LIUNA Chicago CAS to MTP Import Step-by-Step Guide

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FAQs

What is the goal of the monthly CAS to MTP import?

In 2021, the goal is to have the Training Center and Locals download and import their Local-specific CAS files from the LIUNA Chicago CAS Portal each month into MTP on a timely basis to increase the accuracy and integrity of membership data.

What is the District Council's Contribution Accounting System (CAS)?

CAS is the accounting system used by the LIUNA Chicago Laborers' District Council to track and manage contractors and members. Contractor and Membership reports and Local-specific CAS data files (to be imported into MTP), are created on a monthly basis for each respective Local to access and download from the District Council CAS Portal.

What is the LIUNA Chicago CAS Portal?

The LIUNA Chicago CAS Portal https://portal.cvldc.org is a secure and encrypted website where Locals can view contractor and membership reports and download Local monthly CAS Zip files. This portal leverages District Council accounting data that is tracked and managed by District Council's Contribution Accounting System (CAS).

Who has access to the CAS Portal?

The person responsible for membership and membership accounts at each Local, such as the Secretary-Treasurer and/or Office Manager, should have access and be trained on how to leverage the reports and data provided by CAS Portal https://portal.cvldc.org. In all cases, the Business Manager determines who will have access to the CAS Portal by submitting names to the District Council. Please contact Kate Hughes at khughes@liunachicago.org for more information or questions.

How to download the iPhone and Android CAS Portal app on your mobile phone?

Since the CAS Portal app <u>cannot be found</u> in the Apple App Store (iPhone) or Google Play App Store (Android), use the following links to learn how to <u>prepare your phone</u> so you are able to download and install the CAS Portal app on your mobile phone.

iPhone:

1. Please delete any existing CAS Portal app from your iOS device
2. Open the Safari browser on your phone
3. Enter https://portal.cvldc.org:1050 and then select **GO** button

Android:

1. Read this article first to prepare your Android phone before installing the CAS Portal app
2. Then download the APK file for the Android app here:
   https://portal.cvldc.org/casldcandroid.html

What are the benefits of completing your monthly CAS to MTP import?

1. Ease data entry procedures and increase accuracy of membership data when data already exists in another system – e.g. Contribution Accounting System (CAS)
2. Improve integrity of membership data between the District Council, Training Center, and affiliated Locals
3. Resolve discrepancies between the Local and District Council with local assignments, standard membership types, and verify accuracy of work hours for MCL benefits
4. Stay up to date monthly regarding:
   o TRAVELERS (without data entry) can be tracked automatically in your Local MTP with a standard membership type and contact information
   o New and updated contractor profiles from CAS
   o Monthly accounting records of membership work hours
     ▪ Found under the Contractor Hours tab on the Member side of MTP
     ▪ Found under the Batch Payments tab on the Contractor side of MTP
5. Provide your membership with secure access to view an updated list of their work hours, across any Local, via the Membership Portal

When should you complete your monthly CAS to MTP import?

Ideally, you should complete your monthly CAS to MTP import <u>before the end of the month</u> to ensure reconciliation of discrepancies with District Council before the next month's close of business – that date is typically on the third Thursday of every month.

Where will you download your Local-specific CAS data file for the CAS to MTP import?

On a regular monthly schedule, your Local-specific CAS data file will be available to download from the CAS Portal https://portal.cvldc.org, typically, on the third Thursday of every month.

How do you review your imported CAS data after you complete your monthly import?

The Local-specific CAS data file tracks your membership from the signed "Dues Checkoff Authorization and Wage Assignment" (Dues Checkoff) form through the collection of contractor hours and work dues. It also automatically keeps your Local up to date on all of your contractor data such as contact information and affiliation code.

During the CAS to MTP import process, multiple PDF reports will be created. This step-by-step guide will direct you to save each PDF reports accordingly <u>before you exit</u> the Print Preview. You will review and print these PDF reports to reconcile any discrepancies.

Once the CAS to MTP import is complete, the imported data can be viewed in MTP, at any time, under two locations:

1) Contractor Hours tab on the Member side of MTP
2) Batch Payments tab on the Contractor side of MTP

Would you like help with your monthly CAS to MTP import?

If you'd like to learn or you need help with importing your local-specific CAS file into MTP, please contact INCOM MTP Support or send an email to Matt Oster at moster@netincom.com.

Checklist

- Check and verify your Local login and password for the CAS Portal https://portal.cvldc.org.
    - If you don't know this information, please contact District Council.

- Know your two Zip passwords to extract your Local-specific CAS Zip files to your computer. One password is for Local 0000 and another password is for your Local ####.
    - Note: This password is not the same as the CAS Portal password. If you don't know this password, please contact District Council.

- Check that you have the extract software "7-Zip" installed on your computer.
    - This step is documented in the PC and MTP Setup.

- Check that MTP is up to date by going to **MTP Desktop > Utilities > Check for Updates.**
    - This step is documented in the PC and MTP Setup.

- Check that the option "Prohibit payments to archived individuals" is unchecked by going to the **MTP Desktop > System Settings > Payments.**
    - This step is documented in the PC and MTP Setup.

- Check and verify that you are logged in as your **WORKDUES** cashier in MTP
    - This step is documented in the PC and MTP Setup.

PC and MTP Setup

1) Set up your CAS Import folder structure

Before you perform your CAS to MTP Import, please take the time and set up a Year > Month CAS Work Dues folder structure in your "Documents" or "Shared" drive location. Ideally, this folder structure should be on a shared drive so you have the confidence that it's backed up and accessible by others in your office. (Image 1a)

Why are you doing this?

To be organized with your monthly Local-specific CAS Import data and PDF reports.

Each month, you will have at least 16 to 18 PDF reports that should be saved, reviewed, managed, and printed as needed.

FYI: You'll have to create a new folder for each month.

Year > Month Folder Example:
- "Documents" or "Shared Drive" location
  - **CAS Work Dues** (folder)
    - **2021** (folder)
      - **01 Jan** (folder)
      - **02 Feb** (folder)
      - **03 Mar** (folder)
      - Etc.
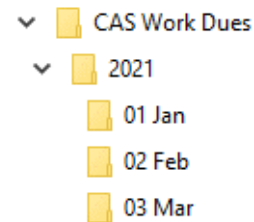
Image 1a

Note: Your Local-specific CAS Zip files are for the close of business for the prior month. Hence, when you download February Zip files, the data inside is for January.

2) Install the extract software "7-Zip" on your computer

Before you perform your CAS to MTP Import, visit https://www.7-zip.org and select the appropriate **Download** link with respect to your Windows version – 32-bit or 64-bit (Image 2a).

To determine what version of Windows you have installed – 32-bit or 64-bit:

What are the steps?

A) Open a File Explorer window (Windows Key + E)

B) On the left, right-click **This PC**

C) In the context menu, select **Properties** (Image 2b)

D) Look for **System type** (Image 2c)

FYI: You'll only have to do this once.

7-Zip is a file archiver with a high compression ratio.

Download 7-Zip 19.00 (2019-02-21) for Windows:

Link	Type	Windows	Size
Download	.exe	32-bit x86	1.2 MB
Download	.exe	64-bit x64	1.4 MB

Image 2a

Why are you doing this?

This extract program is used to securely "unzip" your Local-specific CAS Zip files with a password after you download them so you can have access to the monthly PDF reports and the single Local-specific CSV file from CAS.
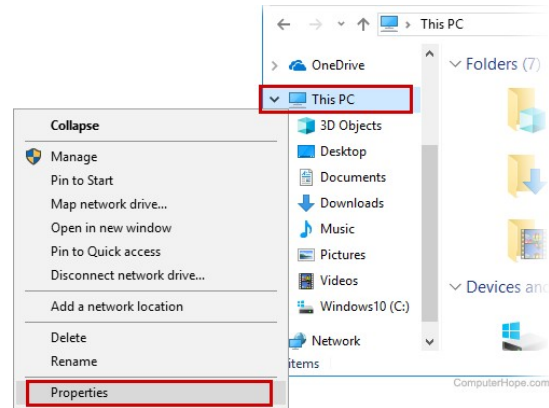

Image 2b

Inspiron 7786

Device name	DESKTOP-8SKJPDE
Processor	Intel(R) Core(TM) i7-8565U CPU @ 1.80GHz 1.99 GHz
Installed RAM	16.0 GB (15.8 GB usable)
Device ID	03FA99BC-1876-4EEF-A460-6EC292BD7091
Product ID	00330-51777-74956-AAOEM
System type	64-bit operating system, x64-based processor
Pen and touch	Touch support with 10 touch points

Image 2c

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3) ==**Check and verify that Payments option "Prohibit payments to archived individuals" is unchecked in MTP**==

==**FYI**: You'll only need to do this once.==

<u>Before you perform your CAS to MTP Import</u>, please go to the MTP pop-down menu and select
File > Open > Lookup Tables > System Settings.

You can always use the **Search menus** box, in the upper right-hand corner of MTP, and type **system**. Then select, **File > Open > Lookup Tables > System Settings…**
(Image 3a).

Image 3a

What are the steps?

A) At the bottom left, in the System Settings **Filter search box**, type **import** (Image 3b).

B) Verify that your MTP has the Payments option, **Prohibit payments to archived individuals** is <u>not</u> checked (Image 3b).
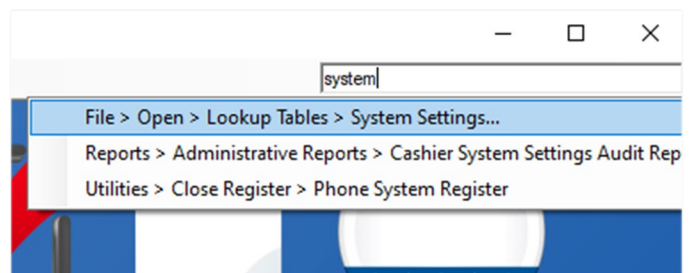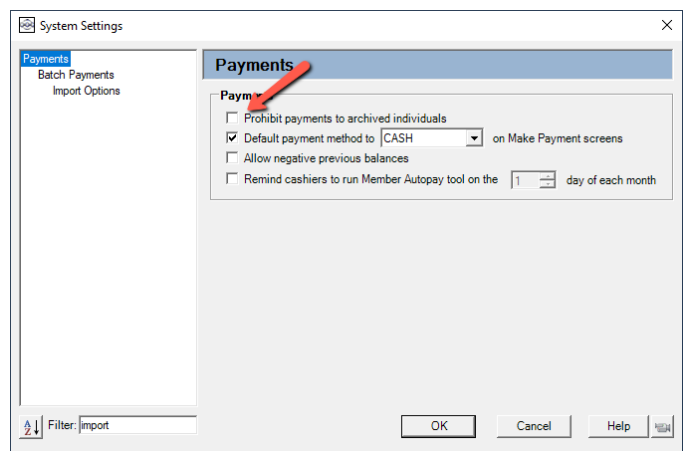
Image 3b

Why are you doing this?

Because contractors can be audited for prior years, you want to make sure that work dues will be distributed to a member that is archived in MTP.

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4) Create a WORKDUES cashier in MTP

Before you perform your CAS to MTP Import, please create a "working dues" MTP Cashier. If you already have a WORKDUES cashier, proceed to **Step 9**.

What are the steps?

A1) Go to the MTP pop-down menu and select **File > Open > Lookup Tables > Users/Cashiers…**
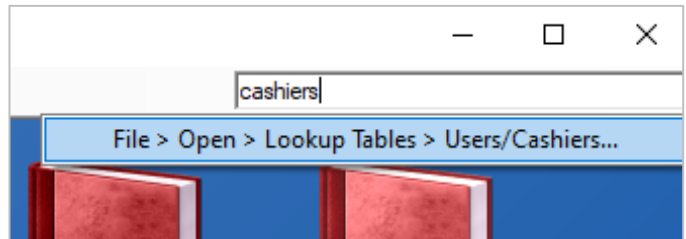
A2) You can always use the **Search menus** box, in the upper right-hand corner of MTP, and type **cashiers**. Then select, **File > Open > Lookup Tables > Users/Cashiers…** (Image 4a).

