NABET Local Billing System

4/1/2007

PURPOSE

The purpose of NABET Local Billing is to provide a NABET Local with ability to input locally collected funds and remit to HQ along with import of HQ collected dues into MUMS/2000 which is called NLM * NABET Local Membership System. This review starts with NABET*LINK to show how data comes from HQ.

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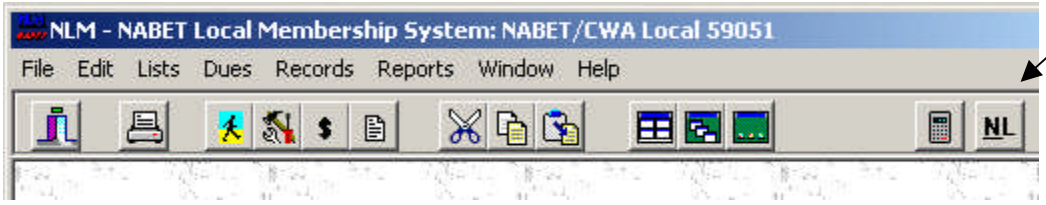
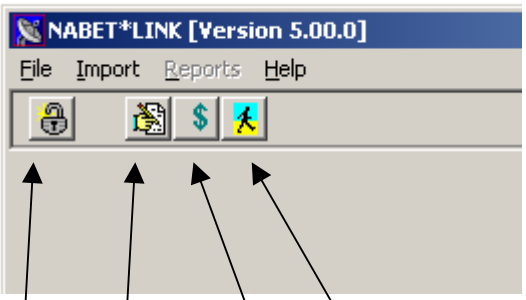
NATIONAL ASSOCIATION OF BROADCAST EMPLOYEES & TECHNICIANS
NABET CWA
THE BROADCASTING AND CABLE TELEVISION WORKERS SECTOR OF THE COMMUNICATIONS WORKERS OF AMERICA, AFL-CIO

Review of Existing NABET*LINK (HQ to Local)



NABET*LINK is run by clicking on NL Button inside of NLM (MUMS/2000)



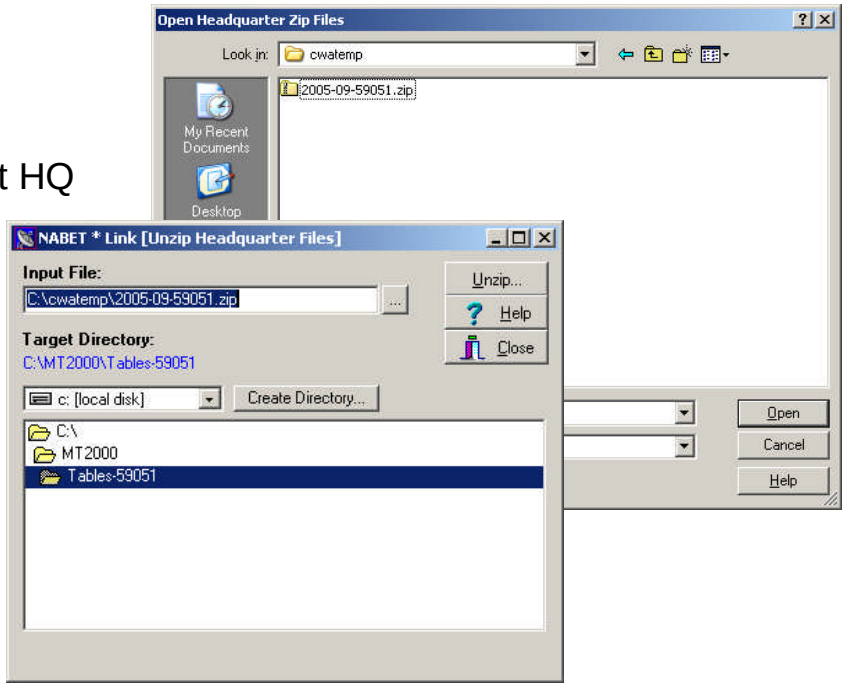
NABET*LINK consists of four steps that can be run from Menu or Speedbuttons.

