

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. <u>Contractor and Membership reports</u> and <u>Local-specific CAS data files</u> (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 <u>https://portal.cvldc.org</u> 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 <u>https://portal.cvldc.org</u>. 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 <u>prepare your phone</u> 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 <u>https://portal.cvldc.org:1050</u> and then select the **GO** button

Android:

- 1. <u>Read this article</u> 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 the accuracy of membership data when data already exists in another system e.g., Contribution Accounting System (CAS)
- 2. Improve the 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 the accuracy of work hours for MCL benefits
- 4. Stay up to date monthly regarding:
 - TRAVELERS (without data entry) can be tracked automatically in your Local MTP with a standard membership type and contact information
 - New and updated contractor profiles from CAS
 - 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 the reconciliation of discrepancies with the 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?

Your Local-specific CAS data file will typically be available to download from the CAS Portal (https://portal.cvldc.org) 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 contractor hours and work dues collection. It also automatically keeps your Local up to date on all contractor data, such as contact information and affiliation code.

Multiple PDF reports will be created during the CAS to MTP import process. This step-by-step guide will direct you to save each PDF report 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 need help importing your local-specific CAS file into MTP, please get in touch with INCOM MTP Support or email Matt Oster at moster@netincom.com.



Checklist

- Check and verify your Local login and password for the CAS Portal: <u>https://portal.cvldc.org.</u>
 - \circ $\:$ If you don't know this information, please get in touch with 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 is for your Local ####.
 - Note: This password is different from the CAS Portal password. If you don't know this password, please contact District Council.
- Check that the extract software "7-Zip" is 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.
- Go to the **MTP Desktop > System Settings > Payments** and check that the option "Prohibit payments to archived individuals" is unchecked.
 - 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?

This will organize your monthly Local-specific CAS Import data and PDF reports.

You will receive at least 16 to 18 PDF reports each month 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.



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

2) Install the extracted 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 for 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 the 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	Туре	Windows	Size
Download	.exe	32-bit x86	1.2 MB
Download	.exe	64-bit x64	1.4 MB
		Imago 2a	

Image 2a



✓ Folders (7)

Devices an

→ 👻 🛧 💻 → This PC

4

> ConeDrive

3D Objects

Downloads

Desktop

h Music

Pictures

Videos

Network

items

Image 2b

Windows10 (C:)

🗸 🛄 This PC

Why are you doing this?

This extract program securely " unzips" your Local-specific CAS Zip files with a password after you download them. This allows you to access the monthly PDF reports and the single Local-specific CSV file from CAS.

Inspiron 7786

Delete

Rename

Properties

Collapse

Pin to Start

Map network drive...

Open in new window

Pin to Quick access

Disconnect network drive..

Add a network location

😲 Manage

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	00330-51///-/4936-AAUEM
System type	64-bit operating system, x64-based processor
Pen and touch	Touch support with 10 touch points

Check and verify that the Payments option "Prohibit payments to archived individuals" is unchecked in MTP

Before you perform your CAS to MTP Import, 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).

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).

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



Image 3a

System Settings	×
Peyments Batch Payments Import Options	Payments Prohibit payments to archived individuals Prohibit payment method to CASH Default payment method to CASH Allow negative previous balances Remind cashiers to run Member Autopay tool on the 1 day of each month
<u>≹↓</u> Filter: Import	OK Cancel Help Will
	Image 3h

Image 3b



Why are you doing this?

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

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 5**.

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).

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 **Password** and **Confirm Password** for the WORKDUES cashier (Image 4c).

E) 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).

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 <u>INCOM Support</u>, you can leave the WORKDUES cashier open until the import errors/failures are corrected.

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



Image 4a

🖻 Ca	shiers		-		×
	User Name /	Fullname	Active	Add Ne	w
▶	DATA SYNC	DATA SYNC			
	DAVID	DAVID		Edit/Vi	ew
	PHONE SYSTEM	PHONE SYSTEM			
	TRAINING CEN	TRAINING CENTER		Delet	e
				Prir Hel	nt p
▼ Hi	de Inactive			Clos	e

Image 4b



Image 4c



Sashier	×
General Roles Options Locals	
✓ Administrator	
☐ Agent	
Training Coordinator	
Accelerated Apprenticeship Training Coodinator	
☐ Web Module User	
OK Cancel Help	
Image 4d	

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

<u>Before you perform your CAS to MTP Import</u> – 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

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).

B) In the Pad Contractor Number Tool window, confirm six 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).