Image 4a

B) Once the **Cashiers** table is open, click **Add New…** (Image 4b).
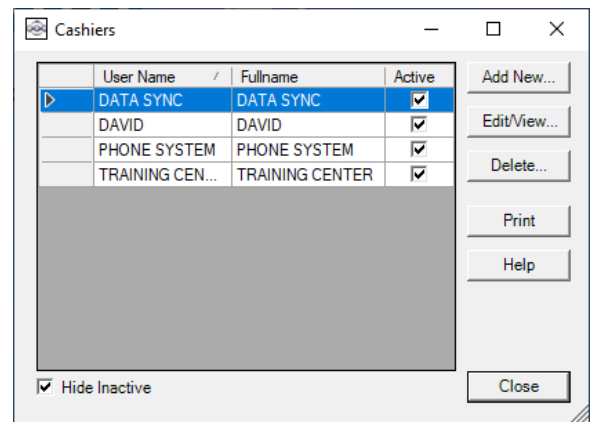
C) In the Cashier window, under the **General** tab, type the **Username** WORKDUES and the **Fullname** WORKING DUES (Image 4c).

D) Provide your own **Password** and **Confirm Password** it for the WORKDUES cashier (Image 4c).
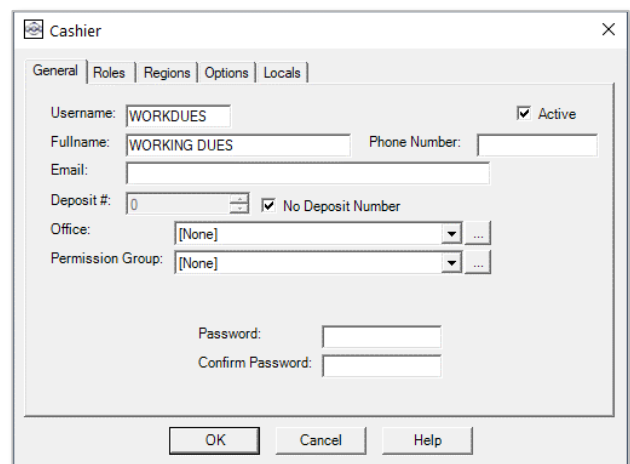
E) Then select the **Roles** tab, check **Administrator**, and unselect Agent, Training Coordinator, and Web Module User (Image 4d).

F) Click **OK.**

G) In the Cashiers table, click **Close** (Image 4c).

Image 4b

Why are you doing this?

As a best practice, <u>DO NOT USE</u> your daily MTP cashier (where you take membership payments) for the CAS to MTP Import process.

<u>ONLY USE</u> the WORKDUES cashier for the CAS to MTP Import process – importing/posting batch payments. If anything happens during the import process that requires INCOM Support, you can leave the WORKDUES cashier open until the import errors/failures are corrected.
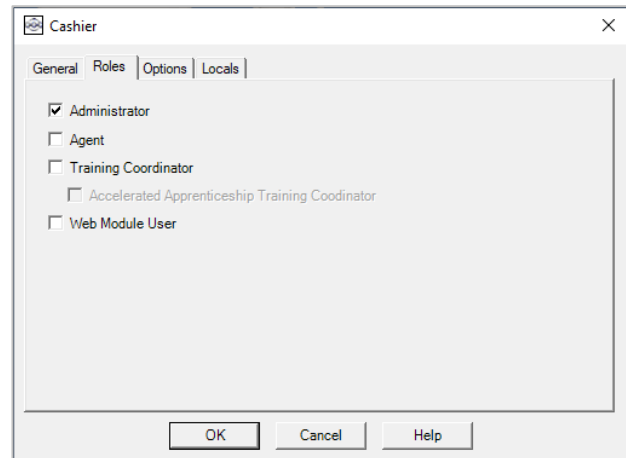
Image 4c

Image 4d

5) Run the Pad Contractor Numbers Tool to check if your Contractors all have unique six-digit Contractor Numbers in MTP

FYI: You'll only need to do this once.

Before you perform your CAS to MTP Import – please run the Pad Contractor Numbers Tool.

The **Pad Contractor Numbers Tool** checks the following to identify:

- Contractors that have a base contractor number but have less than six digits, i.e. missing leading zeros
- Duplicate contractors with the same base number
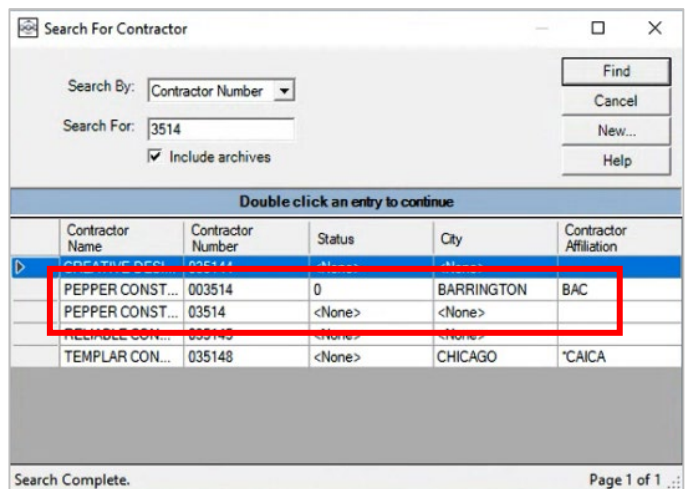
Examples (Image 5a):

Pepper Construction – 003514
Pepper Construction – 03514

Image 5a

What are the steps?

A1) Go to the MTP pop-down menu and select **Utilities > Pad Contractor Numbers Tool**.
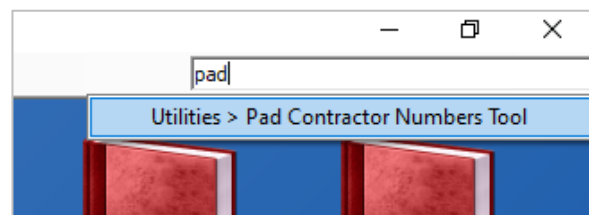
A2) You can always use the **Search menus** box, in the upper right-hand corner of MTP, and type **pad**. Then select, **Pad Contractor Number Tool** (Image 5b).

Image 5b

B) In the Pad Contractor Number Tool window, confirm 6 as the "desired width for numeric contractor numbers" and click **OK** (Image 5c).

C) Enter the numerical code to confirm that you want to proceed and click **OK** (Image 5d).

5/22/2024

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D) Click, **Yes** (Image 5e).

E) Continue to **Step 11** if a **Print Preview** of the report, **Contractor Numbers that Could Not Be Update Report**, is automatically displayed full screen.

F) If no report was displayed, all your contractors were updated successfully. Proceed to **Step 12**.

Why are you doing this?

Moving forward, all contractors must have unique six-digit CAS contractor numbers, including leading-zeros, in MTP.

The CAS to MTP Import process now reconciles and identifies contractors based on CAS contractor number, not name. Therefore, each existing contractor in your MTP must have a unique six-digit contractor number that is verified and can be automatically mapped to a CAS contactor number. Basically, we are cleaning up your existing contractors in your MTP for accuracy of data and speeding the import process.
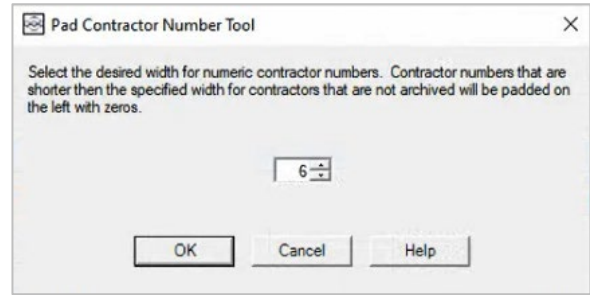
Image 5c
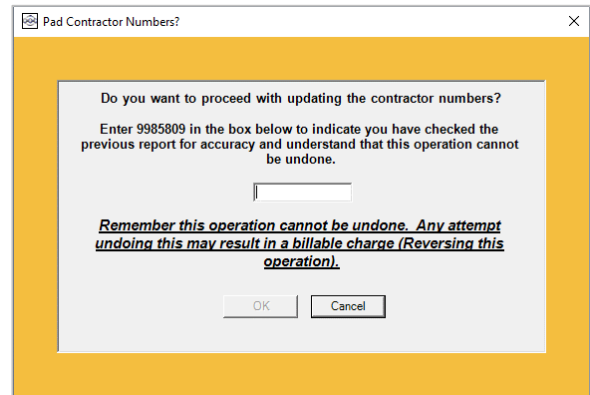
Image 5d
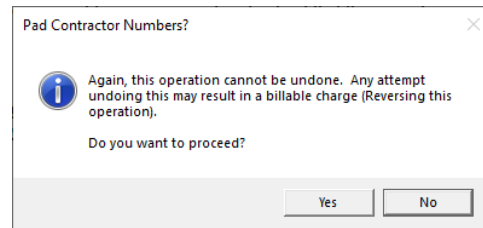
Image 5e

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6) Fix Contractor Numbers that could not be padded/updated in MTP (if required)

FYI: You'll only need to do this once.

Before you perform your CAS to MTP Import – A Print Preview of the **Contractor Numbers that Could Not Be Update Report** is automatically displayed full screen (Image 6a)

Save as PDF by clicking the Save icon (Image 6b).

Save the PDF to the appropriate folder month under the **Year > Month** folder structure that you created in **Step 1**.

Print the PDF report.

Image 6a

Each contractor in the report has an **Exception** description to explain what prevented MTP from updated the existing number to a six-digit CAS contractor number.

Example where two duplicate contractors exist in MTP with the same base number, **365** (Image 6c):

BULLEY & ANDREWS – 00365 *(must be addressed)*
BULLEY & ANDREWS – 000365

These duplicate contractors must be addressed before performing a CAS to MTP Import or the contractor with the non-six-digit contractor number (00365) will produce batch import record failures in **Step 19**.

What are the steps?

A) Under **Contractors**, search for the base contractor number (including Archives) using the **Contractor Number** pop-down search option – your search result will find the two duplicate contractors with the same base number in MTP.

B) Go to **Tools > Contractor Merge Tool** (Image 6d).
C) In the **Contractor Merge Tool** window, click the three-dot menu under **Contractor(s) to delete** (Image 6e).

D) Search for the base contractor number again (including Archives) using the **Contractor Number** pop-down search option.

E) Once found, select the other contractor with same base number that you want to delete/merge.

F) Check the option, **Set as an alias and archive if merge fails** (Image 6e).

G) If successful, move to the next contractor

H) If first merge was unsuccessful, try a Reverse Merge – merge 000365 with 00365 with same steps and option previously.

I) If successful the second time, rename 00365 by padding it with a leading zero – i.e. 000365

J) If both merge options fail,
- o Rename 00365 to **Z-00365** by clicking the **three-dot** button (Image 6f)
- o Turn ON the Archived button for the renamed contractor

Image 6b

Image 6c

Image 6d

Image 6e

In summary…

1) Try Merge (keep good, delete/merge bad contractor)
2) Then Reverse Merge (keep bad, delete/merge good, then rename contractor to the good CAS number)
3) If both merge options fail, then we have to rename (rename to OLD-contractor#), plus archive

As reminder before proceeding to **Step 12**…

All the contractors listed in the **Contractor Numbers that Could Not Be Updated Report** must be addressed before performing a CAS to MTP Import or the listed contractors will produce batch import record failures in **Step 19**.
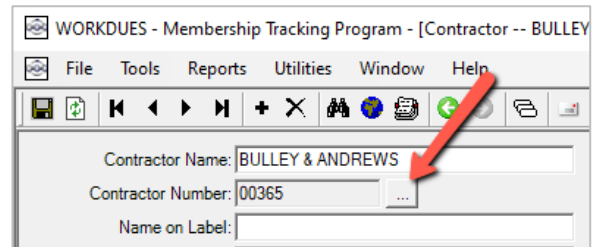
Image 6f

CAS to MTP Import Step-by-Step Guide

1) Create a new month folder for your CAS data

Create a new month folder under your Work Dues folder structure in your **Documents** or **Shared Drive** location for CAS data you're going to download (Image 1a).

