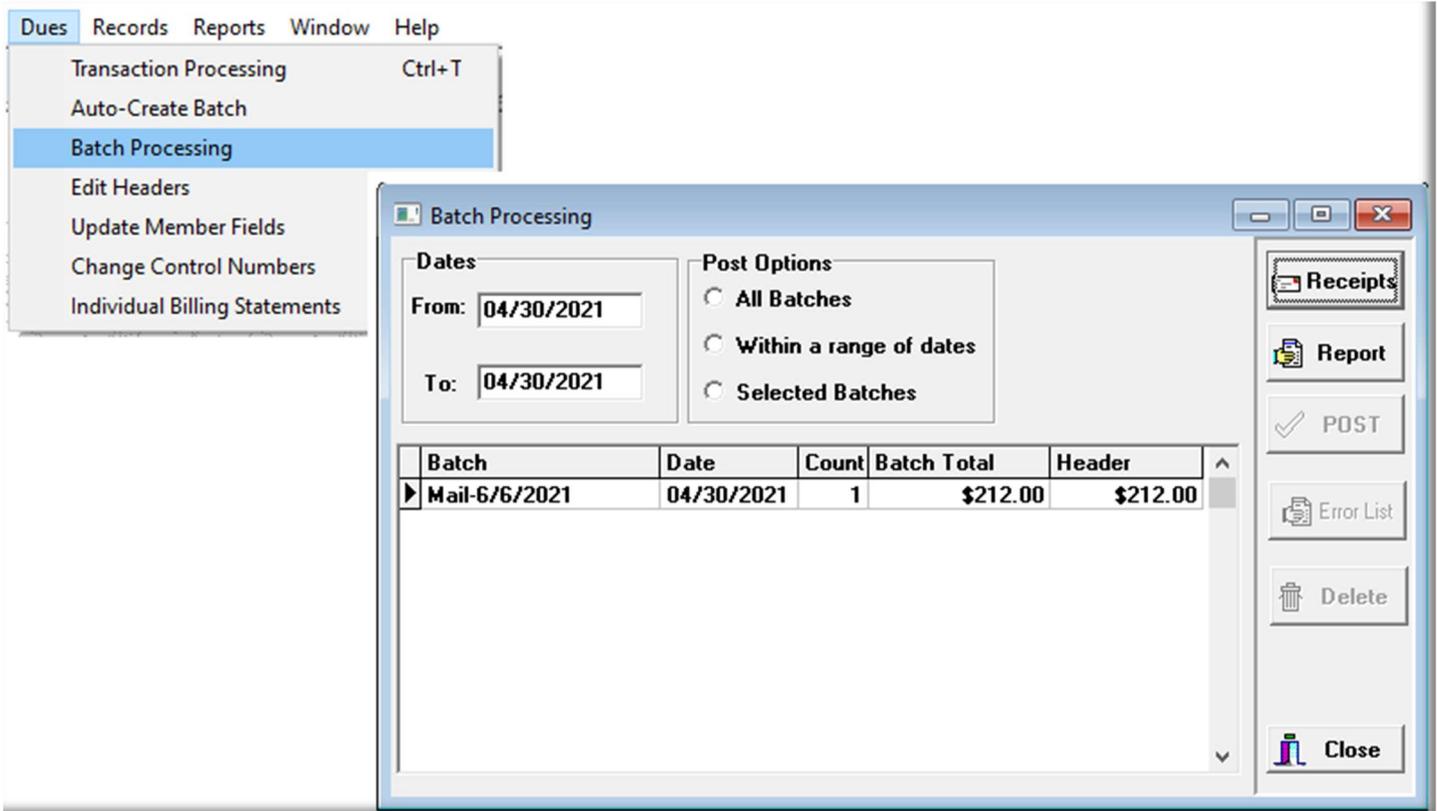
Batch	SSN	Name	Date	Subtotal
Mail-6/6/2021	999-00-9605	ADAMS, MELISSA C	4/30/2021	\$212.00

Code	Quantity	Unit Cost	Total	Control Number	DummyNumber
RDR	1	\$48.00	\$48.00	408270	3463
RDR	1	\$48.00	\$48.00	408270	3464
RDR	1	\$48.00	\$48.00	408270	3465
RDR	1	\$48.00	\$48.00	408270	3466
O/U	1	\$20.00	\$20.00	408270	3467