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

Search By:			-		Find
ocoren by.	Contr	ractor Number	•		Cancel
Search For:	3514				New
	√ In	clude archives			Help
		Doubl	e click an entry to	continue	
Contractor Name		Contractor Number	Status	City	Contractor
COFATIVE	NECI	025144	Alexan		
PEPPER CO	NST	003514	0	BARRINGTON	BAC
PEPPER CO	NST	03514	<none></none>	<none></none>	
RELINDER C	011	000140	Chone 2	Kitone /	_
TEMPLAR C	ON	035148	<none></none>	CHICAGO	*CAICA
Complete	_				Page 1



Image 5b

5/6/2025



D) Click Yes (Image 5e).

E) Continue to next **Step 6** 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 the next section, CAS to MTP Import Step-by-Step Guide.

Why are you doing this?

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 the 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. We are cleaning up your existing contractors in your MTP to ensure data accuracy and speed up the import process.

Pad Contrac	tor Number 1	lool		×
Select the desired shorter then the s the left with zeros	d width for num pecified width f	eric contractor numb for contractors that a	ers. Contractor numb re not archived will be	ers that are padded on
		6÷		
	ОК	Cancel	Help	
		Image 5c		

🛞 Pa	d Contractor Numbers?	×
Pa Pa	Do you want to proceed with updating the contractor numbers? Enter 9985809 in the box below to indicate you have checked the previous report for accuracy and understand that this operation cannot be undone.	~
	Remember this operation cannot be undone. Any attempt undoing this may result in a billable charge (Reversing this operation).	
	Image 5d	

Pad Cont	tractor Numbers?	\times
j	Again, this operation cannot be undone. Any attempt undoing this may result in a billable charge (Reversing this operation). Do you want to proceed?	
	Yes No	
	Image 5e	

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

Before performing your CAS to MTP Import, a print preview of the Contractor Numbers that Could Not Be Updated Report is automatically displayed on the screen. (Image 6a)

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

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

Print the PDF report.

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





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

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

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

These duplicate contractors <u>must be addressed</u> before performing a CAS to MTP Import, or the contractor with the non-six-digit contractor number (00365) <u>will produce batch</u> <u>import record failures</u>.

What are the steps?

A) Under Contractors, search for the base contractor number (including Archives) <u>using the Contractor Number</u> <u>pop-down search option</u>. 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) Use the Contractor Number pop-down search option to Search for the base contractor number again (including Archives).

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

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

G) If successful, move to the following contractor

H) If the first merge was unsuccessful, try a Reverse Merge – merge 000365 with 00365 using the same steps and options 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,

- Rename 00365 to Z-00365 by clicking the threedot button (Image 6f)
- Turn ON the Archived button for the renamed contractor



 Contractor Number
 Contractor Name
 Padded Contractor Number

 00365
 BULLEY & ANDREWS - 00365
 Contractor Number 000365 is already assigned to BULLEY & ANDREWS

 00396
 FRED BERGLUND,& SON INC - 00396
 000365
 Contractor Number 000365 is already assigned to BERGLUND CONSTRUCTION FKA FRED BERGLUND & SON INC 00134
 JAND E DUFF INC - 0134

 00134
 JAND E DUFF INC - 0134
 00134
 Contractor Number 00134 is already assigned to JAND E DUFF INC

Image 6c





Image 6e



In summary...

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

As a reminder, before proceeding to the next section, CAS to MTP Import Step-by-Step Guide...

All the contractors listed in the **Contractor Numbers that Could Not Be Updated Report** <u>must be addressed</u> before performing a CAS to MTP Import; otherwise, the listed contractors <u>will produce batch import record failures</u>.

	WOR	DUES	5 - N	1em	bersł	nip	Tracki	ng Pr	ogra	ım - [(Contracto	or BULLE
-	File	Тос	ols	Re	port	s	Utilit	ies	Wi	ndow	Help	
	٩	ĸ	◀	►	М	+	×	<i>i</i> n	0	۲	φ þ	8 3
		Contr	acto	r Na	me:	BUL	LEY 8	AND	REV	/s 🔰	_	
	U	ontrac Nar	ne o	vum n La	ber: bel:	003	65					

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



2) Go to the CAS Portal <u>https://portal.cvldc.org</u> 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.



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



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 two 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 **Step 21**</u> (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).

Welcome		Chang	e Password	Log Of
Dashboard	Reports	Loca	I Union D	ata
	Image 3	а		
 Local 0 	Local 76			
Monthly Reports	4 Monti	nly Files	iles 4 Monthly Rep	
2021	2	021	20	021
2020	2	020	2020 2019 2018	
2019	2	019		
2018	2	018		
	Image 3	b		



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.