Your Local-specific CAS Zip files (**Step 3**) are for the close of business for the prior month. Hence, you're download February Zip files for CAS data from January.

Why are you doing this?

To be organized with your monthly Local-specific CAS Import data and PDF reports.

Each month, you will have at least <u>16 to 18 PDF reports</u> that should be saved, reviewed, managed, and printed as needed.

[Year] [Month] Folder Structure Example:

- **Documents** or **Shared Drive** location
  - **CAS Work Dues** (folder)
    - **2021** (folder)
      - 01 Jan
      - 02 Feb
      - 03 Mar
      - **04 Apr NEW**
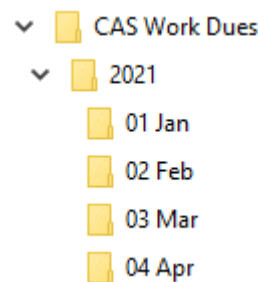
Image 1a

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2) Go to the CAS Portal https://portal.cvldc.org and log in with your User name and Password

Log into the CAS Portal (Image 2a).

Why are you doing this?

This is a secure location where District Council saves your Local-specific CAS Zip files, which contain your last month's close of business membership work dues.
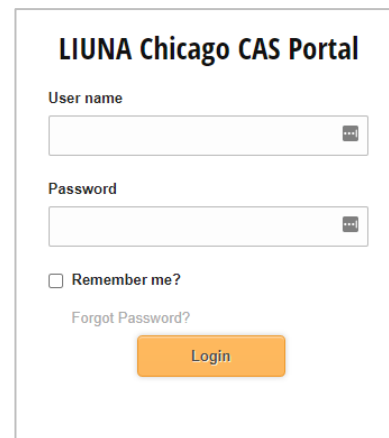
Image 2a

Note: If you don't know your Local's user name and password, please contact District Council's Kate Hughes at khughes@liunachicago.org.

3) Download your <u>five</u> Local-specific CAS Zip files from CAS Portal into your Year > Month folder structure

Find and download the following Zip files to your **Year > Month** folder structure that you created in **Step 1**.

What are the steps?

A) In the upper-right hand corner of the Portal page, click on **Local Union Data** (Image 3a).

B) On the left-hand side, under **Monthly Reports**, click **OPEN FOLDER.**

C) On the left-hand side, click on the triangles to expand each section to the correct year (Image 3b).

D) Under Local 0 **Monthly Reports**, under the [Year] structure, then download your <u>two</u> report Zip files:
   1) Detail Contribution by Local
   2) Detail Contribution by Local and Contractor

E) Under Local # **Monthly Reports**, click the [Year], and then download your <u>two</u> report Zip files:
   1) Detail Contribution by Local
   2) Detail Contribution by Local and Contractor

F) Under Local # **Monthly Files**, click the triangle, click the [Year], and then download your <u>one</u> CSV Zip file:
   3) Monthly Data Extract

G) <u>Take note</u> and remember the **Publish Date** (aka the Close of Business date) on the CAS Portal Zip files. <u>You will use this date in</u> **Step 21** (Image 3c).

Why are you doing this?

These <u>five</u> Local-specific CAS Zip files contain working dues PDF reports on Zero-list (Local 0000) and Local #### members, and most importantly, a Local-specific CSV file from CAS that contains Local work dues data to be imported into MTP (Image 4a).
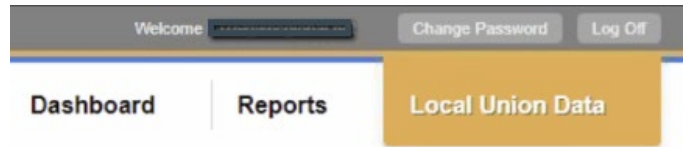
Image 3a

Image 3b
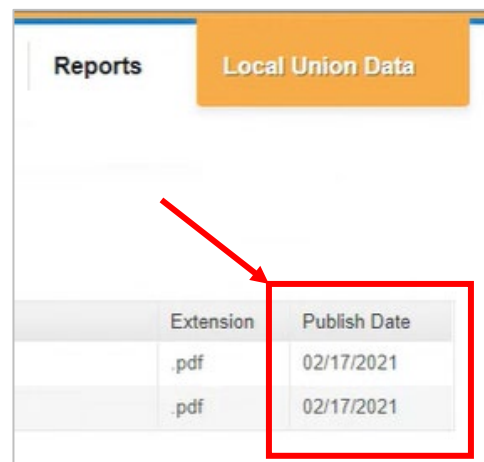
Image 3c

4) Open and extract all <u>five</u> Local-specific CAS Zip files inside your Year > Month folder structure

Open and extract all <u>five</u> Local-specific CAS Zip files individually using 7-Zip and the appropriate passwords (Image 4a):

- Local0000@cvldc
- Local####@cvldc

What are the steps?

A) Right-click on one of the Zip files.

B) Navigate and select **7-Zip > Extract Here** (Image 4b).

C) The **Enter Password** window will appear (Image 4c).

D) Enter the appropriate Zip password for the appropriate CAS Zip file.

Note: Always use the **Extract Here** option and <u>do not open</u> or save your local-specific CSV file with Microsoft Excel. If you do, this file will not import into MTP. If that happens, please delete it, start over, and extract the Zip file again.

Finally, after extracting all <u>five</u> Local-specific CAS Zip files, you will have four PDFs and one CSV file from CAS (Image 4d).

Why are you doing this?

After you extract all <u>five</u> Local-specific CAS Zip files, you will be able to view/print the PDF reports and most importantly, import the CSV file from CAS into MTP.
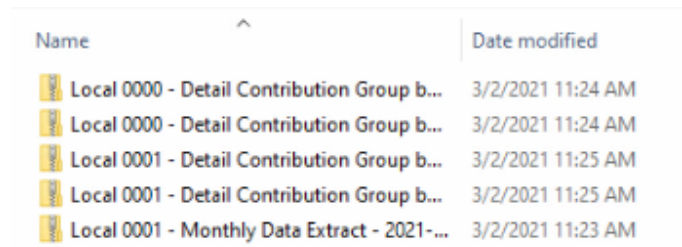
Image 4a
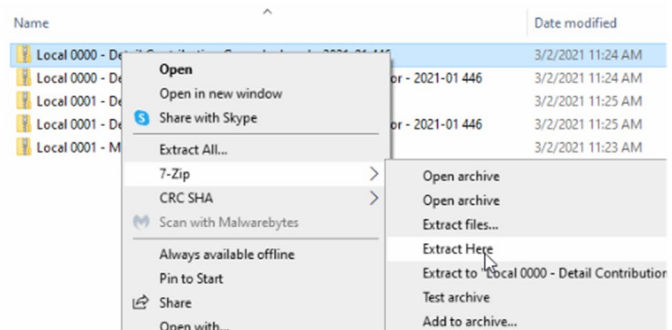
Image 4b

Note: If you don't know these two Zip passwords, please contact District Council's Kate Hughes at khughes@liunachicago.org.
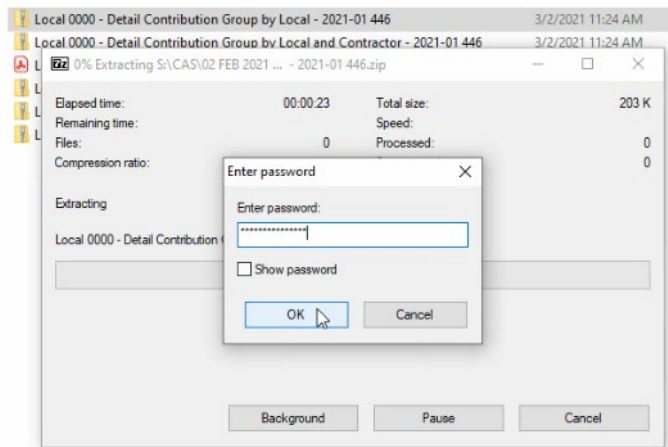
Image 4c
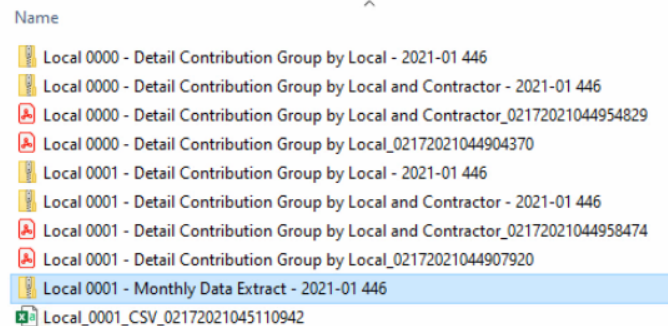
Image 4d

5) Check and verify that MTP is up to date

Very important! Verify that your MTP is up to date.

What are the steps?

A1) Go to the MTP pop-down menu and select
Utilities > Check for Updates (Image 5a).

A2) You can always use the **Search menus** box, in the upper
right-hand corner of MTP, and type **update**. Then select,
**Utilities > Check for Updates** (Image 5b).

B) After the program download and once the click **OK** to
start the MTP update, all users must be out of MTP
(Image 5c).

C) Click **Yes**.

Why are you doing this?

By checking/verifying that MTP is up to date, you are
ensuring that the CAS to MTP import will work as designed.

<mark>**SUPPORT INFO:** Automatically check for MTP Updates</mark>

<mark>There is a MTP System Setting that will automatically check
for MTP updates upon login.</mark>

<mark>To turn this setting ON, please go to **System Settings >
General > Updates** and check the **Software Updates** box.</mark>

<mark>If you'd like help with turning this MTP setting ON, please
contact MTP Support.</mark>
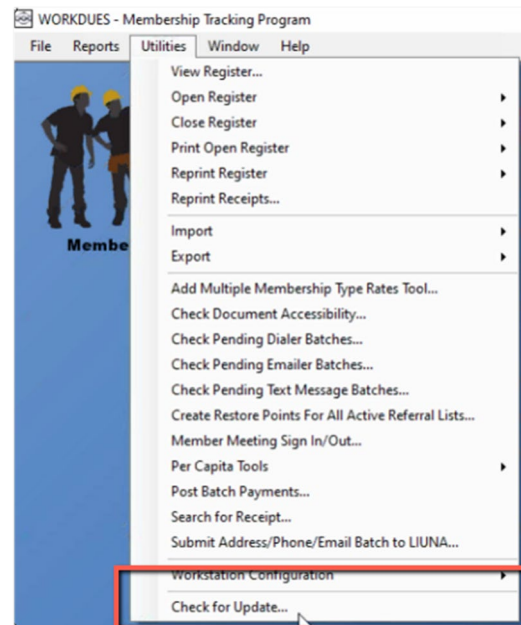
Image 5a
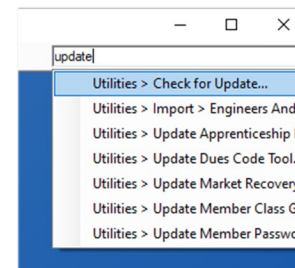
Image 5b
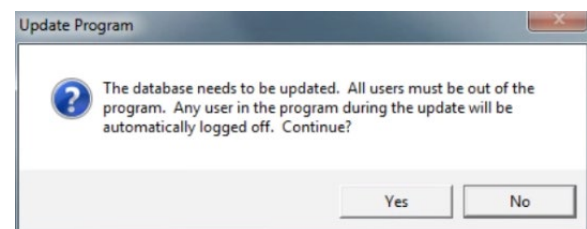
Image 5c

6) Check or verify that you are logged in as your WORKDUES cashier in MTP

Log in as your WORKDUES cashier. If you don't have a WORDUES cashier, go back to the previous section, "Preparing for Your First CAS to MTP Import."