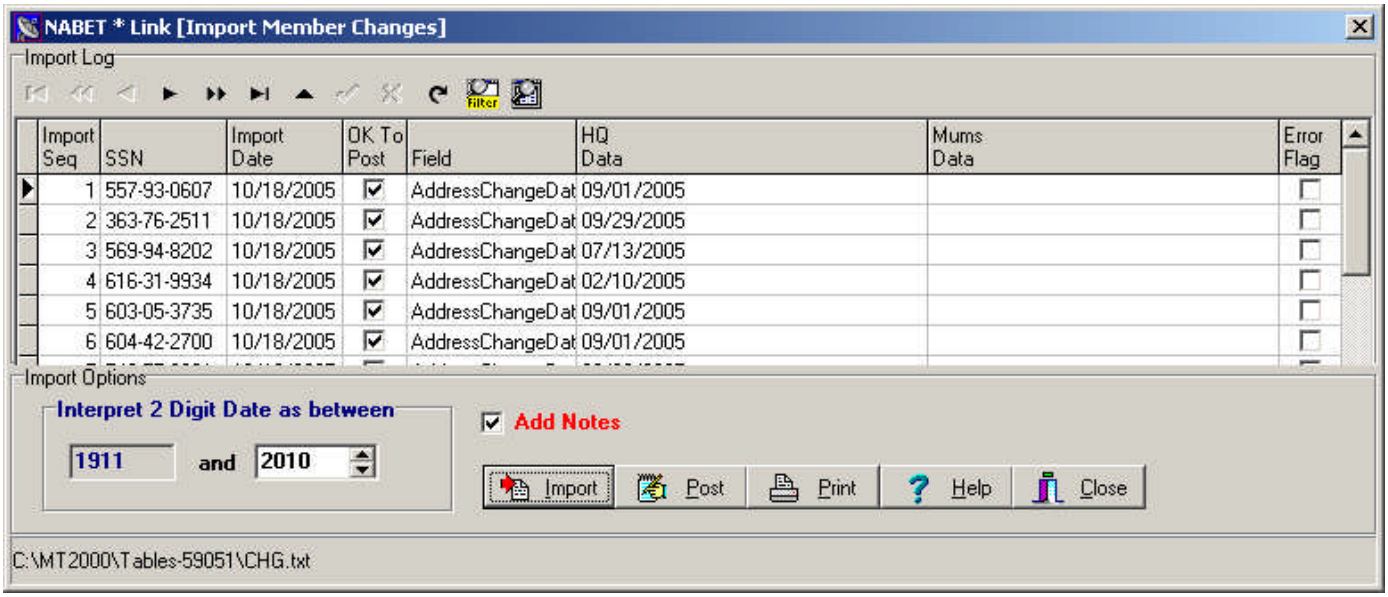
Daily Hire Information

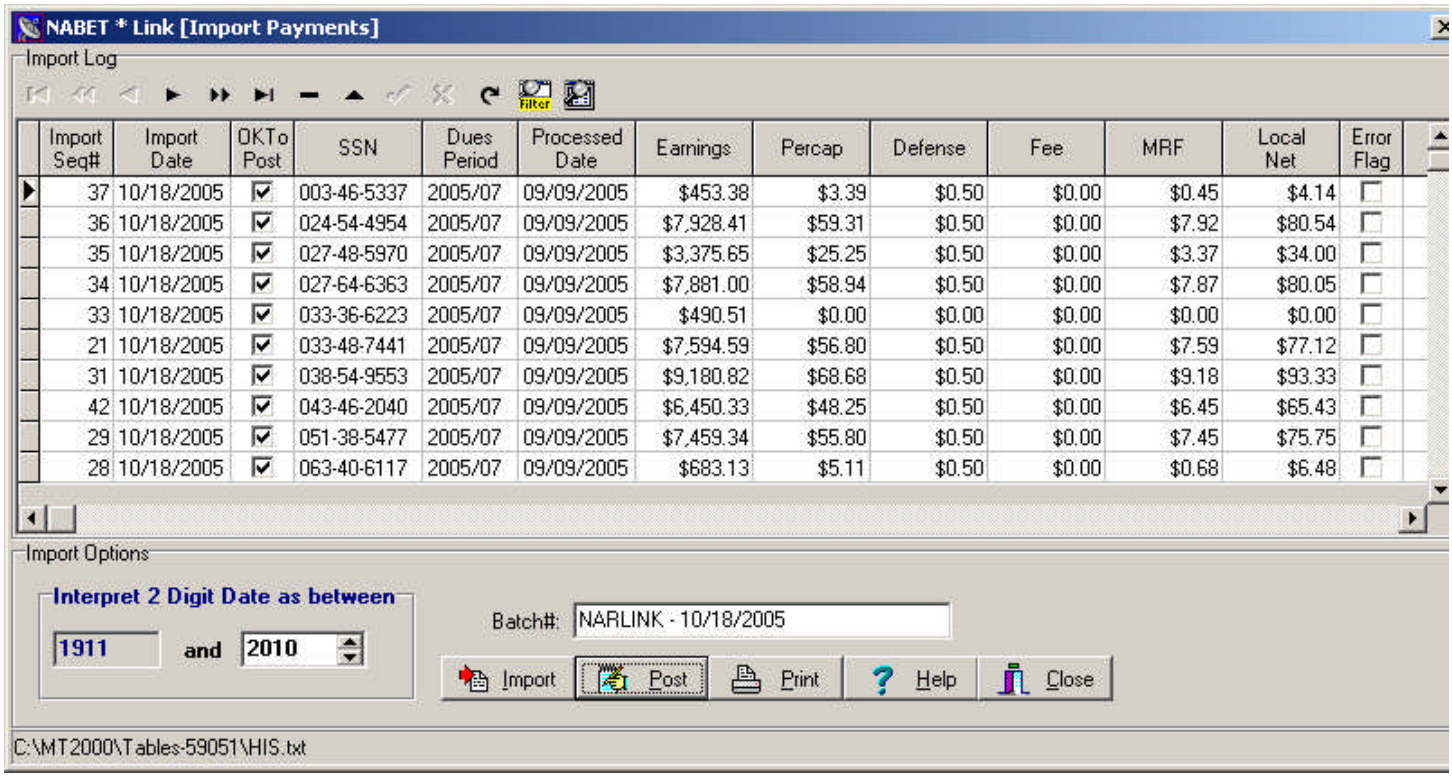
Dues Received at HQ

Membership Changes

Unzip File from HQ







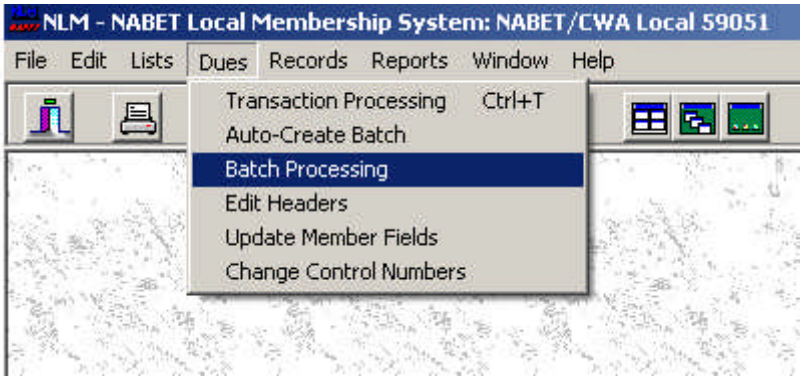
Import Seq#	Import Date	OKTo Post	SSN	Dues Period	Processed Date	Earnings	Percap	Defense	Fee	MRF	Local Net	Error Flag
37	10/18/2005	☑	003-46-5337	2005/07	09/09/2005	$453.38	$3.39	$0.50	$0.00	$0.45	$4.14	☐
36	10/18/2005	☑	024-54-4954	2005/07	09/09/2005	$7,928.41	$59.31	$0.50	$0.00	$7.92	$80.54	☐
35	10/18/2005	☑	027-48-5970	2005/07	09/09/2005	$3,375.65	$25.25	$0.50	$0.00	$3.37	$34.00	☐
34	10/18/2005	☑	027-64-6363	2005/07	09/09/2005	$7,881.00	$58.94	$0.50	$0.00	$7.87	$80.05	☐
33	10/18/2005	☑	033-36-6223	2005/07	09/09/2005	$490.51	$0.00	$0.00	$0.00	$0.00	$0.00	☐
21	10/18/2005	☑	033-48-7441	2005/07	09/09/2005	$7,594.59	$56.80	$0.50	$0.00	$7.59	$77.12	☐
31	10/18/2005	☑	038-54-9553	2005/07	09/09/2005	$9,180.82	$68.68	$0.50	$0.00	$9.18	$93.33	☐
42	10/18/2005	☑	043-46-2040	2005/07	09/09/2005	$6,450.33	$48.25	$0.50	$0.00	$6.45	$65.43	☐
29	10/18/2005	☑	051-38-5477	2005/07	09/09/2005	$7,459.34	$55.80	$0.50	$0.00	$7.45	$75.75	☐
28	10/18/2005	☑	063-40-6117	2005/07	09/09/2005	$683.13	$5.11	$0.50	$0.00	$0.68	$6.48	☐

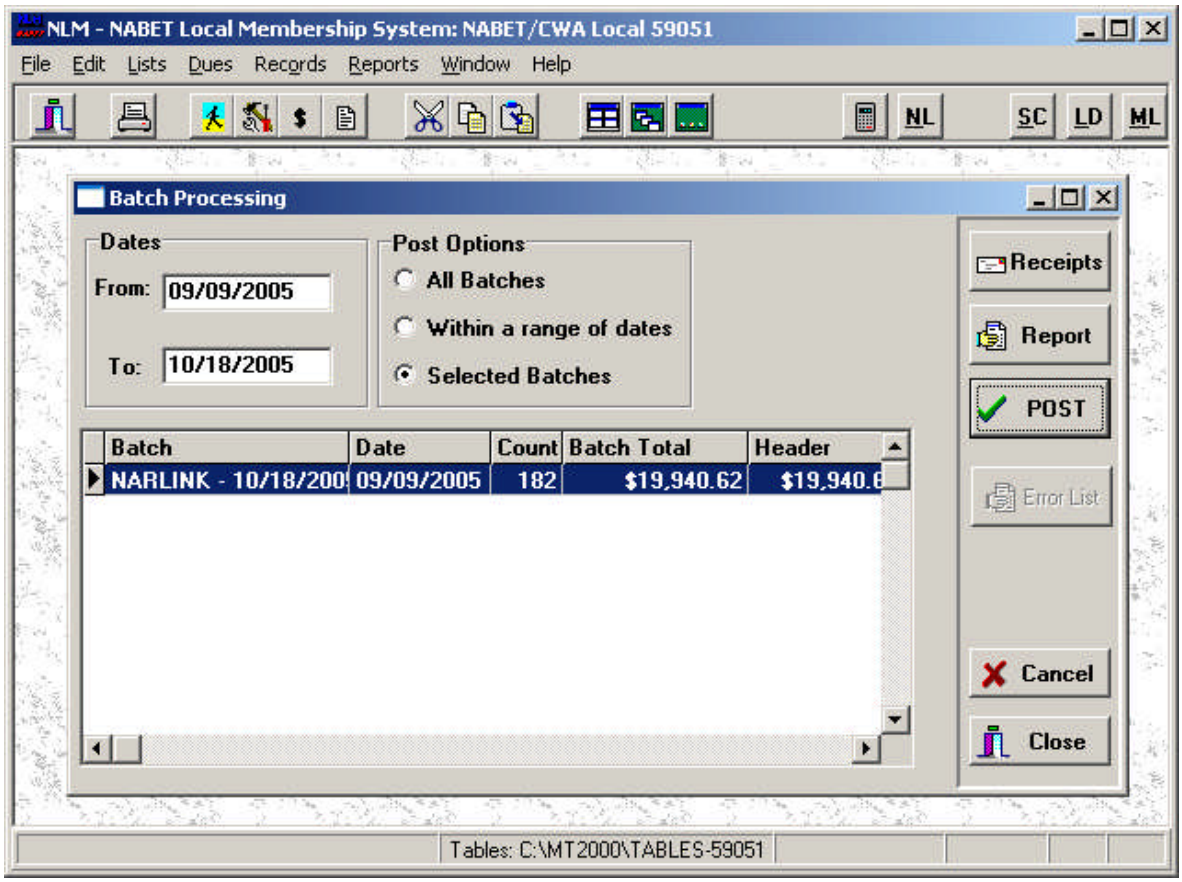
NOTE: Above display of Dues Period will be changed to mm/yyyy and…