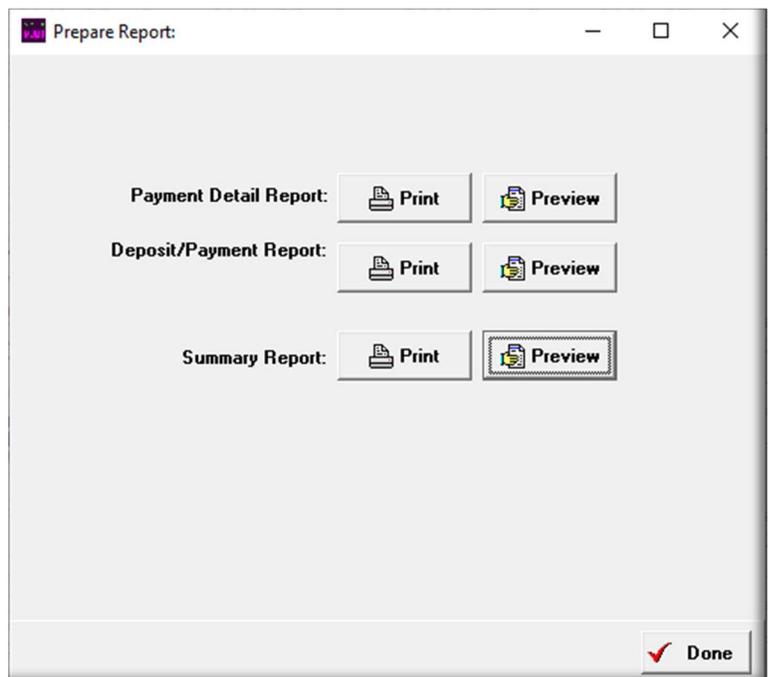
We are now going to document the posting of this batch. Keep in mind that prior to posting a batch you can re-open it and change existing transactions that you have saved or add more to the batch.

To POST:

In MUMS go to Dues | Batch Processing



If you click on the REPORT button you can select Payment Details, Deposit/Payment Report and/or Summary Report.



Payment Detail Report
Unposted Payments by Batch

Batch: Mail-6/6/2021

Control #	Date	Name	SSN	Amt Rcv'd	Type	Check #	Period	Paid Thru	Code	#	Unit Cost	Item Total	User	Comments
408272	04/30/21	ADAMS, MELISSA C	999-00-9605	\$212.00	P		05/30/21	05/30/21						
									RDR	1	\$48.00	\$48.00	BMWP	
									RDR	1	\$48.00	\$48.00	BMWP	
									RDR	1	\$48.00	\$48.00	BMWP	
									RDR	1	\$48.00	\$48.00	BMWP	
									O/U	1	\$20.00	\$20.00	BMWP	
Batch Total:												\$212.00		
Report Total:												\$212.00		

Deposit Report
Unposted Payments by Batch

Batch: Mail-6/6/2021

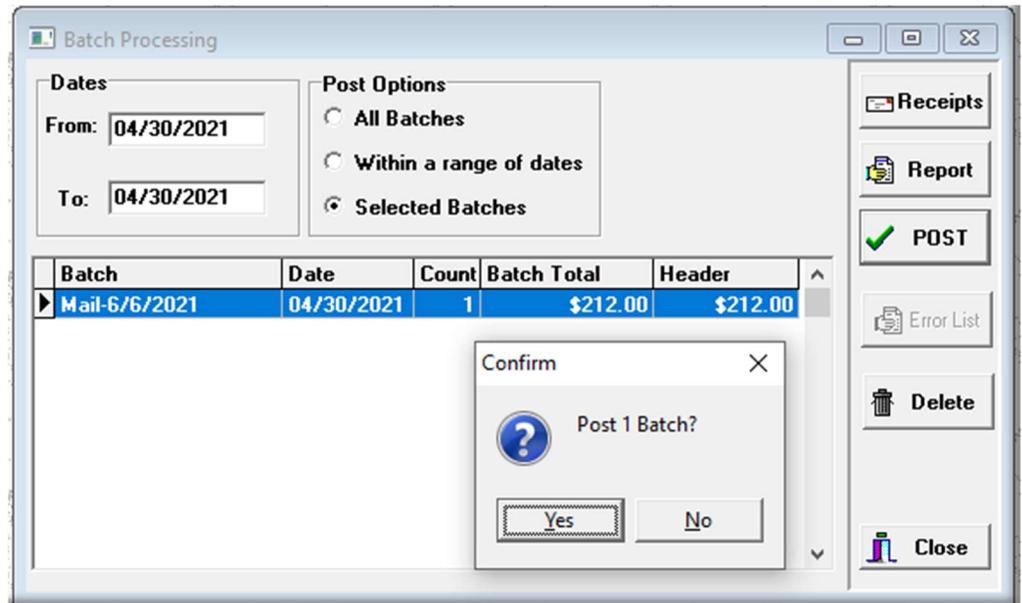
Control #	Date	Name	SSN	Amt Rcv'd	Type	Check #	Period	Paid Thru	User	Comments
408272	04/30/21	ADAMS, MELISSA C	999-00-9605	\$212.00	P		05/30/21	05/30/21	BMWP	
				Batch Total:						\$212.00
				Report Total:						\$212.00