What are the steps?

A) Go to **File > Change User…**
and log in as your working dues cashier, WORKDUES.

B) Click **Yes** when asked to open the WORKDUES register (Image 6a).

C) Verify that you're logged in as WORKDUES by checking username in the upper left-hand corner (Image 6b).

Why are you doing this?

As a best practice, we <u>DO NOT USE</u> your daily MTP cashier (where you take membership payments) when you perform the CAS to MTP Import process. If anything happens during the import process (errors, bad data, etc.) and you cannot close the WORKDUES cashier's register, you will still be able to switch back to your daily MTP cashier and continue with regular membership payments like normal.
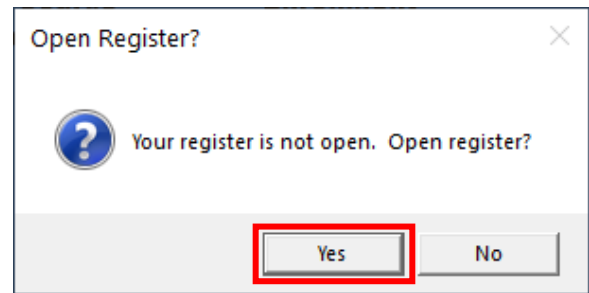
Image 6a
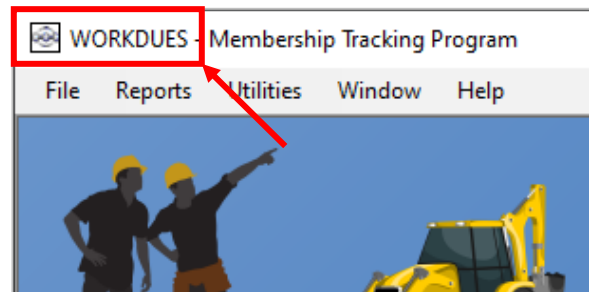
Image 6b

---

7) Check and Address Existing Post Batch Payments Before the CAS to MTP Import

Before a CAS to MTP import, please address any prior batch payments in MTP. The Post Batch Payments window <u>needs to be empty</u> (Image 7c).

<mark>IMPORTANT! If you have existing Post Batch Payments, address them before the CAS to MTP import. Contact MTP Support if you feel you need help.</mark>

What are the steps?

A1) Go to the MTP pop-down menu and select **Utilities > Post Batch Payments…** (Image 7a).

A2) You can always use the **Search menus** box, in the upper right-hand corner of MTP, and type **post batch**. Then select, **Utilities > Post Batch Payments** (Image 7b).
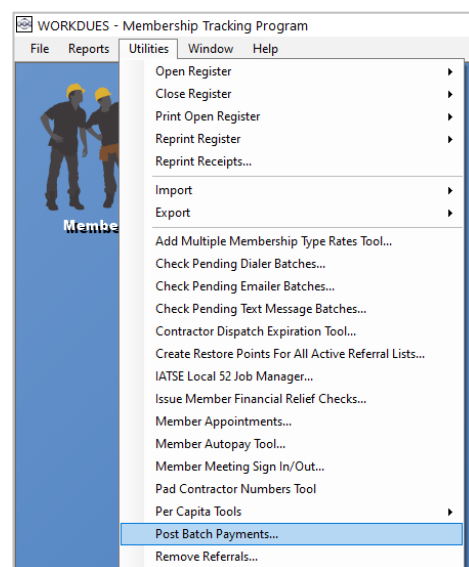
Image 7a

A3) If your register is not open, select **Yes** to open it.

NOTE: The Post Batch Payments window <u>needs to be empty</u> to continue with the import (Image 7c).

<mark>If the window has existing payments, please stop and contact MTP Support</mark>
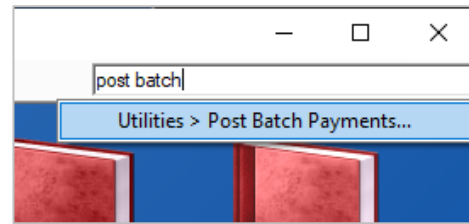
Image 7b
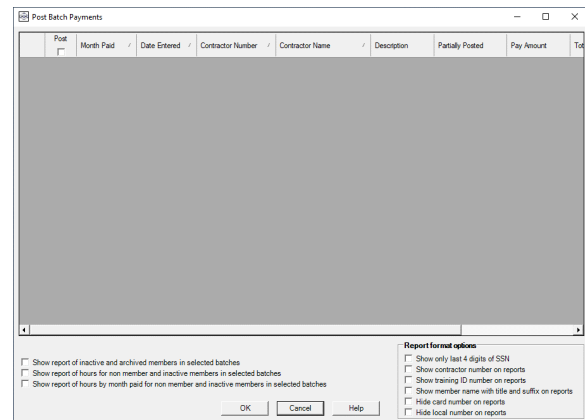
Image 7c

8) Open the Import Batch Payments window in MTP

You are ready to import your Local-specific CSV file from CAS into MTP!

What are the steps?

A1) Go to the MTP pop-down menu and select
Utilities > Import > Batch Payments… (Image 8a).
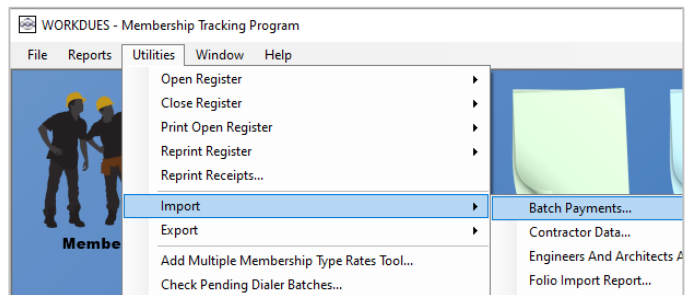
Image 8a

A2) You can always use the **Search menus** box, in the upper right-hand corner of MTP, and type **batch payments**. Then select, **Utilities > Import > Batch Payments…**
(Image 8b).
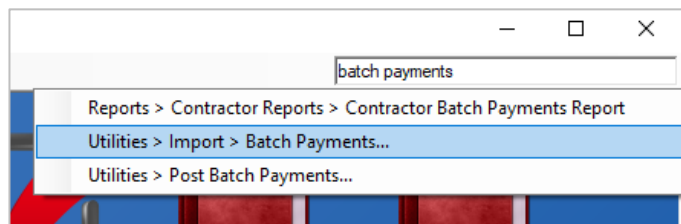
Image 8b

9) Import your Local-specific CSV file from CAS into MTP

What are the steps?

A) Once the Import Batch Payments window opens, click the **three-dot** button (Image 9a).

B) Find, highlight, and select your Local-specific CSV file inside the appropriate folder month under the **[Year] [Month]** folder structure that you created in **Step 1.** Then, click **Open** in the file window.

C) Select **Allow duplicate batches to be imported** (Image 9b)
- **Why?** Because a member can have multiple work hours in one Local-specific CSV file from CAS.

D) Select **Import individuals not found as archived non-members** (Image 9b).
- **Why?** The CAS to MTP import process will (automatically) add brand-new individuals to your MTP, when needed.
- For Membership Type, select **NON-MEMBER**.
- For Membership Status, select **INACTIVE**.
- FYI - If District Council has an individual flagged as a Traveler, the local membership type will be overridden and set to TRAVELER with a local status of INACTIVE. **Travel In Local** number will be populated from District Council.

E) Select **Generate Membership Type Discrepancy Report** (Image 9b)
- **Why?** This report compares the DC Membership Type with your Local Membership Type. You need to resolve and correct membership type discrepancies before next month's close business.

F) Select **Generate Inserted Individuals Report** (Image 9b)
- **Why?** This report shows you all the new individuals that were added to your MTP from CAS automatically – TRAVELERS and NON-MEMBERS.

G) Select **Generate Inserted or Update Contractor Report** (Image 9b)
- **Why?** This report shows you all the inserted (i.e. new) and updated contractors in your MTP.

H) Click **OK** (Image 9b)

I) Watch the progress bar (Image 9c).
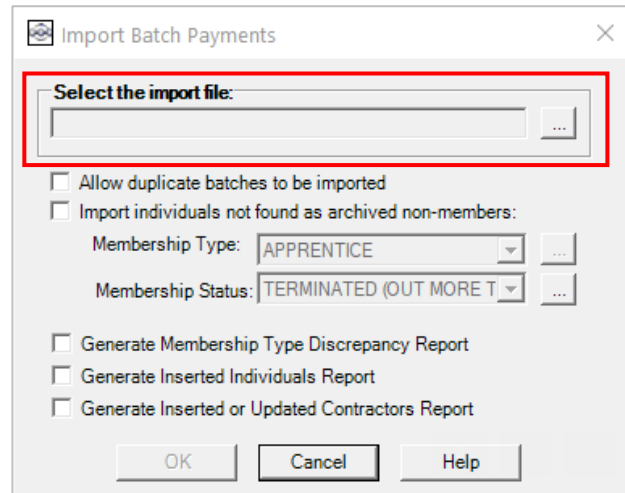
Image 9a
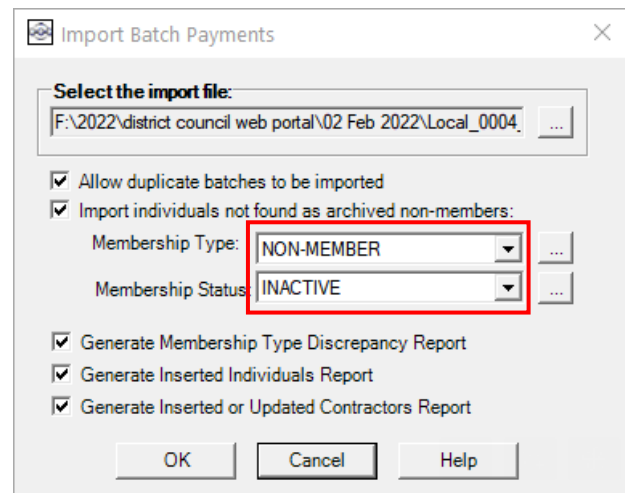
Image 9b

Image 9c

10) Save the Multiple Batch Import Inserted Individuals Report

A **Print Preview** of the **Multiple Batch Import Inserted Individuals Report** will only be displayed (Image 10a) if there are new inserted individuals from the CAS import.
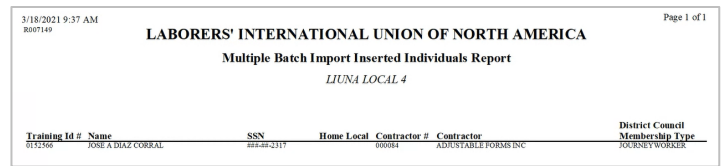
If this report does not generate, proceed to **Step 10**.

What are the steps?
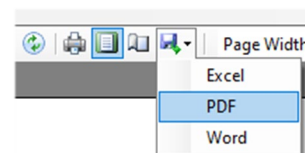
A) Save as PDF by clicking the Save icon (Image 10b).

B) Save the PDF to the appropriate folder month under the **Year > Month** folder structure that you created in **Step 1**.