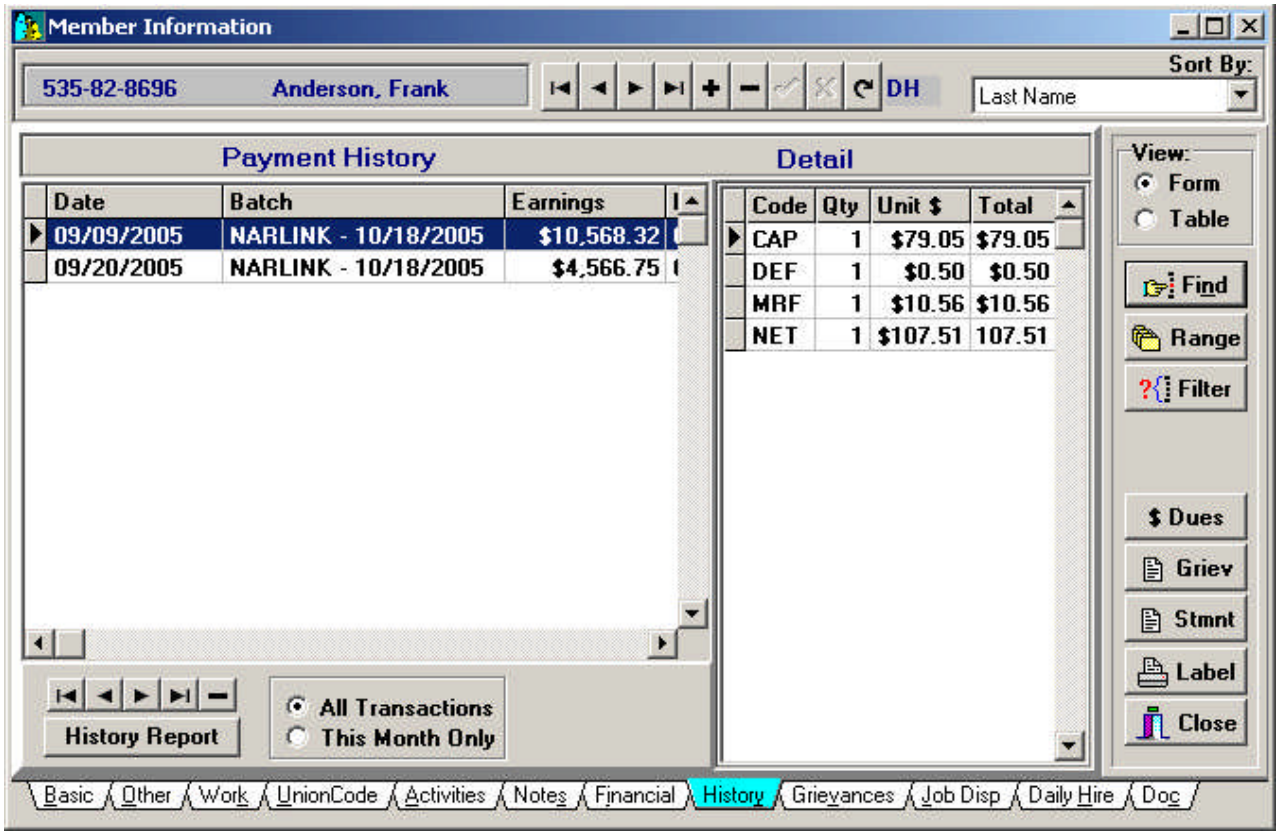
Default format for Batch # will be changed to be:

"NL-ssss-mm/yyyy" where ssss = Station and mm/yyyy = period.

Also notice the new item on Import Payments Screen to request program to Bill or Credit Member for Under/Over Payments based upon the rates setup in NABET * Billing System .







Payments posted from the Local will reflect the type of payments such as Dues, Fines, Init etc and will have Batch ID of “Local-mm/dd/yy”. Notice fields on left have been changed to show Earnings without having to scroll to the right.

NABET * Link [Import Daily Hire]

Import Error Log

ImportSeq	SSN	ImportDate	HQ_Data

Confirm

Start Import Daily Hire Data?
C:\MT2000\Tables-59051\NDH.txt

Yes No

Import Options

Interpret 2 Digit Date as between

1911 and 2010

Import
Help
Close

Member Information

535-82-8696 Anderson, Frank DH

Sort By: Last Name

Letters Sent

Letter #1
Letter #2
Letter #3

Days Worked Summary

	2005	2004
ABC	21	0
NBC	10	0

Calculate

View: Form Table

Find
Range
Filter

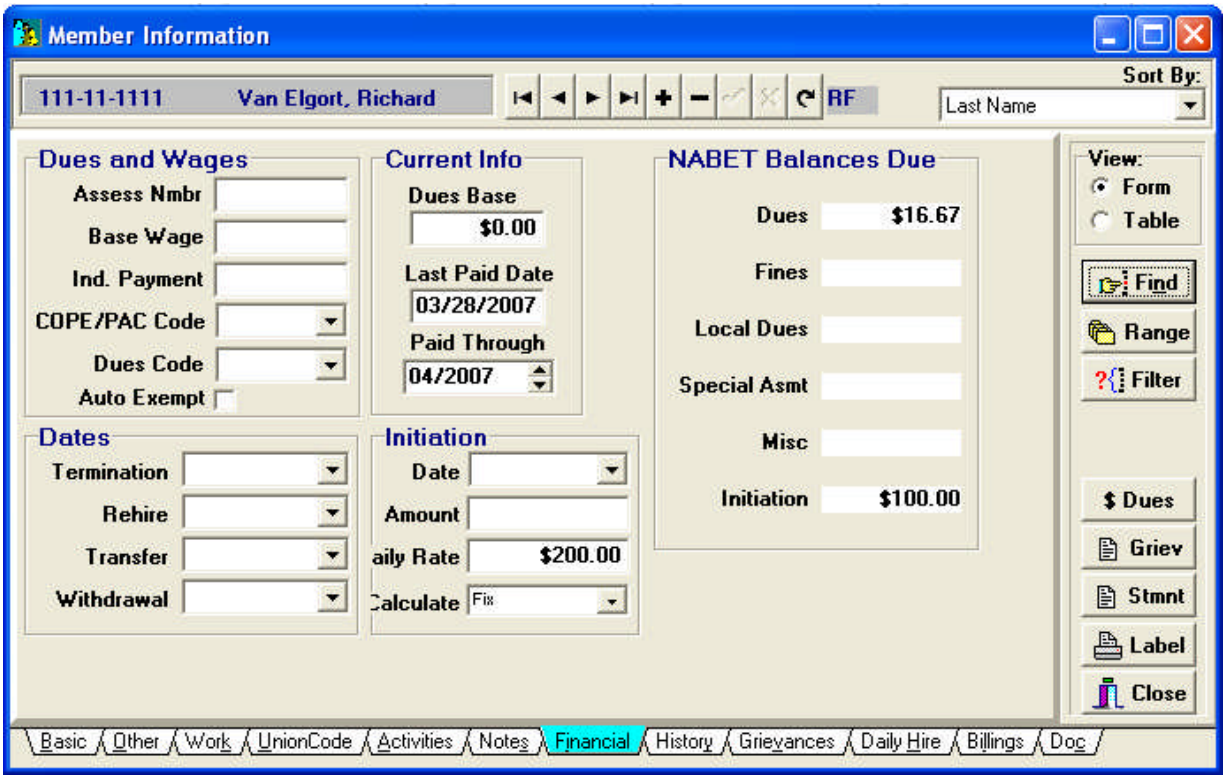
Daily Hire Details

Work Date	Report Date	Division	Office	Adj	Straight	Overtime	Penalty	Tol
07/16/2005	07/29/2005	NBC	0356/NBC		306.90	0.00	108.00	
07/17/2005	07/29/2005	NBC	0356/NBC		306.90	230.18	120.75	
07/18/2005	07/29/2005	NBC	0356/NBC		153.45	0.00	108.00	
07/24/2005	08/30/2005	ABC	LA		297.00	417.66	52.00	
07/25/2005	08/30/2005	ABC	LA		297.00	292.36	52.00	
07/26/2005	07/29/2005	NBC	0356/NBC		311.80	43.85	108.00	
07/27/2005	07/29/2005	NBC	0356/NBC		311.80	0.00	108.00	
07/28/2005	07/29/2005	NBC	0356/NBC		311.80	146.16	117.92	
07/29/2005	07/29/2005	NBC	0356/NBC		311.80	146.16	117.92	

$ Dues
Griev
Stmnt
Label
Close

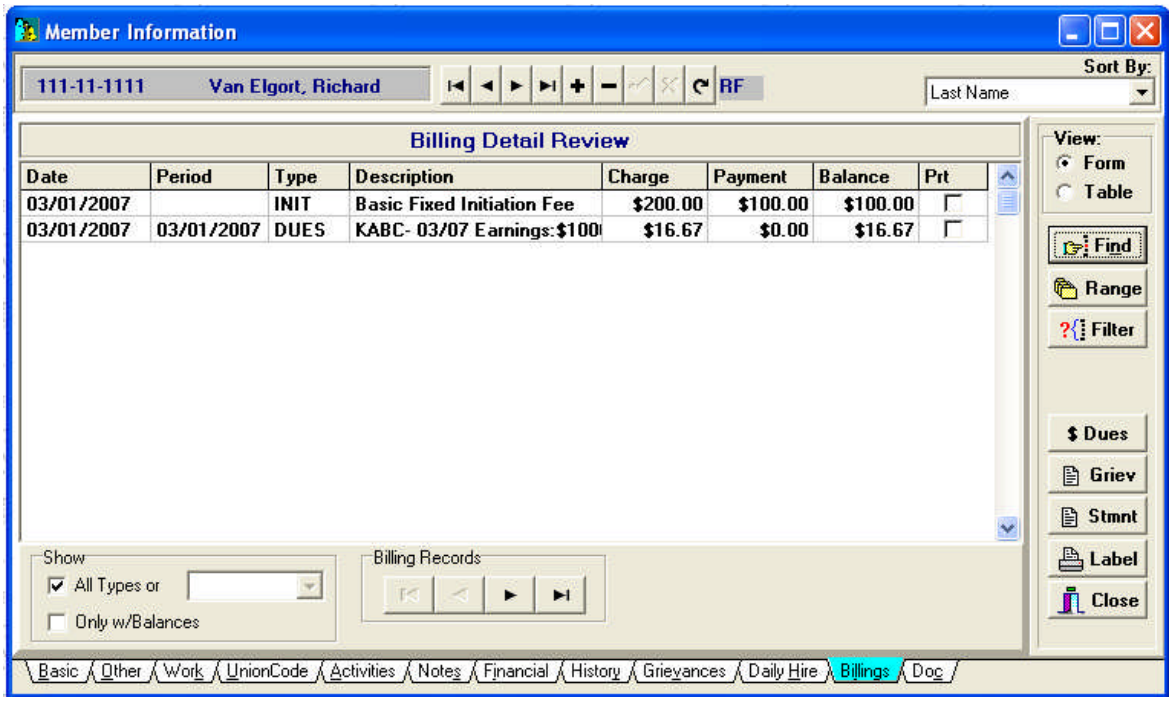
Basic | Other | Work | UnionCode | Activities | Notes | Financial | History | Grievances | Job Disp | Daily Hire | Doc

