

BCTGM – Local Dues Collection – FAQ’s

December 2014

- 1 - Only one missed payment of the “current” month’s obligation - still due
 - Just remove entry line with the (-) key
 - Result = next month will show two entries

- 2 - Two missed payments with a W/D card being issued
 - Remove the ‘current” month of dues with the (-) key
 - Then on “old” month ZERO out the Dues, and change STATUS from M to W

- 3 - W/D or Expel within the same month
 - Remove – Zero out the dues
 - Change STATUS from M to W or E

- 4 - Paying into future months (typically Local Officers)
 - Use the “+” key and find their Name
 - It will add an extra line for each month the “+” key is used

- 5 - LOA = only one missed payment w/ no obligation of Dues because of No Work
 - Just change Dues to \$0
 - Result = Paid thru date increasing just like everyone else

- 6 - Retrofitting partial past dues & balancing with company check
 - Remove the only existing “current” obligation
 - On Member form | Financial tab | establish the O/U amount
 - With BD program – re-add person back with the (+) key.
 - If person only is paying the “dues amount” of obligation, remove the O/U

- 7 - Not on MUMS “pre-list” but on Company Dues report
 - Suggest 1st using the “+” to determine if person is in MUMS at all.
 - If not found, then use the NEW MEMBER button to add to the edit list.

- 8 - Receiving money due Local that has not been setup as O/U or as dues obligation
 - Money can be received and entered into In/Re amount,
 - Then right-click and change from IN to FEE and it will be money received
 - It will not effect balance of the member or what is due HQ.

- 9 - Balancing MUMS, when Company sent in LESS THAN the correct amount of money:
- Look in the Header, shows what everyone paid Trans Total i.e.: \$842.00
 - Enter the actual money received in Check Amt. i.e.: \$840.00
 - Therefore, \$842 is missing \$-2, which goes in the... Adj. Amt . i.e.: -2.00
 - This brings the SHOP into balance & gives the “green check mark” denoting that we are in balance and have printed the checkoff.
- 10 - Balancing MUMS, when Company sent in MORE THAN the correct amount of money
- Use a positive amount in the Adj. Amt. In above example to be in balance.
- 11 - Receiving 2 or more checks within same month for the same month – suggestion:
- In the Header info, in the Check # box - record “# of checks received”
 - In the Header – record the totals in the Check Amt – so you will balance
 - On the printout – hand write the check numbers and the amounts of each.
- 12 - Need to Post two months of dues within the same “per/capita” month & received 1 check
- Go into the older month’s (process control) [mums-link Menu Bar & Setup] make sure the older month PRE-LIST box is checked then manually check the POST box for the older month.
 - This will allow you to start the newer month’s Pre-list and two months payments will be reflected for each person.
- 13 - Need to Post two months of dues within the same “per/capita” month & received 2 checks
- Process and complete the older month first, then do the newer month, keeping the DATE RECEIVED within the Per/capita month for each of the two checks.
- 14 - Dues Refunds – use Member form “side-button” called Ref/Adj
- 15 - Individual payments after the shop is closed – for 1 or 2 or a few random entries
- Use Dues | Transaction Processing methods to record payments
 - Then Dues | Batch Processing to post the few entries.
 - Refer to MUMS Reference Manual Part II, Chapter 5 pages 4-10. Keep in mind that the Batch ID and the Date received should reflect the dues month of your Monthend Coversheet. Watch that the New Pd Thru Date becomes correct.
- 16 - To receive a “Make-up Dues check” from a Shop for more than just a few Members as mentioned above in individual payments and after already posting the majority of the members.
- Using BCLDCS (BD button or Torch icon) – Go to the system control icon that looks like a Red Folder with White files icon called Process Control, Find feature at bottom called RESET PERIOD.
 - Confirm:– Are you sure that you want to RESET this PERIOD to allow an ADDITIONAL BATCH in the period with an OK.
 - Create a new prelist for prior partial already posted period and update as needed to match the 2nd check for same period.