C) Click the **X** in the upper right-hand corner to close the **Print Preview** for the import process to proceed.
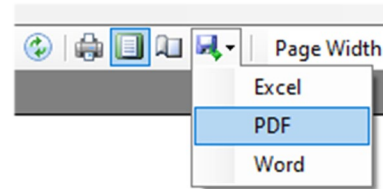
Why are you doing this?

Saving the PDF is a good paperless practice. Having the PDF saved allows you to go back, review, and print as needed.

Image 10a

Image 10b

11) Map or add new Contractors to your MTP

All contractors found in the Local-specific CVS file comes from the **CAS Portal** (Image 11a).

The **Map Import Contractor Name** window (Image 11b) will appear if an imported contractor cannot be reconciled automatically in your MTP with the following:

- MTP check #1 – Contractor Number.
- MTP check #2 – Contractor Name.

All contractors listed in the **Map Import Contractor Names** window need to be mapped or inserted/added as new (Image 11b).

What are the steps?

A1) Check if the contractor already exists in your MTP, use the **drop-down arrow** to map the contractor in to the correct profile (Image 11b).

Image 11a

A2) <u>When the contractor is new</u>, click the **three-dot menu button** ⬚ to insert/add the new contractor to your MTP and then click **OK** in the window (Image 11c).

Once all contractors have been mapped or inserted/added...

B) Click **OK** (Image 11b)

C) Watch the progress bar (Image 11d).

Note 1: Contractors not mapped or added will not be saved.

Note 2: If this is your <u>first time</u> performing a CAS to MTP Import, the process of mapping contractors can be very tedious. Rest assured, this process will speed up and take less time with each monthly CAS to MTP Import.
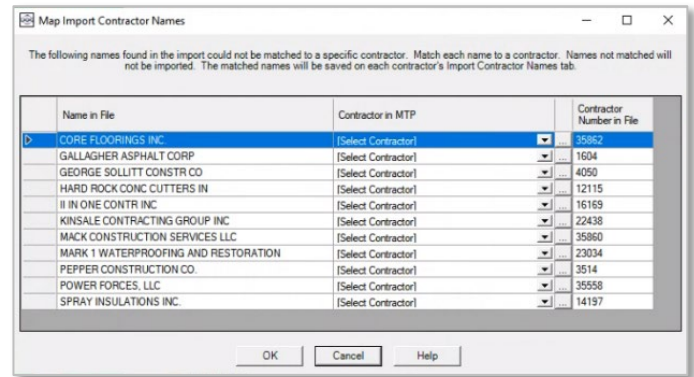
Image 11b
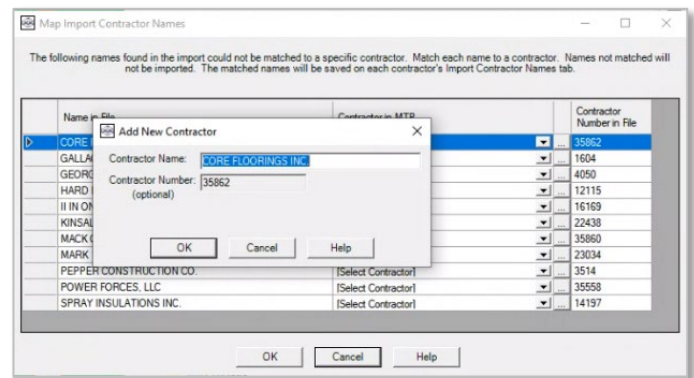
Image 11c
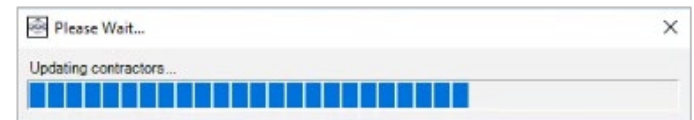
Image 11d

12) Save "Multiple Batch Import Inserted or Updated Contractors Report"

Once the progress bar (Image 11b) is completed, a Print Preview of the **Multiple Batch Import Inserted or Updated Contractors Report** is automatically displayed full screen (Image 12a).

This report shows you the inserted/added and updated contractors in MTP from the CAS import.

What are the steps?

A) Save as PDF by clicking the Save icon (Image 12b).

Image 12a

Image 12b

B) Save the PDF to the appropriate folder month under the **Year > Month** folder structure that you created in **Step 1**.

C) Click the **X** in the upper right-hand corner to close the **Print Preview** for the import process to proceed.

Why are you doing this?

Saving the PDF is a good paperless practice. Having the PDF saved allows you to go back, review, and print as needed.

---

13) Save "Multiple Batch Import Exception Report"

A Print Preview of the **Multiple Batch Import Exception Report** is automatically displayed full screen (Image 13a).

If this report does not generate, proceed to **Step 14**.

What are the steps?

A) Save as PDF by clicking the Save icon (Image 3b).

B) Save the PDF to the appropriate folder month under the **Year > Month** folder structure that you created in **Step 1**.

C) Click the **X** in the upper right-hand corner to close the **Print Preview** and read the important information below.

If there are contractor(s) listed under the section **Contractors in the file found in MTP more than once**, do not proceed to **Step 14** (Image 13a).

Ex. Duplicate Name Contractors Search in MTP: PAN AMERICAN CONSTRUCTION INC (Image 13a).

YOU MUST ADDRESS the duplicate name contractor(s) found in this report before you proceed or you will produce batch failure record(s) during the import process.

If you have duplicate name contractors, **STOP** the CAS to MTP import process by clicking **Cancel** in **Step 14** and do not proceed until you address the contractors found in this report!

What are the steps (fix duplicate name contractors)

A) Under Contractors, use **Smart Search** and search on the contractor's name that was listed – i.e. the name was found more than once in MTP.

Image 13a

Image 13b

Image 13c

B) In the **Search For Contractor** window, review and verify the Contractor Numbers for each contractor listed (Image 13c).

C) Double-click on the contractor that you want to keep, the one that has the correct six-digit contractor number.

D) Go **Tools > Contractor Merge Tool** (See Step 6) and merge the other contractor with the correct one.

Once all the duplicate name contractors in this step have been merged/renamed/addressed, go back to **Step 6** and start the CAS to MTP Import process over again.

---

14) Enter numerical code to proceed with the CAS to MTP batch import

What are the steps?

A) Enter the numerical code in the white input box and click **OK** (Image 14a).

B) Click **Yes**, to proceed (Image 14b).

Why are you doing this?

Because we trust the accuracy of the data being provided by the District Council's CAS Portal, therefore it is OK to proceed.
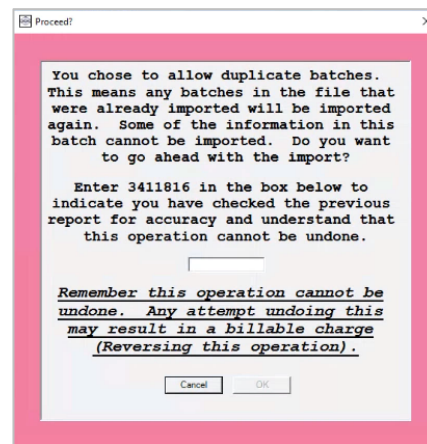
Image 14a
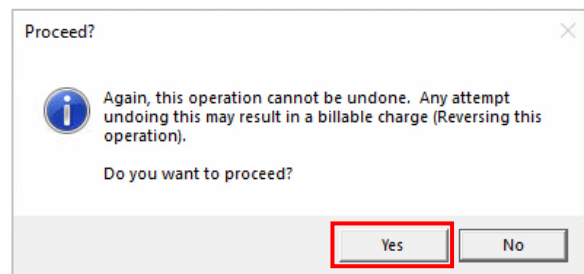
Image 14b

15) Save "Multiple Batch Import Membership Type Discrepancy Report"

A Print Preview of the **Multiple Batch Import Membership Type Discrepancy Report** is automatically displayed full screen (Image 15a and 15b).

This report shows you any discrepancies between an assigned standard District Council Membership Type (DC

Image 15a

Type) and your Local Membership Type (Local Type) on individuals (members or TRAVELERS) that were listed in your local-specific CSV file from CAS that you imported into MTP.

What are the steps?

A) Save as PDF by clicking the Save icon (Image 15c).

B) Save the PDF to the appropriate folder month under the **Year > Month** folder structure that you created in **Step 1**.

C) Click the **X** in the upper right-hand corner to close the **Print Preview** for the import process to proceed.

Example 1 (Image 15a): In the report, the Local has a member assigned with a Local Type of APPRENTICE but District Council has this same member assigned with a DC Type of TERMINATED. Who is correct – the Local or DC?

Example 2 (Image 15b): In the second report, District Council has a member assigned with a DC Type of CONSTR LABORER but the Local's Membership Type is JOURNEYWORKER. Who is correct – the Local or DC?

Image 15b

Image 15c

Note: If there are any Membership Type discrepancies between District Council and the Local, save the PDF report, email it to District Council's Kate Hughes at khughes@liunachicago.org as soon as possible, and resolve your Membership Type discrepencies by the next month's close of business.

Click here to review the standard membership types.

16) Save Total Record Summary Window

A window displays the **Total Records**, the number of **imported successes**, number of **failures**, and number of **batches created** (Image 16a).

DO NOT CLICK **OK**, yet!

Please use the Windows **Snipping Tool** to save a screenshot of this Total Records window.

What are the steps?

A) To open the **Snipping Tool**, press the Start key, type **snipping tool**, and then press Enter.

Snipping Tool keyboard shortcut:
Press Windows logo key + Shift + S

B) Click **File > New Snip** and then box select the MTP Total Records window to capture the image (Image 16b).
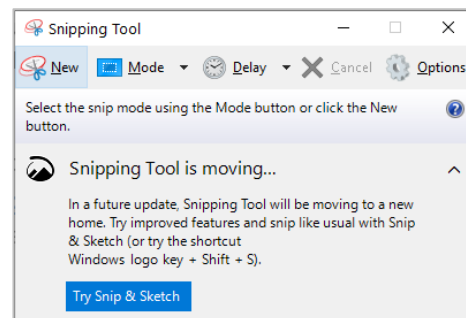

Image 16a

Image 16b

C) To save the snip/image, click File > Save As and save the image to the appropriate folder month under the **Year > Month** folder structure that you created in **Step 1**.

D) Name the PNG or JPAGE file a Year-Month-Date Description file naming structure using the CAS Portal **Publish Date.**

Example file name using the CAS Portal Publish Date: **YYYY-MM-DD Batch Total Records.png**

E) Once you save the image, click **OK**.

Why are you doing this?

Document the batch failure records which you will help fix them when you contact MTP Support.

---

17) Save "Multiple Batch Import Report"

A Print Preview of the **Multiple Batch Import Report** is automatically displayed full screen (Image 17a).

This report shows you a list all the batch work hours imported into MTP from CAS by contractor number and contractor name.

What are the steps?

A) Save as PDF by clicking the Save icon (Image 17b).

B) Save the PDF to the appropriate folder month under the **Year > Month** folder structure that you created in **Step 1**.

C) Click the **X** in the upper right-hand corner to close the **Print Preview** for the import process to proceed.
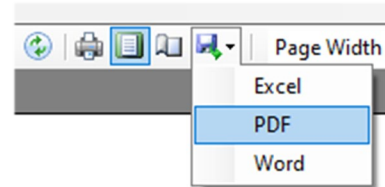
Why are you doing this?

Saving the PDF is a good paperless practice. Having the PDF saved allows you to go back, review, and print as needed.

Image 17a

Image 17b

18) Post Batch Payments

Now that you've imported your batch work hours, the next step to post your batch work hours in MTP.

What are the steps?

A1) Go to the MTP pop-down menu and select
Utilities > Post Batch Payments... (Image 18a).