Revised Financial Tab & Proposed New Billings Tab

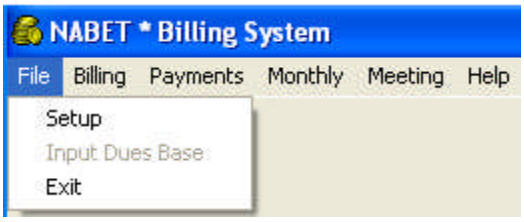


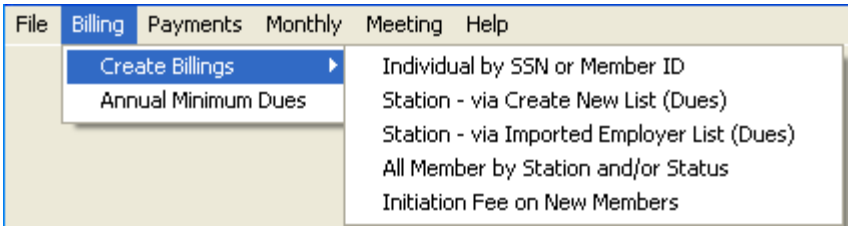
The above NABET Balance Due area will be added to reflect the Nabet Billing System. Current Info is based upon open items on Billings Tab. This gets updated during the new Billing & Payment features described later in this document.

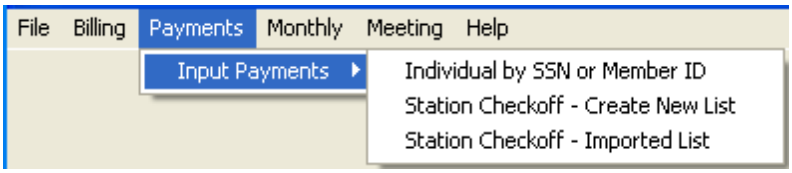
The Initiation area has been changed for NABET to allow the local to input a Daily Rate and a Calculation Method for memo purposes only. The following is the Billings tab showing two billings and a partial payment. The “PRT” flag is used to denote if the billing items have been printed on a statement.

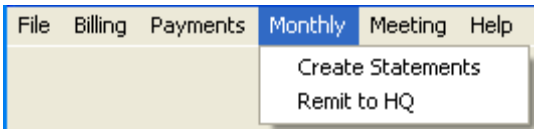


Billing Menu & Setup Screen

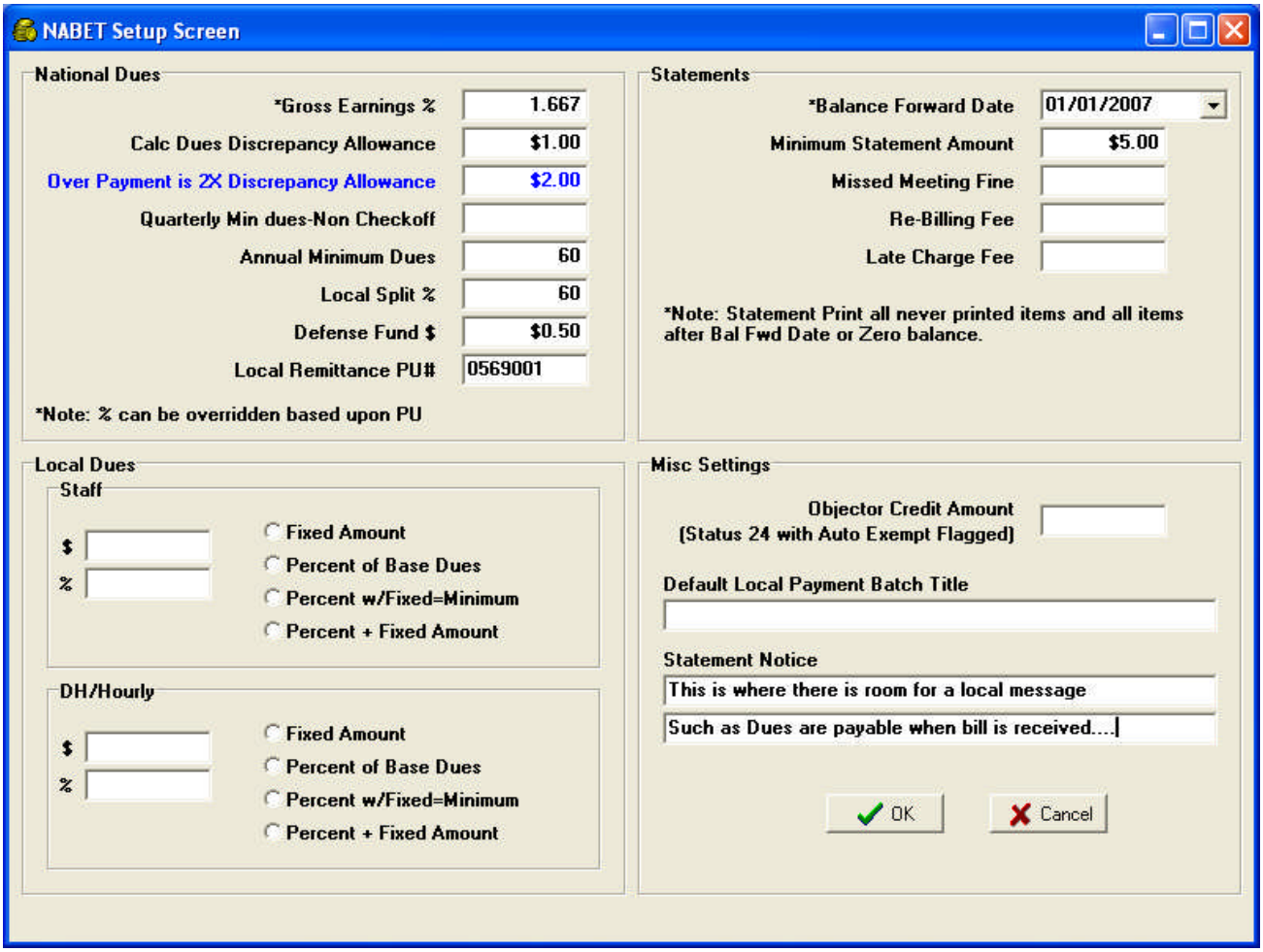








Note: Not all menu items are available at this time, such as Station based items.

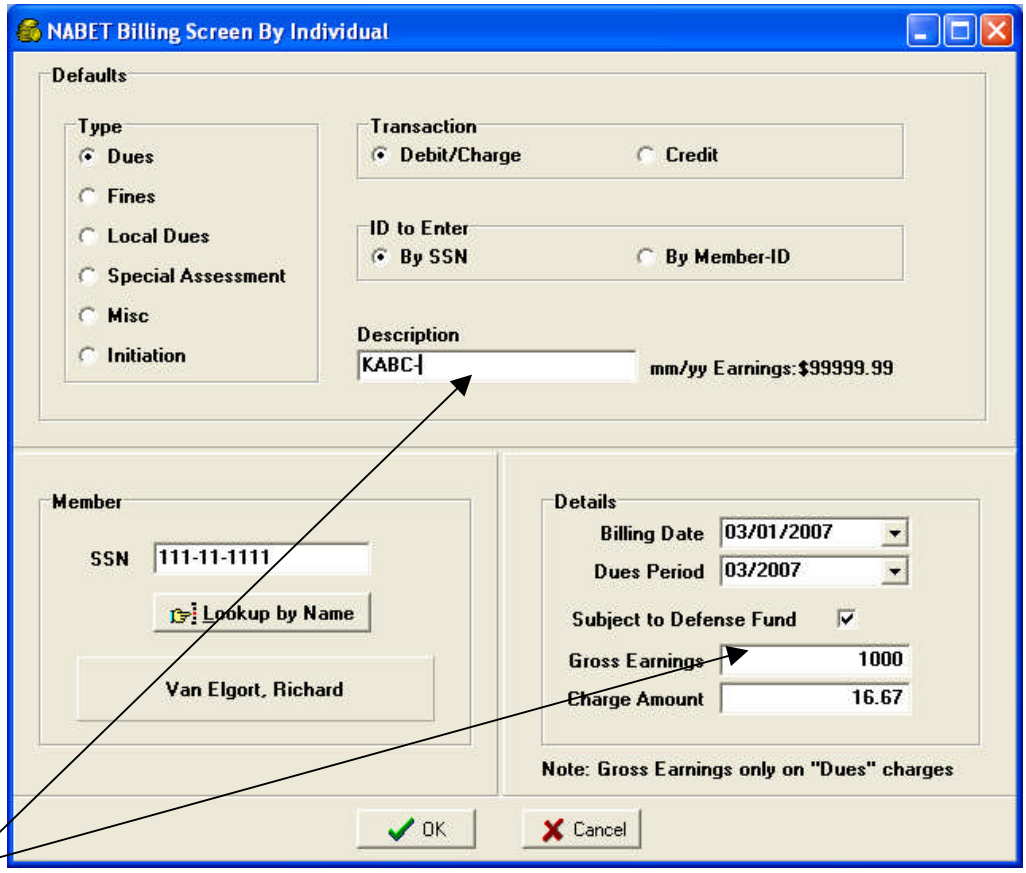


Above shows the minimum items that should be setup.