Name Date modified	
Local 0000 - Detail Contribution Group b 3/2/2021 11:24 AM	
Local 0000 - Detail Contribution Group b 3/2/2021 11:24 AM	
Local 0001 - Detail Contribution Group b 3/2/2021 11:25 AM	
Local 0001 - Detail Contribution Group b 3/2/2021 11:25 AM	
Local 0001 - Monthly Data Extract - 2021 3/2/2021 11:23 AM	

Image 4a

Name		^		Date modified
🔢 Local 0000 - De			7	3/2/2021 11:24 AM
📕 Local 0000 - De		Open	or - 2021-01 446	3/2/2021 11:24 AM
📕 Local 0001 - De		Open in new window		3/2/2021 11:25 AM
📕 Local 0001 - De	3	Share with Skype	or - 2021-01 446	3/2/2021 11:25 AM
🖁 Local 0001 - M		Extract All		3/2/2021 11:23 AM
		7-Zip	Open archive	
		CRC SHA	Open archive	
	(1)	Scan with Malwarebytes	Extract files	
		Always available offline	Extract Here	
		Pin to Start	Extract to "Local	0000 - Detail Contribution
	A	Share	Test archive	
	-	Open with	Add to archive	
		Image 4b		

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



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 - 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 4d



٠

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.

SUPPORT INFO: Automatically check for MTP Updates

There is a MTP System Setting that will automatically check for MTP updates upon login.

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

If you'd like help with turning this MTP setting ON, please contact MTP Support.

File	Reports	Utilities	Window	Help
	1	View	Register	
		Oper	Register	
	7	Close	Register	
	112	Print	Open Regis	ter
	N 2 40	Repri	int Register	
	11	Repri	int Receipts	
×		Impo	ort	
	Membe	Expo	rt	
		Add	Multiple Me	embership Type Rates Tool
		Chec	k Documen	t Accessibility
		Chec	k Pending I	Dialer Batches
		Chec	k Pending B	Emailer Batches
		Chec	k Pending	Text Message Batches
		Creat	te Restore P	oints For All Active Referral Lists.
		Mem	ber Meetin	g Sign In/Out
		Per C	apita Tools	
		Post	Batch Paym	nents
		Searc	h for Recei	pt
		Subn	nit Address/	Phone/Email Batch to LIUNA
	_	Work	station Cor	nfiguration
		Chec	k for Updat	e

187

Image 5a



Image 5b





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.

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</u> to be empty (Image 7c).

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.

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 6b



image



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).

If the window has existing payments, please stop and contact <u>MTP Support</u>



							-		2
Post Month Paid	/ Date Entered	Contractor Number	Contractor Name	/ D	escription	Partially Posted	Pay Am	ount	
					- Report 1				
					Report	format options	ISSN		
Show report of inactive and	archived members in s	elected batches			Report 1	format options v only last 4 digits of c contractor number	I SSN on reports		
Show report of inactive and Show report of hours for mo	d archived members in n n member and inactive noti paid for non membe	velected batches members in selected batch	tes selected batches		Report 1	format options only last 4 digits of voritractor number v training ID number	SSN on reports on reports		
Show report of inactive and Show report of hours for no Show report of hours by mc	d archived members in a on member and inactive onth paid for non membe	velected batches members in selected batch r and insclive members in	nes selected batches		Report 1 Show Show Show Show	formal options only last 4 digits of ventractor number training ID number member name with card number on the	SSN on reports on reports title and suff	ix on repo	orts

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).

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).



-
 X
 batch payments
 Reports > Contractor Reports > Contractor Batch Payments Report
 Utilities > Import > Batch Payments...
 Utilities > Post Batch Payments...





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 nonmembers** (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 <u>need to</u> <u>resolve and correct</u> 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).

5/6/2025

֎ Import Batch Payments ×
Select the import file:
Allow duplicate batches to be imported
Import individuals not found as archived non-members:
Membership Type: APPRENTICE
Membership Status: TERMINATED (OUT MORE T
Generate Membership Type Discrepancy Report
Generate Inserted Individuals Report
Generate Inserted or Updated Contractors Report
OK Cancel Help
Image 9a

Minport Batch Payments	×
Select the import file:	
F:\2022\district council web portal\02 Feb 2022\Local_0004	
✓ Allow duplicate batches to be imported	
Import individuals not found as archived non-members:	
Membership Type: NON-MEMBER 💽	
Membership Status	
🔽 Generate Membership Type Discrepancy Report	
Generate Inserted Individuals Report	
Generate Inserted or Updated Contractors Report	
OK Cancel Help	
Image 9b	

🗟 Please Wait	×
Updating existing members	

Image 9c



10) Save the Multiple Batch Import Inserted Individuals Report

A **Print Preview** of the **Multiple Batch Import Inserted Individuals Report** <u>will only be displayed</u> (Image 10a) if there are new inserted individuals from the CAS import.

If this report <u>does not generate</u>, 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.

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 <u>cannot be reconciled</u> 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) <u>Check if the contractor already exists in your MTP</u>, use the **drop-down arrow** to map the contractor in to the correct profile (Image 11b).