A2) You can always use the **Search menus** box, in the upper right-hand corner of MTP, and type **post batch**. Then select, **Utilities > Post Batch Payments** (Image 18b).
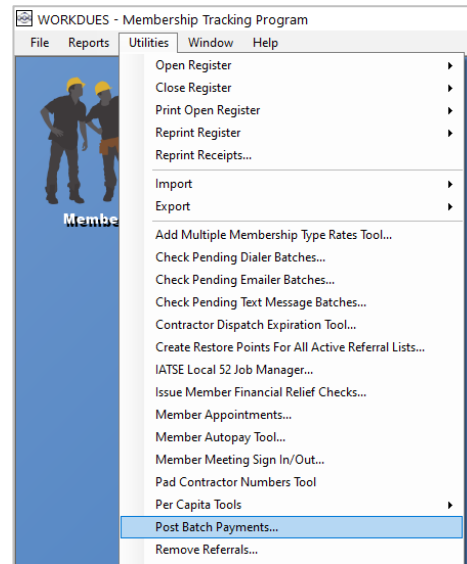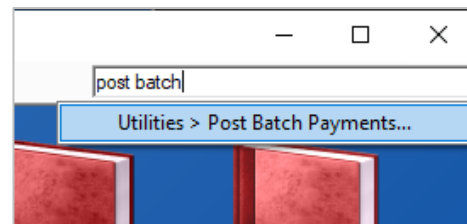

Image 18a

Image 18b

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19) Post Batch Payments

What are the steps?

A) In the **Post Batch Payments** window, please maximize the window (Image 19a).

B) Scroll down and verify that you DO NOT have any **Partial Posted** payments. If you do, STOP and call INCOM Support.

REQUIRED – Select the check boxes below:

C) In the **Post** column, select the top check box, which will automatically select all the batch payment below (Image 19a).

D) In the bottom left-hand corner, select all three reports options. These reports will be explained in the upcoming steps (Image 19a).

E) Report format options: Select the first four check boxes to ensure data integrity (Image 19a).
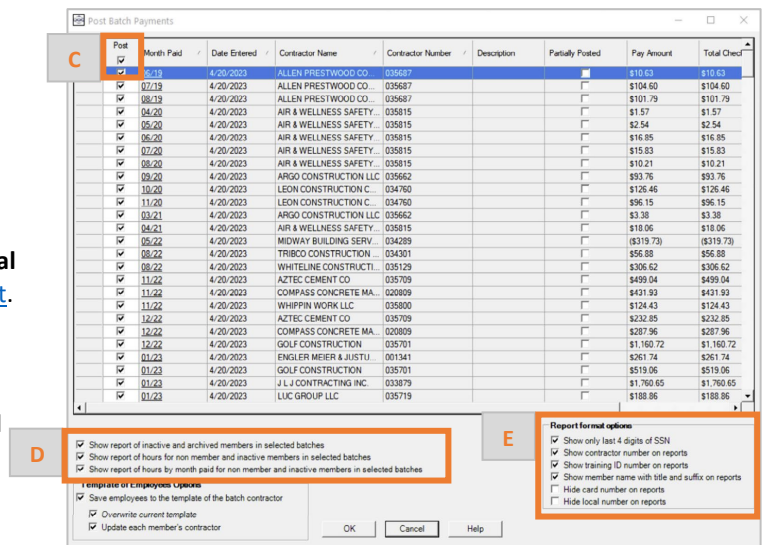

Image 19a

OPTIONAL – Contractor data import options based on your current CAS to MTP file:

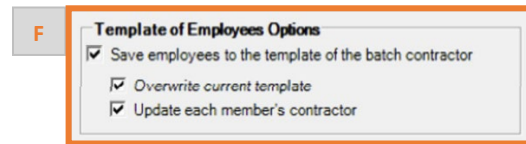**F) Template of Employees Options:**

F

Image 19b

Option 1: Check the **Save employees to the template of the batch contractor**:
A) *Optional*: Check **Overwrite current template** to overwrite each Contractor's **Template of Employees** tab
B) *Optional*: Check **Update each member's contractor** to update each member's **Contractor** field on the Membership Screen (Image 19b).

Option 2: *When using MTP Dispatching functionality:* uncheck the **Save employees to the template of the batch contractor** box so that last month's Close of Business CAS data does not overwrite any Contractor's **Template of Employees** tab or a member's **Contractor** field on the Membership Screen (Image 19b).

G) Click, **OK** (Image 19a).

---

20) Save "Post Batch Payments Proof Report"

A Print Preview of the **Post Batch Payments Proof Report** is automatically displayed full screen (Image 20a).

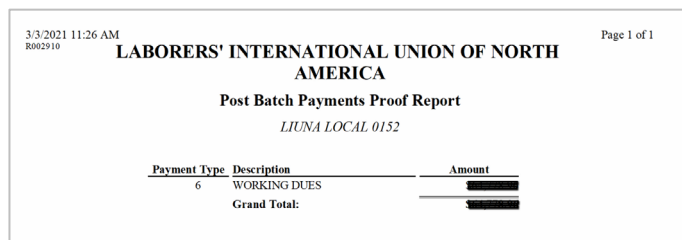This report lists the total dollar amount of WORKING DUES that was imported into MTP from CAS.

Image 20a

==Note: The actual amount that gets distributed to your Local will be the WORKING DUES total (above) MINUS your required Local CONTRIBUTIONS to the other entities – i.e. GROC, etc.==

What are the steps?

A) Save as PDF by clicking the Save icon (Image 20b).

B) Save the PDF to the appropriate folder month under the **Year > Month** folder structure that you created in **Step 1**.

C) Click the **X** in the upper right-hand corner to close the **Print Preview** for the import process to proceed.
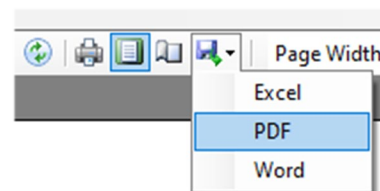

Image 20b

21) Save "Individuals Without Initiation Dates"

A Print Preview of the **Individuals Without Initiation Dates** report is automatically displayed full screen (Image 21a) if you have members receiving **Working Dues** that <u>do not</u> have a date filled in the Local Initiation Date field on the Dates tab (Image 21c).

If this report <u>does not generate</u>, proceed to **Step 22**.

These members are typically either **Transfer Ins** or **TRAVELERS** – manually added or through the CAS to MTP Import process. In either situation, the **Local Initiation Date** may not have been set.
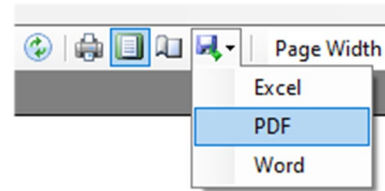
What are the steps?

A) Save as PDF by clicking the Save icon (Image 21b).

B) Save the PDF to the appropriate folder month under the **Year > Month** folder structure that you created in **Step 1**.

C) Click the **X** in the upper right-hand corner to close the **Print Preview** for the import process to proceed.

D) Click **No** in the **Set Initiation Dates** window (Image 21d).

Before next month…

Address each member's Local Initiation Date for the **Per Capita Report**. If you don't, the report will be generated each time you perform a CAS to MTP import.

Therefore, for each member listed, manually set the flag as **Hide** for **Local Initiation Date** in the Dates tab (Image 21c)

Then set the Local Initiation Date – to the same date as the **International Insert Date** (Image 21c).

Image 21a

Image 21b

Image 21c

Note: If there are any members without initiation dates, save the PDF report and address each member as soon as possible or at least by the next month's close of business date.
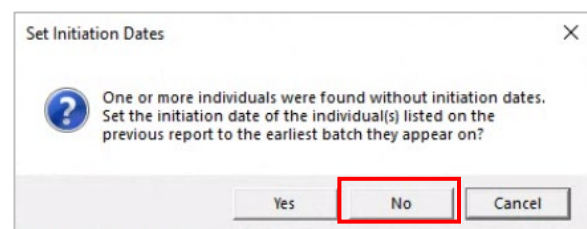

Image 21d

22) Select Batch Payment Post Options

In the **Batch Payment Post Options** window, please use the following options (Image 22a)

What are the steps?

A) **Payment Date:** Use Publish Date noted in **Step 3G page 14** – i.e. the date the Zip files were publish to the CAS Portal.

- **Why?** Use the CAS Portal **Publish Date** so that it will be displayed as the **Receipt Date**, under the Contractor Hours tab in MTP.

B) **Payment Method:** In the pop-down menu, select **D. DEP**.
- **Why?** Auditors know that Locals don't receive physical checks for work dues, therefore they want to see direct deposit flagged.

C) **Comments:** Type the month and year for the imported data from CAS – i.e. the prior month's close of business. Example: **JAN 2021 CAS DATA**
- **Why?** Track and document which month's close of business data was imported.

D) **Post Options:** Select **Contractor register**.
- **Why?** Both Member and Contractor register options produce the same summary report but the Contractor option is easy to read and more concise.

E) Check **Show amounts as zero in register**.
- **Why?** The working dues is not directly processed in MTP therefore it comes in as a batch history record from CAS.

F) **Print Receipt Options:** leave all options unchecked.
- **Why?** You're not printing any receipts.

G) **Email Receipt Options:** leave all options unchecked.
- **Why?** You're not emailing any receipts.

H) **Deletion Options:** Select **Subtract amount from register**.
- **Why?** The option corrects data errors if there are negative amounts in the batch import.

I) Check **Remember above** settings. This check only applies to the three "Options" settings above.

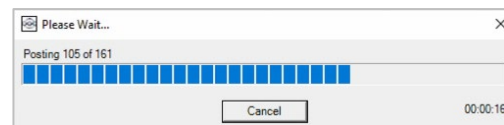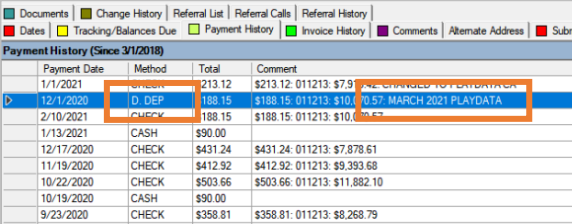J) Click **OK**.

Image 22a

Image 22b

SUPPORT INFO: A common error can occur with Batch Imports from CAS when a negative amount has to be subtracted from a member (who has no reported working dues) typically because of an audit adjustment.

To fix these types of batch issues, please contact MTP Support.
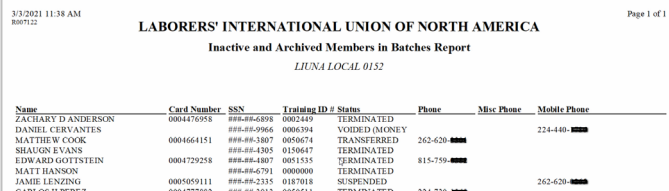
K) Watch the progress bar (Image 22b).

Image 22c

Note: You can view your Batch Payment comment under the **Payment History** and **Invoice History** tabs once you've completed the CAS to MTP Import process (Image 22c)

---

23) Save "Inactive and Archived Members in Batches Report" (1 of 3)

A Print Preview of the **Inactive and Archived Members in Batches Report** is automatically displayed full screen (Image 23a).

Image 23a

What are the steps?

A) Save as PDF by clicking the Save icon (Image 23b).

B) Save the PDF to the appropriate folder month under the **Year > Month** folder structure that you created in **Step 1**.

Image 23b

C) Click the **X** in the upper right-hand corner to close the **Print Preview** for the import process to proceed.

Why are you doing this?

Saving the PDF is a good paperless practice. Having the PDF saved allows you to go back, review, and print as needed.

---

24) Save "Hours for Non Members and Inactive Members in Batches Report" (2 of 3)

A Print Preview of the **Hours for Non Members and Inactive Members in Batches Report** is automatically displayed full screen (Image 24a).

Image 24a

What are the steps?

A) Save as PDF by clicking the Save icon (Image 24b).

B) Save the PDF to the appropriate folder month under the **Year > Month** folder structure that you created in **Step 1**.