Billings by Individual

This screen is an example of available options after a SSN or Lookup by Name is done.

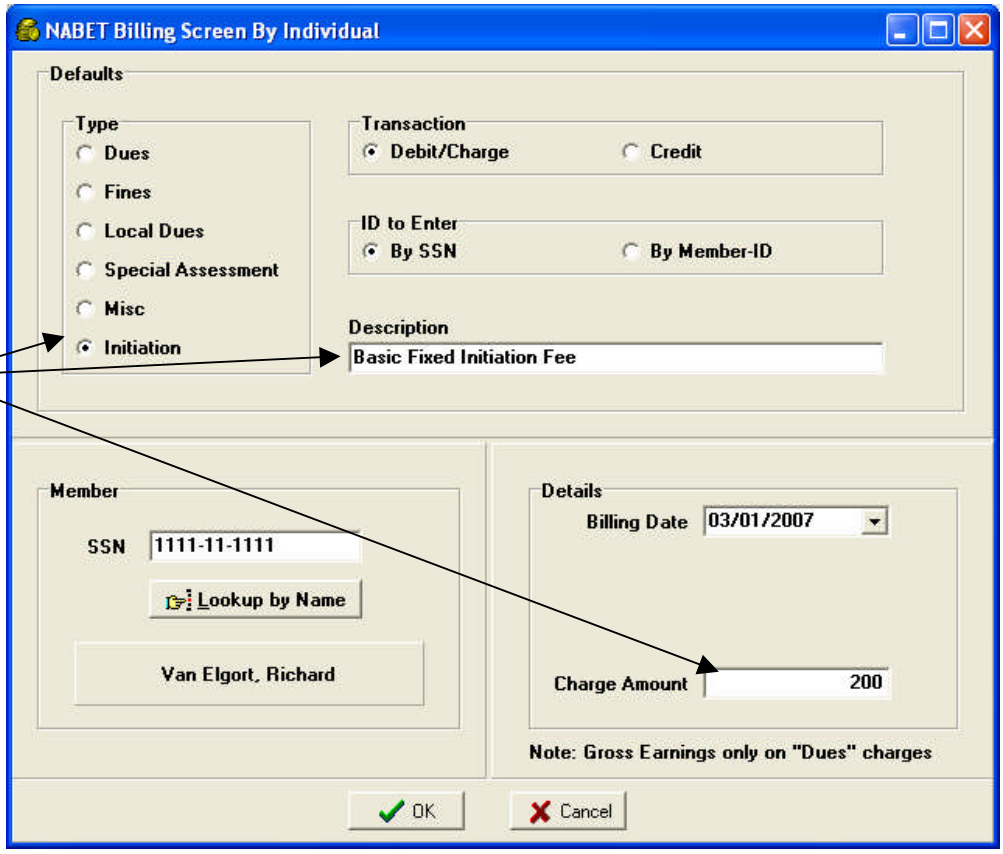
If you doing DUES, you enter Gross Earnings and Description and the program will compute the Charge amount and complete the rest of the description with period and earnings for a standard looking description.



This is an example of charging Initiation fee. In this case you enter the Charge Amount and Description.

Note: When entering a SSN you do not enter the dashes.

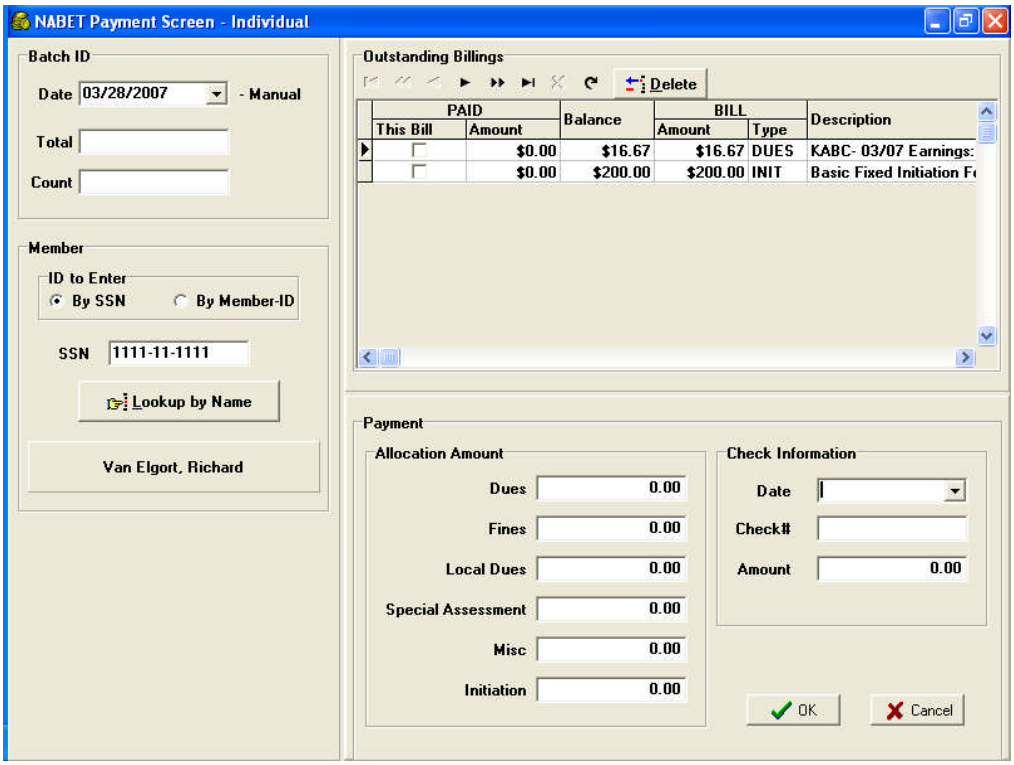
The results of these two billings can be seen in prior example of the Billings tab on the member's record.



Input Payments by Individual

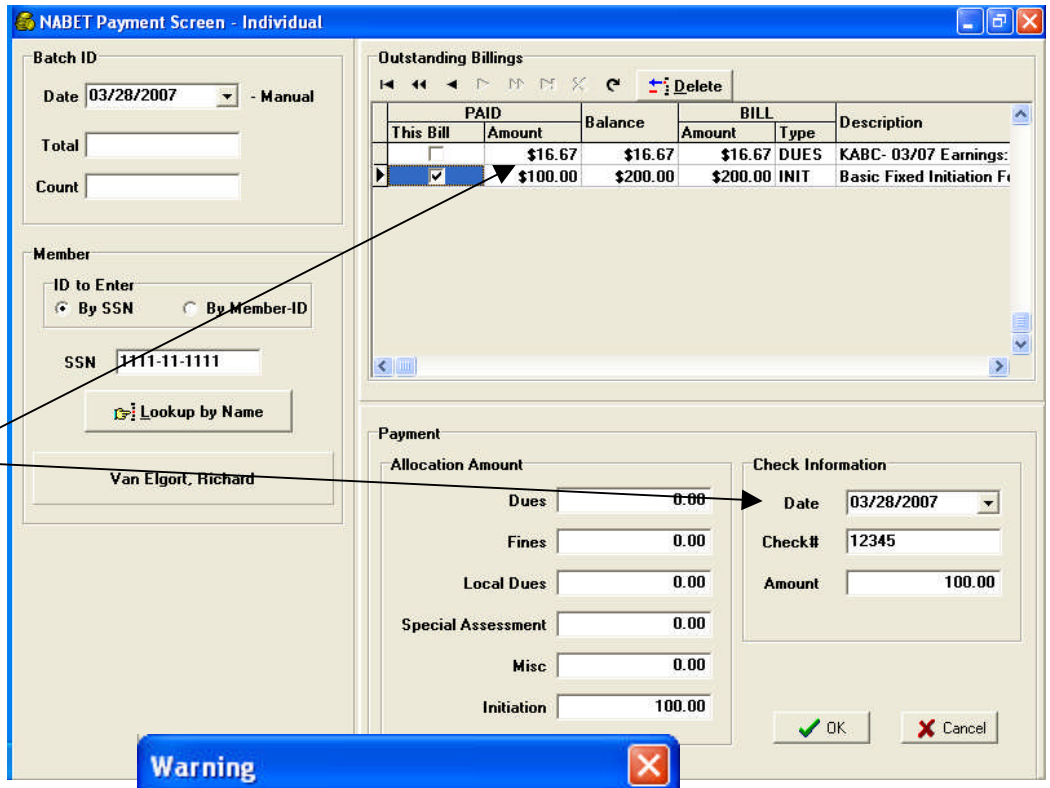
This screen is used to enter payments for an individual.