.aborers' Distri NEB Portal	ict Council					
Reports	Contractor Re	ports				
Contractor Reports	0	(Contractory.		10	
Monthly Reports	Contractor (# or name)	core	Contractors	035062 - CORE FLOORINGS	NU.	*
Member Reports	Start Date	2021-01 *	End Date	2021-01 *		View Print
Local Reports						
Authorized Members	Contractor Information	on				
	Contractor: 035862 - COR	E FLOORINGS INC.				O/S
	Address: 9200 THIEL S	r., #506			LPWF	\$-780.25
	City: SAINT JOHN		State: IN	Zip: 46373	Penalty	\$-42.26
	Phone: (219) 323-480 Fax:	4			Balance	\$-822.51
	Email: SALES@COR	EFLOORINGS COM	Association: *C	AICA		

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.

	not be imported. The matched names will	be saved on each contractor's Import	Contractor Names	tat	2
Nar	ne in File	Contractor in MTP			Contractor Number in File
COF	RE FLOORINGS INC.	[Select Contractor]			35862
GAL	LAGHER ASPHALT CORP	[Select Contractor]	<u> </u>		1604
GEO	DRGE SOLLITT CONSTR CO	[Select Contractor]	•		4050
HAF	RD ROCK CONC CUTTERS IN	[Select Contractor]	-		12115
II IN	ONE CONTR INC	[Select Contractor]	•		16169
KIN	SALE CONTRACTING GROUP INC	[Select Contractor]	.		22438
MAG	CK CONSTRUCTION SERVICES LLC	[Select Contractor]	<u>.</u>		35860
MAR	RK 1 WATERPROOFING AND RESTORATION	[Select Contractor]	× .		23034
PEP	PER CONSTRUCTION CO.	[Select Contractor]			3514
POV	VER FORCES, LLC	[Select Contractor]	· .		35558
SPF	AY INSULATIONS INC.	[Select Contractor]	-		14197

Image 11b

	not be imported. The matched names will be sa	ved on each contractor's Import	Contractor Names	tal	b.
Name	- Eile	Contractor in MTD		-	Contractor
CORE	Add New Contractor	×			35862
GALLA	Contractor Name: CORE FLOORINGS INC		-		1604
GEOR	Contractor Number Janea		-		4050
HARD	(optional)		-	141	12115
II IN ON					16169
KINSAL			-		22438
MACK	OK Court I	tate 1	-		35860
MARK	OK Cancel P	heip	-		23034
PEPPE	R CONSTRUCTION CO.	[Select Contractor]	-		3514
POWER	FORCES, LLC	[Select Contractor]	-	***	35558
SPRAY	INSULATIONS INC.	[Select Contractor]	-		14197

Image 11c

🗟 Please Wait	×
Updating contractors	
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).



lmage 12a





Page 1 of 1

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.

4/27/2021 10:27 AN LABORERS' INTERNATIONAL UNION OF NORTH AMERICA Multiple Batch Import Exception Report LIUNA LOCAL 76 Individuals found in file but not found in MTE ix SSN (Last 4) Home Local Contract FIGUREO OHLER PULIDO RODREGU STEINKE VALADES 099944 033805 033852 016224 033852





	Search By:	Smart Search 💌	
	Search For:	pan american	
		F. Include prehives	
		I Include archives	
		include archives	
	Contractor N	lame	Contractor Number
	Contractor N PAN AMERIC	lame	Contractor Number
<u> </u>	Contractor N PAN AMERIC PAN AMERIC	lame CAN CAN CONSTRUCTION INC	Contractor Number CN0000014914 023671

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, <u>go back to **Step 6**</u> 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 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





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?

3/3/2021 11:16 AM R007147 L	ABORERS	S' INTEF	NATION	AL UNION OF NOR	TH AMER		ige 1 of 10
	Multip	ole Batch I	mport Mem	bership Type Discrepan	cy Report		
			LIUNA	LOCAL 0152			
Name	Training ID #	SSN	Contractor #	Contractor	DC Type	Local Type	
TEODORO E ABARCA	0001637	###-##-8225	002472	KENO & SONS		JOURNEYWORKER	
ALBERTO AGUILAR	0163264	###-##-4721	020488	BERGER EXCAVATING	CONSTR	JOURNEYWORKER	
MATEO AGUIRRE	0001903	###-##-1804	035558	POWER FORCES, LLC	LABORER	JOURNEYWORKER	
FELIPE MONTANO ALCAUTER	0051047	###-##-4056	032846	MARTINEZ UNDERGROUND		JOURNEYWORKER	
DARON ALISAUSKAS	0151646	###-##-2955	035053	BULLEY & ANDREWS		APPRENTICE	
JOSE ALONSO	0002155	###-##-7478	022341	J A C MASONRY INC		JOURNEYWORKER	
			Ima	age 15b			



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

Click here to review the standard membership types.

discrepencies by the next month's close of business.