C) Click the **X** in the upper right-hand corner to close the **Print Preview** for the import process to proceed.
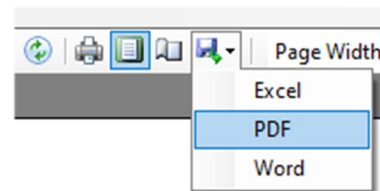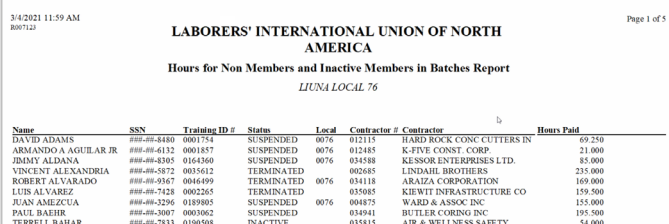
Why are you doing this?

Saving the PDF is a good paperless practice. Having the PDF saved allows you to go back, review, and print as needed.
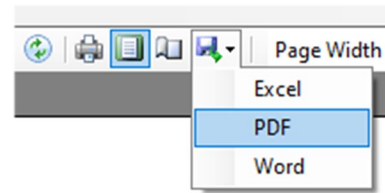

Image 24b

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25) Save "Hours by Month Paid for Non Members and Inactive Members in Batches Report" (3 of 3)

A Print Preview of the **Hours by Month Paid for Non Members and Inactive Members in Batches Report** is automatically displayed full screen (Image 25a)

What are the steps?

A) Save as PDF by clicking the Save icon (Image 25b).

B) Save the PDF to the appropriate folder month under the **Year > Month** folder structure that you created in **Step 1**.

C) Click the **X** in the upper right-hand corner to close the **Print Preview** for the import process to proceed.
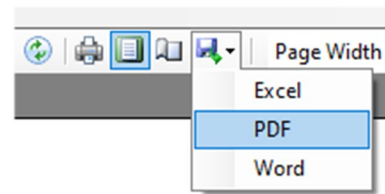
Why are you doing this?

Saving the PDF is a good paperless practice. Having the PDF saved allows you to go back, review, and print as needed.

Image 25a

Image 25b

---

26) Close Register

Now that you've posted your batch payments, it's time to close the **WORKDUES** register.

What are the steps?

A1) Go to the MTP pop-down menu and select **Utilities > Close Register > This Register** (Image 26a).

A2) You can also use the **Search menus** box, in the upper right-hand corner of MTP, and type **this**. Then select, **Utilities > Close Register > This Register** (Image 26b).

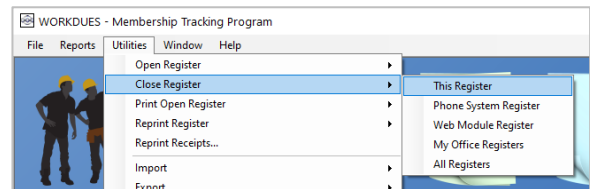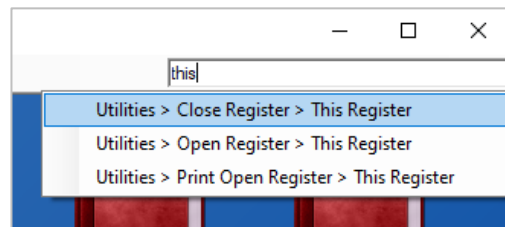**B)** Click **Yes** to close your WORKING DUES register (Image 26c).
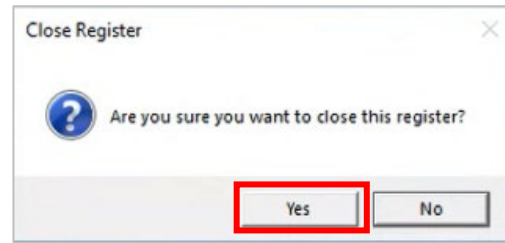

Image 26a

Image 26b

Image 26c

27) Save "Register Summary Report"

A Print Preview of the **Register Summary Report** is automatically displayed full screen (Image 27a).

What are the steps?

A) Save as PDF by clicking the Save icon (Image 27b).

B) Save the PDF to the appropriate folder month under the **Year > Month** folder structure that you created in **Step 1**.

C) Click the **X** in the upper right-hand corner to close the **Print Preview** for the import process to proceed.

Why are you doing this?

Saving the PDF is a good paperless practice. Having the PDF saved allows you to go back, review, and print as needed.

Image 27a

Image 27b

28) Save "Cashier Audit Report – Member Register"

A Print Preview of the **Cashier Audit Report – Member Register** is automatically displayed full screen (Image 28a).

What are the steps?

A) Save as PDF by clicking the Save icon (Image 28b).

B) Save the PDF to the appropriate folder month under the **Year > Month** folder structure that you created in **Step 1**.

C) Click the **X** in the upper right-hand corner to close the **Print Preview** for the import process to proceed.

Why are you doing this?

Saving the PDF is a good paperless practice. Having the PDF saved allows you to go back, review, and print as needed.
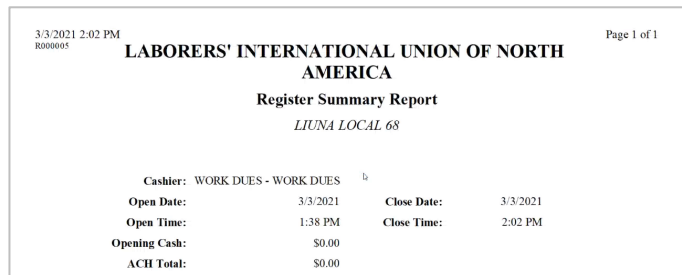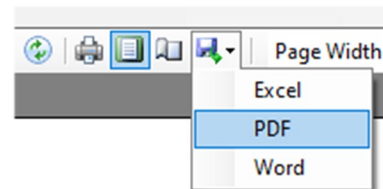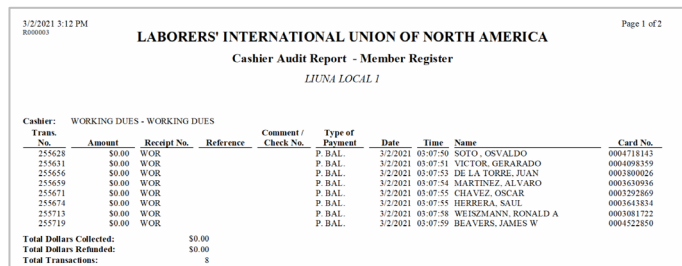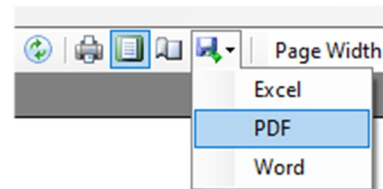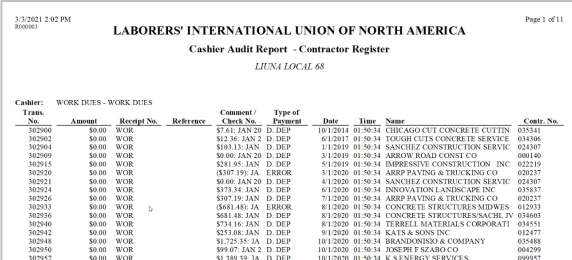

Image 28a

Image 28b

29) Save "Cashier Audit Report – Contractor Register"

A Print Preview of the **Cashier Audit Report – Contractor Register** is automatically displayed full screen (Image 29a).

What are the steps?

A) Save as PDF by clicking the Save icon (Image 29b).

B) Save the PDF to the appropriate folder month under the **Year > Month** folder structure that you created in **Step 1**.

C) Click the **X** in the upper right-hand corner to close the **Print Preview** for the import process to proceed.

D) Click **No**. (Image 29c).

Image 29a

Image 29b

Image 29c

30) Select Print Fee Distribution Report Options

In the **Print Fee Distribution Reports** window please use the following options.

What are the steps?

A) Check **Fee Distribution Summary** (Image 30a).

B) Uncheck **Fee Distribution Details by Payment Method** (Image 30a).

C) Uncheck **Include payments to previous balance** (Image 30a).

D) Check **Include payments that post as zero in register** (Image 30a).
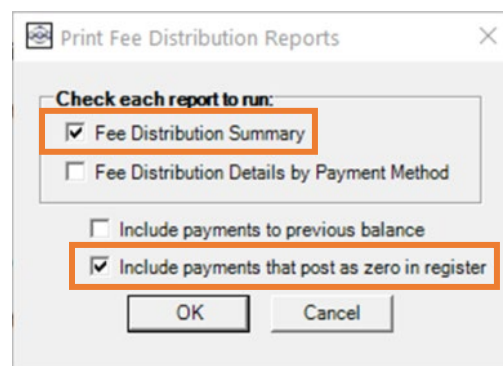
Image 30a

E) If this window pops up, click **OK** (Image 30b).

Fee Distribution Summary Report

❌ No information is available for this report.

OK
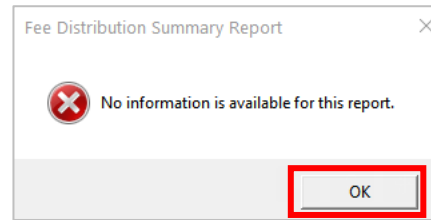
Image 30b

---

31) Save "Fee Distribution Summary Report"

A Print Preview of the **Fee Distribution Summary Report** is automatically displayed full screen (Image 31a).

What are the steps?

A) Save as PDF by clicking the Save icon (Image 31b).

B) Save the PDF to the appropriate folder month under the **Year > Month** folder structure that you created in **Step 1**.

C) Click the **X** in the upper right-hand corner to close the **Print Preview** for the import process to proceed.

YOU ARE ALMOST DONE…

Proceed to the next section, **CAS to MTP Post-import Validation** (page 35) to verify all records and dues were imported correctly from CAS.

3/2/2021 3:15 PM
R001501   Page 1 of 1

LABORERS' INTERNATIONAL UNION OF NORTH AMERICA

Fee Distribution Summary Report

LIUNA LOCAL 1

Payment Type	Account Code	Amount
WORKING DUES		$ ▮▮▮
Total:		$ ▮▮▮
Grand Total:		$ ▮▮▮
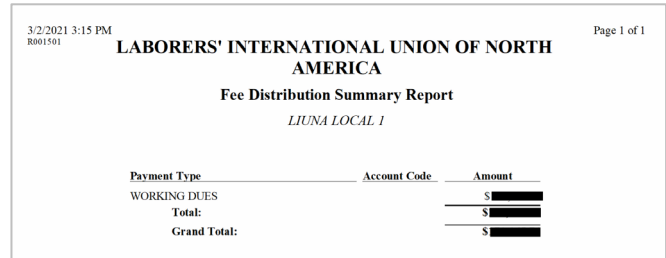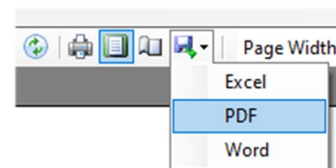
Image 31a

Image 31b

CAS to MTP Post-Import Validation Checks

Check 1)
Review the screenshot of the **Total Record Summary Window** (from Step 16, page 24).

The **Total Records** imported, e.g. 1331 (see Image A) should be equal to the number of rows imported from your Local-specific CAS to MTP file, minus the Row 1 header row (see Image B).
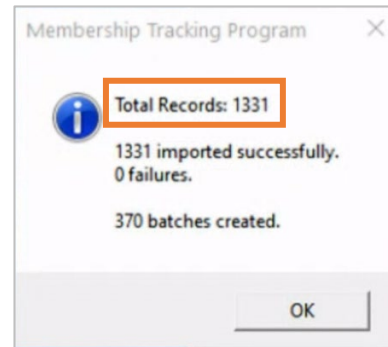
Image A

Image B

Check 2)
Review the screenshot of the **Total Record Summary Window** (from Step 16, page 24).