Payment Summary
Breakdown by code

Batch: Mail-6/6/2021

Code	Quantity	Total
O/U	1	\$20.00
RDR	4	\$192.00
Batch Total:		\$212.00
Grand Total:		\$212.00

To Post, you highlight the batch you wish to post and click on the POST button. Then confirm to continue.



The following is the result of posting \$212.00 for Melisa Adams.

Her Financial Tab show she last paid on 04/30/2021 and is Paid Thru 5/30/2021 and has a credit balance in Over/Under of \$20.00.

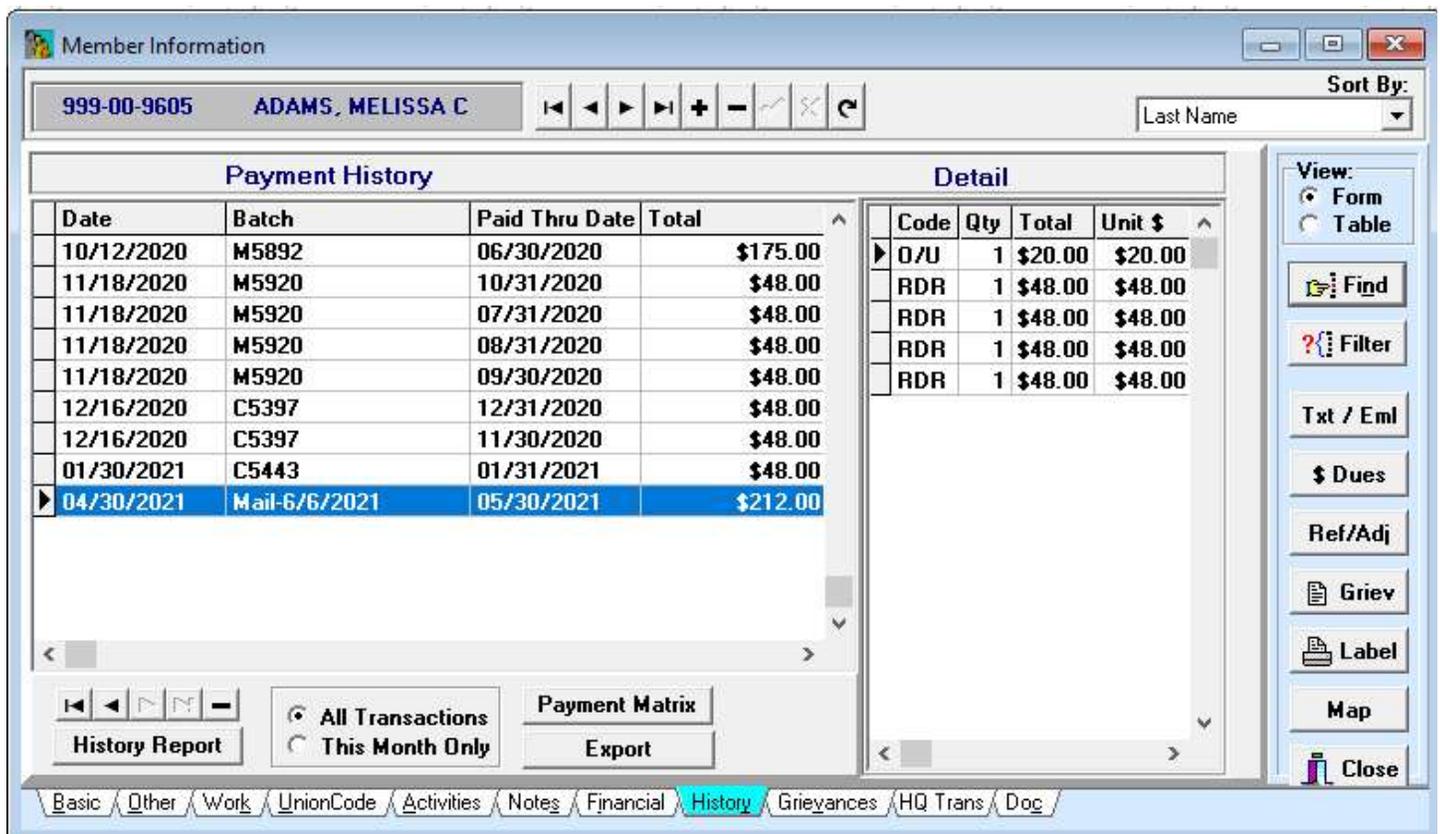
Her History tab shows the payment on the left and the breakdown of details on the right.