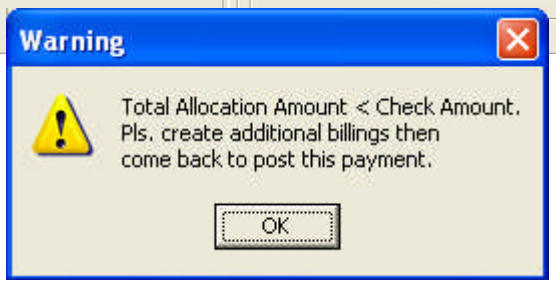
You enter the Check Date, Check # and amount and then click on Open items to match up the payments. You can also use this screen to DELETE billings that have not had any payments applied to them. If you are making a partial payment, you need to change the amount paid. You can also just click on items and change Paid amount if needed and the program will calculate a matching Check amount.



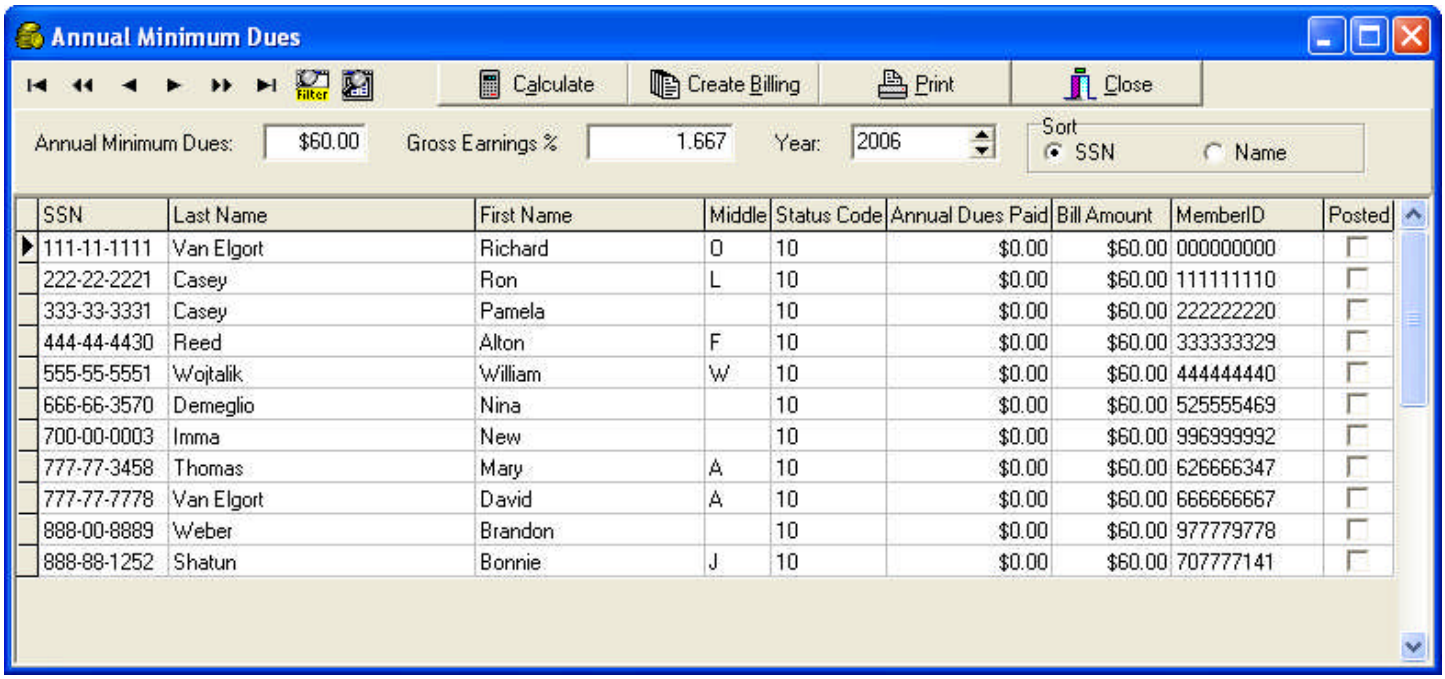
In this example a check #12345 was entered for $100 and Initiation fee was checked and then Paid Amount was changed from the full $200 to $100 that was paid.

This section shows a running count of how you have applied the payment. If you do not apply correct amount, an error message will be displayed…





Annual Minimum Dues

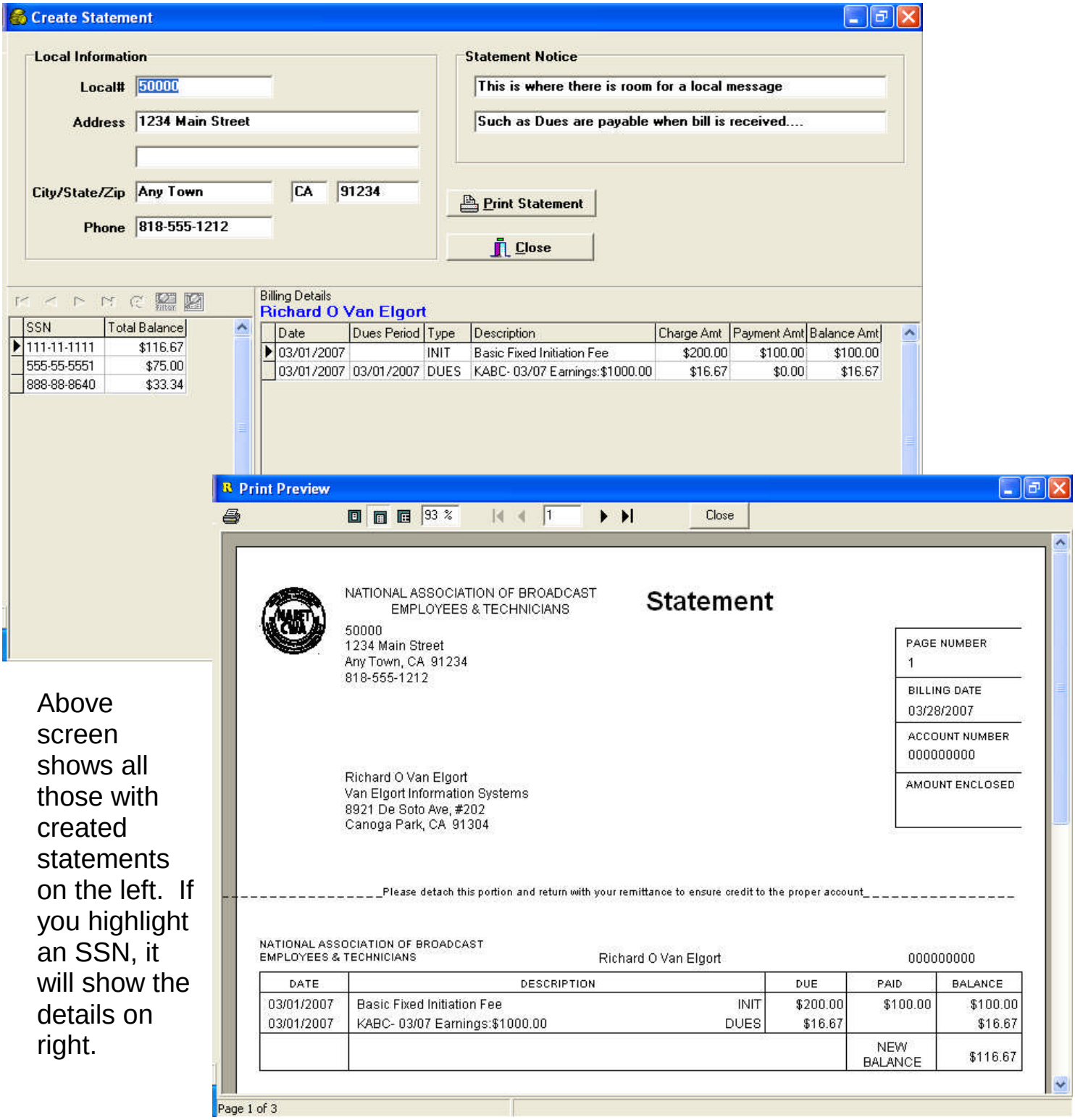


SSN	Last Name	First Name	Middle	Status Code	Annual Dues Paid	Bill Amount	MemberID	Posted
111-11-1111	Van Elgort	Richard	O	10	$0.00	$60.00	000000000	☐
222-22-2221	Casey	Ron	L	10	$0.00	$60.00	111111110	☐
333-33-3331	Casey	Pamela		10	$0.00	$60.00	222222220	☐
444-44-4430	Reed	Alton	F	10	$0.00	$60.00	333333329	☐
555-55-5551	Wojtalik	William	W	10	$0.00	$60.00	444444440	☐
666-66-3570	Demeglio	Nina		10	$0.00	$60.00	525555469	☐
700-00-0003	Imma	New		10	$0.00	$60.00	996999992	☐
777-77-3458	Thomas	Mary	A	10	$0.00	$60.00	626666347	☐
777-77-7778	Van Elgort	David	A	10	$0.00	$60.00	666666667	☐
888-00-8889	Weber	Brandon		10	$0.00	$60.00	977779778	☐
888-88-1252	Shatun	Bonnie	J	10	$0.00	$60.00	707777141	☐

From this screen you can update your setup of Annual Minimum Dues amount and Gross Earnings %. You then select the year and press the CALCULATE button.