The number of contractor **Batches** created during the import, e.g. 370 (see Image A) should be equal to the "Cashier Audit Report – Contractor Register"(from Step 29) **Total Transactions**, e.g. 370 (see Image D).

Image C

Image D

Check 3)

The three reports, to the right, should all have the same total **Working Dues** amounts – the monies should be equal.

Image E – **Detail Contribution Group by Local: Total Dues** column (PDF from Step 3E, page 14)

Image F – **Post Batch Payments Proof Report: Grand Total** (PDF from Step 20, page 27)

Image G – **Fee Distribution Summary Report: Grand Total** (PDF from Step 31, page 34)

DETAIL CONTRIBUTION GROUP BY LOCAL					
CONTRACTOR	Hours	Gross Wage	Total Dues	GROC	LPL
PRIME SCAFFOLD INC					
PRIME STAGING INC					
KESSOR ENTERPRISES					
			$123,456.78		

Image E

LABORERS' INTERNATIONAL UNION OF NORTH AMERICA
Post Batch Payments Proof Report
LIUNA LOCAL 4

Payment Type	Description	Amount
6	WORKING DUES	
	Grand Total:	$123,456.78

Image F

LABORERS' INTERNATIONAL UNION OF NORTH AMERICA
Fee Distribution Summary Report
LIUNA LOCAL 4

Payment Type	Account Code	Amount
WORKING DUES		
Grand Total:		$123,456.78

Image G

Last Step!

For the protection of your members against identity theft (stolen/shared files or a printed report), please delete your Local-specific CSV file from your computer.

What are the steps?

A) Go to the appropriate folder month under the **Year > Month** folder structure that you created in **Step 1** and…

B) DELETE your Local-specific CAS CSV file from your computer or shared-drive location (Image 32a).

Why are you doing this?

Three reasons: 1) The .CSV file contains SSNs and working due amounts on members of your Local, 2) You are removing the potential for your Local to be held accountable for identity theft on any member found in the file and finally, 3) You are ensuring that you don't accidentally select it during next month's CAS to MTP import.

YOU ARE DONE!

Name
- Local 0000 - Detail Contribution Group by Local - 2021-01 446
- Local 0000 - Detail Contribution Group by Local and Contractor - 2021-01 446
- Local 0000 - Detail Contribution Group by Local and Contractor_02172021044954829
- Local 0000 - Detail Contribution Group by Local_02172021044904370
- Local 0001 - Detail Contribution Group by Local - 2021-01 446
- Local 0001 - Detail Contribution Group by Local and Contractor - 2021-01 446
- Local 0001 - Detail Contribution Group by Local and Contractor_02172021044958474
- Local 0001 - Detail Contribution Group by Local_02172021044907920
- Local 0001 - Monthly Data Extract - 2021-01 446
- Local_0001_CSV_02172021045110942

Image 32a

Resolving Discrepancies between Local and DC Membership Types

What are DC Membership Types?
In addition to contractor and hours, DC also tracks their own Membership Types in CAS based on how the individual is viewed within the Westchester and Fox Valley Funds. Examples are:

- Travelers (i.e. out of district)
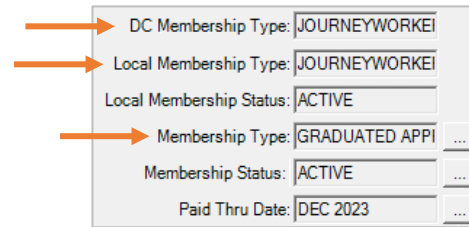- Salaried Supervisors
- Union Officers and Staff
- Retired
- Etc.

All three entities, 1) DC, 2) the Training Center, and 3) the Locals have their own Membership Types in the effort to track individuals within their separate accounting/membership tracking systems.

FYI – CAS is the accounting system used by the LIUNA Chicago Laborers' District Council to track and manage contractors and member's contractor hours.

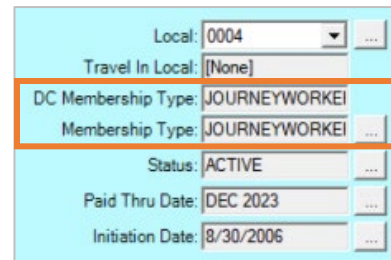**How do you know if you have a DC Membership Type Discrepancy?**
During the monthly import of your Local-specific CAS data file into MTP (which tracks and updates your local's contractor hours, information, and work dues), it also updates the read-only **DC Membership Type** field on your MTP Membership Screen.

During the CAS to MTP import, the option to print the **Multiple Batch Import Membership Type Discrepancy Report** is selected (Step 9E, page 19) and then saved with your other import reports (Step 15, page 23).

Image A
Training Center Membership Screen
Membhersip Types (from top down): 1) DC, 2) Local, and 3) Training Center

Image B
Local Membership Screen
Membhersip Types (from top down): 1) DC, and 2) Local

Image C

What are the steps to fix/address your DC Membership Type Discrepancies?

1) Review your **Multiple Batch Import Membership Type Discrepancy Report**

2) Print and highlight the individuals that you feel need to be fixed/addressed

3) Scan and save the report as a PDF

4) Attach and email the highlighted PDF report to District Council – Kate Hughes, khughes@liunachicago.org.

5) District Council will review your highlighted discrepancy report and check for (or request) proper documentation under the **Documents** tab in MTP before any changes will be made.

6) **IMPORTANT**: Resolve any DC Membership Type discrepancies as soon as possible or at least by the next month's close of business.

Image D

Best Practice

Right-click and add frequently-used reports to Report > Favorites

Add a report to your Favorites

What are the steps?

A) Go to the MTP pop-down menu and select **Reports > Membership Reports > Local Members Assignment at Training Center Report** (Image 1a).

B) Once you find the report, right-click on the highlighted report name.

C) Click **Yes** (Image 1b)

Your report is now added to **Report > Favorites** (Image 1c).

And don't forget…

You can always use the **Search menus** box, in the upper right-hand corner of MTP, and type **local assignment**. Then select, **Reports > Membership Reports > Local Members Assignment at Training Center Report** (Image 1d).
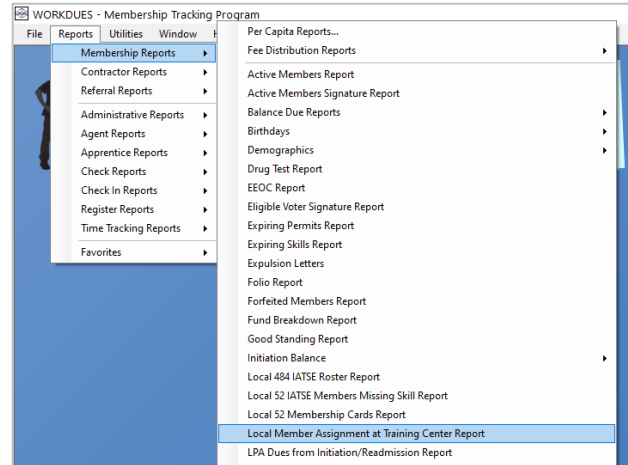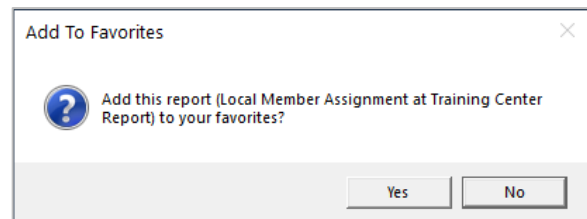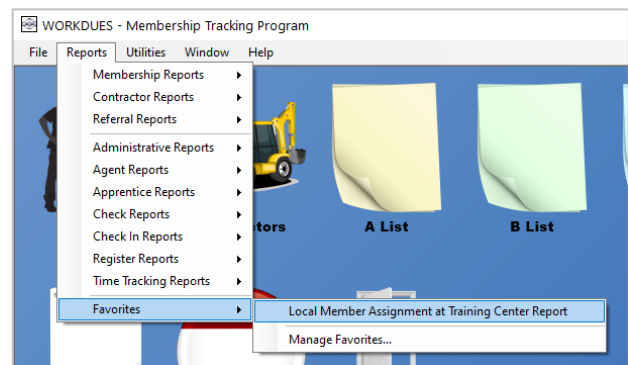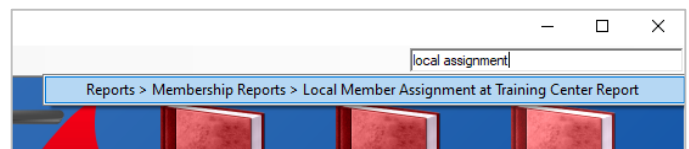

Image 1a

Image 1b

Image 1c

Image 1d

Check that you are receiving working dues on your ACTIVE, NEW, and PARTIAL status members

Check that you are receiving working due on your ACTIVE, NEW, and PARTIAL status members

FYI: A member must have the same local assignment at the Training Center as they do at your Local – i.e. one-to-one with local assignment – for working dues on that member to be allocated to your Local.

REMINDER: Local Assignment determines <u>three</u> things:
1) MTP bi-directional synchronization
2) Working dues distribution to each Local
3) MCL benefits

There are <u>two ways</u> to check and verify the local assignment of a member at the Training Center. See below.

1) **Check a single member from the Membership Screen**
   a. Search for the member
   b. Select the QR Code on the row of icons and select **Open in browser** (Image 1a)
   c. <u>You can</u> view the member's Public Directory (Image 1b), that member is one-to-one with Local Assignment

2) **Check all members in your MTP**
   a. Go to the MTP pop-down menu and select **Reports > Membership Reports > Local Member Assignment at Training Center Report** (Image 1c) or in the Search menus box, in the upper right-hand corner of MTP, type **local assignment** and select Local Member Assignment at Training Center Report
   b. Under the **Report** section, check **Unassigned Members** (Image 1c)
   c. Under the **Membership Type to include:** section, select **Check All** (Image 1c)
   d. Under the **Statuses to include:** section (Image 1c), check: **ACTIVE**, **NEW**, and **PARTIAL PAYMENTS**
   e. Select Mask first 5 digits of SSN
   f. Click **OK** (Image 1c)
   g. Save the PDF to the appropriate folder month under the **Year > Month** folder structure that you created for your CAS to MTP imports.
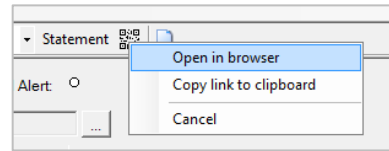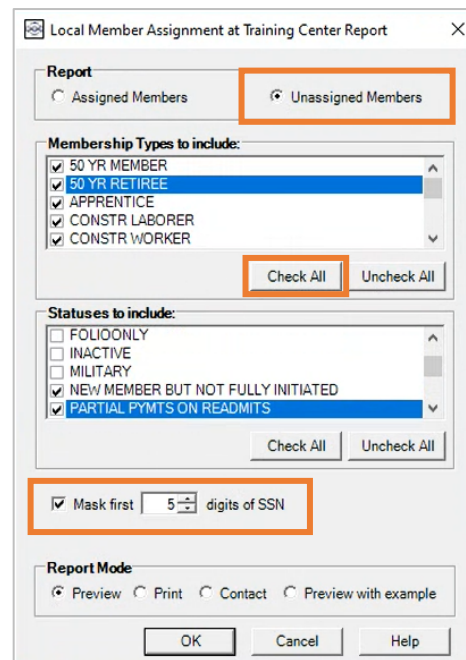

Image 1a

Image 1b

Image 1c

Note: If there are Local Assignment discrepancies, save the PDF report, and email it to District Council's Kate Hughes at khughes@liunachicago.org as soon as possible and resolve your local assignment discrepencies as soon as possible or at least by the next month's close of business date.