Current Info

(Over)/Under
(\$20.00)

Last Paid Date
04/30/2021

Paid Through
05/30/2021



BCTGM Coversheet

06/06/2021 7:35:39 PM

Local: 1234

Period: 04/2021



19.61

MEMBERSHIP RECAP

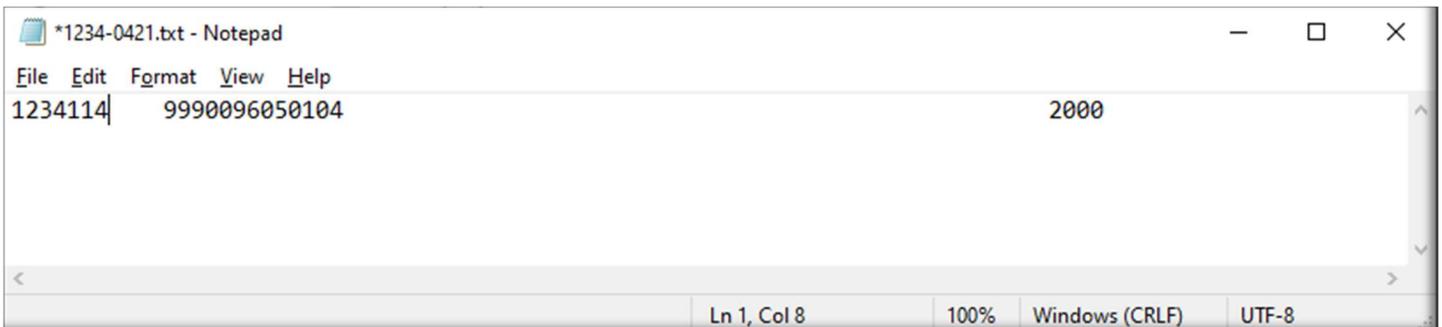
Members Initiated	0
Members Reinstated	0
Members Depositing WD Cards	0
Other Membership Increases	0
Subtotal Increases	0
WD Cards Issued	0
Members Deceased	0
Members Retired/Pensioned	0
Members Expelled	0
Other Membership Decreases	0
Subtotal Decreases	0

REMITTANCE COMPUTATION

	Count	Rate	Total
Per Capita at 01/01/19 rate	4	\$12.75	\$51.00
5) New Member Initiation <\$50	0	\$5.00	\$0.00
6) New Member Initiation \$50+	0	\$10.00	\$0.00
7) New Member Initiation Waived	0		\$0.00
8) Reinstatement Fees	0	\$7.50	\$0.00
9) Reinstatement Fee Waived	0		\$0.00
10) Automated RC's Issued	0	\$1.00	\$0.00
Grand Total			\$51.00

The posting to Melissa Adams created 4 per capita payment that will show up on this April 2021 coversheet.

Additionally this will create the proper transactions to be sent to HQ in the monthly file.



Now for some additional examples. In the following example we selected Anthony F Smith.