This will review all records and calculate what each member owes. You can then PRINT this list and CREATE BILLING to create a billing record.

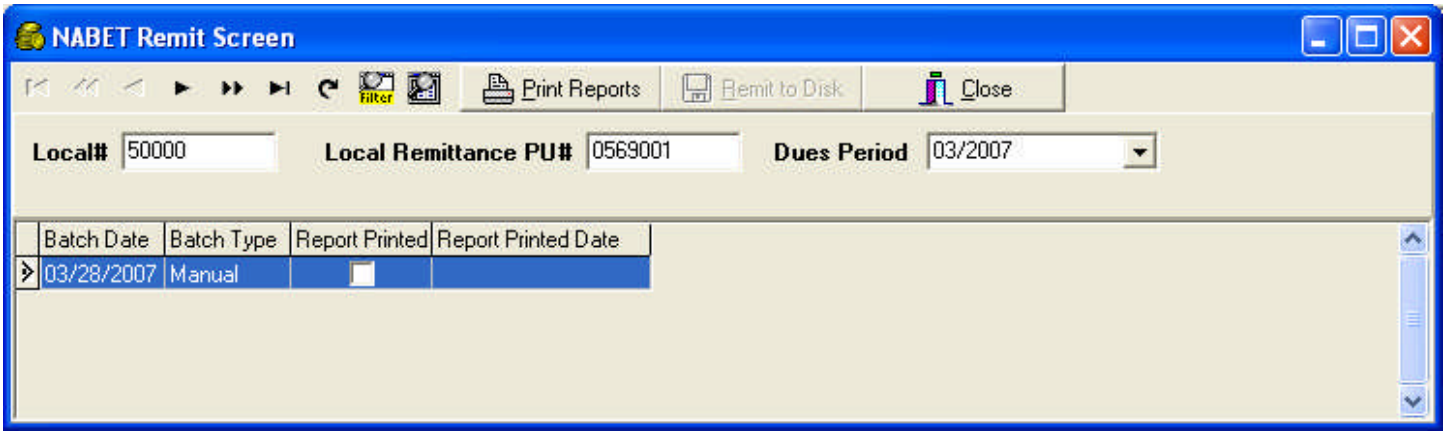
Monthly – Create Statements



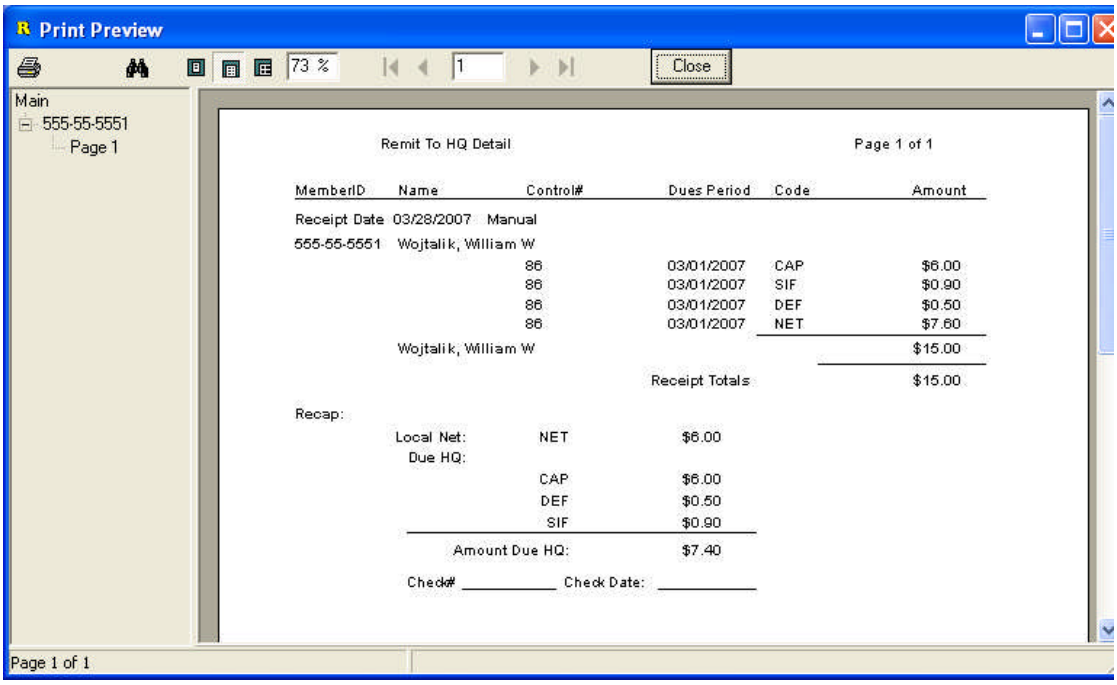
Above screen shows all those with created statements on the left. If you highlight an SSN, it will show the details on right.

In the heading you see your local Name/Address. This is setup inside of MUMS under File|Settings|System Information and Organization Tab. The Statement Notice is setup inside of NABET Billing File|Setup. To print statements, you just press the PRINT STATEMENT button and confirm that you wish to proceed.

Monthly – Remit to HQ

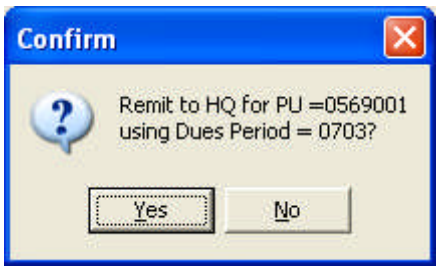


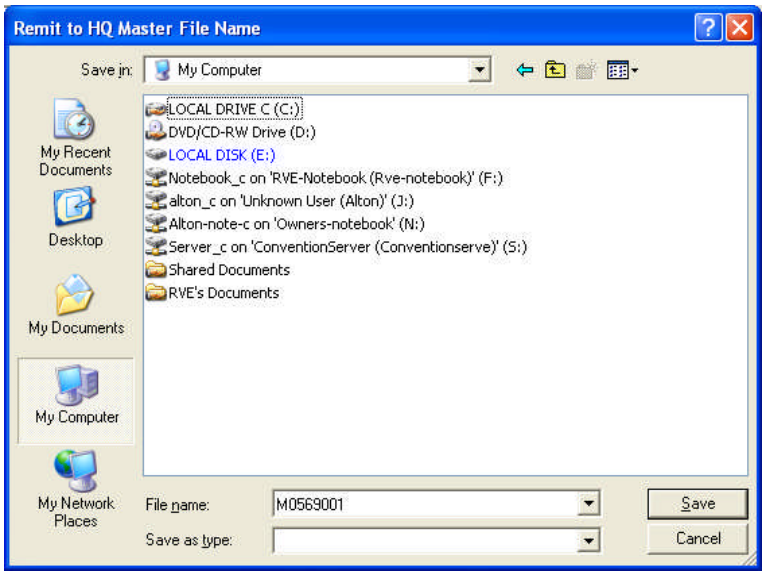
First Step in doing Monthly Remit to HQ is to click on PRINT REPORT by first highlighting those batches you are ready to Remit then pressing the PRINT REPORT button.



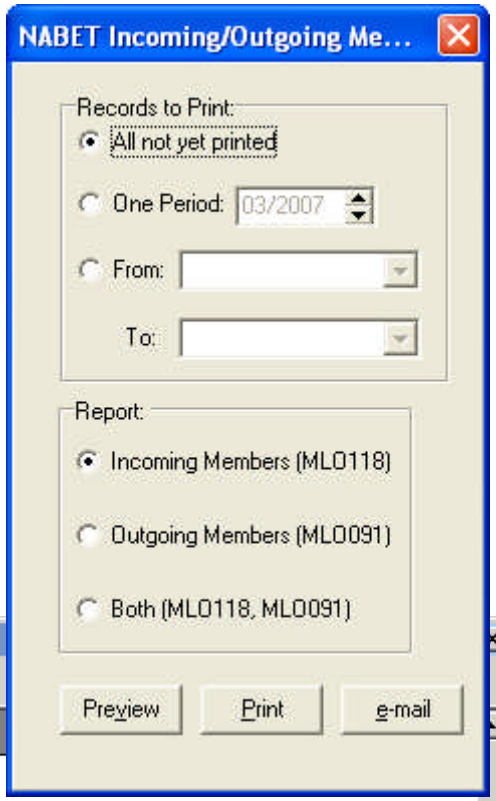
The report will breakdown each payment made by a member by category and then RECAP the remittance to HQ with amount you need to write a check for and room to enter check # and date. A copy of this report should be send with the check and the disk files.