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 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 <u>MTP Support</u>.

SUPPORT INFO – If you have <u>any</u> batch failure record(s) (Image 50), they must be addressed with your current month's CAS to MTP import.

Batch failure record(s) are related to payments not being posted under a specific contractor because their <u>name</u> or their contractor<u>number</u> was not unique.

To find out what contractors are associated to the batch failure record(s), please go back to **Step 12** and review the contractors that are listed under the **Multiple Batch Import Exception Report** – Contractors in the file found in MTP more than once section.

Please note, batch payments for these contractors might have to be imported manually.

Once the contractor(s) are addressed in MTP – with unique contractor number(s) and unique name(s) – batch failure record(s) related to the contractor(s) will no longer occur during batch imports.

With help fixing your batch failures, please 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.



lmage 17a





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).





19) Post Batch Payments

What are the steps?

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

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

REQUIRED – Select the check boxes below:

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

D

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

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

2	Post	Month Paid	Date Entered	Contractor Name	Contractor Number	Description	Partially Posted	Pay Amount	Total Ch
	-	6/19		ALLEN PRESTWOOD CO					
	7	07/19	4/20/2023	ALLEN PRESTWOOD CO	035687		Г	\$104.60	\$104.60
	•	08/19	4/20/2023	ALLEN PRESTWOOD CO	035687		Г	\$101.79	\$101.79
	V	04/20	4/20/2023	AIR & WELLNESS SAFETY	035815		E	\$1.57	\$1.57
	V	05/20	4/20/2023	AIR & WELLNESS SAFETY	035815		Г	\$2.54	\$2.54
	7	06/20	4/20/2023	AIR & WELLNESS SAFETY	035815		E	\$16.85	\$16.85
	V	07/20	4/20/2023	AIR & WELLNESS SAFETY	035815		Г	\$15.83	\$15.83
	V	08/20	4/20/2023	AIR & WELLNESS SAFETY	035815		F	\$10.21	\$10.21
	V	09/20	4/20/2023	ARGO CONSTRUCTION LLC	035662		Г	\$93.76	\$93.76
	₹	10/20	4/20/2023	LEON CONSTRUCTION C	034760		E	\$126.46	\$126.46
	V	11/20	4/20/2023	LEON CONSTRUCTION C	034760		Г	\$96.15	\$96.15
	V	03/21	4/20/2023	ARGO CONSTRUCTION LLC	035662		Г	\$3.38	\$3.38
	₹	04/21	4/20/2023	AIR & WELLNESS SAFETY	035815		Г	\$18.06	\$18.06
	₹	05/22	4/20/2023	MIDWAY BUILDING SERV	034289		Г	(\$319.73)	(\$319.73
	1	08/22	4/20/2023	TRIBCO CONSTRUCTION	034301		Г	\$56.88	\$56.88
	7	08/22	4/20/2023	WHITELINE CONSTRUCTI	035129		Г	\$306.62	\$306.62
	V	11/22	4/20/2023	AZTEC CEMENT CO	035709		Г	\$499.04	\$499.04
	•	11/22	4/20/2023	COMPASS CONCRETE MA	020809		Г	\$431.93	\$431.93
	V	11/22	4/20/2023	WHIPPIN WORK LLC	035800		Г	\$124.43	\$124.43
	V	12/22	4/20/2023	AZTEC CEMENT CO	035709		Г	\$232.85	\$232.85
	V	12/22	4/20/2023	COMPASS CONCRETE MA	020809		Г	\$287.96	\$287.96
	₹	12/22	4/20/2023	GOLF CONSTRUCTION	035701		Г	\$1,160.72	\$1,160.7
	V	01/23	4/20/2023	ENGLER MEIER & JUSTU	001341		Г	\$261.74	\$261.74
	₹	01/23	4/20/2023	GOLF CONSTRUCTION	035701		Г	\$519.06	\$519.06
	V	01/23	4/20/2023	J L J CONTRACTING INC.	033879		Г	\$1,760.65	\$1,760.6
	₹	01/23	4/20/2023	LUC GROUP LLC	035719		Г	\$188.86	\$188.86
•						_	Report format op	tions	_
Show Show Show	report o report o report o	of inactive and an of hours for non m of hours by month	thived members in s ember and inactive paid for non membe	elected batches members in selected batches r and inactive members in selec	ted batches	E	Show only last Show contract Show training Show member	t 4 digits of SSN or number on reports ID number on report name with title and	s s suffix on rep
Save e	employ	ees to the template current template	s e of the batch contra	ictor			☐ Hide card num ☐ Hide local num	ber on reports aber on reports	

Image 19a



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

F) Template of Employees Options:

Option 1: <u>Check</u> 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: <u>uncheck</u> 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). Template of Employees Options

E

- Save employees to the template of the batch contractor
 - ✓ Overwrite current template
 - Vpdate each member's contractor

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.