The screenshot shows the 'BCTGM Mail/Windows Payments * [Pay Batch]' window. The 'Member Info' section displays the name 'ANTHONY F SMITH', Status 'M', Shop '003', and Paid-Thru-Date '6/30/2020'. Other fields include Dues Code 'WDR', Init Balance '\$0.00', and (Over)/Under Balance '(\$210.00)'. The 'Payment Details' section shows a table of payments with columns 'Make Payment', 'Dues Month', and 'Amount'. Three payments are listed: 2/28/2021 for \$68.00, 3/31/2021 for \$68.00, and 4/30/2021 for \$68.00. Below the table, there are checkboxes for 'Init Fee' and a dropdown menu. The (Over)/Under balance is '(\$210.00)'. A 'Recalc' button and a 'Total' of '\$410.00' are shown. The 'New Calculated Paid-Thru-Date' is '4/30/2021'. At the bottom, there are buttons for 'Find', 'Cancel', 'Make Payment', and 'Close'. Two empty tables are visible at the bottom of the window.

Smith's last Paid-Thru-Date was 6/30/2020 so he owes a lot of payments but has a Overage of \$210.00 in his account. The above shows the defaults generated by the program with all of the payments checked off and applying of the overage for a total received today of \$410.00.

Notice in the Payment Details it shows the highest 3 payments. If you scroll up you will see all of the payment that were due.

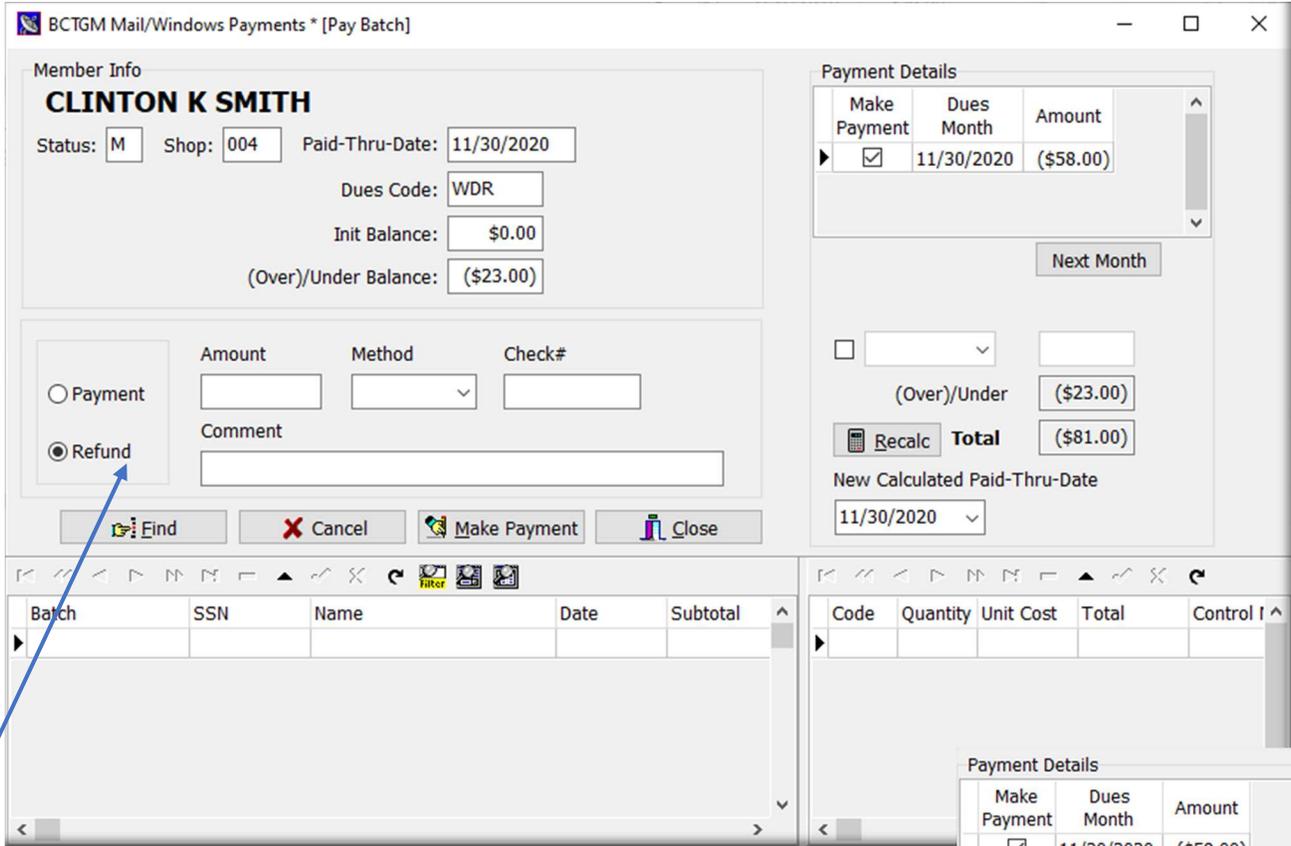
Also notice that the older payments had a lower dues rate. The program calculates the dues owed based upon the local's dues rate tables.