If this is OK, you can then proceed to use the REMIT TO DISK button. After confirmation the program will prompt you as to where you wish to put the disk files.



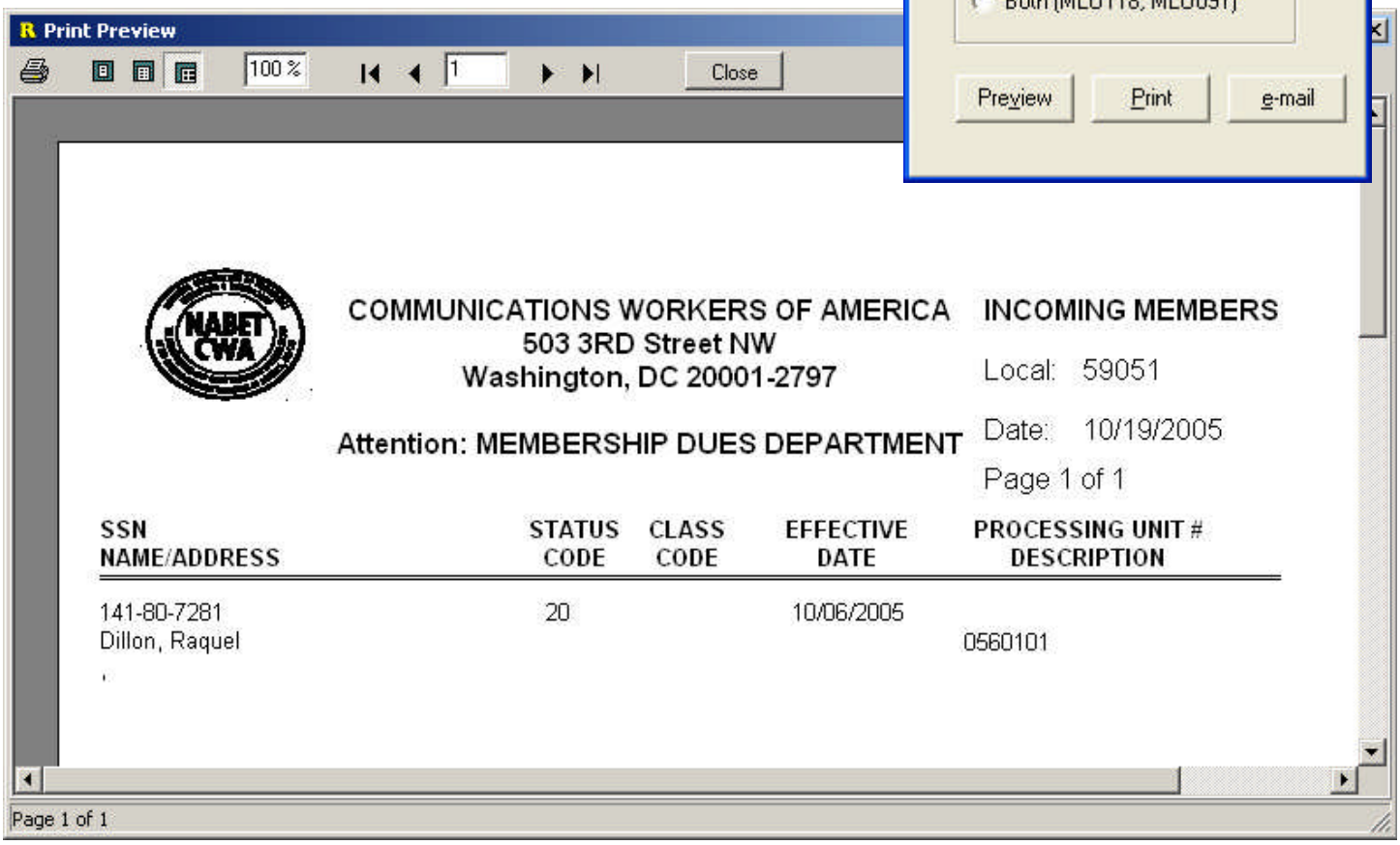


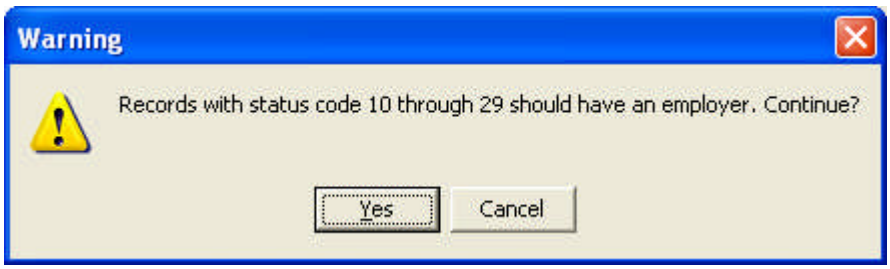
NABET In/Out Reports



If you request in MUMS, Reports | NABET In/Out you will be shown this screen.

On this screen you can select all those not previously printed and PRINT them. After you print yourself a copy, you can then press EMAIL button to send a copy of the report and the data to NABET HQ.



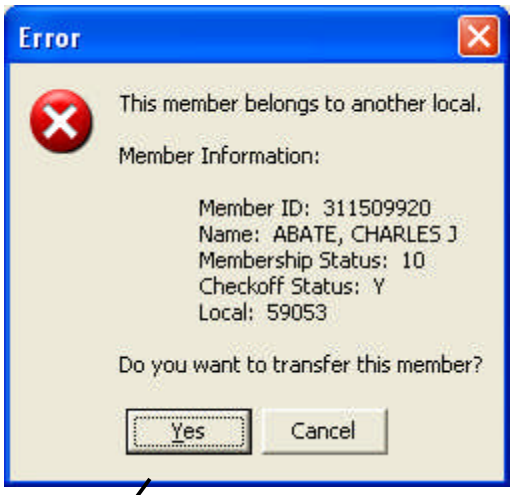


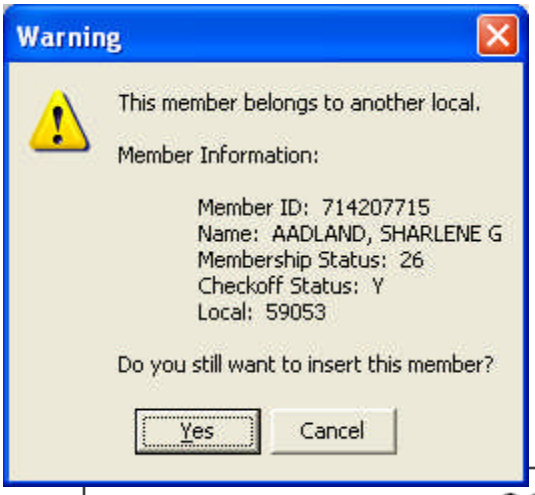
If you add a new record with Status 10 thru 29 you will be reminded that you should have an employer so that the IN report will be correct.

Adding New Records to MUMS

When adding new record MUMS will first check to see if already on file and go to existing duplicate record error if found.

If not on file program will check new Nabet-Xref.db and if there (and not in their own local) display an error message if status is between 10-19. If Status is 20-39 just a warning will be issued.





COMMUNICATIONS WORKERS OF AMERICA
501 3rd Street
Washington, DC 20001-2797
Attention: MEMBERSHIP DUES DEPARTMENT

TRANSFER REQUEST FORM

Date: 03/28/2007 Local: 50000

Please transfer this member: From Local: 59053

Member ID: 311509920
Name: ABATE, CHARLES J
City: WOODLAND HLS
State: CA

Note: NABET-XREF.db is updated every time you unzip the monthly data from NABET HQ.

Setup of Existing MUMS Tables:

List | Employers

- Need to make sure 1st 4 letters of Employer Name is Station Code

List | Code Tables | Financial | Initiation Status

- Need to setup Codes and Values based upon Local rules such as:
  Fix – Fixed Amount Day – Daily Rate x 20 days
- Description will show on member's record. It does not calculate fee

List | Code Tables | Financial | Dues Formulas

- Need to make sure the following codes with descriptions are setup:
  - For HQ Transactions: CAP, DEF, MRF, NET, SIF
  - For Local Transactions: DUES, FINE, LDUE, ASMT, MISC, INIT

Current Versions of NABET Programs:

In order to have the functions listed in this documentation, you need the following versions or newer. Please note that if you get an error trying to do the NABET BILLING SETUP and you had a prior version of NABET BILLING, you will need to delete x:\mt2000\tables\NABBillSettings.db and .px.

- **MUMS 5.30.11**
- **NABET*LINK 5.30.2**
- **NABET*BILL 5.30.4**