Note: The <u>actual amount that gets distributed to your Local</u> 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.







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).

123/2022 10:49 AM					Page 1 of
	Individuals	Without Initia	tion Dates		
	LD	UNA LOCAL 103	5		
Name	Social Security	Training ID #	Card Number	Local	Local Type
IOSHUA P ARNOLD	###-##-1442	0146865		1035	TRAVELER
IUMBERTO ARREOLA- LARA	###-##-2342	0191633			TRAVELER
DREW BLEAN	###-##-7294	0191601			NON-MEMBER
KIMBERLY BLUNT	###-##-7302	0191598			TRAVELER
BRIAN BOBULA	###-##-3307	0094939			TRAVELER.
	###-##-4884	0008421		1035	JOURNEYWORKER
GUSTAVO DELTORO		0191754			TRAVELER
GUSTAVO DELTORO CODY DODGE	###-##-4092			1015	TRAVELER
GUSTAVO DEL TORO CODY DODGE ROBIN D HANKE	###-##-4092 ###-##-6599	0013238		1033	

Page Width
 Excel
 PDF
 Word

Image 21b

Dates Tracking/Balances Due Payment History Payment Plans Invoice History Paid Thru Dates Comments Late Notices Skills Contractor Hours



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.





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.

Example: 2/15/2023

• Why? Use the CAS Portal Publish Date so that it will be displayed as the Receipt Date, under the <u>Contractor</u> <u>Hours tab</u> 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: **FEB 2023 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.

5/6/2025

☐ Set to Dues Date Payment Method: D. DEP Comments: FEB 2023 CAS DAT. Reference:		2010/2020
Payment Method: D. DEP Comments: FEB 2023 CAS DAT. Reference:		F Set to Dues Date
Comments: FEB 2023 CAS DAT. Reference:	Payment Method	d: D. DEP
Reference:	Comments:	FEB 2023 CAS DAT/
Total Amount: \$0.0 Post Options: ○ ○ Member register ○ ④ Contractor register ○ ☞ Show amounts as zero in register □ Print Receipt Options: □ □ For each member □ □ For contractor □ Email Receipt Options: □ □ For each member □ □ For each member □ □ For contractor □ □ For contractor □ □ For contractor □ □ Fill Last Reference Date with Pay 0 □ □ Deletion Options: □	Reference:	
Post Options: C Member register Image: Contractor register Image: Show amounts as zero in register Image: Print Receipt Options: Image: For each member Image: For contractor Email Receipt Options: Image: For each member Image: For contractor Image: For each member Image: For contractor Image: For each member Image: For each member Image: For contractor Image: For each member Image: For each member	Total Amount:	\$0.0
 Show amounts as zero in register Print Receipt Options: For each member For contractor Email Receipt Options: For each member For contractor For contractor Fill Last Reference Date with Pay Deletion Options: 	Post Options: Member regis Contractor re	ster ∋gister
Print Receipt Options: For each member For contractor Email Receipt Options: For each member For contractor Fill Last Reference Date with Pay 0 Deletion Options:	Show amoun	ts as zero in register
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For contractor Email Receipt Options: For each member For contractor Fill Last Reference Date with Pay 0 Deletion Options:	For each me	mber
Email Receipt Options: For each member For contractor Fill Last Reference Date with Pay I Deletion Options:	For contracto	or
For each member For contractor Fill Last Reference Date with Pay Deletion Options:	Email Receipt	Options:
For contractor Fill Last Reference Date with Pay I Deletion Options:	For each me	mber
Fill Last Reference Date with Pay Deletion Options:	For contracto	Dr
Deletion Options:	Fill Last Refe	erence Date with Pay D
	Deletion Optio	ns:
C Refund the amount	C Refund the ar	mount
C Apply amount to previous balance	C Apply amoun	t to previous balance
 Subtract amount from register 	 Subtract amo 	ount from register
C NSF (Bad check)	C NSF (Bad ch	eck)
✓ Remember above settings	Remember a	bove settings
OK Cancel Hel		1

Please Wait		×
Posting 105 of 161		
	Cancel	00:00:16

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).

	Payment Date	Method	Total	Comment	Cashier
Þ	6/16/2021	D. DEP	\$13.32	\$13.32: 035744: \$784.22: MAY 2021 CAS DATA	WOR

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).

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**.

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).

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?