This is a close-up of the 'Payment Details' table from the previous screenshot. It shows three rows of payment data:

Make Payment	Dues Month	Amount
<input checked="" type="checkbox"/>	7/31/2020	\$58.00
<input checked="" type="checkbox"/>	8/31/2020	\$58.00
<input checked="" type="checkbox"/>	9/30/2020	\$58.00

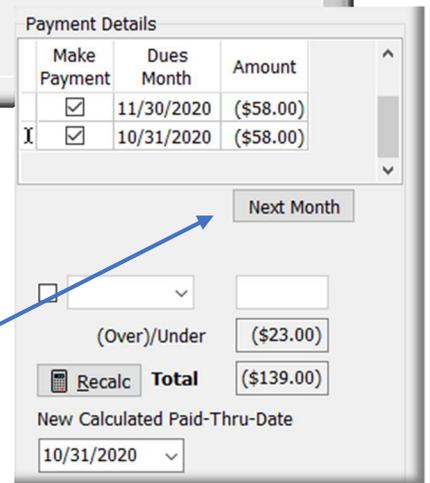
Below the table is a 'Next Month' button.

In this next example of a refund, we are going to refund two months dues to Clinton Smith and charge \$10 for retiree card.

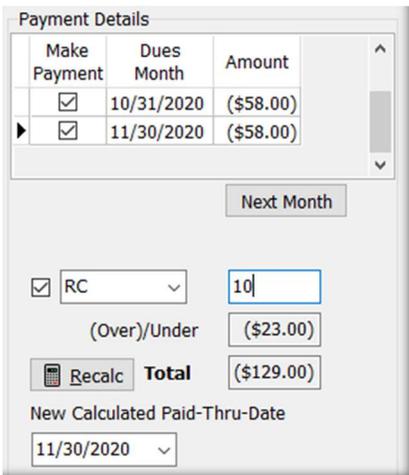


We clicked on REFUND and the program switches to do a refund. In this example it defaults to doing a refund of the last payment and also applies the overage for a total of (\$81.00) to be refunded.

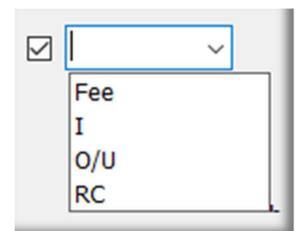
You can click on Next Month and do an additional dues refund, but you need to change the date to which payment you are refunding.



The New Calculated Paid-Thru-Date is set to his current date and you can edit this date. In this case we used the Next Month button then changed Dues Month and new Paid-Thru back to October.



In the final example we charged Smith \$10 for Retiree Card by using the Misc code pull-down. So new Total Refund will be \$129.00 for the two months less Retire Card Fee.



The following is a review of using the Prefilled Init Fee and Over/Under.

The program will automatically prefill Init Fee and Over/Under from the members record. It will default to being checked. In the following example the member had \$100 Init balance due and a (\$4.00) credit (Over/Under) from prior overpayments.

Example 1: Leaving both full Prefilled Init and full O/U from the member's record.

The member paid \$164.00 for a dues month, full Init fee and applied the previous credit of \$4

Make Payment	Dues Month	Amount
<input checked="" type="checkbox"/>	4/30/2021	\$68.00

Next Month

Init Fee

(Over)/Under

Total

New Calculated Paid-Thru-Date

Example 2: Uncheck both and only paid dues of \$68.00...