5/6/2025

	Ina	ctive and .	Archived N	lembers in Bat	ches Report			
			LIUNA L	OCAL 0152				
Name	Card Number	SSN	Training ID #	Status	Phone	Misc Phone	Mobile Phone	
ZACHARY D ANDERSON	0004476958	########6898	0002449	TERMINATED				
DANIEL CERVANTES		###-##-9966	0006394	VOIDED (MONEY			224-440-1000	
MATTHEW COOK	0004664151	###-##-3807	0050674	TRANSFERRED	262-620-680			
SHAUGN EVANS		###-##-4305	0150647	TERMINATED				
EDWARD GOTTSTEIN	0004729258	###-##-4807	0051535	TERMINATED	815-759-0002			
		###-##-6791	0000000	TERMINATED				
MATT HANSON			0.0000000	OR DO THE R. DO NOT			262,620,0000	
MATT HANSON JAMIE LENZING	0005059111	###-##-2335	018/018	SUSPENDED			202-020-0	







Image 24b



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

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.

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).

3/2/2021 3:10	0 PM							Page 1 o
R007127	LABO	RERS' INT	ERNATI	ONAL UNI	ON OF I	NORTH AM	MERICA	
	Hours by	Month Paid	for Non Me	mbers and In	active Me	mbers in Bat	ches Report	
				LIUNA LOCAL				
Month Paid	Name	SSN	Training ID #	Status	Local	Contractor #	Contractor	Hours Paid
03/2020	OSVALDO SOTO	###-##-8725	0033723	SUSPENDED	0001	020237	ARRP PAVING & TRUCKING	-86.00
				OT LODIES TO THE	0001	100000	THEORY DESIGNATION OF THE OWNER OWNE	
06/2020	JUAN LOPEZ	###-##-1395	0045370	SUSPENDED	0001	102070	HUGH HENRY	118.50
06/2020 07/2020	JUAN LOPEZ JUAN LOPEZ	###-##-1395 ###-##-1395	0045370 0045370	SUSPENDED	0001	102070	HUGH HENRY	118.50
06/2020 07/2020 07/2020	JUAN LOPEZ JUAN LOPEZ OSVALDO SOTO	###-##-1395 ###-##-1395 ###-##-8725	0045370 0045370 0033723	SUSPENDED SUSPENDED SUSPENDED	0001 0001	102070 1020237	HUGH HENRY HUGH HENRY ARRP PAVING & TRUCKING	118.50 113.00 86.00
06/2020 07/2020 07/2020 09/2020	JUAN LOPEZ JUAN LOPEZ OSVALDO SOTO ANTHONY THOMAS	###-##-1395 ###-##-1395 ###-##-8725 ###-##-3680	0045370 0045370 0033723 0034617	SUSPENDED SUSPENDED TERMINATED	0001 0001 0001 ONE	102070 020237 035249	HUGH HENRY HUGH HENRY ARRP PAVING & TRUCKING JLL CONSTRUCTION SVS INC.	118.50 113.00 86.00 43.00
06/2020 07/2020 07/2020 09/2020 10/2020	JUAN LOPEZ JUAN LOPEZ OSVALDO SOTO ANTHONY THOMAS ANTHONY THOMAS	###-##-1395 ###-##-1395 ###-##-8725 ###-##-3680 ###-##-3680	0045370 0045370 0033723 0034617 0034617	SUSPENDED SUSPENDED SUSPENDED TERMINATED TERMINATED	0001 0001 ONE ONE	102070 102070 020237 035249 035249	HUGH HENRY HUGH HENRY ARRP PAVING & TRUCKING JLL CONSTRUCTION SVS INC. JLL CONSTRUCTION SVS INC.	118.50 113.00 86.00 43.00 48.00
06/2020 07/2020 07/2020 09/2020 10/2020 11/2020	JUAN LOPEZ JUAN LOPEZ OSVALDO SOTO ANTHONY THOMAS ANTHONY THOMAS JOSEPH KLEIM	###-##-1395 ###-##-1395 ###-##-8725 ###-##-3680 ###-##-6705	0045370 0045370 0033723 0034617 0034617 0047854	SUSPENDED SUSPENDED TERMINATED TERMINATED TERMINATED	0001 0001 0001 ONE 00NE 0001	102070 102070 020237 035249 035249 070086	HUGH HENRY HUGH HENRY ARRP PAVING & TRUCKING JLL CONSTRUCTION SVS INC. JLL CONSTRUCTION SVS INC. KLIEM, JOSEPH (ISC-W)	118.50 113.00 86.00 43.00 48.00 160.00
06/2020 07/2020 07/2020 09/2020 10/2020 11/2020 12/2020	JUAN LOPEZ JUAN LOPEZ OSVALDO SOTO ANTHONY THOMAS ANTHONY THOMAS JOSEPH KLEIM RICARDO ESTRADA	######1395 ######1395 ######1395 ######3680 ######3680 ######6705 ######3868	0045370 0045370 0033723 0034617 0034617 0047854 0009743	SUSPENDED SUSPENDED TERMINATED TERMINATED SUSPENDED	0001 0001 ONE ONE 0001 0001	102070 102070 020237 035249 035249 070086 000084	HUGH HENRY ARRP PAVING & TRUCKING JLL CONSTRUCTION SVS INC. JLL CONSTRUCTION SVS INC. KLIEM, JOSEPH (JSC-W) ADJUSTABLE FORMS INC	118.50 113.00 86.00 43.00 48.00 160.00 125.50

Image 25a









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.