Make Payment	Dues Month	Amount
<input checked="" type="checkbox"/>	4/30/2021	\$68.00

Next Month

Init Fee

(Over)/Under

Total

New Calculated Paid-Thru-Date

WARNING: If the member is not paying the full Init Fee or applying the full (Over/Under), uncheck it and use the Misc payment area to balance the transaction.

Example 3: Paying Init of \$50 using Misc Code of an "I" with a dues payment for a total of \$118.00...

Make Payment	Dues Month	Amount
<input checked="" type="checkbox"/>	4/30/2021	\$68.00

Next Month

Init Fee

I

(Over)/Under

Total

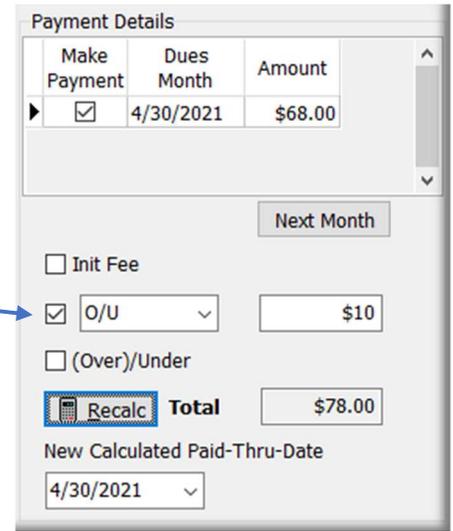
New Calculated Paid-Thru-Date

The use of the MISC Code of “O/U” and Amount is used to adjust what is being PAID, while the use of the Prefilled (Over/Under) field is APPLYING a previous balance.

Example 4: Using Misc Code of O/U with positive amount being PAID in addition to what was due.

In this example the member paid \$10.00 above the dues for a total of \$78.00

This overpayment will increase the member’s (Over)/Under balance after the batch is posted.

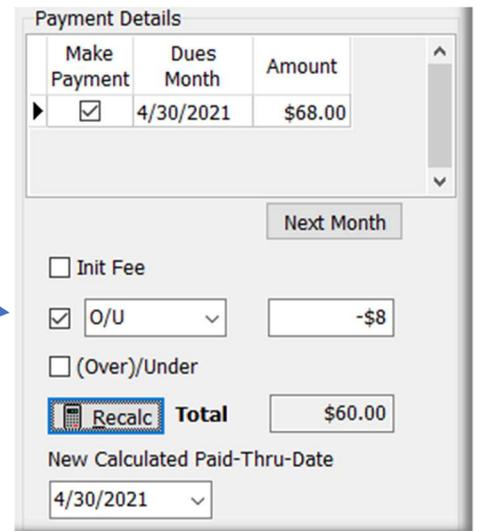


The screenshot shows the 'Payment Details' window. At the top, a table lists the payment: 'Make Payment' is checked, 'Dues Month' is '4/30/2021', and 'Amount' is '\$68.00'. Below the table, there is a 'Next Month' button. The 'Init Fee' checkbox is unchecked. The 'O/U' checkbox is checked, with a dropdown menu showing 'O/U' and a text box containing '\$10'. The '(Over)/Under' checkbox is unchecked. A 'Recalc' button is highlighted with a blue box, and the 'Total' amount is '\$78.00'. At the bottom, the 'New Calculated Paid-Thru-Date' is '4/30/2021'.

Example 5: Using Misc Code of O/U with negative amount being PAID to reflect the shortage in the payment.

In this example the member shorted the dues payment by \$8.00 by only paying \$60.00.

This underpayment will decrease the member’s (Over)/Under balance after the batch is posted.



The screenshot shows the 'Payment Details' window. At the top, a table lists the payment: 'Make Payment' is checked, 'Dues Month' is '4/30/2021', and 'Amount' is '\$68.00'. Below the table, there is a 'Next Month' button. The 'Init Fee' checkbox is unchecked. The 'O/U' checkbox is checked, with a dropdown menu showing 'O/U' and a text box containing '-\$8'. The '(Over)/Under' checkbox is unchecked. A 'Recalc' button is highlighted with a blue box, and the 'Total' amount is '\$60.00'. At the bottom, the 'New Calculated Paid-Thru-Date' is '4/30/2021'.

NOTE: Any Init or Over/Under transaction will adjust the member’s balances on their financial tab after the Batch is Posted.