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 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).

3/3/2021 2:02 3:000003	2 PM	LABORE	RS' INT	ERNATIC	DNAL UN	NON O	F NOF	RTH AMERICA	Page
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				LI	UNA LOCA	L 68			
Cashier:	WORK DUES - V	VORK DUES							
Trans.				Comment /	Type of				
No.	Amount	Receipt No.	Reference	Check No.	Payment	Date	Time	Name	Conta
302900	\$0.00	WOR		\$7.61: JAN 20	D. DEP	10/1/2014	01:50:34	CHICAGO CUT CONCRETE CUTTIN	035341
302902	\$0.00	WOR		\$12.36; JAN 2	D. DEP	6/1/2017	01:50:34	TOUGH CUTS CONCRETE SERVICE	034306
302904	\$0.00	WOR		\$103.13: JAN	D. DEP	1/1/2019	01:50:34	SANCHEZ CONSTRUCTION SERVIC	024307
302909	\$0.00	WOR		\$0.00; JAN 20	D. DEP	3/1/2019	01:50:34	ARROW ROAD CONST CO	000140
302915	\$0.00	WOR		\$281.95: JAN	D. DEP	5/1/2019	01:50:34	IMPRESSIVE CONSTRUCTION INC	022219
302920	\$0.00	WOR		(\$307.19): JA	ERROR	3/1/2020	01:50:34	ARRP PAVING & TRUCKING CO	020237
302921	\$0.00	WOR		\$9.00; JAN 20	D. DEP	4/1/2020	01:50:34	SANCHEZ CONSTRUCTION SERVIC	024307
302924	\$0.00	WOR		\$373.34: JAN	D. DEP	6/1/2020	01:50:34	INNOVATION LANDSCAPE INC	035837
302926	\$0.00	WOR		\$307.19; JAN	D. DEP	7/1/2020	01:50:34	ARRP PAVING & TRUCKING CO	020237
302933	\$0.00	WOR h		(\$681.48): JA	ERROR	8/1/2020	01:50:34	CONCRETE STRUCTURES MIDWES	012933
302936	\$0.00	WOR		\$681.48; JAN	D. DEP	8/1/2020	01:50:34	CONCRETE STRUCTURES/SACHL JV	034603
302940	\$0.00	WOR		\$734.16; JAN	D. DEP	8/1/2020	01:50:34	TERRELL MATERIALS CORPORATI	034551
302942	\$0.00	WOR		\$253.08: JAN	D. DEP	9/1/2020	01:50:34	KATS & SONS INC	012477
302948	\$0.00	WOR		\$1,725.35; JA	D. DEP	10/1/2020	01:50:34	BRANDONISIO & COMPANY	035488
302950	\$0.00	WOR		\$99.07: JAN 2	D. DEP	10/1/2020	01:50:34	JOSEPH F SZABO CO	004299
000050	50.00	WOR		\$1 180 10- TA	D DEP	10(1/2020	01-50-14	V SENERGY SERVICES	000057

Note: If any line items your report show an ERROR, <u>please</u> contact INCOM MTP Support.



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).



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.





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 D

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).



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)



Fee Distri	bution Summary Report
	LIUNA LOCAL 4
Payment Type	Account Code Amount
Grand Total:	\$123.456.78

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 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 <u>read-only</u> **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).



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



Local Membership Screen Memberhsip Types (from top down): 1) DC, and 2) Local





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
- Attach and email the highlighted PDF report to District Council – Kate Hughes, <u>khughes@liunachicago.org</u>.
- 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.





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 righthand corner of MTP, and type **local assignment**. Then select, **Reports > Membership Reports > Local Members Assignment at Training Center Report** (Image 1d).



Add To Favorites ×

Add this report (Local Member Assignment at Training Center

Report) to your favorites?

Yes No

Image 1b







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)
 - <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
- 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.

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BERTO AVILES				
Card Number: 00048	897852	Fin	st Name:	ROBERTO
Last Name: AVILE TC Type: JOUR	:S INEYWORKER	Paid Tr ID	nru Date: Number:	06/2021 0151038
Local Number: 0004 Local Type: JOUR	NEYWORKER	Local Gene	ral Type: Status:	JOURNEYMA ACTIVE
Local Hall Status: ACTIV	/E			
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Local Member Assi Report C Assigned Member Membership Types 50 YR MEMBER	ignment at Ti ers s to include:	raining Center F	Report ed Memt	bers
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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 <u>next month's close of business</u> date.